

City Manager's Quarterly Report



FY23 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 2023 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 expenditure 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

The City Manager's Office oversees the Public Information Office, Procurement, Information Technology, and the City Clerk's Office. The City Manager also supervises the Art Gallery operations and contractual staff.

Overview

It is my pleasure to present and provide the 2nd quarterly report for FY 22-23. This has been a very exciting and exceedingly busy quarter. I would first like to thank the city staff for all the hard work they put in to keep the city progressing and moving forward in a positive direction. We have employees that really care! Additionally, I appreciate the support of the city council and our citizens who support the mission and endeavors of the city.

The city has been working very hard in the community and we strive to put community service at the forefront. During this quarter, the city hall parking lot was paved, which was much needed and had not been done in years. This looks so much better now, but also serves to protect the asphalt from the heavy use it experiences each week. In addition to the numerous citizens visiting city hall during the week, the lot doubles as a bus stop, providing community access to public travel. The city beautification board has re-painted the chess board underneath the equine statue at the entrance to city hall. This looks amazing and we appreciate their collective efforts on this project.

Brooksville received new restrooms at McKethan park, which will serve those who frequent the tennis courts and playground in that park, as well as those who travel the nearby Good Neighbor Trail. Brooksville has also awarded a contract to Ayres Associates, Inc. who will be conducting a parks master plan for our city. This is paid for through park impact fees and is designed to plan for new growth. Ayers will be meeting with all stakeholders, visiting city parks, and working to submit a plan that will take Brooksville parks and recreation into the future.

The city has unveiled the “new” mermaid located at city hall. Her name is Sirena de la Fruta and the artist was Arielle Katarina. The artistic statue is a beautiful addition to Brooksville’s City Hall; we invite you to come by and see how this accentuates the building and our new landscaping.

Many events and activities occurred during this quarter, proving that Brooksville continues to be an active and vibrant community in which many people love to visit. The Brooksville Gallery 201 was host to an art reception and exhibit in January. Also, during this month, an unveiling was conducted of a mural depicting Jerome Brown, who was a hometown athlete and community hero. Jerome made his mark on the world playing football in the NFL and left a legacy in his hometown by donating funds to build the Jerome Brown Community Center (JBCC) in Tom Varn Park. He tragically lost his life, much too soon, in a vehicle accident; a ceremony was held to remember and honor his memory and his civic pride. The mural will remain on display at the JBCC.

The City staff, City Council, Brooksville Mainstreet, and our wonderful citizens all showed their love for Brooksville by participating in two very successful community clean-ups during this quarter. One was held in the downtown area of the city and the other was conducted at the cemetery. Participants volunteered their time to assure that these areas are improved by keeping them clean and presentable. We are blessed to have such dedication and community pride throughout our City.

Several other key events included but not limited to, Art in the Park, Bike Fest, Parks and Receptions Spring Break activities, Brooksville was evaluated during this quarter in hopes of obtaining the designation by the State of Florida as an Official “Trail Town”. In addition, a new Library Kiosk program is underway throughout town, and an employee appreciation luncheon was held to honor and recognize our greatest resource, “the employees”.

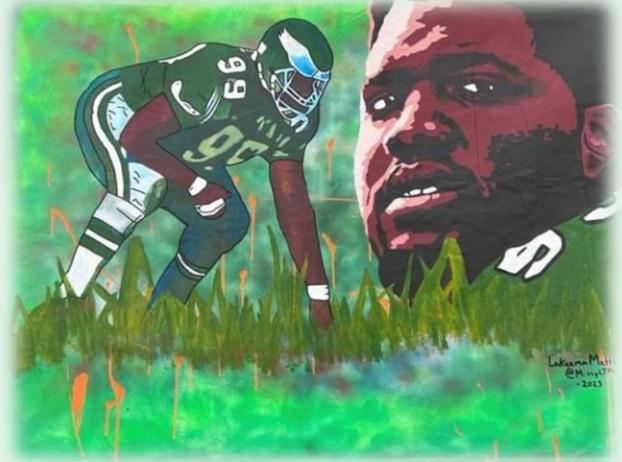
The City Administration has been heavily involved in the legislative process by traveling to, attending, and participating in Hernando County Days at the state capital in Tallahassee. On this trip, city staff had the opportunity to speak with our lobbyist and legislators to discuss the importance of our proposed requests and

projects submitted through the legislative appropriation request process. Staff also participated in the Grand Opening of the office of Congressman Gus Bilirakis, here in downtown Brooksville. We are happy to have him here locally for advice, support, and communication on key topics that affect our city.

In closing, all of the wins and successes could not have been possible without the team effort of the City Council and our hard-working and dedicated city staff. Thank you and I look forward to continued progress within the City of Brooksville.



McKethan Restrooms



Jerome Brown Mural



Mermaid Sirena de la Fruta

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:



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

- ❖ 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.
- ❖ 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
- ❖ Executes Cemetery Deeds.

