



City of Brooksville

City Manager's Quarterly Performance Report

This quarterly report provides an overview of City operations and departmental activity for the first quarter of Fiscal Year 2026. It reflects the continued efforts of our employees to deliver reliable services, maintain public assets and infrastructure, and support the long term needs of our Brooksville community.

Fiscal Year 2025/2026
~ First Quarter ~
October – December 2025

City Manager, Lisa Hendrickson MPA, CPM, SPHR

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 www.cityofbrooksville.us

City Manager's Message

The first quarter of Fiscal Year 2026 reflects steady operational progress focused on service delivery, organizational stability, and responsible stewardship of public resources. While much of this quarter centered on foundational work such as; records management, internal process improvements, staffing, maintenance, and planning, these efforts are essential to sustaining reliable services and positioning the City for continued momentum throughout the fiscal year.



Lisa Hendrickson

Across all departments, staff demonstrated a strong commitment to collaboration, compliance, and responsiveness to both Council direction and community needs. Investments in technology, facilities, workforce development, and infrastructure maintenance continue to strengthen internal operations while supporting the City's long-term goals. I appreciate the professionalism and dedication shown by our employees as we work together to serve the residents of Brooksville.

This quarterly report provides a snapshot of departmental activity and accomplishments for the first quarter of FY 2026 and is intended to keep City Council and the public informed of ongoing work throughout the organization.

Executive Summary

During the first quarter of FY 2026, City departments advanced a broad range of operational, administrative, and service-oriented initiatives. Key themes this quarter included records management and compliance, staffing and workforce support, financial oversight, system modernization, facility and park maintenance, and infrastructure upkeep.

Departments were active in preparing records for retention and destruction in accordance with statutory requirements, supporting transparency and compliance. Community Development and Public Works continued to manage development activity and maintain core infrastructure, while Parks and Recreation focused on facility operations, programming, and park maintenance. Finance maintained fiscal oversight and reporting, ensuring the City remains on solid financial footing, and Information Technology supported secure, reliable systems essential to daily operations. Human Resources concentrated on recruitment, onboarding, training, and policy support to strengthen the City's workforce.

Collectively, these efforts reflect a quarter focused on operational stability, risk reduction, and service continuity. The work completed between October and December establishes a strong foundation for upcoming initiatives and projects planned for the remainder of the fiscal year.

The City’s organizational structure is designed to support efficient governance and dependable service delivery. City Council serves as the legislative body, setting policy and providing oversight of municipal operations. The City Manager works closely with Council to carry out those policies and provide executive leadership across all departments. Each department, such as Community Development, Finance, Human Resources, Information Technology, Parks & Recreation, and Public Works, is led by a director who collaborates with their professional staff to ensure coordinated, responsive services are provided to the community. This structure promotes accountability, clear communication, and a shared commitment to meeting the needs of residents now and into the future.

Organizational Structure



City Clerk's Office

The 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 City Clerk's office serves as the official keeper of City records, with several key responsibilities, including:

- Custodian of the City Seal and Public Records.
- Fulfilling Public Records requests.
- Protecting, preserving, and sharing City records.
- Authenticating City records.
- Scheduling public notices of official meetings.
- Recording ordinances and resolutions from the City Council.
- Administering oaths and coordinating advisory boards and committees.
- Reporting on the City's Financial Disclosure requirements.
- Maintaining legislative and administrative records.
- Preparing various documents, including resolutions, proclamations, agendas, and minutes.
- Codifying City ordinances.
- Providing notary services and issuing solicitor licenses.
- Executing Cemetery Deeds.

Goals & Objectives

Records Management and Professional Development

The City Clerk's Office advanced its multi-year records management initiative to improve organization, accessibility, and statutory compliance. During the quarter, staff indexed and digitized records across multiple departments, scanning 42,583 pages into Laserfiche and properly disposing of approximately 150 cubic feet of obsolete records.

To support these efforts, Deputy City Clerk Lisa Morris earned her Florida Certified Records Management Certification and was appointed to the Institute of Certified Records Management Board of Regents, reinforcing the City's commitment to best practices in records governance.

Special Projects

Fire Department Records and Pension Coordination:

The City Clerk's Office began digitizing Fire Department records following the department's closure. This effort is expected to be completed in the second quarter of FY 2026. In addition, the Clerk's Office coordinated with the Fire Pension Plan Administrator to identify and organize records necessary to support the orderly transition of pension plan documents.

To support expanded records management capacity, staff participated in budget conscious training and webinars.



