

# City Manager's Quarterly Report

**FY21 FOURTH 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 fourth quarter of the fiscal year 2021 along with highlights.

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

- Operational Activity — A summary of operational activities/accomplishments and the progress of significant projects reported by each city department.
- Financial Activity — A summary of revenues and expenditures for the City's most active funds.

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

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



***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:

# of Authorized positions	Full-time	Part-time	Open
11			0

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

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Manager also supervises the Art Gallery operations and contractual staff. The new Art Gallery Coordinator started during this quarter.

## Overview

The third quarter of fiscal year 20/21 has been both busy and productive. Included are some of the highlights of progress. During this quarter, the City Council held a special meeting to perform a mid-year budgetary review. At the meeting, information was provided to the City Council by the City Manager, Finance and Staff relating to individual department activity and expenditures. The meeting also included a review of all projected projects contained within the FY 2021 – 2026 (5 year) capital improvement plan.

The City's auditors, CliftonLarsonAllen, LLC, and completed the audit for FY 19/20. The auditors made their presentation to City Council on May 3, 2021 and the audit was approved.

The Finance Department began the budget process this quarter. The departments completed their requests and sent them to Finance. The City Manager and Finance Director met with all Departments to review their budget requests. The first Special Budget Meeting was held on June 28, 2021. There will be two Special Budget Meetings in August and the hearings will be held on September 8th and 22nd.

Exciting events are occurring at Brooksville's very own Tom Varn Park. The City has moved forward on the stadium facility by replacing the leaking, outdated roof on the stadium complex. This building serves the concession area, locker rooms and restroom facilities. Additionally, the City had an engineering consultant DRMP review the stadium bleachers, after they were recently closed due to visible signs of stress cracking and structural deficiency. They have presented three options to City Council for renovation. The City Council has selected to move forward in replacing the stadium bleachers to include all new building code and ADA requirements.

A grant secured by the parks and recreation department was approved by City Council. This action will bring in all new, upgraded playground equipment, meeting current playground standards, codes and ADA requirements. During this quarter the City has been meeting with the Brooksville Kiwanis regarding a proposed splash park located near the new playground equipment. Both the City and the Kiwanis have committed financially to a proposed splash park and City staff are now in the design phase of the project.

The City Council was presented a professional compensation and pay class study that was designed to review all positions within the City in terms of position classification, responsibilities and associated pay. A study of this nature had not been performed in many years. The study assures that employees are adequately assigned and properly compensated for the work they perform. In addition, the study serves to recognize the importance and value of employees, maintain proper employee morale, aid in reducing employee turnover and increase employee retention. This study was approved and implemented.

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The Department of Public works has been very busy with the work authorized in the FY 20-21 capital improvements plan. This work included road projects and the initiation of the stormwater utility projects. The 2021 Streets Projects have been bid out and work on this projected to begin soon.

I would like to thank the City Council and the staff for working diligently to continue moving the City forward in a positive direction.

# City Clerk

## *Jennifer Battista, City Clerk*

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

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

- ❖ Custodian of the City Seal.
- ❖ Custodian of Public Records, which includes fulfilling Public Records Requests
- ❖ Protecting, preserving and sharing City records. [Click here to view the City's resolutions pertaining to copy charges: Res. No. 2007-12 Copy Charges](#)
- ❖ Authenticating City records as true and correct copies of originals.
- ❖ Scheduling and posting public notices of official meetings.
- ❖ 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, 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, please [click here](#).
- ❖ Provides notary services.
- ❖ Issues solicitor licenses
- ❖ Supervises Brooksville Cemetery operations, including issuance of Cemetery Deeds.



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

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## Overview

Records Management - In this quarter, Deputy City Clerk, Lisa Morris, began a project on indexing or scheduling for destruction City Clerk and Public Works files. This will be an ongoing project throughout the next several quarters. Based on retention schedules, on May 25, 2021, the Clerk's office disposed of 110 boxes based on retention schedule guidelines.

Cemetery Rules, Regulations and Guidelines - During this quarter, the Brooksville City Council approved changes to the rules and regulations for the Cemetery which had not been reviewed in several years. The updated rules and regulations will go to Council during the next quarter.

Cemetery Task Order - During this quarter, Council approved a task order to an engineering firm to do a tree study and a new location for a Garden of Innocence Land in the Cemetery. That work will begin in the next quarter.

Special Events Policy - During this quarter, Council approved a new special events application process which the Clerk's office will implement being in August, 2021.

Annual Fee Resolution- During this Courter, Council approved the annual fee resolution, which was compiled by the Clerk's office.

Council Chambers modified upgrade project – The goal for a modified upgrade project did not get underway. The Chamber Upgrade Committee did meet during this quarter and it was discussed that DPW Facilities, in conjunction with the I.T. Division, will look at new monitors and options for a new dais with technological updates. It is hoped that next quarter will see the development of a solicitation for an architect or general contractor to reconstruct dais using the footprint already existing.