Overview

Records Management

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 years.

With the contract last quarter for records management software, during this quarter Lisa has scanned in all minutes, cemetery deeds, contracts, board minutes, Council minutes, bid minutes, ordinances, and resolutions. She has a good start on the City-wide "repository of City records" and has scanned over 50,000 pages of documents during this quarter.

Lisa continues in this quarter to study for her Florida Certified Records Management Certificate and in March 2023, passed her most recent test. After the series of six tests, she hopes to receive this designation in Fiscal Year 2024.

City Clerk and Deputy City Clerk

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.

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 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	3	4	5	12	24
Bids/RFQs Processed after Award	3	5	3	11	13
Boxes of Records Prepared for Destruction	0	0	0	0	35
Boxes of Records Destroyed	0	0	0	0	0
Cemetery Deeds for Interment Processed	3	4	3	10	18
Citizen Board Applications/Positions Processed	1	2	0	3	15
Contracts/Agreements/Task Orders Processed - New & Extended	3	3	5	11	29
Fee Waivers Processed	0	2	0	2	5
Legal/Display/Classified Ads Processed	4	7	11	22	30

Liens/Special Master Orders/Release of Liens Processed	0	0	2	2	2
All Meetings attended (Council or staff level)	17	19	17	53	91
Minutes Council/Advisory Boards Transcribed/Processed	6	9	8	23	35
Ordinances Prepared/Processed	1	2	5	9	22
Policies Processed	0	0	0	0	0
Proclamations	2	2	7	9	18
Public Records Requests	42	11	1	54	136
Resolutions Prepared/Processed	4	1	5	10	19
Street Closure Permits/Special Events Processed	4	0	4	8	27
Staff Meetings	5	4	5	14	26
Wire Transfers	1	1	1	3	6

Information Technology

Brenda Nelson, IT Administrator

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 the 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 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 are meeting the city’s technological needs.

During this quarter, the Information Technology Department’s top priority was to complete the transfer of devices and mobile carrier services from Verizon Wireless to AT&T’s First Net which was 93% accomplished

with only the modems in Fire vehicles remaining to complete. Additional work done included continuation of deployment of new computer systems, moving computers and network login accounts to our new domain, continued configuration of backend settings, policies, and applications for all to use One Drive, Teams, and other Office 365 applications, assisting the Community Development Department with new credit card reader and scanner for new permitting system, and assisting the Fire Department with setup and configuration of Outlook to integrate with their First Arriving Digital Dashboard.

Quarterly Goals and Objectives

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

- Implement features within Barracuda Essentials Email, Security Awareness Training/Phishing, Cloud to Cloud Backup and Archive services - Ongoing
- Implement features within M365 for Multi-Factor Authentication - Initiated
- Implement features within M365 Endpoint Manager for all city-issued Mobile Devices - Ongoing
- Deploy new technologies to provide staff with secure remote work and field capabilities - Ongoing
- Continue development of Civic Engage to bring transparency and information to the residents, visitors, and businesses of the city - Ongoing
- Research, evaluate, and implement departmental One Drive transitions from current network file share locations to the cloud for improved technology, access, and efficiency - Ongoing
- Research, evaluate, and implement collaboration tools for city staff utilizing current city applications and new applications - Ongoing
- Research, evaluate, and implement additional Video Presentation solutions for the Council Chambers and main conference rooms - Ongoing
- Update and maintain inventory and documentation of all city-issued equipment and standard technology processes - Ongoing
- Assist with the city's PCI Compliance certification - Ongoing

This quarter the department:

- Began the transfer of devices and carrier services from Verizon Wireless to ATT First Net.
- Continued deployment of staff computers and moving staff computers / network accounts to new domain.
- Continued configuration of the Barracuda Email Security Gateway for Inbound and Outbound Email / Archive solution.
- Continued configuration of backend settings, policies, and applications for all to use One Drive, Teams, and other Office 365 applications.
- Continued the copy of all network files from the current network file server to new locations in cloud storage.
- Tested and completed the implementation of a backup firewall with the Hernando County Clerk IT.
- Assisted Community Development with setup, configuration, and preparation for the new online permitting system coming in the third quarter
 - Ordered, configured, and began setup of new credit card reader with a tablet

- Created PCI Training for the secure handling of credit card payments
- Installed a scanner in the Community Development large format printer area
- Assisted the Fire Department with the First Arriving Digital Dashboard to integrate their Outlook department calendar on display in the fire station

Special Projects

Configured the Mobile Device Management systems for Apple and Android smart phones and tablets to improve the city’s ability to secure and manage them remotely.

Began the setup and configuration of an intranet site using SharePoint and One Drive to allow all city employees to get information in one central location including training, forms, and internal news.

