

THE CITY OF  
**NEW PORT**  
**RICHEY**  
FLORIDA

# Annual Budget



**Fiscal Year 2023 - 2024**



# CITY OF NEW PORT RICHEY

## ANNUAL OPERATING BUDGET

**FY 2023 – 2024**



**CITY COUNCIL**

Chopper Davis, MAYOR

Matt Murphy, DEPUTY MAYOR

PETER ALTMAN, COUNCIL MEMBER

Mike Peters, COUNCIL MEMBER

Kelly Mothershead, COUNCIL MEMBER

**CITY MANAGER**

DEBBIE L. MANNS

**FINANCE DIRECTOR**

CRYSTAL M. DUNN





# Table of Contents

<b>INTRODUCTION</b> .....	1
Contents.....	3
About New Port Richey .....	5
Friendly Facts.....	5
Population.....	5
Local Weather.....	6
Schools and Services .....	7
Transportation .....	7
Media.....	8
Local Utility Services.....	8
Parks & Recreation.....	9
City Parks.....	9
Sims Park.....	9
Public Works .....	10
Police Department.....	11
Fire Department.....	11
Public Library.....	12
City Council.....	13
City Council Meetings .....	13
Meet the City Council .....	14
Contact Information .....	15
Organizational Chart.....	17
<b>BUDGET MESSAGE</b> .....	21
City Manager’s Initial Budget Message to City Council .....	23
Budget Overview & Economic Outlook.....	23
Governmental Accounting and Budgets.....	24
General Fund Revenue .....	25
Tax Rate and Tax Roll .....	25
Staffing Levels .....	25
Capital Improvement Program.....	26
Summary.....	26

<b>FINANCIAL POLICIES</b> .....	27
Purpose .....	29
Accounting System and Budgetary Control .....	29
Operating Budget.....	30
Revenues.....	32
Expenditures .....	33
Fund Balance/Reserves.....	34
Accounting, Auditing and Financial Reporting.....	35
Asset Management .....	35
Debt Management .....	36
Debt Financing .....	36
Internal Controls.....	37
Staffing and Training.....	37
Fund Types.....	38
Basis of Budgeting.....	39
Revenue Explanations .....	39

<b>GENERAL FUND</b> .....	42
General Fund Revenue .....	42
City Council – Non-Classified .....	46
City Manager.....	48
Human Resources/Risk Management .....	52
City Clerk.....	56
Technology Solutions .....	60
Administrative Services .....	66
Finance.....	
Accounting and Budgeting .....	70
Billing and Collection .....	74
Library.....	78
Police .....	
Supervision.....	84
Support Services.....	90
Criminal Investigations .....	94
Patrol.....	98
Code Enforcement.....	104
Special Traffic Enforcement Programs .....	108

Fire Department.....	
Supervision.....	112
Firefighting.....	118
Economic Development.....	124
Development.....	128
Recreation and Aquatic Center.....	
Recreation.....	132
Aquatics.....	138
Public Works.....	
Supervision.....	144
Street & Right-Of-Way Maintenance.....	150
Facilities Maintenance.....	156
Grounds Maintenance.....	160
Parking Garage Maintenance.....	164
<b><i>STORMWATER UTILITY FUND</i></b> .....	168
<b><i>STEET LIGHTING FUND</i></b> .....	176
<b><i>GENERAL DEBT SERVICE FUND</i></b> .....	180
<b><i>CAPITAL IMPROVEMENT FUND</i></b> .....	183
<b><i>WATER &amp; SEWER REVENUE FUND</i></b> .....	
Water & Sewer Revenue.....	189
Water Production.....	190
Water & Reclaimed Water Distribution.....	196
Water & Sewer Non-Classified.....	201
Construction Services.....	202
Reclaimed Water Production.....	206
Water Pollution Control.....	210
Sewer Collection.....	216
Non-Expenditure Disbursements.....	222

<b>WATER &amp; SEWER RENEWAL &amp; REPLACEMENT FUND</b> .....	224
<b>WATER &amp; SEWER DEBT SERVICE FUND</b> .....	228
<b>WATER &amp; SEWER ASSESSMENT FUND</b> .....	232
<b>WATER &amp; SEWER CONSTRUCTION FUND</b> .....	234
<b>SOLID WASTE COLLECTION SERVICES</b> .....	240
<b>CENTRAL GARAGE</b> .....	244
<b>COMMUNITY REDEVELOPMENT AGENCY FUND</b> .....	250
<b>STREET IMPROVEMENT FUND</b> .....	256

# Introduction





## **About New Port Richey**

### **General Information**

Description

Geography

Transportation

Media

Recreation and Aquatic Center

Public Works

Police Department

Fire Department

Library

Electoral Districts

### **City Council**

Council-Manager Form of Government

Council Meetings

Calendar of Meetings

Communications

Elected Officials

Administrative Services and Department Contact Information



## About New Port Richey



New Port Richey is a residential community with a strong local government and an attractive historical downtown and Main Street. The City has a broad array of business and retail services. Since its

incorporation in 1924 and founded by Captain Aaron M. Richey, the city is most recognized for its cultural heritage and unique riverfront landscape. Located in western Pasco County, New Port Richey is approximately 30 miles northwest of greater Tampa. New Port Richey's geography blends nature, beaches, and great shopping with restaurants, culture and business – all with a small-town feel. Major attractions are located nearby. New Port Richey is rich in history, and alive with festivals and special events. In 1995, New Port Richey became sister cities with Cavalaire-sur-Mer on the French Riviera. Downtown's Cavalaire Square (home to arts and cultural performances) was named in honor of that very special relationship.

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.

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

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

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

The U.S Census Bureau currently estimates 17,332 as the population for the City of New Port Richey as of 2022. The U.S Census Bureau currently estimates the population for the Tampa - St. Petersburg - Clearwater, Florida Metropolitan Statistical Area (MSA) at 3.19 million, as of 2019. The Tampa Bay Partnership and U.S. Census data showed an average annual growth of 2.0 percent, or a gain of approximately 63,896 residents per year between 2015 and 2019. The combined Greater Tampa Bay region experienced a combined growth rate of 14.8 percent, growing from 3.9 million to 4.2 million. In 2008 the area's construction-based boom was brought to a

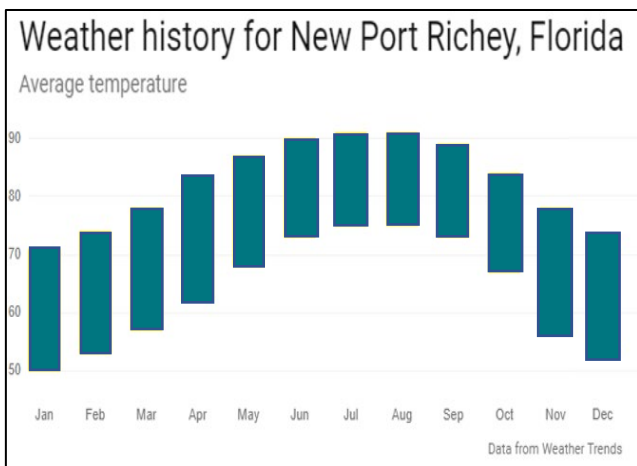
sudden halt by the financial crisis of 2007-2010, and by 2009 it was ranked as the fourth worst performing housing market in the United States. According to the U.S. Census Bureau, the County of Pasco has a total area of 868 square miles of which 747 square miles of it is land and 122 square miles of it is water.

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.

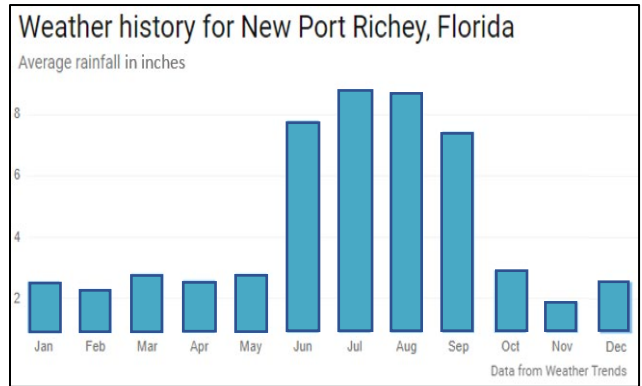
**Local Weather**

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.

**Monthly Temperature Averages**



**Annual Rainfall Averages**



**Surrounding counties**

- Hernando County, Florida - North
- Sumter County, Florida - Northeast
- Polk County, Florida - Southeast
- Hillsborough County, Florida - South
- Pinellas County, Florida - Southwest

**Area Sports**

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

**Major Economic Engines in the Area**

- Hospitality
- Retail
- Healthcare

**Major Employers**

- School District
- Government
- Hospital
- Primary Utilities



### **Schools in New Port Richey Area**

- Richey Elementary
- Cotee River Elementary School
- Gulf Middle School
- Gulf High School
- River Ridge High School

### **College**

Pasco-Hernando State College - New Port Richey location

### **Hospital**

Morton Plant North Bay Hospital

The City also provides a full range of modern, municipal services and events 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

## **Transportation**

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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.

### **Major City Roads**

- North/South Roads
  - US Hwy 19
  - Grand Blvd.
  - Madison St.
  - Congress St.
  - Rowan Rd.

**Major City Roads - Continued**

- East/West Roads
  - Massachusetts Ave
  - Main St
  - Gulf Dr.
  - Marine Pkwy

**Major Pasco County Roads**

- SR 54
- SR 52
- Suncoast Highway
- US Hwy 19
- I-75,
- US Hwy 41
- County Rd
- Little Road
- Trinity Boulevard - CR 996

**Major Airports**

- Tampa International Airport
- St. Petersburg-Clearwater Airport

**Minor Air Strips**

- 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**



**GOPASCO** transportation services are provided by the Pasco County Board of County

Commissioners through Pasco County Public Transportation (GOPASCO). Bus service times vary per route, but in general fixed-route and paratransit services run from 5:30 a.m. through 8 p.m. Monday - Friday and 6:00 a.m. to 7 p.m. on Saturday. For accurate times, please see their individual route schedules.

For information on their fares, please refer to their web site at **pascocountyfl.net**, call GOPASCO at (727) 834-3322 or email them at **info@gopasco.com**.

**News and current events**

To keep up with area news and events, 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.

For local events you can visit the City's official website at [www.cityofnewportrichey.org](http://www.cityofnewportrichey.org), Facebook at [www.facebook.com/CityNPR/](http://www.facebook.com/CityNPR/) or [www.downtownnewportrichey.com](http://www.downtownnewportrichey.com). They include City events, local news as well as meeting minutes and information on city facilities and services.

**Local Utility Services**

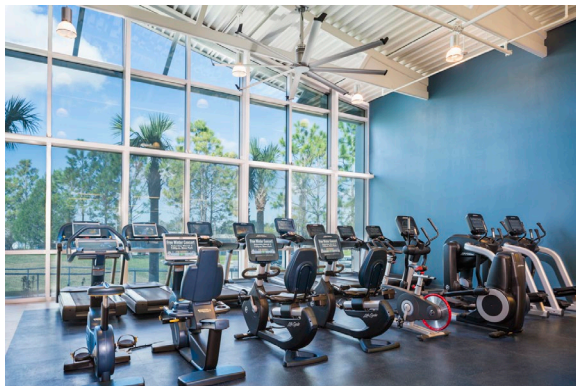
The City of New Port Richey provides water and sewer services within the City and some areas outside of the City limits. Other providers may include Pasco County Utilities and Florida Government Utility Authority. Electricity is provided by Duke Energy and in other areas by Withlacoochee River Electric.

## City Parks



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

AARP Age Friendly Community Award  
FRPA Agency Excellence Award  
for Economic Impact  
Healthy Weight Community Champion Award



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](mailto:smithe@cityofnewportrichey.org)



### **Sims Park**

George R. Sims, one of New Port Richey's earliest promoters, donated Sims Park (then named Enchantment Park) to the City in 1924. He died in 1954, and in accordance with his instructions, he was buried about 50 feet from Orange Lake without a tombstone - just a redbud tree to mark the spot. (However, his remains were moved to a cemetery some years later.) Sims Park is protected by New Port Richey's very first ordinance, and because of Ordinance One, the park will remain the people's park forever. Dogs are welcome in the park and around Orange Lake on a leash.

### **Amenities & Features -**

- Boat dock
- Band shell/Amphitheater
- Riverfront walk
- ADA Accessible Kayak/Canoe launch
- Children's playground
- Open green space
- Public restrooms
- Free parking
- 5 Pavilions (2 with grills)
- Paved paths
- Wheelchair-accessible
- Dog friendly

## **Splash Pad**

The splash pad located at Sims Park is open daily from 9:00AM until 30 minutes before sunset. Before the splash pad opens on Mondays & Fridays, City crews drain and refill the pad to maintain safe levels in the water, along with testing (3) three times daily. Keep in mind when visiting the Splash Pad, weather changes such as lightning, within a 10 mile radius, and outside temperatures dropping below 55° may cause it to open later or close early that day. State requirements for unforeseen sanitation issues and accidents, may cause the pad to close early also. You may review the Florida Health Department Chapter 64E-9 for Public Swimming Pools and Bathing Places for precise details.

## **Other attractive parks to visit around the City:**

- Cotee River Park
- Recreation Center Skate Park
- Orange Lake - Located in Sims Park
- Frances Avenue Park
- Meadows Dog Park
- Grand Boulevard Park
- James E. Grey Preserve
- Russ Park
- Jasmine Park

## **Fishing & Boating**

A Florida fishing license is required. Licenses are available at many local fishing supplies retailers or go to [www.gooutdoorsflorida.com](http://www.gooutdoorsflorida.com). The popular Fish Rules App has been updated to include freshwater regulations! Look for it in the App Store and Google Play for iOS and Android. Enable Location Services to see site-specific regulations for your location.



6132 Pine Hill Road  
Port Richey, FL 34668  
Tel: (727) 841-4536



Message from the Public Works Director

**COMMITTED TO SERVICE**

**OUR MISSION:**

**TO PROVIDE RESPONSIVE,  
PROFESSIONAL, AND  
COURTEOUS SERVICE TO THE PUBLIC**

## **Public Works has many divisions -**

- Fleet
- Grounds and Facilities Maintenance
- Project Management
- Reclaimed Water
- Sewer Collection
- Stormwater Utility
- Streets and Right of Way Maintenance
- Water Distribution
- Water Production
- Water Reclamation Facility

The Department to contact for water breaks, sewer backups, street signs that are missing or down and street flooding.

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





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



The City of New Port Richey Police Department is a progressive agency that currently employs 44 sworn officers, as well as auxiliary and part-time officers. The Department has 26 civilian employees, which includes dispatchers, crime scene technicians, victim advocate, code enforcement, records clerks, and other personnel. The City of New Port Richey city limits cover five square miles with a population of approximately 15,100 residents. New Port Richey is the hub of west Pasco County and is surrounded by an unincorporated population of approximately 240,000 Pasco County residents. The New Port Richey Police Department is the largest municipal law enforcement agency in Pasco County.



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



The Fire Department currently operates out of 2 fire stations fully staffed with 21 career Firefighter-Paramedics augmented by 10 part-time Firefighter EMTs working 3 shifts on a 24-48-hour schedule. In addition to providing fire protection services, the fire department responds to many other emergencies including emergency medical service calls, hazardous material spills or releases, auto accidents with injuries, severe weather-related emergencies, 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 non-emergency services to ensure the safety of our community including inspections of all new buildings, buildings under renovation, and local businesses to make sure they meet the Florida Fire Prevention Code. The fire department also has a very popular fire safety education program not just during fire prevention week but year round. The fire department operates under the direction of Fire Chief Chris Fitch.





5939 Main Street  
New Port Richey, FL 34652

[www.facebook.com/NPRPublicLibrary/](http://www.facebook.com/NPRPublicLibrary/)  
[www.nprlibrary.org](http://www.nprlibrary.org)

Monday - Thursday - 10:00AM - 7:00PM  
Friday - 10:00AM - 5:00PM  
Saturday - 10am-2pm  
Sunday - Closed  
(727) 853-1279



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

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

The New Port Richey Public Library continues to grow in service to the community. The downtown Library on Main Street, recently renovated and beautifully welcoming, serves City residents as well as residents of Pasco County and unincorporated areas.

We transform lives with a curriculum that improves literacy, engages community, advances knowledge and sparks creative expression. Our curriculum includes participatory classes, individualized research assistance, innovative technology, relevant resources, and inspiring experiences that measurably empower our community.



# City Council



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

## 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.



## **Council Makeup**

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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.

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

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The Council is the legislative body; its members are the community's decision-makers. Power is centralized in the elected council, which establishes policy through the enactment of ordinances which become a part of the City's Code of Ordinances, resolutions and motions of the City Council. They approve the budget and determine the tax rate. The Council focuses on the community's goals, major projects and such long-term considerations as community growth, land use development, capital improvement plans, capital financing and strategic planning. The Council hires a professional manager to carry out the administrative responsibilities and supervises the manager's performance.

## **City Council Meetings**

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All meetings of the City Council are open to the public. Meetings are held in the City Council Chambers in City Hall at 5919 Main Street, New Port Richey. The calendar providing the dates and times of the meetings are posted on the City's website, [www.cityofnewportrichey.org](http://www.cityofnewportrichey.org).

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

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

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

## **Council Meeting Protocol -**

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

## City Council

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



**Chopper Davis, Mayor**

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

727-255-9135  
Next election: April 2026



**Matt Murphy, Deputy Mayor**

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

727-514-6577

Next election: April 2024



**Peter Altman, Council Member**

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

727-277-4734

Next election: April 2025



**Mike Peters, Council Member**

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

(727) 992-8109

Next election: April 2024



**Kelly Mothershead, Council Member**

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

813-843-2354

Next election: April 2025

### Contact Information

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City's Official Website

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

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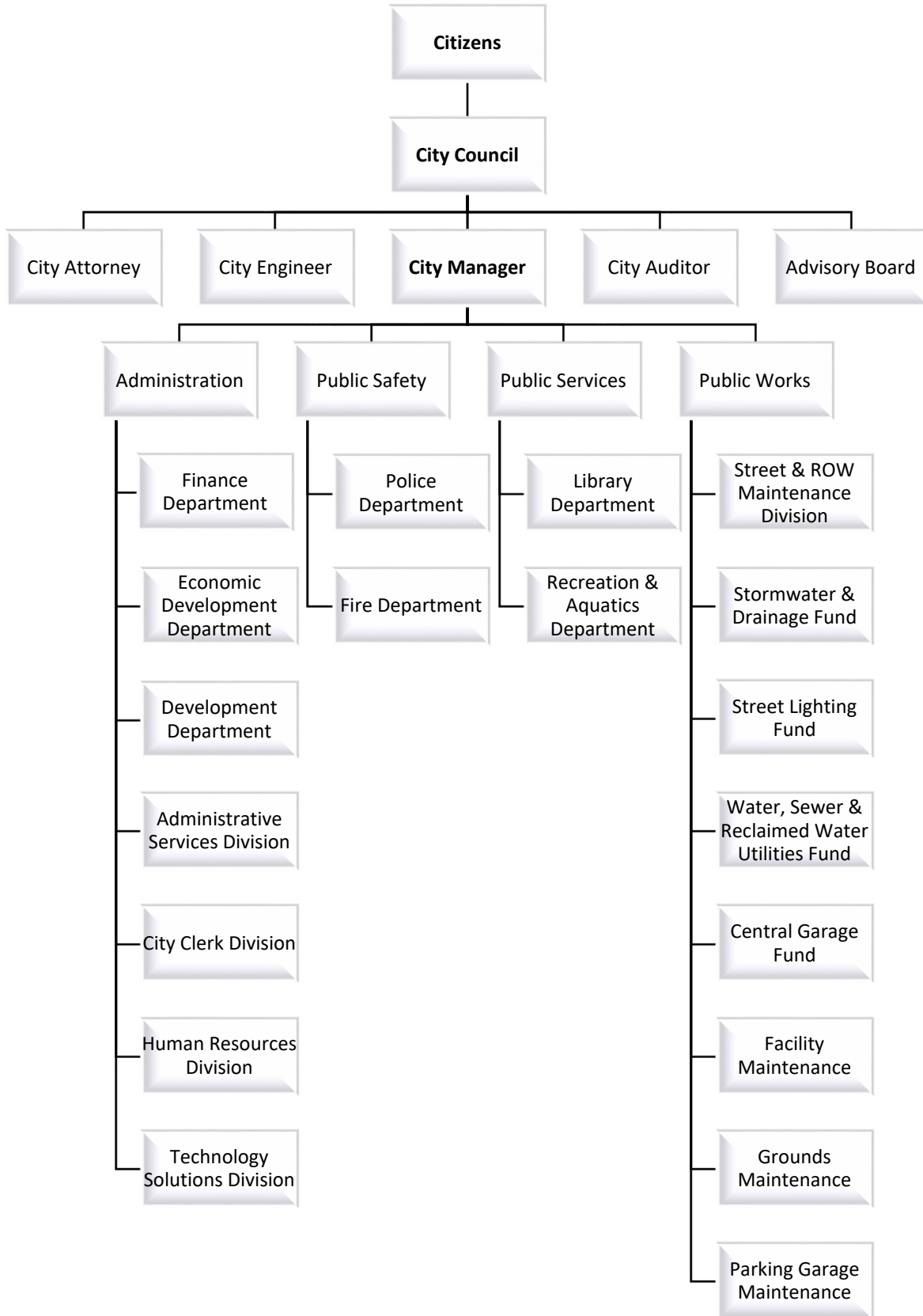
Administrative Services and Department phone numbers:

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









# Budget Message



**September 28, 2023**

To the Honorable Mayor and Members of the City Council:

With this letter, I am pleased to present the City of New Port Richey's Annual Operating Budget and Five – Year Capital Improvement Program for the 2023-2024 fiscal year for your consideration. The budget was developed in accordance with the City Charter, the annual budget calendar, the stated financial management policies and guidelines of the City and City Council's strategic focus areas and direction. This budget, like preceding years' budgets, continues to recognize the external economic conditions that demand conservative approaches to managing expenses while delivering high quality services to residents and members of the business community.

### **Budget Overview & Economic Outlook**

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There are many factors causing concern for the future stability of the economy. The pace of inflation has accelerated, and the federal government has begun raising interest rates, labor shortages remain a challenge, supply chain issues from material sourcing to manufacturing to distribution are becoming more severe. The effects of wild and unprecedented weather patterns are damaging and have intensified the focus on ways to mitigate climate change. As a result, looking forward, it is more important than ever to continue making sound and thoughtful fiscal decisions that best position the city for those unknowns that may still lie ahead.

The FY 2023/24 proposed budget was prepared by using a determined and practical approach. It continues to support the long-term vision of City Council and appropriately aligns available resources to meet strategic objectives. The proposed budget funds those programs and projects that create a lasting impact on the lives of New Port Richey residents and businesses. The proposed budget reflects a careful balancing act between economic unknowns and the organization's need for addressing personnel compensation, achieving capital improvement goals, and maintaining service levels and programs, all while decreasing the millage rate.

The proposed FY 2023-2024 budget reflects an overall increase of 18.4% in expenditures over 2022-2023's total Operating Budget. The total budgeted expenditures from all budgeted funds for FY 2023-2024 are approximately \$98,361,930, compared to \$83,102,330 for FY 2022-2023.

As the City continues to realize forward momentum and economic growth, we must maintain a balance of fiscal realities with the collective expectations of our municipal services and associated costs. As done in the past, it is important to contemplate and plan for future considerations, such as, funding for additional positions, capital needs, and the credible risk of economic decline. The proposed budget acknowledges these considerations and maintains a judicious path forward to accomplish many of the goals and objectives set by City Council.

## Governmental Accounting and Budgets

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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

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The FY 2023-2024 General Fund budget is balanced without the use of prior year reserves. The total General Fund Revenue Budget is \$32,227,870, which includes transfers in from other governmental funds of \$3,186,470 and contributions from enterprise funds in the amount of \$4,817,640.

## Tax Rate and Tax Roll

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On July 1, 2023, the Pasco County Property Appraiser provided estimated municipal gross taxable values to cities under its jurisdiction. The average taxable value of all properties increased by 10.97%. The total taxable property value of \$849,950,152 in 2022 increased to \$943,167,724 in 2023.

Approximately 56% of the just value of property in the city is residential. 28% of the total value is commercial property and 7% is attributed to governmental and institutional property. Personal property values equated to 9% of the total.

The proposed budget is based on a property tax rate of 8.4000 mills (one mill equals one dollar of tax per one thousand dollars in value), which is a decrease of .0500 mills from last year.

## Staffing Levels

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In order to effectively navigate the City Council's vision, it is essential for the Administration to maintain the appropriate staffing levels. Staffing level changes proposed in the 2023 -2024 Operating Budget consist of the following in the General Fund: the addition of one full-time grant writer, one full-time fire fighter budgeted for one half of the fiscal year, one part-time library position budgeted as a full-time position for the new fiscal year, and one part-time crossing guard officer. Two full-time and two part-time patrol officer positions were frozen in the new fiscal year, and one full-time code enforcement position is budgeted for one half of the fiscal year. Additionally, one new full-time employee is budgeted in the Solid Waste Fund. The proposed budget also continues the provision of health insurance coverage to employees and retirees of the City.

## Capital Improvement Program

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The total expenditures earmarked as capital expenditures for FY 2023-2024 is \$27,708,760. This amount represents \$3,312,860 more than what was budgeted in the previous fiscal year. Of that total, \$1,235,000 is dedicated to support general fund capital improvements, \$1,985,000 is dedicated to parks and recreation, \$4,860,000 is dedicated to support public safety and public facilities, and \$2,055,000 is reserved for transportation. Additionally, \$960,000 is appropriated for stormwater utility projects, \$8,120,000 is being allocated to water and sewer construction projects, \$3,415,000 is dedicated to redevelopment efforts, and \$5,078,760 is dedicated to road and street improvements. The capital budget is a five-year plan for capital expenditures.

## Summary

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Overall, the FY 2023-2024 Operating Budget presents a spending plan that reflects the priorities, policies, and goals of the City Council and the citizens it represents. The proposed plan continues to move the City towards achieving many of the priorities of the City Council in the areas of fiscal sustainability, preservation of infrastructure, and conservation.

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

Preparation of the FY 2023/24 budget is a team endeavor facilitated by the combined efforts of City Council, all departments, and many staff members. As always, I sincerely appreciate the Mayor and City Council for their continued leadership and support.

Respectfully Submitted,



Debbie L. Manns  
City Manager



# 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 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.

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.

**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.



## GENERAL FUND

001 REV CODE	CLASSIFICATION	AMENDED				BUDGET AMOUNT FY23-24
		ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	BUDGET FY22-23	
311100	Current Ad Valorem Taxes	5,640,949	5,945,352	6,799,396	6,774,020	7,563,250
311200	Delinquent Ad Valorem Taxes	12,648	13,881	5,462	40,000	30,000
314100	Electric Utility Tax	1,638,534	1,709,552	1,650,000	1,650,000	1,750,000
314400	Gas Utility Tax	44,571	21,368	22,000	50,000	30,000
314800	Propane Utility Tax	49,248	34,801	35,000	50,000	50,000
315250	Communications Services Tax	836,490	861,394	808,000	808,000	995,840
316100	Local Business Tax	123,544	115,994	175,000	175,000	175,000
<b>TOTAL TAXES</b>		<b>8,345,984</b>	<b>8,702,342</b>	<b>9,494,858</b>	<b>9,547,020</b>	<b>10,594,090</b>
321110	Residential Rentals	76,765	71,695	86,500	85,000	115,000
322100	Building Permits	403,826	708,771	901,500	901,500	925,000
322200	Building Code Surcharge	1,523	-	1,500	1,500	1,500
322300	Certificate of Use Program	-	-	35,000	35,000	35,000
323100	Electric Franchise Fees	1,247,795	1,347,580	1,125,000	1,275,000	1,275,000
323400	Gas Franchise Fees	44,426	45,565	45,000	110,000	50,000
323700	Garbage Hauling Franchise Fees	243,918	131,973	110,188	225,000	-
329100	Other Licenses & Permits	1,484	2,463	2,000	2,000	2,000
329210	Development Review Fees	76,388	12,635	26,750	15,000	35,000
329600	Tree Removal/Replacement	-	-	-	10,000	10,000
<b>TOTAL LICENSES &amp; PERMITS</b>		<b>2,096,125</b>	<b>2,320,682</b>	<b>2,333,438</b>	<b>2,660,000</b>	<b>2,448,500</b>
331225	USDA-Pandemic Resp & Safety Grant	-	6,565	-	-	-
331280	Identity Theft & Fraud Grant	2,664	9,626	10,000	10,000	10,000
331540	Community Development Block Grant	-	10,417	-	250,000	750,000
331550	School District Reimb. for SRO	149,900	102,268	127,120	127,120	-
331590	CARES Act Funding	54,826	-	-	-	-
331591	ARPA Funding	-	420,770	2,500,000	2,500,000	1,900,000
334240	Victims of Crime Act Grant	10,659	32,306	25,701	38,140	38,000
334270	FF Cancer Decontamination Grant	10,013	-	-	-	-
334280	EBT SNAP Program	13,005	14,951	13,601	15,000	20,000
334510	State Aid to Libraries Grant	15,443	17,805	17,800	17,800	18,790
334600	FL Humanities Council Grant	1,000	4,500	-	-	-
334730	Electrify America	-	1,879	-	-	-
335120	State Revenue Sharing	755,180	972,770	768,239	834,900	913,830
335140	Mobile Home Licenses	38,528	39,576	36,735	50,000	50,000
335150	Alcoholic Beverage Licenses	45,080	36,182	38,000	50,000	50,000
335180	Half-Cent Sales Tax	1,302,161	1,468,905	989,598	1,236,820	1,390,750
335200	Firefighters Supplemental Comp.	5,433	5,270	1,230	5,000	5,000
335240	State Excise Tax - Police Pension	217,595	225,052	259,111	217,600	225,000
335250	State Excise Tax - Fire Pension	114,576	125,946	138,787	114,580	115,000
335410	Rebate on Municipal Vehicles	16,654	14,851	11,016	20,000	15,000
335500	Opioid Settlement Funds	-	-	31,988	31,990	90,000
338200	Mun. Share-County Occ. Licenses	10,863	10,410	6,356	18,000	15,000
339100	Other Intergovernmental Revenue	-	-	-	-	2,000,000
<b>TOTAL INTERGOVERNMENTAL</b>		<b>2,763,580</b>	<b>3,520,049</b>	<b>4,975,282</b>	<b>5,536,950</b>	<b>7,606,370</b>

## GENERAL FUND, CONT.

001 REV CODE	CLASSIFICATION	AMENDED				BUDGET AMOUNT FY23-24
		ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	BUDGET FY22-23	
341200	Zoning Fees	-	72,420	58,090	75,000	75,000
341310	Administrative Fees	19,238	17,507	14,374	25,000	25,000
341330	Magistrate/Court Fees	7,276	7,470	10,000	30,000	30,000
341400	Cert., Copying & Record Search	66,893	67,762	46,000	75,000	75,000
341430	Notary Services	430	470	605	500	500
342100	Off-Duty Pay	188,892	121,975	105,000	205,140	175,000
342400	Emergency Service Fees	-	425	5,000	5,000	5,000
342510	Fire Inspection Fees	19,820	16,596	17,000	17,000	115,000
342520	Residential Rental Inspection Fees	50	-	2,000	2,000	-
343940	Street Lights - Lakewood Vila	2,310	3,961	3,631	5,000	5,000
343950	Street Lights - Eastbury Gardens	3,313	3,312	3,039	4,000	4,000
343960	Street Lights - Hillandale	17,313	18,209	16,689	18,000	18,000
343970	Street Lights - Ridgewood	11,176	11,172	10,234	15,000	15,000
343980	Street Lights - Barbara Ann	970	972	891	1,500	1,500
347110	Miscellaneous Proceeds - Library	10,444	10,301	6,698	10,000	13,000
347120	Gifts - Library	101	171	89	300	300
347130	Memorials - Library	100	50	50	50	100
347140	Bus Pass Sales	-	-	1,870	1,870	2,000
347190	Book Store - Library	10	-	1,000	1,000	-
347220	Recreation Memberships	134,331	183,617	173,099	170,000	200,000
347230	Concessions - Machines	2,880	3,434	5,594	2,500	5,000
347240	Recreation Daily Fees	153,228	196,440	183,791	160,000	195,000
347250	Rentals	91,691	113,527	95,482	80,000	160,000
347270	Lesson Fees	9,150	7,470	9,000	9,000	12,000
347280	Percentage of Classes	42,551	20,154	15,083	25,000	35,000
347290	Summer Program Fees	42,675	63,428	62,563	60,000	65,000
347300	Team Sports	1,566	9,031	8,770	15,000	15,000
347310	Concession Stand	4	1,059	1,589	5,000	5,000
347320	Recreational Trips	6,145	7,917	8,327	10,000	10,000
347330	Red Cross Classes	1,938	1,620	2,600	2,000	3,500
347340	Swim/Recreation Accessories	837	817	686	2,000	2,000
347370	Camps	2,475	4,395	3,825	4,000	4,500
347390	Park Vending	200	8	100	-	-
347400	Instructor Class Percentages	15,545	45,366	56,012	30,000	60,000
347410	Special Events Reimbursement	3,991	18,948	9,803	30,000	30,000
<b>TOTAL CHARGES FOR SERVICES</b>		<b>857,543</b>	<b>1,030,004</b>	<b>938,584</b>	<b>1,095,860</b>	<b>1,361,400</b>
351100	Court Fines	46,316	61,039	30,000	70,000	70,000
351110	Civil Infraction Fines	51,215	90,456	117,145	130,000	130,000
351200	Parking Fines	-	275	280	100	2,000
351210	Red Light Fines	1,733,136	1,685,751	1,463,742	1,700,000	1,650,000
351300	Police Education	7,911	9,578	7,357	10,000	8,000
352100	Library Fines	1,094	171	108	2,000	3,000
354100	Code Enforcement Fines/Court Costs	75,770	75,000	75,000	75,000	80,000
354110	Lot Clearing/Mowing Fines	1,045	2,290	1,000	3,000	3,000
354120	Investigations - Recovery	28,250	27,774	20,649	15,000	25,000
354140	Residential Rental Insp Fees	375	8,535	1,780	1,780	2,000

## GENERAL FUND, CONT.

001 REV CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
358200	Impound Lot	332,361	153,165	150,000	150,000	150,000
359100	Other Fines and Forfeits	3,660	6,426	4,759	5,000	5,000
359110	Unclaimed Evidence	238	-	1,000	1,000	5,000
359120	Contraband Forfeitures	48,749	-	5,000	5,000	5,000
359130	Equitable Sharing - DOJ/DEA	9,884	-	-	-	-
<b>TOTAL FINES &amp; FORFEITURES</b>		<b>2,340,004</b>	<b>2,120,460</b>	<b>1,877,820</b>	<b>2,167,880</b>	<b>2,138,000</b>
361100	Interest - Investments	731	20,605	10,000	10,000	10,000
361130	Interest - Taxes	22,792	18,010	20,000	20,000	20,000
361160	Interest - Lot Mowing	77	137	-	-	-
361200	Interest - S.B.A.	1,229	6,730	10,000	10,000	10,000
361250	Interest - FMIvT	22	1,418	5,000	5,000	5,000
362100	Rents & Royalties - Miscellaneous	250	2,250	-	-	-
362140	Rent - Chamber of Commerce	4,900	5,500	5,400	5,400	5,400
364220	Surplus Land Sales	17,885	1,868,290	-	-	-
364410	Disposition of Fixed Assets	209,120	-	-	100,000	50,000
364420	Insurance Proceeds	28,115	15,379	31,217	-	-
366900	Contributions and Donations	6,549	3,102	10,984	-	-
366910	Contributions - Police	-	10,080	-	-	-
366920	Donations - Recreation	3,300	4,926	470	-	-
366930	Contributions From Friends- Library	3,110	15,742	-	-	-
369210	Vacant/Foreclosed Property Registry	-	3,675	-	-	-
369300	Refund of Prior Year Expense	8,189	7,076	2,657	5,000	5,000
369710	Returned Check Charge	-	280	30	-	-
369900	Other Miscellaneous Revenue	8,440	18,799	15,000	15,000	15,000
381310	Transfer from Street Improv. Fund	484,760	473,429	463,170	463,170	488,110
381320	Transfer from CRA Fund - Admin. Serv.	376,110	267,790	499,520	499,520	649,230
381370	Transfer from CRA Fund - Loan Repayment	-	619,310	619,310	619,310	525,090
381600	Transfer from Capital Improv. Fund	573,290	880,930	1,217,150	1,217,150	1,524,040
381700	Transfer from Gen Debt Service Fund	849,917	-	-	-	-
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>2,598,786</b>	<b>4,243,458</b>	<b>2,909,908</b>	<b>2,969,550</b>	<b>3,306,870</b>
382100	Contribution from W & S Fund	3,598,290	3,384,960	4,117,310	4,117,310	3,669,000
382110	Contribution from W & S Fund - TBW Int.	275,200	246,420	216,180	216,180	184,420
382120	Contribution from W & S Fund - PILOFF	611,930	630,280	649,190	649,190	668,660
382200	Contrib. from Stormwater Utility Fund	130,000	130,000	160,500	160,500	130,000
382300	Contribution from Solid Waste Collection Fund	-	-	-	-	165,560
<b>TOTAL OTHER</b>		<b>4,615,420</b>	<b>4,391,660</b>	<b>5,143,180</b>	<b>5,143,180</b>	<b>4,817,640</b>

<b>REVENUES PRIOR TO FUND BALANCE</b>	<b>23,617,442</b>	<b>26,328,655</b>	<b>27,673,070</b>	<b>29,120,440</b>	<b>32,272,870</b>
389900 Prior Yr Fund Bal-Unassigned	-	-	-	122,420	-
<b>TOTAL FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>122,420</b>	<b>-</b>
<b>GENERAL FUND REVENUES</b>	<b>\$ 23,617,442</b>	<b>\$ 26,328,655</b>	<b>\$ 27,673,070</b>	<b>\$ 29,242,860</b>	<b>\$ 32,272,870</b>

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# CITY COUNCIL

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

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

## DESCRIPTION

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

The City Council's powers consist of:

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





## CITY COUNCIL

001011		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
41311	Part-Time Wages	18,600	29,088	39,600	39,600	39,600
42111	Social Security Matching	1,423	2,225	3,030	3,030	3,030
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 20,023</b>	<b>\$ 31,313</b>	<b>\$ 42,630</b>	<b>\$ 42,630</b>	<b>\$ 42,630</b>
43111	City Attorney Services	98,318	96,679	92,400	92,400	92,400
43199	Professional Services - Misc.	15,135	6,969	8,500	8,000	35,000
44011	Travel & Training	10,553	11,856	13,000	12,000	14,000
44134	Data Lines	-	3,323	2,800	2,800	2,800
44211	Postage	419	982	500	500	500
44810	Cultural Affairs	500	4,610	12,000	12,000	12,000
44812	West Pasco Historical Society	20,000	20,000	18,000	18,000	18,000
44961	Special Events	50,000	60,000	58,000	58,000	85,000
44965	Program Expense - Citizens Academy	-	-	5,000	5,000	3,500
44999	Other Charges - Misc	17,318	31,315	10,000	10,000	10,000
45111	Office Supplies - General	1,942	2,192	1,100	200	1,200
45231	Clothing & Wearing Apparel	648	367	500	500	500
45243	Computer Supplies	1,787	69	1,000	1,000	1,000
45411	Dues and Memberships	5,254	6,861	8,000	6,500	8,500
45461	Books and Publications	1,054	418	800	800	800
49995	Settlement Agreement	294	-	-	-	-
<b>TOTAL OPERATING</b>		<b>\$ 223,222</b>	<b>\$ 245,641</b>	<b>\$ 231,600</b>	<b>\$ 227,700</b>	<b>\$ 285,200</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 243,245</b>	<b>\$ 276,954</b>	<b>\$ 274,230</b>	<b>\$ 270,330</b>	<b>\$ 327,830</b>

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# CITY MANAGER

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

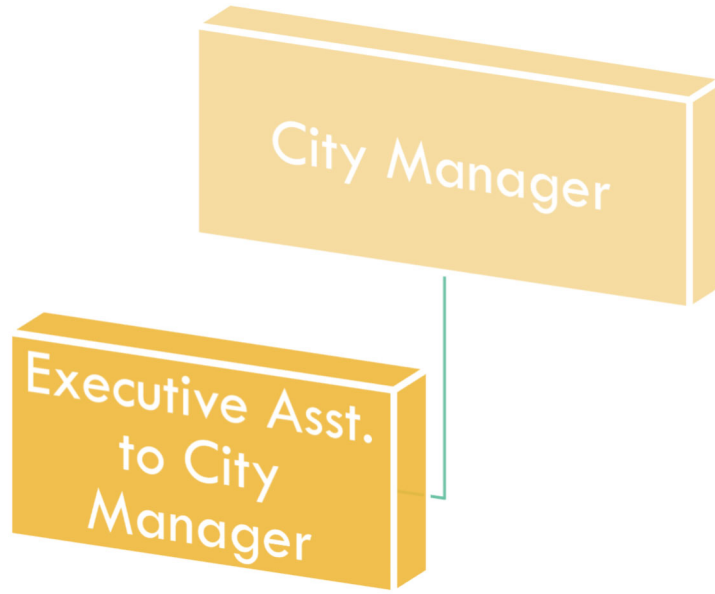
provide thoughtful, effective planning for the City's future growth and development and maintain effective communication between the City Council, city employees, and New Port Richey residents.

## 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 - Much of the communication to the City Council, the media, and public comes through the City Manager. This includes the City's newsletter, press releases, and media briefings.
- Economic Development - The City Manager is the Executive Director of the Community Redevelopment Agency and leads efforts related to economic development within the city.
- Community Engagement - The City Manager is the liaison with neighborhood groups, social service agencies, civic groups, and other governmental bodies working to foster communication, collaboration and cooperation between and among these groups and the city.
- Intergovernmental Relations - The City Manager works with elected officials from the County, State, and Federal government to coordinate grants and legislative issues affecting our community.



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
City Manager	.75	.75	.75
Exec. Asst. to City Manager	.75	.75	.75
<b>Total</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>



## CITY MANAGER

<b>001021</b>		AMENDED				<b>BUDGET</b>
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	<b>AMOUNT</b>
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	<b>FY23-24</b>
41111	Department Head Salaries	105,098	99,590	105,820	105,820	115,350
41210	Regular Exempt Salaries	50,983	55,738	52,250	52,250	57,050
41512	Gas / Car Allowance	5,679	6,035	6,000	6,000	6,000
42111	Social Security Matching	12,020	12,035	12,550	12,550	13,650
42211	Florida Retirement System	33,667	37,488	45,860	45,860	59,510
42311	Health Insurance - Reg.	16,841	13,575	13,760	13,760	15,130
42312	Group Life Insurance	81	79	90	90	90
42313	Accidental Death AD&D	11	11	40	40	40
42426	Workers Comp - Clerical (8810)	279	294	280	280	270
<b>TOTAL PERSONNEL SERVICES</b>		<b>224,659</b>	<b>224,845</b>	<b>236,650</b>	<b>236,650</b>	<b>\$ 267,090</b>
43199	Professional Services - Misc.	30,136	-	48,000	48,000	20,000
44011	Travel & Training	3,159	6,685	7,500	7,500	7,500
44121	Telephone - Local	2,800	2,457	2,500	2,500	2,500
44134	Data Lines	-	923	1,000	1,000	1,000
44211	Postage	91	84	100	100	100
44481	Lease - Copier	1,276	182	1,000	1,000	1,000
44799	Printing & Binding	1,787	282	1,000	1,000	1,000
44999	Other Charges - Misc	4,576	1,292	200	200	200
45111	Office Supplies - General	6,937	1,317	2,500	2,000	2,500
45231	Clothing & Wearing Apparel	126	6	200	200	200
45243	Computer Supplies	1,517	190	500	500	500
45291	Operating Supplies - Disaster	18	-	-	-	-
45299	Operating Supplies - Misc.	1,755	2,235	1,500	1,500	1,500
45411	Dues and Memberships	1,664	1,124	2,000	2,000	2,000
45461	Books and Publications	150	121	200	200	200
<b>TOTAL OPERATING</b>		<b>\$ 55,992</b>	<b>\$ 16,898</b>	<b>\$ 68,200</b>	<b>\$ 67,700</b>	<b>\$ 40,200</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 280,651</b>	<b>\$ 241,743</b>	<b>\$ 304,850</b>	<b>\$ 304,350</b>	<b>\$ 307,290</b>



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# HUMAN RESOURCES

## IT IS THE MISSION OF HUMAN RESOURCES TO

provide city employees peace of mind in their compensation, benefits, and well-being, while enhancing the outstanding services and opportunities for the citizens of New Port Richey; provide capacity to the City to effectively forecast human capital requirements and strategically recruit, retain, and promote the highest quality candidates and employees; plan for recruitment and retention through workplace culture initiatives that are meaningful, inclusive and rewarding; provide a conduit for employee resources, training, and organizational development; and ensure employees are provided the best possible services for their efforts while being a good steward of tax payer's dollars.

