

City of Brooksville

City Manager's Quarterly Business Report

Quarter 2 (January-March)
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 second 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

Police

Public Works

INTERNAL SERVICES

City Manager's Office

Business Development

City Clerk (Not Available)

Community Development

Human Resources

Finance



City Services/Activity – Q2

City staff has been busy for the second 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.

*March 23, 2018 was
Bike to work with
Mayor Betty Erhard*



Financial Overview-2nd Quarter

This quarterly overview contains information on resources and expenditures for the second quarter of the fiscal year, which is the period between January 1st and March 31, 2018.

However, as the city moved forward through this fiscal year, the City Manager has issued City Manager Directives related to hiring pauses, purchasing cards and overtime control usage in an effort to ensure that city expenditures are under control for the upcoming 2019 budget effort. Further, city management, in conjunction with finance will be working on this improvement of procurement efforts for greater financial accountability.

Fire



Chief's Corner

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

In January Brooksville Fire Rescue participated in the Martin Luther King Day Parade Celebration. Birthday Parties with station tours were hosted at the Fire Station, fire prevention materials were passed out to children and parents.

February, the department started our annual hydrant flowing and maintenance program, this program takes until the end March; this project is tedious and very important for the City's ISO Public Protection Classification. The department participated in the Heritage Day Event that was held at Russell Street Train Depot this gave us the opportunity to provide fire prevention material to the public. District Chief Sufficool attended Executive Development Training at the National Fire Academy in Emmitsburg Maryland. Also,

March Brooksville Fire Rescue participated in the St. Patrick's Day parade in Cloverleaf. Birthday Parties with station tours were hosted at the Fire Station, fire prevention materials were passed out to children and parents. District Chief Mike Dow attended Executive Development Training at the National Fire Academy in Emmitsburg Maryland and Firefighter Nick Alaimo was promoted to Driver Engineer.

In closing, Brooksville Fire Rescue is working diligently to provide the highest level of service to the residents and businesses we serve. As we prepare for the upcoming budget season we will be re-evaluating our expenditures and operation. On March 11, 2018 we adjusted our clocks for daylight savings; it is also the time we need to replace the battery in our smoke detectors.

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.

BFD VISION STATEMENT

The VISION of Brooksville Fire Rescue is to provide our residents, businesses, and visitors in our community emergency services designed to minimize risk, and protect lives and property. We will strive to meet these goals by providing prompt and professional emergency response in the event of a fire, medical emergency, natural disaster, or any other hazards, which may threaten our community and welfare.

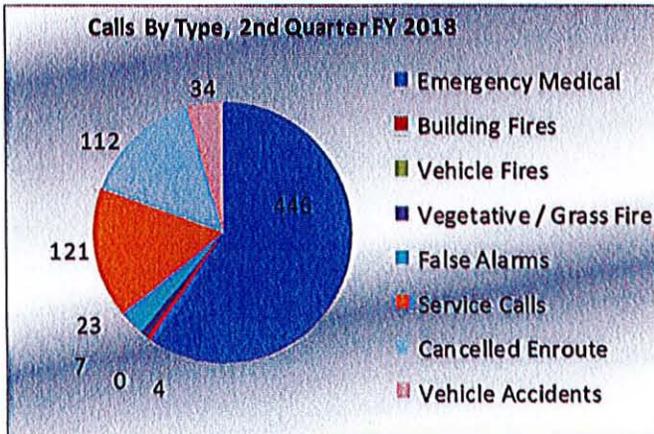
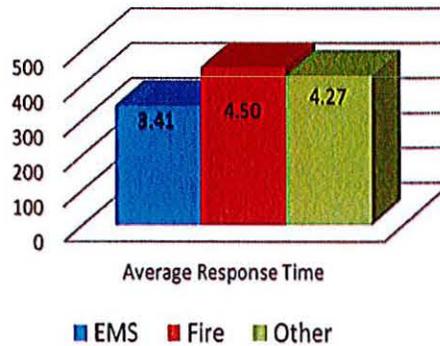
Interim Chief Stan Mettinger, Jr.

2nd 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.

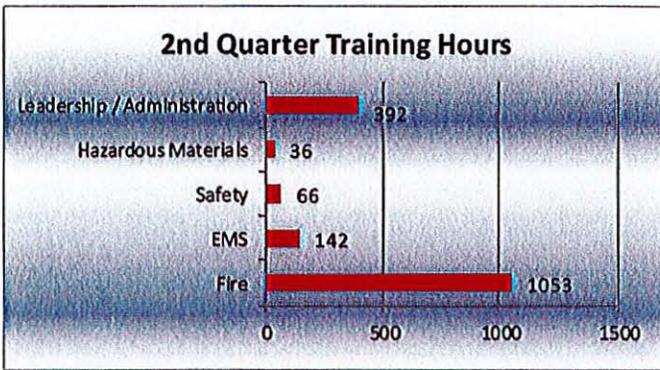
Fractile Response Times, 2nd Quarter	Number of Calls	Fire 4 Minute Fractile Response Time of the first arriving fire suppression unit
City	4	100 %
<p>A Fractile measures refers to how often a particular benchmark is achieved.</p> <p>NFPA 1710 is the standard for the Organization and Deployment of Fire 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>		