City Clerk's Office – Activity Summary

First Quarter FY 2026 (October–December 2025)

Activity	Oct	Nov	Dec	Q1 Total
Agenda packets & minutes (Council & Boards)	3	5	1	9
Bids (pre-bids, openings, evaluations)	0	1	3	4
Records prepared for destruction (boxes)	8	8	5	21
Records destroyed (boxes)	100	0	0	100
Cemetery deeds processed	3	2	9	14
Citizen board applications processed	1	0	10	11
Contracts, agreements & task orders	9	13	0	22
Legal, display & classified ads	3	2	4	9
Liens / Special Master actions	0	0	0	0
Meetings attended (Council & staff)	15	19	21	55
Ordinances prepared / processed	3	2	1	6
Policies processed	0	1	0	1
Proclamations	9	4	1	14
Public records requests	58	53	56	167
Resolutions prepared / processed	4	1	2	7
Street closure permits (FDOT)	2	0	2	4
Wire transfers	1	1	1	3

Contracts Tracking:

In coordination with the Procurement staff, the Clerk's Office implemented a centralized contract tracking system that is updated monthly as new City contracts are executed.

Community Development

The Community Development Department is responsible for permitting, planning, zoning, code enforcement, and administration of the City's Community Redevelopment Area (CRA). The Department works closely with residents, property owners, and businesses to provide guidance and oversight throughout the City's growth development and redevelopment processes.

Goals & Objectives

- Improve the Community Development Department's operational efficiency through effective engagement with both the public and private sectors.
- Expand awareness and use of the City's electronic permitting ("e-Filing") system through the City website, supporting more timely and accessible service delivery.
- Strengthen coordination among internal departments including Building, Planning and Zoning, and Public Works by promoting collaboration, regular communication, and team development.
- Continue focused efforts within the Downtown Community Redevelopment Area to support physical improvements and economic vitality.
- Maintain active collaboration with Brooksville Main Street, the Chamber of Commerce, local business organizations, and community stakeholders.



Compliance-Focused Outcome

As part of the City's fire department transition to the County, Community Development staff assumed responsibility for collecting outstanding property fire inspection fees. The initial backlog included nearly 100 unpaid inspections. By the end of the quarter, the number was reduced to 20 sites, which are scheduled to be presented to the Special Magistrate for further action.

