

City of New Port Richey, FL



**Annual Budget
FY 2018 - 2019**

CITY OF NEW PORT RICHEY

Annual Operating Budget

FY 2018 – 2019



CITY COUNCIL

Robert Marlowe, Mayor
Jeff Starkey, Deputy Mayor
Chopper Davis, Council Member
Peter Altman, Council Member
Matt Murphy, 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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- Public Safety
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- Electoral Districts

City Council

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



About New Port Richey



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

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

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

Tourism

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

Regional Monthly Temperature Averages

(Median in Degrees Fahrenheit)

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

FRIENDLY FACTS

Population: 15,087

Incorporated: 1924

Founder: Captain Aaron M. Richey

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

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

Annual Rainfall: 46.3 inches

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

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

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

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

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

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

College: Pasco-Hernando State College – New

Port Richey

Hospitals: Morton Plant North Bay Hospital

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



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

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

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

General Description

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

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

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

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

Dimensions and Boundaries

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

Surrounding counties include:

Hernando County, Florida - North

Sumter County, Florida - Northeast

Polk County, Florida - Southeast

Hillsborough County, Florida - South

Pinellas County, Florida - Southwest

Transportation

Aviation

Zephyrhills Municipal Airport (ZPH) Pilot Country

Airport (X05) Tampa North Aero Park (X39)

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

Bus Service



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

Railroads

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

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

Major Roads

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

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

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

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

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

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

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

Trinity Boulevard(Pasco-Pinellas CR 996)

Print and Electronic Media

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.

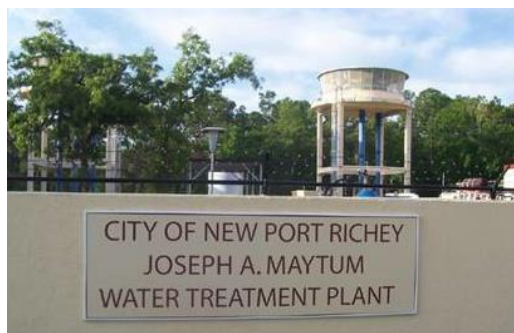
National and local television and radio also serve the City. Spectrum and Frontier broadcast City Council meetings on cable channels 615 and 20, respectively.

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.



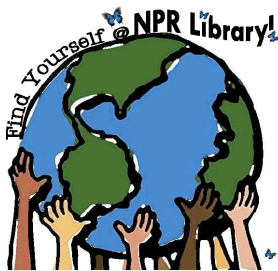
Library

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 staggered 3 year terms, all expiring in April.



Robert C. Marlowe, Mayor

marlower@cityofnewportrichey.org

727-853-1290

Next election: April 2020



Jeff Starkey, Deputy Mayor

starkeyj@cityofnewportrichey.org

727-389-5784

Next election: April 2019



Chopper Davis, Council Member

davisc@cityofnewportrichey.org

727-255-9135

Next election: April 2019



Peter Altman, Council Member

altmanp@cityofnewportrichey.org

727-853-1016 ext. 2033
Next election: April 2021



Matt Murphy, Council Member

murphym@cityofnewportrichey.org

727-853-1016 ext. 2031
Next election: April 2021

Contact Information

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

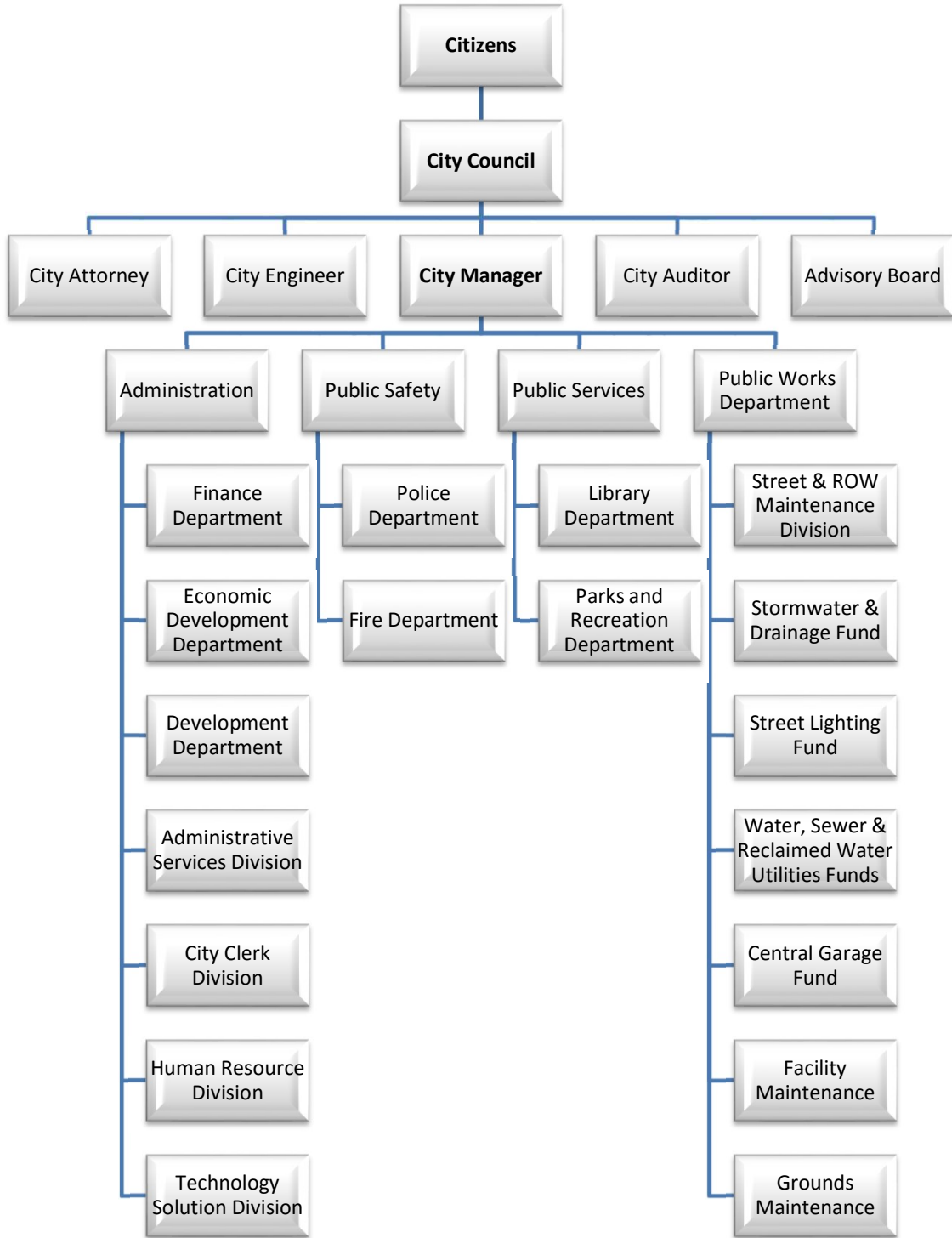
City of New Port Richey
Government Center
5919 Main Street
New Port Richey, FL 34652
General: 727-853-1016
Fax: 727-853-1023

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





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**New Port Richey
Florida**

For the Fiscal Year Beginning

October 1, 2017

Christopher P. Morill

Executive Director



Budget Message





September 6, 2018

To the Honorable Mayor and Members of the City Council:

With this letter, I am pleased to submit the 2018-2019 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.

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.

The proposed 2018 budget reflects an overall 3.49%, or \$2,155,240, decrease in expenditures over 2017's total Operating Budget. This is due to effective policy direction from the City Council and appropriate and prudent use of resources by the departments of the City.

It pleases me to report that the City Council has been presented with a balanced budget and that revenue growth in 2017 has afforded the City the ability to support modest increases in the coming fiscal year. The additional budgeted expenditures will allow the City to enhance some of our basic services, as well as to focus on the City Council's strategic initiatives and goals.

Budget Overview

The priorities established for the preparation of the FY 2018-2019 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
- Engage the community by providing an accessible and responsive local democracy
- 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
- Attract and retain a talented and devoted workforce team
- 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.

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 2018 -2109 Operating Budget which reflects the funding for 250.29 full-time equivalent employees, an increase of 4.39 employees over the 2018 authorization level.

The budget also 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 2.5% 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.

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

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 2018-2019 General Fund budget is balanced with the use of \$180,000 of Reserve Funds, which consist only of a rollover of capital items that were not able to be purchased during the fiscal year. The total General Fund Revenue Budget is \$22,350,160, which includes transfers in from other governmental funds of \$1,424,940 and contributions from enterprise funds in the amount of \$4,155,010.

Tax Rate and Tax Roll

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 average taxable value of all properties increased by 7.00%; the total value of \$

537,254,239 in 2017 increased to \$575,048,100 in 2018.

The proposed budget is based on a property tax rate of 8.9000 mills (one mill equals one dollar of tax per one thousand dollars in value), which is a reduction from the rate last year. In an ongoing effort to reduce the City's overall tax levy, it is also a reduction for the fourth consecutive year in a row.

The total budgeted expenditures from all budgeted funds for FY 2018-2019 are approximately \$59,642,860 compared to \$61,798,100 for FY 2017-2018.

Capital Improvement Program

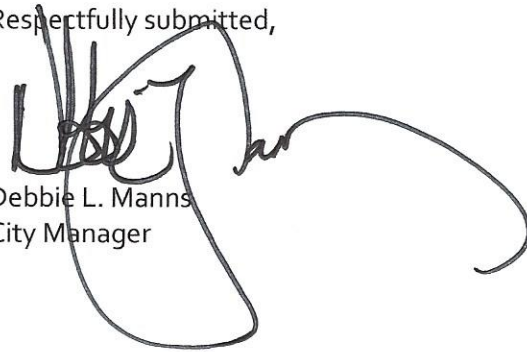
The total expenditures earmarked as capital expenditures for FY 2018-2019 is \$14,414,000. This amount represents \$953,000 more than what was budgeted in the previous fiscal year. Of that total, \$400,000 is dedicated to support general fund capital improvements, \$463,000 is appropriated for stormwater utility projects, \$611,000 is dedicated to parks and recreation, \$3,055,000 is dedicated to support public safety and public facilities, and \$1,145,000 is reserved for community redevelopment. Additionally, \$4,115,000 is being allocated to water and sewer construction projects, \$495,000 is dedicated to redevelopment efforts, and \$4,130,000 is dedicated to road and street improvements. The capital budget is a five-year plan for capital expenditures.

Summary

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

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General Fund

Budget Summary

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Projected Changes in Fund Balance

Budget Calendar



CITY-WIDE SUMMARY – ALL FUNDS

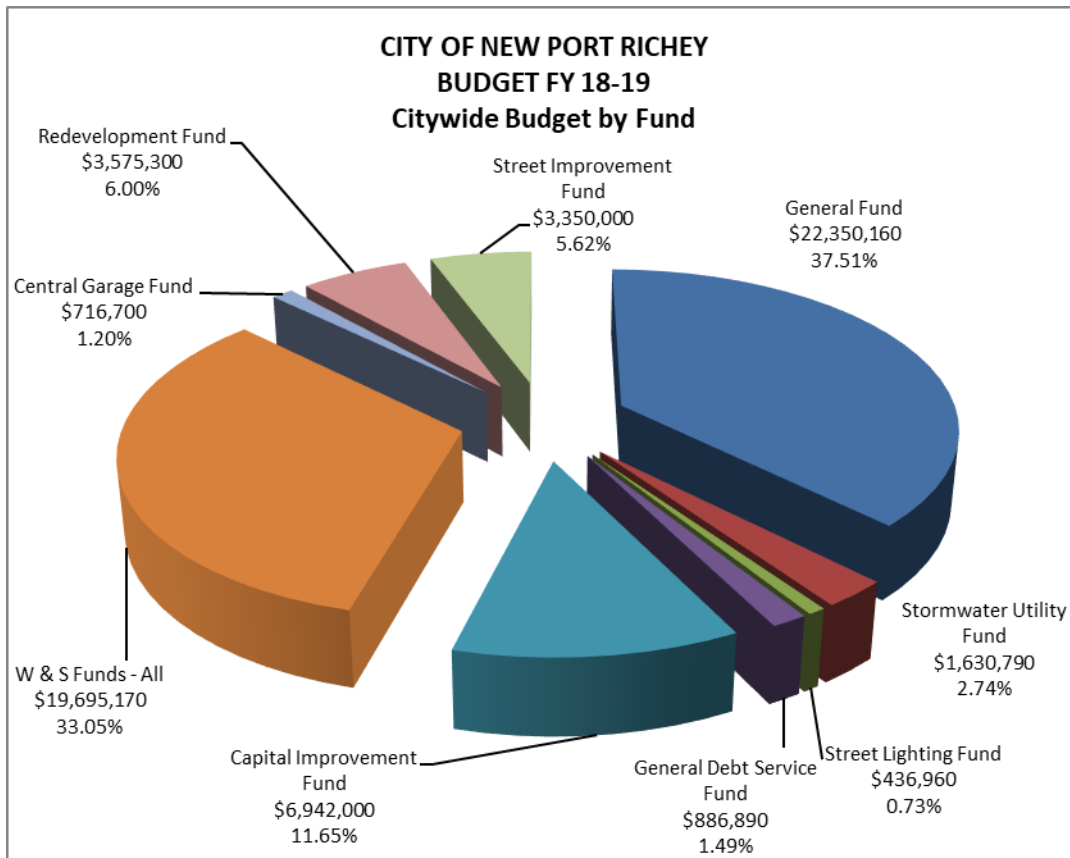
Summary Totals All Funds	Adopted FY 2017-18	Amended Budget FY 2017-18	Estimated Actual FY 2017-18	9/6/2018 Proposed FY 2018-19	9/25/2018 Adopted FY 2018-19	% of Total
Approp. Fund Balance	7,436,420	7,736,844	3,990,102	8,115,760	8,115,760	13.62%
Other Revenues	54,361,950	53,436,032	50,037,661	51,526,800	51,468,210	86.38%
Total Revenues	61,798,370	61,172,876	54,027,763	59,642,560	59,583,970	100.00%
Personnel Services	15,664,450	15,577,675	15,150,539	15,612,310	15,612,010	26.20%
Operating Expenses	13,863,420	14,205,498	12,907,401	13,644,560	13,585,970	22.80%
Other Expenses	51,770	-	-	-	-	0.00%
Capital Outlay/Debt	18,215,120	14,722,280	9,047,078	20,072,650	20,072,650	33.69%
Intergovernmental Loan	-	-	-	-	-	0.00%
Contingency	162,160	176,100	25,000	147,160	147,160	0.25%
Transfers	13,686,180	13,686,180	8,313,180	9,667,840	9,667,840	16.23%
Reserves	155,000	141,060	105,000	498,340	498,340	0.84%
Total Expenditures	61,798,100	58,508,793	45,548,198	59,642,860	59,583,970	100.00%

The FY2019 budget for all funds total \$59,583,970. This total is a decrease of \$2,214,130 (3.72%) from the previous year's adopted budget. This decrease is largely due to a reduction in capital projects budgeted for the fiscal year.

The City is utilizing Appropriated Fund Balance in the amount of approximately \$8.1 million (13.62%) to balance its budget this year. This is up approximately \$379,000 (4.90%) from the prior

year. The city-wide contingency is relatively small at \$147,160, which is only about .25% of the total budget.

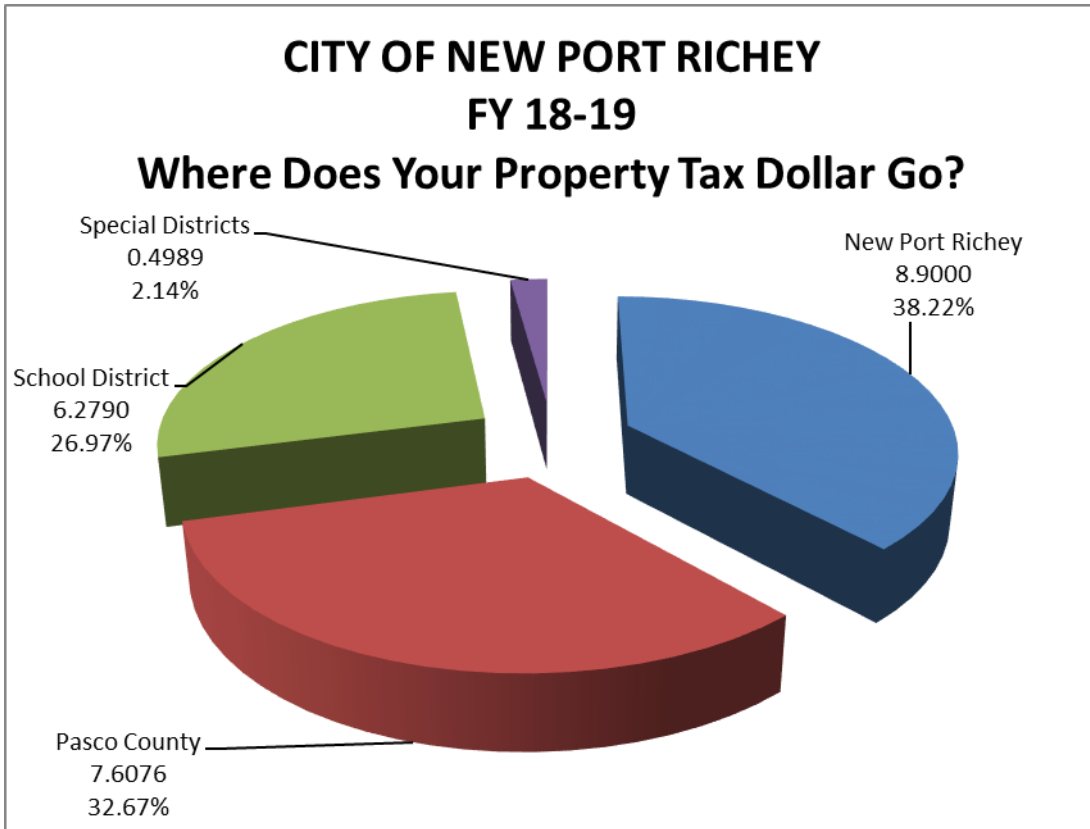
More than half of the total city-wide expenditures are composed of Transfers and Capital Outlay/Debt. Capital Outlay and Transfers total \$29.8 million, which is approximately \$2.2 million less than the \$31.9 million estimated in FY 2017-2018's Adopted Budget.



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 2018 tax bill. The remaining goes to Pasco County (33%), Pasco School District (27%) 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

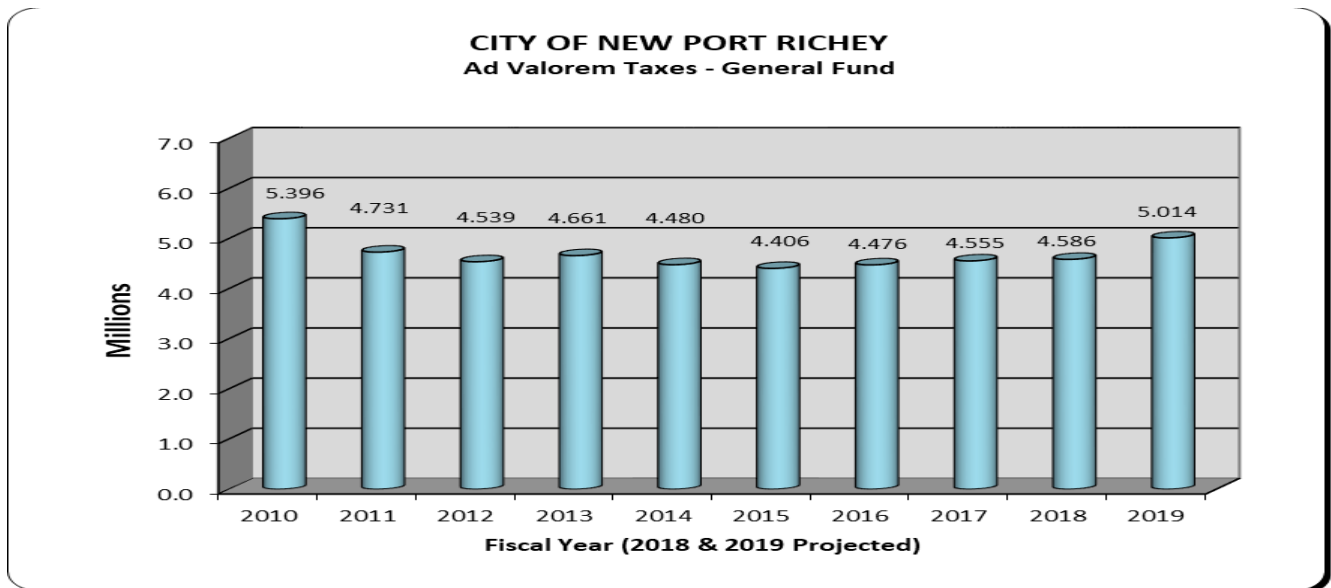
Because the county taxes cover basic and historically rural levels of service, many of the communities outside New Port Richey city limits with higher levels of landscaping, recreation amenities and urban infrastructure are Community Development Districts (CDDs). These CDDs have issued bonds which must 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

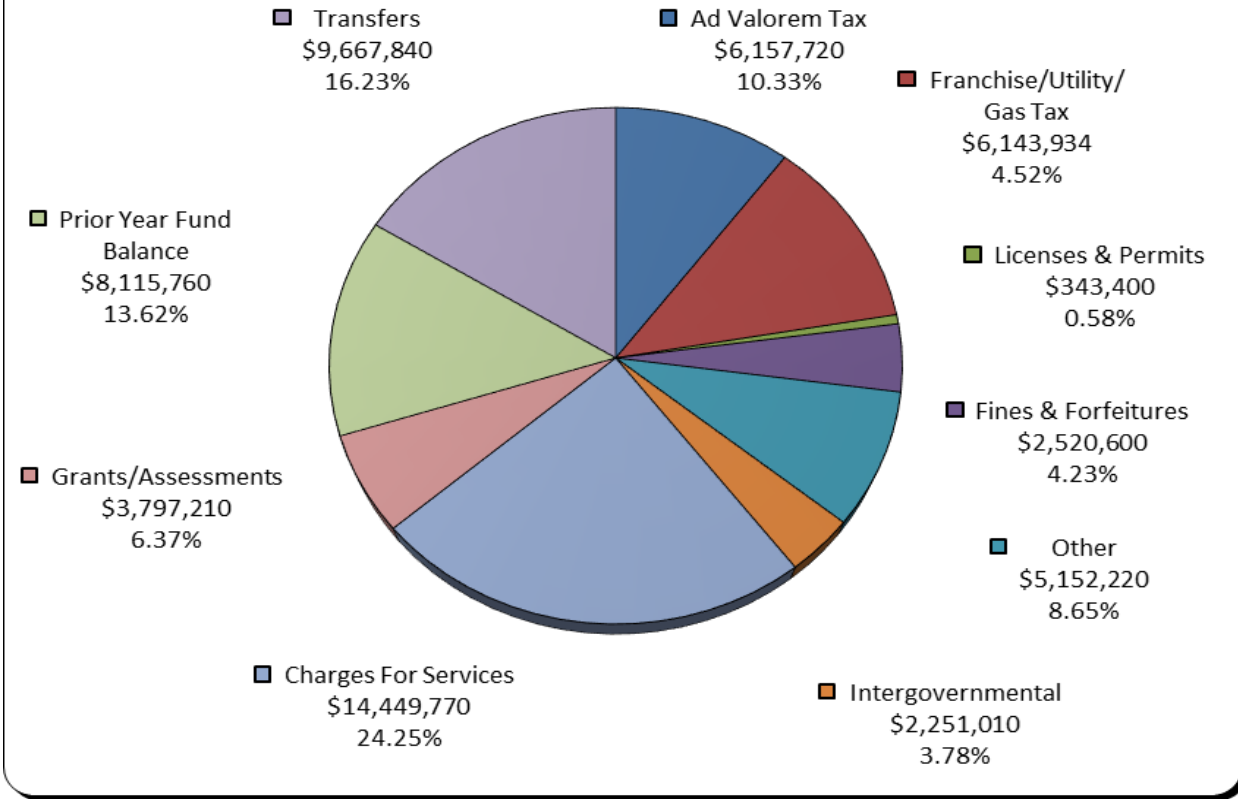
A home of 1,860 square feet with an assessed value of \$109,000 in a Pasco CDD Community shows the total amount due of **\$3,100** on its 2018 property tax notice, as it includes \$1,850 in Community Development District assessments.

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.



**CITY OF NEW PORT RICHEY
BUDGET FY 18-19
Revenues - All Funds**



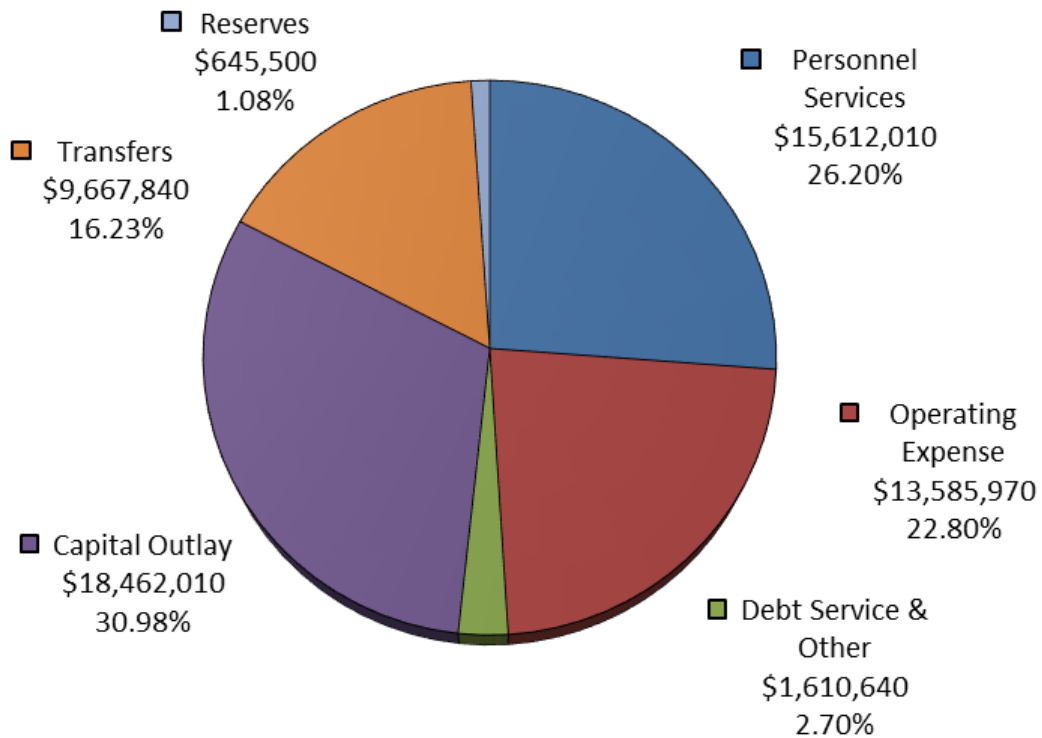
The total budgeted revenue for all funds is \$59,583,970, which includes fund balance appropriations equal to \$8,115,760 or 13.62% of total budgeted revenues. This decrease of \$2.2 million over last year is primarily due to an aggressive use of Capital Improvement Fund reserves in the prior year, which had accumulated during the 10-year term of the Local Discretionary

Surtax known as "Penny for Pasco". The largest source of operating revenues are Charges for Services at \$14.45 million (24.25%) followed by Ad Valorem Tax at \$6.18 million (10.33%). Other city-wide revenue sources in FY 2019 can be found on the chart above and in **Exhibit 1** on the next page which compares FY 2019 to the prior three (3) years for all major revenue categories.

EXHIBIT 1
BUDGET - FY 2018 - 2019
BUDGET DETAIL BY REVENUE SOURCE - ALL FUNDS

	ACTUAL		ACTUAL		ADOPTED BUDGET		ADOPTED BUDGET	
	2015 - 2016	%	2016 - 2017	%	2017 - 2018	%	2018 - 2019	%
Ad Valorem Taxes	5,133,835	7%	5,244,364	10%	5,300,990	9%	6,157,720	10%
Franchise/Util/Gas Taxes	6,256,097	9%	6,388,961	12%	8,070,160	13%	7,128,440	12%
Licenses & Permits	275,572	0%	264,821	0%	394,570	1%	343,400	1%
Intergovernmental Revenue	2,065,497	3%	1,699,946	3%	2,181,280	4%	2,251,010	4%
Charges for Service	13,634,621	19%	13,774,143	26%	14,605,380	24%	14,449,770	24%
Interest & Other	24,064,736	33%	16,770,205	32%	16,240,650	26%	11,970,060	20%
Fines and Forfeits	2,762,447	4%	2,030,736	4%	2,733,440	4%	2,520,600	4%
Prior Year Fund Balance	3,774,408	5%	3,733,356	7%	7,436,420	12%	8,315,760	14%
Proceeds from Loan/Bonds	11,265,001	16%	-	0%	1,800,000	3%	2,650,000	4%
Grants	1,515,474	2%	1,640,885	3%	1,812,580	3%	1,668,000	3%
Assessments	1,389,627	2%	1,418,021	3%	1,222,630	2%	2,129,210	4%
TOTAL NET BUDGET	72,137,315	100%	52,965,438	100%	61,798,100	100%	59,583,970	100%
Transfers	(21,908,210)		(13,222,855)		(13,686,180)		(9,667,840)	
TOTAL BUDGET	\$50,229,105		\$39,742,583		\$48,111,920		\$49,916,130	

**CITY OF NEW PORT RICHEY
BUDGET FY 18-19
Expenditures - All Funds**



The above pie chart summarizes the major expenditure categories for all funds. Personnel costs of \$15.6 million and operating expenditures of \$13.6 million total \$29.2 million and make up 49.00% of the total budget. Capital project expenditures are estimated at \$18.5 million and debt service payments are an additional \$1.6 million. Transfers make up \$9.7 million of the total budget. The total net budget (less transfers) is \$50.1 million. This is an increase of approximately \$2.0 million (3.90%) from last year's

net budget of \$48.1 million and is attributed to a slight increase in operating expenditures budgeted for the upcoming fiscal year.

Exhibit 2 on the next page summarizes the detail line item totals across all departments and funds. The far right column indicates the percent change when comparing the FY 2019 adopted budget to the same for FY 2018.

EXHIBIT 2
BUDGET - FY 2018 - 2019
BUDGET DETAIL BY MAJOR LINE ITEM

	ADOPTED BUDGET 2017 - 2018	ADOPTED BUDGET 2018 - 2019	% CHANGE
Executive Salaries	1,794,760	1,744,640	-3%
Regular Salaries & Wages	7,497,550	7,702,080	3%
Other Salaries & Wages	886,120	901,230	2%
Overtime	569,260	620,110	9%
Special Pay	479,620	484,090	1%
FICA Taxes	843,860	870,406	3%
Retirement Contributions	1,960,850	1,311,950	-33%
Life & Health Insurance	1,341,380	1,537,118	15%
Workmen's Compensation	281,050	303,580	8%
Unemployment & Retirement	10,000	10,000	0%
Total Personal Services	15,664,450	15,485,204	-1%
Professional Services	734,850	662,150	-10%
Accounting & Auditing	68,500	75,000	9%
Other Contractual Service	2,003,190	2,092,820	4%
Travel and Per Diem	101,850	96,210	-6%
Communication Services	194,570	228,810	18%
Transportation (Postage)	89,620	95,950	7%
Utility Services	2,109,040	2,213,520	5%
Rentals and Leases	388,400	339,400	-13%
Insurance	627,370	675,210	8%
Repair & Maint. (Less Gar. Alloc.)	810,290	796,470	-2%
Printing & Binding	20,500	28,550	39%
Other Current Charges	1,272,500	1,249,180	-2%
Office Supplies	152,420	184,800	21%
Oper. Supplies (Less Gar. Alloc.)	5,171,880	5,170,060	0%
Road Materials	137,800	137,800	0%
Books, Publ., Memberships	32,410	30,790	-5%
Total Operating Expenses	13,915,190	14,076,720	1%
Buildings	2,972,000	2,305,000	-22%
Improvements Other Than Building	11,724,500	13,558,026	16%
Machinery & Equipment	1,734,780	2,136,140	23%
Books, Publ., Library Material	98,900	98,900	0%
Total Imp. & Capital Outlay	16,530,180	18,098,066	9%
Principal	1,246,880	1,166,700	-6%
Interest	438,060	443,940	1%
Total Debt Service	1,684,940	1,610,640	-4%
Reserves	317,160	645,500	104%
TOTAL NET BUDGET	48,111,920	49,916,130	4%
Transfers	13,686,180	9,667,840	-29%
TOTAL BUDGET	61,798,100	59,583,970	-4%

Improvements and Capital Outlay increased by \$1.6 million (approximately 9%) as several projects were postponed in the previous year to conserve cash flow.

Additionally, Debt Service for FY 2019 decreased slightly by approximately \$74,000 (4%), due to a decrease in debt service requirements for the Water & Sewer Revenue Bond, Series 2012.

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 17-18 Amended Budget and Estimated Results of operations for comparison to the FY 18-19 Budget.

The analysis shows that public safety expenditures for Police and Fire are the biggest component of the FY 2019 General Fund at approximately \$10.9 million. This is approximately 49% of the total General Fund budget and approximately 18% 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 \$3.02 million or 13.53% of the General Fund Budget. The budget for the Recreation Division increased by \$418,370 or 37%, from the prior year, mainly due to a Chiller Replacement project being

budgeted in FY2019, which will cost approximately \$355,000.

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 2019 budget is \$2.03 million and makes up 9.10% of the General Fund budget and approximately 3.4% of the city-wide budget. This area saw a slight decrease from the prior year, mainly due to the partial completion of software implementation in FY18. This is reflected by a \$306,000 decrease in expenditures in the Technology Solutions Division for the proposed FY2019 budget compared to the previous year.

Public Works is the next largest area and includes Supervision, Streets and Right-of-Way, Facilities Maintenance, and Grounds Maintenance. The FY 2019 budget is \$2.36 million and makes up 10.57% of the General Fund budget and 3.97% of the city-wide budget.

The Development Department's budget increased by \$223,566, or 32%, from the prior year, mainly due to positions being funded that weren't funded in the previous year. This department's budget makes up 4.09% of the General Fund budget and approximately 1.53% of the city-wide budget.

EXHIBIT 3-A
BUDGET - FY 2018 - 2019
BUDGET SUMMARY - EXPENDITURES/EXPENSES

General Fund Division/Department	AMENDED			PROPOSED		
	ACTUAL 2016 - 2017	BUDGET 2017 - 2018	ESTIMATE 2017 - 2018	BUDGET 2018 - 2019	\$ CHANGE	% CHANGE
City Council	286,072	320,671	320,668	265,400	(55,271)	-17%
City Manager	248,932	291,325	291,060	251,210	(40,115)	-14%
Human Resources	499,471	563,886	563,886	555,560	(8,326)	-1%
City Clerk	73,894	69,574	69,574	68,290	(1,284)	-2%
Technology Solutions	689,536	1,199,586	1,196,732	893,720	(305,866)	-25%
Administrative Services	129,511	-	-	-	-	
Administration Total	1,927,416	2,445,042	2,441,920	2,034,180	(410,862)	-17%
Accounting & Budgeting	532,950	618,322	618,322	584,000	(34,322)	-6%
Billing & Collection	493,431	425,981	412,106	499,540	73,559	17%
Finance Total	1,026,381	1,044,303	1,030,428	1,083,540	39,237	4%
Library	977,968	943,031	943,075	1,057,060	114,029	12%
Library Total	977,968	943,031	943,075	1,057,060	114,029	12%
Police Supervision	440,135	415,123	364,248	489,700	74,577	18%
Police Support Services	927,717	950,482	944,492	1,031,790	81,308	9%
Police Community Services	1,134,332	860,930	853,530	934,290	73,360	9%
Police Patrol	3,996,974	4,447,958	4,467,362	3,717,360	(730,598)	-16%
Police Code Enforcement	282,200	276,065	276,375	300,330	24,265	9%
Police Special Traffic	1,168,607	1,078,910	1,080,486	1,138,290	59,380	6%
Police Total	7,949,965	8,029,468	7,986,493	7,611,760	(417,708)	-5%
Fire Supervision	341,457	366,810	366,810	350,050	(16,760)	-5%
Firefighting	2,195,214	2,275,853	2,217,853	2,913,080	637,227	28%
Fire Total	2,536,671	2,642,663	2,584,663	3,263,130	620,467	23%
Economic Development	161,582	165,327	165,327	163,190	(2,137)	0%
Economic Dev. Total	161,582	165,327	165,327	163,190	(2,137)	0%
Development	957,955	690,014	683,054	913,580	223,566	32%
Development Total	957,955	690,014	683,054	913,580	223,566	32%

EXHIBIT 3-A, continued
BUDGET - FY 2018 - 2019
BUDGET SUMMARY - EXPENDITURES/EXPENSES

General Fund Division/Department	AMENDED		PROPOSED		\$ CHANGE	% CHANGE
	ACTUAL 2016 - 2017	BUDGET 2017 - 2018	ESTIMATE 2017 - 2018	BUDGET 2018 - 2019		
Recreation	954,522	1,128,740	1,131,650	1,547,110	418,370	37%
Aquatics	363,682	333,120	333,120	420,200	87,080	26%
Parks & Recreation Total	1,318,204	1,461,860	1,464,770	1,967,310	505,450	35%
Public Works Supervision	428,840	389,790	397,790	433,820	44,030	11%
Street and ROW	603,804	672,970	672,935	658,510	(14,460)	-2%
Facilities Maintenance	642,844	515,452	515,452	537,880	22,428	4%
Grounds Maintenance	695,952	642,696	642,696	733,090	90,394	14%
Public Works Total	2,371,440	2,220,908	2,228,873	2,363,300	142,392	6%
Transfers	865,715	1,223,480	1,223,480	1,638,110	414,630	34%
Reserves	61,448	192,160	55,000	255,000	62,840	33%
Other Total	927,163	1,415,640	1,278,480	1,893,110	965,947	104%
Total General Fund	20,154,745	21,058,256	20,807,083	22,350,160	1,780,381	6%

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 \$19.7 million, which is approximately 33% of the \$59.58 million budget for all city funds.

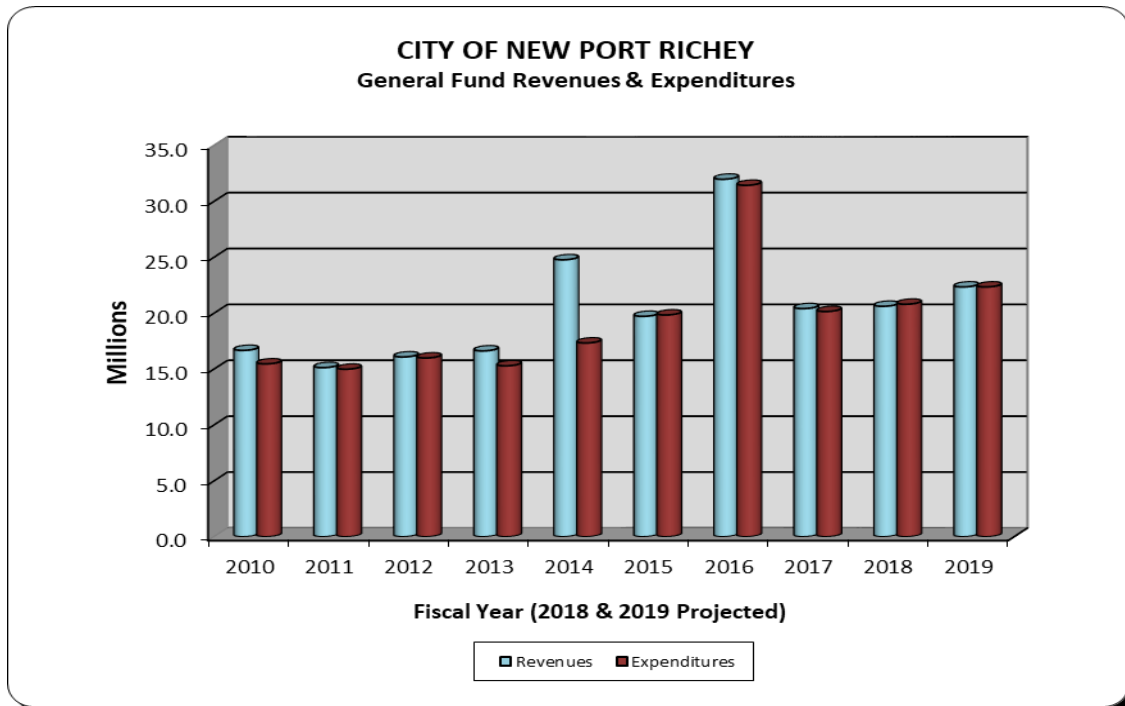
Additional detail follow later in the Budget Overview section with a fund-by-fund summary of key issues and transactions.

EXHIBIT 3-B
BUDGET - FY 2018 - 2019
BUDGET SUMMARY - EXPENDITURES/EXPENSES

General Fund Division/Department	ACTUAL	AMENDED		PROPOSED		
	2016 - 2017	BUDGET 2017 - 2018	ESTIMATE 2017 - 2018	BUDGET 2018 - 2019	\$ CHANGE	% CHANGE
Stormwater Utility Fund	1,713,073	1,576,340	1,264,470	1,630,790	54,450	3%
Street Lighting Fund	377,412	449,500	437,245	436,960	(12,540)	-3%
General Debt Service Fund	2,317,625	887,760	887,760	886,890	(870)	0%
Capital Improvement Fund	2,568,104	7,780,480	4,368,707	6,942,000	(838,480)	-11%
Water Production	3,224,653	4,195,920	3,895,400	3,880,020	(315,900)	-8%
Water Distribution	816,941	946,590	946,590	821,130	(125,460)	-13%
W & S Non-Classified	130,582	131,500	131,500	142,000	10,500	8%
Construction Services	289,614	317,730	317,730	305,300	(12,430)	0%
Reclaimed Water	594,776	673,958	673,958	904,370	230,412	34%
Water Pollution Control	1,865,224	2,278,442	2,178,472	2,227,520	(50,922)	-2%
Sewer Collection	601,508	1,475,500	1,391,000	1,218,110	(257,390)	-17%
Transfers	5,799,460	5,970,280	5,970,280	4,990,170	(980,110)	-16%
Reserves	45,000	100,000	50,000.00	365,000	265,000	265%
Total W&S Revenue Fund	14,733,342	16,089,920	15,554,930	14,853,620	(1,236,300)	-8%
W&S R & R Fund	2,435,000	2,375,000	2,375,000	2,800	(2,372,200)	-100%
W&S Debt Service Fund	980,095	797,180	797,180	723,750	(73,430)	-9%
W&S Construction Fund	1,143,037	2,675,000	164,908	4,115,000	1,440,000	54%
Central Garage	901,516	884,317	873,587	716,700	(167,617)	-19%
CRA Fund	1,735,491	3,506,830	2,313,320	3,575,300	68,470	2%
Street Improvement Fund	1,432,808	4,091,180	1,977,008	3,350,000	(741,180)	-18%
Grand Totals	\$ 50,492,248	\$ 62,171,763	\$ 51,821,198	\$ 59,583,970	\$ (2,587,793)	-4%

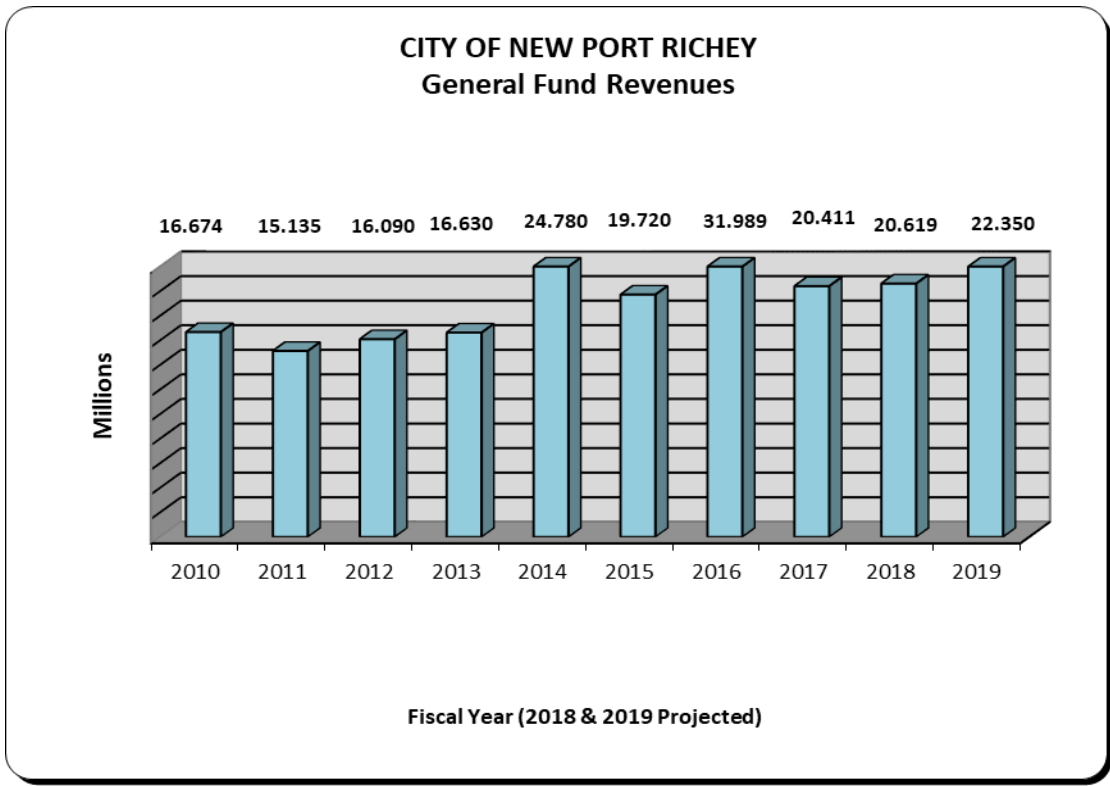
GENERAL FUND

General Fund Summary	Adopted FY 2017-18	Amended Budget FY 2017-18	Estimated Actual FY 2017-18	9/6/2018 Proposed FY 2018-19	9/25/2018 Adopted FY 2018-19	% of Total
Approp. Fund Balance	110,000	410,424	410,424	180,200	180,200	0.81%
Other Revenues	20,744,690	19,648,945	19,498,124	22,169,960	22,169,960	99.19%
Total Revenues	20,854,690	20,059,369	19,908,548	22,350,160	22,350,160	100.00%
Personnel Services	12,748,210	12,602,085	12,320,009	12,619,090	12,619,090	56.46%
Operating Expenses	5,449,690	5,744,738	5,209,936	5,526,130	5,526,130	24.73%
Other Expenses	51,770	-	-	-	-	0.00%
Capital Outlay	1,189,380	1,295,823	1,198,658	2,311,830	2,311,830	10.34%
Intergovernmental Loan	-	-	-	-	-	0.00%
Contingency	137,160	151,100	-	137,160	137,160	0.61%
Transfers	1,223,480	1,223,480	1,223,480	1,638,110	1,638,110	7.33%
Reserves	55,000	41,060	55,000	117,840	117,840	0.53%
Total Expenditures	20,854,690	21,058,286	20,007,083	22,350,160	22,350,160	100.00%

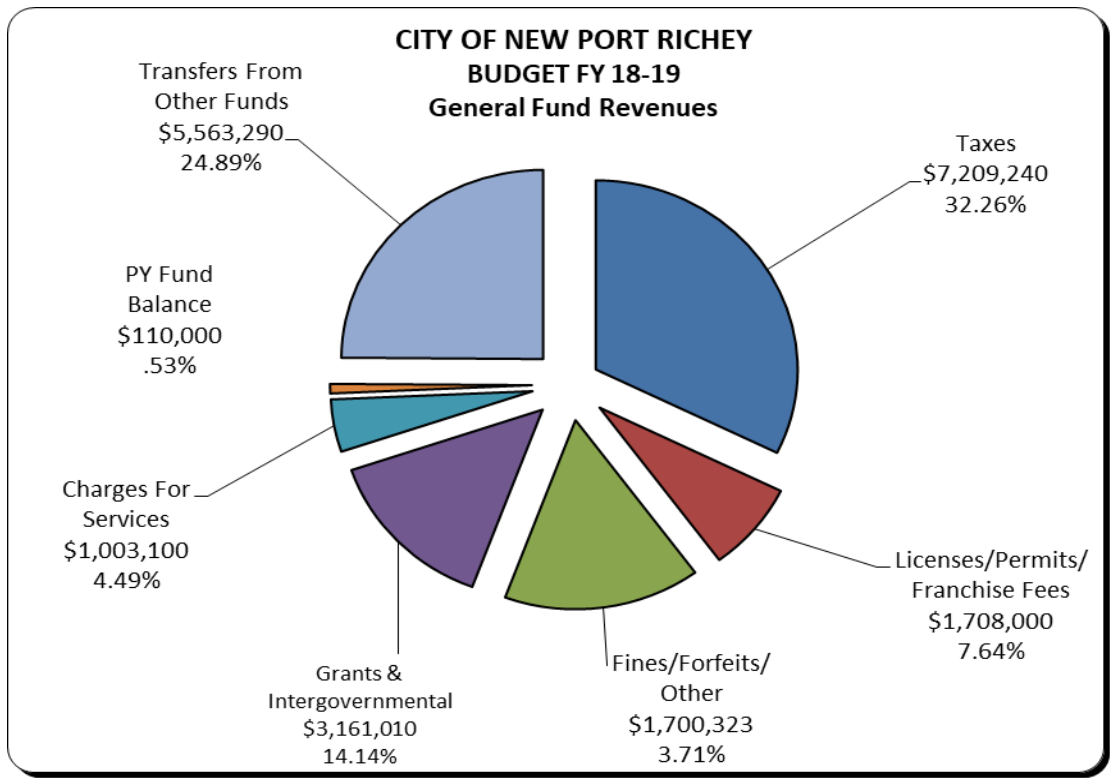


The preceding table and chart show that the General Fund budget is balanced with total revenues and expenditures of \$22,350,160. This was done with the use of \$180,200 of Appropriated Fund Balance. A contingency amount of \$137,160 is budgeted to allow for discretionary spending. Salary adjustments and unanticipated repairs are funded using the contingency account. The millage rate has been

lowered from 8.9950 to 8.9000. The total General Fund budget increased by \$1,291,874 (6.13%) from the FY 2017-18 Original Adopted Budget. The increase is almost entirely related to a slight increase in operating expenditures and a transfer to the Street Improvement Fund to cover costs related to the City's new Pavement Management Program.



The FY 2019 budget includes total revenues of \$22.350 million, compared to an amended \$20.619 million in FY 2018.



The chart on the preceding page provides a high level view of the major sources of revenue for FY 2019.

General Fund Revenues

Ad valorem property taxes – The City’s taxable value of \$575,048,100 (appraised by Pasco County Property Appraiser on July 1, 2018) was applied to the approved millage rate of 8.9000, resulting in an increase in property tax revenues of \$462,900 that is offset by an increase in the TIF payment to the CRA of \$414,630 on the expenditure side of the General Fund ledger.

Other Taxes, Licenses & Permits – Garbage Hauling Franchise Fees are projected to generate \$115,000. 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 FY2019 increased by \$10,000, rising from \$140,000 to \$150,000. The Communication Services Tax revenue projections decreased slightly from the previous year, dropping from \$673,820 to \$670,310. The City has limited control over these revenue sources. Many of the projections are based on the recommendations of State economists and budget analysts. Vacancy rates of commercial and residential properties impact the levels of franchise fees to the City.

Intergovernmental & Grant Funding – The General Fund anticipates receiving funding from grants, which include SNAP grant, Tactical Division Task Force grant, Community Development Block Grant (CDBG), Victims of Crime Act (VOCA) grant, and others. Total grant funding for FY 2019 is \$913,000, which is up approximately \$400,000 from the previous year, mainly due to the City expecting to receive a reimbursement grant from FEMA related to Hurricane Irma.

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 stagnant participation in recreational programs and services caused the revenue in this category to remain the same compared to the prior year.

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, going from \$2,230,540 to \$2,060,600 for this particular program. A slight decrease in the City’s Red Light Camera program and the City’s Code Enforcement program has resulted in a 7% decrease in total amounts budgeted for Fines & Forfeitures in FY 2019, going compared to the previous year, going from \$2,733,440 to \$2,520,600.

