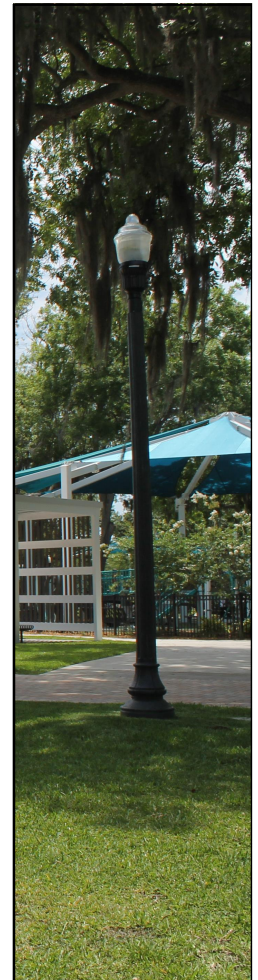
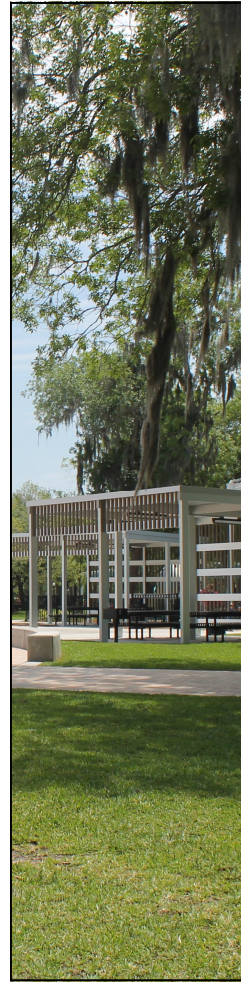


# City of New Port Richey, FL

Annual Budget  
FY 2017 - 2018



NEWPORT RICHEY

# **City of New Port Richey**

## **Annual Operating Budget FY2017 - 2018**

**Robert Marlowe**  
Mayor - Council Member

**Jeff Starkey**  
Deputy Mayor - Councilmember

**Bill Phillips**  
Council Member

**Judy DeBella Thomas**  
Council Member

**Chopper Davis**  
Council Member

**Debbie L. Manns**  
City Manager

**Crystal S. Feast**  
Finance Director

NEW PORT RICHEY





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**New Port Richey  
Florida**

For the Fiscal Year Beginning

**October 1, 2016**

*Christopher P. Morrill*

Executive Director

NEW PORT RICHEY

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# Introduction

# NEWPORT RICHEY

# About New Port Richey

## General Information

- Description
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- Public Works
- Electric Service
- Public Safety
- Emergency Services
- Library
- Recreation and Aquatic Center
- Electoral Districts

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- Council-Manager Form of Government
- Council Meetings
- Calendar of Meetings
- Communications
- Elected Officials
- Administrative Services and Department Contact Information

# NEWPORT RICHEY

**About New Port Richey**



The City of New Port Richey is poised to attract new residents and visitors at an increasing rate each year. New Port Richey’s geography blends nature, waterfront and great

shopping with restaurants, culture and business, all with a small-town feel. Major attractions are nearby. New Port Richey is rich in history and alive with happenings.

Located in the West Central part of Pasco, the City of New Port Richey has a total area of 4.6 miles. The Gulf of Mexico coastline borders the west side and the Pithlachascotee River runs through the City. New Port Richey is considered part of the Tampa Bay area, a mecca filled with major attractions and hot spots for recreation, sports and culture.

**Tourism**

It’s no secret that Florida’s climate is an attraction for tourists. In New Port Richey, winters are mild and summers are very warm.

**Regional Monthly Temperature Averages**

(Median in Degrees Fahrenheit)

Jan 61	Feb 63	Mar 71	Apr 75	May 79	Jun 83
Jul 85	Aug 85	Sep 84	Oct 78	Nov 72	Dec 70

**FRIENDLY FACTS**

Population: 15,087

Incorporated: 1924

Founder: Captain Aaron M. Richey

**Famous Firsts & Trivia:** The City of New Port Richey was frequented by famous silent film stars before the depression and “talking pictures”. Silent film stars, Gloria Swanson and Thomas Meighan, were frequent visitors of the town. Famous early Golf Champion, Gene Sarazen, invented the Sand Wedge in New Port Richey during the same early years of the City when the Hacienda was a central feature of the riverside fledgling city.

**Sports:** Tampa Bay is home to NFL’s Tampa Bay Buccaneers, MLB’s Tampa Bay Rays, NHL’s Tampa Bay Lightning, and spring training for the Philadelphia Phillies, Toronto Blue Jays, and NY Yankees

Annual Rainfall: 46.3 inches

Major Economic Engines in the Area: Hospitality, Retail, Healthcare and Personal Services

Major Employers: School District, Government, Hospital, Primary Utilities

Major City Roads: North/South Roads – US Hwy 19, Grand Blvd., Madison St., Congress St., Rowan Rd. East/West Roads – Massachusetts Ave., Main St., Gulf Dr., Marine Pkwy

Major Pasco County Roads: SR 54 and SR 52, Suncoast Highway, US Hwy 19, I-75, US Hwy 41, CR1 Little Road

Airports: Tampa International Airport, St. Petersburg-Clearwater Airport

City Public Schools: 2 Elementary, 1 Middle, 2 High Schools, and Private Schools  
College: Pasco-Hernando State College – New

Port Richey

Hospitals: Morton Plant North Bay Hospital

Parks: Recreation Center Skate Park, Sims Park, Sims Park Boat Ramp, Orange Lake, Cotee River Park, Frances Avenue Park, Meadows Park, Dog Park at the Meadows, Grand Boulevard Park, James E. Grey Preserve, Russ Park, Jasmine Park and a Recreation, Fitness and Aquatic Center.



Fishing & Boating: A Florida fishing license is required. Licenses are available at the county tax collectors office and at many local fishing supplies retailers.

The City also provides a full range of modern, municipal services such as:

- Police, fire, and emergency medical protection
- Community planning and economic development
- Zoning and code enforcement
- Building permit and inspection services
- Concerts and other events
- Parks, recreational, and sports programs
- Potable water and sanitary sewer services
- Stormwater management and street maintenance
- Local library

### General Description

---

New Port Richey is a city in Pasco County, Florida, United States. It is a suburban city included in the

Tampa - St. Petersburg - Clearwater, Florida Metropolitan Statistical Area (MSA) and is the largest city in Pasco County.

Pasco County is a county located in the State of Florida. The population estimate, according to the U.S. Census Bureau for the County is 497,909, as of 2015. Its county seat is Dade City, Florida. Pasco, along with Hernando, Hillsborough, and Pinellas counties, comprise the Tampa - St. Petersburg - Clearwater, Florida Metropolitan Statistical Area.

The Tampa Bay Area, or Tampa Bay, after the body of water it surrounds, is the second most populous metropolitan area in the State of Florida (after the South Florida metropolitan area), the second most populous on the Gulf Coast (behind Houston), the fourth most populous in the Southeast (after Miami, Atlanta and Washington), and the 19th-largest in the United States.

The U.S. Census Bureau currently estimates the population for the Tampa - St. Petersburg – Clearwater, Florida Metropolitan Statistical Area (MSA) at 3.03 million, as of 2015. The Tampa Bay Partnership and U.S. Census data showed an average annual growth of 2.0 percent, or a gain of approximately 54,412 residents per year between 2011 and 2015. The combined Greater Tampa Bay region experienced a combined growth rate of 14.8 percent, growing from 3.4 million to 3.9 million and hitting the 4 million mark on April 1, 2007 in the continuous Tampa Bay urban area. In 2008 the area's construction based boom was brought to a sudden halt by the financial crisis of 2007–2010, and by 2009 it was ranked as the fourth worst performing housing market in the United States.

### Dimensions and Boundaries

---

According to the U.S. Census Bureau, the County of Pasco has a total area of 868 square miles of



which 747 square miles of it is land and 122 square miles of it is water.

Surrounding counties include:

Hernando County, Florida - North

Sumter County, Florida - Northeast

Polk County, Florida - Southeast

Hillsborough County, Florida - South

Pinellas County, Florida - Southwest

## Transportation

---

### Aviation

Zephyrhills Municipal Airport (ZPH) Pilot Country

Airport (X05) Tampa North Aero Park (X39)

Hidden Lake Estates Airport (FA40, private airport near Moon Lake)

### Bus Service



Pasco County Public Transportation provides bus service in West Pasco, Dade City and Zephyrhills.

### Railroads

CSX operates three rail lines within the County. Dade City and Zephyrhills are serviced with a line from Plant City. The other two lines include the Brooksville Subdivision which runs close to US 41 and the Vitis Subdivision, which runs southeast into Lakeland. Notable abandoned railroad lines include a former branch of the Atlantic Coast Line Railroad northwest of Trilacoochee (formerly Owensboro Junction) that became part of the Withlacoochee State Trail, a segment of the a Seaboard Air Line Railroad branch stretching from Zephyrhills to Trilacoochee, another line along the east side of US 301 that spanned from Sulphur Springs to Zephyrhills, part of the Orange Belt

Railroad which ran from St. Petersburg and entered the County in what is today Trinity to Trilby (abandoned during the early-to-mid 1970's), and a branch of the Seaboard Air Line that ran through Holiday, Elfers and into New Port Richey. This line was truncated to Elfers in 1943, and eliminated during the 1980's.

### Major Roads

Interstate 75 runs north and south across the eastern part of the County. Once a major connecting point with Tampa, I-75 has been made obsolete for western residents of the County by the Suncoast Parkway.

Suncoast Parkway enters the County in the south halfway between Gunn Highway and US 41, and ends in the far northern part of the County at County Line Road (Exit 37). The Suncoast Parkway is a recently-constructed toll road that connects Pasco County with Hillsborough County, where it becomes the Veterans Expressway and heads directly into Tampa International Airport before reaching Interstate 275. SR 589 has four Pasco County exits: SR 54 (Exit 19), Ridge Road Extension (Future Exit 24), SR 52 (Exit 27), and County Line Road (Exit 37).

U.S. Route 19 is a major commercial center running beside the Gulf of Mexico on the western edge of the County and is used as a primary connecting route to cities down the west coast of Florida, including Tarpon Springs, Dunedin, Clearwater, and St. Petersburg, as well as Spring Hill, Weeki Wachee, Homosassa and Crystal River to the north. Alternate 19 is a former section of US 19 that runs closer to the Gulf of Mexico in Pinellas and southern Pasco County than US 19.

State Road 52 (Colonel Schrader Memorial Highway) an east-west route that runs primarily through the center of the County from US 19 in Bayonet Point to US 98-301 in Dade City.

State Road 54 (Gunn Highway/Fifth Avenue) another east-west road that runs through

southern Pasco County, from US 19 near Holiday to US 301 in Zephyrhills.

State Road 54 and SR 56 link the Southwestern area of the county to the east and to the City of Zephyrhills whose municipal population approached New Port Richey's.

Little Road (CR 1) Major four to six lane county road in western Pasco County bypassing US 19 between southeast of Aripeka and Trinity.

Trinity Boulevard(Pasco-Pinellas CR 996)

### **Print and Electronic Media**

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Several metropolitan daily newspapers are circulated in New Port Richey. These include the Tampa Bay Times, Tampa Tribune, USA Today and the Wall Street Journal. Other periodic newspapers are also available such as the Suncoast News and West Pasco Press.

National and local television and radio also serve the City. Spectrum and Frontier broadcast City Council meetings on cable channels 615 and 20, respectively.

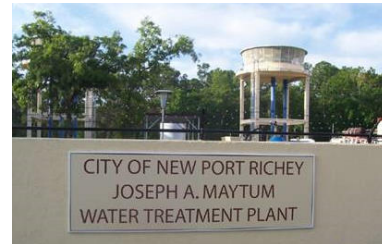
The City's official website, [www.citynpr.org](http://www.citynpr.org), includes a calendar of city events, as well as meeting minutes and information on city facilities and services.

### **Public Works**

---



The Wastewater Treatment Plant was awarded the Dept. of Environmental Protections "Plant Operations Excellence Award" in 2005 and 2011.



Sewer, Water and Reclaimed Water are provided by the City of New Port Richey's Public Works, headquartered at 6132 Pine Hill Road, Port Richey, FL 34668. Tel: (727) 841-4536 Fax: (727) 841-4586

Services also provided: yard debris pickup, free mulch to residents, minor street repair, flood control and street lighting.

### **Electric Service**

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Electricity is proved by Duke Energy. They are the largest electric power holding company in the United States, supplying and delivering energy to approximately 7.2 million U.S. customers. Duke Energy (NYSE: DUK), is a Fortune 250 company with approximately 57,700 megawatts of generating capacity and over \$100 billion in assets.

## Local Law Enforcement

---

New Port Richey Police Department  
6739 Adams Street  
New Port Richey, FL 34652  
Dispatch 727-841-4550  
Records 727-841-4553  
[www.nprpolice.org](http://www.nprpolice.org)



The New Port Richey Police Department currently employs 44 sworn officers and has an active reserve officer program. The department has 23 civilian employees, which include dispatchers, crime scene technicians, victim advocate, code enforcement and other personnel.

## Fire & Emergency Services

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New Port Richey Fire Department  
5919 Main Street  
New Port Richey, FL 34652  
Administration: (727) 853-1032



The Fire Department’s personnel consist of a Fire Chief, an Assistant Fire Chief, and 21 career firefighters. Staffing is divided into 3 shifts: A, B and C. Each shift is under the command of 1 District Chief and 1 Captain. All Firefighters are also licensed EMTs and/or Paramedics. Combat personnel are augmented by part-time firefighters. Fire Station #1 is located at 6333 Madison Street and Fire Station #2 is located at 6121 High Street. A study is underway to improve service delivery through the development of a plan to construct a new station.



## Library

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5939 Main Street  
New Port Richey, FL 34652

Monday – Thursday - 10:00AM – 8:00PM  
Friday – Saturday - 10:00AM – 5:00PM  
Sunday - Closed  
(727) 853-1279



Founded in 1919  
Florida's Original Library of the Year



No charge for: Memberships, Internet Access,  
Wi-Fi, Classes and Programs  
[nprlibrary@gmail.com](mailto:nprlibrary@gmail.com)  
[www.nprlibrary.org](http://www.nprlibrary.org)

### Recreation and Aquatic Center

---

6630 Van Buren Street  
New Port Richey, FL 34653

Monday – Friday - 6:00AM – 8:00PM  
Saturday – Sunday - 10:00AM – 5:00PM  
(727) 841-4560



New Port Richey was designated as a "Playful City  
USA" community the past nine years  
and is the only Parks and Recreation Department  
to be awarded  
"Florida's #1 Parks and Recreation Department"  
**TWO YEARS IN A ROW!**  
and

2017 Agency Excellence Award for  
Economic Impact  
by the



For questions or information, please contact:

[smithe@cityofnewportrichey.org](mailto:smithe@cityofnewportrichey.org)





## Electoral Districts

---

The City of New Port Richey is located in the following electoral districts:

- Congressional - 9
- State Senatorial - 11
- State House - 46
- County Commission – 4 or 5
- School Board – 4 or 5

## City Council

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### About the Council-Manager Form of Government

The Council-Manager form is the system of local government that combines the strong political leadership of elected officials in the form of a council, with the strong managerial experience of an appointed professional government manager. The form establishes a representative system where all power is concentrated in the elected council and where the council hires a professionally trained manager to oversee the delivery of public services.



### What is the City Council's function?

The Council is the legislative body; its members are the community's decision-makers. Power is centralized in the elected council, which establishes policy through the enactment of ordinances which become a part of the City's Code of Ordinances, resolutions and motions of the City Council. They approve the budget and determine the tax rate. The Council focuses on the community's goals, major projects and such long-

term considerations as community growth, land use development, capital improvement plans, capital financing and strategic planning. The Council hires a professional manager to carry out the administrative responsibilities and supervises the manager's performance.

## City Council Meetings

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All meetings of the City Council are open to the public. Meetings are held in the City Council Chambers, City Hall, 5919 Main Street, New Port Richey.

Regular meetings of the City Council are held on the first and third Tuesday of each month (excepting holidays).

As needed, Special Meetings and City Council Workshops are held.

**Council Makeup** - The City Council is the legislative body. This consists of the Mayor, Deputy Mayor and three Council members. The City Council serves part-time for a small salary.

**Council Powers** - The Council's powers consist of: adopting all ordinances; reviewing and revising and adopting the budget; making appropriations; levying taxes; authorizing bond issues; providing for the internal structure of the local government; and establishing municipal policy.

The Council has the authority to initiate hearings for the purpose of gathering information for ordinance making and airing public problems, and to supervise the spending of appropriations.

**Vox Pop** - The Vox Pop item at regular meetings of the City Council is an opportunity for citizens in the audience to address the City Council on matters that are not specifically listed on the agenda for that meeting. A person who wishes to speak to the City Council will be limited to a maximum of three (3) minutes. Speakers must identify themselves prior to speaking by stating their name and address for the record.

## Council Meeting Protocol –

1. The City Council will take action only on those items listed on the agenda. Copies are available to the public and are located on the table outside of Council Chambers.
2. The Mayor is Chairperson of the meeting. The Deputy Mayor assumes the chair in the absence of the Mayor.
3. Items listed on the agenda after the roll call, pledge of allegiance to the flag, and moment of silence/invocation are: Council Business; Consent Agenda; Public Hearings; and Council Business.
4. Manner of addressing the Council: Upon recognition by the Chair, the person shall proceed to give his/her name and address in an audible tone of voice for the record. Statements shall be addressed to the Council as a body. No person, other than the person having the floor, shall be permitted to enter into any discussion without recognition by the Chair.
5. Personal and Slanderous Remarks: Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing the Council, shall be asked by the Chair to cease or be asked to leave unless permission to continue be granted by a majority of the Council.

## Calendar of Meetings

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The Office of the City Clerk publishes an official calendar of meetings and events. The calendar is posted at City Hall; on the City's website, [www.citynpr.org](http://www.citynpr.org) and is also available as a handout from the City Clerk.

Meeting dates occasionally change. Please check with the Office of the City Clerk for an up-to-date schedule.

## Communications

---

In an effort to keep its residents and visitors informed about City meetings, projects, lane closures, programming and event offerings, the City utilizes the following main methods of communications:

City's Official Website

[www.citynpr.org](http://www.citynpr.org)

City Wiki Site

Check for up-to date information, newsletters, city maps, etc.

<http://nprnewsletter.wikispaces.com/>

Government Cable Access

Council Meetings are broadcast live on Spectrum Channel 615 and Frontier Channel 20.



## Meet the City Council

---

The City Charter provides for a City Council that is vested with all legislative powers of the City. The Mayor and four Council members are elected at large to staggered 3 year terms, all expiring in April.



**Robert C. Marlowe, Mayor**

[marlower@cityofnewportrichey.org](mailto:marlower@cityofnewportrichey.org)

727-853-1290

Next election: April 2017



**Bill Phillips, Deputy Mayor**

[phillipsb@cityofnewportrichey.org](mailto:phillipsb@cityofnewportrichey.org)

727-853-1016 ext. 2033

Next election: April 2018



**Judy DeBella Thomas, Council Member**

[debellathomasj@cityofnewportrichey.org](mailto:debellathomasj@cityofnewportrichey.org)

727-853-1016 ext. 2031

Next election: April 2018



**Jeff Starkey, Councilmember**

[starkeyj@cityofnewportrichey.org](mailto:starkeyj@cityofnewportrichey.org)

727-389-5784

Next election: April 2019



**Chopper Davis, Council Member**

[davisc@cityofnewportrichey.org](mailto:davisc@cityofnewportrichey.org)

727-255-9135

Next election: April 2019

## Contact Information

---

Local elected officials and City staff encourage resident and visitor participation.

City of New Port Richey  
Government Center  
5919 Main Street  
New Port Richey, FL 34652  
General: 727-853-1016  
Fax: 727-853-1023

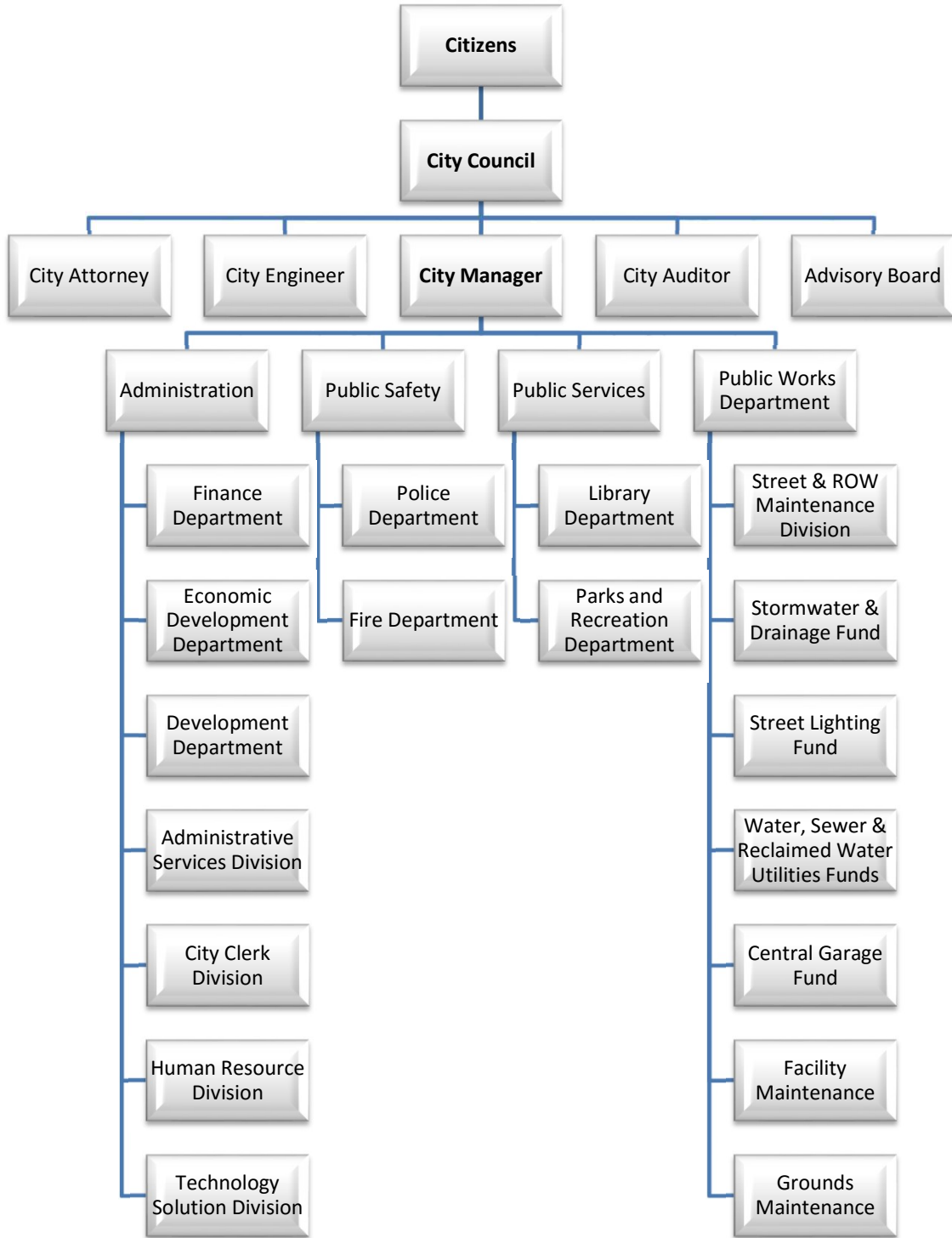
Administrative Services and Department phone numbers:

City Manager	727.853.1021
City Clerk	727.853.1024
Development	727.853.1047
Finance	727.853.1055
Billing & Collection	727.853.1061
Technology Services	727.853.1252
Library	727.853.1279
Police	727.841.4553
Code Enforcement	727.841.4553
Fire	727.853.1032
Public Works	727.841.4536
Recreation/Aquatics Ctr	727.841.4560

# Organizational Chart

# NEW PORT RICHEY

# Citywide Organization Chart



# NEW PORT RICHEY



# Budget Message

# NEW PORT RICHEY



September 15, 2017

To the Honorable Mayor and Members of the City Council:

With this letter I am pleased to submit the 2017-2018 fiscal year budget for the City of New Port Richey for your review and consideration. The budget is the most significant document that the city prepares as it specifies the services to be provided along with the sources that are to be relied upon to fund services. The foundation for our budget is based on the Strategic Plan established by the City Council. In that regard, the City Council has identified eight primary goals that have guided the decisions on fiscal priorities and operational improvements throughout the City. The goals are as follows:

- Play an active role in the mobilization of reinvestment on the part of private property owners
- Stimulate an increase in the taxable value of residential and commercial properties
- Inspire a community mindset whereby pride in the community is not only evident but contagious
- Upgrade the image of the City by establishing a brand image and consistently delivering high quality municipal services
- Develop partnerships that can be structured to result in cost savings and service improvements to the City
- Expand and improve the City's efforts to communicate with the public about operations, services, and programs

- Continue and expand the Community Policing Program to improve the public perception of crime
- Make long-term and sustainable investments in our water, storm, wastewater and road infrastructure systems as well as facilities, parks and public lands

In respect to the City Council goals, the budget provides a long-term perspective and commitment to provide the best possible service at the lowest cost. The budget reflects a proactive approach which provides for the City to continue building on the past while providing for its future.

It pleases me to report that the City Council is being presented with a balanced budget that allows the City to continue to offer its residents the services they have come to rely on, as well as focus on the City Council's strategic initiatives, which incidentally coincide with their goals. These initiatives include economic development activities, the identification of blighted and vacant properties to upgrade the curb appeal associated with the New Port Richey landscape, strengthening the City's customer service and overall citizen perception of city programs, improving the overall aesthetics of the City and marketing the City for new business and residential purposes.

## Budget Overview

---

The budget is formulated based on input from the City Council, as well as from residents, members of the business community, and members of the City staff. This input assists in prioritizing and directing resources toward those programs, projects, and activities that have the greatest potential for

helping to successfully achieve established goals, while addressing the City's most pressing needs. Building community understanding and support for the budget and for the services and programs that we provide is essential. The budget addresses current and future community needs and balances service demands with conservative financial management. It supports the following principles:

- Employ a multi-disciplined strategic approach to address the financial, social, and environmental dimensions of sustainability for the City
- Supply high quality, dependable public services that residents expect in order to enjoy a city that is safe, clean and well maintained
- Provide social, cultural, and recreational programs and services that enhance the lives of our residents, help build strong families, and showcase New Port Richey as a desirable place to live, work and play
- Increase the tax base by cultivating a healthy business climate and by working cooperatively with federal, state and county agencies to provide assistance to new and existing members of the business community
- Elevate the residential tax base by addressing property maintenance deficiencies and mobilizing reinvestment in the housing stock

### **Governmental Accounting and Budgets**

---

Governmental accounting utilizes fund accounting. A fund is a self-contained accounting entity with its own assets, liabilities, revenues, expenditures, and fund balance. The City maintains operating, capital, and trust funds. These funds fall into one of three categories: governmental, proprietary or fiduciary.

1. Governmental funds are used to account for tax supported activities. The fund types may be as follows:
  - General
  - Special Revenue
  - Capital Project
  - Debt Service
  - Permanent Fund
2. Proprietary funds are used to account for business activities, including internal service activities, where goods or services are apportioned on a cost-reimbursement basis. The fund types are as follows:
  - Enterprise
  - Internal Service
3. Fiduciary funds are used to account for resources held by the government as a trustee or agent. The fund types are as follows:
  - Agency
  - Investment
  - Pension
  - Private Purpose Trust

Budgets are used internally and externally and are a force of law. They include estimated revenues and appropriations. Appropriations are authorized estimated expenditures. A budget is a living document which establishes a spending plan that may be adjusted during the year to accommodate new opportunities or changes in circumstances.

### **General Fund Revenue**

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The FY 2017-2018 General Fund budget is balanced with the use of Reserve Funds. The total General Fund Revenue budget is \$20,956,670, which includes Transfers In from other governmental funds of \$1,502,260 and Contributions from enterprise funds of \$4,500,100.

## Tax Rate and Tax Roll

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Approximately 48% percent of the just value of property in New Port Richey is residential. 22% of the total value is commercial property and 19% is attributed to governmental and institutional property. Personal property values equated to 11% of the total. The average taxable value of all properties in the City increased by 3.64%; the total value of \$514,291,510 in 2016 increased to \$533,024,487 in 2017. The average taxable value of a single family residential house increased from \$45,545 to \$47,843 or 5%. The proposed budget is based on a property tax rate of 8.9950 mills (one mill equals one dollar of tax per one thousand dollars in value), which is a reduction from the rate from last year.

The total budgeted expenditures (excluding internal transfers) for all budgeted funds for FY 2017/2018 are \$46,547,300, compared to \$47,859,445 for FY 2016/2017. This represents a 2.74% decrease in expenditures.

## Capital Improvement Fund

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The total dollar amount of major capital expenditures for FY 2017-2018 is \$7,700,480, which is approximately \$1,331,500 less than what was budgeted in the previous fiscal year. Of that total, \$1,136,080 is for general fund capital purchases, \$1,800,000 is for fire control, \$745,000 is for road and street improvements, and \$2,915,000 is for parks and recreation.

## Summary

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I am pleased to present this budget to the City Council for consideration and adoption. This budget represents a steady foundation, which is based on solid financial data and strategy for the next few years.

In closing, I extend my thanks to the department heads for submitting, not only prudent budget requests, but also for acknowledging the economic realities and uncertainties facing the City and budgeting accordingly. I also thank the staff that worked on putting this budget together. Your team spirit and collective efforts are appreciated. Finally, I wish to thank all the members of the New Port Richey City Council for their direction in establishing our City's goals and for their commitment to fiscal responsibility.

It is an honor to serve you.

Respectfully submitted,



Debbie L. Manns  
City Manager

# NEW PORT RICHEY

# Budget Overview

# NEWPORT RICHIE



## **Budget Overview**

### **City-Wide Summary**

All Funds Summary

City-wide Budget by Fund

Where Does Your Tax Dollar Go?

Major Revenues – Exhibit 1

Major Expenditures – Exhibit 2

Fund, Department and Division Summary – Exhibit 3

### **General Fund**

Budget Summary

Revenues

Expenditures

Capital Outlay

### **Stormwater Utility Fund**

### **Street Lighting Fund**

### **General Debt Service Fund**

### **Capital Improvement Fund**

### **Combined Water and Sewer Funds**

### **Redevelopment/CRA Fund**

### **Street Improvement Fund**

### **Central Garage Fund**

### **Projected Changes in Fund Balance**

### **Budget Calendar**

# NEW PORT RICHEY

### CITY-WIDE SUMMARY – ALL FUNDS

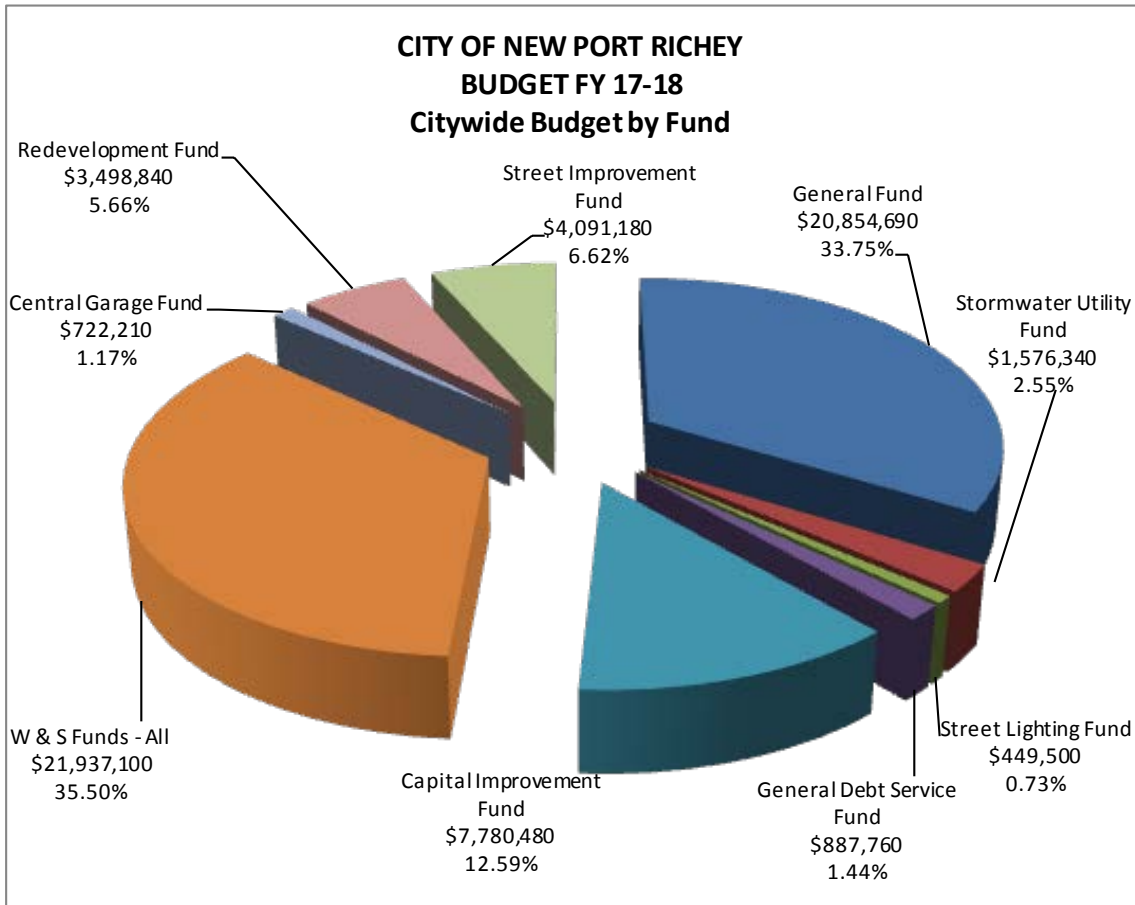
Summary Totals All Funds	Adopted FY 2016-17	Amended Budget FY 2016-17	Estimated Actual FY 2016-17	7/18/2017 Proposed FY 2017-18	9/25/2017 Adopted FY 2017-18	% of Total
Approp. Fund Balance	8,449,100	6,722,508	3,375,697	8,160,280	7,436,420	12.03%
Other Revenues	52,633,200	51,938,004	47,069,177	57,399,070	54,361,950	87.97%
Total Revenues	61,082,300	58,660,512	50,444,874	65,559,350	61,798,370	100.00%
Personnel Services	15,247,995	15,483,433	14,746,570	15,499,286	15,664,450	25.35%
Operating Expenses	12,642,675	12,864,384	13,831,265	14,799,499	13,863,420	22.43%
Other Expenses	51,770	51,770	51,764	51,770	51,770	0.08%
Capital Outlay/Debt	19,634,755	18,940,953	7,892,551	21,300,585	18,215,120	29.48%
Intergovernmental Loan	-	-	-	-	-	0.00%
Contingency	174,250	174,250	-	177,160	162,160	0.26%
Transfers	13,222,855	11,037,832	10,874,273	13,576,050	13,686,180	22.15%
Reserves	108,000	107,900	178,985	155,000	155,000	0.25%
Total Expenditures	61,082,300	58,660,522	47,575,408	65,559,350	61,798,100	100.00%

The FY 2018 budget for all funds total \$61,798,100. This total is a decrease of \$715,800 (1.17%) from the previous year's adopted budget. This decrease is largely due to a reduction in capital projects budgeted for the fiscal year.

The City is utilizing Appropriated Fund Balance in the amount of approximately \$7.4 million (12.03%) to balance its budget this year. This is down \$1.01 million (11.99%) from the prior year. The city-wide

contingency is relatively small at \$162,160, which is only about .26% of the total budget.

More than half of the total city-wide expenditures are composed of Transfers and Capital Outlay/Debt. Capital Outlay and Transfers total \$31.9 million which is \$1.0 million less than the \$32.9 million estimated in FY 2016-2017's Adopted Budget.



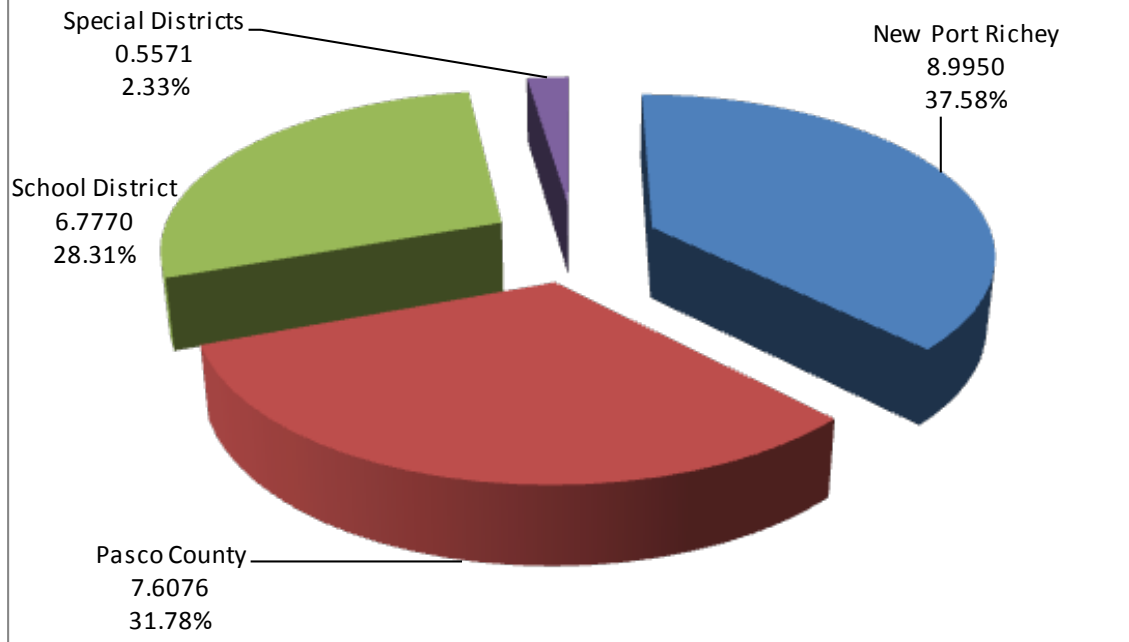
The City's budget is comprised of Governmental and Business type activities. Governmental Activities include the General Fund, Street Lighting Fund, General Debt Service Fund, Capital Improvement Fund, Street Improvement Fund, and the Community Redevelopment Agency (CRA) Fund. Of these, the Street Lighting Fund and the Street Improvement Fund are considered non-major funds, while the rest are considered major.

Business type activities include two enterprise funds - the Water & Sewer (W&S) Fund, which rolls up several utility funds into a single reporting entity, and the Stormwater Utility Fund.

The City's budget also includes an internal service fund, the Central Garage Fund, which provides automotive services to other departments on a cost-reimbursement basis.

## CITY OF NEW PORT RICHEY FY 17-18

### Where Does Your Property Tax Dollar Go?



New Port Richey relies on the Pasco County Tax Collector to bill and collect ad valorem taxes (real property taxes and commercial tangible property taxes) based on the taxable value of real estate and business assets. The city taxes are just one component of the total tax bill. For the average residential property owner, city taxes represent just 38% of the average 2017 tax bill. The remaining goes to Pasco County (32%), Pasco School District (28%) and Special Districts (2%). Special Districts include South Florida Water Management District and Pasco County Mosquito Control. It should be noted that all properties located outside city limits in unincorporated areas pay additional ad valorem taxes to Pasco County for fire services at an amount equal to 7% of the total allocated in the chart above. At the County's millage rate for its Fire District, \$837,000 would be

collected if it were to have been taxed by the County. Restated, 37% of your tax dollars are applied to County Services including like kind services expended by the City, and 32% of the taxes are for City Services at enhanced levels of service.

The annual tax bill includes a second component of charges which are not based on the value of real estate or other business property. These non-ad valorem assessments are allocated following an assessment methodology that is rooted in the concept of charging a fee for some portion of the benefit provided. A solid waste assessment by the County divides the benefit among Equivalent Residential Units (ERUs) with each ERU assessed at \$62.00 for its share of operating the County Incinerator. Pasco County assesses \$47.00 per

unit for Stormwater Collection and Treatment. New Port Richey assesses \$80.00. Streetlights are assessed at \$38.71 in New Port Richey and handled various ways outside the City.

### City Taxes vs. CDD Assessments

Because the county taxes cover basic and historically rural levels of service, many of the communities outside New Port Richey city limits with higher levels of landscaping, recreation amenities and urban infrastructure are Community Development Districts (CDDs). These CDDs have issued bonds which must be repaid and the assets owned by the CDDs require on-going maintenance and operation costs. CDDs assess these quasi-municipal cost on the county tax rolls for properties within their boundaries. These assessments often include annual debt services and range widely among CDD communities depending on the level of finish of its hardscape and the extent that recreational services are provided. The assessment for all properties in the County are considered public record and is available for viewing on the Tax Collector’s web

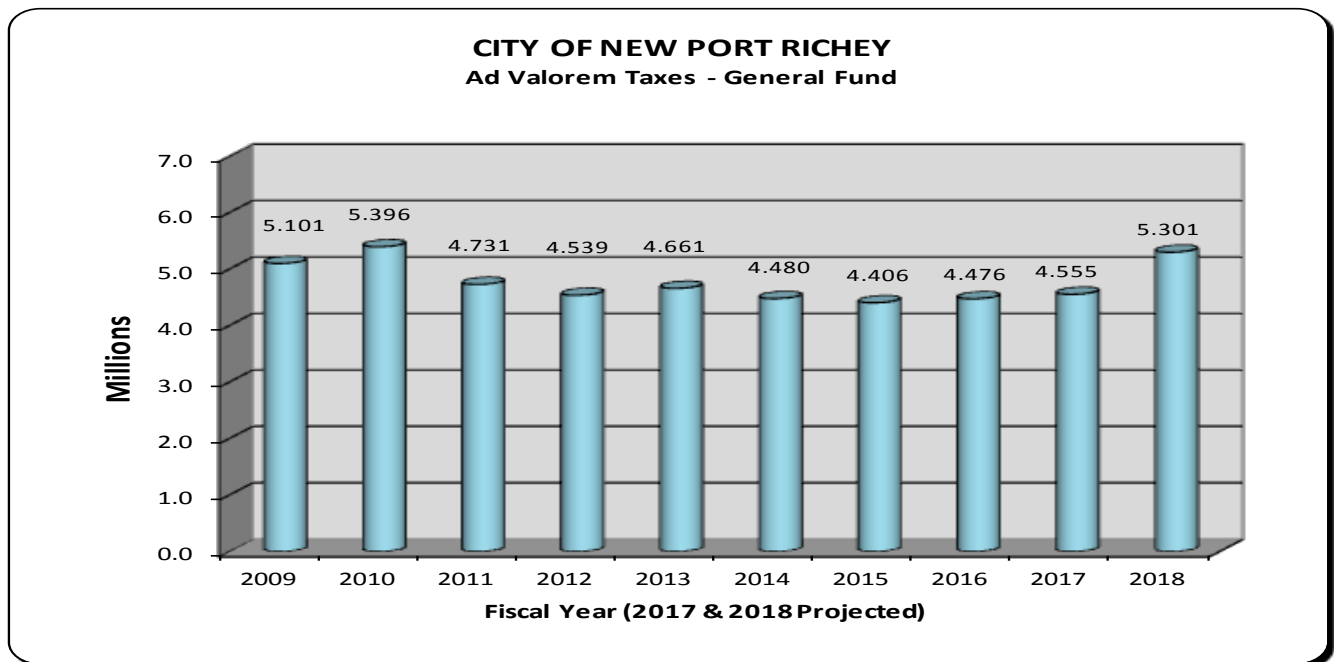
site ([www.pascotaxes.com](http://www.pascotaxes.com)). Careful review of all of the cost of living in a community (including homeowner association (HOA) fees) should be done when comparing residential properties throughout Pasco County for affordability.

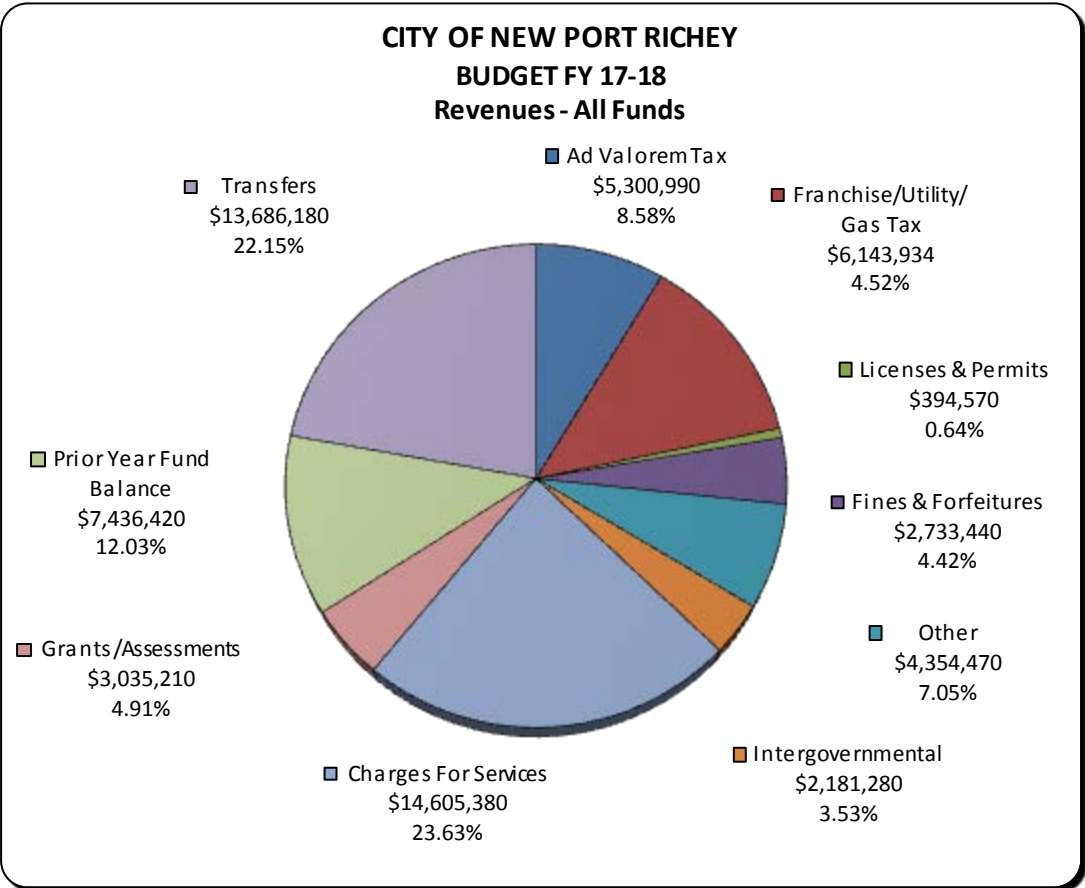
### EXAMPLE

A home of 1,860 square feet with an assessed value of \$109,000 in a Pasco CDD Community shows the total amount due of **\$3,100** on its 2016 property tax notice, as it includes \$1,850 in Community Development District assessments.

A New Port Richey property with 2,750 square feet and an assessed value of \$122,000 shows a total amount due of **\$2,100**.

Clearly, the combined total tax and assessment is a better measurement of value when comparing the property tax notice in the City of New Port Richey with other areas that offer municipal levels of service. In the example above, a larger home with a higher value pays only  $\frac{2}{3}$  of the amount of the tax bill of the home in the CDD.





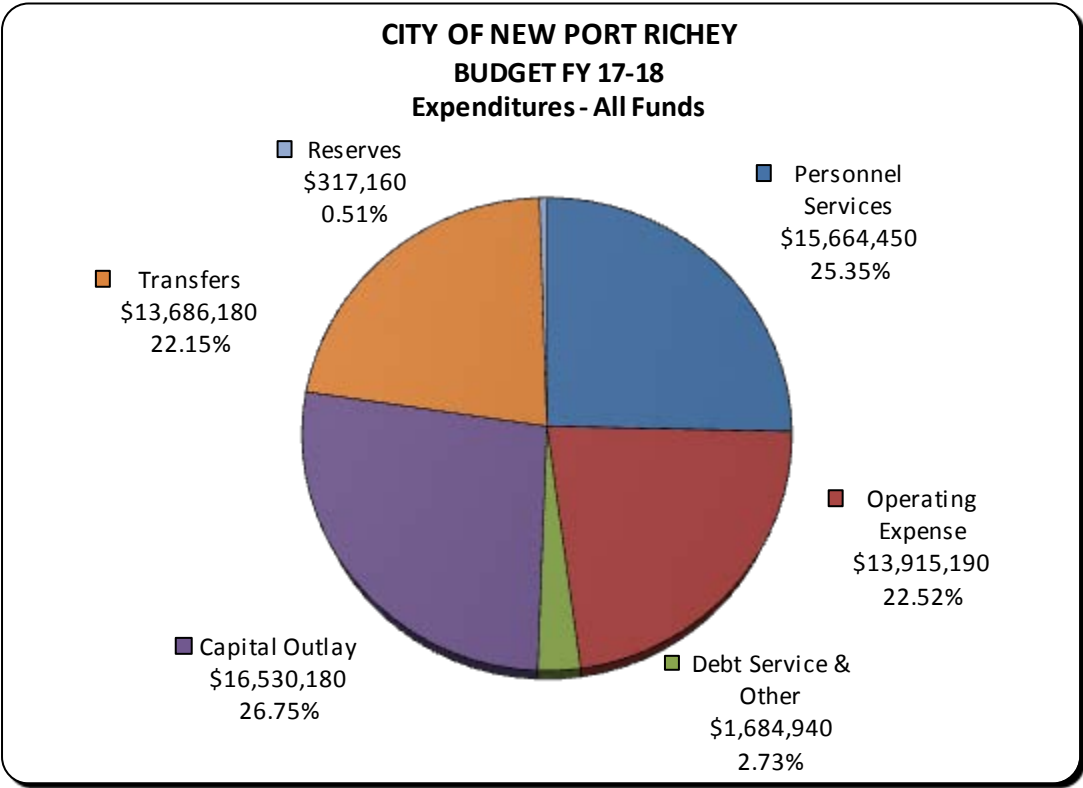
The total budgeted revenue for all funds is \$61,798,100, which includes fund balance appropriations equal to \$7,436,420 or 12.03% of total budgeted revenues. This decrease of \$1.01 million over last year is primarily due to an aggressive use of Capital Improvement Fund reserves in the prior year, which had accumulated during the 10-year term of the Local Discretionary

Surtax known as "Penny for Pasco". The largest source of operating revenues are Charges for Services at \$14.61 million (23.63%) followed by Grants and Assessments at \$3.04 million (4.91%). Other city-wide revenue sources in FY 2018 can be found on the chart above and in **Exhibit 1** on the next page which compares FY 2018 to the prior three (3) years for all major revenue categories.

**EXHIBIT 1**  
**BUDGET - FY 2017 - 2018**  
**BUDGET DETAIL BY REVENUE SOURCE - ALL FUNDS**

	ACTUAL		ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET	
	2014 - 2015	%	2015 - 2016	%	2016 - 2017	%	2017 - 2018	%
Ad Valorem Taxes	5,067,425	10%	5,133,835	7%	5,199,840	9%	5,300,990	9%
Franchise/Util/Gas Taxes	4,707,609	9%	6,256,097	9%	5,260,565	9%	8,070,160	13%
Licenses & Permits	1,526,586	3%	275,572	0%	1,929,150	3%	394,570	1%
Intergovernmental Revenue	1,983,909	4%	2,065,497	3%	2,143,920	4%	2,181,280	4%
Charges for Service	11,682,479	23%	13,634,621	19%	13,166,250	22%	14,605,380	24%
Interest & Other	14,286,864	28%	24,064,736	33%	16,609,225	27%	16,240,650	26%
Fines and Forfeits	1,827,602	4%	2,762,447	4%	1,378,510	2%	2,733,440	4%
Prior Year Fund Balance	7,122,033	14%	3,774,408	5%	8,449,100	14%	7,436,420	12%
Proceeds from Loan/Bonds	-	0%	11,265,001	16%	-	0%	1,800,000	3%
Grants	573,168	1%	1,515,474	2%	5,471,820	9%	1,812,580	3%
Assessments	1,839,555	4%	1,389,627	2%	1,473,920	2%	1,222,630	2%
<b>TOTAL NET BUDGET</b>	<b>50,617,230</b>	<b>100%</b>	<b>72,137,315</b>	<b>100%</b>	<b>61,082,300</b>	<b>100%</b>	<b>61,798,100</b>	<b>100%</b>
Transfers	(11,059,289)		(21,908,210)		(13,222,855)		(13,686,180)	
<b>TOTAL BUDGET</b>	<b>\$ 39,557,941</b>		<b>\$ 50,229,105</b>		<b>\$ 47,859,445</b>		<b>\$ 48,111,920</b>	





The above pie chart summarizes the major expenditure categories for all funds. Personnel costs of \$15.6 million and operating expenditures of \$13.9 million total \$29.5 million and make up 47.86% of the total budget. Capital project expenditures are estimated at \$16.5 million and debt service payments are an additional \$1.7 million. Transfers make up \$13.2 million of the total budget. The total net budget (less transfers) is \$48.1 million. This is an increase of approximately \$200,000 (.53%) from last year's

net budget of \$47.9 million and is attributed to a slight increase in operating expenditures budgeted for the upcoming fiscal year.

**Exhibit 2** on the next page summarizes the detail line item totals across all departments and funds. The far right column indicates the percent change when comparing the FY 2018 adopted budget to the same for FY 2017.

**EXHIBIT 2**  
**BUDGET - FY 2017 - 2018**  
**BUDGET DETAIL BY MAJOR LINE ITEM**

	ADOPTED BUDGET 2016 - 2017	ADOPTED BUDGET 2017 - 2018	% CHANGE
Executive Salaries	2,060,780	1,794,760	-13%
Regular Salaries & Wages	7,486,655	7,497,550	0%
Other Salaries & Wages	771,740	886,120	15%
Overtime	450,190	569,260	26%
Special Pay	487,265	479,620	-2%
FICA Taxes	834,795	843,860	1%
Retirement Contributions	1,832,010	1,960,850	7%
Life & Health Insurance	1,377,370	1,341,380	-3%
Workmen's Compensation	317,410	281,050	-11%
Unemployment & Retirement	10,000	10,000	0%
<b>Total Personal Services</b>	<b>15,628,215</b>	<b>15,664,450</b>	<b>0%</b>
Professional Services	788,130	734,850	-7%
Accounting & Auditing	66,000	68,500	4%
Other Contractual Service	1,418,730	2,003,190	41%
Travel and Per Diem	122,210	101,850	-17%
Communication Services	189,020	194,570	3%
Transportation (Postage)	71,010	89,620	26%
Utility Services	2,097,590	2,109,040	1%
Rentals and Leases	264,400	388,400	47%
Insurance	612,610	627,370	2%
Repair & Maint. (Less Gar. Alloc.)	824,360	810,290	-2%
Printing & Binding	37,650	20,500	-46%
Other Current Charges	956,970	1,272,500	33%
Office Supplies	131,360	152,420	16%
Oper. Supplies (Less Gar. Alloc.)	4,912,870	5,171,880	5%
Road Materials	100,300	137,800	37%
Books, Publ., Memberships	34,615	32,410	-6%
<b>Total Operating Expenses</b>	<b>12,627,825</b>	<b>13,915,190</b>	<b>10%</b>
Buildings	3,988,000	2,972,000	-25%
Improvements Other Than Building	12,513,720	11,724,500	-6%
Machinery & Equipment	1,354,400	1,734,780	28%
Books, Publ., Library Material	104,900	98,900	-6%
<b>Total Imp. &amp; Capital Outlay</b>	<b>17,961,020</b>	<b>16,530,180</b>	<b>-8%</b>
Principal	1,160,940	1,246,880	7%
Interest	458,295	438,060	-4%
<b>Total Debt Service</b>	<b>1,619,235</b>	<b>1,684,940</b>	<b>4%</b>
Reserves	23,150	317,160	1270%
<b>TOTAL NET BUDGET</b>	<b>47,859,445</b>	<b>48,111,920</b>	<b>1%</b>
Transfers	13,222,855	13,686,180	4%
<b>TOTAL BUDGET</b>	<b>61,082,300</b>	<b>61,798,100</b>	<b>1%</b>

Improvements and Capital Outlay decreased by \$1.4 million (8.0%) as several projects were postponed to conserve cash flow.

Additionally, Debt Service for FY 2018 increased slightly by approximately \$66,000 (4.1%), due to bonds that were issued in FY17 to finance the purchase of 2 small utility systems.

**Exhibit 3-A** that follows summarizes the changes in the General Fund's budget at the division and department levels. The exhibit uses the FY 16-17 Amended Budget and Estimated Results of operations for comparison to the FY 17-18 Budget.

The analysis shows that public safety expenditures for Police and Fire are the biggest component of the FY 2018 General Fund at \$10.3 million. This is 49.5% of the total General Fund budget and 16.7% of the city-wide budget.

The next largest component of the budget is in Culture and Recreation which includes Library Services and Parks and Recreation and accounts for \$2.5 million or 12.2% of the General Fund Budget.

Administration is the next largest area and includes the City Council, the City Manager's Office, Human Resources, City Clerk, Technology Solutions, and Administrative Services. The FY 2018 budget is \$2.25 million and makes up 10.8% of the General Fund budget and approximately 3.6% of the city-wide budget. This area saw a slight decrease from the prior year, mainly due to the elimination of the Administrative Services Division.

Public Works is the next largest area and includes Supervision, Streets and Right-of-Way, Facilities Maintenance, and Grounds Maintenance. The FY 2018 budget is \$2.22 million and makes up 10.7% of the General Fund budget and 3.6% of the city-wide budget.

The Development Department's budget decreased by \$398,320, or 31%, from the prior year, mainly due to the transfer of the City Hall renovation project from Development to the City's Capital Improvement Fund. This department's budget makes up 4.23% of the General Fund budget and approximately 1.4% of the city-wide budget.

**EXHIBIT 3-A**  
**BUDGET - FY 2017 - 2018**  
**BUDGET SUMMARY - EXPENDITURES/EXPENSES**

General Fund Division/Department	ACTUAL	AMENDED		PROPOSED		
	2015 - 2016	BUDGET	ESTIMATE	BUDGET	\$	%
		2016 - 2017	2016 - 2017	2017 - 2018	CHANGE	CHANGE
City Council	348,743	320,100	263,054	308,900	(11,200)	-3%
City Manager	246,072	245,120	248,932	250,780	5,660	2%
Human Resources	498,741	493,510	499,471	513,540	20,030	4%
City Clerk	116,333	101,752	73,894	68,800	(32,952)	-32%
Technology Solutions	701,795	974,160	597,793	1,106,510	132,350	14%
Administrative Services	100,607	130,446	129,511	0	(130,446)	-100%
Administration Total	2,012,291	2,265,088	1,812,655	2,248,530	(16,558)	-1%
Accounting & Budgeting	387,375	506,420	475,653	591,230	84,810	17%
Billing & Collection	550,104	509,580	513,995	473,560	(36,020)	-7%
Purchasing & Warehouse	106,121.00	-	-	-	-	0%
Finance Total	1,043,600	1,016,000	989,648	1,064,790	48,790	5%
Library	989,972	1,055,880	984,929	1,004,580	(51,300)	-5%
Library Total	989,972	1,055,880	984,929	1,004,580	(51,300)	-5%
Police Supervision	545,078	425,309	439,653	431,840	6,531	2%
Police Support Services	920,743	943,454	900,120	917,420	(26,034)	-3%
Police Community Services	1,215,621	963,020	1,147,272	880,920	(82,100)	-9%
Police Patrol	3,712,025	3,717,410	3,493,381	4,015,470	298,060	8%
Police Code Enforcement	305,651	281,690	284,461	301,570	19,880	7%
Police Special Traffic	1,603,975	704,898	1,155,861	1,116,020	411,122	58%
Police Total	8,303,093	7,035,781	7,420,748	7,663,240	627,459	9%
Fire Supervision	213,624	359,320	271,476	366,810	7,490	2%
Firefighting	2,164,939	2,171,029	2,040,333	2,285,880	114,851	5%
Fire Total	2,378,563	2,530,349	2,311,809	2,652,690	122,341	5%
Economic Development	151,468	160,690	162,086	159,610	(1,080)	0%
Economic Dev. Total	151,468	160,690	162,086	159,610	(1,080)	0%
Development	964,775	1,280,180	1,001,249	881,860	(398,320)	-31%
Development Total	964,775	1,280,180	1,001,249	881,860	(398,320)	-31%

**EXHIBIT 3-A, continued**  
**BUDGET - FY 2017 - 2018**  
**BUDGET SUMMARY - EXPENDITURES/EXPENSES**

General Fund Division/Department	ACTUAL 2015 - 2016	AMENDED BUDGET 2016 - 2017	ESTIMATE 2016 - 2017	PROPOSED BUDGET 2017 - 2018	\$ CHANGE	% CHANGE
Recreation	1,079,112	1,215,890	923,331	1,188,970	(26,920)	-2%
Aquatics	424,833	360,820	355,654	351,220	(9,600)	-3%
Parks & Recreation Total	1,503,945	1,576,710	1,278,985	1,540,190	(36,520)	-2%
Public Works Supervision	344,712	392,045	346,435	417,790	25,745	7%
Street and ROW	587,456	610,261	602,328	624,690	14,429	2%
Facilities Maintenance	393,873	453,390	394,018	502,800	49,410	11%
Grounds Maintenance	693,582	608,280	561,869	678,280	70,000	12%
Public Works Total	2,019,623	2,063,976	1,904,650	2,223,560	159,584	8%
Transfers	811,061	865,715	865,715	1,223,480	357,765	41%
Reserves	61,448	209,000	133,985	192,160	(16,840)	-8%
Intergovernmental Loans	11,202,894	-	-	-	-	0%
Other Total	12,075,403	1,074,715	999,700	1,415,640	340,925	32%
<b>Total General Fund</b>	<b>31,442,733</b>	<b>20,059,369</b>	<b>18,866,459</b>	<b>20,854,690</b>	<b>795,321</b>	<b>4%</b>

**Exhibit 3-B** displays a summary of budgeted expenditures for the City's remaining funds. While the Water & Sewer Fund activity is consolidated for presentation in the audited financial statements of the City, the budget is divided by sub categories within the W&S Revenue Fund and includes separate Water and Sewer Funds for Renewal & Replacement (R & R), Debt Service and Construction. The Water & Sewer Revenue Fund,

R & R Fund, Debt Service Fund, and Construction Fund total nearly \$21.9 million, which is approximately 35% of the \$61.79 million budget for all city funds.

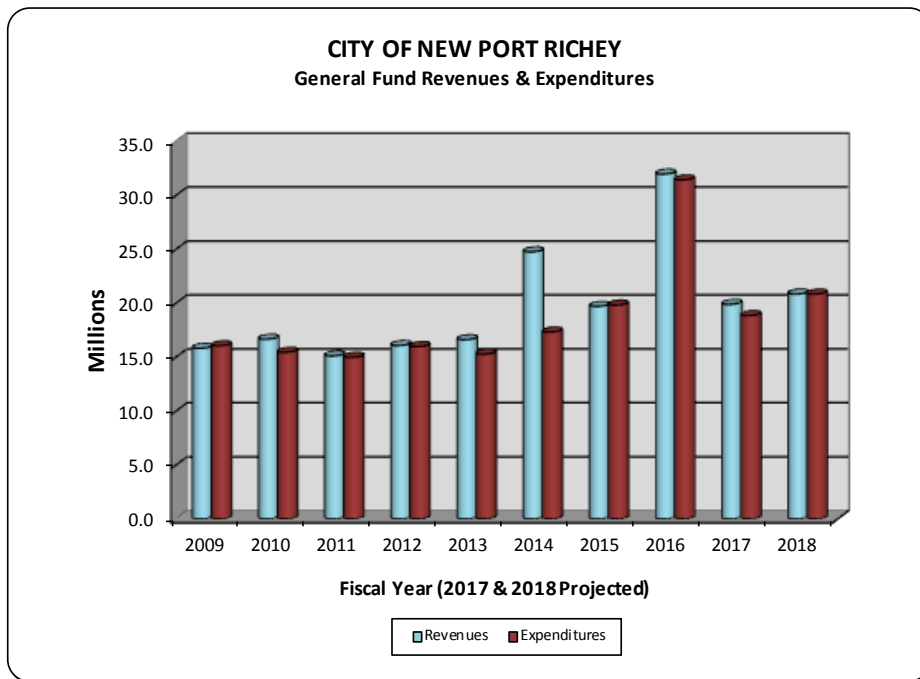
Additional detail follow later in the Budget Overview section with a fund-by-fund summary of key issues and transactions.