2nd Quarter Average Response Time



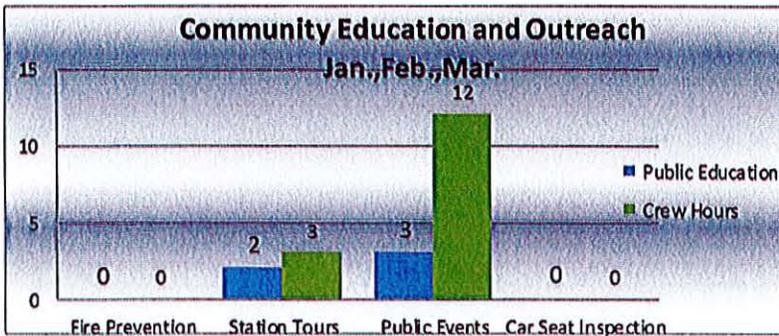
Emergency Medical	446
Building Fires	4
Vehicle Fires	0
Vegetative / Grass Fire	7
False Alarms	23
Service Calls *	121
Cancelled Enroute**	112
Vehicle Accidents	34
Total	747
*Service Calls--- Assist public with non-emergent situations	
**Cancelled Enroute---Units dispatched and cancelled Enroute / before arrival to the call	

Inspections	
Building Inspections	23
Plans Review	10
Total	33



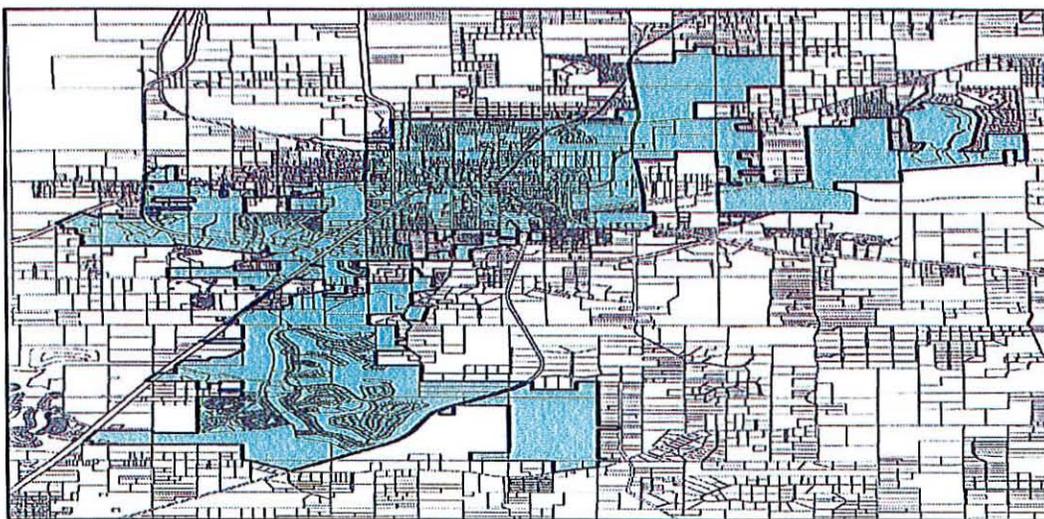
Fire	1053
EMS	142
Safety	66
Hazardous Materials	36
Leadership / Administration	392
Total	1689

Community Outreach



Fire Prevention	0
Station Tours	2
Public Events	3
Car Seat Inspection	0

Fire Service Response Area



**Parks,
Recreation
And
Facilities**

PARK/FACILITIES AND RECREATION

2nd Quarter

2018

**The City of Brooksville Parks, Facilities and Recreation Department Personnel
Consists of 13 Budgeted FTE's, Currently Staffed at 12**

THE PARKS/FACILITIES DIVISION

**Park/Facility personnel (8-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 (January - March)

- MLK Parade – Deliver, setup and remove stage
- Florida Wildlife Expo - Deliver, setup and remove stage
- Heritage Day - Assist with setup and take down
- HYL Softball Opening Day – Prep fields, monitor restrooms, clean up
- Art in the Park – Set up, monitor restrooms, clean up and take down
- City wide trimming of 200 Crape Myrtle Trees
- HHS Softball Slam – Prep fields, monitor restrooms, clean up
- Mayor's Bike To Work Day – Blow off trail, trim limbs along path
- Good Neighbor Trail Community Bike Ride – Blow off trail, monitor restrooms
- ECI – Assist contractor with riser inspection and recertification
- City Hall – Assist with fuel tank inspection for recertification
- Russell Street Park – Large underbrush and clearing project in Park
- Generators – Monthly maintenance, testing and reporting of Facility generators at City Hall, Enrichment Center, Police Dept and Fire Dept
- Good Neighbor Trail – Mowed and blown off five times, one large tree cut up and removed and 4 large limbs cut up and removed
- Quarry – 25 acres mowed four times 1 large tree cut up and removed
- Facility work orders of 318 with 318 completed
- Facility personnel restock institutional supplies and clean weekly a combination of facilities buildings totaling 89,723 sq. ft. of indoor floor space
- Inmate crew provide 2127 hours of maintenance/ landscaping throughout city

**FY 2018
2nd Quarter
Report**

City of Brooksville

THE RECREATION DIVISION

Recreation personnel (1-Budgeted FTE's, Currently staffed at 0)

FY 2018 RECREATION Quarterly Accomplishments (January - March)