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 \$350,000 for costs incurred by the streets division and other administrative services identified as directly related to the fund’s mission.

Community Redevelopment Agency (CRA):
The CRA’s redevelopment effort was revived through the formation of an Economic Development Department that was funded by the CRA in FY 2013-2014. Funding for this department in the amount of \$163,190, which along with the CRA’s allocations of indirect cost reimbursement

to the General Fund, resulted in a budgeted transfer to the General Fund in the amount of \$315,870.

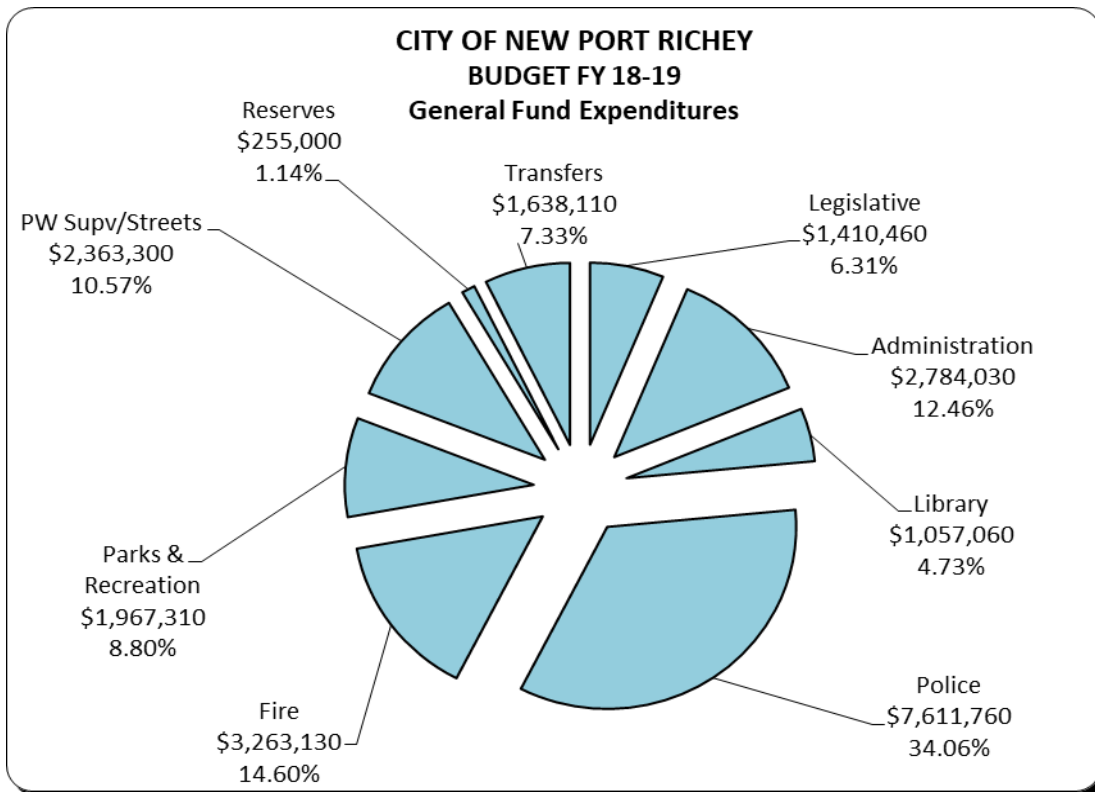
Capital Improvement Fund:

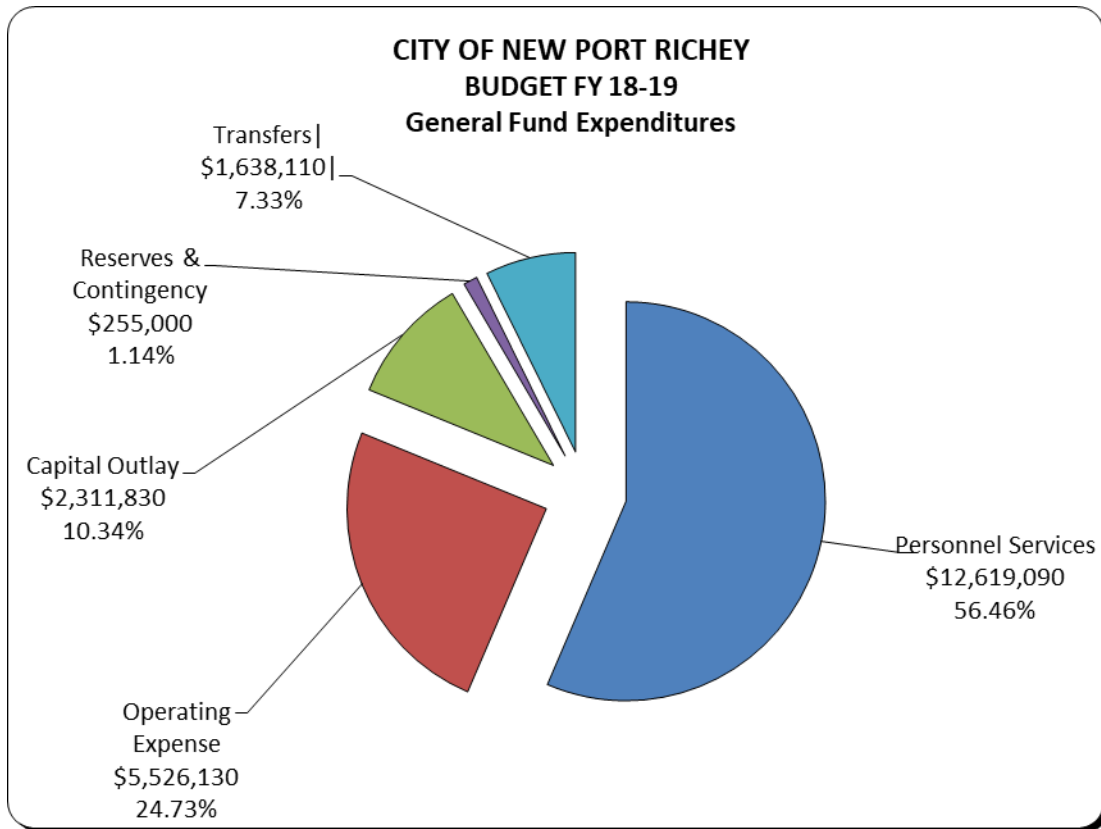
Capital Improvement Fund transfers to the General Fund are budgeted to be \$801,000, a decrease from the previous year. These funds will be used by the General Fund to purchase much needed police vehicles, technological equipment, and generators.

Other Revenues - Contributions from Water & Sewer Fund decreased by \$139,690. 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 and Payment in Lieu of Franchise Fees (PILOFF) remained the same from the previous year's budget, coming in at \$387,320 and \$560,000, respectively.

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 \$1,291,874 from the previous year's amended budget. Total General Fund proposed revenues are \$22,350,160.





The chart on the preceding page and above provide a high level view of the major categories of expenditures for FY 2019. 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 2018 to this adopted budget.

General Fund Expenditures

Personnel Services – This category increased from the previous budget year by only \$17,005 (.13%), due to the anticipation of additional Overtime by Public Safety.

Operating Expenses – This category totaled \$5,526,130 for FY 2019, which is an decrease of \$218,608 (3.81%) from the previous year's budget. One of the factors that influenced this change the fact that changes were made to the health insurance benefit plan that encourages more participation from employees and their family members. The economic impact to the City is dependent on the level of participation by the City workforce.

Capital Outlay – Capital outlay totaled \$2,311,830 for FY 2019, which is an increase of \$1,016,007 (78.41%) from the previous year’s budget. Capital outlay represents 10.34% of the General Fund budget. Approximately 34% of capital outlay is funded by a transfer from the Capital Improvement Fund. A brief summary of the General Fund capital outlay items follows.

\$850,000	Fire Truck Engine
\$5,000	Computers
\$2,000	Office Furniture
\$84,500	Various Dept. Purchases of Special Equipment
\$2,311,830	Total General Fund Capital Outlay

Amount	Description
\$360,650	Software Replacement, Servers, & Data Processing Equipment
\$35,000	Replacement of Medical Defibrillators
\$247,780	Police Vehicles & Other Special Purpose Equipment
\$45,000	Restroom Replacement at Recreation Center
\$357,000	Chiller Replacement at Recreation Center
\$37,000	Grounds Maintenance Vehicle
\$98,900	Library Materials
\$29,000	Improvements to the Recreation & Aquatic Center
\$110,000	Fitness Equipment
\$50,000	Park Benches , Trash Can, & Table Replacement

Reserves & Contingency – The City has set aside \$255,000 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 \$1,291,874 from the previous year’s amended budget. Total General Fund proposed expenditures are \$22,350,160.

STORMWATER UTILITY FUND

Stormwater Utility Fund Summary	Adopted FY 2017-18	Amended Budget FY 2017-18	Estimated Actual FY 2017-18	9/6/2018 Proposed FY 2018-19	9/25/2018 Adopted FY 2018-19	% of Total
Approp. Fund Balance	429,220	429,220	222,446	589,120	589,120	36.12%
Other Revenues	1,147,120	1,147,120	1,042,024	1,041,670	1,041,670	63.88%
Total Revenues	1,576,340	1,576,340	1,264,470	1,630,790	1,630,790	100.00%
Personnel Services	239,010	239,010	204,680	263,870	263,870	16.18%
Operating Expenses	343,830	343,830	316,790	350,420	350,420	21.49%
Capital Outlay/Debt	450,500	450,500	200,000	518,000	518,000	31.76%
Transfers	543,000	543,000	543,000	483,000	483,000	29.62%
Reserves	-	-	-	15,500	15,500	0.95%
Total Expenditures	1,576,340	1,576,340	1,264,470	1,630,790	1,630,790	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 2019 Annual Budget reflects the 18th 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 \$429,220 in the previous year to \$589,120 in FY 2019. This increase can be attributed to the City's aggressive approach to projects not being completed in the previous year and being rolled over to FY 2019 for completion. Capital Outlay of \$518,000 was the most significant expenditure change compared to the previous year. Funds from the Stormwater Utility Fund will be transferred to the Street Improvement Fund and Capital Improvement Fund to cover drainage projects. There is also a transfer to the General Fund, in the amount of \$130,000 to cover the fund's share of operating costs, overhead and administrative costs paid by the General Fund.

The major revenue is the stormwater assessment fee of \$1,019,170. The budget for FY 2019 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 2017-18	Amended Budget FY 2017-18	Estimated Actual FY 2017-18	9/6/2018 Proposed FY 2018-19	9/25/2018 Adopted FY 2018-19	% of Total
Approp. Fund Balance	-	-	-	-	-	0.00%
Other Revenues	449,500	449,500	424,012	436,960	436,960	100.00%
Total Revenues	449,500	449,500	424,012	436,960	436,960	100.00%
Operating Expenses	424,500	424,500	412,245	426,960	426,960	97.71%
Contingency	25,000	25,000	25,000	10,000	10,000	2.29%
Total Expenditures	449,500	449,500	437,245	436,960	436,960	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 FY 2019 Annual Budget reflects the 16th 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 \$436,960.

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 \$397,710 (91%) and it is included in the annual property tax bill issued by Pasco County. Major expenditures are the rental fees paid to Progress/Duke Energy for energy use and maintenance of the light poles of \$281,320 (64%). The total budget has been decreased by \$12,540 (2.79%) since last year. A recent new lease agreement with Duke Energy has resulted in a major city-wide improvement in lighting. There is no appropriated fund balance for FY 2018 and a small contingency of \$10,000.

GENERAL DEBT SERVICE FUND

Debt Service Fund Summary	Adopted FY 2017-18	Amended Budget FY 2017-18	Estimated Actual FY 2017-18	9/6/2018 Proposed FY 2018-19	9/25/2018 Adopted FY 2018-19	% of Total
Approp. Fund Balance	-	-	-	-	-	0.00%
Other Revenues	887,760	887,760	888,060	886,890	886,890	100.00%
Total Revenues	887,760	887,760	888,060	886,890	886,890	100.00%
Capital Outlay/Debt	887,760	887,760	887,760	886,890	886,890	100.00%
Total Expenditures	887,760	887,760	887,760	886,890	886,890	100.00%

The budget is balanced with total revenues and expenditures both equaling \$886,890.

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

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

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

CAPITAL IMPROVEMENT FUND

Capital Improvement Fund Summary	Adopted FY 2017-18	Amended Budget FY 2017-18	Estimated Actual FY 2017-18	9/6/2018 Proposed FY 2018-19	9/25/2018 Adopted FY 2018-19	% of Total
Approp. Fund Balance	2,137,640	2,137,640	1,012,877	1,623,030	1,623,030	23.38%
Other Revenues	5,642,840	5,642,840	3,355,830	5,318,970	5,318,970	76.62%
Total Revenues	7,780,480	7,780,480	4,368,707	6,942,000	6,942,000	100.00%
Capital Outlay/Debt	5,735,000	5,735,000	2,323,227	5,941,000	5,941,000	85.58%
Transfers	2,045,480	2,045,480	2,045,480	1,001,000	1,001,000	14.42%
Total Expenditures	7,780,480	7,780,480	4,368,707	6,942,000	6,942,000	100.00%

The Capital Improvement Fund Budget totals \$6,942,000 for FY 2018-19, which is approximately 11% of the City's total adopted budget. Appropriated Fund Balance of \$1,623,030 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. Accrued "Penny for Pasco" funds account for virtually all of the Beginning Balance in the Capital Improvement Fund and continuing revenue from the second bucket of Penny for Pasco" is deposited into the Capital Improvement Fund. Transfers from other sources are only made when the associated project costs have been incurred or grant funds are received. The total budget has decreased by \$838,480 (10.78%) from the previous year, which is partly due to a reduction of grant funding of certain projects.

The two schedules that follow reflect a summary of budgeted capital projects for FY 2018-2019 and a summary of grants anticipated by the City to assist in the completion of certain capital projects in the Capital Improvement Fund.

Central Fire Station Relocation	\$ 1,800,000
Parking Lot Improvements/Expansions	100,000
City Facility Renovations	175,000
Library Upgrades	230,000
Way Finding Signage Upgrades	600,000
Main St. Bridge Improvements	205,000
Parking Lot Solar Canopies Feasibility Study	25,000
Sims Park Boat Ramp Improvements	235,000
Seawall Stabilization, Phase I	410,000
Grand Blvd. Multi-Use Path, Phase I	130,000
Orange Lake Restoration	1,145,000
Central Ave. Median & ROW Improvements	75,000
James E. Grey Preserve, Phase I	576,000
Marine Parkway Pedestrian Bridge Project	200,000
Tennis Court Improvements	10,000
Frances Ave. Park Improvements	25,000
Jasmin Dr. Park Improvements	
Transfer to General Fund for Qualified Capital Improvements	801,000
Transfer to Street Improvement Fund	200,000
Total Capital Improvement Fund Budget	\$ 6,942,000

	FY 18-19
Grant Funding	
State Funding	
James E. Grey Preserve, Phase I	200,000
Federal Loan	
Central Fire Station Relocation	1,800,000
Southwest Florida Water Management District Funds	
Orange Lake Restoration	197,000
Total	\$ 2,197,000

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 2017-18	Amended Budget FY 2017-18	Estimated Actual FY 2017-18	9/6/2018 Proposed FY 2018-19	9/25/2018 Adopted FY 2018-19	% of Total
Approp. Fund Balance	2,568,110	2,568,110	1,970,863	3,812,200	3,812,200	19.36%
Other Revenues	19,368,990	19,368,990	19,032,262	15,941,560	15,882,970	80.64%
Total Revenues	21,937,100	21,937,100	21,003,125	19,753,760	19,695,170	100.00%
Personnel Services	2,418,420	2,458,262	2,358,262	2,475,490	2,475,490	12.57%
Operating Expenses	6,296,220	6,201,591	5,866,601	6,500,370	6,441,780	32.71%
Capital Outlay/Debt	4,777,180	4,831,967	2,171,875	5,419,930	5,419,930	27.52%
Transfers	8,345,280	8,345,280	2,972,280	4,992,970	4,992,970	25.35%
Reserves	100,000	100,000	50,000	365,000	365,000	1.85%
Total Expenditures	21,937,100	21,937,100	13,419,018	19,753,760	19,695,170	100.00%

The City's Combined Water/Sewer Fund budget continues to reflect an active capital outlay investment and transfers to support construction efforts. During FY 2019, the City will complete the final phase of a major technology upgrade, which has already eliminated the majority of on-site monthly meter reading. New digital meters have been installed, which electronically signal usage to the City's billing system. This new system allows customers to monitor their water usage and be alerted of leaks and faulty hardware as it occurs. Early detection will help control waste of water and save customers from costly water bills. This initiative extends beyond the meter program, as the water and sewer operations and utility billing efficiencies will be further enhanced by the conversion of the City's computer software to a superior technology with improved access to critical analytical reports.

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

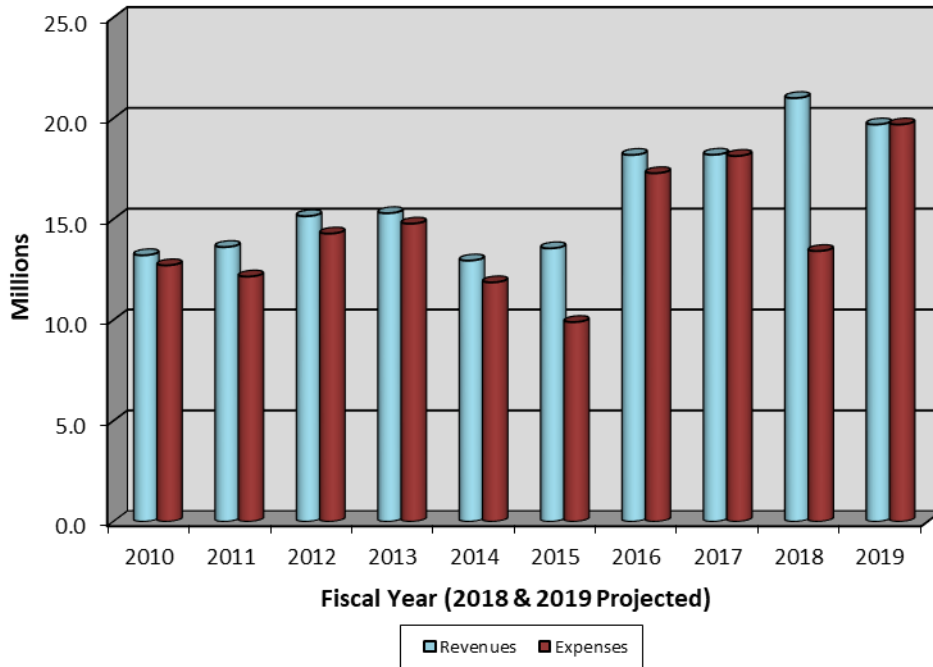
The budget of \$19,695,170 reflects a decrease of \$2,241,930 (10.22%) from last year's Adopted Budget. The \$3,812,200 Appropriated Fund

balance for FY 2019 will use a significant portion of available resources if the aggressive capital investment is fully deployed. The projected fund balance as of September 30, 2019 is \$10.1 million. This represents a reserve level that will need to be reviewed during the course of the fiscal year for possible consideration of financing options to complete future capital projects. It will be important to update projections to actual results to make sure that minimum requirements for capital outlay, bond covenants and working capital can be met.

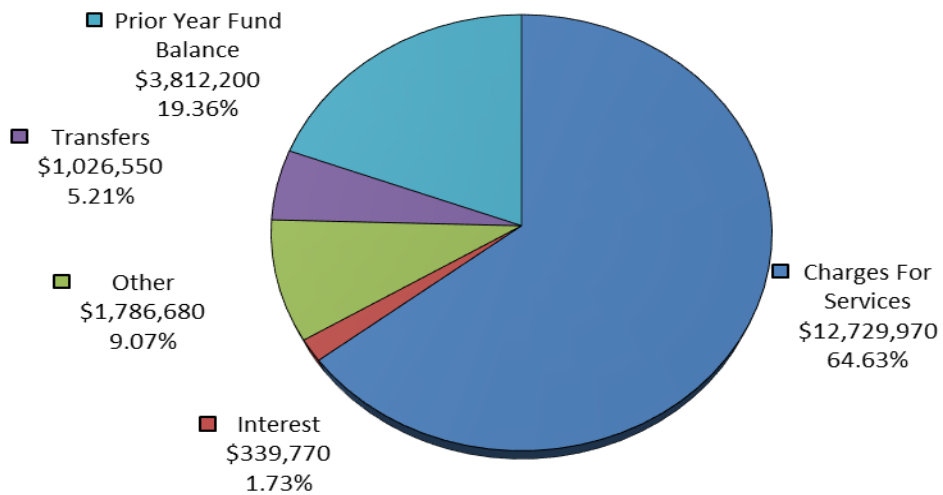
Of the total revenues, \$12,729,970 (64%) will be derived from user fees such as water sales, sewer sales, bulk sewer, bulk water, other fees and charges. Impact fees will generate another \$383,280 (1.72%). Pasco County's share of the utility operation and maintenance expense will be \$1,125,000 which is similar to last year's budgeted amount. Reclaimed water sales will generate approximately \$245,000 next fiscal year, which 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, 2018.

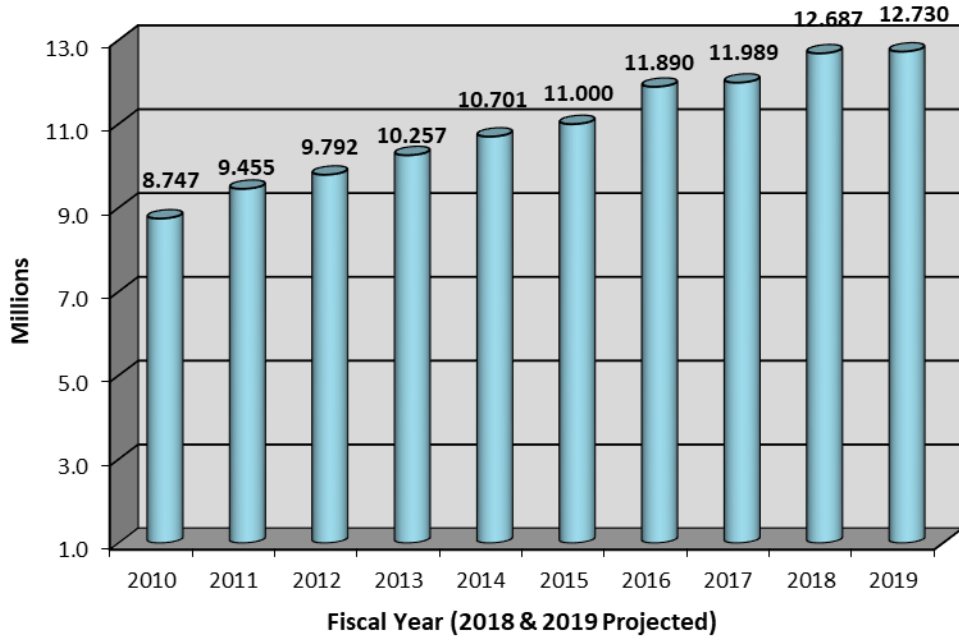
CITY OF NEW PORT RICHEY
Revenues & Expenses - All W & S Funds



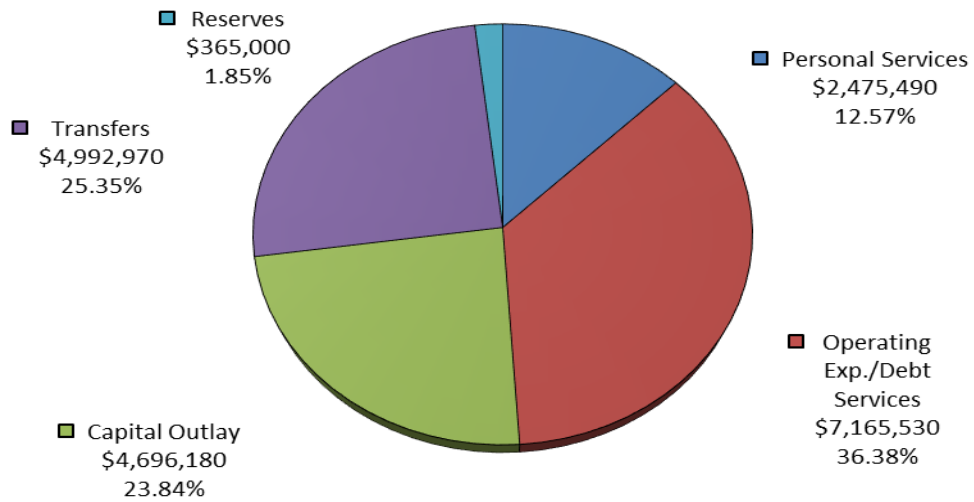
CITY OF NEW PORT RICHEY
BUDGET FY 18-19
Water & Sewer Revenues - All W & S Funds



CITY OF NEW PORT RICHEY
Water & Sewer Charges For Services



CITY OF NEW PORT RICHEY
BUDGET FY 18-19
Water & Sewer Expenses - All W & S Funds



COMMUNITY REDEVELOPMENT AGENCY (CRA) FUND

CRA Fund Summary	Adopted FY 2017-18	Amended Budget FY 2017-18	Estimated Actual FY 2017-18	9/6/2018 Proposed FY 2018-19	9/25/2018 Adopted FY 2018-19	% of Total
Approp. Fund Balance	350,000	350,000	-	587,500	587,500	16.43%
Other Revenues	3,148,840	3,156,830	3,079,652	2,987,800	2,987,800	83.57%
Total Revenues	3,498,840	3,506,830	3,079,652	3,575,300	3,575,300	100.00%
Personnel Services	21,930	23,492	23,492	26,690	26,390	0.74%
Operating Expenses	884,650	891,078	502,068	376,150	376,150	10.52%
Capital Outlay/Debt	1,454,500	1,454,500	650,000	1,970,000	1,970,000	55.10%
Transfers	1,137,760	1,137,760	1,137,760	1,202,760	1,202,760	33.64%
Total Expenditures	3,498,840	3,506,830	2,313,320	3,575,600	3,575,300	100.00%

The relationship between the Community Redevelopment Agency (CRA) and the City's General Fund operations has changed over the past several years as the effects of the "Great Recession" severely impacted the CRA's ability to service its indebtedness on three Redevelopment Bank Notes. One of the CRA notes was paid off by the General Fund in FY 2013-2014. That note, along with advances made to the CRA by the General Fund, established an opening balance for the repayable advances (non-current liability), as provided for in an interlocal agreement between the two entities. The City and Pasco County taxes on the taxable value of the lands in the CRA that exceed the Base Year 2001 Taxable Value of \$366,805,411 are directed into the CRA Trust Fund. The City's total Taxable Values peaked at \$919,592,133 in FY 2007-08. The Tax Increment value bottomed out in FY 2013-14 at \$69,806,864. Currently, for the FY 2019 Budget, the Tax Increment Value is at \$158,262,030, an approximate 45% increase from the previous year. This is indication that the property values within

the city or gradually increasing. The \$2,481,900 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 slightly increased by \$68,470 (1.95%) from last year, mainly due to on an increase in TIF Revenue that was offset by a decrease in grant funding and an increase in capital outlay efforts.

Major revenues consist of the TIF funds from the City and County of \$2,481,900, which are approximately 69% of total revenues for the fund. This revenue has increased by over \$866,000 (53%) from the previous year.

STREET IMPROVEMENT FUND

Street Improvement Fund Summary	Adopted FY 2017-18	Amended Budget FY 2017-18	Estimated Actual FY 2017-18	9/6/2018 Proposed FY 2018-19	9/25/2018 Adopted FY 2018-19	% of Total
Approp. Fund Balance	1,841,450	1,841,450	373,492	1,323,710	1,323,710	39.51%
Other Revenues	2,250,000	2,249,730	1,833,380	2,026,290	2,026,290	60.49%
Total Revenues	4,091,450	4,091,180	2,206,872	3,350,000	3,350,000	100.00%
Capital Outlay/Debt	3,700,000	3,700,000	1,585,828	3,000,000	3,000,000	89.55%
Transfers	391,180	391,180	391,180	350,000	350,000	10.45%
Total Expenditures	4,091,180	4,091,180	1,977,008	3,350,000	3,350,000	100.00%

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

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

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

The budget is balanced with total revenues and expenditures both equaling \$3,350,000.

The total budget has decreased by \$741,180 (18.12%) from last year, due to an decrease in the amount of capital projects budgeted for in FY2019 compared to the previous year.

The use of Appropriated Fund Balance, in the amount of \$1,323,710, 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 2019 include the completion of the 2017/2018 City's Street Improvement Project and Streetscape Improvements at Main Street to Massachusetts Avenue.

CENTRAL GARAGE FUND

Central Garge Fund Summary	Adopted FY 2017-18	Amended Budget FY 2017-18	Estimated Actual FY 2017-18	9/6/2018 Proposed FY 2018-19	9/25/2018 Adopted FY 2018-19	% of Total
Approp. Fund Balance	-	-	-	-	-	0.00%
Other Revenues	722,210	884,317	884,317	716,700	716,700	100.00%
Total Revenues	722,210	884,317	884,317	716,700	716,700	100.00%
Personnel Services	236,880	254,826	244,096	227,170	227,170	31.70%
Operating Expenses	464,530	599,761	599,761	464,530	464,530	64.82%
Capital Outlay/Debt	20,800	29,730	29,730	25,000	25,000	3.49%
Total Expenditures	722,210	884,317	873,587	716,700	716,700	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 \$167,617 (18.95%) from last year, mainly due to the scheduled purchase of special equipment that was budgeted for in the previous year. The City has recently renegotiated its fuel contract with Pasco County, securing a lower fuel rate for the next three years. There is no appropriated fund balance for FY 2018-19.

PROJECTED CHANGES IN FUND BALANCE

Fund	Actual	Actual	Estimates FY 2018		Estimated	Adopted FY 2019		Estimated
	9/30/2016	9/30/2017	Revenues (less Use of PY F/B)	Expenditures	9/30/2018	Revenues (less Use of PY F/B)	Expenditures	9/30/2019
General	3,116,420	3,929,179	19,498,124	20,007,083	3,420,220	22,169,960	22,350,160	3,240,020
Committed	3,025,008	3,267,511			2,885,848			3,008,905
Assigned	28,642	31,608			20,000			35,000
Unassigned	62,770	630,060			514,372			196,115
Stormwater	1,188,840	820,667	1,042,024	1,264,470	598,221	1,041,670	1,630,790	9,101
Street Lighting	282,196	301,564	424,012	437,245	288,331	436,960	436,960	288,331
Gen Debt Svc	820,814	743,287	888,060	887,760	743,587	886,890	886,890	743,587
Cap Improvement	2,897,033	3,305,983	3,355,830	4,368,707	2,293,106	5,150,627	6,942,000	501,733
W/S Funds*	8,513,200	8,290,627	19,032,262	13,419,018	13,903,871	15,882,970	19,695,170	10,091,671
Central Garage	93,786	445,065	884,317	873,587	455,795	716,700	716,700	455,795
CRA	(4,988,425)	(5,760,694)	3,079,652	2,313,320	(4,994,362)	2,987,800	3,575,300	(5,581,862)
Street Improvement	2,097,462	1,570,307	1,833,380	1,977,008	1,426,679	2,026,290	3,069,650	383,319
Total Fund Balance - All Funds	\$ 14,021,326	\$ 13,645,985			\$ 18,135,448			\$ 10,131,695

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 2018-19 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 2019's budget is deployed as planned, it will result in a balance of \$3,240,020 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 is budgeted to exhaust the majority of its Fund Balance by the end of FY2019. 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>
April 2, 2018	Finance Director	Provide Budget Preparation Manual and worksheets to Department Heads via email
April 4, 2018	City Manager Department Heads	Kickoff Meeting with all Department Heads to outline procedures for budget and discuss Budget Workbook
April 9 – 20, 2018	Finance	Individual department meetings to discuss Budget Workbook and provide any assistance in completing them, if needed
April 30, 2018	Department/ Division Heads	Submit completed Budget Workbook, along with all supporting documentation for Operating portion of Budget (incl. Personnel Services) and Capital Outlay portion of Budget (Capital Purchases); This does not include Construction Projects
May 1 – 15, 2018	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 18, 2018	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 23, 2018	Finance PW Director	Meet to discuss construction projects for: Stormwater Utility Fund, Capital Improvement Fund, Street Improvement Fund, Sewer Assessment Fund, and W&S Construction Fund
May 30, 2018	City Manager PW Director Finance	Capital Projects Budget Meeting – presentation of proposed construction projects to City Manager (time to be determined)
May 31 – June 5, 2018	Finance	Assemble Five (5) Year Capital Improvement Program
June 1, 2018	Property Appraiser	Notifies municipalities of preliminary taxable value for the year
June 8, 2018	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 15, 2018	City Manager	City Manager makes final reductions and changes to budget
June 16 - 22, 2018	Finance	Finishes recommended budget and Capital Improvement Program for July 3 rd Council Meeting.
June 22, 2018	City Manager Finance	Include proposed draft of the Budget, 5-year Capital Improvement Plan & Redevelopment Work Program in Council packet for July 3 rd City Council meeting Provide copies of proposed Budget to Department Heads/Division Heads
No later than July 1, 2018	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 3, 2018	City Manager Finance Director	Presentation of Preliminary Budget to Council at Regular City Council Meeting
July 10, 2018	City Council City Manager Department Heads	City Council Work Session to go over departmental budgets
July 17, 2018	City Council City Manager Department Heads	City Council Work Session to go over remainder of departmental budgets, tax levy & "Certification of Taxable Value"
July 20, 2018	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 31, 2018 (tentative)	City Council	City Council meeting to discuss budget/millage rate and approve "Certification of Taxable Value" and proposed millage rate
July 31, 2018 (tentative)	CRA Board	Review of Proposed CRA Budget
No later than August 5, 2018	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 7, 2018	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 15, 2018	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, 2018	Property Appraiser	<u>Within 55 days of the Certification of Value</u> , the Property Appraiser prepares and mails the " <u>Notice of Proposed Property Taxes</u> ". If the City fails to submit the Certification of Value in a timely manner, it will be prohibited from levying a millage rate greater than the rolled-back rate. (CH. 200.065 F.S.)
September 5, 2018 (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 2018-2019 Budget to be held on Tuesday, September 25 th
September 7, 2018	Finance Director	Fax Budget Summary to Dept. of Revenue for pre-approval
September 14, 2018	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 19 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 25, 2018 (Tentative)	City Council	<p>Public Hearing (6:00 p.m.) to finalize the budget and adopt a final millage rate. The City Council shall amend the adopted tentative budget as it sees fit, adopt a final budget, and adopt two resolutions</p> <p>The Resolution to adopt the millage rate to be levied shall state the percent, <u>if any</u>, by which the millage rate to be levied exceeds the rolled-back rate</p> <p>The Resolution to adopt the budget shall be separate from the millage-levy Resolution</p> <p>Both Resolutions shall be publicly read in full prior to their adoption</p> <p>In no event shall the millage rate adopted exceed the millage rate tentatively adopted. (CH. 200.065 F.S.)</p> <p>City Public meeting cannot conflict with County or County Schools</p> <p>This Public Hearing to finalize the budget and adopt a millage rate shall be held not less than 2 days or more than 5 days, after the day that the advertisement is first published. (CH. 200.065 F.S.)</p>
September 25, 2018 (Tentative)	CRA Board	CRA Board passes resolution on CRA Budget
September 28, 2018	Finance Director	Notify Property Appraiser, Tax Collector and TRIM Office of adopted millage rate (within 3 days of resolution)
September 29, 2018	Finance	Electronic distribution of Adopted Budgets
October 1, 2018	City-wide	Begin FY 2018-2019 Budget Year
No later than October 19, 2018	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	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
311100	Current Ad Valorem Taxes	4,284,165	4,263,290	4,451,030	4,451,030	4,913,930
311200	Delinquent Ad Valorem Taxes	192,249	299,994	135,000	65,000	100,000
314100	Electric Utility Tax	-	-	1,321,450	1,325,000	1,325,000
314800	Propane Utility Tax	-	-	46,766	50,000	50,000
315250	Communications Services Tax	651,949	655,986	673,820	673,820	670,310
316100	Local Business Tax	129,060	126,515	137,500	140,000	150,000
TOTAL TAXES		5,257,423	5,345,785	6,765,566	6,704,850	7,209,240
321110	Residential Rentals	35,455	45,465	70,780	75,000	80,000
322100	Building Permits	229,331	206,780	229,500	300,000	250,000
322200	Building Code Surcharge	642	846	960	1,000	1,000
323100	Electric Franchise Fees	1,085,204	1,119,255	1,185,410	1,200,000	1,200,000
323400	Gas Franchise Fees	-	-	44,745	30,000	50,000
323700	Garbage Hauling Franchise Fees	88,872	101,307	108,212	100,000	115,000
329100	Development Review Fees	10,000	11,396	8,000	16,170	10,000
329600	Tree Removal/Replacement	-	-	56,625	2,000	2,000
TOTAL LICENSES & PERMITS		1,449,504	1,485,049	1,704,232	1,724,170	1,708,000
331220	SNAP Grant	16,794	21,495	36,000	36,000	36,000
331290	FDOT Aggressive Driving Grant	-	-	30,000	-	-
331320	Tactical Division Task Force Grant	21,622	9,275	12,000	15,000	15,000
331531	Blight Removal Program	82,829	-	-	-	-
331540	Community Development Block Grant	175,092	162,000	168,580	168,580	200,000
331550	School District Reimb. for SRO	195,109	145,114	151,036	150,000	152,000
331580	FEMA Reimbursement	-	55,886	-	-	450,000
334240	Victims of Crime Act Grant	5,046	9,475	15,000	15,000	15,000
334280	EBT SNAP Program	5,175	12,767	12,000	15,000	12,000
334510	State Aid to Libraries Grant	28,163	31,179	32,000	32,000	32,000
334710	ALA Library Grant	-	1,000	1,000	1,000	1,000
335120	State Revenue Sharing	675,422	681,501	690,000	690,000	702,220
335140	Mobile Home Licenses	43,948	41,973	47,000	47,000	50,000
335150	Alcoholic Beverage Licenses	31,760	36,347	38,000	38,000	40,000
335180	Half-Cent Sales Tax	954,797	1,063,422	1,000,820	1,000,820	1,093,790
335200	Firefighters Supplemental Comp.	3,610	6,019	1,500	5,000	2,000
335240	State Excise Tax - Police Pension	197,463	224,641	236,919	236,919	200,000
335250	State Excise Tax - Fire Pension	124,429	118,621	125,000	125,000	125,000
335260	Firefighters Supp Comp Trust Fund	-	-	-	40,000	-
335410	Rebate on Municipal Vehicles	18,642	17,717	19,450	20,000	20,000
338200	Mun. Share-County Occ. Licenses	10,494	7,244	13,250	15,000	15,000
TOTAL INTERGOVERNMENTAL		2,590,395	2,645,676	2,629,555	2,650,319	3,161,010

GENERAL FUND, CONT.

001 REV CODE	CLASSIFICATION	AMENDED				BUDGET
		ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	BUDGET FY17-18	AMOUNT FY18-19
341200	Zoning Fees	2,950	3,575	4,150	5,000	5,000
341310	Administrative Fees	16,603	22,611	23,810	23,000	25,000
341330	Magistrate/Court Fees	17,001	20,400	24,150	25,000	25,000
341400	Cert., Copying & Record Search	34,944	42,506	48,845	40,000	50,000
341430	Notary Services	460	160	410	500	500
342100	Off-Duty Pay	147,842	195,849	281,033	281,033	215,000
342400	Emergency Service Fees	1,150	575	1,300	2,000	1,500
342510	Fire Inspection Fees	14,618	17,377	18,415	15,000	20,000
342520	Residential Rental Inspection Fees	-	-	1,200	5,000	1,000
343950	Street Lights - Eastbury Gardens	12,897	12,737	13,450	15,000	15,000
343960	Street Lights - Hillandale	13,089	14,077	13,750	17,000	15,000
343970	Street Lights - Ridgewood	11,327	11,028	11,000	13,000	13,000
343980	Street Lights - Barbara Ann	-	550	1,450	2,000	2,000
347110	Miscellaneous Proceeds - Library	14,101	13,495	18,480	18,000	20,000
347120	Gifts - Library	281	170	125	300	300
347130	Memorials - Library	50	25	25	50	50
347190	Book Store - Library	2,558	2,918	2,390	3,000	3,000
347220	Recreation Memberships	111,289	96,348	133,480	140,000	140,000
347230	Concessions - Machines	649	3,242	3,140	3,000	4,000
347240	Recreation Daily Fees	143,151	135,435	151,510	145,000	155,000
347250	Rentals	64,924	71,563	67,430	70,000	70,000
347260	Tennis Court Reservations	120	-	-	-	-
347270	Lesson Fees	13,465	13,680	13,475	16,000	16,000
347280	Percentage of Classes	56,932	50,767	53,170	60,000	60,000
347290	Summer Program Fees	61,404	40,878	43,680	70,000	50,000
347300	City Sponsored Programs	20,581	22,785	21,240	22,000	25,000
347-61	Concession Stand	-	18,218	14,906	-	15,000
347320	Recreational Trips	7,101	4,562	5,050	5,000	5,000
347330	Red Cross Classes	-	195	3,730	600	3,750
347340	Swim/Recreation Accessories	1,018	984	1,008	1,000	1,000
347360	Skate Park	869	-	-	-	-
347370	Camps	64	1,675	1,625	2,000	2,000
347390	Park Vending	950	600	-	750	-
347410	Special Events Reimbursement	37,916	54,426	37,300	45,000	45,000
TOTAL CHARGES FOR SERVICES		810,304	873,411	1,014,727	1,045,233	1,003,100
351100	Court Fines	65,558	67,664	54,000	45,000	55,000
351110	Civil Infraction Fines	-	-	-	80,000	45,000
351200	Parking Fines	40	1,275	1,500	2,500	2,000
351210	Red Light Fines	2,481,418	1,719,249	1,900,000	2,230,540	2,060,600
351300	Police Education	9,908	9,736	6,750	5,900	7,000
352100	Library Fines	13,953	13,602	14,530	15,000	15,000
354100	Code Enforcement Fines/Court Costs	46,823	53,479	236,604	236,604	140,000
354110	Lot Clearing/Mowing Fines	1,053	270	750	1,500	1,000
354120	Investigations - Recovery	7,342	10,265	5,000	10,000	5,000
354130	Code Enforcement Amnesty	10,728	7,956	7,500	15,000	10,000
358200	Impound Lot	90,629	83,158	93,850	100,000	100,000

GENERAL FUND, CONT.

001 REV CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
359100	Other Fines and Forfeits	6,519	20,655	17,050	20,000	20,000
359110	Unclaimed Evidence	-	25,173	20,010	5,000	15,000
359120	Contraband Forfeitures	27,631	4,500	2,500	23,000	15,000
359130	Equitable Sharing - DOJ/DEA	945	26,933	15,000	30,000	30,000
TOTAL FINES & FORFEITURES		2,762,547	2,043,915	2,375,044	2,820,044	2,520,600
361100	Interest - Investments	50	728	1,000	50	1,000
361130	Interest - Taxes	9,113	13,442	16,450	10,000	20,000
361140	Interest - Equitable Sharing	59	60	500	100	1,000
361160	Interest - Lot Mowing	33	50	100	50	500
361120	Interest - S.B.A.	3,905	7,035	5,000	3,000	7,500
361250	Interest - FMLvT	743	538	1,000	5,000	3,140
361280	Interest - T-Bills & Bonds	1,771	-	7,880	2,000	10,000
361320	Interest-County Share Occ. Licenses	32	25	100	30	100
362100	Rents & Royalties - Miscellaneous	300	-	-	-	-
362140	Rent - Chamber of Commerce	3,250	3,300	4,800	4,800	4,800
362180	Rent - Cavalaire Square	980	980	1,480	1,480	1,480
364410	Surplus Furn., Fix., Equip. Sales	72,241	61,018	66,480	65,000	70,000
364420	Insurance Proceeds	4,962	712	822	-	-
366810	Tony Hawk Foundation Grant	-	10,000	-	-	-
366900	Contributions and Donations	3,971	6,130	1,660	-	-
366910	Contributions - Police	-	5,900	2,113	-	-
366920	Donations - Recreation	4,962	3,012	3,500	-	-
366930	Contributions From Friends-Library	20	-	-	-	-
369210	Vacant/Foreclosed Property Registry	18,900	12,900	17,650	20,000	20,000
369300	Refund of Prior Year Expense	2,898	8,462	4,019	5,000	5,000
369710	Returned Check Charge	120	265	225	200	200
369900	Other Miscellaneous Revenue	6,005	7,748	8,500	10,000	10,000
381310	Transfer from Street Improvement Fund	420,930	518,200	391,180	391,180	350,000
381320	Transfer from CRA Fund	261,011	375,440	250,000	250,000	315,870
381600	Transfer from Capital Improvement Fund	1,094,022	250,000	941,080	941,080	801,000
381700	Transfer from General Debt Service Fund	1,367,116	1,423,750	-	-	-
381700	Transfer from General Debt Service - Loan Proceeds	11,202,894	-	-	-	-
384500	USDA Loan Proceeds - Fire Truck	-	-	-	-	850,000
TOTAL MISCELLANEOUS REVENUE		14,480,288	2,709,695	1,725,539	1,708,970	2,471,590
382100	Contribution from W & S Fund	3,045,975	3,620,090	3,217,380	3,217,380	3,077,690
382110	Contribution from W & S Fund -TBW Int.	398,303	387,970	387,320	387,320	328,730
382120	Contribution from W & S Fund -PILOFF	560,000	560,000	560,000	560,000	560,000
382200	Contribution from Stormwater Utility Fund	259,106	329,030	130,000	130,000	130,000
TOTAL OTHER		4,263,384	4,897,090	4,294,700	4,294,700	4,096,420
TOTAL REVENUES PRIOR TO FUND BALANCE		31,613,845	20,000,621	20,509,363	20,948,286	22,169,960
389900	Prior Yr Fund Bal-Unassigned	410,424	410,424	110,000	110,000	180,200
TOTAL FUND BALANCE		410,424	410,424	110,000	110,000	180,200
GENERAL FUND REVENUES		\$ 32,024,269	\$ 20,411,045	\$ 20,619,363	\$ 21,058,286	\$ 22,350,160



CITY COUNCIL

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

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

DESCRIPTION

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

The City Council's powers consist of:

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

ACCOMPLISHMENTS OF FY18

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

FY19 INITIATIVES

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

CITY COUNCIL

001011		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41311	Part-Time Wages	18,600	18,600	18,600	18,600	18,600
42111	Social Security Matching	1,406	1,409	1,409	1,430	1,430
TOTAL PERSONNEL SERVICES		\$ 20,006	\$ 20,009	\$ 20,009	\$ 20,030	\$ 20,030
43111	City Attorney Services	115,612	111,000	145,448	145,448	132,000
43199	Professional Services - Misc	14,700	3,650	4,362	4,362	5,000
44011	Travel & Training	3,572	623	5,218	5,219	4,000
44211	Postage	2,356	7,536	128	129	8,250
44511	Liability Insurance - Comp. Gen	-	-	1,744	1,745	-
44799	Printing & Binding - Misc	-	6,920	6,480	6,481	7,250
44810	Cultural Affair Events	22,555	18,862	13,178	13,178	20,000
44961	Special Events	21,424	50,000	50,000	50,000	55,000
44999	Other Current Charges - Misc	40,305	6,939	13,724	13,724	4,500
45111	Office Supplies - General	740	1,053	781	782	300
45231	Clothing & Apparel	220	216	534	534	200
45243	Computer/Operating Supplies	170	2,500	1,387	1,387	1,500
45411	Dues & Memberships	5,156	5,000	5,434	5,434	5,600
45461	Books and Publications	-	-	477	478	-
49995	Settlement Agreement	51,764	51,764	51,764	51,770	1,770
TOTAL OPERATING		\$ 278,574	\$ 266,063	\$ 300,659	\$ 300,671	\$ 245,370

TOTAL EXPENDITURES \$ 298,580 \$ 286,072 \$ 320,668 \$ 320,701 \$ 265,400

ADMINISTRATION - CITY MANAGER

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

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

DESCRIPTION

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

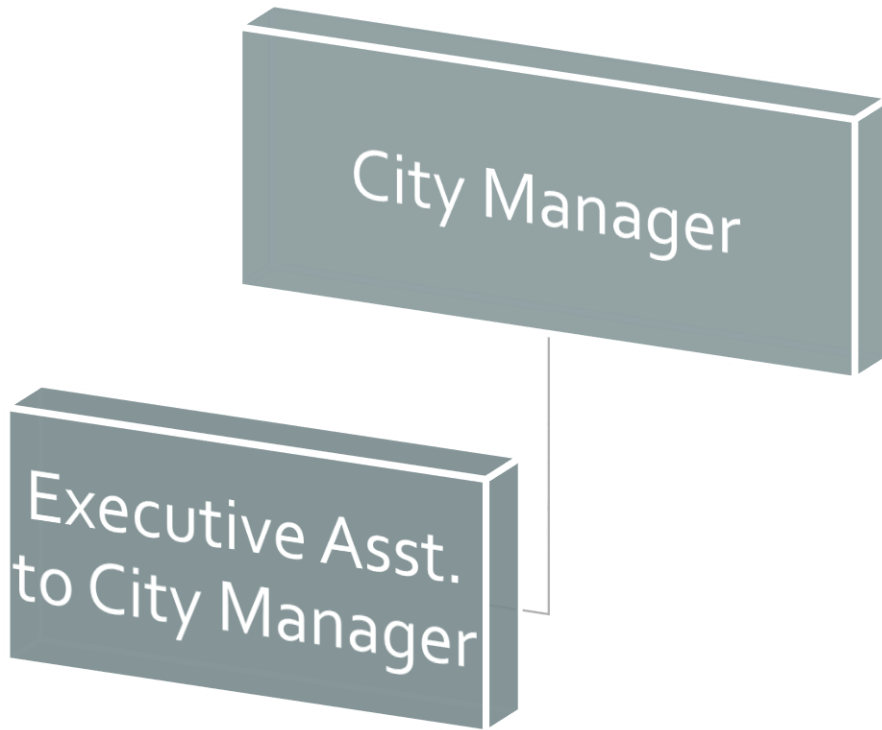
- Policy and Administration – The City Manager works directly with the City Council in policy making for the City and is responsible for the development of administrative action to ensure implementation of the City Council's vision, goals, and critical result areas.
- Communications - A majority of the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

ACCOMPLISHMENTS OF FY18

- Worked with the City Council and staff to update the City's Strategic Plan
- Facilitated the implementation of FY 2017-2018 Capital Improvement Program
- Partnered with the Department Heads to maintain prudence as it relates to the use of city resources
- Developed several programs and initiatives in respect to customer service and employee motivation
- Maintained an effective network of relationships with Pasco County, Pasco County School District, West Pasco Chamber of Commerce and other local stakeholders

FY19 INITIATIVES

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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
City Manager	1	1	1
Exec. Asst. to City Manager	1	.75	.75
Total	2	1.75	1.75

CITY MANAGER

001021		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41111	Dept Head Salaries	121,535	122,000	123,000	123,010	123,010
41210	Regular Exempt Salaries	34,488	42,750	53,800	53,802	45,090
41311	Part-Time Wages	8,114	-	-	-	-
41511	Employee Incentives	150	100	-	85	90
41512	Gas/Car Allowance	5,500	6,000	6,000	6,000	6,000
41522	Education Incentive Pay	252	-	-	168	270
41529	Meal Allowance	-	-	-	-	100
42111	Social Security Matching	11,750	12,900	12,581	12,581	13,340
42211	Florida Retirement System	29,254	29,750	31,456	31,456	31,120
42311	Health Insurance	14,160	14,500	14,595	14,595	13,850
42312	Life Insurance	16	54	531	531	100
42313	Accidental Death & Disab Insurance	50	50	50	50	40
42314	Group Term Life Insurance	408	421	204	204	-
42426	Workers Comp - Clerical (8810)	405	400	394	394	400
TOTAL PERSONNEL SERVICES		\$ 226,082	\$ 228,925	\$ 242,611	\$ 242,876	\$ 233,410
31-99	Professional Services - Misc	-	-	33,260	33,260	-
44011	Travel & Training	6,836	7,350	3,002	3,002	7,500
44121	Telephone - Local	1,931	1,500	2,197	2,197	1,500
44211	Postage	124	250	3	3	200
44623	Maintenance & Repairs - Copiers	1,157	946	-	-	500
44999	Other Current Charges - Misc	119	74	634	634	500
45111	Office Supplies - General	3,276	3,213	4,519	4,519	1,000
45231	Clothing & Apparel	123	300	-	-	300
45243	Computer/Operating Supply	322	1,000	1,752	1,752	1,000
45299	Operating Supplies - Misc	2,800	2,000	536	536	2,000
45411	Dues & Memberships	2,974	2,974	2,285	2,285	2,900
45431	Subscriptions/Newspapers	185	-	-	-	-
45461	Books & Publications	143	400	261	261	400
TOTAL OPERATING		\$ 19,990	\$ 20,007	\$ 48,449	\$ 48,449	\$ 17,800
TOTAL EXPENDITURES		\$ 246,072	\$ 248,932	\$ 291,060	\$ 291,325	\$ 251,210



