

City Manager's Quarterly Report

FY21 THIRD QUARTER

City of Brooksville



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City Manager's Office

Ron Snowberger, Acting 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 third 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.

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.



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.



Personnel

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

# of Authorized positions	Full-time		Part-time	
	Filled	Open	Filled	Open
11	10	1	0	0

In addition to administrative staff and the Public Information Officer/Special Projects Coordinator, the City Manager's Office oversees Information Technology and the City Clerk's Office which encompasses the

Cemetery. The position of Economic Development Specialist has been put on hold for the time being. The City Manager also supervises the Art Gallery operations and contractual staff. The Art Gallery position was posted and interviews were conducted this quarter. The new Art Gallery Coordinator will begin the next 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.

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*

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

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

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

Cemetery

Total Cemetery sales for the second quarter were \$21,509.00. During this time 61 spaces were sold and 21 funerals/internments were held. Of those, 17 were full size and 4 were cremations. Volunteers for the cemetery contributed a grand total of 150.75 hours with a total of 139.75 given by Kathleen and Emma and her parents gave 11 hours.

On May 26, 2021, the Cemetery Advisory Committee voted to allow the Cemetery staff to enlarge the Special Cremains section of the Cemetery now being under Tier:9, Lot:65, Sps:EA-01~. The City Council approved a Task Order with an engineering firm on May 17, 2021 and will begin the tree survey and development of the new Garden of Innocence area in the next quarter. The committee also approved a cemetery-wide clean-up based on the new Rules and Regulations.

The City Council approved changes to the Rules and Regulations on April 5, 2021 to be implement July 2021. Based on these new rules and regulations, staff will start cataloging and taking pictures of items in violation and will be removed from the gravesites and they will be stored for up to 6 months before being purged. Staff is looking into a number of different ideas for the cemetery and community involvement to help bring about positive change to the cemetery in the near future.

Human Resources

In the 3rd Quarter of FY21, the Employee Headcount averaged (99) Full Time and (1) Part time employee(s) throughout the period. During that time frame, (7) new Regular Full-Time Employees were onboarded. They consisted of:

- (4) New Hires in the Utilities Department
- (1) Building Official
- (1) New Hire in the Parks Department
- (1) New Hire in the Dept. of Public Works

The turnover rate averaged 0% throughout the 3rd. Quarter of FY21. A total of (0) resignations took place during this quarter.

The vacancy rate averaged (6) open positions throughout the Quarter with an average time to fill of 110 days.

Beginning with the next quarter the Human Resources Division will become an independent Department from the City Manager's Office.

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

This quarter the department continues to configure the interface for the city's technology support ticketing system to provide network information and support to staff as well as inventory of the city's network equipment.

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 / Archive solution. The department continues to configure the interface implement email security and efficient archiving.

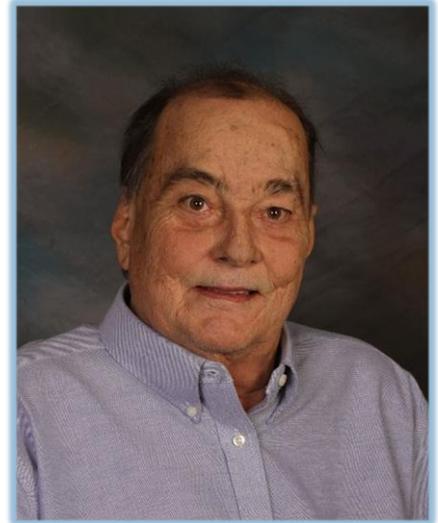
Upgraded 4 application servers bringing each to the newest support version.

Initiated outside resources to begin the Office 365 commercial tenant to a Office 365 Government tenant adding Office 365's suite of productivity software; i.e. Word, Excel, PPT, One Drive Storage



Community Development Department

Steve Gouldman, Acting 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.

Overview

- ❖ Community Redevelopment Agency- Task Orders for Projects: The City/CRA continues to work under a Professional Consultant Services Task Order with Coastal Engineering Associates, Inc., on various projects benefitting the CRA. Projects completed or currently underway include:
 - 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.
- ❖ 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. One grant request has been received and approved this quarter.
- ❖ EPA Brownfields Assessment Grant: The City of Brooksville received an EPA 2019 Brownfields Grant Award in the amount of \$300,000, which was announced June 12, 2019. City Council has approved an environmental consultant contract with Cardno, Inc., for the three-year period in which this grant will be active. Cardno is currently performing Phase I and Phase II of the ESAs and supplemental

assessments as necessary at designated sites. The grant term is from October 1, 2019 to September 30, 2022, COB is on track to complete the grant early.