Configured, tested, and rolled out the SolarWinds Service Desk request system for DPW to use with IT to keep all internal requests in one location when their previous system was no longer available.

Number of Authorized Positions	Full-time Filled	Full-time Open
2	2	0

During this quarter, the IT Administrator resigned, and a new IT Administrator was hired and started.



Human Resources

Kyle Martin, HR Director

The Human Resources Department provides staffing support to the City. Specifically, in matters related to personnel recruitment, labor relations, adherence and enforcement with federal, state, and local labor laws, development and enforcement of personnel rules and regulations as they pertain to City employees. In addition, the Human Resources Department is responsible for Risk Management. In this capacity, the department is responsible for administering all insurance products, spearheading the safety committee, and managing the Workers Compensation program. The department is also responsible for benefit administration and management to include pension plans, medical insurance, life insurance, et. al.



The principal activities of the Human Resource Department include:

- Administer General Employees, Fire, IRS Section 457, and FRS plans for all eligible employees.
- Plan and administer employees' position classification and compensation program.
- Administer employee benefits program.
- Maintain the Payroll /Human Resources Information System (HRIS).
- Manage the recruitment and selection of qualified applicants.
- Administer the staff development and training program.
- Develop personnel policies and procedures to ensure compliance with state and federal labor laws or statutes.
- Ensure Equal Opportunity compliance in employment and employee development and advancement.
- Administer the City's Risk Management and Safety program and coordinate Citywide risk prevention programs, worker's compensation, and general liability insurance services.
- Custodian of employee personnel files and earnings record.
- Perform employee investigations as needed.

Quarterly Goals and Objectives

Policy Manual Revisions - Initiated

In the first quarter, Human Resources was tasked with initiating the review and future implementation of revisions for the Personnel Policy Manual. This will include, but is not limited to, Donating PTO, Workers Comp Policy, Promotion Policy, Travel/Meal policy, etc. The purpose of a detailed policy manual is to document the principles governing the City's practices. When consistently applied through the City, these principles and policies assure that the various reports and records issued by the City accurately reflect operational results. The estimated completion for this item is the end of the third quarter 2023.

In the 2nd Quarter of FY23, the employee headcount averaged (102) full-time employees throughout the period. During that time frame, (12) new regular full-time employees were onboarded. They consisted of:

- (1) new hire in the Information Technology Department
- (3) new hires in the Streets Department
- (2) new hires in the Parks and Recreation Department
- (2) news hires in the Water (utilities) Department
- (1) new hire in the Sanitation Department
- (1) new hire in the Human Resources Department
- (1) new hire in the Wastewater Department
- (1) new hire in the Community Development Department

The turnover rate averaged 5.8% throughout the 2nd Quarter of FY23. A total of (5) voluntary resignations and (1) Retirement took place during this quarter. They consisted of:

- (3) employees in the Utilities Department
- (1) employee in the Information Technology Department
- (1) employee in the Streets Department
- (1) employee in the Fire Department

Personnel

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

Number of Authorized Positions	Full-time Filled	Full-time Open
2	2	0

The Human Resource Department has been authorized 2 full-time positions. The department has not had any changes in personnel during this quarter.



Community Development Department

David Hainley, 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.



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 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.
- ❖ CDD continued efforts in the Downtown area to improve the physical (Capital projects) and economic wellbeing of the CRA District
- ❖ Retained Inspire Placemaking to update the CRA Redevelopment Plan (last revised in 2013).
- ❖ Continue coordination with Brooksville Main Street, Chamber of Commerce, local business organizations and individuals.
- ❖ Work with the Chamber, Hernando County, and Community Colleges to create – a Business Attraction, Retention Plan.
- ❖ Work with City Manager and Hernando County to produce a "Joint Planning Agreement".

Special Projects

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

- Community Redevelopment Agency – Property Improvement Grants
The Community Development Department continues to process CRA property improvement grants, which (since 2009) includes 57 applications and over \$367,000.00, 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 CRA District.

- 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 project is under construction.
- City Council voted to approve the Milk-A-Way Farms rezoning in March 2023.
- 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.
- Continued work on the electronic plan review processing software system. The system should begin operation in May 2023.
- Staff has drafted and is preparing to submit ten amendments to the Land Development Code. These amendments are:
 1. Sign Ordinance amendment to bring our code into compliance with Supreme Court decision on signs.
 2. Tree/Landscape amendment to improve the clarity and requirements regarding tree preservation and landscaping.
 3. Multi-family Design amendment to establish design standards for multi-family developments.
 4. Commercial design standards - amendment to update and strengthen standards.
 5. Single-Family/Residential design standards – amendment to add standards for single-family design standards.
 6. Historic District standards – amendment to update existing standards.
 7. Plan Development standards – amendment to make application standards more user friendly.
 8. Comprehensive Plan standards – amendment to update application standards to match state.
 9. Fence Amendment – update all allowable fence materials.
 10. Height and Setback Amendment – to decrease maximum height and increase setbacks in certain zones.
 11. Update density definition.

