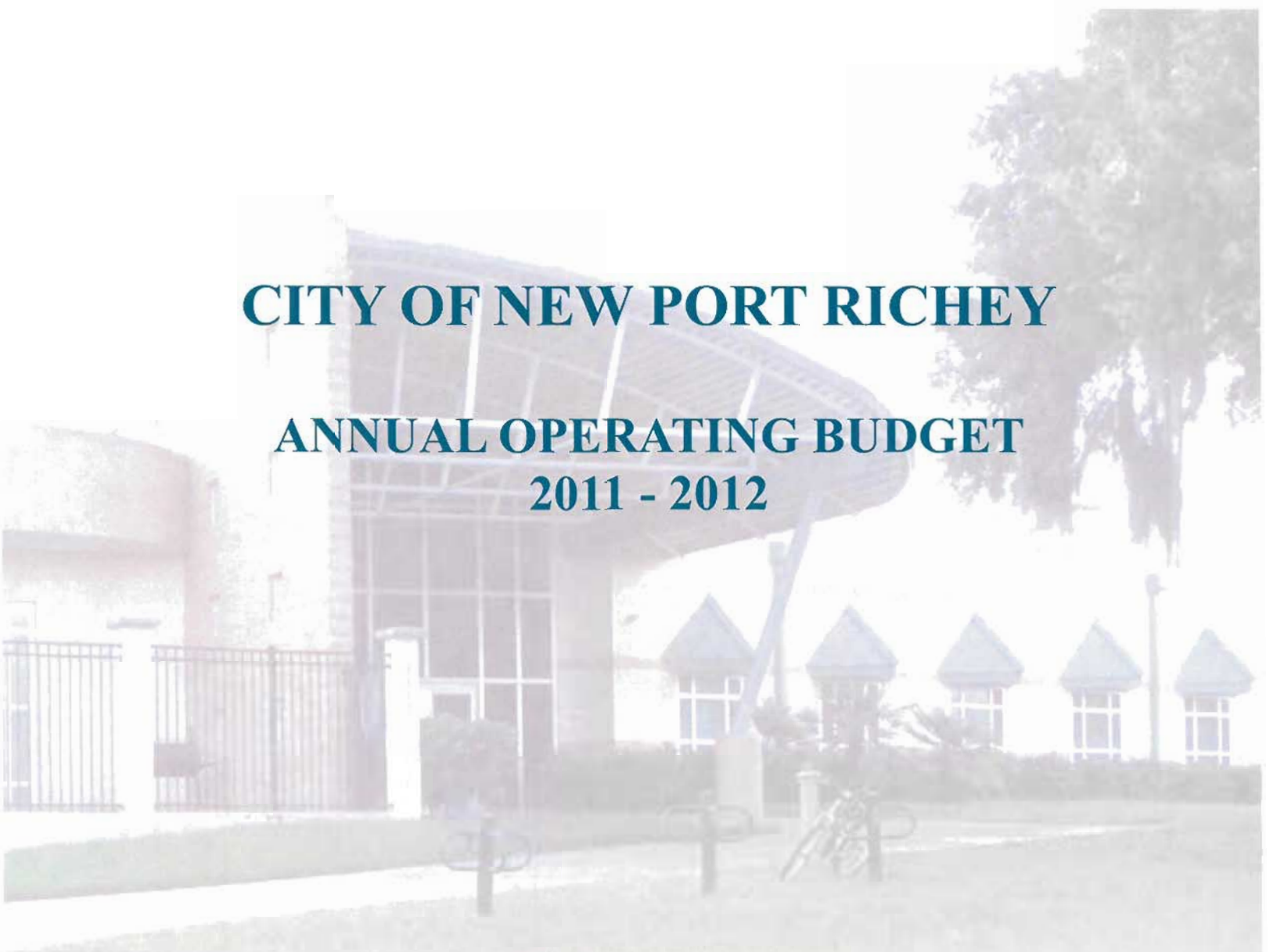

CITY OF NEW PORT RICHEY

ANNUAL OPERATING BUDGET
2011 - 2012

ROBERT CONSALVO
MAYOR - COUNCILMEMBER

ROBERT C. MARLOWE
DEPUTY MAYOR - COUNCILMEMBER

ROBERT H. LANGFORD
COUNCILMEMBER

GINNY MILLER
COUNCILMEMBER

JUDY DeBELLA THOMAS
COUNCILMEMBER

JOHN R. SCHNEIGER
CITY MANAGER

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Introduction

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

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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 fasting growing counties in Florida, according to *The St. Petersburg 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 - 61	Feb - 62	Mar - 67	Apr - 61	May - 77	Jun - 81
Jul - 83	Aug - 83	Sep - 81	Oct - 75	Nov - 69	Dec - 63

NEW PORT RICHEY FRIENDLY FACTS

Population: 14,911

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, NHL's Tampa Bay Lightning, and spring training for the Phillies, Toronto Blue Jays, NY Yankees and Tampa Bay Rays.

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: Community Hospital, 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, Grand Boulevard Park, James E. Grey Preserve, Russ Park, Jasmine Park and a new 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.

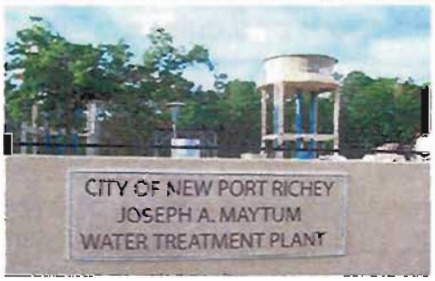
State Road 56 a 2002-constructed road between SR 54 and Bruce B. Downs Boulevard in Wesley Chapel. Planned to be extended to US 301 south of Zephyrhills.

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)

Infrastructure

Sewer, Water and Reclaimed Water are



provided by the City of New Port Richey Public Works located at 6132 Pine Hill Road, Port Richey, FL 34668
Tel: (727) 841-4536 Fax: (727) 841-4586

Electricity is proved by Progress Energy
Progress Energy
P.O. Box 1551
Raleigh, NC 27602-1551
(877) 372-8477

Progress Energy (NYSE: PGN), headquartered in Raleigh, N.C., is a Fortune 500 energy company with more than 22,000 megawatts of generation capacity and approximately $10 billion in

annual revenues. Progress Energy includes two major electric utilities that serve about 3.1 million customers in the Carolinas and Florida.

Print and Electronic Media

Several metropolitan daily newspapers are circulated in New Port Richey. These include the Tampa Tribune, St. Petersburg Times, 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.cityofnewportrichey.org that includes a calendar of City events.

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 41 sworn officers including 2 reserve officers and 3 Auxiliary Officers. The Department has 25 civilian employees, which include dispatchers, crime scene, 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 has 21 career firefighters. Staffing is divided into 3 shifts: A, B and C. Each shift is under the command of a District Chief and consists of 2 Captains and 4 certified Firefighters (all Firefighters are either EMTs 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

FLA's 1st Library of the Year!
Celebrating its 90th year in 2010
Nominated for Best Small Library in America
Free membership, Internet Access, Wi-Fi, Classes and Programs.
For questions or more information please contact us at:
nprlibrary@gmail.com
http://nprlibrary.org/

Recreation and Aquatic Center

(pictured on the cover)
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 three 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 peltsr@cityofnewportrichey

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.

Is it a responsive form of government?
In Council-Manager government, the mayor and council members are the leaders and policy makers elected to represent various segments of the community and to concentrate on policy issues that are responsible to citizens' needs and wishes. The Manager is appointed by Council to carry out policy and ensure that the entire community is being served.

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.

What is the history of the Council - Manager form?
Born out of the turn-of-the-century progressive reform movement, the council-manager system of local government is one of the few original American contributions to political theory. In 1908, Staunton, Virginia instituted the first position legally defining, by ordinance, the broad authority and responsibility associated with today's professional local government manager. Sumter, South Carolina, was the first city to adopt a charter incorporating the basic principles of council-manager government in 1912. Westmount, Quebec, introduced the form to Canada in 1913. The first large city to adopt the plan was Dayton, Ohio, in 1914. The first counties to adopt it in the 1930's were in Arlington County, Virginia, Durham County and Robeson County, North Carolina.

Since its establishment, the Council-Manager form has become the most popular form of government in the United States in communities with populations of 5,000 or greater. The form also is popular in Canada, Australia, the Netherlands, New Zealand, the United Kingdom, Honduras, Chile and Brazil. For 100 years, Council-Manager government has responded to the changing needs of citizens and their communities.

How is the Manager selected?
The vacancy usually is announced and Managers, Assistants and others apply directly to the Council, which reviews the applications and interviews them.

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.

Do Managers participate in local politics?
All managers who belong to the International City/County Management Association (ICMA) are bound by its Code of Ethics, which states that every member of the Association shall refrain from all political activities that undermine public confidence in professional administrators and refrain from participation in the election of members of the employing legislative body.

Where do Managers get their prior experience?
Nearly 73% of managers surveyed by ICMA have a master's or a professional degree. Respondents indicated they had spent an average of 10 years as a local government manager.

How does a community adopt this form of government?
Methods vary, but most communities can adopt Council-Manager government through a charter, a local ordinance, or a state enabling law. In many cases, adoption must be by a vote of the local governing body.

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 Chamber, 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.

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 and Official Calendar of Meetings and Events. The Calendars is posted at City Hall; on the City's website, www.cithofnewportrichey.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.

City Council Meetings

Regular City Council meetings are held at 7:00PM on the first and second Tuesday of every month. If the date of a meeting is a holiday, the meeting is rescheduled.

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

As needed, City Council Workshops are held.

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.cityofnewportrichey.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.

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

Rob Marlowe Deputy Mayor - Councilman

marlower@cityofnewportrichey.org
727-853-1016 ext. 2030
Next election: April 2013

Bob Langford Councilman (left in pic above)

langfordb@cityofnewportrichey.org
727-853-1016 ext. 2032
Next election: April 2013

Ginny Miller, Councilwoman

millerv@cityofnewportrichey.org
727-853-1016 ext. 2033
Next election: April 2012

Judy DeBella Thomas, Councilwoman

debellathomasj@cityofnewportrichey.org
727-853-1016 ext. 2031
Next election: April 2012

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

City Office/Department	Phone Number
Mayor and Council	Incl. above
City Manager	727.853.1021
City Clerk	727.853.1024
Development	727.853.1047
Finance	727.853.1055
Billing & Collection	727.853.1061
IT	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

ANALYSIS OF CITY TAX BILLS

BASED ON FY 2011-2012

MILLAGE RATE 8.3877

TAXABLE VALUE	WITHOUT HOMESTEAD EXEMPT.	WITH HOMESTEAD EXEMPT.
5,000	41.94	0.00
10,000	83.88	0.00
15,000	125.82	0.00
20,000	167.75	0.00
25,000	209.69	0.00
30,000	251.63	0.00
35,000	293.57	0.00
40,000	335.51	0.00
45,000	377.45	0.00
50,000	419.39	0.00
60,000	503.26	83.88
70,000	587.14	167.75
80,000	671.02	251.63
90,000	754.89	335.51
100,000	838.77	419.39
110,000	922.65	503.26
120,000	1,006.52	587.14
130,000	1,090.40	671.02
140,000	1,174.28	754.89
150,000	1,258.16	838.77
160,000	1,342.03	922.65
170,000	1,425.91	1,006.52
180,000	1,509.79	1,090.40
190,000	1,593.66	1,174.28
200,000	1,677.54	1,258.16

MILLAGE RATE HISTORY

Fiscal Year	Rate
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

Budget Message

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

NEW PORT RICHEY

John Schneiger, City Manager

schneigerj@cityofnewportrichey.org
727-853-1021

September 27, 2011

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

SUBJECT: ADOPTED BUDGET MESSAGE FOR FISCAL YEAR 2011- 2012

Dear Mayor and Members of the City Council:

In accordance with Articles III and V of the City Charter, I am pleased to present for your consideration the City Manager's final recommended budget for adoption for FY 2011-2012. This document sets forth the City Manager's recommended expenditures for operations and for capital improvements, as well as recommended sources of revenue, for the upcoming fiscal year.

The budget for the upcoming fiscal year is currently balanced, therefore anticipated income and reserves matching anticipated expenditures. Since the Proposed Budget was submitted on July 5, 2012 we have updated the estimated revenues and expenditures as more current information has become available. Any changes made since the Proposed Budget was distributed were documented in memo form at the September 7 and 27, 2011 Budget Hearing.

The activities undertaken by individual divisions of the City's organization are set forth in the Division Activities Summary contained in the budget document. Capital expenditures for equipment are depicted in each of the operating division budgets.

While significant reductions have been made by each department we still had to reduce service levels at the Library and Recreation Center. It was originally our hope to insure that the current delivery of service levels continues for the citizens of our City but the challenges were simply too overwhelming. Further reductions at the department level budgets may require downsizing the departmental work forces. Because this has been a method in the recent pass to resolve prior year budgeting problems it is felt that any additional staff reduction will further reduce service delivery levels.

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. The

City Council held an initial budget work session earlier this year on May 31, 2011 and two more July 12 and July 26, 2011. The May 31, 2011 budget meeting focused on various tax millage scenarios, gaining a consensus on the amount of unassigned fund balance to use and the need to increase the Street Light Assessment rates.

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 City Manager or the City Council through September 30, 2011. The 2011-2012 budget column (the far right of each page) includes recommendations for the upcoming fiscal year. These recommendations reflect expenditures proposed by the various city departments, as modified by the City Manager.

The Council conducted a Visioning and Goal Setting session in June, 2011. This retreat focused on the City's Values, Purpose, Envisioned Future, and Critical Result Areas and Success Factors. **"Directions 2011"** is a call-to-action from New Port Richey's leadership for a Vision platform and some clear direction for the City's management team. Following is a summary of the outcome of that important planning session.

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

Core Values

- Effective – Create effective, efficient and economical solutions using best practices in the provision of quality-of-life services for our citizens' 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, 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."

Factors Influencing the Budget

Many factors influenced this year's budget preparation, including the following:

- Declining population & impact on revenues
- Declining property values & impact on revenues
- Redevelopment Fund – Severe impact with 18 positions now funded from General Fund
- Having to use fund balance to balance several budgets
- Pending future subsidy to Stormwater Utility unless rates are increased
- Recreation & Aquatic Center subsidy beyond expectations
- Developing policy for special events cost recovery
- Escalating Public Safety pensions
- Increasing Fuel costs
- Limited resources for capital construction and replacement
- County charging for disposal of reclaimed water
- Loss of Community Hospital
- Uncertainty of traffic intersection safety program
- Redevelopment of Hacienda Hotel
- Reduced grant funds
- Renegotiation of everything related to the Main Street Landing project
- Partnering with Morton Plant North Bay for completion of a wellness trail
- Addressing the future of the post office site

- Funding for adequate code enforcement levels
- Marketing and sale of church properties
- Possible expiration of Penny for Pasco in 2014
- Sagging employee morale:
    - No pay raise in three years
    - New 3% state-required contribution to pension means an actual reduction in take-home pay
- Departments have been forced to limit any growth in their services due to the lack of growth in revenues.
- Approaching maximum millage rate of 10.00
- Need to focus on the future and learn from the past
- Finally, developing a methodology for the community to prioritize these issues so that the City can focus its limited resources

Additional Priorities

- Prepare a five year financial projection
- Look at revenue enhancements – cell towers, debt collection, grants, etc.
- Establish a public/private partnership for animal control
- Complete a comprehensive fee analysis
- Review hours of operation for library and recreation center
- Renegotiate the contract for the school resource officer
- Upgrade of fleet management program

Property Values and Millage Rate

Since the passage of Amendment One and other Florida property tax legislation, cities and counties have lost millions of dollars of tax revenue. Local governments have responded positively by efficiently streamlining their operational systems in order to accommodate these declining revenues. For the taxpayer, current legislation has reduced the tax bill for many homesteaded property owners, but there are still inequities in the system; vacation home owners and commercial property owners still pay an inequitable share of property taxes.

Until this burden is relieved, economic development and investment in Florida real estate may be stymied. In the past, the City experienced healthy growth in property values, but now, City officials are dealing with declines in property values and are planning for future declines in property values due to the weakened real estate market. The City will continue to put emphasis on neighborhood improvements in the residential areas (by providing improvements to the streets, sidewalks, and infrastructure) and redevelopment (through the use of incentives to property owners) in order to mitigate the decline of property values.

The roll back millage rate is a calculation that adjusts the millage rate to yield the same revenue as the previous year. The Property Appraiser's most recent estimate of city-wide taxable values (real and personal property values) indicated a 6.75% decrease overall in taxable values from last year. (final gross taxable value was $600,999,309 to this year's $560,424,768).

On July 1 the City received the final property valuation and the corresponding roll-back rate is now slightly lower at 8.3877 mills. This will generate $4,465,641 in property tax revenues based on the following formula:

$560,424,768	Final Taxable Value (DR-420, Line 4)
X .0083877	Millage rate per $1,000 of Taxable Value (DR-420, Line 16)
X 95%	Florida Statute requires that municipalities budget for 95% of the property taxes. This is to provide an allowance for negative adjustments that might be made by the Value Adjustment Board (VAB) based on taxpayer appeals.
$4,465,641	**Property Tax Revenue**

Following are the calculations of the incremental tax revenues in the CRA Fund. The first is the County portion followed by the City share:

2011	Description (DR-420TIF)
	Current Ad Valorem Taxes
497,313,335	Current Year Taxable Value
(366,805,411)	Less: Base Year Property Values
130,507,924	Current Year Tax Increment Value
95%	Proportion on Which Payment is Based
123,982,528	Dedicated Increment Value
6.3668	County Operating Millage
$789,370	**Current Ad Valorem Taxes**

	Transfer from General Fund – Tax Increment
497,313,335	Current Year Taxable Value
(366,805,411)	Less: Base Year Property Values
130,507,924	Current Year Tax Increment Value
95%	Proportion on Which Payment is Based
123,982,528	Dedicated Increment Value
8.3877	City Millage
$1,039,930	**Transfer from General Fund Tax Increment**

Other property tax related numbers of interest:

- Last years millage rate was 8.1037 which generated property tax revenues of $4,614,330
- New construction this year was $8,343,000 as compared to last year's $5,810,000
- Per Florida statute the maximum millage rate is 10.00
- The final roll back rate was based on the Certification of Taxable Value form DR-420 provided by the Pasco County Property Appraiser and approved by the City Council at the July 19, 2011 regular meeting.

Organizational Changes

The budget for the overall City reflects net gain of three authorized positions.

Positions Eliminated
(1) Purchasing Specialist
(1) Code Enforcement Tech
(1) Administrative Division Manager
(1) Recreation Supervision I.
(1) Development Coordinator

Positions Added
(2) Two Temporary Meter Readers (30 hours each)
(3) Police Officers
(2) Maintenance Workers I

The Purchasing Specialist position was eliminated due to retirement of the individual that occupied the position and the Inventory Coordinator was transferred to the Water and Sewer Fund. This effectively eliminated the Purchasing Division and its function will be absorbed by the Finance and the Water and Sewer Departments with existing personnel. A Code Enforcement position in the Police Department was eliminated earlier this year. The Administrative Division Manager position was eliminated in the Fire Department also due to the retirement of the individual that occupied the position. The Recreation Supervisor I position was not funded in FY10-11 and this budget eliminates the position.

Two Police Officer positions were actually authorized positions that were not funded last year. These positions are proposed to be fully funded. The added two Maintenance Worker I positions are for the Stormwater Fund to increase the level of service currently experienced in that function. Lastly, there are two new temporary part time Meter Reader positions. These individuals will take over the utility meter reading operation of the city that is currently done through a private company. The city will look at a new automated meter reading system that will increase the accuracy and reduce the expenses associated with meter reading. Additional information will be provided to the City Council in the upcoming year.

Following is a summary of funded staff positions by City Department:

FULL-TIME EQUIVALENT EMPLOYEES (General Fund)

PERSONNEL SUMMARY

Department	FY 2009-2010			FY 2010-2011			Budget FY 2011-2012		
	Full-Time	Part-Time	FTE Total	Full-Time	Part-Time	FTE Total	Full-Time	Part-Time	FTE Total
Legislative									
City Council	0	5	5	0	5	5	0	5	5
Total	**0**	**5**	**5**	**0**	**5**	**5**	**0**	**5**	**5**
Administration									
City Manager	2	0	2	2	0	2	2	0	2
Human Resources/Risk Management	2	0	2	2	0	2	2	0	2
City Clerk	1	0	1	1	0	1	1	0	1
Total	**5**	**0**	**5**	**5**	**0**	**5**	**5**	**0**	**5**
Finance									
Accounting & Budgeting	6	0	6	6	0	6	6	0	6
Billing & Collection	8	1.3	9.3	8	1.5	9.5	8	1.3	9.3
Purchasing & Warehouse	2	0	2	2	0	2	0	0	0
Management Information Services	3	0	3	3	0	3	3	0	3
Total	**19**	**1.3**	**20.3**	**19**	**1.5**	**20.5**	**17**	**1.3**	**18.3**
Library									
Library	9	6.8	15.8	8	7.3	15.3	8	6.8	14.8
Total	**9**	**6.8**	**15.8**	**8**	**7.3**	**15.3**	**8**	**6.8**	**14.8**
Police									
Supervision	3	0	3	3	0	3	3	0	3
Support Services	9	2.9	11.9	9	2.9	11.9	9	2.9	11.9
Community Services	11	0	11	11	0	11	10	0	10
Patrol	24	0.9	24.9	22	0.9	22.9	26	0.9	26.9
Code Enforcement	4	0.5	4.5	2	0	2	1	0	1
Total	**51**	**4.2**	**55.2**	**47**	**3.7**	**50.7**	**49**	**3.7**	**52.7**
Fire									
Supervision	3	0	3	3	0	3	3	0	3
Inspection	0	0	0	0	0	0	0	0	0
Firefighting	21	1.1	22.1	23	2.6	25.6	22	1.6	23.6
Total	**24**	**1.1**	**25.1**	**26**	**2.6**	**28.6**	**25**	**1.6**	**26.6**
Development									
Development	0	0	0	0	0	0	7	0	7
Total	**0**	**0**	**0**	**0**	**0**	**0**	**7**	**0**	**7**
Parks and Recreation									
Recreation	8	2.8	10.8	8	2.8	10.8	7	2.8	9.8
Parks	7	0	7	6	0	6	6	0	6
Swimming Pool	3	3.4	6.4	3	3.3	6.3	3	3.3	6.3
Total	**18**	**6.2**	**24.2**	**17**	**6.1**	**23.1**	**16**	**6**	**22**
Public Works									
Municipal Building Operation	1	0	1	1	0	1	1	0	1
Supervision	7	0	7	7	0	7	7	0	7
Street & Right-of-Way Maint.	7	0	7	7	0	7	7	0	7
Total	**15**	**0**	**15**	**15**	**0**	**15**	**15**	**0**	**15**
Total General Fund	**141**	**24.4**	**165.4**	**137**	**26.1**	**163.1**	**142**	**24.4**	**166.4**

PERSONNEL SUMMARY – FTE's – OTHER FUNDS									
	FY 2009-2010			FY 2010-2011			Budget FY 2011-2012		
Department	Full-Time	Part-Time	FTE Total	Full-Time	Part-Time	FTE Total	Full-Time	Part-Time	FTE Total
Stormwater									
Stormwater	**3**	**0**	**3**	**3**	**0**	**3**	**5**	**0**	**5**
Water and Sewer									
Water Production	5	0	5	5	0	5	5	0	5
Water Distribution	10	0	10	10	0.8	10.8	10	0.8	10.8
Reclaimed Water Production	4	0	4	4	0	4	4	0	4
Water Pollution Control	13	0	13	13	0	13	13	0	13
Sewer Collection	6	0	6	6	0	6	7	0	7
Total	**38**	**0**	**38**	**38**	**0.8**	**38.8**	**39**	**0.8**	**39.8**
Intragovernmental Service									
Maintenance	**5**	**0**	**5**	**4**	**0**	**4**	**4**	**0**	**4**
Development									
Redevelopment	2	0	2	0	0	0	0	0	0
Development	9	1	10	8	1	9	0	0	0
Total	**11**	**1**	**12**	**8**	**1**	**9**	**0**	**0**	**0**
CITY TOTAL – ALL FUNDS AND DEPARTMENTS	**198**	**25.4**	**223.4**	**190**	**27.8**	**217.8**	**190**	**25.1**	**215.1**

In addition we have had to make reductions in service levels to balance the budget. The service level reductions were made in the Library and the Recreation Center.

The new Library hours beginning October 1, 2011 are:

Monday - Thursday 10:00AM to 8:00PM
Friday - Saturday 10:00AM to 2:00PM

This is a reduction of six (6) hours per week. This schedule will allow the City to better staff the full days of Monday through Thursday by eliminating the need for lunch hour coverage on Fridays and Saturdays.

This will also provide coverage in the children's library which is a very important area due to the risk to our younger members.

The Recreation Center hours have been changed as follows, effective October 1, 2011 :

Monday – Friday 6:00AM to 8:00PM
Saturday – Sunday 10:00AM to 5:00PM

This is a reduction of 7 hours per week and will result in a savings in overtime, utilities, etc.

Impact of Increasing the General Fund Minimum Funding Level

A question was raised about the impact of increasing the Minimum Funding Level (MFL); aka Designated Fund Balance) from 15% to 16%. The table on the next page shows the MFL per the FY 2010 Comprehensive Annual Financial Report (CAFR) at $ 2,405,856. For the FY 2011 CAFR it will increase slightly to $2,412,704 at the current rate of 15%. If the rate is increased to 16%, the MFL will increase by $160,846 to $2,573,550.

The analysis then continues on to show what the MFL will be based on the Proposed FY 2012 budget at the 15% rate. Based on the Proposed Budget submitted for September 7, 2011 the MFL will jump to $2,747,550 because of the impact adding the red light camera program. Likewise, if the percentage is increased to 16% the MFL will increase to $2,930,720.

There is no impact on the budget as reserves are just being shifted from Undesignated to Designated.[1]

A complete explanation of the Minimum Funding Level is available in the Financial Policies section.

General Fund – Minimum Funding Level (MFL) for Fund Balance

Fiscal Year	Total Budget	Percent	Minimum Funding
FY 2009-10	16,039,040	15%	2,405,856
FY 2010-11	16,084,690	15%	2,412,704
FY 2010-11	16,084,690	16%	2,573,550
FY 2011-12 - Proposed July 5	16,062,200	15%	2,409,330
FY 2011-12 - Proposed Sept 7	18,317,000	15%	2,747,550
FY 2011-12 - Proposed Sept 7	18,317,000	16%	2,930,720

1 Note: – there's no budget impact as long as there are sufficient funds in the Undesignated Fund Balance – that may not be the case downrange.

Limitations and Challenges for the Future

The challenges that face the City revolve around the continued trend of decreasing property values, diminished ad valorem tax revenues and the need for the Community Redevelopment Agency (CRA) to meet its debt service obligation while continuing its efforts to invest in the residential and commercial neighborhoods of the City. The City will meet this challenge in fiscal year 2011 by shifting services and costs from the Redevelopment Fund to the General Fund and by utilizing $466,940 of prior year reserves to fund CRA operations.

The General Fund unassigned fund balance was reported at a 26-year low at the end of fiscal year 2005 and has gained back over $2,000,000 since that date. Most governments, state and local, have been using reserves or contingency funds and one-time revenues to balance their budgets for the last few years. As reserves continue to shrink, or even disappear, state and local governments are being forced to balance their budgets with available operating revenues and taxes, and investigate alternative revenue sources. Local government officials are in a situation where they are forced to raise ad valorem tax millage rates or consider reducing local service delivery.

Summary

So what is the economic outlook for small town Florida? Unemployment for the state continues to be in the double digit range. Home prices have not stabilized and properties that are in foreclosure or unoccupied continue to reach levels never before considered possible. Although financial markets seem to be operating in a more "back to normal" fashion, the level of home financing still is much diminished.

These factors all point to continued decreases in property values and reduced ad valorem tax revenues. Local governments will have to plan to "do more with less". The ever-shrinking revenues comprised of taxes and fees will continue to force local governments to down-size and trim costs. For the upcoming fiscal year, most, if not all, local governments will continue to be affected by the significant amount of foreclosures, job losses, and economic conditions around the state. Cities must be prepared to deal with these challenges in fiscally conservative, creative, and sustainable ways and not make the fatal mistake of ignoring economic development.

The City of New Port Richey's major challenges are to provide the infrastructure and services needed to maintain the quality of life, and to provide progressive government and community improvements for its citizens. History has proven that significant emphasis on support systems such as public safety, stormwater management, potable water, wastewater and reclaimed water must be balanced carefully with the quality of life amenities which include parks, recreation and cultural opportunities to maintain the natural beauty and attractiveness of the community.

Acknowledgements

We would like to thank the Department Heads, their staff, the Finance Department, and all those who have had a hand in preparing this budget document and the

supporting materials. The task was challenging this year due to the change in City's financial position, the declining property valuations in the City (General Fund) and the CRA (Redevelopment Fund), the reduction in the City population and the ever-increasing pension costs. 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,

John Schneiger
City Manager

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Budget Overview

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Budget Overview

City-Wide Summary

All Funds Summary
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

General Debt Service Fund

Capital Improvement (CIP) Fund

Combined Water and Sewer Funds

Redevelopment/CRA Fund

Street Improvement Fund

Intragovernmental Service (aka Central Garage) Fund

Projected Changes in Fund Balance

Budget Calendar

CITY OF NEW PORT RICHEY

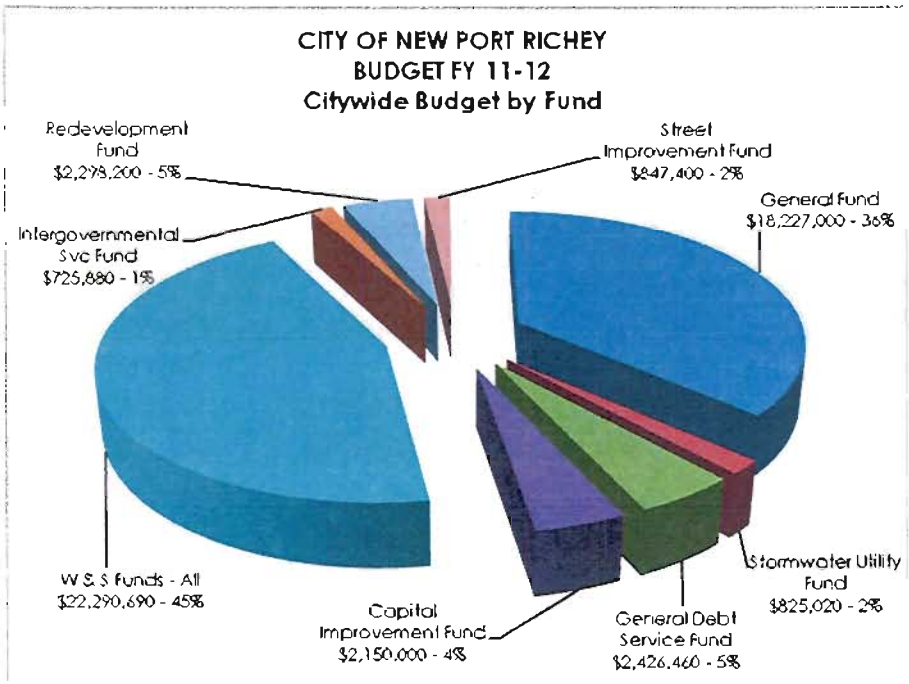
GATEWAY TO TROPICAL FLORIDA

FLORIDA

CITY-WIDE SUMMARY – ALL FUNDS

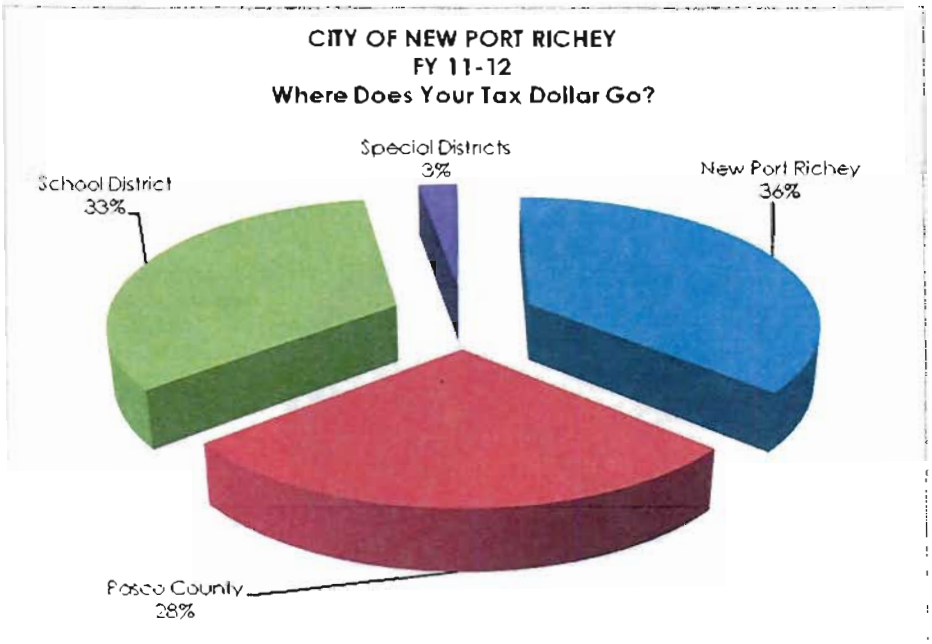
Summary Totals All Funds	Amended FY 2010-11	Est Act FY 2010-11	Adopted FY 2011-12	%
Fund Balance Approp.	5,179,764	0	4,634,780	9%
Other Revenues	41,741,750	37,949,383	45,155,870	91%
Total Revenues	46,921,514	37,949,383	49,790,650	100%
Personal Services	12,616,053	12,182,968	12,664,570	25%
Operating Expenses	11,150,109	10,937,081	12,318,460	25%
Capital Outlay/Debt	11,037,775	5,977,146	11,850,830	24%
Contingency	562,480	302,955	474,615	1%
Transfers	11,228,695	8,677,689	11,621,215	23%
Reserves	326,402	0	860,960	2%
Total Expenditures	46,921,514	38,077,839	49,790,650	100%

The FY 2012 budget for all funds totals $49,790,650 including transfers. The total increased by $2,921,530 or 6% from the previous year's adopted budget of $46,869,120. The increase is largely due to implementation of the traffic intersection safety program, or red light cameras which added $3,008,520 to the total budget.

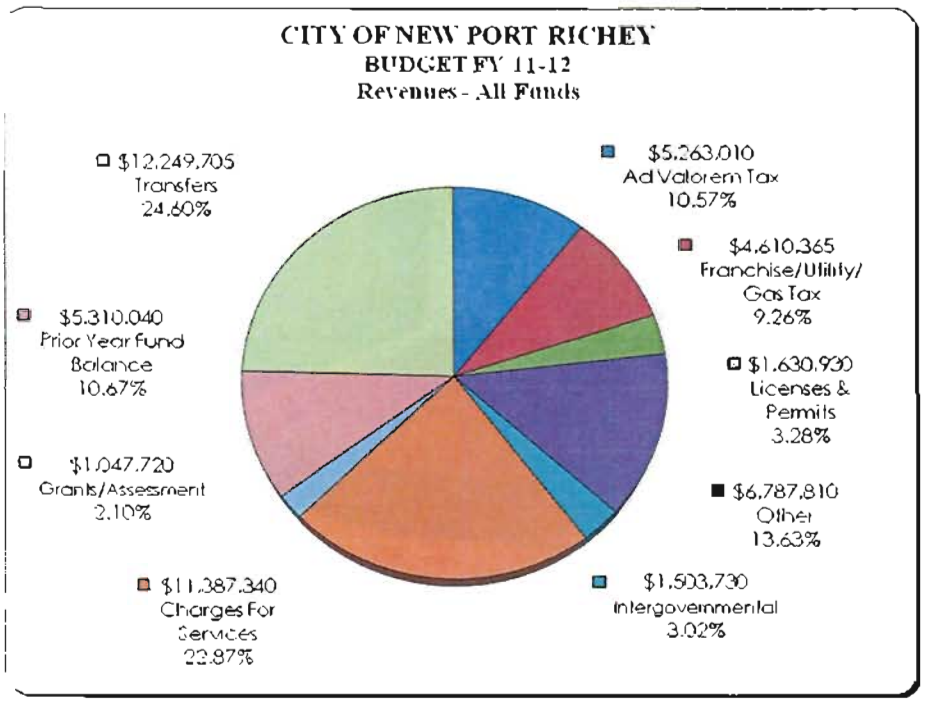


The City budgets for a total of eleven funds. All of the Water and Sewer Funds have been rolled up into a single reporting entity for this report. This results in a budget consisting of seven funds and the Water/Sewer Funds group:

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



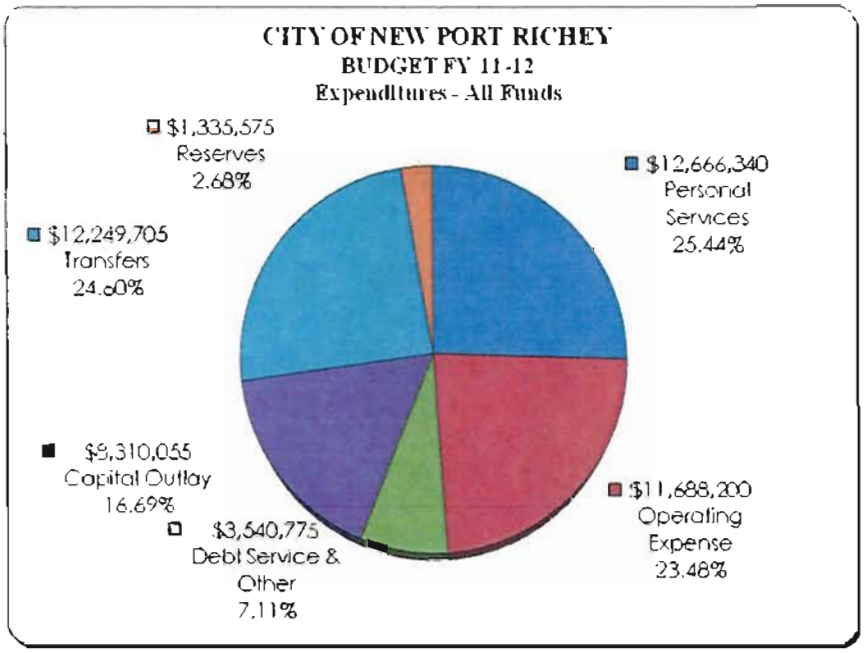
The City taxes are just one component of the total tax bill. For example, as shown by the preceding chart, it is just 36% of the average 2011 tax bill. The balance goes to Pasco County (28%), Pasco School District (33%) and Special Districts (3%). Special Districts include South Florida Water Management District and Mosquito Control.



The total revenues of $49,790,650 includes fund balance and reserve appropriations equal to $5,310,040 or over 10% of total budgeted revenues. The largest source of operating revenues are Charges for Services at $11.4 million (23%) followed by Ad Valorem Taxes at $5.3 million (11%). However, Ad Valorem Tax revenues have declined by 25% since FY 2009 when they exceeded $7 million. Other citywide revenue sources in FY 2012 can be found in **Exhibit** 1 on the next page which compares FY 2012 to the prior three (3) years for all major revenue categories.

EXHIBIT 1
BUDGET DETAIL BY REVENUE SOURCE - ALL FUNDS

	ACTUAL 2008 - 2009	%	ACTUAL 2009 - 2010	%	ADOPTED BUDGET 2010 - 2011	%	ADOPTED BUDGET 2011 - 2012	%
Ad Valorem Taxes	$7,010,662	26%	$6,782,693	20%	$5,639,640	16%	$5,263,010	14%
Franchise/Util/Gas Taxes	4,144,701	16%	4,350,523	13%	4,479,830	13%	4,610,365	12%
Licenses & Permits	1,530,615	6%	1,618,623	5%	1,527,970	4%	1,630,930	4%
Intergovernmental Revenue	2,000,436	8%	1,924,994	6%	1,621,370	5%	1,503,730	4%
Charges for Service	10,676,725	40%	10,070,317	29%	10,987,710	32%	11,387,340	30%
Interest	751,289	3%	716,555	2%	664,260	2%	568,980	2%
Other	2,606,602	10%	2,319,937	7%	2,839,920	8%	2,694,210	7%
Fines and Forfeits	221,222	1%	314,538	1%	336,580	1%	3,524,620	9%
Prior Year Fund Balance	(2,589,233)	-10%	(1,624,325)	-5%	5,255,640	15%	5,310,040	14%
Proceeds from Loan/Bonds	0	0%	7,000,000	20%	0	0%	0	0%
Grants	236,250	1%	703,118	2%	816,820	2%	735,720	2%
Assessments	56,922	0%	140,121	0%	615,740	2%	312,000	1%
TOTAL NET BUDGET	$26,646,191	100.00	$34,317,094	100.00	$34,785,480	100.00	$37,540,945	100%
Transfers	$14,240,669		$8,751,672		$12,083,640		$12,249,705	
TOTAL BUDGET	$40,886,860		$43,068,766		$46,869,120		$49,790,650	



The above pie chart summarizes the major expenditure categories for all funds. Personnel costs of $12.6 million and other operating expenditures of $12.3 million total $24.9 million and make up 50% of the total budget. Capital project expenditures are estimated at $7.5 million and debt service payments an additional $3.5 million. Capital outlay for vehicles and equipment totals $.8 million while transfers make up $11.6 million of the total budget. The total net budget (less transfers) is $38.1 million. This is an increase of $3.3 million from last years net budget of $34.8 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 2012 adopted budget to the same for FY 2011. One area that hardly changed at all was Personal Services, which includes personnel costs for labor and employee benefits. This increased less than 1% overall, reflecting the City's successful efforts to control these costs. Some of the significant changes from year to year include the following:

Professional Services increased by $232,900 or 62% due to implementation of the red light camera system and corresponding payments to the City's turnkey vendor for the program – ATS - in the amount of $370,500.

Other Contractual Services increased by $2,000,045 (253%) and is also a direct result of the implementation of the red light camera system. This reflects the payments to the State of Florida for their share of the fees collected in the amount of $1.7 million.

EXHIBIT 2

BUDGET DETAIL BY MAJOR LINE ITEM

	ADOPTED BUDGET 2010 - 2011	ADOPTED BUDGET 2011 - 2012	% CHANGE
Executive Salaries	1,620,880	1,477,410	-9%
Regular Salaries & Wages	6,066,810	6,273,490	3%
Other Salaries & Wages	539,010	560,400	4%
Overtime	308,380	310,880	1%
Special Pay	327,525	357,190	9%
Misc. Employee Benefits	300	100	-67%
FICA Taxes	690,480	699,590	1%
Retirement Contributions	1,691,620	1,659,170	-2%
Life & Health Insurance	905,635	887,040	-2%
Workmen's Compensation	352,290	365,140	4%
Unemployment & Retirement	81,770	75,930	-7%
Total Personal Services	12,584,700	12,666,340	1%
Professional Services	375,380	608,280	62%
Accounting & Auditing	36,400	36,400	0%
Other Contractual Service	790,145	2,790,190	253%
Travel and Per Diem	53,180	56,075	5%
Communication Services	137,910	141,055	2%
Transportation (Postage)	44,010	38,625	-12%
Utility Services	2,310,790	2,308,555	0%
Rentals and Leases	97,190	94,850	-2%
Insurance	585,715	546,575	-7%
Repair & Maint. (Less Gar. Alloc.)	683,420	679,345	-1%
Printing & Binding	23,930	17,000	-29%
Other Current Charges	169,300	148,990	-12%
Office Supplies	73,290	88,120	20%
Oper. Supplies (Less Gar. Alloc.)	4,472,870	3,981,630	-11%
Road Materials	121,790	127,870	5%
Books, Publ., Memberships	26,295	24,640	-6%
Total Operating Expenses	10,001,615	11,688,200	17%
Buildings	432,700	737,000	70%
Improvements Other Than Building	6,468,000	6,748,000	4%
Machinery & Equipment	677,500	754,170	11%
Books, Publ., Library Material	62,720	70,885	13%
Total Imp. & Capital Outlay	7,640,920	8,310,055	9%
Principal	2,016,090	2,121,085	5%
Interest	1,523,960	1,419,690	-7%
Total Debt Service	3,540,050	3,540,775	0%
Aid to Private Organizations	340	0	-100%
Total Other	340	0	-100%
Reserves	1,018,195	1,335,575	31%
TOTAL NET BUDGET	34,785,820	37,540,945	8%
Transfers	12,083,640	12,249,705	1%
TOTAL BUDGET	46,869,460	49,790,650	6%

Operating supplies decreased by $491,240 (-11%) primarily because purchased raw water decreased by $500,000. Capital outlay and improvements increased by $669,135 or 9%. The most significant increase was in Buildings which went up by 70% is due to several new projects including:

Amount	Description
$247,000	Stormwater flood control and heavy equipment
$535,000	Water/Sewer facility and other improvements
$278,000	Water/Sewer vehicles and equipment
$706,000	Misc capital outlay – Please refer to General Fund overview for details

Lastly, Reserves for FY 2012 increased by $317,380 (31%) due to several offsetting factors. Street Improvements increased reserves for future construction by $785,400 while Stormwater decreased its future construction reserves by $310,380.

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 2012 adopted budget along with the FY 2011 amended budget.

The analysis shows that public safety expenditures for Police and Fire are the biggest component of the FY 2012 General Fund at $9.8 million. This is 54% of the total General Fund budget and 20% of the citywide budget. These areas also resulted in the biggest increase in General Fund, amounting to $2.2 million. And again the majority of this is due to implementation of the red light cameras. Also, two additional police officers were added to the budget.

The next largest department is Parks & Recreation which accounts for $1.6 million or 9% of the FY 2012 budget. This department includes the Recreation and Aquatics Center which is heavily subsidized by the General Fund. Parks and Recreation actually experienced a decrease of $178,000 this year as personnel and hours of operation were reduced to contain costs.

Public Works is the next largest area and includes street and right-of-way maintenance. The FY 2012 budget is $1.4 million and makes up 8% of the General Fund budget and about 3% of the city wide. This area also saw a slight decrease this year in the amount of $112,000.

Most of the administrative departments also are working with lower budgets in FY 2012. Administration (City Council, City Manager, City Clerk and Human Resources) budgets are down by a combined $41,000. Administration accounts for 6% of the General Fund budget and 2% of the citywide.

The Finance and Information Technology budgets were also down by a total of $174,877. These two departments make up 7% of the General Fund budget but a

large part of the costs are allocated back to the Water/Sewer enterprise fund and consequently not supported by ad valorem taxpayers but instead by the utility rate payers.

Other significant General Fund areas include the Library budget of $.9 million and transfers/reserves of $1.4 million. The Library also receives a significant subsidy from the General Fund.

