



CITY OF BROOKSVILLE

CITY MANAGER'S
QUARTERLY
REPORT

FY 23 FIRST QUARTER

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 2023 along with highlights.

The Quarterly Business Report provides two (2) sections of reporting:

Ø Operational Activity — A summary of operational activities/accomplishments and the progress of significant projects reported by each city department.

Ø Financial Activity — A summary of revenues and expenditures for the City's most active funds. An Executive Summary about the quarter's financial condition and trending; and Regular Financial Reports on City revenues and expenditures for the reported quarter.

This report strives to provide an informative view into the City's quarterly activity and comments/feedback from the readers are welcome. It is the City Manager's intent to produce a report document that is informative and useful to all who live, work and recreate in the City of Brooksville.

A photograph of a white water tower with the word 'BROOKSVILLE' written on it in dark letters. The tower is set against a blue sky with some clouds. The image is partially obscured by a dark horizontal bar at the top and the text 'Where we are TODAY' at the bottom.

—
Where we are
TODAY

The City Manager's Office oversees the Public Information Office, Procurement, Information Technology and the City Clerk's Office. The City Manager also supervises the Art Gallery operations contractual staff.

First Quarter Overview

The city started off the first quarter of Fiscal Year (FY) 22/23 with the implementation of the new FY budget that was approved by City Council. Department Directors are now beginning the annual work of making our city better than ever. Each respective department has started the process of utilizing budgeted funds to procure needed equipment, projects, personnel and other essential items that will be necessary to service the City in the upcoming year. I am very fortunate to work with such a wonderful staff, who are genuinely excited and eager to work hard serving Brooksville. In October, the City was host to the 3rd Annual Salute to First Responders sponsored by the Country Depot. We thank Country Depot for honoring first responders and the city is certainly appreciative of the Fire services, EMS and Law enforcement that work very hard day in and day out to keep us safe and protect the interest of our community. During the month, the City also hosted the first annual multi-cultural parade and this was also a very successful event with plenty of participation from the community. The Annual Breast Cancer Awareness Walk was conducted in Tom Varn Park and the turnout for this annual event was fantastic, as citizens came out to support this very important cause.

In addition, the Annual Great Brooksvillian reception was held at City Hall, honoring Hernando County native Tom Varn, who grew up in the City of Brooksville. During the reception, City leaders, family, and friends, reflected on his life and remembered Tom Varn for the contributions he made to Brooksville as a community leader, athletic director, educator, and coach. He was also recognized for his outstanding service to our nation in the US Navy, where he served three and a half years during World War II, as a gunner on a torpedo bomber. He flew 40 missions, was shot down three times, and spent seven days on a small rubber raft in the Central Pacific.

During the first quarter of this year, the City has implemented plans to continue the focus of numerous infrastructure projects, including but not limited to, construction of a new DPW/Utilities facility, rebuilding of the Lamar Water Plant, cleaning and improving stormwater systems, road repaving for 2023, waste water system improvements, lift station improvements complete with the installation of new by-pass pumps, and obtaining plans and permits for the new splash pad that will be constructed in Tom Varn Park.

The city is also in the process of replacing the McKethan restrooms and will soon bring in new self-contained restrooms for the park area. We are currently working on plans for a new pavilion and restrooms that will be in proximity to the new playground and next to the upcoming splash pad.

During this quarter, the City held a community meeting for Russell Street Park to get the ideas from citizens and community partners on what amenities that they would like to see in this park. Brooksville has filed for two grants, seeking funding that will be utilized to enhance the park and make it a more enjoyable place. Current planning and ideas include but are not limited to, additional lighting, artwork, a stage type area for community events like movies in the park, a basketball court, playground equipment, a trail head for the Good Neighborhood Trail, restoring the brick on Russell Street and providing areas for food trucks.

Staff has been meeting routinely with FDOT to assist in coordinating the new Good Neighborhood Trail coming through our City parks system and the downtown area. This project is part of the Coast-to-Coast Trail and will provide a recreational trail for bicyclist and pedestrians who want to hike or walk along to the trail. Brooksville has made application to become a certified Trail Town with the Florida Department of Environmental Protection, which will market the aspects of all trails within the city and point users to our vibrant business community, restaurants and recreational amenities within the City. Construction has started on the Good Neighborhood Trail and is expected to be completed by December of 2024

In December, three new City Council members were elected and sworn in, ushering in a new Mayor coupled with a mix of new council leadership. I am very appreciative of the sense of support, participation, encouragement, direction, and vision being provided to me and the staff by the new City Council members.

The Christmas holidays in Brooksville were amazing. The City was host to thousands of visitors who enjoyed spectacular events like the Downtown Christmas Parade, the Main Street Christmas Tree Lighting, horse-drawn carriage rides and many other festivities. Many speculate that once again, this was likely the largest crowds on record in our beautiful downtown.

Needless to say, the Christmas seasonal events in Brooksville are growing every year, they are very well organized, and full of enjoyment for everyone who attends. A special thank you to the Kiwanis Club, Brooksville Main Street, City Council, City Employees, the downtown businesses, and all of the generous volunteers that participated, donated, cooperated, and worked hard to make this such a special time of the year.

In closing, the City is looking forward to more great achievements in the next quarter of this year as we continue to execute the plans that we have in motion to serve the citizens and make Brooksville the best it can be.



City Clerk OVERVIEW

JENNIFER BATTISTA, CITY CLERK

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

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

- Custodian of the City Seal.
- Custodian of Public Records, which includes fulfilling Public Records Requests
- Protecting, preserving and sharing City records. Click here to view the City's resolutions pertaining to copy charges: [Res. No. 2007-12 Copy Charges](#)
- Authenticating City records as true and correct copies of originals.
- Scheduling and posting public notices of official meetings.
- Authenticating and recording ordinances and resolutions adopted by City Council.
- Administering oaths.
- Coordinates the various appointed City advisory boards and committees, including orientation of members, oaths and maintenance of records and minutes.
- Coordinates reporting of the City's Financial Disclosure requirements.
- Maintains all legislative and administrative records of the City 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

Goals and Objectives during the First Quarter:

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.