**EXHIBIT 3-B**  
**BUDGET - FY 2017 - 2018**  
**BUDGET SUMMARY - EXPENDITURES/EXPENSES**

General Fund Division/Department	ACTUAL	AMENDED		PROPOSED		
	2015 - 2016	BUDGET 2016 - 2017	ESTIMATE 2016 - 2017	BUDGET 2017 - 2018	\$ CHANGE	% CHANGE
Stormwater Utility Fund	902,050	1,540,274	840,600	1,576,340	36,066	2%
Street Lighting Fund	305,154	416,005	335,154	449,500	33,495	8%
General Debt Service Fund	13,085,085	13,255,335	13,249,469	887,760	(12,367,575)	-93%
Capital Improvement Fund	4,006,370	7,335,417	4,034,154	7,780,480	445,063	6%
Water Production	3,371,442	3,800,923	3,371,442	4,158,100	357,177	9%
Water Distribution	789,960	1,104,422	798,960	946,500	(157,922)	-14%
W & S Non-Classified	1,775,986	162,000	1,775,986	131,500	(30,500)	-19%
Construction Services	302,019	302,857	302,019	317,730	14,873	0%
Reclaimed Water	565,053	713,242	574,914	709,250	(3,992)	-1%
Water Pollution Control	2,008,052	2,272,170	2,008,052	2,280,970	8,800	0%
Sewer Collection	1,037,535	1,190,381	1,037,535	1,475,500	285,119	24%
Transfers	4,864,434	5,001,281	4,864,434	5,970,280	968,999	19%
Reserves	42,156	190,000	-	100,000	(90,000)	-47%
<b>Total W&amp;S Revenue Fund</b>	<b>14,756,637</b>	<b>14,737,276</b>	<b>14,733,342</b>	<b>16,089,830</b>	<b>1,352,554</b>	<b>9%</b>
W&S R & R Fund	907,000	358,107	356,307	2,375,000	2,016,893	563%
W&S Debt Service Fund	732,003	1,477,002	1,477,002	797,180	(679,822)	-46%
W&S Construction Fund	1,266,324	1,401,307	1,143,307	2,675,000	1,273,693	91%
Central Garage	723,191	716,685	685,670	722,210	5,525	1%
CRA Fund	13,682,644	2,506,495	1,600,878	3,498,840	992,345	40%
Street Improvement Fund	1,953,763	3,181,760	1,435,495	4,091,180	909,420	29%
<b>Grand Totals</b>	<b>\$ 83,762,954</b>	<b>\$ 66,985,032</b>	<b>\$ 58,757,837</b>	<b>\$ 61,798,010</b>	<b>\$ (5,187,022)</b>	<b>-8%</b>

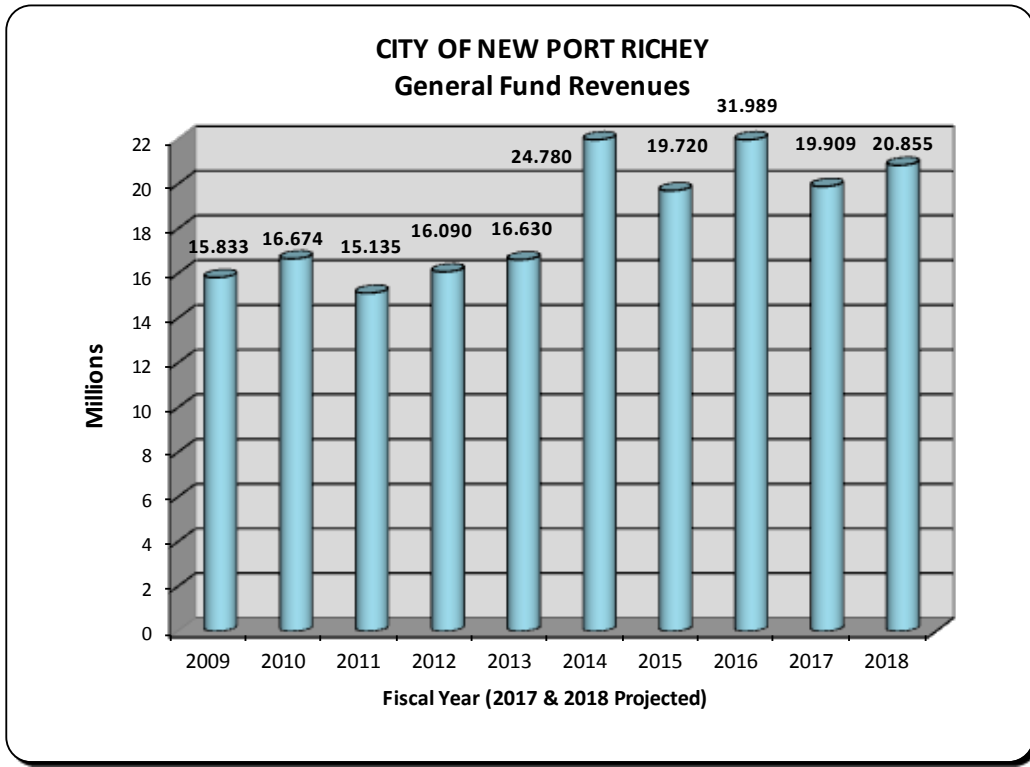
## GENERAL FUND

General Fund Summary	Adopted FY 2016-17	Amended Budget FY 2016-17	Estimated Actual FY 2016-17	7/18/2017 Proposed FY 2017-18	9/25/2017 Adopted FY 2017-18	% of Total
Approp. Fund Balance	-	410,424	410,424	990,670	110,000	0.53%
Other Revenues	19,837,745	19,648,945	19,498,124	20,534,400	20,744,690	99.47%
<b>Total Revenues</b>	<b>19,837,745</b>	<b>20,059,369</b>	<b>19,908,548</b>	<b>21,525,070</b>	<b>20,854,690</b>	<b>100.00%</b>
Personnel Services	12,479,110	12,710,798	11,995,957	12,424,664	12,748,210	61.13%
Operating Expenses	4,847,390	5,002,182	5,312,619	6,395,306	5,449,690	26.13%
Other Expenses	51,770	51,770	51,764	51,770	51,770	0.25%
Capital Outlay	1,384,660	1,219,904	506,418	1,237,690	1,189,380	5.70%
Intergovernmental Loan	-	-	-	-	-	0.00%
Contingency	151,100	151,100	-	137,160	137,160	0.66%
Transfers	865,715	865,715	865,715	1,223,480	1,223,480	5.87%
Reserves	58,000	57,900	133,985	55,000	55,000	0.26%
<b>Total Expenditures</b>	<b>19,837,745</b>	<b>20,059,369</b>	<b>18,866,458</b>	<b>21,525,070</b>	<b>20,854,690</b>	<b>100.00%</b>

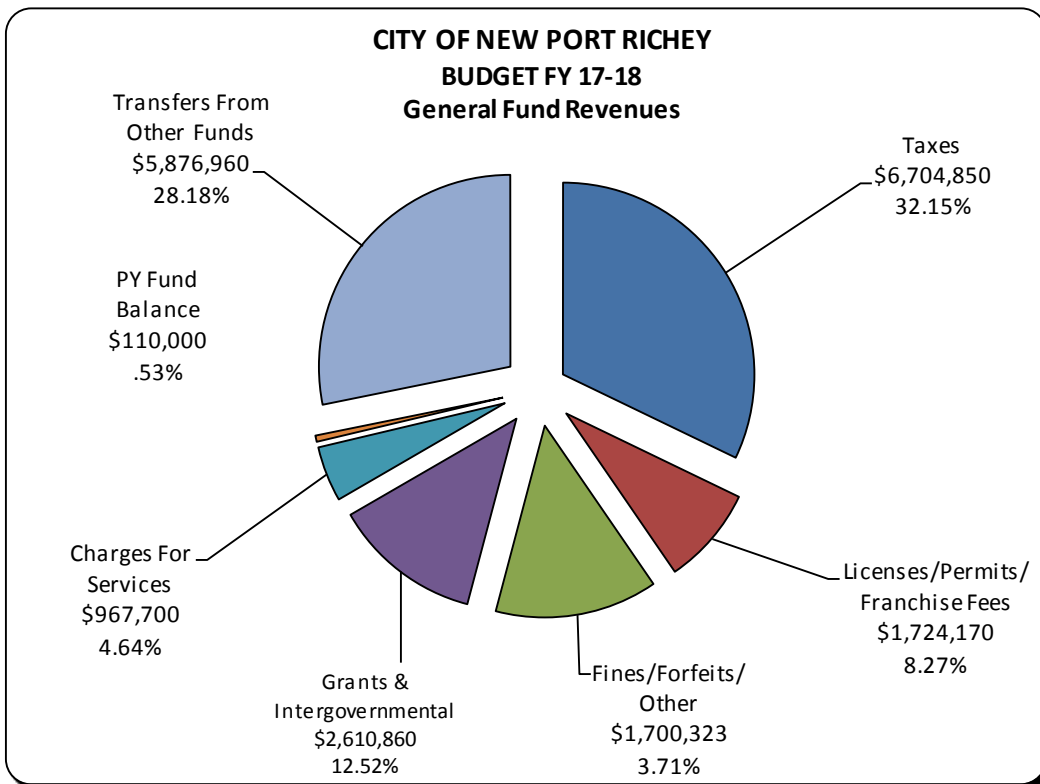


The preceding table and chart show that the General Fund budget is balanced with total revenues and expenditures of \$20,854,690. This was done with the use of \$110,000 of Appropriated Fund Balance. A contingency amount of \$137,160 is budgeted to allow for discretionary spending. Salary adjustments and unanticipated repairs are funded using the contingency account. The millage rate has been lowered from 9.1500 to 8.9950. The total General Fund budget increased

by \$795,321 (3.96%) from the FY 2016-17 Original Adopted Budget. The increase is almost entirely related to a slight increase in operating expenditures and a transfer to the Street Improvement Fund to cover costs related to the City's new Pavement Management Program.



The FY 2018 budget includes total revenues of \$20.86 million, compared to an amended \$19.91 million in FY 2017.





The chart on the preceding page provides a high level view of the major sources of revenue for FY 2018.

### **General Fund Revenues**

**Ad valorem property taxes** – The City’s taxable value of \$533,024,487 (appraised by Pasco County Property Appraiser on July 1, 2017) was applied to the approved millage rate of 8.9950, resulting in an increase in property tax revenues of \$20,970 that is offset by an increase in the TIF payment to the CRA of \$57,765 on the expenditure side of the General Fund ledger.

**Other Taxes, Licenses & Permits** – Garbage Hauling Franchise Fees are projected to generate \$100,000. Local Business Tax Revenue has seen a decline over the past three years. Therefore, the amount budgeted for FY2018 decreased by \$20,000, dropping from \$160,000 to \$140,000. The Communication Services Tax revenue projections are up nearly \$35,000 from the previous year. The City has limited control over these revenue sources. Many of the projections are based on the recommendations of State economists and budget analysts. Vacancy rates of commercial and residential properties impact the levels of franchise fees to the City.

**Intergovernmental & Grant Funding** – The General Fund anticipates receiving funding from grants, which include SNAP grant, Tactical Division Task Force grant, Community Development Block Grant (CDBG), Victims of Crime Act (VOCA) grant, and others. Total grant funding for FY 2018 is \$529,830, which is down approximately \$42,000 from the previous year.

Overall, intergovernmental funding has remained stagnant over the last few years, due in part to the City’s population remaining the same since 2010. This factor affects the City’s portion of state shared revenues.

**Charges For Services** –Recurring contracted services and stagnant participation in recreational programs and services caused the revenue in this category to remain the same compared to the prior year.

**Fines & Forfeitures** – As a result of the anticipated end to the City’s Red Light Camera program during 2017, budgeted revenue was reduced to \$900,000. However, the City Council voted to renew the program for an additional year; therefore, budgeted revenues have increased by \$1,330,540 for this particular program. Increase in the City’s Red Light Camera program and progress in the City’s Code Enforcement program has resulted in a 98% increase in amounts budgeted for FY 2018, going from \$1,378,510 to \$2,733,440.

**Miscellaneous Revenue** – Historically, those other funds of the City whose activities are housed in structures that are assets of the General Fund and/or which receive benefits, including administrative support, billing, purchasing and accounting and technical support, compensate the General Fund accordingly.

**Transfers From Other Government Funds** –  
Street Improvement Fund:

The Street Improvement Fund will transfer \$391,180 for costs incurred by the streets division and other administrative services identified as directly related to the fund’s mission.

Community Redevelopment Agency (CRA):

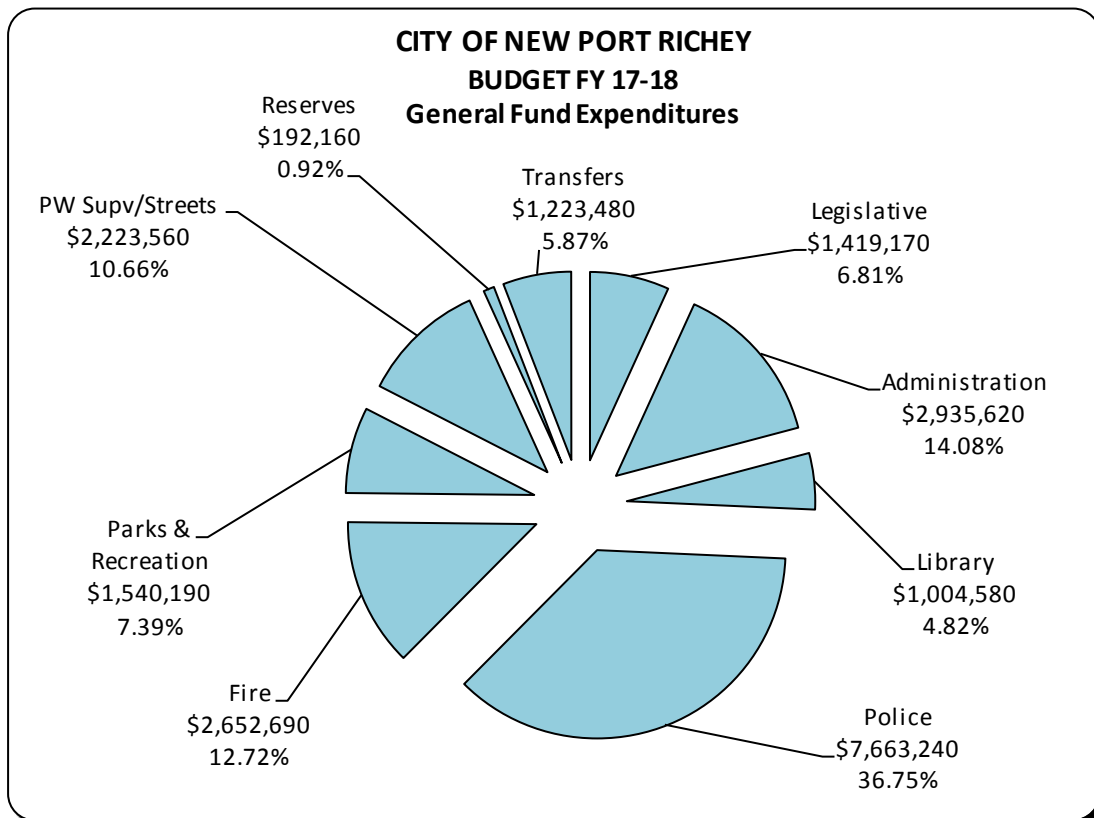
The CRA’s redevelopment effort was revived through the formation of an Economic Development Department that was funded by the CRA in FY 2013-2014. Funding for this department in the amount of \$159,610, which along with the CRA’s allocations of indirect cost reimbursement to the General Fund, resulted in a budgeted transfer to the General Fund in the amount of \$250,000.

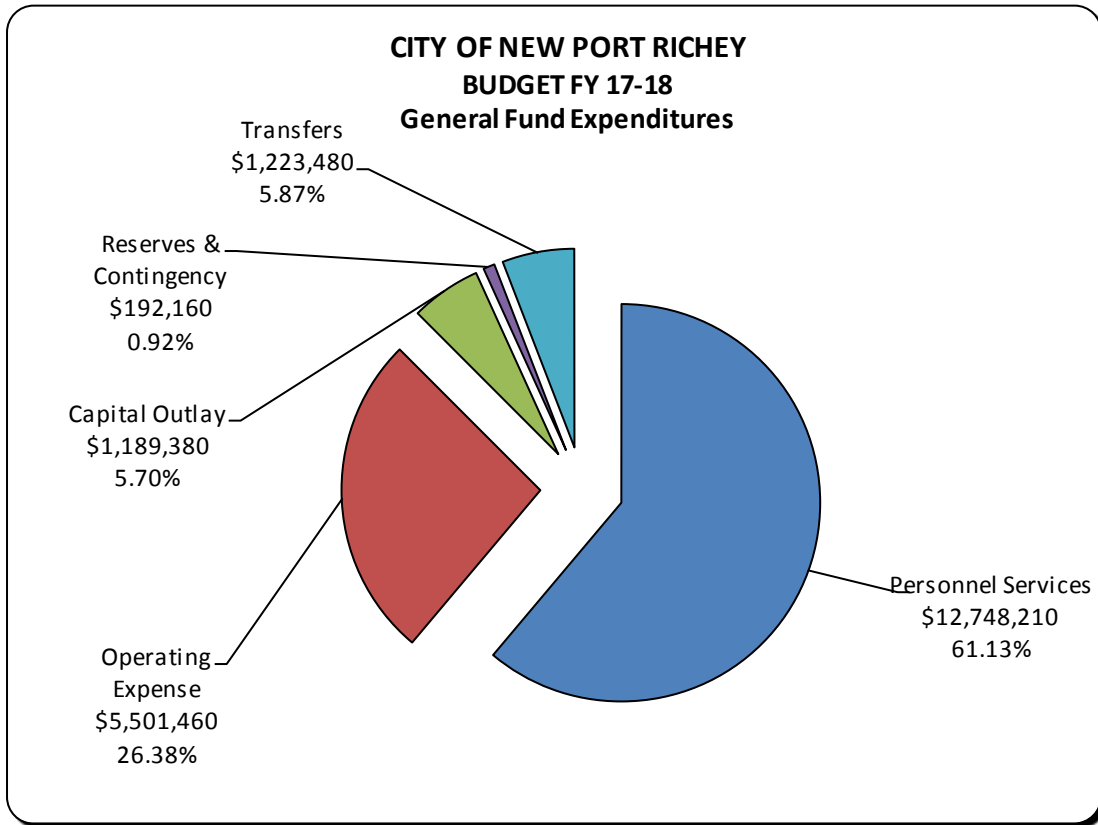
Capital Improvement Fund:  
 Capital Improvement Fund transfers to the General Fund are budgeted to be \$941,080, a significant increase from the previous year. These funds will be used by the General Fund to purchase much needed police vehicles, technological equipment, and generators.

More detail on the General Fund revenue can be found in the General Fund Revenue section of the Adopted Budget.

**Total Revenues – The above changes account for a net total increase of \$795,321. Total General Fund proposed revenues are \$20,854,690.**

**Other Revenues** - Contributions from Water & Sewer Fund and the Stormwater Utility Fund decreased by \$402,710 and \$199,030, respectively. These contributions represent an allocation to the General Fund for its support in utility operations. Interest only transfer of the Tampa Bay Water Note and Payment in Lieu of Franchise Fees (PILOFF) remained the same from the previous year’s budget, coming in at \$387,320 and \$560,000, respectively.





The chart on the preceding page and above provide a high level view of the major categories of expenditures for FY 2018. The General Fund budget continues to reflect the City Council's desire to address the community's public safety needs, encourage residential redevelopment, and to improve the physical and economic health of the City and its citizens.

Updated revenue projections released by the State of Florida through the Office of Economic and Demographic Research (EDR) and continued tracking of year to date results for local revenue sources and spending levels were used to refine the city's spending plan. The remainder of this topical review will focus on the year to year changes comparing the approved General Budget for FYE 2017 to this adopted budget.

**General Fund Expenditures**

**Personnel Services** – This category increased from the previous budget year by only \$269,100 (2.16%), due to the anticipation of additional Overtime by Public Safety.

**Operating Expenses** – This category totaled \$5,501,460 for FY 2018, which is an increase of \$654,070 (13.49%) from the previous year's budget. Factors that influenced this change are outlined below:

Changes were made to the health insurance benefit plan that encourages more participation from employees and their family members. The economic impact to the City is dependent on the level of participation by the City workforce.

The City's Red Light Camera program was budgeted to end during 2017; therefore, the

operating expenses associated with this program were decreased. However, the City Council approved an extension of this program through FY18; therefore, expenditures were budgeted for accordingly.

**Capital Outlay** – Capital outlay totaled \$1,189,380 for FY 2018, which is a decrease of \$195,280 (14.10%) from the previous year’s budget. Capital outlay represents 5.70% of the General Fund budget. Approximately 82.5% of capital outlay is funded by a transfer from the Capital Improvement Fund. A brief summary of the General Fund capital outlay items follows.

Amount	Description
\$425,450	Software Replacement & Server Upgrades
\$80,000	Generator for Police Station
\$268,256	Police & Recreation Vehicles
\$22,000	Roof Replacement at Senior Center
\$17,000	A/C Units for Peace Hall & Senior Center
\$104,000	Library Materials
\$86,114	Various Dept. Purchases of Special Equipment

\$110,000	Fitness Equipment
\$35,000	Park Benches & Fence Replacement
\$25,000	A/V Cameral Improvements to Council Chambers
\$11,530	Computers
\$5,000	Office Furniture
<b>\$1,384,600</b>	<b>Total General Fund Capital Outlay</b>

**Reserves & Contingency** – The City has set aside \$192,160 in order to provide a source of funding for sick leave payouts, wage adjustments, and unforeseen budget changes during the fiscal year. This amount was decreased slightly from the previous budget year and represents approximately 1% of the total General Fund budget.

**Total Expenditures - The above changes account for a net total decrease of \$795,321. Total General Fund proposed revenues are \$20,854,690.**

## STORMWATER UTILITY FUND

Stormwater Utility Fund Summary	Adopted FY 2016-17	Amended Budget FY 2016-17	Estimated Actual FY 2016-17	7/18/2017 Proposed FY 2017-18	9/25/2017 Adopted FY 2017-18	% of Total
Approp. Fund Balance	1,117,810	1,142,687	668,611	429,220	429,220	27.23%
Other Revenues	1,013,570	1,013,570	1,045,995	1,252,940	1,147,120	72.77%
Total Revenues	2,131,380	2,156,257	1,714,606	1,682,160	1,576,340	100.00%
Personnel Services	229,240	227,440	208,864	254,830	239,010	15.16%
Operating Expenses	341,080	342,880	257,805	343,830	343,830	21.81%
Capital Outlay/Debt	893,000	917,887	579,877	550,500	450,500	28.58%
Transfers	668,060	668,060	668,060	533,000	543,000	34.45%
Total Expenditures	2,131,380	2,156,267	1,714,606	1,682,160	1,576,340	100.00%

The City established a Stormwater Utility Fund in 2001 via Ordinance 1667 in order to comply with the Federal Clean Water Act. The FY 2018 Annual Budget reflects the 17th year of implementation of the stormwater utility user fee. The City's Stormwater Utility Fund contains the appropriations from the dedicated revenue source providing income for the City to use in meeting its mandated responsibilities under the National Pollution Discharge Elimination System permit enforced by the Florida Department of Environmental Protection and in improving surface water drainage throughout the City.

In 2017, the City Council approved to raise the stormwater utility user fee from \$77.36 per Equivalent Residential Units (ERUs) to \$80.00 per ERU. As mentioned earlier in the "Where Does Your Property Tax Go" section, this non ad valorem assessment is collected by the Pasco County Tax Collector.

The noteworthy changes to the Stormwater Fund Budget occurred in the amount of Appropriated

Fund Balance being used, going from \$1,142,687 in the previous year to \$429,220 in FY 2018. This decrease can be attributed to the City's aggressive approach to complete projects in the previous year. Budgeted Capital Outlay of \$450,500 was the most significant expenditure change compared to the previous year. Funds from the Stormwater Utility Fund will be transferred to the Street Improvement Fund and Capital Improvement Fund to cover drainage projects. There is also a transfer to the General Fund, in the amount of \$130,000 to cover the fund's share of operating costs, overhead and administrative costs paid by the General Fund.

The major revenue is the stormwater assessment fee of \$1,147,120. The budget for FY 2018 includes funding for the labor and materials to perform stormwater and drainage maintenance and those appropriations remained constant with some increase for labor related costs.

## STREET LIGHTING FUND

Street Lighting Fund Summary	Adopted FY 2016-17	Amended Budget FY 2016-17	Estimated Actual FY 2016-17	7/18/2017 Proposed FY 2017-18	9/25/2017 Adopted FY 2017-18	% of Total
Approp. Fund Balance	-	-	-	-	-	0.00%
Other Revenues	408,150	408,150	431,566	510,400	449,500	100.00%
Total Revenues	408,150	408,150	431,566	510,400	449,500	100.00%
Operating Expenses	385,000	385,000	341,452	470,400	424,500	94.44%
Contingency	23,150	23,150	-	40,000	25,000	5.56%
Total Expenditures	408,150	408,150	341,452	510,400	449,500	100.00%

In September 2003 the City established a Street Lighting assessment within the General Fund via Ordinance 1704. This provided a means to recover the costs incurred by the City for providing street lighting services throughout the city. The FY 2018 Annual Budget reflects the 15<sup>th</sup> year of implementation of the street lighting user fee. The City's Street Lighting Fund contains the appropriations from the dedicated revenue source providing income for the City to use in providing these services.

In 2017, the City Council approved an increase in the assessment rate of the Street Lighting Fund, increasing from \$36.41 per Equivalent Residential Units (ERUs) to \$37.81 per ERU.

The budget is balanced with total revenues and expenditures both equaling \$449,500.

The Street Lighting Fund was established in FY 2012-13 as a separate Special Revenue Fund to account for the citywide assessment for street lighting. Previously, this program was part of the General Fund. The major revenue is the assessment fee of \$412,630 (91.8%) and it is included in the annual property tax bill issued by Pasco County. Major expenditures are the rental fees paid to Progress/Duke Energy for energy use and maintenance of the light poles of \$345,500 (76.9%). The total budget has been increased by \$41,350 (1.89%) since last year. A recent new lease agreement with Duke Energy has resulted in a major city-wide improvement in lighting. There is no appropriated fund balance for FY 2018 and a small contingency of \$25,000.

**GENERAL DEBT SERVICE FUND**

<b>Debt Service Fund Summary</b>	<b>Adopted FY 2016-17</b>	<b>Amended Budget FY 2016-17</b>	<b>Estimated Actual FY 2016-17</b>	<b>7/18/2017 Proposed FY 2017-18</b>	<b>9/25/2017 Adopted FY 2017-18</b>	<b>% of Total</b>
Approp. Fund Balance	-	-	-	-	-	0.00%
Other Revenues	2,310,980	2,310,980	2,083,834	887,760	887,760	100.00%
<b>Total Revenues</b>	<b>2,310,980</b>	<b>2,310,980</b>	<b>2,083,834</b>	<b>887,760</b>	<b>887,760</b>	<b>100.00%</b>
Capital Outlay/Debt	887,230	887,230	887,230	887,760	887,760	100.00%
Transfers	1,423,750	1,423,750	1,153,861	-	-	0.00%
<b>Total Expenditures</b>	<b>2,310,980</b>	<b>2,310,980</b>	<b>2,041,091</b>	<b>887,760</b>	<b>887,760</b>	<b>100.00%</b>

The budget is balanced with total revenues and expenditures both equaling \$887,760.

The Debt Service Fund is being utilized by the City to account for the debt service of the Redevelopment Revenue Note, Series 2016. Funds from this Note were used to refinance the Community Redevelopment Agency's Redevelopment Revenue Note, Series 2005A, and Redevelopment Revenue Note, Series 2005B. Although the new Note is housed in the General Debt Service Fund, because of an interlocal

agreement between the City and the Community Redevelopment Agency (CRA), the debt remains the obligation of the CRA. Annual transfers will be made from the CRA Fund to the General Debt Service Fund to cover the debt service requirements.

Excess revenues are scheduled to be transferred to the General Fund. There is no General Fund indebtedness.

**CAPITAL IMPROVEMENT FUND**

Capital Improvement Fund Summary	Adopted FY 2016-17	Amended Budget FY 2016-17	Estimated Actual FY 2016-17	7/18/2017 Proposed FY 2017-18	9/25/2017 Adopted FY 2017-18	% of Total
Approp. Fund Balance	2,157,940	2,157,940	-	2,405,700	2,137,640	27.47%
Other Revenues	6,874,060	6,874,060	3,327,682	6,510,340	5,642,840	72.53%
<b>Total Revenues</b>	<b>9,032,000</b>	<b>9,032,000</b>	<b>3,327,682</b>	<b>8,916,040</b>	<b>7,780,480</b>	<b>100.00%</b>
Capital Outlay/Debt	8,782,000	8,782,000	1,985,681	6,950,560	5,735,000	73.71%
Transfers	250,000	250,000	250,000	1,965,480	2,045,480	26.29%
<b>Total Expenditures</b>	<b>9,032,000</b>	<b>9,032,000</b>	<b>2,235,681</b>	<b>8,916,040</b>	<b>7,780,480</b>	<b>100.00%</b>

The Capital Improvement Fund Budget totals \$7,780,480 for FY 2017-18, which is approximately 12.6% of the City's total adopted budget. Appropriated Fund Balance of \$2,137,640 is budgeted to be used, which is in response City Council direction to aggressively utilize the citizen authorized "Penny for Pasco" funds that had built up a hefty reserve over the past few years. A second ten-year term of "Penny for Pasco" money was approved in November 2012 by the voters and collections from the new "Penny for Pasco"

began in 2015. Accrued "Penny for Pasco" funds account for virtually all of the Beginning Balance in the Capital Improvement Fund and continuing revenue from the second bucket of Penny for Pasco" is deposited into the Capital Improvement Fund. Transfers from other sources are only made when the associated project costs have been incurred or grant funds are received. The total budget has decreased by \$445,063 (6.1%) from the previous year.

The two schedules that follow reflect a summary of budgeted capital projects for FY 2017-2018 and a summary of grants anticipated by the City to assist in the completion of certain capital projects in the Capital Improvement Fund.



Central Fire Station Relocation	\$ 1,800,000
Grand Blvd. Multi-Use Path, Phase I	50,000
Downtown Parking Lot Improvements	50,000
City Facility Renovations	275,000
Way Finding Signage Upgrades	300,000
Main St. Bridge Improvements	120,000
Fitness Center Expansion	1,020,000
Sims Park Boat Ramp Improvements	50,000
Seawall Stabilization, Phase I	225,000
Orange Lake Restoration	940,000
The Meadows Dog Park Upgrades	10,000
James E Grey Preserve Expansion	415,000
Frances Ave. Restroom Upgrades	265,000
Tennis Court Improvements	175,000
Jasmin Dr. Park Improvements	40,000
Transfer to General Fund for Qualified Capital Improvements	941,080
Transfer to Street Improvement Fund	330,000
Transfer to CRA Fund	774,400
<b>Total Capital Improvement Fund Budget</b>	<b>\$ 7,780,480</b>

	<b>FY 17-18</b>
<b>Grant Funding</b>	
<b>State Funding</b>	
Grey Nature Preserve - West Entrance	200,000
U.S. Highway 19 Beautification	
Frances Park Restroom Upgrades	228,000
<b>BP Oil Spill Legal Settlement Funds</b>	
Orange Lake Restoration	100,000
<b>Federal Loan</b>	
Central Fire Station Relocation	1,800,000
<b>Southwest Florida Water Management District Funds</b>	
Orange Lake Restoration	247,000
<b>Total</b>	<b>\$ 2,575,000</b>

A complete listing of all proposed projects, as well as estimates of construction costs, financing plans, and construction scheduling by fiscal year, is set

forth in the Five (5) Year Capital Improvement Program.

**COMBINED WATER/SEWER FUND**

<b>Water &amp; Sewer Utility Funds Summary</b>	<b>Adopted FY 2016-17</b>	<b>Amended Budget FY 2016-17</b>	<b>Estimated Actual FY 2016-17</b>	<b>7/18/2017 Proposed FY 2017-18</b>	<b>9/25/2017 Adopted FY 2017-18</b>	<b>% of Total</b>
Approp. Fund Balance	2,849,920	973,027	1,760,027	2,263,240	2,568,110	11.71%
Other Revenues	18,107,185	17,315,789	16,433,026	21,582,450	19,368,990	88.29%
<b>Total Revenues</b>	<b>20,957,105</b>	<b>18,288,816</b>	<b>18,193,053</b>	<b>23,845,690</b>	<b>21,937,100</b>	<b>100.00%</b>
Personnel Services	2,260,230	2,265,830	2,271,062	2,560,982	2,418,420	11.02%
Operating Expenses	6,003,110	6,116,602	7,217,897	6,708,783	6,296,220	28.70%
Capital Outlay/Debt	4,409,305	3,806,947	2,964,351	6,150,775	4,777,180	21.78%
Transfers	8,234,460	6,049,437	6,155,767	8,325,150	8,345,280	38.04%
Reserves	50,000	50,000	45,000	100,000	100,000	0.46%
<b>Total Expenditures</b>	<b>20,957,105</b>	<b>18,288,816</b>	<b>18,654,077</b>	<b>23,845,690</b>	<b>21,937,100</b>	<b>100.00%</b>

The City's Combined Water/Sewer Fund budget continues to reflect an active capital outlay investment and transfers to support construction efforts. During FY 2018, the City will complete the final phase of a major technology upgrade, which has already eliminated the majority of on-site monthly meter reading. New digital meters have been installed, which electronically signal usage to the City's billing system. This new system allows customers to monitor their water usage and be alerted of leaks and faulty hardware as it occurs. Early detection will help control waste of water and save customers from costly water bills. This initiative extends beyond the meter program, as the water and sewer operations and utility billing efficiencies will be further enhanced by the conversion of the City's computer software to a superior technology with improved access to critical analytical reports.

Transfers of interest earned on a note receivable from Tampa Bay Water to the General Fund will continue and will result in long term relief to the utility. Revenue sufficiency studies are under way to provide prediction models that will be used to monitor actual results and manage the deployment of the capital improvement plan.

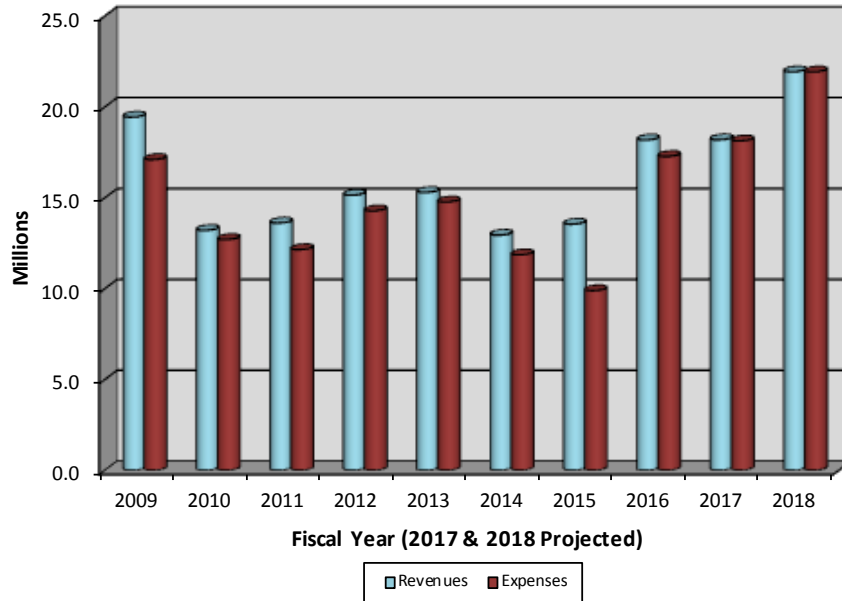
The budget of \$21,937,100 reflects an increase of \$3,648,284 (19.95%) from last year's Adopted

Budget. The \$2,568,110 Appropriated Fund balance for FY 2018 will use a significant portion of available resources if the aggressive capital investment is fully deployed. The projected fund balance as of September 30, 2018 is \$3.72 million. This represents a reserve level that will need to be reviewed during the course of the fiscal year for possible consideration of financing options to complete future capital projects. It will be important to update projections to actual results to make sure that minimum requirements for capital outlay, bond covenants and working capital can be met.

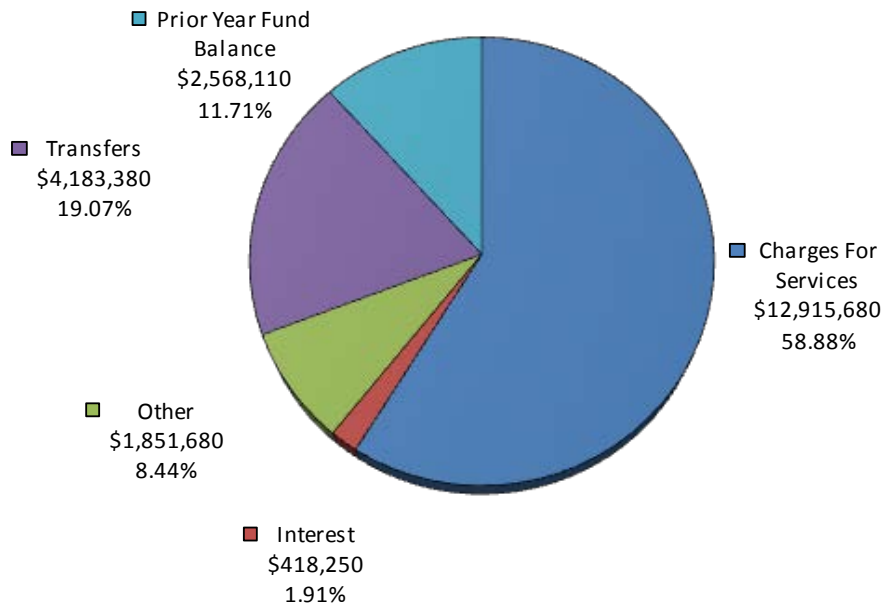
Of the total revenues, \$12,915,680 (58.88%) will be derived from user fees such as water sales, sewer sales, bulk sewer, bulk water, other fees and charges. Impact fees will generate another \$3378,280 (1.72%). Pasco County's share of the utility operation and maintenance expense will be \$1,190,000 which is similar to last year's budgeted amount. Reclaimed water sales will generate approximately \$243,830 next fiscal year, up 5.72% from last year's \$230,630.

The budget also reflects the annual 4% inflationary rate adjustment, as the pass through of the wholesale rate charged by the City's supplier, Tampa Bay Water. These rate changes take effect on October 1, 2017.

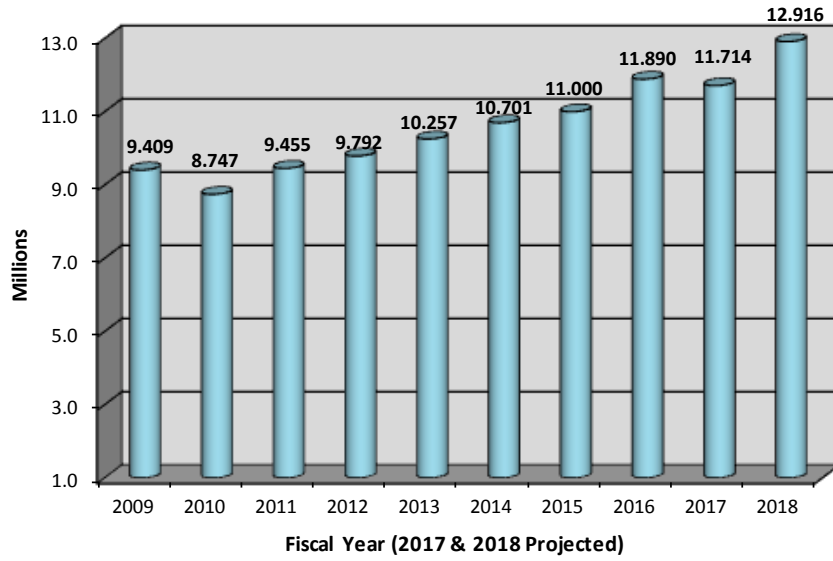
**CITY OF NEW PORT RICHEY**  
**Revenues & Expenses - All W & S Funds**



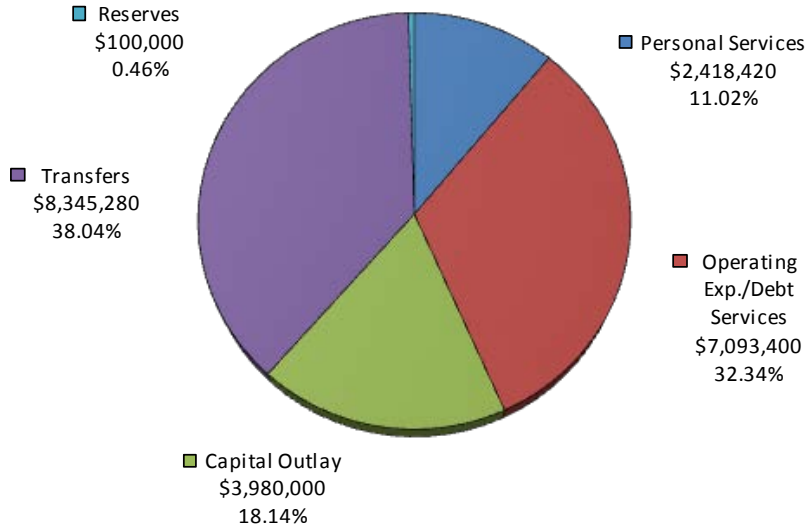
**CITY OF NEW PORT RICHEY**  
**BUDGET FY 17-18**  
**Water & Sewer Revenues - All W & S Funds**



**CITY OF NEW PORT RICHEY**  
**Water & Sewer Charges For Services**



**CITY OF NEW PORT RICHEY**  
**BUDGET FY 17-18**  
**Water & Sewer Expenses - All W & S Funds**



**COMMUNITY REDEVELOPMENT AGENCY (CRA) FUND**

CRA Fund Summary	Adopted FY 2016-17	Amended Budget FY 2016-17	Estimated Actual FY 2016-17	7/18/2017 Proposed FY 2017-18	9/25/2017 Adopted FY 2017-18	% of Total
Approp. Fund Balance	285,000	-	-	-	350,000	10.00%
Other Revenues	2,221,495	2,506,495	2,461,143	3,173,840	3,148,840	90.00%
<b>Total Revenues</b>	<b>2,506,495</b>	<b>2,506,495</b>	<b>2,461,143</b>	<b>3,173,840</b>	<b>3,498,840</b>	<b>100.00%</b>
Personnel Services	46,260	46,210	35,485	21,930	21,930	0.63%
Operating Expenses	597,565	549,190	262,362	416,650	884,650	25.28%
Capital Outlay/Debt	600,000	648,425	40,361	1,597,500	1,454,500	41.57%
Transfers	1,262,670	1,262,670	1,262,670	1,137,760	1,137,760	32.52%
Reserves	-	-	-	-	-	0.00%
<b>Total Expenditures</b>	<b>2,506,495</b>	<b>2,506,495</b>	<b>1,600,878</b>	<b>3,173,840</b>	<b>3,498,840</b>	<b>100.00%</b>

The relationship between the Community Redevelopment Agency (CRA) and the City's General Fund operations has changed over the past several years as the effects of the "Great Recession" severely impacted the CRA's ability to service its indebtedness on three Redevelopment Bank Notes. One of the CRA notes was paid off by the General Fund in FY 2013-2014. That note, along with advances made to the CRA by the General Fund, established an opening balance for the repayable advances (non-current liability), as provided for in an interlocal agreement between the two entities. The City and Pasco County taxes on the taxable value of the lands in the CRA that exceed the Base Year 2001 Taxable Value of \$366,805,411 are directed into the CRA Trust Fund. The City's total Taxable Values peaked at \$919,592,133 in FY 2007-08. For the FY 2017 Budget Year, the values are at \$533,024,487, an incline of over 4.6%. The Tax Increment value bottomed out in FY 2013-14 at \$69,806,864. Currently, for the FY 2018 Budget, the Tax Increment Value is at \$108,612,740, a 14.80% increase from the previous year. This is indication that the property values within the city or gradually increasing. However, the \$1,708,440 in

budgeted Tax Increment Financing (TIF) revenues may still require the City's General Fund to supplement the CRA efforts. An inter-local agreement is in place that formalizes the arrangement.

Despite the struggles of the past, the CRA has been reactivated and, in fact, an Economic Development Department with two staff members are fully focused on the important task of stimulating growth and revitalizing the economy within the CRA boundaries.

The total budget has increased by \$992,345 (39.59%) from last year, mainly due to a budgeted transfer from the Capital Improvement Fund to assist with meeting financial obligations of a developer's agreement related to the Main Street Landing project.

Major revenues consist of the TIF funds from the City and County of \$1,708,440, which are 49.83% of total revenues for the fund. This revenue has increased by \$122,945 (7.75%) from the previous year.

## STREET IMPROVEMENT FUND

Street Improvement Fund Summary	Adopted FY 2016-17	Amended Budget FY 2016-17	Estimated Actual FY 2016-17	7/18/2017 Proposed FY 2017-18	9/25/2017 Adopted FY 2017-18	% of Total
Approp. Fund Balance	2,038,430	2,038,430	536,635	2,071,450	1,841,450	45.01%
Other Revenues	1,143,330	1,143,330	898,860	2,224,730	2,250,000	54.99%
Total Revenues	3,181,760	3,181,760	1,435,495	4,296,180	4,091,450	100.00%
Capital Outlay/Debt	2,663,560	2,663,560	917,295	3,905,000	3,700,000	90.44%
Transfers	518,200	518,200	518,200	391,180	391,180	9.56%
Total Expenditures	3,181,760	3,181,760	1,435,495	4,296,180	4,091,180	100.00%

The Street Improvement Fund is a Special Revenue Fund used to account for the collection and spending of Local Option Gas Tax (LOGT) received from Pasco County. Funds shall be used only for purchase of transportation facilities and road and street rights-of-way; construction, reconstruction, and maintenance of roads, streets, bicycle paths and pedestrian pathways; adjustment of city-owned utilities as required by road and street construction; and construction, reconstruction, transportation-related public safety activities, maintenance, and operation of transportation facilities.

In recent years, Pasco County changed its method of distributing Local Options Gas Taxes (LOGT) to the municipalities in the County. The County now uses the Historical Expenditure methodology, which bases the City's share of LOGT on a rolling average of previous years' spending on transportation

projects, instead of the historical method of basing distributions on road mileage.

The budget is balanced with total revenues and expenditures both equaling \$4,091,180.

The total budget has increased by \$909,420 (28.56%) from last year, due to an increase in the amount of capital projects budgeted for in FY2018 compared to the previous year.

The use of Appropriated Fund Balance, in the amount of \$1,841,450, is budgeted for this year, and encompasses the majority of the Fund's reserves. This rollover is to cover capital projects that were budgeted for the previous year, but not completed.

The largest projects to be funded during FY 2018 include the completion of the 2014/2015 City's Street Improvement Project and Streetscape Improvements at Main Street to Massachusetts Avenue.

## CENTRAL GARAGE FUND

Central Garge Fund Summary	Adopted FY 2016-17	Amended Budget FY 2016-17	Estimated Actual FY 2016-17	7/18/2017 Proposed FY 2017-18	9/25/2017 Adopted FY 2017-18	% of Total
Approp. Fund Balance	-	-	-	-	-	0.00%
Other Revenues	716,685	716,685	888,947	722,210	722,210	100.00%
Total Revenues	716,685	716,685	888,947	722,210	722,210	100.00%
Personnel Services	233,155	233,155	235,202	236,880	236,880	32.80%
Operating Expenses	468,530	468,530	439,130	464,530	464,530	64.32%
Capital Outlay/Debt	15,000	15,000	11,338	20,800	20,800	2.88%
Total Expenditures	716,685	716,685	685,670	722,210	722,210	100.00%

The Central Garage Fund is an internal service fund for which most revenues are derived from fees charged back to other departments for providing fuel and fleet maintenance services.

The total budget has increased slightly by \$5,525 (.77%) from last year, mainly due to the scheduled

purchase of special equipment that was budgeted for in the previous year. The City has recently renegotiated its fuel contract with Pasco County, securing a lower fuel rate for the next three years. There is no appropriated fund balance for FY 2017-18.

## PROJECTED CHANGES IN FUND BALANCE

Fund	Actual 9/30/2015	Actual 9/30/2016	Estimates FY 2017		Estimated 9/30/2017	Adopted FY 2018		Estimated 9/30/2018
			Revenues (less Use of PY F/B)	Expenditures		Revenues (less Use of PY F/B)	Expenditures	
<b>General</b>	<b>3,285,991</b>	<b>3,116,420</b>	<b>19,498,124</b>	<b>18,866,458</b>	<b>3,748,086</b>	<b>20,744,690</b>	<b>20,854,690</b>	<b>3,638,086</b>
Committed	2,655,554	3,025,008			3,290,761			3,128,204
Assigned	111,242	28,642			50,000			35,000
Unassigned	519,195	62,770			407,325			474,883
<b>Stormwater</b>	<b>1,145,818</b>	<b>1,188,840</b>	<b>1,045,995</b>	<b>1,714,606</b>	<b>520,229</b>	<b>1,147,120</b>	<b>1,576,340</b>	<b>91,009</b>
<b>Street Lighting</b>	<b>179,478</b>	<b>282,194</b>	<b>431,566</b>	<b>341,452</b>	<b>372,308</b>	<b>449,500</b>	<b>449,500</b>	<b>372,308</b>
<b>Gen Debt Svc</b>	<b>806,467</b>	<b>820,814</b>	<b>2,083,834</b>	<b>2,041,091</b>	<b>863,557</b>	<b>887,760</b>	<b>887,760</b>	<b>863,557</b>
<b>Cap Improvement</b>	<b>4,494,563</b>	<b>2,897,033</b>	<b>3,327,682</b>	<b>2,235,681</b>	<b>3,989,034</b>	<b>5,474,497</b>	<b>7,780,480</b>	<b>1,683,051</b>
<b>W/S Funds*</b>	<b>8,864,087</b>	<b>8,513,200</b>	<b>16,433,026</b>	<b>18,654,077</b>	<b>6,292,149</b>	<b>19,368,990</b>	<b>21,937,100</b>	<b>3,724,039</b>
<b>Central Garage</b>	<b>93,786</b>	<b>93,786</b>	<b>888,947</b>	<b>685,670</b>	<b>297,063</b>	<b>722,210</b>	<b>722,210</b>	<b>297,063</b>
<b>CRA</b>	<b>(4,990,418)</b>	<b>(4,988,425)</b>	<b>2,461,143</b>	<b>1,600,878</b>	<b>(4,128,160)</b>	<b>3,148,840</b>	<b>3,498,840</b>	<b>(4,478,160)</b>
<b>Street Improvement</b>	<b>3,196,868</b>	<b>2,097,465</b>	<b>898,860</b>	<b>1,435,495</b>	<b>1,560,830</b>	<b>2,250,000</b>	<b>3,810,830</b>	<b>-</b>
<b>Total Fund Balance All Funds</b>	<b>\$ 17,076,640</b>	<b>\$ 14,021,327</b>			<b>\$ 13,515,096</b>			<b>\$ 6,190,953</b>

Notes: \* Water and Sewer Fund Balance includes Unrestricted net assets less long term portion of note receivable

The overall philosophy of the City is to utilize capital improvement funds to improve conditions, increase efficiencies in the delivery of services and enhance the experience of living in the City for residents and businesses and their customers. The drawing down of reserves is a result of that philosophy.

An aggressive capital improvement plan for the Water & Sewer operations, Stormwater Utility operations, and the Capital Improvement Fund has added to the use of cash reserves for those funds. The projected 2017-18 funds balance levels will cause management to monitor actual results to protect those reserves from total depletion. Improvements in operations, billing policy and management of customer accounts are expected to result in over performance of the Budget's revenue projections which could delay the need to finance future capital projects.

The presentation of the General Fund Balance has been enhanced to incorporate the component that

was established by the City Council for Minimum Funding Levels. The only restriction on use of the funds is the requirement that a 4/5<sup>th</sup> vote of the City Council be achieved. The aggressive budgets in years past has resulted in the depletion of previously built up reserves. If FY 2018's budget is deployed as planned, it will result in a balance of \$3,638,086 by the fiscal year's end.

The Redevelopment (CRA) Fund which has been discussed earlier in the summary continues to show a negative cash reserve balance. This is directly related to the repayable advance between the CRA and the General Fund. As this liability is paid down, the negative fund balance will be reduced.

The Street Improvement Fund Balance is budgeted to exhaust all of its Fund Balance by the end of FY2018. This is related to the City's aggressive capital project plan and due to the City's plan to implement its street paving and improvement projects.



# Financial Policies

# NEW PORT RICHEY

## **PURPOSE**

The broad purpose of the following financial management policy statement is to enable the City to achieve and maintain a long-term stable and positive financial condition. More specifically, it is to provide guidelines to the Finance Director in planning and directing the City's day-to-day financial affairs so recommendations can be made to the City Manager.

The scope of these policies includes accounting, auditing, financial reporting, internal controls, operating and capital budgeting, revenue management, cash and investment management, expenditure control, asset management, debt management and planning concepts. The financial policy statements define objectives, establish rules with parameters and express guidelines for fiscal conduct by the City in connection with the operating budget and capital improvement program. Financial policies will be reviewed annually as part of the budget process.

## **ACCOUNTING SYSTEM AND BUDGETARY CONTROL**

The City utilizes a computerized financial accounting system, which incorporates a system of internal accounting controls. Such controls have been designed and are continually being reevaluated to provide reasonable, but not absolute, assurance regarding:

- The safeguarding of assets against loss from unauthorized use or disposition, and
- The reliability of financial records for preparing financial statements and monitoring accountability for assets.

The concept of reasonable assurance recognizes that:

- The cost of control should not exceed the benefits likely to be derived, and
- The evaluation of costs and benefits requires estimates and judgments by management.

All internal control evaluations occur within the framework, and are believed to adequately safeguarded and provide reasonable assurance of proper recording of financial transactions.

Accounting and budgeting records for governmental fund types and similar trust and agency funds are maintained on a modified accrual basis. Under the modified accrual basis, revenues are recognized and recorded when measurable and available, and expenditures are recorded when services or goods are received and the liabilities are incurred. Budgets for the governmental fund types are adopted on a basis consistent with generally accepted accounting principles (GAAP).

Accounting and budgeting records for proprietary fund types and similar trust funds are maintained on the accrual basis. Under the accrual basis, revenues are recognized when they are earned and expenses are recognized when incurred.

For proprietary funds, accounting and budget records differ to the extent that depreciation and certain other items are not budgeted for, but are a factor in determining fund balance revenues available for appropriation. Budgets for proprietary funds are adopted on a basis consistent with generally accepted accounting principles (GAAP).

In accordance with the City Charter, the annual operating budget is proposed by the City Manager and enacted by the City Council after public participation. Although budgets are legally controlled at the fund level, management control of the operating budget is additionally maintained at the department level.

## **Fiscal Year**

The fiscal year of the City is from October 1 through September 30 of the following calendar year. Such fiscal year also constitutes the annual budget and accounting year.

## Financial Reporting Entity

The City is the primary reporting entity and also has a Community Redevelopment Agency (CRA) component unit that falls within its governance.

## OPERATING BUDGET

### Preparation

Budgeting is an essential element of the financial planning, control and evaluation process of municipal government. The "operating budget" is the City's annual financial operating plan, which includes all of the operating departments of the general fund, special revenue funds, and enterprise funds. The City Manager and the Finance Director prepare the budget with the participation of all department heads on a basis that is consistent with generally accepted accounting principles (GAAP). In accordance with Article III, Section 3.04(7) of the City Charter, the City Manager shall "prepare and submit the annual budget and capital program to the City Council". The budget shall be adopted annually before September 30th by ordinance or resolution, in accordance with the City Charter, Article V, Section 5.03, and Florida State Statute 200.065. A copy is filed in the City Clerk's office.

The budget is the single most valuable document for assisting the City Manager and the City Council in guiding the growth of the City. It receives careful thought and attention in its development. Therefore, in the City of New Port Richey, the budget process begins about 9 months prior to the start of the fiscal year.

**January - March:** The City Council is notified of the beginning of the budget process. Departments are requested to submit requests for any new and/or changes to personnel, along with capital and support data. Responses are due by the beginning of March. Department Heads, with the assistance of Human Resources and Finance, will calculate the costs of existing personnel.

**March:** Human Resources and Finance calculate and review the costs of all new and existing personnel. First draft of all personnel and capital expenditures are entered into the budget module.

**March - April:** Budget modules open for department entry of operational expenses. The Finance Department uses 6-7 months of actual data for the current year to project revenues. These are then compared to the requested expenses for next year along with any other relevant information and cuts are made.

**June:** The Property Appraiser delivers an estimate of taxable value by June 1.

**July:** The Property Appraiser delivers the certificate of taxable value in accordance with Florida Statute 200.065 (also known as TRIM). Revisions are made to the preliminary budget document to balance the General Fund. The budget is presented to the City Council on the first Tuesday in July. No action by the City Council is taken at the first meeting. On the third Tuesday in July, the City Council is asked to set the proposed millage rate and state the percentage (if any) over the rollback rate. In addition, the City Council must set the date, time, and place for the first public hearing in September on the budget to comply with TRIM. The public hearing cannot conflict with the dates selected by the Pasco County School Board or Pasco County Government. The City must notify the Tax Collector and Property Appraiser within a specific time frame set by State Statute of the proposed millage rate. While the City can reduce the millage rate throughout the remainder of the budget process, the rate cannot be increased without individual notification to each property owner.

**August:** The Property Appraiser mails the TRIM notices to all the property owners notifying them of the proposed tax rate and the valuation of each parcel of property. Once the millage rate is certified, it may not be increased without re-mailing the notices. TRIM notices also

include the date, time, and place of the first public hearing. These notices are mailed within fifty-five (55) days after certification of the assessed values. The City continues to work out any budget changes during this period.

**September:** The first public hearing is held on the date set on the notice mailed out by the Property Appraiser. This is at least sixty-five (65) days and within eighty (80) days after certification of the assessed values. All public hearings concerning the budget must be held after 5 P.M. The tentative millage and budget rates are set at the first public hearing. Advertisement in a newspaper of general circulation is required three (3) to five (5) days before the second public hearing. The advertisement must also be within fifteen (15) days of the first public hearing. The advertisement must contain a summary of the budget, all millage rates, and tax increase percentages over the rolled back rate millage. The final millage and budget levies are adopted at the second public hearing.

**October:** Not later than thirty (30) days following the adoption of the ad valorem tax rates and budget, the City must certify to the State of Florida Division of Ad Valorem Tax that they have complied with the provisions of Chapter 200, Florida Statutes.

### **Balanced Budget**

The operating budget will be balanced with current revenues, which may include beginning fund balances less required reserves as established by the City Council or City Ordinance. A budget is balanced when the sum of estimated net revenues and appropriated fund balance is equal to appropriations.

### **Planning**

The budget process will be scheduled to allow the City Council to identify major policy issues several months before the budget approval date. This will allow adequate time for appropriate decisions and

analysis of financial impacts.

### **Reporting**

Monthly expenditure reports will be made available to enable department heads to manage their budgets and enable the Finance Director to monitor and control the budget, as authorized by the City Council. The Finance Director will prepare a quarterly summary of revenues and expenditures for the City Council to assist in the understanding of the overall budget and the City's financial status.

### **Control and Accountability**

Each department head shall be solely responsible for insuring their department budgets will not exceed budgeted overall amounts. Failure to achieve budgetary control of their individual expenditure and revenue budgets will be evaluated and investigated by the City Manager or designee.

### **Expenditure Requests**

The Finance Director will evaluate expenditure requests from departments to insure that the requests are in the amounts and category originally budgeted in those departments and that adequate funds are available. The Finance Director shall make every effort to assist departments in making the purchases to accomplish the goals and objectives outlined in the budget information for each department.

### **Contingencies**

Reasonable appropriations may be made for contingencies, but only within spending categories.

### **Amendment Process**

Amendments to the original budget that alter the total revenues, expenses, or reserves of any fund must be approved by the City Council.

## **REVENUES**

### **Revenue Policies**

The City will try to maintain a diversified and stable revenue system to shelter from unforeseeable short term fluctuations in any one revenue source. The City will estimate its revenues on an objective, analytical basis, where and when practical. Each existing and potential revenue source will be re-examined annually. User fees will also be reviewed to recover costs and to adjust for the effects of inflation.

The following considerations and issues will guide the Finance Director in the development of revenue and expenditure policies concerning specific sources of funds:

- A. Non-Recurring Revenues - One time or non-recurring revenues should not be used to finance current ongoing operations. Non-recurring revenues should be used only for non-recurring expenditures and not for budget balancing purposes.
- B. Ad Valorem Taxes - Ad valorem taxes will be anticipated for purposes of operating budget preparation at:
  - 1. 95% of the projected taxable value of current assessments and new construction
  - 2. Current millage rates, unless otherwise specified
- C. Sales Tax - The use of sales tax revenues is limited to the General Fund and/or Capital Improvement Fund.
- D. State Revenue Sharing - The use of state revenue sharing monies is included in the General Fund, with a portion earmarked for street improvements.
- E. Local Option Gas Tax - The use of local option gas tax revenues is limited to public transportation expenditures.
- F. Pledged Revenues - The use of revenues, which have been pledged to bond or note holders, will conform in every respect to those bond or note covenants.
- F. Interest Earnings - Interest earned from investment of available monies, whether pooled or not, will be distributed to the funds in accordance with the equity balance of the fund from which the monies were provided for investing.
- G. User-Based Fees and Service Charges - User-based fees and service charges will be reviewed annually by department Heads to ensure that fees provide adequate coverage of cost of services for their respective departments.
- H. Enterprise Fund Rates - The Finance Director and Public Works Director will review utility rates annually to ensure sufficient revenues are generated to cover operating expenses, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital.
- I. Enterprise Activity Rates - Other legal funds of the City include transfers and contributions from other funds as follows:
  - 1. General and Administrative Charges - Administrative costs should be charged to all funds for services of general overhead, such as administration, finance, personnel, information technology, police, purchasing, facility maintenance, fleet maintenance, community development, and grounds maintenance, as appropriate. Following accepted practices, the Finance Director allocates indirect costs to determine the charges and procedures intended to recover up to 100% of said costs.
  - 2. Payment in-lieu-of ad valorem tax – Rates are calculated so as to include a fee equal

to the estimated ad valorem taxes lost as a result of municipal ownership of the various utility and other enterprise activities owned by the City. Not-for-profit organizations may also be considered for a payment in-lieu-of ad valorem tax, subject to City Council approval.

J. Intergovernmental Revenues - All potential grants are examined for matching requirements, including the required source of matching requirements, if applicable. These revenue sources will be expended only for intended purpose of the grant program or aid. It must be clearly understood that operational requirements set up as a result of a grant or aid may be discontinued once the term and conditions of the program or aid has been satisfied.

K. Revenue Monitoring - The Finance Director will compare revenues actually received to budgeted revenues and variances will be investigated. This process will be summarized in the appropriate budget report. Any variances considered to be material will be investigated. The Finance Director will report results of that investigation to the City Manager.

## EXPENDITURES

A. Supplemental Appropriations - The point of budgetary control is at the department level for all funds. If the City Manager certifies that there are available projected revenues for appropriations in excess of those estimated in the budget, the City Council may authorize supplemental appropriations, in accordance with Article V, Section 5.08 of the City Charter.

B. Central Control/Transfers and Adjustments

1. Any budget transfer between funds or between departments must have the approval of the City Council.

2. The City Manager or designee may authorize the transfer of funds within a department, should the need arise.

3. Budget adjustments are normal occurrences during any given fiscal year. With the approval of the City Manager or designee, a department head may request to move funds within his or her department or division. However, the transfers and adjustments must stay within the three major budget classifications (i.e. - funds cannot be transferred from personnel services to operating expenses):

- a. Personnel Services
- b. Operating Expenses
- c. Non-Operating Expenses (such as, Capital, Transfers and Debt Service)

This control will realize budget savings each year that will be recognized in the approved budget as contingency accounts. These transfers may be made on a line item basis and not on a transaction basis. Adjustments requested by the Department Heads will be made twice a year or as often as determined by the City Manager and Finance Director.

C. Purchasing - All purchases of goods or services will be made in accordance with the City's current purchasing policy, as revised 10/2002. The Purchasing Policy and Procedures Manual establishes approval levels at:

1. Department Heads - \$0 to \$2,499
2. Finance Director - \$2,500 to \$9,999
3. City Manager - \$10,000 to \$24,999
4. City Council - \$25,000 and above

D. Recurring Transactions - Recurring transactions are those that are on-going

by their very nature. Examples of recurring transactions are the monthly electric bill, services provided by another governmental agency by agreement, monthly telephone service, fuel agreements, or contractual agreements already approved by the City Council at a regular council meeting, etc. These Recurring transactions have already been approved by the City Council through the adoption of the budget or approval of contracts and or agreements. Therefore, no additional approval by the City Council is necessary unless the contract or agreement is to be modified or a payment would exceed the original approved amount.

All contracts or agreements must be approved by the City Council before they can be considered recurring transactions. Any construction contract that has reached its final payment and where there is a "Final Change Order" also requires City Council approval.

However, recurring contract transactions in an amount of \$10,000 or more will be submitted to Council for informational purposes only (i.e. not as a pre-requisite for payment).

- E. Purchasing Cards – The City's purchasing card program consists of Visa credit cards issued by the City's current treasury service provider. The program began in April 2001 and the purpose was to allow an alternative to the traditional purchase order system for the procurement of items. With many companies doing business on the internet and discounting their products if purchased through an online account the use of Purchasing Cards can provide opportunities for departments to save city resources. The City reaps the benefit of its streamline procedures and reduced cost.

The overall control consists primarily of

the department heads being responsible for these purchases. The receipts for these purchases will be kept in the finance department and should be attached to the monthly statements from the bank. Overall limits for each Purchasing Card are set by the Finance Director based on the demand placed on the card and the need to safe guard the city resources.

- F. Prompt Payment - All invoices approved for payment by the proper City authorities shall be paid by the Finance Department within forty-five (45) calendar days of receipt in accordance with the provisions of Florida Statutes 218.70.

The Finance Director shall establish and maintain proper procedures that will enable the City to take advantage of all purchase discounts, when possible, except in the instance where payments can be reasonably and legally delayed in order to maximize the City's investable cash.

#### FUND BALANCE/RESERVES

Fund balance is generally defined as the difference between a fund's assets and liabilities. An adequate fund balance is necessary for numerous reasons, such as to have funds available in case of an emergency or unexpected events, to maintain or enhance the City's financial position and related bond ratings, to provide cash for operations prior to receipt of property tax revenues, and to maximize investment earnings.

- A. General Fund – To assure that a minimum amount is available when needed, a portion of the Fund Balance shall be set aside for emergency purposes. The term Undesignated or Unreserved includes all uncommitted balances, such as those sometimes referred to as carryover, fund



balance, contingency funds, surplus, etc. The minimum amount reserved in the General Fund should not be less than 15% of the prior year General Fund operating budget not including any amendments. Chapter Two Section 2.1(a) states "A four fifths vote of the City Council shall be required in order to authorize the spending of any of these reserve funds for any reason." Any undesignated or unreserved fund balance over the required 15% may be used for any lawful purpose.

- B. Special Revenue Funds – Reserves will be forecasted such that they are positive balances. They may only be designated for the allowable uses of the applicable source of funding. Large balances may be accumulated and designated for future projects.
- C. Enterprise Fund Reserves – Reserves will be forecasted to be no less than 10% of the prior year operating budget. Additional funds will be reserved for capital expenses for properly funding the renewal and replacement fund; and for providing the required sinking and debt service reserves.

**ACCOUNTING, AUDITING, AND FINANCIAL REPORTING**

- A. Accounting - The City Finance Department is responsible for the reporting of the financial affairs, both internally and externally. The Finance Director is the City's Chief Financial Officer and is responsible for establishing the Chart of Accounts and for properly recording financial transactions.
- B. Auditing - The City will be audited annually by outside independent accountants ("auditor"). The auditor must be a CPA firm that can demonstrate that it has the breadth and depth of staff to conduct the City's audit in accordance with generally accepted auditing standards and contractual requirements. The auditor's report on the

City's financial statement should be completed within 180 days of the City's fiscal year end.

The auditor is retained by and is accountable directly to the City Council and will have access to direct communication with the City Council if the City Manager is unresponsive to auditor recommendations, requests for information, or if the auditor considers such communication necessary to fulfill its legal and professional responsibilities.

- C. Financial Reporting - The Finance Department shall be responsible for the information that is contained in the Comprehensive Annual Financial Report (CAFR), which may be prepared by the City's auditor or other designated governmental accounting professional. The accuracy and timeliness of the CAFR is the responsibility of the City staff. The CAFR will be prepared in accordance with generally accepted accounting principles (GAAP). Upon the completion and acceptance of the CAFR, the audited CAFR is presented to the City Council within 180 days of the City's fiscal year end unless an approved extension has been obtained from GFOA or the State of Florida.

The Finance Department will prepare internal financial reports, sufficient to plan, monitor, and control the City's financial affairs. Monthly revenue and expenditure reports will be made available to Department Heads and City Manager. Quarterly revenue and expenditure reports will be provided to the City Council.

**ASSET MANAGEMENT**

- A. Investments - The Finance Director shall promptly deposit all city funds with the City's Depository Bank in accordance with the provisions of the current Bank Depository Agreement. The Finance Director will then promptly invest all funds

in any negotiable instrument that the City Council has authorized under the provisions of the City Investment Policy.

- B. Cash Management - The City's cash flow will be managed to maximize the cash available to invest. Such cash management will entail the centralization of cash collections, where feasible, resulting in limited cash collection points throughout the City.

All checks issued by the City shall bear two of the following four signatures Mayor, City Manager, Finance Director or City Clerk. For wire transfers the Finance Director shall establish written procedures stipulating the conditions and control procedures related to such activity. Any wire transfers are subject to the same requirements in the Purchasing Policy.

- C. Cash/Treasury Management - Periodic review of each cash flow position will be performed to determine performance of cash management and investment policies. Idle cash will be invested with the intent to (1) safeguard assets, (2) maintain liquidity, and (3) maximize return. Where legally permitted, pooling of investments will be done.

On March 5, 2002 the City Council adopted Resolution No. 02-09, which established the City's Investment Policy in accordance with FS 218.415.

### **DEBT MANAGEMENT**

- A. Purpose - The City recognizes the primary purpose of capital facilities is to support provision of services to its residents. Using debt financing to meet the capital needs of the community must be evaluated according to efficiency and equity. Efficiency equates to the highest rate of return for a given investment of resources. Equity requires a determination of who should pay for the cost of capital improvements. In meeting the demand for additional capital facilities, the

City will strive to balance the load between debt financing and "pay as you go" methods. Through evaluation the need for additional debt financed facilities and the means by which the debt will be repaid, the Finance Director will strike an appropriate balance between service demands and the amount of debt.

There are no statutory or charter limitations on debt. Debt is used for a variety of purposes and in a variety of ways. The principal use of debt by the City has been for making *capital* expenditures.

### **DEBT FINANCING**

- A. General Obligation Bonds (GO's) - General obligation bonds will only be used to fund capital assets of the general government, are not to be used to fund operating needs of the City and are backed by the full faith and credit of the City as well as the ad valorem taxing authority of the City as prescribed by law. The term of a bond issue will not exceed the useful life of the asset(s) funded by the bond issue and will generally be limited to no more than thirty (30) years. General obligation bonds must be authorized by a vote of the citizens of the City of New Port Richey.
- B. Revenue Bonds - Revenue bonds will be issued to provide for the capital needs of any activities where the capital requirements are necessary for continuation or expansion of a service which produces revenue and for which the asset may reasonably be expected to provide for a revenue stream to fund the debt service requirements. The term of the obligation may not exceed the useful life of the asset(s) to be funded by the bond issue and will generally be limited to no more than thirty (30) years.
- C. Revenue Notes - Revenue notes will be used to fund capital requirements, which are not otherwise funded by either Revenue Bonds or General Obligation Bonds. Debt service for

Revenue Notes may be either from general revenue or backed by specific revenue stream or streams or by a combination of both. Generally, Revenue Notes will be used to fund capital assets where full bond issues are not warranted as a result of cost of the asset(s) to be funded through the instrument or the costs associated with a bond issue. The term of the obligation may not exceed the useful life of the asset(s) to be funded by the proceeds of the debt issue and will generally be limited to no more than thirty (30) years.

- D. Method of Sale - The Finance Director will use a competitive bidding process in the sale of bonds unless the nature of the issue warrants a negotiated bid. In situations where a competitive bidding process is not elected, the Finance Director will publicly present the reasons why, and the Finance Director will participate with the financial advisor in the selection of the underwriter or direct purchaser.
- E. Financing Alternatives - The Finance Director shall explore alternatives to the issuance of debt for capital acquisitions and construction projects. The alternatives will include, but not be limited to, (1) grant funding, (2) use of reserves/designations, (3) use of current revenues, (4) contributions from developers and others, (5) leases, and (6) impact fees.
  - 1. The Finance Department will maintain procedures to comply with arbitrage rebate and other Federal requirements.
  - 2. The City will ensure that the debt is soundly financed.
  - 3. The City will conservatively project the revenue sources that will be used to pay the debt.
  - 4. Financing of the improvement over a period of time will not be greater than the useful life of the improvement being

financed.

