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## Personnel

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

Number of Authorized Positions	Full-time Filled	Full-time Open
3		0

The Human Resource Department has been authorized 3 full-time positions. The department has not had any changes in personnel during this quarter.

## Community Development Department

*Jessica Kowal, Community Development Director*

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

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

### Quarterly Goals and Objectives

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

- ❖ Our efforts also continue within the CDD Planning and Zoning Division facilitating and guiding COB development through 2022, and has worked to efficiently review and process permits, administration of the Planning and Zoning Codes, and effectively conduct significant planning projects.
- ❖ Continued efforts in the Downtown area to improve the physical (Capital projects) and economic wellbeing of the CRA District
- ❖ Presentation of revisions to the CRA Community Property Improvement Matching Grant – (Application last revised 2009). Program designed to facilitate reinvestment in the Downtown area by providing matching grant to property/business owners in the Brooksville Downtown
- ❖ Explore the revision to the CRA Redevelopment Plan (last revised in 2013);
- ❖ Continue coordination with Brooksville Main Street, Chamber of Commerce, local business organizations and individuals;
- ❖ Create the Downtown Zoning Classification – mesh all current zoning classifications in the CRA District into a single zoning district;
- ❖ Work with the Chamber, Hernando County, Community Colleges and Hernando County Economic Development to create – a Business Attraction, Retention Plan;
- ❖ Work with City Manager to produce Strategic Plans for City Council, Planning and Zoning Commission, Work with the Chamber, Hernando County, Community Colleges and economic to create – a Business Attraction, Retention Plan.
- ❖ Work with City Manager and Hernando County to produce a “Joint Planning Agreement” [2<sup>nd</sup> and 3<sup>rd</sup> Qtrs. 2022].
- ❖ Move the “Local Planning Agency” jurisdiction from City Council to the Planning and Zoning Commission—[1<sup>st</sup> Qtr. 2022].

## Special Projects

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

- ❖ Downtown Beautiful – Ongoing beautification improvements to various sites around the downtown area to include such items as pergolas, public seating areas, bicycle parking, information kiosks, enhancement of retaining walls, shaded areas, landscaping and many other improvements. The most recent Downtown Beautification project was initiated when the CRA/City Council approved Task Order No. 3 for the downtown Water Tower Site Improvement Project.
- ❖ Community Redevelopment Agency – Property Improvement Grants  
The Community Development Department continues to process CRA property improvement grants, which (since 2009) includes 45 applications and over \$194,000.00, in grant funds approved and committed, with over five times that amount in private investment by the applicants for their improvement projects. Additionally, staff is exploring changes in the application forms and process for accessing the Improvement Grants to facilitate both new and rehabilitation projects within the District.
- ❖ EPA Brownfields Assessment Grant – In 2012, the City received a three-year, \$400,000 community-wide EPA Brownfields Assessment Grant. The grant term is from October 1, 2019 to September 30, 2022, COB is currently on track to complete EPA Brownfields Grant early.

- ❖ Good Neighbor Trail extension and the C2C Connector Project: The Community Development Department remains actively involved in all aspects of the Good Neighbor Trail project. Design, engineering and construction for the GNT extension project that connects the GNT in the City of Brooksville through to the Withlacoochee State Trail was officially completed as of October 9, 2018, and a Ribbon Cutting Ceremony was held on November 14, 2018. A study has been completed for a preferred route for the C2C connector project that will connect the GNT from the existing trailhead through downtown to the Suncoast Trail at SR 50. That preferred route was submitted to the MPO in September 2017, and forwarded to FDOT for consideration
- ❖ City Council voted to reconsider the Milk-A-Way Farm rezoning. The city will hear the petition in April 2022.
- ❖ Preparations are underway to initiate a Pedestrian Safety Program throughout the District. The objective here is to put in place measures that will alert the traveling public that the District is heavily populated by pedestrians and that drivers need to be on high alert. Possible measures include but are not limited to; restriping crosswalks, placement of “Stop for Pedestrian” signage in crosswalks; possible seed reduction zones, et al.
- ❖ Amendments to the current City Building Codes are being prepared to align them with the changes in the Florida State Building Codes as specified by the Florida State Building Commission. Revisions Adopted by Ord .935;
- ❖ Adoption of International Property Maintenance Code (IPMC) – Ord. 936;
- ❖ Solidified the functions of the Community Development Department’s staff (work in progress) – encourage staff to take advantage of all professional training, initiated weekly staff meetings, worked to create professional working conditions, creating clear working goals and understanding of assignments and cross training in job functions.
- ❖ A CRA Board Meeting will be scheduled for January 24 ,2022—General discussion items are as follows:
  - Presentation by City/CRA staff– preparation of Small Cities CDBG Grant application - Grant amount of \$650,000 to leverage the CRA TIF funds – continuation of the Commercial revitalization of Downtown.
  - Submission of CRA budget amendments to accommodate the leveraging of CDBG Grant funds.

