



THE CITY OF
NEW PORT
RICHEY
FLORIDA



Fiscal Year
2020-2021

Annual
Budget



THE CITY OF
NEW PORT
RICHEY
FLORIDA

Annual Operating Budget

FY 2020 – 2021

CITY COUNCIL

Robert Marlowe, Mayor
Chopper Davis, Deputy Mayor
Peter Altman, Council Member
Matt Murphy, Council Member
Mike Peters, Council Member

CITY MANAGER

Debbie L. Manns

FINANCE DIRECTOR

Crystal S. Feast

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Introduction



About New Port Richey

General Information

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About New Port Richey



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

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

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

Tourism

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

Regional Monthly Temperature Averages

(Median in Degrees Fahrenheit)

Jan 71	Feb 73	Mar 78	Apr 82	May 87	Jun 90
Jul 91	Aug 91	Sep 89	Oct 84	Nov 74	Dec 73

FRIENDLY FACTS

Population: 16,027

Incorporated: 1924

Founder: Captain Aaron M. Richey

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

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

Annual Rainfall: 51.3 inches

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

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

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

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

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

City Public Schools: 2 Elementary, 1 Middle, 2 High Schools, and Private Schools

College: Pasco-Hernando State College – New Port Richey

Hospitals: Morton Plant North Bay Hospital

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



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

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

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

- Stormwater management and street maintenance
- Local library

General Description

New Port Richey is a city in Pasco County, Florida, United States. It is a suburban city included in the Tampa - St. Petersburg - Clearwater, Florida Metropolitan Statistical Area (MSA) and is the largest city in Pasco County.

Pasco County is a county located in the State of Florida. The population estimate, according to the U.S. Census Bureau for the County is 553,947, as of 2019. Its county seat is Dade City, Florida. Pasco, along with Hernando, Hillsborough, and Pinellas counties, comprise the Tampa - St. Petersburg - Clearwater, Florida Metropolitan Statistical Area.

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

The U.S Census Bureau currently estimates the population for the Tampa - St. Petersburg – Clearwater, Florida Metropolitan Statistical Area (MSA) at 3.19 million, as of 2019. The Tampa Bay Partnership and U.S. Census data showed an average annual growth of 2.0 percent, or a gain of approximately 63,896 residents per year between 2015 and 2019. The combined Greater Tampa Bay region experienced a combined growth rate of 14.8 percent, growing from 3.9 million to 4.2 million. In 2008 the area's construction based boom was brought to a sudden halt by the financial crisis of 2007–2010, and by 2009 it was ranked as the fourth worst performing housing market in the United States.

Dimensions and Boundaries

According to the U.S. Census Bureau, the County of Pasco has a total area of 868 square miles of which 747 square miles of it is land and 122 square miles of it is water.

Surrounding counties include:

Hernando County, Florida - North

Sumter County, Florida - Northeast

Polk County, Florida - Southeast

Hillsborough County, Florida - South

Pinellas County, Florida - Southwest

Transportation

Aviation

Zephyrhills Municipal Airport (ZPH) Pilot Country

Airport (X05) Tampa North Aero Park (X39)

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

Bus Service



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

Railroads

CSX operates three rail lines within the County. Dade City and Zephyrhills are serviced with a line from Plant City. The other two lines include the Brooksville Subdivision which runs close to US 41 and the Vitis Subdivision, which runs southeast into Lakeland. Notable abandoned railroad lines include a former branch of the Atlantic Coast Line

Railroad northwest of Trilacoochee (formerly Owensboro Junction) that became part of the Withlacoochee State Trail, a segment of the a Seaboard Air Line Railroad branch stretching from Zephyrhills to Trilacoochee, another line along the east side of US 301 that spanned from Sulphur Springs to Zephyrhills, part of the Orange Belt Railroad which ran from St. Petersburg and entered the County in what is today Trinity to Trilby(abandoned during the early-to-mid 1970's), and a branch of the Seaboard Air Line that ran through Holiday, Elfers and into New Port Richey. This line was truncated to Elfers in 1943, and eliminated during the 1980's.

Major Roads

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

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

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

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

State Road 54 (Gunn Highway/Fifth Avenue) - another east-west road that runs through southern Pasco County, from US 19 near Holiday to US 301 in Zephyrhills.

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

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

Trinity Boulevard (Pasco-Pinellas CR 996)

Print and Electronic Media

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

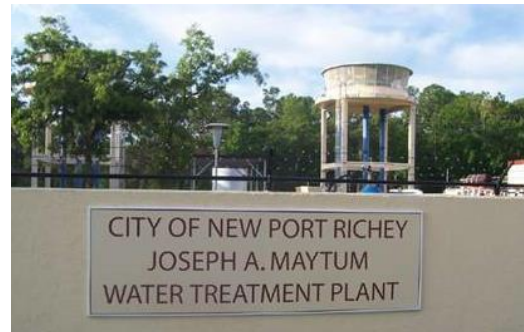
National and local television and radio also serve the City. Spectrum and Frontier broadcast City Council meetings on cable channels 615 and 20, respectively.

The City's official website, www.citynpr.org, includes a calendar of city events, as well as meeting minutes and information on city facilities and services.

Public Works



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



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

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

Electric Service

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

Local Law Enforcement

New Port Richey Police Department
6739 Adams Street
New Port Richey, FL 34652
Dispatch 727-841-4550
Records 727-841-4553
www.nprpolice.org



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

Fire & Emergency Services

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



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



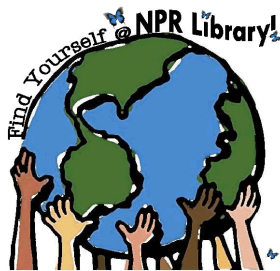
Library

5939 Main Street
New Port Richey, FL 34652

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



Founded in 1919
Florida's Original Library of the Year



FLA's 1st Library of the Year!

No charge for: Memberships, Internet Access,
Wi-Fi, Classes and Programs

www.nprlibrary.org

Recreation and Aquatic Center

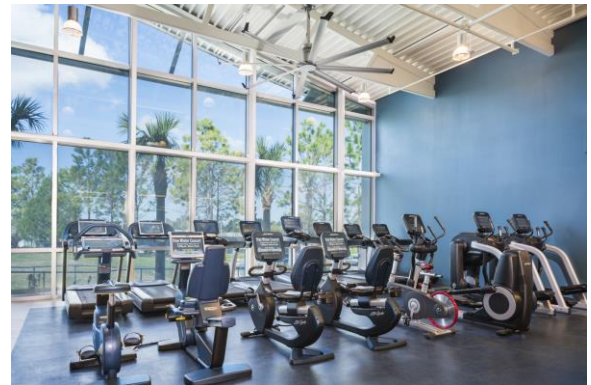
AARP Age Friendly Community Award

FRPA Agency Excellence Award
for Economic Impact

Healthy Weight Community Champion Award



6630 Van Buren Street
New Port Richey, FL 34653
(727) 841-4560



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

Annual Members enjoy additional hours in the
fitness center; two hours prior to opening and two
hours after close each day.

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

Electoral Districts

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

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

City Council

About the Council-Manager Form of Government

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



What is the City Council's function?

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

the tax rate. The Council focuses on the community's goals, major projects and such long-term considerations as community growth, land use development, capital improvement plans, capital financing and strategic planning. The Council hires a professional manager to carry out the administrative responsibilities and supervises the manager's performance.

City Council Meetings

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

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

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

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

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

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

Vox Pop - The Vox Pop item at regular meetings of the City Council is an opportunity for citizens in the audience to address the City Council on matters that are not specifically listed on the agenda for that meeting. A person who wishes to

speaking to the City Council will be limited to a maximum of three (3) minutes. Speakers must identify themselves prior to speaking by stating their name and address for the record.

Council Meeting Protocol –

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

Calendar of Meetings

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

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

Communications

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

City's Official Website

www.citynpr.org

City Wiki Site

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

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

Government Cable Access

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

City Council

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



Robert C. Marlowe, Mayor

marlower@cityofnewportrichey.org

727-853-1290

Next election: April 2023



Chopper Davis, Deputy Mayor

davisc@cityofnewportrichey.org

727-255-9135

Next election: April 2022



Peter Altman, Council Member

altmanp@cityofnewportrichey.org

727-853-1051

Next election: April 2021



Matt Murphy, Council Member

murphym@cityofnewportrichey.org

727-853-1031

Next election: April 2021



Mike Peters, Council Member

petersm@cityofnewportrichey.org

727-853-1035

Next election: April 2021

Contact Information

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

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

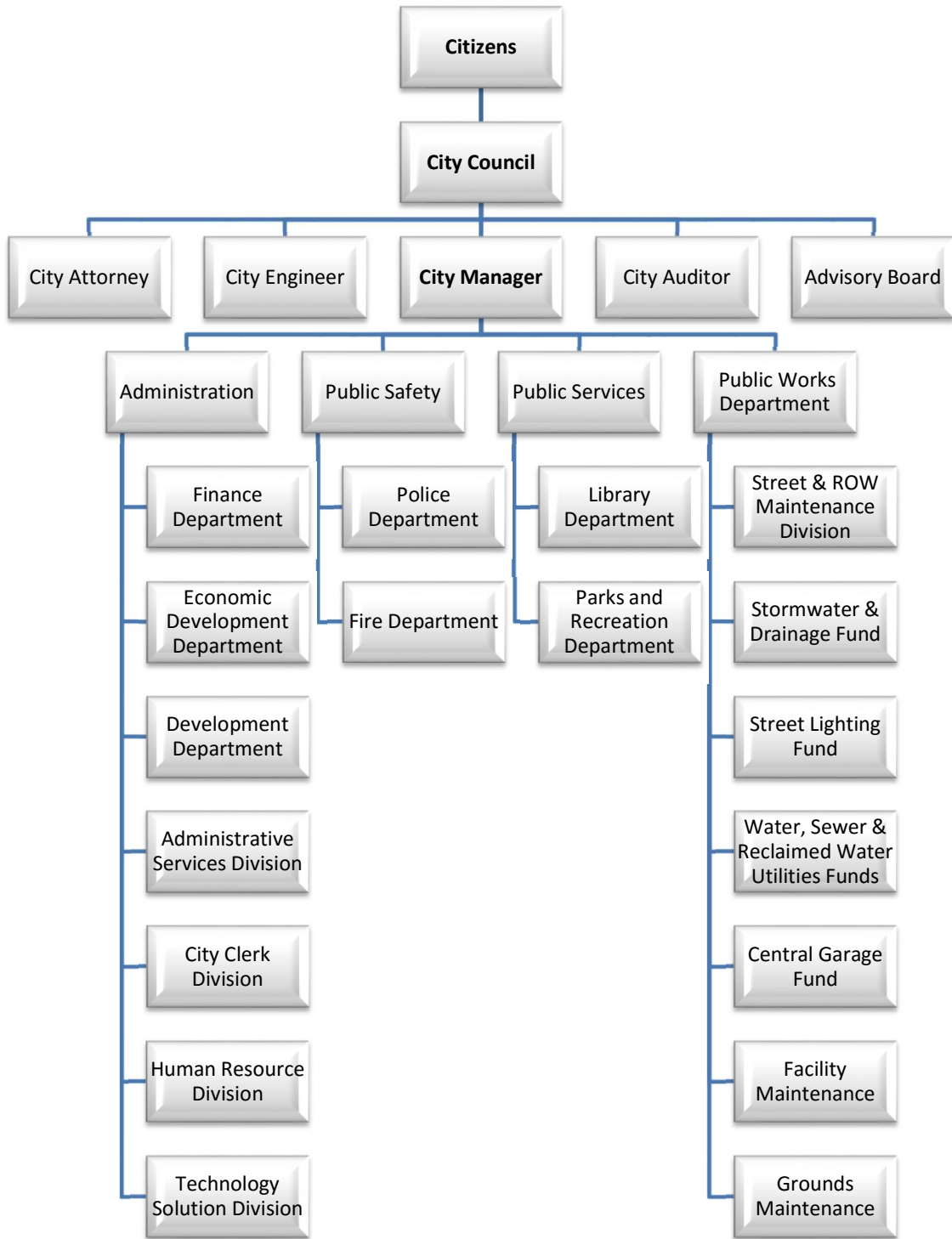
Administrative Services and Department phone numbers:

City Manager	727.853.1021
City Clerk	727.853.1024
Development	727.853.1047
Finance	727.853.1055
Billing & Collection	727.853.1061
Technology Services	727.853.1252
Library	727.853.1279
Police	727.841.4550
Code Enforcement	727.841.4550
Fire	727.853.1032
Public Works	727.841.4536
Recreation/Aquatics Ctr	727.841.4560

Organizational Chart



Citywide Organization Chart





Budget Message





Budget Message

September 1, 2020

To the Honorable Mayor and Members of the City Council:

With this letter, I am pleased to submit the 2020-2021 fiscal year budget for your review and consideration. The budget was developed in accordance with the City Charter, the annual budget calendar, the stated financial management policies and guidelines of the City and City Council's strategic focus areas and direction. This budget, like preceding years' budgets continues to recognize the external economic conditions that demand conservative approaches to managing expenses while delivering high quality services to residents and members of the business community.

Budget Overview

On March 11, the World Health Organization declared the spread of Coronavirus disease (COVID-19) a worldwide pandemic. The COVID-19 pandemic is having significant effects on global markets, supply chains, businesses, and communities. In FY 2020, COVID-19 has impacted various parts of the City's 2020 operations including, but not limited to, costs for emergency preparedness and shortages of personnel. While the financial impact is not certain at this time, we have planned for an economic downturn with projected reductions in revenue in FY 2020 and FY 2021 and have reduced costs in FY 2020 in areas such as:

- Recruiting only for essential positions.
- Delaying or cancelling capital projects and repair and maintenance type projects where practical.
- Reducing travel and training costs.

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

Despite reducing much of the Operating Budget because of COVID-19, the proposed 2020-2021 budget reflects an overall 17.24%, or \$11,034,030, increase in expenditures over 2019-2020's total Operating Budget. The increase is directly related to the funding of capital projects by anticipated USDA loans and bond proceeds received in FY2019-2020. The total budgeted expenditures from all budgeted funds for FY 2020-2021 are approximately \$75,048,020, compared to \$64,013,990 for FY 2019-2020.

The priorities established for the preparation of the FY 2020-2021 Operating Budget are in alignment with the City Council's vision for the City. Highlights are as follows:

- Ensure the continued fiscal health of the City
- Provide a safe environment and maintain a high level of preparedness in order to respond to and recover from emergency or other crisis
- Protect and maintain the City's investment in its infrastructure and emulate a standard of well-maintained properties
- Continue to support the existing business community and encourage new private sector development
- Continue to provide high service levels and quality-of-life amenities
- Employ technology to improve and expand service opportunities and the efficiency of service delivery

The City Council's vision is relied upon to prioritize resources to support the projects, programs and activities that have the greatest potential for achieving their goals and are intended to address the City's most pressing needs.

Governmental Accounting and Budgets

Governmental accounting is based on the principal of accountability and is applied in the form of fund accounting. A fund is a self-contained accounting entity with its own assets, liabilities, revenues, expenditures, and fund balance. The City maintains operating, capital, and trust funds, all of which fall into one of the following three categories:

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

Budgets are used internally and externally and are a force of law in that funds must be used in accordance with laws and regulations. Budgets include both estimated revenues and expenditures. A budget establishes a spending plan for a year

and may only be adjusted during the year to reflect new opportunities or changes in circumstances with approval from the City Council.

General Fund Revenue

The FY 2020-2021 General Fund budget is balanced without the use of prior year reserves. The total General Fund Revenue Budget is \$24,203,600, which includes transfers in from other governmental funds of \$1,998,470 and contributions from enterprise funds in the amount of \$4,615,440.

Tax Rate and Tax Roll

On July 1, 2020, the Pasco County Property Appraiser provided estimated municipal gross taxable values to cities under its jurisdiction. The average taxable value of all properties increased by 5.9%. The total taxable property value of \$625,499,749 in 2019 increased to \$662,331,521 in 2020.

Approximately 54% of the just value of property in the city is residential. 28% of the total value is commercial property and 8% is attributed to governmental and institutional property. Personal property values equated to 8.5% of the total.

The proposed budget is based on a property tax rate of 8.7500 mills (one mill equals one dollar of tax per one thousand dollars in value), which is the same rate from last year.

Staffing Levels

Despite the anticipated budget constraints, due to COVID-19, the budget provides for a cost-of-living allowance for all union and non-union with the exception of department and division heads in the amount of 1.75% wage increase. As I am sure you will recall, the department and division heads are on a performance based pay system and as previously stated do not receive a cost-of-living adjustment.

In order to effectively navigate the City Council's vision, it is essential for the Administration to maintain the appropriate staffing levels. Several staffing changes are proposed in the 2020 -2021 Operating Budget which, in total, reflects a decrease of 8.13 full-time equivalent employees and 3.73 full time equivalent positions that will be funded for only 6 months of the fiscal year. Despite the need, revenues are not anticipated to be strong enough to support the additional recurring expense of these positions in the upcoming fiscal year. While Administration feels the positions are merited, the personnel requests will not be filled in FY 2021 due to COVID-19 financial impacts and the City's commitment to strictly maintain current services at this time.

The proposed budget also continues the provision of health insurance coverage to employees and retirees of the City.

Capital Improvement Program

The total expenditures earmarked as capital expenditures for FY 2019-2020 is \$23,717,000. This amount represents \$6,483,000 more than what was budgeted in the previous fiscal year. Of that total, \$72,000 is dedicated to support general fund capital improvements, \$305,000 is appropriated for stormwater utility projects, \$745,000 is dedicated to parks and recreation, \$5,210,000 is dedicated to support public safety and public facilities, and \$1,375,000 is reserved for transportation. Additionally, \$6,470,000 is being allocated to water and sewer construction projects, \$7,000,000 is dedicated to redevelopment efforts, and \$2,540,000 is dedicated to road and street improvements. The capital budget is a five-year plan for capital expenditures.

Summary

Overall, the FY 2021 Budget reflects an annual operating plan that moves the City towards achieving many of the priorities of the City Council in the areas of fiscal sustainability, preservation of infrastructure, and conservation.

In closing, I wish to thank all the members of the City Council for their direction in establishing the City's strategic plan, their steadfastness in the review and approval of this budget document and for their commitment to fiscal responsibility.

I would also like to thank the staff for their efforts in preparing the budget document. Your service and professionalism are appreciated. The budget is the result of many months of effort from both elected officials and City staff and is a long-term perspective and commitment to provide the best possible service at the lowest cost.

Respectfully Submitted,



Debbie L. Manns
City Manager

Budget Overview



Budget Overview

City-Wide Summary

All Funds Summary

City-wide Budget by Fund

Where Does Your Tax Dollar Go?

Major Revenues – Exhibit 1

Major Expenditures – Exhibit 2

Fund, Department and Division Summary – Exhibit 3

General Fund

Budget Summary

Revenues

Expenditures

Capital Outlay

Stormwater Utility Fund

Street Lighting Fund

General Debt Service Fund

Capital Improvement Fund

Combined Water and Sewer Funds

Redevelopment/CRA Fund

Street Improvement Fund

Central Garage Fund

Projected Changes in Fund Balance

Budget Calendar



CITY-WIDE SUMMARY – ALL FUNDS

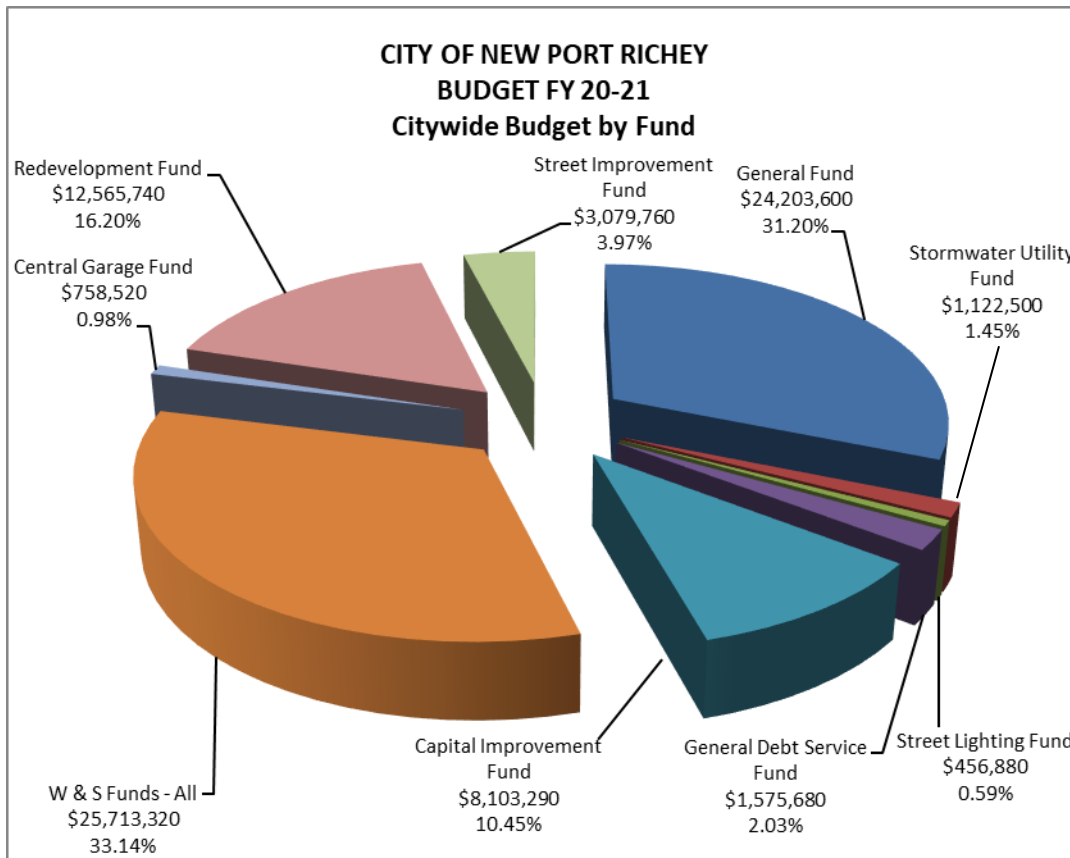
Summary Totals All Funds	Adopted FY 2019-20	Amended Budget FY 2019-20	Estimated Actual FY 2019-20	9/10/2020 Proposed FY 2020-21	9/22/2020 Adopted FY 2020-21	% of Total
Approp. Fund Balance	8,115,760	7,175,750	2,968,646	5,843,630	5,827,620	7.51%
Other Revenues	51,468,210	60,069,048	52,394,146	71,751,670	71,751,670	92.49%
Total Revenues	59,583,970	67,244,798	55,362,792	77,595,300	77,579,290	100.00%
Personnel Services	15,612,010	16,683,240	16,068,899	17,349,940	17,349,940	22.36%
Operating Expenses	13,585,970	14,106,190	13,007,123	14,956,310	15,031,310	19.38%
Capital Outlay/Debt	20,072,650	22,113,578	11,701,388	32,178,720	32,103,720	41.38%
Contingency	147,160	160,000	-	268,880	268,880	0.35%
Transfers	9,667,840	13,372,770	13,372,770	12,627,950	12,611,940	16.26%
Reserves	498,340	809,370	-	213,500	213,500	0.28%
Total Expenditures	59,583,970	67,245,148	54,150,180	77,595,300	77,579,290	100.00%

The FY2021 budget for all funds total \$77,579,290. This total is an increase of \$17,995,320 (30.2%) from the previous year's adopted budget. This increase is largely due to the addition of water and sewer projects and the construction of a parking garage, all funded by debt proceeds.

The City is utilizing Appropriated Fund Balance in the amount of approximately \$5.8 million (7.51%) to balance its budget this year. This is down approximately \$2.3 million (28.1%) from the prior

year's adopted budget. The city-wide contingency is relatively small at \$268,880, which is only about .35% of the total budget.

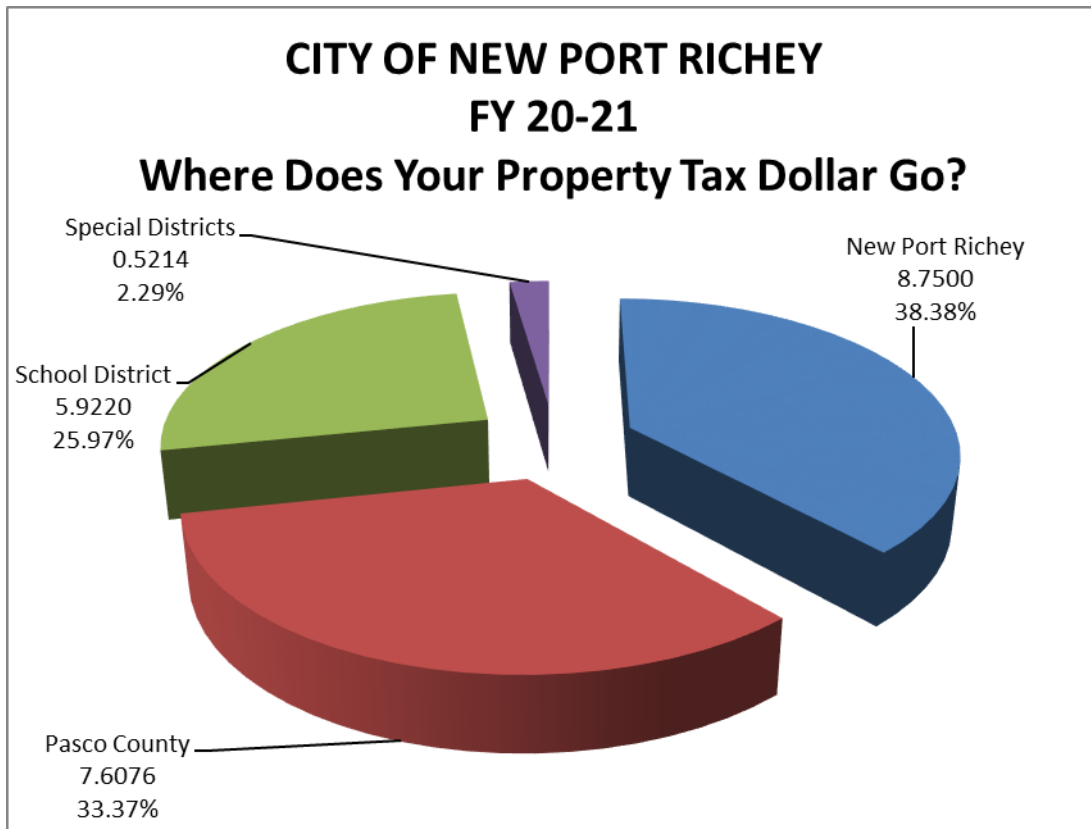
More than half of the total city-wide expenditures are composed of Transfers and Capital Outlay/Debt. Capital Outlay and Transfers total \$29.8 million, which is approximately \$2.2 million less than the \$31.9 million estimated in FY 2017-2018's Adopted Budget.



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

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

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



New Port Richey relies on the Pasco County Tax Collector to bill and collect ad valorem taxes (real property taxes and commercial tangible property taxes) based on the taxable value of real estate and business assets. The city taxes are just one component of the total tax bill. For the average residential property owner, city taxes represent just 38% of the average 2020 tax bill. The remaining goes to Pasco County (33%), Pasco School District (26%) and Special Districts (2%). Special Districts include South Florida Water Management District and Pasco County Mosquito Control. It should be noted that all properties located outside city limits in unincorporated areas pay additional ad valorem taxes to Pasco County for fire services at an amount equal to 7% of the total allocated in the chart above. At the County's millage rate for its Fire District, \$1,150,000 would be collected if it were to have been taxed by the

County. Restated, 38% of your tax dollars are applied to County Services including like kind services expended by the City, and 32% of the taxes are for City Services at enhanced levels of service.

The annual tax bill includes a second component of charges which are not based on the value of real estate or other business property. These non-ad valorem assessments are allocated following an assessment methodology that is rooted in the concept of charging a fee for some portion of the benefit provided. A solid waste assessment by the County divides the benefit among Equivalent Residential Units (ERUs) with each ERU assessed at \$62.00 for its share of operating the County Incinerator. Pasco County assesses \$47.00 per unit for Stormwater Collection and Treatment. New Port Richey assesses \$80.00 per ERU.

Streetlights are assessed at \$38.71 per ERU in New Port Richey and handled various ways outside the City. Finally, the City has an annual paving assessment, which is assessed based upon the number of dwelling units on each residential parcel and the square footage of buildings on each non-residential parcel. Typically, the annual assessment for a residential owner is \$85 per year.

provided. The assessment for all properties in the County are considered public record and is available for viewing on the Tax Collector’s web site (www.pascotaxes.com). Careful review of all of the cost of living in a community (including homeowner association (HOA) fees) should be done when comparing residential properties throughout Pasco County for affordability.

City Taxes vs. CDD Assessments

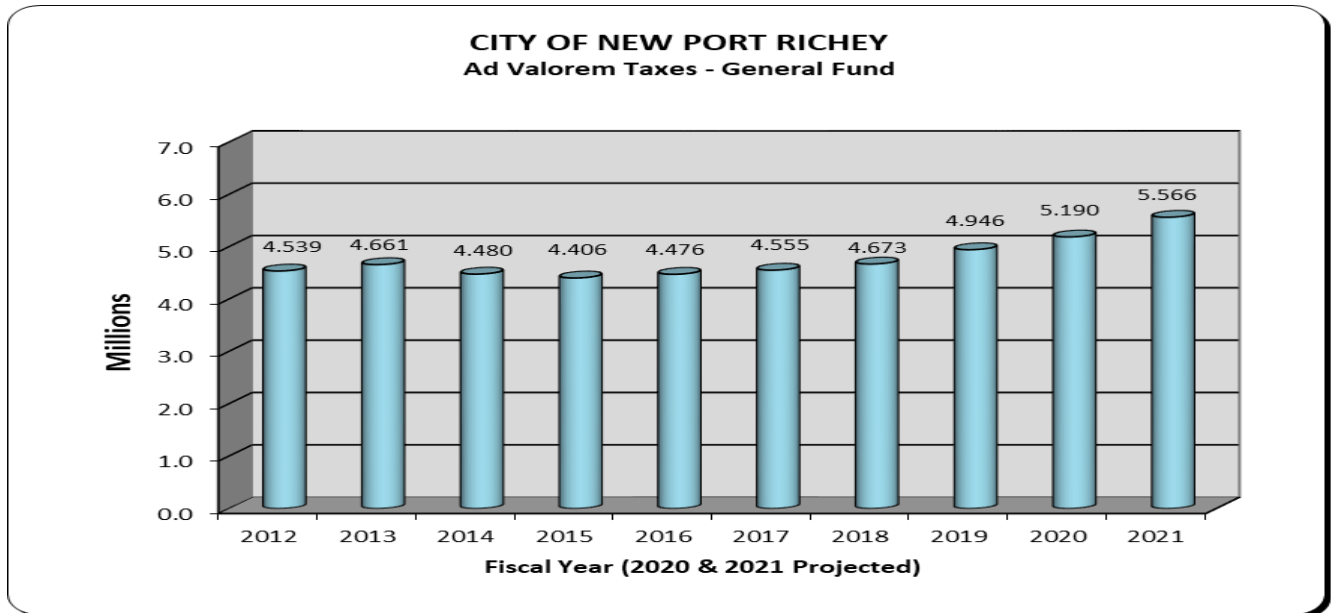
Because the county taxes cover basic and historically rural levels of service, many of the communities outside New Port Richey city limits with higher levels of landscaping, recreation amenities and urban infrastructure are Community Development Districts (CDDs). These CDDs have issued bonds which must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

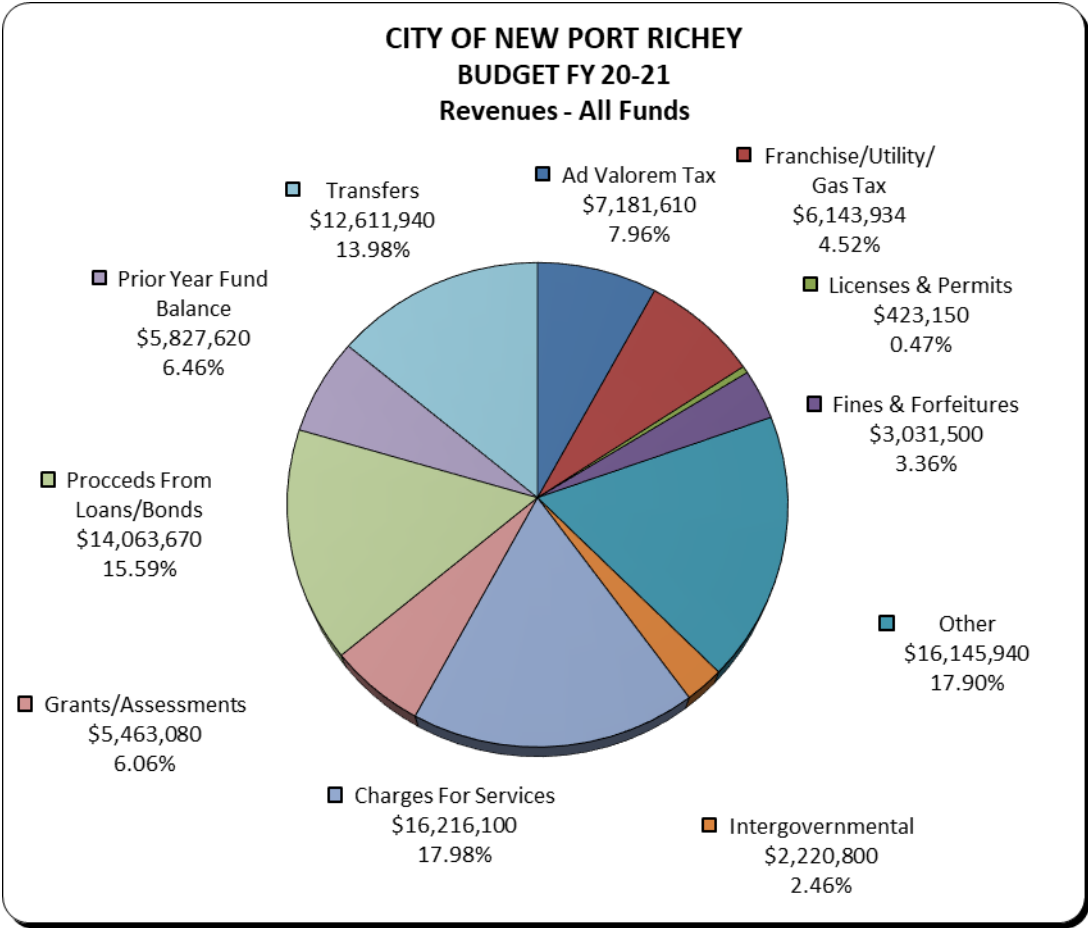
EXAMPLE

A home of 1,860 square feet with an assessed value of \$109,000 in a Pasco CDD Community shows the total amount due of **\$3,100** on its 2020 property tax notice, as it includes \$1,850 in Community Development District assessments.

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

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



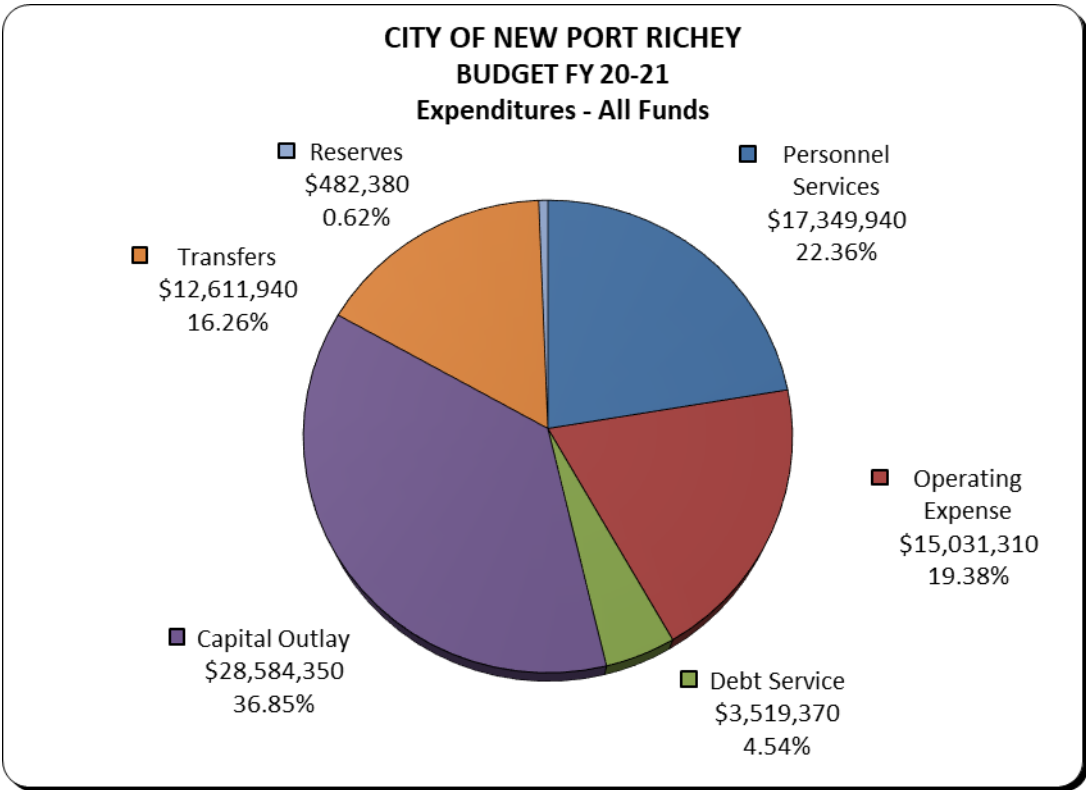


The total budgeted revenue for all funds is \$77,579,290, which includes fund balance appropriations equal to \$5,827,620 or 5.71% of total budgeted revenues. This decrease of \$2.3 million over last year is primarily due to an aggressive use of Capital Improvement Fund reserves in the prior year, which had accumulated during the 10-year term of the Local Discretionary Surtax known as "Penny for Pasco". The largest

source of operating revenues are Charges for Services at \$16.22 million (17.98%) followed by Other Sources, which includes bond proceeds at \$16.16 (17.90%). Other city-wide revenue sources in FY 2021 can be found on the chart above and in **Exhibit 1** on the next page which compares FY 2021 to the prior three (3) years for all major revenue categories.

EXHIBIT 1
BUDGET - FY 2020-2021
BUDGET DETAIL BY REVENUE SOURCE - ALL FUNDS

	ACTUAL		ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET	
	2017-2018	%	2018-2019	%	2019-2020	%	2020-2021	%
Ad Valorem Taxes	5,514,462	9%	6,089,939	10%	6,812,470	10%	7,181,610	9%
Franchise/Util/Gas Taxes	6,751,174	11%	7,228,839	12%	7,245,690	11%	7,005,820	9%
Licenses & Permits	352,803	1%	297,756	0%	343,400	1%	423,150	1%
Intergovernmental Revenue	2,351,883	4%	2,384,610	4%	2,443,650	4%	2,220,800	3%
Charges for Service	14,846,048	24%	15,412,109	25%	15,946,230	24%	16,216,100	21%
Interest & Other	24,354,124	39%	24,935,894	40%	15,291,250	23%	16,145,940	21%
Fines and Forfeits	2,491,079	4%	2,470,319	4%	2,955,500	4%	3,031,500	4%
Prior Year Fund Balance	2,862,787	5%	433,746	1%	5,905,900	9%	5,827,620	8%
Proceeds from Loan/Bonds	-	0%	-	0%	6,459,330	10%	14,063,670	18%
Grants	1,042,999	2%	985,651	2%	239,030	0%	3,135,720	4%
Assessments	2,154,858	3%	2,163,127	3%	2,242,770	3%	2,327,360	3%
TOTAL NET BUDGET	62,722,217	100%	62,401,990	100%	65,885,220	100%	77,579,290	100%
Transfers	(13,756,784)		(10,316,508)		(10,294,680)		(12,611,940)	
TOTAL BUDGET	\$ 48,965,433		\$ 52,085,482		\$ 55,590,540		\$ 64,967,350	



The above pie chart summarizes the major expenditure categories for all funds. Personnel costs of \$17.4 million and operating expenditures of \$15.0 million total \$32.4 million and make up 41.74% of the total budget. Capital project expenditures are estimated at \$28.6 million and debt service payments are an additional \$3.5 million. Transfers make up \$12.6 million of the total budget. The total net budget (less transfers) is \$64.97 million. This is an increase of approximately \$9.38 million (16.89%) from last year's net budget of \$55.59 million and is

attributed to an increase in operating expenditures and capital outlay budgeted for the upcoming fiscal year.

Exhibit 2 on the next page summarizes the detail line item totals across all departments and funds. The far right column indicates the percent change when comparing the FY 2021 adopted budget to the same for FY 2020.

EXHIBIT 2
BUDGET - FY 2020-2021
BUDGET DETAIL BY MAJOR LINE ITEM

	ADOPTED BUDGET 2019-2020	ADOPTED BUDGET 2020-2021	% CHANGE
Executive Salaries	1,871,290	2,136,170	14%
Regular Salaries & Wages	8,401,550	8,399,360	0%
Other Salaries & Wages	1,150,640	1,001,100	-13%
Overtime	592,060	732,840	24%
Special Pay	462,850	489,520	6%
FICA Taxes	943,800	924,410	-2%
Retirement Contributions	1,424,280	1,462,570	3%
Life & Health Insurance	1,739,110	1,811,510	4%
Workmen's Compensation	346,680	383,460	11%
Unemployment & Retirement	10,000	9,000	-10%
Total Personal Services	16,942,260	17,349,940	2%
Professional Services	667,200	970,590	45%
Accounting & Auditing	75,000	70,000	-7%
Other Contractual Service	2,289,450	2,442,850	7%
Travel and Per Diem	141,800	50,910	-64%
Communication Services	239,130	275,110	15%
Transportation (Postage)	103,400	99,930	-3%
Utility Services	2,307,550	2,381,110	3%
Rentals and Leases	433,190	938,780	117%
Insurance	710,500	762,570	7%
Repair & Maint. (Less Gar. Alloc.)	761,390	681,890	-10%
Printing & Binding	37,050	37,840	2%
Other Current Charges	660,540	897,560	36%
Office Supplies	121,500	113,050	-7%
Oper. Supplies (Less Gar. Alloc.)	5,234,960	5,159,250	-1%
Road Materials	132,800	116,300	-12%
Books, Publ., Memberships	31,480	33,570	7%
Total Operating Expenses	13,946,940	15,031,310	8%
Buildings	2,120,000	2,865,000	35%
Improvements Other Than Building	17,381,500	23,702,750	36%
Machinery & Equipment	2,510,840	1,941,600	-23%
Books, Publ., Library Material	98,270	75,000	-24%
Total Imp. & Capital Outlay	22,110,610	28,584,350	29%
Principal	1,730,750	2,846,500	64%
Interest	484,980	672,870	39%
Total Debt Service	2,215,730	3,519,370	59%
Reserves	375,000	482,380	29%
TOTAL NET BUDGET	55,590,540	64,967,350	17%
Transfers	13,372,770	12,611,940	-6%
TOTAL BUDGET	68,963,310	77,579,290	12%

Exhibit 3-A that follows summarizes the changes in the General Fund's budget at the division and department levels. The exhibit uses the FY 19-20 Amended Budget and Estimated Results of operations for comparison to the FY 19-20 Budget.

The analysis shows that public safety expenditures for Police and Fire are the biggest component of the FY 2021 General Fund at approximately \$11.7 million. This is approximately 48% of the total General Fund budget and approximately 17% of the city-wide budget.

The next largest component of the budget is in Culture and Recreation which includes Library Services and Parks and Recreation and accounts for \$2.54 million or 10.5% of the General Fund Budget. The budget for the Recreation Division increased by \$90,600 from the prior year, mainly due to the elimination of a few positions.

Public Works is the next largest area and includes Supervision, Streets and Right-of-Way, Facilities

Maintenance, and Grounds Maintenance. The FY 2021 budget is \$2.93 million and makes up 12.1% of the General Fund budget and 3.97% of the city-wide budget.

Administration is the next largest area and includes the City Council, the City Manager's Office, Human Resources, City Clerk, Technology Solutions, and Administrative Services. The FY 2021 budget is \$2.16 million and makes up 8.92% of the General Fund budget and approximately 2.4% of the city-wide budget. This area saw a slight increase from the prior year, mainly due to the addition of the Administrative Services Division.

The Development Department's budget increased by \$190,274, or 22%, from the prior year, mainly due to positions being funded that weren't funded in the previous year. This department's budget makes up 4.3% of the General Fund budget.

EXHIBIT 3-A
BUDGET - FY 2020-2021
BUDGET SUMMARY - EXPENDITURES/EXPENSES

General Fund Division/Department	AMENDED		PROPOSED		\$ CHANGE	% CHANGE
	ACTUAL 2018-2019	BUDGET 2019-2020	ESTIMATE 2019-2020	BUDGET 2020-2021		
City Council	290,286	209,800	203,453	241,900	32,100	15%
City Manager	270,357	194,690	190,775	198,320	3,630	2%
Human Resources	572,296	589,880	581,435	619,130	29,250	5%
City Clerk	66,199	68,720	58,750	73,620	4,900	7%
Technology Solutions	1,026,134	851,530	840,280	898,150	46,620	5%
Administrative Services	-	16,130	-	129,730	113,600	704%
Administration Total	2,225,272	1,930,750	1,874,693	2,160,850	230,100	12%
Accounting & Budgeting	738,957	601,640	594,139	594,900	(6,740)	-1%
Billing & Collection	517,589	549,000	548,883	536,040	(12,960)	-2%
Finance Total	1,256,546	1,150,640	1,143,022	1,130,940	(19,700)	-2%
Library	967,904	1,021,700	924,420	973,560	(48,140)	-5%
Library Total	967,904	1,021,700	924,420	973,560	(48,140)	-5%
Police Supervision	535,750	431,980	448,734	565,790	133,810	31%
Police Support Services	1,036,399	998,990	992,690	1,007,680	8,690	1%
Police Criminal Investigations	886,914	850,850	829,300	845,050	(5,800)	-1%
Police Patrol	4,077,793	4,034,460	4,000,321	4,348,470	314,010	8%
Police Code Enforcement	271,890	347,170	339,739	363,060	15,890	5%
Police Special Traffic	1,296,581	1,091,590	1,086,490	1,221,070	129,480	12%
Police Total	8,105,327	7,755,040	7,697,274	8,351,120	596,080	8%
Fire Supervision	384,608	363,410	363,081	359,270	(4,140)	-1%
Firefighting	2,415,244	2,257,280	2,210,090	3,017,760	760,480	34%
Fire Total	2,799,852	2,620,690	2,573,171	3,377,030	756,340	29%
Economic Development	163,285	168,200	168,200	180,890	12,690	0%
Economic Dev. Total	163,285	168,200	168,200	180,890	12,690	0%
Development	792,972	858,416	808,647	1,048,690	190,274	22%
Development Total	792,972	858,416	808,647	1,048,690	190,274	22%

EXHIBIT 3-A, continued
BUDGET - FY 2020-2021
BUDGET SUMMARY - EXPENDITURES/EXPENSES

General Fund Division/Department	AMENDED		PROPOSED		\$ CHANGE	% CHANGE
	ACTUAL 2018-2019	BUDGET 2019-2020	ESTIMATE 2019-2020	BUDGET 2020-2021		
Recreation	1,516,740	1,226,330	1,096,145	1,134,830	(91,500)	-7%
Aquatics	418,160	434,070	374,514	434,970	900	0%
Parks & Recreation Total	1,934,900	1,660,400	1,470,659	1,569,800	(90,600)	-5%
Public Works Supervision	431,023	419,070	416,970	427,660	8,590	2%
Street and ROW	545,714	763,722	608,272	973,740	210,018	27%
Facilities Maintenance	622,896	613,550	564,685	633,770	20,220	3%
Grounds Maintenance	705,640	882,770	712,574	896,790	14,020	2%
Public Works Total	2,305,273	2,679,112	2,302,501	2,931,960	252,848	9%
Transfers	1,638,110	2,035,070	2,035,070	2,183,660	148,590	7%
Reserves	127,000	210,000	126,000	295,100	85,100	41%
Other Total	1,765,110	2,245,070	2,161,070	2,478,760	713,650	40%
Total General Fund	22,316,441	22,090,018	21,123,657	24,203,600	2,593,542	10%

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

R & R Fund, Debt Service Fund, and Construction Fund total nearly \$29.2 million, which is approximately 38% of the \$77.58 million budget for all city funds.

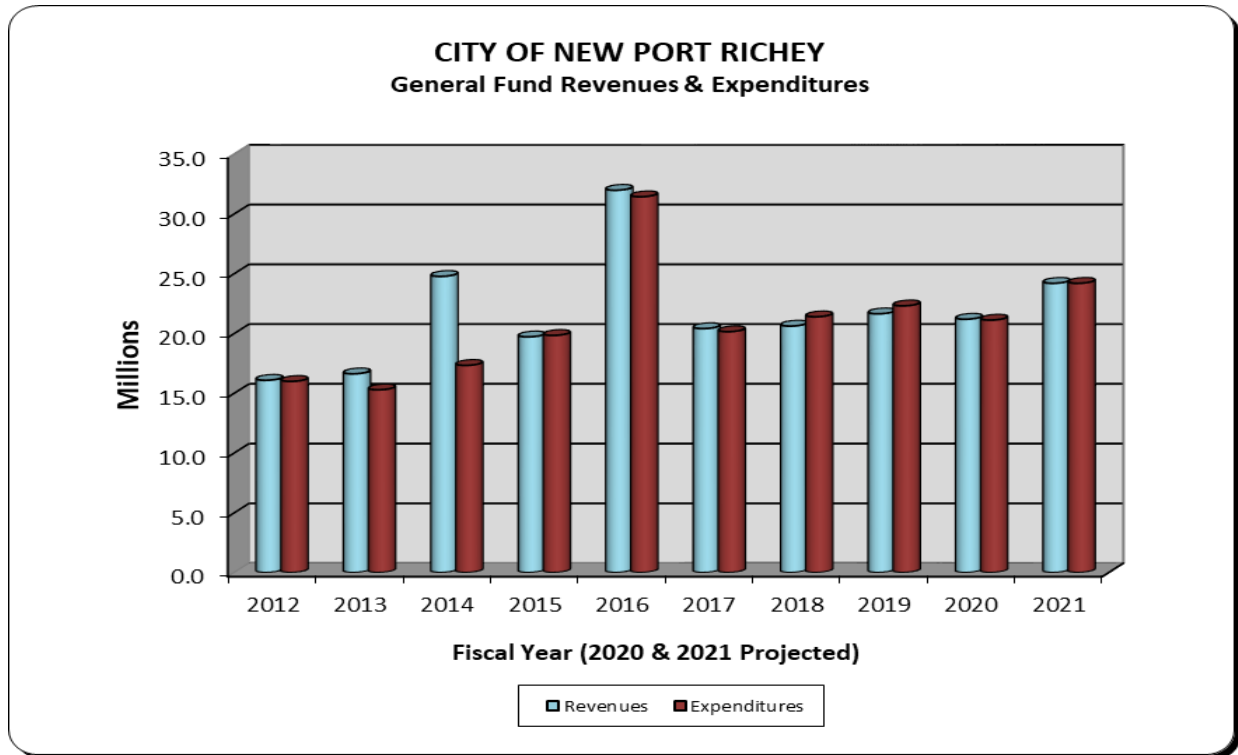
Additional detail follow later in the Budget Overview section with a fund-by-fund summary of key issues and transactions.

EXHIBIT 3-B
BUDGET - FY 2020-2021
BUDGET SUMMARY - EXPENDITURES/EXPENSES

Fund	ACTUAL	AMENDED		PROPOSED		
	<u>2018-2019</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>BUDGET</u>	\$	%
		<u>2019-2020</u>	<u>2019-2020</u>	<u>2020-2021</u>	CHANGE	CHANGE
Stormwater Utility Fund	839,442	1,573,390	1,480,210	1,122,500	(450,890)	-29%
Street Lighting Fund	432,626	455,040	405,170	456,880	1,840	0%
General Debt Service Fund	887,417	887,640	887,858	1,575,680	688,040	78%
Capital Improvement Fund	3,069,652	7,172,840	2,978,940	8,103,290	930,450	13%
Water Production	3,478,288	4,031,430	3,792,640	4,147,220	115,790	3%
Water Distribution	670,497	1,284,840	883,939	1,225,700	(59,140)	-5%
W & S Non-Classified	195,366	167,000	151,000	172,000	5,000	3%
Construction Services	306,513	391,040	373,100	350,290	(40,750)	0%
Reclaimed Water	720,861	1,008,410	951,620	853,510	(154,900)	-15%
Water Pollution Control	2,071,519	2,609,430	2,586,550	2,482,930	(126,500)	-5%
Sewer Collection	640,520	1,394,660	1,157,740	1,480,350	85,690	6%
Transfers	5,177,560	5,511,670	5,511,670	6,429,130	917,460	17%
Reserves	65,000	155,000	55,000.00	155,000	-	0%
Total W&S Revenue Fund	14,733,342	16,553,480	15,463,259	17,296,130	742,650	4%
W&S R & R Fund	28,800	2,800	2,800	3,500	700	25%
W&S Debt Service Fund	1,275,774	1,328,090	1,326,707	1,943,690	615,600	46%
W&S Construction Fund	3,122,865	5,665,000	1,448,000	6,470,000	805,000	14%
Central Garage	817,418	769,030	706,148	758,520	(10,510)	-1%
CRA Fund	2,013,597	7,057,440	4,597,436	12,565,740	5,508,300	78%
Street Improvement Fund	2,548,108	3,646,140	2,552,320	3,079,760	(566,380)	-16%
Grand Totals	\$ 52,085,482	\$ 67,200,908	\$ 52,972,505	\$ 77,579,290	\$ 10,378,382	15%

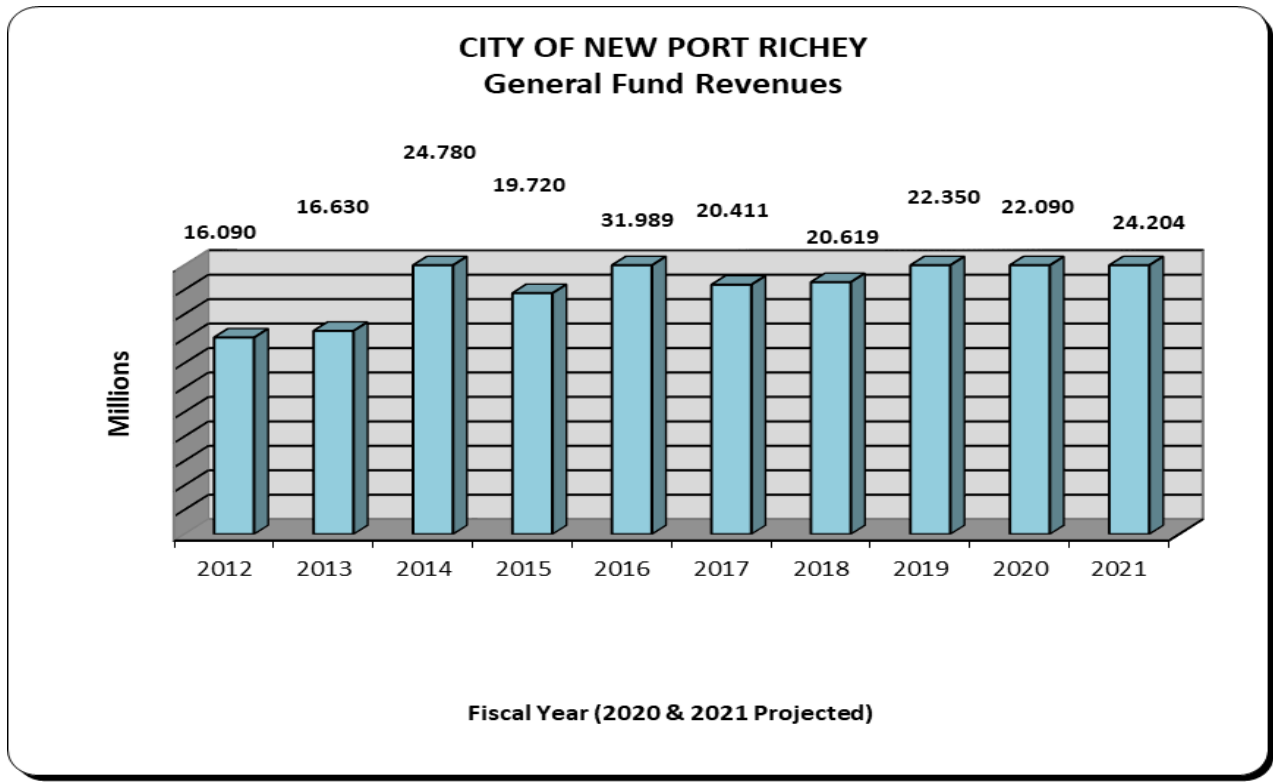
GENERAL FUND

General Fund Summary	Adopted FY 2019-20	Amended Budget FY 2019-20	Estimated Actual FY 2019-20	9/10/2020 Proposed FY 2020-21	9/22/2020 Adopted FY 2020-21	% of Total
Approp. Fund Balance	100,620	100,620	-	-	-	0.00%
Other Revenues	22,946,810	21,989,398	21,199,146	24,203,600	24,203,600	100.00%
Total Revenues	23,047,430	22,090,018	21,199,146	24,203,600	24,203,600	100.00%
Personnel Services	13,369,010	13,122,500	13,018,130	13,782,480	13,782,480	56.94%
Operating Expenses	5,656,120	5,475,670	5,302,257	6,192,240	6,267,240	25.89%
Capital Outlay	1,777,230	1,246,778	768,200	1,750,120	1,675,120	6.92%
Contingency	150,000	150,000	-	240,100	240,100	0.99%
Transfers	2,035,070	2,035,070	2,035,070	2,183,660	2,183,660	9.02%
Reserves	60,000	60,000	-	55,000	55,000	0.23%
Total Expenditures	23,047,430	22,090,018	21,123,657	24,203,600	24,203,600	100.00%

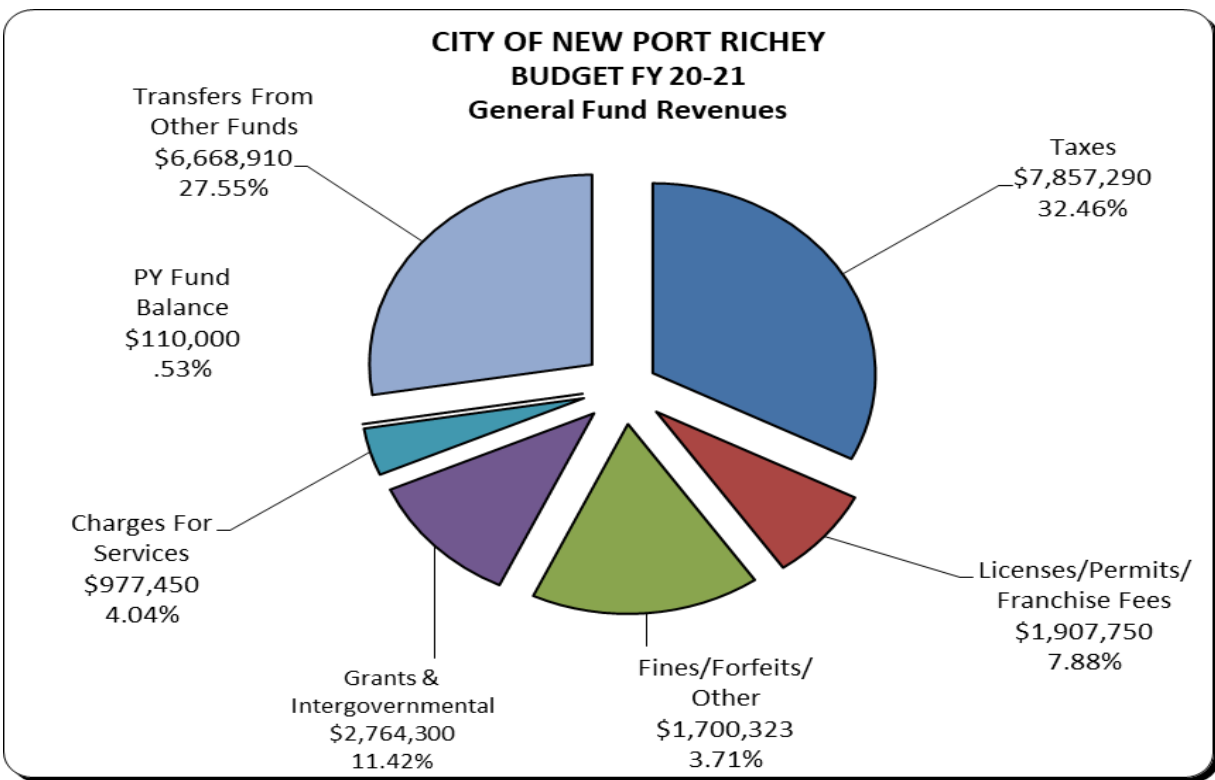


The preceding table and chart show that the General Fund's budget is balanced with total revenues and expenditures of \$24,203,600. This was done without the use of Appropriated Fund Balance. A contingency amount of \$240,100 is budgeted to allow for discretionary spending. Salary adjustments and unanticipated repairs are funded using the contingency account. The millage rate, 8.7500, remained the same as last

year. The total General Fund budget increased by \$1,156,170 (5.01%) from the FY 2019-20 Original Adopted Budget. The increase is almost entirely related to a slight increase in operating expenditures and an increase in much needed capital purchases by the Police Department and Fire Department.