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:

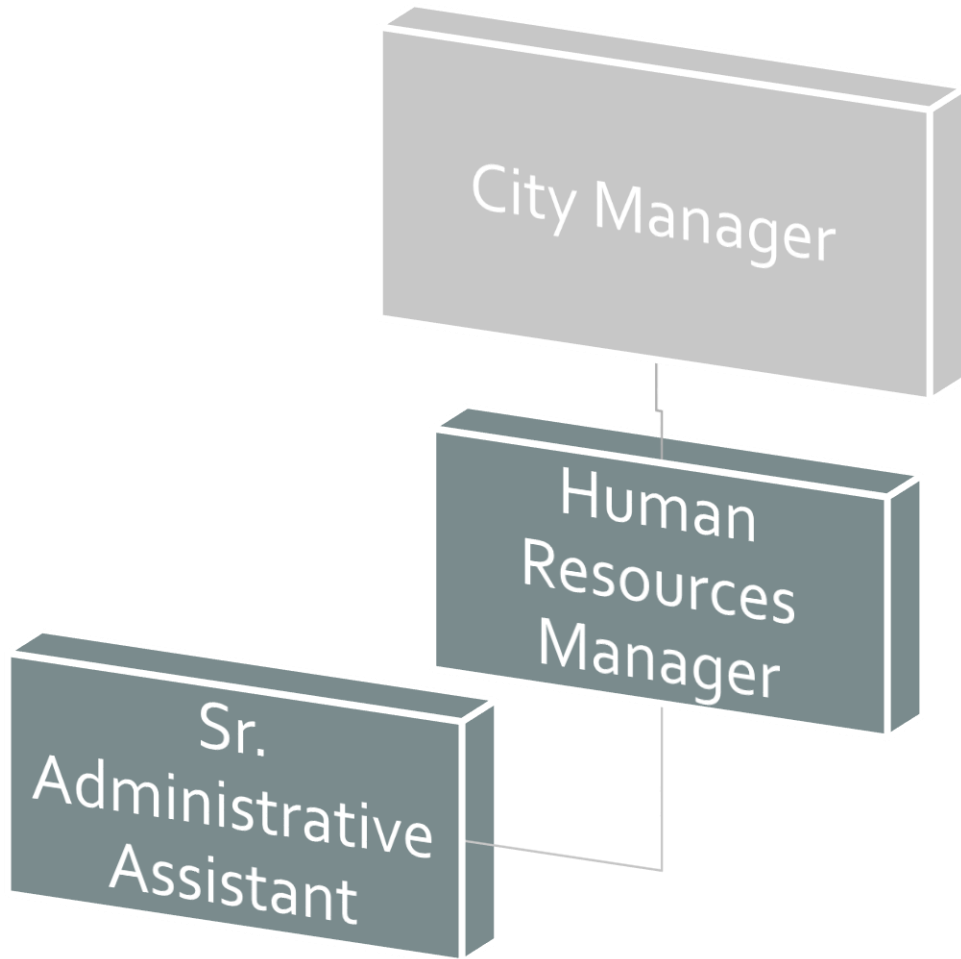
- Recruit, retain and develop the most qualified individuals for employment with the city
- Management of the employee benefits program to include the functions as noted below:
 - Wage and Classification System
 - Group Health, Dental and Optical Care Insurance
 - Holiday and Annual Leave
 - Educational 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 FY18

- Provided support which resulted in the ratification of a labor contract between the City and the IAFF Local 1158 Firefighters Union
- Reviewed and updated the Personnel Rules and Regulations Policy Manual
- Launched the Employee Suggestion and Awards Program that promotes an employee culture that is focused on innovation as it relates to saving in
- Worked with the City Manager to effectuate a cost saving to the City in the renewal of healthcare insurance

FY19 INITIATIVES

- Continue to transition to the Munis Operating Software system
- Implement a Customer Service Program that ensures that employees deliver high quality customer service across the city
- Advance department competency through continuing education of personnel
- Work in conjunction with Public Risk Management of Florida on continued employee based training



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Human Resource Manager	1	1	1
Senior Administrative Assistant	.75	.75	1
Total	1.75	1.75	2

HUMAN RESOURCES

001022		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41112	Division Head Salaries	55,008	52,948	56,185	56,185	55,890
41210	Regular Exempt Salaries	-	-	-	-	33,030
41311	Part-Time Wages	23,185	22,323	24,639	24,639	-
41511	Employee Incentives	100	100	100	100	100
41529	Meal Allowance	-	-	-	-	100
41531	Education Reimbursement	3,697	3,697	4,011	4,011	7,000
42111	Social Security Matching	5,969	5,746	6,144	6,144	6,820
42211	Florida Retirement System	5,656	5,437	6,385	6,385	6,970
42311	Health Insurance	5,981	7,150	5,808	5,808	15,830
42312	Life Insurance	20	54	21	21	110
42313	Accidental Death & Disab Insurance	2	7	3	3	50
42426	Workers Comp - Clerical (8810)	209	192	178	178	210
42511	Unemployment Compensation Claims	5,879	8,765	10,527	10,527	10,000
TOTAL PERSONNEL SERVICES		\$ 105,706	\$ 106,419	\$ 114,001	\$ 114,001	\$ 136,110
43111	Labor Attorney Services	4,752	14,500	15,115	15,115	11,900
43133	Employee Assistance Program	5,250	7,000	5,250	5,250	5,250
43199	Professional Services - Misc	12,360	9,483	10,914	10,914	7,500
43413	Employee Support Program	6,466	6,466	8,432	8,432	7,000
44011	Travel & Training	212	900	-	-	500
44121	Telephone - Local	518	525	1,149	1,149	800
44134	Data Lines	-	612	-	-	300
44211	Postage	44	50	63	63	80
44511	Liability Insurance - Comp. General	109,368	109,543	171,468	171,468	119,640
44521	Building & Contents Insurance	174,777	174,897	160,755	160,755	195,170
44522	Pollution Insurance	4,305	4,397	3,952	3,952	4,620
44523	Automobile & Truck Insurance	53,153	53,787	64,813	64,813	57,840
44590	Insurance - Miscellaneous	9,458	2,517	1,073	1,073	2,000
44623	Maintenance & Repairs - Copiers	712	750	-	-	500
44915	Classified Advertising	9,590	5,290	5,293	5,293	4,000
45111	Office Supplies - General	677	1,000	480	480	1,000
45231	Clothing & Apparel	80	100	-	-	100
45243	Computer/Operating Supply	1,073	960	874	874	500
45254	Training Supplies - General	-	-	-	-	250
45411	Dues & Memberships	240	275	254	254	500
45461	Books & Publications	-	-	-	-	-
TOTAL OPERATING		\$ 393,035	\$ 393,052	\$ 449,885	\$ 449,885	\$ 419,450
TOTAL EXPENDITURES		\$ 498,741	\$ 499,471	\$ 563,886	\$ 563,886	\$ 555,560



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

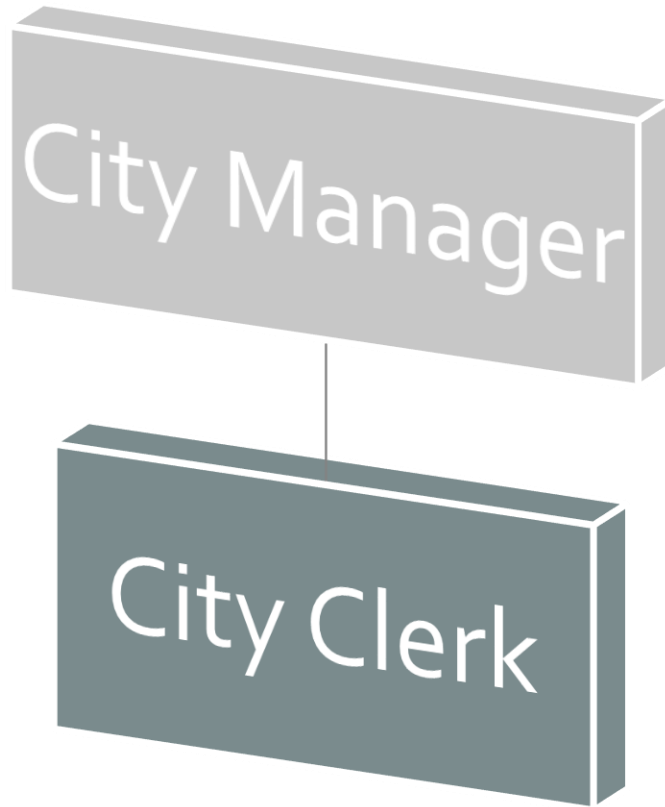
The City Clerk is known as the "keeper of the records". The City Clerk prepares and maintains official city records, including City Council agendas and minutes, and serves as the Records Management Liaison Officer to the state archives - maintaining, storing, and disposing of the City's public records 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 FY18

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

FY19 INITIATIVES

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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
City Clerk	1	.25	.25
Total	1	.25	.25

CITY CLERK

001023		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41112	Division Head Salaries	51,888	23,765	16,840	16,840	15,030
41511	Employee Incentives	50	50	15	15	20
41522	Education Incentive Pay	108	108	72	72	-
41529	Meal Allowance	-	-	-	-	-
42111	Social Security Matching	3,954	2,178	1,277	1,277	1,150
42211	Florida Retirement System	3,798	2,167	1,313	1,313	290
42311	Health Insurance	5,836	2,345	1,597	1,597	1,980
42312	Life Insurance	20	15	6	6	20
42313	Accidental Death & Disab Insurance	2	1	1	1	10
42426	Workers Comp - Clerical (8810)	155	57	40	40	40
TOTAL PERSONNEL SERVICES		\$ 65,811	\$ 30,686	\$ 21,161	\$ 21,161	\$ 18,540
43423	Elections	5,589	5,610	7,060	7,060	6,000
44011	Travel & Training	1,656	1,700	1,563	1,563	2,000
44211	Postage	66	110	86	86	100
44623	Maintenance & Repairs - Copiers	874	1,000	-	-	150
44731	Code Book Update Service	9,483	7,490	9,583	9,583	7,000
44911	Legal Advertising	26,038	19,470	22,073	22,073	25,000
44921	Legal Recordings	5,093	5,900	6,524	6,524	6,900
44981	Flowers	382	500	652	652	500
45111	Office Supplies - General	371	1,000	407	407	1,200
45231	Clothing & Apparel	99	100	-	-	100
45243	Computer/Operating Supplies	-	28	-	-	250
45411	Dues & Memberships	871	300	465	465	500
45461	Books & Publications	-	-	-	-	50
TOTAL OPERATING		\$ 50,522	\$ 43,208	\$ 48,413	\$ 48,413	\$ 49,750
TOTAL EXPENDITURES		\$ 116,333	\$ 73,894	\$ 69,574	\$ 69,574	\$ 68,290



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).

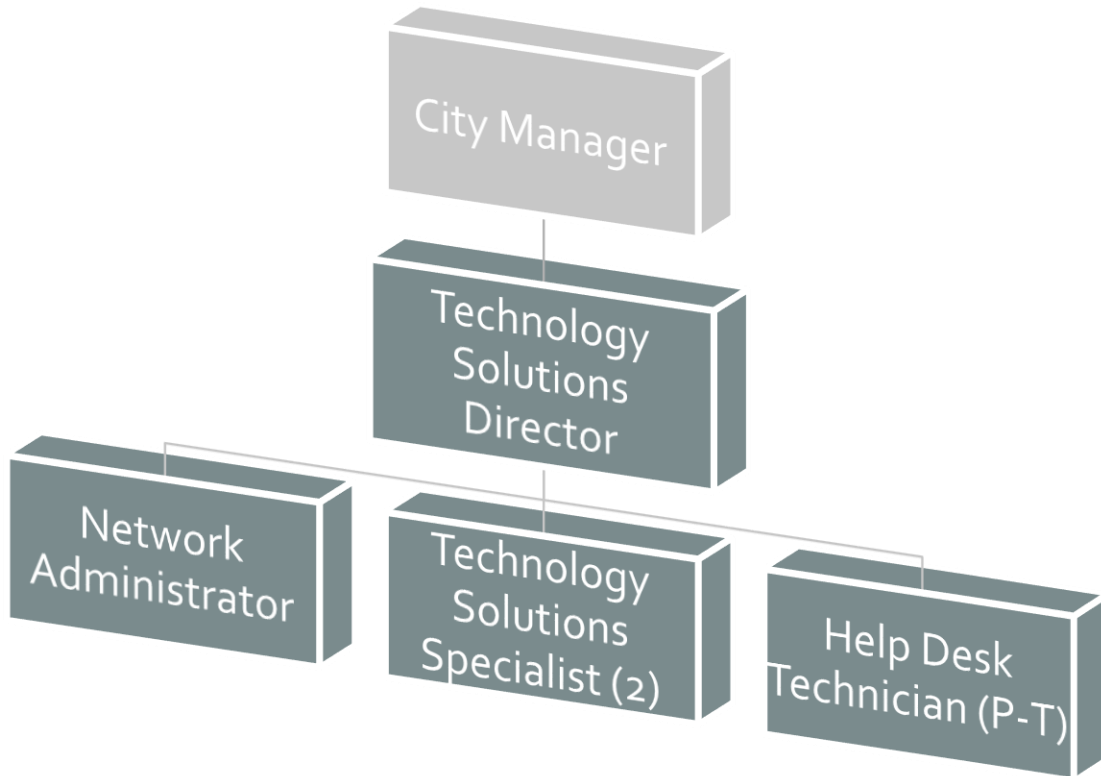
ACCOMPLISHMENTS OF FY18

- Established Microsoft cloud space in Azure for City resources (Domain Controller, Exchange server)
- Standardized naming convention for Network devices and Computer
- Completed HR and Payroll modules in the Tyler Software
- Implemented 24/7 access solution for the Rec Center expansion
- Successfully passed a FDLE CJIS technical audit at PD
- Completion of Tyler EnerGov application
- Expanded voice-over IP phone system to the Rec Center
- Launch of the new City Website and Mobile App
- Upgrade storage array at primary server location

FY19 INITIATIVES

- System Security enhancements to the City's buildings and network resources:
 - Upgrade CCTV Camera system at Public Works allowing for live feed monitoring in Police Dispatch
 - Replace keyless entry system in the Police station allowing for increased security and reliability
 - Install keyless entry system on primary doors at City Hall and Public Works
- Complete server and hardware upgrades / replacements in several facilities:
 - Replace core network switches allowing for increased security and faster network speeds
 - Server replacement at the Police Department
 - Server expansion at primary and secondary locations along with the implementation of a new disaster recovery storage array
- Expansion of mobile computing tools to enhance staff performance in the field:
 - Deployment of a Mobile Device Management (MDM) solution for mobile devices
 - Mobile applications for building inspections, code enforcement, fire department and public works

- Ongoing Tyler Technology implementations:
 - Completion of Tyler Utilities and Cashiering
 - Tyler software upgrades



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Technology Solutions Director	1	1	1
Network Administrator	1	1	1
Technology Solutions Technician	0	1	2
Network Assistant	1	0	0
Help Desk Technician	1	1	.4
Total	4	4	4.4

TECHNOLOGY SOLUTIONS

001024					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41112	Division Head Salaries	77,625	77,950	78,050	78,050	79,800
41210	Regular Exempt Salaries	73,119	24,367	48,740	48,740	49,590
41299	Regular Full-Time Wages	-	71,368	80,000	82,860	72,950
41311	Part-Time Wages	-	-	-	-	15,600
41411	Overtime Wages	869	5,075	4,238	4,238	1,910
41511	Employee Incentives	150	150	220	220	250
42111	Social Security Matching	11,180	13,506	16,190	16,190	16,450
42211	Florida Retirement System	11,349	13,842	16,987	16,981	16,820
42311	Health Insurance	18,935	22,476	21,583	21,583	23,740
42312	Life Insurance	51	66	80	80	270
42313	Accidental Death & Disab Insurance	6	8	10	10	110
42426	Workers Comp - Clerical (8810)	438	346	483	483	500
TOTAL PERSONNEL SERVICES		\$ 193,722	\$ 229,154	\$ 266,581	\$ 269,435	\$ 277,990
43499	Contractual Services - Misc	25,244	19,764	52,625	52,625	20,000
44011	Travel & Training	4,095	6,911	4,743	4,743	4,200
44121	Telephone - Local	11,144	10,886	15,325	15,325	12,200
44134	Data Lines	11,622	15,474	24,755	24,755	26,000
44211	Postage	-	16	46	46	50
44429	Rent - Software	201,315	134,413	268,747	268,747	282,330
44621	Maintenance & Repairs - Equipment	10,941	23,173	13,689	13,689	11,400
44625	Maintenance & Repairs- AV Equipment	-	-	-	-	1,500
45111	Office Supplies - General	1,084	1,264	3,522	3,522	200
45231	Clothing & Apparel	-	-	-	-	300
45243	Computer/Operating Supply	16,788	12,831	9,788	9,788	10,000
45253	Operating Supplies - Train Rm	799	1,105	17	17	500
45411	Dues & Memberships	-	475	-	-	500
45461	Books & Publications	-	-	-	-	50
TOTAL OPERATING		\$ 283,032	\$ 226,312	\$ 393,257	\$ 393,257	\$ 369,230
46413	Data Processing Equipment	4,601	9,192	50,629	50,629	108,500
46418	Software	217,426	178,275	486,265	486,265	138,000
46431	Special Purpose Equipment	5,358	46,603	-	-	-
TOTAL CAPITAL		\$ 227,385	\$ 234,070	\$ 536,894	\$ 536,894	\$ 246,500

TOTAL EXPENDITURES **\$ 704,139** **\$ 689,536** **\$ 1,196,732** **\$ 1,199,586** **\$ 893,720**

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM TECHNOLOGY SOLUTIONS

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46299	<i>Building Improvements</i>					
	Security Door System	-	27,730	-	-	-
	TOTAL	-	27,730	-	-	-
46413	<i>Data Processing Equipment</i>					
	Network Infrastructure Improvements	30,300	-	-	-	-
	Airwatch Suite for Device Management	8,900	-	-	-	-
	Server and Storage	69,300	-	-	-	-
	TOTAL	108,500	-	-	-	-
46418	<i>Software</i>					
	City-wide System Software Replacement	138,000	-	-	-	-
	TOTAL	138,000	-	-	-	-
46431	<i>Special Purpose Equipment</i>					
	A/V Camera Improvements to Council Chamber	-	29,450	-	-	-
	TOTAL	-	29,450	-	-	-
DIVISION TOTAL		\$ 246,500	\$ 57,180	\$ -	\$ -	\$ -

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

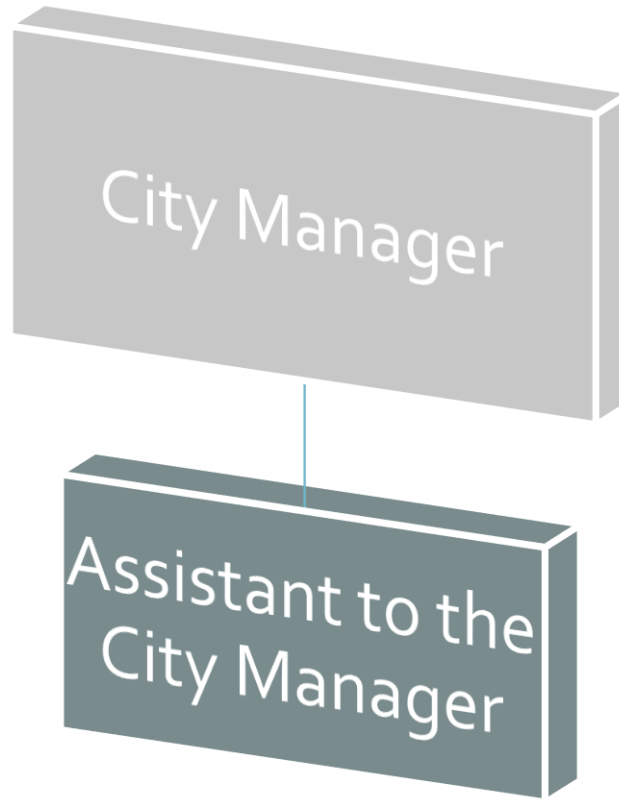
The Administrative Services Division is a division that caters to the specific needs of the City Manager and focuses on the completion of projects, specifically designated by the City Manager.

ACCOMPLISHMENTS OF FY18

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

FY19 INITIATIVES

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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Assistant to the City Manager	1	0	0
Total	1	0	0

ADMINISTRATIVE SERVICES

001025 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
41111	Department Head Salaries	-	74,000	-	-	-
41112	Division Head Salaries	61,727	-	-	-	-
41511	Employee Incentives	50	50	-	-	-
41512	Gas/Car Allowance	-	3,000	-	-	-
41520	Moving Allowance	-	3,000	-	-	-
42111	Social Security Matching	4,624	5,520	-	-	-
42211	Florida Retirement System	4,530	3,240	-	-	-
42311	Health Insurance	4,078	7,460	-	-	-
42312	Life Insurance	12	15	-	-	-
42313	Accidental Death & Disab Insurance	2	6	-	-	-
42426	Workers Comp - Clerical (8810)	202	220	-	-	-
TOTAL PERSONNEL SERVICES		\$ 75,225	\$ 96,511	\$ -	\$ -	\$ -
43199	Professional Services - Misc	7,665	30,000	-	-	-
43499	Contractual Services - Misc	12,064	-	-	-	-
44011	Travel & Training	23	1,000	-	-	-
44121	Telephone - Local	261	500	-	-	-
44211	Postage	3,514	-	-	-	-
44623	Maintenance & Repairs - Copiers	78	-	-	-	-
44799	Printing & Binding - Misc	-	-	-	-	-
45111	Office Supplies - General	1,776	500	-	-	-
45231	Clothing & Apparel	-	-	-	-	-
45143	Computer/Operating Supply	-	750	-	-	-
45411	Dues & Memberships	-	250	-	-	-
45461	Books & Publications	-	-	-	-	-
TOTAL OPERATING		\$ 25,382	\$ 33,000	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 100,607	\$ 129,511	\$ -	\$ -	\$ -



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

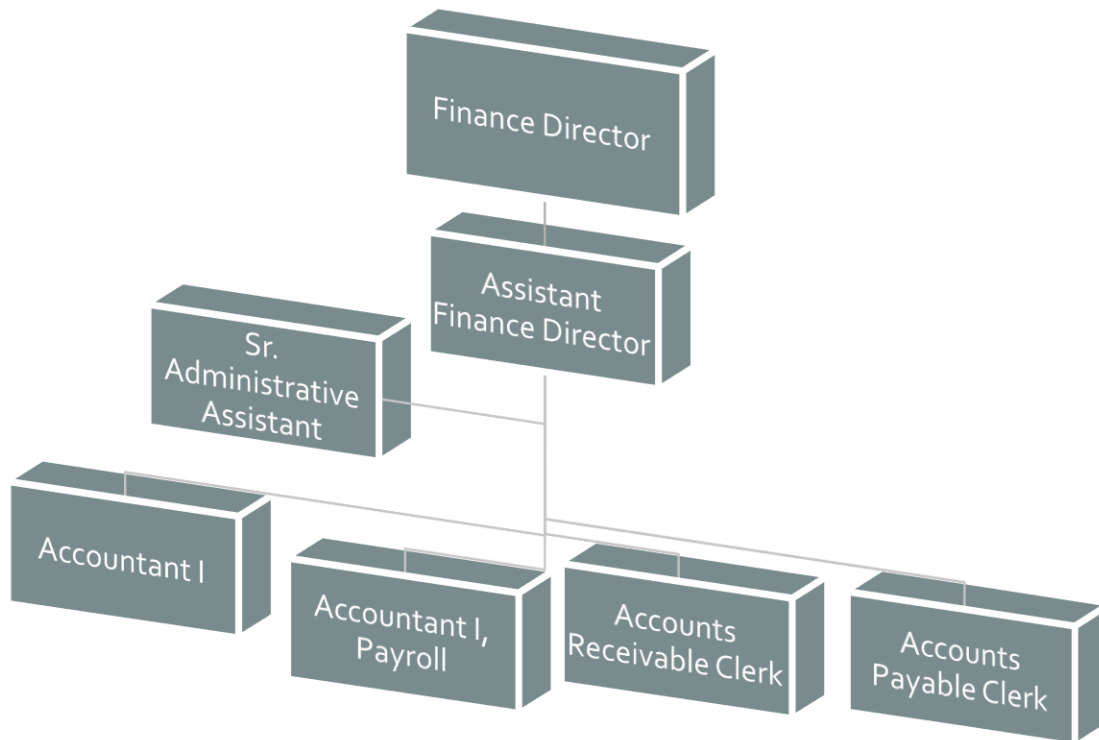
The Finance Department's Accounting & Budgeting Division plays an integral role in all financial transactions, both long and short term within the City of New Port Richey. This Division processes accounts payable and payroll, specialized billing, and provides other accounting related services. In addition, 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 FY18

- Received the Certificate of Distinguished Budget Presentation from the GFOA for FY18
- Completed the conversion and implementation from the City's existing financial software to Tyler Technologies
- Completed the conversion and implementation from the City's existing payroll software to Tyler Technologies
- Supported the expansion of the City's utility operations by securing financing, as needed

FY19 INITIATIVES

- Revise the City's current purchasing policy
- Centralize the City's grant management system to improve efficiencies in reporting and compliance
- Improve the City's competitive bidding process, internally and externally, by utilizing the functions in the City's new software system, Tyler Technologies



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Finance Director	1	1	1
Asst. Finance Director	1	1	1
Senior Administrative Assistant	1	1	1
Accountant I	0	1	1
Accountant I, Payroll	1	1	1
Accounts Payable Clerk	1	1	1
Accounts Receivable Clerk	1	1	1
Total	6	7	7

ACCOUNTING & BUDGETING

001042					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41111	Dept Head Salaries	82,624	82,500	87,602	87,602	86,360
41112	Division Head Salaries	68,027	66,300	70,212	70,212	69,720
41210	Regular Exempt	-	-	69,080	69,080	93,520
41299	Regular Full-Time Wages	78,298	163,921	103,230	103,230	105,020
41411	Overtime Wages	6,618	9,764	719	719	1,500
41511	Employee Incentives	200	300	250	250	350
42111	Social Security Matching	17,281	24,874	24,080	24,080	27,280
42211	Florida Retirement System	28,941	38,564	38,729	38,729	40,460
42311	Health Insurance	35,776	55,307	53,704	53,704	55,390
42312	Life Insurance	83	129	390	390	380
42313	Accidental Death & Disab Insurance	10	15	15	15	160
42426	Workers Comp - Clerical (8810)	539	576	808	808	820
TOTAL PERSONNEL SERVICES		\$ 318,397	\$ 442,250	\$ 448,819	\$ 448,819	\$ 480,960
43199	Professional Services - Misc	2,388	10,201	27,988	27,988	20,000
43211	Annual Audit Services	42,624	55,446	101,341	101,341	50,000
44011	Travel & Training	1,573	5,290	1,080	1,080	3,000
44121	Telephone - Local	1,479	2,095	2,178	2,178	2,140
44211	Postage	3,591	2,131	1,653	1,653	3,000
44419	Rent - Equipment/Software	-	1,801	1,774	1,774	2,000
44621	Maintenance & Repairs - Equipment	230	140	552	552	250
44623	Maintenance & Repairs - Copiers	1,594	552	-	-	2,000
44721	Printing & Binding - Forms	-	821	1,312	1,312	3,000
44799	Printing & Binding - Misc	129	1,197	208	208	2,000
44999	Other Current Charges - Misc	692	926	2,432	2,432	1,200
45111	Office Supplies - General	6,353	6,103	13,812	13,812	6,000
45231	Clothing & Apparel	258	-	731	731	750
45243	Computer/Operating Supplies	7,125	3,407	6,015	6,015	6,000
45411	Dues & Memberships	534	590	1,045	1,045	700
45461	Books & Publications	408	-	-	-	1,000
TOTAL OPERATING		\$ 68,978	\$ 90,700	\$ 162,121	\$ 162,121	\$ 103,040
46411	Office Furniture/Fixtures	-	-	7,382	7,382	-
46413	Data Processing Equipment	-	-	-	-	-
TOTAL CAPITAL		\$ -	\$ -	\$ 7,382	\$ 7,382	\$ -
TOTAL EXPENDITURES		\$ 387,375	\$ 532,950	\$ 618,322	\$ 618,322	\$ 584,000



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:

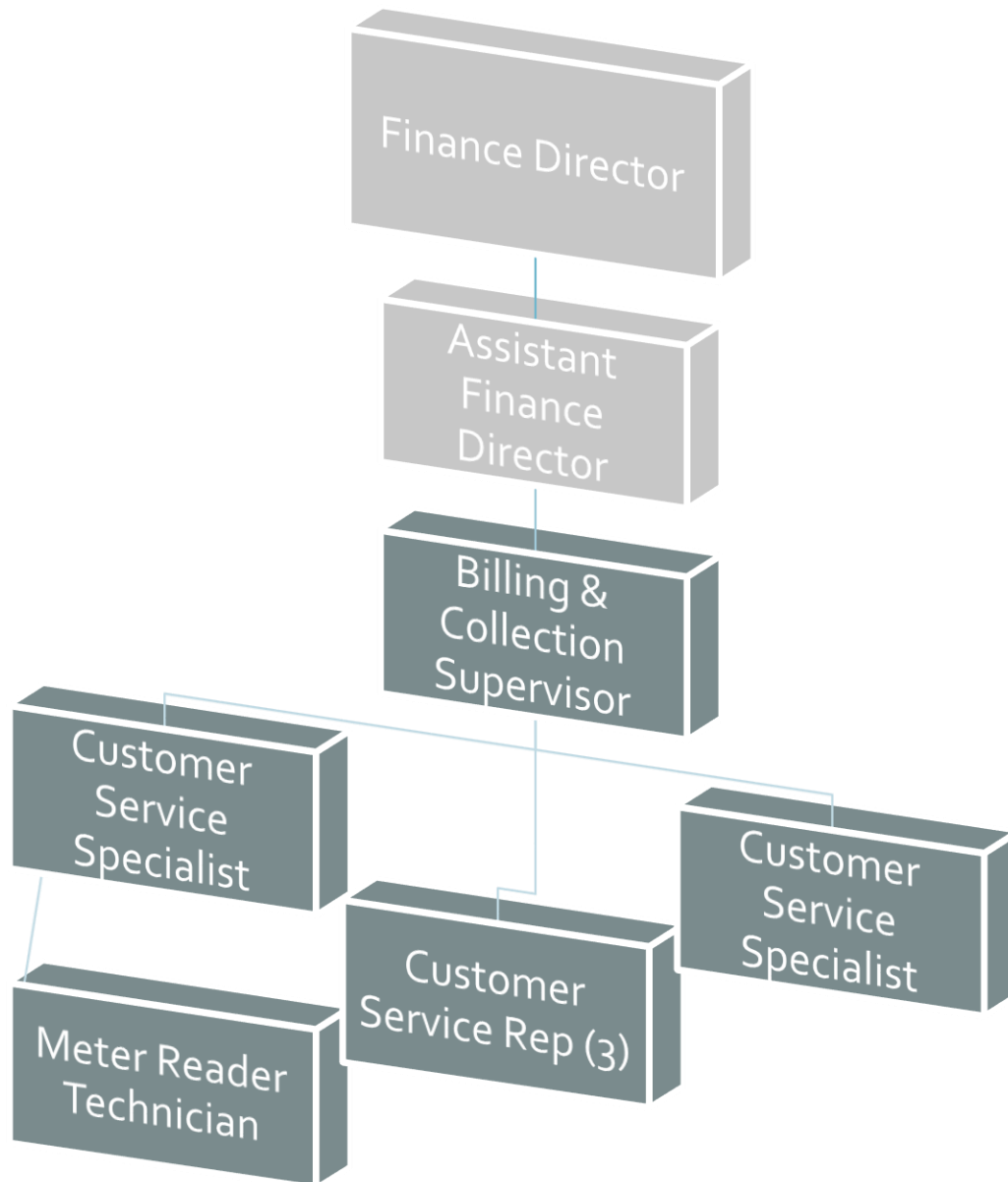
- Establishing and disconnecting water service
- Processing liens and releases of liens
- Processing title searches
- Renewing and processing new applications for business tax receipts and rental permits
- Take payments for city parking fines
- Take utility payments

ACCOMPLISHMENTS OF FY18

- Continued efforts to improve Division perception by incorporating new uniforms for employees and enhancing office space
- Deployed provisions of the debt recovery plan to reduce the amount of uncollected balances

FY19 INITIATIVES

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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Billing & Collection Supervisor	1	1	1
Billing Clerk	1	1	1
Accounts Receivable Clerk	0	0	0
Customer Service Specialist	1	1	2
Customer Service Representative	4	3	3
Meter Reader Technician	1	1	1
Total	8	7	8

BILLING & COLLECTION

001043 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
41112	Division Head Salaries	42,218	43,861	43,370	43,370	44,120
41299	Regular Full-Time Wages	216,688	195,253	153,000	160,540	197,370
41411	Overtime Wages	3,693	5,282	6,200	6,200	4,000
41511	Employee Incentives	450	400	350	350	400
41512	Gas/Car Allowance	650	65	-	-	-
42111	Social Security Matching	19,147	17,540	14,000	16,100	19,000
42211	Florida Retirement System	19,743	18,717	13,000	15,800	18,640
42311	Health Insurance	55,838	50,897	40,454	40,454	63,300
42312	Life Insurance	184	179	146	146	420
42313	Accidental Death & Disab Insurance	22	21	160	160	180
42421	Workers Comp - Waterworks Oper/SLSMN Drivers	742	922	1,130	1,130	1,230
42426	Workers Comp - Clerical (8810)	1,079	408	420	420	430
TOTAL PERSONNEL SERVICES		\$ 360,454	\$ 333,545	\$ 272,230	\$ 284,670	\$ 349,090
43199	Professional Services - Misc	15,587	1,250	1,140	1,140	7,500
43425	Debt Recovery	149	371	5,420	5,420	5,000
43426	Contractual Meter Reading	18,373	731	-	-	-
43435	Outsourced Bills	66,104	16,488	15,000	15,000	16,500
43499	Contractual Services - Misc	421	3,504	-	-	-
44011	Travel & Training	-	15	500	500	500
44121	Telephone - Local	713	877	800	800	900
44211	Postage	8,642	59,963	48,000	48,000	50,000
44621	Maintenance & Repairs - Equipment	2,566	3,028	4,000	4,000	2,500
44623	Maintenance & Repairs - Copiers	240	-	300	300	250
44631	Central Garage Maintenance	720	270	500	500	500
44721	Forms	-	-	1,000	226	1,000
44799	Printing & Binding - Misc	1,151	569	1,000	1,000	1,000
44931	Credit Card Charges	60,012	61,593	46,559	46,768	45,000
44952	Other Current Chgs & Oblg/OverShort	(15)	428	100	100	100
45111	Office Supplies - General	4,998	2,897	1,857	1,857	4,000
45211	Fuel	5,585	6,258	5,800	5,800	5,800
45231	Clothing & Apparel	1,030	203	1,000	1,000	1,000
45243	Computer/Operating Supply	1,217	209	3,000	3,000	3,000
45289	Automotive Parts	415	506	3,000	3,000	3,000
45299	Operating Supplies - Misc	14	726	800	800	800
45411	Dues & Memberships	85	-	100	100	100
TOTAL OPERATING		\$ 188,007	\$ 159,886	\$ 139,876	\$ 139,311	\$ 148,450
46411	Office Furniture/Fixtures	-	-	-	2,000	2,000
TOTAL CAPITAL		\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
TOTAL EXPENDITURES		\$ 548,461	\$ 493,431	\$ 412,106	\$ 425,981	\$ 499,540

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM BILLING & COLLECTION

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46411	<i>Office Furniture/Fixtures</i>					
	Office Furniture	2,000	-	-	-	-
	TOTAL	2,000	-	-	-	-
46415	<i>Trucks & Trailers</i>					
	Meter Reading Truck (R&R)	-	6,000	6,000 (a)	3,000	3,000
	TOTAL	-	6,000	6,000	3,000	3,000

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

(a) Year of Purchase

FINANCE - PURCHASING & WAREHOUSE

IT IS THE MISSION OF PURCHASING & WAREHOUSE TO

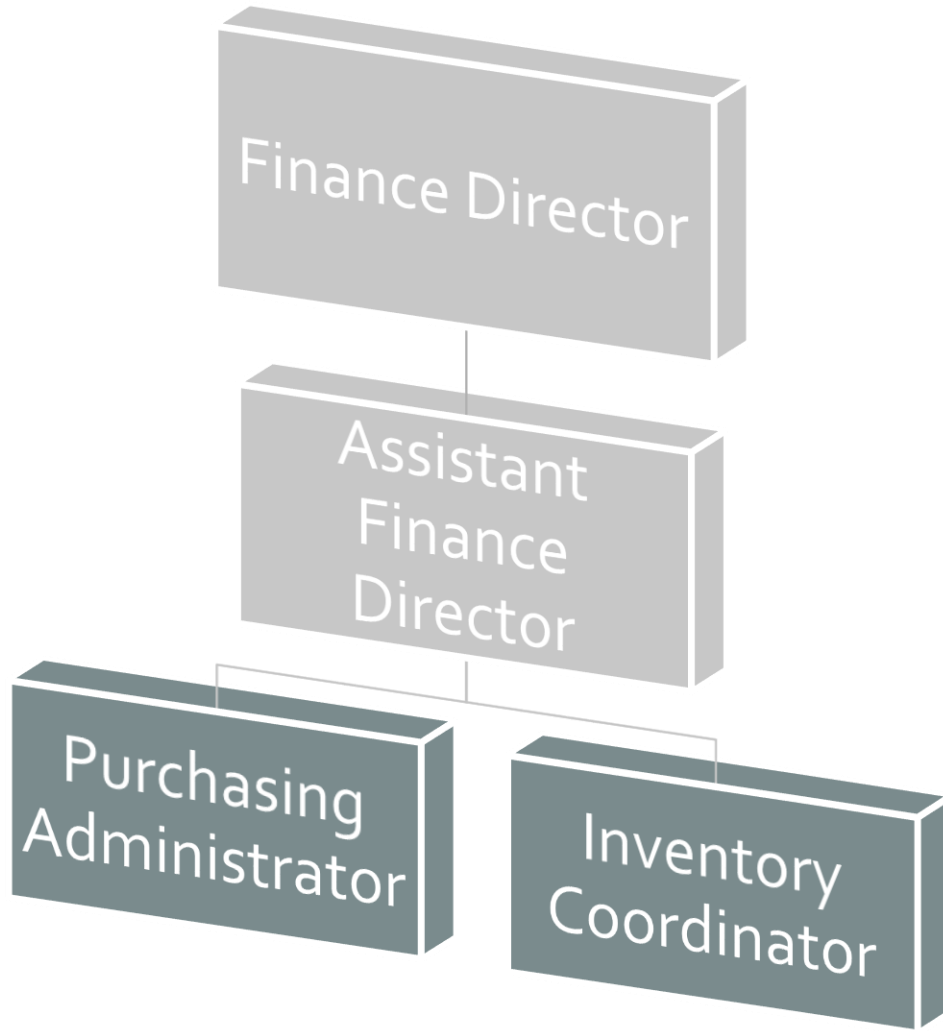
obtain quality goods and services at the lowest possible cost, while following federal, state, and local policies regarding expenditure of public funds.

DESCRIPTION

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

ACCOMPLISHMENTS OF FY18

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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Purchasing Administrator	0	0	0
Inventory Coordinator	0	0	0
Total	0	0	0

PURCHASING & WAREHOUSE

001044					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41299	Regular Full-Time Wages	65,172	-	-	-	-
41411	Overtime Wages	353	-	-	-	-
41511	Employee Incentives	100	-	-	-	-
42111	Social Security Matching	4,868	-	-	-	-
42211	Florida Retirement System	4,747	-	-	-	-
42311	Health Insurance	11,152	-	-	-	-
42312	Life Insurance	38	-	-	-	-
42313	Accidental Death & Disab Insurance	4	-	-	-	-
TOTAL PERSONNEL SERVICES		\$ 86,434	\$ -	\$ -	\$ -	\$ -
44419	Rent - Equipment	1,884	-	-	-	-
44721	Forms	968	-	-	-	-
45111	Office Supplies - General	658	-	-	-	-
45211	Fuel	216	-	-	-	-
45231	Clothing & Apparel	30	-	-	-	-
45243	Computer/Operating Supply	400	-	-	-	-
45298	Inventory Adjustment	15,431	-	-	-	-
45411	Dues & Memberships	100	-	-	-	-
TOTAL OPERATING		\$ 19,687	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 106,121	\$ -	\$ -	\$ -	\$ -



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

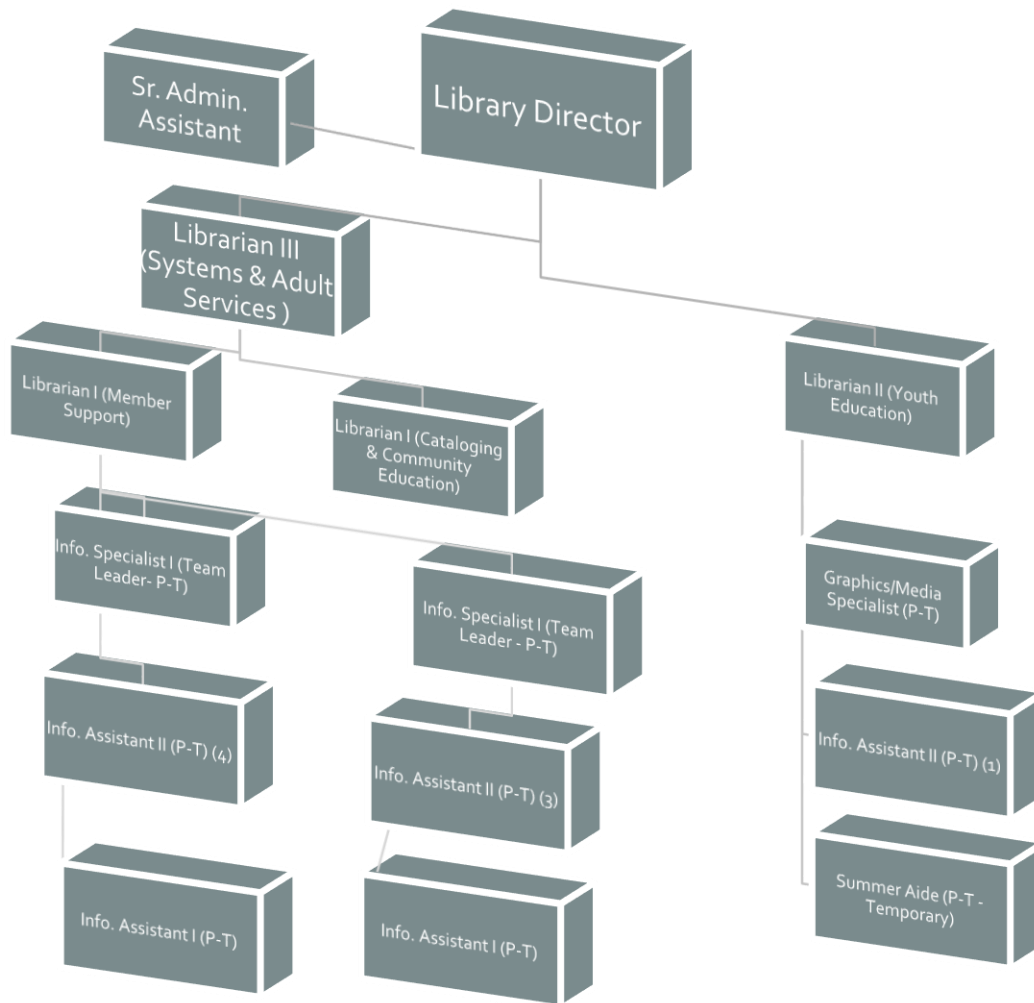
The New Port Richey Library was founded in 1919 and is Florida's first *Library of the Year* recipient. The Library is a popular destination that connects our diverse community to free educational and cultural resources that will enrich their lives.

ACCOMPLISHMENTS OF FY18

- Expanded the community's access to resources, education events, and services by expanding the Library's hours by an additional 6 hours per week
- Preserved irreplaceable resources by digitizing the Library's archived newspaper collection of West Pasco Chronicle and New Port Richey Press from 1956-1979. Partnered with the West Pasco Historical Society to host the combined newspaper collections of each organization on the Library's website.
- Added six new electronic databases to fit the community's changing interests and needs, including databases for streaming movies and music, e-books, magazines, sign language, and vehicle and small engine repair
- Strengthened partnerships with local schools by instituting a special Educator's Card that offers expanded borrowing privileges in support of classroom reading. Boosted hands-on learning opportunities with the addition of themed STEAM Kits that can be borrowed from the Children's Library

FY19 INITIATIVES

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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Library Director	1	1	1
Asst. Library Director/Events & Community Outreach	1	0	0
Senior Administrative Assistant	1	1	1
Librarian III	0	1	1
Librarian II	0	2	1
Librarian I	4	.73	2
Information Specialist I	1.46	1.46	1.46
Information Assistant II	3.5	4.88	5.11
Information Assistant I	1.46	1.46	1.46
Graphics/Media Specialist	0	0	.5
Summer Aide	.25	.25	.25
Total	13.67	13.78	14.78

LIBRARY

001051						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT	
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19	
41111	Dept Head Salaries	79,962	76,910	73,730	73,730	71,100	
41112	Division Head Salaries	56,632	36,578	-	-	-	
41210	Regular Exempt Salaries	147,603	168,292	171,940	171,940	205,800	
41311	Part-Time Wages	173,163	186,536	203,141	203,141	233,390	
41312	Temporary Wages	3,583	4,545	6,020	6,020	3,120	
41511	Employee Incentives	850	850	850	850	900	
42111	Social Security Matching	34,533	36,015	36,020	36,020	38,900	
42211	Florida Retirement System	45,014	46,015	36,590	36,590	39,520	
42311	Health Insurance	44,474	45,652	39,560	39,560	47,470	
42312	Life Insurance	122	119	270	270	330	
42313	Accidental Death & Disab Insurance	14	14	110	110	130	
42426	Workers Comp - Clerical (8810)	984	1,186	1,090	1,090	1,170	
TOTAL PERSONNEL SERVICES		\$ 586,934	\$ 602,712	\$ 569,321	\$ 569,321	\$ 641,830	
43428	Internet Reference Service	46,522	51,772	43,707	43,707	48,720	
43499	Contractual Services - Misc	16,196	8,584	12,680	12,680	13,050	
44011	Travel & Training	8,900	4,428	7,500	7,500	7,500	
44121	Telephone - Local	394	466	500	500	500	
44134	Data Lines	16,164	16,007	16,263	16,263	19,290	
44142	Burglar Alarm Lines	1,671	1,669	2,130	2,130	1,800	
44211	Postage	16,119	5,633	4,364	4,364	6,000	
44221	Freight Express Charges	600	767	750	750	800	
44311	Electric - City Facilities	30,342	30,308	36,000	36,000	32,000	
44351	Water & Sewer - City	3,190	3,190	3,300	3,300	3,300	
44373	Street Light Fee	-	440	440	396	440	
44381	Stormwater Assessment	-	680	-	-	680	
44419	Rent - Equipment/Software	11,070	14,056	14,170	14,170	14,170	
44481	Lease - Copier	3,521	3,344	3,530	3,530	3,600	
44611	Maintenance & Repairs - Bldg & Grounds	272	3,129	3,000	3,000	3,500	
44621	Maintenance & Repairs - Equipment	69,209	74,215	72,018	72,018	76,290	
44623	Maintenance & Repairs - Copiers	2,693	3,838	4,140	4,140	3,600	
44799	Printing & Binding - Misc	12,582	3,253	1,234	1,234	4,000	
44931	Credit Card Charges	1,089	824	-	-	2,550	
44983	Permit Fees	725	756	900	900	900	
45111	Office Supplies - General	3,764	4,729	4,000	4,000	4,000	
45231	Clothing & Apparel	-	494	500	500	500	
45242	Photographic Supplies	-	485	600	600	600	
45243	Computer/Operating Supply	18,816	13,872	20,000	20,000	22,500	
45247	First Aid Supplies	-	17	20	20	40	
45248	Prizes & Awards	996	981	1,000	1,000	1,000	
45249	Library Supplies	8,506	8,060	8,004	8,004	8,500	
45293	Misc Program Costs - Grants	13,311	3,920	3,331	3,331	10,000	
45296	Misc Program Costs	12,092	13,036	13,000	13,000	13,000	
45290	Oper. Supplies/Misc Snap Prog. Costs	7,728	11,649	15,373	15,373	8,000	
45299	Operating Supplies - Misc	2,230	4,152	2,500	2,500	2,500	
45411	Dues & Memberships	2,681	2,650	2,800	2,800	3,000	
TOTAL OPERATING		\$ 311,383	\$ 291,404	\$ 297,754	\$ 297,710	\$ 316,330	
46299	Building Improvements	-	2,620	-	-	-	

LIBRARY

001051						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET		
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	AMOUNT	
						FY18-19	
46413	Data Processing Equipment	16,270	-	-	-	-	
46612	Library Materials	70,243	77,434	76,000	76,000	76,000	
46672	Library Materials - State Aid	5,142	3,798	-	-	22,900	
TOTAL CAPITAL		\$ 91,655	\$ 83,852	\$ 76,000	\$ 76,000	\$ 98,900	

TOTAL EXPENDITURES \$ 989,972 \$ 977,968 \$ 943,075 \$ 943,031 \$ 1,057,060

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM LIBRARY

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
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	76,000	75,000	75,000	78,000	80,000
	TOTAL	76,000	75,000	75,000	78,000	80,000
46672	<i>Library Materials - State Aid</i>					
	Books & Other Reading Material	22,900	23,000	23,000	23,000	23,000
	TOTAL	22,900	23,000	23,000	23,000	23,000

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



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.

