



**September 6, 2018**

To the Honorable Mayor and Members of the City Council:

With this letter, I am pleased to submit the 2018-2019 fiscal year budget for your review and consideration. The budget was developed in accordance with the City Charter, the annual budget calendar, the stated financial management policies and guidelines of the city and City Council's strategic focus areas and direction. This budget, like preceding years' budgets continues to recognize the external economic conditions that demand conservative approaches to managing expenses while delivering high quality services to residents and members of the business community.

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

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

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

## **Budget Overview**

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The priorities established for the preparation of the FY 2018-2019 Operating Budget are in alignment with the City Council's vision for the City. Highlights are as follows:

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

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

In order to effectively navigate the City Council's vision, it is essential for the Administration to

maintain the appropriate staffing levels. Several staffing changes are proposed in the 2018 -2109 Operating Budget which reflects the funding for 250.29 full-time equivalent employees, an increase of 4.39 employees over the 2018 authorization level.

The budget also provides for a cost-of-living allowance for all union and non-union with the exception of department and division heads in the amount of 2.5% wage increase. As I am sure you will recall, the department and division heads are on a performance based pay system and as previously stated do not receive a cost-of-living adjustment.

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

### **Governmental Accounting and Budgets**

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

### **Tax Rate and Tax Roll**

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

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

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

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

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

### **Capital Improvement Program**

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

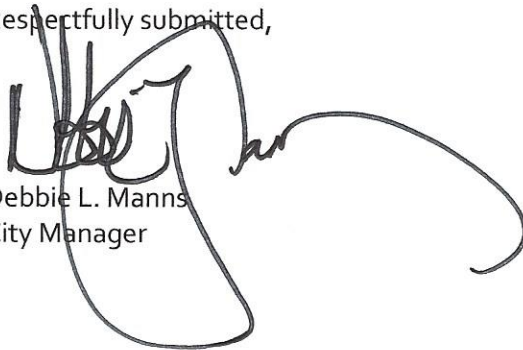
### **Summary**

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In closing, I wish to thank all the members of the City Council for their direction in establishing the city's strategic plan, their steadfastness in the review and approval of this budget document and for their commitment to fiscal responsibility. I would also like to thank the staff for their efforts in preparing the budget document. Your service and

professionalism are appreciated. The budget is the result of many months of effort from both elected officials and City staff and is a long-term perspective and commitment to provide the best possible service at the lowest cost.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Debbie L. Manns', with a long, sweeping flourish extending to the right.

Debbie L. Manns  
City Manager



## GENERAL FUND

001 REV CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
311100	Current Ad Valorem Taxes	4,284,165	4,263,290	4,451,030	4,451,030	4,913,930
311200	Delinquent Ad Valorem Taxes	192,249	299,994	135,000	65,000	100,000
314100	Electric Utility Tax	-	-	1,321,450	1,325,000	1,325,000
314800	Propane Utility Tax	-	-	46,766	50,000	50,000
315250	Communications Services Tax	651,949	655,986	673,820	673,820	670,310
316100	Local Business Tax	129,060	126,515	137,500	140,000	150,000
	<b>TOTAL TAXES</b>	<b>5,257,423</b>	<b>5,345,785</b>	<b>6,765,566</b>	<b>6,704,850</b>	<b>7,209,240</b>
321110	Residential Rentals	35,455	45,465	70,780	75,000	80,000
322100	Building Permits	229,331	206,780	229,500	300,000	250,000
322200	Building Code Surcharge	642	846	960	1,000	1,000
323100	Electric Franchise Fees	1,085,204	1,119,255	1,185,410	1,200,000	1,200,000
323400	Gas Franchise Fees	-	-	44,745	30,000	50,000
323700	Garbage Hauling Franchise Fees	88,872	101,307	108,212	100,000	115,000
329100	Development Review Fees	10,000	11,396	8,000	16,170	10,000
329600	Tree Removal/Replacement	-	-	56,625	2,000	2,000
	<b>TOTAL LICENSES &amp; PERMITS</b>	<b>1,449,504</b>	<b>1,485,049</b>	<b>1,704,232</b>	<b>1,724,170</b>	<b>1,708,000</b>
331220	SNAP Grant	16,794	21,495	36,000	36,000	36,000
331290	FDOT Aggressive Driving Grant	-	-	30,000	-	-
331320	Tactical Division Task Force Grant	21,622	9,275	12,000	15,000	15,000
331531	Blight Removal Program	82,829	-	-	-	-
331540	Community Development Block Grant	175,092	162,000	168,580	168,580	200,000
331550	School District Reimb. for SRO	195,109	145,114	151,036	150,000	152,000
331580	FEMA Reimbursement	-	55,886	-	-	450,000
334240	Victims of Crime Act Grant	5,046	9,475	15,000	15,000	15,000
334280	EBT SNAP Program	5,175	12,767	12,000	15,000	12,000
334510	State Aid to Libraries Grant	28,163	31,179	32,000	32,000	32,000
334710	ALA Library Grant	-	1,000	1,000	1,000	1,000
335120	State Revenue Sharing	675,422	681,501	690,000	690,000	702,220
335140	Mobile Home Licenses	43,948	41,973	47,000	47,000	50,000
335150	Alcoholic Beverage Licenses	31,760	36,347	38,000	38,000	40,000
335180	Half-Cent Sales Tax	954,797	1,063,422	1,000,820	1,000,820	1,093,790
335200	Firefighters Supplemental Comp.	3,610	6,019	1,500	5,000	2,000
335240	State Excise Tax - Police Pension	197,463	224,641	197,460	197,460	200,000
335250	State Excise Tax - Fire Pension	124,429	118,621	125,000	125,000	125,000
335260	Firefighters Supp Comp Trust Fund	-	-	-	40,000	-
335410	Rebate on Municipal Vehicles	18,642	17,717	19,450	20,000	20,000
338200	Mun. Share-County Occ. Licenses	10,494	7,244	13,250	15,000	15,000
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>2,590,395</b>	<b>2,645,676</b>	<b>2,590,096</b>	<b>2,610,860</b>	<b>3,161,010</b>

## GENERAL FUND, CONT.

001 REV CODE	CLASSIFICATION	AMENDED				BUDGET
		ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	BUDGET FY17-18	AMOUNT FY18-19
341200	Zoning Fees	2,950	3,575	4,150	5,000	5,000
341310	Administrative Fees	16,603	22,611	23,810	23,000	25,000
341330	Magistrate/Court Fees	17,001	20,400	24,150	25,000	25,000
341400	Cert., Copying & Record Search	34,944	42,506	48,845	40,000	50,000
341430	Notary Services	460	160	410	500	500
342100	Off-Duty Pay	147,842	195,849	206,000	203,500	215,000
342400	Emergency Service Fees	1,150	575	1,300	2,000	1,500
342510	Fire Inspection Fees	14,618	17,377	18,415	15,000	20,000
342520	Residential Rental Inspection Fees	-	-	1,200	5,000	1,000
343950	Street Lights - Eastbury Gardens	12,897	12,737	13,450	15,000	15,000
343960	Street Lights - Hillandale	13,089	14,077	13,750	17,000	15,000
343970	Street Lights - Ridgewood	11,327	11,028	11,000	13,000	13,000
343980	Street Lights - Barbara Ann	-	550	1,450	2,000	2,000
347110	Miscellaneous Proceeds - Library	14,101	13,495	18,480	18,000	20,000
347120	Gifts - Library	281	170	125	300	300
347130	Memorials - Library	50	25	25	50	50
347190	Book Store - Library	2,558	2,918	2,390	3,000	3,000
347220	Recreation Memberships	111,289	96,348	133,480	140,000	140,000
347230	Concessions - Machines	649	3,242	3,140	3,000	4,000
347240	Recreation Daily Fees	143,151	135,435	151,510	145,000	155,000
347250	Rentals	64,924	71,563	67,430	70,000	70,000
347260	Tennis Court Reservations	120	-	-	-	-
347270	Lesson Fees	13,465	13,680	13,475	16,000	16,000
347280	Percentage of Classes	56,932	50,767	53,170	60,000	60,000
347290	Summer Program Fees	61,404	40,878	43,680	70,000	50,000
347300	City Sponsored Programs	20,581	22,785	21,240	22,000	25,000
347-61	Concession Stand	-	18,218	14,906	-	15,000
347320	Recreational Trips	7,101	4,562	5,050	5,000	5,000
347330	Red Cross Classes	-	195	3,730	600	3,750
347340	Swim/Recreation Accessories	1,018	984	1,008	1,000	1,000
347360	Skate Park	869	-	-	-	-
347370	Camps	64	1,675	1,625	2,000	2,000
347390	Park Vending	950	600	-	750	-
347410	Special Events Reimbursement	37,916	54,426	37,300	45,000	45,000
<b>TOTAL CHARGES FOR SERVICES</b>		<b>810,304</b>	<b>873,411</b>	<b>939,694</b>	<b>967,700</b>	<b>1,003,100</b>
351100	Court Fines	65,558	67,664	54,000	45,000	55,000
351110	Civil Infraction Fines	-	-	-	80,000	45,000
351200	Parking Fines	40	1,275	1,500	2,500	2,000
351210	Red Light Fines	2,481,418	1,719,249	1,900,000	2,230,540	2,060,600
351300	Police Education	9,908	9,736	6,750	5,900	7,000
352100	Library Fines	13,953	13,602	14,530	15,000	15,000
354100	Code Enforcement Fines/Court Costs	46,823	53,479	129,000	150,000	140,000
354110	Lot Clearing/Mowing Fines	1,053	270	750	1,500	1,000
354120	Investigations - Recovery	7,342	10,265	5,000	10,000	5,000
354130	Code Enforcement Amnesty	10,728	7,956	7,500	15,000	10,000
358200	Impound Lot	90,629	83,158	93,850	100,000	100,000

## GENERAL FUND, CONT.

001 REV CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
359100	Other Fines and Forfeits	6,519	20,655	17,050	20,000	20,000
359110	Unclaimed Evidence	-	25,173	20,010	5,000	15,000
359120	Contraband Forfeitures	27,631	4,500	2,500	23,000	15,000
359130	Equitable Sharing - DOJ/DEA	945	26,933	15,000	30,000	30,000
	<b>TOTAL FINES &amp; FORFEITURES</b>	<b>2,762,547</b>	<b>2,043,915</b>	<b>2,267,440</b>	<b>2,733,440</b>	<b>2,520,600</b>
361100	Interest - Investments	50	728	1,000	50	1,000
361130	Interest - Taxes	9,113	13,442	16,450	10,000	20,000
361140	Interest - Equitable Sharing	59	60	500	100	1,000
361160	Interest - Lot Mowing	33	50	100	50	500
361120	Interest - S.B.A.	3,905	7,035	5,000	3,000	7,500
361250	Interest - FMIvT	743	538	1,000	5,000	3,140
361280	Interest - T-Bills & Bonds	1,771	-	7,880	2,000	10,000
361320	Interest-County Share Occ. Licenses	32	25	100	30	100
362100	Rents & Royalties - Miscellaneous	300	-	-	-	-
362140	Rent - Chamber of Commerce	3,250	3,300	4,800	4,800	4,800
362180	Rent - Cavalaire Square	980	980	1,480	1,480	1,480
364410	Surplus Furn., Fix., Equip. Sales	72,241	61,018	66,480	65,000	70,000
364420	Insurance Proceeds	4,962	712	822	-	-
366810	Tony Hawk Foundation Grant	-	10,000	-	-	-
366900	Contributions and Donations	3,971	6,130	1,660	-	-
366910	Contributions - Police	-	5,900	2,113	-	-
366920	Donations - Recreation	4,962	3,012	3,500	-	-
366930	Contributions From Friends-Library	20	-	-	-	-
369210	Vacant/Foreclosed Property Registry	18,900	12,900	17,650	20,000	20,000
369300	Refund of Prior Year Expense	2,898	8,462	4,019	5,000	5,000
369710	Returned Check Charge	120	265	225	200	200
369900	Other Miscellaneous Revenue	6,005	7,748	8,500	10,000	10,000
381310	Transfer from Street Improvement Fund	420,930	518,200	391,180	391,180	350,000
381320	Transfer from CRA Fund	261,011	375,440	250,000	250,000	315,870
381600	Transfer from Capital Improvement Fund	1,094,022	250,000	941,080	941,080	801,000
381700	Transfer from General Debt Service Fund	1,367,116	1,423,750	-	-	-
381700	Transfer from General Debt Service - Loan Proceeds	11,202,894	-	-	-	-
384500	USDA Loan Proceeds - Fire Truck	-	-	-	-	850,000
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>14,480,288</b>	<b>2,709,695</b>	<b>1,725,539</b>	<b>1,708,970</b>	<b>2,471,590</b>
382100	Contribution from W & S Fund	3,045,975	3,620,090	3,217,380	3,217,380	3,077,690
382110	Contribution from W & S Fund -TBW Int.	398,303	387,970	387,320	387,320	328,730
382120	Contribution from W & S Fund -PILOFF	560,000	560,000	560,000	560,000	560,000
382200	Contribution from Stormwater Utility Fund	259,106	329,030	130,000	130,000	130,000
	<b>TOTAL OTHER</b>	<b>4,263,384</b>	<b>4,897,090</b>	<b>4,294,700</b>	<b>4,294,700</b>	<b>4,096,420</b>
	<b>TOTAL REVENUES PRIOR TO FUND BALANCE</b>	<b>31,613,845</b>	<b>20,000,621</b>	<b>20,287,267</b>	<b>20,744,690</b>	<b>22,169,960</b>
389900	Prior Yr Fund Bal-Unassigned	410,424	410,424	110,000	110,000	180,200
	<b>TOTAL FUND BALANCE</b>	<b>410,424</b>	<b>410,424</b>	<b>110,000</b>	<b>110,000</b>	<b>180,200</b>
	<b>GENERAL FUND REVENUES</b>	<b>\$ 32,024,269</b>	<b>\$ 20,411,045</b>	<b>\$ 20,397,267</b>	<b>\$ 20,854,690</b>	<b>\$ 22,350,160</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

## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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

## CITY COUNCIL

001011						AMENDED	BUDGET
EXP	CLASSIFICATION	ACTUAL	ACTUAL	ESTIMATE	BUDGET		AMOUNT
CODE		FY15-16	FY16-17	FY17-18	FY17-18		FY18-19
41311	Part-Time Wages	18,600	18,600	18,600	18,600		18,600
42111	Social Security Matching	1,406	1,409	1,409	1,430		1,430
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 20,006</b>	<b>\$ 20,009</b>	<b>\$ 20,009</b>	<b>\$ 20,030</b>		<b>\$ 20,030</b>
43111	City Attorney Services	115,612	111,000	132,000	132,000		132,000
43199	Professional Services - Misc	14,700	3,650	5,000	5,000		5,000
44011	Travel & Training	3,572	623	2,150	2,500		4,000
44211	Postage	2,356	7,536	8,000	8,250		8,250
44799	Printing & Binding - Misc	-	6,920	7,000	7,250		7,250
44810	Cultural Affair Events	22,555	18,862	20,000	20,000		20,000
44961	Special Events	21,424	50,000	50,000	50,000		55,000
44999	Other Current Charges - Misc	40,305	6,939	4,100	4,500		4,500
45111	Office Supplies - General	740	1,053	300	300		300
45231	Clothing & Apparel	220	216	200	200		200
45243	Computer/Operating Supplies	170	2,500	1,500	1,500		1,500
45411	Dues & Memberships	5,156	5,000	5,250	5,600		5,600
49995	Settlement Agreement	51,764	51,764	51,764	51,770		1,770
<b>TOTAL OPERATING</b>		<b>\$ 278,574</b>	<b>\$ 266,063</b>	<b>\$ 287,264</b>	<b>\$ 288,870</b>		<b>\$ 245,370</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 298,580</b>	<b>\$ 286,072</b>	<b>\$ 307,273</b>	<b>\$ 308,900</b>		<b>\$ 265,400</b>

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# ADMINISTRATION - CITY MANAGER

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

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

## DESCRIPTION

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

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

## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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



