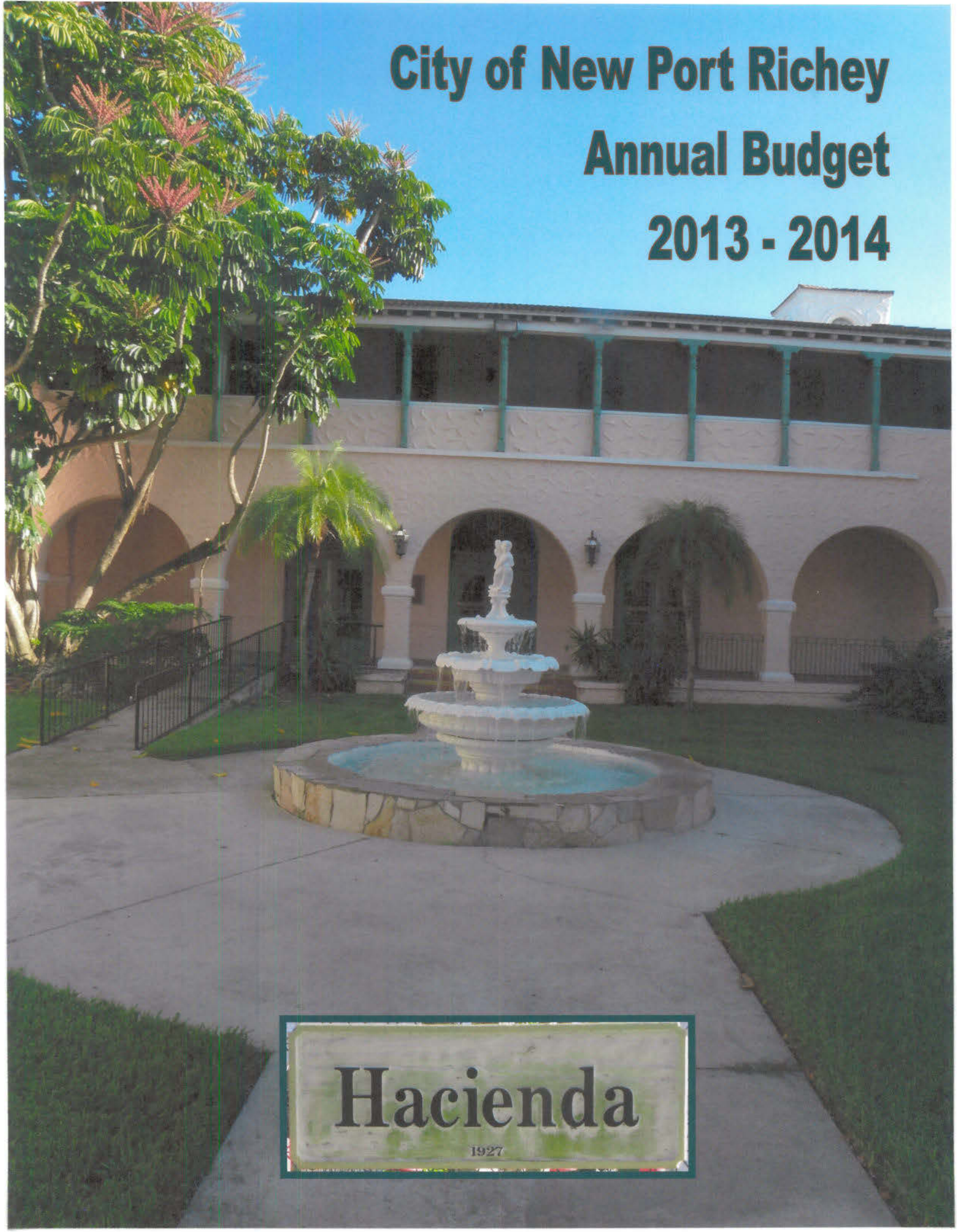
City of New Port Richey
Annual Budget
2013 - 2014



City of New Port Richey

Annual Operating Budget
2013 - 2014

Robert Consalvo
Mayor - Councilmember

Bill Phillips
Deputy Mayor - Councilmember

Judy deBella Thomas
Councilmember

Jeff Starkey
Councilmember

Chopper Davis
Councilmember

Susan Dillinger
Interim City Manager

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

New Port Richey

Florida

For the Fiscal Year Beginning

October 1, 2012

President | Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of New Port Richey, Florida for its annual budget for the fiscal year beginning October 1, 2011. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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Introduction

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

About New Port Richey

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CITY OF NEW PORT RICHEY
GATEWAY TO
TROPICAL
FLORIDA
FLORIDA

About New Port Richey

Pasco County is ranked as one the fastest growing counties in Florida, according to The Tampa Bay Times. Pasco's City of New Port Richey attracts new residents and visitors at an increasing rate each year based on several factors. New Port Richey's geography blends nature, beaches 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 a town 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 very warm.

Monthly Temperature Averages

(Median in Degrees Fahrenheit)

Jan	Feb	Mar	Apr	May	Jun
61	62	67	61	77	81
Jul	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**
83	83	81	75	69	63

NEW PORT RICHEY FRIENDLY FACTS

Population: 14,849

Incorporated: 1924

Founder: Captain Aaron M. Richey

Famous Firsts & Trivia: New Port Richey was selected as the future home site for famous silent film stars before the depression changed the economics of the plan. Silent film stars Gloria Swanson and Thomas Meighan were frequent visitors of the town. During his election campaign, President George W. Bush spoke in 2004 at Sims Park. The coastline west of New Port Richey served as the location for the 1978 Lee Majors film, *The Norseman.*

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 Phillies, Toronto Blue Jays, and NY Yankees.

Annual Rainfall: 52 inches

Major Economic Engines in the Area: Citrus products, Retailing, Healthcare

Major Employers: School District, Government, Hospital

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

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

Public Schools: 12 Elementary, 4 middle, 6 high schools, 2 charter schools.

College: Pasco-Hernando Community College – New Port Richey

Hospitals: Medical Center of Trinity, Mease-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.

Pasco County is a county located in the U.S. State of Florida. As of 2000, the population was 344,765. The July 1, 2007 census estimate according to the U.S. Census Bureau for the county is 462,715. Its county seat is Dade City, Florida. It is the 38th fastest growing county in the country with a 30.6% increase and has grown by 105,403 residents since the year 2000. 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 Bureau of the Census currently estimates the population for the Tampa-St. Petersburg Metropolitan Statistical Area (MSA) at 2,733,761. As of a July 1, 2008 estimate the Greater Tampa Bay Region contains 4 million residents when including immediately adjacent urban and suburban counties to the official MSA. The Tampa Bay Partnership and U.S. Census data showed an average annual growth of 2.47 percent, or a gain of approximately 97,000 residents per year between 2000 and 2006. 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

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 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.

According to the U.S. Census Bureau, the County of Pasco has a total area of 868 square miles of which, 745 square miles of it is land and 123 square miles of it (14.18%) 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. Amtrak formerly provided passenger rail service to Dade City, but the stop was terminated in late 2004. 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 to the Gulf of Mexico on the

western edge of the county, and 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.

U.S. Route 41 (Land O' Lakes Boulevard)

County Line Road (CR 578) is a major county road running entirely along the border with Hernando County beginning at US 19, intersects the Suncoast Parkway, and ends at US 41. Due to increased congestion, it is planned to be upgraded from two to four lanes, and possibly upgraded from a county road to a state road.

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 56 a 2002-constructed road between SR 54 and Bruce B. Downs Boulevard in Wesley Chapel. Planned to be extended to US 301 south of Zephyrhills.

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)

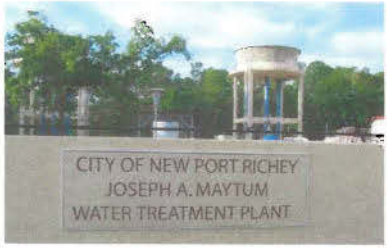
Print and Electronic Media

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. BrightHouse and Verizon broadcast City Council meetings on cable channels 615 and 20 respectively.
On a regular basis, staff updates the City's official website www.citynpr.org that includes a calendar of City events.

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 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 residence, minor street repair and monitor storm drains and retention ponds.

Electric Service

Electricity is proved by Duke Energy. Based in Charlotte, NC, Duke Energy completed its merger with Progress Energy on July 2, 2012. 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

The New Port Richey Police Department currently employs 37 sworn officers and has an active reserve officer program. The department has 25 civilian employees, which include dispatchers, crime scene technicians, victim advocate, code enforcement and other personnel.

Emergency Services

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

The Fire Department personnel consist of a Fire Chief, an Assistant Fire Chief and 18 career firefighters. Staffing is divided into 3 shifts: A, B and C. Each shift is under the command of a District Chief and currently has 1 Captain and 4 certified Firefighters. 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.

Library

New Port Richey Library

5939 Main Street, in historic downtown New Port Richey, FL 34652

Monday - Thursday, 10:00AM – 8:00PM
Friday - Saturday, 10:00AM – 2:00PM
Sunday Closed
727-853-1279
fax: 727-853-1280

Founded in 1919
and Florida's Original Library of the Year

FLA's 1st Library of the Year!

No charge for: Memberships, Internet Access, Wi-Fi, Classes and Programs
For details contact us at:
nprlibrary@gmail.com
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 five years!
And is the only Parks and Recreation Department to be awarded
"Florida's #1 Parks and Recreation Department"
TWO YEARS IN A ROW!
by the
Florida Recreation and Park Association

For questions or information, please contact
smithe@cityofnewportrichey.org

IT STARTS IN PARKS
Coaching. Connecting. Community.

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

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 local 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 approves the budget and determines the tax rate, for example. The Council also 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.

How does the Manager serve?
Managers serve at the pleasure of the Council or governing body, consistent with local laws, ordinances or employment agreements they may have with the Council. Control is always in the hands of the elected representatives of the people.

City Council Meetings

Welcome to a meeting of the New Port Richey City Council. 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. If the date of a meeting is a holiday, the meeting is rescheduled.

As needed, 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

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 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

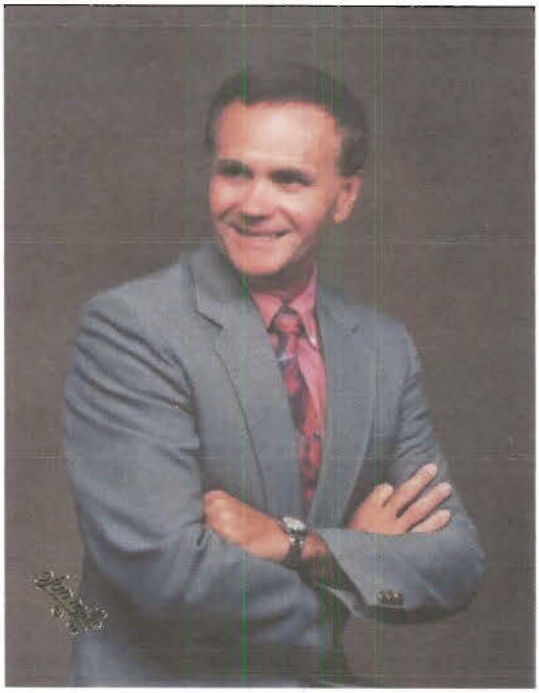
City Wiki Site
Check for up-to date information, newsletters, city maps, etc.
http://nprnewsletter.wikispaces.com/

Nixle
Nixle.com is a web-based community information service designed to deliver important and timely information anywhere in the country as well as to residents of New Port Richey, along with water and sewer customers that live outside the City's corporate limits. This service delivers reliable and important real-time neighborhood-level public safety and community event notifications by web, e-mail, and cell phone (via text messages). Nixle is free (however, standard text message rates apply for cell phone subscribers who do not have text plans with their phone providers) and easy to use. Follow the link www.nixle.com to register.

Government Cable Access
Council Meetings are broadcast live on BrightHouse Channel 615 and Verizon Channel 20.

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.



Bob Consalvo, Mayor

consalvor@cityofnewportrichey.org
727-853-1290
Next election: April 2014

Bill Phillips, Deputy Mayor

phillipsb@cityofnewportrichey.org
727-853-1016 ext. 2033
Next election: April 2015

Judy DeBella Thomas, Councilmember

debellathomasj@cityofnewportrichey.org
727-853-1016 ext. 2031
Next election: April 2015

Jeff Starkey, Councilmember

starkeyj@cityofnewportrichey.org
727-389-5784
Next election: April 2016

Chopper Davis, Councilmember

davisc@cityofnewportrichey.org
727-255-9135
Next election: April 2016

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; Mayor and Council included above.

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

Budget Message

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

September 23, 2013

The Honorable Mayor and City Council Members
City of New Port Richey
5919 Main Street
New Port Richey, Florida 34652

SUBJECT: ADOPTED BUDGET MESSAGE FOR FISCAL YEAR 2013- 2014

THEME: I LOVE MY CITY!

Dear Mayor and Members of the City Council:

In accordance with Articles III and V of the City Charter, I am pleased to present the City Manager's proposed budget for your consideration and adoption for FY 2013-2014. Each department's activities and proposed expenditures are depicted in the individual department sections. The proposed budget is balanced and places its emphasis on the following:

Promote safety for our citizens
Utilize technology for more efficient use of our resources and services
Recognize the worth of our employees
Position us for Redevelopment of our City
Offer opportunities to create, innovate, and establish new products and businesses
Stabilize and green our infrastructure and community
Enjoy and embrace our City's assets – festivals, river, parks, museums, cultural events, bike & walking trails, pet-friendly downtown, skate park, restaurants/bars, Fresh Market & Tasty Tuesdays, summer programs for youth at the Recreation and Aquatic Center, and the Library and more.

Our Citizen's Rally to Help The proposed budget focuses on the above and recognizes that each department of the City is vital to the successful delivery of services and the quality of life that you, our residents, visitors and business owners cherish. Whether it is the availability of "free mulch," the pick-up of debris from your home, a swim at the Aquatics Center, a free concert at the Library, the numerous special events in the downtown and Sims Park, local Police patrols or Fire/EMS response, your City is there for you.

And this year has proved that YOU have been there for US! The New Port Richey Community has become engaged in moving OUR city forward. YOU have shown your Love for Your City in so many ways this past year. The overwhelming turnout for the Hacienda and Old Post Office clean-up days are not forgotten and we say a huge THANK YOU! It is people like YOU that make our City great!

Last year our City faced an economic crisis due to several factors:

The CRA debt service was greater than the CRA revenue, stormwater and streetlight fees did not fully support those endeavors, staffing was reduced so low that essential services proved difficult to provide and the message to our community was one of distress. Today, our message is one of hope. Though we are not completely out of the woods our situation has improved greatly. Positive measures were taken to stabilize our stormwater and streetlight funds, some staffing levels were restored, and the cost allocation from our utility fund to the general fund was improved. Great care was taken in this proposed budget to rein in spending, explore and enact new revenue flows, negotiate with our public safety unions to reduce the approximately 2.5 mills use of the General Fund for their pension costs, improve scheduling of staff in all areas to lessen the use of overtime and work on cooperative arrangements with the County and other Cities.

The recommended levels of expenditure in the General Fund reflect the policy direction provided by the City Council in past years, with modifications as a result of the City's present financial situation.

Budget Direction

The City of New Port Richey has been living by the mantra "do more with less" for several years and thanks to the dedication of our employees, we have been able to make it work. We will continue our culture of professionalism to provide the level of services within the parameters of our funding resources.

Based on the preceding, our budgetary goals for the upcoming year are modest:

- No reduction in services
- No layoffs
- No new taxes on residents
- No millage increase
- Find funds for raises and certain special projects as directed by the City Council

Budget Highlights

The FY 2013-14 citywide budget for all funds totals $52.8 million, including transfers. This is a 20% increase from last year's adopted budget of $44 million and close to the previous years budget of $49.8 million. While there are some increases in operating costs, most of the increase is attributable to increased transfers of $2.3 million and new capital outlay and capital improvement projects of $3 million.

The General Fund budget of $17.7 million is up $1,050,000 or 6% from last year's budget of $16.6 million. The General Fund provides funding toward the majority of services available to residents such as public safety, public works, cultural, Library, and recreation. The General Fund is balanced without using any of its reserves this year and includes a contingency of $351,490. This is higher than last year's contingency of $245,000 because it includes approximately $94,000 for a 1.5% raise for eligible employees.

We were able to balance the General Fund budget by increasing transfers from the Water-Sewer Fund and using debt service reserves for a portion of the annual debt service payment (which matures in 2014, eliminating $367,000 in annual debt service payments).

One significant item of note is that the Redevelopment Fund will no longer be able to make its annual debt payment without a significant subsidy now and in the future. For FY 2014 the total subsidy is $1,350,000 with $1,000,000 of Penny for Pasco funds being used along with $350,000 in debt service reserves. The current Penny for Pasco funds are limited. As a part of the final budget process the five year projections will be updated to determine exactly how much is available but it is likely these funds will be exhausted in FY 2015-16 at the current spend rate.

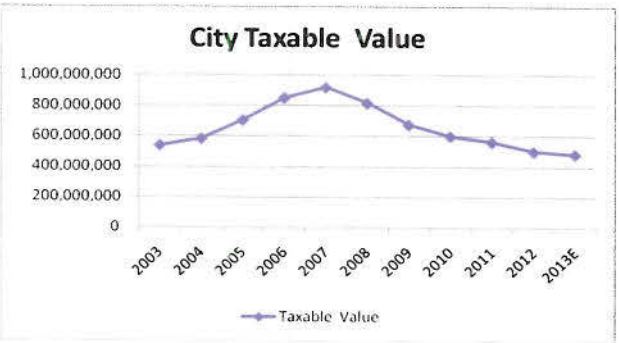
An Interlocal Agreement between the City and the CRA requires that these funds be repaid with interest.

In order to free-up Penny for Pasco funds, many projects scheduled for completion have been delayed until the new Penny for Pasco funds are available in January 2015.

Property Values, Millage Rates and Taxes

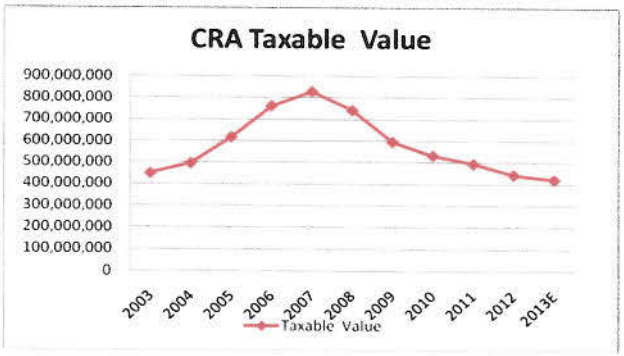
Homeowner property taxes are based on the taxable value of the property multiplied by the millage rate, per thousand dollars in value.

The Property Appraiser's final estimate of city-wide taxable values indicated a 4% decrease in taxable values. The taxable value (TV) decreased from $560 million in 2011 to $498 million in 2012 to $482 million in 2013. All told, this is part of an overall decrease in taxable values of 50% since 2007 and we are now back to where we were over 10 years ago, prior to 2003.

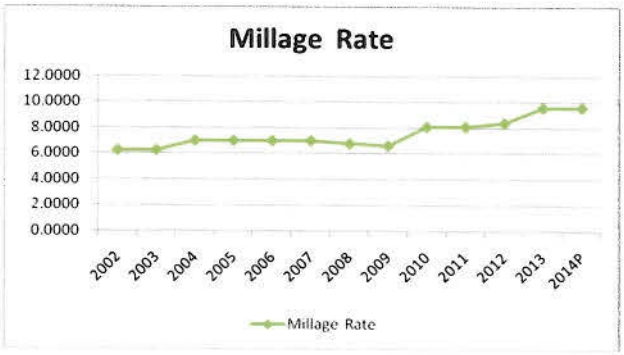


The budget is based on a millage rate of 9.5799 mills – the same as last year. However, the 9.5799 rate will generate $149,000 less in property tax revenues due to the 4% drop in property values. Total proposed property tax revenue is $4,385,940 based on an estimated taxable value of $481,924,000.

The CRA property values have decreased in a fashion parallel to the overall City.

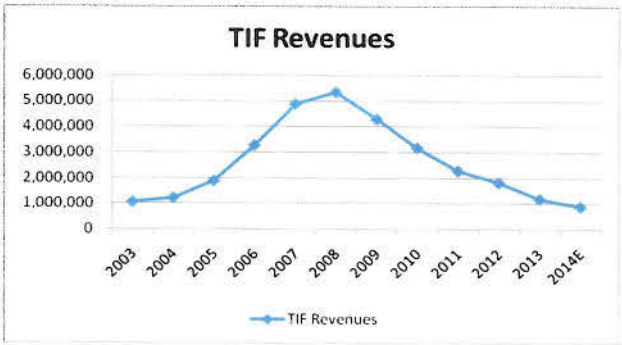


The City's millage rate had been fairly steady through 2010, as indicated by the following graph.



The 4% decrease in taxable values also has an impact on the Redevelopment budget. The total TIF revenues have decreased by $104,000 since last year, even though the proposed millage rates are the same.

The following graph shows the continued reduction in CRA TIF revenues over the past several years.



The real estate market is rebounding with sales in Pasco County rising in October by 40.7% and home prices rising to $120,000, a 14.1% increase. This rebound will raise property values and increase property tax revenues (Tampa Bay Times, 11/12/12.) However, these increases have yet to be realized on the tax rolls.

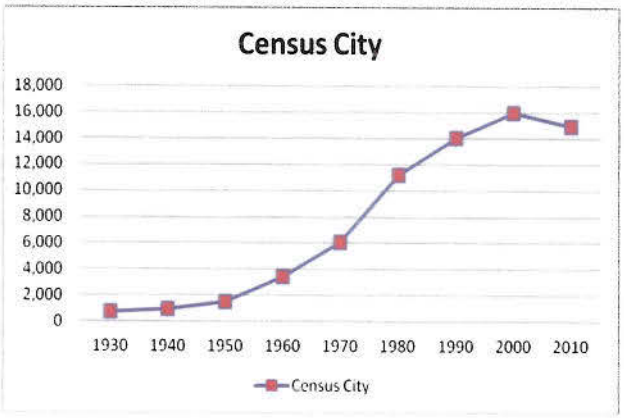
Appearing at a City Council meeting on June 18, 2013, Pasco County Property Appraiser Mike Wells outlined several areas that have caused the City's recovery in property values to be slower than the rest of the County:

- The median value of a single family home in the City is $54,638 compared to $110,100 in the County.
- The rental rates for office space near the Community Hospital site are 33% lower than the County average.
- Rental rates downtown and on major thoroughfares are 29% below the County average.
- Over 80% of the new construction this year is not taxable. This includes a new addition to Morton Plant Hospital valued at $9.4 million. The hospital has a total valuation of $33.9 million but pays no taxes because of its nonprofit status.
- The taxable value for Community Hospital has declined from $23.3 million in 2007 to $6.3 million in 2013. That's a loss of $163,000 in property taxes for just this year.

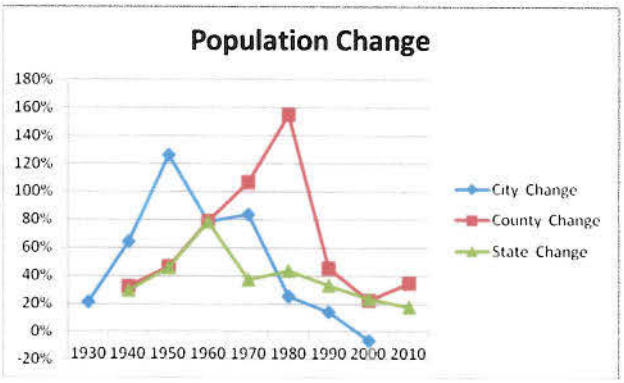
Factors Influencing the Budget

Several of the factors influencing this year's budget preparation are the same as they have been for several years. These include:

- A declining population which affects a number of revenue sources.



Historically, the City's percentage change in population for the last several decades has not kept pace with Pasco County or the State of Florida.



Budget projections also take into account the following:

- The City's FRS contribution was increased 60% as a result of some last minute legislative action. This increase is reflected in the budget.
- The City's health insurance provider (Florida BC/BS) increased premiums by 56% due to a combination of healthcare reform and high claims history. A 35% increase is included in the budget after negotiating options with the provider.
- Due to lack of funding from other sources such as Penny for Pasco the General Fund will be using $350,000 of its R & R reserves for capital outlay. The majority of this ($270,000) is to upgrade the outdated IT infrastructure.

- Due to lack of funding the General Fund was not able to make contributions into the R & R reserve accounts for upcoming projects such as pool resurfacing, purchases for vehicles & equipment and building improvements.
- Other projects such as tennis court resurfacing, purchases of cars & trucks, building improvements and parking lot re-striping have had to be delayed.
- The net income from the traffic camera safety program is projected to decrease by 40% from last year's budget.
- On the positive side, a one-time credit of $240,000 in the police pension fund is being applied to offset this years pension costs. The credit has accumulated over a number of years due to overpayments by the City.
- A total of $200,000 in Debt Service reserves was required to balance the General Fund budget and another $350,000 for the Redevelopment Fund.
- The energy saving performance contract (aka ESCO) is still being evaluated.
- Due to delays at the County, the budget is based on using our own dispatch for the next 12 months. Once we have been given a firm date a budget amendment will be requested to reflect the cost savings. The proposed start-up costs of $137,740 are included in the budget and we will use Penny for Pasco funds for that.
- Public safety pensions are currently projected to be over $1.2 million this fiscal year, or 7% of the total General Fund budget, or, the equivalent of over 2.5 mills of property taxes.
- Work with the Pasco Economic Development (PEDC) on the Hacienda, business incubator at the Old Post Office building and marketing our City.
- Redevelop the Hacienda Hotel utilizing grant funds.
- Partner with Morton Plant North Bay for completion of a wellness trail, in addition to already leveraging grant funding.
- Sell or lease the South River Road church property.
- Work collaboratively with the developer of Main Street Landing to make it an asset to the City.
- Pursue grant funding for other projects to better leverage taxpayer dollars for projects such as park improvements.

Finally, we need to develop a methodology to allocate our financial resources so that we can continue to provide the level of services our community expects and enjoys.

Achieving Financial Sustainability

The following are some of the additional solutions that are proposed for the upcoming year in order to continue our financial recovery.

- Implement a garbage hauler franchise fee and increase the permit fees. The General Fund budget includes $75,000 in new franchise fees.
- Implement an impound lot to be operated by the Police Department. This is expected to be a "wash" in FY 2014 as both revenues and expenses are budgeted at $50,000 in the General Fund. In subsequent years, it is hoped this could generate as much as $100,000 a year.
- Implement a cost recovery program for employee take home vehicles. The cost recovery would be for the commute portion of the mileage. The Central Garage Fund revenue budget includes $25,000 in new fees to reflect this.
- Implement a special magistrate program to conduct hearings for traffic cameras, code enforcement, nuisance abatement, animals, and an impound lot. The program will be funded through increased revenues such as court costs and violation fees.
- Increase the Payment in Lieu of Franchise Fees (PILOFF) from 2% to 5% to add another $328,000 in utility transfers to the General Fund in FY 2014.

- Eliminate the administrative transfer of $188,920 from the Redevelopment Fund to the General Fund. It doesn't make sense to continue this at a time when the Redevelopment Fund is heavily subsidized and will continue to be.
- Continue the comprehensive fee analysis framework for Planning and Building fees. The focus will be on competitiveness and cost recovery.
- Continue to aggressively market the surplus property owned by the CRA.
- Continue to look at other opportunities to consolidate services with other agencies or outsource to the private sector as appropriate.
- Explore future options of restructuring or paying off the remainder of the CRA debt with Bank of America when the penalty provisions go away in 2015.
- Completed negotiations with the fire union prior to September 30, in order to realize savings in pension costs for FY 2015.
- Continue negotiations with the police union to realize savings in pension costs for FY 2016.
- The City completed the process of amending the police pension ordinance to allow the Chief only to opt out of the plan, as is provided by statute. This will result in some additional savings.
- Evaluate once again, the feasibility of a fire assessment fee. This is one of the possible new revenue streams that may be required to achieve long term financial sustainability and should be revisited next year as an alternative funding source.

Infrastructure Improvements

Despite ongoing funding challenges, capital improvement projects that benefit the community as a whole are still included in this budget. Infrastructure projects, if not addressed in a timely fashion, can end up costing more in the long run. Projects such as tree plantings, improvements to Sims Park, and expansion of the recreational trail system are made possible by grant funds leveraged with local dollars. Following are some of the other projects planned for this year:

- Reclaimed water distribution projects
- Water system improvements
- Water main replacements
- Sewer improvements
- Flood control & water quality
- Main Street Landing streetscape
- Roadway striping
- IT system upgrades
- Senior Center improvements

Details on proposed vehicle & equipment acquisitions and contributions to Replacement and Repair (R & R) reserves can be found in the individual Department budgets.

General Fund Fund Balance and Emergency Reserves

The 15% emergency reserve is at $2,734,050 coming into FY 2013 and is to assure that a minimum amount is available when needed. The minimum amount reserved in the General Fund should not be less than 15% of the prior year General Fund adopted budget. 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.

We have an additional unassigned fund balance of $1,657,781 as of September 30, 2012 that is available for future appropriations.

Organizational Changes

A major organizational change that occurred during the previous year was that the Information Technology Division was reorganized as a separate Technology Solutions Department reporting directly to the City Manager.

This proposed budget reflects positions that were restored in 2013. No positions were eliminated and several new positions have been added.
The City is committed to working with public-private partnerships for the pool operation as has been done for animal control services.

Positions Restored in FY 2013

Development
1 PT Receptionist restored (moved to City Manager's department).

1 FT Development Technician restored.

Recreation
1 FT Recreation Manager restored.
Parks
1 FT Maintenance Worker restored.

Positions Added in FY 2013

2 PT Traffic Infraction Enforcement Specialists added in the Police Dept to free up sworn officers.

1 FT Technology Solutions Director added in Technology Solutions as part of the reorganization.

1 PT Administrative Assistant added in the HR

Goals

- Implement Council visioning and goal success factors and targets.
- Implement strategic development action plan.
- Implement community survey.
- Develop and implement financial policies.

Critical Result Areas

- Financial Sustainability
- Enhanced Quality of Life
- Redevelopment
- Economic Development Opportunities
- Nature and Historic Preservation

These areas were supplemented with a detailed *2012 Strategic Objectives Plan* that will lead us down the path to success.

Many of the items listed in the action plan for achieving financial sustainability fall under the following Strategic Objective – *"To increase the fiscal sustainability of the City of New Port Richey in a manner that enables the City to attempt to provide the services citizens have come to expect from the City"*. This Objective is the beacon for both short and longer term actions by both Legislative and Administrative bodies to enable our financial recovery.

Core Values

- Effective – Create effective, efficient, and economical solutions using best practices in the provision of quality-of-life services for our citizen's health, safety and welfare.
- Integrity – Act with honor, honesty, and sincerity to create trust between ourselves and our community.
- Leadership – Courage to lead from the front and shape the future of our City with care, kindness, and professionalism.
- Communication - communicate within our organization and the community to build partnerships and teams for the betterment of our citizens.

Envisioned Future

This is our crystal ball as to where we want to go. Looking ahead twenty years to what we want our City to become:

"We will build a Renaissance city that, in the future, will provide our citizens with cultural and leisure activities such as fairs, festivals and markets, the arts, green space, and diverse exceptional educational facilities, which spin off business opportunity, public/private partnerships, and diverse economic activity.

Coming in from an improved, tree-lined U.S. 19, we find a safe, clean, family- and pet-friendly city that is a regional destination with open spaces, shaded walking areas and a vibrant mixed-use downtown with low vacancy rates. Sidewalk cafés connected to newly-paved streets, pedestrian and bike trails, bustling activity around the historic Hacienda Hotel, interactive fountains, and many scenic views of our river, in harmony with our natural environment.

Our people own their homes, love their neighborhoods, celebrate their cultural diversity, are engaged in volunteering and community activities, and are truly appreciative of our excellent police, fire, EMS, and other innovative City services. We have showplace City destinations focusing on our history, our marine education center on the river, our library/arts/cultural center, and our high-tech, green, and modern business district.

Our retail areas have the coolest businesses, which create a popular pedestrian shopping area that appeals to all ages. Our citizens are happy, joyful, engaged, educated, fully-employed, and connected to each other and to our participatory and open government, which provides an unparalleled quality of life."

Get Involved in your City Government

We greatly encourage residents and businesses alike to be engaged in all aspects of the budget process because many decisions are made that greatly impact everyone now and in the future. You can also be involved by joining a City Board or Committee or attending City Council meetings. There you can learn more about the various departments and how government works. You are needed and we want to know your opinions.

As a reminder to everyone, all City Council meetings are broadcast live on Brighthouse cable channel 615 and Verizon channel 20. All agenda documents are available 24 x 7 on our new improved City website – www.citynpr.org .

Budget Calendar

The budget calendar includes the following key dates:

- June 18: Presentation by County Property Appraiser Mike Wells.
- July 1: Proposed budget distributed to City Council.
- July 11: Workshop to discuss: Budget, Tax Levy, "Certification of Taxable Value and CRA Budget.
- July 16: Regular and Special Council Meeting to include: Discuss budget/millage rate. Approve Certification of Taxable Value and Proposed Millage Rate. Set date for Budget Hearing # 1.
- July 23: Department Meetings.
- August 13: Wrap up of unfinished budget items.

The workshops are followed by two state mandated public hearings in accordance with the Truth in Millage (TRIM) legislation:

- Wednesday, September 4.
- Monday, September 23.

All meetings are held at City Hall Council Chambers at 7:00PM unless otherwise noted.

Summary

In closing, our city has many assets:

- An active engaged community
- Wonderful cultural, educational, and recreational opportunities
- Beautiful parks and river
- Environmental consciousness
- Historic buildings
- Top notch public safety and public works departments
- Award winning recreation and aquatic center, library, finance department and wastewater treatment plant
- Superior City Staff

And a few challenges:

- Low property values
- Reduced population
- High debt
- Need for more businesses in the downtown and throughout the entire City.
- Crime issues

But if we work together, as one community and staff, our city will rise to greatness!

How to use this document

This Annual Budget document has been prepared in a format similar to that used in prior years. There are five columns of numbers on each expenditure detail page. Actual expenditures for the past two fiscal years, the amended budget for the current fiscal year, estimated expenditures for the current year, and a proposed budget for the upcoming fiscal year are displayed for each department and division of the City organization. The amended budget column reflects all budget amendments approved by the Interim City Manager or the City Council through August 06, 2013. The FY 2013-2014 budget column (the far right of each page) reflects the final budget amount as modified by the City Council.

Acknowledgements

In closing, I congratulate the staffs of our entire organization (especially the Finance Department staff) that have done a superb job of thoroughly reviewing their operations and bringing their budgets in at a reduced level.

I would also like to thank the Department Heads, their staff, and all those who have had a hand in preparing this budget document and the supporting materials. These Department Heads and staff members have made many hard decisions and they merit the recognition of the City Council for a job well done.

Respectfully submitted,

Susan D. Dillinger, Interim City Manager

Nancy L. Hildebrand, Acting Finance Director

Budget Overview

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Budget Overview

City-Wide Summary

All Funds Summary
Citywide 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 (CIP) Fund

Combined Water and Sewer Funds

Redevelopment/CRA Fund

Street Improvement Fund

Central Garage Fund

Projected Changes in Fund Balance

Budget Calendar

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

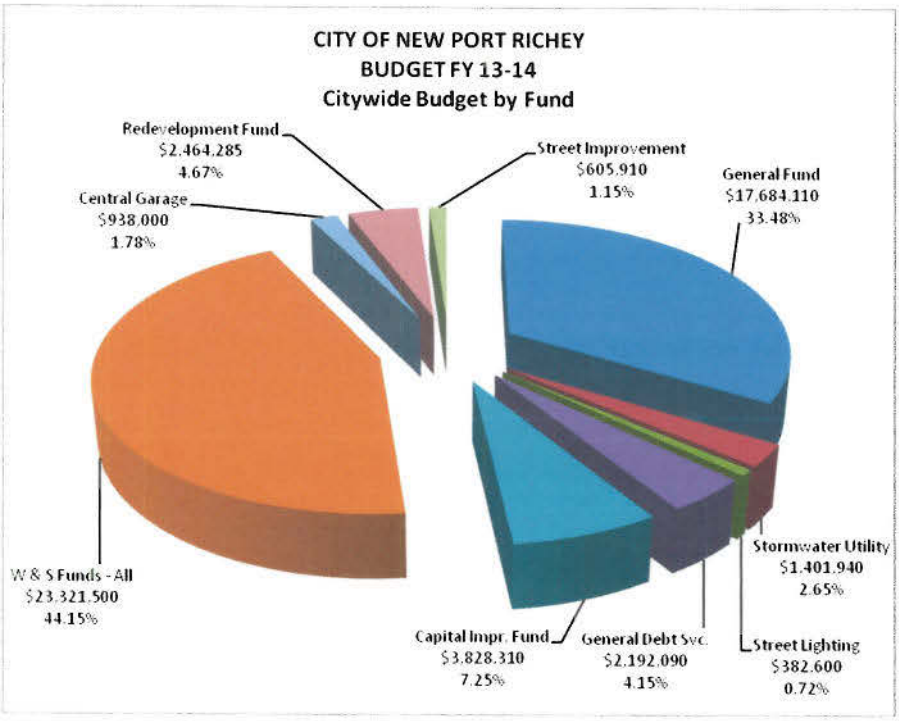
FLORIDA

CITY-WIDE SUMMARY – ALL FUNDS

Summary Totals All Funds	Adopted FY 2012-13	Amended Budget FY 2012-13	Estimated Actual FY 2012-13	1-Jul-13 Proposed FY 2013-14	4-Sep-13 Proposed FY 2013-14	23-Sep-13 Adopted FY 2013-14	% of Total
Fund Balance Approp.	2,755,755	3,819,332	0	6,628,945	7,280,050	7,280,050	13.78%
Other Revenues	41,276,455	42,669,778	39,430,933	43,723,050	45,538,695	45,538,695	86.22%
Total Revenues	44,032,210	46,489,110	39,430,933	50,351,995	52,818,745	52,818,745	100%
Personal Services	11,964,060	11,981,808	11,893,042	12,683,450	12,732,930	12,732,930	24.11%
Operating Expenses	12,730,540	12,893,862	11,533,077	12,397,810	12,506,355	12,506,355	23.68%
Capital Outlay/Debt	9,559,300	10,141,821	7,116,618	11,812,620	12,975,900	12,975,900	24.57%
Contingency	503,385	1,274,555	0	628,465	858,705	858,705	1.63%
Transfers	8,216,675	9,555,779	9,383,828	12,180,130	13,124,745	13,124,745	24.85%
Reserves	1,058,250	641,285	0	649,520	620,110	620,110	1.17%
Total Expenditures	44,032,210	46,489,110	39,926,565	50,351,995	52,818,745	52,818,745	100%

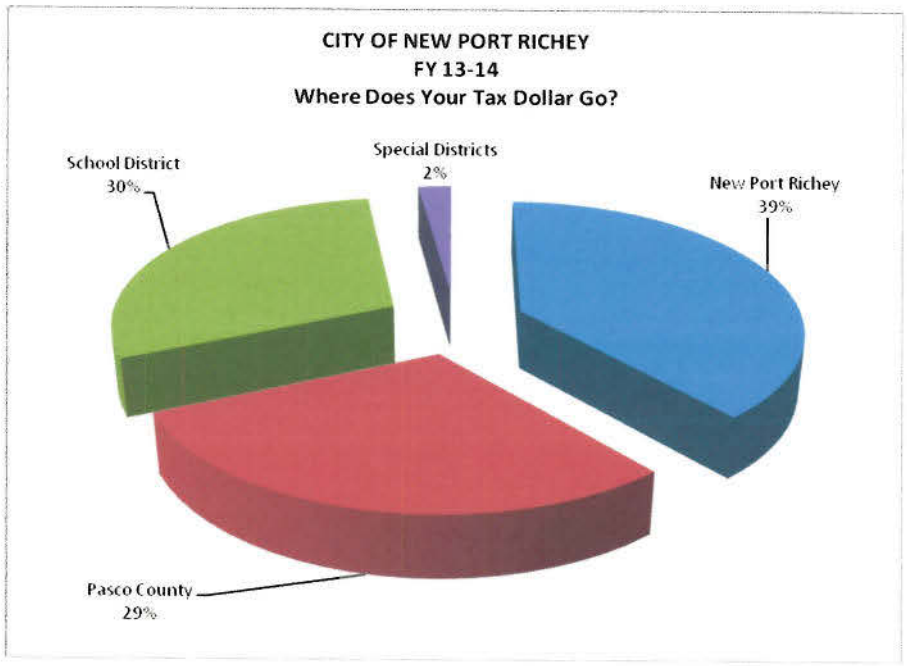
The total budget for all funds is $52,818,745. This is up about $2.5 million since the original Proposed Budget on July 1. The citywide budget has increased $8.8 million (20%) from the Adopted Budget for FY 2012-13.

Please note that the City has to rely on a total Appropriated Fund Balance in the amount of $7.3 million (14%) to balance its budget this year. This is up from the $2.7 million (6%) a year ago. The citywide contingency is relatively small at $858,705, or, about 1.6% of the total budget.

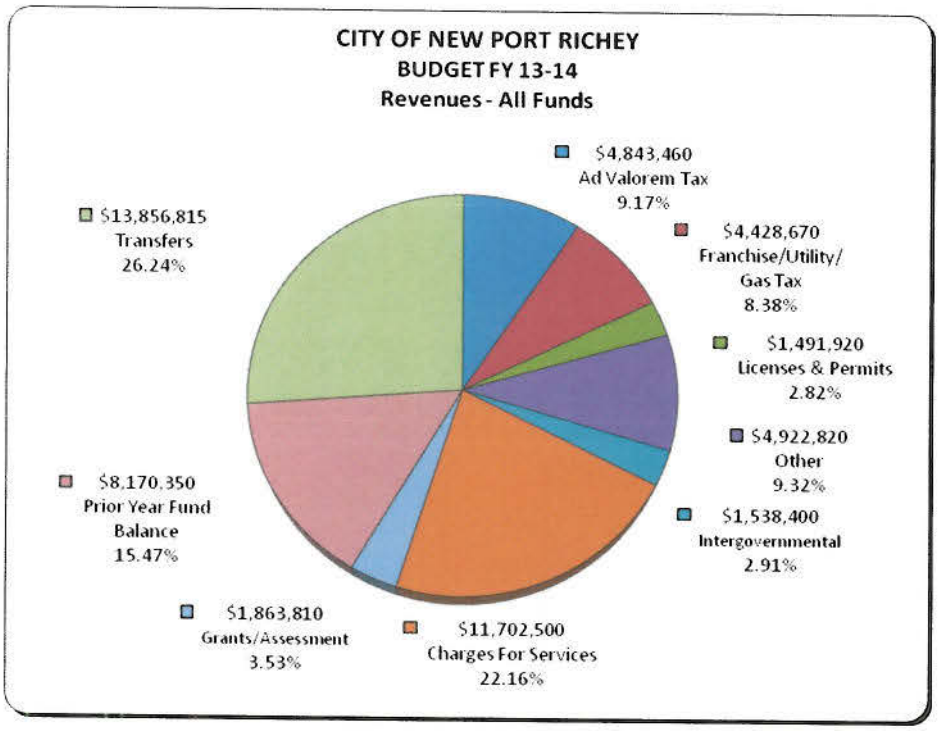


The City budgets for a total of twelve funds. All of the Water and Sewer Funds have been rolled up into a single reporting entity for this report. This results in a budget consisting of eight funds and the Water/Sewer Funds group:

1. General Fund
2. Stormwater Fund
3. Street Lighting Fund
4. Debt Service Fund
5. Capital Improvement Project (CIP) Fund
6. Water/Sewer Funds
7. Central Garage Fund (Formerly the Intragovernmental Service Fund)
8. Community Redevelopment Agency (CRA) Fund
9. Street Improvement Fund



The City taxes are just one component of the total tax bill. For example, as shown by the preceding chart, it is just 39% of the average 2013 tax bill. The balance goes to Pasco County (29%), Pasco School District (30%) and Special Districts (2%). Special Districts include South Florida Water Management District and Mosquito Control.



The total revenues of $52,818,745 includes fund balance and reserve appropriations equal to $8,170,350 or over 15% of total budgeted revenues. This is up significantly from last year's reserves appropriation of $2,703,385 (6% of budget). The largest source of operating revenues are Charges for Services at $11.7 million (22%) followed by Ad Valorem Taxes at $5.0 million (9%). Other citywide revenue sources in FY 2014 can be found in **Exhibit 1** on the next page which compares FY 2014 to the prior three (3) years for all major revenue categories.

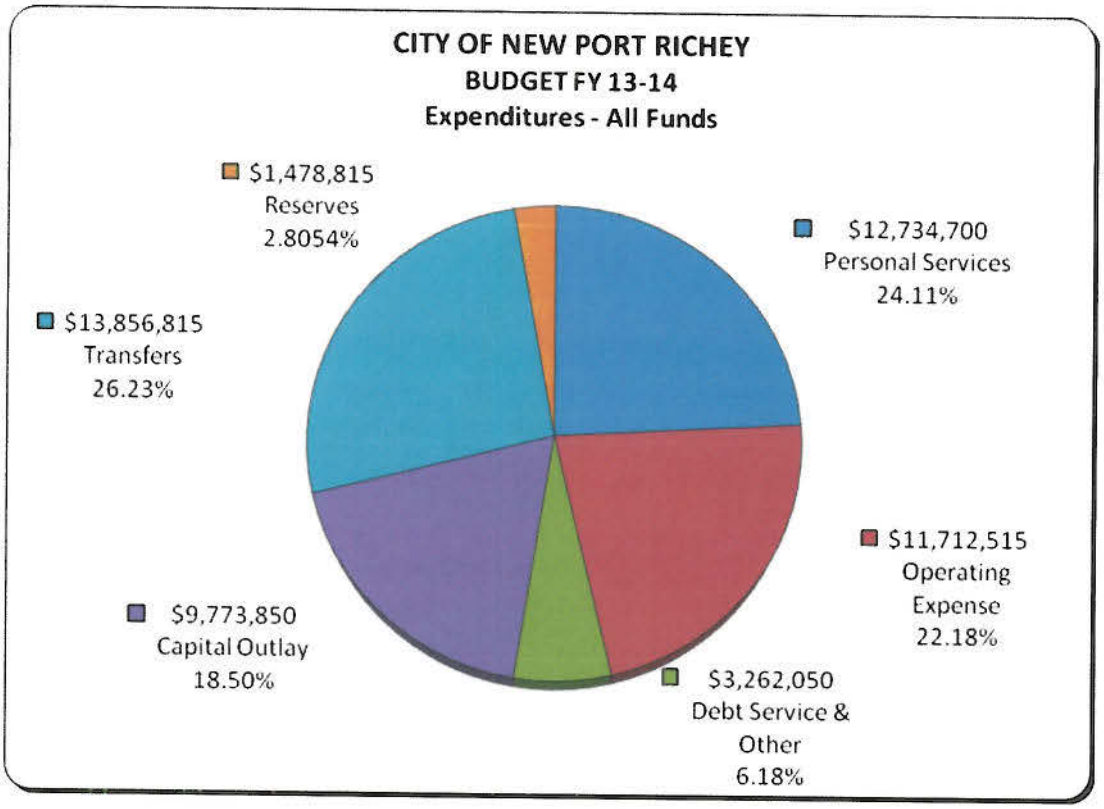
Exhibit 1

CITY OF NEW PORT RICHEY

BUDGET - F.Y. 2013 - 2014

BUDGET DETAIL BY REVENUE SOURCE - ALL FUNDS

	ACTUAL 2010 - 2011	%	ACTUAL 2011 - 2012	%	ADOPTED BUDGET 2012 - 2013	%	ADOPTED BUDGET 2013 - 2014	%
Ad Valorem Taxes	5,731,993	21%	5,322,729	18%	5,011,140	14%	4,843,460	12%
Franchise/Util/Gas Taxes	4,348,865	16%	4,310,326	15%	4,150,200	12%	4,428,670	11%
Licenses & Permits	1,471,855	5%	1,459,410	5%	1,499,340	4%	1,491,920	4%
Intergovernmental Revenue	1,959,154	7%	1,864,556	6%	1,500,730	4%	1,538,400	4%
Charges for Service	10,833,199	40%	11,146,308	38%	11,558,640	33%	11,702,500	30%
Interest	599,398	2%	601,327	2%	536,520	2%	531,720	1%
Other	1,996,223	7%	1,745,687	6%	1,866,150	5%	1,910,700	5%
Fines and Forfeits	619,567	2%	2,366,459	8%	3,508,670	10%	2,480,400	6%
Prior Year Fund Balance	(1,252,565)	-5%	(255,932)	-1%	2,885,815	8%	8,170,350	21%
Proceeds from Loan/Bonds	0	0%	0	0%	0	0%	0	0%
Grants	646,302	2%	250,196	1%	2,560,700	7%	1,769,810	5%
Assessments	117,167	0%	186,264	1%	94,680	0%	94,000	0%
TOTAL NET BUDGET	$27,071,158	100.00%	$28,997,330	100.00%	$35,172,585	100.00%	$38,961,930	100%
Transfers	8,831,502		9,425,062		8,859,625		13,856,815	
TOTAL BUDGET	35,902,660		38,422,392		44,032,210		52,818,745	



The above pie chart summarizes the major expenditure categories for all funds. Personnel costs of $12.7 million and other operating expenditures of $11.7 million total $24.4 million and make up 46% of the total budget. Capital project expenditures are estimated at $9.7 million and debt service payments an additional $3.2 million. Transfers make up $13.8 million of the total budget. The total net budget (less transfers) is $38.9 million. This is an increase of $3.7 million (10%) from last year's net budget of $35.2 million.

Exhibit 2 on the next page summarizes the detail line item totals across all departments and funds. The far right column indicates the per cent change when comparing the FY 2014 adopted budget to the same for FY 2013.

The most significant increase is in Capital Machinery & Equipment, which increased by $1,177,190 or 206%. This is attributable to several large dollar items planned for in the upcoming budget year: $110,000 for citywide software upgrades; $435,000 for a fire truck replacement; $170,000 for a street sweeper in the Stormwater Utility Fund; and the purchase of three (3) new trucks in the Water & Sewer Fund. Also of note, a 38% increase in health insurance costs and a 50% increase in Transfers to fund multiple Water & Sewer Construction Fund projects and the transfer from Penney for Pasco monies for a loan to the Redevelopment (CRA) Fund to make debt payments.

Exibit 2

CITY OF NEW PORT RICHEY BUDGET DETAIL BY MAJOR LINE ITEM			
	ADOPTED BUDGET 2012 - 2013	ADOPTED BUDGET 2013 - 2014	% CHANGE
Executive Salaries	1,575,570	1,665,820	6%
Regular Salaries & Wages	5,630,520	5,881,080	4%
Other Salaries & Wages	583,060	620,950	6%
Overtime	308,780	323,240	5%
Special Pay	326,230	342,120	5%
FICA Taxes	644,410	675,660	5%
Retirement Contributions	1,705,060	1,727,940	1%
Life & Health Insurance	801,920	1,103,750	38%
Workmen's Compensation	348,510	352,370	1%
Unemployment & Retirement	41,770	41,770	0%
Total Personal Services	11,965,830	12,734,700	6%
Professional Services	655,220	757,220	16%
Accounting & Auditing	33,750	34,820	3%
Other Contractual Service	2,947,105	2,308,310	-22%
Travel and Per Diem	54,360	64,320	18%
Communication Services	149,180	154,730	4%
Transportation (Postage)	41,540	56,370	36%
Utility Services	2,590,125	2,192,645	-15%
Rentals and Leases	127,040	142,480	12%
Insurance	488,050	534,650	10%
Repair & Maint. (Less Gar. Alloc.)	616,410	773,290	25%
Printing & Binding	16,350	17,900	9%
Other Current Charges	191,275	184,250	-4%
Office Supplies	86,230	96,710	12%
Oper. Supplies (Less Gar. Alloc.)	3,873,225	4,228,725	9%
Road Materials	130,780	138,800	6%
Books, Publ., Memberships	25,180	27,295	8%
Total Operating Expenses	12,025,820	11,712,515	-3%
Buildings	1,477,000	652,000	-56%
Improvements Other Than Building	4,227,340	7,298,070	73%
Machinery & Equipment	571,060	1,748,250	206%
Books, Publ., Library Material	78,820	75,530	-4%
Total Imp. & Capital Outlay	6,354,220	9,773,850	54%
Principal	2,087,680	2,179,610	4%
Interest	1,177,400	1,082,440	-8%
Total Debt Service	3,265,080	3,262,050	0%
Reserves	1,561,635	1,478,815	-5%
TOTAL NET BUDGET	35,172,585	38,961,930	11%
Transfers	8,859,625	13,856,815	56%
TOTAL BUDGET	44,032,210	52,818,745	20%

Exhibit 3 that follows summarizes and compares the change in budgets at the division and department levels, including all expenditures that are funded by grants, R&R, or Penny for Pasco dollars. One slight difference in this chart is that it depicts the FY 2014 adopted budget along with the FY 2013 amended budget.