## Goals and Objectives

### Records Management

Deputy City Clerk, Lisa Morris, continues with the on-going project on indexing or scheduling for destruction City Clerk and Public Works files. This will be an ongoing project throughout the next several quarters.

Lisa is also studying for her Florida Certified Records Management Certificate this quarter and hopes to receive this designation in the First or Second quarter of FY21/22.

### Cemetery Rules, Regulations and Guidelines

During this quarter, the City Wide-Clean up began on July 19, 2021 to implement Cemetery rules and regulations. This will be an ongoing project with the goal of enhancing the aesthetics of the Cemetery.

### Cemetery Task Order

During this quarter, the task order for engineering plans for a tree study and a new location for a Garden of Innocence Land in the Cemetery had been approved at 60% plans completion.

Special Events Policy – GOAL ACHIEVED

During this quarter, the Clerk’s office implemented a new policy on August 1, 2021.

Council Chambers modified upgrade project – GOAL NOT ACHIEVED

This project has shifted focus and has also been assigned to the I.T. Coordinator. It will not be reported on future quarterly reports.

2. 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
- Coordinate with City Attorney in developing an ordinance to delete “Police Department” references from code and change to “law enforcement agency”.
- Work with I.T. to make minutes and agenda packets ADA accessible so they can be posted on City’s website
- Work with Community Development to request that County vacate portion of Pearl St. in 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
  - 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

					43
Bids/RFQs Processed after Award	0	3	2		
Boxes of Records Prepared for Destruction	0	0	0	0	110
Boxes of Records Destroyed	0	0	0		
Cemetery Deeds for Interment Processed	4	10	9	23	96
Citizen Board Applications/Positions Processed	1	0	8		
Contracts/Agreements/Task Orders Processed - New & Extended	7	13	8	28	68

Fee Waivers Processed	0	0	0	0	0
Legal/Display/Classified Ads Processed	3	2	5	10	27
Liens/Special Master Orders/Release of Liens Processed	0	0	0	0	7
All Meetings attended (Council or staff level)	31	17	17	65	173
Mtgs Scheduled - as of 4-30-21, no longer listing-is not solely Clerk Function	0	0	0	0	0
Minutes Council/Advisory Boards Transcribed/Processed	5	4	7	16	58
Ordinances Prepared/Processed	0	0	2	2	15
Policies Processed	0	0	0	0	2
Proclamations	1	0	6	7	22
Public Notices/Press Releases Issued-no longer function of City Clerk office	0	0	0	0	2
Public Records Requests	11	8	13	32	112
Resolutions Prepared/Processed	1	2	5	8	24
Street Closure Permits/Special Events Processed	4	4	5	13	37
Staff Meetings	4	4	5	13	41
Wire Transfers	1	1	1	3	12

## Cemetery

The total sales for the fourth quarter were \$ 37,800.00. During this time, we sold 58 spaces and had a total of 46 Funerals/internments. We had 32 full size/adult funerals and 14 cremain funerals during these three months of July, August, and September. Kathleen Hudak and Emma Perdue volunteered a total of 86.25 hours with Kathleen having given a total of 83.25 hours and Emma and her Mom having given 3.0 hours.

The engineering Task Order is ongoing during this quarter for the new Garden of Innocence, tree survey and issues involving a street in the Cemetery known as “Pearl Street”. Sixty percent (60%) plans submission have been completed and approved. The engineers are currently doing a tree count and looking into the water pump/well for the sprinkler system for the Garden of Innocence which will be taking over the old Nursery site.

The Cemetery-wide clean-up began on July 19, 201 and is still progressing. Staff continues to clean and pickup whatever is in violation of the rules and regulations. Emma Perdue, a volunteer, will soon be done with her program according to her parents and so she will be moving on to bigger and better things. The help from DPW staff, Paul Booth, Public Works Director, and Jennifer Battista, City Clerk, were greatly appreciated by the Cemetery and our staff this last quarter of the fiscal year of 2020/2021.

The next quarter which will include Founder’s week tours in the cemetery, as well as completion of the engineering task order.

## Human Resources

### *Kimberly Shoti, HR Director*

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



In the 4th Quarter of FY21, the Employee Headcount averaged (101) Full Time and (3) Part time employee(s) throughout the period. During that time frame, (5) new Regular Full-Time Employees and (3) Part-Time Employees were onboarded. They consisted of:

- (3) New Hires in the Utilities Department
- (1) Community Development Director
- (1) New Hire in the Parks Department
- (3) New Hires in the Dept. of Public Works

*Kimberly Shoti, HR Administrator*

The turnover rate averaged 7.6% throughout the 4th. Quarter of FY21. A total of (6) voluntary and (2) involuntary resignations took place during this quarter. They consisted of:

- (6) Utilities Department Employees
- (1) Dept. of Public Works Employee
- (1) Fire Department Employee

The vacancy rate averaged (5) open positions throughout the Quarter with an average time to fill of 118 days.