City Clerk

With funds approved in the budget starting this quarter, Lisa spearheaded, and the City has entered into a contract, for records management software and during this quarter, Lisa began building a “repository of City records”.

Lisa continues in this quarter to study for her Florida Certified Records Management Certificate this quarter. Advancing through one test in this quarter, it is a series of additional tests, and she hopes to receive this designation in Fiscal Year 2024.

City Clerk and Deputy City Clerk

During this quarter, City Clerk Battista attended the Florida Association of City Clerk’s Fall Academy for additional training and 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.

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. Not completed and will carry over to FY2023.
- Amend Advisory Board Policy to address attendance issues.
- Work with Community Development to request that County vacate portion of Pearl St. in Cemetery. Not completed and will carry over to FY2023 or transferred to Cemetery Supervisor.
- Records Management (that will be ongoing through this year and following fiscal years), including but not limited to:
 - Perform a comprehensive records inventory, scheduling files for destruction and combining related files and locating them to same location which will lead to amending indexes. This will be an ongoing project that will carry over into the next fiscal year.
 - Index or schedule for destruction files from entire room at the Department of Public Works that has been neglected for nearly 30 years
 - Records retention procedure, naming conventions, process.
 - Going digital in records management - future goal - scanning all documents in the vaults and storage room that can be scanned without damage.
 - Organize Vault by record type/retention. (1,2, and 3 go together)
 - ADA Remediation of digital documents Organize Vault room (remove old equipment, empty boxes (tv & computer).
 - Scan in all Council Packets currently stored in records vault

City Clerk

ACTIVITIES	OCT	NOV	DEC	QTR TOTAL	ANNUAL TOTAL
Agenda Packets to include Advisory Boards	3	4	5	12	12
Bid/RFQs after award	2	0	0	2	2
Records for Destruction (Boxes)	15	10	10	35	35
Records Destroyed (Boxes)	0	0	0	0	0
Cemetery Deeds for Internment	3	2	3	8	8
Citizen Board Applications processed	0	1	11	12	12
Contracts/Agreements/Task Orders Processed	6	4	8	18	18
Fee Waivers	2	0	1	3	3
Legal/Display/Classified Ads	2	3	3	8	8
Liens/Special Master Orders/Release of Liens	0	0	0	0	0
Meetings Attended (Council & Staff)	14	14	10	38	38
Meeting Minutes (Council & Advisory Boards)	3	4	5	12	12
Ordinances	3	6	4	14	13
Policies	0	0	0	0	0
Proclamations	4	3	2	9	9
Public Record Requests	27	27	28	82	82
Resolutions	2	4	3	9	9
Street Closure/Special Event Applications	2	2	4	8	8
Staff Meetings	4	4	3	11	11
Wire Transfers	1	1	1	3	3

PERSONNEL

The Department has been authorized two full-time positions.

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

Information Technology OVERVIEW

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 Technology 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 the Hernando Clerk IT department 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 standardization, compatibility, and security 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 program in meeting the city's technological needs.

Quarterly Goals and Objectives

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

- Implement features within Barracuda Essentials Email, Security Awareness Training/Phishing, Cloud to Cloud Backup and Archive services.
- Implement features within M365 for Multi-Factor Authentication and Conditional Access.
- Implement features within M365 Endpoint Manager for the City's Mobile Devices.
- Implement ATT First Net mobile features for Front Line Workers and staff.
- Deploy new technologies to provide staff with remote work and field capabilities.

Information Technology OVERVIEW

- Continue development of Civic Engage to bring transparency and information to the residents, visitors and businesses of the city.
- Research Evaluate, implement collaboration tools for city staff utilizing current city applications as well new applications.
- Research, Evaluate, Implement additional Video Presentation solutions for the City's Council Chambers and main conference room i.e., Digital document cameras.
- Assist w/ city's PCI Compliance certification.

This quarter the department:

- Initiated ATT First Net discussions for transferring carrier services from Verizon to ATT First Net.
- Installed Televic Audio System inclusive of microphones, digital amplifier, digital mixer and digital voting system in City Council Chambers.
- Built out Audio/Video booth in City Council Chambers.
- 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, polices, and associated applications One Drive, Share Point, Teams.

Special Projects

Implementing features within city's IT Cloud Management Services for security of users and systems. Finish the transition of city computer / staff network accounts to new domain providing security and enhanced network management.

Research, Evaluate, Implement moving city data from the network file server to the city's departmental One Drive accounts.

Personnel

The department has been authorized two full time positions:

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



Community Development OVERVIEW

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 (CRA). 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 department's quarterly goals and objectives include:

- 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 sectors.
- To inform and instruct the residents 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 2023. 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, and Community Colleges to create – a Business Attraction, Retention Plan.
- Work with City Manager and Hernando County to produce a "Joint Planning Agreement" [4th Qtr. 2022, 1st Quarter, 2023].

Community Development

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 the landscaping improvements to City Hall.
- Community Redevelopment Agency – Property Improvement Grants - The Community Development Department continues to process CRA property improvement grants, which (since 2009) includes 50 applications and over \$278,000.00, 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.
- Good Neighbor Trail (GNT) extension and the Coast-to-Coast (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. The project is under construction.
- City Council voted to deny the Milk-A-Way Farms rezoning in April 2022. The petitioner filed a Request for Relief as allowed by Florida Statute. Mediation was held between City staff and the petitioner in July 2022. City Council accepted the mediated settlement on August 15, 2022, and the petitioner filed a Comprehensive Plan amendment request in September 2022, to be heard in January 2023.
- 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.