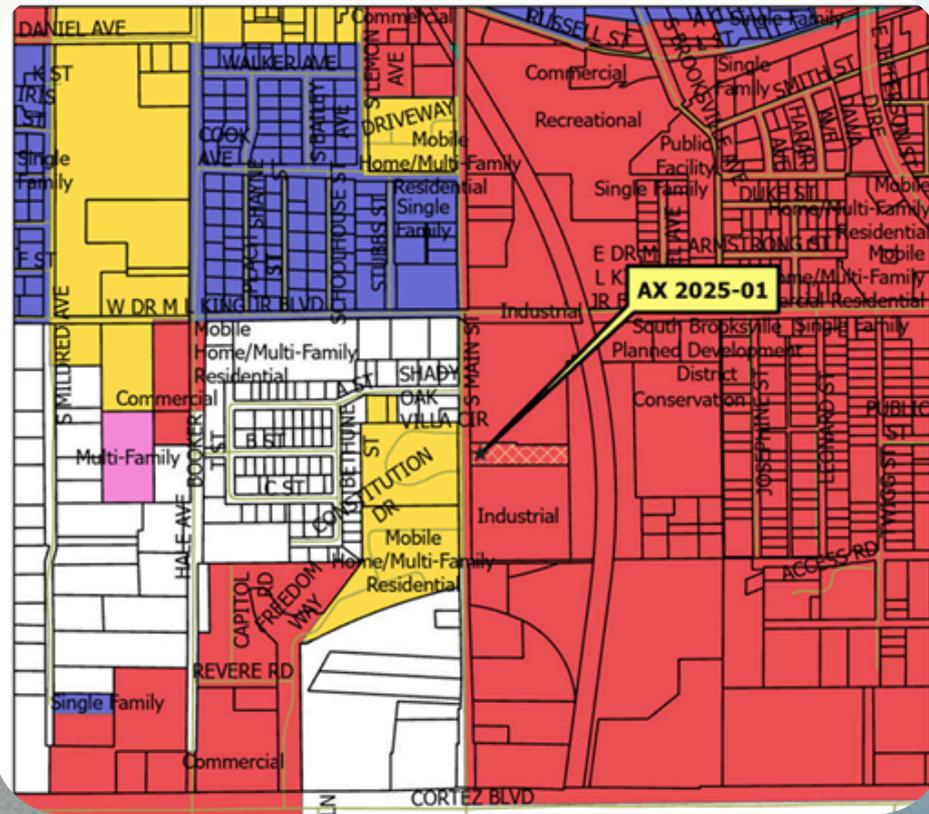
Planning & Zoning

City Council approved the rezoning of two parcels totaling approximately 6.28 acres from R-3 to PDP-MF (Planned Development Project – Multifamily) to allow for the development of up to 80 age-restricted senior multifamily dwelling units. The proposed development, known as Summit Villas, is located at the northwest corner of Dr. Martin Luther King Jr. Boulevard and Hale Avenue. The approved building elevation for the project is shown below.



Annexation

City Council approved a voluntary annexation request to incorporate approximately 1.3-acre parcel into the City limits. The property is located on the east side of South Main Street, approximately 660 feet south of Dr. Martin Luther King Jr. Boulevard. The location of the annexed property is shown on the right on AX2025-01.



Completed 83 zoning verification and allowable use reviews this quarter.

Joint Planning Coordination



Biweekly coordination meetings with the School District and Hernando County to revise the School Planning and Concurrency Interlocal Agreement.



Community Redevelopment Agency

Property Improvement Grants

First Quarter FY 2026



The City CRA Board, CRA Executive Committee, and staff continue to advance initiatives that support revitalization within the CRA District. Projects completed, underway, or in the planning phase are supported by the CRA Property Improvement Grant program.

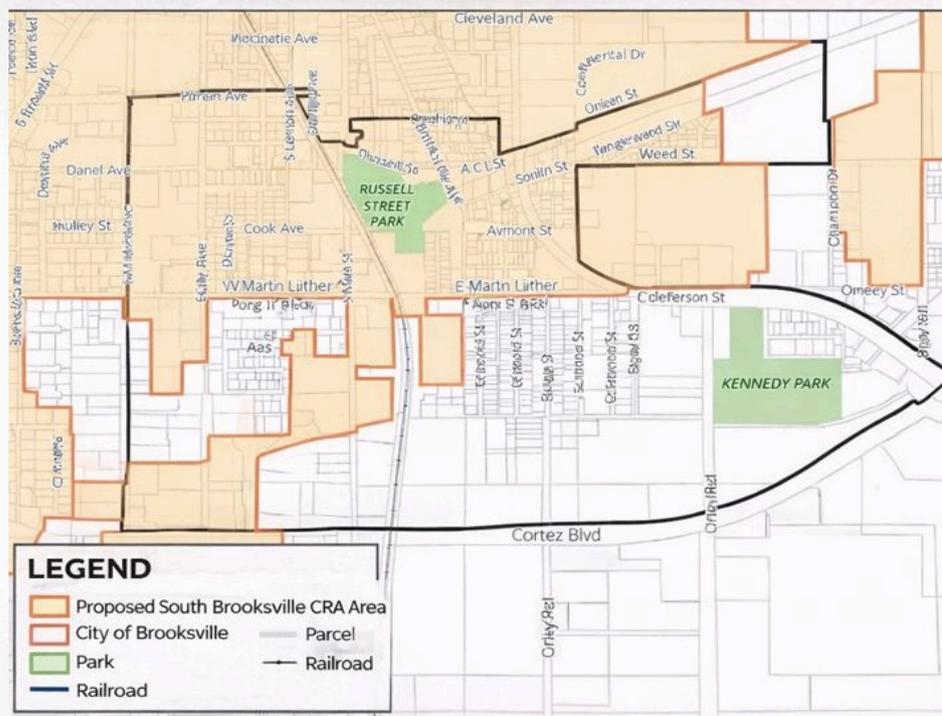
During the quarter, the CRA Executive Committee and Community Development Department continued to process applications, resulting in the approval of the following grants:

Approval Date	Location	Applicant / Grantee	Approved Grant Amount
Oct. 6, 2025	210 W. Jefferson St.	Robert Buckner Real Estate	\$10,150.00
Oct. 6, 2025	18 S. Main St.	Robert Buckner Real Estate	\$25,000.00
Oct. 27, 2025	11 S. Broad St.	Patricia's Boutique	\$7,500.00
Oct. 27, 2025	18 S. Main St.	Homan Realty Group, Inc.	\$19,000.00
Nov. 20, 2025	29 S. Brooksville St.	Johnston Law Group, P.A.	\$1,231.79
Total:			\$62,882

South Brooksville CRA Steering Committee

The Community Development Department continues to support the South Brooksville Steering Committee in evaluating the potential creation of a new Community Redevelopment Area, proposed to include portions of both the City and the County. The third of three public workshops were held, and Inspire Placemaking Collaborative, the consultant retained to develop the master plan, submitted a draft plan for review. Upon the Steering Committee's approval, the master plan will advance into the formal adoption process, which includes review by the City and County planning commissions and consideration by both City and County governing bodies. A map of the proposed South Brooksville CRA is shown.

