

City Manager's Quarterly Report

FY22 SECOND QUARTER

City of Brooksville



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City Manager's Office

Ron Snowberger, City Manager



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 second quarter of the fiscal year 2022 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.



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.



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.

Personnel

The City Manager's department personnel status for the quarter is as follows:

Number of Authorized Positions	Full-time Filled	Full-time Open
8	8	0

In addition to administrative staff and the Public Information Officer/Special Projects Coordinator, the City Manager's Office oversees Information Technology and the City Clerk's Office which encompasses the Cemetery. The position of Economic Development Specialist has been put on hold for the time being. The City Manager also supervises the Art Gallery operations and contractual staff.

Overview

The City experienced a vibrant and productive second quarter of FY 21/22. As always, the City looked forward to and participated in the Martin Luther King Jr. parade in January. The City Council also celebrated this holiday through proclamation at the formal City Council meeting. During January, the City Art Coordinator provided a call to Artists for a display of “NEW” at the City Hall Uptown Art gallery located in City Hall. This was done to update the art in the gallery and inspire artists to provide new work for the visiting public to admire. An art show entitled “In with the New” was organized with a reception and display from January 21 to March 18, 2022.

The Friday Night Live event series sponsored by Brooksville Mainstreet returned after the holiday season and once again provided fantastic food, great music and entertainment for the community, families and visitors.

The City has continued with infrastructure improvements including but not limited to, the road paving program, water and waste wastewater improvements, stormwater enhancements and cleaning of the drainage areas.

During this past quarter, the City has been focusing on improvements at the cemetery. Recently all of the cemetery roadways were re-paved and the City has been reviewing engineered drawing for the development of future expansion areas in the cemetery. These improvements also focus on enhancements to existing areas in order to maintain the overall serenity of the City Cemetery.

In February the City had the 3rd annual Mermaid Festival sponsored by Brooksville Mainstreet. This was a well-attended, fun event enjoyed by the community and visitors alike. The City also participated in the 6th annual Tribute to the Troops which honored veterans and Gold Star families. On February 15 – March 31, the City partnered with the YMCA to bring an Art enrichment program to the City Enrichment Center. This program provided kids with fun projects using paint, illustration, clay and much more.

At a February City Council Meeting, the City recognized STAR recipients. These are City employees who are recognized for going above and beyond in serving our customers both internally and externally. Employees are our most valuable resource and the City intends to routinely recognize the dedication, achievement, and hard work that our Star performers provide.

The City Manager and Special Projects Coordinator traveled to Tallahassee to participate in Legislative Action Day at the Capitol. During this event local government staff are encouraged to meet with legislators to discuss the projects that have been recently submitted by the City for legislative funding. This is an excellent opportunity to obtain the current status of these projects. It is also educational for staff to better understand the state government process relating to the funding and approval of projects.

Brooksville’s Department Directors from the City participated in the Hernando Leadership Program conducted by the Greater Hernando Chamber of Commerce. The City hosted “Brooksville Day” where those attending the program visited city hall and were given a full overview of the functional operations of the city.

Renovations to the City Hall parking lot Bus stop have started and will provide a larger, covered area for patrons using the Hernando County Transit for transportation to and from Brooksville. Several Dog waste stations were provided and installed in the quarry park area by volunteers. This large city park “the Quarry” is

designated to allow owners to bring their dogs as long as they are on a leash. The City is very appreciative of all of the volunteers that have generously made these donations.

The Fancy Flea is a large vintage market that returned to Downtown Brooksville on February 26, offering free admission and free parking to all attendees. The event was well attended and a wonderful success.

In March, the 37th Annual Art in the Park event took place at Tom Varn Park. This event is dedicated to fine art, craftsmanship and the community opportunity for artists, collectors, and patrons to come together in the City's most active park.

This event was followed by the first annual Bike-fest that was held within the Downtown Brooksville area, which included the bandshell. This event brought motorcycles and bikers from all over to the City Brooksville as a destination point for live music, vendors and food. Event planners are looking to come back next year, resulting from an overwhelming turnout.

The City is working on installing security cameras on city properties to better protect the city's assets, increase transparency, and reduce vandalism previously experienced. In addition, City Council has approved the construction of a new DPW complex which will replace the current building built in the 1940's. The current building has exceeded the normal projected life span and is becoming extremely costly to maintain. It is no longer useful as a modern facility that houses the amount of personnel and equipment required to maintain the City. Current bids are being obtained to begin construction on this much needed facility.

In closing, this quarter has shown that Brooksville is an active community that has a vision and purpose shared by our community as a whole. Improvements to city infrastructure and continued projects will all serve to meet the vision and purpose of reviving, strengthening and maintaining the City that we all love and enjoy.

City Clerk

Jennifer Battista, City Clerk

The City Clerk's office is the "information desk" of City government. The Clerk's role is to maintain the integrity of the legislative process, through the dissemination of information concerning legislative and policy decisions.

The main function of the City Clerk's office is to act as the official keeper of City records. Other City Clerk responsibilities include:

- ❖ Custodian of the City Seal.
- ❖ Custodian of Public Records, which includes fulfilling Public Records Requests
- ❖ Protecting, preserving and sharing City records. [Click here to view the City's resolutions pertaining to copy charges: Res. No. 2007-12 Copy Charges](#)
- ❖ Authenticating City records as true and correct copies of originals.
- ❖ Scheduling and posting public notices of official meetings.



*L to R: Jennifer Battista, City Clerk
Lisa Morris, Deputy City Clerk*

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- ❖ Authenticating and recording ordinances and resolutions adopted by City Council.
 - ❖ Administering oaths.
 - ❖ Coordinates the various appointed City advisory boards and committees, including orientation of members, oaths and maintenance of records and minutes.
 - ❖ Coordinates reporting of the City's Financial Disclosure requirements.
 - ❖ Maintains all legislative and administrative records of the City while ensuring proper storage and retrieval of said records.
 - ❖ Responsible for preparation of resolutions, proclamations, agendas, minutes, reports, correspondence and other documents as may be required.
 - ❖ Ensures that City ordinances amending code are codified. For the City's Code of Ordinances
 - ❖ Provides notary services.
 - ❖ Issues solicitor licenses
 - ❖ Supervises Brooksville Cemetery operations, including issuance of Cemetery Deeds.