The analysis shows that public safety expenditures for Police and Fire are the biggest component of the FY 2014 General Fund at $9.7 million. This is 55% of the total General Fund budget and 18% of the citywide budget.

The next largest department is Administration which accounts for $1.8 million (10%) of the General Fund FY 2014 budget.

Technology Solutions was reorganized as a department and brought under the direction of the City Manager.

Parks & Recreation is the next largest department and accounts for $1.6 million (9%) of the General Fund FY 2014 budget. Parks & Recreation remained approximately the same as compared to FY 2013.

The Finance Department increased slightly (8%) due to several positions being added back that were previously eliminated.

The Municipal Building Department increased by 59% due to the planned replacement of the HVAC Thermostat System.

Exhibit 3

BUDGET SUMMARY - EXPENDITURES/EXPENSES					
General Fund Division/Department	Amended Budget FY12-13	Estimate FY12-13	Proposed Budget FY13-14	Change	% Increase (Decrease)
City Council	243,182	246,835	268,410	25,228	10%
City Manager	198,850	111,324	224,090	25,240	13%
Human Resources	519,565	529,370	582,140	62,575	12%
City Clerk	96,849	98,055	104,810	7,961	8%
Technology Solutions	346,655	330,633	576,470	229,815	66%
Administration Total	1,405,101	1,316,217	1,755,920	350,819	25%
Accounting & Budgeting	383,108	381,158	416,400	33,292	9%
Billing & Collection	467,506	479,884	504,080	36,574	8%
Purchasing & Warehouse	0	0	0	0	
Finance Total	850,614	861,042	920,480	69,866	8%
Library	784,339	819,999	878,585	94,246	12%
Library Total	784,339	819,999	878,585	94,246	12%
Police Supervision	405,452	326,913	315,805	(89,647)	-22%
Police Support Services	631,584	617,713	788,400	156,816	25%
Police Community Services	936,278	934,979	921,600	(14,678)	-2%
Police Patrol	2,905,153	2,843,901	2,714,580	(190,573)	-7%
Police Code Enforcement	177,414	148,814	203,070	25,656	14%
Police Code Enf-Grant Funded	80,370	70,477	75,240	(5,130)	-6%
Red Light Cameras	2,229,000	1,358,023	1,741,760	(487,240)	-22%
Police Total	7,365,251	6,300,820	6,760,455	(604,796)	-8%
Fire Supervision	207,986	194,138	215,400	7,414	4%
Fire Inspection	0	0	0	0	
Firefighting	2,112,643	2,087,141	2,696,240	583,597	28%
Fire Total	2,320,629	2,281,279	2,911,640	591,011	25%
Development	395,066	396,416	496,445	101,379	26%
Development Total	395,066	396,416	496,445	101,379	26%
Municipal Building	161,279	148,719	257,230	95,951	59%
Municipal Building Total	161,279	148,719	257,230	95,951	59%
Recreation	875,396	783,664	823,900	(51,496)	-6%
Parks	428,287	378,167	535,440	107,153	25%
Swimming Pool	322,616	310,426	266,060	(56,556)	-18%
Parks & Recreation Total	1,626,299	1,472,257	1,625,400	(899)	0%
Public Works Supervision	373,371	362,289	428,680	55,309	15%
Street and ROW	639,276	553,644	602,180	(37,096)	-6%
Public Works Total	1,012,647	915,933	1,030,860	18,213	2%
Transfers	714,395	714,395	632,285	(82,110)	-11%
Reserves	1,056,510	0	414,810	(641,700)	-61%
Other Total	1,770,905	714,395	1,047,095	(723,810)	-41%
Total General Fund	**17,692,130**	**15,227,077**	**17,684,110**	**-8,020**	**0%**

Exhibit 3 Continued

BUDGET SUMMARY - EXPENDITURES/EXPENSES					
General Fund Division/Department	Amended Budget FY12-13	Estimate FY12-13	Proposed Budget FY13-14	Change	% Increase (Decrease)
Stormwater Utility Fund	**1,452,150**	**1,416,978**	**1,401,940**	**(50,210)**	**-3%**
Street Lighting Fund	**417,320**	**344,500**	**382,600**	**(34,720)**	**-8%**
General Debt Service Fund	**1,915,290**	**1,915,280**	**2,192,090**	276,800	14%
Capital Improvement Fund	**4,024,520**	**1,362,454**	**3,828,310**	**(196,210)**	**-5%**
Water Production	3,159,070	3,153,600	3,194,720	35,650	1%
Water Distribution	810,202	746,363	966,170	155,968	19%
W & S Non-Classified	198,090	139,260	144,680	(53,410)	-27%
Reclaimed Water	652,657	668,657	658,910	6,253	1%
Water Pollution Control	2,186,860	2,130,859	2,225,870	39,010	2%
Sewer Collection	1,001,595	942,554	1,328,690	327,095	33%
Transfers	6,218,489	6,218,489	8,762,520	2,544,031	41%
Reserves	143,096	0	176,550	33,454	23%
Total W&S Revenue Fund	**14,370,059**	**13,999,782**	**17,458,110**	**3,088,051**	**21%**
W&S R & R Fund	**237,840**	**200,000**	**550,000**	**312,160**	**131%**
W&S Debt Service Fund	**877,660**	**877,660**	**875,390**	**(2,270)**	**0%**
W&S Construction Fund	**1,623,000**	**1,280,000**	**4,438,000**	**2,815,000**	**173%**
Central Garage	**696,630**	**829,280**	**938,000**	**241,370**	**35%**
Redevelopment Fund	**2,590,841**	**2,413,554**	**2,464,285**	**(126,556)**	**-5%**
Street Improvement Fund	**591,670**	**60,000**	**605,910**	**14,240**	**2%**
Grand Totals	**46,489,110**	**39,926,565**	**52,818,745**	**6,329,635**	**14%**

Continuing with the other funds shown in **Exhibit 3,** the Water & Sewer Revenue Fund is the largest at $17 million for FY 2014. This is an increase of over $3.0 million from last year due to the addition of postponed projects in the Water & Sewer Construction Fund. The Water & Sewer Revenue Fund along with the R & R fund, Debt Service Fund, and Construction Fund total just over $23.3 million and are almost 44% of the citywide budget.

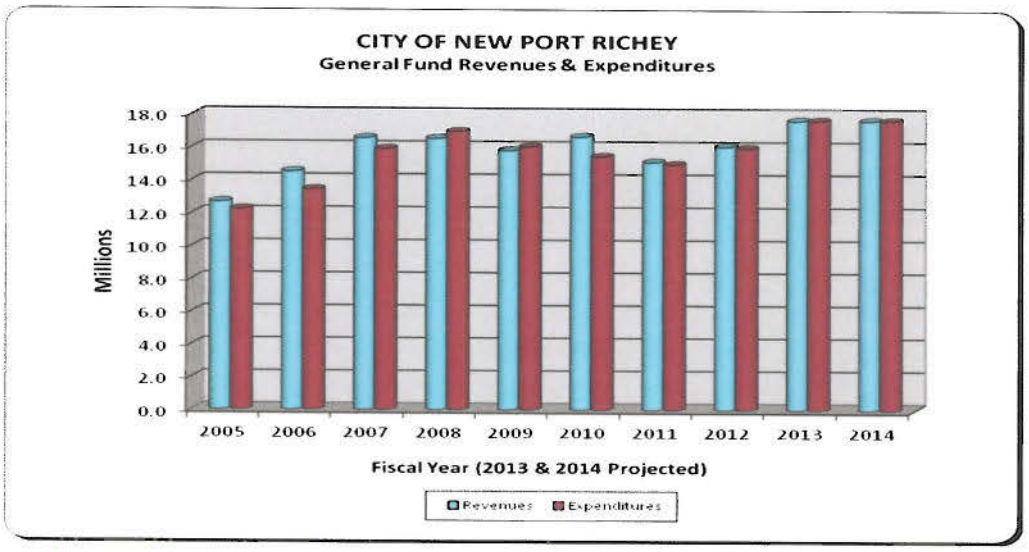
Additional detail follows later in the Budget Overview section with a fund-by-fund summary of key issues and transactions.

The Water & Sewer R & R Fund has increased by 131% as a result of the use of impact fees for the 2013 Sewer Utility System Improvements construction.

The Water & Sewer Construction Fund has increased by $2.8 million (173%) due to the addition of several large projects: $1,000,000 for a Water Metering Upgrade (Phase 1) and $1,718,000 for Reclaimed Water Expansion.

GENERAL FUND

General Fund Summary	Adopted FY 2012-13	Amended Budget FY 2012-13	Estimated Actual FY 2012-13	1-Jul-13 Proposed FY 2013-14	4-Sep-13 Proposed FY 2013-14	23-Sep-13 Adopted FY 2013-14	% of Total
Fund Balance Approp.	0	45,878	0	35,530	242,530	242,530	1.37%
Other Revenues	16,637,400	17,646,252	16,348,803	17,108,700	17,441,580	17,441,580	98.63%
Total Revenues	16,637,400	17,692,130	16,348,803	17,144,230	17,684,110	17,684,110	100%
Personal Services	9,563,060	9,541,148	9,458,917	10,135,870	10,167,520	10,167,520	57.50%
Operating Expenses	5,769,410	5,956,581	4,699,507	5,322,855	5,371,065	5,371,065	30.37%
Capital Outlay	281,880	423,496	354,258	722,930	1,098,430	1,098,430	6.21%
Contingency	245,335	1,056,510	0	392,455	351,490	351,490	1.99%
Transfers	714,395	714,395	714,395	506,800	632,285	632,285	3.58%
Reserves	63,320	0	0	63,320	63,320	63,320	0.36%
Total Expenditures	16,637,400	17,692,130	15,227,077	17,144,230	17,684,110	17,684,110	100%



Overview

The General Fund budget is balanced with total revenues and expenditures of $17,684,110. This required using Appropriated Fund Balance of $242,530 and left a contingency of $351,490. The proposed millage rate is the same as last year - 9.5799. The total General Fund budget has increased by $1,046,710 (6%) from the FY 2012-13 adopted budget and decreased $542,890 (3%) from the 2011-12 adopted budget of $18,227,000. This year's increase is due to additions in staffing, other operating costs and capital outlay as outlined in the budget message and detail budget worksheets.

There were numerous changes to the General Fund budget since the Proposed Budget was distributed on July 1, 2013 as summarized on the following pages. Also, please keep in mind that these latest changes are cumulative in that they reflect all changes since July 1, 2013. The changes are also shown in their final net form, which means if there were multiple changes to a particular item, this report will reflect the final results.

General Fund Revenues

Ad valorem property taxes – The final taxable value for the City of $481,923,757 on July 1, 2013 and the proposed millage rate of 9.5799 resulted in an increase in property tax revenues of $14,650 that is offset by an increase in the TIF payment to the CRA of $125,485 on the expense side of the General Fund ledger.

Other revenues – The State of Florida released its most recent estimates for municipal revenues. These estimates show a decrease of $31,910 in the Communication Services Taxes that is offset by an increase in the Half Cent Sales tax of $32,290. On an overall basis, the City has little control over these revenue sources. They are determined by State formula and other factors such as Progress Energy revenues within the City limits. The projections are based on the recommendations of State economists and budget analysts.

Another significant change was increasing the Payment in Lieu of Franchise Fees transfer from Water – Sewer Fund by $107,350. On a lesser scale, funding for the Police SNAP grant was reduced $15,000; Recreation fees & donations increased by $7,000 and a reduction in R & R for library computers of $9,500 complete the changes.

Fire truck acquisition - Funding for a new fire truck was accomplished through a combination of resources including an appropriation of undesignated reserves ($207,000), designated reserves ($78,000) and Penny for Pasco ($150,000).

Appropriated Fund Balance – The initial Proposed Budget did not require use of reserves with the exception of $35,530 to account for rolling over $35,530 in proceeds from a previous year's state library grant. But that has now been increased by $207,000 to accommodate the purchase of a fire truck.

Total Revenues – The above changes account for a net total increase of $539,880. Total General Fund proposed revenues are $17,684,110.

Expenditures

Insurances – Since the initial Proposed Budget was submitted, employee health insurances were adjusted downward by $52,200 primarily due to a delay in implementation of healthcare reform that would have required the City to provide health insurance to part-time employees working 30 or more hours per week. This is major issue throughout the country and will have to be addressed again next year. There was an increase of $22,810 in the property and liability insurance.

Finance – The cost of a combined phone system upgrade and systems to provide an automated credit card payment system for customers was deleted with a resulting savings of $50,000.

Library – There is a slight decrease of $9,500 in capital outlay as the cost of a new computer servers was reduced.

Police Department – An additional patrol officer position was included by mistake. This was deleted at a savings of $53,220.

Fire Department – The budget was increased a total of $562,300. This was to add three full-time firefighters ($80,050), reclassify a clerical position from part-time to full-time ($11,760), purchase a new fire truck ($435,000) and reinstate step increases for the firefighters as a result of contract ratification ($35,490).

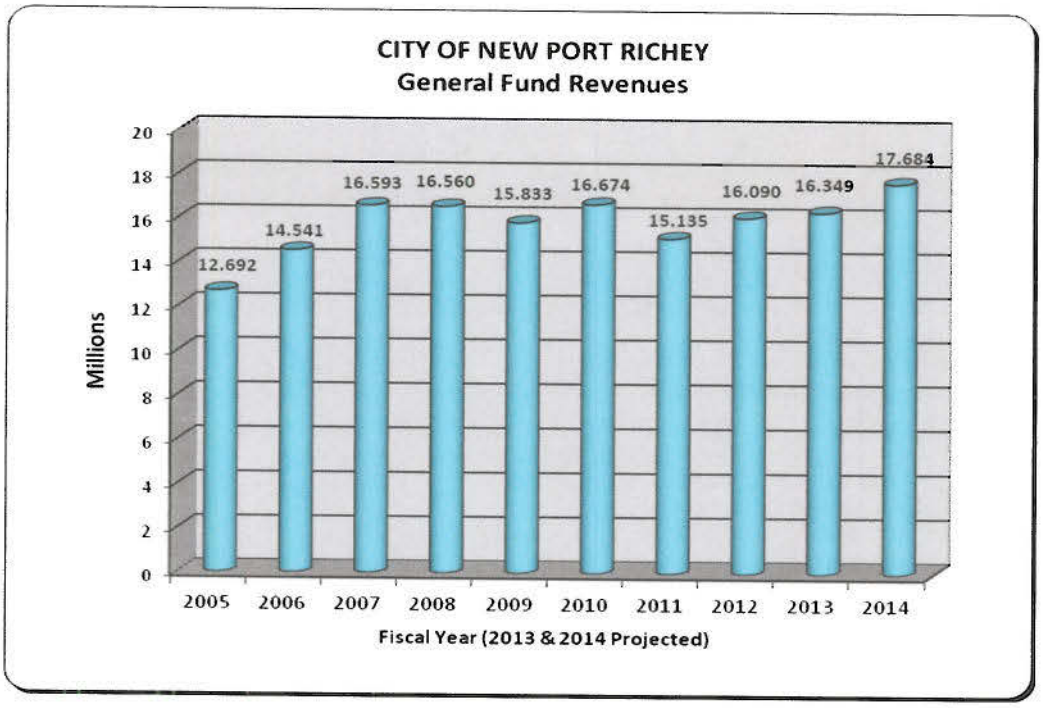
Recreation & Aquatics Center – The operating budget was increased by $25,400 to provide background checks for vendors ($400), winter pool heating of $5,000 (costs to be donated by T-Bay) and additional electric costs of $20,000.

Public Works – Personnel costs increased $9,770 as a result of a reorganization.

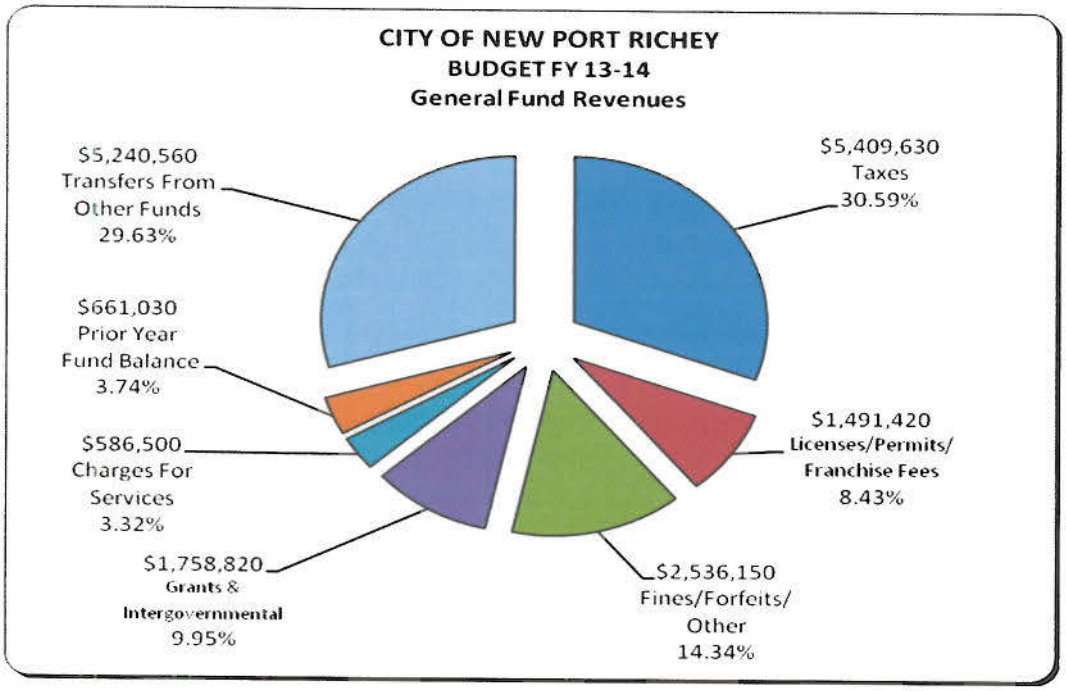
Other – The tax increment transfer to the CRA Fund has been increased by $125,485 as a result of the final property values.

Contingency – The General Fund contingency was reduced by $40,965 to balance the budget, still leaving a contingency balance of $351,490. Approximately $101,000 of this will be required to provide raises ranging from 0.5% - 2%.

Total Expenditures - The above changes account for a net total increase of $539,880. Total General Fund proposed expenditures are now $17,684,110.



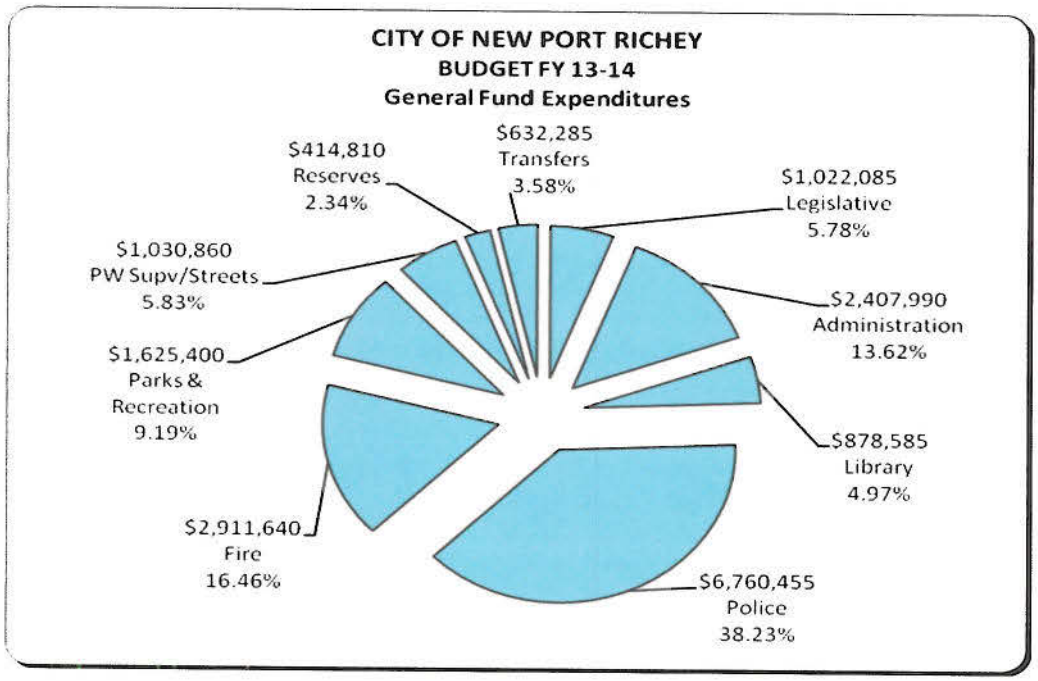
The FY 2014 budget includes total revenues of 17.7 million, an 8% increase from last year.



The above chart provides a high level view of the major sources of revenue for FY 2014. Note that ad valorem taxes continue to be the largest revenue component, comprising $5.4 million or 30.5% of General Fund revenues. During the budget cycle the State lowered its estimates for the Communication Services Tax. The State Revenue Sharing and ½ Cent Sales Tax have increased by 0.8% and 4.8% respectively.

The largest revenue decrease is found in Fines & Forfeitures. This is attributable, in part, to construction work being performed on U. S. Hwy 19 by FDOT causing several of the red light cameras to be out of operation.

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



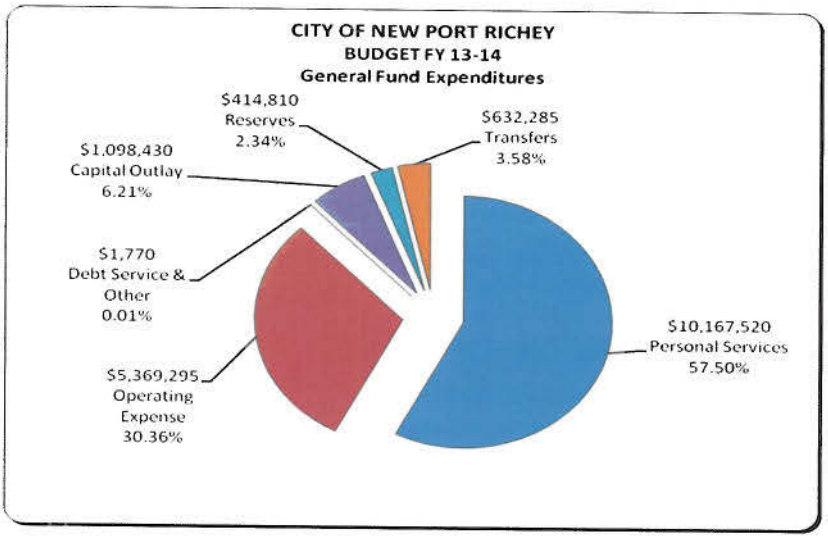
Total General Fund expenditures remained fairly static from the amended budget for the previous fiscal year with only a slight decrease of 0.05%. In terms of individual departments and divisions, **Exhibit 3** also reveals some other significant changes:

The Technology Solutions Department (formerly ITC) was reorganized in February, 2013, to add back a position that had been eliminated at the start of that budget year. Technology Solutions was also moved out of the Finance Department as a division and set up as a department under the City Manager. This, in addition to software platform upgrades throughout the city for a cost of $110,000 make up the 66% increase from last year.

The addition of three (3) Firefighters resulted in a $78,000 or 4% increase in Personal Services and the addition of a new fire truck increased Capital Outlay by $435,000 for an overall increase in Firefighting of 28%.

The Development Department added back a Development Technician as part of the reorganization that was approved in February, 2013, and also increased Professional Services-Miscellaneous to include consulting services for a building plan review and inspections. Professional Services-Planning was also increased for a consultant to help with code amendments and a long-range comprehensive plan. The department increased by 26% as a result of these changes.

The Municipal Building Department increased 59%, mostly due to the inclusion of $85,000 for a new HVAC Thermostat System for the City Hall building.



In 2014, the General Fund will be using some of its Renewal & Replacement dollars ($418,500) to purchase some much needed capital equipment. It has been customary for the City to set aside funds for renewal and replacement of various capital items such as rolling vehicle stock, building improvements and computer equipment.

The General Fund budget contains a small contingency of $351,490 in order to provide a source of funding for unforeseen budget changes during the fiscal year. This amount also includes approximately $101,000 for raises. This contingency represents less than 2.00% of the total General Fund budget.

The capital outlay includes new roofs for both the Library and City Hall. City Hall will also receive an upgrade to the HVAC control systems. Details as to the funding source for each can be found in the General Fund Capital Outlay Summary by Department and Funding Source. A brief summary of the General Fund capital outlay items follows.

Amount	Description
$62,000	IT network infrastructure upgrades
$160,000	Software Upgrades
$5,800	Council Chambers media upgrade
$75,530	Library materials
$47,500	Library Technology Upgrades
$435,000	Fire Truck
$3,000	Ice Machine for Station #1
$85,000	HVAC Thermostat System for City Hall
$20,000	Gym Floor Sand and Seal
$52,000	Senior center improvements
$70,000	Amphitheater Roof
$10,000	HVAC System – Public Works Supervision
$10,000	Generator (2) Public Works Supervision
$2,600	Desktop Computer – Public Works Supervision
$10,000	Truck Replacement – Public Works Supervision
$50,000	Dump Truck – Streets and ROW
$1,098,430	**Total – General Fund Capital Outlay**

STORMWATER UTILITY FUND

Stormwater Utility Fund Summary	Adopted FY 2012-13	Amended Budget FY 2012-13	Estimated Actual FY 2012-13	1-Jul-13 Proposed FY 2013-14	4-Sep-13 Proposed FY 2012-13	23-Sep-13 Adopted FY 2012-13	% of Total
Fund Balance Approp.	99,010	99,010	0	443,820	315,690	315,690	22.52%
Other Revenues	1,000,220	1,353,140	1,273,365	916,250	1,086,250	1,086,250	77.48%
Total Revenues	1,099,230	1,452,150	1,273,365	1,360,070	1,401,940	1,401,940	100%
Personal Services	205,030	208,041	208,041	203,620	204,820	204,820	14.61%
Operating Expenses	535,660	537,060	506,822	421,120	421,790	421,790	30.09%
Capital Outlay	272,400	623,920	627,115	647,100	687,100	687,100	49.01%
Contingency	10,040	8,129	0	12,130	12,130	12,130	0.87%
Transfers	75,000	75,000	75,000	75,000	75,000	75,000	5.35%
Reserves	1,100	0	0	1,100	1,100	1,100	0.08%
Total Expenditures	1,099,230	1,452,150	1,416,978	1,360,070	1,401,940	1,401,940	100%

The changes to the Stormwater Fund involved just a few transactions. The Appropriated Fund Balance – Designated for Fixed Assets was increased by $170,000 to reflect the use of R & R funds as a down payment on a replacement street sweeper. Expenses for employee health and property & liability insurance premiums increased slightly by $1,870. Capital outlay increased by a net amount of $40,000 resulting from the street sweeper acquisition and a reduction in flood control projects. Appropriated Fund Balance was decreased by $128,130 to balance the budget. The budget is balanced with total revenues and expenditures both equaling $1,401,940.

The total budget increased by $302,710 (28%) This budget reflects the rate increases approved July 17, 2012. Last years budget increased by $274,210 (33%) from the previous year. The Appropriated Fund balance for FY 2014 is $315,690 and the projected fund balance as of September 30, 2014 is $223,000. This represents an overall reduction in undesignated fund balance of over $660,000 since September 30, 2010.

Major revenues are the stormwater assessment fee of $914,000 (65%) while major expenditures are the capital outlay and projects of $687,100 (49%). The budget for FY 2014 also includes funding for the labor and materials to perform stormwater and drainage maintenance and an appropriation for a portion of the next flood control/water quality project.

The City established a Stormwater Utility Fund in 2001 via Ordinance 1667 in order to comply with the Federal Clean Water Act. The FY 2014 Annual Budget reflects the 14th 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. Last year the fees were increased for the first time since the program started in 2001 to offset the additional compliance costs for the EPA permit renewal.

STREET LIGHTING FUND

Street Lighting Fund Summary	Adopted FY 2012-13	Amended Budget FY 2012-13	Estimated Actual FY 2012-13	1-Jul-13 Proposed FY 2013-14	4-Sep-13 Proposed FY 2012-13	23-Sep-13 Adopted FY 2012-13	% of Total
Fund Balance Approp.	0	0	0	0	0	0	0.00%
Other Revenues	417,320	417,320	379,840	382,600	382,600	382,600	100.00%
Total Revenues	417,320	417,320	379,840	382,600	382,600	382,600	100%
Personal Services	0	0	0	0	0	0	0.00%
Operating Expenses	340,500	340,500	344,500	344,500	344,500	344,500	90.04%
Capital Outlay	0	0	0	0	0	0	0.00%
Contingency	66,820	66,820		38,100	38,100	38,100	9.96%
Transfers	0	0	0	0	0	0	0.00%
Reserves	10,000	10,000	0	0	0	0	0.00%
Total Expenditures	417,320	417,320	344,500	382,600	382,600	382,600	100%

There have not been any changes to the Street Lighting Fund since the Proposed Budget was issued. The budget is balanced with total revenues and expenditures both equaling $382,600.

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. This budget reflects the rate increases approved July 17, 2012. The major revenue is the assessment fee of $349,000 (91%) 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 $292,000 (76%). The total budget has been reduced by $34,720 (8%) since last year due to the costs of the rate study were incurred last year. There is no appropriated fund balance for FY 2014 and a small contingency of $38,100.

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 2014 Annual Budget reflects the 11th 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. Last year the fees were increased for just the second time since the program started in 2003 to at least recover the cost of the services.

GENERAL DEBT SREVICE FUND

Debt Service Fund Summary	Adopted FY 2012-13	Amended Budget FY 2012-13	Estimated Actual FY 2012-13	1-Jul-13 Proposed FY 2013-14	4-Sep-13 Proposed FY 2012-13	23-Sep-13 Adopted FY 2012-13	% of Total
Fund Balance Approp.	0	0	0	550,000	550,000	550,000	25.09%
Other Revenues	1,915,290	1,915,290	2,006,090	1,642,090	1,642,090	1,642,090	74.91%
Total Revenues	1,915,290	1,915,290	2,006,090	2,192,090	2,192,090	2,192,090	100%
Personal Services	0	0	0	0	0	0	0.00%
Operating Expenses	0	0	0	0	0	0	0.00%
Capital Outlay/Debt	1,024,460	1,024,460	1,024,450	1,023,940	1,023,940	1,023,940	46.71%
Contingency	0	0	0	0	0	0	0.00%
Transfers	890,830	890,830	890,830	1,168,150	1,168,150	1,168,150	53.29%
Reserves	0	0	0	0	0	0	0.00%
Total Expenditures	1,915,290	1,915,290	1,915,280	2,192,090	2,192,090	2,192,090	100%

There have not been any changes to the Debt Service Fund since the Proposed Budget was issued. The budget is balanced with total revenues and expenditures both equaling $2,192,090.

The Debt Service Fund is required as part of the loan covenants with Bank of America (CRA loans) and SunTrust Bank (General Fund loan) so that there is a separate accounting for the debt service payments. The City has also pledged its utility tax revenue as collateral for the SunTrust loan. In July, 2012 the City refinanced the 2010 Redevelopment Bonds with SunTrust Bank. It should also be noted that the debt service on Revenue Note - Series 2000 will be paid off in 2014, which means that all the electric, gas, and propane utility taxes will then go directly into the General Fund. If this note were paid off this year the General Fund would have received additional revenues of $366,000.

The total budget has increased by $276,800 (14%) from last year due to an increase in the transfer to the General Fund. There is an appropriated fund balance of $550,000 for FY 2014 and the projected fund balance as of September 30, 2014 is $379,000.

CAPITAL IMPROVEMENT PROJECTS (CIP) FUND

Capital Improvement Fund Summary	Adopted FY 2012-13	Amended Budget FY 2012-13	Estimated Actual FY 2012-13	1-Jul-13 Proposed FY 2013-14	4-Sep-13 Proposed FY 2012-13	23-Sep-13 Adopted FY 2012-13	% of Total
Fund Balance Approp.	0	0	0	566,180	699,870	699,870	18.28%
Other Revenues	4,024,520	4,024,520	2,081,840	3,000,350	3,128,440	3,128,440	81.72%
Total Revenues	4,024,520	4,024,520	2,081,840	3,566,530	3,828,310	3,828,310	100%
Personal Services	0	0	0	0	0	0	0.00%
Operating Expenses	0	0	0	0	0	0	0.00%
Capital Outlay	3,353,340	3,353,340	925,000	2,358,790	2,208,790	2,208,790	57.70%
Contingency	0	0	0	0	0	0	0.00%
Transfers	268,000	609,405	437,454	1,207,740	1,619,520	1,619,520	42.30%
Reserves	403,180	61,775	0	0	0	0	0.00%
Total Expenditures	4,024,520	4,024,520	1,362,454	3,566,530	3,828,310	3,828,310	100%

Several changes have been made since the Proposed Budget was issued on July 1, 2013. The Downtown Bus Depot project for $150,000 has been deleted so those funds can be redirected for the purchase of a new fire truck. The Penny for Pasco transfers to the CRA have been increased by $261,780 as a result of moving the Main Street Landing Streetscape to FY 2014 ($166,780), an engineering assessment of the Hacienda Hotel ($37,000) and increasing the loan subsidy ($58,000). On the revenue ledger the State increased its estimate for Penny for Pasco Dollars by $128,090. Appropriated Fund Balance was increased by $133,690 to balance the budget with total revenues and expenditures both equaling $3,828,310.

The total budget has increased by $196,210 (5%) from last year. The Appropriated Fund Balance for FY 2014 is $699,870. The projected fund balance as of September 30, 2014 is $3,000,000. This represents an overall reduction in undesignated fund balance of over $300,000 since September 30, 2010.

The Annual Budget includes the appropriations for a variety of construction activities underway in the City. The Capital Improvement Program reflects projects budgeted in the General Fund and Redevelopment Fund.

The major revenues are generated by the 1-Cent Infrastructure Surtax ("Penny for Pasco Dollars") in the amount of $1,578,090 (41%). Other revenues also include $1,053,790 (28%) in grants from several State and Federal agencies. The largest is $450,000 in Restore Act funds for redevelopment of the Hacienda Hotel. Other grant funded projects include the multi-use trail project ($200,000) and improvements to Sims Park ($200,000). The City is also anticipating contracting with an Energy Savings Company (ESCO) to complete some storm hardening and energy efficiency projects to be funded from the savings that will be generated.

Some other projects in the Capital Improvement Fund include the Public Works Fleet Maintenance/ Warehouse/Library facility rehabilitation, and general neighborhood improvements. The CIP fund will also transfer $287,740 to the General Fund to pay for the following Penny for Pasco (PFP) projects/expenditures:

$150,000	Fire truck purchase
137,740	Consolidated dispatch start-up costs
$287,740	Total – General Fund PFP

The City adopted Resolution 2003-22 on December 2, 2003 which outlined the distribution of the "Penny for Pasco" surtax proceeds for projects:

Percentage	Use
35%	Transportation infrastructure
45%	Environmental improvements (i.e. water quality, flood control, recreational, etc)
20%	Public safety or cultural & recreational public Improvements.

Additional information on the use of "Penny for Pasco" funds can be found in the Appendix and the enabling legislation – F.S. 212.055. A voter referendum approved in November 2012 renewed the program with slightly different guidelines to take effect in calendar year 2015.

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.

EXHIBIT 4
SUMMARY OF FY 2014 CIP PROJECTS

Project Description	AMOUNT
Drainage and Water Quality Projects	
Misc Flood Control/Water Quality Projects	410,000
Buildings	
PW Warehouse/City Hall Rehabilitation, Library Storm Hardening (Assessment)	150,000
Hacienda Hotel Restoration	200,000
Old Post Office Building Improvements	350,000
Road and Street Facilities	
Parking Lot Re-surfacing Downtown	75,000
Multi-Use Trail River Walk, Morton Plant, Aquatic Center	620,000
Misc Stormwater & ADA Neighborhood Improvements	453,790
Parks & Recreation Facilities	
ADA Playground and Party Pavilion - Sims Park	360,000
Reclaimed Water (Distribution) - Residential	
West Grand Neighborhood	100,000
City Facilities	590,000
Meadowlawn Cementery Reclaimed Distribution Expansion	428,000
Port Richey Reclaimed Water Transmission Expansion	600,000
Water Improvements	
Water Main Extensions Miscellaneous	115,000
AMI Electronic Metering System	1,000,000
Water Main Replacements	
Water Main Replacements Miscellaneous	215,000
Galvanized Water Main Replacement Phase I	50,000
Sewer Improvements	
2013 Sewer Utility System Improvements	1,040,000
Gravity Sewer Rehabilitation/Lining Project	300,000
Road Repaving & Reconstruction	
2013/2014 Roadway Striping Project	60,000
GRAND TOTAL	7,116,790

COMBINED WATER/SEWER FUND

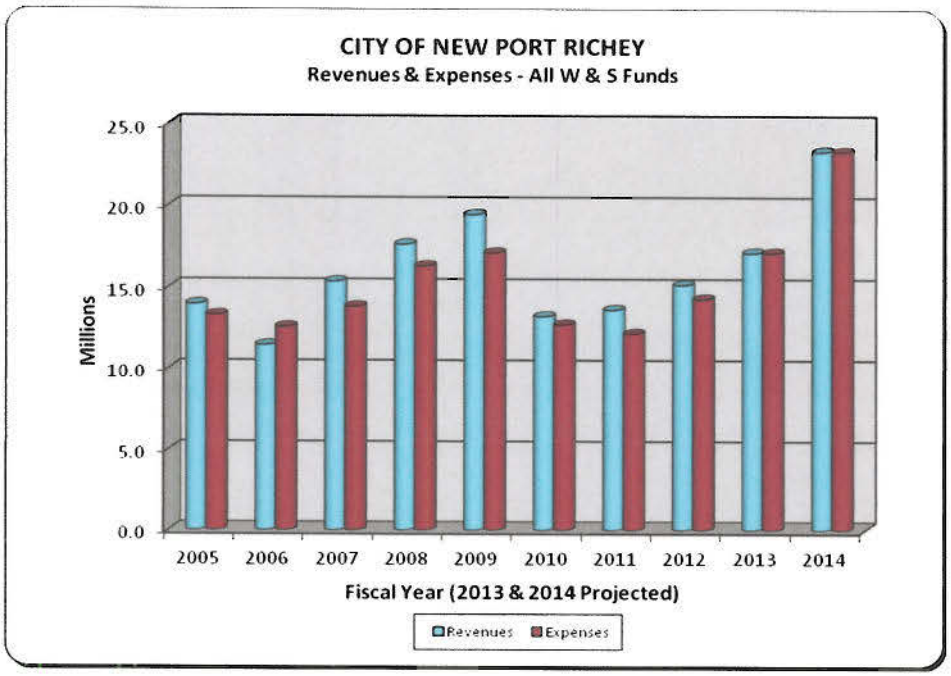
Water & Sewer Utility Funds Summary	Adopted FY 2012-13	Amended Budget FY 2012-13	Estimated Actual FY 2012-13	1-Jul-13 Proposed FY 2013-14	4-Sep-13 Proposed FY 2012-13	23-Sep-13 Adopted FY 2012-13	% of Total
Fund Balance Approp.	1,405,920	2,423,619	0	4,873,395	5,291,740	5,291,740	22.69%
Other Revenues	14,654,940	14,684,940	14,822,935	17,337,760	18,029,760	18,029,760	77.31%
Total Revenues	16,060,860	17,108,559	14,822,935	22,211,155	23,321,500	23,321,500	100%
Personal Services	1,964,180	1,998,504	1,992,729	2,097,030	2,112,460	2,112,460	9.06%
Operating Expenses	5,396,370	5,376,170	5,166,428	5,429,265	5,449,830	5,449,830	23.37%
Capital Outlay/Debt	3,064,260	3,134,460	2,779,796	5,603,140	6,270,140	6,270,140	26.89%
Contingency	167,500	143,096	0	167,800	167,800	167,800	0.72%
Transfers	5,420,790	6,418,489	6,418,489	8,905,170	9,312,520	9,312,520	39.93%
Reserves	47,760	37,840	0	8,750	8,750	8,750	0.04%
Total Expenditures	16,060,860	17,108,559	16,357,442	22,211,155	23,321,500	23,321,500	100%

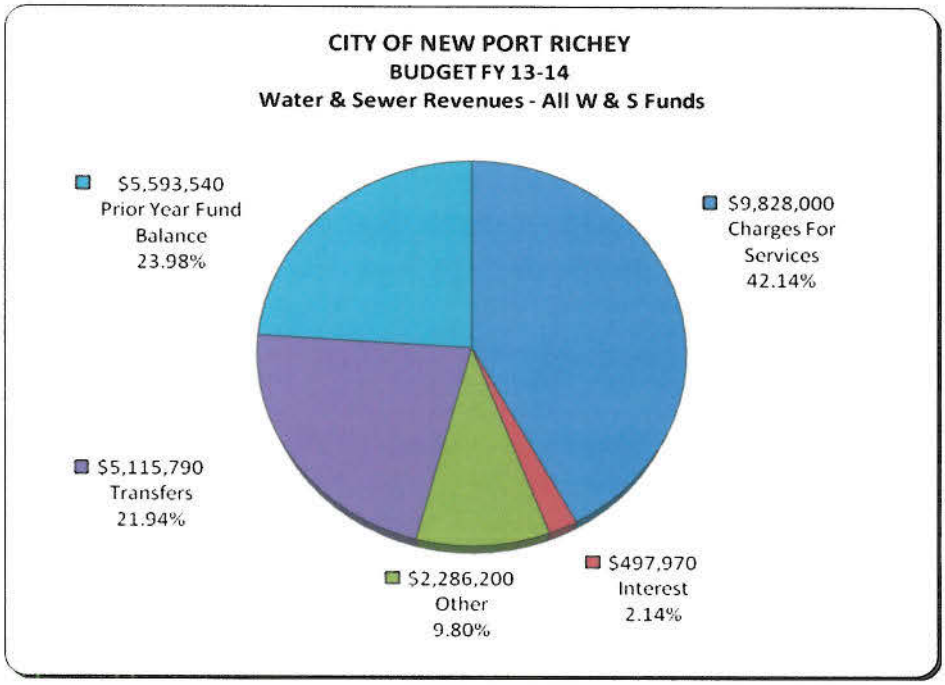
Several changes have been made to the consolidated Water/Sewer Fund budget. On the expense side, there were increased personnel costs arising from health insurance ($11,700) and the Public Works reorganization ($3,730). Property & liability insurance increased operating expenses by $20,560. Capital projects totaling $667,00 were added, including a lift station panel upgrade ($67,000) and the reclaimed water expansion project into the City of Port Richey ($600,000). Transfers to the General Fund were increased by $107,350 for the Payment in Lieu of Franchise Fees (PILOFF). In order to balance the overall utility budget, the Appropriated Fund Balance - Undesignated was increased by $418,345, the Appropriated Fund Balance for Fixed Assets increased by $92,000 and $300,000 was added for a SWFWMD grant. The budget is balanced with total revenues and expenditures both equaling $23,321,500.

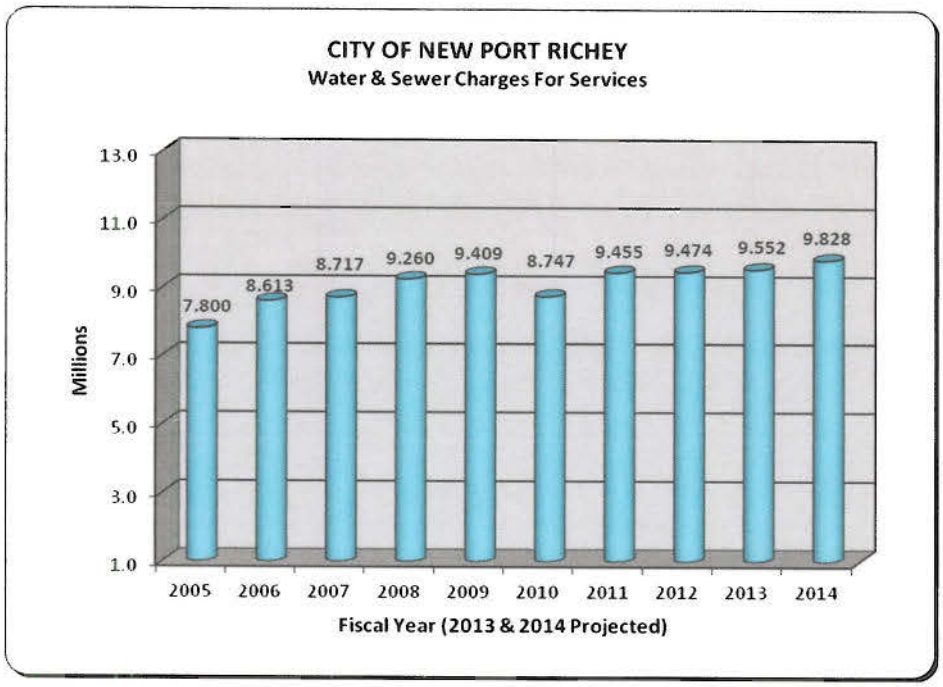
This is an increase of $7,260,640 (45%) from last year's Adopted Budget. This is due to increases in transfers to the General Fund of $1.4 million along with increases in capital outlay and CIP projects of $3.2 million. Other transfers between the Water-Sewer funds make up the difference. The Appropriated Fund balance for FY 2014 is $5,291,740 – a significant increase from the previous year. The projected fund balance as of September 30, 2014 is $8.5 million. This represents a decrease in reserves of $4.1 million since September 30, 2010. It will be important to update the 10 year projections next year to make sure minimum requirements for capital outlay, bond covenants and working capital have all been met.

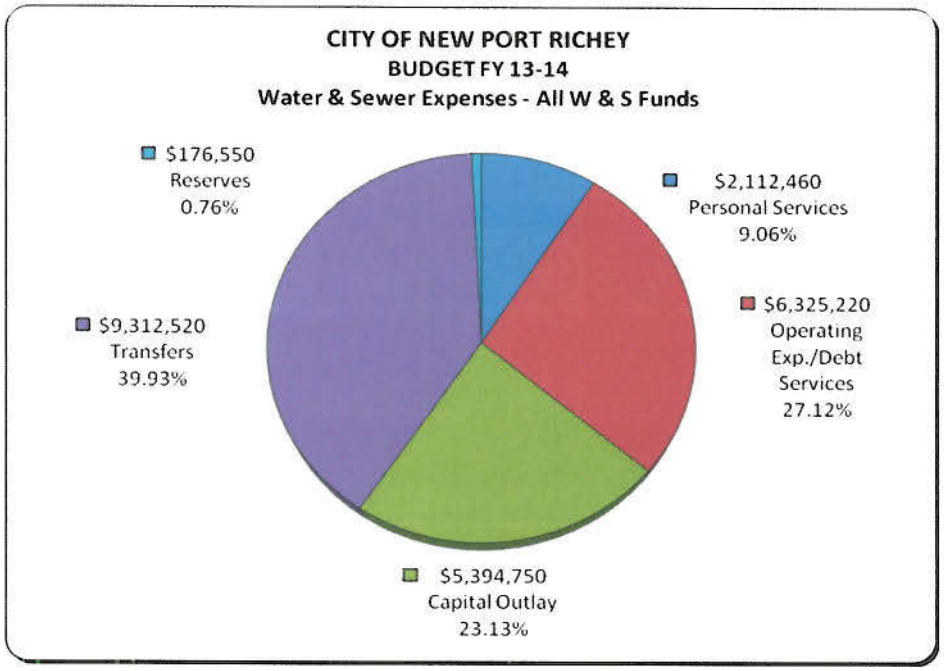
Of the total revenues, $9,828,000 (42%) will be derived from user fees such as water sales, sewer sales, bulk sewer, bulk water, other fees and charges. Impact fees will generate another $264,400 – a 15% increase. Pasco County's share of the utility's operation and maintenance expense will be $1,282,300 which is down from last year's $1,362,700. Reclaimed water sales will generate approximately $190,200 next fiscal year, up 10% from last year's $173,000.

The budget also reflects the annual 4% inflationary adjustment to all rates as well 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, 2013.


CITY OF NEW PORT RICHEY
Revenues & Expenses - All W & S Funds
Millions
25.0
20.0
15.0
10.0
5.0
0.0
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
Fiscal Year (2013 & 2014 Projected)
Revenues
Expenses


CITY OF NEW PORT RICHEY
BUDGET FY 13-14
Water & Sewer Revenues - All W & S Funds
$5,593,540
Prior Year Fund
Balance
23.98%
$9,828,000
Charges For
Services
42.14%
$5,115,790
Transfers
21.94%
$2,286,200
Other
9.80%
$497,970
Interest
2.14%


CITY OF NEW PORT RICHEY
Water & Sewer Charges For Services
13.0
11.0
9.0
7.0
5.0
3.0
1.0
Millions
7.800
8.613
8.717
9.260
9.409
8.747
9.455
9.474
9.552
9.828
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
Fiscal Year (2013 & 2014 Projected)


CITY OF NEW PORT RICHEY
BUDGET FY 13-14
Water & Sewer Expenses - All W & S Funds
$176,550
Reserves
0.76%
$2,112,460
Personal Services
9.06%
$6,325,220
Operating
Exp./Debt
Services
27.12%
$9,312,520
Transfers
39.93%
$5,394,750
Capital Outlay
23.13%

REDEVELOPMENT/COMMUNITY REDEVELOPMENT AGENCY (CRA) FUND

Redevelopment Fund Summary	Adopted FY 2012-13	Amended Budget FY 2012-13	Estimated Actual FY 2012-13	1-Jul-13 Proposed FY 2013-14	4-Sep-13 Proposed FY 2012-13	23-Sep-13 Adopted FY 2012-13	% of Total
Fund Balance Approp.	1,198,455	1,198,455	0	0	0	0	0.00%
Other Revenues	1,390,835	1,392,386	1,248,300	1,942,200	2,464,285	2,464,285	100.00%
Total Revenues	2,589,290	2,590,841	1,248,300	1,942,200	2,464,285	2,464,285	100%
Personal Services	0	0	0	0	0	0	0.00%
Operating Expenses	178,670	180,221	179,080	192,210	231,310	231,310	9.39%
Capital Outlay/Debt	1,562,960	1,562,960	1,386,814	1,432,720	1,644,500	1,644,500	66.73%
Contingency	0	0	0	0	271,205	271,205	11.01%
Transfers	847,660	847,660	847,660	317,270	317,270	317,270	12.87%
Reserves	0	0	0	0	0	0	0.00%
Total Expenditures	2,589,290	2,590,841	2,413,554	1,942,200	2,464,285	2,464,285	100%

Several changes have been made in the Redevelopment Fund since the Proposed Budget was distributed on July 1. As a result of the final property valuations the TIF contributions from the City and County have increased by $215,305. The total loan from the Penny for Pasco money has been increased by $58,000 to $1,058,000 – the maximum allowable. The Main Street Landing Streetscape project has been moved into FY 2014 and the corresponding transfer from the Capital Improvement Fund of the Penny for Pasco funds increased by a total of $203,780. The budget also includes a contribution of $45,000 from the developer to offset some of the increased costs for the Main Street Landing project.

On the expense side, moving the Main Street Landing Streetscape to FY 2014 added $211,780 to the budget. Property and liability insurance increased $2,100 and $37,000 was committed to completing the engineering assessment of the Hacienda Hotel. The budget was balanced by increasing the contingency $271,205. There is no longer any fund balance to appropriate. The budget is balanced with total revenues and expenditures both equaling $2,464,285.

The total budget has decreased by $125,005 (5%) from last year due to a combination of the factors listed above. Last year the budget increased by $291,090 (13%) from the previous year. Major revenues consist of the TIF funds from the City and County of $1,085,205 (44%) and the loan from the Capital Improvement Fund (CIP) of $1,058,000 (43%). Major expenses are the debt service payments to Bank of America of $1,362,720 (55%) and the transfer to Debt Service of $317,270 (13%) for the SunTrust loan.