- The Division's Adult Women's Softball League ended in January, and the Spring Season began in March with 5 teams
- The Division's Adult Co-Ed Softball League ended and the Spring Season began in March with 11 teams
- Hernando Elite Basketball began their spring season
- HYL Softball concluded their Fall season and Spring season began
- Legends for Youth Baseball Clinic with former Major League Baseball Players
- Great Hernando Weight Loss Challenge Kick Off at the Quarry
- Hernando Quilters continue to meet monthly in the gymnasium
- Hernando Elite Volleyball began practices in the gymnasium in January
- ARC Program – Partnered with ARC to provide Sports & an active lifestyle, 18 – 20 participants every Wednesday morning
- Dance First continues classes throughout the summer at ECI
- 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 began renting Adult Fields for practices
- HHS Lady Leopards and JV Season began
- HYL Basketball Tournament was held on February 24th
- HYL Softball Opening Day was held on March 3rd
- Art in the Park was held in Tom Varn Park on March 10th and 11th
- HHS Lady Leopards Softball Slam was held on March 16th, 17th and 18th
- Hernando County Sheriff Annual Torch Run held at Tom Varn Park-March 23rd
- Kiwanis Annual Easter Egg Hunt was held in Tom Varn Park on March 24th
- Movie in the Park was held in Tom Varn Park on March 24th
- Good Neighbor Trail Community Bike Ride was held on March 31st

FY 2018 2nd Quarter Report

➤ Youth Partnership Programming

Group	Jan-18	Feb-18	Mar-18
Arc	20	20	20
Hernando Knights Basketball	75	88	92
HYL Basketball	430	430	-
Open Gym	79	73	114

➤ Adult Partnership Programming

Group	Jan-18	Feb-18	Mar-18
Mid FL Senior Services	242	264	338
Hernando Quilters	60	67	73

City of Brooksville

THE CEMETERY DIVISION

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

FY 2018 CEMETERY Quarterly Accomplishments (January - March)

- Sales were \$30,706.25
- The Quarter had 35 lot sales and 32 interments. Of the interments, 25 were traditional burials and 7 were cremains.
- Cemetery staff maintains approximately 40 acres of property, as well as provide assistance with lot sales, funeral site prep, and monument placement.
- This time of the season requires a good deal of time gathering and disposing of leaves and debris.
- Growing season is upon us, and we will be getting back into mowing full time, as well as weeding and more trimming.
- We continue to work on our tree removal program as well. We have removed 11 more dead trees and trimmed many more. We still have quite a few that need to be removed, and will be working on those, as we are able.
- As trees are removed we will be replacing some of them with new younger trees to maintain the tree canopy in the cemetery.
- We are currently in the process of updating our computer records to preserve cemetery data and better serve the public, as well as the funeral homes and vault companies.
- Cemetery Volunteers contributed 98.5 hours this quarter, and inmates contributed 71 hours

➤ YTD Totals

SALES.....\$52,645.49

BUY BACKS.....\$850.00

LOTS SOLD....62

**FY 2018
2nd Quarter
Report**

Police



BROOKSVILLE POLICE DEPARTMENT



MEMORANDUM

TO: Chief Sireci
FROM: Administrative Assistant III Elizabeth Knowles
DATE: April 2, 2017
RE: QUARTERLY ACCOUNTING OF CASH ACTIVITIES (RECEPTION)

REFERENCE

- GO 3310.3 (Revenues)
- CFA Standard 7.02M (f)

Pursuant to the two referenced directives, this Quarterly Accounting of Cash Activities is provided below for your review. A copy of this accounting has been provided to the Accreditation Manager.

Revenue	JAN 2018	FEB 2018	MAR 2018
Checks or Money Orders	504.54	492.50	1,048.90
Cash or Coins	1,140.00	1,121.30	3,044.00
Visa/Direct Deposit	1,455.00	45.00	20.00
Total Revenue This Quarter	3,099.41	1,658.80	4,112.90
Accounts Where Revenue was Deposited			
342-48240 Reports	9.00	154.50	185.00
354-48804 Parking Tickets	215.00	20.00	0.00
354-48805 Violations of Local Ordinances	0.00	0.00	0.00
359-48807 False Alarms	0.00	0.00	0.00
369-48896 Background Checks	25.00	0.00	25.00
369-48896 Fingerprints	40.00	55.00	30.00
369-48896 Restitution	490.41	96.00	1,043.90
013-521-54210 Automotive Repair Service	0.00	0.00	0.00
013-521-54000 Travel/Per Diem	0.00	242.00	0.00
109-369-48896 Vehicle Imp/Drug Seizure/Evidence	420.00	200.00	1,329.00
109-351-43803 Impound Bills Paid	875.00	250.00	625.00
116-351-48803 Confiscated Property	1,025.00	641.30	875.00
123-366-48860 K9/Donations	0.00	0.00	0.00
Total Deposited in Bank	3,099.54	1,658.80	4,112.90
Petty Cash Box Beginning Balance	55.94	55.94	55.94
Petty Cash Taken Out	0.00	0.00	0.00
Total BPD Petty Cash	55.94	55.94	55.94

Public Works

City of Brooksville

Streets and Drainage

2Q ACCOMPLISHMENTS
January 2018 – March 2018



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

- Dr. M.L. Jr. King parade.
- Entirety K-12 Annual Family Night.
- Orange Avenue Market.
- S. Brooksville Avenue T.V. Commercial.
- Friday Night Live.
- Bike Festival and Cruise-In.

Provided maintenance and repair to the following drainage projects:

- Remove 264 cubic yards of silt from Horse Lake Creek @ Candlelight.
- Install 2,400 square feet of sod on the slopes of Horse Lake Creek @ Candlelight.
- Remove 150 cubic yards of silt from the South Way Villas creek.