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

## CITY MANAGER

001021						BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	AMENDED	BUDGET
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	BUDGET	AMOUNT
					FY17-18	FY18-19
41111	Dept Head Salaries	121,535	122,000	123,000	123,010	123,010
41210	Regular Exempt Salaries	34,488	42,750	43,780	43,780	45,090
41311	Part-Time Wages	8,114	-	-	-	-
41511	Employee Incentives	150	100	90	90	90
41512	Gas/Car Allowance	5,500	6,000	6,000	6,000	6,000
41522	Education Incentive Pay	252	-	270	360	270
41529	Meal Allowance	-	-	-	100	100
42111	Social Security Matching	11,750	12,900	13,230	13,230	13,340
42211	Florida Retirement System	29,254	29,750	31,020	31,020	31,120
42311	Health Insurance	14,160	14,500	13,850	13,850	13,850
42312	Life Insurance	16	54	100	100	100
42313	Accidental Death & Disab Insurance	50	50	40	40	40
42314	Group Term Life Insurance	408	421	-	-	-
42426	Workers Comp - Clerical (8810)	405	400	400	400	400
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 226,082</b>	<b>\$ 228,925</b>	<b>\$ 231,780</b>	<b>\$ 231,980</b>	<b>\$ 233,410</b>
44011	Travel & Training	6,836	7,350	9,000	9,000	7,500
44121	Telephone - Local	1,931	1,500	1,500	1,500	1,500
44211	Postage	124	250	200	200	200
44623	Maintenance & Repairs - Copiers	1,157	946	500	500	500
44999	Other Current Charges - Misc	119	74	-	-	500
45111	Office Supplies - General	3,276	3,213	1,000	1,000	1,000
45231	Clothing & Apparel	123	300	300	300	300
45243	Computer/Operating Supply	322	1,000	1,000	1,000	1,000
45299	Operating Supplies - Misc	2,800	2,000	2,000	2,000	2,000
45411	Dues & Memberships	2,974	2,974	2,900	2,900	2,900
45431	Subscriptions/Newspapers	185	-	-	-	-
45461	Books & Publications	143	400	400	400	400
<b>TOTAL OPERATING</b>		<b>\$ 19,990</b>	<b>\$ 20,007</b>	<b>\$ 18,800</b>	<b>\$ 18,800</b>	<b>\$ 17,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 246,072</b>	<b>\$ 248,932</b>	<b>\$ 250,580</b>	<b>\$ 250,780</b>	<b>\$ 251,210</b>



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# ADMINISTRATION - HUMAN RESOURCES

## IT IS THE MISSION OF HUMAN RESOURCES TO

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

## DESCRIPTION

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

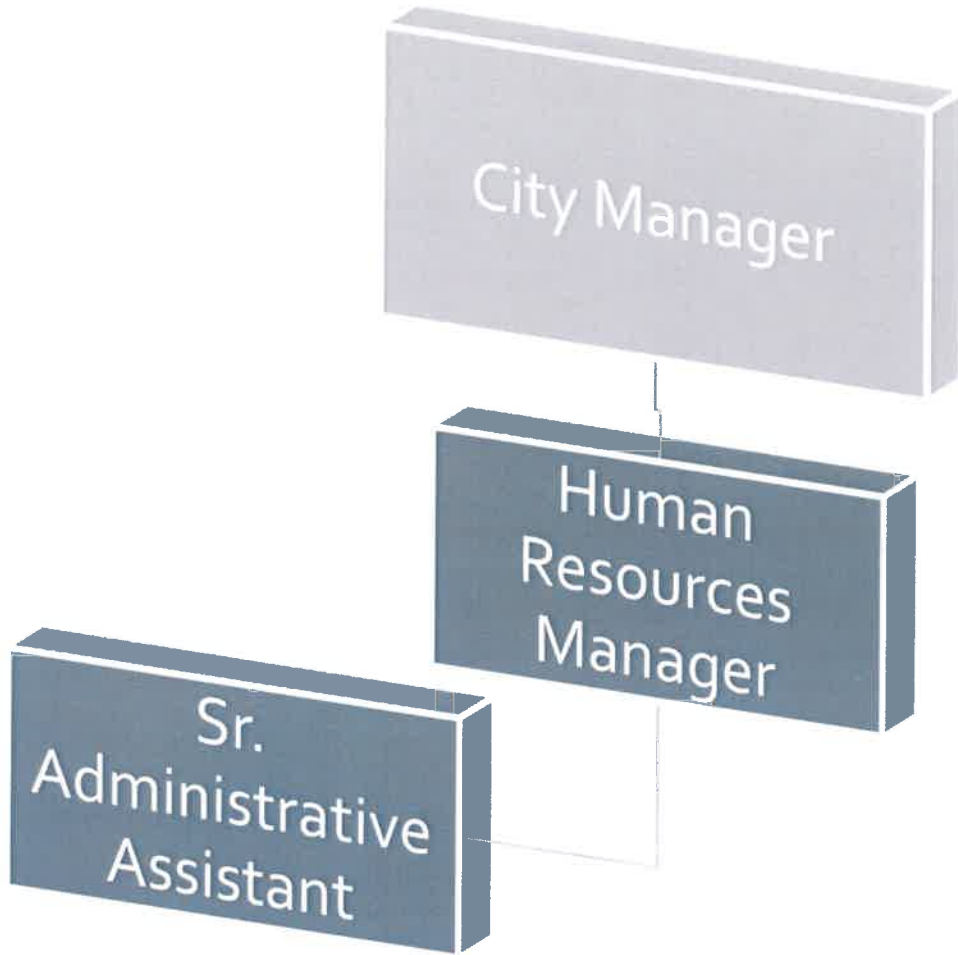
- Recruit, retain and develop the most qualified individuals for employment with the city
- Management of the employee benefits program to include the functions as noted below:
  - Wage and Classification System
  - Group Health, Dental and Optical Care Insurance
  - Holiday and Annual Leave
  - Educational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

## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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



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

## HUMAN RESOURCES

001022					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41112	Division Head Salaries	55,008	52,948	54,660	54,660	55,890
41210	Regular Exempt Salaries	-	-	-	-	33,030
41311	Part-Time Wages	23,185	22,323	22,350	22,350	-
41511	Employee Incentives	100	100	100	100	100
41529	Meal Allowance	-	-	-	100	100
41531	Education Reimbursement	3,697	3,697	5,000	5,000	7,000
42111	Social Security Matching	5,969	5,746	5,910	5,910	6,820
42211	Florida Retirement System	5,656	5,437	6,020	6,020	6,970
42311	Health Insurance	5,981	7,150	7,920	7,920	15,830
42312	Life Insurance	20	54	60	60	110
42313	Accidental Death & Disab Insurance	2	7	30	30	50
42426	Workers Comp - Clerical (8810)	209	192	180	180	210
42511	Unemployment Compensation Claims	5,879	8,765	9,750	10,000	10,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 105,706</b>	<b>\$ 106,419</b>	<b>\$ 111,980</b>	<b>\$ 112,330</b>	<b>\$ 136,110</b>
43111	Labor Attorney Services	4,752	14,500	11,900	11,900	11,900
43133	Employee Assistance Program	5,250	7,000	5,250	5,250	5,250
43199	Professional Services - Misc	12,360	9,483	10,000	10,000	7,500
43413	Employee Support Program	6,466	6,466	10,000	10,000	7,000
44011	Travel & Training	212	900	1,200	1,500	500
44121	Telephone - Local	518	525	500	500	800
44134	Data Lines	-	612	650	650	300
44211	Postage	44	50	72	100	80
44511	Liability Insurance - Comp. General	109,368	109,543	112,500	110,780	119,640
44521	Building & Contents Insurance	174,777	174,897	180,000	180,710	195,170
44522	Pollution Insurance	4,305	4,397	4,500	4,620	4,620
44523	Automobile & Truck Insurance	53,153	53,787	54,000	53,550	57,840
44590	Insurance - Miscellaneous	9,458	2,517	2,500	2,500	2,000
44623	Maintenance & Repairs - Copiers	712	750	750	750	500
44915	Classified Advertising	9,590	5,290	5,000	5,000	4,000
45111	Office Supplies - General	677	1,000	1,000	1,000	1,000
45231	Clothing & Apparel	80	100	100	100	100
45243	Computer/Operating Supply	1,073	960	1,000	1,000	500
45254	Training Supplies - General	-	-	-	500	250
45411	Dues & Memberships	240	275	300	300	500
45461	Books & Publications	-	-	-	500	-
<b>TOTAL OPERATING</b>		<b>\$ 393,035</b>	<b>\$ 393,052</b>	<b>\$ 401,222</b>	<b>\$ 401,210</b>	<b>\$ 419,450</b>

**TOTAL EXPENDITURES**    \$ 498,741    \$ 499,471    \$ 513,202    \$ 513,540    \$ 555,560



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# ADMINISTRATION - CITY CLERK

## IT IS THE MISSION OF THE CITY CLERK TO

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

## DESCRIPTION

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

## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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

City Manager

City Clerk

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

## CITY CLERK

001023						BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	AMENDED	BUDGET
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	BUDGET	AMOUNT
		FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41112	Division Head Salaries	51,888	23,765	14,600	14,600	15,030
41511	Employee Incentives	50	50	20	20	20
41522	Education Incentive Pay	108	108	120	120	-
41529	Meal Allowance	-	-	-	-	-
42111	Social Security Matching	3,954	2,178	1,120	1,120	1,150
42211	Florida Retirement System	3,798	2,167	1,140	1,140	290
42311	Health Insurance	5,836	2,345	1,980	1,980	1,980
42312	Life Insurance	20	15	30	20	20
42313	Accidental Death & Disab Insurance	2	1	10	10	10
42426	Workers Comp - Clerical (8810)	155	57	40	40	40
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 65,811</b>	<b>\$ 30,686</b>	<b>\$ 19,060</b>	<b>\$ 19,050</b>	<b>\$ 18,540</b>
43423	Elections	5,589	5,610	5,610	5,650	6,000
44011	Travel & Training	1,656	1,700	2,000	2,000	2,000
44211	Postage	66	110	100	100	100
44623	Maintenance & Repairs - Copiers	874	1,000	500	500	150
44731	Code Book Update Service	9,483	7,490	7,000	7,000	7,000
44911	Legal Advertising	26,038	19,470	25,000	25,000	25,000
44921	Legal Recordings	5,093	5,900	6,900	6,900	6,900
44981	Flowers	382	500	300	300	500
45111	Office Supplies - General	371	1,000	1,400	1,400	1,200
45231	Clothing & Apparel	99	100	100	100	100
45243	Computer/Operating Supplies	-	28	250	250	250
45411	Dues & Memberships	871	300	500	500	500
45461	Books & Publications	-	-	-	50	50
<b>TOTAL OPERATING</b>		<b>\$ 50,522</b>	<b>\$ 43,208</b>	<b>\$ 49,660</b>	<b>\$ 49,750</b>	<b>\$ 49,750</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 116,333</b>	<b>\$ 73,894</b>	<b>\$ 68,720</b>	<b>\$ 68,800</b>	<b>\$ 68,290</b>



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# ADMINISTRATION - TECHNOLOGY SOLUTIONS

## IT IS THE MISSION OF TECHNOLOGY SOLUTIONS TO

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

## DESCRIPTION

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

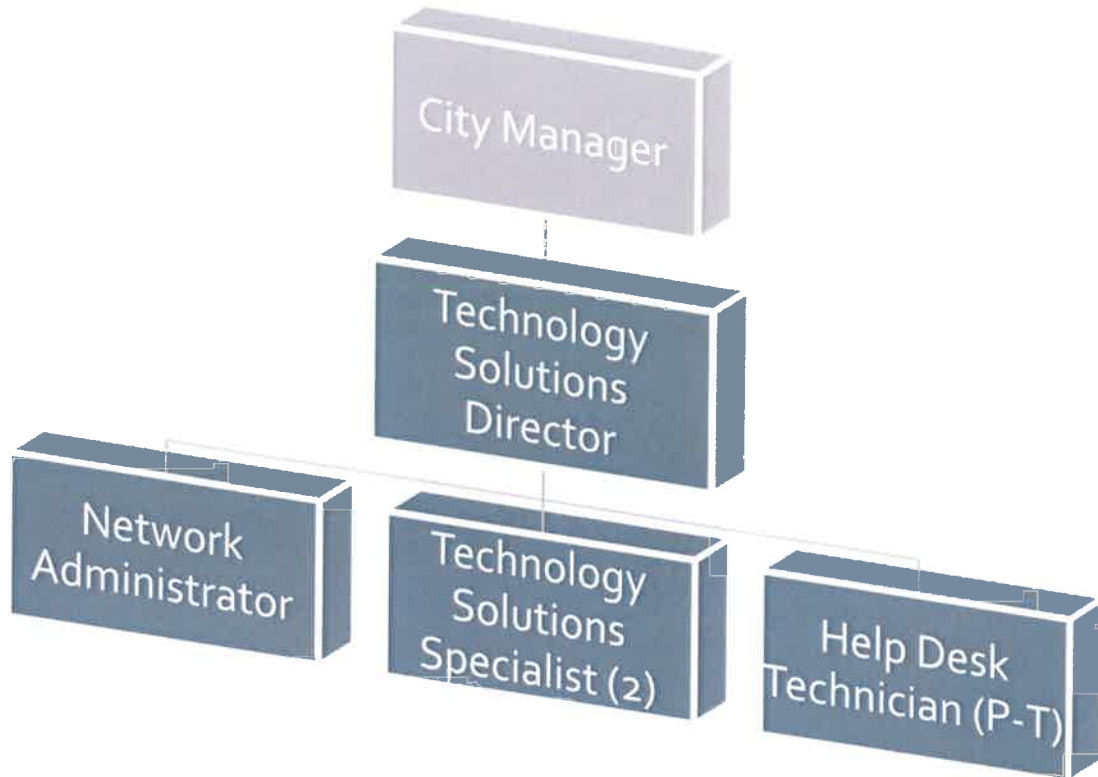
## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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

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



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

## TECHNOLOGY SOLUTIONS

001024					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41112	Division Head Salaries	77,625	77,950	78,050	78,050	79,800
41210	Regular Exempt Salaries	73,119	24,367	48,740	48,740	49,590
41299	Regular Full-Time Wages	-	71,368	82,860	82,860	72,950
41311	Part-Time Wages	-	-	-	-	15,600
41411	Overtime Wages	869	5,075	1,750	1,750	1,910
41511	Employee Incentives	150	150	200	200	250
42111	Social Security Matching	11,180	13,506	16,190	16,190	16,450
42211	Florida Retirement System	11,349	13,842	16,550	16,550	16,820
42311	Health Insurance	18,935	22,476	27,240	27,240	23,740
42312	Life Insurance	51	66	220	220	270
42313	Accidental Death & Disab Insurance	6	8	90	90	110
42426	Workers Comp - Clerical (8810)	438	346	490	490	500
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 193,722</b>	<b>\$ 229,154</b>	<b>\$ 272,380</b>	<b>\$ 272,380</b>	<b>\$ 277,990</b>
43499	Contractual Services - Misc	25,244	19,764	40,000	40,000	20,000
44011	Travel & Training	4,095	6,911	3,200	3,200	4,200
44121	Telephone - Local	11,144	10,886	11,900	11,900	12,200
44134	Data Lines	11,622	15,474	16,000	16,000	26,000
44211	Postage	-	16	50	50	50
44429	Rent - Software	201,315	134,413	300,000	334,480	282,330
44621	Maintenance & Repairs - Equipment	10,941	23,173	11,400	11,400	11,400
44625	Maintenance & Repairs- AV Equipment	-	-	1,000	1,000	1,500
45111	Office Supplies - General	1,084	1,264	200	200	200
45231	Clothing & Apparel	-	-	200	200	300
45243	Computer/Operating Supply	16,788	12,831	10,000	10,000	10,000
45253	Operating Supplies - Train Rm	799	1,105	500	500	500
45411	Dues & Memberships	-	475	500	500	500
45461	Books & Publications	-	-	50	50	50
<b>TOTAL OPERATING</b>		<b>\$ 283,032</b>	<b>\$ 226,312</b>	<b>\$ 395,000</b>	<b>\$ 429,480</b>	<b>\$ 369,230</b>
46413	Data Processing Equipment	4,601	9,192	50,650	50,650	108,500
46418	Software	217,426	178,275	354,000	354,000	138,000
46431	Special Purpose Equipment	5,358	46,603	-	-	-
<b>TOTAL CAPITAL</b>		<b>\$ 227,385</b>	<b>\$ 234,070</b>	<b>\$ 404,650</b>	<b>\$ 404,650</b>	<b>\$ 246,500</b>

**TOTAL EXPENDITURES**    \$ 704,139    \$ 689,536    \$ 1,072,030    \$ 1,106,510    \$ 893,720

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

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

**DIVISION TOTAL   \$ 246,500   \$ 57,180   \$ -   \$ -   \$ -**

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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

