

# City Manager's Quarterly Report



## FY22 FOURTH QUARTER

City of Brooksville



### INSIDE THIS ISSUE

Executive Summary	2
City Manager's Office	2
City Clerk	5
Information Technology	8
Community Development	10
Finance	15
Fire & Rescue	20
Human Resources	24
Parks & Recreation	26
Cemetery	27
Public Works	28
Utilities	29

# City Manager's Office

*Ron Snowberger, City Manager*



The City Manager's Office is pleased to present the Quarterly Business Report which is produced for the Brooksville City Council, city residents, businesses and other interested readers. This report contains information of the City's operational and financial activity for the fourth quarter of the fiscal year 2022 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.



***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.***



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.

## Personnel

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

Number of Authorized Positions	Full-time Filled	Full-time Open	Contractual Staff Part-time
6	6	0	1

---

The City Manager's Office oversee the Public Information Officer/Special Projects Coordinator, the City Information Technology and the City Clerk's Office, the Cemetery was moved under Parks and Recreation during this quarter. The City Manager also supervises the Art Gallery operations contractual staff.

## Overview

Hello Brooksville! There are some very great and exciting things happening within the City. As noted in the last quarterly report, the City is progressing on many fronts and the last quarter of this year has proved to be the same.

During the month of July, the City council kicked off the quarter by providing a proclamation recognizing Parks and Recreation Month. Brooksville and its Park properties are proud to be a part of the State of Florida's Recreation and Park system. The City's park properties offer playgrounds, community and enrichment centers, softball fields, walking /running /bike/ skate trails, a dog on leash walking park, basketball, tennis, racquetball, volleyball, horseshoe courts, a softball / baseball batting cage, along with youth and adult recreational programs and events.

A Special Budget Meeting was held July 25<sup>th</sup> to provide a continuation of City General Fund items discussing millage and options on millage, as well as their respective effect on City reserves, during this meeting the City Manager, Finance Director and staff reviewed with the Mayor, City Council, the Enterprise Funds, Special Revenue Funds, trust and Agency funds, Debt Service and Capital Projects.

August started off with a City Council review of final engineering plans for the softball stadium located at Tom Varn Park. The softball stadium has been closed to the public for safety reasons resulting from noted stress cracking and significant maintenance needs. Council has approved the stadium rebuild and renovation and placed the funding in the FY 22/23 budget. At this point staff will be securing a contractor to perform the scope of work and bring a newly updated facility to the park, that will be enjoyed for years to come.

Brooksville also decided to participate in the upcoming Destination Mermaids – The Tail Trail. This involves the creation of twenty-one handcrafted miniature mermaid figurines to be placed around the historic City of Brooksville. These 25 life-sized mermaids that will be on display throughout Hernando County at local businesses and agencies that have agreed to sponsor and display these 80-pound statues, standing 6'8" tall, 32" in diameter, and 54" across. Brooksville will be home to two (2) of these statutes. One was purchased by the City and will reside next to the water fountain at City Hall, and the other one is being graciously donated by a citizen to go next to the new splash pad coming to Tom Varn Park.

City Council provided a letter of support for *Thinking Outside the Car: Hernando's Safe Streets for All* Project. Hernando County's success in securing funding from the U.S. Department of Transportation's Safe Streets for All planning grant program will improve safety for Brooksville's residents, businesses, and visitors. The City of Brooksville is very interested in using the findings from the Safe Streets for All Action Plan to influence local plans to provide for the safe and efficient mobility of pedestrians, bicyclists, vehicles, and all roadway users in Brooksville.

---

In order to assist low income families that may be having difficult financial situations, the City has approved the Low-Income Household Water Assistance program (LIHWAP) in partnership with Mid Florida Community Services, Inc. Through this program, households eligible for the Low-Income Household Water Assistance Program (LIHWAP) can be aided in paying their water utility bill. This is a federally funded program to be used as part of an overall emergency effort to prevent, prepare for, and respond to the coronavirus, with the public health focus of ensuring that low-income households have access to drinking water and wastewater services. The funds will be used to cover and/or reduce arrearages, rates and fees associated with reconnection or preventions of disconnection of service, and rate reduction to eligible households for such services. Additional information on this program can had by calling the City customer service department for details.

In September, City Council recognized the achievements of local resident Wade Graves who participated in an won a medal in the Special Olympics. Wade is an inspiration to many and a champion. He received a certificate at the City Council Meeting for his outstanding achievement.

September also brought the first and second budget hearings to City Council for approval of the budget for FY 22/23, pursuant to Section 200.065, Florida Statutes, the City Council for the City of Brooksville set the millage rate of 5.9000 mils. This millage rate of 5.9000 mils was used for the purpose of adopting a tentative budget for the City of Brooksville for Fiscal Year 2023.

The City has also approved the award of bid for the new DPW/Utilities complex to be built. The original building was built back in the 1940's and began experiencing some increased maintenance and challenges for the City employees housed in the building. The proposed new building will meet all current needs and those that are necessary to manage the future functional operations of both the Department of Public Works and Utilities for years to come.

As we close out this fiscal calendar year, I want to thank all of the City Council, city staff/employees, residents, citizens and visitors of Brooksville for both the accomplishments that have been made and the excitement for the things that are yet to come in the great City of Brooksville.



---

# City Clerk

## *Jennifer Battista, City Clerk*

The City Clerk's office is the "information desk" of City government. The Clerk's role is to maintain the integrity of the legislative process, through the dissemination of information concerning legislative and policy decisions.