Complete the following asphalt repairs:

- Hernando County Public Works installed 10 tons of hot-mix asphalt, throughout the city for the Utilities Division repairs.
- Installed 4,400 pounds of cold patch asphalt targeting pot holes throughout the city.

Concrete Repairs:

- Repair sidewalk at 750 S. Lemon Avenue for the Utilities Division.
- Repair driveway at 904 Prospect Hill Ct. for the Utilities Division.
- Repair sidewalk at 10455 S. Broad St. for the Utilities Division.

General Duties:

- Remove and store Christmas decorations.
- Completed 46 Service Order Requests.
- Clean or replace street signs throughout the city.
- Repair concrete curb on Howell Avenue at City Hall.
- Repair concrete curb at City Hall back parking lot.
- Streets Division completed Temporary Traffic Control training course.

• Mutual Aid:

- Assist Sanitation Division with brush, and construction clean-up using the clam bucket truck.

- Assist Sanitation Division with street sweeping.
- Assist the Parks Division with tree removal from the cemetery.



City of Brooksville

SANITATION DIVISION

ACCOMPLISHMENTS JANUARY-MARCH 2018

Events:

Provided garbage and trash removal for the following events. An estimated 2 tons of waste was collected for disposal.

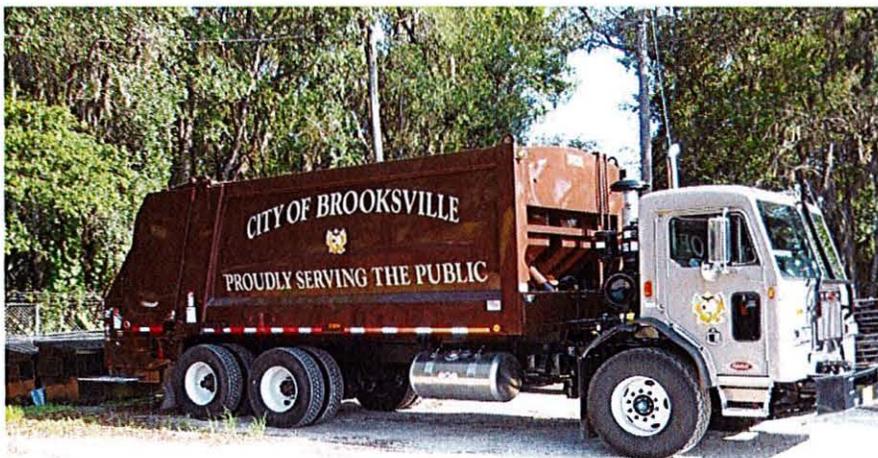
- Heritage Day Festival.
- Art in the Park.

Commercial and Residential Solid Waste:

- An estimated 1589 tons of commercial solid waste was collected and transported to the Heart of Florida Landfill in Panasofkee for disposal. This is the equivalent of 157 pounds per day per for each commercial account. Total tipping fees, in the amount of \$43,697 were charged for disposal.
- An estimated 724 tons of residential solid waste was collected and delivered to the Hernando County Northwest Landfill. This is the equivalent of 13 pounds per day per residential customer. Tipping fees are not charged for the disposal of residential wastes.

Yard Debris and Recyclables:

- An estimated 412 tons of yard and construction debris were collected from residential customers. This is the equivalent of 7 pounds of waste per day per residential customer.
- An estimated 12 tons of recyclables were collected. This is equivalent to 18 pounds per participate. The City had average of 221 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 2nd 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.

NPDES - STREET SWEEPING PROGRAM			
	2018 Fiscal Year (Jan. – Mar.)		
	Miles Travelled	Cu. Yards Collected	
Total Miles Travelled	829	589	Total Cubic Yards Collected
Average Miles Per Month	276	196	Average Cubic Yards Collected Per Month

NPDES - STREET SWEEPING PROGRAM			
	2017 Fiscal Year (Jan. – Mar.)		
	Miles Travelled	Cu. Yards Collected	
Total Miles Travelled	658	322	Total Cubic Yards Collected
Average Miles Per Month	219	107.3	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 2nd Quarter

Day	Jan.		Feb.		Mar.		
	Rain	Flow	Rain	Flow	Rain	Flow	
1		0.667		0.909		0.228	
2	0.5	0.752		0.980		0.410	
3		0.856		0.861		0.778	
4	0.5	0.824	0.9	1.024		0.797	
5		0.805		0.983		0.139	
6		0.798		0.945	0.5	0.229	
7	0.1	0.653		0.953		0.154	
8	1.0	0.771		0.902		0.230	
9	0.1	0.974		0.855		0.395	
10		0.835		0.901		0.719	
11		0.824		0.880		0.836	
12	0.3	0.871		0.860		0.158	
13		0.781		0.848		0.324	
14		0.796		0.865		0.148	
15		0.831		0.876		0.157	
16		0.802		0.741		0.235	
17		0.850		0.926		0.127	
18		0.832		0.793		0.125	
19		0.741		0.788		0.176	
20		0.762		0.820	1.8	0.194	
21		0.868		0.816		0.150	
22	0.3	0.860		0.829		0.150	
23		0.849		0.669		0.729	
24		0.798		1.112		0.592	
25		0.786		0.639		0.732	
26		0.808		0.817		0.488	
27		0.885		0.856		0.162	
28	3.0	1.324		0.811		0.149	
29		0.388				0.112	
30		1.796			0.3	0.674	
31		0.903				0.849	
Monthly Total	5.8	26.290	0.9	24.259	2.6	24,775	75,324
Daily Average	0.187	0.848	0.132	0.866	0.083	0.799	0.836
% of Permitted Capacity		44.63%		45.58%		42.05%	44.09%
Reuse water Distribution		Jan.		Feb.		Mar.	
Southern Hills		4.787		5.157		14.921	24.865
Cemex		25.155		22.232		11.343	58.730
2017 Fiscal Year Wastewater Treated (For Comparison)							
Monthly Total		23.621		21.598		23.840	69.059
Daily Average		0.762		0.771		0.769	0.767
2017 Fiscal Year Wastewater Treated (For Comparison)							
Southern Hills		10.785		9.508		14.308	34.601
Cemex		13.907		12.685		10.129	36.721