- Brownfields Outreach Program - Outreach 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 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 continues to work closely with the FDOT, MPO and County staff in the coordination of the details of this project.

- GNT Water Line Relocation Project - Water line relocation engineering by Coastal Engineering is complete and preparations are in progress to begin the bidding process for work in FY2022 for the Good Neighbor Trail Extension

❖ Jefferson Street/Emerson Road: A rezoning petition has been submitted for a property located at the southwest corner of the intersection of Jefferson Street and Emerson Road. The petition requests the ability to develop the property with a Recreational Vehicle park.

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

❖ A petition to modify the Cascades Planned Development Project zoning is scheduled to be heard in July and August. The petitioner is seeking to add 52 villa units and one single family lot.

❖ CDD staff met with developers to discuss modifications to the Majestic Oaks Planned Development Project. The developers are contemplating constructing a private school and modifying development regulations for the approved residential component.

❖ CDD staff met with a developer to discuss possible rezoning of property located north of Southern Hills Boulevard along the planned Governor Boulevard. The intent is to develop approximately 180 single family dwelling units.

❖ CDD staff met with developers to explore a comprehensive plan Future Land Use amendment and rezoning of property located on Broad Street, north of Croom Road. The intent is to develop the property with single family dwellings.

❖ Held workshops to discuss revising the Land Development Code Sign ordinance.

Personnel

The department's personnel status is as follows:

# of Authorized positions	Full-time		Part-time	
	Filled	Open	Filled	Open
8	7	1	0	0

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

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. – Ongoing.
- Releasing for internal use, the CDD operating and procedures manual is to improve the method by which the department operates i.e., how all applications are received and processed. – Initiated.
- To inform and instruct the residence of the COB to our "E-Filing" system through the COB updated website – Initiated.
- 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) upon council approval – Initiated.
- 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 - Ongoing.
- The Departments efforts also continue within the CDD Planning and Zoning division facilitating and guiding COB development through 2021, and has worked to efficiently review and process permits, enforce the regulations of the Planning and Zoning Code, and effectively conduct significant planning projects. – Ongoing.

Building Division

Building Review, Land Use and Code Enforcement Activities

CATEGORY	3 rd Quarter 04/01/21 –06/30/21	Fiscal Year to Date 10/01/20–06/30/21	2 nd Quarter 01/01/21 –03/31/21
Building/Development Reviews	553	736	177
Zoning Research Responses	274	1,069	412
Comprehensive Plan Amendments	1	2	1
Annexations	1	2	1
Code Enforcement Violations	57	195	55

Building Division Revenues

BUILDING DIVISION REVENUES	3 rd Quarter 04/01/21 –06/30/21	Fiscal Year to Date 10/01/20–06/30/21	2 nd Quarter 01/01/21 –03/31/21
Total Bldg. Collected	\$189,693.90	\$310,355.59	\$61,986.70
Impact Fees	\$41,412.00	\$87,638.80	\$10,353.00
Radon	\$791.99	\$2,127.19	\$736.30
DPR	\$1,034.51	\$2,655.39	\$855.98
TOTAL COLLECTED	\$232,932.40	\$402,776.97	\$73,931.98

Building Division Permits

PERMITS ISSUED	3 rd Quarter 04/01/21 –06/30/21	Fiscal Year to Date 10/01/20–06/30/21	2 nd Quarter 01/01/21 –03/31/21
Total Residential	211	382	161
Total Commercial	96	366	204
Total Demolition	2	6	4
Total Misc. Permits	0	130	0
TOTAL PERMITS	309	884	369

PERMIT VALUATIONS	3 rd Quarter 04/01/21 –06/30/21	Fiscal Year to Date 10/01/20–06/30/21	2 nd Quarter 01/01/21 –03/31/21
Total Residential	8,279,144.60	14,585,369.76	2,838,414.03
Total Commercial	32,303,353.55	65,744,404.51	32,471,554.29
Demolition	3,500.00	23,170.00	19,670.00
TOTAL VALUE	40,585,998.15	80,352,944.27	35,329,638.32