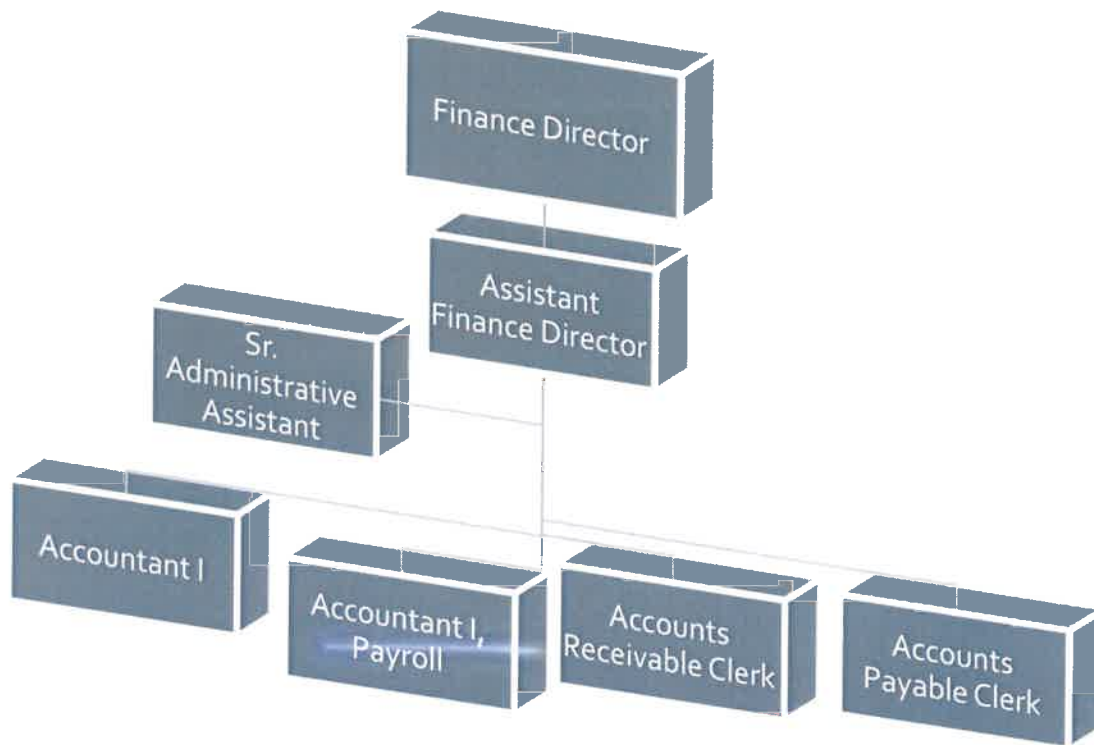
The Finance Department's Accounting & Budgeting Division plays an integral role in all financial transactions, both long and short term within the City of New Port Richey. This Division processes accounts payable and payroll, specialized billing, and provides other accounting related services. In addition,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

## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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



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

## ACCOUNTING & BUDGETING

001042						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET		AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18		FY18-19
41111	Dept Head Salaries	82,624	82,500	84,060	84,060		86,360
41112	Division Head Salaries	68,027	66,300	68,520	68,520		69,720
41210	Regular Exempt	-	-	47,000	98,080		93,520
41299	Regular Full-Time Wages	78,298	163,921	103,230	103,230		105,020
41411	Overtime Wages	6,618	9,764	2,080	2,080		1,500
41511	Employee Incentives	200	300	350	350		350
42111	Social Security Matching	17,281	24,874	23,000	27,260		27,280
42211	Florida Retirement System	28,941	38,564	37,000	40,110		40,460
42311	Health Insurance	35,776	55,307	50,000	55,390		55,390
42312	Life Insurance	83	129	300	390		380
42313	Accidental Death & Disab Insurance	10	15	90	150		160
42426	Workers Comp - Clerical (8810)	539	576	670	820		820
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 318,397</b>	<b>\$ 442,250</b>	<b>\$ 416,300</b>	<b>\$ 480,440</b>		<b>\$ 480,960</b>
43199	Professional Services - Misc	2,388	10,201	20,000	30,000		20,000
43211	Annual Audit Services	42,624	55,446	53,457	40,000		50,000
44011	Travel & Training	1,573	5,290	2,750	2,750		3,000
44121	Telephone - Local	1,479	2,095	2,140	2,140		2,140
44211	Postage	3,591	2,131	2,700	3,000		3,000
44419	Rent - Equipment/Software	-	1,801	2,000	2,000		2,000
44621	Maintenance & Repairs - Equipment	230	140	250	250		250
44623	Maintenance & Repairs - Copiers	1,594	552	2,000	2,000		2,000
44721	Printing & Binding - Forms	-	821	3,000	3,000		3,000
44799	Printing & Binding - Misc	129	1,197	2,000	2,000		2,000
44999	Other Current Charges - Misc	692	926	1,145	1,200		1,200
45111	Office Supplies - General	6,353	6,103	6,000	5,000		6,000
45231	Clothing & Apparel	258	-	750	750		750
45243	Computer/Operating Supplies	7,125	3,407	6,000	6,000		6,000
45411	Dues & Memberships	534	590	700	700		700
45461	Books & Publications	408	-	450	1,000		1,000
<b>TOTAL OPERATING</b>		<b>\$ 68,978</b>	<b>\$ 90,700</b>	<b>\$ 105,342</b>	<b>\$ 101,790</b>		<b>\$ 103,040</b>
46411	Office Furniture/Fixtures	-	-	3,000	3,000		-
46413	Data Processing Equipment	-	-	6,000	6,000		-
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>		<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 387,375</b>	<b>\$ 532,950</b>	<b>\$ 530,642</b>	<b>\$ 591,230</b>		<b>\$ 584,000</b>



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# FINANCE- BILLING & COLLECTION

## IT IS THE MISSION OF BILLING & COLLECTION TO

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

## DESCRIPTION

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

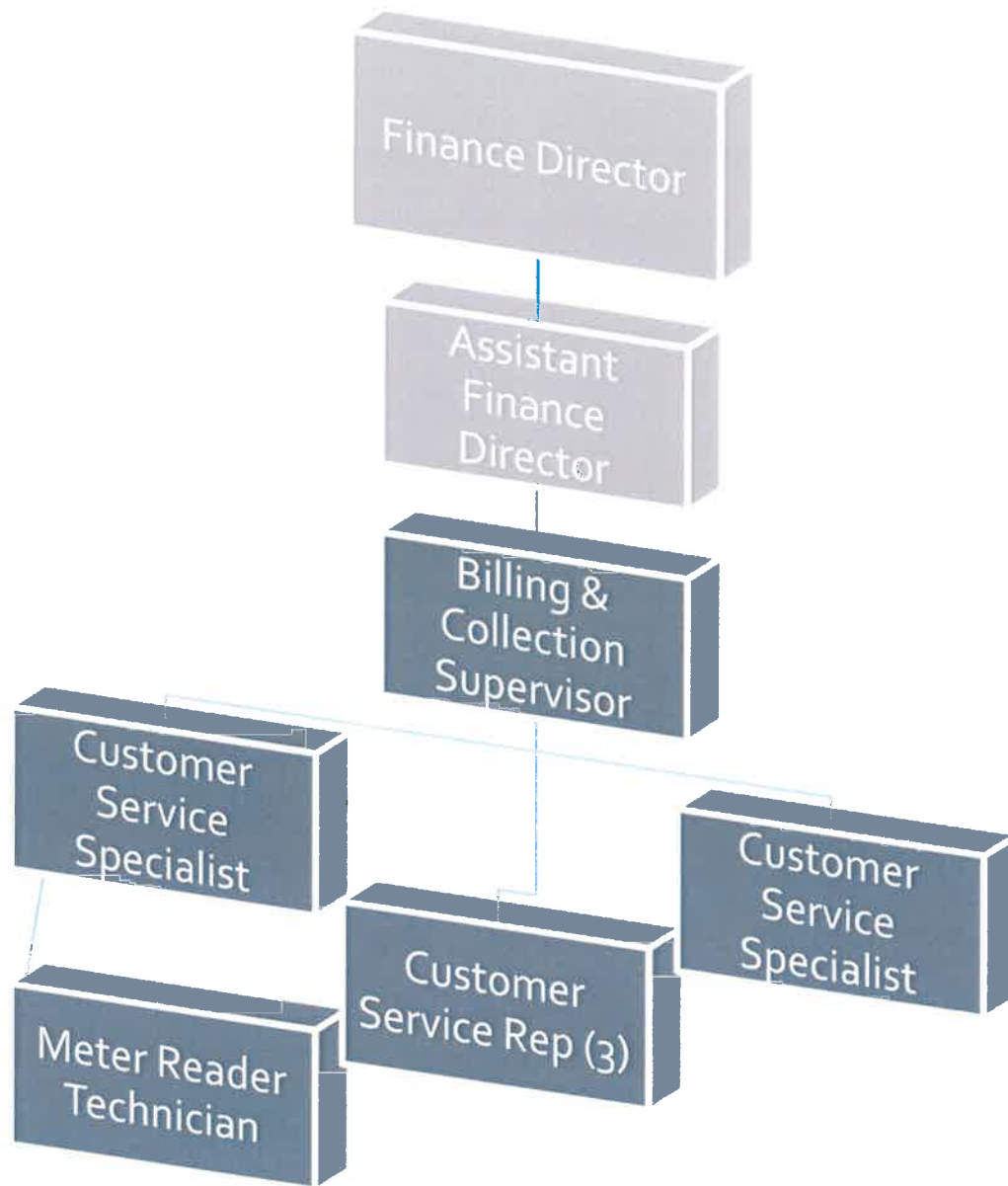
- Establishing and disconnecting water service
- Processing liens and releases of liens
- Processing title searches
- Renewing and processing new applications for business tax receipts and rental permits
- Take payments for city parking fines
- Take utility payments

## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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



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

## BILLING & COLLECTION

001043					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41112	Division Head Salaries	42,218	43,861	43,370	43,370	44,120
41299	Regular Full-Time Wages	216,688	195,253	153,000	160,540	197,370
41411	Overtime Wages	3,693	5,282	6,200	6,200	4,000
41511	Employee Incentives	450	400	350	350	400
41512	Gas/Car Allowance	650	65	-	-	-
42111	Social Security Matching	19,147	17,540	14,000	16,100	19,000
42211	Florida Retirement System	19,743	18,717	13,000	15,800	18,640
42311	Health Insurance	55,838	50,897	53,000	55,390	63,300
42312	Life Insurance	184	179	300	370	420
42313	Accidental Death & Disab Insurance	22	21	125	160	180
42421	Workers Comp - Waterworks Oper/SLSMN Drivers	742	922	1,130	1,130	1,230
42426	Workers Comp - Clerical (8810)	1,079	408	400	420	430
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 360,454</b>	<b>\$ 333,545</b>	<b>\$ 284,875</b>	<b>\$ 299,830</b>	<b>\$ 349,090</b>
43199	Professional Services - Misc	15,587	1,250	15,000	15,000	7,500
43425	Debt Recovery	149	371	7,620	7,620	5,000
43426	Contractual Meter Reading	18,373	731	-	-	-
43435	Outsourced Bills	66,104	16,488	15,000	15,000	16,500
43499	Contractual Services - Misc	421	3,504	-	-	-
44011	Travel & Training	-	15	500	500	500
44121	Telephone - Local	713	877	800	800	900
44211	Postage	8,642	59,963	48,000	48,000	50,000
44621	Maintenance & Repairs - Equipment	2,566	3,028	4,000	4,000	2,500
44623	Maintenance & Repairs - Copiers	240	-	300	300	250
44631	Central Garage Maintenance	720	270	500	500	500
44721	Forms	-	-	1,000	1,000	1,000
44799	Printing & Binding - Misc	1,151	569	1,000	1,000	1,000
44931	Credit Card Charges	60,012	61,593	55,500	60,000	45,000
44952	Other Current Chgs & Oblg/OverShort	(15)	428	100	100	100
45111	Office Supplies - General	4,998	2,897	4,210	4,210	4,000
45211	Fuel	5,585	6,258	5,800	5,800	5,800
45231	Clothing & Apparel	1,030	203	1,000	1,000	1,000
45243	Computer/Operating Supply	1,217	209	3,000	3,000	3,000
45289	Automotive Parts	415	506	3,000	3,000	3,000
45299	Operating Supplies - Misc	14	726	800	800	800
45411	Dues & Memberships	85	-	100	100	100
<b>TOTAL OPERATING</b>		<b>\$ 188,007</b>	<b>\$ 159,886</b>	<b>\$ 167,230</b>	<b>\$ 171,730</b>	<b>\$ 148,450</b>
46411	Office Furniture/Fixtures	-	-	-	2,000	2,000
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 548,461</b>	<b>\$ 493,431</b>	<b>\$ 452,105</b>	<b>\$ 473,560</b>	<b>\$ 499,540</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM BILLING & COLLECTION

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

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

(a) Year of Purchase

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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

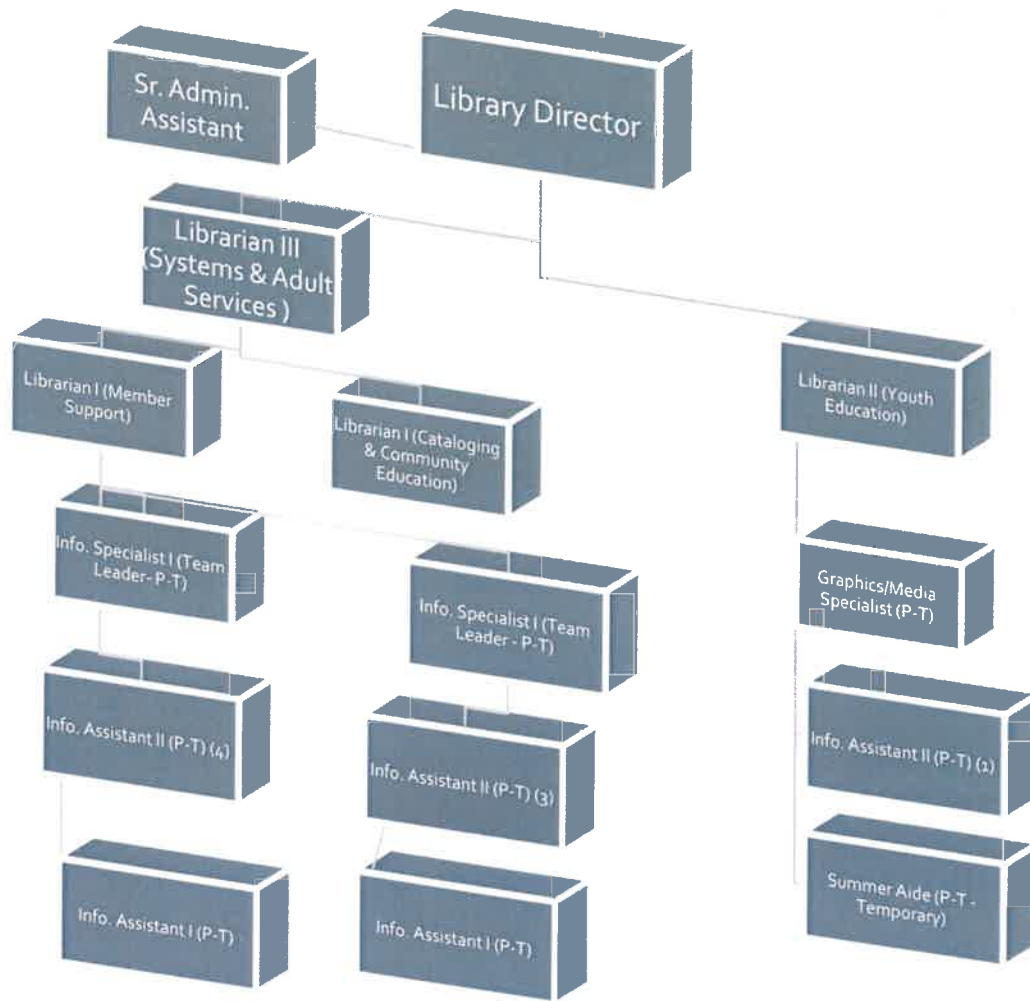
The New Port Richey Library was founded in 1919 and is Florida's first *Library of the Year* recipient. The Library is a popular destination that connects our diverse community to free educational and cultural resources that will enrich their lives.

## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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



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

## LIBRARY

001051		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41111	Dept Head Salaries	79,962	76,910	69,000	69,000	71,100
41112	Division Head Salaries	56,632	36,578	-	-	-
41210	Regular Exempt Salaries	147,603	168,292	171,640	171,640	205,800
41311	Part-Time Wages	173,163	186,536	226,300	226,300	233,390
41312	Temporary Wages	3,583	4,545	3,000	3,000	3,120
41511	Employee Incentives	850	850	850	850	900
42111	Social Security Matching	34,533	36,015	36,020	36,020	38,900
42211	Florida Retirement System	45,014	46,015	36,590	36,590	39,520
42311	Health Insurance	44,474	45,652	39,560	39,560	47,470
42312	Life Insurance	122	119	270	270	330
42313	Accidental Death & Disab Insurance	14	14	110	110	130
42426	Workers Comp - Clerical (8810)	984	1,186	1,090	1,090	1,170
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 586,934</b>	<b>\$ 602,712</b>	<b>\$ 584,430</b>	<b>\$ 584,430</b>	<b>\$ 641,830</b>
43428	Internet Reference Service	46,522	51,772	48,720	48,720	48,720
43499	Contractual Services - Misc	16,196	8,584	11,480	11,480	13,050
44011	Travel & Training	8,900	4,428	7,500	7,500	7,500
44121	Telephone - Local	394	466	500	500	500
44134	Data Lines	16,164	16,007	17,490	17,490	19,290
44142	Burglar Alarm Lines	1,671	1,669	2,130	2,130	1,800
44211	Postage	16,119	5,633	6,500	6,500	6,000
44221	Freight Express Charges	600	767	750	750	800
44311	Electric - City Facilities	30,342	30,308	36,000	36,000	32,000
44351	Water & Sewer - City	3,190	3,190	3,300	3,300	3,300
44373	Street Light Fee	-	440	440	440	440
44381	Stormwater Assessment	-	680	680	680	680
44419	Rent - Equipment/Software	11,070	14,056	14,170	14,170	14,170
44481	Lease - Copier	3,521	3,344	3,530	3,530	3,600
44611	Maintenance & Repairs - Bldg & Grounds	272	3,129	3,000	3,000	3,500
44621	Maintenance & Repairs - Equipment	69,209	74,215	75,040	75,040	76,290
44623	Maintenance & Repairs - Copiers	2,693	3,838	3,000	3,000	3,600
44799	Printing & Binding - Misc	12,582	3,253	4,000	4,000	4,000
44931	Credit Card Charges	1,089	824	1,200	1,200	2,550
44983	Permit Fees	725	756	900	900	900
45111	Office Supplies - General	3,764	4,729	4,000	4,000	4,000
45231	Clothing & Apparel	-	494	500	500	500
45242	Photographic Supplies	-	485	600	600	600
45243	Computer/Operating Supply	18,816	13,872	20,000	20,000	22,500
45247	First Aid Supplies	-	17	20	20	40
45248	Prizes & Awards	996	981	1,000	1,000	1,000
45249	Library Supplies	8,506	8,060	8,500	8,500	8,500
45293	Misc Program Costs - Grants	13,311	3,920	10,000	10,000	10,000
45296	Misc Program Costs	12,092	13,036	13,000	13,000	13,000
45290	Oper. Supplies/Misc Snap Prog. Costs	7,728	11,649	18,000	18,000	8,000
45299	Operating Supplies - Misc	2,230	4,152	2,500	2,500	2,500
45411	Dues & Memberships	2,681	2,650	2,800	2,800	3,000
<b>TOTAL OPERATING</b>		<b>\$ 311,383</b>	<b>\$ 291,404</b>	<b>\$ 321,250</b>	<b>\$ 321,250</b>	<b>\$ 316,330</b>
46299	Building Improvements	-	2,620	-	-	-

## LIBRARY

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

**TOTAL EXPENDITURES \$ 989,972 \$ 977,968 \$ 1,004,580 \$ 1,004,580 \$ 1,057,060**

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM LIBRARY

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46413	<i>Data Processing Equipment</i>					
	Network Printers	-	6,000	-	-	-
	Server Replacements	-	-	40,000	-	20,000
	<b>TOTAL</b>	<b>-</b>	<b>6,000</b>	<b>40,000</b>	<b>-</b>	<b>20,000</b>
46431	<i>Special Purpose Equipment</i>					
	Maker Space Equipment	-	12,000	-	12,000	-
	<b>TOTAL</b>	<b>-</b>	<b>12,000</b>	<b>-</b>	<b>12,000</b>	<b>-</b>
46612	<i>Library Materials</i>					
	Books & Other Reading Material	76,000	75,000	75,000	78,000	80,000
	<b>TOTAL</b>	<b>76,000</b>	<b>75,000</b>	<b>75,000</b>	<b>78,000</b>	<b>80,000</b>
46672	<i>Library Materials - State Aid</i>					
	Books & Other Reading Material	22,900	23,000	23,000	23,000	23,000
	<b>TOTAL</b>	<b>22,900</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>

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



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# POLICE - SUPERVISION

## IT IS THE MISSION OF POLICE – SUPERVISION TO

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

## DESCRIPTION

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

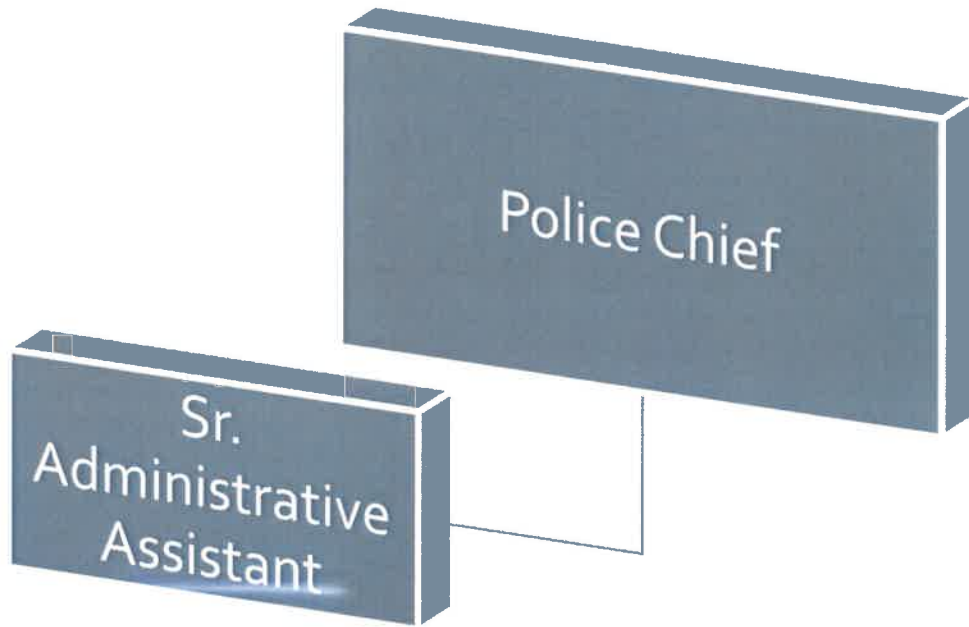
## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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

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



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

## POLICE SUPERVISION

001061		ACTUAL	ACTUAL	ESTIMATE	AMENDED	BUDGET
EXP	CLASSIFICATION	FY15-16	FY16-17	FY17-18	BUDGET	AMOUNT
CODE					FY17-18	FY18-19
41111	Dept Head Salaries	86,930	83,673	87,240	87,240	89,860
41112	Division Head Salaries	83,171	80,240	-	-	-
41210	Regular Exempt Salaries	40,188	41,998	39,730	39,730	40,420
41511	Employee Incentives	150	150	100	100	100
41516	Health Insurance Waiver Stipend	1,800	-	-	-	-
41521	Police Incentive Pay	2,200	2,280	-	-	-
41523	Cleaning Allowance	1,000	1,000	500	500	500
41531	Education Reimbursement	-	-	1,560	1,560	1,560
42111	Social Security Matching	16,148	15,776	9,760	9,760	10,010
42211	Florida Retirement System	2,891	2,980	5,220	5,220	5,310
42212	Police Pension Fund	10,126	10,126	-	-	-
42214	Defined Contribution Plan	22,163	21,251	24,580	24,580	25,320
42311	Health Insurance	14,118	14,118	7,920	7,920	7,910
42312	Life Insurance	60	60	110	110	110
42313	Accidental Death & Disab Insurance	7	7	50	50	50
42424	Workers Comp - Policeman/Chief (7720)	5,856	6,000	2,300	2,300	2,370
42426	Workers Comp - Clerical (8810)	113	150	100	100	100
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 286,921</b>	<b>\$ 279,809</b>	<b>\$ 179,170</b>	<b>\$ 179,170</b>	<b>\$ 183,620</b>
43131	Employee Physicals	4,354	4,503	4,500	4,500	3,000
43499	Contractual Services - Misc	32,746	24,000	28,000	28,000	28,000
44011	Travel & Training	7,364	2,385	1,500	1,500	1,000
44121	Telephone - Local	50,039	40,000	40,000	40,000	60,000
44134	Data Lines	4,456	4,479	4,600	4,600	7,000
44211	Postage	397	400	400	400	200
44311	Electric - City Facilities	33,390	31,000	31,000	31,000	31,000
44351	Water & Sewer - City	5,005	5,000	5,000	5,000	5,000
44373	Street Light Fee	342	565	330	330	330
44381	Stormwater Assessment	96	880	880	880	880
44481	Lease - Copier	4,905	2,785	3,900	3,900	6,000
44534	Police-Fire AD & D Insurance	-	-	2,300	2,300	-
44611	Maintenance & Repairs - Bldg & Grounds	3,706	3,581	2,000	2,000	2,000
44631	Maintenance & Repairs - Central Garage	3,600	1,500	1,200	1,200	1,200
44972	351 - Police Training	11,622	13,678	8,000	8,000	7,000
45111	Office Supplies - General	4,838	3,167	3,000	3,000	2,000
45211	Fuel	9,131	9,166	6,500	6,500	6,500
45225	Software License Support	3,260	-	11,260	11,260	12,000
45231	Clothing & Apparel	2,396	2,236	1,000	1,000	500
45251	Janitorial Supplies	573	954	1,000	1,000	1,000
45289	Automotive Parts	4,976	9,047	1,500	1,500	1,500
45411	Dues & Memberships	1,043	1,000	1,000	1,000	500
<b>TOTAL OPERATING</b>		<b>\$ 188,239</b>	<b>\$ 160,326</b>	<b>\$ 158,870</b>	<b>\$ 158,870</b>	<b>\$ 176,610</b>
46399	Improvements Other Than Bldg - Misc	14,825	-	-	-	-
46418	Software	-	-	13,800	13,800	-
46431	Special Purpose Equipment	17,452	-	80,000	80,000	129,470
<b>TOTAL CAPITAL</b>		<b>\$ 69,918</b>	<b>\$ -</b>	<b>\$ 93,800</b>	<b>\$ 93,800</b>	<b>\$ 129,470</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 545,078</b>	<b>\$ 440,135</b>	<b>\$ 431,840</b>	<b>\$ 431,840</b>	<b>\$ 489,700</b>

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

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

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

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# POLICE – SUPPORT SERVICES

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

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

## DESCRIPTION

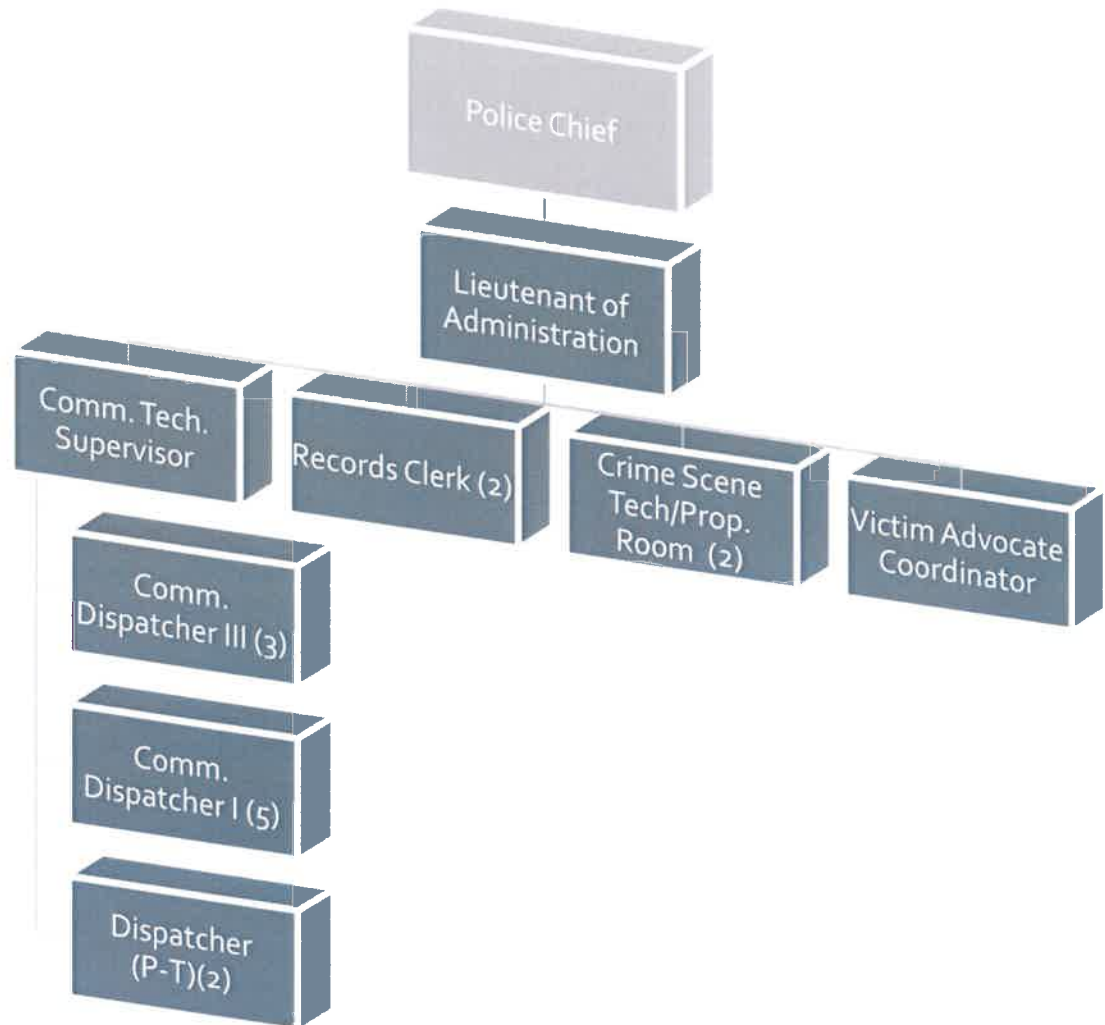
The New Port Richey Police Department focuses on the safety of residents, visitors, and businesses. Officers protect the citizens of New Port Richey, even at risk to their own lives.

## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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



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

## POLICE SUPPORT SERVICES

001062					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	BUDGET
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	AMOUNT
						FY18-19
41112	Division Head Salaries	74,974	72,165	74,130	74,130	77,230
41299	Regular Full-Time Wages	455,427	462,656	514,000	500,950	552,590
41311	Part-Time Wages	31,918	29,308	27,750	24,300	38,790
41411	Overtime Wages	54,922	53,416	44,000	60,000	45,000
41511	Employee Incentives	700	800	750	750	800
41514	One-time Lump Sum Payment	-	1,388	-	-	-
41516	Health Insurance Waiver Stipend	8,100	-	-	-	-
41521	Police Incentive Pay	560	610	840	840	840
41522	Education Incentive Pay	1,200	670	600	600	-
41523	Cleaning Allowance	4,998	4,229	5,000	5,000	5,000
41527	Standby Time	2,210	2,914	3,120	3,120	3,120
41528	Off-Duty Pay	473	525	2,080	3,500	3,120
42111	Social Security Matching	46,636	46,844	49,360	47,420	56,220
42211	Florida Retirement System	40,183	41,499	45,775	44,950	50,390
42212	Police Pension Fund	32,751	33,480	27,120	24,170	11,090
42311	Health Insurance	77,534	78,066	79,650	79,120	87,030
42312	Life Insurance	279	279	290	810	920
42313	Accidental Death & Disab Insurance	33	33	35	330	380
42424	Workers Comp - Policemen/Chief (7720)	7,754	4,592	5,000	2,950	4,100
42426	Workers Comp - Clerical (8810)	1,234	843	1,000	1,280	1,320
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 841,886</b>	<b>\$ 834,317</b>	<b>\$ 880,500</b>	<b>\$ 874,220</b>	<b>\$ 937,940</b>
44011	Travel & Training	7,321	6,772	3,000	3,000	2,000
44211	Postage	227	324	200	200	200
44621	Maintenance & Repairs - Equipment	1,675	135	2,000	2,000	1,000
44631	Maintenance & Repairs - Central Garage	1,830	540	1,500	1,500	1,500
44799	Printing & Binding - Misc	1,245	265	1,000	1,000	1,000
45111	Office Supplies - General	3,213	2,519	3,000	3,000	2,000
45211	Fuel	4,444	3,604	3,000	3,000	3,000
45231	Clothing & Apparel	2,954	1,487	3,000	3,000	3,000
45241	Licensing & ID Materials	5,229	12,765	6,841	2,000	7,000
45242	Photographic Supplies	435	135	1,000	1,000	1,000
45243	Computer/Operating Supply	10,759	14,786	11,000	11,000	11,000
45289	Automotive Parts	716	1,649	3,500	3,500	3,500
45299	Operating Supplies - Miscellaneous	8,169	11,545	6,000	6,000	6,000
<b>TOTAL OPERATING</b>		<b>\$ 48,217</b>	<b>\$ 56,526</b>	<b>\$ 45,041</b>	<b>\$ 40,200</b>	<b>\$ 42,200</b>
46414	Automobiles	26,959	-	-	-	-
46418	Software	-	22,640	-	-	51,650
46431	Special Purpose Equipment	3,681	14,234	3,000	3,000	-
<b>TOTAL CAPITAL</b>		<b>\$ 30,640</b>	<b>\$ 36,874</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 51,650</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 920,743</b>	<b>\$ 927,717</b>	<b>\$ 928,541</b>	<b>\$ 917,420</b>	<b>\$ 1,031,790</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM POLICE SUPPORT SERVICES