With the adoption of this budget the CRA is effectively reduced to a debt service function. Minimal expenses have been budgeted to continue to plan for the CRA area such as legal, engineering and planning services. Required insurances and property maintenance must be continued on properties owned by the CRA, as well as any other associated costs of upkeep. There are no funds available to carry out the redevelopment, code enforcement, community policing and other programs that are typical of a CRA.

The hope is to someday restore these services but that is not expected to take place until property values return to levels sufficient to make the annual debt service payments and repay the loans from the City. This is not projected to take place until 2024. Until then, this will place a significant strain on other City resources. The CRA Fund is the primary cause of the City's financial problems. The reserves have been exhausted and starting in FY 2014 a total subsidy of $1,350,000 is required in order to meet the ongoing debt service payments.

STREET IMPROVEMENT FUND

Street Improvement Fund Summary	Adopted FY 2012-13	Amended Budget FY 2012-13	Estimated Actual FY 2012-13	1-Jul-13 Proposed FY 2013-14	4-Sep-13 Proposed FY 2012-13	23-Sep-13 Adopted FY 2012-13	% of Total
Fund Balance Approp.	0	0	0	0	0	0	0.00%
Other Revenues	591,670	591,670	636,810	635,320	605,910	605,910	100.00%
Total Revenues	591,670	591,670	636,810	635,320	605,910	605,910	100%
Personal Services	0	0	0	0	0	0	0.00%
Operating Expenses	60,000	60,000	60,000	60,000	60,000	60,000	9.90%
Capital Outlay	0	0	0	0	0	0	0.00%
Contingency	0	0	0	0	0	0	0.00%
Transfers	0	0	0	0	0	0	0.00%
Reserves	531,670	531,670	0	575,320	545,910	545,910	90.10%
Total Expenditures	591,670	591,670	60,000	635,320	605,910	605,910	100%

The only change to the Street Improvement Fund since the issuance of the Proposed Budget is the State of Florida decreased the estimate for distribution of the Local Options Gas Taxes (LOGT) by $29,410. The reserves have been reduced accordingly and are available for future infrastructure projects. The budget is balanced with total revenues and expenditures both equaling $605,910.

The Street Improvement Fund is a Special Revenue Fund used to account for expenditures of the Local Option Gas Tax revenues. The major revenue item is the Local Option Gas Tax of $507,890 (84%) distributed by the State of Florida. Major expenditures consist of capital improvement projects as provided by Florida stature - "Funds available under this section 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."

The total budget has increased just slightly by $14,240 (2%) from last year due to an overall increase in the LOGT revenues over last year. There is no appropriated fund balance for FY 2014 and the projected fund balance as of September 30, 2014 is $2.5 million. The surplus is available for future street improvement projects. Last year the budget decreased by $255,730 (30%) from the previous year.

CENTRAL GARAGE FUND

Central Garage Fund Summary	Adopted FY 2012-13	Amended Budget FY 2012-13	Estimated Actual FY 2012-13	1-Jul-13 Proposed FY 2013-14	4-Sep-13 Proposed FY 2012-13	23-Sep-13 Adopted FY 2012-13	% of Total
Fund Balance Approp.	52,370	52,370	0	160,020	180,220	180,220	19.21%
Other Revenues	644,260	644,260	632,950	757,780	757,780	757,780	80.79%
Total Revenues	696,630	696,630	632,950	917,800	938,000	938,000	100%
Personal Services	231,790	234,115	233,355	246,930	248,130	248,130	26.45%
Operating Expenses	449,930	443,330	576,740	627,860	627,860	627,860	66.94%
Capital Outlay	0	19,185	19,185	24,000	43,000	43,000	4.58%
Contingency	13,690	0	0	17,980	17,980	17,980	1.92%
Transfers	0	0	0	0	0	0	0.00%
Reserves	1,220	0	0	1,030	1,030	1,030	0.11%
Total Expenditures	696,630	696,630	829,280	917,800	938,000	938,000	100%

The only changes to the Central Garage Fund since the initial Proposed Budget was issued were a slight increase of $1,200 in health insurance costs and $19,000 for a replacement vehicle lift. Another revenue stream has been added in the form of an employee reimbursement for take home vehicles in the amount of $25,000. The overall budget was increased accordingly and is balanced with total revenues and expenditures both equaling $938,000.

The Central Garage Fund in an intergovernmental service fund whose revenues are derived from fees charged back to other departments for providing fuel and fleet maintenance services. Administrative costs are not being charged back this year. This will result in a cost savings to the General Fund, Water-Sewer Fund, and Stormwater Fund. However, the fees will need to be reinstated before the reserves are depleted.

The total budget has increased by $241,370 (35%) from last year due to several factors – increased cost of fuel & maintenance costs due to an aging fleet and additional take home vehicles in the Police Department. The appropriated fund balance for FY 2014 is $180,220. A year ago, the total budget was decreased by $29,250 (4%) from the previous year.

PROJECTED CHANGES IN FUND BALANCE

	Actual	Actual	Estimates FY 2013		Estimated	Adopted FY 2014		Estimated
Fund	9/30/2011	9/30/2012	Revenues	Expenditures	9/30/2013	Revenues	Expenditures	9/30/2014
General Fund	1,524,475	1,657,781	16,348,803	15,227,077	2,779,507	17,441,580	17,684,110	2,536,977
Stormwater	791,227	682,680	1,273,365	1,416,978	539,067	1,086,250	1,401,940	223,377
Street Lighting	0	0	379,840	344,500	35,340	382,600	382,600	35,340
Gen Debt Svc	528,315	838,389	2,006,090	1,915,280	929,199	1,642,090	2,192,090	379,199
Cap Impr Fund	3,839,257	3,039,776	2,081,840	1,362,454	3,759,162	3,128,440	3,828,310	3,059,292
W/S Funds*	15,595,478	15,384,978	14,822,935	16,357,442	13,850,471	18,029,760	23,321,500	8,558,731
Garage Fund	493,383	260,897	632,950	829,280	64,567	757,780	938,000	(115,653)
Redevelopment	997,950	289,074	1,248,300	2,413,554	(876,180)	2,464,285	2,464,285	(876,180)
Street Impr Fund	1,318,441	1,974,567	636,810	60,000	2,551,377	605,910	605,910	2,551,377
Total All Funds	25,088,526	24,128,142	39,430,933	39,926,565	23,632,510	45,538,695	52,818,745	16,352,460

While the overall trend for the City shows a decline in its unassigned reserves, it isn't so bad when you take into consideration the severe economic downturn during that period. Projected fund balance is down citywide by $8.8 million since 2011 due to local and national economic factors.

The worst is the Redevelopment Fund which has decreased by $1.7 million of that total during that time. Stormwater is down by 72%, however, a rate adjustment approved in 2013 will avoid a negative position in the future.

Central Garage has decreased by 123.4% or $.6 million since 2011. This is due in part to more repairs on older equipment still in use. Also, when fuel prices rose dramatically several years ago, it was decided to remove the markup on fuel that is charged back to the users. With the recent emergency replacement of the large vehicle lift and the entire fuel system, the garage now finds itself in a negative fund balance situation. The City will have to re-visit this in the 2014 fiscal year to come up with ways to turn this around, such as re-instating the mark-ups.

The General Fund is expected to increase by $.8 million in part because of additional contributions from Water & Sewer Funds being established in 2013.

The Street Improvement fund has increased by $1.2 million as projects have been postponed.

The Water & Sewer Funds are expected to decrease by 45% due to several large construction projects and increased transfers to the General Fund.

FY 2013-2014 BUDGET TIMETABLE

DATE	RESPONSIBILITY	ACTIVITY
Fri. Feb. 22- Fri. March 22	Finance Director Chief Accountant	Prepare Budgeting Computer Program, Budget Preparation Manual, Forms
Wed. April 3	City Manager Department/ Division Heads	Meeting with all Department and Division Heads to outline procedures for preparation and review instruction manual. (To be held in the Council Chambers at 9:30 a.m.)
Wed. April 24	Department/ Division Heads	Submit Completed Budget Worksheets, along with all supporting documentation for Operating Portion of Budget (incl. Personal Services) and Capital Outlay Portion of Budget. Refer to Section 3 of Budget Manual (Not Construction projects).
Thurs. April 25 - Fri. May 3	Finance Director Chief Accountant	Assemble Five (5) Year Capital Equipment/Improvement Plans – from Dept. Information and verify Department budgets and key operating budgets into Excel format.
Thurs. May 9 - Fri. May 17	Dept/Div. Heads Finance Director City Manager	**Department Budget Meetings**
Mon. May 13	City Manager PW Dir., Fin. Dir.	Submit completed Capital Outlay – Construction Projects for Stormwater Utility Fund, Capital Impr. Fund, Street Impr. Fund, Sewer Assmt. Fund, W/S Const. Fund and Redevelopment Fund.
Fri. May 17	City Manager PW Dir., Fin. Dir.	**Capital Projects Budget Meetings** (2:00 p.m. – 4:00 p.m.)
Wed. May 22- Mon. May 27	Finance Director	Meet with City Manager to discuss overall budget and make necessary changes to balance budget.
Tue. May 28 - Fri. May 31	City Manager	**City Manager makes final reductions and changes.**
Fri. May 31- Thurs. June 20	Finance Director City Manager Chief Accountant	Finance finishes recommended budget (for July 2nd Council Meeting). Public Works Dept. finishes recommended Capital Impr. Program document for July 2nd Council Meeting.
June 1	Property Appraiser	Notifies municipalities of preliminary taxable value for the year

DATE	RESPONSIBILITY	ACTIVITY
NLT Sunday July 1st (Projected date June 30) [Use July 1 or date of Cert., whichever is later]	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.
Fri. June 28	City Manager Finance Director Chief Accountant	Include in Council packets copies of proposed budget draft for FY 2013-2014, 5-year Capital Improvement Program & Redevelopment Work Program for Tues. July 2nd meeting. Copies to be distributed to individual Depts./Divisions also.
Tues. July 2	City Council	Presentation of Budget to Council at Regular City Council Meeting.
Tues. July 9	City Council	City Council Work Session to discuss budget. (5:30 p.m. – 7:00 p.m.) (Meeting may resume after CRA Mtg.)
Fri. July 12	Finance Director Chief Accountant	Send copy of Div. 112 & Div. 111 and list of Tangible Property to County (45 days prior to first public hearing).
Tues. July 16 (tentative)	City Council	City Council Work Session, after regular Council Meeting, to discuss budget, tax levy & "Certification of Taxable Value".
Tues. July 23	City Council	Special City Council meeting (7:00 p.m.) to discuss budget/millage rate and approve "Certification of Taxable Value" and proposed millage rate.
NLT Fri. July 26	Finance Director	Within 35 days of Certification of Value, 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.)
Tues. Aug. 6	CRA Board	Review of Proposed CRA budget (7:00 p.m.)
Wed. Aug. 14	Finance Director	Finance Director to prepare Capital Improvement advertisement and provide City Clerk with publication for August 27th (Tues.).

DATE	RESPONSIBILITY	ACTIVITY
Thurs. Aug. 15	City Clerk	Take to newspaper Capital Improvement advertisement for publication on August 27th (Tues.) (not less than two weeks before final Public Hearing).
NLT Thurs. Aug. 22	Property Appraiser	Within 55 days of the Certification of Value, the Property Appraiser prepares and mails the "Notice of Proposed Property Taxes for 2013". 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.)
Wed. Sept. 4 (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 2013-2014 Budget to be held on Tuesday, September 24th.
Thurs. Sept. 5	Finance Director	Fax budget summary to Dept. of Revenue for pre-approval.
Tues. Sept. 10	CRA Board	CRA Board passes resolution on CRA budget.
Wed. Sept. 11	Finance Director	In a.m., Finance Director to provide City Clerk with publication for September 18th (Wed.).
Wed. Sept. 11	City Clerk	In p.m., take to newspaper publication of "Notice of Public Hearing of City Council's Intent to Adopt Final Millage Rate and Budget" for publication on September 18th (Wed.) Provide newspaper with written instructions. 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.

DATE	RESPONSIBILITY	ACTIVITY
Tues. Sept. 24 (Tentative)	City Council	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. The Resolution to adopt the millage rate to be levied shall state the percent, if any, by which the millage rate to be levied exceeds the rolled-back rate. The Resolution to adopt the budget shall be separate from the millage-levy Resolution. Both Resolutions shall be publicly read in full prior to their adoption. In no event shall the millage rate adopted pursuant to this paragraph exceed the millage rate tentatively adopted. (CH. 200.065 F.S.) **City Public meeting cannot conflict with County or County Schools.** 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.)
Wed. Sept. 25	Finance Director	Notify Property Appraiser, Tax Collector and TRIM Office of adopted millage rate. (Within 3 days of resolution.)
Thurs. Sept. 26	Finance Dept.	Transfer final budget to "Council Approved" Column.
Fri. Sept. 27	Finance Director	Distribution of approved budgets.
Oct. 1		Begin FY 2013-2014 Budget Year.
NLT Mon. Oct. 21	Finance Director	Certify to DOR that the requirements of Chapter 200, Florida Statues, have been met. (FORM DR-487 – NOTARIZED WITH CHECKLIST COMPLETE) 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. 1. Statement of Compliance 2. Copy of Resolutions 3. Copy of Certification showing rolled-back millage and proposal millage rates. 4. Certified copy of the advertisement. (CH 200.068 F.S.) – Must be notarized affidavit from newspaper.

NLT – No later than: represents key date; if not met, all actions/activities listed afterwards will likely require a new date.

FY 2013-2014 FINANCE BUDGET REPORTING

DATE	RESPONSIBILITY	ACTIVITY
Wed. Oct 30	Finance Director	Issue invoice to Pasco County for CRA TIF Submit Pasco County WWTP Rates Submit Tampa Bay Water
Mon. Dec. 30	Finance Director	Submit Budget to GFOA for Distinguished Budget Award
Fri. March 28, 2014	Finance Director	Annual CRA Report to City Council and County
Mon. March 31	Finance Director	Prepare Pasco County WWTP True-Up

Financial Policies

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

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 safeguard 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 government 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 City Council in guiding the growth of the City of New Port Richey. 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: 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 calculate and review the costs of all new and existing personnel. First draft of all personnel and capital are entered into 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: Property Appraiser delivers an estimate of taxable value by June 1.

July: Property Appraiser delivers 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 of July. No action by the City Council is taken at the first meeting. At the third Tuesday of 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 so as to identify major policy issues for City Council consideration several months prior to the budget approval date to 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 to enable the Finance Director to monitor and control the budget as authorized by the Council. The Finance Director will prepare a quarterly summary revenue and expenditure report for the City Council to assist in the understanding 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 kind 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 it from unforeseeable short term fluctuations in any one revenue source. The City will estimate its revenues on an objective, analytical process, where practical. Each existing and potential revenues 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.

G. 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.

H. 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.

I. 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.

J. Enterprise Activity Rates - and other legal funds of the City include transfers to and receive credits 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, communications, fleet maintenance, community development, building, and grounds as appropriate. The Finance Director through indirect cost allocation following accepted practices will determine the charges and procedures intended to recover up to 100% of said costs.
2. Payment in-lieu-of-ad valorem tax – Rates will be calculated so as to include a fee equal approximating the 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 Council approval.

K. Intergovernmental Revenues (Federal/State/Local) - All potential grants will be examined for matching requirements and the source of the matching requirements. These revenue sources will be expended only for intended purpose of grant aid. It must be clearly understood that operational requirements set up as a result of a grant or aid could be discontinued once the term and conditions of the project have terminated.

L. 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 transfers 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. The Department Heads may request to move funds, with the City Manager or designee approval, within their department/program/ division budgets. 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 and Procedures as revised 10/2002. The Purchasing

Policy and Procedures approval levels are newly established by the adoption of this policy at:

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

D. Re-Occurring Transactions - Re-occurring transactions are those that are on-going by their very nature. Examples of a re-occurring transaction 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 re-occurring 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 re-occurring transactions. Any construction contract that has reached its final payment and where there is a "Final Change Order" also requires council approval.

However, non-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 Purchasing Card program consists of Visa credit cards issued by Bank of America. 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) grants-in-aid, (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. Conservatively projecting the revenue sources that will be used to pay the debt.

4. Financing the improvement over a period of time not greater than the useful life of the improvement being financed.

5. Determining 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 (Central Garage).

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 times 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

GATEWAY TO TROPICAL FLORIDA

FLORIDA

FUND: GENERAL
ACCT#: 001-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
311-10	Current Ad Valorem Taxes	4,725,924	4,537,813	4,534,550	4,654,000	4,385,940
311-20	Delinquent Ad Valorem Taxes	5,057	1,076	1,800	6,250	4,600
315-25	Communications Services Tax	881,055	895,727	876,620	873,100	862,090
316-10	Local Business Tax	201,601	141,972	171,300	129,200	157,000
	TOTAL TAXES	5,813,637	5,576,588	5,584,270	5,662,550	5,409,630
321-11	Residentials Rentals	31,675	34,405	34,300	30,100	31,220
322-10	Building Permits	0	146,208	101,000	214,300	130,000
322-20	Building Code Surcharge	0	241	120	700	390
323-10	Electric Franchise Fees	1,234,178	1,154,551	1,266,000	1,112,500	1,141,500
323-40	Gas Franchise Fees	81,859	106,898	89,700	109,600	103,410
323-50	Brighthouse CATV Franchise Fees	5,114	6,917	4,500	4,500	4,500
323-51	Verizon CATV Franchise Fees	2,091	2,360	2,500	1,263	1,500
323-70	Garbage Hauling Franchise Fees	0	0	0	0	75,000
329-20	Contractors Certificates	0	50	0	100	100
329-21	Development Review Fees	0	4,300	0	8,100	3,000
329-60	Tree Removal/Replacement	0	3,045	780	18,600	800
	TOTAL LICENSES & PERMITS	1,354,917	1,458,975	1,498,900	1,499,763	1,491,420
331-20	Bullet Proof Vest Partnership	4,688	0	0	0	0
331-22	SNAP Grant	48,150	42,649	40,000	33,500	25,000
331-23	2010 ARRC JAG Grant	0	0	0	0	0
331-24	USAR Fire Grant	0	0	8,745	8,745	0
331-25	CHRP JAG Grant	122,584	0	0	123,598	0
331-27	U.S. Secret Service FIST Grant	0	1,632	0	0	0
331-29	FDOT Aggressive Driving Grant	4,740	0	0	0	0
331-30	Pedestrian Safety Grant	11,520	10,560	1,000	0	0
331-31	2010 JAG Comm. Initiative	18,013	0	0	0	0
331-32	Tactical Div. Task Force	0	6,207	0	0	0
331-54	Community Development Block Grant	0	0	130,370	32,328	78,370
331-55	School District Reimb. For SRO	70,743	72,923	87,500	87,508	87,510
331-56	Flood Mitigation Grant	0	0	0	0	0
331-58	FEMA Reimbursement	0	91,477	0	0	0
334-24	Victims of Crime Act Grant	34,180	857	39,390	24,811	29,540
334-25	USAR Homeland Securities Grant	0	8,645	0	0	0
334-51	State Aid To Libraries	17,483	0	0	22,961	0
334-58	FEMA Reimbursement	0	15,246	0	0	0
335-12	State Revenue Sharing	668,568	668,623	661,480	666,500	666,500
335-14	Mobile Home Licenses	38,125	37,334	34,600	38,775	34,600
335-15	Alcoholic Beverage Licenses	52,138	29,509	30,600	26,260	26,260
335-18	Half-Cent Sales Tax - Ordinance	809,572	742,897	758,700	775,600	795,290
335-20	Firefighters Supplemental Comp.	3,100	3,850	1,290	2,860	1,500
335-24	State Excise Tax - Police Pension	223,096	200,743	0	0	0
335-25	State Excise Tax - Fire Pension	108,808	0	0	0	0
335-26	Firefighters Supp Comp Trust Fund	26,984	153,202	0	0	0
335-41	Rebate on Municipal Vehicles	12,729	14,396	7,580	7,500	7,500
338-20	Mun. Share-County Occ. Licenses	16,034	14,002	6,480	10,600	6,750
	TOTAL INTERGOVERNMENTAL	2,291,255	2,114,752	1,807,735	1,861,546	1,758,820

FUND: GENERAL
ACCT#: 001-0000

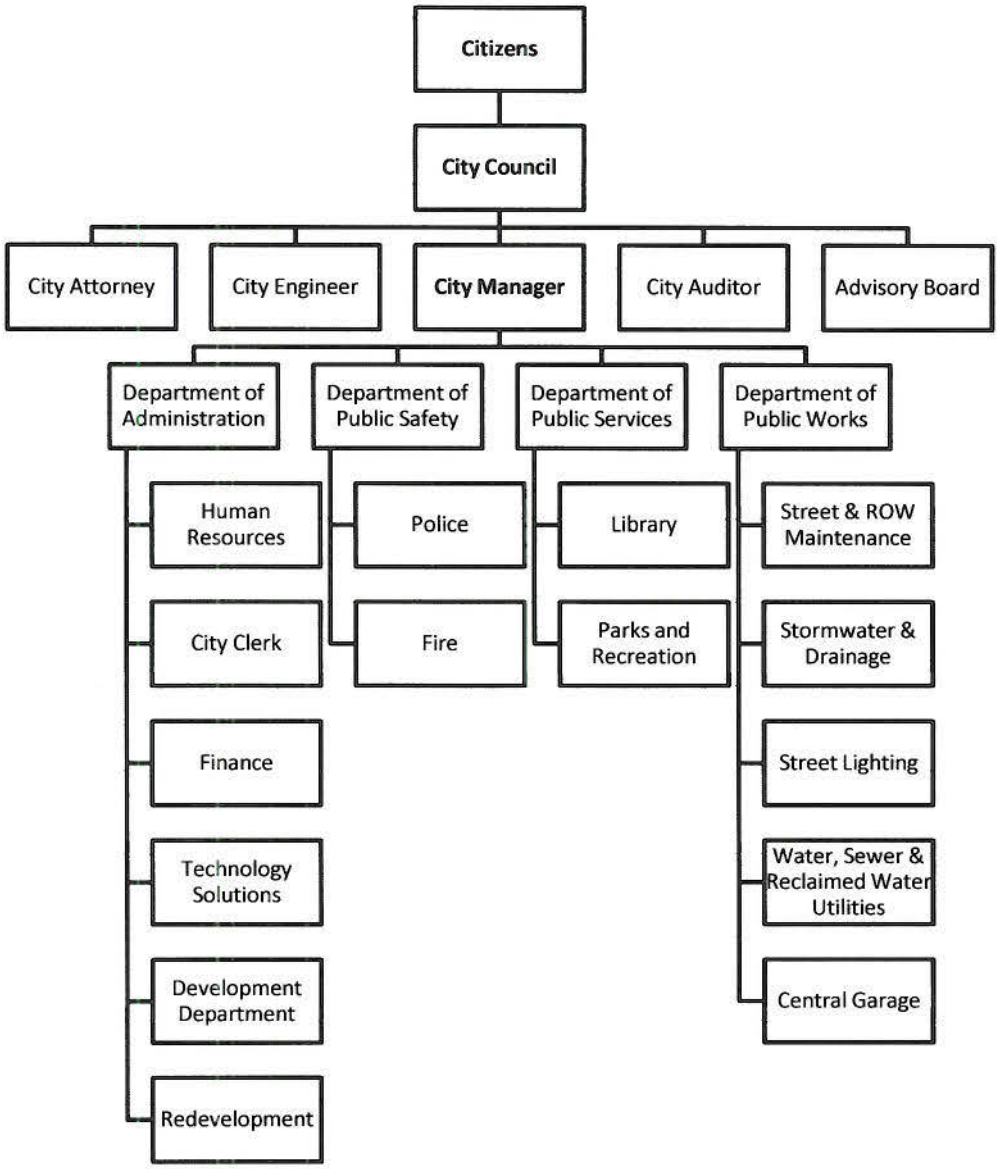
REVENUE CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
341-20	Zoning Fees	0	6,675	5,140	1,550	2,500
341-31	Administrative Fees	9,403	8,662	10,650	5,100	7,200
341-32	Collection Agency Fees	0	90	0	0	0
341-40	Cert., Copying & Record Search	17,792	19,619	20,110	21,000	21,000
341-43	Notary Services	180	190	100	240	100
342-10	Off-Duty Pay	82,491	74,516	72,100	67,800	67,800
342-40	Emergency Service Fees	3,175	2,125	2,440	4,150	2,500
342-51	Fire Inspection Fees	19,871	18,623	18,500	19,500	19,500
343-91	Street Lights	235,425	233,690	0	0	0
343-95	Street Lights - Eastbury Gardens	8,897	9,093	8,700	8,100	8,700
343-96	Street Lights - Hillandale	14,042	13,414	13,540	12,800	13,500
343-97	Street Lights - Ridgewood	10,308	9,888	9,970	9,600	9,800
347-10	Library Memberships	83	0	0	0	0
347-11	Miscellaneous Proceeds - Library	8,612	11,914	8,500	14,800	12,000
347-12	Gifts - Library	1,202	901	2,700	3,483	100
347-13	Memorials - Library	50	920	100	50	100
347-19	Book Store - Library	2,779	2,024	1,700	2,350	2,000
347-22	Recreation Memberships	236,666	220,658	157,000	104,000	157,000
347-23	Concessions - Machines	1,217	1,539	1,500	1,162	1,500
347-24	Recreation Daily Fees	0	0	111,000	158,600	115,000
347-25	Rentals	30,747	30,077	25,000	30,600	27,000
347-27	Lesson Fees	21,112	22,260	18,000	24,700	18,000
347-28	Percentage of Classes	56,592	64,463	50,000	57,800	50,000
347-29	Summer Program Fees	49,000	57,021	30,000	62,100	30,000
347-31	Concession Stand	0	0	3,360	0	0
347-32	Recreational Trips	5,664	6,236	5,000	9,100	5,000
347-33	Red Cross Classes	1,425	725	1,000	748	500
347-34	Swim/Recreation Accessories	3,384	2,756	3,000	2,900	2,700
347-35	Swim Team	13,300	13,985	20,000	880	0
347-36	Skate Park	1,518	1,425	2,000	1,750	1,200
347-37	Camps	5,927	6,990	4,000	4,460	3,000
347-39	Park Vending	0	0	0	300	4,000
347-41	Special Events Reimbursement	0	4,805	20,000	13,540	4,800
	TOTAL CHARGES FOR SERVICES	840,862	845,284	625,110	643,163	586,500
351-10	Court Fines	75,355	56,584	56,300	41,700	51,000
351-20	Parking Fines	600	650	1,080	20	500
351-21	Red Light Fines	499,578	2,193,809	3,360,220	1,893,585	2,301,600
351-30	Police Education	2,713	7,687	6,580	7,200	6,800
352-10	Library Fines	18,579	15,001	15,000	15,500	15,000
354-10	Code Enforcement Fines/Court Costs	0	19,067	17,310	87,700	30,000
354-11	Lot Clearing/Mowing Fines	0	832	180	1,200	500
354-12	Investigations - Recovery	1,701	5,651	3,060	5,950	3,100
358-20	Impound Lot	0	0	0	0	50,000
359-10	Other Fines and Forfeits	9,935	22,965	19,940	14,500	8,400
359-12	Contraband Forfeitures	0	19,451	29,000	7,850	13,500
359-13	Equitable Sharing - DOJ/DEA	0	6,749	0	34,988	0
	TOTAL FINES & FORFEITURES	608,461	2,348,446	3,508,670	2,110,193	2,480,400

FUND: GENERAL
ACCT#: 001-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
361-10	Interest - Investments	(228)	1,791	1,590	1,590	600
361-13	Interest - Taxes	26	5	0	100	50
361-17	Interest - Confiscated Property	329	254	0	0	0
361-20	Interest - S.B.A.	9,938	11,697	9,330	9,500	9,500
361-25	Interest - FMIvT	3,833	3,872	3,590	2,750	3,600
361-26	Interest - Adjustable Rate Mortgages	(543)	(594)	0	0	0
361-28	Interest - T-Bills and Bonds	0	0	0	0	0
361-30	Net Incr(Decr)-Fair Value of Investments	13	30	0	0	0
361-32	Interest-County Share Occ. Licenses	0	0	0	1	0
361-35	Interest - Street Lighting	1	0	0	5	0
362-10	Rents & Royalties - Miscellaneous	0	200	0	125	0
362-14	Rent - Chamber of Commerce	0	2,250	3,000	3,000	3,000
362-20	Lease - Cell Phone Towers	0	0	0	0	0
364-41	Surplus Furn., Fix., Equip. Sales	8,221	16,976	0	0	0
364-42	Insurance Proceeds	1,815	16,410	36,966	28,908	10,000
366-90	Contributions and Donations	3,640	8,570	8,492	2,390	8,000
366-92	Donations - Recreation	2,412	6,062	3,000	4,350	5,500
366-93	Contibutions From Friends-Library	0	2	0	0	0
366-96	Grants Private Sources - Library	0	0	0	0	0
366-97	Donations - Animal Control Svcs	0	0	2,600	2,600	0
369-21	Vacant/Foreclosed Property Registry	0	16,425	8,000	23,000	8,000
369-30	Refund of Prior Year Expense	942	12,367	6,000	6,000	6,000
369-71	Returned Check Charge	245	365	520	250	500
369-90	Other Miscellaneous Revenue	36,964	33,135	500	5,100	1,000
381-32	Trans Fr Redevelopment-Administration	0	89,620	180,390	180,390	0
381-34	Trans From Redevelopment-COPS	390,300	0	0	0	0
381-35	Trans From Redev-Code Enforcement	90,616	0	0	0	0
381-36	Trans Fr Redevelopment-Inspections	0	0	0	0	0
381-60	Transfer From Capital Impr Fund	458,171	188,900	68,000	68,000	287,740
381-70	Trans. From Gen. Debt Svc. Fund	1,086,435	983,085	890,830	890,830	1,168,150
	TOTAL MISCELLANEOUS REVENUE	2,093,130	1,391,422	1,222,808	1,228,889	1,511,640
382-10	Contributions From W & S	1,984,355	2,300,000	2,312,760	2,312,760	2,312,760
382-11	Contributions Fr.W &S-TBW Assets	0	0	847,579	847,579	847,580
382-12	Contributions Fr. W & S-PILOFF	0	0	107,360	107,360	549,330
382-20	Contributions Fr. Stormwater Utility	148,255	64,099	75,000	75,000	75,000
	TOTAL OTHER	2,132,610	2,364,099	3,342,699	3,342,699	3,784,670
TOT.GEN.FUND PRIOR TO FUND BALANCE		15,134,872	16,099,566	17,590,192	16,348,803	17,023,080
389-89	Prior Yr Fund Bal-Designated F/A			56,060	0	418,500
389-90 *	Prior Yr Fund Bal-Undesignated		(9,486)	45,878	0	242,530
	TOTAL FUND BALANCE	0	(9,486)	101,938	0	661,030
	GENERAL FUND REVENUES	15,134,872	16,090,080	17,692,130	16,348,803	17,684,110

* Includes $35,530 rollover of State Aid to Libraries

Citywide Organization Chart



FUND: GENERAL
DIV: CITY COUNCIL - NON-CLASSIFIED
ACCT#: 001-0011-519

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
13-11	Part-Time Wages	18,600	18,600	18,600	18,600	18,600
15-31	Education Reimbursement	12,102	0	0	0	0
19-99	Miscellaneous Employee Benefits	(1,102)	(64)	0	0	0
21-11	Social Security Matching	1,423	1,423	1,430	1,423	1,430
	TOTAL PERSONAL SERVICES	31,023	19,959	20,030	20,023	20,030
31-11	City Attorney Services	81,382	42,987	51,500	45,000	45,000
31-13	City Attorney Services - Litigation	0	19,619	30,000	40,000	120,000
31-21	City Engineer Services	24,735	0	0	0	0
31-98	Professional Services-Sister Cities	360	0	360	360	360
31-99	Professional Services-Miscellaneous	22,481	19,378	72,600	72,600	5,000
32-11	Annual Audit Services	19,680	0	0	0	0
33-11	Court Reporter Services	0	0	1,000	1,000	1,000
34-61	Main Street Grant Award	0	25,000	0	0	0
40-11	Travel and Training	314	425	500	500	500
42-11	Postage	4,718	1,581	0	0	0
43-73	Street Light Fee	70	0	0	0	0
43-81	Stormwater Assessment	2,929	0	0	0	0
45-11	Liability Insurance-Comp. General	60,055	0	0	0	0
45-21	Buildings and Contents Insurance	127,363	0	0	0	0
45-23	Automobile and Truck Insurance	34,581	0	0	0	0
45-34	Police/Fire - AD & D	3,895	0	0	0	0
45-90	Insurance Miscellaneous	1,871	0	0	0	0
46-25	Maintenance - AV Equipment	1,500	0	0	0	0
47-99	Printing and Binding - Miscellaneous	2,751	0	0	0	0
48-10	Cultural Affairs	4,164	4,036	3,772	3,752	3,420
49-61	Special Events	0	0	50,000	50,000	50,000
49-81	Flowers	474	194	0	0	0
49-99	Other Current Charges-Miscellaneous	24,861	10,420	5,000	5,000	7,000
51-11	Office Supplies - General	940	1,051	2,000	2,000	1,000
51-12	Copies/Supplies - City Boards	411	549	0	0	0
52-31	Clothing and Wearing Apparel	0	57	200	200	200
52-43	Computer Supplies	0	0	0	0	8,500
52-48	Prizes and Awards	1,978	0	0	0	0
54-11	Dues and Memberships	4,271	4,616	4,450	4,630	4,630
	TOTAL OPERATING EXPENSES	425,784	129,913	221,382	225,042	246,610
82-10	Aid To Private Organizations	(13)	0	0	0	0
99-41	Write-Off of Bad Debts	0	0	0	0	0
99-95	Settlement Agreement	1,764	1,764	1,770	1,770	1,770
	TOTAL NON-OPERATING EXPENSES	1,751	1,764	1,770	1,770	1,770
64-13	Data Processing Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	TOTAL CITY COUNCIL-NON CLASS.	458,558	151,636	243,182	246,835	268,410

City of New Port Richey, Florida

General Fund

Department: Administration

City Manager

Mission Statement

The City Manager's Office mission is to provide thoughtful, effective planning for the City's future, and to plan for the City's future growth and development. The City Manager is responsible for the implementation of Council policy and the management and daily operations of the City of New Port Richey. The City Manager is the Executive Director of the Community Redevelopment Agency, and leads efforts related to economic development. The City Manager is responsible for the development of administrative action to implement the City Council's vision, goals and critical result areas.

Accomplishments FY 12-13

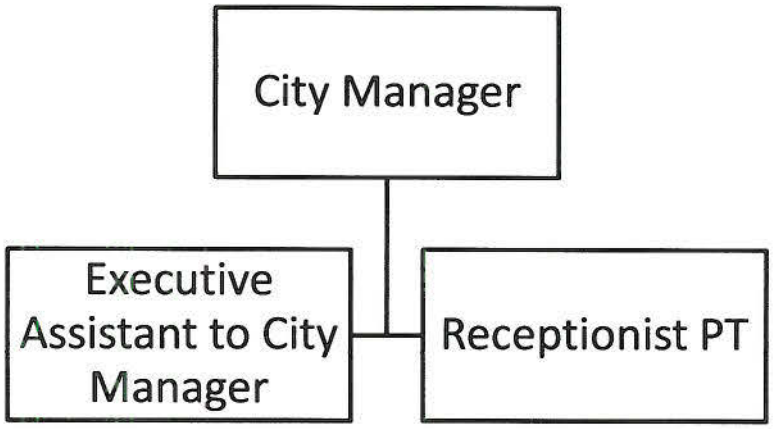
1. Organized three community volunteer clean-up days. Two at the Hacienda and one at the old Post Office.
2. Created a monthly event flyer that is posted on the City's website and distributed throughout the City.
3. Started a fundraiser with Pasco Economic Development Council for the Hacienda.
4. As a result of some mid-year budget adjustments, the City was able to restore some of the positions previously eliminated to improve customer service, reduce overtime and enhance operating flexibility.

Goals and Objectives

1. Continue to pursue the efforts of the community to assist with the community outreach events.
   a. Initiate neighborhood clean-up events.
2. Continue with the efforts of redevelopment within the city.
   a. Propose revising the use of the River Road Church property within the CRA to enable more uses for the property.
   b. Re-submit a Request for Proposal for the old First Baptist Church property.
3. Implement a "Friendly City of New Port Richey".
   a. Have departments implement improved customer service for the city's residents and businesses.

General Fund

City Manager



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Department Head Salaries				
City Manager	1.00	1.00	109,720	110,020
Regular Exempt Salaries				
Exec Asst to City Manager	1.00	1.00	35,010	35,010
Part-Time Wages				
Receptionist	0.44	0.75	6,747	13,500
Total	2.44	2.75	151,477	158,530

FUND: GENERAL
DIV: CITY MANAGER
ACCT#: 001-0021-512

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-11	Department Head Salaries	110,142	109,720	109,720	43,225	110,020
12-10	Regular Exempt Salaries	37,344	27,601	35,010	35,006	35,010
13-11	Part-Time Wages	0	0	6,747	5,575	13,500
13-12	Temporary Wages	1,416	4,386	0	0	0
15-11	Christmas Bonus	100	50	100	50	150
15-12	Gas/Car Allowance	4,800	4,800	4,400	0	4,400
15-13	Cell Phone Allowance	600	600	0	0	0
15-14	One-Time Lump Sum Payment	0	0	500	500	0
15-29	Meal Allowance	0	11	0	0	0
21-11	Social Security Matching	11,693	10,764	12,055	6,415	12,480
22-11	Florida Retirement System	16,712	8,271	9,080	4,826	23,520
23-11	Group Health Insurance	7,425	6,955	9,360	5,093	12,360
23-12	Group Life Insurance	818	418	100	55	100
23-13	Accidental Death - AD & D	74	49	30	10	30
23-14	Group Term Life Insurance	341	276	800	25	0
24-26	W/C Clerical	212	444	648	344	670
	TOTAL PERSONAL SERVICES	191,677	174,345	188,550	101,124	212,240
31-99	Professional Services-Miscellaneous	3,143	23,058	0	0	0
40-11	Travel and Training	2,419	1,154	149	2,300	2,300
41-21	Telephone	0	121	1,000	1,000	1,200
42-11	Postage	168	438	600	300	300
46-23	Maintenance - Copiers	1,825	974	1,500	1,500	1,500
51-11	Office Supplies - General	2,519	870	2,951	1,000	1,000
52-31	Clothing and Wearing Apparel	199	57	0	0	300
52-43	Computer Supplies	225	1,351	1,500	1,500	2,000
52-99	Operating Supplies - Miscellaneous	0	0	0	0	1,600
54-11	Dues and Memberships	2,269	2,221	2,000	2,000	1,050
54-31	Subscriptions/Newspapers	249	274	0	0	0
54-61	Books and Publications	52	115	600	600	600
	TOTAL OPERATING EXPENSES	13,068	30,633	10,300	10,200	11,850
64-12	Office Mechanical Equipment	0	0	0	0	0
64-13	Data Processing Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	TOTAL CITY MANAGER	204,745	204,978	198,850	111,324	224,090

City of New Port Richey, Florida

General Fund

Department: Administration

Human Resources/Risk Management

Mission Statement

To serve as a strategic partner to our City organization integrating five (5) specific areas of human resources management: employment, pay and classification, employee relations, training and benefits, and risk management. This is accomplished by recruiting and retaining a qualified and diverse workforce to meet the varied needs of our organization; by training and developing the workforce towards performance that exceeds internal and external customer expectations; by recognizing and minimizing the risk of loss associated with providing City services; by overall planning and coordination, and administering both a comprehensive human resources and risk and benefits management program.

Accomplishments FY 12-13

1. Secured improved employee health insurance and other optional employee benefits.
2. Obtained property, casualty, and liablilty coverage at a cost savings to the City by remarketing process.
3. Maintained on-going pro-active risk management and workers' compensation monitoring programs.
4. Coordinated the re-evaluation of all values for City properties and assets.
5. Finalized the re-write of City Rules and Regulations including legal review.
6. Established applicant tracking and managed Vacancy Approval process.
7. Presented numerous employee and supervisory seminars throughout the year.
8. Initiated and coordinated security initiatives with the City's Safety Task Force.
9. Developed criteria and marketing materials for the City Manager hiring process.
10. Negotiated collective bargaining agreement with Police & Fire. Worked with Finance to reduce pension.
11. Restructured City's marketing for city employment opportunities via media and website.
12. Secured certificates in labor relations for department personnel.

Goals and Objectives

1. To establish and implement a pay plan for non-represented employees that will aid in the retention and attraction of a quality workforce.
   a. Present a pay plan for adoption that will enable the City to be competitive in recruitment and enhance the City's ability to retain quality employees.
   b. Address pay equity issues that presently exist that must be part of the establishment of a viable pay plan.
   c. Provide City employees with pay and benefits that will allow the City to be competitive in the Pasco County West Central Florida area.
2. To work as a strategic partner in fostering financial health by creating or encouraging cost savings for the City.
   a. Incorporate cost savings into labor agreements, as appropriate, with Police and Fire bargaining units.
   b. Work with Finance Department, consultants, and bargaining units in lowering costs associated with pension and other City benefits when advisable.
   c. Create wellness initiatives and programs for health and cost savings with the City's health insurance.
3. Increase the customer service consultancy philosophy of the department.
   a. Create and deliver individual service initiatives specific for the needs of each City department.
   b. Maintain a full staff that can deliver the full range of HR services to our departments.
   c. Increase communication between HR and employees.
4. To advance department competency through further education of department personnel.
   a. Continue certification and continuing education for department personnel.
   b. Participate in FPHRA, FPELRA and SHRM seminars and conferences.
   c. Participate in professional education opportunities in the listed areas of HR management outlined in the department's mission statement.

Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Department Head Salaries				
Human Resources Director	1.00	1.00	68,500	68,520
Regular Exempt Salaries				
Human Resources Coord.	1.00	1.00	35,710	37,510
Part-Time Wages				
Administrative Assistant	0.00	0.63	0	15,610
Total	2.00	2.63	104,210	121,640

FUND: GENERAL
DIV: HUMAN RESOURCES/RISK MANAGEMENT
ACCT#: 001-0022-512

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-11	Department Head Salaries	0	0	68,500	68,500	68,520
12-10	Regular Exempt Salaries	37,074	78,915	35,710	36,500	37,510
12-99	Regular Full-Time Wages	17,963	0	0	0	0
13-11	Part-Time Wages	0	0	0	0	15,610
15-11	Christmas Bonus	50	100	100	100	150
15-14	One-Time Lump Sum Payment	0	0	1,000	1,000	0
15-29	Meal Allowance	0	0	30	30	30
15-31	Education Reimbursement	0	4,618	3,000	3,000	3,000
21-11	Social Security Matching	4,207	5,996	8,065	9,330	9,320
22-11	Florida Retirement System	4,569	3,936	6,173	6,310	16,240
23-11	Group Health Insurance	5,198	9,273	9,360	9,275	12,360
23-12	Group Life Insurance	46	41	100	100	100
23-13	Accidental Death - AD & D	4	5	30	30	30
24-26	W/C Clerical	145	233	437	435	500
25-11	Unemployment Compensation Claims	48,947	6,709	40,000	39,700	40,000
	TOTAL PERSONAL SERVICES	118,203	109,826	172,505	174,310	203,370
31-12	Labor Attorney Services	3,178	36,889	28,000	37,000	37,000
31-33	Employee Assistance Program	0	5,250	5,250	5,250	5,250
31-99	Professional Services-Miscellaneous	79,042	84,329	66,000	66,000	66,000
34-13	Employee Support Programs	0	275	2,000	2,000	2,000
40-11	Travel and Training	1,806	3,279	4,000	3,000	3,000
41-21	Telephone	0	0	210	0	600
42-11	Postage	139	131	250	150	150
45-11	Liability Insurance-Comp. General	0	72,785	76,650	76,650	84,320
45-21	Buildings and Contents Insurance	0	110,687	107,790	107,790	118,570
45-23	Automobile and Truck Insurance	0	42,329	43,570	43,570	47,930
45-90	Insurance Miscellaneous	0	1,566	5,790	6,000	6,000
46-21	Maintenance - Equipment	0	0	200	200	200
46-23	Maintenance - Copiers	300	730	200	200	200
49-15	Classified Advertising	2,303	249	2,500	2,500	2,500
51-11	Office Supplies - General	675	467	450	450	450
52-31	Clothing and Wearing Apparel	34	0	100	100	0
52-43	Computer Supplies	454	2,809	2,000	2,000	2,000
52-54	Training Supplies - General	0	486	1,000	1,000	1,000
54-11	Dues and Memberships	636	585	700	800	1,000
54-61	Books and Publications	0	0	400	400	600
	TOTAL OPERATING EXPENSES	88,567	362,846	347,060	355,060	378,770
64-13	Data Processing Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	TOT. HUMAN RESOURCES/RISK MGMT.	206,770	472,672	519,565	529,370	582,140

City of New Port Richey, Florida

General Fund

Department: Administration

City Clerk

Mission Statement

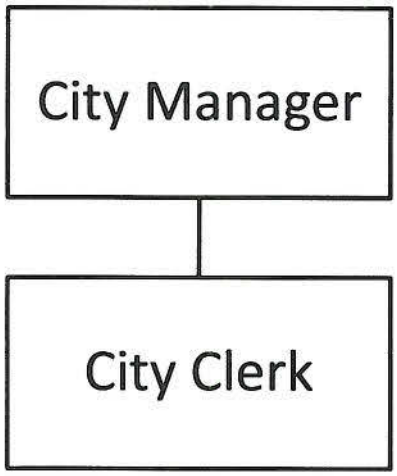
The mission of the City Clerk's Office is to set a standard of excellence in providing a communications link between the citizens and the various departments and functions of the City, and to conduct municipal elections and any other business of the City Clerk's office with the highest integrity.

Accomplishments FY 12-13

1. Reinvigored and organized existing Boards and Committees.
2. Designed and activated new City website.
3. Preserved and archived City resolutions and minutes. Ordinance preservation is in progress.

Goals and Objectives

1. Historic Preservation Board reactivation so that the City qualifies as a Certified Local Government.
   a. Rewrite Historic Preservation Board ordinance for CLG compliance.
   b. Solicit Historic Preservation Board members.
2. Organize City Clerk file room.
   a. Destroy expired documents per Florida Statute.
   b. Remove/destroy accumulated unnecessary clutter.
   c. Arrange CRA and other documents, and transfer to electronic copies as possible.
   d. Preserve/archive historic documents, deeds, etc.
3. Achieve Certified Municipal Clerk standing.
   a. Complete third year of Academy training.
   b. Submit completed application.
   c. Keep website current.
   d. Request fourth-year continuance to achieve Master Municipal Clerk standing.



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Department Head Salaries				
City Clerk	1.00	1.00	45,310	45,310
Total	1.00	1.00	45,310	45,310

FUND: GENERAL
DIV: CITY CLERK
ACCT#: 001-0023-512

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-11	Department Head Salaries	48,849	45,302	45,310	45,302	45,310
15-11	Christmas Bonus	50	50	50	50	50
15-14	One-Time Lump Sum Payment	0	0	500	500	0
15-29	Meal Allowance	0	15	20	20	30
21-11	Social Security Matching	3,685	3,428	3,519	3,519	3,480
22-11	Florida Retirement System	6,169	2,857	2,860	2,860	8,300
23-11	Group Health Insurance	4,455	5,023	4,680	4,680	6,180
23-12	Group Life Insurance	40	22	50	50	50
23-13	Accidental Death - AD & D	4	3	20	20	20
24-26	W/C Clerical	72	155	190	190	190
	TOTAL PERSONAL SERVICES	63,324	56,855	57,199	57,191	63,610
34-23	Elections	0	3,308	2,000	2,000	2,000
34-27	Document Imaging	0	205	924	4,000	4,000
40-11	Travel and Training	688	1,486	1,300	1,038	1,450
42-11	Postage	152	102	100	100	100
46-23	Maintenance - Copiers	3,210	0	1,000	1,000	1,000
47-31	Code Book Update Service	4,944	4,791	5,076	5,076	4,000
49-11	Legal Advertising	8,676	9,755	15,000	15,000	15,000
49-21	Legal Recordings	7,289	12,705	10,000	10,000	10,000
49-81	Flowers	0	808	600	600	600
51-11	Office Supplies - General	1,977	255	2,500	1,000	1,000
52-31	Clothing and Wearing Apparel	77	134	100	0	0
52-43	Computer Supplies	350	318	500	500	1,500
54-11	Dues and Memberships	75	494	400	400	400
54-61	Books and Publications	0	41	150	150	150
	TOTAL OPERATING EXPENSES	27,438	34,402	39,650	40,864	41,200
64-13	Data Processing Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	TOTAL CITY CLERK	90,762	91,257	96,849	98,055	104,810

City of New Port Richey, Florida

General Fund

Department: Finance

Accounting and Budeting

Mission Statement

The mission of the Finance Department is to protect the public interest through the proper custody and accounting of public funds, and sound financial management. To help facilitate the achievement of the City's goals and objectives with timely, relevant and accurate financial reporting which provides information for decision makers and other stakeholders. The Finance Department provides financial services to serve the public, City officials and departmental personnel efficiently and pleasantly as valued customers.

Accomplishments FY 12-13

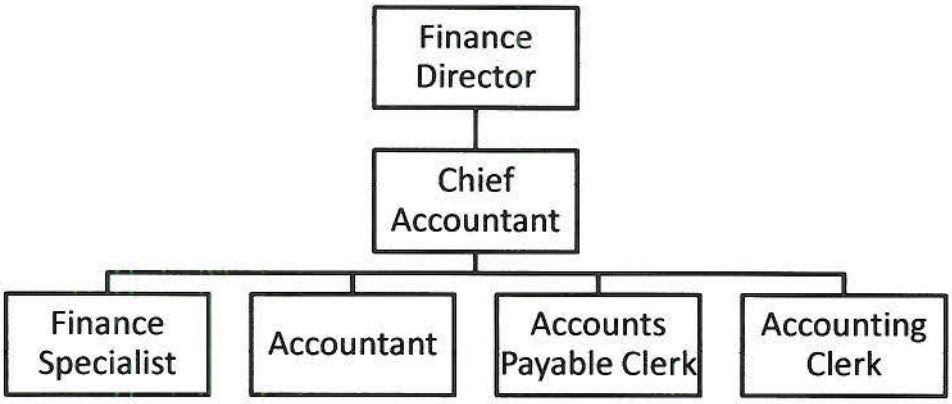
1. Prepared and issued Comprehensive Annual Financial Statements.
2. Worked with City Attorney on Financial Health Plan.
3. Prepared and issued new City budget.
4. Assisted grant writer with several new grants.
5. Helped set up donations account online for the Hacienda Hotel.
6. Assisted with the re-organization of ITC to Technology Solutions.
7. Implemented W&S Revenue Sufficiency Study which resulted in almost $1 million additional in General Fund transfers.
8. In the process of negotiating pension changes for police and fire pension.
9. Working on evaluation of consolidation of police dispatch with Pasco County.
10. Prepared documentation and submitted to FEMA for reimbursement of Tropical Storm Debbie damages.
11. Assisted in the transition of the new City's Animal Protection Unit.
12. Established quarterly financial reporting to Council.

Goals and Objectives

1. Provide quality customer service.
   a. Respond to internal and external inquiries within 24 hours.
   b. Payment of invoices within 20 business days of receipt of a properly executed invoice or request for payment.
2. Practice responsible stewardship of City resources.
   a. Maintain the City's accounting records and related systems of internal control in accordance with generally accepted accounting principles, policies of the City, and requirements of the government and external funding sources.
   b. Responsible for the auditing and processing of invoices and payments for the City.
   c. Evaluate treasury services for the City, including services for banking, cash management, bond indebtedness, investment and oversight of the City's operating funds.
   d. Ensure utility bills are processed within 5 days of the meter reading and collections processed within 12 hours of collection.
3. Monitor enhancements to current financial system and seek new technological processes resulting in improved efficiencies and cost savings.
4. Communication with City personnel.
   a. Develop and distribute City financial policies as they relate to the functions of the Finance Department.
   b. Assist personnel in understanding Finance Department procedures.
   c. Inform management, staff and citizens of any procedural changes.
   d. Provide open lines of communication between finance and all city departments to ensure information is available to them in a timely manner.
5. Continue implementation of Financial Recovery Plan.
   a. Annual progress report to Council with 5-year projections.
   b. Review fire assessment fee.
   c. Evaluate feasibility of refinancing CRA debt.
   d. Annual Revenue Sufficiency Study for Water & Sewer.
   e. Help implement impound lot, waste hauler franchise fees, take home vehicle policy, magistrate program, ESCO project, etc.