The FY 2021 budget includes total revenues of \$24.204 million, compared to an amended \$22.090 million in FY 2020.



The chart on the preceding page provides a high level view of the major sources of revenue for FY 2021.

General Fund Revenues

Ad valorem property taxes – The City’s taxable value of \$662,331,521 (appraised by Pasco County Property Appraiser on July 1, 2018) was applied to the approved millage rate of 8.7500, resulting in an increase in property tax revenues of \$354,760 that is offset by an increase in the TIF payment to the CRA of \$148,590 on the expenditure side of the General Fund ledger.

Other Taxes, Licenses & Permits – Garbage Hauling Franchise Fees are projected to generate \$125,000. Local Business Tax Revenue has seen a decline over the past three years. However, due to projected development within the City, the amount budgeted for FY2021 increased by \$10,000, rising from \$150,000 to \$160,000. The Communication Services Tax revenue projections decreased slightly from the previous year, dropping from \$641,560 to \$631,660. The City has limited control over these revenue sources. Many of the projections are based on the recommendations of state economists and budget analysts. Vacancy rates of commercial and residential properties impact the levels of franchise fees to the City.

Intergovernmental & Grant Funding – The General Fund anticipates receiving funding from grants, which include FEMA, Identity Theft & Fraud grant, Community Development Block Grant (CDBG), Victims of Crime Act (VOCA) grant, and others. Total grant funding for FY 2021 is \$543,500, which is up approximately \$307,000 from the previous year, mainly due to the City expecting to receive a reimbursement grant from FEMA related to the COVID-19 pandemic.

Other than the FEMA Reimbursement grant, overall, intergovernmental funding has remained stagnant over the last few years, due in part to the

City’s population remaining relatively the same since 2010. This factor affects the City’s portion of state shared revenues.

Charges For Services –Recurring contracted services and declining participation in recreational programs and services caused the revenue in this category to decline by \$161,800, going from \$1,139,250 to \$977,450. This decline in estimated revenues is directly related to the COVID-19 pandemic and the negative impact it has had on the participation in recreational activities.

Fines & Forfeitures – The City Council voted to renew the Red Light Camera program for an additional year; therefore, budgeted revenues have remained relatively consistent with the previous year (\$2,000,000) for this particular program.

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

Transfers From Other Government Funds –

Street Improvement Fund:
The Street Improvement Fund will transfer \$484,760 for costs incurred by the streets division and other administrative services identified as directly related to the fund’s mission.

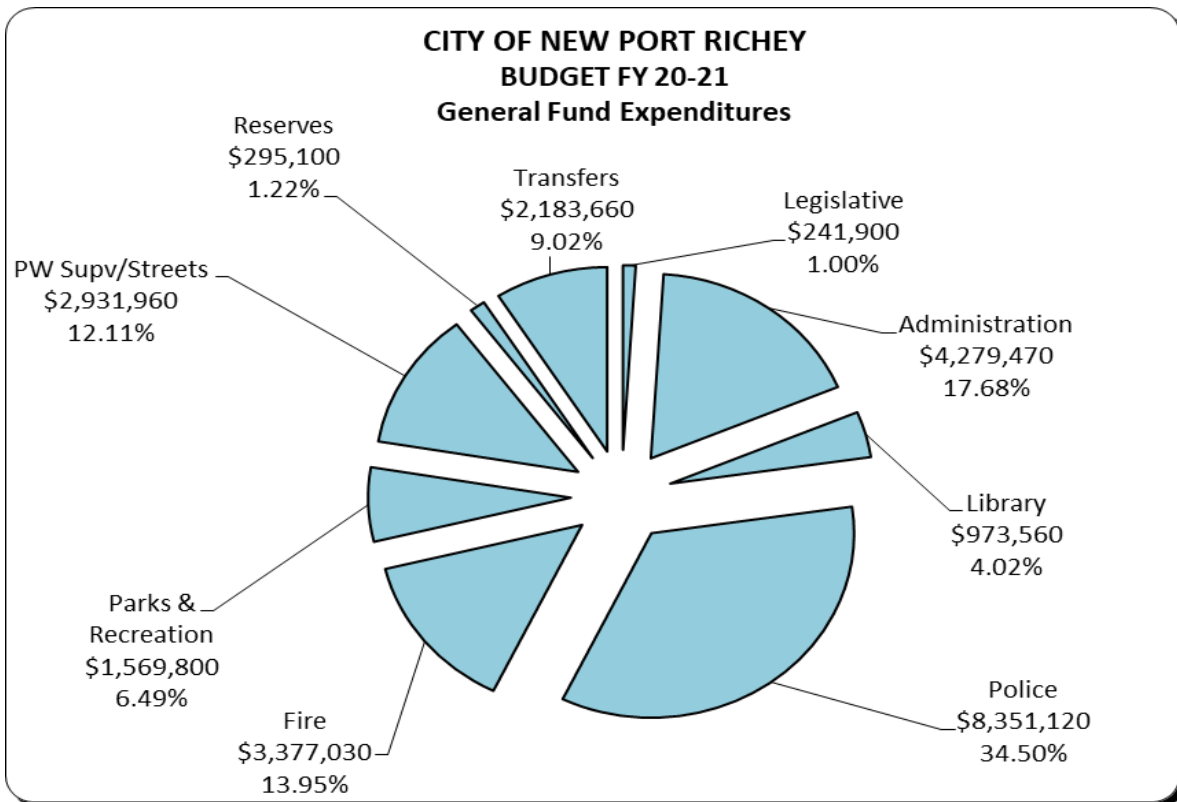
Community Redevelopment Agency (CRA):
The CRA’s redevelopment effort was revived through the formation of an Economic Development Department that was funded by the CRA in FY 2013-2014. Funding from this department in the amount of \$995,420, which includes an allocation of indirect cost reimbursement to the General Fund and repayment of funds advanced in previous year.

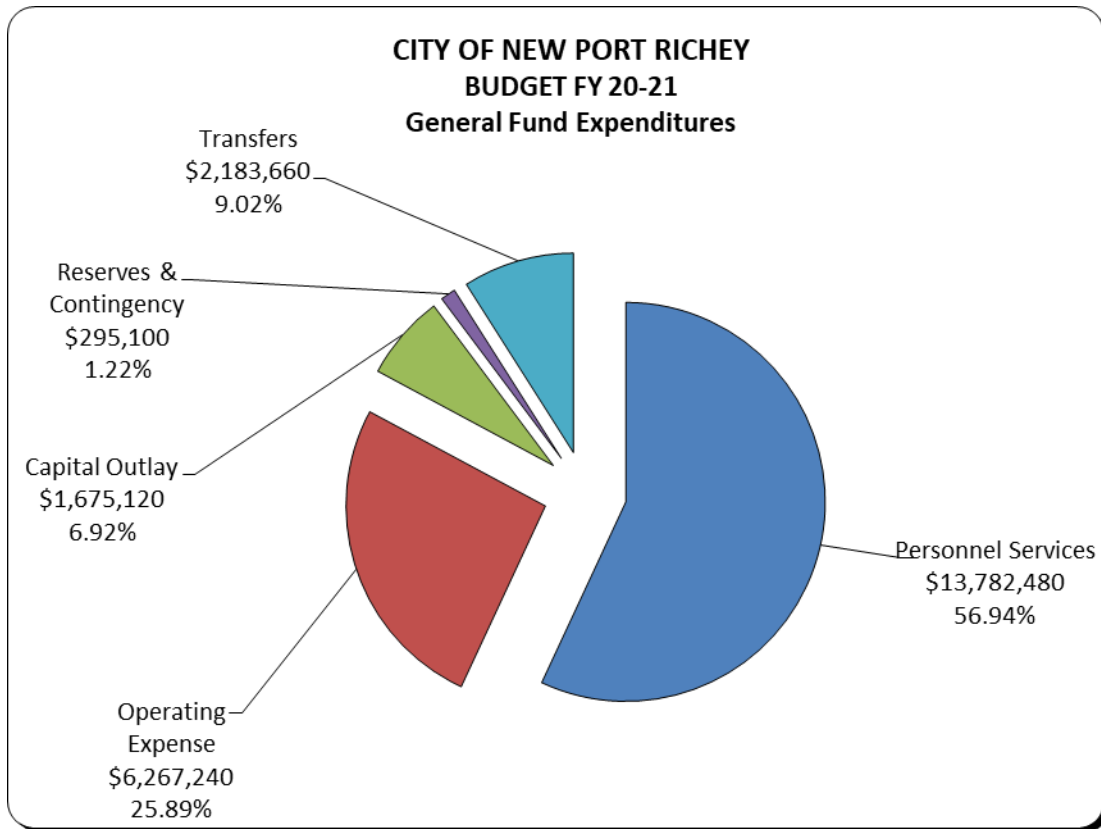
Capital Improvement Fund:
 Capital Improvement Fund transfers to the General Fund are budgeted to be \$573,290, a decrease from the previous year. These funds will be used by the General Fund to purchase much needed police equipment, technological equipment for City Hall, and generators.

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

Total Revenues – The above changes account for a net total increase of \$2,113,582 from the previous year’s amended budget. Total General Fund proposed revenues are \$24,203,600.

Other Revenues - Contributions from Water & Sewer Fund increased by \$311,430. Contributions from the Stormwater Utility Fund remained at \$130,000. These contributions represent an allocation to the General Fund for its support in utility operations. Interest only transfer of the Tampa Bay Water Note decreased slightly from the previous year, going from \$302,620 to \$275,220. Payment in Lieu of Franchise Fees (PILOFF) increased slightly from the previous year’s budget, going from \$594,100 to \$611,930.





The chart on the preceding page and above provide a high level view of the major categories of expenditures for FY 2021. The General Fund budget continues to reflect the City Council's desire to address the community's public safety needs, encourage residential redevelopment, and to improve the physical and economic health of the City and its citizens.

Updated revenue projections released by the State of Florida through the Office of Economic and Demographic Research (EDR) and continued tracking of year to date results for local revenue sources and spending levels were used to refine the city's spending plan. The remainder of this topical review will focus on the year to year changes, comparing the approved General Budget for FYE 2020 to this adopted budget.

General Fund Expenditures

Personnel Services – This category increased from the previous budget year by \$413,470 (3.1%), due to the addition of a few high level positions, cost of living increase, and the anticipation of additional Overtime by Public Safety.

Operating Expenses – This category totaled \$6,267,240 for FY 2021, which is an increase of \$611,120 (10.8%) from the previous year's budget. One of the factors that influenced this change was the fact that changes were made to the health insurance benefit plan that encourages more participation from employees and their family members. This resulted in a higher cost to the City. Another factor is the implementation of a vehicle lease program, which will allow for the gradual replacement of city vehicles. In FY 2021, a total of 29 vehicles will be replaced. This will create a lease

payment for each vehicle; hence, increasing operating costs.

Capital Outlay – Capital outlay totaled \$1,675,120 for FY 2021, which is a decrease of \$102,110 (5.7%) from the previous year’s budget. Capital outlay represents 6.92% of the General Fund’s budget. Approximately 15% of capital outlay is funded by a transfer from the Capital Improvement Fund. A brief summary of the General Fund capital outlay items follows.

Amount	Description
\$114,000	Software Replacement, Servers, & Data Processing Equipment
\$32,000	Replacement of Medical Defibrillators
\$189,450	Special Purpose Equipment for Public Safety
\$886,000	Aerial Ladder Truck
\$12,000	Restroom Improvements at Recreation Center
\$23,000	Special Equipment for the Aquatics Center
\$245,000	Streets & ROW Division Vehicles

\$96,970	Library Materials
\$60,000	Roof Replacement at Senior Center
\$16,700	Various Dept. Purchases of Special Equipment
\$1,675,120	Total General Fund Capital Outlay

Reserves & Contingency – The City has set aside \$295,100 in order to provide a source of funding for sick leave payouts, wage adjustments, and unforeseen budget changes during the fiscal year. This amount was decreased slightly from the previous budget year and represents approximately 1% of the total General Fund budget.

Total Expenditures - The above changes account for a net total increase of \$2,113,582 from the previous year’s amended budget. Total General Fund proposed expenditures are \$24,230,600.

STORMWATER UTILITY FUND

Stormwater Utility Fund Summary	Adopted FY 2019-20	Amended Budget FY 2019-20	Estimated Actual FY 2019-20	9/10/2020 Proposed FY 2020-21	9/22/2020 Adopted FY 2020-21	% of Total
Approp. Fund Balance	495,000	493,000	399,820	38,090	38,090	3.39%
Other Revenues	1,100,390	1,080,390	1,080,390	1,084,410	1,084,410	96.61%
Total Revenues	1,595,390	1,573,390	1,480,210	1,122,500	1,122,500	100.00%
Personnel Services	309,570	309,570	294,030	310,800	310,800	27.69%
Operating Expenses	334,920	335,670	257,310	303,700	303,700	27.06%
Capital Outlay/Debt	790,000	767,250	767,970	378,000	378,000	33.67%
Transfers	160,900	160,900	160,900	130,000	130,000	11.58%
Total Expenditures	1,595,390	1,573,390	1,480,210	1,122,500	1,122,500	100.00%

The City established a Stormwater Utility Fund in 2001 via Ordinance 1667 in order to comply with the Federal Clean Water Act. The FY 2021 Annual Budget reflects the 20th year of implementation of the stormwater utility user fee. The City's Stormwater Utility Fund contains the appropriations from the dedicated revenue source providing income for the City to use in meeting its mandated responsibilities under the National Pollution Discharge Elimination System permit enforced by the Florida Department of Environmental Protection and in improving surface water drainage throughout the City.

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

The noteworthy changes to the Stormwater Fund Budget occurred in the amount of Appropriated Fund Balance being used, going from \$495,000 in the previous year to only \$38,090 in FY 2021. This decrease can be attributed to the City's aggressive approach to complete on-going capital projects in the previous year. Capital Outlay of \$378,000 was the most significant expenditure change compared to the previous year. Funds from the Stormwater Utility Fund will be transferred to the General Fund, in the amount of \$130,000, to cover the fund's share of operating costs, overhead and administrative costs paid for by the General Fund.

The major revenue is the stormwater assessment fee of \$1,068,910. The budget for FY 2021 includes funding for the labor and materials to perform stormwater and drainage maintenance and those appropriations remained constant with some increase for labor related costs.

STREET LIGHTING FUND

Street Lighting Fund Summary	Adopted FY 2019-20	Amended Budget FY 2019-20	Estimated Actual FY 2019-20	9/10/2020 Proposed FY 2020-21	9/22/2020 Adopted FY 2020-21	% of Total
Approp. Fund Balance	-	-	-	-	-	0.00%
Other Revenues	453,170	455,040	455,040	456,880	456,880	100.82%
Total Revenues	453,170	455,040	455,040	456,880	453,170	100.82%
Operating Expenses	443,170	445,040	405,170	428,100	428,100	93.70%
Contingency	10,000	10,000	-	28,780	28,780	6.30%
Total Expenditures	453,170	455,040	405,170	456,880	456,880	100.00%

In September 2003, the City established a Street Lighting assessment within the General Fund via Ordinance 1704. This provided a means to recover the costs incurred by the City for providing street lighting services throughout the city limits. The assessment is allocated among benefitted tax parcels using a methodology based upon "Equivalent Residential Units" or "ERUs", with one (1) ERU equal to 2,629 square feet, which is the size of the average family residential building in the City. The FY 2021 Annual Budget reflects the 18th year of implementation of the street lighting user fee. The City's Street Lighting Fund contains the appropriations from the dedicated revenue source providing income for the City to use in providing these services.

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

The budget is balanced with total revenues and expenditures both equaling \$456,880.

The Street Lighting Fund was established in FY 2012-13 as a separate Special Revenue Fund to account for the citywide assessment for street lighting. Previously, this program was part of the General Fund. The major revenue is the assessment fee of \$414,880 (91%) and it is included in the annual property tax bill issued by Pasco County. Major expenditures are the rental fees paid to Duke Energy for energy use and maintenance of the light poles of \$300,000 (66%). The total budget has been increased by \$1,840 since last fiscal year. A recent new lease agreement with Duke Energy has resulted in a major city-wide improvement in lighting. There is no appropriated fund balance for FY 2021 and a small contingency of \$28,780.

GENERAL DEBT SERVICE FUND

Debt Service Fund Summary	Adopted FY 2019-20	Amended Budget FY 2019-20	Estimated Actual FY 2019-20	9/10/2020 Proposed FY 2020-21	9/22/2020 Adopted FY 2020-21	% of Total
Approp. Fund Balance	-	-	-	-	-	0.00%
Other Revenues	887,640	887,640	887,858	1,575,680	1,575,680	100.00%
Total Revenues	887,640	887,640	887,858	1,575,680	1,575,680	100.00%
Capital Outlay/Debt	887,640	887,640	887,858	1,575,680	1,575,680	100.00%
Total Expenditures	887,640	887,640	887,858	1,575,680	1,575,680	100.00%

The budget is balanced with total revenues and expenditures both equaling \$1,575,680.

The Debt Service Fund is being utilized by the City to account for the debt service of the Non-Ad Valorem Refunding Revenue Note, Series 2016, Taxable Non-Ad Valorem Revenue Bond, Series 2020A, and Non-Ad Valorem Revenue Note, Series 2020B.

Funds from the Non-Ad Valorem Refunding Revenue Note, Series 2016, were used to refinance the Community Redevelopment Agency's Redevelopment Revenue Note, Series 2005A, and Redevelopment Revenue Note, Series 2005B. Although the Note is housed in the General Debt Service Fund, because of an interlocal agreement between the City and the Community Redevelopment Agency (CRA), the debt remains the obligation of the CRA. Annual transfers will be made from the CRA Fund to the General Debt Service Fund to cover the debt service requirements.

Funds from the Non-Ad Valorem Revenue Note, Series 2020A will be used to fund a portion of the construction of a parking garage. Although the Note is housed in the General Debt Service Fund,

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

Fund from the Non-Ad Valorem Revenue Note, Series 2020B will be used to fund a portion of the construction of a parking garage, library renovations, and the construction of a fire station. Although the Note is housed in the General Debt Service Fund, because of an interlocal agreement between the City and the Community Redevelopment Agency (CRA), the portion of the debt that was used to fund the construction of debt remains the obligation of the CRA. The portion of the debt that was used to fund the library renovations and the construction of a new fire station will be paid for using Penny for Pasco funds. Annual transfers will be made from the CRA Fund and the Capital Improvement Fund to the General Debt Service Fund to cover the debt service requirements

There is no General Fund indebtedness.

CAPITAL IMPROVEMENT FUND

Capital Improvement Fund Summary	Adopted FY 2019-20	Amended Budget FY 2019-20	Estimated Actual FY 2019-20	9/10/2020 Proposed FY 2020-21	9/22/2020 Adopted FY 2020-21	% of Total
Approp. Fund Balance	614,390	614,390	189,490	1,775,580	1,759,570	21.71%
Other Revenues	6,559,450	6,559,450	2,759,450	6,343,720	6,343,720	78.29%
Total Revenues	7,173,840	7,173,840	2,948,940	8,119,300	8,103,290	100.00%
Capital Outlay/Debt	6,285,000	6,285,000	2,090,100	7,330,000	7,330,000	90.46%
Transfers	888,840	888,840	888,840	789,300	773,290	9.54%
Total Expenditures	7,173,840	7,173,840	2,978,940	8,119,300	8,103,290	100.00%

The Capital Improvement Fund is used to account for all of the governmental capital projects throughout the City. The fund's primary revenue source is the local discretionary sales surtax, also known as "Penny for Pasco".

The Capital Improvement Fund Budget totals \$8,103,290 for FY 2020-21, which is approximately 10% of the City's total adopted budget. Appropriated Fund Balance of \$1,759,570 is budgeted to be used, which is in response to City Council direction to aggressively utilize the citizen authorized "Penny for Pasco" funds that had built up a hefty reserve over the past few years. A second ten-year term of "Penny for Pasco" money was approved in November 2012 by the voters and collections from the new "Penny for Pasco"

began in 2015. As of the end of FY2019, all of the "Penny for Pasco" funds from the first bucket had been spent. Transfers from other sources are only made when the associated project costs have been incurred or grant funds are received. The total budget has increased by \$929,450 (12.30%) from the previous year, which is partly due to an increase of rollover funds to complete unfinished projects.

The two schedules that follow reflect a summary of budgeted capital projects for FY 2020-2021 and a summary of grants anticipated by the City to assist in the completion of certain capital projects in the Capital Improvement Fund.

Fire Stations Improvements	\$ 2,700,000
Library Upgrades	1,500,000
Parking Lot Improvements - Nebraska Ave.	1,025,000
Sims Park Boat Ramp Improvements	600,000
Transfer to General Fund for Qualified Capital Improvements	573,290
Tennis Court Improvements	510,000
Seawall Stabilization, Phase V	360,000
Grand Blvd. Multi-Use Path, Phase I	250,000
Transfer to Street Improvement Fund	200,000
James E. Grey Preserve, Phase I	110,000
Marine Parkway Pedestrian Bridge Project	100,000
Server Upgrades - Police Station	50,000
Meadows Dog Park Upgrades	50,000
Cotee River Park Improvements - Bollards	50,000
Skate Park Project	25,000
Total Capital Improvement Fund Budget	\$ 8,103,290

	<u>FY20-21</u>
Grant Funding	
State Funding	
James Grey Preserve - Phase I	50,000
Federal Loan	
Central Fire Station Relocation	2,500,000
Library Upgrades	1,500,000
Total	\$ 4,050,000

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

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

COMBINED WATER/SEWER FUND

Water & Sewer Utility Funds Summary	Adopted FY 2019-20	Amended Budget FY 2019-20	Estimated Actual FY 2019-20	9/10/2020 Proposed FY 2020-21	9/22/2020 Adopted FY 2020-21	% of Total
Approp. Fund Balance	3,118,340	3,118,340	1,982,476	1,056,830	1,056,830	4.11%
Other Revenues	20,473,920	20,473,920	17,435,965	24,656,490	24,656,490	95.89%
Total Revenues	23,592,260	23,592,260	19,418,441	25,713,320	25,713,320	100.00%
Personnel Services	2,903,250	2,903,250	2,439,870	2,893,680	2,893,680	11.25%
Operating Expenses	6,483,070	6,733,070	5,983,553	6,928,640	6,928,640	26.95%
Capital Outlay/Debt	7,208,380	6,958,380	4,152,458	9,303,370	9,303,370	36.18%
Transfers	6,842,560	6,842,560	6,842,560	6,429,130	6,429,130	25.00%
Reserves	155,000	155,000	-	158,500	158,500	0.62%
Total Expenditures	23,592,260	23,592,260	19,418,441	25,713,320	25,713,320	100.00%

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

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

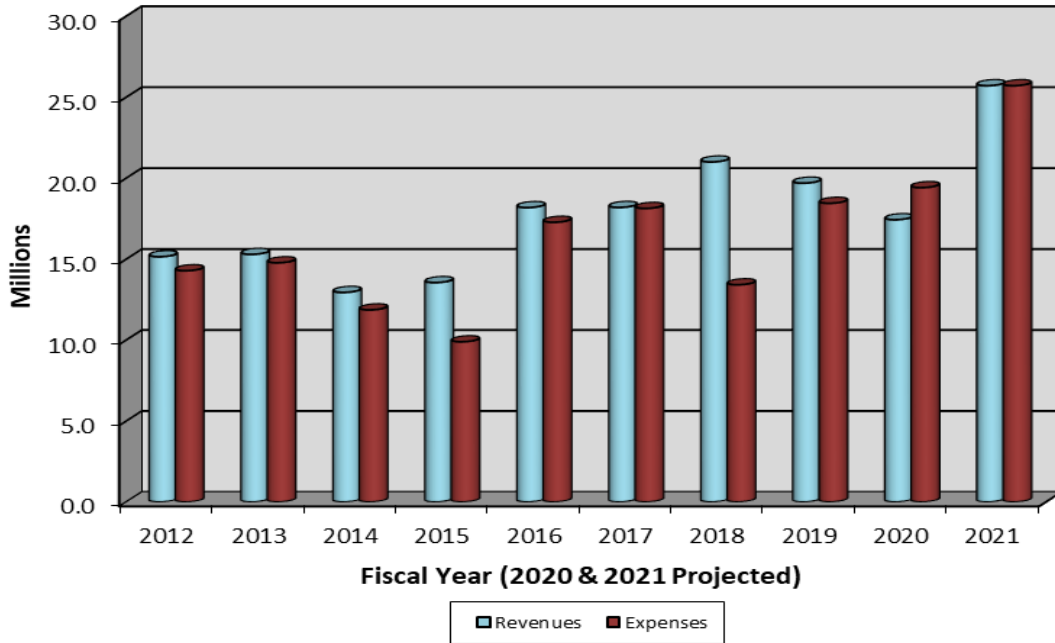
The budget of \$25,713,320 reflects an increase of \$2,121,060 (9.0%) from last year's Adopted Budget. The \$1,056,830 Appropriated Fund balance for FY 2021 will use a significant portion of available resources if the aggressive capital

investment is fully deployed. The projected fund balance as of September 30, 2021 is \$4,244,839. This represents a reserve level that will need to be reviewed during the course of the fiscal year for possible consideration of financing options to complete future capital projects. It will be important to update projections to actual results to make sure that minimum requirements for capital outlay, bond covenants and working capital can be met.

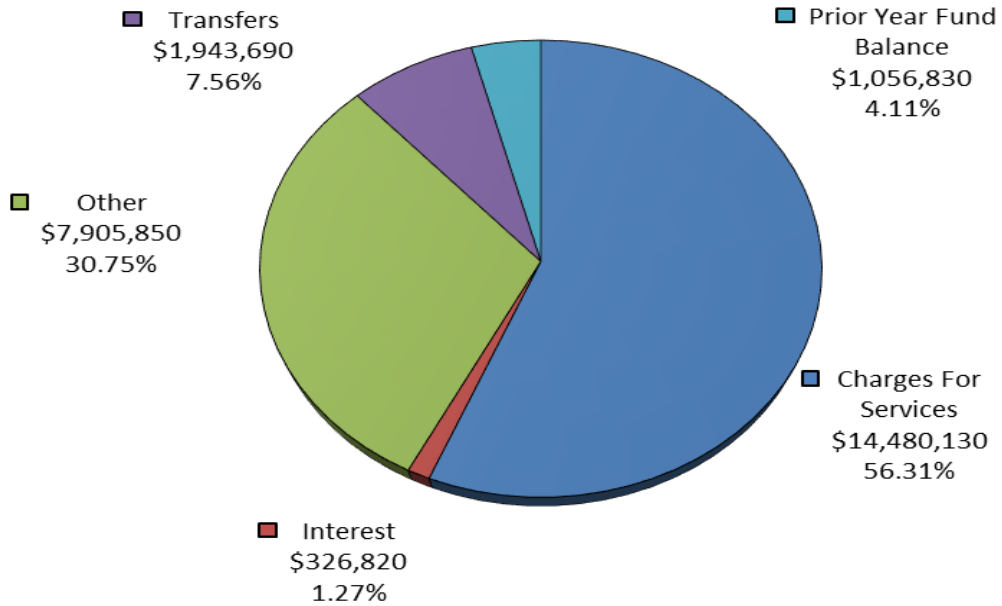
Of the total revenues, \$14,480,130 (64%) will be derived from user fees such as water sales, sewer sales, bulk sewer, bulk water, other fees and charges. Impact fees will generate another \$373,280 (1.5%). Pasco County's share of the utility operation and maintenance expense will be \$1,175,000 which is similar to last year's budgeted amount. Reclaimed water sales will generate approximately \$291,000 next fiscal year, which is also relatively the same as last year's budgeted amount.

The budget also reflects the annual 4% inflationary rate adjustment, as the pass through of the wholesale rate charged by the City's supplier, Tampa Bay Water. These rate changes take effect on October 1, 2020.

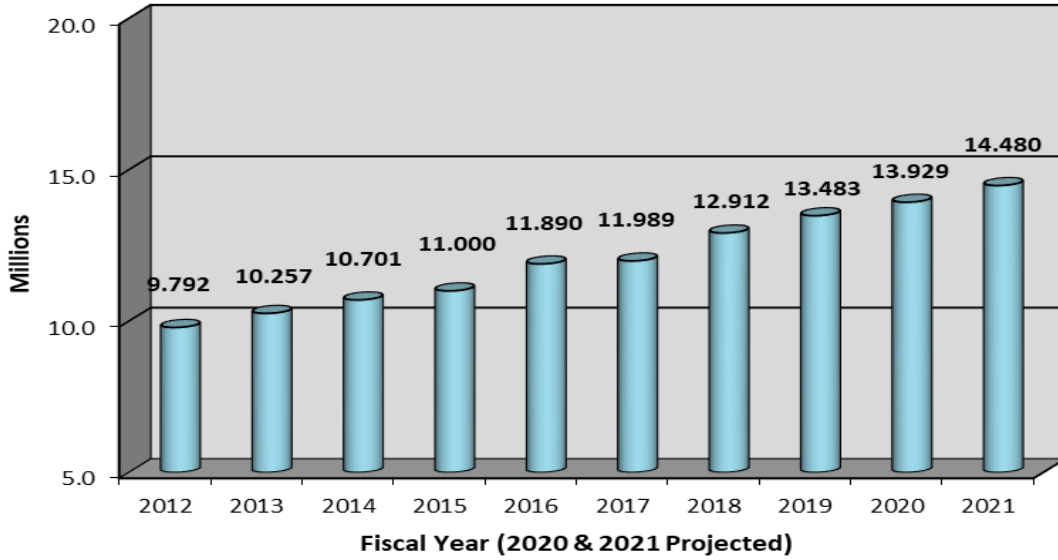
CITY OF NEW PORT RICHEY
Revenues & Expenses - All W & S Funds



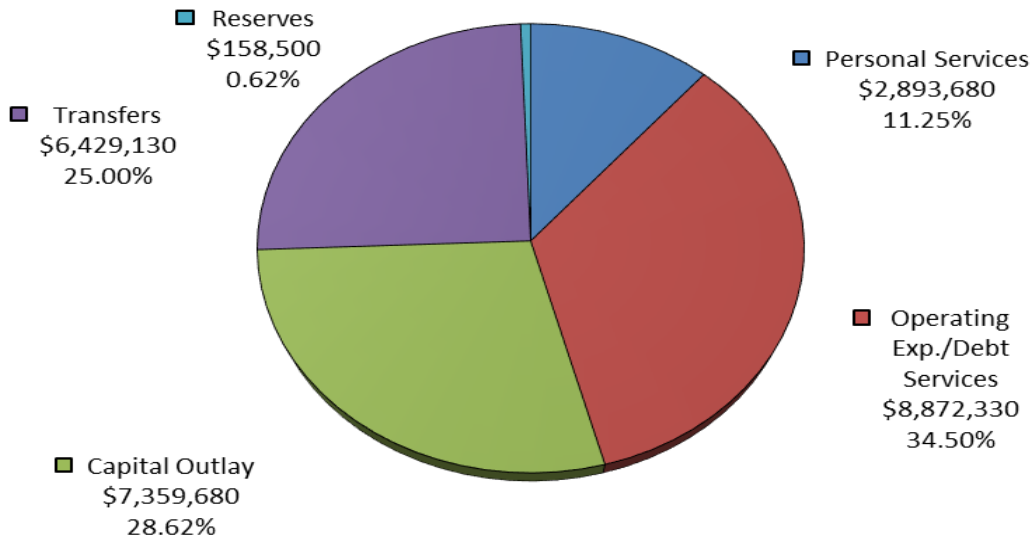
CITY OF NEW PORT RICHEY
BUDGET FY 20-21
Water & Sewer Revenues - All W & S Funds



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



**CITY OF NEW PORT RICHEY
BUDGET FY 20-21
Water & Sewer Expenses - All W & S Funds**



COMMUNITY REDEVELOPMENT AGENCY (CRA) FUND

CRA Fund Summary	Adopted FY 2019-20	Amended Budget FY 2019-20	Estimated Actual FY 2019-20	9/10/2020 Proposed FY 2020-21	9/22/2020 Adopted FY 2020-21	% of Total
Approp. Fund Balance	1,374,400	1,374,400	-	2,416,380	2,416,380	19.23%
Other Revenues	3,338,670	5,683,040	5,644,557	10,149,360	10,149,360	80.77%
Total Revenues	4,713,070	7,057,440	5,644,557	12,565,740	12,565,740	100.00%
Personnel Services	111,180	108,870	108,870	112,990	112,990	0.90%
Operating Expenses	513,630	597,410	560,025	608,900	608,900	4.85%
Capital Outlay/Debt	2,825,000	2,743,530	915,281	9,272,750	9,272,750	73.79%
Transfers	1,263,260	3,013,260	3,013,260	2,571,100	2,571,100	20.46%
Reserves	-	594,370	-	-	-	0.00%
Total Expenditures	4,713,070	7,057,440	4,597,436	12,565,740	12,565,740	100.00%

The relationship between the Community Redevelopment Agency (CRA) and the City's General Fund operations changed over the past several years as the effects of the "Great Recession" severely impacted the CRA's ability to service its indebtedness on three Redevelopment Bank Notes. One of the CRA notes was paid off by the General Fund in FY 2013-2014. That note, along with advances made to the CRA by the General Fund, established a repayable advance (non-current liability), as provided for in an interlocal agreement between the two entities. Tax increment funding paid by the City and Pasco County, based on the taxable value of the lands in the CRA that exceed the Base Year 2001 Taxable Value of \$366,805,411, are directed into the CRA Fund. The City's total Taxable Values peaked at \$919,592,133 in FY 2007-08. The Tax Increment value bottomed out in FY 2013-14 at \$69,806,864. Currently, for the FY 2021 Budget, the Tax Increment Value is at \$243,025,752, an approximate 19% increase from the previous year. This is indication that the property values within

the city or gradually increasing. The \$3,474,640 in budgeted Tax Increment Financing (TIF) revenues is also indication of that.

Despite the struggles of the past, the CRA has been reactivated and, in fact, an Economic Development Department with 2 ½ staff members are fully focused on the important task of stimulating growth and revitalizing the economy within the CRA boundaries.

The total budget has greatly increased by \$7,852,670 (62.5%) from last year, mainly due to on an increase in capital outlay. The CRA will be constructing a parking garage in the City's downtown corridor in FY 2020-21.

Major revenues consist of the TIF funds from the City and the County of \$3,474,640, which are approximately 28% of total revenues, and bond proceeds of \$6,500,000, which are approximately 52% of total revenues.

STREET IMPROVEMENT FUND

Street Improvement Fund Summary	Adopted FY 2019-20	Amended Budget FY 2019-20	Estimated Actual FY 2019-20	9/10/2020 Proposed FY 2020-21	9/22/2020 Adopted FY 2020-21	% of Total
Approp. Fund Balance	1,475,000	1,475,000	396,860	556,750	556,750	18.08%
Other Revenues	2,171,140	2,171,140	2,155,460	2,523,010	2,523,010	81.92%
Total Revenues	3,646,140	3,646,140	2,552,320	3,079,760	3,079,760	100.00%
Operating Expenses	14,000	14,350	14,350	15,000	15,000	0.49%
Capital Outlay/Debt	3,200,000	3,200,000	2,105,830	2,540,000	2,540,000	82.47%
Transfers	432,140	432,140	432,140	524,760	524,760	17.04%
Total Expenditures	3,646,140	3,646,490	2,552,320	3,079,760	3,079,760	100.00%

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

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

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

The budget is balanced with total revenues and expenditures both equaling \$3,079,760.

The total budget has decreased by \$566,380 (15.5%) from last year, due to an decrease in the amount of capital projects budgeted for in FY2021 compared to the previous year.

The use of Appropriated Fund Balance, in the amount of \$556,750, is budgeted for this year, and encompasses the majority of the Fund's reserves. This rollover is to cover capital projects that were budgeted for the previous year, but not completed.

The largest projects to be funded during FY 2021 include the completion of the 2019/2020 City's Street Improvement Project and Sidewalk Improvements at West Main Street.

CENTRAL GARAGE FUND

Central Garage Fund Summary	Adopted FY 2019-20	Amended Budget FY 2019-20	Estimated Actual FY 2019-20	9/10/2020 Proposed FY 2020-21	9/22/2020 Adopted FY 2020-21	% of Total
Approp. Fund Balance	-	-	-	-	-	0.00%
Other Revenues	776,280	769,030	776,280	758,520	758,520	100.00%
Total Revenues	776,280	769,030	776,280	758,520	758,520	100.00%
Personnel Services	249,250	239,050	207,999	249,990	249,990	32.96%
Operating Expenses	502,030	504,980	484,458	479,730	479,730	63.25%
Capital Outlay/Debt	25,000	25,000	13,691	28,800	28,800	3.80%
Total Expenditures	776,280	769,030	706,148	758,520	758,520	100.00%

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

The total budget has decreased by \$17,760 (2.28%) from last's fiscal year's original adopted budget, mainly due to an expected decline in revenues generated from charges for services. The City has recently renegotiated its fuel contract with Pasco County, securing a lower fuel rate for the next three years. There is no appropriated fund balance for FY 2020-21.

PROJECTED CHANGES IN FUND BALANCE

Fund	Actual 9/30/2018	Actual 9/30/2019	Estimates FY 2020		Estimated 9/30/2020	Adopted FY 2021		Estimated 9/30/2021
			Revenues (less Use of PY F/B)	Expenditures		Revenues (less Use of PY F/B)	Expenditures	
General	3,227,971	2,674,063	21,199,146	21,123,657	2,749,552	24,203,600	24,203,600	2,749,552
Committed	2,885,848	2,319,371			2,585,848			2,563,503
Assigned	70,068	72,131			35,000			35,000
Unassigned	272,055	282,561			128,704			151,049
Stormwater	415,688	566,847	1,080,390	1,480,210	167,027	1,084,410	1,122,500	128,937
Street Lighting	283,253	309,843	455,040	405,170	359,713	456,880	456,880	359,713
Gen Debt Svc	743,283	742,756	887,858	887,858	742,756	1,575,680	1,575,680	742,756
Cap Improvement	2,021,448	2,065,298	2,759,450	2,896,835	1,927,913	6,175,377	8,103,290	-
W/S Funds*	10,922,139	7,284,145	17,435,965	19,418,441	5,301,669	24,656,490	25,713,320	4,244,839
Central Garage	558,593	480,953	776,280	706,148	551,085	758,520	758,520	551,085
CRA	(5,015,890)	(4,505,344)	5,644,557	4,597,436	(3,458,223)	10,149,360	12,565,740	(5,874,603)
Street Improvement	1,693,215	1,259,469	2,155,460	2,552,320	862,609	2,523,010	2,799,410	586,209
Balance - All Funds	\$ 14,849,700	\$ 10,878,030			\$ 9,204,101			\$ 3,488,488

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

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

An aggressive capital improvement plan for the Water & Sewer operations, Street Improvement operations, and the Capital Improvement Fund has added to the use of cash reserves for those funds. The projected 2020-21 fund balance levels will cause management to monitor actual results to protect those reserves from total depletion. Improvements in operations, billing policy and management of customer accounts are expected to result in over performance of the Budget's revenue projections, which could delay the need to finance future capital projects.

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

was established by the City Council for Minimum Funding Levels. The only restriction on use of the funds is the requirement that a 4/5th vote of the City Council be achieved. The aggressive budgets in years past has resulted in the depletion of previously built up reserves. If FY 2021's budget is deployed as planned, it will result in a balance of \$3,488,488 by the fiscal year's end.

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

The Stormwater Utility Fund and the Capital Improvement Fund is budgeted to exhaust the majority of its Fund Balance by the end of FY2021. This is related to the City's aggressive capital project plan and due to the City's plan to implement its stormwater management projects.

Financial Policies



PURPOSE

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

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

ACCOUNTING SYSTEM AND BUDGETARY CONTROL

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

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

The concept of reasonable assurance recognizes that:

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

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

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

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

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

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

Fiscal Year

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

Financial Reporting Entity

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

OPERATING BUDGET

Preparation

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

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

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

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

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

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

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

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

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

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

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

Balanced Budget

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

Planning

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

analysis of financial impacts.

Reporting

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

Control and Accountability

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

Expenditure Requests

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

Contingencies

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

Amendment Process

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

REVENUES

Revenue Policies

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

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

- A. Non-Recurring Revenues - One time or non-recurring revenues should not be used to finance current ongoing operations. Non-recurring revenues should be used only for non-recurring expenditures and not for budget balancing purposes.
- B. Ad Valorem Taxes - Ad valorem taxes will be anticipated for purposes of operating budget preparation at:
 - 1. 95% of the projected taxable value of current assessments and new construction
 - 2. Current millage rates, unless otherwise specified
- C. Sales Tax - The use of sales tax revenues is limited to the General Fund and/or Capital Improvement Fund.
- D. State Revenue Sharing - The use of state revenue sharing monies is included in the General Fund, with a portion earmarked for street improvements.
- E. Local Option Gas Tax - The use of local option gas tax revenues is limited to public transportation expenditures.
- F. Pledged Revenues - The use of revenues, which have been pledged to bond or note holders, will conform in every respect to those bond or note covenants.
- 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 - Other legal funds of the City include transfers and contributions from other funds as follows:
 - 1. General and Administrative Charges - Administrative costs should be charged to all funds for services of general overhead, such as administration, finance, personnel, information technology, police, purchasing, facility maintenance, fleet maintenance, community development, and grounds maintenance, as appropriate. Following accepted practices, the Finance Director allocates indirect costs to determine the charges and procedures intended to recover up to 100% of said costs.
 - 2. Payment in-lieu-of ad valorem tax – Rates

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

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

approval of the City Council.

2. The City Manager or designee may authorize the transfer of funds within a department, should the need arise.
3. Budget adjustments are normal occurrences during any given fiscal year. With the approval of the City Manager or designee, a Department Head may request to move funds within his or her department or division.

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

- C. Purchasing - All purchases of goods or services will be made in accordance with the City's current purchasing policy, as revised 10/2011. The Purchasing Policy and Procedures Manual establishes approval levels at:
1. Department Heads - \$0 to \$2,499
 2. Finance Director - \$2,500 to \$9,999
 3. City Manager - \$10,000 to \$24,999
 4. City Council - \$25,000 and above
- D. Recurring Transactions - Recurring transactions are those that are on-going by their very nature. Examples of recurring transactions are the monthly electric bill, services provided by another governmental agency by agreement, monthly telephone service, fuel agreements, or contractual agreements already approved by the City Council at a regular council meeting, etc. These recurring transactions have already been approved by the City Council through the

adoption of the budget or approval of contracts and or agreements. Therefore, no additional approval by the City Council is necessary unless the contract or agreement is to be modified or a payment would exceed the original approved amount.

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

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

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

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

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

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

FUND BALANCE/RESERVES

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

A. General Fund – To assure that a minimum amount is available when needed, a portion of the Fund Balance shall be set aside for emergency purposes. The term Undesignated or Unreserved includes all uncommitted balances, such as those sometimes referred to as carryover, fund balance, contingency funds, surplus, etc. The minimum amount reserved in the General Fund should not be less than 15% of the prior year General Fund operating budget not including any amendments. Chapter Two Section 2.1(a) states "A four fifths vote of the City Council shall be required in order to authorize the spending of any of these reserve funds for any reason." Any undesignated or unreserved fund balance over the required 15% may be used for any lawful purpose.

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

- 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.

ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

- A. Accounting - The City Finance Department is responsible for the reporting of the financial affairs, both internally and externally. The Finance Director is the City's Chief Financial Officer and is responsible for establishing the Chart of Accounts and for properly recording financial transactions.
- B. Auditing - The City will be audited annually by outside independent accountants ("auditor"). The auditor must be a CPA firm that can demonstrate that it has the breadth and depth of staff to conduct the City's audit in accordance with generally accepted auditing standards and contractual requirements. The auditor's report on the City's financial statement should be completed within 180 days of the City's fiscal year end.

The 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 the City Manager. Quarterly revenue and expenditure reports will be provided to the City Council.

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.

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 the signature of the City Manager. For wire

transfers the Finance Director shall establish written procedures stipulating the conditions and control procedures related to such activity. Any wire transfers are subject to the same requirements in the Purchasing Policy.

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

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

DEBT MANAGEMENT

- A. Purpose - The City recognizes the primary purpose of capital facilities is to support provision of services to its residents. Using debt financing to meet the capital needs of the community must be evaluated according to efficiency and equity. Efficiency equates to the highest rate of return for a given investment of resources. Equity requires a determination of who should pay for the cost of capital improvements. In meeting the demand for additional capital facilities, the City will strive to balance the load between debt financing and "pay as you go" methods. Through evaluation the need for additional debt financed facilities and the means by which the debt will be repaid, the Finance Director will strike an appropriate balance between service demands and the amount of debt.

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

DEBT FINANCING

- A. General Obligation Bonds (GO's) - General obligation bonds will only be used to fund capital assets of the general government, are not to be used to fund operating needs of the City and are backed by the full faith and credit of the City as well as the ad valorem taxing authority of the City as prescribed by law. The term of a bond issue will not exceed the useful life of the asset(s) funded by the bond issue and will generally be limited to no more than thirty (30) years. General obligation bonds must be authorized by a vote of the citizens of the City of New Port Richey.
- B. Revenue Bonds - Revenue bonds will be issued to provide for the capital needs of any activities where the capital requirements are necessary for continuation or expansion of a service which produces revenue and for which the asset may reasonably be expected to provide for a revenue stream to fund the debt service requirements. The term of the obligation may not exceed the useful life of the asset(s) to be funded by the bond issue and will generally be limited to no more than thirty (30) years.
- C. Revenue Notes - Revenue notes will be used to fund capital requirements, which are not otherwise funded by either Revenue Bonds or General Obligation Bonds. Debt service for Revenue Notes may be either from general revenue or backed by specific revenue stream or streams or by a combination of both. Generally, Revenue Notes will be used to fund capital assets where full bond issues are not warranted as a result of cost of the asset(s) to be funded through the instrument or the costs associated with a bond issue. The term of the obligation may not exceed the useful life of the asset(s) to be funded by the proceeds of the debt issue and will generally be limited to no more than thirty (30) years.
- D. Method of Sale - The Finance Director will use a competitive bidding process in the sale of

bonds unless the nature of the issue warrants a negotiated bid. In situations where a competitive bidding process is not elected, the Finance Director will publicly present the reasons why, and the Finance Director will participate with the financial advisor in the selection of the underwriter or direct purchaser.

E. Financing Alternatives - The Finance Director shall explore alternatives to the issuance of debt for capital acquisitions and construction projects. The alternatives will include, but not be limited to, (1) grant funding, (2) use of reserves/designations, (3) use of current revenues, (4) contributions from developers and others, (5) leases, and (6) impact fees.

1. The Finance Department will maintain procedures to comply with arbitrage rebate and other Federal requirements.
2. The City will ensure that the debt is soundly financed.
3. The City will conservatively project the revenue sources that will be used to pay the debt.
4. Financing of the improvement over a period of time will not be greater than the useful life of the improvement being financed.
5. It will be determined that the benefits of the improvement exceed the costs, including interest costs.
6. Maintaining a debt service coverage ratio, which ensures that combined debt service requirements will not exceed revenues pledged for the payment of debt.
7. Evaluating proposed debt against the target debt indicators.

F. Financing Methods - The City maintains the following policies in relation to methods of financing used to issue debt:

1. Where possible, the City will use revenue or other self-supporting bonds in lieu of General Obligation Bonds.
2. When appropriate, the City will issue non-obligation debt, for example, Industrial Development Revenue bonds, to promote community stability and economic growth.
3. The Finance Department will maintain open communications with bond rating agencies about its financial condition and whenever possible, issue rated securities.

INTERNAL CONTROLS

A. Written Procedures - Wherever possible, written procedures will be established and maintained by the Finance Director for all functions involving cash handling and/or accounting throughout the City. These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.

B. Department Heads' Responsibilities - Each Department Head is responsible to ensure that good internal controls are followed throughout their department, that all Finance Department directives or internal controls are implemented, and that all independent auditor internal control recommendations are addressed.

STAFFING AND TRAINING

A. Adequate Staffing - Staffing levels will be adequate for the fiscal functions of the City to operate effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Workload allocation alternatives will be

explored before adding staff.

B. Training - The City will support the continuing education efforts of all financial staff members including the investment in time and materials for maintaining a current perspective concerning financial issues. Staff will be held accountable for communicating, teaching, and sharing with other staff members all information and training materials acquired from seminars, conferences, and related education efforts.

C. Awards, Credentials, Recognition - The Finance Department will support efforts and involvement, which result in meeting standards and receiving exemplary recitations on behalf of any of the City's fiscal policies, practices, processes, products, or personnel. Staff certifications may include Certified Public Accountant (CPA), Certified Government Finance Officer (CGFO) or Certified Public Finance Officer (CPFO).

The Finance Department will strive to maintain a high level of excellence in its accounting policies and practices as it prepares the annual CAFR. The CAFR will be presented annually to the Governmental Finance Officers Association for evaluation and consideration for the Certificate of Achievement for Excellence in Financial Reporting Award. The Certificate of Achievement for Excellence in Financial Reporting Award has been received by the City of New Port Richey for 29 consecutive years.

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

FUND TYPES

Governmental Funds

General Fund - The General Fund serves as the primary reporting vehicle for current government

operations. The General Fund, by definition, accounts for all current financial resources not required by law or administrative action to be accounted for in another fund.

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

Proprietary Funds

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

Fiduciary Funds

Trust and Agency Funds - Trust Funds are used to account for assets held by the government in a trustee capacity. Currently there are three pension trust funds, which consists of the General Employees', Police Officers', and Firefighters' Retirement Trust Funds. Agency funds are used to account for assets held as an agent for individuals, private organizations, other governments and/or other funds. Currently there are no agency funds.

Non- Budgeted Funds

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

does not hold these dollars and there is a separate board for each pension fund that controls the distribution of the funds.

BASIS OF BUDGETING

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

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

REVENUE EXPLANATIONS

Ad valorem Tax: Property tax is based on the value of real and personal property. Each year the county property appraiser determines the total assessed value of each parcel of property in the City of New Port Richey. After subtracting lawful exemptions, the remaining amount becomes the taxable value. Ad valorem property taxes are based on the taxable value. Multiplying the taxable value by the millage rate generates the amount of the property tax. As an example, the taxable value of \$1,000 times a millage rate of 1 would yield an ad valorem tax of \$1.

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

Local Communications Tax: This tax is collected and distributed by the State. It replaced the

franchise fee and utility tax that previously were charged for telephone and cable television services.

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

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

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

Interest Revenue: Revenue derived from the investment of idle cash is an important source of revenue. The City of New Port Richey recognizes the importance of establishing effective cash management and works diligently to promote aggressive collections and maximize cash flow.

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

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

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

service.