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

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

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# POLICE – COMMUNITY SERVICES

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

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

## DESCRIPTION

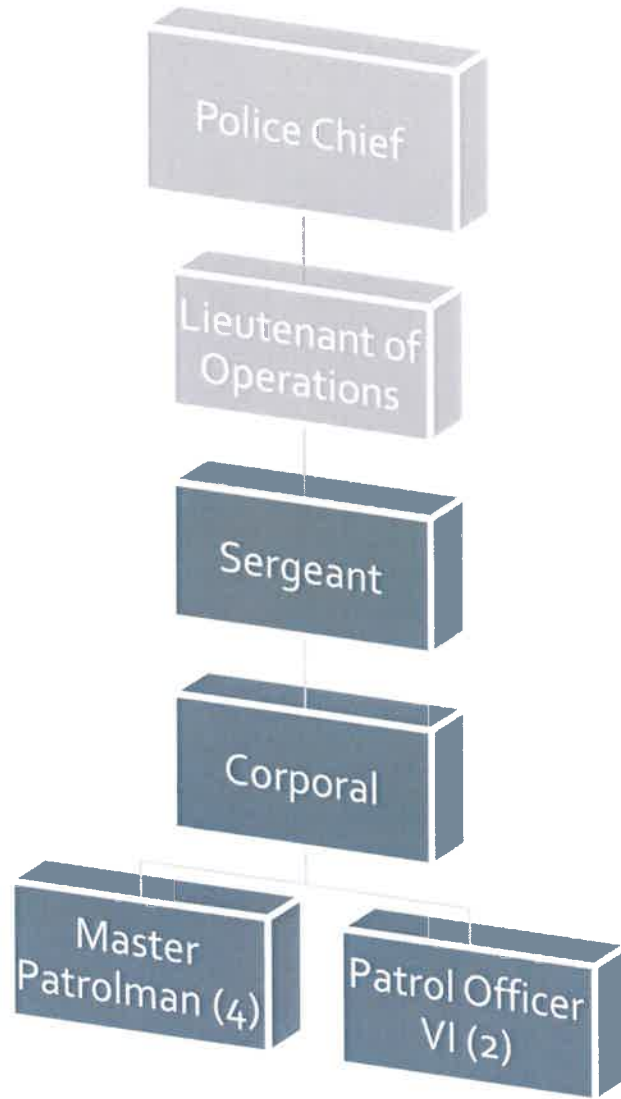
The New Port Richey Police Department focuses on the safety of residents, visitors, and businesses. Officers protect the citizens of New Port Richey, even at risk to their own lives. These men and women are some of the most dedicated and loyal public servants in this great nation and have vowed to serve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

## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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



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

## POLICE COMMUNITY SERVICES

001063		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41299	Regular Full-Time Wages	540,561	482,966	467,650	467,650	529,050
41411	Overtime Wages	75,333	71,632	30,000	34,000	40,000
41414	Overtime Wages - Special Events	-	-	16,000	16,000	20,000
41511	Employee Incentives	500	500	400	400	450
41516	Health Insurance Waiver Stipend	4,800	-	-	-	-
41521	Police Incentive Pay	4,455	5,440	5,040	5,040	5,520
41523	Cleaning Allowance	5,000	4,000	4,000	4,000	4,500
41524	Clothing Allowance	3,500	2,500	2,500	2,500	3,000
41526	Court Time	713	590	1,000	5,000	2,000
41527	Standby Time	7,280	5,708	2,000	5,200	5,200
41528	Off-Duty Pay	60,125	43,859	40,000	40,000	40,000
41529	Meal Allowance	120	-	-	-	-
42111	Social Security Matching	51,761	45,419	44,360	44,360	49,250
42212	Police Pension Fund	250,500	226,989	149,170	149,170	84,250
42311	Health Insurance	76,708	93,034	55,390	55,390	71,210
42312	Life Insurance	210	189	440	440	490
42313	Accidental Death & Disab Insurance	25	22	180	180	200
42424	Workers Comp - Policemen/Chief (7720)	23,636	24,405	15,190	15,190	16,870
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 1,105,227</b>	<b>\$ 1,007,253</b>	<b>\$ 833,320</b>	<b>\$ 844,520</b>	<b>\$ 871,990</b>
43499	Contractual Services - Misc	600	-	-	-	-
44011	Travel & Training	12,154	8,096	4,000	4,000	3,000
44211	Postage	117	-	-	200	200
44463	Lease - Automobile	6,221	5,705	-	-	-
44621	Maintenance & Repairs - Equipment	460	236	800	800	800
44622	Maintenance & Repairs - Office Equipmen	-	85	100	100	-
44631	Maintenance & Repairs - Central Garage	5,490	3,090	3,500	3,500	3,500
44799	Printing & Binding - Misc	220	220	300	300	300
45111	Office Supplies - General	1,741	775	1,500	1,500	1,500
45211	Fuel	27,580	25,834	10,000	10,000	10,000
45231	Clothing & Apparel	5,139	907	3,000	3,000	3,000
45289	Automotive Parts	7,876	10,471	10,000	10,000	10,000
45299	Operating Supplies - Miscellaneous	4,121	2,435	3,000	3,000	3,000
<b>TOTAL OPERATING</b>		<b>\$ 71,719</b>	<b>\$ 57,854</b>	<b>\$ 36,200</b>	<b>\$ 36,400</b>	<b>\$ 35,300</b>
46413	Data Processing Equipment	2,000	-	-	-	-
46414	Automobiles	25,822	-	-	-	27,000
46417	Communications Equipment	3,952	69,225	-	-	-
46431	Special Purpose Equipment	6,901	-	-	-	-
<b>TOTAL CAPITAL</b>		<b>\$ 38,675</b>	<b>\$ 69,225</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,215,621</b>	<b>\$ 1,134,332</b>	<b>\$ 869,520</b>	<b>\$ 880,920</b>	<b>\$ 934,290</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM POLICE COMMUNITY SERVICES

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

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

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# POLICE – PATROL

## IT IS THE MISSION OF POLICE - PATROL TO

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

## DESCRIPTION

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

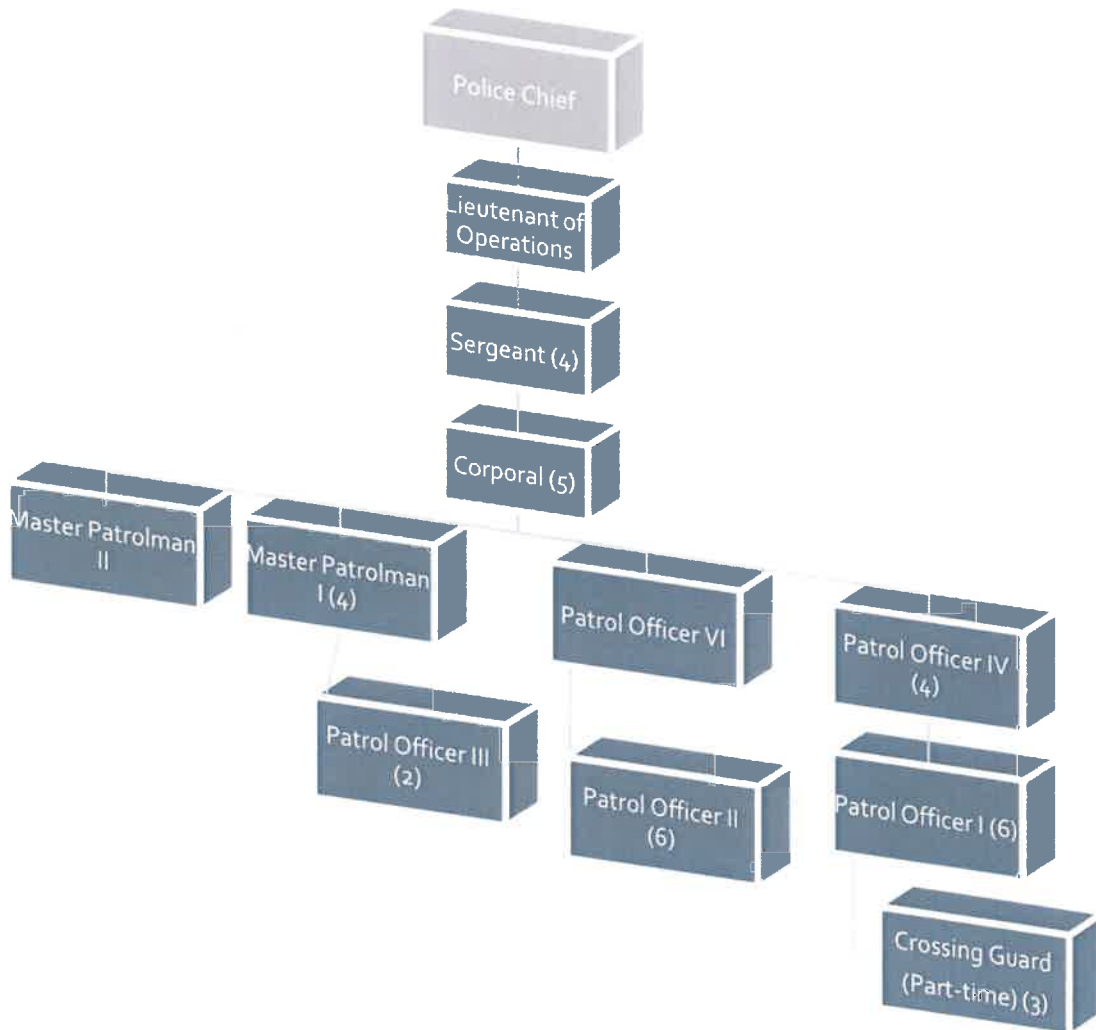
## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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

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



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

## POLICE PATROL

001064		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41112	Division Head Salaries	73,250	73,987	74,130	74,130	77,230
41299	Regular Full-Time Wages	1,377,806	1,530,660	1,746,000	1,783,720	1,741,210
41311	Part-Time Wages	23,373	28,068	30,170	30,170	30,700
41411	Overtime Wages	209,872	241,755	156,000	121,000	180,000
41414	Overtime Wages - Special Events	-	-	35,000	35,000	40,000
41511	Employee Incentives	1,650	1,600	1,900	1,900	1,850
41516	Health Insurance Waiver Stipend	10,200	-	-	-	-
41521	Police Incentive Pay	15,465	19,410	19,800	19,800	18,360
41523	Cleaning Allowance	13,842	14,927	17,000	17,000	16,500
41524	Clothing Allowance	531	-	-	-	-
41526	Court Time	21,937	26,960	25,000	25,000	30,000
41527	Standby Time	1,105	6,656	8,320	8,320	-
41528	Off-Duty Pay	140,448	205,503	160,000	160,000	160,000
41529	Meal Allowance	150	27	-	-	-
42111	Social Security Matching	141,106	162,723	173,350	173,350	174,800
42211	Florida Retirement System	1,817	2,127	2,360	2,360	2,400
42212	Police Pension Fund	698,690	806,395	547,460	547,460	284,190
42216	Police Pension State Funds	197,463	224,640	197,460	197,460	200,000
42311	Health Insurance	162,803	203,537	213,630	204,790	229,450
42312	Life Insurance	564	653	1,840	1,840	1,780
42313	Accidental Death & Disab Insurance	66	77	840	840	820
42424	Workers Comp - Policemen/Chief (7720)	63,254	63,980	59,370	59,370	59,870
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 3,155,392</b>	<b>\$ 3,613,685</b>	<b>\$ 3,469,630</b>	<b>\$ 3,463,510</b>	<b>\$ 3,249,160</b>
43472	Car Wash Services	1,497	2,495	1,000	1,000	1,500
44011	Travel & Training	11,750	17,340	7,000	7,000	7,000
44211	Postage	76	819	500	500	500
44464	Lease - Automobile	-	-	6,000	6,000	6,000
44621	Maintenance & Repairs - Equipment	11,579	9,518	13,000	13,000	13,000
44631	Maintenance & Repairs - Central Garage	47,648	20,660	8,000	8,000	8,000
44799	Printing & Binding - Misc	1,369	2,480	2,000	2,000	2,000
44975	K-9 Unit	5,665	5,882	6,000	6,000	6,000
45111	Office Supplies - General	4,054	3,031	4,000	4,000	4,000
45141	Small Tools & Implements	35,018	14,046	51,760	51,760	85,000
45211	Fuel	126,571	126,635	90,000	90,000	90,000
45231	Clothing & Apparel	41,792	30,880	20,575	20,000	20,000
45243	Computer/Operating Supply	6,476	9,238	5,750	4,000	4,000
45244	Ammunition	14,424	10,851	-	-	10,000
45247	First Aid Supplies	464	711	400	200	200
45289	Automotive Parts	60,700	78,388	50,000	50,000	50,000
45299	Operating Supplies - Misc	10,552	10,293	8,000	8,000	10,000
<b>TOTAL OPERATING</b>		<b>\$ 379,635</b>	<b>\$ 343,267</b>	<b>\$ 273,985</b>	<b>\$ 271,460</b>	<b>\$ 317,200</b>
46413	Data Processing Equipment	-	-	10,000	10,000	61,000
46414	Automobiles	122,411	-	256,699	239,260	90,000
46417	Communications Equipment	4,871	3,839	-	-	-
46418	Software	-	28,996	-	-	-
46431	Special Purpose Equipment	47,992	7,187	31,240	31,240	-
<b>TOTAL CAPITAL</b>		<b>\$ 175,274</b>	<b>\$ 40,022</b>	<b>\$ 297,939</b>	<b>\$ 280,500</b>	<b>\$ 151,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 3,710,301</b>	<b>\$ 3,996,974</b>	<b>\$ 4,041,554</b>	<b>\$ 4,015,470</b>	<b>\$ 3,717,360</b>

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

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

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



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# POLICE – CODE ENFORCEMENT

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

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

## DESCRIPTION

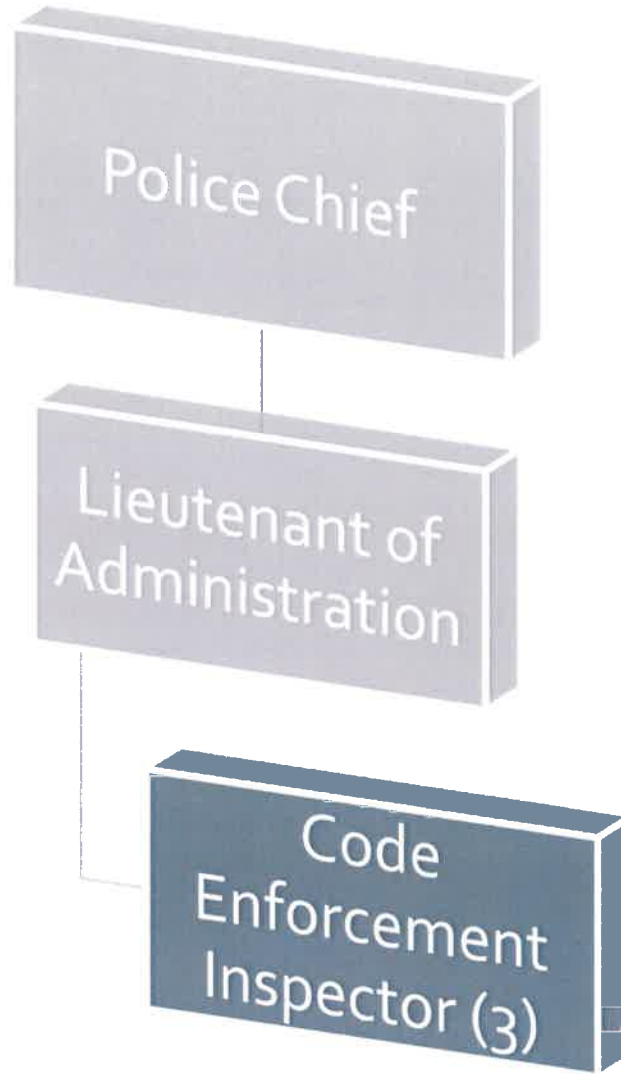
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## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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