EXHIBIT 3

General Fund Division/Department	Amended Budget FY10-11	Adopted Budget FY11-12	Change	% Increase (Decrease)
City Council	470,725	119,240	-351,485	-75%
City Manager	214,230	252,310	38,080	18%
Human Resources	276,268	584,110	307,842	111%
City Clerk	147,150	111,320	-35,830	-24%
Administration Total	1,108,373	1,066,980	-41,393	-4%
ITC	303,207	287,500	-15,707	-5%
ITC Total	303,207	287,500	-15,707	-5%
Accounting & Budgeting	370,624	382,940	12,316	3%
Billing & Collection	548,264	467,365	-80,899	-15%
Purchasing & Warehouse	94,457	3,870	-90,587	-96%
Finance Total	1,013,345	854,175	-159,170	-16%
Library	884,077	896,345	12,268	1%
Library Total	884,077	896,345	12,268	1%
Police Supervision	614,690	2,434,055	1,819,365	296%
Police Support Services	625,622	615,330	-10,292	-2%
Police Community Services	1,186,738	1,109,060	-77,678	-7%
Police Patrol	2,633,428	3,062,840	429,412	16%
Police Code Enforcement	200,924	187,310	-13,614	-7%
Police Total	5,261,402	7,408,595	2,147,193	41%
Fire Supervision	284,430	222,550	-61,880	-22%
Fire Inspection	1,400	0	-1,400	-100%
Firefighting	2,056,799	2,201,935	145,136	7%
Fire Total	2,342,629	2,424,485	81,856	3%
Development	0	465,560	465,560	0%
Development Total	0	465,560	465,560	0%
Municipal Building	177,273	383,460	206,187	116%
Municipal Building Total	177,273	383,460	206,187	116%
Recreation	879,384	846,220	-33,164	-4%
Parks	600,176	454,840	-145,336	-24%
Swimming Pool	333,639	333,860	221	0%
Parks & Recreation Total	1,813,199	1,634,920	-178,279	-10%
Public Works Supervision	596,593	523,930	-72,663	-12%
Street and ROW	940,034	900,440	-39,594	-4%
Public Works Total	1,536,627	1,424,370	-112,257	-7%
Transfers	1,279,560	1,039,930	-239,630	-19%
Reserves	277,237	340,680	63,443	23%
Other Total	1,556,797	1,380,610	-176,187	-11%
Total General Fund	**15,996,929**	**18,227,000**	2,230,071	14%

Other Funds Division/Department	Amended Budget FY10-11	EXHIBIT 3 Adopted Budget FY11-12	Change	% Increase (Decrease)
Stormwater Utility Fund	**1,088,390**	**825,020**	**-263,370**	**-24%**
General Debt ServiceFund	**2,444,200**	**2,426,460**	**-17,740**	**-1%**
Capital Improvement Fund	**2,984,965**	**2,150,000**	**-834,965**	**-28%**
Water Production	3,782,140	3,236,810	-545,330	-14%
Water Distribution	917,410	885,670	-31,740	-3%
W & S Non-Classified	197,720	212,640	14,920	8%
Reclaimed Water	658,714	651,690	-7,024	-1%
Water Pollution Control	2,255,836	2,424,140	168,304	7%
Sewer Collection	867,180	956,000	88,820	10%
Transfers	5,326,980	6,521,450	1,194,470	22%
Reserves	236,510	180,840	-55,670	-24%
Total W&S Revenue Fund	**14,242,490**	**15,069,240**	**826,750**	**6%**
W&S R & R Fund	**850,000**	**1,622,500**	**772,500**	**91%**
W&S Debt Service Fund	**1,123,140**	**1,123,950**	**810**	**0%**
W&S Construction Fund	**2,530,000**	**4,475,000**	**1,945,000**	**77%**
Central Garage	**762,030**	**725,880**	**-36,150**	**-5%**
Redevelopment Fund	**3,699,370**	**2,298,200**	**-1,401,170**	**-38%**
Street Improvement Fund	**1,200,000**	**847,400**	**-352,600**	**-29%**
Grand Totals	**46,921,514**	**49,790,650**	**2,869,136**	**6%**

Continuing with the other funds shown in **Exhibit 3,** the Water & Sewer Revenue Fund is the largest at $15 million for FY 2012. This is an increase of over $800,000 from last year due to delays in completion of the 2011 Sewer Utility Improvement project until FY 2012. The Water & Sewer Revenue Fund along with the R & R fund, Debt Service Fund, and Construction Fund total just over $22 million and are almost 45% of the citywide budget.

The remaining fund budgets are at reduced operating levels when compared to last year. The most significant is the Redevelopment Fund which has been cut by 38% or $1.4 million. This is because the Development Department which was part of the CRA Fund in FY 2010-2011 has now been moved to the General Fund for FY 2012.

The Capital Improvement Program Fund has been reduced from $3 million to $2.2 million, a drop of over $800,000 due to

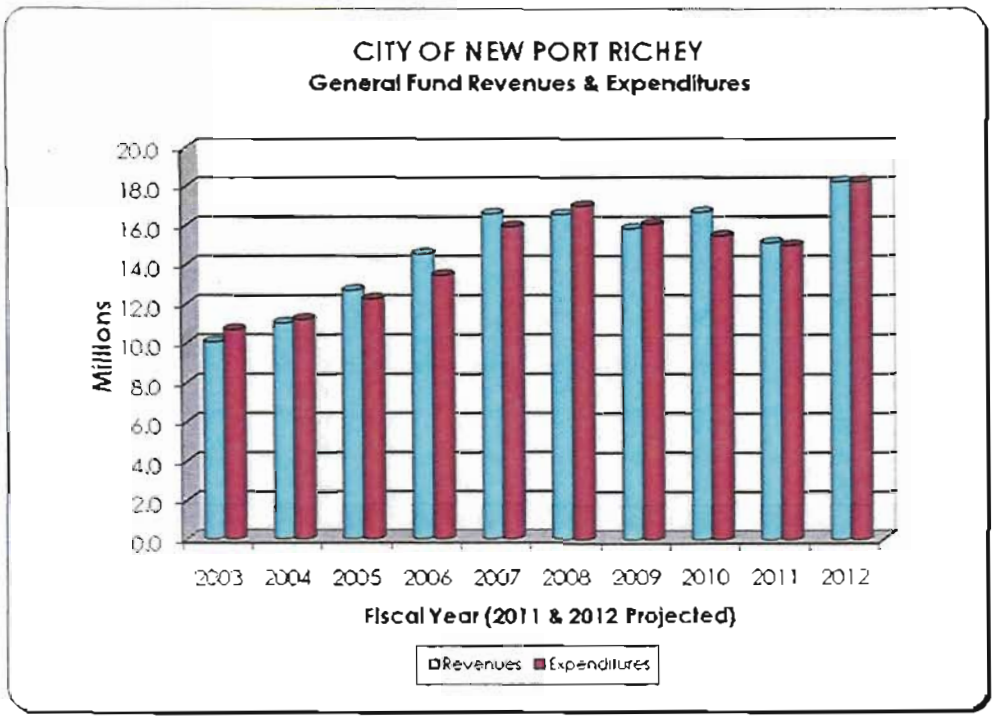
fewer projects in the upcoming year. The Street Improvement Fund has been reduced by $350,000 to $.8 million for the same reason. And, so has the Stormwater Fund, going from $1.1 million to $.8 million, a cutback of 24%.

The Debt Service Fund is down just slightly by $17,000 or 1%, as there is no new debt planned in FY 2012. However, the City is looking into the feasibility of realizing any out-of-pocket savings by refinancing the existing debt. The Intragovernmental Service Fund for the Central Garage is also down slightly by $36,000 or 5%

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

GENERAL FUND

General Fund Summary	Amended FY 2010-11	Est Act FY 2010-11	Adopted FY 2011-12	% of Total
Fund Balance Approp.	546,849	0	299,125	2%
Other Revenues	15,450,080	15,113,068	17,927,875	98%
Total Revenues	15,996,929	15,113,068	18,227,000	100%
Personal Services	9,829,008	9,456,992	10,350,680	57%
Operating Expenses	3,964,054	3,396,395	5,728,425	31%
Capital Outlay	647,070	569,604	767,285	4%
Contingency	264,725	286,955	277,360	2%
Transfers	1,279,560	1,274,094	1,039,930	6%
Reserves	12,512		63,320	0%
Total Expenditures	15,996,929	14,984,040	18,227,000	100%

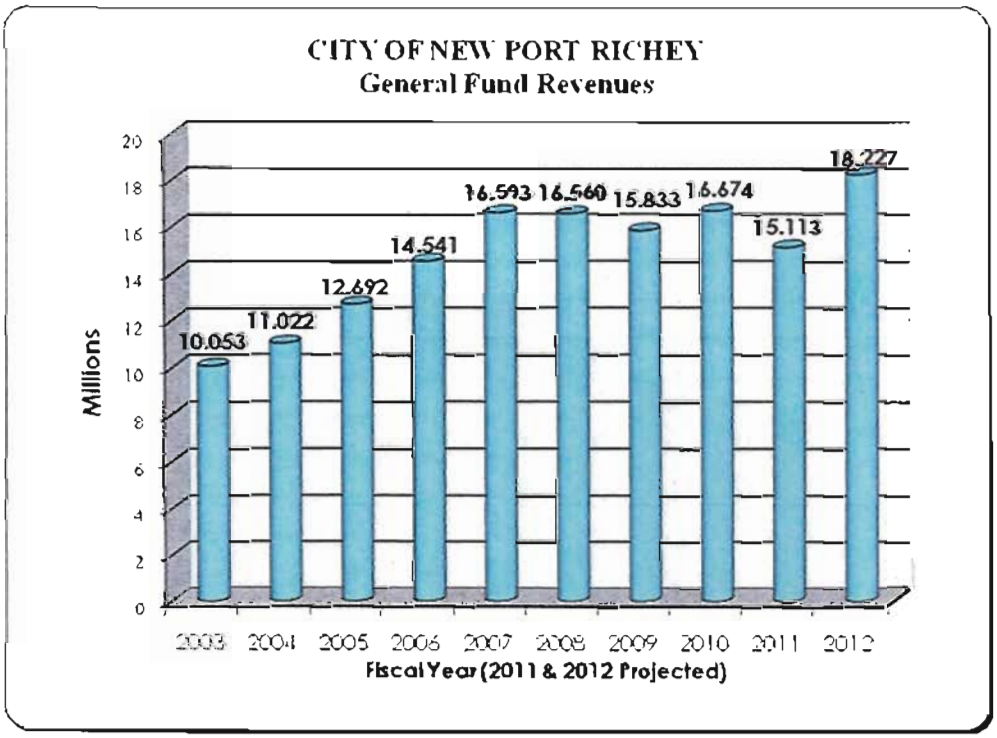


The preceding table and chart show that the total General Fund budget has increased by $2.2 million or 14% from last year, primarily due to the implementation

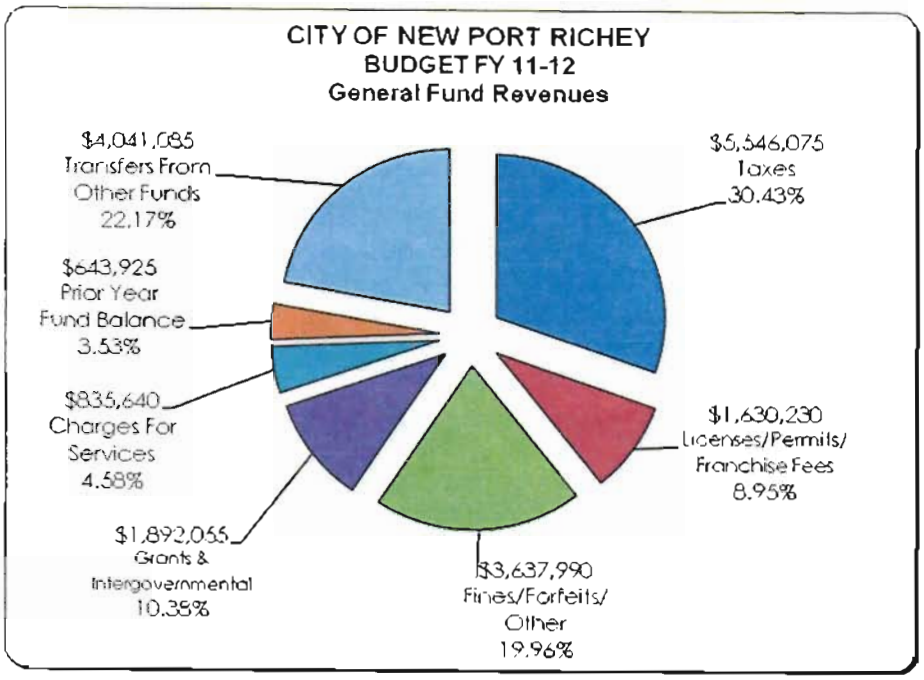
of the red light camera system as previously discussed. Following is the projected Net Income for the program for FY 2012:

Amount	Description
$3,308,520	Gross receipts
$1,738,020	Less: State of Florida portion
$ 370,500	Paid to Contractor – ATS
$1,200,000	Net Income

The Appropriated Fund Balance for FY 2012 is $299,125 and the projected fund balance as of September 30, 2012 is $1.4 million. This represents an overall reduction in undesignated fund balance of $170,000 since September 30, 2010. Please refer to the Budget Message section for additional information on the Minimum Funding Level (MFL) as to what it means and the impact on undesignated fund balance.



The FY 2012 budget includes total revenues of $18.2 million, a 14% increase from last year.

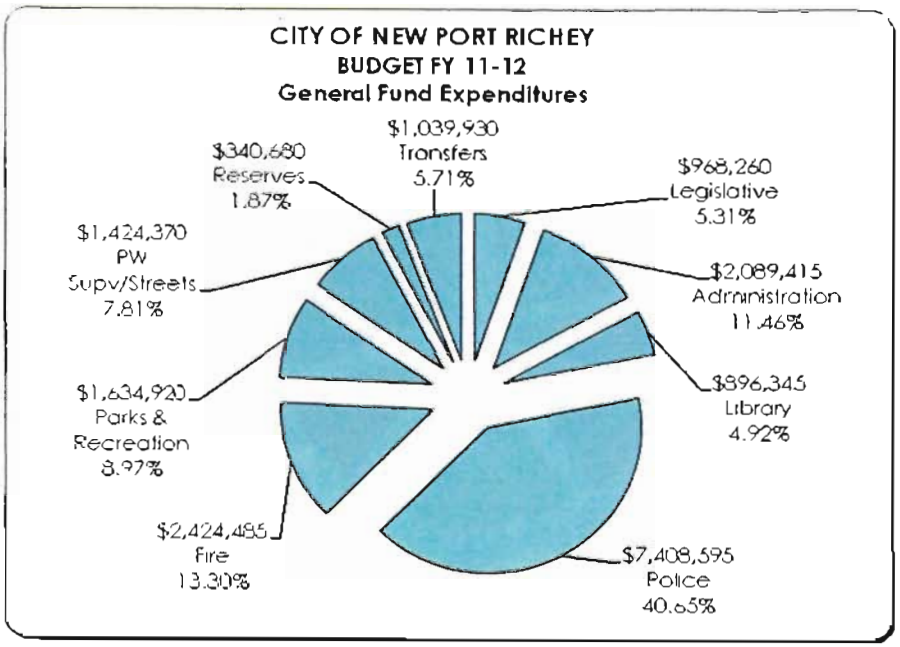


The above chart provides a high level view of the major sources of revenue for FY 2012. Note that ad valorem taxes continue to be the largest revenue component comprising $5.5 million or 30% of General Fund revenues. Ad valorem taxes have gone down this year but franchise fees, utility taxes, gas taxes, and the 1-cent infrastructure sales tax have all increased. Other revenue line items that increased include licenses & permits and fines & forfeitures. During the budget cycle the State lowered its estimates for the Communication Services Tax and the Sales Tax. Another significant change is the eradication of the $600,000 transfer from the CRA due to plummeting revenues in that fund.

There is a reduction in intergovernmental revenue with the drop in population from the results of the 2010 census and its effect on the distribution of state shared revenues. The largest other revenue decrease is found in grants from outside agencies and interest income. The streetlight special assessment fees remain about the same which means that the General Fund will continue to subsidize about $82,000 of the costs.

The City's General Fund has used $299,125 to balance the Fiscal Year 2011-2012 Annual Budget.

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



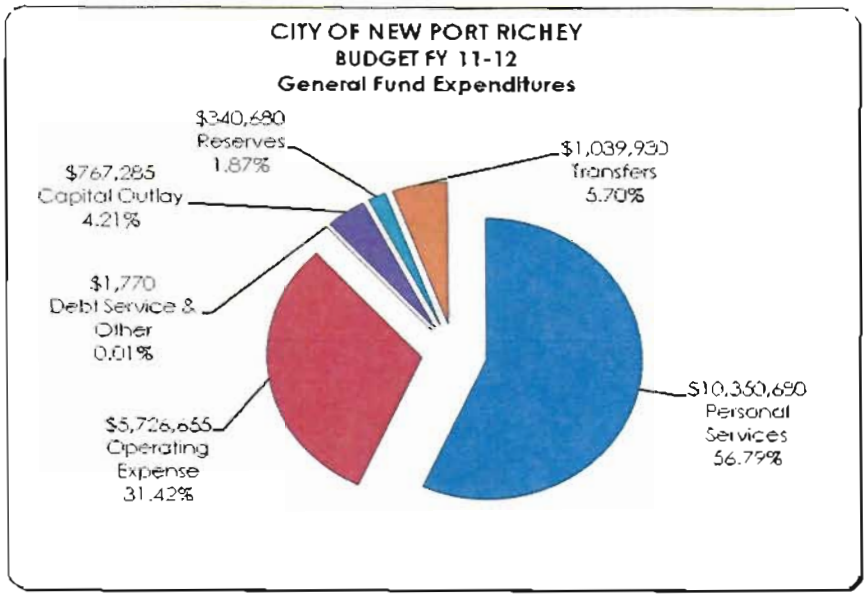
Total General Fund expenditures increased by $3.1 million or 14% from the amended budget for the previous fiscal year. This increase is attributable in part to transferring the Development Department to the General Fund from the CRA Fund ($465,560) and increased pension costs for the police and fire plans ($278,747). These were offset by a decrease in the city's contributions to the statewide Florida Retirement Systems (FRS) because the legislature required that participants contribute 3% starting July 1, 2011.

In terms of individual departments and divisions, **Exhibit 3** also reveals some other significant changes:

The City Council budget was reduced by $351,485 as certain expenditures for insurances and audit were moved into other departments for better accountability. That explains the increased costs in the City Manager ($38,080), Human Resources ($307,842) and Accounting & Budgeting ($12,316) departments. The City Manager budget also includes funding for contractors for grant writing and economic development services. The Purchasing & Warehouse Division has been nearly wiped out through the elimination of the Purchasing Specialist and transfer of another position to Public Works. Those functions are being absorbed and restructured into other areas. The Billing & Collections Division went down by $80,899 by eliminating the contractual meter reading and instead using part-time meter readers in anticipation of implementing the remote meter reading system later this year.

In the Police Division, the Patrol budget increased by $429,412 with the addition of several new positions coupled with an increase in pension contributions. Police Supervision increased by $1,819,365 primarily because of the addition of the expenses related to the red light camera program. Municipal Building went up by $206,107 due to increased capital outlay for building improvements. The Parks

budget decreased slightly by $145,336 as capital outlay was cut back. Finally, Public Works likewise decreased slightly ($112,257) due to a number of factors including reduced utility costs.



Another significant policy change is that it was necessary to remove most R&R (Renewal and Replacement) appropriations in the General Fund. 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 $277,360 in order to provide a source of funding for unforeseen budget changes during the fiscal year. 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. A brief summary of the major General Fund capital outlay items follows.

Amount	Description
$225,000	New roofs for City Hall and Library
$ 80,000	City Hall HVAC upgrade
$ 95,000	Library computers and materials
$ 52,000	Senior Center improvements
$ 45,000	Recreation Center equipment
$ 39,000	Firefighting equipment
$156,000	Police vehicles
$ 14,000	Police computers
$706,000	**Total**

STORMWATER UTILITY FUND

Stormwater Utility Fund Summary	Amended FY 2010-11	Est Act FY 2010-11	Adopted FY 2011-12
Fund Balance Approp.	563,370	0	155,600
Other Revenues	525,020	526,010	669,420
Total Revenues	1,088,390	526,010	825,020
Personal Services	146,443	144,376	187,310
Operating Expenses	257,115	282,841	304,125
Capital Outlay	198,200	206,200	247,260
Contingency	16,000	16,000	10,295
Transfers	160,120	160,120	74,930
Reserves	310,512	0	1,100
Total Expenditures	1,088,390	809,537	825,020

The total budget has decreased by $263,370 or 24% from last year. The Appropriated Fund balance for FY 2012 is $155,600 and the projected fund balance as of September 30, 2012 is $440,000. This represents an overall reduction in undesignated fund balance of over $400,000 since September 30, 2010.

The FY 2011-2012 Annual Budget reflects the eleventh 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.

The budget for FY 2011-12 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 mandates also required the hiring of two additional maintenance workers for compliance purposes. It is anticipated that without an increase in the stormwater assessment charges in subsequent years this fund will require a subsidy from the General Fund within the next year or two.

GENERAL DEBT SERVICE FUND

Debt Service Fund Summary	Amended FY 2010-11	Est Act FY 2010-11	Adopted FY 2011-12
Fund Balance Approp.	105,020	0	0
Other Revenues	2,339,180	2,344,980	2,426,460
Total Revenues	2,444,200	2,344,980	2,426,460
Personal Services			
Operating Expenses			
Capital Outlay/Debt	1,054,370	1,054,376	1,053,925
Contingency	0		0
Transfers	1,389,830	1,296,604	1,372,535
Reserves			
Total Expenditures	2,444,200	2,350,980	2,426,460

The total budget has decreased by $17,740 or 1% from last year. There is no appropriated fund balance for FY 2012 and the projected fund balance as of September 30, 2012 is $375,000. This represents a slight reduction in undesignated fund balance of $6,000 since September 30, 2010.

The City's General Debt Service Fund is the same as the previous year. It should be noted that the debt service on the 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 receive additional utility tax of revenues $357,670.

CAPITAL IMPROVEMENT FUND

Capital Improvement Fund Summary	Amended FY 2010-11	Est Act FY 2010-11	Adopted FY 2011-12
Fund Balance Approp.	1,546,845	0	518,025
Other Revenues	1,438,120	1,152,336	1,631,975
Total Revenues	2,984,965	1,152,336	2,150,000
Personal Services			
Operating Expenses			
Capital Outlay	2,050,000	586,338	1,946,000
Contingency	0		0
Transfers	934,965	682,350	204,000
Reserves			
Total Expenditures	2,984,965	1,268,688	2,150,000

The total budget has decreased by $834,965 or 28% from last year. The Appropriated Fund balance for FY 2012 is $518,025. The projected fund balance as of September 30, 2012 is $2,650,000. This represents an overall reduction in undesignated fund balance of over $600,000 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 Stormwater Utility Fund, the Capital Improvement Fund, the Water & Sewer Assessment Fund, the Water & Sewer Construction Fund Redevelopment Fund and the Street Improvement Fund.

The budget for the Capital Improvement Fund is lower than prior years. The Capital generated by the 1-Cent Infrastructure Surtax ("Penny for Pasco Dollars"). Projects in the Capital Improvement Fund include the Public Works Fleet Maintenance/ Warehouse/Library facility rehabilitation, the Main Street road widening project, sidewalk extension for Penn Ave, the multi-use trail project with Morton Plant and general neighborhood improvements. The fund will also transfer $204,000 to the General Fund to pay for the following Penny for Pasco projects/expenditures:

Division	Project/Expenditure	Amount
063	(2) Unmarked Vehicles	$ 40,000
064	(4) Police Pursuit Vehicles	116,000
064	Digital In-Car Video (2)	9,000
073	Air Bags	7,000
073	Auto Pulse for Ladder Truck	17,000
073	Respirator Fit Test Equipment	15,000
		$204,000

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 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 City Manager's Five (5) Year Capital Improvement Program. Following is **Exhibit 4** which is a summary of just the projects for FY 2012.

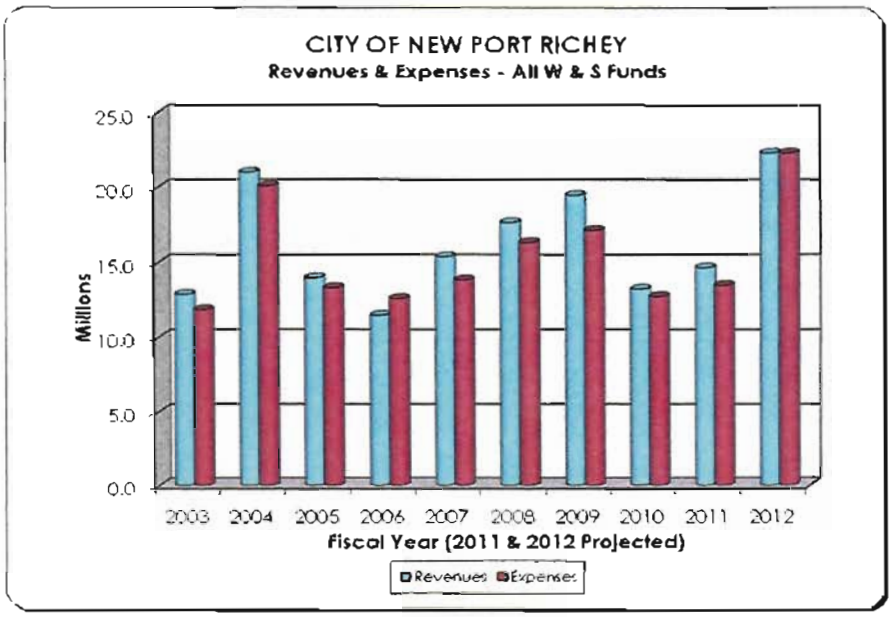
EXHIBIT 4
SUMMARY OF FY 2012 CIP PROJECTS

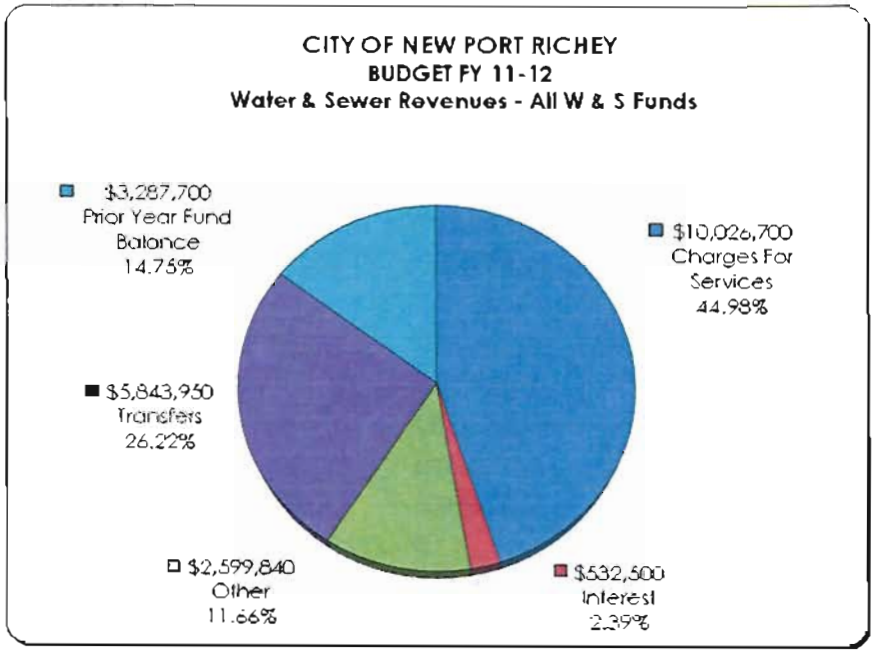
Project Description	TOTAL AMOUNT
Drainage and Water Quality Projects	
Misc Flood Control/Water Quality Projects	100,000
Buildings	
PW Warehouse/ City Hall Rehabilitation, Storm Hardening (Assessment)	100,000
Energy Assessment	50,000
City Hall Roof Replacement (including Library)	225,000
City Hall HVAC Thermostat	80,000
Senior Center Improvements	52,000
Road & Street Facilities	
Main Street Widening	1,200,000
2012 CDBG Sidewalk Extension (Pennsylvania Ave)	195,000
Multi-Use Trail River Walk, Morton Plant, Aquatic Center	25,000
Misc Stormwater & ADA Neighborhood Improvements	376,000
Reclaimed Water (Distribution) - Residential	
Downtown Overlay & North Park Neighborhood PH I	410,000
North River Neighborhood Phase I	70,000
City Facility Irrigation (Reclaimed Distribution)	
Washington St Stormwater Ponds	30,000
Water Improvements	
Water Main Extensions Misc.	120,000
Cleaning/Painting Transmission Main Bridge Crossings	105,000
Water Main Replacements	
Water Main Replacements Misc.	240,000
Galvanized Water Main Replacement Phase I	70,000
Water Meter Upgrade	
AMI Electronic Metering System	1,200,000
City Well site Production Upgrades	
City Well site Chloramine Feasibility Analysis & Design	50,000
Sewer Improvements	
2011 Sewer Utility System Improvements	1,740,000
2013 Sewer Utility System Improvements	80,000
Replace Motor Control Building WWTP	160,000
Gravity Sewer Rehabilitation / Lining Project (Annual)	200,000
Road Repaving & Reconstruction	
11/12 Roadway Striping Project	62,000
GRAND TOTAL	**6,940,000**

COMBINED WATER AND SEWER FUNDS

Water & Sewer Utility Funds Summary	Amended FY 2010-11	Est Act FY 2010-11	Adopted FY 2011-12
Fund Balance Approp.	1,718,440	0	3,099,700
Other Revenues	17,027,190	14,628,935	19,190,990
Total Revenues	18,745,630	14,628,935	22,290,690
Personal Services	1,946,550	1,949,406	1,886,820
Operating Expenses	6,228,000	6,626,583	5,667,620
Capital Outlay/Debt	4,157,590	908,519	6,411,460
Contingency	236,510	0	170,920
Transfers	6,176,980	3,977,581	8,143,950
Reserves	0	0	9,920
Total Expenditures	18,745,630	13,462,089	22,290,690

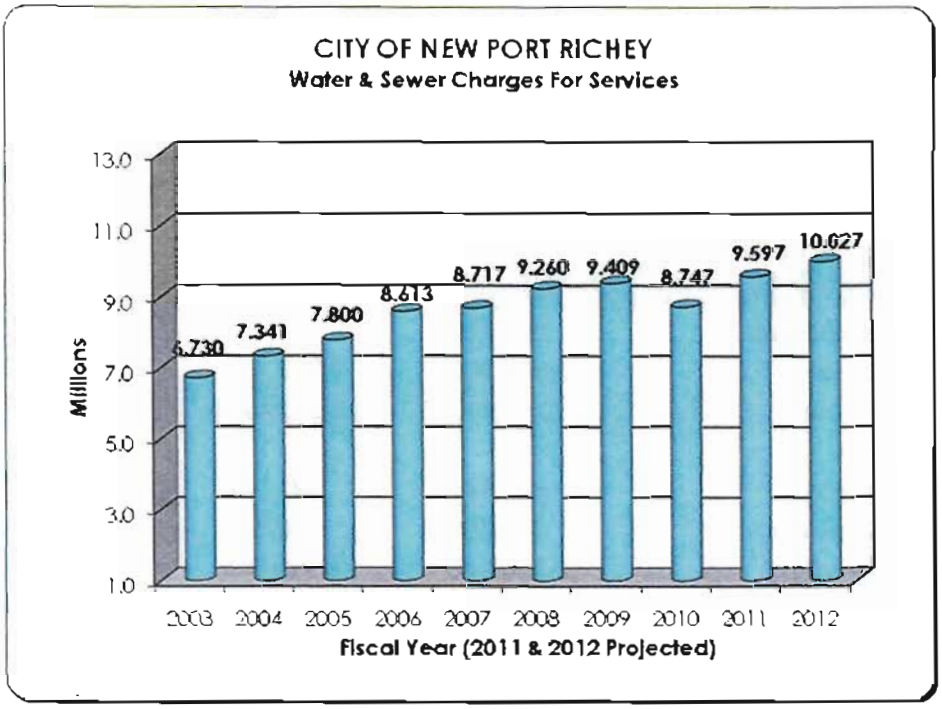
The City's combined Water and Sewer Funds total $22,290,690 in the upcoming fiscal year. This is an increase of $3,545,060, or 19% from last year. The Appropriated Fund balance for FY 2012 is $3,099,700. The projected fund balance as of September 30, 2012 is $10.7 million. This represents an overall decrease in undesignated fund balance of almost $2 million since September 30, 2010.

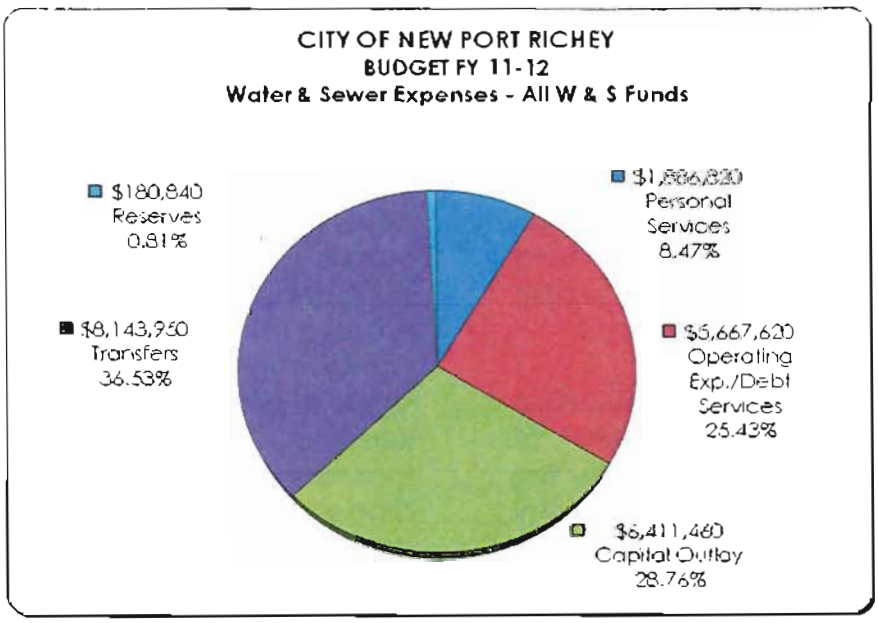




Of the total revenues of $22,290,690, $10,026,700 will be derived from user fees such as water sales, sewer sales, bulk sewer, bulk water, other fees and charges. Impact fees will generate another $245,000. Pasco County's share of the utility's operation and maintenance expense will be $2,061,640 which is estimated to be the same as the previous year. While it is a small piece of the total, the sale of reclaimed water will generate approximately $226,000 next fiscal year.

The budget also reflects the rate increases approved by the City Council in 2001 and 2005 that include a 4% inflationary adjustment to all rates as well as the pass through of the wholesale rate increases charged by the City's supplier, Tampa Bay Water. These rate changes take effect on October 1, 2011. $1,730,700 of the Water and Sewer Revenue Fund's revenue will be taken from undesignated reserves of the utility system.


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
6.730
7.341
7.800
8.613
8.717
9.260
9.409
8.747
9.597
10.627
2003
2004
2005
2006
2007
2008
2009
2010
2011
2012
Fiscal Year (2011 & 2012 Projected)


CITY OF NEW PORT RICHEY
BUDGET FY 11-12
Water & Sewer Expenses - All W & S Funds
$180,840
Reserves
0.81%
$1,886,830
Personal
Services
8.47%
$8,143,950
Transfers
36.53%
$5,667,620
Operating
Exp./Debt
Services
25.43%
$6,411,480
Capital Outlay
28.76%

REDEVELOPMENT/COMMUNITY REDEVELOPMENT AGENCY (CRA) FUND

Redevelopment Fund Summary	Amended FY 2010-11	Est Act FY 2010-11	Adopted FY 2011-12
Fund Balance Approp.	664,620		466,940
Other Revenues	3,034,750	2,872,429	1,831,260
Total Revenues	3,699,370	2,872,429	2,298,200
Personal Services	441,842	381,064	0
Operating Expenses	227,890	180,277	149,430
Capital Outlay/Debt	1,726,350	1,696,540	1,362,900
Contingency	13,880		0
Transfers	1,287,240	1,286,940	785,870
Reserves	2,168		0
Total Expenditures	3,699,370	3,544,821	2,298,200

Total expenditures for the CRA Fund, in the upcoming fiscal year are $2,298,200. The total budget has decreased by $1,401,170, or, 38% from last year. The Appropriated Fund balance for FY 2012 is $466,940. The projected fund balance as of September 30, 2012 is $500,000. This represents an overall reduction in undesignated fund balance of over $1,100,000 since September 30, 2010.

In the past the Annual Budget included the appropriations for a variety of redevelopment projects sponsored by the City's Community Redevelopment Agency (CRA). However, due to the reduction in the assessed values within the CRA and the high cost to maintain the debt service the CRA Fund will have limited resources for capital improvements. A detailed Redevelopment Work Program illustrating the specific projects and their sources of financing is contained in the Capital Improvement Program budget.

The Redevelopment Fund budget has been substantially modified by transferring the entire Development Department to the General Fund. Capital spending has been greatly curtailed as a result of lower property tax revenue proceeds and continued high debt service expenses. Some 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.

The City and the CRA must continue to invest time and resources in the redevelopment of the City now more than ever; this will help to create a tax base that supports the services desired by our constituency and will eventually help the

City Council to balance operating income with operating expenditures in its General Fund, a long sought financial goal. It is unknown how long there will be declines in the City's tax base. The City may be hit with a reduction in taxable values again next year. The economy and the local housing industry will have to regain strength before we see any growth in values. We know from recent reports that the economy has improved only slightly over the last year. It will likely continue to be a slow recovery in our local housing and commercial building markets.

STREET IMPROVEMENT FUND

Street Improvement Fund Summary	Amended FY 2010-11	Est Act FY 2010-11	Adopted FY 2011-12
Fund Balance Approp.	34,620		0
Other Revenues	1,165,380	527,925	847,400
Total Revenues	1,200,000	527,925	847,400
Personal Services			
Operating Expenses			
Capital Outlay	1,200,000	951,374	62,000
Contingency	0		0
Transfers			
Reserves			785,400
Total Expenditures	1,200,000	951,374	847,400

The total budget has decreased by $352,600, or, 29% from last year. There is no appropriated fund balance for FY 2012 and the projected fund balance as of September 30, 2012 is $1,000,000. This represents an overall reduction in undesignated fund balance of over $420,000 since September 30, 2010.

INTRAGOVERNMENTAL SERVICE FUND (aka CENTRAL GARAGE)

Intragovernmental Service Fund Summary	Amended FY 2010-11	Est Act FY 2010-11	Adopted FY 2011-12
Fund Balance Approp.	0		95,390
Other Revenues	762,030	783,700	630,490
Total Revenues	762,030	783,700	725,880
Personal Services	252,210	251,130	239,760
Operating Expenses	473,050	450,985	468,860
Capital Outlay	4,195	4,195	0
Contingency	31,365		16,040
Transfers			
Reserves	1,210		1,220
Total Expenditures	762,030	706,310	725,880

The total budget has decreased by $36,150 or 5% from last year. The Appropriated Fund balance for FY 2012 is $95,390 with a projected fund balance as of September 30, 2012 of $500,000. This represents an overall reduction in undesignated fund balance of almost $20,000 since September 30, 2010.

PROJECTED CHANGES IN FUND BALANCE

Fund	Actual 9/30/2010	Estimates FY 2011 Revenues	Estimates FY 2011 Expenditures	Estimated 9/30/2011	Proposed FY 2012 Revenues	Proposed FY 2012 Expenditures	Estimated 9/30/2012
General Fund	1,580,654	15,113,068	14,984,040	1,709,682	17,927,875	18,227,000	1,410,557
Gen Debt Svc	381,727	2,344,980	2,350,980	375,727	2,426,460	2,426,460	375,727
Cap Impr Fund	3,293,657	1,152,336	1,268,688	3,177,305	1,631,975	2,150,000	2,659,280
Stormwater	885,620	526,010	809,537	602,093	669,420	825,020	446,493
W/S Funds	12,690,100	14,628,935	13,462,089	13,856,946	19,190,690	22,290,690	10,756,946
Intragovt. Service	513,139	783,700	706,310	590,529	630,490	725,880	495,139
Redevelopment	1,640,685	2,872,429	3,544,821	968,293	1,831,260	2,298,200	501,353
Street Impr Fund	1,429,713	527,925	951,374	1,006,264	847,400	847,400	1,006,264
Total All Funds	**22,415,295**			**22,286,839**			**17,651,759**

The overall trend for the City is not good. Projected fund balance is down citywide by $4.7 million over the last two years due to local and national economic factors. Worst is the Development Fund which has decreased by 69% or $1.1 million. Stormwater is down by 50% or $.4 million during that same time and will require a rate adjustment to avoid a negative position in the future. Other significant decreases include the Water & Sewer Funds by almost $2 million (-15%), Capital Improvement Fund (CIP) by $.6 million (-19%) and the Street Improvement Fund by $.4 million (-30%)

FY 2012 Budget Calendar

DATE	RESPONSIBILITY	ACTIVITY
Fri. Feb. 26- Fri. March 18	Finance Director	Prepare Budgeting Computer Program, Budget Preparation Manual, Forms
Mon. March 21	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 10:00 a.m.)
Wed. April 13	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 14 - Fri. April 29	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.
Mon. May 2 - Mon. May 9	Dept/Div. Heads Finance Director City Manager	**Department Budget Meetings**
Mon. May 9	City Manager PW Dir., Fin. Dir. Redevelopment Manager	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 13	City Manager PW Dir., Fin. Dir. Redevelopment Manager	**Capital Projects Budget Meetings** (1:00 p.m. – 3:00 p.m.)
Wed. May 18 - Tue. May 24	Finance Director	Meet with City Manager to discuss overall budget and reductions and make necessary changes to balance budget.
Tue. May 24 - Fri. May 27	City Manager	**City Manager makes final reductions and changes.**
Fri. May 27 - Thurs. June 23	Finance Director City Manager Chief Accountant	Finance finishes recommended budget (for July 5th Council Meeting). City Manager's Office finishes recommended Capital Impr. Program document & Redevelopment Work Program document for July 5th Council Meeting.

DATE	RESPONSIBILITY	ACTIVITY
Fri. July 1	City Manager Finance Director Chief Accountant	Include in Council packets copies of proposed budget draft for FY 2011-2012, 5-year Capital Improvement Program & Redevelopment Work Program for Tues. July 5th meeting. Copies to be distributed to individual Depts./Divisions also.
Tues. July 5	City Council	Presentation of Budget to Council at Regular City Council Meeting.
Tues. July 12	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 15	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 19 (Ttentative)	City Council	City Council Work Session, after regular Council Meeting, to discuss budget, tax levy & "Certification of Taxable Value".
Tues. July 26	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 29	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. 9	CRA Board	Review of Proposed CRA budget (7:00 p.m.)
Wed. Aug. 17	Finance Director	Finance Director to prepare Capital Improvement advertisement and provide City Clerk with publication for August 30th (Tues.).
Thurs. Aug. 18	City Clerk	Take to newspaper Capital Improvement advertisement for publication on August 30th (Tues.) (not less than two weeks before final Public Hearing).
NLT Tues. Aug. 25	Property Appraiser	Within 55 days of the Certification of Value, the Property Appraiser prepares and mails the "Notice of Proposed Property Taxes for 2011". 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.)

DATE	RESPONSIBILITY	ACTIVITY
Wed. Sept. 7 (Tentative)	City Council	Public Hearing (7:00 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 2011-2012 Budget to be held on Tuesday, September 27th.
Thurs. Sept. 8	Finance Director	Fax budget summary to Dept. of Revenue for pre-approval.
Tues. Sept. 13	CRA Board	CRA Board passes resolution on CRA budget.
Wed. Sept. 14	Finance Director	In a.m., Finance Director to provide City Clerk with publication for September 21st (Wed.).
Wed. Sept. 14	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 21st (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.
Tues. Sept. 27 (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, <u>if any</u>, by which the millage rate to be levied exceeds the rolled-back rate.