The main function of the City Clerk's office is to act as the official keeper of City records. Other City Clerk responsibilities include:



*L to R: Jennifer Battista, City Clerk  
Lisa Morris, Deputy City Clerk*

- ❖ 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 while 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
- ❖ Provides notary services.
- ❖ Issues solicitor licenses
- ❖ As of July 1, 2022 the Cemetery Operations were moved to Parks & Recreation.

## Overview

### Records Management

Deputy City Clerk, Lisa Morris, continues with the on-going project on indexing or scheduling for destruction City Clerk, Public Works, Fire and other department files. This will be an ongoing project throughout the next several years.

---

During this quarter, Deputy Clerk Morris requested that the City Manager include money in the FY 2023 budget for records management software. She spent time this quarter obtaining quotes and a decision will be made after the beginning of FY 2023.

Lisa continues in this quarter to study for her Florida Certified Records Management Certificate this quarter. It is a series of tests and she hopes to receive this designation in Fiscal year 2023.

#### City Clerk and Deputy City Clerk

During this quarter, City Clerk Battista attended webinars and Athenian dialogues to continue her pursuit of her Master Municipal Clerk Designation.

Deputy Clerk, Lisa Morris, is a board member of FACC's Professional Education Committee and attended meetings in person and via Zoom at other municipalities during this quarter.

Deputy Clerk Morris received her designation to become a facilitator for Athenian dialogues, which is one way Clerks receive continuing education points.

#### Cemetery Operations

During this quarter, the Cemetery hired a new Cemetery Sexton (May, 2022) and reassigned the current Sexton as Deputy Cemetery Sexton. It was decided by the City Manager this quarter to move the Cemetery Operations under the Parks Department, where it had been prior to 2019.

#### Garden of Innocence

During this quarter, the new area has been cleared by City staff and awaits irrigation and lot layout by the end of FY 2022 or beginning of FY 2023.

#### **Division Goals for the year include:**

- Review Public Records resolution and confer with PRM on language that may need to be updated to protect City and cover actual costs for fulfilling public records requests
- Amend Advisory Board Policy to address attendance issues
- Work with Information Technology (IT) to make minutes and agenda packets ADA accessible so they can be posted on City's website Update: With the new website layout during this quarter, posting documents that are not ADA complaint will not be allowed. There is no direction to Clerk's office to remediate past agendas and minutes to post on the website. Such task would be time consuming and not feasible for current staffing level in Clerk's office.
- Work with Community Development to request that County vacate a portion of Pearl St. within the Cemetery

- 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
  - Establish records retention procedure, naming conventions, process.
  - Going digital in records management - future goal - scanning all documents in the vaults and storage room that can be scanned without damage.
  - Organize vault by record type/retention. (1,2, and 3 go together)
  - ADA Remediation of digital documents organize vault room (remove old equipment, empty boxes, tv & computer).
  - Scan in all Council Packets currently stored in records vault

ACTIVITIES	July	Aug	Sep	4 <sup>th</sup> Qtr Total	Yearly Total
Agenda Packets Produced	2	3	4	9	37
Bids/RFQs Processed after Award	1	1	1	3	8
Boxes of Records Prepared for Destruction	15	10	10	35	180
Boxes of Records Destroyed	0	0	0	0	0
Cemetery Deeds for Interment Processed	4	6	3	13	91
Citizen Board Applications/Positions Processed	0	2	1	3	29
Contracts/Agreements/Task Orders Processed - New & Extended	1	3	6	9	55
Fee Waivers Processed	0	1	1	2	9
Legal/Display/Classified Ads Processed	3	5	10	18	41
Liens/Special Master Orders/Release of Liens Processed	0	0	0	0	6
All Meetings attended (Council or staff level)	20	15	20	55	198
Minutes Council/Advisory Boards Transcribed/Processed	4	4	5	13	46
Ordinances Prepared/Processed	0	3	4	7	40
Policies Processed	0	0	0	0	2
Proclamations	1	0	3	4	29
Public Records Requests	27	36	14	77	177
Resolutions Prepared/Processed	0	4	7	11	22
Street Closure Permits/Special Events Processed	2	0	0	2	38
Staff Meetings	4	4	4	12	52
Wire Transfers	1	1	1	3	12

---

# 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 regards to the council chamber 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:

- Upgrade the city's current Barracuda Essentials Email and Archive service adding Cloud to Cloud Backup for Staff's One Drive network drives, Share Point and MS Teams.
- Implement Staff's and Department's O365 Accounts to include One Drive Network Drives, Group and Teams accounts.
- Implement new levels of Barracuda Email Security protections using artificial intelligence.
- Deploy new technologies to provide staff w/ remote work and field capabilities.
- Implement the City's new website to bring transparency and information to the residents, visitors and businesses of the city as well provide a website payment portal for city services.
- Implement a Mobile Archiving Solution
- Research, Evaluate, Implement Mobile Device Management Solution for City Mobile Devices.
- Research, Evaluate, Implement Audio, Video, Presentation solution for the City's Chambers.

- Research, Evaluate, Implement Audio, Video, Presentation solution for the City's 2 conference rooms.
- Assist w/ city's PCI Compliance certification.