## Personnel

The department’s personnel status is as follows:

Number of Authorized Positions	Full-time Filled	Full-time Open
8	8	

The Community Development Department has been authorized 8 full-time positions. A new Director will begin in April.

# Building Division

## New Businesses

New Businesses (Certificate of Occupancy)	Address
Debra Waldron dba Pampered Paws Salon	636 W. Jefferson St.
Merit Hill Capital dba Extra Space Management, Inc.	
Debbi Hill dba Captain Ds LLC	849 S. Broad St.
No Tension Trust Pension dba Salon on Broad	
Kids Cent ONC	329 W. Jefferson St.
Acupuncture Office	
Massage and Facial Practice	20148 Cortez Blvd.
Real Estate Office	
Salon/Tattoo Shop	719 Benton Ave.
Hawkeye Partners II, LLC	
Richard M. Smith, Brewery	291 E. Jefferson St.
Medical Office	
Mobile Home Community	925 Ponce De Leon Blvd.
Laura Westfall dba Laura's Southern Charm Salon	
Jessica McDaniel dba MAC Senior Benefits	819 S. Broad St.

## Building Inspections

BUILDING INSPECTIONS	2 <sup>nd</sup> Quarter 01/01/22 – 03/31/22	Fiscal Year to Date 10/01/21 – 03/31/21	2 <sup>nd</sup> Quarter 01/01/21 – 03/31/21
Building	298	667	369
<b>Red Tags</b>	<b>80</b>	<b>132</b>	<b>52</b>
Plumbing	90	174	84
<b>Red Tags</b>	<b>15</b>	<b>31</b>	<b>16</b>
Electrical	94	182	88
<b>Red Tags</b>	<b>21</b>	<b>38</b>	<b>17</b>
Mechanical	68	136	68
<b>Red Tags</b>	<b>18</b>	<b>29</b>	<b>11</b>
LP Gas	12	24	12
<b>Red Tags</b>	<b>1</b>	<b>3</b>	<b>2</b>
<b>TOTAL INSPECTIONS</b>	<b>562</b>	<b>1183</b>	<b>621</b>
<b>TOTAL RED TAGS</b>	<b>135</b>	<b>233</b>	<b>98</b>

## Building Review, Land Use and Code Enforcement Activities

Building/Development Reviews	318	587	269
Zoning Research Responses	56	101	45
Comprehensive Plan Amendments	0	0	0
Annexations			
Code Enforcement Violations	50	105	55

## Building Division Revenues

Total Bldg. Collected	\$438,967.23	\$548,680.33	\$109,713.10
Impact Fees	\$242,526.00	\$293,322.94	\$50,796.94
Radon	\$1,761.40	\$2,882.01	\$1,120.61
DPR	\$2,527.20	\$3,897.86	\$1,370.66
<b>TOTAL COLLECTED</b>	<b>\$685,781.83</b>	<b>\$848,783.14</b>	<b>\$163,001.31</b>