- 5. It will be determined that the benefits of the improvement exceed the costs, including interest costs.
  - 6. Maintaining a debt service coverage ratio, which ensures that combined debt service requirements will not exceed revenues pledged for the payment of debt.
  - 7. Evaluating proposed debt against the target debt indicators.
- F. Financing Methods - The City maintains the following policies in relation to methods of financing used to issue debt:
- 1. Where possible, the City will use revenue or other self-supporting bonds in lieu of General Obligation Bonds.
  - 2. When appropriate, the City will issue non-obligation debt, for example, Industrial Development Revenue bonds, to promote community stability and economic growth.
  - 3. The Finance Department will maintain open communications with bond rating agencies about its financial condition and whenever possible, issue rated securities.

#### **INTERNAL CONTROLS**

- A. Written Procedures - Wherever possible, written procedures will be established and maintained by the Finance Director for all functions involving cash handling and/or accounting throughout the City. These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.
- B. Department Heads' Responsibilities - Each Department Head is responsible to ensure

that good internal controls are followed throughout their department, that all Finance Department directives or internal controls are implemented, and that all independent auditor internal control recommendations are addressed.

### **STAFFING AND TRAINING**

- A. Adequate Staffing - Staffing levels will be adequate for the fiscal functions of the City to operate effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Workload allocation alternatives will be explored before adding staff.
  
- B. Training - The City will support the continuing education efforts of all financial staff members including the investment in time and materials for maintaining a current perspective concerning financial issues. Staff will be held accountable for communicating, teaching, and sharing with other staff members all information and training materials acquired from seminars, conferences, and related education efforts.
  
- C. Awards, Credentials. Recognition - The Finance Department will support efforts and involvement, which result in meeting standards and receiving exemplary recitations on behalf of any of the City's fiscal policies, practices, processes, products, or personnel. Staff certifications may include Certified Public Accountant (CPA), Certified Government Finance Officer (CGFO) or Certified Public Finance Officer (CPFO).  
The Finance Department will strive to maintain a high level of excellence in its accounting policies and practices as it prepares the annual CAFR. The CAFR will be presented annually to the Governmental Finance Officers Association for evaluation and consideration for the Certificate of Achievement for Excellence in Financial Reporting Award. The Certificate of Achievement for Excellence in Financial Reporting Award has been received

by the City of New Port Richey for 29 consecutive years.

Additionally, it is the future goal of the Finance Department to submit the annual budget on a yearly basis to the GFOA for evaluation and consideration of the Distinguished Budget Presentation Award.

### **FUND TYPES**

#### **Governmental Funds**

General Fund - The General Fund serves as the primary reporting vehicle for current government operations. The General Fund, by definition, accounts for all current financial resources not required by law or administrative action to be accounted for in another fund.

Special Revenue Funds - Special revenue funds are used when legal requirements restrict specific resources to be expended for specific purposes, with the exception of trusts, capital projects or debt service. The Community Redevelopment Fund accounts for the revenues and expenditures of the tax increment district.

#### **Proprietary Funds**

Enterprise Funds - Enterprise funds are used to account for operations that are financed and operated in a manner similar to a business. The cost of providing goods or services to the general public on a continuing basis should be financed or recovered through user charges. Currently there are three enterprise funds, which consist of the Water and Sewer Revenue; Stormwater Utility Fund and the Intergovernmental Service Fund.

#### **Fiduciary Funds**

Trust and Agency Funds - Trust Funds are used to account for assets held by the government in a trustee capacity. Currently there are three pension trust funds, which consists of the General Employees', Police Officers', and Firefighters' Retirement Trust Funds. Agency funds are used to

account for assets held as an agent for individuals, private organizations, other governments and/or other funds. Currently there are no agency funds.

### **Non- Budgeted Funds**

The City has additional funds that are audited, but not included in the budget. The law enforcement trust funds (Federal and State) contain funds from the confiscation of illegal drug money or assets and the disbursement of monies for drug enforcement and related purposes. These dollars are considered minor. The City also records the dollars for the Police, Fire, and General Employee's pension funds respectively. The City does not hold these dollars and there is a separate board for each pension fund that controls the distribution of the funds.

### **BASIS OF BUDGETING**

The Comprehensive Annual Financial Report (CAFR) shows the status of the City's Finances on the basis of "generally accepted accounting principles" (GAAP). In most cases, this conforms to the way the City prepares its budget. Exceptions are as follows:

Compensated absences liabilities expected to be liquidated with expendable available financial resources are accrued as earned by employees (GAAP) as opposed to being expended when paid (Budget basis). Principal payments on long-term debt within the Enterprise Funds are applied to the outstanding liability on a GAAP basis, as opposed to being expended on a Budget basis. Capital outlays within the Proprietary Funds are recorded as assets on a GAAP basis and expended on a Budget basis.

### **REVENUE EXPLANATIONS**

Ad valorem Tax: Property tax is based on the value of real and personal property. Each year the county property appraiser determines the total assessed value of each parcel of property in the City of New Port Richey. After subtracting lawful exemptions, the remaining amount becomes the

taxable value. Ad valorem property taxes are based on the taxable value. Multiplying the taxable value by the millage rate generates the amount of the property tax. As an example, the taxable value of \$1,000 times a millage rate of 1 would yield an ad valorem tax of \$1.

Franchise Tax: A franchise tax is charged for the privilege of doing business within the City's jurisdiction and/or for *utilizing* the City's rights-of-way to transact their business. *Franchise* fees are levied on electricity, natural gas, and cable TV.

Local Communications Tax: This tax is collected and distributed by the State. It replaced the franchise fee and utility tax that previously were charged for telephone and cable television services.

Intergovernmental Revenue: These revenues are received by the City from other governmental units. They include State Revenue Sharing, Half Cent Sales Tax, grants and various other state taxes, licenses and reimbursements programs. In addition, the City recoups some funds from the county school board for providing police liaison services in the schools.

Charges for Services: These are also called "user fees." They are defined as "payments based on specific goods and/or services provided." These fees are charged on a range of products and/or services, such as library memberships and related library fees, recreation memberships and passes, rental income, concession stand income, emergency service fees, etc.

Fines and Forfeitures: This revenue comes from the settlement of criminal cases taken to court and/or fines for the violation of local codes. Some of the types of fines and forfeitures are code enforcement fines, library fines, court fines, parking fines, contraband forfeitures, etc.

Interest Revenue: Revenue derived from the investment of idle cash is an important source of revenue. The City of New Port Richey recognizes the importance of establishing effective cash

management and works diligently to promote aggressive collections and maximize cash flow.

Miscellaneous Revenue: These are revenues that do not fit into one of the other revenue categories.

Non-Revenues: These are revenues derived from other City funds that are transferred from one fund to another for various reasons. Some transfers are simply contributions and others are based on services provided by another fund. Carry over or prior year fund balance appropriations, indicates a decision by the City to use some of the

City's undesignated fund balance.

Transfer from Other Funds: Transfers are made from one fund to another for various reasons. Some transfers are simply contributions and some are based on services provided by another fund. Transfers can be required as a result of debt service.

Other Financing Sources: The most often type of other financing sources are appropriations of previous surplus or planned outside financing such as bank loans or leases of capital items.

# City of New Port Richey, FL

## Budget Timeline

<u>DATE</u>	<u>RESPONSIBILITY</u>	<u>ACTIVITY</u>
March 20-22, 2017	Finance Director	Provide Budget Preparation Manual and worksheets to Department Heads via email
March 22, 2017	City Manager Department Heads	Kickoff Meeting with all Department Heads to outline procedures for budget and discuss Budget Workbook
March 27, – April 7, 2017	Finance	Individual department meetings to discuss Budget Workbook and provide any assistance in completing them
April 21, 2017	Department/ Division Heads	Submit completed Budget Workbook, along with all supporting documentation for Operating portion of Budget (incl. Personnel Services) and Capital Outlay portion of Budget (Capital Purchases); This does not include Construction Projects
May 1 – 12, 2017	City Manager Dept/Div Heads Finance	Individual Department Budget Meetings – presentation of proposed budget to City Manager (schedule of meeting times will be provided at a later date)
May 12, 2017	PW Director Economic Dev. Director Finance Director	Submit completed Capital Outlay – Construction Projects for Stormwater Utility Fund, Capital Improvement Fund, Street Improvement Fund, Sewer Assessment Fund, W&S Construction Fund, and CRA Fund
May 17, 2017	Finance PW Director	Meet to discuss construction projects for: Stormwater Utility Fund, Capital Improvement Fund, Street Improvement Fund, Sewer Assessment Fund, and W&S Construction Fund
May 24, 2017	City Manager PW Director Finance	Capital Projects Budget Meeting – presentation of proposed construction projects to City Manager (time to be determined)
May 25 – 31, 2017	Finance	Assemble Five (5) Year Capital Improvement Program
June 1, 2017	Property Appraiser	Notifies municipalities of preliminary taxable value for the year
June 7, 2017	City Manager Finance Director	Meet with City Manager to discuss overall budget and make necessary changes to balance budget

<u>DATE</u>	<u>RESPONSIBILITY</u>	<u>ACTIVITY</u>
June 14, 2017	City Manager	City Manager makes final reductions and changes to budget
June 15 - 23, 2017	Finance	Finishes recommended budget and Capital Improvement Program for July 5 <sup>th</sup> Council Meeting.
June 23, 2017	City Manager Finance	Include proposed draft of the Budget, 5-year Capital Improvement Plan & Redevelopment Work Program in Council packet for July 5 <sup>th</sup> City Council meeting  Provide copies of proposed Budget to Department Heads/Division Heads
No later than July 1, 2017	Property Appraiser	The Property Appraiser shall complete his assessment of the value of all property no later than July 1 of each year. (CH.193.023 F.S.) The Property Appraiser transmits "Certification of Taxable Value" to City
July 5, 2017	City Manager Finance Director	Presentation of Preliminary Budget to Council at Regular City Council Meeting
July 11, 2017	City Council City Manager Department Heads	City Council Work Session to go over departmental budgets
July 18, 2017	City Council City Manager Department Heads	City Council Work Session to go over remainder of departmental budgets, tax levy & "Certification of Taxable Value"
July 21, 2017	Finance Director	Send a copy of the Div. 111 & Div. 112 Budget (draft), along with a list of Tangible Property to County (45 days prior to first public hearing)
August 1, 2017	City Council	City Council meeting to discuss budget/millage rate and approve "Certification of Taxable Value" and proposed millage rate
August 1, 2017	CRA Board	Review of Proposed CRA Budget
No later than August 5, 2017	Finance Director	<u>Within 35 days of Certification of Value</u> , the City shall advise the Property Appraiser of its proposed millage rate, of its rolled-back rate, and of the date, time and place at which a public hearing will be held to consider the proposed millage rate and the tentative budget. The Property Appraiser will utilize this information in preparing the notice of proposed property taxes. (CH. 200.065 F.S.)



<u>DATE</u>	<u>RESPONSIBILITY</u>	<u>ACTIVITY</u>
August 15, 2017	City Council City Manager Department Heads	Final Work Session to go over to Budget and Capital Improvement Program; and changes suggested from previous Work Sessions
August 21, 2017	Finance Director City Clerk	Prepare Capital Improvement advertisement and submit for publication beginning August 26 <sup>th</sup> (not less than 2 weeks before final Public Hearing)
No later than August 25, 2017	Property Appraiser	<u>Within 55 days of the Certification of Value</u> , the Property Appraiser prepares and mails the " <u>Notice of Proposed Property Taxes</u> ". If the City fails to submit the Certification of Value in a timely manner, it will be prohibited from levying a millage rate greater than the rolled-back rate. (CH. 200.065 F.S.)
September 5, 2017 (Tentative)	City Council	Public Hearing (6:00 p.m.) on tentative budget. Within 80 days of the Certification of Value, but not earlier than 65 days after Certification, the City must hold a public hearing on the tentative budget and proposed millage rate. Prior to the conclusion of the hearing, the City Council shall amend the tentative budget as it sees fit, adopt the amended tentative budget, recompute its proposed millage rate, and publicly announce the percent, if any, by which the recomputed proposed millage rate exceeds the rolled-back rate. (CH. 200.065 F.S.) (This hearing cannot be held sooner than 10 days following the mailed notices.)  City Public meeting cannot conflict with County or County Schools  Announce second Public Hearing on the FY 2017-2018 Budget to be held on Tuesday, September 19 <sup>th</sup>
September 6, 2017	Finance Director	Fax Budget Summary to Dept. of Revenue for pre-approval
September 15, 2017	Finance Director City Clerk	Prepare newspaper advertisement of "Notice of Public Hearing of City Council's Intent to Adopt Final Millage Rate and Budget" for publication on September 20 <sup>th</sup>  Within 15 days of the meeting adopting the tentative budget, and between 80-95 days of the Certification of Value, the City must advertise in a newspaper of general circulation in the County, its intent to finally adopt a millage rate and budget

<u>DATE</u>	<u>RESPONSIBILITY</u>	<u>ACTIVITY</u>
September 25, 2017 (Tentative)	City Council	<p>Public Hearing (6:00 p.m.) to finalize the budget and adopt a final millage rate. The City Council shall amend the adopted tentative budget as it sees fit, adopt a final budget, and adopt two resolutions</p> <p>The Resolution to adopt the millage rate to be levied shall state the percent, <u>if any</u>, by which the millage rate to be levied exceeds the rolled-back rate</p> <p>The Resolution to adopt the budget shall be separate from the millage-levy Resolution</p> <p>Both Resolutions shall be publicly read in full prior to their adoption</p> <p>In no event shall the millage rate adopted exceed the millage rate tentatively adopted. (CH. 200.065 F.S.)</p> <p>City Public meeting cannot conflict with County or County Schools</p> <p>This Public Hearing to finalize the budget and adopt a millage rate shall be held not less than 2 days or more than 5 days, after the day that the advertisement is first published. (CH. 200.065 F.S.)</p>
September 25, 2017 (Tentative)	CRA Board	CRA Board passes resolution on CRA Budget
September 28, 2017	Finance Director	Notify Property Appraiser, Tax Collector and TRIM Office of adopted millage rate (within 3 days of resolution)
September 29, 2017	Finance	Electronic distribution of Adopted Budgets
October 1, 2017	City-wide	Begin FY 2017-2018 Budget Year
No later than October 19, 2017	Finance Director	<p>Certify to DOR that the requirements of Chapter 200, Florida Statutes, have been met (FORM DR-487 – NOTARIZED WITH CHECKLIST COMPLETE)</p> <p>Not later than 30 days following adoption of the Resolution establishing a property tax levy, the City shall certify compliance with the Division of Ad Valorem Tax of the Department of Revenue.</p> <ol style="list-style-type: none"> <li>1. Statement of Compliance</li> <li>2. Copy of Resolutions</li> <li>3. Copy of Certification showing rolled-back millage and proposal millage rates.</li> <li>4. Certified copy of the advertisement. (CH 200.068 F.S.) – Must be notarized affidavit from newspaper.</li> </ol>

## GENERAL FUND

001 REV CODE	CLASSIFICATION	AMENDED				BUDGET AMOUNT FY17-18
		ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	BUDGET FY16-17	
311100	Current Ad Valorem Taxes	4,486,807	4,284,165	4,258,505	4,430,060	4,451,030
311200	Delinquent Ad Valorem Taxes	24,357	192,249	296,743	50,000	65,000
314100	Electric Utility Tax	-	-	-	-	1,325,000
314800	Propane Utility Tax	-	-	-	-	50,000
315250	Communications Services Tax	656,780	651,949	639,000	639,065	673,820
316100	Local Business Tax	123,427	129,060	126,515	160,000	140,000
<b>TOTAL TAXES</b>		<b>5,291,371</b>	<b>5,257,423</b>	<b>5,320,763</b>	<b>5,279,125</b>	<b>6,704,850</b>
321110	Residential Rentals	25,095	35,455	45,465	38,000	75,000
322100	Building Permits	163,553	229,331	206,780	280,000	300,000
322200	Building Code Surcharge	722	642	846	700	1,000
323100	Electric Franchise Fees	1,142,892	1,085,204	841,046	1,375,000	1,200,000
323400	Gas Franchise Fees	28,179	-	-	115,000	30,000
323700	Garbage Hauling Franchise Fees	76,389	88,872	101,307	110,000	100,000
329100	Development Review Fees	3,300	10,000	11,396	15,000	16,170
329600	Tree Removal/Replacement	6,406	-	-	5,000	2,000
<b>TOTAL LICENSES &amp; PERMITS</b>		<b>1,446,536</b>	<b>1,449,504</b>	<b>1,206,840</b>	<b>1,938,700</b>	<b>1,724,170</b>
331220	SNAP Grant	34,617	16,794	25,000	36,000	36,000
331300	Pedestrian Safety Grant	4,840	-	-	-	-
331320	Tactical Division Task Force Grant	11,989	21,622	9,275	15,000	15,000
331531	Blight Removal Program	36,439	82,829	-	-	-
331540	Community Development Block Grant	96,653	175,092	162,000	162,000	168,580
331550	School District Reimb. for SRO	43,754	195,109	145,114	145,110	150,000
331-58	FEMA Reimbursement	-	-	55,886	-	-
334240	Victims of Crime Act Grant	9,420	5,046	9,475	15,000	15,000
334280	EBT SNAP Program	3,600	5,175	12,767	4,000	15,000
334510	State Aid to Libraries Grant	29,366	28,163	31,179	22,900	32,000
334710	ALA Library Grant	2,101	-	1,000	-	1,000
335120	State Revenue Sharing	673,614	675,422	682,000	682,190	690,000
335140	Mobile Home Licenses	43,657	43,948	39,438	45,000	47,000
335150	Alcoholic Beverage Licenses	34,914	31,760	10,861	35,000	38,000
335180	Half-Cent Sales Tax	866,997	954,797	988,329	990,730	1,000,820
335200	Firefighters Supplemental Comp.	3,099	3,610	6,019	3,000	5,000
335240	State Excise Tax - Police Pension	188,021	197,463	224,641	200,000	197,460
335250	State Excise Tax - Fire Pension	112,019	124,429	118,621	115,000	125,000
335260	Firefighters Supp Comp Trust Fund	33,395	-	-	40,000	40,000
335410	Rebate on Municipal Vehicles	14,844	18,642	17,717	20,000	20,000
338200	Mun. Share-County Occ. Licenses	13,349	10,494	7,244	10,000	15,000
<b>TOTAL INTERGOVERNMENTAL</b>		<b>2,256,688</b>	<b>2,590,395</b>	<b>2,546,566</b>	<b>2,540,930</b>	<b>2,610,860</b>

## GENERAL FUND, CONT.

001 REV CODE	CLASSIFICATION	AMENDED				BUDGET AMOUNT FY17-18
		ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	BUDGET FY16-17	
341200	Zoning Fees	1,250	2,950	3,575	2,000	5,000
341310	Administrative Fees	20,105	16,603	22,611	20,000	23,000
341330	Magistrate/Court Fees	25,650	17,001	20,400	25,000	25,000
341400	Cert., Copying & Record Search	37,481	34,944	42,506	40,000	40,000
341430	Notary Services	350	460	160	500	500
342100	Off-Duty Pay	81,404	147,842	195,849	203,500	203,500
342400	Emergency Service Fees	3,950	1,150	575	2,500	2,000
342510	Fire Inspection Fees	15,588	14,618	17,377	20,000	15,000
342520	Residential Rental Inspection Fees	-	-	-	-	5,000
343-91	Street Lights	-	237	-	-	-
343950	Street Lights - Eastbury Gardens	12,449	12,660	12,737	15,000	15,000
343960	Street Lights - Hillandale	13,716	13,089	14,077	15,000	17,000
343970	Street Lights - Ridgewood	10,720	11,327	11,028	12,000	13,000
343980	Street Lights - Barbara Ann	-	-	550	-	2,000
347110	Miscellaneous Proceeds - Library	16,754	14,101	13,495	18,000	18,000
347120	Gifts - Library	100	281	170	400	300
347130	Memorials - Library	-	50	25	100	50
347190	Book Store - Library	3,275	2,558	2,918	3,500	3,000
347220	Recreation Memberships	104,198	111,289	96,348	140,000	140,000
347230	Concessions - Machines	1,150	649	3,242	1,600	3,000
347240	Recreation Daily Fees	124,874	143,151	135,435	140,000	145,000
347250	Rentals	46,814	64,924	71,563	70,000	70,000
347260	Tennis Court Reservations	-	120	-	-	-
347270	Lesson Fees	2,504	13,465	13,680	16,000	16,000
347280	Percentage of Classes	56,709	56,932	50,767	70,000	60,000
347290	Summer Program Fees	45,023	61,404	40,878	70,000	70,000
347300	City Sponsored Programs	10,926	20,581	22,785	30,000	22,000
347-61	Concession Stand	-	-	18,218	-	-
347320	Recreational Trips	5,117	7,101	4,562	10,000	5,000
347330	Red Cross Classes	150	-	195	600	600
347340	Swim/Recreation Accessories	2,087	1,018	984	2,100	1,000
347360	Skate Park	1,098	869	-	-	-
347370	Camps	15,810	64	1,675	10,000	2,000
347390	Park Vending	250	950	600	1,000	750
347410	Special Events Reimbursement	22,929	37,916	54,426	30,000	45,000
<b>TOTAL CHARGES FOR SERVICES</b>		<b>682,431</b>	<b>810,304</b>	<b>873,411</b>	<b>968,800</b>	<b>967,700</b>
351100	Court Fines	61,992	65,558	52,167	65,000	45,000
351110	Civil Infraction Fines	-	-	-	-	80,000
351200	Parking Fines	425	40	1,275	110	2,500
351210	Red Light Fines	1,429,528	2,481,418	1,639,817	900,000	2,230,540
351300	Police Education	5,770	9,908	7,644	5,900	5,900
352100	Library Fines	14,911	13,953	13,602	17,500	15,000
354100	Code Enforcement Fines/Court Costs	131,479	46,823	59,044	136,000	150,000
354110	Lot Clearing/Mowing Fines	1,052	1,053	270	4,000	1,500
354120	Investigations - Recovery	7,322	7,342	7,257	10,000	10,000
354130	Code Enforcement Amnesty	1,500	10,728	7,956	50,000	15,000
358200	Impound Lot	96,324	90,629	83,158	120,000	100,000

## GENERAL FUND, CONT.

001 REV CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
359100	Other Fines and Forfeits	15,162	6,519	20,655	10,000	20,000
359110	Unclaimed Evidence	-	-	25,173	-	5,000
359120	Contraband Forfeitures	9,024	27,631	4,500	30,000	23,000
359130	Equitable Sharing - DOJ/DEA	53,113	945	26,933	30,000	30,000
<b>TOTAL FINES &amp; FORFEITURES</b>		<b>1,827,602</b>	<b>2,762,547</b>	<b>1,949,451</b>	<b>1,378,510</b>	<b>2,733,440</b>
361100	Interest - Investments	4,235	50	728	4,000	50
361130	Interest - Taxes	557	9,113	10,010	10,000	10,000
361140	Interest - Equitable Sharing	61	59	60	100	100
361160	Interest - Lot Mowing	32	33	50	50	50
361180	Interest - Gain on Sale of Securities	15,397	-	-	-	-
361120	Interest - S.B.A.	1,141	3,905	4,775	3,000	3,000
361250	Interest - FMLvT	10,143	743	538	10,000	5,000
361280	Interest - T-Bills & Bonds	-	1,771	-	-	2,000
361320	Interest-County Share Occ. Licenses	1	32	25	100	30
362-10	Rents & Royalties - Miscellaneous	-	300	-	-	-
362140	Rent - Chamber of Commerce	3,000	3,250	3,300	3,000	4,800
362180	Rent - Cavalaire Square	980	980	980	2,000	1,480
364410	Surplus Furn., Fix., Equip. Sales	16,214	37,360	61,018	-	65,000
364420	Insurance Proceeds	-	4,962	712	500	-
366810	Tony Hawk Foundation Grant	-	-	10,000	-	-
366900	Contributions and Donations	17,031	3,971	6,130	-	-
366910	Contributions - Police	-	-	5,900	-	-
366920	Donations - Recreation	10,418	4,962	3,012	-	-
366930	Contributions From Friends-Library	1	20	-	-	-
369210	Vacant/Foreclosed Property Registry	32,325	18,900	12,900	35,000	20,000
369300	Refund of Prior Year Expense	487	2,898	8,462	3,000	5,000
369710	Returned Check Charge	30	120	265	150	200
369900	Other Miscellaneous Revenue	7,295	6,005	7,748	7,500	10,000
381310	Transfer from Street Improvement Fund	60,861	420,930	518,200	518,200	391,180
381320	Transfer from CRA Fund	485,450	261,011	375,440	375,440	250,000
381600	Transfer from Capital Improvement Fund	1,115,280	1,094,022	250,000	250,000	941,080
381700	Transfer from General Debt Service Fund	814,717	1,367,116	1,423,750	1,423,750	-
381700	Transfer from General Debt Service - Loan Proceeds	-	11,202,894	-	-	-
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>2,595,656</b>	<b>14,445,407</b>	<b>2,704,003</b>	<b>2,645,790</b>	<b>1,708,970</b>
382100	Contribution from W & S Fund	3,060,680	3,045,975	3,620,090	3,620,090	3,217,380
382110	Contribution from W & S Fund -TBW Int.	419,050	398,303	387,970	387,970	387,320
382120	Contribution from W & S Fund -PILOFF	575,000	560,000	560,000	560,000	560,000
382200	Contribution from Stormwater Utility Fund	119,250	259,106	329,030	329,030	130,000
<b>TOTAL OTHER</b>		<b>4,173,980</b>	<b>4,263,384</b>	<b>4,897,090</b>	<b>4,897,090</b>	<b>4,294,700</b>
<b>TOTAL REVENUES PRIOR TO FUND BALANCE</b>		<b>18,274,264</b>	<b>31,578,964</b>	<b>19,498,124</b>	<b>19,648,945</b>	<b>20,744,690</b>
389890	Prior Yr Fund Bal-Assigned	415,740	-	-	-	-
389900	Prior Yr Fund Bal-Unassigned	948,890	410,424	410,424	410,424	110,000
<b>TOTAL FUND BALANCE</b>		<b>1,364,630</b>	<b>410,424</b>	<b>410,424</b>	<b>410,424</b>	<b>110,000</b>
<b>GENERAL FUND REVENUES</b>		<b>\$ 19,638,894</b>	<b>\$ 31,989,388</b>	<b>\$ 19,908,548</b>	<b>\$ 20,059,369</b>	<b>\$ 20,854,690</b>

# NEW PORT RICHEY

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# CITY COUNCIL

## IT IS THE MISSION OF THE CITY COUNCIL TO...

provide cohesive leadership that engages stakeholders in the cultivation of the City's vision.

## DESCRIPTION

The City Council is the legislative body that consists of the Mayor, Deputy Mayor, and 3 Council Members. The City Council has the authority to initiate hearings for the purpose of gathering information for ordinance making and airing public problems and to supervise the spending of appropriations.

The City Council's powers consist of:

- Adopting all ordinances and budget
- Authorizing bond issues
- Establishing municipal policy
- Levying taxes
- Making appropriations
- Providing for the internal structure of the local government

## ACCOMPLISHMENTS OF FY17

- Provided for the long-term needs of the community through the establishment of a Strategic Plan that in turn facilitates the development of goals and actions for the coming years
- Maintained a balanced budget and implemented practices to ensure financial stability and transformative investment in the City
- Developed plans and funding strategies to address the needs of the City, maintain existing infrastructure, and provide for new infrastructure, where appropriate

## FY18 INITIATIVES

- Drive the economic vitality of the City, and in doing so, make certain the resiliency of the local economy
- Focus on community building by enhancing public outreach and community engagement through the use of traditional means, as well as social media tools and platforms in order to facilitate open communication and information sharing with the public
- Provide programs and projects that lend themselves to a dynamic, thriving residential community and provide residents with opportunities that ensure quality of life through an active lifestyle
- Create and pursue opportunities for partnerships with other governmental agencies and private partners to maximize resources

## CITY COUNCIL

001011		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41311	Part-Time Wages	18,300	18,600	18,600	18,600	18,600
42111	Social Security Matching	1,378	1,406	1,409	1,430	1,430
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 19,678</b>	<b>\$ 20,006</b>	<b>\$ 20,009</b>	<b>\$ 20,030</b>	<b>\$ 20,030</b>
43111	City Attorney Services	143,558	115,612	121,047	130,000	132,000
43199	Professional Services - Misc	3,986	14,700	8,150	10,000	5,000
44011	Travel & Training	2,764	3,572	1,354	2,500	2,500
44211	Postage	1,664	2,356	7,227	8,250	8,250
44799	Printing & Binding - Misc	-	-	10,630	7,250	7,250
44810	Cultural Affair Events	10,670	22,555	19,016	25,000	20,000
44961	Special Events	30,228	21,424	50,000	50,000	50,000
44999	Other Current Charges - Misc	22,430	40,305	6,484	4,500	4,500
45111	Office Supplies - General	899	740	1,084	1,500	300
45231	Clothing & Apparel	-	220	216	200	200
45243	Computer/Operating Supplies	-	170	2,500	3,500	1,500
45411	Dues & Memberships	7,969	5,156	5,689	5,600	5,600
49941	Write-offs/Bad Debt	-	50,163	-	-	-
49995	Settlement Agreement	51,764	51,764	51,764	51,770	51,770
<b>TOTAL OPERATING</b>		<b>\$ 275,932</b>	<b>\$ 328,737</b>	<b>\$ 285,161</b>	<b>\$ 300,070</b>	<b>\$ 288,870</b>

**TOTAL EXPENDITURES \$ 295,610 \$ 348,743 \$ 305,170 \$ 320,100 \$ 308,900**



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# ADMINISTRATION - CITY MANAGER

## IT IS THE MISSION OF THE CITY MANAGER'S OFFICE TO

provide thoughtful, effective planning for the City's future growth and development and maintain effective communication between the City Council, city employees, and New Port Richey residents.

## DESCRIPTION

The City Manager works on projects and initiatives that support the entire organization and benefit the community at large. As the umbrella for all other city departments, the City Manager facilitates and coordinates the work of all departments to ensure that policies and goals of the Council are met. Included in her duties are:

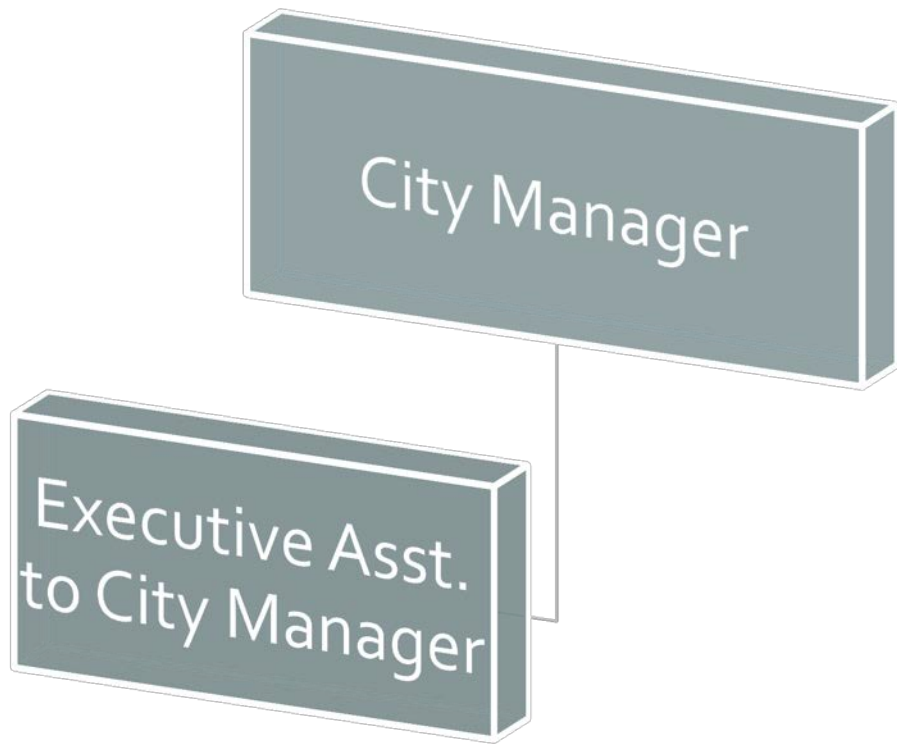
- Policy and Administration – The City Manager works directly with the City Council in policy making for the City and is responsible for the development of administrative action to ensure implementation of the City Council's vision, goals, and critical result areas.
- Communications - A majority of the communication to the City Council, the media, and general public comes through the City Manager. This includes the City's newsletter, press releases, and media briefings.
- Economic Development - The City Manager is the Executive Director of the Community Redevelopment Agency and leads efforts related to economic development within the City.
- Community Engagement - The City Manager is the liaison with neighborhood groups, social service agencies, civic groups, and other governmental bodies working to foster communication, collaboration and cooperation between and among these groups and the City.
- Intergovernmental Relations - The City Manager works with elected officials from the County, State, and Federal government to coordinate grants and legislative issues affecting our community.

## ACCOMPLISHMENTS OF FY17

- Worked with the City Council and staff to update the City's Strategic Plan
- Facilitated the implementation of FY 2016-2017 Capital Improvement Program
- Partnered with the Department Heads to maintain prudence as it relates to the use of city resources
- Developed several programs and initiatives in respect to customer service and employee motivation
- Maintained an effective network of relationships with Pasco County, Pasco County School District, West Pasco Chamber of Commerce and other local stakeholders

## FY18 INITIATIVES

- Partner with the Mayor and City Council in achieving the goals and objectives set forth in the Strategic Plan in an efficient manner
- Provide responsible governance to maintain the financial stability of the City
- Advance reliable methods of communication and engagement with residents and members of the business community
- Initiate programs which result in the enhanced vitality of the residential and commercial areas of the City
- Transition to the State of Florida, Small Cities Community Development Block Grant Program
- Continue to be proactive with infrastructure maintenance programs and reinvestment in cost effective improvements to sewers, water mains, roads, parks and public facilities



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
City Manager	1	1	1
Exec. Asst. to City Manager	1	1	.75
<b>Total</b>	<b>2</b>	<b>2</b>	<b>1.75</b>

## CITY MANAGER

001021		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41111	Dept Head Salaries	126,623	121,535	122,000	120,900	123,010
41210	Regular Exempt Salaries	42,215	34,488	42,750	43,480	43,780
41311	Part-Time Wages	14,258	8,114	-	-	-
41511	Employee Incentives	150	150	100	100	90
41512	Gas/Car Allowance	6,000	5,500	6,000	6,000	6,000
41522	Education Incentive Pay	-	252	-	-	360
41529	Meal Allowance	-	-	-	100	100
42111	Social Security Matching	13,975	11,750	12,900	13,200	13,230
42211	Florida Retirement System	31,043	29,254	29,750	29,800	31,020
42311	Health Insurance	14,908	14,160	14,500	14,900	13,850
42312	Life Insurance	20	16	54	100	100
42313	Accidental Death & Disab Insurance	39	50	50	40	40
42314	Group Term Life Insurance	313	408	421	-	-
42426	Workers Comp - Clerical (8810)	474	405	400	400	400
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 250,018</b>	<b>\$ 226,082</b>	<b>\$ 228,925</b>	<b>\$ 229,020</b>	<b>\$ 231,980</b>
44011	Travel & Training	4,299	6,836	7,350	5,500	9,000
44121	Telephone - Local	1,531	1,931	802	1,500	1,500
44211	Postage	278	124	37	300	200
44623	Maintenance & Repairs - Copiers	2,827	1,157	946	500	500
44999	Other Current Charges - Misc	-	119	74	-	-
45111	Office Supplies - General	5,108	3,276	3,213	1,000	1,000
45231	Clothing & Apparel	213	123	300	300	300
45243	Computer/Operating Supply	681	322	225	1,500	1,000
45299	Operating Supplies - Misc	3,133	2,800	1,011	2,000	2,000
45411	Dues & Memberships	2,099	2,974	2,722	2,900	2,900
45431	Subscriptions/Newspapers	-	185	-	-	-
45461	Books & Publications	553	143	211	600	400
<b>TOTAL OPERATING</b>		<b>\$ 20,722</b>	<b>\$ 19,990</b>	<b>\$ 16,891</b>	<b>\$ 16,100</b>	<b>\$ 18,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 270,740</b>	<b>\$ 246,072</b>	<b>\$ 245,816</b>	<b>\$ 245,120</b>	<b>\$ 250,780</b>

# NEW PORT RICHEY

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# ADMINISTRATION - HUMAN RESOURCES

## IT IS THE MISSION OF HUMAN RESOURCES TO

support the respective departments of the City by providing assistance in developing a work environment geared to enhance job satisfaction and, in doing so, ensuring that the services delivered to our internal and external customers are done so in a high quality fashion.

## DESCRIPTION

Human Resources maintains a customer focus for both the internal and external customer, providing services to employees and citizens alike. The specific duties of the Division includes the following:

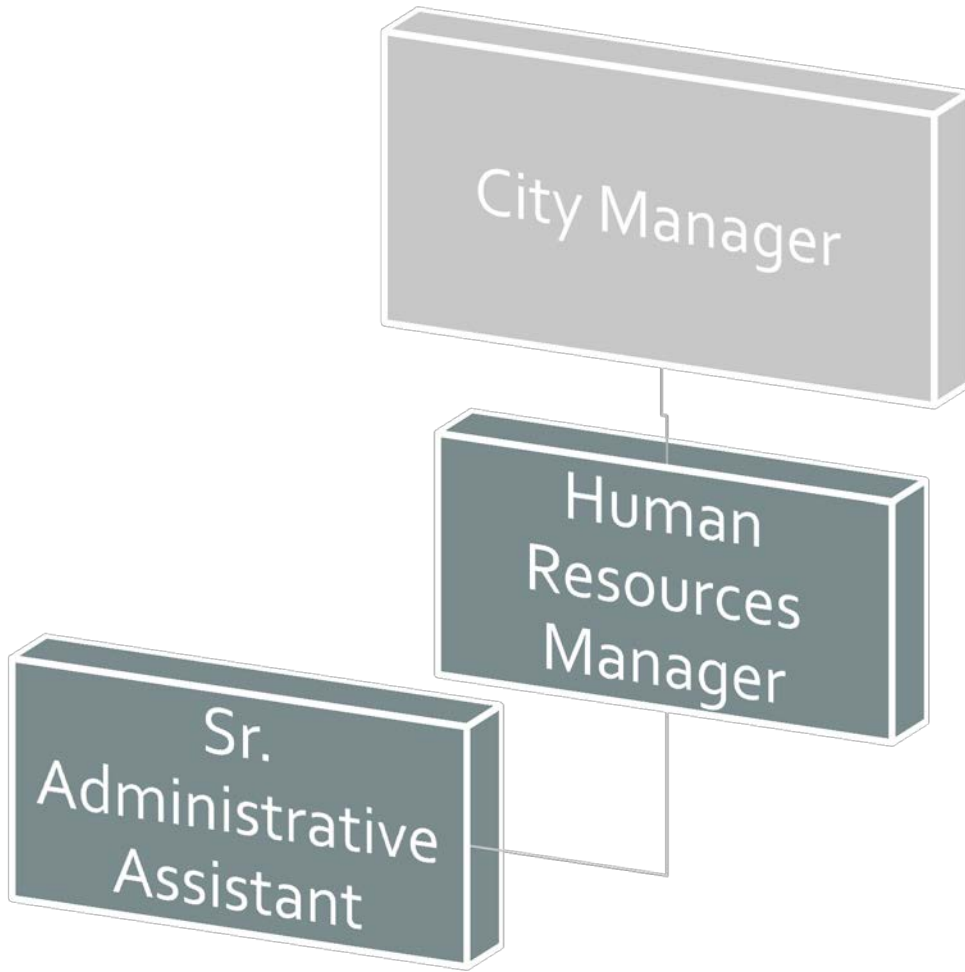
- Recruit, retain and develop the most qualified individuals for employment with the city
- Management of the employee benefits program to include the functions as noted below:
  - Wage and Classification System
  - Group Health, Dental and Optical Care Insurance
  - Holiday and Annual Leave
  - Educational Assistance Program
- Administration of the Workers' Compensation/Disability Leave Program
- Negotiate for public risk management coverage and administer the requisite responsibilities of the program

## ACCOMPLISHMENTS OF FY17

- Provided support which resulted in the ratification of a labor contract between the City and the West Central Florida Police Benevolent Association
- Established and administered joint labor- management committees to develop programs and efforts to improve workplace safety and employee health and wellness
- Reinstated and improved the Employee Years of Service recognition program
- Published and distributed a quarterly employee newsletter and sent out various other supportive employee communications

## FY18 INITIATIVES

- Develop a customer service standards program which ensures that employees deliver high quality customer service across the city on a consistent basis
- Create a comprehensive and continuous customer service training program that fosters an environment of creative problem solving at all staff levels
- Launch an Employee Suggestion and Awards Board Program to promote an employee culture that is focused on innovation as it relates to savings in either time, funding or other resources to the City
- Review and update the Personnel Rules and Regulations
- Transition to the Munis Operating Software system



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Human Resource Manager	1	1	1
Senior Administrative Assistant	.75	.75	.75
<b>Total</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>

## HUMAN RESOURCES

001022		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41112	Division Head Salaries	52,993	55,008	52,948	53,500	54,660
41311	Part-Time Wages	16,882	23,185	22,323	22,000	22,350
41511	Employee Incentives	-	100	100	100	100
41529	Meal Allowance	30	-	-	50	100
41531	Education Reimbursement	2,867	3,697	6,658	5,000	5,000
42111	Social Security Matching	5,315	5,969	5,746	5,800	5,910
42211	Florida Retirement System	5,125	5,656	5,437	5,700	6,020
42311	Health Insurance	5,963	5,981	7,150	7,460	7,920
42312	Life Insurance	20	20	20	50	60
42313	Accidental Death & Disab Insurance	2	2	2	20	30
42426	Workers Comp - Clerical (8810)	201	209	192	180	180
42511	Unemployment Compensation Claims	1,100	5,879	1,121	5,362	10,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 90,498</b>	<b>\$ 105,706</b>	<b>\$ 101,697</b>	<b>\$ 105,222</b>	<b>\$ 112,330</b>
43111	Labor Attorney Services	20,853	4,752	24,838	19,138	11,900
43133	Employee Assistance Program	5,250	5,250	5,250	5,250	5,250
43199	Professional Services - Misc	26,765	12,360	5,600	10,000	10,000
43413	Employee Support Program	5,279	6,466	5,284	8,000	10,000
44011	Travel & Training	-	212	90	720	1,500
44121	Telephone - Local	445	518	772	500	500
44134	Data Lines	-	-	-	-	650
44211	Postage	108	44	39	100	100
44511	Liability Insurance - Comp. General	95,716	109,368	119,654	105,500	110,780
44521	Building & Contents Insurance	132,111	174,777	160,851	172,100	180,710
44522	Pollution Insurance	11,837	4,305	4,268	4,400	4,620
44523	Automobile & Truck Insurance	57,229	53,153	58,089	51,000	53,550
44590	Insurance - Miscellaneous	-	9,458	1,372	2,500	2,500
44623	Maintenance & Repairs - Copiers	730	712	750	600	750
44915	Classified Advertising	9,248	9,590	4,328	5,100	5,000
45111	Office Supplies - General	478	677	6,573	980	1,000
45231	Clothing & Apparel	-	80	96	100	100
45243	Computer/Operating Supply	499	1,073	799	1,000	1,000
45254	Training Supplies - General	1,966	-	160	500	500
45411	Dues & Memberships	190	240	574	300	300
45461	Books & Publications	-	-	-	500	500
<b>TOTAL OPERATING</b>		<b>\$ 368,704</b>	<b>\$ 393,035</b>	<b>\$ 399,387</b>	<b>\$ 388,288</b>	<b>\$ 401,210</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 459,202</b>	<b>\$ 498,741</b>	<b>\$ 501,084</b>	<b>\$ 493,510</b>	<b>\$ 513,540</b>

# NEW PORT RICHEY



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# ADMINISTRATION - CITY CLERK

## IT IS THE MISSION OF THE CITY CLERK TO

set a standard of excellence in providing a communications link between New Port Richey citizens and the various city departments and functions; to conduct council meetings, municipal elections, and any other business of the City Clerk's Office with the highest integrity; and to ensure accurate, timely, and thorough record-keeping and records maintenance..

## DESCRIPTION

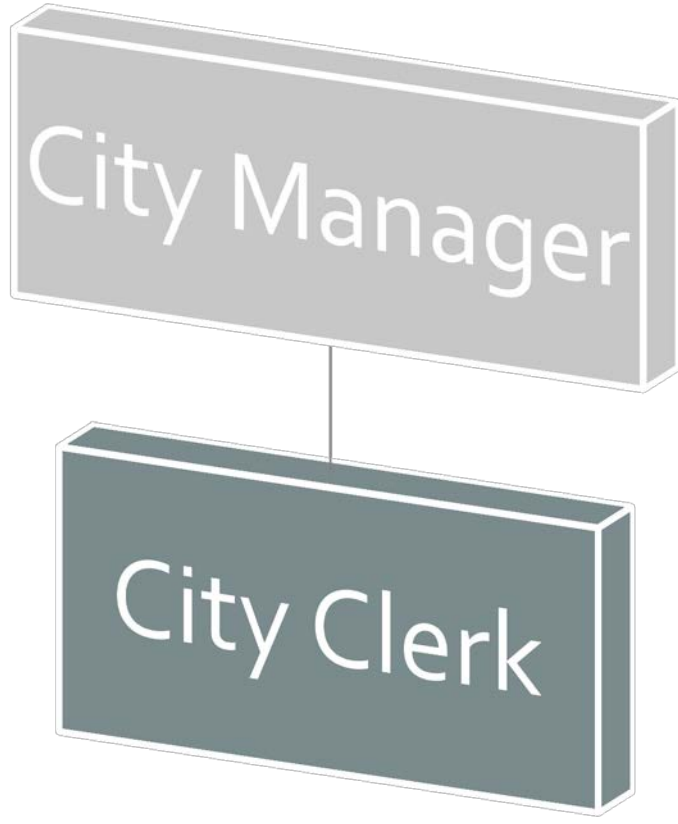
The City Clerk is known as the "keeper of the records". The City Clerk prepares and maintains official city records, including City Council agendas and minutes, and serves as the Records Management Liaison Officer to the state archives - maintaining, storing, and disposing of the City's public records in accordance with Florida Statutes. The City Clerk also serves as lead contact for all public records requests, administers oaths, manages municipal elections, and acts as official custodian of the city seal.

## ACCOMPLISHMENTS OF FY17

- Organized, catalogued, preserved, and archived city ordinances and resolutions, from 1924 to present
- Prepared the City Council meeting minutes, from 1924 to present, for presentation and archival purposes
- Maintained a comprehensive ordinance/resolution database that is accessible to and searchable by city staff

## FY18 INITIATIVES

- Continue to work on achieving Municipal Clerk certification
- Create a searchable database of historic city documents (e.g. easements, deeds, etc.)
- Ensure continued compliance with Public Records law
- Serve as the City's Public Information Officer



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
City Clerk	1	1	.25
<b>Total</b>	<b>1</b>	<b>1</b>	<b>.25</b>

## CITY CLERK

001023					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41112	Division Head Salaries	54,101	51,888	23,765	31,012	14,600
41511	Employee Incentives	50	50	50	50	20
41522	Education Incentive Pay	-	108	108	-	120
41529	Meal Allowance	11	-	-	30	-
42111	Social Security Matching	4,091	3,954	2,178	4,140	1,120
42211	Florida Retirement System	3,699	3,798	2,167	3,980	1,140
42311	Health Insurance	5,963	5,836	2,345	7,460	1,980
42312	Life Insurance	20	20	15	50	20
42313	Accidental Death & Disab Insurance	2	2	1	20	10
42426	Workers Comp - Clerical (8810)	149	155	57	150	40
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 68,087</b>	<b>\$ 65,811</b>	<b>\$ 30,686</b>	<b>\$ 46,892</b>	<b>\$ 19,050</b>
43423	Elections	-	5,589	4,667	5,050	5,650
44011	Travel & Training	1,890	1,656	1,257	1,750	2,000
44211	Postage	138	66	19	160	100
44623	Maintenance & Repairs - Copiers	1,541	874	1,000	1,000	500
44731	Code Book Update Service	7,537	9,483	5,335	7,000	7,000
44911	Legal Advertising	28,988	26,038	25,595	25,000	25,000
44921	Legal Recordings	5,787	5,093	7,662	6,900	6,900
44981	Flowers	834	382	99	500	300
45111	Office Supplies - General	1,088	371	870	1,000	1,400
45231	Clothing & Apparel	89	99	66	100	100
45243	Computer/Operating Supplies	272	-	28	250	250
45411	Dues & Memberships	501	871	210	1,000	500
45461	Books & Publications	-	-	-	150	50
<b>TOTAL OPERATING</b>		<b>\$ 48,664</b>	<b>\$ 50,522</b>	<b>\$ 46,808</b>	<b>\$ 49,860</b>	<b>\$ 49,750</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 116,751</b>	<b>\$ 116,333</b>	<b>\$ 77,494</b>	<b>\$ 96,752</b>	<b>\$ 68,800</b>

# NEW PORT RICHEY

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# ADMINISTRATION - TECHNOLOGY SOLUTIONS

## IT IS THE MISSION OF TECHNOLOGY SOLUTIONS TO

manage the City's information systems in an effective and efficient manner; to provide service and support to all city departments, assisting users in the most effective utilization of the system; to ensure that information and system resources are accessible and usable by maintaining system up-time and availability; and to ensure the integrity of applications and data by maintaining strong security and system continuity procedures.

## DESCRIPTION

Technology Solutions oversee the administration and management of all the city telecommunication and data systems. Technology Solutions provides assistance for any questions related to desktops, mobile computers, network printers, software and computer applications, and telephone systems. The Division manages the City's network, which includes all city servers, wireless network, and domain controls. The Division also oversees systems that store and manage information and data, such as the city's email system and the Geographic Information System (GIS).

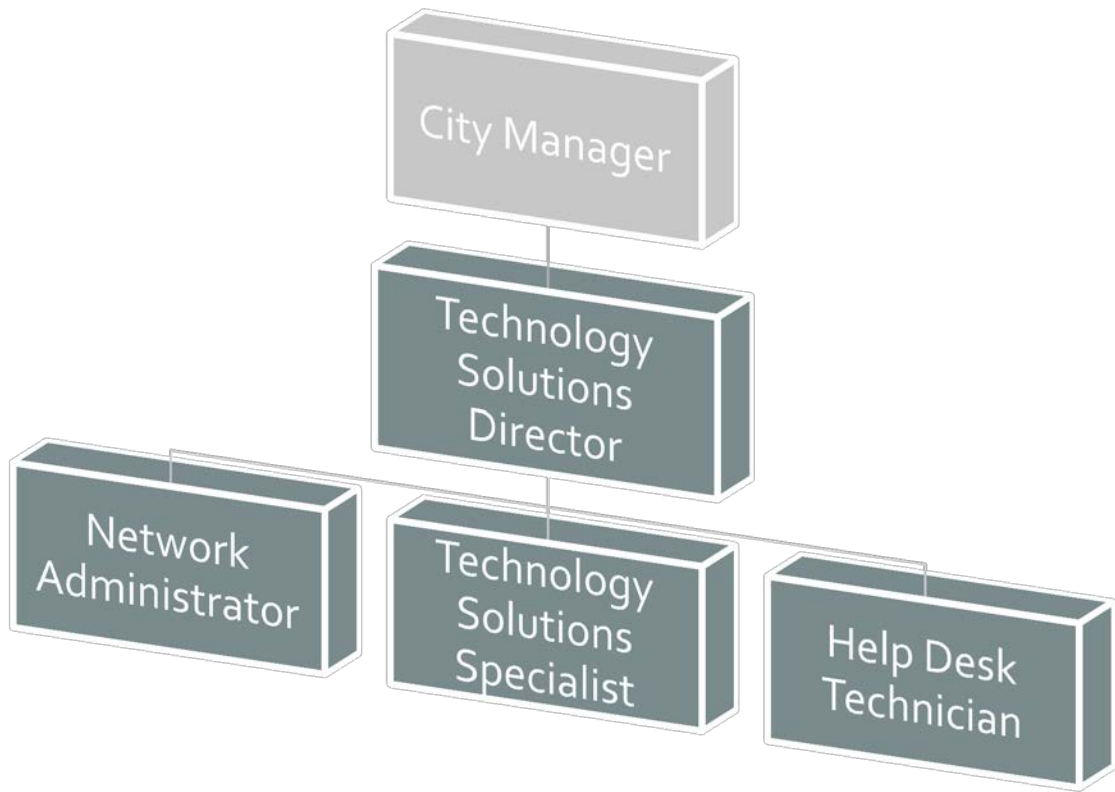
## ACCOMPLISHMENTS OF FY17

- Completed the data transfer for the Fire Department's records management software, Zoll
- Deployed authentication solution for First Responders to protect sensitive data during transition
- Added management software for First Responders, providing stability of lost connections in the field
- Deployed new voice-over IP phone system at the Police Station
- Established a CCTV connection at the Recreation & Aquatics Center which feeds directly to the Police Department
- Completed the conversion of financial data and deployed the financial module of Tyler Technologies
- Completed the installation and configuration of new software for the Recreation & Aquatics Center, allowing citizens to purchase items online
- Completed infrastructure improvements, including network switches, firewalls, cabling, and peripherals
- Developed user training for the City Hall staff to enhance computer knowledge

## FY18 INITIATIVES

- Enhance the City's network through hybrid and cloud computing services:
  - Implement cloud based technologies to improve back up procedures to network resources
  - Integrate cloud application services to improve network performance and availability
  - Enlist cloud based services to support an active disaster recovery tool
- Implement additional controls to manage mobile devices utilized by city staff:
  - Establish a central control system to deploy software and security requirements to mobile devices
  - Institute new policies and procedures regarding mobile devices and the use of personal devices
  - Deploy applications regulating communications through mobile devices
- Implement unified network design through departments and buildings:
  - Standardized naming convention for network devices, such as computers and servers

- Enhance monitoring capabilities of local infrastructure and devices
- Establish standardized machine images based on departmental needs
- Ongoing Tyler Technologies installation and implementation:
  - Tyler HR and Payroll
  - Tyler Utilities and Cashiering



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Technology Solutions Director	1	1	1
Network Administrator	1	1	1
Technology Solutions Technician	0	0	1
Network Assistant	1	1	0
Help Desk Technician	0	1	1
<b>Total</b>	<b>3</b>	<b>4</b>	<b>4</b>

## TECHNOLOGY SOLUTIONS

001024		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41112	Division Head Salaries	76,675	77,625	74,690	76,300	78,050
41210	Regular Exempt Salaries	62,162	73,119	35,000	48,740	48,740
41299	Regular Full-Time Wages	-	-	65,000	67,740	82,860
41411	Overtime Wages	1,738	869	869	1,750	1,750
41511	Employee Incentives	150	150	150	200	200
42111	Social Security Matching	10,671	11,180	10,689	14,750	16,190
42211	Florida Retirement System	9,950	11,349	10,867	14,590	16,550
42311	Health Insurance	14,411	18,935	21,680	24,830	27,240
42312	Life Insurance	49	51	168	200	220
42313	Accidental Death & Disab Insurance	6	6	21	80	90
42426	Workers Comp - Clerical (8810)	416	438	449	450	490
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 176,227</b>	<b>\$ 193,722</b>	<b>\$ 219,583</b>	<b>\$ 249,630</b>	<b>\$ 272,380</b>
43499	Contractual Services - Misc	8,353	25,244	19,764	10,000	40,000
44011	Travel & Training	7,646	4,095	6,911	5,000	3,200
44121	Telephone - Local	11,153	11,144	10,680	11,900	11,900
44134	Data Lines	4,874	11,622	14,431	16,000	16,000
44211	Postage	58	-	16	50	50
44429	Rent - Software	199,867	201,315	134,709	218,480	334,480
44621	Maintenance & Repairs - Equipment	12,322	10,941	22,875	12,400	11,400
44625	Maintenance & Repairs- AV Equipment	1,294	-	256	1,500	1,000
45111	Office Supplies - General	758	1,084	200	200	200
45231	Clothing & Apparel	203	-	200	200	200
45243	Computer/Operating Supply	10,332	16,788	12,574	10,000	10,000
45253	Operating Supplies - Train Rm	1,268	799	1,409	800	500
45411	Dues & Memberships	650	-	950	1,250	500
45461	Books & Publications	-	-	45	50	50
<b>TOTAL OPERATING</b>		<b>\$ 258,778</b>	<b>\$ 283,032</b>	<b>\$ 225,020</b>	<b>\$ 287,830</b>	<b>\$ 429,480</b>
46413	Data Processing Equipment	17,957	2,257	9,192	12,000	50,650
46418	Software	127,174	217,426	174,700	375,700	354,000
46431	Special Purpose Equipment	74,950	5,358	46,603	49,000	-
<b>TOTAL CAPITAL</b>		<b>\$ 220,081</b>	<b>\$ 225,041</b>	<b>\$ 230,495</b>	<b>\$ 436,700</b>	<b>\$ 404,650</b>

**TOTAL EXPENDITURES**    **\$ 655,086**    **\$ 701,795**    **\$ 675,098**    **\$ 974,160**    **\$ 1,106,510**

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM TECHNOLOGY SOLUTIONS

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46299	<i>Building Improvements</i>					
	Generator for City Hall	-	23,500	-	-	-
	<b>TOTAL</b>	-	<b>23,500</b>	-	-	-
46413	<i>Data Processing Equipment</i>					
	Expansion of Servers & SANs in City Hall	50,650	-	-	-	-
	<b>TOTAL</b>	<b>50,650</b>	-	-	-	-
46418	<i>Software</i>					
	City-wide System Software Replacement	354,000	-	-	-	-
	Veeam License & Support	-	7,330	-	-	-
	Archive of Social Media	-	2,390	-	-	-
	Airwatch Suite for Device Management	-	7,975	-	-	-
	<b>TOTAL</b>	<b>354,000</b>	<b>17,695</b>	-	-	-
46431	<i>Special Purpose Equipment</i>					
	Refresh City Hall Server Equipment	-	-	-	168,250	-
	<b>TOTAL</b>	-	-	-	<b>168,250</b>	-

**DIVISION TOTAL**    \$ 404,650    \$ 41,195    \$ -    \$ 168,250    \$ -



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# ADMINISTRATION - ADMINISTRATIVE SERVICES

## IT IS THE MISSION OF ADMINISTRATIVE SERVICES TO

provide assistance to the City Manager, as needed, while focusing on special assigned projects; provide the City Manager with appropriate research, summarized and presented in a professional manner, that will enhance the effective discharge of the administrative responsibilities of the City Manager's Office.

## DESCRIPTION

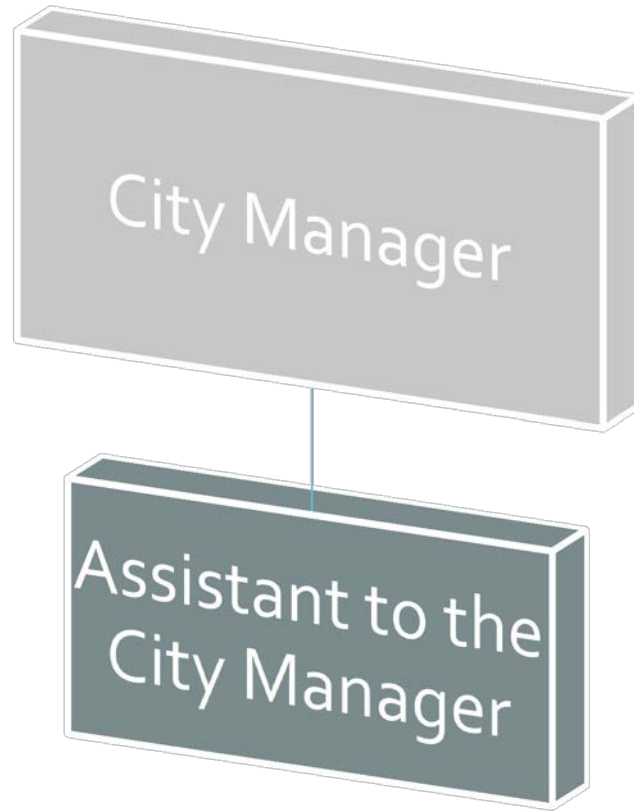
The Administrative Services Division is a division that caters to the specific needs of the City Manager and focuses on the completion of projects, specifically designated by the City Manager.

## ACCOMPLISHMENTS OF FY17

- Developed and distributed requests for qualifications from professional firms to conduct an annexation feasibility and strategy study; interviewed firms, prepared and submitted a selection recommendation to City Council for a professional service agreement of same
- Authored Special Event Sponsorship Application to establish a formal application process for organizations seeking in-kind support from the City
- Researched and compiled list of city-owned properties to determine which serve a municipal purpose and which could be deemed surplus, disposed of, and returned to the tax roll
- Coordinated the creation of the March edition of the City Newsletter

## FY18 INITIATIVES

- Dissolution of Department
  - The position of Assistant to the City Manager will be dissolved during FY2018



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Assistant to the City Manager	1	1	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>0</b>

## ADMINISTRATIVE SERVICES

001025					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41111	Department Head Salaries	-	-	74,000	74,006	-
41112	Division Head Salaries	-	61,727	-	-	-
41511	Employee Incentives	-	50	50	50	-
41512	Gas/Car Allowance	-	-	3,000	3,000	-
41520	Moving Allowance	-	-	3,000	-	-
42111	Social Security Matching	-	4,624	5,520	5,520	-
42211	Florida Retirement System	-	4,530	3,240	3,240	-
42311	Health Insurance	-	4,078	7,460	7,460	-
42312	Life Insurance	-	12	15	50	-
42313	Accidental Death & Disab Insurance	-	2	6	20	-
42426	Workers Comp - Clerical (8810)	-	202	220	300	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ -</b>	<b>\$ 75,225</b>	<b>\$ 96,511</b>	<b>\$ 93,646</b>	<b>\$ -</b>
43199	Professional Services - Misc	-	7,665	30,000	30,000	-
43499	Contractual Services - Misc	-	12,064	-	-	-
44011	Travel & Training	-	23	1,000	1,500	-
44121	Telephone - Local	-	261	500	500	-
44211	Postage	-	3,514	-	150	-
44623	Maintenance & Repairs - Copiers	-	78	-	500	-
44799	Printing & Binding - Misc	-	-	-	1,000	-
45111	Office Supplies - General	-	1,776	500	1,500	-
45231	Clothing & Apparel	-	-	-	200	-
45143	Computer/Operating Supply	-	-	750	1,000	-
45411	Dues & Memberships	-	-	250	250	-
45461	Books & Publications	-	-	-	200	-
<b>TOTAL OPERATING</b>		<b>\$ -</b>	<b>\$ 25,382</b>	<b>\$ 33,000</b>	<b>\$ 36,800</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ 100,607</b>	<b>\$ 129,511</b>	<b>\$ 130,446</b>	<b>\$ -</b>

# NEW PORT RICHEY

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# FINANCE- ACCOUNTING & BUDGETING

## IT IS THE MISSION OF ACCOUNTING & BUDGETING TO

manage the city's financial operations in an effective and efficient manner that maintains and promotes the confidence of the residents we serve and ensures economical and quality governmental service.

## DESCRIPTION

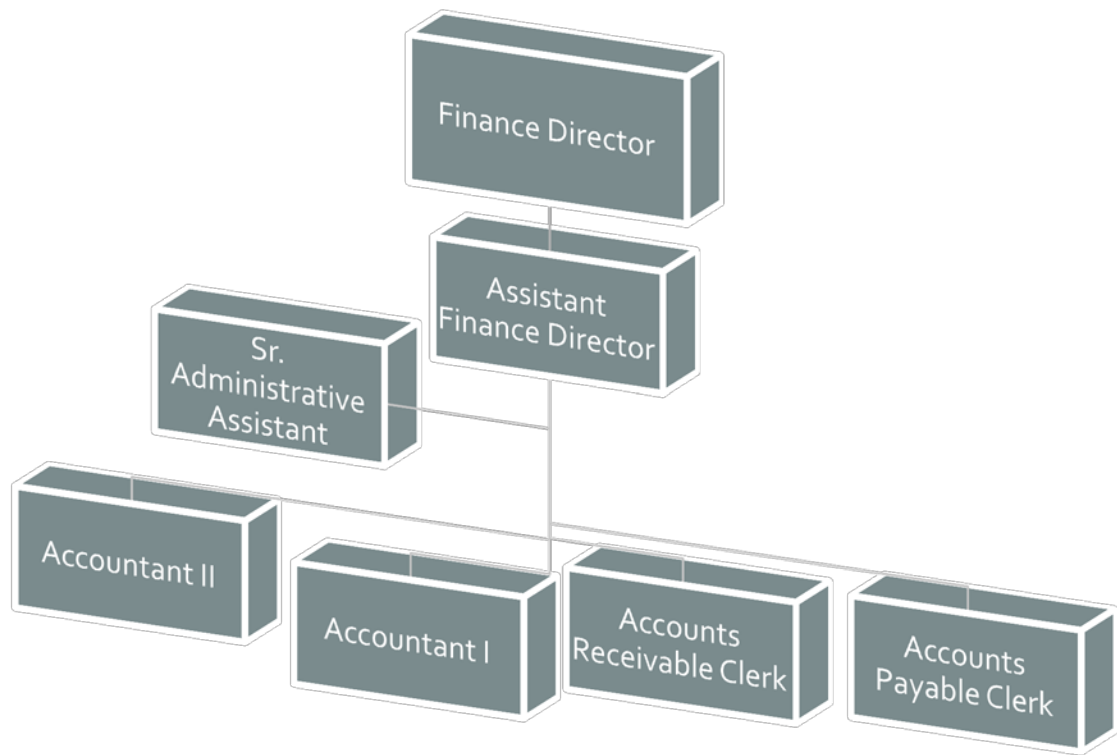
The Finance Department's Accounting & Budgeting Division plays an integral role in all financial transactions, both long and short term within the City of New Port Richey. This Division processes accounts payable and payroll, specialized billing, and provides other accounting related services. In addition, this Division coordinates the development of the annual budget, prepares the Comprehensive Annual Financial Report, and meets with financial advisors to ensure long-term financial stability.

## ACCOMPLISHMENTS OF FY17

- Received the Certificate of Distinguished Budget Presentation from the GFOA for FY17
- Completed the conversion and implementation from the City's existing financial module to Tyler Technologies
- Supported the expansion of the City's utility operations by securing financing, as needed

## FY18 INITIATIVES

- Revise the City's current purchasing policy
- Centralize the City's grant management system to improve efficiencies in reporting and compliance
- Improve the City's competitive bidding process, internally and externally, by utilizing the functions in the City's new software system, Tyler Technologies
- Conduct a departmental study to identify potential areas of improvement



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Finance Director	1	1	1
Asst. Finance Director	1	1	1
Senior Administrative Assistant	0	1	1
Accountant II	0	0	1
Accountant I	1	1	1
Accounts Payable Clerk	1	1	1
Accounts Receivable Clerk	0	1	1
<b>Total</b>	<b>4</b>	<b>6</b>	<b>7</b>

## ACCOUNTING & BUDGETING

001042					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41111	Dept Head Salaries	81,516	82,624	82,500	81,990	84,060
41112	Division Head Salaries	61,147	68,027	66,300	67,500	68,520
41210	Regular Exempt	-	-	-	-	98,080
41299	Regular Full-Time Wages	142,395	78,298	142,000	147,100	103,230
41411	Overtime Wages	18,554	6,618	5,919	3,350	2,080
41511	Employee Incentives	300	200	300	300	350
41512	Gas/Car Allowance	3,718	-	-	-	-
15-31	Education Reimbursement	-	-	-	800	-
42111	Social Security Matching	22,729	17,281	22,900	23,200	27,260
42211	Florida Retirement System	33,453	28,941	34,250	34,250	40,110
42311	Health Insurance	33,460	35,776	44,750	44,750	55,390
42312	Life Insurance	110	83	276	300	390
42313	Accidental Death & Disab Insurance	13	10	94	120	150
42426	Workers Comp - Clerical (8810)	779	539	670	700	820
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 398,174</b>	<b>\$ 318,397</b>	<b>\$ 399,959</b>	<b>\$ 404,360</b>	<b>\$ 480,440</b>
43199	Professional Services - Misc	63,755	2,388	10,201	2,500	30,000
43211	Annual Audit Services	137,204	42,624	48,668	40,000	40,000
44011	Travel & Training	222	1,573	874	7,000	2,750
44121	Telephone - Local	2,356	1,479	1,876	1,300	2,140
44211	Postage	1,962	3,591	1,478	2,700	3,000
44419	Rent - Equipment/Software	1,934	-	1,801	2,000	2,000
44621	Maintenance & Repairs - Equipment	885	230	180	500	250
44623	Maintenance & Repairs - Copiers	1,934	1,594	1,314	2,000	2,000
44721	Printing & Binding - Forms	-	-	821	3,000	3,000
44799	Printing & Binding - Misc	1,579	129	1,197	2,000	2,000
44999	Other Current Charges - Misc	1,018	692	717	1,200	1,200
45111	Office Supplies - General	5,048	6,353	5,687	5,000	5,000
45231	Clothing & Apparel	98	258	360	360	750
45243	Computer/Operating Supplies	7,201	7,125	6,966	6,000	6,000
45411	Dues & Memberships	794	534	385	500	700
45461	Books & Publications	-	408	-	1,000	1,000
<b>TOTAL OPERATING</b>		<b>\$ 225,989</b>	<b>\$ 68,978</b>	<b>\$ 82,525</b>	<b>\$ 77,060</b>	<b>\$ 101,790</b>
46411	Office Furniture/Fixtures	-	-	-	3,000	3,000
46413	Data Processing Equipment	-	-	-	-	6,000
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000</b>	<b>\$ 9,000</b>

**TOTAL EXPENDITURES \$ 624,163 \$ 387,375 \$ 482,484 \$ 484,420 \$ 591,230**

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM ACCOUNTING & BUDGETING

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46411	<i>Office Furniture/Fixtures</i>					
	Office Furniture	3,000	-	-	-	-
	<b>TOTAL</b>	<b>3,000</b>	-	-	-	-
46413	<i>Data Processing Equipment</i>					
	Desk-top Computer (3)	6,000	-	-	-	-
	<b>TOTAL</b>	<b>6,000</b>	-	-	-	-

**DIVISION TOTAL**    \$    9,000    \$    -    \$    -    \$    -    \$    -

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# FINANCE- BILLING & COLLECTION

## IT IS THE MISSION OF BILLING & COLLECTION TO

provide accurate billing information to our customers and provide exceptional customer service at all times, serving with courtesy, honesty, and fairness.