This quarter the department:

- Installed CYNAP digital presentation systems and virtual meeting solution in the Chambers, Main Conference and City Manager Conference rooms.
- Installed Security Cameras at City Water Plants, Wastewater Plant, City Water Tower, Tom Varn Park, Cemetery and City Hall.
- Installed two kiosk payment systems at City Hall for customer convenience.
- Completed Parks Department PCI Certification.
- Continued deployment of staff computer systems.
- Continued moving staff computers / network accounts to new domain.
- Continued with configuration of the Barracuda Email Security Gateway for Inbound and Outbound Email / Archive solution.
- Continued with the configuration of Office 365 backend settings, policies, and associated applications One Drive, Share Point, Teams.

## Special Projects

Moving city computer / staff network accounts to new domain providing security and enhanced network management.



---

# Community Development Department

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 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. Staff have worked to efficiently review, and process permits, administration of the Land Development Code, and effectively conduct significant planning projects.
- ❖ CDD continued efforts in the Downtown area to improve the physical (Capital projects) and economic wellbeing of the CRA District.
- ❖ CRA Community Property Improvement Matching Grant Application – (Amended 03/07/2022). Program designed to facilitate reinvestment in the Downtown area by providing matching grant to property/business owners in the Brooksville Downtown.
- ❖ Drafted a Request for Qualification to update the CRA Redevelopment Plan (last revised in 2013). RFQ to be opened in January 2023.
- ❖ Continue coordination with Brooksville Main Street, Chamber of Commerce, local business organizations and individuals.
- ❖ 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" [4<sup>th</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 49 applications and over \$239,000.00, 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 deny the Milk-A-Way farms rezoning in April 2022. The petitioner has filed a Request for Relief as allowed by Florida Statute. Mediation will be held between City staff and the petitioner in July 2022.
- City Council voted to deny the Cascades rezoning (RZ 2021-04) in July 2021. The petitioner filed a Request for Relief as allowed by Florida Statute. Mediation was held between City staff and the petitioner in July 2021. City Council accepted the mediated settlement on November 19, 2021 and approved RZ 2021-04 on September 19, 2022.
- City Council voted to deny the Horse Lake Apartments rezoning (RZ 2022-02) in June 2022. The petitioner filed a Request for Relief as allowed by Florida Statute. Mediation was held between City staff and the petitioner in July 2021. Mediation was held between City staff and the petitioner in September 2022. The City Council was scheduled to approve or deny the agreement in October 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.
- Solidified the functions of the Community Development Department’s staff (work in progress) – encourage 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, cross training in job functions.
- CRA Board Meetings were held in the first two quarters of 2022. General discussion items were as follows:
  - Presentation by City/CRA staffs – 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. Awaiting decision on grant award.
  - Submission of CRA Budget amendments to accommodate the leveraging of CDBG Grant funds.
- Initiated and completed the first phase of City Hall landscape improvements. Next phase will be awarded before December 2022.

## Personnel

The department’s personnel status is as follows:

Number of Authorized Positions	Full-time Filled	Full-time Open
8	8	0

The Community Development Department has been authorized 8 full-time positions. During this quarter the Community Development Director resigned.

## Building Division

### New Businesses

NEW BUSINESSES (Certificate of Occupancy)	Address
Christian Sepulveda dba Deli World	701 W. Jefferson St.
Jeff Guinn	1212 Ponce De Leon Blvd.
Debra Alfred dba TBD	405 E. Dr. MLK Jr. Blvd.
Jennifer Conley dba Conley Custom Concepts	935 Candlelight Blvd.
Charles Wood dba Florida Phone Repair	201 Ponce De Leon Blvd.
Colleen Garrison dba AAA Garrison	717 Benton Ave.

Valerie Doyle dba The Lazy Maid Creperie	419 Howell Ave.
Teresa Lowman More – Yoga Studio	290 E. Fort Dade Ave.
Mark Kelly dba Mark Kelly’s Pest Contro	610 W. Jefferson St.

## Building Inspections

BUILDING INSPECTIONS	4 <sup>th</sup> Quarter 07/01/22 –09/30/22	Fiscal Year to Date 10/01/21–06/30/22	3 <sup>rd</sup> Quarter 04/01/22 –06/30/22
Building	295	1422	460
<b>Red Tags</b>	39	220	49
Plumbing	92	430	164
<b>Red Tags</b>	6	49	12
Electrical	126	441	133
<b>Red Tags</b>	14	66	14
Mechanical	77	297	84
<b>Red Tags</b>	5	50	16
LP Gas	55	95	16
<b>Red Tags</b>	11	18	4
TOTAL INSPECTIONS	645	2685	857
<b>TOTAL RED TAGS</b>	75	403	95

## Building Review, Land Use and Code Enforcement Activities

CATEGORY	4th Quarter 07/01/22 –09/30/22	Fiscal Year to Date 10/01/21–09/30/22	3rd Quarter 04/01/22 –06/30/22
Building/Development Reviews	365	1,260	308
Zoning Research Responses	137	275	37
Comprehensive Plan Amendments	0	0	0
Annexations	0	0	0
Code Enforcement Violations	36	189	345

## Building Division Revenues

BUILDING DIVISION REVENUES	4th Quarter 07/01/22 – 09/30/22	Fiscal Year to Date 10/01/21–09/30/22	3rd Quarter 04/01/22 –06/30/22
Total Bldg. Collected	\$167,712.70	\$935,634.65	\$219,241.62
Impact Fees	\$84,270.00	\$459,503.94	\$81,911.00

Radon	\$1,704.00	\$6,606.76	\$2,020.75
DPR	\$2,382.65	\$9,095.72	\$2,815.21
<b>TOTAL COLLECTED</b>	<b>\$256,069.35</b>	<b>\$1,410,841.07</b>	<b>\$305,988.58</b>