General Fund

Accounting and Budgeting



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Department Head Salaries				
Finance Director	1.00	1.00	77,010	77,010
Division Head Salaries				
Chief Accountant	1.00	1.00	56,804	55,890
Regular Salaries & Wages				
Finance Specialist	1.00	1.00	38,252	37,960
Accountant	1.00	1.00	33,857	33,220
Accounts Payable Clerk	1.00	1.00	27,040	27,040
Accounting Clerk	0.79	1.00	13,522	27,040
Part-Time Wages				
Accounting Clerk	0.21	0.00	5,560	0
Total	6.00	6.00	252,045	258,160

FUND: GENERAL
DIV: ACCOUNTING & BUDGETING
ACCT#: 001-0042-513

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-11	Department Head Salaries	62,318	77,002	77,010	77,010	77,010
11-12	Division Head Salaries	57,179	56,749	56,804	56,804	55,890
12-99	Regular Full-Time Wages	125,808	128,350	112,671	112,671	125,260
13-11	Part-Time Wages	0	0	3,855	3,855	0
13-12	Temporary Wages	0	0	1,705	1,705	0
14-11	Overtime Wages	3,975	10,737	10,660	10,660	4,290
15-11	Christmas Bonus	300	300	300	300	300
15-12	Gas/Car Allowance	1,350	600	600	750	780
15-14	One-Time Lump Sum Payment	0	0	2,500	2,500	0
15-29	Meal Allowance	27	27	0	0	60
21-11	Social Security Matching	18,563	20,308	20,913	20,913	20,170
22-11	Florida Retirement System	23,932	14,533	14,750	14,750	26,990
23-11	Group Health Insurance	24,133	27,819	24,735	24,735	37,080
23-12	Group Life Insurance	215	122	240	240	290
23-13	Accidental Death - AD & D	20	14	60	60	80
24-26	W/C Clerical	358	762	1,105	1,105	1,090
	TOTAL PERSONAL SERVICES	318,178	337,323	327,908	328,058	349,290
31-99	Professional Services-Miscellaneous	31,248	0	0	0	0
32-11	Annual Audit Services	0	38,169	25,320	22,320	26,320
40-11	Travel and Training	2,248	289	10,000	10,000	13,360
41-21	Telephone	681	577	620	620	620
42-11	Postage	1,684	1,848	1,800	1,800	1,500
44-19	Rent - Equipment	0	0	1,200	2,100	2,110
46-21	Maintenance - Equipment	552	552	2,160	2,160	2,160
46-23	Maintenance - Copiers	506	226	450	450	450
47-21	Forms	439	687	0	0	0
47-99	Printing and Binding - Miscellaneous	0	0	3,700	3,700	3,700
49-99	Other Current Charges-Miscellaneous	874	330	880	880	880
51-11	Office Supplies - General	4,276	5,876	4,500	4,500	5,000
52-43	Computer Supplies	5,012	4,504	3,560	3,560	10,000
52-46	Accounting Forms	2,898	2,441	0	0	0
54-11	Dues and Memberships	769	384	760	760	760
54-61	Books and Publications	332	252	250	250	250
	TOTAL OPERATING EXPENSES	51,519	56,135	55,200	53,100	67,110
64-13	Data Processing Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	TOTAL ACCOUNTING & BUDGETING	369,697	393,458	383,108	381,158	416,400

City of New Port Richey, Florida

General Fund

Department: Finance

Billing and Collection

Accomplishments FY 12-13

1. Implemented new office procedures for daily tasks such as turn-off for non-pay, returned mail, payment arrangements, and sending reports to NCSPlus monthly for delinquent accounts.
2. Cleared up outstanding liens and releases for street and sewer assessments, outstanding utility liens and releases.
3. Implemented new staff schedules to better accommodate the citizens. Added a Part-Time Customer Svc Rep.
4. Cleaned up the file room and sent old files to the incinerator.

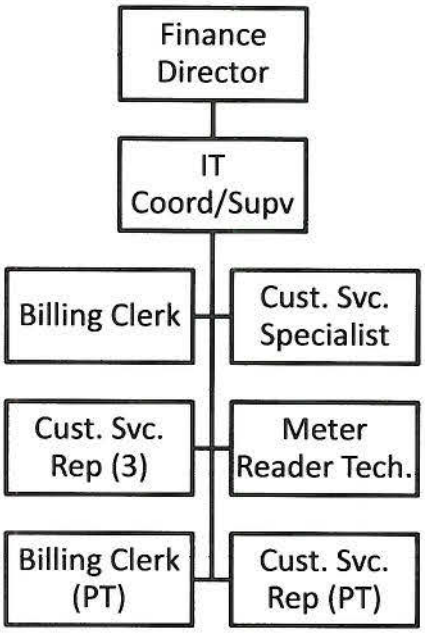
Goals and Objectives

1. Cutting expenses.
   a. Implement program for phone payments by credit card.
   b. Look at program with Bank of America for processing bank checks sent in for utility bills.
   c. Combine duties of staff to have the work flow more efficiently.
2. Communication.
   a. Cross train staff for different duties to help out when someone is out of the office.
   b. Hold staff meetings quarterly and in-service days for additional training.
   c. Completion of NIMS training for all staff.
   d. Complete office procedures manual and implement new procedures for daily tasks.
3. Office Procedures.
   a. Continue working on liens and releases for street and sewer assessments.
   b. Continue working on liens for outstanding utility accounts.
   c. Implement procedures that will benefit both staff and the citizens.

City of New Port Richey, Florida

General Fund

Billing and Collection



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Division Head Salaries				
IT Coordinator/Supervisor	1.00	1.00	37,440	36,780
Regular Salaries & Wages				
Billing Clerk	1.00	1.00	24,960	24,960
Customer Service Specialist	1.00	1.00	26,000	26,000
Customer Service Clerk	3.00	0.00	62,720	0
Meter Reader Technician	1.00	1.00	23,770	23,320
Customer Service Rep	0.00	3.00	0	19,760
Part-Time Wages				
Billing Clerk	0.63	0.63	13,000	13,000
Customer Service Rep	0.63	0.63	7,410	12,360
Total	8.26	8.26	195,300	156,180

FUND: GENERAL
DIV: BILLING & COLLECTION
ACCT#: 001-0043-513

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-12	Division Head Salaries	36,835	41,012	37,440	37,440	36,780
12-99	Regular Full-Time Wages	156,746	162,360	137,450	137,450	136,810
13-11	Part-Time Wages	26,414	23,698	20,410	24,970	25,360
13-12	Temporary Wages	3,261	8,997	0	0	0
14-11	Overtime Wages	3,112	1,258	910	800	910
15-11	Christmas Bonus	450	500	400	400	450
15-14	One-Time Lump Sum Payment	0	0	3,750	3,750	0
15-16	Health Insurance Waiver Stipend	1,200	0	0	0	0
15-29	Meal Allowance	0	0	0	0	100
21-11	Social Security Matching	16,813	17,958	15,332	15,332	15,340
22-11	Florida Retirement System	20,038	11,328	10,134	10,134	13,900
23-11	Group Health Insurance	29,330	37,092	32,760	32,760	43,260
23-12	Group Life Insurance	284	163	340	340	340
23-13	Accidental Death - AD & D	26	19	90	90	90
24-21	W/C Waterworks Operators	329	705	990	990	990
24-26	W/C Clerical	280	585	710	710	730
24-37	W/C Collectors or Messengers-Outside	0	106	0	0	0
	TOTAL PERSONAL SERVICES	295,118	305,781	260,716	265,166	275,060
34-25	Debt Recovery	22,230	0	0	0	0
34-26	Contractual Meter Reading	74,738	23,734	70,560	70,560	70,600
34-35	Outsourced Bills	59,978	62,588	59,000	66,802	67,000
40-11	Travel and Training	693	265	500	500	750
41-21	Telephone	605	424	500	498	500
42-11	Postage	17,424	15,241	13,000	13,832	14,500
42-12	Presort Mailing	890	190	500	0	0
45-71	Notary Bond	0	0	100	106	0
46-21	Maintenance - Equipment	7,127	5,858	6,500	6,500	6,500
46-22	Maintenance - Office Equipment	282	0	0		0
46-23	Maintenance - Copiers	164	217	200	150	200
46-31	Central Garage Maintenance	1,958	2,440	1,560	1,200	1,920
47-21	Forms	2,582	1,758	0	0	0
47-99	Printing and Binding - Miscellaneous	0	0	2,000	2,400	2,500
49-31	Credit Card Charges	37,416	34,511	35,000	35,000	35,000
51-11	Office Supplies - General	4,521	3,798	2,500	2,500	4,900
52-11	Fuel	6,372	8,763	10,700	10,000	11,000
52-31	Clothing and Wearing Apparel	112	67	200	200	0
52-43	Computer Supplies	1,823	1,432	2,000	2,000	11,000
52-89	Automotive Parts	2,778	2,287	1,500	2,000	2,000
52-99	Operating Supplies-Miscellaneous	510	558	400	400	400
54-11	Dues and Memberships	65	65	70	70	250
	TOTAL OPERATING EXPENSES	242,268	164,196	206,790	214,718	229,020
64-13	Data Processing Equipment	0	11,790	0	0	0
	TOTAL CAPITAL OUTLAY	0	11,790	0	0	0
	TOTAL BILLING & COLLECTION	537,386	481,767	467,506	479,884	504,080

Five (5) Year Capital Equipment/Improvement Plan

Billing and Collection

Account Code	Description	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18
64-15	*Trucks and Trailers*					
	Pick-Up Truck		17,000			
	Total	0	17,000	0	0	0
64-18	*Software*					
	Program for credit cards		50,000			
	Total	0	50,000	0	0	0
	Division Total	0	67,000	0	0	0

FUND: GENERAL
DIV: PURCHASING & WAREHOUSE
ACCT#: 001-0044-513

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-12	Division Head Salaries	36,065	0	0	0	0
12-99	Regular Full-Time Wages	22,536	0	0	0	0
15-11	Christmas Bonus	100	0	0	0	0
21-11	Social Security Matching	4,491	0	0	0	0
22-11	Florida Retirement System	5,694	0	0	0	0
23-11	Group Health Insurance	8,168	0	0	0	0
23-12	Group Life Insurance	73	0	0	0	0
23-13	Accidental Death - AD & D	7	0	0	0	0
24-26	W/C Clerical	56	0	0	0	0
24-35	W/C Storage Warehouse Inventory	539	0	0	0	0
	TOTAL PERSONAL SERVICES	77,729	0	0	0	0
41-21	Telephone	1,106	0	0	0	0
41-31	Telephone - Long Distance	97	0	0	0	0
42-11	Postage	120	36	0	0	0
44-19	Rent - Equipment	740	1,166	0	0	0
46-22	Maintenance - Office Equipment	1,546	1,704	0	0	0
46-23	Maintenance - Copiers	26	0	0	0	0
46-31	Central Garage Maintenance	334	0	0	0	0
47-21	Forms	799	887	0	0	0
51-11	Office Supplies - General	430	191	0	0	0
52-11	Fuel	1,673	0	0	0	0
52-43	Computer Supplies	111	0	0	0	0
52-89	Automotive Parts	73	0	0	0	0
52-92	Emergency Supplies	1,087	0	0	0	0
52-98	Inventory Adjustment	655	13,935	0	0	0
52-99	Operating Supplies - Miscellaneous	444	145	0	0	0
54-11	Dues and Memberships	70	0	0	0	0
	TOTAL OPERATING EXPENSES	9,311	18,064	0	0	0
64-13	Data Processing Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	TOTAL PURCHASING & WAREHOUSE	87,040	18,064	0	0	0

City of New Port Richey, Florida

General Fund

Department: Administration

Technology Solutions

Mission Statement

Technology Solutions commits to provide resource-saving and service-oriented solutions for the business operations of the City. Technology Solutions achieves this with the architecture and implementation of leading edge solutions which enable a secure infrastructure. Technology Solutions is responsible for ensuring effective and efficient utilization of new and existing investments in technology.

Accomplishments FY 12-13

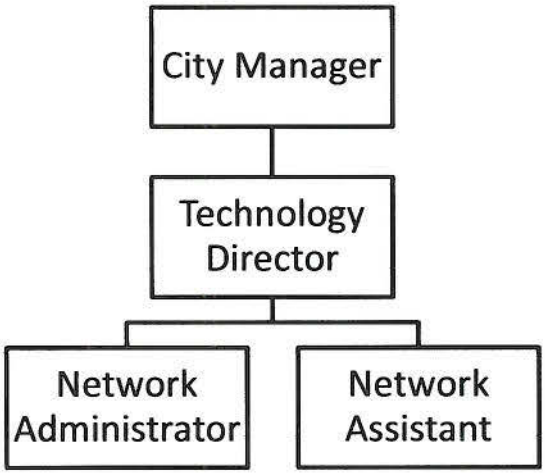
1. Completed full revamp of the Police Department's network infrastructure. This included the following items: physical rewiring of network devices; network mapping both physically and logically; installation of new network components such as firewalls and routers; implementation of Active Directory Services; installation of VMware along with SAN storage enclosure; installation of new servers physical and virtualized; rebuild and reconfigure 45% of the PD computers; physical upgrade and configuration of new computers representing 55% of PD's network; migration of CAD and record data to new servers; configuration of new terminal server.
2. Upgraded software at Recreation Center to version 3.1.
3. Performed system migration to Windows 7 for 90% of the City computers.
4. Added teleconferencing component to City audio video system.

Goals and Objectives

1. Network infrastructure improvements through physical upgrades and logical mapping.
   a. Inventory, evaluate, re-purpose/replace networking components in City buildings.
   b. Program network devices such as switches and other devices in order to maximize network functionality.
   c. Complete physical mapping of network cabling and drops for each building. Produce wiring diagram for each facility.
   d. Implement organization through cable management at network devices.
2. Update data retention, backup and recovery procedures.
   a. Work with City Manager, City Clerk and department heads to develop retention periods and backup frequency.
   b. Explore software and hardware solutions to meet the expectations received from management.
   c. Complete the installation of any backup software or configuration needed. Assign staff member to oversee the program and monitor to ensure success.
3. Create a service level agreement program for technology services and a mechanism for users to open requests for service.
   a. Develop a service level agreement for users based on severity along with timeline for resolution.
   b. Develop solution for users to log their request with Technology Solutions multiple ways.
   c. Install and configure software needed to support these tasks.
   d. Complete training of all uses on this element and launch the program.
4. Implementation of technology training program for staff to ensure a skilled workforce that keeps current with evolving business applications.
   a. Work with the departments to review and evaluate what applications are used heavily. Zone in on applications that cross departments.
   b. Develop master curriculum for all employees and a timeline for training based on quarters.
   c. Develop additional curriculum with particular departments in mind. Incorporate upcoming changes or advancement in the applications so user can take full advantage of these items.
   d. Put together training schedule that incoporates Technology Solutions staff and learning through other forms such as multimedia.
   e. Create documentation mechanism for training completed by staff to show advancement in understanding City systems.

General Fund

Technology Solutions



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Department Head Salaries				
Technology Director	0.00	1.00	0	60,010
Division Head Salaries				
ITC Director	1.00	0.00	59,418	0
Regular Salaries & Wages				
Network Administrator	1.00	1.00	45,000	44,990
Network Assistant	0.00	1.00	0	30,000
Total	2.00	3.00	104,418	135,000

FUND: GENERAL
DIV: TECHNOLOGY SOLUTIONS
ACCT#: 001-0045-513

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-11	Department Head Salaries	0	0	0	0	60,010
11-12	Division Head Salaries	60,095	59,869	59,418	59,418	0
12-99	Regular Full-Time Wages	82,561	81,965	45,000	26,919	74,990
14-11	Overtime Wages	3,701	4,887	2,600	6,862	4,330
15-11	Christmas Bonus	150	150	100	100	150
15-14	One-Time Lump Sum Payment	0	0	1,000	1,000	0
21-11	Social Security Matching	11,161	11,180	8,279	8,279	10,680
22-11	Florida Retirement System	13,185	7,260	5,510	5,510	9,690
23-11	Group Health Insurance	13,366	13,909	9,360	9,360	18,540
23-12	Group Life Insurance	119	61	100	100	150
23-13	Accidental Death - AD & D	11	7	30	30	40
24-26	W/C Clerical	195	423	440	440	580
	TOTAL PERSONAL SERVICES	184,544	179,711	131,837	118,018	179,160
34-99	Contractual Services - Miscellaneous	2,937	910	21,000	21,000	3,500
40-11	Travel and Training	1,732	2,697	6,650	6,642	6,650
41-21	Telephone	4,316	8,096	7,480	10,000	13,000
41-31	Telephone - Long Distance	511	10	0	0	0
41-34	Data Lines	7,201	3,331	5,760	5,760	6,000
41-41	Pager Services	95	0	0	0	0
42-11	Postage	40	79	100	100	100
44-29	Rent - Software	64,834	76,324	101,670	101,670	113,000
46-21	Maintenance - Equipment	1,932	1,159	7,320	7,320	13,360
46-25	Maintenance - AV Equipment	0	331	2,668	2,668	1,500
46-31	Central Garage Maintenance	0	20	0	0	0
51-11	Office Supplies - General	170	308	200	200	250
52-11	Fuel	289	155	340	15	0
52-31	Clothing and Wearing Apparel	104	150	100	110	0
52-43	Computer Supplies	10,193	8,129	10,480	10,480	10,000
52-53	Operating Supplies - Training Room	264	756	800	800	800
52-89	Automotive Parts	5	28	0	0	0
54-11	Dues and Memberships	409	718	750	750	1,250
54-31	Subscriptions/Newspapers	319	369	0	0	0
54-61	Books and Publications	29	39	100	100	100
	TOTAL OPERATING EXPENSES	95,380	103,609	165,418	167,615	169,510
64-13	Data Processing Equipment	0	0	36,000	36,000	59,000
64-18	Software	0	0	3,000	3,000	163,000
64-31	Special Purpose Equipment	7,211	1,600	10,400	6,000	5,800
	TOTAL CAPITAL OUTLAY	7,211	1,600	49,400	45,000	227,800
	TOTAL TECHNOLOGY SOLUTIONS	287,135	284,920	346,655	330,633	576,470

Five (5) Year Capital Equipment/Improvement Plan

Technology Solutions

Account Code	Description	F. Y. 2013-14		F. Y. 2014-15	F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18
64-13	*Data Processing Equipment*						
	Storage Server Upgrade/Repl(R&R)	30,000	*		100,000	10,000	
	Network Infrastructure Upgrade	3,000		3,000	3,000	3,000	50,000
	Network Server Upgrades	3,000				3,000	3,000
	Server/Storage Repl-PW(R&R)	20,000	*				
	Server Repl-Rec Complex(R&R)	3,000	*				
	Total	59,000		3,000	103,000	16,000	53,000
64-18	*Software*						
	Network Server Sftwre Upgrades	3,000		3,000	3,000	3,000	3,000
	Software Platform Upgrades(R&R)	110,000	*	10,000	10,000	10,000	10,000
	Repl Public Safety Sftwr-PD&FD(R&R)			50,000			
	Repl SunGard Application Suite(R&R)			100,000			
	Alchemy Document Imaging Sys(R&R)	50,000	*				
	Total	163,000		163,000	13,000	13,000	13,000
64-31	*Special Purpose Equipment*						
	Media Upgrade Council Chambers	5,800		5,600	5,400	5,200	40,000
	Total	5,800		5,600	5,400	5,200	40,000
	Division Total	227,800		171,600	121,400	34,200	106,000

* Year of Acquisition (Funded all or in part with R & R)

City of New Port Richey, Florida

General Fund

Department: Library

Library

Mission Statement

The New Port Richey Public Library will deliver a high level of service in meeting the informational, educational, recreational, and cultural needs of the community.

Accomplishments FY 12-13

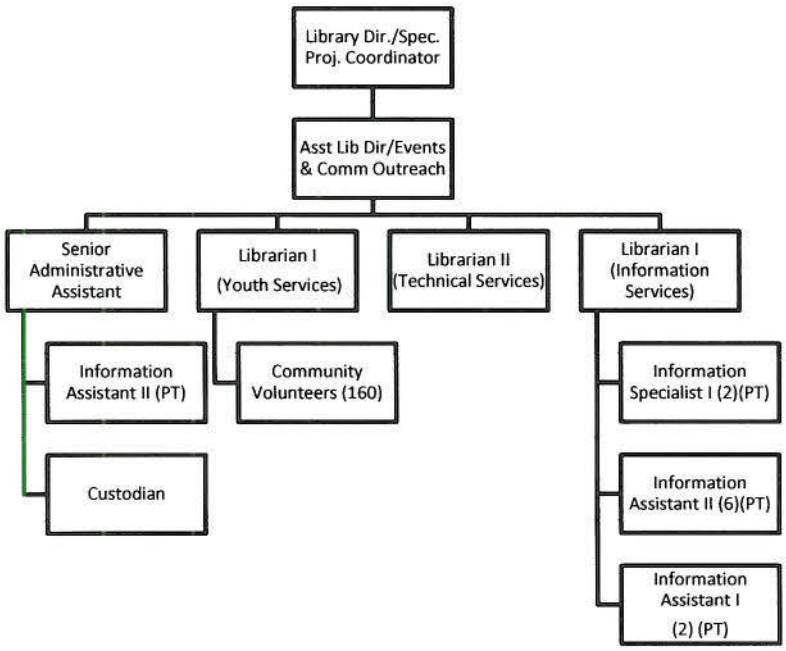
1. Long range plan process completed, adopted by City Council and transmitted to the State Library.
2. Opened the Elfers Library, trained volunteers and catalogued the collection.
3. Supported the sustainability efforts of the community, e.g. seed lending library, Tasty Tuesdays, hosting EcoFests and growers workshops.
4. Increased information literacy efforts through Reading for Life Program, PHCC interns teaching computer classes and Marchman's GED program. Increased database services.

Goals and Objectives

1. Focus on the citizens for the provision of programs, services and materials.
   a. Offer opportunities for members to engage creatively with one another.
   b. Develop services that reflect the desires of our community.
   c. Enhance and expand the variety of materials that support our goals.
2. Educate the community through lifelong learning.
   a. Initiate new classes that broaden members knowledge.
   b. Inspire members with performances.
   c. Host interactive discussions and series.
3. Build a bridge between people, technology and knowledge.
   a. Support the community's access to technology.
   b. Educate members on efficient and effective ways to use technology.
   c. Continue training program for library staff.
   d. Offer our community a growing base of resources that connect them to information.

General Fund

Library



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Department Head Salaries				
Library Dir/Spec Proj Coord.	1.00	1.00	71,660	71,660
Division Head Salaries				
Asst Lib Dir/Events & Comm	0.00	1.00	0	41,600
Regular Exempt Salaries				
Librarian II	0.50	1.00	18,460	36,920
Librarian I	2.00	2.00	59,980	59,990
Events/Com Outreach Dir.	1.00	0.00	38,150	0
Senior Administrative Assist.	1.00	1.00	24,960	24,960
Regular Salaries & Wages				
Custodian	1.00	1.00	22,158	21,740
Part-Time Wages				
Information Assistant I (2)(2)	1.00	1.00	15,960	16,640
Librarian II	0.50	0.00	18,460	0
Information Assistant II (6)(7)	4.25	4.75	70,060	79,040
Information Specialist I (2)(2)	1.17	1.17	20,220	20,270
Total	13.42	13.92	360,068	372,820

FUND: GENERAL
DIV: LIBRARY
ACCT#: 001-0051-571

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-11	Department Head Salaries	72,575	72,896	71,660	83,720	71,660
11-12	Division Head Salaries	0	0	3,588	22,400	41,600
12-10	Regular Exempt Salaries	0	61,456	0	134,700	121,870
12-99	Regular Full-Time Wages	191,652	119,814	160,120	21,740	21,740
13-11	Part-Time Wages	105,318	103,564	124,700	127,274	115,950
13-12	Temporary Wages	561	0	0	0	0
14-11	Overtime Wages	0	0	0	0	1,260
15-11	Christmas Bonus	1,000	900	850	850	900
15-12	Gas/Car Allowance	3,000	3,000	3,000	3,000	3,000
15-14	One-Time Lump Sum Payment	0	0	5,250	5,250	0
15-16	Health Insurance Waiver Stipend	1,350	0	0	0	0
21-11	Social Security Matching	28,565	27,440	28,104	28,380	28,920
22-11	Florida Retirement System	35,790	18,508	19,338	19,100	34,140
23-11	Group Health Insurance	29,702	30,910	29,415	35,160	43,260
23-12	Group Life Insurance	287	136	290	320	340
23-13	Accidental Death - AD & D	26	16	80	80	90
24-26	W/C Clerical	476	1,009	1,399	1,430	1,460
24-27	W/C Buildings - NOC	598	1,284	1,280	1,280	1,360
	TOTAL PERSONAL SERVICES	470,900	440,933	449,074	484,684	487,550
34-12	Pest Control Services	432	396	530	530	600
34-28	Internet Reference Service	19,711	23,520	35,640	35,640	29,325
34-99	Contractual Services - Miscellaneous	15,046	12,014	16,360	16,360	15,130
40-11	Travel and Training	184	119	2,540	2,540	3,000
41-21	Telephone	541	481	600	600	600
41-34	Data Lines	7,187	7,188	7,200	7,200	9,700
41-35	Data Lines - Grants	0	0	1,250	0	0
41-42	Burglar Alarm Lines	1,326	1,452	1,500	1,500	1,560
42-11	Postage	4,703	4,797	6,300	6,300	6,300
42-21	Freight Express Charges	600	610	600	600	600
43-11	Electric - City Facilities	37,459	38,702	40,000	40,000	42,800
43-31	Trash Removal	1,738	1,751	1,880	1,880	1,880
43-51	Water and Sewer - City	2,875	2,829	3,280	3,280	3,420
43-73	Street Light Fee	220	220	440	280	440
43-81	Stormwater Assessment	336	336	680	660	680
44-81	Lease - Copier	2,679	3,215	3,220	3,220	3,220
46-11	Maintenance - Buildings & Grounds	28,634	25,682	24,460	20,550	26,180
46-21	Maintenance - Equipment	55,226	54,658	63,710	63,710	64,970
46-22	Maintenance - Office Equipment	63	126	0	0	0
46-23	Maintenance - Copiers	4,055	2,035	2,950	2,950	2,950
46-24	Maintenance - Technical Equipment	8,882	8,882	0	0	0
47-21	Forms	241	424	0	0	0
47-99	Printing and Binding - Miscellaneous	120	264	4,250	4,250	4,250
49-31	Credit Card Charges	613	745	600	840	840
49-83	Permit Fees	701	741	910	910	760
49-99	Other Current Charges-Miscellaneous	0	223	865	765	650
51-11	Office Supplies - General	4,335	4,140	5,000	5,000	5,000

FUND: GENERAL
DIV: LIBRARY
ACCT#: 001-0051-571

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
52-42	Photographic Supplies	220	30	600	600	600
52-43	Computer Supplies	8,889	35,464	6,200	8,700	8,700
52-46	Computer Supplies - Grants	0	0	0	0	0
52-47	First Aid Supplies	20	13	20	20	20
52-48	Prizes and Awards	745	963	1,000	1,000	1,000
52-49	Library Supplies	5,355	6,339	5,500	7,000	7,000
52-51	Janitorial Supplies	3,418	3,016	2,400	2,400	3,000
52-93 *	Miscellaneous Program Costs-Grants	0	4,017	10,000	10,000	10,000
52-96	Miscellaneous Program Costs	9,529	11,191	9,350	9,350	9,000
52-99	Operating Supplies - Miscellaneous	770	0	1,030	1,030	1,030
54-11	Dues and Memberships	2,070	2,027	2,680	2,680	2,800
	TOTAL OPERATING EXPENSES	228,923	258,610	263,545	262,345	268,005
62-99	Building Improvements	66,773	0	0	0	0
64-13	Data Processing Equipment	0	0	4,150	4,150	47,500
64-18	Software	0	39,975	0	0	0
	TOTAL CAPITAL OUTLAY	66,773	39,975	4,150	4,150	47,500
66-12	Library Materials	63,845	53,218	50,000	50,000	50,000
66-72	Library Materials - State Aid	0	3,980	17,570	18,820	25,530
	TOT.BOOKS, PUB., & LIBRARY MAT.	63,845	57,198	67,570	68,820	75,530
	TOTAL LIBRARY	830,441	796,716	784,339	819,999	878,585

* State Aid to Libraries rollover

Five (5) Year Capital Equipment/Improvement Plan

Library

Account Code	Description	F. Y. 2013-14		F. Y. 2014-15	F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18
62-99	*Building Improvements*						
	A/C Improvements/Upgrades(R&R)			20,000	20,000	20,000	20,000
	Total	0		20,000	20,000	20,000	20,000
64-13	*Data Processing Equipment*						
	Computer Replacements	24,000	(a)		24,000	24,000	
	Network Heavy Duty Laser Printer			7,200			
	Network Hvy Duty Color Laser Printer				6,000		
	Millennium Server Replacement	16,500	(a)				
	Main Library Server Replacement	7,000	(a)				6,500
	Total	47,500		7,200	30,000	24,000	6,500
64-31	*Special Purpose Equipment*						
	PA System			5,400			
	Total	0		5,400	0	0	0
66-XX	*Books, Pub. & Library Materials*						
	Library Materials	50,000		60,000	70,000	80,000	90,000
	Library Materials - State Aid	25,530	*				
	Total	75,530		60,000	70,000	80,000	90,000
	Division Total	123,030		92,600	120,000	124,000	116,500

(a) $57,000 from Technology Solutions R & R

* Rollover of State Aid to Libraries

City of New Port Richey, Florida

General Fund

Department: Police

Supervision

Mission Statement

To be reponsive to the needs of our community and provide quality police services that provide the highest quality of life to our residents, businesses, and guests; to strenghthen partnerships with local, state and federal agencies to expand our department's law enforcement service capabilities; and to establish new partnerships within our residential and business communities. To achieve our mission, we commit to delivering services in a responsive and professional manner, to productivity which encourages flexibility and accountability to meet changing needs, and a positive work environment built on honesty, trust and loyalty to the community we serve.

Accomplishments FY 12-13

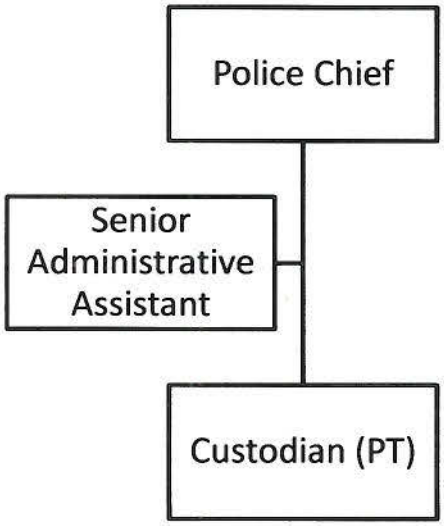
1. Uncovered a methamphetamine laboratory and grand theft ring which netted eight arrests and recovery of stolen property.
2. Arrested an individual who, for several years, had been impersonating law enforcement officers, Coast Guard personnel, federal agents, and medical personnel.
3. Upgraded the Department's marine capabilities and improved reliability through the purchase and equipping of a new boat and motor.
4. Filled position vacancies throughout the Department.

Goals and Objectives

1. Reduce crime and the fear of crime.
   a. Elevate law enforcement presence in neighborhoods and business areas through focused investigations and community service patrols.
   b. Identify and arrest crime perpetrators through aggressive and progressive analytical and investigative processes.
   c. Promote citizen and business-owner involvement through the establishment of Police Advisory Councils, a Reserve Officer Program, a volunteer-based Community Service/Citizen Patrol Unit program, and provision of support to Neighborhood Watch Programs.
2. Be fiscally responsible.
   a. Review internal purchasing processes to identify opportunities for improvement.
   b. Limit purchasing activity to equipment and supplies that directly support the Department's law enforcement mission.
   c. Closely monitor and control personnel costs to ensure efficient use of limited personnel resources.
   d. Evaluate patrol schedule options and make adjustments for maximum efficiency and responsiveness.
3. Strengthen relationships with community, government, and law enforcement partners.
   a. Commit key department members to participate in committees, task forces, and programs that expand the department's capabilities.
4. Form close working partnerships with not-for-profit organizations that improve the quality of life for citizens living in our community.
   a. Establish training and information sharing sessions between law inforcement personnel and community service organizations to better inform officers for referral of citizens in need of available services.

General Fund

Police Supervision



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Department Head Salaries				
Police Chief	1.00	1.00	73,300	78,500
Regular Exempt Salaries				
Senior Administrative Assist.	1.00	1.00	32,330	31,730
Part-Time Wages				
Custodian	0.50	0.50	10,820	11,450
Total	2.50	2.50	116,450	121,680

FUND: GENERAL
DIV: POLICE SUPERVISION
ACCT#: 001-0061-521

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-11	Department Head Salaries	79,311	80,307	79,300	79,106	78,500
12-10	Regular Exempt Salaries	0	12,810	32,730	32,696	31,730
12-99	Regular Full-Time Wages	58,211	38,675	0	0	0
13-11	Part-Time Wages	0	0	10,820	10,820	11,450
15-11	Christmas Bonus	150	150	150	100	150
15-12	Gas/Car Allowance	3,600	150	0	0	0
15-14	One-Time Lump Sum Payment	0	0	1,000	1,000	0
15-16	Health Insurance Waiver Stipend	1,800	150	0	0	0
15-21	Incentive Pay - Police	1,560	130	800	780	1,560
15-23	Uniform Cleaning Allowance	500	519	500	500	500
15-29	Meal Allowance	0	127	0	0	0
21-11	Social Security Matching	11,102	9,221	9,043	9,000	9,480
22-11	Florida Retirement System	5,010	2,564	2,510	2,466	3,010
22-12	Police Pension Fund	38,351	37,926	33,093	35,579	29,910
23-11	Group Health Insurance	8,910	13,137	9,560	9,550	12,360
23-12	Group Life Insurance	116	60	100	100	100
23-13	Accidental Death - AD & D	11	7	30	30	30
24-24	W/C Police Officers	1,463	3,209	3,960	3,960	4,320
24-26	W/C Clerical	46	99	140	140	140
24-27	W/C Buildings - NOC	421	903	640	640	680
	TOTAL PERSONAL SERVICES	210,562	200,144	184,376	186,467	183,920
31-31	Employee Physicals	2,462	2,858	6,500	4,000	4,000
34-12	Pest Control Services	1,440	1,440	2,010	2,010	2,010
34-29	Red Light Camera Fee	83,970	345,068	0	0	0
34-33	Lawn Maintenance	3,600	3,000	4,600	3,600	3,600
34-81	State Share - Red Light Camera	259,209	1,049,203	0	0	0
34-99	Contractual Services - Miscellaneous	6,629	11,861	29,000	8,000	12,000
40-11	Travel and Training	0	2,862	1,250	1,250	1,250
41-21	Telephone	23,546	27,082	25,000	25,000	25,000
41-31	Telephone - Long Distance	1,451	1,132	0	0	0
41-34	Data Lines	4,892	3,572	7,330	8,742	9,000
42-11	Postage	132	416	250	250	250
42-21	Freight Express Charges	21	0	0	0	0
43-11	Electric - City Facilities	36,192	41,165	31,000	42,000	42,000
43-31	Trash Removal	1,556	1,556	1,650	1,650	1,650
43-51	Water and Sewer - City	3,818	3,874	4,260	4,260	4,500
43-73	Street Light Fee	230	230	460	564	565
43-81	Stormwater Assessment	456	456	900	870	880
45-34	Police AD & D Insurance	0	2,205	1,950	1,950	1,950
46-11	Maintenance - Buildings & Grounds	25,602	18,224	73,594	13,000	9,000
46-31	Central Garage Maintenance	0	3,260	1,120	1,000	1,130
49-72	351 - Police Training	7,020	5,920	4,000	1,000	4,000
51-11	Office Supplies - General	273	2,644	2,000	750	1,000
52-11	Fuel	0	3,813	5,800	4,600	3,000
52-31	Clothing and Wearing Apparel	151	520	400	400	400
52-51	Janitorial Supplies	2,643	1,702	3,000	2,700	2,700

FUND: GENERAL
DIV: POLICE SUPERVISION
ACCT#: 001-0061-521

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
52-89	Automotive Parts	0	494	2,300	2,000	1,000
52-99	Operating Supplies - Miscellaneous	1,328	10,871	2,052	0	0
54-11	Dues and Memberships	190	180	150	350	1,000
	TOTAL OPERATING EXPENSES	466,811	1,545,608	210,576	129,946	131,885
64-13	Data Processing Equipment	19,924	0	0	0	0
64-31	Special Purpose Equipment	0	0	10,500	10,500	0
	TOTAL CAPITAL OUTLAY	19,924	0	10,500	10,500	0
	TOTAL POLICE SUPERVISION	697,297	1,745,752	405,452	326,913	315,805

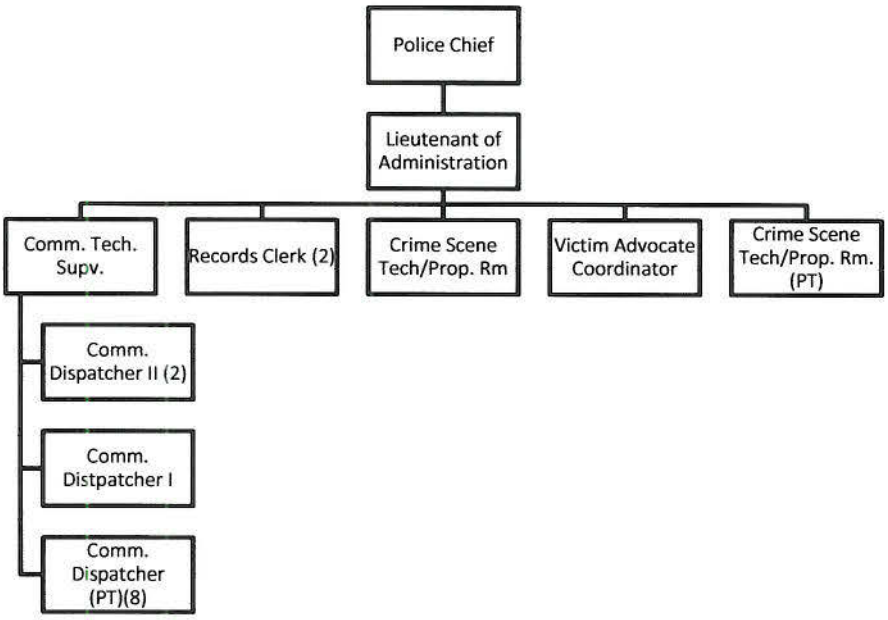
Five (5) Year Capital Equipment/Improvement Plan

Police Supervision

Account Code	Description	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18
64-14	*Automobiles*					
	Police Pursuit Vehicle			29,000		
	Total	0	0	29,000	0	0
	Division Total	0	0	29,000	0	0

General Fund

Police Support Services



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Division Head Salaries				
Lieutenant of Administration	1.00	1.00	68,000	68,000
Regular Salaries & Wages				
Records Clerk	2.00	2.00	48,670	48,670
Comm. Tech. Supervisor	1.00	1.00	43,580	43,580
Comm. Dispatcher II	2.00	2.00	79,540	78,540
Comm. Dispatcher I	0.00	1.00	0	35,620
Crime Scene Tech/Prop Room	1.00	1.00	31,770	35,360
Victim Advocate Coordinator	1.00	1.00	37,630	37,630
Comm. Dispatcher-Prob.	1.00	0.00	32,210	0
Part-Time Wages				
Comm. Dispatcher (7) (8)	2.84	4.80	73,000	123,510
Crime Scene Tech/Prop Room	0.75	0.63	23,820	20,230
Total	12.59	14.43	438,220	491,140

FUND: GENERAL
DIV: POLICE SUPPORT SERVICES
ACCT#: 001-0062-521

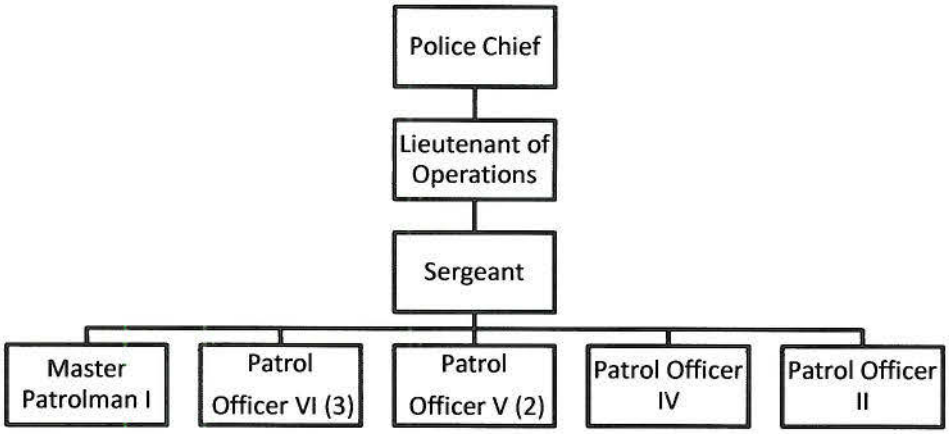
ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-12	Division Head Salaries	69,564	40,291	34,400	31,382	68,000
12-99	Regular Full-Time Wages	279,376	261,322	258,500	261,681	279,400
13-11	Part-Time Wages	87,694	89,330	114,820	114,432	143,740
13-12	Temporary Wages	0	8,186	0	0	0
14-11	Overtime Wages	9,528	20,959	23,000	23,809	10,000
15-11	Christmas Bonus	800	650	850	650	900
15-14	One-Time Lump Sum Payment	0	0	5,000	5,000	0
15-16	Health Insurance Waiver Stipend	1,800	2,700	4,800	4,800	5,400
15-21	Incentive Pay - Police	720	480	300	300	0
15-23	Uniform Cleaning Allowance	2,000	2,123	2,500	2,500	2,500
15-27	Stand-By Time	1,040	1,040	1,060	1,060	2,080
15-29	Meal Allowance	51	75	200	200	200
21-11	Social Security Matching	34,299	32,382	35,169	33,268	39,190
22-11	Florida Retirement System	34,196	18,495	22,650	22,502	30,110
22-12	Police Pension Fund	31,293	19,165	3,510	0	25,440
23-11	Group Health Insurance	35,642	25,500	24,496	22,219	37,080
23-12	Group Life Insurance	356	143	440	440	440
23-13	Accidental Death - AD & D	32	17	110	110	110
24-24	W/C Police Officers	2,479	5,311	8,770	8,770	6,880
24-26	W/C Clerical	396	860	1,190	1,190	1,580
	TOTAL PERSONAL SERVICES	591,266	529,029	541,765	534,313	653,050
40-11	Travel and Training	707	2,495	7,100	6,500	1,500
42-11	Postage	599	29	600	200	200
44-71	Rent - C.J.I.S.	0	0	2,000	2,000	2,000
46-21	Maintenance - Equipment	1,523	2,688	4,000	5,200	7,000
46-23	Maintenance - Copiers	1,005	1,445	2,000	2,000	2,000
46-31	Central Garage Maintenance	3,306	1,150	2,080	2,100	2,370
46-49	Radio Maintenance	402	0	0	0	0
47-21	Forms	531	796	0	0	0
47-99	Printing and Binding - Miscellaneous	0	0	700	500	500
51-11	Office Supplies - General	2,628	5,088	4,200	3,600	3,600
52-11	Fuel	5,973	5,122	4,500	4,500	4,500
52-31	Clothing and Wearing Apparel	1,571	1,940	2,700	2,500	2,000
52-41	Licensing and ID Materials	1,902	2,979	5,600	2,500	2,500
52-42	Photographic Supplies	1,549	194	1,700	1,700	1,700
52-43	Computer Supplies	7,500	7,722	7,000	7,000	7,000
52-62	County Dispatch Upgrade	0	0	0	0	95,480
52-89	Automotive Parts	2,368	2,776	5,000	4,000	3,000
52-99	Operating Supplies - Miscellaneous	0	160	1,539	0	0
	TOTAL OPERATING EXPENSES	31,564	34,584	50,719	44,300	135,350
64-12	Office Mechanical Equipment	1,750	0	0	0	0
64-18	Software	0	0	39,100	39,100	0
	TOTAL CAPITAL OUTLAY	1,750	0	39,100	39,100	0
	TOTAL POLICE SUPPORT SERVICES	624,580	563,613	631,584	617,713	788,400

Five (5) Year Capital Equipment/Improvement Plan

Police Support Services

Account Code	Description	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18
64-14	*Automobiles*					
*	Police Pursuit Vehicle			29,000		
*	CST Van			30,000		
	Total	0	0	59,000	0	0
	Division Total	0	0	59,000	0	0

* Penny for Pasco dollars



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Regular Salaries & Wages				
Sergeant	1.00	1.00	64,200	64,200
Master Patrolman II	1.00	0.00	58,710	0
Master Patrolman I	2.00	1.00	114,230	56,480
Patrol Officer VI	2.00	3.00	110,490	165,730
Patrol Officer V	2.00	2.00	103,890	102,960
Patrol Officer IV	1.00	1.00	48,970	48,970
Patrol Officer II	0.00	1.00	0	45,620
Total	9.00	9.00	500,490	483,960

FUND: GENERAL
DIV: POLICE COMMUNITY SERVICES
ACCT#: 001-0063-521

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
12-99	Regular Full-Time Wages	482,605	482,088	464,590	465,485	483,960
14-11	Overtime Wages	27,659	49,233	51,000	49,978	45,000
15-11	Christmas Bonus	450	450	450	450	450
15-14	One-Time Lump Sum Payment	0	0	4,500	4,500	0
15-16	Health Insurance Waiver Stipend	0	4,950	5,400	5,400	3,600
15-21	Incentive Pay - Police	6,880	5,990	5,760	5,760	4,200
15-23	Uniform Cleaning Allowance	4,636	4,500	4,500	4,500	4,500
15-24	Clothing Allowance	1,989	1,500	2,000	2,000	2,000
15-26	Court Time	2,803	4,624	5,000	4,871	4,500
15-27	Stand-By Time	3,120	3,120	4,160	4,160	2,080
15-28	Off-Duty Pay	17,745	31,693	15,410	15,000	12,410
15-29	Meal Allowance	270	69	1,390	1,300	1,650
21-11	Social Security Matching	41,181	44,581	43,854	41,939	43,180
22-12	Police Pension Fund	233,989	259,757	232,044	240,227	204,770
23-11	Group Health Insurance	40,097	28,978	33,080	33,059	43,260
23-12	Group Life Insurance	356	184	440	440	440
23-13	Accidental Death - AD & D	32	22	110	110	110
24-24	W/C Police Officers	11,666	23,217	22,250	30,250	30,200
	TOTAL PERSONAL SERVICES	875,478	944,956	895,938	909,429	886,310
34-99	Contractual Services - Miscellaneous	0	0	700	200	200
40-11	Travel and Training	875	3,580	2,500	2,500	2,000
42-11	Postage	97	40	200	200	200
44-63	Lease - Automobile	4,386	5,389	7,250	7,250	7,250
46-21	Maintenance - Equipment	0	0	800	800	800
46-31	Central Garage Maintenance	4,640	4,330	4,790	1,000	4,740
47-21	Forms	86	0	0	0	0
47-99	Printing and Binding - Miscellaneous	0	0	300	300	300
51-11	Office Supplies - General	244	5,775	300	300	300
52-11	Fuel	11,275	4,944	14,000	7,000	10,000
52-31	Clothing and Wearing Apparel	3,423	1,674	3,000	3,000	3,000
52-89	Automotive Parts	1,050	2,612	5,000	1,500	5,000
52-99	Operating Supplies - Miscellaneous	424	825	1,500	1,500	1,500
	TOTAL OPERATING EXPENSES	26,500	29,169	40,340	25,550	35,290
64-14	Automobiles	37,713	34,977	0	0	0
	TOTAL CAPITAL OUTLAY	37,713	34,977	0	0	0
	TOTAL POLICE COMMUNITY SVC.	939,691	1,009,102	936,278	934,979	921,600

Five(5) Year Capital Equipment/Improvement Plan

Police Community Services

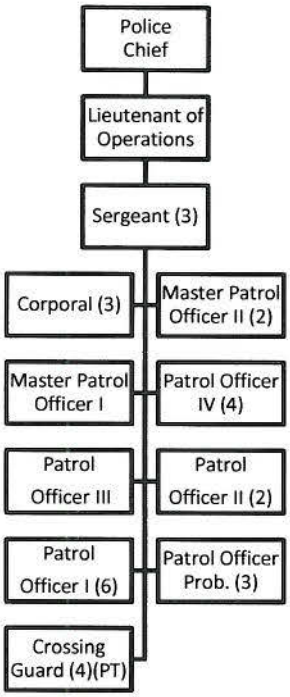
Account Code		Description	F. Y. 2013-14		F. Y. 2014-15		F. Y. 2015-16		F. Y. 2016-17		F. Y. 2017-18	
64-14		*Automobiles*										
	*	COP Truck					30,000					
	*	Police Pursuit Vehicles							40,000	(2)		
		Total	0		0		30,000		40,000		0	
64-17		*Communication Equipment*										
	*	Handheld Radios					18,000	(9)				
			0		0		18,000		0		0	
		Division Total	0		0		48,000		40,000		0	

* Penny for Pasco dollars

City of New Port Richey, Florida

General Fund

Police Patrol



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Division Head Salaries				
Lieutenant	1.00	1.00	73,228	71,920
Regular Salaries & Wages				
Sergeant	3.00	3.00	194,924	192,590
Corporal	3.00	3.00	180,090	178,790
Master Patrol Officer II	4.00	2.00	232,308	115,330
Master Patrol Officer I	1.00	1.00	57,240	56,470
Patrol Officer VI	1.00	0.00	56,244	0
Patrol Officer V	1.00	0.00	51,480	0
Patrol Officer IV	2.00	4.00	98,563	195,890
Patrol Officer III	0.00	1.00	0	46,690
Patrol Officer II	3.00	2.00	138,218	91,250
Patrol Officer I	2.00	6.00	89,102	266,510
Patrol Officer - Probationary	5.00	3.00	201,089	120,650
Part-Time Wages				
Crossing Guard (4)	0.69	0.69	16,300	16,300
Total	26.69	26.69	1,388,786	1,352,390

FUND: GENERAL
DIV: POLICE PATROL
ACCT#: 001-0064-521

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-12	Division Head Salaries	55,181	66,314	82,228	82,130	71,920
12-99	Regular Full-Time Wages	1,215,234	1,227,215	1,130,702	1,119,746	1,264,170
13-11	Part-Time Wages	19,991	20,687	28,780	27,123	16,300
14-11	Overtime Wages	101,127	123,861	161,000	160,876	110,000
15-11	Christmas Bonus	1,400	1,400	1,500	1,300	1,500
15-14	One-Time Lump Sum Payment	0	0	11,500	11,500	0
15-16	Health Insurance Waiver Stipend	5,400	2,250	3,500	3,450	5,400
15-21	Incentive Pay - Police	12,720	12,890	14,340	12,840	13,440
15-23	Uniform Cleaning Allowance	11,664	12,062	13,000	13,000	13,000
15-26	Court Time	21,660	20,897	19,000	24,000	24,000
15-28	Off-Duty Pay	53,500	59,075	73,590	60,590	60,590
15-29	Meal Allowance	299	135	600	600	600
21-11	Social Security Matching	113,054	116,226	117,975	116,730	120,940
22-11	Florida Retirement System	1,954	1,025	1,496	1,360	1,140
22-12	Police Pension Fund	613,179	684,363	602,308	620,844	557,890
22-16	Police Pension-State Funds	223,096	200,743	0	0	0
23-11	Group Health Insurance	90,219	103,934	107,020	90,718	142,140
23-12	Group Life Insurance	921	483	1,250	1,250	1,250
23-13	Accidental Death - AD & D	84	57	320	320	320
24-24	W/C Police Officers	24,942	61,816	55,787	85,200	84,580
24-26	W/C Clerical	0	0	51	0	0
	TOTAL PERSONAL SERVICES	2,565,625	2,715,433	2,425,947	2,433,577	2,489,180
34-72	Car Wash Services	998	998	1,000	1,000	1,000
40-11	Travel and Training	850	4,424	4,300	5,000	0
40-13	Police Training	226	1,800	2,500	2,500	2,500
42-11	Postage	132	342	500	100	100
46-21	Maintenance - Equipment	0	0	26,115	23,900	8,000
46-24	Maintenance - Technical Equipment	2,184	800	0	0	0
46-26	Maintenance - Marine Equipment	920	3,967	0	0	0
46-31	Central Garage Maintenance	27,545	22,057	17,500	12,000	26,000
46-49	Radio Maintenance	2,308	2,598	0	0	0
47-21	Forms	424	1,697	0	0	0
47-99	Printing and Binding - Miscellaneous	0	97	1,000	1,000	1,000
49-75	K-9 Unit	16,215	16,155	19,500	3,000	10,000
51-11	Office Supplies - General	293	931	2,540	1,100	1,100
51-41	Small Tools and Implements	10,869	31,841	48,605	46,530	20,000
52-11	Fuel	79,188	70,749	80,000	80,000	80,000
52-31	Clothing and Wearing Apparel	25,344	33,000	27,000	25,000	25,000
52-43	Computer Supplies	0	2,878	24,325	1,500	1,500
52-44	Ammunition	0	0	10,000	10,000	10,000
52-47	First Aid Supplies	75	0	200	200	200
52-89	Automotive Parts	25,820	28,632	45,000	35,000	30,000
52-99	Operating Supplies - Miscellaneous	2,965	9,517	12,539	8,000	8,000
54-61	Books and Publications	900	0	1,000	1,000	1,000
	TOTAL OPERATING EXPENSES	197,256	232,483	323,624	256,830	225,400