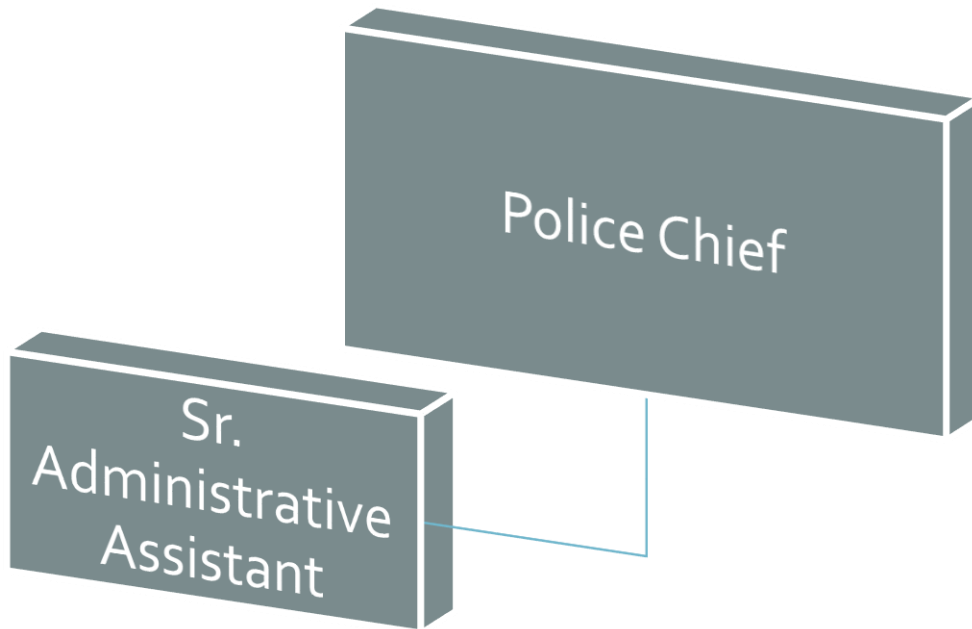
ACCOMPLISHMENTS OF FY18

- Audited and updated all Federal and State grants
- Purchased NARCAN Nasal Spray through a grant and issued to all officers for opioid induced overdoses
- Utilized equitable sharing monies, forfeiture monies and abandoned property monies to acquire three Harris mobile radios, 46 Active Shooter Kits, Cameras for the "Safe Exchange" zone at the PD, and contributed \$2,000 to Crime Stoppers of Tampa Bay for the Gun Buy Back Program
- Sent numerous personnel from each division to specialized and leadership training courses to improve their knowledge and job skills
- All police officers will be attending a week long Crisis Intervention Training class
- Worked with the Development Department and Legal to develop a donation bin ordinance and a Civil Citation ordinance

FY19 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
 - Expand the use of progressive analytical and investigative techniques to identify and arrest crime perpetrators
 - Increase the Department's crime analysis and mapping capabilities to better predict potential crime problems and allocate resources more efficiently
 - Expand the Police Auxiliary / Reserve Officer Program to increase law enforcement presence
- Strengthen office/citizen relationships within neighborhoods and identify opportunities for improving the quality of life within those areas:
 - Promote citizen and business owner involvement, utilizing a Community Oriented Policing philosophy
 - Continue collaborative efforts between Patrol, Code Enforcement, and the Criminal Investigations Bureau to increase interaction with residents and business owners, focusing on chronic nuisance target areas
 - Expand the use of website and social media platforms to share crime information, accomplishments, and provide crime prevention tips
- Be fiscally responsible:

- Continue exploring opportunities for obtaining resources at reduced or minimal costs to the City
- Aggressively pursue grant opportunities
- Continue expanding the Department’s capabilities and productivity through technology and training



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Police Chief	1	1	1
Deputy Police Chief	1	0	0
Senior Administrative Assistant	1	1	1
Total	3	2	2

POLICE SUPERVISION

001061					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41111	Dept Head Salaries	86,930	83,673	87,240	87,240	89,860
41112	Division Head Salaries	83,171	80,240	-	-	-
41210	Regular Exempt Salaries	40,188	41,998	39,730	39,730	40,420
41511	Employee Incentives	150	150	100	100	100
41516	Health Insurance Waiver Stipend	1,800	-	-	-	-
41521	Police Incentive Pay	2,200	2,280	-	-	-
41523	Cleaning Allowance	1,000	1,000	500	500	500
41531	Education Reimbursement	-	-	1,560	1,560	1,560
42111	Social Security Matching	16,148	15,776	9,760	9,760	10,010
42211	Florida Retirement System	2,891	2,980	5,220	5,220	5,310
42212	Police Pension Fund	10,126	10,126	-	-	-
42214	Defined Contribution Plan	22,163	21,251	24,580	24,580	25,320
42311	Health Insurance	14,118	14,118	7,920	7,920	7,910
42312	Life Insurance	60	60	110	110	110
42313	Accidental Death & Disab Insurance	7	7	50	50	50
42424	Workers Comp - Policeman/Chief (7720)	5,856	6,000	2,300	2,300	2,370
42426	Workers Comp - Clerical (8810)	113	150	100	100	100
TOTAL PERSONNEL SERVICES		\$ 286,921	\$ 279,809	\$ 179,170	\$ 179,170	\$ 183,620
43131	Employee Physicals	4,354	4,503	4,500	4,500	3,000
43499	Contractual Services - Misc	32,746	24,000	28,000	28,000	28,000
44011	Travel & Training	7,364	2,385	1,500	1,500	1,000
44121	Telephone - Local	50,039	40,000	40,000	40,000	60,000
44134	Data Lines	4,456	4,479	4,600	4,600	7,000
44211	Postage	397	400	400	400	200
44311	Electric - City Facilities	33,390	31,000	31,000	31,000	31,000
44351	Water & Sewer - City	5,005	5,000	5,000	5,000	5,000
44373	Street Light Fee	342	565	330	330	330
44381	Stormwater Assessment	96	880	880	880	880
44481	Lease - Copier	4,905	2,785	3,900	3,900	6,000
44534	Police-Fire AD & D Insurance	-	-	2,300	2,300	-
44611	Maintenance & Repairs - Bldg & Grounds	3,706	3,581	2,000	2,000	2,000
44631	Maintenance & Repairs - Central Garage	3,600	1,500	1,200	1,200	1,200
44972	351 - Police Training	11,622	13,678	8,000	8,000	7,000
45111	Office Supplies - General	4,838	3,167	3,000	3,000	2,000
45211	Fuel	9,131	9,166	6,500	6,500	6,500
45225	Software License Support	3,260	-	11,260	11,260	12,000
45231	Clothing & Apparel	2,396	2,236	1,000	1,000	500
45251	Janitorial Supplies	573	954	1,000	1,000	1,000
45289	Automotive Parts	4,976	9,047	1,500	1,500	1,500
45411	Dues & Memberships	1,043	1,000	1,000	1,000	500
TOTAL OPERATING		\$ 188,239	\$ 160,326	\$ 158,870	\$ 158,870	\$ 176,610
46399	Improvements Other Than Bldg - Misc	14,825	-	-	-	-
46418	Software	-	-	13,800	13,800	-
46431	Special Purpose Equipment	17,452	-	12,408	63,283	129,470
TOTAL CAPITAL		\$ 69,918	\$ -	\$ 26,208	\$ 77,083	\$ 129,470
TOTAL EXPENDITURES		\$ 545,078	\$ 440,135	\$ 364,248	\$ 415,123	\$ 489,700

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM POLICE SUPERVISION

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
64-31	<i>Special Purpose Equipment</i>					
	Key Scan System	38,330	-	-	-	-
	Server	82,740	-	-	-	-
	Sally Port Rollup Doors	8,400	-	-	-	-
	TOTAL	129,470	-	-	-	-

DIVISION TOTAL \$ 129,470 \$ - \$ - \$ - \$ -

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

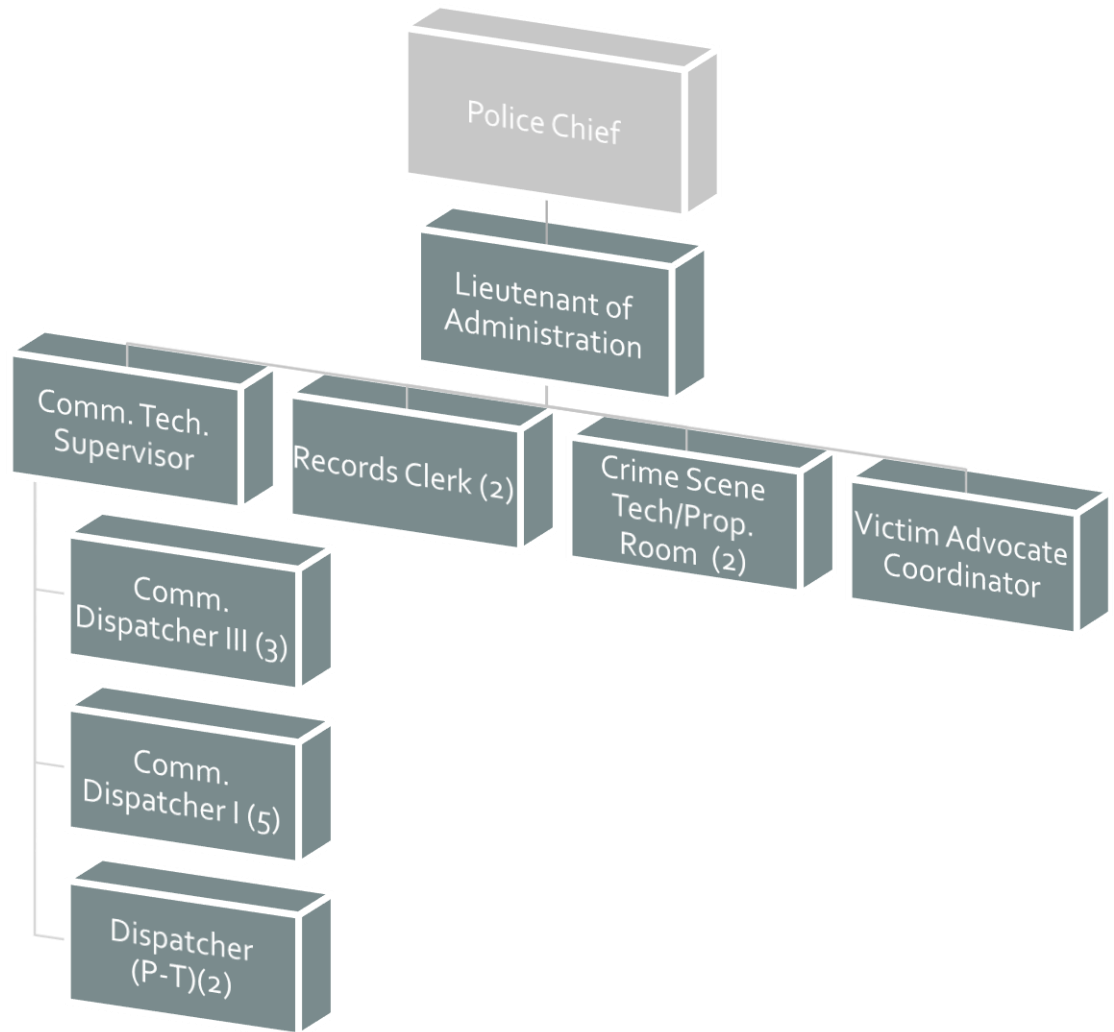
The New Port Richey Police Department focuses on the safety of residents, visitors, and businesses. Officers protect the citizens of New Port Richey, even at risk to their own lives.

ACCOMPLISHMENTS OF FY18

- Upgraded the phone system to record incoming and outgoing calls
- Victim Advocate: Attending training for "Victim Practitioner Designation" and "Crisis Intervention Training"
- Crime Scene Unit: Significant increase in criminal case closures resulting from latent print and DNA analysis
- Crime Scene Unit: Our senior Crime Scene Technician has achieved his designation of Certified Crime Scene Investigator from the International Association for Identification, and obtained certification as a Property Evidence Specialist through the International Association of Property and Evidence.

FY19 INITIATIVES

- Property and Evidence (P&E) Unit:
 - P&E Technicians will continue converting manual property and evidence data into electronic formats for easier retrieval
- Records Section:
 - Staff members will receive additional training to expand their skills to provide crime analysis and "predictive policing" support to other areas of the Department
- Records Section:
 - Convert police records from 1996-2006 stored in Fortis to a format compatible with current records software



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Lieutenant of Administration	1	1	1
Communication Technology Supervisor	1	1	1
Records Clerk	2	2	2
Crime Scene Technician/Property Room	1.73	1.73	2
Victim Advocate Coordinator	1	1	1
Communications Dispatcher III	0	3	3
Communications Dispatcher II	2	1	0
Communications Dispatcher I	7.46	4	5
Total	16.19	14.73	15.00

POLICE SUPPORT SERVICES

001062					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41112	Division Head Salaries	74,974	72,165	78,892	78,892	77,230
41299	Regular Full-Time Wages	455,427	462,656	503,860	503,860	552,590
41311	Part-Time Wages	31,918	29,308	32,035	32,035	38,790
41411	Overtime Wages	54,922	53,416	44,000	49,670	45,000
41511	Employee Incentives	700	800	750	750	800
41514	One-time Lump Sum Payment	-	1,388	-	-	-
41516	Health Insurance Waiver Stipend	8,100	-	-	-	-
41521	Police Incentive Pay	560	610	970	970	840
41522	Education Incentive Pay	1,200	670	935	935	-
41523	Cleaning Allowance	4,998	4,229	1,917	1,917	5,000
41527	Standby Time	2,210	2,914	157	157	3,120
41528	Off-Duty Pay	473	525	1,278	1,278	3,120
42111	Social Security Matching	46,636	46,844	49,360	49,680	56,220
42211	Florida Retirement System	40,183	41,499	46,059	46,059	50,390
42212	Police Pension Fund	32,751	33,480	26,359	26,359	11,090
42311	Health Insurance	77,534	78,066	79,611	79,611	87,030
42312	Life Insurance	279	279	276	276	920
42313	Accidental Death & Disab Insurance	33	33	33	33	380
42424	Workers Comp - Policemen/Chief (7720)	7,754	4,592	3,283	3,283	4,100
42426	Workers Comp - Clerical (8810)	1,234	843	1,261	1,261	1,320
TOTAL PERSONNEL SERVICES		\$ 841,886	\$ 834,317	\$ 871,036	\$ 877,026	\$ 937,940
44011	Travel & Training	7,321	6,772	5,365	5,365	2,000
44211	Postage	227	324	807	807	200
44621	Maintenance & Repairs - Equipment	1,675	135	89	89	1,000
44631	Maintenance & Repairs - Central Garage	1,830	540	840	840	1,500
44799	Printing & Binding - Misc	1,245	265	888	888	1,000
45111	Office Supplies - General	3,213	2,519	2,188	2,188	2,000
45211	Fuel	4,444	3,604	4,754	4,754	3,000
45231	Clothing & Apparel	2,954	1,487	1,495	1,495	3,000
45241	Licensing & ID Materials	5,229	12,765	8,825	8,825	7,000
45242	Photographic Supplies	435	135	-	-	1,000
45243	Computer/Operating Supply	10,759	14,786	14,723	14,723	11,000
45289	Automotive Parts	716	1,649	1,169	1,169	3,500
45299	Operating Supplies - Miscellaneous	8,169	11,545	9,855	9,855	6,000
TOTAL OPERATING		\$ 48,217	\$ 56,526	\$ 50,998	\$ 50,998	\$ 42,200
46414	Automobiles	26,959	-	-	-	-
46418	Software	-	22,640	22,458	22,458	51,650
46431	Special Purpose Equipment	3,681	14,234	-	-	-
TOTAL CAPITAL		\$ 30,640	\$ 36,874	\$ 22,458	\$ 22,458	\$ 51,650

TOTAL EXPENDITURES **\$ 920,743** **\$ 927,717** **\$ 944,492** **\$ 950,482** **\$ 1,031,790**

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM POLICE SUPPORT SERVICES

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
64-18	<i>Software</i>					
	FORTIS Data Extraction	30,000	-	-	-	-
	Forensic Software	21,650	-	-	-	-
	TOTAL	51,650	-	-	-	-

DIVISION TOTAL \$ 51,650 \$ - \$ - \$ - \$ -

POLICE – COMMUNITY SERVICES

IT IS THE MISSION OF POLICE – COMMUNITY 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

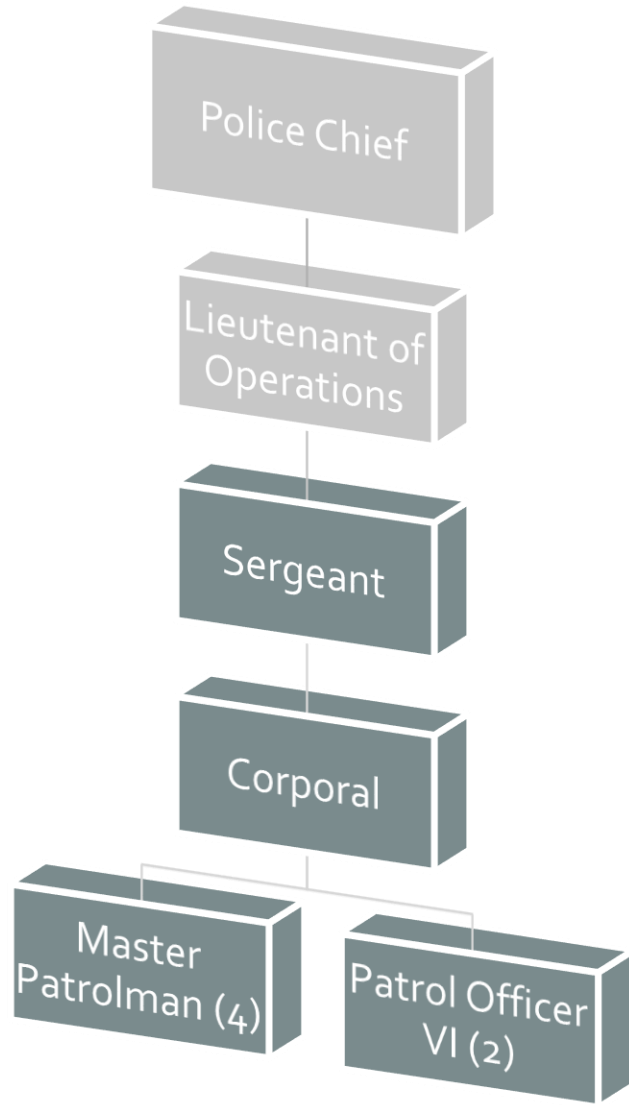
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ACCOMPLISHMENTS OF FY18

- Participated in the Financial Investment Strike Team (FIST), Multi-agency Task Force (MAGTF), Organized Drug Enforcement Task Force (OCDETF), Federal Drug Enforcement Task Force (DEA), Central Florida Internet Crimes Against Children Task Force (ICAC), Child Abduction Response Team (CART), FBI Violent Crime Task Force, the Alcohol and Substance Abuse Prevention (ASAP) Prescription Drug Drop-off Program, and multi-agency warrant sweeps
- Cleared one cold case homicide

FY19 INITIATIVES

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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Sergeant	1	1	1
Corporal	1	1	1
Master Patrolman Officer II	1	4	4
Master Patrolman Officer I	1	0	0
Patrol Officer VI	2	2	2
Patrol Officer V	0	0	0
Patrol Officer IV	2	0	0
Patrol Officer I	1	0	0
Total	9	9	9

POLICE COMMUNITY SERVICES

001063		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41299	Regular Full-Time Wages	540,561	482,966	450,340	450,340	529,050
41411	Overtime Wages	75,333	71,632	30,000	34,000	40,000
41414	Overtime Wages - Special Events	-	-	16,000	16,000	20,000
41511	Employee Incentives	500	500	400	400	450
41516	Health Insurance Waiver Stipend	4,800	-	-	-	-
41521	Police Incentive Pay	4,455	5,440	5,040	5,040	5,520
41523	Cleaning Allowance	5,000	4,000	4,000	4,000	4,500
41524	Clothing Allowance	3,500	2,500	2,500	2,500	3,000
41526	Court Time	713	590	2,320	2,320	2,000
41527	Standby Time	7,280	5,708	2,000	5,200	5,200
41528	Off-Duty Pay	60,125	43,859	40,000	40,000	40,000
41529	Meal Allowance	120	-	-	-	-
42111	Social Security Matching	51,761	45,419	44,360	44,360	49,250
42212	Police Pension Fund	250,500	226,989	149,170	149,170	84,250
42311	Health Insurance	76,708	93,034	55,390	55,390	71,210
42312	Life Insurance	210	189	440	440	490
42313	Accidental Death & Disab Insurance	25	22	180	180	200
42424	Workers Comp - Policemen/Chief (7720)	23,636	24,405	15,190	15,190	16,870
TOTAL PERSONNEL SERVICES		\$ 1,105,227	\$ 1,007,253	\$ 817,330	\$ 824,530	\$ 871,990
43499	Contractual Services - Misc	600	-	-	-	-
44011	Travel & Training	12,154	8,096	4,000	4,000	3,000
44211	Postage	117	-	-	200	200
44463	Lease - Automobile	6,221	5,705	-	-	-
44621	Maintenance & Repairs - Equipment	460	236	800	800	800
44622	Maintenance & Repairs - Office Equipment	-	85	100	100	-
44631	Maintenance & Repairs - Central Garage	5,490	3,090	3,500	3,500	3,500
44799	Printing & Binding - Misc	220	220	300	300	300
45111	Office Supplies - General	1,741	775	1,500	1,500	1,500
45211	Fuel	27,580	25,834	10,000	10,000	10,000
45231	Clothing & Apparel	5,139	907	3,000	3,000	3,000
45289	Automotive Parts	7,876	10,471	10,000	10,000	10,000
45299	Operating Supplies - Miscellaneous	4,121	2,435	3,000	3,000	3,000
TOTAL OPERATING		\$ 71,719	\$ 57,854	\$ 36,200	\$ 36,400	\$ 35,300
46413	Data Processing Equipment	2,000	-	-	-	-
46414	Automobiles	25,822	-	-	-	27,000
46417	Communications Equipment	3,952	69,225	-	-	-
46431	Special Purpose Equipment	6,901	-	-	-	-
TOTAL CAPITAL		\$ 38,675	\$ 69,225	\$ -	\$ -	\$ 27,000

TOTAL EXPENDITURES \$ 1,215,621 \$ 1,134,332 \$ 853,530 \$ 860,930 \$ 934,290

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM POLICE COMMUNITY SERVICES

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
64-15	<i>Trucks & Trailers</i>					
	2018 Ford Fusion	27,000	-	-	-	-
	TOTAL	27,000	-	-	-	-

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

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

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ACCOMPLISHMENTS OF FY18

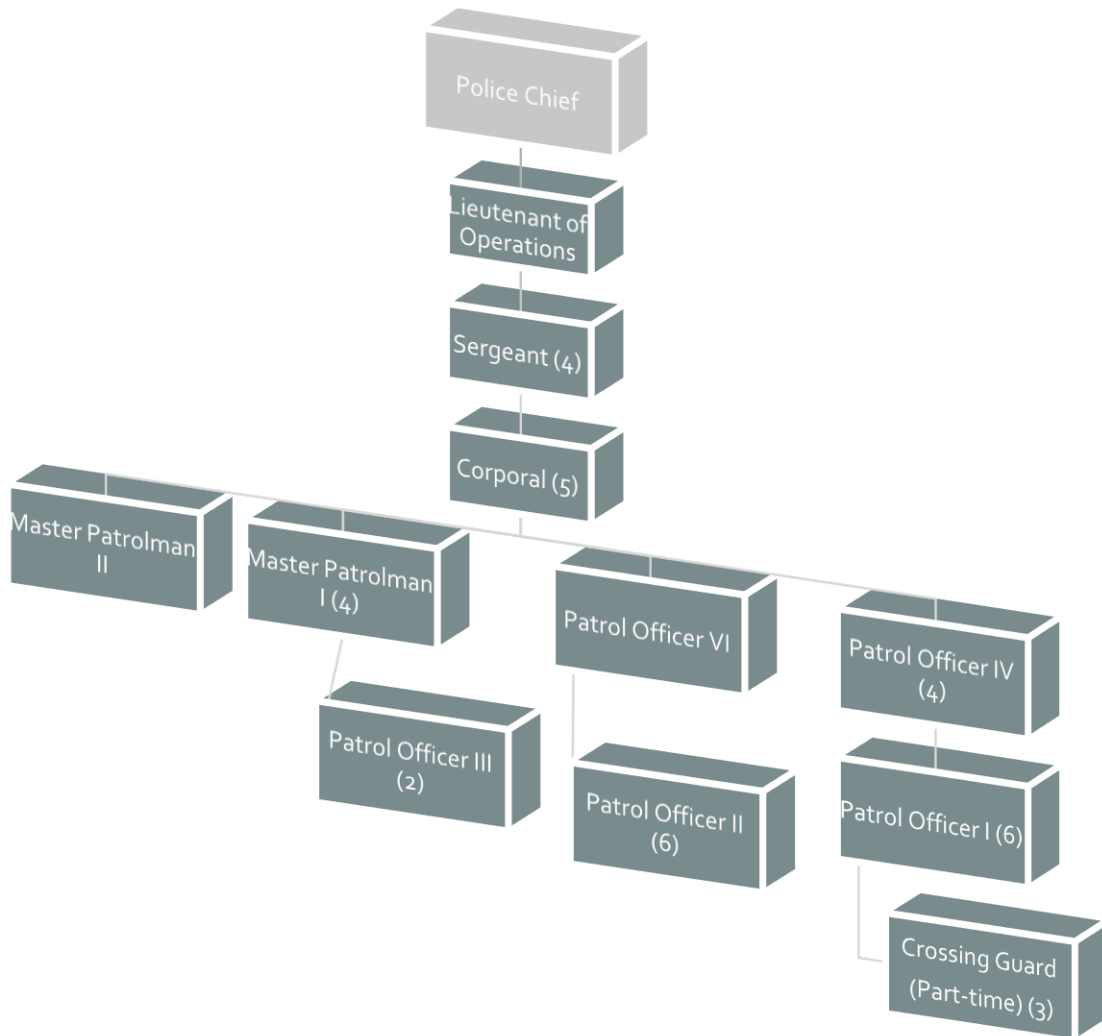
- Patrol:
 - Increased patrol visibility around City Hall, Sims Park, and the downtown area
 - Sent two patrol officers to Field Training Officer class
 - Sent two patrol officers to Traffic Homicide Investigators training for specialized certification
 - Conducted preliminary threat assessments at local schools
 - Installed a boat lift on the Cottee River for rapid marine response
 - Obtained two handheld laser radar units and one mobile in-car radar unit through a Florida Department of Transportation Speed and Aggressive Driving grant
 - The Department placed within the top three ranking based on agency size for the statewide Traffic Safety Challenge through the Florida Department of Transportation

FY19 INITIATIVES

- Apply "Crime Prevention Through Environmental Design" (CPTED) principles in neighborhoods and business areas
- Continue proactive officer patrols downtown and in the parks utilizing the GEM, Polaris, T-3s, bicycles and foot patrol
- Continue utilizing detectives and community oriented policing officers to maintain the Department's focus on prostitution and illegal drug issues throughout the city
- Continue specialized assignments and trike 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 annual city-wide traffic crash analysis to identify problem areas and assign traffic enforcement units accordingly
- Continue traffic enforcement initiatives geared toward aggressive driving, seatbelt violations, red light / stop sign runners, and DUI enforcement
- Increase Marine presence along the river as schedules and workloads permit

Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Lieutenant of Operations	1	1	1
Sergeant	3	4	4
Corporal	4	5	5
Master Patrolman II	1	1	1
Master Patrolman I	0	4	4
Patrol Officer VI	0	1	1
Patrol Officer V	0	0	0
Patrol Officer IV	2	4	4
Patrol Officer III	0	2	2
Patrol Officer II	2	6	6
Patrol Officer I	19	6	6
Patrol Officer – Probationary	2	0	0
Crossing Guard	.68	.68	.68
Total	34.68	34.68	34.68

- Continue advanced and specialized training to newly hired patrol officers to include:
 - Driving Under the Influence
 - Aggressive Driving
 - Interviews and Interrogations
 - Field Sobriety Testing
 - Laser and Radar Certification



POLICE PATROL

001064					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41112	Division Head Salaries	73,250	73,987	74,130	78,091	77,230
41299	Regular Full-Time Wages	1,377,806	1,530,660	1,746,000	1,718,625	1,741,210
41311	Part-Time Wages	23,373	28,068	30,170	23,480	30,700
41411	Overtime Wages	209,872	241,755	172,400	172,400	180,000
41414	Overtime Wages - Special Events	-	-	35,000	35,000	40,000
41511	Employee Incentives	1,650	1,600	1,800	1,800	1,850
41516	Health Insurance Waiver Stipend	10,200	-	-	-	-
41521	Police Incentive Pay	15,465	19,410	30,310	30,310	18,360
41523	Cleaning Allowance	13,842	14,927	8,480	8,480	16,500
41524	Clothing Allowance	531	-	-	-	-
41526	Court Time	21,937	26,960	35,733	35,733	30,000
41527	Standby Time	1,105	6,656	8,320	8,320	-
41528	Off-Duty Pay	140,448	205,503	216,818	216,818	160,000
41529	Meal Allowance	150	27	45	45	-
42111	Social Security Matching	141,106	162,723	175,605	175,605	174,800
42211	Florida Retirement System	1,817	2,127	1,864	1,864	2,400
42212	Police Pension Fund	698,690	806,395	646,891	646,891	284,190
42216	Police Pension State Funds	197,463	224,640	236,919	236,919	200,000
42311	Health Insurance	162,803	203,537	238,562	238,562	229,450
42312	Life Insurance	564	653	658	658	1,780
42313	Accidental Death & Disab Insurance	66	77	78	78	820
42424	Workers Comp - Policemen/Chief (7720)	63,254	63,980	79,196	79,196	59,870
TOTAL PERSONNEL SERVICES		\$ 3,155,392	\$ 3,613,685	\$3,738,979	\$ 3,708,875	\$ 3,249,160
43472	Car Wash Services	1,497	2,495	1,497	1,497	1,500
44011	Travel & Training	11,750	17,340	9,309	9,309	7,000
44211	Postage	76	819	393	393	500
44464	Lease - Automobile	-	-	-	-	6,000
44621	Maintenance & Repairs - Equipment	11,579	9,518	226	226	13,000
44631	Maintenance & Repairs - Central Garage	47,648	20,660	31,721	31,721	8,000
44799	Printing & Binding - Misc	1,369	2,480	1,804	1,804	2,000
44975	K-9 Unit	5,665	5,882	3,007	3,007	6,000
45111	Office Supplies - General	4,054	3,031	3,971	3,971	4,000
45141	Small Tools & Implements	35,018	14,046	60,118	60,118	85,000
45211	Fuel	126,571	126,635	135,107	135,107	90,000
45231	Clothing & Apparel	41,792	30,880	35,787	35,787	20,000
45243	Computer/Operating Supply	6,476	9,238	10,332	10,332	4,000
45244	Ammunition	14,424	10,851	-	-	10,000
45247	First Aid Supplies	464	711	340	340	200
45289	Automotive Parts	60,700	78,388	86,205	86,205	50,000
45299	Operating Supplies - Misc	10,552	10,293	18,239	18,239	10,000
TOTAL OPERATING		\$ 379,635	\$ 343,267	\$ 398,056	\$ 398,056	\$ 317,200
46413	Data Processing Equipment	-	-	-	-	61,000
46414	Automobiles	122,411	-	256,649	256,649	90,000
46417	Communications Equipment	4,871	3,839	1,184	11,884	-
46418	Software	-	28,996	-	-	-
46431	Special Purpose Equipment	47,992	7,187	72,494	72,494	-
TOTAL CAPITAL		\$ 175,274	\$ 40,022	\$ 330,327	\$ 341,027	\$ 151,000
TOTAL EXPENDITURES		\$ 3,710,301	\$ 3,996,974	\$ 4,467,362	\$ 4,447,958	\$ 3,717,360

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM POLICE PATROL

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46413	<i>Data Processing Equipment</i>					
	Booster	61,000	-	-	-	-
	TOTAL	61,000	-	-	-	-
46414	<i>Automobiles</i>					
	Ford Interceptor SUV (2)	90,000	-	-	-	-
	TOTAL	90,000	-	-	-	-

DIVISION TOTAL **\$ 151,000** **\$ -** **\$ -** **\$ -** **\$ -**



POLICE – CODE ENFORCEMENT

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

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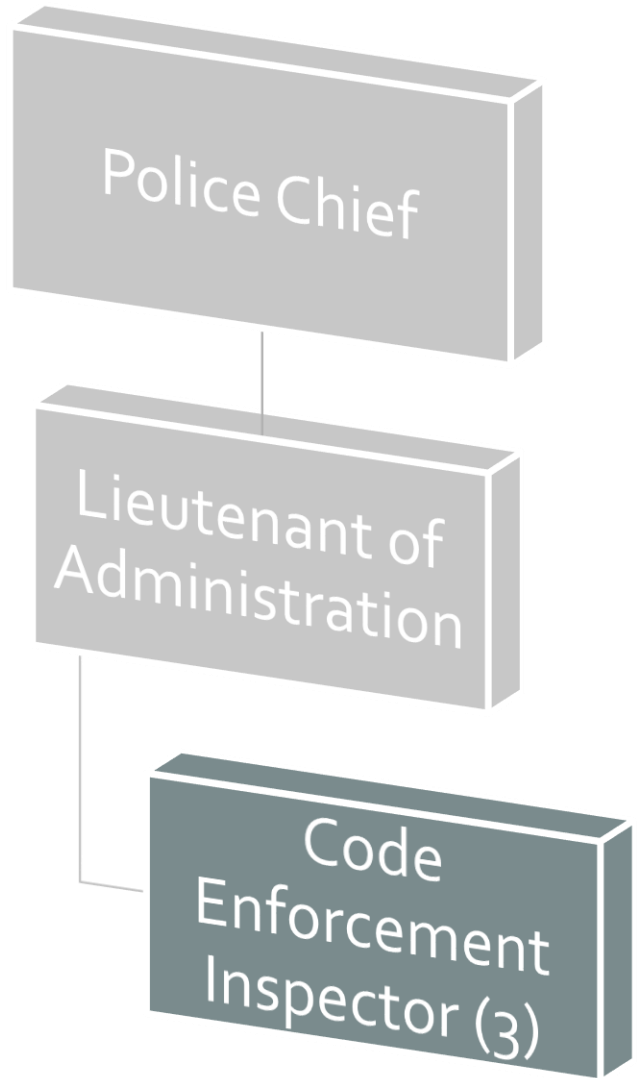
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ACCOMPLISHMENTS OF FY18

- Conducted numerous code operations with the Development Department, Fire Department and the Florida Department of Health at all local hotels
- Conducted code operations with the Criminal Investigations Division at selected problematic neighborhoods
- Addressed storm damaged and dilapidated sign issues of businesses on US 19
- Addressed window visibility compliance of convenience stores throughout the city

FY19 INITIATIVES

- Convert record keeping from a manual process to electronic format through Tyler Technologies
- Continue code enforcement sweeps in conjunction with law enforcement



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Code Enforcement Inspector	3	3	3
Total	3	3	3

POLICE CODE ENFORCEMENT

001065					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41299	Regular Full-Time Wages	120,245	119,146	114,015	114,015	116,750
41411	Overtime Wages	5,310	4,069	2,100	2,100	4,000
41511	Employee Incentives	150	150	150	150	150
41523	Cleaning Allowance	1,500	1,031	1,500	1,500	1,500
42111	Social Security Matching	9,509	9,167	8,640	8,640	9,370
42211	Florida Retirement System	7,961	8,244	8,590	8,590	9,440
42311	Health Insurance	16,930	13,942	14,404	14,404	23,740
42312	Life Insurance	61	58	170	170	160
42313	Accidental Death & Disab Insurance	7	7	70	70	70
42436	Workers Comp - Inspection of Risks (8720)	3,034	2,005	1,700	1,700	1,630
TOTAL PERSONNEL SERVICES		\$ 164,707	\$ 157,819	\$ 151,339	\$ 151,339	\$ 166,810
43431	Animal Control Services	84,937	92,116	98,750	98,440	102,660
43439	Lot Mowing/Clearing	3,050	1,825	2,500	2,500	2,500
44011	Travel & Training	753	1,100	1,500	1,500	1,500
44211	Postage	15,649	12,569	7,000	7,000	12,000
44621	Maintenance & Repairs - Equipment	-	15	-	-	600
44631	Maintenance & Repairs - Central Garage	630	1,650	-	-	1,500
44799	Printing & Binding - Misc	792	1,747	526	526	1,500
45111	Office Supplies - General	1,527	1,699	2,000	2,000	2,000
45211	Fuel	4,043	3,838	-	-	4,000
45231	Clothing & Apparel	453	516	500	500	500
45242	Photographic Supplies	276	-	500	500	500
45243	Computer/Operating Supply	5,693	4,867	3,000	3,000	3,000
45289	Automotive Parts	997	2,115	760	760	760
45299	Operating Supplies - Miscellaneous	631	289	500	500	500
45411	Dues & Memberships	175	35	-	-	-
TOTAL OPERATING		\$ 119,606	\$ 124,381	\$ 117,536	\$ 117,226	\$ 133,520
46415	Trucks & Trailers	19,409	-	-	-	-
46431	Special Purpose Equipment	1,927	-	7,500	7,500	-
TOTAL CAPITAL		\$ 21,336	\$ -	\$ 7,500	\$ 7,500	\$ -

TOTAL EXPENDITURES **\$ 305,649** **\$ 282,200** **\$ 276,375** **\$ 276,065** **\$ 300,330**



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.

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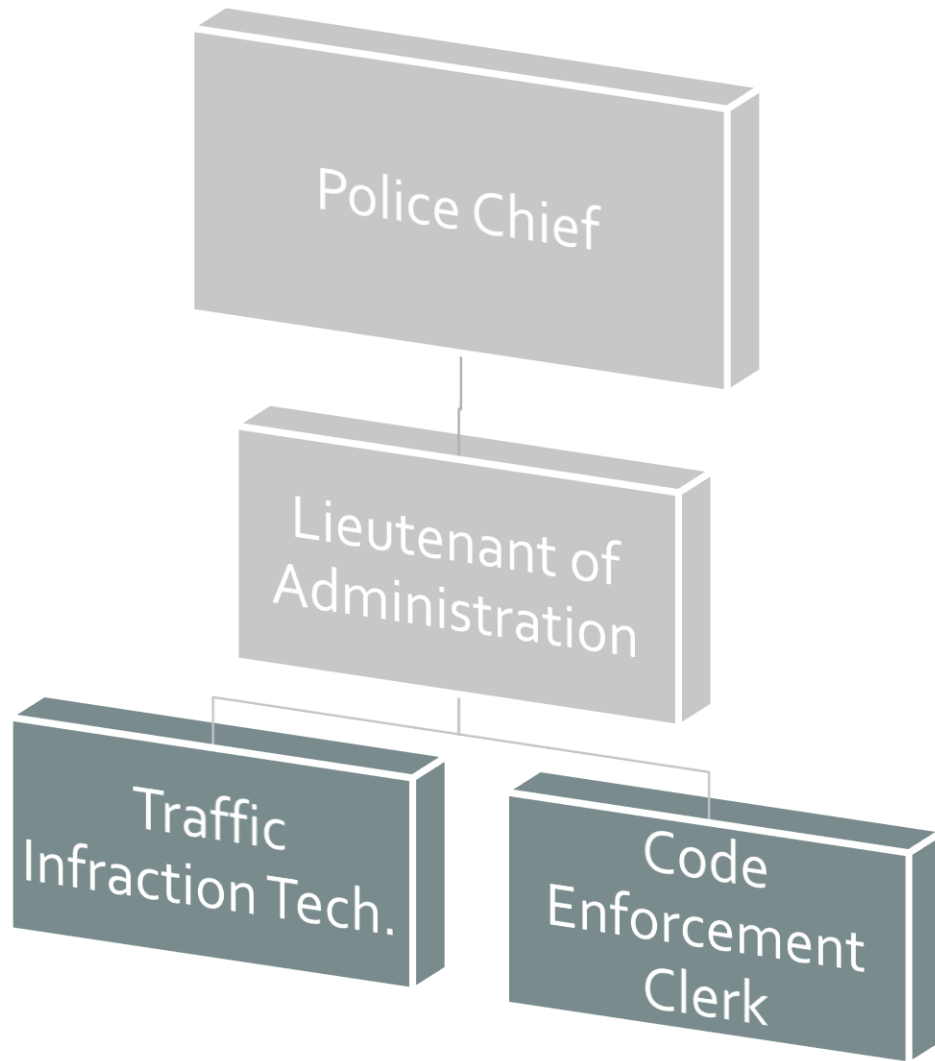
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ACCOMPLISHMENTS OF FY18

- From 10/1/17 to 5/23/18, 234 vehicles were impounded
- From 10/1/17 to 5/23/18, 47 impounded vehicles were auctioned
- From 10/1/17 to 5/23/18, 14, 371 red light camera violations were reviewed, resulting in 10,179 tickets issued

FY19 INITIATIVES

- Continue public education efforts utilizing social media



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
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	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41299	Regular Full-Time Wages	31,147	55,309	41,920	41,920	59,640
41311	Part-Time Wages	28,218	6,220	7,840	7,840	-
41411	Overtime Wages	1,185	965	950	950	960
41511	Employee Incentives	150	150	100	100	100
42111	Social Security Matching	4,512	4,480	4,490	4,490	4,640
42211	Florida Retirement System	3,671	3,934	4,580	4,580	4,740
42311	Health Insurance	5,021	9,259	11,870	11,870	15,830
42312	Life Insurance	20	40	80	80	110
42313	Accidental Death & Disab Insurance	2	5	40	40	50
42426	Workers Comp - Clerical (8810)	169	86	120	120	140
TOTAL PERSONNEL SERVICES		\$ 74,095	\$ 80,448	\$ 71,990	\$ 71,990	\$ 86,210
43199	Professional Services - Misc	24,948	49,725	28,156	25,000	25,000
43429	Red Light Camera Fee	427,118	248,082	278,300	278,300	280,000
43481	State Share - Red Light Cameras	1,073,200	786,484	696,540	696,540	740,000
44211	Postage	243	2	300	1,880	1,880
44799	Printing & Binding - Misc	1,497	1,181	1,000	1,000	1,000
45111	Office Supplies - General	2,874	1,851	3,000	3,000	3,000
45243	Computer/Operating Supply	-	834	1,200	1,200	1,200
TOTAL OPERATING		\$ 1,529,880	\$ 1,088,159	\$ 1,008,496	\$ 1,006,920	\$ 1,052,080

TOTAL EXPENDITURES **\$ 1,603,975** **\$ 1,168,607** **\$ 1,080,486** **\$ 1,078,910** **\$ 1,138,290**



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.

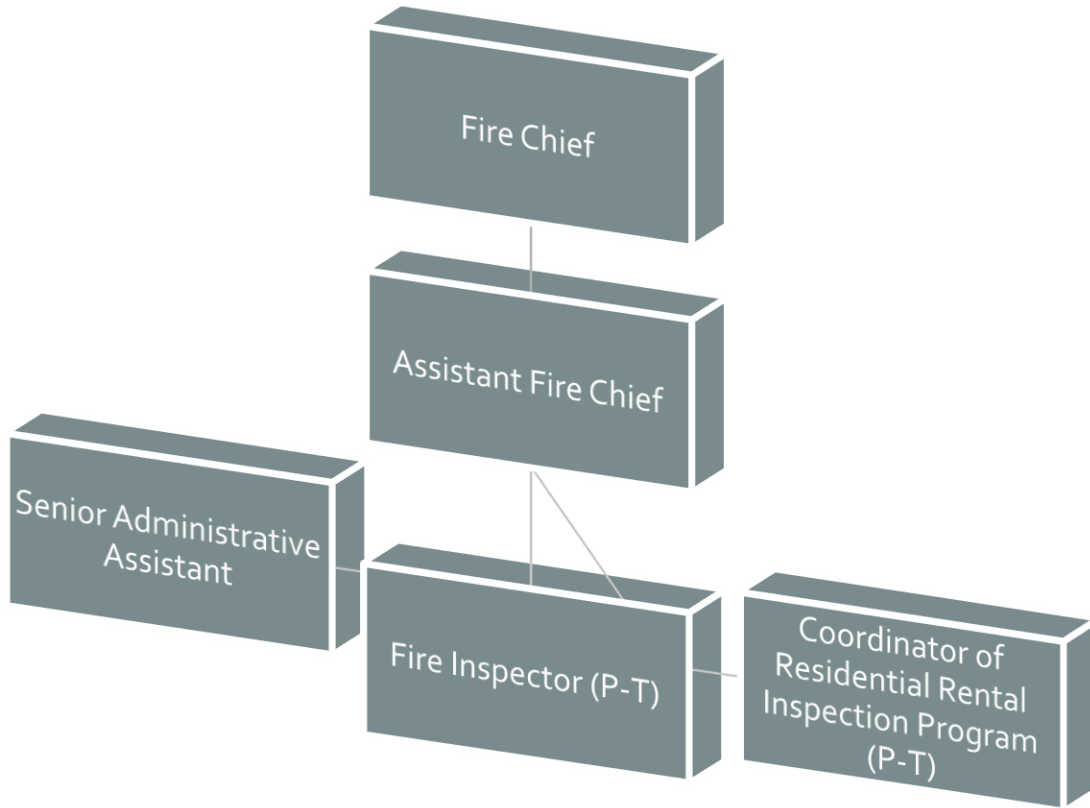
ACCOMPLISHMENTS OF FY18

- We received a silver plus award from the American Heart Association for our outstanding quality of care provided throughout the year to patients. Also received an outstanding grade on a surprise audit by the Florida Department of Health
- Received an Active Shooter Grant through the Florida Department of Health for the purchase of bullet proof vests and ballistic helmets to protect our personnel from Coordinated Terrorist Attacks and active shooter scenarios
- Completed level III hands-on facility training with neighboring fire departments at Pasco County Training Center ISO
- Responded to 4,706 calls for service, completed over 630 monthly commercial inspections, completed 4,810 training hours, 96 plan reviews and hosted 36 Community Education Tours at Station 1
- Completed residential rental inspections on all documented rental properties in the city
- Filled 2 key upper level management positions (District Fire Chiefs) in the operations division
- Training requirements and certifications achieved by staff and training in-service hours met/re-certifications attained

FY19 INITIATIVES

- Secure a site for Fire Station relocation:
 - Locate and purchase property
- Maintain a successful Residential Rental Inspection Program:
 - Search best practices for gaining compliance
- Fleet replacements of our ladder truck and an engine
- Continue to provide the highest level of service to the community:
 - Fire prevention initiatives
 - Community outreach through city events
 - Fire and medical incident responses

- Continued education of Fire Supervision personnel
- Continue to build and expand our newly integrated reported software. Input pre-plan information in our new CAD
- Complete active shooter training with our PD and enact a joint policy



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Fire Chief	1	1	1
Asst. Fire Chief	1	1	1
Senior Administrative Assistant	1	1	1
Senior Administrative Assistant for Residential Inspection Program	0	1	0
Administrative Assistant	.73	0	0
Coordinator of Residential Rental Inspection Program	0	0	.73
Fire Inspector	0	0	.73
Total	3	4	4.46

FIRE SUPERVISION

001071		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41111	Dept Head Salaries	76,670	77,190	77,840	77,840	81,580
41112	Division Head Salaries	-	71,212	72,390	72,390	75,860
41299	Regular Full-Time Wages	33,201	43,584	66,890	66,890	33,530
41311	Part-Time Wages	3,904	12,630	-	-	37,460
41511	Employee Incentives	100	200	200	200	250
41516	Health Insurance Waiver Stipend	1,800	-	-	-	-
41522	Education Incentive Pay	600	650	600	600	600
41523	Cleaning Allowance	750	1,000	1,500	1,500	1,300
41525	Paramedic Incentive Pay	-	1,491	1,800	1,800	1,800
41532	Inspector Incentive Pay	-	1,344	2,400	2,400	2,400
41533	USAR Incentive Pay	-	247	300	300	300
42111	Social Security Matching	8,527	15,925	17,000	17,000	17,990
42211	Florida Retirement System	2,725	4,299	5,240	5,240	2,630
42213	Firefighters Pension Fund	17,650	29,896	24,530	24,530	-
42311	Health Insurance	9,530	19,126	15,830	15,830	15,830
42312	Life Insurance	41	68	220	220	160
42313	Accidental Death & Disab Insurance	5	8	90	90	70
42423	Workers Comp - Firemen/Chief (7704)	2,697	6,949	5,270	5,270	5,640
42426	Workers Comp - Clerical (8810)	142	85	160	160	170
TOTAL PERSONNEL SERVICES		\$ 158,342	\$ 285,904	\$ 292,260	\$ 292,260	\$ 277,570
43412	Pest Control Services	-	-	940	940	-
43433	Lawn Maintenance	-	-	500	500	-
43499	Contractual Services - Misc	1,750	5,148	15,000	15,000	20,000
44011	Travel & Training	4,261	1,842	4,000	4,000	4,000
44121	Telephone - Local	1,210	968	3,060	3,060	3,060
44122	Telephone - Residential Rental Inspection	-	-	180	180	-
44134	Data Lines	5,321	7,004	9,000	9,000	9,000
44135	Data Lines - Residential Rental Inspection	-	120	1,000	1,000	2,000
44211	Postage	164	626	400	400	400
44221	Freight Express Charges	-	-	200	200	200
44311	Electric - City Facilities	11,758	11,384	10,000	10,000	10,000
44341	Gas - Natural/Propane	970	988	1,000	1,000	1,000
44351	Water & Sewer - City	5,230	5,187	3,300	3,300	3,300
44373	Street Light Fee	66	64	150	150	150
44381	Stormwater Assessment	281	269	470	470	470
44534	Police-Fire AD & D Insurance	-	-	2,250	2,250	-
44611	Maintenance & Repairs - Bldg & Grounds	296	764	2,000	2,000	2,000
44621	Maintenance & Repairs - Equipment	117	-	50	50	50
44631	Maintenance & Repairs - Central Garage	810	450	300	300	300
44799	Printing & Binding - Misc	3,052	2,758	3,200	3,200	4,000
45111	Office Supplies - General	1,223	897	1,750	1,750	1,750
45211	Fuel	2,996	2,802	3,600	3,600	3,600
45231	Clothing & Apparel	1,070	164	1,000	1,000	1,500
45243	Computer/Operating Supply	1,379	1,317	1,000	1,000	2,500
45289	Automotive Parts	803	515	1,650	1,650	1,650
45411	Dues & Memberships	484	500	800	800	800
45461	Books & Publications	461	423	750	750	750
TOTAL OPERATING		\$ 43,702	\$ 44,190	\$ 67,550	\$ 67,550	\$ 72,480
46418	Software	11,580	11,363	7,000	7,000	-
TOTAL CAPITAL		\$ 11,580	\$ 11,363	\$ 7,000	\$ 7,000	\$ -
TOTAL EXPENDITURES		\$ 213,624	\$ 341,457	\$ 366,810	\$ 366,810	\$ 350,050



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

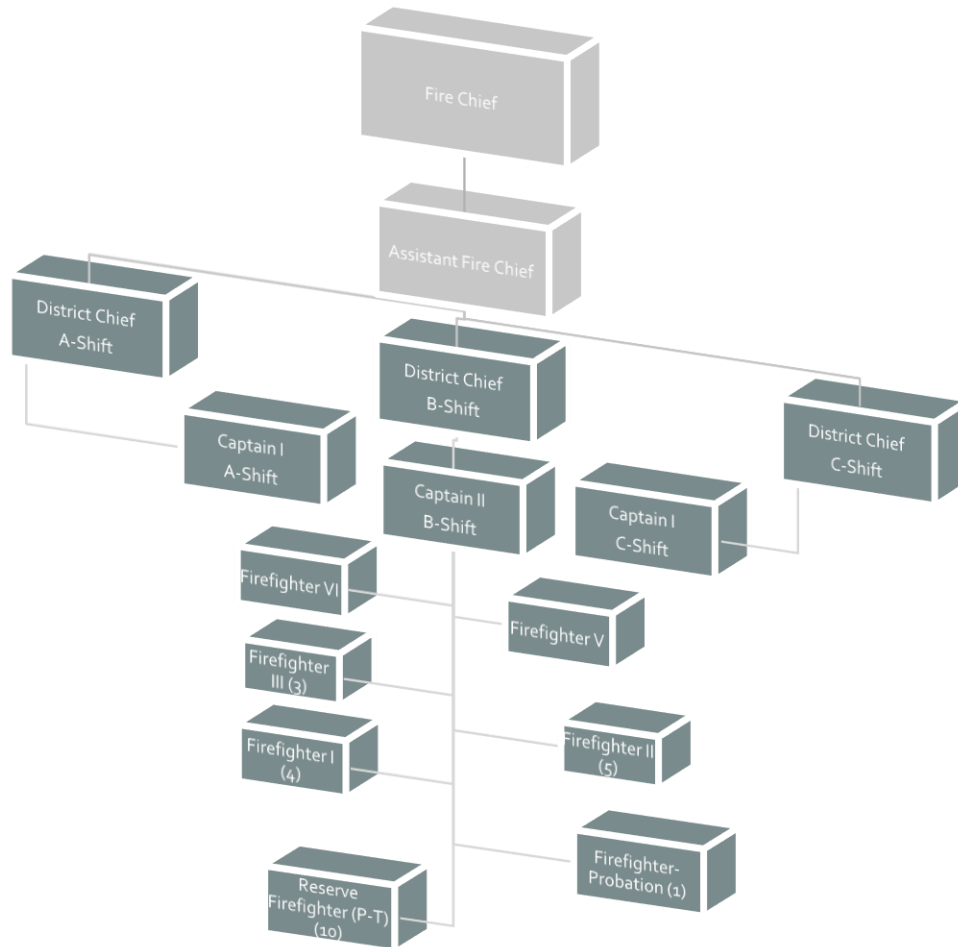
The Fire Department includes 2 stations to respond to emergencies as quickly as possible. In addition to providing fire protection services, the Fire Department responds to many other emergencies, including emergency medical service calls, hazardous materials spills or releases, hazardous traffic and 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 FY18