## Building Division Permits

<b>PERMITS ISSUED</b>	<b>4th Quarter 07/01/22 –09/30/22</b>	<b>Fiscal Year to Date 10/01/21–09/30/22</b>	<b>3rd Quarter 04/01/22 –06/30/22</b>
Total Residential	220	805	225
Total Commercial	72	327	64
Total Demolition	0	19	3
Total Misc. Permits	9	41	10
<b>TOTAL PERMITS</b>	<b>301</b>	<b>1,192</b>	<b>302</b>

<b>PERMIT VALUATIONS</b>	<b>4th Quarter 07/01/22 –09/30/22</b>	<b>Fiscal Year to Date 10/01/21–09/30/22</b>	<b>3rd Quarter 04/01/22 –06/30/22</b>
Total Residential	10,346,589.37	40,219,963.47	8,427,420.55
Total Commercial	2,543,896.47	17,527,794.60	3,130,750.00
Demolition	0	69,200.00	16,100.00
<b>TOTAL VALUE</b>	<b>12,890,485.84</b>	<b>57,816,958.07</b>	<b>11,574,270.55</b>



---

# 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 began the closeout process for Fiscal Year ending 2022.

## 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

## Special Projects

The Finance Department completed the FY 2022/2023 Budget. The final hearing was held on September 19<sup>th</sup> with the City Council approving a 5.9 millage.

## Personnel

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

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

The Finance Department has been authorized 4 full-time positions. The procurement position became available during this quarter.

## Financials

City of Brooksville					
Expense Summary by Department					
As of September 30, 2022					
<u>Account Title</u>	<u>Account Code</u>	<u>Total Budget</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percent Total Budget Used - Original</u>
General Government	001				
Dept Per/Opert Total					
General Government	009	766,613.56	731,856.21	34,757.35	95.46%
City Council	010	120,978.79	105,642.31	15,336.48	87.32%
City Managers Office	011	469,868.41	475,552.89	(5,684.48)	101.20%
Finance Department	012	331,975.43	318,548.62	13,426.81	95.95%
Police Department	013	1,078,980.00	945,430.87	133,549.13	87.62%
Fire Department - Transfer	014	656,099.00	656,100.00	(1.00)	100.00%
Development Department	015	405,675.56	419,161.49	(13,485.93)	103.32%
Technology Services Division	016	291,282.29	349,774.89	(58,492.60)	120.08%
Cemetery Division	017	266,621.12	172,976.09	93,645.03	64.87%
Street & Drainage Division - Transfer	019	1,542,050.00	1,543,550.04	(1,500.04)	100.09%
Park and Facilities Division	020	1,489,201.37	796,245.48	692,955.89	53.46%
Human Resources Division	024	171,208.62	194,506.84	(23,298.22)	113.60%
Building and Facilities	028	377,580.38	399,060.26	(21,479.88)	105.68%
Building Division	030	281,238.48	287,851.84	(6,613.36)	102.35%
ARPA Funds	125	0.00	83,652.37	(83,652.37)	100.00%
		8,249,373.01	7,479,910.20	769,462.81	
Unaudited General Fund Reserves at 09/30/22			\$3,688,135		
Local Option Gas Tax	108				
Dept Per/Opert Total					

Street & Drainage Division	019	2,393,073.97	2,041,446.74	351,627.23	85.30%
Fire Department	143				
Dept Per/Opert Total					
Fire Department	014	2,095,101.48	2,169,813.27	(74,711.79)	103.56%
Water & Wastewater Operations	401				
Dept Per/Opert Total					
Water Division	021	2,169,474.67	1,927,661.11	241,813.56	88.85%
Sewer Division	027	1,953,792.35	1,983,951.70	(30,159.35)	101.54%
		<b>4,123,267.02</b>	<b>3,911,612.81</b>	<b>211,654.21</b>	
Solid Waste Operations	403				
Dept Per/Opert Total					
Solid Waste Department	022	1,587,360.42	1,573,106.23	14,254.19	99.10%
Internal Service Fund	501				
Dept Per/Opert Total					
Fleet Maintenance Department	018	151,956.02	152,412.87	(456.85)	100.30%

