

## City of Brooksville

# City Manager's Quarterly Business Report

Quarter 3 (April-June)  
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 third 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.

## Contents

### Operational Activity

#### EXTERNAL DEPARTMENTS

Fire & Rescue

Parks, Recreation &

Facilities

Public Works

#### INTERNAL SERVICES

City Manager's Office

Business Development

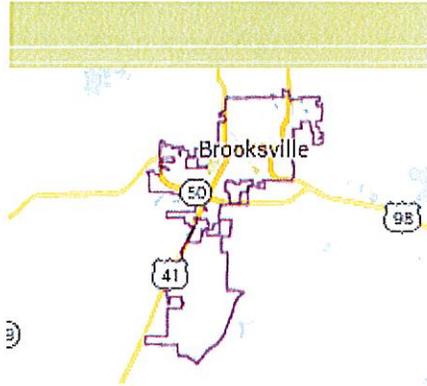
City Clerk (Not Available)

Community Development

Human Resources

Finance

Financial Activity



## City Services/Activity – Q3

City staff has been busy for the third 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 must be responsive to the taxpayers. It must be as efficient as possible, functioning like the multi-million dollar a year business that it is. It must have leadership, set specific goals, develop a strong motivated workforce, and be accountable to the taxpayers for its expenditures and performance.*

*~April 27, 2018~*

*Arbor Day at the One Room Schoolhouse*



## Financial Overview-3rd Quarter

This quarterly overview contains information on resources and expenditures for the third quarter of the fiscal year, which is the period between April 1st and June 30, 2018.

During this Quarter, at the direction of City Council, the City Manager and Staff were involved in the negotiation of an Interlocal Agreement with the Hernando County Sheriff's Office (HCSO), for the purpose of having HCSO provide Law Enforcement Services within the City. On April 30, 2018 the City Council approved the Interlocal Agreement and transition activities ensued whereby the Brooksville Police Department was disbanded and HCSO officially took over Law Enforcement activities on June 1, 2018.

Due to these activities, no Police Department report is provided within this Quarterly Report. The HCSO assisted the City in the later part of May as transitional activities and coordination continued throughout this period. The financial end result of this transition permitted the City to reduce expenditures in the General Fund by over 1.6 million dollars per year and realize a lease income from the Brooksville Police Station (now HCSO District 1 Office). The City was also able to sell many of the Police Department assets and continues to do so beyond this Quarter.

The City also held its first Budget Workshop for the Fiscal Year 2019 (considered a Mid Year Budget Review) on April 23, 2018.

# Fire

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## *Chief's Corner*

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

In April, Brooksville Fire Rescue was very busy with events in the community. Brooksville Fire Rescue took part in Take your Child To Work Day (Hernando County Clerk's Office) Arbor Day Event (City) and Sparky was a big hit at both events. Also, the department attended the Annual Blueberry Festival on April 28-29. Each of these events provided opportunities for the department to be in the public providing fire prevention materials. The department provided first response medical care to the larger events, and is happy to report there were fewer incidents this year than the prior year.

May, the department was busy hosting station tours for the Brooksville Elementary School and Hernando Homeschoolers. The children enjoyed the tour of the fire station and trucks, it was a great time to teach fire prevention to the young children and how important that everyone stays safe.

Ron Snowberger was hired by the City as the interim Fire Chief on June 10, 2018. The Brooksville Fire Department (BFD) is currently conducting an assessment of all internal operations to bring about higher levels of professionalism and service to the community. The internal assessment will include but not be limited to fire suppression, BLS/ALS emergency medical services, FF health and wellness, FF Safety, Incident Command, Community risk reduction, emergency management coordination/assistance, hazardous materials mitigation, technical rescue response, public education, fire prevention and inspection, public/special event coverage etc. BFD is also working diligently on a new mutual aid/auto aid agreement with Hernando County Fire Rescue that will serve to strengthen our partnership and assure the quickest response times while enhancing both personnel and equipment resources in the City for comprehensive emergencies when needed, opportunity to be able to interact with some children summer programs.

In closing, BFD has had the opportunity and privilege to be able to interact with some of the children during the summer programs. BFD always wants to encourage our kids to be safe and have an enjoyable summer. Brooksville Fire Rescue is working diligently to provide the highest level of service to the residents and businesses we serve.

### *THE BFD MISSION*

The MISSION of Brooksville Fire Rescue is being recognized by our community and citizens as a "Standard of Excellence". Providing efficient fire and emergency medical services through community education, and prevention. In doing so will foster community equity of trust, involvement, and cohesion in response to the concerns and needs of the citizens of our community.

