

City Manager's Quarterly Report

FY21 SECOND QUARTER

City of Brooksville



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City Manager's Office

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 first 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.

Please note, due to the staffing transition the City Manager's city-wide executive summary will return next quarter.

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 Special Projects Coordinator, the City Manager's Office oversees Human Resources, Information Technology and the City Clerk's Office which encompasses the Cemetery. Currently the position of Economic Development Specialist is being advertised with hopes of filling this vacancy

before the end of the fiscal year. The City Manager also supervises the Art Gallery operations and contractual staff. The Art Gallery position has been vacant since February of 2021 and is currently posted and anticipating to be filled in the next quarter.

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.

Overview

[Agenda Software Training](#)

This quarter, new employees were trained on the agenda software system that went into effect last quarter in an effort to go "paperless" for the agenda packets, thereby being better stewards of taxpayers' money.

[New Deputy City Clerk hired](#)

In this quarter, on January 6, 2021, Lisa Morris, was hired as Deputy City Clerk. She is a Certified Municipal Clerk with extensive education in records management. In the short time she has been here, she has been invaluable. During next quarter, she will begin a records inventory and will be indexing or scheduling for destruction records as appropriate.

Cemetery Rules, Regulations and Guidelines

During this quarter, the Cemetery Advisory Committee met twice to review rules, regulations and guidelines 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, staff put forth 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. Staff has received the task order and has met with the engineering company. The task order will be fine-tuned and will be presented to City Council in the next quarter.

Council Chambers Upgrade

The goal to develop plans through an architect to upgrade the Council Chambers to include enlarging the room, outfitting it for an EOC and make improvements to the audio, visual and presentation portion of the meetings did not come to fruition. The City had submitted the upgrade for legislative funding but, during this quarter, received word that it was denied. Therefore, this project will need to be readdressed.

During the next quarter, a modified upgrade project will get underway with the I.T. Division for new monitors and options for a new dais with technological updates.

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

- Develop Task Order for developing the unplatted northern area of the cemetery for future expansion to include amenities, irrigation and roadways – Initiated.
- Develop solicitation for architect or general contractor to reconstruct dais using the footprint already existing – Initiated.
- 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.

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- 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 \$31,475.00. During this time, we sold 61 spaces and held 38 funerals/internments that were full size and of those 10 were cremations and 1 infant burial.

A new volunteer began in February of this year, a high school student who is doing a project for school and they contributed a total of 7 hours over the quarter. Kathleen Hudak, our longtime volunteer contributed 160 hours and Cemetery Advisory Board member, Ron Lawson, contributed 8 hours. The inmates and supervisor contributed 2.50 hours of work out at the Olive Street Cemetery during the month of March. The grand total of 177.50 hours of Volunteer timed throughout this second quarter was greatly needed and much appreciated. The Cemetery staff grew by one with the hiring of the new Caretaker, retired Army Veteran, Jeff Waters. Mr. Waters has been invaluable in getting caught up on mowing, leaf blowing, raking and tree trimming allowing the Cemetery Sexton time to get to other things that have been put on hold.

Staff is working towards a new “Garden of Innocence” by converting the old nursery into the donated land to families in need for their departed little ones. Staff is also looking into expanding the east side of the existing Special Cremains section since there are only 14 gravesites remaining.

During this quarter, the Cemetery Advisory Board met to recommend approval of a new Rules, Regulations and Guidelines, which will go to City Council for consideration in the following quarter.

Fiscal year 2021 has a number of new projects planned for the Cemetery and we look forward to getting some of these completed.

Human Resources

In the 2nd Quarter of FY21, the Employee Headcount averaged eighty-five (94) Full Time and one (1) Part time employee(s) throughout the period. During that time frame, five (12) new Regular Full-Time Employees were onboarded. They consisted of:

- (6) New Hires in the Utilities Department
- (1) Cemetery Attendant
- (1) Building Inspector
- (1) Code Enforcement Officer

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- (1) New Hire in Parks Department
 - (1) New Deputy City Clerk
 - (1) New Hire Dept. of Public Works

The turnover rate averaged 3.19% throughout the 2nd Quarter of FY21. A total of (3) resignations took place; all voluntary.