City of Brooksville					
Revenue and Expense Summary					
As of September 30, 2022					
001	General Government				
Rev	<b>Revenue</b>	<b>6,837,886.00</b>	<b>7,592,328.00</b>	<b>(754,442.00)</b>	<b>111.03%</b>
Exp	<b>Expenses</b>	<b>8,249,373.01</b>	<b>7,493,257.74</b>	<b>756,115.27</b>	<b>90.83%</b>
104	Police Special Education Fund				
Rev	<b>Revenue</b>	<b>0.00</b>	<b>4,348.90</b>	<b>(4,348.90)</b>	<b>100.00%</b>
107	Transportation Capital - Local Option Gas Tax 1-5				
Rev	<b>Revenue</b>	<b>169,092.00</b>	<b>156,918.53</b>	<b>12,173.47</b>	<b>92.80%</b>
108	Local Option Gas Tax				
Rev	<b>Revenue</b>	<b>2,084,973.00</b>	<b>2,086,969.61</b>	<b>(1,996.61)</b>	<b>100.09%</b>
Exp	<b>Expenses</b>	<b>2,393,073.97</b>	<b>2,044,962.45</b>	<b>348,111.52</b>	<b>85.45%</b>
110	Road Impact Fees Trust				
Rev	<b>Revenue</b>	<b>8,845.00</b>	<b>39,722.29</b>	<b>(30,877.29)</b>	<b>449.09%</b>
Exp	<b>Expenses</b>	<b>1,245,223.00</b>	<b>0.00</b>	<b>1,245,223.00</b>	<b>0.00%</b>
112	Law Enforcement Impact Fees				
Rev	<b>Revenue</b>	<b>895.00</b>	<b>12,806.04</b>	<b>(11,911.04)</b>	<b>1,430.84%</b>
113	Public Bldg Impact Fees				
Rev	<b>Revenue</b>	<b>4,760.00</b>	<b>69,029.81</b>	<b>(64,269.81)</b>	<b>1,450.20%</b>
114	Fire Impact Fees				
Rev	<b>Revenue</b>	<b>2,250.00</b>	<b>36,514.08</b>	<b>(34,264.08)</b>	<b>1,622.84%</b>
115	Parks Impact Fees				
Rev	<b>Revenue</b>	<b>4,210.00</b>	<b>60,851.24</b>	<b>(56,641.24)</b>	<b>1,445.39%</b>
139	Enrichment Center Premises Maintenance Fund				
Rev	<b>Revenue</b>	<b>11,575.00</b>	<b>22,380.73</b>	<b>(10,805.73)</b>	<b>193.35%</b>
Exp	<b>Expenses</b>	<b>16,800.00</b>	<b>20,802.90</b>	<b>(4,002.90)</b>	<b>123.82%</b>
143	Fire Department				

Rev	<b>Revenue</b>	<b>1,795,919.00</b>	<b>1,755,205.60</b>	<b>40,713.40</b>	<b>97.73%</b>
Exp	<b>Expenses</b>	<b>2,095,101.48</b>	<b>2,173,170.82</b>	<b>(78,069.34)</b>	<b>103.72%</b>
144	Brownfields Assessment Grant				
Rev	<b>Revenue</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.00%</b>
Exp	<b>Expenses</b>	<b>50,000.00</b>	<b>22,261.85</b>	<b>27,738.15</b>	<b>44.52%</b>
201	Capital Improvement Rev Bond 2006				
Rev	<b>Revenue</b>	<b>13,620.00</b>	<b>13,620.00</b>	<b>0.00</b>	<b>100.00%</b>
Exp	<b>Expenses</b>	<b>13,620.00</b>	<b>13,620.00</b>	<b>0.00</b>	<b>100.00%</b>
202	Capital Improvement Revenue Note 2011				
Rev	<b>Revenue</b>	<b>303,780.00</b>	<b>303,780.00</b>	<b>0.00</b>	<b>100.00%</b>
Exp	<b>Expenses</b>	<b>303,780.00</b>	<b>303,779.80</b>	<b>0.20</b>	<b>99.99%</b>
203	Capital Improvement Revenue Loan 2016				
Rev	<b>Revenue</b>	<b>7,563.00</b>	<b>7,563.00</b>	<b>0.00</b>	<b>100.00%</b>
Exp	<b>Expenses</b>	<b>7,563.00</b>	<b>7,562.85</b>	<b>0.15</b>	<b>99.99%</b>
302	McKethan Park Capital Project				
Rev	<b>Revenue</b>	<b>195.00</b>	<b>128.51</b>	<b>66.49</b>	<b>65.90%</b>
308	Multi-Year Capital Project Accumulation				
Rev	<b>Revenue</b>	<b>500.00</b>	<b>(642.77)</b>	<b>1,142.77</b>	<b>(128.55)%</b>
309	Capital Improvement Revenue Fund-Bond 06				
Rev	<b>Revenue</b>	<b>36,050.00</b>	<b>33,662.63</b>	<b>2,387.37</b>	<b>93.37%</b>
Exp	<b>Expenses</b>	<b>35,670.00</b>	<b>30,000.00</b>	<b>5,670.00</b>	<b>84.10%</b>
311	2011 Capital Improvement Revenue Note-Loan 2011				
Rev	<b>Revenue</b>	<b>303,780.00</b>	<b>303,780.00</b>	<b>0.00</b>	<b>100.00%</b>
Exp	<b>Expenses</b>	<b>303,780.00</b>	<b>303,780.00</b>	<b>0.00</b>	<b>100.00%</b>
314	Fire Truck-Engine 61-2016 USDA Loan				
Rev	<b>Revenue</b>	<b>10,319.00</b>	<b>10,319.04</b>	<b>(0.04)</b>	<b>100.00%</b>
Exp	<b>Expenses</b>	<b>7,563.00</b>	<b>7,563.00</b>	<b>0.00</b>	<b>100.00%</b>
401	Water & Wastewater Operations				
Rev	<b>Revenue</b>	<b>6,546,107.00</b>	<b>4,075,934.05</b>	<b>2,470,172.95</b>	<b>62.26%</b>
Exp	<b>Expenses</b>	<b>4,123,267.02</b>	<b>3,913,264.45</b>	<b>210,002.57</b>	<b>94.90%</b>
403	Solid Waste Operations				
Rev	<b>Revenue</b>	<b>1,677,880.00</b>	<b>1,201,020.28</b>	<b>476,859.72</b>	<b>71.57%</b>
Exp	<b>Expenses</b>	<b>1,587,360.42</b>	<b>1,577,902.79</b>	<b>9,457.63</b>	<b>99.40%</b>
405	Utilities R&R				
Rev	<b>Revenue</b>	<b>0.00</b>	<b>(4,543.33)</b>	<b>4,543.33</b>	<b>100.00%</b>
406	Utilities Bond & Loan Fund				