Personnel

The department’s personnel status is as follows:

Number of Authorized Positions	Full-time Filled	Full-time Open
9	9	

The Community Development Department has been authorized 9 full-time positions.

Building Division

New Businesses

New Businesses (Certificate of Occupancy)	Address
Laielli Construction LLC	503 S. Broad St.
Jewels Massage Therapy	628 W. Jefferson St.
Brenda Harvey dba The Real Estate CO-OP, LLC	143 S. Main St.
Payne and Sons, LLC	304 N. Broad St.
Chris Teele dba Florida Makers Mercantile	31 S. Main St.
Dale Thompson dba Lightening Strike Arms	212 Ponce De Leon Blvd.

Building Inspections

BUILDING INSPECTIONS	2nd Quarter 01/01/23 – 03/31/23	Fiscal Year to Date 10/01/22– 03/31/23	1st Quarter 10/01/22 –12/31/22
Building	465	990	525
Red Tags	36	94	58
Plumbing	127	253	126
Red Tags	34	48	14
Electrical	157	285	128
Red Tags	13	23	10
Mechanical	93	184	91
Red Tags	5	22	17
LP Gas	29	73	44
Red Tags	2	2	0
TOTAL INSPECTIONS	871	1785	914
TOTAL RED TAGS	90	189	99

Building Review, Land Use and Code Enforcement Activities

CATEGORY	2nd Quarter 01/01/23 – 03/31/23	Fiscal Year to Date 10/01/22 – 03/31/23	1st Quarter 10/01/22 –12/31/22
Building/Development Reviews	297	553	256
Zoning Research Responses	87	193	106
Comprehensive Plan Amendments	3	3	0
Annexations	0	0	0
Code Enforcement Violations	30	61	31

Building Division Revenues

BUILDING DIVISION REVENUES	2nd Quarter 01/01/23 – 03/31/23	Fiscal Year to Date 10/01/22 – 03/31/23	1st Quarter 10/01/22 –12/31/22
Total Bldg. Collected	\$96279.15	\$231,607.45	\$135,328.30
Impact Fees	\$47,401.00	\$125,394.99	\$77,993.99
Radon	\$1,125.79	\$2,342.91	\$1,217.12
DPR	\$1,516.15	\$3,255.86	\$1,739.71
TOTAL COLLECTED	\$156,322.09	\$362,601.21	\$216,279.12

Building Division Permits

PERMITS ISSUED	2nd Quarter 01/01/23 – 03/31/23	Fiscal Year to Date 10/01/22 – 03/31/23	1st Quarter 10/01/22 –12/31/22
Total Residential	109	275	166
Total Commercial	43	128	85
Total Demolition	0	3	0
Total Misc. Permits	0	0	0
TOTAL PERMITS	152	406	254

PERMIT VALUATIONS	2nd Quarter 01/01/23 – 03/31/23	Fiscal Year to Date 10/01/22 – 03/31/23	1st Quarter 10/01/22 –12/31/22
Total Residential	\$10,702,947.33	\$20,011,733.99	\$9,308,786.66
Total Commercial	\$13,784,402.67	\$65,932,127.11	\$52,147,724.44
Demolition	\$0.00	\$8,950.00	\$8,950.00
TOTAL VALUE	\$24,487,350.00	\$85,952,811.10	\$61,465,461.10



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 began the fieldwork on the FY21/22 annual audit with CliftonLarsonAllen, LLC.

Quarterly Goals and Objectives

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

- ◆ Monthly financials to the Departments and City Council – Ongoing
- ◆ Additional software training for staff – Ongoing
- ◆ Completion of a Finance Department Procedures Manual – Ongoing
- ◆ Apply for the Budget Award through FGFOA – No Activity