The vacancy rate averaged four (4) open positions throughout the Quarter with an average time to fill of 90 days.

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

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- 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.
 - Research, evaluate cost and efficiency of a cloud-based GIS service for the city's mapping needs.
 - 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 implemented a new technology support ticketing system which continues to scale in providing network information and support to staff.

The Department transitioned its virus/malware protection from Vipre to SOPHOS providing the city's network infrastructure overall w/ real-time virus, malware and ransomware protection utilizing AI (systems learning) technologies.

The Department deployed new monitors enhancing either size and/or dual monitors for staff providing more efficiency for day to day to work as well bringing the city's monitors under one make making the monitors compatible w/ the new computers to be deployed.





Community Development Department

Chris Anderson, 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.

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. The most recent Downtown Beautification project was initiated when the CRA/City Council approved Task Order No. 3 for the downtown Water Tower Site Improvement Project to move forward with preparation of design plans and construction of improvements that provide for pedestrian/bike accommodations on the property. Project plans were completed and option items (bike fix-it station, message boards, picnic tables, bike racks and water station) were presented to and approved by the GNT Advisory Committee and the CRA. This project was completed in January 2019.
- ❖ 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.

- ❖ 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
- ❖ Catholic Charities: Completed Catholic Charities rezoning for a multi-family PDP on Broad Street for 12 efficiency apartment units. One annexation request and an accompanying comprehensive plan amendment was submitted for property located at the southwest corner of the intersection of Jefferson and Emerson. The owner's intent is to develop the property with a Recreational Vehicle park.
- ❖ Taco Bell: Reviewed site plans for a proposed Taco Bell located at the southwest corner of the intersection of Broad Street and Wiscon Road. The developer petitioned to remove specimen trees from the site. City Council approved the request. In process of reviewing a proposal to develop property at Old Hospital Drive between Broad and Jefferson. The proposed development is for a convenience store with gas pumps. The Milk A Way farms rezoning review continues.
- ❖ One annexation request and an accompanying comprehensive plan amendment was submitted for property located at the southwest corner of the intersection of Jefferson and Emerson. The owner's intent is to develop the property with a Recreational Vehicle park. The annexation and Comprehensive Plan amendment was approved by City Council.
- ❖ Multi-Family development at Candlelight Blvd and SR 50: Reviewed site plans for a proposed senior affordable housing apartment complex located at the southwest corner of the intersection of Candlelight Blvd and SR 50. The developer petitioned to remove specimen trees from the site. City Council approved the request. Met with engineer and owner of Southern Pines Condominium PDP. Owner is proposing to convert condominium units approved to single family detached dwellings. Fielded questions regarding numerous vacant residential lots throughout the City. Completed draft of Zoning Procedures manual and updated all zoning-related application packages. Held workshop 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 Permit Technician was hired as a City of Brooksville employee and promoted to full-time Building Inspector. We have internally promoted a COB employee to full-time Permit Technician.

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.
- Our 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

FY 2020-2021 (Thru 12/31/2020)

Residential Permits – 10

Commercial Permits – 66

Misc. Permits – 130

Certificate of Occupancy for Residential, SFR & Mobile Homes – 12

Certificate of Use Commercial – 11

FY 2020-2021 (Thru 03/31/2021)

Residential Permits – 79

Commercial Permits – 49

Misc. Permits – 0

Certificate of Occupancy for Residential, SFR & Mobile Homes – 1

Certificate of Occupancy Commercial – 10

Building Review, Land Use and Code Enforcement Activities

CATEGORY	2 nd Quarter 01/01/21 – 03/31/21	Fiscal Year to Date 10/01/20–03/31/21	1 st Quarter 10/01/20–12/31/20
Building/Development Reviews	177	183	6
Zoning Research Responses	412	795	383
Comprehensive Plan Amendments	1	1	0
Annexations	1	1	0
Code Enforcement Violations	55	81	26