Rev	<b>Revenue</b>	<b>801,138.00</b>	<b>854,510.09</b>	<b>(53,372.09)</b>	<b>106.66%</b>
Exp	<b>Expenses</b>	<b>145,458.00</b>	<b>145,549.23</b>	<b>(91.23)</b>	<b>100.06%</b>
407	Water Connection Fees				
Rev	<b>Revenue</b>	<b>10,075.00</b>	<b>49,633.30</b>	<b>(39,558.30)</b>	<b>492.63%</b>
408	Sewer Connection Fees				
Rev	<b>Revenue</b>	<b>20,100.00</b>	<b>113,438.85</b>	<b>(93,338.85)</b>	<b>564.37%</b>
409	Cobb Road Wastewater Capacity Fund				
Rev	<b>Revenue</b>	<b>2,700.00</b>	<b>(30,990.20)</b>	<b>33,690.20</b>	<b>(1,147.78)%</b>
501	Internal Service Fund				
Rev	<b>Revenue</b>	<b>152,003.00</b>	<b>152,008.19</b>	<b>(5.19)</b>	<b>100.00%</b>
Exp	<b>Expenses</b>	<b>151,956.02</b>	<b>152,831.74</b>	<b>(875.72)</b>	<b>100.57%</b>
502	Vehicle Replacement (IS)				
Rev	<b>Revenue</b>	<b>331,412.00</b>	<b>300,659.57</b>	<b>30,752.43</b>	<b>90.72%</b>
503	Equipment Replacement (IS)				
Rev	<b>Revenue</b>	<b>10,035.00</b>	<b>10,015.51</b>	<b>19.49</b>	<b>99.80%</b>
603	Butterweck Bond Fund				
Rev	<b>Revenue</b>	<b>20.00</b>	<b>29.70</b>	<b>(9.70)</b>	<b>148.50%</b>
605	Cemetery Perpetual Care Fund				
Rev	<b>Revenue</b>	<b>10,200.00</b>	<b>11,109.32</b>	<b>(909.32)</b>	<b>108.91%</b>
609	HRA Funding Account				
Rev	<b>Revenue</b>	<b>55,500.00</b>	<b>55,500.12</b>	<b>(0.12)</b>	<b>100.00%</b>
Exp	<b>Expenses</b>	<b>48,000.00</b>	<b>69,823.40</b>	<b>(21,823.40)</b>	<b>145.46%</b>
610	Employee Health Insurance				
Rev	<b>Revenue</b>	<b>770,732.00</b>	<b>734,832.21</b>	<b>35,899.79</b>	<b>95.34%</b>
Exp	<b>Expenses</b>	<b>750,000.00</b>	<b>953,362.46</b>	<b>(203,362.46)</b>	<b>127.11%</b>
615	Community Redevelopment Agency				
Rev	<b>Revenue</b>	<b>100,100.00</b>	<b>104,782.28</b>	<b>(4,682.28)</b>	<b>104.67%</b>
Exp	<b>Expenses</b>	<b>68,850.00</b>	<b>103,239.03</b>	<b>(34,389.03)</b>	<b>149.94%</b>

<b>Accounts Payable and Payroll Processing</b>			
	<b>Actual 2022</b>	<b>Budget 2022</b>	<b>YTD Total 2022</b>
Purchase Requisitions Approved	30	150	163
Accounts Payable Checks/Vouchers Processed	563	2000	1911
Accounts Payable Dollar Amount Processed	\$2,487,867	\$10,000,000	\$9,779,693
Payroll Checks Processed/Vouchers	959	2600	2940
Number of Findings from External Audit	0	0	0

---

# Fire Department

*Brad Sufficool, 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

Brooksville Fire Department had a busy 4th quarter with multiple events and special projects. The crews participated in various community events such as the fourth of July fireworks event at the Fairgrounds and Beautify Brooksville. The inspections division has remained busy with plans review of new apartment complexes, annual fire inspections and preparing for Fire Prevention week in October. Operations crews continue to perform annual fire hydrant testing/maintenance, pre-fire plans and various station maintenance projects.

---

## Quarterly Goals and Objectives

The Department's Goals and status include:

- ◆ New Air Bag equipment inventoried and placed in service
- ◆ Working with uniform vendor to streamline ordering process
- ◆ Officer development training for newly promoted Captains and Drivers
- ◆ Storm preparedness
- ◆ Preparing materials for Fire prevention week in October

## Special Projects

- Interview and hire for 2 Firefighter positions
- Fourth of July fireworks at fairgrounds
- Working on specs for new District Chiefs vehicle
- EMS Standby for Hernando High School Football Games
- Participated in Employee Health fair
- New Lightbar ordered for E61
- Tower 61 setup for 9-11 anniversary
- Participated in Beautify Brooksville
- New LED lighting installed in Apparatus Bays

## Personnel

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

Number of Authorized Positions	Full-time Filled	Full-time Open
21	21	0

The Fire Department has been authorized 21 full-time positions, 1 Fire Chief, 1 Administrative Assistant, 1 Fire Inspector, 3 District Chiefs, 3 Fire Captains, 3 Engineers and 9 Firefighters. The Department currently has no vacancies.