## 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 Department include 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 FY23

- Worked with Evergreen Consulting and Associates to complete a Classification and Wage Study covering the General Employees of the city, effective 10/01/2023.
- Initiated a redraft of the City of New Port Richey Personnel Rules and Regulations Human resources Policy Manual.
- Brokered a group program platform which resulted in a less than 10% increase in healthcare insurance premiums.
- Conducted a city-wide training program on the topic of Workplace Discrimination and Harassment.
- Initiated a Diversity and Inclusion Committee composed of city employees.

## FY24 Initiatives

- Elevate Human Resources functions to improve the development of employees and a workplace culture that is based on organizational values i.e.- customer service; supervisor training; life balance/mental wellness/financial health; workplace safety.
- Complete Wage Study with Evergreen Consulting Team for the General Employee group and disseminate the study results via cascading communication.

- Provide more targeted employee engagement programs focusing on stay interviews, suggestion program, and labor management committee.
- Negotiate with West Central Florida PBA for a cost-of-living increase (COLA) and 2 contract reopeners and with IAFF, Local 1158 for a COLA effective October 1, 2023.
- Work with Technology Solutions to program Applicant Tracking Software and implement database city-wide.
- Determine programming and execution and promotion related to the utilization of wellness incentives.



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
HR & Organizational Development Director	1	1	1
Human Resource Manager	1	1	1
Senior Administrative Assistant	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

## HUMAN RESOURCES

001022		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
41111	Department Head Salaries	-	45,372	87,510	87,510	105,020
41112	Division Head Salaries	61,468	63,886	62,610	62,610	69,040
41299	Regular Salaries & Wages	35,058	37,264	35,970	35,970	37,980
41531	Education Reimbursement	3,889	5,040	7,000	7,000	7,000
42111	Social Security Matching	7,182	11,005	14,240	14,240	16,220
42211	Florida Retirement System	9,830	24,868	36,050	36,050	50,770
42311	Health Insurance - Reg.	16,001	13,284	18,340	18,340	30,260
42312	Group Life Insurance	34	45	100	100	180
42313	Accidental Death AD&D	5	6	20	20	90
42426	W/C Clerical	197	269	320	320	320
42511	Unemployment Comp. Claims	24,895	1,766	15,000	15,000	15,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 158,559</b>	<b>\$ 202,805</b>	<b>\$ 277,160</b>	<b>\$ 277,160</b>	<b>\$ 331,880</b>
43112	Labor Attorney Services	12,396	9,640	6,500	6,500	6,500
43199	Professional Services - Misc.	31,269	49,711	58,000	58,000	55,000
43413	Employee Support Programs	5,036	11,607	25,000	25,000	25,000
44011	Travel & Training	100	3,480	1,270	1,500	3,000
44121	Telephone - Local	980	1,076	965	950	950
44134	Data Lines	-	483	200	300	300
44211	Postage	49	62	60	60	60
44481	Lease - Copier	906	793	1,000	1,000	1,000
44511	Liability Insurance - Comp. Ge	160,770	115,911	175,000	175,000	180,200
44521	Buildings & Contents Insurance	303,053	312,165	414,465	414,440	571,600
44522	Pollution Insurance	4,896	5,175	4,400	4,400	4,500
44523	Automobile & Truck Insurance	65,893	70,178	105,000	105,000	131,400
44590	Insurance Miscellaneous	643	1,317	1,000	2,000	2,000
44799	Printing & Binding	1,332	787	500	500	1,000
44915	Classified Advertising	8,287	5,719	5,000	8,000	8,000
44966	Employee Incentives	12,125	12,125	12,200	12,200	12,200
44967	Employee Engagement	-	-	-	3,000	-
44999	Other Charges - Misc	1,183	-	-	-	-
45111	Office Supplies - General	678	6,032	4,000	600	1,000
45231	Clothing & Wearing Apparel	-	-	-	200	250
45243	Computer Supplies	1,401	697	1,000	1,500	3,500
45254	Training Supplies - General	250	-	300	300	300
45291	Operating Supplies - Disaster	19	-	-	-	100
45411	Dues and Memberships	259	743	1,000	1,000	2,000
45431	Subscriptions/Newspapers	542	317	-	500	1,000
<b>TOTAL OPERATING</b>		<b>\$ 612,067</b>	<b>\$ 608,018</b>	<b>\$ 816,860</b>	<b>\$ 821,950</b>	<b>\$ 1,010,860</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 770,626</b>	<b>\$ 810,823</b>	<b>\$ 1,094,020</b>	<b>\$ 1,099,110</b>	<b>\$ 1,342,740</b>

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## 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

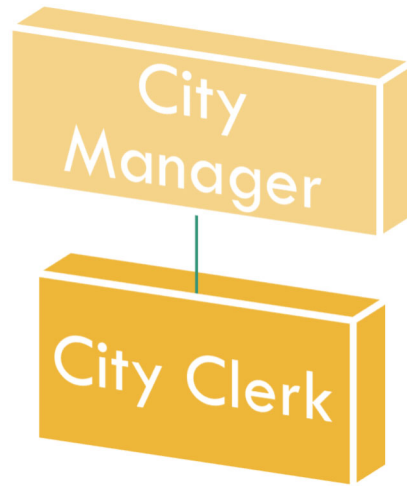
The City Clerk is known as the “keeper of the records”. The City Clerk prepares and maintains official city records, including City Council agendas and minutes, and serves as the Records Management Liaison Officer to the state archives - maintaining, storing, and disposing of the City’s public records 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 FY23

- City ordinances and resolutions, from 1924 to the present have been organized, catalogued, preserved and archived.
- City Council meeting minutes, from 1924 to present, have been prepared for presentation and archival purposes.
- Established a comprehensive ordinance/resolution database that is accessible to and searchable by City staff.

### FY24 INITIATIVES

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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
City Clerk	.25	.25	.25
<b>Total</b>	<b>.25</b>	<b>.25</b>	<b>.25</b>



## CITY CLERK

<b>001023</b>		AMENDED				<b>BUDGET</b>
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	<b>AMOUNT</b>
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	<b>FY23-24</b>
41111	Department Head Salaries	-	-	17,420	17,420	19,020
41112	Division Head Salaries	16,716	17,576	-	-	-
42111	Social Security Matching	1,242	1,306	1,340	1,340	1,460
42211	Florida Retirement System	1,708	2,924	5,060	5,060	6,560
42311	Health Insurance - Reg.	2,642	2,909	2,300	2,300	2,520
42312	Group Life Insurance	5	5	20	20	20
42313	Accidental Death AD&D	1	1	10	10	10
42426	W/C Clerical	33	34	30	30	30
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 22,347</b>	<b>\$ 24,755</b>	<b>\$ 26,180</b>	<b>\$ 26,180</b>	<b>\$ 29,620</b>
43423	Elections	11,060	10,524	12,000	12,000	11,000
43199	Professional Services - Misc	-	-	-	-	6,220
44011	Travel & Training	1,372	1,599	2,200	2,200	2,400
44121	Telephone - Local	-	-	500	500	500
44211	Postage	28	45	80	80	80
44481	Lease - Copier	59	1,202	500	500	500
44731	Code Book Update Service	7,406	7,409	5,000	5,000	4,000
44799	Printing & Binding	76	1,880	350	350	350
44911	Legal Advertising	16,338	23,428	25,000	25,000	20,000
44921	Legal Recordings	3,396	2,486	6,500	6,500	5,000
44981	Flowers	247	463	700	700	700
45111	Office Supplies - General	194	323	1,000	1,000	500
45231	Clothing & Wearing Apparel	155	30	100	100	100
45243	Computer Supplies	971	-	250	250	250
45411	Dues and Memberships	475	749	630	630	530
45461	Books and Publications	-	-	50	50	50
<b>TOTAL OPERATING</b>		<b>\$ 41,777</b>	<b>\$ 50,138</b>	<b>\$ 54,860</b>	<b>\$ 54,860</b>	<b>\$ 52,180</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 64,124</b>	<b>\$ 74,893</b>	<b>\$ 81,040</b>	<b>\$ 81,040</b>	<b>\$ 81,800</b>



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# 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 aids with 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).

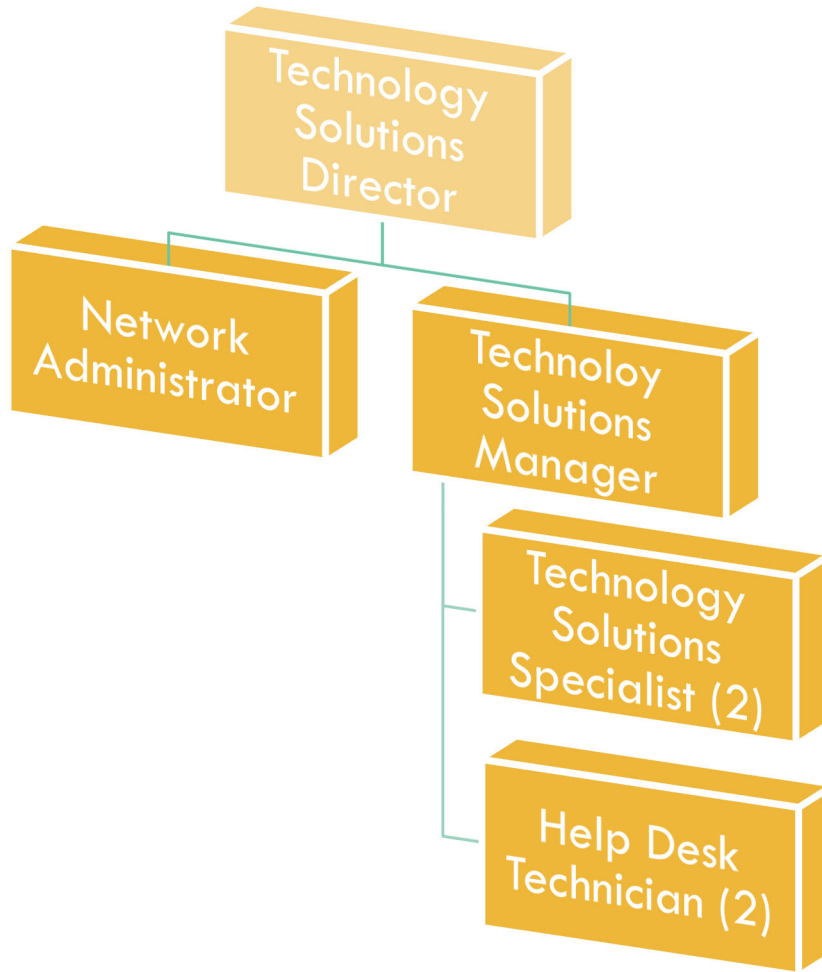
## ACCOMPLISHMENTS OF FY23

- Elan network migration
- Network backup and data center implementation
- Internet provider consolidation
- Fuel Master Gas Management System
- Public Works and Windstream PRI Migration
- City Hall and Library Door Access Control implementation
- ID badge management implementation
- Tyler SaaS Migration
- Phone System Upgrades

## FY24 INITIATIVES

- Storage Management Upgrade:
  - Migrate off of the Datrium system.
  - Implement VX-Rail Storage Management system.
- Website Redesign:
  - Upgrade the City website to improve user experience.
  - Upgrade the CMS to provide the capacity to edit the web pages.
  - Create a process for departments to manage and update their website content.
- Implement Additional Security Policies:
  - 2FA at the desktop requiring additional computer login authentication.
  - Deploy a MDR and SOC solution with Patch Management
  - Camera Upgrades
- Fully Deploy Tyler Employee Self Service:

- Employees request time off/time entry
  - Review Accrual Balances and Pay Stubs
  - Human Resources applicant tracking and Personnel Actions



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Technology Solutions Director	1	1	1
Technology Solutions Manager	1	1	1
Network Administrator	1	1	1
Technology Solutions Specialist	2	2	2
Technology Solutions GIS Specialist	0	1	0
Help Desk Technician	3	2	2
<b>Total</b>	<b>8</b>	<b>8</b>	<b>8</b>

## TECHNOLOGY SOLUTIONS

001024					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
41111	Department Head Salaries	-	32,396	96,500	96,500	106,370
41112	Division Head Salaries	89,576	86,346	-	-	-
41210	Regular Exempt Salaries	53,680	29,404	105,000	109,990	111,820
41299	Regular Salaries & Wages	70,493	110,912	165,000	261,020	227,470
41411	Overtime	8,013	14,239	10,500	12,000	25,000
41527	Stand-By Time	-	4,511	16,900	5,000	10,000
42111	Social Security Matching	16,489	20,522	24,730	24,730	34,090
42211	Florida Retirement System	22,557	18,901	69,750	69,750	82,760
42311	Health Insurance - Reg.	27,120	30,652	73,360	73,360	80,700
42312	Group Life Insurance	62	66	120	120	480
42313	Accidental Death AD&D	8	9	100	100	240
42426	W/C Clerical	1,102	616	650	650	670
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 289,100</b>	<b>\$ 348,574</b>	<b>\$ 562,610</b>	<b>\$ 653,220</b>	<b>\$ 679,600</b>
43199	Professional Svcs - Misc	-	24,666	-	-	35,000
43499	Contractual Svcs - Misc	44,671	136,045	20,000	20,000	70,350
44011	Travel & Training	-	2,256	4,500	4,500	9,000
44121	Telephone - Local	11,642	9,630	12,000	12,000	53,200
44134	Data Lines	25,396	40,146	29,500	29,500	30,000
44211	Postage	71	45	50	50	100
44429	Rent Software	424,212	561,656	-	-	-
44481	Lease - Copier	9	3	50	50	2,400
44463	Lease - Automobile	-	-	-	-	5,700
44621	Maintenance - Equipment	11,896	9,780	10,000	10,000	94,000
44625	Maintenance - AV Equipment	2,671	1,448	1,000	1,000	10,000
44631	Central Garage Maint. Svc	-	90	1,000	1,000	500
44799	Printing & Binding	10	3	50	50	100
45111	Office Supplies - General	1,910	11,286	1,000	1,000	1,000
45211	Fuel	-	76	1,000	1,000	1,000
45225	Software Licenses / Support	17,723	53,675	475,000	425,000	506,520
45231	Clothing & Wearing Apparel	-	803	550	550	1,000
45243	Computer Supplies	15,102	39,504	10,000	15,000	7,000
45253	Oper Sup/Training Room	308	171	300	300	5,000
45289	Automotive Parts	-	110	-	-	-
45291	Operating Supplies - Disaster	-	275	1,000	1,000	2,000
45411	Dues and Memberships	200	-	250	250	1,500
<b>TOTAL OPERATING</b>		<b>\$ 555,821</b>	<b>\$ 891,668</b>	<b>\$ 567,250</b>	<b>\$ 522,250</b>	<b>\$ 835,370</b>
46399	Improvements OT Buildings	-	-	75,000	75,000	35,000
46413	Data Processing Equipment	-	-	10,000	10,000	370,000
46417	Communication Equipment	-	-	20,000	20,000	-
46418	Software	32,353	-	218,000	218,000	204,000
46431	Special Purpose Equipment	24,200	59,029	20,000	30,000	30,000
<b>TOTAL CAPITAL</b>		<b>\$ 56,553</b>	<b>\$ 59,029</b>	<b>\$ 343,000</b>	<b>\$ 353,000</b>	<b>\$ 639,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 901,474</b>	<b>\$ 1,299,271</b>	<b>\$ 1,472,860</b>	<b>\$ 1,528,470</b>	<b>\$ 2,153,970</b>

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

EXP CODE	CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
46399	<i>Improvements Other Than Buildings</i>					
	Office Redesign	35,000	-	-	-	-
	<b>TOTAL</b>	<b>35,000</b>	-	-	-	-
46413	<i>Data Processing Equipment</i>					
	VX-Rail Storage & Virtual Server Management	370,000	-	-	-	-
	<b>TOTAL</b>	<b>370,000</b>	-	-	-	-
46418	<i>Software</i>					
	Public Records Management	10,000	-	-	-	-
	Bitdefender MDR-Patch Management	100,000				
	Tyler Payments	5,000	-	-	-	-
	Website Redesign	89,000	-	-	-	-
	<b>TOTAL</b>	<b>204,000</b>	-	-	-	-
46431	<i>Special Purpose Equipment</i>					
	Camera Upgrade Program	30,000	10,000	10,000	10,000	10,000
	<b>TOTAL</b>	<b>30,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>DIVISION TOTAL</b>		<b>\$ 639,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>





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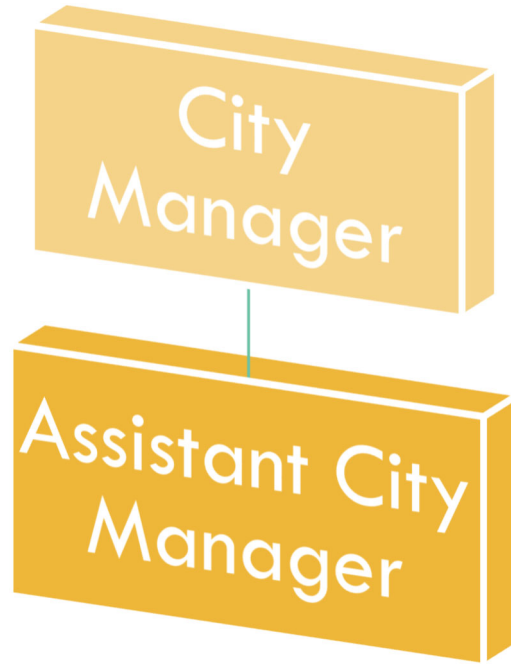
# ADMINISTRATION – ADMINISTRATIVE SERVICES

## IT IS THE MISSION OF ADMINISTRATIVE SERVICES TO

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

## DESCRIPTION

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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Assistant City Manager	1	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>

## ADMINISTRATIVE SERVICES

<b>001025</b>		AMENDED				<b>BUDGET</b>
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	<b>AMOUNT</b>
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	<b>FY23-24</b>
41111	Department Head Salaries	60,713	-	-	-	-
41512	Gas/Car Allowance	-	-	-	-	-
42111	Social Security Matching	4,535	-	-	-	-
42211	Florida Retirement System	7,074	-	-	-	-
42311	Health Insurance	4,564	-	-	-	-
42312	Life Insurance	10	-	-	-	-
42313	Accidental Death & Disab Insurance	2	-	-	-	-
42426	Workers Comp - Clerical (8810)	181	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 77,079</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
44011	Travel & Training	328	-	-	-	-
44121	Telephone - Local	349	-	-	-	-
45111	Office Supplies - General	70	-	-	-	-
45231	Clothing & Apparel	118	-	-	-	-
45411	Dues & Memberships	982	-	-	-	-
<b>TOTAL OPERATING</b>		<b>\$ 1,847</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 78,926</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



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# FINANCE- ACCOUNTING & BUDGETING

## IT IS THE MISSION OF ACCOUNTING & BUDGETING TO

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

## DESCRIPTION

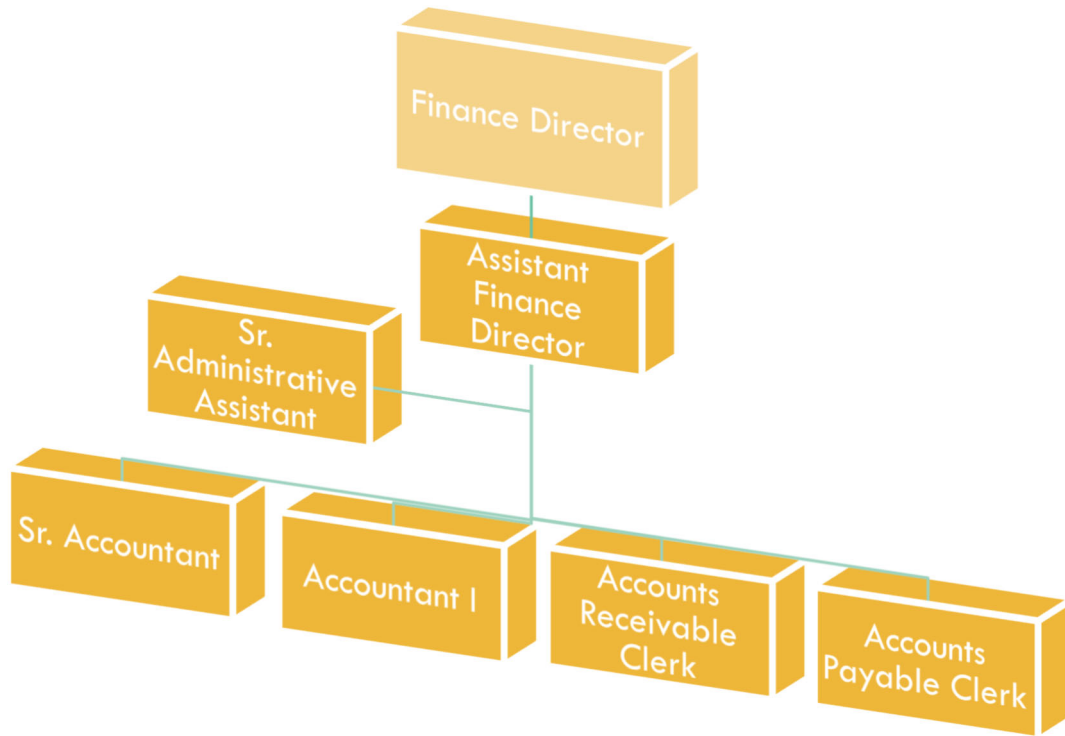
The Finance Department's Accounting & Budgeting Division plays an integral role in all financial transactions, both long and short term within the City of New Port Richey. This Division processes accounts payable and payroll, specialized billing, and provides other accounting related services. In addition,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

## ACCOMPLISHMENTS OF FY23

- Updated City's Investment Policy to re-align with current industry standards.
- Established a Per Diem and Travel Expense policy which allows for routine updates and provides equitable and consistent reimbursement rates for travel costs throughout the organization.
- Complete financial software implementation to fully retire the legacy software.

## FY24 INITIATIVES

- Institute lease software to conform with GASB 87 and GASB 96 annual reporting requirements.
- Implement cloud-based budgeting software to allow for budget process automation, personnel cost forecasting, as well as, provide transparency to better align with organizations goals.



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Finance Director	1	1	1
Asst. Finance Director	1	1	1
Senior Administrative Assistant	1	1	1
Sr. Accountant	1	1	1
Accountant I	1	1	1
Accounts Payable Clerk	1	1	1
Accounts Receivable Clerk	1	1	1
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>

## ACCOUNTING & BUDGETING

001042		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
41111	Department Head Salaries	96,053	125,546	98,600	98,600	104,190
41112	Division Head Salaries	77,687	73,873	55,000	80,420	79,040
41210	Regular Exempt Salaries	102,845	109,082	91,000	106,290	105,410
41299	Regular Salaries & Wages	81,319	97,010	117,650	117,650	118,850
41411	Overtime	-	-	600	600	580
42111	Social Security Matching	26,007	29,185	27,000	30,870	31,220
42211	Florida Retirement System	55,859	68,495	66,000	61,600	77,200
42311	Health Insurance - Reg.	59,761	65,140	52,000	64,190	70,610
42312	Group Life Insurance	102	113	200	200	420
42313	Accidental Death AD&D	14	15	100	100	210
42426	W/C Clerical	739	756	690	690	610
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$500,386</b>	<b>\$569,215</b>	<b>\$ 508,840</b>	<b>\$ 561,210</b>	<b>\$ 588,340</b>
43199	Professional Services - Misc.	17,413	25,434	30,000	40,000	50,000
43211	Annual Audit Services	47,250	33,675	50,000	50,000	45,000
44011	Travel & Training	1,449	346	3,500	5,600	5,600
44121	Telephone - Local	2,525	2,506	2,500	2,140	3,000
44134	Data Lines	-	289	-	-	-
44211	Postage	2,862	2,719	3,000	3,000	3,000
44419	Rent - Equipment	1,773	-	1,800	1,800	1,800
44481	Lease - Copier	670	717	1,500	1,500	1,500
44621	Maintenance - Equipment	552	-	-	600	-
44721	Forms	1,661	1,160	1,400	1,400	1,400
44799	Printing & Binding	2,099	781	500	1,500	1,200
44999	Other Charges - Misc	2,643	1,983	1,200	1,500	1,500
45111	Office Supplies - General	5,091	4,878	6,000	6,000	6,500
45225	Software Licenses / Support	1,202	1,800	2,000	2,000	41,200
45231	Clothing & Wearing Apparel	498	559	750	750	750
45243	Computer Supplies	8,318	7,339	3,000	3,000	4,100
45291	Operating Supplies - Disaster	326	-	-	-	-
45298	Inventory Adjustments	4,552	376	-	-	-
45411	Dues and Memberships	823	628	700	700	700
45461	Books and Publications	-	-	500	500	500
<b>TOTAL OPERATING</b>		<b>\$101,707</b>	<b>\$ 85,190</b>	<b>\$ 108,350</b>	<b>\$ 121,990</b>	<b>\$ 167,750</b>
46418	Software	-	-	-	-	26,000
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 602,093</b>	<b>\$ 654,405</b>	<b>\$ 617,190</b>	<b>\$ 683,200</b>	<b>\$ 782,090</b>

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

EXP CODE	CLASSIFICATION	FY	FY	FY	FY	FY
		23-24	24-25	25-26	26-27	27-28
46418	<i>Software</i>					
	Budgeting and Reporting Software	26,000	-	-	-	-
	<b>TOTAL</b>	<b>26,000</b>	-	-	-	-

**DIVISION TOTAL**    \$ 26,000    \$ -    \$ -    \$ -    \$ -



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# FINANCE- BILLING & COLLECTION

## IT IS THE MISSION OF BILLING & COLLECTION TO

provide accurate billing information to our customers and always provide exceptional customer service, 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, and residential rental permits. The primary functions of this Division are:

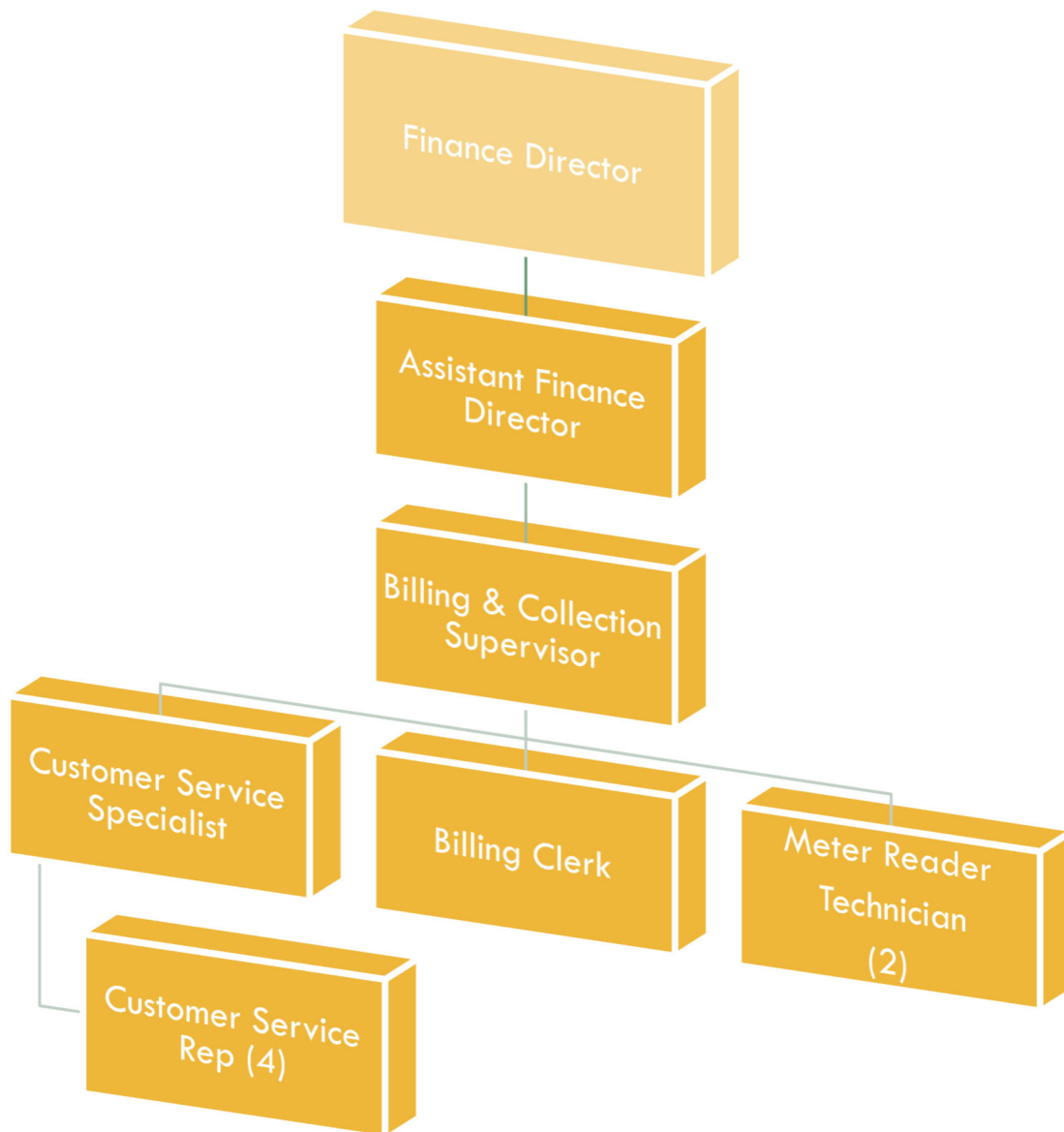
- Establishing and disconnecting water service
- Processing liens and releases of liens
- Processing title searches
- Renewing and processing new applications for rental permits
- Process payments for city code and parking violations
- Processing payments for all specialized billings
- Utility payment processing

## ACCOMPLISHMENTS OF FY23

- Implementation of the interactive online and phone utility payment system offering customers a variety of payment options
- Continue meter upgrade project which will allow the billing division to expand on the exceptional service provided to our customers

## FY24 INITIATIVES

- Begin implementation of a single sign portal allowing customers to make payments, view usage, and leak detection.
- Complete the installation of the meter upgrade project.
- Implementation of a solid waste customer service and billing position



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Billing & Collection Supervisor	1	1	1
Billing Clerk	1	1	1
Customer Service Specialist	1	1	1
Customer Service Representative	4.7	4.7	4
Meter Reader Technician	2	2	2
<b>Total</b>	<b>9.7</b>	<b>9.7</b>	<b>9</b>

## BILLING & COLLECTION

001043		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
41112	Division Head Salaries	50,101	52,649	51,500	51,500	54,080
41299	Regular Salaries & Wages	205,750	242,835	242,800	242,800	253,780
41311	Part-Time Wages	9,022	6,871	-	-	-
41411	Overtime	11,918	6,006	4,000	6,240	3,390
42111	Social Security Matching	20,173	22,317	22,760	22,760	23,810
42211	Florida Retirement System	31,689	37,474	32,190	32,190	42,240
42311	Health Insurance - Reg.	61,209	68,727	82,530	82,530	90,870
42312	Group Life Insurance	135	157	200	200	540
42313	Accidental Death AD&D	18	21	100	100	270
42421	W/C Waterworks Operations	1,659	2,418	2,350	2,350	1,980
42426	W/C Clerical	476	504	400	400	370
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 392,150</b>	<b>\$ 439,979</b>	<b>\$ 438,830</b>	<b>\$ 441,070</b>	<b>\$ 471,330</b>
43199	Professional Services-Misc	4,368	-	1,200	3,000	3,000
43425	Debt Recovery	825	900	800	4,000	2,000
43435	Outsourced Bills	14,783	18,045	19,500	20,000	20,000
43499	Contractual Svcs - Misc	536	375	1,500	500	1,500
44011	Travel & Training	-	-	-	250	500
44121	Telephone - Local	973	1,202	1,600	900	2,000
44134	Data Lines	-	273	-	-	-
44211	Postage	55,498	59,491	58,000	58,000	58,000
44463	Lease - Automobile(s)	10,875	12,653	12,720	12,720	12,720
44481	Lease - Copier	187	169	250	250	800
44571	Notary Bond	110	-	100	100	150
44621	Maintenance - Equipment	1,445	1,052	1,000	2,500	1,080
44631	Central Garage Maint. Svc	510	150	-	500	500
44721	Forms	822	249	500	500	500
44799	Printing & Binding	737	242	300	750	1,000
44931	Credit Card Charges	109,111	120,981	28,500	27,000	-
44952	Over / Short Account	22	106	30	100	100
44999	Other Charges - Misc	743	413	300	300	500
45111	Office Supplies - General	4,230	3,378	3,500	3,500	3,000
45211	Fuel	6,648	7,858	6,000	7,000	6,000
45225	Software Licenses / Support	-	10,838	10,838	10,840	-
45231	Clothing & Wearing Apparel	1,814	964	1,000	1,000	1,000
45243	Computer Supplies	6,652	2,804	1,200	5,000	4,200
45289	Automotive Parts	920	222	-	1,000	1,000
45291	Operating Supplies - Disaster	326	-	-	-	-
45299	Operating Supplies - Misc.	97	973	200	500	500
<b>TOTAL EXPENDITURES</b>		<b>\$ 614,382</b>	<b>\$ 683,317</b>	<b>\$ 587,868</b>	<b>\$ 601,280</b>	<b>\$ 591,380</b>



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# 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

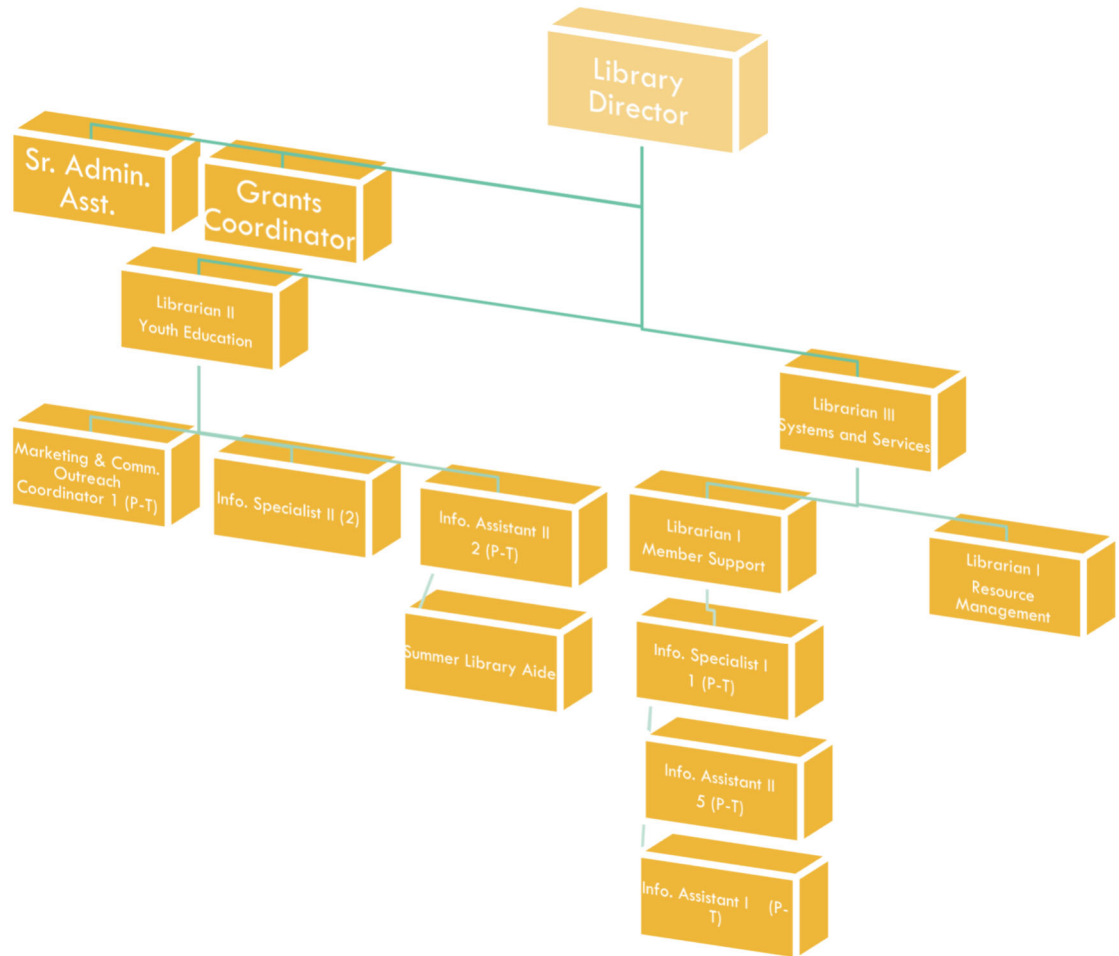
Since opening its doors in 1920, the New Port Richey Public Library has provided essential Library services to the community by offering quality informational resources and services that enrich members' lives. The library is dedicated to continuing this legacy of service to our community. As fiscal year 2023 comes to a close, the community can be proud of how the library's newly renovated facility has been leveraged to further extend the impact of the collection, technology, shared spaces, programs, and staff expertise to fulfill our mission as a trusted space that is dedicated to serving all members of the community.

## ACCOMPLISHMENTS OF FY23

- The library fulfilled the 2023 Annual Plan of Service Goals outlined in the Strategic Plan 2023-2027. These aspirations included the following pillars: Outreach and meeting members where they are; resiliency through sound practices and educational opportunities; Building equity by embracing our diversity and providing experiences that bring the community together; and strengthening partnerships through collaboration with private and public agencies.
- The library addressed the community's need for more inclusive adaptive programming and publicly accessible technology by implementing grant-funded projects like the laptop and Wi-Fi hotspot lending program; the Library Services and Technology Act (LSTA) Award for the From Room to Zoom Grant Application which added audio-visual equipment in the community meeting rooms; and a portable Hearing Loop Device to assist those with hearing aids and cochlear implants, made possible by the West Pasco Sertoma Club.
- To introduce our members to more innovative adult program offerings, the library used enhanced print and digital promotions to promote new activities, workshops, and classes such as Speed Friending, Walk and Talk Club, Ballroom Dance, Home Brewing, Ciabatta Breadmaking, and Video Production, amongst others. This fiscal year, there was an increase of 2,591 internet sessions inside the facility; a 23% increase in library cards issued for people residing outside of the New Port Richey, Port Richey, and Hudson areas; a 31% increase in program attendance and a 97% increase in the amount of total in-person visits. All of which show that the library offers the types of resources and programs members want!

## FY24 INITIATIVES

- Provide robust offerings to the community through the addition of more outreach opportunities, cultural programming, and innovative services.
- Continue multiplying potential of library's effectiveness through building new partnerships, providing more opportunities for public engagement through programming and volunteer opportunities, and enhancing the collection through the addition of engaging materials that are meaningful to our members.
- Pursue funding opportunities and grants which will help make the library's resources and holdings more user centered, digitally enabled, readily available, accessible, and used.
- Promote a culture of continuous improvement through ongoing staff training opportunities and by aligning core Library activities with the successful implementation of the 2024 Annual Plan of Service Goals.



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Library Director	1	1	1
Senior Administrative Assistant	1	1	1
Grants Coordinator	0	0	1
Librarian III	1	1	1
Librarian II	1	1	1
Librarian I	2	2	2
Marketing & Community Outreach Coordinator	.73	.73	.73
Information Assistant II	5.11	5.11	5.11
Information Assistant I	1.46	1.46	.73
Information Specialist II	0	1	2
Information Specialist I	1.46	.73	.73
Summer Aide	.25	.25	.25
<b>Total</b>	<b>15.01</b>	<b>15.28</b>	<b>13.82</b>

## LIBRARY

<b>001051</b>		AMENDED				<b>BUDGET</b>
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	<b>AMOUNT</b>
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	<b>FY23-24</b>
41111	Department Head Salaries	83,306	85,544	83,160	83,160	92,970
41210	Regular Exempt Salaries	164,019	173,287	190,530	190,530	203,980
41299	Regular Salaries & Wages	37,919	39,741	70,310	70,310	170,980
41311	Part-Time Wages	159,203	158,707	231,870	231,870	188,320
41312	Temporary Wages	-	2,559	5,910	5,910	6,080
42111	Social Security Matching	33,004	34,257	44,510	44,510	49,230
42211	Florida Retirement System	59,050	65,914	77,440	77,440	108,530
42311	Health Insurance - Reg.	43,227	41,516	47,850	47,850	90,780
42312	Group Life Insurance	94	99	320	320	540
42313	Accidental Death AD&D	13	13	550	550	270
42426	W/C Clerical	1,035	1,634	990	990	990
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 580,870</b>	<b>\$ 603,271</b>	<b>\$ 753,440</b>	<b>\$ 753,440</b>	<b>\$ 912,670</b>
43199	Professional Svcs - Misc	-	18,000	-	-	-
43428	Internet Ref. Service	40,500	47,806	52,500	52,500	53,400
43499	Contractual Svcs - Misc	9,603	23,622	23,350	23,350	21,850
44011	Travel & Training	740	2,500	4,500	4,500	3,800
44121	Telephone - Local	486	731	500	500	500
44134	Data Lines	21,879	25,740	24,000	24,000	27,200
44142	Burglar Alarm Lines	1,669	1,530	1,800	1,800	1,800
44211	Postage	8,910	7,790	15,000	15,000	15,000
44221	Freight Express Charges	1,400	1,194	1,000	1,000	500
44311	Electric - City Facilities	38,418	36,970	29,000	29,000	29,000
44351	Water & Sewer - City	3,292	2,937	3,300	3,300	3,300
44419	Rent - Equipment	440	1,040	3,000	3,000	2,500
44481	Lease - Copier	3,532	2,932	3,600	3,600	3,600
44611	Maintenance Buildings & Ground	2,659	5,167	2,000	2,000	2,000
44621	Maintenance - Equipment	26,968	15,173	8,600	8,600	4,000
44623	Maintenance - Copiers	877	1,058	1,750	1,750	1,200
44799	Printing & Binding	10,059	17,479	16,750	16,750	15,000
44931	Credit Card Charges	3	223	1,000	1,000	500
44983	Permit Fees	733	751	900	900	900
45111	Office Supplies - General	17,920	3,571	2,000	2,000	2,000
45225	Software Licenses / Support	-	10,428	10,500	10,500	11,000
45231	Clothing & Wearing Apparel	308	1,189	1,000	1,000	1,000
45239	Bus Passes	-	-	1,700	1,700	1,875
45242	Photographic Supplies	191	184	200	200	200
45243	Computer Supplies	11,105	16,446	15,200	15,200	14,000
45247	First Aid Supplies	-	8	-	-	-
45248	Prizes and Awards	922	969	1,000	1,000	1,000
45249	Library Supplies	40,505	26,725	10,000	10,000	9,000
45290	Misc SNAP Program Costs	15,311	20,875	8,000	8,000	8,000
45291	Operating Supplies - Disaster	1,594	97	-	-	-
45293	Misc. Program Costs - Grants	1,024	3,757	15,750	15,750	9,500
45296	Misc. Program Costs	7,610	16,040	15,000	15,000	18,000
45299	Operating Supplies - Misc.	1,801	4,162	3,500	3,500	3,000
45411	Dues and Memberships	2,128	3,495	2,730	2,730	2,625
46431	Special Purpose Equipment	-	-	27,327	3,600	-
<b>TOTAL OPERATING</b>		<b>\$ 272,587</b>	<b>\$ 320,589</b>	<b>\$ 306,457</b>	<b>\$ 282,730</b>	<b>\$ 267,250</b>



## LIBRARY

<b>001051</b>						<b>BUDGET</b>
EXP		ACTUAL	ACTUAL	ESTIMATE	AMENDED	<b>AMOUNT</b>
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	BUDGET	<b>FY23-24</b>
					FY22-23	
46612	Library Materials	60,688	72,192	75,000	75,000	75,000
46672	Library Materials - State Aid	-	13,500	15,000	15,000	18,000
46673	Library Materials LSTA	-	4,500	-	-	-
<b>TOTAL CAPITAL</b>		<b>\$ 60,688</b>	<b>\$ 90,192</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 93,000</b>

**TOTAL EXPENDITURES    \$ 914,145    \$ 1,014,052    \$ 1,149,897    \$ 1,126,170    \$ 1,272,920**

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM LIBRARY

EXP CODE	CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
46612	<i>Library Materials</i>					540
	Books & Other Reading Material	75,000	75,000	75,000	75,000	270
	<b>TOTAL</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>1,263</b>
46672	<i>Library Materials - State Aid</i>					
	Books & Other Reading Material	18,000	20,000	20,000	20,000	20,000
	<b>TOTAL</b>	<b>18,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

**DIVISION TOTAL**    \$ 93,000    \$ 95,000    \$ 95,000    \$ 95,000    \$ 21,263

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# POLICE - SUPERVISION

## IT IS THE MISSION OF POLICE – SUPERVISION TO

Work in partnership with the community to provide effective and responsible law enforcement services that enhance the quality of life for all residents. We are committed to fostering a culture of effective, creative, and responsible law enforcement services that solve problems and safeguard life and property. We will strive to be proactive in our approach to preventing crime and improving public safety through collaboration, communication, transparency, integrity, and mutual respect where everyone is valued and supported.