- Responded to 4,706 calls for service, completed over 630 monthly commercial inspections, completed 4,810 training hours, and hosted 36 Community Education Tours at Station 1
- Ratification of a new 3 year union contract
- 2 District Chiefs, 1 Full-time Firefighter, and Part-time Firefighters were hired
- Awarded the “Silver Plus Award” by the American Red Cross for outstanding quality of patient care
- All personnel completed phase 1 of the level 3 facility training with all Pasco County Fire Departments

FY19 INITIATIVES

- Continue to increase personnel certification levels through education:
 - Paramedic Program
 - Firefighter Certification
- Continue to participate in level 3 facility training with other surrounding agencies which builds a strong working relationship
- Obtain a lower ISO rating through training of personnel and staffing levels
- Operate at a staffing level of 7 per shift for firefighters safety, meet OSHA and NFPA guidelines and provide a better service to the community:
 - Examine and update existing Standard Operating Guidelines (SOGs) as necessary
 - Continue our mission of providing the highest level of fire and paramedic service to the residents and visitors of our city
- Expand the scope of the Zoll reporting software and CAD through building inspection and pre-plan elements:
 - Building inspection records management best practices
 - Build the pre-plan element in our CAD system to provide views and information of all target hazard commercial structures in the city



Authorized Personnel – Full-time Equivalent			
Position/Title compare chart to PY	FY16-17	FY17-18	FY18-19
Assistant Fire Chief	0	0	0
District Chief	3	3	3
Fire Captain	3	3	3
Firefighter VI	0	1	1
Firefighter V	1	1	1
Firefighter IV	1	0	0
Firefighter III	1	3	3
Firefighter II	4	5	5
Firefighter I	4	4	4
Firefighter - Probationary	4	1	1
Reserve Firefighters	3	3	3
Total	24	24	24

FIREFIGHTING

001073					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41112	Division Head Salaries	278,003	163,167	217,260	217,260	212,110
41299	Regular Full-Time Wages	865,727	919,041	948,760	948,760	935,540
41314	Part-Time Firefighter Wages	28,699	37,979	41,670	41,670	49,700
41411	Overtime Wages	45,301	50,453	34,000	30,000	40,000
41412	Overtime - Special Events	-	-	4,500	4,500	5,000
41413	Overtime - Residential Rental Inspection	-	32,426	30,673	30,673	40,000
41511	Employee Incentives	1,400	1,400	1,550	1,550	1,550
41516	Health Insurance Waiver Stipend	5,400	-	-	-	-
41522	Education Incentive Pay	3,720	5,550	4,320	4,320	4,320
41523	Cleaning Allowance	10,750	9,750	10,500	10,500	13,650
41525	Paramedic Incentive Pay	29,625	27,534	32,400	32,400	32,400
41530	Coordinator Incentive	2,040	2,250	2,040	2,040	2,040
41532	Inspector Incentive Pay	10,800	9,956	10,800	10,800	13,200
41533	USAR Incentive Pay	2,875	2,903	2,700	2,700	2,700
42211	Social Security Matching	96,626	95,293	91,840	91,840	96,690
42213	Firefighters Pension Fund	260,432	292,676	294,280	294,280	-
42217	Fire Pensions - State Funds	124,429	118,621	125,000	125,000	125,000
42311	Health Insurance	129,113	169,843	102,860	102,860	126,590
42312	Life Insurance	425	422	870	870	870
42313	Accidental Death & Disab Insurance	50	50	360	360	360
42423	Workers Comp - Firemen/Chief (7704)	48,548	54,024	39,870	39,870	41,750
TOTAL PERSONNEL SERVICES		\$ 1,943,963	\$ 1,993,338	\$ 1,996,253	\$ 1,992,253	\$ 1,743,470
43132	Physicals - FF & Reserves	14,926	13,751	17,000	17,000	17,000
43499	Contractual Services - Misc	-	4,800	2,400	2,400	2,400
44011	Travel & Training	2,597	4,798	5,500	5,500	3,000
44212	Postage - Residential Rental Inspection	-	9	2,800	2,800	2,800
44621	Maintenance & Repairs - Equipment	8,328	7,490	10,000	10,000	7,000
44624	USAR - Specialized Technical Equip	-	115	4,000	4,000	2,000
44626	Maintenance & Repairs - MSA Equipment	-	12,222	5,500	5,500	2,500
44631	Maintenance & Repairs - Central Garage	23,480	15,030	12,500	12,500	10,800
44641	Maintenance & Repairs - EMS First Aid Equip	-	7,844	3,700	3,700	3,700
44643	Maintenance & Repairs - Fire Hose	-	-	5,000	5,000	5,000
44649	Maintenance & Repairs - Radio Equipment	-	3,007	-	-	-
44998	Other Current Charges - Res. Rental Inspectio	-	788	1,000	1,000	1,000
44999	Other Current Charges - Misc	15,912	-	-	-	-
45111	Office Supplies - General	648	2,306	800	800	1,500
45141	Small Tools & Implements	9,142	4,541	8,000	8,000	8,000
45211	Fuel	32,609	30,623	31,300	31,300	39,000
45225	Bunker Gear	-	8,101	7,000	7,000	8,000
45231	Clothing & Apparel	18,049	12,145	20,000	20,000	15,000
45233	Clothing - Auxillary	54	878	-	-	-
45237	Clothing - Residential Rental Inspection	-	1,321	2,000	2,000	1,000
45243	Computer/Operating Supply	1,939	1,148	3,000	3,000	6,000
45247	First Aid Supplies	32,175	24,597	26,500	26,500	26,500
45254	Training Supplies - General	1,409	1,523	1,500	1,500	3,500
45289	Automotive Parts	51,682	33,640	36,938	63,938	40,000
45295	Community Education	1,636	891	2,000	2,000	2,000
52-98	EMT/MEDIC License Recertification	-	1,366	-	-	-
45299	Operating Supplies - Miscellaneous	5,136	8,672	9,000	9,000	10,000
45411	Dues & Memberships	150	99	100	100	100
45461	Books & Publications	1,104	171	1,000	1,000	500

FIREFIGHTING

001073 EXP		ACTUAL	ACTUAL	ESTIMATE	AMENDED	BUDGET
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	AMOUNT
		FY18-19				
TOTAL OPERATING		\$ 220,976	\$ 201,876	\$ 218,538	\$ 245,538	\$ 218,300
46415	Trucks & Trailers	-	-	3,062	3,062	850,000
46431	Special Purpose Equipment	-	-	-	35,000	101,310
TOTAL CAPITAL		\$ -	\$ -	\$ 3,062	\$ 38,062	\$ 951,310

TOTAL EXPENDITURES \$ 2,164,939 \$ 2,195,214 \$ 2,217,853 \$ 2,275,853 \$ 2,913,080

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM FIREFIGHTING

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46415	<i>Trucks and Trailers</i>					
	Replacement of Ladder 1 Truck	850,000	-	-	-	-
	TOTAL	850,000	-	-	-	-
46431	<i>Special Purpose Equipment</i>					
	SCBA Equipment	66,310	-	-	-	-
	Defibrillator	35,000	35,000	35,000	35,000	35,000
	TOTAL	101,310	35,000	35,000	35,000	35,000

DIVISION TOTAL \$ 951,310 \$ 35,000 \$ 35,000 \$ 35,000 \$ 35,000



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

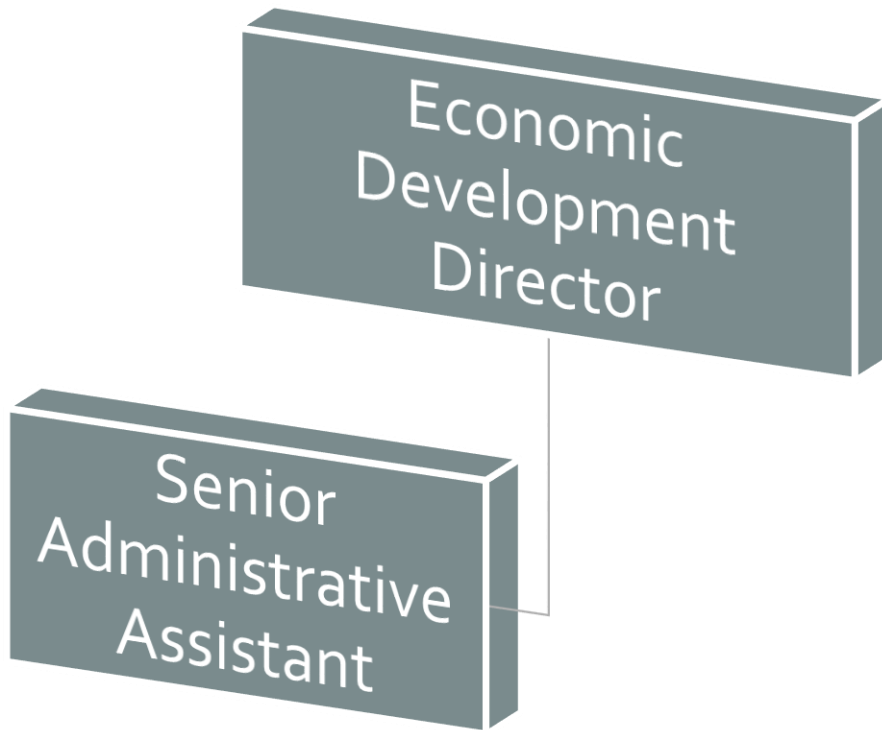
The redevelopment of our community is a central focus of the Economic Development Department. It is the responsibility of the Department to plan, coordinate, and facilitate the City's efforts to attract, retain and grow businesses and jobs.

ACCOMPLISHMENTS OF FY18

- Qualified three census tracts as federally designated Opportunity Zones
- Sale of the Orange Lake property for residential development
- Secured \$100,000 Small-Matching Grant for the Hacienda Hotel

FY19 INITIATIVES

- Land assembly for the Rivergate Redevelopment:
 - Redevelopment of the Walgreens site
 - Redevelopment of the River Road site
 - Redevelopment of the Suntrust site
 - Redevelopment of Gateway District of Main Street
- Hacienda Hotel:
 - Completion of the Special Category Grant
 - Completion of the Hacienda Hotel Redevelopment Agreement
 - Completion of the Hacienda Hotel Small-Matching Grant Award
- Residential Redevelopment:
 - Design a commercial and residential redevelopment program that capitalizes on the Opportunity Zone designation
 - Focus on residential home ownership
 - Focus on upgrading residential rental building stock
- Commercial Redevelopment:
 - Recruit a developer for the HCA site utilizing the Opportunity Zone designation
 - Secure a jobs-generating tenant for the Business Incubator
 - Pursue redevelopment of Pridgen Property



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
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	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41111	Dept Head Salaries	78,642	79,598	82,028	82,028	82,190
41210	Regular Exempt Salaries	1,248	-	-	-	-
41299	Regular Full-Time Wages	27,977	31,500	35,171	35,171	35,200
41511	Employee Incentives	100	100	100	100	100
41512	Gas/Car Allowance	2,750	3,000	3,000	3,000	3,000
41516	Health Insurance Waiver Stipend	1,350	-	-	-	-
42111	Social Security Matching	8,294	8,500	8,922	8,922	9,220
42211	Florida Retirement System	19,069	19,000	21,462	21,462	21,180
42311	Health Insurance	9,964	14,910	10,437	10,437	7,920
42312	Life Insurance	37	100	41	41	110
42313	Accidental Death & Disab Insurance	3	40	5	5	50
42426	Workers Comp - Clerical (8810)	310	460	266	266	270
TOTAL PERSONNEL SERVICES		\$ 149,744	\$ 157,208	\$ 161,432	\$ 161,432	\$ 159,240
44011	Travel & Training	801	2,000	1,845	1,845	2,500
44134	Data Lines	254	250	-	-	250
44623	Maintenance & Repairs - Copiers	155	124	-	-	50
45111	Office Supplies - General	514	1,500	1,693	1,693	1,000
45411	Dues & Memberships	-	-	45	45	-
45461	Books & Publications	-	500	312	312	150
TOTAL OPERATING		\$ 1,724	\$ 4,374	\$ 3,895	\$ 3,895	\$ 3,950
TOTAL EXPENDITURES		\$ 151,468	\$ 161,582	\$ 165,327	\$ 165,327	\$ 163,190



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.

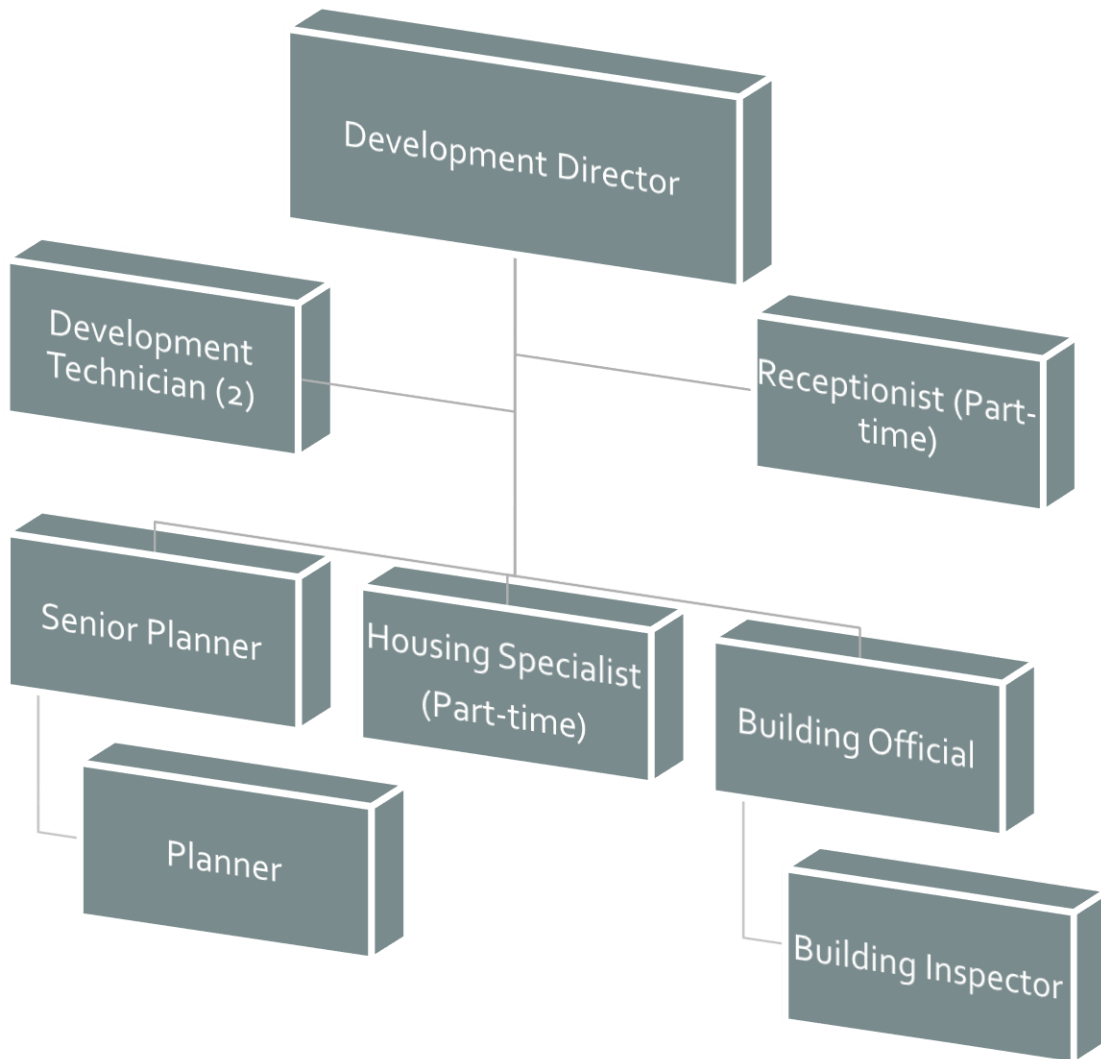
ACCOMPLISHMENTS OF FY18

- Issued over 1,500 building permits valued at over \$39 million
- Conducted over 3,800 inspections for conformance with the Building Code
- Processed 38 development applications through the Development Review Committee and 9 applications through the Land Development Review Board
- Greeted over 2,600 walk-in customers and responded to nearly 6,300 telephone customers at the receptionist desk
- Condemned 8 residential structures which were determined to be slum and blighted
- Processed 47 Home Improvement Reimbursement Grants, totaling over \$143,000 in funds
- Prepared code amendments on sidewalk cafes, creating distance between personal service businesses, and prepared a Comprehensive Plan Amendment for the Downtown

FY19 INITIATIVES

- Facilitate large redevelopments, including:
 - Former Green Key mobile home park
 - River Gate
 - Keiser University
- Amend the Land Development Code:
 - Phase 2 of the Sign Code
 - Auto dealerships; outdoor storage; landscaping; commercial parking
 - Develop a stream-lined user-friendly Land Development Code
 - Setback requirements for ancillary and mechanical equipment
- Expand Community Block Grant Program (CDBG):
 - Update and enhance current Home Improvement Reimbursement Grant Program
- Continue public outreach:
 - Neighborhood planning in targeted neighborhoods
- Annexations:
 - Work on an agreement with the County to develop an annexation inter-local agreement
- City Hall Renovations:

- Remove and replace existing glass block wall



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Development Director	1	1	1
Senior Administrative Assistant	1	0	0
Receptionist	0	0	.5
Development Technician	2	2	2
Senior Planner	2	1	1
Planner	0	1	1
Residential Code Inspector	1	0	0
Housing Specialist	1	.73	.73
Building Official	1	1	1
Building Inspector	1	1	1
Total	10	7.73	8.23

DEVELOPMENT

001081						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT	
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19	
41111	Dept Head Salaries	83,686	83,845	74,880	74,880	82,000	
12-10	Regular Exempt Salaries	74,680	71,830	75,210	75,210	76,520	
41299	Regular Full-Time Wages	304,767	291,905	181,276	181,276	248,730	
41311	Part-Time Wages	-	5,800	-	-	13,400	
41411	Overtime Wages	159	62	3,140	3,140	2,140	
41511	Employee Incentives	400	450	450	450	450	
15-12	Gas/Car Allowance	-	-	250	250	3,000	
41516	Health Insurance Waiver Stipend	1,350	-	-	-	-	
42111	Social Security Matching	34,325	32,875	24,826	24,826	34,170	
42211	Florida Retirement System	50,266	48,239	41,803	41,803	46,670	
42311	Health Insurance	62,735	65,886	43,823	43,823	63,300	
42312	Life Insurance	180	345	440	440	430	
42313	Accidental Death & Disab Insurance	21	97	180	180	180	
42426	Workers Comp - Clerical (8810)	-	-	-	50	50	
42432	Workers Comp - Municipal Class (9410)	6,972	5,309	5,750	6,110	6,150	
TOTAL PERSONNEL SERVICES		\$ 619,541	\$ 606,643	\$ 452,028	\$ 452,438	\$ 577,190	
43121	City Engineer Services	33,448	36,094	24,975	24,975	40,000	
43181	Professional Servcies - Planning	18,500	12,719	30,000	35,000	35,000	
43199	Professional Services - Misc	16,772	10,434	5,000	5,000	5,000	
43499	Contractual Services - Misc	68,658	15,728	32,831	32,831	65,000	
44011	Travel & Training	5,998	8,110	2,515	2,515	9,660	
44121	Telephone - Local	2,748	3,488	2,950	2,950	2,500	
44211	Postage	1,915	1,980	1,900	1,900	1,900	
44481	Lease - Copier	4,308	4,604	5,170	5,170	5,600	
44571	Notary Bond	95	138	100	150	100	
44611	Maintenance & Repairs - Bldg & Grounds	-	187	250	250	250	
44623	Maintenance & Repairs - Copier	82	-	200	200	200	
44631	Maintenance & Repairs - Central Garage	1,920	1,230	500	500	780	
44799	Printing & Binding - Misc	669	-	500	500	500	
44953	Housing Incentives	28,403	39,672	-	-	25,000	
44954	Housing Incentives - CDBG	100,000	96,177	108,580	108,580	125,000	
45111	Office Supplies - General	6,126	1,979	2,100	2,100	2,200	
45211	Fuel	4,522	4,186	2,050	2,050	3,500	
45231	Clothing & Apparel	802	322	610	610	600	
45243	Computer/Operating Supply	1,470	1,318	3,800	3,800	3,800	
45289	Automotive Parts	2,545	1,610	1,000	1,000	2,500	
45299	Operating Supplies - Miscellaneous	2,865	2,548	2,895	2,895	3,000	
45411	Dues & Memberships	1,599	1,635	2,300	2,300	2,000	
45461	Books & Publications	157	1,595	800	800	800	
TOTAL OPERATING		\$ 303,602	\$ 245,754	\$ 231,026	\$ 236,076	\$ 334,890	
46299	Building Improvements	41,632	105,558	-	-	-	
46418	Software	-	-	-	1,500	1,500	
TOTAL CAPITAL		\$ 41,632	\$ 105,558	\$ -	\$ 1,500	\$ 1,500	

TOTAL EXPENDITURES **\$ 964,775** **\$ 957,955** **\$ 683,054** **\$ 690,014** **\$ 913,580**

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM DEVELOPMENT

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46418	Software					
	Adobe Software	1,500	-	-	-	-
	TOTAL	1,500	-	-	-	-

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

MUNICIPAL BUILDING OPERATIONS

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



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

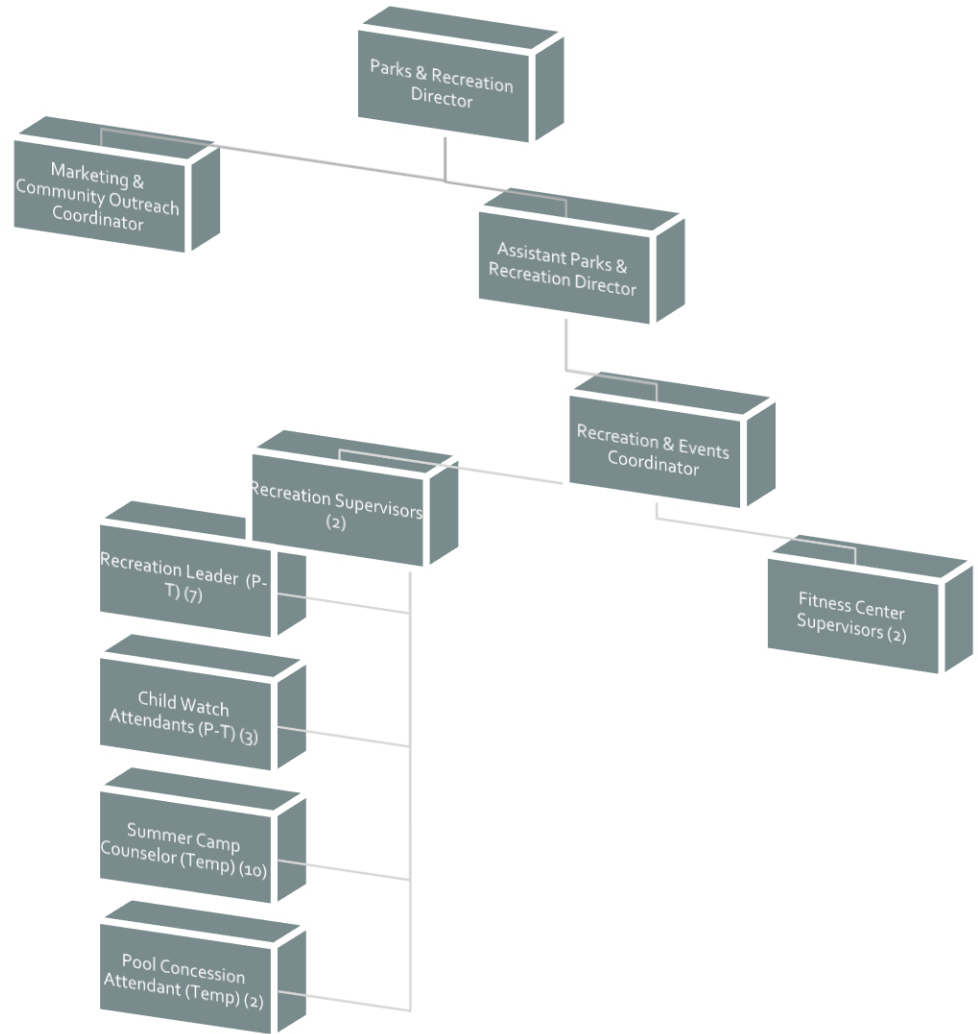
The New Port Richey Recreation & Aquatic Center is a state-of-the-art facility, which offers a variety of affordable recreational activities and athletic training opportunities for everyone. With programs for children, seniors, and adults, the facility has become an integral part of the fabric of the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

ACCOMPLISHMENTS OF FY18

- Received the Community Support Award from the Pasco County Clerk's Office
- Expansion and grand re-opening of the Recreation and Aquatic Center
- Successful concert series in Sims Park with crowds that surpassed 1,000 people for each concert
- Increased memberships to the Recreation and Aquatic Center by 374% in October 2017

FY19 INITIATIVES

- Increase memberships to the Recreation and Aquatic Center:
 - Expand the Fitness Programming
 - Market the Game Room and Child Watch
 - Market the meeting space for parties and activities
- Improve and expand marketing outreach:
 - Create a comprehensive Recreation and Aquatic Center brochure that is distributed 3 times per year
 - Create an advertisement for all the facilities available to rent: Shelters, Peace Hall, etc.
 - Post information on the new City Web Page once the page is constructed
- Provide recreational opportunities in parks:
 - Offer a Concert Series and monthly Family Movie Nights
 - Expand Environmental Programming in the Nature Park



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Parks & Recreation Director	1	1	1
Assistant Parks & Recreation Director	1	1	1
Recreation Manager	1	1	0
Recreation & Events Coordinator	0	0	1
Office Administrator	1	1	1
Marketing & Community Outreach Coordinator	0	.5	.5
Recreation Supervisor	2	2	2
Summer Camp Supervisor	.17	.17	.17
Child Watch	0	1.46	2.19
Fitness Center Supervisor	1	1.73	1.73
Recreation Leader	4.83	5.11	5.11
Summer Counselor	1.60	1.60	1.60
Pool Concession Attendants	0	0	.62
Total	14.6	16.57	17.92

RECREATION

001092		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41111	Dept Head Salaries	80,144	80,953	81,270	81,270	83,500
41112	Division Head Salaries	40,188	46,403	53,580	53,580	54,520
41210	Regular Exempt Salaries	27,110	25,025	23,880	23,880	-
41299	Regular Full-Time Wages	84,620	95,460	120,660	120,660	160,620
41311	Part-Time Wages	111,283	131,951	183,200	183,200	228,830
41321	Temporary Wages	39,980	37,035	45,950	40,950	55,000
41411	Overtime Wages	3,713	1,458	2,100	2,100	2,320
41511	Employee Incentives	550	750	880	880	930
41516	Health Insurance Waiver Stipend	135	-	-	-	-
41522	Education Incentive Pay	690	1,040	600	600	-
42111	Social Security Matching	29,381	35,723	38,586	38,586	45,030
42211	Florida Retirement System	32,411	38,350	25,250	25,250	29,520
42311	Health Insurance	36,443	44,767	42,258	42,258	59,340
42312	Life Insurance	115	146	350	350	410
42313	Accidental Death & Disab Insurance	14	17	150	150	170
42426	Workers Comp - Clerical (8810)	94	80	80	80	80
42428	Workers Comp - Parks (9102)	11,428	9,958	14,240	14,240	15,740
TOTAL PERSONNEL SERVICES		\$ 498,299	\$ 549,116	\$ 633,034	\$ 628,034	\$ 736,010
43443	Contractual Services - Instructors	34,806	32,044	30,000	30,000	30,000
43474	Security Services	272	434	400	400	400
43499	Contractual Services - Misc	1,037	78,658	-	-	-
44011	Travel & Training	862	2,714	3,000	3,000	3,000
44121	Telephone - Local	7,003	4,777	7,000	7,000	7,000
44134	Data Lines	4,600	5,816	5,000	5,000	5,000
44143	Cable	-	-	1,800	1,800	1,800
44211	Postage	302	187	300	300	300
44221	Freight Express Charges	-	45	100	100	100
44311	Electric - City Facilities	111,962	119,420	125,000	125,000	125,000
44341	Gas - Natural/Propane	1,131	1,442	1,500	1,500	1,500
44351	Water & Sewer - City	5,858	4,923	6,240	6,240	6,240
44373	Street Light Fee	789	776	760	760	760
44381	Stormwater Assessment	2,493	4,365	4,400	4,400	4,400
44419	Rent - Equipment/Software	1,814	4,258	2,000	2,000	2,800
44463	Lease - Automobile	-	-	-	5,000	7,500
44611	Maintenance & Repairs - Bldg & Ground	59	637	2,000	2,000	2,000
44621	Maintenance & Repairs - Equipment	2,103	573	4,030	4,030	4,030
44623	Maintenance & Repairs - Copiers	1,076	1,419	1,800	1,800	3,800
44631	Maintenance & Repairs - Central Garage	1,680	330	720	720	720
44961	Special Events - City Hosted	1,181	9,365	24,850	24,850	13,000
44962	Recreation - Donation	3,992	-	-	-	-
44963	Recreation Trips	6,094	4,554	5,000	5,000	5,000
44965	City Sponsored Programs	13,193	29,730	25,000	25,000	35,000
44999	Other Current Charges - Misc	5,673	5,888	5,000	5,000	5,000
45111	Office Supplies - General	909	1,000	1,200	1,200	1,200
45141	Small Tools & Implements	80	1,617	1,000	1,000	1,000
45211	Fuel	2,448	3,113	2,000	2,000	2,000
45231	Clothing & Apparel	1,759	1,339	2,300	2,300	2,300
45234	Swim/Recreation Accessories	1,938	963	2,000	2,000	2,000

RECREATION

001092						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET		
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	AMOUNT	
						FY18-19	
45236	Concession	-	4,188	-	-	5,000	
45238	Licensing & ID Materials	4,494	4,007	6,500	6,500	6,500	
45243	Computer/Operating Supply	4,951	6,267	7,500	7,500	7,500	
45245	Recreation Supplies	9,171	8,917	10,000	10,000	10,000	
45246	Advertising/Marketing Supplies	19,581	23,475	30,000	30,000	30,000	
45247	First Aid Supplies	212	105	400	400	400	
45248	Prizes & Awards	823	318	1,000	1,000	2,000	
45251	Janitorial Supplies	-	269	1,000	1,000	1,000	
45289	Automotive Parts	1,321	963	1,000	1,000	1,000	
45296	Operating Supplies - Misc	7,478	7,273	8,000	8,000	8,000	
45411	Dues & Memberships	778	544	850	850	850	
TOTAL OPERATING		\$ 263,923	\$ 376,713	\$ 330,650	\$ 335,650	\$ 345,100	
46299	Building Improvements	12,304	-	22,000	22,000	45,000	
46399	Improvements Other Than Bldg - Misc	259,561	28,693	108,526	108,526	421,000	
46413	Data Processing Equipment	-	-	4,530	4,530	-	
46415	Trucks & Trailers	9,485	-	-	-	-	
46418	Software	15,345	-	2,910	-	-	
46431	Special Purpose Equipment	20,195	-	30,000	30,000	-	
TOTAL CAPITAL		\$ 316,890	\$ 28,693	\$ 167,966	\$ 165,056	\$ 466,000	
TOTAL EXPENDITURES		\$ 1,079,112	\$ 954,522	\$ 1,131,650	\$ 1,128,740	\$ 1,547,110	

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM RECREATION

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46299	<i>Building Improvements</i>					
	Restroom Upgrades	45,000	-	-	-	-
	Roof Replacement at Senior Center - Rear Portio	-	-	-	60,000	-
	TOTAL	45,000	-	-	60,000	-
46399	<i>Improvements Other than Buildings - Misc.</i>					
	2019 RAC Chiller Replacement	355,000	-	-	-	-
	Movie Screen	8,000	-	-	-	-
	Drinking Fountains (5)	8,000	-	-	-	-
	Trash cans, Tables, and Benches for Cotee River, Frances Ave., and Grand Blvd. Parks	50,000	-	-	-	-
	Cotee River Park Improvements, Bollards	-	210,000	-	-	-
	Resurface Outdoor Basketball Courts	-	-	50,000	-	-
	TOTAL	421,000	210,000	50,000	-	-

DIVISION TOTAL \$ 466,000 \$ 210,000 \$ 50,000 \$ 60,000 \$ -

PARKS

001093						BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	AMENDED	BUDGET
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	AMOUNT
						FY17-18
41112	Division Head Salaries	42,809	-	-	-	-
41299	Regular Full-Time Wages	122,843	-	-	-	-
41411	Overtime Wages	8,487	-	-	-	-
41511	Employee Incentives	250	-	-	-	-
41529	Meal Allowance	-	-	-	-	-
42111	Social Security Matching	13,040	-	-	-	-
42211	Florida Retirement System	10,263	-	-	-	-
42214	Defined Contribution Plan	3,261	-	-	-	-
42311	Health Insurance	32,301	-	-	-	-
42312	Life Insurance	112	-	-	-	-
42313	Accidental Death & Disab Insurance	13	-	-	-	-
42428	Workers Comp - Parks (9102)	5,664	-	-	-	-
TOTAL PERSONNEL SERVICES		\$ 239,043	\$ -	\$ -	\$ -	\$ -
43433	Lawn Maintenance	45,935	-	-	-	-
44011	Travel & Training	459	-	-	-	-
44121	Telephone - Local	3,577	-	-	-	-
44311	Electric - City Facilities	8,713	-	-	-	-
44331	Trash Removal	2,721	-	-	-	-
44351	Water & Sewer - City	21,416	-	-	-	-
44373	Street Light Fee	113	-	-	-	-
44381	Stormwater Assessment	316	-	-	-	-
44419	Rent - Equipment/Software	479	-	-	-	-
44611	Maintenance & Repairs - Bldg & Grounds	22,821	-	-	-	-
44631	Maintenance & Repairs - Central Garage	-	-	-	-	-
44652	Maintenance & Repairs - Vandalism Repairs	1,110	-	-	-	-
44653	Maintenance & Repairs - Pinehill Cemetary	12	-	-	-	-
44655	Maintenance & Repairs - Senior Center	4,997	-	-	-	-
45111	Office Supplies - General	90	-	-	-	-
45141	Small Tools & Implements	3,281	-	-	-	-
45211	Fuel	14,588	-	-	-	-
45231	Clothing & Apparel	1,957	-	-	-	-
45243	Computer/Operating Supply	310	-	-	-	-
45247	First Aid Supplies	23	-	-	-	-
45251	Janitorial Supplies	7,563	-	-	-	-
45289	Automotive Parts	16,692	-	-	-	-
45299	Operating Supplies - Misc	6,464	-	-	-	-
45321	Signs and Materials	638	-	-	-	-
45341	Sod - Seed	95	-	-	-	-
45411	Dues & Memberships	160	-	-	-	-
TOTAL OPERATING		\$ 164,530	\$ -	\$ -	\$ -	\$ -
46299	Building Improvements	70,934	-	-	-	-
46399	Improvements Other Than Bldg - Misc	14,382	-	-	-	-
46415	Trucks & Trailers	22,617	-	-	-	-
46431	Special Purpose Equipment	4,785	-	-	-	-
TOTAL CAPITAL		\$ 112,718	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 516,291	\$ -	\$ -	\$ -	\$ -

PARKS & RECREATION - AQUATICS

IT IS THE MISSION OF AQUATICS TO

create memorable recreational parks and aquatic experiences for all.

DESCRIPTION

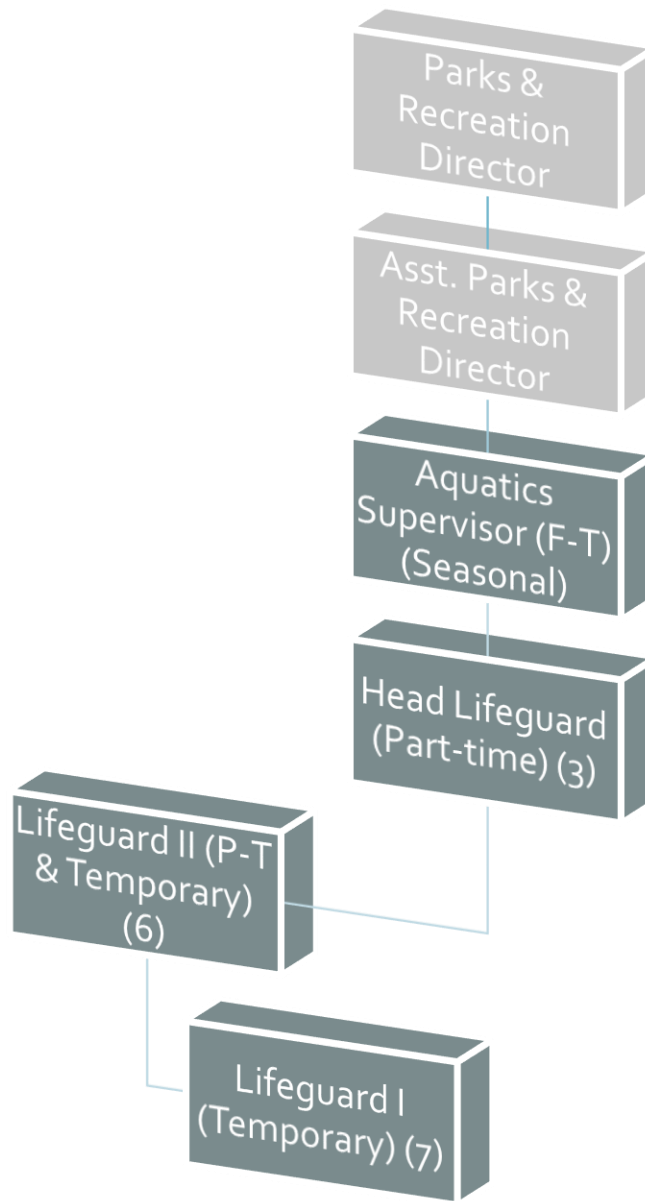
The New Port Richey Recreation & Aquatic Center is a state-of-the-art facility, which offers a variety of affordable recreational activities and athletic training opportunities for everyone. With programs for children, seniors, and adults, the facility has become an integral part of the fabric of the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

ACCOMPLISHMENTS OF FY18

- Converted the pump room CO₂ delivery system to a safer, more cost effective Muriatic Acid delivery system, which more effectively stabilizes the PH and improves the sanitation system
- Successfully created and implemented the department's attendance system in order to accurately record the number of patrons that visit our facility, purchase memberships, and participate in programs/events
- Successfully re-implemented the department's Employee Evaluation system for all Recreation and Aquatic staff development
- Completed the Recreational Trails Program Grant Application, which was selected for funding. The RTP Grant will contribute \$200,000 towards the James E. Grey Preserve Trails Expansion Project

FY19 INITIATIVES

- Continue to expand and improve the Aquatic Center programs, which include Group and Private Swim Lessons, Whales Tales Water Safety Lessons, and potential programming and partnerships with local schools, athletic teams and special events
- Continue to administer the Recreational Trails Program Grant for funding for the James E. Grey Preserve Trails Expansion Project
- Execute the Aquatic Center Pool Deck Renovation Project to improve functionality and the aesthetics of the Aquatic facility



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Aquatics Supervisor	.75	.5	.5
Aquatics Manager	0	0	0
Head Lifeguard	2.19	1.81	1.81
Lifeguard II	2.86	3.24	3.24
Lifeguard I	2.45	2.45	2.45
Total	8.25	8	8

AQUATICS

001094		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41112	Division Head Salaries	46,699	-	-	-	-
41299	Regular Full-Time Wages	-	8,511	14,210	14,210	23,770
41311	Part-Time Wages	41,065	54,865	83,110	83,110	57,830
41312	Temporary Wages	106,580	94,610	72,460	72,460	104,300
41411	Overtime Wages	-	146	-	-	-
41511	Employee Incentives	150	150	300	300	300
42111	Social Security Matching	14,807	12,211	14,160	14,160	14,250
42211	Florida Retirement System	6,455	4,898	7,610	7,610	7,160
42311	Health Insurance	5,981	2,328	4,810	4,810	7,910
42312	Life Insurance	20	9	60	60	-
42313	Accidental Death & Disab Insurance	2	1	20	20	-
42428	Workers Comp - Parks (9102)	5,428	4,956	8,330	8,330	8,380
TOTAL PERSONNEL SERVICES		\$ 227,187	\$ 182,685	\$ 205,070	\$ 205,070	\$ 223,900
43441	Water Safety Instruction	559	626	600	600	600
43499	Contractual Services - Misc	2,340	3,970	6,840	6,840	6,840
44011	Travel & Training	884	-	-	-	-
44121	Telephone - Local	437	268	600	600	600
44311	Electric - City Facilities	30,886	24,238	32,000	32,000	32,000
44341	Gas - Natural/Propane	10,316	7,827	10,500	10,500	15,750
44351	Water & Sewer - City	11,203	27,280	11,500	11,500	11,500
44373	Street Light Fee	-	50	50	50	50
44381	Stormwater Assessment	-	5,490	5,500	5,500	5,500
44611	Maintenance & Repairs - Bldg & Grounds	24,452	17,094	25,000	25,000	25,000
44621	Maintenance & Repairs - Equipment	209	198	200	200	200
44623	Maintenance & Repairs - Copiers	-	-	-	-	-
45111	Office Supplies - General	194	200	200	200	200
45141	Small Tools & Implements	185	196	100	100	100
45221	Chemicals	29,312	30,863	24,000	24,000	24,000
45222	Laboratory Supplies	97	104	100	100	100
45231	Clothing & Apparel	899	1,077	1,100	1,100	1,100
45234	Swim/Recreation Accessories	1,389	1,978	-	-	-
45241	Licensing & ID Materials	1,810	1,464	2,500	2,500	2,500
45243	Computer/Operating Supply	750	3,121	-	-	-
45245	Recreation Supplies	561	307	400	400	400
45247	First Aid Supplies	388	841	600	600	600
45248	Prizes & Awards	295	300	300	300	300
45251	Janitorial Supplies	800	446	600	600	600
45299	Operating Supplies - Misc	5,070	5,012	5,000	5,000	5,000
45321	Signs & Sign Material	141	58	200	200	200
45411	Dues & Memberships	160	160	160	160	160
TOTAL OPERATING		\$ 123,337	\$ 133,168	\$ 128,050	\$ 128,050	\$ 133,300
63-99	Improvements Other Than Bldg - Misc	24,555	19,575	-	-	63,000
64-31	Special Purpose Equipment	49,754	28,254	-	-	-
TOTAL CAPITAL		\$ 74,309	\$ 47,829	\$ -	\$ -	\$ 63,000

TOTAL EXPENDITURES **\$ 424,833** **\$ 363,682** **\$ 333,120** **\$ 333,120** **\$ 420,200**

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM AQUATICS

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46399	<i>Improvements Other than Buildings - Misc.</i>					
	Portable ADA Pool Lift	6,000	-	-	-	-
	Sound System	7,000	-	-	-	-
	Pool Deck Awnings Replacement	50,000	-	-	-	-
	Pool Resurfacing	-	-	-	250,000	-
	Pool Deck Improvement Project	-	50,000	50,000	-	-
	TOTAL	63,000	50,000	50,000	250,000	-

DIVISION TOTAL \$ 63,000 \$ 50,000 \$ 50,000 \$ 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.

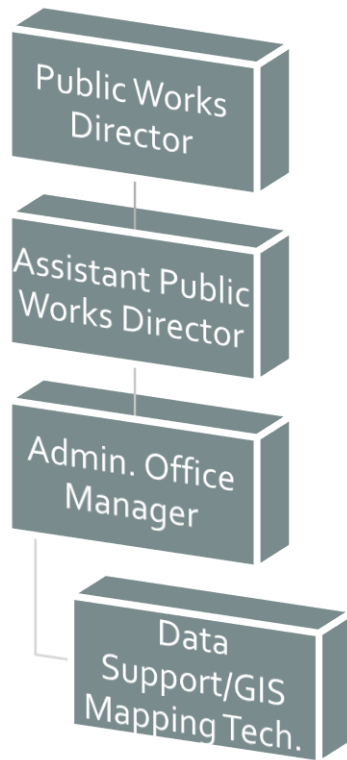
ACCOMPLISHMENTS OF FY18

- Utility System Expansion/Operational Improvements:
 - Orangewood Lake Services Utility Valuation Analysis
 - Automated Meter Infrastructure (AMI) “smart meter” system conversion
 - Lakewood Villas Water Treatment Plant closure, demolition, and raw water treatment conversion from chlorine to chloramines
- Program Review and Implementation:
 - 20 Year Pavement Management Plan
 - Wastewater Treatment Plant FDEP Operation Permit
 - The installation of three Electric Vehicle Charging Stations
- Department Sustainability:
 - Completed all request for information items associated with all water and wastewater utility studies

FY19 INITIATIVES

- Utility System Expansion/Operational Improvements:
 - Orangewood Lake Services utility valuation and possible acquisition
 - Inflow and Infiltration Sanitary Sewer Manhole Insert Installation completion of Phase II
 - Reclaimed Water Extension – The Heights, Phase I
 - AMI Smart Meter Integration
- Program Review and Implementation:
 - FDEP Cross Connection existing program review and update
 - Streetlight Operations Program Implementation
 - Network Base System Pavement Management Plan Implementation
- Personnel Training:
 - Supervisory Training 101, ICMA Effective Supervisory Practices, FDPT Work Zone Supervisor Certification
 - Maintenance of Traffic, Traffic Sign and Markings – Level 1, Water Distribution, Sewer Collections State Levels
- Department Sustainability:
 - Complete the Water and Sewer Revenue Sufficiency Studies for 2018 – 2023

- Complete the Water and Sewer Cost Allocation Studies for 2018 – 2023



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
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 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY18-19	BUDGET AMOUNT FY18-19
41111	Dept Head Salaries	80,180	82,585	85,490	85,490	88,050
41112	Division Head Salaries	27,330	52,903	50,760	50,760	53,710
41299	Regular Full-Time Wages	79,466	76,617	73,820	73,820	75,110
41411	Overtime Wages	1,091	3,552	1,070	1,070	1,080
41511	Employee Incentives	200	200	200	200	200
41516	Health Insurance Waiver Stipend	300	-	-	-	-
41522	Education Incentive Pay	700	1,300	1,200	1,200	1,200
42111	Social Security Matching	14,302	16,558	16,170	16,170	16,780
42211	Florida Retirement System	25,829	29,675	28,990	28,990	29,900
42311	Health Insurance	22,922	33,153	31,650	31,650	31,650
42312	Life Insurance	68	88	220	220	220
42313	Accidental Death & Disab Insurance	8	10	90	90	90
42426	Workers Comp - Clerical (8810)	202	167	180	180	180
42432	Workers Comp - Municipal Class (9410)	7,356	6,450	9,960	1,960	10,660
TOTAL PERSONNEL SERVICES		\$ 259,954	\$ 303,258	\$ 299,800	\$ 291,800	\$ 308,830
43499	Contractual Services - Misc	692	1,184	750	750	750
44011	Travel & Training	330	104	3,000	3,000	3,000
44121	Telephone - Local	5,706	5,900	6,500	6,500	6,500
44134	Data Lines	9,226	9,480	9,500	9,500	9,500
44141	Pager Services	33	38	40	40	40
44211	Postage	326	222	350	350	350
44311	Electric - City Facilities	27,681	31,349	33,000	33,000	33,000
44351	Water & Sewer - City	9,543	14,260	10,000	10,000	10,000
44373	Street Light Fee	595	571	600	600	600
44381	Stormwater Assessment	5,547	5,768	5,800	5,800	5,800
44571	Notary Bond	-	105	150	150	150
44621	Maintenance & Repairs - Equipment	353	5,732	3,000	3,000	3,000
44623	Maintenance & Repairs - Copiers	2,094	5,116	2,000	2,000	2,000
44631	Maintenance & Repairs - Central Garage	60	390	1,300	1,300	1,300
45111	Office Supplies - General	1,727	2,703	2,500	2,500	2,500
45141	Small Tools & Implements	-	-	300	300	300
45211	Fuel	1,219	1,031	3,000	3,000	3,000
45225	Software License Support	4,901	2,782	5,000	5,000	5,000
45231	Clothing & Apparel	321	390	400	400	400
45243	Computer/Operating Supply	4,102	2,549	3,000	3,000	3,000
45247	First Aid Supplies	-	174	200	200	200
45289	Automotive Parts	156	392	2,500	2,500	2,500
45299	Operating Supplies - Misc	1,467	3,823	3,000	3,000	3,000
45411	Dues & Memberships	1,737	2,628	1,800	1,800	1,800
45461	Books & Publications	189	344	300	300	300
TOTAL OPERATING		\$ 78,005	\$ 97,035	\$ 97,990	\$ 97,990	\$ 97,990
46413	Data Processing Equipment	1,753	28,547	-	-	2,000
46431	Special Purpose Equipment	-	-	-	-	25,000
TOTAL CAPITAL		\$ 1,753	\$ 28,547	\$ -	\$ -	\$ 27,000
TOTAL EXPENDITURES		\$ 339,712	\$ 428,840	\$ 397,790	\$ 389,790	\$ 433,820

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM PUBLIC WORKS SUPERVISION

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46299	<i>Building Improvements</i>					
	HVAC System (R&R)	-	10,000	10,000	10,000	10,000
	Generator (R&R)	-	10,000	10,000	10,000	10,000
	TOTAL	-	20,000	20,000	20,000	20,000
46413	<i>Data Processing Equipment</i>					
	Laptop Computer	2,000	-	-	-	-
	Desktop Computer	-	1,800	2,600	1,800	-
	TOTAL	2,000	1,800	2,600	1,800	-
46415	<i>Trucks & Trailers</i>					
	SUV Ford Explorer (R&R)	-	2,000	2,000	2,000	2,000
	Ford F250 Pick-Up Regular Cab (R&R)	-	2,000	2,000	2,000	2,000
	TOTAL	-	4,000	4,000	4,000	4,000
46418	<i>Software</i>					
	ESRI Online Module	-	-	-	-	15,000
	TOTAL	-	-	-	-	15,000
46431	<i>Special Purpose Equipment</i>					
	CCTV - Security System	25,000	-	-	-	-
	TOTAL	25,000	-	-	-	-

DIVISION TOTAL \$ 27,000 \$ 25,800 \$ 26,600 \$ 25,800 \$ 39,000

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.