Proposed South Brooksville CRA Area





BUILDING DIVISION

First Quarter Summary



PERMITS ISSUED

Residential	206
Commercial	79
TOTAL PERMITS ISSUED.....	285



INSPECTIONS

Residential	917
Commercial	95
TOTAL INSPECTIONS	1,012



REVENUES COLLECTED

Building Fees	\$99,386.57
Impact Fees	\$258,673.34
Radon	\$1,001.30
DBPR.....	\$1,316.53
Total Collected	\$360,377.74



Code Enforcement



29

Potential Violations Investigated



27

Lien Searches Conducted



16

Cases Active Into Next Quarter

Staff investigated **29** potential code violations and conducted **27 lien searches** during the quarter. Thirteen cases were brought into compliance and closed, While **16** remain active and will be referred to the Special Magistrate if compliance is not achieved.

New Businesses In Our Community

Brooksville Fresh Seafood Market

📍 20178 Cortez Blvd.

Bull Mega

📍 158 S. Main St.

Christ Charity For Kids

📍 911 Candlelight Blvd.

Flash Wellness

📍 705 Harvard St.

Hernando County Development Services

📍 18885 Cortez Blvd.

Luxe Nails

📍 7378 Broad St.

Millennium Physician Group

📍 932 Candlelight Blvd.

Sober Solutions Council

📍 628 Jefferson St.

Finance Department

The Finance Department provides financial planning, management, and reporting services to support informed decision making across all City departments. In addition to core accounting and fiscal oversight functions, the department oversees grants administration and procurement activities, ensuring compliance with applicable laws, regulations, and funding requirements. The department is responsible for preparing financial statements in accordance with legal and contractual obligations and generally accepted accounting principles (GAAP), as well as managing the development of the annual budget and coordinating the completion of the City's annual audit.

Goals & Objectives

- Review demos for new financial and payroll software.
- Distribute monthly financial reports to departments.
- Complete a Procedures Manual.
- Process quarterly budget amendments.
- Implement cross-training within the department.

Grants – Executive Review

- 📌 Coordination & Planning
- 3 Grant Coordination Meetings Held
 - Interdepartmental collaboration on active and future grant opportunities

🔧 Active Projects

- SRF Loan Closeout: Sewer Rehabilitation Phase IV
- Asset Management Plans: Wastewater and Utilities

📄 Grant Applications Submitted

- Resilient Florida
 - Planning Assessment – New Wastewater Plant (Croom Site)
 - Infrastructure – Existing WWTP Expansion
- FDOT
 - North Avenue Pedestrian Safety Project

🏛️ Legislative Appropriations Requested

- Pedestrian Safety and Walkways
- Barnett Road Drainage Retention Area

Accomplishments

- Recorded 2,124 journal entries and cash receipt transactions related to revenue collections and adjustments.
- Submitted first-quarter budget amendments to City Council for approval.
- Balanced and reconciled all bank, investment, and pension statements (FRS, Fire, and Police)
- Cross trained staff on accounts payable, payroll processing, deposits, and departmental revenue reporting requirements
- Completed the FY 2023/24 audit.
- Initiated closeout activities for FY 2024/2025



- ✅ Compliance & Reporting
 - All required quarterly reports submitted for:
 - FDEP Active Grants
 - ARPA Funding

Procurement – Executive Review



What Is a Capital Improvement Plan (CIP)?

Planning Today for Tomorrow's Infrastructure



CIP Explained

A Capital Improvement Plan (CIP) helps the City plan and manage major projects, such as roads, utilities, and public facilities.

- ✓ It allows the City to plan ahead, manage costs, and make smart investments.
- ✓ The plan is reviewed regularly to keep projects moving forward and address challenges as they arise.
- ✓ Regular updates help ensure projects stay on track and meet community needs.

A well-managed CIP promotes transparency and responsible use of taxpayer dollars.



What We're Doing This Year

City departments began working together early to plan projects for **Fiscal Year 2025/2026**, before the budget year started.



FY 2025/2026 Early Planning

- ✓ After Council approved the plan, a CIP kick-off meeting was held on **October 8, 2025**, to set goals and timelines.