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

City of New Port Richey, FL

Budget Timeline

<u>DATE</u>	<u>RESPONSIBILITY</u>	<u>ACTIVITY</u>
May 1, 2020	Finance Director	Provide Budget Preparation Manual and worksheets to Department Heads via email
May 6, 2020	City Manager Department Heads	Kickoff Meeting with all Department Heads to outline procedures for budget and discuss Budget Workbook
May 7 – 13, 2020	Finance	Individual department meetings to discuss Budget Workbook and provide any assistance in completing them, if needed
May 15, 2020	Department/ Division Heads	Submit completed Budget Workbook, along with all supporting documentation for Operating portion of Budget (incl. Personnel Services) and Capital Outlay portion of Budget (Capital Purchases); This does not include Construction Projects
May 18 – 22, 2020	City Manager Dept/Div Heads Finance	Individual Department Budget Meetings – presentation of proposed budget to City Manager (schedule of meeting times will be provided at a later date)
May 27, 2020	PW Director Economic Dev. Director Finance Director	Submit completed Capital Outlay – Construction Projects for Stormwater Utility Fund, Capital Improvement Fund, Street Improvement Fund, Sewer Assessment Fund, W&S Construction Fund, and CRA Fund
May 29, 2020	Finance PW Director	Meet to discuss construction projects for: Stormwater Utility Fund, Capital Improvement Fund, Street Improvement Fund, Sewer Assessment Fund, and W&S Construction Fund
June 1, 2020	Property Appraiser	Notifies municipalities of preliminary taxable value for the year
June 3, 2020	City Manager PW Director Finance	Capital Projects Budget Meeting – presentation of proposed construction projects to City Manager (time to be determined)
June 4 - 9, 2020	Finance Public Works	Assemble Five (5) Year Capital Improvement Program
June 10, 2020	City Manager Finance Director	Meet with City Manager to discuss overall budget and make necessary changes to balance budget

<u>DATE</u>	<u>RESPONSIBILITY</u>	<u>ACTIVITY</u>
June 17, 2020	City Manager	City Manager makes final reductions and changes to budget
June 18 - 25, 2020	Finance	Finishes recommended budget and Capital Improvement Program for July 2 nd Council Meeting.
June 26, 2020	City Manager Finance	Include proposed draft of the Budget, 5-year Capital Improvement Plan & Redevelopment Work Program in Council packet for July 7 th City Council meeting Provide copies of proposed Budget to Department Heads/Division Heads
No later than July 1, 2020	Property Appraiser	The Property Appraiser shall complete his assessment of the value of all property no later than July 1 of each year. (CH.193.023 F.S.) The Property Appraiser transmits "Certification of Taxable Value" to City
July 7, 2020	City Manager Finance Director	Presentation of Preliminary Budget to Council at Regular City Council Meeting
July 14, 2020 (Tentative)	City Council City Manager Department Heads	City Council Work Session to go over departmental budgets
July 21, 2020 (Tentative)	City Council City Manager Department Heads	City Council Work Session to go over departmental budgets
July 27, 2020	Finance Director	Send a copy of the Div. 111 & Div. 112 Budget (draft), along with a list of Tangible Property to County (45 days prior to first public hearing)
July 28, 2020 (Tentative)	City Council City Manager Department Heads	City Council work session to go over remainder of departmental budgets
July 28, 2020 (tentative)	City Council	City Council meeting to discuss budget/millage rate and approve "Certification of Taxable Value" and proposed millage rate
July 28, 2020 (tentative)	CRA Board	Review of Proposed CRA Budget
No later than August 5, 2020	Finance Director	<u>Within 35 days of Certification of Value</u> , the City shall advise the Property Appraiser of its proposed millage rate, of its rolled-back rate, and of the date, time and place at which a public hearing will be held to consider the proposed millage rate and the tentative budget. The Property Appraiser will utilize this information in preparing the notice of proposed property taxes. (CH. 200.065 F.S.)

<u>DATE</u>	<u>RESPONSIBILITY</u>	<u>ACTIVITY</u>
August 6, 2020 (Tentative)	City Council City Manager Department Heads	Final Work Session to go over to Budget and Capital Improvement Program; and changes suggested from previous Work Sessions
August 21, 2020	Finance Director City Clerk	Prepare Capital Improvement advertisement and submit for publication beginning August 20 th (not less than 2 weeks before final Public Hearing)
No later than August 25, 2020	Property Appraiser	<u>Within 55 days of the Certification of Value</u> , the Property Appraiser prepares and mails the " <u>Notice of Proposed Property Taxes</u> ". If the City fails to submit the Certification of Value in a timely manner, it will be prohibited from levying a millage rate greater than the rolled-back rate. (CH. 200.065 F.S.)
September 10, 2020 (Tentative)	City Council	Public Hearing (6:00 p.m.) on tentative budget. Within 80 days of the Certification of Value, but not earlier than 65 days after Certification, the City must hold a public hearing on the tentative budget and proposed millage rate. Prior to the conclusion of the hearing, the City Council shall amend the tentative budget as it sees fit, adopt the amended tentative budget, recompute its proposed millage rate, and publicly announce the percent, if any, by which the recomputed proposed millage rate exceeds the rolled-back rate. (CH. 200.065 F.S.) (This hearing cannot be held sooner than 10 days following the mailed notices.) City Public meeting cannot conflict with County or County Schools Announce second Public Hearing on the FY 2019-2020 Budget to be held on Tuesday, September 22 nd
September 11, 2020	Finance Director	Fax Budget Summary to Dept. of Revenue for pre-approval
September 11, 2020	Finance Director City Clerk	Prepare newspaper advertisement of "Notice of Public Hearing of City Council's Intent to Adopt Final Millage Rate and Budget" for publication on September 18 th Within 15 days of the meeting adopting the tentative budget, and between 80-95 days of the Certification of Value, the City must advertise in a newspaper of general circulation in the County, its intent to finally adopt a millage rate and budget

<u>DATE</u>	<u>RESPONSIBILITY</u>	<u>ACTIVITY</u>
September 22, 2020 (Tentative)	City Council	<p>Public Hearing (6:00 p.m.) to finalize the budget and adopt a final millage rate. The City Council shall amend the adopted tentative budget as it sees fit, adopt a final budget, and adopt two resolutions</p> <p>The Resolution to adopt the millage rate to be levied shall state the percent, <u>if any</u>, by which the millage rate to be levied exceeds the rolled-back rate</p> <p>The Resolution to adopt the budget shall be separate from the millage-levy Resolution</p> <p>Both Resolutions shall be publicly read in full prior to their adoption</p> <p>In no event shall the millage rate adopted exceed the millage rate tentatively adopted. (CH. 200.065 F.S.)</p> <p>City Public meeting cannot conflict with County or County Schools</p> <p>This Public Hearing to finalize the budget and adopt a millage rate shall be held not less than 2 days or more than 5 days, after the day that the advertisement is first published. (CH. 200.065 F.S.)</p>
September 22, 2020 (Tentative)	CRA Board	CRA Board passes resolution on CRA Budget
September 25, 2020	Finance Director	Notify Property Appraiser, Tax Collector and TRIM Office of adopted millage rate (within 3 days of resolution)
September 30, 2020	Finance	Electronic distribution of Adopted Budgets
October 1, 2020	City-wide	Begin FY 2018-2019 Budget Year
No later than October 22, 2020	Finance Director	<p>Certify to DOR that the requirements of Chapter 200, Florida Statutes, have been met (FORM DR-487 – NOTARIZED WITH CHECKLIST COMPLETE)</p> <p>Not later than 30 days following adoption of the Resolution establishing a property tax levy, the City shall certify compliance with the Division of Ad Valorem Tax of the Department of Revenue.</p> <ol style="list-style-type: none"> 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.

GENERAL FUND

001 REV CODE	CLASSIFICATION	AMENDED				BUDGET
		ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	BUDGET FY19-20	AMOUNT FY20-21
311100	Current Ad Valorem Taxes	4,431,108	4,939,351	5,150,870	5,150,870	5,505,630
311200	Delinquent Ad Valorem Taxes	242,599	17,535	40,000	175,000	60,000
314100	Electric Utility Tax	1,356,243	1,484,986	1,402,550	1,325,000	1,440,000
314400	Gas Utility Tax	11,001	14,072	-	-	-
314800	Propane Utility Tax	88,065	47,071	50,000	50,000	60,000
315250	Communications Services Tax	674,449	647,355	630,000	641,560	631,660
316100	Local Business Tax	99,173	132,344	133,000	150,000	160,000
	TOTAL TAXES	6,902,638	7,282,714	7,406,420	7,492,430	7,857,290
321110	Residential Rentals	56,440	68,410	75,000	80,000	90,000
322100	Building Permits	230,213	215,973	250,000	250,000	275,000
322150	Certificate of Use Program	-	-	-	-	35,000
322200	Building Code Surcharge	658	1,154	1,750	1,000	1,750
323100	Electric Franchise Fees	1,141,588	1,232,699	1,235,000	1,250,000	1,250,000
323400	Gas Franchise Fees	39,227	86,685	98,000	110,000	110,000
323700	Garbage Hauling Franchise Fees	120,520	118,054	125,000	125,000	125,000
329100	Other Licenses & Permits	850	-	-	-	1,000
329210	Development Review Fees	7,800	12,116	10,000	10,000	10,000
329600	Tree Removal/Replacement	56,625	-	12,750	2,000	10,000
	TOTAL LICENSES & PERMITS	1,653,921	1,735,091	1,807,500	1,828,000	1,907,750
331220	SNAP Grant	-	10,210	-	-	-
331280	Identity Theft & Fraud Grant	-	-	5,000	5,000	7,500
331290	FDOT Aggressive Driving Grant	12,630	-	-	-	-
331300	Pedestrian Safety Grant	4,666	-	-	-	-
331320	Tactical Division Task Force Grant	14,453	-	-	-	-
331350	FDOT Motorcycle Safety Grant	5,713	-	-	-	-
331540	Community Development Block Grant	149,444	196,811	-	-	185,000
331550	School District Reimb. for SRO	150,493	147,001	165,000	165,000	144,200
331580	FEMA Reimbursement	-	325,258	-	-	300,000
331680	EBSCO Solar Library Grant	-	100,000	-	-	-
334240	Victims of Crime Act Grant	12,514	-	-	15,000	15,000
334260	AFG SCBA Grant	-	-	161,466	179,530	-
334280	EBT SNAP Program	12,842	7,419	15,000	15,000	15,000
334510	State Aid to Libraries Grant	27,549	22,272	21,980	22,000	21,000
334520	Library Serv & Tech Innov Grant	-	2,875	-	-	-
334600	FL Humanities Council Grant	-	9,500	-	-	-
335120	State Revenue Sharing	687,758	707,763	690,000	715,360	688,050
335140	Mobile Home Licenses	40,131	39,607	42,000	50,000	50,000
335150	Alcoholic Beverage Licenses	38,786	37,805	40,000	45,000	45,000
335180	Half-Cent Sales Tax	1,050,882	1,085,454	1,095,000	1,103,290	905,960
335200	Firefighters Supplemental Comp.	5,865	3,940	5,000	5,000	5,000
335240	State Excise Tax - Police Pension	236,919	220,931	200,000	200,000	229,820
335250	State Excise Tax - Fire Pension	115,153	108,190	125,000	125,000	114,770
335410	Rebate on Municipal Vehicles	16,652	17,336	18,000	20,000	20,000
338200	Mun. Share-County Occ. Licenses	10,244	16,583	17,500	15,000	18,000
	TOTAL INTERGOVERNMENTAL	2,592,694	3,058,955	2,600,946	2,680,180	2,764,300

GENERAL FUND, CONT.

001 REV CODE	CLASSIFICATION	AMENDED				BUDGET
		ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	BUDGET FY19-20	AMOUNT FY20-21
341200	Zoning Fees	300	3,050	5,000	5,000	5,000
341310	Administrative Fees	19,857	14,453	21,450	25,000	25,000
341330	Magistrate/Court Fees	26,250	28,050	10,000	30,000	30,000
341400	Cert., Copying & Record Search	50,571	52,218	54,000	52,000	55,000
341430	Notary Services	450	260	500	500	500
342100	Off-Duty Pay	281,033	273,453	150,000	280,000	200,000
342400	Emergency Service Fees	1,250	3,350	5,500	1,800	5,000
342510	Fire Inspection Fees	23,303	12,948	15,240	25,000	17,000
342520	Residential Rental Inspection Fees	2,800	15,550	2,650	3,000	3,000
343950	Street Lights - Eastbury Gardens	8,368	8,268	11,560	15,000	15,000
343960	Street Lights - Hillandale	16,980	18,565	19,500	18,000	20,000
343970	Street Lights - Ridgewood	11,162	11,270	13,500	13,000	15,000
343980	Street Lights - Barbara Ann	1,009	2,577	3,045	2,000	4,000
347110	Miscellaneous Proceeds - Library	15,916	15,514	18,250	20,000	20,000
347120	Gifts - Library	130	2,358	300	300	300
347130	Memorials - Library	25	225	50	50	50
347190	Book Store - Library	2,264	2,239	2,100	3,000	2,000
347220	Recreation Memberships	136,658	189,614	115,000	195,000	180,000
347230	Concessions - Machines	1,173	2,514	3,000	3,000	3,000
347240	Recreation Daily Fees	156,844	167,775	75,000	160,000	140,000
347250	Rentals	68,799	86,530	50,000	80,000	60,000
347270	Lesson Fees	10,630	9,282	5,000	15,000	10,000
347280	Percentage of Classes	55,367	70,331	45,000	60,000	55,000
347290	Summer Program Fees	42,970	42,396	35,000	50,000	50,000
347300	City Sponsored Programs	18,931	12,048	6,500	8,000	8,000
347-61	Concession Stand	16,485	926	-	2,000	2,000
347320	Recreational Trips	4,747	5,488	-	5,000	5,000
347330	Red Cross Classes	3,730	3,878	1,000	3,600	3,600
347340	Swim/Recreation Accessories	1,229	1,234	500	2,000	2,000
347370	Camps	1,425	1,569	1,000	2,000	2,000
347390	Park Vending	25	-	-	-	-
347410	Special Events Reimbursement	36,474	66,032	25,000	60,000	40,000
TOTAL CHARGES FOR SERVICES		1,017,155	1,123,965	694,645	1,139,250	977,450
351100	Court Fines	61,598	70,285	25,000	75,000	65,000
351110	Civil Infraction Fines	-	17,628	75,000	90,000	90,000
351200	Parking Fines	10	-	-	1,000	500
351210	Red Light Fines	2,010,801	1,911,699	1,750,000	2,000,000	2,000,000
351300	Police Education	11,014	10,676	10,000	10,000	10,000
352100	Library Fines	15,042	8,111	5,000	15,000	5,000
354100	Code Enforcement Fines/Court Costs	185,261	228,331	548,500	548,500	620,000
354110	Lot Clearing/Mowing Fines	-	1,354	1,000	1,000	1,000
354120	Investigations - Recovery	15,797	28,043	12,000	5,000	15,000

GENERAL FUND, CONT.

001 REV CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
358200	Impound Lot	150,713	148,507	150,000	130,000	150,000
359100	Other Fines and Forfeits	14,434	12,329	48,175	20,000	30,000
359110	Unclaimed Evidence	20,008	616	17,380	15,000	15,000
359120	Contraband Forfeitures	-	7,621	12,500	15,000	30,000
359130	Equitable Sharing - DOJ/DEA	3,894	23,780	16,000	30,000	-
TOTAL FINES & FORFEITURES		2,488,572	2,468,980	2,670,555	2,955,500	3,031,500
361100	Interest - Investments	8,408	16,635	15,000	5,000	15,000
361130	Interest - Taxes	19,683	19,088	22,000	20,000	25,000
361120	Interest - S.B.A.	20,557	29,122	31,000	10,000	30,000
361250	Interest - FMIvT	2,975	5,860	5,000	3,000	5,000
362140	Rent - Chamber of Commerce	4,000	3,600	4,800	4,800	5,400
362180	Rent - Cavalaire Square	1,960	500	1,480	1,480	-
364420	Insurance Proceeds	822	38,664	54,660	-	-
366900	Contributions and Donations	1,810	1,190	2,063	2,063	-
366910	Contributions - Police	2,113	9,914	500	500	-
366920	Donations - Recreation	4,000	6,234	3,500	3,500	-
366930	Contributions From Friends-Library	1,400	-	2,957	2,957	-
366980	Contributions - Fire	30	-	500	500	-
369210	Vacant/Foreclosed Property Registry	8,700	7,200	10,000	12,409	10,000
369300	Refund of Prior Year Expense	4,201	8,867	7,190	5,000	5,000
369710	Returned Check Charge	225	155	-	200	-
369900	Other Miscellaneous Revenue	11,445	8,146	48,250	12,450	15,000
381310	Transfer from Street Improv. Fund	391,180	350,000	432,140	432,140	484,760
381320	Transfer from CRA Fund - Admin. Serv.	250,000	315,870	375,620	375,620	376,110
381370	Transfer from CRA Fund - Loan Repayment	-	-	-	-	619,310
381600	Transfer from Capital Improv. Fund	941,080	875,198	688,840	688,840	573,290
383200	Loan Proceeds - Fire Truck	-	-	-	-	886,000
TOTAL MISCELLANEOUS REVENUE		1,674,589	1,696,243	1,705,500	1,580,458	3,049,870
382100	Contribution from W & S Fund	3,217,380	3,265,080	3,286,860	3,286,860	3,598,290
382110	Contribution from W & S Fund -TBW Int	387,320	328,730	302,620	302,620	275,220
382120	Contribution from W & S Fund -PILOFF	560,000	560,000	594,100	594,100	611,930
382200	Contrib. from Stormwater Utility Fund	130,000	130,000	130,000	130,000	130,000
TOTAL OTHER		4,294,700	4,283,810	4,313,580	4,313,580	4,615,440
TOTAL REVENUES PRIOR TO FUND BALANCE		20,624,269	21,649,758	21,199,146	21,989,398	24,203,600
389900	Prior Yr Fund Bal-Unassigned	-	-	-	100,620	-
TOTAL FUND BALANCE		-	-	-	100,620	-
GENERAL FUND REVENUES		\$ 20,624,269	\$ 21,649,758	\$ 21,199,146	\$ 22,090,018	\$ 24,203,600



CITY COUNCIL

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

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

DESCRIPTION

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

The City Council's powers consist of:

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

CITY COUNCIL

001011		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41311	Part-Time Wages	18,600	18,600	18,600	18,600	18,600
42111	Social Security Matching	1,408	1,408	1,430	1,430	1,430
TOTAL PERSONNEL SERVICES		\$ 20,008	\$ 20,008	\$ 20,030	\$ 20,030	\$ 20,030
43111	City Attorney Services	134,448	134,912	92,400	92,400	92,400
43199	Professional Services - Misc	4,362	24,215	15,200	10,000	10,000
44011	Travel & Training	5,219	7,496	7,496	10,000	9,000
44211	Postage	1,098	5,382	500	1,000	500
44511	Liability Insurance - Comp. Gen	1,745	-	-	-	-
44799	Printing & Binding - Misc	6,481	2,863	-	-	-
44810	Cultural Affair Events	13,178	11,321	15,000	20,000	18,000
44811	Environmental Committee Events	-	-	1,000	5,000	1,500
44812	West Pasco Historical Society	-	-	-	-	20,000
44961	Special Events	50,000	50,000	30,000	30,000	50,000
44999	Other Current Charges - Misc	18,146	23,080	11,000	11,500	10,000
45111	Office Supplies - General	782	1,171	140	300	200
45231	Clothing & Apparel	534	143	-	200	300
45243	Computer/Operating Supplies	1,387	1,660	1,500	1,500	1,500
45291	Operating Supplies- Disaster	-	-	1,681	-	500
45411	Dues & Memberships	5,434	5,850	5,100	5,600	5,500
45461	Books and Publications	478	421	642	500	700
49995	Settlement Agreement	51,765	1,764	1,764	1,770	1,770
TOTAL OPERATING		\$ 295,057	\$ 270,278	\$ 183,423	\$ 189,770	\$ 221,870
TOTAL EXPENDITURES		\$ 315,065	\$ 290,286	\$ 203,453	\$ 209,800	\$ 241,900

ADMINISTRATION - CITY MANAGER

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

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

DESCRIPTION

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

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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY17-18	FY18-19	FY20-21
City Manager	1	.70	.70
Exec. Asst. to City Manager	.75	.75	.75
Total	1.75	1.45	1.45

CITY MANAGER

001021		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41111	Dept Head Salaries	125,399	126,844	88,690	88,690	91,310
41210	Regular Exempt Salaries	44,456	48,216	45,090	45,090	48,770
41511	Employee Incentives	85	-	-	-	-
41512	Gas/Car Allowance	6,000	6,000	6,000	6,000	6,000
41522	Education Incentive Pay	140	-	-	-	-
42111	Social Security Matching	12,592	13,249	9,200	9,200	9,920
42211	Florida Retirement System	32,866	34,340	19,750	19,750	22,600
42311	Health Insurance	15,217	18,503	8,750	8,750	10,260
42312	Life Insurance	619	261	65	70	70
42313	Accidental Death & Disab Insurance	54	20	23	20	30
42314	Group Term Life Insurance	204	119	65	70	70
42426	Workers Comp - Clerical (8810)	394	362	250	250	340
TOTAL PERSONNEL SERVICES		\$ 238,026	\$ 247,914	\$ 177,883	\$ 177,890	\$ 189,370
43199	Professional Services - Misc	33,260	-	-	-	-
44011	Travel & Training	4,489	5,537	3,092	6,500	-
44121	Telephone - Local	2,197	2,030	1,500	1,500	1,500
44211	Postage	3	375	100	200	100
44481	Lease - Copier	-	-	-	-	500
44623	Maintenance & Repairs - Copiers	-	2,390	500	500	-
44799	Printing & Binding	-	-	-	-	250
44999	Other Current Charges - Misc	578	3,657	200	200	200
45111	Office Supplies - General	2,571	2,949	2,750	2,750	1,000
45231	Clothing & Apparel	-	-	-	300	200
45243	Computer/Operating Supply	1,752	1,445	750	500	1,000
45299	Operating Supplies - Misc	536	1,111	1,200	1,250	1,200
45411	Dues & Memberships	2,285	2,566	2,500	2,700	2,700
45461	Books & Publications	261	383	300	400	300
TOTAL OPERATING		\$ 47,932	\$ 22,443	\$ 12,892	\$ 16,800	\$ 8,950
TOTAL EXPENDITURES		\$ 285,958	\$ 270,357	\$ 190,775	\$ 194,690	\$ 198,320



ADMINISTRATION - HUMAN RESOURCES

IT IS THE MISSION OF HUMAN RESOURCES TO

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

DESCRIPTION

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

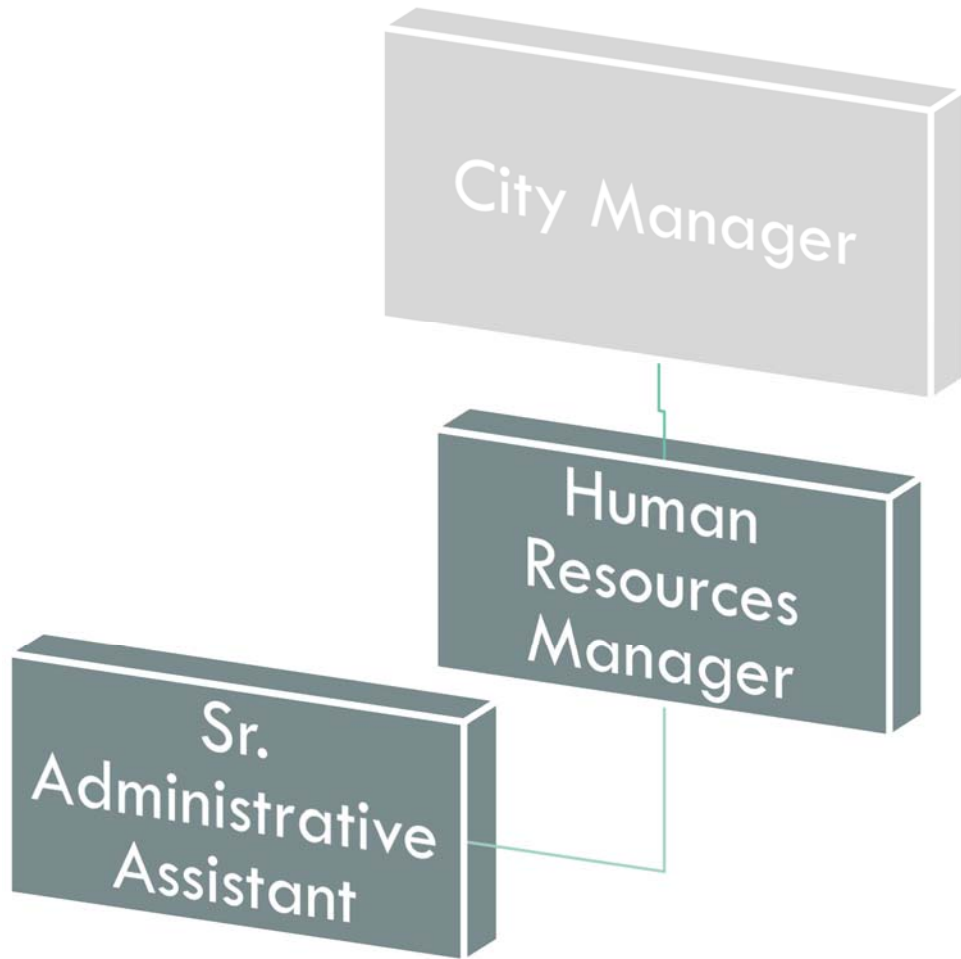
- Recruit, retain and develop the most qualified individuals for employment with the City
- Management of the employee benefits program to include the functions as noted below:
 - Wage and Classification System
 - Group Health, Dental and Optical Care Insurance
 - Holiday and Annual Leave
 - Educational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

ACCOMPLISHMENTS OF FY20

- Continued the Customer Service Standards Best Practice platform that ensures consistency and demonstrates professionalism in our service to external and internal customers
- Continued to gather employee support and participation in the Employee Suggestion and Awards Program
- Sr. Administrative Assistant became a Florida Notary
- Worked with the City Manager to effectuate a cost saving to the City in the renewal of healthcare insurance

FY21 INITIATIVES

- Continue to update new hire orientation process by including videos on health insurance and on-the-job safety procedures
- Provide support with the upcoming Fire and Police labor union negotiations so that ratification can be met
- Work in conjunction with Public Risk Management of Florida on continued employee based training



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Human Resource Manager	1	1	1
Senior Administrative Assistant	1	1	1
Total	1.75	2	2

HUMAN RESOURCES

001022					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41112	Division Head Salaries	56,232	57,574	57,580	57,580	59,300
41299	Regular Salaries & Wages	-	30,726	31,030	31,030	33,860
41311	Part-Time Wages	24,619	-	-	-	-
41511	Employee Incentives	100	-	-	-	-
41529	Meal Allowance	-	9	-	-	-
41531	Education Reimbursement	4,011	6,398	5,000	5,000	5,000
42111	Social Security Matching	6,146	6,664	6,950	6,950	7,140
42211	Florida Retirement System	6,666	7,345	7,350	7,350	7,890
42311	Health Insurance	6,048	10,072	15,830	15,830	17,420
42312	Life Insurance	23	33	110	110	120
42313	Accidental Death & Disab Insurance	3	4	50	50	60
42426	Workers Comp - Clerical (8810)	178	190	210	210	240
42511	Unemployment Compensation Claims	11,567	7,127	3,500	10,000	9,000
TOTAL PERSONNEL SERVICES		\$ 115,593	\$ 126,142	\$ 127,610	\$ 134,110	\$ 140,030
43112	Labor Attorney Services	14,744	2,323	7,500	7,500	10,000
43133	Employee Assistance Program	5,250	5,250	4,500	4,500	-
43199	Professional Services - Misc	15,219	10,873	14,500	17,670	15,000
43413	Employee Support Program	8,432	12,043	7,000	7,000	7,000
44011	Travel & Training	-	1,238	550	1,000	-
44121	Telephone - Local	1,061	1,046	800	800	800
44134	Data Lines	-	-	300	300	300
44211	Postage	98	281	80	80	80
44481	Lease - Copier	-	-	-	-	500
44511	Liability Insurance - Comp. General	171,468	125,441	125,960	125,960	128,480
44521	Building & Contents Insurance	160,755	201,511	201,510	201,510	226,480
44522	Pollution Insurance	3,952	4,625	4,760	4,760	4,860
44523	Automobile & Truck Insurance	64,813	58,524	60,280	60,280	61,490
44590	Insurance - Miscellaneous	1,073	2,563	2,000	2,000	2,000
44623	Maintenance & Repairs - Copiers	-	791	500	500	-
44799	Printing & Binding	-	-	-	-	500
44915	Classified Advertising	5,293	6,308	6,500	5,500	7,000
44966	Employee Incentives	-	11,250	11,925	11,250	11,930
44999	Other Charges - Misc.	-	1,140	-	-	-
45111	Office Supplies - General	513	4	1,000	1,000	500
45231	Clothing & Apparel	-	79	100	100	100
45243	Computer/Operating Supply	874	202	3,310	3,310	1,330
45254	Training Supplies - General	-	200	250	250	250
45411	Dues & Memberships	254	263	500	500	500
45461	Books & Publications	211	199	-	-	-
TOTAL OPERATING		\$ 454,010	\$ 446,154	\$ 453,825	\$ 455,770	\$ 479,100
TOTAL EXPENDITURES		\$ 569,603	\$ 572,296	\$ 581,435	\$ 589,880	\$ 619,130



ADMINISTRATION - CITY CLERK

IT IS THE MISSION OF THE CITY CLERK TO

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

DESCRIPTION

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

ACCOMPLISHMENTS OF FY20

- City ordinances and resolutions, from 1924 to present have been organized, catalogued, preserved and archived
- City Council meeting minutes, from 1924 to present, have been prepared for presentation and archival purposes
- Established a comprehensive ordinance/resolution database that is accessible to and searchable by City staff
- Created a new procedure for board/committee member re-appointments

FY21 INITIATIVES

- Continue work on achieving Master Municipal Clerk certification
- Create a searchable database for historic City documents (e.g. – easements, deeds, etc.)
Ensure continued compliance with Public Records



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
City Clerk	.25	.25	.25
Total	.25	.25	.25

CITY CLERK

001023		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41112	Division Head Salaries	16,750	15,751	15,030	15,030	16,260
41511	Employee Incentives	15	-	-	-	-
41522	Education Incentive Pay	60	-	-	-	-
42111	Social Security Matching	1,270	1,167	1,150	1,150	1,250
42211	Florida Retirement System	1,385	1,310	1,240	1,240	1,380
42311	Health Insurance	1,658	2,627	1,980	1,980	2,180
42312	Life Insurance	7	5	20	20	20
42313	Accidental Death & Disab Insurance	1	1	10	10	10
42426	Workers Comp - Clerical (8810)	40	36	40	40	40
TOTAL PERSONNEL SERVICES		\$ 21,186	\$ 20,897	\$ 19,470	\$ 19,470	\$ 21,140
43423	Elections	7,060	8,376	-	7,000	8,000
44011	Travel & Training	1,563	3,755	750	1,700	-
44121	Telephone - Local	-	-	-	-	500
44211	Postage	110	283	80	100	80
44481	Lease - Copier	-	-	-	-	500
44623	Maintenance & Repairs - Copiers	-	683	150	150	-
44731	Code Book Update Service	9,583	6,872	6,000	7,000	6,000
44799	Printing & Binding	-	-	-	-	350
44911	Legal Advertising	20,378	17,092	23,000	23,000	28,000
44921	Legal Recordings	6,524	5,876	6,000	6,900	6,900
44981	Flowers	602	348	700	700	700
44999	Other Current Charges - Misc.	-	955	-	-	-
45111	Office Supplies - General	472	200	1,000	1,000	750
45231	Clothing & Apparel	-	-	-	100	100
45243	Computer/Operating Supplies	-	61	1,250	1,250	250
45411	Dues & Memberships	465	775	300	300	300
45461	Books & Publications	-	26	50	50	50
TOTAL OPERATING		\$ 46,757	\$ 45,302	\$ 39,280	\$ 49,250	\$ 52,480

TOTAL EXPENDITURES **\$ 67,943** **\$ 66,199** **\$ 58,750** **\$ 68,720** **\$ 73,620**



ADMINISTRATION - TECHNOLOGY SOLUTIONS

IT IS THE MISSION OF TECHNOLOGY SOLUTIONS TO

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

DESCRIPTION

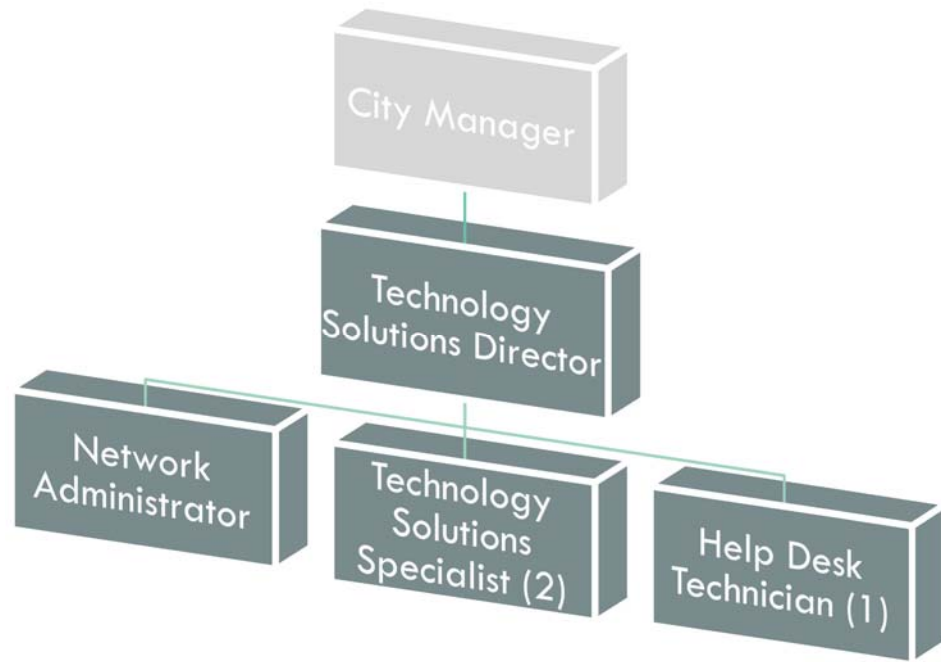
Technology Solutions oversee the administration and management of all the city telecommunication and data systems. Technology Solutions provides assistance for any questions related to desktops, mobile computers, network printers, software and computer applications, and telephone systems. The Division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

ACCOMPLISHMENTS OF FY20

- Completed migration to Tyler Technologies Utility Billing software
- Configured new data connection from 100MB to 1GB with a 4 hour support service level agreement
- Installed new CCTV cameras at the Fleet Warehouse and Sims Park
- Deployed 8 new servers and 2 domain controllers
- Completed migration to Tyler Technologies *Energov* software for permitting and licensing
- Implemented new point-of-sale software at the Recreation & Aquatics Center
- Expanded VOIP system at Public Works
- Installed 34 new computers and completed Windows 10 upgrades on 93 systems

FY21 INITIATIVES

- Critical Software Enhancements:
 - Complete upgrade of Tyler Technologies software
 - Complete upgrade of Tyler Technologies *Energov* software
 - Exchange server updates
- Building Network Expansions:
 - Installation of new physical networks in the Fire Department, Library, and at the Fleet Warehouse
 - Expand the City's network to the new Fleet Warehouse and new Fire Station #2 and deploy supporting softwares
- Security Enhancements:
 - Implement an alert system software for city staff
 - Deploy an access control system within the interior of City Hall, Library, and City Council Chambers
- Audio and Video System Upgrades:
 - Complete hardware upgrades for cameras in the City Council



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Technology Solutions Director	1	1	1
Network Administrator	1	1	1
Technology Solutions Specialist	1	1	2
Network Assistant	0	0	0
Help Desk Technician	1.4	1.4	1
Total	4.4	4.4	5

TECHNOLOGY SOLUTIONS

001024		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	BUDGET
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	AMOUNT
						FY20-21
41112	Division Head Salaries	79,997	84,166	82,600	82,600	85,510
41210	Regular Exempt Salaries	58,791	50,735	50,840	50,840	52,110
41299	Regular Full-Time Wages	69,483	72,393	74,780	74,780	92,040
41311	Part-Time Wages	2,460	15,929	15,600	15,600	-
41411	Overtime Wages	4,234	4,493	5,000	5,000	2,140
41511	Employee Incentives	220	-	-	-	-
42111	Social Security Matching	16,113	17,141	17,100	17,100	17,740
42211	Florida Retirement System	17,811	18,812	18,470	18,470	19,640
42311	Health Insurance	22,544	22,372	24,930	24,930	30,490
42312	Life Insurance	87	72	290	290	270
42313	Accidental Death & Disab Insurance	11	9	120	120	140
42426	Workers Comp - Clerical (8810)	483	888	510	510	600
TOTAL PERSONNEL SERVICES		\$ 272,234	\$ 287,010	\$ 290,240	\$ 290,240	\$ 300,680
43499	Contractual Services - Misc	38,346	38,425	35,000	45,000	33,000
44011	Travel & Training	4,743	4,052	2,000	3,200	-
44121	Telephone - Local	15,325	11,588	12,000	12,200	12,000
44134	Data Lines	24,755	29,105	27,000	27,000	29,600
44211	Postage	46	307	50	50	50
44429	Rent - Software	268,747	379,536	359,210	359,210	383,020
44621	Maintenance & Repairs - Equipment	13,689	11,760	11,400	11,400	12,500
44625	Maintenance & Repairs- AV Equipment	-	-	1,500	1,500	1,500
45111	Office Supplies - General	3,554	1,296	350	200	500
45231	Clothing & Apparel	-	-	300	300	300
45243	Computer/Operating Supply	9,788	9,052	10,000	10,000	10,000
45253	Operating Supplies - Train Rm	17	326	500	500	500
45411	Dues & Memberships	-	325	500	500	500
TOTAL OPERATING		\$ 379,010	\$ 485,772	\$ 459,810	\$ 471,060	\$ 483,470
46413	Data Processing Equipment	50,629	107,447	10,000	10,000	10,000
46418	Software	486,265	145,905	46,990	46,990	44,000
46431	Special Purpose Equipment	-	-	33,240	33,240	60,000
TOTAL CAPITAL		\$ 536,894	\$ 253,352	\$ 90,230	\$ 90,230	\$ 114,000

TOTAL EXPENDITURES \$ 1,188,138 \$ 1,026,134 \$ 840,280 \$ 851,530 \$ 898,150

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM TECHNOLOGY SOLUTIONS

EXP CODE	CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
46413	<i>Data Processing Equipment</i>					
	Server Upgrades and Replacement	10,000	-	-	-	-
	TOTAL	10,000	-	-	-	-
46418	<i>Software</i>					
	Installation of Alert software	17,000	-	-	-	-
	Document Imaging software	10,000	-	-	-	-
	Tyler Technologies Securities software	17,000	-	-	-	-
	TOTAL	44,000	-	-	-	-
46431	<i>Special Purpose Equipment</i>					
	A/V Camera Improvements to Council Chambers	60,000	-	-	-	-
	City Hall Access Control System	-	27,730	-	-	-
	TOTAL	60,000	27,730	-	-	-

DIVISION TOTAL \$ 114,000 \$ 27,730 \$ - \$ - \$ -

ADMINISTRATION – ADMINISTRATIVE SERVICES

IT IS THE MISSION OF ADMINISTRATIVE SERVICES TO

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

DESCRIPTION

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

ACCOMPLISHMENTS OF FY20

- This is a new division

FY21 INITIATIVES

- Identify and actively pursue revenue from federal, state, and other institutional sources
- Provide public information and press releases, as directed by the City Manager
- Assist the City Manager in coordinating activities with other governmental bodies
- Provide assistance to the City Manager on special projects

ADMINISTRATIVE SERVICES

001025 EXP CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
41111	Department Head Salaries	-	-	-	12,800	88,300
42111	Social Security Matching	-	-	-	1,000	6,370
42211	Florida Retirement System	-	-	-	1,100	21,140
42311	Health Insurance	-	-	-	1,100	8,710
42312	Life Insurance	-	-	-	20	60
42313	Accidental Death & Disab Insurance	-	-	-	10	30
42426	Workers Comp - Clerical (8810)	-	-	-	100	220
TOTAL PERSONNEL SERVICES		\$ -	\$ -	\$ -	\$ 16,130	\$ 124,830
44121	Telephone - Local	-	-	-	-	500
44211	Postage	-	-	-	-	150
44623	Maintenance & Repairs - Copiers	-	-	-	-	150
44799	Printing & Binding - Misc	-	-	-	-	500
45111	Office Supplies - General	-	-	-	-	500
45231	Clothing & Apparel	-	-	-	-	500
45143	Computer/Operating Supply	-	-	-	-	2,000
45411	Dues & Memberships	-	-	-	-	500
45461	Books & Publications	-	-	-	-	100
TOTAL OPERATING		\$ -	\$ -	\$ -	\$ -	\$ 4,900

TOTAL EXPENDITURES **\$ - \$ - \$ - \$ 16,130 \$ 129,730**

FINANCE- ACCOUNTING & BUDGETING

IT IS THE MISSION OF ACCOUNTING & BUDGETING TO

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

DESCRIPTION

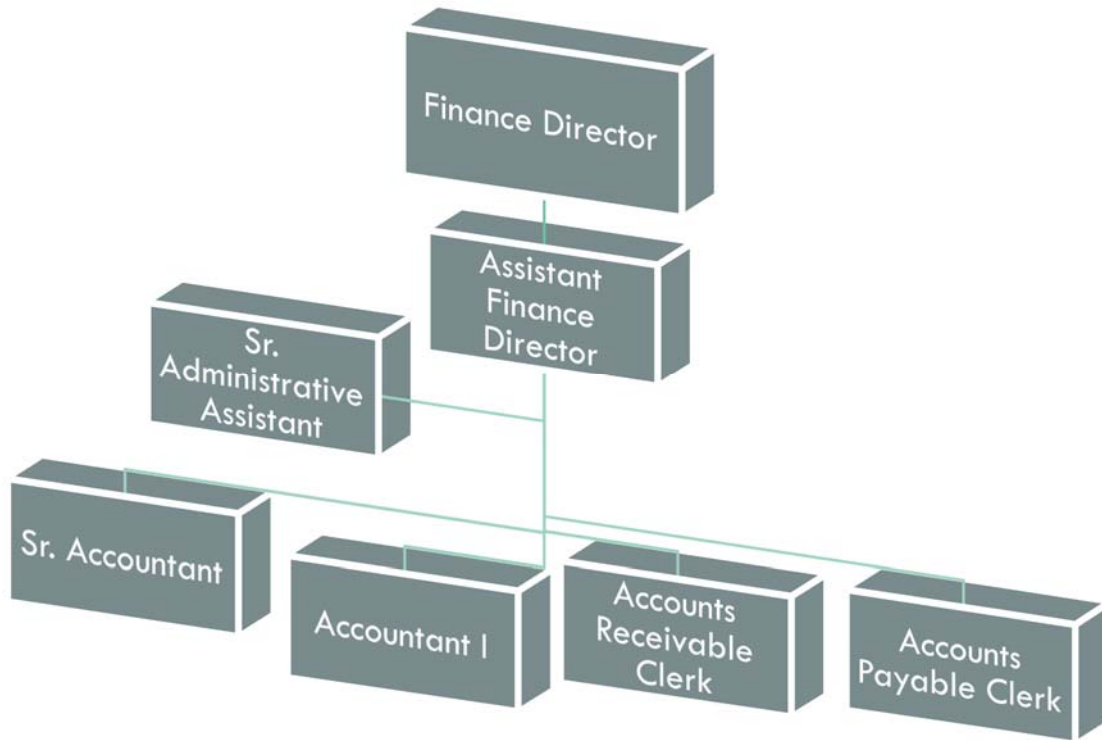
The Finance Department's Accounting & Budgeting Division plays an integral role in all financial transactions, both long and short term within the City of New Port Richey. This Division processes accounts payable and payroll, specialized billing, and provides other accounting related services. In addition,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

ACCOMPLISHMENTS OF FY20

- Received the Certificate of Distinguished Budget Presentation from the GFOA for FY20
- Updated the City's Purchasing Policy

FY21 INITIATIVES

- Centralize the City's grant management system to improve efficiencies in reporting and compliance
- Improve the City's competitive bidding process, internally and externally, by utilizing the functions available in the City's ERP software program



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Finance Director	1	1	1
Asst. Finance Director	1	1	1
Senior Administrative Assistant	1	1	1
Sr. Accountant	1	1	1
Accountant I	1	1	1
Accounts Payable Clerk	1	1	1
Accounts Receivable Clerk	1	1	1
Total	7	7	7

ACCOUNTING & BUDGETING

001042					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41111	Dept Head Salaries	87,691	88,782	89,790	89,790	91,170
41112	Division Head Salaries	70,795	71,469	72,470	72,470	76,920
41210	Regular Exempt	46,756	83,224	95,570	95,570	100,010
41299	Regular Full-Time Wages	114,961	107,571	106,700	106,700	76,820
41411	Overtime Wages	761	583	1,540	1,540	1,110
41511	Employee Incentives	250	-	-	-	-
41529	Meal Allowance	-	9	9	10	10
42111	Social Security Matching	23,388	25,574	27,980	27,980	26,470
42211	Florida Retirement System	40,630	43,321	44,490	44,490	44,750
42311	Health Insurance	56,265	63,046	58,160	58,160	52,260
42312	Life Insurance	136	127	400	400	360
42313	Accidental Death & Disab Insurance	16	16	160	160	180
42426	Workers Comp - Clerical (8810)	808	743	840	840	900
TOTAL PERSONNEL SERVICES		\$ 442,457	\$ 484,465	\$ 498,109	\$ 498,110	\$ 470,960
43199	Professional Services - Misc	27,988	122,417	25,000	17,500	40,000
43211	Annual Audit Services	94,563	98,363	36,000	50,000	50,000
44011	Travel & Training	1,080	1,112	2,000	3,000	-
44121	Telephone - Local	1,959	2,111	2,140	2,140	2,140
44211	Postage	2,534	3,341	3,000	3,000	3,000
44419	Rent - Equipment/Software	1,774	1,773	1,500	1,500	1,500
44481	Lease - Copier	-	-	-	-	1,500
44621	Maintenance & Repairs - Equipment	552	1,597	600	600	600
44623	Maintenance & Repairs - Copiers	-	1,187	1,500	1,500	1,500
44721	Printing & Binding - Forms	1,312	1,367	1,490	1,490	1,400
44799	Printing & Binding	208	1,175	1,000	1,000	1,500
44999	Other Current Charges - Misc	11,811	7,105	2,000	2,000	1,500
45111	Office Supplies - General	9,704	5,747	7,500	7,500	7,000
45231	Clothing & Apparel	731	825	750	750	750
45243	Computer/Operating Supplies	6,608	7,710	10,350	10,350	10,350
45298	Inventory Adjustment	(10,031)	(2,726)	-	-	-
45411	Dues & Memberships	1,045	584	700	700	700
45461	Books & Publications	-	804	500	500	500
TOTAL OPERATING		\$ 151,838	\$ 254,492	\$ 96,030	\$ 103,530	\$ 123,940
46411	Office Furniture/Fixtures	7,382	-	-	-	-
TOTAL CAPITAL		\$ 7,382	\$ -	\$ -	\$ -	\$ -

TOTAL EXPENDITURES \$ 601,677 \$ 738,957 \$ 594,139 \$ 601,640 \$ 594,900



FINANCE- BILLING & COLLECTION

IT IS THE MISSION OF BILLING & COLLECTION TO

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

DESCRIPTION

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

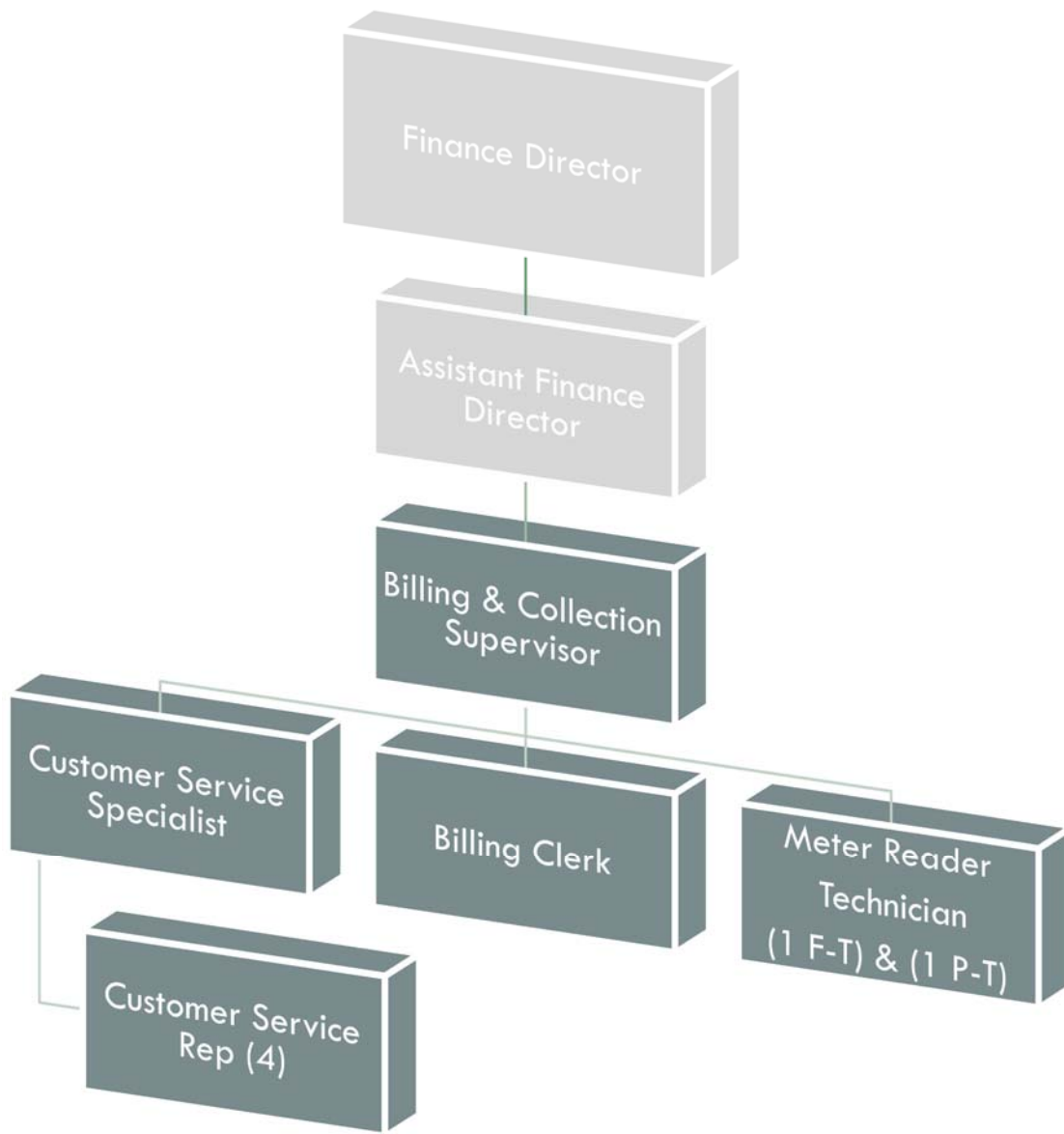
- Establishing and disconnecting water service
- Processing liens and releases of liens
- Processing title searches
- Renewing and processing new applications for business tax receipts and rental permits
- Take payments for city parking fines
- Take utility payments

ACCOMPLISHMENTS OF FY20

- Completed the conversion and implementation from the City's existing utility billing and cashiering program to Tyler Technologies
- Continued efforts to improve perception by incorporating new uniforms for employees and enhancing office space

FY21 INITIATIVES

- Improve reporting and analytical capabilities in the City's new Utility Billing Software
- Improve efficiencies over the City's Business Tax Receipt program



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Billing & Collection Supervisor	1	1	1
Billing Clerk	1	1	1
Customer Service Specialist	2	1	1
Customer Service Representative	3	3.7	4
Meter Reader Technician	1	1.4	1.4
Total	8	8.1	8.4

BILLING & COLLECTION

001043		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41112	Division Head Salaries	44,796	45,741	45,200	45,200	46,340
41299	Regular Full-Time Wages	160,566	190,205	191,890	191,890	198,660
41311	Part-Time Wages	-	-	10,000	13,920	11,450
41411	Overtime Wages	8,579	14,140	9,870	9,870	5,390
41511	Employee Incentives	350	-	-	-	-
42111	Social Security Matching	15,869	17,955	19,840	19,840	20,030
42211	Florida Retirement System	17,961	22,073	21,520	21,520	22,180
42311	Health Insurance	43,092	51,167	60,160	60,160	69,680
42312	Life Insurance	152	138	510	510	540
42313	Accidental Death & Disab Insurance	18	18	210	210	270
42421	Workers Comp - Waterworks Oper/SLSMN Drivers (7520)	1,114	1,114	1,380	1,380	2,020
42426	Workers Comp - Clerical (8810)	414	390	500	500	580
TOTAL PERSONNEL SERVICES		\$ 292,911	\$ 342,941	\$ 361,080	\$ 365,000	\$ 377,140
43199	Professional Services - Misc	1,140	3,428	4,900	4,900	15,300
43425	Debt Recovery	518	541	5,000	5,000	5,000
43435	Outsourced Bills	15,106	14,129	16,500	16,500	15,500
43499	Contractual Services - Misc	1,642	346	250	250	5,550
44011	Travel & Training	-	-	-	250	-
44121	Telephone - Local	823	850	900	900	900
44211	Postage	55,513	54,429	54,500	50,000	54,500
44463	Lease - Automobile	-	-	-	-	11,400
44479	Lease - Copier	-	-	-	-	250
44571	Notary Bond	98	260	100	100	100
44621	Maintenance & Repairs - Equipment	3,342	3,397	2,500	2,500	2,500
44623	Maintenance & Repairs - Copiers	-	1,187	250	250	-
44631	Central Garage Maintenance	1,200	1,560	500	500	500
44721	Forms	-	-	500	500	500
44799	Printing & Binding	667	669	750	750	750
44931	Credit Card Charges	78,317	78,162	78,653	79,000	25,000
44952	Other Current Chgs & Oblg/OverShort	24	-	-	100	100
44999	Other Current Charges - Misc.	-	1,710	300	300	300
45111	Office Supplies - General	2,632	3,815	3,500	3,500	3,000
45211	Fuel	4,785	4,053	5,000	5,000	4,000
45231	Clothing & Apparel	683	925	1,000	1,000	1,000
45243	Computer/Operating Supply	965	3,284	8,800	8,800	10,350
45289	Automotive Parts	3,404	979	3,000	3,000	1,500
45299	Operating Supplies - Misc	210	924	800	800	800
45411	Dues & Memberships	-	-	100	100	100
TOTAL OPERATING		\$ 171,069	\$ 174,648	\$ 187,803	\$ 184,000	\$ 158,900
TOTAL EXPENDITURES		\$ 463,980	\$ 517,589	\$ 548,883	\$ 549,000	\$ 536,040



LIBRARY

IT IS THE MISSION OF THE LIBRARY TO

transform lives with a curriculum that improves literacy, engages community, advances knowledge, and sparks creative expression.

DESCRIPTION

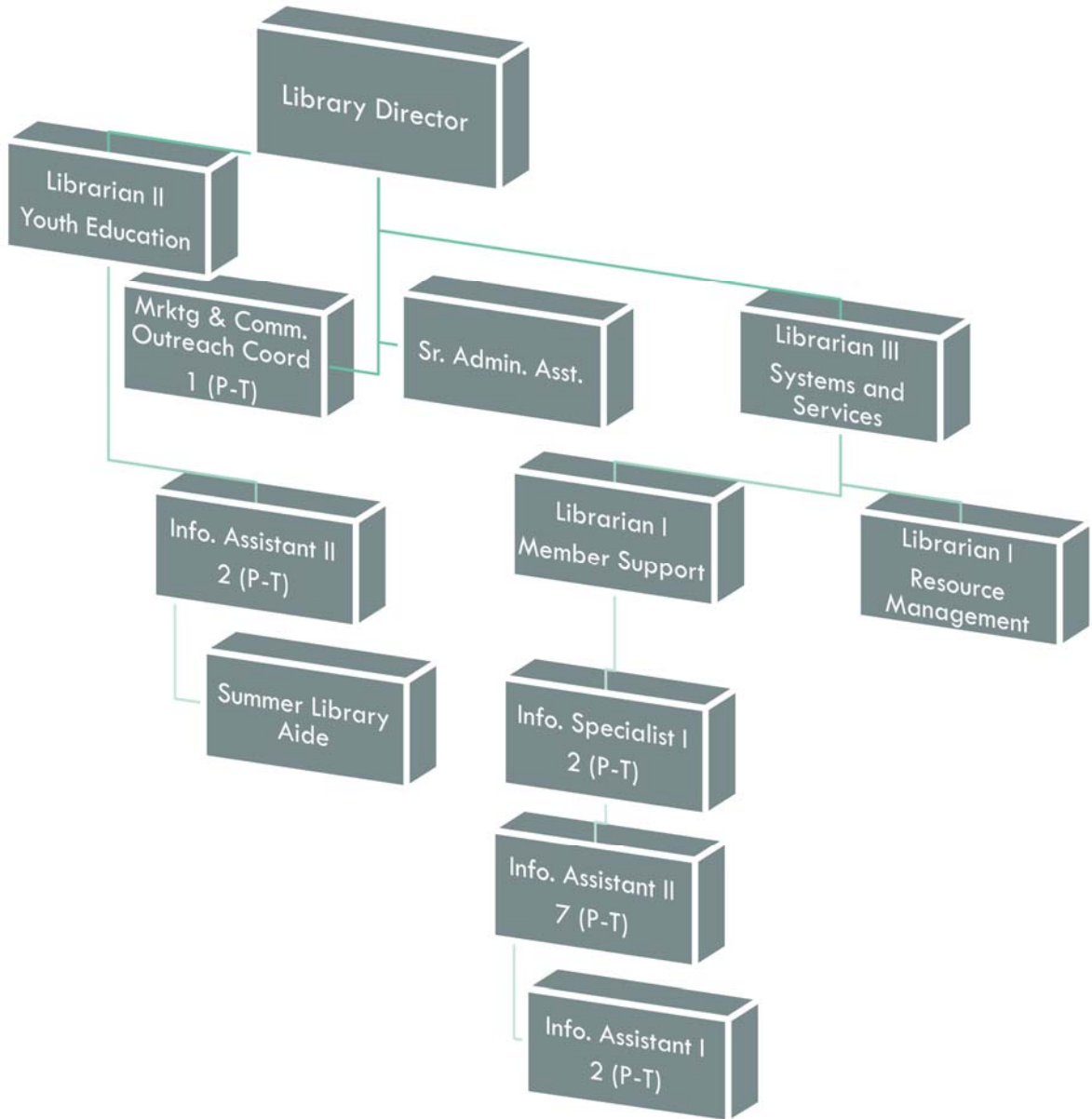
The New Port Richey Library was founded in 1919 and is Florida's first *Library of the Year* recipient. The Library is a popular destination that connects our diverse community to free educational and cultural resources that will enrich their lives.