New Businesses

New Businesses (Certificate of Occupancy)	Address
Babe Cave Beauty Salon	210 Ponce De Leon Blvd
EXP US Services	20178 Cortez Blvd
Manatee Enterprises	712 W Jefferson St
Rusted Jade Art Collective	1142 W Jefferson St
Advance Salon	7378 Broad St
Funstatic Gymnastic	20060 Cortez Blvd
Durray Petroleum	101 Ponce De Leon
Tanacco & Vape Shop	683 S Broad St
Nautilus Soap Company	825 S Broad St
Shady Environment	604 Decatur Ave

Building Inspections

INSPECTIONS	3 rd Quarter 04/01/21 –06/30/21	Fiscal Year to Date 10/01/20–06/30/21	2 nd Quarter 01/01/21 –03/31/21
Building	264	740	196
Red Tags	23	52	15
Plumbing	64	152	40
Red Tags	3	9	3
Electrical	75	204	57
Red Tags	7	18	2
Mechanical	65	255	121
Red Tags	13	29	6
LP Gas	11	40	11
Red Tags	1	4	3
TOTAL INSPECTIONS	479	1391	425
TOTAL RED TAGS	47	112	29



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

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.

Personnel

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

# of Authorized positions	Full-time	
	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 June 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>
001	General Government				
Rev	Revenue	6,902,923.04	5,546,464.73	1,356,458.31	80.34%
Exp	Expenses	7,579,762.21	4,553,965.23	3,025,796.98	60.08%
104	Police Special Education Fund				
Rev	Revenue	0.00	3,371.93	(3,371.93)	100.00%
107	Transportation Capital - Local Option Gas Tax 1-5				
Rev	Revenue	154,776.00	98,956.09	55,819.91	63.93%
Exp	Expenses	30,000.00	24,700.00	5,300.00	82.33%
108	Local Option Gas Tax				
Rev	Revenue	1,732,637.00	1,303,508.43	429,128.57	75.23%
Exp	Expenses	2,519,211.06	1,264,819.93	1,254,391.13	50.20%
110	Road Impact Fees Trust				
Rev	Revenue	16,345.00	37,309.92	(20,964.92)	228.26%
Exp	Expenses	1,245,223.00	0.00	1,245,223.00	0.00%
112	Law Enforcement Impact Fees				
Rev	Revenue	895.00	2,393.85	(1,498.85)	267.46%
113	Public Bldg Impact Fees				

Rev	Revenue	4,960.00	12,977.27	(8,017.27)	261.63%
114	Fire Impact Fees				
Rev	Revenue	2,450.00	5,997.05	(3,547.05)	244.77%
115	Parks Impact Fees				
Rev	Revenue	4,310.00	9,467.54	(5,157.54)	219.66%
121	FDLE CESF				
Rev	Revenue	0.00	48,772.60	(48,772.60)	100.00%
Exp	Expenses	0.00	7,504.90	(7,504.90)	100.00%
128	Traffic Camera				
Rev	Revenue	0.00	2,624.39	(2,624.39)	100.00%
135	Hernando CARES				
Rev	Revenue	0.00	182,563.07	(182,563.07)	100.00%
Exp	Expenses	0.00	208,688.44	(208,688.44)	100.00%
139	Enrichment Center Premises Maintenance Fund				
Rev	Revenue	17,000.00	13,122.96	3,877.04	77.19%
Exp	Expenses	16,800.00	13,576.57	3,223.43	80.81%
143	Fire Department				
Rev	Revenue	1,958,000.00	1,947,854.89	10,145.11	99.48%
Exp	Expenses	1,957,999.64	1,728,848.62	229,151.02	88.29%
144	Brownfields Assessment Grant				
Rev	Revenue	221,250.00	142,539.00	78,711.00	64.42%
Exp	Expenses	221,250.00	193,548.15	27,701.85	87.47%
201	Capital Improvement Rev Bond 2006				
Rev	Revenue	12,950.00	9,712.53	3,237.47	75.00%
Exp	Expenses	12,950.00	0.00	12,950.00	0.00%
202	Capital Improvement Revenue Note 2011				
Rev	Revenue	303,780.00	227,835.00	75,945.00	75.00%
Exp	Expenses	303,780.00	227,834.85	75,945.15	74.99%
203	Capital Improvement Revenue Loan 2016				
Rev	Revenue	7,563.00	5,672.25	1,890.75	75.00%
Exp	Expenses	7,563.00	7,562.37	0.63	99.99%
302	McKethan Park Capital Project				
Rev	Revenue	300.00	9.20	290.80	3.06%
308	Multi-Year Capital Project Accumulation				
Rev	Revenue	1,000.00	(13.57)	1,013.57	(1.35)%
309	Capital Improvement Revenue Fund-Bond 06				
Rev	Revenue	35,050.00	26,709.78	8,340.22	76.20%
Exp	Expenses	35,000.00	26,250.03	8,749.97	75.00%
311	2011 Capital Improvement Revenue Note-Loan 2011				
Rev	Revenue	303,780.00	227,835.00	75,945.00	75.00%
Exp	Expenses	303,780.00	227,835.00	75,945.00	75.00%