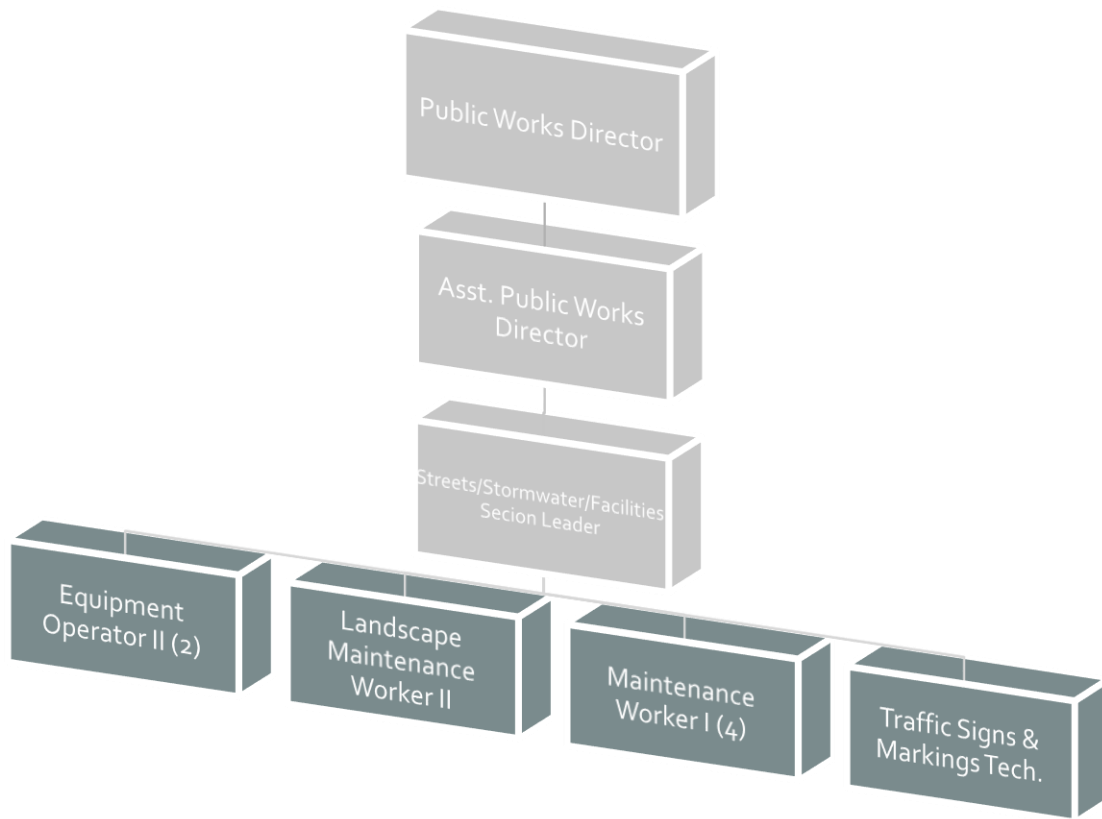
ACCOMPLISHMENTS OF FY18

- Traffic Signs & Markings Upgrades:
 - Installed LED crosswalk at Bank Street and Grand Boulevard
 - Completed crosswalk upgrades to current FDOT standards on Circle Boulevard, Central Avenue and Sims Lane as well as added new traffic patterns to these locations
- Parking Lot Upgrades:
 - Upgraded landscaping at Gloria Swanson Parking Lot, City Halls Parking Lot, The Gerben Devries Parking Lot and The Thomas Meighan Parking Lot
- Tree Program:
 - Tree City USA Certification 28th Year Renewal, Trimmed trees around Orange Lake and Sims Park, Trimmed palm trees in the Palm District as well as planted several new trees in our Downtown Landscape Project, Expand and promote "Adopt A Tree" program
- Hurricane Irma:
 - Street crews cleared several roads and alleys that had debris in them and were blocked, crews picked up 16,000 yards of storm related debris

FY19 INITIATIVES

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

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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Equipment Operator II	2	2	2
Landscape Maintenance Worker II	1	1	1
Maintenance Worker I	4	4	4
Traffic Signs & Markings Technician	1	1	1
Total	8	8	8

STREET & RIGHT OF WAY MAINTENANCE

001102		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41299	Regular Full-Time Wages	203,717	192,074	173,710	173,710	199,220
41411	Overtime Wages	9,153	16,995	13,599	13,599	15,410
41511	Employee Incentives	400	400	400	400	400
41516	Health Insurance Waiver Stipend	1,800	-	-	-	-
41527	Standby Time	5,915	6,389	3,935	3,935	5,180
41529	Meal Allowance	9	51	-	-	-
42111	Social Security Matching	16,522	15,842	16,830	16,830	16,850
42211	Florida Retirement System	16,059	16,122	15,115	15,115	17,190
42311	Health Insurance	43,930	40,412	33,292	33,292	55,380
42312	Life Insurance	161	151	330	330	430
42313	Accidental Death & Disab Insurance	19	18	130	130	180
42431	Workers Comp - Street Maint/Trash (5509)	8,361	8,216	14,300	14,300	14,640
TOTAL PERSONNEL SERVICES		\$ 306,046	\$ 296,670	\$ 271,641	\$ 271,641	\$ 324,880
43129	Engineering Services - Misc	1,200	808	-	-	4,500
43430	Parking Lot Maintenance	948	410	-	-	1,000
43428	Lab Test	-	-	250	250	250
43485	Trash Grinding Service	6,641	4,463	83,467	83,467	15,000
43499	Contractual Services - Misc	18,901	30,885	30,427	30,427	25,000
44011	Travel & Training	1,542	481	1,346	1,346	2,660
44121	Telephone - Local	-	-	-	-	1,000
44134	Data Lines	314	306	1,000	1,000	1,000
44211	Postage	31	12	15	50	50
44311	Electric - City Facilities	1,677	1,316	1,400	1,400	1,400
44312	Electric - Traffic Lights	4,096	3,648	3,836	3,836	5,000
44321	Eastbury Garden - Street Lights	2,456	2,456	2,500	2,500	2,500
44322	Hillandale - Street Lights	15,743	15,760	15,919	15,919	17,500
44323	Ridgewood - Street Lights	8,320	6,894	8,500	8,500	8,500
44324	Barbara Ann - Street Lights	-	576	900	900	900
44331	Trash Removal	13,728	15,112	63,599	63,599	13,000
44351	Water & Sewer - City	39,964	37,048	24,883	24,883	40,000
44381	Stormwater Assessment	-	2,270	2,280	2,280	2,400
44419	Rent - Equipment/Software	752	250	2,413	2,413	1,000
44611	Maintenance & Repairs - Bldg & Grounds	8,226	13,040	7,339	7,339	10,000
44621	Maintenance & Repairs - Equipment	473	-	100	100	100
44631	Maintenance & Repairs - Central Garage	24,570	16,940	24,615	24,615	10,000
44983	Permit Fees	-	-	70	70	70
45111	Office Supplies - General	133	794	200	200	200
45141	Small Tools & Implements	1,239	669	2,621	2,621	1,500
45211	Fuel	50,024	49,611	34,470	34,470	40,000
45225	Software License Support	420	-	-	-	-
45231	Clothing & Apparel	2,167	2,314	2,400	2,400	2,400
45243	Computer/Operating Supply	105	-	500	500	500
45247	First Aid Supplies	60	106	100	100	100
45262	Trees	212	970	1,000	1,000	1,000
45289	Automotive Parts	37,238	58,749	38,000	38,000	38,000
45299	Operating Supplies - Misc	12,269	13,210	13,453	13,453	10,000
45321	Signs & Sign Material	10,802	11,100	9,612	9,612	25,000
45331	Pipe/Culvert Material	-	427	-	-	-

STREET & RIGHT OF WAY MAINTENANCE

001102 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
45341	Sod/Seed	1,799	1,242	106	106	1,600
45399	Road Materials - Misc	15,175	15,187	9,612	9,612	25,000
45411	Dues & Memberships	115	-	300	300	300
45461	Books & Publications	70	80	200	200	200
TOTAL OPERATING		\$ 281,410	\$ 307,134	\$ 387,433	\$ 387,468	\$ 308,630
46399	Improvements Other Than Buildings	-	-	3,900	3,900	-
46431	Special Purpose Equipment	-	-	9,961	9,961	25,000
TOTAL CAPITAL		\$ -	\$ -	\$ 13,861	\$ 13,861	\$ 25,000

TOTAL EXPENDITURES \$ 587,456 \$ 603,804 \$ 672,935 \$ 672,970 \$ 658,510

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

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46415	<i>Trucks & Trailers</i>					
	Ford F550 Dump Truck-#117 (R&R)	-	3,000	3,000	3,000	3,000
	Ford F550 Dump Truck-#118 (R&R)	-	3,000	3,000	3,000	3,000
	F350 Utility Body w/ Liftgate-#92 (R&R)	-	16,250	16,250	65,000 (b)	16,250
	F250 Utility Body w/ Liftgate-#91 (R&R)	-	13,000	13,000	13,000	65,000 (c)
	Dump Truck-#98 (R&R)	-	9,000	9,000	9,000	9,000
	F250 Utility Body w/ Liftgate-#90 (R&R)	-	8,000	8,000	8,000	8,000
	2-Ton Flat Bed Dump Truck-#106 (R&R)	-	2,500	2,500	2,500	2,500
	Kenworth T370 Dump Truck-#116 (R&R)	-	9,000	9,000	9,000	9,000
	Crack Sealer Machine & Trailer w/ Hoses	-	40,000	-	-	-
	TOTAL	-	103,750	63,750	112,500	102,750
46416	<i>Heavy Equipment</i>					
	Pay Loader w/ Root Rake-#8 (R&R)	-	12,500	12,500	12,500	12,500
	Case INT Broom Tractor-#5 (R&R)	-	8,000	16,250 (a)	1,625	1,625
	Case Tractor c/s 570XLT-#3 (R&R)	-	5,000	5,000	5,000	69,000 (d)
	New Holland Tractor w/ Clam Shell-#4 (R&R)	-	5,000	5,000	5,000	5,000
	Kubota Tractor-#10 (R&R)	-	3,250	3,250	3,250	3,250
	JD244 Loader w/ Clam Shell-#12 (R&R)	-	8,750	8,750	8,750	8,750
	Ingersol Rand Steam Roller-#67 (R&R)	-	7,000	7,000	7,000	7,000
	Bucket Truck-#97 (R&R)	-	10,000	10,000	10,000	10,000
	TOTAL	-	59,500	67,750	53,125	117,125
46431	<i>Special Purpose Equipment</i>					
	Tree Stump Grinder	25,000	-	-	-	-
	TOTAL	25,000	-	-	-	-

DIVISION TOTAL \$ 25,000 \$ 163,250 \$ 131,500 \$ 165,625 \$ 219,875

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



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

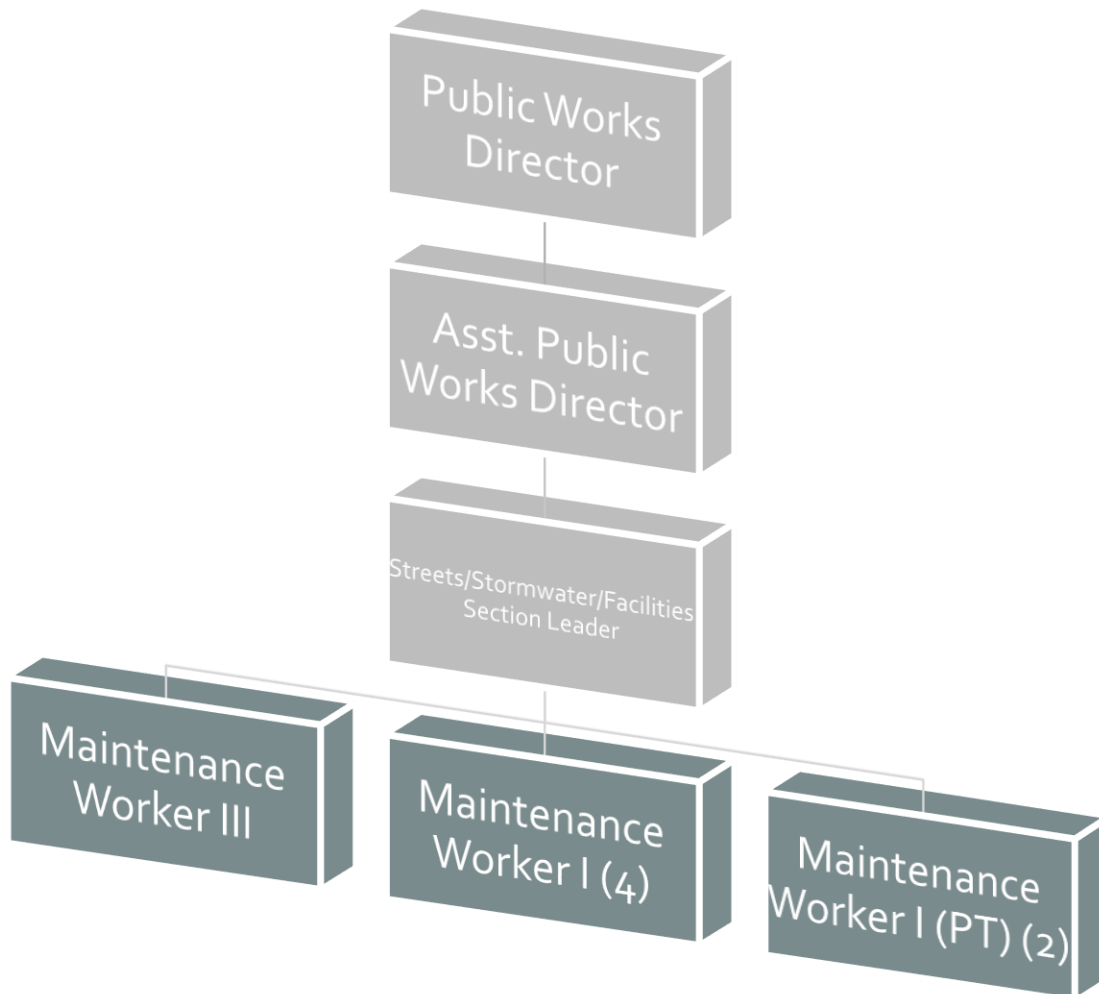
The Public Works – Facilities Maintenance Division is responsible for the maintenance and repair of New Port Richey's public buildings.

ACCOMPLISHMENTS OF FY18

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

FY19 INITIATIVES

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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Streets/Stormwater/Facilities Section Leader	1	1	0
Maintenance Worker III	0	0	1
Maintenance Worker I	4.45	5.16	5.44
Total	5.45	6.16	6.44

FACILITIES MAINTENANCE

001106		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41299	Regular Full-Time Wages	98,826	96,183	93,104	93,104	121,060
41311	Part-Time Wages	38,950	42,425	34,901	34,901	33,200
41411	Overtime Wages	3,766	5,979	4,067	4,067	8,730
41511	Employee Incentives	300	300	300	300	350
41516	Health Insurance Waiver Stipend	2,596	-	-	-	-
42111	Social Security Matching	10,956	10,874	9,519	9,519	12,500
42211	Florida Retirement System	10,341	11,018	10,452	10,452	12,750
42311	Health Insurance	13,178	11,996	13,450	13,450	31,650
42312	Life Insurance	72	71	74	74	380
42313	Accidental Death & Disab Insurance	9	8	9	9	160
42427	Workers Comp - Building (NOC) (9015)	6,402	5,960	5,870	5,870	7,890
TOTAL PERSONNEL SERVICES		\$ 185,396	\$ 184,814	\$ 171,746	\$ 171,746	\$ 228,670
43411	Custodial/Janitorial Services	394	1,044	1,081	1,081	1,500
43412	Pest Control Services	5,733	6,420	4,978	4,978	7,700
43451	Contractual Electrical	5,833	2,480	-	-	-
43452	Contractual Plumbing Services	2,146	-	366	366	-
43453	Contractual Mechanical Services	1,656	1,555	5,951	5,951	-
43454	Contractual HVAC/Air	37,483	44,210	106,639	106,639	70,000
43474	Security Services	-	-	1,700	1,700	1,700
43475	Contractual Services - Fire Monitoring	-	-	-	-	1,960
43499	Contractual Services - Misc	28,600	44,687	63,416	63,416	48,000
44011	Travel & Training	-	225	917	917	300
44121	Telephone - Local	1,721	2,066	2,100	2,100	600
44134	Data Lines	-	306	281	281	400
44142	Burglar Alarm Lines	-	-	-	-	-
44311	Electric - City Facilities	38,118	38,354	44,220	44,220	38,000
44331	Trash Removal	18,071	18,410	20,114	20,114	18,000
44351	Water & Sewer - City	7,329	7,103	8,903	8,903	7,490
44373	Street Light Fee	981	942	1,007	1,007	1,010
44381	Stormwater Assessment	2,266	2,251	2,327	2,327	2,400
44419	Rent - Equipment/Software	-	-	-	-	1,000
44611	Maintenance & Repairs - Bldg & Grounds	36,757	36,972	34,786	34,786	40,000
44631	Maintenance & Repairs - Central Garage	-	2,535	1,800	1,800	1,000
44655	Maintenance & Repairs - Senior Center	-	1,482	71	71	4,000
44983	Permit Fees	-	75	-	-	50
45111	Office Supplies - General	97	175	104	104	200
45141	Small Tools & Implements	1,714	3,207	2,567	2,567	3,500
45211	Fuel	112	8,416	5,329	5,329	3,000
45231	Clothing & Apparel	1,646	1,493	1,932	1,932	2,100
45243	Computer/Operating Supply	755	-	-	-	1,000
45247	First Aid Supplies	-	-	317	317	300
45251	Janitorial Supplies	15,936	225,078	24,930	24,930	17,000
45289	Automotive Parts	-	5,418	1,575	1,575	1,000
45299	Operating Supplies - Misc	1,129	3,126	6,295	6,295	1,500
TOTAL OPERATING		\$ 208,477	\$ 458,030	\$ 343,706	\$ 343,706	\$ 274,710
46431	Special Purpose Equipment	-	-	-	-	34,500
TOTAL CAPITAL		\$ -	\$ -	\$ -	\$ -	\$ 34,500
TOTAL EXPENDITURES		\$ 393,873	\$ 642,844	\$ 515,452	\$ 515,452	\$ 537,880

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM FACILITIES MAINTENANCE

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46415	<i>Trucks & Trailers</i>					
	Dodge 2500 3/4 Ton Pick-Up	30,000	2,500	2,500	2,500	2,500
	TOTAL	30,000	2,500	2,500	112,500	102,750
64-31	<i>Special Purpose Equipment</i>					
	Pressure Washer - Heated	4,500	-	-	-	-
	TOTAL	4,500	-	-	-	-

DIVISION TOTAL \$ **34,500** \$ **2,500** \$ **2,500** \$ **112,500** \$ **102,750**

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

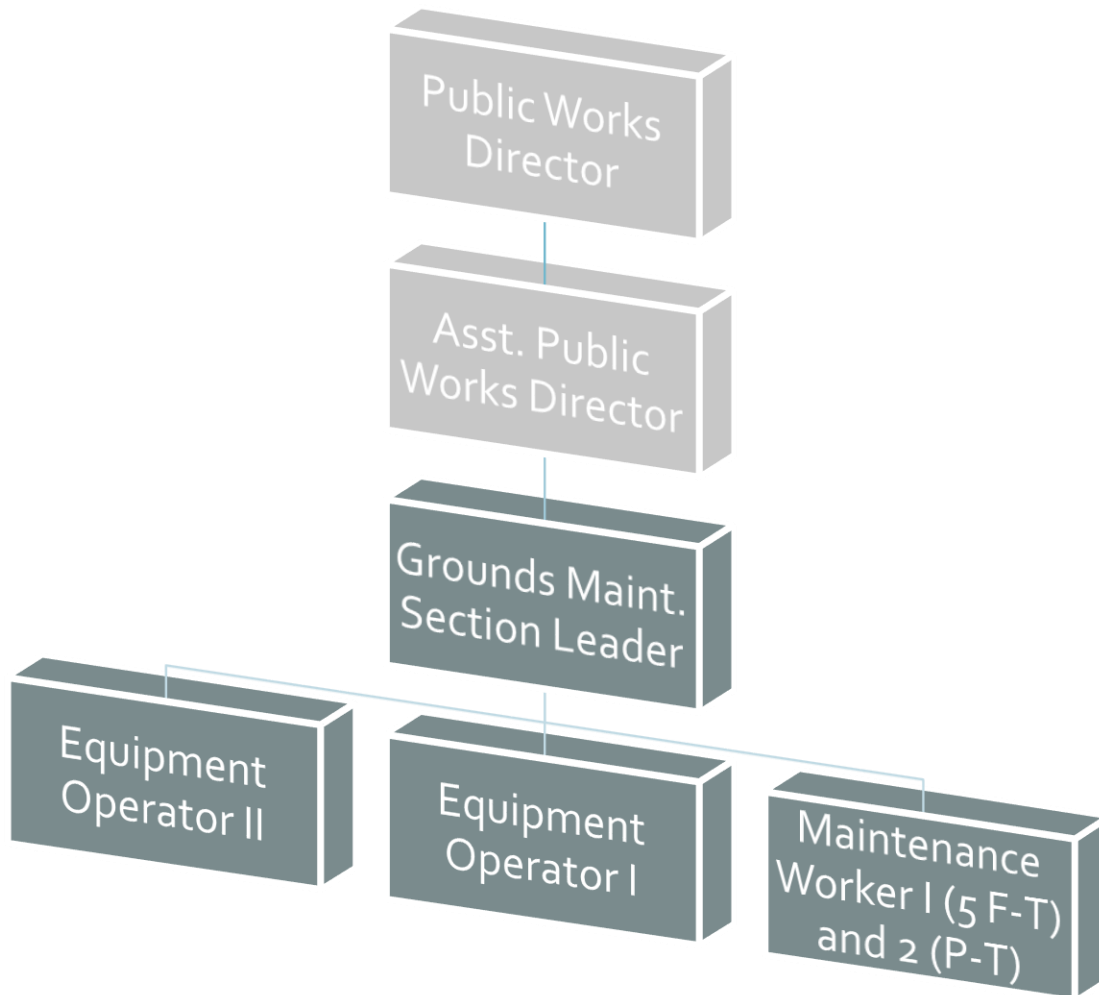
The Public Works – Grounds Maintenance Division performs routine and specialized grounds maintenance for all of the City's parks, preserves, and athletic fields.

ACCOMPLISHMENTS OF FY18

- Replaced all the windows and doors in Peace Hall. City staff removed, built, and installed the windows to help cut cost
- Personnel Training:
 - Fertilizer and Herbicide Application Certification
 - Stormwater Operator Site Inspector Certification
- Installed new bollards at Sims to help control traffic in the park during events
- Maintained the high standards set for Sims Park subsequent to the Parks Capital Improvement completion. Coordinated the operation process of numerous special events during the year such as Chasco, Seafest, Main Street Blast, Holiday Parade

FY19 INITIATIVES

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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Grounds Maintenance Section Leader	1	1	1
Equipment Operator II	1	1	1
Equipment Operator I	1	1	1
Maintenance Worker I	6.44	6.44	6.44
Total	9.44	9.44	9.44

GROUNDS MAINTENANCE

001110		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE CLASSIFICATION		FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41210	Regular Exempt Salaries	-	-	46,890	46,890	47,700
41299	Regular Full-Time Wages	215,893	218,464	156,678	156,678	178,800
41311	Part-Time Wages	14,715	15,673	32,880	32,880	33,210
13-12	Temporary Wages	-	5,145	-	-	-
41411	Overtime Wages	19,945	25,642	14,050	14,050	14,180
41511	Employee Incentives	400	400	500	500	500
41529	Meal Allowance	18	-	80	80	80
42111	Social Security Matching	18,900	19,776	20,770	20,770	21,000
42211	Florida Retirement System	15,656	18,772	21,120	21,120	24,670
42214	Defined Contribution Plan	3,565	3,607	3,260	3,260	-
42311	Health Insurance	41,876	39,015	47,470	47,470	55,390
42312	Life Insurance	146	150	540	540	540
42313	Accidental Death & Disab Insurance	17	18	220	220	220
42428	Workers Comp - Parks (9102)	7,635	6,948	7,710	7,710	9,350
TOTAL PERSONNEL SERVICES		\$ 338,766	\$ 353,610	\$ 352,168	\$ 352,168	\$ 385,640
43430	Parking Lot Maintenance	1,163	-	2,000	2,000	2,000
43433	Lawn Maintenance	108,072	121,807	100,000	100,000	100,000
43499	Contractual Services - Misc	20,487	19,191	22,000	22,000	22,000
44011	Travel & Training	2,850	187	3,000	3,000	3,000
44121	Telephone - Local	1,479	1,281	1,200	1,200	1,200
44134	Data Lines	-	306	480	480	480
44311	Electric - City Facilities	13,051	16,577	14,000	14,000	14,000
44331	Trash Removal	2,706	1,753	8,000	8,000	8,000
44351	Water & Sewer - City	23,856	8,946	9,000	9,000	9,000
44373	Street Light Fee	21	109	60	60	140
44381	Stormwater Assessment	1,103	3,658	500	500	3,650
44419	Rent - Equipment/Software	1,642	-	1,000	1,000	1,000
44611	Maintenance & Repairs - Bldg & Grounds	47,983	41,987	38,000	38,000	41,500
44631	Maintenance & Repairs - Central Garage	7,350	3,840	6,480	6,480	6,480
44652	Maintenance & Repairs - Vandalism	96	1,410	5,000	5,000	-
44653	Maintenance & Repairs - Pinehill Cemetery	115	-	2,500	2,500	-
44655	Maintenance & Repairs - Senior Center	4,950	-	-	-	-
49998	Memorial Items - Misc.	-	-	-	-	4,000
44999	Other Current Charges - Misc	3,170	-	500	500	500
45111	Office Supplies - General	17	113	100	100	100
45141	Small Tools & Implements	2,829	1,765	1,800	1,800	4,000
45211	Fuel	29,353	30,784	20,000	20,000	20,000
45221	Chemicals	-	4,313	2,500	2,500	4,000
45231	Clothing & Apparel	1,246	2,485	2,700	2,700	2,700
45243	Computer/Operating Supply	-	-	300	300	300
45247	First Aid Supplies	88	-	100	100	100
45251	Janitorial Supplies	15,749	20,095	15,000	15,000	15,000
45289	Automotive Parts	7,307	18,180	7,000	7,000	7,000
45299	Operating Supplies - Misc	8,359	10,274	8,000	8,000	8,000
45321	Signs & Sign Material	2,239	1,809	3,000	3,000	3,000
45341	Sod/Seed	950	6,221	16,008	16,008	29,000
45411	Dues & Memberships	160	-	300	300	300
TOTAL OPERATING		\$ 308,391	\$ 317,091	\$ 290,528	\$ 290,528	\$ 310,450
46415	Trucks & Trailers	41,995	25,251	-	-	37,000
64-31	Special Purpose Equipment	4,430	-	-	-	-
TOTAL CAPITAL		\$ 46,425	\$ 25,251	\$ -	\$ -	\$ 37,000
TOTAL EXPENDITURES		\$ 693,582	\$ 695,952	\$ 642,696	\$ 642,696	\$ 733,090

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM GROUNDS MAINTENANCE

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46415	<i>Trucks and Trailers</i>					
	Ford F250 3/4 Ton Pick-Up-#35 (R&R)	-	5,000	5,000	5,000	5,000
	Ford F150 1/2 Ton Pick-Up-#40 (R&R)	-	2,800	2,800	2,800	2,800
	Ford F150 1/2 Ton Pick-Up-#44 (R&R)	-	2,800	2,800	2,800	2,800
	Ford F550 1 Ton Dump Truck-#124 (R&R)	-	3,000	3,000	3,000	3,000
	Ford F250 3/4 Ton Pick-Up-#111 (R&R)	-	2,100	2,100	2,100	2,100
	Ford F150 Regular Cab Pick-Up-#105 (R&R)	-	1,400	1,400	1,400	1,400
	Ford F150 1/2 Ton Pick-Up	37,000	-	-	-	-
	TOTAL	37,000	17,100	17,100	17,100	17,100
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
	John Deere 4x6 Gator (R&R)	-	2,600	2,600	2,600	2,600
	TOTAL	-	3,800	3,800	3,800	3,800

DIVISION TOTAL \$ 37,000 \$ 27,450 \$ 27,450 \$ 27,450 \$ 27,450

NON-EXPENDITURE DISBURSEMENTS

001581 EXP CODE CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
581					
49161 Transfer to Street Improvement	-	-	300,000	300,000	300,000
49163 Transfer to CRA - Tax Increment	811,061	865,715	923,480	923,480	1,338,110
TOTAL TRANSFERS	\$ 811,061	\$ 865,715	\$ 1,223,480	\$ 1,223,480	\$ 1,638,110
584					
49421 Reserves - Contingency	-	-	-	137,160	200,000
49424 Reserves - Sick Leave	61,448	61,448	50,000	50,000	50,000
49495 Reserves - Public Art Fund	-	-	5,000	5,000	5,000
TOTAL RESERVES	\$ 61,448	\$ 61,448	\$ 55,000	\$ 192,160	\$ 255,000
Repayable Advance to CRA	-	-	-	-	-
49167 Repayable Advance to CRA - Refunding & Loan Proceeds	11,202,894	-	-	-	-
TOTAL INTERGOVERNMENTAL LOANS	\$11,202,894	\$ -	\$ -	\$ -	\$ -
TOTAL NON- EXPENDITURES	\$ 12,075,403	\$ 927,163	\$ 1,278,480	\$ 1,415,640	\$ 1,893,110
TOTAL GENERAL FUND EXPENDITURES	\$ 32,429,275	\$ 20,154,745	\$ 20,807,083	\$ 21,058,286	\$ 22,350,160



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.

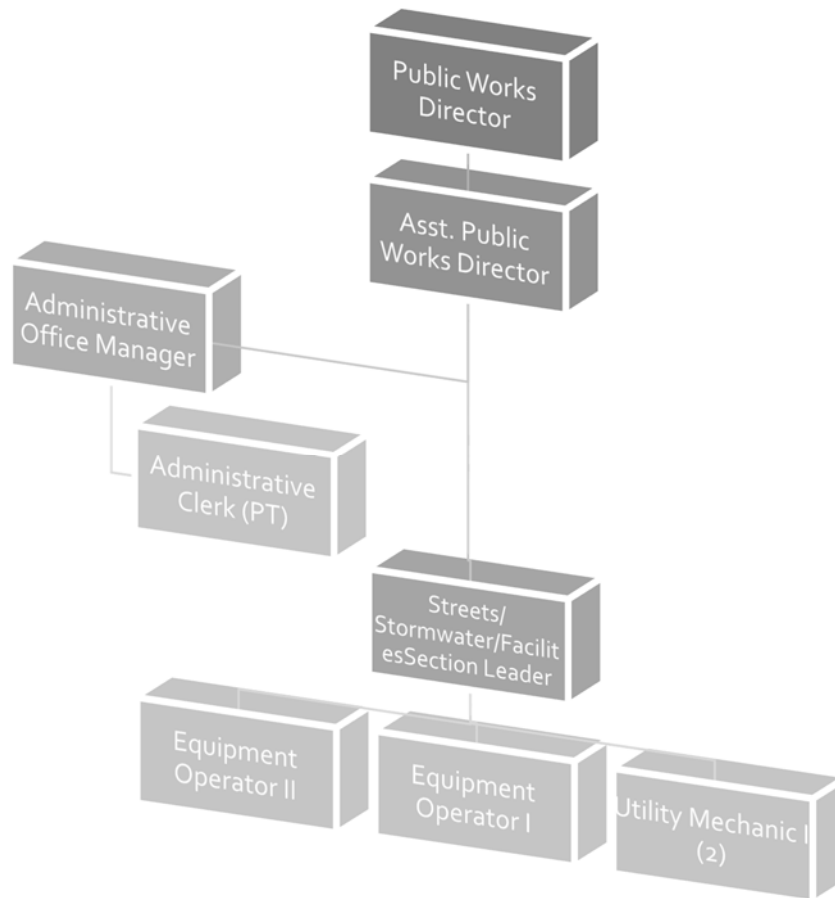
ACCOMPLISHMENTS OF FY18

- Storm Pipe Maintenance:
 - Installed 145' of 12" pipe on Bellview Avenue to repair old deteriorated pipe
 - Installed tide flex valve on the outfall pipe on Bellview Avenue
- NPDES Maintenance Activities:
 - Continued facility inspection and maintenance of CDS units, pipe, catch basins, and outfalls
 - Continued catch basin tag ID and "No Dumping" stencil installations
 - Continued street sweeping program on all curbed streets
 - Continued sediment removal and reguarding of existing ditch and swale lines
- Emergency Work:
 - Crews were able to repair berm that connected Harborview MHP and the Grey preserve
 - Crews installed 36" ductile iron pipe and built a berm around pipe
 - This division performed pumping operations in flood prone areas during the Hurricane Irma storm event
- Stormwater Pond Tree Maintenance:
 - Trimmed trees around Orange Lake
 - Trimmed trees around the Azalea Drive pond
 - Trimmed trees around the Palm Drive pond
 - Trimmed trees at High Street pond and Washington Street pond

FY19 INITIATIVES

- Storm Pipe Maintenance:
 - Add 175' of 12" pipe and a tide flex valve to piping on Bellview
 - Line stormwater lines that have deteriorated over time
- Stormwater Permit:
 - Continue stormwater inspections and improvements to the inspection process

- Make necessary adjustments to the City's stormwater infrastructure to remain in compliance with stormwater permit
- Flood Control/Storm Situations:
 - Alleviate and fix any issues that could possibly cause flooding during weather events
 - Continue good preparation techniques for weather events, such as tropical storms and hurricanes
 - Continue being proactive during weather events, such as closing flooded street, pedestrian safety concerns
- Job Safety:
 - Continue maintaining safe work place practices for a safe environment
 - Continue trainings and certifications for work safety that we have in place



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Streets/Stormwater/Facilities Section Leader	1	1	1
Administrative Assistant (Part-time)	0	.72	.72
Equipment Operator II	1	1	1
Equipment Operator I	1	1	1
Utility Mechanic I	1	1	2
Total	4	4.72	5.72

STORMWATER UTILITY FUND

002 REV CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
331620	NOAA Gulf of Mexico Alliance Grant	-	33,334	-	-	-
334290	FDOT Street Sweeper Grant	-	2,000	-	-	-
337310	SWFWMD Grant	-	20,000	20,000	20,000	20,000
343710	Stormwater Utility Fee	967,878	986,833	1,017,600	1,126,570	1,019,170
361100	Interest on Investments	13	-	-	-	-
361150	Interest-Stormwater Utility Fee	2,243	2,927	1,924	100	1,000
361250	Interest - FMIvT	2,717	3,220	2,500	450	1,500
361280	Interest - T-Bills & Bonds	2,277	-	-	-	-
389900	Prior Yr Fund Bal-Unassigned	-	-	222,446	429,220	589,120
STORMWATER UTILITY FUND REVENUES		\$ 975,128	\$ 1,048,314	\$ 1,264,470	\$ 1,576,340	\$ 1,630,790

STORMWATER UTILITY

002103					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41299	Regular Full-Time Wages	136,622	131,377	100,000	136,890	134,910
41311	Part-Time Wages	-	-	12,690	12,690	18,730
41411	Overtime Wages	12,064	11,821	27,230	27,230	27,130
41511	Employee Incentives	250	250	300	300	300
41516	Health Insurance Waiver Stipend	1,800	-	-	-	-
41522	Education Incentive Pay	600	600	-	-	-
41527	Standby Time	4,380	4,344	7,452	7,452	5,080
41529	Meal Allowance	48	48	18	18	-
42111	Social Security Matching	11,566	11,143	13,930	13,930	14,240
42211	Florida Retirement System	11,177	10,761	13,220	13,220	14,530
42311	Health Insurance	27,906	27,906	23,740	23,740	39,560
42312	Life Insurance	102	102	270	270	320
42313	Accidental Death & Disab Insurance	12	12	110	110	130
42426	Workers Comp - Clerical (8810)	-	-	30	30	40
42433	Workers Comp - Irrigation Workers/Oper/Drivers (0251)	5,650	8,000	5,690	5,690	8,900
TOTAL PERSONNEL SERVICES		\$ 212,177	\$ 206,364	\$ 204,680	\$ 241,570	\$ 263,870
43129	Engineering Services - Misc	250	35,000	1,000	1,000	35,000
43199	Professional Services - Misc	5,815	25,000	7,000	7,000	35,000
43433	Lawn Maintenance	2,502	15,000	10,000	10,000	50,000
43438	Lab Test	-	-	3,356	3,356	10,000
43499	Contractual Services - Misc	29,968	35,000	87,137	87,137	35,000
44011	Travel & Training	2,126	2,000	1,000	1,780	1,780
44121	Telephone - Local	1,613	1,200	1,303	1,303	1,300
44134	Data Lines	314	500	2,000	2,000	2,000
44141	Pager Services	64	75	100	100	100
44211	Postage	-	-	50	50	50
44311	Electric - City Facilities	11,430	11,765	14,876	14,876	12,000
44331	Trash Removal	14,115	9,346	48,251	48,251	11,000
44373	Street Light Fee	36	42	125	125	140
44381	Stormwater Assessment	77	1,046	413	413	1,100
44419	Rent - Equipment/Software	4,679	4,685	13,740	13,740	5,000
44511	Liability Insurance - Comp. General	3,627	3,689	10,373	10,373	9,000
44521	Building & Contents Insurance	3,431	3,645	4,000	3,300	3,100
44522	Pollution Insurance	4,305	4,379	4,400	4,400	4,400
44523	Automobile & Truck Insurance	804	746	908	908	750
44611	Maintenance & Repairs - Bldg & Grounds	13,671	9,539	8,918	8,918	15,000
44621	Maintenance & Repairs - Equipment	473	478	400	400	400
44631	Maintenance & Repairs - Central Garage	8,430	6,500	11,040	11,040	7,500
44983	Permit Fees	936	1,650	2,500	2,500	2,500
44999	Other Current Charges - Misc	990	1,250	2,000	2,000	2,000
45111	Office Supplies - General	190	750	1,500	1,500	1,500
45121	Maps & Charts	-	-	300	300	300
45141	Small Tools & Implements	1,636	3,450	7,000	7,000	7,000
45211	Fuel	26,582	25,884	25,000	25,000	25,000
45225	Software License Support	420	400	400	400	400
45231	Clothing & Apparel	1,274	1,317	1,600	1,600	1,600
45243	Computer/Operating Supply	105	-	1,000	2,900	2,900

STORMWATER UTILITY

002103					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
45247	First Aid Supplies	64	100	200	200	200
45289	Automotive Parts	9,582	14,336	15,000	20,000	20,000
45299	Operating Supplies - Misc	11,402	11,000	7,500	12,000	12,000
45321	Signs & Sign Material	1,311	4,500	2,000	5,000	5,000
45331	Pipe/Culvert Material	7,191	9,000	5,000	10,000	10,000
45341	Sod/Seed	3,625	7,500	5,000	10,000	10,000
45399	Road Materials - Misc	4,371	7,900	10,000	10,000	10,000
45411	Dues & Memberships	30	100	200	200	200
45461	Books & Publications	-	-	200	200	200
TOTAL OPERATING		\$ 177,439	\$ 258,772	\$ 316,790	\$ 341,270	\$ 350,420
46399	Improvements Other Than Bldg - Misc	217,767	480,000	190,000	380,000	463,000
46415	Trucks & Trailers	-	24,877	-	27,500	-
46416	Heavy Equipment	31,500	-	-	33,000	-
46431	Special Purpose Equipment	-	75,000	10,000	10,000	55,000
TOTAL CAPITAL		\$ 249,267	\$ 579,877	\$ 200,000	\$ 450,500	\$ 518,000
49151	Transfer to General Fund	259,125	329,030	130,000	130,000	130,000
49152	Transfer to Street Improvement Fund	-	56,030	-	-	-
49153	Transfer to Capital Improvement Fund	-	283,000	403,000	403,000	353,000
49154	Transfer to W&S Construction Fund	-	-	10,000	10,000	-
49421	Reserves	-	-	-	-	15,500
TOTAL TRANSFERS		\$ 259,125	\$ 668,060	\$ 543,000	\$ 543,000	\$ 498,500
TOTAL EXPENDITURES		\$ 898,008	\$ 1,713,073	\$ 1,264,470	\$ 1,576,340	\$ 1,630,790

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM STORMWATER UTILITY

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46399	<i>Improvements Other than Buildings - Misc.</i>					
	Misc. Flood Control/Water Quality Projects	300,000	300,000	300,000	300,000	300,000
	2016/2017 Hemlock Dr. Stormwater Improvement (Engineering)	7,000	-	-	-	-
	2016/2017 Hemlock Dr. Stormwater Improvement (Construction)	72,000	-	-	-	-
	2018 Beach St. Stormwater Improvements (Engineering)	84,000	-	-	-	-
	2018 Beach St. Stormwater Improvements (Construction)	-	400,000	400,000	-	-
	2020 Aspen St. Drainage Project (Engineering)	-	3,000	63,000	-	-
	2020 Aspen St. Drainage Project (Construction)	-	-	-	500,000	-
	TOTAL	463,000	703,000	763,000	800,000	300,000
46413	<i>Data Processing Equipment</i>					
	Computer	-	-	2,800	-	-
	Laptop	-	-	-	2,400	-
	TOTAL	-	-	2,800	2,400	-
46415	<i>Trucks and Trailers</i>					
	Ford F550 Service Truck w/ Crane #114 (R&R)	-	5,000	5,000	5,000	5,000
	Service Truck 1 Ton Pick-up w/ Liftgate #110 (R&R)	-	5,000	5,000	5,000	5,000
	Ford F450 Flatbed #96 (R&R)	-	5,000	5,000	5,000	5,000
	Vacuum Line Cleaning Truck (R&R)	-	50,000	50,000	50,000	50,000
	GMC C6500 Water Tanker Truck #69 (R&R)	-	7,000	7,000	7,000	7,000
	TOTAL	-	72,000	72,000	72,000	72,000
46416	<i>Heavy Equipment</i>					
	New Holland Flail Mower #11 (R&R)	-	5,000	5,000	5,000	5,000
	TYMCO 600 Street Sweeper #102 (R&R)	-	17,500	17,500	17,500	17,500
	TOTAL	-	22,500	22,500	22,500	22,500
46431	<i>Special Purpose Equipment</i>					
	6" Portable Pump with Accessories	55,000	-	-	-	-
	Portable Pumping System (R&R)	-	3,000	3,000	3,000	3,000
	TOTAL	55,000	3,000	3,000	3,000	3,000

DIVISION TOTAL \$ 518,000 \$ 800,500 \$ 863,300 \$ 899,900 \$ 397,500

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 FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
334500	St Hwy Lighting & Maint Agreement	35,644	36,715	37,817	35,000	38,000
343910	Street Light Assessment	282,195	358,688	384,750	412,630	397,710
361100	Interest on Investments	85	117	500	500	250
361350	Interest-Street Lighting	1,189	916	945	1,370	1,000
369900	Other Miscellaneous Revenue	-	330	-	-	-
STREET LIGHTING FUND REVENUES		\$ 319,113	\$ 396,766	\$ 424,012	\$ 449,500	\$ 436,960

STREET LIGHTING

121104 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
43129	Engineering Services	-	14,550	1,000	1,000	1,000
43199	Professional Services	-	4,779	1,000	1,000	1,000
44211	Postage	-	-	5,000	5,000	5,000
44371	Electric - City Facilities	26,519	32,827	75,000	75,000	77,790
44372	Street Light Rental & Maint	233,263	276,286	270,500	270,500	281,320
44374	US-19 Street Lighting O & M	31,029	48,673	52,000	52,000	53,850
44999	Miscellaneous Expenses	-	-	5,745	10,000	5,000
45252	Operating Supplies	14,343	297	2,000	10,000	2,000
TOTAL OPERATING		\$ 305,154	\$ 377,412	\$ 412,245	\$ 424,500	\$ 426,960
49421	Reserves - Contingency	-	-	25,000	25,000	10,000
TOTAL RESERVES		\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 10,000

TOTAL EXPENDITURES \$ 305,154 \$ 377,412 \$ 437,245 \$ 449,500 \$ 436,960



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 FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
314100	Electric Utility Tax	1,269,808	1,311,041	-	-	-
314400	Gas Utility Tax	-	-	-	-	-
314800	Propane Utility Tax	49,617	41,138	-	-	-
361100	Interest on Investments	207	546	300	-	-
381731	Transfer from CRA Fund	458,834	887,230	887,760	887,760	886,890
384300	Net Proceeds from Loan Issuance	11,265,001	-	-	-	-
389900	Prior Yr Fund Bal-Unassigned	-	-	-	-	-
GENERAL DEBT SERVICE REVENUES		\$ 13,043,467	\$ 2,239,955	\$ 888,060	\$ 887,760	\$ 886,890

GENERAL DEBT SERVICE

201201 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ESTIMATE FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
201201						
47138	Principal - 2016 Note	311,000	609,000	625,000	625,000	640,000
47238	Interest - 2016 Note	147,834	278,385	262,760	262,760	246,890
47341	Debt Service Issuance Costs	56,241	6,490	-	-	-
	TOTAL DEBT SERVICE	\$ 515,075	\$ 893,875	\$ 887,760	\$ 887,760	\$ 886,890
201581						
49151	Transfer to General Fund	12,570,010	1,423,750	-	-	-
	TOTAL TRANSFERS	12,570,010	1,423,750	-	-	-
TOTAL EXPENDITURES		\$ 13,085,085	\$ 2,317,625	\$ 887,760	\$ 887,760	\$ 886,890



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 FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
312610	1-Cent Infrastructure Surtax	2,186,944	2,262,698	2,413,236	2,648,840	2,760,470
331540	Community Development Block Grant	-	-	228,000	228,000	-
334100	Florida Department of Transportation	-	475,645	195,594	-	-
334360	SWFWMD	-	-	-	247,000	197,000
334720	FL Recreation Development Program	200,000	-	-	-	-
334740	FDEP Recreation Trails Grant	-	-	-	200,000	200,000
337760	Restore Act Funds (BP)	-	-	100,000	100,000	-
361100	Interest On Investments	168	488	1,000	1,000	1,000
361200	Interest - S.B.A.	5,998	13,019	7,500	7,500	2,500
361250	Interest - FMLvT	11,177	12,583	7,500	7,500	5,000
361280	Interest - T-Bills & Bonds	4,554	-	-	-	-
381330	Transfer from Stormwater Utility Fund	-	283,000	403,000	403,000	353,000
384500	USDA Loan Proceeds	-	-	-	1,800,000	1,800,000
389900	Prior Yr Fund Bal-Unassigned	1,597,529	-	1,012,877	2,137,640	1,623,030
CAPITAL IMPROVEMENT FUND REVENUES		\$ 4,006,370	\$ 3,047,433	\$ 4,368,707	\$ 7,780,480	\$ 6,942,000

CAPITAL IMPROVEMENT

301301 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
301519 46299	Facility Renovations	39,621	-	148,009	275,000	175,000
46299-5001	Library Upgrades	-	-	-	-	230,000
TOTAL OTHER GENERAL GOVERNMENT		\$ 39,621	\$ -	\$ 148,009	\$ 275,000	\$ 405,000
301522 46299	Central Fire Station Relocation	11,989	-	512	1,800,000	1,800,000
TOTAL FIRE CONTROL		\$ 11,989	\$ -	\$ 512	\$ 1,800,000	\$ 1,800,000
301541 46322	Downtown Landscaping Improvements	48,397	290,269	-	-	-
46323	US Hwy 19 Beautification Project	97,641	507,348	-	-	-
46332	Main Street Bridge Improvements	-	11,097	20,146	120,000	205,000
46342	Way Finding Signage Upgrades	32,909	38,157	41,632	300,000	600,000
46328	Madison St. Bridge Nodes Project	65,667	-	-	-	-
46327	Downtown Parking Lot Improvements	30,580	23,450	-	50,000	-
46399-2001	Parking Lot Improvements/Expansions	-	-	-	-	100,000
46399-2002	Parking Lot Solar Canopies Feasibility Study	-	-	-	-	25,000
46354	2016-2017 Seawall Stabilization Project	-	9,840	22,025	225,000	410,000
46399-3001	2018 Central Ave. Median & ROW Improv.	-	-	-	-	75,000
46399-3002	Marine Parkway Pedestrian Bridge Project	-	-	-	-	200,000
46360	Grand Blvd. Multi-Use Path Phase I (Delaware Ave. S. to Grand Blvd. Bridge)	-	-	50,000	50,000	130,000
TOTAL ROAD AND STREET		\$ 275,194	\$ 880,161	\$ 133,803	\$ 745,000	\$ 1,745,000
301572 46115	Grey Preserve - Land	76,400	-	-	-	-
46299	Fitness Center Expansion Project	145,276	958,274	1,000,142	1,020,000	-
46320	James E. Grey Preserve Phase I- West Entrance	7,838	71,950	33,760	415,000	576,000
463231	Recreation Center Tennis Court Improvements	-	7,080	7,197	175,000	10,000
46324	Peace Hall Window & Door Upgrades	-	8,983	12,557	-	-
46325	Frances Park Restroom Upgrades	-	48,650	181,119	265,000	-
46399-9001	Frances Ave. Park Improvements	-	-	-	-	25,000
46326	Sims Park Improvement Project, Phase I	2,274,165	-	-	-	-
46326	Sims Park Improvement Project, Phase II	-	283,249	11,750	-	-
463261	Sims Park Boat Ramp Improvements	12,692	-	44,136	50,000	235,000
46356	Plummer Field Parking Lot Expansion	-	35,909	-	-	-
46361	Meadows Dog Park Upgrades	-	-	-	10,000	-
46348	Pine Hill Baseball Complex Improvements	11,510	-	-	-	-
46349	Orange Lake Restoration Project	57,663	23,848	730,959	940,000	1,145,000
46359	Jasmin Park Improvements	-	-	19,283	40,000	-
TOTAL PARKS AND RECREATION		\$ 2,585,544	\$ 1,437,943	\$ 2,040,903	\$ 2,915,000	\$ 1,991,000
301581 49151	Transfer to General Fund	1,094,022	250,000	941,080	941,080	801,000
49161	Transfer to Street Improvement Fund	-	-	330,000	330,000	200,000
49164	Transfer to CRA Fund	-	-	774,400	774,400	-
TOTAL TRANSFERS		\$ 1,094,022	\$ 250,000	\$ 2,045,480	\$ 2,045,480	\$ 1,001,000
TOTAL EXPENDITURES		\$ 4,006,370	\$ 2,568,104	\$ 4,368,707	\$ 7,780,480	\$ 6,942,000

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM CAPITAL IMPROVEMENT

CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
<i>Parks & Recreation Facilities</i>					
2017/2018 The Meadows Dog Park Upgrades	-	258,000	237,000	-	-
James E Grey Preserve Improvements - Phase I Recreation Center (Tennis Courts) Improvements	576,000	-	-	-	-
2019 Frances Park Improvements	10,000	175,000	-	-	-
Gateway Entry Sign - Main St. & US Hwy 19	25,000	310,000	-	-	-
James E Grey Preserve Improvements - Phase II	-	75,000	-	-	-
James E. Grey Preserve Improvements - Phase III	-	50,000	796,000	-	-
Skate Park Project	-	-	20,000	534,000	-
Pickles Court Upgrades	-	230,000	-	-	-
RAC HVAC Control System - Gym, General Space, & Kitchen	-	15,000	85,000	-	-
Grand Blvd. Park Renovations	-	228,700	-	-	-
TOTAL	611,000	1,486,700	1,138,000	534,000	-
<i>Public Safety/Public Facilities</i>					
Central Fire Station Relocation	1,800,000	1,100,000	-	-	-
Seawall Stabilization Project, Phase I & II	410,000	-	-	-	-
Seawall Stabilization Project, Phase III & IV	-	290,000	18,000	235,000	-
2017 Main St. Bridge Improvements	205,000	175,000	-	-	-
2019 Sims Park Boat Ramp Improvements	235,000	200,000	-	-	-
City Hall Facility Renovations	175,000	250,000	-	-	-
Library Facility Improvements	230,000	400,000	-	-	-
TOTAL	3,055,000	2,415,000	18,000	235,000	-
<i>Community Redevelopment</i>					
Orange Lake Restoration Project	1,145,000	-	-	-	-
Neighborhood Revitalization Program	-	300,000	300,000	300,000	300,000
TOTAL	1,145,000	300,000	300,000	300,000	300,000
<i>Transportation</i>					
Parking Lot Improvements/Expansions	100,000	100,000	100,000	100,000	100,000
Wayfinding Signage Upgrades	600,000	200,000	-	-	-
Parking Lot Solar Canopies Feasibility Study	25,000	-	-	-	-
2018 Central Ave. Center Median & ROW Improvements	75,000	-	-	-	-
Marine Parkway Pedestrian Bridge	200,000	250,000	250,000	250,000	250,000
Grand Blvd. Multi-Use Path Project	130,000	820,000	820,000	-	-
Plummer Field Parking Lot Expansion	-	60,000	-	-	-
TOTAL	1,130,000	1,430,000	1,170,000	350,000	350,000

TOTAL \$ 5,941,000 \$ 5,631,700 \$ 2,626,000 \$ 1,419,000 \$ 650,000

WATER & SEWER FUND

401 REV CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
329500	Sewer Permits	144	334	400	400	400
337310	SWFWMD Grant-Rebate Program	4,932	2,461	3,000	3,000	3,000
TOTAL PERMIT/INTERGOVERNMENTAL		5,076	2,795	3,400	3,400	3,400
343310	Water Sales - Retail	4,895,512	5,212,298	5,544,640	5,544,640	5,568,220
343330	Water Sales - Reclaimed Water	202,125	235,756	243,886	243,830	245,000
343340	Water Sales - Lindrick	13,362	36,827	39,000	36,400	40,000
343350	Bulk Water - Port Richey	410,384	172,247	117,000	271,500	120,000
343360	Surplus Water - TBW	428,208	431,682	317,500	350,000	325,000
343510	Sewer Sales - Retail	4,659,961	4,623,284	5,143,610	5,143,610	5,155,000
343530	Bulk Sewer - Port Richey	404,470	412,577	408,549	420,680	410,000
343560	Bulk Sewer - Lindrick	796,858	776,533	776,460	818,270	780,000
349600	Water Connection Fees	5,785	7,450	12,000	10,000	10,000
349610	Reclaimed Water Connection Fee	1,595	1,675	1,750	1,750	1,750
349700	Meter Turn On/Off Fee	21,625	22,331	37,000	25,000	25,000
349710	Sprinkler Charge	49,643	56,296	45,684	50,000	50,000
TOTAL CHARGES FOR SERVICES		11,889,528	11,988,956	12,687,079	12,915,680	12,729,970
361100	Interest On Investments	268	-	-	750	750
361110	Interest - Note Receivable	398,130	376,333	410,000	410,000	328,720
361200	Interest - S.B.A.	3,255	6,500	1,200	-	-
361250	Interest - FMLvT	3,473	4,018	7,500	7,500	7,500
364410	Surplus Furn., Fix., Equip. Sales	19,225	-	-	15,000	10,000
364420	Insurance Proceeds	4,123	124,452	23,291	1,000	1,000
369300	Refund of Prior Year Expense	760	3,887	1,000	500	500
369700	Late Payment Penalties	206,712	230,829	240,000	250,000	250,000
369710	Return Check Charge	3,350	3,435	4,000	3,500	3,500
369720	Other Miscellaneous Revenue	19,760	4,250	7,500	10,000	10,000
369730	County Share of Operations	836,974	868,421	864,858	910,000	870,000
369940	County Share of Reclaimed Water	245,425	237,500	252,211	280,000	255,000
369950	Water Impact Fees	27,792	68,322	48,744	45,000	50,000
369970	Sewer Impact Fees	54,288	136,878	53,390	90,000	90,000
369710	Sewer Impact Fees - Lindrick	193,288	193,287	193,284	193,280	193,280
369990	Sewer Impact Fees - Port Richey	51,431	49,298	50,000	50,000	50,000
TOTAL MISCELLANEOUS REVENUE		2,068,254	2,307,410	2,156,978	2,266,530	2,120,250
389900	Prior Yr Fund Bal-Unassigned	-	617,720	306,763	904,310	-
TOTAL FUND BALANCE		-	617,720	306,763	904,310	-
TOTAL WATER & SEWER FUND REVENUES		\$13,962,858	\$14,916,881	\$ 15,154,220	\$ 16,089,920	\$ 14,853,620



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

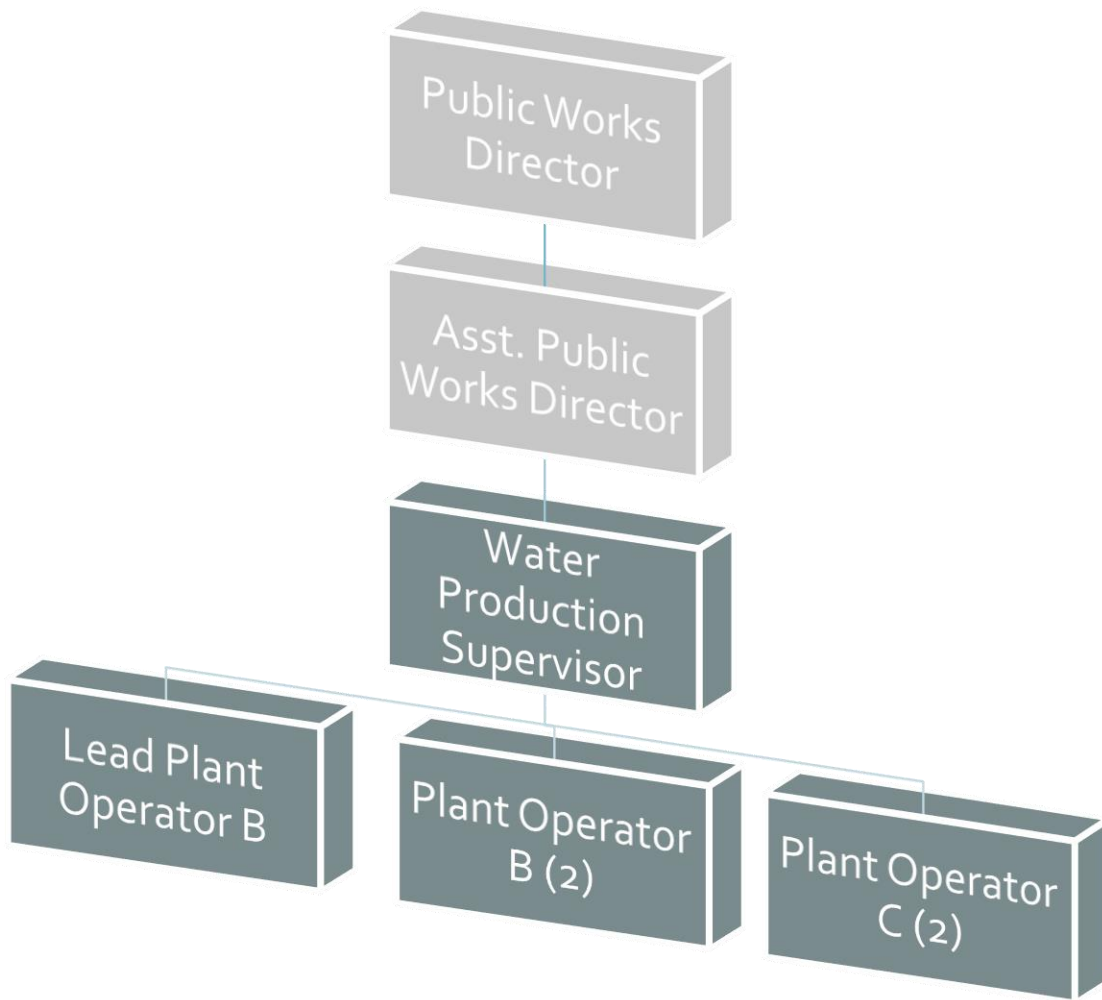
The Water Production Division is responsible for providing residents with water that meets or is better than standards set by the Environmental Protection Agency (EPA).