DATE	RESPONSIBILITY	ACTIVITY
Tues. Sept. 27 (Tentative) (Continued)	City Council	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.) 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. 28	Finance Director	Notify Property Appraiser, Tax Collector and TRIM Office of adopted millage rate. (Within 3 days of resolution.)
Thurs. Sept. 29	Finance Dept.	Transfer final budget to "Council Approved" Column.
Fri. Sept. 30	Finance Director	Distribution of approved budgets.
Oct. 1		Begin FY 2011-2012 Budget Year.
NLT Mon. Oct. 24	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. Notify County regarding amount of due to CRA for tax increment

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

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 excess 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 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 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 27 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

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL

ACCT#: 001-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
311-10	Current Ad Valorem Taxes	5,093,337	5,282,446	4,614,330	4,536,027	4,465,640
311-20	Delinquent Ad Valorem Taxes	7,397	113,956	20,000	8,000	8,000
315-25	Communications Services Tax	987,969	953,055	982,450	980,000	922,435
316-10	Local Business Tax	162,408	134,381	159,800	150,000	150,000
	TOTAL TAXES	6,251,111	6,483,838	5,776,580	5,674,027	5,546,075
321-11	Residentials Rentals	32,515	33,005	31,000	30,000	30,000
322-10	Building Permits	0	0	0	0	111,810
322-20	Building Code Surcharge	0	0	0	0	120
323-10	Electric Franchise Fees	1,274,827	1,351,763	1,252,100	1,350,000	1,390,000
323-40	Gas Franchise Fees	74,393	77,062	80,680	75,000	77,000
323-50	Brighthouse CATV Franchise Fees	6,896	5,379	5,380	6,000	6,000
323-51	Verizon CATV Franchise Fees	1,538	2,303	1,960	2,000	2,000
329-10	Other Licenses and Permits/Dogs	200	0	0	0	0
329-20	Contractors Certificates	0	0	0	0	3,100
329-21	Development Review Fees	0	0	0	0	7,200
329-60	Tree Removal/Replacement	0	0	0	0	3,000
	TOTAL LICENSES & PERMITS	1,390,369	1,469,512	1,371,120	1,463,000	1,630,230
331-20	Bullet Proof Vest Partnership	0	5,574	0	6,114	0
331-21	2009 Recovery Act JAG Grant	0	70,235	0	0	0
331-22	SNAP Grant	10,105	30,000	30,330	40,000	38,000
331-23	2010 ARRC JAG Grant	0	100,000	0	0	0
331-24	FEMA Fire Act Grant	0	0	18,000	0	0
331-25	CHRP JAG Grant	0	148,777	131,550	131,550	131,550
331-26	2009 LOC Solicitation JAG	6,000	18,527	18,000	18,000	18,000
331-29	FDOT Aggressive Driving Grant	48,079	28,340	0	4,740	0
331-30	Pedestrian Safety Grant	0	1,920		5,000	5,000
331-54	Community Development Block Grant	0	0	0	0	50,000
331-55	School District Reimb. For SRO	65,155	65,155	65,160	65,160	87,500
334-23	EMS Grant	24,112	0	17,250	0	0
334-24	Victims of Crime Act Grant	37,264	30,148	39,390	39,390	39,390
334-51	State Aid To Libraries	20,827	21,601	0	17,483	18,885
335-12	State Revenue Sharing	664,919	666,104	667,930	620,000	669,190
335-14	Mobile Home Licenses	39,216	38,485	39,210	40,000	40,000
335-15	Alcoholic Beverage Licenses	29,033	26,303	26,460	28,000	28,000
335-18	Half-Cent Sales Tax - Ordinance	884,227	804,287	856,300	806,000	734,540
335-20	Firefighters Supplemental Comp.	2,134	1,800	1,800	1,800	2,000
335-24	State Excise Tax - Police Pension	244,456	215,346	0	0	0
335-25	State Excise Tax - Fire Pension	106,275	100,537	0	0	0
335-26	Firefighters Supp Comp Trust Fund	0	42,312	0	0	0
335-41	Rebate on Municipal Vehicles	13,019	13,971	12,680	13,000	13,000
338-20	Mun. Share-County Occ. Licenses	17,157	15,849	16,990	17,000	17,000
	TOTAL INTERGOVERNMENTAL	2,211,978	2,445,271	1,941,050	1,853,237	1,892,055

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL

ACCT#: 001-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
341-20	Zoning Fees	0	0	0	0	3,000
341-31	Administrative Fees	8,345	9,680	10,100	9,000	10,000
341-40	Cert., Copying & Record Search	11,418	13,332	11,900	13,000	14,440
341-43	Notary Services	330	310	320	300	300
342-10	Off-Duty Pay	17,136	78,026	81,600	81,600	81,600
342-40	Emergency Service Fees	3,800	5,575	4,780	5,000	5,000
342-51	Fire Inspection Fees	23,053	22,732	19,360	22,000	23,000
343-91	Street Lights	232,422	234,305	232,420	234,000	244,120
343-95	Street Lights - Eastbury Gardens	8,902	9,013	8,630	9,000	9,000
343-96	Street Lights - Hillandale	17,152	15,481	15,680	16,000	16,000
343-97	Street Lights - Ridgewood	11,535	10,651	10,650	10,300	10,300
347-10	Library Memberships	100	26	80	100	80
347-11	Miscellaneous Proceeds - Library	6,933	8,505	8,500	8,500	8,500
347-12	Gifts - Library	282	65	250	800	250
347-13	Memorials - Library	147	100	250	100	250
347-19	Book Store - Library	2,863	2,255	3,300	3,300	3,300
347-21	Recreation Passes	0	0	0	0	8,000
347-22	Recreation Memberships	236,540	223,819	264,000	224,000	157,000
347-23	Concessions - Machines	1,721	557	2,000	1,500	1,500
347-24	Recreation Daily Fees	0	0	0	0	70,000
347-25	Rentals	27,464	23,954	25,000	26,000	25,000
347-27	Lesson Fees	16,117	19,653	14,250	19,000	18,000
347-28	Percentage of Classes	53,119	53,583	60,000	52,000	50,000
347-29	Summer Program Fees	40,846	40,742	42,000	40,000	50,000
347-31	Concession Stand	39	0	0	0	0
347-32	Recreational Trips	3,732	4,394	15,000	4,500	5,000
347-33	Red Cross Classes	0	0	0	1,080	1,000
347-34	Swim/Recreation Accessories	2,518	3,126	3,000	3,000	3,000
347-35	Swim Team	8,535	10,200	17,800	16,000	12,000
347-36	Skate Park	2,154	1,733	1,500	2,500	2,000
347-37	Camps	1,370	2,235	2,500	2,500	4,000
347-38	Boat Ramp Fees	0	0	5,000	5,000	0
	TOTAL CHARGES FOR SERVICES	738,573	794,052	859,870	810,080	835,640
351-10	Court Fines	145,234	134,791	140,190	143,000	143,000
351-20	Parking Fines	1,975	850	2,500	2,500	2,500
351-21	Red Light Fines	0	0	342,730	300,000	3,308,520
351-30	Police Education	4,117	4,199	4,730	4,000	4,000
352-10	Library Fines	15,161	18,153	19,000	18,000	19,000
354-10	Code Enforcement Fines	1,725	(550)	9,170	0	5,000
354-11	Lot Clearing/Mowing Fines	0	0	0	0	600
354-12	Investigations - Recovery	0	0	10,000	2,500	10,000
359-10	Other Fines and Forfeits	17,165	17,652	17,930	17,000	15,000
359-12	Contraband Forfeitures	17,962	10,030	22,840	17,000	17,000
359-13	Equitable Sharing - DOJ	0	116,450	0	0	0
	TOTAL FINES & FORFEITURES	203,339	301,575	569,090	504,000	3,524,620

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL

ACCT#: 001-0000

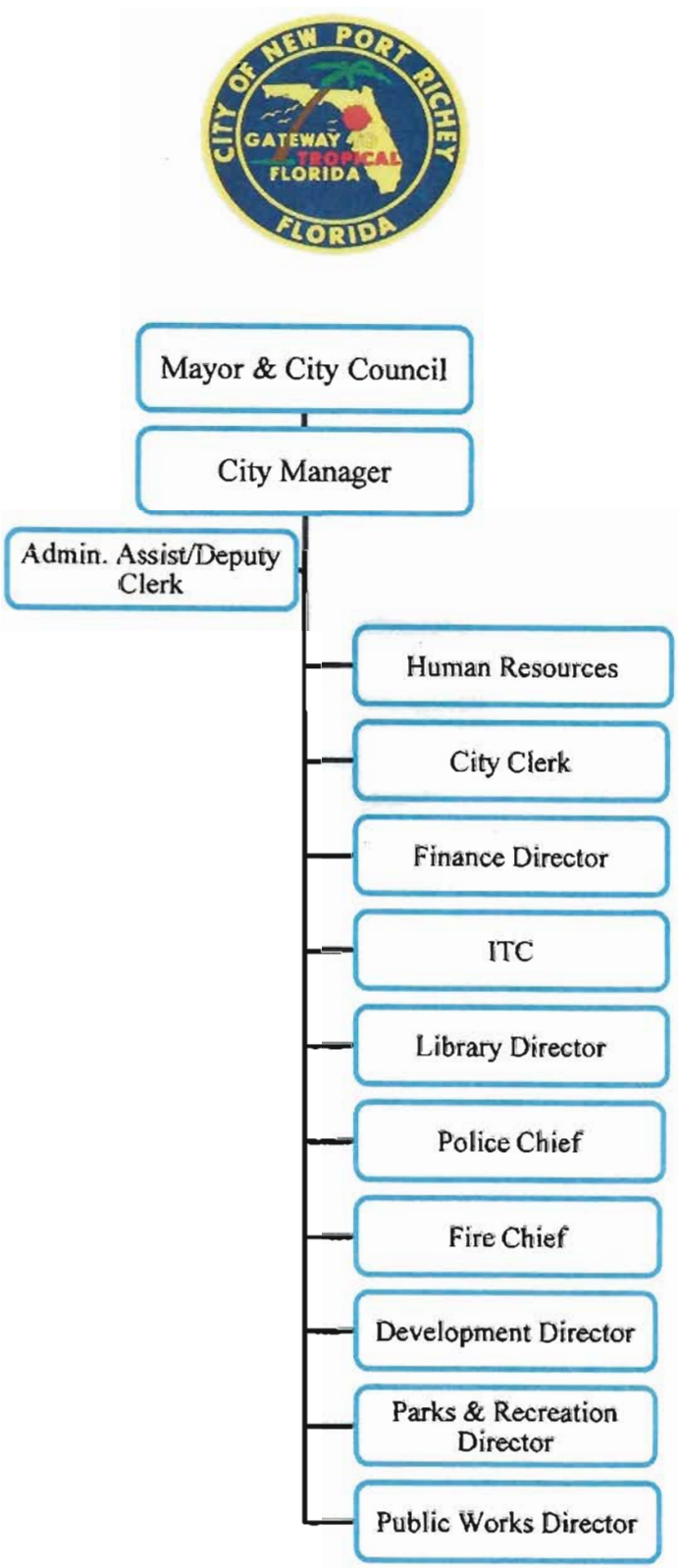
REVENUE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
361-10	Interest - Investments	2,686	1,379	7,160	1,400	1,400
361-13	Interest - Taxes	1,797	88	5,760	100	100
361-17	Interest - Confiscated Property	470	420	870	400	400
361-20	Interest - S.B.A.	3,510	7,758	6,800	7,000	10,000
361-25	Interest - FMIvT	10,292	5,798	16,140	6,000	6,400
361-26	Interest - Adjustable Rate Mortgages	348	(451)	0	0	0
361-28	Interest - T-Bills and Bonds	0	0	0	0	0
361-30	Net Incr(Decr)-Fair Value of Investments	53	(75)	0	0	0
361-32	Interest-County Share Occ. Licenses	16	1	0	0	0
361-35	Interest - Street Lighting	78	3	390	0	0
362-10	Rents & Royalties - Miscellaneous	200	200	200	0	0
362-14	Rent - Chamber of Commerce	2,200	2,400	3,000	3,000	3,000
362-20	Lease - Cell Phone Towers	0	0	61,200	32,000	32,000
364-41	Surplus Furn., Fix., Equip. Sales	15,000	11,205	16,030	12,000	12,000
364-42	Insurance Proceeds	0	2,816	0	2,000	2,000
366-90	Contributions and Donations	400	78,485	500	1,000	1,000
366-92	Donations - Recreation	18,782	3,755	4,000	5,000	6,000
366-96	Grants Private Sources - Library	2,500	0	0	0	2,500
369-30	Refund of Prior Year Expense	31,898	6,198	7,070	6,000	6,000
369-71	Returned Check Charge	950	225	500	500	570
369-90	Other Miscellaneous Revenue	31,183	25,697	0	15,000	30,000
381-32	Trans Fr Redevelopment-Administration	285,532	293,545	0	0	89,620
381-34	Trans From Redevelopment-COPS	677,042	663,911	390,300	390,300	0
381-35	Trans From Redev-Code Enforcement	325,262	337,269	200,690	200,690	0
381-36	Trans Fr Redevelopment-Inspections	104,196	50,960	0	0	0
381-60	Transfer From Capital Impr Fund	659,615	265,475	492,200	500,000	204,000
381-70	Trans. From Gen. Debt Svc. Fund	959,587	1,170,721	1,389,830	1,296,604	1,372,535
	TOTAL MISCELLANEOUS REVENUE	3,133,597	2,927,783	2,602,640	2,478,994	1,779,525
382-10	Contributions From W & S	1,828,959	2,092,818	2,162,110	2,162,110	2,300,000
382-20	Contributions Fr. Stormwater Utility	75,262	159,245	160,120	160,120	74,930
	TOTAL OTHER	1,904,221	2,252,063	2,322,230	2,322,230	2,374,930
TOT.GEN.FUND PRIOR TO FUND BALANCE		15,833,188	16,674,094	15,442,580	15,105,568	17,583,075
389-89	Prior Yr Fund Bal-Designated F/A			7,500	7,500	344,800
389-90	Prior Yr Fund Bal-Undesignated			546,849	0	299,125
		0	0	554,349	7,500	643,925
	TOTAL GENERAL FUND	15,833,188	16,674,094	15,996,929	15,113,068	18,227,000

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Administration



CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Fund: General	***Department: Legislative***	***Division: City Council***

Activities Description

The City Council Non-Classified Division of the General Fund accounts for all expenditures associated with Council and others which cannot be classified into any one particular division. This division is a combination of two divisions which were previously called legislative and non-classified along with some miscellaneous expenditures. Beginning in FY 11-12, the majority of expenditures have been moved to the divisions where they can be more accurately accounted for.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	0	0	0	0	0
Temporary & Part-Time Positions	5	5	5	5	5
Authorized City Positions	5	5	5	5	5

City of New Port Richey, Florida

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: CITY COUNCIL - NON-CLASSIFIED

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	40,042	38,022	34,530	20,060
Operating Expenses	404,816	368,331	434,425	97,410
Capital Outlay	0	0	0	0
Debt Service				
Transfers				
Non-Operating Expenses	2,100	1,991	1,770	1,770
Total	446,958	408,344	470,725	119,240

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Total				

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
13-11	Part-Time Wages	18,600	18,600	18,600	18,600	18,600
15-31	Education Reimbursement	20,031	18,116	12,670	14,557	0
19-99	Miscellaneous Employee Benefits	(12)	(117)	300	(4)	0
21-11	Social Security Matching	1,423	1,423	1,460	1,460	1,460
23-15	Dental Insurance	0	0	1,500	0	0
	TOTAL PERSONAL SERVICES	40,042	38,022	34,530	34,613	20,060
	OPERATING EXPENSES					
31-11	City Attorney Services	48,434	52,217	50,000	50,000	42,000
31-21	City Engineer Services	20,267	15,924	40,000	20,000	0
31-33	Employee Assistance Program	5,250	5,250	5,250	5,250	0
31-98	Professional Services-Sister Cities	360	0	530	530	360
31-99	Professional Services-Miscellaneous	924	2,038	18,000	18,000	12,000
32-11	Annual Audit Services	26,297	27,150	27,300	27,300	0
33-11	Court Reporter Services	0	0	500	0	500
34-61	Main Street Grant Award	0	0	0	0	25,000
40-11	Travel and Training	2,408	184	3,000	1,000	500
42-11	Postage	15,229	15,677	2,840	3,500	0
43-73	Street Light Fee	70	70	90	70	0
43-81	Stormwater Assessment	2,929	2,929	2,930	2,930	0
45-11	Liability Insurance-Comp. General	73,456	54,188	67,735	37,456	0
45-21	Buildings and Contents Insurance	122,308	110,365	138,420	77,450	0
45-23	Automobile and Truck Insurance	40,022	30,600	39,540	21,554	0
45-34	Police/Fire - AD & D	3,895	3,895	6,460	3,896	0
45-90	Insurance Miscellaneous	8,717	9,030	7,050	7,050	0
46-25	Maintenance - AV Equipment	0	2,467	1,500	1,500	0
47-99	Printing and Binding - Miscellaneous	13,261	13,261	4,030	2,746	0
48-10	Cultural Affairs	3,012	4,248	4,500	4,000	3,800
49-61	Special Events	0	0	0	6,000	0
49-81	Flowers	1,214	677	1,000	800	0
49-99	Other Current Charges-Miscellaneous	7,659	9,662	8,000	8,000	8,000
51-11	Office Supplies - General	128	232	400	400	400
51-12	Copies/Supplies - City Boards	135	894	200	200	200
52-31	Clothing and Wearing Apparel	0	87	200	100	200
52-48	Prizes and Awards	1,198	948	500	1,800	0
54-11	Dues and Memberships	7,393	6,338	4,450	4,450	4,450
54-61	Books and Publications	250	0	0	0	0
	TOTAL OPERATING EXPENSES	404,816	368,331	434,425	305,982	97,410
	OTHER NON-OPERATING EXPENSES					
82-10	Aid To Private Organizations	336	227	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	2,100	1,991	1,770	1,770	1,770

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	CAPITAL OUTLAY					
64-13	Data Processing Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	TOTAL CITY COUNCIL-NON CLASS.	446,958	408,344	470,725	342,365	119,240

City Manager

Fund: General	*Department: Administration*	*Division: City Manager*

Activities Description

The office of the City Manager is charged with the responsibility of overall administration and management of the entire operations of the City of New Port Richey. The City Manager is the functional and operational administrator of the day to day concerns of the government. Further, he is the link between the elected representatives of the people represented by the Mayor and City Council and its advisory boards with the operational functions of its various departments and divisions of the City. He is responsible for initiating input and recommendations to the Council for needed consideration and improvement, as well as receiving from the Council their concerns about the operational characteristics of the City and major policy and directional goals of the citizens as voiced through their City Council.

Mission Statment

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.

Fund: General ***Department: Administration*** ***Division: City Manager***

Goals and Objectives

1. Striving for Fiscal Sustainability
   a. Address unsustainable nature of Public Safety Pensions
   b. Bring revenues and expenditures more in line at the Recreation and Aquatic Center
   c. Look for cost containment strategies and innovative ways to fund capital improvements
   d. Find solutions to the fiscal integrity of Stormwater and Streetlight Funds
2. Enhance the Quality of Life in the Community
   a. Conduct scientific community survey to gain citizen input
   b. Reinvigorate existing Boards and Commissions
   c. Initiate Morton Plant Wellness Trail
   d. Insure additional Code Enforcement Officer hired
3. Redevelopment of Community/Historic Preservation
   a. Insure adoption of Revised CRA Plan
   b. Make progress with Hacienda Hotel, Orange Lake Site, HCA Hospital and Main Street Landing
   c. Begin work Main and U. S. Highway 19 Gateway Entry Signage Project
   d. Allow for consideration of Historic Preservation Board
4. Economic Development Opportunities
   a. Hire Economic Manager
   b. Implement new website with economic development/redevelopment page
   c. Partner with other economic development organizations
   d. Do everything possible to support local businesses

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	2	2	2	2	2
Temporary & Part-Time Positions	0	0	0	0	0
Authorized City Positions	2	2	2	2	2

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: CITY MANAGER

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	188,044	200,925	200,020	185,420
Operating Expenses	8,143	11,487	14,210	66,890
Capital Outlay	9,923	0	0	0
Debt Service				
Transfers				
Reserves				
Total	206,110	212,412	214,230	252,310

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Department Head Salaries				
City Manager	1.00	1.00	109,720	109,720
Regular Salaries & Wages				
Exec Asst to City Manager	1.00	1.00	41,500	38,510
Total	2.00	2.00	151,220	148,230

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
11-11	Department Head Salaries	111,872	124,617	109,720	109,720	109,720
12-10	Regular Exempt Salaries	0	0	0	38,510	38,510
12-99	Regular Salaries & Wages	42,454	41,715	41,500	0	0
14-11	Overtime	105	120	600	0	0
15-11	Christmas Bonus	100	100	100	100	100
15-12	Gas/Car Allowance	0	1,600	4,800	4,800	4,800
15-13	Cell Phone Allowance	0	200	600	600	600
15-14	Economic Assistance Bonus	500	0	0	0	0
21-11	Social Security Matching	11,264	12,560	12,270	11,803	11,990
22-11	Florida Retirement System	13,507	10,899	20,530	16,298	8,780
23-11	Group Health Insurance	7,796	8,257	9,120	8,915	9,360
23-12	Group Life Insurance	54	322	100	96	100
23-13	Accidental Death - AD & D	6	13	30	24	30
23-14	Group Term Life Insurance	0	155	0	792	800
24-26	W/C Clerical	386	367	650	650	630
	TOTAL PERSONAL SERVICES	188,044	200,925	200,020	192,308	185,420
	OPERATING EXPENSES					
31-99	Professional Services-Miscellaneous	0	0	0	0	55,190
40-11	Travel and Training	2,248	898	3,150	4,684	4,190
41-21	Telephone - Local	751	145	1,000	0	0
41-31	Telephone - Long Distance	9	100	100	0	0
42-11	Postage	259	176	320	150	100
45-71	Notary Bond	0	0	160	160	160
46-23	Maintenance - Copiers	0	3,377	2,000	2,000	1,500
49-99	Other Current Charges-Miscellaneous	0	1,344	0	0	0
51-11	Office Supplies - General	1,438	2,511	3,180	2,000	2,000
52-11	Fuel	94	0	0	0	0
52-31	Clothing and Wearing Apparel	0	107	60	150	150
52-43	Computer Supplies	698	1,147	1,240	1,240	1,500
54-11	Dues and Memberships	2,097	1,549	2,500	2,500	1,500
54-31	Subscriptions/Newspapers	549	133	200	300	300
54-61	Books and Publications	0	0	300	300	300
	TOTAL OPERATING EXPENSES	8,143	11,487	14,210	13,484	66,890
	CAPITAL OUTLAY					
64-12	Office Mechanical Equipment	8,600	0	0	0	0
64-13	Data Processing Equipment	1,323	0	0	0	0
	TOTAL CAPITAL OUTLAY	9,923	0	0	0	0
	TOTAL CITY MANAGER	206,110	212,412	214,230	205,792	252,310

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

CITY MANAGER DIVISION

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
64-12 Office Mechanical Equipment					
Copy Machine (color)			10,000		
	0	0	10,000	0	0
64-13 Data Processing Equipment					
Intensive Desktop Computer			2,600		
	0	0	2,600	0	0
DIVISION TOTAL	0	0	12,600	0	0

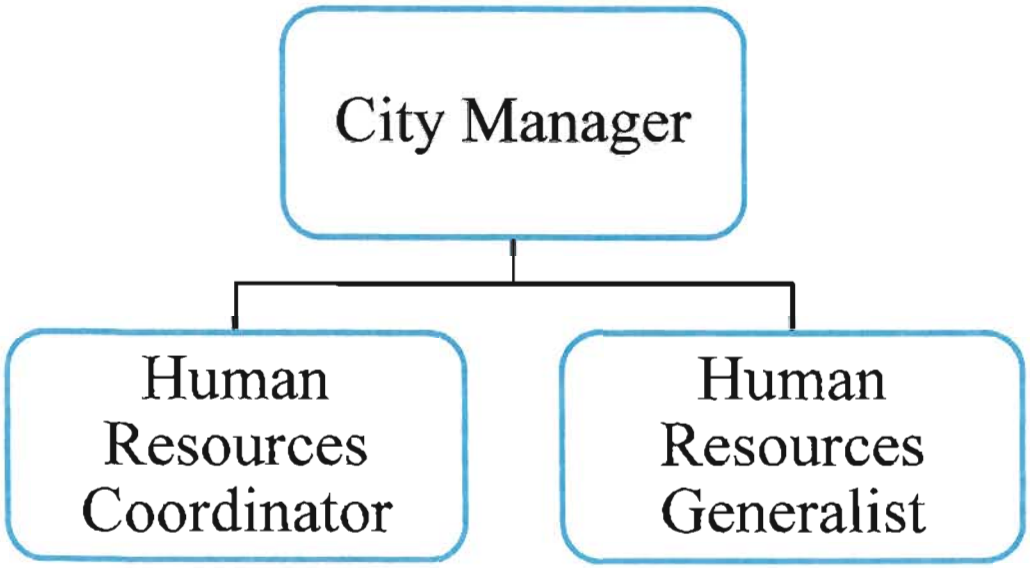
Human Resources/ Risk Management

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Administration



Fund: General ***Department: Administration*** ***Division: Human Resources/Risk Management***

Activities Description

The Human Resources/Risk Management Department consist of five areas, which include Employment, Pay and Classification, Employee Relations, Training, and Benefits and Risk Management. The department maintains a customer focus for both the internal and external customer, providing services to employees and citizens alike.

The Employment function plans, organizes and implements the recruitment and selection processes for the City. This function is an ongoing function that supplies services to departments and employees from initial hiring to overseeing promotional opportunities.

The Employee Relations function is responsible for the maintenance of employee and personnel records, and maintains and updates the City Rules pertaining to Human Resources. The Employee Relations function includes overseeing the City Code of Conduct and administering City recognition programs. Included in this function is the responsibility to negotiate conditions of employment through labor contracts with the City's Police and Fire unions. The Employee Relations function involves constant monitoring of laws and maintains secure personnel records.

The Training function is responsible for coordinating and offering employee training programs and professional development opportunities for City employees. This may include general or supervisory training, and the distribution of training materials and newsletters.

The Benefits and Risk Management function has two distinct programs. The benefits function is responsible for the City's employee benefit programs, including an Employee Assistance Program (EAP) and a variety of insurance programs such as health insurance, life insurance, unemployment and worker's compensation. Oversight of the City pension programs is also a part of the Benefits functions. The other program is Risk Management: managing the City's risk and liability with the responsibility to limit the City's liability and exposure in the areas of property, casualty, and professional liability.

Mission Statement

The mission of the Human Resources/Risk Management Department is to serve as a strategic partner to our City organization. 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 toward performance that exceeds internal and external customer expectations; by recognizing and minimizing the risk of loss associated with the provision of City services; by overall planning and coordination, and administering a comprehensive human management program that encompasses functional areas of employment, pay and classification, employee relations, training, and benefits and risk management.

Goals and Objectives

1. To create a customer service consultancy approach in servicing internal departments through the department staff.
   a. Needs survey from City departments and service questionnaire distributed and analyzed.
   b. Cross training of all staff so service is only minimally interrupted with who is in the department at specific times.
   c. Focus on department vision and mission focus.

Fund: General ***Department: Administration*** ***Division: Human Resources/Risk Management***

Goals and Objectives Continued

2. Goals for staff certification of all staff to create greater competency within department.
   a. Facilitate the certification in personnel training for all staff through the Florida Public Personnel Association.
   b. Facilitate certification in Florida Labor Law and practices through the Florida Public Labor Relations Association.
   c. Pursue additional training and certification through the Society for Human Resources Management in attaining SPR or advanced certificates.
3. Bargaining of re-openers with two bargaining units to accomplish budget goals.
   a. Keep active legislative body and administrative contact concerning necessary policy and direction for any necessary bargianing.
   b. Align bargaining strategy with need of organization from a budget and operations reality for any necessary contractual re-openers.
   c. Pursue any informational, problem-solving or bargaining necessary to handle any pension issues that may need addressing.
4. Remarketing of Health Insurance and other insurance and benefit programs to create higher quality of benefits and/or lower costs.
   a. Develop a systematic approach through the restructuring of Risk Program to remarket insurance and/or benefit programs.
   b. Analyze and utilize employee task forces to assist in reviewing data for the remarketing.
   c. Closely monitor existing programs as to costs, effectiveness and employee satisfaction.
5. Continue Safety Program to include components of driver safety and provide periodic training opportunities.
   a. Select task force for FY 2011-2012 that will develop and coordinate new training initiatives and opportunities for City safety awareness.
6. Create Employee initatives for input and involvement that will positively affect morale issues for employees.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	2	2	2	2	2
Temporary & Part-Time Positions	0	0	0	0	0
Authorized City Positions	2	2	2	2	2

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: HUMAN RESOURCES/RISK MANAGEMENT

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	155,145	159,481	166,868	185,190
Operating Expenses	10,394	23,237	109,400	398,920
Capital Outlay	0	0	0	0
Debt Service				
Transfers				
Reserves				
Total	165,539	182,718	276,268	584,110

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Regular Exempt Salaries				
Human Resources Coord.	1.00	1.00	26,258 *	45,020
Human Resources Generalist	1.00	1.00	34,132	33,910
* Position hired in April				
Total	2.00	2.00	60,390	78,930

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
11-11	Department Head Salaries	72,474	65,002	0	0	0
12-10	Regular Exempt Salaries	0	0	42,425	39,465	78,930
12-99	Regular Full-Time Wages	34,034	34,686	17,965	17,963	0
15-11	Christmas Bonus	100	100	100	50	100
15-14	Economic Assistance Bonus	1,000	0	0	0	0
15-29	Meal Allowance	0	0	0	0	30
15-31	Education Reimbursement	0	0	0	0	12,000
19-99	Miscellaneous Employee Benefits	0	0	0	0	100
21-11	Social Security Matching	7,726	7,249	8,308	4,480	6,170
22-11	Florida Retirement System	12,861	11,616	8,380	6,185	3,880
23-11	Group Health Insurance	9,356	7,569	9,120	5,198	9,360
23-12	Group Life Insurance	66	73	100	47	100
23-13	Accidental Death - AD & D	7	7	30	5	30
24-26	W/C Clerical	263	256	440	236	330
25-11	Unemployment Compensation Claims	17,258	32,923	80,000	60,000	74,160
	TOTAL PERSONAL SERVICES	155,145	159,481	166,868	133,629	185,190
	OPERATING EXPENSES					
31-12	Labor Attorney Services	7,050	4,203	14,111	15,000	28,000
31-33	Employee Assistance Program	0	0	0	0	5,250
31-99	Professional Services-Miscellaneous	1,357	13,050	88,000	88,000	97,000
34-13	Employee Support Programs	0	0	0	0	2,000
40-11	Travel and Training	493	547	1,700	1,500	6,000
41-21	Telephone - Local	284	216	500	400	500
41-31	Telephone - Long Distance	6	0	100	75	100
42-11	Postage	108	178	200	200	250
45-11	Liability Insurance-Comp. General	0	0	0	0	64,790
45-21	Buildings and Contents Insurance	0	0	0	0	139,880
45-23	Automobile and Truck Insurance	0	0	0	0	38,350
45-90	Insurance Miscellaneous	0	0	0	0	6,000
46-21	Maintenance - D.P. Equipment	0	0	200	200	200
46-23	Maintenance - Copiers	0	517	200	200	200
49-15	Classified Advertising	135	2,985	2,500	2,500	2,500
51-11	Office Supplies - General	198	460	700	200	450
52-31	Clothing and Wearing Apparel	0	0	34	100	100
52-43	Computer Supplies	60	421	450	300	4,250
52-54	Training Supplies - General	0	0	0	0	2,000
54-11	Dues and Memberships	535	660	505	500	700
54-31	Subscriptions/Newspapers	168	0	200	200	200
54-61	Books and Publications	0	0	0	0	200
	TOTAL OPERATING EXPENSES	10,394	23,237	109,400	109,375	398,920
	CAPITAL OUTLAY					
64-13	Data Processing Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	TOT. HUMAN RESOURCES/RISK MGMT.	165,539	182,718	276,268	243,004	584,110

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

City Clerk

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Fund: General | ***Department: Administration*** | ***Division: City Clerk***

Activities Description

General Duties: provides notary services, issues licenses and permits; furnishes public information, receives and files bonds and insurance relating to municipal contracts; directs complaints, correspondence and inquiries for action to various municipal departments; provides for records and information management, including record indexing, document imaging and retention scheduling; and maintains codification of City Ordinances.

Statutory Duties are relatively fixed; charged with the following: secretary to the Municipal Corporation election official with judicial authority on the municipal level; record official minutes of the Council and CRA; process, record, file and advertise ordinances, resolutions, handle correspondence; advertise the municipal budget and legal notices; perform liaison work between the public, Council and City Manager as may be directed; maintain custody of all official records not handled by other departments.

Duties as Secretary to the Municipal Corporation: maintain custody of the municipal seal; sign official documents; maintain receipt of service for lawsuits and legal documents.

Duties as Election Official: certify vacancies existing at the local level; maintain receipt of petitions, initiative or otherwise; exercise quasi-judicial authority in determining the validity of petitions according to Code or State; provide local layout of ballot for all City elections, furnish materials for local elections, and maintain results. Duties are generally outlined in code and/or established by custom. It must be emphasized that the City Clerk has an obligation to serve faithfully the administrative authority of the City Manager as well as the Governing Body.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	1	1	1	1	1
Temporary & Part-Time Positions	0	0	0	0	0
Authorized City Positions	1	1	1	1	1

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: CITY CLERK

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	69,970	69,015	68,940	64,720
Operating Expenses	28,641	30,725	78,210	46,600
Capital Outlay	1,323	0	0	0
Debt Service				
Transfers				
Reserves				
Total	99,934	99,740	147,150	111,320

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Department Head Salaries				
City Clerk	1.00	1.00	52,320	52,320
Total	1.00	1.00	52,320	52,320

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
11-11	Department Head Salaries	53,570	53,519	52,320	52,320	52,320
15-11	Christmas Bonus	50	50	50	50	50
15-14	Economic Assistance Bonus	500	0	0	0	0
21-11	Social Security Matching	4,109	4,040	4,090	4,090	4,090
22-11	Florida Retirement System	6,890	7,106	7,630	7,388	3,290
23-11	Group Health Insurance	4,678	4,128	4,560	4,456	4,680
23-12	Group Life Insurance	33	40	50	40	50
23-13	Accidental Death - AD & D	4	4	20	4	20
24-26	W/C Clerical	136	128	220	220	220
	TOTAL PERSONAL SERVICES	69,970	69,015	68,940	68,568	64,720
	OPERATING EXPENSES					
31-99	Professional Services - Miscellaneous	0	0	250	0	250
34-23	Elections	5,152	0	3,500	250	5,500
34-27	Document Imaging	620	1,346	9,000	8,000	4,000
40-11	Travel and Training	2,448	2,076	2,180	1,000	1,000
41-21	Telephone - Local	2	(4)	0	0	0
41-31	Telephone - Long Distance	4	0	0	0	0
42-11	Postage	148	212	1,000	500	200
45-71	Notary Bond	76	0	50	50	125
46-22	Maintenance - Office Equipment	0	0	50	50	0
46-23	Maintenance - Copiers	0	1,264	800	1,300	1,000
47-22	Ballots - Elections	0	0	3,500	0	4,000
47-31	Code Book Update Service	2,789	374	7,000	5,000	4,000
47-99	Printing and Binding - Miscellaneous	0	0	50	50	50
49-11	Legal Advertising	11,054	10,867	40,000	30,000	15,000
49-21	Legal Recordings	4,811	8,324	7,500	8,500	8,500
49-81	Flowers	0	0	0	0	600
51-11	Office Supplies - General	892	5,030	1,000	3,000	1,000
52-31	Clothing and Wearing Apparel	0	0	100	100	100
52-43	Computer Supplies	423	1,011	1,960	1,500	1,000
54-11	Dues and Memberships	210	225	220	325	225
54-31	Subscriptions/Newspapers	12	0	20	20	20
54-61	Books and Publications	0	0	30	50	30
	TOTAL OPERATING EXPENSES	28,641	30,725	78,210	59,695	46,600
	CAPITAL OUTLAY					
64-13	Data Processing Equipment	1,323	0	0	0	0
	TOTAL CAPITAL OUTLAY	1,323	0	0	0	0
	TOTAL CITY CLERK	99,934	99,740	147,150	128,263	111,320

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

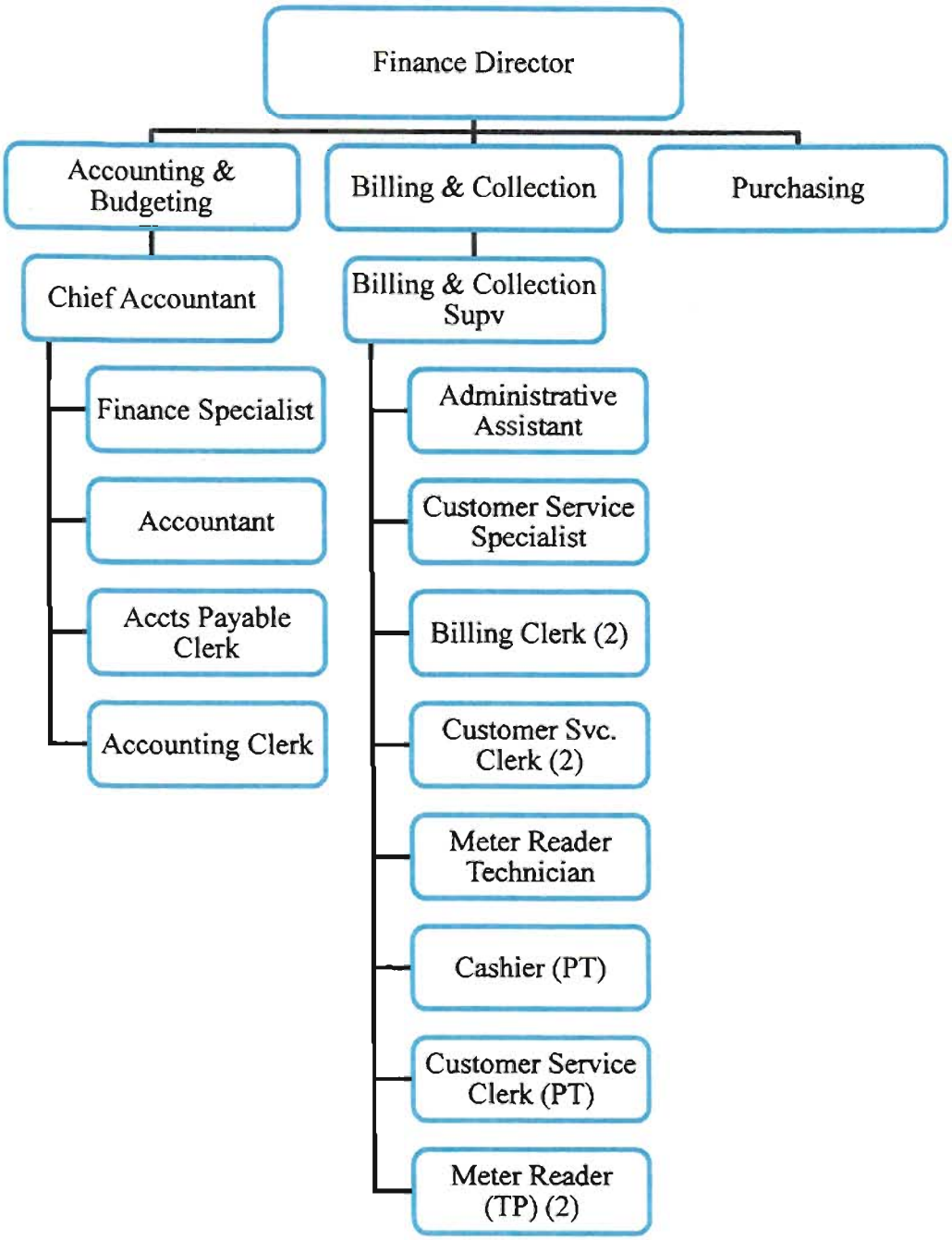
Finance

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Finance Department



Fund: General	*Department: Finance*	*Division: Accounting & Budgeting*

Activities Description

The Accounting and Budgeting Division is responsible for maintaining the financial records of the City. This includes preparation of the annual budget, amending the budget when necessary and providing adequate controls to ensure the proper disbursement of funds during the fiscal year. The division is responsible for processing cash receipts and disbursements, processing payroll, closing the general ledger each month, and interfacing with the City's auditors. All subsidiary ledgers are maintained and balanced to the general ledger on a regular basis. At year end, preparation for the audit includes closing entries and preparation of work papers and schedules necessary for the financial statements.

The Finance Director is responsible for the administration of three divisions: Billing and Collection, Accounting and Budgeting, and Purchasing. In addition, the Finance Director is responsible for managing the City's cash and investments, for maintaining banking relationships and for providing the City Manager and City Council with pertinent financial information.

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.

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.
   c. Review, update and amend the City Purchasing Policy and reevaluate the overall purchasing function including its structure and delivery of service.

Fund: General ***Department: Finance*** ***Division: Accounting & Budgeting***

Goals and Objectives Continued

2. Practice responsible stewardship of City resources.
   a. Maintains 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.
   a. Develop a new and improved online budget reporting format within the City for budgeting year FY12/13.
   b. Complete implementation of the online SunGard Financial System and monitor the system monthly to insure quality performance.
   c. Evaluate the process of using direct deposit for payment of invoices to vendors.

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.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	6	6	6	6	6
Temporary & Part-Time Positions	0	0	0	0	0
Authorized City Positions	6	6	6	6	6

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: ACCOUNTING & BUDGETING

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	347,662	341,941	348,769	325,690
Operating Expenses	25,600	16,936	21,855	57,250
Capital Outlay	0	0	0	0
Debt Service				
Transfers				
Reserves				
Total	373,262	358,877	370,624	382,940

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Department Head Salaries				
Finance Director	1.00	1.00	79,317	77,000
Division Head Salaries				
Chief Accountant	1.00	1.00	56,965	55,890
Regular Salaries & Wages				
Finance Specialist	1.00	1.00	37,175	37,030
Accountant	1.00	1.00	33,866	33,220
Accounts Payable Clerk	1.00	1.00	27,085	27,040
Accounting Clerk	1.00	1.00	27,040	27,040
Total	6.00	6.00	261,448	257,220

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
11-11	Department Head Salaries	79,609	78,112	79,317	67,090	77,000
11-12	Division Head Salaries	57,179	57,179	56,965	56,965	55,890
12-99	Regular Full-Time Wages	123,145	124,795	125,166	125,166	124,330
14-11	Overtime Wages	6,884	4,832	3,730	3,730	3,730
15-11	Christmas Bonus	300	300	300	300	300
15-12	Gas/Car Allowance	2,400	2,400	2,400	1,350	600
15-14	Economic Assistance Bonus	3,000	0	0	0	0
15-29	Meal Allowance	0	15	20	18	20
21-11	Social Security Matching	20,128	19,455	20,901	20,901	20,430
22-11	Florida Retirement System	28,449	29,198	31,150	31,150	13,860
23-11	Group Health Insurance	25,728	24,770	27,360	24,133	28,080
23-12	Group Life Insurance	179	234	290	215	290
23-13	Accidental Death - AD & D	20	22	80	20	80
24-26	W/C Clerical	641	629	1,090	1,090	1,080
	TOTAL PERSONAL SERVICES	347,662	341,941	348,769	332,128	325,690
	OPERATING EXPENSES					
31-99	Professional Services-Miscellaneous	0	0	0	28,380	6,000
32-11	Annual Audit Services	0	0	0	0	27,300
40-11	Travel and Training	4,762	436	3,080	2,022	3,815
41-21	Telephone - Local	468	746	400	600	625
41-31	Telephone - Long Distance	11	0	10	30	30
41-41	Pager Services	85	46	0	0	0
42-11	Postage	2,019	2,133	1,800	2,000	2,100
46-21	Maintenance - D.P. Equipment	1,338	1,338	560	552	560
46-23	Maintenance - Copiers	431	1,229	450	450	450
47-21	Forms	2,330	657	660	500	600
49-99	Other Current Charges-Miscellaneous	415	435	440	435	440
51-11	Office Supplies - General	8,304	4,741	7,500	7,000	7,000
52-31	Clothing and Wearing Apparel	166	0	0	0	0
52-43	Computer Supplies	2,768	3,345	3,750	3,750	4,760
52-46	Accounting Forms	1,499	937	2,200	2,200	2,480
54-11	Dues and Memberships	803	761	805	830	830
54-61	Books and Publications	201	132	200	250	260
	TOTAL OPERATING EXPENSES	25,600	16,936	21,855	48,999	57,250
	CAPITAL OUTLAY					
64-13	Data Processing Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	TOTAL ACCOUNTING & BUDGETING	373,262	358,877	370,624	381,127	382,940

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Fund: General ***Department: Finance*** ***Division: Billing & Collection***

Activities Description

The Billing & Collection Division is charged with the collection of all Cash Receipts for the City, including utility payments, bulk water & sewer charges, business tax receipt fees, residential rental permit fees, special assessments, impact fees, meter charges, code enforcement charges, mowing & clearing fees, miscellaneous licensing & permits, parking citations, and all other miscellaneous receivables. In addition, they verify and enter into the Cash Receipts application all funds collected by various other City departments. The division's other major responsibilities are utility billing on a monthly basis, which includes: loading and unloading of meter reading devices, production of work orders for verification of reads, in-house production and mailing of delinquent notices, creation of files for transmittal to SunGard HTE, outsourcing company, for processing and mailing of utility statements and the annual production and processing of business tax renewals for the City. The division accepts applications for new customers and services and also new or transferred business tax receipts, including distribution & follow-up of inspections. This division is responsible for all customer service, delinquency maintenance, collection procedures, file maintenance, and record keeping as related to the above. The division prepares liens and releases, upon payment in full, for special assessments, impact fee agreements, and delinquent utility accounts. The staff verifies outstanding balances, payoffs and liens for title companies, attorneys and property owners. The division is responsible for updating and making corrections to the Stormwater Utility and Streetlights master files for billing on the Pasco County tax statements, preparation and review of adjustments to those fees, and any refunds to property owners as deemed necessary. The division accepts and processes credit and debit cards over-the-counter, over-the-phone, and online via the government website application of Click2Gov. This year the division successfully implemented Automatic Bank Drafting of utility payments from customers' bank accounts, and will be offering e-notification by the summer to those customers who do not want a paper statement, but would rather be notified by email as to their bill being ready to view, and pay, with a direct link to the Click2Gov application to submit payment by credit or debit card. In addition, we are looking into setting up payment plans for those customers who had high consumption, not as a result of any leaks but for unexplainable reasons, to alleviate paying the high bill all at once which would put them at hardship to pay, without being dunned with penalties on the remaining balance.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	9	8	8	8	8
Temporary & Part-Time Positions	1	2	2	2	4
Authorized City Positions	10	10	10	10	12

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: BILLING & COLLECTION

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	310,750	293,067	310,369	321,690
Operating Expenses	207,123	211,959	237,895	145,675
Capital Outlay	2,645	0	0	0
Debt Service				
Transfers				
Reserves				
Total	520,518	505,026	548,264	467,365

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Division Head Salaries				
Billing & Collection Supvr.	1.00	1.00	36,700	36,050
Regular Salaries & Wages				
Billing Clerk	2.00	2.00	48,406	47,970
Customer Service Specialist	1.00	1.00	26,000	26,000
Customer Service Clerk	2.00	2.00	42,850	39,520
Meter Reader Technician	1.00	1.00	23,765	23,320
Administrative Assistant	1.00	1.00	23,460	23,470
Part-Time Wages				
Cashier	0.75	0.63	15,600	12,080
Customer Service Clerk	0.75	0.63	14,500	13,000
Temporary Wages				
Meter Reader (2)	0.00	1.50	0	29,640
Total	9.50	10.75	231,281	251,050

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
11-12	Division Head Salaries	36,670	36,792	36,700	36,700	36,050
12-99	Regular Full-Time Wages	160,191	155,330	159,481	164,490	160,280
13-11	Part-Time Wages	23,564	25,381	28,650	26,700	25,080
13-12	Temporary Wages	0	0	0	0	29,640
14-11	Overtime Wages	8,363	2,739	2,980	2,800	2,090
15-11	Christmas Bonus	450	500	500	500	600
15-14	Economic Assistance Bonus	4,250	0	0	0	0
15-16	Health Insurance Waiver Stipend	0	0	1,200	1,200	1,800
21-11	Social Security Matching	17,185	16,202	18,248	17,740	19,940
22-11	Florida Retirement System	22,430	22,036	24,980	24,490	10,980
23-11	Group Health Insurance	36,253	32,683	35,280	27,500	32,760
23-12	Group Life Insurance	258	314	390	260	390
23-13	Accidental Death - AD & D	28	29	100	30	100
24-21	W/C Waterworks Operators	598	582	1,000	200	1,000
24-26	W/C Clerical	510	479	860	150	830
24-37	W/C Collectors or Messengers-Outside	0	0	0	0	150
	TOTAL PERSONAL SERVICES	310,750	293,067	310,369	302,760	321,690
	OPERATING EXPENSES					
34-25	Debt Recovery	0	0	22,230	22,230	0
34-26	Contractual Meter Reading	78,492	83,303	82,830	83,760	0
34-35	Outsourced Bills	66,770	62,361	58,330	49,000	60,000
40-11	Travel and Training	1,749	691	870	800	1,160
41-21	Telephone - Local	791	530	600	600	600
41-31	Telephone - Long Distance	54	0	50	0	0
42-11	Postage	14,858	15,365	14,710	12,240	13,500
42-12	Presort Mailing	800	185	890	500	500
45-71	Notary Bond	124	0	0	0	0
46-21	Maintenance - D.P. Equipment	4,645	4,703	5,000	6,000	6,000
46-22	Maintenance - Office Equipment	284	170	500	500	500
46-23	Maintenance - Copiers	179	443	200	200	200
46-31	Central Garage Maintenance	638	1,436	1,500	1,000	4,090
47-21	Forms	2,223	2,014	1,550	1,500	1,500
49-31	Credit Card Charges	22,655	27,093	33,700	35,000	35,000
51-11	Office Supplies - General	4,865	3,567	4,000	3,000	3,000
52-11	Fuel	3,642	5,012	5,000	5,350	12,390
52-31	Clothing and Wearing Apparel	309	42	120	250	250
52-41	Licensing and ID Materials	53	0	0	0	0
52-43	Computer Supplies	3,030	2,730	2,200	2,500	2,500
52-89	Automotive Parts	890	2,232	2,800	3,500	3,920
52-99	Operating Supplies-Miscellaneous	7	17	750	160	500
54-11	Dues and Memberships	65	65	65	65	65
	TOTAL OPERATING EXPENSES	207,123	211,959	237,895	228,155	145,675

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	CAPITAL OUTLAY					
64-13	Data Processing Equipment	2,645	0	0	0	0
	TOTAL CAPITAL OUTLAY	2,645	0	0	0	0
	TOTAL BILLING & COLLECTION	520,518	505,026	548,264	530,915	467,365

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

BILLING & COLLECTION DIVISION

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
64-12 Office Mechanical Equipment					
Copier		14,000			
	0	14,000	0	0	0
64-15 Trucks and Trailers					
Pick-Up Truck		13,115			
	0	13,115	0	0	0
DIVISION TOTAL	0	27,115	0	0	0

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Fund: General ***Department: Finance*** ***Division: Purchasing & Warehouse***

Activities Description

This division is responsible for issuing purchase orders, maintaining bidding procedures, and is accountable for all inventories and fixed assets. The City realizes savings by having a Purchasing Division which uses quantity buying methods and centralized purchasing procedures whenever possible. This division maintains an inventory of office supplies.