Building Division Revenues

CATEGORY	2 nd Quarter 01/01/21 – 03/31/21	Fiscal Year to Date 10/01/20–03/31/21	1 st Quarter 10/01/20–12/31/20
Total Bldg. Collected	\$61,986.70	\$120,661.69	\$58,674.99
Impact Fees	\$10,353.00	\$46,226.80	\$35,873.80
Radon	\$736.30	\$1,335.20	\$598.90
DPR	\$855.98	\$1,620.88	\$764.90
Total Collected	\$73,931.98	\$169,844.57	\$95,912.59

Building Division Permits

PERMIT VALUATIONS	2 nd Quarter 01/01/21 – 03/31/21	Fiscal Year to Date 10/01/20–03/31/21	1 st Quarter 10/01/20–12/31/20
Total Residential	2,838,414.03	6,306,225.16	3,467,811.13
Total Commercial	32,471,554.29	33,441,050.96	969,496.67
Demolition	19,670.00	19,670.00	0
Total Value	35,329,638.32	39,766,946.12	4,437,307.80
PERMITS ISSUED			
Total Residential	161	171	10
Total Commercial	204	270	66
Total Demolition	4	4	0
Total Misc. Permits	0	130	130
TOTAL PERMITS	369	575	206

Building Inspections

INSPECTIONS	2 nd Quarter 01/01/21 – 03/31/21	Fiscal Year to Date 10/01/20–03/31/21	1 st Quarter 10/01/20–12/31/20
Building	196	476	280
Red Tags	15	29	14
Plumbing	40	88	48
Red Tags	3	6	3
Electrical	57	129	72
Red Tags	2	11	9
Mechanical	121	190	69
Red Tags	6	16	10
LP Gas	11	29	18
Red Tags	3	3	0
Total Inspections	425	912	487
Total Red Tags	29	65	36

New Businesses

New Businesses (Certificate of Occupancy)	Address
(Certificate of Occupancy)	
D&D Casual Boutique	20120 Cortez Blvd
Timothy Plumadore LLC (Real Estate)	7 S Brooksville Ave
Herbalife Nutrition Shakes	202 S Broad St
Freedom Tattoo Parlor	120 N Broad St, STE 100
T&L Used Appliances	635 W Fort Dade Ave
Seeds of Hope – Discount Grocery	955 Howell Ave
Chop Top Salon	821 S Broad St
Mesmerized Tattoo Studio	719 Benton Ave
Krazy Hair Salon	19213 Cortez Blvd
Treiman House – Bed & Breakfast	133 S Brooksville Ave





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 Finance Department began field work on the audit for FY 19/20. The department processed solicitations for bids for Jerome Brown Parking Lot Repairs and Repaving, Stormwater Utility Consulting Services, Tom Varn Park Stadium Roof Repair and Replacement, the East Avenue Drainage Project. The Finance Department also closed on a loan for the Mini-Pumper through Truist Bank in the amount of \$310,877.

In addition, the City of Brooksville Fire Department successfully secured production of a Mini-Pumper with Rosenbauer. The City Council agreed in the best interest of the City, Finance would solicit a financial loan for the vehicle. Finance closed on March 8, 2021 with Truist Bank for a loan in the amount of \$310,877.

Quarterly Goals and Objectives

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

- ◆ Completion and approval of an updated Procurement Policy Manual – Ongoing
- ◆ Monthly financials to the Departments and City Council – Ongoing
- ◆ Additional software training for staff – No Activity
- ◆ Completion of a Finance Department Procedures Manual – No Activity
- ◆ 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 began field work on the audit for FY 19/20. The field work includes providing them with the requested information and preparing financial schedules for general ledger analysis. The City received three sealed bids for the Jerome Brown Parking Lot Repairs and Replacement Project. A vendor will be selected and awarded a contract in April 2021. The solicitation to bid for the Storm Water Utility Consulting Services, Tom Varn Park Stadium Roof Repair and Replacement, and the East Avenue Drainage Projects will close in April 2021.

