

City of Brooksville

City Manager's Quarterly Business Report

Quarter 4 (July-Sept.)
Fiscal Year 2018



City Quarterly Reporting

The City Manager's Office is pleased to present the Quarterly Business Report which is produced for the Brooksville City Council, city residents, businesses and other interested readers. This report contains information of the City's operational and financial activity for the fourth quarter of the fiscal year 2018 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.

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

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Operational Activity

EXTERNAL DEPARTMENTS

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Parks, Recreation &
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INTERNAL SERVICES

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Business Development

City Clerk (Not Available)

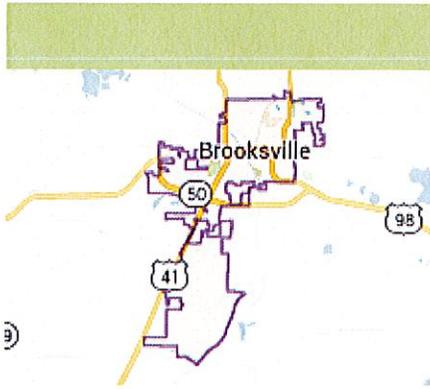
Community Development

Human Resources

Finance

Financial Activity

Executive Summary



City Services/Activity - Q4

City staff has been busy for the fourth quarter of FY 2018, as reflected within each department's report.

This report captures performance reporting in a manner that is meaningful and highlights the areas of operations and project work that is vital to accomplishing our identified business objectives.

The performance measurements that have been provided are from areas that are naturally tracked without distraction to required duties.

"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."

~August 11, 2018~
Cowboy Troy
'Kickin at the Q'



Financial Overview-4th Quarter

This quarterly overview provides information, and activity relative to the City Manager's Office for the fourth Quarter of the fiscal year, which is the period between July 1 through September 30, 2018.

During this quarter, The City Manager's Office in conjunction with the Finance Department and City Staff prepared the Fiscal year FY19 Budget. City Council approved the FY 19 Budget on September 12, 2018. The City's total all funds Budget was \$49,975,526 and the City's General Fund Budget was adopted at \$7,789,725. Further, the General Fund was balanced at a millage rate of 6.2000 mills which was an 11.14% decrease over the current year's rolled back rate of 6.9775 mills. In August, the City Council also adopted new water and sewer rates per the Water and Sewer Rate Study prepared by the Florida Rural Water Association.

The City Manager's Office would also like to extend a warm welcome to the Hernando County Property Appraiser. Hernando County entered into a new lease with the City to provide 9200 square feet of office space on the third floor of City Hall for the Property Appraiser. The lease is for three years with the option to extend for two additional one year periods.

Fire & Rescue



Chief's Corner

The fire department's activity continued to be busy during the fourth quarter of fiscal year 2018. Below are some of the highlights:

In **July**, the Brooksville Fire Rescue department hired a Fire Captain who is a state certified Paramedic. This Captain that will be assigned to Emergency Medical services within the Brooksville fire department and play an instrumental role in the goal of taking the fire department from Basic Life Support to Advanced Life support. The BFD plans to begin increasing the level of EMS training for fire department personnel in order to provide higher levels of emergency medical service in our community and the surrounding areas. BFD also participated in the "Leadership Hernando" Government Day program. BFD administration met with State representatives regarding a grant that was procured for upcoming improvements that will be accomplished in the City Fire Station on Veterans Avenue. Brooksville Fire Rescue also participated with Mid Florida Senior Services and held two safety classes for approximately 40 seniors.

August, Brooksville Fire Rescue assisted and participated in Operation Backpack at the Jerome Brown Community Center. The department talked with citizens and families about fire safety and handed out fire preventions supplies to the parents and children. BFD participated in the Emergency Management Advisory committee through attendance and representation at the Quarterly meeting. BFD brought forward a new mutual aid/auto aid policy that was adopted and approved by city council. This policy will enhance personnel and equipment resource on emergency scenes when necessary. The fire department received annual safety fit testing on all individual air pack masks in the fire department in order to assure readiness and the highest levels of safety for our personnel when they respond to and enter structural fires. The Fire Department attended all budget workshops scheduled to present and receive information relating to the upcoming fiscal year revenues and expenditures.

September. Fire Rescue took part in the Hernando High School Homecoming Events to include the Homecoming Parade, the Grawl, and the Bon Fire. We also attended the Kiwanis Kids Day Event that was held at Tom Varn Park, the fire department spoke with families on fire safety and handed out fire preventions supplies to the parents and children. Sparky made his appearances for the children and was a great hit. The fire department received new breathing apparatus to replace the outdated models that were no longer up to current standards. The newer models meet the current standards and all shift personnel were trained with these new and improved air packs. Keeping current with updated equipment assures that our personnel operate with the highest levels of safety and they are in the best state of readiness to handle emergencies when called upon. All shift personnel spent time training with the Hernando County Fire Rescue team on the recently approved mutual aid/auto aid agreement. Through this agreement city and county firefighters work cohesively together when required for major and multiple response type calls.

This past quarter has been one of hard work, teamwork, excitement and enthusiasm as the Brooksville Fire Department continues to professionalize all aspects of our organization. We are extremely honored and proud to serve the citizens, residents and visitors of this Great Community.

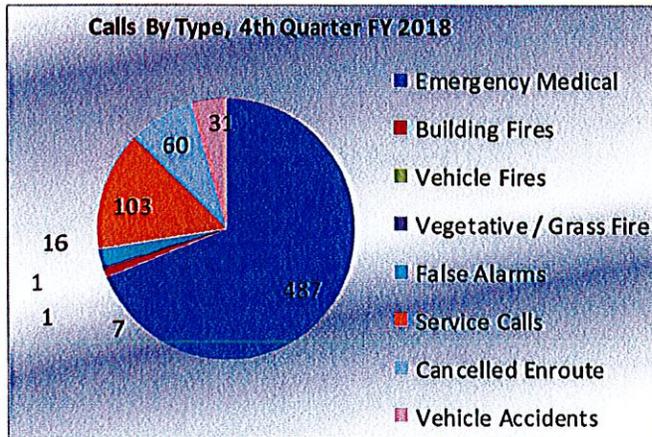
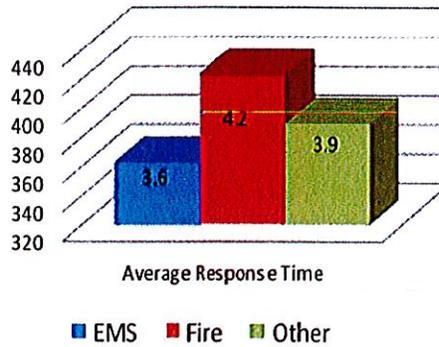
Chief Snowberger