Wastewater treated in the 2nd quarter of FY 2018 was more than this time last year, approximately 8% more, with an average of 0.836 million gallons per day compared with 0.787 last year. Reuse water sent to Southern Hills for irrigation in the 2nd quarter was 24.865 million gallons, approximately 9.736 million gallons less than last year.

Water Production Report – 2nd Qtr.

Fiscal Year 2018				
Note: Flow indicated in million gallons (mg)	JAN.	FEB.	MAR.	Totals to Date
Location:				
Hope Hill Well Field:				
Well #1	0.249	2.665	10.911	13.825
Well #2	0.000	0.106	0.025	0.131
Well #3	0.000	4.336	3.310	7.646
Well #4	Not Constructed			
Elevated Storage 250,000 gal.				
Lamar Ave. Well Field:				
Well #1	2.022	1.759	1.362	5.143
Well #2	11.610	10.196	7.885	29.961
Elevated Storage 250,000 gal.				
Hillside Court:				
Well #1	25.407	17.036	17.464	59.907
Ground Storage 250,000 gal.				
Total Monthly Production (mg):	39.288	36.098	40.957	116.343
Average Daily Production (mg):	1.267	1.203	1.321	1.264
Fiscal Year 2017				
	JAN.	FEB.	MAR.	Totals to Date
Location:				
Hope Hill Well #1	8.724	3.762	3.040	15.526
Hope Hill Well #2	0	0.013	0.013	0.026
Hope Hill Well #3	4.391	4.429	6.053	14.873
Lamar Well #1	2.007	1.765	1.937	5.739
Lamar Well #2	11.775	10.550	11.421	33.746
Hillside Ct. Well #1	14.743	13.284	17.446	45.473
Total Monthly Production (mg):	41.640	35.012	42.438	119.090
Average Daily Production (mg):	1.343	1.250	1.369	1.320

Water production in the 2nd quarter of 2018 is slightly lesser, with an average of 1.264 million gallons per day, compared to last year's production of 1.320 million gallons per day in the same quarter.

Community Redevelopment Agency



Community Development Department Quarterly Activity Report

Community Development Director, Bill Geiger

2nd Quarter

January 1, 2018 – March 31, 2018

Fiscal Year 2017 - 2018

The Community Development Department oversees development permitting, planning and zoning, code enforcement, and is further responsible for the administration of the City's Community Redevelopment Area and overseeing City growth and development from initial planning through permitting and project completion.

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 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 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 bid was advertised during this quarter, and construction is expected to be underway in the 3rd Quarter.
- Community Redevelopment Agency – Property Improvement Grants
The Community Development Department continues to process CRA property improvement grants, which (since 2009) includes 25 applications and over \$100,000.00 in grant funds provided, with over five times that amount in private investment by the applicants for their improvement projects. Grant reimbursement monies were distributed this quarter for projects completed at 26 S. Brooksville Avenue and 151 S. Main Street (Haher house).

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

Building Review, Land Use and Code Enforcement Activities

CATEGORY	2nd Quarter 01/01/18 – 03/31/18	Fiscal Year to Date 10/01/17 – 03/31/18	2nd Quarter Previous Year 01/01/17 – 03/31/17	Previous Fiscal Year to Date 10/01/16 – 03/31/17
Building/Development Reviews	113	224	80	137
Zoning Research Responses	434	938	392	633
Comprehensive Plan Amendments	0	1	1	1
Annexations	0	3	0	0
Code Enforcement Violations	47	98	39	97

Building Division Revenues

CATEGORY	2 nd Quarter 01/01/18 – 03/31/18	Fiscal Year to Date 10/01/17 – 03/31/18	2 nd Quarter Previous Year 01/01/17 – 03/31/17	Previous Fiscal Year to Date 10/01/16 – 03/31/17
Total Bldg Collected	63,466.01	110,011.22	59,506.50	115,454.93
Impact Fees	38,929.86	77,246.86	52,088.13	79,317.23
Radon	689.85	1,155.40	783.47	1,506.96
DPR	1,463.35	2,619.23	783.47	1,506.96
Total Collected	155,075.37	191,032.71	113,161.57	197,782.08