ACCOMPLISHMENTS OF FY18

- 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 High Service Pump #1
- Replaced VFD on High Service Pump #3
- Completed Phase 1 of SCADA system replacement
- Constructed tower antenna to connect with city wireless network
- Procured new Hach SL 1000 Portable Multi Parameter Field Meter and determined it was accurate, efficient and cost effective

FY19 INITIATIVES

- Monitor legislation impacting the rules and regulations of the water treatment industry and adjust and modify plant operations accordingly
- Water Tower Existing Condition Assessment Report
- Update current work station at console and add an additional work station
- Replace ph Benchtop Meter and Fluoride Benchtop Meter in laboratory
- Complete Phase II of SCADA system replacement to integrate pump room and other plant processes into the system



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Water Productions Supervisor	1	1	1
Lead Plant Operator B	1	1	1
Plant Operator B	1	2	2
Plant Operator C	2	2	2
Total	5	5	5

W&S WATER PRODUCTION

401105		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41112	Division Head Salaries	55,017	57,456	57,620	57,620	55,120
41299	Regular Full-Time Wages	146,558	157,210	162,600	162,600	170,810
41411	Overtime Wages	5,488	4,750	5,870	5,870	6,160
41511	Employee Incentives	250	250	250	250	250
41527	Standby Time	15,389	16,452	15,790	15,790	17,730
42111	Social Security Matching	16,628	18,250	18,520	18,520	19,130
42211	Florida Retirement System	16,908	23,950	24,870	24,870	19,540
42311	Health Insurance	27,598	28,452	39,560	39,560	39,560
42312	Life Insurance	95	100	270	270	270
42313	Accidental Death & Disab Insurance	11	50	110	110	110
42315	Net OPEB Obligation Expense	6,415	6,145	-	-	-
42421	Workers Comp - Waterworks Oper/SLSMN Drivers (7520)	6,574	10,145	11,870	11,870	10,560
TOTAL PERSONNEL SERVICES		\$ 296,931	\$ 323,210	\$ 337,330	\$ 337,330	\$ 339,240
43129	Engineering Services - Misc	14,947	7,500	20,165	20,165	10,000
43412	Pest Control Services	391	400	440	440	440
43438	Lab Test	1,080	2,500	2,000	5,350	5,350
43474	Security Services	2,093	4,000	3,000	4,510	4,510
43499	Contractual Services - Misc	23,850	15,000	20,000	20,000	20,000
44011	Travel & Training	130	1,000	500	1,470	1,470
44121	Telephone - Local	1,412	5,315	5,380	5,380	5,380
44134	Data Lines	4,456	3,152	7,400	7,400	7,400
44141	Pager Services	42	50	160	160	160
44211	Postage	4,109	500	4,000	4,000	4,000
44221	Freight Express Charges	-	-	30	30	30
44311	Electric - City Facilities	95,902	100,000	124,290	124,290	124,290
44331	Trash Removal	771	1,000	1,500	1,500	1,500
44373	Street Light Fee	37	38	100	100	50
44381	Stormwater Assessment	164	171	282	282	300
44611	Maintenance & Repairs - Bldg & Grounds	9,341	25,000	20,165	20,165	50,000
44621	Maintenance & Repairs - Equipment	78	-	1,000	1,000	1,000
44623	Maintenance & Repairs - Copiers	383	5,000	-	-	-
44631	Maintenance & Repairs - Central Garage	-	1,500	8,030	8,030	8,030
44983	Permit Fees	6,025	1,000	6,000	6,000	6,030
44999	Other Current Charges - Misc	-	-	109	109	110
45111	Office Supplies - General	386	1,000	2,300	2,300	2,150
45121	Maps & Charts	-	250	520	520	520
45141	Small Tools & Implements	326	500	500	500	500
45211	Fuel	6,789	10,000	10,000	10,000	10,000
45221	Chemicals	97,062	100,000	100,000	129,170	129,170
45222	Laboratory Supplies	4,873	5,000	7,000	7,000	7,000
45231	Clothing & Apparel	1,485	1,500	1,500	1,500	1,500
45243	Computer/Operating Supply	4,332	3,000	3,000	3,000	3,000
45247	First Aid Supplies	80	125	250	250	250
45251	Janitorial Supplies	256	500	800	800	800
45261	Raw Water	2,726,876	2,500,000	3,010,000	3,125,520	3,087,700
45289	Automotive Parts	3,382	1,500	3,380	3,380	3,380
45294	Conservation Kits & Materials	9,280	12,000	12,000	12,000	12,000

W&S WATER PRODUCTION

401105 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
45299	Operating Supplies - Misc	847	1,500	2,420	2,420	2,420
45411	Dues & Memberships	239	275	840	840	840
45461	Books & Publications	-	-	200	200	200
TOTAL OPERATING		\$ 3,021,424	\$ 2,810,276	\$ 3,379,261	\$ 3,529,781	\$ 3,511,480
46341	Elevated Storage Tank	11,632	15,000	-	150,000	-
46344	City Well Repairs	-	-	10,000	10,000	-
46345	Ground Storage Reservoirs	-	24,750	10,000	10,000	-
46399	Improvements Other Than Bldg - Misc	-	36,417	95,000	95,000	10,000
46413	Data Processing Equipment	-	-	-	-	4,800
46415	Trucks & Trailers	-	-	41,000	41,000	-
46431	Special Purpose Equipment	41,455	15,000	22,809	22,809	14,500
TOTAL CAPITAL		\$ 53,087	\$ 91,167	\$ 178,809	\$ 328,809	\$ 29,300

TOTAL EXPENDITURES \$ 3,371,442 \$ 3,224,653 \$ 3,895,400 \$ 4,195,920 \$ 3,880,020

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

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46341	<i>Elevated Storage Tank</i>					
	Clean/Paint Elevated Storage Tank	-	150,000	-	-	-
	Elevated Storage Tank (R&R)	-	-	20,000	20,000	20,000
	TOTAL	-	150,000	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 Tank (R&R)	-	10,000	10,000	10,000	10,000
	TOTAL	-	10,000	10,000	10,000	10,000
43699	<i>Improvements Other than Buildings</i>					
	High Service Pump @ Elevated Storage Tank	-	100,000	100,000	100,000 (a)	-
	1000HP High Service Pump at Plant	-	-	-	75,000	-
	Equipment Maintenance & Repair	10,000	10,000	10,000	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
	TOTAL	10,000	130,000	130,000	205,000	30,000
46413	<i>Data Processing Equipment</i>					
	Desktop Computers (2)	4,800	-	-	-	-
	TOTAL	4,800	-	-	-	-
46415	<i>Trucks and Trailers</i>					
	Dodge Pick-up to Replace #32 (R&R)	-	1,500	1,500	1,500	1,500
	Ford F250 Reg Cab to Replace #109 (R&R)	-	1,600	1,600	1,600	1,600
	Ford F150 Reg Cab to Replace #115 (R&R)	-	1,400	1,400	1,400	1,400
	TOTAL	-	4,500	4,500	4,500	4,500
46434	<i>Special Purpose Equipment</i>					
	Portable Multi Parameter Field Meter	5,000	-	-	-	-
	Portable Chlorine/MonoChloramine Field Meter	2,000	-	-	-	-
	pH Benchtop Meter	2,000	-	-	-	-
	Flouride Benchtop Meter	3,500	-	-	-	-
	Ammonia Day Tank	2,000	-	-	-	-
	Commercial Lawn Tractor	-	10,000	-	-	-
	Emergency Shower w/ Eye Wash	-	4,200	-	-	4,000
	On-line Free Ammonia Analyzer	-	36,000	-	38,000	-
	Chlorine Bulk Storage Tank	-	16,000	16,000	-	-
	Variable Frequency Drive	-	-	25,000	-	-
	TOTAL	14,500	66,200	41,000	38,000	4,000

DIVISION TOTAL \$ 29,300 \$ 370,700 \$ 215,500 \$ 287,500 \$ 78,500

(a) Year of Acquisition (\$200,000 from R&R)



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

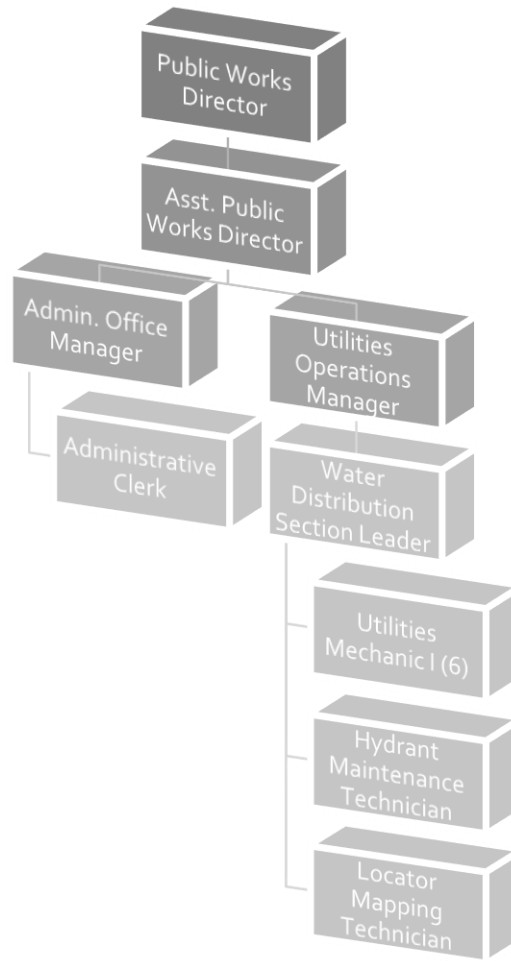
ACCOMPLISHMENTS OF FY18

- Street Improvement 2015-2016 Project:
 - Continued and completed installing new casings for service lines in the work area ahead of contractor
- System Acquisitions:
 - Continued installing Meters and Meter boxes in Lakewood Villas. Have around 400 meters left to complete which should be completed shortly
- 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 Training:
 - Completed backflow training and certification for two employees. Completed water distribution classes and State certification. Equipment and machinery training for all personnel completed

FY19 INITIATIVES

- Complete LWV, Barbara Ann & Silver Oaks Transition:
 - Replace all meters with our water distribution systems (pearl meters) in a smooth and timely manner
 - Replace meter boxes and move them into the correct spots on the property
 - Replace leaking or broken main valves
 - GPS pin pointing of valves, blow-offs and water mains for city maps
- Watermain Valves
 - Test valves in pre-planned areas throughout the city to see which needs 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 the person proper training that they will need to be efficient and thorough
 - Combine back flow testing & fire hydrant testing



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Water Distribution Section Leader	1	1	1
Utilities Mechanic I	7	7	6
Hydrant Maintenance Technician	1	1	1
Administrative Assistant	1	1	1
Locator Mapping Technician	0	1	1
Total	10	11	10

W&S WATER & RECLAIMED WATER DISTRIBUTION

401107		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41299	Regular Full-Time Wages	230,747	239,458	247,750	247,750	249,250
41411	Overtime Wages	30,741	25,000	33,950	33,950	34,040
41511	Employee Incentives	450	500	500	500	500
41516	Health Insurance Waiver Stipend	5,100	-	-	-	-
41527	Standby Time	9,537	10,700	11,290	11,290	10,070
15-29	Meal Allowance	-	-	45	45	-
42111	Social Security Matching	20,621	23,060	23,320	23,320	23,250
42211	Florida Retirement System	19,959	21,550	22,910	22,910	22,940
42311	Health Insurance	37,697	45,000	39,550	39,550	76,820
42312	Life Insurance	181	400	520	520	520
42313	Accidental Death & Disab Insurance	21	160	210	210	210
42315	Net OPEB Obligation Expense	6,984	6,348	-	-	-
42421	Workers Comp - Waterworks Oper/SLSMN Drivers (7520)	7,610	11,980	11,740	11,740	11,660
42426	Workers Comp - Clerical (8810)	78	70	70	70	70
TOTAL PERSONNEL SERVICES		\$ 369,726	\$ 384,226	\$ 391,855	\$ 391,855	\$ 429,330
43199	Professional Services - Misc	-	-	16,146	16,146	75,000
43442	Call Candy Services	2,623	4,000	4,000	4,000	4,000
43499	Contractual Services - Misc	17,294	25,000	8,513	8,513	20,000
44011	Travel & Training	2,374	1,000	3,600	3,600	3,600
44121	Telephone - Local	2,562	3,000	6,000	6,000	6,000
44134	Data Lines	837	1,000	2,000	2,000	2,000
44141	Pager Services	64	160	160	160	160
44211	Postage	194	750	750	750	750
44331	Trash Removal	10,308	7,548	7,569	7,569	7,500
44419	Rent - Equipment/Software	140	500	500	500	500
44571	Notary Bond	-	-	150	150	150
44611	Maintenance & Repairs - Bldg & Grounds	8,373	1,563	6,900	6,900	6,900
44621	Maintenance & Repairs - Equipment	2,277	500	2,000	2,000	2,000
44631	Maintenance & Repairs - Central Garage	5,000	15,000	13,815	13,815	10,000
45111	Office Supplies - General	749	800	800	800	800
45141	Small Tools & Implements	7,815	7,700	7,700	7,700	7,700
45211	Fuel	40,933	36,152	52,780	52,780	37,000
45225	Software License Support	5,043	2,000	25,920	25,920	5,000
45231	Clothing & Apparel	3,426	3,000	3,000	3,000	3,000
45243	Computer/Operating Supply	240	3,500	1,400	1,400	1,400
45247	First Aid Supplies	438	200	200	200	200
45271	Meters	31,770	43,520	42,129	42,129	33,000
45272	Pipe	8,097	10,000	10,000	10,000	10,000
45273	Hydrants	13,890	10,000	10,000	10,000	10,000
45274	Valves & Clamps	61,352	50,000	32,589	32,589	70,000
45279	Water & Sewer Supplies - Misc	33,421	5,000	5,000	5,000	5,000
45289	Automotive Parts	15,000	30,000	65,981	65,981	30,000
45299	Operating Supplies - Misc	17,755	17,000	36,207	36,207	15,000
45311	Asphalt/Concrete	-	-	786	786	-
45341	Sod/Seed	4,484	4,000	4,500	4,500	4,500
45399	Road Materials - Misc	4,301	10,000	10,000	10,000	10,000
45411	Dues & Memberships	90	400	400	400	400

W&S WATER & RECLAIMED WATER DISTRIBUTION

401107 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
45461	Books & Publications	114	240	240	240	240
TOTAL OPERATING		\$ 300,964	\$ 293,533	\$ 381,735	\$ 381,735	\$ 381,800
46399	Improvements Other Than Bldg - Misc	-	-	-	-	10,000
46413	Data Processing Equipment	-	-	-	-	-
46415	Trucks & Trailers	128,270	135,412	82,000	82,000	-
46416	Heavy Equipment	-	3,770	91,000	91,000	-
46431	Special Purpose Equipment	-	-	-	-	-
TOTAL CAPITAL		\$ 128,270	\$ 139,182	\$ 173,000	\$ 173,000	\$ 10,000

TOTAL EXPENDITURES \$ 798,960 \$ 816,941 \$ 946,590 \$ 946,590 \$ 821,130

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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
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
46415	<i>Trucks and Trailers</i>					
	Ford F550 Service Truck w/ Liftgate to Replace #119 (R&R)	-	4,000	4,000	4,000	4,000
	Ford F550 Service Truck w/ Liftgate to Replace #120 (R&R)	-	4,000	4,000	4,000	4,000
	Ford F450 Flat Bed Dump Truck to Replace #107 (R&R)	-	3,000	3,000	3,000	3,000
	Ford F450 Flat Bed Dump Truck to Replace #63 (R&R)	-	15,000	60,000 (a)	4,000	4,000
	Ford F450 Service Truck w/ Utility Body and Lift Gate #66 (R&R)	-	13,000	13,000	13,000	65,000 (c)
	Ford F450 Service Truck w/ Utility Body and Lift Gate to Replace #101 (R&R)	-	4,000	4,000	4,000	4,000
	Ford F550 Service Truck w/ Crane to Replace #121 (R&R)	-	4,500	4,500	4,500	4,500
	Ford T-250 Transit Cargo Van to Replace #123 (R&R)	-	3,000	3,000	3,000	3,000
	TOTAL	-	50,500	95,500	39,500	91,500
46416	<i>Heavy Equipment</i>					
	Pipe Hunter VacHunter Truck Mounted #77 (R&R)	-	7,000	7,000	7,000	7,000
	John Deere Payloader #7 (R&R)	-	30,000	30,000	30,000	30,000
	CAT Backhoe #14 (R&R)	-	16,000	16,000	16,000	16,000
	Bobcat Track Loader T-190 #70 (R&R)	-	10,000	10,000	10,000	10,000
	Dump F700 Truck #18 (R&R)	-	13,000	13,000	75,000 (b)	8,000
	Horizontal Boring Missile - Pneumatic	-	1,500	1,500	1,500	1,500
	TOTAL	-	77,500	77,500	139,500	72,500

DIVISION TOTAL \$ - \$ 128,000 \$ 173,000 \$ 179,000 \$ 164,000

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



W&S NON-CLASSIFIED

401108						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET		
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	AMOUNT	
							FY18-19
43111	City Attorney Services	5,045	10,362	-	-	5,000	
43114	Master Utility Plan Upgrade	-	-	-	-	-	
43199	Professional Services - Misc	-	-	2,000	2,000	10,000	
43211	Annual Audit Services	15,308	17,482	33,781	33,781	25,000	
43221	Rate Study	-	9,930	-	-	-	
44511	Liability Insurance - Comp. General	21,784	28,916	33,923	33,923	30,000	
44521	Buildings & Contents Insurance	25,996	20,920	21,600	21,600	25,000	
44522	Pollution Insurance	4,305	4,268	1,000	1,000	1,000	
44523	Automobile and Truck Insurance	28,935	23,943	25,417	25,417	30,000	
44590	Insurance - Misc	-	-	513	513	1,000	
44999	Other Current Charges - Misc	4,613	14,761	13,266	13,266	15,000	
TOTAL OPERATING		\$ 105,986	\$ 130,582	\$ 131,500	\$ 131,500	\$ 142,000	
49941	Write-Off of Bad Debts	6,071	-	-	-	-	
TOTAL NON-OPERATING		\$ 6,071	\$ -	\$ -	\$ -	\$ -	

TOTAL EXPENDITURES \$ 112,057 \$ 130,582 \$ 131,500 \$ 131,500 \$ 142,000



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

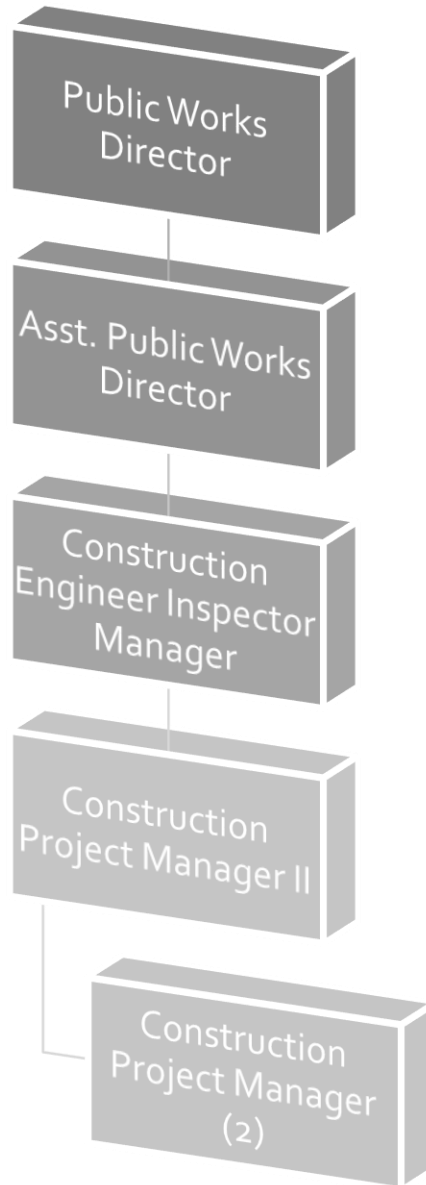
It is the responsibility of the Construction Services Division to design and construct capital projects, in accordance with the City's Capital Improvement Program and master plans.

ACCOMPLISHMENTS OF FY18

- Projects:
 - 2015 US-19 Median Landscaping (Phase 2) Construction Project
 - 2015 Downtown Landscaping Improvement Construction Project
 - 2015-2016 Street Improvement Construction Project
 - Orange Lake Improvement Dredging Construction Project
 - 2015-RAC Fitness Center Expansion Construction Project
 - 2015-2016 Stormwater System Improvement Construction Project
 - 2017 Way Finding (Phase 1) Construction Project
 - 2017 Frances Park Bathroom Construction Project
 - 2017 Interconnect Meter Replacement Construction Project
 - 2018 WWTP Storage Garage Construction Project
 - 2018 Police Boat Dock Construction Project
 - 2018 Main Street Bridge Improvements Construction Project
 - 2018 Grey Preserve Berm Removal Construction Project
 - 2018 City Hall Renovation Construction Project
 - 2015-2016 Sewer Utility Improvements Design Project (100% Design)
 - 2014 Orange Lake Restoration Improvements Design Project (100% Design)
 - 2017 Hemlock Drive Stormwater Improvements Design Project
 - 2017 Grand Blvd Stormwater Improvements Design Project
 - 2018 Riverwalk & Sims Park Seawall Repair Design Project
 - 2018 James Grey Preserve Improvements (Phase 1) Design Project
 - Fleet Warehouse Material & Engineering Improvements Design Project
 - Main Street Landings (Private) Construction Project
 - 2016 Residences at Orange Lake (Private) Design Project
 - Ozanum Village (Private) Construction Project

FY19 INITIATIVES

- Provide construction management support for the following city CIP projects:
 - 2017 Way Finding Construction Project (Phase 1 & 2)
 - 2015-2016 Sewer Utility Improvements Construction Project
 - 2017 Hemlock Drive Stormwater Improvement Construction Project
 - 2017 Grand Blvd Stormwater Improvement Construction Project
 - 2018 Russ Park Stormwater Improvements Construction Project
 - 2018 James Grey Preserve Improvements (Phase 1) Construction Project
 - 2014 Orange Lake Restoration Improvements Construction Project
 - 2018 Fleet Warehouse Material & Engineering Improvements Construction Project
 - 2016 River Walk & Sims Park Seawall Repair Construction Project
 - 2015 Streetscape on Madison from Main to Massachusetts Construction Project
 - 2017-2018 Street Improvements Design Project
 - 2018 Grand Blvd MUP Design Project
- Provide construction management support for the following private projects:
 - 2017 Main Street Landings (Private) Construction Project
 - 2016 Residences at Orange Lake Construction Project
 - 2017 Ozanum Village Construction Project
- Update the City's construction standards and details:
 - Continue with meeting public works staff for information reviews and updates
 - Re-write the City's Construction Standards
 - Update the City's details using AutoCAD



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Construction Project Manager	3	2	2
Construction Project Manager II	0	1	1
Total	3	3	3

W&S CONSTRUCTION SERVICES

401109		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41210	Regular Exempt Salaries	54,649	55,942	58,390	58,390	57,330
41299	Regular Full-Time Wages	118,076	121,650	127,521	127,521	125,090
41411	Overtime Wages	10,014	10,920	4,987	4,987	11,280
41511	Employee Incentives	200	200	200	200	200
41516	Health Insurance Waiver Stipend	2,220	-	-	-	-
15-29	Meal Allowance	-	-	75	75	-
42111	Social Security Matching	13,964	14,110	14,580	14,580	14,840
42211	Florida Retirement System	13,567	14,110	14,925	14,925	15,150
42311	Health Insurance	18,566	23,370	39,008	39,008	31,650
42312	Life Insurance	82	100	220	220	220
42313	Accidental Death & Disab Insurance	10	50	90	90	90
42315	Net OPEB Obligation Expense	4,850	4,356	-	-	-
42432	Workers Comp - Municipal Class (9410)	9,865	10,156	14,260	14,260	14,500
TOTAL PERSONNEL SERVICES		\$ 246,063	\$ 254,964	\$ 274,256	\$ 274,256	\$ 270,350
43499	Contractual Services - Misc	1,342	1,500	1,525	1,525	1,500
44011	Travel & Training	1,224	1,800	2,102	2,102	1,800
44121	Telephone - Local	2,030	2,000	2,000	2,000	2,000
44134	Data Lines	314	1,800	300	300	1,800
44211	Postage	2	150	150	150	150
44611	Maintenance & Repairs - Bldg & Grounds	-	500	500	500	500
44623	Maintenance & Repairs - Copiers	1,969	3,300	494	494	3,300
44631	Maintenance & Repairs - Central Garage	-	1,000	1,000	1,000	1,000
45111	Office Supplies - General	476	400	400	400	400
45141	Small Tools & Implements	56	300	300	300	300
45211	Fuel	9,857	7,500	6,390	6,390	7,800
45225	Software License Support	6,206	6,000	6,000	6,000	6,000
45231	Clothing & Apparel	540	1,000	1,000	1,000	1,000
45243	Computer/Operating Supply	122	1,000	1,068	1,068	1,000
45289	Automotive Parts	6,014	5,000	1,300	1,300	5,000
45299	Operating Supplies - Misc	1,127	1,200	2,245	2,245	1,200
45411	Dues & Memberships	-	200	200	200	200
TOTAL OPERATING		\$ 31,279	\$ 34,650	\$ 26,974	\$ 26,974	\$ 34,950
46415	Trucks & Trailers	24,677	-	16,500	16,500	-
TOTAL CAPITAL		\$ 24,677	\$ -	\$ 16,500	\$ 16,500	\$ -
TOTAL EXPENDITURES		\$ 302,019	\$ 289,614	\$ 317,730	\$ 317,730	\$ 305,300

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

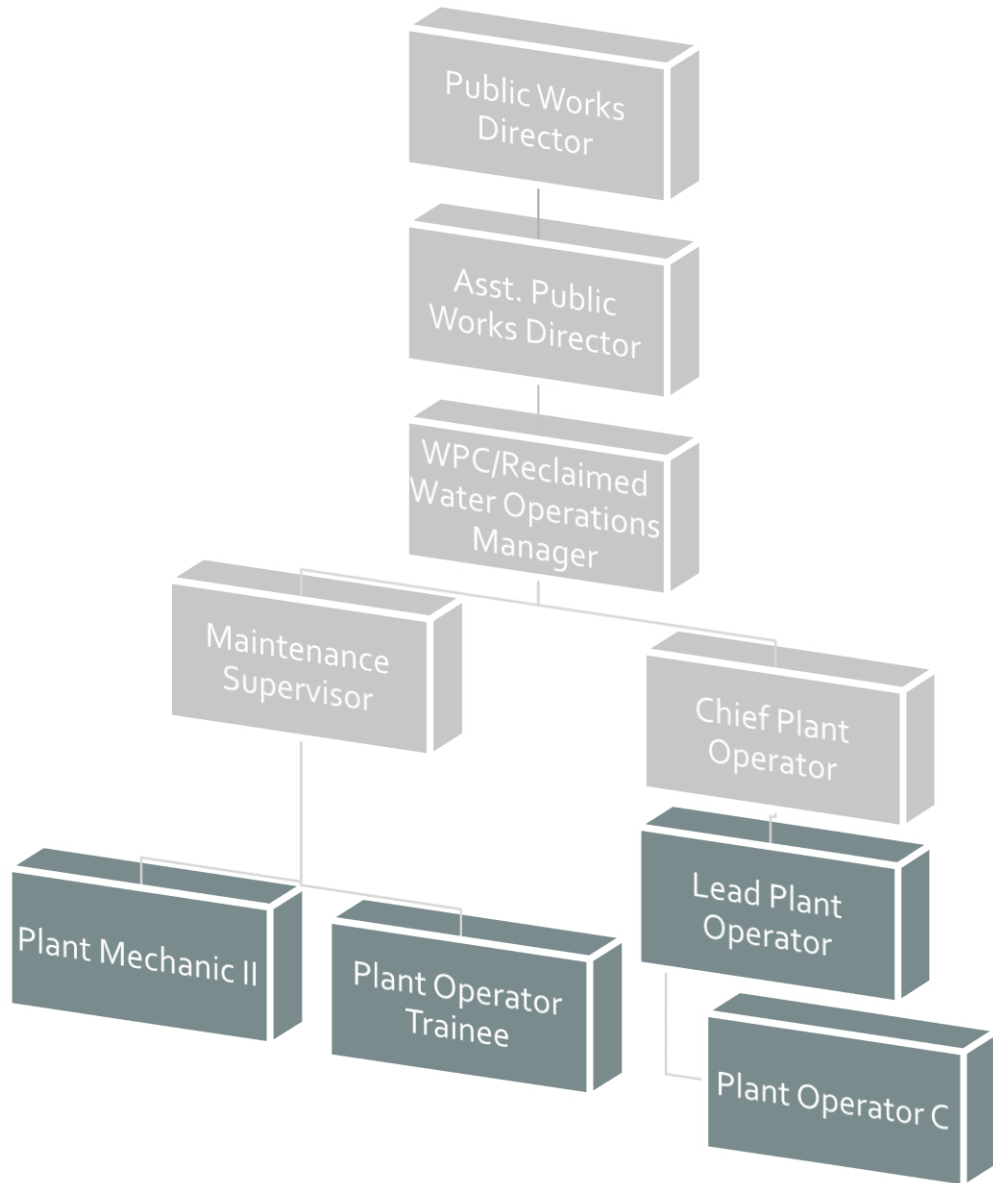
The Reclaimed Water Production Division is responsible for the operation of the wastewater treatment plant and producing and providing reclaimed water for beneficial reuse.

ACCOMPLISHMENTS OF FY18

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

FY19 INITIATIVES

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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Lead Plant Operator	1	1	1
Plant Operator C	1	1	1
Plant Mechanic II	1	1	1
Plant Operator Trainee	1	1	1
Total	4	4	4

W&S RECLAIMED WATER PRODUCTION

401111		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41299	Regular Full-Time Wages	140,515	143,542	164,130	164,130	148,240
41411	Overtime Wages	4,450	6,000	10,212	10,212	6,320
41511	Employee Incentives	200	200	250	250	200
41527	Standby Time	8,353	11,530	9,584	9,584	9,750
41529	Meal Allowance	-	-	150	150	150
42111	Social Security Matching	11,309	11,309	13,435	13,435	12,600
42211	Florida Retirement System	11,070	11,070	14,517	14,517	12,850
42311	Health Insurance	32,638	32,638	35,806	35,806	31,650
42312	Life Insurance	82	150	220	220	220
42313	Accidental Death & Disab Insurance	10	75	90	90	90
42315	Net OPEB Obligation Expense	5,648	5,412	-	-	-
42422	Workers Comp - Sewage Disp/Plant/Oper/Drivers (7580)	3,837	5,470	6,582	6,582	6,000
TOTAL PERSONNEL SERVICES		\$ 218,112	\$ 227,396	\$ 254,976	\$ 254,976	\$ 228,070
43438	Lab Test	11,350	12,000	12,000	12,000	125,000
43499	Contractual Services - Misc	-	270	359	359	270
44011	Travel & Training	-	1,790	1,790	1,790	1,790
44211	Postage	-	-	30	30	30
44311	Electric - City Facilities	221,127	225,000	147,347	147,347	225,000
44599	Insurance	-	1,000	1,000	1,000	1,000
44611	Maintenance & Repairs - Bldg & Grounds	43,034	41,000	50,615	50,615	41,000
44621	Maintenance & Repairs - Equipment	5,155	3,800	3,800	3,800	3,800
44951	Excess Reclaimed Water Expense	-	-	85,000	85,000	50,000
45111	Office Supplies - General	72	100	500	500	100
45225	Chemicals	64,234	79,750	90,640	90,640	90,640
45222	Laboratory Supplies	199	200	242	242	200
45231	Clothing & Apparel	1,064	1,450	1,450	1,450	1,450
45251	Janitorial Supplies	209	220	220	220	220
45299	Operating Supplies - Misc	497	500	500	500	500
45411	Dues & Memberships	-	300	300	300	300
TOTAL OPERATING		\$ 346,941	\$ 367,380	\$ 395,793	\$ 395,793	\$ 541,300
46299	Building Improvements	-	-	10,000	10,000	10,000
46399	Improvements Other than Buildings	-	-	10,000	10,000	125,000
46431	Special Purpose Equipment	-	-	3,189	3,189	-
TOTAL CAPITAL		\$ -	\$ -	\$ 23,189	\$ 23,189	\$ 135,000

TOTAL EXPENDITURES **\$ 565,053** **\$ 594,776** **\$ 673,958** **\$ 673,958** **\$ 904,370**

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

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46299	<i>Building Improvements</i>					
	Structural Maintenance & Repair (R&R)	10,000	10,000	10,000	10,000	10,000
	Painting of Reclaim Tanks (2)	-	200,000 (a)	-	-	-
	Painting of Reject Tanks (2)	-	-	250,000	-	-
	TOTAL	10,000	210,000	260,000	10,000	10,000
46299	<i>Improvements Other than Buildings</i>					
	Structural Maintenance & Repair (R&R)	10,000	10,000	10,000	10,000	10,000
	High Service Pump	80,000 (b)	-	-	-	-
	Equipment Upgrades (R&R)	-	10,000	10,000	10,000	10,000
	High Service Pump VFD	35,000	-	-	-	-
	Replace Reclaim Transfer Pumps (3)	-	-	60,000 (c)	60,000 (d)	-
	TOTAL	125,000	20,000	80,000	80,000	20,000

DIVISION TOTAL \$ 135,000 \$ 230,000 \$ 340,000 \$ 90,000 \$ 30,000

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

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

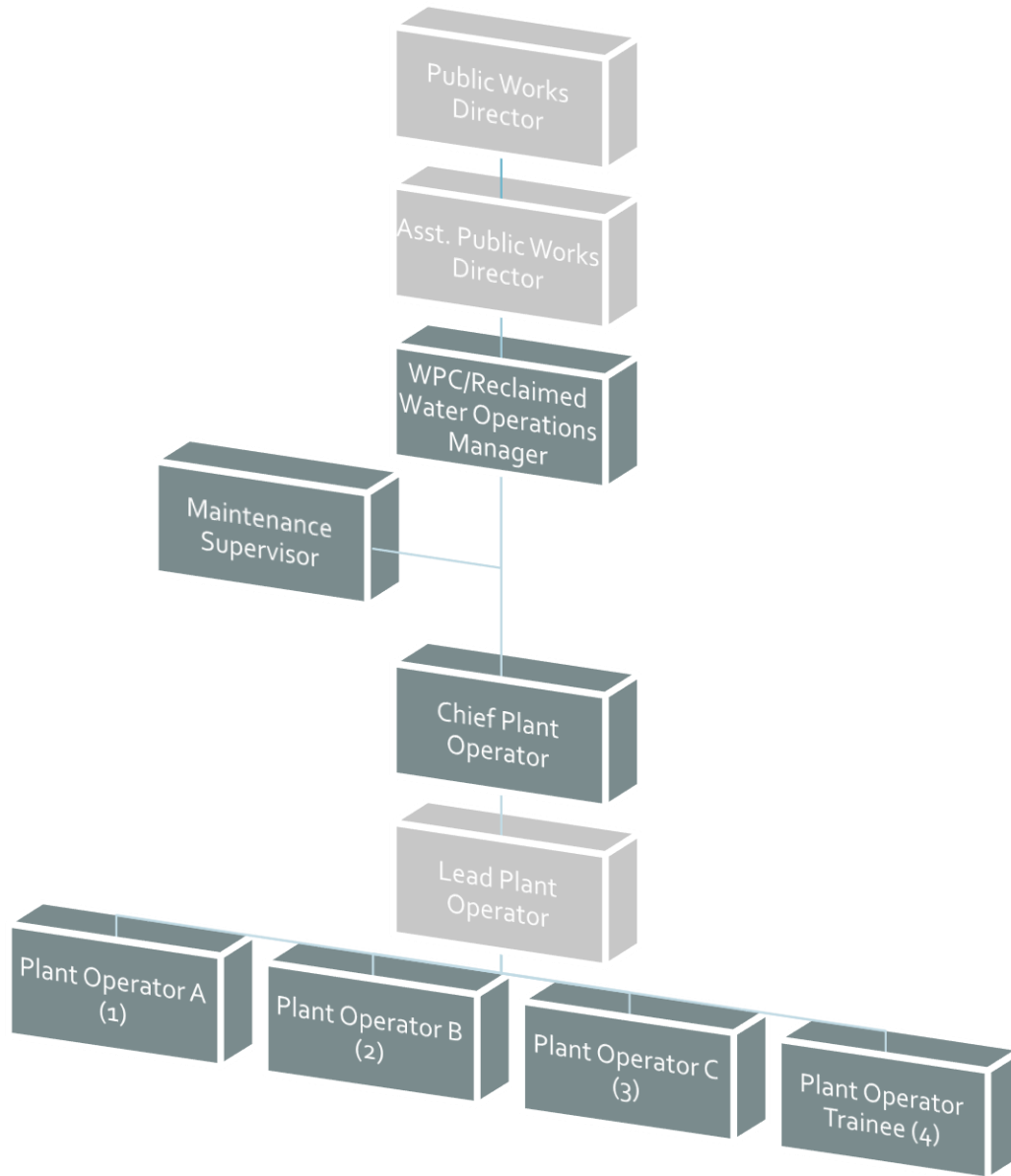
The Reclaimed Water Production Division is responsible for the operation of the wastewater treatment plant and producing and providing reclaimed water for beneficial reuse.

ACCOMPLISHMENTS OF FY18

- 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

FY19 INITIATIVES

- To supply and produce high quality reclaimed water for beneficial reuse in accordance with DEP rules:
 - Complete SCADA project to increase automation and improve reliability
 - Continue to seek out energy saving technologies
 - Be creative and innovative in implementing process improvements
 - Complete weekly work orders to maintain equipment that is vital to the process and DEP compliance
- Permits:
 - Compliance with the Administrative Order in accordance with our DEP Operating permit
- Capital Projects:
 - Continue upgrades to plants 480 volt distribution centers
 - Install additional high service pump for reclaimed water distribution



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
WPC/Reclaimed Water Operations Manager	1	1	1
Chief Plant Operator	1	1	1
Plant Operator A	2	2	1
Plant Operator B	3	3	2
Plant Operator C	2	2	3
Plant Operator Trainee	3	3	4
Maintenance Supervisor	1	1	1
Belt Press Operator	0	0	0
Total	13	13	13

W&S WATER POLLUTION CONTROL

401112		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41112	Division Head Salaries	74,368	68,950	71,966	71,966	71,220
41299	Regular Full-Time Wages	447,496	464,940	473,470	473,470	454,050
41411	Overtime Wages	25,671	25,480	31,817	31,817	24,890
41511	Employee Incentives	700	650	650	650	650
41516	Health Insurance Waiver Stipend	3,450	-	-	-	-
41522	Education Incentive Pay	600	600	650	650	600
41527	Standby Time	11,603	11,790	11,970	11,970	12,180
41529	Meal Allowance	126	270	270	270	270
42111	Social Security Matching	42,107	47,200	41,158	41,158	43,140
42211	Florida Retirement System	37,156	39,160	37,866	37,866	37,320
42214	Defined Contribution Plan	7,810	8,250	8,539	8,539	8,520
42311	Health Insurance	77,142	72,040	79,752	79,752	102,860
42312	Life Insurance	260	550	700	700	700
42313	Accidental Death & Disab Insurance	31	220	290	290	290
42315	Net OPEB Obligation Expense	13,145	-	-	-	-
42422	Workers Comp - Sewage Disp/Plant/Oper/Drivers (7580)	12,157	11,550	22,742	22,742	18,630
42432	Workers Comp - Municipal Class (9410)	3,526	5,160	5,240	5,240	5,240
TOTAL PERSONNEL SERVICES		\$ 757,348	\$ 756,810	\$ 787,080	\$ 787,080	\$ 780,560
43129	Engineering Services - Misc	48,306	55,000	13,295	13,295	70,000
43199	Professional Services - Misc	1,849	5,000	-	-	5,000
43412	Pest Control Services	391	420	904	904	420
43438	Lab Test	5,885	12,000	1,343	1,343	12,000
43499	Contractual Services - Misc	5,340	6,500	12,655	12,655	6,500
44011	Travel & Training	2,402	2,400	2,400	2,400	2,400
44121	Telephone - Local	1,283	1,100	1,435	1,435	1,100
44134	Data Lines	4,456	4,680	4,680	4,680	4,680
44141	Pager Services	128	140	140	140	140
44211	Postage	178	130	130	130	130
44221	Freight Express Charges	231	300	300	300	300
44311	Electric - City Facilities	211,416	177,867	215,000	315,000	315,000
44331	Trash Removal	7,288	10,000	10,000	10,000	10,000
44351	Water & Sewer - City	20,138	27,500	42,713	42,713	27,500
44361	Sludge Removal	288,864	288,864	347,886	347,886	410,000
44373	Street Light Fee	260	260	260	260	280
44381	Stormwater Assessment	2,690	2,690	2,721	2,721	2,750
44419	Rent - Equipment/Software	2,190	2,000	2,000	2,000	2,000
44511	Liability Insurance - Comp. General	8,245	7,570	9,097	9,097	10,850
44521	Building & Contents Insurance	143,852	133,040	129,269	129,269	138,340
44522	Pollution Insurance	4,305	4,400	10,000	10,000	7,000
44523	Automobile & Truck Insurance	2,861	2,670	3,232	3,232	3,200
44525	Flood Insurance	15,825	13,900	13,900	13,900	13,900
44611	Maintenance & Repairs - Bldg & Grounds	134,654	98,250	85,726	85,726	98,250
44621	Maintenance & Repairs - Equipment	11,256	12,280	12,280	12,280	12,280
44623	Maintenance & Repairs - Copiers	423	510	510	510	510
44631	Maintenance & Repairs - Central Garage	-	4,700	5,010	5,010	4,700
44661	Maintenance & Repairs - Physical Plant	-	20,000	-	-	-
44983	Permit Fees	1,050	1,000	14,028	14,028	12,000

W&S WATER POLLUTION CONTROL

401112		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
45111	Office Supplies - General	542	1,500	1,500	1,500	1,500
45141	Small Tools & Implements	1,958	2,000	2,026	2,026	2,000
45211	Fuel	8,389	15,000	25,000	25,000	25,000
45221	Chemicals	111,578	139,920	108,957	108,927	120,000
45222	Laboratory Supplies	10,172	10,000	10,000	10,000	10,000
45231	Clothing & Apparel	3,280	3,480	3,480	3,480	3,480
45243	Computer/Operating Supply	550	5,600	7,388	7,388	5,600
45247	First Aid Supplies	51	400	400	400	400
45251	Janitorial Supplies	3,055	3,800	3,827	3,827	3,800
45289	Automotive Parts	7,382	10,000	10,810	10,810	10,000
45299	Operating Supplies - Misc	1,986	3,000	3,000	3,000	3,000
45411	Dues & Memberships	-	1,300	1,300	1,300	1,300
45461	Books & Publications	-	150	365	365	150
TOTAL OPERATING		\$ 1,074,709	\$ 1,091,321	\$ 1,118,967	\$ 1,218,937	\$ 1,357,460
46299	Building Improvements	-	7,500	55,237	55,237	20,000
46399	Improvements Other Than Bldg - Misc	166,402	-	106,000	106,000	28,500
46415	Trucks & Trailers	-	-	61,700	61,700	41,000
46431	Special Purpose Equipment	9,593	9,593	49,488	49,488	-
TOTAL CAPITAL		\$ 175,995	\$ 17,093	\$ 272,425	\$ 272,425	\$ 89,500

TOTAL EXPENDITURES \$ 2,008,052 \$ 1,865,224 \$ 2,178,472 \$ 2,278,442 \$ 2,227,520

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

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46299	<i>Building Improvements</i>					
	Structural Maintenance & Repair (R&R)	20,000	20,000	20,000	20,000	20,000
	Concrete Joint Rehab on Aeration Tanks	-	30,000 (a)	-	-	-
	TOTAL	20,000	50,000	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 Golf Cart	13,500	-	-	-	-
	Replace Clarifiers (2)	-	80,000 (b)	80,000	-	-
	Replace Aerator Gear Boxes (2)	-	120,000 (c)	120,000	-	-
	TOTAL	28,500	275,000	275,000	55,000	55,000
46415	<i>Trucks & Trailers</i>					
	Ford F250 3/4 Ton Supercab #128 (R&R)	-	3,000	3,000	3,000	3,000
	Mack Truck Tractor Trailer #9 (R&R)	-	3,000	3,000	3,000	3,000
	Ford F250 3/4 Ton Pick-up #81 (R&R)	41,000	7,000	7,000	7,000	7,000
	Ford F550 Flat Bed w/ Knuckle Crane #46 (R&R)	-	6,500	6,500	6,500	6,500
	Ford F250 3/4 Ton Supercab Pick-up #112 (R&R)	-	3,200	3,200	3,200	3,200
	TOTAL	41,000	22,700	22,700	22,700	22,700

DIVISION TOTAL \$ 89,500 \$ 347,700 \$ 317,700 \$ 97,700 \$ 97,700

- (a) Year of Acquisition (\$20,000 from R&R)
- (b) Year of Acquisition (\$40,000 from R&R)
- (c) Year of Acquisition (\$20,000 from R&R)



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.