FUND: GENERAL
DIV: POLICE PATROL
ACCT#: 001-0064-521

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
64-14	Automobiles	85,707	102,241	51,679	50,431	0
64-17	Communication Equipment	18,013	0	0	0	0
64-31	Special Purpose Equipment	1,500	23,555	103,903	103,063	0
	TOTAL CAPITAL OUTLAY	105,220	125,796	155,582	153,494	0
	TOTAL POLICE PATROL	2,868,101	3,073,712	2,905,153	2,843,901	2,714,580

Five (5) Year Capital Equipment/Improvement Plan

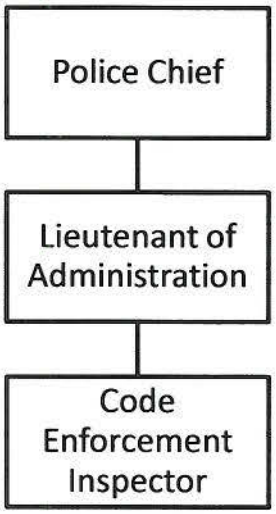
Police Patrol

Account Code	Description	F. Y. 2013-14		F. Y. 2014-15		F. Y. 2015-16		F. Y. 2016-17		F. Y. 2017-18	
64-14	*Automobiles*										
*	Police Pursuit Vehicle					174,000	(6)	87,000	(3)	87,000	(3)
	Total	0		0		174,000		87,000		87,000	
64-17	*Communication Equipment*										
*	Handheld Radios					34,000	(17)				
	Total	0		0		34,000		0		0	
64-31	*Special Purpose Equipment*										
*	Digital In-Car Video					18,000	(4)	18,000	(4)	18,000	(4)
	Glock Firearms (50)			27,500							
	Total	0		27,500		18,000		18,000		18,000	
	Division Total	0		27,500		192,000		105,000		105,000	

* Penny for Pasco dollars

General Fund

Police Code Enforcement



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Regular Salaries & Wages				
Code Enforcement Insp.	1.00	1.00	41,136	40,360
Total	1.00	1.00	41,136	40,360

FUND: GENERAL
DIV: POLICE CODE ENFORCEMENT
ACCT#: 001-0065-521

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
12-99	Regular Full-Time Wages	52,732	41,128	41,136	41,128	40,360
14-11	Overtime	0	116	500	205	0
15-11	Christmas Bonus	100	50	50	50	50
15-14	One-Time Lump Sum Payment	0	0	500	500	0
15-23	Cleaning Allowance	0	0	1,250	1,250	500
21-11	Social Security Matching	3,957	3,103	3,248	3,224	3,130
22-11	Florida Retirement System	3,896	2,019	2,350	2,307	2,810
23-11	Group Health Insurance	6,683	4,636	4,730	4,700	6,180
23-12	Group Life Insurance	59	20	50	50	50
23-13	Accidental Death - AD & D	5	2	20	20	20
24-26	W/C Clerical	39	0	0	0	0
24-36	W/C Inspection of Risks	740	1,100	1,560	1,560	1,580
	TOTAL PERSONAL SERVICES	68,211	52,174	55,394	54,994	54,680
31-11	City Attorney Services	7,567	0	30,000	10,000	10,000
34-31	Animal Control Services	59,981	64,342	58,000	58,000	58,000
34-39	Lot Clearing/Mowing	1,030	1,630	5,000	5,500	10,000
34-99	Contractual Services - Miscellaneous	0	0	3,000	3,000	3,000
40-11	Travel and Training	360	0	1,000	1,000	1,000
41-21	Telephone	1,939	801	3,600	0	0
42-11	Postage	4,182	4,502	5,000	5,000	5,000
46-21	Maintenance - Equipment	0	0	1,100	1,100	1,100
46-23	Maintenance - Copiers	0	0	200	100	100
46-31	Central Garage Maintenance	145	1,280	910	510	580
46-71	Impound Lot Maintenance	0	0	0	0	50,000
47-21	Forms	388	739	0	0	0
47-99	Printing and Binding - Miscellaneous	0	0	600	600	600
49-64	Animal Control Donations	0	0	2,600	0	0
51-11	Office Supplies - General	1,772	4,180	2,000	2,000	2,000
51-41	Small Tools and Implements	0	0	100	100	100
52-11	Fuel	2,493	2,014	4,250	3,750	3,750
52-31	Clothing and Wearing Apparel	395	183	300	300	300
52-42	Photographic Supplies	0	258	500	500	500
52-43	Computer Supplies	2,000	1,396	2,000	1,000	1,000
52-89	Automotive Parts	105	1,683	1,360	860	860
52-99	Operating Supplies - Miscellaneous	19	0	100	100	100
54-11	Dues and Memberships	10	0	400	400	400
	TOTAL OPERATING EXPENSES	82,386	83,008	122,020	93,820	148,390
64-15	Trucks and Trailers	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	TOT. POLICE CODE ENFORCEMENT	150,597	135,182	177,414	148,814	203,070

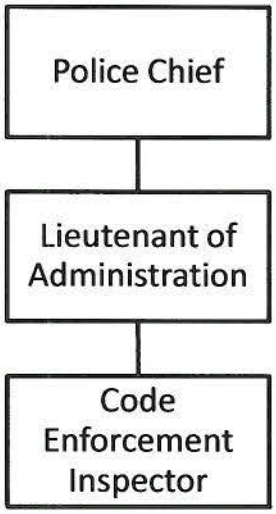
Five (5) Year Capital Equipment/Improvement Plan

Police Code Enforcement

Account Code	Description	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18
64-14	*Automobiles*					
	Compact Pick-Up Truck		20,000			20,000
	Total	0	20,000	0	0	20,000
	Division Total	0	20,000	0	0	20,000

General Fund

Police Code Enforcement - Grant Funded



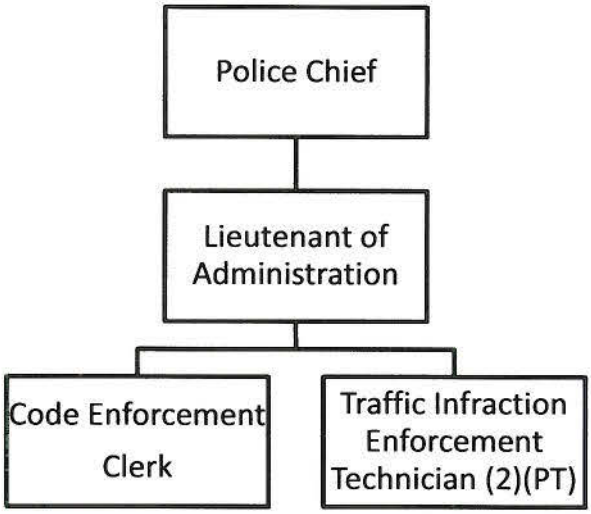
Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Regular Salaries & Wages				
Code Enforcement Insp.	1.00	1.00	38,000	36,400
Total	1.00	1.00	38,000	36,400

FUND: GENERAL
DIV: POLICE CODE ENFORCEMENT-GRANT FUNDED
ACCT#: 001-0066-521

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
12-99	Regular Full-Time Wages	0	0	38,000	36,400	36,400
15-11	Christmas Bonus	0	0	50	0	50
15-23	Cleaning Allowance	0	0	0	372	500
21-11	Social Security Matching	0	0	2,910	2,910	2,830
22-11	Florida Retirement System	0	0	1,970	1,970	2,530
23-11	Group Health Insurance	0	0	4,680	2,000	6,180
23-12	Group Life Insurance	0	0	50	25	50
23-13	Accidental Death - AD & D	0	0	20	10	20
24-36	W/C Inspection of Risks	0	0	1,470	1,470	1,420
	TOTAL PERSONAL SERVICES	0	0	49,150	45,157	49,980
34-99	Contractual Services - Miscellaneous	0	0	6,265	6,265	6,265
40-11	Travel and Training	0	0	1,000	1,000	750
41-21	Telephone	0	0	3,900	0	0
42-11	Postage	0	0	3,500	3,500	3,500
46-21	Maintenance - Equipment	0	0	1,100	1,100	1,100
46-31	Central Garage Maintenance	0	0	1,500	1,500	1,690
51-11	Office Supplies - General	0	0	2,700	2,700	2,700
52-11	Fuel	0	0	3,750	3,750	3,750
52-31	Clothing and Wearing Apparel	0	0	300	300	300
52-43	Computer Supplies	0	0	2,600	2,600	2,600
52-89	Automotive Parts	0	0	1,500	1,500	1,500
52-99	Operating Supplies Miscellaneous	0	0	565	565	565
54-11	Dues and Memberships	0	0	540	540	540
	TOTAL OPERATING EXPENSES	0	0	29,220	25,320	25,260
64-13	Data Processing Equipment	0	0	2,000	0	0
	TOTAL CAPITAL OUTLAY	0	0	2,000	0	0
	TOT. POLICE CODE ENF.-GRANTS	0	0	80,370	70,477	75,240

General Fund

Police Red Light Cameras



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Regular Salaries & Wages				
Code Enforcement Clerk	0.00	1.00	0	25,010
Part-Time Wages				
Traffic Infraction Enf Tech(2)	0.00	1.00	0	24,970
Total	0.00	2.00	0	49,980

FUND: GENERAL
DIV: POLICE RED LIGHT CAMERAS
ACCT#: 001-0067-521

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
12-99	Regular Full-Time Wages	0	0	0	4,231	25,010
13-11	Part-Time Wages	0	0	0	0	24,970
14-11	Overtime	0	0	0	80	0
15-11	Christmas Bonus	0	0	0	0	150
21-11	Social Security Matching	0	0	0	334	3,840
22-11	Florida Retirement System	0	0	0	303	3,030
23-11	Group Health Insurance	0	0	0	0	6,180
23-12	Group Life Insurance	0	0	0	0	50
23-13	Accidental Death - AD & D	0	0	0	0	20
24-26	W/C Clerical	0	0	0	0	210
	TOTAL PERSONAL SERVICES	0	0	0	4,948	63,460
31-11	City Attorney Services	0	0	20,000	20,000	10,000
31-99	Professional Services-Miscellaneous	0	0	0	0	50,000
34-29	Red Light Camera Fee	0	0	553,000	440,576	499,800
34-81	State Share - Red Light Camera	0	0	1,656,000	892,499	1,097,400
42-11	Postage	0	0	0	0	15,000
46-21	Maintenance - Equipment	0	0	0	0	500
46-23	Maintenance - Copiers	0	0	0	0	1,000
47-99	Printing and Binding - Miscellaneous	0	0	0	0	600
51-11	Office Supplies - General	0	0	0	0	2,000
52-43	Computer Supplies	0	0	0	0	2,000
	TOTAL OPERATING EXPENSES	0	0	2,229,000	1,353,075	1,678,300
	TOT. POLICE RED LIGHT CAMERA	0	0	2,229,000	1,358,023	1,741,760

Note: Previously these line items were included in the Police Supervision budget.

City of New Port Richey, Florida

General Fund

Department: Fire

Supervision

Mission Statement

The mission of the New Port Richey Fire and Emergency Services Department is to protect the lives and property of the citizens and visitors to New Port Richey by providing the highest possible levels of service through fire prevention, public education, fire suppression, emergency medical services and mitigation of the effects from natural and man-made disasters, consistent with resources provided.

Accomplishments FY 12-13

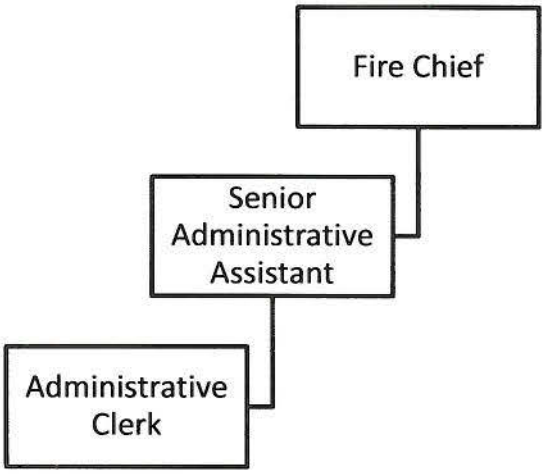
1. Responded to 3,972 calls; conducted 1.135 inspections of city businesses; completed 6,045 hours of training; provided fire safety and prevention education through station tours, visits to schools and participation in events sponsored by local churches and businesses.
2. The Fire Department received a random, unannounced EMS inspection conducted by Florida Department of Health. No deficiencies were found during the course of the inspection and the Department received an overall rating of "excellent".
3. Maintained ISO Public Protection Class rating of 3.
4. Assisted with completion and implementation of City-wide Disaster Plan.

Goals and Objectives

1. Explore areas of possible revenue sources and cost containment.
   a. Look into feasibility of fire assessment fees - will be working with BMO to implement a program.
   b. Replacement of medical supplies from Pasco County.
2. Pension containment and union negotiations.
   a. Continue to work with HR and membership to achieve sustainable pension costs and benefits.
   b. Work to secure a 3 year contract with firefighters' union.
3. Review the department's General Orders.
   a. Review and amend as necessary, to be consistent with the department's new SOG's (Standard Operating Guidelines).
4. Continued training and development in the following areas (ongoing):
   a. Officer training and assessment.
   b. EMS training in accordance with guidelines established by the US DOT National Curricula for EMT and Paramedic refresher courses.
   c. Fire tactic training.
   d. USAR (Urbqan Search and Rescue) training.
5. EMSTAR compliance.
   a. Assess EMS software options to become EMSTAR compliant by 2014-15 budget year. This is a state and federal standard that will be required of all EMS providers.
6. Secure funding for Fire Station #2 relocation.
   a. Prioritize Penny for Pasco projects to determine if those funds can be used for this project.
   b. Procure construction documents that would allow the Department to apply for potential grants.

General Fund

Fire Supervision



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Department Head Salaries				
Fire Chief	1.00	1.00	71,270	71,270
Regular Salaries & Wages				
Senior Administrative Assistant	1.00	1.00	31,720	31,720
Administrative Clerk	0.00	1.00	0	20,800
Part-Time Wages				
Administrative Clerk	0.72	0.00	16,000	0
Total	2.72	3.00	118,990	123,790

FUND: GENERAL
DIV: FIRE SUPERVISION
ACCT#: 001-0071-522

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-11	Department Head Salaries	71,535	71,535	71,270	71,535	71,270
12-99	Regular Full-Time Wages	66,543	31,720	31,720	31,842	52,520
13-11	Part-Time Wages	0	11,178	16,000	12,895	0
15-11	Christmas Bonus	150	150	150	150	150
15-14	One-Time Lump Sum Payment	0	0	1,250	1,250	0
15-22	Education Incentive Pay	400	600	300	600	600
15-23	Uniform Cleaning Allowance	1,000	750	750	750	750
15-25	Paramedic Incentive Pay	1,800	1,800	1,800	1,800	1,800
15-32	Inspector Incentive	1,200	1,200	1,200	1,200	1,200
15-33	USAR Incentive	300	300	300	300	300
21-11	Social Security Matching	10,916	8,780	9,396	9,358	9,840
22-11	Florida Retirement System	4,315	559	730	646	1,450
22-14	Defined Contribution Plan	2,711	3,202	3,260	3,239	3,210
23-11	Group Health Insurance	12,252	9,273	9,360	9,052	18,540
23-12	Group Life Insurance	109	41	100	41	150
23-13	Accidental Death - AD & D	10	5	30	5	40
24-23	W/C Firefighters/Drivers	1,275	2,736	3,900	3,947	3,910
24-26	W/C Clerical	102	141	190	188	220
	TOTAL PERSONAL SERVICES	174,618	143,970	151,706	148,798	165,950
34-12	Pest Control Services	312	312	620	702	940
34-33	Lawn Maintenance	0	750	900	900	900
34-99	Contractual Services - Miscellaneous	4,720	4,195	4,200	4,370	4,500
40-11	Travel and Training	345	586	410	250	410
41-21	Telephone	3,770	3,395	3,420	3,420	3,480
41-34	Data Lines	4,092	2,897	5,280	5,262	5,390
42-11	Postage	130	130	200	200	200
42-21	Freight Express Charges	11	35	100	200	230
43-11	Electric - City Facilities	10,845	11,138	11,240	11,000	11,770
43-31	Trash Removal	1,358	1,372	1,680	1,360	1,380
43-41	Gas (Propane/Natural)	611	460	480	480	480
43-51	Water and Sewer - City	3,150	3,062	3,260	3,260	3,400
43-73	Street Light Fee	112	112	230	146	150
43-81	Stormwater Assessment	240	240	480	460	470
45-34	Fire AD & D Insurance	0	2,205	1,950	1,950	2,250
46-11	Maintenance - Buildings & Grounds	5,832	9,856	5,180	5,180	5,500
46-21	Maintenance - Equipment	65	0	50	50	50
46-23	Maintenance - Copiers	65	26	150	100	150
46-31	Central Garage Maintenance	407	490	220	260	340
47-99	Printing and Binding - Miscellaneous	0	0	0	0	250
51-11	Office Supplies - General	1,201	1,220	900	900	900
52-11	Fuel	1,065	995	2,600	2,665	2,930
52-31	Clothing and Wearing Apparel	619	577	600	600	600

FUND: GENERAL
DIV: FIRE SUPERVISION
ACCT#: 001-0071-522

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
52-43	Computer Supplies	555	647	500	500	1,400
52-89	Automotive Parts	359	304	260	260	250
54-11	Dues and Memberships	245	315	370	365	380
54-61	Books and Publications	0	1,333	1,000	500	750
	TOTAL OPERATING EXPENSES	40,109	46,652	46,280	45,340	49,450
62-99	Building Improvements	0	0	10,000	0	0
64-14	Automobiles	30,004	0	0	0	0
	TOTAL CAPITAL OUTLAY	30,004	0	10,000	0	0
	TOTAL FIRE SUPERVISION	244,731	190,622	207,986	194,138	215,400

Five (5) Year Capital Equipment/Improvement Plan

Fire Supervision

Account Code	Description	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18
62-99	*Building Improvements*					
*	Remodel St. #1 Kitchen			45,000		
*	Air Conditioning Repl-St.#1			10,000		
*	St.#2/Training Center Relocation Study					100,000
	Total	0	0	55,000	0	100,000
	Division Total	0	0	55,000	0	100,000

* Penny for Pasco dollars

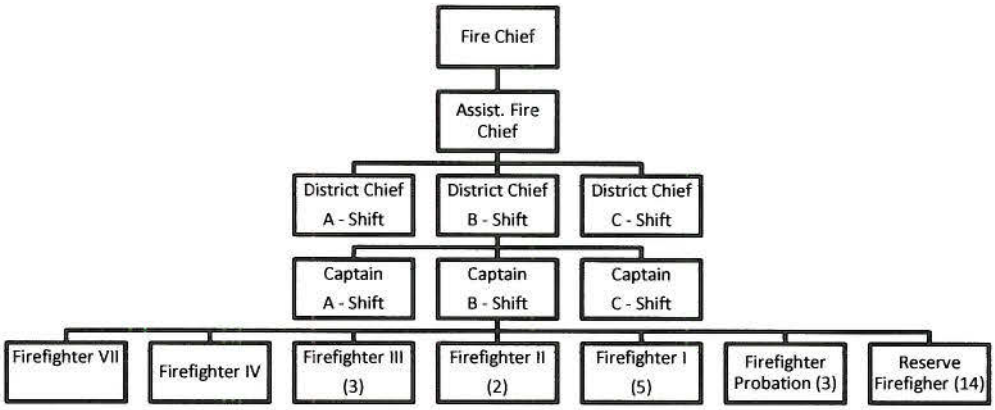
FUND: GENERAL
DIV: FIRE INSPECTION
ACCT#: 001-0072-522

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
46-31	Central Garage Maintenance	0	0	0	0	0
52-11	Fuel	0	0	0	0	0
52-89	Automotive Parts	0	0	0	0	0
54-11	Dues and Memberships	55	0	0	0	0
54-61	Books and Publications	945	0	0	0	0
	TOTAL OPERATING EXPENSES	1,000	0	0	0	0
	TOTAL FIRE INSPECTION	1,000	0	0	0	0

City of New Port Richey, Florida

General Fund

Firefighting



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Division Head Salaries				
District Chief	3.00	3.00	192,022	190,970
Assistant Fire Chief	1.00	1.00	71,906	69,500
Regular Salaries & Wages				
Fire Captain	3.00	3.00	179,909	178,760
Firefighter VIII	0.73	0.00	39,470	0
Firefighter VII	0.00	1.00	0	57,090
Firefighter IV	1.00	1.00	56,143	55,270
Firefighter III	5.00	3.00	269,070	156,460
Firefighter II	3.00	2.00	142,295	96,770
Firefighter I	2.00	5.00	87,230	222,260
Firefighter- Probation	0.42	3.00	17,530	104,880
Part-Time Wages				
Reserve Firefighter (14)	2.80	1.80	89,385	58,080
Total	21.95	23.80	1,144,960	1,190,040

FUND: GENERAL
DIV: FIREFIGHTING
ACCT#: 001-0073-522

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-12	Division Head Salaries	248,958	270,838	263,928	267,477	260,470
12-99	Regular Full-Time Wages	895,715	786,147	791,647	767,186	871,490
13-14	Part-Time Firefighters Wages	77,699	96,584	89,385	85,502	58,080
14-11	Overtime Wages	30,480	45,325	37,324	50,000	23,110
15-11	Christmas Bonus	1,300	1,500	1,650	1,600	1,800
15-14	One-Time Lump Sum Payment	0	0	9,500	9,500	0
15-16	Health Insurance Waiver Stipend	3,600	5,400	5,400	5,400	5,400
15-22	Education Incentive Pay	2,200	3,250	3,600	2,900	3,000
15-23	Uniform Cleaning Allowance	10,500	9,750	9,500	9,250	11,000
15-25	Paramedic Incentive Pay	27,000	27,900	31,350	30,600	32,400
15-30	Coordinator Incentive Pay	2,810	2,760	2,760	2,340	2,040
15-32	Inspector Incentive	15,750	13,900	12,700	12,700	12,000
15-33	USAR Incentive	3,450	3,250	3,300	3,000	3,000
21-11	Social Security Matching	99,335	95,401	96,243	95,430	98,210
22-13	Firemen's Pension Fund	178,831	281,594	463,760	450,500	473,230
22-17	Fire Pension - State Funds	135,792	153,202	0	0	0
23-11	Group Health Insurance	83,536	72,251	74,880	71,000	117,420
23-12	Group Life Insurance	822	379	920	376	1,060
23-13	Accidental Death - AD & D	75	45	230	45	270
24-23	W/C Firefighters/Drivers	22,470	51,018	64,110	64,110	66,250
	TOTAL PERSONAL SERVICES	1,840,323	1,920,494	1,962,187	1,928,916	2,040,230
31-32	Physicals-Firefighters-Reg & PT	10,523	9,601	11,730	11,730	13,290
34-99	Contractual Services - Miscellaneous	2,400	2,400	2,400	2,400	2,400
40-11	Travel and Training	1,440	5,741	5,586	4,200	2,150
41-41	Pager Services	1,139	1,945	160	160	160
46-21	Maintenance - Equipment	0	0	9,050	9,790	11,910
46-24	Maintenance - Technical Equipment	641	1,052	0	0	0
46-26	Maintenance - M.S.A. Equipment	3,416	3,038	0	0	0
46-31	Central Garage Maintenance	15,915	8,880	15,600	24,000	27,500
46-41	First Aid Equipment	1,203	3,283	0	0	0
46-43	Fire Hose	3,325	49	0	0	0
46-49	Radio Maintenance	3,015	1,578	0	0	0
51-11	Office Supplies - General	213	260	300	400	500
51-41	Small Tools and Implements	5,571	2,466	1,500	1,500	1,500
52-11	Fuel	25,697	22,783	31,000	31,000	37,200
52-21	Chemicals	0	0	150	150	150
52-31	Clothing and Wearing Apparel	12,826	11,575	12,400	12,400	20,100
52-33	Clothing - Auxiliary	820	927	900	900	1,200
52-43	Computer Supplies	220	496	300	300	300
52-47	First Aid Supplies	20,815	24,046	22,860	22,860	20,750
52-51	Janitorial Supplies	3,114	3,092	3,500	3,500	3,500
52-54	Training Supplies - General	0	0	880	800	1,000
52-62	County Dispatch Upgrade	0	0	0	0	42,260
52-68	Tapes/Cassettes	880	880	0	0	0
52-89	Automotive Parts	33,386	21,768	25,000	25,000	25,000

FUND: GENERAL
DIV: FIREFIGHTING
ACCT#: 001-0073-522

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
52-99	Operating Supplies - Miscellenaeous	5,859	10,476	6,500	6,500	6,500
54-11	Dues and Memberships	70	0	40	35	40
54-61	Books and Publications	187	135	600	600	600
	TOTAL OPERATING EXPENSES	152,675	136,471	150,456	158,225	218,010
64-15	Trucks and Trailers	0	0	0		435,000
64-31	Special Purpose Equipment	53,829	31,540	0		3,000
	TOTAL CAPITAL OUTLAY	53,829	31,540	0	0	438,000
	TOTAL FIREFIGHTING	2,046,827	2,088,505	2,112,643	2,087,141	2,696,240

Five (5) Year Capital Equipment/Improvement Plan
Firefighting

Account Code	Description	F. Y. 2013-14		F. Y. 2014-15		F. Y. 2015-16		F. Y. 2016-17		F. Y. 2017-18	
64-15	*Trucks and Trailers*										
	L1 Replacement (R & R)							750,000	(a)		
	E3 Replacement (R & R)	435,000	(b)								
	Total	435,000		0		0		750,000		0	
64-31	*Special Purpose Equipment*										
	Ice Machine for Station #1	3,000									
*	Extrication Equipment-Ladder 1					25,000					
	Thermal Imaging Camera					6,000					
	Total	3,000		0		31,000		0		0	
	Division Total	438,000		0		31,000		750,000		0	

(a) Year of Acquisition ($33,000 from R & R)

(b) Year of Acquisition ($78,000 from R & R; $150,000 from Penny for Pasco; $207,000 from Undesignated Reserves)

* Penny for Pasco dollars

City of New Port Richey, Florida

General Fund

Department: Development

Development

Mission Statement

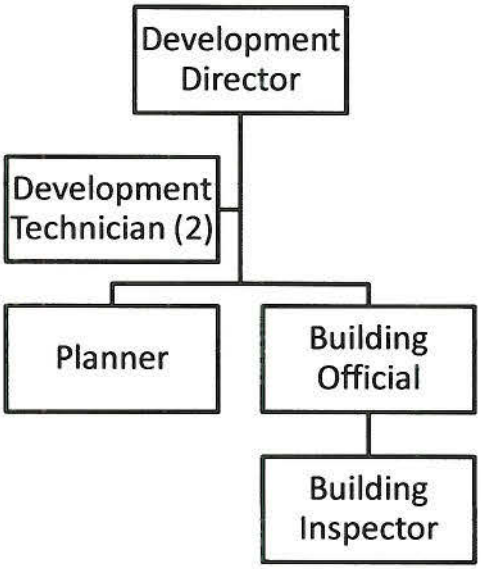
Our mission is to promote public welfare and safety, improve aesthetics and advance urban design, enhance the business community and preserve neighborhoods by providing quality service that is knowledgeable, efficient, comprehensive and helpful.

Accomplishments FY 12-13

1. Worked on redevelopment projects: Main Street Landing rezoning and site plan; North Bay Hospital expansion; Hacienda term sheet (terminated with CDP); Residences at Orange Lake RFQ/P; discussed HCA hospital with hospital representatives and County/PEDC.
2. Amended the Comprehensive Plan 10-year Water Supply Plan (pending).
3. Extended streetscape agreement for the Main Street Landing project.
4. Implemented alternative service delivery with volunteer, automated telephone system and self-service information table.

Goals and Objectives

1. Amend the Land Development Code and City Code.
   a. Review the LDC and determine priority of amendments.
   b. Repeal and replace the flood ordinance.
   c. Amend the building ordinance to make consistent with 2010 Florida Building Code.
2. Improve webpage and handouts.
   a. Create business-focus page with information about the development review, permit and inspection processes.
   b. Add links to business resources.
   c. Enhance information that is easy to understand for residents.
3. Improve customer service.
   a. Purchase software with planning and zoning capabilities.
   b. Input parcel-based data.
   c. Cross-train staff on use of new software.
4. Maintain or improve CRS rating.
   a. Provide training to staff.
   b. Enhance website with information to property owners.
   c. Improve handouts for the public.



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Department Head Salaries				
Development Director	1.00	1.00	70,327	69,000
Division Head Salaries				
Building Official	1.00	1.00	55,004	54,170
Regular Salaries & Wages				
GIS/Zoning Coordinator	1.00	0.00	49,106	0
Building Inspector	1.00	1.00	48,679	47,760
Development Technician	1.00	2.00	26,210	52,410
Planner	0.00	1.00	0	48,180
Total	5.00	6.00	249,326	271,520

FUND: GENERAL
DIV: DEVELOPMENT
ACCT#: 001-0081-515

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-11	Department Head Salaries	0	70,320	70,327	70,327	69,000
11-12	Division Head Salaries	0	54,163	55,004	55,004	54,170
12-99	Regular Full-Time Wages	0	154,539	123,995	123,995	148,350
13-11	Part-Time Wages	0	19,521	0	0	0
14-11	Overtime	0	482	0	0	0
15-11	Christmas Bonus	0	400	250	250	300
15-14	One-Time Lump Sum Payment	0	0	2,000	2,000	0
15-16	Health Insurance Waiver Stipend	0	0	0	1,350	0
21-11	Social Security Matching	0	20,933	19,250	19,250	20,800
22-11	Florida Retirement System	0	15,332	13,490	13,490	26,710
23-11	Group Health Insurance	0	28,591	23,400	23,400	37,080
23-12	Group Life Insurance	0	121	240	240	290
23-13	Accidental Death - AD & D	0	14	60	60	80
24-26	W/C Clerical	0	550	590	590	700
24-32	W/C Municipal Classification	0	5,388	7,640	7,640	7,640
	TOTAL PERSONAL SERVICES	0	370,354	316,246	317,596	365,120
31-11	City Attorney Services	0	10,061	5,000	5,000	5,000
31-21	City Engineer Services	0	32,951	30,000	30,000	30,000
31-81	Professional Services - Planning	0	0	4,380	4,380	30,000
31-99	Professional Services - Miscellaneous	0	12,968	27,000	27,000	50,000
40-11	Travel and Training	0	3,152	2,300	2,300	2,300
41-21	Telephone	0	1,896	1,850	1,850	1,850
41-31	Telephone - Long Distance	0	50	0	0	0
42-11	Postage	0	461	1,200	1,200	1,000
44-29	Rent - Software	0	3,000	0	0	3,000
45-71	Notary Bond	0	0	0	0	110
46-11	Maintenance - Buildings and Grounds	0	75	100	100	100
46-23	Maintenance - Copiers	0	28	50	50	50
46-31	Central Garage Maintenance	0	550	520	520	590
47-21	Forms	0	91	0	0	0
47-99	Printing and Binding - Miscellaneous	0	0	100	100	100
51-11	Office Supplies - General	0	1,714	1,800	1,800	1,800
51-41	Small Tools and Implements	0	93	0	0	0
52-11	Fuel	0	1,625	1,060	1,060	1,900
52-31	Clothing and Wearing Apparel	0	200	0	0	0
52-43	Computer Supplies	0	5,170	2,200	2,200	2,200
52-89	Automotive Parts	0	799	200	200	200
52-99	Operating Supplies - Miscellaneous	0	93	100	100	100
54-11	Dues and Memberships	0	1,433	960	960	1,025
54-61	Books and Publications	0	571	0	0	0
	TOTAL OPERATING EXPENSES	0	76,981	78,820	78,820	131,325
64-13	Data Processing Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	TOTAL DEVELOPMENT	0	447,335	395,066	396,416	496,445

City of New Port Richey, Florida

General Fund

Department: Other General Government

Municipal Building Operation

Mission Statement

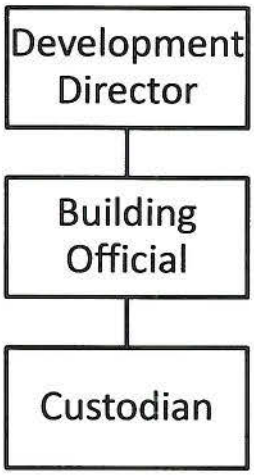
Our Mission is to maintain a safe, clean and attractive facility for the employees and visitors.

Accomplishments FY 12-13

1. Received bids for City Hall and Library panic buttons.
2. Received CCTV bids for City Hall.
3. Worked with ESCO on energy assessment of City Hall.
4. Worked with ESCO on assessment for roof and skylight replacement at City Hall.

Goals and Objectives

1. Replacement of roof and skylight at City Hall.
   a. Proceed with replacement as funds become available.
2. Start ESCO recommended energy saving projects.
   a. Proceed with replacement as funds become available.
3. Install panic buttons in various locations throughout City Hall and Library.
   a. Proceed with replacement as funds become available.
4. Improve property appearance (as funds become available).
   a. Perform seasonal outdoor cleaning/power washing.
   b. Replace dead, dying or overmature plantings.
   c. Repaint doors, trim and railings.
   d. Update signage.



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Regular Salaries & Wages				
Custodian	1.00	1.00	22,045	21,850
Total	1.00	1.00	22,045	21,850

FUND: GENERAL
DIV: MUNICIPAL BUILDING OPERATION
ACCT#: 001-0082-519

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
12-99	Regular Full-Time Wages	22,654	22,502	22,045	22,045	21,850
14-11	Overtime	1,528	1,307	1,820	1,820	1,820
15-11	Christmas Bonus	50	50	50	50	50
15-14	One-Time Lump Sum Payment	0	0	500	500	0
21-11	Social Security Matching	1,545	1,820	1,874	1,874	1,820
22-11	Florida Retirement System	2,155	1,176	1,230	1,230	1,650
23-11	Group Health Insurance	4,455	4,636	4,680	4,680	6,180
23-12	Group Life Insurance	40	20	50	50	50
23-13	Accidental Death - AD & D	4	2	20	20	20
24-27	W/C Buildings - NOC	460	987	1,400	1,400	1,400
	TOTAL PERSONAL SERVICES	32,891	32,500	33,669	33,669	34,840
34-12	Pest Control Services	538	468	740	740	740
34-51	Contractual Services - Electric	256	149	400	400	400
34-52	Contractual Services - Plumbing	0	76	0	0	0
34-53	Contractual Services - Mechanical	15,963	19,045	16,000	15,900	16,000
34-74	Security Services	0	0	200	200	200
34-99	Contractual Services - Miscellaneous	9,650	8,848	9,000	8,810	10,400
41-21	Telephone	726	931	830	1,100	1,300
41-41	Pager Services	70	12	0	0	0
43-11	Electric - City Facilities	65,712	60,230	77,700	65,000	77,700
43-31	Trash Removal	1,484	1,511	1,650	1,600	1,650
43-51	Water and Sewer - City	6,150	6,705	7,200	7,200	7,490
43-73	Street Light Fee	456	456	690	590	590
43-81	Stormwater Assessment	699	737	1,110	1,420	1,420
46-11	Maintenance - Buildings & Grounds	11,646	13,822	8,690	8,690	15,000
52-31	Clothing and Wearing Apparel	0	97	0	0	100
52-51	Janitorial Supplies	6,595	4,114	2,900	2,900	2,900
52-99	Operating Supplies - Miscellaneous	576	1,522	500	500	1,500
	TOTAL OPERATING EXPENSES	120,521	118,723	127,610	115,050	137,390
62-99	Building Improvements	0	0	0	0	85,000
	TOTAL CAPITAL OUTLAY	0	0	0	0	85,000
	TOTAL MUNICIPAL BLDG. OPERATION	153,412	151,223	161,279	148,719	257,230

Five (5) Year Capital Equipment/Improvement Plan
Municipal Building Operation

Account Code	Description	F. Y. 2013-14		F. Y. 2014-15	F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18
62-99	*Building Improvements*						
	Building Structure (R & R)			10,000	10,000	10,000	10,000
	Mechanical Upgrades (R & R)						
	HVAC Air Handler			10,000	10,000	10,000	10,000
	HVAC Thermostat System	85,000	(a)				
	City Hall Chiller Replacement			5,000	5,000	5,000	5,000
	Total	85,000		25,000	25,000	25,000	25,000
64-16	*Heavy Equipment*						
	Generator			150,000			
	Total	0		150,000	0	0	0
	Division Total	85,000		175,000	25,000	25,000	25,000

(a) Year of Acquisition ($40,000 from R & R)

City of New Port Richey, Florida

General Fund

Department: Parks and Recreation

Recreation

Mission Statement

To strengthen the community and enhance the quality of life by creating memorable experiences through Parks, Recreation and Aquatics.

Accomplishments FY 12-13

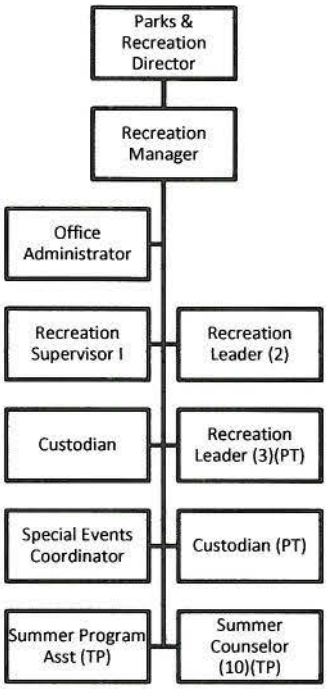
1. Completed a membership and fee study in order to realign fees at the Recreation and Aquatic Center.
2. Awarded Playful City USA Community for the fifth year in a row. This is a National award.
3. Provided support with the application and approval process for 44 city-wide Special Events in our parks. This included coordination with other City departments and the event organizers.
4. The Youth Advisory Board was awarded the President Obama Volunteer Service Award.

Goals and Objectives

1. Enhance the quality of life for the residents of New Port Richey.
   a. Continue operating hours to provide flexibility to members.
   b. Provide excellent customer service.
   c. Keep prices and membership fees reasonable .
   d. Expand the variety of programs offered.
2. Increase attendance and revenue at the Recreation and Aquatic Center.
   a. Promote annual membership drives.
   b. Increase attendance in Summer Camp.
   c. Gain information from marketing and fee study.
   d. Enhance equipment in current facilities to promote membership renewals.
3. Provide a safe and family friendly environment for the members and patrons.
   a. Background check employees and volunteers.
   b. Stay current on fire and emergency inspections.
   c. Ensure facility is clean and free of any walking hazards.
   b. Provide safety training to employees
4. Provide support to other City departments and community organizations.
   a. Provide other departments with meeting and program space to supplement their revenue.
   b. Work in unison with other City departments to plan events.

General Fund

Recreation



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Department Head Salaries				
Parks & Recreation Director	1.00	1.00	69,520	69,520
Division Head Salaries				
Recreation Manager	0.00	1.00	0	34,510
Regular Exempt Salaries				
Special Events Coordinator	0.00	1.00	0	30,000
Regular Salaries & Wages				
Recreation Supervisor I	1.00	1.00	24,170	24,170
Office Administrator	1.00	1.00	27,210	27,210
Custodian	1.00	1.00	20,800	20,800
Recreation Leader	2.00	2.00	48,265	47,950
Part-Time Wages				
Custodian	0.88	0.67	20,080	15,450
Recreation Leader (3)	1.90	1.84	38,110	37,080
Special Events Coordinator	0.50	0.00	11,950	0
Temporary Wages				
Summer Program Assistant	0.17	0.17	3,690	3,690
Summer Counselor (10)	1.60	1.60	28,900	28,910
Total	11.05	12.28	292,695	339,290

FUND: GENERAL
DIV: RECREATION
ACCT#: 001-0092-572

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-11	Department Head Salaries	69,781	69,514	69,520	69,520	69,520
11-12	Division Head Salaries	0	8,669	17,254	17,255	34,510
12-10	Regular Exempt Salaries	0	0	14,997	15,000	30,000
12-99	Regular Full-Time Wages	154,995	121,985	120,445	120,445	120,130
13-11	Part-Time Wages	51,052	58,100	70,140	66,740	52,530
13-12	Temporary Wages	31,878	28,823	32,590	35,990	32,600
14-11	Overtime Wages	7,410	2,749	1,990	3,300	2,070
15-11	Christmas Bonus	500	550	550	500	600
15-14	One-Time Lump Sum Payment	0	0	3,750	3,750	0
15-16	Health Insurance Waiver Stipend	300	0	0	0	0
21-11	Social Security Matching	23,771	21,649	25,349	22,882	26,160
22-11	Florida Retirement System	27,805	13,883	16,011	18,187	29,360
23-11	Group Health Insurance	31,187	29,364	30,750	28,080	49,440
23-12	Group Life Insurance	284	129	290	290	390
23-13	Accidental Death - AD & D	26	15	80	80	100
24-26	W/C Clerical	39	85	120	120	120
24-27	WC Buildings NOC	783	1,700	2,430	2,430	2,160
24-28	W/C Park Operations/Maintenance	4,209	8,336	12,445	10,890	13,380
	TOTAL PERSONAL SERVICES	404,020	365,551	418,711	415,459	463,070
34-12	Pest Control Sevices	600	600	1,350	1,350	600
34-22	Advertising/Marketing Consultant	4,378	35,593	42,000	42,000	0
34-43	Contractual Services - Instructors	37,412	42,281	35,000	35,000	35,000
34-74	Security Services	493	1,156	8,124	3,783	1,160
34-99	Contractual Services - Miscellaneous	2,775	974	400	400	1,400
40-11	Travel and Training	1,903	1,881	1,760	1,760	1,700
41-21	Telephone	3,393	5,009	5,660	5,660	5,660
41-31	Telephone - Long Distance	172	131	0	0	0
41-34	Data Lines	2,293	1,771	4,220	4,220	4,220
42-11	Postage	392	227	800	800	800
42-21	Freight Express Charges	35	10	100	100	100
43-11	Electric - City Facilities	131,826	116,308	209,851	120,000	140,000
43-31	Trash Removal	7,077	6,851	9,500	9,500	9,500
43-41	Gas (Propane/Natural)	1,193	1,119	2,500	1,141	1,700
43-51	Water and Sewer - City	5,252	7,111	10,000	6,040	6,000
43-73	Street Light Fee	223	223	230	758	760
43-81	Stormwater Assessment	2,275	2,275	2,390	4,365	4,400
44-19	Rent - Equipment	705	250	1,000	1,308	1,400
46-11	Maintenance - Buildings & Grounds	41,382	67,445	41,700	46,000	45,000
46-21	Maintenance - Equipment	3,148	3,671	990	990	1,490
46-22	Maintenance - Office Equipment	27	(53)	0	0	0
46-23	Maintenance - Copiers	311	337	3,600	3,600	1,400
46-31	Central Garage Maintenance	334	800	720	250	810
46-52	Vandalism Repairs	215	209	1,000	200	300
49-61	Special Events	3,235	2,741	1,250	1,250	1,250

FUND: GENERAL
DIV: RECREATION
ACCT#: 001-0092-572

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
49-62	Recreation Events - Donations	2,448	3,961	3,000	3,000	1,000
49-63	Recreation Trips	10,802	9,170	5,000	9,240	5,000
49-99	Other Current Charges-Miscellaneous	4,728	0	3,000	3,800	3,000
51-11	Office Supplies - General	1,057	1,583	800	950	1,000
51-41	Small Tools and Implements	303	496	400	400	500
52-11	Fuel	1,448	1,238	1,500	1,500	1,500
52-31	Clothing and Wearing Apparel	1,653	867	1,500	1,500	1,500
52-34	Swim/Recreation Accessories	0	813	2,000	2,000	2,000
52-41	Licensing and ID Materials	669	892	1,500	1,000	1,800
52-42	Photographic Supplies	317	6	0	0	0
52-43	Computer Supplies	1,032	1,197	1,000	1,500	4,500
52-45	Recreation Supplies	8,563	8,064	7,300	7,300	7,300
52-46	Advertising/Marketing Supplies	0	0	25,000	25,000	25,000
52-47	First Aid Supplies	284	0	400	400	400
52-48	Prizes and Awards	1,789	2,505	2,000	2,000	2,000
52-51	Janitorial Supplies	18,111	13,740	13,000	13,000	14,000
52-89	Automotive Parts	804	764	1,080	1,080	1,080
52-99	Operating Supplies - Miscellaneous	2,168	4,224	3,500	3,500	4,000
54-11	Dues and Memberships	369	461	560	560	600
	TOTAL OPERATING EXPENSES	307,594	348,901	456,685	368,205	340,830
62-99	Building Improvements	0	0	0	0	20,000
63-99	Improvements Other Than Buildings	0	0	0	0	0
64-15	Trucks and Trailers	14,880	0	0	0	0
64-31	Special Purpose Equipment	7,635	27,286	0	0	0
	TOTAL CAPITAL OUTLAY	22,515	27,286	0	0	20,000
	TOTAL RECREATION	734,129	741,738	875,396	783,664	823,900

Five (5) Year Capital Equipment/Improvement Plan

Recreation

Account Code	Description	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18
62-99	*Building Improvements*					
	Gym Floor Sand and Seal	20,000				
	Exterior Painting-Rec & Senior Ctr			100,000		
	Total	20,000	0	100,000	0	0
63-99	*Improvements Other Than Buildings*					
	Shuffle Board Courts					100,000
	Skate Park					250,000
	Parking Lot Striping			50,000		
	Splash Pad		240,000			
	Walking/Fitness Trail				175,000	
	Playground Equipment			125,000		
	Tennis Court Resurfacing			20,000		
	Tennis Court Half Wall			30,000		
	Total	0	240,000	225,000	175,000	350,000
	Division Total	20,000	240,000	325,000	175,000	350,000

City of New Port Richey, Florida

General Fund

Department: Parks and Recreation

Parks

Accomplishments FY 12-13

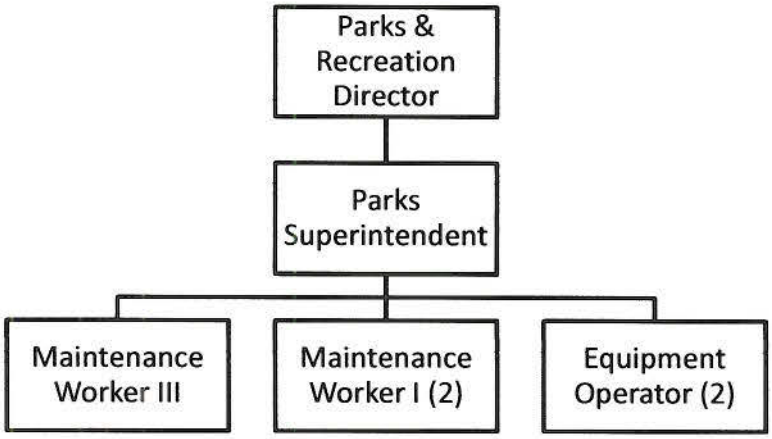
1. Controlled burn at James E. Grey Preserve at no cost to the City.
2. Coordinated volunteer groups to complete projects such as: painted the Overlook and Amphitheater; cleaned and painted Peace Hall.
3. Built award winning Chasco Fiesta float.
4. Eleven item Dog Obstacle Course built by Eagle Scout at the Dog Park.
5. Maintained all parks even though short staffed.

Goals and Objectives

1. Continue the preventative maintenance program in the City parks for safety and budgetary purposes.
   a. Utilize daily maintenance forms to identify concerns.
   b. Take corrective action on items noted on report.
   c. Be able to plan ahead for big budget items.
2. Work with various groups to support special events that promote the City.
   a. Identify event organizers.
   b. Meet with event organizers to ensure all rules and regulations are understood and to minimize the cost to the City.
3. Provide for a system of parks and permanent open spaces for recreational use, protection of natural resources and provision of urban buffers that are vital to a thriving community.
   a. Utilize staff for maximun coverage.
   b. Use volunteer and/or community service groups.
   c. Educate and cross train staff to perform all tasks.