ACCOMPLISHMENTS OF FY20

- Created and installed Storywalk® at the James E. Grey Preserve, along with special centennial events and happenings, such as the Storywalk® Ribbon Cutting, centennial flags along Main St., special concerts, popular Florida authors, Local Author's Fair, holiday parade, and a nature-inspired workshop series
- Improved service for members with the added option of the meeScan self-checkout system and downloadable smart phone app
- Increased staff development by having them participate in CPR Certification and First-Aid/AED Training with NPR Fire Department, Active Shooter training with NPR Police Department, and various customer service and technology training sessions
- Increased access to resources through the addition of an eCard, Library Express lockers, additional circulating mobile hotspots, increased bandwidth, and the elimination of overdue fees for youth materials
- Added four new electronic databases to fit the community's changing interests and needs, including expanded databases for streaming movies and television shows for all ages, e-books and audiobooks, professional development, marketing and promotions, and an online reading program

FY21 INITIATIVES

- Library Renovation:
 - Construction of updated interior spaces, rooftop solar array panel system, windows, electrical, plumbing and finishes, while keeping the facility open to the community
 - Installation of security camera system, keyless entry system, intercom system, and upgraded audio visual presentation system
- Provide more learning opportunities for the community:
 - Sharing library resources with departments, outside agencies, and local businesses and organizations
 - Increase public awareness of educational opportunities, services and resources and cross promote services and resources of local community partners
 - Expand outreach with regularly scheduled presentations to offsite locations, such as schools, senior centers, and other organizations/groups
 - Expand youth educational programs to include additional storytime formats, such as sensory storytimes, quarterly safety series, and new parent classes that include early literacy elements
- Library of Things:
 - Selection of items by way of purchase, grant, or donation
 - Creation of catalog record and organization of kits and implement new special collection
- Support the community's overall financial health:
 - Continue to apply for grants and seek alternative funding sources
 - Partner with local organizations and businesses to offer financial wellness workshops to the public



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Library Director	1	1	1
Senior Administrative Assistant	1	1	1
Librarian III	1	1	1
Librarian II	1	1	1
Librarian I	2	2	2
Marketing & Community Outreach Coord.	0	.73	.73
Information Assistant II	5.61	5.11	5.11
Information Assistant I	1.46	1.46	1.46
Information Specialist I	1.46	1.46	1.46
Summer Aide	.25	.25	.25
Total	14.78	15.01	15.01

LIBRARY

001051						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT	
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21	
41111	Dept Head Salaries	71,021	74,031	73,950	73,950	76,900	
41210	Regular Exempt Salaries	167,385	206,514	172,920	172,920	179,490	
41299	Regular Full-Time Wages	-	-	35,360	35,360	36,960	
41311	Part-Time Wages	204,384	203,999	151,000	225,830	191,090	
41312	Temporary Wages	5,603	1,965	3,300	3,300	-	
41511	Employee Incentives	800	-	-	-	-	
42111	Social Security Matching	33,492	36,146	39,390	39,390	37,060	
42211	Florida Retirement System	47,750	51,454	42,260	42,260	41,030	
42311	Health Insurance	46,032	48,298	49,850	49,850	43,550	
42312	Life Insurance	105	101	340	340	930	
42313	Accidental Death & Disab Insurance	13	14	140	140	470	
42426	Workers Comp - Clerical (8810)	1,074	1,060	1,180	1,180	1,260	
TOTAL PERSONNEL SERVICES		\$ 577,659	\$ 623,582	\$ 569,690	\$ 644,520	\$ 608,740	
43428	Internet Reference Service	43,707	47,917	48,680	48,680	48,810	
43499	Contractual Services - Misc	12,730	4,547	11,530	11,530	11,400	
44011	Travel & Training	7,166	4,175	500	3,000	-	
44121	Telephone - Local	338	386	500	500	500	
44134	Data Lines	16,263	20,337	23,400	23,400	26,500	
44142	Burglar Alarm Lines	1,670	1,669	1,800	1,800	1,800	
44211	Postage	5,435	5,387	10,000	15,000	16,850	
44221	Freight Express Charges	750	750	1,850	1,850	1,850	
44311	Electric - City Facilities	34,909	35,301	32,000	32,000	32,000	
44351	Water & Sewer - City	3,385	3,651	3,300	3,300	3,300	
44419	Rent - Equipment/Software	13,837	12,486	14,170	14,170	14,500	
44481	Lease - Copier	3,518	6,672	3,600	3,600	2,600	
44611	Maintenance & Repairs - Bldg & Grounds	2,902	3,116	3,000	4,000	3,500	
44621	Maintenance & Repairs - Equipment	72,018	27,503	25,000	36,450	32,000	
44623	Maintenance & Repairs - Copiers	4,130	5,643	3,500	3,500	3,500	
44799	Printing & Binding	1,234	3,894	10,000	15,000	17,830	
44931	Credit Card Charges	1,919	1,204	2,000	2,500	2,000	
44983	Permit Fees	698	731	850	850	900	
45111	Office Supplies - General	4,001	3,388	4,000	4,000	3,000	
45231	Clothing & Apparel	465	500	1,000	1,000	1,000	
45242	Photographic Supplies	200	79	300	300	200	
45243	Computer/Operating Supply	20,422	16,091	19,900	19,900	17,700	
45247	First Aid Supplies	22	21	40	40	30	
45248	Prizes & Awards	998	995	1,000	1,000	1,000	
45249	Library Supplies	7,929	6,410	8,000	8,500	8,000	
45290	Oper. Supplies/Misc -Snap Prog. Costs	15,373	10,502	8,000	8,000	8,000	
45291	Operating Supplies - Disaster	-	-	3,500	-	500	
45293	Misc Program Costs - Grants	3,331	5,812	10,000	10,000	10,000	
45296	Misc Program Costs	12,937	13,213	16,000	16,000	15,000	
45299	Operating Supplies - Misc	2,553	2,495	2,500	2,500	2,500	
45411	Dues & Memberships	2,391	2,841	3,140	3,140	3,050	
TOTAL OPERATING		\$ 297,231	\$ 247,716	\$ 273,060	\$ 295,510	\$ 289,820	
46299	Building Improvements	-	14,875	-	-	-	
46413	Data Processing Equipment	-	4,010	-	-	-	

LIBRARY

001051						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET		
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	AMOUNT	
							FY20-21
46431	Special Purpose Equipment	-	2,019	5,120	5,120	-	
46612	Library Materials	77,145	75,702	76,000	76,000	75,000	
46672	Library Materials - State Aid	-	-	-	-	-	
46673	Library Materials - LSTA	-	-	550	550	-	
TOTAL CAPITAL		\$ 77,145	\$ 96,606	\$ 81,670	\$ 81,670	\$ 75,000	

TOTAL EXPENDITURES \$ 952,035 \$ 967,904 \$ 924,420 \$ 1,021,700 \$ 973,560

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM LIBRARY

EXP CODE	CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
46413	<i>Data Processing Equipment</i>					
	Network Printers	-	6,000	-	-	-
	Server Replacements	-	-	40,000	-	20,000
	TOTAL	-	6,000	40,000	-	20,000
46431	<i>Special Purpose Equipment</i>					
	Maker Space Equipment	-	12,000	-	12,000	-
	TOTAL	-	12,000	-	12,000	-
46612	<i>Library Materials</i>					
	Books & Other Reading Material	75,000	75,000	75,000	75,000	75,000
	TOTAL	75,000	75,000	75,000	75,000	75,000
46672	<i>Library Materials - State Aid</i>					
	Books & Other Reading Material	-	23,000	23,000	23,000	23,000
	TOTAL	-	23,000	23,000	23,000	23,000

DIVISION TOTAL \$ 75,000 \$ 116,000 \$ 138,000 \$ 110,000 \$ 118,000



POLICE - SUPERVISION

IT IS THE MISSION OF POLICE – SUPERVISION TO

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

DESCRIPTION

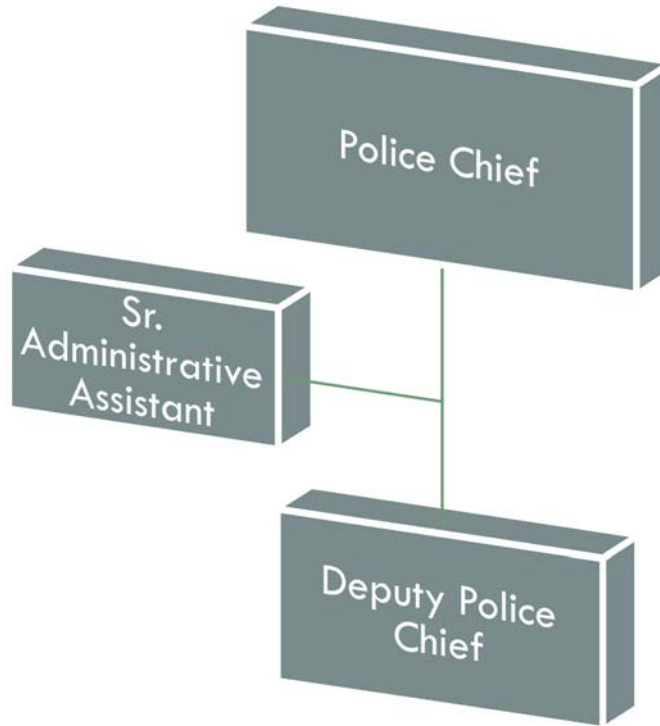
The New Port Richey Police Department focuses on the safety of residents, visitors, and businesses. Officers protect the citizens of New Port Richey, even at risk to their own lives.

ACCOMPLISHMENTS OF FY20

- Established “Beat Patrol” for increased police presence downtown and in Sims Park during peak activity times
- Worked closely with the City Attorney to develop and amend numerous needed City ordinances, including:
 - Vehicle Sign Ordinance
 - Vehicle Sales - Dealership Development Standards Ordinance
 - Outside Storage Ordinance
 - Outside Display Ordinance
- Replaced antiquated interview room recording equipment
- Added an additional Code Enforcement Inspector to the City's Code Enforcement program

FY21 INITIATIVES

- Reduce Crime and the Fear of Crime:
 - Continue elevating our law enforcement presence in neighborhoods and business areas through focused investigations and collaboration with residents and business owners
 - Continue expanding the use of analytical and investigative techniques to identify and arrest crime perpetrators
 - Increase the Department's analysis and mapping capabilities to better predict potential crime problems and allocate resources more efficiently
 - Continue expansion of the Police Auxiliary/Reserve Officer Programs to increase law enforcement presence
- Strengthen officer/citizen relationships within neighborhoods and identify opportunities for improving the quality of life within those areas:
 - Promote citizen and business-owner involvement utilizing a Community Oriented Policing philosophy
 - Continue collaboration between Uniform Patrol, Code Enforcement, and the Criminal Investigations Bureau to increase positive interactions and investigative results with residents and business owners, focusing on chronic nuisance target areas



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Police Chief	1	1	1
Deputy Police Chief	0	0	1
Senior Administrative Assistant	1	1	1
Total	2	2	3

POLICE SUPERVISION

001061					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41111	Dept Head Salaries	92,296	93,373	92,560	92,560	95,580
41112	Division Head Salaries	-	-	12,800	12,800	83,200
41210	Regular Exempt Salaries	40,726	37,519	41,430	41,430	42,480
41521	Police Incentive Pay	750	-	-	-	-
41522	Education Incentive Pay	845	1,560	1,560	1,560	1,560
41523	Cleaning Allowance	250	500	500	500	500
42111	Social Security Matching	10,179	10,073	11,300	11,300	17,000
42211	Florida Retirement System	5,622	5,159	5,820	5,820	5,930
42212	Police Pension Fund	-	-	2,040	2,040	13,230
42214	Defined Contribution Plan	26,276	26,581	26,070	26,070	26,900
42311	Health Insurance	6,054	4,690	9,310	9,310	17,420
42312	Life Insurance	44	27	110	110	180
42313	Accidental Death & Disab Insurance	6	4	50	50	90
42424	Workers Comp - Policeman/Chief (7720)	4,355	2,147	2,650	2,650	4,860
42426	Workers Comp - Clerical (8810)	99	91	100	100	100
TOTAL PERSONNEL SERVICES		\$ 187,502	\$ 181,724	\$ 206,300	\$ 206,300	\$ 309,030
43131	Employee Physicals	4,832	4,356	9,700	9,700	11,750
43199	Professional Svcs - Misc	2,038	2,104	500	500	2,500
43412	Pest Control Services	-	-	400	400	770
43499	Contractual Services - Misc	12,775	32,626	50,000	50,000	31,000
44011	Travel & Training	375	1,029	1,000	1,000	1,500
44121	Telephone - Local	65,504	67,834	69,000	60,000	75,000
44134	Data Lines	5,695	8,620	15,000	9,000	22,130
44211	Postage	76	517	200	200	200
44311	Electric - City Facilities	35,264	37,226	36,000	36,000	37,000
44351	Water & Sewer - City	5,902	6,678	6,100	5,000	6,700
44373	Street Light Fee	351	354	354	360	360
44381	Stormwater Assessment	905	914	914	920	920
44481	Lease - Copier	9,588	8,788	5,500	5,500	4,600
44534	Police-Fire AD & D Insurance	2,294	3,746	-	-	3,130
44611	Maintenance & Repairs - Bldg & Grounds	6,435	3,972	5,000	5,000	6,500
44631	Maintenance & Repairs - Central Garage	1,800	3,960	1,200	1,200	1,200
44799	Printing & Binding	-	-	-	-	1,000
44972	351 - Police Training	125	8,742	7,700	7,700	10,000
45111	Office Supplies - General	5,542	6,183	2,200	2,000	2,500
45211	Fuel	10,858	5,056	5,000	6,500	6,000
45225	Software/ License Support	4,708	21,374	14,500	14,500	23,000
45231	Clothing & Apparel	1,376	203	500	500	500
45243	Computer Supplies	-	-	1,000	1,000	1,500
45251	Janitorial Supplies	3,355	3,050	3,000	3,000	3,000
45289	Automotive Parts	4,197	8,403	1,500	1,500	1,500
45291	Operating Supplies - Disaster	-	-	4,166	-	1,000
45299	Operating Supplies - Misc	115	3,185	1,500	1,500	1,000
45411	Dues & Memberships	505	1,173	500	500	500
TOTAL OPERATING		\$ 184,615	\$ 240,093	\$ 242,434	\$ 223,480	\$ 256,760
46399	Improvements Other Than Bldg - Misc	-	2,826	-	-	-
46431	Special Purpose Equipment	12,408	111,107	-	2,200	-
TOTAL CAPITAL		\$ 12,408	\$ 113,933	\$ -	\$ 2,200	\$ -
TOTAL EXPENDITURES		\$ 384,525	\$ 535,750	\$ 448,734	\$ 431,980	\$ 565,790



POLICE – SUPPORT SERVICES

IT IS THE MISSION OF POLICE – SUPPORT SERVICES TO

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

DESCRIPTION

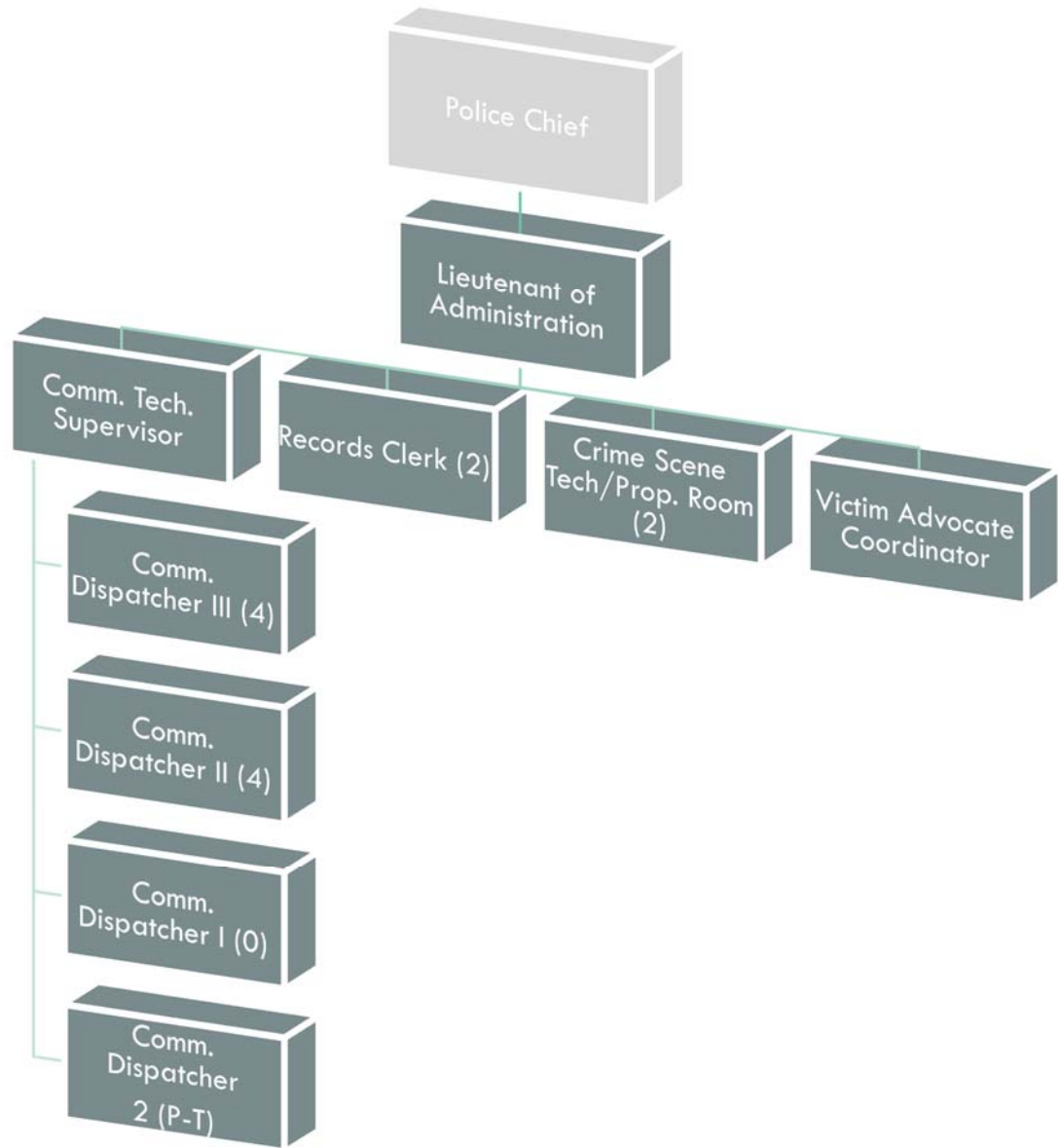
The New Port Richey Police Department focuses on the safety of residents, visitors, and businesses. Officers protect the citizens of New Port Richey, even at risk to their own lives.

ACCOMPLISHMENTS OF FY20

- Completed dispatch console maintenance and cleaning
- Staff attended specialized training to keep abreast of changes to the Public Records Law and FDLE crime reporting requirements
- Crime Scene Technician attended numerous specialized training courses
- Victim Advocate:
 - provided resources/services to over 1,000 crime victims
 - received recognition by the Sunrise Domestic Violence Center for work performed during the year
 - created Mass Casualty Incident Protocol for the Victim Advocate Unit
 - created specific training handbook for the Victim Advocate Unit to be used by the Police Department
 - Successfully applied for, received, and managed a \$10,000 grant from the FDLE for Fraud and Identity Theft

FY21 INITIATIVES

- Records Section:
 - Staff members will continue to attend specialized training to expand their skills and enhance their use of the analytical software
- Property and Evidence (P&E) Unit:
 - P&E Technicians will continue converting manual property and evidence data into electronic formats for easier retrieval
- Victim Advocate will:
 - attempt to recruit volunteers to help with the program
 - continue building connections and relationships with community partners
 - establish a formal protocol for Victim Advocate response



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Lieutenant of Administration	1	1	1
Communication Technology Supervisor	1	1	1
Records Clerk	2	2	2
Crime Scene Technician/Property Room	1.73	2	2
Victim Advocate Coordinator	1	1	1
Communications Dispatcher III	3	2	4
Communications Dispatcher II	1	1	4
Communications Dispatcher I	4	5	0
Communications Dispatcher –Part-time	0	1.44	1.44
Total	14.73	16.44	16.44

POLICE SUPPORT SERVICES

001062		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41112	Division Head Salaries	79,011	80,032	79,170	79,170	81,140
41299	Regular Full-Time Wages	502,843	524,944	557,470	557,470	541,780
41311	Part-Time Wages	32,720	41,983	40,540	40,540	43,560
41411	Overtime Wages	51,208	50,053	40,000	40,000	43,970
41414	Overtime - Special Events	-	745	-	-	-
41511	Employee Incentives	750	-	-	-	-
41521	Police Incentive Pay	350	-	-	-	-
41522	Education Incentive Pay	1,555	2,640	1,800	1,800	910
41523	Cleaning Allowance	4,417	4,073	5,000	5,000	5,500
41527	Standby Time	1,853	3,570	3,120	3,120	2,600
41528	Off-Duty Pay	1,287	3,168	3,500	3,500	-
41529	Meal Allowance	-	-	100	100	100
42111	Social Security Matching	50,120	52,561	55,800	55,800	55,120
42211	Florida Retirement System	46,952	50,490	50,770	50,770	53,050
42212	Police Pension Fund	25,658	11,591	11,360	11,360	10,620
42311	Health Insurance	82,569	86,779	99,700	99,700	108,880
42312	Life Insurance	298	258	970	970	870
42313	Accidental Death & Disab Insurance	35	33	400	400	440
42424	Workers Comp - Policemen/Chief (7720)	3,283	3,714	4,020	4,020	4,100
42426	Workers Comp - Clerical (8810)	1,261	1,196	1,570	1,570	1,690
TOTAL PERSONNEL SERVICES		\$ 886,170	\$ 917,830	\$ 955,290	\$ 955,290	\$ 954,330
44011	Travel & Training	5,365	4,397	2,000	2,000	2,000
44121	Telephone - Local	320	-	-	-	-
44211	Postage	889	818	300	300	250
44621	Maintenance & Repairs - Equipment	89	3,435	1,000	1,000	13,750
44631	Maintenance & Repairs - Central Garage	840	1,680	1,500	1,500	1,250
44649	Maintenance - Radio Equipment	636	-	-	-	-
44799	Printing & Binding - Misc	888	2,713	1,100	1,100	1,200
45111	Office Supplies - General	2,188	2,493	2,000	2,000	1,800
45211	Fuel	4,754	5,097	3,000	3,000	3,000
45225	Software Licenses / Support	22,458	100	-	-	10,550
45231	Clothing & Apparel	1,495	1,563	2,000	2,000	1,800
45241	Licensing & ID Materials	8,825	11,871	10,000	14,000	1,300
45242	Photographic Supplies	-	1,181	1,500	1,500	1,200
45243	Computer/Operating Supply	14,723	20,684	6,000	6,000	4,250
45289	Automotive Parts	1,169	3,530	1,000	3,300	2,000
45299	Operating Supplies - Miscellaneous	9,855	14,024	6,000	6,000	9,000
TOTAL OPERATING		\$ 74,494	\$ 73,586	\$ 37,400	\$ 43,700	\$ 53,350
46418	Software	-	42,969	-	-	-
46431	Special Purpose Equipment	-	2,014	-	-	-
TOTAL CAPITAL		\$ -	\$ 44,983	\$ -	\$ -	\$ -

TOTAL EXPENDITURES **\$ 960,664** **\$ 1,036,399** **\$ 992,690** **\$ 998,990** **\$ 1,007,680**



POLICE – CRIMINAL INVESTIGATIONS DIVISION

IT IS THE MISSION OF POLICE – CRIMINAL INVESTIGATIONS DIVISION TO

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

DESCRIPTION

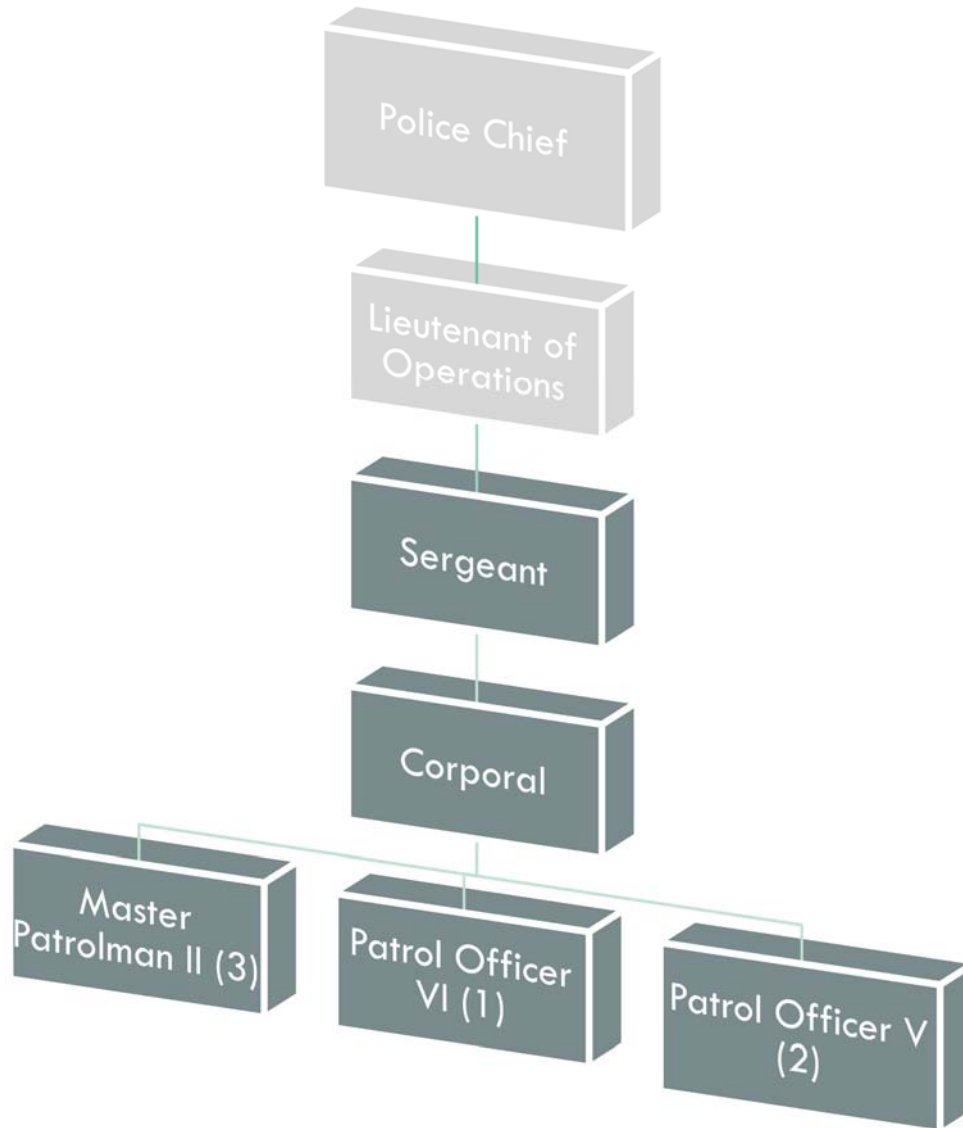
The New Port Richey Police Department focuses on the safety of residents, visitors, and businesses. Officers protect the citizens of New Port Richey, even at risk to their own lives. These men and women are some of the most dedicated and loyal public servants in this great nation and have vowed to serve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

ACCOMPLISHMENTS OF FY20

- Investigators participated in the Financial Investment Strike Team (FIST), Multi-agency Gang Task Force (MAGTF), Central Florida Internet Crimes Against Children Task Force (ICAC), Child Abductions Response Team (CART), Alcohol and Substance Abuse Prevention (ASAP) Prescription Drug Drop-off Program, and Multi-agency Warrant Sweeps
- Conducted numerous undercover drug and prostitution investigations and participated in the Identity Theft and Fraud Grant program

FY21 INITIATIVES

- Continue proactive sting operations to curtail prostitution and other illegal activities
- Continue collaboration with other agencies to address mutual crime issues
- Continue specialized training to increase skills of Investigators



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Sergeant	1	1	1
Corporal	1	1	1
Master Patrolman Officer II	4	4	3
Patrol Officer V	1	1	2
Patrol Officer IV	1	1	1
Total	8	8	8

POLICE CRIMINAL INVESTIGATIONS DIVISION

001063					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	BUDGET
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	AMOUNT
						FY20-21
41299	Regular Full-Time Wages	463,937	476,903	484,490	484,490	487,330
41411	Overtime Wages	39,407	39,160	40,000	40,000	35,000
41414	Overtime Wages - Special Events	706	9,626	7,000	10,000	8,000
41415	Overtime Wages - Downtown Beat	-	2,805	15,000	15,000	13,000
41416	Overtime Wages - Parks Detail	-	4,081	15,000	15,000	14,000
41511	Employee Incentives	400	-	-	-	-
41521	Police Incentive Pay	430	425	2,500	2,500	2,500
41522	Education Incentive Pay	2,145	5,550	5,590	5,590	5,590
41523	Cleaning Allowance	3,500	4,146	4,000	4,000	4,000
41524	Clothing Allowance	2,000	2,000	2,500	2,500	2,000
41526	Court Time	1,122	1,233	2,000	2,000	2,000
41527	Standby Time	4,686	4,460	4,000	5,200	4,500
41528	Off-Duty Pay	46,025	54,213	30,000	40,000	35,000
42111	Social Security Matching	39,023	44,352	45,930	45,930	47,140
42212	Police Pension Fund	134,129	66,027	72,280	72,280	74,020
42311	Health Insurance	80,915	78,229	58,460	58,460	60,970
42312	Life Insurance	155	144	460	460	480
42313	Accidental Death & Disab Insurance	19	18	180	180	240
42424	Workers Comp - Policemen/Chief (7720)	14,962	18,996	17,110	17,110	23,950
TOTAL PERSONNEL SERVICES		\$ 833,561	\$ 812,368	\$ 806,500	\$ 820,700	\$ 819,720
43499	Contractual Services - Misc	1,037	-	-	-	-
44011	Travel & Training	7,789	3,297	500	2,000	2,500
44211	Postage	-	269	200	200	180
44463	Lease - Automobile	5,319	-	-	-	-
44621	Maintenance & Repairs - Equipment	-	-	300	800	700
44631	Maintenance & Repairs - Central Garage	6,408	4,185	3,000	3,500	3,150
44799	Printing & Binding - Misc	220	140	250	300	250
45111	Office Supplies - General	1,220	2,258	1,250	1,500	1,250
45211	Fuel	24,939	23,711	9,000	10,000	9,000
45231	Clothing & Apparel	956	1,104	1,800	2,000	1,800
45289	Automotive Parts	10,422	4,563	3,500	6,850	4,000
45299	Operating Supplies - Miscellaneous	4,056	5,419	3,000	3,000	2,500
TOTAL OPERATING		\$ 62,366	\$ 44,946	\$ 22,800	\$ 30,150	\$ 25,330
46414	Automobiles	-	25,920	-	-	-
46417	Communications Equipment	-	3,680	-	-	-
TOTAL CAPITAL		\$ -	\$ 29,600	\$ -	\$ -	\$ -

TOTAL EXPENDITURES **\$ 895,927** **\$ 886,914** **\$ 829,300** **\$ 850,850** **\$ 845,050**



POLICE – PATROL

IT IS THE MISSION OF POLICE - PATROL TO

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

DESCRIPTION

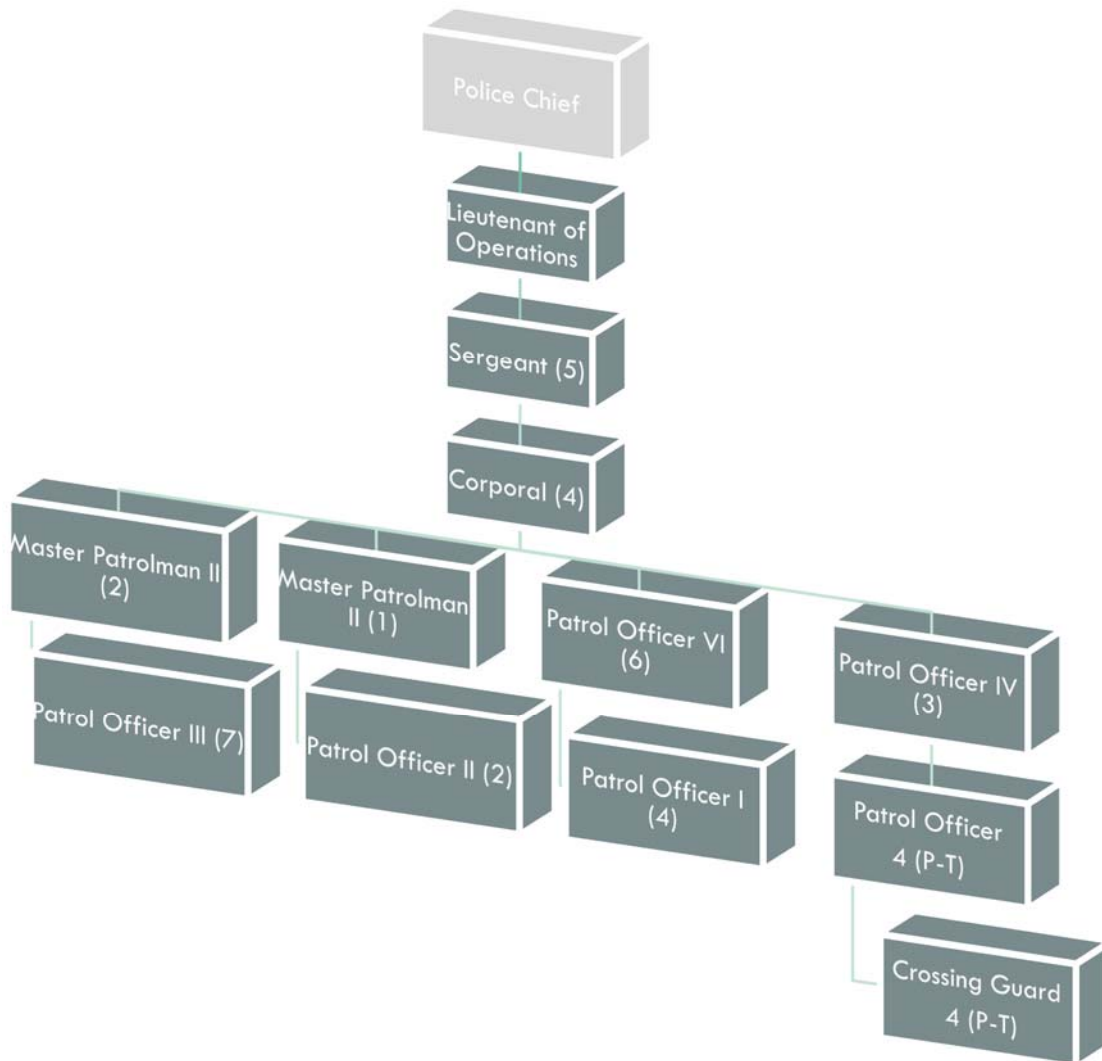
The New Port Richey Police Department focuses on the safety of residents, visitors, and businesses. Officers protect the citizens of New Port Richey, even at risk to their own lives. These men and women are some of the most dedicated and loyal public servants in this great nation and have vowed to serve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

ACCOMPLISHMENTS OF FY20

- Increased patrol visibility around City Hall, Sims Park and the Downtown area
- Conducted threat assessments and radio testing at local schools
- Increased Marine Unit presence along the river, as schedules permitted

FY21 INITIATIVES

- Continue "Beat Patrols" in parks and Downtown area
- Continue promoting Crime Prevention Through Environmental Design (CPTED) principles in neighborhoods and business areas
- Continue specialized assignments and strike teams on "hot spots" as schedules and workloads permit
- Continue initiatives in school safety zones utilizing speed trailers and traffic officers to address speeding and passing school bus violations
- Conduct city wide traffic crash analysis and assign traffic units accordingly
- Continue traffic enforcement initiatives geared toward aggressive driving, seatbelt violations, red light/stop sign runners, and DUI enforcement
- Expand K-9 patrol unit through training and acquisition of an additional dog



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Lieutenant of Operations	1	1	1
Sergeant	4	5	5
Corporal	5	4	4
Master Patrolman II	1	3	2
Master Patrolman I	4	0	1
Patrol Officer VI	1	5	6
Patrol Officer V	0	1	0
Patrol Officer IV	4	2	3
Patrol Officer III	2	5	7
Patrol Officer II	6	6	2
Patrol Officer I	6	3	4
Patrol Officer – Part-Time	2.88	2.88	2.88
Crossing Guard	.85	.85	.85
Total	37.73	38.73	38.73

POLICE PATROL

001064					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41112	Division Head Salaries	78,210	79,165	79,170	79,170	81,140
41299	Regular Full-Time Wages	1,689,300	1,889,681	1,962,100	1,962,100	1,975,450
41311	Part-Time Wages	23,477	39,330	161,880	161,880	135,400
41411	Overtime Wages	208,359	116,482	155,000	100,000	125,000
41414	Overtime Wages - Special Events	4,268	31,953	15,000	40,000	40,000
41415	Overtime Wages - Downtown Beat	-	12,173	50,000	50,000	80,000
41416	Overtime Wages - Parks Detail	-	11,830	40,000	50,000	60,000
41511	Employee Incentives	1,800	-	-	-	-
41521	Police Incentive Pay	19,930	8,555	5,850	5,850	5,200
15-22	Education Incentive Pay	10,890	18,595	15,730	15,730	13,260
41523	Cleaning Allowance	15,980	15,281	17,000	17,000	17,000
41524	Clothing Allowance	868	500	-	-	500
41526	Court Time	35,038	43,449	25,000	25,000	25,000
41527	Standby Time	-	740	-	-	1,040
41528	Off-Duty Pay	265,587	252,085	160,000	160,000	180,000
41529	Meal Allowance	45	-	-	-	-
41535	Field Training Daily Incentive	1,940	2,320	3,000	3,000	4,450
41536	Traffic Homicide Investigators	-	1,040	-	-	3,120
42111	Social Security Matching	177,626	187,970	191,450	191,450	171,570
42211	Florida Retirement System	1,974	2,201	2,600	2,600	2,740
42212	Police Pension Fund	636,652	298,660	286,930	286,930	263,600
22-14	Defined Contribution Plan	-	355	4,000	4,000	5,160
42216	Police Pension State Funds	236,919	220,931	200,000	200,000	229,820
42311	Health Insurance	251,509	239,666	240,930	240,930	267,430
42312	Life Insurance	716	608	1,940	1,940	2,100
42313	Accidental Death & Disab Insurance	85	77	780	780	1,050
42424	Workers Comp - Policemen/Chief (7720)	79,196	59,822	71,500	71,500	79,850
TOTAL PERSONNEL SERVICES		\$ 3,740,369	\$ 3,533,469	\$ 3,689,860	\$ 3,669,860	\$ 3,769,880
43472	Car Wash Services	998	1,497	1,000	1,500	1,000
43499	Contractual Services - Misc.	-	-	61	-	-
44011	Travel & Training	9,309	8,714	1,000	3,900	4,000
44211	Postage	393	526	400	500	450
44463	Lease - Automobile	-	4,601	6,000	6,000	163,060
44621	Maintenance & Repairs - Equipment	5,947	2,340	3,500	10,000	5,000
44625	Maintenance & Repairs - Technical Equipment	-	-	-	-	8,400
44626	Maintenance -Marine Equipment	225	64	1,000	1,000	1,500
44631	Maintenance & Repairs - Central Garage	31,721	29,780	8,000	8,000	8,000
44649	Maintenance - Radio Equipmant	633	1,118	1,000	1,000	1,000
44799	Printing & Binding - Misc	1,804	1,988	1,500	2,000	1,800
44975	K-9 Unit	3,007	3,157	15,000	15,000	10,000
45111	Office Supplies - General	3,971	5,172	3,000	4,000	3,500
45141	Small Tools & Implements	59,600	26,537	29,000	25,000	25,000
45211	Fuel	135,107	140,564	90,000	90,000	85,000
45225	Software/License Support	-	-	-	-	15,440
45231	Clothing & Apparel	34,816	26,225	15,000	20,000	17,000
45243	Computer/Operating Supply	10,332	13,800	5,100	5,100	7,320
45244	Ammunition	-	19	10,000	10,000	10,000
45247	First Aid Supplies	340	520	700	700	1,200
45289	Automotive Parts	86,205	66,583	25,000	38,900	35,000
45291	Operating Supplies - Disaster	-	-	1,500	-	2,500
45299	Operating Supplies - Misc	18,239	17,288	5,000	10,000	7,000

POLICE PATROL

001064 EXP CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
45461	Books and Publications	660	-	-	-	-
TOTAL OPERATING		\$ 403,307	\$ 350,493	\$ 222,761	\$ 252,600	\$ 413,170
46413	Data Processing Equipment	-	56,288	52,000	52,000	110,420
46414	Automobiles	256,649	118,062	-	-	-
46417	Communications Equipment	11,884	19,481	-	-	-
46418	Software	-	-	10,000	10,000	-
46431	Special Purpose Equipment	72,494	-	25,700	50,000	55,000
TOTAL CAPITAL		\$ 341,027	\$ 193,831	\$ 87,700	\$ 112,000	\$ 165,420
TOTAL EXPENDITURES		<u>\$ 4,484,703</u>	<u>\$ 4,077,793</u>	<u>\$ 4,000,321</u>	<u>\$ 4,034,460</u>	<u>\$ 4,348,470</u>

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM POLICE PATROL

EXP CODE	CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
46413	<i>Data Processing Equipment</i>					
	Toughbook Laptops w/ Stands (36)	110,420	-	-	-	-
	TOTAL	110,420	-	-	-	-
46431	<i>Special Purpose Equipment</i>					
	Body Cameras (40) & In Car Cameras (15)	55,000	55,000	55,000	55,000	-
	TOTAL	55,000	55,000	55,000	55,000	-

DIVISION TOTAL \$ 165,420 \$ 55,000 \$ 55,000 \$ 55,000 \$ -



POLICE – CODE ENFORCEMENT

IT IS THE MISSION OF POLICE – CODE ENFORCEMENT TO

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

DESCRIPTION

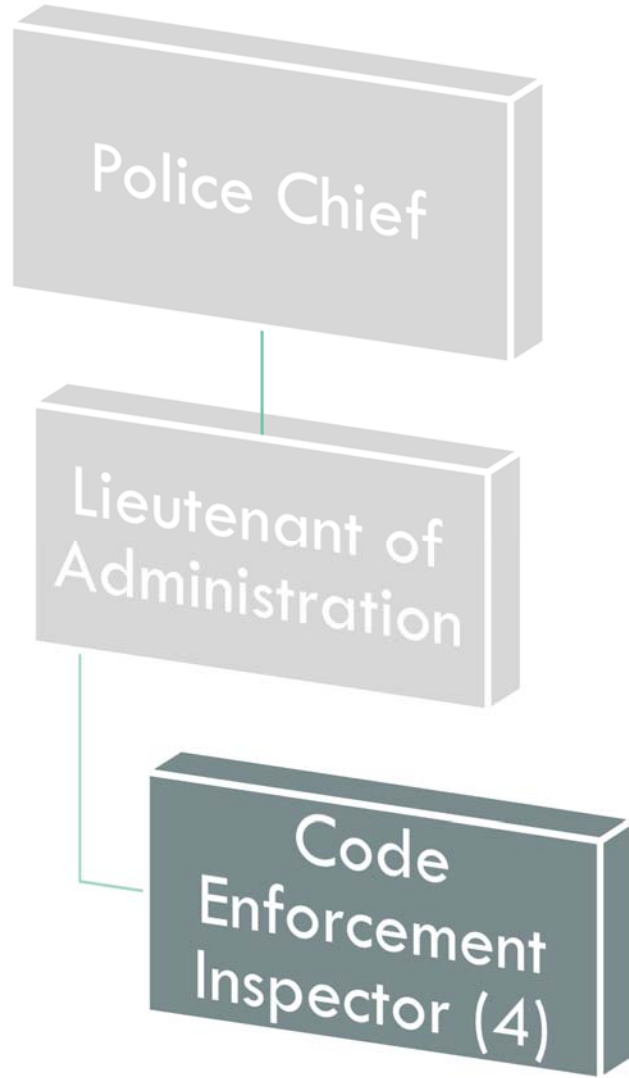
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ACCOMPLISHMENTS OF FY20

- Conducted numerous code enforcement operations in collaboration with the Development Department, Fire Department and the Florida Department of Health at all local hotels
- Conducted code operations with the Criminal Investigation Division at selected problematic neighborhoods
- Focused attention on business sign violations
- Served notices on businesses in violation of the new dumpster ordinance
- Focused attention on numerous chronic nuisance landlords within the City
- Instituted civil citation program
- Identified many properties eligible for foreclosure

FY21 INITIATIVES

- Convert record keeping from a manual process to electronic format through Tyler Technologies *Energov* software
- Continue code enforcement sweeps on chronic nuisance properties and landlords
- Streamline the City's civil citation process



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Code Enforcement Inspector	3	4	4
Total	3	4	4

POLICE CODE ENFORCEMENT

001065		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41299	Regular Full-Time Wages	115,538	102,269	147,910	147,910	155,710
41411	Overtime Wages	2,100	5,444	4,000	4,000	4,000
41511	Employee Incentives	150	-	-	-	-
41523	Cleaning Allowance	1,491	1,250	2,000	2,000	2,000
41529	Meal Allowance	45	-	-	-	-
42111	Social Security Matching	8,792	8,175	8,480	8,480	8,900
42211	Florida Retirement System	8,479	8,880	11,720	11,720	13,440
42311	Health Insurance	15,046	14,503	29,080	29,080	34,840
42312	Life Insurance	62	48	200	200	240
42313	Accidental Death & Disab Insurance	8	6	80	80	120
42436	Workers Comp - Inspection of Risks (8720)	2,965	1,477	3,390	3,390	5,190
TOTAL PERSONNEL SERVICES		\$ 154,676	\$ 142,052	\$ 206,860	\$ 206,860	\$ 224,440
31-11	City Attorney Services	-	224	-	-	500
43431	Animal Control Services	98,705	105,234	103,629	109,450	104,000
43439	Lot Mowing/Clearing	2,495	2,300	3,500	3,500	4,500
43499	Contractual Services - Misc	-	1,447	1,000	1,000	1,500
44011	Travel & Training	1,031	513	1,000	1,000	1,500
44211	Postage	11,392	7,205	4,250	4,250	5,000
44463	Lease - Automobile	-	-	-	-	5,910
44621	Maintenance & Repairs - Equipment	-	-	500	600	600
44631	Maintenance & Repairs - Central Garage	900	780	1,500	1,500	1,500
44799	Printing & Binding - Misc	526	485	1,500	1,500	1,200
45111	Office Supplies - General	1,929	2,351	1,500	1,500	1,200
45211	Fuel	4,296	2,024	2,000	3,000	3,000
45231	Clothing & Apparel	484	1,554	650	650	1,000
45242	Photographic Supplies	180	-	500	500	350
45243	Computer/Operating Supply	11,307	4,220	8,000	8,500	1,500
45289	Automotive Parts	315	1,218	500	760	760
45299	Operating Supplies - Miscellaneous	644	283	2,750	2,500	4,500
45411	Dues & Memberships	140	-	100	100	100
TOTAL OPERATING		\$ 134,344	\$ 129,838	\$ 132,879	\$ 140,310	\$ 138,620

TOTAL EXPENDITURES \$ 289,020 \$ 271,890 \$ 339,739 \$ 347,170 \$ 363,060



POLICE – SPECIAL TRAFFIC ENFORCEMENT

IT IS THE MISSION OF POLICE – SPECIAL TRAFFIC ENFORCEMENT TO

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

DESCRIPTION

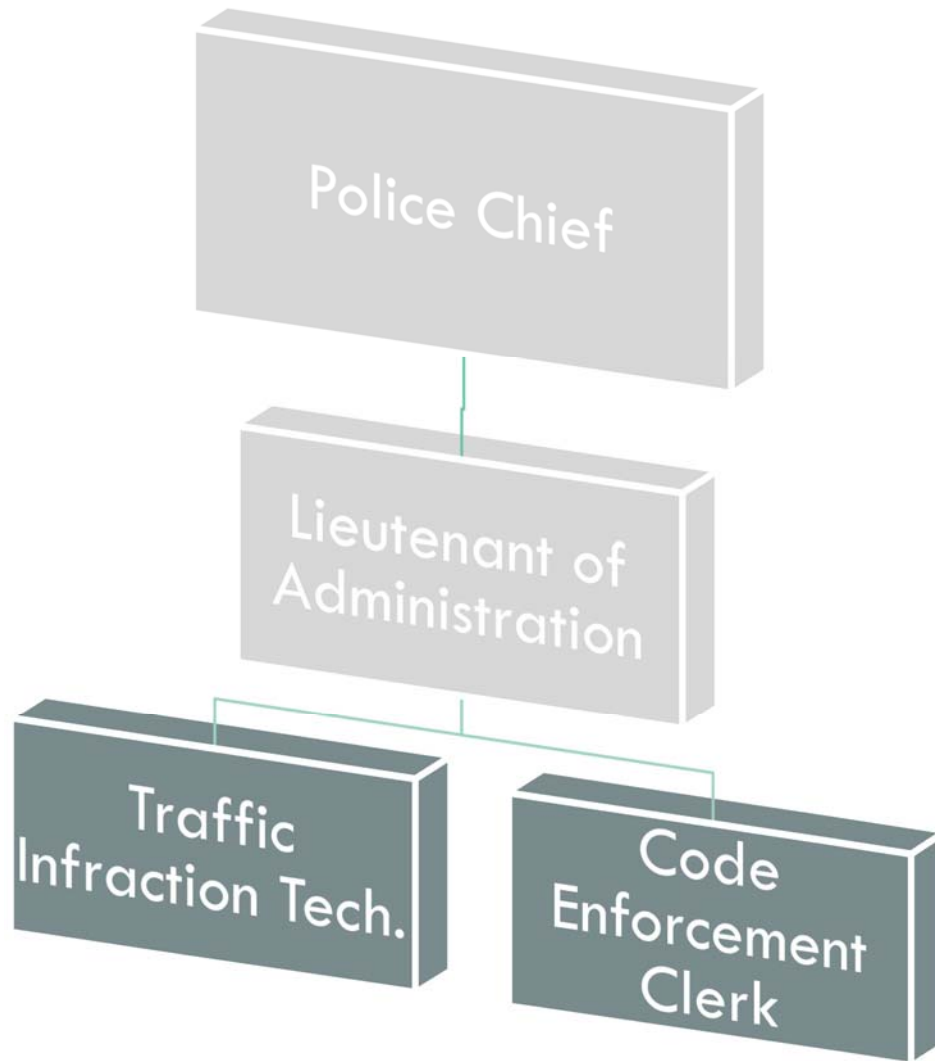
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ACCOMPLISHMENTS OF FY20

- From October 1, 2019 thru April 30, 2020, this unit reviewed 11,178 potential red light violations and issued 6,321 Notices of Violation, performed 167 golf cart inspections, and handled 115 motor vehicle impounds

FY21 INITIATIVES

- Continue public education efforts utilizing social media



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Code Enforcement Clerk	1	1	1
Traffic Infraction Technician	1	1	1
Total	2	2	2

POLICE SPECIAL TRAFFIC ENFORCEMENT

001067		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41299	Regular Full-Time Wages	46,437	64,021	64,770	64,770	66,400
41411	Overtime Wages	342	1,068	700	1,120	700
41511	Employee Incentives	100	-	-	-	-
42111	Social Security Matching	3,326	4,709	5,050	5,050	5,170
42211	Florida Retirement System	3,085	4,430	5,440	5,440	5,720
42311	Health Insurance	9,619	16,150	16,620	16,620	17,420
42312	Life Insurance	36	38	110	110	120
42313	Accidental Death & Disab Insurance	5	5	50	50	60
42426	Workers Comp - Clerical (8810)	119	127	150	150	180
TOTAL PERSONNEL SERVICES		\$ 63,069	\$ 90,548	\$ 92,890	\$ 93,310	\$ 95,770
43199	Professional Services - Misc	42,686	42,502	43,000	45,000	44,000
43429	Red Light Camera Fee	265,189	271,112	271,200	271,200	274,000
43481	State Share - Red Light Cameras	937,691	886,376	675,000	675,000	800,000
44211	Postage	183	244	500	1,880	1,500
44799	Printing & Binding - Misc	1,670	819	900	1,000	900
45111	Office Supplies - General	1,317	3,237	1,500	2,700	1,500
45243	Computer/Operating Supply	-	1,216	1,200	1,200	3,100
45299	Operating Supplies - Misc.	-	527	300	300	300
TOTAL OPERATING		\$ 1,248,736	\$ 1,206,033	\$ 993,600	\$ 998,280	\$ 1,125,300

TOTAL EXPENDITURES \$ 1,311,805 \$ 1,296,581 \$ 1,086,490 \$ 1,091,590 \$ 1,221,070



FIRE & EMERGENCY SERVICE- SUPERVISION

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

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

DESCRIPTION

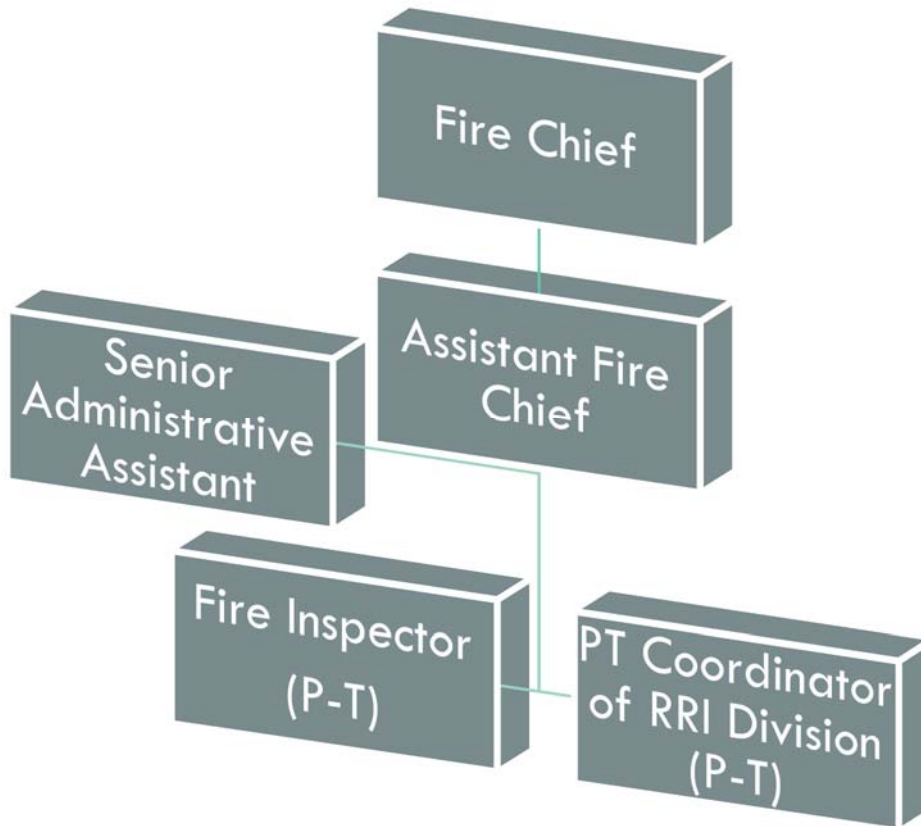
The Fire Department includes 2 stations to respond to emergencies as quickly as possible. In addition to providing fire protection services, the Fire Department responds to many other emergencies, including emergency medical service calls, hazardous materials spills or releases, hazardous traffic and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

ACCOMPLISHMENTS OF FY20

- Responded to nearly 5,000 calls for service, completed 2,067 fire safety inspections, 66 Business Tax Receipt inspections, 88 plan reviews, 53 state inspections, and 8,795 training hours
- Residential Rental Inspectors conducted over 2,000 inspections of rental properties in the City and continued to identify new rental properties with the efforts of the newly hired Residential Rental Inspection Coordinator
- Updated the City's Disaster Plan
- Established a City Epidemic/Pandemic Guideline and numerous other guidelines dealing specifically with COVID-19
- Equipped department with new self-contained breathing apparatuses and accessories, which were 95% funded by an AFG FEMA grant
- Purchased a new ladder truck for the department
- Automatic Aid Agreement with the City of Port Richey was enacted for structure fire responses, providing an additional apparatus and manpower, which will improve safety and meets ISO requirements
- Increased the daily minimum staffing level from 5 to 6 personnel on each shift, which improves firefighter safety and puts service delivery more in line with standards set forth by the National Fire Protection Association.
- Revised and established several departmental standard operating guidelines, which model industry standards

FY21 INITIATIVES

- Complete renovation of Fire Station #1
- Put the new aerial ladder truck into service
- Complete the design of the new Fire Station #2
- Complete the transition to a new reporting software and upgrade fire safety inspections to a paperless web based program



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Fire Chief	1	1	1
Asst. Fire Chief	1	1	1
Senior Administrative Assistant	1	1	1
Fire Inspector	.73	.73	.73
PT Coordinator of Residential Rental Inspection Division	.50	.50\$
Total	4.23	4.23	4.23

FIRE SUPERVISION

001071				AMENDED	BUDGET	
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	
					BUDGET	
					AMOUNT	
					FY20-21	
41111	Dept Head Salaries	82,356	85,648	84,030	84,030	86,970
41112	Division Head Salaries	75,010	77,750	77,750	77,750	79,690
41299	Regular Full-Time Wages	44,604	36,005	34,360	34,360	35,220
41311	Part-Time Wages	2,665	25,466	34,440	34,440	-
41522	Education Incentive Pay	775	1,025	1,200	1,200	1,200
41523	Cleaning Allowance	1,550	1,300	1,300	1,300	1,300
41525	Paramedic Incentive Pay	1,800	1,800	1,800	1,800	1,800
41532	Inspector Incentive Pay	2,400	2,400	2,400	2,400	2,400
41533	USAR Incentive Pay	288	300	300	300	300
42111	Social Security Matching	16,075	17,563	18,040	18,040	15,980
42211	Florida Retirement System	4,119	4,305	4,530	4,530	2,990
42213	Firefighters Pension Fund	41,376	41,820	-	-	-
42311	Health Insurance	14,276	10,319	16,620	16,620	17,420
42312	Life Insurance	74	56	170	170	180
42313	Accidental Death & Disab Insurance	9	7	70	70	90
42423	Workers Comp - Firemen/Chief (7704)	5,191	5,606	6,620	6,620	10,800
42426	Workers Comp - Clerical (8810)	158	154	150	150	90
TOTAL PERSONNEL SERVICES		\$292,726	\$ 311,524	\$ 283,780	\$ 283,780	\$ 256,430
43499	Contractual Services - Misc	18,738	20,425	20,000	20,000	20,000
44011	Travel & Training	3,217	1,501	500	2,500	500
44121	Telephone - Local	1,175	1,400	2,000	3,060	2,000
44134	Data Lines	7,692	8,226	9,000	9,000	9,000
44136	Data Lines - Residential Rental Inspection	-	18	2,000	2,000	2,000
44211	Postage	228	358	400	400	400
44221	Freight Express Charges	-	-	200	200	200
44311	Electric - City Facilities	12,150	11,407	12,000	12,000	12,000
44341	Gas - Natural/Propane	1,009	911	1,000	1,000	1,000
44351	Water & Sewer - City	4,214	9,288	9,000	7,000	9,000
44373	Street Light Fee	69	69	69	150	100
44381	Stormwater Assessment	280	282	282	470	300
44463	Lease - Automobile	-	-	-	-	18,900
44481	Lease - Copier	-	-	-	-	2,000
44534	Police-Fire AD & D Insurance	2,294	3,746	-	-	3,130
44535	Fire - Cancer Insurance	-	392	4,007	-	4,010
44611	Maintenance & Repairs - Bldg & Grounds	591	-	1,000	1,000	1,000
44631	Maintenance & Repairs - Central Garage	1,170	420	300	300	300
44799	Printing & Binding	2,745	2,697	2,000	4,000	1,000
45111	Office Supplies - General	1,526	1,703	2,000	2,000	2,000
45211	Fuel	2,767	5,166	3,600	3,600	4,000
45231	Clothing & Apparel	231	1,240	1,000	1,000	1,000
45243	Computer/Operating Supply	1,068	1,638	7,000	7,000	5,900
45289	Automotive Parts	1,435	520	500	1,650	1,500
45291	Operating Supplies - Disaster	-	-	143	-	300
45411	Dues & Memberships	824	1,047	800	800	500
45461	Books & Publications	331	630	500	500	800
TOTAL OPERATING		\$ 63,754	\$ 73,084	\$ 79,301	\$ 79,630	\$ 102,840
TOTAL EXPENDITURES		\$356,480	\$ 384,608	\$ 363,081	\$ 363,410	\$ 359,270



FIRE & EMERGENCY SERVICE- FIREFIGHTING

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

protect the lives and property of the citizens and visitors of New Port Richey by providing the highest possible 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.