## DESCRIPTION

The Finance Department's Billing & Collection Division provides billing service for approximately 10,600 customers for water, sewer, street lighting, residential rental permits, and business tax receipts. The primary functions of this Division are:

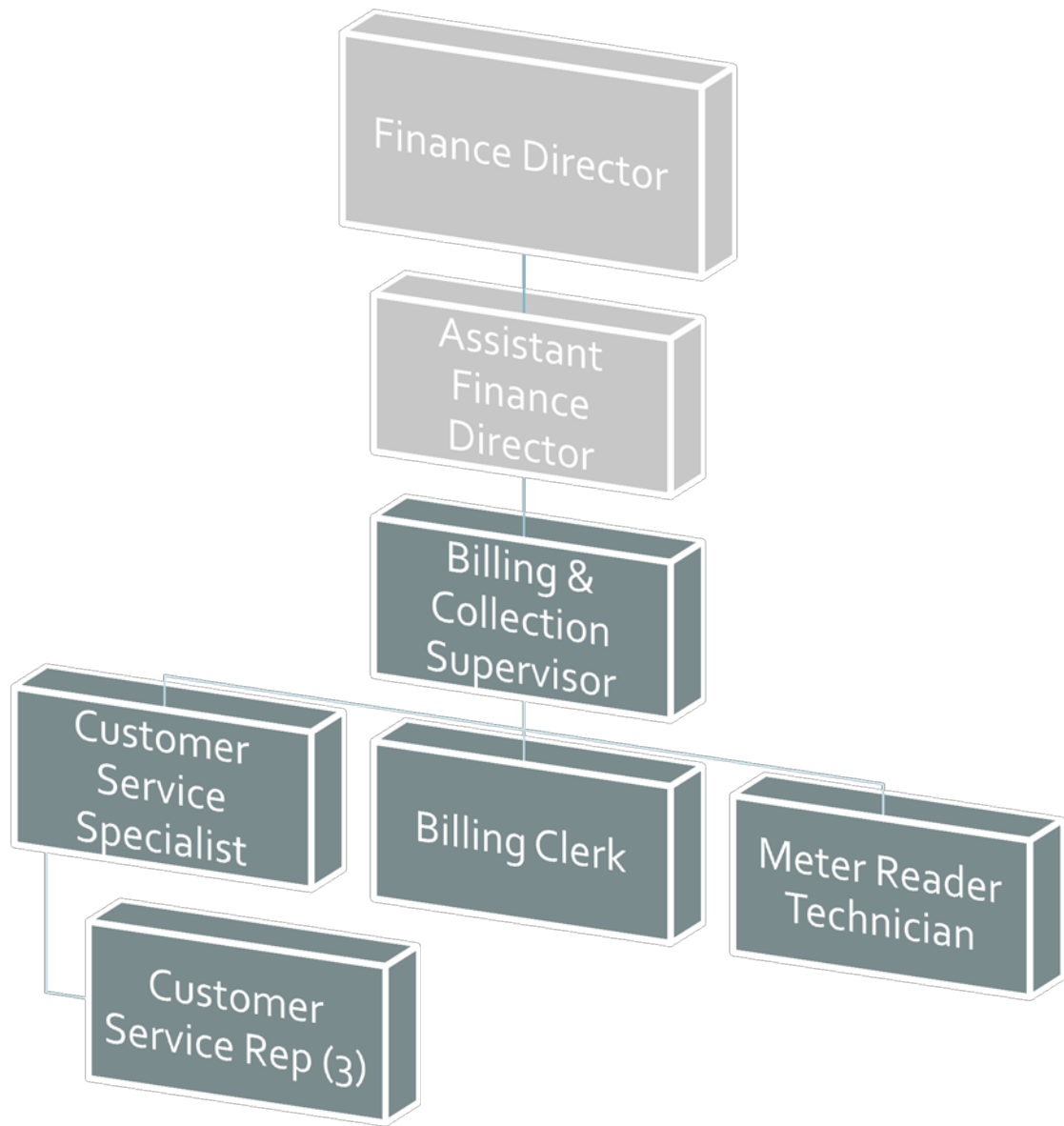
- Establishing and disconnecting water service
- Processing liens and releases of liens
- Processing title searches
- Renewing and processing new applications for business tax receipts and rental permits
- Take payments for city parking fines
- Take utility payments

## ACCOMPLISHMENTS OF FY17

- Continued efforts to improve Division perception by incorporating new uniforms for employees and enhancing office space
- Enhanced the look and presentation of the utility billing statements received by customers
- Deployed provisions of the debt recovery plan to reduce the amount of uncollected balances
- Integrated customer list of new utility system purchase, which consisted of approximately 600 customers, into the City's current billing system

## FY18 INITIATIVES

- Implement Tyler Technologies software with the following objectives:
  - Establish timely processes to generate billing statements and manage accounts receivable
  - Improve reporting and analytical capabilities
  - Improve efficiencies to meet customer needs
- Improve customer satisfaction by providing training and teamwork skills to ensure that productivity is maximized in a positive work environment



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Billing & Collection Supervisor	1	1	1
Billing Clerk	1	1	1
Accounts Receivable Clerk	1	0	0
Customer Service Specialist	1	1	1
Customer Service Representative	4	4	3
Meter Reader Technician	1	1	1
<b>Total</b>	<b>9</b>	<b>8</b>	<b>7</b>

## BILLING & COLLECTION

001043		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41112	Division Head Salaries	40,137	43,861	42,218	42,700	43,370
41299	Regular Full-Time Wages	185,725	216,688	204,691	183,870	160,540
41311	Part-Time Wages	11,209	-	-	-	-
41411	Overtime Wages	4,915	3,693	3,447	5,750	6,200
41511	Employee Incentives	450	450	400	400	350
41512	Gas/Car Allowance	62	650	-	-	-
42111	Social Security Matching	17,560	19,147	18,085	17,800	16,100
42211	Florida Retirement System	17,722	19,743	18,709	17,470	15,800
42311	Health Insurance	45,455	55,838	54,343	59,660	55,390
42312	Life Insurance	162	184	179	400	370
42313	Accidental Death & Disab Insurance	19	22	21	160	160
	Workers Comp - Waterworks Oper/SLSMN					
42421	Drivers (7520)	702	742	980	1,150	1,130
42426	Workers Comp - Clerical (8810)	572	1,079	549	470	420
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 324,691</b>	<b>\$ 362,097</b>	<b>\$ 343,622</b>	<b>\$ 329,830</b>	<b>\$ 299,830</b>
43199	Professional Services - Misc	-	15,587	4,725	17,500	15,000
43425	Debt Recovery	22,500	149	371	10,000	7,620
43426	Contractual Meter Reading	50,780	18,373	731	1,100	-
43435	Outsourced Bills	72,413	66,104	16,488	15,000	15,000
43499	Contractual Services - Misc	-	421	-	-	-
44011	Travel & Training	742	-	15	500	500
44121	Telephone - Local	1,114	713	786	750	800
44211	Postage	9,002	8,642	57,528	47,000	48,000
44571	Notary Bond	73	-	-	-	-
44621	Maintenance & Repairs - Equipment	5,806	2,566	3,028	4,900	4,000
44623	Maintenance & Repairs - Copiers	263	240	240	300	300
44631	Central Garage Maintenance	-	720	500	500	500
44721	Forms	-	-	-	500	1,000
44799	Printing & Binding - Misc	1,306	1,151	569	2,000	1,000
44931	Credit Card Charges	46,326	60,012	48,674	60,000	60,000
44952	Other Current Chgs & Oblg/OverShort	51	(15)	428	50	100
45111	Office Supplies - General	4,040	4,998	1,730	4,000	4,210
45211	Fuel	5,791	5,585	5,167	6,000	5,800
45231	Clothing & Apparel	762	1,030	750	750	1,000
45243	Computer/Operating Supply	1,912	1,217	1,155	3,000	3,000
45289	Automotive Parts	6,868	415	1,500	3,000	3,000
45299	Operating Supplies - Misc	766	14	726	800	800
45411	Dues & Memberships	80	85	-	100	100
<b>TOTAL OPERATING</b>		<b>\$ 230,594</b>	<b>\$ 188,007</b>	<b>\$ 145,111</b>	<b>\$ 177,750</b>	<b>\$ 171,730</b>
46411	Office Furniture/Fixtures	-	-	-	2,000	2,000
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 555,285</b>	<b>\$ 550,104</b>	<b>\$ 488,733</b>	<b>\$ 509,580</b>	<b>\$ 473,560</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM BILLING & COLLECTION

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46411	<i>Office Furniture/Fixtures</i>					
	Office Furniture	2,000	-	-	-	-
	<b>TOTAL</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
46415	<i>Trucks &amp; Trailers</i>					
	Meter Reading Truck (R&R)	-	6,000	6,000 (a)	3,000	3,000
	<b>TOTAL</b>	<b>-</b>	<b>6,000</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>

**DIVISION TOTAL**    \$ 2,000    \$ 6,000    \$ 6,000    \$ 3,000    \$ 3,000

(a) Year of Purchase

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# FINANCE - PURCHASING & WAREHOUSE

## IT IS THE MISSION OF PURCHASING & WAREHOUSE TO

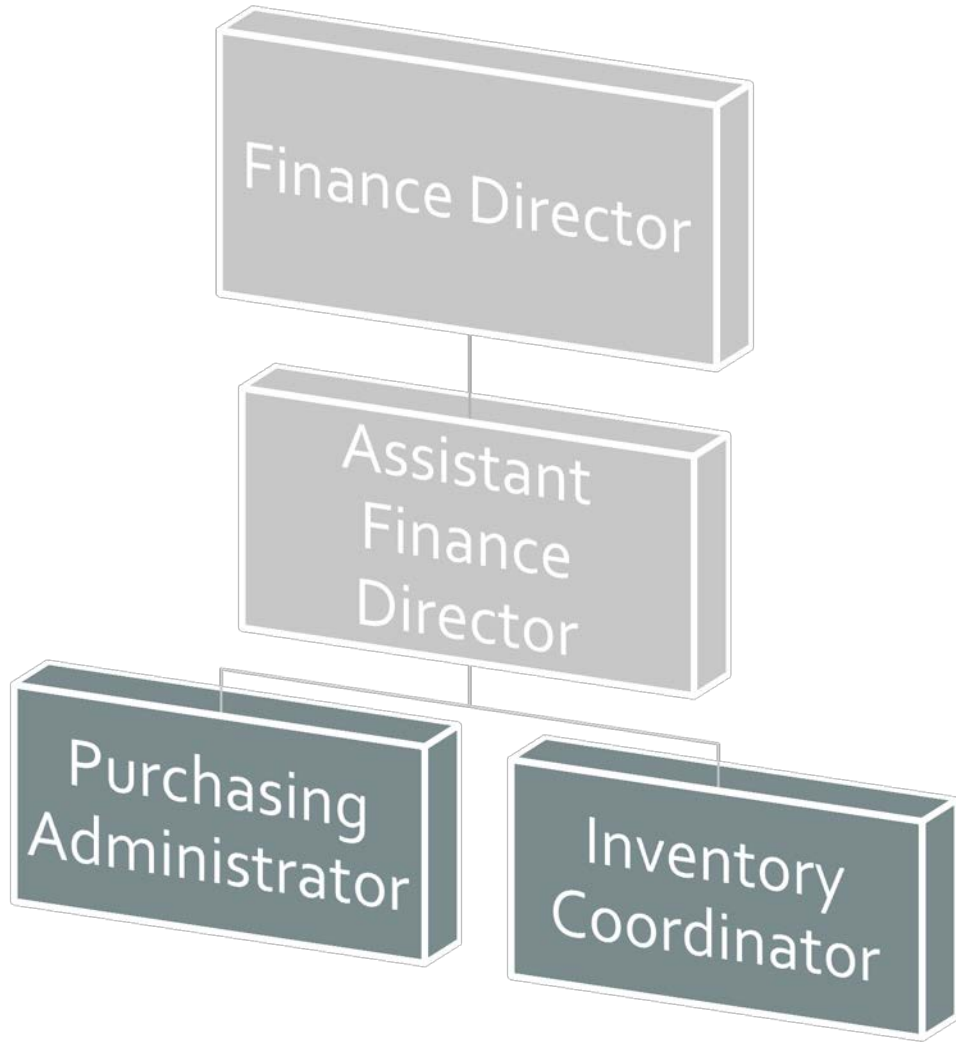
obtain quality goods and services at the lowest possible cost, while following federal, state, and local policies regarding expenditure of public funds.

## DESCRIPTION

The City's Purchasing and Warehouse Division serves as the central purchasing agent and warehouse for all City departments. It provides one centralized location that procures, receives, and distributes materials to departments as needed.

## ACCOMPLISHMENTS OF FY17

- Dissolution of Division:
  - The Purchasing Administrator was transitioned into the Accounting & Budgeting Division
- The Inventory Coordinator's position was transitioned into the Public Works Department



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Purchasing Administrator	1	0	0
Inventory Coordinator	1	0	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>

## PURCHASING & WAREHOUSE

001044					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41299	Regular Full-Time Wages	-	65,172	-	-	-
41411	Overtime Wages	-	353	-	-	-
41511	Employee Incentives	-	100	-	-	-
42111	Social Security Matching	-	4,868	-	-	-
42211	Florida Retirement System	-	4,747	-	-	-
42311	Health Insurance	-	11,152	-	-	-
42312	Life Insurance	-	38	-	-	-
42313	Accidental Death & Disab Insurance	-	4	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ -</b>	<b>\$ 86,434</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
44419	Rent - Equipment	-	1,884	-	-	-
44721	Forms	-	968	-	-	-
45111	Office Supplies - General	-	658	-	-	-
45211	Fuel	-	216	-	-	-
45231	Clothing & Apparel	-	30	-	-	-
45243	Computer/Operating Supply	-	400	-	-	-
45298	Inventory Adjustment	-	15,431	-	-	-
45411	Dues & Memberships	-	100	-	-	-
<b>TOTAL OPERATING</b>		<b>\$ -</b>	<b>\$ 19,687</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ 106,121</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# NEW PORT RICHEY



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# LIBRARY

## IT IS THE MISSION OF THE LIBRARY TO

positively transform our community by providing a curriculum that improves literacy, engages community, advances knowledge, and sparks creative expression.

## DESCRIPTION

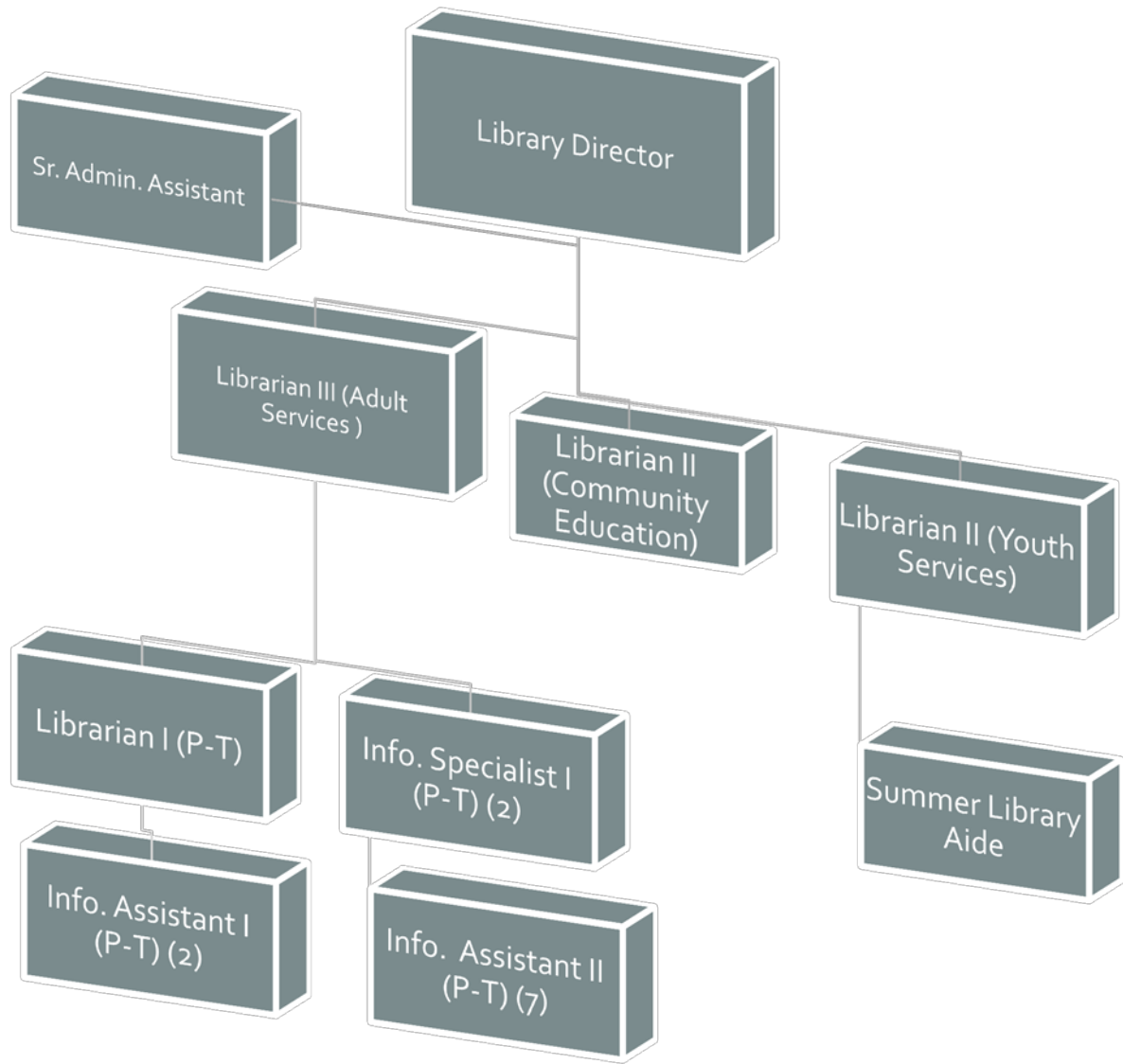
The New Port Richey Library was founded in 1919 and is Florida's first *Library of the Year* recipient. The Library is a popular destination that connects our diverse community to free educational and cultural resources that will enrich their lives.

## ACCOMPLISHMENTS OF FY17

- Partnered with Pasco-Hernando SCORE and Pasco Enterprise Network to provide entrepreneurs with training and materials
- Provided the community with over 1,200 educational and creative classes, workshops, and events
- Provided off-site internet access through 18 circulating mobile hotspots and provided access to 84 electronic databases and 64,000 electronic materials
- Achieved a 5-star ranking in the LJ Index of Public Library Service

## FY18 INITIATIVES

- Improve the community's quality of life by:
  - Collaborating with city departments
  - Sharing professional librarians' research skills and resources with city departments and outside agencies
  - Continuing establishing partnerships with local businesses and organizations to create classes and workshops
- Create a marketing plan to promote the curriculum and services to the community:
  - Continue to attend local events to advertise classes, workshops, and events offered
  - Increase public awareness of available educational opportunities, services, and resources
  - Cross promote classes offered by local community partners
- Provide equitable access and support of innovative technology for all community members:
  - Evaluate and implement technology tools and software that is crucial to the effective delivery of curriculum
  - Provide internet enabled devices for loan outside of library
  - Increase internet bandwidth at a rate which adequately accommodates growing demand
- Comply with Florida Public Library Outcomes and Standards that directly tie to State grant funding:
  - Work to increase staffing to sustain more open hours and meet minimum standards
  - Continue to work collaboratively with other libraries to provide classes, events, and outreach



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Library Director	1	1	1
Asst. Library Director/Events & Community Outreach	1	1	0
Senior Administrative Assistant	1	1	1
Librarian III	0	0	1
Librarian II	0	0	2
Librarian I	3	4	.73
Information Assistant II	4.75	3.5	4.88
Information Assistant I	1	1.46	1.46
Information Specialist I	1.18	1.46	1.46
Summer Aide	.25	.25	.25
<b>Total</b>	<b>13.18</b>	<b>13.67</b>	<b>13.78</b>

## LIBRARY

001051						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT	
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18	
41111	Dept Head Salaries	77,715	79,962	76,910	79,350	69,000	
41112	Division Head Salaries	53,769	56,632	54,572	53,580	-	
41210	Regular Exempt Salaries	156,424	147,603	138,669	150,380	171,640	
41299	Regular Full-Time Wages	22,717	-	3,514	-	-	
41311	Part-Time Wages	167,106	173,163	169,995	180,550	226,300	
41312	Temporary Wages	2,214	3,583	3,583	5,400	3,000	
41411	Overtime Wages	2,410	-	132	-	-	
41511	Employee Incentives	900	850	900	850	850	
41516	Health Insurance Waiver Stipend	1,800	-	-	-	-	
42111	Social Security Matching	36,466	34,533	33,497	35,960	36,020	
42211	Florida Retirement System	45,344	45,014	43,541	44,920	36,590	
42311	Health Insurance	35,780	44,474	45,470	44,470	39,560	
42312	Life Insurance	143	122	125	300	270	
42313	Accidental Death & Disab Insurance	17	14	15	120	110	
42426	Workers Comp - Clerical (8810)	1,312	984	984	1,500	1,090	
42427	Workers Comp - Building (NOC) (9015)	903	-	-	-	-	
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 605,020</b>	<b>\$ 586,934</b>	<b>\$ 571,906</b>	<b>\$ 597,380</b>	<b>\$ 584,430</b>	
43412	Pest Control Services	652	-	-	-	-	
43428	Internet Reference Service	39,825	46,522	51,772	52,000	48,720	
43499	Contractual Services - Misc	20,430	16,196	8,584	15,720	11,480	
44011	Travel & Training	7,635	8,900	4,428	10,000	7,500	
44121	Telephone - Local	408	394	466	500	500	
44134	Data Lines	11,648	16,164	16,007	17,490	17,490	
44142	Burglar Alarm Lines	1,673	1,671	1,669	1,930	2,130	
44211	Postage	6,779	16,119	4,906	15,000	6,500	
44221	Freight Express Charges	600	600	757	750	750	
44311	Electric - City Facilities	33,140	30,342	30,308	36,000	36,000	
44331	Trash Removal	1,770	-	-	-	-	
44351	Water & Sewer - City	2,882	3,190	2,371	3,300	3,300	
44373	Street Light Fee	-	-	440	440	440	
44381	Stormwater Assessment	-	-	680	680	680	
44419	Rent - Equipment/Software	-	11,070	14,056	13,170	14,170	
44481	Lease - Copier	3,281	3,521	3,228	3,530	3,530	
44611	Maintenance & Repairs - Bldg & Grounds	12,586	272	3,129	3,000	3,000	
44621	Maintenance & Repairs - Equipment	68,693	69,209	74,205	75,040	75,040	
44623	Maintenance & Repairs - Copiers	2,064	2,693	3,827	3,000	3,000	
44799	Printing & Binding - Misc	3,710	12,582	3,193	15,000	4,000	
44931	Credit Card Charges	998	1,089	819	1,200	1,200	
44983	Permit Fees	772	725	756	900	900	
45111	Office Supplies - General	3,570	3,764	5,000	5,000	4,000	
45231	Clothing & Apparel	-	-	494	500	500	
45242	Photographic Supplies	1,101	-	485	600	600	
45243	Computer/Operating Supply	12,270	18,816	20,000	20,000	20,000	
45247	First Aid Supplies	37	-	17	20	20	
45248	Prizes & Awards	1,004	996	706	1,000	1,000	
45249	Library Supplies	8,337	8,506	8,060	8,500	8,500	
45251	Janitorial Supplies	2,948	-	-	-	-	
45293	Misc Program Costs - Grants	10,003	13,311	10,000	10,000	10,000	

## LIBRARY

001051						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT	
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18	
45296	Misc Program Costs	12,403	12,092	13,036	13,000	13,000	
45290	Oper. Supplies/Misc Snap Prog. Costs	24	7,728	11,649	18,000	18,000	
45299	Operating Supplies - Misc	2,511	2,230	4,152	2,500	2,500	
45411	Dues & Memberships	2,487	2,681	2,650	3,210	2,800	
<b>TOTAL OPERATING</b>		<b>\$ 276,253</b>	<b>\$ 311,383</b>	<b>\$ 301,850</b>	<b>\$ 350,980</b>	<b>\$ 321,250</b>	
46299	Building Improvements	167,754	-	2,620	2,620	-	
46413	Data Processing Equipment	2,943	16,270	-	-	-	
46612	Library Materials	59,877	70,243	74,739	82,000	76,000	
46672	Library Materials - State Aid	1,789	5,142	22,900	22,900	22,900	
<b>TOTAL CAPITAL</b>		<b>\$ 232,363</b>	<b>\$ 91,655</b>	<b>\$ 100,259</b>	<b>\$ 107,520</b>	<b>\$ 98,900</b>	

**TOTAL EXPENDITURES**   **\$ 1,113,635**   **\$ 989,972**   **\$ 974,015**   **\$ 1,055,880**   **\$ 1,004,580**

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM LIBRARY

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46413	<i>Data Processing Equipment</i>					
	Network Printers	-	6,000	-	-	-
	Server Replacements	-	-	40,000	-	20,000
	<b>TOTAL</b>	-	<b>6,000</b>	<b>40,000</b>	-	<b>20,000</b>
46431	<i>Special Purpose Equipment</i>					
	Maker Space Equipment	-	12,000	-	12,000	-
	<b>TOTAL</b>	-	<b>12,000</b>	-	<b>12,000</b>	-
46612	<i>Library Materials</i>					
	Books & Other Reading Material	76,000	75,000	75,000	78,000	80,000
	<b>TOTAL</b>	<b>76,000</b>	<b>75,000</b>	<b>75,000</b>	<b>78,000</b>	<b>80,000</b>
46672	<i>Library Materials - State Aid</i>					
	Books & Other Reading Material	22,900	23,000	23,000	23,000	23,000
	<b>TOTAL</b>	<b>22,900</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>

**DIVISION TOTAL**    \$ 98,900    \$ 116,000    \$ 138,000    \$ 113,000    \$ 123,000

# NEW PORT RICHEY

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# POLICE - SUPERVISION

## IT IS THE MISSION OF POLICE – SUPERVISION TO

be responsive to the needs of our community and deliver quality police services that provide the highest quality of life to our residents, businesses, and guests; to strengthen partnerships with local, state, and federal agencies to expand the department's law enforcement service capabilities; and to establish new partnerships within our residential and business communities.

## DESCRIPTION

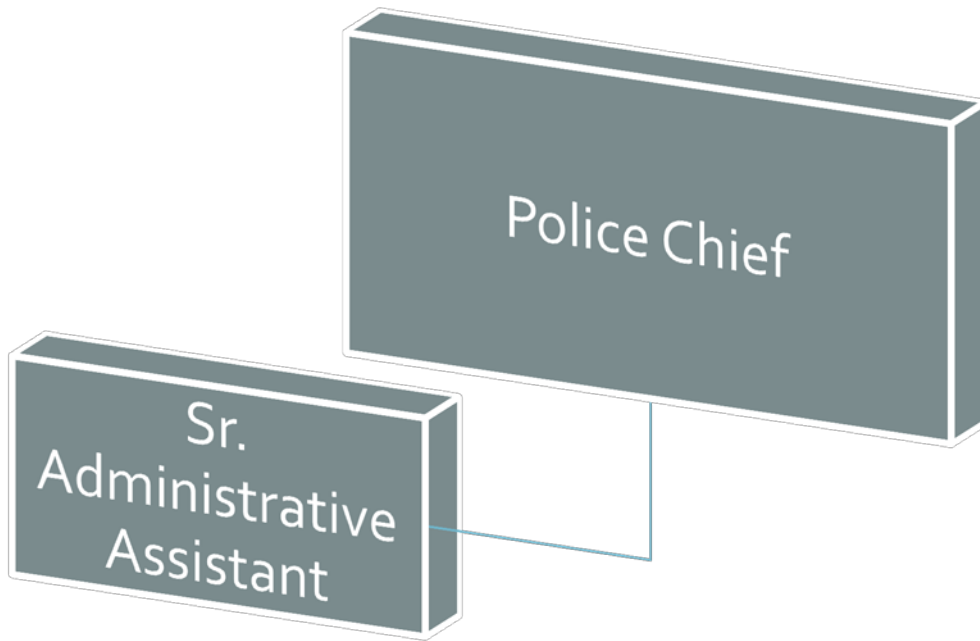
The New Port Richey Police Department focuses on the safety of residents, visitors, and businesses. Officers protect the citizens of New Port Richey, even at risk to their own lives.

## ACCOMPLISHMENTS OF FY17

- Audited and updated all federal and state grants
- Sent numerous personnel from each Division to specialized and leadership training courses to improve their knowledge and job skills
- Transitioned to Southern Software for Computer Aided Dispatch, Records Management, and Mobile Computer Aided Dispatch
- Updated the City's noise ordinance and implemented the City's shopping cart, and golf cart ordinances
- Installed Voice Over-IP (VOIP) telephone system

## FY18 INITIATIVES

- Reduce crime and fear of crime:
  - Elevate law enforcement presence in neighborhoods and business areas through focused investigations and collaboration with residents and business owners
  - Expand use of analytical and investigative techniques to identify and arrest crime perpetrators
  - Elevate the Department's crime analysis and mapping capabilities to better predict potential crime problems and allocate resources more efficiently
  - Expand the Police Auxiliary/Reserve Officer Program to increase law enforcement presence
- Strengthen officer/citizen relationships within neighborhoods and identify opportunities for improving the quality of life within those areas:
  - Promote citizen and business owner involvement, utilizing a Community Oriented Policing philosophy
  - Continue collaborative efforts between Patrol, Code Enforcement, and the Criminal Investigations Bureau to increase interaction with residents and business owners, focusing on chronic nuisance target areas
  - Expand the use of website and social media platforms to share crime information, accomplishments, and provide crime prevention tips
- Be fiscally responsible:
  - Continue exploring opportunities for obtaining resources at reduced or minimal costs to the City
  - Aggressively pursue grant opportunities
- Continue expanding the Department's capabilities and productivity through technology and training



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Police Chief	1	1	1
Deputy Police Chief	1	1	0
Senior Administrative Assistant	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>



## POLICE SUPERVISION

001061					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41111	Dept Head Salaries	82,539	86,930	83,673	84,600	87,240
41112	Division Head Salaries	65,558	83,171	80,240	76,200	-
41210	Regular Exempt Salaries	36,250	40,188	38,683	39,100	39,730
41311	Part-Time Wages	15,772	-	2,734	-	-
41411	Overtime Wages	-	-	49	-	-
41511	Employee Incentives	200	150	200	150	100
41516	Health Insurance Waiver Stipend	1,800	1,800	-	-	-
41521	Police Incentive Pay	2,154	2,200	2,280	2,280	-
41523	Cleaning Allowance	1,000	1,000	1,000	1,000	500
41531	Education Reimbursement	-	-	-	-	1,560
42111	Social Security Matching	15,437	16,148	15,776	15,560	9,760
42211	Florida Retirement System	3,816	2,891	2,980	2,940	5,220
42212	Police Pension Fund	18,884	10,126	10,126	-	-
42214	Defined Contribution Plan	27,645	22,163	21,251	24,300	24,580
42311	Health Insurance	10,886	14,118	14,118	22,370	7,920
42312	Life Insurance	58	60	60	100	110
42313	Accidental Death & Disab Insurance	7	7	7	50	50
42424	Workers Comp - Policeman/Chief (7720)	5,430	5,856	6,000	6,000	2,300
42426	Workers Comp - Clerical (8810)	91	106	150	150	100
42427	Workers Comp - Building (NOC) (9015)	604	7	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 288,130</b>	<b>\$ 286,921</b>	<b>\$ 279,327</b>	<b>\$ 274,800</b>	<b>\$ 179,170</b>
43131	Employee Physicals	4,717	4,354	4,120	4,503	4,500
43412	Pest Control Services	1,947	-	-	-	-
43433	Lawn Maintenance	3,660	-	-	-	-
43499	Contractual Services - Misc	23,952	32,746	26,220	24,000	28,000
44011	Travel & Training	863	7,364	2,551	3,750	1,500
44121	Telephone - Local	43,625	50,039	52,754	40,000	40,000
44134	Data Lines	7,613	4,456	4,585	-	4,600
44211	Postage	511	397	301	400	400
44311	Electric - City Facilities	32,938	33,390	36,339	31,000	31,000
44331	Trash Removal	1,575	-	-	-	-
44351	Water & Sewer - City	4,988	5,005	3,700	5,000	5,000
44373	Street Light Fee	-	342	328	560	330
44381	Stormwater Assessment	-	96	876	880	880
44481	Lease - Copier	2,528	4,905	4,450	3,900	3,900
44534	Police-Fire AD & D Insurance	-	-	-	4,000	2,300
44611	Maintenance & Repairs - Bldg & Grounds	27,303	3,706	5,931	2,000	2,000
44631	Maintenance & Repairs - Central Garage	-	3,600	1,500	1,500	1,200
44972	351 - Police Training	6,313	11,622	7,309	15,000	8,000
45111	Office Supplies - General	5,139	4,838	3,167	3,000	3,000
45211	Fuel	6,202	9,131	9,166	6,500	6,500
45225	Software License Support	14,265	3,260	-	-	11,260
45231	Clothing & Apparel	3,072	2,396	269	1,000	1,000
45251	Janitorial Supplies	4,240	573	2,500	1,016	1,000
45289	Automotive Parts	1,898	4,976	9,047	1,500	1,500
45411	Dues & Memberships	309	1,043	860	1,000	1,000
<b>TOTAL OPERATING</b>		<b>\$ 197,658</b>	<b>\$ 188,239</b>	<b>\$ 175,973</b>	<b>\$ 150,509</b>	<b>\$ 158,870</b>

## POLICE SUPERVISION

001061						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET		
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	AMOUNT	
						FY17-18	
46299	Building Improvements	78,344	-	-	-	-	
46399	Improvements Other Than Bldg - Misc	-	14,825	-	-	-	
46414	Automobiles	28,130	-	-	-	-	
46417	Communications Equipment	3,406	37,641	579	-	-	
46418	Software	-	-	-	-	13,800	
46431	Special Purpose Equipment	33,543	17,452	-	-	80,000	
<b>TOTAL CAPITAL</b>		<b>\$ 143,422</b>	<b>\$ 69,918</b>	<b>\$ 579</b>	<b>\$ -</b>	<b>\$ 93,800</b>	

**TOTAL EXPENDITURES**    \$ 629,211    \$ 545,078    \$ 455,879    \$ 425,309    \$ 431,840

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM POLICE SUPERVISION

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46418	<i>Software</i>					
	LexisNexis Crime Mapping Software	13,800	-	-	-	-
	<b>TOTAL</b>	<b>13,800</b>	-	-	-	-
46431	<i>Special Purpose Equipment</i>					
	Generator & Shade Structure Replacement	80,000	-	-	-	-
	<b>TOTAL</b>	<b>80,000</b>	-	-	-	-

**DIVISION TOTAL**    \$ 93,800    \$ -    \$ -    \$ -    \$ -

# NEW PORT RICHEY

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# POLICE – SUPPORT SERVICES

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be responsive to the needs of our community and deliver quality police services that provide the highest quality of life to our residents, businesses, and guests; to strengthen partnerships with local, state, and federal agencies to expand the department's law enforcement service capabilities; and to establish new partnerships within our residential and business communities.

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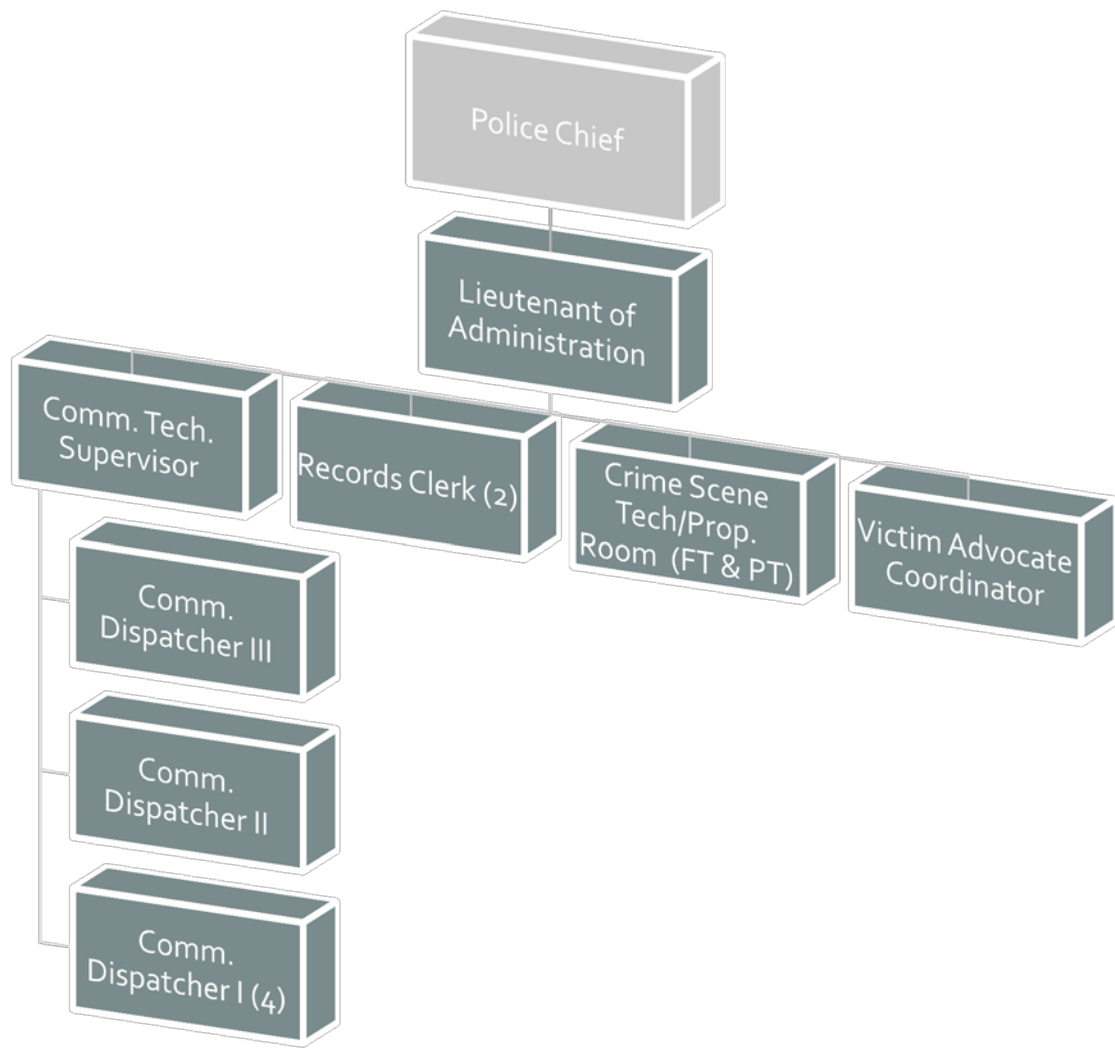
The New Port Richey Police Department focuses on the safety of residents, visitors, and businesses. Officers protect the citizens of New Port Richey, even at risk to their own lives.

## ACCOMPLISHMENTS OF FY17

- Replaced 2 dispatch consoles with P-25 compliant equipment
- Upgraded receptacles and grounding in the Community Center to accommodate and protect new dispatch
- Upgraded radio recording device for immediate transmission retrieval at the dispatch consoles
- Pasco County upgraded the 911 system countywide
- Installed fencing in property/evidence room section for additional security
- Crime Scene Technicians received specialized training in photography, blood stain analysis, laser mapping, and property room management

## FY18 INITIATIVES

- Property and Evidence (P&E) Unit:
  - Install security cameras to cover the property room area
  - P&E Technicians will continue converting manual property and evidence data into electronic formats for easier retrieval
- Records Section:
  - Staff members will receive additional training to expand their skills to provide crime analysis and “predictive policing” support to other areas of the Department
- Victim Advocate:
  - In addition to victim support responsibilities, the Victim Advocate will assist with expanding the Department's use of electronic media to share information with the public



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Lieutenant of Administration	1	1	1
Communication Technology Supervisor	1	1	1
Records Clerk	2	2	2
Crime Scene Technician/Property Room	1.73	1.73	1.73
Victim Advocate Coordinator	1	1	1
Communications Dispatcher III	0	0	3
Communications Dispatcher II	2	2	1
Communications Dispatcher I	6	7.46	4
<b>Total</b>	<b>14.73</b>	<b>16.19</b>	<b>14.73</b>

## POLICE SUPPORT SERVICES

001062		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41112	Division Head Salaries	43,494	74,974	72,165	73,020	74,130
41299	Regular Full-Time Wages	415,940	455,427	439,204	477,960	500,950
41311	Part-Time Wages	20,336	31,918	30,278	43,040	24,300
41411	Overtime Wages	69,024	54,922	53,706	40,000	60,000
41511	Employee Incentives	600	700	700	800	750
41516	Health Insurance Waiver Stipend	7,500	8,100	8,100	-	-
41521	Police Incentive Pay	450	560	560	1,080	840
41522	Education Incentive Pay	600	1,200	1,200	-	600
41523	Cleaning Allowance	3,688	4,998	4,998	5,000	5,000
41524	Clothing Allowance	104	-	-	-	-
41527	Standby Time	3,683	2,210	2,210	3,120	3,120
41528	Off-Duty Pay	1,400	473	473	3,500	3,500
41529	Meal Allowance	30	-	-	1,000	-
42111	Social Security Matching	41,632	46,636	44,961	49,610	47,420
42211	Florida Retirement System	37,002	40,183	38,748	42,600	44,950
42212	Police Pension Fund	14,576	32,751	31,568	31,180	24,170
42311	Health Insurance	51,943	77,534	80,000	80,410	79,120
42312	Life Insurance	238	279	700	700	810
42313	Accidental Death & Disab Insurance	28	33	179	280	330
42424	Workers Comp - Policemen/Chief (7720)	4,722	7,754	5,680	5,680	2,950
42426	Workers Comp - Clerical (8810)	1,156	1,234	1,080	1,080	1,280
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 718,148</b>	<b>\$841,886</b>	<b>\$ 816,510</b>	<b>\$ 860,060</b>	<b>\$ 874,220</b>
44011	Travel & Training	3,703	7,321	4,832	4,000	3,000
44211	Postage	245	227	309	200	200
44621	Maintenance & Repairs - Equipment	-	1,675	2,000	2,000	2,000
44631	Maintenance & Repairs - Central Garage	-	1,830	1,070	1,500	1,500
44799	Printing & Binding - Misc	100	1,245	180	1,000	1,000
45111	Office Supplies - General	4,496	3,213	3,000	3,000	3,000
45211	Fuel	4,366	4,444	4,549	3,000	3,000
45231	Clothing & Apparel	4,102	2,954	3,000	2,000	3,000
45241	Licensing & ID Materials	1,767	5,229	12,540	5,000	2,000
45242	Photographic Supplies	86	435	12,540	1,000	1,000
45243	Computer/Operating Supply	27,782	10,759	16,483	11,000	11,000
45289	Automotive Parts	12,385	716	1,394	3,500	3,500
45299	Operating Supplies - Miscellaneous	11,858	8,169	7,978	5,000	6,000
<b>TOTAL OPERATING</b>		<b>\$ 70,892</b>	<b>\$ 48,217</b>	<b>\$ 69,875</b>	<b>\$ 42,200</b>	<b>\$ 40,200</b>
46414	Automobiles	-	26,959	-	-	-
46418	Software	106,023	-	22,640	22,640	-
46431	Special Purpose Equipment	-	3,681	14,234	14,234	3,000
<b>TOTAL CAPITAL</b>		<b>\$ 106,023</b>	<b>\$ 30,640</b>	<b>\$ 36,874</b>	<b>\$ 36,874</b>	<b>\$ 3,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 895,063</b>	<b>\$ 920,743</b>	<b>\$ 923,259</b>	<b>\$ 939,134</b>	<b>\$ 917,420</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM POLICE SUPPORT SERVICES

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46431	<i>Special Purpose Equipment</i> Security Camera System	3,000	-	-	-	-
<b>TOTAL</b>		<b>3,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**DIVISION TOTAL**    \$ 3,000    \$ -    \$ -    \$ -    \$ -



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# POLICE – COMMUNITY SERVICES

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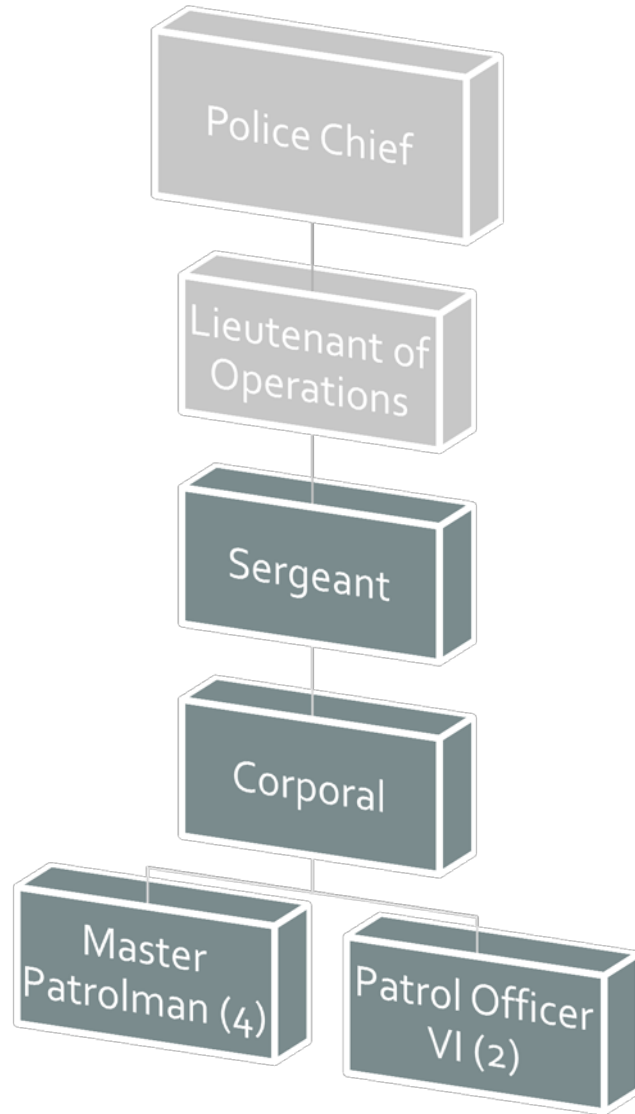
The New Port Richey Police Department focuses on the safety of residents, visitors, and businesses. Officers protect the citizens of New Port Richey, even at risk to their own lives. These men and women are some of the most dedicated and loyal public servants in this great nation and have vowed to serve with Courage, Pride and Commitment.

## ACCOMPLISHMENTS OF FY17

- From 10/1/16 to 6/1/17, detectives made 52 arrests from numerous cases, with an additional 6 exceptional clearance cases
- Participated in the Financial Investment Strike Team (FIST), Multi-agency Task Force (MAGTF), Organized Drug Enforcement Task Force (OCDETF), Federal Drug Enforcement Task Force (DEA), Central Florida Internet Crimes Against Children Task Force (ICAC), Child Abduction Response Team (CART), and the Alcohol and Substance Abuse Prevention (ASAP) Prescription Drug Drop-off Program
- Participated in multi-agency warrant sweeps

## FY18 INITIATIVES

- Continue collaboration with other agencies to address mutual crime issues
- Continue investigators' specialized training to increase their investigative skills



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Sergeant	1	1	1
Corporal	1	1	1
Master Patrolman Officer II	0	1	4
Master Patrolman Officer I	0	1	0
Patrol Officer VI	2	2	2
Patrol Officer V	1	0	0
Patrol Officer IV	3	2	0
Patrol Officer I	3	1	0
<b>Total</b>	<b>11</b>	<b>9</b>	<b>9</b>

## POLICE COMMUNITY SERVICES

001063		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41299	Regular Full-Time Wages	446,771	540,561	520,622	415,370	467,650
41411	Overtime Wages	64,244	75,333	72,034	50,000	50,000
41511	Employee Incentives	450	500	500	400	400
41516	Health Insurance Waiver Stipend	1,650	4,800	-	-	-
41521	Police Incentive Pay	4,510	4,455	4,215	4,080	5,040
41522	Education Incentive Pay	-	-	400	400	-
41523	Cleaning Allowance	4,750	5,000	4,000	4,000	4,000
41524	Clothing Allowance	1,229	3,500	2,500	2,500	2,500
41526	Court Time	2,454	713	712	5,000	5,000
41527	Standby Time	3,163	7,280	4,326	5,200	5,200
41528	Off-Duty Pay	16,390	60,125	58,130	40,000	40,000
41529	Meal Allowance	-	120	450	1,000	-
42111	Social Security Matching	41,038	51,761	49,831	40,350	44,360
42212	Police Pension Fund	234,240	250,500	240,911	202,650	149,170
42311	Health Insurance	43,731	76,708	54,378	59,600	55,390
42312	Life Insurance	162	210	267	400	440
42313	Accidental Death & Disab Insurance	19	25	98	160	180
42424	Workers Comp - Policemen/Chief (7720)	23,410	23,636	18,775	17,910	15,190
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 888,210</b>	<b>\$ 1,105,227</b>	<b>\$ 1,032,149</b>	<b>\$ 849,020</b>	<b>\$ 844,520</b>
43499	Contractual Services - Misc	-	600	-	600	-
44011	Travel & Training	11,036	12,154	5,000	5,000	4,000
44211	Postage	1	117	200	200	200
44463	Lease - Automobile	6,348	6,221	5,182	6,000	-
44621	Maintenance & Repairs - Equipment	264	460	800	800	800
44622	Maintenance & Repairs - Office Equipmen	-	-	85	-	100
44631	Maintenance & Repairs - Central Garage	-	5,490	3,467	3,500	3,500
44799	Printing & Binding - Misc	-	220	220	300	300
45111	Office Supplies - General	1,149	1,741	563	1,500	1,500
45211	Fuel	31,214	27,580	19,402	10,000	10,000
45231	Clothing & Apparel	5,060	5,139	3,000	3,000	3,000
45289	Automotive Parts	12,352	7,876	9,704	10,000	10,000
45299	Operating Supplies - Miscellaneous	4,524	4,121	1,313	3,000	3,000
<b>TOTAL OPERATING</b>		<b>\$ 71,949</b>	<b>\$ 71,719</b>	<b>\$ 48,936</b>	<b>\$ 43,900</b>	<b>\$ 36,400</b>
46413	Data Processing Equipment	-	2,000	-	-	-
46414	Automobiles	53,211	25,822	-	-	-
46417	Communications Equipment	3,406	3,952	69,225	70,000	-
46431	Special Purpose Equipment	-	6,901	-	-	-
<b>TOTAL CAPITAL</b>		<b>\$ 56,616</b>	<b>\$ 38,675</b>	<b>\$ 69,225</b>	<b>\$ 70,000</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,016,775</b>	<b>\$ 1,215,621</b>	<b>\$ 1,150,310</b>	<b>\$ 962,920</b>	<b>\$ 880,920</b>

# NEW PORT RICHEY

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# POLICE – PATROL

## IT IS THE MISSION OF POLICE - PATROL TO

be responsive to the needs of our community and deliver quality police services that provide the highest quality of life to our residents, businesses, and guests; to strengthen partnerships with local, state, and federal agencies to expand the department's law enforcement service capabilities; and to establish new partnerships within our residential and business communities.

## DESCRIPTION

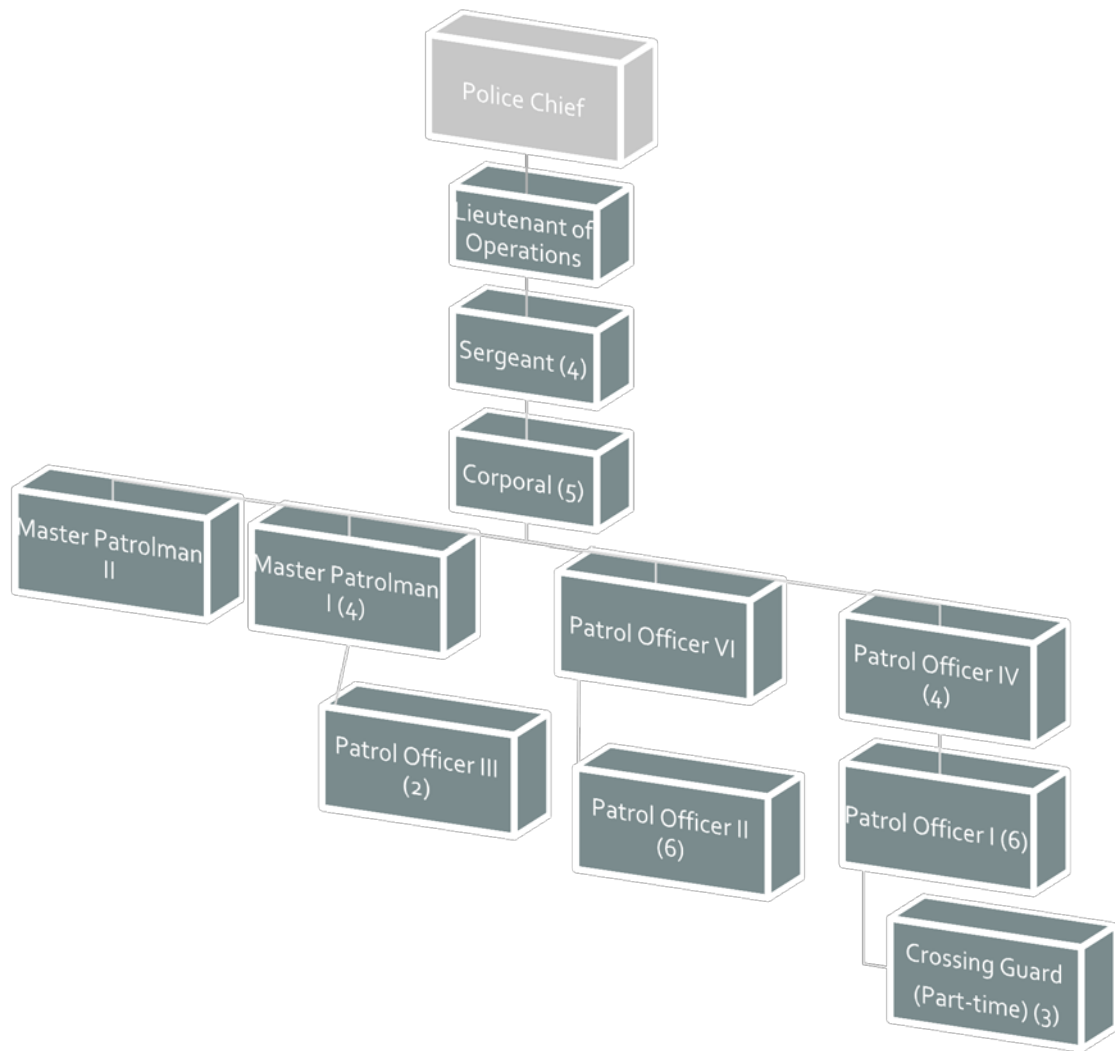
The New Port Richey Police Department focuses on the safety of residents, visitors, and businesses. Officers protect the citizens of New Port Richey, even at risk to their own lives. These men and women are some of the most dedicated and loyal public servants in this great nation and have vowed to serve with Courage, Pride and Commitment.

## ACCOMPLISHMENTS OF FY17

- Utilized equitable sharing monies and forfeiture monies to acquire 10 additional Mobile Mapping Display System licenses and purchased NetMotion software and licenses
- Increased patrol visibility around City Hall, Sims Park, and downtown area
- Purchased 3 portable Rapid ID fingerprint readers for immediate identification of persons
- Purchased simunition guns and protective gear for realistic training for officers
- Sent 2 Patrol Officers to Traffic Homicide Investigators training for specialized certification
- Submitted grant applications to Florida Department of Transportation to increase traffic crash prevention efforts
- From 10/1/16 – 6/1/17, detectives in the Street Crimes Unit conducted multiple prostitution and drug related operations resulting in 54 arrests

## FY18 INITIATIVES

- Apply Crime Prevention Through Environmental Design principles in neighborhoods and business areas
- Increase anti-prostitution efforts through signage, social media, and public service announcements
- Increase proactive patrols of downtown and in parks, utilizing GEM, Polaris, T-3s, bicycles and foot patrol
- Continue utilizing detectives and community oriented policing officers to maintain the Department's focus on prostitution and illegal drug issues throughout the City
- Continue specialized assignments and strike teams on "hot spots" as schedules and workloads permit
- Continue initiatives in school safety zones utilizing speed trailers and traffic officers to address speeding and passing school bus violations
- Continue advanced and specialized training to newly hired patrol officers to include:
  - Driving under the influence and aggressive driving
  - Interviews and interrogations
  - Field sobriety testing
  - Laser and radar certification
- Collaborate with provider agencies to reduce homeless population issues



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Lieutenant of Operations	1	1	1
Sergeant	3	3	4
Corporal	3	4	5
Master Patrolman II	2	1	1
Master Patrolman I	1	0	4
Patrol Officer VI	0	0	1
Patrol Officer V	1	0	0
Patrol Officer IV	1	2	4
Patrol Officer III	0	0	2
Patrol Officer II	2	2	6
Patrol Officer I	14	19	6
Patrol Officer – Probationary	0	2	0
Crossing Guard	.69	.68	.68
<b>Total</b>	<b>28.69</b>	<b>34.68</b>	<b>34.68</b>

## POLICE PATROL

001064					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41112	Division Head Salaries	72,577	74,974	72,165	73,030	74,130
41299	Regular Full-Time Wages	1,385,265	1,377,806	1,332,109	1,566,320	1,783,720
41311	Part-Time Wages	29,695	23,373	25,549	21,980	30,170
41411	Overtime Wages	194,361	209,872	203,440	140,000	156,000
41511	Employee Incentives	1,500	1,650	1,700	1,850	1,900
41516	Health Insurance Waiver Stipend	14,250	10,200	10,200	-	-
41521	Police Incentive Pay	16,916	15,465	15,465	17,040	19,800
41523	Cleaning Allowance	12,990	13,842	13,842	16,500	17,000
41524	Clothing Allowance	104	531	531	-	-
41526	Court Time	22,397	21,937	21,061	30,000	25,000
41527	Standby Time	823	1,105	1,105	-	8,320
41528	Off-Duty Pay	95,354	140,448	134,953	160,000	160,000
41529	Meal Allowance	90	150	150	-	-
42111	Social Security Matching	137,365	141,106	136,587	161,850	173,350
42211	Florida Retirement System	2,275	1,817	1,869	1,620	2,360
42212	Police Pension Fund	679,925	698,690	672,879	754,160	547,460
42216	Police Pension State Funds	195,041	197,463	224,640	224,640	197,460
42311	Health Insurance	132,730	162,803	186,544	205,540	204,790
42312	Life Insurance	530	564	864	1,000	1,840
42313	Accidental Death & Disab Insurance	62	66	246	660	840
42424	Workers Comp - Policemen/Chief (7720)	60,057	63,254	71,259	74,520	59,370
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 3,054,306</b>	<b>\$ 3,157,116</b>	<b>\$ 3,127,158</b>	<b>\$ 3,450,710</b>	<b>\$ 3,463,510</b>
43472	Car Wash Services	998	1,497	1,996	1,497	1,000
44011	Travel & Training	10,239	11,750	11,750	11,000	7,000
44211	Postage	21	76	779	500	500
44464	Lease - Automobile	-	-	-	-	6,000
44621	Maintenance & Repairs - Equipment	11,895	11,579	17,997	13,000	13,000
44631	Maintenance & Repairs - Central Garage	170	47,648	5,780	6,257	8,000
44799	Printing & Binding - Misc	1,069	1,369	2,480	2,000	2,000
44975	K-9 Unit	28,461	5,665	5,882	8,000	6,000
45111	Office Supplies - General	2,902	4,054	2,083	4,000	4,000
45141	Small Tools & Implements	39,952	35,018	19,084	28,000	51,760
45211	Fuel	127,915	126,571	118,504	90,000	90,000
45231	Clothing & Apparel	53,473	41,792	29,334	25,000	20,000
45243	Computer/Operating Supply	9,713	6,476	15,537	9,743	4,000
45244	Ammunition	5,952	14,424	10,851	10,000	-
45247	First Aid Supplies	160	464	-	200	200
45289	Automotive Parts	103,335	60,700	66,346	50,000	50,000
45299	Operating Supplies - Misc	11,794	10,552	9,755	8,000	8,000
<b>TOTAL OPERATING</b>		<b>\$ 408,050</b>	<b>\$ 379,635</b>	<b>\$ 318,158</b>	<b>\$ 267,197</b>	<b>\$ 271,460</b>
46413	Data Processing Equipment	-	-	-	-	10,000
46414	Automobiles	99,104	122,411	-	-	239,260
46417	Communications Equipment	19,307	4,871	-	-	-
46418	Software	67,837	-	-	-	-
46431	Special Purpose Equipment	50,839	47,992	-	-	31,240
<b>TOTAL CAPITAL</b>		<b>\$ 237,087</b>	<b>\$ 175,274</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 280,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 3,699,443</b>	<b>\$ 3,712,025</b>	<b>\$ 3,445,316</b>	<b>\$ 3,717,907</b>	<b>\$ 4,015,470</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM POLICE PATROL

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46413	<i>Data Processing Equipment</i>					
	Laptop (6)	7,000	-	-	-	-
	Desktop Computers (2)	3,000				
	<b>TOTAL</b>	<b>10,000</b>	-	-	-	-
46414	<i>Automobiles</i>					
	Ford Interceptor SUV (6)	239,260	-	-	-	-
	<b>TOTAL</b>	<b>239,260</b>	-	-	-	-
46431	<i>Special Purpose Equipment</i>					
	Ballistic Helmets and Active Shooter Kits	31,240	-	-	-	-
	Emergency Generator	-	100,000	-	-	-
	<b>TOTAL</b>	<b>31,240</b>	<b>100,000</b>	-	-	-

**DIVISION TOTAL**    **\$ 280,500**    **\$ 100,000**    **\$ -**    **\$ -**    **\$ -**



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# POLICE – CODE ENFORCEMENT

## IT IS THE MISSION OF POLICE – CODE ENFORCEMENT TO

be responsive to the needs of our community and deliver quality police services that provide the highest quality of life to our residents, businesses, and guests; to strengthen partnerships with local, state, and federal agencies to expand the department's law enforcement service capabilities; and to establish new partnerships within our residential and business communities.

## DESCRIPTION

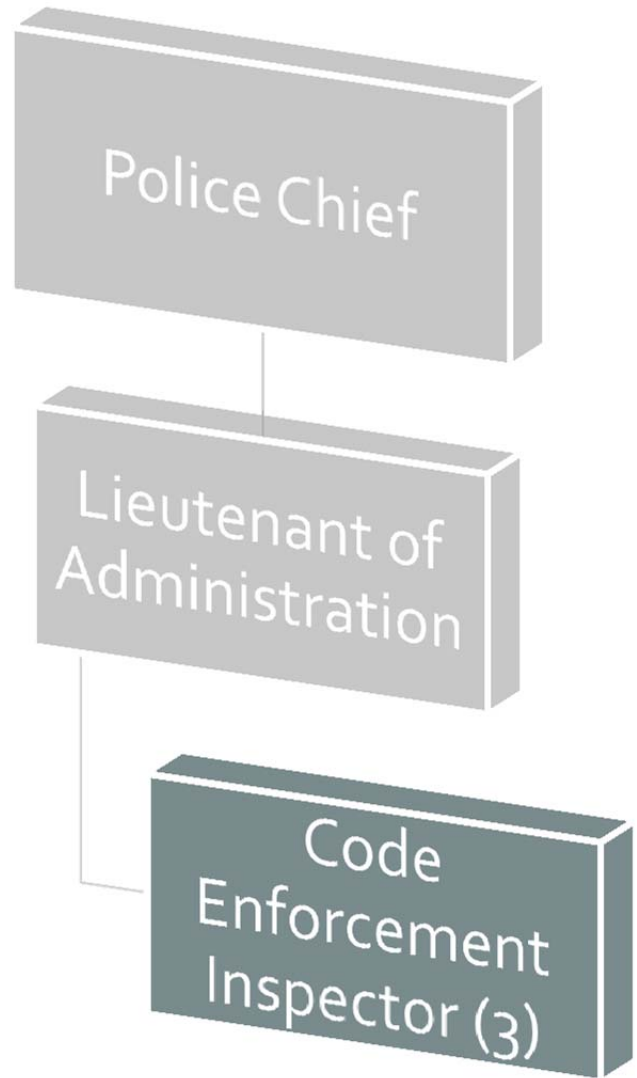
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## ACCOMPLISHMENTS OF FY17

- 1 Code Enforcement Officer is scheduled to obtain Florida Association of Code Enforcement (FACE) certification
- Worked with Pasco County Code Enforcement and the Pasco Sheriff's Office, in a joint task force, addressing certain slum and blight issues
- Participated in city-wide clean up with the Public Works Department
- Actively enforced City Shopping Cart ordinance

## FY18 INITIATIVES

- Continue working closely with all city departments on code violation matters
- Continue partnering with community oriented policing officers to focus on enforcement of the City's nuisance ordinance



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Code Enforcement Inspector	3	3	3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

## POLICE CODE ENFORCEMENT

001065					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41299	Regular Full-Time Wages	62,673	120,245	115,692	117,580	120,080
41411	Overtime Wages	1,381	5,310	5,186	3,000	4,000
41511	Employee Incentives	50	150	150	150	150
41523	Cleaning Allowance	1,000	1,500	1,500	1,500	1,500
42111	Social Security Matching	4,762	9,509	9,151	9,350	9,770
42211	Florida Retirement System	4,636	7,961	7,654	9,320	8,590
42311	Health Insurance	7,951	16,930	18,765	22,370	23,740
42312	Life Insurance	31	61	123	150	170
42313	Accidental Death & Disab Insurance	4	7	12	60	70
42436	Workers Comp - Inspection of Risks (8720)	1,858	3,034	1,975	2,460	1,700
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 84,346</b>	<b>\$ 164,707</b>	<b>\$ 160,208</b>	<b>\$ 165,940</b>	<b>\$ 169,770</b>
43431	Animal Control Services	84,625	84,937	92,116	84,940	98,440
43439	Lot Mowing/Clearing	4,260	3,050	1,825	4,000	2,500
43499	Contractual Services - Misc	-	-	-	3,500	-
44011	Travel & Training	905	753	1,650	1,650	1,500
44211	Postage	7,594	15,649	10,401	7,700	7,000
44621	Maintenance & Repairs - Equipment	-	-	600	600	600
44623	Maintenance & Repairs - Copiers	3	2	-	-	-
44631	Maintenance & Repairs - Central Garage	-	630	1,500	1,500	1,500
44671	Impound Lot Maintenance	18,708	-	-	-	-
44799	Printing & Binding - Misc	1,677	792	1,747	1,500	1,500
45111	Office Supplies - General	1,698	1,527	827	2,300	2,000
45211	Fuel	2,341	4,043	5,000	4,000	4,000
45231	Clothing & Apparel	408	453	516	500	500
45242	Photographic Supplies	216	276	-	500	500
45243	Computer/Operating Supply	5,086	5,693	4,693	3,000	3,000
45289	Automotive Parts	3,116	997	1,864	760	760
45299	Operating Supplies - Miscellaneous	128	631	68	500	500
45411	Dues & Memberships	220	175	-	-	-
<b>TOTAL OPERATING</b>		<b>\$ 130,985</b>	<b>\$ 119,608</b>	<b>\$ 122,807</b>	<b>\$ 116,950</b>	<b>\$ 124,300</b>
46415	Trucks & Trailers	19,887	19,409	-	-	-
46417	Communications Equipment	3,406	-	-	-	-
46431	Special Purpose Equipment	-	1,927	-	-	7,500
<b>TOTAL CAPITAL</b>		<b>\$ 23,293</b>	<b>\$ 21,336</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 238,624</b>	<b>\$ 305,651</b>	<b>\$ 283,015</b>	<b>\$ 282,890</b>	<b>\$ 301,570</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM POLICE CODE ENFORCEMENT

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46431	<i>Special Purpose Equipment</i> Lift Gates for Vehicles (3)	7,500	-	-	-	-
<b>TOTAL</b>		<b>7,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

DIVISION TOTAL    \$    7,500    \$    -    \$    -    \$    -    \$    -

## POLICE CODE ENFORCEMENT - GRANT FUNDED

001066		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41299	Regular Full-Time Wages	28,132	-	-	-	-
41411	Overtime Wages	1,602	-	-	-	-
41511	Employee Incentives	50	-	-	-	-
41516	Health Insurance Waiver Stipend	246	-	-	-	-
41523	Cleaning Allowance	125	-	-	-	-
42111	Social Security Matching	2,286	-	-	-	-
42211	Florida Retirement System	1,915	-	-	-	-
42311	Health Insurance	2,982	-	-	-	-
42312	Life Insurance	13	-	-	-	-
42313	Accidental Death & Disab Insurance	2	-	-	-	-
42436	Workers Comp - Inspection of Risks (8720)	935	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 38,288</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
43499	Contractual Services - Misc	675	-	-	-	-
44211	Postage	2,781	-	-	-	-
45111	Office Supplies - General	175	-	-	-	-
45211	Fuel	499	-	-	-	-
45231	Clothing & Apparel	578	-	-	-	-
45243	Computer/Operating Supply	464	-	-	-	-
45289	Automotive Parts	1,255	-	-	-	-
45299	Operating Supplies - Misc	80	-	-	-	-
45411	Dues & Memberships	65	-	-	-	-
<b>TOTAL OPERATING</b>		<b>\$ 6,572</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 44,860</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# NEW PORT RICHEY

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# POLICE – SPECIAL TRAFFIC ENFORCEMENT

## IT IS THE MISSION OF POLICE – SPECIAL TRAFFIC ENFORCEMENT TO

be responsive to the needs of our community and deliver quality police services that provide the highest quality of life to our residents, businesses, and guests; to strengthen partnerships with local, state, and federal agencies to expand the department's law enforcement service capabilities; and to establish new partnerships within our residential and business communities.