Personnel

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

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

Financials

City of Brooksville					
Preliminary Income and Expense Summary					
As of December 31, 2020					
<u>Account Code</u>	<u>Account Title</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Remaining Budget Amount</u>	<u>% Used</u>
001	General Government				
Rev	Revenue	6,902,923.00	4,429,012.15	2,463,698.89	64.16%
Exp	Expenses	7,579,762.21	3,343,866.61	4,235,895.60	44.11%
104	Police Special Education Fund				
Rev	Revenue	0.00	2,492.71	(2,492.71)	100.00%
107	Transportation Capital - Local Option Gas Tax 1-5				
Rev	Revenue	154,776.00	68,102.03	86,673.97	44.00%
108	Local Option Gas Tax				
Rev	Revenue	1,732,637.00	908,341.42	824,295.58	52.42%
Exp	Expenses	2,519,211.06	1,018,307.91	1,500,903.15	40.42%
110	Road Impact Fees Trust				
Rev	Revenue	16,345.00	(1,137.45)	17,482.45	(6.95)%
Exp	Expenses	1,245,223.00	0.00	1,245,223.00	0.00%

112	Law Enforcement Impact Fees				
Rev	Revenue	895.00	1,120.58	(225.58)	125.20%
113	Public Bldg Impact Fees				
Rev	Revenue	4,960.00	6,080.75	(1,120.75)	122.59%
114	Fire Impact Fees				
Rev	Revenue	2,450.00	2,817.19	(367.19)	114.98%
115	Parks Impact Fees				
Rev	Revenue	4,310.00	5,357.54	(1,047.54)	124.30%
121	FDLE CESF				
Rev	Revenue	0.00	48,037.98	(48,037.98)	100.00%
Exp	Expenses	0.00	7,126.82	(7,126.82)	100.00%
128	Traffic Camera				
Rev	Revenue	0.00	1,649.39	(1,649.39)	100.00%
135	Hernando CARES				
Rev	Revenue	0.00	14,899.68	(14,899.68)	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	9,853.30	7,146.70	57.96%
Exp	Expenses	16,800.00	10,610.13	6,189.87	63.15%
143	Fire Department				
Rev	Revenue	1,958,000.00	1,405,352.36	552,647.64	71.77%
Exp	Expenses	1,957,999.64	1,065,008.43	892,991.21	54.39%
144	Brownfields Assessment Grant				
Rev	Revenue	221,250.00	58,140.00	163,110.00	26.27%
Exp	Expenses	221,250.00	84,399.00	136,851.00	38.14%
201	Capital Improvement Rev Bond 2006				
Rev	Revenue	12,950.00	7,554.19	5,395.81	58.33%
Exp	Expenses	12,950.00	0.00	12,950.00	0.00%
202	Capital Improvement Revenue Note 2011				
Rev	Revenue	303,780.00	177,205.00	126,575.00	58.33%
Exp	Expenses	303,780.00	151,889.90	151,890.10	49.99%
203	Capital Improvement Revenue Loan 2016				
Rev	Revenue	7,563.00	4,411.75	3,151.25	58.33%
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	25,364.16	9,685.84	72.36%
Exp	Expenses	35,000.00	20,416.69	14,583.31	58.33%
311	2011 Capital Improvement Revenue Note-Loan 2011				
Rev	Revenue	303,780.00	177,205.00	126,575.00	58.33%
Exp	Expenses	303,780.00	177,205.00	126,575.00	58.33%
314	Fire Truck-Engine 61-2016 USDA Loan				
Rev	Revenue	10,319.00	4,411.75	5,907.25	42.75%
Exp	Expenses	7,563.00	4,411.75	3,151.25	58.33%
401	Water & Wastewater Operations				
Rev	Revenue	5,395,733.00	2,215,947.53	3,179,785.47	41.06%
Exp	Expenses	4,406,734.67	2,216,437.19	2,190,297.48	50.29%
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	726,131.55	905,868.45	44.49%
Exp	Expenses	1,491,944.27	749,377.38	742,566.89	50.22%
405	Utilities R&R				
Rev	Revenue	10,000.00	395.59	9,604.41	3.95%
Exp	Expenses	10,000.00	5,833.31	4,166.69	58.33%
406	Utilities Bond & Loan Fund				
Rev	Revenue	874,755.00	507,544.91	367,210.09	58.02%
Exp	Expenses	166,122.00	7,015.32	159,106.68	4.22%
407	Water Connection Fees				
408	Sewer Connection Fees				
Rev	Revenue	20,600.00	1,764.10	18,835.90	8.56%
409	Cobb Road Wastewater Capacity Fund				
Rev	Revenue	25,000.00	1,697.61	23,302.39	6.79%
Exp	Expenses	0.00	3,156.44	(3,156.44)	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	74,054.57	52,890.43	58.33%
Exp	Expenses	128,471.37	61,928.75	66,542.62	48.20%
502	Vehicle Replacement (IS)				
Rev	Revenue	259,736.00	147,757.55	111,978.45	56.88%
503	Equipment Replacement (IS)				
Rev	Revenue	10,035.00	5,834.49	4,200.51	58.14%
602	Payroll Account				
Rev	Revenue	0.00	(445.10)	445.10	100.00%
603	Butterweck Bond Fund				
Rev	Revenue	20.00	2.11	17.89	10.55%
605	Cemetery Perpetual Care Fund				
Rev	Revenue	10,900.00	5,912.70	4,987.30	54.24%
609	HRA Funding Account				
Rev	Revenue	50,000.00	30,625.07	19,374.93	61.25%
Exp	Expenses	48,000.00	8,645.73	39,354.27	18.01%
610	Employee Health Insurance				
Rev	Revenue	700,300.00	412,820.55	287,479.45	58.94%
Exp	Expenses	750,000.00	396,039.11	353,960.89	52.80%
615	Community Redevelopment Agency				
Rev	Revenue	83,600.00	110,293.67	(26,693.67)	131.93%
Exp	Expenses	<u>78,850.00</u>	<u>20,555.00</u>	<u>58,295.00</u>	<u>26.06%</u>