Beginning in FY 11-12, the position of Purchasing Specialist has been eliminated due to a retirement, and the Inventory Coordinator position has been moved to the Sewer Collection Division. The Finance Specialist located in the Accounting & Budgeting Division will be assuming the duties that remain in this division.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	2	2	2	2	0
Temporary & Part-Time Positions	0	0	0	0	0
Authorized City Positions	2	2	2	2	0

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: PURCHASING & WAREHOUSE

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	86,958	85,172	84,957	0
Operating Expenses	11,388	12,599	9,500	3,870
Capital Outlay	0	0	0	0
Debt Service				
Transfers				
Reserves				
Total	98,346	97,771	94,457	3,870

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Division Head Salaries				
Purchasing Specialist	1.00	0.00	41,300	0
Regular Salaries & Wages				
Inventory Coordinator	1.00	0.00	22,454	0
Total	2.00	0.00	63,754	0

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
11-12	Division Head Salaries	41,453	41,453	39,020	41,300	0
12-99	Regular Full-Time Wages	22,536	22,493	22,454	22,454	0
15-11	Christmas Bonus	100	100	100	100	0
15-14	Economic Assistance Bonus	1,000	0	0	0	0
21-11	Social Security Matching	4,979	4,900	4,983	4,983	0
22-11	Florida Retirement System	6,371	6,828	7,340	7,340	0
23-11	Group Health Insurance	9,356	8,257	9,120	8,911	0
23-12	Group Life Insurance	66	79	100	80	0
23-13	Accidental Death - AD & D	7	7	30	8	0
24-26	W/C Clerical	101	99	170	170	0
24-35	W/C Storage Warehouse Inventory	989	956	1,640	1,640	0
	TOTAL PERSONAL SERVICES	86,958	85,172	84,957	86,986	0
	OPERATING EXPENSES					
41-21	Telephone - Local	1,135	922	910	760	0
41-31	Telephone - Long Distance	103	118	90	90	0
42-11	Postage	5	3	20	10	10
44-19	Rent - Equipment	750	600	600	600	620
46-22	Maintenance - Office Equipment	1,160	1,011	1,600	1,020	1,500
46-23	Maintenance - Copiers	0	152	20	20	20
46-31	Central Garage Maintenance	1,500	1,061	770	770	0
47-21	Forms	770	780	800	800	800
51-11	Office Supplies - General	1,163	211	400	250	300
52-11	Fuel	1,072	1,802	2,000	1,000	0
52-31	Clothing and Wearing Apparel	49	0	0	0	0
52-43	Computer Supplies	185	0	100	100	100
52-89	Automotive Parts	843	509	580	580	0
52-92	Emergency Supplies	813	100	1,090	1,070	0
52-98	Inventory Adjustment	1,311	4,771	0	0	0
52-99	Operating Supplies - Miscellaneous	481	489	450	450	450
54-11	Dues and Memberships	48	70	70	70	70
	TOTAL OPERATING EXPENSES	11,388	12,599	9,500	7,590	3,870
	CAPITAL OUTLAY					
64-13	Data Processing Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	TOTAL PURCHASING & WAREHOUSE	98,346	97,771	94,457	94,576	3,870

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

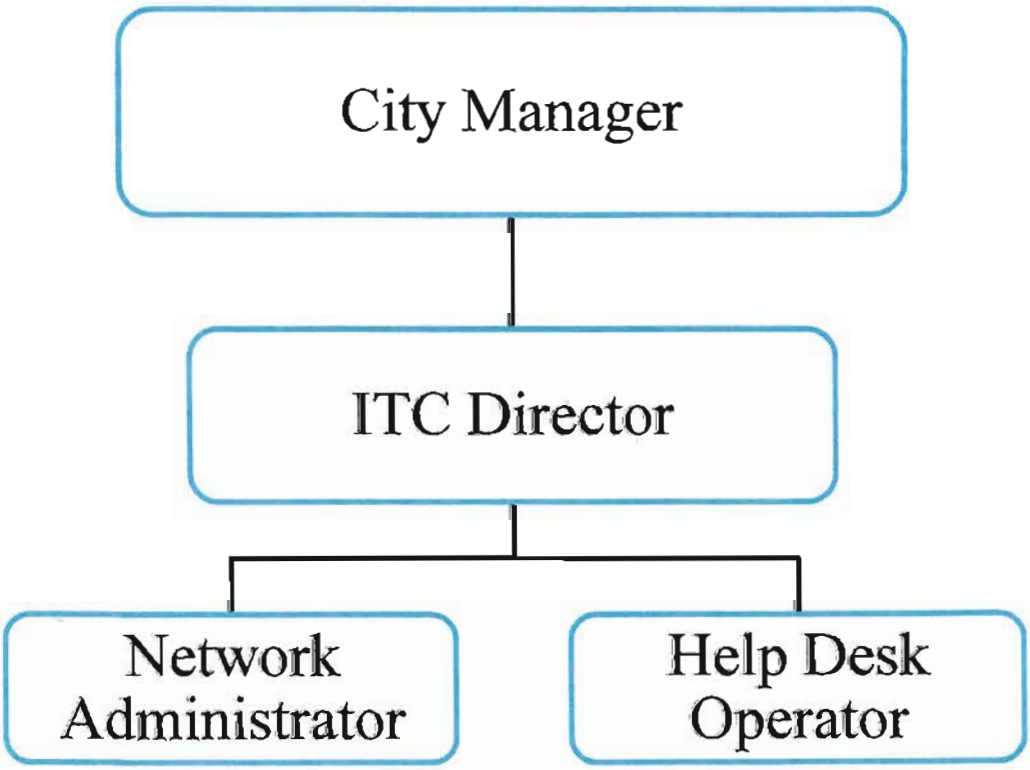
Information Technology & Communications

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Administration



Fund: General ***Department: Finance*** ***Division: Information Technology & Comm.***

Activities Description

The Information Technology & Communications (ITC) Division is responsible for the operation and administration of all computer systems and equipment comprising the city's network, the phone system at the City Hall complex (City Hall, Library, Fire Station #1), and the audio visual recording and broadcast systems in Council Chambers, and in-house training or staff.

ITC oversees core services including Application, Communication, Computer and Data, Networking, and Security.

The city's core business and financial applications are provided by Sungard Public Sector. Staff maintains the various application configuration files and assists the Departments in adapting the applications to meet their evolving business needs. A few examples of these core services include the following categories and applications: NaviLine Financials, including Payroll and Accounts Payable; NaviLine Community Services, including Building Permits and Code Enforcement; NaviLine Utilities, including Customer Information and Utility Billing; Click2Gov Customer Web Services, including on line Utility Payments and Account lookup, Permitting, and Business Tax Receipts.

The primary office productivity platform is Microsoft Office. Other application platforms include Adobe Acrobat, Alchemy Document Imaging, HelpSTAR, FirePrograms, CISCO Public Safety, RecTrac, and ESRI.

Communications services include Internet, Email, Voice/Telephone, Audio/Visual, Wireless, Video Recording and Broadcasting, Remote Systems Access, Website, and Online Customer Services.

Computer and data services include. but not limited to, Directory Services, Database, Email Transport and Storage, File Access and Storage, Printing and Scanning, Document Imaging and Management, Installation and Maintenance of Desktop Computers, Notebooks, Servers, Storage Networks, Mobile Devices and Peripherals, Systems and Data Integration, Virtualization, and Backup/Recovery.

Mission Statement

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

Goals and Objectives

1. Examine cost containment options on hardware and software.
   a. Explore desktop virtualization.
   b. Explore options for desktop productivity software.
   c. Work with Departments to reduce printer related costs.

Fund: General ***Department: Finance*** ***Division: Information Technology & Comm.***

Goals and Objectives Continued

2. Review current systems and software to explore enhanced or underutilized functionality that would allow staff to be more productive.
   a. Review NaviLine applications and explore additional functions or enhancements that may be utilized.
   b. Work with users to determine levels of functionality within Microsoft Office and Outlook.
   c. Enhance usability of system data by working with staff on new ways to connect or push data between applications.
   d. Work with users to see where network improvements might be warranted, e.g., performance bottlenecks that may hamper usage.

3. Provide more Business Analyst type reviews with departments to look at existing processes in order to provide a more proactive force for change.
   a. Look for shared commonalities and anticipated future needs.
   b. Perform visits to all departments and offices in order to gain a more thorough understanding of tasks and workflow.
   c. Work with key personnel to map out any future known or anticipated needs.

4. Assemble a comprehensive list of all City technology assets, to be used for annual review and possible upgrades, or betterment plans for future usage. Computers, printers and other "capital" items are only part of the technology picture. The complete picture includes wiring/cabling architectures, switches, "hidden" UPS units, and many other items.
   a. Perform a site tour of each facility with a behind-the-scenes look at all technology and communications components.
   b. Document each facility.
   c. Compare each facility for future infrastructure upgrade and replacement needs.
   d. Finalize items and report to departments in time for next budgetary process.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	3	3	3	3	3
Temporary & Part-Time Positions	0	0	0	0	0
Authorized City Positions	3	3	3	3	3

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: INFORMATION TECHNOLOGY & COMMUNICATIONS

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	188,714	184,854	186,187	177,410
Operating Expenses	140,353	172,284	91,320	97,090
Capital Outlay	21,296	162,317	25,700	13,000
Debt Service				
Transfers				
Reserves				
Total	350,363	519,455	303,207	287,500

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Division Head Salaries				
ITC Director	1.00	1.00	59,870	58,740
Regular Salaries & Wages				
Network Administrator	1.00	1.00	45,000	45,000
Help Desk Operator	1.00	1.00	36,780	36,780
Total	3.00	3.00	141,650	140,520

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: INFORMATION TECHNOLOGY & COMMUNICATIONS
ACCT#: 001-0045-513

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
11-12	Division Head Salaries	59,643	60,095	59,870	59,870	58,740
12-99	Regular Full-Time Wages	82,230	82,333	81,780	81,780	81,780
14-11	Overtime Wages	4,958	3,616	3,140	3,140	3,570
15-11	Christmas Bonus	150	150	150	150	150
15-14	Economic Assistance Bonus	1,500	0	0	0	0
21-11	Social Security Matching	11,338	11,142	11,307	11,307	11,260
22-11	Florida Retirement System	14,396	14,655	15,480	15,480	7,080
23-11	Group Health Insurance	14,034	12,385	13,680	13,680	14,040
23-12	Group Life Insurance	100	119	150	150	150
23-13	Accidental Death - AD & D	11	11	40	40	40
24-26	W/C Clerical	354	348	590	590	600
	TOTAL PERSONAL SERVICES	188,714	184,854	186,187	186,187	177,410
	OPERATING EXPENSES					
34-99	Contractual Services - Miscellaneous	5,065	3,760	2,370	2,370	1,000
40-11	Travel and Training	6,387	5,139	2,730	2,730	4,460
41-21	Telephone - Local	2,209	7,137	5,650	5,650	7,960
41-31	Telephone - Long Distance	133	1	740	740	100
41-34	Data Lines	20,152	14,836	4,670	4,670	3,960
41-41	Pager Services	256	98	80	80	0
42-11	Postage	35	16	50	50	100
44-29	Rent - Software	92,728	106,829	66,540	64,464	64,030
46-21	Maintenance - D.P. Equipment	3,393	3,164	1,970	1,970	1,000
46-25	Maintenance - AV Equipment	0	0	0	0	1,500
46-31	Central Garage Maintenance	62	261	200	100	270
51-11	Office Supplies - General	302	348	200	200	200
52-11	Fuel	226	240	240	240	300
52-31	Clothing and Wearing Apparel	164	133	150	104	150
52-43	Computer Supplies	5,312	27,675	4,000	3,500	10,000
52-53	Operating Supplies - Training Room	3,176	226	250	185	800
52-89	Automotive Parts	75	787	100	100	180
54-11	Dues and Memberships	608	549	960	960	910
54-31	Subscriptions/Newspapers	70	619	320	320	70
54-61	Books and Publications	0	466	100	100	100
	TOTAL OPERATING EXPENSES	140,353	172,284	91,320	88,533	97,090
	CAPITAL OUTLAY					
64-13	Data Processing Equipment	1,401	84,030	10,000	8,000	4,000
64-18	Software	0	70,840	8,000	4,000	3,000
64-31	Special Purpose Equipment	19,895	7,447	7,700	7,700	6,000
	TOTAL CAPITAL OUTLAY	21,296	162,317	25,700	19,700	13,000
	TOTAL INFO TECH & COMM.	350,363	519,455	303,207	294,420	287,500

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

INFORMATION TECHNOLOGY & COMMUNICATIONS DIVISION

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
64-13 Data Processing Equipment					
Storage Server Upgrade/Repl(R&R)		20,000	20,000	110,000 (a)	
Network Infrastrctre Upgrade (R&R)	2,000	3,000	3,000	3,000	3,000
Network Server Upgrades	2,000	3,000	3,000	3,000	3,000
Desktop PC Replacements		1,500	1,500		1,500
Laptop Replacements		3,000 (2)			
Call Accounting PC Replacement			1,500		
	4,000	30,500	29,000	116,000	7,500
64-18 Software					
Network Server Sftwre Upgrd (R&R)	3,000	5,000	5,000	5,000	5,000
Microsoft Platform Upgrades			106,050 (b)		
	3,000	5,000	111,050	5,000	5,000
64-31 Special Purpose Equipment					
Media Upgrade Council Chambers	6,000	7,700	7,700	7,700	7,700
	6,000	7,700	7,700	7,700	7,700
DIVISION TOTAL	13,000	43,200	147,750	128,700	20,200

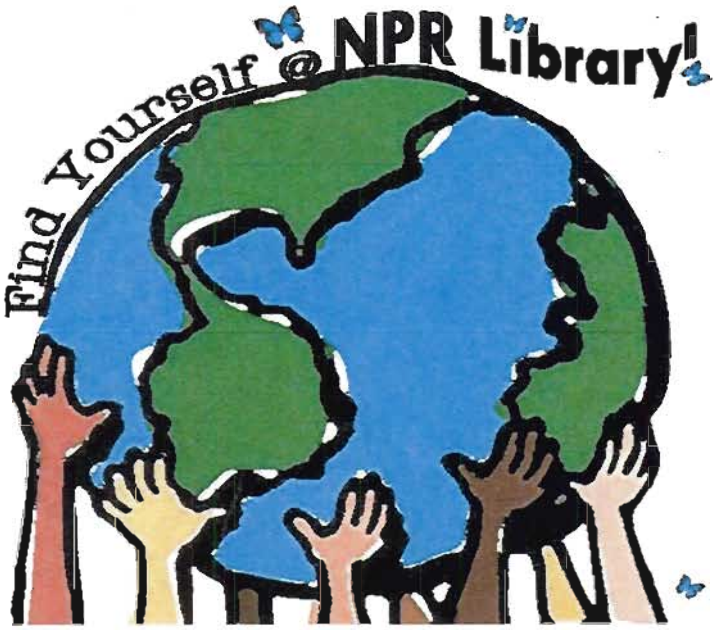
(a) Year of Acquisition ($110,000 from R & R) (Network Storage/Server Upgrade/Repl.)
(b) Year of Acquisition ($106,050 from R & R) (D.P. Equipment)

CELEBRATING 90 YEARS

NPR Library

1919 - 2010

Library



FLA's 1st Library of the Year!

5939 Main Street, New Port Richey, 727-853-1279, www.nprlibrary.org

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Fund: General ***Department: Police*** ***Division: Patrol***

Activities Description

This division includes the majority of the uniformed officers in the Police Department. The Patrol Division responds to the primary safety needs of city residents. We have a three (3) person traffic unit. We have assistance from the Florida Department of Transportation to help fund one of the three traffic positions. Based on the productivity of the traffic unit we placed 3rd throughout the State of Florida in the Law Enforcement Challenge during the 2009-2010 period. The preservation of life, protection of property and assurance of public safety are primary considerations during daily patrol functions. The long term goals of the Patrol Division are to reduce crime and insure that the public has trust and confidence in their Police Department and to serve our city to the absolute best of our ability.

In order to provide the greatest amount of coverage during the hours of greatest need, twenty-five (25) Police Officers, and one (1) K-9 Officer are currently assigned to work on a patrol schedule that mainly operates on 8 hour shifts. There is a division Lieutenant, four (4) Sergeants and three (3) Corporals included in the 25 officers listed above. The Sergeants and Corporals help provide 24 hours of supervision during patrol hours. Three (3) Community Services officers (COPS) also assist the Patrol Division in answering calls for service. In 2009, the department submitted an application to the United States Department of Justice for funding assistance. Based on the evaluative criteria, the New Port Richey Police Department was ranked third in the state for need. We were tied with the City of Miami. Two (2) officers are subsidized with grant funding from the United States Department of Justice.

The Patrol division has five (5) part-time positions that serve as School Crossing Guards.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	23	24	24 *	22 **	26
Temporary & Part-Time Positions	5	5	5	5	5
Authorized City Positions	28	29	29	27	31

* Includes 1 position from the Community Services division
**Transfer of Police Captain to Police Supervision

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: POLICE PATROL

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	2,400,016	2,553,055	2,299,159	2,703,510
Operating Expenses	203,560	209,225	247,269	234,330
Capital Outlay	91,252	213,730	87,000	125,000
Debt Service				
Transfers				
Reserves				
Total	2,694,828	2,976,010	2,633,428	3,062,840

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Division Head Salaries				
Lieutenant	1.00	1.00	69,308	68,000
Regular Salaries & Wages				
Sergeant	3.00	4.00	195,634	256,800
Corporal	3.00	3.00	180,968	178,800
Master Patrol Officer II	5.00	4.00	289,398	230,680
Master Patrol Officer I	1.00	2.00	56,480	112,960
Patrol Officer VI	0.00	2.00	0	110,500
Patrol Officer V	2.00	0.00	103,896	0
Patrol Officer IV	1.00	1.00	48,980	48,980
Patrol Officer III	0.00	3.00	0	140,070
Patrol Officer II	2.00	2.00	91,906	91,260
Patrol Officer I	3.00	1.00	134,068	44,420
Patrol Officer - Probationary	1.00	3.00	30,170	120,660
Part-Time Wages				
Crossing Guard (5)	0.86	0.86	20,400	20,400
Total	22.86	26.86	1,221,208	1,423,530

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
11-12	Division Head Salaries	72,333	103,670	69,208	45,500	68,000
12-99	Regular Full-Time Wages	1,197,888	1,229,020	1,131,500	1,171,500	1,335,130
13-11	Part-Time Wages	19,796	20,314	20,400	24,000	20,400
14-11	Overtime Wages	91,836	83,653	105,000	97,000	94,500
15-11	Christmas Bonus	1,250	1,400	1,400	1,400	1,550
15-14	Economic Assistance Bonus	11,000	0	0	0	0
15-16	Health Insurance Waiver Stipend	0	0	5,400	5,400	5,400
15-21	Incentive Pay - Police	13,530	14,179	14,000	12,900	15,000
15-23	Uniform Cleaning Allowance	11,406	12,140	10,750	10,750	13,000
15-26	Court Time	21,967	24,536	24,000	20,000	24,000
15-28	Off-Duty Pay	13,693	54,970	60,590	50,000	60,590
15-29	Meal Allowance	495	1,032	600	600	600
21-11	Social Security Matching	109,935	116,156	112,111	108,000	127,780
22-11	Florida Retirement System	1,978	2,036	2,200	2,200	1,010
22-12	Police Pension Fund	434,562	531,900	571,680	578,000	725,650
22-16	Police Pension-State Funds	244,456	215,346	0	0	0
23-11	Group Health Insurance	105,641	97,758	92,640	91,000	121,680
23-12	Group Life Insurance	752	934	1,040	1,040	1,250
23-13	Accidental Death - AD & D	81	85	260	260	320
24-24	W/C Police Officers	47,417	43,926	76,380	76,380	87,650
	TOTAL PERSONAL SERVICES	2,400,016	2,553,055	2,299,159	2,295,930	2,703,510
	OPERATING EXPENSES					
34-72	Car Wash Services	998	998	1,000	1,000	1,000
40-11	Travel and Training	5,827	1,715	3,000	3,000	3,000
40-13	Police Training	557	1,021	3,000	400	1,500
41-41	Pager Services	90	0	0	0	0
42-11	Postage	159	159	160	160	160
46-24	Maintenance - Technical Equipment	2,665	3,845	3,000	3,300	3,000
46-26	Maintenance - Marine Equipment	2,138	1,823	3,500	1,400	1,500
46-31	Central Garage Maintenance	32,164	27,978	35,000	27,000	25,350
46-49	Radio Maintenance	3,033	2,954	3,500	1,600	3,500
47-21	Forms	500	411	500	500	500
47-99	Printing and Binding - Miscellaneous	99	0	100	100	100
49-75	K-9 Unit	1,145	520	14,765	13,120	12,000
51-11	Office Supplies - General	269	286	300	300	300
51-41	Small Tools and Implements	10,004	3,674	10,848	5,000	20,000
52-11	Fuel	66,466	86,992	90,000	73,000	84,380
52-31	Clothing and Wearing Apparel	16,941	16,747	23,896	8,000	25,000
52-43	Computer Supplies	6,000	11,315	0	0	0
52-44	Ammunition	5,220	10,034	5,500	5,500	10,000
52-47	First Aid Supplies	195	189	200	200	200
52-89	Automotive Parts	44,291	35,439	44,000	30,300	37,840

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
52-99	Operating Supplies - Miscellaneous	3,929	2,255	4,000	3,000	4,000
54-61	Books and Publications	870	870	1,000	1,000	1,000
	TOTAL OPERATING EXPENSES	203,560	209,225	247,269	177,880	234,330
	CAPITAL OUTLAY					
64-13	Data Processing Equipment	9,350	31,705	0	0	0
64-14	Automobiles	81,902	76,159	87,000	87,000	116,000
64-17	Communication Equipment	0	84,535	0	0	0
64-31	Special Purpose Equipment	0	21,331	0	0	9,000
	TOTAL CAPITAL OUTLAY	91,252	213,730	87,000	87,000	125,000
	TOTAL POLICE PATROL	2,694,828	2,976,010	2,633,428	2,560,810	3,062,840

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

POLICE PATROL DIVISION

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
64-14 Automobiles					
* Pursuit Vehicle (Full Size Sedan)	116,000 (4)	87,000 (3)	116,000 (4)	116,000 (4)	
	116,000	87,000	116,000	116,000	0
64-31 Special Purpose Equipment					
* Digital In-Car Video (2)	9,000	9,000	9,000		
Glock Firearms (38)		22,800			
	9,000	31,800	9,000	0	0
DIVISION TOTAL	125,000	118,800	125,000	116,000	0

* Penny for Pasco dollars

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Fund: General | ***Department: Police*** | ***Division: Code Enforcement***

Activities Description

The Code Enforcement Division of the New Port Richey Police Department is comprised of 1 Inspector. The Inspector is tasked with enforcing city code throughout the incorporated city limits and is expected to take the appropriate code enforcement activity when the situation warrants it.

The Inspector is responsible for the enforcement of any and all City codes during their tour of duty. This is accomplished through voluntary compliance and education of City residents in respect to existing code. In the event that education and voluntary compliance are ineffective, the Inspector may take formal enforcement action and issue citations.

The Inspector prepares cases and issues citations which are now heard through the county court process. Reorganization during the 2009-2010 budget year eliminated the Code Enforcement Clerk position. The duties which had been handled by the Code Enforcement Clerk have been reassigned to the Records Clerks from the Support Services Division.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	4	4	4	2	1
Temporary & Part-Time Positions	1	1	1	0	0
Authorized City Positions	5	5	5	2	1

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: POLICE CODE ENFORCEMENT

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	209,193	203,828	88,384	51,870
Operating Expenses	116,070	118,901	112,540	123,440
Capital Outlay	0	14,536	0	12,000
Debt Service				
Transfers				
Reserves				
Total	325,263	337,265	200,924	187,310

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Regular Salaries & Wages				
Code Enforcement Insp.	1.00	1.00	40,670	40,360
Code Enforcement Tech.	1.00	0.00	24,590	0
Total	2.00	1.00	65,260	40,360

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
12-99	Regular Full-Time Wages	146,073	146,449	65,260	57,000	40,360
13-11	Part-Time Wages	9,790	9,526	0	0	0
15-11	Christmas Bonus	250	250	100	100	50
15-14	Economic Assistance Bonus	2,250	0	0	0	0
21-11	Social Security Matching	12,031	11,847	5,104	4,300	3,160
22-11	Florida Retirement System	15,251	15,792	7,000	3,600	1,990
23-11	Group Health Insurance	17,932	16,513	9,120	7,800	4,680
23-12	Group Life Insurance	128	158	100	100	50
23-13	Accidental Death - AD & D	14	14	30	30	20
24-26	W/C Clerical	89	87	110	110	0
24-32	W/C Municipal Classification	5,385	3,192	0	350	0
24-36	W/C Inspection of Risks	0	0	1,560	1,560	1,560
	TOTAL PERSONAL SERVICES	209,193	203,828	88,384	74,950	51,870
	OPERATING EXPENSES					
31-11	City Attorney Services	32,725	32,814	23,000	11,500	23,000
34-31	Animal Control Services	53,438	60,500	57,500	57,500	75,000
34-39	Lot Clearing/Mowing	3,095	2,655	1,500	1,500	0
34-99	Contractual Services - Miscellaneous	200	65	3,000	3,000	3,000
40-11	Travel and Training	912	173	1,000	1,000	1,000
41-21	Telephone - Local	3,929	3,583	3,600	2,000	3,600
41-31	Telephone - Long Distance	0	143	300	300	300
42-11	Postage	5,367	5,040	5,000	3,800	5,000
46-21	Maintenance - D.P. Equipment	0	65	900	900	900
46-22	Maintenance - Office Equipment	0	0	200	200	200
46-23	Maintenance - Copiers	200	2	200	200	200
46-31	Central Garage Maintenance	3,973	2,755	2,000	1,000	490
47-21	Forms	597	339	400	400	600
51-11	Office Supplies - General	2,000	1,967	1,900	1,700	2,000
51-41	Small Tools and Implements	0	0	100	100	100
52-11	Fuel	3,701	5,045	5,000	2,500	3,750
52-31	Clothing and Wearing Apparel	590	785	800	800	300
52-42	Photographic Supplies	493	413	500	500	500
52-43	Computer Supplies	1,998	1,185	2,001	1,000	2,000
52-89	Automotive Parts	2,604	973	3,000	1,000	860
52-99	Operating Supplies - Miscellaneous	83	96	99	100	100
54-11	Dues and Memberships	165	303	400	400	400
54-31	Subscriptions/Newspapers	0	0	140	140	140
	TOTAL OPERATING EXPENSES	116,070	118,901	112,540	91,540	123,440
	CAPITAL OUTLAY					
64-13	Data Processing Equipment	0	0	0	0	2,000
64-12	Office Mechanical Equipment	0	0	0	0	10,000
64-14	Automobiles	0	14,536	0	0	0
	TOTAL CAPITAL OUTLAY	0	14,536	0	0	12,000
	TOT. POLICE CODE ENFORCEMENT	325,263	337,265	200,924	166,490	187,310

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

POLICE CODE ENFORCEMENT DIVISION

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
64-13 Data Processing Equipment					
Laptop Computer	2,000 (a)		2,000		
	2,000	0	2,000	0	0
64-12 Office Mechanical Equipment					
Copy Machine/Printer	10,000				
	10,000	0	0	0	0
DIVISION TOTAL	12,000	0	2,000	0	0

(a) $2,000 from ITC R & R

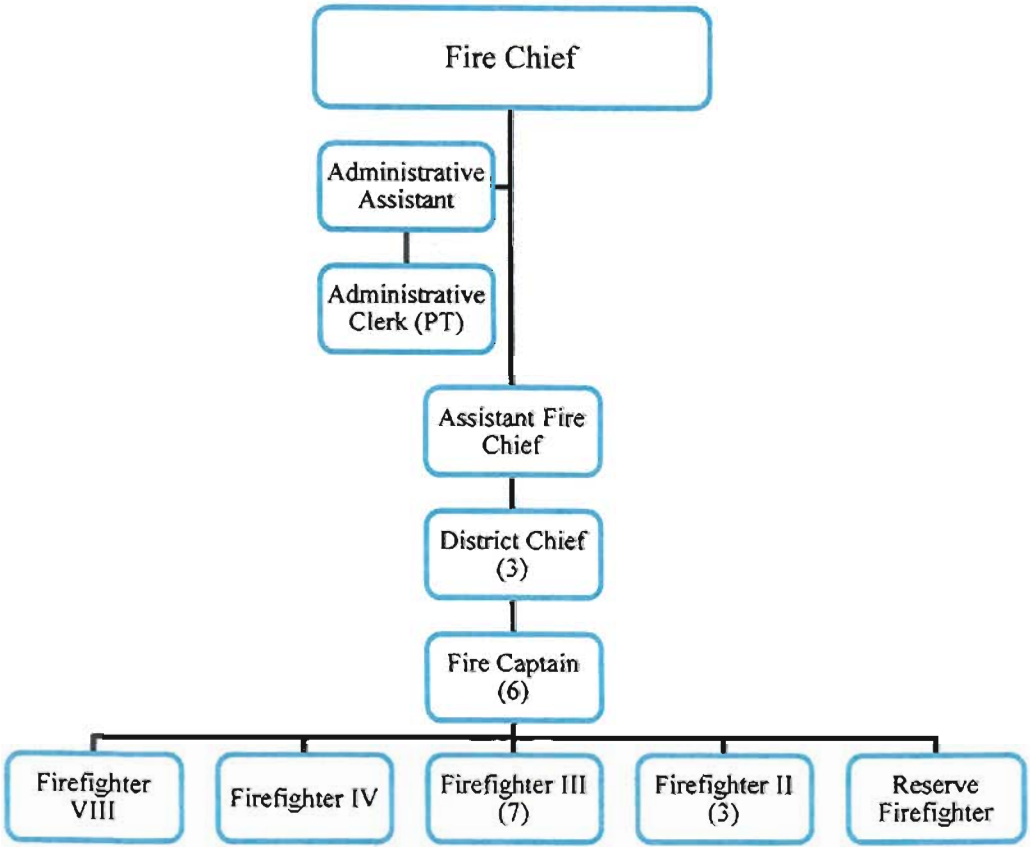
Fire Department

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Fire Department



Fund: General	*Department: Fire*	*Division: Supervision*

Activities Description

This division is responsible for coordinating all functions of the Operations/Training Division and Inspection Division. The Fire Department, under the supervision of the Fire Chief, is responsible for the protection of life and property against all hazards by the extinguishment and removal of fire and life hazards, including the prevention of fires and hazard control.
Maintaining competent and well-trained Firefighters, providing reliable apparatus and equipment, maintaining comprehensive fire prevention and public education programs and facility management are part of Fire Supervision's duties. All fiscal transactions are processed through this division.
Other related areas include, but are not limited to, record maintenance, clerical duties, purchasing and procurement, grant procurement and administration, technical assistance, training and maintenance of computers and public relations.

Mission Statment

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.

Goals and Objectives

1. Move toward web-based EMS reporting software and upgrade existing software for fire reports, inspections and hydrant records.
   a. Fire Programs data conversion & upgrade completed 3/11.
   b. In the process of reviewing demos & obtaining pricing for EMS software.
   c. Implementation of EMS software FY 2012.
2. Relocation of Fire Station #2 & kitchen remodel of Station #1 to conform with NFPA codes and requirements.
   a. St #2 – Budget request for FY 2013 for site selection & drawings.
   b. St #1 – Budget request for FY 2013 for kitchen remodel.

Fund: General	*Department: Fire*	*Division: Supervision*

Goals and Objectives Continued

3. Unification of Department 1) issue Standard Operation Procedure manual 2) Review General Orders to ensure consistency with SOP, to ensure that all shifts are operating in a unified manner.
   a. Work with union on review and implementation.
   b. Incorporate SOP training on a regular basis.
4. To educate current Officers on the expectations for an Officer position and to prepare personnel for future Officer promotional opportunities.
   a. Conduct assessment of daily duties performed by Officers.
   b. Develop strategic plan to address weaknesses & strengths of Officers.
   c. Review with Officers the Officer Development Plan with will be implemented.
5. Develop comprehensive fire tactics training program and schedule.
   a. Review FSS on mandatory firefighter training.
   b. Address deficient areas and prioritize.
   c. Contact outside agencies for additional in-house training.
   d. Implement an annual fire tactics training schedule.
6. Develop and implement EMS training program based on guidelines established by the US DOT National Standard Curricula for EMT and Paramedic refresher training.
   a. Asst. Chief and EMS Coordinators to assess Department needs.
   b. Review State guidelines for EMS training.
   c. Research on-line and outside agency programs for EMS training.
   d. Develop EMS annual training schedule.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	3	3	3	3	2
Temporary & Part-Time Positions	0	0	0	0	1
Authorized City Positions	3	3	3	3	3

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: FIRE SUPERVISION

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	192,809	189,334	203,180	149,310
Operating Expenses	39,750	50,941	49,250	54,740
Capital Outlay	1,359	32,855	32,000	18,500
Debt Service				
Transfers				
Reserves				
Total	233,918	273,130	284,430	222,550

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Department Head Salaries				
Fire Chief	1.00	1.00	71,270	71,270
Regular Salaries & Wages				
Administrative Division Mgr	1.00	0.00	48,360	0
Administrative Assistant	1.00	1.00	25,670	31,720
Part-Time Wages				
Administrative Clerk	0.00	1.00	0	15,600
Unfunded Positions				
Fire Marshal				
Total	3.00	3.00	145,300	118,590

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
11-11	Department Head Salaries	72,349	72,905	71,270	74,300	71,270
12-99	Regular Full-Time Wages	74,529	74,312	74,030	72,010	31,720
13-11	Part-Time Wages	0	0	0	0	15,600
15-11	Christmas Bonus	150	150	150	150	150
15-14	Economic Assistance Bonus	1,500	0	0	0	0
15-23	Uniform Cleaning Allowance	1,000	1,000	1,000	1,000	750
15-25	Paramedic Incentive Pay	1,800	1,800	1,800	1,800	1,800
15-29	Meal Allowance	39	0	50	0	0
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	11,667	11,575	11,690	11,760	9,580
22-11	Florida Retirement System	5,280	5,481	5,930	5,380	770
22-13	Firemen's Pension Fund	3,316	3,083	15,100	0	0
22-14	Defined Contribution Plan	2,657	2,607	2,600	2,700	2,600
23-11	Group Health Insurance	14,034	12,385	13,680	13,370	9,360
23-12	Group Life Insurance	100	119	150	120	100
23-13	Accidental Death - AD & D	11	11	40	20	30
24-23	W/C Firefighters/Drivers	2,626	1,822	3,880	3,880	3,880
24-26	W/C Clerical	251	584	310	310	200
	TOTAL PERSONAL SERVICES	192,809	189,334	203,180	188,300	149,310
	OPERATING EXPENSES					
34-12	Pest Control Services	314	312	320	312	320
34-33	Lawn Maintenance	0	0	900	312	1,080
34-99	Contractual Services - Miscellaneous	3,565	4,448	3,630	4,305	4,310
40-11	Travel and Training	108	322	980	950	2,400
41-21	Telephone - Local	3,701	3,495	4,200	3,800	4,200
41-31	Telephone - Long Distance	64	12	100	0	0
41-34	Data Lines	3,957	3,726	4,070	4,093	4,170
42-11	Postage	308	253	470	300	300
42-21	Freight Express Charges	45	75	100	0	100
43-11	Electric - General	10,938	11,563	12,500	10,200	12,750
43-31	Trash Removal	1,417	1,358	1,380	1,380	1,380
43-41	Gas (Propane/Natural)	501	526	550	600	600
43-51	Water and Sewer - City	2,738	2,875	3,530	3,200	3,370
43-73	Street Light Fee	112	112	150	112	150
43-81	Stormwater Assessment	240	240	240	240	240
45-34	Fire AD & D Insurance	0	0	0	0	1,950
46-11	Maintenance - Buildings & Grounds	5,445	14,716	10,650	10,900	10,900
46-21	Maintenance - D.P. Equipment	0	0	100	0	0
46-23	Maintenance - Copiers	0	160	150	150	150
46-31	Central Garage Maintenance	901	435	300	500	210
46-49	Radio Maintenance	0	422	50	0	50
47-21	Forms	0	0	0	200	250
51-11	Office Supplies - General	1,695	1,848	1,200	1,200	1,200

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
52-11	Fuel	1,308	1,374	1,750	1,834	1,530
52-31	Clothing and Wearing Apparel	1,197	407	730	730	570
52-43	Computer Supplies	363	1,307	700	700	700
52-89	Automotive Parts	738	805	300	316	260
54-11	Dues and Memberships	95	150	200	345	350
54-61	Books and Publications	0	0	0	0	1,250
	TOTAL OPERATING EXPENSES	39,750	50,941	49,250	46,679	54,740
	CAPITAL OUTLAY					
62-99	Building Improvements	0	0	0	0	10,000
64-13	Data Processing Equipment	1,359	0	0	0	0
64-14	Automobiles	0	32,855	32,000	29,454	0
64-18	Software	0	0	0	0	8,500
	TOTAL CAPITAL OUTLAY	1,359	32,855	32,000	29,454	18,500
	TOTAL FIRE SUPERVISION	233,918	273,130	284,430	264,433	222,550

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

FIRE SUPERVISION DIVISION

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
62-99 Building Improvements					
Remodel St. #1 Kitchen		45,000			
Air Conditioning Repl-St.#1	10,000				
St.#2/Training Center Relocation			100,000	1,300,000	
	10,000	45,000	100,000	1,300,000	0
64-18 Software					
EMS Software	8,500				
	8,500	0	0	0	0
DIVISION TOTAL	18,500	45,000	100,000	1,300,000	0

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Fund: General ***Department: Fire*** ***Division: Inspection***

Activities Description

All functions associated with Inspections are now shared by Fire Supervision & Firefighting.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	1	0	0	0	0
Temporary & Part-Time Positions	0	0	0	0	0
Authorized City Positions	1	0	0	0	0

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: FIRE INSPECTION

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services				
Operating Expenses	3,477	1,453	1,400	0
Capital Outlay				
Debt Service				
Transfers				
Reserves				
Total	3,477	1,453	1,400	0

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Total	0.00	0.00	0	0

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	OPERATING EXPENSES					
46-31	Central Garage Maintenance	242	174	0	0	0
52-11	Fuel	666	201	0	0	0
52-40	Fire Prevention Supplies	1,250	0	0	0	0
52-89	Automotive Parts	243	118	0	0	0
54-11	Dues and Memberships	110	150	150	0	0
54-61	Books and Publications	966	810	1,250	1,100	0
	TOTAL OPERATING EXPENSES	3,477	1,453	1,400	1,100	0
	TOTAL FIRE INSPECTION	3,477	1,453	1,400	1,100	0

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Fund: General ***Department: Fire*** ***Division: Firefighting***

Activities Description

The Firefighting Division is responsible for all emergency and non-emergency responses within the City limits of New Port Richey. This division is the primary service delivery unit of the Fire Department and consists of all emergency response personnel, apparatus and equipment.

The Firefighting Division personnel are divided into three (3) individual shifts operating out of two (2) fire stations, maintaining 24 hour citywide emergency response protection and public assistance. Shift personnel work a scheduled 24 hours on duty and 48 hours off duty. Currently, a maximum of seven (7) Firefighters are assigned to each shift.

In addition to emergency response, the Firefighting Division is also responsible for a wide range of activities including the training of all full-time, part-time, and volunteer personnel in basic and advanced technologies, emergency medical services, technical rescue and hazardous material operations in which to comply with State and Federal regulations. Also, this division is responsible for maintaining all Fire Department facilities, apparatus and equipment, and assisting with fire prevention and public education activities.

Major Goals/Objectives: To provide the highest level of emergency and non-emergency services to the citizens of our community by increasing professional standards, incorporating new technologies and striving to increase efficiency and proficiency in our operations within the resources provided.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	22	21	21	22	22
Temporary & Part-Time Positions	8	8	8	8	10
Authorized City Positions	30	29	29	30	32

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: FIREFIGHTING

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	1,618,833	1,697,114	1,798,509	2,003,270
Operating Expenses	167,056	139,747	161,440	159,665
Capital Outlay	404,926	76,498	96,850	39,000
Debt Service	26,519	13,260	0	0
Transfers				
Reserves				
Total	2,217,334	1,926,619	2,056,799	2,201,935

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Division Head Salaries				
District Chief	3.00	3.00	191,583	190,980
Assistant Fire Chief	1.00	1.00	52,120	69,500
Regular Salaries & Wages				
Fire Captain	6.00	6.00	311,825	354,620
Firefighter VIII	1.00	1.00	54,270	54,270
Firefighter IV	0.00	1.00	0	55,270
Firefighter III	8.00	7.00	411,725	359,970
Firefighter II	2.00	3.00	94,360	141,540
Firefighter I	1.00	0.00	47,201	0
Firefighter- Probation (3 mos)	1.00	0.00	10,500	0
Part-Time Wages				
Reserve Firefighter (8)(10)	2.55	1.64	77,570	53,050
Total	25.55	23.64	1,251,154	1,279,200

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
11-12	Division Head Salaries	199,003	200,271	243,703	247,000	260,480
12-99	Regular Full-Time Wages	904,064	931,643	929,881	938,160	965,670
13-14	Part-Time Firefighters Wages	56,692	63,043	77,570	54,570	53,050
14-11	Overtime Wages	23,403	31,498	30,000	34,500	44,610
15-11	Christmas Bonus	1,250	1,500	1,050	1,300	1,500
15-14	Economic Assistance Bonus	10,500	0	0	0	0
15-16	Health Insurance Waiver Stipend	0	0	3,600	3,600	3,600
15-22	Education Incentive Pay	1,800	1,800	1,800	2,400	4,200
15-23	Uniform Cleaning Allowance	10,250	10,500	10,750	10,500	11,000
15-25	Paramedic Incentive Pay	24,000	26,100	27,450	29,700	34,500
15-26	Court Time	0	47	0	0	0
15-29	Meal Allowance	39	0	100	0	0
15-30	Coordinator Incentive Pay	2,700	2,700	2,700	2,510	2,760
15-32	Inspector Incentive	8,400	12,300	19,500	14,500	17,500
15-33	USAR Incentive	1,954	2,875	2,775	2,880	3,000
21-11	Social Security Matching	93,967	97,326	105,085	104,650	109,350
22-13	Firemen's Pension Fund	37,684	47,171	179,850	191,364	324,780
22-17	Fire Pension - State Funds	106,275	142,849	0	0	0
23-11	Group Health Insurance	97,065	86,696	92,160	84,650	93,600
23-12	Group Life Insurance	690	832	1,010	840	1,060
23-13	Accidental Death - AD & D	75	76	255	80	270
24-23	W/C Firefighters/Drivers	39,022	37,887	69,270	69,270	72,340
	TOTAL PERSONAL SERVICES	1,618,833	1,697,114	1,798,509	1,792,474	2,003,270
	OPERATING EXPENSES					
31-32	Physicals-Firefighters-Reg & PT	(684)	9,804	9,950	12,030	13,290
34-99	Contractual Services - Miscellaneous	2,400	2,400	2,400	2,400	2,400
40-11	Travel and Training	5,768	1,299	4,510	2,500	3,240
41-41	Pager Services	1,488	1,553	1,160	1,556	1,820
46-11	Maintenance - Buildings & Grounds	315	0	0	0	0
46-24	Maintenance - Technical Equipment	2,505	2,021	2,650	1,750	2,350
46-26	Maintenance - M.S.A. Equipment	2,680	4,019	3,450	3,000	3,000
46-31	Central Garage Maintenance	30,871	26,134	25,200	19,500	17,250
46-41	First Aid Equipment	1,480	0	3,900	3,900	3,900
46-43	Fire Hose	8,066	4,256	7,000	7,000	800
46-49	Radio Maintenance	1,700	2,408	2,000	1,500	1,500
51-11	Office Supplies - General	535	651	300	155	300
51-41	Small Tools and Implements	5,082	2,645	2,000	2,000	3,000
52-11	Fuel	17,010	21,732	23,340	26,000	26,670
52-21	Chemicals	0	0	150	0	150
52-31	Clothing and Wearing Apparel	14,523	9,247	12,310	11,500	13,500
52-33	Clothing - Auxiliary	0	17	500	500	900
52-42	Photographic Supplies	17	0	0	0	0
52-43	Computer Supplies	2,389	290	300	300	525

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
52-47	First Aid Supplies	30,265	21,391	22,680	26,000	26,530
52-51	Janitorial Supplies	3,896	3,343	3,700	3,200	3,500
52-68	Tapes/Cassettes	990	2,817	1,100	880	1,100
52-89	Automotive Parts	27,116	18,888	25,000	25,000	25,800
52-99	Operating Supplies - Miscellenaeous	7,929	4,797	7,500	6,500	7,500
54-11	Dues and Memberships	59	35	40	35	40
54-61	Books and Publications	656	0	300	600	600
	TOTAL OPERATING EXPENSES	167,056	139,747	161,440	157,806	159,665
	CAPITAL OUTLAY					
64-13	Data Processing Equipment	17,899	0	0	0	0
64-15	Trucks and Trailers	384,527	36,512	0	0	0
64-31	Special Purpose Equipment	2,500	39,986	96,850	49,985	39,000
	TOTAL CAPITAL OUTLAY	404,926	76,498	96,850	49,985	39,000
	DEBT SERVICE					
71-11	Principal Payments - Fire Truck	25,360	13,025	0	0	0
72-11	Interest Payments - Fire Truck	1,159	235	0	0	0
	TOTAL DEBT SERVICE	26,519	13,260	0	0	0
	TOTAL FIREFIGHTING	2,217,334	1,926,619	2,056,799	2,000,265	2,201,935

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

FIREFIGHTING DIVISION

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
64-15 Trucks and Trailers					
L1 Replacement (R & R)		50,000	75,000	750,000 (a)	
E1 Replacement (R & R)		25,000	25,000	50,000	50,000
E3 Replacement (R & R)		25,000	25,000	50,000	425,000 (b)
#150 Vehicle Replacement(R&R)			10,000	10,000	
	0	100,000	135,000	860,000	475,000
64-31 Special Purpose Equipment					
Defibrillator (R & R)		20,000	10,000	20,000	
Thermal Imaging Camera				6,000	
* Air Bags	7,000	7,000			
Extrication Equipment (R & R)				10,000	
* Auto Pulse for Ladder Truck	17,000		10,000		
Ice Machine		3,000			
* Respirator Fit Testor	15,000				
	39,000	30,000	20,000	36,000	0
DIVISION TOTAL	39,000	130,000	155,000	896,000	475,000

(a) Year of Acquisition ($153,000 from R & R)
(b) Year of Acquisition ($125,000 from R & R)
* Penny for Pasco dollars

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

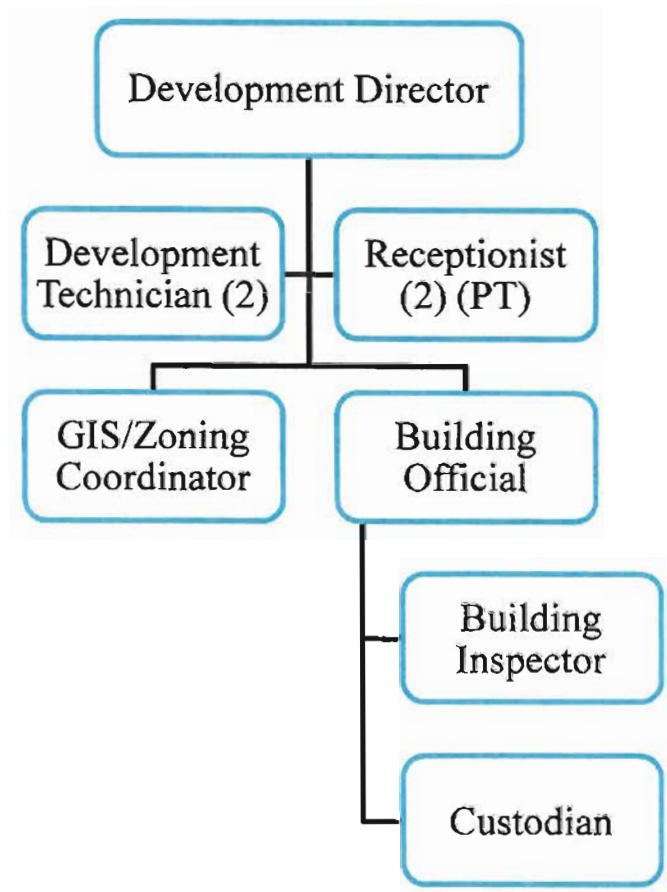
Development Department

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Development



Fund: General	*Department: Development*	*Division: Development*

Activities Description

The Development Department includes the functions of building, planning and zoning and redevelopment. The department strives to maintain a customer-friendly atmosphere along with prompt, efficient delivery of services for all residents and corporate citizens.