## Data/Statistics

INSPECTION RESULTS	TOTAL
Complaint cleared by Contact	3
Correction Notice Issued	22
Passed	112
Passed with Comments	0
Pending	9

Second Correction Notice	0
Third Correction Notice - Referred to City Attorney	0
Permanently Closed	1
Total of Inspections Completed in Date Range:	147

TRAINING HOURS	
Fire	683
EMS	157
Safety	46
Fitness	2
Hazardous Materials	34
Leadership / Administration	186
<b>Total</b>	<b>1108</b>

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	17	1.72%
Overpressure rupture, explosion, overheat - no fire	1	0.10%
Rescue & Emergency Medical Service	783	79.33%
Hazardous Condition (No Fire)	22	2.23%
Service Call	77	7.80%
Good Intent Call	28	2.84%
False Alarm & False Call	38	3.85%
Severe Weather & Natural Disaster	19	1.92%
Special Incident Type	2	.20%
<b>TOTAL</b>	<b>987</b>	<b>100%</b>





*911 Memorial*



*City of Brooksville  
Employee Health Fair*



*New Brush Truck*

---

# Human Resources

*Kimberly Price, HR Director*

Human Resources provides the citizens of Brooksville excellent customer service by hiring only the best! Brooksville is a rapidly growing City that is always seeking bright, new talent. The goal of Human Resources is to promote a culture of inclusion, diversity and growth through professional development of employees and creating an environment of mutual respect and equal opportunity for all.



In the 4th Quarter of FY22, the Employee Headcount averaged (103) Full Time employees throughout the period. During that time frame, (5) new Regular Full-Time Employees were onboarded. They consisted of:

- (1) New Hires in the Utilities Department
- (2) New Hire in the Fire Department
- (1) New Hire in the Public Works Department
- (1) New Hire in the Community Development Department

The turnover rate averaged 10.5% throughout the 4<sup>th</sup> Quarter of FY22. A total of (11) voluntary resignations and (0) involuntary resignation took place during this quarter. They consisted of:

- (1) Fire Department Employee
- (7) Utilities Department Employees
- (1) Community Development Department Employee
- (2) Parks Department Employees

The vacancy rate averaged (7) open positions throughout the Quarter with an average time to fill of less than 60 days.

## HR and Safety News

Benefits Open Enrollment has been completed for the FY22-23 year, resulting in 30% of the employees electing the new Vision Plan coverage.

Accidents and injuries during the quarter included (8) reported minor incidents.

COVID-19 Safety protocols continue to help keep Employees safe; they include regular decontamination and increased sanitizing and cleaning of common areas and office spaces. COVID-19 tests are available onsite for early detection and awareness.

## Personnel

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

Number of Authorized Positions	Full-time Filled	Full-time Open
2	2	0

The Human Resource Department has been authorized 2 full-time positions. The department has not had any changes in personnel during this quarter.



---

# Parks & Recreation

## *Vacant, Parks & Recreation Director*

Parks and Recreation provide resources and services for the purposes of leisure, entertainment, and recreational pursuits. Resources include 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 for other activities to improve their quality of life.

## Overview

The Florida Recreation Development Assistance Grant (FRDAP) agreement was received during this quarter for the renovations of the Tom Varn Park picnic pavilion and restrooms. The Grant award is in the amount of \$112,500 with a required City match of \$37,500. The Annual Kiwanis Kid's Day occurred during this quarter, a free event that provides activities, free books as well as a barbecue for kids and their families. Staff made preparations for the Breast Cancer Walk which will occur in the first quarter of FY23.

The Arc of the Nature Coast continues to visit the Jerome Brown Community Center to play basketball weekly, along with Mid Florida Community Services Congregate Meal program, and Quilters Guild's monthly leisure meetings.

A water fountain was installed at the outdoor basketball courts and youth field during this quarter as well as the pond pump replaced. The entry plant bed, seating area and bike rack at the playground were also completed during this quarter. Various work orders were submitted for facilities maintenance staff as well as park staff performed normal lawn, fields, equipment repair and maintenance for park facilities.

The department staff performed leaf clean-up, trash pick-up, tree trimming and dead tree removal, lawn maintenance and aerating and seeding of multiple areas of the city-owned parks and playground areas and fields, in all city parking lots, City Hall, Good Neighbor Trail, Water Tower and Silo areas.

Ongoing contracted vendors and community programs continued their offerings to include T.U.F.F Group Exercise, the Joe-Jitsu Bootcamp Fitness Challenge and Elite Volleyball private lessons along with the continuing partnership with Hernando Knights Youth Basketball.

## Quarterly Goals and Objectives

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

- ❖ Objective a: Received quote for Stadium lights control box installation from MUSCO lighting. - Ongoing
- ❖ Objective b: Received executed agreement from FRPA for restroom/pav project. -Ongoing

- ❖ Objective c: Monitor / address security in parks. -Ongoing
- ❖ Objective d: Remove restroom facility at McKethan Park. -Completed

Goal 2: Encourage Volunteerism.

- ❖ Objective: Adopt-A-Spot Program (on-going)

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

- ❖ Objective a: Partnership with Mid Florida Services.
- ❖ Objective b: Partnership with Hernando Youth League Softball & Basketball

## Personnel

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

Parks & Recreation:

	Number of Authorized Positions	Full-time Filled	Full-time Open	Part Time Filled	Part-time Open
P&R	8	5	2	0	1
Cemetery	2	2	0	0	0

The Parks & Recreation Department has been authorized 8 positions, 7 full-time and 1 part-time. During this quarter 2 employees, an Administrative Specialist III and the Director resigned. Both positions are being currently advertised.