Community Development

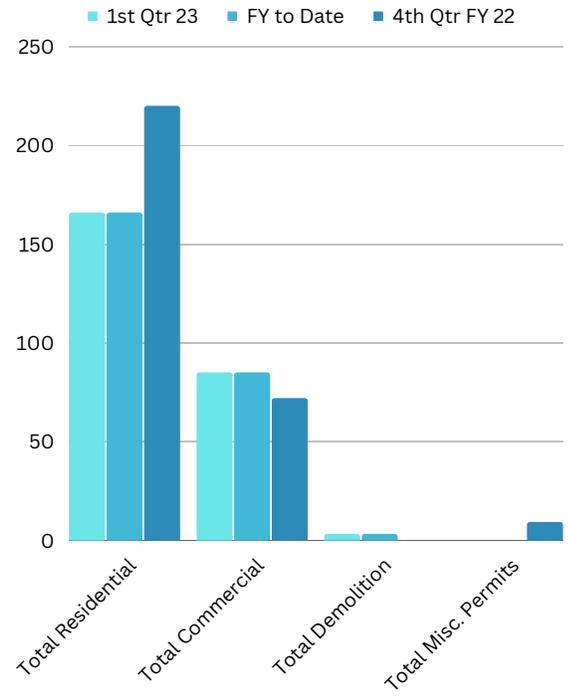
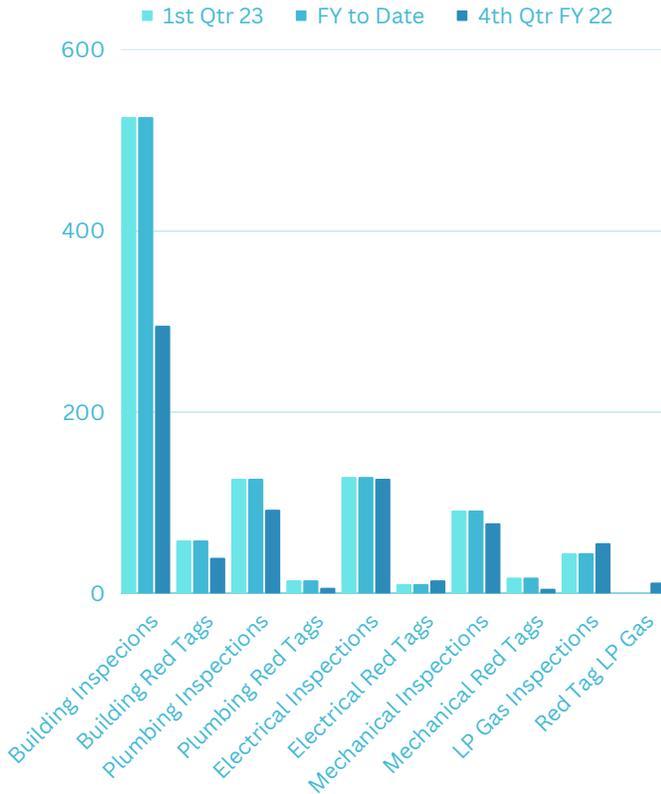
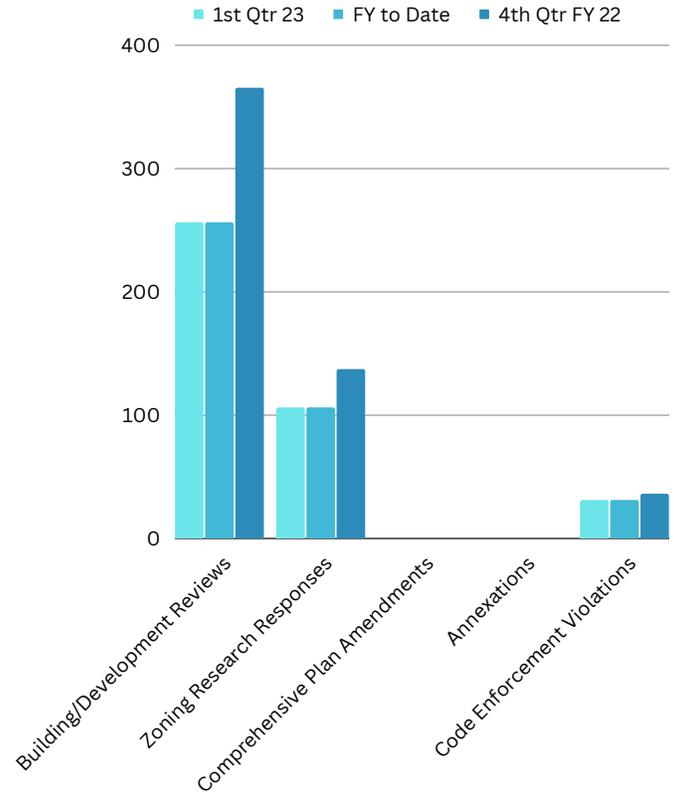
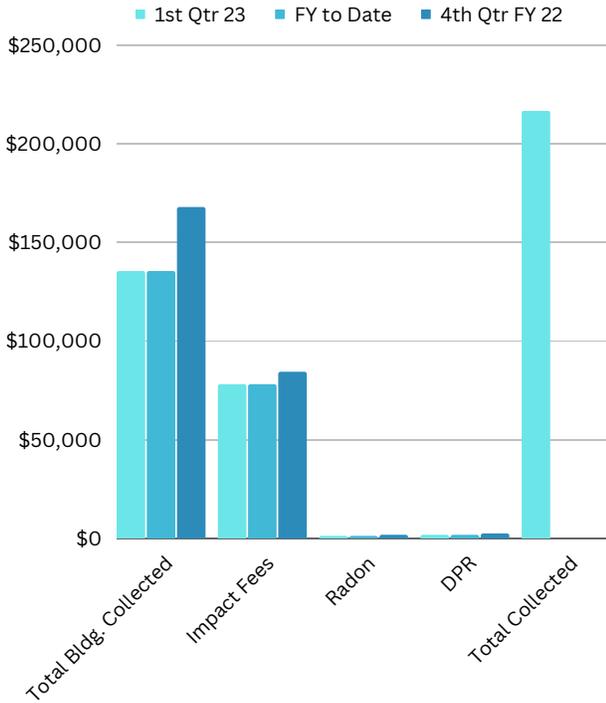
- City Council voted to deny the Horse Lake Apartments rezoning (RZ 2022-02) in June 2022. The petitioner filed a Request for Relief as allowed by Florida Statute. Mediation was held between City staff and the petitioner in July 2021. Mediation was held between City staff and the petitioner in September 2022. The City Council approved 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 speed 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.
- Continued work on the electronic plan review processing software system. The system should begin testing in the 1st quarter of 2023.
- Staff has drafted and is preparing to submit three major amendments to the Land Development Code. These amendments are:
 - a. Sign Ordinance amendment to bring our code into compliance with Supreme Court decision on signs.
 - b. Tree/Landscape amendment to improve the clarity and requirements regarding tree preservation and landscaping.
 - c. Multi-family Design amendment to establish design standards for multi-family developments.