General Fund

Parks



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Division Head Salaries				
Parks Superintendent	1.00	1.00	34,510	34,510
Regular Salaries & Wages				
Maintenance Worker III	1.00	1.00	28,310	28,310
Equipment Operator	2.00	2.00	52,712	52,210
Maintenance Worker I	2.00	2.00	39,664	46,910
Total	6.00	6.00	155,196	161,940

FUND: GENERAL
DIV: PARKS
ACCT#: 001-0093-572

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-12	Division Head Salaries	0	34,235	34,510	34,510	34,510
12-99	Regular Full-Time Wages	164,706	130,990	120,686	120,686	127,430
14-11	Overtime Wages	6,160	5,597	7,610	10,000	9,180
15-11	Christmas Bonus	300	300	250	250	300
15-14	One-Time Lump Sum Payment	0	0	2,500	2,500	0
21-11	Social Security Matching	13,038	12,960	12,666	12,686	13,120
22-11	Florida Retirement System	12,778	6,993	6,926	6,926	9,940
22-14	Defined Contribution Plan	2,897	2,875	2,930	2,930	2,830
23-11	Group Health Insurance	26,731	27,819	24,735	24,735	37,080
23-12	Group Life Insurance	238	122	252	252	290
23-13	Accidental Death - AD & D	22	14	63	63	80
24-28	W/C Parks Operations/Maintenance	2,783	5,783	7,819	7,819	8,270
	TOTAL PERSONAL SERVICES	229,653	227,688	220,947	223,357	243,030
34-33	Lawn Maintenance	24,720	20,828	24,730	24,730	26,000
40-11	Travel and Training	0	0	0	0	1,000
41-21	Telephone	2,569	2,566	2,200	2,200	2,200
41-34	Data Lines	2,293	0	0	0	0
41-42	Burglar Alarm Lines	0	0	0	0	500
43-11	Electric - City Facilities	8,613	7,841	9,270	9,270	9,920
43-31	Trash Removal	2,095	2,695	2,700	2,700	2,700
43-51	Water and Sewer - City	26,415	21,010	26,000	26,000	27,040
43-73	Street Light Fee	73	94	100	127	130
43-81	Stormwater Assessment	977	1,893	1,900	3,443	3,500
44-19	Rent - Equipment	0	400	500	500	500
46-11	Maintenance - Buildings & Grounds	28,004	17,441	32,300	33,500	32,300
46-31	Central Garage Maintenance	5,419	3,083	5,740	5,740	6,480
46-52	Vandalism Repairs	1,163	4,594	7,000	7,000	5,000
46-53	Pinehill Cemetary Repairs/Maintenance	270	0	0	0	0
46-54	Playground Repairs/Maintenance	35	950	0	0	0
46-55	Senior Center Repairs/Maintenance	963	450	5,000	800	5,000
51-11	Office Supplies - General	23	0	100	100	100
51-41	Small Tools and Implements	554	921	1,000	1,200	1,000
52-11	Fuel	17,132	14,409	14,280	14,280	14,280
52-31	Clothing and Wearing Apparel	426	672	620	620	700
52-43	Computer Supplies	175	129	200	200	1,200
52-47	First Aid Supplies	278	0	300	300	300
52-51	Janitorial Supplies	8,091	8,992	12,000	12,000	14,000
52-62	Trees	250	0	0	0	0
52-89	Automotive Parts	4,556	4,483	6,000	8,500	6,000
52-99	Operating Supplies - Miscellaneous	1,941	1,477	0	500	6,000
53-21	Signs and Sign Material	5,970	3,842	3,000	700	3,000
53-41	Sod - Seed	558	1,088	400	400	1,400
54-11	Dues and Memberships	0	0	0	0	160
	TOTAL OPERATING EXPENSES	143,563	119,858	155,340	154,810	170,410

FUND: GENERAL
DIV: PARKS
ACCT#: 001-0093-572

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
62-99	Building Improvements	0	0	52,000	0	122,000
63-99	Improvements Other Than Buildings	133,884	0	0	0	0
64-16	Heavy Equipment	11,590	0	0	0	0
	TOTAL CAPITAL OUTLAY	145,474	0	52,000	0	122,000
	TOTAL PARKS	518,690	347,546	428,287	378,167	535,440

City of New Port Richey, Florida

Five (5) Year Capital Equipment/Improvement Plan

Parks

Account Code	Description	F. Y. 2013-14		F. Y. 2014-15		F. Y. 2015-16		F. Y. 2016-17		F. Y. 2017-18	
62-99	*Building Improvements*										
	Senior Center Improvements	52,000	*								
	Ampitheater Roof	70,000									
	Party Pavilion w/BBQ(Frances)			250,000	+						
	Total	122,000		250,000		0		0		0	
63-99	*Improvements Other Than Buildings*										
	Playground Equip(Meadows Park)									175,000	
	Re-Mulch Grey Preserve Trails					25,000					
	Camping Sites - Grey Preserve			150,000							
	Playground at Russ Park					80,000					
	Pave Parking Lot-Peace Hall					70,000					
	Playground Equip - Grey Preserve			80,000							
	Kayak Launches(JEG, Frances)			60,000	++						
	Total	0		290,000		175,000		0		175,000	
	Division Total	122,000		540,000		175,000		0		175,000	

* $50,000 from CDBG grant and $2,000 from donation

\+ FRDAP Grant

++ Subject to grant funding

City of New Port Richey, Florida

General Fund

Department: Parks and Recreation

Swimming Pool Operation

Accomplishments FY 12-13

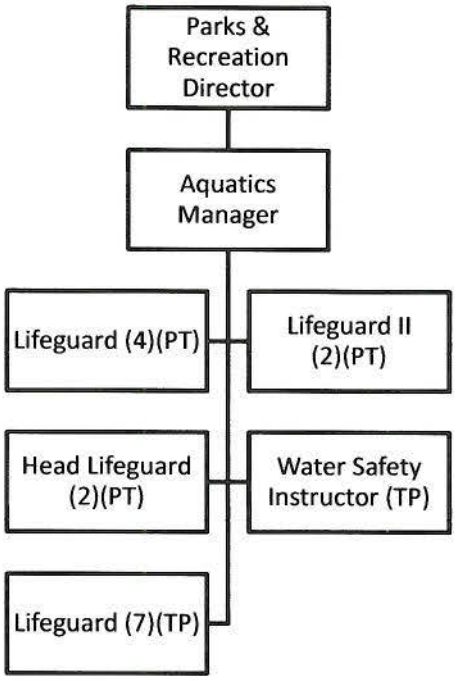
1. The Aquatics division successfully planned and managed the Easter Eggstravaganza, Fall Festival and Holiday Joy special events.
2. The Aquatics division provided swim lessons to 369 children which resulted in a revenue of $15,190.
3. Taught lifeguard training to 18 individuals.
4. Outreach program to 8 elementary schools to teach Whales Tales program.

Goals and Objectives

1. Offer quality leisure time experiences for all persons.
   a. Have all pools physically accessible.
   b. Offer a variety of programs and lessons.
   c. Provide staff with education on customer service skills and knowledge of programming.
   d. Develop a daytime birthday party package.
2. Promote positive health behaviors by offering active and fun lessons and programs.
   a. Model health and leadership standards.
   b. Solicit for specific program instructors.
   c. Develop in-house staff education and certifications for programs.
   d. Solicit service organizations to sponser youth in lifeguarding and water safety instructor.
3. Develop aquatic programming responsive to needs in the community.
   a. Outreach to service groups for sponsorship.
   b. Provide quality instructors and classes.
   c. Expand the water saftey awareness programs.
   d. Maintain our reputation as "the place" to come for swim lessons.
4. Promote safety awareness and practices in the aquatic environment.
   a. Outreach to schools for program participation.
   b. Kiwanis "Every Child A Swimmer" program.
   c. World Waterpark's "World's Largest Swim Lesson".
   d. Promote "Drowning Prevention Month" (May) in-house.

General Fund

Swimming Pool Operation



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Division Head Salaries				
Aquatics Manager	1.00	1.00	34,510	34,510
Regular Salaries & Wages				
Lifeguard/Swim Coach	0.06	0.00	1,281	0
Part-Time Wages				
Head Lifeguard (2)	1.25	0.76	25,220	15,600
Lifeguard (4)(4)	2.30	1.52	32,750	25,950
Lifeguard II (2)(2)	0.77	0.76	17,309	14,200
Temporary Wages				
Lifeguard (5)(7)	1.20	1.75	21,630	34,510
Lifeguard II (2)	0.58	0.00	11,700	0
Water Safety Instructor	0.10	0.10	2,000	2,000
Total	7.26	5.89	146,400	126,770

FUND: GENERAL
DIV: SWIMMING POOL OPERATION
ACCT#: 001-0094-572

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-12	Division Head Salaries	33,924	34,768	34,510	34,510	34,510
12-99	Regular Full-Time Wages	44,523	45,148	1,281	1,281	0
13-11	Part-Time Wages	38,506	34,577	75,279	75,279	55,750
13-12	Temporary Wages	35,601	42,659	35,330	35,330	36,510
14-11	Overtime	61	210	0	600	0
15-11	Christmas Bonus	200	200	150	150	200
15-14	One-Time Lump Sum Payment	0	0	1,250	1,250	0
21-11	Social Security Matching	11,263	11,548	11,316	11,316	9,720
22-11	Florida Retirement System	10,300	5,710	5,760	5,760	8,310
23-11	Group Health Insurance	13,366	13,909	9,360	9,360	6,180
23-12	Group Life Insurance	119	61	100	100	50
23-13	Accidental Death - AD & D	11	7	30	30	20
24-28	W/C Park Operations/Maintenance	2,710	5,790	7,070	7,070	6,120
	TOTAL PERSONAL SERVICES	190,584	194,587	181,436	182,036	157,370
34-12	Pest Control Services	0	0	0	0	600
34-41	Water Safety Instruction	1,309	591	500	500	600
40-11	Travel and Training	0	0	300	300	100
41-21	Telephone	231	266	180	180	180
43-11	Electric - City Facilities	34,513	34,203	42,230	31,500	33,000
43-41	Gas (Propane/Natural)	7,386	6,887	10,000	7,000	6,000
43-51	Water and Sewer - City	676	3,104	11,030	10,600	12,000
43-73	Street Light Fee	47	47	50	0	50
43-81	Stormwater Assessment	2,862	2,862	2,900	5,500	5,500
44-19	Rent - Equipment	530	0	200	200	0
46-11	Maintenance - Buildings & Grounds	3,725	4,740	13,316	13,316	15,000
46-21	Maintenance - Equipment	85	0	300	300	300
46-23	Maintenance - Copiers	89	89	200	200	200
46-41	First Aid Equipment	403	810	0	0	0
46-61	Maintenance - Physical Plant	15,997	12,485	0	0	0
51-11	Office Supplies - General	250	239	200	200	200
51-41	Small Tools and Implements	546	115	150	150	150
52-21	Chemicals	18,771	18,814	19,500	19,500	20,000
52-22	Laboratory Supplies	14	48	100	100	100
52-31	Clothing and Wearing Apparel	823	839	900	900	900
52-34	Swim/Recreation Accessories	2,458	2,516	3,200	2,000	3,000
52-41	Licensing and ID Materials	2,245	2,245	2,500	2,500	2,500
52-43	Computer Supplies	156	187	200	200	200
52-45	Recreation Supplies	330	162	0	0	600
52-47	First Aid Supplies	372	274	700	700	1,500
52-48	Prizes and Awards	380	139	200	220	300
52-51	Janitorial Supplies	850	939	500	500	800
52-99	Operating Supplies - Miscellaneous	265	2,781	200	200	4,500
53-21	Signs and Sign Material	206	61	200	200	200
54-11	Dues and Memberships	202	247	0	0	210
	TOTAL OPERATING EXPENSES	95,721	95,690	109,756	96,966	108,690

FUND: GENERAL
DIV: SWIMMING POOL OPERATION
ACCT#: 001-0094-572

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
63-99	Improvements Other Than Buildings	0	0	31,424	31,424	0
64-31	Special Purpose Equipment	0	2,501	0	0	0
	TOTAL CAPITAL OUTLAY	0	2,501	31,424	31,424	0
	TOTAL SWIMMING POOL OPERATION	286,305	292,778	322,616	310,426	266,060

Five (5) Year Capital Equipment/Improvement Plan

Swimming Pool Operation

Account Code	Description	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18
63-99	*Improvements Other Than Buildings*					
*	Water Slide			85,000		
	Resurface Pools (R & R)		80,000	40,000	160,000 (a)	
	Refurbish Kiddie Pool (R & R)		50,000	25,000	100,000 (b)	
	Total	0	130,000	150,000	260,000	0
64-31	*Special Purpose Equipment*					
	Deck PA System			3,500		
	Thermal Pool Blankets (2)		5,200 (c)			
	Awning Replacemnt		2,000	6,000	10,000	
	Dive Stands					15,000
	Dive Boards					5,000
	Lane Lines					3,200
	Total	0	7,200	9,500	10,000	23,200
	Division Total	0	137,200	159,500	270,000	23,200

* Penny for Pasco dollars

(a) Year of Acquisition ($120,000 from R & R)

(b) Year of Acquisition ($75,000 from R & R)

(c) T-Bay Donation

Recommend closing the lap pool to the public in the winter months (November - March) due to low attendance

City of New Port Richey, Florida

General Fund

Department: Public Works

Supervision

Mission Statement

The mission of the Public Works Department is to provide and maintain the infrastructure of the City of New Port Richey, and to protect the health and welfare of the City residents, businesses, and visitors. To provide quality services, within available resources, to our customers in a timely and efficient manner with the unity and trust of highly qualified and skilled personnel, and serve as first responders in emergency situations. This mission is accomplished through the prudent use of resources, technology, innovations, and teamwork.

Accomplishments FY 12-13

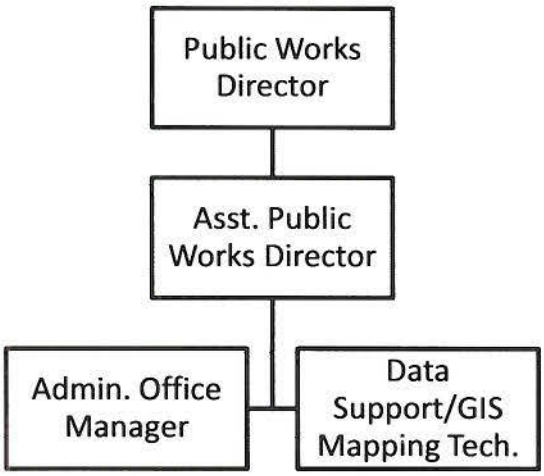
1. National Pollutant Discharge Elimination System permit year one requirement completed: policies and standard operating procedures review and updates, as well as the Geographic Information System inventory and facility identification and updates.
2. Permits: Indiana Avenue Closed Landfill FDEP permit modification approved by the Department.
3. Reclaimed Water Expansion: Meadowlawn Cemetery Reclaimed Expansion grant funding and design; Downtown Overlay and North Park Neighborhoods Phase I design and constuction.
4. Grant approvals: Urban Forestry Grant, FDOT grant for Richey Elementary School flashing signals, FDOT traffic control divice (bright sticks), SWFWMD reclaimed water expansion and SWFWMD Toilet Rebate.

Goals and Objectives

1. Reclaimed Water Expansion.
   a. Identify areas where the City's reclaimed water system can be expanded.
   b. Design identified expansion system.
   c. Identify and apply for any grants that might be available.
   d. Construct Reclaimed Water Project(s).
2. Interlocal agreement review and updates.
   a. Pasco County Reclaimed Water Disposal Provision negotiations.
   b. FGUA bulk water purchasing agreement.
3. 2013 Stormwater Master Plan Update implementation.
   a. Identify projects in the master plan where construction can be performed by maintenance staff.
   b. SWFWMD permit submission phase.
   c. Receive SWFWMD "no permit required" letter or permit application approval form.
   d. Perform and complete construction.
4. Pedestrian Walkway expansions.
   a. Construct Multi-use trail beginning at the Cotee River Park heading east and hooking up to Starkey Trail.
   b. Design trail system beginning at Orange Lake, east on Central Avenue, north on Madison to North Bay Hospital.
   c. Design trail system beginning Downtown at Main Street and Madison heading north to North Bay Hospital.

General Fund

Public Works Supervision



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Department Head Salaries				
Public Works Director	1.00	1.00	71,270	71,270
Division Head Salaries				
Assist Public Works Director	1.00	1.00	56,058	63,010
Regular Salaries & Wages				
Admin. Office Manager	1.00	1.00	31,892	31,290
Data Support/GIS Mapping Tech.	1.00	1.00	22,008	21,840
Total	4.00	4.00	181,228	187,410

FUND: GENERAL
DIV: PUBLIC WORKS SUPERVISION
ACCT#: 001-0101-519

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-11	Department Head Salaries	71,535	71,261	71,270	71,270	71,270
11-12	Division Head Salaries	56,264	56,679	56,058	56,058	63,010
12-99	Regular Full-Time Wages	166,716	130,479	53,900	53,900	53,130
14-11	Overtime Wages	8,695	3,424	960	0	960
15-11	Christmas Bonus	350	350	200	200	200
15-14	One-Time Lump Sum Payment	0	0	2,000	2,000	0
15-16	Health Insurance Waiver Stipend	1,800	1,350	0	0	0
15-29	Meal Allowance	0	12	150	60	150
21-11	Social Security Matching	22,689	19,763	14,123	14,123	14,440
22-11	Florida Retirement System	29,746	13,857	10,150	13,066	21,190
23-11	Group Health Insurance	26,731	23,569	18,720	18,720	24,720
23-12	Group Life Insurance	264	116	200	200	200
23-13	Accidental Death - AD & D	24	14	50	50	50
24-26	W/C Clerical	109	247	230	223	230
24-32	W/C Municipal Classification	5,425	11,644	9,460	9,451	10,060
	TOTAL PERSONAL SERVICES	390,348	332,765	237,471	239,321	259,610
34-12	Pest Control Services	756	756	1,540	1,540	2,000
40-11	Travel and Training	461	695	3,850	710	1,000
41-21	Telephone	12,784	12,213	9,000	9,000	9,000
41-31	Telephone - Long Distance	135	146	0	0	0
41-34	Data Lines	5,065	4,022	8,880	8,880	8,880
41-41	Pager Services	37	44	40	38	40
42-11	Postage	188	132	250	150	250
43-11	Electric - City Facilities	50,166	49,500	55,000	42,000	55,000
43-31	Trash Removal	5,757	5,767	8,000	7,700	8,000
43-51	Water and Sewer - City	5,514	5,234	5,200	5,200	5,410
43-73	Street Light Fee	149	149	300	575	600
43-81	Stormwater Assessment	2,476	3,006	4,000	5,775	5,800
45-71	Notary Bond	0	0	150	150	150
46-11	Maintenance - Buildings & Grounds	10,118	21,045	9,460	8,000	9,460
46-21	Maintenance - Equipment	2,813	3,891	3,000	2,200	3,000
46-23	Maintenance - Copiers	2,665	2,837	2,000	2,000	2,000
46-31	Central Garage Maintenance	6,322	1,270	1,560	1,800	1,760
46-49	Radio Maintenance	582	600	0	0	0
51-11	Office Supplies - General	2,111	1,781	2,000	2,000	2,000
51-41	Small Tools and Implements	60	22	300	200	300
52-11	Fuel	6,172	9,523	6,000	6,000	6,000
52-25	Software Licenses/Support	3,400	4,148	4,320	4,320	4,320
52-31	Clothing and Wearing Apparel	546	209	300	300	300
52-43	Computer Supplies	3,010	1,136	3,000	3,000	3,000
52-47	First Aid Supplies	184	53	200	180	200
52-51	Janitorial Supplies	916	1,048	800	700	800
52-89	Automotive Parts	8,540	1,684	1,500	5,500	1,500
52-99	Operating Supplies - Miscellaneous	2,031	2,786	4,000	3,500	4,000
54-11	Dues and Memberships	1,395	1,168	950	1,250	1,400
54-61	Books and Publications	128	0	300	300	300
	TOTAL OPERATING EXPENSES	134,481	134,865	135,900	122,968	136,470

FUND: GENERAL
DIV: PUBLIC WORKS SUPERVISION
ACCT#: 001-0101-519

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
62-99	Building Improvements	0	0	0	0	20,000
64-13	Data Processing Equipment	4,443	0	0	0	2,600
64-15	Trucks and Trailers	0	0	0	0	10,000
64-31	Special Purpose Equipment	6,295	0	0	0	0
	TOTAL CAPITAL OUTLAY	10,738	0	0	0	32,600
	TOTAL PUBLIC WORKS SUPERVISION	535,567	467,630	373,371	362,289	428,680

Five (5) Year Capital Equipment/Improvement Plan

Public Works Supervision

Account Code	Description	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18
62-99	*Building Improvements*					
	PW Bldg Impr. HVAC Sys(R&R)	10,000	10,000	10,000	10,000	10,000
	PW Bldg Impr. Generator(2)(R&R)	10,000	10,000	10,000	10,000	10,000
	Total	20,000	20,000	20,000	20,000	20,000
64-13	*Data Processing Equipment*					
	Desktop Computer	2,600	2,600			
	Total	2,600	2,600	0	0	0
64-18	*Software*					
	LG Viewer Work Request Module		15,000			
	Total	0	15,000	0	0	0
64-15	*Trucks and Trailers*					
	Truck #55 Replacement (R&R)	10,000	20,000 (a)			
	3/4 Ton Truck #71 (R&R)					10,000
	Total	10,000	20,000	0	0	10,000
	Division Total	32,600	57,600	20,000	20,000	30,000

(a) Year of Acquisition ($10,000 from R & R)

City of New Port Richey, Florida

General Fund

Department: Public Works

Street and Right-Of-Way Maintenance

Mission Statement

Street/R.O.W. mission is to repair, maintain and eliminate hazards to all Public Streets, Right of Ways and Alleys, making our City a safer place for the residents and general public. The department also strives to keep all traffic signs, roadway markings, sidewalks and streetlights maintained for public safety. Furthermore, set up all road closures, detours and planning for special events to function safely in cooperation with the Police Department. The Department handles the FDEP Transfer Station Permit along with emergency call outs for various hazards.

Accomplishments FY 12-13

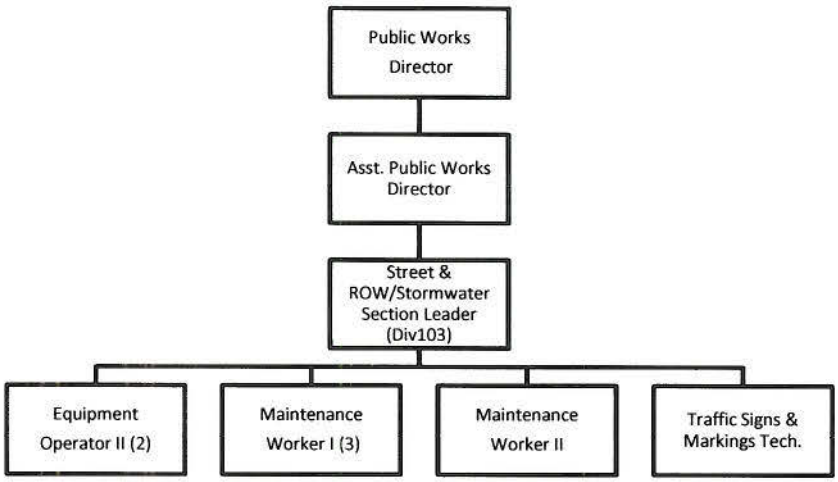
1. Completed the exterior painting of the Hacienda Hotel and the Old Post Office downtown.
2. Removed all of the benches located downtown on Main Street within the Palm District, which included irrigation system expansion and sod installation.
3. Animal Control area rehabilitation at the New Port Richey SPCA and at the old Public Works building.
4. Traffic Control upgrades: stop bar replacements at all intersections; Richey Elementary School zone signal flashers installed on Adams Street.

Goals and Objectives

1. Traffic Control Upgrades.
   a. Bright Stick installation on all stop sign u-channel posts.
   b. Upgrade to high emphasis crosswalks.
   c. Up-size remaining four inch street name blades to current MUTCD standard size of six inch.
2. Update sidewalk inventory.
   a. Identify and enter into the GIS data base new sidewalk areas not included in the previous inventory.
   b. Identify damaged sidewalk areas and make repairs.
   c. Identify pedestrian trip hazards and make repairs.
   d. Identify areas of expansion for future projects.
3. Tree maintenance.
   a. Prune all of the trees in the Downtown District.
   b. Deep root all of the trees in the Downtown District.
   c. Continue implementating "Tree City USA" criteria.
   d. Identify trees in decline and dead in an effort to take a proactive approach to eliminate hazards.

General Fund

Street and Right-of-Way Maintenance



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Regular Salaries & Wages				
Equipment Operator II	2.00	2.00	56,923	55,560
Maintenance Worker I	3.00	3.00	59,280	60,900
Maintenance Worker II	1.00	1.00	25,880	25,880
Traffic Signs & Markings Tech	1.00	1.00	29,600	29,600
Total	7.00	7.00	171,683	171,940

FUND: GENERAL
DIV: STREET & RIGHT-OF-WAY MAINTENANCE
ACCT#: 001-0102-541

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
12-99	Regular Full-Time Wages	170,718	155,566	171,683	171,683	171,940
14-11	Overtime Wages	17,133	5,977	12,080	6,000	12,080
15-11	Christmas Bonus	350	300	350	350	350
15-14	One-Time Lump Sum Payment	0	0	3,500	3,500	0
15-16	Health Insurance Waiver Stipend	1,200	1,800	1,800	1,800	1,800
15-27	Stand-By Time	7,664	2,201	5,290	5,290	5,290
21-11	Social Security Matching	14,622	12,219	14,903	14,903	14,650
22-11	Florida Retirement System	17,677	8,113	9,730	9,730	13,160
23-11	Group Health Insurance	25,246	21,250	28,080	28,080	37,080
23-12	Group Life Insurance	244	114	340	340	340
23-13	Accidental Death - AD & D	22	13	90	90	90
24-31	W/C Street Maintenance/Trash	3,663	7,885	10,540	10,540	10,630
	TOTAL PERSONAL SERVICES	258,539	215,438	258,386	252,306	267,410
31-99	Professional Services - Miscellaneous	0	11,750	0	0	0
34-30	Parking Lot Maintenance	1,184	904	1,000	1,000	1,000
34-38	Lab Test	0	755	250	250	250
34-85	Trash Grinding Service	16,985	22,962	10,000	10,000	10,000
34-99	Contractual Services - Miscellaneous	19,324	26,979	19,000	19,000	19,000
40-11	Travel and Training	0	0	300	500	300
41-21	Telephone	3,898	3,702	4,200	4,200	4,200
41-34	Data Lines	480	480	480	480	480
42-11	Postage	2	0	20	40	20
43-11	Electric - City Facilities	0	0	1,400	1,400	1,400
43-12	Electric - Traffic Lights	4,622	4,725	5,000	5,000	5,000
43-15	Electric - Streetscape Irrigation	1,454	1,393	0	0	0
43-21	Eastbury Garden Street Lights	2,533	2,516	2,500	2,500	2,500
43-22	Hillandale Street Lights	16,623	16,675	18,700	18,700	18,700
43-23	Ridgewood Street Lights	7,148	7,829	8,500	8,500	8,500
43-31	Trash Removal	16,265	15,547	13,000	13,000	13,000
43-51	Water and Sewer - City	34,121	22,043	20,000	31,000	20,800
43-71	Electric - City Street Lights	70,021	66,474	72,000	0	0
43-72	Street Light Rental and Maintenance	211,998	218,554	0	0	0
43-74	US 19 Street Lighting Operation/Maint.	37,188	34,787	52,000	0	0
43-81	Stormwater Assessment	0	1,184	1,190	2,271	2,280
44-19	Rent - Equipment	1,707	690	1,500	1,000	1,500
46-11	Maintenance - Buildings & Grounds	8,447	2,604	11,480	11,480	11,480
46-21	Maintenance - Equipment	0	0	100	100	100
46-31	Central Garage Maintenance	37,762	17,843	35,590	30,000	39,530
46-49	Radio Maintenance	0	200	0	0	0
49-31	Reimbursement to FEMA	0	5,211	0	0	0
49-83	Permit Fees	0	0	70	70	70
51-11	Office Supplies - General	147	37	200	200	200
51-41	Small Tools and Implements	1,584	457	1,500	1,560	1,500

FUND: GENERAL
DIV: STREET & RIGHT-OF-WAY MAINTENANCE
ACCT#: 001-0102-541

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
52-11	Fuel	36,780	42,587	24,320	54,727	42,000
52-31	Clothing and Wearing Apparel	851	917	1,400	1,400	1,400
52-43	Computer Supplies	5	37	250	200	250
52-47	First Aid Supplies	21	0	100	100	100
52-62	Trees	2,950	3,064	3,000	3,000	3,000
52-89	Automotive Parts	17,483	36,190	20,450	33,000	25,000
52-99	Operating Supplies - Miscellaneous	9,338	8,411	8,600	10,000	10,000
53-11	Asphalt/Concrete	7,666	9,736	0	0	0
53-12	Limestone/Crushed Concrete	147	727	0	0	0
53-13	Gravel/Shell	16	335	0	0	0
53-21	Signs and Sign Material	9,438	6,604	15,000	15,000	15,000
53-22	Pavement Marking Material	8,519	980	0	0	0
53-41	Sod - Seed	536	782	750	1,200	750
53-99	Road Materials - Miscellaneous	194	415	26,580	20,000	25,000
54-11	Dues and Memberships	145	160	260	260	260
54-61	Books and Publications	21	0	200	200	200
	TOTAL OPERATING EXPENSES	587,603	597,246	380,890	301,338	284,770
64-15	Trucks and Trailers	0	0	0	0	50,000
64-31	Special Purpose Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	50,000
	TOTAL STREET & RIGHT-OF-WAY	846,142	812,684	639,276	553,644	602,180

Five (5) Year Capital Equipment/Improvement Plan

Street and Right-Of-Way Maintenance

Account Code	Description	F. Y. 2013-14		F. Y. 2014-15	F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18	
64-15	*Trucks and Trailers*							
	Dump Truck (#99) (R & R)			10,000	10,000	10,000	10,000	
	Dump Truck (#69) (R & R)			10,000	10,000	10,000	37,000	(a)
	Dump Truck (#98) (R & R)			10,000	10,000	10,000	10,000	
	2 Ton Flat Bed DumpTrk(#56)(R&R)	50,000	(b)					
	Tandem Dump Truck (#6) (R & R)			15,000	15,000	15,000	120,000	(c)
	Total	50,000		45,000	45,000	45,000	177,000	
64-16	*Heavy Equipment*							
	Pay Loader w/Root Rake (#8) (R & R)			10,000	10,000	10,000	10,000	
	Tractor w/Clam Shell(#4)(R&R)			10,000	10,000	10,000	10,000	
	Pay Loader w/Clam Shell(#12)(R&R)			10,000	10,000	10,000	10,000	
	Bucket Truck (#97) (R & R)			15,000	15,000	15,000	15,000	
	Total	0		45,000	45,000	45,000	45,000	
64-31	*Special Purpose Equipment*							
	Tree Stump Grinder				25,000			
	Total	0		0	25,000	0	0	
	Division Total	50,000		90,000	115,000	90,000	222,000	
Total General Fund Capital Outlay		1,098,430		1,618,500	1,474,900	1,633,200	1,272,700	

(a) Year of Acquisition ($34,000 from R & R)
(b) Year of Acquisition ($40,000 from R & R)
(c) Year of Acquisition ($60,000 from R & R)

FUND: GENERAL
DIV: NON-EXPENDITURE DISBURSEMENTS
ACCT#: 001-0580

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
581-	*TRANSFERS*					
91-63	Trans To Redevelpmnt - Tax Increment	1,274,094	1,032,641	714,395	714,395	632,285
	TOTAL TRANSFERS	1,274,094	1,032,641	714,395	714,395	632,285
584-	*RESERVES*					
94-21	Reserves - Contingency			1,056,510	0	351,490
94-24	Reserves - Sick Leave			0	0	63,320
	TOTAL RESERVES	0	0	1,056,510	0	414,810
	TOTAL NON-EXPENDITURE DISB.	1,274,094	1,032,641	1,770,905	714,395	1,047,095
	GENERAL FUND EXPENDITURES	14,993,697	15,995,531	17,692,130	15,227,077	17,684,110

General Fund

Capital Outlay Summary by Department and Funding Source

Dept/Div	Description	Amount	PFP	R & R	Grants	Operating	Other	Total
Administration								
Tech. Solutions	Storage Server Upgrade	30,000		30,000				
	Network Infrastructure Upgrade	3,000				3,000		
	Network Server Upgrade	3,000				3,000		
	Server/Storage Repl (PW)	20,000		20,000				
	Server Repl (Rec Complex)	3,000		3,000				
	Network Server Software Upgrade	3,000				3,000		
	Microsoft Platform Upgrades	110,000		110,000				
	Alchemy Document Imaging Sys	50,000		50,000				
	Media Upgrade Council Chambers	5,800				5,800		
	Subtotal Tech Solutions							227,800
Library	Computer Replacements	24,000		24,000				
	Millenium Server Replacement	16,500		16,500				
	Main Library Server Replacement	7,000		7,000				
	Library Materials	75,530			25,530	50,000		
	Subtotal Library							123,030
Public Safety								
Firefighting	E-3 Truck Replacement	435,000	150,000	78,000		207,000		
	Ice Machine for Station #1	3,000				3,000		
	Subtotal Firefighting							438,000
Municipal Bldg	HVAC Thermostat System	85,000		40,000		45,000		
	Subtotal Municipal Building							85,000
Parks & Recreation								
Recreation	Gym Floor Sand and Seal	20,000				20,000		
Parks	Senior Center Improvements	52,000			50,000		2,000	
	Amphitheater Roof	70,000				70,000		
	Subtotal Parks & Recreation							142,000
Public Works								
Supervision	HVAC System	10,000		10,000				
	Generator (2)	10,000		10,000				
	Desktop Computer	2,600				2,600		
	Truck #55 Replacement	10,000		10,000				
	Subtotal Supervision							32,600
Street & ROW	Flat Bed Dump Truck	50,000		40,000		10,000		
	Subtotal Parks & Recreation							50,000
	Grand Total	1,098,430	150,000	448,500	75,530	422,400	2,000	1,098,430

FUND: STORMWATER UTILITY
ACCT#: 002-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
343-71	Stormwater Utility Fee	527,087	522,915	998,000	914,000	914,000
361-10	Interest on Investments	(83)	238	0	0	0
361-15	Interest-Stormwater Utility Fee	2	1	0	0	0
361-20	Interest - S.B.A.	2,227	2,156	1,830	1,900	1,900
361-25	Interest - FMIvT	431	424	390	350	350
364-42	Insurance Proceeds	0	0	11,515	11,515	0
381-60	Transfer From C.I.F.	0	0	341,405	345,600	0
389-89	Prior Yr Fund Bal-Designated F/A	0		0	0	170,000
389-90	Prior Yr Fund Bal-Undesignated	0		99,010	0	315,690
	STORMWATER UTILITY FUND REVENUES	529,664	525,734	1,452,150	1,273,365	1,401,940

City of New Port Richey, Florida

Stormwater Utility Fund

Department: Public Works

Stormwater

Mission Statement

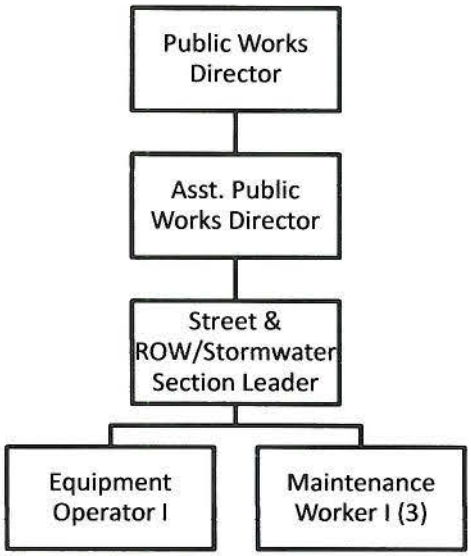
The mission of the Stormwater Utility is to have a proactive inspection program that identifies flood prone areas, remediates those areas, expands or enlarges existing systems to eliminate the flood areas identified, and to improve water quality and quality of life for it's residents where applicable. This mission includes unfunded mandates and requirements of the Florida Department of Environmental Protection's National Pollution Discharge Elimination System Permit.

Accomplishments FY 12-13

1. National Pollution Discharge Elimination System permit: Stormwater Utility Master Plan update; Stormwater program reviews and updates.
2. Taylor Court detention pond rehabilitation and inlet reconstruction.
3. Geographic Information System updates: Identified all stormwater structures, collected data and updated the City's stormwater facilities map.
4. Inspected and identified defects to all outfall pipes along the river. Implemented maintenance and repair activities.

Goals and Objectives

1. Inlet inspection and tagging program completion.
   a. Identify remaining untagged inlets and inspect.
   b. Inspect inlets.
   c. Tag inlet.
   d. Collect data and enter the information into the GIS system.
2. Stormwater pipe and culvert inspection program.
   a. Inspect 10% of the stormwater pipes and culverts.
   b. Identify any maintenance issues and document them.
   c. Schedule identified maintenance activities.
   d. Collect data and enter the information into the GIS system.
3. Proactive Flood Control project identification.
   a. Indentify areas.
   b. Where applicable, schedule maintenance crews to perform remediation activities.
   c. When not applicable, obtain proposals and have a private contractor perform remediation activities.
   d. Collect data and enter the information into the GIS system or quantify activities for NPDES reporting.
4. Dry detention pond irrigation system installations.
   a. Identify and rank detention ponds with chronic bank erosion problems.
   b. Design irrigation system.
   c. Obtain quotes, order materials and schedule construction phase.
   d. Perform irrigation system installation.



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Regular Salaries & Wages				
St&ROW/Stmwtr Sect Leader	1.00	1.00	35,530	31,200
Equipment Operator I	1.00	1.00	20,800	20,800
Maintenance Worker I	3.00	3.00	65,857	63,920
Total	5.00	5.00	122,187	115,920

FUND: STORMWATER UTILITY
DIV: 002-0103-538

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
12-99	Regular Full-Time Wages	84,962	115,553	122,187	122,187	115,920
14-11	Overtime Wages	17,454	19,591	24,800	24,800	22,560
15-11	Christmas Bonus	150	250	250	250	250
15-14	One-Time Lump Sum Payment	0	0	2,500	2,500	0
15-16	Health Insurance Waiver Stipend	0	1,200	1,800	1,800	1,800
15-27	Stand-By Time	1,691	6,904	7,270	7,270	8,010
17-11	Accrued Vacation	(1,261)	661	0	0	0
17-12	Accrued Sick Time	(651)	0	0	0	0
21-11	Social Security Matching	7,954	10,860	12,154	12,154	11,370
21-21	Accrued FICA - Vacation and Sick	(146)	51	0	0	0
22-11	Florida Retirement System	9,669	7,069	7,980	7,980	10,190
22-21	Accrued FRS - Vacation	(165)	36	0	0	0
23-11	Group Health Insurance	12,252	17,000	18,720	18,720	24,720
23-12	Group Life Insurance	109	88	240	240	240
23-13	Accidental Death - AD & D	10	10	60	60	60
23-15	Net OPEB Obligation Expense	246	2,821	2,130	2,130	2,130
24-33	W/C Irrigation Works Oper./Driver	1,672	4,923	7,950	7,950	7,570
	TOTAL PERSONAL SERVICES	133,946	187,017	208,041	208,041	204,820
31-29	Engineering Services - Miscellaneous	26,099	41,785	50,000	40,000	50,000
31-99	Professional Services-Miscellaneous	0	22,239	200,000	200,000	40,000
34-33	Lawn Maintenance	13,310	11,278	25,000	20,000	50,000
34-38	Lab Test	5,446	4,456	17,400	15,000	15,000
34-99	Contractual Services - Miscellaneous	35,783	44,422	50,000	50,000	50,000
40-11	Travel and Training	0	0	2,220	2,220	2,220
41-21	Telephone	2,318	2,759	2,100	2,000	2,000
41-34	Data Lines	480	480	480	480	480
41-41	Pager Services	70	76	100	100	100
42-11	Postage	44	6	50	50	50
43-11	Electric - City Facilities	8,519	10,471	9,360	9,000	9,360
43-31	Trash Removal	2,418	10,484	6,500	6,500	10,000
43-81	Stormwater Assessment	0	113	120	142	200
44-19	Rent - Equipment	0	5,718	5,000	5,000	5,000
45-11	Liability Insurance-Comp. General	810	930	3,025	3,025	3,330
45-21	Buildings and Contents Insurance	3,538	3,075	2,995	2,995	3,300
45-23	Automobile and Truck Insurance	474	572	610	610	670
46-11	Maintenance - Buildings & Grounds	0	0	22,000	20,000	22,000
46-15	Maintenance - Orange Lake	1,450	1,350	0	0	0
46-21	Maintenance - Equipment	0	0	400	400	400
46-31	Central Garage Maintenance	32,331	12,150	21,850	21,850	28,230
46-49	Radio Maintenance	0	150	0	0	0
46-61	Maintenance - Physical Plant	5,454	8,655	0	0	0
49-83	Permit Fees	1,004	1,004	2,500	2,500	2,500
51-11	Office Supplies - General	209	215	300	300	300
51-21	Maps and Charts	69	66	300	300	300
51-41	Small Tools and Implements	1,465	1,457	5,000	5,000	7,000

FUND: STORMWATER UTILITY
DIV: 002-0103-538

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
52-11	Fuel	16,525	19,951	20,000	20,000	22,000
52-25	Software Licenses/Support	0	185	200	200	200
52-31	Clothing and Wearing Apparel	314	799	1,000	1,000	1,000
52-43	Computer Supplies	103	1,142	1,900	500	500
52-47	First Aid Supplies	10	29	200	200	200
52-89	Automotive Parts	16,296	17,165	25,000	22,000	25,000
52-99	Operating Supplies - Miscellaneous	10,640	8,849	10,000	10,000	12,000
53-11	Asphalt/Concrete	5,017	8,170	0	0	0
53-12	Limestone/Crushed Concrete	1,075	722	0	0	0
53-13	Gravel/Shell	16	400	0	0	0
53-21	Signs and Sign Material	996	0	5,000	5,000	7,000
53-31	Pipe/Culvert Material	1,795	616	15,000	15,000	20,000
53-41	Sod - Seed	3,413	2,393	7,000	5,000	7,000
53-99	Road Materials - Miscellaneous	0	0	24,000	20,000	24,000
54-11	Dues and Memberships	120	100	200	200	200
54-61	Books and Publications	21	0	250	250	250
99-96	Depreciation Expense	183,853	193,434	0	0	0
	TOTAL OPERATING EXPENSES	381,485	437,866	537,060	506,822	421,790
63-99	Miscellaneous Flood Control			516,190	520,385	410,000
64-13	Data Processing Equipment			1,000	0	2,400
64-15	Trucks and Trailers			66,730	66,730	64,000
64-16	Heavy Equipment			10,000	10,000	180,000
64-31	Special Purpose Equipment			30,000	30,000	30,700
	TOTAL CAPITAL OUTLAY	0	0	623,920	627,115	687,100
580-581-	*TRANSFERS*					
91-51	Transfer To General Fund	148,255	64,099	75,000	75,000	75,000
	TOTAL TRANSFERS	148,255	64,099	75,000	75,000	75,000
580-584-	*RESERVES*					
94-21	Reserves - Contingency			8,129	0	12,130
94-24	Reserves - Sick Leave			0	0	1,100
94-35	Reserves - Future Construction			0	0	0
	TOTAL RESERVES	0	0	8,129	0	13,230
	STORMWATER UTILITY FUND EXPENSES	663,686	688,982	1,452,150	1,416,978	1,401,940

Five (5) Year Capital Equipment/Improvement Plan
Stormwater Utility

Account Code	Description	F. Y. 2013-14		F. Y. 2014-15		F. Y. 2015-16		F. Y. 2016-17		F. Y. 2017-18	
63-XX	*Flood Control*										
	Flood Control/Water Quality Projects	200,000		300,000		300,000		300,000		300,000	
	The Heights Drainage Impr.	150,000		40,000		100,000	*				
	N. Park Neighborhood Impr.	60,000				70,000	*				
	Downtown Drainage Impr.					400,000	*				
	Madison St/High St System Upgrade							150,000	*	400,000	*
	Indiana Ave Closed Landfill Rehab							10,000	*	60,000	*
	Total	410,000		340,000		870,000		460,000		760,000	
64-13	*Data Processing Equipment*										
	Laptop Computer	2,400									
	Desktop Computer									2,400	
	Total	2,400		0		0		0		2,400	
64-15	*Trucks and Trailers*										
	Svc Truck w/Util Body/Crane(R&R)	30,000		30,000		68,000	(a)	5,000		5,000	
	3/4 Ton Truck w/Lift gate(R&R)	10,000		10,000		27,000	(b)	2,500		2,500	
	Vacuum Line Cleaning Truck(R&R)	24,000		24,000		24,000		24,000		24,000	
	Total	64,000		64,000		119,000		31,500		31,500	
64-16	*Heavy Equipment*										
	Tractor w/Slope Mower (R&R)	10,000		10,000		10,000		10,000		10,000	
	Street Sweeper (#95) (R & R)	170,000	(c)	20,000	**	20,000	**	20,000		20,000	
	Total	180,000		30,000		30,000		30,000		30,000	
64-31	*Special Purpose Equipment*										
	Outboard Motor-Marine Unit #2	3,700									
	Brush Chipper Machine (R&R)	10,000		10,000		10,000		60,000	(d)	6,000	
	SKAG Mower	17,000									
	Total	30,700		10,000		10,000		60,000		6,000	
Total Stormwater Utility Fund		687,100		444,000		1,029,000		581,500		829,900	

(a) Year of Acquisition ($68,000 from R & R)
(b) Year of Acquisition ($20,000 from R & R)
(c) Year of Acquisition ($170,000 from R & R)
(d) Year of Acquisition ($60,000 from R & R)

* Penny for Pasco dollars
** Payments #2 & #3 for Street Sweeper ($16,034 per year); remainder ($3,966) to be added to R & R

FUND: STREET LIGHTING FUND
ACCT#: 121-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
334-50	St Hwy Lighting & Maint Agreement	0	0	30,840	30,840	33,600
343-91	Street Light Assessment	0	0	386,480	349,000	349,000
389-90	Prior Yr Fund Bal-Undesignated	0	0	0	0	0
	STREET LIGHTING FUND REVENUES	0	0	417,320	379,840	382,600

FUND: STREET LIGHTING FUND
DIV: 121-0104-541

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
43-71	Electric - City Street Lights	0	0	72,000	72,000	72,000
43-72	Street Light Rental & Maintenance	0	0	216,000	220,000	220,000
43-74	US 19 Street Light Oper/Maintenance	0	0	52,500	52,500	52,500
	TOTAL OPERATING EXPENSES	0	0	340,500	344,500	344,500
580-584-	*RESERVES*					
94-21	Reserves - Contingency			66,820	0	38,100
94-85	Reserves - Future Construction			10,000	0	0
	TOTAL RESERVES	0	0	76,820	0	38,100
	STREET LIGHTING FUND EXPENDITURES	0	0	417,320	344,500	382,600

FUND: GENERAL DEBT SERVICE
ACCT#: 201-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
314-10	Electric Utility Tax	1,327,868	1,210,723	1,120,000	1,210,000	1,200,000
314-40	Gas Utility Tax	65,592	81,151	79,500	79,500	75,500
314-80	Propane Utility Tax	57,084	50,866	47,300	48,100	48,100
361-10	Interest On Investments	1,454	1,407	1,220	1,220	1,220
381-37	Transfer from Redevelopment - Loan	696,249	981,207	667,270	667,270	317,270
389-90	Prior Yr Fund Bal-Undesignated	0	0	0	0	550,000
	GENERAL DEBT SERVICE REVENUES	2,148,247	2,325,354	1,915,290	2,006,090	2,192,090

FUND: GENERAL DEBT SERVICE
DIV: 201-0201

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
517-	*PRINCIPAL*					
71-36	Principal - 2000 Note	276,794	292,712	309,550	309,550	327,350
71-37	Principal - 2010 Note	297,997	298,234	0	0	0
71-39	Principal - 2012 Note	0	12,483	369,320	369,320	386,860
	INTEREST					
72-36	Interest - 2000 Note	81,285	64,906	47,640	47,640	29,320
72-37	Interest - 2010 Note	398,230	356,222	0	0	0
72-39	Interest - 2012 Note	0	11,612	297,950	297,940	280,410
73-41	Issue Costs	0	(3,976)	0	0	
	TOTAL PRINCIPAL AND INTEREST	1,054,306	1,032,193	1,024,460	1,024,450	1,023,940
580-581	*TRANSFERS*					
91-51	Transfer to General Fund	1,085,435	983,085	890,830	890,830	1,168,150
	TOTAL TRANSFERS	1,085,435	983,085	890,830	890,830	1,168,150
	GENERAL DEBT SERVICE EXPENDITURES	2,139,741	2,015,278	1,915,290	1,915,280	2,192,090

FUND: CAPITAL IMPROVEMENT FUND
ACCT#: 301-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
312-61	1-Cent Infrastructure Surtax	1,311,649	1,430,997	1,362,600	1,450,000	1,578,090
331-51	Economic Dev. Facilities Program	0	0	1,000,000	0	450,000
331-52	Urban Forestry Grant	0	0	40,000	40,000	0
331-53	Land & Water Conservation Grant	0	0	200,000	0	200,000
331-54	Community Development Block Grant	233,957	0	185,850	0	153,790
331-57	FEMA Hazard Mitigation Grant	0	0	243,750	0	0
331-70	Recreation Trails Program Grant	0	0	200,000	0	200,000
334-70	Historic Preservation Grant	0	0	0	0	50,000
334-72	FL Recreation Development Program	0	0	200,000	0	0
361-10	Interest On Investments	968	(216)	330	0	0
361-20	Interest - S.B.A.	7,453	9,466	7,850	8,500	8,500
361-25	Interest - FMIvT	1,458	1,974	1,800	1,000	1,000
381-20	Transfer from W & S Revenue	0	0	582,340	582,340	487,060
TOTAL CAP.IMP.FUND PRIOR TO FUND BAL.		1,555,485	1,442,221	4,024,520	2,081,840	3,128,440
389-90	Prior Yr Fund Bal-Undesignated	0	0	0	0	699,870
	TOTAL FUND BALANCE	0	0	0	0	699,870
	CAPITAL IMPROVEMENT REVENUES	1,555,485	1,442,221	4,024,520	2,081,840	3,828,310

FUND: CAPITAL IMPROVEMENT FUND
DIV: 301-0301

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
515-	*COMPREHENSIVE PLANNING*					
62-33	Hacienda Hotel Restoration	0	0	1,000,000	0	200,000
63-44	Old Post Office Bldg. Improvements	0	0	0	0	350,000
	TOTAL COMPREHENSIVE PLANNING	0	0	1,000,000	0	550,000
519-	*OTHER GENERAL GOVERNMENT*					
62-54	PW Warehouse/City Hall/Library Rehab.	0	0	150,000	0	150,000
62-99	City Hall Roof Replacement	0	0	125,000	125,000	0
	TOTAL OTHER GOVERNMENT	0	0	275,000	125,000	150,000
541-	*ROAD AND STREET FACILITIES*					
63-31	Downtown Parking Lot Re-surfacing	0	0	0	0	75,000
63-32	Main Street Project	45,848	1,995,822	0	0	0
63-34	Pinehill Road Improvements	236,338	0	0	0	0
63-36	2012 Sidewalk Extension	0	0	0	0	0
63-37	Multi-Use Trail-Morton Plant	0	0	540,000	340,000	620,000
63-38	Misc. Neighborhood Improvements	0	43,445	958,340	240,000	453,790
63-39	Streetscape Tree Replacement	0	0	80,000	80,000	0
	TOTAL ROAD AND STREET	282,186	2,039,267	1,578,340	660,000	1,148,790
571-	*LIBRARIES*					
62-99	Library Roof Replacement	0	0	100,000	100,000	0
	TOTAL LIBRARIES	0	0	100,000	100,000	0
572-	*PARKS AND RECREATION*					
63-47	ADA Playground - Sims Park	0	0	400,000	40,000	360,000
	TOTAL PARKS AND RECREATION	0	0	400,000	40,000	360,000
580-581-	*TRANSFERS*					
91-51	Transfer To General Fund	458,171	188,900	68,000	68,000	287,740
91-62	Transfer to Stormwater Utility Fund	0	0	341,405	345,600	0
91-64	Transfer To Redevelopment Fund	275,169	13,098	200,000	23,854	273,780
91-69	Transfer To CRA-Loan Per ILA	0	0	0	0	1,058,000
	TOTAL TRANSFERS	733,340	201,998	609,405	437,454	1,619,520
584-	*RESERVES*					
94-35	Reserve - Future Construction	0	0	61,775	0	0
	TOTAL RESERVES	0	0	61,775	0	0
	CAPITAL IMPROVEMENT EXPENDITURES	1,015,526	2,241,265	4,024,520	1,362,454	3,828,310

Five (5) Year Capital Equipment/Improvement Plan
Capital Improvement Fund

Account Code	Description	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18
Comprehensive Planning						
◆◆	Hacienda Hotel Restoration	200,000	1,000,000			
◆◆◆	Old Post Office Bldg. Improvements	350,000				
	Total	550,000	1,000,000	0	0	0
Other General Government						
+	PW Warehouse/City Hall/Library Rehab	150,000		1,000,000		
+	Fiber Optic Network EOC			200,000		
*	EOC Operations Upgrades				100,000	
	Total	150,000	0	1,200,000	100,000	0
Road and Street Facilities						
+	Plathe Road Paving		50,000	250,000		
*	Downtown Parking Lot Re-surfacing	75,000				
+	Way Finding Signage - Citywide			150,000		
+	Bike Trail Master Plan Study			50,000		
+	U.S. Hwy. 19 Beautification			200,000		
+	Multi-Use Trail-Marine Parkway			370,000		
+	Sidewalk Improvements-Grand Blvd.			110,000		
+	Sidewalk Improvements-Plathe Rd.			130,000		
**	Multi-Use Trail-Morton Plant	620,000				
+	U.S. Hwy. 19/Main St Signage		25,000			
◆	Misc. Neighborhood Improvements	453,790				
*	Streetscape Impr-Madison Ave.			200,000		
	Total	1,148,790	75,000	1,460,000	0	0
Parks and Recreation						
++	Restrooms-Frances Avenue Park			250,000		
***	ADA Playground-Sims Park	360,000				
	Total	360,000	0	250,000	0	0
Total Capital Improvement		2,208,790	1,075,000	2,910,000	100,000	0

* Penny for Pasco dollars
** Funded by Penny for Pasco ($115,000); RTP Grant ($200,000); W & S Revenue ($305,000)
*** Funded by Penny for Pasco ($160,000) and LWCF Grant ($200,000)
◆ Funded by Penny for Pasco ($117,940); CDBG ($153,790); W & S Revenue ($182,060)
◆◆ Funded by BP Grant ($100,000); Historic Preservation Grant ($50,000); Penny for Pasco ($50,000)
◆◆◆ Funded by BP Grant ($350,000)
\+ New Penny for Pasco dollars
++ Funded by FRDAP Grant

FUND: WATER & SEWER
ACCT#: 401-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
329-50	Sewer Permits	420	435	440	500	500
	TOTAL PERMIT/INTERGOVMT.	420	435	440	500	500
343-31	Water Sales - Retail	3,657,917	3,417,183	3,535,000	3,360,000	3,490,000
343-32	Water Sales - Magnolia Valley	424,988	434,655	432,300	434,000	451,000
343-33	Water Sales - Reclaimed Water	167,906	177,640	173,000	182,800	190,200
343-35	Bulk Water - Port Richey	81,762	184,260	122,500	275,000	286,000
343-36	Surplus Water - TBW	338,149	387,671	361,000	358,700	358,700
343-51	Sewer Sales - Retail	3,379,350	3,403,179	3,554,000	3,436,000	3,570,000
343-53	Bulk Sewer - Port Richey	191,273	194,769	182,400	180,100	187,300
343-54	Sewer Sales - Magnolia Valley	523,005	551,246	519,300	558,300	580,700
343-56	Bulk Sewer - Lindrick	589,715	627,170	572,100	605,100	605,100
349-50	Tap Charges & Miscellaneous	0	0	0	0	0
349-60	Water Connect Fees - Meters	42,325	30,835	33,000	45,000	45,000
349-61	Reclaimed Water Connect Fee-Meters	1,050	600	900	1,400	1,000
349-70	Meter Turn On/Off Fee	15,050	19,715	21,000	18,000	18,000
349-71	Sprinkler Charge	42,536	44,987	45,000	46,500	45,000
349-71	Meter Turn On/Off Fee-Mag.Valley	0	25	0	0	0
	TOTAL CHARGES FOR SERVICES	9,455,026	9,473,935	9,551,500	9,500,900	9,828,000
361-10	Interest On Investments	2,520	3,794	3,200	2,050	2,100
361-11	Interest - Note Receivable	490,657	474,417	457,070	457,070	457,070
361-20	Interest - S.B.A.	3,268	6,647	5,300	6,200	5,500
361-25	Interest - FMIvT	31,982	30,152	27,900	27,900	28,000
364-41	Surplus Furn., Fix., Equip. Sales	2,276	0	0	0	0
369-30	Refund of Prior Year Expense	388	376	640	1,300	500
369-70	Late Payment Penalties	208,955	213,976	202,400	255,700	245,700
369-71	Return Check Charge	2,780	3,209	2,900	2,650	2,800
369-72	Late Payment Penalties-Magnolia Valley	21,526	24,949	23,500	22,500	23,000
369-73	Returned Check Charge-Magnolia Valley	55	120	100	0	0
369-90	Other Miscellaneous Revenue	14,910	446	5,000	10,500	5,000
369-91	County Share of Engineering	0	0	0	0	0
369-92	County Share of Construction	0	0	0	0	0
369-93	County Share of Operations	973,280	1,059,216	954,000	912,000	912,000
369-94	County Share of Reclaimed Water	464,333	410,982	408,700	370,300	370,300
369-95	Water Impact Fees	5,790	15,000	15,800	128,540	23,160
369-97	Sewer Impact Fees	0	15,834	19,400	248,820	45,240
97-10	Sewer Impact Fees - Lindrick	202,573	208,278	189,070	204,000	190,000
369-99	Sewer Impact Fees - Port Richey	7,782	5,438	5,520	16,200	6,000
389-80	Contributions From Contractors	0	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	2,433,075	2,472,834	2,320,500	2,665,730	2,316,370
TOTAL W & S FUND PRIOR TO FUND BALANCE		11,888,521	11,947,204	11,872,440	12,167,130	12,144,870
389-89	Prior Yr Fund Bal-Designated F/A	0	0	74,000	74,000	301,800
389-90	Prior Yr Fund Bal-Undesignated	0	0	2,423,619	0	5,011,440
	TOTAL FUND BALANCE	0	0	2,497,619	74,000	5,313,240
	WATER & SEWER FUND REVENUES	11,888,521	11,947,204	14,370,059	12,241,130	17,458,110

City of New Port Richey, Florida

Water and Sewer Revenue Fund

Department: Public Works

Water Production

Mission Statement

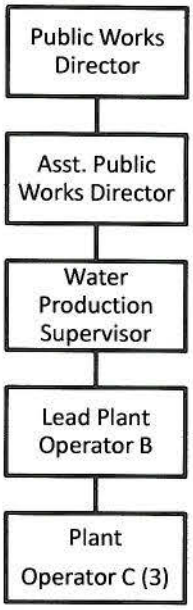
Our goal is to operate, maintain, and manage the City of New Port Richey's Joseph A. Maytum Water Treatment Plant in a professional way that delivers a reliable and adequate supply of safe drinking water at a pressure that meets the safety and needs of all our customers throughout the distribution system.