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

Financials

City of Brooksville				
Revenue and Expense Summary				
As of March 31, 2023				
<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	787,303.30	401,009.04	386,294.26	50.93%
City Council	139,254.31	49,877.89	89,376.42	35.81%
City Manager's Office	502,629.86	245,770.26	256,859.60	48.89%
Finance Department	349,705.13	141,450.96	208,254.17	40.44%
Police Department	1,078,980.00	618,443.18	460,536.82	57.31%
Fire Department	1,039,870.00	519,934.98	519,935.02	49.99%
Development Department	467,980.87	188,482.95	279,497.92	40.27%
Technology Services Division	391,730.27	174,855.91	216,874.36	44.63%
Cemetery Division	398,431.73	122,837.53	275,594.20	30.83%
Street & Drainage Division	327,258.00	163,629.00	163,629.00	50.00%
Park and Facilities Division	2,502,069.43	424,600.89	2,077,468.54	16.96%
Human Resources Division	165,703.66	70,667.26	95,036.40	42.64%
Building and Facilities	381,524.46	215,086.85	166,437.61	56.37%
Building Division	307,061.42	169,069.28	137,992.14	55.06%
ARPA Funds	0.00	37,871.04	(37,871.04)	100.00%
	8,839,502.44	3,543,587.02	5,295,915.42	
Local Option Gas Tax				
Street & Drainage Division	2,422,121.13	1,073,130.09	1,348,991.04	44.30%
Fire Department				
Fire Department	2,179,374.27	990,741.96	1,188,632.31	45.45%
Water & Wastewater Operations				
Water Division	3,290,588.52	976,087.24	2,314,501.28	29.66%
Sewer Division	2,838,346.96	968,512.34	1,869,834.62	34.12%
	6,128,935.48	1,944,599.58	4,184,335.90	
Solid Waste Operations				
Solid Waste Department	1,804,177.74	798,967.16	1,005,210.58	44.28%
Internal Service Fund				
Fleet Maintenance Department	227,597.67	65,697.87	161,899.80	28.86%

City of Brooksville					
Revenue and Expense Summary					
As of March 31, 2023					
<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	7,944,345.00	5,159,288.45	2,785,056.55	64.94%
Exp	Expenses	8,839,502.44	3,543,587.02	5,295,915.42	40.08%
104	Police Special Education Fund				
Rev	Revenue	0.00	6,776.73	(6,776.73)	100.00%
107	Transportation Capital - Local Option Gas Tax 1-5				
Rev	Revenue	174,464.00	59,657.51	114,806.49	34.19%
108	Local Option Gas Tax				
Rev	Revenue	1,663,125.00	257,470.47	1,405,654.53	15.48%
Exp	Expenses	2,422,121.13	1,073,130.09	1,348,991.04	44.30%
110	Road Impact Fees Trust				
Rev	Revenue	15,190.00	1,355.06	13,834.94	8.92%
Exp	Expenses	1,245,223.00	0.00	1,245,223.00	0.00%
112	Law Enforcement Impact Fees				
Rev	Revenue	1,755.00	3,022.15	(1,267.15)	172.20%
113	Public Bldg Impact Fees				
Rev	Revenue	9,420.00	15,951.18	(6,531.18)	169.33%
114	Fire Impact Fees				
Rev	Revenue	4,400.00	7,629.57	(3,229.57)	173.39%
115	Parks Impact Fees				
Rev	Revenue	8,320.00	14,453.54	(6,133.54)	173.72%
128	Traffic Camera				
Rev	Revenue	0.00	556.57	(556.57)	100.00%
139	Enrichment Center Premises Maintenance Fund				
Rev	Revenue	20,800.00	15,107.69	5,692.31	72.63%
Exp	Expenses	20,800.00	10,659.09	10,140.91	51.24%
143	Fire Department				
Rev	Revenue	2,179,373.00	1,444,399.26	734,973.74	66.27%
Exp	Expenses	2,179,374.27	990,741.96	1,188,632.31	45.45%
201	Capital Improvement Rev Bond 2006				
Rev	Revenue	13,249.00	6,624.36	6,624.64	49.99%
Exp	Expenses	13,249.00	0.00	13,249.00	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	9,003.00	4,951.50	4,051.50	54.99%
Exp	Expenses	7,563.00	7,563.10	(0.10)	100.00%

302	Mckethan Park Capital Project				
Rev	Revenue	195.00	43.34	151.66	22.22%
Exp	Expenses	15,000.00	0.00	15,000.00	0.00%
308	Multi-Year Capital Project Accumulation				
Rev	Revenue	250.00	2.59	247.41	1.03%
309	Capital Improvement Revenue Fund-Bond 06				
Rev	Revenue	36,050.00	23,105.60	12,944.40	64.09%
Exp	Expenses	36,050.00	18,024.84	18,025.16	49.99%
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	9,903.00	4,951.50	4,951.50	50.00%
Exp	Expenses	9,003.00	4,951.50	4,051.50	54.99%
401	Water & Wastewater Operations				
Rev	Revenue	8,664,540.00	305,115.69	8,359,424.31	3.52%
Exp	Expenses	6,128,935.48	1,944,599.58	4,184,335.90	31.72%
402	Solid Waste R&R				
Rev	Revenue	0.00	9.80	(9.80)	100.00%
403	Solid Waste Operations				
Rev	Revenue	1,761,674.00	151,890.91	1,609,783.09	8.62%
Exp	Expenses	1,804,177.74	798,967.16	1,005,210.58	44.28%
405	Utilities R&R				
Rev	Revenue	0.00	(1,462.68)	1,462.68	100.00%
406	Utilities Bond & Loan Fund				
Rev	Revenue	863,327.00	430,406.72	432,920.28	49.85%
Exp	Expenses	124,290.00	5,805.63	118,484.37	4.67%
407	Water Connection Fees				
Rev	Revenue	30,075.00	28,721.05	1,353.95	95.49%
408	Sewer Connection Fees				
Rev	Revenue	50,100.00	25,436.63	24,663.37	50.77%
409	Cobb Road Wastewater Capacity Fund				
Rev	Revenue	2,500.00	(4,989.53)	7,489.53	(199.58)%
501	Internal Service Fund				
Rev	Revenue	226,054.00	75,995.13	150,058.87	33.61%
Exp	Expenses	227,597.67	65,537.27	162,060.40	28.79%
502	Vehicle Replacement (IS)				
Rev	Revenue	304,413.00	146,460.22	157,952.78	48.11%
503	Equipment Replacement (IS)				
Rev	Revenue	10,035.00	5,005.24	5,029.76	49.87%
603	Butterweck Bond Fund				
Rev	Revenue	20.00	10.02	9.98	50.10%