Personnel:

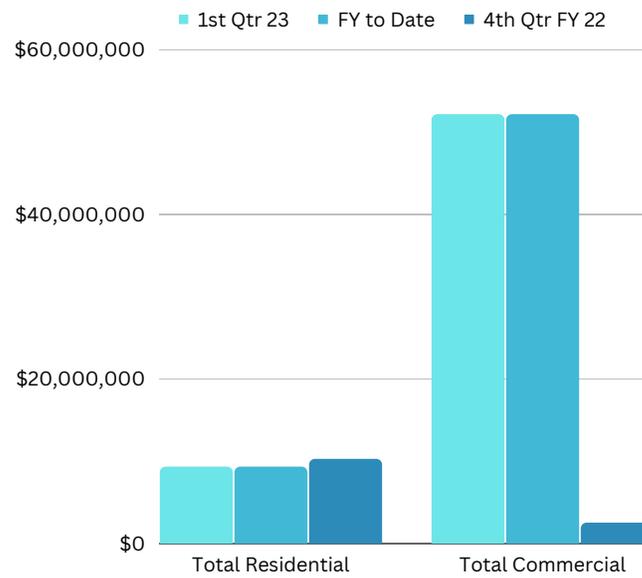
The department has been authorized 9 full-time positions:

Authorized Positions	Full-time Filled	Full-time Open	Part-time Filled	Part-time Open
9	8	1	0	0

Community Development



Community Development



NEW BUSINESSES (Certificate of Occupancy)
Yesenia Rivera dba ACA Auto Sales LLC - 100 Ponce de Leon Blvd.
Adam Lusthaus dba SQRL Service Stations LLC - 709 S Broad St.
Jody Damron dba Consolidated Paints - 242 Howell Ave.
Alison Rhyne dba Inquiries by Reality LLC - 290 E Fort Dade Ave.
Helden Inc dba Imperial Dry Cleaners -19522 Cortez Blvd.
Mountaineer Coffee - 500 S Broad St.
Ironhorse Holding Co of Hernando Inc - 22287 Mondon Hill Rd.
Hungry Thyme Café LLC - 13 S Brooksville Ave.
Health Studio-Gym - 689 S Broad St.



Finance OVERVIEW

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

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

- Monthly financials to the Departments and City Council – Ongoing
- Additional software training for staff – Ongoing
- Completion of a Finance Department Procedures Manual – Ongoing
- Apply for the Budget Award through FGFOA – No Activity

During this quarter the Finance Department began the closeout process of FY21/22 and preparations for the annual audit.

Personnel for this quarter:

The department has been authorized 3 full-time positions:

Authorized Positions	Full-time Filled	Full-time Open	Part-time Filled	Part-time Open
3	3	0	0	0

Finance

City of Brooksville					
Expense Summary by Department					
As of December 31, 2022					
Account Title	Account Code	Total Budget	YTD Actual	Budget Remaining	Percent Total Budget Used - Original
General Government	001				
Dept Per/Opert Total					
General Government	009	787,303.30	141,904.28	645,399.02	18.02%
City Council	010	139,254.31	17,563.54	121,690.77	12.61%
City Managers Office	011	502,629.86	119,693.45	382,936.41	23.81%
Finance Department	012	349,705.13	66,015.36	283,689.77	18.87%
Police Department	013	1,078,980.00	353,124.63	725,855.37	32.72%
Transfer to Fund 143	014	1,039,870.00	86,655.83	953,214.17	8.33%
Development Department	015	467,980.87	88,024.77	379,956.10	18.80%
Technology Services Division	016	391,730.27	95,853.40	295,876.87	24.46%
Cemetery Division	017	398,431.73	35,898.54	362,533.19	9.00%
Transfer to Fund 108	019	327,258.00	81,814.40	245,443.60	24.99%
Park and Facilities Division	020	2,502,069.43	104,876.62	2,397,192.81	4.19%
Human Resources Division	024	165,703.66	39,858.96	125,844.70	24.05%
Building and Facilities	028	381,524.46	125,366.07	256,158.39	32.85%
Building Division	030	307,061.42	86,692.53	220,368.89	28.23%
ARPA Funds	125	0.00	26,239.38	(26,239.38)	100.00%
		8,839,502.44	1,469,581.76	7,369,920.68	

Finance

Local Option Gas Tax	108				
Dept Per/Opert Total					
Street & Drainage Division	019	2,422,121.13	684,840.98	1,737,280.15	28.27%
Fire Department	143				
Dept Per/Opert Total					
Fire Department	014	2,179,374.27	434,766.29	1,744,607.98	19.94%
Water & Wastewater Operations	401				
Dept Per/Opert Total					
Water Division	021	3,290,588.52	285,016.04	3,005,572.48	8.66%
Sewer Division	027	2,838,346.96	327,148.34	2,511,198.62	11.52%
		6,128,935.48	612,164.38	5,516,771.10	
Solid Waste Operations	403				
Dept Per/Opert Total					
Solid Waste Department	022	1,804,177.74	275,394.80	1,528,782.94	15.26%
Internal Service Fund	501				
Dept Per/Opert Total					
Fleet Maintenance Department	018	227,597.67	22,044.96	205,552.71	9.68%