The department building-related activities ensure the safety and stability of all structures and compliance with the construction standards in the Florida Building Code and the City Code of Ordinances. The department is responsible for all construction plan review, permitting and inspections.

The planning and zoning operation of the department oversees development, redevelopment and growth of the community, through the administration of the Comprehensive Plan and Land Development Code. It provides assistance to property owners/developers for many requests including annexations, subdivision/lot splits, code amendments, site plans, conditional uses, land use plan amendments, rezonings, special exceptions, variances, business tax receipts, transfers of development rights and zoning determinations. Staff provide support to the Development Reveiw Committee, Land Development Review Board, Pasco County Metropolitan Planning Organization's Technical Advisory Committee, Pasco County Hazard Mitigation Committee and Pinellas/Pasco Community Rating System Coordinator's Committee. Geographic Information Services (GIS) are also provided by the department.

The Development Department is also responsible for damage prevention measures and outreach projects in the National Flood Insurance Program which enables affected property owners to receive a 15% discount on insurance. The department handles all FEMA and flood mitigation grants offered by the State of Florida to homeowners.

The Development Department has been moved to the General Fund beginning in FY 11-12.

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.

Goals and Objectives

1. To create a vision for Community Redevelopment Agency (CRA) and CRA area that can be successfully implemented.
   a. To create a Strategic Redevelopment Action Plan for the CRA.
   b.To implement the recommendations of the CRA Strategic Redevelopment Action Plan.
2. To meet State growth management requirements regarding the Comprehensive Plan
   a. To update the Capital Improvements Element of the Comprehensive Plan.
   b. To update other elements of the Plan as required.

Fund: General	*Department: Development*	*Division: Development*

Goals and Objectives Continued

3. To amend the Land Development Code/City Code to address changes in community standards, improve the built environment and improve the development process.
   a. To meet the requirements of the FEMA Community Rating System (CRS) by creating flood regulations in the Land Development Code (LDC) or City Code.
   b. To update the LDC regulations that can be used to improve the City and streamline the development review process.
   c. To update the building fees so they are more easily administered and based on value of building activity.
   d. To educate the public about the update of the LDC regulations.
   e. To improve the development review process with enhanced forms and applications and make consistent with Code changes.
4. To improve the security and safety of City Hall
   a. To address building security of City Hall relative to employee access.
   b. To address suggestions made in security audit of City Hall.
   c. To investigate options for hardening of the building.
5. To improve relationships with County economic development, community development, and tourism groups.
   a. To foster better relationships with County economic development and tourism agencies and achieve common goals.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	0	0	0	0	7
Temporary & Part-Time Positions	0	0	0	0	2
Authorized City Positions	0	0	0	0	9

All positions have been moved from Redevelopment

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: DEVELOPMENT

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	0	0	0	365,310
Operating Expenses	0	0	0	100,250
Capital Outlay	0	0	0	0
Debt Service				
Transfers				
Reserves				
Total	0	0	0	465,560

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Department Head Salaries				
Development Director	0.00	1.00	0	69,000
Division Head Salaries				
Building Official	0.00	1.00	0	54,170
Regular Salaries & Wages				
GIS/Zoning Coordinator	0.00	1.00	0	48,180
Building Inspector	0.00	1.00	0	47,760
Development Technician	0.00	2.00	0	51,200
Part-Time Wages				
Receptionist (2)	0.00	1.00	0	19,860
Total	0.00	7.00	0	290,170

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
11-11	Department Head Salaries	0	0	0	0	69,000
11-12	Division Head Salaries	0	0	0	0	54,170
12-99	Regular Full-Time Wages	0	0	0	0	147,140
13-11	Part-Time Wages	0	0	0	0	19,860
15-11	Christmas Bonus	0	0	0	0	400
21-11	Social Security Matching	0	0	0	0	22,670
22-11	Florida Retirement System	0	0	0	0	15,190
23-11	Group Health Insurance	0	0	0	0	28,080
23-12	Group Life Insurance	0	0	0	0	300
23-13	Accidental Death - AD & D	0	0	0	0	80
24-26	W/C Clerical	0	0	0	0	780
24-32	W/C Municipal Classification	0	0	0	0	7,640
	TOTAL PERSONAL SERVICES	0	0	0	0	365,310
	OPERATING EXPENSES					
31-11	City Attorney Services	0	0	0	0	10,000
31-21	City Engineer Services	0	0	0	0	30,000
31-81	Professional Services - Planning	0	0	0	0	5,000
31-99	Professional Services - Miscellaneous	0	0	0	0	20,340
40-11	Travel and Training	0	0	0	0	4,300
41-21	Telephone - Local	0	0	0	0	2,500
41-31	Telephone - Long Distance	0	0	0	0	100
42-11	Postage	0	0	0	0	1,500
44-29	Rent - Software	0	0	0	0	4,200
45-11	Liability Insurance - Comp. General	0	0	0	0	5,260
45-23	Automobile and Truck Insurance	0	0	0	0	530
46-11	Maintenance - Buildings and Grounds	0	0	0	0	200
46-31	Central Garage Maintenance	0	0	0	0	690
47-21	Forms	0	0	0	0	900
51-11	Office Supplies - General	0	0	0	0	2,800
51-41	Small Tools and Implements	0	0	0	0	200
52-11	Fuel	0	0	0	0	1,880
52-31	Clothing and Wearing Apparel	0	0	0	0	200
52-42	Photographic Supplies	0	0	0	0	100
52-43	Computer Supplies	0	0	0	0	6,000
52-89	Automotive Parts	0	0	0	0	860
52-99	Operating Supplies - Miscellaneous	0	0	0	0	300
54-11	Dues and Memberships	0	0	0	0	1,220
54-31	Subscriptions/Newspapers	0	0	0	0	170
54-61	Books and Publications	0	0	0	0	1,000
	TOTAL OPERATING EXPENSES	0	0	0	0	100,250
	CAPITAL OUTLAY					
64-13	Data Processing Equipment	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	TOTAL DEVELOPMENT	0	0	0	0	465,560

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

DEVELOPMENT

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
64-13 Data Processing Equipment					
Desktop Computer (2)			4,000		
GIS Color Map Plotter				10,000	
	0	0	4,000	10,000	0
DIVISION TOTAL	0	0	4,000	10,000	0

Municipal Building Operation

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Fund: General ***Department: Other Gen. Government*** ***Division: Municipal Bldg. Operation***

Activities Description

The Municipal Building Operation Division is responsible for the operation and maintenance of the City Hall facility and includes the provision of full time custodial services. This division is administered by the Building Official.

Mission Statement

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

Goals and Objectives

1. Replace skylights in walkway around exterior of building.
2. Repair interior skylight in main City Hall hallway.
3. Replace HVAC thermostat system.
4. Install panic buttons at front reception desk, Council Chambers and the Billing and Collection office.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	1	1	1	1	1
Temporary & Part-Time Positions	0	0	0	0	0
Authorized City Positions	1	1	1	1	1

City of New Port Richey, Florida

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: MUNICIPAL BLDG. OPERATION

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	34,396	33,453	34,653	32,930
Operating Expenses	136,934	122,368	142,620	145,530
Capital Outlay	8,631	0	0	205,000
Debt Service				
Transfers				
Reserves				
Total	179,961	155,821	177,273	383,460

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Regular Salaries & Wages				
Custodian	1.00	1.00	22,260	21,840
Total	1.00	1.00	22,260	21,840

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
12-99	Regular Full-Time Wages	22,370	22,502	22,260	22,260	21,840
14-11	Overtime	1,985	1,662	1,860	1,860	1,860
15-11	Christmas Bonus	50	50	50	50	50
15-14	Economic Assistance Bonus	500	0	0	0	0
21-11	Social Security Matching	1,581	1,852	1,893	1,900	1,860
22-11	Florida Retirement System	2,366	2,401	2,560	2,560	1,170
23-11	Group Health Insurance	4,678	4,128	4,560	4,560	4,680
23-12	Group Life Insurance	33	40	50	50	50
23-13	Accidental Death - AD & D	4	4	20	20	20
24-27	W/C Buildings - NOC	829	814	1,400	1,400	1,400
	TOTAL PERSONAL SERVICES	34,396	33,453	34,653	34,660	32,930
	OPERATING EXPENSES					
34-11	Custodial/Janitorial Services	0	0	850	840	840
34-12	Pest Control Services	408	408	500	470	500
34-51	Contractual Services - Electric	3,000	1,435	2,000	1,000	1,800
34-52	Contractual Services - Plumbing	0	55	110	100	110
34-53	Contractual Services - Mechanical	13,076	14,924	16,000	16,000	16,500
34-74	Security Services	105	105	200	200	200
34-99	Contractual Services - Miscellaneous	13,741	8,480	13,000	10,000	10,000
41-21	Telephone - Local	1,558	780	1,000	800	800
41-41	Pager Services	70	70	60	60	60
42-11	Postage	0	0	0	0	20
43-11	Electric - General	77,524	71,279	74,000	74,000	77,700
43-31	Trash Removal	1,538	1,511	1,650	1,650	1,650
43-51	Water and Sewer - City	5,774	5,923	6,590	6,590	6,920
43-73	Street Light Fee	456	456	460	456	460
43-81	Stormwater Assessment	699	699	700	699	740
46-11	Maintenance - Buildings & Grounds	11,864	10,219	18,000	18,000	21,515
52-31	Clothing and Wearing Apparel	130	102	0	0	100
52-51	Janitorial Supplies	5,912	5,475	6,000	5,600	4,115
52-99	Operating Supplies - Miscellaneous	1,079	447	1,500	1,500	1,500
	TOTAL OPERATING EXPENSES	136,934	122,368	142,620	137,965	145,530
	CAPITAL OUTLAY					
62-99	Building Improvements	8,631	0	0	0	205,000
	TOTAL CAPITAL OUTLAY	8,631	0	0	0	205,000
	TOTAL MUNICIPAL BLDG. OPERATION	179,961	155,821	177,273	172,625	383,460

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

MUNICIPAL BUILDING OPERATION DIVISION

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
62-99 Building Improvements					
Building Structure (R & R)		10,000	10,000	10,000	
Roof Replacement	125,000 (a)				
Mechanical Upgrades (R & R)					
HVAC Air Handler		10,000	10,000	10,000	10,000
HVAC Thermostat System	80,000 (b)				
	205,000	20,000	20,000	20,000	10,000
DIVISION TOTAL	205,000	20,000	20,000	20,000	10,000

(a) Year of Acquisition ($125,000 from R & R)
(b) Year of Acquisition ($80,000 from R & R)

NEW PORT RICHEY

Recreation & Aquatic Center

"Building Tomorrow's Leaders"

Recreation & Aquatic Center

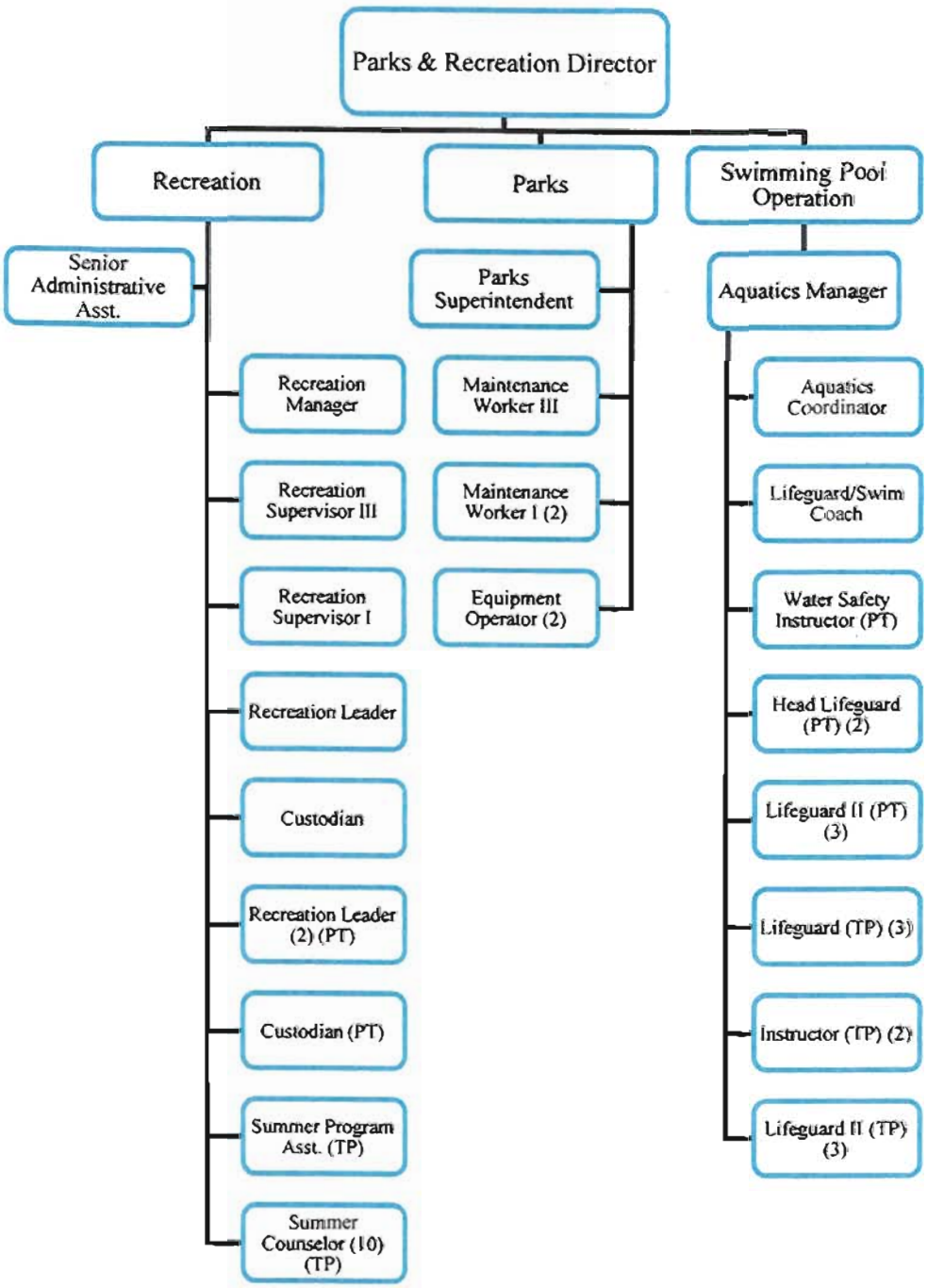
playful city usa 2010

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Parks & Recreation



Fund: General	*Department: Parks & Recreation*	*Division: Recreation*

Activities Description

The Recreation Division includes salary and related costs for the Director of Parks & Recreation, clerical and maintenance staff, and program supervisors. The Director is responsible for coordinating the operations of all City parks, Recreation Center and Swimming Pool Operation. The Recreation Division is responsible for the scheduling, coordination, supervision and management of all recreational and athletic programming in City parks, playgrounds, tennis courts, skate park and basketball courts. In addition, it is this division's responsibility to seek input from the citizens regarding recreational programming desired by the general public. Once these programs are discovered, it is this division's responsibility to organize the activities, set fees appropriate to the costs involved and manage the program so that it may provide the desired results and be viewed by the participants as successful and fulfilling to the desired goal.

Mission Statment

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

Fund: General ***Department: Parks & Recreation*** ***Division: Recreation***

Goals and Objectives

Recreation
1. Enhance the quality of life for the residents of New Port Richey.
2. Increase attendance and revenue at the Recreation and Aquatic Center.
3. Provide a safe and family friendly environment for our patrons.
4. Provide support to other City departments and community organizations.

Parks
1. Provide for a system of parks and permanent open spaces for recreational use, protection of natural resources and a provision of urban buffers is vital to a thriving community.
2. Work with various groups to support special events that promote the City.
3. Implement a preventative maintenance program in the City parks for safety and budgetary purposes.

Aquatics
1. Offer quality leisure time experiences in a comprehensive range of participatory and/or passive activities.
2. Promote positive health behaviors by offering a variety of aquatic programs which promote fitness in active, fun and effective leisure activities.
3. Promote safety awareness and practices in the aquatic environment.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	8	8	8	8	7
Temporary & Part-Time Positions	15 *	14 *	14 *	14 *	14 *
Authorized City Positions	23	22	22	22	21

* Includes 11 Summer Positions

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: RECREATION

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	423,420	423,042	449,584	401,170
Operating Expenses	358,640	390,735	401,800	400,050
Capital Outlay	29,836	28,808	28,000	45,000
Debt Service				
Transfers				
Reserves				
Total	811,896	842,585	879,384	846,220

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Department Head Salaries				
Parks & Recreation Director	1.00	1.00	69,520	69,520
Regular Salaries & Wages				
Recreation Manager	1.00	1.00	29,850	32,350
Recreation Supervisor I	2.00	1.00	44,870	23,030
Recreation Supervisor III	1.00	1.00	27,210	27,210
Senior Administrative Asst	1.00	1.00	28,732	28,190
Custodian	1.00	1.00	21,200	20,800
Recreation Leader	1.00	1.00	19,760	19,760
Part-Time Wages				
Custodian	0.88	0.88	20,080	20,080
Recreation Leader (2)	1.90	1.90	38,410	38,410
Temporary Wages				
Summer Program Assistant	0.17	0.17	3,600	3,600
Summer Counselor (10)	1.63	1.63	28,900	28,900
Unfunded Positions				
Recreation Leader PT				
Total	12.58	11.58	332,132	311,850

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
11-11	Department Head Salaries	69,915	70,850	69,520	69,520	69,520
12-10	Regular Exempt Salaries	0	0	0	0	32,350
12-99	Regular Full-Time Wages	163,365	170,277	167,372	155,160	118,990
13-11	Part-Time Wages	54,988	52,969	58,490	58,490	58,490
13-12	Temporary Wages	29,739	29,454	32,500	32,500	32,500
14-11	Overtime Wages	3,364	1,616	7,250	6,000	2,000
15-11	Christmas Bonus	550	500	550	500	500
15-14	Economic Assistance Bonus	4,500	0	0	0	0
15-16	Health Insurance Waiver Stipend	0	0	1,800	300	0
15-29	Meal Allowance	0	0	200	0	0
21-11	Social Security Matching	24,517	24,409	26,222	26,222	24,520
22-11	Florida Retirement System	30,859	32,125	35,160	35,160	14,760
23-11	Group Health Insurance	32,355	31,651	34,680	34,680	32,760
23-12	Group Life Insurance	224	304	390	390	340
23-13	Accidental Death - AD & D	25	28	100	100	90
24-26	W/C Clerical	80	70	120	120	120
24-27	WC Buildings NOC	1,499	1,340	2,410	2,410	2,410
24-28	W/C Park Operations/Maintenance	7,440	7,449	12,820	12,820	11,820
	TOTAL PERSONAL SERVICES	423,420	423,042	449,584	434,372	401,170
	OPERATING EXPENSES					
34-12	Pest Control Sevices	600	600	1,050	1,050	1,050
34-21	Referees and Scorers Services	3,159	0	4,000	0	0
34-22	Advertising/Marketing	10,379	2,930	15,000	15,000	5,000
34-43	Contractual Services - Instructors	31,594	34,860	42,000	35,000	35,000
34-74	Security Services	900	0	1,155	1,155	1,160
34-99	Contractual Services - Miscellaneous	2,050	650	15,500	12,500	3,000
40-11	Travel and Training	1,889	1,172	1,760	1,760	1,760
41-21	Telephone - Local	3,828	6,052	5,267	5,360	5,360
41-31	Telephone - Long Distance	253	135	300	300	300
41-34	Data Lines	2,161	2,226	2,293	2,300	2,420
42-11	Postage	502	325	800	800	800
42-21	Freight Express Charges	87	58	100	100	100
43-11	Electric - General	186,960	210,072	172,700	210,500	210,500
43-31	Trash Removal	9,532	9,251	7,100	9,500	9,500
43-41	Gas (Propane/Natural)	0	0	1,300	1,300	2,500
43-51	Water and Sewer - City	4,777	5,174	9,870	9,870	10,000
43-73	Street Light Fee	223	223	280	230	280
43-81	Stormwater Assessment	2,275	2,275	2,300	2,275	2,390
44-19	Rent - Equipment	663	616	1,500	1,500	1,000
46-11	Maintenance - Buildings & Grounds	33,668	43,870	35,000	35,000	42,000
46-21	Maintenance - D.P. Equipment	3,586	4,000	4,300	4,300	4,700
46-22	Maintenance - Office Equipment	66	51	150	150	100
46-23	Maintenance - Copiers	652	797	1,300	1,300	1,300

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
46-31	Central Garage Maintenance	348	319	1,000	1,000	690
46-52	Vandalism Repairs	0	4,291	2,000	2,000	1,500
49-61	Special Events	3,933	3,894	5,950	5,950	2,500
49-62	Recreation Events - Donations	5,364	10,324	4,000	4,000	4,000
49-63	Recreation Trips	5,907	6,381	15,000	10,000	9,000
49-99	Other Current Charges-Miscellaneous	7,327	5,788	5,700	5,700	0
51-11	Office Supplies - General	1,086	830	1,150	1,150	1,000
51-41	Small Tools and Implements	366	503	400	400	400
52-11	Fuel	399	747	3,000	1,500	1,500
52-31	Clothing and Wearing Apparel	1,012	777	1,800	1,800	1,500
52-34	Swim/Recreation Accessories	0	0	0	0	2,000
52-41	Licensing and ID Materials	1,921	2,053	2,000	2,000	2,000
52-42	Photographic Supplies	341	211	400	400	400
52-43	Computer Supplies	804	1,133	1,000	1,000	1,000
52-45	Recreation Supplies	6,205	5,431	8,500	7,000	7,300
52-47	First Aid Supplies	116	369	400	400	400
52-48	Prizes and Awards	1,884	1,586	2,000	2,000	2,000
52-51	Janitorial Supplies	16,539	15,922	17,000	17,000	17,000
52-89	Automotive Parts	344	546	1,250	1,250	1,080
52-96	Miscellaneous Program Costs	799	400	200	2,000	0
52-99	Operating Supplies - Miscellaneous	3,464	3,032	3,500	3,500	4,000
54-11	Dues and Memberships	509	654	525	525	560
54-31	Subscriptions/Newspapers	168	207	0	0	0
	TOTAL OPERATING EXPENSES	358,640	390,735	401,800	421,825	400,050
	CAPITAL OUTLAY					
63-99	Improvements Other Than Buildings	7,248	21,528	0	0	0
64-15	Trucks and Trailers	0	0	18,000	14,300	0
64-31	Special Purpose Equipment	22,588	7,280	10,000	10,000	45,000
	TOTAL CAPITAL OUTLAY	29,836	28,808	28,000	24,300	45,000
	TOTAL RECREATION	811,896	842,585	879,384	880,497	846,220

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

RECREATON DIVISION

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
62-99 Building Improvements					
Fitness Center Addition				225,000	
	0	0	0	225,000	0
63-99 Improvements Other Than Buildings					
Shuffle Board Cener					100,000
Skate Park					250,000
Parking Lot Striping			50,000		
Walking/Fitness Trail			175,000		
Exterior Painting-Rec & Senior Ctr		100,000			
Playground Equipment		125,000			
Tennis Court Resurfacing		40,000			
Tennis Court Half Wall			60,000		
	0	265,000	285,000	0	350,000
64-31 Special Purpose Equipment					
Gym Floor Cover and Reel	15,000				
Fitness Center Replacement	30,000				
	45,000	0	0	0	0
DIVISION TOTAL	45,000	265,000	285,000	225,000	350,000

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Fund: General	***Department: Parks & Recreation***	***Division: Parks***

Activities Description

The Parks Division is charged with the duty of maintaining all parks and playgrounds within the municipal limits. It is this division's responsibility to insure that all of the City's recreational equipment is maintained in good working order and repair items that may become a safety hazard. In addition, they are responsible for the grounds and landscaping within the City's parks and for providing support for a large number of major special events that occur each year in the parks.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	8	7	7	6	6
Temporary & Part-Time Positions	0	0	0	0	0
Authorized City Positions	8	7	7	6	6

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: PARKS

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	241,456	254,554	239,356	229,640
Operating Expenses	137,710	155,303	188,820	173,200
Capital Outlay	172,493	89,416	172,000	52,000
Debt Service				
Transfers				
Reserves				
Total	551,659	499,273	600,176	454,840

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Regular Salaries & Wages				
Parks Superintendent	1.00	1.00	34,100	34,100
Maintenance Worker III	1.00	1.00	28,310	28,310
Equipment Operator	2.00	2.00	53,149	52,220
Maintenance Worker I	2.00	2.00	48,413	47,500
Unfunded Positions				
Maintenance Worker I (2)				
Total	6.00	6.00	163,972	162,130

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
11-12	Division Head Salaries	8,745	20,224	0	0	0
12-99	Regular Full-Time Wages	152,877	160,042	163,972	162,130	162,130
14-11	Overtime Wages	7,601	6,241	7,600	7,600	7,600
15-11	Christmas Bonus	350	350	300	300	300
15-14	Economic Assistance Bonus	3,500	0	0	0	0
21-11	Social Security Matching	13,186	14,239	13,411	13,411	13,270
22-11	Florida Retirement System	13,570	18,007	15,470	15,470	7,060
22-14	Defined Contribution Plan	2,906	2,877	2,663	2,663	2,620
23-11	Group Health Insurance	32,745	26,834	27,360	27,360	28,080
23-12	Group Life Insurance	232	258	300	300	300
23-13	Accidental Death - AD & D	25	23	80	80	80
24-28	W/C Parks Operations/Maintenance	5,719	5,459	8,200	6,000	8,200
	TOTAL PERSONAL SERVICES	241,456	254,554	239,356	235,314	229,640
	OPERATING EXPENSES					
31-99	Professional Services-Miscellaneous	0	0	200	0	0
34-33	Lawn Maintenance	31,667	24,570	23,000	24,720	24,800
40-11	Travel and Training	0	0	0	0	600
41-21	Telephone - Local	4,791	2,931	2,860	2,200	2,200
41-34	Data Lines	2,161	2,226	3,000	2,300	2,420
43-11	Electric - General	0	0	9,500	9,000	9,000
43-31	Trash Removal	295	295	1,900	1,100	1,100
43-51	Water and Sewer - City	18,576	21,510	24,150	24,150	26,000
43-73	Street Light Fee	73	73	90	90	110
43-81	Stormwater Assessment	902	900	1,150	1,000	2,050
44-19	Rent - Equipment	0	55	750	500	500
46-11	Maintenance - Buildings & Grounds	30,148	53,183	38,420	38,420	39,000
46-31	Central Garage Maintenance	5,484	7,118	9,000	8,000	5,520
46-52	Vandalism Repairs	2,031	2,022	10,000	5,000	7,000
46-53	Pinehill Cemetary Repairs/Maintenance	533	0	500	500	500
46-54	Playground Repairs/Maintenance	0	0	2,000	1,000	1,000
46-55	Senior Center Repairs/Maintenance	4,618	4,463	6,000	6,000	6,000
51-11	Office Supplies - General	99	95	100	100	100
51-41	Small Tools and Implements	471	927	1,000	1,000	1,000
52-11	Fuel	8,195	12,833	15,000	15,000	12,750
52-31	Clothing and Wearing Apparel	663	514	1,600	700	720
52-43	Computer Supplies	0	72	200	200	200
52-47	First Aid Supplies	157	0	300	300	300
52-51	Janitorial Supplies	11,870	11,256	15,000	12,000	12,000
52-62	Trees	1,000	550	1,000	500	700
52-89	Automotive Parts	5,580	4,120	8,400	8,400	7,230
52-99	Operating Supplies - Miscellaneous	468	3,156	5,500	1,200	4,000
53-21	Signs and Sign Material	7,178	1,049	6,700	5,000	5,000
53-41	Sod - Seed	750	1,385	1,500	1,500	1,400
	TOTAL OPERATING EXPENSES	137,710	155,303	188,820	169,880	173,200

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	CAPITAL OUTLAY					
62-99	Building Improvements	37,506	0	0	0	52,000
63-99	Improvements Other Than Buildings	134,987	69,650	160,000	140,000	0
64-16	Heavy Equipment	0	19,766	12,000	11,600	0
	TOTAL CAPITAL OUTLAY	172,493	89,416	172,000	151,600	52,000
	TOTAL PARKS	551,659	499,273	600,176	556,794	454,840

City of New Port Richey, Florida

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

PARKS DIVISION

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
62-99 Building Improvements					
Senior Center Improvements	52,000				
Environmental Ed Center-JEG					300,000
	52,000	0	0	0	300,000
63-99 Improvements Other Than Buildings					
Kayak launches(JEG, Frances)			60,000		
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			
	0	80,000	60,000	230,000	95,000
DIVISION TOTAL	52,000	80,000	60,000	230,000	395,000

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Fund: General ***Department: Parks & Recreation*** ***Division: Swimming Pool Operation***

Activities Description

The aquatics center features four pools: a children's pool, an activity pool, a diving well and a 25 yard competitive lap pool. The complex is designed so that each pool can be used independently, allowing both season use and multi-event capability.

The play pool is 0 - 2 ft depth with spray features, a child-sized fish slide, and a covered area by the steps. This pool was designed to be family friendly, with ample deck area and shade. It will allow seasonal use by area day care programs.

The activity pool is the exit area for the large slide. It has stanchions for water basketball and volleyball. Because the water depth is only 3½ feet deep, this pool can also be used for swim lessons and exercise classes. With the three lane lines in, this pool will also be used as a warm-up/warm-down area for swim meets and is ideal for stroke clinics, development swim team, and an alternate pool for lap swimmers.

The diving well has 2 one-meter diving boards for public, instructional, and competitive use. This pool will also allow for deep water exercise, synchronized swimming, lifeguard and water safety training, and scuba instruction.

The lap pool is 6-lanes, 25 yards with depths from 3½ to 5 feet. This pool will be used for swim teams, lessons, exercise classes, training and conditioning, and general use.

The Aquatic Manager is responsible for total pool operation including maintenance, water chemistry, handling of pool chemicals, troubleshooting of major problems, budget preparation, hiring and training of lifeguards, programming and instruction of water safety and swim classes, facility scheduling and public relations.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	2	2	3	3	3
Temporary & Part-Time Positions	13	15	14	15	14
Authorized City Positions	15	17	17	18	17

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: SWIMMING POOL OPERATION

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	191,740	198,346	221,389	212,710
Operating Expenses	64,134	72,450	112,250	112,050
Capital Outlay	9,831	0	0	9,100
Debt Service				
Transfers				
Reserves				
Total	265,705	270,796	333,639	333,860

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Division Head Salaries				
Aquatics Manager	1.00	1.00	33,912	33,430
Regular Salaries & Wages				
Aquatics Coordinator	1.00	1.00	23,800	23,800
Lifeguard/Swim Coach	1.00	1.00	21,740	21,740
Part-Time Wages				
Water Safety Instructor (1)	0.48	0.10	10,000	1,900
Head Lifeguard (2)	0.87	1.25	15,770	24,830
Lifeguard (4)(2)	1.92	0.75	33,500	12,790
Lifeguard II (3)	0.00	1.15	0	19,800
Temporary Wages				
Lifeguard (6)(3)	1.54	0.75	27,200	12,790
Instructor (2)	0.24	0.00	4,700	0
Lifeguard II (3)	0.00	1.01	0	18,910
Total	8.05	8.01	170,622	169,990

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
11-12	Division Head Salaries	34,197	34,213	33,912	33,912	33,430
12-99	Regular Full-Time Wages	14,933	44,975	45,540	45,540	45,540
13-11	Part-Time Wages	74,010	45,391	59,270	59,270	59,320
13-12	Temporary Wages	27,804	32,011	31,900	31,900	31,700
14-11	Overtime	0	144	200	0	0
15-11	Christmas Bonus	450	250	250	200	200
15-14	Economic Assistance Bonus	2,500	0	0	0	0
21-11	Social Security Matching	11,333	11,356	13,337	13,200	13,280
22-11	Florida Retirement System	12,066	12,632	14,890	14,890	6,800
23-11	Group Health Insurance	9,356	12,385	13,680	13,680	14,040
23-12	Group Life Insurance	66	114	150	150	150
23-13	Accidental Death - AD & D	7	11	40	40	40
24-28	W/C Park Operations/Maintenance	5,018	4,864	8,220	8,220	8,210
	TOTAL PERSONAL SERVICES	191,740	198,346	221,389	221,002	212,710
	OPERATING EXPENSES					
31-99	Professional Services - Miscellaneous	0	0	500	500	500
34-41	Water Safety Instruction	1,101	1,061	1,300	1,000	1,000
34-99	Contractual Services - Miscellaneous	700	0	0	0	0
40-11	Travel and Training	921	145	50	50	50
41-21	Telephone - Local	0	0	240	240	240
43-11	Electric - General	0	0	37,800	36,000	41,000
43-41	Gas (Propane/Natural)	9,725	9,734	9,200	10,500	10,500
43-51	Water and Sewer - City	7,193	5,227	11,030	10,500	11,030
43-73	Street Light Fee	47	47	48	47	50
43-81	Stormwater Assessment	2,862	2,862	2,868	2,900	2,900
44-19	Rent - Equipment	0	0	530	530	550
46-11	Maintenance - Buildings & Grounds	1,110	2,107	1,500	1,500	2,000
46-21	Maintenance - D.P. Equipment	58	0	200	200	200
46-22	Maintenance - Office Equipment	0	71	100	100	100
46-23	Maintenance - Copiers	0	0	200	200	200
46-41	First Aid Equipment	365	304	500	500	900
46-61	Maintenance - Physical Plant	9,065	21,364	14,070	11,400	10,000
51-11	Office Supplies - General	196	269	251	250	250
51-41	Small Tools and Implements	835	37	700	700	200
52-21	Chemicals	20,996	15,629	20,500	20,500	19,500
52-22	Laboratory Supplies	134	35	150	150	150
52-31	Clothing and Wearing Apparel	1,052	1,157	1,000	1,000	1,000
52-34	Swim/Recreation Accessories	2,281	2,929	3,200	3,200	3,200
52-41	Licensing and ID Materials	2,220	2,220	2,245	2,200	2,400
52-43	Computer Supplies	34	164	200	200	200
52-45	Recreation Supplies	504	369	400	400	400
52-47	First Aid Supplies	343	184	400	400	400
52-48	Prizes and Awards	391	314	400	400	400

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
52-51	Janitorial Supplies	957	1,675	1,000	1,000	1,000
52-99	Operating Supplies - Miscellaneous	621	4,322	1,200	1,200	1,200
53-21	Signs and Sign Material	233	28	206	200	200
54-11	Dues and Memberships	190	196	202	200	270
54-61	Books and Publications	0	0	60	60	60
	TOTAL OPERATING EXPENSES	64,134	72,450	112,250	108,227	112,050
	CAPITAL OUTLAY					
64-31	Special Purpose Equipment	9,831	0	0	0	9,100
	TOTAL CAPITAL OUTLAY	9,831	0	0	0	9,100
	TOTAL SWIMMING POOL OPERATION	265,705	270,796	333,639	329,229	333,860

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

SWIMMING POOL OPERATION DIVISION

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
63-99 Improvements Other Than Buildings					
Resurface Pools (R & R)			40,000	40,000	40,000
	0	0	40,000	40,000	40,000
64-31 Special Purpose Equipment					
Thermal Pool Blanket	3,100	7,000			
Lane Lines for Lap Pool	3,000				
Awning Replacemnt			2,000		
Deck Sound System	3,000				
	9,100	7,000	2,000	0	0
DIVISION TOTAL	9,100	7,000	42,000	40,000	40,000

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

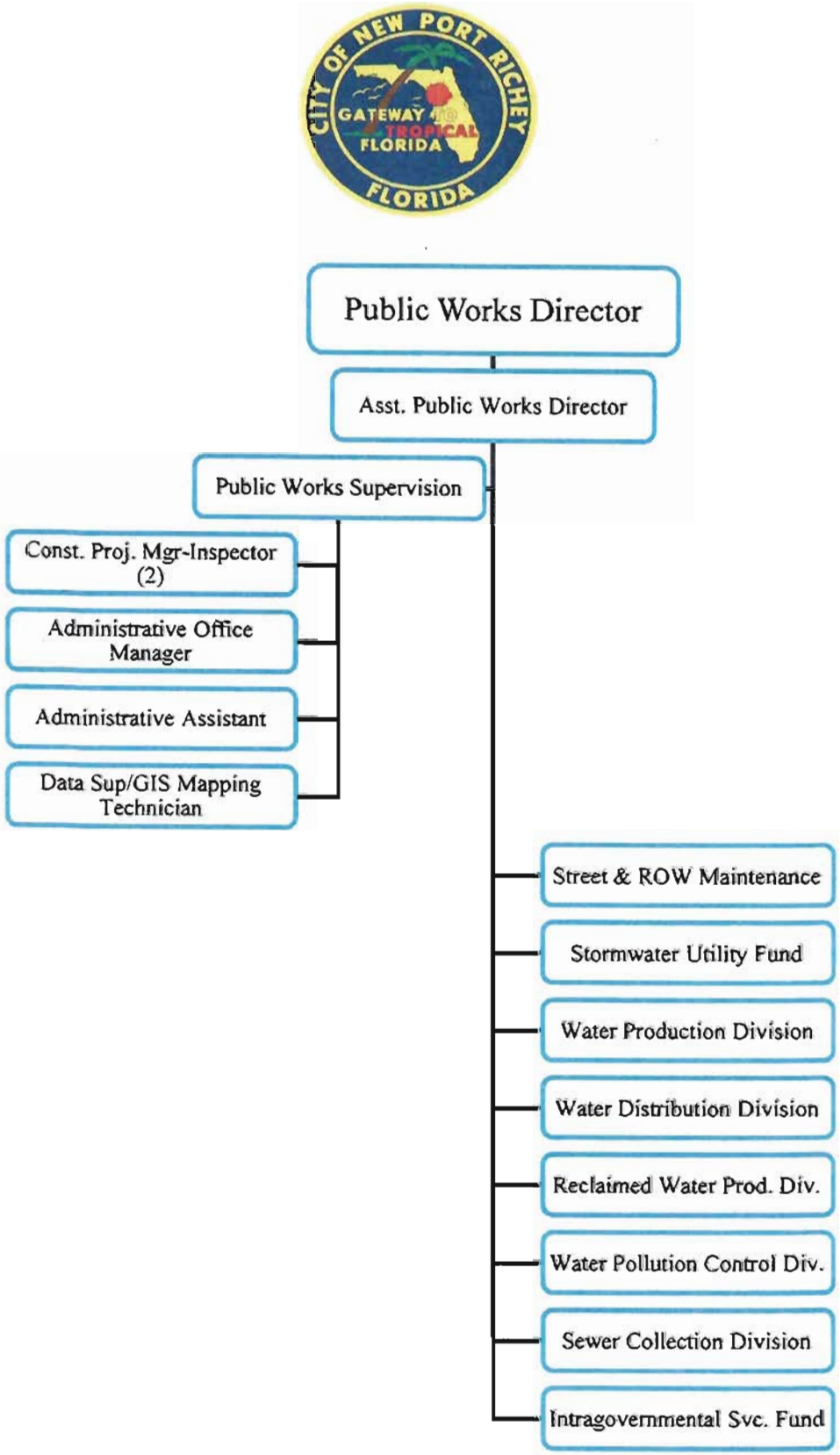
Public Works

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Public Works Department



Fund: General	*Department: Public Works*	*Division: Supervision*

Activities Description

This division contains the salary and related costs for the Director of Public Works and his staff. The Director is responsible for the overall coordination of all the divisions which comprise the Public Works function: Street and Right-of-Way Maintenance, Water & Sewer Utilities, Stormwater Maintenance, Fleet Maintenance, Water Treatment Plant, and the Wastewater Treatment and Reclamation Facility.

The division oversees and performs contract management and inspection services for all Public Works projects. Staff also perform maintenance and creation of the division's GIS system which inventories all of the utilities and facilities infrastructure. The division monitors and prepares permitting and reports for the City's Florida Department of Environmental Protection Agency permits which include two yard Trash Transfer Station permits, the Indiana Closed Landfill permit and the Stormwater NPDES permit. In addition, the division handles Southwest Florida Water Management District permits which are a requirement for wetland mitigation, construction projects, retention pond construction and maintenance monitoring permits.

Mission Statment

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. To provide these services, as well as to support economic growth and development, with the unity and trust of highly qualified and skilled personnel, and serve as first responders in emergency situations.

The mission is accomplished through the prudent use of resources, technology, innovations, teamwork and coordination with other service providers in the City.