## Building Division Permits

<b>PERMITS ISSUED</b>	<b>2<sup>nd</sup> Quarter 01/01/22 – 03/31/22</b>	<b>Fiscal Year to Date 10/01/21 – 03/31/21</b>	<b>2<sup>nd</sup> Quarter 01/01/21– 03/31/21</b>
Total Residential	214	360	146
Total Commercial	94	191	97
Total Demolition	11	16	5
Total Misc. Permits	9	22	13
<b>TOTAL PERMITS</b>	<b>328</b>	<b>589</b>	<b>261</b>

<b>PERMIT VALUATIONS</b>	<b>2<sup>nd</sup> Quarter 01/01/22 – 03/31/22</b>	<b>Fiscal Year to Date 10/01/21 – 03/31/21</b>	<b>2<sup>nd</sup> Quarter 01/01/21– 03/31/21</b>
Total Residential	14,386,650.94	21,445,953.55	7,059,302.61
Total Commercial	9,747,126.77	11,853,148.13	2,106,021.36
Demolition	44,700.00	53,100.00	8,400.00
	<b>24,178,477.71</b>	<b>33,352,201.68</b>	<b>9,173,723.97</b>

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# Finance Department

*Autumn Sullivan, Finance Director*

The Finance Department provides financial planning, management, and informational services to City Departments to aid in informative financial decision making. The Finance Department is responsible for preparing Financial Statements which comply with legal and contractual requirements and Generally Accepted Accounting Principles (GAAP). The department is also responsible for the preparation and completion of the annual budget and audit.



The principal activities of the Finance 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 processed solicitations for bids for the Lamar Water Plant, East Avenue Drainage, the Road Paving Projects, and processed a Request for Statement of Qualifications (RSQ) for the New Construction of Utilities Facility.

## Quarterly Goals and Objectives

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

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

During this quarter the Finance Department began field work on FY20/21 audit. The department worked closely with the auditing staff and provided all requested documents to complete their report.





























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# Utilities

## *Jeremy Burgess, Utilities Director*

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



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 our permits

## Goals and Objectives

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

### Water Utilities:

- ◆ Lamar drinking water plant to be replaced and updated
- ◆ Utility billing software change-over by June 2022
- ◆ Hydrant valve replacement/revamp (5-6/year)
- ◆ Utility truck replacement
- ◆ Good Neighbor Trail finished by July 2022
- ◆ Replace the old water lines as the Streets are being repaved

### Waste Water Utilities:

- ◆ Standardize all the lift stations & proper preventative maintenance schedules
- ◆ Sewer line rehabilitation
- ◆ Will Smith Plant new oxidation ditch & new anoxic tank
- ◆ Surge tank to be installed by July 2022

- ◆ East Ave. lift station replacement
- ◆ Modify master lift station at Cortez
- ◆ School street pump replacement
- ◆ Reclaim water to Cascades; expected completion by the third quarter, June 2022
- ◆ Lakeside lift station rework; expected completion by the third quarter, June 2022

### Sanitation Utilities:

- ◆ Replacement of dumpsters
- ◆ New garbage truck ordered; expected arrival by the third quarter, June 2022

## Personnel

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

Number of Authorized Positions	Full-time Filled	Full-time Open
34	26	8

The Utility Department has been authorized 34 full-time positions. During this quarter we obtained a new Utilities Specialist I, which replaced one that transferred to Parks. We had two new Front Load Drivers come on board.

### Water Production Summary

	2022	2021
Location	Totals to Date (MG)	Totals (MG)
Hope Hill Well Field	59.592	47.48
Lamar Ave. Well Field	35.968	25.532
Hillside Court	27.658	41.081
Total Monthly Prod. (MG)	129.826	114.093
Average Daily Prod. (MG)	1.442	1.226

\* Water production in the 2<sup>nd</sup> quarter of 2022 is higher, with an average of 1.369 million gallons per day, compared to last year’s production of 1.2 million gallons per day in the same quarter.

Locates by Month:

- ◆ January - 144
- ◆ February - 186
- ◆ March - 174