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

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

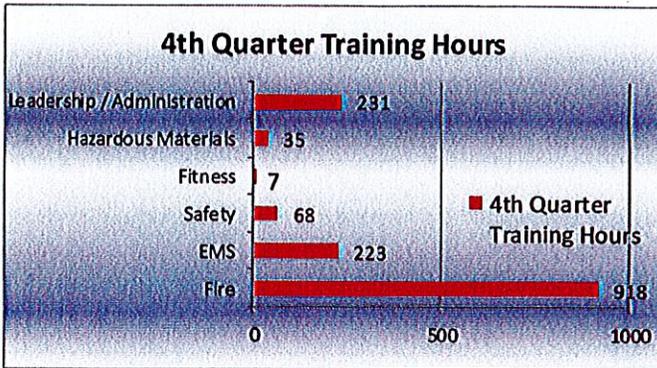
Fractile Response Times, 4th Quarter	Number of Calls	Fire 4 Minute Fractile Response Time of the first arriving fire suppression unit
City	8	100 %
<p>A Fractile measure refers to how often a particular benchmark is achieved.</p> <p>NFPA 1710 is the standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments. Under section, 4.1.2.1 (2) objective is four minutes (240 seconds) or less for the arrival of the first arriving engine company at a fire suppression incident.</p>		

4th Quarter Average Response Time



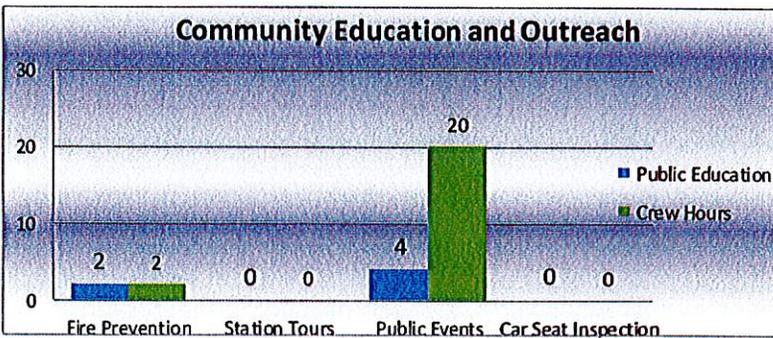
Emergency Medical	487
Building Fires	7
Vehicle Fires	1
Vegetative / Grass Fire	1
False Alarms	16
Service Calls *	103
Cancelled Enroute**	60
Vehicle Accidents	31
Total	706
*Service Calls--- Assist public with non-emergent situations	
**Cancelled Enroute---Units dispatched and cancelled Enroute / before arrival to the call	

Inspections	
Building Inspections	19
Plans Review	12
Total	31



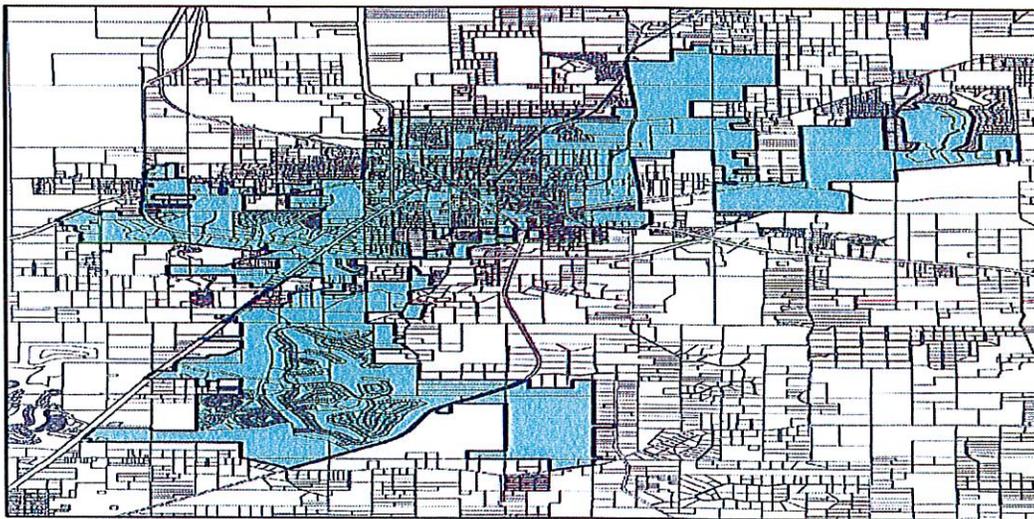
Fire	918
EMS	223
Safety	63
Fitness	7
Hazardous Materials	35
Leadership / Administration	231
Total	1477

Community Outreach



Fire Prevention	2
Station Tours	0
Public Events	4
Car Seat Inspection	0

Fire Service Response Area



Parks, Recreation & Facilities

4th Quarter

PARK/FACILITIES AND RECREATION

2018

The City of Brooksville Parks, Facilities and Recreation Department Personnel Consists of 13 Budgeted FTE's, Currently Staffed at 10

THE PARKS/FACILITIES DIVISION

Park/Facility personnel (10-Budgeted FTE's, Currently staffed at 8) on a daily basis manicure, maintain and clean:

- 105 acres of park open space
- 14 park restroom facilities,
- 1.6 miles of streetscape,
- 21 downtown bulb outs,
- 29,758 square feet of highway medians landscaped area,
- 6.1 miles of walking/bike/skate trails, and
- 89,723 square feet of indoor facilities.