## DESCRIPTION

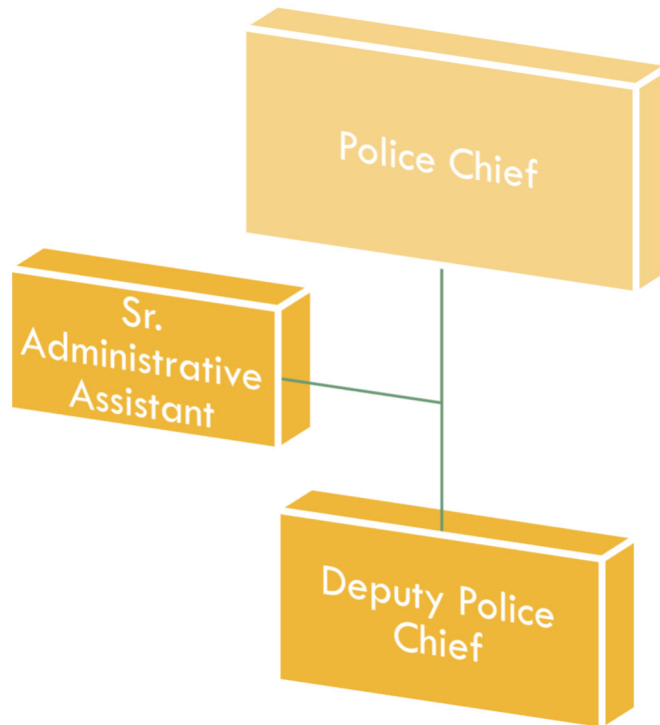
The New Port Richey Police Department focuses on the safety of residents, visitors, and businesses. Officers protect the citizens of New Port Richey, even at risk to their own lives. To achieve our mission, we are committed to delivering services in a responsive, productive, and professional manner, in a work environment built on honesty, trust, and loyalty to the community we serve.

## ACCOMPLISHMENTS OF FY23

- Launched the rebranding of the agency starting with new car designs
- Re-established and maintained professional relationship with our local, State and Federal law enforcement partners
- Enhanced media relations to include coverage of pro-active community initiatives
- Established the L.I.F.T Team
- Initiated work to prepare for accreditation with the Commission for Florida Law Enforcement Accreditation, inc.

## FY24 INITIATIVES

- Work toward becoming an accredited agency with Commission for Florida Law Enforcement Accreditation, Inc.
- Integration of Communications (CAD/RMS) with Pasco County
- Develop an employee recognition program within the agency.
- Apply for and be awarded a grant for Reducing Violent Crime Through Technology and Community Engagement Project from the Bureau of Justice Administration



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Police Chief	1	1	1
Deputy Police Chief	1	1	1
Senior Administrative Assistant	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

## POLICE SUPERVISION

001061					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
41111	Department Head Salaries	103,293	103,405	126,890	102,380	122,990
41112	Division Head Salaries	85,357	92,751	98,190	89,400	97,640
41210	Regular Exempt Salaries	43,242	45,046	43,120	40,630	43,160
41411	Overtime	-	972	1,300	-	-
41522	Education Incentive Pay	2,307	2,407	2,120	2,200	3,120
41523	Uniform Cleaning Allowance	1,000	1,000	3,600	3,900	1,000
42111	Social Security Matching	17,762	18,760	20,720	20,000	20,460
42211	Florida Retirement System	4,425	4,771	5,180	6,000	12,460
42212	Police Pension Fund	11,506	11,497	12,175	11,340	5,790
42214	Defined Contribution Plan	28,288	29,536	23,227	25,000	12,500
42311	Health Insurance - Reg.	5,924	2,598	-	29,250	-
42312	Group Life Insurance	45	47	90	180	180
42313	Accidental Death AD&D	6	7	30	90	90
42424	W/C Police Officers	3,992	6,070	7,660	7,660	6,500
42426	W/C Clerical	82	67	60	80	3,100
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$307,229</b>	<b>\$318,934</b>	<b>\$ 344,362</b>	<b>\$ 338,110</b>	<b>\$ 328,990</b>
43131	Employee Physicals	18,841	22,839	18,000	16,000	18,000
43199	Professional Svcs - Misc	2,157	12,518	2,500	2,500	78,000
43433	Lawn Maintenance	-	118	-	-	-
43499	Contractual Svcs - Misc	20,340	4,207	7,000	6,000	8,000
44011	Travel & Training	1,180	2,761	3,000	2,500	5,000
44121	Telephone - Local	79,682	60,642	60,000	70,000	40,000
44134	Data Lines	26,578	58,385	32,000	35,000	35,000
44211	Postage	219	308	50	200	100
44311	Electric - City Facilities	37,508	42,291	45,000	37,000	37,000
44351	Water & Sewer - City	5,769	5,968	8,000	6,700	6,700
44373	Street Light Fee	365	351	360	360	360
44381	Stormwater Assessment	943	905	920	920	920
44481	Lease - Copier	6,834	4,443	5,000	8,240	6,500
44534	Police/Fire AD&D Insurance	1,562	1,562	1,650	3,800	1,650
44611	Maintenance Buildings & Ground	13,360	7,260	6,000	6,000	28,250
44631	Central Garage Maint. Svc	3,180	1,550	-	1,200	1,200
44799	Printing & Binding	2,026	1,982	3,500	1,000	1,000
44972	351 - Police Training	9,442	10,059	10,000	10,000	7,000
44999	Other Current Charges - Misc	2,294	-	180	-	-
45111	Office Supplies - General	1,949	1,509	1,500	3,000	2,000
45211	Fuel	2,566	10,352	6,000	6,000	6,000
45225	Software Licenses / Support	44,410	69,079	54,000	54,000	55,000
45231	Clothing & Wearing Apparel	465	1,368	300	1,000	1,000
45243	Computer Supplies	4,355	2,901	3,000	3,000	6,500
45251	Janitorial Supplies	4,014	238	-	500	500
45289	Automotive Parts	6,385	2,625	-	500	500
45291	Operating Supplies - Disaster	1,279	4,158	-	1,000	1,000
45299	Operating Supplies - Misc.	4,387	5,016	6,500	3,000	5,000
45411	Dues and Memberships	1,185	819	2,550	1,000	2,500
<b>TOTAL OPERATING</b>		<b>\$303,275</b>	<b>\$336,214</b>	<b>\$ 277,010</b>	<b>\$ 280,420</b>	<b>\$ 354,680</b>
46299	Building Improvements	-	20,649	22,200	22,200	-
46399	Imp. Other Than Bldg-Misc	6,474	-	-	-	100,000
46418	Software Licenses / Support	-	4,000	-	-	350,060
46431	Special Purpose Equipment	-	-	49,500	49,500	24,450
<b>TOTAL CAPITAL</b>		<b>\$ 6,474</b>	<b>\$ 24,649</b>	<b>\$ 71,700</b>	<b>\$ 71,700</b>	<b>\$ 474,510</b>

## POLICE SUPERVISION

001061 EXP CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
<b>TOTAL EXPENDITURES</b>		<b>\$ 616,978</b>	<b>\$ 679,797</b>	<b>\$ 693,072</b>	<b>\$ 690,230</b>	<b>\$ 1,158,180</b>

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

EXP CODE	CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
63-99	<i>Imp. Other Than Bldg-Misc</i>					
	Police Station Updates	100,000	-	-	-	-
<b>TOTAL</b>		<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<i>Software</i>					
	RMS Integration Project	32,000	32,000	32,000	32,000	32,000
	CAD Integration Project	318,060	69,800	69,800	69,800	69,800
<b>TOTAL</b>		<b>350,060</b>	<b>101,800</b>	<b>101,800</b>	<b>101,800</b>	<b>101,800</b>
64-31	<i>Special Purpose Equipment</i>					
	Building Camera Replacement	24,450	-	-	-	-
<b>TOTAL</b>		<b>24,450</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**DIVISION TOTAL    \$ 474,510    \$ 101,800    \$ 101,800    \$ 101,800    \$ 101,800**





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# POLICE – SUPPORT SERVICES

## IT IS THE MISSION OF POLICE – SUPPORT SERVICES TO

The mission of the Police Support Services Section is to provide comprehensive and efficient support to the police department overall, enabling the department to fulfill the mission of safeguarding the community. Through our dedication, professionalism, and commitment to excellence, we strive to enhance public safety, maintain order, and foster positive community relations. We aim to deliver a wide range of support services, including administrative assistance, logistical support, information management, and training.

## DESCRIPTION

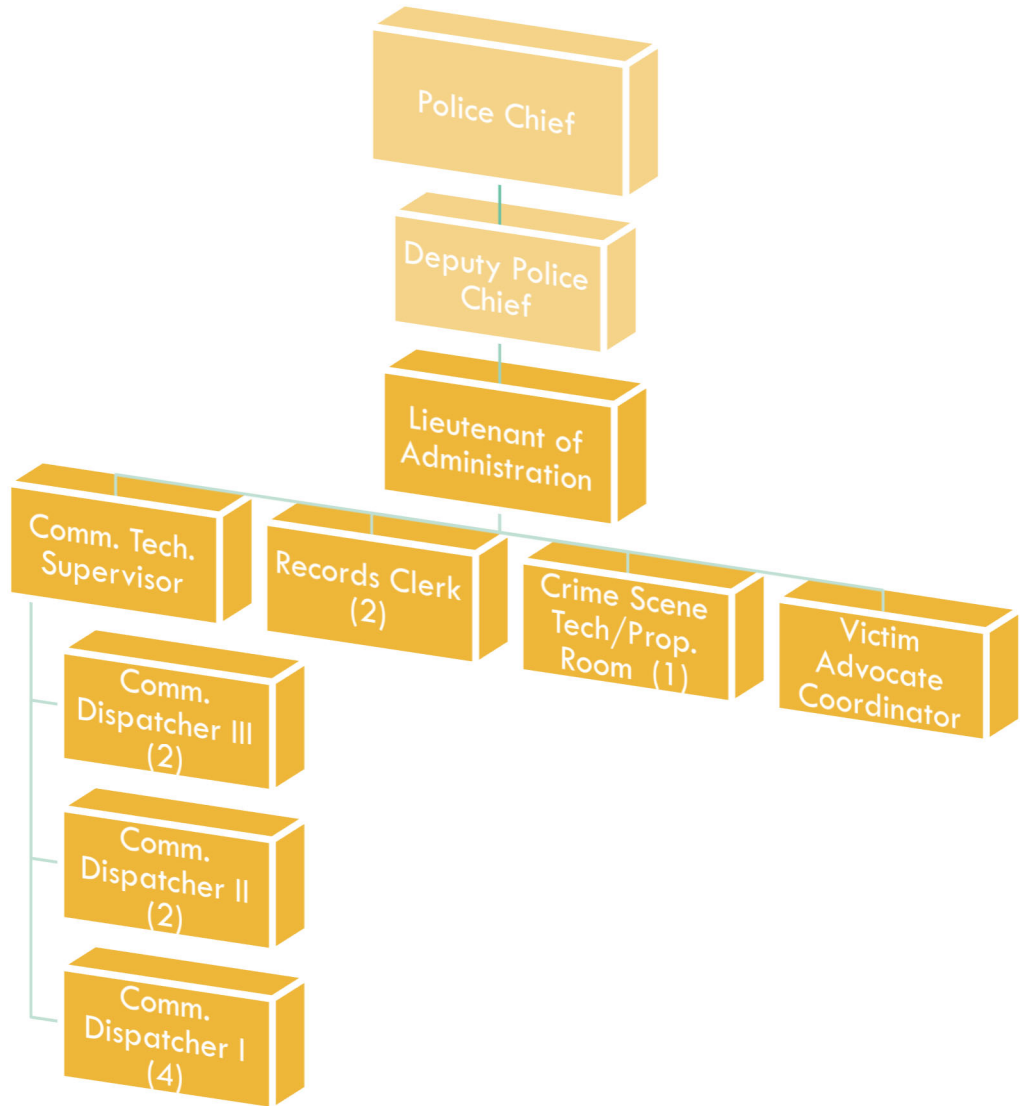
This Division is comprised of the Records Section, Communications Section, Professional Standards (Internal Affairs), Training, Purchasing, the Intra-departmental Management Information Systems (M.I.S.) and the Department's Victim's Advocate.

## ACCOMPLISHMENTS OF FY23

- Communications:
  - Fully upgraded the Communication Center
  - Updated all memorandums of understanding with partnering agencies.
  - Upgraded to Vesta 911 communications system.
  - Dispatched and serviced approximately 25,000 police and 5,000 fire-related calls.
- Records:
  - Staff attended specialized refresher training to keep abreast of changes to the Public Records Law and FDLE crime report requirements.
  - Implemented National Incident-Based Reporting System (NIBRS) required by FDLE.
- Property & Evidence Unit:
  - Purchased and implemented evidence drying and fuming chambers to assist with criminal investigations.
  - Continued efforts to identify property and evidence meeting criteria for destruction and return to owner property to free up needed storage space in the evidence room.
- Victim Advocate:
  - Served approximately 1,000 crime victims with advocacy.
  - Attended and passed the Office of the Attorney General Victim Practitioner Designation course.
  - Assisted the police department by applying for five different grant opportunities.
  - Maintains the Overdose Detection Mapping Application Program

## FY24 INITIATIVES

- Communications:
  - Consolidate City of New Port Richey Communications with the Pasco County Communications Center
- Records:
  - Upgrade to the Axon Records Management System
- Property & Evidence Unit:
  - Continue to improve organizational and efficiency efforts to streamline property and evidence handling.
- Victim Advocate:
  - Continue building connections and relationships with community partners to enhance victim advocacy.



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Lieutenant of Administration	1	1	1
Communication Technology Supervisor	1	1	1
Records Clerk	2	2	2
Crime Scene Technician/Property Room	2	2	1
Victim Advocate Coordinator	1	1	1
Communications Dispatcher III	2	2	2
Communications Dispatcher II	4	2	2
Communications Dispatcher I	2	3	3
Communications Dispatcher – Prob.	0	1	1
Communications Dispatcher –Part-time	0	0	0
<b>Total</b>	<b>15</b>	<b>15</b>	<b>14</b>

## POLICE SUPPORT SERVICES

001062					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
41112	Division Head Salaries	76,744	81,171	89,530	84,850	92,640
41299	Regular Salaries & Wages	535,646	614,775	542,754	593,140	516,830
41311	Part-Time Wages	18,238	-	-	-	-
41411	Overtime	37,426	76,318	11,470	50,000	20,000
41414	Overtime - Special Events	-	1,058	900	1,500	1,500
41415	Overtime - Downtown Beat	420	-	-	-	-
41511	Employee Incentives	156	-	-	-	-
41522	Education Incentive Pay	1,039	481	480	480	480
41523	Uniform Cleaning Allowance	5,664	5,560	5,000	6,500	6,000
41527	Stand-By Time	2,080	3,103	-	2,080	1,000
41528	Off-Duty Pay	420	1,523	-	500	500
42111	Social Security Matching	49,777	57,729	54,350	58,770	53,360
42211	Florida Retirement System	59,280	73,832	75,030	67,680	74,070
42212	Police Pension Fund	10,832	10,813	17,760	15,960	11,640
42311	Health Insurance - Reg.	101,115	114,749	117,350	110,040	136,180
42312	Group Life Insurance	234	255	300	400	810
42313	Accidental Death AD&D	31	34	50	60	405
42424	W/C Police Officers	3,368	3,022	3,200	3,200	2,900
42426	W/C Clerical	1,388	848	820	820	840
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 903,858</b>	<b>\$ 1,045,271</b>	<b>\$ 918,994</b>	<b>\$ 995,980</b>	<b>\$ 919,155</b>
44011	Travel & Training	1,004	1,920	4,500	3,000	4,500
44121	Telephone - Local	202	-	-	-	-
44211	Postage	314	599	1,050	300	300
44463	Lease - Automobile(s)	-	1,842	5,000	5,000	4,500
44621	Maintenance Equipment	830	4,480	7,500	13,750	15,500
44631	Central Garage Maint. Svc	120	270	-	500	500
44799	Printing & Binding	2,187	1,430	700	1,500	1,500
44999	Other Current Charges - Misc	-	97	50	-	-
45111	Office Supplies - General	2,801	44,381	1,000	2,500	1,000
45211	Fuel	6,453	1,175	2,000	4,000	2,500
45225	Software Licenses / Support	14,933	10,443	12,800	12,800	11,500
45231	Clothing & Wearing Apparel	1,733	1,444	1,340	2,000	2,000
45241	Licensing & ID Materials	1,630	1,130	1,750	1,750	18,000
45242	Photographic Supplies	1,445	-	-	500	500
45243	Computer Supplies	14,073	19,174	12,000	16,450	5,000
45289	Automotive Parts	258	1,963	-	1,000	1,000
45299	Operating Supplies - Misc.	10,040	9,455	7,500	10,000	10,000
<b>TOTAL OPERATING</b>		<b>\$ 58,023</b>	<b>\$ 99,803</b>	<b>\$ 57,190</b>	<b>\$ 75,050</b>	<b>\$ 78,300</b>
46299	Building Improvements	-	4,463	-	-	-
46414	Automobiles	-	41	-	-	-
46431	Special Purpose Equipment	-	-	9,000	9,000	-
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ 4,504</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>	<b>\$ -</b>

**TOTAL EXPENDITURES \$ 961,881 \$ 1,149,578 \$ 985,184 \$ 1,080,030 \$ 997,455**

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# POLICE – CRIMINAL INVESTIGATIONS DIVISION

## IT IS THE MISSION OF POLICE – CRIMINAL INVESTIGATIONS DIVISION TO

The Police Community Services Division provides support to police patrol as well as service with understanding, response and compassion, performance, and integrity. Our Detectives strive to maintain working partnerships and obtaining cooperation and support necessary in the completion of successful investigations and methods of crime prevention. They follow up on crime reports with workable leads or those that constitute part of an ongoing crime series. The bureau participates in all forms of investigative activities including conducting surveillance, undercover operations, serving arrest warrants and search warrants. Detectives are also responsible for monitoring and registering habitual offenders.

## DESCRIPTION

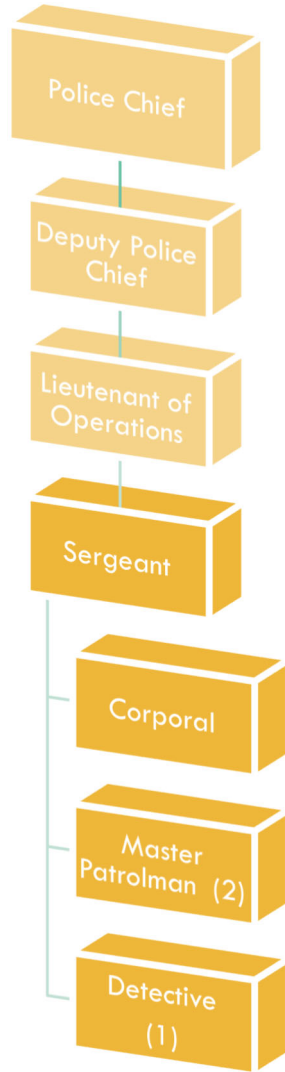
This section consists of four detectives and a detective sergeant.

## ACCOMPLISHMENTS OF FY23

- Achieved overall clearance rate of 33.2%
- Filled open Detective position within the Criminal Investigations Division
- Cold case Homicide conviction – life without parole
- Robbery/Kidnapping conviction – 15-year sentence
- Aggravated Battery with a Deadly Weapon – 15-year sentence
- Attempted Homicide – 15-year sentence
- Aggravated Assault/Burglary – 6-year sentence
- Robbery with Firearm/Kidnapping/Trafficking in Oxycodone – 6-year sentence
- Attempted Homicide arrest - awaiting trial
- Attempted Homicide X 4 arrest - awaiting trial

## FY24 INITIATIVES

- Enhance the clearance rates within the Criminal Investigations Division
- Conduct proactive sting operations when feasible to curtail illegal narcotics and prostitution within the city.
- Continue collaborating with other agencies to share criminal intelligence information and address mutual crime issues.
- Continue specialized training to increase skills of Investigators.



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Sergeant (formerly Sergeant II)	1	1	1
Corporal (formerly Corporal II)	1	1	1
Master Patrolman Officer (formerly MPO II)	1	1	2
Detective	0	0	1
Patrol Officer V	1	0	0
Patrol Officer IV	1	0	0
Patrol Officer III	1	1	0
Patrol Officer II	1	1	0
Patrol Officer I	1	0	0
Patrol Officer – Probationary	0	2	0
<b>Total</b>	<b>8</b>	<b>7</b>	<b>5</b>

## POLICE CRIMINAL INVESTIGATIONS DIVISION

001063		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
41299	Regular Salaries & Wages	358,095	350,025	340,450	466,560	339,590
41411	Overtime	15,037	32,068	30,500	30,000	25,000
41414	Overtime - Special Events	2,137	6,336	7,000	7,000	7,000
41415	Overtime - Downtown Beat	50,005	49,009	54,520	25,000	45,000
41521	Incentive Pay - Police	-	-	-	-	22,240
41522	Education Incentive Pay	2,684	6,509	4,380	4,380	-
41523	Uniform Cleaning Allowance	2,250	2,500	3,000	4,000	2,500
41524	Clothing Allowance	1,558	1,500	2,000	2,000	2,500
41526	Court Time	387	225	2,000	1,000	1,000
41527	Stand-By Time	3,240	3,120	-	3,000	3,120
41528	Off-Duty Pay	27,058	32,090	18,800	35,000	20,000
42111	Social Security Matching	33,518	35,231	32,320	39,820	28,060
42212	Police Pension Fund	52,799	44,795	39,170	59,980	45,850
42311	Health Insurance - Reg.	75,000	78,748	72,000	73,360	50,440
42312	Group Life Insurance	100	101	100	160	300
42313	Accidental Death AD&D	14	13	30	100	150
42424	W/C Police Officers	19,674	15,129	16,800	16,800	14,120
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 643,556</b>	<b>\$ 657,399</b>	<b>\$ 623,070</b>	<b>\$ 768,160</b>	<b>\$ 606,870</b>
44011	Travel & Training	8,051	4,644	3,000	7,000	5,500
44211	Postage	110	-	-	250	250
44463	Lease - Automobile(s)	3,726	10,319	13,000	13,000	2,500
44621	Maintenance Equipment	397	-	250	250	250
44631	Central Garage Maint. Svc	2,580	450	500	1,000	1,000
44799	Printing & Binding	281	32	250	250	350
44999	Other Current Charges - Misc	598	557	600	-	700
45111	Office Supplies - General	923	117	200	1,000	500
45211	Fuel	12,945	12,881	6,000	10,000	8,000
45225	Software Licenses / Support	319	799	5,900	2,000	5,800
45231	Clothing & Wearing Apparel	1,553	2,887	1,500	2,000	2,500
45243	Computer Supplies	-	1,434	4,000	4,000	2,000
45289	Automotive Parts	9,266	2,290	-	2,000	1,000
45299	Operating Supplies - Misc.	1,366	1,450	1,500	1,500	1,500
<b>TOTAL OPERATING</b>		<b>\$ 42,115</b>	<b>\$ 37,860</b>	<b>\$ 36,700</b>	<b>\$ 44,250</b>	<b>\$ 31,850</b>
46431	Special Purpose Equipment	9,471	-	-	-	-
<b>TOTAL CAPITAL</b>		<b>\$ 9,471</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 695,142</b>	<b>\$ 695,259</b>	<b>\$ 659,770</b>	<b>\$ 812,410</b>	<b>\$ 638,720</b>





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# POLICE – PATROL

## IT IS THE MISSION OF POLICE - PATROL TO

Through collaborative efforts and partnerships, the New Port Richey Police Department guards the life, property, and constitutional rights of all and to enforce the law with compassion and respect for all our residents, business owners and guests to our community. Our department works proactively with our community members to improve the quality of life for all.

## DESCRIPTION

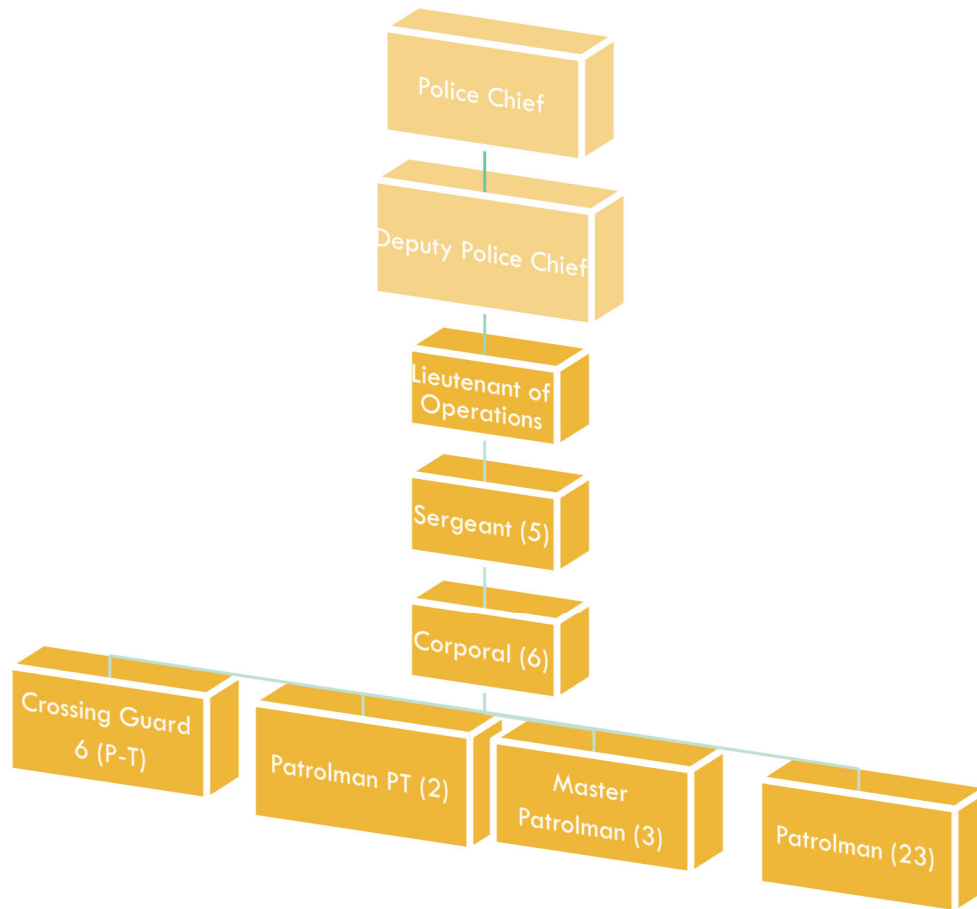
The New Port Richey Police Department focuses on the safety of residents, visitors, and businesses. Officers protect the citizens of New Port Richey, even at risk to their own lives. These men and women are some of the most dedicated and loyal public servants in this great nation and have vowed to serve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

## ACCOMPLISHMENTS OF FY23

- Provided specialized training to patrol officers to enhance their skillset
- Enhanced Police Department Security
- Upgraded to 9mm Firearms
- Enhanced K-9 Training for unit
- Provided Active Threat Resolution training to all City of New Port Richey Departments

## FY24 INITIATIVES

- Continue traffic enforcement initiatives on major thoroughfares and within neighborhoods to address traffic concerns utilizing speed trailers, traffic mannequin, and officers within each squad
- Send additional officers to Crisis Intervention Training (C.I.T.), and provide education to address the Opioid Crisis
- Determine if it is appropriate to assign a patrol officer to the SWAT team.
- Continue promoting Crime Prevention Through Environmental Design (C.P.T.E.D.) principles in neighborhoods and business areas



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Lieutenant of Operations	1	1	1
Sergeants	5	5	5
Corporals	6	5	6
Master Patrolman (formerly MPO I & MPO II)	1	1	2
Master Patrolman I	2	1	0
Patrolman	0	0	23
Patrol Officer VI	2	2	0
Patrol Officer V	1	2	0
Patrol Officer IV	4	1	0
Patrol Officer III	4	3	0
Patrol Officer II	2	2	0
Patrol Officer I	6	2	0
Patrol Officer – Probationary	3	12	0
Patrol Officer – Part-Time	2.92	2.92	1.46
Crossing Guard	.85	.85	1.02
<b>Total</b>	<b>40.77</b>	<b>40.77</b>	<b>39.48</b>

## POLICE PATROL

**001064**

EXP		ACTUAL	ACTUAL	ESTIMATE	AMENDED	BUDGET
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	AMOUNT
						FY23-24
41112	Division Head Salaries	83,080	85,087	84,840	84,840	92,640
41299	Regular Salaries & Wages	2,024,465	2,013,688	2,208,000	2,202,080	2,273,530
41311	Part-Time Wages	93,060	89,778	93,350	173,620	135,420
41411	Overtime	131,198	140,366	106,800	110,000	110,000
41414	Overtime - Special Events	8,989	20,048	25,000	25,000	30,000
41415	Overtime - Downtown Beat	133,310	98,420	105,000	80,000	100,000
41521	Incentive Pay - Police	8,170	4,940	-	3,250	-
41522	Education Incentive Pay	18,443	20,276	19,920	19,920	22,080
41523	Uniform Cleaning Allowance	16,914	14,840	15,000	18,500	18,100
41524	Clothing Allowance	106	263	-	-	-
41526	Court Time	35,015	44,158	35,700	40,000	40,000
41527	Stand-By Time	220	547	2,000	2,000	2,000
41528	Off-Duty Pay	121,340	125,889	115,000	200,000	125,000
41529	Meal Allowance	69	-	-	-	-
41535	Field Training Daily Incentive	2,800	7,038	6,900	9,000	8,000
41536	Traffic Homocide Investigators	35,000	-	5,200	-	4,160
42111	Social Security Matching	197,306	198,023	180,930	219,540	194,770
42211	Florida Retirement System	52,910	5,976	5,400	7,120	8,840
42212	Police Pension Fund	291,375	285,806	296,050	295,810	298,040
42214	Defined Contribution Plan	2,878	2,851	3,034	14,370	8,890
42216	Police Pens.-State Funds	217,595	225,052	217,600	217,600	217,000
42311	Health Insurance - Reg.	297,764	327,244	318,760	311,780	373,220
42312	Group Life Insurance	567	573	900	2,700	2,820
42313	Accidental Death AD&D	76	76	150	1,350	1,410
42424	W/C Police Officers	118,079	103,281	87,980	86,440	127,500
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$3,890,729</b>	<b>\$3,814,220</b>	<b>\$3,933,514</b>	<b>\$ 4,124,920</b>	<b>\$ 4,193,420</b>
43472	Car Wash Services	-	60	-	-	-
43499	Contractual Svcs - Misc	2,625	64	5,000	5,000	5,000
44011	Travel & Training	8,098	7,044	6,000	6,000	6,000
44211	Postage	735	353	300	300	300
44463	Lease - Automobile(s)	94,351	190,087	240,000	225,000	225,000
44481	Lease - Copier	654	601	-	-	-
44621	Maintenance - Equipment	5,988	4,604	3,500	4,000	4,000
44624	Maintenance - Technical Equip	225	-	-	2,000	2,000
44626	Maintenance - Marine Equipment	24	6,657	1,700	1,000	3,000
44631	Central Garage Maint. Svc	24,011	30,319	3,000	5,000	3,000
44649	Maintenance - Radio Equipment	1,970	1,319	1,000	1,000	1,000
44799	Printing & Binding	1,318	3,133	5,000	1,500	3,500
44975	K-9 Unit	10,383	10,328	10,200	10,000	10,000
44999	Other Current Charges - Misc	1,810	1,166	2,030	2,090	1,500
45111	Office Supplies - General	3,841	447	800	4,000	2,000
45141	Small Tools & Implements	56,228	32,539	10,000	35,000	35,000
45211	Fuel	135,054	190,510	130,000	130,000	130,000
45225	Software Licenses / Support	3,555	2,930	4,000	2,630	2,600
45231	Clothing & Wearing Apparel	16,033	16,202	29,000	20,000	20,000
45243	Computer Supplies	130,057	5,662	5,000	10,000	5,000
45244	Ammunition	8,737	9,940	8,000	10,000	10,000
45247	First Aid Supplies	622	1,144	300	650	650
45289	Automotive Parts	56,045	79,605	10,840	7,500	3,000
45291	Operating Supplies - Disaster	326	13	1,000	1,000	1,000
45299	Operating Supplies - Misc.	6,730	5,758	6,000	6,000	6,000
45411	Dues and Memberships	224	215	-	200	200

## POLICE PATROL

**001064**

EXP  
CODE

CLASSIFICATION

	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
<b>TOTAL OPERATING</b>	<b>\$ 569,644</b>	<b>\$ 600,700</b>	<b>\$ 482,670</b>	<b>\$ 489,870</b>	<b>\$ 479,750</b>
46417 Communication Equipment	-	53,896	-	-	-
46431 Special Purpose Equipment	-	166,579	70,000	120,230	143,510
<b>TOTAL CAPITAL</b>	<b>\$ -</b>	<b>\$ 220,475</b>	<b>\$ 70,000</b>	<b>\$ 120,230</b>	<b>\$ 143,510</b>

**TOTAL EXPENDITURES** \$ 4,460,373 \$ 4,635,395 \$ 4,486,184 \$ 4,735,020 \$ 4,816,680

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

EXP CODE	CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
46431	<i>Special Purpose Equipment</i>					
	Intoxilizer	11,000	-	-	-	-
	Tasers (50)	35,000	35,000	35,000	-	-
	In Car Camera (11)	21,780	21,780	21,780	21,780	-
	In Car Camera (15)	22,820	22,820	22,820	-	-
	Body Cameras (40)	52,910	52,910	-	-	-
	<b>TOTAL</b>	<b>143,510</b>	<b>132,510</b>	<b>79,600</b>	<b>21,780</b>	<b>-</b>

**DIVISION TOTAL    \$ 143,510    \$ 132,510    \$ 79,600    \$ 21,780    \$ -**



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# POLICE – CODE ENFORCEMENT

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

Our mission is to enforce and uphold codes and regulations that govern the built environment, ensuring the health, safety, and welfare of our community. Through diligent inspections, education, and collaboration, we aim to promote responsible development, protect property values, and preserve the quality of life for residents.

## DESCRIPTION

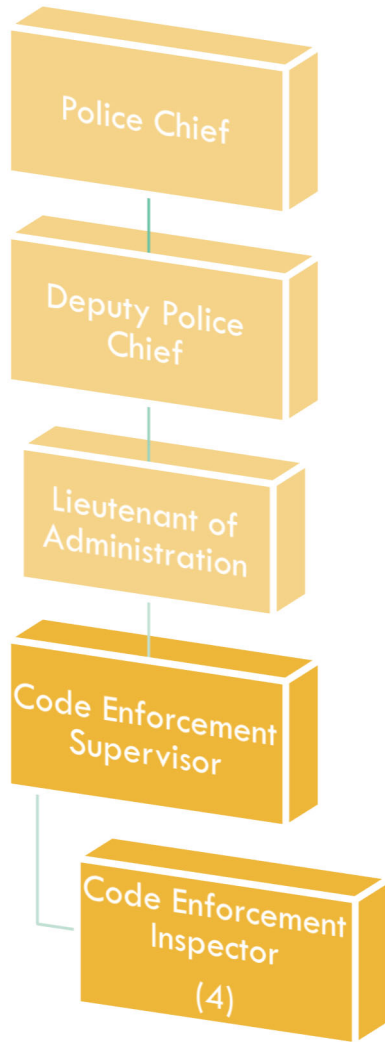
This unit consists of four Code Inspectors and a supervisor. The inspectors: conduct on-going patrols of all areas of the city to identify and address violations; disseminate educational materials on a proactive basis; respond to citizen-initiated code violation complaints; prepare reports; testify at City Magistrate and County Court hearings and coordinate comprehensive reviews of repeat non-compliance issues in residential and business areas to identify chronic nuisance violators. Additionally, they are responsible for the administration of the city's rental inspection program.

## ACCOMPLISHMENTS OF FY23

- Implemented body-worn camera use by Code Enforcement Officers.
- Initiated the Neighborhood Improvement Program
- Conducted 4,188 inspections which resulted in voluntary compliance at 2,723 properties and 1,465 code enforcement cases.
- Drafted a program which assigns a percentage of revenue collected on fines for code enforcement violations to be dedicated for use in assisting indigent property owners with outstanding code violations.

## FY24 INITIATIVES

- Implement a foreclosure program to assist in the redevelopment of nuisance properties.
- Apply for a neighborhood improvement grant to revitalize nuisance code properties.
- Launch the code enforcement fine revenue program to assist indigent property owners.



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Code Enforcement Supervisor	1	1	1
Code Enforcement Inspector	4	4	4
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>



## POLICE CODE ENFORCEMENT

001065		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
41210	Regular Exempt Salaries	-	38,879	53,670	52,000	54,600
41299	Regular Salaries & Wages	167,067	175,030	154,280	170,980	157,100
41411	Overtime	509	949	1,000	1,000	1,500
41414	Overtime - Special Events	-	92	650	-	-
41523	Uniform Cleaning Allowance	2,000	2,500	2,500	2,500	2,250
41528	Off - Duty Pay	-	3,700	3,900	-	-
42111	Social Security Matching	12,670	16,320	16,100	17,370	9,540
42211	Florida Retirement System	17,083	23,665	25,610	24,290	28,730
42311	Health Insurance - Reg.	23,978	30,954	28,800	36,680	45,400
42312	Group Life Insurance	68	85	100	120	300
42313	Accidental Death AD&D	9	11	30	50	150
42436	W/C Inspection of Risks	4,263	2,804	3,770	3,770	3,460
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 227,647</b>	<b>\$ 294,989</b>	<b>\$ 290,410</b>	<b>\$ 308,760</b>	<b>\$ 303,030</b>
43111	City Attorney Services	-	45	-	-	-
43431	Animal Control Services	118,224	140,918	139,480	165,220	145,000
43439	Lot Mowing / Clearing	150	1,076	3,000	4,500	3,120
43499	Contractual Svcs - Misc	10	150	1,000	1,500	1,000
44011	Travel & Training	2,475	3,563	2,500	2,000	4,000
44211	Postage	5,029	4,798	7,500	4,000	1,000
44463	Lease - Automobile(s)	4,291	13,420	15,800	13,000	16,000
44631	Central Garage Maint. Svc	1,710	480	-	750	750
44799	Printing & Binding	939	241	1,750	1,200	1,500
44999	Other Current Charges - Misc	120	454	200	200	200
45111	Office Supplies - General	1,078	555	300	1,000	750
45211	Fuel	2,107	5,774	3,600	3,500	4,000
45231	Clothing & Wearing Apparel	668	693	200	1,000	750
45243	Computer Supplies	1,687	125	200	750	1,500
45289	Automotive Parts	2,472	82	-	750	750
45299	Operating Supplies - Misc.	11,171	5,135	1,000	3,500	1,000
45411	Dues and Memberships	350	-	675	350	380
<b>TOTAL OPERATING</b>		<b>\$ 152,481</b>	<b>\$ 177,509</b>	<b>\$ 177,205</b>	<b>\$ 203,220</b>	<b>\$ 181,700</b>

**TOTAL EXPENDITURES    \$ 380,128    \$ 472,498    \$ 467,615    \$ 511,980    \$ 484,730**



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# POLICE – SPECIAL TRAFFIC ENFORCEMENT

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

The mission of our police red-light camera program is to enhance public safety and reduce the incidence of red-light violations and intersection collisions. Using technology and enforcement measures, our program aims to deter dangerous driving behaviors, protect vulnerable road users, and create a culture of compliance with traffic laws.

## DESCRIPTION

This division is responsible for all the processes related to the City's Red Light Camera Enforcement Program. Some of which include: upon request pinpoint red light camera footage with evidentiary value to criminal investigations, maintain all traffic crash investigation equipment, and additionally to perform redactions of body camera video pursuant to public records requests.

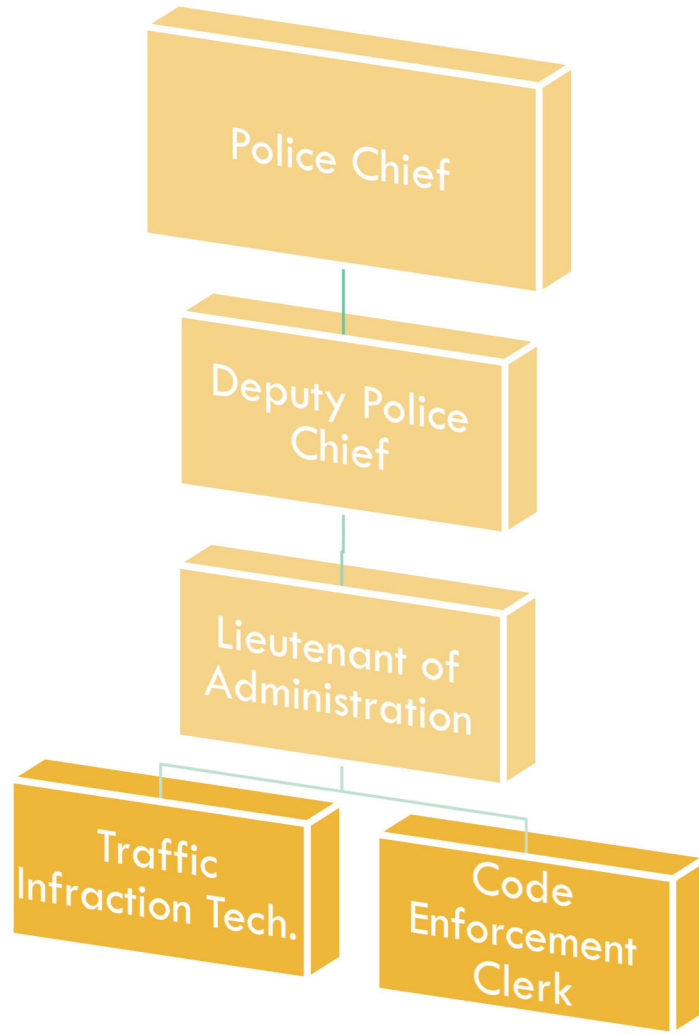
This division also houses the Administrative Division of the Special Magistrate who handles the filing, record retention, scheduling, noticing, and support functions related to the proceedings of the Special Magistrate. The Special Magistrate is delegated the authority to hear and decide alleged violations of the codes and ordinances enacted or adopted by the city.

## ACCOMPLISHMENTS OF FY23

- Assisted in programming and deployment of the Department's electronic message boards, as needed.
- Issued 139 county court citations and held 99 city hearings
- Completed 452 requests for BWC footage through public records request
- Coordinated all maintenance of the Department's specialty vehicles.
- Reviewed 13,758 red light camera violations and issued 8,705 notices of violation

## FY24 INITIATIVES

- To obtain a fully automated system for electronic submission of BWC footage.