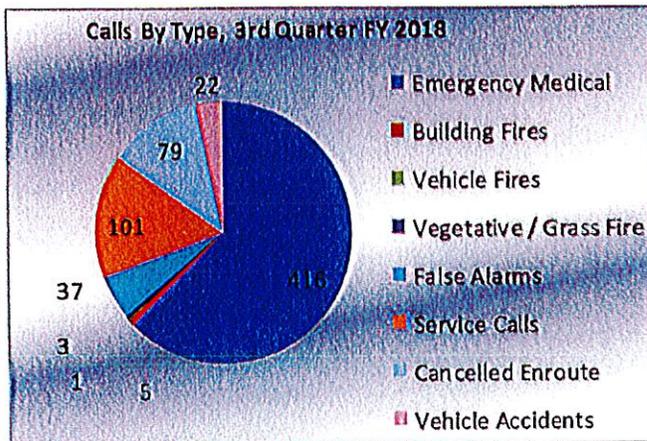
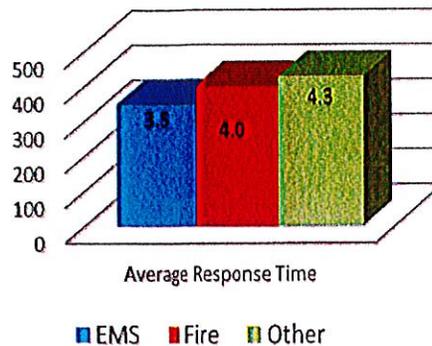
*Chief Snowberger*

3rd Quarter Building Fires Fractile Response Times---- Department Goal is 90 %

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

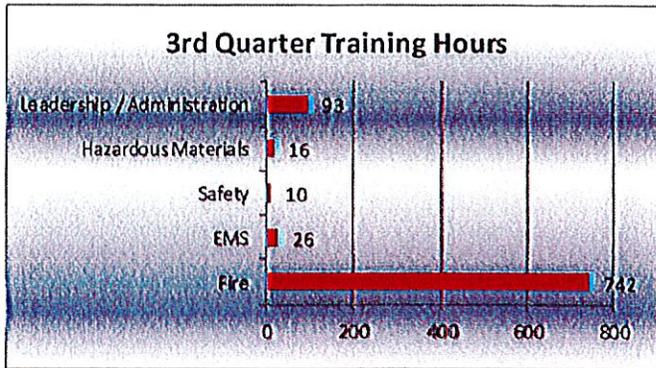
Fractile Response Times, 3rd Quarter	Number of Calls	Fire 4 Minute Fractile Response Time of the first arriving fire suppression unit
City	6	100 %
<p>A Fractile measures refers to how often a particular benchmark is achieved.</p> <p>NFPA 1710 is the standard for the Organization and Deployment of Fire 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>		

3rd Quarter Average Response Time



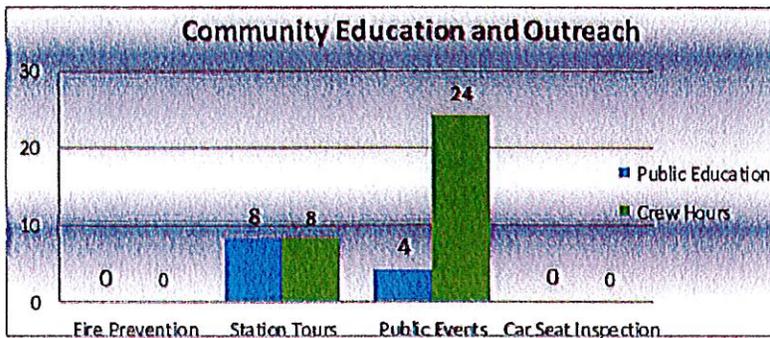
Emergency Medical	416
Building Fires	5
Vehicle Fires	1
Vegetative / Grass Fire	3
False Alarms	37
Service Calls *	101
Cancelled Enroute**	79
Vehicle Accidents	22
<b>Total</b>	<b>664</b>
*Service Calls--- Assist public with non-emergent situations	
**Cancelled Enroute---Units dispatched and cancelled Enroute / before arrival to the call	

Inspections	
Building Inspections	20
Plans Review	09
<b>Total</b>	<b>29</b>



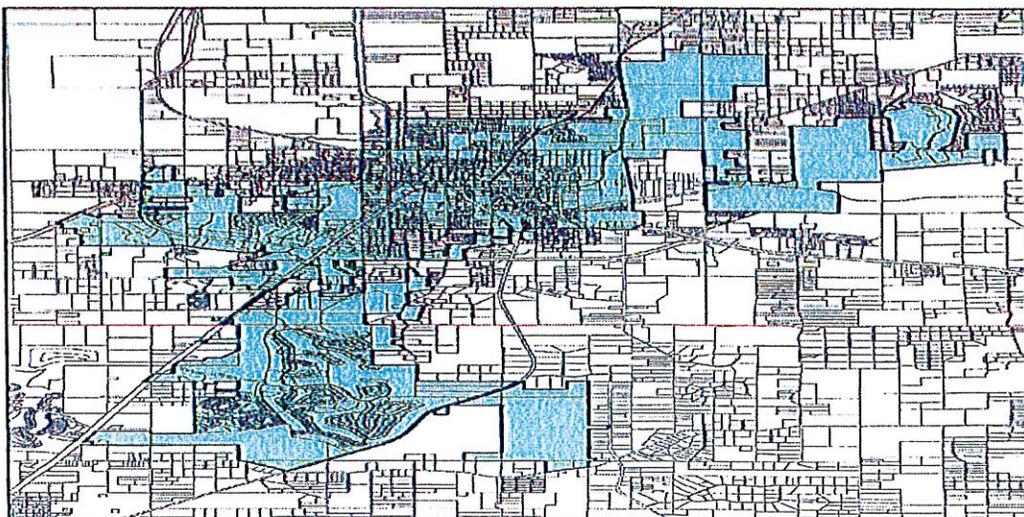
Training Hours 3rd Quarter	
Fire	742
EMS	26
Safety	10
Hazardous Materials	16
Leadership / Administration	93
<b>Total</b>	<b>887</b>