Overview

Deputy City Clerk, Lisa Morris, continues with the on-going project on indexing or scheduling for destruction City Clerk, Public Works, Fire and other department files. This will be an ongoing project throughout the next several quarters. In this quarter, the Deputy Clerk indexed and scheduled disposition of old City Manager files.

In addition, Lisa is studying for her Florida Certified Records Management Certificate. It is a series of tests and she passed the first one during the first quarter. She hopes to complete and receive this designation in Fiscal Year 21/22.

City Clerk and Deputy City Clerk

City Clerk Battista attended education webinars to continue her pursuit of her Master Municipal Clerk Designation.

Deputy Clerk, Lisa Morris, is a board member of FACC's Professional Education Committee and attended meetings in person and via Zoom at other municipalities during this quarter.

Cemetery Operations

The task order for engineering plans for a tree study and a new location for a Garden of Innocence Land have been completed by engineer but have not been approved by staff during this quarter.

During this quarter, the Cemetery adjusted job descriptions and will now comprise of a Cemetery Sexton and a Deputy Cemetery Sexton. During this quarter, interviews for a Cemetery Sexton are in progress.

Division Goals for the year include:

- Review Public Records resolution and confer with PRM on language that may need to be updated to protect City and cover actual costs for fulfilling public records requests

- Amend Advisory Board Policy to address attendance issues
- Work with Information Technology (IT) to make minutes and agenda packets ADA accessible so they can be posted on City’s website
- Work with Community Development to request that County vacate a portion of Pearl St. within the Cemetery
- Records Management (that will be ongoing through this year and following fiscal years), including but not limited to:
 - Perform a comprehensive records inventory, scheduling files for destruction and combining related files and locating them to same location which will lead to amending indexes. This will be an ongoing project that will carry over into the next fiscal year.
 - Index or schedule for destruction files from entire room at the Department of Public Works that has been neglected for nearly 30 years
 - Establish records retention procedure, naming conventions, process.
 - Going digital in records management - future goal - scanning all documents in the vaults and storage room that can be scanned without damage.
 - Organize vault by record type/retention. (1,2, and 3 go together)
 - ADA Remediation of digital documents organize vault room (remove old equipment, empty boxes, tv & computer).
 - Scan in all Council Packets currently stored in records vault

ACTIVITIES	Jan	Feb	Mar	2 nd Qtr Total	Yearly Total
Agenda Packets Produced	4	2	3	9	18
Bids/RFQs Processed after Award	0	2	0	2	3
Boxes of Records Prepared for Destruction	15	15	15	45	100
Boxes of Records Destroyed	0	0	0	0	0
Cemetery Deeds for Interment Processed	10	10	10	30	58
Citizen Board Applications/Positions Processed	1	1	0	2	24
Contracts/Agreements/Task Orders Processed - New & Extended	0	6	10	16	34
Fee Waivers Processed	1	3	1	5	7
Legal/Display/Classified Ads Processed	5	5	2	12	15
Liens/Special Master Orders/Release of Liens Processed	0	0	2	2	5
All Meetings attended (Council or staff level)	21	24	25	70	99
Minutes Council/Advisory Boards Transcribed/Processed	4	4	4	12	25
Ordinances Prepared/Processed	4	4	4	12	15
Policies Processed	0	0	0	0	2
Proclamations	1	1	2	4	10
Public Records Requests	1	2	6	9	26
Resolutions Prepared/Processed	2	1	2	5	10

Staff Meetings	5	4	5	14	26
Wire Transfers	1	1	1	3	6

Information Technology

The Information Technology Department provides overall governance and support of the city’s technology infrastructure to include network circuitry, hardware, software, telephony and network security. The Information Technology Department plans and oversees technology projects as they relate to the day to day operations of the city. The Information Department is overall responsible for the city’s website and its contents and scalability to meet the needs of the residents, businesses and visitors of the city.

The principal activities of the Information Technology Department include:

- Serve as central liaison to the city’s managed service providers, vendors and customers.
- Develop independently and in collaboration with IT Committee the strategic initiatives and plans for future city technology endeavors.
- Maintain inventory of all technology equipment, software and related licenses
- Research and make recommendations for technology hardware, software and services.
- Ensure of standardization and compatibility of the city’s overall technology infrastructure.
- Assist in the development and implementation of technology services, disaster recovery, security, back-up and archiving of city data.
- Assist in the development, implementation and monitoring of the city’s information policies related to security, technology use and compliance.
- Monitor and conduct systems audits to evaluate the efficiency of the network infrastructure as a whole and user training programs in meeting the city’s technological needs.

The Department continues to work w/ the respective committee in regards to the council chamber upgrade to include technology upgrades to its audio/visual and presentation systems.

Quarterly Goals and Objectives

The Department’s Goals and status for the year include:

- Upgrade the city’s current Barracuda Essentials Email and Archive service adding Cloud to Cloud Backup for Staff’s One Drive network drives, Share Point and MS Teams. Evaluate adding additional level of email protection using Artificial Intelligence.
- Implement Staff’s and Department’s One Drive Network Drives, Share Point and Teams accounts.
- Deploy new laptops to respective city staff obtained from Cares Funding providing staff w/ remote work capabilities.
- Work City’s Website Host to re-design the city’s website to bring transparency and information to the residents, visitors and businesses of the city as well provide a website pay portal for city services.