314	Fire Truck-Engine 61-2016 USDA Loan				
Rev	Revenue	10,319.00	5,672.25	4,646.75	54.96%
Exp	Expenses	7,563.00	5,672.25	1,890.75	75.00%
401	Water & Wastewater Operations				
Rev	Revenue	5,395,733.00	3,599,435.45	1,796,297.55	66.70%
402	Solid Waste R&R				
Rev	Revenue	0.00	54.22	(54.22)	100.00%
403	Solid Waste Operations				
Rev	Revenue	1,632,000.00	1,167,388.31	464,611.69	71.53%
Exp	Expenses	1,491,944.27	1,019,786.34	472,157.93	68.35%
405	Utilities R&R				
Rev	Revenue	10,000.00	395.59	9,604.41	3.95%
Exp	Expenses	10,000.00	7,499.97	2,500.03	74.99%
406	Utilities Bond & Loan Fund				
Rev	Revenue	874,755.00	652,516.91	222,238.09	74.59%
Exp	Expenses	166,122.00	81,171.39	84,950.61	48.86%
407	Water Connection Fees				
Rev	Revenue	10,200.00	12,784.42	(2,584.42)	125.33%
408	Sewer Connection Fees				
Rev	Revenue	20,600.00	13,860.10	6,739.90	67.28%
409	Cobb Road Wastewater Capacity Fund				
Rev	Revenue	25,000.00	1,697.61	23,302.39	6.79%
Exp	Expenses	0.00	13,508.44	(13,508.44)	100.00%
410	Solid Waste Disposal Emergency Reserve Fund				
Rev	Revenue	0.00	8,734.23	(8,734.23)	100.00%
501	Internal Service Fund				
Rev	Revenue	126,945.00	95,211.89	31,733.11	75.00%
Exp	Expenses	128,471.37	79,621.15	48,850.22	61.97%
502	Vehicle Replacement (IS)				
Rev	Revenue	259,736.00	190,280.21	69,455.79	73.25%
503	Equipment Replacement (IS)				
Rev	Revenue	10,035.00	7,501.17	2,533.83	74.75%
603	Butterweck Bond Fund				
Rev	Revenue	20.00	2.11	17.89	10.55%
605	Cemetery Perpetual Care Fund				
Rev	Revenue	10,900.00	7,579.36	3,320.64	69.53%
609	HRA Funding Account				
Rev	Revenue	50,000.00	39,375.09	10,624.91	78.75%
Exp	Expenses	48,000.00	8,645.73	39,354.27	18.01%
610	Employee Health Insurance				
Rev	Revenue	700,300.00	533,918.77	166,381.23	76.24%
Exp	Expenses	750,000.00	545,424.31	204,575.69	72.72%
615	Community Redevelopment Agency				

Rev	Revenue	83,600.00	110,304.85	(26,704.85)	131.94%
Exp	Expenses	<u>78,850.00</u>	<u>31,379.00</u>	<u>47,471.00</u>	<u>39.79%</u>

Accounts Payable and Payroll Processing			
	Actual 2021	Budget 2021	YTD Total 2021
Purchase Requisitions Approved	22	150	161
Accounts Payable Checks/Vouchers Processed	430	2,000	931
Accounts Payable Dollar Amount Processed	\$1,819,639	\$10,000,000	\$6,319,420
Payroll Checks Processed/Vouchers	578	2,600	1683
Number of Findings from External Audit	2	0	2



Fire Department

Brad Sufficool, Acting 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 replaced two outdated and failing portable radios with new ones that will provide continued interoperability with all of our partnering law enforcement, fire and emergency medical service response agencies. Required annual hose, pump and ladder testing was completed. The department participated in training with the Hernando County Sheriff's Office (HCSO) for the upcoming Active Shooter Hostile Event Response (ASHER) drill in August. BFD also trained on several other topics including but not limited to; EMS

emergencies, Aerial ladder operations, fire hose deployment, and ground ladder operations. Operations crews continue to perform pre-fire planning, annual fire hydrant testing/maintenance and various station maintenance projects. FF Vernon obtained her national paramedic certification, bringing the number of certified paramedics in the department to three. The Fire inspector attended Post blast at the Florida State Fire College; which was the final class towards obtaining her Fire Investigator 1 Certification.