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

## POLICE CODE ENFORCEMENT

001065					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41299	Regular Full-Time Wages	120,245	119,146	120,080	120,080	116,750
41411	Overtime Wages	5,310	4,069	4,000	4,000	4,000
41511	Employee Incentives	150	150	150	150	150
41523	Cleaning Allowance	1,500	1,031	1,500	1,500	1,500
42111	Social Security Matching	9,509	9,167	9,770	9,770	9,370
42211	Florida Retirement System	7,961	8,244	8,590	8,590	9,440
42311	Health Insurance	16,930	13,942	23,740	23,740	23,740
42312	Life Insurance	61	58	170	170	160
42313	Accidental Death & Disab Insurance	7	7	70	70	70
42436	Workers Comp - Inspection of Risks (8720)	3,034	2,005	1,700	1,700	1,630
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 164,707</b>	<b>\$ 157,819</b>	<b>\$ 169,770</b>	<b>\$ 169,770</b>	<b>\$ 166,810</b>
43431	Animal Control Services	84,937	92,116	98,750	98,440	102,660
43439	Lot Mowing/Clearing	3,050	1,825	2,500	2,500	2,500
44011	Travel & Training	753	1,100	1,500	1,500	1,500
44211	Postage	15,649	12,569	7,000	7,000	12,000
44621	Maintenance & Repairs - Equipment	-	15	600	600	600
44631	Maintenance & Repairs - Central Garage	630	1,650	1,500	1,500	1,500
44799	Printing & Binding - Misc	792	1,747	1,500	1,500	1,500
45111	Office Supplies - General	1,527	1,699	2,000	2,000	2,000
45211	Fuel	4,043	3,838	4,000	4,000	4,000
45231	Clothing & Apparel	453	516	500	500	500
45242	Photographic Supplies	276	-	500	500	500
45243	Computer/Operating Supply	5,693	4,867	3,000	3,000	3,000
45289	Automotive Parts	997	2,115	760	760	760
45299	Operating Supplies - Miscellaneous	631	289	500	500	500
45411	Dues & Memberships	175	35	-	-	-
<b>TOTAL OPERATING</b>		<b>\$ 119,606</b>	<b>\$ 124,381</b>	<b>\$ 124,610</b>	<b>\$ 124,300</b>	<b>\$ 133,520</b>
46415	Trucks & Trailers	19,409	-	-	-	-
46431	Special Purpose Equipment	1,927	-	7,500	7,500	-
<b>TOTAL CAPITAL</b>		<b>\$ 21,336</b>	<b>\$ -</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ -</b>

**TOTAL EXPENDITURES    \$ 305,649    \$ 282,200    \$ 301,880    \$ 301,570    \$ 300,330**



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# POLICE – SPECIAL TRAFFIC ENFORCEMENT

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

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

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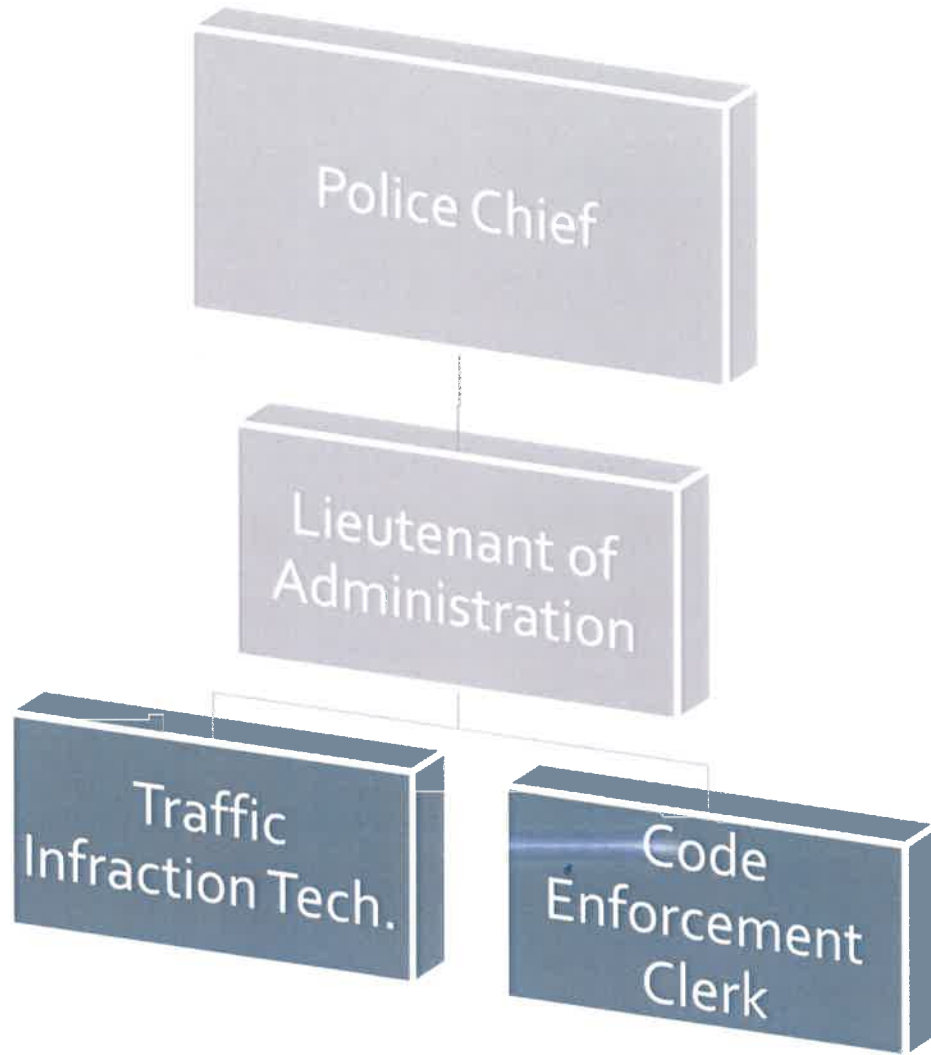
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## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

- Continue public education efforts utilizing social media



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Code Enforcement Clerk	1	1	1
Traffic Infraction Technician	1	1	1
<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	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41299	Regular Full-Time Wages	31,147	55,309	41,920	41,920	59,640
41311	Part-Time Wages	28,218	6,220	7,840	7,840	-
41411	Overtime Wages	1,185	965	950	950	960
41511	Employee Incentives	150	150	100	100	100
42111	Social Security Matching	4,512	4,480	4,490	4,490	4,640
42211	Florida Retirement System	3,671	3,934	4,580	4,580	4,740
42311	Health Insurance	5,021	9,259	11,870	11,870	15,830
42312	Life Insurance	20	40	80	80	110
42313	Accidental Death & Disab Insurance	2	5	40	40	50
42426	Workers Comp - Clerical (8810)	169	86	120	120	140
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 74,095</b>	<b>\$ 80,448</b>	<b>\$ 71,990</b>	<b>\$ 71,990</b>	<b>\$ 86,210</b>
43199	Professional Services - Misc	24,948	49,725	28,156	25,000	25,000
43429	Red Light Camera Fee	427,118	248,082	278,300	278,300	280,000
43481	State Share - Red Light Cameras	1,073,200	786,484	733,650	733,650	740,000
44211	Postage	243	2	300	1,880	1,880
44799	Printing & Binding - Misc	1,497	1,181	1,000	1,000	1,000
45111	Office Supplies - General	2,874	1,851	3,000	3,000	3,000
45243	Computer/Operating Supply	-	834	1,200	1,200	1,200
<b>TOTAL OPERATING</b>		<b>\$ 1,529,880</b>	<b>\$ 1,088,159</b>	<b>\$ 1,045,606</b>	<b>\$ 1,044,030</b>	<b>\$ 1,052,080</b>

**TOTAL EXPENDITURES**    \$ 1,603,975    \$ 1,168,607    \$ 1,117,596    \$ 1,116,020    \$ 1,138,290



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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 a number of nonemergency services to ensure the safety of our community, including inspections all commercial businesses to make sure they meet the fire safety code.

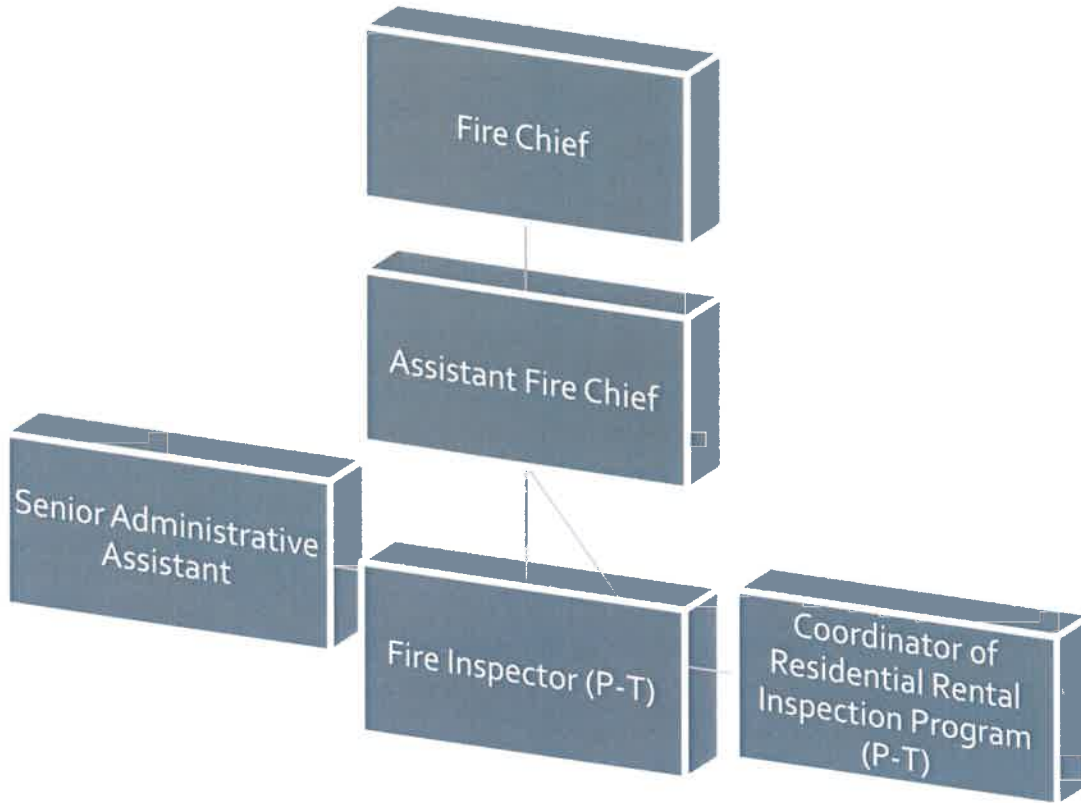
## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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

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



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

## FIRE SUPERVISION

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



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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

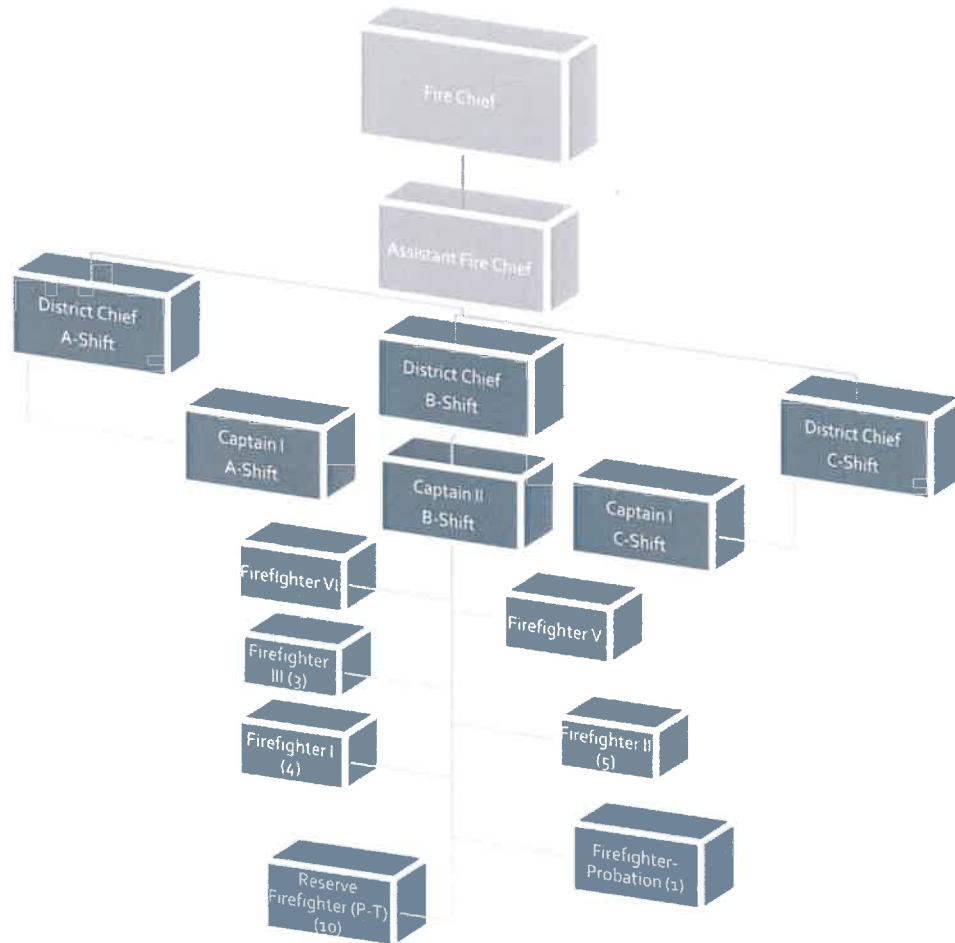
The Fire Department includes 2 stations to respond to emergencies as quickly as possible. In addition to providing fire protection services, the Fire Department responds to many other emergencies, including emergency medical service calls, hazardous materials spills or releases, hazardous traffic and 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 inspections for all new buildings, buildings undergoing renovation, and local businesses to make sure they meet the fire safety code.

## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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



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

## FIREFIGHTING

001073					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41112	Division Head Salaries	278,003	163,167	217,260	217,260	212,110
41299	Regular Full-Time Wages	865,727	919,041	948,760	948,760	935,540
41314	Part-Time Firefighter Wages	28,699	37,979	41,670	41,670	49,700
41411	Overtime Wages	45,301	50,453	34,000	30,000	40,000
41412	Overtime - Special Events	-	-	4,500	4,500	5,000
41413	Overtime - Residential Rental Inspection	-	32,426	60,000	60,000	40,000
41511	Employee Incentives	1,400	1,400	1,550	1,550	1,550
41516	Health Insurance Waiver Stipend	5,400	-	-	-	-
41522	Education Incentive Pay	3,720	5,550	4,320	4,320	4,320
41523	Cleaning Allowance	10,750	9,750	10,500	10,500	13,650
41525	Paramedic Incentive Pay	29,625	27,534	32,400	32,400	32,400
41530	Coordinator Incentive	2,040	2,250	2,040	2,040	2,040
41532	Inspector Incentive Pay	10,800	9,956	10,800	10,800	13,200
41533	USAR Incentive Pay	2,875	2,903	2,700	2,700	2,700
42111	Social Security Matching	96,626	95,293	91,840	91,840	96,690
42213	Firefighters Pension Fund	260,432	292,676	294,280	294,280	-
42217	Fire Pensions - State Funds	124,429	118,621	125,000	125,000	125,000
42311	Health Insurance	129,113	169,843	102,860	102,860	126,590
42312	Life Insurance	425	422	870	870	870
42313	Accidental Death & Disab Insurance	50	50	360	360	360
42423	Workers Comp - Firemen/Chief (7704)	48,548	54,024	39,870	39,870	41,750
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 1,943,963</b>	<b>\$ 1,993,338</b>	<b>\$ 2,025,580</b>	<b>\$ 2,021,580</b>	<b>\$ 1,743,470</b>
43132	Physicals - FF & Reserves	14,926	13,751	17,000	17,000	17,000
43499	Contractual Services - Misc	-	4,800	2,400	2,400	2,400
44011	Travel & Training	2,597	4,798	5,500	5,500	3,000
44212	Postage - Residential Rental Inspection	-	9	2,800	2,800	2,800
44621	Maintenance & Repairs - Equipment	8,328	7,490	10,000	10,000	7,000
44624	USAR - Specialized Technical Equip	-	115	4,000	4,000	2,000
44626	Maintenance & Repairs - MSA Equipment	-	12,222	5,500	5,500	2,500
44631	Maintenance & Repairs - Central Garage	23,480	15,030	12,500	12,500	10,800
44641	Maintenance & Repairs - EMS First Aid Equip	-	7,844	3,700	3,700	3,700
44643	Maintenance & Repairs - Fire Hose	-	-	5,000	5,000	5,000
44649	Maintenance & Repairs - Radio Equipment	-	3,007	-	-	-
44998	Other Current Charges - Res. Rental Inspectio	-	788	1,000	1,000	1,000
44999	Other Current Charges - Misc	15,912	-	-	-	-
45111	Office Supplies - General	648	2,306	800	800	1,500
45141	Small Tools & Implements	9,142	4,541	8,000	8,000	8,000
45211	Fuel	32,609	30,623	39,000	39,000	39,000
45225	Bunker Gear	-	8,101	7,000	7,000	8,000
45231	Clothing & Apparel	18,049	12,145	20,000	20,000	15,000
45233	Clothing - Auxillary	54	878	-	-	-
45237	Clothing - Residential Rental Inspection	-	1,321	2,000	2,000	1,000
45243	Computer/Operating Supply	1,939	1,148	3,000	3,000	6,000
45247	First Aid Supplies	32,175	24,597	26,500	26,500	26,500
45254	Training Supplies - General	1,409	1,523	1,500	1,500	3,500
45289	Automotive Parts	51,682	33,640	40,000	40,000	40,000
45295	Community Education	1,636	891	2,000	2,000	2,000
52-98	EMT/MEDIC License Recertification	-	1,366	-	-	-
45299	Operating Supplies - Miscellaneous	5,136	8,672	9,000	9,000	10,000
45411	Dues & Memberships	150	99	100	100	100
45461	Books & Publications	1,104	171	1,000	1,000	500