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## Information Technology

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

The principal activities of the Information Technology Department include:

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

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

## Quarterly Goals and Objectives

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

- Migrate the city's current Office 365 commercial tenant to Office 365 Government tenant adding Office 365's suite of productivity software; i.e. Word, Excel, PPT, One Drive Storage
- Upgrade the city's current Barracuda Email Archive service to a higher level of service providing front end protection to the city's email service as well move the city's email archive from AWS to Barracuda bringing protection, archive and cost under one umbrella.
- Implement a dedicated coax network connection at the city's waste water plant improving reliability and security.
- Implement a dedicated fiber network connection at city hall for the city's internet traffic thus isolating the city's internet traffic to its own dedicated network pipe.
- Perform a re-design of the city's website to bring more transparency and information to the residents, visitors and businesses of the city.

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- Deploy new laptops to respective city staff obtained from Cares Funding providing staff w/ remote work capabilities.
  - Assist w/ city's PCI Compliance certification.

Continues to configure the city's Malware/Virus application (SOPHOS) providing the city's network infrastructure overall w/ real-time virus, malware and ransomware protection utilizing AI (systems learning) technologies.

Implemented the Barracuda Email Security Gateway for Inbound and Outbound Email / Archive solution. Started the import process from the old archive container to the new archive container. The department continues to configure the interface for efficient email security and archiving.

Started the migration process of moving the city's Office 365 commercial tenant to an Office 365 Government tenant adding Office 365's suite of productivity software; i.e. Word, Excel, PPT, Teams and One Drive Storage for each profile assigned an O365 license.

Initiated contact with outside resources discussing various projects to include building access, security cameras, chambers upgrades, web site monitoring.

Completed the switch over at the city's waste water plant from Verizon cell tower connection to Spectrum Coax connection improving network connection, network speeds, and reliability.

Completed the switch over at city hall of the city's outbound data traffic from the county's outbound data pipe to the city's independent Spectrum Fiber connection allocating the full bandwidth of the data pipe to the city's use vs shared.

Evaluated our web site host options for either re-designing our current web template or moving the city web site to a new template providing the city with an expanded set of tools to manage the site as well provide more engagement and transparency to residents, businesses and visitors of the city.



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# Community Development Department

*Verl Emerick, Community Development Director*

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

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

## Quarterly Goals and Objectives

- ❖ Improve the City of Brooksville (COB) Community Development Department's (CDD) ability to operate more efficiently through our interaction with both the public and private sector.
- ❖ To inform and instruct the residence of the COB to our "E-Filing" system through the COB updated website.
- ❖ CDD has returned to a proactive Code Enforcement division and in support of this effort, the division will be adopting the International Property and Maintenance Code (IPMC) and upgrades to the City Building Codes by adoption of the latest changes to the Florida Building Code and will be presented to City Council for their consideration.
- ❖ CDD will continue to improve the overall coordination between internal departments i.e. Building, Planning/Zoning, Fire etc., fostering and creating a workplace culture that includes regular feedback and team development.
- ❖ Our efforts also continue within the CDD Planning and Zoning division facilitating and guiding COB development through 2022, and has worked to efficiently review and process permits, administration of the Planning and Zoning Codes, and effectively conduct significant planning projects.

## Special Projects

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

- ❖ Downtown Beautiful – Ongoing beautification improvements to various sites around the downtown area to include such items as pergolas, public seating areas, bicycle parking, information kiosks, enhancement of retaining walls, shaded areas, landscaping and many other improvements. The most recent Downtown Beautification project was initiated when the CRA/City Council approved Task Order No. 3 for the downtown Water Tower Site Improvement Project.

❖ Community Redevelopment Agency – Property Improvement Grants

The Community Development Department continues to process CRA property improvement grants, which (since 2009) includes 42 applications and over \$177,000.00, in grant funds approved and committed, with over five times that amount in private investment by the applicants for their improvement projects. Additionally, staff is exploring changes in the application forms and process for accessing the Improvement Grants to facilitate both new and rehabilitation projects within the District.

❖ EPA Brownfields Assessment Grant – In 2012, the City received a three-year, \$400,000 community-wide EPA Brownfields Assessment Grant. The grant term is from October 1, 2019 to September 30, 2022, COB is currently on track to complete EPA Brownfields Grant early.

- Brownfields Outreach Program-Outreach program has begun in compliance with the EPA Brownfield Grant guide lines, the City of Brooksville has engaged Vistra marketing, communications consulting firm to lead this effort. A phased incremental roll out of planned media communications and community involved project will occur over next several months.
- CDD staff will explore seeking a new Brownfields Grant.