DESCRIPTION

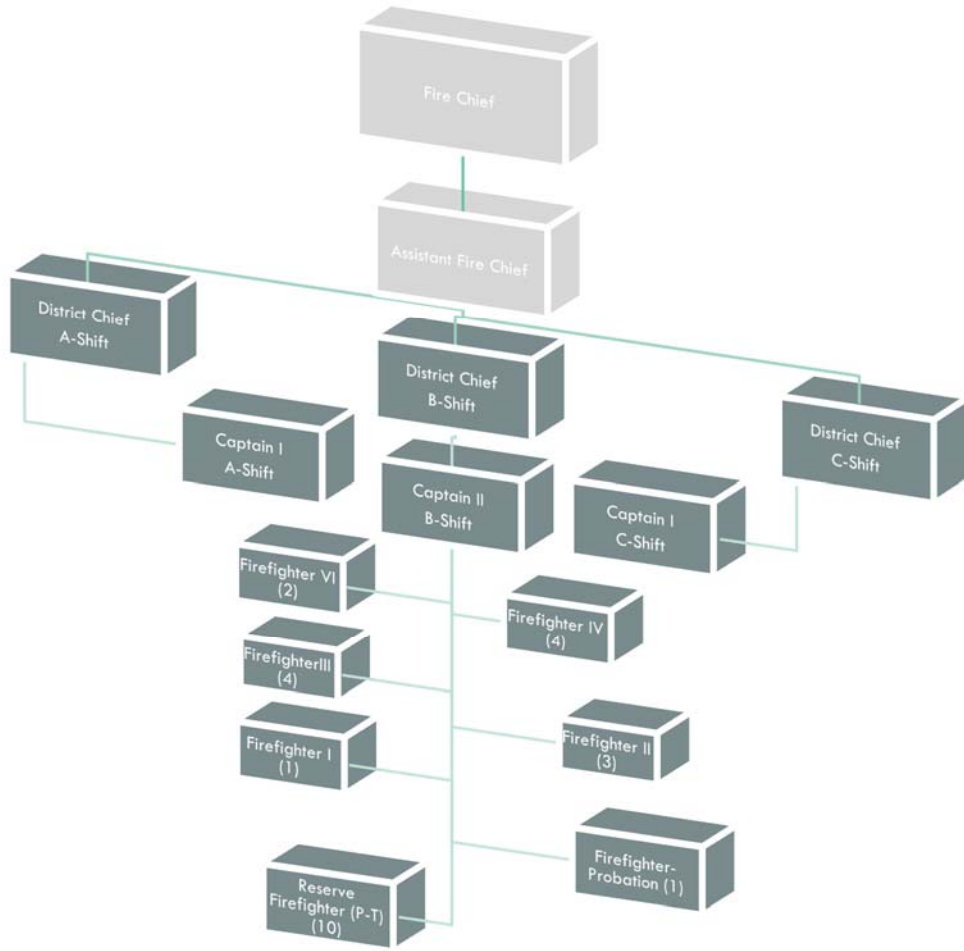
The Fire Department includes 2 stations to respond to emergencies as quickly as possible. In addition to providing fire protection services, the Fire Department responds to many other emergencies, including emergency medical service calls, hazardous materials spills or releases, hazardous traffic and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

ACCOMPLISHMENTS OF FY20

- Responded to nearly 5,000 calls for service, completed 2,067 fire safety inspections, 66 Business Tax Receipt inspections, 88 plan reviews, 53 state inspections, and 8,795 training hours
- Residential Rental Inspectors conducted over 2,000 inspections of rental properties in the City and continued to identify new rental properties with the efforts of the newly hired Residential Rental Inspection Coordinator
- All personnel completed level III hands-on facility training at Pasco Co. Training Center, fulfilling an ISO requirement
- Hose testing was completed on all supply and attack hose certifying it's safe use and reliability
- Ladder testing was completed on all ground ladders and the aerial certifying the safe use and reliability
- In addition to participating in all City events, the Fire Department successfully completed several community education programs with City schools and businesses in the instruction of fire safety, fire extinguisher use, CPR/AED use and Hurricane Preparedness

FY21 INITIATIVES

- Partner with American Red Cross and conduct more free smoke detector installations throughout the City
- Continue to increase personnel certification levels through continuing education:
 - Paramedic Program
 - Firefighter Certifications
- Continue to participate in level III facility training with other surrounding agencies which builds a strong working relationship
- Continue our mission of providing the highest level of fire and advanced life support service to the residents and visitors of our City



Authorized Personnel – Full-time Equivalent			
Position/Title compare chart to PY	FY18-19	FY19-20	FY20-21
District Chief	3	3	3
Fire Captain	3	3	3
Firefighter VI	1	1	2
Firefighter V	1	1	0
Firefighter IV	0	0	4
Firefighter III	3	3	4
Firefighter II	5	5	3
Firefighter I	4	4	1
Firefighter - Probationary	1	1	1
Reserve Firefighters	3	1.4	1.4
Total	24	22.4	22.4

FIREFIGHTING

001073					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41112	Division Head Salaries	217,313	222,432	225,000	225,000	227,100
41299	Regular Full-Time Wages	937,204	1,012,525	977,190	977,190	1,030,270
41314	Part-Time Firefighter Wages	28,467	29,735	47,470	47,470	49,830
41411	Overtime Wages	27,279	14,546	30,000	59,520	40,000
41413	Overtime - Residential Rental Inspection	22,573	34,078	25,000	30,000	30,000
41414	Overtime - Special Events	699	3,906	2,000	4,000	4,500
41511	Employee Incentives	1,400	-	-	-	-
41522	Education Incentive Pay	3,715	4,320	4,320	4,320	4,920
41523	Cleaning Allowance	13,650	13,650	13,650	13,650	13,650
41525	Paramedic Incentive Pay	30,225	30,525	30,600	30,600	32,400
41530	Coordinator Incentive	1,910	2,060	2,040	2,040	1,560
41532	Inspector Incentive Pay	12,150	12,200	12,000	12,000	12,000
41533	USAR Incentive Pay	2,275	2,150	2,100	2,100	2,100
41537	Reporting Software Admin	-	360	480	480	480
42111	Social Security Matching	94,693	103,991	100,140	100,140	104,670
42213	Firefighters Pension Fund	304,503	321,463	-	-	-
42217	Fire Pensions - State Funds	115,153	108,190	125,000	125,000	114,770
42311	Health Insurance	191,529	186,728	132,930	132,930	139,360
42312	Life Insurance	465	392	910	910	960
42313	Accidental Death & Disab Insurance	54	49	370	370	480
42423	Workers Comp - Firemen/Chief (7704)	40,480	42,932	49,360	49,360	52,010
TOTAL PERSONNEL SERVICES		\$ 2,045,737	\$ 2,146,232	\$ 1,780,560	\$ 1,817,080	\$ 1,861,060
43132	Physicals - FF & Reserves	16,670	14,295	18,000	18,000	18,000
43499	Contractual Services - Misc	800	2,400	2,400	2,400	2,400
44011	Travel & Training	1,824	3,123	2,000	3,000	1,000
44212	Postage - Residential Rental Inspection	1,199	2,908	3,500	3,500	3,500
44621	Maintenance & Repairs - Equipment	4,468	4,013	7,000	7,000	7,000
44624	USAR - Specialized Technical Equip	-	2,104	1,000	1,000	1,000
44626	Maintenance & Repairs - MSA Equipment	4,444	2,961	2,500	2,500	2,500
44631	Maintenance & Repairs - Central Garage	28,215	12,797	10,800	10,800	10,800
44641	Maintenance & Repairs - EMS First Aid Eq	6,650	2,818	3,700	3,700	3,700
44643	Maintenance & Repairs - Fire Hose	4,524	4,831	5,000	5,000	5,000
44998	Other Current Charges - Res. Rental Insp	812	467	1,000	1,000	1,000
45111	Office Supplies - General	883	1,360	1,500	1,500	1,500
45141	Small Tools & Implements	1,252	7,407	5,000	5,000	5,000
45211	Fuel	30,441	27,395	25,000	39,000	30,000
45231	Clothing & Wearing Apparel	10,084	14,953	12,500	12,500	10,000
45235	Bunker Gear	8,748	7,988	8,000	8,000	8,000
45237	Clothing - Residential Inspec	138	84	500	1,000	500
45243	Computer/Operating Supply	2,201	5,830	9,500	7,670	10,000
45247	First Aid Supplies	20,345	26,140	25,000	25,500	26,500
45254	Training Supplies - General	1,710	3,355	4,000	3,500	4,200
45289	Automotive Parts	44,968	44,125	35,000	37,000	30,000
45291	Operating Supplies - Disaster	-	-	5,000	-	2,000
45295	Community Education	-	1,967	1,500	1,500	1,500
45299	Operating Supplies - Miscellaneous	3,203	8,002	8,000	8,000	7,000
45411	Dues & Memberships	-	-	100	100	100
45461	Books & Publications	415	428	500	500	500
TOTAL OPERATING		\$ 193,994	\$ 201,751	\$ 198,000	\$ 208,670	\$ 192,700
46399	Improvements Other than Buildings	-	15,228	-	-	-

FIREFIGHTING

001073						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET		
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21	
46413	Data Processing Equipment	-	-	-	-	16,000	
46415	Trucks & Trailers	3,063	-	-	-	886,000	
46431	Special Purpose Equipment	16,404	52,033	231,530	231,530	62,000	
TOTAL CAPITAL		\$ 19,467	\$ 67,261	\$ 231,530	\$ 231,530	\$ 964,000	

TOTAL EXPENDITURES \$ 2,259,198 \$ 2,415,244 \$ 2,210,090 \$ 2,257,280 \$ 3,017,760

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM FIREFIGHTING

EXP CODE	CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
46413	<i>Data Processing Equipment</i>					
	Toughbook Laptops w/ Stands (5)	16,000	-	-	-	-
	TOTAL	16,000	-	-	-	-
46415	<i>Trucks & Trailers</i>					
	Aerial Ladder Truck	886,000	-	-	-	-
	TOTAL	886,000	-	-	-	-
46431	<i>Special Purpose Equipment</i>					
	Defibrillator	32,000	32,000	-	-	-
	Ladder Truck Equipment	30,000	-	-	-	-
	TOTAL	62,000	32,000	-	-	-

DIVISION TOTAL \$ 964,000 \$ 32,000 \$ - \$ - \$ -



COMPREHENSIVE PLANNING - ECONOMIC DEVELOPMENT

IT IS THE MISSION OF ECONOMIC DEVELOPMENT TO

Pursue private sector capital investment to nurture ad valorem growth, job creation and business retention to enhance the quality of life for New Port Richey residents.

DESCRIPTION

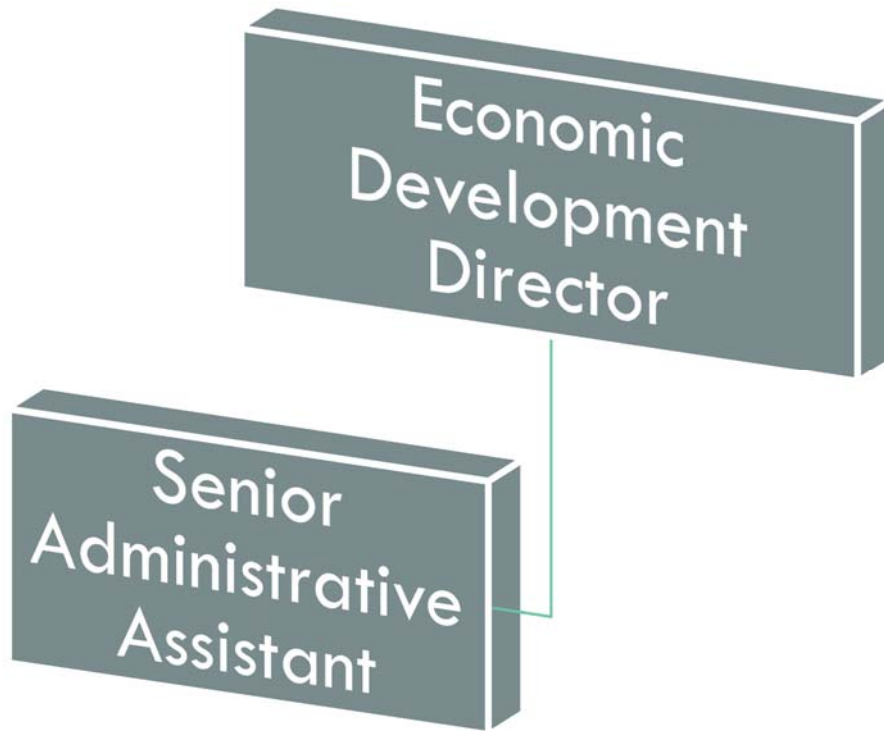
The redevelopment of our community is a central focus of the Economic Development Department. It is the responsibility of the Department to plan, coordinate, and facilitate the City's efforts to attract, retain and grow businesses and jobs.

ACCOMPLISHMENTS OF FY20

- Assembled land for Rivergate Redevelopment project
- Sold Rivergate parcels for development of Keiser University and future hotel
- Negotiated and gained approval for 360+ stall parking structure at Rivergate site
- Sold the former Business Incubator
- Designed entry feature for Downtown at intersection of Main St. and U.S. Hwy 19
- Designed "Walk of Fame" for Hacienda Hotel sidewalk on Bank St.
- Developed new marketing brand platform for the City and Downtown
- Developed new marketing and public relations plan and began implementation by Marketing Specialist

FY21 INITIATIVES

- Rivergate Redevelopment:
 - Complete construction of parking garage
 - Pursue additional Rivergate property development for former SunTrust and former Church properties
 - Pursue additional West Main Street acquisitions from Cotee River to U.S. Hwy 19
- Hacienda Hotel:
 - Transfer of Hacienda Hotel to Lakeside Inn Mt. Dora
 - Opening of the Hacienda Hotel
- Residential Redevelopment:
 - Purchase blighted multi-plex properties for redevelopment into single family, owner-occupied units
 - Continue home improvement grant program through CDBG funds
- Commercial Redevelopment:
 - Develop "Health Village" concept for former HCA site, secure anchor development, and brand and market district
 - Issue RFP for Chamber building site for possible redevelopment with boat ramp
 - Pursue Downtown retail commercial development
 - Design improvements to Grand Blvd. and Railroad Square
 - Facilitate commercial development on the Pridgen site



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Economic Development Director	1	1	1
Senior Administrative Assistant	1	1	1
Total	2	2	2

ECONOMIC DEVELOPMENT

001080		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41111	Dept Head Salaries	82,104	78,427	83,000	83,000	85,070
41299	Regular Full-Time Wages	35,194	36,067	38,000	38,000	38,000
41511	Employee Incentives	100	-	-	-	-
41512	Gas/Car Allowance	3,000	2,750	3,000	3,000	3,000
42111	Social Security Matching	8,920	8,547	9,490	9,490	9,650
42211	Florida Retirement System	22,561	22,106	23,470	23,470	24,840
42311	Health Insurance	10,882	9,808	8,310	8,310	17,420
42312	Life Insurance	45	36	170	170	120
42313	Accidental Death & Disab Insurance	6	5	70	70	60
42426	Workers Comp - Clerical (8810)	266	245	290	290	330
TOTAL PERSONNEL SERVICES		\$ 163,078	\$ 157,991	\$ 165,800	\$ 165,800	\$ 178,490
44011	Travel & Training	1,845	1,426	-	-	-
44134	Data Lines	-	-	250	250	250
44211	Postage	-	244	-	-	-
44623	Maintenance & Repairs - Copiers	-	341	50	50	50
44999	Other Current Charges - Misc.	-	477	-	-	-
45111	Office Supplies - General	1,726	2,117	1,000	1,000	1,000
45411	Dues & Memberships	45	659	1,000	1,000	1,000
45461	Books & Publications	312	30	100	100	100
TOTAL OPERATING		\$ 3,928	\$ 5,294	\$ 2,400	\$ 2,400	\$ 2,400
TOTAL EXPENDITURES		\$ 167,006	\$ 163,285	\$ 168,200	\$ 168,200	\$ 180,890



COMPREHENSIVE PLANNING - DEVELOPMENT

IT IS THE MISSION OF THE DEVELOPMENT DEPARTMENT TO

enhance the City's position as the business, financial, recreation and cultural heart of West Pasco County, by ensuring the safe conditions of existing buildings, making sure new developments are aesthetically pleasing, functionally relevant, and enhancing the residential and commercial core of the City.

DESCRIPTION

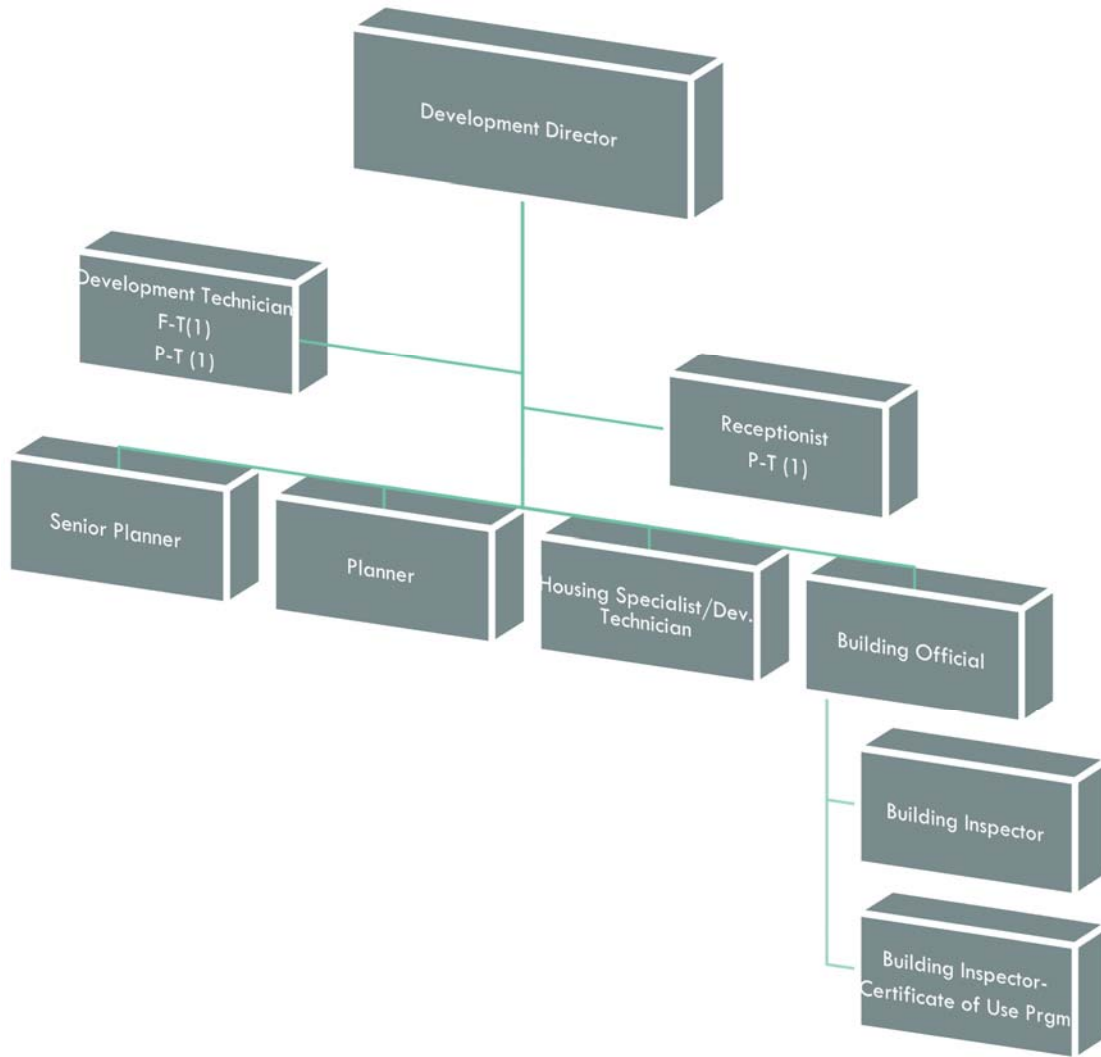
The Development Department coordinates the approval processes for building, planning and zoning, and redevelopment activities in the City. The Department ensures that existing properties and newly constructed buildings meet all applicable codes and regulations. It also provides long-range comprehensive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

ACCOMPLISHMENTS OF FY20

- Hired new Development Department Director and Senior Planner
- Implemented EnerGov software
- Closed-out the Main Street Landings Apartment project & Phase I Residences at Orange Lake
- Processed numerous Land Development Code (LDC) amendments
- Submitted several grant applications
- Processed and issued the following:
 - Approved 1,738 building permits valued at over \$32 million and over 5,000 building inspections
 - Processed over 40 development applications through the DRC and 14 through the LDRB
 - Greeted over 4,200 walk-in customers
 - Issued 12 Home Improvement Reimbursement Grants, totaling over \$65,000
 - Demolished 13 structures in the Slum and Blight Program

FY21 INITIATIVES

- Continue to amend the 2030 Comprehensive Plan and the Land Development Code as needed
- Continue to process building permits and inspections
- Continue to implement the Slum & Blight program and the Housing Rehab program
- Seek Certified Local Government Program designation for the Historic Preservation Board
- Continue to pursue grants that further the goals of the City, e.g. CDBG & others
- Amend Zoning Map and Future Land Use Map to correct errors and update GIS zoning maps



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Development Director	1	1	1
Receptionist	.5	.5	.73
Development Technician	2	1.73	1.73
Senior Planner	1	1	1
Planner	1	1	1
Housing Specialist/Dev. Technician	1	1	1
Building Official	1	1	1
Building Inspector	1	1	1
Building Inspector (Certificate of Use Prgm)	0	0	+
Total	8.50	8.23	8.6

DEVELOPMENT

001081					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41111	Dept Head Salaries	75,104	82,014	80,000	82,000	87,510
41112	Division Head Salaries	76,523	57,241	50,000	59,000	76,520
41299	Regular Full-Time Wages	181,735	158,958	220,400	220,400	253,510
41311	Part-Time Wages	-	15,848	30,000	38,850	41,890
41411	Overtime Wages	6,180	6,851	2,500	3,550	2,840
41511	Employee Incentives	300	-	-	-	-
41512	Gas/Car Allowance	750	3,000	3,000	3,000	3,000
42111	Social Security Matching	24,867	23,848	31,000	32,650	32,650
42211	Florida Retirement System	43,935	42,300	45,000	47,380	47,380
42311	Health Insurance	47,331	34,407	55,000	58,160	58,160
42312	Life Insurance	128	90	200	460	360
42313	Accidental Death & Disab Insurance	15	12	20	180	150
42426	Workers Comp - Clerical (8810)	49	45	40	46	60
42432	Workers Comp - Municipal Class (9410)	6,018	5,571	9,500	10,180	11,180
TOTAL PERSONNEL SERVICES		\$ 462,935	\$ 430,185	\$ 526,660	\$ 555,856	\$ 615,210
43121	City Engineer Services	21,371	21,580	36,000	36,000	19,000
43181	Professional Servcies - Planning	34,315	51,433	60,000	60,000	40,000
43199	Professional Services - Misc	2,567	2,540	50,000	50,000	28,040
43499	Contractual Services - Misc	29,964	68,177	100,000	100,000	60,000
44011	Travel & Training	2,514	6,121	2,000	7,000	-
44121	Telephone - Local	3,357	3,683	4,400	4,400	3,650
44211	Postage	891	1,391	1,500	1,500	1,500
44429	Rent - Software	55	-	-	-	3,500
44481	Lease - Copier	2,843	3,184	5,600	5,600	4,600
44463	Lease - Automobile	-	-	-	-	13,430
44571	Notary Bond	142	-	-	150	150
44611	Maintenance & Repairs - Bldg & Grounds	-	353	-	250	250
44623	Maintenance & Repairs - Copier	-	791	-	200	200
44631	Maintenance & Repairs - Central Garage	840	636	-	1,000	1,000
44799	Printing & Binding	3	-	2,500	2,500	1,910
44953	Housing Incentives	-	24,452	-	10,000	-
44954	Housing Incentives - CDBG	101,041	161,454	-	-	235,000
44999	Other Charges - Misc.	-	1,140	-	-	-
45111	Office Supplies - General	1,749	1,302	1,900	1,900	2,400
45211	Fuel	3,906	2,461	2,000	3,500	3,000
45231	Clothing & Apparel	609	597	600	600	600
45243	Computer/Operating Supply	3,844	3,812	9,535	9,000	9,000
45289	Automotive Parts	2,625	1,589	-	3,000	1,750
45299	Operating Supplies - Miscellaneous	595	4,662	2,000	2,000	2,000
45411	Dues & Memberships	498	1,304	2,000	2,000	2,000
45461	Books & Publications	-	125	1,952	1,960	500
TOTAL OPERATING		\$ 213,729	\$ 362,787	\$ 281,987	\$ 302,560	\$ 433,480
46299	Building Improvements	105,558	-	-	-	-
TOTAL CAPITAL		\$ 105,558	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 782,222	\$ 792,972	\$ 808,647	\$ 858,416	\$ 1,048,690



PARKS & RECREATION - RECREATION

IT IS THE MISSION OF RECREATION TO

create memorable recreational parks and aquatic experiences to enhance the quality of life. Connecting people and parks for life.

DESCRIPTION

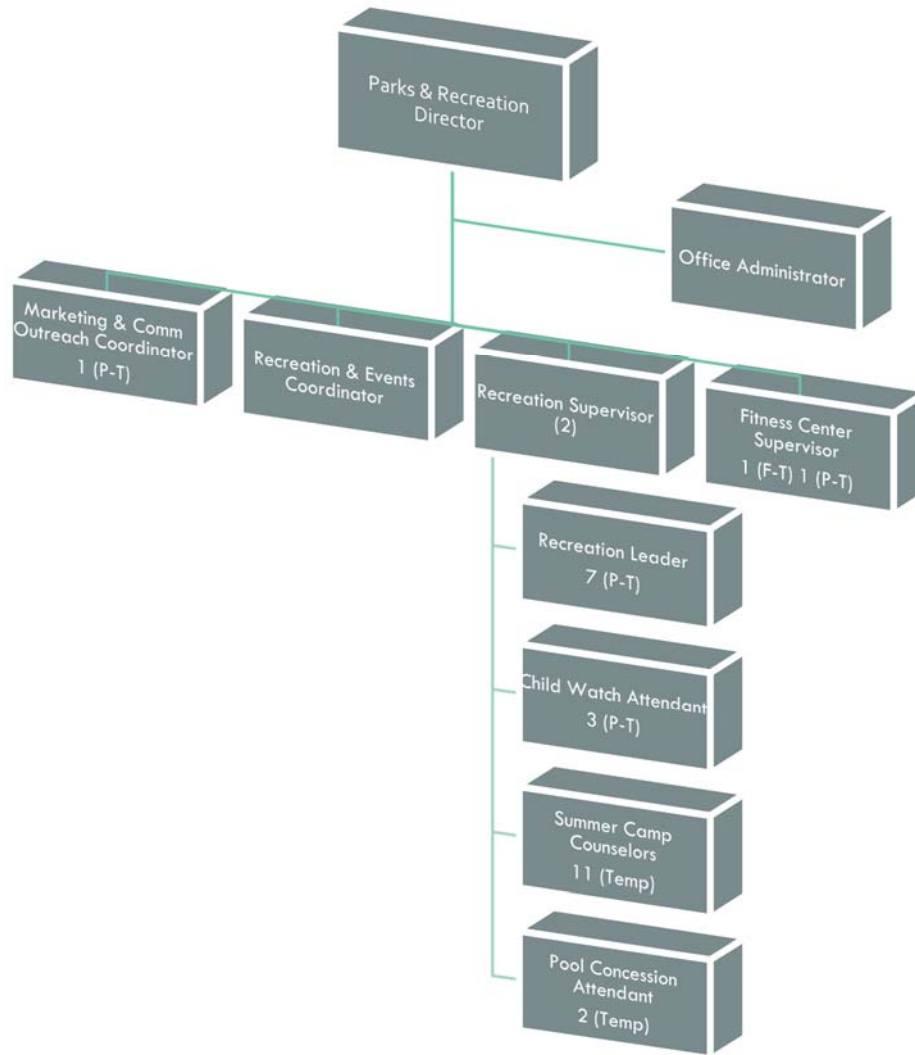
The New Port Richey Recreation & Aquatic Center is a state-of-the-art facility, which offers a variety of affordable recreational activities and athletic training opportunities for everyone. With programs for children, seniors, and adults, the facility has become an integral part of the fabric of the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

ACCOMPLISHMENTS OF FY20

- Successfully conducted a concert series in Sims Park, which drew crowds of over 4,500 people each concert
- Hosted a Magical Music Holiday with a day full of art and music, including a performance from the Florida Orchestra
- Expanded program offerings at the Recreation & Aquatics Center to include Silver & Fit and Renew Active insurance programs

FY21 INITIATIVES

- Increase memberships at the Recreation and Aquatic Center:
 - Expand fitness programming
 - Market child watch service
 - Promote group reservations
- Provide recreational opportunities in city parks:
 - Continue to promote the concert series and monthly family movies
 - Offer nature programming in the Grey Preserve
- Improve marketing of the Recreation & Aquatic Center:
 - Develop a user friendly and functional web page
 - Add wayfinding signage to direct patrons at the Recreation & Aquatic Center



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Parks & Recreation Director	1	1	1
Assistant Parks & Recreation Director	1	1	0
Recreation Manager	0	0	0
Office Administrator	1	1	1
Recreation & Events Coordinator	1	1	1
Marketing & Community Outreach Coordinator	.5	.63	.63
Recreation Supervisor	2	2	2
Summer Camp Supervisor	.17	.17	.17
Child Watch Attendant	2.19	2.19	2.19
Fitness Center Supervisor	1.73	1.73	1.73
Recreation Leader	5.11	5.11	5.11
Summer Counselor	1.60	1.60	1.60
Pool Concession Attendant	.62	.62	.62
Total	17.92	18.05	17.05

RECREATION

001092						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT	
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21	
41111	Dept Head Salaries	84,776	87,962	85,990	85,990	88,570	
41112	Division Head Salaries	66,757	56,373	55,890	55,890	17,630	
41210	Regular Exempt Salaries	24,349	22,678	950	950	-	
41299	Regular Full-Time Wages	117,650	162,585	150,000	162,070	166,740	
41311	Part-Time Wages	165,873	189,428	200,000	230,340	213,730	
41312	Temporary Wages	49,451	34,399	40,000	51,630	54,060	
41411	Overtime Wages	2,315	1,424	1,000	2,340	1,200	
41511	Employee Incentives	605	-	-	-	-	
41522	Education Incentive Pay	260	-	-	-	-	
41529	Meal Allowance	-	9	-	-	-	
42111	Social Security Matching	38,842	42,527	40,000	45,910	41,600	
42211	Florida Retirement System	43,073	48,553	45,000	50,190	46,860	
42311	Health Insurance	46,136	54,678	56,460	56,460	53,710	
42312	Life Insurance	140	139	460	460	370	
42313	Accidental Death & Disab Insurance	17	18	180	180	190	
42426	Workers Comp - Clerical (8810)	79	72	80	80	100	
42428	Workers Comp - Parks (9102)	14,217	18,120	18,400	18,400	21,220	
TOTAL PERSONNEL SERVICES		\$ 654,540	\$ 718,965	\$ 694,410	\$ 760,890	\$ 705,980	
43443	Contractual Services - Instructors	32,586	41,908	25,000	35,000	30,000	
43474	Security Services	645	620	1,800	1,800	1,000	
43499	Contractual Services - Misc	1,039	1,039	1,040	1,040	1,040	
44011	Travel & Training	3,571	4,667	1,000	2,500	-	
44121	Telephone - Local	7,198	7,481	7,000	7,000	7,500	
44134	Data Lines	4,446	4,869	5,000	5,000	5,000	
44143	Cable	-	355	6,800	6,800	6,800	
44211	Postage	263	431	300	300	300	
44221	Freight Express Charges	-	587	100	100	100	
44311	Electric - City Facilities	125,807	115,239	119,000	125,000	120,000	
44341	Gas - Natural/Propane	1,890	2,547	1,750	1,500	1,900	
44351	Water & Sewer - City	7,293	7,954	7,150	6,240	8,000	
44373	Street Light Fee	749	818	818	760	820	
44381	Stormwater Assessment	3,341	4,561	4,561	4,400	4,560	
44419	Rent - Equipment/Software	2,613	3,254	4,000	7,000	4,000	
44463	Lease - Automobile	1,947	7,890	7,890	7,500	16,220	
44611	Maintenance & Repairs - Bldg & Grounds	621	537	2,000	2,000	2,000	
44621	Maintenance & Repairs - Equipment	654	5,008	4,000	4,000	4,000	
44623	Maintenance & Repairs - Copiers	1,562	1,009	1,600	3,800	1,750	
44631	Maintenance & Repairs - Central Garage	330	1,050	750	720	1,000	
44961	Special Events - City Hosted	22,404	12,638	3,000	5,000	6,000	
44962	Recreation - Donation	-	989	-	-	-	
44963	Recreation Trips	6,121	6,558	4,000	5,000	5,000	
44965	City Sponsored Programs	32,880	35,116	49,000	46,850	45,000	
44999	Other Current Charges - Misc	4,029	5,770	5,000	5,000	4,000	
45111	Office Supplies - General	1,906	939	1,200	1,200	1,200	
45141	Small Tools & Implements	168	7,866	1,000	1,000	1,000	
45211	Fuel	2,760	2,189	2,000	2,000	2,000	
45225	Software Licenses/Support	-	-	10,410	10,410	10,410	
45231	Clothing & Apparel	1,863	2,266	1,000	2,500	1,500	

RECREATION

001092						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT	
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21	
45234	Swim/Recreation Accessories	1,370	1,863	1,000	1,000	1,000	
45236	Concession Stand Supplies	7,223	643	-	-	-	
45241	Licensing & ID Materials	7,043	6,891	4,500	6,500	4,500	
45243	Computer/Operating Supply	8,941	10,642	8,700	8,700	9,000	
45245	Recreation Supplies	10,797	10,187	12,000	15,970	12,000	
45246	Advertising/Marketing Supplies	29,744	27,384	22,600	22,600	25,000	
45247	First Aid Supplies	82	228	400	400	400	
45248	Prizes & Awards	1,396	888	2,000	2,000	2,000	
45251	Janitorial Supplies	676	336	1,000	1,000	1,000	
45289	Automotive Parts	56	2,950	1,000	1,000	1,000	
45291	Operating Supplies - Disaster	-	-	2,266	-	1,000	
45299	Operating Supplies - Misc	8,665	8,171	7,000	8,050	7,000	
45411	Dues & Memberships	853	852	850	850	850	
TOTAL OPERATING		\$ 345,532	\$ 357,190	\$ 341,485	\$ 369,490	\$ 356,850	
46299	Building Improvements	6,875	18,555	29,100	68,500	72,000	
46399	Improvements Other Than Bldg - Misc	98,917	417,182	2,450	2,450	-	
46411	Office Furniture/Fixtures	-	3,293	-	-	-	
46418	Software	2,910	-	-	-	-	
46431	Special Purpose Equipment	33,486	1,555	28,700	25,000	-	
TOTAL CAPITAL		\$ 142,188	\$ 440,585	\$ 60,250	\$ 95,950	\$ 72,000	
TOTAL EXPENDITURES		\$ 1,142,260	\$ 1,516,740	\$ 1,096,145	\$ 1,226,330	\$ 1,134,830	

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM RECREATION

EXP CODE	CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
46299	<i>Building Improvements</i>					
	RAC Restroom Upgrades (Tile & Resurface)	12,000	150,000	-	-	-
	Senior Center Roof Replacement	60,000	-	-	-	-
	Outdoor Basketball Court Resurfacing	-	50,000	-	-	-
	Painting of Interior Gym Walls	-	15,000	-	-	-
	TOTAL	72,000	215,000	-	-	-
46431	<i>Special Purpose Equipment</i>					
	RAC Sound System	-	23,000	-	-	-
	TOTAL	-	23,000	-	-	-

DIVISION TOTAL \$ 72,000 \$ 238,000 \$ - \$ - \$ -



PARKS & RECREATION - AQUATICS

IT IS THE MISSION OF AQUATICS TO

create memorable recreational parks and aquatic experiences for all.

DESCRIPTION

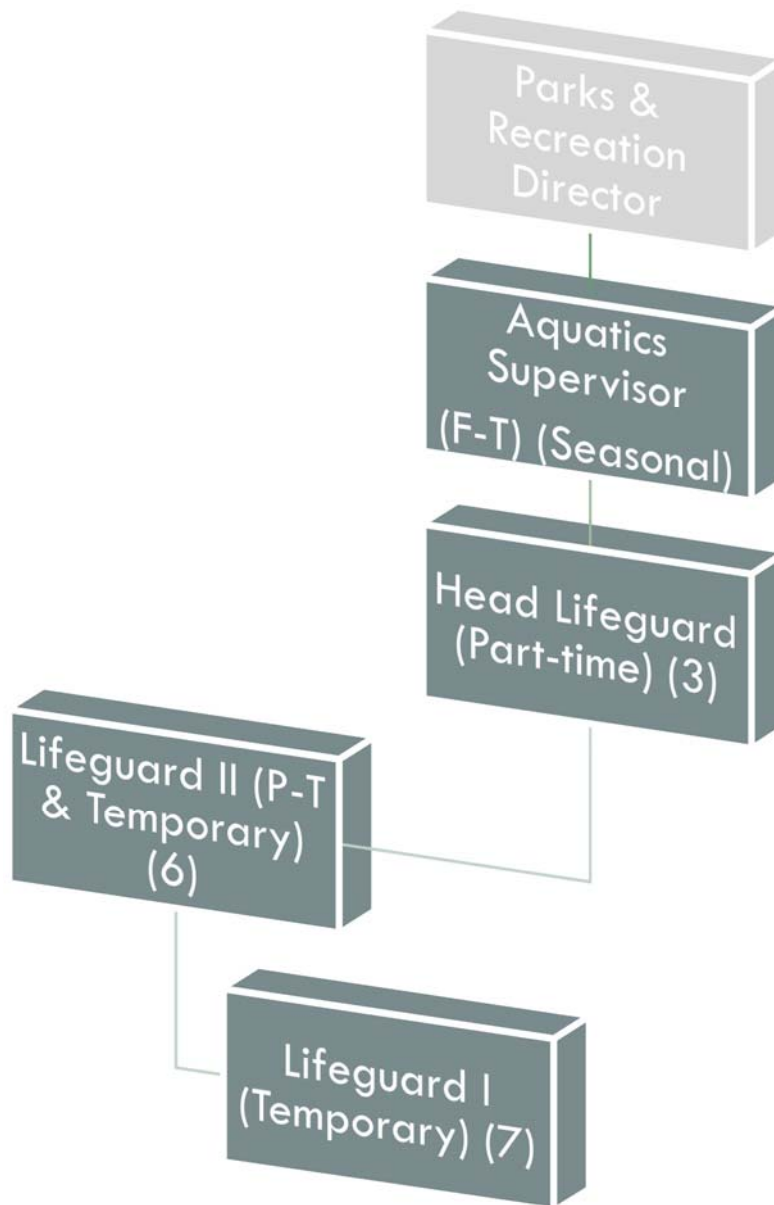
The New Port Richey Recreation & Aquatic Center is a state-of-the-art facility, which offers a variety of affordable recreational activities and athletic training opportunities for everyone. With programs for children, seniors, and adults, the facility has become an integral part of the fabric of the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

ACCOMPLISHMENTS OF FY20

- Successfully installed Echopod Automotive Water Level Control Packages to each of the four pools to improve the efficiency and water filtration system of the Aquatics Center
- Successfully completed pool deck LED lighting upgrades, which included installing new LED lighting to the lap, dive, and plunge pools
- Installed 2 Duraflex Maxi Model B competition diving boards to the dive pool, which improved overall safety and aesthetics for facility users
- The Assistant Parks and Recreation Director successfully obtained the Parks And Recreation Professional Certification through the National Recreation and Park Association

FY21 INITIATIVES

- Continue to expand and improve the Recreation and Aquatic Center's program offerings, which include group swim lessons, private swim lessons, CPR certification courses, Whales Tales Water Safety Lessons, potential programming, partnerships with local schools/athletic teams, and special events
- Continue to expand on staff's professional development by assisting with obtaining the following certifications:
 - American Red Cross Water Safety Instructor Certification
 - American Red Cross Water Safety Instructor Training Certification
 - American Red Cross Lifeguard Instructor Certification
 - National Swimming Pool Foundation Pool & Spa Operator Certification
- Continue to make facility improvements to the Recreation & Aquatics Center, including pump room upgrades, pool deck improvements, and locker room upgrades.



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Aquatics Supervisor	.5	.5	%
Aquatics Manager	0	0	0
Head Lifeguard	2.19	2.19	2.19
Lifeguard II	2.86	2.86	2.86
Lifeguard I	2.45	2.45	2.45
Total	8	8	+)' \$

AQUATICS

001094		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41299	Regular Full-Time Wages	24,321	24,335	24,360	24,360	49,420
41311	Part-Time Wages	87,279	60,514	60,000	66,070	87,050
41312	Temporary Wages	54,116	92,025	60,000	94,300	86,210
41411	Overtime Wages	49	-	-	-	-
41511	Employee Incentives	350	-	-	-	-
42111	Social Security Matching	12,672	13,495	10,000	13,390	17,040
42211	Florida Retirement System	11,144	7,187	6,000	7,720	11,550
42311	Health Insurance	3,144	5,773	7,910	7,910	7,260
42312	Life Insurance	16	19	50	50	50
42313	Accidental Death & Disab Insurance	2	2	20	20	20
42428	Workers Comp - Parks (9102)	8,205	7,591	6,130	6,130	7,760
TOTAL PERSONNEL SERVICES		\$ 201,298	\$ 210,941	\$ 174,470	\$ 219,950	\$ 266,360
43441	Water Safety Instruction	1,663	552	600	600	600
43499	Contractual Services - Misc	4,240	3,549	5,800	5,800	5,800
44121	Telephone - Local	497	449	600	600	600
44311	Electric - City Facilities	19,266	18,991	24,000	32,000	25,000
44341	Gas - Natural/Propane	13,325	14,292	15,750	15,750	15,750
44351	Water & Sewer - City	26,120	26,874	26,874	26,500	27,000
44381	Stormwater Assessment	5,680	5,738	5,750	5,500	5,800
44611	Maintenance & Repairs - Bldg & Grounds	23,437	15,944	20,000	25,000	25,000
44621	Maintenance & Repairs - Equipment	823	139	200	200	200
45111	Office Supplies - General	95	-	200	200	200
45141	Small Tools & Implements	165	98	100	100	100
45221	Chemicals	28,345	27,845	24,000	24,000	28,000
45222	Laboratory Supplies	103	92	100	100	100
45231	Clothing & Apparel	1,503	1,088	900	1,300	800
45234	Swim/Recreation Accessories	-	-	1,000	1,000	1,000
45241	Licensing & ID Materials	2,305	2,290	2,300	2,500	2,300
45243	Computer/Operating Supply	-	-	1,210	1,210	1,200
45245	Recreation Supplies	326	225	400	400	400
45247	First Aid Supplies	439	520	500	600	500
45248	Prizes & Awards	567	318	300	300	300
45251	Janitorial Supplies	255	208	600	600	600
45299	Operating Supplies - Misc	5,381	4,643	4,000	5,000	4,000
45321	Signs & Sign Material	200	179	200	200	200
45411	Dues & Memberships	160	160	160	160	160
TOTAL OPERATING		\$ 134,895	\$ 124,194	\$ 135,544	\$ 149,620	\$ 145,610
46399	Improvements Other Than Bldg - Misc	-	62,060	50,000	50,000	23,000
46431	Special Purpose Equipment	-	20,965	14,500	14,500	-
TOTAL CAPITAL		\$ -	\$ 83,025	\$ 64,500	\$ 64,500	\$ 23,000
TOTAL EXPENDITURES		\$ 336,193	\$ 418,160	\$ 374,514	\$ 434,070	\$ 434,970

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM AQUATICS

EXP CODE	CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
46399	<i>Improvements Other than Buildings - Misc.</i>					
	Pump Room Electrical Conduit Improvements	8,000	-	-	-	-
	Pool Deck Furniture	15,000	-	-	-	-
	Pool Deck Improvements - Lighting Upgrades	-	16,000	-	-	-
	Pool Resurfacing	-	-	250,000	-	-
	TOTAL	23,000	16,000	250,000	-	-
64-31	<i>Special Purpose Equipment</i>					
	Pool Deck Improvements - Geothermal Heating/Cooling System	-	115,000	-	-	-
	Replacement of Aquatic Center Pump Motors	-	6,500	-	-	-
	TOTAL	-	121,500	-	-	-

DIVISION TOTAL \$ 23,000 \$ 137,500 \$ 250,000 \$ - \$ -

PUBLIC WORKS – SUPERVISION

IT IS THE MISSION OF PUBLIC WORKS – SUPERVISION TO

provide responsive, professional, and courteous services to the Public.

DESCRIPTION

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

ACCOMPLISHMENTS OF FY20

- Utility System Expansion/Operational Improvements:
 - Conducted system water loss audit
 - Completed Bulk Water & Wastewater Rate Analysis
 - Created and executed an addendum to the existing Inter-local Agreement between the City and Pasco County
- Program Review and Implementation:
 - Implemented Alley Management Program
 - Reviewed and updated existing Yard Debris Ordinance
 - Entered into an Inter-local Agreement with the Highway Maintenance Organization and a private maintenance contractor
- Department Sustainability:
 - Completed a Water and Sewer Sufficiency Analysis
 - Created and executed an addendum to the Bulk Water and Wastewater Agreements between the City and the City of Port Richey

FY21 INITIATIVES

- Complete the following analyses:
 - Water Loss
 - Wastewater System Modeling Master Plan
 - Utility Revenue Sufficiency
- Complete training in the following areas:
 - Arborist certification
 - Federal and State certifications
- Update the following Inter-local Agreements:
 - Waste & Wastewater Bulk Agreements with the City of Port Richey
 - Waste & Wastewater Bulk Agreements with Pasco County
 - Grand Blvd. Bridge (Pasco County)



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Public Works Director	1	1	1
Assistant Public Works Director	1	1	1
Administrative Office Manager	1	1	1
Data Support/GIS Mapping Technician	1	1	1
Total	4	4	4

PUBLIC WORKS SUPERVISION

001101					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41111	Dept Head Salaries	89,740	93,322	94,160	94,160	95,220
41112	Division Head Salaries	53,990	55,058	55,060	55,060	59,680
41299	Regular Full-Time Wages	75,112	73,147	77,000	77,000	78,940
41411	Overtime Wages	127	504	1,110	1,110	1,140
41522	Education Incentive Pay	1,150	1,200	1,200	1,200	1,200
42111	Social Security Matching	16,239	16,411	17,300	17,300	17,820
42211	Florida Retirement System	31,564	33,104	33,430	33,430	35,760
42311	Health Insurance	33,699	33,519	33,230	33,230	34,840
42312	Life Insurance	89	75	230	230	240
42313	Accidental Death & Disab Insurance	11	10	90	90	120
42426	Workers Comp - Clerical (8810)	178	163	180	180	210
42432	Workers Comp - Municipal Class (9410)	1,931	9,657	3,610	3,610	4,010
TOTAL PERSONNEL SERVICES		\$ 303,830	\$ 316,170	\$ 316,600	\$ 316,600	\$ 329,180
43499	Contractual Services - Misc	1,353	1,441	750	750	700
44011	Travel & Training	171	225	1,000	3,000	-
44121	Telephone - Local	6,307	5,269	6,500	6,500	6,500
44134	Data Lines	9,175	10,022	10,500	10,000	10,500
44141	Pager Services	39	37	40	40	-
44211	Postage	420	433	350	350	350
44311	Electric - City Facilities	30,113	29,927	33,000	33,000	33,000
44351	Water & Sewer - City	14,717	14,432	15,000	15,000	15,000
44373	Street Light Fee	379	616	630	630	630
44381	Stormwater Assessment	1,053	6,026	6,050	6,050	6,050
44571	Notary Bond	-	-	-	150	150
44621	Maintenance & Repairs - Equipment	4,616	6,175	4,400	4,400	4,400
44623	Maintenance & Repairs - Copiers	4,132	2,789	2,000	2,000	2,000
44631	Maintenance & Repairs - Central Garage	720	60	1,300	1,300	1,000
45111	Office Supplies - General	1,442	1,384	2,500	2,500	2,000
45141	Small Tools & Implements	-	-	300	300	300
45211	Fuel	2,031	3,646	2,800	2,800	2,800
45225	Software License Support	1,570	620	3,000	3,500	3,000
45231	Clothing & Apparel	499	523	400	400	400
45243	Computer/Operating Supply	5,232	4,397	2,500	2,500	3,900
45247	First Aid Supplies	376	117	200	200	200
45289	Automotive Parts	897	31	1,500	2,500	1,500
45291	Operating Supplies - Disaster	-	-	1,550	-	500
45299	Operating Supplies - Misc	887	2,549	2,000	2,500	1,500
45411	Dues & Memberships	2,129	1,516	1,800	1,800	1,800
45461	Books & Publications	186	517	300	300	300
TOTAL OPERATING		\$ 88,444	\$ 92,752	\$ 100,370	\$ 102,470	\$ 98,480
46299	Building Improvements	-	2,385	-	-	-
46413	Data Processing Equipment	-	2,414	-	-	-
46431	Special Purpose Equipment	-	17,302	-	-	-
TOTAL CAPITAL		\$ -	\$ 22,101	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 392,274	\$ 431,023	\$ 416,970	\$ 419,070	\$ 427,660

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM PUBLIC WORKS SUPERVISION

EXP CODE	CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
46299	<i>Building Improvements</i>					
	HVAC System (R&R)	-	10,000	10,000	10,000	10,000
	Generator (R&R)	-	5,000	5,000	5,000	5,000
	TOTAL	-	15,000	15,000	15,000	15,000
46413	<i>Data Processing Equipment</i>					
	Desktop Computer	-	-	2,600	1,800	-
	TOTAL	-	-	2,600	1,800	-
46418	<i>Software</i>					
	ESRI Online Module	-	-	-	-	15,000
	TOTAL	-	-	-	-	15,000

DIVISION TOTAL \$ - \$ 15,000 \$ 17,600 \$ 16,800 \$ 30,000

PUBLIC WORKS – STREET & RIGHT OF WAY

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

repair, maintain, and eliminate hazards to all public streets, right of ways, and alleys making our City a safer place for residents and the general public. The Division also maintains all traffic signs, roadway markings, sidewalks, streetlights and performs the setup of all road closures and detours in association with special events and emergency situations.

DESCRIPTION

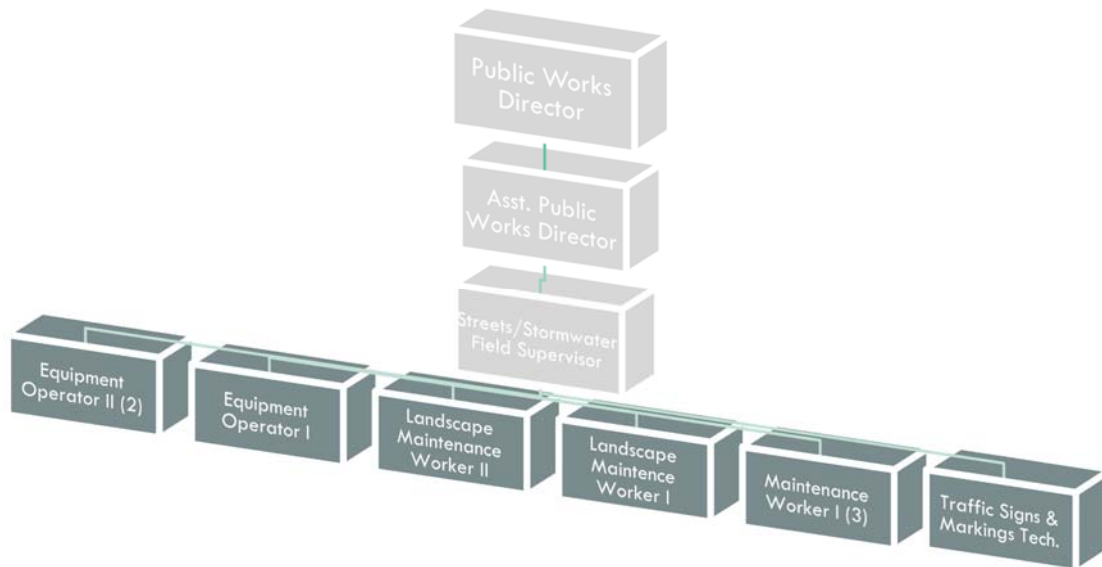
The Street & Right of Way Division is responsible for maintaining 35 miles of roadway marking, 40 acres of mowable land, 65 miles of paved road, and 80 miles of curbing. In addition, this Division also sets up all road closures, detours, and planning for special events.