**FY 2018
4th Quarter
Report**

FY 2018 PARK/FACILITIES Quarterly Accomplishments (July - September)

- 4th of July Event at Fairgrounds - Deliver Bleachers, Set up and take down
- NEOS 360 Interactive Playground – Site Preparation and slab poured, installed electrical, erected system and tested.
- City Hall - 3rd floor demolition/remodeling to include painting, new carpet, new conference room, adding doors and a new customer service work station
- Operation Backpack - Set up, take down and clean up
- Kickin' at the Q – Set up, assistance, take down and clean up
- Faith Church Serve Day - Tom Varn Park - setup and assist w/painting & cleanup
- City Hall – assist contractor with the annual fire system test and inspection
- Russell Street Park – Meetings with engineer and contractors regarding bridge replacement on the trail
- Good Neighbor Trail – Mowed nine times and blown off nine times
- Good Neighbor Trail – Two trees and three large limbs cut up and removed
- Quarry – 25 acres mowed six times
- Facility work orders of 213 with 212 completed, one on hold due to exemption letter requirement
- Facility personnel restock institutional supplies and clean weekly a combination of facilities buildings totaling 89,723 sq. ft. of indoor floor space
- Inmate crew provided 2,200 hours of maintenance and landscaping throughout City facilities/parks and streetscape medians.

City of Brooksville

THE RECREATION DIVISION

Recreational personnel (1-Budgeted FTE's, Currently staffed at 1)

FY 2018 RECREATION Quarterly Accomplishments (July - September)

- The YMCA Summer Camp continued throughout summer, ending August 10th
- HYL Dixie Softball continues to practice on Youth Fields
- Tumbling Classes continue at ECI throughout Quarter on Wednesday evenings
- Empire Sports concluded their Basketball League July 28th
- Leadership Hernando Government Day – Uptown Showdown Jeopardy Game held at City Hall on July 12th
- Operation Backpack was held on August 4th serving close to 700 children
- Kickin’ at the Q Concert/Truck & Jeep Show was held on August 11th
- Hernando Quilters met at ECI in June and July due to YMCA Summer Camp
- The Adult Division of Women’s and Co-Ed Softball Fall 2018 Fall began on September 11th consisting of 5 Women’s Teams and 13 Co-Ed Teams
- NEOS Interactive Playground Ribbon Cutting at Tom Varn Park - Sept 10th
- ARC Program - Restarted their Weekly Wednesday Gym Activities in August
- Faith Presbyterian Church Serve Day in Tom Varn Park – September 15th
- Fall Hay Rolls decorated by local schools set up downtown on September 21st
- Kiwanis Kid Day was held in Tom Varn Park on September 22nd
- Hernando Elite Volleyball Practice in JBCC Gym held on September 28th
- Hernando Youth League Basketball began practices on September 22nd
- Decorated Downtown Brooksville for the Fall Season and Founders Week
- Mid Florida Senior Services continues to meet Monday thru Friday at JBCC to provide socialization and lunch meal to seniors from 9:00 am - 12:30 pm
- Dance First continues classes throughout the summer at the ECI Building
- Stable Faith Church transitioned from the Enrichment Center to holding services at JBCC on May 13th after The?Point Church terminated JBCC rental

FY 2018 4th Quarter Report

➤ Youth Partnership Programming

Group	Jul-18	Aug-18	Sep-18
Arc	-	20	20
Open Gym	-	103	79
Summer Camp (YMCA)	117	26	-

➤ Adult Partnership Programming

Group	Jul-18	Aug-18	Sep-18
Mid FL Senior Services	260	257	219
Hernando Quilters	40	37	46

City of Brooksville

THE CEMETERY DIVISION

Cemetery personnel (2-Budgeted FTE's, Currently staffed at 2) on a daily basis manicure, maintain and clean 40 acres of property, as well as provide assistance with lot sales, funeral preparations and monument replacement

FY 2018 CEMETERY Quarterly Accomplishments (July - September)

- Sales were \$28,526.00
- The Quarter had 25 lot sales and 26 interments. Of the interments, 15 were traditional burials and 11 were cremains.
- Cemetery staff maintains approximately 40 acres of property, as well as provide assistance with lot sales, funeral site preparations, and monument placement.
- We are finishing up the growing season, and are concentrating on preparing things for the leaf gathering season.
- Cemetery clean up during by pressure washing the facilities, and the area on the grounds, such as brick entrances, the gazebo, wishing well, etc.
- Started to enter our new sales and interments into our new cemetery computer program, which seems to be coming along fine, just a few more bugs to work out.
- Cemetery Volunteers contributed 180 hours this quarter, and inmates contributed 310 hours

➤ YTD Totals

SALES.....\$105,045.74

BUY BACKS.....\$850.00

LOTS SOLD....112

FY 2018 4th Quarter Report

Public Works

City of Brooksville

SANITATION DIVISION

ACCOMPLISHMENTS July-September 2018

Events:

Provided garbage and trash removal for the following events. An estimated 1 ton of waste was collected for disposal.

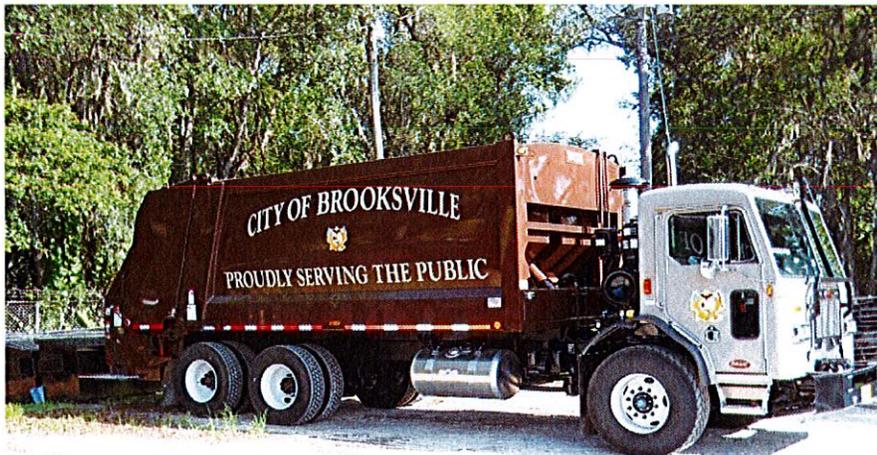
- Hernando High Homecoming Parade.

Commercial and Residential Solid Waste:

- An estimated 1320 tons of commercial solid waste was collected and transported to the Heart of Florida Landfill in Panasofkee for disposal. This is the equivalent of 129 pounds per day per customer for each commercial account. Total tipping fees, in the amount of \$35,642 charged for disposal.
- An estimated 751 tons of residential solid waste was collected and delivered to the Hernando County Northwest Landfill. This is the equivalent of 13 pounds per day per residential customer. Tipping fees are not charged for the disposal of residential wastes.