Community Outreach



Community Outreach Events	
Fire Prevention	0
Station Tours	8
Public Events	4
Car Seat Inspection	0

Fire Service Response Area



# **Parks Recreation And Facilities**

# PARK/FACILITIES AND RECREATION

3rd Quarter

# 2018

The City of Brooksville Parks, Facilities and Recreation Department Personnel Consists of 13 Budgeted FTE's, Currently Staffed at 11

## 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 PARK/FACILITIES Quarterly Accomplishments (April - June)

- Earth Day Community Cleanup – Deliver trailer with supplies, setup and take down
- HHS District Tournament – Prepare fields, assist with set up, stock and cover restrooms, clean up
- Tom Varn Park – Stage mulch and assist Cub Scout Pack 71 with garden area trimming and mulching
- Relay for Life – Deliver, setup and pickup City Generator
- Arbor Day – Prepare site at Russell Street Park for planting of two Oak trees, assist with event setup and take down
- Kiwanis Splish Splash in TVP – Assist with setup, stock and cover restrooms, cleanup
- Hernando Softball Quarter Finals – Prepare fields, assist with setup, stock and cover restrooms, cleanup
- HYL Closing Ceremony – Prepare fields, assist with setup, stock and cover restrooms, cleanup
- Elevator Inspections – Assist State Inspector during annual inspection
- Enrichment Center – Assist with setup and take down of wedding reception
- Multiple meetings with Property Appraisers Office and contractors regarding 3<sup>rd</sup> floor demo, remodel, painting and carpet upgrades
- Good Neighbor Trail – Mowed six times and blown off six times
- Good Neighbor Trail – Three trees and four large limbs cut up and removed

**FY 2018  
3<sup>rd</sup> Quarter  
Report**

# City of Brooksville

- Quarry – 25 acres mowed twenty times
- Facility work orders of 280 with 276 completed, four on hold due to funding
- 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 2,184 hours of maintenance and landscaping throughout City facilities/parks and streetscape medians

## THE RECREATION DIVISION

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

### FY 2018 RECREATION Quarterly Accomplishments (April - June)

- Children's Week Event was held on April 7<sup>th</sup>
- HHS District Tournament was held April 23<sup>rd</sup>-26<sup>th</sup>
- HHS Lady Leopards and JV concluded their spring season
- HYL Softball concluded their Spring season - held Closing Ceremony May 18<sup>th</sup>
- Hernando Elite Basketball ended their spring season in May
- The Adult Division's Women's Softball League ended in June
- The Adult Division's Co-Ed Softball League ended in June
- YMCA Open House was held on June 2<sup>nd</sup>
- YMCA Summer Camp began on June 4<sup>th</sup>
- Kiwanis Splish Splash event was held in Tom Varn Park on June 9<sup>th</sup>
- Tumbling Classes began at the Enrichment Center on June 20<sup>th</sup>
- CPR Classes were held at JBCC on June 20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup>
- Empire Sports began Youth Basketball League at JBCC on June 23<sup>rd</sup>
- 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
- Hernando Quilters continue to meet monthly in the gymnasium
- ARC Program – Partnered with ARC to provide Sports & an active lifestyle, 18 – 20 participants every Wednesday morning in April & May and will restart after YMCA Summer Camp Concludes in August
- Dance First continues classes throughout the summer at the ECI Building
- The ?Point Church continues to meet every Sunday morning at JBCC
- Stable Faith Church continues to meet every Sunday morning at ECI
- Gulf Coast Outlaws continues renting Adult Fields for practices
- **Youth Partnership Programming**

Group	Apr-18	May-18	Jun-18
Arc	20	20	
Hernando Knights Basketball	75	75	
Empire Sports (Basketball)			270
Open Gym	93	186	10
Summer Camp (YMCA)			78

**FY 2018  
3<sup>rd</sup> Quarter  
Report**

# City of Brooksville

➤ **Adult Partnership Programming**

<u>Group</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>
Mid FL Senior Services	366	340	261
Hernando Quilters	50	42	38

**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 prep and monument replacement

**FY 2018 CEMETERY Quarterly Accomplishments (April - June)**

- Sales were \$23,874.25
- The Quarter had 25 lot sales and 22 interments. Of the interments, 17 were traditional burials and 5 were cremains.
- Cemetery staff maintains approximately 40 acres of property, as well as provide assistance with lot sales, funeral site prep, and monument placement.
- We are in full growing season and mowing full time, as well as weeding and trimming.
- The new cemetery program is installed and seems to be coming along well with just a few tweaks to work out.
- Cemetery Volunteers contributed 155.5 hours this quarter, and inmates contributed 220 hours

➤ YTD Totals

SALES.....\$76,519.74

BUY BACKS.....\$850.00

LOTS SOLD....87

**FY 2018  
3<sup>rd</sup> Quarter  
Report**

# Public Works

## City of Brooksville

# SANITATION DIVISION

ACCOMPLISHMENTS APRIL-JUNE 2018

### Events:

Provided garbage and trash removal for the following events. An estimated 5 tons of waste was collected for disposal.