## DESCRIPTION

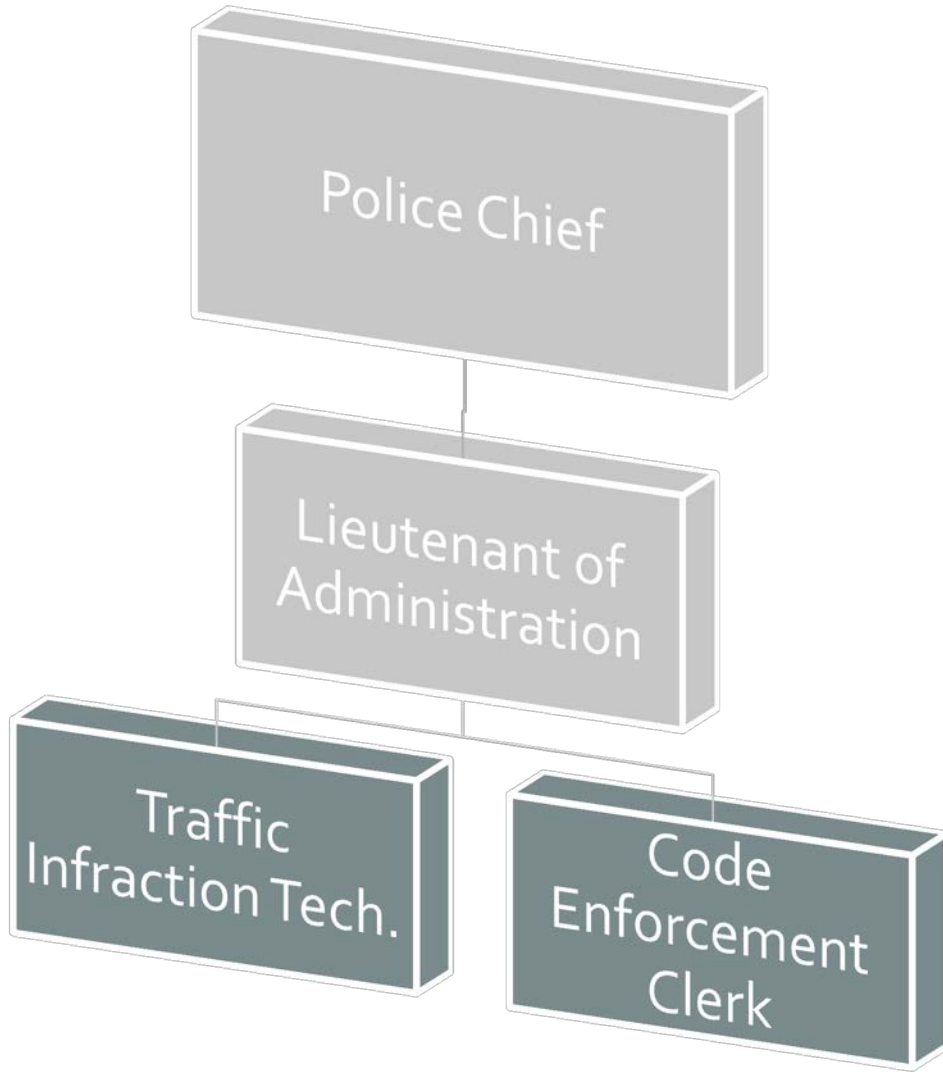
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## ACCOMPLISHMENTS OF FY17

- From 10/1/16 to 5/31/17:
  - 12,286 Red Light Camera videos were reviewed, with 8,434 Notice of Violations issued
  - 311 vehicles were impounded
  - 402 individuals were fingerprinted
  - 37 golf carts were inspected and registered

## FY18 INITIATIVES

- Maintain the City's Red Light Camera Program, vehicle impound lot, fingerprinting, and golf cart inspection and registration responsibilities, as directed



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Code Enforcement Clerk	1	1	1
Traffic Infraction Technician	1.18	1	1
<b>Total</b>	<b>2.18</b>	<b>2</b>	<b>2</b>



## POLICE SPECIAL TRAFFIC ENFORCEMENT

001067		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41299	Regular Full-Time Wages	28,528	31,147	29,958	56,740	41,920
41311	Part-Time Wages	24,126	28,218	23,699	-	7,840
41411	Overtime Wages	6,853	1,185	1,148	1,030	950
41511	Employee Incentives	100	150	100	100	100
42111	Social Security Matching	4,425	4,512	4,069	4,420	4,490
42211	Florida Retirement System	3,390	3,671	3,381	4,350	4,580
42311	Health Insurance	3,824	5,021	11,568	14,910	11,870
42312	Life Insurance	18	20	65	100	80
42313	Accidental Death & Disab Insurance	2	2	64	40	40
42426	Workers Comp - Clerical (8810)	149	169	108	130	120
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 71,620</b>	<b>\$ 74,095</b>	<b>\$ 74,160</b>	<b>\$ 81,820</b>	<b>\$ 71,990</b>
43199	Professional Services - Misc	26,793	24,948	47,663	35,000	25,000
43429	Red Light Camera Fee	483,768	427,118	225,484	225,000	278,300
43481	State Share - Red Light Cameras	653,791	1,073,200	579,220	369,739	733,650
44211	Postage	1,472	243	2	1,880	1,880
44623	Maintenance & Repairs - Copiers	3	-	-	-	-
44799	Printing & Binding - Misc	649	1,497	1,181	1,000	1,000
45111	Office Supplies - General	6,109	2,874	1,300	3,000	3,000
45243	Computer/Operating Supply	1,319	-	233	1,200	1,200
<b>TOTAL OPERATING</b>		<b>\$ 1,173,905</b>	<b>\$ 1,529,880</b>	<b>\$ 855,083</b>	<b>\$ 636,819</b>	<b>\$ 1,044,030</b>
46416	Heavy Equipment	19,887	-	-	-	-
46417	Communications Equipment	3,406	-	-	-	-
<b>TOTAL CAPITAL</b>		<b>\$ 23,293</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**TOTAL EXPENDITURES    \$ 1,268,817    \$ 1,603,975    \$ 929,243    \$ 718,639    \$ 1,116,020**

# NEW PORT RICHEY

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# FIRE & EMERGENCY SERVICE- SUPERVISION

## IT IS THE MISSION OF FIRE & EMERGENCY SERVICE – SUPERVISION TO

protect the lives and property of the citizens and visitors of New Port Richey by providing the highest possible level of service through fire protection, public education, fire suppression, emergency medical services; and mitigate the effects of natural and man-made disasters, consistent with resources provided.

## DESCRIPTION

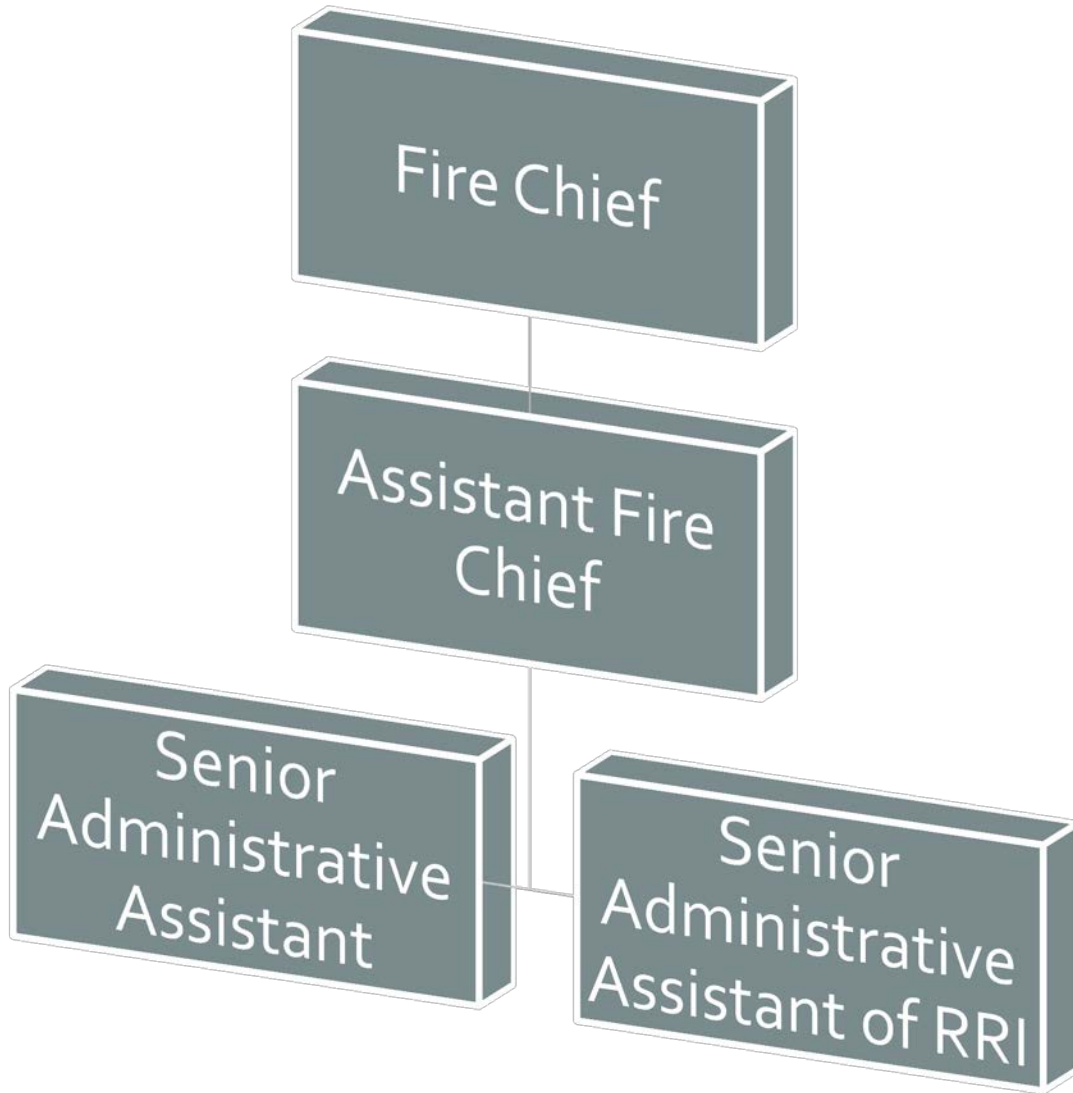
The Fire Department includes 2 stations to respond to emergencies as quickly as possible. In addition to providing fire protection services, the Fire Department responds to many other emergencies, including emergency medical service calls, hazardous materials spills or releases, hazardous traffic and weather conditions, water rescue and recovery, technical rescue and any other natural or man-made emergency. In addition to emergency services, the Fire Department provides a number of nonemergency services to ensure the safety of our community, including inspections all commercial businesses to make sure they meet the fire safety code.

## ACCOMPLISHMENTS OF FY17

- Implemented Zoll software for incident and EMS reporting purposes, along with a new CAD system from Southern Software
- Responded to 4,601 calls for service, completed over 630 monthly commercial inspections, completed 4,810 training hours, 96 plan reviews and hosted 36 Community Education Tours at Station 1
- Completed an ISO (Insurance Services Office) audit, maintaining a 3 rating
- Applied for an Assistance to Firefighters Grant (AFG) for Self-Contained Breathing Apparatus (SCBA) and an Active Shooter Grant through FEMA to protect first responders from coordinated terrorist attacks and active shooter scenarios using ballistic helmets and vests
- Absorbed the Residential Rental Inspection Program
- Completed the recruitment and interview process for the Assistant Chief/Fire Marshall position
- Integrated the District Chief Assessment Center for 2 District Chief positions

## FY18 INITIATIVES

- Secure a site for relocation Fire Station 1
  - Locate and purchase property
- Maintain a successful Residential Rental Inspection Program:
  - Search best practices for gaining compliance
- Boost certification levels for personnel
- Continue to provide the highest level of service to the community:
  - Fire prevention initiatives
  - Community outreach through city events
  - Fire and medical incident responses
  - Continued education of Fire Supervision personnel



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Fire Chief	1	1	1
Asst. Fire Chief	0	1	1
Senior Administrative Assistant	1	1	1
Senior Administrative Assistant for Residential Rental Inspection Program	0	0	1
Administrative Assistant	.73	.73	0
<b>Total</b>	<b>2.73</b>	<b>3.73</b>	<b>4</b>

## FIRE SUPERVISION

001071					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41111	Dept Head Salaries	89,399	76,670	77,190	76,130	77,840
41112	Division Head Salaries	-	-	25,666	66,990	72,390
41299	Regular Full-Time Wages	48,443	33,201	31,933	32,950	66,890
41311	Part-Time Wages	-	3,904	3,196	18,400	-
41511	Employee Incentives	150	100	100	200	200
41516	Health Insurance Waiver Stipend	300	1,800	-	-	-
41522	Education Incentive Pay	350	600	300	600	600
41523	Cleaning Allowance	1,000	750	1,500	1,500	1,500
41525	Paramedic Incentive Pay	1,388	-	1,800	1,800	1,800
41532	Inspector Incentive Pay	926	-	2,400	2,400	2,400
41533	USAR Incentive Pay	238	-	600	600	300
42111	Social Security Matching	10,670	8,527	8,152	16,130	17,000
42211	Florida Retirement System	1,965	2,725	3,255	3,900	5,240
42213	Firefighters Pension Fund	4,960	17,650	16,889	18,870	24,530
42214	Defined Contribution Plan	2,196	-	-	-	-
42311	Health Insurance	14,003	9,530	21,456	22,370	15,830
42312	Life Insurance	54	41	79	150	220
42313	Accidental Death & Disab Insurance	6	5	12	60	90
42423	Workers Comp - Firemen/Chief (7704)	2,994	2,697	7,588	8,650	5,270
42426	Workers Comp - Clerical (8810)	156	142	123	120	160
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 179,198</b>	<b>\$ 158,342</b>	<b>\$ 202,239</b>	<b>\$ 271,820</b>	<b>\$ 292,260</b>
43412	Pest Control Services	1,019	-	-	940	940
43433	Lawn Maintenance	2,759	-	-	500	500
43499	Contractual Services - Misc	5,177	1,750	12,148	12,720	15,000
44011	Travel & Training	968	4,261	3,090	4,000	4,000
44121	Telephone - Local	2,317	1,210	968	3,060	3,060
44122	Telephone - Residential Rental Inspection	-	-	-	-	180
44134	Data Lines	5,194	5,321	7,004	8,500	9,000
44135	Data Lines - Residential Rental Inspection	-	-	36	-	1,000
44211	Postage	160	164	637	700	400
44221	Freight Express Charges	-	-	-	200	200
44311	Electric - City Facilities	11,506	11,758	11,384	10,000	10,000
44331	Trash Removal	1,377	-	-	-	-
44341	Gas - Natural/Propane	457	970	988	1,000	1,000
44351	Water & Sewer - City	3,394	5,230	4,189	3,300	3,300
44373	Street Light Fee	146	66	64	150	150
44381	Stormwater Assessment	458	281	269	470	470
44534	Police-Fire AD & D Insurance	-	-	2,250	2,250	2,250
44611	Maintenance & Repairs - Bldg & Grounds	8,538	296	1,000	2,000	2,000
44621	Maintenance & Repairs - Equipment	-	-	-	50	50
44623	Maintenance & Repairs - Copiers	152	117	90	150	-
44631	Maintenance & Repairs - Central Garage	-	810	-	300	300
44799	Printing & Binding - Misc	249	3,052	1,508	3,200	3,200
45111	Office Supplies - General	2,323	1,223	1,750	1,750	1,750
45211	Fuel	2,444	2,996	3,600	3,600	3,600
45231	Clothing & Apparel	-	1,070	1,000	1,000	1,000
45243	Computer/Operating Supply	146	1,379	1,317	600	1,000
45289	Automotive Parts	1,197	803	1,650	1,650	1,650

## FIRE SUPERVISION

001071						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET		
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	AMOUNT	
		FY17-18					
45411	Dues & Memberships	424	484	500	500	800	
45461	Books & Publications	239	461	423	750	750	
<b>TOTAL OPERATING</b>		<b>\$ 50,644</b>	<b>\$ 43,702</b>	<b>\$ 55,865</b>	<b>\$ 63,340</b>	<b>\$ 67,550</b>	
46299	Building Improvements	37,480	-	-	-	-	
46418	Software	-	11,580	11,363	19,500	7,000	
<b>TOTAL CAPITAL</b>		<b>\$ 37,480</b>	<b>\$ 11,580</b>	<b>\$ 11,363</b>	<b>\$ 19,500</b>	<b>\$ 7,000</b>	

**TOTAL EXPENDITURES**    \$ 267,322    \$ 213,624    \$ 269,467    \$ 354,660    \$ 366,810

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM FIRE SUPERVISION

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46418	Software					
	PrePlan Software	7,000	-	-	-	-
	TOTAL	7,000	-	-	-	-

DIVISION TOTAL    \$    7,000    \$    -    \$    -    \$    -    \$    -

# NEW PORT RICHEY



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# FIRE & EMERGENCY SERVICE- FIREFIGHTING

## IT IS THE MISSION OF FIRE & EMERGENCY SERVICE – FIREFIGHTING TO

protect the lives and property of the citizens and visitors of New Port Richey by providing the highest possible level of service through fire protection, public education, fire suppression, emergency medical services; and mitigate the effects of natural and man-made disasters, consistent with resources provided.

## DESCRIPTION

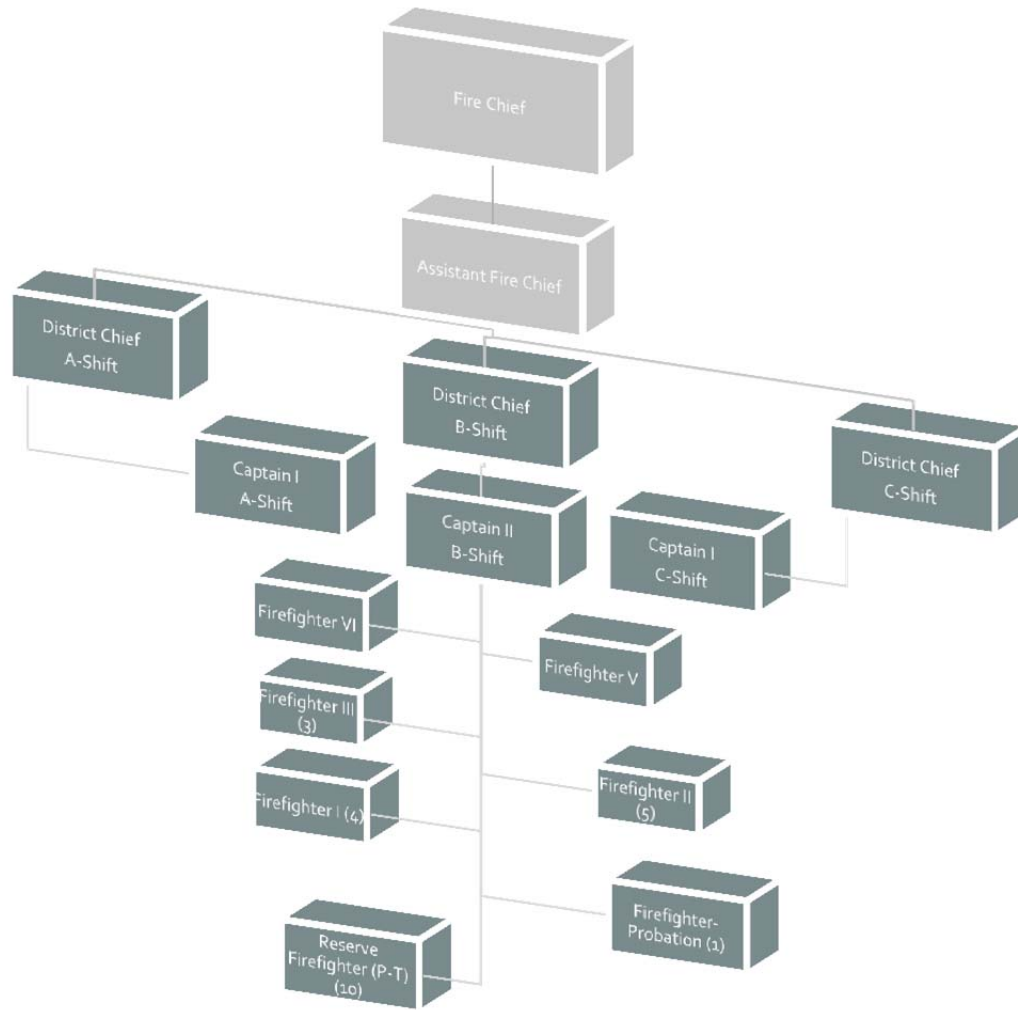
The Fire Department includes 2 stations to respond to emergencies as quickly as possible. In addition to providing fire protection services, the Fire Department responds to many other emergencies, including emergency medical service calls, hazardous materials spills or releases, hazardous traffic and weather conditions, water rescue and recovery, technical rescue and any other natural or man-made emergency. In addition to emergency services, the Fire Department provides a number of nonemergency services to ensure the safety of our community, including inspections for all new buildings, buildings undergoing renovation, and local businesses to make sure they meet the fire safety code.

## ACCOMPLISHMENTS OF FY17

- Responded to 4,601 calls for service, completed over 630 monthly commercial inspections, completed 4,810 training hours, and hosted 36 Community Education Tours at Station 1
- Completed Zoll software training with all personnel, as well as CAD implementation training
- 3 firefighters obtained paramedic certification and licensing
- Completed the recruitment and hiring process for replacing 2 District Chief positions, 3 full-time firefighter positions, and adding 3 part-time firefighter positions

## FY18 INITIATIVES

- Continue to increase personnel certification levels through education:
  - Paramedic Program
  - Firefighter Certification
- Implement live fire training utilizing Pasco County Fire Rescue’s training structure
  - Obtain a lower ISO rating through training of personnel
- Train 2 new District Chief positions in the Department’s Standard Operating Guidelines (SOGs) and the new union contract:
  - Examine existing SOGs
  - Review of the newly negotiated union contract
- Expand the scope of the Zoll reporting software through building inspection and pre-plan elements:
  - Building inspection records management best practices
  - Implement pre-plan software which reflects Fire Department Connections (FDCs) and pertinent information about the location for responding personnel



Authorized Personnel – Full-time Equivalent			
Position/Title compare chart to PY	FY15-16	FY16-17	FY17-18
Assistant Fire Chief	1	0	0
District Chief	3	3	3
Fire Captain	3	3	3
Firefighter VI	0	0	1
Firefighter V	2	1	1
Firefighter IV	1	1	0
Firefighter III	1	1	3
Firefighter II	2	4	5
Firefighter I	4	4	4
Firefighter - Probationary	5	4	1
Reserve Firefighters	2.06	3	3
<b>Total</b>	<b>24.06</b>	<b>24</b>	<b>24</b>

## FIREFIGHTING

001073					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41112	Division Head Salaries	255,404	278,003	267,719	214,020	217,260
41299	Regular Full-Time Wages	845,200	865,727	835,200	930,800	948,760
41314	Part-Time Firefighter Wages	38,416	28,699	26,743	71,000	41,670
41411	Overtime Wages	44,043	45,301	44,155	40,000	30,000
41412	Overtime - Special Events	-	-	-	4,500	4,500
41413	Overtime - Residential Rental Inspection	-	-	15,429	15,429	60,000
41511	Employee Incentives	1,550	1,400	1,400	1,500	1,550
41516	Health Insurance Waiver Stipend	4,950	5,400	5,400	-	-
41522	Education Incentive Pay	2,882	3,720	3,720	5,400	4,320
41523	Cleaning Allowance	10,250	10,750	10,750	10,500	10,500
41525	Paramedic Incentive Pay	26,962	29,625	29,625	32,400	32,400
41530	Coordinator Incentive	2,080	2,040	2,040	3,120	2,040
41532	Inspector Incentive Pay	11,874	10,800	10,800	16,800	10,800
41533	USAR Incentive Pay	2,587	2,875	2,875	2,400	2,700
42211	Social Security Matching	94,588	96,626	93,267	93,290	91,840
42213	Firefighters Pension Fund	137,146	260,432	241,869	230,000	294,280
42217	Fire Pensions - State Funds	-	124,429	124,429	-	125,000
42311	Health Insurance	111,293	129,113	129,113	129,780	102,860
42312	Life Insurance	419	425	425	850	870
42313	Accidental Death & Disab Insurance	49	50	50	340	360
42423	Workers Comp - Firemen/Chief (7704)	46,391	48,548	48,548	66,340	39,870
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$1,636,084</b>	<b>\$1,943,963</b>	<b>\$1,893,557</b>	<b>\$1,868,469</b>	<b>\$2,021,580</b>
43132	Physicals - FF & Reserves	14,200	14,926	13,751	17,000	17,000
43499	Contractual Services - Misc	2,400	-	4,800	2,400	2,400
44011	Travel & Training	1,437	2,597	3,500	5,500	5,500
44141	Pager Services	158	-	-	160	-
44212	Postage - Residential Rental Inspection	-	-	15	2,800	2,800
44611	Maintenance & Repairs - Bldg & Grounds	857	-	-	-	-
44621	Maintenance & Repairs - Equipment	24,022	8,328	8,328	10,000	10,000
44624	USAR - Specialized Technical Equip	-	-	-	4,000	4,000
44626	Maintenance & Repairs - MSA Equipment	-	-	5,500	5,500	5,500
44631	Maintenance & Repairs - Central Garage	-	23,480	140	12,500	12,500
44641	Maintenance & Repairs - EMS First Aid Equip	-	-	5,807	3,700	3,700
44643	Maintenance & Repairs - Fire Hose	-	-	5,000	5,000	5,000
44649	Maintenance & Repairs - Radio Equipment	-	-	3,000	3,000	-
44998	Other Current Charges - Res. Rental Inspectio	-	-	546	1,000	1,000
44999	Other Current Charges - Misc	-	15,912	-	-	-
45111	Office Supplies - General	679	648	418	800	800
45141	Small Tools & Implements	6,255	9,142	5,311	8,000	8,000
45211	Fuel	33,766	32,609	32,788	34,000	39,000
45221	Chemicals	-	-	1,000	150	-
45225	Bunker Gear	-	-	8,101	8,500	7,000
45231	Clothing & Apparel	20,874	18,049	15,486	20,000	20,000
45233	Clothing - Auxillary	271	54	878	900	-
45237	Clothing - Residential Rental Inspection	-	-	3,000	3,000	2,000
45243	Computer/Operating Supply	1,669	1,939	1,465	2,800	3,000
45247	First Aid Supplies	27,377	32,175	21,456	26,500	26,500
45251	Janitorial Supplies	2,686	-	-	-	-
45254	Training Supplies - General	1,125	1,409	-	1,500	1,500
45289	Automotive Parts	65,786	51,682	26,559	40,000	40,000
45295	Community Education	-	1,636	891	2,000	2,000

## FIREFIGHTING

001073						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET		AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17		FY17-18
45299	Operating Supplies - Miscellaneous	7,195	5,136	7,365	11,000		9,000
45411	Dues & Memberships	-	150	100	100		100
45461	Books & Publications	318	1,104	170	1,000		1,000
<b>TOTAL OPERATING</b>		<b>\$ 211,075</b>	<b>\$ 220,976</b>	<b>\$ 175,375</b>	<b>\$ 232,810</b>		<b>\$ 229,300</b>
46431	Special Purpose Equipment	-	-	-	69,750		35,000
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 69,750</b>		<b>\$ 35,000</b>

**TOTAL EXPENDITURES**    \$ 1,847,159    \$ 2,164,939    \$ 2,068,932    \$ 2,171,029    \$ 2,285,880

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM FIREFIGHTING

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46415	<i>Trucks and Trailers</i>					
	Replacement of Ladder 1 Truck	-	-	900,000	-	-
	<b>TOTAL</b>	-	-	<b>900,000</b>	-	-
46431	<i>Special Purpose Equipment</i>					
	Replacement of Medical Defibrillator Monitors	35,000	35,000	35,000	35,000	35,000
	<b>TOTAL</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>

DIVISION TOTAL    \$ 35,000    \$ 35,000    \$ 935,000    \$ 35,000    \$ 35,000

# NEW PORT RICHEY

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# COMPREHENSIVE PLANNING - ECONOMIC DEVELOPMENT

## IT IS THE MISSION OF ECONOMIC DEVELOPMENT TO

nurture an environment that supports the growth and retention of businesses, increases property values, and enhances the quality of life for New Port Richey residents.

## DESCRIPTION

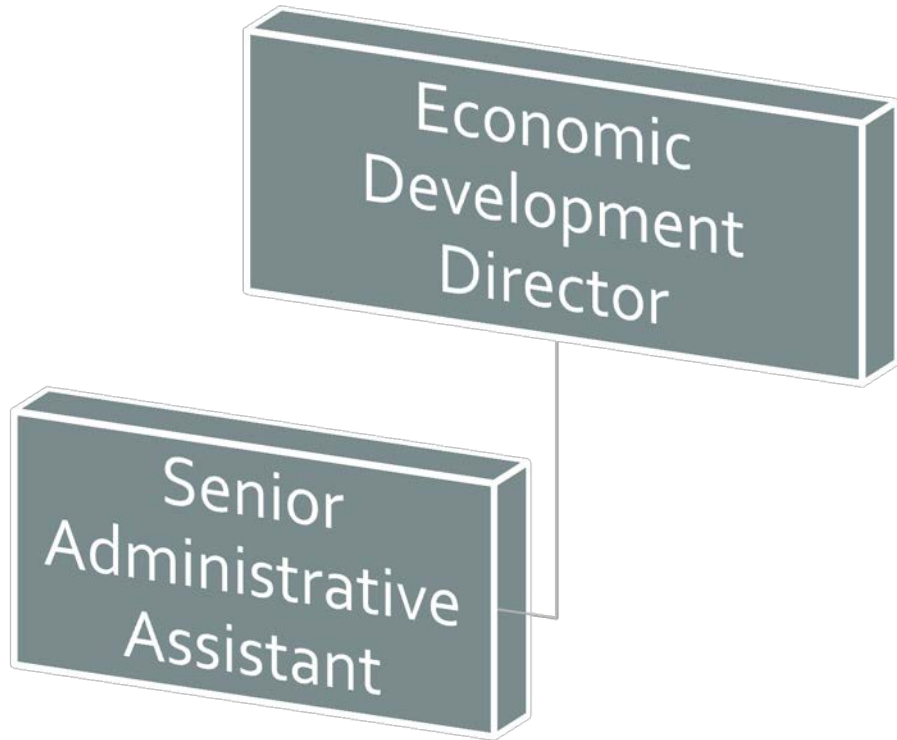
The redevelopment of our community is a central focus of the Economic Development Department. It is the responsibility of the Department to plan, coordinate, and facilitate the City's efforts to attract, retain and grow businesses and jobs.

## ACCOMPLISHMENTS OF FY17

- Continued improvement in solidifying working relationships with community business leaders
- Commercial Real Estate Redevelopment Grant resulted in a \$1.2 million redevelopment of 5800 Main Street, 9,000 sq. ft. of new commercial retail space and to include a community grocery store

## FY18 INITIATIVES

- Identify and develop solutions to stabilize properties with high taxable values
- Pursue relationships with real estate investors and franchisors that seek demand-driven opportunities in Pasco County, specifically, U.S. Hwy 19 and the Marine District
- Develop an Economic Development Committee comprised mostly of private sector stakeholders along Hwy 19
- Increased city representation at business networking events



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Economic Development Director	1	1	1
Senior Administrative Assistant	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>



## ECONOMIC DEVELOPMENT

001080						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET		AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17		FY17-18
41111	Dept Head Salaries	76,421	78,642	80,102	78,000		80,190
41210	Regular Exempt Salaries	15,360	1,248	-	-		-
41299	Regular Full-Time Wages	16,984	27,977	31,500	32,000		34,590
41511	Employee Incentives	100	100	100	100		100
41512	Gas/Car Allowance	3,000	2,750	3,000	3,000		3,000
41516	Health Insurance Waiver Stipend	-	1,350	-	-		-
42111	Social Security Matching	8,147	8,294	8,500	8,600		9,020
42211	Florida Retirement System	18,595	19,069	19,000	19,230		20,690
42311	Health Insurance	15,273	9,964	14,910	14,910		7,920
42312	Life Insurance	41	37	100	100		110
42313	Accidental Death & Disab Insurance	5	3	40	40		50
42426	Workers Comp - Clerical (8810)	292	310	460	460		270
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 154,218</b>	<b>\$ 149,744</b>	<b>\$ 157,712</b>	<b>\$ 156,440</b>		<b>\$ 155,940</b>
44011	Travel & Training	1,633	801	2,000	2,000		2,000
44134	Data Lines	263	254	193	250		250
44623	Maintenance & Repairs - Copiers	-	155	124	-		50
45111	Office Supplies - General	1,209	514	1,500	1,500		1,000
45411	Dues & Memberships	75	-	-	-		-
45461	Books & Publications	-	-	10	500		370
<b>TOTAL OPERATING</b>		<b>\$ 3,180</b>	<b>\$ 1,724</b>	<b>\$ 3,827</b>	<b>\$ 4,250</b>		<b>\$ 3,670</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 157,398</b>	<b>\$ 151,468</b>	<b>\$ 161,539</b>	<b>\$ 160,690</b>		<b>\$ 159,610</b>

# NEW PORT RICHEY

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# DEVELOPMENT

## IT IS THE MISSION OF DEVELOPMENT TO

promote public welfare and safety, improve aesthetics and advance urban design, enhance the business community and preserve neighborhoods.

## DESCRIPTION

The Development Department coordinates the approval processes for building, planning and zoning, and redevelopment activities in the City. The Department ensures that existing properties and newly constructed buildings meet all applicable codes and regulations. It also provides long-range comprehensive planning services and short-range zoning information.

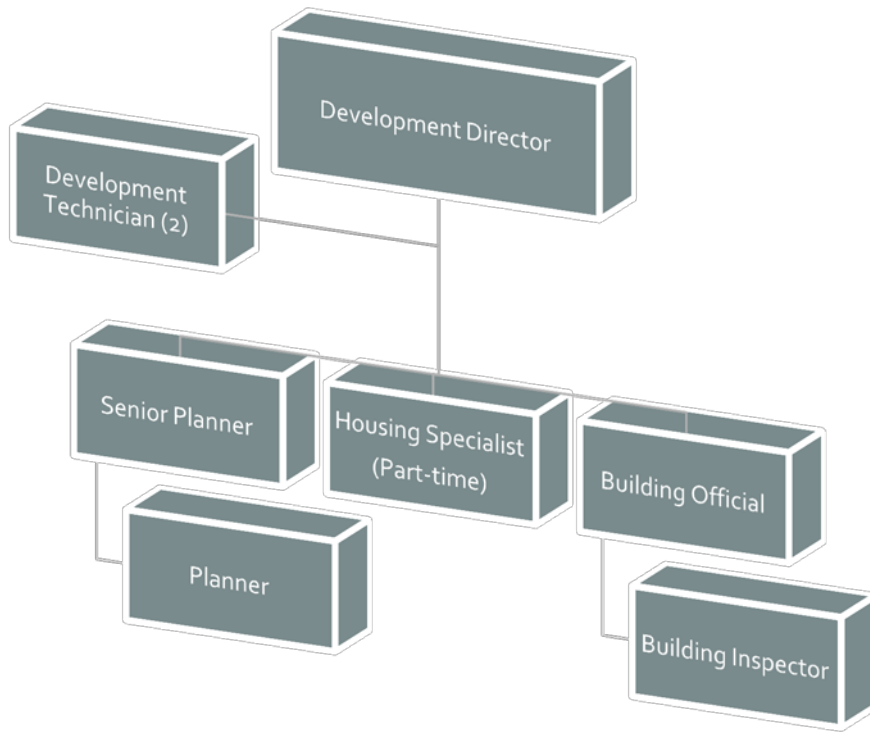
## ACCOMPLISHMENTS OF FY17

- Issued 834 building permits valued at over \$17 million
- Conducted 2,222 inspections for conformance with the Building Code
- Processed 22 development applications through the Development Review Committee; 9 applications through the Land Development Review Board; 7 applications through City Council
- Greeted over 2,000 walk-in customers and nearly 6,000 telephone customers at the receptionist desk
- Demolished 3 residential structures deemed slum/blighted or condemned and processed 4 remodeling permits for structures that would have otherwise been razed
- Processed 43 Home Improvement Reimbursement Grants, totaling over \$112,000 in funds and \$221,332 in improvement value
- Inspected 239 residential rentals
- Prepared Code amendments on doggie dining, moratorium on marijuana and residential maintenance; prepared a Comprehensive Plan amendment on Downtown category and Downtown Core category

## FY18 INITIATIVES

- Facilitate large redevelopments, including:
  - Residences at Orange Lake
  - Former Suncoast news site on U.S. Hwy 19
  - Former Green Key mobile home park
  - Veteran's Administrative Clinic
- Amend the Land Development Code:
  - Phase 2 of the Sign Code
  - Auto dealerships; outdoor storage; landscaping; commercial parking
- Transition to Tyler Technologies software program:
  - Train staff
  - Improve processes for permit review and development review
  - Scan large plans for easier retrieval and reduction in storage needs
- Create awning program for Downtown businesses to create shaded sidewalks:
  - Solicit services of professional architect

- Create architectural development standards
- Prepare license agreement for use of city right-of-way
- Continue public outreach:
  - Write articles for City Newsletter
  - Conduct educational workshops on building code, zoning regulations, etc.
  - Amend forms and educate public
- Process annexations following professional study:
  - Prepare ordinances for annexation, land use plan amendment and zoning
  - Schedule and notice public hearings
- Create beautification award program:
  - Create award categories
  - Purchase plaques/signs
  - Market the program



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY16-17	FY17-18
Development Director	1	1	1
Senior Administrative Assistant	1	1	0
Receptionist	0	0	0
Development Technician	2	2	2
Senior Planner	2	2	1
Planner	0	0	1
Residential Code Inspector	1	1	0
Housing Specialist	1	1	.73
Building Official	1	1	1
Building Inspector	1	1	1
<b>Total</b>	<b>10</b>	<b>10</b>	<b>7.73</b>

## DEVELOPMENT

001081		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41111	Dept Head Salaries	80,873	83,686	80,550	79,170	83,780
41112	Division Head Salaries	37,088	74,680	71,830	73,010	75,210
41299	Regular Full-Time Wages	190,031	304,767	291,905	326,910	262,870
41311	Part-Time Wages	-	-	5,800	5,800	-
41411	Overtime Wages	-	159	62	21,010	2,140
41511	Employee Incentives	250	400	450	500	450
41516	Health Insurance Waiver Stipend	-	1,350	-	-	-
42111	Social Security Matching	22,055	34,325	32,875	36,840	33,960
42211	Florida Retirement System	34,269	50,266	48,239	47,480	46,950
42311	Health Insurance	45,801	62,735	65,886	69,580	63,300
42312	Life Insurance	114	180	345	500	440
42313	Accidental Death & Disab Insurance	13	21	97	200	180
42426	Workers Comp - Clerical (8810)	727	-	-	120	50
42432	Workers Comp - Municipal Class (9410)	5,034	6,972	5,309	7,780	6,110
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 416,255</b>	<b>\$ 619,541</b>	<b>\$ 603,348</b>	<b>\$ 668,900</b>	<b>\$ 575,440</b>
43121	City Engineer Services	21,836	33,448	34,896	40,200	40,200
43181	Professional Servcies - Planning	18,079	18,500	12,719	50,000	35,000
43199	Professional Services - Misc	78,210	16,772	8,425	4,000	4,000
43499	Contractual Services - Misc	4,409	68,658	15,642	80,000	80,000
44011	Travel & Training	4,679	5,998	4,555	9,600	9,660
44121	Telephone - Local	2,444	2,748	3,226	2,500	2,500
44211	Postage	1,742	1,915	1,161	1,900	1,900
44481	Lease - Copier	2,216	4,308	3,969	5,620	5,620
44571	Notary Bond	-	95	138	100	100
44611	Maintenance & Repairs - Bldg & Grounds	2	-	1,087	250	250
44623	Maintenance & Repairs - Copier	40	82	250	200	200
44631	Maintenance & Repairs - Central Garage	-	1,920	2,060	500	500
44799	Printing & Binding - Misc	500	669	-	500	500
44953	Housing Incentives	-	28,403	23,743	50,000	-
44954	Housing Incentives - CDBG	-	100,000	93,087	100,000	108,580
45111	Office Supplies - General	2,450	6,126	2,200	2,100	2,100
45211	Fuel	2,391	4,522	4,026	2,300	2,300
45231	Clothing & Apparel	429	802	610	610	610
45243	Computer/Operating Supply	14,210	1,470	2,900	3,800	3,800
45289	Automotive Parts	1,813	2,545	1,056	1,000	1,000
45299	Operating Supplies - Miscellaneous	3,323	2,865	3,040	3,000	3,000
45411	Dues & Memberships	738	1,599	1,303	2,300	2,300
45461	Books & Publications	1,197	157	140	800	800
<b>TOTAL OPERATING</b>		<b>\$ 160,708</b>	<b>\$ 303,602</b>	<b>\$ 220,233</b>	<b>\$ 361,280</b>	<b>\$ 304,920</b>
46299	Building Improvements	-	41,632	103,149	250,000	-
46411	Office Furniture/Fixtures	3,989	-	-	-	-
46418	Software	-	-	-	-	1,500
<b>TOTAL CAPITAL</b>		<b>\$ 3,989</b>	<b>\$ 41,632</b>	<b>\$ 103,149</b>	<b>\$ 250,000</b>	<b>\$ 1,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 580,952</b>	<b>\$ 964,775</b>	<b>\$ 926,730</b>	<b>\$ 1,280,180</b>	<b>\$ 881,860</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM DEVELOPMENT

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46418	Software					
	Adobe Software	1,500	-	-	-	-
	<b>TOTAL</b>	<b>1,500</b>	-	-	-	-

**DIVISION TOTAL**    \$    **1,500**    \$    -    \$    -    \$    -    \$    -

## MUNICIPAL BUILDING OPERATIONS

001082 EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
41299	Regular Full-Time Wages	23,343	-	-	-	-
41411	Overtime Wages	1,258	-	-	-	-
41511	Employee Incentives	50	-	-	-	-
42111	Social Security Matching	1,838	-	-	-	-
42211	Florida Retirement System	1,773	-	-	-	-
42311	Health Insurance	5,963	-	-	-	-
42312	Life Insurance	20	-	-	-	-
42313	Accidental Death & Disab Insurance	2	-	-	-	-
42426	Workers Comp - Buildings (NOC)	942	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 35,189</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
43412	Pest Control Services	784	-	-	-	-
43452	Contractual Services - Plumbing	58	-	-	-	-
43453	Contractual Services - Mechanical	4,779	-	-	-	-
43474	Security Services	300	-	-	-	-
43499	Contractual Services - Misc	16,510	-	-	-	-
44121	Telephone - Local	1,379	-	-	-	-
44311	Electric - City Facilities	43,757	-	-	-	-
44331	Trash Removal	1,539	-	-	-	-
44351	Water and Sewer - City	7,591	-	-	-	-
44611	Maintenance & Repairs - Bldg & Grounds	25,176	-	-	-	-
45251	Janitorial Supplies	4,698	-	-	-	-
45299	Operating Supplies - Misc	712	-	-	-	-
<b>TOTAL OPERATING</b>		<b>\$ 107,283</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
46299	Building Improvements	383,968	-	-	-	-
<b>TOTAL CAPITAL</b>		<b>\$ 383,968</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 526,440</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# NEW PORT RICHEY



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# PARKS & RECREATION - RECREATION

## IT IS THE MISSION OF RECREATION TO

strengthen the community and enhance the quality of life by creating memorable experiences through parks, recreation, and aquatics.

## DESCRIPTION

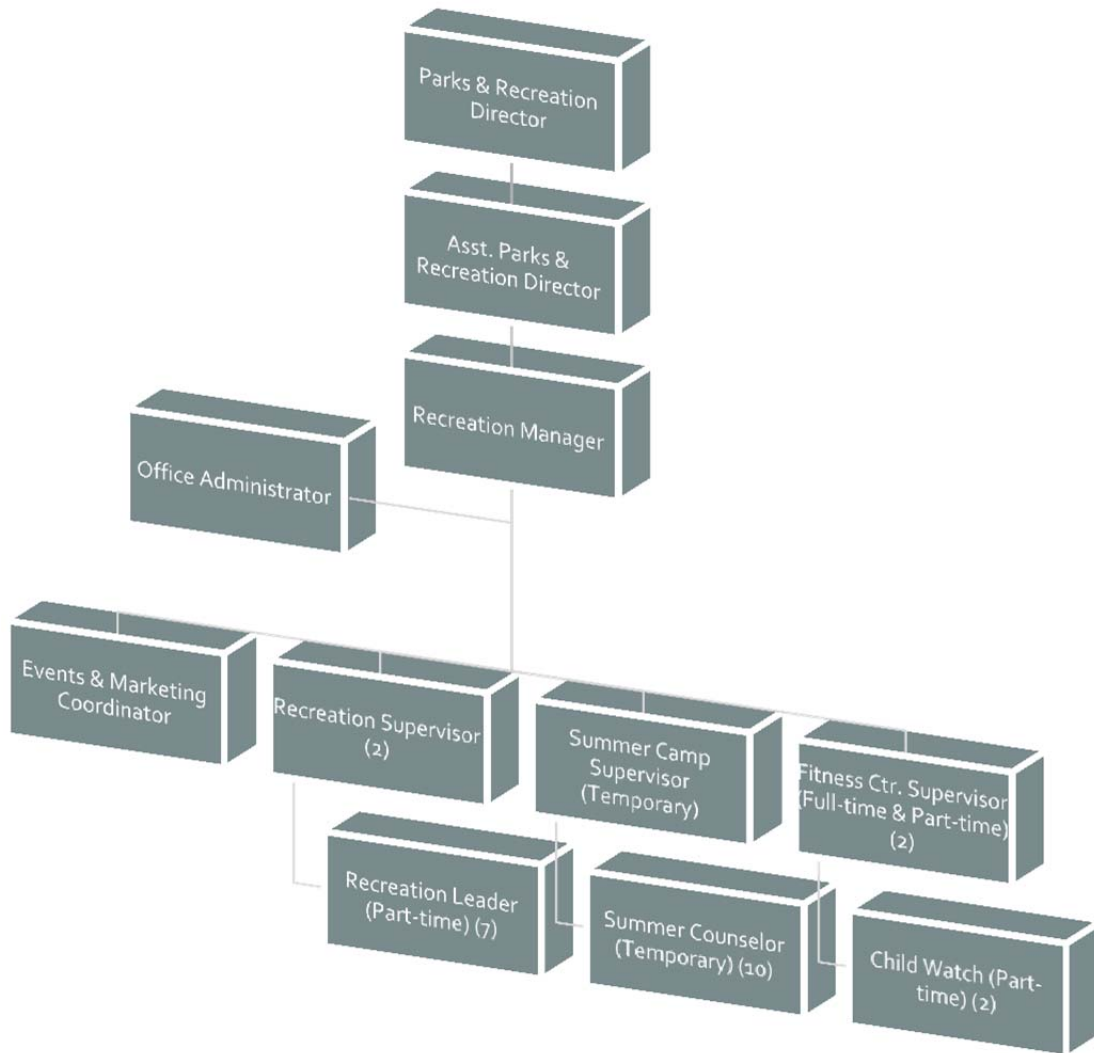
The New Port Richey Recreation & Aquatic Center is a state-of-the-art facility, which offers a variety of affordable recreational activities and athletic training opportunities for everyone. With programs for children, seniors, and adults, the facility has become an integral part of the fabric of the community.

## ACCOMPLISHMENTS OF FY17

- Received the Florida Surgeon General's *Healthy Weight Community Champion Award*
- Received the national award, *Playful City USA Community*, for the 9<sup>th</sup> consecutive year
- Approved to be a Summer Break Spot to provide free healthy meals to children during the summer

## FY18 INITIATIVES

- Increase memberships at the Recreation and Aquatic Center:
  - Implement the Recreation & Aquatics Center Improvement Project
  - Actively promote membership
- Improve efficiency when registering and/or paying for programs:
  - Install new software system
  - Train staff on new software
  - Inform the public that they can register and pay for programs online
- Improve and expand marketing outreach:
  - Create comprehensive Recreation & Aquatics Center brochure that is distributed 3 times per year
  - Create a tri-fold brochure to advertise all the city-owned facilities available to rent
- Provide recreational opportunities in parks:
  - Offer summer concerts
  - Offer monthly family movie nights
  - Expand environmental programming in the James E. Grey Preserve



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Parks & Recreation Director	1	1	1
Assistant Parks & Recreation Director	0	1	1
Recreation Manager	1	1	1
Office Administrator	1	1	1
Events & Marketing Coordinator	1	1	.5
Recreation Supervisor	1.33	2	2
Summer Camp Supervisor	.17	.17	.17
Child Watch	0	0	1.46
Fitness Center Supervisor	0	1	1.73
Recreation Leader	4.83	4.83	5.11
Summer Counselor	1.60	1.60	1.60
<b>Total</b>	<b>11.93</b>	<b>14.6</b>	<b>16.57</b>

## RECREATION

001092		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41111	Dept Head Salaries	77,479	80,144	77,103	79,080	81,270
41112	Division Head Salaries	38,712	40,188	38,683	104,150	53,580
41210	Regular Exempt Salaries	15,474	27,110	27,110	30,450	23,880
41299	Regular Full-Time Wages	133,844	84,620	85,198	90,190	120,660
41311	Part-Time Wages	64,269	111,283	107,656	159,300	193,200
41321	Temporary Wages	48,402	39,980	42,240	40,950	40,950
41411	Overtime Wages	2,040	3,713	3,746	2,540	2,100
41511	Employee Incentives	600	550	700	800	880
41516	Health Insurance Waiver Stipend	1,800	135	435	-	-
41522	Education Incentive Pay	600	690	690	600	600
41529	Meal Allowance	15	-	-	-	-
42111	Social Security Matching	28,700	29,381	29,005	38,870	40,720
42211	Florida Retirement System	35,784	32,411	31,870	46,290	25,250
42311	Health Insurance	40,592	36,443	37,440	44,750	48,730
42312	Life Insurance	146	115	122	300	350
42313	Accidental Death & Disab Insurance	17	14	14	120	150
42426	Workers Comp - Clerical (8810)	91	94	94	80	80
42427	Workers Comp - Building (NOC) (9015)	1,371	-	-	-	-
42428	Workers Comp - Parks (9102)	9,906	11,428	11,428	12,360	14,240
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 499,842</b>	<b>\$ 498,299</b>	<b>\$ 493,534</b>	<b>\$ 650,830</b>	<b>\$ 646,640</b>
43412	Pest Control Services	1,306	-	-	-	-
43443	Contractual Services - Instructors	40,037	34,806	31,859	40,000	30,000
43474	Security Services	300	272	-	1,100	400
43499	Contractual Services - Misc	884	1,037	83,321	79,000	-
44011	Travel & Training	1,254	862	862	5,650	3,000
44121	Telephone - Local	4,993	7,003	8,000	8,300	7,000
44134	Data Lines	4,322	4,600	5,817	5,000	5,000
44143	Cable	-	-	-	-	1,800
44211	Postage	167	302	219	300	300
44221	Freight Express Charges	56	-	45	100	100
44311	Electric - City Facilities	122,181	111,962	119,420	125,000	125,000
44331	Trash Removal	8,175	-	-	-	-
44341	Gas - Natural/Propane	1,599	1,131	808	2,000	1,500
44351	Water & Sewer - City	7,847	5,858	3,648	6,240	6,240
44373	Street Light Fee	-	789	776	760	760
44381	Stormwater Assessment	-	2,493	4,365	4,400	4,400
44419	Rent - Equipment/Software	2,189	1,814	2,822	2,000	2,000
44463	Lease - Automobile	-	-	-	-	5,000
44611	Maintenance & Repairs - Bldg & Grounds	56,685	59	2,000	2,000	2,000
44621	Maintenance & Repairs - Equipment	1,683	2,103	4,000	4,026	4,030
44623	Maintenance & Repairs - Copiers	1,332	1,076	1,000	1,800	1,800
44631	Maintenance & Repairs - Central Garage	-	1,680	300	720	720
44961	Special Events - City Hosted	1,763	1,181	8,837	10,000	13,000
44962	Recreation - Donation	2,015	3,992	-	-	-
44963	Recreation Trips	15,193	6,094	2,223	5,000	5,000
44965	City Sponsored Programs	11,319	13,193	29,730	30,000	25,000
44999	Other Current Charges - Misc	4,922	5,673	5,825	6,000	5,000
45111	Office Supplies - General	974	909	1,000	1,000	1,200

## RECREATION

001092						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET		AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17		FY17-18
45141	Small Tools & Implements	1,333	80	2,100	2,474		1,000
45211	Fuel	1,780	2,448	2,438	1,500		2,000
45231	Clothing & Apparel	1,459	1,759	2,000	2,300		2,300
45234	Swim/Recreation Accessories	1,829	1,938	1,589	2,400		2,000
45238	Licensing & ID Materials	2,458	4,494	3,612	5,000		6,500
45243	Computer/Operating Supply	6,359	4,951	7,643	8,500		7,500
45245	Recreation Supplies	8,521	9,171	10,000	10,000		10,000
45246	Advertising/Marketing Supplies	26,035	19,581	15,690	30,000		30,000
45247	First Aid Supplies	106	212	400	400		400
45248	Prizes & Awards	1,905	823	1,700	2,000		1,000
45251	Janitorial Supplies	12,920	-	547	1,000		1,000
45289	Automotive Parts	3,613	1,321	1,000	1,080		1,000
45296	Operating Supplies - Misc	3,971	7,478	7,804	8,000		8,000
45411	Dues & Memberships	755	778	850	850		850
<b>TOTAL OPERATING</b>		<b>\$ 364,240</b>	<b>\$ 263,923</b>	<b>\$ 374,250</b>	<b>\$ 415,900</b>		<b>\$ 323,800</b>
46299	Building Improvements	-	12,304	-	-		22,000
46399	Improvements Other Than Bldg - Misc	33,775	259,561	42,962	149,160		162,000
46413	Data Processing Equipment	-	-	-	-		4,530
46415	Trucks & Trailers	-	9,485	-	-		-
46418	Software	-	15,345	-	-		-
46431	Special Purpose Equipment	34,165	20,195	-	-		30,000
<b>TOTAL CAPITAL</b>		<b>\$ 67,940</b>	<b>\$ 316,890</b>	<b>\$ 42,962</b>	<b>\$ 149,160</b>		<b>\$ 218,530</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 932,022</b>	<b>\$ 1,079,112</b>	<b>\$ 910,746</b>	<b>\$ 1,215,890</b>		<b>\$ 1,188,970</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM RECREATION

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46299	<i>Building Improvements</i>					
	Roof Reseal	-	32,000	-	-	-
	Refurbish Gym Floor	-	-	-	-	50,000
	Roof Replacement at Senior Center	22,000	-	-	-	-
	<b>TOTAL</b>	<b>22,000</b>	<b>32,000</b>	<b>-</b>	<b>-</b>	<b>50,000</b>
46399	<i>Improvements Other than Buildings - Misc.</i>					
	Scoreboards (2)	-	-	40,000	-	-
	5-Ton A/C Unit at Peace Hall (2)	12,000	-	-	-	-
	2-Ton A/C Unit at Senior Center (2)	5,000	-	-	-	-
	Fitness Center Equipment	110,000	-	-	-	75,000
	Park Benches at Cotee River Park (16)	25,000	-	-	-	-
	Recreation Storage Exterior Fencing	10,000	-	-	-	-
	Resurface Outdoor Basketball Courts	-	-	-	50,000	-
	Shade over Playground at Grand Blvd. Park	-	50,000	-	-	-
	<b>TOTAL</b>	<b>162,000</b>	<b>50,000</b>	<b>40,000</b>	<b>50,000</b>	<b>75,000</b>
46413	<i>Data Processing Equipment</i>					
	Computers (3)	4,530	-	-	-	-
	<b>TOTAL</b>	<b>4,530</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
46431	<i>Special Purpose Equipment</i>					
	Security & Surveillance System	30,000	-	-	-	-
	<b>TOTAL</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**DIVISION TOTAL    \$ 218,530    \$ 82,000    \$ 40,000    \$ 50,000    \$ 125,000**

## PARKS

001093		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41112	Division Head Salaries	42,809	-	-	-	-
41299	Regular Full-Time Wages	122,843	-	-	-	-
41411	Overtime Wages	8,487	-	-	-	-
41511	Employee Incentives	250	-	-	-	-
42111	Social Security Matching	13,040	-	-	-	-
42211	Florida Retirement System	10,263	-	-	-	-
42214	Defined Contribution Plan	3,261	-	-	-	-
42311	Health Insurance	32,301	-	-	-	-
42312	Life Insurance	112	-	-	-	-
42313	Accidental Death & Disab Insurance	13	-	-	-	-
42428	Workers Comp - Parks (9102)	5,664	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 239,043</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
43433	Lawn Maintenance	45,935	-	-	-	-
44011	Travel & Training	459	-	-	-	-
44121	Telephone - Local	3,577	-	-	-	-
44311	Electric - City Facilities	8,713	-	-	-	-
44331	Trash Removal	2,721	-	-	-	-
44351	Water & Sewer - City	21,416	-	-	-	-
44373	Street Light Fee	113	-	-	-	-
44381	Stormwater Assessment	316	-	-	-	-
44419	Rent - Equipment/Software	479	-	-	-	-
44611	Maintenance & Repairs - Bldg & Grounds	22,821	-	-	-	-
44652	Maintenance & Repairs - Vandalism Repairs	1,110	-	-	-	-
44653	Maintenance & Repairs - Pinehill Cemetary	12	-	-	-	-
44655	Maintenance & Repairs - Senior Center	4,997	-	-	-	-
45111	Office Supplies - General	90	-	-	-	-
45141	Small Tools & Implements	3,281	-	-	-	-
45211	Fuel	14,588	-	-	-	-
45231	Clothing & Apparel	1,957	-	-	-	-
45243	Computer/Operating Supply	310	-	-	-	-
45247	First Aid Supplies	23	-	-	-	-
45251	Janitorial Supplies	7,563	-	-	-	-
45289	Automotive Parts	16,692	-	-	-	-
45299	Operating Supplies - Misc	6,464	-	-	-	-
45321	Signs and Materials	638	-	-	-	-
45341	Sod - Seed	95	-	-	-	-
45411	Dues & Memberships	160	-	-	-	-
<b>TOTAL OPERATING</b>		<b>\$ 164,530</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
46299	Building Improvements	70,934	-	-	-	-
46399	Improvements Other Than Bldg - Misc	14,382	-	-	-	-
46415	Trucks & Trailers	22,617	-	-	-	-
46431	Special Purpose Equipment	4,785	-	-	-	-
<b>TOTAL CAPITAL</b>		<b>\$ 112,718</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 516,291</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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# PARKS & RECREATION - AQUATICS

## IT IS THE MISSION OF AQUATICS TO

strengthen the community and enhance the quality of life by creating memorable experiences through parks, recreation, and aquatics. .

## DESCRIPTION

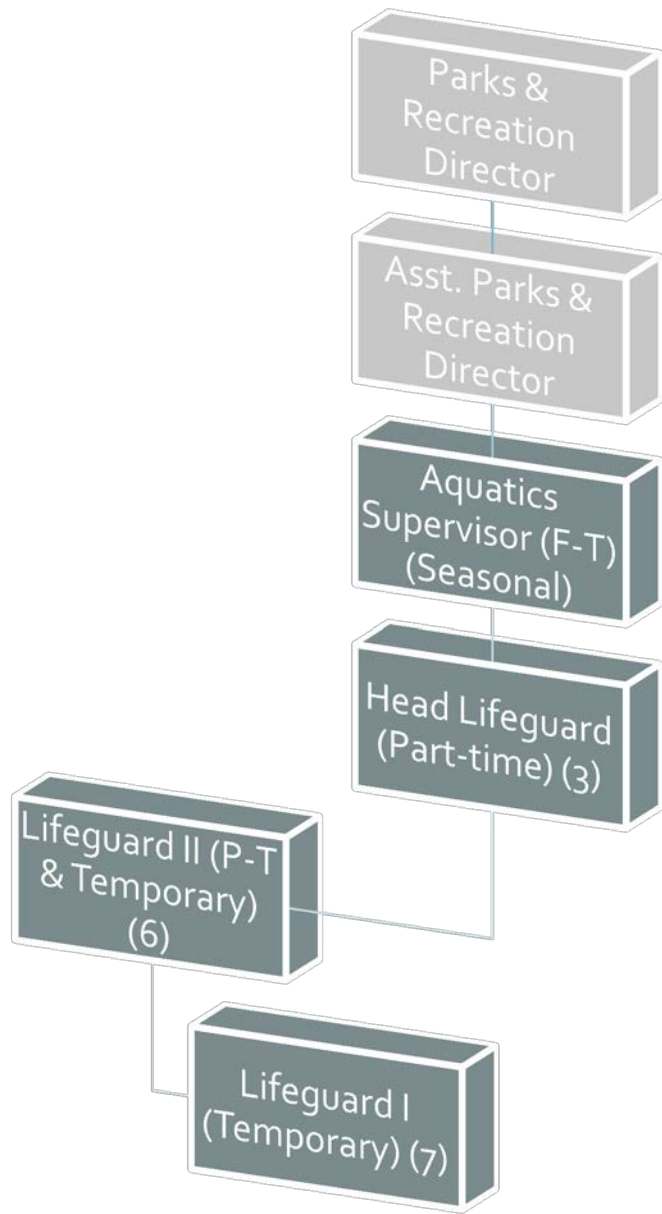
The New Port Richey Recreation & Aquatic Center is a state-of-the-art facility , which offers a variety of affordable recreational activities and athletic training opportunities for everyone. With programs for children, seniors, and adults, the facility has become an integral part of the fabric of the community.

## ACCOMPLISHMENTS OF FY17

- Successfully installed variable frequency drives in our pump room that will lower the City's electric bill
- Successfully re-implemented the American Red Cross *Learn to Swim Program* and increased Water Safety Instructor staff to 13 out of 16 current staff members
- Partnered with New Port Richey Main Street to grow the Coteeman Triathlon from 116 registered athletes in 2015 to 186 athletes in 2016
- Renovated the Kiddie Pool with a new spray feature and slide landing pad and extracted older play elements

## FY18 INITIATIVES

- Continue to expand and improve the aquatic programs offered at the facility, which would include:
  - Group swim lessons, private swim lessons, and Whales Tales Water Safety lessons
  - Partnerships with local schools/athletic teams, and special events
- Create and implement an aquatic/recreation attendance tracking system to monitor the number of patrons that visit the facility and participate in programs/events
- Convert the current pump room's CO<sub>2</sub> delivery system to a safer, more cost effective muriatic acid delivery system, in order to effectively stabilize the pools' pH levels and improve sanitation
- Continue to partner with New Port Richey Main Street to grow and improve the Coteeman Triathlon



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Aquatics Supervisor	0	.75	.5
Aquatics Manager	1	0	0
Head Lifeguard	2.19	2.19	2.19
Lifeguard II	1.02	2.86	2.86
Lifeguard I	3.10	2.45	2.45
<b>Total</b>	<b>7.31</b>	<b>8.25</b>	<b>8</b>



## AQUATICS

001094						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17		FY17-18
41112	Division Head Salaries	45,832	46,699	-	-		-
41299	Regular Full-Time Wages	-	-	-	-		14,210
41311	Part-Time Wages	48,239	41,065	58,120	57,780		83,110
41312	Temporary Wages	71,420	106,580	102,182	101,910		87,460
41411	Overtime Wages	18	-	-	-		-
41511	Employee Incentives	200	150	150	150		300
42111	Social Security Matching	12,604	14,807	14,259	12,230		14,160
42211	Florida Retirement System	6,904	6,455	6,246	4,360		7,610
42311	Health Insurance	5,963	5,981	-	-		7,910
42312	Life Insurance	20	20	-	-		60
42313	Accidental Death & Disab Insurance	2	2	-	-		20
42428	Workers Comp - Parks (9102)	5,229	5,428	5,428	6,190		8,330
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 196,431</b>	<b>\$ 227,187</b>	<b>\$ 186,385</b>	<b>\$ 182,620</b>		<b>\$ 223,170</b>
43441	Water Safety Instruction	596	559	626	600		600
43499	Contractual Services - Misc	5,200	2,340	3,970	6,840		6,840
44011	Travel & Training	1,000	884	-	-		-
44121	Telephone - Local	593	437	254	600		600
44311	Electric - City Facilities	29,286	30,886	24,238	34,000		32,000
44341	Gas - Natural/Propane	8,130	10,316	7,579	10,500		10,500
44351	Water & Sewer - City	10,827	11,203	19,405	11,500		11,500
44373	Street Light Fee	-	-	50	50		50
44381	Stormwater Assessment	-	-	5,490	5,500		5,500
44611	Maintenance & Repairs - Bldg & Grounds	16,806	24,452	19,744	25,000		25,000
44621	Maintenance & Repairs - Equipment	-	209	198	200		200
44623	Maintenance & Repairs - Copiers	158	-	-	-		-
45111	Office Supplies - General	191	194	200	200		200
45141	Small Tools & Implements	121	185	100	100		100
45221	Chemicals	22,469	29,312	30,344	24,000		24,000
45222	Laboratory Supplies	95	97	104	200		100
45231	Clothing & Apparel	896	899	978	1,100		1,100
45234	Swim/Recreation Accessories	1,468	1,389	487	-		-
45241	Licensing & ID Materials	1,798	1,810	1,170	2,000		2,500
45243	Computer/Operating Supply	1,346	750	150	150		-
45245	Recreation Supplies	465	561	900	900		400
45247	First Aid Supplies	878	388	731	900		600
45248	Prizes & Awards	220	295	300	300		300
45251	Janitorial Supplies	416	800	540	800		600
45299	Operating Supplies - Misc	3,069	5,070	5,000	5,000		5,000
45321	Signs & Sign Material	199	141	200	200		200
45411	Dues & Memberships	-	160	160	160		160
<b>TOTAL OPERATING</b>		<b>\$ 106,227</b>	<b>\$ 123,337</b>	<b>\$ 122,918</b>	<b>\$ 130,800</b>		<b>\$ 128,050</b>
63-99	Improvements Other Than Bldg - Misc	-	24,555	19,575	15,000		-
64-31	Special Purpose Equipment	34,868	49,754	31,375	32,400		-
<b>TOTAL CAPITAL</b>		<b>\$ 34,868</b>	<b>\$ 74,309</b>	<b>\$ 50,950</b>	<b>\$ 47,400</b>		<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 337,526</b>	<b>\$ 424,833</b>	<b>\$ 360,253</b>	<b>\$ 360,820</b>		<b>\$ 351,220</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM AQUATICS

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46399	<i>Improvements Other than Buildings - Misc.</i>					
	Pool Resurfacing	-	-	-	-	250,000
	Second Slide Addition	-	430,000	-	-	-
	<b>TOTAL</b>	-	<b>430,000</b>	-	-	<b>250,000</b>

**DIVISION TOTAL**    \$       -       \$ 430,000    \$       -       \$       -       \$ 250,000

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# PUBLIC WORKS - SUPERVISION

## IT IS THE MISSION OF PUBLIC WORKS – SUPERVISION TO

provide and maintain the infrastructure of the City and to protect the health and welfare of city residents businesses, and visitors; and provide quality service within available resources to our customers in a timely and efficient manner with the unity and trust of highly qualified and skilled personnel who serve as first responders in emergency situations

## DESCRIPTION

The Public Works Department provides design, construction and maintenance of right-of-ways, maintenance of parks, city properties and parking structures. The Department includes several divisions, which are overseen by Public Works – Supervision. Work is completed by city staff, as well as consultants, contractors and developers.