ACCOMPLISHMENTS OF FY20

- Traffic Signs & Markings Upgrades:
 - Installed LED crosswalk system on Louisiana Ave. near Gulf Middle School
 - Replaced decorative sign on Madison Street
 - Applied sealant and scheduled regular pressure washing on downtown sidewalks
- Road Program:
 - Maintained all city owned roads, including performing pot hole repair and patch work
 - Started grading and leveling of alleys
 - Completed improvements to the Main St. Bridge
 - Installed solar powered speed feedback signs on Congress Street
- Tree Program:
 - Continued certification for Tree City USA - 30th Year Renewal
 - Trimmed tree branches blocking streetlights, as part of the LED Streetlight Dark Spot Project
 - Trimmed trees and bushes in alleyways for safer vehicle access
- Job Safety:
 - Completed State Stormwater Inspector class
 - Completed training for staff, which covered safety protocols and FEMA requirements

FY21 INITIATIVES

- Traffic Signs and Markings:
 - Continue to proactively inspect and replace stop signs, as needed
 - Continue to upgrade street name blades to meet MUTCD requirements
 - Continue to install decorative signs and sign posts in the downtown overlay area
- Road Program:
 - Continue to implement the City's Paving Management Plan
 - Conduct traffic studies in areas, as requested, and maintain all city right-of-ways
 - Maintain the City's Wayfinding Program
- Tree Program:
 - Continue certification for Tree City USA to renew certification for the 31st year
 - Continue to inspect and clear vision zones, as needed
 - Elevate tree canopies to meet the City's minimum overhead requirements
- Job Safety:
 - Continue staff training that covers safety protocols, policies, and expectations



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Equipment Operator II	2	2	2
Equipment Operator I	1	1	1
Landscape Maintenance Worker II	1	1	1
Landscape Maintenance Worker I	0	1	1
Maintenance Worker I	3	3	3
Traffic Signs & Markings Technician	1	1	1
Total	8	9	9

STREET & RIGHT OF WAY MAINTENANCE

001102					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41299	Regular Full-Time Wages	173,750	161,270	180,000	247,310	236,330
41411	Overtime Wages	9,117	9,815	8,000	18,960	10,000
41527	Standby Time	4,041	3,559	4,000	5,620	4,500
41529	Meal Allowance	-	18	-	-	30
42111	Social Security Matching	13,705	12,718	17,500	20,830	19,710
42211	Florida Retirement System	15,830	14,452	20,000	22,460	21,820
42311	Health Insurance	34,407	28,600	40,000	74,770	74,240
42312	Life Insurance	152	104	510	510	510
42313	Accidental Death & Disab Insurance	18	13	210	210	260
42431	Workers Comp - Street Maint/Trash (5509)	16,876	16,132	22,030	22,030	26,300
TOTAL PERSONNEL SERVICES		\$ 267,896	\$ 246,681	\$ 292,250	\$ 412,700	\$ 393,700
43129	Engineering Services - Misc	-	-	-	4,500	4,500
43430	Parking Lot Maintenance	-	684	1,000	1,000	1,000
43438	Lab Test	-	-	250	250	250
43485	Trash Grinding Service	83,467	11,000	15,000	15,000	15,000
43499	Contractual Services - Misc	30,081	34,560	57,210	57,210	57,210
44011	Travel & Training	1,346	535	2,790	2,790	-
44121	Telephone - Local	-	-	1,000	1,000	1,000
44134	Data Lines	281	284	1,000	1,000	1,000
44211	Postage	64	259	50	50	50
44311	Electric - City Facilities	1,330	1,396	1,400	1,400	1,400
44312	Electric - Traffic Lights	3,836	4,207	5,000	5,000	5,000
44321	Eastbury Garden - Street Lights	2,424	2,418	2,500	2,500	2,500
44322	Hillandale - Street Lights	15,919	16,146	17,500	17,500	17,500
44323	Ridgewood - Street Lights	7,609	8,234	8,500	8,500	8,500
44324	Barbara Ann - Street Lights	810	777	900	900	900
44331	Trash Removal	63,599	23,371	15,000	15,000	15,000
44351	Water & Sewer - City	24,886	32,598	35,000	35,000	35,000
44381	Stormwater Assessment	2,346	2,373	2,400	2,400	2,400
44419	Rent - Equipment/Software	2,413	590	1,000	1,000	1,000
44463	Lease - Automobile	-	-	1,430	1,430	23,730
44611	Maintenance & Repairs - Bldg & Grounds	7,210	5,868	10,000	10,000	10,000
44621	Maintenance & Repairs - Equipment	41	1,860	-	-	-
44631	Maintenance & Repairs - Central Garage	24,615	13,740	10,000	10,000	10,000
45111	Office Supplies - General	77	182	200	200	200
45141	Small Tools & Implements	2,529	2,009	1,500	1,500	1,500
45211	Fuel	36,470	29,297	30,000	40,000	35,000
45231	Clothing & Apparel	1,908	1,637	2,700	2,700	2,700
45243	Computer/Operating Supply	19	549	500	500	500
45247	First Aid Supplies	43	141	100	100	100
45262	Trees	699	1,066	1,000	1,000	1,000
45289	Automotive Parts	37,295	30,105	30,000	38,000	30,000
45299	Operating Supplies - Misc	13,453	17,638	10,000	10,000	8,000
45321	Signs & Sign Material	17,084	16,298	20,000	25,000	24,000
45341	Sod/Seed	106	2,321	1,600	1,600	1,600
45399	Road Materials - Misc	9,612	10,773	12,500	20,000	17,000
45411	Dues & Memberships	-	-	300	300	300
45461	Books & Publications	89	-	200	200	200

STREET & RIGHT OF WAY MAINTENANCE

001102 EXP CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
TOTAL OPERATING		\$ 391,661	\$ 272,916	\$ 299,530	\$ 334,530	\$ 335,040
46415	Trucks & Trailers	-	-	-	-	160,000
46416	Heavy Equipment	3,900	-	16,492	16,492	85,000
46399	Improvements Other Than Buildings	3,900	-	-	-	-
46431	Special Purpose Equipment	9,961	26,117	-	-	-
TOTAL CAPITAL		\$ 17,761	\$ 26,117	\$ 16,492	\$ 16,492	\$ 245,000

TOTAL EXPENDITURES \$ 677,318 \$ 545,714 \$ 608,272 \$ 763,722 \$ 973,740

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

EXP CODE	CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
46415	<i>Trucks & Trailers</i>					
	Bucket Truck-#97	160,000	-	-	-	-
	Crack Sealer Machine & Trailer w/ Hoses	-	40,000	-	-	-
	TOTAL	160,000	40,000	-	-	-
46416	<i>Heavy Equipment</i>					
	Pay Loader w/ Root Rake-#8 (R&R)	-	12,500	12,500	12,500	12,500
	Case INT Broom Tractor-#5 (R&R)	-	16,250	1,625	1,625	1,625
	Case Tractor c/s 570XLT-#3 (R&R)	-	5,000	5,000	69,000 (a)	6,900
	New Holland Tractor w/ Clam Shell-#4	85,000	-	-	-	-
	Kubota Tractor-#10 (R&R)	-	3,250	3,250	3,250	3,250
	JD244 Loader w/ Clam Shell-#12 (R&R)	-	8,750	8,750	8,750	8,750
	Ingersol Rand Steam Roller-#67 (R&R)	-	7,000	7,000	7,000	7,000
	TOTAL	85,000	52,750	38,125	102,125	40,025
46431	<i>Special Purpose Equipment</i>					
	Vermeer Stump Grinder	-	1,200	1,200	1,200	1,200
	TOTAL	-	1,200	1,200	1,200	1,200

DIVISION TOTAL \$ 245,000 \$ 93,950 \$ 39,325 \$ 103,325 \$ 41,225

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



PUBLIC WORKS – FACILITIES MAINTENANCE

IT IS THE MISSION OF PUBLIC WORKS – FACILITIES MAINTENANCE TO

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

DESCRIPTION

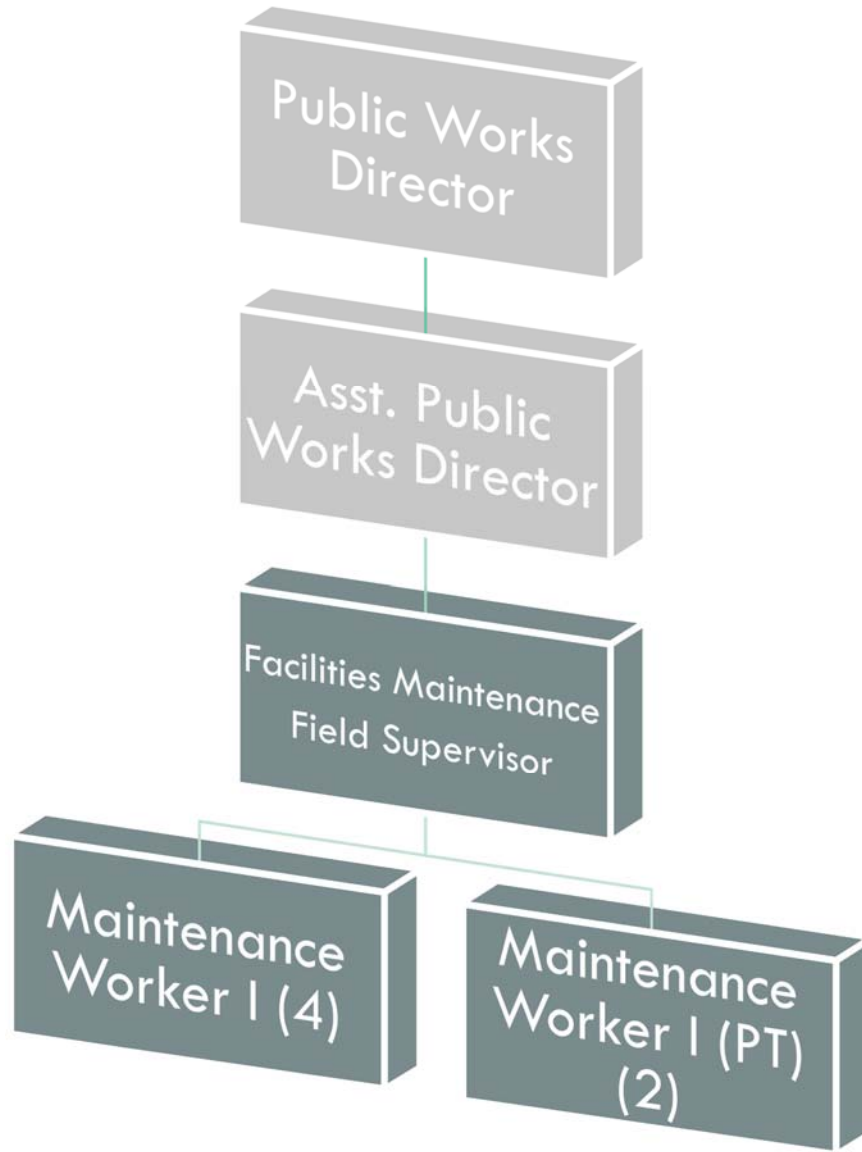
The Public Works – Facilities Maintenance Division is responsible for the maintenance and repair of New Port Richey's public buildings.

ACCOMPLISHMENTS OF FY20

- Facilities Management Program:
 - Created and implemented the City's Facility Maintenance Plan and standard operating procedures for facility inspections, preventative maintenance, and employee safety protocol
- LED Conversion Program:
 - Converted existing exterior lighting at the Water Treatment Plant to LED
 - Worked with FDOT to complete Phase 1 of the US Hwy 19 LED conversion project
 - Installed LED lighting at the overlook structure located at Sims Park
 - Installed solar LED lighting for the City's Wayfinding Monument Sign on Main Street
- Project Completions:
 - Refurbished gym floors at the Recreation Center
 - Assisted Technology Solutions with the installation of security systems along the boardwalks in Sims Park
 - Assisted Grounds Maintenance staff with the installation of a lightning alert system for the splash pad located in Sims Park
- Personnel Efficiency Review:
 - Continued Janitor/Maintenance activity review and function adjustments
 - Identified maintenance activities to be performed in-house

FY21 INITIATIVES

- Recreation and Aquatic Center:
 - Replace state park equipment
 - Complete the ED Conversions of exterior lighting
- Claude Pepper Senior Center:
 - Replace the two small AC units
 - Replace the front roof
- LED Lighting Upgrades:
 - Convert streetlights on US Hwy 19 at intersections
 - Convert exterior lighting located at Nebraska Ave. & Gloria Swanson parking lot
- City Hall:
 - Install new back-up power generator for Information Technology Department
- Recycle Program:
 - Install permanent social distancing markers at all facilities
 - Continue to frequently disinfect high traffic areas at all facilities
 - Update critical inventory list



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Facilities Maintenance Field Supervisor	1	1	1
Maintenance Worker I	5.46	5.46	5.46
Total	7.46	6.46	6.46

FACILITIES MAINTENANCE

001106					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41299	Regular Full-Time Wages	93,110	125,190	140,400	140,400	144,350
41311	Part-Time Wages	35,551	30,919	25,000	36,190	37,410
41411	Overtime Wages	3,769	12,151	7,500	22,950	10,000
42111	Social Security Matching	9,542	12,356	13,000	15,290	15,730
42211	Florida Retirement System	10,218	12,623	14,000	16,480	17,420
42311	Health Insurance	17,278	23,345	37,500	41,540	43,550
42312	Life Insurance	80	83	90	400	120
42313	Accidental Death & Disab Insurance	10	11	15	160	180
42427	Workers Comp - Building (NOC) (9015)	5,870	7,148	7,300	8,720	9,370
TOTAL PERSONNEL SERVICES		\$ 175,428	\$ 223,826	\$ 244,805	\$ 282,130	\$ 278,130
43411	Custodial/Janitorial Services	1,081	2,452	2,700	1,500	3,200
43412	Pest Control Services	4,978	5,550	6,000	7,700	7,000
43453	Contractual Mechanical Services	6,317	-	-	-	-
43454	Contractual HVAC/Air	106,639	125,870	90,000	90,000	110,000
43455	Contractual Fire Monitoring	-	1,130	1,960	1,960	1,960
43474	Security Services	2,040	-	1,000	1,700	1,700
43499	Contractual Services - Misc	63,387	48,170	60,000	60,000	50,000
44011	Travel & Training	917	21	300	300	-
44121	Telephone - Local	2,100	2,169	2,200	2,200	2,300
44134	Data Lines	281	284	400	400	900
44311	Electric - City Facilities	44,220	52,094	52,100	52,100	53,000
44331	Trash Removal	20,114	18,769	20,000	20,000	20,600
44351	Water & Sewer - City	8,903	9,349	9,500	7,490	9,600
44373	Street Light Fee	1,007	1,017	1,020	1,020	1,020
44381	Stormwater Assessment	2,327	2,351	2,400	2,400	2,400
44419	Rent - Equipment/Software	-	92	750	1,000	1,000
44463	Lease - Automobile	-	-	-	-	10,610
44611	Maintenance & Repairs - Bldg & Grounds	34,700	29,042	20,000	40,000	30,000
44631	Maintenance & Repairs - Central Garage	1,800	1,170	1,000	1,000	1,000
44655	Maintenance & Repairs - Senior Center	71	1,050	3,000	4,000	3,000
44983	Permit Fees	-	175	50	50	50
45111	Office Supplies - General	104	263	200	200	200
45141	Small Tools & Implements	2,511	5,084	3,500	3,500	3,500
45211	Fuel	5,329	5,155	5,000	3,000	5,000
45231	Clothing & Apparel	1,932	1,890	2,100	2,100	2,100
45243	Computer/Operating Supply	-	-	1,000	1,000	1,600
45247	First Aid Supplies	317	174	200	300	200
45251	Janitorial Supplies	24,930	30,674	24,000	24,000	28,000
45289	Automotive Parts	1,575	2,292	500	1,000	1,000
45291	Operating Supplies - Disaster	-	-	7,000	-	1,500
45299	Operating Supplies - Misc	6,295	5,228	2,000	1,500	1,500
TOTAL OPERATING		\$ 343,875	\$ 351,515	\$ 319,880	\$ 331,420	\$ 353,940
46399	Imp.Other Than Bldg-Misc	-	18,300	-	-	-
46415	Trucks & Trailers	-	25,405	-	-	-
46431	Special Purpose Equipment	-	3,850	-	-	1,700
TOTAL CAPITAL		\$ -	\$ 47,555	\$ -	\$ -	\$ 1,700

TOTAL EXPENDITURES **\$ 519,303** **\$ 622,896** **\$ 564,685** **\$ 613,550** **\$ 633,770**

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM FACILITIES MAINTENANCE

EXP CODE	CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
46431	<i>Special Purpose Equipment</i> Core Drill/Concrete Drill	1,700	-	-	-	-
TOTAL		1,700	-	-	-	-

DIVISION TOTAL \$ 1,700 \$ - \$ - \$ - \$ -

PUBLIC WORKS – GROUNDS MAINTENANCE

IT IS THE MISSION OF PUBLIC WORKS – GROUNDS MAINTENANCE TO

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

DESCRIPTION

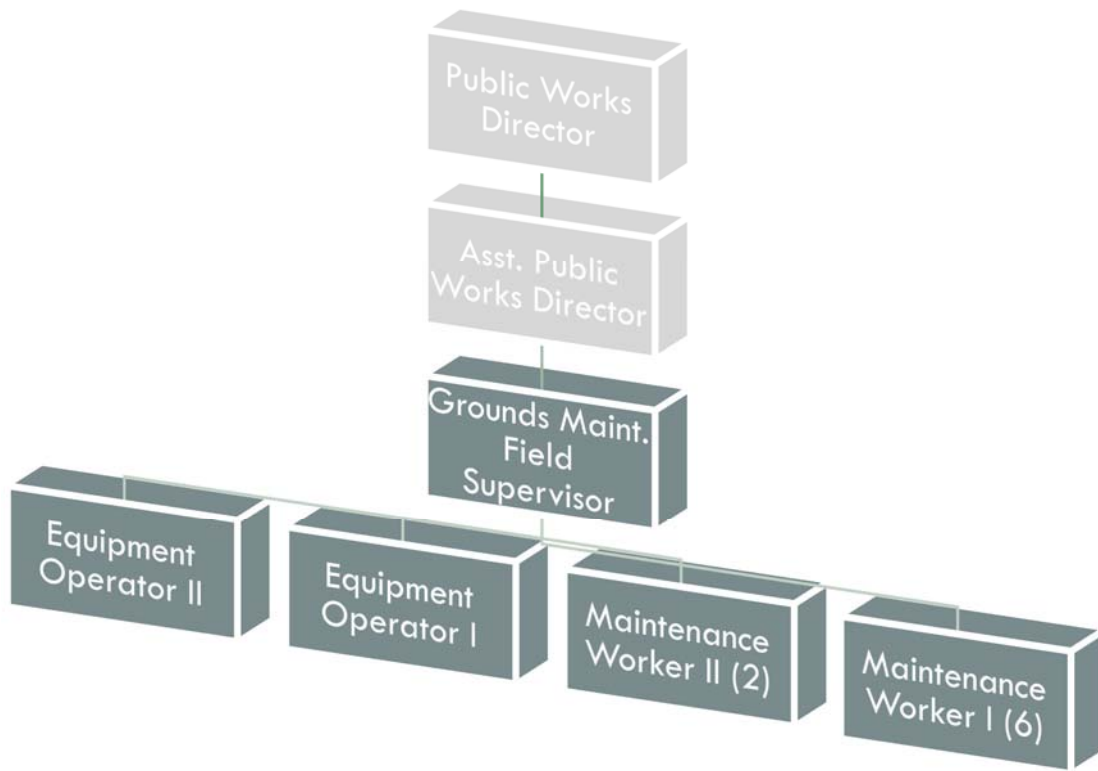
The Public Works – Grounds Maintenance Division performs routine and specialized grounds maintenance for all of the City's parks, preserves, and athletic fields.

ACCOMPLISHMENTS OF FY20

- Maintenance Programs:
 - Replaced dock at the James E. Grey Preserve
 - Removed and repaired kayak launch at Sims Park
 - Repaired railing and installed an ADA ramp at the gazebo located in Sims Park
 - Replaced fencing surrounding the existing detention pond in Grand Blvd. Park
- Park Amenity Improvements:
 - Replaced playground equipment in Sims Park
- Installed lightning alert system for the splash pad in Sims Park
- Assisted Technology Solutions with the installation of security systems along the boardwalks in Sims Park
- Refurbished trails at the James E. Grey Preserve

FY21 INITIATIVES

- Maintenance Programs:
 - Pressure wash playground equipment and sidewalks in city parks
 - Identify pedestrian hazards and perform corrective measure
- Park Amenity Improvements:
 - Re-landscape Sims Park, where needed
 - Replace playground equipment at the Meadows Dog Park
 - Replace aging boardwalk wood slats at the James E. Grey Preserve
- Personnel Training:
 - Fertilizer and Herbicide Application Certification
 - Stormwater Operator Site Inspector Certification
 - FEMA certifications for all employees
 - Train all staff on the proper way for load in and load out for events



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Grounds Maintenance Field Supervisor	1	1	1
Equipment Operator II	1	1	1
Equipment Operator I	1	1	1
Maintenance Worker II	0	2	2
Maintenance Worker I	6.46	6	6
Total	9.46	11	11

GROUNDS MAINTENANCE

001110					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41210	Regular Exempt Salaries	25,682	49,820	48,880	48,880	50,110
41299	Regular Full-Time Wages	184,769	137,331	160,000	258,010	241,660
41311	Part-Time Wages	18,647	-	-	-	-
41411	Overtime Wages	12,417	33,879	25,000	21,260	25,000
41511	Employee Incentives	450	-	-	-	-
41527	Standby Time	-	76	74	-	-
41529	Meal Allowance	-	-	-	80	80
42111	Social Security Matching	18,073	16,550	20,000	23,920	23,950
42211	Florida Retirement System	21,317	19,308	25,000	29,750	29,580
42311	Health Insurance	39,743	32,972	45,000	91,390	87,110
42312	Life Insurance	136	105	120	630	600
42313	Accidental Death & Disab Insurance	17	13	20	250	320
42428	Workers Comp - Parks (9102)	7,595	11,116	10,000	11,040	13,440
TOTAL PERSONNEL SERVICES		\$ 328,846	\$ 301,170	\$ 334,094	\$ 485,210	\$ 471,850
43430	Parking Lot Maintenance	-	-	2,000	2,000	2,000
43433	Lawn Maintenance	111,051	120,053	125,000	125,000	125,000
43499	Contractual Services - Misc	10,833	17,139	22,000	22,000	25,000
44011	Travel & Training	1,131	21	1,000	3,000	-
44121	Telephone - Local	1,158	1,079	600	1,200	600
44134	Data Lines	281	284	350	480	350
44311	Electric - City Facilities	16,798	19,657	19,750	18,000	20,000
44331	Trash Removal	2,376	2,166	5,000	8,000	5,000
44351	Water & Sewer - City	37,985	49,431	37,000	37,000	37,000
44373	Street Light Fee	136	137	140	140	140
44381	Stormwater Assessment	3,625	3,662	3,650	3,650	3,650
44419	Rent - Equipment/Software	753	1,641	1,000	1,000	1,000
44463	Lease - Automobile	-	-	4,310	4,310	45,020
44611	Maintenance & Repairs - Bldg & Grounds	33,040	66,306	50,000	50,000	49,000
44631	Maintenance & Repairs - Central Garage	13,080	6,645	3,500	6,480	4,000
44997	Other Charges - Memorial Items	-	503	1,000	4,000	2,000
44999	Other Current Charges - Misc	145	145	500	500	500
45111	Office Supplies - General	122	284	100	100	100
45141	Small Tools & Implements	1,760	3,439	3,000	4,000	3,000
45211	Fuel	19,155	14,256	12,000	22,000	16,000
45221	Chemicals	3,954	1,746	2,500	4,000	3,000
45231	Clothing & Apparel	3,535	2,328	3,000	3,000	3,000
45243	Computer/Operating Supply	-	233	300	300	1,300
45247	First Aid Supplies	-	32	100	100	100
45251	Janitorial Supplies	17,469	19,361	15,000	15,000	18,000
45289	Automotive Parts	12,305	16,541	4,000	7,000	5,000
45291	Operating Supplies - Disaster	-	-	5,000	-	1,500
45299	Operating Supplies - Misc	3,636	5,777	8,000	8,000	7,000
45321	Signs & Sign Material	1,130	3,385	3,000	3,000	3,000
45341	Sod/Seed	13,707	7,029	29,000	29,000	27,000
45411	Dues & Memberships	-	1,608	1,680	300	1,680
TOTAL OPERATING		\$ 309,165	\$ 364,888	\$ 363,480	\$ 382,560	\$ 409,940
46399	Improvements Other than Buildings	-	-	-	-	15,000

GROUNDS MAINTENANCE

001110 EXP CODE CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
46415 Trucks & Trailers	-	35,074	-	-	-
46431 Special Purpose Equipment	8,634	4,508	15,000	15,000	-
TOTAL CAPITAL	\$ 8,634	\$ 39,582	\$ 15,000	\$ 15,000	\$ 15,000
TOTAL EXPENDITURES					
	\$ 646,645	\$ 705,640	\$ 712,574	\$ 882,770	\$ 896,790

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM GROUNDS MAINTENANCE

EXP CODE	CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
46399	<i>Improvement Other than Buildings</i>					
	Commercial Storage Shed	15,000	-	-	-	-
	TOTAL	15,000	-	-	-	-
46416	<i>Heavy Equipment</i>					
	John Deere Tractor-#34 (R&R)	-	3,200	3,200	3,200	3,200
	Kubota Clambucket Bush Hog-#33 (R&R)	-	3,350	3,350	3,350	3,350
	TOTAL	-	6,550	6,550	6,550	6,550
46431	<i>Special Purpose Equipment</i>					
	Case Scout 4x4 Utility Vehicle (R&R)	-	1,200	1,200	1,200	1,200
	Club Cart Utility (R&R)	-	2,600	2,600	2,600	2,600
	TOTAL	-	3,800	3,800	3,800	3,800

DIVISION TOTAL \$ 15,000 \$ 10,350 \$ 10,350 \$ 10,350 \$ 10,350



NON-EXPENDITURE DISBURSEMENTS

001581 EXP CODE CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
581					
49161 Transfer to Street Improvement	300,000	300,000	325,000	325,000	325,000
49163 Transfer to CRA - Tax Increment	994,084	1,338,110	1,710,070	1,710,070	1,858,660
TOTAL TRANSFERS	\$ 1,294,084	\$ 1,638,110	\$ 2,035,070	\$ 2,035,070	\$ 2,183,660
584					
49421 Reserves - Contingency	-	57,000	75,000	150,000	240,100
49424 Reserves - Sick Leave	46,518	65,000	50,000	50,000	50,000
49495 Reserves - Public Art Fund	5,000	5,000	1,000	10,000	5,000
TOTAL RESERVES	\$ 51,518	\$ 127,000	\$ 126,000	\$ 210,000	\$ 295,100

TOTAL NON- EXPENDITURES \$ 1,345,602 \$ 1,765,110 \$ 2,161,070 \$ 2,245,070 \$ 2,478,760

TOTAL GENERAL FUND EXPENDITURES: \$ 21,401,269 \$ 22,316,441 \$ 21,123,657 \$ 22,090,018 \$ 24,203,600



PUBLIC WORKS - STORMWATER UTILITY

IT IS THE MISSION OF STORMWATER UTILITY TO

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

DESCRIPTION

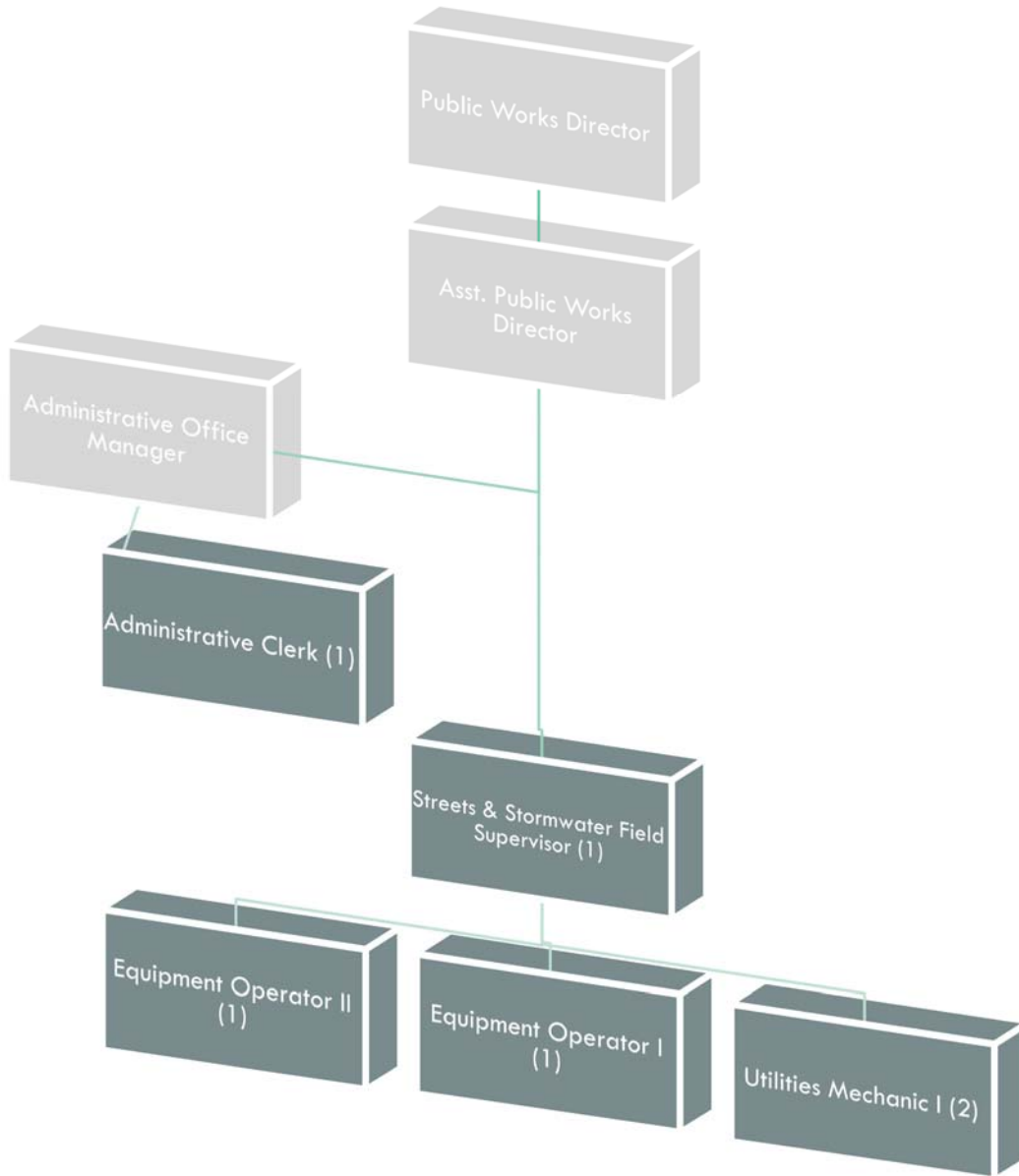
The Stormwater Utility Division is a special purpose service unit within city government that provides stormwater management, as required by the Environmental Protection Agency. This Division maintains 5 miles of ditches/ canals and 40 miles of stormwater pipes. In addition, this Division cleans and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

ACCOMPLISHMENTS OF FY20

- Storm Pipe Maintenance:
 - Removed sediments from Maplewood retention pond and pond at Police Station
 - Removed and replaced storm drain lids and stormwater pipe failures
- NPDES Maintenance Activities:
 - Continued facility inspection and maintenance of CDS units, pipe, catch basins, and outfalls
 - Continued catch basin tag identification and "No Dumping" stencil installations
 - Continued street sweeping program on all curbed streets
 - Continued sediment removal and re-grading of stormwater ponds, existing ditches and swales
- Flood Control:
 - Continued to be proactive during heavy rain events, working safely and effectively during street and stormwater projects
- Job Safety:
 - Completed State Stormwater Inspector training
 - Conducted staff training on safety protocols and FEMA requirements

FY21 INITIATIVES

- Storm Pipe Maintenance:
 - Remove sediments from Pennsylvania Ave's detention pond
 - Tag and stencil all catch basins in Zone #1
- Stormwater Permit:
 - Continue stormwater inspections for our stormwater permit. Ex: ditches, swales, catch basins and pipes
 - Start regular route of stormwater drain cleaning and inspections
 - Make adjustments to City's stormwater infrastructure to be in compliance with stormwater permit
- Flood Control/Storm Situations:
 - Keeping all drain grates cleared and flowing during rain events
 - Continue being proactive during weather events like closing flooded streets and/or pedestrian safety concerns
 - Continue working safe and effectively during weather events
- Job Safety:
 - Send employees to stormwater classes and CDL classes



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Streets & Stormwater Field Supervisor	1	1	1
Administrative Clerk	.72	1	1
Equipment Operator II	1	1	1
Equipment Operator I	1	1	1
Utilities Mechanic I	2	2	2
Total	5.72	6	6

STORMWATER UTILITY FUND

002 REV CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
337310	SWFWMD Grant	-	30,000	-	-	-
343710	Stormwater Utility Fee	1,054,456	1,058,436	1,064,890	1,064,890	1,068,910
361100	Interest on Investments	10,761	21,385	5,000	5,000	5,000
361150	Interest-Stormwater Utility Fee	3,692	3,789	3,000	3,000	3,000
361250	Interest - FMIvT	5,950	11,719	7,500	7,500	7,500
389900	Prior Yr Fund Bal-Unassigned	-	-	399,820	493,000	38,090
STORMWATER UTILITY FUND REVENUES		\$ 1,074,859	\$ 1,125,329	\$ 1,480,210	\$ 1,573,390	\$ 1,122,500

STORMWATER UTILITY

002103						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20		FY20-21
41299	Regular Full-Time Wages	98,277	91,471	180,190	180,190		184,000
41311	Part-Time Wages	12,594	20,476	-	-		-
41411	Overtime Wages	14,498	14,037	15,000	31,720		20,000
41511	Employee Incentives	250	-	-	-		-
41527	Standby Time	7,286	7,085	7,000	5,820		7,000
41529	Meal Allowance	18	-	-	-		-
42111	Social Security Matching	9,860	9,711	16,680	16,680		17,010
42211	Florida Retirement System	11,221	9,355	13,980	13,980		14,620
42214	Defined Contribution Plan	-	5,890	4,850	4,850		4,970
42311	Health Insurance	22,048	13,299	45,980	45,980		52,260
42312	Life Insurance	73	54	340	340		360
42313	Accidental Death & Disab Insurance	9	7	140	140		180
42426	Workers Comp - Clerical (8810)	30	30	60	60		70
42433	Workers Comp - Irrigation Workers/Oper/Drivers (0251)	5,605	8,062	9,810	9,810		10,330
TOTAL PERSONNEL SERVICES		\$ 181,769	\$ 179,477	\$ 294,030	\$ 309,570		\$ 310,800
43129	Engineering Services - Misc	850	3,433	15,000	30,000		15,000
43199	Professional Services - Misc	4,968	3,278	15,000	30,000		15,000
43433	Lawn Maintenance	9,643	4,270	6,000	24,030		43,000
43438	Lab Test	-	-	5,000	10,000		5,000
43498	Administrative Fees	20,521	20,829	21,000	21,000		22,000
43499	Contractual Services - Misc	89,365	15,525	35,000	35,000		35,000
44011	Travel & Training	726	-	1,780	1,780		1,850
44121	Telephone - Local	1,302	525	1,300	1,300		1,800
44134	Data Lines	280	284	350	2,000		350
44141	Pager Services	70	70	70	100		70
44211	Postage	202	432	-	50		50
44311	Electric - City Facilities	14,875	13,219	12,000	12,000		12,000
44331	Trash Removal	48,250	14,053	13,000	11,000		13,000
44373	Street Light Fee	124	126	140	140		140
44381	Stormwater Assessment	413	357	1,100	1,100		1,100
44419	Rent - Equipment/Software	13,739	-	5,000	5,000		5,000
44463	Lease - Automobile	-	-	720	720		8,640
44511	Liability Insurance - Comp. General	10,373	8,529	9,000	9,000		9,000
44521	Building & Contents Insurance	3,170	3,095	3,100	3,100		3,100
44522	Pollution Insurance	3,763	4,405	4,400	4,400		4,400
44523	Automobile & Truck Insurance	908	759	750	750		750
44611	Maintenance & Repairs - Bldg & Grounds	2,383	13,130	13,000	15,000		13,000
44621	Maintenance & Repairs - Equipment	42	1,595	400	400		400
44631	Maintenance & Repairs - Central Garage	11,040	2,850	5,000	7,500		5,000
44983	Permit Fees	1,076	1,006	2,500	2,500		2,500
44999	Other Current Charges - Misc	1,251	1,374	2,000	2,000		2,000
45111	Office Supplies - General	655	476	1,000	1,000		1,000
45121	Maps & Charts	118	287	300	300		300
45141	Small Tools & Implements	1,107	6,618	7,000	7,000		5,000
45211	Fuel	16,661	31,876	20,000	25,000		20,000
45225	Software License Support	-	-	300	400		300
45231	Clothing & Apparel	783	791	1,600	1,600		1,600

STORMWATER UTILITY

002103						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET		
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	AMOUNT	
						FY20-21	
45243	Computer/Operating Supply	879	3,898	2,900	2,900	4,300	
45247	First Aid Supplies	42	119	200	200	200	
45289	Automotive Parts	11,726	2,036	15,000	20,000	15,000	
45291	Operating Supplies - Disaster	-	-	500	-	500	
45299	Operating Supplies - Misc	7,121	8,963	9,000	12,000	9,000	
45321	Signs & Sign Material	229	2,873	4,000	5,000	4,000	
45331	Pipe/Culvert Material	2,915	974	10,000	10,000	10,000	
45341	Sod/Seed	1,691	1,003	5,000	10,000	5,000	
45399	Road Materials - Misc	3,910	3,812	7,500	10,000	7,500	
45411	Dues & Memberships	30	95	200	200	650	
45461	Books & Publications	-	-	200	200	200	
TOTAL OPERATING		\$ 287,201	\$ 176,965	\$ 257,310	\$ 335,670	\$ 303,700	
46399	Improvements Other Than Bldg - Misc	-	-	704,970	704,250	305,000	
46431	Special Purpose Equipment	-	-	63,000	63,000	73,000	
TOTAL CAPITAL		\$ -	\$ -	\$ 767,970	\$ 767,250	\$ 378,000	
581							
49151	Transfer to General Fund	130,000	130,000	130,000	130,000	130,000	
49153	Transfer to Capital Improvement Fund	403,000	353,000	-	-	-	
49157	Transfer to W&S Construction Fund	10,000	-	30,900	30,900	-	
TOTAL TRANSFERS		\$ 543,000	\$ 483,000	\$ 160,900	\$ 160,900	\$ 130,000	
TOTAL EXPENDITURES		\$ 1,011,970	\$ 839,442	\$ 1,480,210	\$ 1,573,390	\$ 1,122,500	

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM STORMWATER UTILITY

EXP CODE	CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
46399	<i>Improvements Other than Buildings - Misc.</i>					
	Misc. Flood Control/Water Quality Projects	100,000	100,000	100,000	100,000	100,000
	2018 Beach St. Stormwater Improv. (Engineering)	-	6,000	3,000	-	-
	2018 Beach St. Stormwater Improv. (Construction)	-	500,000	500,000	-	-
	2019 Grand Blvd. Drainage Imprv. (Engineering)	5,000	-	-	-	-
	2019 Grand Blvd. Drainage Improv. (Construction)	200,000	-	-	-	-
	2021 Carlton Rd., Dartmouth Rd., Berkley Ave. Drainage Imprv. (Engineering)	-	4,000	30,000	10,000	-
	2021 Carlton Rd., Dartmouth Rd., Berkley Ave. Drainage Imprv. (Construction)	-	-	-	250,000	200,000
	2022 Downtown Drainage Imprv.-Phase I (Engineering)	-	-	30,000	-	-
	2022 Downtown Drainage Imprv.-Phase I (Construction)	-	-	-	150,000	150,000
	2023 Aspen St. Drainage Project (Engineering)	-	-	-	3,000	63,000
	2023 Aspen St. Drainage Project (Construction)	-	-	-	-	200,000
	TOTAL	305,000	610,000	663,000	513,000	713,000
46413	<i>Data Processing Equipment</i>					
	Computer	-	-	2,800	-	-
	Laptop	-	2,400	-	-	2,400
	TOTAL	-	2,400	2,800	-	2,400
46415	<i>Trucks and Trailers</i>					
	Vacuum Line Cleaning Truck (R&R)	-	50,000	50,000	50,000	50,000
	GMC C6500 Water Tanker Truck #69	-	25,000	80,000 (a)	7,000	7,000
	TOTAL	-	75,000	130,000	57,000	57,000
46416	<i>Heavy Equipment</i>					
	New Holland Flail Mower #11 (R&R)	-	5,000	5,000	5,000	5,000
	John Deere Slope Mower #41 (R&R)	-	2,500	2,500	2,500	2,500
	TYMCO 600 Street Sweeper #102 (R&R)	-	17,500	17,500	17,500	17,500
	TOTAL	-	25,000	25,000	25,000	25,000
46431	<i>Special Purpose Equipment</i>					
	S30 Mid-Size Rider Sweeper (R&R)	-	2,000	2,000	2,000	2,000
	4" Portable Pump with Accessories	50,000	-	-	-	-
	Zero Turn Mower	20,000	-	-	-	-
	Portable Pumping System (R&R)	3,000	3,000	3,000	3,000	3,000
	TOTAL	73,000	5,000	5,000	5,000	5,000

DIVISION TOTAL **\$ 378,000** **\$ 717,400** **\$ 825,800** **\$ 600,000** **\$ 802,400**

PUBLIC WORKS - STREET LIGHTING FUND

IT IS THE MISSION OF THE STREET LIGHTING FUND TO

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

DESCRIPTION

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

STREET LIGHTING FUND

121 REV CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
334500	St Hwy Lighting & Maint Agreement	37,817	35,951	40,120	40,120	41,000
343910	Street Light Assessment	401,008	411,735	413,920	413,920	414,880
361100	Interest on Investments	3	-	-	-	-
361150	Interest-Street Lighting	1,443	1,524	1,000	1,000	1,000
364-42	Insurance Proceeds	-	7,006	-	-	-
389-90	Prior Yr Fund Bal-Unassigned	18,388	-	-	-	-
STREET LIGHTING FUND REVENUES		\$ 458,659	\$ 456,216	\$ 455,040	\$ 455,040	\$ 456,880

STREET LIGHTING

121104 EXP CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
43129	Engineering Services	-	-	500	500	500
43199	Professional Services	-	-	500	500	500
43498	Administrative Fees	7,998	8,133	8,000	8,000	9,000
44211	Postage	79	74	100	100	100
44371	Electric - City Facilities	31,219	36,814	40,000	78,000	50,000
44372	Street Light Rental & Maint	369,158	329,280	292,570	292,570	300,000
44374	US-19 Street Lighting O & M	43,379	50,903	54,000	54,000	55,000
44999	Miscellaneous Expenses	530	262	2,500	4,370	3,000
45252	Operating Supplies	6,296	7,160	7,000	7,000	10,000
TOTAL OPERATING		\$ 458,659	\$ 432,626	\$ 405,170	\$ 445,040	\$ 428,100
49421	Reserves - Contingency	-	-	-	10,000	28,780
TOTAL RESERVES		\$ -	\$ -	\$ -	\$ 10,000	\$ 28,780
TOTAL EXPENDITURES		\$ 458,659	\$ 432,626	\$ 405,170	\$ 455,040	\$ 456,880



GENERAL DEBT SERVICE

DESCRIPTION

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

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

GENERAL DEBT SERVICE FUND

201 REV CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
314100	Electric Utility Tax	-	-	-	-	-
314800	Propane Utility Tax	-	-	-	-	-
361100	Interest on Investments	-	-	-	-	-
381731	Transfer from CRA Fund	887,760	886,890	887,640	887,640	1,575,680
GENERAL DEBT SERVICE REVENUES		\$ 887,760	\$ 886,890	\$ 887,640	\$ 887,640	\$ 1,575,680

GENERAL DEBT SERVICE

201201 EXP CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
201201						
47138	Principal - 2016 Note	625,000	640,000	657,000	657,000	673,000
71-39	Principal - 2020 Note	-	-	-	-	590,000
47238	Interest - 2016 Note	262,763	247,417	230,858	230,640	213,950
72-39	Interest - 2020 Note	-	-	-	-	98,730
47341	Debt Service Issuance Costs	-	-	-	-	-
TOTAL DEBT SERVICE		\$ 887,763	\$ 887,417	\$ 887,858	\$ 887,640	\$ 1,575,680

TOTAL EXPENDITURES \$ 887,763 \$ 887,417 \$ 887,858 \$ 887,640 \$ 1,575,680



CAPITAL IMPROVEMENT

DESCRIPTION

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

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

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

CAPITAL IMPROVEMENT FUND

301 REV CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
312610	1-Cent Infrastructure Surtax	2,409,524	2,632,026	2,744,450	2,744,450	2,278,720
331540	Community Development Block Grant	131,273	-	-	-	2,500,000
334100	Florida Department of Transportation	197,398	-	-	-	-
334360	SWFWMD	197,000	-	-	-	-
334740	FDEP Recreation Trails Grant	-	-	-	-	50,000
337760	Restore Act Funds (BP)	100,000	-	-	-	-
361100	Interest On Investments	21,517	42,770	2,500	2,500	2,500
361200	Interest - S.B.A.	27,409	38,829	5,000	5,000	5,000
361250	Interest - FMIvT	23,799	46,877	7,500	7,500	7,500
381330	Transfer from Stormwater Utility Fund	403,000	353,000	-	-	-
384500	USDA Loan Proceeds	-	-	-	3,800,000	1,500,000
389900	Prior Yr Fund Bal-Unassigned	1,122,625	-	189,490	614,390	1,759,570
CAPITAL IMPROVEMENT FUND REVENUES		\$ 4,635,647	\$ 3,113,502	\$ 2,948,940	\$ 7,173,840	\$ 8,103,290

CAPITAL IMPROVEMENT

301301 EXP CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
301519						
46299	City Hall Improvements	165,877	302,179	-	210,000	-
46299-5001	Library Upgrades	-	43,585	500,000	2,000,000	1,500,000
46299-5002	2020 HVAC Control System & Server Upgrades	-	-	60,000	60,000	-
46299-5003	ITC Standby Generator Project	-	-	40,000	40,000	-
46299-5004	Fleet Fuel Pump Canopy	-	-	-	50,000	-
46299-5005	2021 HVAC Control System & Server Upgrades - Police	-	-	-	-	50,000
TOTAL OTHER GENERAL GOVERNMENT		\$ 165,877	\$ 345,764	\$ 600,000	\$ 2,360,000	\$ 1,550,000
301522						
46299	Fire Stations Improvements	510	1,588	30,000	1,800,000	2,700,000
46299-7001	Fire Station No. 1 Roof Replacement	-	37,650	-	-	-
TOTAL FIRE CONTROL		\$ 510	\$ 39,238	\$ 30,000	\$ 1,800,000	\$ 2,700,000
301541						
46322	Downtown Landscaping Improv.	87,990	-	-	-	-
46323	US Hwy 19 Beautification Project	160,112	-	-	-	-
46327	Downtown Parking Lot Improv.	33,325	53,555	-	-	-
46332	Main Street Bridge Improvements	20,146	191,650	-	-	-
46342	Way Finding Signage Upgrades	40,670	238,614	509,000	400,000	-
46354	Seawall Stabilization Project, Phase I-IV	22,025	189,587	-	-	-
46360	Grand Blvd. Multi-Use Path Phase I (Delaware Ave. S. to Grand Blvd. Bridge)	-	4,500	-	-	250,000
46399-2001	Parking Lot Imprv.- Gloria Swanson	-	6,654	660,000	660,000	-
46399-2002	Parking Lot Imprv.-Nebraska Ave. 2018 Central Ave. Median & ROW	-	-	-	-	1,025,000
46399-3001	Improv.	-	-	100,000	75,000	-
46399-3002	Marine Prkwy Pedestrian Bridge Project	-	10,659	-	100,000	100,000
46399-3003	Seawall Stabilization Project, Phase V	-	-	35,800	275,000	360,000
TOTAL ROAD AND STREET		\$ 364,268	\$ 695,219	\$ 1,304,800	\$ 1,510,000	\$ 1,735,000
301572						
46299	Fitness Center Expansion Project	1,030,488	-	-	-	-
46320	James Grey Preserve Phase I- West Entrance	33,760	2,500	70,000	70,000	110,000
46324	Peace Hall Window & Door Upgrades	12,557	2,550	-	-	-
46325	Frances Ave. Park Restroom Upgrades	138,555	12,191	-	-	-
46326	Sims Park Improv. Project, Phase	11,750	-	-	-	-
46349	Orange Lake Restoration Project	775,890	850,175	-	-	-

CAPITAL IMPROVEMENT

301301 EXP CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
46359	Jasmin Park Improvements	5,179	20,424	-	-	-
46361	Meadows Dog Park Upgrades	-	-	-	50,000	50,000
46399-9001	Frances Ave. Park Improvements, Phase I	-	-	40,000	240,000	-
46431-9002	Sims Park Toddler Swing Set	-	20,017	-	-	-
46399-9003	Rec Center Tennis Court Improv.	7,197	6,376	45,300	220,000	510,000
46399-9004	Sims Park Boat Ramp Improv.	44,136	-	-	35,000	600,000
46399-9006	Cotee River Park Imprv.-Bollards	-	-	-	-	50,000
46399-9007	Skate Park Project	-	-	-	-	25,000
TOTAL PARKS AND RECREATION		\$ 2,059,512	\$ 914,233	\$ 155,300	\$ 615,000	\$ 1,345,000
301581						
49151	Transfer to General Fund	941,080	875,198	688,840	688,840	573,290
49161	Transfer to Street Improv. Fund	330,000	200,000	200,000	200,000	200,000
49164	Transfer to CRA Fund	774,400	-	-	-	-
TOTAL TRANSFERS		\$ 2,045,480	\$ 1,075,198	\$ 888,840	\$ 888,840	\$ 773,290

TOTAL EXPENDITURES \$ 4,635,647 \$ 3,069,652 \$ 2,978,940 \$ 7,173,840 \$ 8,103,290

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM CAPITAL IMPROVEMENT

CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
<i>Parks & Recreation Facilities</i>					
2019/2020 The Meadows Dog Park Upgrades	50,000	515,000	265,000	-	-
James E Grey Preserve Imprvmnts - Phase I Rec Center (Tennis Courts) Improvements	110,000 510,000	400,000 -	400,000 -	400,000 -	400,000 -
2019 Frances Ave. Park Improvements	-	410,000	-	-	-
James E Grey Preserve Imprvmnts - Phase II	-	-	400,000	-	-
James E Grey Preserve Imprvmnts - Phase III	-	-	-	-	40,000
Skate Park Project	25,000	-	-	200,000	200,000
Pickleball Courts Upgrades	-	-	15,000	85,000	-
Cotee River Park Imprv. - Bollards	50,000	-	-	-	210,000
Russ Park Upgrades	-	60,000	-	-	-
Frances Park Imprv. - Phase II	-	-	55,000	400,000	65,000
Grand Blvd. Park Renovations	-	20,000	200,000	-	-
TOTAL	745,000	1,405,000	1,335,000	1,085,000	915,000
<i>Public Safety/Public Facilities</i>					
Fire Stations Improvements	2,700,000	-	-	-	-
HVAC Control System & Server Upgrades-PD	50,000	-	-	-	-
Seawall Stabilization Project, Phase V	360,000	-	-	-	-
Fleet Fuel Pumps Canopy	-	-	-	-	-
2019 Sims Park Boat Ramp Improvements	600,000	105,000	400,000	400,000	-
City Hall Facility Renovations	-	210,000	210,000	210,000	210,000
Fire Station #1 Upgrades	-	50,000	250,000	-	-
Library Facility Improvements	1,500,000	500,000	-	-	-
HVAC Control System & Server Upgrades - RAC	-	220,000	-	-	-
TOTAL	5,210,000	1,085,000	860,000	610,000	210,000
<i>Transportation</i>					
Parking Lot Improvements - Nebraska Ave.	1,025,000	-	-	-	-
Marine Parkway Pedestrian Bridge	100,000	400,000	275,000	275,000	525,000
Grand Blvd. Multi-Use Path Project	250,000	300,000	25,000	1,100,000	825,000
TOTAL	1,375,000	700,000	300,000	1,375,000	1,350,000

TOTAL \$ 7,330,000 \$ 3,190,000 \$ 2,495,000 \$ 3,070,000 \$ 2,475,000



WATER & SEWER FUND

401 REV CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
329500	Sewer Permits	217	103	400	400	400
337310	SWFWMD Grant-Rebate Program	2,517	6,306	2,500	2,500	2,500
TOTAL PERMIT/INTERGOVERNMENTAL		2,734	6,409	2,900	2,900	2,900
343310	Water Sales - Retail	5,559,555	5,875,156	6,134,000	6,134,000	6,379,360
343330	Water Sales - Reclaimed Water	250,506	260,737	280,000	280,000	291,200
343340	Water Sales - Lindrick	80,486	68,608	40,000	71,640	41,600
343350	Bulk Water - Port Richey	10,235	15,448	50,000	16,060	50,000
343360	Surplus Water - TBW	425,394	453,290	471,200	440,000	481,350
343510	Sewer Sales - Retail	4,972,794	5,268,015	5,515,000	5,515,000	5,735,600
343530	Bulk Sewer - Port Richey	430,630	294,186	200,000	332,500	208,000
343560	Bulk Sewer - Lindrick	1,079,198	1,144,796	1,143,000	1,143,000	1,188,720
349600	Water Connection Fees	11,385	11,130	12,000	12,000	12,480
349610	Reclaimed Water Connection Fee	238	150	1,750	1,750	1,820
349700	Meter Turn On/Off Fee	43,351	43,025	30,000	40,000	40,000
349710	Sprinkler Charge	48,046	48,433	52,000	52,000	50,000
TOTAL CHARGES FOR SERVICES		12,911,818	13,482,974	13,928,950	14,037,950	14,480,130
361100	Interest On Investments	80	3	100	750	100
361110	Interest - Note Receivable	353,195	328,723	302,620	302,620	275,220
361200	Interest - S.B.A.	13,705	19,415	7,500	7,500	15,000
361250	Interest - FMLvT	5,950	11,719	5,000	5,000	10,000
364410	Surplus Furn., Fix., Equip. Sales	14,015	-	20,000	20,000	25,000
364420	Insurance Proceeds	1,014	-	-	1,000	-
369300	Refund of Prior Year Expense	552	1,162	500	500	500
369700	Late Payment Penalties	228,897	244,617	225,000	250,000	260,000
369710	Return Check Charge	4,206	4,560	3,500	3,500	3,500
369720	Other Miscellaneous Revenue	5,177	6,546	10,000	10,000	10,000
369730	County Share of Operations	795,996	830,754	890,000	890,000	890,000
369940	County Share of Reclaimed Water	275,526	302,535	285,000	285,000	285,000
369950	Water Impact Fees	20,744	68,322	60,000	50,000	75,000
369970	Sewer Impact Fees	33,930	135,720	75,000	50,000	75,000
369990	Sewer Impact Fees - Port Richey	49,743	23,735	30,000	30,000	30,000
369991	Sewer Impact Fees - Lindrick	193,288	193,288	193,280	193,280	193,280
TOTAL MISCELLANEOUS REVENUE		1,996,018	2,171,099	2,107,500	2,099,150	2,147,600
381340	Transfer from CRA	-	389,880	-	-	-
389900	Prior Yr Fund Bal-Unassigned	-	-	-	413,480	665,500
TOTAL TRANSFERS AND FUND BALANCE		-	389,880	-	413,480	665,500
TOTAL WATER & SEWER FUND REVENUES		\$ 14,910,570	\$ 16,050,362	\$ 16,039,350	\$ 16,553,480	\$ 17,296,130



PUBLIC WORKS – WATER PRODUCTION

IT IS THE MISSION OF WATER PRODUCTION TO

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

DESCRIPTION

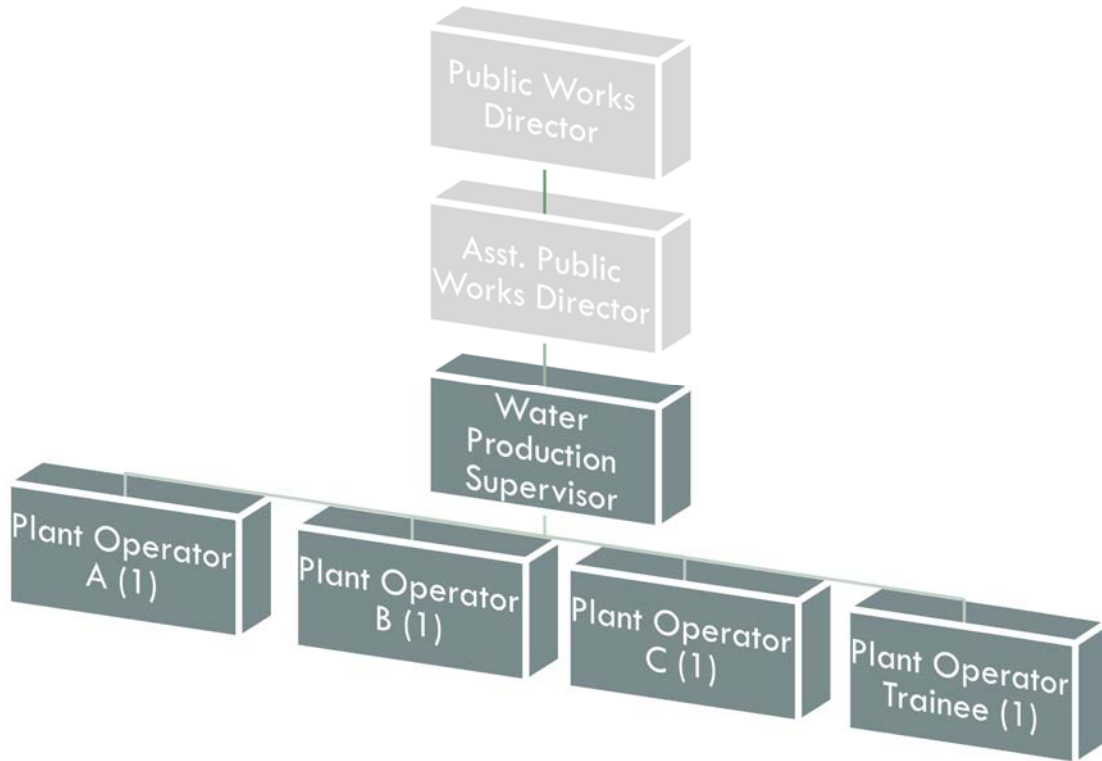
The Water Production Division is responsible for providing residents with water that meets or is better than standards set by the Environmental Protection Agency (EPA).