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- Implement a Mobile Archiving Solution
 - Research, Evaluate, Implement Mobile Device Management Solution for City Mobile Devices.
 - Research, Evaluate, Implement Audio, Video, Presentation solution for the City's Chambers.
 - Research, Evaluate, Implement Audio, Video, Presentation solution for the City's 2 conference rooms.
 - Assist w/ city's PCI Compliance certification.

This quarter the department:

- ▶ Continued with configuration of the Barracuda Email Security Gateway for Inbound and Outbound Email / Archive solution.
- ▶ Continued with the configuration of Office 365 backend settings, policies, and associated applications One Drive, Share Point, Teams.
- ▶ Contacted BIS digital to provide 3 solutions for audio/video/presentation for the city council chambers and virtual solution for city conference room to serve as overflow and for virtual meetings.
- ▶ Added Barracuda Email Sentinel Services providing another layer of email security.
- ▶ Added Barracuda Cloud Back Up for the city's O365 Tenant
- ▶ Working w/ State Alarm to install security cameras for respective city properties phase 1.
- ▶ Implemented mobile / social archiving with SMARSH.
- ▶ Started deployment of staff laptops
- ▶ Started moving staff computers / network accounts to new domain

Special Projects

The Department continues moving city computer / staff network accounts to new domain providing security and enhanced network management.

Researching Mobil Device Management Solution as well as researching a Records Management Solution.



Human Resources

Kimberly Price, HR Director

Human Resources provides the citizens of Brooksville excellent customer service by hiring only the best! Brooksville is a rapidly growing City that is always seeking bright, new talent. The goal of Human Resources is to promote a culture of inclusion, diversity and growth through professional development of employees and creating an environment of mutual respect and equal opportunity for all.



In the 2nd Quarter of FY22, the Employee Headcount averaged (102) full-time employees throughout the period. During that time frame, four (4) new regular full-time employees were onboarded. They consisted of:

- (3) New Hires in the Utilities Department
- (1) New Hire in the Fire Department

The turnover rate averaged 7.2% throughout the 2nd Quarter of FY22. A total of seven (7) voluntary resignations and one (1) Retirement took place during this quarter. They consisted of:

- (1) Parks Department Employee
- (4) Utilities Department Employees Resigned (1) Retired for a total of (5)
- (1) DPW Employee
- (1) Cemetery Employee

The vacancy rate averaged five (5) open positions throughout the Quarter with an average time to fill of less than 90 days.

Accidents and injuries during the quarter included three (3) reported minor incidents.

HR and Safety News

The HR Applicant Tracking Software (ATS), known as Civic HR, has been implemented and is now live. Hiring managers have provided positive feedback on the system and feel the ease of use and efficiency will help streamline recruitment.

The HR department participated in the annual monitoring by CliftonLarsonAllen (CLA) and had zero audit findings for a 100% Compliance Rating.

COVID-19 Safety protocols continue to help keep employees safe; they include regular decontamination and increased sanitizing and cleaning of common areas and office spaces. COVID-19 tests are available onsite for early detection and awareness.

Personnel

The department's personnel status for the quarter is as follows:

Number of Authorized Positions	Full-time Filled	Full-time Open
3	3	0

The Human Resource Department has been authorized 3 full-time positions. The department has not had any changes in personnel during this quarter.

Community Development Department

Jessica Kowal, Community Development 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; Staff provide oversight and assistance to citizens, property and business owners as they go through the various governmental processes related to City growth, planning, development and redevelopment of their properties.

The mission of the Community Development Department is to maintain or find ways to improve the characteristics of the City of Brooksville that make it aesthetically, economically, and developmentally attractive to residents, businesses, and property owners. The Department strives to preserve Brooksville's unique way of life and enhance it at the same time to ensure the protection of property and continuation of a high standard of living within the corporate City limits for current and future residents.

Quarterly Goals and Objectives

- ❖ Improve the City of Brooksville (COB) Community Development Department's (CDD) ability to operate more efficiently through our interaction with both the public and private sector.
- ❖ To inform and instruct the residence of the COB to our "E-Filing" system through the COB updated website.
- ❖ CDD has returned to a proactive Code Enforcement Division and in support of this effort, the division will be adopting the International Property and Maintenance Code (IPMC) and upgrades to the City Building Codes by adoption of the latest changes to the Florida Building Code and will be presented to City Council for their consideration.
- ❖ CDD will continue to improve the overall coordination between internal departments i.e. Building, Planning/Zoning, Fire etc., fostering and creating a workplace culture that includes regular feedback and team development.

- ❖ Our efforts also continue within the CDD Planning and Zoning Division facilitating and guiding COB development through 2022, and has worked to efficiently review and process permits, administration of the Planning and Zoning Codes, and effectively conduct significant planning projects.
- ❖ Continued efforts in the Downtown area to improve the physical (Capital projects) and economic wellbeing of the CRA District
- ❖ Presentation of revisions to the CRA Community Property Improvement Matching Grant – (Application last revised 2009). Program designed to facilitate reinvestment in the Downtown area by providing matching grant to property/business owners in the Brooksville Downtown
- ❖ Explore the revision to the CRA Redevelopment Plan (last revised in 2013);
- ❖ Continue coordination with Brooksville Main Street, Chamber of Commerce, local business organizations and individuals;
- ❖ Create the Downtown Zoning Classification – mesh all current zoning classifications in the CRA District into a single zoning district;
- ❖ Work with the Chamber, Hernando County, Community Colleges and Hernando County Economic Development to create – a Business Attraction, Retention Plan;
- ❖ Work with City Manager to produce Strategic Plans for City Council, Planning and Zoning Commission, Work with the Chamber, Hernando County, Community Colleges and economic to create – a Business Attraction, Retention Plan.
- ❖ Work with City Manager and Hernando County to produce a “Joint Planning Agreement” [2nd and 3rd Qtrs. 2022].
- ❖ Move the “Local Planning Agency” jurisdiction from City Council to the Planning and Zoning Commission—[1st Qtr. 2022].