Finance

City of Brooksville					
Revenue and Expense Summary					
As of December 31, 2022					
Account Code	Account Title	Total Budget Original Revised	YTD Actual	Remaining Budget Amount	Percent Total Budget Used - Original
001	General Government				
Rev	Revenue	7,944,345.00	3,619,678.87	4,324,666.13	45.56%
Exp	Expenses	8,839,502.44	1,469,581.76	7,369,920.68	16.63%
104	Police Special Education Fund				
Rev	Revenue	0.00	3,110.35	(3,110.35)	100.00%
107	Transportation Capital - Local Option Gas Tax 1-5				
Rev	Revenue	174,464.00	15,310.28	159,153.72	8.77%
108	Local Option Gas Tax				
Rev	Revenue	1,663,125.00	27,867.61	1,635,257.39	1.67%
Exp	Expenses	2,422,121.13	684,840.98	1,737,280.15	28.27%
110	Road Impact Fees Trust				
Rev	Revenue	15,190.00	2,538.00	12,652.00	16.70%
Exp	Expenses	1,245,223.00	0.00	1,245,223.00	0.00%
112	Law Enforcement Impact Fees				
Rev	Revenue	1,755.00	1,892.00	(137.00)	107.80%
113	Public Bldg Impact Fees				
Rev	Revenue	9,420.00	9,786.00	(366.00)	103.88%
114	Fire Impact Fees				
Rev	Revenue	4,400.00	4,730.00	(330.00)	107.50%
115	Parks Impact Fees				
Rev	Revenue	8,320.00	9,042.00	(722.00)	108.67%
128	Traffic Camera				
Rev	Revenue	0.00	75.00	(75.00)	100.00%
139	Enrichment Center Premises Maintenance Fund				
Rev	Revenue	20,800.00	2,330.00	18,470.00	11.20%
Exp	Expenses	20,800.00	3,835.31	16,964.69	18.43%
143	Fire Department				
Rev	Revenue	2,179,373.00	827,934.07	1,351,438.93	37.98%
Exp	Expenses	2,179,374.27	434,766.29	1,744,607.98	19.94%
201	Capital Improvement Rev Bond 2006				
Rev	Revenue	13,249.00	3,312.25	9,936.75	25.00%
Exp	Expenses	13,249.00	0.00	13,249.00	0.00%
202	Capital Improvement Revenue Note 2011				
Rev	Revenue	303,780.00	75,944.45	227,835.05	24.99%
Exp	Expenses	303,780.00	75,944.95	227,835.05	24.99%

Finance

203	Capital Improvement Revenue Loan 2016				
Rev	Revenue	9,003.00	2,250.75	6,752.25	25.00%
Exp	Expenses	7,563.00	7,563.10	(0.10)	100.00%
302	McKethan Park Capital Project				
Rev	Revenue	195.00	0.00	195.00	0.00%
Exp	Expenses	15,000.00	0.00	15,000.00	0.00%
308	Multi-Year Capital Project Accumulation				
Rev	Revenue	250.00	0.00	250.00	0.00%
309	Capital Improvement Revenue Fund-Bond 06				
Rev	Revenue	36,050.00	15,567.90	20,482.10	43.18%
Exp	Expenses	36,050.00	0.00	36,050.00	0.00%
311	2011 Capital Improvement Revenue Note-Loan 2011				
Rev	Revenue	303,780.00	75,944.45	227,835.05	24.99%
Exp	Expenses	303,780.00	75,944.95	227,835.05	24.99%
314	Fire Truck-Engine 61-2016 USDA Loan				
Rev	Revenue	9,903.00	2,250.75	6,752.25	25.00%
Exp	Expenses	9,003.00	2,250.75	6,752.25	25.00%
401	Water & Wastewater Operations				
Rev	Revenue	8,664,540.00	2,008,440.37	8,521,338.19	23.18%
Exp	Expenses	6,128,935.48	612,168.38	5,516,771.10	9.98%
403	Solid Waste Operations				
Rev	Revenue	1,761,674.00	376,822.07	1,760,586.90	21.39%
Exp	Expenses	1,804,177.74	275,394.80	1,528,782.94	15.26%
406	Utilities Bond & Loan Fund				
Rev	Revenue	863,327.00	215,581.75	647,745.25	24.97%
Exp	Expenses	124,290.00	0.00	124,290.00	0.00%
407	Water Connection Fees				
Rev	Revenue	30,075.00	7,257.60	22,817.40	24.13%
408	Sewer Connection Fees				
Rev	Revenue	50,100.00	13,996.80	36,103.20	27.93%
409	Cobb Road Wastewater Capacity Fund				
Rev	Revenue	2,500.00	0.00	2,500.00	0.00%
501	Internal Service Fund				
Rev	Revenue	226,054.00	12,662.76	213,391.24	5.60%
Exp	Expenses	227,597.67	22,044.96	205,552.71	9.68%
502	Vehicle Replacement (IS)				
Rev	Revenue	304,413.00	24,892.76	279,520.24	8.17%

Finance

503	Equipment Replacement (IS)				
Rev	Revenue	10,035.00	0.00	10,035.00	0.00%
603	Butterweck Bond Fund				
Rev	Revenue	20.00	0.00	20.00	0.00%
605	Cemetery Perpetual Care Fund				
Rev	Revenue	10,200.00	833.33	9,366.67	8.16%
609	HRA Funding Account				
Rev	Revenue	57,500.00	4,791.67	52,708.33	8.33%
Exp	Expenses	60,000.00	23,936.71	36,063.29	39.89%
610	Employee Health Insurance				
Rev	Revenue	898,000.00	73,031.44	824,968.56	8.13%
Exp	Expenses	950,000.00	267,200.57	682,799.43	28.12%
615	Community Redevelopment Agency				
Rev	Revenue	100,000.00	11.49	99,988.51	0.01%
Exp	Expenses	620,169.00	82,477.22	537,691.78	13.29%

Accounts Payable and Payroll Processing			
	Actual 2023	Budget 2023	YTD Total 2023
Purchase Requisitions Approved	65	150	65
Accounts Payable Checks/Vouchers Processed	476	2,000	476
Accounts Payable Dollar Amount Processed	\$3,608,053	\$10,000,000	\$3,608,053
Payroll Checks Processed/Vouchers	747	2,600	747
Number of Findings from External Audit	0	0	0



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.