- Brooksville Blueberry Festival.

### Commercial and Residential Solid Waste:

- An estimated 1258 tons of commercial solid waste was collected and transported to the Heart of Florida Landfill in Panasofkee for disposal. This is the equivalent of 127 pounds per day per customer for each commercial account. Total tipping fees, in the amount of \$33,966 charged for disposal.
- An estimated 768tons 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 523 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 13 tons of recyclables were collected. This is equivalent to 18 pounds per participate. The City had average of 228 participating customers during this quarter.



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 3rd 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.

<b>NPDES - STREET SWEEPING PROGRAM</b>			
	<b>2018 Fiscal Year (April – June)</b>		
	Miles Travelled	Cu. Yards Collected	
Total Miles Travelled	228	23	Total Cubic Yards Collected
Average Miles Per Month	76	7.6	Average Cubic Yards Collected Per Month

<b>NPDES - STREET SWEEPING PROGRAM</b>			
	<b>2017 Fiscal Year (April – June)</b>		
	Miles Travelled	Cu. Yards Collected	
Total Miles Travelled	929	316	Total Cubic Yards Collected
Average Miles Per Month	310	105	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 3<sup>rd</sup> Quarter

Day	Apr		May		June		
	Rain	Flow	Rain	Flow	Rain	Flow	
1	-	0.684	-	1.832	-	1.636	
2	-	0.830	-	1.657	-	1.324	
3	-	0.714	-	2.42	0.5	1.503	
4	-	0.963	-	1.738	-	1.484	
5	-	0.797	-	1.561	3.0	1.690	
6	0.5	1.629	-	1.385	1.4	3.637	
7	-	0.826	-	2.060	-	2.123	
8	-	0.991	-	1.842	0.6	1.629	
9	2.5	1.310	-	1.831	-	2.384	
10	1.5	1.683	-	1.553	-	3.111	
11	-	1.175	-	1.553	-	2.493	
12	-	1.079	-	1.052	0.2	1.770	
13	-	1.137	0.3	1.181	-	2.467	
14	-	1.891	0.9	1.024	-	2.615	
15	1.1	1.377	0.7	0.965	-	2.133	
16	-	1.072	0.1	0.925	-	3.204	
17	-	1.043	4.0	2.685	-	1.337	
18	-	1.959	0.1	1.828	-	2.662	
19	-	1.244	0.9	1.919	1.9	2.117	
20	1.8	1.134	0.6	1.204	-	2.392	
21	-	1.326	0.3	1.853	0.1	1.244	
22	0.2	0.898	-	1.782	-	2.782	
23	0.5	0.940	-	1.499	-	2.548	
24	-	1.032	1.0	1.277	0.6	1.596	
25	-	1.058	0.1	1.356	-	2.851	
26	-	1.527	0.3	1.231	-	2.149	
27	-	1.483	0.2	1.258	-	2.893	
28	-	1.633	1.0	1.845	-	1.291	
29	-	2.275	1.7	1.779	0.1	0.929	
30	-	1.582	-	3.251	0.2	1.145	
31	-	0.000	-	2.013	-	0.000	<b>Totals</b>
Monthly Total	8.1	37.291	12.2	51.342	8.6	63.139	151,722
Daily Average	0.27	1.243	0.39	1.656	0.28	2.104	1.667
% of Permitted Capacity		65.42		87.15		110.73	87.76%
<b>Reuse Water Distribution</b>		<b>Apr</b>		<b>May</b>		<b>June</b>	
Southern Hills		6.435		5.977		2.922	15.334
Cemex		22.225		35.585		41.711	99.521
<b>2017 Fiscal Year Wastewater Treated (For Comparison)</b>							
Monthly Total	1.2	23.616	7.5	29.795	11.7	37.650	91.061
Daily Average	0.040	0.787	0.241	0.961	0.377	1.255	1.001
<b>2017 Fiscal Year Reuse Water Distribution (For Comparison)</b>							
Southern Hills		14.551		7.606		5.621	27.778
Cemex		8.881		17.145		26.044	52.070

Wastewater treated in the 3<sup>rd</sup> quarter of FY 2018 is significantly higher than this time last year, approximately 40% greater, with an average of 1.667 million gallons per day compared with 1.001 last year. Rainfall was considerably higher in the 3<sup>rd</sup> quarter compared to last year. Reuse water sent to Southern Hills for irrigation in the 3<sup>rd</sup> quarter was 15.334 million gallons, approximately 12.4 million gallons less than last year. No doubt, due to the excessive amount of rain in May and June this would have filled the reuse pond to maximum capacity. **Flow totals indicated for this quarter may not be accurate do to gauge issues; gauge may need to be replaced.**