Special Projects

Community Redevelopment Agency: The City/CRA’s Board and staff continues to initiate and work on various projects benefitting the CRA District, Main Street, and the Historic District. Projects completed, currently underway, or in the planning phase include:

- ❖ 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.
- ❖ Community Redevelopment Agency – Property Improvement Grants
The Community Development Department continues to process CRA property improvement grants, which (since 2009) includes 45 applications and over \$194,000.00, in grant funds approved and committed, with over five times that amount in private investment by the applicants for their improvement projects. Additionally, staff is exploring changes in the application forms and process for accessing the Improvement Grants to facilitate both new and rehabilitation projects within the District.
- ❖ EPA Brownfields Assessment Grant – In 2012, the City received a three-year, \$400,000 community-wide EPA Brownfields Assessment Grant. The grant term is from October 1, 2019 to September 30, 2022, COB is currently on track to complete EPA Brownfields Grant early.

- ❖ 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
- ❖ City Council voted to reconsider the Milk-A-Way Farm rezoning. The city will hear the petition in April 2022.
- ❖ Preparations are underway to initiate a Pedestrian Safety Program throughout the District. The objective here is to put in place measures that will alert the traveling public that the District is heavily populated by pedestrians and that drivers need to be on high alert. Possible measures include but are not limited to; restriping crosswalks, placement of “Stop for Pedestrian” signage in crosswalks; possible seed reduction zones, et al.
- ❖ Amendments to the current City Building Codes are being prepared to align them with the changes in the Florida State Building Codes as specified by the Florida State Building Commission. Revisions Adopted by Ord .935;
- ❖ Adoption of International Property Maintenance Code (IPMC) – Ord. 936;
- ❖ Solidified the functions of the Community Development Department’s staff (work in progress) – encourage staff to take advantage of all professional training, initiated weekly staff meetings, worked to create professional working conditions, creating clear working goals and understanding of assignments and cross training in job functions.
- ❖ A CRA Board Meeting will be scheduled for January 24 ,2022—General discussion items are as follows:
 - Presentation by City/CRA staff– preparation of Small Cities CDBG Grant application - Grant amount of \$650,000 to leverage the CRA TIF funds – continuation of the Commercial revitalization of Downtown.
 - Submission of CRA budget amendments to accommodate the leveraging of CDBG Grant funds.

Personnel

The department’s personnel status is as follows:

Number of Authorized Positions	Full-time Filled	Full-time Open
8	8	0

The Community Development Department has been authorized 8 full-time positions.

Building Division

New Businesses

New Businesses (Certificate of Occupancy)	Address
Debra Waldron dba Pampered Paws Salon	636 W. Jefferson St.
Merit Hill Capital dba Extra Space Management, Inc.	
Debbi Hill dba Captain Ds LLC	849 S. Broad St.
No Tension Trust Pension dba Salon on Broad	
Kids Cent ONC	329 W. Jefferson St.
Acupuncture Office	
Massage and Facial Practice	20148 Cortez Blvd.
Real Estate Office	
Salon/Tattoo Shop	719 Benton Ave.
Hawkeye Partners II, LLC	
Richard M. Smith, Brewery	291 E. Jefferson St.
Medical Office	
Mobile Home Community	925 Ponce De Leon Blvd.
Laura Westfall dba Laura's Southern Charm Salon	
Jessica McDaniel dba MAC Senior Benefits	819 S. Broad St.

Building Inspections

BUILDING INSPECTIONS	2 nd Quarter 01/01/22 – 03/31/22	Fiscal Year to Date 10/01/21 – 03/31/21	2 nd Quarter 01/01/21 – 03/31/21
Building	298	667	369
Red Tags	80	132	52
Plumbing	90	174	84
Red Tags	15	31	16
Electrical	94	182	88
Red Tags	21	38	17
Mechanical	68	136	68
Red Tags	18	29	11
LP Gas	12	24	12
Red Tags	1	3	2
TOTAL INSPECTIONS	562	1183	621
TOTAL RED TAGS	135	233	98

Building Review, Land Use and Code Enforcement Activities

Building/Development Reviews	318	587	269
Zoning Research Responses	56	101	45
Comprehensive Plan Amendments	0	0	0
Annexations			
Code Enforcement Violations	50	105	55

Building Division Revenues

Total Bldg. Collected	\$438,967.23	\$548,680.33	\$109,713.10
Impact Fees	\$242,526.00	\$293,322.94	\$50,796.94
Radon	\$1,761.40	\$2,882.01	\$1,120.61
DPR	\$2,527.20	\$3,897.86	\$1,370.66
TOTAL COLLECTED	\$685,781.83	\$848,783.14	\$163,001.31

Building Division Permits

PERMITS ISSUED	2nd Quarter 01/01/22 – 03/31/22	Fiscal Year to Date 10/01/21 – 03/31/21	2nd Quarter 01/01/21– 03/31/21
Total Residential	214	360	146
Total Commercial	94	191	97
Total Demolition	11	16	5
Total Misc. Permits	9	22	13
TOTAL PERMITS	328	589	261

PERMIT VALUATIONS	2nd Quarter 01/01/22 – 03/31/22	Fiscal Year to Date 10/01/21 – 03/31/21	2nd Quarter 01/01/21– 03/31/21
Total Residential	14,386,650.94	21,445,953.55	7,059,302.61
Total Commercial	9,747,126.77	11,853,148.13	2,106,021.36
Demolition	44,700.00	53,100.00	8,400.00
	24,178,477.71	33,352,201.68	9,173,723.97

Finance Department

Autumn Sullivan, Finance Director

The Finance Department provides financial planning, management, and informational services to City Departments to aid in informative financial decision making. The Finance Department is responsible for preparing Financial Statements which comply with legal and contractual requirements and Generally Accepted Accounting Principles (GAAP). The department is also responsible for the preparation and completion of the annual budget and audit.