Accounts Payable and Payroll Processing			
	Actual 2021	Budget 2021	YTD Total 2021
Purchase Requisitions Approved	31	150	139
Accounts Payable Checks/Vouchers Processed	477	2,000	931
Accounts Payable Dollar Amount Processed	\$2,422,882	\$10,000,000	\$4,399,781
Payroll Checks Processed/Vouchers	632	2,600	1105
Number of Findings from External Audit	0	0	0





Fire Department

Ron Snowberger, 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

Fire Department employee participants received the first and second doses of the COVID Vaccine. Our safety committee met to work on revisions and updates to the department safety manual. BFD replaced the outdated and failing breathing air compressor with a new one that will fill the SCBA cylinders used by firefighters to enter environments that are considered an immediate danger to life and health (IDLH). Required annual maintenance was completed on all of our SCBA air packs to include facemask fit testing of our personnel. BFD performed the

annual tower Ladder preventative maintenance and scheduled both the annual ladder and hose testing to be completed. Department officers finalized design specifications for the new pumper apparatus being acquired. The Department conducted training on several topics including but not limited to; EMS respiratory emergencies, airway management, fire hose deployment, and ground ladder operations. Operations crews returned to performing pre-fire planning, fire hydrant flow calculations and maintenance projects. The Fire inspector attended the following training courses at the Florida Fire College, latent investigation, arson investigation, and legal issues of investigations, all targeted towards earning State certification to conduct proper fire investigations. Our emergency incident reporting system was enhanced to provide better on scene refusals of treatment and patient care reporting. The Department and staff officers worked on completing the revision and update of the City Comprehensive Emergency Management Plan designed to provide direction and guidance for City officials and staff during comprehensive emergencies like hurricanes and other disasters.