Yard Debris and Recyclables:

- An estimated 534 tons of yard and construction debris were collected from residential customers. This is the equivalent of 9 pounds of waste per day per residential customer.
- An estimated 16 tons of recyclables were collected. This is equivalent to 24 pounds per participate. The City had average of 227 participating customers during this quarter.





City of Brooksville Streets and Drainage

4Q ACCOMPLISHMENTS JULY 2018 – SEPTEMBER 2018

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

- Celebrate America Concert.
- Orange Avenue Market.
- Friday Night Live.
- Liberty Street water tower cleaning job.
- Hernando High School Homecoming Parade.

Provided maintenance and repair to the following drainage projects:

- Dredge new swale along Shadow Drive.
- Repair washout at 626 F Street.
- Removed 24 cubic yards of silt from ditch on Brockway Lane.
- Dredge new swale along Sabra Drive.
- Channelize water runoff on the frontage road in front of Duncan Doughnuts and Hernando County Bank.
- Restore the ditches on both sides of June Mar Avenue.
- Dredge new swale along Alabama Avenue at E. Liberty Street.
- Jet-Vac culvert pipe on 406 E. Liberty Street.

Complete the following asphalt repairs:

- 152 Highland Street.
- Two repairs on Cook Avenue.
- 803 Roberta Avenue.
- Installed 21 tons of hot asphalt in potholes and Utility road repairs.

Concrete Repairs:

- 903 Keeling Street repair for Utilities Division.
- 20 and 24 Pine Street repair for Utilities Division.

General Duties:

- Complete 67 service order request.
- Take delivery of a Ford F550 patch truck.
- Pavement marking speed humps on Palm Lane, Ward Avenue Stafford Avenue, and Zoller Avenue.
- Exercise the Public Works generator.
- Trim trees along N. Avenue W.
- Pressure wash sidewalk along Moline Street.

Mutual Aid:

- Grade crushed concrete driveway at Tom Varn Park.
- Sweep streets for the Sanitation Division.
- Brush removal for the Sanitation Division.
- Remove tree stumps in the cemetery.

In accordance with mandated requirements, the Florida Department of Environmental Protection has directed the City of Brooksville to meet minimum control measures to prevent pollutants and contaminants from entering the City’s storm water system, finding its way into the aquifer, and ultimately coming out of your faucet.

Included in the City’s permitting requirements under the National Pollutant Discharge Elimination System (NPDES), is a street sweeping program that contributes to the protection and conservation of our drinking water supply.

Below is the 4th quarter data collected, and also shown for comparison is the 2017 data collected. The sweeping program collected dramatically less street debris than last year, due in part to a shortage of manpower. Also in 2017 hurricane Irma contributed extra cubic yards for collection.

NPDES - STREET SWEEPING PROGRAM			
	2018 Fiscal Year (July to Sep.)		
	Miles Travelled	Cu. Yards Collected	
Total Miles Travelled	416	58	Total Cubic Yards Collected
Average Miles Per Month	138.6	19.3	Average Cubic Yards Collected Per Month

NPDES - STREET SWEEPING PROGRAM			
	2017 Fiscal Year (July to Sep.)		
	Miles Travelled	Cu. Yards Collected	
Total Miles Travelled	316	287	Total Cubic Yards Collected
Average Miles Per Month	105.6	95.6	Average Cubic Yards Collected Per Month

William S. Smith Water Reclamation Facility (Fiscal Year 2018)

* Flow Indicated in million gallons

* Rainfall indicated in inches

Wastewater Treated 4th Quarter

Day	July		Aug		Sep.		
	Rain	Flow	Rain	Flow	Rain	Flow	
1	0.1	1.764		1.814		0.851	
2		2.228	1.4	2.943	0.2	1.108	
3		1.750		2.132	0.2	1.063	
4		1.388		2.410		1.012	
5	2.0	2.380		2.335	0.6	0.994	
6	0.2	2.149		2.085		1.033	
7		2.080		2.360		0.921	
8	0.1	2.410		2.054	0.3	1.070	
9	0.1	1.621		2.033	1.0	1.061	
10		2.048		0.915		1.111	
11	1.0	1.827	0.2	2.888		1.017	
12		1.997	0.3	-0.302	0.7	1.006	
13	0.5	2.069	0.8	1.680		1.074	
14		2.439	0.2	1.537		1.005	
15		1.889		1.337		0.969	
16		2.076		1.461		0.780	
17	0.6	1.330		1.540		0.878	
18	0.6	1.297		1.200		1.020	
19	0.0	1.267		1.001		0.886	
20	1.0	1.833	0.1	1.076		0.914	
21	0.0	1.666		1.035		0.938	
22	2.5	2.671	0.3	1.030		0.870	
23		2.091		1.024		0.757	
24	0.1	2.628		0.976		0.847	
25		1.883		0.967		0.864	
26	2.5	2.583	0.4	1.068		0.862	
27		2.363		0.959		0.859	
28	1.1	3.511		0.924	1.6	1.144	
29	0.3	2.004	0.4	1.189		0.972	
30	0.3	2.264	0.7	1.178		0.922	
31	0.0	1.552	0.1	0.949		0.000	
		Totals					
Monthly Total	13.0	63.058	4.9	45.798	4.6	28.808	137.664
Daily Average	0.419	2.034	0.158	1.477	0.148	0.929	1.480
% of Permitted Capacity		107.05%		77.74%		50.53%	78.44%
Reuse Water Distribution		July		Aug.		Sep.	
Southern Hills		1.306		2.281		6.141	9.728
Cemex		48.907		42.068		24.846	115.821
2017 Fiscal Year Wastewater Treated (For Comparison)							
Monthly Total	2.9	39.656	15.3	48.532	10.3	45.342	133.530
Daily Average	0.096	1.279	0.493	1.566	0.332	1.463	1.436
2017 Fiscal Year Reuse Water Distribution (For Comparison)							
Southern Hills		2.231		3.170		0	27.778
Cemex		25.239		29.374		45.342	52.07

Wastewater treated in the 4th quarter of FY 2018 was higher than this time last year, approximately 3% greater, with an average of 1.480 mgd per day compared to 1.436 last year. Rainfall was considerably lower in the 4th quarter compared to last year due to hurricane Irma. Reuse water sent to Southern Hills for irrigation in the 4th quarter was 9.728 mgd, compared to last year with 5.401 mgd.