❖ Good Neighbor Trail extension and the C2C Connector Project: The Community Development Department remains actively involved in all aspects of the Good Neighbor Trail project. Design, engineering and construction for the GNT extension project that connects the GNT in the City of Brooksville through to the Withlacoochee State Trail was officially completed as of October 9, 2018, and a Ribbon Cutting Ceremony was held on November 14, 2018. A study has been completed for a preferred route for the C2C connector project that will connect the GNT from the existing trailhead through downtown to the Suncoast Trail at SR 50. That preferred route was submitted to the MPO in September 2017, and forwarded to FDOT for consideration

❖ City Council voted to reconsider the Milk-A-Way farms rezoning. No date has been set for the first meeting.

❖ 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.

## Personnel

The department’s personnel status is as follows:

# of Authorized positions	Full-time		Part-time	
	Filled	Open	Filled	Open
8	8	0	0	0

The Community Development Department has been authorized 8 full-time positions. During this quarter, the Director was hired.

## Building Division

### New Businesses

New Businesses (Certificate of Occupancy)	Address
Debra Lamendola dba Wings Relocation	937 Candlelight Blvd
Melissa Diercks dba Shear Slingers	
Latoya D Bess dba Majestikly Locd In, LLC	1162 W JEFFERSON ST
Meyer Beat dba Ardendale Bed and Breakfast	
Helena Doura LLC	675 Harvard St
Marusak Acquisitions Inc dba Care Vet, LLC	
Boing Us Holdco, Inc dba Take 5 Express Carwash	7377 Broad St
Jefferson Super Saver	
Bryan Faulkingham dba Fraternal Order of Police Nature Coast Lodge 164, Inc.	18766 Cortez Blvd
Rusty Halm dba Garage Systems of Florida, LLC	
Tosha Bedwell dba Elephant Fingers	960 Candlelight
Melissa Lamb dba Gaston Tree Debris Recycling, LLC	
Dave Lemons dba Phone Wave Inc	19498 Cortez Blvd
Andrew Carsell dba Southern Pines 1 Phase	

### Building Inspections

BUILDING INSPECTIONS	4th Quarter	Fiscal Year to Date	
	07/01/21 –09/30/21	10/01/20–09/30/21	
Building	297	1037	264
<b>Red Tags</b>	<b>36</b>	<b>88</b>	
Plumbing	77	229	
<b>Red Tags</b>	<b>7</b>	<b>16</b>	
Electrical	100	304	
<b>Red Tags</b>	<b>16</b>	<b>34</b>	
Mechanical	62	317	
<b>Red Tags</b>	<b>14</b>	<b>43</b>	
LP Gas	18	58	
<b>Red Tags</b>	<b>3</b>	<b>7</b>	
TOTAL INSPECTIONS	554	1945	
<b>TOTAL RED TAGS</b>			

## Building Review, Land Use and Code Enforcement Activities

			553
Zoning Research Responses	126	1,195	
Comprehensive Plan Amendments	0	2	1
Annexations	0	2	
Code Enforcement Violations	80	275	57

## Building Division Revenues

BUILDING DIVISION REVENUES	4th Quarter 07/01/21 –09/30/21	Fiscal Year to Date 10/01/20–09/30/21	3rd Quarter 04/01/21 –06/30/21
Total Bldg. Collected	\$257,994.66	\$568,350.25	\$189,693.90
Impact Fees	\$99,011.00	\$186,649.80	\$41,412.00
Radon	\$1,481.96	\$3,609.15	\$791.99
DPR	\$2,046.47	\$4,701.86	\$1,034.51
TOTAL COLLECTED	\$360,534.09	\$763,311.06	\$232,932.40

## Building Division Permits

PERMITS ISSUED	4th Quarter –	Fiscal Year to Date –	3rd Quarter –
Total Residential			211
Total Commercial	115	481	96
Total Demolition	3	9	2
Total Misc. Permits	55	185	0
TOTAL PERMITS	291	1175	309

	–	–	–
Total Residential	7,035,723.12	21,621,092.88	8,279,144.60
Total Commercial	3,000,158.13	68,744,562.64	32,303,353.55
Demolition	26,100.00	49,270.00	3,500.00
TOTAL VALUE	10,061,981.25	90,414,925.52	40,585,998.15

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# 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 Financial 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 audit for FY 19/20 was completed and presented to the City Council on May 3, 2021. The department processed solicitations for bids the Underground Utility Relocate for the Good Neighbor Trail, the William S. Smith Reclamation Facility Improvements, a Program Administrator for Small Cities Development Block Grant (CDBG), the Fire Department Dehumidifier, the Road Paving Projects 2021, and the City Hall Entryway Overhead Roof Replacement.