## Water Production Report – 3rd Qtr.

Fiscal Year 2018				
Note: Flow indicated in million gallons (mg)	APRIL	MAY	JUNE	Totals to Date
<b>Location:</b>				
<b>Hope Hill Well Field:</b>				
Well #1	11.506	8.676	14.042	34.227
Well #2	0.017	0.034	0.024	0.075
Well #3	11.037	15.389	11.450	37.876
Well #4	Not Constructed			
Elevated Storage 250,000 gal.				
<b>Lamar Ave. Well Field:</b>				
Well #1	1.780	2.042	1.423	5.245
Well #2	10.286	11.534	8.041	29.861
Elevated Storage 250,000 gal.				
<b>Hillside Court:</b>				
Well #1	1.76	0.000	1.994	3.754
Ground Storage 250,000 gal.				
Total Monthly Production (mg):				
	36.389	37.675	36.974	111.038
Average Daily Production (mg):				
	1.212	1.215	1.232	1.220
Fiscal Year 2017				
Location:	APRIL	MAY	JUNE	Totals to Date
Hope Hill Well #1	6.196	5.390	5.090	16.676
Hope Hill Well #2	0.0	0.013	0.016	0.029
Hope Hill Well #3	6.876	6.202	4.826	17.904
Lamar Well #1	1.794	1.934	1.810	5.538
Lamar Well #2	10.559	11.543	10.935	33.037
Hillside Ct. Well #1	17.743	14.619	12.613	44.975
Total Monthly Production (mg):				
	43.168	39.701	35.290	118.159
Average Daily Production (mg):				
	1.439	1.280	1.176	1.298

Water production in the 3rd quarter of 2018 is lesser, with an average of 1.220 million gallons per day, compared to last year's production of 1.298 million gallons per day in the same quarter.

# **Community Development**



# Community Development Department Quarterly Activity Report

*Community Development Director, Bill Geiger*

3rd Quarter

April 1, 2018 – June 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 and development, all the way through to the completion of their project.

## PROJECT OVERVIEW:

- Community Redevelopment Agency- Task Order 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, kiosk, picnic tables, bike racks and water station) were presented to and approved by the GNT Advisory Committee and the CRA. The Water Tower Site Improvement Project contract was awarded during this quarter, and construction is expected to be underway in the 4<sup>th</sup> Quarter.
- Community Redevelopment Agency – Property Improvement Grants  
The Community Development Department continues to process CRA property improvement grants, which (since 2009) includes 28 applications and over \$136,000.00 in grant funds provided, with over five times that amount in private investment by the applicants for their improvement projects. CRA grant applications that were approved this quarter include 201 S. Main Street, 11 N. Main Street and 22 N. Broad Street, with the later two still pending completion. Reimbursement monies were distributed this quarter for the project completed at 201 S. Main Street.

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 1<sup>st</sup> 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 will meet with the consultant and work through submittal strategies for the 2019 funding cycle.
- 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 will connect the GNT in the City of Brooksville through to the Withlacoochee State Trail has been approved and the completion date is scheduled for the later part of the summer of 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***

<b>CATEGORY</b>	<b>3<sup>rd</sup> Quarter 04/01/18 – 06/30/18</b>	<b>Fiscal Year to Date 10/01/17 – 06/30/18</b>	<b>3<sup>rd</sup> Quarter Previous Year 04/01/17 – 06/30/17</b>	<b>Previous Fiscal Year to Date 10/01/16 – 06/30/17</b>
<b>Building/Development Reviews</b>	<b>137</b>	<b>361</b>	<b>119</b>	<b>256</b>
<b>Zoning Research Responses</b>	<b>554</b>	<b>1,492</b>	<b>440</b>	<b>1,073</b>
<b>Comprehensive Plan Amendments</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>
<b>Annexations</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Code Enforcement Violations</b>	<b>54</b>	<b>152</b>	<b>43</b>	<b>140</b>

*Building Division Revenues*

CATEGORY	3 <sup>rd</sup> Quarter 04/01/18 – 06/30/18	Fiscal Year to Date 10/01/17 – 06/30/18	3 <sup>rd</sup> Quarter Previous Year 04/01/17 – 06/30/17	Previous Fiscal Year to Date 10/01/16 – 06/30/17
Total Bldg Collected	140,131.18	250,142.40	69,577.98	185,032.91
Impact Fees	399,164.83	476,411.69	33,943.84	113,261.07
Radon	1,455.54	2,610.94	947.09	2,454.05
DPR	2,037.83	4,657.06	947.10	2,450.05
Total Collected	542,789.38	733,822.09	105,396.01	303,198.09

*Building Inspections*

INSPECTIONS	3 <sup>rd</sup> Quarter 04/01/18 – 06/30/18	Fiscal Year to Date 10/01/17 – 06/30/18	3 <sup>rd</sup> Quarter Previous Year 04/01/17 – 06/30/17	Previous Fiscal Year to Date 10/01/16 – 06/30/17
Building	238	744	289	745
Red Tags	17	56	11	11
Plumbing	44	167	69	165
Red Tags	1	4	2	2
Electrical	77	241	111	246
Red Tags	1	9	4	4
Mechanical	63	217	69	157
Red Tags	13	19	3	3
LP Gas	14	35	17	36
Red Tags	7	7	0	0
TOTAL INSPECTIONS	436	1,404	555	1,349
TOTAL RED TAGS	39	95	20	20