Water Production Report – 4th Qtr.

Fiscal Year 2018				
Note: Flow indicated in million gallons (mg)	July	Aug.	Sep.	Totals to Date
Location:				
Hope Hill Well Field:				
Well #1	5.330	7.606	3.414	16.350
Well #2	0.023	0.020	0.000	0.043
Well #3	8.342	9.340	9.622	27.304
Well #4	Not Constructed			
Elevated Storage 250,000 gal.				
Lamar Ave. Well Field:				
Well #1	1.492	1.572	1.748	4.812
Well #2	8.418	8.675	9.649	26.742
Elevated Storage 250,000 gal.				
Hillside Court:				
Well #1	13.800	13.507	14.542	41.849
Ground Storage 250,000 gal.				
Total Monthly Production (mg):	37.495	40.720	38.975	117.10
Average Daily Production (mg):	1.209	1.313	1.299	1.273
Fiscal Year 2017				
	July	Aug.	Sep.	Totals to Date
Location:				
Hope Hill Well #1	4.754	4.954	4.113	13.821
Hope Hill Well #2	0.000	0.000	0.000	0.000
Hope Hill Well #3	5.779	5.391	6.684	17.854
Lamar Well #1	1.923	1.920	1.758	5.601
Lamar Well #2	11.683	11.691	10.424	33.798
Hillside Ct. Well #1	13.405	13.204	14.482	41.091
Total Monthly Production (mg):	37.544	37.160	37.461	112.165
Average Daily Production (mg):	1.251	1.198	1.248	1.232

Water production in the 4th quarter of 2018 is only slightly higher, with an average of 1.273 million gallons per day, compared to last year's production of 1.232 million gallons per day in the same quarter.

Community Development



Community Development Department Quarterly Activity Report

Community Development Director, Bill Geiger

4th Quarter

July 1, 2018 – September 30, 2018

Fiscal Year 2017-2018

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.

PROJECT OVERVIEW:

- Community Redevelopment Agency- Task Orders for Projects: The City/CRA continues to work under a Professional Consultant Services Task Order with Coastal Engineering Associates, Inc. on various projects benefitting the CRA. Projects completed or currently underway include:
 - Stormwater Master Plan – completed
 - Recreation Master Plan – completed
 - Gateway Improvements/Wayfinding Signage – This project involved designing, constructing and installing wayfinding signage that includes various kinds of informational signage including trailblazer, vehicular, parking, monument and trail directional signs. The project was accepted as complete on December 6, 2017.
 - 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 Beautiful project was initiated when the CRA/City Council approved Task Order No. 3 for the downtown Water Tower Site Improvement Project to move forward with preparation of design plans and construction of improvements that provide for pedestrian/bike accommodations on the property. Project plans are complete and option items (bike fix-it station, message boards, picnic tables, bike racks and water station) were presented to and approved by the GNT Advisory Committee and the CRA. The Notice to Proceed for the Water Tower Site Improvement Project was issued during the 4th Quarter and construction is presently underway.
- Community Redevelopment Agency – Property Improvement Grants
The Community Development Department continues to process CRA property improvement grants, which (since 2009) includes 30 applications and over \$140,000.00 in grant funds approved and provided, with over five times that amount in private investment by the applicants for their improvement projects. A CRA grant application was approved during this quarter for 220 N. Broad Street funding a new roof, exterior painting and signage.

- Enterprise Zone: The State approved this financial incentive program in the City and County in 2002. The Community Development Department continued to process applications through the end of calendar year 2015. The State let this Program “sunset” as of December 31, 2015.
- EPA Brownfields Assessment Grant – In 2012, the City received a three-year, \$400,000 community-wide EPA Brownfields Assessment Grant. The Community Development Department coordinated all aspects of this grant, including the meetings of the Brownfields Community Task Force, which met numerous times over the three year period. Over 90 properties were identified as potential brownfield sites, due to abandonment or being under-utilized with the stigma of a real or perceived possibility that they may have environmental issues. The Brooksville Brownfield Program completed Phase I environmental site assessments on nine properties. Phase II site assessments (soil and material testing) was completed on two of the nine properties. Additionally, redevelopment and reuse vision plans were completed on transportation corridors and property within the South Brooksville area. This three-year grant closed on September 30, 2015. In December 2015, the City submitted an application for additional EPA Brownfields Assessment Grant funding but this application was not successful. In the 1st Quarter of 2016/17 (December, 2016), staff submitted an application for the 2017 funding cycle. Unfortunately, EPA placed a high priority on clean-up grant applications and the City received word during this quarter that funding for the 2018 application was not successful. Staff have met with the regional EPA representative and the consultant to work through submittal strategies for the 2019 funding cycle and are in the process of preparing the application.
- 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 has been officially completed as of October 9, 2018. A study has been completed for a preferred route for the C2C connector project that will connect the GNT from the existing trailhead through downtown to the Suncoast Trail at SR 50. That preferred route was submitted to the MPO in September 2017 and forwarded to FDOT for consideration. The FDOT has included the preferred route in their proposed five-year transportation plan which includes design and rights-of-way acquisition with construction occurring in the fifth year (2022). Staff continue to work closely with the FDOT, MPO and County in the coordination of the details of this project.