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Code Enforcement Clerk	1	1	1
Traffic Infraction Technician	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

## POLICE SPECIAL TRAFFIC ENFORCEMENT

001067		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
41299	Regular Salaries & Wages	66,810	70,921	71,670	71,510	72,900
42111	Social Security Matching	4,788	4,947	5,000	5,470	5,580
42211	Florida Retirement System	6,831	7,771	8,900	7,740	9,890
42311	Health Insurance - Reg.	22,303	24,431	25,000	20,340	20,170
42312	Group Life Insurance	34	36	50	80	120
42313	Accidental Death AD&D	5	5	10	20	60
42426	W/C Clerical	148	168	120	120	110
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 100,919</b>	<b>\$ 108,279</b>	<b>\$ 110,750</b>	<b>\$ 105,280</b>	<b>\$ 108,830</b>
43111	City Attorney Services	-	-	16,900	-	-
43199	Professional Services - Misc.	34,068	29,515	25,000	25,000	25,000
43429	Red Light Camera Fee	252,943	243,517	240,000	274,000	274,000
43481	State Share - Red Light Camera	789,447	755,036	660,800	800,000	727,360
44011	Travel & Training	303	-	-	-	-
44211	Postage	1,584	1,514	1,600	500	250
44799	Printing & Binding	-	-	300	500	500
45111	Office Supplies - General	1,634	949	-	1,000	500
45243	Computer Supplies	-	3,435	400	1,000	2,000
45291	Operating Supplies - Disaster	-	1,520	-	-	-
45299	Operating Supplies - Misc.	2,496	265	100	500	500
<b>TOTAL OPERATING</b>		<b>\$ 1,082,475</b>	<b>\$ 1,035,751</b>	<b>\$ 945,100</b>	<b>\$ 1,102,500</b>	<b>\$ 1,030,110</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,183,394</b>	<b>\$ 1,144,030</b>	<b>\$ 1,055,850</b>	<b>\$ 1,207,780</b>	<b>\$ 1,138,940</b>



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# FIRE & EMERGENCY SERVICE- SUPERVISION

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

protect the lives and property of the citizens and visitors of New Port Richey by providing the highest possible level of service through fire 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 several nonemergency services to ensure the safety of our community, including fire safety inspections on all commercial businesses to ensure they are in compliance with the Florida Fire Prevention Code, NFPA 1 and 101.

## ACCOMPLISHMENTS OF FY23

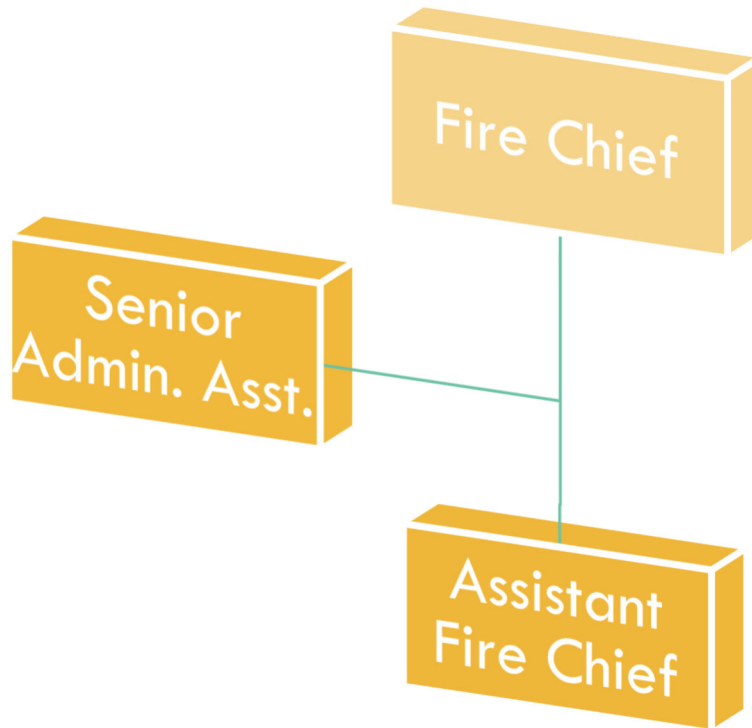
- Broke ground on the Fire Station #2 Replacement Project.
- Proudly honored and celebrated the Department's 100-year anniversary with community events and proclamation.
- Knox Home Box Campaign was launched and has assisted several residents' homes with the service.
- Completed two Citizen Academy Classes
- Responded to 5,911 emergency calls for service - Completed 1,451 fire safety inspections - Completed 75 BTR inspections - Conducted 145 Plan Reviews - Completed 1,280 Residential Rental inspections - Completed 5,864 training hours - Participated in 21 community relations events.
- Made updates to the City's Disaster Preparedness Guide with the goal of continuously strengthening the City's plan.
- Created a City Emergency Management Committee to collaborate different department perspectives, bring fresh ideas and engagement to help build a culture of preparedness.
- Applied for a FEMA AFG grant for PPE replacement, application currently pending.
- Actively participating in a CAD integration project with Pasco County

## FY24 INITIATIVES

- Continue to monitor the progress of the construction of the Fire Station #2 Replacement Project.
- Start the build on a new fire engine to replace E-2
- Put a third response vehicle into service to help with the increase in demand for emergency services.
- Implement the Fire Station #1 CDBG Critical Hardening grant that was awarded to the city.
- Complete negotiations with IAFF Local 1158 successfully resulting in a new three-year contract
- Implement a response fee for non-emergent calls to assisted living facilities, and other facilities that have medical staff on-site

- Bolster community relations; Knox Home Box campaign - Smoke detector program - Enhance Citizen Academy.
- Apply for Cancer Decontamination Grant to gain funding support for diesel exhaust capture systems in both fire stations.
- Apply for Firehouse Subs grant to gain funding to purchase a set of battery powered extrication tools for Engine 2.
- Fully implement the CAD integration project with Pasco County.





Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Fire Chief	1	1	1
Asst. Fire Chief	1	1	1
Senior Administrative Assistant	1	1	1
Fire Inspector	.73	0	0
<b>Total</b>	<b>3.73</b>	<b>3.00</b>	<b>3.00</b>

## FIRE SUPERVISION

001071		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
41111	Department Head Salaries	91,532	96,079	93,150	93,150	104,150
41112	Division Head Salaries	78,919	82,703	82,500	82,500	89,650
41299	Regular Salaries & Wages	39,444	41,305	39,020	39,020	40,980
41311	Part-Time Wages	65	-	-	-	-
41411	Overtime	-	890	480	480	1,000
41413	Overtime - Residential Inspection	-	56	-	-	-
41522	Education Incentive Pay	1,154	1,204	1,200	1,200	1,200
41523	Uniform Cleaning Allowance	1,300	1,300	1,300	1,300	1,300
41525	Paramedic Incentive Pay	1,730	1,805	1,800	1,800	1,800
41532	Inspector Incentive Pay	2,307	2,407	2,400	2,400	2,400
41533	USAR Incentive Pay	288	301	300	300	300
42111	Social Security Matching	16,036	17,301	17,000	17,000	18,490
42211	Florida Retirement System	3,687	4,366	4,230	4,230	4,430
42213	Firemens Pension Fund	-	-	23,240	23,240	25,600
42311	Health Insurance - Reg.	10,715	11,731	12,300	12,300	12,300
42312	Group Life Insurance	51	54	180	180	180
42313	Accidental Death AD&D	6	7	90	90	90
42423	W/C Firefighters / Drivers	8,872	7,581	9,480	9,480	10,420
42426	W/C Clerical	74	109	70	70	70
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 256,180</b>	<b>\$ 269,199</b>	<b>\$ 288,740</b>	<b>\$ 288,740</b>	<b>\$ 314,360</b>
43499	Contractual Svcs - Misc	14,261	475	360	360	360
44011	Travel & Training	1,745	1,612	2,500	3,000	2,500
44121	Telephone - Local	1,193	1,113	1,200	1,200	1,200
44134	Data Lines	8,771	12,934	8,800	8,800	8,800
44211	Postage	150	14	150	200	150
44221	Freight Express Charges	-	-	40	50	40
44311	Electric - City Facilities	11,069	12,249	12,000	12,000	12,000
44341	Gas (Propane/Natural)	977	963	1,200	1,000	1,250
44351	Water & Sewer - City	9,649	9,839	9,000	10,000	9,000
44373	Street Light Fee	71	68	100	100	100
44381	Stormwater Assessment	291	279	300	300	300
44463	Lease - Automobile(s)	13,488	25,009	17,070	22,470	14,820
44481	Lease - Copier	1,178	1,015	2,000	2,000	2,000
44534	Fire AD&D Insurance	1,562	1,562	1,700	2,000	1,700
44535	Fire Cancer Insurance	-	4,702	5,340	4,710	6,100
44611	Maintenance Buildings & Ground	44	1,087	2,000	1,250	2,000
44631	Central Garage Maint. Svc	1,230	690	300	300	300
44799	Printing & Binding	875	1,090	1,000	1,000	1,000
44999	Other Current Charges - Misc	2,864	21	-	-	-
45111	Office Supplies - General	949	1,703	1,800	1,500	2,000
45211	Fuel	6,499	12,992	4,000	5,000	4,000
45225	Software Licenses / Support	15,177	17,300	20,500	20,500	20,500
45231	Clothing & Wearing Apparel	490	575	900	900	900
45243	Computer Supplies	6,869	4,204	2,500	2,500	2,500
45289	Automotive Parts	544	72	-	500	500
45291	Operating Supplies - Disaster	18	-	-	-	-
45411	Dues and Memberships	655	613	1,200	1,800	1,200
45461	Books and Publications	740	-	400	500	400
<b>TOTAL OPERATING</b>		<b>\$ 101,359</b>	<b>\$ 112,181</b>	<b>\$ 96,360</b>	<b>\$ 103,940</b>	<b>\$ 95,620</b>

## FIRE SUPERVISION

001071 EXP CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
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**TOTAL EXPENDITURES**   \$ 357,539   \$ 381,380   \$ 385,100   \$ 359,270   \$ 409,980



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# FIRE & EMERGENCY SERVICE- FIREFIGHTING

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

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

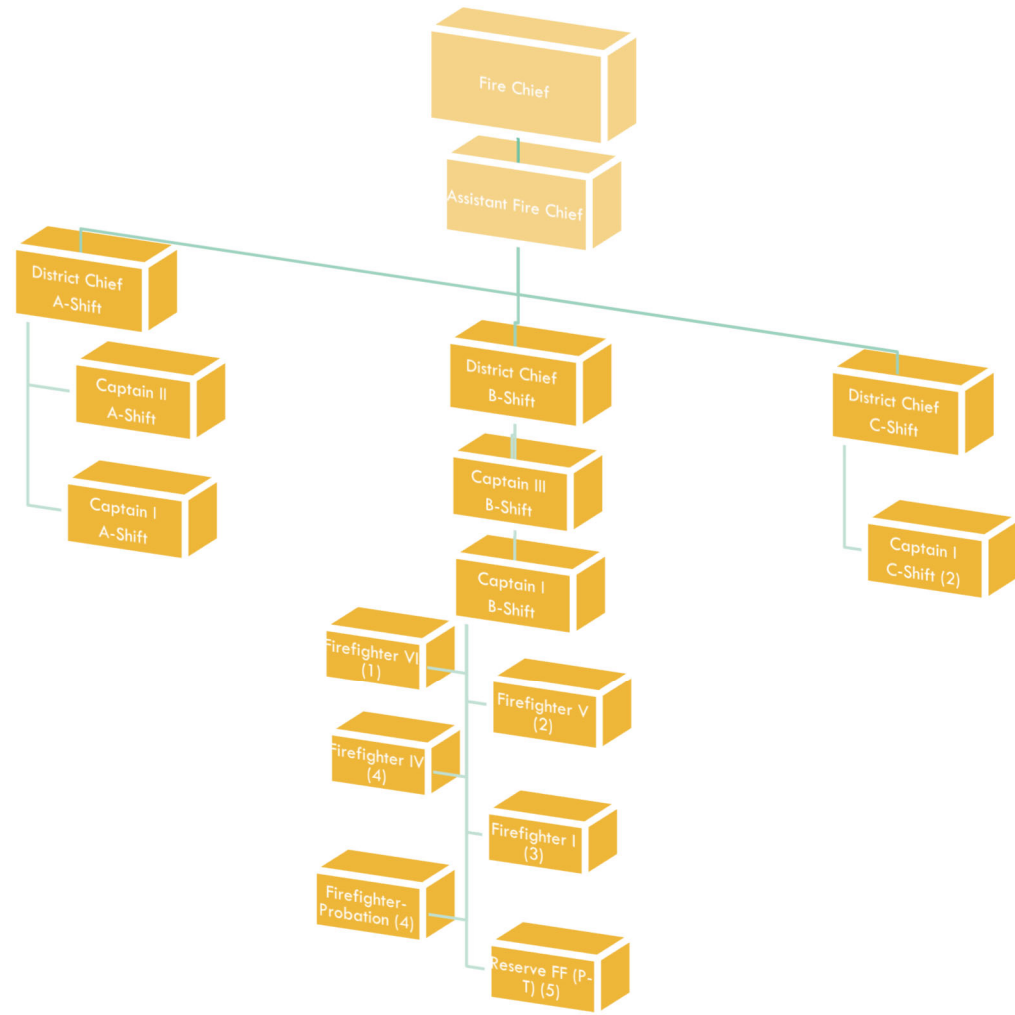
The Fire Department includes 2 stations to respond to emergencies as quickly as possible. In addition to providing fire protection services, the Fire Department responds to many other emergencies, including emergency medical service calls, hazardous materials spills, or releases, hazardous traffic and 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 fire safety inspections on all commercial businesses to ensure they are in compliance with the Florida Fire Prevention Code, NFPA 1 and 101.

## ACCOMPLISHMENTS OF FY23

- Responded to 5,911 emergency calls for service - Completed 1,451 fire safety inspections - Completed 75 BTR inspections - Completed 1,280 residential rental inspections - Completed 5,864 hours of training - Participated in 21 community relations events.
- Broke ground on the new Fire Station #2 Project.
- Hired and trained one new full-time firefighter in FY 22-23
- Firefighter/Paramedics conducted AED and CPR training to City staff in several departments
- Completed and participated in two Citizen Academy's
- Three new Captains completed rigorous training task books advancing through probationary status.
- Participated in writing "Rescue Task Force" protocols with the police department for active shooter incidents.
- Celebrated the Department's 100-year anniversary which included a community event that raised money to provide personal hygiene items to three City schools for students in need.

## FY24 INITIATIVES

- Completion of the Fire Station #2 Project
- Initiate the scope of work to Fire Station #1 through the critical hardening grant.
- Gain more NFPA compliance with health and safety initiatives.
- Continue to implement operational improvements to advance the Department.
- Enhance community relations initiatives.



Authorized Personnel – Full-time Equivalent			
Position/Title compare chart to PY	FY21-22	FY22-23	FY23-24
District Chief	3	3	3
Fire Captain	6	6	6
Firefighter VII	1	1	0
Firefighter VI	1	1	1
Firefighter V	1	1	2
Firefighter IV	2	2	4
Firefighter III	5	5	0
Firefighter II	1	1	0
Firefighter I	0	0	3
Firefighter - Probationary	2	2	4
Reserve Firefighters	1.4	1.4	0.71
<b>Total</b>	<b>23.4</b>	<b>23.4</b>	<b>23.71</b>

## FIREFIGHTING

001073		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
41112	Division Head Salaries	233,680	246,077	244,090	244,090	256,320
41299	Regular Salaries & Wages	1,092,236	1,165,986	1,235,790	1,235,790	1,347,770
41314	Reserve Firefighter Wages	23,347	7,786	49,120	49,120	21,600
41411	Overtime	28,846	34,552	25,000	40,000	30,000
41413	Overtime - Residential Inspec	43,566	43,071	30,000	30,000	-
41414	Overtime - Special Events	1,825	6,285	5,000	5,000	5,000
41522	Education Incentive Pay	4,471	3,747	4,920	4,920	3,720
41523	Uniform Cleaning Allowance	13,325	13,000	14,300	14,300	14,950
41525	Paramedic Incentive Pay	30,820	29,341	32,400	32,400	37,800
41530	Coordinator Incentive Pay	1,961	2,046	1,560	1,560	1,560
41532	Inspector Incentive Pay	13,611	14,475	18,000	18,000	15,000
41533	USAR Incentive Pay	2,018	1,658	1,500	1,500	1,500
41537	Reporting Software Admin	461	481	480	480	480
42111	Social Security Matching	108,573	115,224	123,220	123,220	130,330
42213	Firemens Pension Fund	-	-	206,580	206,580	244,010
42217	Fire Pension - State Funds	114,576	125,946	114,580	114,580	126,000
42311	Health Insurance - Reg.	241,145	237,470	210,910	210,910	232,000
42312	Group Life Insurance	351	364	500	500	1,380
42313	Accidental Death AD&D	46	49	100	100	690
42423	W/C Firefighters / Drivers	42,724	55,837	81,040	81,040	76,020
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$1,997,582</b>	<b>\$2,103,395</b>	<b>\$2,399,090</b>	<b>\$2,414,090</b>	<b>\$ 2,546,130</b>
43132	Physicals - FF & Reserves	15,655	16,222	18,000	18,000	18,000
43499	Contractual Svcs - Misc	2,240	2,520	2,520	2,520	2,520
44011	Travel & Training	1,180	1,311	2,500	2,500	2,500
44212	Postage - Residential Inspec	1,406	2,010	2,000	2,000	-
44463	Lease - Automobile(s)	8,353	22,748	22,950	22,950	22,950
44621	Maintenance - Equipment	3,632	3,669	4,000	4,000	4,000
44624	Maintenance - Technical Equip	-	1,120	500	500	500
44626	Maintenance - M.S.A. Equip	2,230	2,788	1,750	1,750	1,750
44631	Central Garage Maint. Svc	9,240	13,338	5,000	5,000	4,500
44641	First Aid Equipment	3,633	4,202	10,000	10,000	10,000
44643	Fire Hose	4,073	4,706	5,000	5,000	5,500
44998	OCC - Residential Inspections	9	688	500	500	-
44999	Other Charges -Misc	239	224	-	-	-
45111	Office Supplies - General	1,030	1,417	1,000	1,000	1,500
45141	Small Tools & Implements	2,836	2,401	2,500	2,500	3,000
45211	Fuel	21,818	31,000	30,000	30,000	35,000
45231	Clothing & Wearing Apparel	11,061	9,189	9,500	9,500	11,500
45235	Bunker Gear	8,475	581	9,500	9,500	10,500
45237	Clothing - Residential Inspec	390	375	300	300	-
45243	Computer Supplies	22,300	6,510	5,000	5,000	5,000
45247	First Aid Supplies	34,150	49,899	40,000	40,000	43,000
45254	Training Supplies - General	5,019	4,639	4,500	4,500	5,000
45289	Automotive Parts	35,442	118,796	-	15,000	15,000
45291	Operating Supplies - Disaster	20,574	492	2,000	2,000	2,000
45295	Community Education	1,180	3,563	4,000	4,000	4,500
45299	Operating Supplies - Misc.	5,139	4,976	6,000	6,000	6,500
45411	Dues and Memberships	1,270	-	100	100	100
45461	Books and Publications	485	152	500	500	300

## FIREFIGHTING

<b>001073</b>						<b>BUDGET</b>
EXP		ACTUAL	ACTUAL	ESTIMATE	AMENDED	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	BUDGET	FY23-24
					FY22-23	
<b>TOTAL OPERATING</b>		<b>\$ 223,059</b>	<b>\$ 309,536</b>	<b>\$ 189,620</b>	<b>\$ 204,620</b>	<b>\$ 215,120</b>
46415	Trucks And Trailers	2,581,752	-	15,000	15,000	-
46431	Special Purpose Equipment	45,348	31,998	-	-	10,750
<b>TOTAL CAPITAL</b>		<b>\$ 2,627,100</b>	<b>\$ 31,998</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 10,750</b>

**TOTAL EXPENDITURES** \$ 4,847,741 \$ 2,444,929 \$ 2,603,710 \$ 2,633,710 \$ 2,772,000



## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM FIREFIGHTING

EXP CODE	CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
46415	<i>Trucks &amp; Trailers</i>					
	All-Terrain Vehicle	-	15,000	-	-	-
	Replacement of Fire Engine 2	-	400,000	400,000	-	-
	<b>TOTAL</b>	-	<b>415,000</b>	<b>400,000</b>	-	-
46431	<i>Special Purpose Equipment</i>					
	Ballistic Vests	10,750	-	-	-	-
	<b>TOTAL</b>	<b>10,750</b>	-	-	-	-

**DIVISION TOTAL   \$   10,750   \$ 415,000   \$ 400,000   \$   -   \$   -**



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# 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

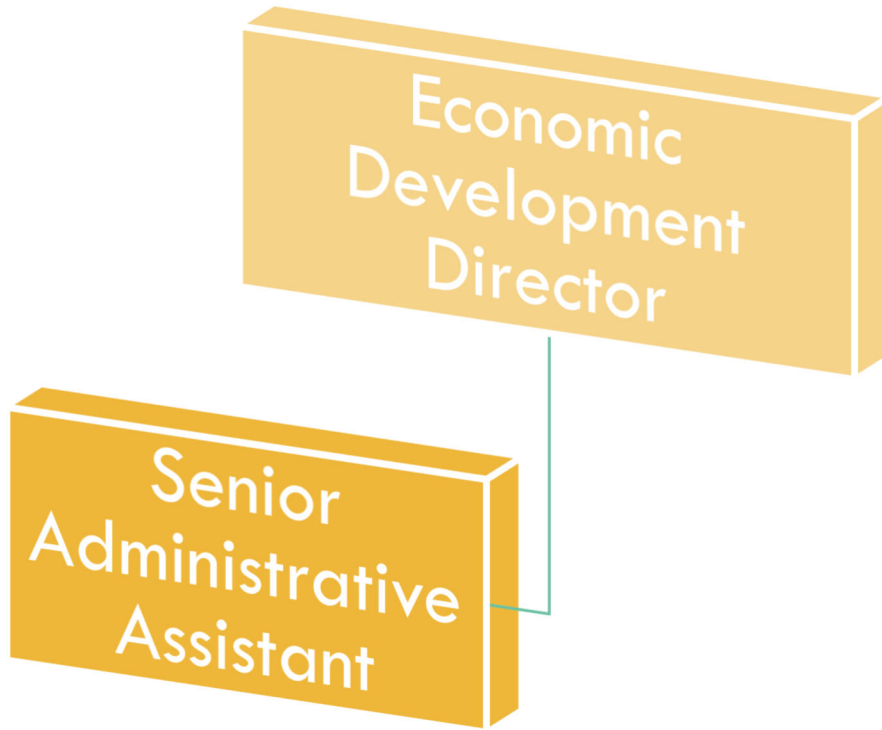
The redevelopment of our community is a central focus of the Economic Development Department. It is the responsibility of the Department to plan, coordinate, and facilitate the City's efforts to attract, retain and grow businesses and jobs.

### ACCOMPLISHMENTS OF FY23

- Conducted an Awards Banquet for the recipients of the Tampa Bay Times “Best of the Best” designation.
- Worked with Pasco County to establish a plan to improve properties in the Leisure Lane/ Van Doren Avenue neighborhood.
- Recruited additional commercial tenants for the downtown area.
- Met with interested parties in relationship to relocating businesses into the city.
- Assembled a database of available properties in the city.

### FY24 INITIATIVES

- Create, develop, and execute 1 to 2 "signature" city events.
  - Establish an annual event that creates local, regional, statewide, and perhaps national attention.
  - Attract tourists for a 3 day stay to infuse additional tourism spend into the city.
  - Leverage this event with the Tourism Development Council & Florida Sports Coast for sponsorship dollars & promotion assistance.
  - For NPR to become a name synonymous with the event and audience
- Consider the placement of curb bump-outs in the downtown area.
- Work with the planning department on amending zoning regulations specific to the downtown area.
- Develop and fund a U.S. Highway 19 enhancement plan.
- Establish a shared-use parking policy.
- Program regular activities to occur at Railroad and Cavaliere Square



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Economic Development Director	1	1	1
Senior Administrative Assistant	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

## ECONOMIC DEVELOPMENT

<b>001080</b>		AMENDED				<b>BUDGET</b>
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	<b>AMOUNT</b>
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	<b>FY23-24</b>
41111	Department Head Salaries	80,009	73,924	91,000	91,000	104,210
41210	Regular Exempt Salaries	5,725	-	-	-	-
41299	Regular Full Time Wages	29,562	31,236	44,850	44,850	48,500
41512	Gas / Car Allowance	2,500	1,133	3,000	3,000	-
42111	Social Security Matching	8,693	7,666	10,620	10,620	11,690
42211	Florida Retirement System	25,797	24,830	31,250	31,250	42,560
42311	Health Insurance - Reg.	15,646	18,552	18,340	18,340	20,180
42312	Group Life Insurance	27	21	100	100	120
42313	Accidental Death AD&D	4	3	20	20	30
42426	W/C Clerical	271	277	240	240	230
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 168,234</b>	<b>\$ 157,642</b>	<b>\$ 199,420</b>	<b>\$ 199,420</b>	<b>\$ 227,520</b>
43199	Professional Svcs - Misc	-	1,408	-	-	-
44011	Travel & Training	744	2,942	750	750	1,500
44121	Telephone - Local	-	485	1,500	-	1,500
44134	Data Lines	736	824	100	750	-
44211	Postage	-	29	-	-	-
44999	Other Charges - Misc	17	145	100	100	200
45111	Office Supplies - General	391	4,400	500	500	500
45225	Software Licenses / Support	-	185	-	-	-
45231	Clothing & Wearing Apparel	158	-	300	-	300
45411	Dues and Memberships	3,178	4100	500	1,000	600
45461	Books and Publications	-	240	100	100	-
<b>TOTAL OPERATING</b>		<b>\$ 5,224</b>	<b>\$ 14,758</b>	<b>\$ 3,850</b>	<b>\$ 3,200</b>	<b>\$ 4,600</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 173,458</b>	<b>\$ 172,400</b>	<b>\$ 203,270</b>	<b>\$ 202,620</b>	<b>\$ 232,120</b>



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# DEVELOPMENT SERVICES

## 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

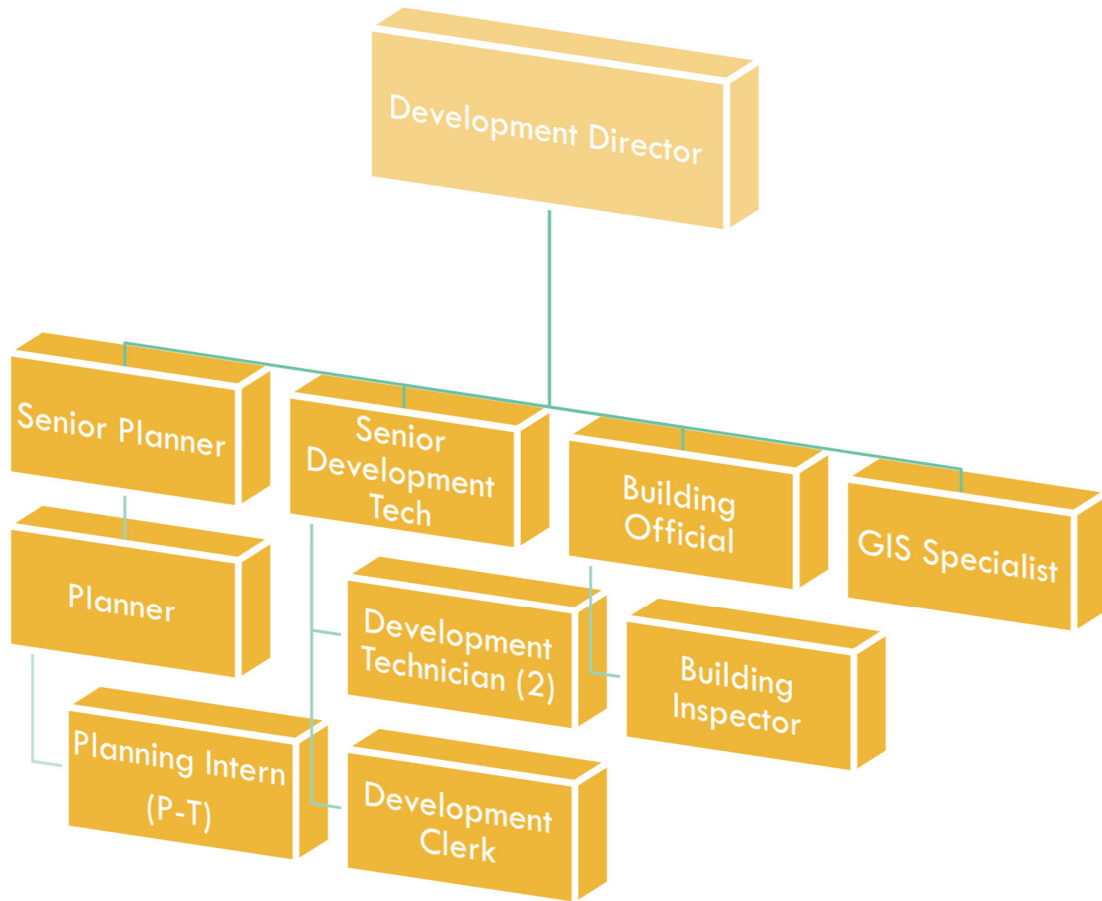
The Development Department coordinates the approval processes for building, planning and zoning, and redevelopment activities in the City. The Department ensures that existing properties and newly constructed buildings meet all applicable codes and regulations. It also provides long-range comprehensive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

## ACCOMPLISHMENTS OF FY23

- "Processed and issued the following:
  - Approved approximately 1,450 building permits valued at over \$35,121,000.
  - Completed over 3,400 building inspections.
  - Processed over 97 development applications through the Development Review Committee and 28 through the Land Development Review Board.
- Initiated implementation of GIS systems

## FY24 INITIATIVES

- Update the Comprehensive Plan for the City.
- Update Planning, Zoning and Building Fee Schedules to relate better to direct departmental costs.
- Continue to review, analyze and update the Land Development Code as needed.
- Implement available software programs and cross train personnel to ensure a more efficient permitting system.



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Development Director	1	1	1
Receptionist	.73	0	0
Senior Planner	1	1	1
Planner	1	1	1
Planning Intern – Part-time	0	.73	.73
Senior Development Technician	0	1	1
Development Technician	2	2	2
Development Clerk	0	1	1
Building Official	1	1	1
Building Inspector	1	1	1
Building Inspector (Cert. of Use Program)	.73	.73	0
GIS Specialist	0	0	1
<b>Total</b>	<b>8.46</b>	<b>10.46</b>	<b>10.73</b>



## DEVELOPMENT

001081						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET		
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	AMOUNT	
						FY23-24	
41111	Department Head Salaries	-	58,931	97,850	97,850	105,710	
41112	Division Head Salaries	-	28,774	32,000	32,000	-	
41210	Regular Exempt Salaries & Wages	-	-	83,200	83,200	89,900	
41299	Regular Salaries & Wages	199,330	232,515	332,890	332,890	397,570	
41311	Part-Time Wages	39,404	20,711	7,860	7,860	6,240	
41411	Overtime	166	1,456	2,000	2,000	3,000	
42111	Social Security Matching	17,472	24,527	40,640	40,640	45,850	
42211	Florida Retirement System	24,196	704	75,270	75,270	95,360	
42311	Health Insurance - Reg.	41,498	71,880	82,530	82,530	80,700	
42312	Group Life Insurance	68	102	200	200	1,440	
42313	Accidental Death AD&D	9	14	100	100	720	
42426	W/C Clerical	49	25	-	-	690	
42432	W/C Municipal Class	9,184	9,394	20,670	20,670	10,100	
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$331,376</b>	<b>\$ 449,033</b>	<b>\$ 775,210</b>	<b>\$ 775,210</b>	<b>\$ 837,280</b>	
43121	City Engineer Services	19,894	23,455	40,000	40,000	50,000	
43181	Professional Services -Plannin	188,889	76,269	-	-	115,000	
43199	Professional Services - Misc.	12,150	4,900	10,000	20,000	70,000	
43499	Contractual Svcs - Misc	231,074	189,515	250,000	250,000	25,000	
44011	Travel & Training	1,494	4,222	5,000	9,000	13,700	
44121	Telephone - Local	1,134	3,731	3,600	3,600	3,600	
44134	Data Lines	-	428	-	-	-	
44211	Postage	626	1,217	1,000	1,000	1,000	
44463	Lease - Automobile(s)	11,154	11,399	11,400	11,400	14,820	
44481	Lease - Copier	2,108	1,905	2,200	2,200	2,200	
44571	Notary Bond	132	144	100	100	100	
44611	Maintenance Buildings & Ground	-	-	-	250	250	
44631	Central Garage Maint. Svc	60	-	-	500	1,250	
44799	Printing & Binding	3,054	2,803	2,000	2,000	2,000	
44954	Housing Incentive - CDBG	-	10,417	50,000	275,000	750,000	
45111	Office Supplies - General	1,617	1,577	1,500	1,500	14,820	
45211	Fuel	-	2,232	-	-	4,000	
45225	Software Licenses / Support	3,961	24,529	9,000	9,000	9,450	
45231	Clothing & Wearing Apparel	597	332	900	900	1,300	
45243	Computer Supplies	7,205	-	9,000	10,000	11,000	
45289	Automotive Parts	-	-	-	500	1,250	
45291	Operating Supplies - Disaster	45	-	-	-	-	
45299	Operating Supplies - Misc.	1,072	1,498	1,000	1,000	1,000	
45411	Dues and Memberships	838	1,461	1,500	3,000	3,500	
45461	Books and Publications	941	20	1,000	500	1,500	
<b>TOTAL OPERATING</b>		<b>\$488,045</b>	<b>\$ 362,054</b>	<b>\$ 399,200</b>	<b>\$ 641,450</b>	<b>\$ 1,096,740</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$ 819,421</b>	<b>\$ 811,087</b>	<b>\$ 1,174,410</b>	<b>\$ 1,416,660</b>	<b>\$ 1,934,020</b>	



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# PARKS & RECREATION - RECREATION

## IT IS THE MISSION OF RECREATION TO

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

## DESCRIPTION

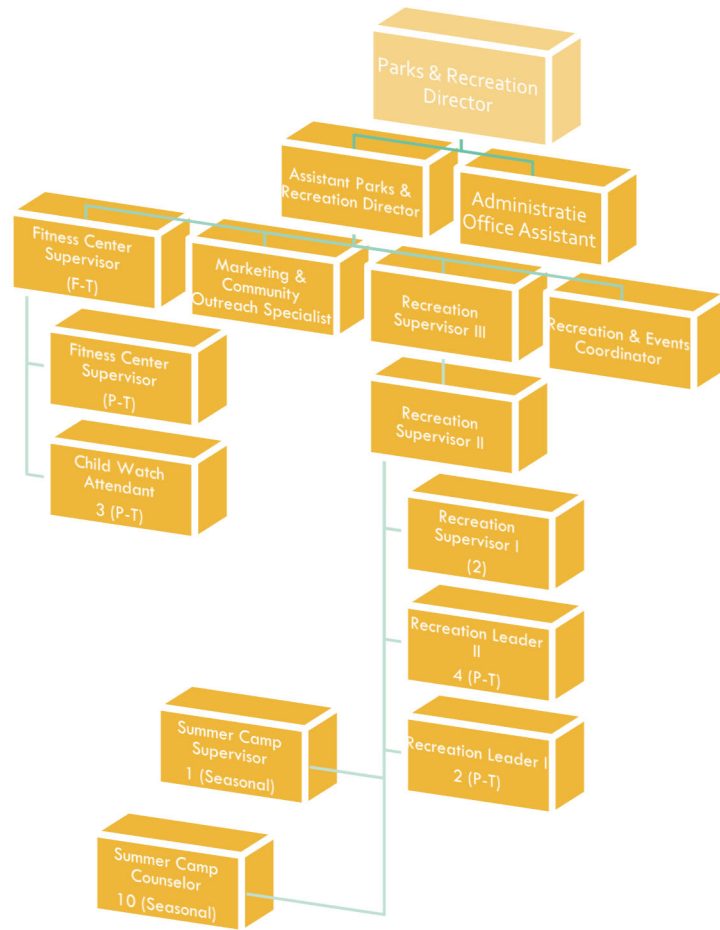
The New Port Richey Recreation & Aquatic Center is a state-of-the-art facility, which offers a variety of affordable recreational activities and athletic training opportunities for everyone. With programs for children, seniors, and adults, the facility has become an integral part of the fabric of the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

## ACCOMPLISHMENTS OF FY23

- Promoted health and wellness by expanding variety of fitness classes and wellness programs that catered to diverse interests and age groups. Chair Yoga, Restorative Yoga, Silver Sneakers Circuit Class, and three Orlando Magic Youth Basketball Camps were offered this year. These additions increased the Instructor Class Revenue by 49.4%
- Increased community engagement as evidenced by the growing membership sales in the annual membership drive which had a 14.7% increase from the previous fiscal year.
- Invested in the professional development and training of staff members to lead to improved customer service, program quality, and overall operational efficiency. Staff attended FRPA Summer Staff Training as well as the three-day FRPA Emerging Leaders Institute, in-person training sessions, and online webinars. These opportunities provided valuable information to help ensure staff is well equipped to provide exceptional recreational opportunities for our community.

## FY24 INITIATIVES

- Foster a sense of community among older adults by offering more classes, programs, and social opportunities with their unique needs and interests in mind. Communicate with senior-focused organizations to ensure staff remain up to date with current insurance health care reimbursement programs.
- Build more opportunities for the public to enjoy using the City's vibrant parks by adding four new programs that encourage people of all ages to engage in healthy activities while fostering their environmental awareness and increasing their appreciation and utilization for these shared public spaces.
- Conduct a SWOT analysis and use participant surveys to gather valuable feedback which enables continuous improvement in the Recreation Center's programs, services, and facilities.
- Identify emerging trends and changing interests of members, particularly in the areas of E-Sports and additional basketball and volleyball programs. This will help determine if additional programming should be added in these areas to ensure the Recreation Center's offerings remain relevant and responsive to the evolving needs of the community.



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Parks & Recreation Director	1	1	1
Assistant Parks & Recreation Director	0	0	1
Administrative Office Assistant	1	1	1
Recreation & Events Coordinator	1	1	1
Mktg & Communications Outreach Spec	.73	.73	.73
Recreation Supervisor III	0	1	1
Recreation Supervisor II	1	1	1
Recreation Supervisor I	2	2	2
Recreation Leader II	2.92	2.92	2.92
Recreation Leader I	1.46	1.46	1.46
Summer Camp Supervisor	.17	.17	.17
Child Watch Attendant	2.19	2.19	2.19
Fitness Center Supervisor	1.73	1.73	1.73
Summer Counselor	1.60	1.60	1.60
<b>Total</b>	<b>16.80</b>	<b>16.80</b>	<b>18.80</b>

## RECREATION

<b>001092</b>		AMENDED				<b>BUDGET</b>
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	<b>AMOUNT</b>
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	<b>FY23-24</b>
41111	Department Head Salaries	83,381	87,026	81,020	81,020	102,000
41112	Division Head Salaries	15,006	-	25,000	25,000	67,700
41210	Regular Exempt Salaries	-	7,027	101,490	101,490	92,910
41299	Regular Salaries & Wages	185,047	214,677	214,620	214,620	162,610
41311	Part-Time Wages	158,022	180,444	223,670	223,670	231,950
41312	Temporary Wages	29,903	33,744	46,080	46,080	48,400
41411	Overtime	2,763	5,878	2,500	2,500	3,500
41520	Moving Expense Stipend	3,000	-	-	-	-
41522	Education Incentive	-	36	-	-	-
41527	Stand-by Time	-	104	-	-	-
42111	Social Security Matching	35,626	39,358	43,250	43,250	54,720
42211	Florida Retirement System	60,222	72,371	81,910	81,910	110,550
42311	Health Insurance - Reg.	45,988	66,101	73,360	73,360	85,740
42312	Group Life Insurance	108	127	200	200	510
42313	Accidental Death AD&D	15	17	60	60	260
42426	W/C Clerical	82	84	100	100	320
42428	W/C Park Operators/Maint.	18,431	19,169	17,680	17,680	16,970
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 637,594</b>	<b>\$ 726,163</b>	<b>\$ 910,940</b>	<b>\$ 910,940</b>	<b>\$ 978,140</b>
43199	Professional Services - Misc	-	4,147	-	-	-
43443	Contractual Svcs - Instructors	28,495	46,408	33,000	33,000	33,000
43474	Security Services	464	562	650	650	650
43499	Contractual Svcs - Misc	1,564	1,867	1,700	1,700	1,700
44011	Travel & Training	594	1,699	3,500	3,500	3,500
44121	Telephone - Local	7,786	6,248	7,500	7,500	7,500
44134	Data Lines	9,703	16,000	12,000	12,000	12,000
44143	Cable	-	-	700	700	700
44211	Postage	66	28	200	200	200
44221	Freight Express Charges	61	-	100	100	100
44311	Electric - City Facilities	114,415	127,282	115,000	115,000	115,000
44341	Gas (Propane/Natural)	2,484	3,493	2,400	2,400	2,400
44351	Water & Sewer - City	9,322	12,536	11,000	11,000	11,000
44373	Street Light Fee	843	809	820	820	820
44381	Stormwater Assessment	4,702	4,514	4,600	4,600	4,600
44419	Rent - Equipment	4,790	3640	3,500	3,500	3,500
44463	Lease - Automobile(s)	11,972	12,018	13,970	13,970	13,970
44481	Lease - Copier	1,232	1,609	1,400	1,400	1,400
44611	Maintenance Buildings & Ground	1,040	504	1,000	1,000	1,000
44621	Maintenance - Equipment	2,967	2,703	5,500	3,000	6,000
44623	Maintenance - Copiers	916	-	-	3,000	-
44631	Central Garage Maint. Svc	360	2,395	500	500	500
44799	Printing & Binding	-	5,250	2,000	2,000	2,000
44961	Special Events	4,781	11,453	15,000	15,000	15,000
44963	Recreation Trips	7,281	8,535	7,000	7,000	7,000
44965	City Sponsored Prog. Expense	35,871	51,519	55,000	40,000	60,000
44999	Other Charges - Misc	1,336	2,750	4,000	4,000	4,000
45111	Office Supplies - General	972	737	1,200	1,200	1,200
45141	Small Tools & Implements	972	373	1,000	1,000	1,000

## RECREATION

<b>001092</b>		AMENDED				<b>BUDGET</b>
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	<b>AMOUNT</b>
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	<b>FY23-24</b>
45211	Fuel	853	1,505	1,600	1,600	1,600
45225	Software Licenses / Support	8,819	10,729	10,000	10,000	10,000
45231	Clothing & Wearing Apparel	1,015	1,383	2,500	2,000	3,000
45234	Swim / Rec Accessories	429	1,179	1,000	1,000	1,000
45241	Licensing & ID Materials	3,387	3,704	3,000	3,000	3,000
45243	Computer Supplies	10,311	3,591	4,000	2,500	8,000
45245	Recreation Supplies	9,976	11,255	10,500	10,500	10,500
45246	Ads / Marketing Supplies	13,688	16,921	17,000	25,000	17,300
45247	First Aid Supplies	445	242	500	500	500
45248	Prizes and Awards	1,225	1,389	1,500	1,500	1,500
45251	Janitorial Supplies	920	712	750	750	750
45289	Automotive Parts	314	2,982	-	500	500
45291	Operating Supplies - Disaster	465	645	1,000	1,000	1,500
45299	Operating Supplies - Misc.	4,889	7,429	7,700	4,000	8,000
45411	Dues and Memberships	1,049	1,714	1,000	1,000	1,000
<b>TOTAL OPERATING</b>		<b>\$ 312,774</b>	<b>\$ 394,459</b>	<b>\$ 366,290</b>	<b>\$ 354,590</b>	<b>\$ 377,890</b>
46299	Building Improvements	10,824	1,102,085	25,000	490,000	-
46399	Impr.Other Than Bldg-Misc	-	-	-	-	72,000
46431	Special Purpose Equipment	-	-	-	35,000	35,000
<b>TOTAL CAPITAL</b>		<b>\$ 10,824</b>	<b>\$ 1,102,085</b>	<b>\$ 25,000</b>	<b>\$ 525,000</b>	<b>\$ 107,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 961,192</b>	<b>\$ 2,222,707</b>	<b>\$ 1,302,230</b>	<b>\$ 1,790,530</b>	<b>\$ 1,463,030</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM RECREATION

EXP CODE	CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
46399	<i>Improvements Other Than Buildings</i>					
	Flame Retardant Wall Pads	12,000	-	-	-	-
	Outdoor Basketball Court Resurfacing	60,000				
	<b>TOTAL</b>	<b>72,000</b>	-	-	-	-
46431	<i>Special Purpose Equipment</i>					
	Fitness Equipment Replacement	20,000	15,000	15,000	15,000	15,000
	Security Cameras	-	51,735	-	-	-
	Sound System Replacement (Sims Park)	-	47,950	-	-	-
	Access Control System Upgrades	15,000	15,000	-	-	-
	<b>TOTAL</b>	<b>35,000</b>	<b>114,685</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>

**DIVISION TOTAL    \$107,000    \$ 114,685    \$ 15,000    \$ 15,000    \$ 15,000**





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# PARKS & RECREATION - AQUATICS

## IT IS THE MISSION OF AQUATICS TO

To preserve and maintain the utmost safety, productivity, and comfort within the aquatic environment for the members and guests that enter our facility.