*Building Division Permits*

PERMIT VALUATIONS	3 <sup>rd</sup> Quarter 04/01/18 – 06/30/18	Fiscal Year to Date 10/01/17 – 06/30/18	3 <sup>rd</sup> Quarter Previous Year 04/01/17 – 06/30/17	Previous Fiscal Year to Date 10/01/16 – 06/30/17
Total Residential	12,812,221	18,941,374	2,044,560	6,222,106
Total Commercial	1,411,876	6,083,962	2,611,921	7,180,825
Demolition	-13,000	-22,999	0	-8,625
Total Value	14,211,097	25,002,337	2,487,749	13,394,306
# of Permits Issued				
Total Residential**	128	188	32	84
Total Commercial	30	74	36	105
Total Demolition	3	6	0	4
Total Misc. Permits	140	406	150	361
TOTAL PERMITS	301	674	218	554

3<sup>rd</sup> Quarter Report - FY 2017-18

<u><i>New Business (Certificate of use) Name</i></u>	<u><i>Address</i></u>	<u><i>Date Certificate of Use Issued</i></u>	<u><i>Number of Employees</i></u>
James Joyner dba 163 LLC c/o Lowman Law Firm	633 Ward Ave.	4/2/2018	3
Dr. Greg Champagne dba New Journey Church, Inc.	20182 Cortez Blvd.	4/6/2018	3
Crystal Harris - dba Praise Deliverance Ministry	670 S. Broad St.	4/6/2018	3
Eric Gallery - dba The Chop Block Grill, LLC	4 N. Broad St.	5/8/18	8
Cassandra Clayton - dba Mz Cassandra's Alphabet Kidz Center, LLC	801 W. Dr. M.L.King, Jr. Blvd	6/12/18	5
Nicole Baker – dba Little Smokey's BBQ, Inc	3125 Meetinghouse Dr.	6/13/18	1
Victor Olascoaga - dba Enchiladas, LLC	128 N. Broad St.	6/19/18	5
Brian Cambell - dba Brooksville Focus Fit, LLC	1260 S. Broad St.	6/26/18	11
Peacock & Swan, LLC - dba The Mirador	302 S. Brooksville Ave.	6/27/18	3
Brian Rogers - dba Enforcers Motorcycle Club Hernando Chapter, Inc.	615 Old Hospital Dr.	6/27/18	3
Jacqueline M. Smith, B&J Beard PA - dba Florida's Best Choice Realty	7360 Broad St.	6/29/18	2

# Human Resources

City of Brooksville



Human Resources Department

Metrics Report

### Benefits Administration

- ❖ 10 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	60	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 37
- ❖ Total # of employees uncontrollable termination 0

### Recruitment

- ❖ 11 positions were posted on the City’s website and/or other applicant seeking websites for advertisement.
- ❖ 5 positions were filled.
- ❖ 10 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
4	0

# Finance



# Finance Department Third Quarter Report for Period Ending June 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	23	145	112
Accounts Payable Checks/Vouchers Processed	412	2,000	1,359
Accounts Payable Dollar Amount Processed	\$1,635,327	\$5,500,000	\$4,624,147
Payroll Checks Processed/Vouchers	628	3,300	2,219
Number of Services Turned on	234	600	684
Number of Services Turned off	239	800	674
Gallons of Water Pumped in MG	111.035	460.00	345.216
Gallons of Water Billed in MG	100.684	370.000	290.004
Number of Utility Bills Processed	12,793	50,000	38,243
Number of Direct Payments (ACH)	1,462	5,000	4,278
Dollar Amount Processed via (ACH)	\$168,758	\$400,000	\$465,865
Number of Payments Processed via Credit Card -- Over the Phone Payments/In Office	2,263	5,000	6,062
Number of Payments Processed via Credit Card -- Online Payments	2,426	8,000	7,577
Miscellaneous Receipts	\$119,835	\$600,000	\$320,593
FTE's per 1,000 Citizens	.5	.63	.5
Net Cost of Services per Citizen	\$11.06	\$44.82	\$18.13
<b>Effectiveness &amp; Strategic Plan</b>			
Number of Findings from External Auditors	0	0	0
% of Water Pumped That was Billed	90.68%	90%	80.01%
% of Accounts Utilizing Direct Payment (ACH)	11.43%	10%	11.19%
% of Accounts Paying by Credit Card -- Over the Phone Payments/In Office	17.69%	12%	15.85%
% of Accounts Paying Online	18.96%	15%	19.81%
% of Current Year Amount Billed Written Off	.64%	0.35%	.51%

## 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.

## Third 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.
- ❖ Audit completed and presented to Council.
- ❖ 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 June 30, 2018 (75% of the year has elapsed)