The principal activities of the Finance Department include:

- ◆ Revenue Collection and Monitoring
- ◆ Accounts Payable Processing and Reporting
- ◆ Payroll Processing and Reporting
- ◆ Fixed Asset Accountability and Control
- ◆ Financial Reporting and Analysis
- ◆ Administer and Process Bid Documents and Solicitations

Overview

During this quarter the Finance Department processed solicitations for bids for the Lamar Water Plant, East Avenue Drainage, the Road Paving Projects, and processed a Request for Statement of Qualifications (RSQ) for the New Construction of Utilities Facility.

Quarterly Goals and Objectives

The Department's Goals and status for the year include:

- ◆ Completion and approval of an updated Procurement Policy Manual – Complete
- ◆ Monthly financials to the Departments and City Council – Ongoing
- ◆ Additional software training for staff – Initiated
- ◆ Completion of a Finance Department Procedures Manual – Ongoing
- ◆ Apply for the Budget Award through FGFOA – No Activity
- ◆ Begin process of preparing an Annual Comprehensive Financial Report (ACFR) – Initiated

During this quarter the Finance Department began field work on FY20/21 audit. The department worked closely with the auditing staff and provided all requested documents to complete their report.

Personnel

The department's personnel status for the quarter is as follows:

Number of Authorized Positions	Full-time Filled	Full-time Open
4	4	0

The Finance Department has been authorized 4 full-time positions. The department has not had any changes in personnel during this quarter.

Financials

City of Brooksville				
Expense Summary by Department				
As of March 31, 2022				
<u>Account Title</u>	<u>Total Budget</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percent Total Budget Used - Original</u>
General Government				
General Government	766,613.56	342,689.55	423,924.01	44.70%
City Council	120,978.79	57,152.53	63,826.26	47.24%
City Managers Office	469,868.41	254,860.47	215,007.94	54.24%
Finance Department	331,975.43	166,157.57	165,817.86	50.05%
Police Department	1,078,980.00	430,854.92	648,125.08	39.93%
Fire Department	656,099.00	328,050.00	328,049.00	50.00%
Development Department	405,675.56	226,942.93	178,732.63	55.94%
Technology Services Division	291,282.29	230,820.34	60,461.95	79.24%
Cemetery Division	266,621.12	100,063.12	166,558.00	37.53%
Street & Drainage Division	1,542,050.00	772,525.02	769,524.98	50.09%
Park and Facilities Division	1,489,201.37	522,973.49	966,227.88	35.11%
Human Resources Division	171,208.62	101,490.26	69,718.36	59.27%
Building and Facilities	377,580.38	243,627.26	133,953.12	64.52%
Building Division	281,238.48	121,327.46	159,911.02	43.14%
ARPA Funds	0.00	25,999.45	(25,999.45)	100.00%
Local Option Gas Tax				
Street & Drainage Division	2,393,073.97	1,424,416.87	968,657.10	59.52%
Fire Department				

Fire Department	2,095,101.48	1,132,150.83	962,950.65	54.03%
Water & Wastewater Operations				
Water Division	2,169,474.67	951,310.32	1,218,164.35	43.84%
Sewer Division	1,953,792.35	903,305.36	1,050,486.99	46.23%
Solid Waste Operations				
Solid Waste Department	1,587,360.42	740,261.35	847,099.07	46.63%
Internal Service Fund				
Fleet Maintenance Department	151,956.02	75,783.77	76,172.25	49.87%

Revenue and Expense Summary					
As of March 31, 2022					
<u>Account Code</u>	<u>Account Title</u>	<u>Total Budget</u>	<u>YTD Actual</u>	<u>Remaining Budget Amount</u>	<u>Percent Total Budget Used</u>
001	General Government				
Rev	Revenue	6,837,886.00	4,600,953.00	2,236,933.00	67.28%
Exp	Expenses	8,249,373.01	3,925,534.37	4,323,838.64	47.76%
104	Police Special Education Fund				
Rev	Revenue	0.00	3,143.06	(3,143.06)	100.00%
107	Transportation Capital - Local Option Gas Tax 1-5				
Rev	Revenue	169,092.00	56,938.84	112,153.16	33.67%
108	Local Option Gas Tax				
Rev	Revenue	2,084,973.00	1,034,194.08	1,050,778.92	49.60%
Exp	Expenses	2,393,073.97	1,424,416.87	968,657.10	59.82%
110	Road Impact Fees Trust				
Rev	Revenue	8,845.00	60,045.99	(51,200.99)	678.86%
Exp	Expenses	1,245,223.00	0.00	1,245,223.00	0.00%
112	Law Enforcement Impact Fees				
Rev	Revenue	895.00	8,730.19	(7,835.19)	975.44%
113	Public Bldg Impact Fees				
Rev	Revenue	4,760.00	47,295.22	(42,535.22)	993.59%
114	Fire Impact Fees				
Rev	Revenue	2,250.00	26,332.75	(24,082.75)	1,170.34%
115	Parks Impact Fees				
Rev	Revenue	4,210.00	41,754.29	(37,544.29)	991.78%
128	Traffic Camera				
Rev	Revenue	0.00	797.20	(797.20)	100.00%
139	Enrichment Center Premises Maintenance Fund				
Rev	Revenue	11,575.00	8,371.79	3,203.21	72.32%
Exp	Expenses	16,800.00	11,348.24	5,451.76	67.54%