ACCOMPLISHMENTS OF FY20

- Produced a quality drinking water for delivery to City and Region on a consistent basis
- Maintained proper system pressure and disinfectant and fluoride levels throughout the distribution system
- Replaced Fluoride Bulk and Day tanks and all fluoride system piping
- Installed new computer work station and upgraded the existing one
- Rescreened aerators and ground storage reservoirs
- Replaced existing sign and installed new landscaping at Plant
- Installed Variable Frequency Drive for High Service Pump #2 and integrated the pump room into the SCADA system
- Rehabilitated Well Houses #4, #6, and #10 and built new shed and installed new meter for Well House #5

FY21 INITIATIVES

- Monitor legislation impacting the rules and regulations of the water treatment industry
- Conduct mandatory DEP inspections on GSR's and Elevated Storage Tank, required every 5 years
- Replace Bleach Tank #2
- Rehabilitate Well House #5
- Install valves on effluent pipes for HSP's #1 and #2
- Replace Amperometric Titrator
- Replace pressure washer
- Replace UPS's throughout Plant
- Continue enhancements on SCADA system
- Repair pump room and chemical building exhaust fans and replace, as necessary



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Water Productions Supervisor	1	1	1
Lead Plant Operator B	1	1	1
Plant Operator B	1	1	1
Plant Operator C	2	2	1
Plant Operator Trainee	0	0	1
Total	5	5	5

W&S WATER PRODUCTION

401105					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41112	Division Head Salaries	56,543	59,129	58,240	58,240	59,700
12-10	Regular Exempt Salaries	2,120	-	-	-	-
41299	Regular Full-Time Wages	133,234	151,245	140,000	156,440	158,620
41411	Overtime Wages	4,264	4,565	5,640	5,640	5,720
41511	Employee Incentives	250	-	-	-	-
41527	Standby Time	15,682	16,728	15,460	15,460	16,730
42111	Social Security Matching	15,280	16,992	18,060	18,060	18,430
42211	Florida Retirement System	20,576	21,326	19,480	19,480	20,400
42311	Health Insurance	25,005	18,125	41,540	41,540	43,550
42312	Life Insurance	91	91	290	290	300
42313	Accidental Death & Disab Insurance	11	12	120	120	150
42421	Workers Comp - Waterworks Oper/SLSMN Drivers (7520)	11,870	19,818	10,770	10,770	12,140
TOTAL PERSONNEL SERVICES		\$ 284,926	\$ 308,031	\$ 309,600	\$ 326,040	\$ 335,740
43129	Engineering Services - Misc	21,965	3,457	10,000	10,000	10,000
43199	Professional Services - Misc.	-	-	-	-	60,000
43412	Pest Control Services	409	440	440	440	440
43438	Lab Test	1,472	2,052	6,000	6,000	6,000
43474	Security Services	2,374	2,552	3,000	3,000	3,000
43499	Contractual Services - Misc	35,839	18,410	20,000	20,000	35,000
44011	Travel & Training	-	820	1,470	1,470	1,640
44121	Telephone - Local	1,452	1,771	3,000	3,000	3,000
44134	Data Lines	4,446	4,869	6,000	6,000	6,000
44141	Pager Services	96	46	160	160	-
44211	Postage	2,230	2,536	4,000	4,000	4,000
44221	Freight Express Charges	-	-	30	30	30
44311	Electric - City Facilities	99,588	98,355	124,290	124,290	124,290
44331	Trash Removal	809	817	1,500	1,500	1,500
44373	Street Light Fee	38	38	50	50	60
44381	Stormwater Assessment	282	284	300	300	330
44611	Maintenance & Repairs - Bldg & Grounds	19,027	30,700	25,000	50,000	35,000
44621	Maintenance & Repairs - Equipment	717	1,484	2,000	2,000	2,000
44631	Maintenance & Repairs - Central Garage	810	791	1,000	3,000	2,000
44983	Permit Fees	6,000	6,025	6,030	6,030	6,030
44999	Other Current Charges - Misc	15,572	-	110	110	1,100
45111	Office Supplies - General	382	966	500	2,150	500
45121	Maps & Charts	-	-	-	500	250
45141	Small Tools & Implements	145	503	500	500	750
45211	Fuel	7,438	5,531	10,000	10,000	10,000
45221	Chemicals	84,840	73,011	129,170	129,170	129,170
45222	Laboratory Supplies	4,997	6,793	7,000	7,000	7,000
45231	Clothing & Apparel	1,310	1,313	1,500	1,500	1,500
45243	Computer/Operating Supply	523	3,319	3,000	3,000	1,500
45247	First Aid Supplies	122	56	250	250	250
45251	Janitorial Supplies	-	505	800	800	800
45261	Raw Water	2,585,962	2,880,261	2,900,000	3,087,700	3,050,000
45289	Automotive Parts	2,091	276	2,000	3,000	2,000
45294	Conservation Kits & Materials	8,408	19,499	12,000	12,000	12,000

W&S WATER PRODUCTION

401105 EXP CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
45299	Operating Supplies - Misc	2,684	2,132	2,500	2,500	2,500
45411	Dues & Memberships	320	645	840	840	840
45461	Books & Publications	-	-	200	200	200
TOTAL OPERATING		\$ 2,912,348	\$ 3,170,257	\$ 3,284,640	\$ 3,502,490	\$ 3,520,680
46299	Building Improvements	-	-	2,400	2,400	-
46341	Elevated Storage Tank	-	-	20,000	20,000	155,000
46344	City Well Repairs	-	-	10,000	10,000	-
46345	Ground Storage Reservoirs	-	-	10,000	10,000	10,000
46399	Improvements Other Than Bldg - Misc	-	-	81,000	81,000	50,000
46415	Trucks & Trailers	-	-	-	4,500	-
46417	Communication Equipment	-	-	50,000	50,000	50,000
46431	Special Purpose Equipment	-	-	25,000	25,000	25,800
TOTAL CAPITAL		\$ -	\$ -	\$ 198,400	\$ 202,900	\$ 290,800

TOTAL EXPENDITURES \$ 3,197,274 \$ 3,478,288 \$ 3,792,640 \$ 4,031,430 \$ 4,147,220

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

EXP CODE	CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
46341	<i>Elevated Storage Tank</i>					
	Clean/Paint Elevated Storage Tank	155,000	-	-	-	-
	Elevated Storage Tank (R&R)	-	30,000	20,000	20,000	20,000
	Pax Mixer	-	40,000	-	-	-
	TOTAL	155,000	30,000	20,000	20,000	20,000
46344	<i>City Well Repairs</i>					
	City Well Repairs (R&R)	-	10,000	10,000	10,000	10,000
	TOTAL	-	10,000	10,000	10,000	10,000
46345	<i>Ground Storage Reservoirs</i>					
	Ground Storage Reservoirs (R&R)	-	60,000	10,000	10,000	10,000
	Cleaning and Inspection	10,000	-	-	-	-
	TOTAL	10,000	60,000	10,000	10,000	10,000
43699	<i>Improvements Other than Buildings</i>					
	Equipment Maintenance & Repair	10,000	100,000	100,000	10,000	10,000
	Stand-by Power Equipment (R&R)	-	10,000	10,000	10,000	10,000
	Process Equipment (R&R)	-	10,000	10,000	10,000	10,000
	Rehab to Well #5	20,000	-	-	-	-
	Valves on HSP's 1 and 2 Effluent Piping	20,000	-	-	-	-
	High Service Pump at Elevated Storage Tank (R&R)	-	300,000	10,000	10,000	10,000
	TOTAL	50,000	420,000	130,000	205,000	40,000
46417	<i>Communication Equipment</i>					
	SCADA Improvements, Phase III	50,000	-	-	-	-
	TOTAL	50,000	-	-	-	-
46434	<i>Special Purpose Equipment</i>					
	Chlorine Bulk Storage Tank	18,000	-	18,000	20,000	-
	Amperometric Titrator	6,000	-	-	-	-
	Pressure Washer	1,800	-	-	-	-
	On-line Free Ammonia Analyzer	-	42,000	42,000	-	-
	Emergency Shower w/ Eye Wash - Fluoride Area	-	4,200	4,200	4,200	-
	Ammonia Bulk Storage Tank (2)	-	12,000	-	-	-
	Roof on Pump Room	-	25,000	-	-	-
	Commercial Lawn Tractor	-	10,000	-	-	-
	Chlorine Day Storage Tank	-	5,000	-	-	-
	Refrigerator	-	1,500	-	-	-
	Variable Frequency Drive	-	-	16,000	-	-
	Depoloxes (3)	-	-	-	20,000	-
	Transfer Pumps - Bleach, Fluoride, Ammonia	-	-	-	-	11,000
	TOTAL	25,800	99,700	80,200	44,200	11,000

DIVISION TOTAL \$ 290,800 \$ 619,700 \$ 250,200 \$ 289,200 \$ 91,000



PUBLIC WORKS – WATER & RECLAIMED WATER DISTRIBUTION

IT IS THE MISSION OF WATER & RECLAIMED WATER DISTRIBUTION TO

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

DESCRIPTION

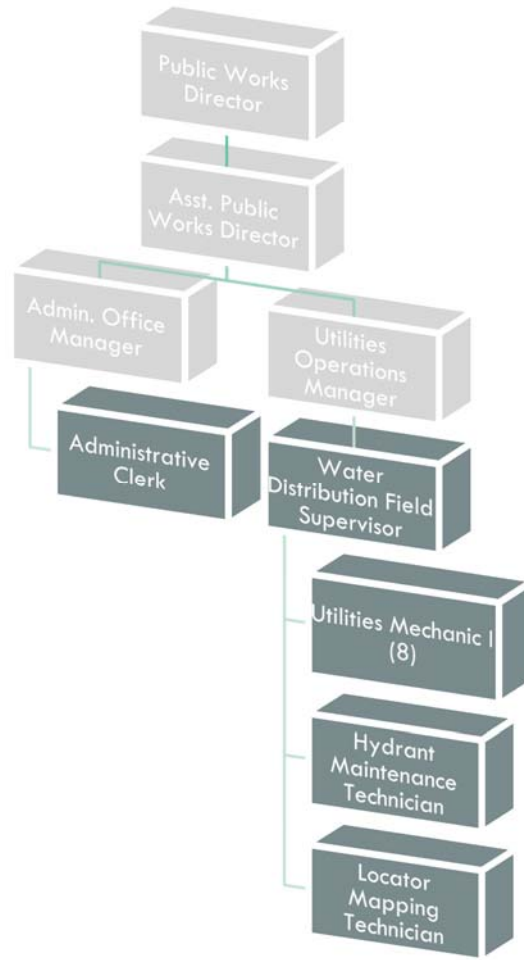
The City of New Port Richey has in excess of 11,000 water services, ranging in meter size from 3/4 inch to 10 inches. These services provide water to businesses, trailer parks, offices, restaurants, medical facilities, and individual and bulk customers. The Water Distribution Division oversees these water lines, which total over 131 miles, and range in size from 1 1/2 inches to 30 inches in diameter.

ACCOMPLISHMENTS OF FY20

- System Acquisitions:
 - Completed installation of meters and meter boxes at Orange Lakes
 - Installed additional valves to help reduce the amount of residents effected if a shutout was required
- Continued with the proactive valve and hydrant maintenance and mapping:
 - Repaired, replaced and raised hydrants where needed
 - Replaced valves as needed
 - Mapped and record measurements for work done or facilities located
- Continued equipment and machinery training for all personnel completed

FY21 INITIATIVES

- Potable Water Meters/Reclaimed Water Meters:
 - Replace all large outdated or damaged commercial and multi-family potable water meters
 - Begin replacing all retrofit SR11 potable water meters with Ipearl water meters
 - Implement new reclaimed water site inspection Standard Operating Procedures
- Watermain Valves:
 - Test valves in pre-planned areas throughout the city to see which need replacement
 - Put together a "problem valves" list to strategically repair/replace valves
 - Get a list together for valves that need to be raised/lowered and need valve pads per City specs
- Fire Hydrant Technician / Backflow Testing:
 - Implement improvements to the fire hydrant technician and back flow testing job description
 - Give that person the proper training that they will need to be efficient and thorough
 - Combine backflow testing and fire hydrant testing



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Water Distribution Section Leader	1	1	1
Utilities Mechanic I	6	8	8
Hydrant Maintenance Technician	1	1	1
Administrative Assistant	1	1	1
Locator Mapping Technician	1	1	1
Total	10	12	12

W&S WATER & RECLAIMED WATER DISTRIBUTION

401107		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41299	Regular Full-Time Wages	225,603	191,851	235,000	346,550	351,730
41411	Overtime Wages	15,484	35,828	37,000	52,790	53,540
41511	Employee Incentives	450	-	-	-	-
41527	Standby Time	9,535	10,807	11,820	11,820	11,990
41529	Meal Allowance	45	150	-	-	300
42111	Social Security Matching	18,507	17,722	21,000	32,250	32,700
42211	Florida Retirement System	21,050	20,544	25,000	33,960	35,340
42311	Health Insurance	42,505	32,471	40,000	91,390	95,810
42312	Life Insurance	177	112	500	680	720
42313	Accidental Death & Disab Insurance	22	16	150	280	360
42421	Workers Comp - Waterworks Oper/SLSMN Drivers (7520)	11,740	10,757	10,500	12,940	15,090
42426	Workers Comp - Clerical (8810)	69	63	50	70	80
TOTAL PERSONNEL SERVICES		\$ 345,187	\$ 320,321	\$ 381,020	\$ 582,730	\$ 597,660
43199	Professional Services - Misc	16,146	10,335	75,000	75,000	100,000
43442	Call Candy Services	2,111	2,221	3,000	4,000	3,000
43499	Contractual Services - Misc	8,167	11,588	37,000	37,000	30,000
44011	Travel & Training	1,508	615	1,000	4,140	4,570
44121	Telephone - Local	2,753	1,595	2,000	6,000	4,000
44134	Data Lines	1,049	1,051	2,000	2,000	2,000
44141	Pager Services	70	131	160	160	-
44211	Postage	48	627	750	750	750
44331	Trash Removal	7,569	9,126	10,000	7,500	10,000
44419	Rent - Equipment/Software	-	240	500	500	500
44463	Lease - Automobiles & Trucks	-	-	4,369	4,370	52,430
44571	Notary Bond	-	-	150	150	150
44611	Maintenance & Repairs - Bldg & Grounds	789	1,087	4,000	6,900	5,000
44621	Maintenance & Repairs - Equipment	34	2,923	2,000	2,000	2,000
44631	Maintenance & Repairs - Central Garage	13,815	10,935	10,000	10,000	10,000
45111	Office Supplies - General	641	517	800	800	800
45141	Small Tools & Implements	4,887	5,856	7,700	7,700	7,700
45211	Fuel	52,780	48,356	45,000	50,000	45,000
45225	Software License Support	25,920	22,770	26,000	26,000	26,000
45231	Clothing & Apparel	2,826	2,497	3,400	3,400	3,400
45243	Computer/Operating Supply	1,296	1,156	1,400	1,400	3,400
45247	First Aid Supplies	43	37	200	200	200
45271	Meters	42,129	98,554	33,000	33,000	33,000
45272	Pipe	1,852	7,307	10,000	10,000	10,000
45273	Hydrants	9,838	3,477	10,000	10,000	10,000
45274	Valves & Clamps	30,296	49,029	70,000	70,000	70,000
45279	Water & Sewer Supplies - Misc	-	207	5,000	5,000	5,000
45289	Automotive Parts	65,981	24,113	30,000	30,000	30,000
45298	Inventory Adjustments	6,050	9,363	350	-	-
45299	Operating Supplies - Misc	36,207	21,021	15,000	15,000	15,000
45311	Asphalt/Concrete	786	202	-	-	-
45341	Sod/Seed	1,897	258	4,000	4,500	4,000
45399	Road Materials - Misc	3,115	2,857	8,000	10,000	8,000
45411	Dues & Memberships	30	125	400	400	400

W&S WATER & RECLAIMED WATER DISTRIBUTION

401107 EXP CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
45461	Books & Publications	-	-	240	240	240
TOTAL OPERATING		\$ 340,633	\$ 350,176	\$ 422,419	\$ 438,110	\$ 496,540
46399	Improvements Other Than Bldg - Misc	-	-	10,000	10,000	10,000
46415	Trucks & Trailers	-	-	-	183,500	120,000
46416	Heavy Equipment	-	-	70,500	70,500	1,500
TOTAL CAPITAL		\$ -	\$ -	\$ 80,500	\$ 264,000	\$ 131,500

TOTAL EXPENDITURES \$ 685,820 \$ 670,497 \$ 883,939 \$ 1,284,840 \$ 1,225,700

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

EXP CODE	CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
46399	<i>Improvements Other Than Buildings - Misc.</i>					
	Equipment Maintenance & Repair	10,000	10,000	10,000	10,000	10,000
	TOTAL	10,000	10,000	10,000	10,000	10,000
46413	<i>Data Processing Equipment</i>					
	Laptop Computer	-	2,400	-	-	2,400
	Desktop Computer	-	-	2,800	-	-
	TOTAL	-	2,400	2,800	-	2,400
46415	<i>Trucks and Trailers</i>					
	#304 SE7302 202 VacTon Trailer	120,000	-	-	-	-
	TOTAL	120,000	-	-	-	-
46416	<i>Heavy Equipment</i>					
	Pipe Hunter Vac Truck Mounted #77 (R&R)	-	10,000	10,000	10,000	10,000
	John Deere Payloader #7 (R&R)	-	30,000	30,000	150,000 (a)	10,000
	CAT Backhoe #14 (R&R)	-	16,000	16,000	80,000 (b)	16,000
	Bobcat Track Loader T-190 #70 (R&R)	-	10,000	10,000	10,000	10,000
	Horizontal Boring Missile - Pneumatic	1,500	1,500	1,500	1,500	1,500
	TOTAL	1,500	67,500	67,500	251,500	47,500

DIVISION TOTAL \$ 131,500 \$ 79,900 \$ 80,300 \$ 261,500 \$ 59,900

(a) Year of Acquisition (\$60,000 in R&R)

(b) Year of Acquisition (\$32,000 in R&R)



W&S NON-CLASSIFIED

401108					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
43111	City Attorney Services	-	-	-	5,000	5,000
43199	Professional Services - Misc	1,968	10,625	10,000	10,000	10,000
43211	Annual Audit Services	31,521	32,788	15,000	25,000	20,000
44511	Liability Insurance - Comp. General	33,923	76,598	50,000	50,000	50,000
44521	Buildings & Contents Insurance	21,554	30,074	40,000	30,000	40,000
44522	Pollution Insurance	856	1,001	1,000	1,000	1,000
44523	Automobile and Truck Insurance	25,417	30,655	35,000	30,000	35,000
44590	Insurance - Misc	-	-	-	1,000	1,000
44999	Other Current Charges - Misc	15,946	13,625	-	15,000	10,000
TOTAL OPERATING		\$ 131,185	\$ 195,366	\$ 151,000	\$ 167,000	\$ 172,000

TOTAL EXPENDITURES \$ 131,185 \$ 195,366 \$ 151,000 \$ 167,000 \$ 172,000



PUBLIC WORKS – CONSTRUCTION SERVICES

IT IS THE MISSION OF CONSTRUCTION SERVICES TO

to design and construct capital projects in accordance with Capital Improvement Programs and Master Plans; to support the City with all private project construction; to display a high level of professionalism and transparency and finally, to keep current on design and construction practices with an emphasis on environmental best management practices.

DESCRIPTION

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

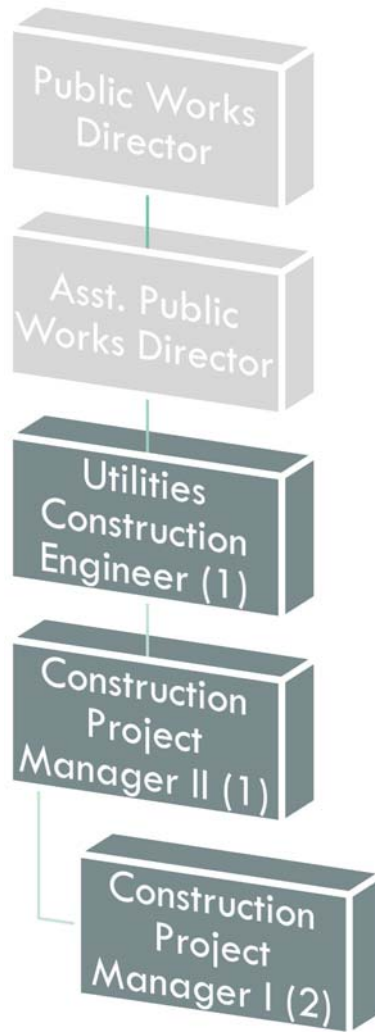
ACCOMPLISHMENTS OF FY20

- Projects:
 - 2017-Way Finding - Construction Project (Phase II)
 - 2015-2016-Sewer Utility Improvements - Construction Phase
 - 2017-Grand Blvd Stormwater Improvement - Design Phase
 - 2014-Orange Lake Restoration Improvements - Construction Phase
 - 2017-Seawall Repair at Sims Park, Cotee River Park, and Grand Blvd. Park
 - 2017-2018-Street Improvements - Construction Phase
 - Beach Street Stormwater Improvements - Design Phase
 - Orangewood Lift Station and FM - Design Phase
 - 2017-Main Street Improvements - Construction Phase
 - 2018-2019 Sewer Improvement - Design Phase
 - 2018-2019 Street Improvement - Construction Phase
 - 2019 Fleet Warehouse & Storage Improvements - Architect Selection Phase
 - 2019-Gloria Swanson Parking Lot Improvements – Construction Phase
 - Library Renovations & Furnishing – Design Phase
- Development Review Committee:
 - Develop and implement standard operating procedures for utility reviews
 - Process all Development Department's permit applications for the City

FY21 INITIATIVES

- Provide Construction Management Support for the following City CIP Projects:
 - 2019-Fleet Warehouse Storage Improvement - Design & Construction Project
 - 2018-2019-Sewer System Improvements - Design Phase
 - 2017-Grand Blvd Stormwater Improvement - Construction Phase
 - 2018-James Grey Preserve Improvements (Phase 1) – Design Phase
 - 2020-Fire Station No. 2 – Design Phase
 - 2020-Frances Ave. Park Shelter Improvements – Construction Phase
 - 2018-Grand Blvd MUP - Design Project
 - 2019-Gloria Swanson Parking Lot Improvement - Construction Project
 - 2019-Orangewood Lift Station and FM - Construction Project
 - 2020-Orangewood Water System Improvements – Design Phase
 - 2020-Seawall Repair at Jasmin Park
 - 2020-Sims Park Boat Ramp Improvement – Design Phase
 - 2020-WWTP Headworks Containment Berm – Design & Construction Phase

- 2020-WWTP Process Piping Condition Assessment (Phase II) – Design & Construction Phase
- Provide Construction Management Support for the following private projects:
 - 2020-Ozanum II Wastewater FM
 - 2020-Dollar General Wastewater FM
- Update the City’s Construction Standards and Details:
 - Continue with meeting Public Works Staff for information reviews and updates
 - Continue to update City’s Construction Standards and Materials Specification
 - Continue to update the City’s Details using AutoCAD



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Utilities Construction Engineer	0	0	1
Construction Engineer Inspection Manager	1	1	0
Construction Project Manager II	1	1	1
Construction Project Manager I	1	2	2
Total	3	4	4

W&S CONSTRUCTION SERVICES

401109					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41112	Division Head Salaries	-	-	12,000	12,000	68,700
41210	Regular Exempt Salaries	58,428	58,760	46,120	58,760	-
41299	Regular Full-Time Wages	127,541	132,714	149,390	149,390	131,980
41411	Overtime Wages	4,300	12,891	15,630	15,630	11,900
41511	Employee Incentives	200	-	-	-	-
41529	Meal Allowance	75	-	-	-	-
42111	Social Security Matching	13,407	14,210	18,970	18,970	16,270
42211	Florida Retirement System	15,887	17,636	20,470	20,470	18,010
42311	Health Insurance	42,651	39,479	41,540	41,540	34,840
42312	Life Insurance	85	69	290	290	240
42313	Accidental Death & Disab Insurance	10	10	120	120	120
42432	Workers Comp - Municipal Class (9410)	14,046	13,579	14,080	14,080	8,600
TOTAL PERSONNEL SERVICES		\$ 276,630	\$ 289,348	\$ 318,610	\$ 331,250	\$ 290,660
43199	Professional Services - Misc.	-	-	24,000	24,000	-
43499	Contractual Services - Misc	1,409	1,385	1,500	1,500	1,500
44011	Travel & Training	2,102	42	1,800	1,800	1,960
44121	Telephone - Local	1,827	2,336	2,500	2,500	2,200
44134	Data Lines	281	284	1,800	1,800	800
44211	Postage	3	247	150	150	150
44463	Lease - Automobiles & Trucks	-	-	1,440	1,440	26,220
44611	Maintenance & Repairs - Bldg & Grounds	-	-	500	500	500
44623	Maintenance & Repairs - Copiers	494	348	1,000	2,000	1,000
44631	Maintenance & Repairs - Central Garage	630	570	1,000	1,000	1,000
45111	Office Supplies - General	285	411	400	400	400
45141	Small Tools & Implements	48	269	300	300	300
45211	Fuel	6,385	6,269	7,000	9,000	7,000
45225	Software License Support	2,993	295	6,000	6,000	6,000
45231	Clothing & Apparel	361	321	400	500	400
45243	Computer/Operating Supply	1,068	-	500	500	6,000
45289	Automotive Parts	1,155	3,395	3,000	5,000	3,000
45299	Operating Supplies - Misc	2,245	845	1,000	1,200	1,000
45411	Dues & Memberships	-	148	200	200	200
TOTAL OPERATING		\$ 21,286	\$ 17,165	\$ 54,490	\$ 59,790	\$ 59,630
TOTAL EXPENDITURES		\$ 297,916	\$ 306,513	\$ 373,100	\$ 391,040	\$ 350,290



PUBLIC WORKS – RECLAIMED WATER PRODUCTION

IT IS THE MISSION OF RECLAIMED WATER PRODUCTION TO

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

DESCRIPTION

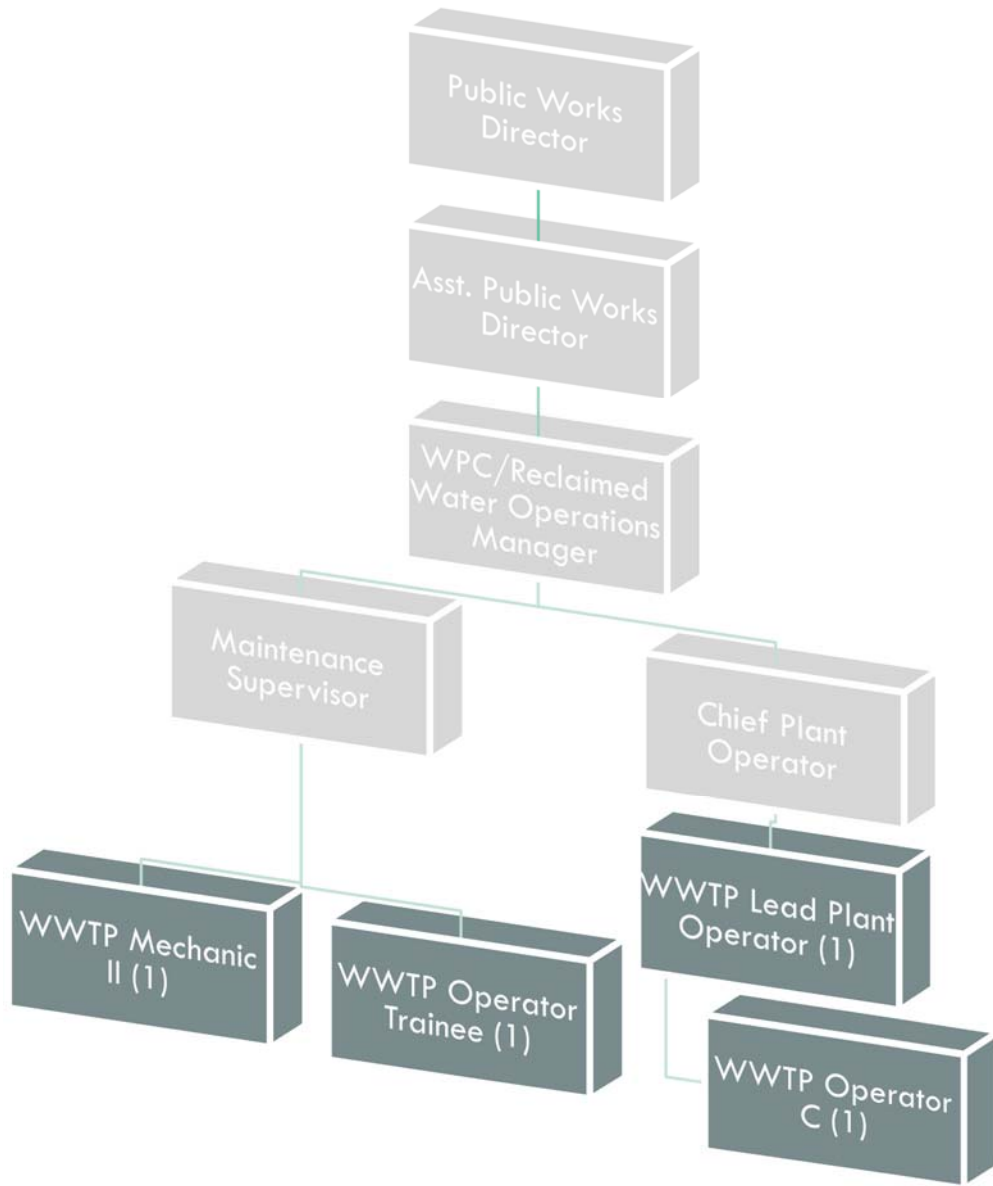
The Reclaimed Water Production Division is responsible for the operation of the wastewater treatment plant and producing and providing reclaimed water for beneficial reuse.

ACCOMPLISHMENTS OF FY20

- Produced and distributed 1.9 billion gallons for beneficial reuse
- Continue to seek out ways to be more energy efficient
- Painting of 2 Reuse tanks and 4 Aeration tanks
- Continue with Bayou Plan Study

FY21 INITIATIVES

- Continue to provide high quality reuse water for beneficial reuse
- Continue to seek out ways to be more energy efficient
- Capital Projects:
 - Rebuild Reclaim Transfer Pump
 - Reclaim Transfer Pump VFD



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
WWTP Lead Plant Operator	1	1	1
WWTP Operator C	1	1	1
WWTP Mechanic II	1	1	1
WWTP Operator Trainee	1	1	1
Total	4	4	4

W&S RECLAIMED WATER PRODUCTION

401111 EXP CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
41299	Regular Full-Time Wages	163,018	156,294	153,690	153,690	162,050
41411	Overtime Wages	9,638	8,247	6,520	6,520	6,920
41511	Employee Incentives	250	-	-	-	-
41527	Standby Time	9,590	9,999	9,990	9,990	10,800
41529	Meal Allowance	-	-	150	150	150
42111	Social Security Matching	13,291	12,452	13,050	13,050	13,770
42211	Florida Retirement System	15,520	14,844	14,060	14,060	15,230
42311	Health Insurance	40,652	44,378	33,230	33,230	34,840
42312	Life Insurance	96	75	230	230	240
42313	Accidental Death & Disab Insurance	12	10	90	90	120
42422	Workers Comp - Sewage Disp/Plant/Oper/Drivers (7580)	6,582	5,435	8,100	8,100	7,090
TOTAL PERSONNEL SERVICES		\$ 258,649	\$ 251,734	\$ 239,110	\$ 239,110	\$ 251,210
43438	Lab Test	8,282	82,624	60,000	60,000	60,000
43499	Contractual Services - Misc	359	42	270	270	270
44011	Travel & Training	1,268	135	1,000	1,790	1,790
44211	Postage	-	244	30	30	30
44311	Electric - City Facilities	262,217	258,552	275,000	275,000	275,000
44599	Insurance	-	-	1,000	1,000	1,000
44611	Maintenance & Repairs - Bldg & Grounds	40,555	28,381	35,000	41,000	41,000
44621	Maintenance & Repairs - Equipment	2,983	3,234	3,800	3,800	3,800
44951	Excess Reclaimed Water Expense	-	-	-	50,000	50,000
45111	Office Supplies - General	500	-	100	100	100
45221	Chemicals	77,277	94,494	90,640	90,640	90,640
45222	Laboratory Supplies	242	234	200	200	200
45231	Clothing & Apparel	1,212	1,027	1,450	1,450	1,450
45251	Janitorial Supplies	215	-	220	220	220
45299	Operating Supplies - Misc	398	10	500	500	500
45411	Dues & Memberships	-	150	300	300	300
TOTAL OPERATING		\$ 395,508	\$ 469,127	\$ 469,510	\$ 526,300	\$ 526,300
46299	Building Improvements	-	-	210,000	210,000	-
46399	Improvements Other than Buildings	-	-	20,000	20,000	76,000
46431	Special Purpose Equipment	-	-	13,000	13,000	-
TOTAL CAPITAL		\$ -	\$ -	\$ 243,000	\$ 243,000	\$ 76,000

TOTAL EXPENDITURES \$ 654,157 \$ 720,861 \$ 951,620 \$ 1,008,410 \$ 853,510

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

EXP CODE	CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
46299	<i>Building Improvements</i>					
	Structural Maintenance & Repair (R&R)	-	10,000	10,000	10,000	10,000
	TOTAL	-	10,000	10,000	10,000	10,000
46399	<i>Improvements Other than Buildings</i>					
	Equipment Maintenance & Repair	10,000	10,000	10,000	10,000	10,000
	Equipment Upgrades (R&R)	-	10,000	10,000	10,000	10,000
	Rebuild Reclaim Transfer Pumps (2)	50,000	50,000	-	-	-
	Reclaim Transfer Pumps VFD (3)	16,000	-	-	-	-
	TOTAL	76,000	70,000	20,000	20,000	20,000

DIVISION TOTAL \$ 76,000 \$ 80,000 \$ 30,000 \$ 30,000 \$ 30,000

PUBLIC WORKS – WATER POLLUTION CONTROL

IT IS THE MISSION OF WATER POLLUTION CONTROL TO

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

DESCRIPTION

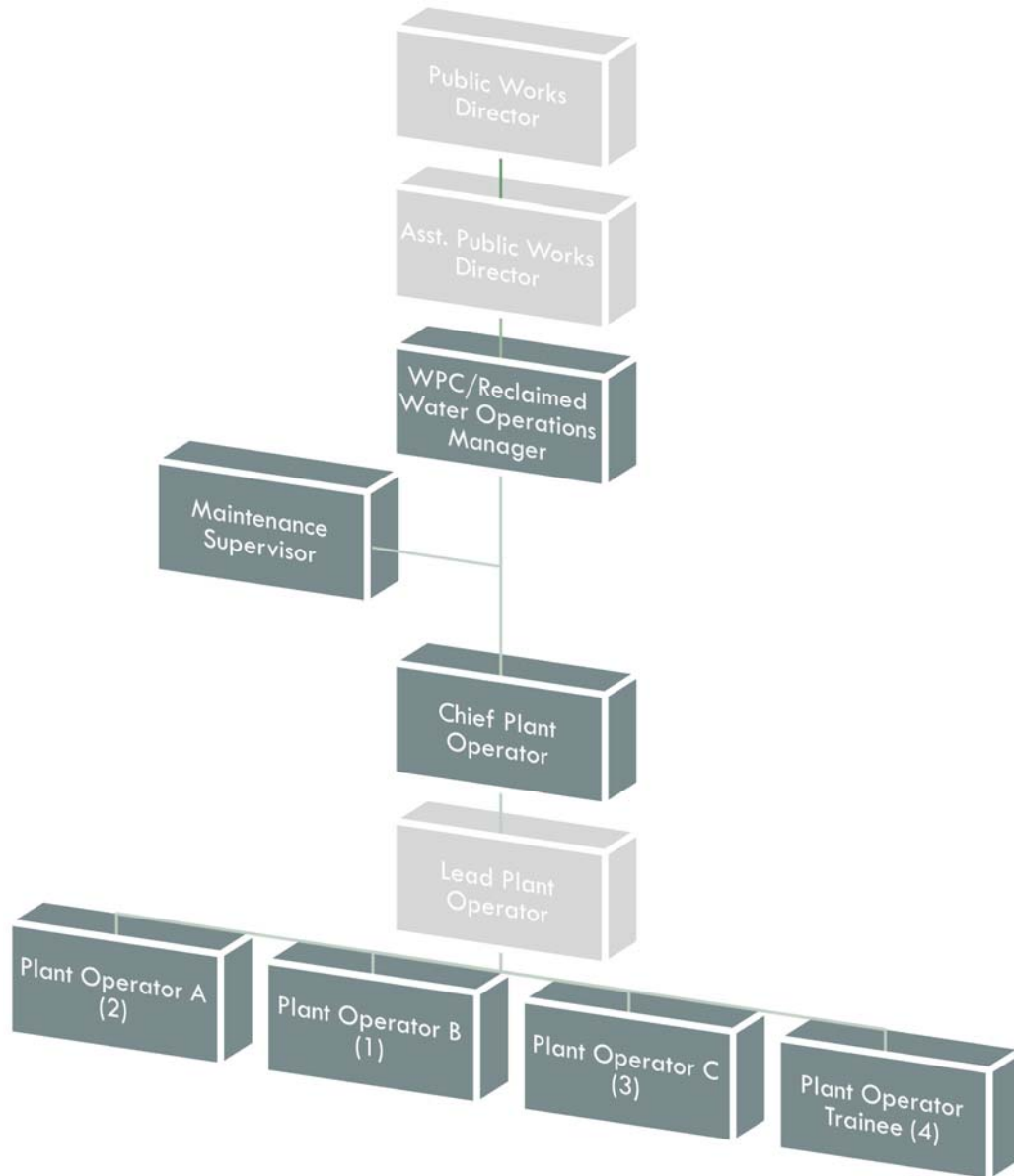
The Reclaimed Water Production Division is responsible for the operation of the wastewater treatment plant and producing and providing reclaimed water for beneficial reuse.

ACCOMPLISHMENTS OF FY20

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

FY21 INITIATIVES

- To supply and produce high quality reclaimed water for beneficial reuse in accordance with DEP rules:
 - Continue to seek out energy saving technologies
 - Be creative and innovative in implementing process improvements
 - Complete weekly work orders to maintain equipment that is vital to the process and DEP compliance
- Permits:
 - Compliance with the Administrative Order in accordance with our DEP Operating permit
- Capital Projects:
 - Install motor and gear box on Aeration Equipment #1-#3
 - Install Waste Activated Sludge Pump #2
 - Emergency/Backup Pump used for multi-use applications



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
WPC/Reclaimed Water Operations Manager	1	1	1
Chief Plant Operator	1	1	1
Plant Operator A	1	1	2
Plant Operator B	2	2	1
Plant Operator C	3	3	3
Plant Operator Trainee	4	4	4
Maintenance Supervisor	1	1	1
Total	13	13	13

W&S WATER POLLUTION CONTROL

401112					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41112	Division Head Salaries	70,043	71,412	72,340	72,340	73,010
41299	Regular Full-Time Wages	433,093	466,223	483,870	483,870	488,030
41411	Overtime Wages	31,910	42,177	26,520	26,520	26,750
41511	Employee Incentives	600	-	-	-	-
41522	Education Incentive Pay	575	600	600	600	600
41527	Standby Time	11,871	12,255	12,490	12,490	12,800
41529	Meal Allowance	90	87	360	360	630
42111	Social Security Matching	40,777	43,413	45,710	45,710	46,040
42211	Florida Retirement System	38,287	43,527	41,610	41,610	42,870
42214	Defined Contribution Plan	8,534	8,985	9,230	9,230	9,450
42311	Health Insurance	86,826	98,128	108,000	108,000	113,230
42312	Life Insurance	251	234	740	740	780
42313	Accidental Death & Disab Insurance	31	30	300	300	390
42422	Workers Comp - Sewage Disp/Plant/Oper/Drivers (7580)	22,742	16,877	24,910	24,910	20,640
42432	Workers Comp - Municipal Class (9410)	5,162	4,747	1,790	1,790	1,920
TOTAL PERSONNEL SERVICES		\$ 750,792	\$ 808,695	\$ 828,470	\$ 828,470	\$ 837,140
43129	Engineering Services - Misc	10,536	19,679	25,000	70,000	50,000
43199	Professional Services - Misc	-	-	5,000	5,000	5,000
43412	Pest Control Services	904	935	900	420	950
43438	Lab Test	1,343	560	12,000	12,000	12,000
43497	Contractual Services - Orangewood	-	17,590	40,000	30,000	40,000
43499	Contractual Services - Misc	14,855	13,202	6,500	6,500	6,500
44011	Travel & Training	2,125	2,440	1,500	3,200	4,000
44121	Telephone - Local	1,435	1,619	1,620	1,100	1,620
44134	Data Lines	4,446	4,869	5,000	4,680	5,000
44141	Pager Services	140	140	140	140	-
44211	Postage	65	314	130	130	130
44221	Freight Express Charges	-	-	300	300	300
44311	Electric - City Facilities	203,854	223,304	315,000	315,000	315,000
44316	Electric - Orangewood	-	4,491	9,000	7,000	9,000
44331	Trash Removal	7,759	8,119	10,000	10,000	10,000
44351	Water & Sewer - City	42,713	44,533	43,000	27,500	43,000
44361	Sludge Removal	347,886	455,569	430,000	430,000	430,000
44362	Sludge Removal - Orangewood	-	5,762	14,000	14,000	14,000
44373	Street Light Fee	270	273	280	280	280
44381	Stormwater Assessment	2,721	2,749	2,750	2,750	2,750
44419	Rent - Equipment/Software	-	1,735	2,000	2,000	2,000
44511	Liability Insurance - Comp. General	9,098	9,909	10,850	10,850	10,850
44521	Building & Contents Insurance	129,269	138,130	138,340	138,340	138,340
44522	Pollution Insurance	8,553	7,008	7,000	7,000	7,000
44523	Automobile & Truck Insurance	3,232	3,238	3,200	3,200	3,200
44525	Flood Insurance	11,637	12,208	13,900	13,900	13,900
44611	Maintenance & Repairs - Bldg & Grounds	72,852	84,732	98,250	98,250	98,250
44621	Maintenance & Repairs - Equipment	9,471	10,851	12,280	12,280	12,280
44623	Maintenance & Repairs - Copiers	-	365	510	510	510
44631	Maintenance & Repairs - Central Garage	5,010	3,480	4,700	4,700	4,700
44983	Permit Fees	14,028	7,350	12,000	12,000	12,000

W&S WATER POLLUTION CONTROL

401112 EXP CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
45111	Office Supplies - General	1,492	1,116	1,500	1,500	1,500
45141	Small Tools & Implements	2,026	2,051	2,000	2,000	2,000
45211	Fuel	16,540	16,222	20,000	25,000	20,000
45221	Chemicals	108,957	111,936	120,000	120,000	120,000
45222	Laboratory Supplies	8,479	6,626	10,000	10,000	10,000
45223	Chemicals - Orangewood	-	4,828	13,000	13,000	13,000
45231	Clothing & Apparel	3,354	3,088	3,480	3,480	3,480
45243	Computer/Operating Supply	7,388	5,487	5,600	5,600	5,600
45247	First Aid Supplies	204	123	400	400	400
45251	Janitorial Supplies	3,192	4,675	3,800	3,800	3,800
45289	Automotive Parts	10,810	17,470	10,000	10,000	10,000
45299	Operating Supplies - Misc	3,439	3,373	3,000	3,000	3,000
45411	Dues & Memberships	229	675	1,300	1,300	1,300
45461	Books & Publications	365	-	150	150	150
TOTAL OPERATING		\$ 1,070,677	\$ 1,262,824	\$ 1,419,380	\$ 1,442,260	\$ 1,446,790
46299	Building Improvements	-	-	20,000	20,000	-
46399	Improvements Other Than Bldg - Misc	-	-	303,000	303,000	199,000
46415	Trucks & Trailers	-	-	15,700	15,700	-
TOTAL CAPITAL		\$ -	\$ -	\$ 338,700	\$ 338,700	\$ 199,000

TOTAL EXPENDITURES **\$ 1,821,469** **\$ 2,071,519** **\$ 2,586,550** **\$ 2,609,430** **\$ 2,482,930**

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

EXP CODE	CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
46299	<i>Building Improvements</i>					
	Structural Maintenance & Repair (R&R)	-	20,000	20,000	20,000	20,000
	TOTAL	-	20,000	20,000	20,000	20,000
46399	<i>Improvements Other than Buildings</i>					
	Standby Power Equipment (R&R)	-	20,000	20,000	20,000	20,000
	Equipment Maintenance & Repair	15,000	15,000	15,000	15,000	15,000
	Process Equipment (R&R)	-	40,000	40,000	20,000	20,000
	Replace Aerator Gear Boxes (1)	100,000	100,000	100,000	100,000	-
	Waste Activated Sludge Pump (1)	17,000	-	-	-	-
	6" Diesel Engine-Driven Pump	67,000	-	-	-	-
	Replace Clarifiers Rake Structure (2)	-	90,000	90,000	-	-
	TOTAL	199,000	265,000	265,000	155,000	55,000
46415	<i>Trucks & Trailers</i>					
	Mack Truck Tractor Trailer #9 (R&R)	-	3,000	3,000	3,000	3,000
	Ford F550 Flat Bed w/ Knuckle Crane #46 (R&R)	-	6,500	6,500	6,500	6,500
	TOTAL	-	9,500	9,500	9,500	9,500

DIVISION TOTAL \$ 199,000 \$ 294,500 \$ 294,500 \$ 184,500 \$ 84,500



PUBLIC WORKS – SEWER COLLECTION

IT IS THE MISSION OF SEWER COLLECTION TO

maintain and upgrade the City's sewer collection system whenever and wherever possible. This division strives to remain current with today's technology and to implement that technology into our system and everyday routine. Most importantly, great effort is made to ensure that all staff are trained and prepared for any event that might jeopardize the integrity of the City's sewer collection system. The highest level of service and professionalism is expected and shall be maintained.

DESCRIPTION

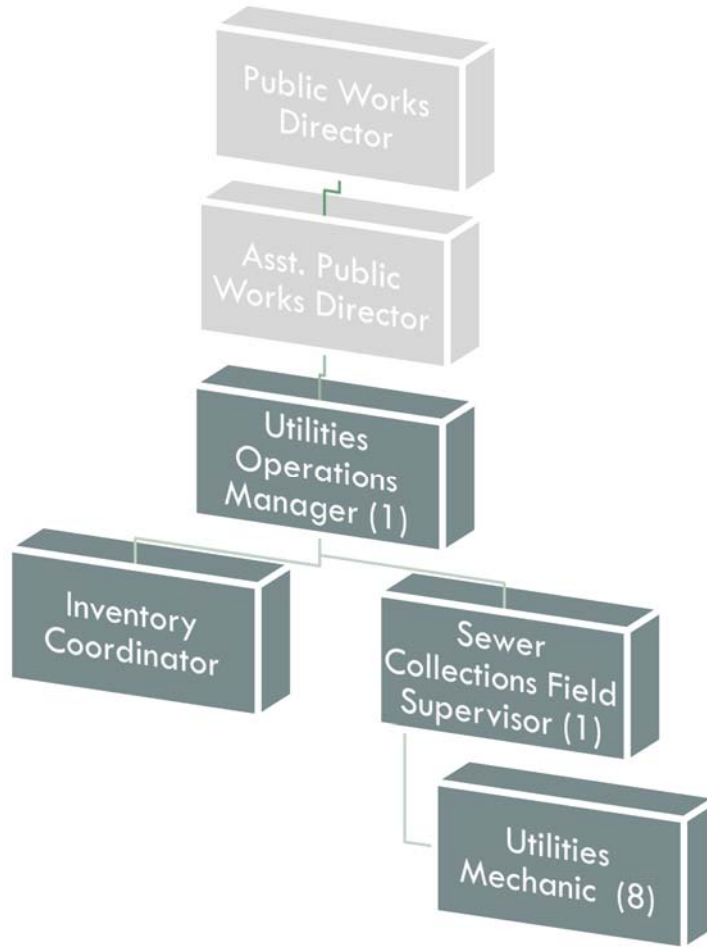
The Sewer Collection Division maintains and repairs over 8,000 sewer services, including clearing of blockages and repair and replacement of defective sewer services. Sewer collections is also responsible for the maintenance of sewer force mains, ranging in size from 4-16 inches long, and 65 lift stations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

ACCOMPLISHMENTS OF FY20

- Completed annual gravity sewer system inspection and lining to control/prevent deterioration of our sewer system. Sewer crews will continue to clean, inspect and record our sewer system to find areas in need of lining.
- Completed the smoke testing project, which identified areas of inflow/infiltration of stormwater into the sanitary sewer system
- Repaired and replaced pumps in the lift stations and created a pump test between Wilo and Flygt to add to City standard
- Continued training/education by conducting training on Bucket Truck Training, Asbestos, and collections, all of which will prove to be useful to City staff.