Building Inspections

INSPECTIONS	2 nd Quarter 01/01/18 – 03/31/18	Fiscal Year to Date 10/01/17 – 03/31/18	2 nd Quarter Previous Year 01/01/17 – 03/31/17	Previous Fiscal Year to Date 10/01/16 – 03/31/17
Building	303	506	266	456
Red Tags	28	39	0	0
Plumbing	52	123	66	96
Red Tags	1	3	0	0
Electrical	80	164	81	135
Red Tags	4	8	0	0
Mechanical	79	154	52	88
Red Tags	2	6	0	0
LP Gas	11	21	15	19
Red Tags	0	0	0	0
TOTAL INSPECTIONS	525	968	480	794
TOTAL RED TAGS	35	56	0	0

Building Division Permits

PERMIT VALUATIONS	2 nd Quarter 01/01/18 – 03/31/18	Fiscal Year to Date 10/01/17 – 03/31/18	2 nd Quarter Previous Year 01/01/17 – 03/31/17	Previous Fiscal Year to Date 10/01/16 – 03/31/17
Total Residential	2,741,867	6,129,153	2,165,182	4,177,546
Total Commercial	3,888,072	4,672,086	2,279,182	4,568,904
Demolition	-1,000	-9,999	-1,500	-8,625
Total Value	6,628,939	10,791,240	4,443,189	8,737,825
# of Permits Issued				
Total Residential**	37	60	28	52
Total Commercial	21	44	29	69
Total Demolition	1	3	1	4
Total Misc. Permits	128	266	107	211
TOTAL PERMITS	187	373	165	336

<u>New Business (Certificate of use) Name</u>	<u>Address</u>	<u>Date Certificate of Use Issued</u>	<u>Number of Employees</u>
Salvare, Inc. dba Dawn Center of Hernando County	415 E. Jefferson St.	1/2/2018	2
Jason L. Baldree dba B-Line Carrieris, Inc.	329 W. Jefferson St.	1/2/2018	13
Carols Gonzalex dba Growing in Grace Intl Ministry	679 S. Broad St.	1/4/2018	1
Luis Rucobo/Sarah Bergfjord dba Gibtown Motorsports	7310 Broad St.	1/4/2018	3
Yahya Hamed dba Your Discount Corp	7394 Broad St.	1/22/2018	2
Katterine Guzman dba Tropical Detailing & Auto Sales	640 S. Broad St.	1/24/2018	4
Rodney S. Ackley dba DaVita Brooksville Dialysis	7326 Broad St.	1/24/2018	2
Mason Chickonski dba Advanced Pace Tech, LLC	310 E. Jefferson St.	1/31/2018	9
Joseph Strada, Jr. dba Strada Services Inc.	18786 Cortez Blvd	2/5/2018	5
Joyce Ridley dba Mindful Balance & Wellness Center	719 Benton Ave.	2/28/2018	2
Anna & Jason Hunt dba Copperheads Southern Distillery	7635 Horse Lake Rd	3/1/2018	2
Scott Schulz dba Fraternal Order of Police, Lodge #164 (215 Members)	18754 Cortez Blvd	3/2/2018	2
Brittany Sclesky dba Front Porch Vintage Market & Boutique	503 S. Main St.	3/7/2018	2
Shana Ewell dba Tactical with a Twist, Inc.	943 Candlelight Blvd	3/8/2018	1

Human Resources

Benefits Administration

- ❖ 7 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	90	Full-Time	21
Part-Time	4	Part-Time	0

- ❖ Total # of employees involuntary terminated 2
- ❖ Total # of employees who voluntary separated due to better job opportunity, personal, or retirement 9
- ❖ Total # of employees uncontrollable termination 0

Recruitment

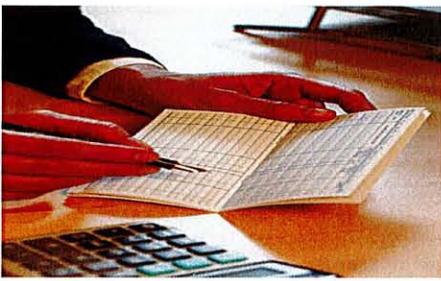
- ❖ 3 positions were posted on the City’s website and/or other applicant seeking websites for advertisement.
- ❖ 10 positions were filled.
- ❖ 4 positions are vacant at this time and active recruitment is in process and/or pending results of background checks or medical results during the pre-screening 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
3	3

Finance



Finance Department Second Quarter Report for Period Ending March 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	25	145	89
Accounts Payable Checks/Vouchers Processed	473	2,000	947
Accounts Payable Dollar Amount Processed	\$1,585,967	\$5,500,000	\$2,988,820
Payroll Checks Processed/Vouchers	818	3,300	1,591
Number of Services Turned on	231	600	450
Number of Services Turned off	212	800	435
Gallons of Water Pumped in MG	116.342	460.00	234.181
Gallons of Water Billed in MG	95.548	370.000	189.32
Number of Utility Bills Processed	12,803	50,000	25,450
Number of Direct Payments (ACH)	1,431	5,000	2,816
Dollar Amount Processed via (ACH)	\$153,796	\$400,000	\$297,107
Number of Payments Processed via Credit Card -- Over the Phone Payments/In Office	1,921	5,000	3,799
Number of Payments Processed via Credit Card -- Online Payments	2,645	8,000	5,151
Miscellaneous Receipts	\$98,530	\$600,000	\$200,758
FTE's per 1,000 Citizens	.5	.63	.5
Net Cost of Services per Citizen	\$11.06	\$44.82	\$18.13
Effectiveness & Strategic Plan			
Number of Findings from External Auditors	0	0	0
% of Water Pumped That was Billed	82.13%	90%	80.84%
% of Accounts Utilizing Direct Payment (ACH)	11.18%	10%	11.06%
% of Accounts Paying by Credit Card -- Over the Phone Payments/In Office	15.00%	12%	14.93%
% of Accounts Paying Online	20.66%	15%	20.24%
% of Current Year Amount Billed Written Off	1.13%	0.35%	.61%

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.