Building Review, Land Use and Code Enforcement Activities

CATEGORY	4th Quarter 07/01/18 – 09/30/18	Fiscal Year to Date 10/01/17 – 09/30/18	4th Quarter Previous Year 07/01/17 – 09/30/17	Previous Fiscal Year to Date 10/01/16 – 09/30/17
Building/Development Reviews	95	456	106	362
Zoning Research Responses	545	2,038	509	1,582
Comprehensive Plan Amendments	0	3	2	3
Annexations	2	5	2	2
Code Enforcement Violations	53	205	50	190

Building Division Revenues

CATEGORY	4 th Quarter 07/01/18 – 09/30/18	Fiscal Year to Date 10/01/17 – 09/30/18	4 th Quarter Previous Year 07/01/17 – 09/30/17	Previous Fiscal Year to Date 10/01/16 – 09/30/17
Total Bldg Collected	58,309.68	308,452.08	46,315.87	231,348.78
Impact Fees	26,695.00	503,106.69	77,125.47	190,386.54
Radon	619.97	3,230.11	550.53	3,004.58
DPR	804.03	5,461.09	825.12	3,275.17
Total Collected	86,428.68	820,249.97	124,816.99	428,015.07

Building Inspections

INSPECTIONS	4 th Quarter 07/01/18 – 09/30/18	Fiscal Year to Date 10/01/17 – 09/30/18	4 th Quarter Previous Year 07/01/17 – 09/30/17	Previous Fiscal Year to Date 10/01/16 – 09/30/17
Building	201	945	299	1,044
Red Tags	19	75	15	26
Plumbing	33	200	73	238
Red Tags	0	4	1	3
Electrical	53	294	105	351
Red Tags	1	10	2	6
Mechanical	51	268	80	237
Red Tags	1	20	5	8
LP Gas	18	53	20	56
Red Tags	0	7	0	0
TOTAL INSPECTIONS	356	1,760	577	1,026
TOTAL RED TAGS	21	116	23	43

Building Division Permits

PERMIT VALUATIONS	4 th Quarter 07/01/18 – 09/30/18	Fiscal Year to Date 10/01/17 – 09/30/18	4 th Quarter Previous Year 07/01/17 – 09/30/17	Previous Fiscal Year to Date 10/01/16 – 09/30/17
Total Residential	2,827,693	21,769,067	1,792,841	8,014,947
Total Commercial	1,175,689	7,259,651	1,461,062	8,641,887
Demolition	-24,672	-47,671	-7,290	-15,915
Total Value	3,978,710	28,981,047	3,246,613	16,640,919
# of Permits Issued				
Total Residential**	29	217*	21	105
Total Commercial	14	88	24	129
Total Demolition	5	11	1	5
Total Misc. Permits	100	506	146	507
TOTAL PERMITS	148	822	192	746

*Reflects a 94 unit multi-family unit

<u>New Business (Certificate of use) Name</u>	<u>Address</u>	<u>Date Certificate of Use Issued</u>	<u>Number of Employees</u>
Mary Batista - Rock It Properties, LLC	630 S. Broad St.	7/13/2018	1
Shaileshbai A. Patel - V&H Food Market	955 Howell Ave.	7/20/2018	1
Patricia & Jarrod Campbell DBA J.T. Campbell Funeral Home & Cremation Services "Macedonia Chapel, LLC"	210 W. Jefferson St.	8/10/18	2
Vanessa Guy DBA Metropolitan Tech Career	683 S. Broad St.	9/10/18`	1
S&A One Management, LLC	630 S. Broad St.	9/17/18	1

Human Resources

City of Brooksville



Human Resources Department
Metrics Report

Benefits Administration

- ❖ 5 employees became benefit eligible and attended a new hire benefits orientation with Human Resources. Each employee was enrolled in the City’s CIGNA Medical, Dental, and Life Insurance plans and offered other voluntary supplemental benefits available with Cigna Life Insurance and Aflac.

Staffing

- ❖ The Human Resources Department assists applicants and employees with all phases of the employment process. Human Resources oversees recruitment, interviewing, testing, background checks, and assists Staff with the final hiring decision process.

Total Number of Employees by Gender :

Male		Female	
Full-Time	64	Full-Time	19
Part-Time	0	Part-Time	0

- ❖ Total # of employees involuntary terminated 0
- ❖ Total # of employees who voluntary separated due to better job opportunity, personal, or retirement 3
- ❖ Total # of employees uncontrollable termination 0

Recruitment

- ❖ 6 positions were posted on the City’s website and/or other applicant seeking websites for advertisement.
- ❖ 8 positions were filled.
- ❖ 8 positions are vacant at this time and active recruitment is in process and/or pending results of background checks or medical results during the pre-screening process to fill the vacancy.

Safety

- ❖ The Human Resources Department strongly encourages all employees to work diligently and safely at all times while performing their job functions and duties. Employees are reminded to report workplace injuries to their immediate supervisor and complete a “First Report of Injury” regardless of the incident that has occurred.

# of Worker’s Comp injuries reported	# of Random Drug Tests performed
0	3

Finance



Finance Department Fourth Quarter Report for Period Ending September 2018

The **Mission** of the Finance Department is to develop, maintain and manage the financial resources of the City through our Abila MIP and Microix accounting

- ❖ Serves as a management tool for providing accurate records of all financial transactions.
- ❖ Provide information to be used as the basis for control of City revenues, expenditures, property, general insurance and acts of public officials.
- ❖ Generate complete information on the financial condition and operating results of the various funds and departments/divisions.
- ❖ Furnish readily available data required for periodic, special and annual reports.

Responsibilities

- ❖ Annual budget preparation and control.
- ❖ Financial reporting and analysis.
- ❖ Consolidated annual financial reports.
- ❖ Risk management.
- ❖ Centralized revenue collection.
- ❖ Fixed asset accountability and control.
- ❖ Payroll processing.
- ❖ Accounts payable processing.
- ❖ Handle Software problems.

Performance Measures

	Actual	Budget	YTD Total
Measure	2018	2018	2018
Purchase Requisitions Approved	29	145	142
Accounts Payable Checks/Vouchers Processed	413	2,000	1,737
Accounts Payable Dollar Amount Processed	\$1,562,297	\$5,500,000	\$5,856,405
Payroll Checks/Vouchers Processed	584	3,300	2,802
Number of Services Turned on	224	600	908
Number of Services Turned off	229	800	903
Gallons of Water Pumped in MG	117.19	460.00	462.406
Gallons of Water Billed in MG	98.443	370.000	383.447
Number of Utility Bills Processed	12,793	50,000	51,036
Number of Direct Payments (ACH)	1,483	5,000	5,761
Dollar Amount Processed via (ACH)	\$165,327	\$400,000	\$630,192
Number of Payments Processed via Credit Card -- Over the Phone Payments/In Office	1,881	5,000	7,943
Number of Payments Processed via Credit Card -- Online Payments	2,730	8,000	10,307
Miscellaneous Receipts	\$283,736	\$600,000	\$604,329
FTE's per 1,000 Citizens	.5	.63	.5
Net Cost of Services per Citizen	\$11.06	\$44.82	\$18.13
Effectiveness & Strategic Plan			
Number of Findings from External Auditors	0	0	0
% of Water Pumped That was Billed	84.00%	90%	82.92%
% of Accounts Utilizing Direct Payment (ACH)	11.59%	10%	11.29%
% of Accounts Paying by Credit Card -- Over the Phone Payments/In Office	14.70%	12%	15.56%
% of Accounts Paying Online	21.34%	15%	20.20%
% of Current Year Amount Billed Written Off	.52%	0.35%	.60%

Goals and Objectives

- ❖ Improve financial reporting to the City Departments.
- ❖ Prepare and mail out all required reports on a timely basis.
- ❖ Insure full accounting staff cross training.
- ❖ More training for other departments/divisions on Microix and Abila MIP software.
- ❖ Improve Fixed Assets reporting.