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	6
Correction Notice Issued	19
Passed	99
Passed with Comments	2
Pending	5
Second Correction Notice	5
Third Correction Notice - Referred to City Attorney	1
Total of Inspections Completed in Date Range:	137



TRAINING HOURS 2ND QUARTER	
Fire	721
EMS	254
Safety	98
Fitness	19
Hazardous Materials	26
Leadership / Administration	271
Total	1389

SECOND QUARTER BUILDING FIRES FRACTILE RESPONSE TIME - DEPARTMENT GOAL IS 90%		
Major Incident Type	# Incidents	% of Total
Fires	17	2.01%
Overpressure rupture, explosion, overheating - no fire	2	0.24%
Rescue & Emergency Medical Service	665	78.7%
Hazardous Condition (No Fire)	6	0.71%
Service Call	90	10.65%
Good Intent Call	46	5.44%
False Alarm & False Call	14	1.66%
Special Incident Type	5	0.59%



Battling a car fire at the courthouse parking lot.



YMCA Fun Day



Parks & Recreation

Angie Whisnant, 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 trimmed and/or, removed several trees throughout the City, to include the Quarry, Good Neighbor Trail, City Hall, the City's parks, and US 41 and Jefferson Ave in front of Tom Varn Park. The disc golf course was cleaned-up, prepped and readied, to include mowing, edging, trimming and weeding for a Disc Golf Tournament that was held during this quarter as well as Tom Varn Park was prepped for the Sportsman's Expo and the youth fields readied for the Leopard Slam. Major leaf clean-up and removal occurred at Tom Varn Park, City Hall and the Quarry. The Stadium fencing and netting was repaired and painted along with the netting repaired at the tennis and basketball courts. Mulch, sand and dirt fill was added where needed and sprinkler/irrigation repairs and supplies ordered for the upcoming season. The Pavilion #2 storage shed was cleaned out and organized along with the pump well-house, other work areas, maintenance office and the P&R vehicles cleaned out in anticipation of the start of new employees. General maintenance, upkeep and inventory of small tool; necessary tool and mower shade top purchases were made for the upcoming summer season.

In the 2nd quarter, the Parks & Recreation Department held a Light Up The Night Dedication ceremony for our new Musco Lighting Project (Adult Fields).

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: Install new athletic field lights on adult softball fields ~ Complete

Objective b: RFP for stadium roof ~ Complete

Objective c: Task order approved for non-destructive testing on stadium decking ~ Complete

Goal 2: Encourage Volunteerism ~ Ongoing

Objective: Adopt-A-Spot Program ~ Complete

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

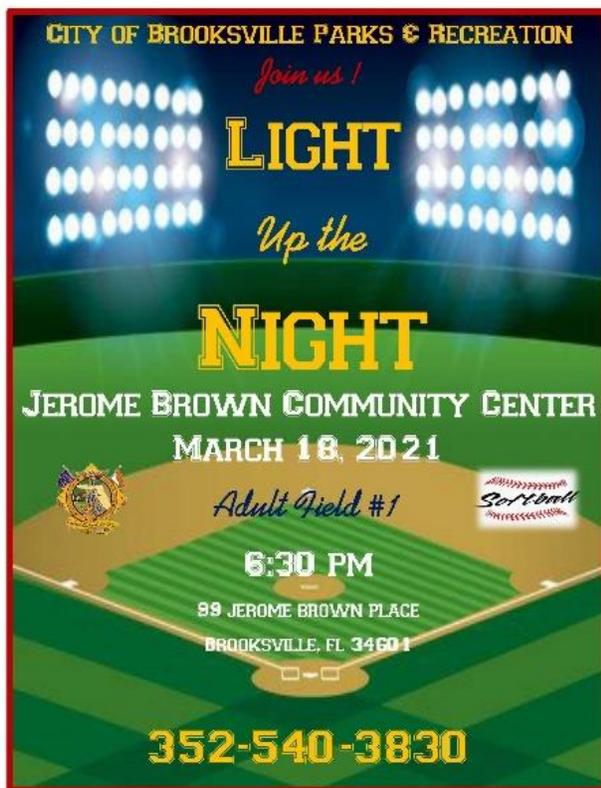
Objective a: Partnership with United Way – free tax service ~ Complete