Second 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.
- ❖ Field work with the Audit began.
- ❖ 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 March 31, 2018 (50% of the year has elapsed)

*Revenues should be at least 50%

*Expenses should be 50% or less

	Adopted Budget	Amendments	Revised Budget	Actual	% used	Under/Over
General Fund						
Revenue	\$ 6,656,871	\$ -	\$ 6,656,871	\$ 4,004,224	60.15%	Over
Expense	\$ 6,651,292	\$ -	\$ 6,651,292	\$ 3,147,474	47.32%	Under
Fund 104 Criminal Justice Education						
Revenue	\$ 8,070	\$ -	\$ 8,070	\$ 6,310	78.19%	Over
Expense	\$ 12,000	\$ -	\$ 12,000	\$ 1,295	10.79%	Under
Fund 107 Transportation Capital - LOGT 1-5						
Revenue	\$ 144,296	\$ -	\$ 144,296	\$ 58,327	40.42%	Under
Expense	\$ 325,000	\$ -	\$ 325,000	\$ 189,094	-	-
Fund 108 Local Option Gas Tax						
Revenue	\$ 640,477	\$ -	\$ 640,477	\$ 256,007	39.97%	Under
Expense	\$ 648,149	\$ -	\$ 648,149	\$ 266,691	41.15%	Under
Fund 109 Law Enforcement Investigative Trust						
Revenue	\$ 20,050	\$ -	\$ 20,050	\$ 7,414	36.98%	Under
Expense	\$ 47,500	\$ -	\$ 47,500	\$ 4,696	9.89%	Under
Fund 110 – Road Impact Fees						
Revenue	\$ 60,502	\$ -	\$ 60,502	\$ 18,411	30.43%	Under
Expense	\$ 1,245,223	\$ -	\$ 1,245,223	\$ 17,228	1.38%	Under
Fund 112 – Law Enforcement Impact Fees						
Revenue	\$ 3,368	\$ -	\$ 3,368	\$ 2,580	76.60%	Over
Expense	\$ 7,000	\$ -	\$ 7,000	\$ -	0.00%	Under
Fund 113 – Public Building Impact Fees						
Revenue	\$ 18,238	\$ -	\$ 18,238	\$ 14,058	77.08%	Over
Expense	\$ -	\$ -	\$ -	\$ -	-	-
Fund 114 – Fire/EMS Impact Fees						
Revenue	\$ 8,550	\$ -	\$ 8,550	\$ 7,692	89.96%	Over
Expense	\$ 90,000	\$ -	\$ 90,000	\$ -	0.00%	Under
Fund 115 – Parks Impact Fees						
Revenue	\$ 15,732	\$ -	\$ 15,732	\$ 5,877	37.36%	Under
Expense	\$ -	\$ -	\$ -	\$ -	-	-
Fund 116 – Law Enforcement Trust						
Revenue	\$ 5,044	\$ -	\$ 5,044	\$ 5,166	102.42%	Over
Expense	\$ 21,000	\$ -	\$ 21,000	\$ -	0.00%	Under
Fund 118 – Justice Assistance Grant						
Revenue	\$ 20,000	\$ -	\$ 20,000	\$ -	0.00%	Under
Expense	\$ 20,000	\$ -	\$ 20,000	\$ -	0.00%	Under
Fund 122 – Fire Grants & Donations						
Revenue	\$ 2,522	\$ -	\$ 2,522	\$ 2,016	79.94%	Over
Expense	\$ 2,000	\$ -	\$ 2,000	\$ 633	31.65%	Under
Fund 123 – Police Grants & Donations						
Revenue	\$ 2,565	\$ -	\$ 2,565	\$ 37	1.44%	Under
Expense	\$ 10,700	\$ -	\$ 10,700	\$ 253	2.36%	Under
Fund 128 – Photo Enforcement Traffic Program						
Revenue	\$ -	\$ -	\$ -	\$ 3,321	0.00%	-
Expense	\$ 8,000	\$ -	\$ 8,000	\$ 3,747	46.84%	Under
Fund 139 – The Enrichment Center Maintenance						
Revenue	\$ 14,000	\$ -	\$ 14,000	\$ 5,015	35.82%	Under
Expense	\$ 13,330	\$ -	\$ 13,330	\$ 6,348	47.62%	Under