605	Cemetery Perpetual Care Fund				
Rev	Revenue	10,200.00	5,374.11	4,825.89	52.68%
609	HRA Funding Account				
Rev	Revenue	57,500.00	29,999.94	27,500.06	52.17%
Exp	Expenses	60,000.00	36,075.95	23,924.05	60.12%
610	Employee Health Insurance				
Rev	Revenue	898,000.00	440,925.49	457,074.51	49.10%
Exp	Expenses	950,000.00	545,371.15	404,628.85	57.40%
615	Community Redevelopment Agency				
Rev	Revenue	100,000.00	140,862.00	(40,862.00)	140.86%
Exp	Expenses	620,169.00	199,682.28	420,486.72	32.19%

Accounts Payable and Payroll Processing			
	Actual 2023	Budget 2023	YTD Total 2023
Purchase Requisitions Approved	42	150	107
Accounts Payable Checks/Vouchers Processed	471	2,000	947
Accounts Payable Dollar Amount Processed	\$2,740,297	\$10,000,000	\$6,348,350
Payroll Checks Processed/Vouchers	646	2,600	1393
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 took delivery of our new mini pumper (Attack61) in January. All personnel went through orientation/training before placing the apparatus in service. This quarter the department ran 1069 calls for service compared to 849 last year, which is almost a 26% increase. BFD participated in multiple special events throughout the city, including the Annual St Patrick's day parade in Cloverleaf, new library kiosk unveilings by the parks and rec dept, as well as a concert at FL Cracker. Our Fire inspector has been busy with annual Fire inspections, as well as plans review with all the new construction taking place throughout the city. Operations

crews continue to perform annual fire hydrant testing/maintenance, pre-fire plans and various station maintenance projects.

Quarterly Goals and Objectives

The Department's Goals and status include:

- ◆ Standardized EMS jump bag inventory
- ◆ Work with uniform vendor to update ordering process
- ◆ Quarterly safety committee meeting – Feb 9
- ◆ Monthly NFIRS reporting to State & Federal databases- completed
- ◆ FF Ortiz cleared as backup driver
- ◆ Hydrant maintenance - ongoing
- ◆ Fire pre plans - ongoing

Special Projects

- Art on Fire Phase 2 & 3 hydrant locations identified
- New Mini Pumper (Attack61) placed in service Feb 28
- New turbo put on E61, Emergency Repair/purchase
- Digital Dashboard placed in service
- Annual hose testing completed
- BFD participated in Cloverleaf St Patrick's Day Parade
- Met with Apparatus vendor for upcoming CIP replacement
- Worked with City utilities to implement Diamond Maps to supplement our hydrant program.
- Captain Alaimo accepted to National Fire Academy
- FF Norat started Paramedic program
- New Interlocal Aid Agreement with Hernando County Fire Rescue – approved by City council and BOCC

Personnel

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

Number of Authorized Positions	Full-time Filled	Full-time Open
21	20	1

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. We currently have one vacancy.

Data/Statistics

Inspections	
INSPECTION RESULTS	TOTAL
Complaint cleared by Contact	0
Correction Notice Issued	3
Passed	74
Passed with Comments	0
Pending	0
Second Correction Notice	1
Third Correction Notice - Referred to City Attorney	0
Total of Inspections Completed in Date Range:	78

Training Hours 2 nd Quarter	
Fire	781
EMS	62
Safety	184
Hazardous Materials	2
Leadership / Administration	163
Total	1192

MAJOR INCIDENT TYPE	# INCIDENTS	%
Fires	34	3.18%
Overpressure rupture, explosion, overhear - no fire	1	0.09%
Rescue & Emergency Medical Service	856	80.07%
Hazardous Condition (No Fire)	11	1.03%
Service Call	121	11.32%
Good Intent Call	14	1.31%
False Alarm & False Call	24	2.25%
Severe Weather & Natural Disaster	0	0%
Special Incident Type	8	0.75%
TOTAL	1069	100%



***BFD Receives New Attack 61
Mini-Pumper***



***Vehicle Accident Main
St. and MLK Jr. Blvd.***



BFD responds to a Brush Fire

Parks & Recreation

David Howard, 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 do other activities to improve their quality of life.