Quarterly Goals and Objectives

- ◆ Receive and place in-service two new Kenwood portable radios (Completed) These new radios will provide continued interoperability with all of our partnering law enforcement, fire and emergency medical service response agencies.
- ◆ New Supply and Attack hose received, acceptance tested and placed in service.
- ◆ Annual hose testing, apparatus pump testing, Aerial testing, Ladder testing (Completed)
- ◆ Place Mass Casualty Incident Kit (MCI) in-service on DC-60, Active Shooter Hostile Event Response (ASHER) kits on E61 and Tower 61(Completed).
- ◆ FF Vernon obtain National Paramedic certification (Completed)
- ◆ Obtain teaching materials for CPR recertification of department personnel. Recertification class scheduled for September. (Completed)
- ◆ New Self-Contained Breathing Apparatus (SCBA) air compressor installed and personnel trained on use and operation. (Completed)
- ◆ Aerial operations class for personnel planned / scheduled for October

Personnel

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

# of Authorized positions	Full-time		Part-time	
	Filled	Open	Filled	Open
21	21	0	0	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 is currently fully staffed.



Data/Statistics

INSPECTIONS	
Inspection Results	TOTAL
Complaint cleared by Contact	5
Correction Notice Issued	23
Passed	112
Passed with Comments	0
Pending	4
Second Correction Notice	4
Third Correction Notice - Referred to City Attorney	0
Total of Inspections Completed in Date Range:	148

TRAINING HOURS 2ND QUARTER	
Fire	1072
EMS	342
Safety	79
Fitness	13
Hazardous Materials	34
Leadership / Administration	352
Total	1847

SECOND QUARTER BUILDING FIRES FRACTILE RESPONSE TIME - DEPARTMENT GOAL IS 90%		
Major Incident Type	# Incidents	% of Total
Fires	20	2.22%
Overpressure rupture, explosion, overheating - no fire	0	0.00%
Rescue & Emergency Medical Service	674	75.55%
Hazardous Condition (No Fire)	11	1.28%
Service Call	97	11.31%
Good Intent Call	24	2.80%
False Alarm & False Call	27	3.15%
Special Incident Type	4	0.47%
Severe Weather & Natural Disaster	1	0.12%
TOTAL	858	100%



Pump Testing

BFD Fire Truck Pump Testing



Sparky the Fire Dog Helping to Plant a tree on Arbor Day



BFD Aerial Ladder Training

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 cleanups at Tom Varn Park in all parking lots and playground area. Over 200 Crepe Myrtles were trimmed at City Hall, Main Street, Tom Varn Park, the Water Tower, the 700 Split, US 41 (Broad Street) McKethan Park and the Quarry. In addition, tree trimming occurred at the Racquetball Courts and the entrance to the Jerome Brown Community Center, along with clearing of brush, small trees and trash. New park benches, trash cans and picnic tables were assembled and installed throughout Tom Varn and McKethan parks. New No Trespassing and No Fishing Signs were installed at Tom Varn Park, the basketball rims were repaired to provide better stabilization, and the car bumps stop were repaired with new rebar. Drainage pipes were installed at the Adult Softball Fields, and materials were procured to repair the dugout at Youth Field #1 during this quarter. Clean-up and organization of the Maintenance Shop, Maintenance work areas and office along with the closets and kitchen at the Jerome Brown Community Center also occurred.

The annual Arbor Day event was held during this quarter and staff prepared for the softball Districts Playoffs and Championship Game as well as preparations for Operation Backpack were initiated; distribution of the free backpacks will occur next quarter.

Quarterly Goals and Objectives

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

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

Objective a: JBCC parking lot reconstruction began in May.

Objective b: Stadium reroof complete.