## 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.

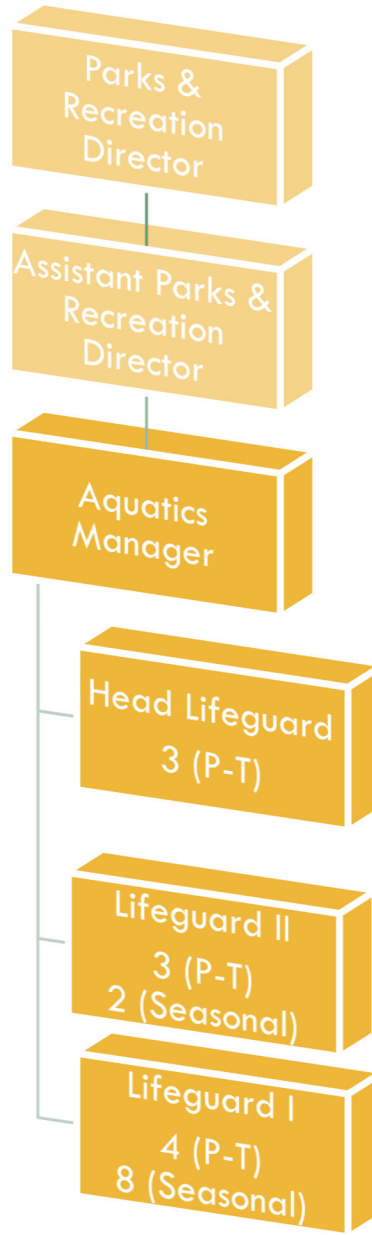
## ACCOMPLISHMENTS OF FY23

- To create a more effective and efficient workplace, the Aquatics Division restructured operational procedures by updating processes and procedural outlines in a Standard Operating Procedures Guidebook.
- To foster a culture of continuous improvement, professional development training, testing, and certification opportunities were offered to staff. One Water Safety Instructor (WSI) course and two Lifeguarding courses were offered in the spring and summer.
- To implement and maintain the highest safety and lifesaving measures for the well-being of all visitors, lifeguards participated in mandatory bi-weekly in-service sessions throughout the summer to ensure rapid response and familiarity with emergency protocols and rescue techniques such as first aid, CPR, STOP the BLEED, AED usage, and other lifesaving skills. Routinely practicing these skills helps ensure faster response times, thereby creating a safer environment in a location that is considered inherently high-risk.
- To ensure the facility amenities continue to meet the evolving needs of the community, the aquatics zones were assessed and areas for improvement were identified for upgrades starting with complete resurfacing and retiling of the Kiddie Activity Pool and complete Gel Kote restoration of the Kiddie Fish Slide and Mushroom Water feature.

## FY24 INITIATIVES

- Continue to cross-train aquatics and recreation staff to offer uninterrupted wrap-around service to members and ensure the smooth functioning of recreational facilities and aquatic areas by way of improved teamwork and collaboration, staff development opportunities and enhanced customer service experience.
- Enhance Community Engagement by implementing even more programs, events, and classes that encourage people of all ages and abilities to utilize the aquatic center. This will include introducing group swim lessons, private swim lessons for all ages and skill levels, aquatic fitness classes, and special events such as a kids' night out and swim-in movies.
- Offer facility improvements by replacing the lap pool heaters. These upgrades will provide comfortable water temperatures and a more pleasant year-round aquatic experience for members. The upgraded heaters will offer improved heating performance while resulting in energy savings, reduced operational costs, and lessening the environmental impact.
- Support the aquatic center's overall success by ensuring the continuity and operational efficiencies made possible through invested and knowledgeable staff. Continue to encourage staff to participate in

professional development opportunities, and certification courses made available through the American Red Cross, National Swimming Pool Foundation, Florida Aquatics Counsel, Florida Recreation and Park Association, and the National Recreation and Park Association.



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Aquatics Manager	1	1	1
Aquatics Coordinator	0	.73	.73
Head Lifeguard	2.19	2.19	2.19
Lifeguard II	2.19	2.19	2.19
Lifeguard I	2.45	3.15	3.15
<b>Total</b>	<b>7.83</b>	<b>9.26</b>	<b>9.26</b>

## AQUATICS

<b>001094</b>		AMENDED				<b>BUDGET</b>
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	<b>AMOUNT</b>
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	<b>FY23-24</b>
41210	Regular Exempt Salaries	34,565	33,743	53,770	53,770	60,610
41299	Regular Salaries & Wages	3,970	-	-	-	-
41311	Part-Time Wages	76,345	79,623	105,380	105,380	167,700
41312	Temporary Wages	86,232	64,706	77,020	77,020	117,170
42111	Social Security Matching	15,237	13,592	14,140	14,140	26,430
42211	Florida Retirement System	11,819	12,784	17,070	17,070	30,980
42311	Health Insurance - Reg.	4,508	3,275	9,170	9,170	10,090
42312	Group Life Insurance	11	9	40	40	60
42313	Accidental Death AD&D	2	1	20	20	30
42428	W/C Park Operators/Maint.	6,374	8,051	9,750	9,750	11,710
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 239,063</b>	<b>\$ 215,784</b>	<b>\$ 286,360</b>	<b>\$ 286,360</b>	<b>\$ 424,780</b>
43441	Water Safety Instruction	1,367	719	1,750	1,750	1,750
43499	Contractual Svcs - Misc	6,644	4,102	5,000	5,000	4,000
44121	Telephone - Local	558	863	1,000	1,000	1,000
44134	Data Lines	-	144	-	-	-
44311	Electric - City Facilities	19,718	24,109	20,000	20,000	20,000
44341	Gas (Propane/Natural)	12,867	9,772	15,000	15,000	13,000
44351	Water & Sewer - City	38,813	33,494	30,000	30,000	30,000
44381	Stormwater Assessment	5,916	5679	5,800	5,800	5,800
44611	Maintenance Buildings & Ground	25,413	16,197	35,000	35,000	27,000
44621	Maintenance - Equipment	194	160	7,000	7,000	5,000
45111	Office Supplies - General	70	91	200	200	250
45141	Small Tools & Implements	66	63	100	100	100
45221	Chemicals	31,490	28,528	32,000	32,000	32,000
45222	Laboratory Supplies	85	26	50	50	50
45231	Clothing & Wearing Apparel	1,153	1,219	1,600	1,600	1,600
45234	Swim / Rec Accessories	-	611	1,000	1,000	2,000
45241	Licensing & ID Materials	2,120	2,220	2,500	2,500	2,500
45243	Computer Supplies	92	-	800	800	3,500
45245	Recreation Supplies	334	106	750	750	2,500
45247	First Aid Supplies	755	444	500	500	500
45248	Prizes and Awards	167	-	300	300	300
45251	Janitorial Supplies	404	235	600	600	500
45299	Operating Supplies - Misc.	3,601	3,805	3,500	3,500	3,500
45321	Signs & Sign Materials	-	108	1,000	1,000	1,500
45411	Dues and Memberships	160	80	1,200	1,200	2,500
<b>TOTAL OPERATING</b>		<b>\$ 151,987</b>	<b>\$ 132,775</b>	<b>\$ 166,650</b>	<b>\$ 166,650</b>	<b>\$ 160,850</b>
46399	Impr.Other Than Bldg-Misc	82,554	-	100,000	100,000	-
46431	Special Purpose Equipment	-	5,024	45,000	45,000	49,500
<b>TOTAL CAPITAL</b>		<b>\$ 82,554</b>	<b>\$ 5,024</b>	<b>\$ 145,000</b>	<b>\$ 145,000</b>	<b>\$ 49,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 473,604</b>	<b>\$ 353,583</b>	<b>\$ 598,010</b>	<b>\$ 598,010</b>	<b>\$ 635,130</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM AQUATICS

EXP CODE	CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
64-31	<i>Special Purpose Equipment</i>					
	Commercial Pool Heater Replacement Lap Pool (2)	43,000	-	-	-	-
	Geothermal Heating/Cooling System	-	116,000	-	-	-
	Replacement Aquatic Pump Motors Yearly	6,500	6,500	6,500	6,500	6,500
	<b>TOTAL</b>	<b>49,500</b>	<b>122,500</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>

**DIVISION TOTAL    \$ 49,500    \$ 122,500    \$ 6,500    \$ 6,500    \$ 6,500**



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# 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-way's, 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 FY23

- Analysis:
  - Completed the Utility Master Plan Analysis.
  - Completed the GIS transition to new server and implementation.
  - Completed the FDEP Wastewater Treatment Plant O&M permit application and to include treatment analysis.
  - HB 53 and 64 completion and submissions to include 20-year analysis for O&M.
  - Completed FDOT Golf Cart Crossing Analysis for US Hwy 19 at Gulf Drive and Marine Parkway.
- Training:
  - Hired and trained the new Utilities Operations Manager.
  - Trained on new GIS system for utility office and field personnel.
  - Trained personnel on work order system
- Grant Applications:
  - LED School crosswalk system state grant award.
  - Vulnerability Assessment Grant Award
  - Submitted Federal Resiliency Grant for Beach Street Drainage Project.

## FY24 INITIATIVES

- Analysis:
  - Perform Stormwater Utility Master Plan 10-year update.
  - Perform vehicle traffic analysis for golf cart crossings on US Hwy 19 at Gulf Dr and Marine Parkway.
  - Perform Impact Fee analysis for water, sewer, stormwater, and streets.
  - Perform Utility revenue sufficiency analysis.
- Training:
  - Certified Arborist license for Assistant Public Works Director
  - FSA Stormwater Operator license for GIS & Mapping Technician
  - Obtain notary certifications for administrative personnel.



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Public Works Director	1	1	1
Assistant Public Works Director	1	1	1
Administrative Office Manager	1	1	1
Data Support/GIS Mapping Technician	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>



## PUBLIC WORKS SUPERVISION

001101		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
41111	Department Head Salaries	100,267	107,185	112,390	102,980	116,630
41112	Division Head Salaries	64,141	45,670	66,750	67,190	95,520
41299	Regular Salaries & Wages	83,028	112,411	106,710	86,010	90,320
41411	Overtime	56	1,002	2,400	500	2,000
41522	Education Incentive Pay	1,154	1,204	1,200	1,200	600
41529	Meal Allowance	9	-	-	-	-
42111	Social Security Matching	18,200	19,242	19,890	19,730	23,230
42211	Florida Retirement System	33,544	36,470	39,130	46,510	65,040
42311	Health Insurance - Reg.	53,595	58,736	60,650	36,680	30,270
42312	Group Life Insurance	68	72	74	240	240
42313	Accidental Death AD&D	9	10	12	120	120
42426	Workers Comp - Clerical (8810)	172	151	150	150	140
42432	Workers Comp - Municipal Class (9410)	3,294	3,358	4,490	4,460	5,140
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 357,537</b>	<b>\$ 385,511</b>	<b>\$ 413,846</b>	<b>\$ 365,770</b>	<b>\$ 429,250</b>
43199	Professional Services - Misc	-	-	-	-	50,000
43499	Contractual Svcs - Misc	3,005	1,081	500	700	500
44011	Travel & Training	1,019	1,096	2,000	2,000	2,000
44121	Telephone - Local	5,754	7,099	6,500	6,500	6,500
44134	Data Lines	10,340	12,298	10,500	10,500	10,500
44211	Postage	136	129	350	350	350
44311	Electric - City Facilities	31,147	39,158	39,000	39,000	39,000
44331	Trash Removal	-	4	-	-	-
44351	Water & Sewer - City	5,593	1,169	10,000	10,000	10,000
44373	Street Light Fee	635	610	630	630	630
44381	Stormwater Assessment	6,213	5,964	6,050	6,050	6,050
44481	Lease - Copier	2,791	2,069	2,400	2,400	2,400
44571	Notary Bond	113	-	150	150	150
44611	Maintenance Buildings & Ground	-	435	100	450	-
44621	Maintenance - Equipment	-	1,008	2,000	2,000	2,000
44631	Central Garage Maint. Svc	-	750	1,000	1,000	1,000
44799	Printing & Binding	2,576	1,698	2,500	3,000	2,500
45111	Office Supplies - General	756	1,347	2,000	2,000	2,000
45141	Small Tools & Implements	80	-	300	300	300
45211	Fuel	3,279	4,497	3,500	3,500	3,500
45225	Software Licenses / Support	1,745	647	2,000	2,000	2,000
45231	Clothing & Wearing Apparel	621	532	600	600	600
45243	Computer Supplies	5,926	-	2,500	2,500	16,000
45247	First Aid Supplies	201	198	200	200	200
45289	Automotive Parts	288	1,307	-	750	750
45291	Operating Supplies - Disaster	-	1,587	500	500	500
45299	Operating Supplies - Misc.	3,494	1,637	1,500	1,500	1,500
45411	Dues and Memberships	1,825	2,116	1,800	1,800	1,800
45461	Books and Publications	384	194	300	300	300
<b>TOTAL OPERATING</b>		<b>\$ 87,921</b>	<b>\$ 88,630</b>	<b>\$ 98,880</b>	<b>\$ 100,680</b>	<b>\$ 163,030</b>
46399	Impr.Other Than Bldg-Misc	12,250	15,860	-	-	-
<b>TOTAL CAPITAL</b>		<b>\$ 12,250</b>	<b>\$ 15,860</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## PUBLIC WORKS SUPERVISION

001101 EXP CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
<b>TOTAL EXPENDITURES</b>		<b>\$ 457,708</b>	<b>\$ 490,001</b>	<b>\$ 512,726</b>	<b>\$ 466,450</b>	<b>\$ 592,280</b>

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

EXP CODE	CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
46299	<i>Building Improvements</i>					
	HVAC System (R&R)	-	10,000	10,000	10,000	10,000
	Generator (R&R)	-	5,000	5,000	5,000	5,000
	<b>TOTAL</b>	-	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>

**DIVISION TOTAL \$ - \$ 15,000 \$ 15,000 \$ 15,000 \$ 15,000**



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# PUBLIC WORKS – STREET & RIGHT OF WAY

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

repair, maintain, and eliminate hazards to all public streets, right of ways, and alleys making 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

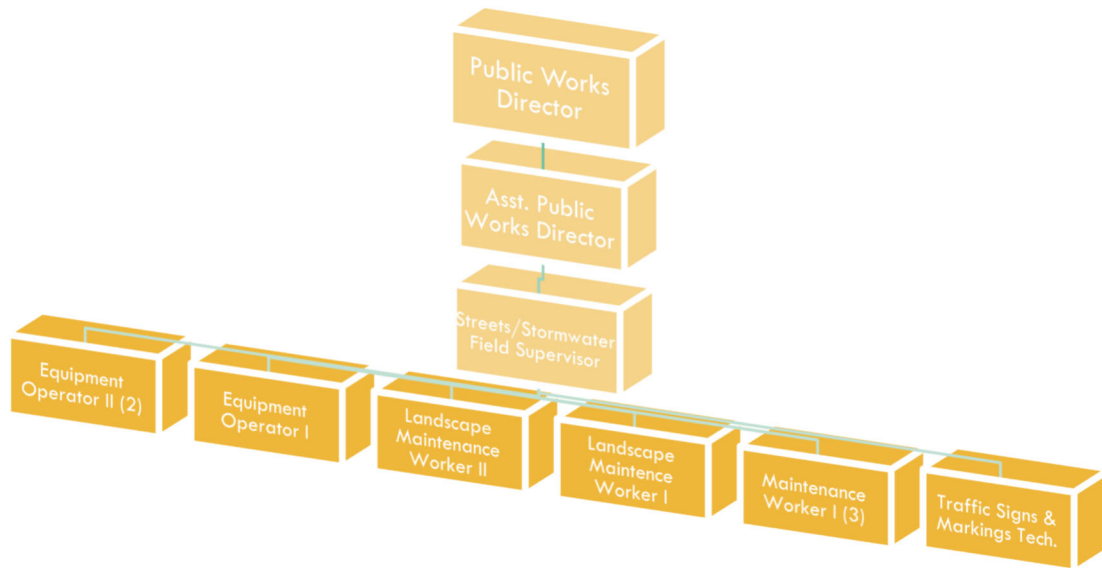
The Street & Right of Way Division is responsible for maintaining 35 miles of roadway marking, 40 acres of mow able land, 65 miles of paved road, and 80 miles of curbing. In addition, this Division also sets up all road closures, detours, and planning for special events.

## ACCOMPLISHMENTS OF FY23

- Traffic Sign and Markings:
  - Inspected & replaced stop signs as a proactive activity.
  - Continued to upgrade street name blades to meet MUTCD requirements.
  - Installed decorative signpost, devices in downtown overlay area around Sims Park
- Road Program:
  - Continued to assist with the implementation of the Paving Management Plan
  - Conducted 7-day traffic studies in areas, as requested.
  - Maintained all city R.O.W.'s.
  - Maintained Way Finding Management Plan
- Tree Program:
  - Renewed certification for the Tree City USA certification
  - Inspected and cleared vision zones, as needed.
  - Elevated tree canopies to meet the City's minimum overhead requirements in all city-maintained alleyways.
- Residential Programs:
  - Conducted two (2) city-wide Cleanup Day Activities
  - Improved efficiencies to the vegetation program, including reduction in route cycles and grinding of debris.

## FY24 INITIATIVES

- Traffic Signs and Markings:
  - Install decorative traffic sign poles with signage along North River Road
  - Install LED crosswalk at Gulf Drive and North River Road
  - Install Golf Cart Crossing Intersections on collector roads.
- Road Program:
  - Assist in the identification of roadways for cycle eight (8) of the Pavement Management Plan



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Equipment Operator II	2	2	2
Equipment Operator I	1	1	1
Landscape Maintenance Worker II	1	1	1
Landscape Maintenance Worker I	1	1	1
Maintenance Worker I	3	3	3
Traffic Signs & Markings Technician	1	1	1
<b>Total</b>	<b>9</b>	<b>9</b>	<b>9</b>

## STREET & RIGHT OF WAY MAINTENANCE

001102		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
41299	Regular Salaries & Wages	197,508	168,244	187,600	190,000	250,100
41411	Overtime	9,437	14,745	18,000	10,000	9,020
41527	Stand-By Time	9,748	8,256	6,370	6,420	6,710
42111	Social Security Matching	16,144	13,793	16,380	21,450	20,340
42211	Florida Retirement System	22,259	20,633	26,200	30,340	36,070
42311	Health Insurance - Reg.	27,837	32,859	30,770	82,530	70,610
42312	Group Life Insurance	107	108	110	200	480
42313	Accidental Death AD&D	14	-	20	100	240
42431	Workers Comp - Street Maint/Trash (5509)	23,244	23,406	28,520	28,520	29,520
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 306,298</b>	<b>\$ 282,044</b>	<b>\$ 313,970</b>	<b>\$ 369,560</b>	<b>\$ 423,090</b>
43129	Engineering Services - Misc	2,000	7,297	4,000	4,000	5,000
43199	Professional Services - Misc	-	-	18,300	18,300	5,000
43430	Parking Lot Maintenance	711	59	1,000	1,000	1,000
43438	Lab Tests	-	-	250	250	250
43485	Trash Grinding Service	11,875	24,629	20,000	20,000	20,000
43499	Contractual Services - Misc	30,398	48,984	57,210	57,210	57,210
44011	Travel & Training	1,580	451	2,000	2,000	1,530
44134	Data Lines	269	334	380	380	380
44211	Postage	27	-	50	50	50
44311	Electric - City Facilities	1,789	3,099	2,640	2,640	2,640
44312	Electric - Traffic Lights	4,386	4,867	5,000	5,000	5,000
44321	Eastbury Garden St Lights	2,430	2,764	3,200	3,200	3,200
44322	Hillendale Street Lights	16,304	18,725	22,000	22,000	22,000
44323	Ridgewood Street Lights	7,536	7,920	9,000	9,000	9,000
44324	Electricity - Barbara Ann Acre	672	902	1,000	1,000	1,000
44325	Str Lights - Orangewood	-	-	7,500	7,500	7,500
44331	Trash Removal	22,670	22,255	28,000	20,000	24,250
44351	Water & Sewer - City	48,090	57,651	47,000	40,000	50,000
44381	Stormwater Assessment	2,447	2,349	2,400	2,400	2,400
44419	Rent - Equipment	81	25	700	700	700
44463	Lease - Automobile(s)	17,195	29,909	55,060	55,060	55,060
44481	Lease - Copier	763	428	600	600	600
44611	Maintenance Buildings & Ground	9,591	5,121	10,000	10,000	10,000
44621	Maintenance- Equipment	259	-	-	-	-
44631	Central Garage Maint. Svc	10,800	16,766	10,000	10,000	10,000
44799	Printing & Binding	180	222	200	200	500
44999	Other Current Charges- Misc	239	27	-	-	-
45111	Office Supplies - General	53	106	200	200	200
45141	Small Tools & Implements	1,514	3,358	1,500	1,500	1,500
45211	Fuel	30,254	43,358	35,000	35,000	35,000
45211	Software Licenses/Support	175	-	-	-	-
45231	Clothing & Wearing Apparel	2,638	1,826	2,700	2,700	2,700
45243	Computer Supplies	1,982	-	500	500	1,500
45247	First Aid Supplies	91	156	100	100	100
45262	Trees	2,465	2,090	2,000	1,300	2,000
45289	Automotive Parts	48,245	33,664	-	20,000	15,000
45291	Operating Supplies - Disaster	106	-	500	500	500

## STREET & RIGHT OF WAY MAINTENANCE

<b>001102</b>		AMENDED				<b>BUDGET</b>
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	<b>AMOUNT</b>
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	<b>FY23-24</b>
45299	Operating Supplies - Misc.	10,098	12,563	14,000	14,000	14,000
45321	Signs & Sign Materials	25,095	31,861	30,000	30,000	30,000
45331	Pipe / Culvert Materials	36	73	-	-	-
45341	Sod - Seed	234	230	1,600	1,600	1,600
45399	Road Materials - Misc	3,341	6,408	8,000	10,000	8,000
45411	Dues and Memberships	-	-	200	300	200
45461	Books and Publications	-	-	100	200	100
<b>TOTAL OPERATING</b>		<b>\$ 318,619</b>	<b>\$ 390,477</b>	<b>\$ 403,890</b>	<b>\$ 410,390</b>	<b>\$ 406,670</b>
46415	Trucks And Trailers	157,707	-	-	-	-
46416	Heavy Equipment	93,882	-	-	-	-
<b>TOTAL CAPITAL</b>		<b>\$ 251,589</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**TOTAL EXPENDITURES    \$ 876,506    \$ 672,521    \$ 717,860    \$ 779,950    \$ 829,760**



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

EXP CODE	CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
<i>46416 Heavy Equipment</i>						
	2003 Pay Loader w/ Root Rake-#8 (R&R)	-	12,500	12,500	12,500	12,500
	1989 Case INT Broom Tractor-#5 (R&R)	-	2,000	2,000	2,000	2,000
	1997 Case Tractor c/s 570XLT-#3 (R&R)	-	5,000	5,000	69,000 (a)	6,900
	1994 Kubota Tractor-#10 (R&R)	-	3,250	3,250	3,250	3,250
	2006 JD244 Loader w/ Clam Shell-#12 (R&R)	-	8,750	8,750	8,750	8,750
	1983 Ingersol Rand Steam Roller-#67 (R&R)	-	7,000	7,000	7,000	7,000
	2020 Altec Bucket Truck -#138 (R&R)	-	8,000	8,000	8,000	8,000
	2020 John Deere Loader w/ Clam Shell-#140 (R&R)	-	5,000	5,000	5,000	5,000
<b>TOTAL</b>		-	<b>51,500</b>	<b>51,500</b>	<b>115,500</b>	<b>53,400</b>
<i>46431 Special Purpose Equipment</i>						
	Vermeer Stump Grinder SE9084 (R&R)	-	1,200	1,200	1,200	1,200
<b>TOTAL</b>		-	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>

**DIVISION TOTAL \$ - \$ 52,700 \$ 52,700 \$ 116,700 \$ 54,600**

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



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## PUBLIC WORKS – FACILITIES MAINTENANCE

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

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

### DESCRIPTION

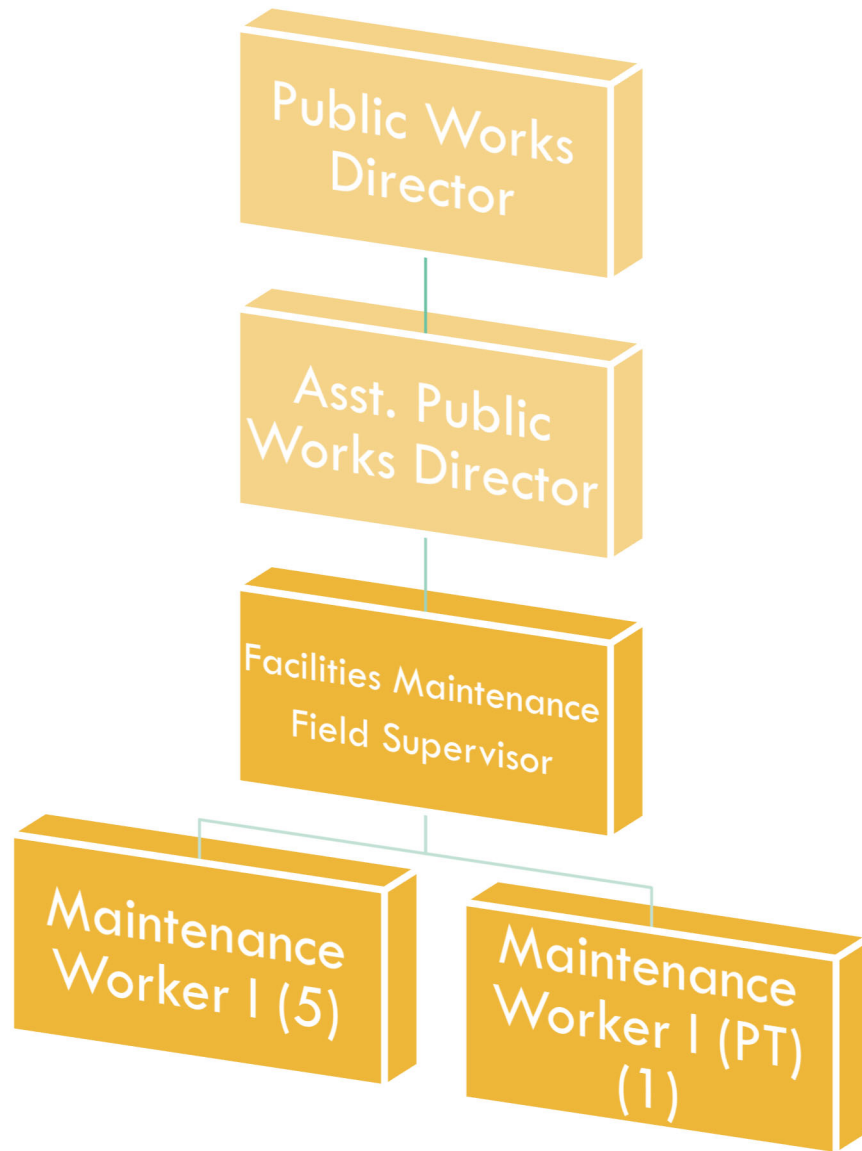
The Public Works – Facilities Maintenance Division is responsible for the maintenance and repair of New Port Richey’s public buildings.

### ACCOMPLISHMENTS OF FY23

- City Hall:
  - Completed exterior LED lighting conversion.
  - Completed the replacement of HVAC controls.
  - Completed renovation of IT Training room.
  - Completed renovation of Human Resources Directors office.
- Police Department:
  - Completed exterior LED lighting conversion.
  - Installed new Lexan glass on all exterior doors for higher security.
- Recreational Center:
  - Completed installation of new commercial hot water heater.
- Department of Health Building:
  - Completed the initiation of a full preventive maintenance program.

### FY24 INITIATIVES

- Fire Station #1:
  - Removal and replacement of the existing HVAC System.
  - Repair concrete floor area in Bay 1 facing Madison St.
- Library:
  - Perform motor repair where needed and seal exterior brick walls of building.
  - Install new speaker system.
- Public Works Operations Center:
  - Complete exterior LED lighting conversion.
- City Hall:
  - Complete the installation of HVAC system upgrades.
  - Tile replacement project.
  - Repaint multiple rooms throughout City Hall interior.
  - Perform motor repair where needed and seal exterior brick walls of building.
- LED Crosswalks Upgrades:
  - The complete installation of 2 new crosswalks on North River Rd at Green Key Rd and Mass Ave at Madison St.



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Facilities Maintenance Field Supervisor	1	1	1
Maintenance Worker I	5.72	5.72	5.72
<b>Total</b>	<b>6.72</b>	<b>6.72</b>	<b>6.72</b>

## FACILITIES MAINTENANCE

001106		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
41299	Regular Full Time Wages	140,828	171,857	173,720	173,720	177,990
41311	Part Time Wages	35,817	18,993	18,930	18,930	19,880
41411	Overtime	6,312	8,339	10,340	10,340	10,280
42111	Social Security Matching	13,544	14,876	15,760	15,760	15,760
42211	Fla. Retirement System	17,726	20,780	21,970	21,970	28,250
42311	Health Insurance - Reg.	26,496	32,756	45,850	45,850	43,550
42312	Group Life Insurance	79	102	200	200	120
42313	Accidental Death AD&D	11	14	110	110	110
42427	W/C Buildings - NOC	15,344	9,639	7,900	7,900	6,870
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$256,157</b>	<b>\$277,356</b>	<b>\$ 294,780</b>	<b>\$ 294,780</b>	<b>\$ 302,810</b>
43199	Professional Svcs - Misc	-	7,500	-	-	-
43411	Custodial Services	2,647	3,660	5,100	5,100	5,100
43412	Pest Control Services	4,800	4,800	6,000	6,000	6,000
43454	HVAC	101,877	78,115	110,000	110,000	110,000
43455	Contractual Fire Monitoring	1,246	2,952	1,960	1,960	1,960
43474	Security Services	3,350	900	1,700	1,700	2,600
43499	Contractual Svcs - Misc	78,966	68,859	65,000	60,000	70,000
44011	Travel & Training	395	526	430	430	430
44121	Telephone - Local	2,227	2,084	2,300	2,300	2,300
44134	Data Lines	270	334	900	900	900
44311	Electric - City Facilities	53,912	59,396	53,000	53,000	53,000
44331	Trash Removal	24,326	26,324	26,300	26,300	20,300
44351	Water & Sewer - City	11,577	10,926	13,000	13,000	13,000
44373	Street Light Fee	1,048	1,006	1,020	1,020	1,020
44381	Stormwater Assessment	2,424	2,327	2,400	2,400	2,400
44419	Rent - Equipment	-	25	1,000	1,000	1,000
44463	Lease - Automobile(s)	8,562	8,419	8,430	8,430	8,430
44611	Maintenance Buildings & Ground	19,721	34,630	30,000	30,000	30,000
44631	Central Garage Maint. Svc	540	813	1,000	1,000	1,000
44655	Rep & Maint - Senior Center	2,465	2,765	2,500	3,000	2,500
44983	Permit Fees	200	200	200	200	200
45111	Office Supplies	56	44	200	200	200
45141	Small Tools & Implements	4,846	3,047	3,500	3,500	3,500
45211	Fuel	7,337	14,168	7,000	7,000	7,000
45231	Clothing & Wearing Apparel	2,532	2,189	2,100	2,100	2,100
45243	Computer Supplies	975	18	500	500	500
45247	First Aid Supplies	210	9	200	200	200
45251	Janitorial Supplies	21,611	34,716	35,000	30,000	35,000
45289	Automotive Parts	956	1,805	-	1,000	1,000
45291	Operating Supplies - Disaster	16,318	1,412	-	-	-
45299	Operating Supplies - Misc.	3,775	4,047	4,000	4,000	4,000
<b>TOTAL OPERATING</b>		<b>379,169</b>	<b>378,016</b>	<b>384,740</b>	<b>376,240</b>	<b>385,640</b>
46399	Impr. Other Than Bldg-Misc	-	8,925	-	-	45,000
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ 8,925</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,000</b>

**TOTAL EXPENDITURES    \$ 635,326    \$ 664,297    \$ 679,520    \$ 671,020    \$ 733,450**

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

EXP CODE	CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
46399	<i>Improvements Other Than Buildings</i>					
	Compost Facility Debris Netting	45,000	-	-	-	-
	<b>TOTAL</b>	<b>45,000</b>	-	-	-	-

**DIVISION TOTAL**    \$ 45,000    \$ -    \$ -    \$ -    \$ -

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# PUBLIC WORKS – GROUNDS MAINTENANCE

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

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

## DESCRIPTION

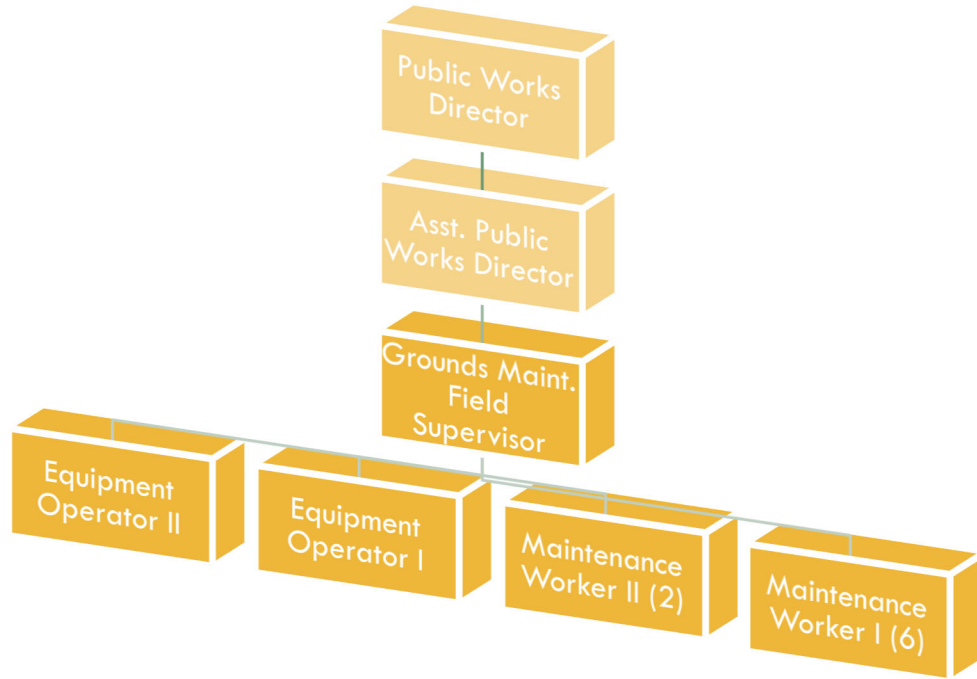
The Public Works – Grounds Maintenance Division performs routine and specialized ground maintenance for all the City's parks, preserves, and athletic fields.

## ACCOMPLISHMENTS OF FY23

- Maintenance Programs:
  - Maintained the nature trails at James E. Grey Preserve.
  - Trimmed and maintained trees at the Parks and our Facilities.
  - Painted the restrooms and buildings at the parks.
  - Pressure washed the sidewalks, docks, and boardwalks at the Parks.
- Park Amenity Improvements:
  - Installed a new playground, a new bench and a new Park sign at Russ Park.
  - Removed and replaced the gazebo walkway at Sims Park.
  - Removed and replaced deck area at the kayak launch at Sims Park.

## FY24 INITIATIVES

- Maintenance Programs:
  - Replace batteries in sprinkler systems every 6 months at all Parks and Facilities grounds.
  - Check sprinkler systems every month to make sure they are operating efficiently.
  - Pressure washes all playground equipment bi-weekly.
  - Maintain splash pad daily. Take water samples daily to per health department compliance.
- Park Amenity Improvements:
  - Resurface playground and work out areas at Sims Park.
  - Install new sod at Sims Park.
  - Reseal and restripe parking lot at Sims Park.
- Personnel Training:
  - Personal protective equipment and safety training.
  - Commercial Driver's License training.
  - Limited Lawn & Ornamental pesticide licensing for personnel.



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Grounds Maintenance Field Supervisor	1	1	1
Equipment Operator II	1	1	1
Equipment Operator I	1	1	1
Maintenance Worker II	2	2	2
Maintenance Worker I	6	6	6
<b>Total</b>	<b>11</b>	<b>11</b>	<b>11</b>



## GROUNDS MAINTENANCE

001110 EXP CODE CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
41210 Regular Exempt Salaries	51,002	19,740	-	37,960	-
41299 Regular Full Time Wages	172,424	156,872	212,320	272,960	326,500
41411 Overtime	24,704	37,112	29,150	29,150	30,610
41527 Stand-By Time	50	-	-	140	140
42111 Social Security Matching	18,557	15,835	18,380	26,030	27,330
42211 Fla. Retirement System	28,974	24,683	29,960	36,810	48,480
42311 Health Insurance - Reg.	41,214	38,242	52,500	100,870	100,870
42312 Group Life Insurance	117	96	140	200	660
42313 Accidental Death AD&D	15	13	30	100	330
42428 W/C Park Operators/Maint.	11,574	13,063	14,140	14,050	12,110
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$348,631</b>	<b>\$305,656</b>	<b>\$ 356,620</b>	<b>\$ 518,270</b>	<b>\$ 547,030</b>
43430 Parking Lot Maintenance	-	1,158	2,000	2,000	2,000
43433 Lawn Maintenance	150,367	142,847	150,800	150,800	150,800
43499 Contractual Svcs - Misc	20,279	14,560	20,000	25,000	20,000
44011 Travel & Training	675	-	1,750	1,750	1,750
44121 Telephone - Local	540	496	500	500	900
44134 Data Lines	270	340	350	350	350
44311 Electric - City Facilities	17,005	23,398	22,000	22,000	22,000
44331 Trash Removal	3,498	3,319	5,000	5,000	2,400
44351 Water & Sewer - City	41,057	38,907	38,000	38,000	55,000
44373 Street Light Fee	272	261	270	270	270
44381 Stormwater Assessment	4,569	4,396	4,400	4,400	4,400
44419 Rent - Equipment	241	255	800	800	800
44463 Lease - Automobile(s)	20,985	46,312	46,240	46,240	46,240
44611 Maintenance Buildings & Ground	72,172	47,368	45,000	45,000	45,000
44631 Central Garage Maint. Svc	2,970	5,128	4,000	4,000	4,000
44997 Other Charges - Memorial Items	4,723	5,295	2,000	2,000	2,000
44999 Other Charges - Misc	6,540	333	2,000	500	2,000
45111 Office Supplies	157	152	100	100	100
45141 Small Tools & Implements	2,543	2,001	3,000	3,000	3,000
45211 Fuel	14,068	18,605	20,000	17,000	21,000
45221 Chemicals	1,223	4,065	5,000	5,000	5,000
45231 Clothing & Wearing Apparel	2,688	1,722	4,000	4,000	3,800
45243 Computer Supplies	1,054	-	250	250	400
45247 First Aid Supplies	116	173	200	200	200
45251 Janitorial Supplies	13,845	21,552	25,000	20,000	25,000
45289 Automotive Parts	6,869	10,627	-	5,000	4,000
45291 Operating Supplies - Disaster	7,155	-	5,000	5,000	5,000
45299 Operating Supplies - Misc.	6,629	14,211	10,000	10,000	10,000
45321 Signs & Sign Materials	3,783	1,210	3,000	3,000	3,000
45341 Sod - Seed	25,023	11,934	50,000	50,000	50,000
45411 Dues and Memberships	2,098	2,632	2,800	2,800	2,800
<b>TOTAL OPERATING</b>	<b>\$433,414</b>	<b>\$423,257</b>	<b>\$ 473,460</b>	<b>\$ 473,960</b>	<b>\$ 493,210</b>
46399 Impr.Other Than Bldg-Misc	13,519	23,525	-	-	-
46431 Special Purpose Equipment	13,195	-	-	-	-
<b>TOTAL CAPITAL</b>	<b>\$ 26,714</b>	<b>\$ 23,525</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 808,759</b>	<b>\$ 752,438</b>	<b>\$ 830,080</b>	<b>\$ 992,230</b>	<b>\$ 1,040,240</b>

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

EXP CODE	CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
<i>46416 Heavy Equipment</i>						
	1990 John Deere Tractor-#34 (R&R)	-	3,200	3,200	3,200	3,200
	2005 Kubota Clambucket Bush Hog-#33 (R&R)	-	3,350	3,350	3,350	3,350
	<b>TOTAL</b>	<b>-</b>	<b>6,550</b>	<b>6,550</b>	<b>6,550</b>	<b>6,550</b>
<i>46431 Special Purpose Equipment</i>						
	2011 Case Scout 4x4 Utility Vehicle (R&R)	-	1,200	1,200	1,200	1,200
	Club Cart Utility (R&R)	-	2,600	2,600	2,600	2,600
	<b>TOTAL</b>	<b>-</b>	<b>3,800</b>	<b>3,800</b>	<b>3,800</b>	<b>3,800</b>

**DIVISION TOTAL \$ - \$ 10,350 \$ 10,350 \$ 10,350 \$ 10,350**

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# PUBLIC WORKS – PARKING GARAGE MAINTENANCE

## IT IS THE MISSION OF PARKING GARAGE MAINTENANCE

Committed to Service: The Public Works Department is to provide responsive, professional, and courteous service to the Public.

## DESCRIPTION

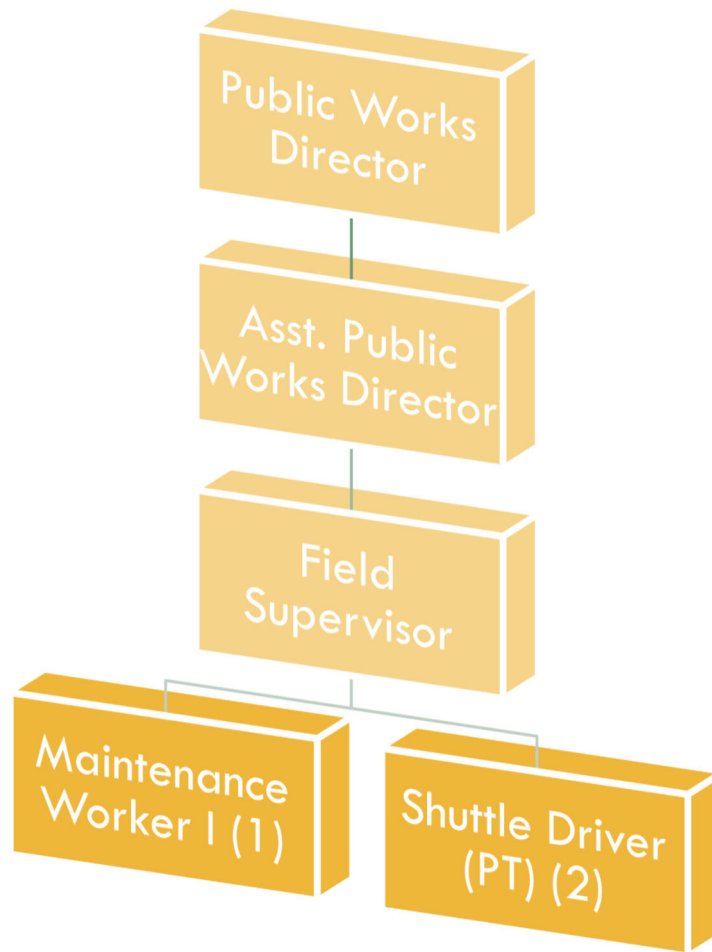
The Public Works – Parking Garage Maintenance Division performs routine and specialized maintenance for the City's public parking garage structure.

## ACCOMPLISHMENTS OF FY23

- Operation and Maintenance:
  - Implemented security program.
  - Installed downtown trolley stop on the north end of the facility.
  - Maintained full operations for EV parking areas.
  - Identified, fabricated, and installed outreach signage at the facility.
- Revenue Enhancements:
  - Implement invoice charge for EV parking electric usage.