## Quarterly Goals and Objectives

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

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

This quarter the department worked closely with the City Departments and completed the FY21/22 Budget. The Budget was accepted and approved by Council.

At the end of this quarter the Finance Department will begin the close out process of FY20/21 and prepare for the annual audit.

## Personnel

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

	Filled	Open
4	4	0

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

## Financials

City of Brooksville					
Preliminary Income and Expense Summary					
As of September 30, 2021					
<u>Account Code</u>	<u>Account Title</u>	<u>Total Budget - Original</u>	<u>YTD Actual</u>	<u>Remaining Budget Amount</u>	<u>Percent Total Budget Used - Original</u>
<b>001</b>	General Government				
Rev	Revenue	6,902,923.04	6,998,135.16	(95,212.12)	101.37%
Exp	Expenses	7,579,762.21	6,217,146.43	1,362,615.78	82.02%
<b>104</b>	Police Special Education Fund				
Rev	Revenue	0.00	4,199.90	(4,199.90)	100.00%
<b>107</b>	Transportation Capital - Local Option Gas Tax 1-5				
Rev	Revenue	154,776.00	156,537.29	(1,761.29)	101.13%
Exp	Expenses	30,000.00	24,700.00	5,300.00	82.33%
<b>108</b>	Local Option Gas Tax				
Rev	Revenue	1,732,637.00	1,736,030.83	(3,393.83)	100.19%
Exp	Expenses	2,519,211.06	1,539,038.26	980,172.80	61.09%
<b>110</b>	Road Impact Fees Trust				
Rev	Revenue	16,345.00	37,860.07	(21,515.07)	231.63%
Exp	Expenses	1,245,223.00	0.00	1,245,223.00	0.00%
<b>112</b>	Law Enforcement Impact Fees				
Rev	Revenue	895.00	4,803.04	(3,908.04)	536.65%
<b>113</b>	Public Bldg Impact Fees				
Rev	Revenue	4,960.00	26,035.72	(21,075.72)	524.91%
<b>114</b>	Fire Impact Fees				
Rev	Revenue	2,450.00	12,242.26	(9,792.26)	499.68%
<b>115</b>	Parks Impact Fees				
Rev	Revenue	4,310.00	20,982.23	(16,672.23)	486.82%
<b>128</b>	Traffic Camera				

<b>139</b>	Enrichment Center Premises Maintenance Fund				
Rev	Revenue	17,000.00	19,355.51	(2,355.51)	113.85%
Exp	Expenses	16,800.00	19,375.96	(2,575.96)	115.33%
<b>143</b>	Fire Department				
Rev	Revenue	1,958,000.00	2,183,393.50	(225,393.50)	111.51%
Exp	Expenses	1,957,999.64	2,230,661.38	(272,661.74)	113.92%
<b>144</b>	Brownfields Assessment Grant				
Rev	Revenue	221,250.00	251,688.15	(30,438.15)	113.75%
Exp	Expenses	221,250.00	193,548.15	27,701.85	87.47%
<b>201</b>	Capital Improvement Rev Bond 2006				
Rev	Revenue	12,950.00	12,950.04	(0.04)	100.00%
Exp	Expenses	12,950.00	12,950.00	0.00	100.00%
<b>202</b>	Capital Improvement Revenue Note 2011				
Rev	Revenue	303,780.00	303,780.00	0.00	100.00%
Exp	Expenses	303,780.00	303,779.80	0.20	99.99%
<b>203</b>	Capital Improvement Revenue Loan 2016				
Rev	Revenue	7,563.00	7,563.00	0.00	100.00%
Exp	Expenses	7,563.00	7,562.37	0.63	99.99%
<b>302</b>	McKethan Park Capital Project				
Rev	Revenue	300.00	13.43	286.57	4.47%
<b>308</b>	Multi-Year Capital Project Accumulation				
Rev	Revenue	1,000.00	7.14	992.86	0.71%
<b>309</b>	Capital Improvement Revenue Fund-Bond 06				
Rev	Revenue	35,050.00	31,928.94	3,121.06	91.09%
Exp	Expenses	35,000.00	35,000.04	(0.04)	100.00%
<b>311</b>	2011 Capital Improvement Revenue Note-Loan 2011				
Rev	Revenue	303,780.00	303,780.00	0.00	100.00%
Exp	Expenses	303,780.00	303,780.00	0.00	100.00%
<b>314</b>	Fire Truck-Engine 61-2016 USDA Loan				
Rev	Revenue	10,319.00	7,563.00	2,756.00	73.29%
Exp	Expenses	7,563.00	7,563.00	0.00	100.00%
<b>401</b>	Water & Wastewater Operations				
Rev	Revenue	5,395,733.00	4,929,396.29	466,336.71	91.35%
Exp	Expenses	4,406,734.67	4,079,192.80	327,541.87	92.56%
<b>402</b>	Solid Waste R&R				
Rev	Revenue	0.00	79.14	(79.14)	100.00%
<b>403</b>	Solid Waste Operations				
Rev	Revenue	1,632,000.00	1,602,090.20	29,909.80	98.16%
Exp	Expenses	1,491,944.27	1,408,041.15	83,903.12	94.37%
<b>405</b>	Utilities R&R				
Rev	Revenue	10,000.00	75.03	9,924.97	0.75%
Exp	Expenses	10,000.00	9,999.96	0.04	99.99%