Objective c: Results of stadium decking presented to City Council in June

Goal 2: Encourage Volunteerism ~ Ongoing

Objective: Adopt-A-Spot Program ~ Ongoing

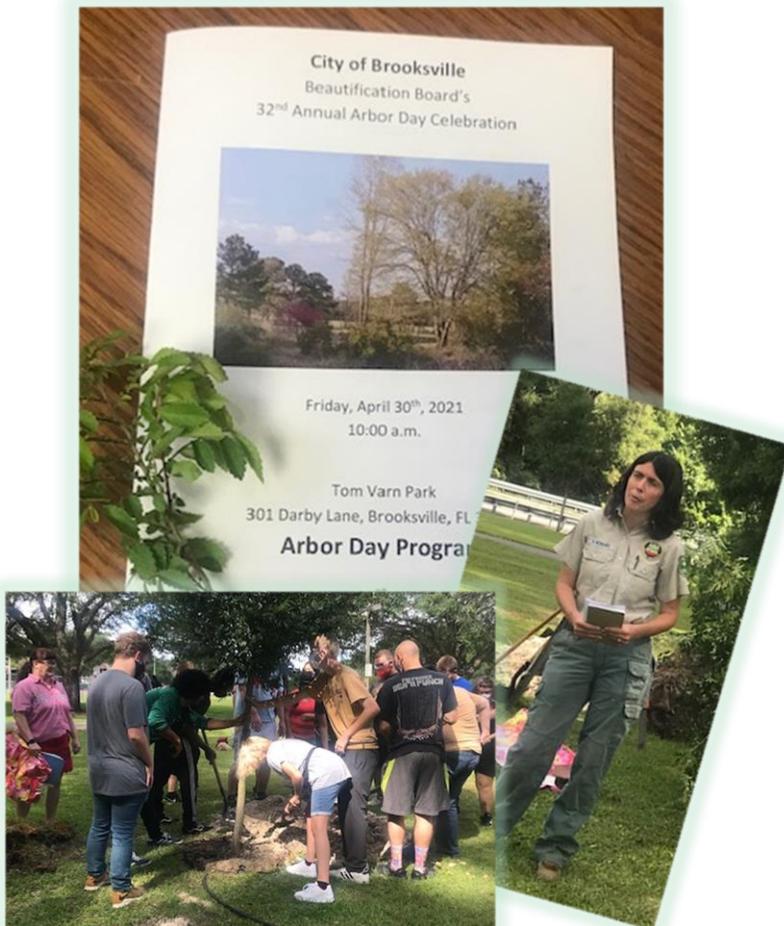
Goal 3: Provide efficient services to residents regardless of income background and ability. ~ Ongoing
Objective a: Partnership with independent fitness instructors offering 9 classes.

Personnel

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

# of Authorized positions	Full-time		Part-time	
	Filled	Open	Filled	Open
6	4	1	0	1

The Parks & Recreation Department has been authorized 6 positions, 5 full-time and 1 part-time. During this quarter one employee, Recreational Leader III left, while the position was advertised, one employee, Park Technician, moved positions to fill in. Park technician / interim Recreational leader left, and a new hire began for the Recreational Leader III position. We extended an offer for the Park Aide P/T position and awaiting background. We extended an offer for the Park Technician position which was denied. Position Park Technician remains opened.



DEPARTMENT MISSION

The Parks and Recreation Department provides safe, affordable, educational, recreational, and cultural leisure programs to enhance the health and wellness to Brooksville’s citizens and visitors

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 3rd quarter DPW began work on several special projects. Among these are included the Solicitation of the FY 20-21 CIP road projects, the initiation of the Stormwater Utility Solicitation. The 2021 Streets Projects have been bid out and work on this project will begin in August of 2021.

In June of 2021 DPW implemented emergency protocols for Hurricane Elsa. This was a mild event. DPW operated a sand bagging operation which provided 70 cubic yards of sand to our residents for sandbagging operations. Additionally, DPW cleared two trees as a result of Hurricane Elsa.

Other significant accomplishments in DPW included the Replacement of the HVAC system at City Hall for the third floor, Reinstallation of parking signs in the down town area, Delivery of a Transit Connect Van for use by Municipal Utilities, and participating in the set up of 12 special events.

Quarterly Goals and Objectives

- Timely completion of all work orders – Ongoing.