	Rev	Revenue	1,795,919.00	1,232,864.64	563,054.36	68.64%
	Exp	Expenses	2,095,101.48	1,132,150.83	962,950.65	54.08%
144		Brownfields Assessment Grant				
	Rev	Revenue	50,000.00	0.00	50,000.00	0.00%
	Exp	Expenses	50,000.00	14,970.39	35,029.61	29.94%
201		Capital Improvement Rev Bond 2006				
	Rev	Revenue	13,620.00	6,810.00	6,810.00	50.00%
	Exp	Expenses	13,620.00	0.00	13,620.00	0.00%
202		Capital Improvement Revenue Note 2011				
	Rev	Revenue	303,780.00	151,890.00	151,890.00	50.00%
	Exp	Expenses	303,780.00	151,889.90	151,890.10	49.99%
203		Capital Improvement Revenue Loan 2016				
	Rev	Revenue	7,563.00	3,781.50	3,781.50	50.00%
	Exp	Expenses	7,563.00	7,562.85	0.15	99.99%
302		McKethan Park Capital Project				
	Rev	Revenue	195.00	7.77	187.23	3.98%
308		Multi-Year Capital Project Accumulation				
	Rev	Revenue	500.00	(272.52)	772.52	(54.50)%
309		Capital Improvement Revenue Fund-Bond 06				
	Rev	Revenue	36,050.00	24,261.83	11,788.17	67.30%
	Exp	Expenses	35,670.00	15,000.00	20,670.00	42.05%
311		2011 Capital Improvement Revenue Note-Loan 2011				
	Rev	Revenue	303,780.00	151,890.00	151,890.00	50.00%
	Exp	Expenses	303,780.00	151,890.00	151,890.00	50.00%
314		Fire Truck-Engine 61-2016 USDA Loan				
	Rev	Revenue	10,319.00	5,159.52	5,159.48	50.00%
	Exp	Expenses	7,563.00	3,781.50	3,781.50	50.00%
401		Water & Wastewater Operations				
	Rev	Revenue	6,546,107.00	2,586,699.34	3,959,407.66	39.51%
	Exp	Expenses	4,123,267.02	1,854,615.68	2,268,651.34	45.21%
403		Solid Waste Operations				
	Rev	Revenue	1,677,880.00	748,827.79	929,052.21	44.62%
	Exp	Expenses	1,587,360.42	740,261.35	847,099.07	47.05%
405		Utilities R&R				
	Rev	Revenue	0.00	(1,969.29)	1,969.29	100.00%
406		Utilities Bond & Loan Fund				
	Rev	Revenue	801,138.00	428,204.90	372,933.10	53.44%
	Exp	Expenses	145,458.00	75,614.87	69,843.13	51.98%
407		Water Connection Fees				
	Rev	Revenue	10,075.00	8,407.67	1,667.33	83.45%

408	Sewer Connection Fees				
Rev	Revenue	20,100.00	11,605.16	8,494.84	57.73%
409	Cobb Road Wastewater Capacity Fund				
Rev	Revenue	2,700.00	(13,963.97)	16,663.97	(517.18)%
501	Internal Service Fund				
Rev	Revenue	152,003.00	75,979.90	76,023.10	49.98%
Exp	Expenses	151,956.02	75,783.77	76,172.25	50.11%
502	Vehicle Replacement (IS)				
Rev	Revenue	331,412.00	155,796.07	175,615.93	47.00%
503	Equipment Replacement (IS)				
Rev	Revenue	10,035.00	5,000.97	5,034.03	49.83%
603	Butterweck Bond Fund				
Rev	Revenue	20.00	1.79	18.21	8.95%
605	Cemetery Perpetual Care Fund				
Rev	Revenue	10,200.00	5,067.05	5,132.95	49.67%
609	HRA Funding Account				
Rev	Revenue	55,500.00	27,750.06	27,749.94	50.00%
Exp	Expenses	48,000.00	35,398.51	12,601.49	73.74%
610	Employee Health Insurance				
Rev	Revenue	770,732.00	369,101.96	401,630.04	47.88%
Exp	Expenses	750,000.00	481,323.91	268,676.09	64.17%
615	Community Redevelopment Agency				
Rev	Revenue	100,100.00	23.22	100,076.78	0.02%
Exp	Expenses	<u>68,850.00</u>	<u>29,519.76</u>	<u>39,330.24</u>	<u>42.87%</u>

Accounts Payable and Payroll Processing			
	Actual 2022	Budget 2022	YTD Total 2022
Purchase Requisitions Approved	33	1150	144
Accounts Payable Checks/Vouchers Processed	437	2000	901
Accounts Payable Dollar Amount Processed	\$2,382,053	\$10,000,000	\$53,083,083
Payroll Checks Processed/Vouchers	596	2600	1336
Number of Findings from External Audit	0	0	0

Fire Department

Brad Sufficool, Fire Chief

The Brooksville Fire Department (BFD) is a full-service municipal department providing an all-hazards response to the citizens, visitors and businesses within the City of Brooksville as well as mutual and automatic aid to several areas outside the city.



Overview

In addition, to emergency response, the department coordinates city emergency management functions and has a fire prevention/inspection division that provides fire plans review, burn permitting, fire inspections of both new and existing commercial occupancies, inspections of all fire protection equipment, pre-fire planning, public education and community risk reduction.

Our mission is 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.

The primary services of the Fire Department include:

- ◆ Fire Suppression
- ◆ Fire Inspections
- ◆ Plans Review
- ◆ Emergency Medical Services
- ◆ Emergency Disaster Management
- ◆ Technical Rescue
- ◆ Hazardous materials mitigation
- ◆ Fire Pre-planning
- ◆ Public Education and Community Risk Reduction
- ◆ Hydrant Maintenance
- ◆ Special Event coverage
- ◆ Full Administrative services and data management

BFD started out the second quarter with a Captains Promotional assessment center. From the assessment center Driver Engineer Felten was promoted to the rank of Fire Captain. We also promoted FF Vanhoose to the rank of Driver Engineer. All Firefighters received Lifescan physical, through generous donations from community. Annual testing of all fire hose, ground ladders, aerial ladder and fire pumps was completed. Operations crews continue to perform annual fire hydrant testing/maintenance, pre-fire plans and various station maintenance projects.