Accomplishments FY 12-13

1. The Joseph A. Maytum Water Treatment Plant was awarded the AWWA Class B Outstanding Water Treatment Plant.
2. Produced and delivered 1,080,230,000 gallons of water to the residents of New Port Richey.
3. Produced and delivered 717,910,000 gallons of water for the regional supplier Tampa Bay Water.

Goals and Objectives

1. To produce a high quality drinking water for the residents of New Port Richey on a consistent basis.
2. To produce a high quality drinking water for regional supplier Tampa Bay Water as needed.
3. Maintain the operational and aesthetic attractiveness of the City's Water Treatment Plant buildings and grounds.
4. Stay current on all FDEP drinking water rules and regulations.



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Division Head Salaries				
Water Production Supervisor	1.00	1.00	54,306	54,020
Regular Salaries & Wages				
Lead Plant Operator B	1.00	1.00	42,787	41,980
Plant Operator C	3.00	3.00	109,910	109,370
Total	5.00	5.00	207,003	205,370

FUND: WATER & SEWER
DIV: WATER PRODUCTION
ACCT#: 401-0105-533

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-12	Division Head Salaries	54,277	54,147	54,306	54,306	54,020
12-99	Regular Full-Time Wages	155,233	155,283	152,697	152,697	151,350
14-11	Overtime Wages	1,894	648	1,970	1,970	1,970
15-11	Christmas Bonus	250	250	250	250	250
15-14	One-Time Lump Sum Payment	0	0	2,500	2,500	0
15-27	Stand-By Time	14,768	14,737	14,770	14,770	14,770
17-11	Accrued Vacation	(1,039)	761	0	0	0
17-12	Accrued Sick Time	0	0	0	0	0
21-11	Social Security Matching	17,265	17,036	17,327	17,327	17,020
21-21	Accrued FICA - Vacation and Sick	(80)	58	0	0	0
22-11	Florida Retirement System	20,455	11,131	11,510	11,510	15,440
22-21	Accrued FRS - Vacation	(464)	56	0	0	0
23-11	Group Health Insurance	22,276	23,182	23,400	23,400	30,900
23-12	Group Life Insurance	198	102	240	240	240
23-13	Accidental Death - AD & D	18	12	60	60	60
23-15	Net OPEB Obligation Expense	560	6,471	5,690	5,690	5,690
24-21	W/C Waterworks Operations	3,046	6,538	9,390	9,390	9,390
	TOTAL PERSONAL SERVICES	288,657	290,412	294,110	294,110	301,100
31-29	Engineering Services - Miscellaneous	0	0	5,000	5,000	10,000
34-12	Pest Control Services	156	156	440	440	440
34-38	Lab Test	882	720	5,350	2,350	5,350
34-74	Security Services	1,731	1,826	4,510	4,510	4,510
34-99	Contractual Services - Miscellaneous	10,874	1,880	5,000	5,000	5,000
40-11	Travel and Training	100	100	1,470	0	1,470
41-21	Telephone	2,723	2,416	5,380	5,380	5,380
41-31	Telephone - Long Distance	24	25	0	0	0
41-34	Data Lines	4,531	3,980	6,860	6,860	6,860
41-41	Pager Services	46	50	160	160	160
42-11	Postage	1,914	1,995	4,000	4,000	4,000
42-21	Freight Express Charges	0	0	30	30	30
43-11	Electric - City Facilities	0	0	124,290	124,290	124,290
43-13	Electric - Water Plant	92,367	93,900	0	0	0
43-15	Electric - Pumps and Wells	1,142	1,108	0	0	0
43-31	Trash Removal	528	771	600	600	600
43-73	Street Light Fee	0	49	100	100	100
43-81	Stormwater Assessment	135	142	150	150	150
46-11	Maintenance - Buildings and Grounds	7,651	14,436	21,860	21,860	22,000
46-21	Maintenance - Equipment	0	0	1,000	1,000	1,000
46-23	Maintenance - Copiers	500	173	550	550	550
46-24	Maintenance - Technical Equipment	350	0	0	0	0
46-31	Central Garage Maintenance	4,611	1,280	7,110	7,110	8,030
46-49	Radio Maintenance	0	400	0	0	0
46-61	Maintenance - Physical Plant	17,447	13,123	0	0	0
49-83	Permit Fees	6,000	12,000	6,000	6,000	6,000
51-11	Office Supplies - General	689	358	1,100	1,100	1,100
51-21	Maps and Charts	0	0	520	520	520

FUND: WATER & SEWER
DIV: WATER PRODUCTION
ACCT#: 401-0105-533

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
51-41	Small Tools and Implements	67	105	500	500	500
52-11	Fuel	11,071	8,230	10,630	10,630	10,630
52-21	Chemicals	86,005	103,126	129,170	129,170	129,170
52-22	Laboratory Supplies	4,043	4,328	7,000	7,000	7,000
52-31	Clothing and Wearing Apparel	601	805	840	840	840
52-43	Computer Supplies	3,844	361	1,000	1,000	2,800
52-47	First Aid Supplies	136	22	250	250	250
52-51	Janitorial Supplies	824	322	800	800	800
52-61	Raw Water	2,214,469	2,326,800	2,430,000	2,430,000	2,430,000
52-89	Automotive Parts	1,438	2,219	3,380	3,380	3,380
52-94	Conservation Kits & Materials	0	4,951	12,000	12,000	12,000
52-99	Operating Supplies - Miscellaneous	1,137	508	1,870	1,870	1,870
54-11	Dues and Memberships	857	226	840	840	840
54-61	Books and Publications	0	65	200	200	200
	TOTAL OPERATING EXPENSES	2,478,893	2,602,956	2,799,960	2,795,490	2,807,820
63-41	Elevated Storage Tank			10,000	10,000	10,000
63-44	City Well Repairs			10,000	10,000	10,000
63-45	Ground Storage Reservoirs			10,000	10,000	10,000
63-99	Improvements Other Than Buildings			20,000	20,000	20,000
64-15	Trucks and Trailers			10,000	10,000	20,000
64-31	Special Purpose Equipment			5,000	4,000	15,800
	TOTAL CAPITAL OUTLAY	0	0	65,000	64,000	85,800
	TOTAL WATER PRODUCTION	2,767,550	2,893,368	3,159,070	3,153,600	3,194,720

Five (5) Year Capital Equipment/Improvement Plan
Water Production

Account Code	Description	F. Y. 2013-14		F. Y. 2014-15		F. Y. 2015-16		F. Y. 2016-17		F. Y. 2017-18	
63-41	*Elevated Storage Tank(R & R)*	10,000		10,000		10,000		10,000		10,000	
	Clean/Paint Elevated Storage Tank					120,000	(a)				
	Total	10,000		10,000		130,000		10,000		10,000	
63-44	*City Well Repairs (R & R)*	10,000		10,000		10,000		10,000		10,000	
63-45	*Ground Storage Reservoirs(R & R)*	10,000		10,000		10,000		10,000		10,000	
	Clean/Paint Ground Storage Tanks							50,000	(b)		
	Total	10,000		10,000		10,000		60,000		10,000	
63-99	*Improvements Other Than Buildings*										
	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	
	Total	20,000		20,000		20,000		20,000		20,000	
64-15	*Trucks and Trailers*										
	3/4 Ton Pickup Truck (#51)	10,000		28,000	(c)						
	3/4 Ton Pickup Truck (#30)	10,000		10,000		8,000		28,000	(d)		
	3/4 Ton Pickup Truck (#32)					10,000		10,000		28,000	(e)
	Total	20,000		38,000		18,000		38,000		28,000	
64-31	*Special Purpose Equipment*										
	PH Benchtop Meter	2,800								3,000	
	Chlorine Bulk Storage Tank	13,000		13,000							
	Chlorine/MonoChloramine Meter			1,800							
	Emerg Shower - Fuoride Area			4,000							
	Variable Frequency Drive			25,000							
	Multi Parameter Field Meter					3,500					
	Commercial Lawn Tractor					9,000					
	Ammonia Bulk Storage Tanks					18,000					
	Emerg Shower - Chemical Building							4,000			
	Emerg Shower-Sodium Hydroxide Area							4,000			
	On-Line Free Ammonia Analyzer							35,000			
	Ammonia Feed Pump									4,500	
	Chlorine Feed Pump									5,000	
	Total	15,800		43,800		30,500		43,000		12,500	
	Division Total	85,800		131,800		218,500		181,000		90,500	

(a) Year of Acquisition ($75,000 from R & R)
(b) Year of Acquisition ($50,000 from R & R)
(c) Year of Acquisition ($20,000 from R & R)
(d) Year of Acquisition ($28,000 from R & R)
(e) Year of Acquisition ($20,000 from R & R)

City of New Port Richey, Florida

Water and Sewer Revenue Fund

Department: Public Works

Water and Reclaimed Water Distribution

Mission Statement

The mission of the Water Distribution Division is to maintain and upgrade the City's potable water system. To demonstrate a high level of service that includes but is not limited to proactive maintenance activities, expansion of the water system where possible, monitor, and evaluate all current regulatory requirements, a one hour response to emergency water breaks, a 24 hour response to all internal and external inquires, and finally to demonstrate a high level of professionalism to all City residents and Utility customers.

Accomplishments FY 12-13

1. Perform annual flow testing and flushing of 600+ fire hydrants.
2. Perform over 400 residential, 60 municipal and 63 Lift Station back flow tests including site and cross connection inspections.
3. Design and installation of reclaimed irrigation on City properties.

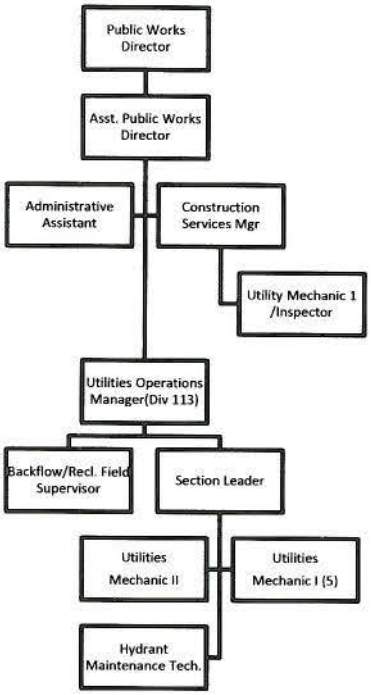
Goals and Objectives

1. Facility inspection and rehabilitation.
   a. Accuracy test of potable water meters 3" and larger, replace meters as needed.
   b. Backflow prevention device inspection.
   c. Install and maintain reclaim irrigation systems on City properties.
   d. Relocation of City utilities on US Highway 19 for FDOT right turn lane project.
2. Reclaimed water distribution program.
   a. Connect approximately 500 new reclaim services.
   b. Extend reclaim service area to include Magnolia Valley sub-division.
   c. Install new reclaim water mains and service connections in Tanglewood I sub-division.
   d. Install and expand reclaimed irrigation systems to include City properties and right-of-ways.
3. Training of employees.
   a. Incident command system training of all personnel.
   b. FDEP distribution system operator licensing of all personnel.
   c. Safety training (ditch safety, confined space entry, CPR, equipment operation).
   d. Class B commercial drivers licenses for all employees.
4. Capital project design and completion.
   a. AC pipe replacement Phase I.
   b. Galvanized water main replacement Phase I.

City of New Port Richey, Florida

Water and Sewer Revenue Fund

Water and Reclaimed Water Distribution



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Regular Exempt Salaries				
Construction Services Mgr	0.00	1.00	0	50,900
Regular Salaries & Wages				
Section Leader	0.00	1.00	0	29,640
Utilities Mechanic II	2.00	1.00	53,937	27,650
Utilities Mechanic I	4.00	6.00	81,160	121,270
Backflow/Recl Field Supervisor	1.00	1.00	29,710	29,710
Administrative Assistant	1.00	1.00	20,800	20,800
Hydrant Maintenance Tech.	1.00	1.00	19,760	19,760
Const Proj Mgr/Inspector	1.00	0.00	43,890	0
Total	10.00	12.00	249,257	299,730

FUND: WATER & SEWER
DIV: WATER & RECLAIMED WATER DISTRIBUTION
ACCT#: 401-0107-533

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
12-10	Regular Exempt Salaries	0	0	0	0	50,900
12-99	Regular Full-Time Wages	193,983	190,504	249,257	244,415	248,830
13-11	Part-Time Wages	0	12,816	0	0	0
13-12	Temporary Wages	10,156	4,636	0	0	0
14-11	Overtime Wages	11,875	10,997	17,740	17,620	17,200
15-11	Christmas Bonus	400	400	500	500	600
15-14	One-Time Lump Sum Payment	0	0	5,000	5,000	0
15-16	Health Insurance Waiver Stipend	0	1,050	1,800	1,800	1,800
15-27	Stand-By Time	8,989	9,281	7,220	7,220	10,970
15-29	Meal Allowance	90	36	300	190	700
17-11	Accrued Vacation	(827)	456	0	0	0
17-12	Accrued Sick Time	0	0	0	0	0
21-11	Social Security Matching	16,786	17,396	21,567	21,292	25,330
21-21	Accrued FICA - Vacation and Sick	(63)	35	0	0	0
22-11	Florida Retirement System	19,342	11,135	14,196	14,010	22,790
22-21	Accrued FRS - Vacation	(341)	35	0	0	0
23-11	Group Health Insurance	37,870	32,455	42,120	42,120	67,980
23-12	Group Life Insurance	337	152	480	480	580
23-13	Accidental Death - AD & D	31	18	120	120	150
23-15	Net OPEB Obligation Expense	577	6,445	7,040	7,040	7,040
24-21	W/C Waterworks Operations	3,451	7,779	10,762	10,610	10,840
24-26	W/C Clerical	0	0	100	100	100
24-32	W/C Municipal Classification	0	0	3,590	3,590	3,820
	TOTAL PERSONAL SERVICES	302,656	305,626	381,792	376,107	469,630
34-42	Call Candy Services	3,515	2,524	4,000	3,000	4,000
34-99	Contractual Services - Miscellaneous	6,330	2,388	16,000	5,000	16,000
40-11	Travel and Training	1,913	1,103	1,920	1,000	3,360
41-21	Telephone	6,092	6,458	7,220	7,000	7,220
41-34	Data Lines	480	480	480	480	480
41-41	Pager Services	70	76	160	160	160
42-11	Postage	329	700	1,200	1,000	1,200
43-31	Trash Removal	0	352	1,000	1,000	5,000
44-19	Rent - Equipment	119	0	800	600	800
45-71	Notary Bond	0	0	0	0	150
46-11	Maintenance - Buildings and Grounds	1	365	9,200	8,500	9,200
46-21	Maintenance - Equipment	0	0	2,800	2,500	2,800
46-24	Maintenance - Technical Equipment	480	223	0	0	0
46-31	Central Garage Maintenance	29,101	10,300	15,760	15,760	17,800
46-49	Radio Maintenance	46	600	0	0	0
46-61	Maintenance - Physical Plant	519	237	0	0	0
47-99	Printing and Binding - Miscellaneous	0	0	50	50	50
51-11	Office Supplies - General	530	807	1,000	1,000	1,000
51-41	Small Tools and Implements	5,206	5,578	7,840	7,840	7,840
52-11	Fuel	42,376	37,907	38,000	38,000	38,000
52-25	Software Licenses/Support	730	5,325	5,420	5,420	5,420
52-31	Clothing and Wearing Apparel	1,742	2,121	2,300	2,300	2,700

FUND: WATER & SEWER
DIV: WATER & RECLAIMED WATER DISTRIBUTION
ACCT#: 401-0107-533

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
52-43	Computer Supplies	857	453	5,000	5,000	5,000
52-47	First Aid Supplies	55	18	250	200	250
52-71	Meters	15,357	5,483	20,000	15,000	20,000
52-72	Pipe	10,210	5,907	14,000	9,000	14,000
52-73	Hydrants	1,415	4,154	15,000	12,000	15,000
52-74	Valves and Clamps	62,583	38,271	80,000	50,000	80,000
52-79	Water & Sewer Supplies-Miscellaneous	3,319	34,756	10,000	7,000	10,000
52-89	Automotive Parts	24,963	11,985	19,870	19,870	19,870
52-99	Operating Supplies - Miscellaneous	14,915	9,350	18,000	15,500	22,500
53-11	Asphalt/Concrete	4,973	1,751	0	0	0
53-12	Limestone	865	474	0	0	0
53-13	Gravel/Shell	0	40	0	0	0
53-41	Sod - Seed	1,629	498	2,400	2,000	4,000
53-99	Road Materials - Miscellaneous	0	0	15,000	10,000	15,000
54-11	Dues and Memberships	375	180	400	400	400
54-61	Books and Publications	0	30	340	100	340
	TOTAL OPERATING EXPENSES	241,095	190,894	315,410	246,680	329,540
63-99	Improvements Other Than Buildings			0	11,067	0
64-13	Data Processing Equipment			0	0	1,800
64-15	Trucks and Trailers			45,000	45,000	115,200
64-16	Heavy Equipment			50,000	50,000	50,000
64-31	Special Purpose Equipment			18,000	17,509	0
	TOTAL CAPITAL OUTLAY	0	0	113,000	123,576	167,000
	TOTAL WATER/RECLAIMED WATER DISTR	543,751	496,520	810,202	746,363	966,170

Five (5) Year Capital Equipment/Improvement Plan

Water and Reclaimed Water Distribution

Account Code	Description	F. Y. 2013-14		F. Y. 2014-15		F. Y. 2015-16		F. Y. 2016-17		F. Y. 2017-18	
64-13	*Data Processing Equipment*										
	Laptop Computer	1,800									
	Total	1,800		0		0		0		0	
64-15	*Trucks and Trailers*										
	3/4 Ton Truck (Project Mgr)	29,200									
	2 Ton Truck w/Lift Gate(#65)(R&R)	15,000		15,000		15,000		15,000		15,000	
	2 Ton Truck w/Lift Gate(#64)(R&R)	15,000		15,000		15,000		15,000		15,000	
	2 Ton Flat Bed Dump Truck(R&R)	46,000	(a)								
	2 Ton Flat Bed Dump Trk(#63)(R&R)	10,000		10,000		10,000		10,000		10,000	
	Total	115,200		40,000		40,000		40,000		40,000	
64-16	*Heavy Equipment*										
	Pipe Hunter Vac Truck (R&R)	15,000		15,000		15,000		15,000		15,000	
	Pacman #12 (R&R)	10,000		10,000		10,000		10,000		10,000	
	Backhoe (#14) (R & R)	10,000		10,000		10,000		10,000		10,000	
	Dump Truck (#18) (R & R)	15,000		15,000		75,000	(b)				
	Total	50,000		50,000		110,000		35,000		35,000	
	Division Total	167,000		90,000		150,000		75,000		75,000	

(a) Year of Acquisition ($10,000 from R & R)

(b) Year of Acquisition ($75,000 from R & R)

FUND: WATER & SEWER
DIV: W & S NON-CLASSIFIED
ACCT#: 401-0108-536

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
31-10	Contractual Attorney Services	0	0	0	0	0
31-11	City Attorney Services	0	0	10,000	3,000	5,000
31-14	Master Utility Plan Upgrade	36,800	23,200	0	0	0
31-99	Professional Services - Miscellaneous	0	3,765	15,000	5,000	10,000
32-11	Annual Audit Services	6,560	12,723	8,430	8,600	8,500
32-21	Rate Study	1,995	16,442	70,000	29,000	20,000
45-11	Liability Insurance-Comp. General	9,714	13,013	14,120	14,120	15,540
45-21	Buildings and Contents Insurance	49,530	43,045	41,920	41,920	46,120
45-23	Automobile and Truck Insurance	9,948	12,012	13,920	13,920	15,320
45-90	Insurance Miscellaneous	366	0	2,200	2,200	2,200
49-11	Legal Advertising	0	0	0	0	0
49-99	Other Current Charges - Miscellaneous	20,869	22,163	22,500	21,500	22,000
	TOTAL OPERATING EXPENSES	135,782	146,363	198,090	139,260	144,680
99-21	Amortization	31,511	97,071	0	0	0
99-31	Depreciation Expense	1,721,530	1,695,600	0	0	0
99-41	Write-Off of Bad Debts	35,010	234,714	0	0	0
	TOTAL NON-OPERATING EXPENSES	1,788,051	2,027,385	0	0	0
	TOTAL W & S NON-CLASSIFIED	1,923,833	2,173,748	198,090	139,260	144,680

City of New Port Richey, Florida

Water and Sewer Revenue Fund

Department: Public Works

Reclaimed Water Production

Mission Statement

To protect health and the environment by operating and maintaining the reclaim water production facility at its highest efficiency. Comply with regulatory requirements and produce high quality water for beneficial reuse. To be innovative and creative to hold costs to a minimum.

Accomplishments FY 12-13

1. Produced and distributed 1.6 billion gallons of reclaimed water for beneficial reuse.

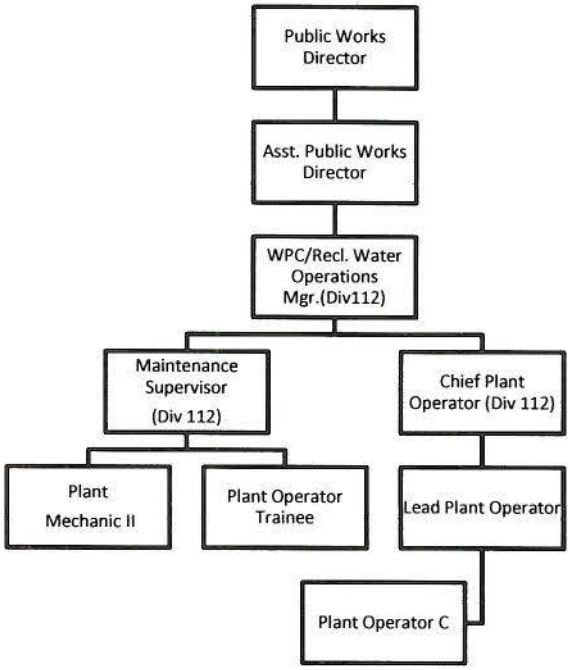
Goals and Objectives

1. Provide reliable reclaim water service.
2. Continue to install energy saving equipment and implement process improvements.

City of New Port Richey, Florida

Water and Sewer Revenue Fund

Reclaimed Water Production



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Regular Salaries & Wages				
Lead Plant Operator	1.00	1.00	42,787	41,980
Plant Operator C	1.00	1.00	38,564	36,090
Plant Mechanic II	1.00	1.00	30,680	30,680
Plant Operator Trainee	1.00	1.00	34,360	34,360
Total	4.00	4.00	146,391	143,110

FUND: WATER & SEWER
DIV: RECLAIMED WATER PRODUCTION
ACCT#: 401-0111-535

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
12-99	Regular Full-Time Wages	132,328	135,231	146,391	146,391	143,110
14-11	Overtime Wages	4,044	4,225	3,980	3,980	3,930
15-11	Christmas Bonus	150	200	200	200	200
15-14	One-Time Lump Sum Payment	0	0	2,000	2,000	0
15-27	Stand-By Time	8,355	8,415	8,680	8,680	8,680
15-29	Meal Allowance	0	30	150	150	150
17-11	Accrued Vacation	583	175	0	0	0
17-12	Accrued Sick Time	0	0	0	0	0
21-11	Social Security Matching	10,943	11,233	12,356	12,356	11,940
21-21	Accrued FICA - Vacation and Sick	45	13	0	0	0
22-11	Florida Retirement System	13,013	7,312	8,170	8,170	10,830
22-21	Accrued FRS - Vacation	(225)	22	0	0	0
23-11	Group Health Insurance	15,593	16,228	18,720	18,720	24,720
23-12	Group Life Insurance	139	71	200	200	200
23-13	Accidental Death - AD & D	13	8	50	50	50
23-15	Net OPEB Obligation Expense	370	4,141	3,580	3,580	3,580
24-22	W/C Sewage Disposal Oper./Driver	1,882	4,147	5,750	5,750	5,690
	TOTAL PERSONAL SERVICES	187,233	191,451	210,227	210,227	213,080
34-38	Lab Test	7,045	9,288	8,600	8,600	12,000
34-99	Contractual Services - Miscellaneous	110	0	270	270	270
40-11	Travel and Training	1,204	990	1,790	1,790	1,790
42-11	Postage	0	0	30	30	30
43-11	Electric - City Facilities	0	0	273,170	273,170	273,170
43-18	Electric - Reclaimed Water	244,706	208,247	0	0	0
45-99	Insurance	0	0	1,000	1,000	1,000
46-11	Maintenance - Buildings and Grounds	1,453	1,518	41,000	41,000	41,000
46-21	Maintenance - Equipment	0	0	3,800	3,800	3,800
46-24	Maintenance - Technical Equipment	3,841	3,975	0	0	0
46-61	Maintenance - Physical Plant	44,714	(5,954)	0	0	0
51-11	Office Supplies - General	80	83	100	100	100
52-21	Chemicals	88,413	85,760	74,640	90,640	90,640
52-22	Laboratory Supplies	39	197	200	200	200
52-31	Clothing and Wearing Apparel	478	569	860	860	860
52-51	Janitorial Supplies	38	131	220	220	220
52-99	Operating Supplies - Miscellaneous	400	524	500	500	500
54-11	Dues and Memberships	150	0	250	250	250
	TOTAL OPERATING EXPENSES	392,671	305,328	406,430	422,430	425,830
63-99	Improvements Other Than Buildings			20,000	20,000	20,000
64-31	Special Purpose Equipment			16,000	16,000	0
	TOTAL CAPITAL OUTLAY	0	0	36,000	36,000	20,000
	TOTAL RECLAIMED WATER PROD.	579,904	496,779	652,657	668,657	658,910

Five (5) Year Capital Equipment/Improvement Plan

Reclaimed Water Production

Account Code	Description	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18
63-99	*Improvements Other Than Buildings*					
	Structure Maint. & Repair (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
	Total	20,000	20,000	20,000	20,000	20,000
	Division Total	20,000	20,000	20,000	20,000	20,000

City of New Port Richey, Florida

Water and Sewer Revenue Fund

Department: Public Works

Water Pollution Control

Mission Statement

To protect public health and the environment by operating and maintaining the wastewater treatment plant at its highest efficiency. Comply with regulatory requirements and produce high quality water for beneficial reuse. Be innovative and creative to hold costs to a minimum.

Accomplishments FY 12-13

1. Completed Phase II of headworks restoration. Completed DEP permit renewal.
2. Completed Phase II of SCADA upgrade.
3. Conversion to LED lighting is 50% complete.
4. Treated 1.9 billion gallons of wastewater to near drinking water standards with 98.9% pollutant removal.

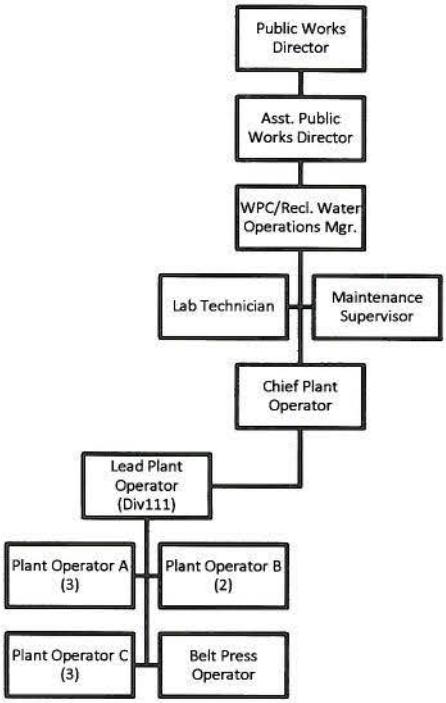
Goals and Objectives

1. Continue to provide high level service.
2. Continue energy and process efficiency projects.
3. Complete last phase of SCADA and headworks restoration.

City of New Port Richey, Florida

Water and Sewer Revenue Fund

Water Pollution Control



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Division Head Salaries				
WPC/Reclaimed Water Operations Manager	1.00	1.00	65,577	64,340
Regular Salaries & Wages				
Chief Plant Operator	1.00	1.00	55,294	54,290
Plant Operator A	4.00	3.00	153,796	115,400
Belt Press Operator	1.00	1.00	34,800	34,370
Maintenance Supervisor	1.00	1.00	41,106	40,330
Lab Technician	1.00	1.00	40,330	40,330
Plant Operator C	3.00	3.00	108,260	106,540
Plant Operator B	1.00	2.00	37,710	75,600
Total	13.00	13.00	536,873	531,200

FUND: WATER & SEWER
DIV: WATER POLLUTION CONTROL
ACCT#: 401-0112-535

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-12	Division Head Salaries	65,695	65,572	65,577	65,577	64,340
12-99	Regular Full-Time Wages	455,640	469,670	471,296	471,296	466,860
14-11	Overtime Wages	11,829	10,964	11,160	11,160	11,120
15-11	Christmas Bonus	550	650	650	650	650
15-14	One-Time Lump Sum Payment	0	0	6,500	6,500	0
15-16	Health Insurance Waiver Stipend	1,800	1,800	1,800	1,800	1,800
15-27	Stand-By Time	11,836	11,784	11,230	11,230	11,230
15-29	Meal Allowance	0	27	300	210	210
17-11	Accrued Vacation	(1,165)	(985)	0	0	0
17-12	Accrued Sick Time	0	0	0	0	0
21-11	Social Security Matching	41,391	41,847	43,499	43,499	42,560
21-21	Accrued FICA - Vacation and Sick	(89)	(75)	0	0	0
22-11	Florida Retirement System	42,086	23,686	24,830	24,830	37,860
22-14	Defined Contribution Plan	8,033	7,836	8,028	8,028	7,850
22-21	Accrued FRS - Vacation	(1,086)	3	0	0	0
23-11	Group Health Insurance	49,008	55,251	56,160	56,160	74,160
23-12	Group Life Insurance	469	264	630	630	630
23-13	Accidental Death - AD & D	43	31	160	160	160
23-15	Net OPEB Obligation Expense	1,385	15,643	13,200	13,200	13,200
24-22	W/C Sewage Disposal Oper./Driver	5,779	12,413	17,970	17,970	17,910
24-32	W/C Municipal Classification	1,584	3,399	4,820	4,820	4,820
	TOTAL PERSONAL SERVICES	694,788	719,780	737,810	737,720	755,360
31-29	Engineering Services - Miscellaneous	3,700	29,865	10,000	10,000	20,000
31-99	Professional Services - Miscellaneous	2,508	0	5,000	5,000	5,000
34-12	Pest Control Services	26	156	340	340	420
34-38	Lab Test	8,551	5,739	12,000	12,000	12,000
34-99	Contractual Services - Miscellaneous	794	534	2,000	2,000	2,000
40-11	Travel and Training	1,238	403	2,750	2,750	1,950
41-21	Telephone	1,240	1,178	2,100	2,100	2,100
41-31	Telephone - Long Distance	95	128	0	0	0
41-34	Data Lines	2,293	1,771	4,680	4,222	4,680
41-41	Pager Services	140	152	200	200	200
42-11	Postage	114	45	130	130	130
42-21	Freight Express Charges	0	0	300	300	300
43-11	Electric - City Facilities	0	0	345,520	345,520	345,520
43-17	Electric - Sewer Plant	231,299	303,277	0	0	0
43-31	Trash Removal	6,610	6,885	11,000	11,000	11,000
43-51	Water and Sewer - City	21,788	22,549	25,420	25,420	26,440
43-61	Sludge Removal	302,047	281,674	330,000	310,000	330,000
43-73	Street Light Fee	176	0	250	250	250
43-81	Stormwater Assessment	1,371	1,547	1,550	2,884	2,890
44-19	Rent - Equipment	822	399	2,000	2,000	2,000
45-11	Liability Insurance - Fuel Tanks	5,667	6,507	7,060	7,060	7,770
45-21	Buildings and Contents Insurance	148,590	129,134	125,760	125,760	138,340
45-23	Automobile and Truck Insurance	1,895	2,288	2,420	2,420	2,670
45-25	Flood Insurance	9,577	9,482	13,900	13,900	13,900

FUND: WATER & SEWER
DIV: WATER POLLUTION CONTROL
ACCT#: 401-0112-535

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
46-11	Maintenance - Buildings and Grounds	8,116	16,905	82,110	82,250	82,250
46-21	Maintenance - Equipment	0	0	8,080	12,280	12,280
46-23	Maintenance - Copiers	0	0	510	510	510
46-24	Maintenance - Technical Equipment	9,717	11,311	0	0	0
46-31	Central Garage Maintenance	2,868	1,703	4,160	3,000	4,700
46-49	Radio Maintenance	0	410	0	0	0
46-61	Maintenance - Physical Plant	68,367	111,137	0	0	0
49-83	Permit Fees	1,000	6,000	1,000	1,000	1,000
51-11	Office Supplies - General	630	917	1,500	1,500	1,500
51-41	Small Tools and Implements	1,623	2,053	2,000	2,000	2,000
52-11	Fuel	26,307	13,598	25,000	25,000	25,000
52-21	Chemicals	144,263	135,720	217,420	180,000	217,420
52-22	Laboratory Supplies	8,816	10,028	10,000	10,000	10,000
52-31	Clothing and Wearing Apparel	1,936	2,635	2,800	2,800	2,800
52-43	Computer Supplies	1,860	5,550	2,000	2,000	5,600
52-47	First Aid Supplies	49	31	400	400	400
52-51	Janitorial Supplies	4,031	2,998	3,800	3,800	3,800
52-89	Automotive Parts	2,609	3,992	6,880	4,000	6,880
52-99	Operating Supplies - Miscellaneous	2,973	3,597	3,000	3,000	3,000
54-11	Dues and Memberships	725	0	660	1,008	660
54-61	Books and Publications	57	88	150	150	150
	TOTAL OPERATING EXPENSES	1,036,488	1,132,386	1,275,850	1,219,954	1,309,510
62-99	Building Improvements			40,000	40,000	55,000
63-99	Improvements Other Than Buildings			56,000	56,000	72,500
64-15	Trucks and Trailers			73,000	73,000	28,500
64-31	Special Purpose Equipment			4,200	4,185	0
64-41	Tools - Hand and Power			0	0	5,000
	TOTAL CAPITAL OUTLAY	0	0	173,200	173,185	161,000
	TOTAL WATER POLLUTION CONTROL	1,731,276	1,852,166	2,186,860	2,130,859	2,225,870

Five (5) Year Capital Equipment/Improvement Plan

Water Pollution Control

Account Code	Description	F. Y. 2013-14		F. Y. 2014-15	F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18
62-99	*Building Improvements*						
	Structure Maint & Repair(R&R)	40,000		40,000	40,000	40,000	40,000
	Replace Admin Bldg Windows	15,000	(a)				
	Total	55,000		40,000	40,000	40,000	40,000
63-99	*Improvements Other Than Buildings*						
	Stand-by Power Equipment (R & R)	20,000		20,000	20,000	20,000	20,000
	Process Equipment (R & R)	20,000		20,000	20,000	20,000	20,000
	Nitrate Analyzer	19,000	(b)				
	Odor Control Blower	13,500	(c)				
	Total	72,500		40,000	40,000	40,000	40,000
64-15	*Trucks and Trailers*						
	Truck (#80) (R&R)	28,500	(d)				
	Sludge Truck/Trailer (R&R)			50,000	50,000	50,000	50,000
	Total	28,500		50,000	50,000	50,000	50,000
64-41	*Tools - Hand and Power*						
	Welder (2)	5,000					
	Total	5,000		0	0	0	0
	Division Total	161,000		130,000	130,000	130,000	130,000

(a) Year of Acquisition ($15,000 from R & R)
(b) Year of Acquisition ($19,000 from R & R)
(c) Year of Acquisition ($13,500 from R & R)
(d) Year of Acquisition ($15,000 from R & R)

City of New Port Richey, Florida

Water and Sewer Revenue Fund

Department: Public Works

Sewer Collection

Mission Statement

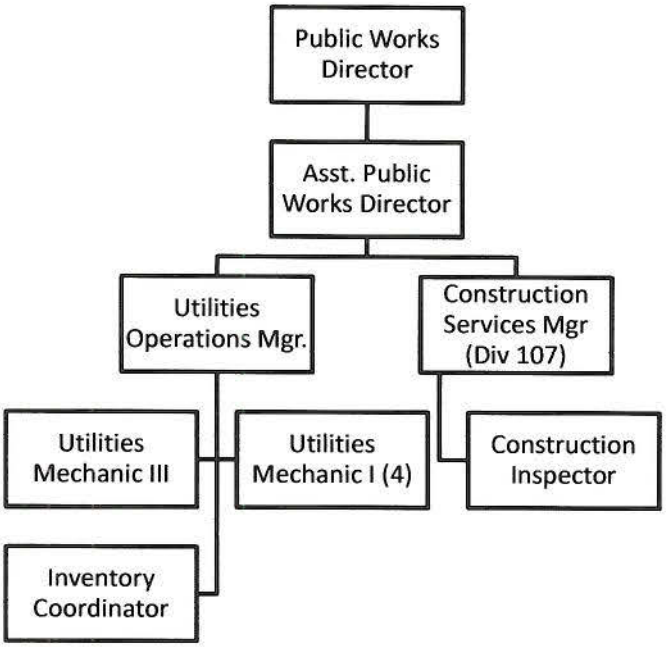
The mission of the Sewer Collection Division is to maintain and upgrade, wherever possible, the City's sewer collection system. To remain current with today's technology and to implement that technology on a continued basis as to maintain a high level of service and professionalism to all of its utility customers.

Accomplishments FY 12-13

1. Capital projects design and construction: Fiscal year 2012-13 Gravity Main Rehabilitation/Lining Project; communicaton server panel upgrades.
2. Lift Station/Panel Upgrades: RTU panel wiring upgrades to Lift Stations III-B, II-B-1, II-D-5, and III-D.
3. Sanitary sewer backup remediation/sanitary sewer overflows: removed and replaced sewer laterals identified during proactive and reactive investigations. All sanitary sewer overflows/spills reported during the year were contained and prevented from entering the MS4.
4. Communication upgrades: rehabilitated the existing SCADA tower communication system that is connected to all sewer Lift Stations.

Goals and Objectives

1. Lift Station controller upgrades to PLC's.
2. Capital projects design and construction.
   a. Fiscal year 2013-14 Gravity Sewer Rehabilitation/Lining project.
   b. Water and Sewer Master Plan review and implement identified projects.
3. Communication upgrades.
   a. Remove emergency service communication towers at Fire Department Station #2.
   b. Upgrade sewer Lift Stations to PLC's for better communication.
4. Facility inspection and rehabilitation.
   a. Identify manhole covers/rings that are defective and perform repairs.
   b. Inspect Lift Stations - identify and repair (if needed) security fencing.
   c. Degrease and remove grease at all Lift Station wet wells.
   d. Inspect all Lift Station wet wells and make repairs where needed.
   e. Install 550 feet of new 6" sewer lateral on School Road.



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Regular Salaries & Wages				
Utilities Operations Manager	1.00	1.00	45,840	45,840
Utilities Mechanic III	1.00	1.00	29,700	29,700
Utilities Mechanic II	1.00	0.00	26,717	0
Utilities Mechanic I	3.00	4.00	60,320	80,090
Inventory Coordinator	1.00	1.00	22,374	19,760
Construction Inspector	1.00	1.00	43,950	43,950
Total	8.00	8.00	228,901	219,340

FUND: WATER & SEWER
DIV: SEWER COLLECTION
ACCT#: 401-0113-535

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
12-99	Regular Full-Time Wages	169,783	199,345	228,901	228,901	219,340
14-11	Overtime Wages	16,879	26,606	42,440	42,440	40,440
15-11	Christmas Bonus	300	350	400	400	400
15-14	One-Time Lump Sum Payment	0	0	4,000	4,000	0
15-16	Health Insurance Waiver Stipend	1,650	1,800	1,800	1,800	1,800
15-27	Stand-By Time	9,798	9,828	9,530	9,530	10,560
15-29	Meal Allowance	0	0	320	320	400
17-11	Accrued Vacation	131	1,146	0	0	0
17-12	Accrued Sick Time	0	0	0	0	0
21-11	Social Security Matching	15,016	17,984	21,994	21,994	20,880
21-21	Accrued FICA - Vacation and Sick	10	88	0	0	0
22-11	Florida Retirement System	17,667	11,768	14,530	14,530	18,790
22-21	Accrued FRS - Vacation	(255)	72	0	0	0
23-11	Group Health Insurance	21,905	27,046	32,760	32,760	43,260
23-12	Group Life Insurance	228	139	390	390	390
23-13	Accidental Death - AD & D	21	16	100	100	100
23-15	Net OPEB Obligation Expense	489	5,671	4,400	4,400	4,400
24-22	W/C Sewage Disposal Oper./Driver	2,603	5,691	7,740	7,740	7,470
24-32	W/C Municipal Classification	0	0	3,590	3,590	3,590
24-35	W/C Storage Warehouse Inventory	0	1,157	1,670	1,670	1,470
	TOTAL PERSONAL SERVICES	256,225	308,707	374,565	374,565	373,290
34-32	Inspection Service	0	0	800	800	800
34-99	Contractual Services - Miscellaneous	7,716	5,299	19,000	10,922	19,000
40-11	Travel and Training	173	0	1,500	300	1,880
41-21	Telephone	5,634	6,538	8,000	8,000	8,000
41-31	Telephone - Long Distance	51	128	0	0	0
41-34	Data Lines	480	480	480	480	480
41-41	Pager Services	70	76	80	80	80
42-11	Postage	101	208	150	150	150
42-21	Freight Express Charges	0	0	30	40	30
43-11	Electric - City Facilities	0	0	73,000	68,000	73,000
43-14	Electric - Lift Stations	68,384	71,549	0	0	0
43-31	Trash Removal	929	5,856	3,250	5,400	7,000
43-81	Stormwater Assessment	0	25	60	60	60
44-19	Rent - Equipment	0	0	500	500	500
46-11	Maintenance - Buildings and Grounds	0	762	102,000	126,897	146,380
46-21	Maintenance - Equipment	0	146	11,100	11,100	11,100
46-24	Maintenance - Technical Equipement	1,124	4,427	0	0	0
46-31	Central Garage Maintenance	14,768	12,150	25,620	10,260	28,930
46-49	Radio Maintenance	0	525	0	0	0
46-61	Maintenance - Physical Plant	49,978	31,613	0	0	0
47-99	Printing and Binding - Miscellaneous	0	0	50	50	50
51-11	Office Supplies - General	335	804	800	800	800
51-41	Small Tools and Implements	6,593	6,851	7,000	7,000	7,000
52-11	Fuel	19,765	19,803	23,000	22,300	23,000

FUND: WATER & SEWER
DIV: SEWER COLLECTION
ACCT#: 401-0113-535

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
52-21	Chemicals	1,655	3,855	5,000	3,600	5,000
52-25	Software Licenses/Support	3,635	2,584	4,460	1,200	4,460
52-31	Clothing and Wearing Apparel	977	1,575	1,400	1,400	1,600
52-43	Computer Supplies	413	1,832	2,000	800	2,000
52-47	First Aid Supplies	48	0	200	100	200
52-72	Pipe	1,249	3,215	8,000	4,200	8,000
52-74	Valves and Clamps	9,955	(3,244)	28,000	12,200	28,000
52-89	Automotive Parts	14,420	9,216	18,000	16,000	18,000
52-99	Operating Supplies - Miscellaneous	15,328	11,217	20,000	20,000	20,000
53-11	Asphalt/Concrete	1,627	3,320	0	0	0
53-12	Limestone	673	60	0	0	0
53-13	Gravel/Shell	0	600	0	0	0
53-41	Sod - Seed	215	783	3,000	1,200	3,000
53-99	Road Materials - Miscellaneous	0	0	13,450	8,500	13,450
54-11	Dues and Memberships	250	150	200	150	200
54-61	Books and Publications	0	113	300	125	300
	TOTAL OPERATING EXPENSES	226,546	202,516	380,430	342,614	432,450
63-99	Improvements Other Than Buildings			40,000	40,000	107,000
64-13	Data Processing Equipment			5,600	4,375	2,800
64-15	Trucks and Trailers			56,000	56,000	209,300
64-16	Heavy Equipment			75,000	75,000	120,000
64-17	Communication Equipment			15,000	15,000	15,000
64-31	Special Purpose Equipment			55,000	35,000	68,850
	TOTAL CAPITAL OUTLAY	0	0	246,600	225,375	522,950
	TOTAL SEWER COLLECTION	482,771	511,223	1,001,595	942,554	1,328,690

Five (5) Year Capital Equipment/Improvement Plan
Sewer Collection

Account Code	Description	F. Y. 2013-14		F. Y. 2014-15		F. Y. 2015-16		F. Y. 2016-17		F. Y. 2017-18	
63-99	*Improvements Other Than Buildings*										
	Lift Station (R & R)	15,000		15,000		15,000		15,000		15,000	
	Lift St. Control Panel Upgrades(2)	92,000	(a)	25,000		25,000		25,000		25,000	
	Total	107,000		40,000		40,000		40,000		40,000	
64-13	*Data Processing Equipment*										
	Desktop Computer	2,800								2,800	
	Drafting/Mapping Plotter			30,000							
	Total	2,800		30,000		0		0		2,800	
64-15	*Trucks and Trailers*										
	Vacuum Sewer Cleaner(#73)(R&R)	24,000		24,000		24,000		24,000		24,000	
	Util. Line CCTV Insp Truck(R & R)	12,000		12,000		12,000		12,000		12,000	
	Svc Truck w/Util Body/Crane (#76)	87,300	(b)	10,000		10,000		10,000		10,000	
	Service Truck (#78) (R & R)	38,000	(c)	4,000		4,000		4,000		4,000	
	Svc Truck w/Util Body/Crane (#75)	10,000		10,000		10,000		75,000	(d)		
	3/4 Ton Service Truck(#93)(R&R)	38,000		4,000		4,000		4,000		4,000	
	Total	209,300		64,000		64,000		129,000		54,000	
64-16	*Heavy Equipment*										
	Backhoe (#27) (R & R)	10,000		10,000		10,000		10,000		10,000	
	Standby Power Equipment (R & R)	15,000		15,000		15,000		15,000		15,000	
	Mid-Size Excavator-Track Hoe(R&R)	75,000	(e)	10,000		10,000		10,000		10,000	
	Payloader (#7) (R&R)	20,000		20,000		20,000		120,000	(f)	20,000	
	Compact Excavator-Track Hoe(R&R)					65,000	(g)	7,000		7,000	
	Total	120,000		55,000		120,000		162,000		62,000	
64-17	*Communication Equipment*										
	Scada System (R & R)	15,000		15,000		15,000		15,000		15,000	
	Total	15,000		15,000		15,000		15,000		15,000	
64-31	*Special Purpose Equipment*										
	Rammer/Compactor	3,850									
	Confined Spaces Gas Detector			2,200							
	Cues Camera Equip Upgrade(R&R)	5,000		5,000		5,000		5,000		5,000	
	Portable Gas Air Compressor			1,800							
	Portable Gas Generator			1,800							
	Pipe Hunter Lateral Cleaner	60,000									
	Pipe Hunter Lateral Cleaner(R&R)			7,500		7,500		7,500		7,500	
	Total	68,850		18,300		12,500		12,500		12,500	
	Division Total	522,950		222,300		251,500		358,500		186,300	
Total W & S Revenue Fund Capital Outlay		956,750		594,100		770,000		764,500		501,800	

(a) Year of Acquisition ($92,000 from R & R)
(b) Year of Acquisition ($87,300 from R & R)
(c) Year of Acquisition ($20,000 from R & R)
(d) Year of Acquisition ($50,000 from R & R)
(e) Year of Acquisition ($30,000 from R & R)
(f) Year of Acquisition ($80,000 from R & R)
(g) Year of Acquisition ($65,000 from R & R)