	Adopted Budget	Amendments	Revised Budget	Actual	% used	Under/Over
Fund 143 – Fire Department						
Revenue	\$ 1,620,312	\$ -	\$ 1,620,312	\$ 1,049,240	64.76%	Over
Expense	\$ 1,726,448	\$ -	\$ 1,726,448	\$ 818,294	47.40%	Under
Fund 201 – Sinking Fund (2006 USDA Revenue Bonds)						
Revenue	\$ 13,188	\$ -	\$ 13,188	\$ 7,532	57.11%	
Expense	\$ 13,188	\$ -	\$ 13,188	\$ -	0.00%	Under
Fund 202 – Sinking Fund (2011 Series Revenue Note ESG)						
Revenue	\$ 303,780	\$ -	\$ 303,780	\$ 177,205	58.33%	Over
Expense	\$ 303,780	\$ -	\$ 303,780	\$ 151,890	50.00%	
Fund 203 -- Capital Improvement Revenue Loan 2016						
Revenue	\$ 8,320	\$ -	\$ 8,320	\$ 8,827	106.09%	Over
Expense	\$ 7,563	\$ -	\$ 7,563	\$ 7,562	99.99%	Over
Fund 302 – McKethan Capital Projects						
Revenue	\$ 515	\$ -	\$ 515	\$ 679	131.84%	Over
Expense	\$ -	\$ -	\$ -	\$ 800	0.00%	
Fund 308 – Multi Year Capital Project Accumulation						
Revenue	\$ 350	\$ -	\$ 350	\$ 207	59.14%	Over
Expense	\$ -	\$ -	\$ -	\$ -	0.00%	
Fund 309 – Capital Improvement Revenue (2006 USDA Revenue Bonds)						
Revenue	\$ 36,526	\$ -	\$ 36,526	\$ 26,556	72.70%	Over
Expense	\$ 35,520	\$ -	\$ 35,520	\$ 18,692	52.62%	Over
Fund 311 – 2011 Capital Improvement Revenue Note Fund (ESG)						
Revenue	\$ 303,780	\$ -	\$ 303,780	\$ 177,205	58.33%	
Expense	\$ 303,780	\$ -	\$ 303,780	\$ 177,205	58.33%	
Fund 314 -- Capital Improvement Revenue (2016 USDA Revenue Bonds)						
Revenue	\$ 8,320	\$ -	\$ 8,320	\$ 8,827	106.09%	Over
Expense	\$ 8,320	\$ -	\$ 8,320	\$ 8,827	106.09%	Over
Fund 401 Water & Wastewater Divisions						
Revenue	\$ 4,227,694	\$ -	\$ 4,227,694	\$ 1,786,114	42.25%	Under
Expense	\$ 4,123,191	\$ -	\$ 4,123,191	\$ 2,000,335	48.51%	Under
Fund 402 & 403 - Sanitation Division						
Revenue	\$ 1,426,316	\$ -	\$ 1,426,316	\$ 631,913	44.30%	Under
Expense	\$ 1,323,824	\$ -	\$ 1,323,824	\$ 641,293	48.44%	Under
Fund 405 Utilities R&R						
Revenue	\$ 3,000	\$ -	\$ 3,000	\$ 2,076	69.20%	Over
Expense	\$ 8,000	\$ -	\$ 8,000	\$ 4,000	50.00%	Over
Fund 406 Utilities Bond & Loan Fund						
Revenue	\$ 844,060	\$ -	\$ 844,060	\$ 422,147	50.01%	Over
Expense	\$ 188,323	\$ -	\$ 188,323	\$ 101,122	53.70%	Over
Fund 407 Water Connection Fees						
Revenue	\$ 55,255	\$ -	\$ 55,255	\$ 8,195	14.83%	Under
Expense	\$ -	\$ -	\$ -	\$ -	-	
Fund 408 Sewer Connection Fees						
Revenue	\$ 125,650	\$ -	\$ 125,650	\$ 26,167	20.83%	Under
Expense	\$ -	\$ -	\$ -	\$ -	-	
Fund 409 Cobb Road Wastewater Capacity Fund						
Revenue	\$ 17,000	\$ -	\$ 17,000	\$ 9,390	55.24%	Over
Expense	\$ -	\$ -	\$ -	\$ -	-	
Fund 501 – Fleet Maintenance Division						
Revenue	\$ 95,059	\$ -	\$ 95,059	\$ 47,682	50.16%	
Expense	\$ 95,020	\$ -	\$ 95,020	\$ 41,275	43.44%	Under

	Adopted Budget	Amendments	Revised Budget	Actual	% used	Under/Over
Fund 502 – Vehicle Replacement Fund						
Revenue	\$ 301,476	\$ -	\$ 301,476	\$ 149,992	49.75%	
Expense	\$ -	\$ -	\$ -	\$ -	0.00%	
Fund 503 – Equipment Replacement Fund						
Revenue	\$ 10,012	\$ -	\$ 10,012	\$ 5,009	50.03%	Under
Expense	\$ -	\$ -	\$ -	\$ -	0.00%	
Fund 603 – Butterweck Trust						
Revenue	\$ 23	\$ -	\$ 23	\$ 18	78.26%	Over
Expense	\$ -	\$ -	\$ -	\$ -	-	
Fund 605 – Cemetery Perpetual Care						
Revenue	\$ 889	\$ -	\$ 889	\$ 668	75.14%	Over
Expense	\$ -	\$ -	\$ -	\$ -	-	
Fund 609 – Employee HRA Funding						
Revenue	\$ 62,001	\$ -	\$ 62,001	\$ 31,000	50.00%	
Expense	\$ 59,000	\$ -	\$ 59,000	\$ 31,386	53.20%	Over
Fund 610 – Employee Health/Medical Insurance Funding						
Revenue	\$ 906,972	\$ -	\$ 906,972	\$ 435,257	47.99%	Under
Expense	\$ 900,000	\$ -	\$ 900,000	\$ 315,093	35.01%	Under
Fund 615 – Community Redevelopment Agency						
Revenue	\$ 84,782	\$ -	\$ 84,782	\$ 74,320	87.66%	Over
Expense	\$ 384,420	\$ -	\$ 384,420	\$ 45,587	11.86%	Under