Rev	Revenue	874,755.00	870,410.04	4,344.96	99.50%
Exp	Expenses	166,122.00	87,889.46	78,232.54	52.90%
<b>407</b>	Water Connection Fees				
Rev	Revenue	10,200.00	16,148.59	(5,948.59)	158.31%
<b>408</b>	Sewer Connection Fees				
Rev	Revenue	20,600.00	20,787.10	(187.10)	100.90%
<b>409</b>	Cobb Road Wastewater Capacity Fund				
Rev	Revenue	25,000.00	501.09	24,498.91	2.00%
Exp	Expenses	0.00	17,578.42	(17,578.42)	100.00%
<b>410</b>	Solid Waste Disposal Emergency Reserve Fund				
Rev	Revenue	0.00	8,734.23	(8,734.23)	100.00%
<b>501</b>	Internal Service Fund				
Rev	Revenue	126,945.00	126,949.68	(4.68)	100.00%
Exp	Expenses	128,471.37	116,077.43	12,393.94	90.35%
<b>502</b>	Vehicle Replacement (IS)				
Rev	Revenue	259,736.00	254,443.98	5,292.02	97.96%
<b>503</b>	Equipment Replacement (IS)				
Rev	Revenue	10,035.00	10,001.69	33.31	99.66%
<b>602</b>	Payroll Account				
Rev	Revenue	0.00	(445.10)	445.10	100.00%
<b>603</b>	Butterweck Bond Fund				
Rev	Revenue	20.00	3.09	16.91	15.45%
<b>605</b>	Cemetery Perpetual Care Fund				
Rev	Revenue	10,900.00	10,115.86	784.14	92.80%
<b>609</b>	HRA Funding Account				
Rev	Revenue	50,000.00	52,500.12	(2,500.12)	105.00%
Exp	Expenses	48,000.00	46,152.05	1,847.95	96.15%
<b>610</b>	Employee Health Insurance				
Rev	Revenue	700,300.00	710,220.89	(9,920.89)	101.41%
Exp	Expenses	750,000.00	848,190.85	(98,190.85)	113.09%
<b>615</b>	Community Redevelopment Agency				
Rev	Revenue	83,600.00	165,317.00	(81,717.00)	197.74%
Exp	Expenses	<u>78,850.00</u>	<u>46,254.00</u>	<u>32,596.00</u>	<u>58.66%</u>

Accounts Payable and Payroll Processing			
	Actual 2021	Budget 2021	YTD Total 2021
Purchase Requisitions Approved	21	150	182
Accounts Payable Checks/Vouchers Processed	476	2,000	1,407
Accounts Payable Dollar Amount Processed	\$1,908,849	\$10,000,000	\$8,228,269
Payroll Checks Processed/Vouchers	685	2,600	2368
Number of Findings from External Audit	2	0	2

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# 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 was awarded the Assistance to Firefighter Grant in July to purchase 10 new portable radios that will provide continued interoperability with all of our partnering law enforcement, fire and emergency medical service response agencies. The department participated in the Hernando County Sheriff's Office (HCSO) Active Shooter Hostile Event Response (ASHER) drill in August. BFD also completed in-house, required, bi-annual CPR recertification for all personnel. Operations crews continue to perform annual fire hydrant testing/maintenance, pre-fire plans and various station maintenance projects.

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## Quarterly Goals and Objectives

- ◆ Township 22 hydrant fall flows and maintenance completed
- ◆ FF Godin and FF Palmieri cleared as Backup Engine Drivers
- ◆ All personnel completed in house CPR recertification class (September)
- ◆ Develop and schedule Aerial Operations class for personnel in October
- ◆ New lifting device for heavy/obese patients placed in-service
- ◆ Post for Firefighter Job opening
- ◆ QA training for Incident reports
- ◆ Preparing for Fire Prevention week in October
- ◆ FF Vernon started Paramedic Provisionals
- ◆ FF Berg Cleared as Tower Driver

## Special Projects

- ◆ BFD participated in Operation Backpack with City Parks & Recreation.
- ◆ Participated in the YMCA "Splashdown" event at Tom Varn Park.
- ◆ BFD participated in Active Shooter Hostile Event Response (ASHER) exercise in August.
- ◆ New Brush Truck ordered.
- ◆ Procurement of 10 new portable radios from Assistance to Firefighter Grant (AFG)
- ◆ Participated in Salute to First Responders parade
- ◆ Participated in Brooksville Main Street Cleanup

## Personnel

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

				Open
21				0

The Fire Department has been authorized 21 full-time positions, 1 Fire Chief, 1 Administrative Assistant, 1 Fire Inspector, 3 District Chief 3 Fire Captains, 3 Engineers and 9 Firefighters. The Department currently has two firefighter vacancies.