Quarterly Goals and Objectives

- ◆ Annual MSA mask fit testing completed for all personnel
- ◆ Annual hose, pump, ground ladder, and Aerial Ladder testing
- ◆ Pump repairs completed on E63
- ◆ 1 Firefighter hired
- ◆ All Firefighters received comprehensive Life scan physical
- ◆ Driver Engineer Felten promoted to Captain
- ◆ Firefighter Vanhose promoted to Driver Engineer

Special Projects

- ◆ Captains Promotional assessment center in January
- ◆ Life Scan Donor recognition event
- ◆ Received smoke alarms from FEMA AFG FP&S Grant
- ◆ Participated in Tribute to the Troops Gold Star Family event
- ◆ Smoke alarm program developed and implemented

Personnel

The department's personnel status for the quarter is as follows:

Number of Authorized Positions	Full-time Filled	Full-time Open
21	21	0

The Fire Department has been authorized 21 full-time positions, 1 Fire Chief, 1 Administrative Assistant, 1 Fire Inspector, 3 District Chiefs, 3 Fire Captains, 3 Engineers and 9 Firefighters. The Department currently has no firefighter vacancy.



Data/Statistics

Inspections	
INSPECTION RESULTS	TOTAL
Complaint cleared by Contact	1
Correction Notice Issued	26
Passed	132
Passed with Comments	2
Pending	3
Second Correction Notice	4
Third Correction Notice - Referred to City Attorney	0
Total of Inspections Completed in Date Range:	168

Training Hours 4th Quarter	
Fire	1202
EMS	181
Safety	194
Fitness	15
Hazardous Materials	41
Leadership / Administration	152
Total	1786

MAJOR INCIDENT TYPE	# INCIDENTS	%
Fires	27	3.18%
Overpressure rupture, explosion, overheat - no fire	0	0%
Rescue & Emergency Medical Service	676	79.62%
Hazardous Condition (No Fire)	5	.59%
Service Call	86	10.13%
Good Intent Call	18	2.12%
False Alarm & False Call	30	3.53%
Severe Weather & Natural Disaster	0	0%
Special Incident Type	7	.82%
TOTAL	849	100%



BFD Receives Donation for Lifescans



Fire Inspector Troche – Smoke Alarms purchased through FEMA Fire Protection and Safety Grant



Tower 61 and crew at Tribute to the Troops

Parks & Recreation

Angie Whisnant, Parks & Recreation Director

Parks and Recreation provide resources and services for the purposes of leisure, entertainment, and recreational pursuits. Resources include public spaces and facilities like parks, nature preserves, open space areas, greenways, trails, and built structures for sport, recreation, or art programs. In addition, the Parks and Recreation Department is responsible for ensuring that citizens have spaces to exercise, play, and for other activities to improve their quality of life.



Overview

The new playground installation was completed during this quarter along with a new fence, water fountain and ADA walkway installed. A new sign for the playground was installed, giving credit to the funding through the Florida Recreation Development Assistance Program (FRDAP) grant. A ribbon-cutting ceremony will be held in the next quarter. Also, during this quarter pet waste stations, supplies and signs were installed at the Quarry. This due in part to the generous donations from community residents, a project spearheaded by resident Cindy Gandy.

The department staff performed lawn maintenance and weed-eating as well as leaf clean-up and trash removal at city-owned parks and playground areas, in all city parking lots, City Hall, Good Neighbor Trail, Water Tower and Silo areas. Staff trimmed over 200 crepe myrtles throughout all parks and City Hall as well as removed dead trees near the walking trail at TVP, US 41 (Broad Street) and McKethan Park.

Gator rescue was called to remove a gator from the pond behind the Jerome Brown Community Center during this quarter. Sunrise to Sunset signs were replaced at the parks as well as No Vehicles on Grass signs were installed. Many repairs and maintenance tasks at all parks and recreational fields as well as parks equipment were performed by park staff during the quarter as well a numerous work orders were submitted for facilities maintenance staff. These included repairs and replacements due to recurring vandalism of park restrooms as well a vandal fire at Russell Street Pavilion.

Many tournaments, events and practices were held during this quarter including the Sun King Disc Golf Tournament in January, Art in the Park: Art Festival and the Leopard Slam Tournament were held in March Hernando, as well as the Elite Volleyball Program and Hernando Youth League Brooksville and other various leagues utilized the parks facilities.

Ongoing contracted vendors and community programs continued their offerings to include T.U.F.F Group Exercise, the Joe-Jitsu Bootcamp Fitness Challenge and Mid-Florida Community Services congregate meal program as well as Arc of the Nature Coast weekly basketball and Quilters Guild's monthly leisure meetings.

Quarterly Goals and Objectives

Goal 1: Redevelop athletic facilities that meet quality playing standards for varying ages, skill levels and recreational interest.

- ❖ Objective a: TVP Playground Fence installed March 2022.
- ❖ Objective b: TVP Playground Tiles installed March 2022.
- ❖ Objective c: TVP Playground Water Fountain installed March 2022.

Goal 2: Encourage Volunteerism.

- ❖ Objective: Adopt-A-Spot Program (on-going)

Goal 3: Provide efficient services to residents regardless of income background and ability.

- ❖ Objective a: Partnership with independent fitness instructors offering 9 classes.
- ❖ Objective b: Partnership with HYL Youth Basketball.
- ❖ Objective c: Partnership with HYL Youth Softball.
- ❖ Objective d: Partnership with Hernando High School (Leopard Slam), Sportsman Expo, Art in the Park.

C. Special Projects - None this quarter.

Personnel

The department's personnel status for the quarter is as follows:

Number of Authorized Positions	Full-time Filled	Full-time Open	Part Time Filled	Part-time Open
6	5	0	0	1

The Parks & Recreation Department has been authorized 6 positions, 5 full-time and 1 part-time. During this quarter a Park Technician F/T was hired. Position of Park Aide P/T remains opened. One F/T Park Maintenance position turned over.