In addition, to emergency response, the department coordinates city emergency management functions and has a fire prevention/inspection division that provides fire plans review, burn permitting, fire inspections of both new and existing commercial occupancies, inspections of all fire protection equipment, pre-fire planning, public education and community risk reduction.

Our mission is to protect life and property within our community by delivering a professional incident response with a trained and competent staff, who also serve to promote customer service, public safety education, fire prevention, and community risk reduction in an organized and effective manner.

The primary services of the Fire Department include:

- Fire Suppression
- Fire Inspections
- Plans Review
- Emergency Medical Services
- Emergency Disaster Management
- Technical Rescue
- Hazardous materials mitigation
- Fire Pre-planning
- Public Education and Community Risk Reduction
- Hydrant Maintenance
- Special Event coverage
- Full Administrative services and data management

BFD was very active the month of October with Fire prevention Week. Our fire inspector along with the shift crews provided public education materials to Brooksville Elementary School as well as numerous daycares in the city. The department also participated in the Hernando County Sheriff's Office (HCSO) Safety and Fun Fest in October. BFD also participated in the Annual Kiwanis Christmas Parade in December. The Art on Fire program was launched in collaboration with the Hernando Fine Arts Council. Artists can adopt a hydrant and paint artistic designs adding to the art in the downtown area.

Fire Department

The program has been an overwhelming success so far. Chief Sufficool and DC Mettinger travelled to S. Dakota for final inspection of our new mini pumper at the Rosenbauer factory. Operations crews continue to perform annual fire hydrant testing/maintenance, pre-fire plans and various station maintenance projects.

The Department's Goals and status include:

- Art on Fire Program – ongoing
- Professional development training with newly promoted captains & driver engineers- ongoing
- Train personnel for relief driver- ongoing
- All personnel recert EMT/Paramedic license- completed
- Personal Protective Equipment (PPE) ordered for 4 firefighters- completed
- Monthly reporting submitted to respective databases- completed

The quarter's special projects include:

- Fire Prevention Week at Brooksville Elementary and local Daycares
- Participated in Sheriffs Safety and Fun Fest
- Pump Repairs completed on E61.
- Participated in Kiwanis Annual Christmas Parade
- New display ordered for training and digital dashboard
- Two new iPads ordered for Incident documentation in the field
- New lightbar installed on E61

Personnel

The Department has been authorized 21 full-time positions:

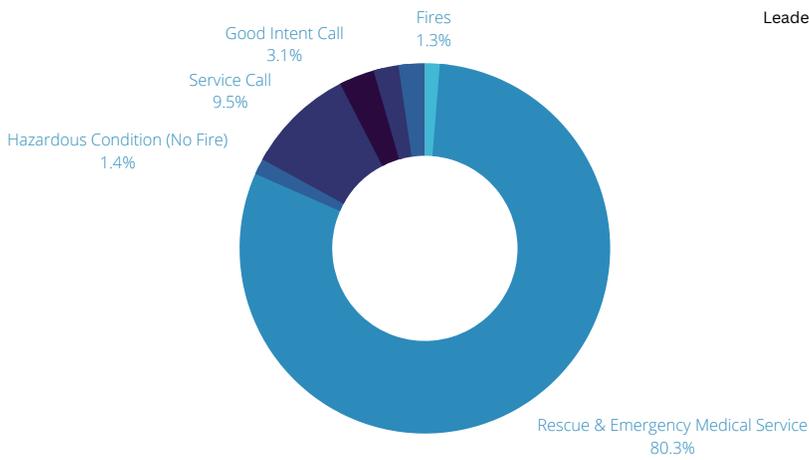
Authorized Positions	Full-time Filled	Full-time Open
21	21	0



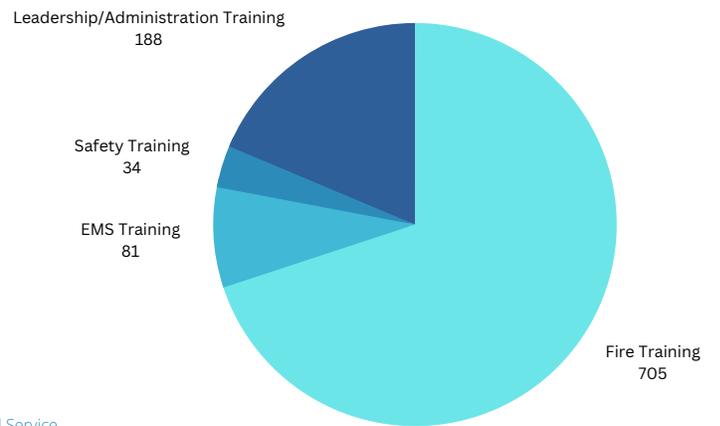
Fire Prevention Week October 2022 with Sparky

Fire Department

Major Incident by Type

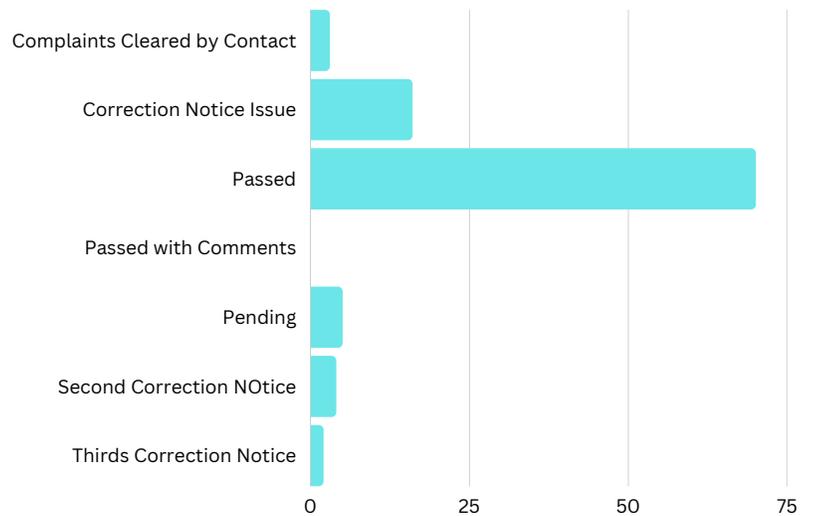


Training Hours



Art on Fire Program

Inspections





Parks and Recreation OVERVIEW

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 do other activities to improve their quality of life.