## ACCOMPLISHMENTS OF FY17

- Permitting:
  - Wastewater Treatment Plant Operating Permit (FDEP)
  - NPDES Permit 5 Year Renewal (FDEP)
  - Yard Waste Transfer Station Site Permit (FDEP)
  - Indiana Avenue Closed Landfill Permit Renewal (FDEP)
- Personnel Training Programs:
  - Asbestos Handling and Disposal
  - Federal Emergency Management Agency Incident Command
  - Stormwater Construction Site Inspector (FDEP)
  - Bucket Truck Certification
- Utility System Expansion/Operational Improvements:
  - Lakewood Villas
  - Barbara Ann
  - Silver Oaks Utility System purchase
  - Inflow and Infiltration Assessment Report and Sanitary Sewer Manhole Insert Installations, Phase I
- Assessment Program Review and Implementation:
  - Streetlight Rate Study
  - Stormwater Utility Revenue Sufficiency Study

## FY18 INITIATIVES

- Utility System Expansion/Operational Improvements:
  - Orangewood Lake Services utility valuation and possible acquisition
  - Inflow and Infiltration Sanitary Sewer Manhole Insert Installation completion of Phase II
  - Reclaimed Water Extension – The Heights, Phase I

- AMI Smart Meter Integration
- Program Review and Implementation:
  - FDEP Cross Connection existing program review and update
  - Streetlight Operations Program Implementation
  - Network Base System Pavement Management Plan Implementation
- Personnel Training:
  - Supervisory Training 101, ICMA Effective Supervisory Practices, FDPT Work Zone Supervisor Certification
  - Maintenance of Traffic, Traffic Sign and Markings – Level 1, Water Distribution, Sewer Collections State Levels
- Department Sustainability:
  - Complete the Water and Sewer Revenue Sufficiency Studies for 2018 – 2023
  - Complete the Water and Sewer Cost Allocation Studies for 2018 – 2023



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Public Works Director	1	1	1
Assistant Public Works Director	1	1	1
Administrative Office Manager	1	1	1
Data Support/GIS Mapping Technician	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

## PUBLIC WORKS SUPERVISION

001101					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41111	Dept Head Salaries	82,293	85,180	81,988	82,990	85,490
41112	Division Head Salaries	35,356	27,330	25,407	50,760	50,760
41299	Regular Full-Time Wages	71,375	79,466	70,437	72,740	73,820
41411	Overtime Wages	561	1,091	750	1,050	1,070
41511	Employee Incentives	200	200	150	200	200
41522	Education Incentive Pay	600	1,000	1,000	600	1,200
42111	Social Security Matching	14,087	14,302	13,282	17,260	16,170
42211	Florida Retirement System	25,054	25,829	24,381	28,730	28,990
42311	Health Insurance	24,963	22,922	27,898	29,830	31,650
42312	Life Insurance	73	68	156	200	220
42313	Accidental Death & Disab Insurance	9	8	48	50	90
42426	Workers Comp - Clerical (8810)	195	202	213	220	180
42432	Workers Comp - Municipal Class (9410)	6,671	7,356	1,368	8,000	1,960
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 261,437</b>	<b>\$ 264,954</b>	<b>\$ 247,078</b>	<b>\$ 292,630</b>	<b>\$ 291,800</b>
43412	Pest Control Services	1,998	-	-	-	-
43499	Contractual Services - Misc	-	692	1,127	750	750
44011	Travel & Training	76	330	2,875	2,875	3,000
44121	Telephone - Local	6,101	5,706	4,802	6,500	6,500
44134	Data Lines	9,052	9,226	9,327	9,550	9,500
44141	Pager Services	38	33	23	40	40
44211	Postage	194	326	180	350	350
44311	Electric - City Facilities	32,202	27,681	31,349	33,000	33,000
44331	Trash Removal	4,323	-	-	-	-
44351	Water & Sewer - City	7,384	9,543	9,377	10,000	10,000
44373	Street Light Fee	571	595	571	600	600
44381	Stormwater Assessment	5,767	5,547	5,768	5,800	5,800
44571	Notary Bond	55	-	-	150	150
44611	Maintenance & Repairs - Bldg & Grounds	20,511	-	-	-	-
44621	Maintenance & Repairs - Equipment	2,920	353	5,732	3,000	3,000
44623	Maintenance & Repairs - Copiers	1,714	2,094	2,000	2,000	2,000
44631	Maintenance & Repairs - Central Garage	-	60	1,300	1,300	1,300
45111	Office Supplies - General	1,065	1,727	2,500	2,500	2,500
45141	Small Tools & Implements	283	-	300	300	300
45211	Fuel	1,177	1,219	4,000	4,000	3,000
45225	Software License Support	872	4,901	5,000	5,000	5,000
45231	Clothing & Apparel	260	321	391	400	400
45243	Computer/Operating Supply	1,084	4,102	3,000	3,000	3,000
45247	First Aid Supplies	167	-	102	200	200
45289	Automotive Parts	11,877	156	3,000	3,000	2,500
45299	Operating Supplies - Misc	1,471	1,467	2,703	3,000	3,000
45411	Dues & Memberships	1,480	1,737	1,627	1,800	1,800
45461	Books & Publications	-	189	300	300	300
<b>TOTAL OPERATING</b>		<b>\$ 112,642</b>	<b>\$ 78,005</b>	<b>\$ 97,354</b>	<b>\$ 99,415</b>	<b>\$ 97,990</b>
46413	Data Processing Equipment	-	1,753	28,547	-	28,000
46415	Trucks & Trailers	24,440	-	-	-	-
<b>TOTAL CAPITAL</b>		<b>\$ 24,440</b>	<b>\$ 1,753</b>	<b>\$ 28,547</b>	<b>\$ -</b>	<b>\$ 28,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 398,519</b>	<b>\$ 344,712</b>	<b>\$ 372,979</b>	<b>\$ 392,045</b>	<b>\$ 417,790</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM PUBLIC WORKS SUPERVISION

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46299	<i>Building Improvements</i>					
	HVAC System (R&R)	-	10,000	10,000	10,000	10,000
	Generator (R&R)	-	10,000	10,000	10,000	10,000
	<b>TOTAL</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
46413	<i>Data Processing Equipment</i>					
	Server for PW Operations Center	28,000	-	-	-	-
	Television	-	2,500	-	-	-
	Desktop Computer	-	1,800	2,600	1,800	-
	<b>TOTAL</b>	<b>28,000</b>	<b>4,300</b>	<b>2,600</b>	<b>1,800</b>	<b>-</b>
46415	<i>Trucks &amp; Trailers</i>					
	SUV Ford Explorer (R&R)	-	2,000	2,000	2,000	2,000
	Ford F250 Pick-Up Regular Cab (R&R)	-	2,000	2,000	2,000	2,000
	<b>TOTAL</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
46418	<i>Software</i>					
	ESRI Online Module	-	-	-	-	15,000
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>
46431	<i>Special Purpose Equipment</i>					
	Voice-over IP System	-	28,000	-	-	-
	CCTV - Security System	-	-	25,000	-	-
	<b>TOTAL</b>	<b>-</b>	<b>28,000</b>	<b>25,000</b>	<b>-</b>	<b>-</b>

**DIVISION TOTAL    \$   28,000    \$   56,300    \$   51,600    \$   25,800    \$   39,000**

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# PUBLIC WORKS – STREET & RIGHT OF WAY

## IT IS THE MISSION OF PUBLIC WORKS – STREET & RIGHT OF WAY TO

repair, maintain, and eliminate hazards to all public streets, right of ways, and alleys, making the City a safer place for residents and the general public.

## DESCRIPTION

The Street & Right of Way Division is responsible for maintaining 35 miles of roadway marking, 40 acres of mowable land, 65 miles of paved road, and 80 miles of curbing. In addition, this Division also sets up all road closures, detours, and planning for special events.

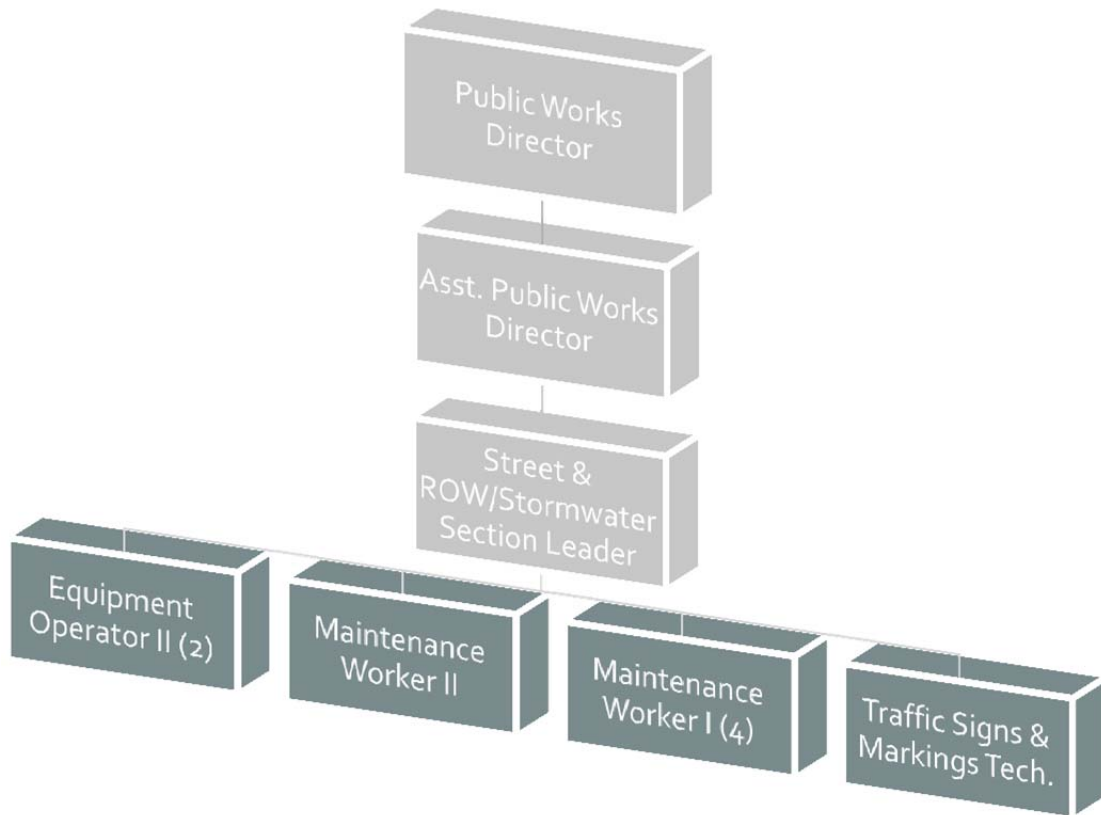
## ACCOMPLISHMENTS OF FY17

- Traffic Signs & Markings Upgrade:
  - Installed LED crosswalk at Lincoln St. and Main St.
  - Completed crosswalk upgrades to current FDOT standards
  - Re-striped parallel parking spaces on Grand Blvd.
- Parking Lot Upgrades:
  - Recreation & Aquatics Center parking lot re-striping
  - Installed 1924 road bricks in center medians at Geben Devries Parking Lot
  - Installed landscaping hedge around City Hall parking lot
  - Improved shell base to parking areas at the Cotee River Park and Grand Blvd. Park
- Tree Program:
  - Tree City USA Certification – 27<sup>th</sup> Year Renewal
  - Trimmed trees around Orange Lake and Sims Park
  - Trimmed and deep fertilized palm trees in the Palm District
  - Expanded and promoted “Adopt a Tree” program
- Alley Improvements:
  - Removed debris and cleared vegetation
  - Identified vision zone violations and took corrective measures

## FY18 INITIATIVES

- Traffic Signs and Markings:
  - Install solar powered speed feedback signs with S curve caution signs on Main St., east of Van Buren St.
  - Re-striping of parallel spaces along Main St.
  - Continue maintenance of City’s signs for vehicle and pedestrian safety
- Road Program:
  - Continue maintenance of all city-owned roads, including pot hole repair, patch work, etc.
  - Continue re-striping of road lines in areas that may need repair or replaced
  - Continue utilizing speed studies conducted to know average speeds through areas of the City

- Tree Program:
  - Continue certification for Tree City USA to renew certification for the 28<sup>th</sup> year
  - Continue maintenance of low hanging branches and limbs that may cause harm or damage
  - Continue trimming palm trees on the Main St. Gateway
  - Trim trees and bushes in alleyways for safer vehicle access
- Job Safety:
  - Review and implement improvements of safety techniques for night time operational tasks
  - Continue training of staff that cover safety protocols, policies, and expectations
  - Review and improve safety tail gate meetings prior to daily field work



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Equipment Operator II	2	2	2
Maintenance Worker II	1	1	1
Maintenance Worker I	4	4	4
Traffic Signs & Markings Technician	1	1	1
<b>Total</b>	<b>8</b>	<b>8</b>	<b>8</b>



## STREET & RIGHT OF WAY MAINTENANCE

001102		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41299	Regular Full-Time Wages	194,633	203,717	196,793	199,889	198,870
41411	Overtime Wages	7,951	9,153	8,897	12,440	15,370
41511	Employee Incentives	400	400	400	400	400
41516	Health Insurance Waiver Stipend	1,800	1,800	1,800	1,800	-
41527	Standby Time	5,716	5,915	5,577	5,577	5,310
41529	Meal Allowance	30	9	9	240	-
42111	Social Security Matching	15,783	16,522	15,947	17,090	16,830
42211	Florida Retirement System	15,182	16,059	15,494	15,494	17,170
42311	Health Insurance	37,767	43,930	44,189	43,931	47,470
42312	Life Insurance	151	161	287	390	330
42313	Accidental Death & Disab Insurance	18	19	25	100	130
42431	Workers Comp - Street Maint/Trash (5509)	7,873	8,361	10,240	10,240	14,300
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 287,304</b>	<b>\$ 306,046</b>	<b>\$ 299,658</b>	<b>\$ 307,591</b>	<b>\$ 316,180</b>
43129	Engineering Services - Misc	5,315	1,200	5,000	5,000	4,500
43430	Parking Lot Maintenance	815	948	1,000	1,000	1,000
43428	Lab Test	-	-	250	250	250
43485	Trash Grinding Service	14,763	6,641	15,000	15,000	15,000
43499	Contractual Services - Misc	33,558	18,901	25,000	25,000	25,000
44011	Travel & Training	1,200	1,542	2,320	2,320	2,660
44121	Telephone - Local	3,722	-	1,000	1,000	1,000
44134	Data Lines	408	314	1,000	1,000	1,000
44211	Postage	17	31	50	50	50
44311	Electric - City Facilities	1,375	1,677	1,400	1,400	1,400
44312	Electric - Traffic Lights	4,462	4,096	5,000	5,000	5,000
44321	Eastbury Garden - Street Lights	2,498	2,456	2,500	2,500	2,500
44322	Hillandale - Street Lights	16,475	15,743	17,500	17,500	17,500
44323	Ridgewood - Street Lights	7,783	8,320	8,500	8,500	8,500
44324	Barbara Ann - Street Lights	-	-	-	-	900
44331	Trash Removal	12,950	13,728	13,000	13,000	13,000
44351	Water & Sewer - City	37,399	39,964	40,000	40,000	40,000
44381	Stormwater Assessment	-	-	2,280	2,280	2,280
44419	Rent - Equipment/Software	817	752	1,000	1,000	1,000
44611	Maintenance & Repairs - Bldg & Grounds	15,247	8,226	10,000	10,000	10,000
44621	Maintenance & Repairs - Equipment	145	473	100	100	100
44631	Maintenance & Repairs - Central Garage	-	24,570	10,000	10,000	10,000
44983	Permit Fees	-	-	70	70	70
45111	Office Supplies - General	149	133	200	200	200
45141	Small Tools & Implements	1,442	1,239	1,500	1,500	1,500
45211	Fuel	54,242	50,024	47,000	47,000	40,000
45225	Software License Support	-	420	-	-	-
45231	Clothing & Apparel	2,355	2,167	2,400	2,400	2,400
45243	Computer/Operating Supply	449	105	1,400	1,400	500
45247	First Aid Supplies	90	60	100	100	100
45262	Trees	911	212	1,000	1,000	1,000
45289	Automotive Parts	74,988	37,238	38,000	38,000	38,000
45299	Operating Supplies - Misc	12,391	12,269	10,000	10,000	10,000
45321	Signs & Sign Material	11,573	10,802	12,000	12,000	25,000
45331	Pipe/Culvert Material	922	-	-	-	-

## STREET & RIGHT OF WAY MAINTENANCE

001102 EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
45341	Sod/Seed	970	1,799	1,600	1,600	1,600
45399	Road Materials - Misc	43,268	15,175	25,000	25,000	25,000
45411	Dues & Memberships	401	115	300	300	300
45461	Books & Publications	141	70	200	200	200
<b>TOTAL OPERATING</b>		<b>\$ 363,241</b>	<b>\$ 281,410</b>	<b>\$ 302,670</b>	<b>\$ 302,670</b>	<b>\$ 308,510</b>
46415	Trucks & Trailers	200,963	-	-	-	-
<b>TOTAL CAPITAL</b>		<b>\$ 200,963</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**TOTAL EXPENDITURES**    \$ 851,508    \$ 587,456    \$ 602,328    \$ 610,261    \$ 624,690

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM STREETS & RIGHT OF WAY MAINTENANCE

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46415	<i>Trucks &amp; Trailers</i>					
	Ford F550 Dump Truck-#117 (R&R)	-	3,000	3,000	3,000	3,000
	Ford F550 Dump Truck-#118 (R&R)	-	3,000	3,000	3,000	3,000
	F350 Utility Body w/ Liftgate-#92 (R&R)	-	16,250	16,250	65,000 (b)	16,250
	F250 Utility Body w/ Liftgate-#91 (R&R)	-	13,000	13,000	13,000	65,000 (c)
	Dump Truck-#98 (R&R)	-	9,000	9,000	9,000	9,000
	F250 Utility Body w/ Liftgate-#90 (R&R)	-	8,000	8,000	8,000	8,000
	2-Ton Flat Bed Dump Truck-#106 (R&R)	-	2,500	2,500	2,500	2,500
	Kenworth T370 Dump Truck-#116 (R&R)	-	9,000	9,000	9,000	9,000
	Crack Sealer Machine & Trailer w/ Hoses	-	40,000	-	-	-
	<b>TOTAL</b>	-	<b>103,750</b>	<b>63,750</b>	<b>112,500</b>	<b>102,750</b>
46416	<i>Heavy Equipment</i>					
	Pay Loader w/ Root Rake-#8 (R&R)	-	12,500	12,500	12,500	12,500
	Case INT Broom Tractor-#5 (R&R)	-	8,000	16,250 (a)	1,625	1,625
	Case Tractor c/s 570XLT-#3 (R&R)	-	5,000	5,000	5,000	69,000 (d)
	New Holland Tractor w/ Clam Shell-#4 (R&R)	-	5,000	5,000	5,000	5,000
	Kubota Tractor-#10 (R&R)	-	3,250	3,250	3,250	3,250
	JD244 Loader w/ Clam Shell-#12 (R&R)	-	8,750	8,750	8,750	8,750
	Ingersol Rand Steam Roller-#67 (R&R)	-	7,000	7,000	7,000	7,000
	Bucket Truck-#97 (R&R)	-	10,000	10,000	10,000	10,000
	<b>TOTAL</b>	-	<b>59,500</b>	<b>67,750</b>	<b>53,125</b>	<b>117,125</b>
46431	<i>Special Purpose Equipment</i>					
	Tree Stump Grinder	-	25,000	-	-	-
	<b>TOTAL</b>	-	<b>25,000</b>	-	-	-

**DIVISION TOTAL \$ - \$ 188,250 \$ 131,500 \$ 165,625 \$ 219,875**

- (a) Year of Acquisition (\$16,000 from R&R)
- (b) Year of Acquisition (\$48,750 from R&R)
- (c) Year of Acquisition (\$52,000 from R&R)
- (d) Year of Acquisition (\$20,000 from R&R)

# NEW PORT RICHEY

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# PUBLIC WORKS – FACILITIES MAINTENANCE

## IT IS THE MISSION OF PUBLIC WORKS – FACILITIES MAINTENANCE TO

maintain a safe, clean, and attractive environment for both employees and visitors to all facilities under the management of the City.

## DESCRIPTION

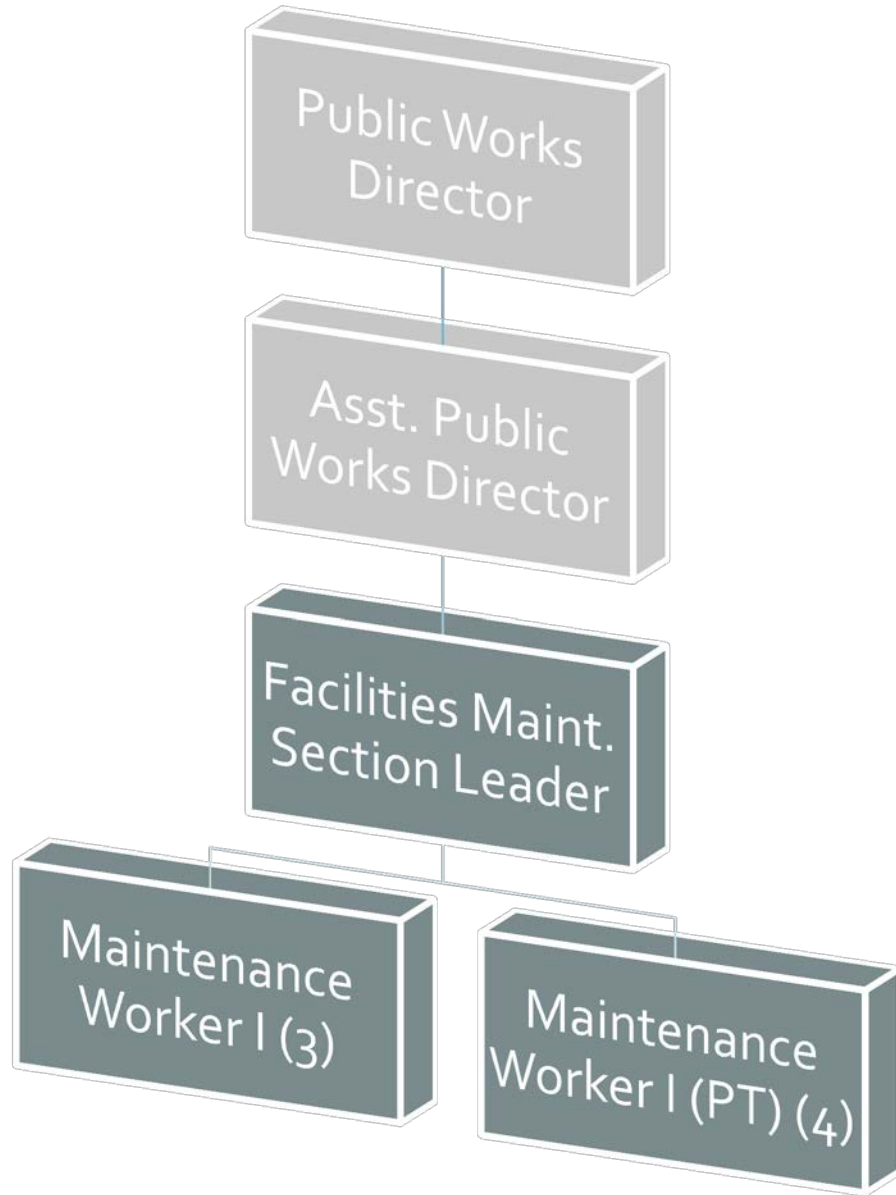
The Public Works – Facilities Maintenance Division is responsible for the maintenance and repair of New Port Richey's public buildings.

## ACCOMPLISHMENTS OF FY17

- Facilities Management Program:
  - Identified and prioritized existing facility deficiencies
- Parking Lot LED Conversion Program:
  - GerbenDevris Parking Lot (across from Sims Park)
  - Gloria Swanson Parking Lot
  - Bank St. Parking Lot
- Capital Projects:
  - Completed the Chiller Replacement and the Exterior Painting at City Hall
  - Identified building deficiencies and completed the proposal process for the implementation of those projects at Fire Station #2
- Personnel Efficiency Review:
  - Janitor/Maintenance activity review and function adjustments completed
  - Identified maintenance activities to be performed in-house

## FY18 INITIATIVES

- Recreation and Aquatic Center:
  - Replace coils on HVAC unit
  - Repair decking concrete near the pools and slider
  - Repair the slider doors in the gym
  - Install swim suit drying machines in the 3 restrooms
- Claude Pepper Senior Center:
  - Replace flat roof areas and 2 AC units
  - Redo the drywall work in front restroom
  - Pressure wash metal roof and side walls of building
- LED Lighting Upgrades:
  - Apply for grant funding to covert street lighting on U.S. Hwy 10 to LEDs
  - Complete the Dark Spot LED Project for neighborhood street lighting
  - Complete the LED conversion of interior lighting for Fleet Maintenance
  - Complete phase 1 of LED up-lighting for way finding signage



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Facilities Maintenance Section Leader	1	1	1
Maintenance Worker I	4.45	4.45	5.88
<b>Total</b>	<b>5.45</b>	<b>5.45</b>	<b>6.88</b>

## FACILITIES MAINTENANCE

001106					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	BUDGET
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	AMOUNT
						FY17-18
41299	Regular Full-Time Wages	-	98,826	81,086	105,960	106,290
41311	Part-Time Wages	-	38,950	34,433	49,430	65,990
41411	Overtime Wages	-	3,766	3,518	3,060	5,000
41511	Employee Incentives	-	300	100	350	400
41516	Health Insurance Waiver Stipend	-	2,596	1,996	-	-
42111	Social Security Matching	-	10,956	9,184	12,200	12,550
42211	Florida Retirement System	-	10,341	8,700	11,840	8,910
42311	Health Insurance	-	13,178	12,181	25,830	23,740
42312	Life Insurance	-	72	62	200	430
42313	Accidental Death & Disab Insurance	-	9	7	80	180
42427	Workers Comp - Building (NOC) (9015)	-	6,402	5,980	7,400	5,500
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ -</b>	<b>\$ 185,396</b>	<b>\$ 157,247</b>	<b>\$ 216,350</b>	<b>\$ 228,990</b>
43411	Custodial/Janitorial Services	-	394	1,500	1,500	1,500
43412	Pest Control Services	-	5,733	7,700	7,700	7,700
43451	Contractual Electrical	-	5,833	6,700	6,700	-
43452	Contractual Plumbing Services	-	2,146	2,200	2,200	-
43453	Contractual Mechanical Services	-	1,656	1,300	1,300	-
43454	Contractual HVAC/Air	-	37,483	38,950	38,950	70,000
43474	Security Services	-	-	1,700	1,700	1,700
43475	Contractual Services - Fire Monitoring	-	-	-	-	1,960
43499	Contractual Services - Misc	-	28,600	25,380	25,380	48,000
44011	Travel & Training	-	-	800	800	800
44121	Telephone - Local	-	1,721	1,000	1,000	1,200
44134	Data Lines	-	-	800	800	600
44142	Burglar Alarm Lines	-	-	1,960	1,960	-
44311	Electric - City Facilities	-	38,118	40,000	40,000	38,000
44331	Trash Removal	-	18,071	18,000	18,000	18,000
44351	Water & Sewer - City	-	7,329	7,490	7,490	7,490
44373	Street Light Fee	-	981	590	590	590
44381	Stormwater Assessment	-	2,266	1,420	1,420	1,420
44611	Maintenance & Repairs - Bldg & Grounds	-	36,757	40,000	40,000	40,000
44631	Maintenance & Repairs - Central Garage	-	-	1,700	1,700	1,000
44655	Maintenance & Repairs - Senior Center	-	-	5,000	5,000	4,000
44983	Permit Fees	-	-	50	50	50
45111	Office Supplies - General	-	97	500	500	300
45141	Small Tools & Implements	-	1,714	4,000	4,000	3,500
45211	Fuel	-	112	5,000	5,000	3,000
45231	Clothing & Apparel	-	1,646	2,100	2,100	2,100
45243	Computer/Operating Supply	-	755	1,400	1,400	1,100
45247	First Aid Supplies	-	-	300	300	300
45251	Janitorial Supplies	-	15,936	15,000	15,000	17,000
45289	Automotive Parts	-	-	3,000	3,000	1,000
45299	Operating Supplies - Misc	-	1,129	1,500	1,500	1,500
<b>TOTAL OPERATING</b>		<b>\$ -</b>	<b>\$ 208,477</b>	<b>\$ 237,040</b>	<b>\$ 237,040</b>	<b>\$ 273,810</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ 393,873</b>	<b>\$ 394,287</b>	<b>\$ 453,390</b>	<b>\$ 502,800</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM FACILITIES MAINTENANCE

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46415	<i>Trucks &amp; Trailers</i>					
	Dodge 2500 3/4 Ton Pick-Up	-	40,000	2,500	2,500	2,500
	<b>TOTAL</b>	-	<b>40,000</b>	<b>2,500</b>	<b>112,500</b>	<b>102,750</b>

DIVISION TOTAL    \$       -       \$ 40,000    \$    2,500    \$ 112,500    \$ 102,750



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# PUBLIC WORKS – GROUNDS MAINTENANCE

## IT IS THE MISSION OF PUBLIC WORKS – GROUNDS MAINTENANCE TO

create memorable recreational and park experiences that enhance the quality of life for residents and visitors of New Port Richey.

## DESCRIPTION

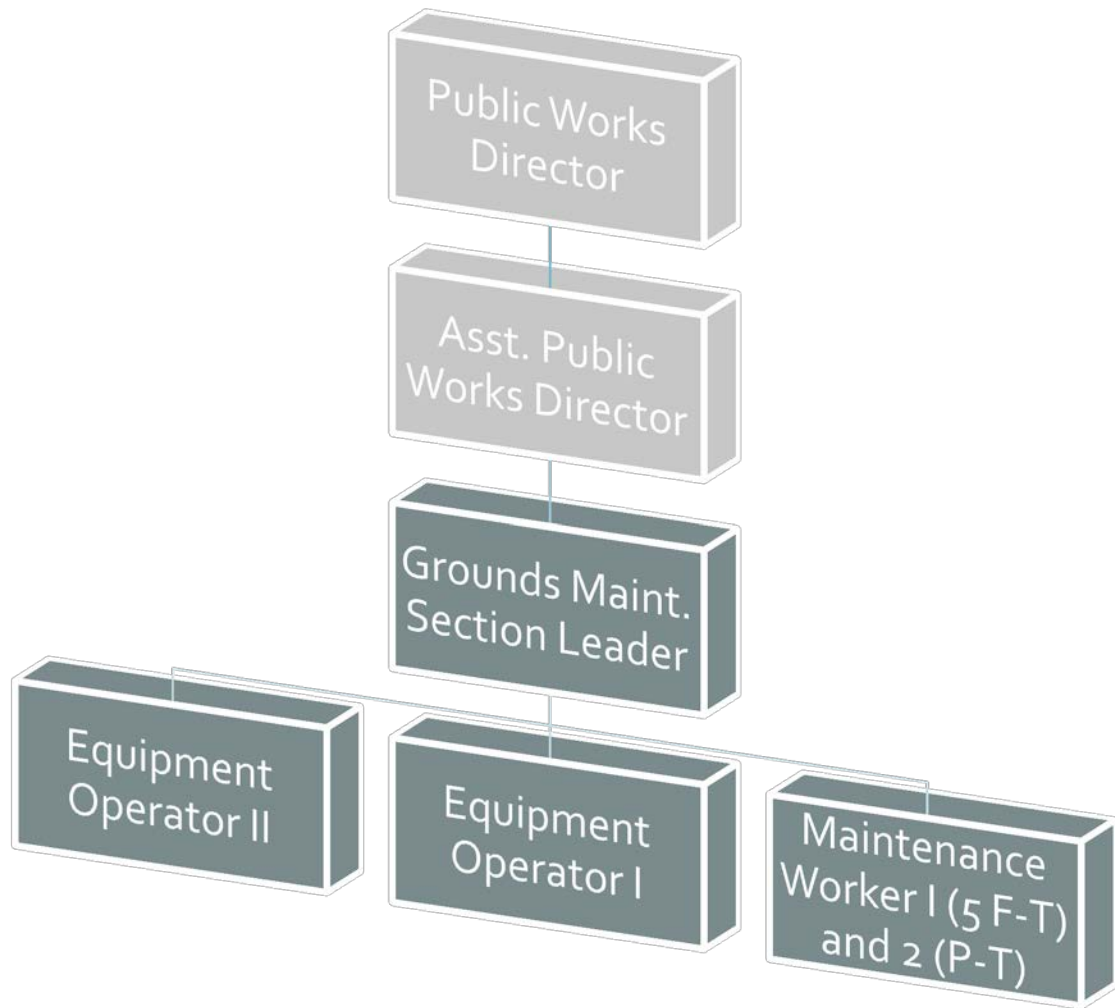
The Public Works – Grounds Maintenance Division performs routine and specialized grounds maintenance for all of the City's parks, preserves, and athletic fields.

## ACCOMPLISHMENTS OF FY17

- Maintained the high standards set for Sims Park subsequent to the Parks Capital Improvement completion
- Oversaw the operational process of numerous special events during the year, such as Chasco, Seafest, Main St. Blast, Holiday Parade, as well as taking first place in the Chasco Parade for *Best Float*
- Personnel Training:
  - Fertilizer and herbicide application certification completed for several personnel
  - Stormwater Operator site inspector certifications completed for several personnel
- Completed the installation of canoe, kayak launches at the Grey Preserve, Frances Avenue Park, and Sims Park
- Completed irrigation upgrades and landscaping improvements at the Public Works Operations Center

## FY18 INITIATIVES

- Maintenance Programs:
  - Install new bollards at Sims Park to help with load in and load out of events
  - Identify current facility defects, prioritize, and determine corrective measures
  - Identify current conditions of trees, remove and replace where needed and/or perform maintenance
- Personnel Training:
  - Fertilizer and Herbicide Application certification
  - Stormwater Operator Site Inspector certification
  - Train all staff on proper operating procedures for the splash pad and proper way for load in and load out of events
- Park Amenity Improvements:
  - Landscape Sims Park, where needed
  - Install rills in the parks and replace aging boards on the boardwalks, where and as needed
- Special Events:
  - Continue to staff all load in and load out for events to make sure minimal damage is done to the parks
  - Coordinate volunteer groups to assist existing staff with maintenance activities
  - Continue to staff all events at all times



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Grounds Maintenance Section Leader	1	1	1
Equipment Operator II	1	1	1
Equipment Operator I	1	1	1
Maintenance Worker I	5	6.44	6.44
<b>Total</b>	<b>8</b>	<b>9.44</b>	<b>9.44</b>

## GROUNDS MAINTENANCE

001110					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41210	Regular Exempt Salaries	-	-	-	46,200	46,890
41299	Regular Full-Time Wages	-	215,893	185,561	188,970	177,070
41311	Part-Time Wages	-	14,715	-	-	32,880
41411	Overtime Wages	-	19,945	18,123	13,920	14,050
41511	Employee Incentives	-	400	100	450	500
41529	Meal Allowance	-	18	18	120	80
42111	Social Security Matching	-	18,900	16,473	18,780	20,770
42211	Florida Retirement System	-	15,656	13,660	10,010	21,120
42214	Defined Contribution Plan	-	3,565	3,078	-	3,260
42311	Health Insurance	-	41,876	33,650	37,120	47,470
42312	Life Insurance	-	146	117	450	540
42313	Accidental Death & Disab Insurance	-	17	14	180	220
42428	Workers Comp - Parks (9102)	-	7,635	7,635	8,640	7,710
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ -</b>	<b>\$ 338,766</b>	<b>\$ 278,429</b>	<b>\$ 324,840</b>	<b>\$ 372,560</b>
43430	Parking Lot Maintenance	-	1,163	2,000	2,000	2,000
43433	Lawn Maintenance	-	108,072	100,000	100,000	100,000
43499	Contractual Services - Misc	-	20,487	22,000	22,000	22,000
44011	Travel & Training	-	2,850	3,000	3,000	3,000
44121	Telephone - Local	-	1,479	1,200	1,200	1,200
44134	Data Lines	-	-	480	480	480
44311	Electric - City Facilities	-	13,051	10,920	10,920	14,000
44331	Trash Removal	-	2,706	15,000	15,000	8,000
44351	Water & Sewer - City	-	23,856	20,000	20,000	9,000
44373	Street Light Fee	-	21	60	60	60
44381	Stormwater Assessment	-	1,103	500	500	500
44419	Rent - Equipment/Software	-	1,642	1,000	1,000	1,000
44611	Maintenance & Repairs - Bldg & Grounds	-	47,983	4,000	4,000	38,000
44631	Maintenance & Repairs - Central Garage	-	7,350	6,480	6,480	6,480
44652	Maintenance & Repairs - Vandalism	-	96	5,000	5,000	5,000
44653	Maintenance & Repairs - Pinehill Cemetery	-	115	2,500	2,500	2,500
44655	Maintenance & Repairs - Senior Center	-	4,950	-	-	-
44999	Other Current Charges - Misc	-	3,170	5,000	5,000	500
45111	Office Supplies - General	-	17	100	100	100
45141	Small Tools & Implements	-	2,829	4,000	4,000	4,000
45211	Fuel	-	29,353	15,000	15,000	20,000
45221	Chemicals	-	-	2,500	2,500	2,500
45231	Clothing & Apparel	-	1,246	2,700	2,700	2,700
45243	Computer/Operating Supply	-	-	300	300	300
45247	First Aid Supplies	-	88	100	100	100
45251	Janitorial Supplies	-	15,749	10,300	10,300	15,000
45289	Automotive Parts	-	7,307	7,000	7,000	7,000
45299	Operating Supplies - Misc	-	8,359	8,000	8,000	8,000
45321	Signs & Sign Material	-	2,239	3,000	3,000	3,000
45341	Sod/Seed	-	950	3,000	3,000	29,000
45411	Dues & Memberships	-	160	300	300	300
<b>TOTAL OPERATING</b>		<b>\$ -</b>	<b>\$ 308,391</b>	<b>\$ 255,440</b>	<b>\$ 255,440</b>	<b>\$ 305,720</b>
46415	Trucks & Trailers	-	41,995	28,000	28,000	-

## GROUNDS MAINTENANCE

001110 EXP CODE CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
64-31 Special Purpose Equipment	-	4,430	-	-	-
TOTAL CAPITAL	\$ -	\$ 46,425	\$ 28,000	\$ 28,000	\$ -

TOTAL EXPENDITURES \$ - \$ 693,582 \$ 561,869 \$ 608,280 \$ 678,280

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM GROUNDS MAINTENANCE

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46415	<i>Trucks and Trailers</i>					
	Ford F250 3/4 Ton Pick-Up-#35 (R&R)	-	5,000	5,000	5,000	5,000
	Ford F150 1/2 Ton Pick-Up-#40 (R&R)	-	2,800	2,800	2,800	2,800
	Ford F150 1/2 Ton Pick-Up-#44 (R&R)	-	2,800	2,800	2,800	2,800
	Ford F550 1 Ton Dump Truck-#124 (R&R)	-	3,000	3,000	3,000	3,000
	Ford F250 3/4 Ton Pick-Up-#111 (R&R)	-	2,100	2,100	2,100	2,100
	Ford F150 Regular Cab Pick-Up-#105 (R&R)	-	1,400	1,400	1,400	1,400
	<b>TOTAL</b>	-	<b>17,100</b>	<b>17,100</b>	<b>17,100</b>	<b>17,100</b>
46416	<i>Heavy Equipment</i>					
	John Deere Tractor-#34 (R&R)	-	3,200	3,200	3,200	3,200
	Kubota Clambucket Bush Hog-#33 (R&R)	-	3,350	3,350	3,350	3,350
	<b>TOTAL</b>	-	<b>6,550</b>	<b>6,550</b>	<b>6,550</b>	<b>6,550</b>
46431	<i>Special Purpose Equipment</i>					
	Case Scout 4x4 Utility Vehicle (R&R)	-	1,200	1,200	1,200	1,200
	John Deere 4x6 Gator (R&R)	-	2,600	2,600	2,600	2,600
	<b>TOTAL</b>	-	<b>3,800</b>	<b>3,800</b>	<b>3,800</b>	<b>3,800</b>

**DIVISION TOTAL \$ - \$ 27,450 \$ 27,450 \$ 27,450 \$ 27,450**

# NEW PORT RICHEY

## NON-EXPENDITURE DISBURSEMENTS

001581 EXP CODE CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
581					
49161 Transfer to Street Improvement Fund	-	-	-	-	300,000
49163 Transfer to CRA - Tax Increment	719,554	811,061	865,715	865,715	923,480
<b>TOTAL TRANSFERS</b>	<b>\$ 719,554</b>	<b>\$ 811,061</b>	<b>\$ 865,715</b>	<b>\$ 865,715</b>	<b>\$ 1,223,480</b>
584					
49421 Reserves - Contingency	2,847	-	60,000	151,000	137,160
49424 Reserves - Sick Leave	19,956	61,448	64,885	48,000	50,000
49495 Reserves - Public Art Fund	-	-	9,100	10,000	5,000
<b>TOTAL RESERVES</b>	<b>\$ 22,803</b>	<b>\$ 61,448</b>	<b>\$ 133,985</b>	<b>\$ 209,000</b>	<b>\$ 192,160</b>
49167 Repayable Advance to CRA	803,656	-	-	-	-
49167 Repayable Advance to CRA - Refunding & Loan Proceeds	-	11,202,894	-	-	-
<b>INTERGOVERNMENTAL LOANS</b>	<b>\$ 803,656</b>	<b>\$ 11,202,894</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL NON- EXPENDITURES</b>	<b>\$ 1,546,013</b>	<b>\$ 12,075,403</b>	<b>\$ 999,700</b>	<b>\$ 1,074,715</b>	<b>\$ 1,415,640</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 19,844,414</b>	<b>\$ 31,442,732</b>	<b>\$ 18,710,023</b>	<b>\$ 20,054,709</b>	<b>\$ 20,854,690</b>

# NEW PORT RICHEY



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# PUBLIC WORKS - STORMWATER UTILITY

## IT IS THE MISSION OF STORMWATER UTILITY TO

have a proactive inspection program that identifies and remediates flood prone areas, expands or enlarges existing systems to eliminate the flood areas identified, and to improve water quality and quality of life for its residents, where applicable.

## DESCRIPTION

The Stormwater Utility Division is a special purpose service unit within city government that provides stormwater management, as required by the Environmental Protection Agency . This Division maintains 5 miles of ditches/ canals and 40 miles of stormwater pipes. In addition, this Division cleans and repairs catch basins, storm drain pipes, and ditches, while rebuilding or adding new structures, as needed.

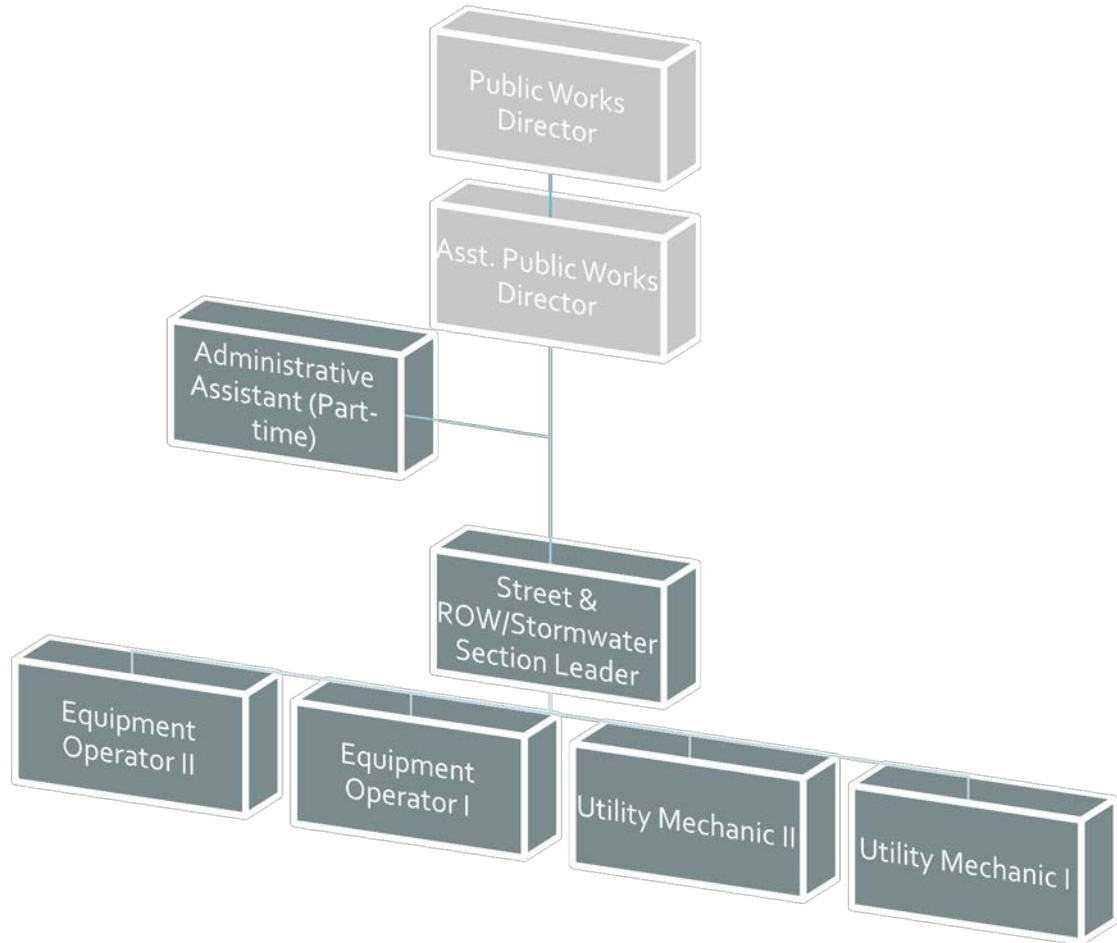
## ACCOMPLISHMENTS OF FY17

- Stormwater Pond Construction:
  - Constructed a dry retention pond with an overflow structure on Delaware Ave., east of Van Buren St. and on School Road
- NPDES Mandate Activities:
  - Continued facility inspection and maintenance of CDS units, pipe, ponds, catch basins, and outfalls
  - Continued sediment removal and regarding of existing ditch and swale lines
  - Continued catch basin tag ID stenciling
  - Continued street sweeping program on all curbed roadways
- Evasive Vegetation Removal:
  - Removed Brazilian Pepper plants in the Grey Preserve (Congress St. side entrance) and Frances Ave. Park
  - Removed evasive vegetation from canals north of Warren Ave. and along the river at the Cotee River Park
- Stormwater Pond Tree Maintenance:
  - Trimmed trees around Orange Lake, Azalea Dr. pond, and Palm Dr. pond

## FY18 INITIATIVES

- Storm Pipe Maintenance:
  - Add 175' of 12" pipe and a tide flex valve to piping on Bellview
  - Line stormwater lines that have deteriorated over time
- Stormwater Permit:
  - Continue stormwater inspections and improvements to the inspection process
  - Make necessary adjustments to the City's stormwater infrastructure to remain in compliance with stormwater permit
- Flood Control/Storm Situations:
  - Alleviate and fix any issues that could possibly cause flooding during weather events

- Continue good preparation techniques for weather events, such as tropical storms and hurricanes
- Continue being proactive during weather events, such as closing flooded street, pedestrian safety concerns
- Job Safety:
  - Continue maintaining safe work place practices for a safe environment
  - Continue trainings and certifications for work safety that we have in place



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Streets & ROW/Stormwater Section Leader	1	1	1
Administrative Assistant (Part-time)	0	0	1
Equipment Operator II	1	1	1
Equipment Operator I	1	1	1
Utility Mechanic II	0	1	1
Utility Mechanic I	2	1	1
<b>Total</b>	<b>5</b>	<b>5</b>	<b>6</b>

## STORMWATER UTILITY FUND

002 REV CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
331620	NOAA Gulf of Mexico Alliance Grant	-	-	33,334	-	-
33429	FDOT Street Sweeper Grant	-	-	2,000	-	-
337310	SWFWMD Grant	-	-	20,000	20,000	20,000
343710	Stormwater Utility Fee	951,875	967,878	985,988	992,520	1,126,570
361100	Interest on Investments	1,340	13	-	-	-
361150	Interest-Stormwater Utility Fee	56	2,243	2,707	100	100
361200	Interest - S.B.A.	835	-	-	500	-
361250	Interest - FMIvT	1,040	2,717	1,966	450	450
361280	Interest - T-Bills & Bonds	-	2,277	-	-	-
389900	Prior Yr Fund Bal-Unassigned	-	-	668,611	1,142,687	429,220
<b>STORMWATER UTILITY FUND REVENUES</b>		<b>\$ 955,146</b>	<b>\$ 975,128</b>	<b>\$ 1,714,606</b>	<b>\$ 2,156,257</b>	<b>\$ 1,576,340</b>

## STORMWATER UTILITY

002103		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41299	Regular Full-Time Wages	128,648	136,622	131,377	137,230	136,890
41311	Part-Time Wages	-	-	-	-	12,690
41411	Overtime Wages	11,117	12,064	11,821	12,160	27,230
41511	Employee Incentives	250	250	250	250	300
41516	Health Insurance Waiver Stipend	1,800	1,800	-	-	-
41522	Education Incentive Pay	600	600	600	600	-
41527	Standby Time	6,010	4,380	4,344	7,140	4,910
41529	Meal Allowance	36	48	48	-	-
42111	Social Security Matching	10,769	11,566	11,143	12,180	13,930
42211	Florida Retirement System	10,657	11,177	10,761	11,770	13,220
42311	Health Insurance	28,654	27,906	27,906	37,290	23,740
42312	Life Insurance	100	102	102	250	270
42313	Accidental Death & Disab Insurance	12	12	12	100	110
42315	Net OPEB Obligation Expense	4,303	4,042	2,500	-	-
42426	Workers Comp - Clerical (8810)	-	-	-	-	30
42433	Workers Comp - Irrigation Workers/Oper/Drivers (0251)	5,372	5,650	8,000	8,470	5,690
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 208,328</b>	<b>\$ 216,219</b>	<b>\$ 208,864</b>	<b>\$ 227,440</b>	<b>\$ 239,010</b>
43129	Engineering Services - Misc	17,717	250	35,000	35,000	35,000
43199	Professional Services - Misc	6,768	5,815	25,000	35,000	35,000
43433	Lawn Maintenance	31,544	2,502	15,000	50,000	50,000
43438	Lab Test	-	-	-	10,000	10,000
43499	Contractual Services - Misc	29,051	29,968	35,000	35,000	35,000
44011	Travel & Training	1,839	2,126	2,000	2,390	1,780
44121	Telephone - Local	2,955	1,613	1,200	1,300	1,300
44134	Data Lines	408	314	500	2,000	2,000
44141	Pager Services	70	64	75	100	100
44211	Postage	-	-	-	50	50
44311	Electric - City Facilities	12,722	11,430	11,765	14,240	12,000
44331	Trash Removal	10,067	14,115	9,346	12,500	11,000
44373	Street Light Fee	-	36	42	40	40
44381	Stormwater Assessment	225	77	79	80	80
44419	Rent - Equipment/Software	4,617	4,679	4,685	5,000	5,000
44511	Liability Insurance - Comp. General	8,954	3,627	3,689	3,330	3,330
44521	Building & Contents Insurance	3,677	3,431	3,645	3,300	3,300
44522	Pollution Insurance	(2,285)	4,305	4,379	4,400	4,400
44523	Automobile & Truck Insurance	-	804	746	750	750
44611	Maintenance & Repairs - Bldg & Grounds	10,536	13,671	9,539	15,000	15,000
44621	Maintenance & Repairs - Equipment	138	473	478	400	400
44631	Maintenance & Repairs - Central Garage	-	8,430	6,500	7,500	7,500
44983	Permit Fees	1,006	936	1,650	2,500	2,500
44999	Other Current Charges - Misc	1,873	990	1,250	2,000	2,000
45111	Office Supplies - General	70	190	750	1,000	1,500
45121	Maps & Charts	62	-	-	300	300
45141	Small Tools & Implements	3,515	1,636	3,450	7,000	7,000
45211	Fuel	21,870	26,582	25,884	20,000	25,000
45225	Software License Support	-	420	400	400	400
45231	Clothing & Apparel	1,368	1,274	1,317	1,500	1,600

## STORMWATER UTILITY

002103		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
45243	Computer/Operating Supply	272	105	-	1,400	2,900
45247	First Aid Supplies	226	64	100	200	200
45289	Automotive Parts	38,919	9,582	14,336	20,000	20,000
45299	Operating Supplies - Misc	9,122	11,402	11,000	13,800	12,000
45321	Signs & Sign Material	6,196	1,311	4,500	5,000	5,000
45331	Pipe/Culvert Material	916	7,191	9,000	10,000	10,000
45341	Sod/Seed	7,159	3,625	7,500	10,000	10,000
45399	Road Materials - Misc	1,315	4,371	7,900	10,000	10,000
45411	Dues & Memberships	105	30	100	200	200
45461	Books & Publications	-	-	-	200	200
<b>TOTAL OPERATING</b>		<b>\$ 232,997</b>	<b>\$ 177,439</b>	<b>\$ 257,805</b>	<b>\$ 342,880</b>	<b>\$ 343,830</b>
46399	Improvements Other Than Bldg - Misc	53,968	217,767	480,000	818,000	380,000
46415	Trucks & Trailers	100,579	-	24,877	24,877	27,500
46416	Heavy Equipment	16,034	31,500	-	-	33,000
46431	Special Purpose Equipment	19,022	-	75,000	75,000	10,000
<b>TOTAL CAPITAL</b>		<b>\$ 189,603</b>	<b>\$ 249,267</b>	<b>\$ 579,877</b>	<b>\$ 917,877</b>	<b>\$ 450,500</b>
49151	Transfer to General Fund	119,250	259,125	329,030	329,030	130,000
49152	Transfer to Street Improvement Fund	-	-	56,030	56,030	-
49153	Transfer to Capital Improvement Fund	-	-	283,000	283,000	403,000
49154	Transfer to W&S Construction Fund	-	-	-	-	10,000
<b>TOTAL TRANSFERS</b>		<b>\$ 119,250</b>	<b>\$ 259,125</b>	<b>\$ 668,060</b>	<b>\$ 668,060</b>	<b>\$ 543,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 750,178</b>	<b>\$ 902,050</b>	<b>\$ 1,714,606</b>	<b>\$ 2,156,257</b>	<b>\$ 1,576,340</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM STORMWATER UTILITY

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46399	<i>Improvements Other than Buildings - Misc.</i>					
	Misc. Flood Control/Water Quality Projects	200,000	30,000	300,000	300,000	300,000
	2016/2017 Hemlock Dr. Stormwater Improvement (Engineering)	10,000	-	-	-	-
	2016/2017 Hemlock Dr. Stormwater Improvement (Construction)	60,000	-	-	-	-
	2017/2018 Fleet Purchasing Warehouse Improvements	30,000	-	-	-	-
	2017/2018 Maple St. Stormwater Improvements (Engineering)	80,000	-	-	-	-
	2017/2018 Maple St. Stormwater Improvements (Construction)	-	800,000	-	-	-
	2018/2019 Madison St./High St. to Senate Ln. Stormwater System Upgrade, Phase I (Engineering)	-	-	140,500	-	-
	2018/2019 Madison St./High St. to Senate Ln. Stormwater System Upgrade, Phase I (Engineering)	-	-	-	719,500	-
	<b>TOTAL</b>	<b>380,000</b>	<b>830,000</b>	<b>440,500</b>	<b>1,019,500</b>	<b>300,000</b>
46413	<i>Data Processing Equipment</i>					
	Computer	-	-	2,800	-	-
	Laptop	-	-	-	2,400	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>2,800</b>	<b>2,400</b>	<b>-</b>
46415	<i>Trucks and Trailers</i>					
	Ford F550 Service Truck w/ Crane #114 (R&R)	4,250	4,250	4,250	4,250	4,250
	Service Truck 1 Ton Pick-up w/ Liftgate #110 (R&R)	3,250	3,250	3,250	3,250	3,250
	Ford F450 Flatbed #96 (R&R)	3,000	3,000	3,000	3,000	3,000
	Vacuum Line Cleaning Truck (R&R)	10,000	10,000	10,000	10,000	10,000
	GMC C6500 Water Tanker Truck #69 (R&R)	7,000	7,000	7,000	7,000	7,000
	<b>TOTAL</b>	<b>27,500</b>	<b>27,500</b>	<b>27,500</b>	<b>27,500</b>	<b>27,500</b>
46416	<i>Heavy Equipment</i>					
	New Holland Flail Mower #11 (R&R)	12,000	12,000	12,000	12,000	12,000
	TYMCO 600 Street Sweeper #102 (R&R)	21,000	21,000	21,000	21,000	21,000
	<b>TOTAL</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>
46431	<i>Special Purpose Equipment</i>					
	Gravity Fed Sandbagger Station	10,000	-	-	-	-
	<b>TOTAL</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**DIVISION TOTAL    \$ 450,500    \$ 890,500    \$ 503,800    \$ 1,082,400    \$ 360,500**

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# PUBLIC WORKS - STREET LIGHTING FUND

## IT IS THE MISSION OF THE STREET LIGHTING FUND TO

administer the City's street lighting assessment program within the guidelines of Ordinance No. 1704, Street Lighting Assessment Act.

## DESCRIPTION

On August 21, 2003, the City Council approved the implementation of a street lighting assessment as a way to fund the costs of street lighting services for residential and commercial properties within the City of New Port Richey. This assessment is becoming more common in local municipalities as it is a more equitable way to pay for street lighting services.

## ACCOMPLISHMENTS OF FY17

- Coordinated logistics for over 30 events held at Sims Park
- A rate study was performed to evaluate the current rate being assessed to residents and was subsequently increased by City Council to \$37.81 /ERU

## FY18 INITIATIVES

- The City will work on added more LED lights to address blackout areas throughout the City

## STREET LIGHTING FUND

121 REV CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
334500	St Hwy Lighting & Maint Agreement	34,600	35,644	34,800	35,000	35,000
343910	Street Light Assessment	374,930	370,953	395,403	371,900	412,630
361100	Interest on Investments	200	85	117	500	500
361350	Interest-Street Lighting	-	1,189	916	750	1,370
369900	Other Miscellaneous Revenue	-	-	330	-	-
<b>STREET LIGHTING FUND REVENUES</b>		<b>\$ 409,730</b>	<b>\$ 407,871</b>	<b>\$ 431,566</b>	<b>\$ 408,150</b>	<b>\$ 449,500</b>



## STREET LIGHTING

121104 EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
43129	Engineering Services	-	-	-	14,550	1,000
43199	Professional Services	-	-	-	-	1,000
44211	Postage	-	-	-	-	5,000
44371	Electric - City Facilities	58,223	26,519	65,000	70,000	75,000
44372	Street Light Rental & Maint	227,223	233,263	235,000	235,450	270,500
44374	US-19 Street Lighting O & M	38,058	31,029	41,452	50,000	52,000
44999	Miscellaneous Expenses	-	-	-	-	10,000
45252	Operating Supplies	14,210	14,343	-	15,000	10,000
<b>TOTAL OPERATING</b>		<b>\$ 337,714</b>	<b>\$ 305,154</b>	<b>\$ 341,452</b>	<b>\$ 385,000</b>	<b>\$ 424,500</b>
49421	Reserves - Contingency	-	-	-	23,150	25,000
<b>TOTAL RESERVES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,150</b>	<b>\$ 25,000</b>

**TOTAL EXPENDITURES**    \$ 337,714    \$ 305,154    \$ 341,452    \$ 408,150    \$ 449,500

# NEW PORT RICHEY

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# GENERAL DEBT SERVICE

## DESCRIPTION

The General Debt Service Fund is used to accumulate financial resources for the payment of interest and principal on all general obligation debt of the City. Currently, the City has 1 general debt obligation that is reported in this fund – Redevelopment Revenue Note, Series 2016.

Currently, the largest revenue source for the General Debt Service Fund is the Community Redevelopment Fund, which transfers a portion of Tax Increment Funds (TIF) to cover debt service requirements.

## GENERAL DEBT SERVICE FUND

201 REV CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
314100	Electric Utility Tax	1,269,808	1,325,774	1,153,861	1,325,000	-
314400	Gas Utility Tax	36,716	-	-	50,000	-
314800	Propane Utility Tax	45,595	49,617	42,447	48,000	-
361100	Interest on Investments	954	207	296	750	-
381731	Transfer from CRA Fund	-	458,834	887,230	887,230	887,760
384300	Net Proceeds from Loan Issuance	-	11,265,001	-	-	-
389900	Prior Yr Fund Bal-Unassigned	154,880	-	-	-	-
<b>GENERAL DEBT SERVICE REVENUES</b>		<b>\$ 1,507,953</b>	<b>\$ 13,099,433</b>	<b>\$ 2,083,834</b>	<b>\$ 2,310,980</b>	<b>\$ 887,760</b>

## GENERAL DEBT SERVICE

201201 EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
201201						
47138	Principal - 2016 Note	-	311,000	609,000	609,000	625,000
47221	Interest - Redevelopment 2005 Note A	122,240	-	-	-	-
47238	Interest - 2016 Note	-	147,834	278,230	278,230	262,760
47341	Debt Service Issuance Costs	-	56,241	-	-	-
	<b>TOTAL DEBT SERVICE</b>	<b>\$ 122,240</b>	<b>\$ 515,075</b>	<b>\$ 887,230</b>	<b>\$ 887,230</b>	<b>\$ 887,760</b>
201581						
49151	Transfer to General Fund	814,717	12,570,010	1,153,861	1,423,750	-
	<b>TOTAL TRANSFERS</b>	<b>814,717</b>	<b>12,570,010</b>	<b>1,153,861</b>	<b>1,423,750</b>	<b>-</b>

**TOTAL EXPENDITURES**    \$ 936,957    \$ 13,085,085    \$ 2,041,091    \$ 2,310,980    \$ 887,760

# NEW PORT RICHEY

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# CAPITAL IMPROVEMENT

## DESCRIPTION

The Capital Improvement Fund is used to account for all the governmental capital projects throughout the City. The fund's primary revenue source is the "Penny for Pasco" local discretionary sales surtax. These funds may be used for the following:

1. Finance, plan, and construct infrastructure
2. Acquire land for public recreation, conservation, or protection of natural resources
3. To finance the closure of county or municipal-owned solid waste landfills that have been closed or are required to be closed by order of the DEP.

Capital projects budgeted for in the Capital Improvement Fund are included in the City's Capital Improvement Program (CIP).