## FY24 INITIATIVES

- Operation and Maintenance:
  - Implement 24-hour seven day a week operational program.
  - Complete standard operating procedures for the facility
  - Re-stripe parking surfaces
  - Upgrade landscape



Authorized Personnel – Full-time Equivalent			
Position/Title	FY20-21	FY22-23	FY23-24
Maintenance Worker I	0	0	1
Shuttle Driver	0	0	1.46
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2.46</b>

## PARKING GARAGE MAINTENANCE

001114 EXP CODE CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
41299 Regular Full Time Wages	-	-	25,000	27,720	26,020
41311 Part-time Wages	-	-	19,000	24,960	45,270
41411 Overtime	-	-	2,000	3,000	380
41527 Stand-By Time	-	-	-	200	-
42111 Social Security Matching	-	-	3,000	4,030	5,480
42211 Fla. Retirement System	-	-	4,500	5,700	7,760
42311 Health Insurance - Reg.	-	-	7,000	9,170	10,090
42312 Group Life Insurance	-	-	60	60	180
42313 Accidental Death AD&D	-	-	30	30	90
42428 W/C Park Operators/Maint.	-	-	1,600	2,180	7,500
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,190</b>	<b>\$ 77,050</b>	<b>\$ 102,770</b>
43430 Parking Lot Maintenance	-	-	2,000	5,000	2,000
43474 Security	-	-	65,000	80,000	80,000
43499 Contractual Svcs - Misc	-	-	8,000	10,000	10,000
44134 Data Lines	-	-	5,500	6,800	6,800
44311 Electric - City Facilities	-	-	14,000	8,000	15,000
44351 Water & Sewer - City	-	-	12,000	12,000	12,000
44419 Rent - Equipment	-	-	-	1,000	1,000
44463 Lease - Automobiles	-	-	-	-	-
44611 Maintenance Buildings & Ground	-	-	1,000	3,000	3,000
44631 Central Garage Maint. Svc	-	-	1,500	1,000	1,000
44983 Permit Fees	-	-	100	100	100
45141 Small Tools & Implements	-	-	-	500	500
45211 Fuel	-	-	-	-	-
45225 Software Licenses / Support	-	-	6,500	2,000	6,500
45231 Clothing & Wearing Apparel	-	-	700	500	800
45289 Automotive Parts	-	-	-	500	300
45299 Operating Supplies - Misc.	-	-	-	250	250
45321 Signs & Sign Materials	-	-	-	300	300
<b>TOTAL OPERATING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 116,300</b>	<b>\$ 130,950</b>	<b>\$ 139,550</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 178,490</b>	<b>\$ 208,000</b>	<b>\$ 242,320</b>

## NON-EXPENDITURE DISBURSEMENTS

001 EXP CODE CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
581					
49161 Transfer to Street Improvement	325,000	330,000	200,000	200,000	-
49163 Transfer to CRA - Tax Increment	2,031,036	2,413,790	3,185,340	3,185,340	4,015,240
49168 Transfer to CRA	-	-	-	-	726,395
<b>TOTAL TRANSFERS</b>	<b>\$ 2,356,036</b>	<b>\$ 2,743,790</b>	<b>\$ 3,385,340</b>	<b>\$ 3,385,340</b>	<b>\$ 4,741,635</b>
584					
49421 Reserves - Contingency	59,450	75,000	75,000	75,000	75,000
49424 Reserves - Sick Leave	50,000	50,000	50,000	50,000	50,000
49495 Reserves - Public Art Fund	5,000	5,000	5,000	5,000	5,000
49442 Reserves -Merit Wage Increase	-	-	484,860	484,860	422,180
<b>TOTAL RESERVES</b>	<b>\$ 114,450</b>	<b>\$ 130,000</b>	<b>\$ 614,860</b>	<b>\$ 614,860</b>	<b>\$ 552,180</b>
<b>TOTAL NON- EXPENDITURES</b>	<b>\$ 2,470,486</b>	<b>\$ 2,873,790</b>	<b>\$ 4,000,200</b>	<b>\$ 4,000,200</b>	<b>\$ 5,293,815</b>
<b>TOTAL GENERAL FUND EXPEND</b>	<b>\$ 25,649,302</b>	<b>\$ 25,671,148</b>	<b>\$ 27,115,236</b>	<b>\$ 28,850,050</b>	<b>\$ 32,272,870</b>

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# 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 drainpipes, and ditches, while rebuilding or adding new structures, as needed.

## ACCOMPLISHMENTS OF FY23

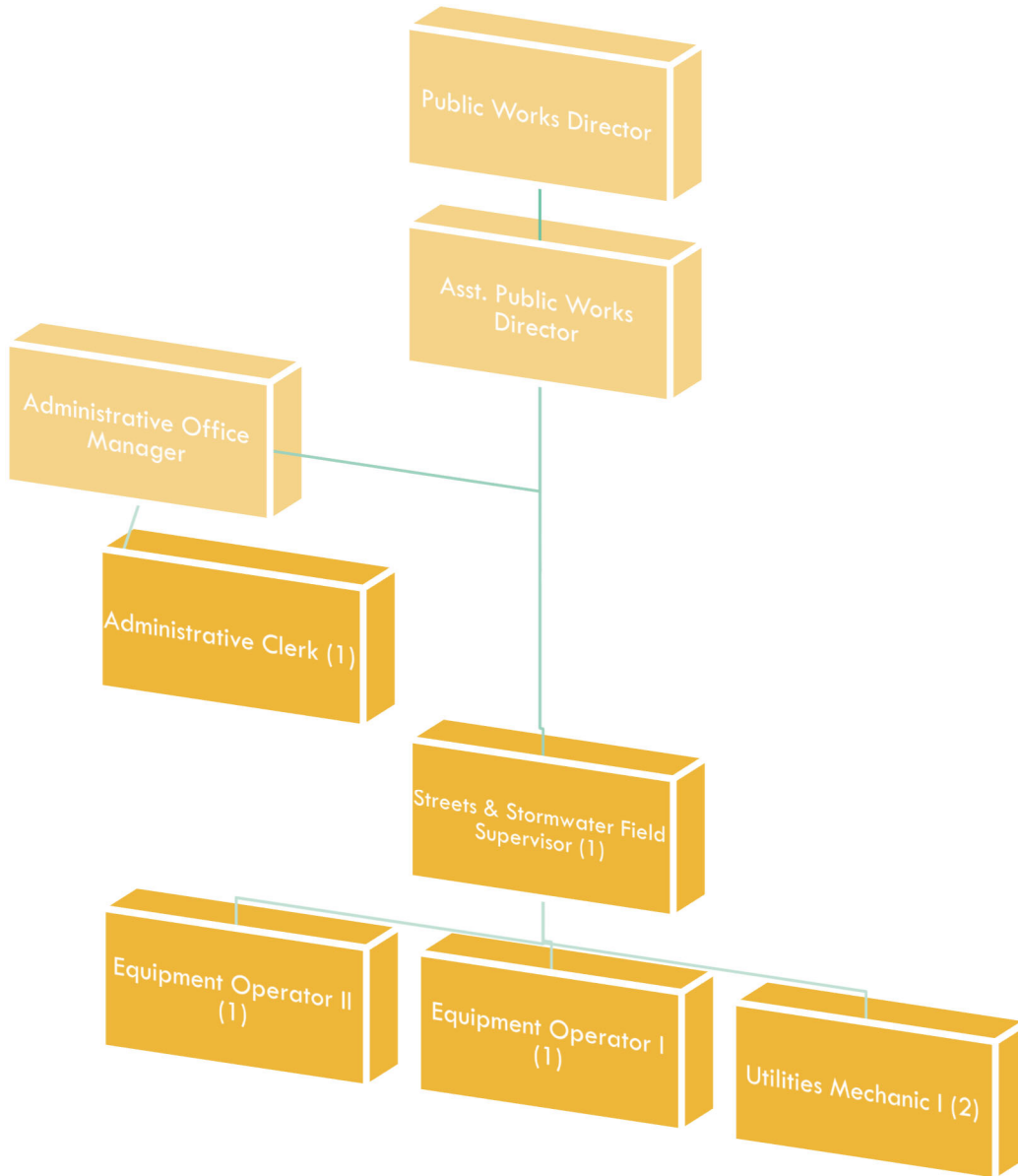
- Storm Pipe Maintenance:
  - Inspected over 13% of stormwater pipes and reactively performed required maintenance on 2%
  - Removed sediments accumulation from detention pond on Kentucky.
  - Removed and replaced broken pipe on Green Key Rd.
- NPDES Maintenance Activities:
  - Inspected and cleaned all 3 CDS units quarterly for fiscal year.
  - Surpassed the minimum frequency inspections of stormwater system and maintained the litter control and street sweeping programs.
  - Inspected over 17% of inlets/catch basins/grates and reactively performed required maintenance on over 9%.
- Flood Control:
  - Performed inspection and maintenance by cleaning and clearing debris from inlets/catch basins/grates prior to potential flood events.
  - Removed 4446 tons of yard debris from City residents.

## FY24 INITIATIVES

- Storm Pipe Maintenance:
  - Remove debris and sediments identified during stormwater inspections.
  - Tag and stencil remaining catch basins in Cycle 5.
  - Ensure all major outfalls are fully operational and clear of debris.
- Stormwater Permit:
  - Perform inspections on the remaining pipes and catch basins in Cycle 5.
  - Perform quarterly Water Quality Sampling at Sims Park Outfall.
  - Complete review of Cycle 5 Permit and Annual Report Form
- Flood Control/Storm situations:
  - Ensure inlets and pipes are clear of debris and sediments during rain events.

- Perform maintenance on detention ponds, ditches, and swales for proper flow.
- Distribute sandbags as needed during Hurricane Season.
- Barricade flooded roads for vehicle and pedestrian safety.
- Job Safety:
  - Implement any Safety Committee recommendations and policies.
  - Continue sending new employees to stormwater classes, CDL classes, FEMA Classes, and asbestos training.
  - Continue to conduct daily job briefings and safety meetings every morning.





Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Streets & Stormwater Field Supervisor	1	1	1
Administrative Clerk	1	1	1
Equipment Operator II	1	1	1
Equipment Operator I	1	1	1
Utilities Mechanic I	2	2	2
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>

## STORMWATER UTILITY FUND

002 REV CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
343710	Stormwater Utility Fee	1,044,227	1,101,546	1,027,869	1,048,980	1,059,850
337310	SWFWMD Grant	-	-	-	-	300,000
361100	Interest on Investments	934	5,844	17,857	2,500	2,500
361150	Interest-Stormwater Utility Fee	2,594	2,163	3,065	3,000	3,000
361250	Interest - FMIvT	65	4,254	10,610	1,500	1,500
364420	Insurance Proceeds	2,376	-	1,839	-	-
389900	Prior Yr Fund Bal-Unassigned	-	-	-	661,490	592,680
<b>STORMWATER UTILITY FUND REVENUES</b>		<b>\$ 1,050,196</b>	<b>\$ 1,113,807</b>	<b>\$ 1,061,240</b>	<b>\$ 1,717,470</b>	<b>\$ 1,959,530</b>

## STORMWATER UTILITY

002103		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
41299	Regular Salaries & Wages	154,591	174,041	165,000	197,960	209,290
41311	Part Time Wages	-		-	-	
41411	Overtime	5,799	13,162	18,000	15,000	16,390
41527	Stand-By Time	3,107	5,077	6,200	7,040	7,380
41529	Meal Allowance	-	-	75	-	80
42111	Social Security Matching	12,180	14,372	14,300	16,880	17,840
42211	Florida Retirement System	12,087	19,138	17,035	18,180	24,140
42214	Defined Contribution Plan	4,399	5,096	5,100	5,260	5,520
42311	Health Insurance - Reg.	17,300	22,108	31,000	55,020	40,350
42312	Group Life Insurance	84	89	100	200	360
42313	Accidental Death AD&D	11	12	60	100	180
42426	W/C Clerical	58	59	55	70	50
42433	W/C Irrigation Wks Operation	8,687	9,400	11,000	15,180	12,910
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 218,303</b>	<b>\$ 262,554</b>	<b>\$ 267,925</b>	<b>\$ 330,890</b>	<b>\$ 334,490</b>
43129	Engineering Services - Misc	1,050	700	2,000	10,000	10,000
43199	Professional Services - Misc.	3,452	11,396	15,000	195,000	100,000
43433	Lawn Maintenance	23,060	23,780	40,000	43,000	43,000
43438	Lab Tests	673	941	1,500	2,500	2,500
43498	Administrative Fees	20,853	20,594	22,000	22,000	22,000
43499	Contractual Svcs - Misc	18,093	34,686	35,000	35,000	35,000
44011	Travel & Training	1,345	1,052	500	1,740	1,740
44121	Telephone - Local	1,594	1,554	1,800	1,800	1,800
44134	Data Lines	269	926	350	350	350
44211	Postage	1	-	-	50	50
44311	Electric - City Facilities	15,682	17,102	15,000	18,000	18,000
44331	Trash Removal	16,038	21,707	18,000	18,000	18,000
44373	Street Light Fee	130	124	140	140	140
44381	Stormwater Assessment	430	413	600	1,100	1,100
44419	Rent - Equipment	100	25	5,500	2,500	2,500
44463	Lease - Automobile(s)	-	21,576	33,720	33,720	33,720
44481	Lease - Copier	597	428	600	600	600
44511	Liability Insurance - Comp. Ge	7,341	7,686	7,760	7,760	8,020
44521	Buildings & Contents Insurance	4,058	4,953	3,380	3,380	5,770
44522	Pollution Insurance	4,433	4,554	4,400	4,400	4,500
44523	Automobile & Truck Insurance	725	730	750	750	1,200
44611	Maintenance Buildings & Ground	3,116	9,252	5,000	13,000	13,000
44631	Central Garage Maint. Svc	5,190	8,536	-	5,000	5,000
44799	Printing & Binding	181	222	400	400	600
44983	Permit Fees	1,006	1,006	1,500	1,500	1,500
44999	Other Charges - Misc	808	116	500	1,000	200
45111	Office Supplies - General	231	823	500	600	500
45121	Maps and Charts	90	113	-	300	300
45141	Small Tools & Implements	3,287	2,884	2,000	5,000	4,500
45211	Fuel	25,464	35,228	27,000	27,000	30,000
45225	Software Licenses / Support	295	-	300	300	300
45231	Clothing & Wearing Apparel	1,815	1,579	1,810	1,600	1,600
45243	Computer Supplies	2,924	-	500	2,300	2,000
45247	First Aid Supplies	200	100	200	200	200

## STORMWATER UTILITY

<b>002103</b>						AMENDED	BUDGET
EXP	CLASSIFICATION	ACTUAL	ACTUAL	ESTIMATE	BUDGET		
CODE		FY20-21	FY21-22	FY22-23	FY22-23	BUDGET	
						AMOUNT	
						FY23-24	
45289	Automotive Parts	15,900	15,628	-	15,000	10,000	
45291	Operating Supplies - Disaster	-	-	500	500	500	
45299	Operating Supplies - Misc.	7,169	8,242	8,000	9,000	9,000	
45311	Asphalt / Concrete	-	100	-	-	-	
45321	Signs & Sign Materials	4,735	10,342	8,000	4,000	5,000	
45331	Pipe / Culvert Material	10,677	3,315	3,000	10,000	10,000	
45341	Sod - Seed	227	706	1,000	5,000	5,000	
45399	Road Materials - Misc	4,797	2,746	5,000	5,000	5,000	
45411	Dues and Memberships	650	650	650	650	650	
45461	Books and Publications	-	77	100	200	200	
<b>TOTAL OPERATING</b>		<b>\$ 208,686</b>	<b>\$ 276,592</b>	<b>\$ 273,960</b>	<b>\$ 509,340</b>	<b>\$ 415,040</b>	
46399	Impr.Other Than Bldg-Misc	-	24,516	100,000	710,000	960,000	
46415	Trucks & Trailers	-	-	-	-	120,000	
46431	Special Purpose Equipment	-	-	36,000	36,000	-	
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ 24,516</b>	<b>\$ 136,000</b>	<b>\$ 746,000</b>	<b>\$ 1,080,000</b>	
581							
49151	Transfer to General Fund - Svc	130,000	130,000	130,000	130,000	130,000	
<b>TOTAL TRANSFERS</b>		<b>\$ 130,000</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$ 556,989</b>	<b>\$ 693,662</b>	<b>\$ 807,885</b>	<b>\$ 1,716,230</b>	<b>\$ 1,959,530</b>	

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

EXP CODE	CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
46399	<i>Improvements Other than Buildings - Misc.</i>					
	Misc. Flood Control/ Water Quality Projects	100,000	100,000	100,000	100,000	100,000
	Beach St. Stormwater Improv. (Engineering)	15,000	15,000	-	-	-
	Beach St. Stormwater Improv. (Construction)	600,000	600,000	-	-	-
	2024 Carlton Rd., Dartmouth Rd., Berkley Ave. Resiliency Improvements (Engineering)	125,000	15,000	15,000	-	-
	2024 Carlton Rd., Dartmouth Rd., Berkley Ave. Resiliency Improvements (Construction)	-	600,000	600,000	-	-
	2024 Downtown Resiliency Improvements - Phase I (Engineering)	120,000	15,000	15,000	-	-
	2024 Downtown Resiliency Improvements - Phase I (Construction)	-	800,000	800,000	-	-
	2026 Aspen St. Drainage Project (Engineering)	-	-	5,000	50,000	50,000
	2026 Aspen St. Drainage Project (Construction)	-	-	-	250,000	250,000
	<b>TOTAL</b>	<b>960,000</b>	<b>2,145,000</b>	<b>1,535,000</b>	<b>400,000</b>	<b>400,000</b>
46415	<i>Trucks and Trailers</i>					
	Vacuum Line Cleaning Truck #73	120,000	100,000	100,000	100,000	100,000
	GMC C6500 Water Tanker Truck #6	-	25,000	80,000 (a)	7,000	7,000
	<b>TOTAL</b>	<b>120,000</b>	<b>125,000</b>	<b>180,000</b>	<b>107,000</b>	<b>107,000</b>
46416	<i>Heavy Equipment</i>					
	New Holland Flail Mower #11 (R&R)	-	5,000	5,000	5,000	5,000
	John Deere Slope Mower #41 (R&R)	-	2,500	2,500	2,500	2,500
	TYMCO 600 Street Sweeper #102 (R&R)	-	17,500	17,500	17,500	17,500
	<b>TOTAL</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
46431	<i>Special Purpose Equipment</i>					
	S30 Mid-Size Rider Sweeper (R&R)	-	3,000	3,000	3,000	3,000
	Portable Pumping System (R&R)	-	2,000	2,000	2,000	2,000
	Sandbagger Machine	-	15,000	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>20,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>DIVISION TOTAL</b>		<b>\$ 1,080,000</b>	<b>\$ 2,315,000</b>	<b>\$ 1,745,000</b>	<b>\$ 537,000</b>	<b>\$ 537,000</b>

(a) Year of Acquisition

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## PUBLIC WORKS - STREET LIGHTING FUND

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

administer the City's Street Lighting Assessment Program within the guidelines of Ordinance No. 1704, Street Lighting Assessment Act.

### DESCRIPTION

On August 21, 2003, the City Council approved the implementation of a street lighting assessment 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 FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
334500	St Hwy Lighting & Maint Agreement	41,325	44,928	45,000	45,000	45,000
343910	Street Light Assessment	409,184	415,537	439,480	439,480	439,480
361150	Interest-Street Lighting	483	722	1,000	1,000	1,000
364-42	Insurance Proceeds	33,844	34,432	-	-	-
389900	Prior Yr Fund Bal-Unassigned	17,796	-	-	-	-
<b>STREET LIGHTING FUND REVENUES</b>		<b>\$ 502,632</b>	<b>\$ 495,619</b>	<b>\$ 485,480</b>	<b>\$ 485,480</b>	<b>\$ 485,480</b>

## STREET LIGHTING

121104						AMENDED	BUDGET
EXP	CLASSIFICATION	ACTUAL	ACTUAL	ESTIMATE	BUDGET		
CODE		FY20-21	FY21-22	FY22-23	FY22-23	FY23-24	AMOUNT
43129	Engineering Services	-	-	-	500	500	
43199	Professional Services	-	-	-	500	500	
43498	Administrative Fees	8,143	8,135	9,000	9,000	9,000	
44211	Postage	-	-	100	100	100	
44371	Electric - City Facilities	31,608	165,088	50,000	110,000	90,000	
44372	Street Light Rental & Maint	292,114	152,388	256,000	256,210	276,380	
44374	US-19 Street Lighting O & M	55,471	66,896	45,000	65,000	90,000	
44999	Miscellaneous Expenses	3,323	116	-	5,000	4,000	
45252	Operating Supplies	2,006	995	10,000	15,000	15,000	
<b>TOTAL OPERATING</b>		<b>\$ 392,665</b>	<b>\$ 393,618</b>	<b>\$ 370,100</b>	<b>\$ 461,310</b>	<b>\$ 485,480</b>	
46399-3004	Duke Energy Underground Conversion	110,451	-	-	-	-	
<b>TOTAL CAPITAL</b>		<b>\$ 110,451</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
49421	Reserves - Contingency	-	-	-	-	-	
<b>TOTAL RESERVES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**TOTAL EXPENDITURES \$ 503,116 \$ 393,618 \$ 370,100 \$ 461,310 \$ 485,480**





# GENERAL DEBT SERVICE FUND

201 REV CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
381600	Transfer from Capital Improv. Fund	118,044	138,020	364,270	364,270	364,270
381731	Transfer from CRA Fund	1,911,844	1,904,810	1,796,220	1,796,220	3,500,050
384300	Net Proceeds from Loan Issuance	10,972,501	-	-	-	-
<b>GENERAL DEBT SERVICE REVENUES</b>		<b>\$ 13,002,389</b>	<b>\$ 2,042,830</b>	<b>\$ 2,160,490</b>	<b>\$ 2,160,490</b>	<b>\$ 3,864,320</b>

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# GENERAL DEBT SERVICE

## DESCRIPTION

The General Debt Service Fund is used to accumulate financial resources for the payment of interest and principal on all general obligation debt of the City. Currently, the City has the following obligations reported in this fund:

- Redevelopment Non-Ad Valorem Revenue Note, Series 2016
- BB&T Revenue Note – Fire Truck
- Non-Ad Valorem Revenue Note, Series 2020A
- Non-Ad Valorem Revenue Note, Series 2020B

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

201201 EXP CODE      CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
201201					
47138 Principal - 2016 Note	673,000	691,000	708,000	708,000	708,000
47140 Principal - Fire Truck	49,942	51,148	52,390	52,390	52,390
47143 Principal - 2020A Note	931,304	1,054,791	631,200	631,200	631,200
47144 Principal - 2020B Note	-	-	435,300	435,300	435,300
47145 Principal - 2022	-	-	-	-	1,583,860
47221 Int. - Redevelopment Note A	-	64,335	-	-	-
47238 Interest - 2016 Note	214,130	196,897	179,300	179,300	179,300
47242 Interest - Fire Truck	21,062	19,856	18,620	18,620	18,620
47243 Interest - 2020A Note	25,905	83,050	7,010	7,010	7,010
47244 Interest - 2020B Note	114,731	-	128,670	128,670	128,670
47245 Interest - 2022	-	-	-	-	119,970
47341 Debt Service Issuance Costs	66,012	-	-	-	-
<b>TOTAL DEBT SERVICE</b>	<b>\$ 2,096,086</b>	<b>\$ 2,161,077</b>	<b>\$ 2,160,490</b>	<b>\$ 2,160,490</b>	<b>\$ 3,864,320</b>
201581					
49151 Transfer to General Fund	849,917	-	-	-	-
49153 Transfer to Capital Imprv Fund	4,472,501	-	-	-	-
49167 Transfer to CRA Fund	6,500,000	-	-	-	-
<b>TOTAL TRANSFERS</b>	<b>11,822,418</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**TOTAL EXPENDITURES    \$ 13,918,504    \$ 2,161,077    \$ 2,160,490    \$ 2,160,490    \$ 3,864,320**

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# CAPITAL IMPROVEMENT

## DESCRIPTION

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

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

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

## CAPITAL IMPROVEMENT FUND

301 REV CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
312610	1-Cent Infrastructure Surtax	3,218,730	3,758,534	3,145,930	2,931,810	4,161,190
331540	CDBG	-	-	-	572,000	262,500
331591	ARPA Grant	-	-	-	350,000	-
331710	US DOI National Park Service	-	83,638	-	-	-
334740	FDEP Recreation Trails Grant	-	-	-	200,000	200,000
334750	Other Grant Funding	-	-	-	728,000	728,000
361100	Interest on Investments	2,248	17,509	53,570	2,500	2,500
361200	Interest - S.B.A.	2,458	13,461	34,099	5,000	5,000
361250	Interest - FMIvT	109	7,091	17,685	5,000	5,000
384500	Bond Proceeds	4,472,501	-	-	-	-
389900	Prior Yr Fund Bal-Unassigned	-	-	115,002	4,327,110	5,624,120
<b>CAPITAL IMPROVEMENT FUND REVENUES</b>		<b>\$ 7,696,046</b>	<b>\$ 3,880,233</b>	<b>\$ 3,366,286</b>	<b>\$ 9,121,420</b>	<b>\$ 10,988,310</b>

## CAPITAL IMPROVEMENT

301301 EXP CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
301519						
46299	City Hall Improvements	-	-	781,717	220,000	385,000
46299	City Hall & Library Exterior Upgrades	-	-	-	-	50,000
46299-5001	Library Upgrades	1,257,161	916,763	-	-	-
46299-5005	2021 HVAC Control System & Server Upgrades - Police	33,505	-	-	-	-
46299-5006	HVAC Control System & Server Upgrades - City Hall	-	-	3,350	400,000	-
<b>TOTAL OTHER GENERAL GOVERNMENT</b>		<b>\$ 1,290,666</b>	<b>\$ 916,763</b>	<b>\$ 785,067</b>	<b>\$ 620,000</b>	<b>\$ 435,000</b>
301522						
46299	Fire Station No. 2 Const	120,770	-	208,320	3,235,000	3,525,000
46299-7001	Fire Station No. 1 Renovations	-	-	1,821	-	350,000
<b>TOTAL FIRE CONTROL</b>		<b>\$ 120,770</b>	<b>\$ -</b>	<b>\$ 210,141</b>	<b>\$ 3,235,000</b>	<b>\$ 3,875,000</b>
301541						
46321	Streetscape Improvements	-	-	-	-	-
46322	Grand Blvd. Bridge Replacement	-	-	-	165,000	265,000
46360	Grand Blvd. Multi-Use Path Phase I	48,655	41,492	105,204	1,594,000	1,540,000
46360	Grand Blvd. Multi-Use Path Phase II	48,655	41,492	105,204	1,594,000	250,000
46399-2001	Parking Lot Imprv.- Gloria Swanson	229,445	-	-	-	-
46399-2003	Parking Lot Imprv.- Nebraska Ave.	829,025	-	-	-	-
46399-3003	Seawall Stabilization Project, Phase V	179,050	175,823	-	-	-
<b>TOTAL ROAD AND STREET</b>		<b>\$ 1,334,830</b>	<b>\$ 258,807</b>	<b>\$ 210,408</b>	<b>\$ 3,353,000</b>	<b>\$ 2,055,000</b>
301572						
46320	James Grey Preserve Phase I- West Entrance	1,490	-	-	400,000	20,000
46326	Sims Park Improv	-	1,053	-	-	395,000
46361	Meadows Dog Park Upgrades	23,800	34,763	365,000	915,000	1,325,000
46399-9001	Frances Ave. Park Improvements, Phase I	12,908	309,602	45,500	-	105,000
46399-9003	Rec Center Tennis Court Improv.	527,576	-	-	-	-
46399-9004	Sims Park Boat Ramp Improv.	-	-	45,505	500,000	600,000
46399-9005	James Grey Preserve Phase II- Restrooms	-	-	40,000	40,000	-

## CAPITAL IMPROVEMENT

301301 EXP CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
46399	James Grey Preserve Entryway Road	-	-	-	-	90,000
46399-9006	Cotee River Park Improvements	-	13,915	-	-	-
46399-9007	Skate Park Project	17,267	6,357	-	40,000	-
46399-9008	Grand Blvd. Park Improvements	-	-	185,625	191,000	-
46399-9009	Russ Park Upgrades	-	31,156	-	-	-
<b>TOTAL PARKS AND RECREATION</b>		<b>\$ 583,041</b>	<b>\$ 396,846</b>	<b>\$ 681,630</b>	<b>\$ 2,086,000</b>	<b>\$ 2,535,000</b>
301581						
49151	Transfer to General Fund	573,290	903,933	1,217,150	1,217,150	1,524,040
49152	Transfer to General Debt Service Fund	118,044	115,017	364,270	364,270	364,270
49161	Transfer to Street Improv. Fund	200,000	200,000	200,000	200,000	200,000
<b>TOTAL TRANSFERS</b>		<b>\$ 891,334</b>	<b>\$ 1,218,950</b>	<b>\$1,781,420</b>	<b>\$ 1,781,420</b>	<b>\$ 2,088,310</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 4,220,641</b>	<b>\$ 2,791,366</b>	<b>\$ 3,668,666</b>	<b>\$ 11,075,420</b>	<b>\$ 10,988,310</b>



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

CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
<i>Parks &amp; Recreation Facilities</i>					
James Grey Preserve Phase I- West Entrance	20,000	20,000	-	-	-
James E Grey Preserve Improvements - Phase I	-	500,000	500,000	600,000	-
James E Grey Preserve Improvements - Phase II	-	400,000	280,000	500,000	-
Sims Park Improv	395,000	-	-	-	-
Meadows Dog Park Upgrades	1,325,000	-	-	-	-
Frances Ave. Park Improvements, Phase I	105,000	260,000	255,000	-	-
Frances Ave. Park Improvements, Phase III	-	50,000	200,000	-	-
James Grey Preserve Entryway Road	90,000	-	-	-	-
Pickleball Courts Project	-	15,000	90,000	-	-
Downtown Dog Park	-	112,000	-	-	-
Skate Park Project	-	325,000	305,000	-	-
2025 The Meadows Park - Parking Lot Improvements	-	450,000	360,000	-	-
Peace Hall Renovations	-	135,000	108,000	108,000	-
Beach Volleyball Courts	-	-	25,000	-	-
<b>TOTAL</b>	<b>1,935,000</b>	<b>2,267,000</b>	<b>2,123,000</b>	<b>1,208,000</b>	<b>-</b>
<i>Public Safety/Public Facilities</i>					
Fire Station No. 2 Construction	3,525,000	-	-	-	-
Fire Station No. 1 Renovations	350,000	670,000	-	-	-
City Hall Improvements	385,000	220,000	220,000	220,000	220,000
City Hall & Library Exterior Upgrades	50,000	-	-	-	-
Sims Park Boat Ramp Improv.	600,000	1,520,000	610,000	-	-
City Hall Campus Building Resiliency - Phase I	-	40,000	400,000	400,000	-
<b>TOTAL</b>	<b>4,910,000</b>	<b>2,450,000</b>	<b>1,230,000</b>	<b>620,000</b>	<b>220,000</b>
<i>Transportation</i>					
Grand Blvd. Bridge Replacement	265,000	1,250,000	750,000	-	-
Grand Blvd. Multi-Use Path Ph I	1,540,000	-	-	-	-
Grand Blvd. Multi-Use Path Ph II	250,000	1,250,000	750,000	500,000	500,000
Grand Blvd. Multi-Use Path Ph III	-	120,000	3,000,000	-	-
Grand Blvd. Multi-Use Path Ph IV	-	25,000	200,000	1,200,000	1,200,000
<b>TOTAL</b>	<b>2,055,000</b>	<b>2,645,000</b>	<b>4,700,000</b>	<b>1,700,000</b>	<b>1,700,000</b>
<b>TOTAL</b>	<b>\$ 8,900,000</b>	<b>\$ 7,362,000</b>	<b>\$ 8,053,000</b>	<b>\$ 3,528,000</b>	<b>\$ 1,920,000</b>



## WATER & SEWER FUND

401 REV CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
329500	Sewer Permits	-	-	400	400	400
	<b>TOTAL PERMITS</b>	-	-	<b>400</b>	<b>400</b>	<b>400</b>
343310	Water Sales - Retail	6,259,424	6,183,260	6,488,430	6,488,430	6,797,960
343330	Water Sales - Reclaimed	304,029	312,114	351,500	351,500	395,560
343340	Bulk Water - Lindrick	28,966	121,007	-	-	-
343350	Bulk Water - Port Richey	48,671	50,038	65,000	65,000	77,600
343351	Bulk Water - Pasco County	-	21,967	200,000	200,000	228,000
343360	Surplus Water - TBW	573,252	981,859	750,000	750,000	826,250
343510	Sewer Sales - Retail	6,036,525	6,122,356	6,328,420	6,428,420	6,681,550
343530	Bulk Sewer - Port Richey	136,650	205,039	225,000	225,000	244,000
343560	Bulk Sewer - FGUA	844,387	682,241	-	-	-
349600	Water Connect Fees - Meters	10,900	11,085	10,000	10,000	10,000
349700	Meter Turn On & Off Fee	37,892	47,875	75,000	75,000	78,000
349710	Sprinkler Charge	55,622	58,380	60,000	60,000	62,400
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>14,336,318</b>	<b>14,797,221</b>	<b>14,553,350</b>	<b>14,653,350</b>	<b>15,401,320</b>
361100	Interest on Investments	-	-	100	100	100
361110	Interest on Note Receivable	275,214	246,424	-	-	184,420
361200	Interest - S.B.A.	3,073	16,826	15,000	15,000	15,000
361250	Interest - FMIvT	65	4,254	10,000	10,000	10,000
364410	Disposition of Fixed Assets	3,314	704	100,000	100,000	100,000
364420	Insurance Proceeds	13,000	13,102	-	-	-
364430	Litigation Proceeds	6,477	-	-	-	-
366900	Contributions & Donations	1,000	1,000	-	-	-
369300	Refund of Prior Year Exp.	4,242	1,590	500	500	500
369700	Late Payment Penalties	131,215	217,294	225,000	225,000	230,000
369710	Returned Check Charge	5,801	6,790	5,000	5,000	5,000
369900	Other Miscellaneous Revenue	571	4,679	1,000	1,000	1,000
369930	County Share - Plant Operation	1,060,748	877,822	1,450,000	2,142,000	1,450,000
369940	County Share - Reclaimed Wtr	307,039	276,535	375,000	350,000	375,000
369950	Water Impact Fees	9,264	-	25,000	25,000	25,000
369970	Sewer Impact Fees	13,572	-	25,000	25,000	25,000
369990	Impact Fee Port Richey	52,937	-	30,000	30,000	30,000
369991	Impact Fee FGUA	193,288	225,201	-	-	-
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>2,080,820</b>	<b>1,892,221</b>	<b>2,261,600</b>	<b>2,928,600</b>	<b>2,451,020</b>
389900	Prior Yr Fund Bal- Unassigned	-	-	222,807	491,970	521,070
	<b>TOTAL TRANSFERS &amp; FUND</b>	-	-	<b>222,807</b>	<b>491,970</b>	<b>521,070</b>
	<b>TOTAL WATER &amp; SEWER FUND REVENUES</b>	<b>\$ 16,417,138</b>	<b>\$ 16,689,442</b>	<b>\$ 17,038,157</b>	<b>\$ 18,074,320</b>	<b>\$ 18,373,810</b>

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# 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 Plan 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

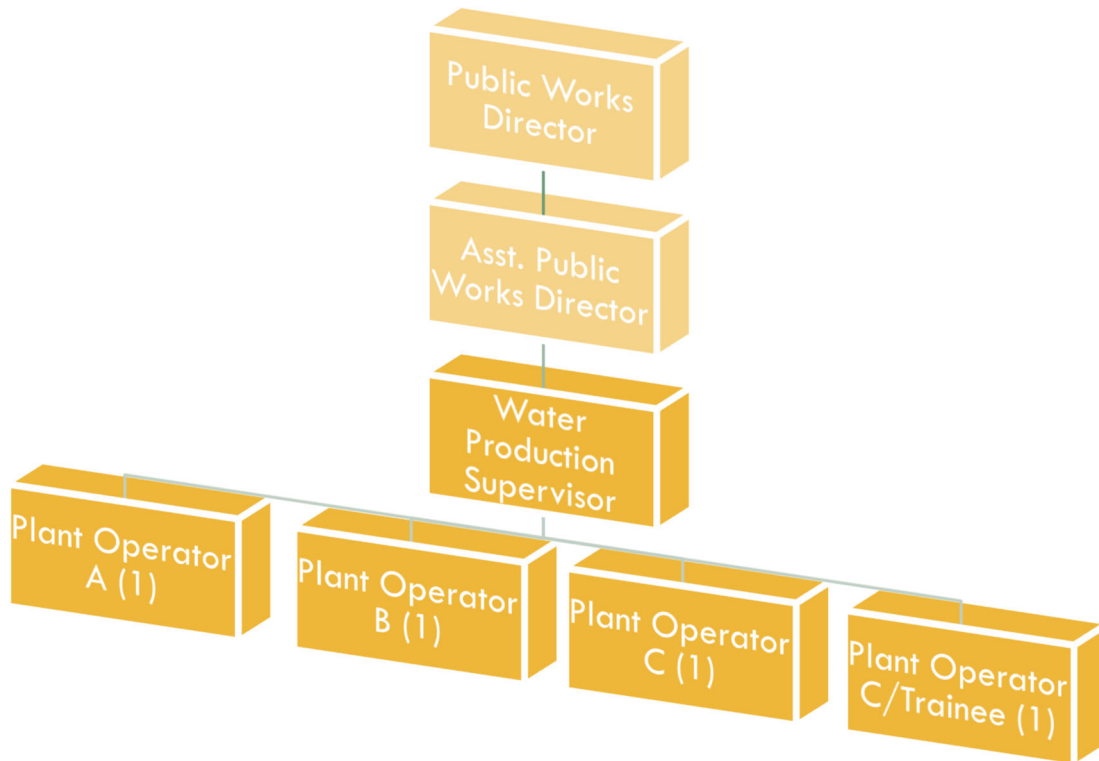
The Water Production Division is responsible for providing residents with water that meets or is better than standards set by the Environmental Protection Agency (EPA).

## ACCOMPLISHMENTS OF FY23

- 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.
- Worked with consultant and PW Staff to help develop plans to ensure compliance with new lead and copper rule which goes into effect in October 2024. Meetings are ongoing and a timeline for compliance has been set.
- Completed engineering studies and design work on booster pumps for elevated storage tank. These pumps are required to allow freshly treated water to be circulated into and out of the tank to minimize the age of the water kept in storage and keep the supply fresh. The tank was designed with only one pipe to fill and empty the tank allowing the water to stagnate if it not filled and emptied on a regular basis and these pumps will provide this ability.
- Purchased and installed 3 new Depolox Analyzers at water plant. These analyzers provide continuous monitoring of the water quality during the treatment process and as it leaves the water plant, providing regulatory required water quality measurements to ensure safe drinking water.
- Purchased and installed new on-line free ammonia analyzer at water plant for monitoring finished water.
- Replaced benchtop fluoride analyzer.
- Replaced ammonia feed line and injection point.
- Integrated Well #5 located at the Water Plant into SCADA system.

## FY24 INITIATIVES

- Monitor legislation impacting the rules and regulations of the water treatment industry and adjust and modify plant operations accordingly.
- Continue preparation for new lead and copper rule which will take effect in October 2024
- Repair and paint grounds storage tanks and aerators.
- Begin work on booster pumps for elevated storage tank.
- Continue SCADA improvements to integrate some water quality signals into our SCADA system.
- Replace multi parameter field meter and benchtop fluoride analyzer.
- Replace portable multi parameter field meter (SL1000)
- Replace portable multi parameter field meter (DR900)



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Water Productions Supervisor	1	1	1
Lead Plant Operator B	1	1	1
Plant Operator B	1	1	1
Plant Operator C	1	1	1
Plant Operator C/Trainee	1	1	1
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>

## W&S WATER PRODUCTION

<b>401105</b>					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
41112	Division Head Salaries	62,134	65,302	62,800	62,800	65,940
41299	Regular Full Time Wages	118,554	88,901	130,000	166,340	160,770
41411	Overtime	5,488	7,174	7,000	5,940	5,800
41527	Stand-By Time	18,473	17,283	16,000	17,410	17,400
42111	Social Security Matching	15,156	13,039	16,000	19,320	19,050
42211	Fla. Retirement System	19,669	19,614	24,000	27,310	33,760
42311	Health Insurance - Reg.	18,859	28,392	34,000	45,850	50,440
42312	Group Life Insurance	62	54	100	300	300
42313	Accidental Death AD&D	8	7	20	150	150
42421	W/C Waterworks Operations	9,972	8,220	6,500	9,040	5,850
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 268,375</b>	<b>\$ 247,986</b>	<b>\$ 296,420</b>	<b>\$ 354,460</b>	<b>\$ 359,460</b>
43129	Engineering Services - Misc	2,875	4,590	-	5,000	5,000
43199	Professional Svcs - Misc	38,157	38,357	25,000	75,000	105,000
43412	Pest Control Services	480	480	320	440	440
43438	Lab Tests	5,200	24,003	20,000	40,000	40,000
43474	Security Services	3,033	3,170	3,500	3,300	3,300
43499	Contractual Svcs - Misc	24,992	24,701	20,000	45,000	45,000
44011	Travel & Training	840	100	100	1,640	1,640
44121	Telephone - Local	2,464	2,389	3,000	3,000	3,000
44134	Data Lines	4,869	6,795	5,000	6,000	6,000
44211	Postage	2,350	2,506	3,000	3,000	3,000
44311	Electric - City Facilities	95,685	112,106	100,000	100,000	100,000
44331	Trash Removal	1,094	1,069	1,500	1,500	1,500
44373	Street Light Fee	48	38	35	60	60
44381	Stormwater Assessment	309	281	275	330	330
44611	Maintenance Buildings & Ground	26,306	19,918	20,000	30,000	30,000
44621	Maintenance - Equipment	1,757	2,315	2,500	2,000	2,000
44631	Central Garage Maint. Svc	600	960	-	2,000	1,500
44983	Permit Fees	6,025	6,025	6,030	6,030	6,030
44999	Other Charges - Misc	-	-	-	1,300	1,300
45111	Office Supplies	517	380	1,500	500	500
45141	Small Tools & Implements	726	564	500	750	750
45211	Fuel	4,560	7,785	9,000	8,000	8,000
45221	Chemicals	103,499	142,318	140,000	129,170	180,000
45222	Laboratory Supplies	7,272	11,826	6,000	8,000	15,000
45225	Software License/Support	-	-	-	5,000	5,000
45231	Clothing & Wearing Apparel	1,574	808	1,550	1,500	1,500
45243	Computer Supplies	608	521	600	1,500	5,000
45247	First Aid Supplies	312	100	100	250	250
45251	Janitorial Supplies	112	184	300	800	800
45261	Raw Water	2,967,736	2,744,018	3,000,000	3,067,390	3,067,390
45289	Automotive Parts	1,688	4,104	-	1,500	1,500
45291	Operating Supplies - Disaster	-	385	-	500	500
45294	Conservation Kits & Materials	11,688	-	-	6,000	6,000
45299	Operating Supplies - Misc.	3,233	2,011	2,000	2,500	2,500
45411	Dues and Memberships	495	244	500	840	840
45461	Books and Publications	-	-	-	200	200
<b>TOTAL OPERATING</b>		<b>\$ 3,321,104</b>	<b>\$ 3,165,051</b>	<b>\$ 3,372,310</b>	<b>\$ 3,560,000</b>	<b>\$ 3,650,830</b>

## W&S WATER PRODUCTION

<b>401105</b>						AMENDED	BUDGET
EXP	CLASSIFICATION	ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT	
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24	
46341	Elevated Storage Tank	105,709	182,153	-	-	-	-
46399	Impr. Other Than Buildings - Misc	-	31,710	-	310,000	10,000	10,000
46417	Communication Equipment	-	5,923	4,629	50,000	50,000	50,000
46431	Special Purpose Equipment	19,126	74,367	70,433	49,000	34,500	34,500
46435	Ground Storage Reservoirs	-	-	-	-	175,000	175,000
<b>TOTAL CAPITAL</b>		<b>\$ 124,835</b>	<b>\$ 294,153</b>	<b>\$ 75,062</b>	<b>\$ 409,000</b>	<b>\$ 269,500</b>	<b>\$ 269,500</b>

**TOTAL EXPENDITURES**    **\$ 3,714,314**    **\$ 3,707,190**    **\$ 3,743,792**    **\$ 4,323,460**    **\$ 4,279,790**

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

EXP CODE	CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
46341	<i>Elevated Storage Tank</i>					
	Elevated Storage Tank (R&R)	-	30,000	20,000	20,000	20,000
	<b>TOTAL</b>	<b>-</b>	<b>30,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
46344	<i>City Well Repairs</i>					
	City Well Repairs (R&R)	-	10,000	10,000	10,000	10,000
	<b>TOTAL</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
46345	<i>Ground Storage Reservoirs</i>					
	Ground Storage Reservoirs (R&R)	-	10,000	10,000	10,000	10,000
	Clean/Inspect/Paint Ground Storage Tank	175,000	-	-	-	-
	<b>TOTAL</b>	<b>175,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
43699	<i>Improvements Other than Buildings</i>					
	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
	Capital Maintenance & Repairs	10,000	-	-	-	-
	<b>TOTAL</b>	<b>10,000</b>	<b>20,000</b>	<b>20,000</b>	<b>205,000</b>	<b>20,000</b>
46417	<i>Communication Equipment</i>					
	Pump Room SCADA PLC & Comp.	50,000	-	-	-	-
	<b>TOTAL</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
46431	<i>Special Purpose Equipment</i>					
	Chlorine Bulk Storage Tank #3	20,000	-	-	-	-
	Portable Multi Parameter Field Meter (SL1000)	7,000	-	-	-	-
	Portable Multi Parameter Field Meter (DR 900)-3@2500 each	7,500	-	-	-	-
	Portable Intelligent Auto Flushing Device	-	27,500	-	-	-
	Replace/Rebuild Transfer Pump #1	-	120,000	-	-	-
	Variable Frequency Drive	-	16,000	-	-	-
	Commercial Lawn Tractor	-	15,000	-	-	-
	Chlorine Bulk Storage Tank #1	-	21,000	-	-	-
	Bleach and Ammonia Transfer Pumps	-	-	12,000	-	-
	Replace/Rebuild Transfer Pump #2	-	-	125,000	-	-
	Chlorine Bulk Storage Tank #2	-	-	-	23,000	-
	Emergency Eye Wash Station	-	-	-	6,000	-
	Replace/Rebuild Transfer Pump #3	-	-	-	130,000	-
	Replace/Rebuild Transfer Pump #4	-	-	-	-	135,000
	Bleach, Fluoride and Ammonia Metering Pumps	-	-	-	-	15,000
	Ammonia Bulk Storage Tanks	-	-	-	-	20,000
	<b>TOTAL</b>	<b>34,500</b>	<b>199,500</b>	<b>137,000</b>	<b>159,000</b>	<b>170,000</b>
<b>DIVISION TOTAL</b>		<b>\$ 269,500</b>	<b>\$ 269,500</b>	<b>\$ 197,000</b>	<b>\$ 404,000</b>	<b>\$ 230,000</b>





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# PUBLIC WORKS – WATER & RECLAIMED WATER DISTRIBUTION

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

maintain and upgrade the City's potable water system. 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

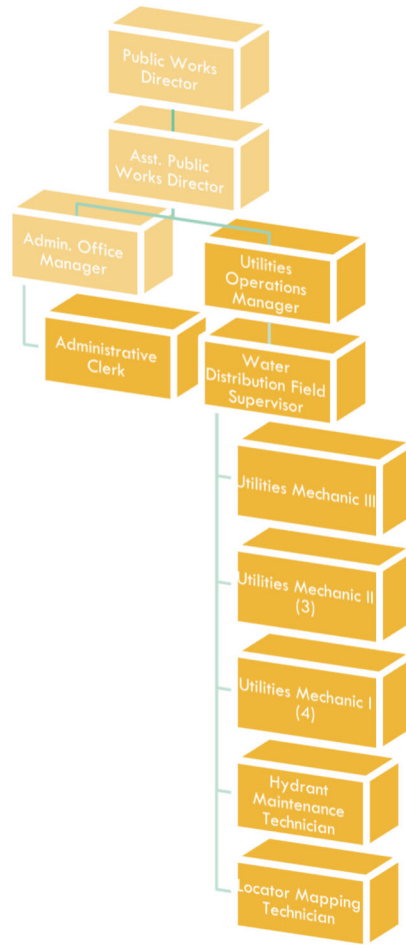
The City of New Port Richey has more than 11,000 water services, ranging in meter size from 3/4 inch to 10 inches. These services provide water to businesses, trailer parks, offices, restaurants, medical facilities, and individual and bulk customers. The Water Distribution Division oversees these water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

## ACCOMPLISHMENTS OF FY23

- Potable Water Meters/Reclaimed Water Meters:
  - Removed and replaced 400 standard meters with new iPERL Smart Meters.
  - Installed 7 new water connections and 1 new reclaimed water connection.
- Fire hydrant:
  - Completed a full round of hydrant testing throughout the city utility system.
  - Removed and replaced 3 low pressured fire hydrants to correct pressure and flow.
  - Repaired and updated 3 fire hydrants to correct pressure and flow.
- Santee Ct line extension
  - Extended 2-inch water service 450 feet to provide water on Santee Ct.
  - Performed pressure and bacteriological tests to activate line.