Fourth Quarter Highlights

- ❖ Filed Monthly and Quarterly Sales Tax.
- ❖ Filed all quarterly reports on time. Examples: Employer's Quarterly Federal Tax Return (941), State of Florida Department of Revenue Reemployment Tax (RT-6) and Bureau of Fire Standards and Training Firefighters Supplemental Compensation Program Quarterly Report.
- ❖ Chief Accountant position became open.
- ❖ Quarterly billing of the Enrichment Center and Youth and Family Alternatives.
- ❖ Submitted monthly billing for health, dental, life, short term disability, long term disability and AFLC insurances.
- ❖ Reconciled monthly bank statements and investment accounts.
- ❖ Submitted wire transfers for loan payments.
- ❖ Reconciled monthly FRS, Police and Fire pension statements.
- ❖ Completed the monthly reconciliation of the General Ledger.
- ❖ Processed payroll bi-weekly for the City and any necessary reports that pertain to payroll (FRS, IRS).
- ❖ Processed weekly payments to the vendor that the City does business with.

City of Brooksville
Preliminary Income and Expense Summary
As of September 30, 2018 (100% of the year has elapsed)

*Revenues should be at least 100%

*Expenses should be 100% or less

	Adopted Budget	Amendments	Revised Budget	Actual	% used	Under/Over
General Fund						
Revenue	\$ 6,656,871	\$ 23,743	\$ 6,680,614	\$ 6,889,674	103.13%	Over
Expense	\$ 6,651,291	\$ 60,091	\$ 6,711,382	\$ 6,202,598	92.42%	Under
Fund 104 Criminal Justice Education						
Revenue	\$ 8,070	\$ -	\$ 8,070	\$ 9,011	111.66%	Over
Expense	\$ 12,000	\$ -	\$ 12,000	\$ 1,295	10.79%	Under
Fund 107 Transportation Capital - LOGT 1-5						
Revenue	\$ 144,296	\$ -	\$ 144,296	\$ 145,304	100.70%	Over
Expense	\$ 325,000	\$ -	\$ 325,000	\$ 189,094	58.18%	Under
Fund 108 Local Option Gas Tax						
Revenue	\$ 640,477	\$ -	\$ 640,477	\$ 752,303	117.46%	Over
Expense	\$ 648,149	\$ 812	\$ 648,961	\$ 677,661	104.42%	Over
Fund 109 Law Enforcement Investigative Trust						
Revenue	\$ 20,050	\$ -	\$ 20,050	\$ 9,210	45.94%	Under
Expense	\$ 47,500	\$ -	\$ 5,638	\$ 5,470	97.02%	Under
Fund 110 – Road Impact Fees						
Revenue	\$ 60,502	\$ -	\$ 60,502	\$ 162,637	268.81%	Over
Expense	\$ 1,245,223	\$ -	\$ 1,245,223	\$ 17,228	1.38%	Under
Fund 112 – Law Enforcement Impact Fees						
Revenue	\$ 3,368	\$ -	\$ 3,368	\$ 10,033	297.89%	Over
Expense	\$ 7,000	\$ -	\$ 7,000	\$ -	0.00%	Under
Fund 113 – Public Building Impact Fees						
Revenue	\$ 18,238	\$ -	\$ 18,238	\$ 54,508	298.87%	Over
Expense	\$ -	\$ -	\$ -	\$ -	-	-
Fund 114 – Fire/EMS Impact Fees						
Revenue	\$ 8,550	\$ -	\$ 8,550	\$ 31,503	368.46%	Over
Expense	\$ 90,000	\$ (90,000)	\$ -	\$ -	-	-
Fund 115 – Parks Impact Fees						
Revenue	\$ 15,732	\$ -	\$ 15,732	\$ 39,361	250.20%	Over
Expense	\$ -	\$ 12,792	\$ 12,792	\$ 12,112	94.68%	Under
Fund 116 – Law Enforcement Trust						
Revenue	\$ 5,044	\$ -	\$ 5,044	\$ 5,400	107.06%	Over
Expense	\$ 21,000	\$ -	\$ 21,000	\$ -	0.00%	Under
Fund 118 – Justice Assistance Grant						
Revenue	\$ 20,000	\$ -	\$ 20,000	\$ -	0.00%	Under
Expense	\$ 20,000	\$ -	\$ 20,000	\$ -	0.00%	Under
Fund 122 – Fire Grants & Donations						
Revenue	\$ 2,522	\$ -	\$ 2,522	\$ 2,095	83.07%	Under
Expense	\$ 2,000	\$ -	\$ 2,000	\$ 1,052	52.60%	Under
Fund 123 – Police Grants & Donations						
Revenue	\$ 2,565	\$ -	\$ 2,565	\$ 79	3.08%	Under
Expense	\$ 10,700	\$ -	\$ 10,700	\$ 1,078	10.07%	Under
Fund 128 – Photo Enforcement Traffic Program						
Revenue	\$ -	\$ -	\$ -	\$ 8,120	0.00%	
Expense	\$ 8,000	\$ -	\$ 8,000	\$ 6,411	80.14%	Under
Fund 139 – The Enrichment Center Maintenance						
Revenue	\$ 14,000	\$ -	\$ 14,000	\$ 14,992	107.09%	Over
Expense	\$ 13,330	\$ -	\$ 13,330	\$ 16,330	122.51%	Over