Fund: General	*Department: Public Works*	*Division: Supervision*

Goals and Objectives

1. Maintain a vast City infrastructure.
   a. Respond to internal and external inquiries within 24 hours.
   b. Maintain and update GIS mapping of all utility systems.
   c. Maintain and update data entry of all maintenance and operation functions.
   d. Continue to perform proactive maintenance activities to identify potential degradation areas of the infrastructure and correct prior to system failures.
2. Infrastructure Upgrades and Expansion.
   a. Identify and prioritize Capital Construction Projects design and construct.
   b. Perform Utility Master Plan Updates every ten years.
   c. Perform Utility Rate Study every ten years.
   d. Review Service area and design system upgrades in areas where expansion of system is viable.
   e. Review and implement new technologies that benefit utility operations and cost savings.
3. Regulatory Requirements.
   a. Monitor and evaluate all current regulatory requirements.
   b. Update standard operating procedures to maintain compliance.
   c. Identify system regulatory deficiencies and maintain a proactive system rehabilitation program that complies with current regulations.
4. Communication with Public Works Personnel.
   a. Continue to train and support personnel in acquiring required utility licenses.
   b. Continue to identify and update division standard operating procedures and policies as to support a clear line of communication between management staff and maintenance personnel.
   c. Continue to keep citizens updated with information pertaining to operational procedures.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	7	7	7	7	7
Temporary & Part-Time Positions	0	0	0	0	0
Authorized City Positions	7	7	7	7	7

City of New Port Richey, Florida

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: PUBLIC WORKS SUPERVISION

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	401,208	383,353	410,853	384,630
Operating Expenses	134,258	133,476	173,640	139,300
Capital Outlay	19,187	5,439	12,100	0
Debt Service				
Transfers				
Reserves				
Total	554,653	522,268	596,593	523,930

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
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	55,000
Regular Salaries & Wages				
Const. Project Mgr-Inspector	2.00	2.00	88,251	87,670
Administrative Assistant	1.00	1.00	24,590	24,590
Data Support/GIS Mapping Tech.	1.00	1.00	21,840	21,840
Admin. Office Manager	1.00	1.00	31,892	31,290
Total	7.00	7.00	293,901	291,660

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
11-11	Department Head Salaries	72,905	72,905	71,270	71,270	71,270
11-12	Division Head Salaries	53,913	56,264	56,058	56,058	55,000
12-99	Regular Full-Time Wages	164,761	154,988	166,573	166,573	165,390
14-11	Overtime Wages	7,705	8,832	8,600	7,800	8,600
15-11	Christmas Bonus	350	300	350	350	350
15-14	Economic Assistance Bonus	3,500	0	0	0	0
15-16	Health Insurance Waiver Stipend	0	0	1,800	1,800	3,600
15-29	Meal Allowance	75	45	130	0	260
21-11	Social Security Matching	22,979	21,738	23,632	23,632	23,750
22-11	Florida Retirement System	31,852	31,702	35,050	35,050	15,720
23-11	Group Health Insurance	32,745	26,490	30,120	30,120	23,400
23-12	Group Life Insurance	232	248	340	340	340
23-13	Accidental Death - AD & D	25	23	90	90	90
24-26	W/C Clerical	194	195	330	330	350
24-32	W/C Municipal Classification	9,972	9,623	16,510	16,510	16,510
	TOTAL PERSONAL SERVICES	401,208	383,353	410,853	409,923	384,630
	OPERATING EXPENSES					
34-12	Pest Control Services	544	756	760	756	760
40-11	Travel and Training	3,342	790	500	450	3,400
41-21	Telephone - Local	9,140	11,551	12,800	10,650	11,000
41-31	Telephone - Long Distance	356	113	700	200	200
41-34	Data Lines	2,441	4,932	5,500	5,280	5,280
41-41	Pager Services	38	36	60	40	40
42-11	Postage	387	156	200	300	300
43-11	Electric - General	32,560	54,829	70,000	50,000	55,000
43-31	Trash Removal	4,264	4,864	5,940	7,500	7,500
43-51	Water and Sewer - City	3,322	4,118	10,000	4,000	5,000
43-73	Street Light Fee	149	149	300	300	300
43-81	Stormwater Assessment	2,476	2,476	4,960	2,500	5,490
45-71	Notary Bond	188	0	0	150	150
46-11	Maintenance - Buildings & Grounds	43,144	13,978	12,500	10,000	10,000
46-21	Maintenance - D.P. Equipment	787	3,693	3,050	2,000	3,000
46-22	Maintenance - Office Equipment	0	0	0	300	300
46-23	Maintenance - Copiers	797	2,219	2,500	2,000	2,000
46-31	Central Garage Maintenance	4,190	2,146	5,600	4,000	2,760
46-49	Radio Maintenance	131	299	600	800	600
51-11	Office Supplies - General	3,015	1,838	3,000	2,500	2,500
51-41	Small Tools and Implements	119	35	300	150	300
52-11	Fuel	4,872	5,563	7,000	7,000	6,440
52-25	Software Licenses/Support	3,147	4,720	4,320	4,320	4,320
52-31	Clothing and Wearing Apparel	867	587	600	546	600
52-43	Computer Supplies	2,963	2,814	4,000	2,500	2,500
52-47	First Aid Supplies	127	174	300	300	300

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

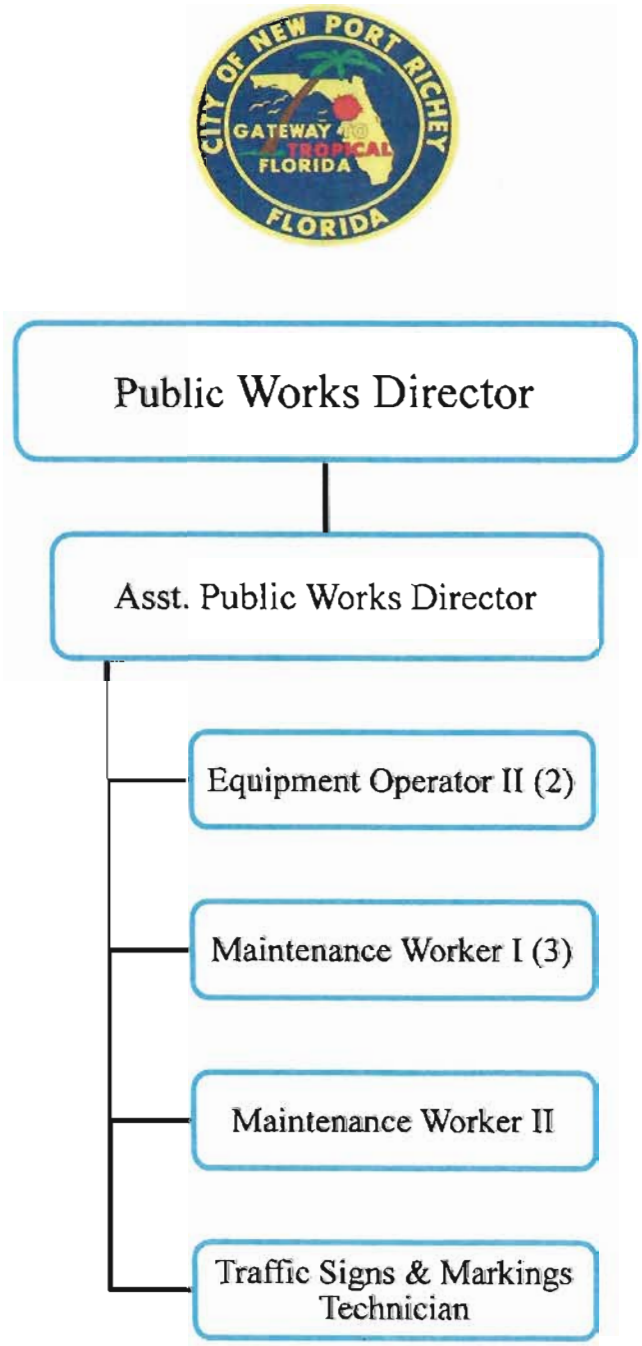
EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
52-51	Janitorial Supplies	2,776	1,686	2,000	1,500	1,000
52-89	Automotive Parts	3,664	3,888	8,500	3,500	3,010
52-99	Operating Supplies - Miscellaneous	3,760	4,605	6,190	3,000	4,000
54-11	Dues and Memberships	537	356	1,330	950	950
54-61	Books and Publications	155	105	130	110	300
	TOTAL OPERATING EXPENSES	134,258	133,476	173,640	127,602	139,300
	CAPITAL OUTLAY					
64-13	Data Processing Equipment	3,320	5,439	6,100	6,100	0
64-18	Software	8,400	0	0	0	0
64-31	Special Purpose Equipment	7,467	0	6,000	6,000	0
	TOTAL CAPITAL OUTLAY	19,187	5,439	12,100	12,100	0
	TOTAL PUBLIC WORKS SUPERVISION	554,653	522,268	596,593	549,625	523,930

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

PUBLIC WORKS SUPERVISION DIVISION

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
62-99 Building Improvements					
PW Bldg Impr. HVAC Sys(R&R)		10,000	10,000	10,000	10,000
PW Bldg Impr. Generator(R&R)		10,000	10,000	10,000	10,000
	0	20,000	20,000	20,000	20,000
64-13 Data Processing Equipment					
Laptop (2)		5,000			
Drafting/Mapping Plotter		20,000			
Storage System Upgrades		10,000			
Desktop Computer		2,600	2,600		
	0	37,600	2,600	0	0
64-18 Software					
LG Viewer Work Request Module		15,000			
	0	15,000	0	0	0
64-31 Special Purpose Equipment					
Color Photocopy Machine				10,000	10,000
	0	0	0	10,000	10,000
DIVISION TOTAL	0	72,600	22,600	30,000	30,000

Street & ROW Maintenance



City of New Port Richey, Florida
ANNUAL BUDGET
Department/Division Narrative

Fund: General	*Department: Public Works*	*Division: Street & Right-of-Way Mtn.*

Activities Description

This division is responsible for the repair and maintenance of all public street and alley right-of-ways within the City. These duties include, but are not limited to: patching and repair of City streets for the Public Works Department, pothole repair, and mowing of public right-of-ways. In addition, this division installs and maintains traffic control signs, roadway markings, streetlight maintenance, traffic count studies and all road closures and detours due to maintenance and repairs and special events. This division installs and maintains public sidewalks, collects and grinds yard debris and maintains the City's Pine Hill Road recycling operation. In addition, the division is responsible for the Hillandale and Pinehill Road FDEP transfer station facilities annual permits. This division also performs tree plantings and maintains public trees for the City of New Port Richey Urban Forestry Program. This division is also responsible for the upkeep of all landscaping in the downtown area, all "Welcome to New Port Richey" islands and all City owned parking lots, which includes striping. sealing, pothole repairs and vehicle curb replacements. This division responds to all emergency call outs that are immediate hazards within public right-of-way, which may include flooded roadways, pothole hazards, sidewalk trip hazards, fallen trees or tree limbs, illegal dumping, DOA animals, sink holes and any other items that are deemed immediate hazards by the Public Works Director or his representative.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	9	8	7	7	7
Temporary & Part-Time Positions	0	0	0	0	0
Authorized City Positions	9	8	7	7	7

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: STREET & RIGHT-OF-WAY MAINTENANCE

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	297,440	248,491	281,604	266,490
Operating Expenses	597,092	591,601	658,430	633,950
Capital Outlay	0	1,784	0	0
Debt Service				
Transfers				
Reserves				
Total	894,532	841,876	940,034	900,440

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Regular Salaries & Wages				
Equipment Operator II	2.00	2.00	56,638	55,570
Maintenance Worker I	3.00	3.00	61,970	62,370
Maintenance Worker II	1.00	1.00	25,880	25,880
Traffic Signs & Markings Tech	1.00	1.00	29,715	29,600
Unfunded Positions				
Equipment Operator I				
Maintenance Worker II				
Total	7.00	7.00	174,203	173,420

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
12-99	Regular Full-Time Wages	197,107	162,319	174,203	173,420	173,420
14-11	Overtime Wages	7,592	13,356	15,940	15,940	15,980
15-11	Christmas Bonus	400	350	350	350	350
15-14	Economic Assistance Bonus	4,000	0	0	0	0
15-16	Health Insurance Waiver Stipend	0	0	1,200	1,200	1,800
15-27	Stand-By Time	7,955	7,932	10,360	9,660	9,660
15-29	Meal Allowance	30	30	150	150	100
21-11	Social Security Matching	15,967	13,627	15,681	15,700	15,710
22-11	Florida Retirement System	20,983	18,286	21,470	21,470	9,780
23-11	Group Health Insurance	34,694	25,458	30,720	31,920	28,080
23-12	Group Life Insurance	245	242	340	340	340
23-13	Accidental Death - AD & D	27	22	90	90	90
24-31	W/C Street Maintenance/Trash	8,440	6,869	11,100	11,100	11,180
	TOTAL PERSONAL SERVICES	297,440	248,491	281,604	281,340	266,490
	OPERATING EXPENSES					
34-30	Parking Lot Maintenance	311	417	2,000	2,000	1,000
34-38	Lab Test	4,819	0	500	500	250
34-85	Trash Grinding Service	12,943	22,962	16,985	25,860	25,000
34-99	Contractual Services - Miscellaneous	11,951	21,084	20,000	26,600	19,000
40-11	Travel and Training	468	356	470	470	470
41-21	Telephone - Local	4,303	3,876	4,000	4,100	4,200
41-31	Telephone - Long Distance	9	0	100	100	50
41-34	Data Lines	280	480	480	480	480
41-41	Pager Services	70	90	0	0	0
42-11	Postage	9	3	20	20	20
43-12	Electric - Traffic Lights	4,977	4,801	7,000	7,000	5,500
43-15	Electric - Streetscape Irrigation	1,207	1,287	1,400	1,400	1,400
43-21	Eastbury Garden Street Lights	2,396	2,530	2,500	2,500	2,500
43-22	Hillandale Street Lights	15,928	16,761	17,000	17,000	18,700
43-23	Ridgewood Street Lights	7,817	7,812	8,500	8,500	8,500
43-31	Trash Removal	24,113	26,464	20,000	20,000	13,000
43-51	Water and Sewer - City	16,185	14,500	33,500	35,000	35,200
43-71	Electric - City Street Lights	73,881	60,218	90,000	70,000	72,000
43-81	Stormwater Assessment	0	0	0	0	1,190
43-72	Street Light Rental and Maintenance	194,821	196,345	216,000	216,000	216,000
43-74	US 19 Street Lighting Operation/Maint.	51,972	49,002	52,500	52,500	52,500
44-19	Rent - Equipment	2,634	2,695	3,500	3,500	2,500
46-11	Maintenance - Buildings & Grounds	4,941	8,674	8,000	8,000	7,000
46-31	Central Garage Maintenance	56,163	50,213	40,000	50,000	34,490
46-49	Radio Maintenance	131	0	200	200	200
49-83	Permit Fees	5,899	0	200	200	200
51-11	Office Supplies - General	427	172	250	250	200
51-41	Small Tools and Implements	1,085	1,960	2,000	2,000	1,500
52-11	Fuel	23,598	30,965	37,500	35,000	28,960

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
52-31	Clothing and Wearing Apparel	1,031	1,182	1,140	1,400	1,400
52-43	Computer Supplies	983	159	500	500	250
52-47	First Aid Supplies	46	20	100	100	100
52-62	Trees	3,416	1,863	3,000	3,000	3,000
52-89	Automotive Parts	36,818	20,877	23,575	30,000	25,800
52-99	Operating Supplies - Miscellaneous	9,886	7,528	8,600	8,600	8,600
53-11	Asphalt/Concrete	11,946	10,183	7,500	9,000	9,380
53-12	Limestone/Crushed Concrete	79	0	1,200	1,200	1,200
53-13	Gravel/Shell	0	308	500	500	500
53-21	Signs and Sign Material	6,150	13,679	15,000	15,000	15,000
53-22	Pavement Marking Material	1,877	11,146	11,000	17,000	15,000
53-41	Sod - Seed	1,302	410	750	750	750
53-99	Road Materials - Miscellaneous	0	323	500	500	500
54-11	Dues and Memberships	220	170	260	260	260
54-61	Books and Publications	0	86	200	200	200
	TOTAL OPERATING EXPENSES	597,092	591,601	658,430	677,190	633,950
	CAPITAL OUTLAY					
64-31	Special Purpose Equipment	0	1,784	0	0	0
	TOTAL CAPITAL OUTLAY	0	1,784	0	0	0
	TOTAL STREET & RIGHT-OF-WAY	894,532	841,876	940,034	958,530	900,440

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

STREET & RIGHT-OF-WAY MAINTENANCE DIVISION

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16	
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)
3/4 Ton Pickup Truck (#94)			35,000			
Dump Truck (#98) (R & R)		10,000	10,000	10,000	10,000	
3/4 Ton Flat Bed Dump Truck(#56)		30,000				
Tandem Dump Truck (#6) (R & R)		15,000	15,000	15,000	120,000	(b)
	0	75,000	80,000	45,000	177,000	
64-16 Heavy Equipment						
Pay Loader w/Root Rake (#8) (R & R)		10,000	10,000	10,000	10,000	
Pay Loader w/Root Rake(#7) (R & R)		10,000	10,000	10,000	50,000	(c)
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	
	0	55,000	55,000	55,000	95,000	
64-31 Special Purpose Equipment						
Tree Stump Grinder			25,000			
	0	0	25,000	0	0	
DIVISION TOTAL	0	130,000	160,000	100,000	272,000	

(a) Year of Acquisition ($34,000 from R & R)
(b) Year of Acquisition ($60,000 from R & R)
(c) Year of Acquisition ($50,000 from R & R)

TOTAL GEN. FUND CAP. OUTLAY	**767,285**	**1,095,915**	**1,330,350**	**3,219,500**	**1,712,200**

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL
DIV: NON-EXPENDITURE DISBURSEMENTS

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services				
Operating Expenses				
Capital Outlay				
Debt Service				
Transfers	2,329,682	1,764,479	1,279,560	1,039,930
Reserves			277,237	340,680
Total	2,329,682	1,764,479	1,556,797	1,380,610

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Total				

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
581-	*TRANSFERS*					
91-63	Trans To Redevelpmnt - Tax Increment	2,329,682	1,764,479	1,279,560	1,274,094	1,039,930
	TOTAL TRANSFERS	2,329,682	1,764,479	1,279,560	1,274,094	1,039,930
584-	*RESERVES*					
94-21	Reserves - Contingency			264,725	286,955	277,360
94-24	Reserves - Sick Leave			12,512	0	63,320
	TOTAL RESERVES	0	0	277,237	286,955	340,680
	TOTAL NON-EXPENDITURE DISB.	2,329,682	1,764,479	1,556,797	1,561,049	1,380,610
	TOTAL GENERAL FUND	16,068,589	15,466,478	15,996,929	14,984,040	18,227,000

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

FISCAL YEAR ENDING SEPTEMBER 30, 2011

FUND: STORMWATER UTILITY

ACCT#: 002-0000

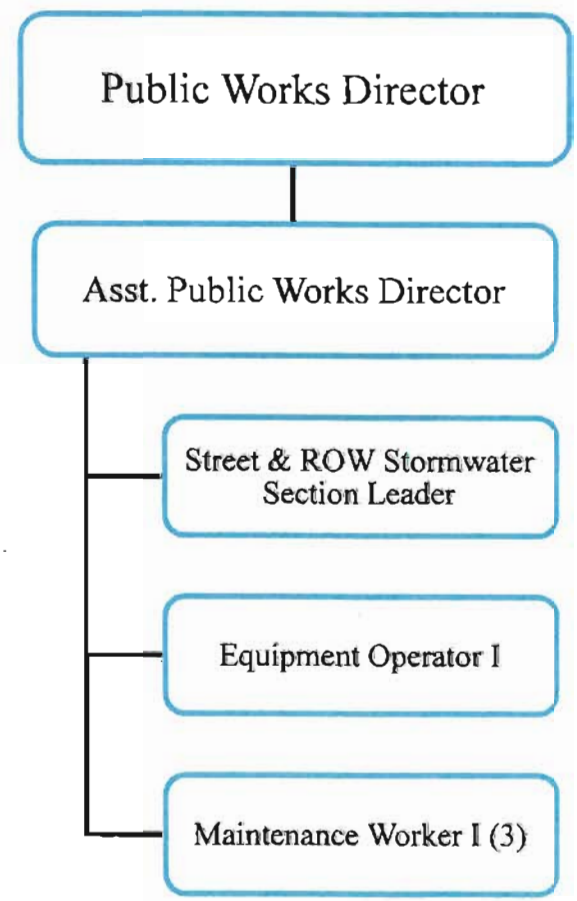
REVENUE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
343-71	Stormwater Utility Fee	522,131	524,905	523,060	523,000	525,000
361-10	Interest on Investments	46	96	0	0	0
361-15	Interest-Stormwater Utility Fee	190	9	10	10	10
361-20	Interest - S.B.A.	4,182	1,644	560	2,500	560
361-25	Interest - FMIvT	2,838	1,487	1,390	500	1,390
389-89	Prior Yr Fund Bal-Designated F/A	0	0	0	0	142,460
389-90	Prior Yr Fund Bal-Undesignated	0	0	563,370	0	155,600
	TOTAL STORMWATER UTILITY FUND	529,387	528,141	1,088,390	526,010	825,020

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Stormwater Utility Fund



CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Fund: Stormwater Utility ***Department: Public Works*** ***Division: Stormwater***

Activities Description

The Stormwater Division maintains over 40 miles of stormwater pipes and over 800 stormwater structures including stormwater ponds. The division is responsible for keeping the City's National Pollution Discharge Elimination System (NPDES) permit current; along with overseeing the Indiana Landfill ground water testing and annual permit renewal. The division continues to update the City's GIS system associated with stormwater facilities.

The Stormwater Division is responsible for repairs and maintenance issues on all stormwater facilities such as catch basins, pipe blockages, pipe damage, ditches, treatment swales and the mowing of all City owned retention/detention ponds and right-of-ways; in addition, the distribution of sand bags to City residents during storm events.

A weekly scheduled street sweeping in the City's downtown district and a monthly street sweeping in many residential areas of the City are a vital maintenance duty performed by this division. This street sweeping plays an important role in keeping street contaminants such as oils, greases and sediments out of the City's stormwater system and the Pithlachascotee River.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	3	3	3	3	5
Temporary & Part-Time Positions	0	0	0	0	0
Authorized City Positions	3	3	3	3	5

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: STORMWATER UTILITY
DIV: STORMWATER

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	128,346	132,720	146,443	187,310
Operating Expenses	271,111	336,126	257,115	304,125
Capital Outlay			198,200	247,260
Debt Service				
Transfers	75,262	159,245	160,120	74,930
Reserves			326,512	11,395
Total	474,719	628,091	1,088,390	825,020

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Regular Salaries & Wages				
St&ROW/Stmwtr Sect Leader	1.00	1.00	35,530	35,530
Equipment Operator II	1.00	0.00	30,282	0
Equipment Operator I	1.00	1.00	0	19,760
Maintenance Worker I	0.00	3.00	21,607	60,800
Total	3.00	5.00	87,419	116,090

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: STORMWATER UTILITY
DIV: 002-0103-538

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
12-99	Regular Full-Time Wages	83,418	80,968	87,419	87,419	116,090
14-11	Overtime Wages	6,571	15,551	17,190	15,488	16,750
15-11	Christmas Bonus	150	150	150	150	250
15-14	Economic Assistance Bonus	1,500	0	0	0	0
15-27	Stand-By Time	1,911	2,020	1,695	1,330	3,810
15-29	Meal Allowance	73	29	150	150	190
17-11	Accrued Vacation	(473)	(625)	0	0	0
17-12	Accrued Sick Time	0	0	0	0	0
21-11	Social Security Matching	7,135	7,524	7,919	7,919	10,700
21-21	Accrued FICA - Vacation and Sick	(36)	(48)	0	0	0
22-11	Florida Retirement System	9,001	9,895	10,800	10,800	6,710
22-21	Accrued FRS - Vacation	(47)	(45)	0	0	0
23-11	Group Health Insurance	14,034	11,697	13,680	13,680	23,400
23-12	Group Life Insurance	100	112	150	150	240
23-13	Accidental Death - AD & D	11	10	40	40	60
23-15	Net OPEB Obligation Expense	2,127	2,585	2,130	2,130	2,130
24-33	W/C Irrigation Works Oper./Driver	2,871	2,897	5,120	5,120	6,980
	TOTAL PERSONAL SERVICES	128,346	132,720	146,443	144,376	187,310
	OPERATING EXPENSES					
31-29	Engineering Services - Miscellaneous	3,100	20,435	31,235	40,000	40,000
31-99	Professional Services-Miscellaneous	0	0	0	0	25,000
34-33	Lawn Maintenance	13,226	8,873	16,500	20,000	20,000
34-38	Lab Test	1,950	5,880	15,000	15,000	17,400
34-99	Contractual Services - Miscellaneous	9,514	25,909	42,000	48,000	48,000
40-11	Travel and Training	743	905	380	380	1,020
41-21	Telephone - Local	1,122	1,393	2,300	2,000	2,000
41-31	Telephone - Long Distance	8	0	100	100	100
41-34	Data Lines	280	480	480	480	480
41-41	Pager Services	0	0	100	100	100
42-11	Postage	11	15	50	50	50
43-11	Electric - General	3,325	9,189	9,000	9,000	9,000
43-31	Trash Removal	1,276	1,387	4,000	5,000	5,000
43-81	Stormwater Assessment	0	0	0	0	115
44-19	Rent - Equipment	98	205	5,000	5,000	5,000
45-11	Liability Insurance-Comp. General	984	730	920	510	880
45-21	Buildings and Contents Insurance	3,848	3,244	4,100	2,305	3,740
45-23	Automobile and Truck Insurance	568	425	560	296	530
46-15	Maintenance - Orange Lake	250	0	2,000	2,000	2,000
46-31	Central Garage Maintenance	12,743	17,271	30,800	27,200	18,760
46-49	Radio Maintenance	131	0	150	150	150
46-61	Maintenance - Physical Plant	578	7,106	5,000	10,000	10,000
49-83	Permit Fees	934	1,004	1,500	3,000	2,140
51-11	Office Supplies - General	226	61	210	300	300

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: STORMWATER UTILITY
DIV: 002-0103-538

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
51-21	Maps and Charts	0	0	90	100	100
51-41	Small Tools and Implements	902	1,891	2,000	2,000	3,000
52-11	Fuel	7,019	12,507	16,370	16,000	15,210
52-25	Software Licenses/Support	371	271	200	200	200
52-31	Clothing and Wearing Apparel	579	705	600	600	1,000
52-43	Computer Supplies	388	276	500	500	500
52-47	First Aid Supplies	50	88	200	200	200
52-89	Automotive Parts	12,319	14,042	20,000	20,000	19,780
52-99	Operating Supplies - Miscellaneous	4,180	3,925	5,400	8,000	8,000
53-11	Asphalt/Concrete	5,319	7,874	7,000	10,000	10,000
53-12	Limestone/Crushed Concrete	0	0	10,000	10,000	10,000
53-13	Gravel/Shell	79	294	2,000	2,000	2,000
53-21	Signs and Sign Material	2,901	0	1,000	2,000	2,000
53-31	Pipe/Culvert Material	773	2,971	15,000	15,000	15,000
53-41	Sod - Seed	578	1,068	5,000	5,000	5,000
54-11	Dues and Memberships	50	441	120	120	120
54-61	Books and Publications	0	0	250	250	250
99-96	Depreciation Expense	180,688	185,261	0	0	0
	TOTAL OPERATING EXPENSES	271,111	336,126	257,115	282,841	304,125
	CAPITAL OUTLAY					
63-99	Miscellaneous Flood Control			192,000	200,000	100,000
64-13	Data Processing Equipment			0	0	4,800
64-16	Heavy Equipment			0	0	142,460
64-31	Special Purpose Equipment			6,200	6,200	0
	TOTAL CAPITAL OUTLAY	0	0	198,200	206,200	247,260
580-581-	*TRANSFERS*					
91-51	Transfer To General Fund	75,262	159,245	160,120	160,120	74,930
	TOTAL TRANSFERS	75,262	159,245	160,120	160,120	74,930
580-584-	*RESERVES*					
94-21	Reserves - Contingency			16,000	16,000	10,295
94-24	Reserves - Sick Leave			132	0	1,100
94-35	Reserves - Future Construction			310,380	0	0
	TOTAL RESERVES	0	0	326,512	16,000	11,395
	TOTAL STORMWATER UTILITY FUND	474,719	628,091	1,088,390	809,537	825,020

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

STORMWATER UTILITY DIVISION

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
63-XX Flood Control					
Flood Control/Water Quality Projects	100,000	200,000	200,000	200,000	200,000
Penn. Ave/Polk St Drainage/Elevation		60,000	600,000		
Miss Ave Water Quality Enhancement			35,000	350,000	
Various Water Quality Enhancement					35,000
Stormwater Master Plan Upgrade		200,000			
Delaware Ave Neighborhood Betterment		120,000			
Jasmine Heights Pond & Pump Rehab					1,000,000
	100,000	580,000	835,000	550,000	1,235,000
64-13 Data Processing Equipment					
Laptop Computer	2,400	2,400			
Desktop Computer	2,400	2,400			
	4,800	4,800	0	0	0
64-15 Trucks and Trailers					
Service Truck w/Utility Body/Crane			68,000		
3/4 Ton Pickup Truck w/Lift gate					27,000
	0	0	68,000	0	27,000
64-16 Heavy Equipment					
Tractor w/Slope Mower (R&R)	142,460 (a)	10,000	10,000	10,000	10,000
Street Sweeper (#95) (R & R)			140,000 (b)	20,000	20,000
	142,460	10,000	150,000	30,000	30,000
DIVISION TOTAL	247,260	594,800	1,053,000	580,000	1,292,000

(a) Year of Acquisition ($142,460 from R & R)
(b) Year of Acquisition ($120,000 from R & R)

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL DEBT SERVICE

ACCT#: 201-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
314-10	Electric Utility Tax	1,219,098	1,432,186	1,525,530	1,525,530	1,602,000
314-40	Gas Utility Tax	54,438	60,247	64,000	60,000	67,000
314-80	Propane Utility Tax	56,744	55,184	52,250	62,000	60,000
361-10	Interest On Investments	974	1,115	1,150	1,200	1,210
381-37	Transfer from Redevelopment - Loan	0	116,041	696,250	696,250	696,250
389-90	Prior Yr Fund Bal-Undesignated	0	0	105,020	0	0
	TOTAL GENERAL DEBT SERVICE	1,331,254	1,664,773	2,444,200	2,344,980	2,426,460

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: GENERAL DEBT SERVICE
DIV: 201-0201

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
517-						
71-36	Principal - 2000 Note	247,507	261,741	276,790	276,794	292,715
71-37	Principal - 2010 Note	0	0	298,000	298,000	325,940
72-36	Interest - 2000 Note	111,261	96,773	81,330	81,330	64,955
72-37	Interest - 2010 Note	0	0	398,250	398,252	370,315
		358,768	358,514	1,054,370	1,054,376	1,053,925
580-581	*TRANSFERS*					
91-51	Transfer to General Fund	959,587	1,170,721	1,389,830	1,296,604	1,372,535
		959,587	1,170,721	1,389,830	1,296,604	1,372,535
	TOTAL GENERAL DEBT SERVICE	1,318,355	1,529,235	2,444,200	2,350,980	2,426,460

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: CAPITAL IMPROVEMENT FUND

ACCT#: 301-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
312-61	1-Cent Infrastructure Surtax	1,131,126	1,186,900	1,156,580	1,146,636	1,278,130
331-54	Community Development Block Grant	24,708	41,033	275,090	0	347,395
361-10	Interest On Investments	360	1,236	980	200	980
361-20	Interest - S.B.A.	14,678	4,355	1,600	4,000	1,600
361-25	Interest - FMIvT	6,317	3,307	3,870	1,500	3,870
361-28	Interest - T-Bills and Bonds	61	0	0	0	0
TOTAL CAP.IMP.FUND PRIOR TO FUND BAL.		1,177,250	1,236,831	1,438,120	1,152,336	1,631,975
389-90	Prior Yr Fund Bal-Undesignated	0	0	1,546,845	0	518,025
	TOTAL FUND BALANCE	0	0	1,546,845	0	518,025
	TOTAL CAPITAL IMPROVEMENT	1,177,250	1,236,831	2,984,965	1,152,336	2,150,000

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: CAPITAL IMPROVEMENT FUND
DIV: 301-0301

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
519-	*OTHER GENERAL GOVERNMENT*					
62-53	PWC Facility Improvements	551,497	0	0	0	0
62-54	PW Warehouse/City Hall/Library Rehab.	0	0	100,000	0	150,000
541-	*ROAD AND STREET FACILITIES*					
63-32	Main Street Project	178,084	128,557	1,600,000	350,000	1,200,000
63-34	Pinehill Road Improvements	24,708	44,727	350,000	236,338	0
63-36	2012 Sidewalk Extension	0	0	0	0	195,000
63-37	Multi-Use Trail-Morton Plant	0	0	0	0	25,000
63-38	Misc. Neighborhood Improvements	0	0	0	0	376,000
		754,289	173,284	2,050,000	586,338	1,946,000
580-581-	*TRANSFERS*					
91-51	Transfer To General Fund	659,615	265,475	492,200	492,200	204,000
91-64	Transfer To Redevelopment Fund	0	103,772	442,765	190,150	0
		659,615	369,247	934,965	682,350	204,000
	TOTAL CAPITAL IMPROVEMENT	1,413,904	542,531	2,984,965	1,268,688	2,150,000

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

CAPITAL IMPROVEMENT

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
OTHER GENERAL GOVERNMENT					
* PW Warehouse/City Hall/Library Rehab	150,000	700,000			
* Fiber Optic Network EOC			200,000		
* EOC Operations Upgrades					100,000
	150,000	700,000	200,000	0	100,000
LAW ENFORCEMENT					
* Generator (Building)		150,000			
* Security Gate		100,000			
	0	250,000	0	0	0
ROAD & STREET FACILITIES					
* Main Street Project	1,200,000				
* Plathe Road Paving		200,000			
* Streetscape Tree Replacement		80,000			
* Way Finding Signage - Citywide					150,000
* Bike Trail Master Plan Study			50,000		
* U.S. Hwy. 19 Beautification				200,000	
• 2012 Sidewalk Extension-Penn.Ave.	195,000				
* Multi-Use Trail-Marine Parkway		130,000			
* Sidewalk Improvements-Grand Blvd.			110,000		
* Sidewalk Improvements-Plathe Rd.			130,000		
* Multi-Use Trail-Morton Plant	25,000	230,000			
* Multi-Use Trail-Mass. Avenue					125,000
* U.S. Hwy. 19/Main St Signage		25,000			
•• Misc. Neighborhood Improvements	376,000				
	1,796,000	665,000	290,000	200,000	275,000
PARKS AND RECREATION					
* Restrooms-Frances Avenue Park		250,000			
* ADA Playground-Sims Park		250,000			
	0	500,000	0	0	0
TOTAL CAPITAL IMPROVEMENT FUND	1,946,000	2,115,000	490,000	200,000	375,000

* Penny for Pasco dollars

• Funded by Penny for Pasco ($37,755) and CDBG ($157,245)

•• Funded by Penny for Pasco ($185,850) and CDBG ($190,150)

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: WATER & SEWER

ACCT#: 401-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
329-50	Sewer Permits	135	425	700	720	700
	TOTAL PERMIT/INTERGOVMT.	135	425	700	720	700
343-31	Water Sales - Retail	3,538,143	3,292,191	3,607,500	3,607,500	3,780,000
343-32	Water Sales - Magnolia Valley	430,843	396,312	457,570	457,570	480,000
343-33	Water Sales - Reclaimed Water	164,474	163,567	215,000	215,000	226,000
343-35	Bulk Water - Port Richey	129,225	72,043	76,280	76,280	80,000
343-36	Surplus Water - TBW	391,930	269,802	257,040	257,040	270,000
343-51	Sewer Sales - Retail	3,362,345	3,142,240	3,488,060	3,488,060	3,628,000
343-53	Bulk Sewer - Port Richey	179,900	177,821	198,180	198,180	206,000
343-54	Sewer Sales - Magnolia Valley	559,447	515,024	586,480	586,480	616,000
343-56	Bulk Sewer - Lindrick	573,240	615,573	615,220	615,220	640,000
349-50	Tap Charges & Miscellaneous	(2,403)	0	0	0	0
349-60	Water Connect Fees - Meters	29,151	36,910	36,300	40,000	36,000
349-61	Reclaimed Water Connect Fee-Meters	900	675	700	300	700
349-70	Meter Turn On/Off Fee	12,370	23,965	22,550	15,000	22,000
349-71	Sprinkler Charge	39,802	40,687	40,520	40,000	42,000
	TOTAL CHARGES FOR SERVICES	9,409,367	8,746,810	9,601,400	9,596,630	10,026,700
361-10	Interest On Investments	(3,452)	(1,674)	0	2,000	2,000
361-11	Interest - Note Receivable	520,108	505,863	490,660	490,000	500,000
361-20	Interest - S.B.A.	2,054	1,436	880	2,000	2,000
361-25	Interest - FMIvT	161,336	74,912	73,880	18,000	20,000
361-28	Interest - T-Bills and Bonds	1,094	0	0	0	0
364-41	Surplus Furn., Fix., Equip. Sales	(1,729)	(531)	0	7,000	5,000
369-30	Refund of Prior Year Expense	804	457	460	400	400
369-70	Late Payment Penalties	236,814	191,224	244,060	230,000	244,000
369-71	Return Check Charge	4,674	4,530	4,730	2,600	3,000
369-72	Late Payment Penalties-Magnolia Valley	27,377	19,433	26,690	20,000	25,000
369-73	Returned Check Charge-Magnolia Valley	135	360	240	60	100
369-90	Other Miscellaneous Revenue	8,419	40,317	6,230	14,000	15,000
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	1,194,714	1,005,487	1,432,090	1,432,090	1,432,090
369-94	County Share of Reclaimed Water	460,027	617,222	629,550	629,550	629,550
369-95	Water Impact Fees	67,158	12,738	37,290	9,000	10,000
369-97	Sewer Impact Fees	133,079	20,358	87,530	18,100	20,000
97-10	Sewer Impact Fees - Lindrick	197,386	208,720	201,250	194,000	200,000
369-99	Sewer Impact Fees - Port Richey	3,948	4,201	35,660	12,000	15,000
389-80	Contributions From Contractors	132,637	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	3,146,583	2,705,053	3,271,200	3,080,800	3,123,140

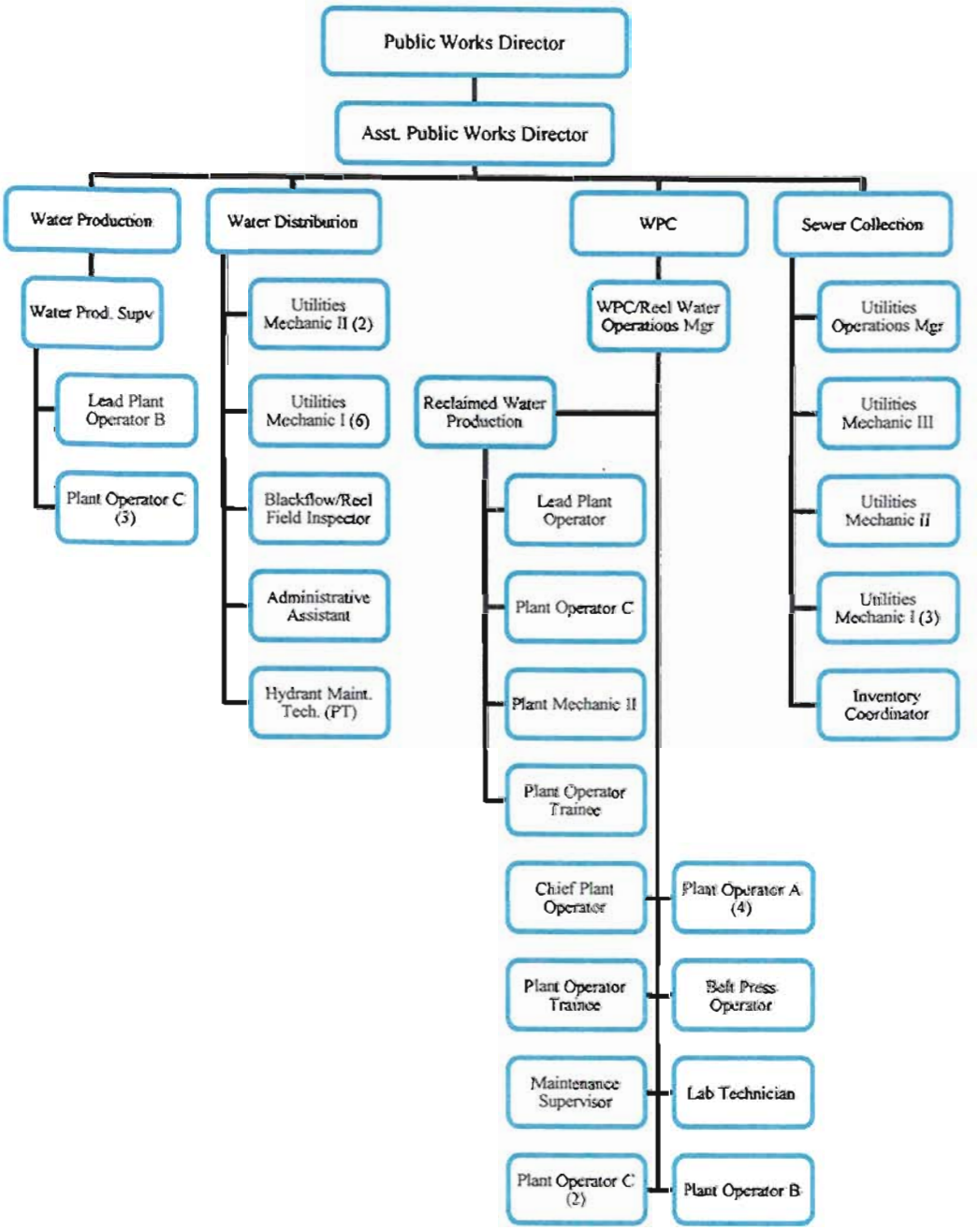
FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: WATER & SEWER

ACCT#: 401-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
TOTAL W & S FUND PRIOR TO FUND BALANCE		12,556,085	11,452,288	12,873,300	12,678,150	13,150,540
389-89	Prior Yr Fund Bal-Designated F/A		0	122,730	122,730	188,000
389-90	Prior Yr Fund Bal-Undesignated	45,000	0	1,246,460	0	1,730,700
	TOTAL FUND BALANCE	45,000	0	1,369,190	122,730	1,918,700
	TOTAL WATER & SEWER FUND	12,601,085	11,452,288	14,242,490	12,800,880	15,069,240

Water & Sewer Fund



CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Fund: Water & Sewer ***Department: Public Works*** ***Division: Water Production***

Activities Description

Water Production receives raw water purchased from Tampa Bay Water and turns it into potable water for distribution to the citizens of New Port Richey and for sale to other communities and governments, including a surplus water and operation and maintenance agreement with Tampa Bay Water to sell potable water to Tampa Bay Water to supplement the regional supply.

Water Production monitors all Starkey Wellfield activities and operates and maintains the Joseph Maytum Water Treatment Plant as well as the seven City owned wells and the elevated storage reservoir. Water Production performs all regulatory compliance sampling and can treat up to eleven (11) million gallons of water daily.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	5	5	5	5	5
Temporary & Part-Time Positions	0	0	0	0	0
Authorized City Positions	5	5	5	5	5

City of New Port Richey, Florida

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: WATER & SEWER
DIV: WATER PRODUCTION

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	306,660	300,705	299,700	286,200
Operating Expenses	2,366,916	2,570,349	3,394,640	2,875,610
Capital Outlay			87,800	75,000
Debt Service				
Transfers				
Reserves				
Total	2,673,576	2,871,054	3,782,140	3,236,810

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Division Head Salaries				
Water Production Supervisor	1.00	1.00	54,072	54,020
Regular Salaries & Wages				
Lead Plant Operator B	1.00	1.00	42,787	41,980
Plant Operator C	3.00	3.00	109,696	109,390
Total	5.00	5.00	206,555	205,390

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
11-12	Division Head Salaries	54,225	54,225	54,072	54,072	54,020
12-99	Regular Full-Time Wages	155,585	155,402	152,483	152,483	151,370
14-11	Overtime Wages	4,637	1,666	1,990	1,990	1,990
15-11	Christmas Bonus	250	250	250	250	250
15-14	Economic Assistance Bonus	2,500	0	0	0	0
15-27	Stand-By Time	14,979	14,409	11,990	11,990	11,990
17-11	Accrued Vacation	(264)	1,816	0	0	0
17-12	Accrued Sick Time	0	0	0	0	0
21-11	Social Security Matching	17,707	17,229	17,225	17,225	17,140
21-21	Accrued FICA - Vacation and Sick	(20)	139	0	0	0
22-11	Florida Retirement System	22,435	22,662	23,630	23,630	10,780
22-21	Accrued FRS - Vacation	(26)	244	0	0	0
23-11	Group Health Insurance	23,389	20,642	22,800	22,800	23,400
23-12	Group Life Insurance	166	198	240	240	240
23-13	Accidental Death - AD & D	18	18	60	60	60
23-15	Net OPEB Obligation Expense	5,687	6,411	5,690	5,690	5,690
24-21	W/C Waterworks Operations	5,392	5,394	9,270	9,270	9,270
	TOTAL PERSONAL SERVICES	306,660	300,705	299,700	299,700	286,200
	OPERATING EXPENSES					
31-29	Engineering Services - Miscellaneous	0	0	8,720	1,280	10,000
34-12	Pest Control Services	158	143	3,000	300	300
34-38	Lab Test	4,835	2,088	7,130	7,130	7,130
34-74	Security Services	1,640	1,640	4,510	4,510	4,510
34-99	Contractual Services - Miscellaneous	1,859	1,993	16,100	14,000	5,000
40-11	Travel and Training	94	50	1,470	100	1,470
41-21	Telephone - Local	4,345	3,190	4,980	4,980	4,980
41-31	Telephone - Long Distance	36	29	400	400	400
41-34	Data Lines	2,161	3,091	3,880	4,040	5,060
41-41	Pager Services	84	46	160	160	160
42-11	Postage	1,887	2,809	4,000	4,000	4,000
42-21	Freight Express Charges	0	0	30	30	30
43-13	Electric - Water Plant	93,326	88,533	122,910	122,910	122,910
43-15	Electric - Pumps and Wells	2,136	1,649	2,200	2,200	2,200
43-31	Trash Removal	332	528	600	600	600
43-73	Street Light Fee	0	0	0	0	50
43-81	Stormwater Assessment	132	135	140	140	150
46-11	Maintenance - Buildings and Grounds	2,283	11,107	10,000	10,000	10,000
46-23	Maintenance - Copiers	135	97	550	0	550
46-24	Maintenance - Technical Equipment	0	0	360	350	200
46-31	Central Garage Maintenance	8,194	8,062	9,900	9,900	6,830
46-49	Radio Maintenance	0	0	800	800	800
46-61	Maintenance - Physical Plant	12,339	15,240	12,000	12,000	12,000

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
49-83	Permit Fees	0	6,000	6,000	6,000	6,000
51-11	Office Supplies - General	407	221	1,100	800	1,100
51-21	Maps and Charts	0	441	520	0	520
51-41	Small Tools and Implements	63	491	500	500	500
52-11	Fuel	8,388	7,378	10,890	10,890	9,810
52-21	Chemicals	113,900	92,372	129,170	129,170	129,170
52-22	Laboratory Supplies	3,487	4,475	8,000	8,000	8,000
52-31	Clothing and Wearing Apparel	785	897	840	840	840
52-43	Computer Supplies	790	2,791	3,900	600	1,000
52-47	First Aid Supplies	66	147	250	250	250
52-51	Janitorial Supplies	1,091	313	800	800	800
52-61	Raw Water	2,091,488	2,303,498	3,000,000	2,500,000	2,500,000
52-89	Automotive Parts	5,257	4,966	3,920	3,920	3,380
52-94	Conservation Kits & Materials	3,316	5,185	12,000	7,000	12,000
52-99	Operating Supplies - Miscellaneous	1,065	524	1,870	1,870	1,870
54-11	Dues and Memberships	706	220	840	840	840
54-61	Books and Publications	131	0	200	0	200
	TOTAL OPERATING EXPENSES	2,366,916	2,570,349	3,394,640	2,871,310	2,875,610
	CAPITAL OUTLAY					
63-41	Elevated Storage Tank			10,000	10,000	10,000
63-44	City Well Repairs			0	0	10,000
63-45	Ground Storage Reservoirs			10,000	10,000	10,000
63-99	Improvements Other Than Buildings			20,000	20,000	32,000
64-31	Special Purpose Equipment			47,800	37,000	13,000
	TOTAL CAPITAL OUTLAY	0	0	87,800	77,000	75,000
	TOTAL WATER PRODUCTION	2,673,576	2,871,054	3,782,140	3,248,010	3,236,810

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

WATER PRODUCTION DIVISION

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
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)		
	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)
	10,000	10,000	10,000	10,000	60,000
63-99 Improvements Other Than Building					
Property Line Fence	12,000				
Stand-by Power Equipment (R & R)	10,000	10,000	10,000	10,000	10,000
Process Equipment (R & R)	10,000	10,000	10,000	10,000	10,000
	32,000	20,000	20,000	20,000	20,000
64-15 Trucks and Trailers					
3/4 Ton Pickup Truck (#32)				28,000	
3/4 Ton Pickup Truck (#30)		25,000			
	0	25,000	0	28,000	0
64-31 Special Purpose Equipment					
Flouride Bulk Storage Tank	10,000				
Portable Generator	3,000				
PH Benchtop Meter		2,000			
Emerg Shower-Sodium Hydroxide Area		4,000			
Chlorine Bulk Storage Tank		10,000	10,000		
Emerg Shower - Fuoride Area			4,000		
Commercial Lawn Tractor			9,000		
Emerg Shower-Chemical Building					4,200
Chlorine/MonoChloramine Meter			1,800		
Multi Parameter Field Meter				3,500	
On-line Free Ammonia Analyzer					35,000
Variable Frequency Drive				25,000	
	13,000	16,000	24,800	28,500	39,200
DIVISION TOTAL	75,000	91,000	194,800	106,500	139,200

(a) Year of Acquisition ($55,000 from R & R)
(b) Year of Acquisition ($50,000 from R & R)

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Fund: Water & Sewer ***Department: Public Works*** ***Division: Water Distribution***

Activities Description

The Water Distribution Division is responsible for the maintenance all potable water distribution lines and reclaimed water distribution lines serviced by the City of New Port Richey.