December 11, 2025 Quarterly Check-In

- ✓ A quarterly check-in meeting was held on **December 11, 2025**, to review progress and prepare for the second quarter.



March 11, 2026 (Upcoming)

The next meeting is scheduled for **March 11, 2026**, focusing on third quarter planning and any needed adjustments.

This step-by-step approach helps ensure projects are completed efficiently and responsibly.



Completed Actions

- Awarded WWTP biosolids polymer contract to Solenis LLC (3-year term)
- Approved multiple piggyback and cooperative purchasing contracts to support operations and utilities
- Transitioned uniform services to Vestis Services, LLC

Active Solicitations

- Road Milling and Resurfacing (CIP): Six bids received (*highest participation in four years*); evaluation underway with Council action scheduled

Fleet & Asset Management

- Placed fiscal year 2025/2026 fleet orders in advance to leverage manufacturer incentives
- Six vehicles planned (two growth, four replacements); initial deliveries expected January 2026

Compliance & Procurement Tools

- Utilized piggyback and cooperative contracts to improve efficiency, pricing, and response readiness

SOLE SOURCE



"Sole source" refers to awarding a contract to a single vendor without a competitive bidding process. This method is used when only **one vendor** can supply the required product or service due to:

- ✓ Unique qualifications
- ✓ Substantial reasons
- ✓ Specialized expertise
- ✓ Exclusive rights

EXAMPLES:

- Chosen to supply a new fuel truck to replace the city's outdated fuel truck.
- Unique qualifications
- ✓ Specialized expertise
- ✓ Substantial reasons
- ✓ Exclusive rights



- ✓ **Thunder Creek Equipment**
- ✓ Chosen to supply a new fuel truck to replace the city's outdated fuel truck.



- ✓ **Tampa Crane & Body**
- Designated supplier for after-market parts for the city's garbage trucks.



- ✓ **The Center for Internet Security, Inc.**
- Sole source for required membership to collaborate with Hernando County IT network

HUMAN RESOURCES

Overview

The Human Resources Department continued to support City operations through strategic workforce management, employee relations, recruitment, and compliance efforts during the first quarter of Fiscal Year 2026. Key priorities included staffing vacant positions, supporting employee development, maintaining compliance, and preparing for upcoming initiatives in the new calendar year.

Key highlights from the 1st quarter

- Bagels with the Boss launch
- Compensation Study implementation
- Employee culture survey
- Employee Holiday Engagement Initiatives
- Employee Holiday Luncheon
- Employee relations and manager support
- Ongoing recruiting efforts
- Quarter Turnover Rate: 9.2%
- Semi-annual employee evaluations
- Semi-annual employee compliance training
- Workers Compensation Investigations and Reporting

Projects and Initiatives



Benefits & Wellness

HR assisted employees with Cigna health plans after Annual Open Enrollments to implement October 1, answered benefit questions, and promoted program participation, increasing engagement providing a healthier and lower risk workforce.



Employee Relations

HR created 'Bagels with the Boss' for next quarter to engage all employees, conducted a satisfaction survey showing 31% feedback, and guided managers on workplace concerns.



Policy and Compliance

Updated and reviewed job descriptions, ensured compliance with City policies, and drafted employee handbook revisions for review through the City Manager and Legal, with Council consideration scheduled for next quarter.



Recruitment & Onboarding

Filled 13 critical vacancies, promoted 6 employees, and implemented a pilot onboarding process to improve new hire integration.



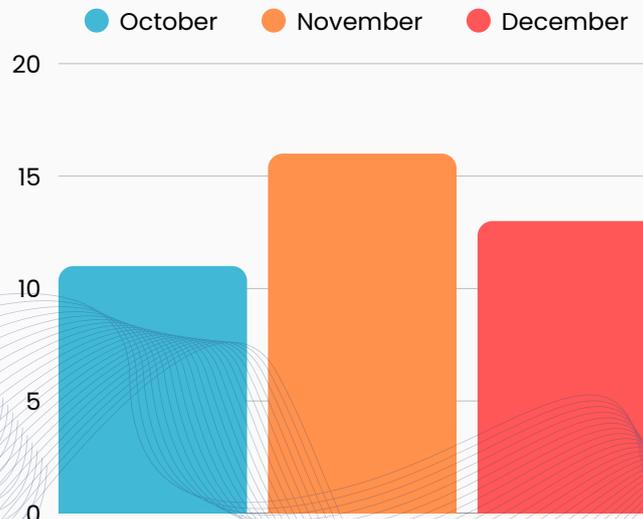
Training & Development

Completed over 12 hours of training, including mandatory compliance, safety, and development modules, and 2 team members earned Water and CDL licenses.