	Adopted Budget	Amendments	Revised Budget	Actual	% used	Under/Over
Fund 143 – Fire Department						
Revenue	\$ 1,620,312	\$ -	\$ 1,620,312	\$ 1,665,847	102.81%	Over
Expense	\$ 1,726,448	\$ 96,588	\$ 1,823,036	\$ 1,726,589	94.71%	Under
Fund 201 – Sinking Fund (2006 USDA Revenue Bonds)						
Revenue	\$ 13,188	\$ -	\$ 13,188	\$ 11,836	89.75%	
Expense	\$ 13,188	\$ -	\$ 13,188	\$ 12,899	97.81%	Under
Fund 202 – Sinking Fund (2011 Series Revenue Note ESG)						
Revenue	\$ 303,780	\$ -	\$ 303,780	\$ 278,465	91.67%	Under
Expense	\$ 303,780	\$ -	\$ 303,780	\$ 303,780	100.00%	
Fund 203 -- Capital Improvement Revenue Loan 2016						
Revenue	\$ 8,320	\$ -	\$ 8,320	\$ 13,871	166.72%	Over
Expense	\$ 7,563	\$ -	\$ 7,563	\$ 7,562	99.99%	Under
Fund 302 – McKethan Capital Projects						
Revenue	\$ 515	\$ 18,000	\$ 18,515	\$ 18,832	101.71%	Over
Expense	\$ -	\$ 18,000	\$ 18,000	\$ 18,800	104.44%	Over
Fund 308 – Multi Year Capital Project Accumulation						
Revenue	\$ 350	\$ -	\$ 350	\$ 694	198.29%	Over
Expense	\$ -	\$ -	\$ -	\$ -	0.00%	
Fund 309 – Capital Improvement Revenue (2006 USDA Revenue Bonds)						
Revenue	\$ 36,526	\$ -	\$ 36,526	\$ 35,731	97.82%	Under
Expense	\$ 35,520	\$ -	\$ 35,520	\$ 34,156	96.16%	Under
Fund 311 – 2011 Capital Improvement Revenue Note Fund (ESG)						
Revenue	\$ 303,780	\$ -	\$ 303,780	\$ 278,465	91.67%	
Expense	\$ 303,780	\$ -	\$ 303,780	\$ 278,465	91.67%	
Fund 313 -- Bond Settlement Capital Fund						
Revenue	\$ -	\$ -	\$ -	\$ -	0.00%	-
Expense	\$ -	\$ 60,862	\$ 60,862	\$ 60,862	100.00%	-
Fund 314 -- Capital Improvement Revenue (2016 USDA Revenue Bonds)						
Revenue	\$ 8,320	\$ -	\$ 8,320	\$ 13,871	166.72%	Over
Expense	\$ 8,320	\$ -	\$ 8,320	\$ 13,871	166.72%	Over
Fund 401 Water & Wastewater Divisions						
Revenue	\$ 4,227,694	\$ 60,862	\$ 4,288,556	\$ 3,968,322	92.53%	Under
Expense	\$ 4,123,191	\$ 25,830	\$ 4,149,021	\$ 3,936,270	94.87%	Under
Fund 402 & 403 - Sanitation Division						
Revenue	\$ 1,426,316	\$ -	\$ 1,426,316	\$ 1,395,019	97.81%	Under
Expense	\$ 1,324,750	\$ 926	\$ 1,325,676	\$ 1,313,167	99.06%	Under
Fund 405 Utilities R&R						
Revenue	\$ 3,000	\$ -	\$ 3,000	\$ 8,250	275.00%	Over
Expense	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	100.00%	Over
Fund 406 Utilities Bond & Loan Fund						
Revenue	\$ 844,060	\$ -	\$ 844,060	\$ 845,462	100.17%	Over
Expense	\$ 188,323	\$ -	\$ 188,323	\$ 109,574	58.18%	Under
Fund 407 Water Connection Fees						
Revenue	\$ 55,255	\$ -	\$ 55,255	\$ 62,280	112.71%	Over
Expense	\$ -	\$ -	\$ -	\$ -	-	
Fund 408 Sewer Connection Fees						
Revenue	\$ 125,650	\$ -	\$ 125,650	\$ 176,555	140.51%	Over
Expense	\$ -	\$ -	\$ -	\$ -	-	
Fund 409 Cobb Road Wastewater Capacity Fund						
Revenue	\$ 17,000	\$ -	\$ 17,000	\$ 36,218	213.05%	Over
Expense	\$ -	\$ -	\$ -	\$ -	-	
Fund 501 – Fleet Maintenance Division						
Revenue	\$ 95,059	\$ -	\$ 95,059	\$ 95,230	100.18%	
Expense	\$ 95,020	\$ -	\$ 95,020	\$ 81,818	86.11%	Under

	Adopted Budget	Amendments	Revised Budget	Actual	% used	Under/Over
Fund 502 – Vehicle Replacement Fund						
Revenue	\$ 301,476	\$ -	\$ 301,476	\$ 308,314	102.27%	
Expense	\$ -	\$ -	\$ -	\$ -	0.00%	
Fund 503 – Equipment Replacement Fund						
Revenue	\$ 10,012	\$ -	\$ 10,012	\$ 10,020	100.08%	Under
Expense	\$ -	\$ -	\$ -	\$ -	0.00%	
Fund 603 – Butterweck Trust						
Revenue	\$ 23	\$ -	\$ 23	\$ 38	165.22%	Over
Expense	\$ -	\$ -	\$ -	\$ -		
Fund 605 – Cemetery Perpetual Care						
Revenue	\$ 889	\$ -	\$ 889	\$ 1,436	161.53%	Over
Expense	\$ -	\$ -	\$ -	\$ -		
Fund 609 – Employee HRA Funding						
Revenue	\$ 62,001	\$ -	\$ 62,001	\$ 62,001	100.00%	
Expense	\$ 59,000	\$ -	\$ 59,000	\$ 53,729	91.07%	Under
Fund 610 – Employee Health/Medical Insurance Funding						
Revenue	\$ 906,972	\$ -	\$ 906,972	\$ 873,279	96.29%	Under
Expense	\$ 900,000	\$ -	\$ 900,000	\$ 650,549	72.28%	Under
Fund 615 – Community Redevelopment Agency						
Revenue	\$ 84,782	\$ -	\$ 84,782	\$ 74,411	87.77%	Under
Expense	\$ 384,420	\$ -	\$ 384,420	\$ 138,948	36.14%	Under