## Data/Statistics

Complaint cleared by Contact	5
Passed	88
Pending	2
Third Correction Notice - Referred to City Attorney	0

Training Hours 4th Quarter	
Fire	909
EMS	334
Safety	74
Fitness	19
Hazardous Materials	40
Leadership / Administration	200
<b>Total</b>	<b>1576</b>

MAJOR INCIDENT TYPE	# INCIDENTS
Fires	14
Overpressure rupture, explosion, overheat - no fire	1
Rescue & Emergency Medical Service	699
Hazardous Condition (No Fire)	13
Service Call	95
Good Intent Call	31
False Alarm & False Call	17
Severe Weather & Natural Disaster	2
Special Incident Type	6
<b>TOTAL</b>	<b>878</b>



*BFD Aerial Training*



*CPR Training*



*YMCA Splashdown*

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# Parks & Recreation

*Angie Whisnant, Parks & Recreation Director*

Parks and recreation are resources and services provided for the purposes of leisure, entertainment, and recreational pursuits. Resources may be 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

During this quarter the Parks & Recreation Department performed major leaf clean-up and removal at Tom Varn Park (TVP) in all parking lots, playground area and at City Hall. Staff trimmed over 200 crepe myrtles throughout all parks and City Hall as well as removed two large trees near the walking trail/pond area at TVP. The Good Neighbor Trail (GNT) was mowed, edged and cleaned-up, various locations TVP was sprayed with weed killer while the inmate crew targeted areas with weed-eaters, line-trimming and clean up. Staff cleaned up garbage and debris in the maintenance yard as well as cleaned up branches and debris aft Tropical Storm Elsa in all parks. Irrigation and dugouts were repaired to prevent drainage, as well as the chain link fens was repaired at the softball fields. Staff repaired in-house equipment as needed and assisted in the demolition of the wooden playground during this quarter and submitted 13 work order to DPW.

Three new staff were hired and trained in this quarter and the department held and/or assisted in several events to include Operation Backpack 2021, the YMCA & Fire Department Hose Down event, and prepared for the Breast Cancer Walk to be held in the following quarter. Staff also purchased and delivered hay bales to schools for the annual decorating event for next quarter.

The Hernando Youth League held open registration for the softball league and had practices throughout September with the opening ceremony on September 27, 2021. SunKing held the Disc Golf Tournament the last weekend of September.

The following vendors held regular programs at the Jerome Brown Community Center this quarter.

- ◆ The Arc Nature Coast: Basketball for persons with disabilities
- ◆ T.U.F.F Group Exercise Classes
- ◆ Joe-Jitsu Bootcamp Fitness Challenge: Outside Ju-Jitsu style fitness program.
- ◆ Quilters Guild: Monthly quilt making and meetings.
- ◆ Elite Volleyball: Private volleyball lessons.

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## Quarterly Goals and Objectives

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

- ❖ Objective a: JBCC parking lot reconstruction Phase I completed.
- ❖ Objective b: Demo / Site preparation completed for new playground.
- ❖ Objective c: Results of stadium decking and ADA compliance presented to City Council in June and July.
- ❖ Objective d: Splash Pad project in partnership with Kiwanis Club.

Goal 2: Encourage Volunteerism.

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

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

- ❖ Objective a: Partnership with independent fitness instructors offering 9 classes (on-going).
- ❖ Objective a: Continuing partnership with HYL youth recreational sports i.e. basketball, softball.

## Personnel

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

				Open
6				0

The Parks & Recreation Department has been authorized 6 positions, 5 full-time and 1 part-time. During this quarter we filled all open positions: Recreational Leader III, Park Technician and Park Aide P/T. We are currently fully staffed.



# Public Works

*Paul Booth, Public Works Director*



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

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

## Overview

During the 4th quarter DPW began work on several special projects. Among these are included the award of the bid for the 2021 Streets CIP project. Work is scheduled to begin on October 1, 2021.

DPW continued to operate the self-service sand bag station throughout the 4<sup>th</sup> quarter making sand bags available to residents

DPW set up road closures for 15 special events during the fourth quarter. Most of these were Brooksville Main Street (BMS) events, including street closures every Friday for BMS Concert at the Court House Series.

## Quarterly Goals and Objectives

- Timely completion of all work orders – Ongoing.