FUND: WATER & SEWER
DIV: NON-EXPENDITURE DISBURSEMENTS
ACCT#: 401-0580

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
581-	*TRANSFERS*					
91-50	Transfer to Gen Fund-TBW Assets	0	0	847,579	847,579	847,580
91-51	Transfer to General Fund	1,984,355	2,300,000	2,312,760	2,312,760	2,312,760
91-53	Transfer to Capital Improvement Fund	0	0	582,340	582,340	487,060
91-54	Transfer to Gen Fund-PILOFF	0	0	107,360	107,360	549,330
91-55	Transfer to W & S Sinking Fund	1,123,135	1,252,790	877,660	877,660	875,390
91-56	Transfer to W & S R & R Fund	216,145	244,550	229,790	229,790	264,400
91-57	Transfer to W & S Construction	346,844	947,764	1,261,000	1,261,000	3,426,000
	TOTAL TRANSFERS	3,670,479	4,745,104	6,218,489	6,218,489	8,762,520
584-	*RESERVES*					
94-21	Reserves - Contingency			143,096	0	167,800
94-24	Reserves - Sick Leave			0	0	8,750
	TOTAL RESERVES	0	0	143,096	0	176,550
	TOTAL NON-EXPENDITURE DISB.	3,670,479	4,745,104	6,361,585	6,218,489	8,939,070
	WATER AND SEWER FUND EXPENSES	11,699,564	13,168,908	14,370,059	13,999,782	17,458,110

FUND: W & S RENEWAL & REPLACEMENT
ACCT#: 402-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
361-10	Interest On Investments	176	(88)	200		
361-20	Interest - S.B.A.	2,225	3,011	2,480	2,800	2,800
361-25	Interest - FMIvT	6,179	5,798	5,370	2,500	2,500
361-26	Interest - Adjustable Rate Mortgages	(38)	(49)	0	0	0
361-28	Interest - T-Bills and Bonds	0	0	0	0	0
361-30	Net Incr(Decr)-Fair Value of Investments	0	(28)	0	0	0
381-20	Transfer From W & S Revenue	216,145	244,550	229,790	229,790	264,400
389-90	Prior Yr Fund Bal-Undesignated	0		0	0	280,300
	W&S RENEWAL & REPLACEMENT REV.	224,687	253,194	237,840	235,090	550,000

FUND: W & S RENEWAL & REPLACEMENT
DIV: 402-0402

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
580-581-	*TRANSFERS*					
91-57	Transfer to W & S Construction	29,610	740,114	200,000	200,000	550,000
	TOTAL TRANSFERS	29,610	740,114	200,000	200,000	550,000
580-584-	*RESERVES*					
94-92	Reserve - Facility Expansion			37,840	0	0
	TOTAL TRANSFERS	0	0	37,840	0	0
	W&S RENEWAL & REPLACEMENT EXP.	29,610	740,114	237,840	200,000	550,000

FUND: W & S DEBT SERVICE
ACCT#: 403-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
361-12	Interest On Investments - S.F.	1,388	1,113	0	50	0
361-20	Interest - S.B.A.	5	6	0	5	0
381-20	Transfer From W & S Revenue	1,123,135	1,252,790	877,660	877,660	875,390
	W & S DEBT SERVICE REVENUES	**1,124,528**	**1,253,909**	**877,660**	**877,715**	**875,390**

FUND: W & S DEBT SERVICE
DIV: 403-0403

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
536-	*INTEREST*					
72-32	Interest - 2007A Bonds	129,284	105,545	80,800	80,800	54,940
72-33	Interest - 2007B Bonds	295,488	231,119	0	0	0
72-34	Interest - 2012 Bonds	0	39,349	194,050	194,050	194,050
582-	*PRINCIPAL*					
71-32	Principal - 2007A Bonds	0		602,810	602,810	626,400
71-33	Principal - 2007B Bonds			0	0	0
71-34	Principal - 2012 Bonds	0		0	0	0
	TOTAL PRINCIPAL AND INTEREST	424,772	376,013	877,660	877,660	875,390
580-581-	*TRANSFERS*					
91-59	Transfer To W & S Revenue Fund	0	0	0	0	0
	TOTAL TRANSFERS	0	0	0	0	0
	W & S DEBT SERVICE EXPENSES	424,772	376,013	877,660	877,660	875,390

FUND: W & S SEWER ASSESSMENT
ACCT#: 404-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
361-25	Interest - FMIvT	157	150	0	0	0
363-20	Interest On Assessments	2,592	3,589	0	5,000	0
363-30	Penalties On Assessments	78	2,977	0	3,000	0
	W & S SEWER ASSESSMENT REVENUES	2,827	6,716	0	8,000	0

FUND: W & S SEWER ASSESSMENT
DIV: 404-0404

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
535-	*SEWER SERVICES*					
63-XX	Lakewood Villas	0	0	0	0	0
63-XX	Treasure Island	0	0	0	0	0
	W & S SEWER ASSESSMENT EXPENSES	0	0	0	0	0

Five (5) Year Capital Equipment/Improvement Plan

Water and Sewer Sewer Assessment Fund

Account Code	Description	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18
	Sewer Improvements					
	Lakewood Villas				1,000,000	
	Treasure Island		1,000,000			
	Total	0	1,000,000	0	1,000,000	0
Total W & S Sewer Assessment Fund		0	1,000,000	0	1,000,000	0

FUND: WATER & SEWER CONSTRUCTION
ACCT#: 405-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
331-31	SWFWMD Grant	0	0	162,000	0	462,000
381-20	Transfer From W & S Revenue	346,844	947,764	1,261,000	1,261,000	3,426,000
383-30	Transfer From W & S - R & R	29,610	740,114	200,000	200,000	550,000
	W & S CONSTRUCTION FUND REVENUES	376,454	1,687,878	1,623,000	1,461,000	4,438,000

FUND: WATER & SEWER CONSTRUCTION
DIV: PROJECTS
ACCT#: 405-

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
951-533	*WATER MAIN REPLACEMENTS*					
63-81	Contractor Payments			200,000	100,000	200,000
63-91	Engineering Services			65,000	10,000	65,000
	TOTAL WATER MAIN REPLACEMENTS	0	0	265,000	110,000	265,000
953-533	*WATER MAIN EXTENSIONS*					
63-81	Contractor Payments			100,000	100,000	100,000
63-91	Engineering Services			15,000	10,000	15,000
	TOTAL WATER MAIN EXTENSIONS	0	0	115,000	110,000	115,000
954-533	*CITY WELLSITE CHLORAMINE UPGRADES*					
63-91	Engineering Services			0	0	0
	TOTAL CITY WELLSITE UPGRADES	0	0	0	0	0
955-533	*WATER IMPROVEMENTS*					
63-81	Contractor Payments			50,000	0	0
	TOTAL WATER IMPROVEMENTS	0	0	50,000	0	0
956-533	*WATER METERING UPGRADE*					
63-81	Contractor Payments			0	0	1,000,000
	TOTAL WATER METERING UPGRADE	0	0	0	0	1,000,000
959-535	*2011 SEWER UTILITY IMPR.*					
63-81	Contractor Payments			300,000	560,000	0
63-91	Engineering Services			25,000	25,000	0
	TOTAL 2011 SEWER UTILITY IMPR.	0	0	325,000	585,000	0
960-535	*2013 SEWER UTILITY IMPR*					
63-81	Contractor Payments			0	0	1,000,000
63-91	Engineering Services			70,000	25,000	40,000
	TOTAL 2013 SEWER UTILITY IMPR.	0	0	70,000	25,000	1,040,000
961-535	*RECLAIMED WATER*					
63-81	Contractor Payments			598,000	250,000	918,000
63-91	Engineering Services			0	0	200,000
	TOTAL RECLAIMED WATER	0	0	598,000	250,000	1,118,000
962-535	*RECLAIMED WATER-PORT RICHEY*					
63-81	Contractor Payments			0	0	600,000
	TOTAL WWTP IMPROVEMENTS	0	0	0	0	600,000
965-535	*GRAVITY SEWER MAIN REHAB.*					
63-81	Contractor Payments			200,000	200,000	300,000
	TOTAL GRAVITY SEWER MAIN REHAB	0	0	200,000	200,000	300,000
	W & S CONSTRUCTION FUND EXPENSES	0	0	1,623,000	1,280,000	4,438,000

Five (5) Year Capital Equipment/Improvement Plan

Water and Sewer Construction Fund

Account Code	Description	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18
Water Improvements						
	Water Main Extensions	115,000	115,000	115,000	115,000	115,000
	Water Main Replacements	265,000	865,000	865,000	865,000	815,000
	Water Metering Upgrade	1,000,000	1,000,000			
	City Wellsite Chloramine Upgrades			50,000	700,000	500,000
	Bulk Meter Upgrades		50,000		50,000	
	Total	1,380,000	2,030,000	1,030,000	1,730,000	1,430,000
Reclaimed Water Distribution						
	City Facility Irrigation	590,000	25,000	25,000	25,000	
	Port Richey Distribution	600,000				
	Residential Distribution	528,000	1,140,000	100,000	140,000	550,000
	Total	1,718,000	1,165,000	125,000	165,000	550,000
Sewer Improvements						
	Sewer Utility Improvements	1,040,000	70,000	1,000,000	70,000	1,000,000
	Gravity Sewer Main Rehabilitation	300,000	300,000	300,000	300,000	300,000
	Total	1,340,000	370,000	1,300,000	370,000	1,300,000
Total W & S Construction Fund		4,438,000	3,565,000	2,455,000	2,265,000	3,280,000

FUND: CENTRAL GARAGE
ACCT#: 501-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
341-51	Take-Home Vehicle Reimbursement	0	0	0	0	25,000
361-10	Interest On Investments	(62)	(214)	0	0	0
361-20	Interest - S.B.A.	313	308	250	160	160
361-25	Interest - FMIvT	1,228	1,149	1,060	550	550
364-41	Surplus Furn., Fix., Equip. Sales	1,749	3,176	0	0	0
369-30	Refund of Prior Year Expense	183	0	0	240	0
369-90	Other Miscellaneous Revenue	150	363	0	0	0
389-90	Prior Yr Fund Bal-Undesignated	0	0	52,370	0	180,220
399-11	Garage - Labor and Overhead	225,273	114,620	178,160	102,000	216,110
399-12	Garage - Parts	143,546	140,047	168,280	172,000	175,520
399-13	Garage - Fuel	339,744	327,745	296,510	358,000	340,440
	CENTRAL GARAGE REVENUES	712,124	587,194	696,630	632,950	938,000

City of New Port Richey, Florida

Central Garage Fund

Department: Public Works

Maintenance

Mission Statement

The mission of the Central Garage is to maintain the City's fleet of vehicles and equipment in a dependable, safe, and environmentally sound condition. All of which includes a scheduled maintenance program to create a proactive approach in keeping maintenance cost down to a minimum in an attempt to avoid major repair costs due to maintenance neglect.

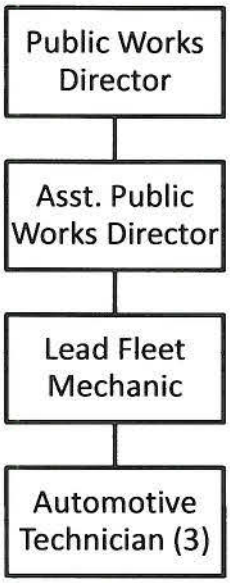
Accomplishments FY 12-13

1. Trained all Fleet Maintenance personnel in spill prevention and recovery, illicit discharges/illegal dumping, proper disposal of oil and filters, and FEMA Incident Command System (ICS).
2. Implemented a heavy equipment diagnostic program since a larger percent of the City's heavy equipment repair was diagnosed and repaired "in house" than in prior years.
3. Completed the Fuel Dispensing System (Gas Boy) upgrades.
4. Completed all FDEP maintenance requirements and passed all fuel storage tank annual inspections for the year.

Goals and Objectives

1. Facility storm hardening.
   a. Identify area of the existing structure that can be re-enforced to meet current codes.
   b. Bid process.
   c. Construction process.
   d. Project completion.
2. Vehicle and equipment programs.
   a. Have discussions with departments about the type of use for each piece of equipment or vehicle.
   b. Identify vehicle and equipment that justify diesel upgrades.
   c. In the process of diesel upgrades for vehicles scheduled to be replaced.
3. Fleet administration office relocation.
   a. Remove and properly dispose of the existing office.
   b. Relocate Fleet office to the rear of the garage into an existing maintenance office.
   c. Perform structural upgrades where applicable.
4. Perform bi-annual vehicle and equipment auctions.
   a. Identify vehicles and equipment that are scheduled to be replaced.
   b. Submit paperwork for Council approval.
   c. Prep vehicles and equipment for auction.
   d. Hold auctions in January and August of each year.

Central Garage Fund



Position	Personnel Full-Time Equivalent 12-13	13-14	Amended Budget 12-13	Proposed Budget 13-14
Regular Salaries & Wages				
Lead Fleet Mechanic	1.00	1.00	45,760	45,760
Automotive Technician	3.00	3.00	128,110	127,950
Total	4.00	4.00	173,870	173,710

City of New Port Richey, Florida

FUND: CENTRAL GARAGE
DIV: CENTRAL GARAGE
ACCT#: 501-0501-591

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-12	Division Head Salaries	42,271	0	0	0	0
12-99	Regular Full-Time Wages	130,244	174,649	173,870	173,870	173,710
14-11	Overtime Wages	0	948	1,010	250	1,010
15-11	Christmas Bonus	200	200	200	200	200
15-14	One-Time Lump Sum Payment	0	0	2,000	2,000	0
17-11	Accrued Vacation	(1,346)	4,006	0	0	0
21-11	Social Security Matching	12,917	13,334	13,555	13,555	13,390
21-21	Accrued FICA - Vacation and Sick	(103)	306	0	0	0
22-11	Florida Retirement System	12,968	8,348	9,390	9,390	19,730
22-14	Defined Contribution Plan	4,232	0	0	0	0
22-21	Accrued FRS - Vacation	(473)	239	0	0	0
23-11	Group Health Insurance	16,707	17,387	18,720	18,720	24,720
23-12	Group Life Insurance	149	77	200	200	200
23-13	Accidental Death - AD & D	14	9	50	50	50
23-15	Net OPEB Obligation Expense	523	4,930	5,670	5,670	5,670
24-25	W/C Auto Repair/Parts Department	3,410	6,961	9,450	9,450	9,450
	TOTAL PERSONAL SERVICES	221,713	231,394	234,115	233,355	248,130
34-34	Wrecker Services	297	3,734	600	1,290	3,000
34-36	Paint and Body Work	(11,120)	7,206	7,500	9,500	10,000
34-37	Auto Repair and Testing	43,248	48,483	34,500	40,000	46,000
40-11	Travel and Training	0	0	0	0	2,680
41-21	Telephone	880	841	810	810	810
41-31	Telephone - Long Distance	38	30	0	0	0
42-11	Postage	109	65	50	30	50
44-19	Rent - Equipment	150	0	200	100	200
46-11	Maintenance - Buildings and Grounds	4,314	5,548	2,000	2,300	4,000
46-21	Maintenance - Equipment	0	209	2,460	2,000	2,460
46-24	Maintenance - Technical Equipment	3,010	3,038	0	0	0
46-31	Central Garage Maintenance	25,599	6,680	11,490	11,490	12,980
46-49	Radio Maintenance	0	400	0	0	0
49-83	Permit Fees	0	150	180	180	180
51-11	Office Supplies - General	148	174	200	200	200
51-41	Small Tools and Implements	2,448	2,952	1,670	1,670	3,500
52-11	Fuel	271,391	339,842	251,615	377,120	350,000
52-25	Software Licenses/Support	1,125	1,125	1,000	1,000	1,000
52-31	Clothing and Wearing Apparel	222	0	150	150	150
52-32	Laundry Service	1,773	1,899	2,200	2,200	2,200
52-43	Computer Supplies	160	231	1,500	1,500	1,500
52-47	First Aid Supplies	83	35	150	150	150
52-51	Janitorial Supplies	536	532	500	500	500
52-89	Automotive Parts	151,248	156,870	120,000	120,000	180,000
52-98	Inventory Adjustment	5,129	3,569	1,000	1,000	1,000
52-99	Operating Supplies - Miscellaneous	5,133	4,675	3,305	3,300	5,000
54-11	Dues and Memberships	50	0	50	50	100
54-61	Books and Publications	0	0	200	200	200
97-11	Depreciation Expense	16,951	16,174	0	0	0
	TOTAL OPERATING EXPENSES	522,922	604,462	443,330	576,740	627,860

FUND: CENTRAL GARAGE
DIV: CENTRAL GARAGE
ACCT#: 501-0501-591

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
64-15	Trucks and Trailers	0	0	0	0	6,000
64-31	Special Purpose Equipment	0	0	19,185	19,185	37,000
	TOTAL CAPITAL OUTLAY	0	0	19,185	19,185	43,000
580-584	*RESERVES*					
94-21	Reserves - Contingency			0	0	17,980
94-24	Reserves - Sick Leave			0	0	1,030
	TOTAL RESERVES	0	0	0	0	19,010
	TOTAL CENTRAL GARAGE EXPENSES	744,635	835,856	696,630	829,280	938,000

Five (5) Year Capital Equipment/Improvement Plan

Central Garage

Account Code	Description	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18
64-15	*Trucks and Trailers*					
	Trk w/Svc Body/Liftgate(#22)(R&R)	6,000	6,000	6,000	30,000 (a)	6,000
	Total	6,000	6,000	6,000	30,000	6,000
64-31	*Special Purpose Equipment*					
	30,000 lb Vehicle Lift	34,000				
	Waste Oil Heater			7,000		
	Compressor #1-Main Shop				5,000	
	Compressor #2-Back-up					5,000
	Containment Tank Basins (2)			3,000		
	Freon Recovery/Recharge Machine		5,000			
	Scan Tool	3,000				
	Hot Hi-Pressure Washer					5,000
	Waste Oil Fuel Tank					3,500
	Total	37,000	5,000	10,000	5,000	13,500
Total Central Garage Fund		43,000	11,000	16,000	35,000	19,500

(a) Year of Acquisition ($18,000 from R & R)

FUND: REDEVELOPMENT
ACCT#: 630-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
311-10	Current Ad Valorem Taxes	1,001,012	783,840	474,790	506,200	452,920
322-10	Building Permits	104,698	0	0	0	0
322-20	Building Code Surcharge	215	0	0	0	0
329-20	Contractors Certificates	1,450	0	0	0	0
329-21	Development Review Fees	6,900	0	0	0	0
329-60	Tree Removal/Replacement	3,255	0	0	0	0
331-54	Community Development Block Grant	80,244	0	0	0	0
341-20	Zoning Fees	8,900	0	0	0	0
341-31	Administrative Fees	583	(13,725)	0	0	0
341-40	Cert., Copying and Record Search	741	0	0	0	0
354-10	Code Enforcement Fines	9,518	17,894	0	0	0
354-11	Lot Clearing/Mowing Fines	1,588	119	0	0	0
361-10	Interest On Investments	(1,655)	(664)	0	0	0
361-20	Interest - S.B.A.	6,831	3,303	1,500	2,300	2,300
361-25	Interest - FMIvT	1,022	400	150	0	0
361-28	Interest - T-Bills and Bonds	0	0	0	0	0
362-16	Rent - 1st Church of Christ Scientist	25,700	0	0	0	0
364-22	Surplus Land Sales	0	0	0	0	0
366-90	Contributions & Donations	0	(7,000)	1,551	1,551	45,000
369-30	Refund of Prior Year Expense	9,117	0	0	0	0
369-71	Returned Check Charge	30	0	0	0	0
369-90	Other Miscellaneous Revenue	2,449	0	0	0	0
381-10	Trans Fr General - Tax Increment	1,274,094	1,032,641	714,395	714,395	632,285
381-60	Transfer From Capital Impr. Fund	275,169	13,098	200,000	23,854	273,780
381-65	Transfer From CIF - Loan Per ILA	0	0	0	0	1,058,000
384-30	Proceeds From Bond Issue	0	0	0	0	0
389-87	Prior Yr Fund Balance-Redevelopment	0	0	1,198,455	0	0
	REDEVELOPMENT FUND REVENUES	2,811,861	1,829,906	2,590,841	1,248,300	2,464,285

FUND: REDEVELOPMENT
DIV: REDEVELOPMENT
ACCT#: 630-0080-515

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
31-11	City Attorney Services	2,571	33,750	16,640	2,500	14,320
31-29 *	Engineering Services - Miscellaneous	0	15,966	15,000	10,000	52,000
31-81	Professional Services - Planning	50,000	0	5,000	0	5,000
31-99	Professional Services - Miscellaneous	2,700	13,751	60,000	63,250	65,000
34-61	Main Street Grant Award	30,000	0	10,000	10,000	10,000
40-11	Travel and Training	(28)	0	0	0	0
41-21	Telephone	230	0	0	0	0
41-31	Telephone - Long Distance	51	0	0	0	0
41-34	Data Lines	0	0	220	220	220
42-11	Postage	81	0	0	0	0
43-11	Electric - City Facilities	3,160	2,806	4,000	3,750	4,000
43-31	Trash Removal	1,227	1,339	1,350	950	1,350
43-51	Water and Sewer - City	3,730	4,249	4,900	4,750	4,900
43-73	Street Light Fee	1,156	1,118	1,680	768	770
43-81	Stormwater Assessment	1,837	1,836	3,680	3,582	3,590
45-11	Liability Insurance-Comp. General	4,857	0	0	0	0
45-21	Buildings and Contents Insurance	24,765	21,522	20,960	20,960	23,060
45-23	Automobile and Truck Insurance	474	0	0	0	0
46-11	Maintenance - Buildings and Grounds	1,224	1,043	10,000	12,750	15,000
46-12	Repairs - Hacienda Hotel	0	0	24,691	28,500	15,000
46-13	Repairs - Old Post Office	0	0	0	15,000	15,000
46-14	Business Incentive	5,000	0	0	0	0
46-23	Maintenance - Copier	1	0	0	0	0
49-99	Other Current Charges - Miscellaneous	1,383	1,678	1,600	1,600	1,600
51-11	Office Supplies - General	272	0	0	0	0
52-99	Operating Supplies - Miscellaneous	3	0	0	0	0
54-11	Dues and Memberships	620	0	500	500	500
	TOTAL OPERATING EXPENSES	135,314	99,058	180,221	179,080	231,310
62-33	Hacienda Redevelopment Project	(11,405)	0	0	0	0
63-37	Railroad Square Development Area	355,413	0	0	0	0
63-53	Main St Landings Streetscape	0	13,098	200,000	23,854	281,780
	TOTAL CAPITAL OUTLAY	344,008	13,098	200,000	23,854	281,780
71-21	Principal Pymts-Redevelopment Note A	372,000	387,000	403,000	403,000	420,000
71-23	Principal Pymts-Redevelopment Note B	371,000	387,000	403,000	403,000	419,000
71-24	Principal Pymts-Redevelopment Note C	0	0	0	0	0
72-21	Interest Pymts-Redevelopment Note A	309,659	294,333	278,390	278,390	261,790
72-23	Interest Pymts-Redevelopment Note B	309,833	294,466	278,570	278,570	261,930
72-24	Interest Pymts-Redevelopment Note C	0		0	0	0
73-41	Issue Cost-Redevelopment Note C	0	0	0	0	0
	TOTAL DEBT SERVICE	1,362,492	1,362,799	1,362,960	1,362,960	1,362,720
	TOTAL REDEVELOPMENT	1,841,814	1,474,955	1,743,181	1,565,894	1,875,810

* Includes $37,000 in Penny for Pasco dollars for Hacienda assessment

Five (5) Year Capital Equipment/Improvement Plan

Redevelopment

Account Code	Description	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18
63-XX	*Improvements Other Than Buildings*					
*	Main Street Landing Streetscape	281,780				
	Total	281,780	0	0	0	0
Total Redevelopment		281,780	0	0	0	0

* Penny for Pasco dollars ($236,780); Contributions ($45,000)

FUND: REDEVELOPMENT
DIV: DEVELOPMENT
ACCT#: 630-0081-515

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
11-11	Department Head Salaries	70,586	0	0	0	0
11-12	Division Head Salaries	55,413	0	0	0	0
12-99	Regular Full-Time Wages	190,211	0	0	0	0
13-11	Part-Time Wages	20,062	0	0	0	0
14-11	Overtime	(13)	0	0	0	0
15-11	Christmas Bonus	400	0	0	0	0
21-11	Social Security Matching	24,279	0	0	0	0
22-11	Florida Retirement System	32,796	0	0	0	0
23-11	Group Health Insurance	29,330	0	0	0	0
23-12	Group Life Insurance	261	0	0	0	0
23-13	Accidental Death - AD & D	24	0	0	0	0
24-26	W/C Clerical	330	0	0	0	0
24-32	W/C Municipal Classification	3,116	0	0	0	0
	TOTAL PERSONAL SERVICES	426,795	0	0	0	0
34-99	Contractual Services - Miscellaneous	289	0	0	0	0
40-11	Travel and Training	1,044	0	0	0	0
41-21	Telephone	1,696	0	0	0	0
41-31	Telephone - Long Distance	0	0	0	0	0
42-11	Postage	1,697	0	0	0	0
44-29	Rent - Software	3,000	0	0	0	0
45-71	Notary Bond	0	0	0	0	0
46-21	Maintenance - Equipment	974	0	0	0	0
46-23	Maintenance - Copiers	105	0	0	0	0
46-31	Central Garage Maintenance	261	0	0	0	0
47-21	Forms	310	0	0	0	0
51-11	Office Supplies - General	2,327	0	0	0	0
52-11	Fuel	1,683	0	0	0	0
52-31	Clothing and Wearing Apparel	388	0	0	0	0
52-42	Photographic Supplies	0	0	0	0	0
52-43	Computer Supplies	4,944	0	0	0	0
52-89	Automotive Parts	171	0	0	0	0
54-11	Dues and Memberships	838	0	0	0	0
54-31	Subscriptions/Newspapers	99	0	0	0	0
54-61	Books and Publications	114	0	0	0	0
	TOTAL OPERATING EXPENSES	19,940	0	0	0	0
64-13	Data Processing Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	TOTAL DEVELOPMENT	446,735	0	0	0	0

FUND: REDEVELOPMENT
DIV: NON-EXPENDITURE DISBURSEMENTS
ACCT#: 630-0580

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
581-	*TRANSFERS*					
91-51	Transfer to General Fund-Administrative	0	89,620	180,390	180,390	0
91-52	Transfer to General Debt Service	696,249	981,207	667,270	667,270	317,270
91-65	Transfer to General Fund - COPS	390,300	0	0	0	0
91-66	Trans to General-Code Enforcement	90,616	0	0	0	0
91-68	Trans to General - Inspections	0	0	0	0	0
	TOTAL TRANSFERS	1,177,165	1,070,827	847,660	847,660	317,270
584-	*RESERVES*					
94-21	Reserves - Contingency			0	0	271,205
94-24	Reserves - Sick Leave			0	0	0
	TOTAL RESERVES	0	0	0	0	271,205
	TOTAL NON-EXPENDITURE DISB.	1,177,165	1,070,827	847,660	847,660	588,475
	REDEVELOPMENT FUND EXPENDITURES	3,465,714	2,545,782	2,590,841	2,413,554	2,464,285

FUND: STREET IMPROVEMENT
ACCT#: 701-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
312-41	Local Option Gas Tax	504,016	498,890	492,880	537,300	507,890
361-10	Interest On Investments	139	770	440	410	410
361-20	Interest - S. B. A.	23,673	36,671	500	510	510
361-25	Interest - FMIvT	3,590	3,419	3,170	3,100	3,100
363-10	Assessment Income	97,385	165,442	83,000	83,000	83,000
363-11	Special Assessment-Capital Impr.	0	0	0	0	0
363-20	Interest On Assessments	14,735	12,433	10,000	11,500	10,000
363-30	Penalties On Assessments	2,377	1,823	1,680	990	1,000
369-71	Returned Check Charge	40	0	0	0	0
389-90	Prior Yr Fund Bal-Undesignated	0	0	0	0	0
	STREET IMPROVEMENT FUND REV.	645,955	719,448	591,670	636,810	605,910

FUND: STREET IMPROVEMENT
DIV: 701-0701

ACCOUNT CODE	CLASSIFICATION	ACTUAL FY 10-11	ACTUAL FY 11-12	AMENDED BUDGET FY 12-13	ESTIMATE FY 12-13	BUDGET FY 13-14
541-	*ROAD AND STREET FACILITIES*					
63-29	Streets - Special Assessments	749,634	0	0	0	0
63-30	Streets - Miscellaneous	0	56,247	60,000	60,000	60,000
63-91	Engineering Services	22,355	0	0	0	0
99-41	Write-Off Bad Debts	(14,763)	7,078	0	0	0
	TOTAL OPERATING EXPENSES	757,226	63,325	60,000	60,000	60,000
580-581-	*TRANSFERS*					
91-67	Transfer To Redevelopment	0	0	0	0	0
	TOTAL TRANSFERS	0	0	0	0	0
580-584-	*RESERVES*					
94-35	Reserves - Future Construction			531,670	0	545,910
	TOTAL RESERVES	0	0	531,670	0	545,910
	STREET IMPROVEMENT FUND EXP.	757,226	63,325	591,670	60,000	605,910

Five (5) Year Capital Equipment/Improvement Plan

Street Improvement

Account Code	Description	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16	F. Y. 2016-17	F. Y. 2017-18
Street Improvements						
	Roadway Striping Projects	60,000	60,000	60,000	60,000	60,000
	Road Repaving/Reconstruction		100,000	1,000,000	100,000	1,000,000
	Total	60,000	160,000	1,060,000	160,000	1,060,000
Total Street Improvement Fund		60,000	160,000	1,060,000	160,000	1,060,000

Appendix

CITY OF NEW PORT RICHEY

GATEWAY TO

TROPICAL

FLORIDA

FLORIDA

Funds Re-Cap

Schedule of Transfers

Ratio of Unassigned Fund Balance to General Fund Budget

Millage Rate History

Full-Time Equivalent Employees

Debt Service Schedules

Penny for Pasco Funding

Glossary

Re-Organization Since Budget Was Adopted

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

CITY OF NEW PORT RICHEY
BUDGET - F.Y. 2013 - 2014
FUNDS RECAP

	BUDGET 2012 - 2013	BUDGET 2013 - 2014
General	16,581,340	17,023,080
Fund Balance	56,060	661,030
	16,637,400	17,684,110
Stormwater Utility	1,000,220	916,250
Fund Balance	99,010	485,690
	1,099,230	1,401,940
Street Lighting	417,320	382,600
Fund Balance	0	0
	417,320	382,600
General Debt Service	1,915,290	1,642,090
Fund Balance	0	550,000
	1,915,290	2,192,090
Capital Improvement	4,024,520	3,128,440
Fund Balance	0	699,870
	4,024,520	3,828,310
Water & Sewer Revenue	11,872,440	12,144,870
Fund Balance	1,479,920	5,313,240
	13,352,360	17,458,110
Water & Sewer Renewal & Replacement	237,840	269,700
Fund Balance	0	280,300
	237,840	550,000
Water & Sewer Debt Service	877,660	875,390
Fund Balance	0	0
	877,660	875,390
Sewer Assessment	0	0
Fund Balance	0	0
	0	0
Water & Sewer Construction	1,593,000	4,438,000
Fund Balance	0	0
	1,593,000	4,438,000
Central Garage	644,260	757,780
Fund Balance	52,370	180,220
	696,630	938,000
Redevelopment	1,390,835	2,464,285
Fund Balance	1,198,455	0
	2,589,290	2,464,285
Street Improvement	591,670	605,910
Fund Balance	0	0
	591,670	605,910
Total Before Transfers	44,032,210	52,818,745
Less: Transfers	(8,859,625)	(13,856,815)
Total Net Budget (All Funds)	**35,172,585**	**38,961,930**

CITY OF NEW PORT RICHEY
BUDGET - F.Y. 2013 - 2014
SCHEDULE OF TRANSFERS

TRANSFERS	BUDGET 2012 - 2013	BUDGET 2013 - 2014
GENERAL FUND		
To Redevelopment - Tax Increment	714,395	632,285
STORMWATER UTILITY FUND		
To General	75,000	75,000
GENERAL DEBT SERVICE FUND		
To General	890,830	1,168,150
CAPITAL IMPROVEMENT FUND		
To General	68,000	287,740
To Redevelopment	200,000	273,780
To CRA - Loan Per ILA	0	1,058,000
WATER & SEWER REVENUE FUND		
To General	2,300,000	2,312,760
To General - TBW Assets	0	847,580
To General - PILOFF	0	549,330
To Capital Improvement	582,340	487,060
To W & S Debt Service	877,660	875,390
To W & S Renewal & Replacement	229,790	264,400
To W & S Construction	1,231,000	3,426,000
W & S RENEWAL & REPLACEMENT		
To W & S Contstruction	200,000	550,000
CENTRAL GARAGE FUND CHARGES	642,950	732,070
REDEVELOPMENT FUND		
To General Debt Service	667,270	317,270
To General - Administrative	180,390	0
TOTAL TRANSFERS	**8,859,625**	**13,856,815**

CITY OF NEW PORT RICHEY
RATIO OF UNASSIGNED FUND BALANCE
TO GENERAL FUND BUDGET

		UNASSIGNED FUND BALANCE AT BEGINNING OF YEAR			
Year	General Fund Original Budget	Minimum Funding	Unassigned Fund Balance	Total	% of Budget
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%
2008	17,259,300	2,439,496	1,353,357	3,792,853	22%
2007	16,263,310	2,097,366	1,139,660	3,237,026	20%
2006	13,982,440	1,848,042	388,663	2,236,705	16%
2005	12,320,280	1,696,350	239,145	1,935,495	16%
2004	11,309,000	1,623,750	658,849	2,282,599	20%

CITY OF NEW PORT RICHEY
MILLAGE RATE HISTORY

Fiscal Year		Rate
2013-14	Proposed	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
1977-78		8.2500
1976-77		8.2500
1975-76		8.2500
1974-75		8.5000
1973-74		8.7500
1972-73		10.0000

CITY OF NEW PORT RICHEY
BUDGET - F.Y. 2013 - 2014
FULL-TIME EQUIVALENT EMPLOYEES

Department	Actual FY 2011-2012			Actual FY 2012-2013			Budget FY 2013-2014		
	Full-Time	Part-Time	FTE Total	Full-Time	Part-Time	FTE Total	Full-Time	Part-Time	FTE Total
Legislative									
City Council	0.0	5.0	5.0	0.0	5.0	5.0	0.0	5.0	5.0
Total	**0.0**	**5.0**	**5.0**	**0.0**	**5.0**	**5.0**	**0.0**	**5.0**	**5.0**
Administration									
City Manager	2.0	0.0	2.0	2.0	0.8	2.8	2.0	0.8	2.8
Human Resources/Risk Management	2.0	0.0	2.0	2.0	0.6	2.6	2.0	0.6	2.6
City Clerk	1.0	0.0	1.0	1.0	0.0	1.0	1.0	0.0	1.0
Technology Solutions	3.0	0.0	3.0	3.0	0.0	3.0	3.0	0.0	3.0
Total	**8.0**	**0.0**	**8.0**	**8.0**	**1.4**	**9.4**	**8.0**	**1.4**	**9.4**
Finance									
Accounting & Budgeting	6.0	0.0	6.0	6.0	0.0	6.0	6.0	0.0	6.0
Billing & Collection	8.0	1.3	9.3	7.0	1.3	8.3	7.0	1.3	8.3
Total	**14.0**	**1.3**	**15.3**	**13.0**	**1.3**	**14.3**	**13.0**	**1.3**	**14.3**
Library									
Library	8.0	6.8	14.8	7.0	6.9	13.9	7.0	6.9	13.9
Total	**8.0**	**6.8**	**14.8**	**7.0**	**6.9**	**13.9**	**7.0**	**6.9**	**13.9**
Police									
Supervision	3.0	0.0	3.0	2.0	0.5	2.5	2.0	0.5	2.5
Support Services	9.0	2.9	11.9	9.0	3.6	12.6	9.0	5.4	14.4
Community Services	10.0	0.0	10.0	9.0	0.0	9.0	9.0	0.0	9.0
Patrol	26.0	0.9	26.9	26.0	0.7	26.7	26.0	0.7	26.7
Code Enforcement	1.0	0.0	1.0	1.0	0.0	1.0	1.0	0.0	1.0
Code Enforcement-Grant Funded	0.0	0.0	0.0	1.0	0.0	1.0	1.0	0.0	1.0
Red Light Cameras	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	2.0
Total	**49.0**	**3.7**	**52.7**	**48.0**	**4.8**	**52.8**	**49.0**	**7.6**	**56.6**
Fire									
Supervision	2.0	0.8	2.8	2.0	0.7	2.7	3.0	0.0	3.0
Firefighting	22.0	1.6	23.6	19.0	2.8	21.8	22.0	1.8	23.8
Total	**24.0**	**2.4**	**26.4**	**21.0**	**3.5**	**24.5**	**25.0**	**1.8**	**26.8**
Development									
Development	6.0	1.0	7.0	6.0	0.0	6.0	6.0	0.0	6.0
Municipal Building Operation	1.0	0.0	1.0	1.0	0.0	1.0	1.0	0.0	1.0
Total	**7.0**	**1.0**	**8.0**	**7.0**	**0.0**	**7.0**	**7.0**	**0.0**	**7.0**
Parks and Recreation									
Recreation	7.0	2.8	9.8	8.0	2.8	10.8	8.0	2.5	10.5
Parks	6.0	0.0	6.0	6.0	0.0	6.0	6.0	0.0	6.0
Swimming Pool	3.0	3.3	6.3	1.0	4.3	5.3	1.0	3.0	4.0
Total	**16.0**	**6.0**	**22.0**	**15.0**	**7.1**	**22.1**	**15.0**	**5.6**	**20.6**
Public Works									
Supervision	7.0	0.0	7.0	4.0	0.0	4.0	4.0	0.0	4.0
Street & Right-of-Way Maint.	7.0	0.0	7.0	7.0	0.0	7.0	7.0	0.0	7.0
Total	**14.0**	**0.0**	**14.0**	**11.0**	**0.0**	**11.0**	**11.0**	**0.0**	**11.0**
Total General Fund	**140.0**	**26.1**	**166.1**	**130.0**	**29.9**	**159.9**	**135.0**	**29.5**	**164.5**

CITY OF NEW PORT RICHEY
BUDGET - F.Y. 2013 - 2014
FULL-TIME EQUIVALENT EMPLOYEES

Department	Actual FY 2011-2012			Actual FY 2012-2013			Budget FY 2013-2014		
	Full-Time	Part-Time	FTE Total	Full-Time	Part-Time	FTE Total	Full-Time	Part-Time	FTE Total
Stormwater									
Stormwater	**5.0**	**0.0**	**5.0**	**5.0**	**0.0**	**5.0**	**5.0**	**0.0**	**5.0**
Water and Sewer									
Water Production	5.0	0.0	5.0	5.0	0.0	5.0	5.0	0.0	5.0
Water Distribution	10.0	0.8	10.8	10.0	0.0	10.0	12.0	0.0	12.0
Reclaimed Water Production	4.0	0.0	4.0	4.0	0.0	4.0	4.0	0.0	4.0
Water Pollution Control	13.0	0.0	13.0	13.0	0.0	13.0	13.0	0.0	13.0
Sewer Collection	7.0	0.0	7.0	8.0	0.0	8.0	8.0	0.0	8.0
Total	**39.0**	**0.8**	**39.8**	**40.0**	**0.0**	**40.0**	**42.0**	**0.0**	**42.0**
Central Garage									
Maintenance	**4.0**	**0.0**	**4.0**	**4.0**	**0.0**	**4.0**	**4.0**	**0.0**	**4.0**
CITY TOTAL	**188.0**	**26.9**	**214.9**	**179.0**	**29.9**	**208.9**	**186.0**	**29.5**	**215.5**

CITY OF NEW PORT RICHEY, FLORIDA
$4,861,572.57
REVENUE NOTE, SERIES 2000
GENERAL DEBT SERVICE SCHEDULE

DATE OF PAYMENT	PRINCIPAL PAYMENT	INTEREST PAYMENT	DEBT SERVICE	ANNUAL PAYMENTS
12/1/2013	327,348.02	19,367.12	346,715.14	366,082.26
6/1/2014		9,954.23	9,954.23	
12/1/2014	346,173.80	9,954.23	356,128.03	366,082.26
	673,521.82	39,275.58	712,797.40	732,164.52

CITY OF NEW PORT RICHEY, FLORIDA
$9,057,000
REDEVELOPMENT REFUNDING REVENUE NOTE
SERIES 2005A

DATE OF PAYMENT	PRINCIPAL PAYMENT	INTEREST PAYMENT	DEBT SERVICE	ANNUAL PAYMENTS
2/1/2014		130,892.40	130,892.40	
8/1/2014	420,000.00	130,892.40	550,892.40	681,784.80
2/1/2015		122,240.40	122,240.40	
8/1/2015	437,000.00	122,240.40	559,240.40	681,480.80
2/1/2016		113,238.20	113,238.20	
8/1/2016	455,000.00	113,238.20	568,238.20	681,476.40
2/1/2017		103,865.20	103,865.20	
8/1/2017	474,000.00	103,865.20	577,865.20	681,730.40
2/1/2018		94,100.80	94,100.80	
8/1/2018	494,000.00	94,100.80	588,100.80	682,201.60
2/1/2019		83,924.40	83,924.40	
8/1/2019	514,000.00	83,924.40	597,924.40	681,848.80
2/1/2020		73,336.00	73,336.00	
8/1/2020	535,000.00	73,336.00	608,336.00	681,672.00
2/1/2021		62,315.00	62,315.00	
8/1/2021	557,000.00	62,315.00	619,315.00	681,630.00
2/1/2022		50,840.80	50,840.80	
8/1/2022	580,000.00	50,840.80	630,840.80	681,681.60
2/1/2023		38,892.80	38,892.80	
8/1/2023	604,000.00	38,892.80	642,892.80	681,785.60
2/1/2024		26,450.40	26,450.40	
8/1/2024	629,000.00	26,450.40	655,450.40	681,900.80
2/1/2025		13,493.00	13,493.00	
8/1/2025	655,000.00	13,493.00	668,493.00	681,986.00
	6,354,000.00	1,827,178.80	8,181,178.80	8,181,178.80

CITY OF NEW PORT RICHEY, FLORIDA
$9,028,000
REDEVELOPMENT REVENUE NOTE
SERIES 2005B

DATE OF PAYMENT	PRINCIPAL PAYMENT	INTEREST PAYMENT	DEBT SERVICE	ANNUAL PAYMENTS
2/1/2014		130,962.30	130,962.30	
8/1/2014	419,000.00	130,962.30	549,962.30	680,924.60
2/1/2015		122,309.95	122,309.95	
8/1/2015	436,000.00	122,309.95	558,309.95	680,619.90
2/1/2016		113,306.55	113,306.55	
8/1/2016	454,000.00	113,306.55	567,306.55	680,613.10
2/1/2017		103,931.45	103,931.45	
8/1/2017	473,000.00	103,931.45	576,931.45	680,862.90
2/1/2018		94,164.00	94,164.00	
8/1/2018	493,000.00	94,164.00	587,164.00	681,328.00
2/1/2019		83,983.55	83,983.55	
8/1/2019	513,000.00	83,983.55	596,983.55	680,967.10
2/1/2020		73,390.10	73,390.10	
8/1/2020	534,000.00	73,390.10	607,390.10	680,780.20
2/1/2021		62,363.00	62,363.00	
8/1/2021	556,000.00	62,363.00	618,363.00	680,726.00
2/1/2022		50,881.60	50,881.60	
8/1/2022	579,000.00	50,881.60	629,881.60	680,763.20
2/1/2023		38,925.25	38,925.25	
8/1/2023	603,000.00	38,925.25	641,925.25	680,850.50
2/1/2024		26,473.30	26,473.30	
8/1/2024	628,000.00	26,473.30	654,473.30	680,946.60
2/1/2025		13,505.10	13,505.10	
8/1/2025	654,000.00	13,505.10	667,505.10	681,010.20
	6,342,000.00	1,828,392.30	8,170,392.30	8,170,392.30

CITY OF NEW PORT RICHEY, FLORIDA
$6,449,268.81
TAXABLE REDEVELOPMENT REFUNDING REVENUE BOND
SERIES 2012

DATE OF PAYMENT	PRINCIPAL PAYMENT	INTEREST PAYMENT	DEBT SERVICE	ANNUAL PAYMENTS
2/1/2014	190,047.16	143,583.23	333,630.39	
8/1/2014	196,812.22	136,818.16	333,630.38	667,260.77
2/1/2015	199,201.97	134,428.41	333,630.38	
8/1/2015	206,030.88	127,599.50	333,630.38	667,260.76
2/1/2016	208,791.58	124,838.80	333,630.38	
8/1/2016	215,035.75	118,594.63	333,630.38	667,260.76
2/1/2017	218,821.22	114,809.16	333,630.38	
8/1/2017	225,786.96	107,843.42	333,630.38	667,260.76
2/1/2018	229,342.62	104,287.76	333,630.38	
8/1/2018	236,381.74	97,248.64	333,630.38	667,260.76
2/1/2019	240,363.73	93,266.65	333,630.38	
8/1/2019	247,479.72	86,150.67	333,630.39	667,260.77
2/1/2020	251,908.27	81,722.11	333,630.38	
8/1/2020	258,693.03	74,937.35	333,630.38	667,260.76
2/1/2021	263,991.37	69,639.01	333,630.38	
8/1/2021	271,272.14	62,358.24	333,630.38	667,260.76
2/1/2022	276,658.08	56,972.30	333,630.39	
8/1/2022	284,027.20	49,603.19	333,630.38	667,260.77
2/1/2023	289,926.39	43,703.99	333,630.38	
8/1/2023	297,388.04	36,242.34	333,630.38	667,260.76
2/1/2024	303,824.86	29,805.52	333,630.38	
8/1/2024	311,260.53	22,369.85	333,630.38	667,260.76
2/1/2025	318,380.51	15,249.87	333,630.38	
8/1/2025	326,040.61	7,589.77	333,630.38	667,260.76
	6,067,466.58	1,939,662.57	8,007,129.15	8,007,129.15

CITY OF NEW PORT RICHEY, FLORIDA
$4,446,650
WATER & SEWER REFUNDING REVENUE BOND
SERIES 2007A

DATE OF PAYMENT	PRINCIPAL PAYMENT	INTEREST PAYMENT	DEBT SERVICE	ANNUAL PAYMENTS
4/1/2014		27,467.80	27,467.80	
10/1/2014	626,400.00	27,467.80	653,867.80	681,335.60
4/1/2015		14,031.52	14,031.52	
10/1/2015	654,150.00	14,031.52	668,181.52	682,213.04
	1,280,550.00	82,998.64	1,363,548.64	1,363,548.64

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
4/1/2014		97,024.76	97,024.76	
10/1/2014		97,024.76	97,024.76	194,049.52
4/1/2015		97,024.76	97,024.76	
10/1/2015		97,024.76	97,024.76	194,049.52
4/1/2016		97,024.76	97,024.76	
10/1/2016	537,953.00	97,024.76	634,977.76	732,002.52
4/1/2017		90,031.37	90,031.37	
10/1/2017	551,939.00	90,031.37	641,970.37	732,001.74
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
	7,463,443.00	1,708,681.24	9,172,124.24	9,172,124.24

Capital Improvement Projects and "Penny for Pasco" Funds

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 has a number of different meanings for this purposes (in (1) described above). Pursuant to Florida Statue, 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, or 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 Statues, as outlined above, you must also look to the referendum language to ensure compliance with it as well before making an expenditure.

GLOSSARY

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 9.5799 per thousand, taxable value of $50,000 = $\frac{\$50,000}{1,000}$ = $50 x 9.5799 = $479.00.

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.

Personal 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 2012 calendar year would be used in figuring the 2012-2013 budget year. The tax bills to be mailed by November 1 represent the property taxes due for the 2012 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.

CITY OF NEW PORT RICHEY

GATEWAY TO THE TROPICAL FLORIDA

FLORIDA

NEW PORT RICHEY

5919 MAIN STREET • NEW PORT RICHEY, FL 34652 • 727.853.1016

TO: City of New Port Richey City Council

FROM: Susan D. Dillinger, Interim City Manager

DATE: October 1, 2013

RE: Proposal to Reorganize City Department Structure

INTRODUCTION AND ADVANTAGES:

During the past summer various members of City Council proposed the addition of an employee to take on the duties of economic development. Since we now have vacancies of two department directors it might be advantageous to explore options that would allow the restructuring that the City Council previously discussed. Some government offices, such as Port Richey, Lake Helen and Osceola County Sheriff, have combined the departments of Finance and Human Resources with one director. The combination of these two departments works well because many of the functions (payroll, time/attendance, rate of pay, entering/leaving employment, pension, etc) are integrated. The advantage would be to streamline the HR processes, eliminate redundancies and reduce costs. Savings from this consolidation would also allow for the funding of a new department – Economic Development.

The new Finance/Human Resources Department and the new Economic Development Department would have the following changes in staffing and compensation to allow for the addition of higher-level responsibilities. See attached budget worksheet for line-by-line budget changes.

Finance Director – position merged
Human Resources Director – position merged
Finance/Human Resources Director – new merged position
Human Resources Coordinator – position reclassified to Human Resources Specialist – assumes additional duties due to merger of departments
Chief Accountant – position reclassified to Assistant Finance Director – assumes additional duties due to merger of departments
Economic Development Director – new position added
Senior Administrative Assistant for Economic Development – new position added

With the addition of the Economic Development Department the contract with the Pasco Economic Development Council would be reduced from $65,000 to $40,000. The PEDC would work under this new department.

This budget and restructuring is based on the Finance/Human Resources Director beginning November 1, 2013 and the Economic Development Director beginning December 1, 2013. If either position were to begin sooner funds could be allocated from Council Contingency in an amount not to exceed $20,000.

Proposed position descriptions are attached for the Finance/Human Resources Director and the Economic Development Director positions.

RECOMMENDED ACTION:

Direction from Council on the proposal and authorization to proceed with whatever changes adopted.

BUDGET / STAFF IMPACT:

Depending on the direction of Council the budget impact would range from zero to $25,000.

PREPARED BY:

Susan D. Dillinger, Interim City Manager

ATTACHMENTS:

Proposed organizational Chart for Combined Finance and Human Resources Department
Proposed organization Chart for Economic Development Department
Tentative Budget Plan
Proposed position descriptions for Finance/Human Resources Director and Economic Development Director
Revised position descriptions for Assistant Finance Director and Human Resources Specialist

Re-organization of Human Resources, Finance and Economic Development

Position	FY 2014 Budget	Proposed Change	Change to FY14 Budget
Human Resources Director	68,520	(68,520)	(68,520)
Christmas Bonus	50	(50)	(50)
Social Securtity	5,247	(5,247)	(5,247)
FRS	12,546	(12,546)	(12,546)
Health Insurance	6,180	(6,180)	(6,180)
Life Insurance	48	(48)	(48)
AD & D Insurance	12	(12)	(12)
Workers Compensation	281	(281)	(281)
Human Resources Specialist	37,510	45,000	7,490
(Human Resources Coordinator)			
Social Security	2,875	3,448	573
FRS	2,607	3,128	521
Workers Compensation	154	185	31
Finance Director	77,010	(77,010)	(77,010)
Finance/HR Director	0	77,010	77,010
Gas Allowance	0	3,000	3,000
Social Security	5,895	6,125	230
Workers Compensation	316	328	12
Assistant Finance Director	55,890	65,000	9,110
(Chief Accountant)			
Social Security	4,280	4,976	696
FRS	3,884	4,518	634
Workers Compensation	229	267	38
Economic Development Director	0	65,000	65,000
Christmas Bonus	0	50	50
Gas Allowance	0	3,000	3,000
Social Security	0	5,206	5,206
FRS	0	4,518	4,518
Health Insurance	0	6,180	6,180
Life Insurance	0	48	48
AD & D Insurance	0	12	12
Workers Compensation	0	279	279
Senior Administive Assistant	0	24,960	24,960
Christmas Bonus	0	50	50
Social Security	0	1,913	1,913
FRS	0	1,735	1,735
Health Insurance	0	6,180	6,180
Life Insurance	0	48	48
AD & D Insurance	0	12	12
Workers Compensation	0	103	103
PEDC Adjustment	65,000	40,000	(25,000)
Net adjustment to budget			**23,745**

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

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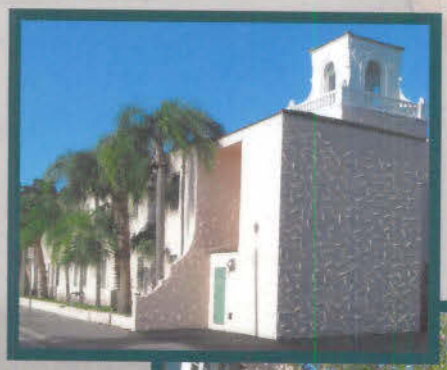
City of New Port Richey
5919 Main Street
New Port Richey 34652