Personnel

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

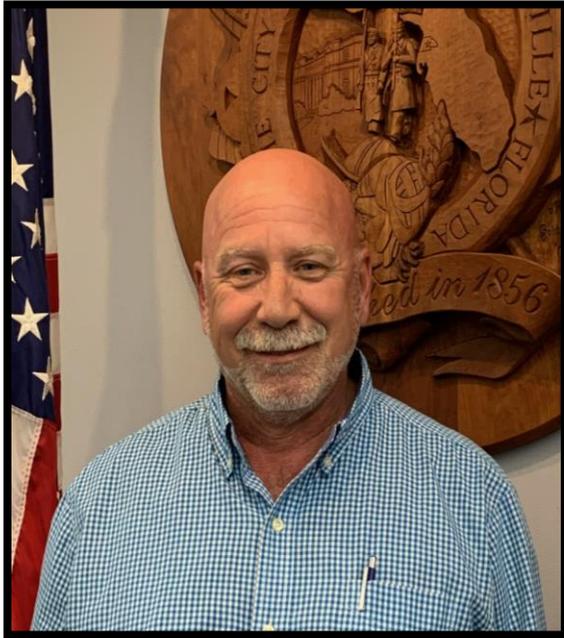
# of Authorized positions	Full-time		Part-time	
	Filled	Open	Filled	Open
6	5	0	0	1

The Parks & Recreation Department has been authorized 6 positions, 5 full-time and 1 part-time. The department has not had any changes in personnel during this quarter.



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, 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 first quarter DPW began work on several special projects. Among these are included the Completion of the FY 19-20 CIP road projects, the initiation of the Stormwater Utility Solicitation. In February the FY 19-20 CIP Road Projects were completed on time and underbudget by Goodwin Brothers Construction. The Stormwater Utility Solicitation was received from Applied Sciences during this quarter and the solicitation was received and we went out for bid on the Stormwater Utility program.

The new iWorQs work order system has been implemented and Staff has been fully trained on the use of the new system. Public Works and Municipal Utilities are utilizing this new system.

Several special event road closures were set up during the second quarter. All of these street closers were related to events conducted by Main Street and were for the closer of Main St. from Jefferson St. to Broad St.

Quarterly Goals and Objectives

- Timely completion of all work orders – Ongoing.

Department	Work Orders Issued	Work Orders Closed/Complete
Streets & Drainage	13	13
Fleet	155	154
Facilities	35	35

- 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 - Completed

Personnel

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

# of Authorized positions	Full-time		Part-time	
	Filled	Open	Filled	Open
15	14	1	0	0

During the second quarter several changes were made with regards to staffing and personnel. Tracy Gerth was promoted from Warehouse supervisor to the position of Streets and Traffic Supervisor. Allie Boatwright was promoted from the position of Maintenance Tech I to Inventory Control Specialist. Bobby Desousa transferred from Municipal Utilities to Public Works and was promoted to the position of Equipment Operator I. DPW currently has one vacant position.

Next Quarter:





Utilities

Jeremy Burgess, 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 second 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	29	4	0	0

The Utility Department has been authorized 33 full-time positions. During this quarter we obtained two new Administrative Specialists, replaced one that transferred to Community Development. We obtained two Utilities Specialist and a Water/Waste Water Operations Trainee.

Water Production Summary

	2021	2020
Location	Totals to Date (MG)	Totals (MG)
Hope Hill Well Field	47.48	29.334
Lamar Ave. Well Field	25.532	43.688
Hillside Court	41.081	44.643
Total Monthly Prod. (MG)	114.093	117.624
Average Daily Prod. (MG)	1.226	1.289

* Water production in the 2nd qtr. of 2021 is slightly lower, with an avg of 1.226 million gallons per day, compared to last year's 2nd qtr. production of 1.289 million gallons per day.