These duties include, but are not limited to: the installation, replacement and testing of meters, the installation and testing of backflow assemblies on City property and facilities, utility line locations requested by the Sunshine State One Call System, mapping of the water and reclaimed water distribution systems, valve locating and exercising, water and reclaimed water service repairs and installations, main line repairs and installations, and maintenance, repair and installation of fire hydrant assemblies.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	10	10	10	10	10
Temporary & Part-Time Positions	0	0	0	0	1
Authorized City Positions	10	10	10	10	11

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: WATER & SEWER
DIV: WATER DISTRIBUTION

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	383,849	318,906	371,600	359,770
Operating Expenses	221,989	271,424	370,160	333,090
Capital Outlay			175,650	192,810
Debt Service				
Transfers				
Reserves				
Total	605,838	590,330	917,410	885,670

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Regular Salaries & Wages				
Utilities Mechanic II	2.00	2.00	49,822	49,450
Utilities Mechanic I	7.00	6.00	146,531	122,480
Backflow/Recl Field Inspector	1.00	1.00	25,994	29,710
Administrative Assistant	0.00	1.00	0	20,800
Part-Time Wages				
Hydrant Maintenance Tech.	0.75	0.75	12,540	14,820
Total	10.75	10.75	234,887	237,260

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
12-99	Regular Full-Time Wages	248,382	206,759	222,347	222,347	222,440
13-11	Part-Time Wages	0	0	0	0	14,820
13-12	Temporary Wages	0	0	12,540	12,540	0
14-11	Overtime Wages	17,389	14,301	15,990	15,900	14,870
15-11	Christmas Bonus	500	450	500	400	550
15-14	Economic Assistance Bonus	5,000	0	0	0	0
15-27	Stand-By Time	10,972	9,538	8,860	8,860	8,070
15-29	Meal Allowance	171	285	400	400	400
17-11	Accrued Vacation	(1,856)	(1,775)	0	0	0
17-12	Accrued Sick Time	(3,347)	(2,998)	0	0	0
21-11	Social Security Matching	21,421	17,445	20,333	20,333	20,370
21-21	Accrued FICA - Vacation and Sick	(398)	(365)	0	0	0
22-11	Florida Retirement System	27,097	24,113	26,440	26,440	12,780
22-21	Accrued FRS - Vacation	(208)	(162)	0	0	0
23-11	Group Health Insurance	44,050	36,467	45,600	45,600	46,800
23-12	Group Life Insurance	309	344	480	480	480
23-13	Accidental Death - AD & D	33	31	120	120	120
23-15	Net OPEB Obligation Expense	7,037	7,799	7,040	7,040	7,040
24-21	W/C Waterworks Operations	7,297	6,674	10,950	10,950	11,030
	TOTAL PERSONAL SERVICES	383,849	318,906	371,600	371,410	359,770
	OPERATING EXPENSES					
34-42	Call Candy Services	3,136	4,758	6,400	4,160	4,160
34-99	Contractual Services - Miscellaneous	30,860	49,344	26,550	18,150	18,150
40-11	Travel and Training	1,565	815	2,280	2,280	2,280
41-21	Telephone - Local	3,275	4,510	5,610	6,104	6,170
41-31	Telephone - Long Distance	18	0	200	200	200
41-34	Data Lines	280	480	480	480	480
41-41	Pager Services	70	70	320	100	160
42-11	Postage	673	195	700	700	700
43-31	Trash Removal	0	0	0	0	500
44-19	Rent - Equipment	0	0	1,000	1,000	1,000
46-11	Maintenance - Buildings and Grounds	213	987	2,110	2,110	2,110
46-21	Maintenance - D. P. Equipment	99	0	1,400	1,400	1,400
46-24	Maintenance - Technical Equipment	936	40	1,000	1,000	1,000
46-31	Central Garage Maintenance	17,979	17,702	26,140	21,040	14,520
46-49	Radio Maintenance	131	0	800	800	800
46-61	Maintenance - Physical Plant	(1,020)	125	0	0	10,000
47-21	Forms	0	0	50	50	50
51-11	Office Supplies - General	978	492	1,000	1,000	1,000
51-41	Small Tools and Implements	6,045	7,698	7,840	7,840	7,840
52-11	Fuel	18,210	33,439	43,400	40,000	37,130
52-25	Software Licenses/Support	8,781	2,101	5,420	5,420	5,420
52-31	Clothing and Wearing Apparel	1,839	1,727	2,200	2,200	2,200
52-43	Computer Supplies	5,415	3,201	6,500	6,500	6,500

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
52-47	First Aid Supplies	103	59	250	250	250
52-71	Meters	5,873	26,489	44,440	22,220	22,220
52-72	Pipe	7,236	8,780	10,500	12,400	14,700
52-73	Hydrants	5,004	5,853	20,280	20,280	20,280
52-74	Valves and Clamps	64,481	59,606	82,500	82,500	81,500
52-79	Water & Sewer Supplies-Miscellaneous	5,372	13,070	11,600	11,600	11,600
52-89	Automotive Parts	17,537	9,314	25,330	22,330	19,120
52-99	Operating Supplies - Miscellaneous	10,092	12,561	15,400	20,000	20,790
53-11	Asphalt/Concrete	4,947	4,391	12,760	12,760	12,760
53-12	Limestone	79	1,647	2,500	2,500	2,500
53-13	Gravel/Shell	0	0	0	0	500
53-41	Sod - Seed	1,672	1,870	2,480	2,480	2,480
54-11	Dues and Memberships	110	100	380	280	280
54-61	Books and Publications	0	0	340	340	340
	TOTAL OPERATING EXPENSES	221,989	271,424	370,160	332,474	333,090
	CAPITAL OUTLAY					
63-99	Improvements Other Than Buildings			0	0	105,000
64-13	Data Processing Equipment			7,500	0	2,800
64-16	Heavy Equipment			162,730	131,288	40,000
64-17	Communication Equipment			3,200	0	0
64-31	Special Purpose Equipment			2,220	0	45,010
	TOTAL CAPITAL OUTLAY	0	0	175,650	131,288	192,810
	TOTAL WATER DISTRIBUTION	605,838	590,330	917,410	835,172	885,670

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

WATER DISTRIBUTION DIVISION

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
63-99 Improvements Other Than Buildings					
Cleaning/Painting Water Mains (3)	105,000				
	105,000	0	0	0	0
64-13 Data Processing Equipment					
Desktop Computer	2,800		2,800		2,800
	2,800	0	2,800	0	2,800
64-15 Trucks and Trailers					
1 Ton Truck w/Lift gate		45,000			
	0	45,000	0	0	0
64-16 Heavy Equipment					
Pipe Hunter Vac Truck (R&R)	15,000	15,000	15,000	15,000	15,000
Backhoe (#14) (R & R)	10,000	10,000	10,000	10,000	10,000
Dump Truck (#18) (R & R)	15,000	15,000	15,000	15,000	15,000
2 Ton Flatbed Dump Truck			40,000		
	40,000	40,000	80,000	40,000	40,000
64-31 Special Purpose Equipment					
Roadside Traffic Info Board	36,480				
6 kw Towable Light Tower	8,530				
	45,010	0	0	0	0
DIVISION TOTAL	192,810	85,000	82,800	40,000	42,800

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Fund: Water & Sewer ***Department: Water & Sewer*** ***Division: Non-Classified***

Activities Description

The Non Classified Division of the Water and Sewer Fund accounts for all expenses which cannot be classified into any one particular division and may be considered a cost to all divisions of the Water and Sewer Fund.

Engineering costs, insurance and some employee benefits are accounted for in this division. Insurance costs directly associated with the wastewater treatment plant are accounted for in the Water Pollution Control Division.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	0	0	0	0	0
Temporary & Part-Time Positions	0	0	0	0	0
Authorized City Positions	0	0	0	0	0

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: WATER & SEWER
DIV: NON-CLASSIFIED

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	6,709	0	500	0
Operating Expenses	110,529	108,802	197,220	212,640
Capital Outlay				
Debt Service				
Transfers				
Non-Operating Expenses	1,640,412	1,831,149	0	0
Total	1,757,650	1,939,951	197,720	212,640

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Total				

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
19-99	Miscellaneous Employee Benefits	6,709	0	0	0	0
23-15	Dental Insurance	0	0	500	0	0
	TOTAL PERSONAL SERVICES	6,709	0	500	0	0
	OPERATING EXPENSES					
31-10	Contractual Attorney Services	0	3,059	5,000	5,000	5,000
31-14	Master Utility Plan Upgrade	0	0	60,000	60,000	25,000
31-99	Professional Services - Miscellaneous	0	0	0	0	2,000
32-11	Annual Audit Services	8,766	9,050	9,100	9,100	9,100
32-21	Rate Study	0	9,834	15,000	14,300	70,000
45-11	Liability Insurance-Comp. General	11,805	8,766	10,990	6,075	10,510
45-21	Buildings and Contents Insurance	53,877	45,413	57,140	32,255	52,310
45-23	Automobile and Truck Insurance	12,491	9,116	11,810	6,210	11,040
45-90	Insurance Miscellaneous	2,906	3,086	2,200	2,200	2,200
49-11	Legal Advertising	0	0	500	500	0
49-99	Other Current Charges - Miscellaneous	20,684	20,478	25,480	25,480	25,480
	TOTAL OPERATING EXPENSES	110,529	108,802	197,220	161,120	212,640
	OTHER NON-OPERATING EXPENSES					
99-21	Amortization	31,511	31,511	0	0	0
99-31	Depreciation Expense	1,525,226	1,723,347	0	0	0
99-41	Write-Off of Bad Debts	83,675	76,291	0	0	0
	TOTAL NON-OPERATING EXPENSES	1,640,412	1,831,149	0	0	0
	TOTAL W & S NON-CLASSIFIED	1,757,650	1,939,951	197,720	161,120	212,640

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Fund: Water & Sewer ***Department: Public Works*** ***Division: Reclaimed Water Production***

Activities Description

The Reclaimed Water Division of the City of New Port Richey is responsible for operation of the reclaimed water system which serves the New Port Richey area and Pasco County.

The Reclaimed Water Treatment Facility turns the treated effluent from the Wastewater Treatment Plant into useable irrigation water for distribution to the citizens of New Port Richey, as well as bulk water sales to other communities, governments, and subdivisons. The Reclaimed Plant currently produces 5.605 million gallons of useable water per day. The facility includes four ground storage tanks, water pumping systems, water disinfection systems and a computerized control station.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	4	4	4	4	4
Temporary & Part-Time Positions	0	0	0	0	0
Authorized City Positions	4	4	4	4	4

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: WATER & SEWER
DIV: RECLAIMED WATER PRODUCTION

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	191,643	198,281	216,924	210,240
Operating Expenses	362,610	417,056	421,790	421,450
Capital Outlay			20,000	20,000
Debt Service				
Transfers				
Reserves				
Total	554,253	615,337	658,714	651,690

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Regular Salaries & Wages				
Lead Plant Operator	1.00	1.00	42,787	41,980
Plant Operator C	1.00	1.00	38,481	37,900
Plant Mechanic II	1.00	1.00	30,660	32,240
Plant Operator Trainee	1.00	1.00	34,370	36,090
Total	4.00	4.00	146,298	148,210

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
12-99	Regular Full-Time Wages	130,828	134,553	146,298	148,210	148,210
14-11	Overtime Wages	2,805	5,426	4,000	3,990	3,990
15-11	Christmas Bonus	200	200	200	200	200
15-14	Economic Assistance Bonus	2,000	0	0	0	0
15-27	Stand-By Time	7,771	8,294	9,010	8,680	8,680
15-29	Meal Allowance	0	0	100	240	240
17-11	Accrued Vacation	(7)	682	0	0	0
17-12	Accrued Sick Time	0	0	0	0	0
21-11	Social Security Matching	10,712	11,252	12,466	12,590	12,590
21-21	Accrued FICA - Vacation and Sick	(1)	52	0	0	0
22-11	Florida Retirement System	13,853	14,897	17,010	17,380	7,900
22-21	Accrued FRS - Vacation	(1)	107	0	0	0
23-11	Group Health Insurance	16,762	15,481	18,240	20,640	18,720
23-12	Group Life Insurance	118	149	200	200	200
23-13	Accidental Death - AD & D	13	14	50	50	50
23-15	Net OPEB Obligation Expense	3,578	3,966	3,580	3,580	3,580
24-22	W/C Sewage Disposal Oper./Driver	3,012	3,208	5,770	5,400	5,880
	TOTAL PERSONAL SERVICES	191,643	198,281	216,924	221,160	210,240
	OPERATING EXPENSES					
34-38	Lab Test	8,765	6,095	8,600	8,600	8,600
34-99	Contractual Services - Miscellaneous	0	0	270	270	270
40-11	Travel and Training	224	189	1,210	1,060	1,060
42-11	Postage	0	0	30	30	30
43-18	Electric - Reclaimed Water	233,241	272,183	273,170	273,170	273,170
45-99	Insurance	0	0	1,000	1,000	1,000
46-11	Maintenance - Buildings and Grounds	350	454	1,000	1,000	1,000
46-24	Maintenance - Technical Equipment	4,194	2,669	3,800	3,800	3,800
46-61	Maintenance - Physical Plant	31,742	40,686	40,000	40,000	40,000
51-11	Office Supplies - General	0	100	100	100	100
52-21	Chemicals	83,259	93,956	90,640	90,640	90,640
52-22	Laboratory Supplies	17	54	200	200	200
52-31	Clothing and Wearing Apparel	793	624	800	860	860
52-51	Janitorial Supplies	0	0	220	220	220
52-99	Operating Supplies - Miscellaneous	0	46	500	500	500
54-11	Dues and Memberships	25	0	250	0	0
	TOTAL OPERATING EXPENSES	362,610	417,056	421,790	421,450	421,450
	CAPITAL OUTLAY					
63-99	Improvements Other Than Buildings			20,000	20,000	20,000
	TOTAL CAPITAL OUTLAY	0	0	20,000	20,000	20,000
	TOTAL RECLAIMED WATER PROD.	554,253	615,337	658,714	662,610	651,690

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

RECLAIMED WATER PRODUCTION DIVISION

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
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
	20,000	20,000	20,000	20,000	20,000
DIVISION TOTAL	20,000	20,000	20,000	20,000	20,000

Fund: Water & Sewer ***Department: Public Works*** ***Division: Water Pollution Control***

Activities Description

The Water Pollution Control Division is responsible for the treatment of all wastewater collected within the City, portions of Port Richey, Gulf Harbors, Magnolia Valley and portions of Pasco County. The facility treats, biologically, an average daily flow of 5.575 million gallons per day in the 7.5 million gallon per day design facility. The staff does most of the monitoring/testing and extensive record keeping that is required by the Florida Department of Environmental Protection and the United States Environmental Protection Agency. The staff also operates, maintains and repairs all the equipment. Staff is also responsible for transporting 6.7 million gallons of processed sludge per year to the Pasco County Sludge Treatment Facility for further treatment and disposal.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	13	13	13	13	13
Temporary & Part-Time Positions	0	0	0	0	0
Authorized City Positions	13	13	13	13	13

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: WATER & SEWER
DIV: WATER POLLUTION CONTROL

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	738,593	739,953	751,996	713,660
Operating Expenses	1,312,059	1,103,996	1,388,840	1,380,780
Capital Outlay			115,000	329,700
Debt Service				
Transfers				
Reserves				
Total	2,050,652	1,843,949	2,255,836	2,424,140

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Division Head Salaries				
WPC/Reclaimed Water Operations Manager	1.00	1.00	65,578	64,340
Regular Salaries & Wages				
Chief Plant Operator	1.00	1.00	54,290	54,290
Plant Operator A	4.00	4.00	154,035	153,310
Plant Operator - Trainee	0.00	1.00	0	29,690
Belt Press Operator	1.00	1.00	34,370	34,370
Maintenance Supervisor	1.00	1.00	40,922	40,340
Lab Technician	1.00	1.00	41,116	40,340
Plant Operator C	4.00	2.00	137,975	68,740
Plant Operator B	0.00	1.00	0	37,720
Total	13.00	13.00	528,286	523,140

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
11-12	Division Head Salaries	65,821	65,943	65,578	65,578	64,340
12-99	Regular Full-Time Wages	462,219	448,821	462,708	462,708	458,800
14-11	Overtime Wages	9,566	28,577	11,160	11,160	11,030
15-11	Christmas Bonus	600	650	650	550	650
15-14	Economic Assistance Bonus	6,000	0	0	0	0
15-16	Health Insurance Waiver Stipend	0	0	1,800	1,800	1,800
15-27	Stand-By Time	10,207	11,881	13,580	12,840	11,230
15-29	Meal Allowance	57	0	60	60	60
17-11	Accrued Vacation	2,453	3,362	0	0	0
17-12	Accrued Sick Time	0	0	0	0	0
21-11	Social Security Matching	41,653	42,074	43,192	43,192	42,740
21-21	Accrued FICA - Vacation and Sick	188	257	0	0	0
22-11	Florida Retirement System	46,964	48,728	51,520	51,520	22,760
22-14	Defined Contribution Plan	7,507	8,033	7,778	7,778	7,680
22-21	Accrued FRS - Vacation	227	528	0	0	0
23-11	Group Health Insurance	58,083	52,293	57,480	57,480	56,160
23-12	Group Life Insurance	413	502	630	630	630
23-13	Accidental Death - AD & D	45	46	160	160	160
23-15	Net OPEB Obligation Expense	13,199	15,311	13,200	13,200	13,200
24-22	W/C Sewage Disposal Oper./Driver	10,516	10,143	17,680	17,680	17,600
24-32	W/C Municipal Classification	2,875	2,804	4,820	4,820	4,820
	TOTAL PERSONAL SERVICES	738,593	739,953	751,996	751,156	713,660
	OPERATING EXPENSES					
31-29	Engineering Services - Miscellaneous	0	9,600	9,800	10,000	52,400
31-99	Professional Services - Miscellaneous	412	900	5,000	5,000	5,000
34-12	Pest Control Services	158	169	310	310	310
34-38	Lab Test	4,817	13,141	12,000	12,000	12,000
34-99	Contractual Services - Miscellaneous	775	1,011	2,000	2,000	2,000
40-11	Travel and Training	2,299	1,425	1,420	1,420	1,050
41-21	Telephone - Local	1,573	1,240	2,000	2,000	2,000
41-31	Telephone - Long Distance	120	79	650	200	500
41-34	Data Lines	2,161	2,226	2,880	2,292	2,880
41-41	Pager Services	126	139	200	180	200
42-11	Postage	101	134	130	130	130
42-21	Freight Express Charges	0	0	300	300	300
43-17	Electric - Sewer Plant	291,584	279,504	345,520	345,520	345,520
43-31	Trash Removal	4,009	5,221	9,000	9,000	9,000
43-51	Water and Sewer - City	18,025	20,857	24,440	24,440	24,440
43-61	Sludge Removal	464,190	305,484	382,500	360,000	360,000
43-73	Street Light Fee	176	176	250	176	250
43-81	Stormwater Assessment	1,371	1,371	1,460	1,371	1,460
44-19	Rent - Equipment	395	277	2,000	2,000	2,000
45-11	Liability Insurance - Fuel Tanks	6,377	5,113	6,420	3,545	6,130

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
45-21	Buildings and Contents Insurance	161,632	136,238	171,420	96,760	156,920
45-23	Automobile and Truck Insurance	2,562	1,699	2,210	1,185	2,110
45-25	Flood Insurance	9,105	9,518	13,900	13,900	13,900
46-11	Maintenance - Buildings and Grounds	6,465	7,588	8,250	8,250	8,250
46-21	Maintenance - D.P. Equipment	0	0	1,550	1,550	1,550
46-22	Maintenance - Office Equipment	0	95	130	130	130
46-23	Maintenance - Copiers	440	564	510	510	510
46-24	Maintenance - Technical Equipment	6,180	8,506	10,000	10,000	10,000
46-31	Central Garage Maintenance	16,403	1,555	10,000	5,000	5,520
46-49	Radio Maintenance	0	0	600	0	600
46-61	Maintenance - Physical Plant	67,983	73,704	74,000	74,000	74,000
49-83	Permit Fees	1,000	1,000	1,000	1,000	6,000
51-11	Office Supplies - General	1,627	1,421	1,500	1,500	1,500
51-41	Small Tools and Implements	1,739	1,567	1,500	1,500	1,500
52-11	Fuel	27,410	15,677	32,000	20,000	20,540
52-21	Chemicals	182,137	172,958	217,420	210,000	217,420
52-22	Laboratory Supplies	8,741	8,354	10,000	10,000	10,000
52-31	Clothing and Wearing Apparel	2,061	2,289	2,800	2,800	2,800
52-43	Computer Supplies	1,810	534	3,300	3,300	5,700
52-47	First Aid Supplies	148	144	400	400	400
52-51	Janitorial Supplies	3,940	6,168	4,000	3,800	3,800
52-89	Automotive Parts	9,833	2,860	10,000	5,000	6,880
52-99	Operating Supplies - Miscellaneous	1,374	3,163	3,000	3,000	3,000
54-11	Dues and Memberships	800	75	920	920	30
54-61	Books and Publications	0	252	150	150	150
	TOTAL OPERATING EXPENSES	1,312,059	1,103,996	1,388,840	1,256,539	1,380,780
	CAPITAL OUTLAY					
62-99	Building Improvements			60,000	60,000	220,000
63-99	Improvements Other Than Buildings			40,000	40,000	88,000
64-15	Trucks and Trailers			15,000	15,000	15,000
64-31	Special Purpose Equipment			0	0	6,700
	TOTAL CAPITAL OUTLAY	0	0	115,000	115,000	329,700
	TOTAL WATER POLLUTION CONTROL	2,050,652	1,843,949	2,255,836	2,122,695	2,424,140

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

WATER POLLUTION CONTROL DIVISION

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
62-99 Building Improvements					
Structure Maintenance & Repair(R&R)	60,000	40,000	40,000	40,000	40,000
Repl Motor Control Center Bldg.	160,000 (a)				
	220,000	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
Variable Frequency Drives (8)	48,000 (b)				
	88,000	40,000	40,000	40,000	40,000
64-15 Trucks and Trailers					
Boom Truck (#45) (R & R)	15,000	15,000	15,000	15,000	15,000
	15,000	15,000	15,000	15,000	15,000
64-31 Special Purpose Equipment					
Influent Sampler	6,700				
	6,700	0	0	0	0
DIVISION TOTAL	329,700	95,000	95,000	95,000	95,000

(a) Year of Acquisition ($140,000 from R & R)
(b) Year of Acquisition ($48,000 from R & R)

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Fund: Water & Sewer ***Department: Public Works*** ***Division: Sewer Collection***

Activities Description

The Sewer Collection Division is responsible for the maintenance and repair of 65 sanitary sewer lift stations and 2 stormwater pumping stations. These lift stations have two to three pumps and motors, ranging in size from 2 horse power up to 70 horse power. Maintenance includes mechanical repairs to sewage pumps, storm water pumps, motors, blowers, wet wells and valve pits. This work also includes all control maintenance such as rehabilitation and upgrades to control wiring and pump control circuits. Preventive maintenance such as cleaning, greasing, and painting of these facilities and regular visual inspections are essential to the dependability of these stations.
This division is also responsible for maintenance, control, and repair of the City's SCADA (Supervisory Control and Data Acquisition) system, which consists of an additional control panel, radio, RTU, and other associated equipment located at each station site. Included in this is the maintenance and control of the SCADA base station located at the Wastewater Treatment Plant.
In addition, the division is responsible for the operation, maintenance, repair and replacement of all gravity sewer lines (approximately 84.05 miles), sanitary force mains (approximately 29 miles), and sewer services (approximately 8083). This work includes cleaning, TV inspection, and smoke testing of these systems and developing methods of rehabilitation.
In addition, this division has responsibility for the centralized warehouse, which includes water, sewer, automotive and janitorial parts and supplies.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	6	6	6	6	7 *
Temporary & Part-Time Positions	0	0	0	0	0
Authorized City Positions	6	6	6	6	7

* Transfer of Inventory Coordinator from the Purchasing Division

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: WATER & SEWER
DIV: SEWER COLLECTION

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	258,664	264,291	305,830	316,950
Operating Expenses	285,785	306,024	455,350	444,050
Capital Outlay			106,000	195,000
Debt Service				
Transfers				
Reserves				
Total	544,449	570,315	867,180	956,000

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Regular Salaries & Wages				
Utilities Operations Manager	1.00	1.00	46,732	45,850
Utilities Mechanic III	1.00	1.00	30,260	29,710
Utilities Mechanic II	1.00	1.00	26,570	26,570
Utilities Mechanic I	3.00	3.00	68,797	67,320
Inventory Coordinator	0.00	1.00	0	22,030
Total	6.00	7.00	172,359	191,480

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
12-99	Regular Full-Time Wages	157,611	164,481	172,359	172,359	191,480
14-11	Overtime Wages	22,420	22,255	39,980	39,980	39,750
15-11	Christmas Bonus	300	250	300	300	350
15-14	Economic Assistance Bonus	3,000	0	0	0	0
15-16	Health Insurance Waiver Stipend	0	0	1,650	1,800	1,800
15-27	Stand-By Time	7,130	9,247	10,010	10,010	9,910
15-29	Meal Allowance	102	15	250	250	250
17-11	Accrued Vacation	(815)	(84)	0	0	0
17-12	Accrued Sick Time	0	0	0	0	0
21-11	Social Security Matching	14,446	14,858	17,351	17,351	19,000
21-21	Accrued FICA - Vacation and Sick	(62)	(6)	0	0	0
22-11	Florida Retirement System	18,314	19,656	23,750	23,750	11,840
22-21	Accrued FRS - Vacation	(80)	33	0	0	0
23-11	Group Health Insurance	27,287	23,738	27,360	27,360	28,080
23-12	Group Life Insurance	194	228	290	290	300
23-13	Accidental Death - AD & D	21	21	80	80	80
23-15	Net OPEB Obligation Expense	4,391	5,262	4,400	4,400	4,400
24-22	W/C Sewage Disposal Oper./Driver	4,405	4,337	8,050	8,050	8,070
24-35	W/C Storage Warehouse Inventory	0	0	0	0	1,640
	TOTAL PERSONAL SERVICES	258,664	264,291	305,830	305,980	316,950
	OPERATING EXPENSES					
34-32	Inspection Service	0	0	1,000	1,000	1,000
34-99	Contractual Services - Miscellaneous	8,222	9,211	15,780	19,000	19,000
40-11	Travel and Training	225	398	1,900	1,900	1,900
41-21	Telephone - Local	5,990	5,118	6,220	6,220	7,420
41-31	Telephone - Long Distance	8	31	200	200	200
41-34	Data Lines	280	480	480	480	480
41-41	Pager Services	63	90	160	80	80
42-11	Postage	160	13	250	250	250
42-21	Freight Express Charges	19	0	30	30	30
43-14	Electric - Lift Stations	69,938	72,994	86,800	86,800	86,800
43-31	Trash Removal	4,602	3,240	6,500	3,250	3,250
43-81	Stormwater Assessment	0	0	0	0	30
44-19	Rent - Equipment	0	0	500	500	500
46-11	Maintenance - Buildings and Grounds	786	391	2,000	2,000	2,000
46-21	Maintenance - D.P. Equipment	0	0	0	0	500
46-24	Maintenance - Technical Equipement	10,072	4,735	10,880	10,880	10,880
46-31	Central Garage Maintenance	25,053	27,852	35,200	35,200	24,870
46-49	Radio Maintenance	131	0	720	720	720
46-61	Maintenance - Physical Plant	64,011	83,651	146,880	146,880	146,380
47-21	Forms	0	0	50	50	50
51-11	Office Supplies - General	873	828	770	770	920
51-41	Small Tools and Implements	9,479	7,676	7,360	7,360	7,360

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
52-11	Fuel	19,493	23,988	28,680	28,680	22,640
52-21	Chemicals	3,960	1,980	5,630	5,630	5,630
52-25	Software Licenses/Support	2,171	3,904	4,460	4,460	4,460
52-31	Clothing and Wearing Apparel	1,263	836	1,380	1,380	1,610
52-43	Computer Supplies	1,975	447	2,000	2,000	2,000
52-47	First Aid Supplies	123	66	200	200	200
52-72	Pipe	1,522	1,912	8,750	8,750	8,750
52-74	Valves and Clamps	8,789	5,792	28,000	28,000	28,000
52-89	Automotive Parts	26,503	19,932	20,410	20,410	18,170
52-99	Operating Supplies - Miscellaneous	11,054	25,166	15,260	20,640	20,640
53-11	Asphalt/Concrete	7,838	3,464	11,250	11,250	11,250
53-12	Limestone	79	1,336	1,950	1,950	1,950
53-13	Gravel/Shell	0	0	0	0	500
53-41	Sod - Seed	978	273	3,000	3,000	3,000
54-11	Dues and Memberships	125	220	250	180	180
54-61	Books and Publications	0	0	450	450	450
	TOTAL OPERATING EXPENSES	285,785	306,024	455,350	460,550	444,050
	CAPITAL OUTLAY					
63-99	Improvements Other Than Buildings			15,000	15,000	40,000
64-13	Data Processing Equipment			5,000	5,000	2,700
64-15	Trucks and Trailers			36,000	36,000	56,000
64-16	Heavy Equipment			35,000	35,000	35,000
64-17	Communication Equipment			15,000	15,000	15,000
64-31	Special Purpose Equipment			0	0	46,300
	TOTAL CAPITAL OUTLAY	0	0	106,000	106,000	195,000
	TOTAL SEWER COLLECTION	544,449	570,315	867,180	872,530	956,000

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

SEWER COLLECTION DIVISION

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
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)	25,000	25,000	25,000	25,000	25,000
	40,000	40,000	40,000	40,000	40,000
64-13 Data Processing Equipment					
Laptop Computer	2,700				
	2,700	0	0	0	0
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 (#75)	10,000	10,000	10,000	10,000	75,000 (a)
Service Truck (#78) (R & R)	10,000	35,000 (b)	10,000	10,000	10,000
	56,000	81,000	56,000	56,000	121,000
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
Compact Excavator-Track Hoe(R&R)	10,000	10,000	10,000	10,000	10,000
	35,000	35,000	35,000	35,000	35,000
64-17 Communication Equipment					
Scada System (R & R)	15,000	15,000	15,000	15,000	15,000
	15,000	15,000	15,000	15,000	15,000
64-31 Special Purpose Equipment					
Pneumatic Backfill Tamper	1,675		2,200		
Upgrade SCADA Telemetry Equip.	44,625				
Confined Spaces Gas Detector			2,200		
Cues Camera Equipment Upgrade		10,000			
Portable Gas Air Compressor		1,800			
Portable Gas Generator		2,000			
	46,300	13,800	4,400	0	0
DIVISION TOTAL	195,000	184,800	150,400	146,000	211,000

(a) Year of Acquisition ($40,000 from R & R)
(b) Year of Acquisition ($10,000 from R & R)

TOTAL W & S FUND CAPITAL OUTLAY	**812,510**	**475,800**	**543,000**	**407,500**	**508,000**

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: WATER & SEWER
DIV: NON-EXPENDITURE DISBURSEMENTS

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services				
Operating Expenses				
Capital Outlay				
Debt Service				
Transfers	8,643,643	3,763,238	5,326,980	6,521,450
Reserves			236,510	180,840
Total	8,643,643	3,763,238	5,563,490	6,702,290

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Total				

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
581-	*TRANSFERS*					
91-51	Transfer to General Fund	1,828,959	2,092,818	2,162,110	2,162,110	2,300,000
91-55	Transfer to W & S Sinking Fund	1,123,215	1,124,026	1,123,140	1,123,140	1,123,950
91-56	Transfer to W & S R & R Fund	401,570	246,017	361,730	233,100	245,000
91-57	Transfer to W & S Construction	5,289,899	300,377	1,680,000	396,731	2,852,500
	TOTAL TRANSFERS	8,643,643	3,763,238	5,326,980	3,915,081	6,521,450
584-	*RESERVES*					
94-21	Reserves - Contingency			236,510	0	170,920
94-24	Reserves - Sick Leave			0	0	9,920
	TOTAL RESERVES	0	0	236,510	0	180,840
	TOTAL NON-EXPENDITURE DISB.	8,643,643	3,763,238	5,563,490	3,915,081	6,702,290
	TOTAL WATER AND SEWER FUND	16,830,061	12,194,174	14,242,490	11,817,218	15,069,240

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: W & S RENEWAL & REPLACEMENT

ACCT#: 402-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
361-10	Interest On Investments	449	423	550	100	100
361-20	Interest - S.B.A.	2,017	1,437	1,440	2,364	2,400
361-25	Interest - FMIvT	19,566	14,729	14,300	5,900	6,000
361-26	Interest - Adjustable Rate Mortgages	18	(28)	0	0	0
361-28	Interest - T-Bills and Bonds	968	0	0	0	0
361-30	Net Incr(Decr)-Fair Value of Investments	(7)	22	0	0	0
381-20	Transfer From W & S Revenue	401,570	246,017	361,730	233,100	245,000
389-90	Prior Yr Fund Bal-Undesignated	0		471,980	0	1,369,000
	TOT. W&S RENEWAL & REPLACEMENT	424,581	262,600	850,000	241,464	1,622,500

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
580-581-	*TRANSFERS*					
91-57	Transfer to W & S Construction	0	63,016	850,000	62,500	1,622,500
	TOTAL TRANSFERS	0	63,016	850,000	62,500	1,622,500
580-584-	*RESERVES*					
94-92	Reserve - Facility Expansion			0	0	0
	TOTAL TRANSFERS	0	0	0	0	0
	TOT. W&S RENEWAL & REPLACEMENT	0	63,016	850,000	62,500	1,622,500

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: W & S DEBT SERVICE

ACCT#: 403-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
361-12	Interest On Investments - S.F.	1,170	1,002	0	1,000	0
381-20	Transfer From W & S Revenue	1,123,215	1,124,026	1,123,140	1,123,140	1,123,950
	TOTAL W & S DEBT SERVICE	1,124,385	1,125,028	1,123,140	1,124,140	1,123,950

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
536-						
72-32	Interest - 2007A Bonds	173,884	152,128	129,350	129,350	105,615
72-33	Interest - 2007B Bonds	306,075	300,878	295,490	295,490	289,905
582-						
71-32	Principal - 2007A Bonds	0	0	553,300	553,300	578,430
71-33	Principal - 2007B Bonds	0	0	145,000	145,000	150,000
		479,959	453,006	1,123,140	1,123,140	1,123,950
580-581-	*TRANSFERS*					
91-59	Transfer To W & S Revenue Fund	0	0	0	0	0
		0	0	0	0	0
	TOTAL W & S DEBT SERVICE	479,959	453,006	1,123,140	1,123,140	1,123,950

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: W & S SEWER ASSESSMENT

ACCT#: 404-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
361-25	Interest - FMIvT	516	312	0	120	0
363-20	Interest On Assessments	4,550	5,483	0	3,000	0
363-30	Penalties On Assessments	121	918	0	100	0
	TOTAL W & S SEWER ASSESSMENT	5,187	6,713	0	3,220	0

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
535-	*SEWER SERVICES*					
63-XX	Lakewood Villas	0	0	0	0	0
63-XX	Treasure Island	0	0	0	0	0
	TOTAL W & S SEWER ASSESSMENT	0	0	0	0	0

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

W & S SEWER ASSESSMENT FUND

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
SEWER IMPROVEMENTS					
Lakewood Villas					1,000,000
Treasure Island			1,000,000		
	0	0	1,000,000	0	1,000,000
TOT. W & S SEWER ASSESSMENT FUND	0	0	1,000,000	0	1,000,000

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: WATER & SEWER CONSTRUCTION

ACCT#: 405-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
381-20	Transfer From W & S Revenue	5,289,899	300,377	1,680,000	396,731	2,852,500
383-30	Transfer From W & S - R & R	0	63,016	850,000	62,500	1,622,500
	TOTAL W & S CONSTRUCTION FUND	5,289,899	363,393	2,530,000	459,231	4,475,000

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: WATER & SEWER CONSTRUCTION

ACCT#: 405-0405

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
535-72-91	Interest Expense	(202,021)	0	0	0	0
	TOTAL INTEREST EXPENSE	(202,021)	0	0	0	0

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
951-533	*WATER MAIN REPLACEMENTS*					
63-81	Contractor Payments			570,000	117,753	200,000
63-91	Engineering Services			40,000	16,478	110,000
		0	0	610,000	134,231	310,000
953-533	*WATER MAIN EXTENSIONS*					
63-81	Contractor Payments			100,000	25,000	100,000
63-91	Engineering Services			0	0	20,000
		0	0	100,000	25,000	120,000
954-533	*CITY WELLSITE CHLORAMINE UPGRADES*					
63-91	Engineering Services			0	0	50,000
		0	0	0	0	50,000
955-533	*WATER IMPROVEMENTS*					
63-81	Contractor Payments			0	0	105,000
		0	0	0	0	105,000
956-533	*WATER METERING UPGRADE*					
63-81	Contractor Payments			0	0	1,200,000
		0	0	0	0	1,200,000
959-535	*2011 SEWER UTILITY IMPR.*					
63-81	Contractor Payments			1,600,000	0	1,700,000
63-91	Engineering Services			0	100,000	40,000
		0	0	1,600,000	100,000	1,740,000
960-535	*2013 SEWER UTILITY IMPR*					
63-91	Engineering Services			0	0	80,000
		0	0	0	0	80,000
961-535	*RECLAIMED WATER*					
63-81	Contractor Payments			20,000	0	400,000
63-91	Engineering Services			0	0	110,000
		0	0	20,000	0	510,000
964-535	*WWTP IMPROVEMENTS*					
63-81	Contractor Payments			0	0	160,000
		0	0	0	0	160,000
965-535	*GRAVITY SEWER MAIN REHAB.*					
63-81	Contractor Payments			200,000	200,000	200,000
		0	0	200,000	200,000	200,000
	TOTAL W & S CONSTRUCTION FUND	0	0	2,530,000	459,231	4,475,000

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

WATER & SEWER CONSTRUCTION FUND

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
WATER IMPROVEMENTS					
Water Main Extensions	225,000	15,000	150,000	15,000	150,000
Water Main Replacements	310,000	1,470,000	1,470,000	1,470,000	1,400,000
Bulk Meter Upgrades		50,000		50,000	
City Wellsite Chloramine Upgrades	50,000	150,000	500,000	500,000	
Water Metering Upgrade	1,200,000				
	1,785,000	1,685,000	2,120,000	2,035,000	1,550,000
RECLAIMED WATER DISTRIBUTION					
Grey Preserve Expansion		300,000			
Stormwater Ponds	30,000	40,000	35,000	25,000	25,000
Residential Distribution	480,000	1,270,000	1,670,000	1,070,000	1,270,000
	510,000	1,610,000	1,705,000	1,095,000	1,295,000
SEWER IMPROVEMENTS					
Sewer Utility Improvements	1,820,000	1,600,000	80,000	1,600,000	80,000
WWTP Improvements	160,000				
Gravity Sewer Main Rehabilitation	200,000	200,000	200,000	200,000	200,000
	2,180,000	1,800,000	280,000	1,800,000	280,000
TOTAL W& S CONSTRUCTION FUND	4,475,000	5,095,000	4,105,000	4,930,000	3,125,000

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: INTRAGOVERNMENTAL SERVICE

ACCT#: 501-0000

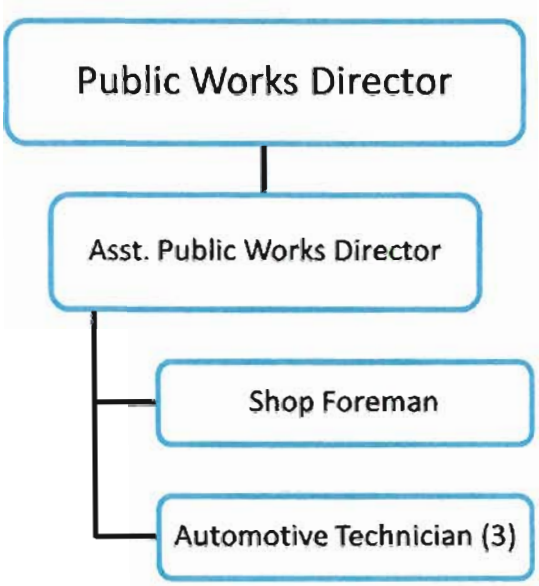
REVENUE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
361-10	Interest On Investments	312	278	400	0	0
361-20	Interest - S.B.A.	2	128	0	400	500
361-25	Interest - FMIvT	5,296	3,020	10,000	1,300	1,500
361-28	Interest - T-Bills and Bonds	250	0	0	0	0
369-30	Refund of Prior Year Expense	0	950	0	0	0
369-90	Other Miscellaneous Revenue	44	0	70	0	0
389-90	Prior Yr Fund Bal-Undesignated	0	0	0	0	95,390
399-11	Garage - Labor and Overhead	266,924	245,195	256,540	248,000	177,990
399-12	Garage - Parts	197,858	138,199	187,120	190,000	162,990
399-13	Garage - Fuel	202,893	282,894	307,900	344,000	287,510
	TOTAL INTRAGOVERNMENTAL SVC	673,579	670,664	762,030	783,700	725,880

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Intragovernmental Service Fund



CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Fund: Intragovernmental Svc. ***Department: Public Works*** ***Division: Maintenance***

Activities Description

The Maintenance Division operates the Central Garage Repair Facility. Repair to all of the City's internal combustion engine driven machinery is performed here. This runs the full range from small gasoline driven hand tools to major heavy equipment and diesel tractors. Police and fire vehicles are included. All metal fabrication welding and custom built devices are included whenever there are sufficient tools and knowledge to perform the task. All sublet items are to be determined at this level and supervision of the final product will be under the authority of the Public Works Director.

The budget for this division does not represent an addition to the total money expended, but is rather a charge back budget to the other departments and divisions.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	5	5	5	4	4
Temporary & Part-Time Positions	0	0	0	0	0
Authorized City Positions	5	5	5	4	4

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: INTRAGOVERNMENTAL SERVICE
DIV: MAINTENANCE

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	305,382	275,718	252,210	239,760
Operating Expenses	435,944	463,064	473,050	468,860
Capital Outlay			4,195	0
Debt Service				
Non-Operating Expenses				
Reserves			32,575	17,260
Total	741,326	738,782	762,030	725,880

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Division Head Salaries				
Fleet Supervisor	1.00	0.00	53,650	0
Regular Salaries & Wages				
Shop Foreman	0.00	1.00	0	53,650
Automotive Technician	3.00	3.00	127,960	127,960
Unfunded Positions				
Automotive Technician				
Total	4.00	4.00	181,610	181,610

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: INTRAGOVERNMENTAL SERVICE
DIV: MAINTENANCE
ACCT#: 501-0501-591

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
11-12	Division Head Salaries	54,520	54,404	53,650	53,650	0
12-99	Regular Full-Time Wages	170,083	154,846	127,960	127,960	181,610
14-11	Overtime Wages	120	74	860	860	860
15-11	Christmas Bonus	250	250	200	200	200
15-14	Economic Assistance Bonus	2,500	0	0	0	0
15-29	Meal Allowance	0	0	80	0	0
17-11	Accrued Vacation	1,144	(1,613)	0	0	0
17-12	Accrued Sick Time	0	(2,009)	0	0	0
21-11	Social Security Matching	16,975	15,662	14,260	14,260	14,250
21-21	Accrued FICA - Vacation and Sick	87	(277)	0	0	0
22-11	Florida Retirement System	17,602	16,552	15,790	15,790	8,330
22-14	Defined Contribution Plan	5,507	5,445	5,380	5,380	0
22-21	Accrued FRS - Vacation	114	(69)	0	0	0
23-11	Group Health Insurance	23,389	18,922	18,240	17,240	18,720
23-12	Group Life Insurance	155	174	200	200	200
23-13	Accidental Death - AD & D	18	16	50	50	50
23-15	Net OPEB Obligation Expense	5,666	6,282	5,670	5,670	5,670
24-25	W/C Auto Repair/Parts Department	7,252	7,059	9,870	9,870	9,870
	TOTAL PERSONAL SERVICES	305,382	275,718	252,210	251,130	239,760
	OPERATING EXPENSES					
34-34	Wrecker Services	1,028	1,385	1,400	800	800
34-36	Paint and Body Work	(4,201)	7,792	8,400	8,000	8,000
34-37	Auto Repair and Testing	42,810	26,038	45,760	50,000	50,000
40-11	Travel and Training	1,196	1,394	350	0	0
41-21	Telephone - Local	651	770	760	760	760
41-31	Telephone - Long Distance	23	25	50	50	50
42-11	Postage	30	48	90	70	70
44-19	Rent - Equipment	240	0	480	480	480
46-11	Maintenance - Buildings and Grounds	4,477	2,643	4,700	4,000	5,700
46-21	Maintenance - D.P. Equipment	0	0	260	260	260
46-24	Maintenance - Technical Equipment	2,717	2,919	3,020	3,010	3,020
46-31	Central Garage Maintenance	40,861	31,302	19,800	16,500	11,040
46-49	Radio Maintenance	598	0	400	400	400
49-83	Permit Fees	425	0	180	180	180
51-11	Office Supplies - General	195	539	150	150	150
51-41	Small Tools and Implements	2,324	2,466	2,670	2,670	2,670
52-11	Fuel	206,688	229,087	252,720	225,000	252,720
52-25	Software Licenses/Support	504	2,075	1,360	2,075	1,730
52-31	Clothing and Wearing Apparel	280	198	300	230	230
52-32	Laundry Service	1,994	1,913	2,400	2,400	2,400
52-43	Computer Supplies	347	82	550	1,550	1,550
52-47	First Aid Supplies	91	103	200	150	150

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: INTRAGOVERNMENTAL SERVICE
DIV: MAINTENANCE
ACCT#: 501-0501-591

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
52-51	Janitorial Supplies	751	951	500	500	500
52-89	Automotive Parts	99,726	125,622	120,200	126,000	120,000
52-98	Inventory Adjustment	2,610	1,852	1,000	1,000	1,000
52-99	Operating Supplies - Miscellaneous	7,985	5,175	5,100	4,500	4,750
54-11	Dues and Memberships	50	50	50	50	50
54-61	Books and Publications	358	0	200	200	200
97-11	Depreciation Expense	21,186	18,635	0	0	0
	TOTAL OPERATING EXPENSES	435,944	463,064	473,050	450,985	468,860
	CAPITAL OUTLAY					
64-31	Special Purpose Equipment	0	0	4,195	4,195	0
		0	0	4,195	4,195	0
580-584	*RESERVES*					
94-21	Reserves - Contingency			31,365	0	16,040
94-24	Reserves - Sick Leave			1,210	0	1,220
	TOTAL RESERVES	0	0	32,575	0	17,260
	TOTAL MAINTENANCE	741,326	738,782	762,030	706,310	725,880

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

MAINTENANCE DIVISION

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
64-15 Trucks and Trailers					
Truck w/Svc Body & Liftgate (#22)					27,000
	0	0	0	0	27,000
64-31 Special Purpose Equipment					
In-Ground Vehicle Lift		20,000			
Power Band Saw			2,300		
Waste Oil Heater			7,000		
Shop Brake Lathe					6,500
Antifreeze Recovery Machine				4,500	
Crane for Service Truck					3,500
Waste Water Recovery Machine					25,000
Freon Recovery/Recharge Machine		4,200			
Scan Tool		3,900			
Hot Hi-Pressure Washer			4,800		
Waste Oil Fuel Tank				3,500	
	0	28,100	14,100	8,000	35,000
DIVISION TOTAL	0	28,100	14,100	8,000	62,000

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: REDEVELOPMENT

ACCT#: 630-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
311-10	Current Ad Valorem Taxes	1,909,928	1,386,291	1,005,310	1,001,012	789,370
322-10	Building Permits	125,485	138,039	140,520	120,000	0
322-20	Building Code Surcharge	221	387	330	150	0
329-20	Contractors Certificates	2,300	2,200	3,100	2,100	0
329-21	Development Review Fees	7,050	4,600	7,200	9,000	0
329-60	Tree Removal/Replacement	5,055	3,460	5,000	3,200	0
331-54	Community Development Block Grant	0	141,808	80,245	222,050	0
341-20	Zoning Fees	6,100	3,175	1,800	8,000	0
341-31	Administrative Fees	245	97	140	800	0
341-40	Cert., Copying and Record Search	309	1,278	1,440	1,000	0
354-10	Code Enforcement Fines	17,883	12,634	10,220	6,500	0
354-11	Lot Clearing/Mowing Fines	0	329	0	1,700	0
361-10	Interest On Investments	2,121	1,939	1,400	0	0
361-20	Interest - S.B.A.	4,832	4,374	2,850	7,000	1,960
361-25	Interest - FMIvT	33,032	8,283	10,800	1,000	0
361-28	Interest - T-Bills and Bonds	412	0	0	0	0
362-16	Rent - 1st Church of Christ Scientist	4,500	52,000	42,000	21,000	0
364-22	Surplus Land Sales	13,502	0	0	0	0
366-90	Contributions & Donations	7,500	0	0	0	0
369-30	Refund of Prior Year Expense	0	5,000	0	0	0
369-71	Returned Check Charge	0	150	70	0	0
369-90	Other Miscellaneous Revenue	12,544	7,290	0	3,673	0
381-10	Trans Fr General - Tax Increment	2,329,682	1,764,479	1,279,560	1,274,094	1,039,930
381-31	Transfer From Street Improvement	180,848	0	0	0	0
381-60	Transfer From Capital Impr. Fund	0	103,772	442,765	190,150	0
384-30	Proceeds From Bond Issue	0	7,000,000	0	0	0
389-87	Prior Yr Fund Balance-Redevelopment	0	0	664,620	0	466,940
	TOTAL REDEVELOPMENT FUND	4,663,549	10,641,585	3,699,370	2,872,429	2,298,200

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Fund: Redevelopment ***Department: Development*** ***Division: Redevelopment***

Activities Description

Staff and activities of this division are now performed under the operation of the Development Department. Funding for redevelopment grant activities was discontinued in the FY 2010/2011 budget. Those grants addressed the deterioration of the residential and commercial segments of the City and funded several projects that improved the community. The division had worked directly with the Community Redevelopment Agency (CRA) Board of Directors and the CRA Advisory Committee. The CRA Board of Directors (City Council) had designated a significant amount of CRA Trust Fund dollars towards residential, commercial, recreational, and historic/cultural projects and, where possible, has supplement these dollars with grant funds from state and federal sources. The neighborhood planning effort involved street, sidewalk, curb, lighting, tree and traffic improvements in residential neighborhoods.