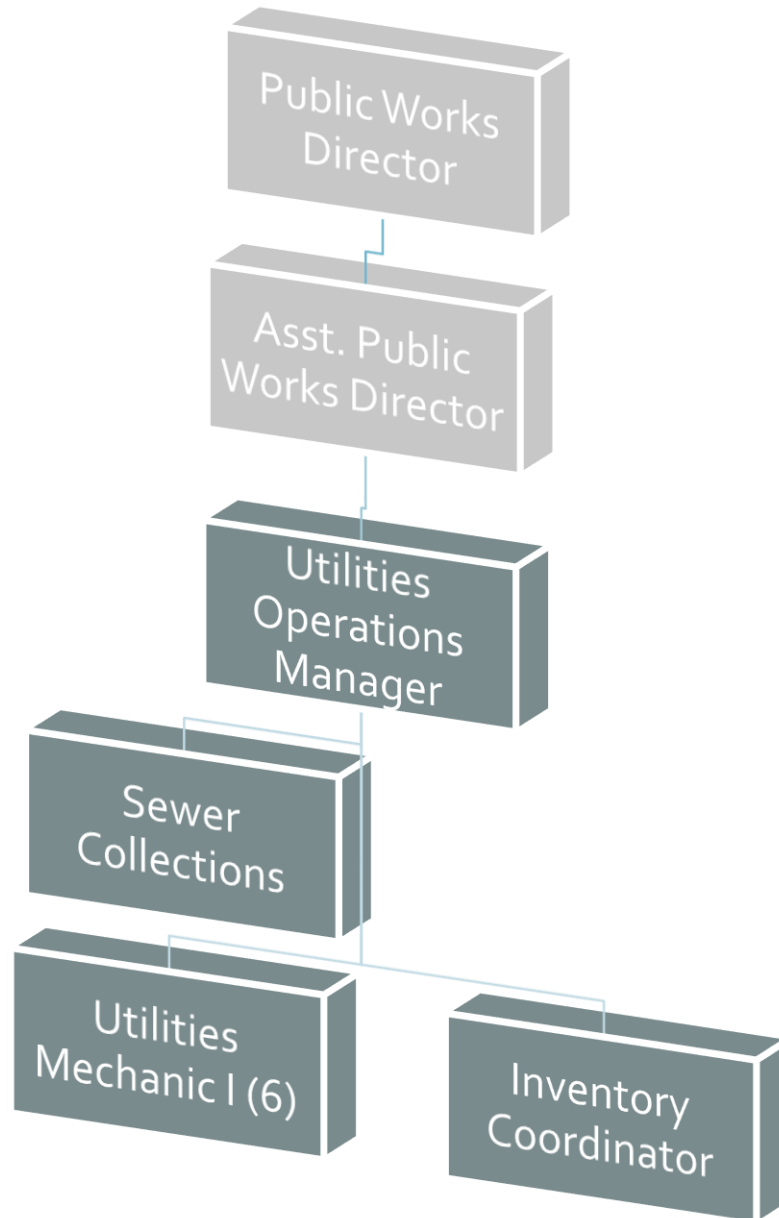
ACCOMPLISHMENTS OF FY18

- Completed annual gravity sewer system inspection and lining to control / prevent deterioration of the sewer system
- Completed the inflow / infiltration (smoke testing) project, which identified areas of inflow/infiltration of stormwater into the sanitary sewer system and included the installation of over 100 manhole inserts in an effort to reduce stormwater inflow and reduce treatment costs
- Repaired and replaced pumps in the lift stations
- Continued training/education, including Bucket Truck Training, Asbestos, and Collections training
- Hurricane Irma: During the hurricane, the City had total power loss. Crews were running generators back and forth from lift station to lift station

FY19 INITIATIVES

- Complete Communication Upgrades:
 - SCADA Upgrades
 - 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	FY16-17	FY17-18	FY18-19
Utilities Operations Manager	1	1	1
Section Leader	0	1	1
Utilities Mechanic I	5	6	6
Inventory Coordinator	1	1	1
Total	7	9	9

W&S SEWER COLLECTION

401113		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-8	FY17-18	FY18-19
41210	Regular Exempt Salaries	42,680	43,568	44,390	44,390	41,600
41299	Regular Full-Time Wages	140,945	142,123	197,730	197,730	200,310
41411	Overtime Wages	36,153	36,153	42,780	42,780	43,340
41511	Employee Incentives	400	400	450	450	450
41516	Health Insurance Waiver Stipend	1,800	1,800	-	-	-
41522	Education Incentive Pay	1,100	1,100	300	300	-
41527	Standby Time	9,751	9,751	12,580	12,580	12,730
41529	Meal Allowance	54	54	30	30	-
42111	Social Security Matching	17,507	17,507	22,790	22,790	22,830
42211	Florida Retirement System	16,698	16,698	23,260	23,260	23,300
42311	Health Insurance	34,464	34,464	55,390	55,390	71,210
42312	Life Insurance	129	129	490	490	490
42313	Accidental Death & Disab Insurance	15	15	200	200	200
42315	Net OPEB Obligation Expense	7,995	7,995	-	-	-
42422	Workers Comp - Sewage Disp/Plant/Oper/Drivers (7580)	5,644	5,644	11,255	11,255	9,670
42435	Workers Comp - Storage Warehouse Inventory (8292)	1,375	1,375	1,120	1,120	1,810
TOTAL PERSONNEL SERVICES		\$ 316,710	\$ 318,776	\$ 412,765	\$ 412,765	\$ 427,940
43199	Professional Services - Misc	-	1,000	80,570	80,570	50,000
43432	Inspector Services	-	-	800	800	800
43499	Contractual Services - Misc	14,521	6,376	17,500	22,000	22,000
44011	Travel & Training	2,913	402	2,940	2,940	3,050
44121	Telephone - Local	4,323	2,682	5,705	5,705	3,000
44134	Data Lines	2,684	1,390	5,000	5,000	5,000
44141	Pager Services	104	41	177	177	80
44211	Postage	300	31	350	350	350
44311	Electric - City Facilities	81,412	40,788	87,053	87,053	80,000
44331	Trash Removal	12,753	5,670	12,000	12,000	12,000
44381	Stormwater Assessment	-	48	60	60	60
44419	Rent - Equipment/Software	2,567	-	2,000	2,000	2,000
44611	Maintenance & Repairs - Bldg & Grounds	57,973	2,705	60,000	140,000	140,000
44621	Maintenance & Repairs - Equipment	5,090	7,053	14,000	14,000	14,000
44631	Maintenance & Repairs - Central Garage	-	10,090	20,000	20,000	20,000
45111	Office Supplies - General	551	956	900	900	900
45141	Small Tools & Implements	5,183	474	6,850	6,850	6,850
45211	Fuel	43,708	32,412	32,419	32,419	30,000
45221	Chemicals	2,004	-	5,000	5,000	5,000
45225	Software License Support	7,987	2,259	5,000	5,000	5,000
45231	Clothing & Apparel	2,311	2,508	2,714	2,714	2,400
45243	Computer/Operating Supply	-	1,023	1,500	1,500	1,500
45247	First Aid Supplies	136	-	300	300	300
45272	Pipe	3,561	1,675	7,000	7,000	7,000
45274	Valves & Clamps	3,576	467	20,000	20,000	20,000
45289	Automotive Parts	71,394	56,198	18,033	18,033	17,000
42599	Operating Supplies - Misc	8,739	8,121	15,000	15,000	15,000
45341	Sod/Seed	427	203	3,000	3,000	3,000
45399	Road Materials - Misc	2,449	1,450	6,000	6,000	6,000

W&S SEWER COLLECTION

401113 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-8	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
45411	Dues & Memberships	90	60	300	300	300
45461	Books & Publications	376	50	200	200	200
TOTAL OPERATING		\$ 337,132	\$ 186,132	\$ 432,371	\$ 516,871	\$ 472,790
46399	Improvements Other Than Bldg - Misc	38,013	-	25,000	25,000	40,000
46413	Data Processing Equipment	-	-	1,600	1,600	-
46415	Trucks & Trailers	-	-	243,700	243,700	177,380
46416	Heavy Equipment	-	8,981	60,000	60,000	-
46417	Communications Equipment	338,513	87,619	170,000	170,000	100,000
46431	Special Purpose Equipment	7,167	-	41,000	41,000	-
46441	Tools - Hand and Power	-	-	4,564	4,564	-
TOTAL CAPITAL		\$ 383,693	\$ 96,600	\$ 545,864	\$ 545,864	\$ 317,380

TOTAL EXPENDITURES \$ 1,037,535 \$ 601,508 \$ 1,391,000 \$ 1,475,500 \$ 1,218,110

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

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
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	-	-	-
	Desktop	-	-	2,800	-	2,800
	TOTAL	-	1,600	2,800	-	2,800
46415	<i>Trucks and Trailers</i>					
	Vacuum Sewer Cleaner to Replace #127 (Lease Payment)	89,380	89,380	89,380	89,380	89,380
	Utility Line CCTV Inspection Truck (R&R)	-	5,000	5,000	5,000	5,000
	Service Truck w/ Utility Body/Crane to Replace #108 (R&R)	-	6,200	6,200	6,200	6,200
	Ford F250 Service Truck to Replace #113 (R&R)	-	4,500	4,500	4,500	4,500
	Service Truck w/ Utility Body/Crane to Replace #129 (R&R)	-	4,400	4,400	4,400	4,400
	Ford F550 Service Truck w/ Utility Body to Replace #82 (R&R)	-	4,400	4,400	4,400	4,400
	F550 Service Truck w/ Utility Body/Crane	88,000	4,400	4,400	4,400	4,400
	TOTAL	177,380	118,280	118,280	118,280	118,280
46416	<i>Heavy Equipment</i>					
	Backhoe to Replace #27 (R&R)	-	26,000	26,000	26,000	26,000
	Standby Power Equipment (R&R)	-	6,500	6,500	6,500	6,500
	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
	Compact Excavator (R&R)	-	9,000	9,000	9,000	9,000
	TOTAL	-	60,000	60,000	60,000	60,000
46417	<i>Communication Equipment</i>					
	SCADA Comm. System Upgrades	100,000	-	-	-	-
	TOTAL	100,000	-	-	-	-

DIVISION TOTAL \$ 317,380 \$ 219,880 \$ 221,080 \$ 218,280 \$ 221,080

NON-EXPENDITURE DISBURSEMENTS

401580 EXP CODE CLASSIFICATION	ACTUAL FY15-16	ESTIMATE FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
401581					
49150 Transfer to General Fund - TBW Interest	398,303	387,970	387,320	387,320	328,730
49151 Transfer to General Fund	3,045,975	3,620,090	3,217,380	3,217,380	3,077,690
49154 Transfer to General Fund - PILOFF	560,000	560,000	560,000	560,000	560,000
49155 Transfer to W&S Debt Service Fund	732,003	731,400	797,180	797,180	723,750
49156 Transfer to W&S R&R Fund	128,153	200,000	708,400	708,400	-
49157 Transfer to W&S Construction Fund	-	300,000	300,000	300,000	300,000
TOTAL TRANSFERS	\$ 4,864,434	\$ 5,799,460	\$ 5,970,280	\$ 5,970,280	\$ 4,990,170
401584					
49421 Reserves - Contingency	-	-	-	50,000	300,000
49424 Reserves - Sick Leave	42,156	45,000	50,000	50,000	65,000
TOTAL RESERVES	\$ 42,156	\$ 45,000	\$ 50,000	\$ 100,000	\$ 365,000
TOTAL NON- EXPENDITURES	\$ 4,906,590	\$ 5,844,460	\$ 6,020,280	\$ 6,070,280	\$ 5,355,170
TOTAL WATER & SEWER EXPENDITURES	\$ 13,101,708	\$ 13,367,758	\$ 15,554,930	\$ 16,089,920	\$ 14,853,620

WATER & SEWER – RENEWAL & REPLACEMENT

WATER & SEWER RENEWAL & REPLACEMENT FUND

402 REV CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
361100	Interest On Investments	384	-	-	300	300
361200	Interest - S.B.A.	1	2	1,000	1,000	1,000
361250	Interest - FMIvT	9,185	10,661	1,500	1,500	1,500
361260	Interest - Adjustable Rate Mortgages	(440)	(174)	-	-	-
361280	Interest - T-Bills and Bonds	1,771	-	-	-	-
381200	Transfer From W & S Revenue	327,218	459,423	708,400	708,400	-
389900	Prior Yr Fund Bal-Unassigned	568,881	1,965,088	1,664,100	1,663,800	-
W&S RENEWAL & REPLACEMENT REVENUES		\$ 907,000	\$ 2,435,000	\$ 2,375,000	\$ 2,375,000	\$ 2,800

W & S RENEWAL & REPLACEMENT

402402 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
402581						
49157	Transfer to W & S Construction Fund	907,000	2,435,000	2,375,000	2,375,000	2,800
	TOTAL TRANSFERS	\$ 907,000	\$ 2,435,000	\$ 2,375,000	\$ 2,375,000	\$ 2,800

TOTAL EXPENDITURES \$ 907,000 \$ 2,435,000 \$ 2,375,000 \$ 2,375,000 \$ 2,800



WATER & SEWER – DEBT SERVICE

WATER & SEWER DEBT SERVICE FUND

403 REV CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
361120	Interest On Investments - S.F.	318	-	125	-	-
361200	Interest - S.B.A.	1	-	-	-	-
381200	Transfer From W & S Revenue	732,003	731,000	797,180	797,180	723,750
384100	Loan Proceeds	-	787,000	-	-	-
W & S DEBT SERVICE REVENUES		\$ 732,322	\$ 1,518,000	\$ 797,305	\$ 797,180	\$ 723,750

W & S DEBT SERVICE

403403 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY16-17	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
403582						
47,131	Principal - 2017A Bond	-	-	-	-	47,000
47134	Principal - 2012 Bond	-	-	621,880	621,880	479,700
403536						
47232	Interest - 2017A Bond	-	12,776	-	-	18,020
47234	Interest - 2012 Bond	194,050	180,024	175,300	175,300	179,030
47335	Agent Fees - 2017A Bond	-	41,295	-	-	-
49157	Transfer to W & S Construction Fund	-	746,000	-	-	-
TOTAL DEBT SERVICE		194,050	980,095	797,180	797,180	723,750

TOTAL EXPENDITURES \$ 194,050 \$ 980,095 \$ 797,180 \$ 797,180 \$ 723,750



WATER & SEWER – SEWER ASSESSMENT

WATER & SEWER SEWER ASSESSMENT FUND

404 REV CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
361250	Interest - FMIvT	100	200	100	-	-
363200	Interest On Assessments	9,619	497	500	-	-
363300	Penalties On Assessments	8,661	1,537	1,000	-	-
W & S SEWER ASSESSMENT REVENUES		\$ 18,380	\$ 2,234	\$ 1,600	\$ -	\$ -

W & S SEWER ASSESSMENT

404404 EXP CODE	CLASSIFICATION	ACTUAL FY16-17	ACTUAL FY17-18	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
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 FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
381200	Transfer from W & S Revenue	-	300,000	300,000	300,000	300,000
383300	Transfer from W & S - R & R	907,000	2,435,000	2,375,000	2,375,000	2,800
381220	Transfer from W & S Debt Service Fund	-	746,000	-	-	-
389900	Prior Yr Fund Bal-Unassigned	-	-	-	-	3,812,200
W & S CONSTRUCTION FUND REVENUES		\$ 907,000	\$ 3,481,000	\$ 2,675,000	\$ 2,675,000	\$ 4,115,000

W & S CONSTRUCTION

405-0405		ACTUAL	ACTUAL	ESTIMATE	AMENDED	BUDGET
EXP	CLASSIFICATION	FY15-16	FY16-17	FY17-18	BUDGET	AMOUNT
CODE		FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
953-533						
63-99	Fleet Warehouse	-	-	-	80,000	102,000
	TOTAL BUILDING IMPROVEMENTS	\$ -	\$ -	\$ -	\$ 80,000	\$ 102,000
953-533						
63-81	Contractor Payments	17,615	-	3,933	-	-
63-91	Engineering Services	-	-	-	-	-
	TOTAL WATER MAIN EXTENSION	\$ 17,615	\$ -	\$ 3,933	\$ -	\$ -
955-533						
63-81	Contractor Payments	625,783	245,135	40,000	300,000	200,000
63-91	Engineering Services	19,850	5,968	25,000	30,000	30,000
	TOTAL POTABLE & RECLAIMED WATER EXTENSION	\$ 645,633	\$ 251,103	\$ 65,000	\$ 330,000	\$ 230,000
952-533						
63-81	Contractor Payments	-	-	50,000	50,000	50,000
	TOTAL BULK METER BACKFLOW UPGRADE	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000
956-533						
63-81	Contractor Payments	107,476	-	-	50,000	-
	TOTAL WATER METER UPGRADE	\$ 107,476	\$ -	\$ -	\$ 50,000	\$ -
960-535						
63-81	Contractor Payments	87,622	-	-	-	-
63-91	Engineering Services	47,305	12,975	12,975	-	-
	TOTAL SEWER UTILITY IMPROVEMENT	\$ 134,927	\$ 12,975	\$ 12,975	\$ -	\$ -
961-535						
63-81	Contractor Payments	-	-	-	25,000	25,000
63-91	Engineering Services	-	-	-	-	-
	TOTAL RECLAIMED WATER	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
962-535						
63-81	Contractor Payments	750	-	-	-	-
	TOTAL REJECT STORAGE SITE RECLAIMED	\$ 750	\$ -	\$ -	\$ -	\$ -
965-533						
63-81	Contractor Payments	-	79,988	-	-	-
63-91	Engineering Services	-	-	-	-	-
	TOTAL	\$ -	\$ 79,988	\$ -	\$ -	\$ -
963-535						
63-81	Contractor Payments	-	-	-	1,050,000	1,150,000
63-91	Engineering Services	359,923	4,325	15,000	30,000	130,000
	TOTAL SEWER IMPROVEMENTS	\$ 359,923	\$ 4,325	\$ 15,000	\$ 1,080,000	\$ 1,280,000
965-535						
63-81	Contractor Payments	-	-	-	300,000	200,000
	TOTAL GRAVITY SEWER MAIN REHAB	\$ -	\$ -	\$ -	\$ 300,000	\$ 200,000
405535						
46381	Contractor Payments	-	18,000	18,000	100,000	-
	TOTAL UTILITY FACILITIES	\$ -	\$ 18,000	\$ 18,000	\$ 100,000	\$ -

W & S CONSTRUCTION

405-0405 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
405535						
46381	Contractor Payments				300,000	300,000
46391	Engineering Services				30,000	30,000
TOTAL POTABLE & RECLAIMED WATER SYSTEM IMPROVEMENTS		\$ -	\$ -	\$ -	\$ 330,000	\$ 330,000
953-535						
46381	Contractor Payments	-	-	-	300,000	820,000
46391	Engineering Services	-	-	-	30,000	92,000
TOTAL SEWER SYSTEM EXTENSION		\$ -	\$ -	\$ -	\$ 330,000	\$ 912,000
405533						
46381	Contractor Payments		754,693	-		986,000
46391	Engineering Services	-	21,953	-	-	-
TOTAL UTILITY WATER SERVICE		\$ -	\$ 776,646	\$ -	\$ -	\$ 986,000

TOTAL EXPENDITURES **\$ 1,266,324** **\$ 1,143,037** **\$ 164,908** **\$ 2,675,000** **\$ 4,115,000**

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

CLASSIFICATION	FY FY18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
<i>Building Improvements</i>					
Fleet Purchasing Warehouse (Needs Assessment)	102,000	-	-	-	-
Fleet Purchasing Warehouse (Construction)	-	500,000	-	-	-
TOTAL	102,000	500,000	-	-	-
<i>City Facility Irrigation Expansion</i>					
Misc. ROW & Facility Irrigation	25,000	25,000	-	-	-
Grey Preserve Reclaimed Expansion (Engineering)	-	30,000	-	-	-
Grey Preserve Reclaimed Expansion (Construction)	-	-	300,000	-	-
TOTAL	25,000	55,000	300,000	-	-
<i>Utility Purchase</i>					
Orangewood Lakes Utility Acquisition	986,000	-	-	-	-
TOTAL	986,000	-	-	-	-
<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	50,000	50,000	50,000	50,000	50,000
2019 Orangewood Lakes Water System Improvements (Engineering)	-	55,000	-	-	-
2019 Orangewood Lakes Water System Improvements (Construction)	-	550,000	-	-	-
TOTAL	280,000	985,000	380,000	380,000	380,000
<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
2020/2021 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
TOTAL	330,000	400,000	1,080,000	400,000	1,080,000
<i>Rehabilitation Programs</i>					
Sewer Main & Manhole Rehab/Lining Project	200,000	300,000	300,000	300,000	300,000
TOTAL	200,000	300,000	300,000	300,000	300,000
<i>Sewer Improvements</i>					
2015/2016 Sewer Utility Improv. (Engineering)	30,000	-	-	-	-
2015/2016 Sewer Utility Improv. (Construction)	1,150,000	-	-	-	-
2018/2019 Sewer Utility Improv. (Engineering)	100,000	-	-	-	-
2018/2019 Sewer Utility Improv. (Construction)	-	1,150,000	-	-	-

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

CLASSIFICATION	FY FY18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
2020/2021 Sewer Utility Improv. (Engineering)	-	-	100,000	-	100,000
2020/2021 Sewer Utility Improv. (Construction)	-	-	-	1,150,000	-
2022/2023 Sewer Utility Improv. (Engineering)	-	-	-	-	100,000
TOTAL	1,280,000	1,150,000	100,000	1,150,000	100,000
<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)	62,000	-	-	-	-
2018 Orangewood Lakes Force Main Interconnect Project (Construction)	620,000	-	-	-	-
TOTAL	912,000	330,000	330,000	330,000	330,000

DIVISION TOTAL \$ 4,115,000 \$ 3,720,000 \$ 2,490,000 \$ 2,560,000 \$ 2,190,000

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

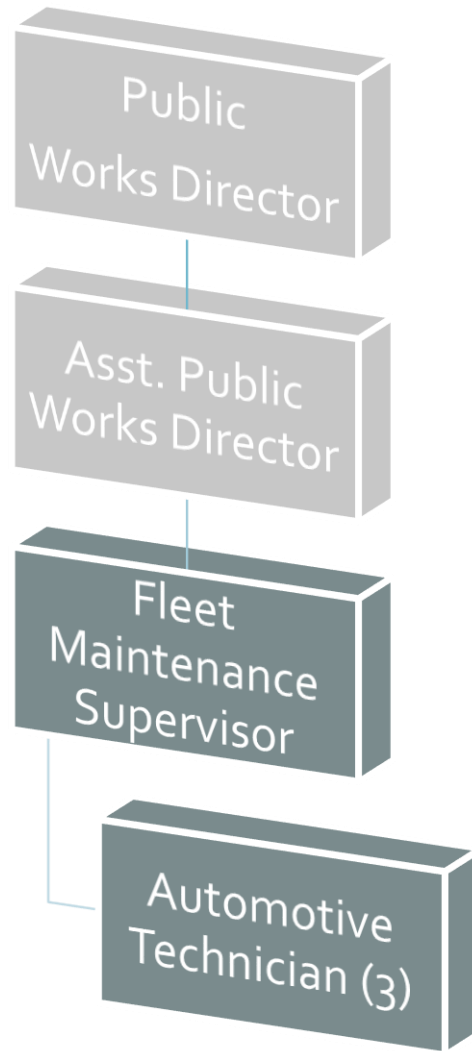
The Central Garage Division provides acquisition, disposal, preventative maintenance, and major and minor repairs for the City's motor vehicle fleet and equipment. The Division performs these functions on a variety of vehicle types, including police vehicles and fire apparatus.

ACCOMPLISHMENTS OF FY18

- Created a welding section in the shop, built a frame and installed a welding curtain for the safety of our employees and others coming into the shop
- Purchased 150 gallon Diesel Fuel tank that is kept on one of the fleet trucks. This way we spend more efficient time fueling equipment during a storm. Instead of running back to the shop to fill a 55 gallon drum for each piece of equipment. We can now fill up to three pieces of equipment at a time

FY19 INITIATIVES

- Capital Building Improvements:
 - Complete Building Needs Assessment
 - Assist in identifying building deficiencies and proposed upgrades / improvements
 - Assist in identifying proposed yard set up for vehicles, materials, and equipment storage
 - Assist in the purchase of two new fire trucks
- Training:
 - FEMA training for all personnel
 - Supervisory 101, 102, in accordance with the City's Human Resources and Risk Management Department
 - ASE testing and recertification for personnel
 - Emergency vehicle training and certification for personnel
- Fleet Operational Improvements:
 - Preparing for the new Tyler system to be implemented
 - Clear out all the old clutter that has been stored here for years on top of the offices
 - Install a few more Led lights to light up the dark areas of the shop for safety reasons
- Environmental Improvements:
 - Switched to as many environmentally friendly chemicals as possible
 - Converting the Fleet, when possible, to efficient Environmentally Friendly vehicles
 - We use STIHL equipment, they have invested considerable resources in making energy-efficient products that minimize our impact on the environment



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Fleet Maintenance Supervisor	1	1	1
Automotive Technician	3	3	3
Total	4	4	4

CENTRAL GARAGE FUND

501 REV CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
361100	Interest On Investments	61	-	100	100	-
361200	Interest - S.B.A.	-	-	-	-	-
361250	Interest - FMIvT	286	207	110	110	-
369300	Refund of Prior Year Expense	150	-	-	-	-
369900	Other Miscellaneous Revenue	11	179	-	-	-
399110	Garage - Labor and Overhead	190,065	106,100	160,000	160,000	119,700
399120	Garage - Parts	301,713	358,865	320,000	320,000	250,000
399130	Garage - Fuel	443,011	446,811	404,107	404,107	347,000
CENTRAL GARAGE REVENUES		\$ 935,297	\$ 912,162	\$ 884,317	\$ 884,317	\$ 716,700

CENTRAL GARAGE

501591					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41299	Regular Full-Time Wages	163,732	158,902	160,000	170,730	162,620
41411	Overtime Wages	1,485	4,412	990	990	940
41511	Employee Incentives	200	200	200	200	200
41529	Meal Allowance	140	-	250	250	250
42111	Social Security Matching	12,346	12,163	13,170	13,170	12,550
42211	Florida Retirement System	11,969	12,429	13,430	13,430	12,790
42311	Health Insurance	26,974	27,204	31,650	31,650	31,650
42312	Life Insurance	80	82	220	220	220
42313	Accidental Death & Disab Insurance	9	10	90	90	90
42315	Net OPEB Obligation Expense	5,596	-	-	-	-
42425	Workers Comp - Auto Repair Shop/Parts Dept (8391)	6,122	5,825	24,096	24,096	5,860
TOTAL PERSONNEL SERVICES		\$ 228,653	\$ 221,227	\$ 244,096	\$ 254,826	\$ 227,170
43434	Wrecker Services	1,671	3,364	3,000	3,000	3,000
43436	Paint & Body Work	8,653	17,692	10,000	10,000	10,000
43438	Paint & Body Work - PD	-	-	32,948	32,948	5,000
43437	Auto Repair & Testing	31,667	51,734	40,000	40,000	40,000
43499	Contractual Services - Misc	2,172	2,355	2,451	2,451	1,500
44011	Travel & Training	1,577	-	5,500	5,500	5,500
44121	Telephone - Local	1,887	2,238	2,150	2,150	2,150
44211	Postage	433	18	550	550	550
44419	Rent - Equipment/Software	-	-	200	200	200
44611	Maintenance & Repairs - Bldg & Grounds	8,658	8,769	10,000	10,000	10,000
44621	Maintenance & Repairs - Equipment	3,512	2,890	3,500	3,500	3,500
44631	Maintenance & Repairs - Central Garage	-	360	4,000	4,000	4,000
44983	Permit Fees	25	25	180	180	180
45111	Office Supplies - General	903	697	500	500	500
45141	Small Tools & Implements	5,103	5,178	8,039	8,039	5,000
45211	Fuel	205,978	225,097	254,743	254,743	195,000
45225	Software License Support	950	950	1,000	1,000	1,000
45231	Clothing & Apparel	-	-	150	150	150
45232	Laundry Service	3,040	3,669	4,052	4,052	2,700
45234	Computer/Operating Supply	1,917	1,235	1,500	1,500	1,500
45247	First Aid Supplies	-	23	315	315	150
45251	Janitorial Supplies	87	455	1,098	1,098	250
45289	Automotive Parts	198,209	237,834	204,995	204,995	165,000
45298	Inventory Adjustments	1,299	5,114	1,000	1,000	1,000
45299	Operating Supplies - Misc	5,719	10,542	7,190	7,190	6,000
45411	Dues & Memberships	-	50	200	200	200
45461	Books & Publications	-	-	500	500	500
TOTAL OPERATING		\$ 483,460	\$ 580,289	\$ 599,761	\$ 599,761	\$ 464,530

CENTRAL GARAGE

501591 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
46399	Improvements Other than Buildings	-	-	8,930	8,930	-
46415	Trucks & Trailers	-	-	15,000	15,000	15,000
46431	Special Purpose Equipment	11,078	-	5,800	5,800	10,000
TOTAL CAPITAL		\$ 11,078	\$ -	\$ 29,730	\$ 29,730	\$ 25,000

TOTAL EXPENDITURES \$ 723,191 \$ 801,516 \$ 873,587 \$ 884,317 \$ 716,700

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM CENTRAL GARAGE

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46415	<i>Trucks and Trailers</i>					
	Chevy HHR Wagon to Replace #50 (R&R)	5,000	5,000	5,000	5,000	25,000 (b)
	3/4 Ton Pick-up w/ Svc. Body/Liftgate/Crane to Replace #22 (R&R)	10,000	10,000	40,000 (a)	2,000	2,000
	TOTAL	15,000	15,000	45,000	7,000	27,000
46431	<i>Special Purpose Equipment</i>					
	Air Manual Transmission Jack	2,000	-	-	-	-
	4 Post Open Front Vehicle Lift	8,000	-	-	-	-
	Vehicle Scanner	-	1,200	-	-	-
	Containment Tank Basins (2)	-	3,000	-	-	-
	Waste Oil Heater	-	-	7,000	-	-
	Compressor #1 - Main Shop	-	-	-	5,000	-
	Compressor #2 - Back-up	-	-	-	-	5,000
	Hot Hi-Pressure Washer	-	-	-	-	5,000
	Waste Oil Fuel Tank	-	-	-	-	3,500
	TOTAL	10,000	4,200	7,000	5,000	13,500

DIVISION TOTAL \$ 25,000 \$ 19,200 \$ 52,000 \$ 50,000 \$ 40,500

(a) Year of Acquisition (\$30,000 from R&R)

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

COMMUNITY REDEVELOPMENT AGENCY

IT IS THE MISSION OF THE COMMUNITY REDEVELOPMENT AGENCY TO

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

DESCRIPTION

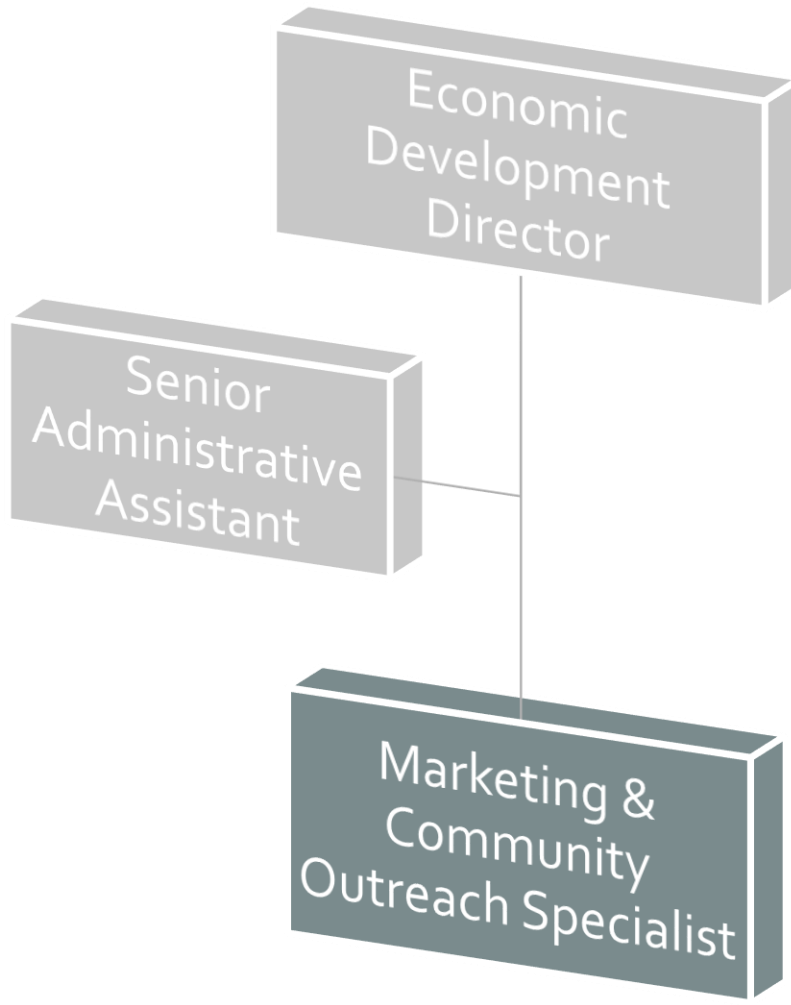
The redevelopment of our community is a central focus of the Community Redevelopment Agency. It is the responsibility of the Agency to plan, coordinate, and facilitate the City's efforts to attract, retain and grow businesses and jobs.

ACCOMPLISHMENTS OF FY18

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

FY19 INITIATIVES

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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Main Street Director	1	1	0
Marketing & Community Outreach Specialist	0	.5	.5
Total	1	1.5	.5

COMMUNITY REDEVELOPMENT AGENCY

630 REV CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
311100	Tax Increment - County	657,421	681,080	896,550	896,550	1,143,790
334700	Florida Historic Preservation Grant	750,000	125,000	175,000	550,000	300,000
354100	Code Enforcement Fines	(100)	(13,179)	(2,800)	-	-
361100	Interest on Investments	15	-	-	-	-
361200	Interest - SBA	8,423	1,255	350	-	-
362160	Rent - River Rd. Property Parking Lot	-	-	2,400	2,400	900
362190	Rent - Business Incubator	9,592	36,000	-	-	-
364220	Sale of Orange Lake Property	-	-	300,000	-	-
369900	Other Miscellaneous Revenue	6,588	5,272	5,272	5,000	5,000
364430	Litigation Proceeds	-	-	5,000	5,000	-
381100	Transfer from Gen Fund - Tax Increment	811,061	865,715	923,480	923,480	1,338,110
381370	Transfer from General Fund	11,202,894	-	-	-	-
381600	Transfer from Capital Improvement Fun	-	-	774,400	774,400	-
389870	Unused Redev. Incentives from PY	-	200,000	-	200,000	200,000
389840	Unused Resident'l Incentives from PY	-	85,000	-	-	-
389900	Carryover of Unused Funding from PY	-	-	-	150,000	587,500
TOTAL CRA REVENUE		\$ 13,445,894	\$ 1,986,143	\$ 3,079,652	\$ 3,506,830	\$ 3,575,300

COMMUNITY REDEVELOPMENT AGENCY

630080					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41210	Regular Exempt Salaries	25,006	27,510	18,037	18,037	19,890
41511	Employee Incentives	-	50	25	25	30
42111	Social Security Matching	1,877	2,006	1,334	1,334	1,220
42211	Florida Retirement System	1,655	2,088	1,430	1,430	1,210
42311	Health Insurance	1,994	4,373	2,614	2,614	3,960
42312	Life Insurance	7	16	10	10	30
42313	Accidental Death & Disab Insurance	1	2	2	2	10
42426	Workers Comp - Clerical (8810)	94	82	40	40	40
TOTAL PERSONNEL SERVICES		\$ 30,634	\$ 36,127	\$ 23,492	\$ 23,492	\$ 26,390
43181	Professional Servcies - Planning	13,500	37,223	48,951	48,951	35,000
43199	Professional Services - Misc	135,206	19,362	30,211	30,211	13,500
43422	Advertising & Marketing	10,549	3,401	4,118	4,118	7,500
43461	Main Street Activities	-	-	15,000	15,000	15,000
43499	Contractual Services - Misc	14,237	-	12,070	12,070	-
44011	Travel & Training	2,120	75	163	163	-
44211	Postage	53	138	85	85	50
44311	Electric - City Facilities	13,659	9,498	5,994	5,994	8,000
44331	Trash Removal	2,066	1,945	127	127	2,000
44351	Water & Sewer - City	6,674	5,482	7,154	7,154	5,500
44373	Street Light Fee	800	768	821	821	770
44381	Stormwater Assessment	2,452	3,524	3,643	3,643	3,530
44521	Building & Contents Insurance	26,377	16,004	14,657	14,657	17,000
44611	Maintenance & Repairs - Bldg & Grounds	-	9,615	7,005	7,005	6,500
44612	Maintenance & Repairs - Hacienda Hotel	-	4,862	17,316	17,316	3,500
44613	Maintenance & Repairs - Bus Incubator	165	5,375	420	420	2,500
44799	Printing & Binding - Misc.	-	-	607	607	-
44952	Redevelopment Incentives	214,998	74,646	268,424	653,148	200,000
44953	Residential Incentives	17,358	70,313	56,292	60,288	50,000
44999	Other Current Charges - Misc	43,042	7,766	9,010	9,300	5,000
45111	Office Supplies - General	15	-	-	-	50
45411	Dues & Memberships	745	1,685	-	-	750
TOTAL OPERATING		\$ 504,016	\$ 271,682	\$ 502,068	\$ 891,078	\$ 376,150
46113	Land - Rio Vista Park Parcel	-	1,500	-	-	-
46233	Building Improvements - Hacienda Hotel	928,662	70,015	650,000	867,000	475,000
46299	Building Improvements - Bus. Incubator	34,549	93,497	-	-	-
46343	Neighborhood Improvements	-	-	-	-	20,000
46353	Main Street Landings Incentives Program	-	-	-	587,500	1,475,000
TOTAL CAPITAL		\$ 963,211	\$ 165,012	\$ 650,000	\$ 1,454,500	\$ 1,970,000
47121	Principal Payments - Note A	5,497,000	-	-	-	-
47123	Principal Payments - Note B	5,487,000	-	-	-	-
47221	Interest Payments - Note A	109,464	-	-	-	-
47223	Interest Payments - Note B	109,430	-	-	-	-
TOTAL DEBT SERVICE		\$ 11,202,894	\$ -	\$ -	\$ -	\$ -
49151	Transfer to General Fund	522,794	375,440	250,000	250,000	315,870
49152	Transfer to General Debt Service Fund	458,834	887,230	887,760	887,760	886,890
TOTAL TRANSFERS		\$ 981,628	\$ 1,262,670	\$ 1,137,760	\$ 1,137,760	\$ 1,202,760

\$ 13,682,383 \$ 1,735,491 \$ 2,313,320 \$ 3,506,830 \$ 3,575,300

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM COMMUNITY REDEVELOPMENT AGENCY

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46233	<i>Building Improvements</i>					
	Hacienda Hotel	475,000	-	-	-	-
	TOTAL	475,000	-	-	-	-
46343	<i>Improvement Other Than Buildings</i>					
	Neighborhood Improvements	20,000	-	-	-	-
	Main Street Landings Incentive Program	1,475,000	-	-	-	-
	TOTAL	1,495,000	-	-	-	-

DIVISION TOTAL \$ 1,970,000 \$ - \$ - \$ - \$ -



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 FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
312410	Local Option Gas Tax - 1st	426,111	444,132	448,360	448,360	468,920
312420	Local Option Gas Tax - 2nd	312,566	326,889	327,570	327,570	338,740
361100	Interest On Investments	-	470	550	550	550
361200	Interest - S. B. A.	8,707	860	750	750	750
361250	Interest - FMIvT	1,369	1,500	5,000	5,000	5,000
361280	Interest - T-Bills & Bonds	3,542	-	-	-	-
363100	Special Assessment - Previous	50,796	50,000	34,510	50,000	35,000
363110	Special Assessment - New	-	-	633,110	760,000	649,830
363200	Interest on Assessments	15,133	15,000	20,000	20,000	20,000
363300	Penalties on Assessments	6,979	7,500	7,500	7,500	7,500
369900	Miscellaneous Revenue	5	-	-	-	-
381100	Transfer from General Fund	-	-	300,000	300,000	300,000
381500	Transfer from Stormwater Utility Fund	-	56,030	56,030	-	-
381600	Transfer From Capital Improvement Fund	-	-	-	330,000	200,000
389900	Prior Yr Fund Bal-Unassigned	1,128,555	455,124	373,492	1,841,450	1,323,710
STREET IMPROVEMENT FUND REVENUE		\$ 1,953,763	\$ 1,357,505	\$ 2,206,872	\$ 4,091,180	\$ 3,350,000

STREET IMPROVEMENT

701701 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
701701						
46321	Streetscape Improvements - Madison St., Main St. to Massachusetts Ave.	-	12,715	32,910	1,025,000	710,000
46330	Streets - Miscellaneous	167,148	-	-	-	-
46333	Multi - Use Trail Marine Parkway	66,910	572,766	-	-	-
46334	Street Improvement Project Multi - Use Path & Reclaimed Water	78,997	7,397	1,484,020	2,370,000	2,010,000
46337	Main (River Walk; Morton Plant North Bay Hospital; Aquatic Center)	536,473	-	-	-	-
46338	Neighborhood Improvements	-	-	-	130,000	115,000
46341	Emergency Road Repairs	629,467	-	-	-	-
46342	Traffic Sign Upgrades	-	-	20,747	30,000	30,000
46345	LED Crosswalk Signage & Lighting	-	41,643	22,363	35,000	35,000
46346	Roadway Striping Projects	53,838	55,264	-	60,000	60,000
46350	Road and Sidewalk Improvements - Circle Blvd.	-	224,823	-	-	-
46357	Alley Needs Assessment Program	-	-	-	25,000	40,000
46358	Public Charging Stations Program	-	-	25,788	25,000	-
TOTAL CAPITAL		\$ 1,532,833	\$ 914,608	\$ 1,585,828	\$ 3,700,000	\$ 3,000,000
701581						
49151	Transfer to General Fund	420,930	518,200	391,180	391,180	350,000
TOTAL TRANSFERS		\$ 420,930	\$ 518,200	\$ 391,180	\$ 391,180	\$ 350,000
TOTAL EXPENDITURES		\$ 1,953,763	\$ 1,432,808	\$ 1,977,008	\$ 4,091,180	\$ 3,350,000

5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM STREET IMPROVEMENT

CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
<i>Road Paving & Reconstruction</i>					
2017/2018 Street Improvements	1,835,000	-	-	-	-
Multi - Use Trail - Grand Blvd. (Marine Parkway to Delaware Ave.)	-	-	100,000	700,000	-
2016/2017 Neighborhood Improvements	115,000	15,000	100,000	15,000	100,000
Traffic Sign Upgrades	30,000	30,000	30,000	30,000	30,000
Roadway Striping Project	60,000	60,000	60,000	60,000	60,000
LED Crosswalk Signage and Lighting	35,000	35,000	-	-	-
Alley Needs Assessment	40,000	-	-	-	-
Streetscape Improvements - Madison St., Main St. to Massachusetts Ave.	710,000	-	-	-	-
2018/2019 Street Improvements	175,000	1,700,000	-	-	-
2019/2020 Street Improvements	-	170,000	1,700,000	-	-
TOTAL	3,000,000	2,010,000	1,990,000	805,000	190,000

DIVISION TOTAL \$ 3,000,000 \$ 2,010,000 \$ 1,990,000 \$ 805,000 \$ 190,000

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 2018 - 2019
FUNDS RECAP**

	BUDGET 2017 - 2018	BUDGET 2018 - 2019
General	20,744,690	22,169,960
Fund Balance	110,000	180,200
	20,854,690	22,350,160
Stormwater Utility	1,147,120	1,041,670
Fund Balance	429,220	589,120
	1,576,340	1,630,790
Street Lighting	449,500	436,960
Fund Balance	-	-
	449,500	436,960
General Debt Service	887,760	886,890
Fund Balance	-	-
	887,760	886,890
Capital Improvement	5,642,840	5,318,970
Fund Balance	2,137,640	1,623,030
	7,780,480	6,942,000
Water & Sewer Revenue	15,185,610	14,853,620
Fund Balance	904,310	-
	16,089,920	14,853,620
Water & Sewer Renewal & Replacement	711,200	2,800
Fund Balance	1,663,800	-
	2,375,000	2,800
Water & Sewer Debt Service	797,180	723,750
Fund Balance	-	-
	797,180	723,750
Water & Sewer Construction	2,675,000	302,800
Fund Balance	-	3,812,200
	2,675,000	4,115,000
Central Garage	722,210	716,700
Fund Balance	-	-
	722,210	716,700
CRA	3,148,840	2,987,800
Fund Balance	350,000	587,500
	3,498,840	3,575,300
Street Improvement	2,249,730	2,026,290
Fund Balance	1,841,450	1,323,710
	4,091,180	3,350,000
Total Before Transfers	61,798,100	59,583,970
Less: Transfers	(13,686,180)	(9,667,840)
Total Net Budget (All Funds)	\$ 48,111,920	\$ 49,916,130

CITY OF NEW PORT RICHEY
BUDGET - FY 2018 - 2019
SCHEDULE OF TRANSFERS

	BUDGET 2017 - 2018	BUDGET 2018 - 2019
General Fund		
To Redevelopment Fund	923,480	1,338,110
To Street Improvement Fund	300,000	300,000
Stormwater Utility Fund		
To General Fund	130,000	130,000
To Capital Improvement Fund	403,000	353,000
To W&S Construction Fund	10,000	-
Capital Improvement Fund		
To General Fund	940,080	801,000
To Redevelopment Fund	774,400	-
To Street Improvement Fund	330,000	200,000
Water & Sewer Revenue Fund		
To General Fund	4,164,700	3,966,420
To W & S Debt Service Fund	797,180	723,750
To W & S Renewal & Replacement Fund	708,400	-
To W & S Construction Fund	300,000	300,000
Water & Sewer Replacement Fund		
To W & S Construction Fund	2,375,000	2,800
Redevelopment Fund		
To General Debt Service Fund	887,230	886,890
To General Fund - Administrative	250,000	315,870
Street Improvement Fund		
To General Fund	392,710	350,000
TOTAL TRANSFERS	\$ 13,686,180	\$ 9,667,840

**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
2019	(EST.)	\$22,350,160	\$ 3,008,905	\$196,115	\$ 3,205,020	14%
2018	(EST.)	20,854,690	2,885,848	514,372	3,400,220	16%
2017		20,059,369	3,267,511	62,770	3,330,281	17%
2016		20,885,402	2,839,046	519,195	3,358,241	16%
2015		20,229,720	2,655,554	630,437	3,285,991	16%
2014		17,684,110	2,652,617	2,794,631	5,447,248	31%
2013		16,637,400	2,734,050	1,657,781	4,391,831	26%
2012		18,227,000	2,412,704	1,524,475	3,937,179	22%
2011		16,084,690	2,405,856	1,580,654	3,986,510	25%
2010		16,039,040	2,588,673	162,225	2,750,898	17%
2009		17,257,820	2,588,895	577,586	3,166,481	18%

* Excludes Non-recurring Revenue

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

**CITY OF NEW PORT RICHEY
BUDGET - FY 2018 - 2019
MILLAGE RATE HISTORY**

Fiscal Year	Rate
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
1980-81	5.3260
1979-80	7.1060

CITY OF NEW PORT RICHEY
BUDGET - FY 2018 - 2019
FULL-TIME EQUIVALENT EMPLOYEES (FTE)

Department	Budget FY 2017-2018			Budget FY 2018-2019			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	1.00	0.75	1.75	0.00	0.00
Human Resources/Risk Management	1.00	0.75	1.75	1.00	1.00	2.00	0.25	0.00
City Clerk	0.00	0.25	0.25	0.00	0.25	0.25	0.00	0.00
Technology Solutions	4.00	0.00	4.00	4.00	0.40	4.40	0.40	0.00
Total	6.00	1.75	7.75	6.00	2.40	8.40	0.65	0.00
Finance								
Accounting & Budgeting	7.00	0.00	7.00	7.00	0.00	7.00	0.00	0.00
Billing & Collection	7.00	0.00	7.00	8.00	0.00	8.00	1.00	0.00
Total	14.00	0.00	14.00	15.00	0.00	15.00	1.00	0.00
Library								
Library	6.00	7.75	13.75	6.00	8.78	14.78	1.03	0.00
Total	6.00	7.75	13.75	6.00	8.78	14.78	1.03	0.00
Police								
Supervision	2.00	0.00	2.00	2.00	0.00	2.00	0.00	0.00
Support Services	13.00	1.75	14.75	13.00	2.00	15.00	0.25	0.00
Community Services	9.00	0.00	9.00	9.00	0.00	9.00	0.00	0.00
Patrol	33.00	1.68	34.68	33.00	1.68	34.68	0.00	0.00
Code Enforcement	3.00	0.00	3.00	3.00	0.00	3.00	0.00	0.00
Special Enforcement Programs	2.00	0.00	2.00	2.00	0.00	2.00	0.00	0.00
Total	62.00	3.43	65.43	62.00	3.68	65.68	0.25	0.00
Fire								
Supervision	3.00	0.73	3.73	3.00	1.46	4.46	0.73	0.00
Firefighting	21.00	3.00	24.00	21.00	3.00	24.00	0.00	0.00
Total	24.00	3.73	27.73	24.00	4.46	28.46	0.73	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	0.73	7.73	7.00	1.23	8.23	0.50	0.00
Total	7.00	0.73	7.73	7.00	1.23	8.23	0.50	0.00
Parks and Recreation								
Recreation	9.00	7.57	16.57	9.00	8.92	17.92	1.35	0.00
Aquatics	0.00	8.00	8.00	1.00	7.00	8.00	0.00	0.00
Total	9.00	15.57	24.57	10.00	15.92	25.92	1.35	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.	8.00	0.00	8.00	8.00	0.00	8.00	0.00	0.00
Facilities Maintenance	4.00	2.16	6.16	4.00	2.44	6.44	0.28	0.00
Grounds Maintenance	7.00	2.44	9.44	7.00	2.44	9.44	0.00	0.00
Total	23.00	4.60	27.60	23.00	4.88	27.88	0.28	0.00
Total General Fund	153.00	42.56	195.56	155.00	46.35	201.35	5.79	0.00

CITY OF NEW PORT RICHEY
BUDGET - FY 2018 - 2019
FULL-TIME EQUIVALENT EMPLOYEES (FTE)

Department	Budget FY 2017-2018			Budget FY 2018-2019			Full-Time Equivalent New Employees	Transferred Employees
	Full- Time	Part- Time	FTE Total	Full- Time	Part- Time	FTE Total		
Stormwater								
Stormwater	4.00	0.72	4.72	5.00	0.72	5.72	1.00	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	11.00	0.00	11.00	10.00	0.00	10.00	-1.00	0.00
Construction Services	3.00	0.00	3.00	3.00	0.00	3.00	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	9.00	0.00	9.00	9.00	0.00	9.00	0.00	0.00
Total	45.00	0.00	45.00	44.00	0.00	44.00	-1.00	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	0.00	1.00	1.00	0.00	1.00	1.00	0.00
CITY TOTAL	95.56	196.28	53.72	208.00	47.07	255.07	5.79	0.00

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

DATE OF PAYMENT	PRINCIPAL PAYMENT	INTEREST PAYMENT	DEBT SERVICE	ANNUAL PAYMENTS
2/1/2019		123,444.00	123,444.00	
8/1/2019	640,000.00	123,444.00	763,444.00	886,888.00
2/1/2020		115,316.00	115,316.00	
8/1/2020	657,000.00	115,316.00	772,316.00	887,632.00
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
	\$ 9,720,000	\$ 1,814,779	\$ 11,534,779	\$ 11,534,779

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
4/1/2019		75,494.39	75,494.39	
10/1/2019	581,013.00	75,494.39	656,507.39	732,001.78
4/1/2020		67,941.22	67,941.22	
10/1/2020	596,120.00	67,941.22	664,061.22	732,002.44
4/1/2021		60,191.66	60,191.66	
10/1/2021	611,619.00	60,191.66	671,810.66	732,002.32
4/1/2022		52,240.62	52,240.62	
10/1/2022	627,521.00	52,240.62	679,761.62	732,002.24
4/1/2023		44,082.84	44,082.84	
10/1/2023	643,836.00	44,082.84	687,918.84	732,001.68
4/1/2024		35,712.98	35,712.98	
10/1/2024	660,576.00	35,712.98	696,288.98	732,001.96
4/1/2025		27,125.49	27,125.49	
10/1/2025	677,751.00	27,125.49	704,876.49	732,001.98
4/1/2026		18,314.73	18,314.73	
10/1/2026	695,373.00	18,314.73	713,687.73	732,002.46
4/1/2027		9,274.88	9,274.88	
10/1/2027	713,452.00	9,274.88	722,726.88	732,001.76
	\$ 5,807,261	\$ 780,758	\$ 6,588,019	\$ 6,588,019

CITY OF NEW PORT RICHEY, FLORIDA
\$787,000
WATER & SEWER REFUNDING REVENUE BOND
SERIES 2017A

DATE OF PAYMENT	PRINCIPAL PAYMENT	INTEREST PAYMENT	DEBT SERVICE	ANNUAL PAYMENTS
4/1/2019		9,006.80	9,006.80	
10/1/2019	47,000.00	9,006.80	56,006.80	65,013.60
4/1/2020		8,412.25	8,412.25	
10/1/2020	48,000.00	8,412.25	56,412.25	64,824.50
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
	\$ 712,000	\$ 132,344	\$ 844,344	\$ 844,344



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.