## CAPITAL IMPROVEMENT FUND

301 REV CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
312610	1-Cent Infrastructure Surtax	2,003,421	2,186,944	2,157,170	2,240,000	2,648,840
331540	Community Development Block Grant	-	-	-	228,000	228,000
334100	Florida Department of Transportation	-	-	670,060	670,060	-
334360	SWFWMD	-	-	-	247,000	247,000
334700	Historic Preservation Grant	298,220	-	-	-	-
334720	FL Recreation Development Program	-	200,000	-	-	-
334740	FDEP Recreation Trails Grant	-	-	200,000	200,000	200,000
337760	Restore Act Funds (BP)	-	-	-	100,000	100,000
361100	Interest On Investments	3,095	168	488	1,000	1,000
361200	Interest - S.B.A.	1,945	5,998	8,876	1,500	7,500
361250	Interest - FMIvT	6,742	11,177	8,088	3,500	7,500
361280	Interest - T-Bills & Bonds	-	4,554	-	-	-
366900	Contributions & Donations	5,500	-	-	-	-
381200	Transfer from W & S Revenue	204,600	-	-	-	-
381310	Transfer from Street Impr. Fund	291,850	-	-	-	-
381330	Transfer from Stormwater Utility Fund	-	-	283,000	283,000	403,000
384500	USDA Loan Proceeds	-	-	-	2,900,000	1,800,000
389900	Prior Yr Fund Bal-Unassigned	4,397,550	1,597,529	-	2,157,940	2,137,640
<b>CAPITAL IMPROVEMENT FUND REVENUES</b>		<b>\$ 7,212,923</b>	<b>\$ 4,006,370</b>	<b>\$ 3,327,682</b>	<b>\$ 9,032,000</b>	<b>\$ 7,780,480</b>



## CAPITAL IMPROVEMENT

301301 EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
301515 46233	Hacienda Hotel Restoration	186,065	-	-	-	-
<b>TOTAL COMPREHENSIVE PLANNING</b>		<b>\$ 186,065</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
301519 46299	Facility Renovations	-	39,621	-	-	275,000
<b>TOTAL OTHER GENERAL GOVERNMENT</b>		<b>\$ -</b>	<b>\$ 39,621</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 275,000</b>
301522 46299	Central Fire Station Relocation	-	11,989	-	2,900,000	1,800,000
<b>TOTAL FIRE CONTROL</b>		<b>\$ -</b>	<b>\$ 11,989</b>	<b>\$ -</b>	<b>\$ 2,900,000</b>	<b>\$ 1,800,000</b>
301541 46320	Grey Preserve Entrance Paving Project	100,956	-	-	-	-
46321	Downtown Landscaping Improvements	-	48,397	263,254	399,000	-
46323	US Hwy 19 Beautification Project	-	97,641	419,384	620,000	-
46332	Main Street Bridge Improvements	-	-	-	250,000	120,000
46342	Way Finding Signage Upgrades	-	32,909	37,195	300,000	300,000
46328	Madison St. Bridge Nodes Project	-	65,667	-	-	-
46327	Downtown Parking Lot Improvements	-	30,580	11,097	250,000	50,000
46354	2016-2017 Seawall Stabilization Project	-	-	9,840	280,000	225,000
46348	Grand Blvd. Multi-Use Path Phase I (Delaware Ave. S. to Grand Blvd. Bridge)	-	-	-	-	50,000
<b>TOTAL ROAD AND STREET</b>		<b>\$ 100,956</b>	<b>\$ 275,194</b>	<b>\$ 740,770</b>	<b>\$ 2,099,000</b>	<b>\$ 745,000</b>
301572 46115	Grey Preserve - Land	188,212	76,400	-	-	-
46299	Fitness Center Expansion Project	24,982	145,276	771,894	1,700,000	1,020,000
46320	Grey Preserve - West Entrance Recreation Center Tennis Court	-	-	67,200	400,000	415,000
463231	Improvements	-	-	7,080	110,000	175,000
46324	Peace Hall Window & Door Upgrades	-	-	7,378	35,000	-
46325	Frances Park Restroom Upgrades	-	-	48,650	243,000	265,000
46326	Sims Park Improvement Project	1,316,385	2,274,165	283,249	300,000	-
463261	Sims Park Boat Ramp Improvements	-	12,692	-	6,000	50,000
46356	Plummer Field Parking Lot Expansion	-	-	35,900	30,000	-
463291	Grey Preserve Phase II - Trails Expansion	-	-	-	19,000	-
46330	Meadows Dog Park Upgrades	-	-	-	-	10,000
46320	James E. Grey Preserve Project	-	7,838	-	-	-
46348	Pine Hill Baseball Complex Improvements	18,857	11,510	-	-	-
46349	Orange Lake Restoration Project	-	57,663	23,560	940,000	940,000
46350	Jasmin Park Improvements	-	-	-	-	40,000
<b>TOTAL PARKS AND RECREATION</b>		<b>\$ 1,548,436</b>	<b>\$ 2,585,544</b>	<b>\$ 1,244,911</b>	<b>\$ 3,783,000</b>	<b>\$ 2,915,000</b>
301581 49151	Transfer to General Fund	1,115,280	1,094,022	250,000	250,000	941,080
49161	Transfer to Street Improvement Fund	-	-	-	-	330,000
49164	Transfer to CRA Fund	450,000	-	-	-	774,400
<b>TOTAL TRANSFERS</b>		<b>\$ 1,565,280</b>	<b>\$ 1,094,022</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 2,045,480</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 3,400,737</b>	<b>\$ 4,006,370</b>	<b>\$ 2,235,681</b>	<b>\$ 9,032,000</b>	<b>\$ 7,780,480</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM CAPITAL IMPROVEMENT

CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
<i>Parks &amp; Recreation Facilities</i>					
Recreation & Aquatics Center Facility Expansion	1,020,000	-	-	-	-
James E. Grey Preserve Expansion Project	415,000	700,000	700,000	-	-
Plummer Field Parking Lot Expansion	-	60,000	-	-	-
Jasmin Park Improvements	40,000	30,000	-	-	-
Frances Ave. Park Improvements	-	370,000	-	-	-
2016/2017 Sims Park Boat Ramp Improvements	50,000	385,000	-	-	-
2017/2018 Meadows Dog Park Upgrades	10,000	60,000	-	-	-
2016/2017 Frances Ave. Park Restroom Upgrades	265,000	-	-	-	-
Sims Boat Ramp & Grand Blvd. Park Restroom Upgrades	-	300,000	-	-	-
Playground Shading - Grand Blvd.	-	50,000	-	-	-
Grand Blvd. Park Restroom Upgrades	-	200,000	-	-	-
Skate Park Project	-	250,000	250,000	-	-
Olympic Sized Competition Pool	-	-	-	-	3,100,000
Recreation Center (Tennis Courts) Improvements	175,000	150,000	-	-	-
<b>TOTAL</b>	<b>1,975,000</b>	<b>2,555,000</b>	<b>950,000</b>	<b>-</b>	<b>3,100,000</b>
<i>Public Safety/Public Facilities</i>					
Central Fire Station Relocation	1,800,000	1,100,000	-	-	-
2017 Seawall Stabilization Project	225,000	789,000	-	-	-
2017 Seawall Stabilization Project, Phase II	-	-	600,000	-	-
Facility Renovations	275,000	200,000	200,000	200,000	200,000
<b>TOTAL</b>	<b>2,300,000</b>	<b>2,089,000</b>	<b>800,000</b>	<b>200,000</b>	<b>200,000</b>
<i>Economic Development</i>					
Downtown Parking	50,000	400,000	750,000	750,000	-
<b>TOTAL</b>	<b>50,000</b>	<b>400,000</b>	<b>750,000</b>	<b>750,000</b>	<b>-</b>
<i>Community Redevelopment</i>					
Orange Lake Restoration Project	940,000	-	-	-	-
<b>TOTAL</b>	<b>940,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Transportation</i>					
Wayfinding Signage Upgrades	300,000	150,000	150,000	150,000	150,000
Main St. Bridge Improvements	120,000	100,000	-	-	-
2016/2017 Streetscape/Multi-Use Path Expansion Central Ave. (Circle Blvd. to Madison St.)	-	650,000	-	-	-
Grand Blvd. Multi-Use Path Phase I (Delaware Ave. S. to Grand Blvd. Bridge)	50,000	520,000	500,000	-	-

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM CAPITAL IMPROVEMENT

CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Gateway Entry Sign - Main St. & US Hwy 19	-	25,000	-	-	-
Sidewalk Improvements - Grand Blvd.	-	180,000	-	-	-
<b>TOTAL</b>	<b>470,000</b>	<b>1,625,000</b>	<b>650,000</b>	<b>150,000</b>	<b>150,000</b>

**TOTAL** \$ 5,735,000   \$ 6,669,000   \$ 3,150,000   \$ 1,100,000   \$ 3,450,000

# NEW PORT RICHEY

## WATER & SEWER FUND

401 REV CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
329500	Sewer Permits	420	144	334	400	400
337310	SWFWMD Grant-Rebate Program	2,169	4,932	2,461	300	3,000
<b>TOTAL PERMIT/INTERGOVERNMENTAL</b>		<b>2,589</b>	<b>5,076</b>	<b>2,795</b>	<b>700</b>	<b>3,400</b>
343310	Water Sales - Retail	4,488,004	4,895,512	5,169,685	5,030,580	5,544,640
343330	Water Sales - Reclaimed Water	208,824	202,125	235,452	230,630	243,830
343340	Water Sales - Lindrick	3,854	13,362	32,135	15,600	36,400
343350	Bulk Water - Port Richey	401,229	410,384	196,812	462,000	271,500
343360	Surplus Water - TBW	385,272	428,208	217,548	385,000	350,000
343510	Sewer Sales - Retail	4,259,177	4,659,961	4,599,056	4,741,500	5,143,610
343530	Bulk Sewer - Port Richey	401,652	404,470	408,549	420,645	420,680
343560	Bulk Sewer - Lindrick	766,499	796,858	776,460	807,745	818,270
349600	Water Connect Fees - Meters	8,995	5,785	7,450	20,000	10,000
349610	Reclaimed Water Connect Fee-Meters	975	1,595	1,675	1,750	1,750
349700	Meter Turn On/Off Fee	27,850	21,625	22,331	32,000	25,000
349710	Sprinkler Charge	47,937	49,643	46,404	50,000	50,000
<b>TOTAL CHARGES FOR SERVICES</b>		<b>11,000,268</b>	<b>11,889,528</b>	<b>11,713,557</b>	<b>12,197,450</b>	<b>12,915,680</b>
361100	Interest On Investments	500	268	445	750	750
361110	Interest - Note Receivable	419,050	398,130	410,000	410,000	410,000
361200	Interest - S.B.A.	653	3,255	4,428	-	-
361250	Interest - FMIvT	6,259	3,473	2,513	7,500	7,500
364410	Surplus Furn., Fix., Equip. Sales	-	19,225	10,000	-	15,000
364420	Insurance Proceeds	516	4,123	124,452	1,000	1,000
369300	Refund of Prior Year Expense	395	760	3,887	500	500
369700	Late Payment Penalties	246,989	206,712	230,829	250,000	250,000
369710	Return Check Charge	3,212	3,350	3,435	3,500	3,500
369720	Other Miscellaneous Revenue	4,989	19,760	4,250	10,000	10,000
369730	County Share of Operations	920,235	836,974	945,974	910,000	910,000
369940	County Share of Reclaimed Water	276,838	245,425	287,557	280,000	280,000
369950	Water Impact Fees	31,266	27,792	68,322	40,000	45,000
369970	Sewer Impact Fees	63,336	54,288	136,878	70,000	90,000
369710	Sewer Impact Fees - Lindrick	193,288	193,288	193,287	193,280	193,280
369990	Sewer Impact Fees - Port Richey	56,136	51,431	48,434	60,000	50,000
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>2,223,662</b>	<b>2,068,254</b>	<b>2,474,691</b>	<b>2,236,530</b>	<b>2,266,530</b>
389900	Prior Yr Fund Bal-Unassigned	-	-	617,720	617,720	904,310
<b>TOTAL FUND BALANCE</b>		<b>-</b>	<b>-</b>	<b>617,720</b>	<b>617,720</b>	<b>904,310</b>
<b>TOTAL WATER &amp; SEWER FUND REVENUES</b>		<b>\$ 13,226,519</b>	<b>\$13,962,858</b>	<b>\$ 14,808,763</b>	<b>\$ 15,052,400</b>	<b>\$ 16,089,920</b>

# NEW PORT RICHEY

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# PUBLIC WORKS – WATER PRODUCTION

## IT IS THE MISSION OF WATER PRODUCTION TO

operate, maintain, and manage the City's Joseph A. Maytum Water Treatment Plant in a way that delivers a reliable and adequate supply of safe drinking water, at a pressure that meets the safety and needs of all customers.

## DESCRIPTION

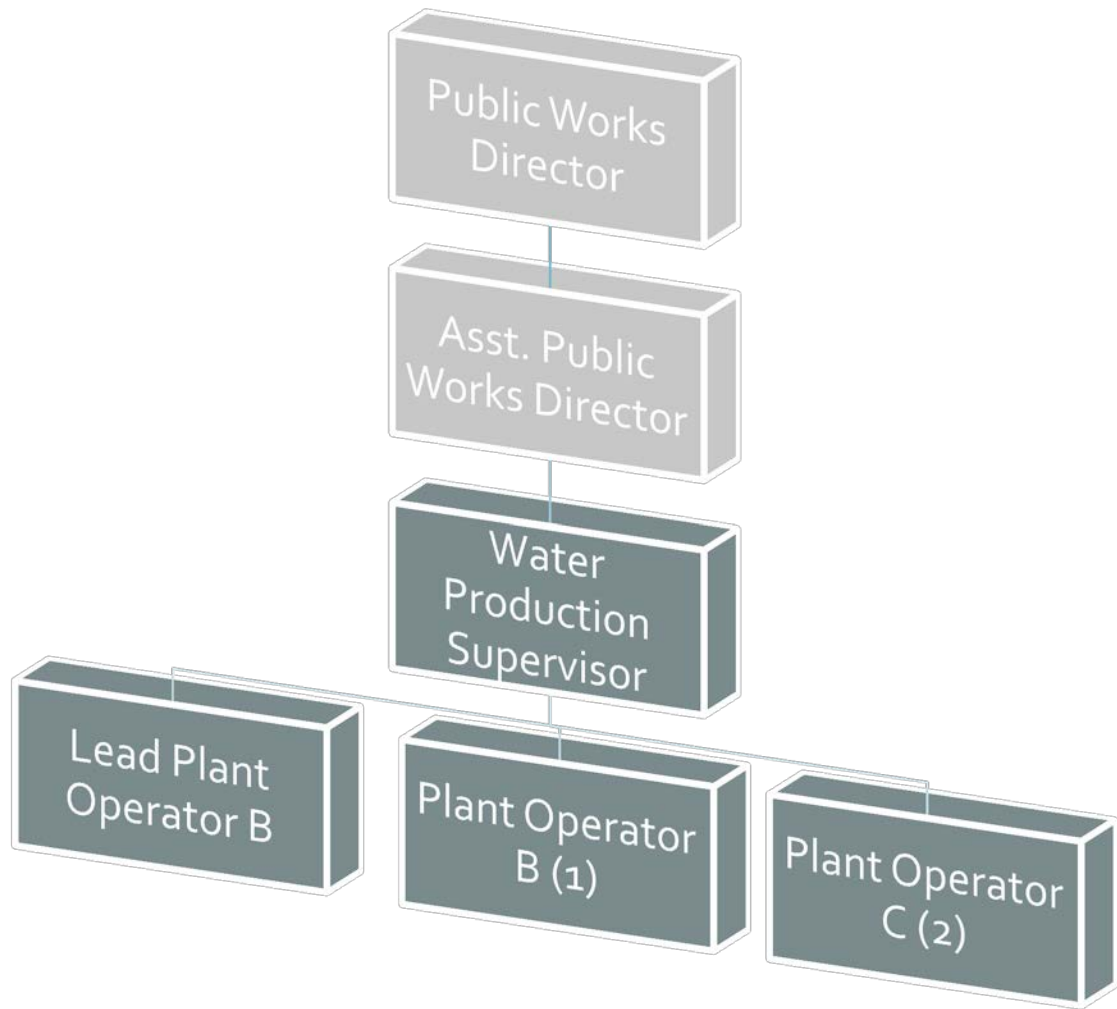
The Water Production Division is responsible for providing residents with water that meets or is better than standards set by the Environmental Protection Agency (EPA).

## ACCOMPLISHMENTS OF FY17

- Produced a quality drinking water for delivery to the City and Region on a consistent basis
- Maintained proper system pressure and chemical content
- Cleaned and painted ground storage reservoirs and aerators
- Replaced ammonia feed pump system and bulk storage tanks
- Maintained aesthetic on plant grounds
- Replaced outdated SCADA system
- Delivered water to new purchased utility systems

## FY18 INITIATIVES

- Monitor legislation impacting the rules and regulations of the water treatment industry
- Modify plant operations accordingly
- Identify new monitoring and testing equipment as it is brought to the market
- Field test and determine if new equipment is accurate, efficient and cost effective
- Replace High Service Pump #1 with more optimally sized unit



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Water Productions Supervisor	1	1	1
Lead Plant Operator B	1	1	1
Plant Operator B	1	1	2
Plant Operator C	2	2	2
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>



## W&S WATER PRODUCTION

401105					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41112	Division Head Salaries	56,126	55,017	57,456	56,760	57,620
41299	Regular Full-Time Wages	159,644	146,558	164,210	160,200	162,600
41411	Overtime Wages	3,791	5,488	4,750	5,780	5,870
41511	Employee Incentives	250	250	250	250	250
41527	Standby Time	15,328	15,389	16,452	15,560	15,790
42111	Social Security Matching	17,446	16,628	18,250	18,250	18,520
42211	Florida Retirement System	17,120	16,908	23,950	23,980	24,870
42311	Health Insurance	26,835	27,598	28,452	37,290	39,560
42312	Life Insurance	99	95	100	250	270
42313	Accidental Death & Disab Insurance	12	11	50	100	110
42315	Net OPEB Obligation Expense	6,817	6,415	6,145	-	-
42421	Workers Comp - Waterworks Oper/SLSMN Drivers (7520)	6,171	6,574	10,145	10,470	10,220
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 309,639</b>	<b>\$ 296,931</b>	<b>\$ 330,210</b>	<b>\$ 328,890</b>	<b>\$ 335,680</b>
43129	Engineering Services - Misc	4,459	14,947	3,333	10,000	10,000
43412	Pest Control Services	457	391	466	440	440
43438	Lab Test	3,217	1,080	1,807	5,350	5,350
43474	Security Services	2,093	2,093	2,250	4,510	4,510
43499	Contractual Services - Misc	3,404	23,850	16,933	20,000	20,000
44011	Travel & Training	90	130	128	1,470	1,470
44121	Telephone - Local	2,447	1,412	1,652	5,380	5,380
44134	Data Lines	6,942	4,456	4,585	7,400	7,400
44141	Pager Services	46	42	27	160	160
44211	Postage	2,216	4,109	2,161	4,000	4,000
44221	Freight Express Charges	-	-	-	30	30
44311	Electric - City Facilities	101,281	95,902	97,396	124,290	124,290
44331	Trash Removal	788	771	771	1,500	1,500
44373	Street Light Fee	2	37	38	100	100
44381	Stormwater Assessment	135	164	171	180	180
44611	Maintenance & Repairs - Bldg & Grounds	34,983	9,341	25,000	50,000	50,000
44621	Maintenance & Repairs - Equipment	469	78	75	1,000	1,000
44623	Maintenance & Repairs - Copiers	-	383	5,000	8,030	-
44631	Maintenance & Repairs - Central Garage	4,509	-	1,500	8,030	8,030
44983	Permit Fees	6,025	6,025	6,000	6,000	6,000
45111	Office Supplies - General	513	386	3,985	2,300	2,300
45121	Maps & Charts	-	-	-	520	520
45141	Small Tools & Implements	452	326	550	500	500
45211	Fuel	8,523	6,789	10,000	10,000	10,000
45221	Chemicals	87,136	97,062	96,256	129,170	129,170
45222	Laboratory Supplies	3,719	4,873	4,697	7,000	7,000
45231	Clothing & Apparel	1,407	1,485	1,229	1,500	1,500
45243	Computer/Operating Supply	2,896	4,332	-	3,000	3,000
45247	First Aid Supplies	64	80	100	250	250
45251	Janitorial Supplies	163	256	764	800	800
45261	Raw Water	3,055,296	2,726,876	2,721,114	2,900,000	3,087,700
45289	Automotive Parts	4,514	3,382	867	3,380	3,380
45294	Conservation Kits & Materials	11,619	9,280	9,120	12,000	12,000
45299	Operating Supplies - Misc	2,309	847	1,375	2,420	2,420

## W&S WATER PRODUCTION

401105 EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
45411	Dues & Memberships	685	239	665	840	840
45461	Books & Publications	-	-	-	200	200
<b>TOTAL OPERATING</b>		<b>\$ 3,352,859</b>	<b>\$ 3,021,424</b>	<b>\$ 3,020,015</b>	<b>\$ 3,331,750</b>	<b>\$ 3,511,420</b>
46341	Elevated Storage Tank	-	11,632	11,768	150,000	150,000
46344	City Well Repairs	-	-	-	-	10,000
46345	Ground Storage Reservoirs	-	-	24,750	36,338	10,000
46399	Improvements Other Than Bldg - Misc	-	-	69,630	75,000	95,000
46415	Trucks & Trailers	43,545	-	-	-	41,000
46431	Special Purpose Equipment	36,506	41,455	27,681	32,000	5,000
<b>TOTAL CAPITAL</b>		<b>\$ 80,051</b>	<b>\$ 53,087</b>	<b>\$ 133,829</b>	<b>\$ 293,338</b>	<b>\$ 311,000</b>

**TOTAL EXPENDITURES**    **\$ 3,742,549**    **\$ 3,371,442**    **\$ 3,484,054**    **\$ 3,953,978**    **\$ 4,158,100**

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM W&S WATER PRODUCTION

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46341	<i>Elevated Storage Tank</i>					
	Clean/Paint Elevated Storage Tank	150,000	-	-	-	-
	Elevated Storage Tank (R&R)	-	20,000	20,000	20,000	20,000
	<b>TOTAL</b>	<b>150,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
46344	<i>City Well Repairs</i>					
	City Well Repairs (R&R)	10,000	10,000	10,000	10,000	10,000
	<b>TOTAL</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
46345	<i>Ground Storage Reservoirs</i>					
	Ground Storage Tank (R&R)	10,000	10,000	10,000	10,000	10,000
	<b>TOTAL</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
43699	<i>Improvements Other than Buildings</i>					
	250HP High Service Pump at Plant	75,000	-	-	-	-
	High Service Pump @ Elevated Storage Tank	-	300,000	-	-	-
	100HP High Service Pump	-	-	-	75,000	-
	Stand-by Power Equipment (R&R)	10,000	10,000	10,000	10,000	10,000
	Process Equipment (R&R)	10,000	10,000	10,000	10,000	10,000
	<b>TOTAL</b>	<b>95,000</b>	<b>320,000</b>	<b>20,000</b>	<b>95,000</b>	<b>20,000</b>
46415	<i>Trucks and Trailers</i>					
	Dodge Pick-up to Replace #32 (R&R)	38,000	1,500	1,500	1,500	1,500
	Ford F250 Reg Cab to Replace #109 (R&R)	1,600	1,600	1,600	1,600	1,600
	Ford F150 Reg Cab to Replace #115 (R&R)	1,400	1,400	1,400	1,400	1,400
	<b>TOTAL</b>	<b>41,000</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
46434	<i>Special Purpose Equipment</i>					
	Portable Multi Parameter Field Meter	5,000	-	-	-	-
	Portable Chlorine/MonoChloramine Field Meter	-	2,000	-	-	-
	pH Benchtop Meter	-	2,000	-	-	-
	Flouride Benchtop Meter	-	3,500	-	-	-
	Emergency Shower w/ Eye Wash -Flouride Area	-	4,000	-	-	-
	Commercial Lawn Tractor	-	10,000	-	-	-
	Emergency Shower w/ Eye Wash -Chemical Building	-	-	4,200	-	-
	On-line Free Ammonia Analyzer	-	-	36,000	-	38,000
	Variable Frequency Drive	-	-	-	25,000	-
	Chlorine Bulk Storage Tank	-	-	-	-	16,000
	<b>TOTAL</b>	<b>5,000</b>	<b>21,500</b>	<b>40,200</b>	<b>25,000</b>	<b>54,000</b>

**DIVISION TOTAL    \$ 311,000    \$ 386,000    \$ 104,700    \$ 164,500    \$ 118,500**

# NEW PORT RICHEY

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# PUBLIC WORKS – WATER & RECLAIMED WATER DISTRIBUTION

## IT IS THE MISSION OF WATER & RECLAIMED WATER DISTRIBUTION TO

maintain and upgrade the City's potable water system and demonstrate a high level of service that includes, but is not limited to, proactive maintenance activities, expansion of the water system, monitor and evaluate all current regulatory requirements, and having a one hour response time to emergency water breaks and a 24 hour response time to all internal and external inquiries.

## DESCRIPTION

The City of New Port Richey has in excess of 9,700 water services, ranging in meter size from 3/4 inch to 10 inches. These services provide water to businesses, trailer parks, offices, restaurants, medical facilities, and individual and bulk customers. The Water Distribution Division oversees these water lines, which total over 131 miles, and range in size from 1 1/2 inches to 30 inches in diameter.

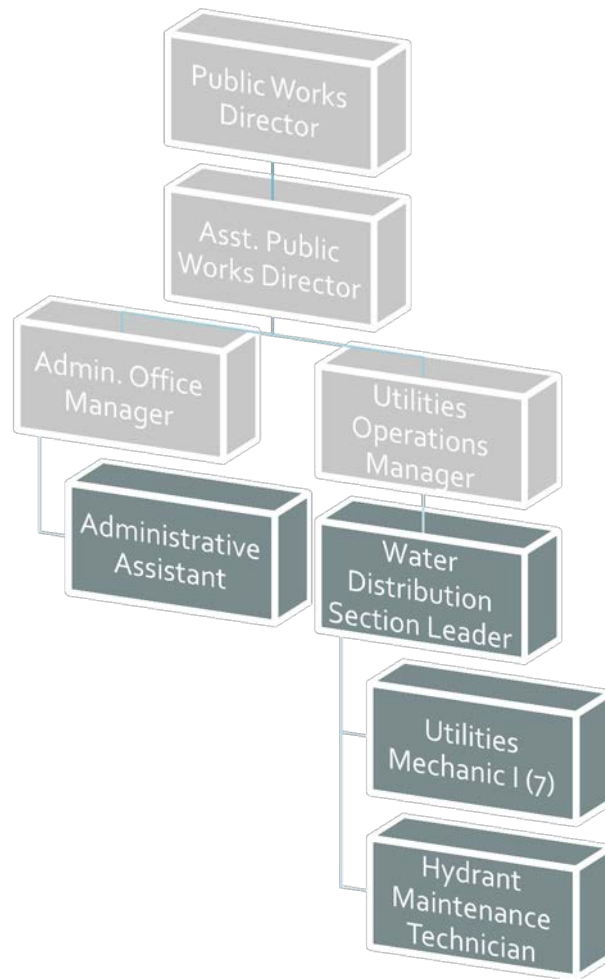
## ACCOMPLISHMENTS OF FY17

- 2015/2016 Street Improvement Project:
  - Inspected valves that needed replacing and installed casings for service lines in the work area
- System Acquisitions:
  - Began meter and meter boxes replacements and installed blow offs or flushing spots, as needed, to provide great water quality
  - Mapped the system
- Continued with the proactive valve and hydrant maintenance and mapping:
  - Repaired, replaced, and raised hydrants, where needed
  - Replaced valves, as needed
  - Mapped and recorded measurements for work done or facilities located
- Continued Training:
  - Completed backflow training and certification for 2 employees
  - Completed water distribution classes and state certifications
  - Equipment and machinery training for all personnel completed

## FY18 INITIATIVES

- Lakewood Villa, Barbara Ann, and Silver Oaks Transition:
  - Replace all meters with Ipearl meters and replace and relocate meter boxes on properties
  - Replace leaking or broken main valves
  - GPS pin pointing of valves, blow-offs, and water mains for city maps
- Water Main Valves:
  - Test valves in pre-planned areas throughout the City to see which need replacement
  - Put together a "problem valves" list to strategically repair/replace valves
  - Identify valves that need to be raised/lowered and need valve pads, per city specifications

- Fire Hydrant Technician/Backflow Testing:
  - Implement improvements to the job description and provide proper training
  - Combine backflow testing & fire hydrant testing
- Locates/Valve Program:
  - Rewrite job description and expectations of the Locating/Valve Program position
  - This position will be responsible for locating, painting, exercising, and keeping valve boxes clean and updating the “problem valves” list
  - Provide training on GPS pin-pointing hardware for accurate location and mapping of valves



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Water Distribution Section Leader	1	1	1
Utilities Mechanic I	7	7	7
Backflow/Reclaimed Field Supervisor	0	0	0
Hydrant Maintenance Technician	1	1	1
Administrative Assistant	1	1	1
<b>Total</b>	<b>10</b>	<b>10</b>	<b>10</b>

## W&S WATER & RECLAIMED WATER DISTRIBUTION

401107 EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
41299	Regular Full-Time Wages	232,196	230,747	239,458	245,940	247,750
41411	Overtime Wages	33,727	30,741	25,000	29,870	33,950
41511	Employee Incentives	550	450	500	500	500
41516	Health Insurance Waiver Stipend	5,400	5,100	-	-	-
41522	Education Incentive Pay	350	-	-	-	-
41527	Standby Time	9,887	9,537	10,700	10,700	11,290
42111	Social Security Matching	21,036	20,621	23,060	23,060	23,320
42211	Florida Retirement System	20,215	19,959	21,550	21,550	22,910
42311	Health Insurance	34,040	37,697	45,000	49,660	39,550
42312	Life Insurance	173	181	400	400	520
42313	Accidental Death & Disab Insurance	20	21	160	160	210
42315	Net OPEB Obligation Expense	8,178	6,984	6,348	-	-
42421	Workers Comp - Waterworks Oper/SLSMN Drivers (7520)	7,152	7,610	11,980	11,980	11,720
42426	Workers Comp - Clerical (8810)	78	78	70	70	70
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 373,002</b>	<b>\$ 369,726</b>	<b>\$ 384,226</b>	<b>\$ 393,890</b>	<b>\$ 391,790</b>
43199	Professional Services - Misc	25,000	-	556	75,000	75,000
43442	Call Candy Services	2,509	2,623	2,584	4,000	4,000
43499	Contractual Services - Misc	12,056	17,294	21,450	20,000	20,000
44011	Travel & Training	3,243	2,374	540	3,600	3,600
44121	Telephone - Local	7,120	2,562	4,032	6,000	6,000
44134	Data Lines	538	837	677	2,000	2,000
44141	Pager Services	79	64	41	160	160
44211	Postage	404	194	342	750	750
44331	Trash Removal	9,482	10,308	9,194	7,500	7,500
44419	Rent - Equipment/Software	47	140	-	500	500
44571	Notary Bond	-	-	-	150	150
44611	Maintenance & Repairs - Bldg & Grounds	8,823	8,373	5,000	6,900	6,900
44621	Maintenance & Repairs - Equipment	1,677	2,277	500	2,000	2,000
44624	Maintenance & Repairs - Technical Equipment	18	-	-	-	-
44631	Maintenance & Repairs - Central Garage	4,515	5,000	10,065	10,000	10,000
45111	Office Supplies - General	730	749	800	800	800
45141	Small Tools & Implements	6,048	7,815	7,700	7,700	7,700
45211	Fuel	47,043	40,933	36,152	36,250	37,000
45225	Software License Support	695	5,043	2,425	5,000	5,000
45231	Clothing & Apparel	2,671	3,426	2,609	3,000	3,000
45243	Computer/Operating Supply	2,526	240	3,500	3,500	1,400
45247	First Aid Supplies	399	438	37	200	200
45271	Meters	84,449	31,770	37,503	40,000	33,000
45272	Pipe	7,238	8,097	7,971	10,000	10,000
45273	Hydrants	6,881	13,890	7,218	10,000	10,000
45274	Valves & Clamps	40,952	61,352	57,366	70,000	70,000
45279	Water & Sewer Supplies - Misc	76,296	33,421	16,967	5,000	5,000
45289	Automotive Parts	48,904	15,000	23,652	30,000	30,000
45299	Operating Supplies - Misc	25,956	17,755	32,185	15,000	15,000
45341	Sod/Seed	2,173	4,484	1,918	4,000	4,500
45399	Road Materials - Misc	4,125	4,301	6,368	10,000	10,000
45411	Dues & Memberships	235	90	30	400	400

## W&S WATER & RECLAIMED WATER DISTRIBUTION

401107 EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
45461	Books & Publications	32	114	-	240	240
<b>TOTAL OPERATING</b>		<b>\$ 432,864</b>	<b>\$ 300,964</b>	<b>\$ 299,382</b>	<b>\$ 389,650</b>	<b>\$ 381,800</b>
46413	Data Processing Equipment	3,781	-	-	-	-
46415	Trucks & Trailers	71,966	128,270	135,412	150,000	82,000
46416	Heavy Equipment	-	-	3,770	4,500	91,000
46431	Special Purpose Equipment	30,415	-	3,396	-	-
<b>TOTAL CAPITAL</b>		<b>\$ 106,162</b>	<b>\$ 128,270</b>	<b>\$ 142,578</b>	<b>\$ 154,500</b>	<b>\$ 173,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 912,028</b>	<b>\$ 798,960</b>	<b>\$ 826,186</b>	<b>\$ 938,040</b>	<b>\$ 946,590</b>



## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM W&S WATER & RECLAIMED WATER DISTRIBUTION

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46415	<i>Trucks and Trailers</i>					
	Ford F550 Service Truck w/ Liftgate to Replace #119 (R&R)	4,000	4,000	4,000	4,000	4,000
	Ford F550 Service Truck w/ Liftgate to Replace #120 (R&R)	4,000	4,000	4,000	4,000	4,000
	Ford F450 Flat Bed Dump Truck to Replace #107 (R&R)	3,000	3,000	3,000	3,000	3,000
	Ford F450 Flat Bed Dump Truck to Replace #63 (R&R)	30,000	60,000 (a)	4,000	4,000	4,000
	Ford F450 Service Truck w/ Utility Body and Lift Gate	13,000	13,000	13,000	13,000	65,000 (c)
	Ford F450 Service Truck w/ Utility Body/Crane to Replace #76 (R&R)	17,000	17,000	17,000	17,000	85,000 (d)
	Ford F450 Service Truck w/ Utility Body and Lift Gate to Replace #101 (R&R)	4,000	4,000	4,000	4,000	4,000
	Ford F550 Service Truck w/ Crane to Replace #121 (R&R)	4,500	4,500	4,500	4,500	4,500
	Ford T-250 Transit Cargo Van to Replace #123 (R&R)	3,000	3,000	3,000	3,000	3,000
	<b>TOTAL</b>	<b>82,500</b>	<b>112,500</b>	<b>56,500</b>	<b>56,500</b>	<b>176,500</b>
46416	<i>Heavy Equipment</i>					
	Pipe Hunter VacHunter Truck Mounted #77 (R&R)	7,000	7,000	7,000	7,000	7,000
	John Deere Payloader #7 (R&R)	30,000	30,000	30,000	30,000	30,000
	CAT Backhoe #14 (R&R)	16,000	16,000	16,000	16,000	16,000
	Bobcat Track Loader T-190 #70 (R&R)	10,000	10,000	10,000	10,000	10,000
	Dump F700 Truck #18 (R&R)	13,000	13,000	13,000	75,000 (b)	8,000
	Horizontal Boring Missile - Pneumatic	15,000	1,500	1,500	1,500	1,500
	<b>TOTAL</b>	<b>91,000</b>	<b>77,500</b>	<b>77,500</b>	<b>139,500</b>	<b>72,500</b>

**DIVISION TOTAL**    \$ 173,500    \$ 190,000    \$ 134,000    \$ 196,000    \$ 249,000

- (a) Year of Acquisition (\$30,000 in R&R)
- (b) Year of Acquisition (\$39,000 in R&R)
- (c) Year of Acquisition (\$52,000 in R&R)
- (d) Year of Acquisition (\$88,000 in R&R)

# NEW PORT RICHEY

## W&S NON-CLASSIFIED

401108						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET		AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17		FY17-18
43111	City Attorney Services	326	5,045	10,362	6,500		5,000
43114	Master Utility Plan Upgrade	-	-	-	5,980		10,000
43199	Professional Services - Misc	9,819	-	-	23,162		10,000
43211	Annual Audit Services	45,735	15,308	15,000	15,000		17,500
43221	Rate Study	-	-	11,000	11,000		11,000
44511	Liability Insurance - Comp. General	41,750	21,784	20,000	20,000		20,000
44521	Buildings & Contents Insurance	51,387	25,996	22,500	22,500		25,000
44522	Pollution Insurance	3,783	4,305	4,000	4,400		1,000
44523	Automobile and Truck Insurance	16,800	28,935	23,000	21,000		21,000
44590	Insurance - Misc	-	-	-	1,000		1,000
44999	Other Current Charges - Misc	26,336	4,613	1,500	5,000		10,000
<b>TOTAL OPERATING</b>		<b>\$ 195,936</b>	<b>\$ 105,986</b>	<b>\$ 107,362</b>	<b>\$ 135,542</b>		<b>\$ 131,500</b>
49931	Depreciation Expense	1,794,442	1,645,000	1,542,500	-		-
49941	Write-Off of Bad Debts	32,416	25,000	-	-		-
<b>TOTAL NON-OPERATING</b>		<b>\$ 1,826,858</b>	<b>\$ 1,670,000</b>	<b>\$ 1,542,500</b>	<b>\$ -</b>		<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,022,794</b>	<b>\$ 1,775,986</b>	<b>\$ 1,649,862</b>	<b>\$ 135,542</b>		<b>\$ 131,500</b>

# NEW PORT RICHEY

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# PUBLIC WORKS – CONSTRUCTION SERVICES

## IT IS THE MISSION OF CONSTRUCTION SERVICES TO

to display a high level of professionalism and transparency while performing construction services for the City and keep current on design and construction practices with an emphasis on environmental best management practices.

## DESCRIPTION

It is the responsibility of the Construction Services Division to design and construct capital projects, in accordance with the City's Capital Improvement Program and master plans.

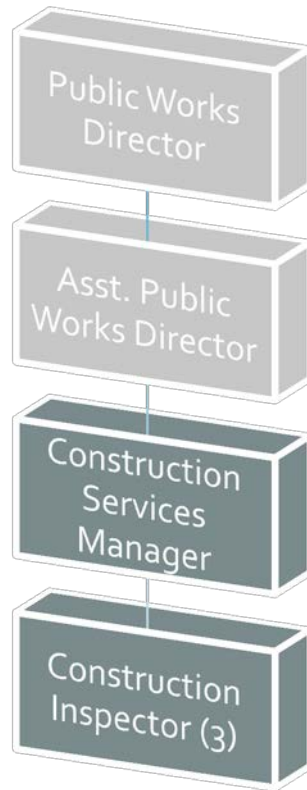
## ACCOMPLISHMENTS OF FY17

- Completed the following projects:
  - 2015 Water System Improvement Construction Project
  - 2016 Incubator Roof Replacement Construction Project
  - 2015 U.S. Hwy 19 Median Landscaping Construction Project, Phase I
  - 2016 Circle Blvd. Roadway Improvement Construction Project
  - 2015 Sewer System Improvements Design Project
  - 2014 Orange Lake Restoration Improvements Design Project
  - 2015 Downtown Landscaping Improvements Design Project
  - 2015/2016 Stormwater System Improvements Design Project
  - 2016 Warren Avenue Storm Drain Construction Project
  - Main Street Landings (Private) Design Project
  - 2016 Residences at Orange Lake (Private) Design Project
- Personnel Training:
  - Stormwater State Inspector for construction site certification
  - Asbestos handling and disposal certification
  - Auto-CAD and Adobe-Pro programming
- Development Review Committee
  - Developed and implemented standard operating procedures for utility reviews
  - Processed all permit applications for the City
- Provided design phase, bidding phase, and construction phase services for all city projects

## FY18 INITIATIVES

- Provide construction management support for the following city CIP projects:
  - Sims Park Improvement (Phase II) Construction Project
  - RAC Fitness Center Expansion Construction Project
  - 2017 Incubator Re-roof Replacement Construction Project
  - 2017 U.S. Hwy 19 Median Landscaping (Phase II) Construction Project
  - 2015/2016 Stormwater System Improvements Construction Project
  - 2015 Downtown Landscaping Improvements Construction Project

- 2014 Orange Lake Restoration Improvements Construction Project
- 2015 Sewer System Improvements Construction Project
- 2016 River Walk & Sims Park Seawall Repair Construction Project
- 2015 Streetscape on Madison St., from Main St. to Massachusetts Ave., Construction Project
- 2017 Frances Park New Restroom Construction Project
- Provide construction management support for the following private construction projects:
  - 2017 Main Street Landings and 2016 Residences at Orange Lake
- Update the City's construction standards and details:
  - Continue meetings with Public Works staff for information, reviews, and updates
  - Re-write the City's construction standards and update the City's details using AutoCAD



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Construction Services Manager	1	1	1
Construction Inspector	3	3	3
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

## W&S CONSTRUCTION SERVICES

401109 EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
41210	Regular Exempt Salaries	55,222	54,649	55,942	55,120	56,350
41299	Regular Full-Time Wages	103,809	118,076	121,650	121,140	122,950
41411	Overtime Wages	3,975	10,014	10,920	10,920	11,090
41511	Employee Incentives	200	200	200	200	200
41516	Health Insurance Waiver Stipend	3,450	2,220	-	-	-
42111	Social Security Matching	12,263	13,964	14,110	14,110	14,580
42211	Florida Retirement System	11,882	13,567	14,110	14,110	14,890
42311	Health Insurance	11,530	18,566	23,370	23,370	31,650
42312	Life Insurance	74	82	100	150	220
42313	Accidental Death & Disab Insurance	9	10	50	60	90
42315	Net OPEB Obligation Expense	4,831	4,850	4,356	-	-
42432	Workers Comp - Municipal Class (9410)	8,736	9,865	10,156	10,180	14,260
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 215,981</b>	<b>\$ 246,063</b>	<b>\$ 254,964</b>	<b>\$ 249,360</b>	<b>\$ 266,280</b>
43499	Contractual Services - Misc	-	1,342	1,276	1,500	1,500
44011	Travel & Training	-	1,224	512	1,800	1,800
44121	Telephone - Local	2,780	2,030	1,036	2,000	2,000
44134	Data Lines	408	314	153	1,800	1,800
44211	Postage	-	2	30	150	150
44611	Maintenance & Repairs - Bldg & Grounds	-	-	500	500	500
44621	Maintenance & Repairs - Equipment	742	-	-	-	-
44623	Maintenance & Repairs - Copiers	3,256	1,969	3,300	3,300	3,300
44631	Maintenance & Repairs - Central Garage	415	-	1,000	1,000	1,000
45111	Office Supplies - General	195	476	354	400	400
45141	Small Tools & Implements	127	56	175	300	300
45211	Fuel	8,397	9,857	7,500	6,800	7,800
45225	Software License Support	1,430	6,206	3,101	6,000	6,000
45231	Clothing & Apparel	605	540	476	1,000	1,000
45243	Computer/Operating Supply	518	122	166	1,000	1,000
45289	Automotive Parts	3,538	6,014	1,674	5,000	5,000
45299	Operating Supplies - Misc	713	1,127	354	1,200	1,200
45411	Dues & Memberships	-	-	175	200	200
<b>TOTAL OPERATING</b>		<b>\$ 23,124</b>	<b>\$ 31,279</b>	<b>\$ 21,782</b>	<b>\$ 33,950</b>	<b>\$ 34,950</b>
46415	Trucks & Trailers	-	24,677	-	-	16,500
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ 24,677</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 239,105</b>	<b>\$ 302,019</b>	<b>\$ 276,746</b>	<b>\$ 283,310</b>	<b>\$ 317,730</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM W&S CONSTRUCTION SERVICES

EXP CODE	CLASSIFICATION	FY	FY	FY	FY	FY
		17-18	18-19	19-20	20-21	21-22
46415	<i>Trucks and Trailers</i>					
	Ford F250 3/4 Ton Supercab to Replace #103 (R&R)	2,000	2,000	2,000	2,000	2,000
	Ford F250 3/4 Ton Reg Cab to Replace #104 (R&R)	2,000	2,000	2,000	2,000	2,000
	Ford F250 3/4 Ton Supercab to Replace #68 (R&R)	10,000	10,000	35,000 (a)	1,750	1,750
	Ford F250 3/4 Ton Pick-up to Replace #122 (R&R)	2,500	2,500	2,500	2,500	2,500
	<b>TOTAL</b>	<b>16,500</b>	<b>16,500</b>	<b>6,500</b>	<b>8,250</b>	<b>8,250</b>

**DIVISION TOTAL**    \$ 16,500    \$ 16,500    \$ 6,500    \$ 8,250    \$ 8,250

(a) Year of Acquisition (\$20,000 from R&R)



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# PUBLIC WORKS – RECLAIMED WATER PRODUCTION

## IT IS THE MISSION OF RECLAIMED WATER PRODUCTION TO

protect health and the environment by operating and maintaining the reclaim water production facility at its highest efficiency and complying with regulatory requirements; and producing high quality water for beneficial use, all while being innovative and creative to hold costs to a minimum.

## DESCRIPTION

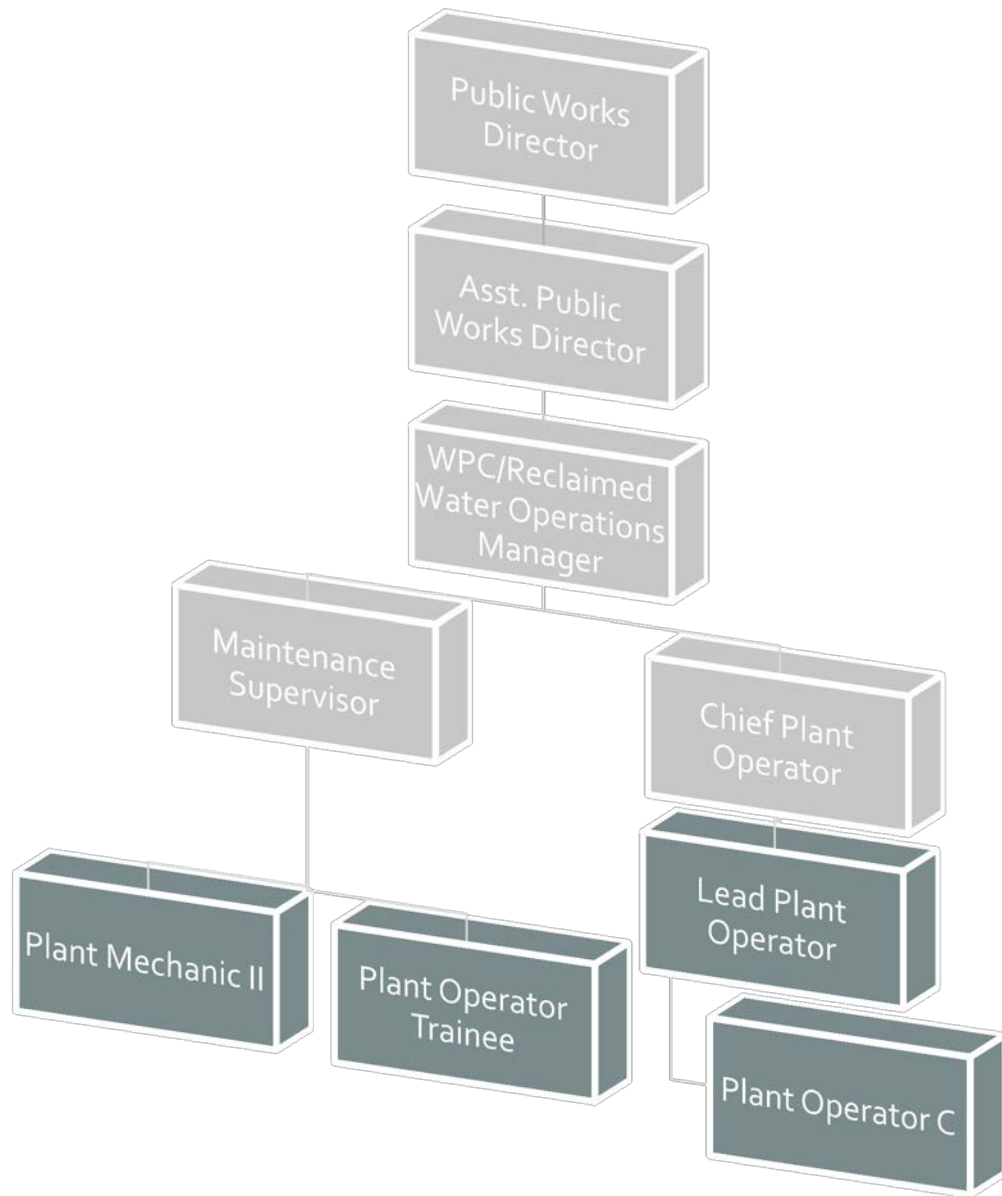
The Reclaimed Water Production Division is responsible for the operation of the wastewater treatment plant and producing and providing reclaimed water for beneficial reuse.

## ACCOMPLISHMENTS OF FY17

- Produced and distributed over 1.9 billion gallons for beneficial reuse
- Continued to seek out ways to be more energy efficient
- Continued to learn about the latest technology for reclaimed water treatment, use, and production
- Continued to coordinate with Pasco County's reuse operations personnel for efficient integration into their system

## FY18 INITIATIVES

- Continue to provide high quality reclaimed water for beneficial reuse
- Continue to seek out ways to be more energy efficient
- Permitting:
  - Complete reuse section for the WWTP's operating permit
  - Identify guidelines, procedures, capital, and operating costs associated with reuse discharging



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Lead Plant Operator	1	1	1
Plant Operator C	1	1	1
Plant Mechanic II	1	1	1
Plant Operator Trainee	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

## W&S RECLAIMED WATER PRODUCTION

401111					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41299	Regular Full-Time Wages	141,725	140,515	143,542	143,000	146,720
41411	Overtime Wages	4,273	4,450	6,000	6,060	6,240
41511	Employee Incentives	200	200	200	200	200
41527	Standby Time	8,502	8,353	11,530	9,120	9,580
41529	Meal Allowance	-	-	-	150	150
42111	Social Security Matching	11,674	11,309	11,309	12,130	12,460
42211	Florida Retirement System	11,276	11,070	11,070	11,900	12,710
42311	Health Insurance	23,853	32,638	32,638	29,830	31,650
42312	Life Insurance	82	82	150	200	220
42313	Accidental Death & Disab Insurance	10	10	75	80	90
42315	Net OPEB Obligation Expense	5,598	5,648	5,412	-	-
42422	Workers Comp - Sewage Disp/Plant/Oper/Drivers (7580)	3,696	3,837	5,470	5,470	5,930
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 210,889</b>	<b>\$ 218,112</b>	<b>\$ 227,396</b>	<b>\$ 218,140</b>	<b>\$ 225,950</b>
43438	Lab Test	11,733	11,350	12,000	12,000	12,000
43499	Contractual Services - Misc	-	-	270	270	270
44011	Travel & Training	189	-	1,790	1,790	1,790
44211	Postage	-	-	-	30	30
44311	Electric - City Facilities	227,808	221,127	225,000	225,000	225,000
44599	Insurance	-	-	1,000	1,000	1,000
44611	Maintenance & Repairs - Bldg & Grounds	43,641	43,034	41,000	41,000	41,000
44621	Maintenance & Repairs - Equipment	3,538	5,155	3,800	3,800	3,800
44661	Maintenance & Repairs - Physical Plant	-	-	-	10,000	-
44951	Excess Reclaimed Water Expense	-	-	85,000	85,000	85,000
45111	Office Supplies - General	142	72	100	100	100
45225	Chemicals	64,947	64,234	79,750	79,750	90,640
45222	Laboratory Supplies	190	199	200	200	200
45231	Clothing & Apparel	1,390	1,064	1,450	1,450	1,450
45251	Janitorial Supplies	216	209	220	220	220
45299	Operating Supplies - Misc	456	497	500	500	500
45411	Dues & Memberships	150	-	300	300	300
<b>TOTAL OPERATING</b>		<b>\$ 354,400</b>	<b>\$ 346,941</b>	<b>\$ 452,380</b>	<b>\$ 462,410</b>	<b>\$ 463,300</b>
46299	Building Improvements	-	-	-	-	10,000
46399	Improvements Other than Buildings	-	-	-	-	10,000
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>

**TOTAL EXPENDITURES**    **\$ 565,289**    **\$ 565,053**    **\$ 679,776**    **\$ 680,550**    **\$ 709,250**

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM W&S RECLAIMED WATER PRODUCTION

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46299	<i>Building Improvements</i>					
	Structure Maintenance & Repair (R&R)	10,000	10,000	10,000	10,000	10,000
	Painting of Reclaim Tanks (2)	-	200,000 (a)	-	-	-
	Painting of Reject Tanks (2)	-	-	250,000	-	-
	<b>TOTAL</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
46299	<i>Improvements Other than Buildings</i>					
	Structure Maintenance & Repair (R&R)	10,000	10,000	10,000	10,000	10,000
	Replace Reclaim Transfer Pumps (3)	-	-	60,000 (b)	60,000 (c)	-
	<b>TOTAL</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>

**DIVISION TOTAL**    \$ 20,000    \$ 20,000    \$ 20,000    \$ 20,000    \$ 20,000

- (a) Year of Acquisition (\$10,000 from R&R)
- (b) Year of Acquisition (\$20,000 from R&R)
- (c) Year of Acquisition (\$10,000 from R&R)

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# PUBLIC WORKS – WATER POLLUTION CONTROL

## IT IS THE MISSION OF WATER POLLUTION CONTROL TO

protect health and the environment by operating and maintaining the reclaim water production facility at its highest efficiency and complying with regulatory requirements; and producing high quality water for beneficial use, all while being innovative and creative to hold costs to a minimum.

## DESCRIPTION

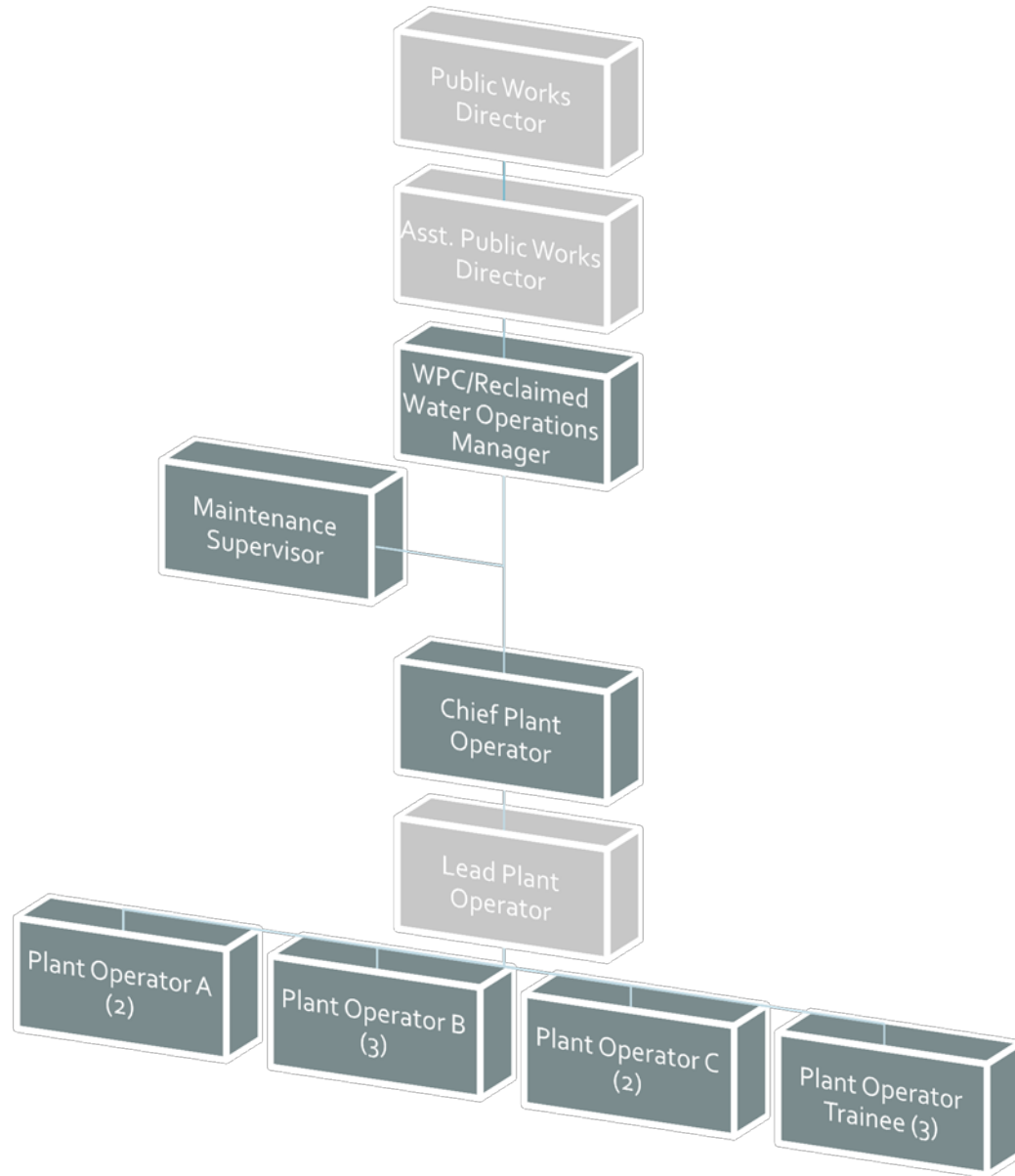
The Reclaimed Water Production Division is responsible for the operation of the wastewater treatment plant and producing and providing reclaimed water for beneficial reuse.

## ACCOMPLISHMENTS OF FY17

- Completed numerous CIP projects and upgrades
- Treated 1.9 billion gallons of wastewater to near drinking water standards for beneficial reuse
- Over 99% efficiency with no permit violations
- Completed over 3,000 work orders

## FY18 INITIATIVES

- Supply and produce high quality reclaimed water for beneficial reuse
  - Complete SCADA project to increase automation and improve reliability
  - Continue to seek out energy saving technologies
  - Be creative and innovative in implementing process improvements
  - Complete weekly work orders to maintain equipment that is vital to the process and DEP compliance
- Renew DEP Operating permit
- Complete CIP projects



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
WPC/Reclaimed Water Operations Manager	1	1	1
Chief Plant Operator	1	1	1
Plant Operator A	2	2	2
Plant Operator B	2	3	3
Plant Operator C	3	2	2
Plant Operator Trainee	2	3	3
Maintenance Supervisor	1	1	1
Belt Press Operator	1	0	0
<b>Total</b>	<b>13</b>	<b>13</b>	<b>13</b>

## W&S WATER POLLUTION CONTROL

401112		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41112	Division Head Salaries	67,846	74,368	68,950	68,950	70,000
41299	Regular Full-Time Wages	458,926	447,496	464,940	464,940	472,470
41411	Overtime Wages	22,012	25,671	25,480	25,480	25,900
41511	Employee Incentives	650	700	650	650	650
41516	Health Insurance Waiver Stipend	4,650	3,450	-	-	-
41522	Education Incentive Pay	750	600	600	600	-
41527	Standby Time	15,880	11,603	11,790	11,790	11,970
41529	Meal Allowance	36	126	270	270	270
42111	Social Security Matching	42,731	42,107	47,200	47,200	44,470
42211	Florida Retirement System	37,729	37,156	39,160	39,160	41,200
42214	Defined Contribution Plan	8,635	7,810	8,250	8,250	8,380
42311	Health Insurance	62,482	77,142	72,040	72,040	87,030
42312	Life Insurance	253	260	550	550	700
42313	Accidental Death & Disab Insurance	30	31	220	220	290
42315	Net OPEB Obligation Expense	15,475	13,145	-	-	-
42422	Workers Comp - Sewage Disp/Plant/Oper/Drivers (7580)	11,620	12,157	11,550	11,550	18,630
42432	Workers Comp - Municipal Class (9410)	3,280	3,526	5,160	5,160	5,240
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 752,985</b>	<b>\$ 757,348</b>	<b>\$ 756,810</b>	<b>\$ 756,810</b>	<b>\$ 787,200</b>
43129	Engineering Services - Misc	15,953	48,306	55,000	55,000	55,000
43199	Professional Services - Misc	4,255	1,849	5,000	5,000	5,000
43412	Pest Control Services	457	391	420	420	420
43438	Lab Test	6,339	5,885	12,000	12,000	12,000
43499	Contractual Services - Misc	1,032	5,340	6,500	6,500	6,500
44011	Travel & Training	1,679	2,402	2,400	2,400	2,400
44121	Telephone - Local	2,792	1,283	1,100	1,100	1,100
44134	Data Lines	4,322	4,456	4,680	4,680	4,680
44141	Pager Services	140	128	140	140	140
44211	Postage	8	178	130	130	130
44221	Freight Express Charges	790	231	300	300	300
44311	Electric - City Facilities	268,286	211,416	315,000	315,000	315,000
44331	Trash Removal	7,102	7,288	10,000	10,000	10,000
44351	Water & Sewer - City	24,256	20,138	27,500	27,500	27,500
44361	Sludge Removal	296,972	288,864	330,000	330,000	330,000
44373	Street Light Fee	-	260	260	260	260
44381	Stormwater Assessment	-	2,690	2,690	2,690	2,690
44419	Rent - Equipment/Software	1,156	2,190	2,000	2,000	2,000
44511	Liability Insurance - Comp. General	14,785	8,245	7,570	7,570	7,570
44521	Building & Contents Insurance	154,138	143,852	133,040	133,040	138,340
44522	Pollution Insurance	-	4,305	4,400	4,400	10,000
44523	Automobile & Truck Insurance	-	2,861	2,670	2,670	2,670
44525	Flood Insurance	14,254	15,825	13,900	13,900	13,900
44611	Maintenance & Repairs - Bldg & Grounds	146,680	134,654	98,250	98,250	98,250
44621	Maintenance & Repairs - Equipment	13,281	11,256	12,280	12,280	12,280
44623	Maintenance & Repairs - Copiers	110	423	510	510	510
44631	Maintenance & Repairs - Central Garage	-	-	4,700	4,700	4,700
44661	Maintenance & Repairs - Physical Plant	-	-	20,000	20,000	-
44983	Permit Fees	1,000	1,050	1,000	1,000	1,000

## W&S WATER POLLUTION CONTROL

401112 EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
45111	Office Supplies - General	1,325	542	1,500	1,500	1,500
45141	Small Tools & Implements	2,008	1,958	2,000	2,000	2,000
45211	Fuel	15,786	8,389	15,000	15,000	25,000
45221	Chemicals	114,376	111,578	139,920	139,920	120,000
45222	Laboratory Supplies	8,702	10,172	10,000	10,000	10,000
45231	Clothing & Apparel	3,034	3,280	3,480	3,480	3,480
45243	Computer/Operating Supply	6,921	550	5,600	5,600	5,600
45247	First Aid Supplies	71	51	400	400	400
45251	Janitorial Supplies	3,585	3,055	3,800	3,800	3,800
45289	Automotive Parts	10,182	7,382	10,000	10,000	10,000
45299	Operating Supplies - Misc	3,537	1,986	3,000	3,000	3,000
45411	Dues & Memberships	858	-	1,300	1,300	1,300
45461	Books & Publications	-	-	150	150	150
<b>TOTAL OPERATING</b>		<b>\$ 1,150,172</b>	<b>\$ 1,074,709</b>	<b>\$ 1,269,590</b>	<b>\$ 1,269,590</b>	<b>\$ 1,250,570</b>
46299	Building Improvements	11,875	-	7,500	38,000	20,000
46399	Improvements Other Than Bldg - Misc	113,940	166,402	-	151,000	155,000
46415	Trucks & Trailers	-	-	-	-	61,700
46431	Special Purpose Equipment	-	9,593	9,593	6,500	6,500
<b>TOTAL CAPITAL</b>		<b>\$ 125,815</b>	<b>\$ 175,995</b>	<b>\$ 17,093</b>	<b>\$ 195,500</b>	<b>\$ 243,200</b>

**TOTAL EXPENDITURES**    **\$ 2,028,972**    **\$ 2,008,052**    **\$ 2,043,493**    **\$ 2,221,900**    **\$ 2,280,970**



## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM W&S WATER POLLUTION CONTROL

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46299	<i>Building Improvements</i>					
	Structure Maintenance & Repair (R&R)	20,000	20,000	20,000	20,000	20,000
	Concrete Joint Rehab on Aeration Tanks	-	30,000	-	-	-
	<b>TOTAL</b>	<b>20,000</b>	<b>50,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
46399	<i>Improvements Other than Buildings</i>					
	Standby Power Equipment (R&R)	20,000	20,000	20,000	20,000	20,000
	Process Equipment (R&R)	40,000	40,000	40,000	20,000	20,000
	Spiralift North Influent Screen	95,000	-	-	-	-
	Spiralift South Influent Screen	-	-	95,000	-	-
	Replace Clarifiers (2)	-	80,000	80,000	-	-
	Replace Aerator Gear Boxes (2)	-	120,000	120,000	-	-
	<b>TOTAL</b>	<b>155,000</b>	<b>260,000</b>	<b>355,000</b>	<b>40,000</b>	<b>40,000</b>
46415	<i>Trucks &amp; Trailers</i>					
	Dodge 2500 3/4 Ton Pick-up (#83)	42,000	4,200	4,200	4,200	4,200
	Mack Truck Tractor Trailer #9 (R&R)	3,000	3,000	3,000	3,000	3,000
	Ford F250 3/4 Ton Pick-up #81 (R&R)	7,000	7,000	7,000	7,000	7,000
	Ford F550 Flat Bed w/ Knuckle Crane #46 (R&R)	6,500	6,500	6,500	6,500	6,500
	Ford F250 3/4 Ton Supercab Pick-up #112 (R&R)	3,200	3,200	3,200	3,200	3,200
	<b>TOTAL</b>	<b>61,700</b>	<b>23,900</b>	<b>23,900</b>	<b>23,900</b>	<b>23,900</b>

**DIVISION TOTAL    \$ 236,700    \$ 333,900    \$ 398,900    \$ 83,900    \$ 83,900**

# NEW PORT RICHEY

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# PUBLIC WORKS – SEWER COLLECTION

## IT IS THE MISSION OF SEWER COLLECTION TO

maintain and upgrade the City's sewer collection system; strive to remain current with today's technology and implement that technology into our system and everyday routine; make great effort to ensure that all staff are trained and prepared for any event that might jeopardize the integrity of our sewer system.

## DESCRIPTION

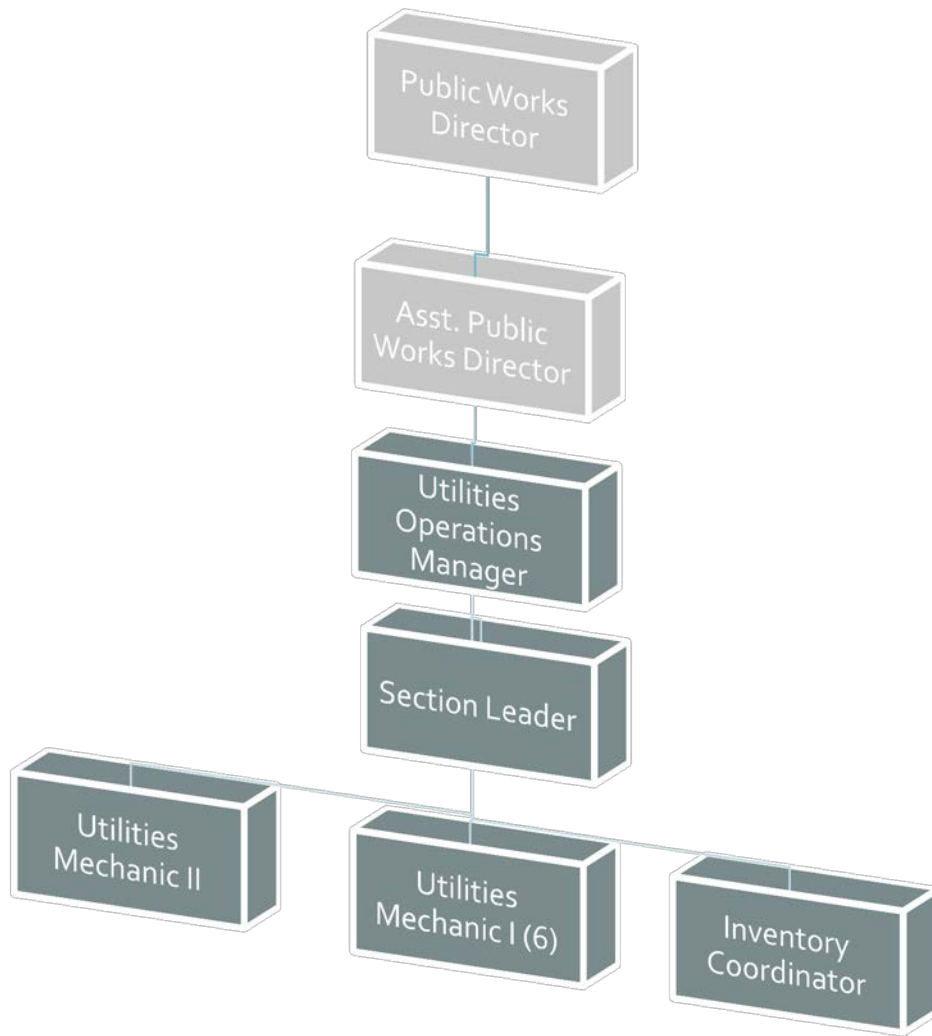
The Sewer Collections Division maintains and repairs over 8,000 sewer services, including clearing of blockages and repair and replacement of defective sewer services. Sewer collections is also responsible for the maintenance of sewer force mains, ranging in size from 4-16 inches long, and 65 lift stations that these lines pump to.