\*Revenues should be at least 75%

\*Expenses should be 75% or less

	Adopted Budget	Amendments	Revised Budget	Actual	% used	Under/Over
<b>General Fund</b>						
Revenue	\$ 6,656,871	\$ -	\$ 6,656,871	\$ 5,456,552	81.97%	Over
Expense	\$ 6,651,292	\$ -	\$ 6,651,292	\$ 4,865,805	73.16%	Under
<b>Fund 104 Criminal Justice Education</b>						
Revenue	\$ 8,070	\$ -	\$ 8,070	\$ 7,779	96.39%	Over
Expense	\$ 12,000	\$ -	\$ 12,000	\$ 1,295	10.79%	Under
<b>Fund 107 Transportation Capital - LOGT 1-5</b>						
Revenue	\$ 144,296	\$ -	\$ 144,296	\$ 101,745	70.51%	Under
Expense	\$ 325,000	\$ -	\$ 325,000	\$ 189,094	-	-
<b>Fund 108 Local Option Gas Tax</b>						
Revenue	\$ 640,477	\$ -	\$ 640,477	\$ 465,949	72.75%	Under
Expense	\$ 648,149	\$ -	\$ 648,149	\$ 418,121	64.51%	Under
<b>Fund 109 Law Enforcement Investigative Trust</b>						
Revenue	\$ 20,050	\$ -	\$ 20,050	\$ 9,181	45.79%	Under
Expense	\$ 47,500	\$ -	\$ 47,500	\$ 5,470	11.52%	Under
<b>Fund 110 – Road Impact Fees</b>						
Revenue	\$ 60,502	\$ -	\$ 60,502	\$ 151,332	250.13%	Over
Expense	\$ 1,245,223	\$ -	\$ 1,245,223	\$ 17,228	1.38%	Under
<b>Fund 112 – Law Enforcement Impact Fees</b>						
Revenue	\$ 3,368	\$ -	\$ 3,368	\$ 9,415	279.54%	Over
Expense	\$ 7,000	\$ -	\$ 7,000	\$ -	0.00%	Under
<b>Fund 113 – Public Building Impact Fees</b>						
Revenue	\$ 18,238	\$ -	\$ 18,238	\$ 51,110	280.24%	Over
Expense	\$ -	\$ -	\$ -	\$ -	-	-
<b>Fund 114 – Fire/EMS Impact Fees</b>						
Revenue	\$ 8,550	\$ -	\$ 8,550	\$ 29,865	349.30%	Over
Expense	\$ 90,000	\$ -	\$ 90,000	\$ -	0.00%	Under
<b>Fund 115 – Parks Impact Fees</b>						
Revenue	\$ 15,732	\$ -	\$ 15,732	\$ 36,397	231.36%	Over
Expense	\$ -	\$ -	\$ -	\$ -	-	-
<b>Fund 116 – Law Enforcement Trust</b>						
Revenue	\$ 5,044	\$ -	\$ 5,044	\$ 5,379	106.64%	Over
Expense	\$ 21,000	\$ -	\$ 21,000	\$ -	0.00%	Under
<b>Fund 118 – Justice Assistance Grant</b>						
Revenue	\$ 20,000	\$ -	\$ 20,000	\$ -	0.00%	Under
Expense	\$ 20,000	\$ -	\$ 20,000	\$ -	0.00%	Under
<b>Fund 122 – Fire Grants &amp; Donations</b>						
Revenue	\$ 2,522	\$ -	\$ 2,522	\$ 2,023	80.21%	Over
Expense	\$ 2,000	\$ -	\$ 2,000	\$ 633	31.65%	Under
<b>Fund 123 – Police Grants &amp; Donations</b>						
Revenue	\$ 2,565	\$ -	\$ 2,565	\$ 53	2.07%	Under
Expense	\$ 10,700	\$ -	\$ 10,700	\$ 1,078	10.07%	Under
<b>Fund 128 – Photo Enforcement Traffic Program</b>						
Revenue	\$ -	\$ -	\$ -	\$ 6,636	0.00%	-
Expense	\$ 8,000	\$ -	\$ 8,000	\$ 5,628	70.35%	Under
<b>Fund 139 – The Enrichment Center Maintenance</b>						
Revenue	\$ 14,000	\$ -	\$ 14,000	\$ 7,860	56.14%	Under
Expense	\$ 13,330	\$ -	\$ 13,330	\$ 9,973	74.82%	Under