Department	Work Orders Issued	Work Orders Closed/Complete
Streets & Drainage	47	47
Fleet	209	199
Facilities	186	175

- Implementation of 2021 CIP Projects – Ongoing.
- Administration of annual budget – Ongoing.
- iWorQs Work Order System – Implemented.
- Training for iWorQs Work Order System – Completed.
- Special Events Road Closures – Ongoing.
- 2019-2020 CIP Roads – Bids received/Under review

Personnel

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

# of Authorized positions	Full-time		Part-time	
	Filled	Open	Filled	Open
20	15	0	1	4

During the second quarter several changes were made with regards to staffing and personnel. The department was approved for 5 part-time positions to replace the inmate crews and began interview/hiring process. DPW currently has four vacant part-time positions.



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 UpToDate and accurate records for proper billing and customer service
- ◆ Direct and organize work schedules and collection routes to remove waste and recyclables efficiently
- ◆ Operate many different types of heavy machinery
- ◆ Make sure all lift stations and generators are operating effectively and efficiently
- ◆ Make sure all plants are operational and meeting the guidelines of the permit
- ◆ Keep the streets clean from debris that can make its way to the storm drain system

In the third quarter, the Utilities Department is trying to utilize our IWORQ software as an Asset Management Software. This will help for future funding, and will allow all parties to see the progress and cost of a particular project. IWORQ will help to streamline our processes, make reports more accurate and easier to generate.

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 Authorized positions	Full-time		Part-time	
	Filled	Open	Filled	Open
33	30	3	0	0

The Utility Department has been authorized 33 full-time positions. During this quarter we obtained one new Sanitation Operator I, which replaced one that left. We also obtained a Utilities Supervisor. We had a Lead Utilities Worker transfer to Facilities.

Water Production Summary

	2021	2020
Location	Totals to Date (MG)	Totals (MG)
Hope Hill Well Field	54.959	24.219
Lamar Ave. Well Field	22.514	44.820
Hillside Court	45.985	52.763
Total Monthly Prod. (MG)	123.458	121.802
Average Daily Prod. (MG)	1.326	1.323

* Water production in the 3rd quarter of 2021 is higher, with an average of 1.326 million gallons per day, compared to last year's production of 1.323 million gallons per day in the same quarter.

Locates by Month:

- ◆ April - 38
- ◆ May - 49
- ◆ June - 23

Wastewater Treated Summary

	2021	2020
Location	Totals to Date (MG)	Totals (MG)
Will Smith Water Reclamation Facility	80.793	75.025
Southern Hills (Distributed)	31.576	38.689
CEMEX (Distributed)	42.527	40.925
Average Daily Prod. (MG)	.918	.862

* Wastewater treated in the 3rd quarter of FY 2021 is higher than this time last year, with an average of 0.918 million gallons per day compared with 0.862 last year. Rainfall was lower in the 3rd quarter compared to last year. Reuse water sent to Southern Hills for irrigation in the 3rd quarter was 42.527 million gallons, approximately 3.8 million gallons more than last year.

Sanitation Division Summary

- Commercial and Residential Solid Waste:
 - Approx. 1,302 tons of commercial solid waste was collected and transported to the Heart of Florida Landfill in Panasoffkee for disposal. This is the equivalent of 95 pounds per day per customer for each commercial account. Total tipping fees, in the amount of \$37,762 were charged for disposal.
 - An estimated 880 tons of residential solid waste was collected and delivered to the Hernando County Northwest Landfill. This is the equivalent of 11 pounds of waste per day per residential customer. Tipping fees are not charged for the disposal of residential wastes.
- Yard Debris and Recyclables:
 - Approx. 669 tons of yard and construction debris were collected from residential customers. This is the equivalent of 8 pounds of waste per day per residential customer.
 - An estimated 14 tons of recyclables were collected. This is equivalent to 11 pounds per participate. The City had an average of 240 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.

Below is the 3rd quarter data collected, and also shown for comparison is the 2020 data collected.

NPDES - STREET SWEEPING PROGRAM			
2021 Fiscal Year (April - June)			
Total Miles Traveled	Average Miles Per Month	Total Cubic Yards Collected	Average Cubic Yards Collected Per Month
1352	117.3	39	9.6

NPDES - STREET SWEEPING PROGRAM			
2020 Fiscal Year (April - June)			
Total Miles Traveled	Average Miles Per Month	Total Cubic Yards Collected	Average Cubic Yards Collected Per Month
370	123.3	37	12.2