Overview

The principal activities of the Parks & Recreation Department include:

- ◆ Pavilion rentals for birthdays and other events
- ◆ Open Court Basketball, open to the community, Noon to 4 pm, Monday thru Friday
- ◆ RTM Studios, voice & piano lessons at the Enrichment Center
- ◆ Youth Leagues (7) Softball/Baseball, field rentals
- ◆ Major leaf clean-up and removal at Tom Varn Park (TVP), all city parking lots, playground area, and at City Hall, spraying the entire TVP park for weeds
- ◆ Trimming over 200 crepe myrtles throughout all parks and City Hall, as well as removing dead trees near the walking trail at TVP, US 41 (Broad Street), and McKethan Park
- ◆ Mowing, edging, and cleaning up The Good Neighbor Trail (GNT) and trash pick-up at various areas throughout the city
- ◆ Performing many repairs and maintenance tasks at all parks, facilities and recreational fields, and parks equipment, as well as submitting numerous work orders for facilities maintenance staff

The Parks & Recreation Department held many events during this quarter. The year began with Sun Disc Gold holding its Winter Wonderland Disc Golf Tournament on January 20-22, 2023. The tournament is a 3-day disc golf competition that attracts a big crowd every year. This year the tournament had 156 players competing in 10 different divisions.

The Parks & Recreation Department launched a new program in February, 50+ Adult Basketball, every Monday-Friday 8:00 am - 10:00 am. This program allows adults over 50 to utilize the gymnasium for open play. Another popular new program for our department was Adult Basketball which began on March 13th and continues Mondays from 6 pm – 9 pm.

The Hernando High School girls' softball held their yearly Leopard Slam at Tom Varn Park youth softball fields from March 30th through April 1st, 2023. The tournament attracted many community members. And the

Hernando Youth League - Softball launched its Buddy Ball division that allows children with disabilities to play softball.

March was a fun-filled and activity-packed month. Art in the Park Festival was held at Tom Varn Park on March 11th & 12th, 2023, by the Hernando Fine Arts Council, sponsored by The City of Brooksville. March was National Reading Month! To help bring reading material to the community, the Parks & Recreation Department purchased five library kiosks. The library kiosks are book-sharing boxes that are freely accessible to all community members. The kiosks were installed in five locations around the City of Brooksville each week of March.

The Parks & Recreation Department held its first Spring Break program. The program ran for a week and consisted of 25 activities provided to 100+ Hernando County students aged 6-17. It was very successful, with over 400 activity registrations. Mayor Blake Bell, and Council members Christa Tanner & Casey Thieryung attended the program as special guests and had informative lunches with the children in attendance.

During this quarter, new council members toured the parks, and new hires were trained in policies and field maintenance. Several Adopt-a-Spot signs were installed. The Stadium bullpen underwent renovations, and improvements were made to Bud McKethan Park (mulch, sand, tree pruning, etc.). The Inmate Crew worked to remove leaves and clean the grounds in the parks. In February, the front of City Hall was pressure washed and marked out for the chessboard design painted by the Beautification Board.

Ongoing programs continued their offerings, to include the Joe-Jitsu Bootcamp Fitness Challenge, Elite Volleyball private lessons, Mid-Florida Community Services congregate meal program, the Arc of the Nature Coast weekly basketball for persons with intellectual and developmental disabilities, TriForce Elite Youth Basketball, and the HYL Softball season.

Two ordinances passed during this quarter related to the Parks & Recreation Department, the No Smoking in the Park Ordinance, and the Large Group Ordinance. The house at 301 Darby Lane was demolished to make way for a possible dog park. A new Internship Program was created and advertised this quarter. An application was submitted to make Brooksville a Trail Town. This quarter, the department acquired the Inmate Crew Lead.

Finally, The Good Neighbor Trail construction through Tom Varn Park is continuing and should wind down next quarter. The project is a partnership between the City of Brooksville, the Hernando/Citrus Metropolitan Planning Organization, and the Florida Department of Transportation (FDOT).

Quarterly Goals and Objectives

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

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

- ◆ Objective a: Received quote to resurface batting cage (ongoing)

- ◆ Objective b: Received executed agreement from FRPA for restroom/pav project. (ongoing)
- ◆ Objective c: Monitor / address security in parks (ongoing)
- ◆ Objective a: Resurface basketball and tennis courts (initiated)

Goal 2: Encourage Volunteerism.

- ◆ Objective a: Adopt-A-Spot Program (ongoing)
- ◆ Objective b: Quarterly Cemetery cleanup (ongoing)

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

- ◆ Objective a: Partnership with Hernando Youth League Softball (ongoing)
- ◆ Objective b: Partnership with Mid Florida Services (ongoing)

Goal 4: Increase local community partnership.