Quarter 1 - Overview of Staffing

Month	Positions Filled	Turnover Rate	Notes
October	6	2.1%	9 new positions posted for FY26. 6 positions filled among: Parks, DPW & Community Development.
November	1	7.1%	1 position filled in Utilities division. 7 employee separations.
December	3	0%	0 employee separations and 0 hires.

Monthly vacancies





Employee Engagement Initiatives

Human Resources | First Quarter FY 2026

Overview

During the first quarter of Fiscal Year 2026, Human Resources advanced **employee engagement** initiatives focused on performance management, employee voice, and workplace connection. These efforts supported professional development, strengthened morale, and reinforced a **positive organizational culture**.



Performance & Professional Development

Semi-Annual Employee Evaluations

- Review period; April 1 – September 30, 2025
- Evaluations conducted using **10 standardized** performance categories
- Human Resources coordinated and tracked all evaluations for consistency

Key Result:

66.7% of employees earned an **Exceeds Expectations rating**, reflecting strong organizational performance and continued focus on **professional development**.



Employee Voice & Culture

Conducted October 6 – November 30, 2025

- Anonymous survey encouraging candid employee feedback
- Results will guide improvements in communication, teamwork, and workplace culture.
- Survey findings currently under review by the City Manager



Employee Engagement & Recognition

Human Resources implemented multiple engagement **activities** to strengthen morale and connection across departments.

- **Fall Door Decorating Contest**
Encouraged creativity, teamwork, & a friendly competition while enhancing the workplace environment.
- **Holiday Employee Luncheon**
Brought employees together to celebrate the season and recognize contributions.



Donors supported the holiday luncheon with **\$3,000+** in food, raffle prizes, and supplies



Outcome

These **initiatives** strengthened employee engagement, supported professional growth, and reinforced a connected, appreciative workplace culture.

Information Technology Department

During the first quarter of FY 2026, the Information Technology Department supported City operations through service desk assistance, systems management, technology planning, cybersecurity efforts, and community-facing technology support. Priorities focused on system reliability, operational efficiency, compliance, and strategic planning for future technology needs.

Service Delivery & Operations

- Responded to approximately 90 formal IT service requests during the quarter, averaging 30 per month, in addition to routine in-person and departmental support
- Continued support of the City's core technology environment, including email, collaboration tools, computers, mobile devices, shared workspaces, printers, audiovisual systems, and public-facing technology kiosks
- Performed regular onsite visits across City facilities to provide hands-on support, training, and follow-up assistance

Budget & Resource Management

- Achieved planned technology cost savings by utilizing existing equipment inventory, avoiding the need for an additional computer lease this fiscal year
- Continued responsible asset reuse and lifecycle management to support fiscal efficiency.



Projects & Strategic Initiatives

- Began coordinated review and issue resolution related to CivicGov, working collaboratively with Community Development and Public Works; multiple items are under active review with vendor support.
- Initiated early planning discussions for new Finance and Human Resources software, engaging internal departments and multiple vendors to define scope, timing, and cost-effective implementation options.
- Completed annual updates to City website calendars and recycling/sanitation information.



Information Technology

Community Engagement & Service Support

- Provided audiovisual, conferencing, and technology support for City Council meetings and boards
 - Supported remote participation for advisory and pension board meetings
 - Assisted with electronic forms and secure workflows in coordination with the City Clerk
 - Supported City and community events through photography, digital content, and online posting
- Maintained and updated public-use technology kiosks across City facilities

The Information Technology Department is dedicated to providing cutting-edge technology solutions and support to enhance organizational efficiency and innovation. Our team is committed to maintaining secure and reliable IT infrastructure while offering a wide range of services, including network management, cybersecurity, software development, and user support. We strive to empower users with the latest tools and resources, ensuring seamless integration and optimal performance across all digital platforms. Our mission is to drive technological advancement and foster a culture of continuous improvement within the organization.