## Cemetery

The Brooksville Cemetery is situated under old oak trees marked with beautiful flowers and occasional visiting wildlife. There are more than 51 acres of land dedicated to honoring the spirits of those who have passed and memorializing their final resting place with a stone marker or bench. Brooksville Cemetery offers many burial options including traditional burial plot, mausoleums and cremation. Our cremations area allows for the placement of cremation vessels while providing an engraved stone.

The principal activities of the Cemetery Department include:

- ◆ Total sales for this quarter were \$46,925.00. During this time, the cemetery staff sold 20 full burial spaces, 2 special cremains spaces, 2 columbarium niches, and 1 green burial plot.
- ◆ 14 funeral/interments were conducted during the quarter, 12 full body funerals and 2 cremains interments.
- ◆ Cemetery volunteer Kathleen Hudak contributed 57 hours to the cemetery office as well as leading our annual Cemetery Tour for Founders Day in which she hosted 15 guests.

The Cemetery Department has been authorized 2 full-time positions; the Cemetery is currently fully staffed.

# Public Works

*Paul Booth, Public Works Director*

The Department of Public Works is divided into three divisions, Streets and Drainage, Fleet Maintenance, and Facilities. Each division is dedicated to providing the highest level of service to the City of Brooksville while maintaining fiscal responsibility for all activities.



The goal of City Streets and Drainage Division is to keep City streets, byways, walkways, and all other travelled areas in safe and good repair while maintaining the City’s historic 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

Other DPW activities included six special event street closures during the fourth quarter.

## Quarterly Goals and Objectives

- Timely completion of all work orders – Ongoing.

Department	Work Orders Issued	Work Orders Closed/Complete
159	159	158
Fleet	185	180
Facilities	47	44
Street Sweeping	178	108

- 2022 CIP Road Restoration Projects – Implemented/Ongoing
- Administration of annual budget - Ongoing
- Special Events Road Closures - Ongoing

## Personnel

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

Number of Authorized Positions	Full-time Filled	Full-time Open
20	20	0

DPW currently has 0 vacant position.

**Street Sweeping:**

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.

# Utilities

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

During the fourth Quarter, the Utilities Department was combined under the Department of Public Works.

## Goals and Objectives

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

---

### Water Utilities:

- ◆ Lamar drinking plant to be replaced and updated
- ◆ Utility Billing Software Changed June 2022
- ◆ Hydrant valve replacement/revamp (5-6/year) Complete for 2022
- ◆ Utility Truck replacement arriving end of August 2022
- ◆ Good neighbor trail finished by end of year 2022
- ◆ As the streets are being replaced, we would like to replace the old water lines

### Waste Water Utilities:

- ◆ Standardize all the lift stations & proper PM schedules
- ◆ Sewer line Rehabilitation Phase IV
- ◆ East Ave Lift station Retrofit.
- ◆ Retrofit master lift station at Cortez
- ◆ School street pump replacement
- ◆ Reclaim water to Cascades 95% complete
- ◆ Lakeside lift station rework finished by end of year 2022
- ◆ Head works addition

### Sanitation Utilities:

- ◆ Replacement of dumpsters
- ◆ New garbage truck arriving by January 2023

## 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 worked diligently to fill all vacant positions.

## Water Production Summary

	2022	2021
Location	Totals to Date (MG)	Totals (MG)
Hope Hill Well Field	60.089	47.48
Lamar Ave. Well Field	28.893	25.532
Hillside Court	39.817	41.081
Total 4 <sup>th</sup> Qtr. Prod. (MG)	1128.799	114.093
Average Daily Prod. (MG)	1.4311	1.226

Water production in the 4th quarter of 2022 is higher, with an average of 1.4311 million gallons per day, compared to last year's production of 1.2 million gallons per day in the same quarter.

Locates by Month:

\*July – 134

\* Aug – 148

\*Sep - 200

## Wastewater Treated Summary

	2022	2021
Location	Totals to Date (MG)	Totals (MG)
Will Smith Water Reclamation Facility	117.083	80.793
Southern Hills (Distributed)	.915	29.953
CEMEX (Distributed)	82.405	40.354
Average Daily Prod. (MG)	1.3	.868

Wastewater treated in the 4<sup>th</sup> quarter of FY 2022 is higher than this time last year, with an average of 1.3 million gallons per day compared with .868 last year. Rainfall was slightly lower in the 4th quarter compared to last years. Reuse water sent to Southern Hills for irrigation in the 4<sup>th</sup> quarter was .915 million gallons, approximately 28.03 million gallons less than last year.

## Sanitation Division Summary

- Commercial and Residential Solid Waste:
  - Approx. 1,350 tons of commercial solid waste was collected and transported to the Heart of Florida Landfill in Panasoffkee and Hernando County for disposal. This is the equivalent of 112 pounds per day per customer for each commercial account. Total tipping fees, in the amount of \$39,161 were charged for disposal.
  - An estimated 819 tons of residential solid waste was collected and delivered to the Hernando County Northwest Landfill. This is the equivalent of 10 pounds of waste per day per residential customer. Tipping fees are not charged for the disposal of residential wastes.
- Yard Debris and Recyclables:
  - Approx. 314 tons of yard and construction debris were collected from residential customers. This is the equivalent of 5 pounds of waste per day per residential customer.
  - An estimated 17 tons of recyclables were collected. This is equivalent to 24 pounds per participate. The City had an average of 244 participating customers during this quarter.