## ACCOMPLISHMENTS OF FY17

- Completed annual gravity sewer system inspection and lining, which controls/prevents deterioration
- Completed the inflow/infiltration (smoke testing) project
- Repaired and replaced pumps in the lift stations
- Continued training and education

## FY18 INITIATIVES

- Communication Upgrades:
  - SCADA Upgrades, including SCADA Room "Command Center" computer and monitor set up
  - Install antenna towers at each lift station
  - Lift station panel upgrades with new PLCs
- Inflow/Infiltration, Phase 2:
  - Repair broken cleanouts and complete the installation of manhole pans to prevent inflow
  - Remove storm lines that have been connected to the system
- Continue sanitary sewer pipe lining:
  - Clean lines, perform camera work, and identify deficiencies
  - Prioritize deficient sanitary sewer lines and create a data base
  - Complete bid documents, specification sheets, and oversee the project implementation
- Submersible Pump Tests:
  - Set Wilo and Flygt Pumps in one station for testing
  - Monitor the power usage for efficiency and log the pumps' performance and issues



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Utilities Operations Manager	1	1	1
Section Leader	0	0	1
Utilities Mechanic II	3	1	0
Utilities Mechanic I	3	5	6
Inventory Coordinator	0	1	1
<b>Total</b>	<b>7</b>	<b>8</b>	<b>9</b>

## W&S SEWER COLLECTION

401113					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41210	Regular Exempt Salaries	48,529	42,680	43,568	43,720	44,390
41299	Regular Full-Time Wages	137,541	140,945	142,123	145,990	197,730
41411	Overtime Wages	29,715	36,153	36,153	31,580	42,780
41511	Employee Incentives	350	400	400	350	450
41516	Health Insurance Waiver Stipend	900	1,800	1,800	-	-
41522	Education Incentive Pay	1,350	1,100	1,100	600	-
41527	Standby Time	7,983	9,751	9,751	10,530	12,580
41529	Meal Allowance	150	54	54	-	-
42111	Social Security Matching	16,855	17,507	17,507	17,810	22,790
42211	Florida Retirement System	16,306	16,698	16,698	17,430	23,260
42311	Health Insurance	35,448	34,464	34,464	42,210	55,390
42312	Life Insurance	131	129	129	350	490
42313	Accidental Death & Disab Insurance	15	15	15	140	200
42315	Net OPEB Obligation Expense	7,865	7,995	7,995	-	-
42422	Workers Comp - Sewage Disp/Plant/Oper/Drivers (7580)	4,800	5,644	5,644	6,630	10,340
42435	Workers Comp - Storage Warehouse Inventory (8292)	1,384	1,375	1,375	1,400	1,120
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 309,322</b>	<b>\$ 316,710</b>	<b>\$ 318,776</b>	<b>\$ 318,740</b>	<b>\$ 411,520</b>
43199	Professional Services - Misc	-	-	1,000	100,000	100,000
43432	Inspector Services	-	-	-	800	800
43499	Contractual Services - Misc	37,478	14,521	6,376	22,000	22,000
44011	Travel & Training	2,012	2,913	402	2,940	2,940
44121	Telephone - Local	8,505	4,323	2,682	3,000	3,000
44134	Data Lines	2,603	2,684	1,390	5,000	5,000
44141	Pager Services	89	104	41	80	80
44211	Postage	1,137	300	31	350	350
44221	Freight Express Charges	-	-	-	30	-
44311	Electric - City Facilities	84,706	81,412	40,788	80,000	80,000
44331	Trash Removal	9,440	12,753	5,670	12,000	12,000
44381	Stormwater Assessment	-	-	48	60	60
44419	Rent - Equipment/Software	47	2,567	-	2,000	2,000
44611	Maintenance & Repairs - Bldg & Grounds	104,728	57,973	2,705	110,000	140,000
44621	Maintenance & Repairs - Equipment	499	5,090	7,053	9,000	14,000
44631	Maintenance & Repairs - Central Garage	5,010	-	10,090	20,000	20,000
45111	Office Supplies - General	770	551	956	900	900
45141	Small Tools & Implements	4,945	5,183	474	6,850	6,850
45211	Fuel	49,272	43,708	32,412	30,000	30,000
45221	Chemicals	5,069	2,004	-	5,000	5,000
45225	Software License Support	2,590	7,987	2,259	5,000	5,000
45231	Clothing & Apparel	1,792	2,311	2,508	2,510	2,400
45243	Computer/Operating Supply	93	-	1,023	1,390	1,500
45247	First Aid Supplies	258	136	-	300	300
45272	Pipe	1,076	3,561	1,675	7,500	7,000
45274	Valves & Clamps	2,206	3,576	467	24,000	20,000
45289	Automotive Parts	50,636	71,394	56,198	17,000	17,000
42599	Operating Supplies - Misc	13,294	8,739	8,121	15,000	15,000
45341	Sod/Seed	1,113	427	203	3,000	3,000

## W&S SEWER COLLECTION

401113 EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
45399	Road Materials - Misc	3,854	2,449	1,450	7,500	6,000
45411	Dues & Memberships	90	90	60	300	300
45461	Books & Publications	-	376	50	200	200
<b>TOTAL OPERATING</b>		<b>\$ 393,312</b>	<b>\$ 337,132</b>	<b>\$ 186,132</b>	<b>\$ 493,710</b>	<b>\$ 522,680</b>
46399	Improvements Other Than Bldg - Misc	27,679	38,013	-	25,000	25,000
46413	Data Processing Equipment	-	-	-	1,600	1,600
46415	Trucks & Trailers	-	-	-	-	243,700
46416	Heavy Equipment	-	-	8,981	60,000	60,000
46417	Communications Equipment	91,553	338,513	87,619	170,000	170,000
46431	Special Purpose Equipment	24,880	7,167	-	28,700	41,000
<b>TOTAL CAPITAL</b>		<b>\$ 144,112</b>	<b>\$ 383,693</b>	<b>\$ 96,600</b>	<b>\$ 285,300</b>	<b>\$ 541,300</b>

**TOTAL EXPENDITURES**    **\$ 846,746**    **\$ 1,037,535**    **\$ 601,508**    **\$ 1,097,750**    **\$ 1,475,500**

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM W&S SEWER COLLECTION

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46399	<i>Improvements Other than Buildings</i>					
	Lift Stations Control Panel	25,000	25,000	25,000	25,000	25,000
	<b>TOTAL</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
46413	<i>Data Processing Equipment</i>					
	Laptop	1,600	-	-	-	-
	Desktop	-	2,800	-	2,800	-
	<b>TOTAL</b>	<b>1,600</b>	<b>2,800</b>	<b>-</b>	<b>2,800</b>	<b>-</b>
46415	<i>Trucks and Trailers</i>					
	Vacuum Sewer Cleaner to Replace #73 (R&R)	100,000	100,000	100,000	100,000	100,000
	Utility Line CCTV Inspection Truck (R&R)	5,000	5,000	5,000	5,000	5,000
	Service Truck w/ Utility Body/Crane to Replace #108 (R&R)	6,200	6,200	6,200	6,200	6,200
	Ford F250 Service Truck to Replace #113 (R&R)	4,500	4,500	4,500	4,500	4,500
	Service Truck w/ Utility Body/Crane to Replace #76 (R&R)	88,000	4,400	4,400	4,400	4,400
	Ford F550 Service Truck w/ Utility Body to Replace #82 (R&R)	40,000	88,000	4,400	4,400	4,400
	<b>TOTAL</b>	<b>243,700</b>	<b>208,100</b>	<b>124,500</b>	<b>124,500</b>	<b>124,500</b>
46416	<i>Heavy Equipment</i>					
	Backhoe to Replace #27 (R&R)	26,000	26,000	26,000	26,000	26,000
	Standby Power Equipment (R&R)	6,500	6,500	6,500	6,500	6,500
	480V Mobile Standby Generator Trailer (R&R)	11,000	11,000	11,000	11,000	11,000
	Mid-size Excavator to Replace #105 (R&R)	7,500	7,500	7,500	7,500	7,500
	Compact Excavator (R&R)	9,000	9,000	9,000	9,000	9,000
	<b>TOTAL</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
46417	<i>Communication Equipment</i>					
	SCADA Comm. System Upgrades	170,000	-	-	-	-
	<b>TOTAL</b>	<b>170,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
46431	<i>Special Purpose Equipment</i>					
	Quickview Wireless Pole Camera	17,500	-	-	-	-
	Sewer Lateral Push Cameras	16,500	-	-	-	-
	Multi-Surface Floor Cleaner/Sanitizer	7,000	-	-	-	-
	<b>TOTAL</b>	<b>41,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**DIVISION TOTAL    \$ 541,300    \$ 295,900    \$ 209,500    \$ 212,300    \$ 209,500**

# NEW PORT RICHEY



## NON-EXPENDITURE DISBURSEMENTS

401580 EXP CODE CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
401581					
49150 Transfer to General Fund - TBW Interest	419,050	398,303	387,970	387,970	387,320
49151 Transfer to General Fund	3,060,680	3,045,975	3,620,090	3,511,960	3,217,380
49154 Transfer to General Fund - PILOFF	575,000	560,000	560,000	560,000	560,000
49155 Transfer to W&S Debt Service Fund	876,263	732,003	731,400	731,400	797,180
49156 Transfer to W&S R&R Fund	344,025	128,153	200,000	200,000	708,400
49157 Transfer to W&S Construction Fund	2,848,792	-	300,000	300,000	300,000
<b>TOTAL TRANSFERS</b>	<b>\$ 8,123,810</b>	<b>\$ 4,864,434</b>	<b>\$ 5,799,460</b>	<b>\$ 5,691,330</b>	<b>\$ 5,970,280</b>
401584					
49421 Reserves - Contingency	164,515	-	-	50,000	50,000
49424 Reserves - Sick Leave	-	42,156	45,000	-	50,000
<b>TOTAL RESERVES</b>	<b>\$ 164,515</b>	<b>\$ 42,156</b>	<b>\$ 45,000</b>	<b>\$ 50,000</b>	<b>\$ 100,000</b>
<b>TOTAL NON- EXPENDITURES</b>	<b>\$ 8,288,325</b>	<b>\$ 4,906,590</b>	<b>\$ 5,844,460</b>	<b>\$ 5,741,330</b>	<b>\$ 6,070,280</b>
<b>TOTAL WATER &amp; SEWER EXPENDITURES</b>	<b>\$ 18,645,808</b>	<b>\$ 14,765,637</b>	<b>\$ 15,420,952</b>	<b>\$ 15,052,400</b>	<b>\$ 16,089,920</b>

# NEW PORT RICHEY

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# WATER & SEWER – RENEWAL & REPLACEMENT

## WATER & SEWER RENEWAL & REPLACEMENT FUND

402 REV CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
361100	Interest On Investments	672	384	100	300	300
361200	Interest - S.B.A.	2,346	1	-	1,000	1,000
361250	Interest - FMIVT	3,516	1,500	900	1,500	1,500
361260	Interest - Adjustable Rate Mortgages	(606)	(51)	-	-	-
361280	Interest - T-Bills and Bonds	-	1,771	-	-	-
381200	Transfer From W & S Revenue	344,025	265,000	-	-	708,400
389900	Prior Yr Fund Bal-Unassigned	-	637,900	355,307	355,307	1,663,800
<b>W&amp;S RENEWAL &amp; REPLACEMENT REVENUES</b>		<b>\$ 349,953</b>	<b>\$ 906,505</b>	<b>\$ 356,307</b>	<b>\$ 358,107</b>	<b>\$ 2,375,000</b>

## W & S RENEWAL & REPLACEMENT

402402 EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
402581						
49157	Transfer to W & S Construction Fund	-	907,000	356,307	358,107	2,375,000
	<b>TOTAL TRANSFERS</b>	<b>\$ -</b>	<b>\$ 907,000</b>	<b>\$ 356,307</b>	<b>\$ 358,107</b>	<b>\$ 2,375,000</b>
402584						
49492	Reserve - Facility Expansion	44,070	-	-	-	-
	<b>TOTAL RESERVES</b>	<b>\$ 44,070</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**TOTAL EXPENDITURES**   **\$ 44,070**   **\$ 907,000**   **\$ 356,307**   **\$ 358,107**   **\$ 2,375,000**

# NEW PORT RICHEY

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## WATER & SEWER – DEBT SERVICE

## WATER & SEWER DEBT SERVICE FUND

403 REV CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
361120	Interest On Investments - S.F.	952	318	125	-	-
361200	Interest - S.B.A.	202	1	-	-	-
381200	Transfer From W & S Revenue	876,263	732,003	1,097,551	732,002	797,180
381220	Loan Proceeds	-	-	787,000	745,000	-
<b>W &amp; S DEBT SERVICE REVENUES</b>		<b>\$ 877,417</b>	<b>\$ 732,322</b>	<b>\$ 1,884,676</b>	<b>\$ 1,477,002</b>	<b>\$ 797,180</b>



## W & S DEBT SERVICE

403403 EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
403582						
47134	Principal - 2012 Bond	-	537,953	551,939	551,939	621,880
403536						
47232	Interest - 2007A Bond	27,988	-	-	-	-
47234	Interest - 2012 Bond	194,050	194,050	180,063	180,063	175,300
	Transfer to W & S Construction Fund	-	-	745,000	745,000	-
<b>TOTAL DEBT SERVICE</b>		<b>222,038</b>	<b>732,003</b>	<b>1,477,002</b>	<b>1,477,002</b>	<b>797,180</b>

**TOTAL EXPENDITURES    \$ 222,038    \$ 732,003    \$ 1,477,002    \$ 1,477,002    \$ 797,180**

# NEW PORT RICHEY

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# WATER & SEWER – SEWER ASSESSMENT

## WATER & SEWER SEWER ASSESSMENT FUND

404 REV CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
361250	Interest - FMIvT	106	100	25	-	-
363200	Interest On Assessments	1,198	9,619	497	-	-
363300	Penalties On Assessments	444	8,661	1,537	-	-
<b>W &amp; S SEWER ASSESSMENT REVENUES</b>		<b>\$ 1,748</b>	<b>\$ 18,380</b>	<b>\$ 2,059</b>	<b>\$ -</b>	<b>\$ -</b>

## W & S SEWER ASSESSMENT

404404 EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
404535						
463XX	Lakewood Villa	-	-	-	-	-
463XX	Treasure Island	-	-	-	-	-
<b>TOTAL W &amp; S SEWER ASSESSMENT</b>		-	-	-	-	-

TOTAL EXPENDITURES    \$    -    \$    -    \$    -    \$    -    \$    -

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# NEW PORT RICHEY

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## WATER & SEWER – CONSTRUCTION

## WATER & SEWER CONSTRUCTION FUND

405 REV CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
381200	Transfer from W & S Revenue	2,848,972	-	-	300,000	300,000
383300	Transfer from W & S - R & R	-	907,000	356,307	356,307	2,375,000
381220	Transfer from W & S Debt Service Fund	-	-	787,000	745,000	-
<b>W &amp; S CONSTRUCTION FUND REVENUES</b>		<b>\$ 2,848,972</b>	<b>\$ 907,000</b>	<b>\$ 1,143,307</b>	<b>\$ 1,401,307</b>	<b>\$ 2,675,000</b>



## W & S CONSTRUCTION

405-0405 EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
953-533 46399	Fleet Warehouse	-	-	-	-	80,000
<b>TOTAL BUILDING IMPROVEMENTS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80,000</b>
953-533 46381	Contractor Payments	15,936	17,615	40,815	216,307	-
<b>TOTAL WATER MAIN EXTENSION</b>		<b>\$ 15,936</b>	<b>\$ 17,615</b>	<b>\$ 40,815</b>	<b>\$ 216,307</b>	<b>\$ -</b>
955-533 46381	Contractor Payments	173,387	625,783	390,829	300,000	300,000
46391	Engineering Services	18,720	19,850	5,968	30,000	30,000
<b>TOTAL WATER IMPROVEMENT</b>		<b>\$ 192,107</b>	<b>\$ 645,633</b>	<b>\$ 396,797</b>	<b>\$ 330,000</b>	<b>\$ 330,000</b>
952-533 46381	Contractor Payments	-	-	7,850	-	50,000
<b>TOTAL BULK METER BACKFLOW UPGRADE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,850</b>	<b>\$ -</b>	<b>\$ 50,000</b>
956-533 46381	Contractor Payments	1,443,088	107,476	-	100,000	50,000
<b>TOTAL WATER METER UPGRADE</b>		<b>\$ 1,443,088</b>	<b>\$ 107,476</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 50,000</b>
960-535 46381	Contractor Payments	650,015	87,622	-	-	-
46391	Engineering Services	11,580	47,305	12,975	-	-
957-535 46381	Contractor Payments	-	-	21,953	-	-
<b>TOTAL SEWER UTILITY IMPROVEMENT</b>		<b>\$ 661,595</b>	<b>\$ 134,927</b>	<b>\$ 34,928</b>	<b>\$ -</b>	<b>\$ -</b>
961-535 46381	Contractor Payments	295,430	-	-	-	25,000
46391	Engineering Services	7,457	-	-	-	-
<b>TOTAL RECLAIMED WATER</b>		<b>\$ 302,887</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>
962-535 46381	Contractor Payments	450	750	-	-	-
<b>TOTAL REJECT STORAGE SITE RECLAIMED</b>		<b>\$ 450</b>	<b>\$ 750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
958-533 46381	Contractor Payments	-	-	81,162	-	-
46391	Engineering Services	-	-	-	-	-
<b>TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 81,162</b>	<b>\$ -</b>	<b>\$ -</b>
963-535 46381	Contractor Payments	-	-	271,562	-	1,050,000
46391	Engineering Services	-	359,923	15,138	10,000	30,000
		<b>\$ -</b>	<b>\$ 359,923</b>	<b>\$ 286,700</b>	<b>\$ 10,000</b>	<b>\$ 1,080,000</b>
965-535 46381	Contractor Payments	387,139	-	583	-	300,000
<b>TOTAL GRAVITY SEWER MAIN REHAB</b>		<b>\$ 387,139</b>	<b>\$ -</b>	<b>\$ 583</b>	<b>\$ -</b>	<b>\$ 300,000</b>
966-535 46381	Contractor Payments	-	-	18,000	-	100,000
<b>TOTAL UTILITY FACILITIES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>

## W & S CONSTRUCTION

405-0405 EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
405535						
46381	Contractor Payments	-	-	108,750	-	300,000
46391	Engineering Services	-	-	-	-	30,000
		\$ -	\$ -	\$ 108,750	\$ -	\$ 330,000
953-535						
46381	Contractor Payments	-	-	-	-	300,000
46391	Engineering Services	-	-	-	-	30,000
	<b>TOTAL SEWER SYSTEM EXTENSION</b>	\$ -	\$ -	\$ -	\$ -	\$ 330,000
957-533						
46381	Contractor Payments	-	-	754,963	745,000	-
16391	Engineering Services	-	-	-	-	-
	<b>TOTAL UTILITY WATER SERVICE</b>	\$ -	\$ -	\$ 754,963	\$ 745,000	\$ -

TOTAL EXPENDITURES \$ 3,003,202   \$ 1,266,324   \$ 1,730,548   \$ 1,401,307   \$ 2,675,000

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM W&S CONSTRUCTION

CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
<i>Building Improvements</i>					
Fleet Purchasing Warehouse (Needs Assessment)	80,000	-	-	-	-
Fleet Purchasing Warehouse (Construction)	-	500,000	-	-	-
<b>TOTAL</b>	<b>80,000</b>	<b>500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>City Facility Irrigation Expansion</i>					
Misc. ROW & Facility Irrigation	25,000	25,000	25,000	-	-
Grey Preserve Reclaimed Expansion (Engineering)	-	-	100,000	-	-
Grey Preserve Reclaimed Expansion (Construction)	-	-	300,000	-	-
<b>TOTAL</b>	<b>25,000</b>	<b>25,000</b>	<b>425,000</b>	<b>-</b>	<b>-</b>
<i>Water Meter Upgrade</i>					
AMI Electronic Metering System, Phase II	50,000	-	-	-	-
<b>TOTAL</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Abatement Programs</i>					
2016/2017 Inflow & Infiltration Abatement Program	100,000	400,000	-	-	-
Sewer Main & Manhole Rehabilitation/Lining Project	300,000	300,000	300,000	300,000	300,000
<b>TOTAL</b>	<b>400,000</b>	<b>700,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<i>Potable &amp; Reclaimed Water Extensions</i>					
Potable & Reclaimed Water Extension (Engineering)	30,000	30,000	30,000	30,000	30,000
Potable & Reclaimed Water System Extension (Construction)	300,000	300,000	300,000	300,000	300,000
Bulk Meter Backflow Prevention Upgrades	50,000	50,000	50,000	50,000	50,000
<b>TOTAL</b>	<b>380,000</b>	<b>380,000</b>	<b>380,000</b>	<b>380,000</b>	<b>380,000</b>
<i>Improvements</i>					
Potable & Reclaimed Water System Improvements (Engineering)	30,000	30,000	30,000	30,000	30,000
Potable & Reclaimed Water System Improvements (Construction)	300,000	300,000	300,000	300,000	300,000
2017/2018 Water Utility System Improvements (Engineering)	-	70,000	-	-	-
2017/2018 Water Utility System Improvements (Construction)	-	-	750,000	-	-
2018/2019 Water Utility System Improvements (Engineering)	-	-	-	70,000	-
<b>TOTAL</b>	<b>330,000</b>	<b>400,000</b>	<b>1,080,000</b>	<b>400,000</b>	<b>330,000</b>
<i>Sewer Improvements</i>					
2015/2016 Sewer Utility Improvements (Engineering)	30,000	-	-	-	-
2015/2016 Sewer Utility Improvements (Construction)	1,050,000	-	-	-	-

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM W&S CONSTRUCTION

CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
2018/2019 Sewer Utility Improvements (Engineering)	-	-	100,000	-	-
2018/2019 Sewer Utility Improvements (Construction)	-	-	-	1,000,000	-
2020/2021 Sewer Utility Improvements (Engineering)	-	-	-	-	100,000
<b>TOTAL</b>	<b>1,080,000</b>	<b>-</b>	<b>100,000</b>	<b>1,000,000</b>	<b>100,000</b>
<i>Sewer System Extensions</i>					
Sewer System Extensions (Engineering)	30,000	30,000	30,000	30,000	30,000
Sewer System Extensions (Construction)	300,000	300,000	300,000	300,000	300,000
<b>TOTAL</b>	<b>330,000</b>	<b>330,000</b>	<b>330,000</b>	<b>330,000</b>	<b>330,000</b>

**DIVISION TOTAL**    \$ 2,675,000    \$ 2,335,000    \$ 2,615,000    \$ 2,410,000    \$ 1,440,000

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# PUBLIC WORKS - CENTRAL GARAGE

## IT IS THE MISSION OF CENTRAL GARAGE TO

provide the best service to city departments and divisions by partnering with city staff and vendors to effectively monitor and ensure the most cost effective repair and replacement of the City's fleet of vehicles and equipment.

## DESCRIPTION

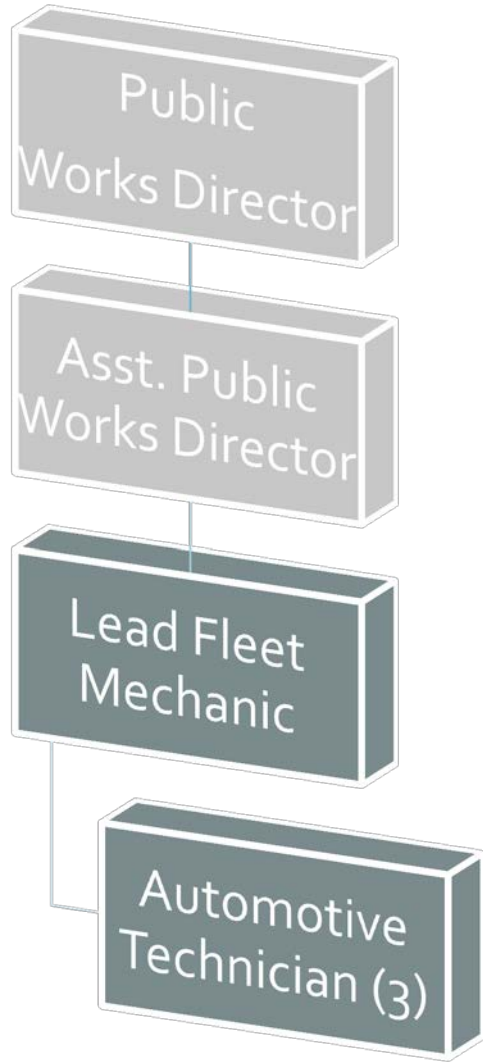
The Central Garage Division provides acquisition, disposal, preventative maintenance, and major and minor repairs for the City's motor vehicle fleet and equipment. The Division performs these functions on a variety of vehicle types, including police vehicles and fire apparatus.

## ACCOMPLISHMENTS OF FY17

- Auctioned city vehicles and equipment and added new vehicles to the City's fleet, as scheduled
- Maintained fleet vehicles, in accordance with manufacture recommendations and monitored fuel usage
- Obtained additional training needed for various equipment, in an effort to remain up-to-date with the latest repair technology and testing techniques
- Relocated equipment to increase work safety and efficiency

## FY18 INITIATIVES

- Capital Building Improvements:
  - Complete Building Needs Assessment and identify deficiencies and propose upgrades
  - Identify proposed yard set up for vehicle, materials, and equipment storage
- Training:
  - FEMA training for all personnel
  - Supervisory 101 and 102, in accordance with the City's HR and Risk Management Division
  - ASE testing and recertification for personnel
  - Emergency vehicle training and certification
- Fleet Operational Improvements:
  - Add bookshelves
  - Paint garage door and add safety striping
  - Add welding safety curtain
  - Upgrade existing vehicle maintenance software to Tyler Technologies
- Environmental Improvements:
  - LED Lighting conversion
  - Replace waste oil tanks and secondary fluid containment facilities, where needed



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Lead Fleet Mechanic	1	1	1
Automotive Technician	3	3	3
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

## CENTRAL GARAGE FUND

501 REV CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
361100	Interest On Investments	103	61	94	300	100
361200	Interest - S.B.A.	49	-	-	100	-
361250	Interest - FMIVT	109	286	103	500	110
369300	Refund of Prior Year Expense	-	150	-	-	-
369900	Other Miscellaneous Revenue	-	11	-	-	-
399110	Garage - Labor and Overhead	198,500	190,065	162,000	117,635	125,000
399120	Garage - Parts	273,063	301,713	298,300	249,700	250,000
399130	Garage - Fuel	437,438	443,011	428,450	348,450	347,000
<b>CENTRAL GARAGE REVENUES</b>		<b>\$ 909,262</b>	<b>\$ 935,297</b>	<b>\$ 888,947</b>	<b>\$ 716,685</b>	<b>\$ 722,210</b>

## CENTRAL GARAGE

501591					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41299	Regular Full-Time Wages	160,589	163,732	169,000	169,395	170,730
41411	Overtime Wages	4,515	1,485	500	980	990
41511	Employee Incentives	200	200	200	200	200
41529	Meal Allowance	-	140	-	475	250
42111	Social Security Matching	12,304	12,346	12,800	13,085	13,170
42211	Florida Retirement System	12,719	11,969	12,800	12,810	13,430
42311	Health Insurance	21,272	26,974	28,942	29,830	31,650
42312	Life Insurance	68	80	85	200	220
42313	Accidental Death & Disab Insurance	8	9	8	80	90
42315	Net OPEB Obligation Expense	5,538	5,596	5,574	-	-
42425	Workers Comp - Auto Repair Shop/Parts Dept (8391)	6,223	6,122	5,293	6,100	6,150
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 223,436</b>	<b>\$ 228,653</b>	<b>\$ 235,202</b>	<b>\$ 233,155</b>	<b>\$ 236,880</b>
43434	Wrecker Services	2,926	1,671	3,364	3,000	3,000
43436	Paint & Body Work	6,361	8,653	17,693	14,000	10,000
43438	Paint & Body Work - PD	-	-	-	-	5,000
43437	Auto Repair & Testing	36,415	31,667	49,413	36,000	40,000
43499	Contractual Services - Misc	-	2,172	2,240	3,000	1,500
44011	Travel & Training	2,592	1,577	-	-	5,500
44121	Telephone - Local	2,024	1,887	1,771	2,000	2,150
44211	Postage	214	433	8	550	550
44419	Rent - Equipment/Software	-	-	-	200	200
44611	Maintenance & Repairs - Bldg & Grounds	7,052	8,658	10,718	8,000	10,000
44621	Maintenance & Repairs - Equipment	2,422	3,512	2,890	3,500	3,500
44631	Maintenance & Repairs - Central Garage	-	-	970	1,000	4,000
44983	Permit Fees	125	25	180	180	180
45111	Office Supplies - General	365	903	900	900	500
45141	Small Tools & Implements	3,196	5,103	4,996	5,000	5,000
45211	Fuel	269,797	205,978	224,062	219,500	195,000
45225	Software License Support	950	950	950	1,000	1,000
45231	Clothing & Apparel	75	-	-	150	150
45232	Laundry Service	3,110	3,040	2,287	2,700	2,700
45234	Computer/Operating Supply	1,984	1,917	1,235	1,500	1,500
45247	First Aid Supplies	57	-	-	150	150
45251	Janitorial Supplies	237	87	351	500	250
45289	Automotive Parts	196,139	198,209	219,887	150,000	165,000
45298	Inventory Adjustments	-	1,299	5,115	1,000	1,000
45299	Operating Supplies - Misc	5,473	5,719	8,926	8,500	6,000
45411	Dues & Memberships	-	-	-	200	200
45461	Books & Publications	-	-	-	500	500
<b>TOTAL OPERATING</b>		<b>\$ 541,514</b>	<b>\$ 483,460</b>	<b>\$ 557,956</b>	<b>\$ 463,030</b>	<b>\$ 464,530</b>



## CENTRAL GARAGE

501591 EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
46399	Improvements Other than Buildings	-	-	5,500	5,500	-
46415	Trucks & Trailers	-	-	-	-	15,000
46431	Special Purpose Equipment	14,808	11,078	11,338	15,000	5,800
<b>TOTAL CAPITAL</b>		<b>\$ 14,808</b>	<b>\$ 11,078</b>	<b>\$ 16,838</b>	<b>\$ 20,500</b>	<b>\$ 20,800</b>

**TOTAL EXPENDITURES**    \$ 779,758    \$ 723,191    \$ 809,996    \$ 716,685    \$ 722,210

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM CENTRAL GARAGE

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46415	<i>Trucks and Trailers</i>					
	Chevy HHR Wagon to Replace #50 (R&R)	5,000	5,000	5,000	5,000	25,000 (b)
	3/4 Ton Pick-up w/ Svc. Body/Liftgate/Crane to Replace #22 (R&R)	10,000	10,000	10,000	40,000 (a)	2,000
	<b>TOTAL</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>5,000</b>	<b>2,000</b>
46431	<i>Special Purpose Equipment</i>					
	Band Saw with Stand	1,600	-	-	-	-
	Metal Shear Brake & Roller	1,200	-	-	-	-
	Miller Plasma Cutter	3,000	-	-	-	-
	Containment Tank Basins (2)	-	3,000	-	-	-
	Waste Oil Heater	-	-	7,000	-	-
	Compressor #1 - Main Shop	-	-	-	5,000	-
	Compressor #2 - Back-up	-	-	-	-	5,000
	Hot Hi-Pressure Washer	-	-	-	-	5,000
	Waste Oil Fuel Tank	-	-	-	-	3,500
	<b>TOTAL</b>	<b>5,800</b>	<b>3,000</b>	<b>7,000</b>	<b>5,000</b>	<b>13,500</b>

**DIVISION TOTAL    \$ 20,800    \$ 18,000    \$ 22,000    \$ 50,000    \$ 40,500**

(a) Year of Acquisition (\$24,000 from R&R)

(b) Year of Acquisition (\$20,000 from R&R)

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# COMMUNITY REDEVELOPMENT AGENCY

## IT IS THE MISSION OF THE COMMUNITY REDEVELOPMENT AGENCY TO

nurture an environment that supports the growth and retention of businesses, increases property values, and enhances the quality of life for New Port Richey residents.

## DESCRIPTION

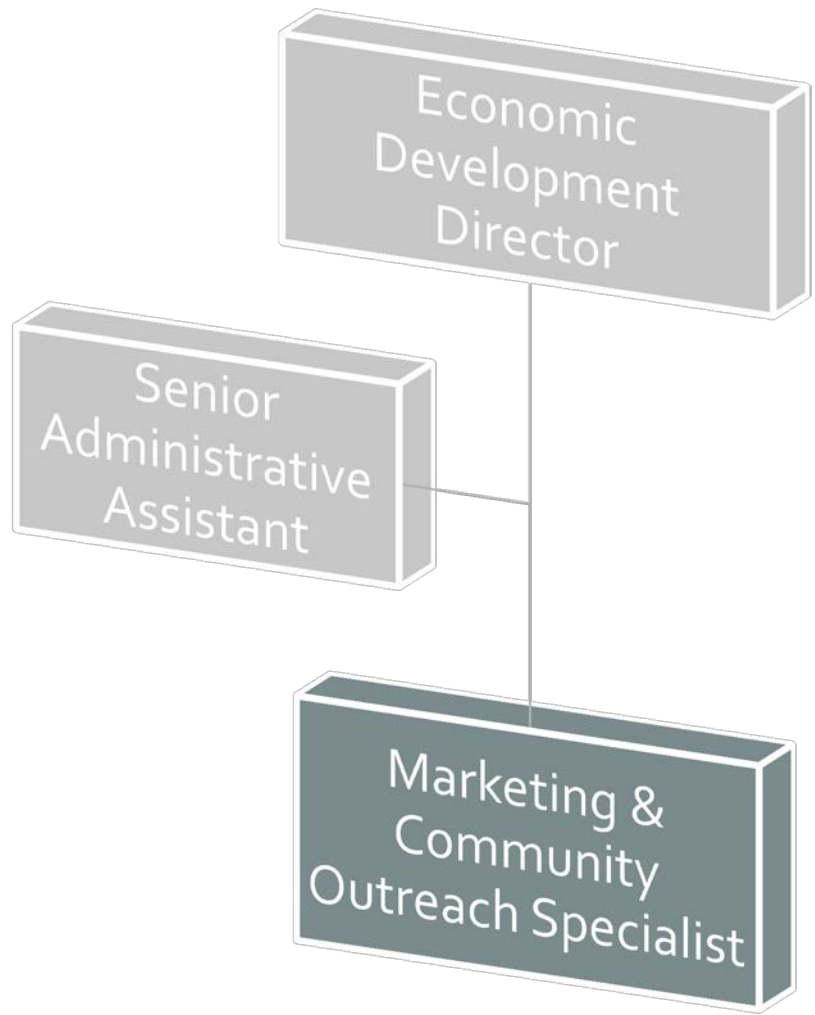
The redevelopment of our community is a central focus of the Community Redevelopment Agency. It is the responsibility of the Agency to plan, coordinate, and facilitate the City's efforts to attract, retain and grow businesses and jobs.

## ACCOMPLISHMENTS OF FY17

- Completed the Hacienda Special Category Grant project
- The Business Incentive Program yielded reduced commercial vacancies and increased rent rates and number of new businesses city-wide
- Secured small matching grant and special category grant for the Hacienda Hotel
- Secured developer and qualified 16 contiguous acres for possible Veterans Affairs Outpatient Clinic

## FY18 INITIATIVES

- Marine District Redevelopment:
  - Special emphasis on HCA West Pasco site for both VA and HCA growth opportunities
  - Continued emphasis on commercial building upgrades and occupancy
  - Residential incentive program in heavily blighted sections
- West Main/East Main:
  - Complete Main Street Landings project
  - Reverse obsolescence of Downtown commercial properties by way of heavily funded business grant programs
  - Construct parking garage
- Historical Preservation:
  - Phase II objective for opening Hacienda to public in 2 years
  - Pursue tourist development dollars for Hacienda
- U.S. Hwy 19 Corridor:
  - Pursue Rivergate Redevelopment
  - Execute the updated CRA objectives and goals specific to the U.S. Hwy 19 Corridor



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Main Street Director	1	1	1
Marketing & Community Outreach Specialist	0	0	.5
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1.5</b>

## COMMUNITY REDEVELOPMENT AGENCY

630 REV CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
311100	Tax Increment - County	556,261	657,421	681,080	719,780	784,960
334700	Florida Historic Preservation Grant	-	750,000	-	-	550,000
354100	Code Enforcement Fines	(7,496)	(100)	(13,179)	-	-
361100	Interest on Investments	(1,823)	15	-	-	-
361200	Interest - SBA	1,411	8,423	1,255	-	-
362190	Rent - Business Incubator	1,600	9,592	36,000	36,000	36,000
364220	Sale of Orange Lake Property	-	-	300,000	300,000	-
369900	Other Miscellaneous Revenue	-	6,588	5,272	-	5,000
369910	Litigation Proceeds	-	-	-	-	75,000
381100	Transfer from Gen Fund - Tax Increment	719,554	811,061	865,715	865,715	923,480
381370	Transfer from General Fund	-	11,202,894	-	-	-
381600	Transfer from Capital Improvement Fun	-	-	-	-	774,400
389870	Unused Business Incentives from PY	-	-	200,000	200,000	200,000
389880	Unused Residential Incentives from PY	-	-	85,000	85,000	-
389890	Carryover of Unused Funding Sources from PY	-	-	-	-	150,000
<b>TOTAL CRA REVENUE</b>		<b>\$ 1,269,507</b>	<b>\$ 13,445,894</b>	<b>\$ 2,161,143</b>	<b>\$ 2,206,495</b>	<b>\$ 3,498,840</b>

## COMMUNITY REDEVELOPMENT AGENCY

630080		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
41210	Regular Exempt Salaries	-	25,006	26,200	33,500	15,460
41511	Employee Incentives	-	-	50	50	30
42111	Social Security Matching	-	1,877	2,120	2,570	1,190
42211	Florida Retirement System	-	1,655	2,000	2,510	1,210
42311	Health Insurance	-	1,994	5,000	7,410	3,960
42312	Life Insurance	-	7	20	50	30
42313	Accidental Death & Disab Insurance	-	1	5	20	10
42426	Workers Comp - Clerical (8810)	-	94	90	100	40
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ -</b>	<b>\$ 30,634</b>	<b>\$ 35,485</b>	<b>\$ 46,210</b>	<b>\$ 21,930</b>
43111	City Attorney Services	4,495	-	-	-	-
43181	Professional Servcies - Planning	6,313	13,500	37,223	85,000	40,000
43199	Professional Services - Misc	77,006	135,206	19,362	26,859	13,500
43422	Advertising & Marketing	12,907	10,549	2,808	7,500	10,000
43461	Main Street Grant Award	10,000	-	-	-	15,000
43499	Contractual Services - Misc	-	14,237	-	-	-
44011	Travel & Training	-	2,120	75	1,000	1,000
41-34	Data Lines	-	-	123	-	-
44211	Postage	28	53	10	50	50
44311	Electric - City Facilities	14,315	13,659	9,498	8,000	8,000
44331	Trash Removal	2,320	2,066	1,945	2,000	2,000
44351	Water & Sewer - City	5,225	6,674	4,094	4,000	5,500
44373	Street Light Fee	-	800	768	770	770
44381	Stormwater Assessment	-	2,452	3,524	3,590	3,530
44511	Liability Insurance - Comp. General	6,902	-	-	-	-
44521	Building & Contents Insurance	18,791	26,377	16,005	17,200	17,000
44611	Maintenance & Repairs - Bldg & Ground	6,046	-	9,614	8,456	6,500
44612	Maintenance & Repairs - Hacienda Hotel	36	-	3,367	3,400	3,500
	Maintenance & Repairs - Business					
44613	Incubator	28,487	165	4,955	6,210	2,500
44623	Maintenance & Repairs - Copiers	-	219	-	-	-
44911	Legal Advertising	43	-	-	50	-
44951	Redevelopment Incentives	36,334	214,998	71,778	300,000	700,000
44951	Residential Incentives	-	17,358	58,314	65,000	50,000
44999	Other Current Charges - Misc	2,008	43,042	7,302	9,300	5,000
45111	Office Supplies - General	-	15	-	50	50
45411	Dues & Memberships	-	745	795	745	750
45461	Books & Publications	435	-	-	10	-
<b>TOTAL OPERATING</b>		<b>\$ 231,691</b>	<b>\$ 504,235</b>	<b>\$ 251,560</b>	<b>\$ 549,190</b>	<b>\$ 884,650</b>
46113	Land - Rio Vista Park Parcel	-	-	1,500	-	-
46233	Building Improvements - Hacienda Hotel	-	928,662	69,600	275,000	867,000
	Building Improvements - Business					
46299	Incubator	-	34,549	93,497	73,425	-
46341	Commercial Area Improvements (Parkin	-	42	-	-	-
46343	Waterfront Activity Center	21,189	-	-	-	-
46353	Main Street Landings Incentives Program	-	-	-	-	587,500
<b>TOTAL CAPITAL</b>		<b>\$ 21,189</b>	<b>\$ 963,253</b>	<b>\$ 164,597</b>	<b>\$ 348,425</b>	<b>\$ 1,454,500</b>
47121	Principal Payments - Note A	437,000	5,497,000	-	-	-
47123	Principal Payments - Note B	436,000	5,487,000	-	-	-
47221	Interest Payments - Note A	122,240	109,464	-	-	-

## COMMUNITY REDEVELOPMENT AGENCY

630080						BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	AMENDED	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
47223	Interest Payments - Note B	244,620	109,430	-	-	-
<b>TOTAL DEBT SERVICE</b>		<b>\$ 1,239,860</b>	<b>\$ 11,202,894</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
49151	Transfer to General Fund	-	522,794	375,440	375,440	250,000
49152	Transfer to General Debt Service Fund	-	458,834	887,230	887,230	887,760
<b>TOTAL TRANSFERS</b>		<b>\$ -</b>	<b>\$ 981,628</b>	<b>\$ 1,262,670</b>	<b>\$ 1,262,670</b>	<b>\$ 1,137,760</b>
		<b>\$ 1,492,740</b>	<b>\$ 13,682,644</b>	<b>\$ 1,714,312</b>	<b>\$ 2,206,495</b>	<b>\$ 3,498,840</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM COMMUNITY REDEVELOPMENT AGENCY

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46233	<i>Building Improvements</i>					
	Hacienda Hotel	867,000	-	-	-	-
	<b>TOTAL</b>	<b>867,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
46299	<i>Building Improvements</i>					
	Main Street Landings Incentive Program	737,500	737,500	-	-	-
	<b>TOTAL</b>	<b>737,500</b>	<b>737,500</b>	<b>-</b>	<b>-</b>	<b>-</b>

**DIVISION TOTAL**    **\$ 1,604,500**    **\$ 737,500**    **\$ -**    **\$ -**    **\$ -**



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# STREET IMPROVEMENT

## DESCRIPTION

The Street Improvement Fund is a special revenue fund, required by Florida Statute 336.02, to account for revenues and expenditures used for the operation and maintenance of transportation facilities and associated drainage infrastructure. Activities include road and right-of-way maintenance (e.g. patching, mowing), bridge maintenance and operation, traffic engineering, traffic signal operation, traffic control signage and striping, sidewalk repair and construction, and maintenance of ditches, culverts, and other drainage facilities. Resources to support these activities are provided from Local Option Gas Taxes (LOGT), a 6 cent per gallon local option gas tax revenue.

Projects budgeted for in the Street Improvement Fund are included in the City's Capital Improvement Program.

## STREET IMPROVEMENT FUND

701 REV CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
312410	Local Option Gas Tax - 1st	423,999	426,111	441,000	455,020	448,360
312420	Local Option Gas Tax - 2nd	210,209	312,566	326,500	343,480	327,570
355400	Community Development Block Grant	-	-	-	205,000	-
361100	Interest On Investments	937	-	470	550	550
361200	Interest - S. B. A.	1,276	8,707	860	750	750
361250	Interest - FMIvT	5,453	1,369	1,500	5,000	5,000
361280	Interest - T-Bills & Bonds	-	3,542	-	-	-
363100	Special Assessment - Previous	53,294	50,796	50,000	50,000	50,000
363110	Special Assessment - New	-	-	-	-	760,000
363200	Interest on Assessments	12,545	15,133	15,000	20,000	20,000
363300	Penalties on Assessments	5,411	6,979	7,500	7,500	7,500
369900	Miscellaneous Revenue	-	5	-	-	-
381100	Transfer from General Fund	-	-	-	-	300,000
381500	Transfer from Stormwater Utility Fund	-	-	56,030	56,030	-
381600	Transfer From Capital Improvement Fund	-	-	-	-	330,000
389900	Prior Yr Fund Bal-Unassigned	50,610	1,128,555	536,635	2,038,430	1,841,450
<b>STREET IMPROVEMENT FUND REVENUE</b>		<b>\$ 763,734</b>	<b>\$ 1,953,763</b>	<b>\$ 1,435,495</b>	<b>\$ 3,181,760</b>	<b>\$ 4,091,180</b>

## STREET IMPROVEMENT

701701 EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
701701						
46321	Streetscape Improvements - Madison St., Main St. to Massachusetts Ave.	36,680	-	12,715	425,000	1,025,000
463211	Streetscape Expansion Project - Central Ave. (Circle Blvd. to Madison St.)	-	-	47,155	40,000	-
46330	Streets - Miscellaneous	276,537	167,148	-	-	-
46331	Plathe Road Paving	178,381	-	-	-	-
46333	Multi - Use Trail Marine Parkway	3,434	66,910	576,242	635,000	-
46334	Street Improvement Project	-	78,997	7,397	1,120,000	2,370,000
46337	Multi - Use Path & Reclaimed Water Main (River Walk; Morton Plant North Bay Hospital; Aquatic Center)	53,288	536,473	-	-	-
46338	Neighborhood Improvements	-	-	-	100,000	130,000
46341	Emergency Road Repairs	-	629,467	-	-	-
46342	Traffic Sign Upgrades	-	-	-	-	30,000
46345	LED Crosswalk Signage & Lighting	-	-	41,643	25,000	35,000
46346	Roadway Striping Projects	-	53,838	55,264	60,000	60,000
46350	Road and Sidewalk Improvements - Circle Blvd.	-	-	176,879	255,000	-
46357	Alley Needs Assessment Program	-	-	-	-	25,000
46358	Public Charging Stations Program	-	-	-	-	25,000
49941	Write-off Bad Debts	20,263	-	-	3,560	-
<b>TOTAL CAPITAL</b>		<b>\$ 568,583</b>	<b>\$ 1,532,833</b>	<b>\$ 917,295</b>	<b>\$ 2,663,560</b>	<b>\$ 3,700,000</b>
701581						
49151	Transfer to General Fund	60,861	420,930	518,200	518,200	391,180
<b>TOTAL TRANSFERS</b>		<b>\$ 60,861</b>	<b>\$ 420,930</b>	<b>\$ 518,200</b>	<b>\$ 518,200</b>	<b>\$ 391,180</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 629,444</b>	<b>\$ 1,953,763</b>	<b>\$ 1,435,495</b>	<b>\$ 3,181,760</b>	<b>\$ 4,091,180</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM STREET IMPROVEMENT

CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
<i>Road Paving &amp; Reconstruction</i>					
2014/2015 Street Improvements	2,030,000	1,730,000	-	-	-
Multi - Use Trail - Grand Blvd. (Marine Parkway to Delaware Ave.)	-	-	100,000	700,000	-
2016/2017 Neighborhood Improvements	130,000	450,000	-	-	-
Traffic Sign Upgrades	30,000	30,000	30,000	30,000	30,000
2017/2018 Roadway Striping Project	60,000	-	-	-	-
2018/2019 Roadway Striping Project	-	60,000	-	-	-
LED Crosswalk Signage and Lighting	35,000	-	-	-	-
Public Charging Station Program	25,000	25,000	-	-	-
Alley Needs Assessment	25,000	-	-	-	-
2017/2018 Street Improvements	340,000	1,360,000	-	-	-
Streetscape Improvements - Madison St., Main St. to Massachusetts Ave.	1,025,000	-	-	-	-
2018/2019 Street Improvements	-	1,870,000	-	-	-
2019/2020 Street Improvements	-	-	1,870,000	-	-
2019/2020 Roadway Striping Project	-	-	60,000	-	-
2020/2021 Street Improvements	-	-	-	1,870,000	-
2020/2021 Roadway Striping Project	-	-	-	60,000	-
2021/2022 Street Improvements	-	-	-	-	1,870,000
2021/2022 Roadway Striping Project	-	-	-	-	60,000
<b>TOTAL</b>	<b>3,700,000</b>	<b>5,525,000</b>	<b>2,060,000</b>	<b>2,660,000</b>	<b>1,960,000</b>

**DIVISION TOTAL    \$ 3,700,000    \$ 5,525,000    \$ 2,060,000    \$ 2,660,000    \$ 1,960,000**

# Appendices

# NEW PORT RICHEY

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# NEW PORT RICHEY



**CITY OF NEW PORT RICHEY  
BUDGET - FY 2017 - 2018  
FUNDS RECAP**

	BUDGET 2016 - 2017	BUDGET 2017 - 2018
General	19,837,745	20,744,690
Fund Balance	-	110,000
	<u>19,837,745</u>	<u>20,854,690</u>
Stormwater Utility	1,013,570	1,147,120
Fund Balance	1,117,810	429,220
	<u>2,131,380</u>	<u>1,576,340</u>
Street Lighting	408,150	449,500
Fund Balance	-	-
	<u>408,150</u>	<u>449,500</u>
General Debt Service	2,310,980	887,760
Fund Balance	-	-
	<u>2,310,980</u>	<u>887,760</u>
Capital Improvement	6,874,060	5,642,840
Fund Balance	2,157,940	2,137,640
	<u>9,032,000</u>	<u>7,780,480</u>
Water & Sewer Revenue	14,437,380	15,185,610
Fund Balance	617,720	904,310
	<u>15,055,100</u>	<u>16,089,920</u>
Water & Sewer Renewal & Replacement	202,800	711,200
Fund Balance	2,232,200	1,663,800
	<u>2,435,000</u>	<u>2,375,000</u>
Water & Sewer Debt Service	732,005	797,180
Fund Balance	-	-
	<u>732,005</u>	<u>797,180</u>
Water & Sewer Construction	300,000	2,675,000
Fund Balance	2,435,000	-
	<u>2,735,000</u>	<u>2,675,000</u>
Central Garage	716,685	722,210
Fund Balance	-	-
	<u>716,685</u>	<u>722,210</u>
CRA	2,221,495	3,148,840
Fund Balance	285,000	350,000
	<u>2,506,495</u>	<u>3,498,840</u>
Street Improvement	1,143,330	2,249,730
Fund Balance	2,038,430	1,841,450
	<u>3,181,760</u>	<u>4,091,180</u>
<b>Total Before Transfers</b>	<u>61,082,300</u>	<u>61,798,100</u>
<b>Less: Transfers</b>	<u>(13,822,855)</u>	<u>(13,686,180)</u>
<b>Total Net Budget (All Funds)</b>	<b>47,259,445</b>	<b>48,111,920</b>

**CITY OF NEW PORT RICHEY  
BUDGET - FY 2017 - 2018  
SCHEDULE OF TRANSFERS**

	BUDGET 2016 - 2017	BUDGET 2017 - 2018
General Fund		
To Redevelopment Fund	865,715	923,480
To Street Improvement Fund	-	300,000
To Capital Improvement Fund	-	-
Stormwater Utility Fund		
To General Fund	329,030	130,000
To Street Improvement Fund	56,030	-
To Capital Improvement Fund	283,000	403,000
To W&S Construction Fund	-	10,000
General Debt Service Fund		
To General Fund	1,423,750	-
Capital Improvement Fund		
To General Fund	250,000	940,080
To Redevelopment Fund	-	774,400
To Street Improvement Fund	-	330,000
Water & Sewer Revenue Fund		
To General Fund	4,568,060	4,164,700
To W & S Debt Service Fund	731,400	797,180
To W & S Renewal & Replacement Fund	200,000	708,400
To W & S Construction Fund	300,000	300,000
Water & Sewer Replacement Fund		
To W & S Construction Fund	2,435,000	2,375,000
Redevelopment Fund		
To General Debt Service Fund	887,230	887,230
To General Fund - Administrative	375,440	250,000
Street Improvement Fund		
To General Fund	518,200	392,710
To General Debt Service Fund	-	-

**CITY OF NEW PORT RICHEY  
RATIO OF UNASSIGNED FUND BALANCE AND MINIMUM FUNDING RESERVE  
TO GENERAL FUND BUDGET**

Year	General Fund Budgeted Revenue *	Minimum Funding	Unassigned Fund Balance **	Total	% of Budget
2018 (EST.)	20,854,690	3,128,204	407,325	3,535,529	17%
2017 (EST.)	20,059,369	2,945,000	62,770	3,007,770	15%
2016	20,885,402	2,839,046	519,195	3,358,241	16%
2015	20,229,720	2,655,554	630,437	3,285,991	16%
2014	17,684,110	2,652,617	2,794,631	5,447,248	31%
2013	16,637,400	2,734,050	1,657,781	4,391,831	26%
2012	18,227,000	2,412,704	1,524,475	3,937,179	22%
2011	16,084,690	2,405,856	1,580,654	3,986,510	25%
2010	16,039,040	2,588,673	162,225	2,750,898	17%
2009	17,257,820	2,588,895	577,586	3,166,481	18%

\* Excludes Non-recurring Revenue

\*\* Represents Unassigned Fund Balance at the beginning of the Budget Year

**CITY OF NEW PORT RICHEY  
BUDGET - FY 2017 - 2018  
MILLAGE RATE HISTORY**

Fiscal Year	Rate
2017-18	8.9950
2016-17	9.1500
2015-16	9.2500
2014-15	9.5000
2013-14	9.5799
2012-13	9.5799
2011-12	8.3877
2010-11	8.1037
2009-10	8.1037
2008-09	6.6274
2007-08	6.7840
2006-07	7.0000
2005-06	7.0000
2004-05	7.0000
2003-04	7.0000
2002-03	6.2500
2001-02	6.2500
2000-01	6.2500
1999-00	6.0000
1998-99	5.5000
1997-98	5.2500
1996-97	5.2500
1995-96	5.2500
1994-95	5.2500
1993-94	5.2500
1992-93	5.2500
1991-92	5.2500
1990-91	5.2500
1989-90	5.2500
1988-89	4.2500
1987-88	4.2500
1986-87	4.2500
1985-86	4.2500
1984-85	4.2500
1983-84	3.9606
1982-83	4.2930
1981-82	5.0780
1980-81	5.3260
1979-80	7.1060
1978-79	8.1000

**CITY OF NEW PORT RICHEY**  
**BUDGET - FY 2017 - 2018**  
**FULL-TIME EQUIVALENT EMPLOYEES (FTE)**

Department	Budget FY 2016-2017			Budget FY 2017-2018			Full-Time Equivalent New Employees	Transferred Employees
	Full- Time	Part- Time	FTE Total	Full- Time	Part- Time	FTE Total		
<b>Legislative</b>								
City Council	0.0	5.0	5.0	0.0	5.0	5.0	0.0	0.0
<b>Total</b>	<b>0.0</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Administration</b>								
City Manager	2.0	0.0	2.0	1.0	0.8	1.8	0.0	-0.8
Human Resources/Risk Management	1.0	0.8	1.8	1.0	0.8	1.8	0.0	0.0
City Clerk	1.0	0.0	1.0	0.0	0.3	0.3	0.0	0.0
Technology Solutions	4.0	0.0	4.0	4.0	0.0	4.0	0.0	0.0
Administrative Services	1.0	0.0	1.0	0.0	0.0	0.0	1.0	0.0
<b>Total</b>	<b>9.0</b>	<b>0.8</b>	<b>9.8</b>	<b>6.0</b>	<b>1.8</b>	<b>7.8</b>	<b>1.0</b>	<b>-0.8</b>
<b>Finance</b>								
Accounting & Budgeting	6.0	0.0	6.0	7.0	0.0	7.0	0.0	1.0
Billing & Collection	8.0	0.0	8.0	7.0	0.0	7.0	-0.6	1.0
Purchasing Warehouse	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>14.0</b>	<b>0.0</b>	<b>14.0</b>	<b>14.0</b>	<b>0.0</b>	<b>14.0</b>	<b>-0.6</b>	<b>2.0</b>
<b>Library</b>								
Library	7.0	6.2	13.2	6.0	7.8	13.8	1.6	-1.0
<b>Total</b>	<b>7.0</b>	<b>6.2</b>	<b>13.2</b>	<b>6.0</b>	<b>7.8</b>	<b>13.8</b>	<b>1.6</b>	<b>-1.0</b>
<b>Police</b>								
Supervision	3.0	0.0	3.0	2.0	0.0	2.0	0.0	-0.7
Support Services	14.0	1.4	15.4	13.0	1.8	14.8	-0.7	0.0
Community Services	9.0	0.0	9.0	9.0	0.0	9.0	0.0	0.0
Patrol	32.0	1.4	33.4	33.0	1.4	34.4	0.0	0.0
Code Enforcement	3.0	0.0	3.0	3.0	0.0	3.0	0.0	1.0
Special Enforcement Programs	2.0	0.0	2.0	2.0	0.0	2.0	0.0	0.0
<b>Total</b>	<b>63.0</b>	<b>2.8</b>	<b>65.8</b>	<b>62.0</b>	<b>3.2</b>	<b>65.2</b>	<b>-0.7</b>	<b>-0.7</b>
<b>Fire</b>								
Supervision	3.0	0.7	3.7	3.0	0.7	3.7	0.0	0.0
Firefighting	22.0	2.1	24.1	21.0	2.1	23.1	-1.0	0.0
<b>Total</b>	<b>25.0</b>	<b>2.8</b>	<b>27.8</b>	<b>24.0</b>	<b>2.8</b>	<b>26.8</b>	<b>-1.0</b>	<b>0.0</b>
<b>Economic Development</b>								
Economic Development	2.0	0.0	2.0	2.0	0.0	2.0	0.0	0.0
<b>Total</b>	<b>2.0</b>	<b>0.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Development</b>								
Development	10.0	0.0	10.0	7.0	0.7	7.7	1.2	0.8
<b>Total</b>	<b>10.0</b>	<b>0.0</b>	<b>10.0</b>	<b>7.0</b>	<b>0.7</b>	<b>7.7</b>	<b>1.2</b>	<b>0.8</b>
<b>Parks and Recreation</b>								
Recreation	7.3	7.3	14.6	9.0	7.3	16.3	2.2	-1.8
Aquatics	0.0	6.0	6.0	0.0	8.0	8.0	0.9	0.0
<b>Total</b>	<b>7.3</b>	<b>13.3</b>	<b>20.6</b>	<b>9.0</b>	<b>15.3</b>	<b>24.3</b>	<b>3.1</b>	<b>-7.8</b>
<b>Public Works</b>								
Supervision	4.0	0.0	4.0	4.0	0.0	4.0	0.0	0.0
Street & Right-of-Way Maint.	8.0	0.0	8.0	8.0	0.0	8.0	0.0	0.0
Facilities Maintenance	4.0	1.5	5.5	4.0	1.5	5.5	1.0	4.5
Grounds Maintenance	9.0	0.0	9.0	9.0	0.0	9.0	2.0	6.0
<b>Total</b>	<b>25.0</b>	<b>1.5</b>	<b>26.5</b>	<b>25.0</b>	<b>1.5</b>	<b>26.5</b>	<b>3.0</b>	<b>10.5</b>
<b>Total General Fund</b>	<b>162.3</b>	<b>32.3</b>	<b>194.6</b>	<b>155.0</b>	<b>37.9</b>	<b>192.9</b>	<b>7.6</b>	<b>3.0</b>

**CITY OF NEW PORT RICHEY**  
**BUDGET - FY 2017 - 2018**  
**FULL-TIME EQUIVALENT EMPLOYEES (FTE)**

Department	Budget FY 2016-2017			Budget FY 2017-2018			Full-Time Equivalent New Employees	Transferred Employees
	Full- Time	Part- Time	FTE Total	Full- Time	Part- Time	FTE Total		
<b>Stormwater</b>								
Stormwater	5.0	0.0	5.0	5.0	0.0	5.0	0.0	0.0
<b>Water and Sewer</b>								
Water Production	5.0	0.0	5.0	5.0	0.0	5.0	0.0	0.0
Water Distribution	10.0	0.0	10.0	10.0	0.0	10.0	0.0	0.0
Construction Services	4.0	0.0	4.0	4.0	0.0	4.0	0.0	0.0
Reclaimed Water Production	4.0	0.0	4.0	4.0	0.0	4.0	0.0	0.0
Water Pollution Control	13.0	0.0	13.0	13.0	0.0	13.0	0.0	0.0
Sewer Collection	7.0	0.0	7.0	8.0	0.0	8.0	1.0	-1.0
<i>Total</i>	<b>43.0</b>	<b>0.0</b>	<b>43.0</b>	<b>44.0</b>	<b>0.0</b>	<b>44.0</b>	<b>1.0</b>	<b>-1.0</b>
<b>Intragovernmental Service</b>								
Maintenance	4.0	0.0	4.0	4.0	0.0	4.0	0.0	0.0
<b>Redevelopment</b>								
Redevelopment	1.0	0.0	1.0	1.0	0.0	1.0	1.0	0.0
<b>CITY TOTAL</b>	<b>84.3</b>	<b>194.6</b>	<b>52.0</b>	<b>208.0</b>	<b>37.9</b>	<b>245.9</b>	<b>8.6</b>	<b>2.0</b>

**CITY OF NEW PORT RICHEY, FLORIDA**  
**\$7,463,443**  
**WATER & SEWER REFUNDING REVENUE BOND**  
**SERIES 2012**

DATE OF PAYMENT	PRINCIPAL PAYMENT	INTEREST PAYMENT	DEBT SERVICE	ANNUAL PAYMENTS
4/1/2018		82,856.16	82,856.16	
10/1/2018	566,290.00	82,856.16	649,146.16	732,002.32
4/1/2019		75,494.39	75,494.39	
10/1/2019	581,013.00	75,494.39	656,507.39	732,001.78
4/1/2020		67,941.22	67,941.22	
10/1/2020	596,120.00	67,941.22	664,061.22	732,002.44
4/1/2021		60,191.66	60,191.66	
10/1/2021	611,619.00	60,191.66	671,810.66	732,002.32
4/1/2022		52,240.62	52,240.62	
10/1/2022	627,521.00	52,240.62	679,761.62	732,002.24
4/1/2023		44,082.84	44,082.84	
10/1/2023	643,836.00	44,082.84	687,918.84	732,001.68
4/1/2024		35,712.98	35,712.98	
10/1/2024	660,576.00	35,712.98	696,288.98	732,001.96
4/1/2025		27,125.49	27,125.49	
10/1/2025	677,751.00	27,125.49	704,876.49	732,001.98
4/1/2026		18,314.73	18,314.73	
10/1/2026	695,373.00	18,314.73	713,687.73	732,002.46
4/1/2027		9,274.88	9,274.88	
10/1/2027	713,452.00	9,274.88	722,726.88	732,001.76
	<b>6,373,551.00</b>	<b>946,469.94</b>	<b>7,320,020.94</b>	<b>7,320,020.94</b>

## Penny for Pasco Funding

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The "Penny for Pasco" infrastructure sales surtax proceeds may be used for the following:

1. Finance, plan, and construct infrastructure
2. Acquire land for public recreation, conservation, or protection of natural resources
3. To finance the closure of county or municipal-owned solid waste landfills that have been closed or are required to be closed by order of the DEP.

Infrastructure, as described in 1. Above, has a number of different meanings for this purpose. Pursuant to Florida Statute, it is defined as:

1. Any fixed capital expenditure or fixed capital outlay (as explained below) associated with construction, reconstruction or improvement of public facilities that have a life expectancy of 5 or more years,
2. A fire department vehicle, an emergency medical service vehicle, a sheriff's office vehicle, a police department vehicle, or any other vehicle, and the equipment necessary to outfit the vehicle for its official use or equipment that has a life expectancy of at least 5 years,
3. Any expenditure for the construction, lease, maintenance of, or provision of utilities or security for court related facilities,
4. Any fixed capital expenditure or fixed capital outlay associated with the improvement of private facilities that have a life expectancy of 5 or more years and that the owner agrees to make available for use on a temporary basis as needed by a local government as a public emergency

shelter or a staging area for emergency response equipment during an emergency officially declared by the state or by the local government under s. [252.38](#), Florida Statutes, or

5. Any land acquisition expenditure for a residential housing project in which at least 30 percent of the units are affordable to individuals or families whose total annual household income does not exceed 120 percent of the area median income adjusted for household size, if the land is owned by a local government or by a special district that enters into a written agreement with the local government to provide such housing.

For number 4. above, such improvements are limited to those necessary to comply with current standards for public emergency evacuation shelters. The owner must enter into a written contract with the local government providing the improvement funding to make the private facility available to the public for purposes of emergency shelter at no cost to the local government for a minimum of 10 years after completion of the improvement, with the provision that the obligation will transfer to any subsequent owner until the end of the minimum period.

The terms "fixed capital expenditure" and "fixed capital outlay" are not defined. However, fixed capital outlay is defined elsewhere in Florida Statutes to mean "real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.), including additions, replacements, major repairs, and renovations to real property which materially extend its useful life or materially improve or change its functional use and including furniture and equipment necessary to furnish and operate a new or improved facility, when appropriated by the Legislature in the fixed capital outlay appropriation category."

Florida AGO 94-79 says that "in the absence of a definition of these terms for purposes of Chapter 212, Florida Statutes, a common understanding or



definition of the component parts of these phrases may also be useful in determining their scope. The term "fixed," is generally understood to mean something which is securely placed or fastened. "Fixed capital" has been defined to mean the capital invested in fixed assets (land, buildings, machinery) or capital that is durable in character (such as buildings and machinery) and can be used over an extended period of time. Generally, the term "infrastructure" would not appear to include such items as fencing, swings, lumber for bleachers and lighting fixtures; nor would the purchase of materials for landscape design and tree and shrubbery planting be appropriate. These expenses are more in the nature of day-to-day operational expenses that may not be paid for with surtax proceeds."

Infrastructure sales surtax revenues may not be used for operational expenses. The proceeds also have to be expended in accordance with the referendum language which approved by a vote of the electors. Although infrastructure is defined in Florida Statutes, as outlined above, you must also look to the referendum language to ensure compliance with it as well before making an expenditure.

## GLOSSARY

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Ad Valorem Taxes - Real estate and personal property taxes. Ad valorem is defined as "in proportion to the value". The taxes are assessed on a portion of the value of the property. Local governments set the levy.

Adjusted Final Millage - Under Florida law, the actual tax rate levied by a local government when tax bills are issued. The rate is adjusted for corrected errors in property assessments for tax purposes and for changes in assessments made by property appraisal adjustment boards in each county. Usually, such changes are very slight and the adjusted millage sometimes does not change from the levy set by the taxing agency.

Aggregate Millage Rate - The sum of all property tax levies imposed by the governing body of a county. State law limits the aggregate rate for a county or municipality to \$10 per \$1,000 worth of assessed taxable value.

Assessment - The value for tax purposes determined by the property appraiser for a given piece of real or personal property.

Budget - The document that details how much revenue is expected and how it will be spent during the year.

Capital Improvement - Land, buildings, structures and all facilities other than machinery, equipment, automobiles, etc., with a unit cost in excess of \$10,000.

Capital Outlay - The cost of acquiring land, buildings, equipment, furnishings etc. (See Capital Improvement).

Contingency - Funds that are not earmarked for a specific purpose and may be used for emergency expenses or to make up cost overruns during a budget year.

Debt Service - The expense of retiring such debts as loans and bond issues.

Depreciation - The periodic expiration of a plant asset's useful life. There are several methods for computing depreciation. Straight line, which is the most common, divides the value of the asset at acquisition by its estimated useful life. This amount is then charged to expense until the asset is written off. Depreciation is a requirement in proprietary type funds such as enterprise and internal service funds. It is not used in any other funds, except to establish insurance values, since assets are recorded only in the general grouping.

Exempt, Exemption, Non-Exempt - Exemptions are amounts that state law determines should be deducted from the assessed value of property for tax purposes. Tax rates are then applied to the balance, which is called the non-exempt portion of the assessment. A 1980 amendment to the Florida

Constitution sets the initial exemption for homesteads at \$25,000. That means a homeowner with property assessed at \$50,000 would have to pay taxes on \$25,000 of the assessment. Amendment 1 provides additional exemptions up to that \$25,000 (a total of \$50,000) may be available in certain circumstances. Eligible homeowners must apply for the exemptions by March 1 each year. Other exemptions apply to agricultural land and property owned by widows, the blind and permanently and totally disabled people who meet certain income criteria.

Expenditure - Decreases in (uses of) fund financial resources other than through interfund transfers.

Expense - A use of financial resources, denoted by its use in the proprietary funds which are accounted for on a basis consistent with the business accounting model (full accrual basis).

Final Millage - The tax rate adopted in the second public budget hearing of a taxing agency.

Fiscal Year - The budget year which runs from October 1st through September 30th.

Function - A major class or grouping of activities directed toward a common goal such as improvements to the public safety, improvement of the physical environment, etc. For the purposes utilized in budgetary analysis, the categories of functions have been established by the State of Florida and financial reports must be grouped according to those established functions.

Fund - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance - Unspent funds that can be included as revenue in the following year's budget.

Indirect Costs - Costs associated with, but not directly attributable to, the providing of a product or service. These are usually costs incurred by other departments in the support of operating departments.

Interfund Transfers - Transfers among funds. These are utilized to track items for management purposes. They represent a "double counting" and, therefore, are subtracted when computing a "net" operating budget.

Mandate - Any responsibility, action or procedure that is imposed by one sphere of government on another through constitutional, legislative, administrative, executive or judicial action as a direct order or that is required as a condition of aid.

Mill - 1/1000 of one dollar; used in computing taxes by multiplying the rate times the taxable value divided by 1,000. Example: Millage rate of 9.5 per thousand, taxable value of \$50,000 =  $\$50,000 / 1,000 = \$50 \times 9.5 = \$475.00$ .

Object Code - An account to which an expense or expenditure is recorded in order to accumulate and categorize the various types of payments that are made by government. These are normally grouped into Personal Services, Operating, Capital and Other categories for budgetary analysis and financial reporting purposes. Certain Object codes are mandated by the State of Florida Uniform Accounting System.

Operating Costs - Also known as Operating and Maintenance costs, these are the expenses of day-to-day operations and exclude personal services and capital costs.

Operating Fund - Also called general fund. Usually, the operating fund is the major portion of a budget. It details the expenses of day-to-day operations.

Other Expenses and Expenditures - These include items of a non-expense or expenditure nature such as reserves, transfers to other funds, depreciation and debt service.

Personal Property - Livestock, commercial equipment and furnishings, attachments to mobile homes, railroad cars and similar possessions that are taxable under state law.

Personnel Services - Costs related to compensating employees including salaries, wages, and benefit costs.

Property Appraiser - Elected county official responsible for setting property valuations for tax purposes and preparing the annual tax roll.

Proposed Millage - The tax rate certified to a property appraiser by each taxing agency within a county. Proposed millage is to be sent to an appraiser within 30 days after a county's tax roll is certified by the State Department of Revenue and is listed on notices sent to property owners. No taxing agency may approve a levy that is larger than the one it originally proposed.

Real Property - Land and the buildings and other structures attached to it that are taxable under state law.

Revenue - An increase in (source of) fund financial resources other than from interfund transfers or debt issue proceeds.

Revenue Sharing - Federal and state money allocated to local governments.

Rolled Back Rate - That millage rate which, when multiplied times the tax roll, exclusive of new construction and annexations added to that tax roll, would yield the same amount of revenue for the taxing authority as was yielded by the millage rate levied in the previous year. In normal circumstances, as the tax roll rises by virtue of reassessment, the rolled back rate will be slightly lower than the previous year's millage levy. This reduced rate multiplied by the value of the new construction/annexations added to the roll during the year provides the only source of additional tax revenue if the rolled back rate is levied.

Tax Base - The total property valuations on which each taxing agency levies its tax rates.

Tax Roll - The certification of assessed/taxable values prepared by the Property Appraiser and presented to taxing authority by July 1 (or later if an extension is granted by the State of Florida) of each year.

Tax Year - A calendar year. The tax roll for the 2015 calendar year would be used in figuring the 2015-2016 budget year. The tax bills to be mailed by November 1 represent the property taxes due for the 2015 tax year.

Tentative Millage - The tax rate adopted in the first public budget hearing of a taxing agency. Under state law, the agency may reduce, but not increase, the tentative millage during the second budget hearing.

Truth in Millage Law - Also called the TRIM Bill. A 1980 law that changed the budget process for local taxing agencies. It was designed to keep the public informed about the taxing intentions of the agencies.

Uniform Accounting System - The chart of accounts prescribed by the Office of the State Comptroller designed to standardize financial information to facilitate comparison and evaluation of reports.

# NEW PORT RICHEY

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