## FY24 INITIATIVES

- Potable water Meters/Reclaimed Waters Meters:
  - Change out the remaining bulk meters within the water distribution system.
  - Replace all retrofit SRII potable water meters with new IPERL water meters.
  - Inspect & identify all municipal water & reclaimed water connections Re: minimizing excess water use.
- Distribution System:
  - Identify areas within the distribution system where SUE is needed and add maps to GIS database.
  - Have the new utility locator begin mapping areas of the distribution system where needed.
  - Establish SOPs, policies, and practices in preparation for the lead & copper regulations.
- Fire Hydrant Technician/Backflow Testing & Cross-Connection Control/DEP Certification:
  - Complete one full cycle of all hydrant testing, inspection, and flushing
  - Initiate reclaimed water side inspection/cross-connection training for water distribution staff.
  - Have all eligible water distribution staff obtain their DEP water distribution certifications



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Utilities Manager	0	1	1
Water Distribution Section Leader	1	1	1
Utilities Mechanic III	0	1	1
Utilities Mechanic II	0	3	3
Utilities Mechanic I	8	4	4
Hydrant Maintenance Technician	1	1	1
Administrative Clerk	1	1	1
Locator Mapping Technician	1	1	1
<b>Total</b>	<b>12</b>	<b>13</b>	<b>13</b>

## W&S WATER & RECLAIMED WATER DISTRIBUTION

401107		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
41112	Division Head Salaries	-	-	-	65,230	-
41299	Regular Full Time Wages	226,625	169,931	284,500	377,270	399,800
41411	Overtime	39,871	33,334	75,000	40,050	42,480
41511	Employee Incentives	-	125	125	-	-
41527	Stand-By Time	12,137	11,561	14,100	12,900	13,690
41529	Meal Allowance	9	60	-	-	-
42111	Social Security Matching	20,710	15,739	28,400	38,730	35,840
42211	Fla. Retirement System	28,409	23,989	46,700	53,610	54,310
42311	Health Insurance - Reg.	33,677	29,917	33,000	110,040	90,780
42312	Group Life Insurance	107	73	300	780	720
42313	Accidental Death AD&D	15	11	50	390	360
42421	W/C Waterworks Operations	12,728	13,458	16,450	16,450	10,300
42426	W/C Clerical	66	42	50	50	50
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 374,354</b>	<b>\$ 298,240</b>	<b>\$ 498,675</b>	<b>\$ 715,500</b>	<b>\$ 648,330</b>
43199	Professional Services-Misc	7,992	19,653	45,000	75,000	75,000
43442	Call Candy Service	2,328	2,583	3,000	3,000	3,000
43499	Contractual Svcs - Misc	31,480	13,222	66,000	35,000	35,000
44011	Travel & Training	1,374	1,586	2,000	4,350	4,350
44121	Telephone - Local	1,388	1,312	3,500	4,000	4,000
44134	Data Lines	270	2,049	1,000	2,000	1,500
44141	Pager Services	10	-	-	-	-
44211	Postage	104	168	100	750	500
44331	Trash Removal	15,579	16,217	19,000	13,000	10,500
44419	Rent - Equipment	-	25	500	500	500
44463	Lease - Automobile(s)	-	26,097	58,090	58,090	58,090
44481	Lease - Copier	505	550	600	600	600
44611	Maintenance Buildings & Ground	-	4,018	12,000	4,000	4,000
44621	Maintenance - Equipment	238	1,758	-	2,000	2,000
44631	Central Garage Maint. Svc	6,950	11,053	-	7,000	7,000
44799	Printing & Binding	148	208	400	300	500
44999	Other Current Charges - Misc	464	-	-	100	100
45111	Office Supplies	929	315	500	800	800
45141	Small Tools & Implements	2,999	7,663	6,000	6,000	6,000
45211	Fuel	41,939	38,887	35,000	47,000	47,000
45225	Software Licenses / Support	23,798	24,195	32,000	32,000	32,000
45231	Clothing & Wearing Apparel	3,153	1,676	2,500	3,400	3,400
45243	Computer Supplies	1,949	-	2,700	3,400	3,400
45247	First Aid Supplies	237	30	200	200	200
45271	Meters	82,449	56,560	200,000	70,000	70,000
45272	Pipe	7,522	3,350	12,000	12,000	12,000
45273	Hydrants	7,672	7,934	20,000	10,000	10,000
45274	Valves and Clamps	50,861	43,440	65,000	60,000	60,000
45279	Water & Sewer Sup. Misc	298	228	50	2,500	2,500
45289	Automotive Parts	25,860	23,460	-	25,000	25,000
45291	Operating Supplies - Disaster	10	245	900	500	500
45299	Operating Supplies - Misc.	35,925	41,425	60,000	25,000	30,000

## W&S WATER & RECLAIMED WATER DISTRIBUTION

<b>401107</b>						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET		AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23		FY23-24
45311	Asphalt / Concrete	553	-	-	-		-
45341	Sod - Seed	1,266	928	1,000	4,000		4,000
45399	Road Materials - Misc	7,037	4,500	3,000	8,000		8,000
45411	Dues and Memberships	-	-	-	230		230
45461	Books and Publications	-	97	-	240		240
<b>TOTAL OPERATING</b>		<b>\$ 363,287</b>	<b>\$ 355,432</b>	<b>\$ 652,040</b>	<b>\$ 519,960</b>		<b>\$ 521,910</b>
46399	Impr.Other Than Bldg-Misc	-	-	5,750	15,000		15,000
46415	Trucks And Trailers	-	-	-	8,000		8,000
46416	Heavy Equipment	-	-	-	-		46,000
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,750</b>	<b>\$ 23,000</b>		<b>\$ 69,000</b>

**TOTAL EXPENDITURES**    **\$ 737,641**    **\$ 653,672**    **\$ 1,156,465**    **\$ 1,258,460**    **\$ 1,239,240**

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

EXP CODE	CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
46399	<i>Improvements Other Than Buildings - Misc.</i>					
	Capital Maintenance & Repairs	15,000	15,000	15,000	15,000	15,000
	<b>TOTAL</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
46415	<i>Trucks and Trailers</i>					
	#356 2021 VacTron Trailer	-	8,000	8,000	8,000	80,000
	<b>TOTAL</b>	<b>-</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>80,000</b>
46416	<i>Heavy Equipment</i>					
	John Deere Payloader #7 (R&R)	30,000	150,000 (a)	10,000	10,000	10,000
	CAT Backhoe #14 (R&R)	16,000	16,000	80,000 (b)	10,000	10,000
	Bobcat Track Loader T-190 #70 (R&R)	-	8,000	8,000	8,000	8,000
	<b>TOTAL</b>	<b>46,000</b>	<b>174,000</b>	<b>98,000</b>	<b>28,000</b>	<b>28,000</b>

**DIVISION TOTAL    \$ 61,000    \$ 197,000    \$ 121,000    \$ 51,000    \$ 123,000**

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

## W&S NON-CLASSIFIED

401108 EXP CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
43111	City Attorney Services	-	-	5,000	5,000	5,000
43199	Professional Services - Misc	12,037	-	40,000	40,000	20,000
43211	Annual Audit Services	15,750	11,225	20,000	20,000	20,000
44511	Liability Insurance - Comp. General	62,891	55,716	43,380	43,380	44,820
44521	Buildings & Contents Insurance	96,513	86,248	70,000	70,000	120,000
44522	Pollution Insurance	1,007	1,035	1,000	1,000	1,000
44523	Automobile and Truck Insurance	47,275	34,320	35,000	35,000	43,200
44590	Insurance - Misc	-	-	1,000	1,000	1,000
44999	Other Current Charges - Misc	10,383	3,487	5,000	5,000	5,000
<b>TOTAL OPERATING</b>		<b>\$ 245,856</b>	<b>\$ 192,031</b>	<b>\$ 220,380</b>	<b>\$ 220,380</b>	<b>\$ 260,020</b>

**TOTAL EXPENDITURES**    **\$ 245,856**    **\$ 192,031**    **\$ 220,380**    **\$ 220,380**    **\$ 260,020**

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# 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 FY23

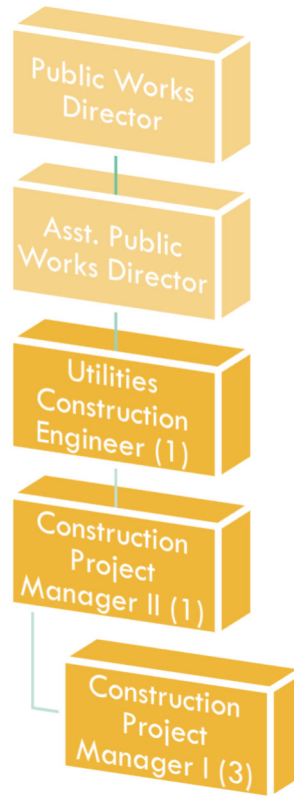
- Supported City CIP Projects:
  - WWTF 24 In Effluent Pipe Replacement
  - Orangewood Lakes Water System Improvement
  - Orangewood Lift Station and Fm Project
  - 2022-23 Street Improvement Project
  - North River Streetscape (design and start of construction)
  - Frances Avenue Park Shelter Improvement
  - Russ Park playground improvement
  - Grand Blvd playground Improvement
  - Fire Station No. 2 (Started construction)
  - Library Renovations & Furnishing
  - Fleet Warehouse (Started construction)
- Development Review Committee:
  - Develop and implement standard operating procedures for utility reviews.
  - Process all Development Department's Permit Application for the City

## FY24 INITIATIVES

- Provide Construction Management support for the following City CIP Projects:
  - Rail Rd. Square Improvement Design & Construction
  - 2019 Beach Street Stormwater Improvements
  - 2020 James Grey Preserve Improvements (Phase 1) Design
  - 2020 WWTP Headworks Containment Berm Construction Phase
  - 2020 Russ Park Upgrades
  - 2020 Main Street Sidewalk
  - 2020 Meadows Dog Park Improvements
  - 2021 Sims Park Boat Ramp Improvements Engineering Phase
  - 2021 Grand Blvd Multi-Use Path South & North side Design & Construction Phase
  - 2022 Fire Station #1 Upgrades Design phase



- 2021 Elevated Storage Tank Pump Station Improvement Design & Construction Phase
- 2021 Little Road- Massachusetts Ave WM Interconnect Design & Construction Phase
- 2023-24 Street Improvement Project Design & Construction Phase
- Provide construction management support for privately funded construction projects as needed.
- Update the City's construction standards and details:
  - Continue with meeting Public Works Staff for information reviews and updates.
  - Continue to update City's Construction Standards & Materials Specification
  - Continue to update the City's Details using AutoCAD.



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Utilities Construction Engineer	1	1	1
Construction Project Manager II	1	1	1
Construction Project Manager I	2	3	3
<b>Total</b>	<b>4</b>	<b>5</b>	<b>5</b>

## W&S CONSTRUCTION SERVICES

<b>401109</b>		AMENDED				<b>BUDGET</b>
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	<b>AMOUNT</b>
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	<b>FY23-24</b>
41210	Regular Exempt Salaries	66,114	62,137	66,812	61,360	64,440
41299	Regular Full Time Wages	142,224	114,870	122,815	173,830	188,890
41411	Overtime	3,654	4,675	3,000	8,900	7,010
41527	Stand-By Time	-	1,106	300		-
42111	Social Security Matching	15,821	13,844	14,360	18,680	15,940
42211	Fla. Retirement System	23,071	19,945	23,600	26,410	35,330
42311	Health Insurance - Reg.	30,832	7,176	21,100	45,850	30,260
42312	Group Life Insurance	59	58	80	120	300
42313	Accidental Death AD&D	8	8	15	20	150
42432	W/C Municipal Class	7,064	7,900	6,380	6,380	6,350
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 288,847</b>	<b>\$ 231,719</b>	<b>\$ 258,462</b>	<b>\$ 341,550</b>	<b>\$ 348,670</b>
43199	Professional Svcs - Misc	37,410	-	-	-	-
43499	Contractual Svcs - Misc	1,385	1,977	1,500	1,500	1,500
44011	Travel & Training	270	451	200	1,910	1,910
44121	Telephone - Local	1,978	2,330	1,700	2,200	2,700
44134	Data Lines	270	565	500	500	500
44211	Postage	5	-	-	150	150
44463	Lease - Automobile(s)	-	8,816	15,500	14,800	14,800
44481	Lease - Copier	24	133	150	1,000	1,000
44631	Central Garage Maint. Svc	600	990	-	1,000	1,000
44799	Printing & Binding	700	244	900	800	800
44999	Other Current Charges - Misc	120	1,101	-	-	-
45111	Office Supplies	345	574	800	1,000	1,000
45141	Small Tools & Implements	40	-	300	300	300
45211	Fuel	5,562	5,954	4,000	7,000	7,000
45225	Software Licenses / Support	4,920	1,325	2,000	6,000	4,000
45231	Clothing & Wearing Apparel	1,201	787	1,400	500	500
45243	Computer Supplies	6,812	-	1,800	500	500
45289	Automotive Parts	520	639	-	2,000	2,000
45291	Operating Supplies - Disaster	-	-	900	-	-
45299	Operating Supplies - Misc.	1,443	1,082	900	1,600	1,600
45411	Dues and Memberships	125	-	200	200	200
<b>TOTAL OPERATING</b>		<b>\$ 63,730</b>	<b>\$ 26,968</b>	<b>\$ 32,750</b>	<b>\$ 42,960</b>	<b>\$ 41,460</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 352,577</b>	<b>\$ 258,687</b>	<b>\$ 291,212</b>	<b>\$ 384,510</b>	<b>\$ 390,130</b>

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# PUBLIC WORKS – RECLAIMED WATER PRODUCTION

## IT IS THE MISSION OF RECLAIMED WATER PRODUCTION TO

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

## DESCRIPTION

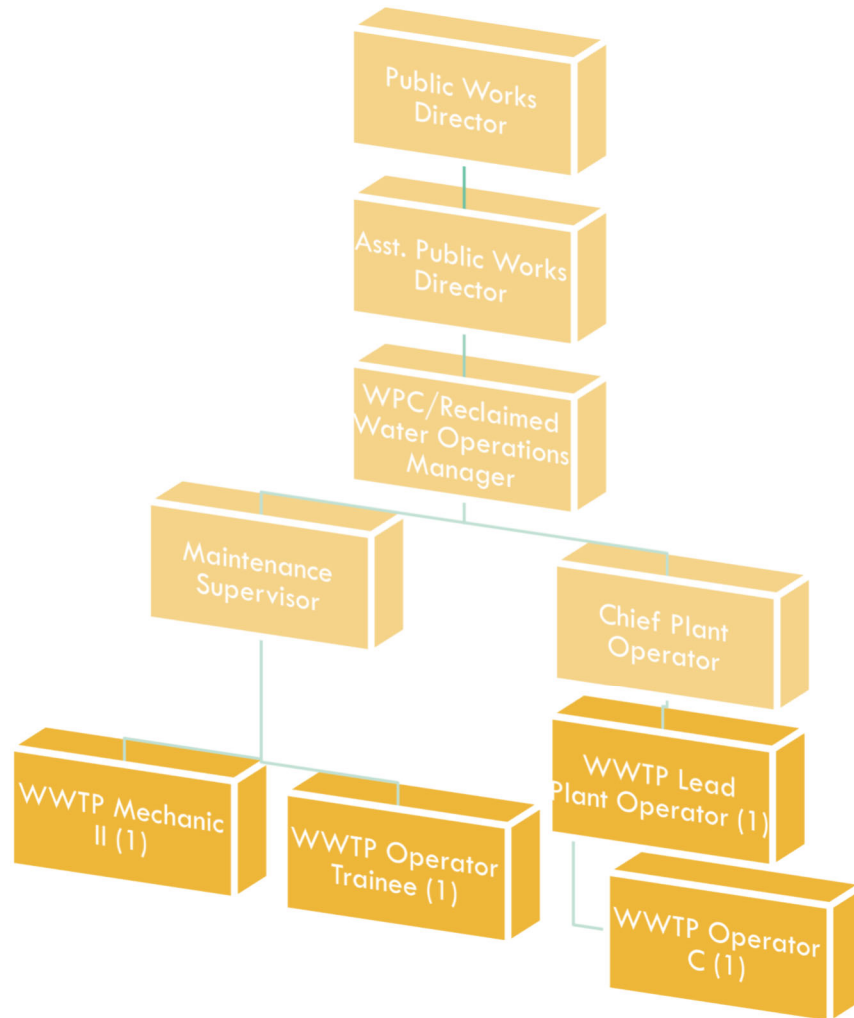
The Reclaimed Water Production Division is responsible for the operation of the wastewater treatment plant and producing and providing reclaimed water for beneficial reuse.

## ACCOMPLISHMENTS OF FY23

- Manufacture Sodium Bisulfite Chemical Pump station for Dichlorination of effluent water for surface water discharge during extreme wet weather events.
- Install SCADA System Software update, Virtual Machine if we have a Ransome ware situation. We can reinstall the SCADA system within hours, eliminating the Ransome issue.
- Rebuilt all moving parts on Sand filter # 2 which will provide years of service life.
- Installed 30" Rotork MOV gearbox to open/shut 30" reclaim pipe to the city and the master reuse system requiring action by only one staff member. The valve requires 280 turns and, under normal conditions, would need to be shut for a line break to minimize spill. Additionally, will be added to SCADA for remote access.

## FY24 INITIATIVES

- Continue to provide high-quality reuse water for beneficial reuse of City and Pasco County residents.
- Continue to seek out ways to be more energy efficient and cost-effective in all phases of equipment and operations to reduce overall operating and capital improvement costs.
- Capital Projects:
  - Install 4-Reuse Transfer Check Valves to prevent backflow. A check valve is a one-way valve in which the flow can run freely one way, but if the flow turns, the valve will close to protect the piping, other valves, pumps, etc.
  - Implement Sand Filter Expansion Seal Rehabilitation.
- Install Sand Filter Railings to prevent bridge derailment



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
WWTP Lead Plant Operator	1	1	1
WWTP Operator C	1	1	1
WWTP Mechanic II	1	1	1
WWTP Operator Trainee	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

## W&S RECLAIMED WATER PRODUCTION

401111		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
41299	Regular Full Time Wages	164,886	170,449	169,000	168,440	188,430
41411	Overtime	5,314	12,651	12,500	7,180	7,080
41527	Stand-By Time	9,373	7,334	12,623	11,090	19,870
41529	Meal Allowance	-	-	-	-	80
42111	Social Security Matching	13,150	13,915	16,600	14,290	16,480
42211	Fla. Retirement System	18,080	21,001	27,170	20,210	29,230
42311	Health Insurance - Reg.	42,752	43,688	35,950	36,680	40,350
42312	Group Life Insurance	68	72	80	120	240
42313	Accidental Death AD&D	9	10	15	20	120
42422	W/C Sewage Disp. Oper./Driver	5,824	6,582	4,620	4,620	4,680
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$259,456</b>	<b>\$ 275,702</b>	<b>\$ 278,558</b>	<b>\$ 262,650</b>	<b>\$ 306,560</b>
43438	Lab Tests	10,049	14,016	15,000	20,000	15,000
43499	Contractual Svcs - Misc	-	-	1,200	270	3,720
44011	Travel & Training	150	191	100	2,200	1,400
44134	Data Lines	-	-	500	-	680
44211	Postage	-	-	30	30	30
44311	Electric - City Facilities	255,720	267,640	280,000	280,000	280,000
44419	Rent - Equipment/Software	-	-	-	-	2,000
44599	Insurance - Misc.	-	-	-	1,000	1,000
44611	Maintenance Buildings & Ground	31,136	39,110	50,000	41,000	61,000
44621	Maintenance - Equipment	4,262	8,368	5,500	5,200	5,200
45111	Office Supplies	21	73	50	100	100
45221	Chemicals	104,401	147,472	150,500	145,000	174,000
45222	Laboratory Supplies	98	192	-	200	8,200
45231	Clothing & Wearing Apparel	1,441	1,170	1,100	1,450	1,450
45243	Computer/Operating Supply	-	-	-	-	2,500
45251	Janitorial Supplies	216	166	220	220	220
45299	Operating Supplies - Misc.	532	470	600	500	500
45411	Dues and Memberships	150	-	150	300	300
<b>TOTAL OPERATING</b>		<b>\$408,176</b>	<b>\$ 478,868</b>	<b>\$ 504,950</b>	<b>\$ 497,470</b>	<b>\$ 557,300</b>
46399	Impr.Other Than Bldg-Misc	-	28,445	15,278	57,700	215,900
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ 28,445</b>	<b>\$ 15,278</b>	<b>\$ 57,700</b>	<b>\$ 215,900</b>

**TOTAL EXPENDITURES    \$ 667,632    \$ 783,015    \$ 798,786    \$ 817,820    \$ 1,079,760**

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

EXP CODE	CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
46299	<i>Building Improvements</i>					
	Structural Maintenance & Repair (R&R)	-	10,000	10,000	10,000	10,000
	<b>TOTAL</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
46399	<i>Improvements Other than Buildings</i>					
	Capital Maintenance & Repair	10,000	10,000	10,000	10,000	10,000
	Equipment Upgrades (R&R)	-	10,000	10,000	10,000	10,000
	Sodium Hypochlorite Chemical Pump M-4	8,900	-	-	10,000	-
	Sand Filter expansion seal rehabilitation	70,000	-	-	-	-
	High Service Split Case Pump	54,000	-	59,000	-	65,000
	Reuse Transfer Check Valves	34,000	-	-	-	-
	Sand Filter Railings	39,000	41,000	43,000	45,000	-
	Composite Sampler	-	8,500	-	-	9,700
	High Service VFD	-	13,200	-	-	15,000
	Hach SC200 Analyzer/Controller	-	6,000	-	-	6,500
	Sodium Hypochlorite storage tanks 8,000 gallon	-	-	50,000	-	-
	<b>TOTAL</b>	<b>215,900</b>	<b>88,700</b>	<b>172,000</b>	<b>75,000</b>	<b>116,200</b>

**DIVISION TOTAL    \$ 215,900    \$ 98,700    \$ 182,000    \$ 85,000    \$ 126,200**

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# 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.

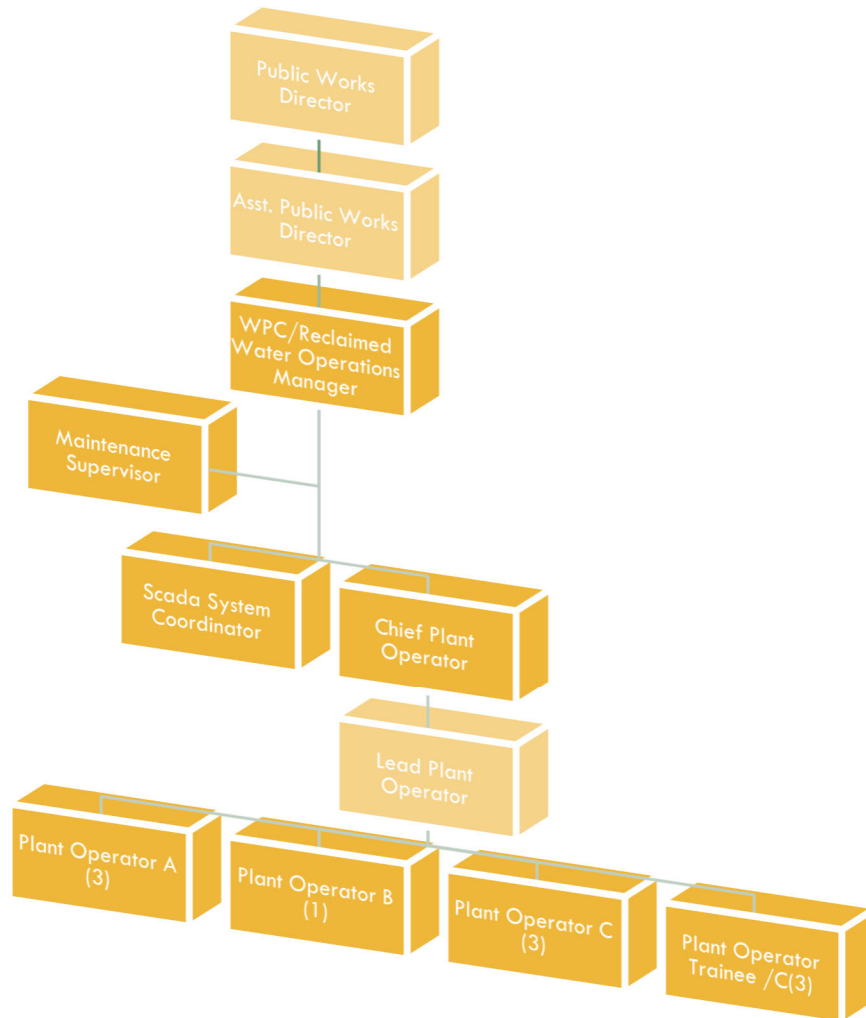
## ACCOMPLISHMENTS OF FY23

- We have successfully conducted pilot testing to comply with Copper Administrative Order
- Installed a new storage building on the property.
- Rehabilitated the clarifier rake and plow structure.
- Instituted the Backup of Radio communications to over 20 devices throughout the WWTP.
- Successfully completed the Department of Health Inspection

## FY24 INITIATIVES

- To supply and produce high quality reclaimed water for beneficial reuse in accordance DEP rules:
  - Continue to seek out ways to be more energy efficient and cost-effective in all phases of equipment and operations to reduce overall operating and capital improvement costs.
  - Be creative and innovative in implementing process improvements to produce quality effluent water beyond the permit parameters and cost savings to the city.
  - Inspection/integrity of process tank equipment that is vital to the process. We can assure that the city is on the path to producing quality effluent for years to come and is prepared financially for the investments that will be needed.
- Permits:
  - Work with DEP on Permit renewal and public meetings and in so doing inspire public trust that the city is looking to protect the health and safety of our community.
  - Monitor legislation impacting the rules and regulations of the wastewater treatment industry. It's essential to stay on top of emerging laws relevant to our areas of practice and be prepared for any upcoming EPA, DOH, DHS, or FDEP regulations and permit requirements that would require the City the need to apply for grants, CIP, and long-term financial needs.
- Capital Projects:
  - Replacing seals and coating inside aeration tanks is preventive maintenance to stop a Sanitary Sewer Overflow from occurring.
  - Clarifier rake and plow structure rehabilitation are to preserve and protect the integrity of the 35-year-old steel to extend its useful life.
  - Replace the D-001 Bayou Isolation Slide Gate





Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
WPC/Reclaimed Water Operations Manager	1	1	1
Chief Plant Operator	1	1	1
Scada System Coordinator	0	0	1
Plant Operator A	2	3	3
Plant Operator B	1	1	1
Plant Operator C	3	3	3
Plant Operator Trainee	4	3	3
Maintenance Supervisor	1	1	1
<b>Total</b>	<b>13</b>	<b>13</b>	<b>14</b>

## W&S WATER POLLUTION CONTROL

401112					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
41112	Division Head Salaries	74,043	75,219	75,360	72,720	76,360
41210	Regular Exempt Salaries	-	-	-	-	60,320
41299	Regular Full Time Wages	481,945	469,915	482,400	486,560	511,370
41411	Overtime	50,403	47,551	43,802	26,670	28,030
41522	Education Incentive Pay	577	602	600	600	600
41527	Stand-By Time	13,106	14,737	23,140	12,740	24,500
41529	Meal Allowance	-	-	-	-	150
42111	Social Security Matching	45,748	44,722	46,551	45,870	53,650
42211	Fla. Retirement System	56,824	58,057	68,872	58,930	85,850
42214	Defined Contribution Plan	9,127	7,008	6,170	5,410	6,790
42311	Health Insurance - Reg.	112,716	108,126	98,131	119,210	131,130
42312	Group Life Insurance	214	211	250	400	840
42313	Accidental Death AD&D	29	28	50	100	420
42422	W/C Sewage Disp. Oper./Driver	17,073	16,975	16,000	13,000	25,000
42432	W/C Municipal Class	1,577	1,461	1,500	1,920	1,880
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 863,382</b>	<b>\$ 844,612</b>	<b>\$ 862,826</b>	<b>\$ 844,130</b>	<b>\$ 1,006,890</b>
43129	Engineering Services - Misc	19,941	80,100	50,000	106,000	80,000
43199	Professional Services-Misc	-	4,536	5,000	5,000	70,000
43412	Pest Control Services	1,020	1,020	850	1,000	1,000
43438	Lab Tests	1,083	7,102	4,000	3,000	3,000
43497	Contractual Serv - Orangewood	38,914	-	-	-	-
43499	Contractual Svcs - Misc	15,513	18,427	16,000	10,000	12,400
44011	Travel & Training	288	2,288	1,500	6,200	6,400
44121	Telephone - Local	2,162	6,072	3,500	3,500	3,500
44134	Data Lines	4,872	5,979	5,000	5,000	5,000
44211	Postage	40	196	380	130	130
44311	Electric - City Facilities	211,332	305,304	300,000	280,000	280,000
44316	Electric - Orangewood	8,866	3,487	3,000	-	-
44331	Trash Removal	6,643	7,609	9,000	10,000	13,600
44351	Water & Sewer - City	43,651	39,615	42,000	48,000	48,000
44361	Sludge Removal	466,702	501,400	525,000	525,000	525,000
44362	Sludge Removal - Orangewood	20,056	-	-	-	-
44373	Street Light Fee	281	270	280	280	280
44381	Stormwater Assessment	2,834	2,720	2,750	2,750	2,750
44419	Rent - Equipment	1,050	-	-	2,000	4,000
44463	Lease - Automobile(s)	-	4,452	10,500	8,520	8,520
44481	Lease - Copier	-	-	-	510	510
44511	Liability Insurance - Comp. General Liab,	15,055	11,151	10,300	10,300	10,600
44521	Buildings & Contents Insurance	181,094	202,738	162,180	162,180	276,550
44522	Pollution Insurance	7,052	7,245	7,700	7,700	7,780
44523	Automobile & Truck Insurance	3,093	3,114	3,520	3,520	3,600
44525	Flood Insurance	6,441	7,934	15,290	15,290	15,290
44611	Maintenance Buildings & Ground	95,738	125,371	80,000	103,000	100,000
44621	Maintenance - Equipment	14,784	16,380	13,000	12,280	12,280
44631	Central Garage Maint. Svc	1,590	4,277	-	4,200	4,200
44799	Printing & Binding	-	-	-	100	100
44983	Permit Fees	7,350	12,350	12,000	12,000	12,000

## W&S WATER POLLUTION CONTROL

401112		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	FY23-24
45111	Office Supplies	1,419	1,726	2,000	1,500	1,500
45141	Small Tools & Implements	1,679	2,874	2,400	3,500	3,500
45211	Fuel	10,815	16,803	15,000	20,000	20,000
45221	Chemicals	116,398	155,987	160,000	135,000	180,000
45222	Laboratory Supplies	10,566	7,851	12,000	12,000	12,000
45223	Chemicals - Orangewood	13,674	34	-	-	-
45225	Software Licenses/Support	-	-	-	5,000	5,000
45231	Clothing & Wearing Apparel	4,136	3,172	3,800	4,000	4,000
45243	Computer Supplies	5,559	7,730	3,500	4,000	4,000
45247	First Aid Supplies	336	93	100	400	400
45251	Janitorial Supplies	3,402	5,507	5,000	5,000	5,000
45289	Automotive Parts	7,905	14,707	-	6,000	5,000
45291	Operating Supplies - Disaster	460	-	1,000	1,500	1,500
45299	Operating Supplies - Misc.	3,087	3,573	3,000	3,000	3,000
45411	Dues and Memberships	725	-	675	1,500	1,500
45461	Books and Publications	-	-	-	150	150
<b>TOTAL OPERATING</b>		<b>\$ 1,357,606</b>	<b>\$ 1,604,262</b>	<b>\$ 1,491,225</b>	<b>\$ 1,550,010</b>	<b>\$ 1,753,040</b>
46299	Building Improvements	-	-	-	25,000	-
46399	Impr.Other Than Bldg-Misc	-	168,464	178,285	192,000	468,050
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ 168,464</b>	<b>\$ 178,285</b>	<b>\$ 217,000</b>	<b>\$ 468,050</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,220,988</b>	<b>\$ 2,617,338</b>	<b>\$ 2,532,336</b>	<b>\$ 2,611,140</b>	<b>\$ 3,227,980</b>

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

EXP CODE	CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
46299	<i>Building Improvements</i>					
	Structural Maintenance & Repair (R&R)	-	20,000	20,000	20,000	20,000
	Administrative Building Roof Repairs	-	85,000	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>105,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
46399	<i>Improvements Other than Buildings</i>					
	Standby Power Equipment (R&R)	-	20,000	20,000	20,000	20,000
	Capital Maintenance & Repair	15,000	15,000	15,000	15,000	15,000
	Process Equipment (R&R)	-	40,000	40,000	20,000	20,000
	Sludge BFP/Transfer Pump	50,000	-	-	-	-
	Replace Inside Seals and Coat Inside Aeration Tank	240,000	252,000	265,000	278,000	-
	Clarifier Rake and Plow Structure Rehabilitation	106,000	106,000	106,000	-	-
	M-4 Chemical Pump TR-50	8,800	9,200	-	-	-
	D-001 Bayou Isolation Slide Gate	32,000	-	-	-	-
	Asphalt Pad for Sludge Trailer, Tanker, and Dump Trailer	-	10,000	-	-	-
	WAS Pump	16,250	-	-	-	-
	Schreiber Blower	-	-	35,000	-	-
	Replace/Rebuild (1) Aerator Motor/Gear Box	-	-	-	150,000	150,000
	<b>TOTAL</b>	<b>468,050</b>	<b>452,200</b>	<b>481,000</b>	<b>483,000</b>	<b>205,000</b>
46415	<i>Trucks &amp; Trailers</i>					
	Mack Truck Tractor Trailer #9 (R&R)	-	8,000	8,000	8,000	8,000
	Ford F550 Flat Bed w/ Knuckle Crane #46 (R&R)	-	4,500	4,500	4,500	4,500
	<b>TOTAL</b>	<b>-</b>	<b>12,500</b>	<b>12,500</b>	<b>12,500</b>	<b>12,500</b>

**DIVISION TOTAL    \$ 468,050    \$ 569,700    \$ 513,500    \$ 515,500    \$ 237,500**



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## PUBLIC WORKS – SEWER COLLECTION

### IT IS THE MISSION OF SEWER COLLECTION TO

maintain and upgrade the City's sewer collection system 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.

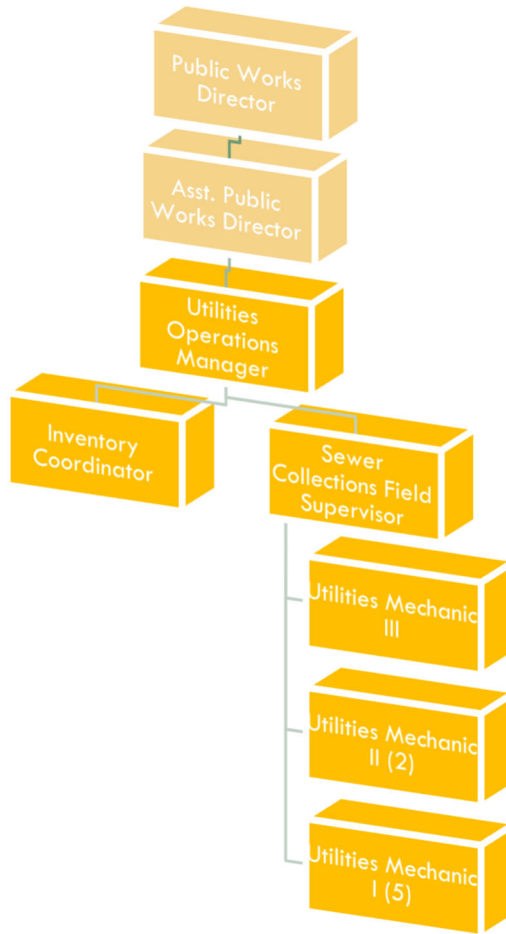
### ACCOMPLISHMENTS OF FY23

- SCADA Communication System:
  - Fully completed conversion of all 71 lift stations into updated SCADA System
  - Installed 2 antennas at lift stations for better system communication.
- Annual sewer system inspection and lining project:
  - Completed 71 of sewer manhole inspections.
  - Completed 40 sewer manhole lining to mitigate deterioration of our sewer system.
  - 3000 feet of gravity sewer mains inspected.
- Training & certifications:
  - Continuation of training division related education and performance evaluation
  - Key staff members of the sewer division have been retained and promoted to higher utilities mechanic positions.

### FY24 INITIATIVES

- Complete Communication/Lift Station Upgrades:
  - Continue the lift station inspection and maintenance program to mitigate station deterioration.
  - Complete lift station antenna tower installation to mitigate cyber threats and improve system to staff communication.
  - Complete lift station panel upgrades with new PLC's so that 100% of our stations are on one universal system.
- Complete Inflow/Infiltration Phase 2:
  - Complete repair of broken cleanouts as called out in our inflow and infiltration smoke testing study.
  - To continue the installation of manhole pans to prevent inflow and infiltration into our sewer system.

- Complete removal of storm lines that have been connected to the sewer system to make systems independent and environmentally friendly.
- Continue Sanitary Sewer Pipe Lining:
  - Cleaning and camera work of sewer lines will be done in coordination with this project and as per our inflow and infiltration study.
  - Identify deficient sanitary sewer lines and repair/upgrade as needed.
  - Prioritize deficient sanitary sewer lines and create a data base for future maintenance/repair.