A major role of this division was to implement the adopted "Redevelopment Plan" throughout the City's "Community Redevelopment Area". This section of the budget includes cost centers for the redevelopment activities that are not centered in the General Fund but under the Redevelopment Trust Fund.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	4	2 *	2	0	0
Temporary & Part-Time Positions	1	1	0	0	0
Authorized City Positions	5	3	2	0	0

* Transferred 1 Position to Development Services Division

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: REDEVELOPMENT
DIV: REDEVELOPMENT

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	97,972	101,667	0	0
Operating Expenses	442,886	304,577	192,750	149,430
Capital Outlay	180,848	160,805	363,810	0
Debt Service	1,566,193	8,476,358	1,362,540	1,362,900
Transfers				
Reserves				
Total	2,287,899	9,043,407	1,919,100	1,512,330

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Total	0.00	0.00	0	0

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
11-12	Division Head Salaries	47,081	47,170	0	0	0
12-99	Regular Full-Time Wages	28,890	32,250	0	0	0
15-11	Christmas Bonus	100	100	0	0	0
15-14	Economic Assistance Bonus	500	0	0	0	0
21-11	Social Security Matching	5,858	5,916	0	0	0
22-11	Florida Retirement System	7,422	7,706	0	0	0
23-11	Group Health Insurance	7,796	8,257	0	0	0
23-12	Group Life Insurance	56	79	0	0	0
23-13	Accidental Death - AD & D	6	7	0	0	0
24-26	W/C Clerical	263	182	0	0	0
	TOTAL PERSONAL SERVICES	97,972	101,667	0	0	0
	OPERATING EXPENSES					
31-11	City Attorney Services	16,248	7,486	15,000	15,000	35,000
31-29	Engineering Services - Miscellaneous	0	2,207	0	0	15,000
31-81	Professional Services - Planning	0	0	50,000	50,000	5,000
31-99	Professional Services - Miscellaneous	4,445	6,111	5,000	5,000	38,000
34-24	Public Information	1,990	0	2,500	0	0
34-33	Lawn Maintenance	0	0	4,000	2,000	3,000
34-61	Main Street Grant Award	40,000	40,000	30,000	30,000	0
40-11	Travel and Training	1,026	282	750	0	0
41-21	Telephone - Local	511	341	600	200	0
41-31	Telephone - Long Distance	87	30	100	100	0
42-11	Postage	209	235	300	100	0
43-11	Electric - General	12,937	7,937	5,000	5,000	5,000
43-31	Trash Removal	1,883	826	1,250	1,227	1,230
43-51	Water and Sewer - City	10,660	11,784	6,000	6,000	6,000
43-73	Street Light Fee	798	1,156	1,160	1,156	1,160
43-81	Stormwater Assessment	1,481	1,837	1,840	1,837	1,880
45-11	Liability Insurance-Comp. General	5,902	4,383	5,500	3,037	0
45-21	Buildings and Contents Insurance	42,332	28,573	37,090	16,740	26,160
45-23	Automobile and Truck Insurance	1,136	624	830	300	0
46-11	Maintenance - Buildings and Grounds	23,296	20,798	10,000	7,500	10,000
46-14	Business Incentive	114,101	82,674	10,000	5,000	0
46-16	Special Grant Funding-Non-Taxable	25,000	0	0	0	0
46-17	Special Grant Funding-Taxable	20,000	0	0	0	0
46-23	Maintenance - Copier	0	92	300	0	0
47-99	Printing and Binding - Miscellaneous	1,003	549	0	0	0
49-15	Classified Advertising	1,573	84	1,225	1,000	0
49-51	Housing Incentives	109,180	80,901	0	0	0
49-99	Other Current Charges - Miscellaneous	2,225	1,329	1,155	600	2,000
51-11	Office Supplies - General	2,065	1,596	750	100	0
52-31	Clothing and Wearing Apparel	150	150	0	150	0
52-43	Computer Supplies	1,544	1,701	1,300	500	0

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
52-99	Operating Supplies - Miscellaneous	0	178	100	100	0
54-11	Dues and Memberships	990	713	1,000	620	0
54-61	Books and Publications	114	0	0	0	0
	TOTAL OPERATING EXPENSES	442,886	304,577	192,750	153,267	149,430
	CAPITAL OUTLAY					
63-37	Railroad Square Development Area	180,848	160,805	363,810	334,000	0
	TOTAL CAPITAL OUTLAY	180,848	160,805	363,810	334,000	0
	DEBT SERVICE					
71-21	Principal Pymts-Redevelopment Note A	343,000	357,000	372,000	372,000	387,000
71-23	Principal Pymts-Redevelopment Note B	342,000	357,000	371,000	371,000	387,000
71-24	Principal Pymts-Redevelopment Note C	0	7,000,000	0	0	0
72-21	Interest Pymts-Redevelopment Note A	338,499	324,368	309,660	309,660	294,340
72-23	Interest Pymts-Redevelopment Note B	338,743	324,618	309,880	309,880	294,560
72-24	Interest Pymts-Redevelopment Note C	203,951	77,495	0	0	0
73-41	Issue Cost-Redevelopment Note C	0	35,877	0	0	0
		1,566,193	8,476,358	1,362,540	1,362,540	1,362,900
	TOTAL REDEVELOPMENT	2,287,899	9,043,407	1,919,100	1,849,807	1,512,330

Fund: Redevelopment ***Department: Development*** ***Division: Development***

Activities Description

The functions and activities of the Development Department have been moved to the General Fund for FY11-12.

Personnel Summary

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Permanent Full-Time Positions	8	9 *	9	6	0
Temporary & Part-Time Positions	2	2	2	2	0
Authorized City Positions	10	11	11	8	0

* Transfer From Redevelopment Division

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: REDEVELOPMENT
DIV: DEVELOPMENT

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services	555,335	570,307	441,842	0
Operating Expenses	25,476	28,832	35,140	0
Capital Outlay	2,322	0	0	0
Debt Service				
Transfers				
Reserves				
Total	583,133	599,139	476,982	0

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Department Head Salaries				
Development Director	1.00	0.00	68,327	0
Division Head Salaries				
Building Official	1.00	0.00	55,212	0
Regular Salaries & Wages				
GIS/Zoning Coordinator	1.00	0.00	49,106	0
Building Inspector	1.00	0.00	48,495	0
Development Technician	2.00	0.00	48,629	0
Development Coordinator	1.00	0.00	46,280	0
Part-Time Wages				
Receptionist (2)	1.00	0.00	19,850	0
Total	8.00	0.00	335,899	0

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
	PERSONAL SERVICES					
11-11	Department Head Salaries	61,742	83,171	68,327	68,327	0
11-12	Division Head Salaries	114,715	118,230	55,212	55,212	0
12-99	Regular Full-Time Wages	225,007	223,772	192,510	146,032	0
13-11	Part-Time Wages	21,728	19,804	19,850	19,850	0
15-11	Christmas Bonus	550	550	450	350	0
15-14	Economic Assistance Bonus	5,000	0	0	0	0
21-11	Social Security Matching	31,545	32,860	26,243	22,609	0
22-11	Florida Retirement System	43,131	44,676	38,280	33,290	0
23-11	Group Health Insurance	41,711	37,155	31,920	26,732	0
23-12	Group Life Insurance	296	356	350	240	0
23-13	Accidental Death - AD & D	32	32	100	22	0
24-26	W/C Clerical	463	490	960	760	0
24-32	W/C Municipal Classification	9,415	9,211	7,640	7,640	0
	TOTAL PERSONAL SERVICES	555,335	570,307	441,842	381,064	0
	OPERATING EXPENSES					
34-99	Contractual Services - Miscellaneous	279	213	4,000	2,000	0
40-11	Travel and Training	4,277	3,145	3,830	2,000	0
41-21	Telephone - Local	1,958	2,274	2,500	2,500	0
41-31	Telephone - Long Distance	33	4	100	100	0
42-11	Postage	637	484	1,500	900	0
44-29	Rent - Software	3,000	3,000	3,000	3,000	0
45-71	Notary Bond	0	194	60	0	0
46-11	Maintenance - Buildings and Grounds	408	0	200	200	0
46-21	Maintenance - D.P. Equipment	310	1,511	2,000	0	0
46-23	Maintenance - Copiers	0	130	70	10	0
46-31	Central Garage Maintenance	1,131	493	1,000	1,000	0
47-21	Forms	0	2,187	1,000	1,000	0
51-11	Office Supplies - General	3,541	2,220	3,000	3,000	0
51-41	Small Tools and Implements	107	0	200	200	0
52-11	Fuel	1,909	2,448	3,500	3,500	0
52-31	Clothing and Wearing Apparel	370	299	500	100	0
52-42	Photographic Supplies	0	(30)	100	100	0
52-43	Computer Supplies	4,375	7,150	5,500	5,500	0
52-89	Automotive Parts	1,374	1,430	1,000	0	0
52-99	Operating Supplies - Miscellaneous	92	0	100	100	0
54-11	Dues and Memberships	1,395	1,291	1,380	1,200	0
54-31	Subscriptions/Newspapers	0	100	100	100	0
54-61	Books and Publications	280	289	500	500	0
	TOTAL OPERATING EXPENSES	25,476	28,832	35,140	27,010	0
	CAPITAL OUTLAY					
64-13	Data Processing Equipment	2,322	0	0	0	0
	TOTAL CAPITAL OUTLAY	2,322	0	0	0	0
	TOTAL DEVELOPMENT	583,133	599,139	476,982	408,074	0

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: REDEVELOPMENT
DIV: NON-EXPENDITURE DISBURSEMENTS

EXPENDITURE SUMMARY

EXPENSE CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	PROPOSED BUDGET FY 11-12
Personal Services				
Operating Expenses				
Capital Outlay				
Debt Service				
Transfers	1,392,032	1,461,726	1,287,240	785,870
Reserves	0	0	16,048	0
Total	1,392,032	1,461,726	1,303,288	785,870

PERSONNEL

POSITION	FULL-TIME EQUIVALENT 10-11	FULL-TIME EQUIVALENT 11-12	AMENDED BUDGET 10-11	PROPOSED BUDGET 11-12
Total				

FISCAL YEAR ENDING SEPTEMBER 30, 2012

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

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
581-	*TRANSFERS*					
91-51	Transfer to General Fund-Administrative	285,532	293,545	0	0	89,620
91-52	Transfer to General Debt Service	0	116,041	696,250	696,250	696,250
91-65	Transfer to General Fund - COPS	677,042	663,911	390,300	390,000	0
91-66	Trans to General-Code Enforcement	325,262	337,269	200,690	200,690	0
91-68	Trans to General - Inspections	104,196	50,960	0	0	0
	TOTAL TRANSFERS	1,392,032	1,461,726	1,287,240	1,286,940	785,870
584-	*RESERVES*					
94-21	Reserves - Contingency			13,880	0	0
94-24	Reserves - Sick Leave			2,168	0	0
	TOTAL RESERVES	0	0	16,048	0	0
	TOTAL NON-EXPENDITURE DISB.	1,392,032	1,461,726	1,303,288	1,286,940	785,870
	TOTAL REDEVELOPMENT FUND	4,263,064	11,104,272	3,699,370	3,544,821	2,298,200

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: STREET IMPROVEMENT

ACCT#: 701-0000

REVENUE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
312-41	Local Option Gas Tax	532,918	528,570	539,220	513,125	530,800
361-10	Interest On Investments	330	210	700	200	300
361-20	Interest - S. B. A.	(58,833)	65,853	0	1,200	1,300
361-25	Interest - FMIvT	13,648	9,292	9,720	2,900	3,000
361-28	Interest - T-Bills and Bonds	1,014	0	0	0	0
363-10	Assessment Income	40,952	121,211	0	0	0
363-11	Special Assessment-Capital Impr.	0	0	600,000	0	300,000
363-20	Interest On Assessments	10,004	10,243	13,340	8,900	10,000
363-30	Penalties On Assessments	1,295	2,266	2,400	1,600	2,000
389-90	Prior Yr Fund Bal-Undesignated	0	0	34,620	0	0
	TOTAL STREET IMPROVEMENT FUND	541,328	737,645	1,200,000	527,925	847,400

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

FISCAL YEAR ENDING SEPTEMBER 30, 2012

FUND: STREET IMPROVEMENT
DIV: 701-0701

EXPENDITURE CODE	CLASSIFICATION	ACTUAL FY 08-09	ACTUAL FY 09-10	AMENDED BUDGET FY 10-11	ESTIMATE FY 10-11	BUDGET FY 11-12
541-	*ROAD AND STREET FACILITIES*					
63-29	Streets - Special Assessments	340	955,640	1,200,000	849,924	0
63-30	Streets - Miscellaneous	0	0	0	0	62,000
63-91	Engineering Services	64,219	98,531	0	101,450	0
99-41	Write-Off Bad Debts	(5,177)	33,792	0	0	0
	TOTAL OPERATING EXPENSES	59,382	1,087,963	1,200,000	951,374	62,000
580-581-	*TRANSFERS*					
91-67	Transfer To Redevelopment	180,848	0	0	0	0
	TOTAL TRANSFERS	180,848	0	0	0	0
580-584-	*RESERVES*					
94-35	Reserves - Future Construction			0	0	785,400
	TOTAL RESERVES	0	0	0	0	785,400
	TOTAL STREET IMPROVEMENT	240,230	1,087,963	1,200,000	951,374	847,400

FIVE (5) YEAR CAPITAL EQUIPMENT/IMPROVEMENT PLAN

STREET IMPROVEMENT FUND

	F. Y. 2011-12	F. Y. 2012-13	F. Y. 2013-14	F. Y. 2014-15	F. Y. 2015-16
STREET IMPROVEMENTS					
Roadway Striping Projects	62,000	50,000	50,000	50,000	50,000
Road Repaving/Reconstruction			100,000	1,000,000	100,000
	62,000	50,000	150,000	1,050,000	150,000
TOTAL STREET IMPROVEMENT FUND	62,000	50,000	150,000	1,050,000	150,000

Appendix

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

Debt Service Schedules

Penny for Pasco Funding

Glossary

TRIM Forms

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA

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
12/1/2011	292,712.15	36,685.05	329,397.20	366,082.26
6/1/2012		28,268.12	28,268.12	
12/1/2012	309,546.03	28,268.12	337,814.15	366,082.26
6/1/2013		19,367.12	19,367.12	
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
	1,275,780.00	151,863.99	1,427,643.99	1,464,329.04

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
2/1/2012		147,166.40	147,166.40	
8/1/2012	387,000.00	147,166.40	534,166.40	681,332.80
2/1/2013		139,194.20	139,194.20	
8/1/2013	403,000.00	139,194.20	542,194.20	681,388.40
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
	7,144,000.00	2,399,900.00	9,543,900.00	9,543,900.00

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
2/1/2012		147,275.80	147,275.80	
8/1/2012	387,000.00	147,275.80	534,275.80	681,551.60
2/1/2013		139,284.25	139,284.25	
8/1/2013	403,000.00	139,284.25	542,284.25	681,568.50
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
	7,132,000.00	2,401,512.40	9,533,512.40	9,533,512.40

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
4/1/2012		52,805.40	52,805.40	
10/1/2012	578,430.00	52,805.40	631,235.40	684,040.80
4/1/2013		40,398.07	40,398.07	
10/1/2013	602,810.00	40,398.07	643,208.07	683,606.14
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
	2,461,790.00	269,405.58	2,731,195.58	2,731,195.58

CITY OF NEW PORT RICHEY, FLORIDA
$8,125,000
WATER & SEWER REFUNDING REVENUE BOND
SERIES 2007B

DATE OF PAYMENT	PRINCIPAL PAYMENT	INTEREST PAYMENT	DEBT SERVICE	ANNUAL PAYMENTS
4/1/2012		144,952.50	144,952.50	
10/1/2012	150,000.00	144,952.50	294,952.50	439,905.00
4/1/2013		142,065.00	142,065.00	
10/1/2013	155,000.00	142,065.00	297,065.00	439,130.00
4/1/2014		139,081.25	139,081.25	
10/1/2014	160,000.00	139,081.25	299,081.25	438,162.50
4/1/2015		136,001.25	136,001.25	
10/1/2015	165,000.00	136,001.25	301,001.25	437,002.50
4/1/2016		132,825.00	132,825.00	
10/1/2016	880,000.00	132,825.00	1,012,825.00	1,145,650.00
4/1/2017		115,885.00	115,885.00	
10/1/2017	910,000.00	115,885.00	1,025,885.00	1,141,770.00
4/1/2018		98,367.50	98,367.50	
10/1/2018	945,000.00	98,367.50	1,043,367.50	1,141,735.00
4/1/2019		80,176.25	80,176.25	
10/1/2019	985,000.00	80,176.25	1,065,176.25	1,145,352.50
4/1/2020		61,215.00	61,215.00	
10/1/2020	1,020,000.00	61,215.00	1,081,215.00	1,142,430.00
4/1/2021		41,580.00	41,580.00	
10/1/2021	1,060,000.00	41,580.00	1,101,580.00	1,143,160.00
4/1/2022		21,175.00	21,175.00	
10/1/2022	1,100,000.00	21,175.00	1,121,175.00	1,142,350.00
	7,530,000.00	2,226,647.50	9,756,647.50	9,756,647.50

CITY OF NEW PORT RICHEY, FLORIDA
$7,000,000
REDEVELOPMENT REVENUE NOTE
SERIES 2010

DATE OF PAYMENT	PRINCIPAL PAYMENT	INTEREST PAYMENT	DEBT SERVICE	ANNUAL PAYMENTS
2/1/2012	159,723.51	188,400.74	348,124.25	
8/1/2012	166,212.54	181,911.71	348,124.25	696,248.50
2/1/2013	168,885.93	179,238.32	348,124.25	
8/1/2013	176,478.46	171,645.79	348,124.25	696,248.50
2/1/2014	178,594.51	169,529.74	348,124.25	
8/1/2014	186,297.21	161,827.04	348,124.25	696,248.50
2/1/2015	188,852.02	159,272.23	348,124.25	
8/1/2015	196,671.13	151,453.12	348,124.25	696,248.50
2/1/2016	199,689.50	148,434.75	348,124.25	
8/1/2016	206,855.40	141,268.85	348,124.25	696,248.50
2/1/2017	211,117.93	137,006.32	348,124.25	
8/1/2017	219,189.73	128,934.52	348,124.25	696,248.50
2/1/2018	223,214.36	124,909.89	348,124.25	
8/1/2018	231,423.43	116,700.82	348,124.25	696,248.50
2/1/2019	235,994.73	112,129.52	348,124.25	
8/1/2019	244,348.84	103,775.41	348,124.25	696,248.50
2/1/2020	249,497.72	98,626.53	348,124.25	
8/1/2020	257,507.17	90,617.08	348,124.25	696,248.50
2/1/2021	263,750.19	84,374.06	348,124.25	
8/1/2021	272,419.28	75,704.97	348,124.25	696,248.50
2/1/2022	278,822.51	69,301.74	348,124.25	
8/1/2022	287,662.65	60,461.60	348,124.25	696,248.50
2/1/2023	294,747.04	53,377.21	348,124.25	
8/1/2023	303,767.90	44,356.35	348,124.25	696,248.50
2/1/2024	311,571.96	36,552.29	348,124.25	
8/1/2024	320,632.70	27,491.55	348,124.25	696,248.50
2/1/2025	329,343.94	18,780.31	348,124.25	
8/1/2025	338,730.48	9,366.84	348,097.32	696,221.57
	6,702,002.77	3,045,449.30	9,747,452.07	9,747,452.07

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 8.3877 per thousand, taxable value of $50,000 = $\frac{\$50,000}{1,000}$ = $50 x 8.3877 = $419.39.

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 2011 calendar year would be used in figuring the 2011-2012 budget year. The tax bills to be mailed by November 1 represent the property taxes due for the 2011 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 TROPICAL FLORIDA

FLORIDA

CERTIFICATION OF COMPLIANCE

Chapter 200, Florida Statutes
and Sections 218.23 and 218.63, Florida Statutes

☐ Check if E-TRIM Participant

DR-487
R. 5/11
Rule 12DER11-10
Florida Administrative Code
Eff. 05/11

FISCAL YEAR: 2011-2012	County: Pasco
☐ Check if new address	
Taxing Authority: CITY OF NEW PORT RICHEY	**Taxing authorities must file the DR-487 with the required attachments within 30 days of the final hearing.** Send completed "TRIM" Compliance packages by mail, certified mail, or overnight delivery to: Florida Department of Revenue, Property Tax Oversight - TRIM Section, P.O. Box 3000, Tallahassee, Florida 32315-3000
Mailing Address: 5919 MAIN STREET, NEW PORT RICHEY, FL 34652	
Physical Address: 5919 MAIN STREET	
City, State, Zip: NEW PORT RICHEY, FL 34652	
Date of Final Hearing: SEPTEMBER 27, 2011	

All Taxing Authorities, Except School Districts
E-TRIM Participants only need to submit items 1-3

WITHIN 30 DAYS OF FINAL HEARING send this signed certification* with:

- ☑ 1. Proof of Publication from the newspaper for all newspaper advertisements.
- ☑ 2. Ordinance or Resolution:
  - a. Adopting the final millage rate, with percent change of rolled-back rate shown and
  - b. Adopting the final budget, indicating order of adoption. **DO NOT SEND ENTIRE BUDGET.**
- ☑ 3. ENTIRE PAGE(s) from the newspaper for all newspaper advertisements
  - a. Budget Summary Advertisement.
  - b. Notice of Proposed Tax Increase or Budget Hearing Advertisement.
  - c. COUNTIES ONLY: DR-529, *Notice - Tax Impact of the Value Adjustment Board*, within 30 days of completion.
- ☑ 4. Copy of DR-420, *Certification of Taxable Value*, include DR-420TIF, *Tax Increment Adjustment Worksheet* and DR-420DEBT, *Certification of Voted Debt Millage*, if applicable.
- ☑ 5. DR-420MM, *Maximum Millage Levy Calculation Final Disclosure.*
- ☑ 6. DR-487V, *Vote Record for Final Adoption of Millage Levy.*
- ☑ 7. DR-422, *Certification of Final Taxable Value,*** and DR-422DEBT *Certification of Final Voted Debt Millage*, if applicable.

*(See Rule 12D-17.004(2)(a), F.A.C.)

School Districts
E-TRIM Participants only need to submit items 1-5

WITHIN 30 DAYS OF FINAL HEARING send this signed certification* with:

- ☐ 1. ESE 524, *Millage Resolution.*
- ☐ 2. ESE 524A, *Critical Needs Millage Resolution.*
- ☐ 3. Resolution or Ordinance Adopting Budget, indicating order of adoption.
- ☐ 4. ENTIRE PAGE(s) from the newspaper for all newspaper advertisements:
  - a. Budget Summary Advertisement.
  - b. Notice of Proposed Tax Increase or Budget Hearing Advertisement.
  - c. Notice of Tax for School Capital Outlay.
  - d. Amended Notice of Tax for School Capital Outlay.
- ☐ 5. Proof of Publication from the newspaper for all newspaper advertisements.
- ☐ 6. Copy of DR-420S, *Certification of School Taxable Value* and DR-420DEBT, *Certification of Voted Debt Millage*, if applicable.
- ☐ 7. DR-422, *Certification of Final Taxable Value*** and DR-422DEBT, *Certification of Final Voted Debt Millage*, if applicable.

*(See Rule 12D-17.004(2)(b), F.A.C.)

****If you have not received the DR-422, do not delay submitting your TRIM package. It is due within 30 days of your final hearing. If you do not include all required documents, the Department of Revenue will find you non-compliant with Section 218.26(4), F. S. Taxing authorities and units of local government participating in revenue sharing may lose these funds for twelve months, under Sections 200.065, 218.23, 218.26(4), and 218.63. F.S. Ad valorem proceeds from any millage above the rolled-back rate must be placed in escrow.**

SIGN HERE		
	Taxing Authority Certification	I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.
	Signature of Chief Administrative Officer:	Date: OCTOBER 21, 2011
	☑ Mr. ☐ Ms. Print Name of Chief Administrative Officer: JOHN SCHNEIGER	Title: CITY MANAGER
	Contact Name and Contact Title: DOUGLAS M HAAG, FINANCE DIRECTOR ☑ *Check if new contact*	E-mail Address: HAAGD@CITYOFNEWPORTRICHEY.ORG
	Phone Number: 727-853-1053	Fax Number: 727-853-1059

ALL FORMS FOR TAXING AUTHORITIES ARE AVAILABLE ON OUR WEBSITE AT: http://dor.myflorida.com/dor/property/trimmax.html

FLORIDA DEPARTMENT OF REVENUE

CERTIFICATION OF TAXABLE VALUE

DR-420
R. 6/11
Rule 12DER11-13
Florida Administrative Code
Eff. 6/11

Year: 2011	County: PASCO
Principal Authority: MUNICIPALITY	Taxing Authority: CITY OF NEW PORT RICHEY

SECTION I: COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	$ 501,272,013			(1)
2.	Current year taxable value of personal property for operating purposes	$ 59,152,755			(2)
3.	Current year taxable value of centrally assessed property for operating purposes	$ 0			(3)
4.	Current year gross taxable value for operating purposes *(Line 1 plus Line 2 plus Line 3)*	$ 560,424,768			(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	$ 8,343,979			(5)
6.	Current year adjusted taxable value *(Line 4 minus Line 5)*	$ 552,080,789			(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	$ 600,999,309			(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	☒ YES	☐ NO	Number 1	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, *Certification of Voted Debt Millage* forms attached. If none, enter 0	☐ YES	☒ NO	Number 0	(9)

SIGN HERE	**Property Appraiser Certification**	I certify the taxable values above are correct to the best of my knowledge.
	Signature of Property Appraiser:	Date: JUNE 29, 2011

SECTION II: COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.

10.	Prior year operating millage levy *(If prior year millage was adjusted then use adjusted millage from Form DR-422)*	8.1037 per $1,000	(10)
11.	Prior year ad valorem proceeds *(Line 7 multiplied by Line 10, divided by 1,000)*	$ 4,870,318	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value *(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)*	$ 1,279,563	(12)
13.	Adjusted prior year ad valorem proceeds *(Line 11 minus Line 12)*	$ 3,590,755	(13)
14.	Dedicated increment value, if any *(Sum of either Line 6b or Line 7e for all DR-420TIF forms)*	$ 123,982,528	(14)
15.	Adjusted current year taxable value *(Line 6 minus Line 14)*	$ 428,098,261	(15)
16.	Current year rolled-back rate *(Line 13 divided by Line 15, multiplied by 1,000)*	8.3877 per $1000	(16)
17.	Current year proposed operating millage rate	8.3877 per $1000	(17)
18.	Total taxes to be levied at proposed millage rate *(Line 17 multiplied by Line 4, divided by 1,000)*	$ 4,700,675	(18)

Continued on page 2

19.	TYPE of principal authority (check one)	☐ County ☒ Municipality	☐ Independent Special District ☐ Water Management District	(19)
20.	Applicable taxing authority (check one)	☒ Principal Authority ☐ MSTU	☐ Dependent Special District ☐ Water Management District Basin	(20)
21.	Is millage levied in more than one county? (check one)	☐ Yes	☒ No	(21)

DEPENDENT SPECIAL DISTRICTS AND MSTUs STOP **STOP HERE - SIGN AND SUBMIT**

22.	Enter the total ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs at rolled-back rate. (Total of Line 13 from all DR-420 forms)	$ 3,590,755	(22)
23.	Current year aggregate rolled-back rate *(Line 22 divided by Line 15, multiplied by 1,000)*	8.3877 per $1,000	(23)
24.	Current year aggregate rolled-back taxes *(Line 4 multiplied by Line 23, divided by 1,000)*	$ 4,700,675	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. *(Total of Line 18 from all DR-420 forms)*	$ 4,700,675	(25)
26.	Current year proposed aggregate millage rate *(Line 25 divided by Line 4, multiplied by 1,000)*	8.3877 per $1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate *(Line 26 divided by Line 23, minus 1, multiplied by 100)*	0.00 %	(27)

First public budget hearing	Date: Sept. 7, 2011	Time: 7:00PM	Place: City Hall, 5919 Main St.,New Port Richey, FL

SIGN HERE

Taxing Authority Certification

I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.

Signature of Chief Administrative Officer:		Date: July 27, 2011
Title: City Manager	Contact Name and Contact Title: Douglas M. Haag, Finance Director	
Mailing Address: 5919 Main Street	Physical Address: 5919 Main St., New Port Richey, FL 34652	
City, State, Zip: New Port Richey, FL 34652	Phone Number: 727-853-1053	Fax Number: 727-853-1059

Instructions on page 3

FLORIDA DEPARTMENT OF REVENUE

TAX INCREMENT ADJUSTMENT WORKSHEET

DR-420TIF
R. 6/10
Rule 12DER11-10
Florida Administrative Code
Eff. 05/11

Year: 2011	County: PASCO
Principal Authority: MUNICIPALITY	Taxing Authority: CITY OF NEW PORT RICHEY
Community Redevelopment Area: CITY OF NEW PORT RICHEY	Base Year: 2002

SECTION I: COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	$	497,313,335	(1)
2.	Base year taxable value in the tax increment area	$	366,805,411	(2)
3.	Current year tax increment value *(Line 1 minus Line 2)*	$	130,507,924	(3)
4.	Prior year Final taxable value in the tax increment area	$	532,304,096	(4)
5.	Prior year tax increment value *(Line 4 minus Line 2)*	$	165,498,685	(5)

SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.
	Signature of Property Appraiser:	Date: June 29, 2011

SECTION II: COMPLETED BY TAXING AUTHORITY - Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:

6a.	Enter the proportion on which the payment is based.		95 %	(6a)
6b.	Dedicated increment value *(Line 3 multiplied by the percentage on Line 6a)* *If value is zero or less than zero, then enter zero on Line 6b*	$	123,982,528	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	$	1,279,563	(6c)

7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:

7a.	Amount of payment to redevelopment trust fund in prior year	$		(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10		per $1,000	(7b)
7c.	Taxes levied on prior year tax increment value *(Line 5 multiplied by Line 7b, divided by 1,000)*	$		(7c)
7d.	Prior year payment as proportion of taxes levied on increment value *(Line 7a divided by Line 7c, multiplied by 100)*		%	(7d)
7e.	Dedicated increment value *(Line 3 multiplied by the percentage on Line 7d)* *If value is zero or less than zero, then enter zero on Line 7e*	$		(7e)

SIGN HERE	Taxing Authority Certification	I certify the calculations, millages and rates are correct to the best of my knowledge.	
	Signature of Chief Administrative Officer:	Date: July 27, 2011	
	Title: City Manager	Contact Name and Contact Title: Douglas M. Haag	
	Mailing Address: 5919 Main Street	Physical Address: 5919 Main Street New Port Richey, FL 34652	
	City, State, Zip: New Port Richey, FL 24652	Phone Number: 727-853-1053	Fax Number: 727-853-1059

MAXIMUM MILLAGE LEVY CALCULATION
FINAL DISCLOSURE
For municipal governments, counties, and special districts

DR-420MM
R. 5/11
Rule 12DER11-10
Florida Administrative Code
Eff. 05/11

Year: 2011	County: Pasco
Principal Authority: CITY OF NEW PORT RICHEY	Taxing Authority: CITY OF NEW PORT RICHEY

1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	☐ Yes	☑ No	(1)

IF YES, STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.

2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	8.3877	per $1,000	(2)
3.	Prior year maximum millage rate with a majority vote from 2010 Form DR-420MM, Line 13	8.3467	per $1,000	(3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	8.1037	per $1,000	(4)

If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.

Adjust rolled-back rate based on prior year majority-vote maximum millage rate

5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	$	600,999,309	(5)
6.	Prior year maximum ad valorem proceeds with majority vote *(Line 3 multiplied by Line 5 divided by 1,000)*	$	5,016,361	(6)
7.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	$	1,279,563	(7)
8.	Adjusted prior year ad valorem proceeds with majority vote *(Line 6 minus Line 7)*	$	3,736,798	(8)
9.	Adjusted current year taxable value from Current Year form DR-420 Line 15	$	428,098,261	(9)
10.	Adjusted current year rolled-back rate *(Line 8 divided by Line 9, multiplied by 1,000)*	8.7288	per $1,000	(10)

Calculate maximum millage levy

11.	Rolled-back rate to be used for maximum millage levy calculation *(Enter Line 10 if adjusted or else enter Line 2)*	8.7288	per $1,000	(11)
12.	Change in per capita Florida personal income *(See Line 12 Instructions)*	1.0055		(12)
13.	Majority vote maximum millage rate allowed *(Line 11 multiplied by Line 12)*	8.7768	per $1,000	(13)
14.	Two-thirds vote maximum millage rate allowed *(Multiply Line 13 by 1.10)*	9.6545	per $1,000	(14)
15.	Current year adopted millage rate	8.3877	per $1,000	(15)
16.	**Minimum vote required to levy proposed millage:** (Check one)			(16)

☑ a. Majority vote of the governing body: Check here, if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. *Enter Line 13 on Line 17.*

☐ b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. *Enter Line 15 on Line 17.*

☐ c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. *Enter Line 15 on Line 17.*

☐ d. Referendum: The maximum millage rate is equal to the proposed rate. *Enter Line 15 on Line 17.*

17.	The selection on Line 16 allows a maximum millage rate of *(Enter rate indicated by choice on Line 16)*	8.7768	per $1,000	(17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	$	560,424,768	(18)

Continued on page 2

Taxing Authority: CITY OF NEW PORT RICHEY			DR-420MM R. 5/11 Page 2
19.	Current year adopted taxes *(Line 15 multiplied by Line 18, divided by 1,000)*	$ 4,700,675	(19)
20.	Total taxes levied at the maximum millage rate *(Line 17 multiplied by Line 18, divided by 1,000)*	$ 4,918,736	(20)
	DEPENDENT SPECIAL DISTRICTS AND MSTUs STOP	*STOP HERE. SIGN AND SUBMIT.*	
21.	Enter the current year adopted taxes of all dependent special districts & MSTUs levying a millage. *(The sum of all Lines 19 from each district's Form DR-420MM)*	$	(21)
22.	Total current year adopted taxes *(Line 19 plus Line 21)*	$ 4,700,675	(22)
	Total Maximum Taxes		
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage *(The sum of all Lines 20 from each district's Form DR-420MM)*	$	(23)
24.	Total taxes at maximum millage rate *(Line 20 plus line 23)*	$ 4,918,736	(24)
	Total Maximum Versus Total Taxes Levied		
25.	Are total current year adopted taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	☑ YES ☐ NO	(25)

SIGN HERE			
	Taxing Authority Certification	I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
	Signature of Chief Administrative Officer:	Date: OCTOBER 21, 2011	
	Title: CITY MANAGER	Contact Name and Contact Title: DOUGLAS M HAAG, FINANCE DIRECTOR	
	Mailing Address: 5919 MAIN STREET	Physical Address: 5919 MAIN STREET, NEW PORT RICHEY, FL 34652	
	City, State, Zip: NEW PORT RICHEY, FL 34652	Phone Number: 727-853-1053	Fax Number: 727-853-1059

Complete and submit this form to the Department of Revenue with the completed DR-487, Certification of Compliance, within 30 days of the final hearing.

Instructions on page 3

FLORIDA DEPARTMENT OF REVENUE

VOTE RECORD FOR FINAL ADOPTION OF MILLAGE LEVY

Section 200.065 (5), Florida Statutes

DR-487V
R. 6/10
Rule 12DER11-10
Florida Administrative Code
Eff. 05/11

Counties, municipalities, independent special districts, water management districts, MSTUs, and dependent special districts must use this form to certify the vote of the governing body on the millage rate adopted at their final hearing. The Department will use this form to determine compliance with the maximum millage levy provisions.

Year: 2011	County: Pasco
Principal Authority: CITY OF NEW PORT RICHEY	Taxing Authority: CITY OF NEW PORT RICHEY

Please list ALL members of the taxing authority governing body and their vote on the resolution or ordinance stating the millage rate to be levied and adopted at their final hearing (s. 200.065(2)(d), F.S.). Depending on the size of the governing body, all lines may not be needed.

	Name	Yes	No	Not Present or Not Voting
1.	ROBERT CONSALVO	✓		
2.	ROBERT C. MARLOWE	✓		
3.	ROBERT H. LANGFORD	✓		
4.	GINNY MILLER	✓		
5.	JUDY DeBELLA THOMAS	✓		
6.				
7.				
8.				
9.				
10.				
Attach additional sheets, if necessary.	FINAL VOTE TOTALS:	5		

SIGN HERE

Taxing Authority Certification I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.

Signature of Chief Administrative Officer:		Date: OCTOBER 21, 2011
Title: CITY MANAGER	Contact Name and Contact Title: DOUGLAS M HAAG, FINANCE DIRECTOR	
Mailing Address: 5919 MAIN STREET	Physical Address 5919 MAIN STREET, NEW PORT RICHEY, FL 34652	
City, State, Zip NEW PORT RICHEY, FL 34652	Phone Number: 727-853-1053	Fax Number: 727-853-1059

This form must be submitted to the Department of Revenue with DR-487, *Certification of Compliance*, and DR-420MM, *Maximum Millage Levy Calculation Final Disclosure*.

All forms for taxing authorities are available on our web site at http://dor.myflorida.com/dor/property/trimmax.html

FLORIDA DEPARTMENT OF REVENUE

CERTIFICATION OF FINAL TAXABLE VALUE

DR-422
R. 5/11
Rule 12DER11-10
Florida Administrative Code
Eff. 05/11

Year: 2011	County: PASCO	Is VAB still in session? [X] Yes [ ] No
Principal Authority: MUNICIPALITY		Check type: [ ] School District [ ] County [X] Municipality [ ] Independent Special District [ ] Water Management District
Taxing Authority: CITY OF NEW PORT RICHEY		Check type: [X] Principal Authority [ ] MSTU [ ] Dependent Special District [ ] Water Management District Basin

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year gross taxable value from Line 4, Form DR-420	$ 560,424,768	(1)
2.	Final current year gross taxable value from Form DR-403 Series	$ 559,355,048	(2)
3.	Percentage of change in taxable value *(Line 2 divided by Line 1, minus 1, multiplied by 100)*	0.19-%	(3)

The taxing authority must complete this form and return it to the property appraiser by 5:00 PM (time) A.M., OCTOBER 14TH, 2011 (date)

SIGN HERE	***Property Appraiser Certification***	I certify the taxable values above are correct to the best of my knowledge.
	Signature of Property Appraiser:	Date: OCTOBER 11TH, 2011

SECTION II : COMPLETED BY TAXING AUTHORITY

MILLAGE RATE ADOPTED BY RESOLUTION OR ORDINANCE AT FINAL BUDGET HEARING UNDER s. 200.065(2)(d), F.S.

If this portion of the form is not completed in full your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is inapplicable, enter N/A or -0-.

Non-Voted Operating Millage Rate (from resolution or ordinance)

4a.	County or municipal principal taxing authority		8.3877 per $1,000	(4a)
4b.	Dependent special district		per $1,000	(4b)
4c.	Municipal service taxing unit (MSTU)		per $1,000	(4c)
4d.	Independent Special District		per $1,000	(4d)
4e.	School district	Required Local Effort	per $1,000	(4e)
		Capital Outlay	per $1,000	
		Discretionary Operating	per $1,000	
		Discretionary Capital Improvement	per $1,000	
		Critical Capital Outlay or Critical Operating	per $1,000	
		Additional Voted Millage	per $1,000	
4f.	Water management district	District Levy	per $1,000	(4f)
		Basin	per $1,000	

Are you going to adjust adopted millage? [ ] YES [X] NO ***If No, STOP HERE, Sign and Submit.***

Continued on page 2

Taxing Authority:	DR-422 R. 5/11 Page 2

COUNTIES, MUNICIPALITIES, SCHOOLS, and WATER MANAGEMENT DISTRICTS may adjust the non-voted millage rate only if the percentage on Line 3 is greater than plus or minus 1%. (s. 200.065(6), F.S)

5.	Unadjusted gross ad valorem proceeds *(Line 1 multiplied by Line 4a, 4e, or 4f as applicable, divided by 1,000)*	$	(5)
6.	Adjusted millage rate (Only if Line 3 is greater than plus or minus 1%) *(Line 5 divided by Line 2 multiplied by 1,000)*	per $1000	(6)

MSTUs, DEPENDENT SPECIAL DISTRICTS, and INDEPENDENT SPECIAL DISTRICTS may adjust the non-voted millage rate only if the percentage on Line 3 is greater than plus or minus 3% (s. 200.065(6), F.S.)

7.	Unadjusted gross ad valorem proceeds *(Line 1 multiplied by Line 4b, 4c, or 4d as applicable, divided by 1,000)*	$	(7)
8.	Adjusted Millage rate (Only if Line 3 is greater than plus or minus 3%) *(Line 7 divided by Line 2, multiplied by 1,000)*	per $1000	(8)

SIGN HERE

Taxing Authority Certification

I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.

Signature of Chief Administrative Officer:	Date: October 14, 2011
Title: Acting City Manager	Contact Name and Contact Title: Douglas M. Haag, Finance Director
Mailing Address: 5919 Main Street	Physical Address: 5919 Main Street, New Port Richey, FL 34652
City, State, Zip: New Port Richey, FL 34652	Phone Number: 727-853-1053 / Fax Number: 727-853-1059

INSTRUCTIONS

SECTION I: Property Appraiser

1. Initiate a separate DR-422 form for each DR-420, Certification of Taxable Value, and DR-420S, Certification of School Taxable Value, submitted.
2. Complete Section 1 and sign.
3. Send the original to the taxing authority and keep a copy.

SECTION II: Taxing Authority

1. Complete Section II and sign.
2. Return the original to the property appraiser.
3. Keep a copy for your records.
4. Send a copy to the tax collector.
5. Send a copy with the DR-487, Certification of Compliance, to the Department of Revenue at the address below. Send separately if the DR-487 was previously sent to the Department.

Florida Department of Revenue
Property Tax Oversight - TRIM Section
P. O. Box 3000
Tallahassee, Florida 32315 - 3000

All taxing authorities must complete Line 4, millages adopted by resolution/ordinance at final budget hearing.

Counties, municipalities, schools, and water management districts may complete Line 5 and Line 6 only when Line 3 is greater than plus or minus 1%. (s. 200.065(6), F.S.)

MSTUs, dependent special districts, and independent special districts may adjust the non-voted millage rate only when Line 3 is greater than plus or minus 3%. (s. 200.065(6), F.S.)

Adjusted millage rate must comply with statutes. The adjusted millage rate entered on Line 6 or Line 8 cannot exceed the rate allowed by other provisions of law or the state constitution.

Multi-county and water management districts must complete a separate DR-422 for each county.

All forms for taxing authorities are available on our website at
http://dor.myflorida.com/dor/property/trimmax.html

Additional Instructions for Taxing Authority: Retain yellow copy; return white and green copies to the Property Appraiser; send pink copy to the Tax Collector.

CITY OF NEW PORT RICHEY

GATEWAY TO TROPICAL FLORIDA

FLORIDA