	Adopted Budget	Amendments	Revised Budget	Actual	% used	Under/Over
Fund 143 – Fire Department						
Revenue	\$ 1,620,312	\$ -	\$ 1,620,312	\$ 1,430,598	88.29%	Over
Expense	\$ 1,726,448	\$ -	\$ 1,726,448	\$ 1,181,299	68.42%	Under
Fund 201 – Sinking Fund (2006 USDA Revenue Bonds)						
Revenue	\$ 13,188	\$ -	\$ 13,188	\$ 9,684	73.43%	
Expense	\$ 13,188	\$ -	\$ 13,188	\$ -	0.00%	Under
Fund 202 – Sinking Fund (2011 Series Revenue Note ESG)						
Revenue	\$ 303,780	\$ -	\$ 303,780	\$ 227,835	75.00%	Over
Expense	\$ 303,780	\$ -	\$ 303,780	\$ 227,835	75.00%	
Fund 203 -- Capital Improvement Revenue Loan 2016						
Revenue	\$ 8,320	\$ -	\$ 8,320	\$ 11,349	136.41%	Over
Expense	\$ 7,563	\$ -	\$ 7,563	\$ 7,562	99.99%	Over
Fund 302 – McKethan Capital Projects						
Revenue	\$ 515	\$ -	\$ 515	\$ 15,777	3063.50%	Over
Expense	\$ -	\$ -	\$ -	\$ 800	0.00%	
Fund 308 – Multi Year Capital Project Accumulation						
Revenue	\$ 350	\$ -	\$ 350	\$ 384	109.71%	Over
Expense	\$ -	\$ -	\$ -	\$ -	0.00%	
Fund 309 – Capital Improvement Revenue (2006 USDA Revenue Bonds)						
Revenue	\$ 36,526	\$ -	\$ 36,526	\$ 29,408	80.51%	Over
Expense	\$ 35,520	\$ -	\$ 35,520	\$ 26,424	74.39%	Under
Fund 311 – 2011 Capital Improvement Revenue Note Fund (ESG)						
Revenue	\$ 303,780	\$ -	\$ 303,780	\$ 227,835	75.00%	
Expense	\$ 303,780	\$ -	\$ 303,780	\$ 227,835	75.00%	
Fund 314 -- Capital Improvement Revenue (2016 USDA Revenue Bonds)						
Revenue	\$ 8,320	\$ -	\$ 8,320	\$ 11,349	136.41%	Over
Expense	\$ 8,320	\$ -	\$ 8,320	\$ 11,349	136.41%	Over
Fund 401 Water & Wastewater Divisions						
Revenue	\$ 4,227,694	\$ -	\$ 4,227,694	\$ 2,864,883	67.76%	Under
Expense	\$ 4,123,191	\$ -	\$ 4,123,191	\$ 2,937,407	71.24%	Under
Fund 402 & 403 - Sanitation Division						
Revenue	\$ 1,426,316	\$ -	\$ 1,426,316	\$ 1,016,170	71.24%	Under
Expense	\$ 1,323,824	\$ -	\$ 1,323,824	\$ 970,204	73.29%	Under
Fund 405 Utilities R&R						
Revenue	\$ 3,000	\$ -	\$ 3,000	\$ 4,420	147.33%	Over
Expense	\$ 8,000	\$ -	\$ 8,000	\$ 6,000	75.00%	Over
Fund 406 Utilities Bond & Loan Fund						
Revenue	\$ 844,060	\$ -	\$ 844,060	\$ 633,236	75.02%	Over
Expense	\$ 188,323	\$ -	\$ 188,323	\$ 101,122	53.70%	Under
Fund 407 Water Connection Fees						
Revenue	\$ 55,255	\$ -	\$ 55,255	\$ 58,116	105.18%	Over
Expense	\$ -	\$ -	\$ -	\$ -	-	
Fund 408 Sewer Connection Fees						
Revenue	\$ 125,650	\$ -	\$ 125,650	\$ 173,094	137.76%	Over
Expense	\$ -	\$ -	\$ -	\$ -	-	
Fund 409 Cobb Road Wastewater Capacity Fund						
Revenue	\$ 17,000	\$ -	\$ 17,000	\$ 19,140	112.59%	Over
Expense	\$ -	\$ -	\$ -	\$ -	-	
Fund 501 – Fleet Maintenance Division						
Revenue	\$ 95,059	\$ -	\$ 95,059	\$ 71,452	75.17%	
Expense	\$ 95,020	\$ -	\$ 95,020	\$ 62,765	66.05%	Under

	Adopted Budget	Amendments	Revised Budget	Actual	% used	Under/Over
Fund 502 – Vehicle Replacement Fund						
Revenue	\$ 301,476	\$ -	\$ 301,476	\$ 227,751	75.55%	
Expense	\$ -	\$ -	\$ -	\$ -	0.00%	
Fund 503 – Equipment Replacement Fund						
Revenue	\$ 10,012	\$ -	\$ 10,012	\$ 7,513	75.04%	Under
Expense	\$ -	\$ -	\$ -	\$ -	0.00%	
Fund 603 – Butterweck Trust						
Revenue	\$ 23	\$ -	\$ 23	\$ 26	113.04%	Over
Expense	\$ -	\$ -	\$ -	\$ -		
Fund 605 – Cemetery Perpetual Care						
Revenue	\$ 889	\$ -	\$ 889	\$ 960	107.99%	Over
Expense	\$ -	\$ -	\$ -	\$ -		
Fund 609 – Employee HRA Funding						
Revenue	\$ 62,001	\$ -	\$ 62,001	\$ 46,501	75.00%	
Expense	\$ 59,000	\$ -	\$ 59,000	\$ 41,068	69.61%	Under
Fund 610 – Employee Health/Medical Insurance Funding						
Revenue	\$ 906,972	\$ -	\$ 906,972	\$ 656,237	72.35%	Under
Expense	\$ 900,000	\$ -	\$ 900,000	\$ 315,093	35.01%	Under
Fund 615 – Community Redevelopment Agency						
Revenue	\$ 84,782	\$ -	\$ 84,782	\$ 74,335	87.68%	Over
Expense	\$ 384,420	\$ -	\$ 384,420	\$ 47,037	12.24%	Under