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Utilities Operations Manager	1	1	1
Sewer Collections Field Supervisor	1	1	1
Utilities Mechanic III	0	1	1
Utilities Mechanic II	0	2	2
Utilities Mechanic I	8	5	5
Inventory Coordinator	1	1	1
<b>Total</b>	<b>11</b>	<b>11</b>	<b>11</b>



## W&S SEWER COLLECTION

401113						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET		AMOUNT
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23		FY23-24
41210	Regular Exempt Salaries	39,485	32,240	-	46,510		60,320
41299	Regular Full Time Wages	218,641	205,472	363,950	319,280		335,130
41411	Overtime	37,596	44,584	54,600	45,000		47,260
41522	Education Incentive Pay	577	602	600	600		600
41527	Stand-By Time	13,088	15,464	14,970	13,050		13,700
41529	Meal Allowance	-	-	-	-		220
42111	Social Security Matching	22,754	22,118	24,300	30,100		32,360
42211	Fla. Retirement System	31,491	32,896	37,300	46,430		54,360
42311	Health Insurance - Reg.	55,000	38,699	39,400	100,870		111,000
42312	Group Life Insurance	127	113	170	200		660
42313	Accidental Death AD&D	17	15	30	100		330
42422	W/C Sewage Disp. Oper./Driver	12,305	10,850	9,740	9,740		9,110
42432	W/C Municipal Class	-	1,441	-	-		-
42435	W/C Storage Warehouse-Invent.	1,640	1,705	1,390	1,390		1,240
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 432,721</b>	<b>\$ 406,199</b>	<b>\$ 546,450</b>	<b>\$ 613,270</b>		<b>\$ 666,290</b>
43199	Professional Services-Misc	28,701	58,285	60,000	140,000		60,000
43499	Contractual Svcs - Misc	26,298	46,461	60,000	30,000		40,000
44011	Travel & Training	675	1,408	200	4,670		4,670
44121	Telephone - Local	5,694	4,761	5,500	5,500		5,500
44134	Data Lines	3,254	5,716	3,000	4,000		5,000
44211	Postage	26	26	-	350		150
44311	Electric - City Facilities	91,813	117,852	95,000	95,000		95,000
44331	Trash Removal	15,649	16,133	16,000	12,000		12,500
44351	Water & Sewer - City	576	6,146	3,000	6,500		6,500
44381	Stormwater Assessment	53	51	60	60		60
44419	Rent - Equipment	398	25	50	1,500		1,500
44463	Lease - Automobile(s)	-	23,255	30,000	52,670		60,000
44481	Lease - Copier	505	551	800	600		600
44482	Lease - Land	34,600	-	-	-		-
44611	Maintenance Buildings & Ground	69,192	63,917	86,000	80,000		80,000
44621	Maintenance - Equipment	8,782	-	-	10,000		10,000
44631	Central Garage Maint. Svc	8,735	1,650	-	15,000		15,000
44799	Printing & Binding	148	208	400	300		300
44999	Other Current Charges - Misc	99	-	-	100		100
45111	Office Supplies	565	54	300	500		500
45141	Small Tools & Implements	4,484	4,617	6,850	6,850		6,850
45211	Fuel	19,450	30,513	21,000	35,000		35,000
45221	Chemicals	4,895	500	5,000	5,000		5,000
45225	Software Licenses / Support	2,095	2,150	7,000	10,000		10,000
45231	Clothing & Wearing Apparel	3,018	2,185	2,500	3,000		3,000
45243	Computer Supplies	45	-	500	500		2,500
45247	First Aid Supplies	258	115	150	300		300
45272	Pipe	3,106	2,247	2,500	5,000		5,000
45274	Valves and Clamps	5,051	3,976	4,000	15,000		15,000
45289	Automotive Parts	34,748	24,284	-	17,000		17,000
45291	Operating Supplies - Disaster	48	-	850	500		500
45299	Operating Supplies - Misc.	15,004	17,161	20,000	15,000		24,000
45311	Asphalt / Concrete	807	-	-	-		-

## W&S SEWER COLLECTION

401113 EXP CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
45341	Sod - Seed	430	696	1,000	3,000	3,000
45399	Road Materials - Misc	2,607	7,480	3,000	5,000	5,000
45411	Dues and Memberships	30	-	200	300	300
45461	Books and Publications	-	-	-	200	200
<b>TOTAL OPERATING</b>		<b>\$ 391,839</b>	<b>\$ 442,423</b>	<b>\$ 434,860</b>	<b>\$ 580,400</b>	<b>\$ 530,030</b>
46399	Improvements Other Than Bldg - Misc	-	33,829	64,000	15,000	15,000
46417	Communications Equipment	-	21,853	70,000	70,000	-
46431	Special Purpose Equipment	-	59,198	-	-	15,000
46441	Tools - Hand and Power	-	-	-	-	-
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ 114,880</b>	<b>\$ 134,000</b>	<b>\$ 85,000</b>	<b>\$ 30,000</b>

**TOTAL EXPENDITURES**    **\$ 824,560**    **\$ 963,502**    **\$ 1,115,310**    **\$ 1,278,670**    **\$ 1,226,320**

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

EXP CODE	CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
46399	<i>Improvements Other than Buildings</i>					
	Lift Station Panel	-	-	25,000	-	25,000
	Capital Maintenance & Repairs	15,000	15,000	15,000	15,000	15,000
	<b>TOTAL</b>	<b>15,000</b>	<b>15,000</b>	<b>40,000</b>	<b>15,000</b>	<b>40,000</b>
46415	<i>Trucks and Trailers</i>					
	Vacuum Sewer Cleaner to Replace #127 (R&R)	-	25,000	25,000	25,000	25,000
	<b>TOTAL</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
46416	<i>Heavy Equipment</i>					
	Standby Power Equipment (R&R)	-	6,500	6,500	6,500	6,500
	2001 New Holland Backhoe #27 (R&R)	-	80,000	5,000	5,000	5,000
	480V Mobile Standby Generator Trailer (R&R)	-	11,000	11,000	11,000	11,000
	2014 Mid-size Excavator to Replace #105 (R&R)	-	7,500	7,500	7,500	7,500
	2019 JCB Mid-Excavator 55Z #SE9149 (R&R)	-	9,000	9,000	9,000	9,000
	<b>TOTAL</b>	<b>-</b>	<b>114,000</b>	<b>39,000</b>	<b>39,000</b>	<b>39,000</b>
46431	<i>Special Purpose Equipment</i>					
	Drone	15,000	-	-	-	-
	<b>TOTAL</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DIVISION TOTAL</b>		<b>\$ 30,000</b>	<b>\$ 154,000</b>	<b>\$ 104,000</b>	<b>\$ 79,000</b>	<b>\$ 104,000</b>

## NON-EXPENDITURE DISBURSEMENTS

401580 EXP CODE CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
401581					
49150 Transfer to Gen Fund - TBW Int.	275,220	246,420	216,186	216,190	184,420
49151 Transfer to General Fund	3,598,290	3,384,960	4,117,310	4,117,310	3,669,000
49154 Transfer to General Fund - PILOFF	611,930	630,280	649,190	649,190	668,660
49155 Transfer to W&S Debt Serv. Fund	1,943,690	1,943,930	1,943,930	1,943,930	1,853,490
<b>TOTAL TRANSFERS</b>	<b>\$ 6,429,130</b>	<b>\$ 6,205,590</b>	<b>\$ 6,926,616</b>	<b>\$ 6,926,620</b>	<b>\$ 6,375,570</b>
401584					
49424 Reserves - Sick Leave	55,000	-	45,000	45,000	45,000
49442 Reserves - Salary Adjustments	-	-	200,000	200,000	250,000
<b>TOTAL RESERVES</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 245,000</b>	<b>\$ 245,000</b>	<b>\$ 295,000</b>
<b>TOTAL NON- EXPENDITURES</b>	<b>\$ 6,484,130</b>	<b>\$ 6,205,590</b>	<b>\$ 7,171,616</b>	<b>\$ 7,171,620</b>	<b>\$ 6,670,570</b>
<b>TOTAL WATER &amp; SEWER EXPENDITURES</b>	<b>\$ 15,247,698</b>	<b>\$ 15,381,025</b>	<b>\$ 17,029,897</b>	<b>\$ 18,066,060</b>	<b>\$ 18,373,810</b>



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# WATER & SEWER – RENEWAL & REPLACEMENT

## WATER & SEWER RENEWAL & REPLACEMENT FUND

402 REV CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
361100	Interest On Investments	723	3,900	1,000	1,000	1,000
	<b>W&amp;S R&amp;R REVENUES</b>	<b>\$ 723</b>	<b>\$ 3,900</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>

## W & S RENEWAL & REPLACEMENT

402402 EXP CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
402581						
49493	Reserve - Sewer System	-	-	-	1,000	1,000
<b>TOTAL TRANSFERS &amp; RESERVES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>

**TOTAL EXPENDITURES**    \$ -    \$ -    \$ -    \$ 1,000    \$ 1,000





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# WATER & SEWER – DEBT SERVICE

## WATER & SEWER DEBT SERVICE FUND

403 REV CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
381200	Transfer From W & S Revenue	1,943,690	1,943,930	1,853,420	1,853,420	1,853,490
<b>W &amp; S DEBT SERVICE REVENUES</b>		<b>\$ 1,943,690</b>	<b>\$ 1,943,930</b>	<b>\$ 1,853,420</b>	<b>\$ 1,853,420</b>	<b>\$ 1,853,490</b>

## W & S DEBT SERVICE

<b>403403</b>						AMENDED	BUDGET
EXP	CLASSIFICATION	ACTUAL	ACTUAL	ESTIMATE	BUDGET		
CODE		FY20-21	FY21-22	FY22-23	FY22-23	AMOUNT	
						FY23-24	
403582							
47131	Principal - 2017A Bond	49,000	51,000	52,000	52,000	53,000	
47134	Principal - 2012 Bond	611,619	627,521	643,836	643,840	660,580	
47135	Principal - Vacuum Truck Lease	83,872	83,582	-	-	-	
47141	Principal - 2019 Bond	860,000	882,000	905,000	905,000	929,000	
403536							
47234	Interest - 2012 Bond	120,383	104,481	88,170	88,170	71,430	
47240	Interest - 2017A Bond	15,610	14,370	13,080	13,080	11,770	
47250	Interest - Vacuum Truck Lease	5,508	2,798	-	-	-	
47241	Interest - 2019 Bond	196,794	174,348	151,328	151,330	127,710	
<b>TOTAL DEBT SERVICE</b>		<b>1,942,786</b>	<b>1,940,101</b>	<b>1,853,414</b>	<b>1,853,420</b>	<b>1,853,490</b>	

**TOTAL EXPENDITURES    \$ 1,942,786    \$ 1,940,101    \$ 1,853,414    \$ 1,853,420    \$ 1,853,490**



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# WATER & SEWER – SEWER ASSESSMENT

## WATER & SEWER SEWER ASSESSMENT FUND

404 REV CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
361250	Interest - FMIvT	11	709	2,000	-	-
363100	Assessment Income	2,000	-	-	-	-
363200	Interest On Assessments	-	1,926	3,430	-	-
363300	Penalties On Assessments	1,472	5,344	5,345	-	-
<b>W &amp; S SEWER ASSESSMENT REVENUES</b>		<b>\$ 3,483</b>	<b>\$ 7,979</b>	<b>\$ 10,775</b>	<b>\$ -</b>	<b>\$ -</b>

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# WATER & SEWER – CONSTRUCTION



## WATER & SEWER CONSTRUCTION FUND

405 REV CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
361200	Interest - SBA	8,197	38,733	-	-	-
361250	Interest - FMIvt	109	7,091	-	-	-
381200	Transfer from W&S Revenue	250,672	-	-	-	-
383300	Transfer from W&S - R&R	-	-	-	-	-
381220	Transfer from W & S Debt Service Fund	-	-	-	-	-
381330	Transfer from Stormwater Utility Fund	-	-	-	-	-
382000	Bond Proceeds	-	-	-	-	-
339000	Pasco County Co-op Agreement	-	-	-	-	2,000,000
389900	Prior Yr Fund Bal-Unassigned	-	-	6,745,000	6,745,000	6,120,000
<b>W &amp; S CONSTRUCTION FUND</b>						
	<b>REVENUES</b>	<b>\$ 258,978</b>	<b>\$ 45,824</b>	<b>\$ 6,745,000</b>	<b>\$ 6,745,000</b>	<b>\$ 8,120,000</b>

## W & S CONSTRUCTION

405-0405		ACTUAL	ACTUAL	ESTIMATE	AMENDED	BUDGET
EXP	CLASSIFICATION	FY20-21	FY21-22	FY22-23	BUDGET	AMOUNT
CODE					FY22-23	FY23-24
533						
46299	Public Works - HVAC	-	-	-	-	85,000
46299-0953	Fleet Warehouse	-	53,076	20,000	2,460,000	4,490,000
<b>TOTAL BUILDING IMPROVEMENTS</b>		<b>\$ -</b>	<b>\$ 53,076</b>	<b>\$ 20,000</b>	<b>\$ 2,460,000</b>	<b>\$ 4,575,000</b>
535						
46381-0955	Contractor Payments	-	-	-	200,000	100,000
46391-0955	Engineering Services	-	-	-	20,000	20,000
535						
46381-0971	Contractor Payments	-	-	-	400,000	-
46391-0971	Engineering Services	-	-	-	20,000	20,000
535						
46381-0969	Contractor Payments	-	332,033	-	-	-
46391-0969	Engineering Services	-	-	-	-	-
<b>TOTAL POTABLE &amp; RECLAIMED WATER EXTENSION</b>		<b>\$ -</b>	<b>\$ 332,033</b>	<b>\$ -</b>	<b>\$ 640,000</b>	<b>\$ 140,000</b>
533						
46391-0956	Contractor Payments	-	31,118	500,000	500,000	300,000
533						
46381-0953	Contractor Payments	-	453,495	-	-	-
46391-0953	Engineering Services	-	16,000	-	-	-
533						
46381-0957	Contractor Payments	-	-	-	400,000	500,000
46391-0957	Engineering Services	-	-	-	25,000	25,000
533						
46381-0972	Contractor Payments	-	-	-	200,000	100,000
46391-0972	Engineering Services	-	-	-	20,000	20,000
<b>TOTAL WATER SYSTEM IMPROVEMENTS</b>		<b>\$ -</b>	<b>\$ 500,613</b>	<b>\$ 500,000</b>	<b>\$ 1,145,000</b>	<b>\$ 945,000</b>
535						
46381-0960	Contractor Payments	-	-	-	-	-
46391-0960	Engineering Services	-	21,870	20,000	-	-
<b>TOTAL INTERCONNECT &amp; BACKFLOW PREVENTION</b>		<b>\$ -</b>	<b>\$ 21,870</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>
535						
46381-0965	Contractor Payments	-	140,783	200,000	200,000	200,000
<b>TOTAL GRAVITY SEWER MAIN REHAB</b>		<b>\$ -</b>	<b>\$ 140,783</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>
533						
46381-0957	Contractor Payments	-	-	-	-	-
46391-0957	Engineering Services	2,540	21,404	30,000	-	-
<b>TOTAL SEWER UTILITY IMPROVEMENT</b>		<b>\$ 2,540</b>	<b>\$ 21,404</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>
535						
46381-0961	Contractor Payments	-	-	-	-	-
<b>TOTAL IRRIGATION EXPANSION</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## W & S CONSTRUCTION

405-0405 EXP CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
535						
46381-0964	Contractor Payments	-	116,000	-	-	-
46391-0964	Engineering Services	-	1,988	-	-	-
<b>TOTAL REJECT STORAGE SITE RECLAIMED</b>		<b>\$ -</b>	<b>\$ 117,988</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
535						
46381-0963	Contractor Payments	-	921	230	-	-
46391-0963	Engineering Services	-	873,045	407,728	80,000	100,000
535						
46381	Contractor Payments	-	0	-	2,000,000	2,000,000
46391	Engineering Services	-	-	-	-	40,000
<b>TOTAL SEWER IMPROVEMENTS</b>		<b>\$ -</b>	<b>\$ 873,966</b>	<b>\$ 407,958</b>	<b>\$2,080,000</b>	<b>\$ 2,140,000</b>
535						
46381-0967	Contractor Payments	-	-	-	200,000	100,000
46391-0967	Engineering Services	-	9,800	6,750	20,000	20,000
535						
46381-0968	Contractor Payments	-	-	-	-	-
46391-0968	Engineering Services	-	6,790	-	-	-
<b>TOTAL SEWER SYSTEM EXTENSION</b>		<b>\$ -</b>	<b>\$ 16,590</b>	<b>\$ 6,750</b>	<b>\$ 220,000</b>	<b>\$ 120,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,540</b>	<b>\$ 2,078,323</b>	<b>\$ 1,184,708</b>	<b>\$ 6,745,000</b>	<b>\$ 8,120,000</b>

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

CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
<i>Building Improvements</i>					
Fleet Purchasing Warehouse (Engineering)	40,000	-	-	-	-
Fleet Purchasing Warehouse (Construction)	4,450,000	-	-	-	-
Public Works Operations Center - HVAC	85,000	-	-	-	-
High Service Pump - Elev Storage Tank		505,000	505,000	-	-
<b>TOTAL</b>	<b>4,575,000</b>	<b>505,000</b>	<b>505,000</b>	<b>-</b>	<b>-</b>
<i>Potable &amp; Reclaimed Water Extensions</i>					
Potable & Reclaimed Water Extension (Engineering)	20,000	20,000	20,000	20,000	20,000
Potable & Reclaimed Water System Extension (Construction)	100,000	100,000	100,000	100,000	100,000
NPR & Pasco County Interconnect-Ph V (Engineering)	20,000	-	-	-	-
NPR & Pasco County Interconnect-Ph V (Construction)	-	800,000	-	-	-
<b>TOTAL</b>	<b>140,000</b>	<b>920,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>
<i>Improvements</i>					
Potable & Reclaimed Water System Improvements (Engineering)	20,000	20,000	20,000	20,000	20,000
Potable & Reclaimed Water System Improvements (Construction)	100,000	100,000	100,000	100,000	100,000
2023 Advanced Metering Infrastructure System (AMI) Project (Construction)	300,000	-	-	-	-
2022/2023 Water Utility System Improvements (Engineering)	25,000	-	-	-	-
2022/2023 Water Utility System Improvements (Construction)	500,000	500,000	-	-	-
2024/2025 Water Utility System Improvements (Engineering)	-	60,000	25,000	-	-
2024/2025 Water Utility System Improvements (Construction)	-	-	750,000	-	-
2026/2027 Water Utility System Improvements (Engineering)	-	-	-	60,000	25,000
2026/2027 Water Utility System Improvements (Construction)	-	-	-	-	750,000
<b>TOTAL</b>	<b>945,000</b>	<b>680,000</b>	<b>895,000</b>	<b>180,000</b>	<b>895,000</b>
<i>Rehabilitation Programs</i>					
Sewer Main & Manhole Rehab/Lining Project	200,000	200,000	200,000	200,000	200,000
<b>TOTAL</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<i>Sewer Improvements</i>					
2023/2024 Sewer Utility Improv. (Engineering)	100,000	36,000	-	-	-
2023/2024 Sewer Utility Improv. (Construction)	-	200,000	800,000	-	-
2024/2025 Sewer Utility Improv. (Engineering)	-	-	100,000	36,000	-
2024/2025 Sewer Utility Improv. (Construction)	-	-	-	1,000,000	-

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

CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
<b>TOTAL</b>	<b>100,000</b>	<b>236,000</b>	<b>900,000</b>	<b>1,036,000</b>	<b>120,000</b>
<i>Sewer System Extensions</i>		-	-	-	-
Sewer System Extensions (Engineering)	20,000	20,000	20,000	20,000	20,000
Sewer System Extensions (Construction)	100,000	100,000	100,000	100,000	100,000
Town & County - Leisure Lane	2,040,000	-	-	-	-
<b>TOTAL</b>	<b>2,160,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>

**DIVISION TOTAL**    \$ 8,120,000    \$ 2,661,000    \$ 2,740,000    \$ 1,656,000    \$ 1,455,000

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# SOLID WASTE COLLECTION SERVICES

## SOLID WASTE COLLECTION SERVICES

410 REV CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
343400	Solid Waste Collection Fees	-	-	-	-	2,291,410
	<b>Solid Waste Collection Services</b>	\$ -	\$ -	\$ -	\$ -	\$ 2,291,410

## SOLID WASTE COLLECTION SERVICES

410 EXP CODE CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
41299 Regular Full Time Wages	-	-	-	-	49,920
42111 Social Security Matching	-	-	-	-	3,820
42211 Fla. Retirement System	-	-	-	-	6,780
42311 Health Insurance - Reg.	-	-	-	-	10,090
42312 Group Life Insurance	-	-	-	-	60
42313 Accidental Death AD&D	-	-	-	-	30
42428 W/C Park Operators/Maint.	-	-	-	-	70
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,770</b>
44331 Trash Removal	-	-	-	-	2,055,080
<b>TOTAL OPERATING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,055,080</b>
Transfer to General Fund	-	-	-	-	165,560
<b>TOTAL TRANSFERS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 165,560</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,291,410</b>





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## 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 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.

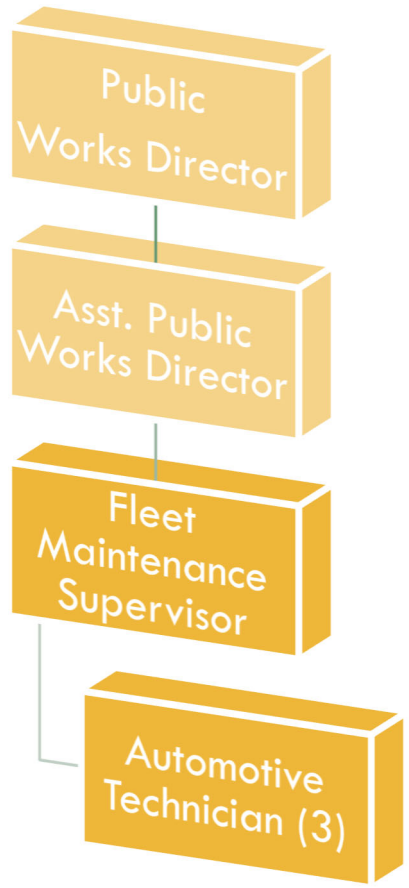
### ACCOMPLISHMENTS OF FY23

- Fleet Inventory:
  - Enterprise leasing program Cycle 4 for new vehicle acquisition
  - Ten new police and three public works vehicles were placed into service.
  - Acquired hard to find brake components for 2020 and newer police vehicles in stock with fleet inventory.
  - Placed new tires in stock for police vehicles and most public works vehicles and equipment.
  - Completed city owned and impound vehicle public auctions.
- Training:
  - ASE master technician re-certification completed by Fleet Manager
  - ASE certifications gained by staff.
  - Underground storage tank class A, B, &C certification completed by Fleet Manager
  - FEMA training started.
- Fleet Operational Improvements:
  - Active scheduling board visible for fleet staff to stay informed on upcoming work coming in.
  - Re-organization of hardware and supplies for fleet inventory.
  - Accurate and informative communications with all other departments on repairs and maintenance
- Environmental Improvements:
  - Minimal fluid and chemical spills contained and disposed of quickly and efficiently.
  - Use of environmentally friendly chemicals wherever possible

### FY24 INITIATIVES

- Fleet Inventory:
  - Continuation of Enterprise leasing program implementation, Cycle 5
  - Impound and City owned surplus vehicle public auctions to be kept active and productive.
- Training:
  - Forward progress for all FEMA/NIMS training and certification of Fleet Manager and staff
  - ASE certification of fleet staff
  - Start of emergency vehicle training and certification of fleet staff

- Underground storage tank Class C Certification of fleet staff
- Fleet Operational Improvements:
  - Implementation of fuel system software and hardware upgrades, installation, and training
  - Completion of the Tyler work order software system upgrades and all required training
  - Removal of years of outdated, un-used old parts and materials taking up storage space for new products
- Environmental Improvements:
  - Continue to switch to as many environmentally friendly chemicals as possible where applicable.
  - Keeping vehicles and equipment maintained and in peak running condition to lesson environmental impacts.



Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
Fleet Maintenance Supervisor	1	1	1
Automotive Technician	3	3	3
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

## CENTRAL GARAGE FUND

501 REV CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
369300	Refund of Prior Year Expense	125	-	-	-	-
369900	Other Miscellaneous Revenue	259	704	-	-	-
399110	Garage - Labor and Overhead	85,896	106,936	100,000	175,000	150,000
399120	Garage - Parts	244,501	60,307	100,000	325,000	150,000
399130	Garage - Fuel	353,912	475,991	491,560	458,170	500,000
389900	Prior Yr Fund Bal-Unassigned	-	216,641	104,481	-	147,420
<b>CENTRAL GARAGE REVENUES</b>		<b>\$ 684,693</b>	<b>\$ 860,579</b>	<b>\$ 796,041</b>	<b>\$ 958,170</b>	<b>\$ 947,420</b>

## CENTRAL GARAGE

<b>501591</b>		AMENDED				<b>BUDGET</b>
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	<b>AMOUNT</b>
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23	<b>FY23-24</b>
41299	Regular Full Time Wages	150,299	201,061	133,740	189,220	167,690
41411	Overtime	8,189	2,107	1,550	1,550	1,360
41529	Meal Allowance	-	-	-	-	70
42111	Social Security Matching	11,806	15,175	10,065	14,600	12,940
42211	Fla. Retirement System	34,260	34,260	16,690	20,640	20,130
42311	Health Insurance - Reg.	23,170	24,742	17,670	36,680	40,350
42312	Group Life Insurance	53	70	60	100	240
42313	Accidental Death AD&D	7	9	15	20	120
42425	W/C Auto Repair/Parts Dep.	6,005	9,120	9,800	5,360	3,470
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 233,789</b>	<b>\$ 286,544</b>	<b>\$ 189,590</b>	<b>\$ 268,170</b>	<b>\$ 246,370</b>
43199	Professional Svcs - Misc	-	2,922	-	-	-
43434	Wrecker Services	2,005	1,100	1,200	3,500	2,500
43436	Paint and Body Work	10,491	2,737	8,608	10,000	10,000
43437	Auto Repair and Testing	38,699	28,153	6,583	30,000	20,000
43440	Paint & Body - PD Vehicles	1,488	17,486	15,121	15,000	15,000
43446	Parts - Resale	168,459	75,000	75,000	140,000	140,000
43447	Fuel - Resale	225,380	281,943	380,000	300,000	400,000
43499	Contractual Svcs - Misc	5,365	9,022	7,000	5,000	5,000
44011	Travel & Training	324	268	200	2,500	2,500
44121	Telephone - Local	2,663	2,378	1,500	2,150	2,150
44134	Data Lines	-	1,575	4,200	-	4,500
44211	Postage	22	98	300	700	100
44351	Water & Sewer - City	1,277	4,051	4,500	4,000	6,000
44419	Rent - Equipment	-	-	200	200	200
44463	Lease - Automobile(s)	-	27,113	24,854	32,460	33,000
44481	Lease - Copier	-	632	600	600	600
44611	Maintenance Buildings & Ground	1,781	8,555	600	6,000	6,000
44621	Maintenance - Equipment	286	1,881	1,500	3,000	3,000
44631	Central Garage Maint. Svc	1,440	1,490	1,000	1,000	1,000
44799	Printing & Binding	-	107	-	-	-
44983	Permit Fees	25	25	100	100	100
44999	Other Charges - Misc	685	116	-	-	-
45111	Office Supplies	49	64	400	400	400
45141	Small Tools & Implements	8,644	6,205	4,000	6,000	6,000
45211	Fuel	1,582	3,935	3,183	5,000	5,000
45225	Software Licenses / Support	1,500	5,175	3,195	8,000	8,000
45231	Clothing & Wearing Apparel	126	49	-	150	100
45232	Laundry Service	3,993	4,370	3,359	4,000	4,500
45243	Computer Supplies	77	108	-	500	500
45247	First Aid Supplies	202	271	115	200	200
45251	Janitorial Supplies	899	1,117	451	1,000	1,000
45289	Automotive Parts	25,196	12,644	5,946	8,000	8,000
45299	Operating Supplies - Misc.	25,449	22,283	7,861	15,000	15,000

## CENTRAL GARAGE

501591 EXP CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
45411	Dues and Memberships	-	-	-	200	200
45461	Books and Publications	-	-	-	500	500
<b>TOTAL OPERATING</b>		<b>\$ 528,107</b>	<b>\$ 522,873</b>	<b>\$ 561,576</b>	<b>\$ 605,160</b>	<b>\$ 701,050</b>
46399	Improvements Other than Buildings	-	-	44,875	24,920	-
46418	Software	-	-	-	39,920	-
46431	Special Purpose Equipment	-	51,162	-	20,000	-
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ 51,162</b>	<b>\$ 44,875</b>	<b>\$ 84,840</b>	<b>\$ -</b>

**TOTAL EXPENDITURES**    \$ 761,896    \$ 860,579    \$ 796,041    \$ 958,170    \$ 947,420

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# COMMUNITY REDEVELOPMENT AGENCY

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

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

## DESCRIPTION

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

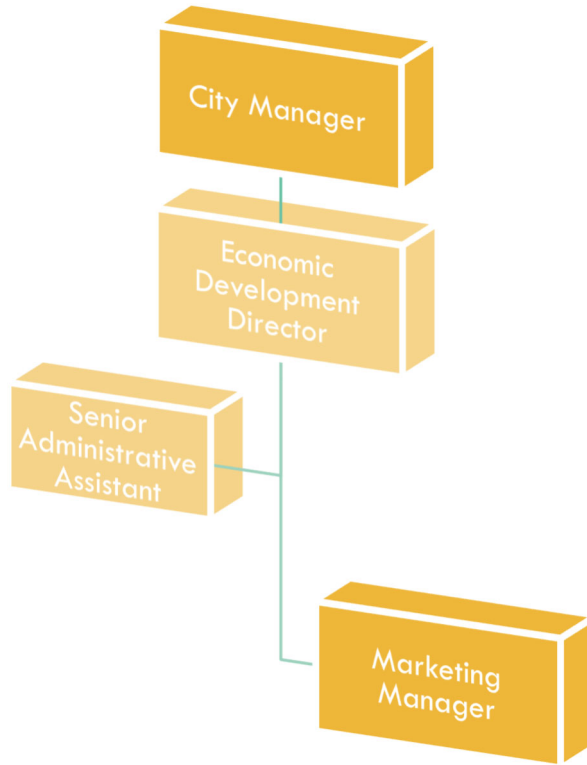
## ACCOMPLISHMENTS OF FY23

- Purchased the former SunTrust Building and 4332 Acorn Street
- Completed the design for the Railroad Square Project-Phase I
- Initiated the project to update the CRA's Master Plan
- Awarded the bid on the Main Street Entryway Sign Project
- Acquired the former Schwettman Education Center Property

## FY24 INITIATIVES

- Complete the Update to the CRA Master Plan
- Craft a robust annual marketing plan
  - proactively and effectively market and promote the city's departments, events, announcements, and other city related business.
  - promote a family-friendly, positive city image.
  - discern the most cost-effective marketing tools with the greatest audience reach such as print, radio, television, and social media.
  - timely promotion of existing city events and/or other organizations' events to grow the audience and participation.
- Rehabilitation and or reuse of existing property located on U.S. Highway 19
  - Encourage major mixed-use development.
  - Enhance the aesthetic brand.
  - Encourage public art.
- Encourage private reinvestment in the city's neighborhoods.
  - Encourage the conversion of vacant or under-utilized buildings.
  - Identify methods by which property owners may perform improvements and enhancements in targeted areas.
  - Establish program to convert renters to homeowners.
  - Acquire properties through foreclosure and liens, rehabilitate them and offer them for sale to existing renters in the city.
  - Initiate community driven clean-ups or neighborhood improvement projects.





Authorized Personnel – Full-time Equivalent			
Position/Title	FY21-22	FY22-23	FY23-24
City Manager	.25	.25	.25
Marketing Manager	1	1	1
Part-Time Shuttle Driver	1.46	0	0
<b>Total</b>	<b>2.71</b>	<b>1.25</b>	<b>1.25</b>

## COMMUNITY REDEVELOPMENT AGENCY

630 REV CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
311100	Tax Increment - County	1,765,865	2,022,241	2,908,279	2,908,279	3,636,470
331591	American Rescue Plan Act Funds	-	420,770	630,000	2,203,000	2,550,000
334705	St Small Matching Grant	39,725	-	-	-	-
361100	Interest on Investments	514	-	-	-	-
361200	Interest - SBA	3,073	16,826	42,624	-	-
362100	Rents & Royalties	-	-	-	-	60,000
364220	Surplus Land Sales	-	-	-	200,000	350,000
366900	Contributions & Donations	-	8,000	-	-	-
366920	Contractual Contributions	-	-	-	-	118,380
369900	Other Misc Revenue	6,776	22,900	301	-	-
381100	Trans. from Gen Fund-TIF	2,031,037	2,413,790	3,204,280	3,204,280	4,015,240
381120	Transfer from Gen Fund	-	-	-	-	726,395
381200	Transfer from Water & Sew	-	-	-	-	-
381600	Transfer from Capital Imprv	-	-	-	-	-
381700	Transfer from Street Imprv. Fund	40,000	-	-	-	-
382100	Bond Proceeds - Parking Garage	6,500,000	-	-	-	-
389900	Carryover-Unused Funding from PY	1,859,591	-	-	84,671	209,235
<b>TOTAL CRA REVENUE</b>		<b>\$ 12,246,581</b>	<b>\$ 4,904,527</b>	<b>\$ 6,785,484</b>	<b>\$ 8,600,230</b>	<b>\$ 11,665,720</b>

**COMMUNITY REDEVELOPMENT AGENCY**

630 EXP CODE	CLASSIFICATION	AMENDED				BUDGET AMOUNT FY23-24
		ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	BUDGET FY22-23	
41111	Department Head Salaries	29,529	42,253	43,750	43,750	45,070
41210	Regular Exempt Salaries	32,160	62,250	64,420	64,420	66,360
41299	Regular Salaries & Wages	-	23,729	-	-	4,270
41311	Part Time Wages	-	10,597	-	-	-
41411	Overtime	-	1,218	-	-	-
42111	Social Security Matching	4,618	10,089	8,770	8,770	9,370
42211	Fla. Retirement System	11,471	22,837	22,460	22,460	23,720
42311	Health Insurance - Reg.	2,411	26,198	21,470	21,470	23,380
42312	Group Life Insurance	29	41	60	60	70
42313	Accidental Death AD&D	4	24	20	20	20
42426	W/C Clerical	172	202	200	200	210
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 80,394</b>	<b>\$ 199,438</b>	<b>\$ 161,150</b>	<b>\$ 161,150</b>	<b>\$ 172,470</b>
43111	City Attorney	39,600	39,600	40,000	40,000	40,000
43181	Professional Services -Planning	99,960	9,568	60,000	60,000	50,000
43199	Professional Services-Misc	11,070	31,290	31,000	31,000	40,000
43211	Annual Audit Services	-	5,500	5,500	5,500	5,500
43422	Ads / Marketing	51,778	33,391	8,000	110,000	60,000
43461	Main Street Grant Award	18,750	25,000	25,000	25,000	25,000
43499	Contractual Svcs - Misc	1,442	4,250	3,663	10,000	10,000
44011	Travel & Training	3,325	6,203	7,500	7,500	7,500
44134	Data Lines	2,823	2,438	2,750	2,750	3,000
44211	Postage	-	9	-	500	500
44311	Electric - City Facilities	1,079	-	6,217	6,220	8,000
44331	Trash Removal	155	577	7,000	7,000	7,000
44351	Water & Sewer - City	8,570	6,789	10,000	10,000	10,000
44373	Street Light Fee	777	269	270	270	270
44381	Stormwater Assessment	3,052	2,183	2,200	2,200	2,200
44382	Paving Assessment	185	403	410	410	410
44521	Buildings & Contents Insurance	13,091	4,397	5,000	5,000	10,000
44611	Maintenance Buildings & Ground	4,300	4,018	4,691	4,000	5,000
44612	Repairs - Hacienda Hotel	-	9,755	-	-	-
44631	Repairs - Central Garage	-	652	-	-	1,000
44799	Printing & Binding	1,292	-	-	1,500	1,000
44953	Redevelopment Incentives	2,909,989	1,126,150	1,000,000	1,000,000	1,550,000
44953	Residential Incentives	-	-	-	-	500,000
44999	Other Charges - Misc	25,630	4,412	5,000	5,000	2,000
45111	Office Supplies	66	150	500	500	1,000
45225	Software Licenses / Support	1,444	1,805	10,000	6,780	15,000
45231	Clothing & Wearing Apparel	29	118	500	500	500
45296	Program Costs	-	85,726	-	-	30,000
45299	Operating Supplies - Misc.	101	-	-	-	-
45411	Dues and Memberships	620	2,315	2,400	2,400	4,000
<b>TOTAL OPERATING</b>		<b>\$ 3,199,128</b>	<b>\$ 1,406,968</b>	<b>\$ 1,237,601</b>	<b>\$ 1,344,030</b>	<b>\$ 2,388,880</b>
46399						
4001	Railroad Square Improvements	43,934	20,770	280,000	2,925,000	2,550,000
4004	Muti-Use Path Improvements	1,620	-	-	-	-
4005	Streetscape Improvements	24,998	-	-	75,000	125,000
4006	Property Assemblage	-	-	280,000	800,000	1,000,000

## COMMUNITY REDEVELOPMENT AGENCY

630 EXP CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
4009	Main St. Entryway Signature Feature	-	8,302	226,283	380,000	530,000
4010	Sims Park Perimeter Landscaping	-	162,602	-	-	-
4011	Parking Garage Structure	6,566,703	-	-	-	-
4012	Marine Pkwy Pedestrian Bridge	-	88,640	-	-	-
4015	US Hwy 19/Main St. SE Corner Gateway Court Yard Project	-	-	-	-	210,000
46414	Automobiles	41,850	49,249	-	-	-
46710	Works of Art/Collections	-	-	-	-	15,000
<b>TOTAL CAPITAL</b>		<b>\$ 6,679,105</b>	<b>\$ 329,563</b>	<b>\$ 786,283</b>	<b>\$ 4,180,000</b>	<b>\$ 4,430,000</b>
49151	Transfer to Gen Fund - Admin. Svc	376,110	267,790	303,520	303,520	406,910
49152	Transfer to General Debt Svc.	1,911,844	1,904,810	1,796,220	1,796,220	3,500,050
49170	Transfer To Gen - CRA Loan	-	670,919	619,310	619,310	525,090
49171	Transfer to Gen Fund - Parking Garage Maintenance	-	-	196,000	196,000	242,320
<b>TOTAL TRANSFERS</b>		<b>\$ 2,287,954</b>	<b>\$ 2,843,519</b>	<b>\$ 2,915,050</b>	<b>\$ 2,915,050</b>	<b>\$ 4,674,370</b>
		<b>\$ 12,246,581</b>	<b>\$ 4,779,488</b>	<b>\$ 5,100,084</b>	<b>\$ 8,600,230</b>	<b>\$ 11,665,720</b>

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

EXP CODE	CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
46399	<i>Improvement Other Than Buildings</i>					
4001	Railroad Square Improv - Ph 1	2,550,000	-	-	-	-
4001	Railroad Square Improv - Ph 2	-	700,000	620,000	-	-
4005	Streetscape Improvements	125,000	125,000	125,000	125,000	125,000
4006	Property Assemblage	1,000,000	500,000	500,000	400,000	-
4009	Main St. Entryway Signature Feature	530,000	-	-	-	-
4012	Marine Parkway Pedestrian Bridge	-	2,500,000	700,000	4,300,000	4,300,000
4013	Cotee River Boat Ramp	-	350,000	300,000	300,000	-
4014	Cotee River Underpass Project	-	50,000	50,000	-	-
4015	Network Upgrades in Downtown Area	-	50,000	50,000	50,000	50,000
4016	US Hwy 19/Main St SE Corner Gateway Court Yard Project	210,000	-	-	-	-
46710	Works of Art/Collections	15,000	-	-	-	-
46399	Bicycle Trail Improvements	-	100,000	100,000	100,000	100,000
<b>TOTAL</b>		<b>4,430,000</b>	<b>4,375,000</b>	<b>2,445,000</b>	<b>5,275,000</b>	<b>4,575,000</b>

**DIVISION TOTAL    \$ 4,430,000    \$ 4,375,000    \$ 2,445,000    \$ 5,275,000    \$ 4,575,000**

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# STREET IMPROVEMENT

## DESCRIPTION

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

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

## STREET IMPROVEMENT FUND

701 REV CODE	CLASSIFICATION	ACTUAL FY20-21	ACTUAL FY21-22	ESTIMATE FY22-23	AMENDED BUDGET FY22-23	BUDGET AMOUNT FY23-24
312410	Local Option Gas Tax - 1st	716,151	746,274	773,010	773,010	783,670
312420	Local Option Gas Tax - 2nd	519,343	538,835	561,490	561,490	569,430
331540	CDBG Grant	-	-	-	1,200,000	1,200,000
355400	FDOT Grant	-	-	-	-	-
361100	Interest On Investments	1,439	5,859	18,000	5,000	5,000
361200	Interest - S. B. A.	2,458	13,461	35,000	5,000	5,000
361250	Interest - FMIvT	44	2,836	8,000	1,000	5,000
363100	Special Assessment - Streets	6,992	7,500	7,500	10,000	10,000
363120	Special Assessment - Paving	735,236	743,997	792,870	792,870	802,550
363200	Interest on Assessments	8,237	5,135	5,000	5,000	5,000
363300	Penalties on Assessments	3,886	3,582	4,000	4,000	4,000
381100	Transfer From General Fund	325,000	330,000	200,000	200,000	-
381600	Transfer From Capital Improv. Fund	200,000	200,000	200,000	200,000	200,000
389900	Prior Yr Fund Bal-Unassigned		-	-	2,538,400	1,993,920
<b>STREET IMPROVEMENT FUND REVENUE</b>		<b>\$ 2,518,786</b>	<b>\$ 2,597,479</b>	<b>\$ 2,604,870</b>	<b>\$ 6,295,770</b>	<b>\$ 5,583,570</b>

## STREET IMPROVEMENT

<b>701701</b>						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET		BUDGET
CODE	CLASSIFICATION	FY20-21	FY21-22	FY22-23	FY22-23		AMOUNT
							FY23-24
43498	Administrative Fees	14,569	14,896	15,165	15,500		15,500
44211	Postage	-	273	121	200		200
44999	Other Current Charges - Misc	1,490	1,307	-	1,000		1,000
<b>TOTAL OPERATING</b>		<b>\$ 16,059</b>	<b>\$ 16,476</b>	<b>\$ 15,286</b>	<b>\$ 16,700</b>		<b>\$ 16,700</b>
46334	2018/2019 St Improv. Proj	2,888	-	-	-		-
46334	2019/2020 St Improv. Proj	1,144,565	-	-	-		-
46334	2020/2021 St Improv. Proj	178,407	-	-	-		-
46334	2021/2022 St Improv. Proj	-	1,306,245	1,186,065	1,740,000		-
46334	2022/2023 St Improv. Proj	-	-	190,000	190,000		1,740,000
46334	2023/2024 St Improv. Proj	-	-	-	190,000		190,000
46343	Neighborhood Improv - N. River Rd.	-	116,927	523,812	1,580,000		1,040,000
46365	Madison St. Sidewalk Relocation	-	-	-	250,000		115,000
46335	LED Crosswalk Sign & LT	20,376	7,134	7,472	150,000		82,860
46337	W. Main St. Sidewalk Impov.	1,275	38,780	23,701	335,900		535,900
46351	Roadway & Parking Lot Striping	-	-	35,000	35,000		35,000
46352	W. Grand Neighborhood Sidewalk	-	-	8,185	1,200,000		970,000
	Neighborhood Sidewalk Improv	-	-	-	-		200,000
46355	Traffic Sign Upgrades	-	35,570	50,000	50,000		50,000
46363	Neighborhood Alley Improvements	25,000	20,875	15,200	95,000		120,000
46357	Alley Needs Assessment Program	-	-	1,800	-		-
46358	Public Charging Stations Prog	16,646	-	247	-		-
<b>TOTAL CAPITAL</b>		<b>\$ 1,389,157</b>	<b>\$ 1,525,531</b>	<b>\$ 2,041,482</b>	<b>\$ 5,815,900</b>		<b>\$ 5,078,760</b>
581							
49151	Transfer to General Fund	484,760	421,820	463,170	463,170		488,110
49167	Transfer to CRA Fund	40,000	-	-	-		-
<b>TOTAL TRANSFERS</b>		<b>\$ 524,760</b>	<b>\$ 421,820</b>	<b>\$ 463,170</b>	<b>\$ 463,170</b>		<b>\$ 488,110</b>

**TOTAL EXPENDITURES \$ 1,929,976 \$ 1,963,827 \$ 2,519,938 \$ 6,295,770 \$ 5,583,570**



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

CLASSIFICATION	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
<i>Road Paving &amp; Reconstruction</i>					
2022/2023 St Improv. Proj	1,740,000	-	-	-	-
2023/2024 St Improv. Proj	190,000	1,740,000	-	-	-
2024/2025 St Improv. Proj	-	190,000	1,740,000	-	-
2025/2026 Street Improvement Project	-	-	190,000	1,740,000	-
2026/2027 Street Improvement Project	-	-	-	190,000	1,740,000
2026/2027 Street Improvement Project	-	-	-	-	190,000
Neighborhood Improv - N. River Rd.	1,040,000	115,000	115,000	115,000	115,000
Madison St. Sidewalk Relocation	115,000	115,000	115,000	115,000	115,000
LED Crosswalk Sign & LT	82,860	50,000	50,000	50,000	50,000
W. Main St. Sidewalk Impov.	535,900	-	-	-	-
Roadway & Parking Lot Striping	35,000	35,000	35,000	35,000	35,000
W. Grand Neighborhood Sidewalk	970,000	-	-	-	-
Neighborhood Sidewalk Improv	200,000	-	-	-	-
Traffic Sign Upgrades	50,000	50,000	50,000	50,000	50,000
Neighborhood Alley Improvements	120,000	120,000	120,000	120,000	120,000
<b>TOTAL</b>	<b>5,078,760</b>	<b>2,415,000</b>	<b>2,415,000</b>	<b>2,415,000</b>	<b>2,415,000</b>

**DIVISION TOTAL    \$ 5,078,760    \$ 2,415,000    \$ 2,415,000    \$ 2,415,000    \$ 2,415,000**

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5919 Main Street, New Port Richey, FL 34652  
citynpr.org 727-853-1016