Department	Work Orders Issued	Work Orders Closed/Complete
Streets & Drainage	136	135
Fleet	185	178
Facilities	154	151

- Implementation of 2021 CIP Projects – Ongoing.
- Administration of annual budget – Ongoing.
- Training for iWorQs Work Order System – Completed.

- Special Events Road Closures – Ongoing.
- 2019-2020 CIP Roads – Bids awarded to Goodwin Bros.

## Personnel

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

					Open
20					0

DPW currently has 0 vacant positions.



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# Utilities

## *Jeremy Burgess, Utilities Director*

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



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 the permit
- ◆ Keep the streets clean from debris that can make its way to the storm drain system

In the fourth quarter, the Utilities Department worked to get the Surge Tank and Generator Project on the Local Mitigation Strategy (LMS) project list. This was successful and the LMS working group is very supportive of the projects.

## Goals and Objectives

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

### **Water Utilities:**

- ◆ Lamar drinking plant to be replaced and updated
- ◆ Whiteway Dr. Water line renovation
- ◆ Hydrant valve replacement/revamp (5-6/year)
- ◆ Transit Van replacement of water meter truck
- ◆ Good neighbor trail
- ◆ Mitchell Rd water line
- ◆ As the streets are being replaced, we would like to replace the old water lines
- ◆ Standardize the trucks with tools

## Waste Water Utilities:

- ◆ Standardize all the lift stations & proper PM schedules
- ◆ Sewer line Rehabilitation
- ◆ Will Smith Plant New Oxidation Ditch & new Anoxic tank
- ◆ East Ave Lift station Replacement
- ◆ Modify master lift station on Cortez
- ◆ School street pump replacement
- ◆ Reclaim water to Cascades
- ◆ Replacement of crane truck
- ◆ Lakeside lift station rework

## Sanitation Utilities:

- ◆ Replacement of dumpsters

## Personnel

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

# of	Full-time		Part-time	
	Filled	Open		Open
<b>33</b>				0

The Utility Department has been authorized 33 full-time positions. During this quarter, we obtained two new Sanitation Operator I's, which replaced two that left. We had a Solid Waste Operator III, out due to injury. We also hired two Utilities Specialist I's. We had a Lead Utilities Operator transfer to Facilities. We had a Utilities Supervisor leave and a Customer Service Specialist resign.

## Water Production Summary

	2021	2020
Location	Totals to Date (MG)	Totals (MG)
Hope Hill Well Field	<b>55.938</b>	11.704
Lamar Ave. Well Field	<b>36.413</b>	45.615
Hillside Court	<b>25.504</b>	57.849
Total Monthly Prod. (MG)	<b>117.855</b>	115.168
Average Daily Prod. (MG)	<b>1.295</b>	1.290

\* Water production in the 4th quarter of 2021 is higher, with an average of 1.295 million gallons per day, compared to last year's production of 1.290 million gallons per day in the same quarter.

Locates by Month:

- ◆ July - 39
- ◆ August - 58
- ◆ September - 41

## Wastewater Treated Summary

Location	Totals to Date (MG)	Totals (MG)
Will Smith Water Reclamation Facility	145.458	123.728
Southern Hills (Distributed)	2.908	21.293
CEMEX (Distributed)	135.068	87.272
Average Daily Prod. (MG)	1.426	1.330

\* Wastewater treated in the 4th quarter of FY 2021 is higher than this time last year, with an average of 1.426 million gallons per day compared with 1.330 last year. Rainfall was lower in the 4th quarter at 24.6\_ as compared to last year's 22". Reuse water sent to Southern Hills for irrigation in the 4th quarter was 2.908 million gallons, approximately 18.38 million gallons more than last year.

## Sanitation Division Summary

- Commercial and Residential Solid Waste:
  - Approx. 1,534.94 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 147.59 pounds per day per customer for each commercial account. Total tipping fees, in the amount of \$48,557.26 were charged for disposal.
  - An estimated 750.87 tons of residential solid waste was collected and delivered to the Hernando County Northwest Landfill. This is the equivalent of 10.35 pounds of waste per day per residential customer. Tipping fees are not charged for the disposal of residential wastes.
- Yard Debris and Recyclables:
  - Approx. 448.33 tons of yard and construction debris were collected from residential customers. This is the equivalent of 6.18 pounds of waste per day per residential customer.
  - An estimated 16 tons of recyclables were collected. This is equivalent to 22 pounds per participate. The City had an average of 236 participating customers during this quarter.

## Street Sweeping Summary

- In accordance with mandated requirements, the Florida Department of Environmental Protection has directed the City of Brooksville to meet minimum control measures to prevent pollutants and contaminants from entering the City's storm water system, finding its way into the aquifer, and ultimately coming out of your faucet. Included in the City's permitting requirements under the National Pollutant Discharge Elimination System (NPDES), is a street sweeping program that contributes to the protection and conservation of our drinking water supply.