Locates by Month:

- ◆ January – 11
- ◆ February – 19
- ◆ March – 27

Wastewater Treated Summary

	2021	2020
Location	Totals to Date (MG)	Totals (MG)
Will Smith Water Reclamation Facility	80.793	75.025
Southern Hills (Distributed)	29.953	19.241
CEMEX (Distributed)	40.354	61.889
Average Daily Prod. (MG)	.868	.833

**Wastewater treated in the 2nd quarter of FY 2021 was slightly greater than this time last year, with a greater average of 0.868 million gallons per day, compared to 0.833 last year. Reuse water sent to Southern Hills for irrigation in the 2nd quarter was 29.953 million gallons, approximately 10.712 million gallons more than last year.*

Sanitation Division Summary

- Commercial and Residential Solid Waste:
 - Approx. 1481 tons of commercial solid waste was collected and transported to the Heart of Florida Landfill in Panasoffkee for disposal. This is the equivalent of 107 pounds per day per customer for each commercial account. Total tipping fees, in the amount of \$42,906 were charged for disposal.
 - An estimated 851 tons of residential solid waste was collected and delivered to the Hernando County Northwest Landfill. This is the equivalent of 12 pounds of waste per day per residential customer. Tipping fees are not charged for the disposal of residential wastes.
- Yard Debris and Recyclables:
 - Approx. 597 tons of yard and construction debris were collected from residential customers. This is the equivalent of 9 pounds of waste per day per residential customer.
 - An estimated 18 tons of recyclables were collected. This is equivalent to 24 pounds per participate. The City had an average of 252 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.

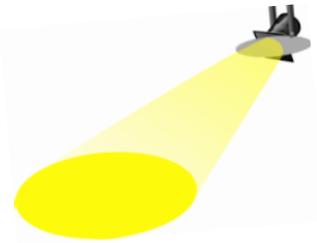
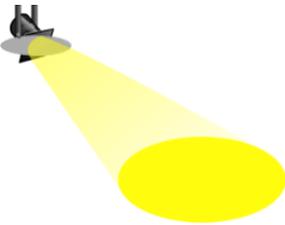
Included in the City's permitting requirements under the National Pollutant Discharge Elimination System (NPDES), is a street sweeping program that contributes to the protection and conservation of our drinking water supply.

Below is the 2nd quarter data collected, and also shown for comparison is the 2020 data collected.

NPDES - STREET SWEEPING PROGRAM			
2021 Fiscal Year (Jan. to Mar.)			
Total Miles Traveled	Average Miles Per Month	Total Cubic Yards Collected	Average Cubic Yards Collected Per Month
146	74	107	53.5

NPDES - STREET SWEEPING PROGRAM			
2020 Fiscal Year (Jan. to Mar.)			
Total Miles Traveled	Average Miles Per Month	Total Cubic Yards Collected	Average Cubic Yards Collected Per Month
757	252	183	61

EMPLOYEE SPOTLIGHT
FISCAL YEAR 2021
SECOND QUARTER
LISA MORRIS



Position: Deputy City Clerk

Length of Employment: Four Months

What's your favoredited thing about the City of Brooksville? Everyone I work with is nice and stable.

What are some of your hobbies? Reading, having fun with my kid, painting, watching true crime shows, and playing with my fur babies, Ziggy, Zelda, Luna and Max.

Who is your role model and why? I cannot say that I have a role model. I have people who inspire me. People who inspire me are: My mom, Carol, because she taught me, I can achieve anything I set my mind to accomplish as well as always being supportive of me. My children (Ericka, JR, Zoey, Anthony, Hunter, Jakob, and Samron) because they inspire me to keep improving myself for them. They make me want to be the best me I can be. My grandma, Leona Gore, taught me to be caring and the importance of family. And finally, the fictional character, Deadpool, inspires me to be me, to have a sense of humor, to be who I am, and do things for the right reason.