- ◆ Objective a: Work with “People Helping People” to become a distribution site (initiated)

Goal 5: Provide more programming opportunities.

- ◆ Objective a: Schedule Family Movie Nights, socials at the playground, and water balloon games in the summer (initiated)

Special Projects

The Parks & Recreation Department went out to bid on the Parks Master Plan, and a winning bid was selected. The Master Plan examines the existing vision, services, facilities, and resources, assesses future needs, and provides guidance and policy direction to decision-makers.

Quotes were obtained for the stripping and cleaning of the gymnasium floors at the Jerome Brown Community Center. A quote was selected, and the floors are scheduled to be cleaned in early Q3.

The splash pad for Tom Varn Park is currently awaiting final, signed, and sealed plans from engineers before obtaining approval for the building permit.

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
11	8	2	0	1

The Parks & Recreation Department has been authorized 10 full-time & 1 part-time positions. During this quarter, one employee, a Park Technician/Attendant, resigned. That position is currently being advertised.

Spring Break 2023



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 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, roadway repair, sidewalk repair, and pothole patching are just some of the daily activities of the Streets and Drainage Division. The Fleet Maintenance Division is tasked with the maintenance and upkeep 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 buildings and facilities.

Overview

During the 2nd quarter, DPW set up road closures for, seven special events:

- Martin Luther King Day parade
- Three Brooksville Bites night
- Wedding Reception
- Fancy Flea
- Bike Fest

Quarterly Goals and Objectives

- Timely completion of all work orders – Ongoing.
- 2023 CIP Road Restoration Projects - Initiated: RFP/Bid Awarded Start May 1,2023
- Administration of annual budget - Ongoing
- Special Events Road Closures - Ongoing

Personnel

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

Number of Authorized Positions	Full-time Filled	Full-time Open
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DPW currently has 2 open positions. These positions are open because 2 DPW staff members transferred to Utilities.

*No Data available as the iWorqs system was disengaged and data provided by the vendor is not in an accessible format.

Utilities

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 up-to-date 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 plant under construction expected completion 3rd quarter of FY 2023
- ◆ By-Pass Pumps Ordered Delivery June 2023
- ◆ Hydrant valve replacement/revamp (5-6/year)
- ◆ Good neighbor trail finished by 04/2023 Under Construction on schedule and on budget
- ◆ As the streets are being replaced, we would like to replace the old water lines

Water Utilities:

- ◆ Standardize all the lift stations & proper preventative maintenance schedules
- ◆ Sewer Line Rehabilitation Phase IV Contract Awarded
- ◆ East Ave Lift station Retrofit. In Design

- ◆ Retrofit master lift station at Cortez in Design
- ◆ Reclaim water to Cascades Complete
- ◆ Wesleyan Village New Treatment Plant

Sanitation Utilities:

- ◆ Replacement of dumpsters
- ◆ New garbage truck delivery

Personnel

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

Number of Authorized Positions	Full-time Filled	Full-time Open
34	30	4

The Utility Department has been authorized 34 full-time positions. During this quarter we worked diligently to fill all vacant positions.

Water Production Summary

	2022	2023
Location	Totals (MG)	Totals to date (MG)
Hope Hill Well Field	59.592	64.662
Lamar Ave. Well Field	35.978	22.651
Hillside Court	27.658	47.186
Total Monthly Prod. (MG)	123.228	134.499
Average Daily Prod. (MG)	1.369	1.494

Locates by Month:

- ◆ January - 202
- ◆ February - 137
- ◆ March - 192

Wastewater Treated Summary

	2023	2022
Location	Totals to Date (MG)	Totals (MG)
Will Smith Water Reclamation Facility	92.674	93.241
Southern Hills (Distributed)	3.097	20.734
CEMEX (Distributed)	80.857	59.357

Average Daily Prod. (MG)	1.019	1.164

Sanitation Division Summary

- Commercial and Residential Solid Waste:
 - Approx. 1,300 tons of commercial solid waste was collected and transported to the Heart of Florida Landfill in Panasoffkee and Hernando County for disposal. This is the equivalent of 107 pounds per day per customer for each commercial account. Total tipping fees, in the amount of \$37,710.44 were charged for disposal.
 - An estimated 879 tons of residential solid waste was collected and delivered to the Hernando County Northwest Landfill. This is the equivalent of 14 pounds of waste per day per residential customer. Tipping fees are not charged for the disposal of residential waste.
- Yard Debris and Recyclables:
 - Approx. 601 tons of yard and construction debris were collected from residential customers. This is the equivalent of 10 pounds of waste per day per residential customer.
 - An estimated 15 tons of recyclables were collected. This is equivalent to 26 pounds per participant. The City had an average of 239 participating customers during this quarter.