FY21 INITIATIVES

- Complete Communication Upgrades:
 - SCADA Upgrades, including finishing construction of the new 100' tower at the Public Works Operation Center
 - Install antenna towers at each lift station
 - Lift station panel upgrades with new PLC's
 - SCADA Room "Command Center" computer and monitor set up
- Complete Inflow / Infiltration Phase 2:
 - Repair broken cleanouts
 - Complete the installation of manhole pans to prevent inflow
 - Remove storm lines that have been connected to the system
- Continue Sanitary Sewer Pipe Lining:
 - Cleaning and camera work of the lines will be done in coordination with this project
 - Identify deficient sanitary sewer lines
 - Prioritize deficient sanitary sewer lines and create a data base
 - Complete bid documents, specification sheets, and oversee the project implementation
- Complete Submersible Pump Tests:
 - Wilo and Flygt pump lift station pilot test first year conclusion
 - Monitor the power usage for efficiency
 - Keep a very detailed log of the pumps performance and issues
 - Make an informed decision for the city specs for future use



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Utilities Operations Manager	1	1	1
Sewer Collections Field Supervisor	1	1	1
Utilities Mechanic I	6	8	8
Inventory Coordinator	1	1	1
Total	9	11	11

W&S SEWER COLLECTION

401113		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41210	Regular Exempt Salaries	40,426	43,384	44,750	44,720	45,840
41299	Regular Full-Time Wages	175,491	181,818	250,000	291,200	294,280
41411	Overtime Wages	21,226	36,315	40,000	63,000	50,000
41511	Employee Incentives	350	-	-	-	-
41522	Education Incentive Pay	575	600	600	600	600
41527	Standby Time	10,457	11,757	11,900	11,900	12,030
41529	Meal Allowance	30	150	-	-	380
42111	Social Security Matching	17,939	20,407	25,000	28,770	29,140
42211	Florida Retirement System	20,456	23,598	30,000	33,930	35,220
42311	Health Insurance	50,874	37,647	50,000	91,390	95,810
42312	Life Insurance	167	140	400	630	660
42313	Accidental Death & Disab Insurance	20	18	200	250	330
42422	Workers Comp - Sewage Disp/Plant/Oper/Drivers (7580)	11,255	16,920	13,000	14,770	14,980
42435	Workers Comp - Storage Warehouse Inventory (8292)	1,104	1,639	1,420	1,420	2,000
TOTAL PERSONNEL SERVICES		\$ 350,370	\$ 374,393	\$ 467,270	\$ 582,580	\$ 581,270
43199	Professional Services - Misc	-	-	35,000	35,000	230,000
43432	Inspector Services	-	-	800	800	800
43499	Contractual Services - Misc	10,646	14,367	22,000	22,000	22,000
44011	Travel & Training	1,648	594	4,050	4,050	4,100
44121	Telephone - Local	5,705	5,590	3,240	3,240	5,500
44134	Data Lines	3,034	3,297	4,000	5,000	4,000
44141	Pager Services	177	177	80	80	-
44211	Postage	80	322	350	350	350
44311	Electric - City Facilities	87,053	93,273	80,000	80,000	90,000
44331	Trash Removal	7,569	9,086	12,000	12,000	10,000
44381	Stormwater Assessment	51	51	60	60	60
44419	Rent - Equipment/Software	581	228	2,000	2,000	2,000
44482	Lease - Lift Station	-	17,700	36,000	36,000	36,000
44463	Lease - Automobiles & Trucks	-	-	3,170	3,170	37,940
44611	Maintenance & Repairs - Bldg & Grounds	26,154	31,207	31,391	140,000	100,000
44621	Maintenance & Repairs - Equipment	184	2,658	2,658	14,000	14,000
44631	Maintenance & Repairs - Central Garage	18,240	5,460	20,000	20,000	20,000
45111	Office Supplies - General	540	247	247	900	500
45141	Small Tools & Implements	3,789	9,457	6,850	6,850	6,850
45211	Fuel	32,419	23,605	40,000	40,000	40,000
45221	Chemicals	-	15	5,000	5,000	5,000
45225	Software License Support	3,410	620	5,000	5,000	5,000
45231	Clothing & Apparel	2,714	2,609	3,300	3,300	3,300
45243	Computer/Operating Supply	69	2,229	1,500	1,500	500
45247	First Aid Supplies	85	7	300	300	300
45272	Pipe	1,393	554	7,000	7,000	7,000
45274	Valves & Clamps	1,388	3,802	20,000	20,000	20,000
45289	Automotive Parts	22,770	19,625	17,000	17,000	17,000
45252	Operating Supplies - Misc	13,245	15,909	15,000	15,000	15,000
45341	Sod/Seed	35	168	3,000	3,000	3,000
45399	Road Materials - Misc	1,120	3,027	6,000	6,000	6,000

W&S SEWER COLLECTION

401113 EXP CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
45411	Dues & Memberships	260	30	300	300	300
45461	Books & Publications	-	213	200	200	200
TOTAL OPERATING		\$ 244,359	\$ 266,127	\$ 387,496	\$ 509,100	\$ 706,700
46399	Improvements Other Than Bldg - Misc	-	-	85,129	85,130	40,000
46415	Trucks & Trailers	-	-	21,845	21,850	102,380
46416	Heavy Equipment	-	-	111,000	111,000	-
46417	Communications Equipment	-	-	85,000	85,000	50,000
46431	Special Purpose Equipment	4,553	-	-	-	-
TOTAL CAPITAL		\$ 4,553	\$ -	\$ 302,974	\$ 302,980	\$ 192,380

TOTAL EXPENDITURES \$ 599,282 \$ 640,520 \$ 1,157,740 \$ 1,394,660 \$ 1,480,350

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

EXP CODE	CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
46399	<i>Improvements Other than Buildings</i>					
	Lift Stations Control Panel Upgrades (2)	25,000	25,000	25,000	25,000	25,000
	Equipment Maintenance & Repairs	15,000	15,000	15,000	15,000	15,000
	TOTAL	40,000	40,000	40,000	40,000	40,000
46413	<i>Data Processing Equipment</i>					
	Laptop	-	1,600	-	-	-
	TOTAL	-	1,600	-	-	-
46415	<i>Trucks and Trailers</i>					
	Vacuum Sewer Cleaner to Replace #127 (Lease Payment)	89,380	89,380	50,000	50,000	50,000
	Utility Line CCTV Inspection Truck (R&R)	13,000	5,000	5,000	5,000	5,000
	TOTAL	102,380	94,380	208,280	55,000	55,000
46416	<i>Heavy Equipment</i>					
	Standby Power Equipment (R&R)	-	6,500	6,500	6,500	6,500
	New Holland Backhoe #27 (R&R)	-	26,000	80,000 (a)	5,000	5,000
	480V Mobile Standby Generator Trailer (R&R)	-	11,000	11,000	11,000	11,000
	Mid-size Excavator to Replace #105 (R&R)	-	7,500	7,500	7,500	7,500
	JCB Mid-Excavator 55Z #SE9149 (R&R)	-	9,000	9,000	9,000	9,000
	TOTAL	-	60,000	114,000	39,000	39,000
46417	<i>Communication Equipment</i>					
	SCADA Comm. System Upgrades	50,000	-	-	-	-
	TOTAL	50,000	-	-	-	-

DIVISION TOTAL \$ 192,380 \$ 195,980 \$ 362,280 \$ 134,000 \$ 134,000

(a) Year of Acquisition (\$26,000 in R&R)



NON-EXPENDITURE DISBURSEMENTS

401580 EXP CODE CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
401581					
49150 Transfer to Gen Fund - TBW Interest	387,320	328,730	302,620	302,620	275,220
49151 Transfer to General Fund	3,217,380	3,265,080	3,286,860	3,286,860	3,598,290
49154 Transfer to General Fund - PILOFF	560,000	560,000	594,100	594,100	611,930
49155 Transfer to W&S Debt Service Fund	797,180	723,750	1,328,090	1,328,090	1,943,690
49156 Transfer to W&S R&R Fund	708,400	-	-	-	-
49157 Transfer to W&S Construction Fund	300,000	300,000	-	-	-
TOTAL TRANSFERS	\$ 5,970,280	\$ 5,177,560	\$ 5,511,670	\$ 5,511,670	\$ 6,429,130
401584					
49421 Reserves - Contingency	-	-	-	100,000	100,000
49424 Reserves - Sick Leave	50,000	65,000	55,000	55,000	55,000
TOTAL RESERVES	\$ 50,000	\$ 65,000	\$ 55,000	\$ 155,000	\$ 155,000
TOTAL NON- EXPENDITURES	\$ 6,020,280	\$ 5,242,560	\$ 5,566,670	\$ 5,666,670	\$ 6,584,130
TOTAL WATER & SEWER EXPENDITURES	\$ 13,407,383	\$ 13,326,124	\$ 15,463,259	\$ 16,553,480	\$ 17,296,130



WATER & SEWER – RENEWAL & REPLACEMENT

WATER & SEWER RENEWAL & REPLACEMENT FUND

402 REV CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
361100	Interest On Investments	8,368	16,633	5,000	300	2,000
361200	Interest - S.B.A.	-	-	-	1,000	-
361250	Interest - FMIVT	17,849	35,158	5,000	1,500	1,500
361260	Interest - Adjustable Rate Mortgages	(209)	(209)	-	-	-
361-30	Net Incr(Decr)-Fair Value of Investments	-	-	-	-	-
381200	Transfer From W & S Revenue	708,400	-	-	-	-
389900	Prior Yr Fund Bal-Unassigned	1,664,100	-	-	-	-
W&S RENEWAL & REPLACEMENT REVENUES		\$ 2,398,508	\$ 51,582	\$ 10,000	\$ 2,800	\$ 3,500

W & S RENEWAL & REPLACEMENT

402402 EXP CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
402581						
49157	Transfer to W & S Construction Fund Reserve - Future Use	2,375,000	28,800	2,800	2,800	-
		-	-	-	-	3,500
	TOTAL TRANSFERS & RESERVES	\$ 2,375,000	\$ 28,800	\$ 2,800	\$ 2,800	\$ 3,500

TOTAL EXPENDITURES \$ 2,375,000 \$ 28,800 \$ 2,800 \$ 2,800 \$ 3,500



WATER & SEWER – DEBT SERVICE

WATER & SEWER DEBT SERVICE FUND

403 REV CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
381200	Transfer From W & S Revenue	797,180	723,750	1,328,090	1,328,090	1,943,690
	W & S DEBT SERVICE REVENUES	\$ 797,180	\$ 723,750	\$ 1,328,090	\$ 1,328,090	\$ 1,943,690

W & S DEBT SERVICE

403403 EXP CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
403582						
47131	Principal - 2017A Bond	46,000	47,000	50,000	50,000	50,000
47134	Principal - 2012 Bond	621,880	479,700	596,120	596,120	611,620
47135	Principal - Vacuum Truck Lease	82,632	78,704	81,247	82,630	83,880
47141	Principal - 2019 Bond	-	345,000	345,000	345,000	838,000
403536						
47234	Interest - 2012 Bond	165,633	150,989	135,890	135,890	120,390
47240	Interest - 2017A Bond	9,589	18,014	16,830	16,830	15,620
47250	Interest - Vacuum Truck Lease	6,747	10,676	6,750	6,750	5,510
47241	Interest - 2019 Bond	-	94,863	94,870	94,870	218,670
47336	Agent Fees - 2019 Bond	-	50,828	-	-	-
TOTAL DEBT SERVICE		932,481	1,275,774	1,326,707	1,328,090	1,943,690

TOTAL EXPENDITURES \$ 932,481 \$ 1,275,774 \$ 1,326,707 \$ 1,328,090 \$ 1,943,690



WATER & SEWER – SEWER ASSESSMENT

WATER & SEWER SEWER ASSESSMENT FUND

404 REV CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
361250	Interest - FMIvT	-	-	-	-	-
363100	Assessment Income	9,661	6,882	5,000	-	-
363200	Interest On Assessments	9,226	1,529	1,000	-	-
363300	Penalties On Assessments	5,553	2,616	2,000	-	-
W & S SEWER ASSESSMENT REVENUES		\$ 24,440	\$ 11,027	\$ 8,000	\$ -	\$ -

W & S SEWER ASSESSMENT

404404 EXP CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
404535						
463XX	Lakewood Villa	-	-	-	-	-
463XX	Treasure Island	-	-	-	-	-
TOTAL W & S SEWER ASSESSMENT		-	-	-	-	-

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



WATER & SEWER – CONSTRUCTION

WATER & SEWER CONSTRUCTION FUND

405 REV CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
361200	Interest - SBA	-	47,450	20,000	-	15,000
381200	Transfer from W & S Revenue	300,000	300,000	300,000	300,000	-
383300	Transfer from W & S - R & R	2,375,000	2,800	2,800	2,800	-
381330	Transfer from Stormwater Utility Fund	10,000	-	30,900	-	-
382000	Bond Proceeds	-	-	2,659,330	2,659,330	6,063,670
389900	Prior Yr Fund Bal-Unassigned	-	-	-	2,671,970	391,330
W & S CONSTRUCTION FUND REVENUES		\$ 2,685,000	\$ 350,250	\$ 3,013,030	\$ 5,634,100	\$ 6,470,000

W & S CONSTRUCTION

405-0405 EXP CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
952-533 46381	Contractor Payments	50,000	46,048	65,000	65,000	65,000
TOTAL BULK METER BACKFLOW UPGRADE		\$ 50,000	\$ 46,048	\$ 65,000	\$ 65,000	\$ 65,000
953-533 46299	Fleet Warehouse	-	4,500	-	920,000	2,350,000
TOTAL BUILDING IMPROVEMENTS		\$ -	\$ 4,500	\$ -	\$ 920,000	\$ 2,350,000
953-533 46381	Contractor Payments	3,933	-	-	-	-
TOTAL WATER MAIN EXTENSION		\$ 3,933	\$ -	\$ -	\$ -	\$ -
955-533 46381	Contractor Payments	40,000	3,509	-	200,000	200,000
46391	Engineering Services	25,000	-	-	30,000	35,000
TOTAL POTABLE & RECLAIMED WATER EXTENSION		\$ 65,000	\$ 3,509	\$ -	\$ 230,000	\$ 235,000
960-535 46381	Contractor Payments	-	1,389	-	-	-
46391	Engineering Services	-	275	-	-	-
TOTAL		\$ -	\$ 1,664	\$ -	\$ -	\$ -
960-535 46381	Contractor Payments	-	1,142,460	300,000	600,000	600,000
46391	Engineering Services	-	-	60,000	100,000	15,000
TOTAL SEWER UTILITY IMPROVEMENT		\$ -	\$ 1,142,460	\$ 360,000	\$ 700,000	\$ 615,000
961-535 46381	Contractor Payments	25,000	25,000	-	25,000	55,000
TOTAL IRRIGATION EXPANSION		\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ 55,000
964-535 46381	Contractor Payments	-	173,347	-	-	-
46391	Engineering Services	-	1,422	-	-	-
TOTAL REJECT STORAGE SITE RECLAIMED		\$ -	\$ 173,347	\$ -	\$ -	\$ -
963-535 46381	Contractor Payments	-	239,062	873,000	1,150,000	1,200,000
46391	Engineering Services	15,000	67,188	50,000	55,000	25,000
TOTAL SEWER IMPROVEMENTS		\$ 15,000	\$ 306,250	\$ 923,000	\$ 1,205,000	\$ 1,225,000
965-535 46381	Contractor Payments	-	171,012	-	200,000	300,000
TOTAL GRAVITY SEWER MAIN REHAB		\$ -	\$ 171,012	\$ -	\$ 200,000	\$ 300,000
405535 46381	Contractor Payments	-	8,386	-	300,000	300,000
46391	Engineering Services	-	-	-	30,000	30,000
TOTAL POTABLE & RECLAIMED WATER SYSTEM IMPROVEMENTS		\$ -	\$ 8,386	\$ -	\$ 330,000	\$ 330,000
953-535 46381	Contractor Payments	-	-	-	200,000	200,000

W & S CONSTRUCTION

405-0405 EXP CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
46391	Engineering Services	-	275	-	30,000	30,000
968-535						
46381	Contractor Payments	-	-	-	1,000,000	675,000
46391	Engineering Services	-	97,954	100,000	100,000	50,000
TOTAL SEWER SYSTEM EXTENSION		\$ -	\$ 98,229	\$ 100,000	\$ 1,330,000	\$ 955,000
957533						
46381	Contractor Payments	-	1,142,460	-	600,000	250,000
46391	Engineering Services	-	-	-	60,000	90,000
TOTAL WATER SYSTEM IMPROVEMENTS		\$ -	\$ 1,142,460	\$ -	\$ 660,000	\$ 340,000

TOTAL EXPENDITURES \$ 158,933 \$ 3,122,865 \$ 1,448,000 \$ 5,665,000 \$ 6,470,000

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

CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
<i>Building Improvements</i>					
Fleet Purchasing Warehouse (Engineering)	350,000	-	-	-	-
Fleet Purchasing Warehouse (Construction)	2,000,000	-	-	-	-
TOTAL	2,350,000	-	-	-	-
<i>City Facility Irrigation Expansion</i>					
Misc. ROW & Facility Irrigation	25,000	25,000	25,000	25,000	25,000
Grey Preserve Reclaimed Expansion (Construction)	30,000	300,000	300,000	-	-
TOTAL	55,000	325,000	325,000	25,000	25,000
<i>Potable & Reclaimed Water Extensions</i>					
Potable & Reclaimed Water Extension (Engineering)	30,000	30,000	30,000	30,000	30,000
Potable & Reclaimed Water System Extension (Construction)	200,000	300,000	300,000	300,000	300,000
Bulk Meter Backflow Prevention Upgrades	65,000	50,000	50,000	50,000	50,000
2019 Orangewood Lakes Water System Improvements (Engineering)	15,000	-	-	-	-
2019 Orangewood Lakes Water System Improvements (Construction)	600,000	-	-	-	-
2021 N. River Neighborhood Reclaimed Water Improvements (Engineering)	5,000	225,000	-	-	-
2021 N. River Neighborhood Reclaimed Water Improvements (Constructions)	-	-	500,000	500,000	500,000
TOTAL	915,000	605,000	880,000	880,000	880,000
<i>Potable & Reclaimed Water System Improvements</i>					
Potable & Reclaimed Water System Improvements (Engineering)	30,000	30,000	30,000	30,000	30,000
Potable & Reclaimed Water System Improvements (Construction)	300,000	300,000	300,000	300,000	300,000
2020 Grand Blvd. Bridge W&S Upgrades (Engineering)	20,000	-	-	-	-
2020 Grand Blvd. Bridge W&S Upgrades (Construction)	250,000	-	-	-	-
2020/2021 Water Utility System Improvements (Engineering)	70,000	-	-	-	-
2020/2021 Water Utility System Improvements (Construction)	-	750,000	-	-	-
2021/2022 Water Utility System Improvements (Engineering)	-	-	70,000	-	-
2021/2022 Water Utility System Improvements (Construction)	-	-	-	750,000	-
2024/2025 Water Utility System Improvements (Engineering)	-	-	-	-	70,000
TOTAL	670,000	1,080,000	400,000	1,080,000	400,000
<i>Rehabilitation Programs</i>					
Sewer Main & Manhole Rehab/Lining Project	300,000	300,000	300,000	300,000	300,000
TOTAL	300,000	300,000	300,000	300,000	300,000

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

CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
<i>Sewer Improvements</i>					
2018/2019 Sewer Utility Improv. (Engineering)	25,000	-	-	-	-
2018/2019 Sewer Utility Improv. (Construction)	1,200,000	-	-	-	-
2020/2021 Sewer Utility Improv. (Engineering)	-	100,000	-	-	-
2020/2021 Sewer Utility Improv. (Construction)	-	-	1,200,000	-	-
2022/2023 Sewer Utility Improv. (Engineering)	-	-	-	100,000	-
2022/2023 Sewer Utility Improv. (Construction)	-	-	-	-	1,200,000
TOTAL	1,225,000	100,000	1,200,000	100,000	1,200,000
<i>Sewer System Extensions</i>					
Sewer System Extensions (Engineering)	30,000	30,000	30,000	30,000	30,000
Sewer System Extensions (Construction)	200,000	300,000	300,000	300,000	300,000
2018 Orangewood Lakes Force Main Interconnect Project (Engineering)	50,000	-	-	-	-
2018 Orangewood Lakes Force Main Interconnect Project (Construction)	675,000	-	-	-	-
TOTAL	955,000	330,000	330,000	330,000	330,000

DIVISION TOTAL \$ 6,470,000 \$ 2,740,000 \$ 3,435,000 \$ 2,715,000 \$ 3,135,000

PUBLIC WORKS - CENTRAL GARAGE

IT IS THE MISSION OF CENTRAL GARAGE TO

maintain the City's Fleet of vehicles and equipment in a dependable, safe, and environmentally sound condition. All of which includes a scheduled maintenance program to create a proactive approach in keeping maintenance cost down in an attempt to avoid major repairs.

DESCRIPTION

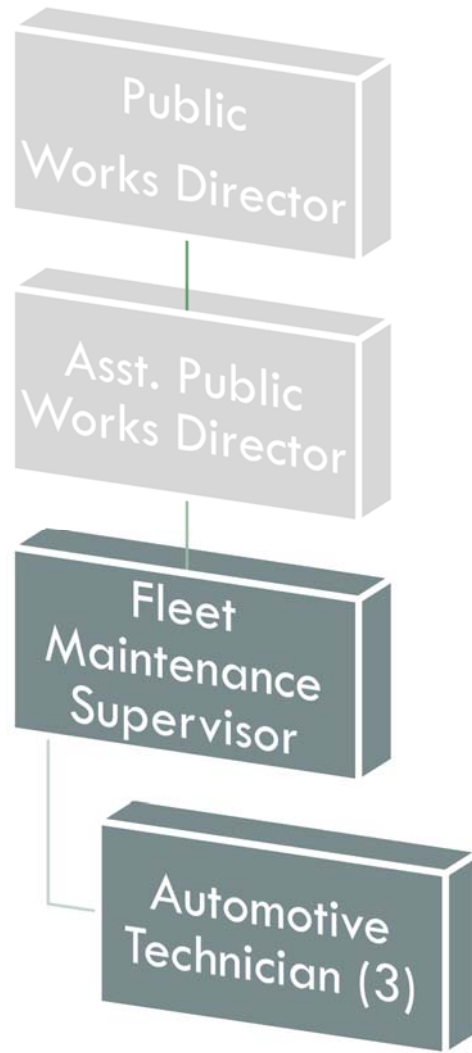
The Central Garage Division provides acquisition, disposal, preventative maintenance, and major and minor repairs for the City's motor vehicle fleet and equipment. The Division performs these functions on a variety of vehicle types, including police vehicles and fire apparatus.

ACCOMPLISHMENTS OF FY20

- Capital Improvements:
 - Completed Building Needs Assessment
 - Assisted in identifying building deficiencies and proposed upgrades and yard set up for vehicles and equipment storage
- Training & Schooling: Employees obtained additional training for various equipment in an effort to remain up to date with the latest repair technology and to improve on testing techniques.

FY21 INITIATIVES

- Fleet Inventory:
 - Partner with Enterprise to implement vehicle lease program
- Training:
 - FEMA training for all personnel
 - Electric and Hybrid Vehicles
 - ASE testing and recertification for personnel
 - Emergency vehicle training and certification for personnel
- Fleet Operational Improvements:
 - Complete implementation of new Tyler Technologies software
- Environmental Improvements:
 - Switch to as many environmentally friendly chemicals as possible
 - Convert the Fleet, when possible, to efficient environmentally friendly vehicles



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Fleet Maintenance Supervisor	1	1	1
Automotive Technician	3	3	3
Total	4	4	4

CENTRAL GARAGE FUND

501 REV CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
361100	Interest On Investments	3	-	-	-	-
369300	Refund of Prior Year Expense	-	3,186	-	-	-
369900	Other Miscellaneous Revenue	215	346	-	-	-
399110	Garage - Labor and Overhead	167,043	106,285	135,000	135,000	135,000
399120	Garage - Parts	336,752	295,942	276,280	269,030	285,000
399130	Garage - Fuel	413,062	399,411	365,000	365,000	338,520
CENTRAL GARAGE REVENUES		\$ 917,075	\$ 805,170	\$ 776,280	\$ 769,030	\$ 758,520

CENTRAL GARAGE

501591		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41299	Regular Full-Time Wages	162,249	152,978	153,966	170,690	177,400
41411	Overtime Wages	142	2,806	2,474	1,040	1,020
41511	Employee Incentives	200	-	-	-	-
41529	Meal Allowance	-	-	-	250	250
42111	Social Security Matching	12,031	11,640	11,687	12,940	13,700
42211	Florida Retirement System	13,665	10,769	12,839	14,010	15,110
42311	Health Insurance	30,713	20,238	20,671	33,230	34,840
42312	Life Insurance	85	56	60	230	240
42313	Accidental Death & Disab Insurance	11	7	8	90	120
42425	Workers Comp - Auto Repair Shop/Parts Dept (8391)	24,096	6,294	6,294	6,570	7,310
TOTAL PERSONNEL SERVICES		\$ 243,192	\$ 204,788	\$ 207,999	\$ 239,050	\$ 249,990
43434	Wrecker Services	2,853	2,720	2,720	3,000	3,500
43436	Paint & Body Work	7,716	14,500	14,500	10,000	7,500
43437	Auto Repair & Testing	32,021	34,693	34,693	40,000	30,000
43440	Paint & Body Work - PD	32,948	28,923	28,923	40,000	30,000
43446	Parts - Resale	219,405	230,429	155,000	155,000	140,000
43447	Fuel - Resale	241,475	246,059	185,000	185,000	180,000
43499	Contractual Services - Misc	2,336	4,285	4,285	1,500	1,500
44011	Travel & Training	-	1,521	1,521	5,500	4,000
44121	Telephone - Local	1,890	2,334	2,334	2,350	2,150
44211	Postage	178	564	564	550	700
44419	Rent - Equipment/Software	-	-	-	200	200
44463	Lease - Automobiles & Trucks	-	-	2,750	2,750	33,000
44611	Maintenance & Repairs - Bldg & Grounds	759	5,345	7,500	10,000	6,500
44621	Maintenance & Repairs - Equipment	1,757	2,980	3,500	3,500	3,500
44631	Maintenance & Repairs - Central Garage	300	4,430	1,000	4,000	1,000
44983	Permit Fees	-	25	25	180	180
44999	Other Current Charges - Misc	531	1,192	153	-	-
45111	Office Supplies - General	160	160	500	500	500
45141	Small Tools & Implements	8,039	7,661	6,361	5,000	6,000
45211	Fuel	8,870	6,881	7,500	10,000	7,000
45225	Software License Support	950	950	950	2,000	1,000
45231	Clothing & Apparel	-	-	-	150	150
45232	Laundry Service	4,052	3,422	3,422	2,700	3,500
45243	Computer/Operating Supply	214	2,287	811	3,000	500
45247	First Aid Supplies	315	49	49	150	150
45251	Janitorial Supplies	1,098	828	828	250	1,000
45289	Automotive Parts	5,940	6,415	10,000	10,000	10,000
45298	Inventory Adjustments	(11,989)	1,056	6,648	1,000	1,000

CENTRAL GARAGE

501591 EXP CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
45299	Operating Supplies - Misc	5,642	2,871	2,871	6,000	4,500
45411	Dues & Memberships	50	50	50	200	200
45461	Books & Publications	-	-	-	500	500
TOTAL OPERATING		\$ 567,510	\$ 612,630	\$ 484,458	\$ 504,980	\$ 479,730
46415	Trucks & Trailers	-	-	-	15,000	-
46431	Special Purpose Equipment	-	-	13,691	10,000	28,800
TOTAL CAPITAL		\$ -	\$ -	\$ 13,691	\$ 25,000	\$ 28,800

TOTAL EXPENDITURES \$ 810,702 \$ 817,418 \$ 706,148 \$ 769,030 \$ 758,520

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM CENTRAL GARAGE

EXP CODE	CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
46431	<i>Special Purpose Equipment</i>					
	7.5K lb. Rolling Jack	6,000	-	-	-	-
	Wheel Balancer	13,000	-	-	-	-
	Tire Changer Machine	5,000	-	-	-	-
	Portable Air Compressor	3,000	-	-	-	-
	Double Wall Diesel Fuel Tank	1,800	-	-	-	-
	Containment Tank Basins (2)	-	3,000	-	-	-
	Waste Oil Heater	-	-	7,000	-	-
	Compressor #1 - Main Shop Compressor	-	-	-	5,000	-
	Compressor #2 - Back Up Compressor	-	-	-	-	5,000
	Hot Hi-Pressure Washer (Steam Clean)	-	-	-	-	5,000
	Waste Oil Fuel Tank	-	-	-	-	3,500
	TOTAL	28,800	3,000	7,000	5,000	13,500

DIVISION TOTAL \$ 28,800 \$ 3,000 \$ 7,000 \$ 5,000 \$ 13,500

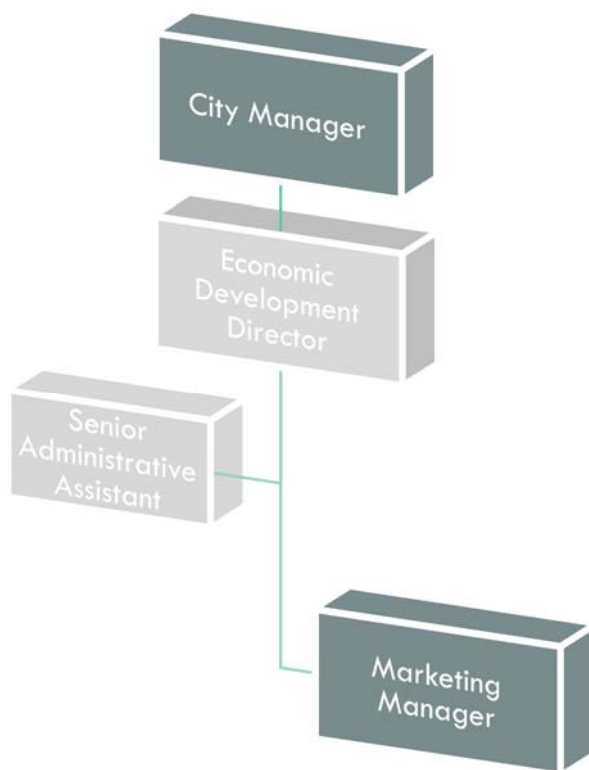
COMMUNITY REDEVELOPMENT AGENCY

IT IS THE MISSION OF THE COMMUNITY REDEVELOPMENT AGENCY TO

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

DESCRIPTION

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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
City Manager	0	.3	.3
Marketing Manager	0	1	1
Marketing & Comm. Outreach Specialist	.5	0	0
Total	.5	1.3	1.3

COMMUNITY REDEVELOPMENT AGENCY

630 REV CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
311100	Tax Increment - County	840,755	1,133,053	1,477,319	1,486,600	1,615,980
334700	Florida Historic Preservation Grant	125,000	275,000	-	-	-
334705	State Small Matching Grant	50,000	-	-	-	39,720
354100	Code Enforcement Fines	2,507	728	-	-	-
354-11	Lot Clearing/Mowing Fines	-	611	-	-	-
361200	Interest - SBA	47,971	67,951	-	-	-
361300	Net Inc. (Dec.) FV of Investment	(860,789)	(332,036)	-	-	-
362160	Rent - River Rd. Property Parking Lot	900	6,532	-	-	-
362190	Rent - Business Incubator	20,800	33,560	37,800	42,000	-
364220	Surplus Land Sales	300,000	-	669,368	669,370	85,000
364420	Insurance Proceeds	43,826	-	-	-	-
366900	Contributions & Donations	3,091	633	-	-	-
369900	Other Miscellaneous Revenue	30,828	-	-	25,000	10,000
381100	Transfer from Gen Fund - Tax Increment	994,084	1,338,110	1,710,070	1,710,070	1,858,660
381200	Transfer from Water & Sewer Fund	-	-	1,750,000	1,750,000	-
381600	Transfer from Capital Imprv. Fund	774,400	-	-	-	-
381700	Transfer from Street Imprv. Fund	-	-	-	-	40,000
382100	Bond Proceeds - Parking Garage	-	-	-	-	6,500,000
389900	Carryover - Unused Funding from PY	-	-	-	1,374,400	2,416,380
TOTAL CRA REVENUE		\$ 2,373,373	\$ 2,524,142	\$ 5,644,557	\$ 7,057,440	\$ 12,565,740

COMMUNITY REDEVELOPMENT AGENCY

630080					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41111	Dept Head Salaries	-	-	38,000	38,000	39,130
41210	Regular Exempt Salaries	19,885	18,874	42,430	42,430	42,430
42111	Social Security Matching	1,279	532	5,860	5,860	6,240
42211	Florida Retirement System	1,430	595	11,500	11,500	13,540
42311	Health Insurance	2,613	970	10,800	10,800	11,320
42312	Life Insurance	10	2	70	70	80
42313	Accidental Death & Disab Insurance	1	1	30	30	40
42426	Workers Comp - Clerical (8810)	39	36	180	180	210
TOTAL PERSONNEL SERVICES		\$ 25,257	\$ 21,010	\$ 108,870	\$ 108,870	\$ 112,990
43111	City Attorney Services	-	-	39,600	39,600	39,600
43181	Professional Servcies - Planning	48,951	51,136	45,000	45,000	80,000
43199	Professional Services - Misc	30,211	10,431	15,000	15,000	-
43422	Advertising & Marketing	4,118	8,428	83,000	83,000	50,000
43461	Main Street Activities	7,500	3,750	5,625	15,000	25,000
43499	Contractual Services - Misc	12,070	60,897	-	11,700	73,000
44011	Travel & Training	163	150	240	6,000	5,000
44121	Telephone - Local	25	26	-	-	-
44134	Data Lines	252	284	2,500	1,000	2,500
44211	Postage	96	488	250	5,000	2,000
44311	Electric - City Facilities	5,994	6,835	8,000	8,000	-
44331	Trash Removal	127	127	8,780	8,780	1,000
44351	Water & Sewer - City	7,154	5,632	5,500	5,500	2,000
44373	Street Light Fee	821	829	770	770	300
44381	Stormwater Assessment	3,643	2,536	3,260	3,260	1,500
44521	Building & Contents Insurance	14,657	16,974	21,000	21,000	10,000
44611	Maintenance & Repairs - Bldg & Grounds	7,005	12,112	6,500	6,500	5,000
44612	Maintenance & Repairs - Hacienda Hotel	1,257	-	-	2,000	-
44613	Maintenance & Repairs - Bus Incubator	-	3,228	3,000	3,000	-
44799	Printing & Binding - Misc.	307	-	5,000	5,000	5,000
44952	Redevelopment Incentives	268,056	160,508	200,000	200,000	300,000
44953	Residential Incentives	43,931	37,005	100,000	100,000	-
44999	Other Current Charges - Misc	9,189	6,165	5,000	10,000	5,000
45111	Office Supplies - General	-	-	1,000	1,000	1,000
45411	Dues & Memberships	-	159	1,000	1,300	1,000
TOTAL OPERATING		\$ 465,527	\$ 387,700	\$ 560,025	\$ 597,410	\$ 608,900
46233	Building Improvements - Hacienda Hotel	-	-	20,000	20,000	-
46343	Neighborhood Improvements	-	-	-	100,000	-
46352	Tax Rebate Program	-	-	-	-	1,904,000
46353	Main Street Landings Incentives Program	-	-	737,500	737,500	368,750
46399-1	Railroad Square Improvements	-	12,247	-	127,310	100,000
46399-2	Boat Ramp Improvements	-	-	3,850	75,000	-
46399-3	Neighborhood Alley Improvements	-	-	-	54,220	-
46399-4	Bicycle Trail Improvements	-	-	1,460	25,000	-
46399-5	Streetscape Improvements	-	-	-	-	50,000
46399-6	Property Assemblage	-	-	135,471	887,500	-
46399-7	Neighborhood Reviatlization	-	-	-	100,000	75,000
46399-8	Parking Lot Imprv. - Nebraska Ave.	-	-	-	600,000	-
46399-9	US Hwy 19/Main St. Gateway Project	-	-	17,000	17,000	200,000
46399-10	Sims Park Perimeter Landscaping	-	-	-	-	75,000
46399-11	Parking Garage Structure	-	-	-	-	6,500,000

COMMUNITY REDEVELOPMENT AGENCY

630080 EXP		ACTUAL	ACTUAL	ESTIMATE	AMENDED	BUDGET
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	AMOUNT
						FY20-21
TOTAL CAPITAL		\$ -	\$ 12,247	\$ 915,281	\$ 2,743,530	\$ 9,272,750
49151	Transfer to General Fund - Administrative	250,000	315,870	375,620	375,620	376,110
49151	Transfer to General Fund - Repayment	-	-	-	-	619,310
49152	Transfer to General Debt Service Fund	887,760	886,890	887,640	887,640	1,575,680
49159	Transfer to W&S Revenue	-	389,880	1,750,000	1,750,000	-
TOTAL TRANSFERS		\$ 1,137,760	\$ 1,592,640	\$ 3,013,260	\$ 3,013,260	\$ 2,571,100
401584						
49421	Reserves - Contingency	-	-	-	594,370	-
TOTAL RESERVES		\$ -	\$ -	\$ -	\$ 594,370	\$ -
		\$ 1,628,544	\$ 2,013,597	\$ 4,597,436	\$ 7,057,440	\$ 12,565,740

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM COMMUNITY REDEVELOPMENT AGENCY

EXP CODE	CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
46352	<i>Tax Rebates</i>					
	Tax Rebates on Development Projects	1,904,000	-	-	-	-
	TOTAL	1,904,000	-	-	-	-
46353	<i>Incentive Programs</i>					
	Main Street Landings Incentive Program	368,750	368,750	-	-	-
	TOTAL	368,750	368,750	-	-	-
46399	<i>Improvement Other Than Buildings</i>					
4001	Railroad Square Improvements	100,000	560,000	510,000	-	-
4004	Bicycle Trail Improvements	-	-	100,000	100,000	100,000
4005	Streetscape Improvements	50,000	50,000	125,000	125,000	125,000
4006	Property Assemblage	-	-	100,000	100,000	100,000
4007	Neighborhood Revitalization	75,000	50,000	50,000	50,000	50,000
4009	U.S Hwy 19/Main St. Gateway Project	200,000	-	-	-	-
4010	Sims Park Perimeter Landscaping	75,000	-	-	-	-
4011	Parking Garage Structure	6,500,000	50,000	50,000	50,000	50,000
4012	Cotee River Connection Project	-	-	50,000	50,000	-
4013	Network Upgrades in Downtown Area	-	-	50,000	50,000	-
4014	Neighborhood Improvements	-	-	100,000	100,000	100,000
	TOTAL	7,000,000	710,000	1,135,000	625,000	525,000

DIVISION TOTAL \$ 9,272,750 \$ 1,078,750 \$ 1,135,000 \$ 625,000 \$ 525,000



STREET IMPROVEMENT

DESCRIPTION

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

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

STREET IMPROVEMENT FUND

701 REV CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
312410	Local Option Gas Tax - 1st	470,338	482,691	475,000	491,760	637,700
312420	Local Option Gas Tax - 2nd	341,046	350,856	340,000	357,920	456,740
361100	Interest On Investments	16,735	33,266	20,000	1,000	20,000
361200	Interest - S. B. A.	27,409	38,829	15,000	3,500	15,000
361250	Interest - FMIvT	2,975	5,860	3,500	5,000	5,000
363100	Special Assessment - Streets	53,490	20,531	20,000	30,000	25,000
363110	Special Assessment - Paving	636,243	665,543	733,960	733,960	818,570
363200	Interest on Assessments	9,813	9,307	17,000	17,000	15,000
363300	Penalties on Assessments	5,283	6,660	6,000	6,000	5,000
369900	Miscellaneous Revenue	-	819	-	-	-
381100	Transfer From General Fund	300,000	300,000	325,000	325,000	325,000
381600	Transfer From Capital Improv. Fund	330,000	200,000	200,000	200,000	200,000
389900	Prior Yr Fund Bal-Unassigned	76,062	433,746	396,860	1,475,000	556,750
STREET IMPROVEMENT FUND REVENUE		\$ 2,269,394	\$ 2,548,108	\$ 2,552,320	\$ 3,646,140	\$ 3,079,760

STREET IMPROVEMENT

701701		ACTUAL	ACTUAL	ESTIMATE	AMENDED	BUDGET
EXP	CLASSIFICATION	FY17-18	FY18-19	FY19-20	BUDGET	AMOUNT
CODE					FY19-20	FY20-21
43498	Administrative Fees	12,724	13,236	13,350	13,000	14,000
44211	Postage	126	120	200	200	200
44999	Other Current Charges - Misc	788	4,811	800	800	800
TOTAL OPERATING		\$ 13,638	\$ 18,167	\$ 14,350	\$ 14,000	\$ 15,000
46321	Streetscape Improvements - Madison St., Main St. to Massachusetts Ave.	237,564	630,284	-	-	-
46334	2015/2016 Street Improv. Project	1,504,028	161,312	-	-	-
46334	2016/2017 Street Improv. Project	-	1,267,298	-	-	-
46334	2017/2018 Street Improv. Project	54,086	61,768	564,000	1,525,000	-
46334	2018/2019 Street Improv. Project	-	-	1,377,000	1,240,000	-
46334	2019/2020 Street Improv. Project	-	-	103,000	170,000	1,740,000
46334	2020/2021 Street Improv. Project	-	-	-	-	170,000
46335	LED Crosswalk Sign & LT	22,364	24,904	10,000	40,000	50,000
46362	20/21 W. Main St. Sidewalk Impov.	-	-	-	-	335,000
46338	Misc Neighborhood Improvements	-	-	-	115,000	115,000
46351	Roadway Striping	-	-	-	40,000	25,000
46355	Traffic Sign Upgrades	20,745	22,857	20,000	30,000	30,000
46363	Neighborhood Alley Improvements	-	-	-	-	25,000
46357	Alley Needs Assessment Program	-	11,518	30,000	40,000	-
46358	Public Charging Stations Program	25,789	-	1,830	-	50,000
TOTAL CAPITAL		\$ 1,864,576	\$ 2,179,941	\$ 2,105,830	\$ 3,200,000	\$ 2,540,000
581						
49151	Transfer to General Fund	391,180	350,000	432,140	432,140	484,760
49152	Transfer to CRA Fund	-	-	-	-	40,000
TOTAL TRANSFERS		\$ 391,180	\$ 350,000	\$ 432,140	\$ 432,140	\$ 524,760
TOTAL EXPENDITURES		\$ 2,269,394	\$ 2,548,108	\$ 2,552,320	\$ 3,646,140	\$ 3,079,760

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM STREET IMPROVEMENT

CLASSIFICATION	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
<i>Road Paving & Reconstruction</i>					
2019/2020 Street Improv. Project	1,740,000	-	-	-	-
2020/2021 Street Improv. Project	170,000	1,740,000	-	-	-
LED Crosswalk Sign & LT	50,000	50,000	50,000	50,000	50,000
2020/2021 W. Main St. Sidewalk Improv.	335,000	-	-	-	-
Neighborhood Improvements	115,000	115,000	115,000	115,000	115,000
Roadway Striping	25,000	25,000	25,000	25,000	25,000
Traffic Sign Upgrades	30,000	30,000	30,000	30,000	30,000
Public Charging Stations Program	50,000	-	-	-	-
Neighborhood Alley Improvements	25,000	25,000	25,000	25,000	25,000
2021/2022 Street Improvement Project	-	190,000	1,740,000	-	-
2022/2023 Street Improvement Project	-	-	190,000	1,740,000	-
	2,540,000	2,175,000	2,175,000	1,985,000	245,000

DIVISION TOTAL \$ 2,540,000 \$ 2,175,000 \$ 2,175,000 \$ 1,985,000 \$ 245,000

Appendices



Funds Re-Cap

Schedule of Transfers

Ratio of Unassigned Fund Balance to General Fund Budget

Millage Rate History

Full-Time Equivalent Employees

Debt Service Schedules

Penny for Pasco Funding

Glossary



CITY OF NEW PORT RICHEY
BUDGET - FY 2020 - 2021
FUNDS RECAP

	BUDGET 2019 - 2020	BUDGET 2020 - 2021
General	22,946,810	24,203,600
Fund Balance	100,620	-
	<u>23,047,430</u>	<u>24,203,600</u>
Stormwater Utility	1,100,390	1,084,410
Fund Balance	495,000	38,090
	<u>1,595,390</u>	<u>1,122,500</u>
Street Lighting	453,170	456,880
Fund Balance	-	-
	<u>453,170</u>	<u>456,880</u>
General Debt Service	887,640	1,575,680
Fund Balance	-	-
	<u>887,640</u>	<u>1,575,680</u>
Capital Improvement	6,559,450	6,343,720
Fund Balance	614,390	1,759,570
	<u>7,173,840</u>	<u>8,103,290</u>
Water & Sewer Revenue	16,150,000	16,630,630
Fund Balance	446,370	665,500
	<u>16,596,370</u>	<u>17,296,130</u>
Water & Sewer Renewal & Replacement	2,800	3,500
Fund Balance	-	-
	<u>2,800</u>	<u>3,500</u>
Water & Sewer Debt Service	1,328,090	1,943,690
Fund Balance	-	-
	<u>1,328,090</u>	<u>1,943,690</u>
Water & Sewer Construction	2,993,030	6,078,670
Fund Balance	2,671,970	391,330
	<u>5,665,000</u>	<u>6,470,000</u>
Central Garage	776,280	758,520
Fund Balance	-	-
	<u>776,280</u>	<u>758,520</u>
CRA	3,338,670	10,149,360
Fund Balance	1,374,400	2,416,380
	<u>4,713,070</u>	<u>12,565,740</u>
Street Improvement	2,171,140	2,523,010
Fund Balance	1,475,000	556,750
	<u>3,646,140</u>	<u>3,079,760</u>
Total Before Transfers	<u>65,885,220</u>	<u>77,579,290</u>
Less: Transfers	<u>(10,294,680)</u>	<u>(12,611,940)</u>
Total Net Budget (All Funds)	\$ 55,590,540	\$ 64,967,350

CITY OF NEW PORT RICHEY
BUDGET - FY 2020 - 2021
SCHEDULE OF TRANSFERS

	BUDGET 2019 - 2020	BUDGET 2020 - 2021
General Fund		
To CRA Fund	1,710,070	1,858,660
To Street Improvement Fund	325,000	325,000
Stormwater Utility Fund		
To General Fund	130,000	130,000
To W&S Construction Fund	30,900	-
Capital Improvement Fund		
To General Fund	688,840	573,290
To Street Improvement Fund	200,000	200,000
Water & Sewer Revenue Fund		
To General Fund	4,183,580	4,485,440
To W & S Debt Service Fund	1,328,090	1,943,690
Water & Sewer Replacement Fund		
To W & S Construction Fund	2,800	-
Redevelopment Fund		
To General Debt Service Fund	887,640	1,575,680
To General Fund	375,620	995,420
Street Improvement Fund		
To General Fund	432,140	484,760
To CRA Fund	-	40,000
TOTAL TRANSFERS	\$ 10,294,680	\$ 12,611,940

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

Year		General Fund Budgeted Revenue *	Minimum Funding	Unassigned Fund Balance **	Total	% of Budget
2021	(EST.)	\$17,500,000	\$2,625,000	\$100,000	\$ 2,725,000	16%
2020	(EST.)	16,475,200	2,471,280	75,000	2,546,280	15%
2019		15,462,470	2,319,371	70,068	2,389,439	15%
2018		19,238,985	2,885,848	70,068	2,955,916	15%
2017		21,783,407	3,267,511	31,605	3,299,116	15%
2016		20,166,723	3,025,008	111,242	3,136,250	16%
2015		17,703,691	2,655,554	111,242	2,766,796	16%
2014		17,684,110	2,652,617	2,794,631	5,447,248	31%
2013		16,637,400	2,734,050	1,657,781	4,391,831	26%
2012		18,227,000	2,412,704	1,524,475	3,937,179	22%
2011		16,084,690	2,405,856	1,580,654	3,986,510	25%

* Excludes Non-recurring Revenue

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

**CITY OF NEW PORT RICHEY
BUDGET - FY 2020 - 2021
MILLAGE RATE HISTORY**

Fiscal Year	Rate
2020-2021	8.7500
2019-2020	8.7500
2018-19	8.9000
2017-18	8.9950
2016-17	9.1500
2015-16	9.2500
2014-15	9.5000
2013-14	9.5799
2012-13	9.5799
2011-12	8.3877
2010-11	8.1037
2009-10	8.1037
2008-09	6.6274
2007-08	6.7840
2006-07	7.0000
2005-06	7.0000
2004-05	7.0000
2003-04	7.0000
2002-03	6.2500
2001-02	6.2500
2000-01	6.2500
1999-00	6.0000
1998-99	5.5000
1997-98	5.2500
1996-97	5.2500
1995-96	5.2500
1994-95	5.2500
1993-94	5.2500
1992-93	5.2500
1991-92	5.2500
1990-91	5.2500
1989-90	5.2500
1988-89	4.2500
1987-88	4.2500
1986-87	4.2500
1985-86	4.2500
1984-85	4.2500
1983-84	3.9606
1982-83	4.2930
1981-82	5.0780

CITY OF NEW PORT RICHEY
BUDGET - FY 2020-2021
FULL-TIME EQUIVALENT EMPLOYEES (FTE)

Department	Budget FY 2019-2020			Budget FY 2020-2021			Full-Time Equivalent New Employees	Transferred Employees
	Full- Time	Part- Time	FTE Total	Full- Time	Part- Time	FTE Total		
Legislative								
City Council	0.00	5.00	5.00	0.00	5.00	5.00	0.00	0.00
Total	0.0	5.0	5.0	0.0	5.0	5.0	0.0	0.0
Administration								
City Manager	1.00	0.75	1.75	0.70	0.75	1.45	-0.30	0.00
Human Resources/Risk Management	1.00	1.00	2.00	1.00	1.00	2.00	0.00	0.00
City Clerk	0.00	0.25	0.25	0.00	0.25	0.25	0.00	0.00
Technology Solutions	4.00	0.40	4.40	5.00	0.00	5.00	0.60	0.00
Administrative Services	1.00	0.00	1.00	1.00	0.00	1.00	1.00	0.00
Total	7.00	2.40	9.40	7.70	2.00	9.70	1.30	0.00
Finance								
Accounting & Budgeting	7.00	0.00	7.00	6.00	0.00	6.00	-1.00	-1.00
Billing & Collection	8.00	0.40	8.40	8.00	0.40	8.40	0.00	0.00
Total	15.00	0.40	15.40	14.00	0.40	14.40	-1.00	-1.00
Library								
Library	6.00	8.78	14.78	6.00	7.07	13.07	-1.71	0.00
Total	6.00	8.78	14.78	6.00	7.07	13.07	-1.71	0.00
Police								
Supervision	3.00	0.00	3.00	3.00	0.00	3.00	0.00	0.00
Support Services	13.00	3.44	16.44	13.00	3.44	16.44	0.00	0.00
Community Services	8.00	0.00	8.00	8.00	0.00	8.00	0.00	0.00
Patrol	35.00	3.73	38.73	34.00	3.73	37.73	-1.00	0.00
Code Enforcement	4.00	0.00	4.00	4.00	0.00	4.00	0.00	0.00
Special Enforcement Programs	2.00	0.00	2.00	2.00	0.00	2.00	0.00	0.00
Total	65.00	7.17	72.17	64.00	7.17	71.17	-1.00	0.00
Fire								
Supervision	3.00	1.23	4.23	3.00	0.00	3.00	-1.23	0.00
Firefighting	21.00	1.40	22.40	21.00	1.40	22.40	0.00	0.00
Total	24.00	2.63	26.63	24.00	1.40	25.40	-1.23	0.00
Economic Development								
Economic Development	2.00	0.00	2.00	2.00	0.00	2.00	0.00	0.00
Total	2.00	0.00	2.00	2.00	0.00	2.00	0.00	0.00
Development								
Development	7.00	1.23	8.23	7.00	1.96	8.96	0.73	0.00
Total	7.00	1.23	8.23	7.00	1.96	8.96	0.73	0.00
Parks and Recreation								
Recreation	7.00	11.05	18.05	6.00	10.42	16.42	-1.63	0.00
Aquatics	1.00	7.00	8.00	1.00	6.50	7.50	-0.50	0.00
Total	8.00	18.05	26.05	7.00	16.92	23.92	-2.13	0.00
Public Works								
Supervision	4.00	0.00	4.00	4.00	0.00	4.00	0.00	0.00
Street & Right-of-Way Maint.	9.00	0.00	9.00	9.00	0.00	9.00	0.00	0.00
Facilities Maintenance	4.00	2.46	6.46	4.00	2.46	6.46	0.00	0.00
Grounds Maintenance	11.00	0.00	11.00	11.00	0.00	11.00	0.00	0.00
Total	28.00	2.46	30.46	28.00	2.46	30.46	0.00	0.00
Total General Fund	162.00	48.12	210.12	159.70	44.38	204.08	-5.04	-1.00

CITY OF NEW PORT RICHEY
BUDGET - FY 2020 - 2021
FULL-TIME EQUIVALENT EMPLOYEES (FTE)

Department	Budget FY 2019-2020			Budget FY 2020-2021			Full-Time Equivalent New Employees	Transferred Employees
	Full- Time	Part- Time	FTE Total	Full- Time	Part- Time	FTE Total		
Stormwater								
Stormwater	6.00	0.00	6.00	6.00	0.00	6.00	0.00	0.00
Water and Sewer								
Water Production	5.00	0.00	5.00	5.00	0.00	5.00	0.00	0.00
Water Distribution	12.00	0.00	12.00	12.00	0.00	12.00	0.00	0.00
Construction Services	4.00	0.00	4.00	4.00	0.00	4.00	0.00	0.00
Reclaimed Water Production	4.00	0.00	4.00	4.00	0.00	4.00	0.00	0.00
Water Pollution Control	13.00	0.00	13.00	13.00	0.00	13.00	0.00	0.00
Sewer Collection	11.00	0.00	11.00	11.00	0.00	11.00	0.00	0.00
Total	49.00	0.00	49.00	49.00	0.00	49.00	0.00	0.00
Intragovernmental Service								
Maintenance	4.00	0.00	4.00	4.00	0.00	4.00	0.00	0.00
Redevelopment								
Redevelopment	1.00	0.30	1.30	1.00	0.30	1.30	0.00	0.00
CITY TOTAL	222.00	48.42	270.42	219.70	44.68	264.38	-5.04	-1.00

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

DATE OF PAYMENT	PRINCIPAL PAYMENT	INTEREST PAYMENT	DEBT SERVICE	ANNUAL PAYMENTS
4/1/2021		60,191.66	60,191.66	
10/1/2021	611,619.00	60,191.66	671,810.66	732,002.32
4/1/2022		52,240.62	52,240.62	
10/1/2022	627,521.00	52,240.62	679,761.62	732,002.24
4/1/2023		44,082.84	44,082.84	
10/1/2023	643,836.00	44,082.84	687,918.84	732,001.68
4/1/2024		35,712.98	35,712.98	
10/1/2024	660,576.00	35,712.98	696,288.98	732,001.96
4/1/2025		27,125.49	27,125.49	
10/1/2025	677,751.00	27,125.49	704,876.49	732,001.98
4/1/2026		18,314.73	18,314.73	
10/1/2026	695,373.00	18,314.73	713,687.73	732,002.46
4/1/2027		9,274.88	9,274.88	
10/1/2027	713,452.00	9,274.88	722,726.88	732,001.76
	\$ 4,630,128	\$ 493,886	\$ 5,124,014	\$ 5,124,014

CITY OF NEW PORT RICHEY, FLORIDA
\$11,265,000
NON ADVALOREM REFUNDING REVENUE NOTE
SERIES 2016

DATE OF PAYMENT	PRINCIPAL PAYMENT	INTEREST PAYMENT	DEBT SERVICE	ANNUAL PAYMENTS
2/1/2021		106,972.10	106,972.10	
8/1/2021	673,000.00	106,972.10	779,972.10	886,944.20
2/1/2022		98,425.00	98,425.00	
8/1/2022	691,000.00	98,425.00	789,425.00	887,850.00
2/1/2023		89,649.30	89,649.30	
8/1/2023	708,000.00	89,649.30	797,649.30	887,298.60
2/1/2024		80,657.70	80,657.70	
8/1/2024	726,000.00	80,657.70	806,657.70	887,315.40
2/1/2025		71,437.50	71,437.50	
8/1/2025	744,000.00	71,437.50	815,437.50	886,875.00
2/1/2026		61,988.70	61,988.70	
8/1/2026	763,000.00	61,988.70	824,988.70	886,977.40
2/1/2027		52,298.60	52,298.60	
8/1/2027	783,000.00	52,298.60	835,298.60	887,597.20
2/1/2028		42,354.50	42,354.50	
8/1/2028	803,000.00	42,354.50	845,354.50	887,709.00
2/1/2029		32,156.40	32,156.40	
8/1/2029	823,000.00	32,156.40	855,156.40	887,312.80
2/1/2030		21,704.30	21,704.30	
8/1/2030	844,000.00	21,704.30	865,704.30	887,408.60
2/1/2031		10,985.50	10,985.50	
8/1/2031	865,000.00	10,985.50	875,985.50	886,971.00
	\$ 8,423,000	\$ 1,337,259	\$ 9,760,259	\$ 9,760,259

CITY OF NEW PORT RICHEY, FLORIDA

\$787,000

WATER & SEWER REVENUE BOND

SERIES 2017A

DATE OF PAYMENT	PRINCIPAL PAYMENT	INTEREST PAYMENT	DEBT SERVICE	ANNUAL PAYMENTS
4/1/2021		7,805.05	7,805.05	
10/1/2021	49,000.00	7,805.05	56,805.05	64,610.10
4/1/2022		7,185.20	7,185.20	
10/1/2022	51,000.00	7,185.20	58,185.20	65,370.40
4/1/2023		6,540.05	6,540.05	
10/1/2023	52,000.00	6,540.05	58,540.05	65,080.10
4/1/2024		5,882.25	5,882.25	
10/1/2024	53,000.00	5,882.25	58,882.25	64,764.50
4/1/2025		5,211.80	5,211.80	
10/1/2025	55,000.00	5,211.80	60,211.80	65,423.60
4/1/2026		4,516.05	4,516.05	
10/1/2026	56,000.00	4,516.05	60,516.05	65,032.10
4/1/2027		3,807.65	3,807.65	
10/1/2027	57,000.00	3,807.65	60,807.65	64,615.30
4/1/2028		3,086.60	3,086.60	
10/1/2028	59,000.00	3,086.60	62,086.60	65,173.20
4/1/2029		2,340.25	2,340.25	
10/1/2029	60,000.00	2,340.25	62,340.25	64,680.50
4/1/2030		1,581.25	1,581.25	
10/1/2030	62,000.00	1,581.25	63,581.25	65,162.50
4/1/2031		796.95	796.95	
10/1/2031	63,000.00	796.95	63,796.95	64,593.90
	\$ 617,000	\$ 97,506	\$ 714,506	\$ 714,506

CITY OF NEW PORT RICHEY, FLORIDA
\$8,723,000
WATER & SEWER REVENUE BOND
SERIES 2019

DATE OF PAYMENT	PRINCIPAL PAYMENT	INTEREST PAYMENT	DEBT SERVICE	ANNUAL PAYMENTS
10/1/2021	860,000.00	196,794.00	1,056,794.00	1,056,794.00
10/1/2022	882,000.00	174,348.00	1,056,348.00	1,056,348.00
10/1/2023	905,000.00	151,327.80	1,056,327.80	1,056,327.80
10/1/2024	929,000.00	127,707.30	1,056,707.30	1,056,707.30
10/1/2025	953,000.00	103,460.40	1,056,460.40	1,056,460.40
10/1/2026	978,000.00	78,587.10	1,056,587.10	1,056,587.10
10/1/2027	1,003,000.00	53,061.30	1,056,061.30	1,056,061.30
10/1/2028	1,030,000.00	26,883.00	1,056,883.00	1,056,883.00
	\$ 7,540,000	\$ 912,169	\$ 8,452,169	\$ 8,452,169

Penny for Pasco Funding

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Rolled Back Rate - That millage rate which, when multiplied times the tax roll, exclusive of new construction and annexations added to that tax roll, would yield the same amount of revenue for the taxing authority as was yielded by the millage rate levied in the previous year. In normal circumstances, as the tax roll rises by virtue of reassessment, the rolled back rate will be slightly lower than the previous year's millage levy. This reduced rate multiplied by the value of the new construction/annexations added to the roll during the year provides the only source of additional tax revenue if the rolled back rate is levied.

Tax Base - The total property valuations on which each taxing agency levies its tax rates.

Tax Roll - The certification of assessed/taxable values prepared by the Property Appraiser and presented to taxing authority by July 1 (or later if an extension is granted by the State of Florida) of each year.

Tax Year - A calendar year. The tax roll for the 2015 calendar year would be used in figuring the 2015-2016 budget year. The tax bills to be mailed by November 1 represent the property taxes due for the 2015 tax year.

Tentative Millage - The tax rate adopted in the first public budget hearing of a taxing agency. Under state law, the agency may reduce, but not increase, the tentative millage during the second budget hearing.

Truth in Millage Law - Also called the TRIM Bill. A 1980 law that changed the budget process for local taxing agencies. It was designed to keep the public informed about the taxing intentions of the agencies.

Uniform Accounting System - The chart of accounts prescribed by the Office of the State Comptroller designed to standardize financial information to facilitate comparison and evaluation of reports.



Photo by Ron Bennett

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