Efficiency & Process Improvements

- Expanded online service request options for residents, supporting stormwater compliance and service coordination
- Developed internal dashboards to improve visibility, tracking, and efficiency across departments such as Procurement, Grants, and system issue management

Technology Improvements & Compliance

- Implemented website accessibility enhancements to support ADA compliance
- Added employee wellness and technology-use resources to the intranet
- Supported the launch of the City's LinkedIn presence for recruitment and communications
- Coordinated required technology transitions to support critical utility communications and monitoring systems



Staffing, Training & Internal Support

- Supported onboarding and offboarding of City staff through account setup, equipment preparation, and access management
- Assisted with recruitment processes through technology-enabled interview tools
- Completed mandatory semi-annual compliance training for all employees

- Conducted annual cybersecurity awareness training and phishing simulations to reinforce employee vigilance



Parks & Recreation Department

Parks and Recreation provides programs, facilities, and services that support leisure, recreation, and community enjoyment. Department resources include parks, nature preserves, open spaces, greenways, trails, cemeteries and recreational facilities. Through these assets and programs, the department ensures residents have accessible spaces to exercise, play, and participate in activities that enhance overall quality of life.

The principal activities of the Parks & Recreation Department include:

- Pavilion rentals for birthdays, gatherings, and community events
- Open Court Sports available to the public:
 - Basketball: Noon–4:00 p.m., Monday, Wednesday, and Friday
 - Pickleball: Noon–4:00 p.m., Tuesday and Thursday
- RTM Studios programming, including voice and piano lessons, and senior services at the Enrichment Center
- Youth softball and baseball leagues, as well as field and gym rentals
- Routine maintenance and upkeep of all 7 City parks, including playgrounds, sports fields, and courts; including mowing, edging, trimming, trash removal, and restroom cleaning
- Weekly recreational programming such as Ageless Athletes, Homeschool PE, Toddler Sensory Playdates, and Start Smart Sports
- Maintenance, mowing, and cleanup of Brooksville Cemetery
- Ongoing repairs and maintenance of parks, facilities, recreational fields, and equipment, including coordination and submission of work orders for facilities maintenance support

Goals & Objectives

- Implementation and Launch of CivicRec Software – Progressing Well
- Introducing the Improved Special Events Application Process – Making Great Strides
- Efficiently Servicing UV Lamps and Crystals at the Splash Pad for sanitation and brighter water
- Diligent Maintenance/Waxing of Gym Floors for Enhanced Safety and Shine
- Unveiling a Beautiful New Area in the Cemetery

Special Projects

We recently made several improvements to enhance our gym and park facilities:

- Removed old light fixtures and replaced bulbs to brighten the gym.
- Installed black lights to expand our glow programming.
- Cleaned up storage areas and tended to trees across all parks.
- Reset bases and pitching rubbers on all fields.
- Rewaxed and buffed the gym floors for a polished finish.
- Added a bike rack and planted shrubs in front of the Community Center.
- Built a cart for the Tangerine, allowing it to travel to various events.



Parks & Recreation Community Events Highlights

Q1 FY 2026 Highlights

Key Highlights

✔ Hosted the Annual Breast Cancer Walk, with approximately 500 participants, to promote awareness and community engagement

✔ Offered cemetery tours during Founder's Week, highlighting local history

✔ Partnered with HYL Basketball and Softball to host a basketball shooting competition at JBCC and a Home Run Derby

✔ Launched the First Annual Pumpkin Patch, a three-week event featuring pumpkin sales, food trucks, local vendors, crafts, a petting zoo, and a horse-drawn carriage

✔ Provided additional Pumpkin Patch programming, including yoga classes, storytime, a family movie night (*Halloweentown*®), and Hosting the City's first Trunk or Treat

✔ Organized a Christmas Decoration Drive, receiving strong community support and enabling the lighting and decoration of the Loop Trail at Tom Varn Park

✔ Supported the return of Wreaths Across America for the second year, successfully meeting wreath sponsorship goals and drawing strong attendance

✔ Conducted a Food Drive during November and December to support community needs

Signature Events



Community Partnerships & Service



Q1 FY 2026 Highlights

Public Works Department

The Public Works Department is comprised of the following divisions: Streets & Drainage, Facilities, Utilities (Water & Sewer), Sanitation, and Fleet. During the reporting period, the Department continued to deliver essential services that support public safety, infrastructure reliability, and overall quality of life throughout the City. Across all divisions, staff emphasized proactive maintenance, timely response to service needs, and responsible stewardship of City assets. Key efforts included roadway and stormwater maintenance, facility and park upkeep, water and sewer system investigations and repairs, solid waste collection, and fleet maintenance. Together, these activities demonstrate a continued commitment to maintaining core infrastructure, addressing aging systems, supporting City operations, and providing reliable services to residents and businesses.