The principal activities of the Parks & Recreation Department include:

- Pavilion rentals for birthdays and other events
- Open court basketball, open to the community, Noon to 4pm, Monday through Thursday
- RTM Studios, voice & piano lessons at the Enrichment Center
- Youth leagues (7) softball/baseball, field rentals
- Major leaf clean-up and removal at Tom Varn Park (TVP), all city parking lots, playground area, and at City Hall
- Maintenance of over 200 crepe myrtles throughout all parks and City Hall as well as removing dead trees near the walking trail at TVP, US 41 (Broad Street) and McKethan Park
- Treating the pond for algae and weeds, and spraying the entire TVP park for weeds
- Mowing, edging and cleaning-up The Good Neighbor Trail (GNT), and trash pick-up at various areas throughout the city
- Performing many repairs and maintenance tasks at all parks, facilities and recreational fields and parks equipment, as well as submitting numerous work orders for facilities maintenance staff

The Parks & Recreation Department held many events during this quarter. The Annual Breast Cancer Awareness Walk took place in October with a slight increase in participants. National Alliance on Mental Illness (N.A.M.I.) Walk was held on November 5th. The Veteran's Day Celebration scheduled for November 10th was canceled due to inclement weather.. The Toys for Tots Basketball Tournament was held on December 16th, and a Community Input Meeting took place in December for the future of Russell Street Park.

Many Christmas events were held with the assistance of the P&R department to include Christmas on Main Street, the Annual Kiwanis Christmas Parade where the staff prepared and decorated a float for Council, decoration of the City Hall Christmas Tree, as well as the Christmas Tree Decorating event for kids, which was hosted by the Beautification Board.

Parks and Recreation

The department set up facilities for the annual Breast Cancer Walk and monthly Quilters Guild, supported the Beautification Board Meeting and maintained the informational kiosks with event information. Hernando Youth League (HYL) Basketball used our building in October for registrations. Staff created and installed two memorial tree rings with stone plaques and completed the Tree City USA application.

Staff aerated all softball fields to ensure proper lawn health, seeded the fields with Rye Grass, met with ProCivil360 for inspection of weirs at Quarry and completed the Stadium Field repair during this quarter. Several Holly trees and bushes along Darby Lane were trimmed and dead plants were replaced with new plants at JBCC. Several purchase orders for equipment and supplies were completed along with various work orders submitted to DPW. Interviews were held to fill staff vacancies and three new staff members were hired and trained in this quarter.

Ongoing contracted vendors and community programs continued their offerings to include the Joe-Jitsu Bootcamp Fitness Challenge, Elite Volleyball private lessons, Mid-Florida Community Services congregate meal program, the Arc of the Nature Coast weekly basketball for persons with intellectual and developmental disabilities, Quilters Guild's monthly leisure meetings, TriForce Elite Youth Basketball and the HYL Softball fall season.

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.

- Objective a: Received quote to resurface batting cage (on-going)
- Objective b: Received executed agreement from FRPA for restroom/pav project. (on-going)
- Objective c: Monitor / address security in parks (on-going)

Goal 2: Encourage Volunteerism.

- Objective a: Adopt-A-Spot Program (on-going)
- Objective b: Quarterly Cemetery cleanup (initiated)

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

- Objective a: Partnership with Hernando Youth League Softball & Basketball (on-going)
- Objective b: Partnership with Mid Florida Services (on-going)
- Objective c: Partnership with TriForce Elite Youth Basketball (on-going)

Parks and Recreation

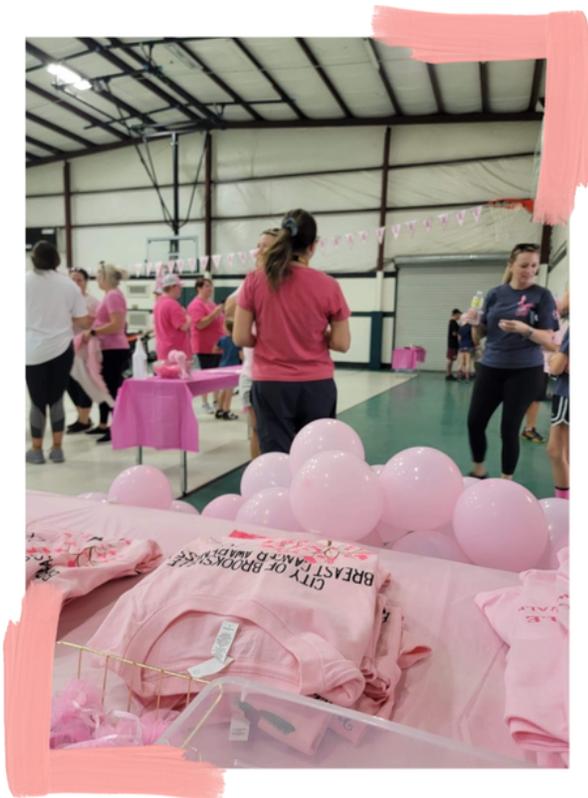
Special Projects

The Parks & Recreation Department is preparing a bid package for the Parks Master Plan. The Master Plan examines the existing vision, services, facilities and resources, and assesses future needs, provides guidance and policy direction to decision makers.