Public Works

Paul Booth, Public Works Director

The Department of Public Works is divided into three divisions, Streets and Drainage, Fleet Maintenance, and Facilities. Each division is dedicated to providing the highest level of service to the City of Brooksville while maintaining fiscal responsibility for all activities.



The goal of City Streets and Drainage Division is to keep City streets, byways, walkways, and all other travelled areas in safe and good repair while maintaining the City’s historic and small-town charm. This includes keeping roadside ditches and swales maintained, allowing stormwater to flow freely. Trimming trees, maintaining street signs, providing traffic control, road way repair, sidewalk repair, and pot hole patching are just some of the daily activities of the Streets and Drainage Division. The Fleet Maintenance Division is tasked with the maintenance and up keep of all city vehicles and powered equipment. This is accomplished through a preventative maintenance program and dealing with equipment breakdowns in an efficient and timely manner. The Facilities Division is responsible for all phases of maintenance, repair, modification, security and cleaning of all City building and facilities.

Overview

During the 2nd quarter, DPW began work on several special projects. Among these are: the removal of the old playground at Tom Varn Park and the site prep for the new playground, remodeling the City conference room and moving staff to new offices. The Request for Statement of Qualifications (RSQ) for the new DPW facility was issued. New vehicles for Community Development and Municipal Utilities were ordered.

Other DPW activities included numerous street closures including monthly closures for Friday Night Live, and Brooksville Bites. Additionally, there were street closures for Hernando County Bike fest and several smaller events.

Permanent barricades have been ordered to be installed at eleven (11) different locations throughout the Main St. district. The bollards have been delivered and installation will begin in April 2022.

Quarterly Goals and Objectives

- Timely completion of all work orders – Ongoing.

Department	Work Orders Issued	Work Orders Closed/Complete
Streets & Drainage	216	214
Fleet	192	190
Facilities	61	56

- 2022 CIP Road Restoration Projects – Implemented/Ongoing
- Administration of annual budget - Ongoing
- Special Events Road Closures - Ongoing
- 2020-2021 CIP Roads - Completed

Personnel

The department’s personnel status for the quarter is as follows:

Number of Authorized Positions	Full-time Filled	Full-time Open
20	19	1

DPW currently has 1 vacant position.

Street Sweeping Summary

- 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 1st quarter data collected, and also shown for comparison is the 2021 data collected. This year the street sweeper was transferred from Utilities to the Department of Public Works.

NPDES - STREET SWEEPING PROGRAM			
	2022 Fiscal Year (January - March)		
Total Miles Traveled	Average Miles Per Month	Total Cubic Yards Collected	Average Cubic Yards Collected Per Month
0	103	205	68

NPDES - STREET SWEEPING PROGRAM			
	2021 Fiscal Year (January - March)		
Total Miles Traveled	Average Miles Per Month	Total Cubic Yards Collected	Average Cubic Yards Collected Per Month
757	252	183	61

Utilities

Jeremy Burgess, Utilities Director

The Utilities Department strives to provide uninterrupted professional customer service, water and wastewater, and water conservation services in an efficient manner to the citizens of Brooksville, who it proudly serves. We strive to provide a culture of trust, equality and collaboration with our customers. We promote the efficient use of resources while operating in accordance with all safety and industry regulations, resolving customer concerns skillfully, expeditiously and fiscally responsibly. Utilities is also responsible for the collection of curb side residential and commercial trash collection as well as bulk items and single stream recyclables.



The principal activities of the Utilities Department include:

- ◆ Install, repair and maintenance of meters, controls, piping and related water and sewer system components and devices
- ◆ Keep UpToDate and accurate records for proper billing and customer service
- ◆ Direct and organize work schedules and collection routes to remove waste and recyclables efficiently
- ◆ Operate many different types of heavy machinery
- ◆ Make sure all lift stations and generators are operating effectively and efficiently
- ◆ Make sure all plants are operational and meeting the guidelines of our permits

Goals and Objectives

The Department's Goals and status for the year include:

Water Utilities:

- ◆ Lamar drinking water plant to be replaced and updated
- ◆ Utility billing software change-over by June 2022
- ◆ Hydrant valve replacement/revamp (5-6/year)
- ◆ Utility truck replacement
- ◆ Good Neighbor Trail finished by July 2022
- ◆ Replace the old water lines as the Streets are being repaved

Waste Water Utilities:

- ◆ Standardize all the lift stations & proper preventative maintenance schedules
- ◆ Sewer line rehabilitation
- ◆ Will Smith Plant new oxidation ditch & new anoxic tank
- ◆ Surge tank to be installed by July 2022

- ◆ East Ave. lift station replacement
- ◆ Modify master lift station at Cortez
- ◆ School street pump replacement
- ◆ Reclaim water to Cascades; expected completion by the third quarter, June 2022
- ◆ Lakeside lift station rework; expected completion by the third quarter, June 2022

Sanitation Utilities:

- ◆ Replacement of dumpsters
- ◆ New garbage truck ordered; expected arrival by the third quarter, June 2022

Personnel

The department’s personnel status for the quarter is as follows:

Number of Authorized Positions	Full-time Filled	Full-time Open
34	26	8

The Utility Department has been authorized 34 full-time positions. During this quarter we obtained a new Utilities Specialist I, which replaced one that transferred to Parks. We had two new Front Load Drivers come on board.

Water Production Summary

	2022	2021
Location	Totals to Date (MG)	Totals (MG)
Hope Hill Well Field	59.592	47.48
Lamar Ave. Well Field	35.968	25.532
Hillside Court	27.658	41.081
Total Monthly Prod. (MG)	129.826	114.093
Average Daily Prod. (MG)	1.442	1.226

* Water production in the 2nd quarter of 2022 is higher, with an average of 1.369 million gallons per day, compared to last year’s production of 1.2 million gallons per day in the same quarter.

Locates by Month:

- ◆ January - 144
- ◆ February - 186
- ◆ March - 174