Sanitation Division — Quarterly Highlights



Reliable & Consistent Service Delivery



Commercial, residential, and bulk (boom truck) routes maintained throughout the quarter



Stable Collection Volumes



Normal seasonal and service-demand fluctuations observed

Total Solid Waste Collected: 1,225.3 tons



Commercial Collection: **748.6 tons**



Residential Collection: **362.2 tons**



Boom Truck / Bulk Collection: **114.4 tons**



Average Weekly Collection: ~175 tons



Public Works

Improving City Streets, Drainage, & Wayfinding

✔ Street sweeping operations covered approximately **881 miles** of roadway, resulting in the removal of **156 cubic yards of debris**.

These efforts support improved roadway safety, enhanced drainage performance, and overall neighborhood cleanliness.



✔ To address roadway surface conditions, the division utilized approximately **30 tons of asphalt** for patching and pothole repairs. These repairs helped maintain safe driving conditions and extended the service life of existing pavement infrastructure.



30 Tons
Asphalt Used

✔ As part of ongoing City branding and visibility improvements, **23 street signs** were replaced with new signage reflecting updated City standards.



23 Street Signs
Replaced



Facilities Division

Key Activities



Building & Facility Maintenance

Impact: Maintained safe, functional, and compliant City facilities

- ✓ Completed plumbing, electrical, lighting, and fixture repairs
- ✓ Performed HVAC maintenance and coordinated elevator repairs
- ✓ Replaced ceiling tiles, locks, and repaired bay doors



Asset & Infrastructure Support

Impact: Improved asset readiness and supported cost-effective reuse

- ✓ Coordinated surplus and auction preparation of City assets
- ✓ Supported asset lifecycle management across departments



Parks & Recreation Facility Support

Impact: Preserved public spaces and enhanced visitor experience

- ✓ Repaired water lines, plumbing, fixtures, and spigots
- ✓ Completed gate repairs, press box cleanout, and stadium seating maintenance



Seasonal & Event Support

Impact: Enhanced community spaces and supported City events

- ✓ Installed downtown holiday decorations for seasonal program





Utilities Division

Quarterly Dashboard



Service Delivery & Operations

- ✓ Maintained continuous water distribution and wastewater treatment operations
- ✓ Responded to customer service requests, sewer backups, and emergency calls
- ✓ Supported new service connections and utility tie-ins related to development activity
- ✓ Maintained 24/7 on-call coverage for after-hours water and sewer emergencies



Infrastructure Maintenance & System Reliability

- ✓ Conducted sewer system investigations and maintenance across multiple City corridors
- ✓ Located, documented, and improved access to buried or obscured system components
- ✓ Completed targeted point repairs to aging sewer infrastructure
- ✓ Performed inspections and cleaning of sewer mains and laterals to reduce failure risk



Regulatory Compliance & Monitoring

- ✓ Completed all State-required water and wastewater sampling and reporting
- ✓ Conducted routine system reporting, account reviews, and staff training

Quarterly Metrics Snapshot



Sewer System Maintenance & System Reliability

- ✓ Multiple major corridors investigated and maintained
- ✓ Over a dozen system access points, located, documented, or improved
- ✓ Targeted repairs completed to address identified deficiencies



Emergency Response

- ✓ Multiple sewer backups and emergency service calls resolved
- ✓ Force main and mainline issues addressed promptly to restore service



Compliance 100%

- ✓ 100% of required State sampling and reporting completed for the quarter

Quarterly Impact



Ensured reliable utility services through proactive maintenance, rapid response, and full regulatory compliance while improving long-term system access and operational efficiency.



Fleet

City of Brooksville • Department of Public Works



During the reporting period, the Fleet Division provided critical maintenance and repair support to ensure the **continued operation and reliability of vehicles and equipment** across the Department of Public Works.



79+ Repairs Completed

on vehicles and equipment supporting sanitation, streets and drainage, utilities, and facilities.



22 Oil Changes Performed

7 on sanitation collection trucks

15 on small equipment (lawnmowers, chainsaws, etc.).



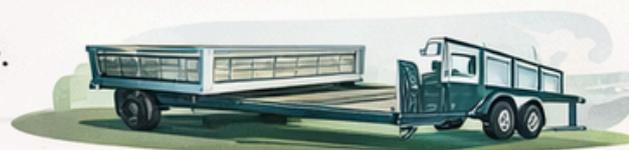
16 Tires Replaced

on various City vehicles, including and repairing **4 hydraulic cylinders** on heavy equipment.



Welding & Fabrication Work

- Welded six metal bottoms on commercial **dumpsters**,
- Rehabilitated and **repurposed** an older **trailer** for **Facilities Division** use.





City of Brooksville



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