In the first quarter, the Parks & Recreation Department removed the broken fountain system from the pond and purchased two new updated fountain systems with color changing LED lights. The new systems will be installed in the second quarter.

The Parks & Recreation Department has been authorized 8 full-time positions. Three positions have been filled in the 1st quarter.

Authorized Positions	Full-time Filled	Full-time Open	Part-time Filled	Part-time Open
8	8	0	0	0



ANNUAL BREAST CANCER AWARENESS MONTH ACTIVITIES



Public Works OVERVIEW

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.

Quarterly Goals and Objectives

- Timely completion of all work orders Ongoing
- 2023 CIP Road Restoration Projects In progress
- Administration of annual budget Ongoing
- Special Events Road Closures Ongoing

Special Projects

Christmas decorations were installed along Main Street.
Sandbag site was closed for the season

Personnel

The department has been authorized 20 full-time positions:

Authorized Positions	Full-time Filled	Full-time Open	Part-time Filled	Part-time Open
20	20	0	0	0



Utilities OVERVIEW

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.

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 Up-to-date 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

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

Water Utilities:

- Lamar drinking plant to be replaced and updated
- By-Pass Pumps
- Hydrant valve replacement/revamp (5-6/year)
- Good neighbor trail finished by 04/2023
- 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. In Design
- Retrofit master lift station at Cortez In Design
- Reclaim water to Cascades 95% complete
- Head works addition

Utilities

Sanitation Utilities:

- Replacement of dumpsters
- New garbage truck arriving by February 2023

Special Projects

In the first quarter, the Utilities Department worked to bring on new staff and train them. We reorganized all field activities to provide for a more efficient use of available labor. Scheduled Sedi Vision to complete an inspection of oxidation ditch and clarifiers.

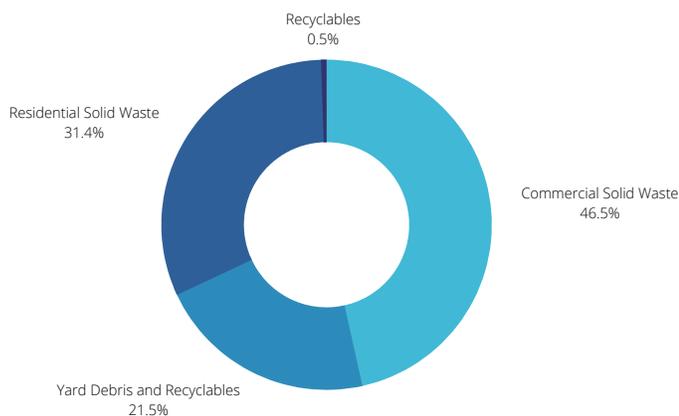
Personnel

The Utility Department has been authorized 34 full-time positions. During this quarter we worked diligently to fill all vacant positions.

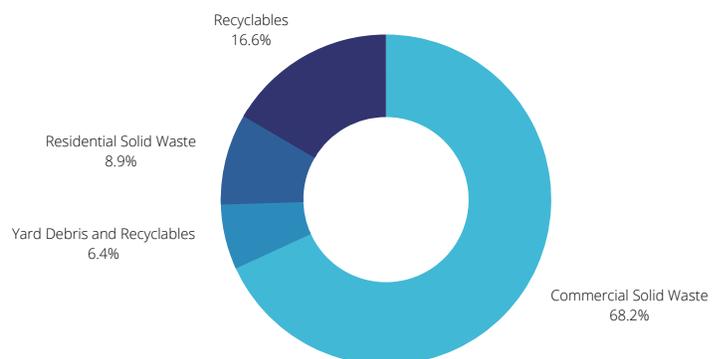
Authorized Positions	Full-time Filled	Full-time Open	Part-time Filled	Part-time Open
34	26	8	0	0

Sanitation Division Summary

Solid Waste by Tonnage



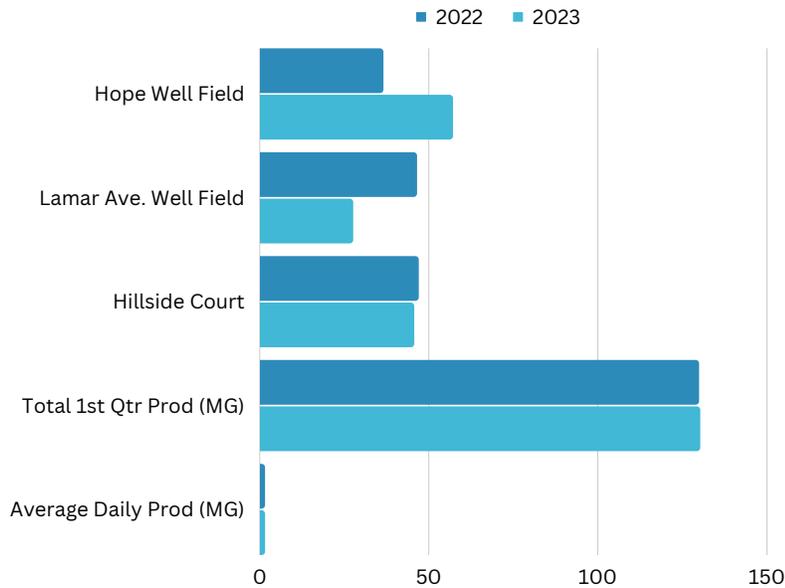
Solid Waste by Pound Per Customer



Utilities

Water/Wastewater Division Summary

Water production in the 1st quarter of FY 2023 is slightly higher, with an average of 1.446 million gallons per day, compared to last year's production of 1.442 million gallons per day in the same quarter.



Wastewater treated in the first quarter of FY 2023 is less than this time last year, with an average of 1.256 million gallons per day compared with 1.5 last year. Rainfall was hinger in the 1st quarter 37.6 inches compared to last years 24.6 inches. .