## FIREFIGHTING

001073 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
	TOTAL OPERATING	\$ 220,976	\$ 201,876	\$ 229,300	\$ 229,300	\$ 218,300
46415	Trucks & Trailers	-	-	-	-	850,000
46431	Special Purpose Equipment	-	-	-	35,000	101,310
	TOTAL CAPITAL	\$ -	\$ -	\$ -	\$ 35,000	\$ 951,310

TOTAL EXPENDITURES \$ 2,164,939   \$ 2,195,214   \$ 2,254,880   \$ 2,285,880   \$ 2,913,080

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM FIREFIGHTING

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

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



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# COMPREHENSIVE PLANNING - ECONOMIC DEVELOPMENT

## IT IS THE MISSION OF ECONOMIC DEVELOPMENT TO

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

## DESCRIPTION

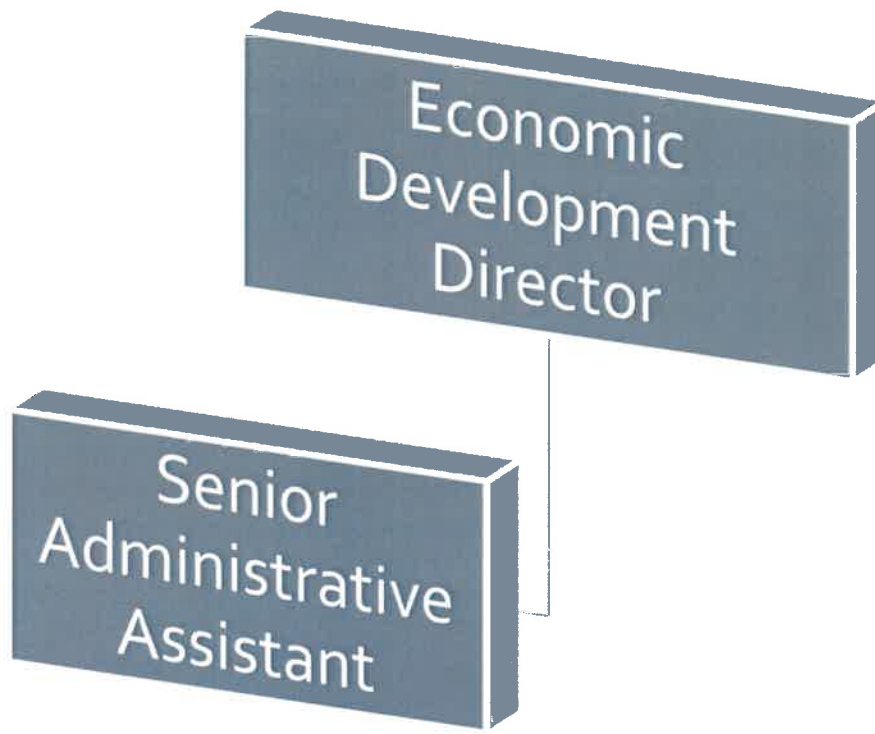
The redevelopment of our community is a central focus of the Economic Development Department. It is the responsibility of the Department to plan, coordinate, and facilitate the City's efforts to attract, retain and grow businesses and jobs.

## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Economic Development Director	1	1	1
Senior Administrative Assistant	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

## ECONOMIC DEVELOPMENT

001080					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41111	Dept Head Salaries	78,642	79,598	80,190	80,190	82,190
41210	Regular Exempt Salaries	1,248	-	-	-	-
41299	Regular Full-Time Wages	27,977	31,500	34,590	34,590	35,200
41511	Employee Incentives	100	100	100	100	100
41512	Gas/Car Allowance	2,750	3,000	3,000	3,000	3,000
41516	Health Insurance Waiver Stipend	1,350	-	-	-	-
42111	Social Security Matching	8,294	8,500	9,000	9,020	9,220
42211	Florida Retirement System	19,069	19,000	20,500	20,690	21,180
42311	Health Insurance	9,964	14,910	7,900	7,920	7,920
42312	Life Insurance	37	100	110	110	110
42313	Accidental Death & Disab Insurance	3	40	50	50	50
42426	Workers Comp - Clerical (8810)	310	460	270	270	270
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 149,744</b>	<b>\$ 157,208</b>	<b>\$ 155,710</b>	<b>\$ 155,940</b>	<b>\$ 159,240</b>
44011	Travel & Training	801	2,000	2,000	2,000	2,500
44134	Data Lines	254	250	250	250	250
44623	Maintenance & Repairs - Copiers	155	124	50	50	50
45111	Office Supplies - General	514	1,500	1,000	1,000	1,000
45461	Books & Publications	-	500	350	370	150
<b>TOTAL OPERATING</b>		<b>\$ 1,724</b>	<b>\$ 4,374</b>	<b>\$ 3,650</b>	<b>\$ 3,670</b>	<b>\$ 3,950</b>

**TOTAL EXPENDITURES \$ 151,468 \$ 161,582 \$ 159,360 \$ 159,610 \$ 163,190**



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# DEVELOPMENT

## IT IS THE MISSION OF THE DEVELOPMENT DEPARTMENT TO

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

## DESCRIPTION

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

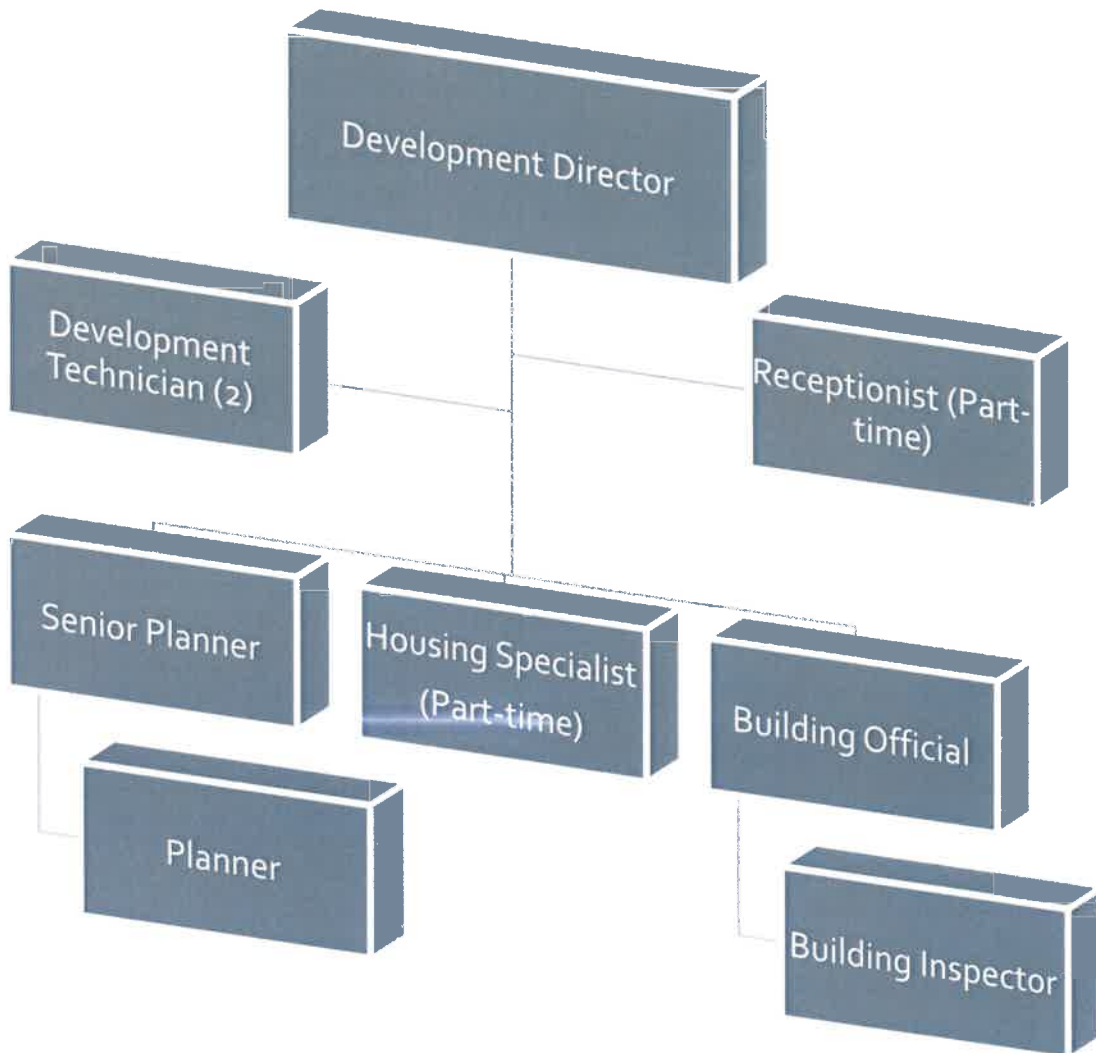
## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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

- o Remove and replace existing glass block wall



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

## DEVELOPMENT

001081					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41111	Dept Head Salaries	83,686	83,845	79,375	83,780	82,000
12-10	Regular Exempt Salaries	74,680	71,830	75,210	75,210	76,520
41299	Regular Full-Time Wages	304,767	291,905	262,870	262,870	248,730
41311	Part-Time Wages	-	5,800	-	-	13,400
41411	Overtime Wages	159	62	2,140	2,140	2,140
41511	Employee Incentives	400	450	450	450	450
15-12	Gas/Car Allowance	-	-	-	-	3,000
41516	Health Insurance Waiver Stipend	1,350	-	-	-	-
42111	Social Security Matching	34,325	32,875	30,000	33,960	34,170
42211	Florida Retirement System	50,266	48,239	44,000	46,950	46,670
42311	Health Insurance	62,735	65,886	60,000	63,300	63,300
42312	Life Insurance	180	345	400	440	430
42313	Accidental Death & Disab Insurance	21	97	150	180	180
42426	Workers Comp - Clerical (8810)	-	-	-	50	50
42432	Workers Comp - Municipal Class (9410)	6,972	5,309	5,750	6,110	6,150
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 619,541</b>	<b>\$ 606,643</b>	<b>\$ 560,345</b>	<b>\$ 575,440</b>	<b>\$ 577,190</b>
43121	City Engineer Services	33,448	36,094	35,000	40,200	40,000
43181	Professional Servcies - Planning	18,500	12,719	30,000	35,000	35,000
43199	Professional Services - Misc	16,772	10,434	4,000	4,000	5,000
43499	Contractual Services - Misc	68,658	15,728	40,000	80,000	65,000
44011	Travel & Training	5,998	8,110	7,500	9,660	9,660
44121	Telephone - Local	2,748	3,488	2,500	2,500	2,500
44211	Postage	1,915	1,980	1,900	1,900	1,900
44481	Lease - Copier	4,308	4,604	5,620	5,620	5,600
44571	Notary Bond	95	138	100	100	100
44611	Maintenance & Repairs - Bldg & Grounds	-	187	250	250	250
44623	Maintenance & Repairs - Copier	82	-	200	200	200
44631	Maintenance & Repairs - Central Garage	1,920	1,230	500	500	780
44799	Printing & Binding - Misc	669	-	500	500	500
44953	Housing Incentives	28,403	39,672	-	-	25,000
44954	Housing Incentives - CDBG	100,000	96,177	108,580	108,580	125,000
45111	Office Supplies - General	6,126	1,979	2,100	2,100	2,200
45211	Fuel	4,522	4,186	2,300	2,300	3,500
45231	Clothing & Apparel	802	322	610	610	600
45243	Computer/Operating Supply	1,470	1,318	3,800	3,800	3,800
45289	Automotive Parts	2,545	1,610	1,000	1,000	2,500
45299	Operating Supplies - Miscellaneous	2,865	2,548	3,000	3,000	3,000
45411	Dues & Memberships	1,599	1,635	2,300	2,300	2,000
45461	Books & Publications	157	1,595	800	800	800
<b>TOTAL OPERATING</b>		<b>\$ 303,602</b>	<b>\$ 245,754</b>	<b>\$ 252,560</b>	<b>\$ 304,920</b>	<b>\$ 334,890</b>
46299	Building Improvements	41,632	105,558	9,045	-	-
46418	Software	-	-	-	1,500	1,500
<b>TOTAL CAPITAL</b>		<b>\$ 41,632</b>	<b>\$ 105,558</b>	<b>\$ 9,045</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 964,775</b>	<b>\$ 957,955</b>	<b>\$ 821,950</b>	<b>\$ 881,860</b>	<b>\$ 913,580</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM DEVELOPMENT

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

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

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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. Connecting people and parks for life.

## DESCRIPTION

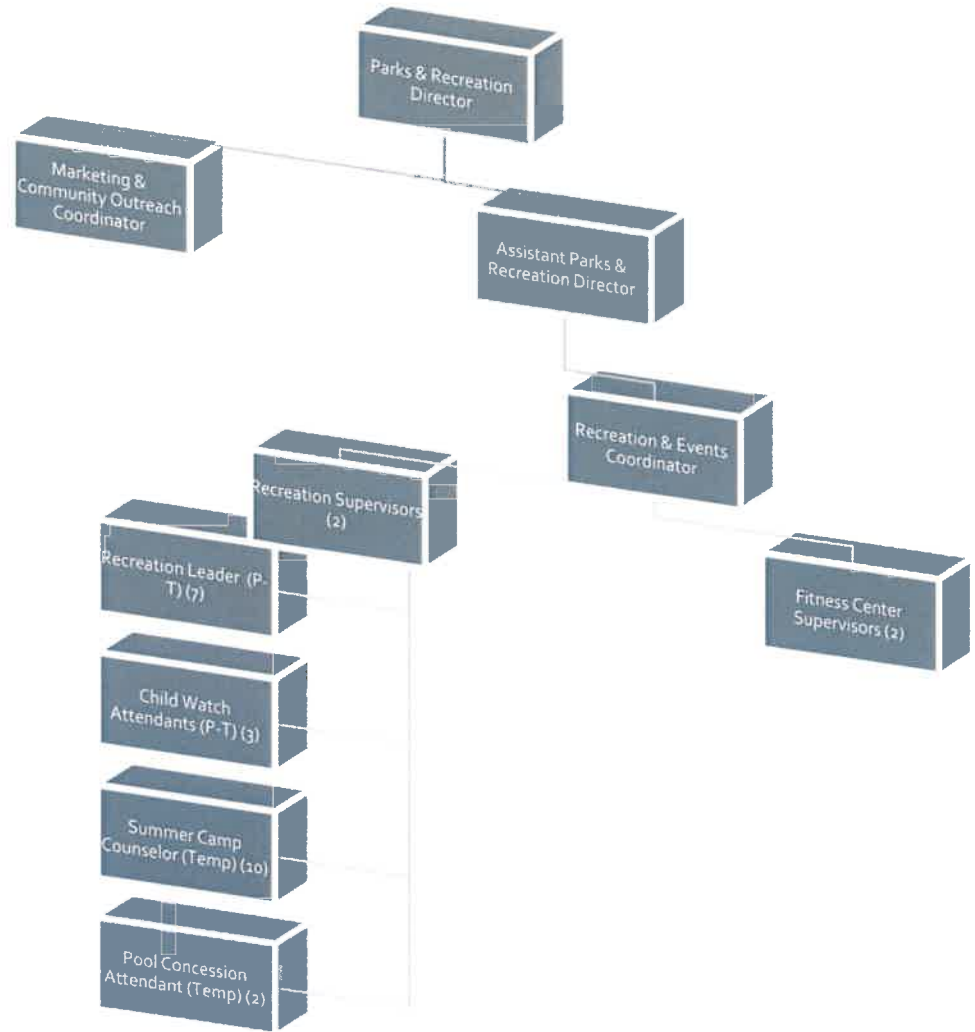
The New Port Richey Recreation & Aquatic Center is a state-of-the-art facility, which offers a variety of affordable recreational activities and athletic training opportunities for everyone. With programs for children, seniors, and adults, the facility has become an integral part of the fabric of the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

## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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



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

## RECREATION

001092					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41111	Dept Head Salaries	80,144	80,953	81,270	81,270	83,500
41112	Division Head Salaries	40,188	46,403	53,580	53,580	54,520
41210	Regular Exempt Salaries	27,110	25,025	23,880	23,880	-
41299	Regular Full-Time Wages	84,620	95,460	120,660	120,660	160,620
41311	Part-Time Wages	111,283	131,951	193,200	193,200	228,830
41321	Temporary Wages	39,980	37,035	45,950	40,950	55,000
41411	Overtime Wages	3,713	1,458	2,100	2,100	2,320
41511	Employee Incentives	550	750	880	880	930
41516	Health Insurance Waiver Stipend	135	-	-	-	-
41522	Education Incentive Pay	690	1,040	600	600	-
42111	Social Security Matching	29,381	35,723	40,720	40,720	45,030
42211	Florida Retirement System	32,411	38,350	25,250	25,250	29,520
42311	Health Insurance	36,443	44,767	48,730	48,730	59,340
42312	Life Insurance	115	146	350	350	410
42313	Accidental Death & Disab Insurance	14	17	150	150	170
42426	Workers Comp - Clerical (8810)	94	80	80	80	80
42428	Workers Comp - Parks (9102)	11,428	9,958	14,240	14,240	15,740
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 498,299</b>	<b>\$ 549,116</b>	<b>\$ 651,640</b>	<b>\$ 646,640</b>	<b>\$ 736,010</b>
43443	Contractual Services - Instructors	34,806	32,044	30,000	30,000	30,000
43474	Security Services	272	434	400	400	400
43499	Contractual Services - Misc	1,037	78,658	-	-	-
44011	Travel & Training	862	2,714	3,000	3,000	3,000
44121	Telephone - Local	7,003	4,777	7,000	7,000	7,000
44134	Data Lines	4,600	5,816	5,000	5,000	5,000
44143	Cable	-	-	1,800	1,800	1,800
44211	Postage	302	187	300	300	300
44221	Freight Express Charges	-	45	100	100	100
44311	Electric - City Facilities	111,962	119,420	125,000	125,000	125,000
44341	Gas - Natural/Propane	1,131	1,442	1,500	1,500	1,500
44351	Water & Sewer - City	5,858	4,923	6,240	6,240	6,240
44373	Street Light Fee	789	776	760	760	760
44381	Stormwater Assessment	2,493	4,365	4,400	4,400	4,400
44419	Rent - Equipment/Software	1,814	4,258	2,000	2,000	2,800
44463	Lease - Automobile	-	-	-	5,000	7,500
44611	Maintenance & Repairs - Bldg & Ground	59	637	2,000	2,000	2,000
44621	Maintenance & Repairs - Equipment	2,103	573	4,030	4,030	4,030
44623	Maintenance & Repairs - Copiers	1,076	1,419	1,800	1,800	3,800
44631	Maintenance & Repairs - Central Garage	1,680	330	720	720	720
44961	Special Events - City Hosted	1,181	9,365	13,000	13,000	13,000
44962	Recreation - Donation	3,992	-	-	-	-
44963	Recreation Trips	6,094	4,554	5,000	5,000	5,000
44965	City Sponsored Programs	13,193	29,730	25,000	25,000	35,000
44999	Other Current Charges - Misc	5,673	5,888	5,000	5,000	5,000
45111	Office Supplies - General	909	1,000	1,200	1,200	1,200
45141	Small Tools & Implements	80	1,617	1,000	1,000	1,000
45211	Fuel	2,448	3,113	2,000	2,000	2,000
45231	Clothing & Apparel	1,759	1,339	2,300	2,300	2,300
45234	Swim/Recreation Accessories	1,938	963	2,000	2,000	2,000

## RECREATION

001092		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
45236	Concession	-	4,188	-	-	5,000
45238	Licensing & ID Materials	4,494	4,007	6,500	6,500	6,500
45243	Computer/Operating Supply	4,951	6,267	7,500	7,500	7,500
45245	Recreation Supplies	9,171	8,917	10,000	10,000	10,000
45246	Advertising/Marketing Supplies	19,581	23,475	30,000	30,000	30,000
45247	First Aid Supplies	212	105	400	400	400
45248	Prizes & Awards	823	318	1,000	1,000	2,000
45251	Janitorial Supplies	-	269	1,000	1,000	1,000
45289	Automotive Parts	1,321	963	1,000	1,000	1,000
45296	Operating Supplies - Misc	7,478	7,273	8,000	8,000	8,000
45411	Dues & Memberships	778	544	850	850	850
<b>TOTAL OPERATING</b>		<b>\$ 263,923</b>	<b>\$ 376,713</b>	<b>\$ 318,800</b>	<b>\$ 323,800</b>	<b>\$ 345,100</b>
46299	Building Improvements	12,304	-	22,000	22,000	45,000
46399	Improvements Other Than Bldg - Misc	259,561	28,693	162,000	162,000	421,000
46413	Data Processing Equipment	-	-	4,530	4,530	-
46415	Trucks & Trailers	9,485	-	-	-	-
46418	Software	15,345	-	2,910	-	-
46431	Special Purpose Equipment	20,195	-	30,000	30,000	-
<b>TOTAL CAPITAL</b>		<b>\$ 316,890</b>	<b>\$ 28,693</b>	<b>\$ 221,440</b>	<b>\$ 218,530</b>	<b>\$ 466,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,079,112</b>	<b>\$ 954,522</b>	<b>\$ 1,191,880</b>	<b>\$ 1,188,970</b>	<b>\$ 1,547,110</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM RECREATION

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

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



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# PARKS & RECREATION - AQUATICS

## IT IS THE MISSION OF AQUATICS TO

create memorable recreational parks and aquatic experiences for all.

## DESCRIPTION

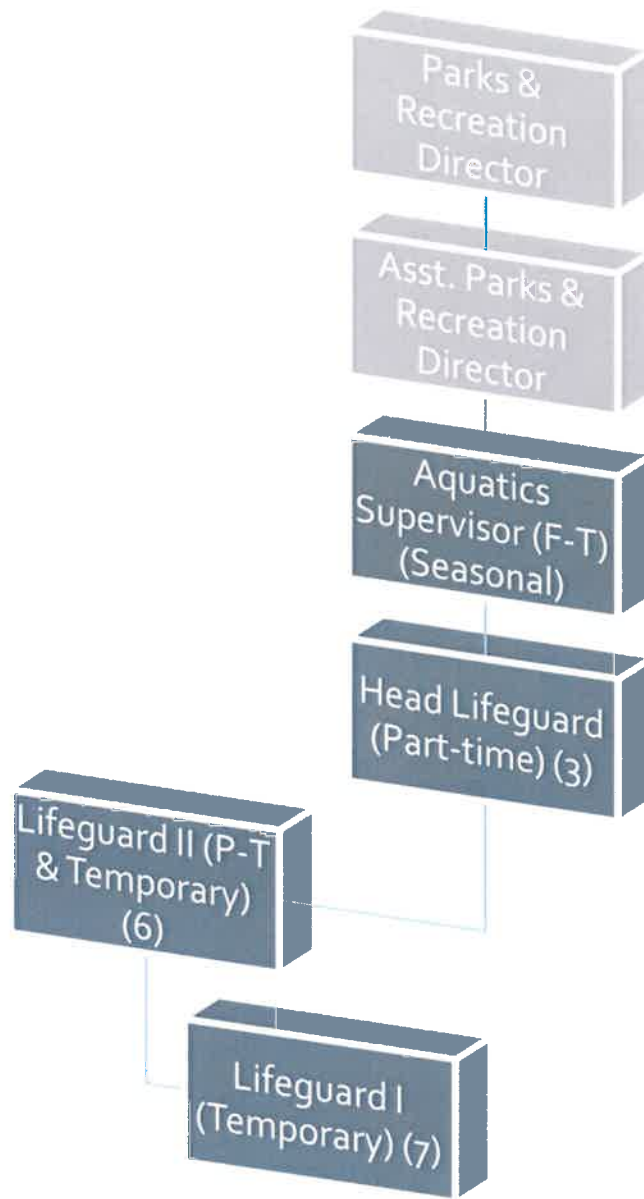
The New Port Richey Recreation & Aquatic Center is a state-of-the-art facility, which offers a variety of affordable recreational activities and athletic training opportunities for everyone. With programs for children, seniors, and adults, the facility has become an integral part of the fabric of the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

## ACCOMPLISHMENTS OF FY18

- Converted the pump room CO<sub>2</sub> delivery system to a safer, more cost effective Muriatic Acid delivery system, which more effectively stabilizes the PH and improves the sanitation system
- Successfully created and implemented the department's attendance system in order to accurately record the number of patrons that visit our facility, purchase memberships, and participate in programs/events
- Successfully re-implemented the department's Employee Evaluation system for all Recreation and Aquatic staff development
- Completed the Recreational Trails Program Grant Application, which was selected for funding. The RTP Grant will contribute \$200,000 towards the James E. Grey Preserve Trails Expansion Project

## FY19 INITIATIVES

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



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

## AQUATICS

001094		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41112	Division Head Salaries	46,699	-	-	-	-
41299	Regular Full-Time Wages	-	8,511	14,210	14,210	23,770
41311	Part-Time Wages	41,065	54,865	83,110	83,110	57,830
41312	Temporary Wages	106,580	94,610	87,460	87,460	104,300
41411	Overtime Wages	-	146	-	-	-
41511	Employee Incentives	150	150	300	300	300
42111	Social Security Matching	14,807	12,211	14,160	14,160	14,250
42211	Florida Retirement System	6,455	4,898	7,610	7,610	7,160
42311	Health Insurance	5,981	2,328	7,910	7,910	7,910
42312	Life Insurance	20	9	60	60	-
42313	Accidental Death & Disab Insurance	2	1	20	20	-
42428	Workers Comp - Parks (9102)	5,428	4,956	8,330	8,330	8,380
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 227,187</b>	<b>\$ 182,685</b>	<b>\$ 223,170</b>	<b>\$ 223,170</b>	<b>\$ 223,900</b>
43441	Water Safety Instruction	559	626	600	600	600
43499	Contractual Services - Misc	2,340	3,970	6,840	6,840	6,840
44011	Travel & Training	884	-	-	-	-
44121	Telephone - Local	437	268	600	600	600
44311	Electric - City Facilities	30,886	24,238	32,000	32,000	32,000
44341	Gas - Natural/Propane	10,316	7,827	10,500	10,500	15,750
44351	Water & Sewer - City	11,203	27,280	11,500	11,500	11,500
44373	Street Light Fee	-	50	50	50	50
44381	Stormwater Assessment	-	5,490	5,500	5,500	5,500
44611	Maintenance & Repairs - Bldg & Grounds	24,452	17,094	25,000	25,000	25,000
44621	Maintenance & Repairs - Equipment	209	198	200	200	200
44623	Maintenance & Repairs - Copiers	-	-	-	-	-
45111	Office Supplies - General	194	200	200	200	200
45141	Small Tools & Implements	185	196	100	100	100
45221	Chemicals	29,312	30,863	24,000	24,000	24,000
45222	Laboratory Supplies	97	104	100	100	100
45231	Clothing & Apparel	899	1,077	1,100	1,100	1,100
45234	Swim/Recreation Accessories	1,389	1,978	-	-	-
45241	Licensing & ID Materials	1,810	1,464	2,500	2,500	2,500
45243	Computer/Operating Supply	750	3,121	-	-	-
45245	Recreation Supplies	561	307	400	400	400
45247	First Aid Supplies	388	841	600	600	600
45248	Prizes & Awards	295	300	300	300	300
45251	Janitorial Supplies	800	446	600	600	600
45299	Operating Supplies - Misc	5,070	5,012	5,000	5,000	5,000
45321	Signs & Sign Material	141	58	200	200	200
45411	Dues & Memberships	160	160	160	160	160
<b>TOTAL OPERATING</b>		<b>\$ 123,337</b>	<b>\$ 133,168</b>	<b>\$ 128,050</b>	<b>\$ 128,050</b>	<b>\$ 133,300</b>
63-99	Improvements Other Than Bldg - Misc	24,555	19,575	-	-	63,000
64-31	Special Purpose Equipment	49,754	28,254	-	-	-
<b>TOTAL CAPITAL</b>		<b>\$ 74,309</b>	<b>\$ 47,829</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 63,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 424,833</b>	<b>\$ 363,682</b>	<b>\$ 351,220</b>	<b>\$ 351,220</b>	<b>\$ 420,200</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM AQUATICS

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46399	<i>Improvements Other than Buildings - Misc.</i>					
	Portable ADA Pool Lift	6,000	-	-	-	-
	Sound System	7,000	-	-	-	-
	Pool Resurfacing	-	-	-	250,000	-
	Pool Deck Improvement Project	-	50,000	50,000	-	-
	<b>TOTAL</b>	<b>13,000</b>	<b>50,000</b>	<b>50,000</b>	<b>250,000</b>	<b>-</b>

**DIVISION TOTAL**    \$   **13,000**    \$   **50,000**    \$   **50,000**    \$   **250,000**    \$   **-**

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

## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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

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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Public Works Director	1	1	1
Assistant Public Works Director	1	1	1
Administrative Office Manager	1	1	1
Data Support/GIS Mapping Technician	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

## PUBLIC WORKS SUPERVISION

001101 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY18-19	BUDGET AMOUNT FY18-19
41111	Dept Head Salaries	80,180	82,585	85,490	85,490	88,050
41112	Division Head Salaries	27,330	52,903	50,760	50,760	53,710
41299	Regular Full-Time Wages	79,466	76,617	73,820	73,820	75,110
41411	Overtime Wages	1,091	3,552	1,070	1,070	1,080
41511	Employee Incentives	200	200	200	200	200
41516	Health Insurance Waiver Stipend	300	-	-	-	-
41522	Education Incentive Pay	700	1,300	1,200	1,200	1,200
42111	Social Security Matching	14,302	16,558	16,170	16,170	16,780
42211	Florida Retirement System	25,829	29,675	28,990	28,990	29,900
42311	Health Insurance	22,922	33,153	31,650	31,650	31,650
42312	Life Insurance	68	88	220	220	220
42313	Accidental Death & Disab Insurance	8	10	90	90	90
42426	Workers Comp - Clerical (8810)	202	167	180	180	180
42432	Workers Comp - Municipal Class (9410)	7,356	6,450	9,960	1,960	10,660
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 259,954</b>	<b>\$ 303,258</b>	<b>\$ 299,800</b>	<b>\$ 291,800</b>	<b>\$ 308,830</b>
43499	Contractual Services - Misc	692	1,184	750	750	750
44011	Travel & Training	330	104	3,000	3,000	3,000
44121	Telephone - Local	5,706	5,900	6,500	6,500	6,500
44134	Data Lines	9,226	9,480	9,500	9,500	9,500
44141	Pager Services	33	38	40	40	40
44211	Postage	326	222	350	350	350
44311	Electric - City Facilities	27,681	31,349	33,000	33,000	33,000
44351	Water & Sewer - City	9,543	14,260	10,000	10,000	10,000
44373	Street Light Fee	595	571	600	600	600
44381	Stormwater Assessment	5,547	5,768	5,800	5,800	5,800
44571	Notary Bond	-	105	150	150	150
44621	Maintenance & Repairs - Equipment	353	5,732	3,000	3,000	3,000
44623	Maintenance & Repairs - Copiers	2,094	5,116	2,000	2,000	2,000
44631	Maintenance & Repairs - Central Garage	60	390	1,300	1,300	1,300
45111	Office Supplies - General	1,727	2,703	2,500	2,500	2,500
45141	Small Tools & Implements	-	-	300	300	300
45211	Fuel	1,219	1,031	3,000	3,000	3,000
45225	Software License Support	4,901	2,782	5,000	5,000	5,000
45231	Clothing & Apparel	321	390	400	400	400
45243	Computer/Operating Supply	4,102	2,549	3,000	3,000	3,000
45247	First Aid Supplies	-	174	200	200	200
45289	Automotive Parts	156	392	2,500	2,500	2,500
45299	Operating Supplies - Misc	1,467	3,823	3,000	3,000	3,000
45411	Dues & Memberships	1,737	2,628	1,800	1,800	1,800
45461	Books & Publications	189	344	300	300	300
<b>TOTAL OPERATING</b>		<b>\$ 78,005</b>	<b>\$ 97,035</b>	<b>\$ 97,990</b>	<b>\$ 97,990</b>	<b>\$ 97,990</b>
46413	Data Processing Equipment	1,753	28,547	28,000	28,000	2,000
46431	Special Purpose Equipment	-	-	-	-	25,000
<b>TOTAL CAPITAL</b>		<b>\$ 1,753</b>	<b>\$ 28,547</b>	<b>\$ 28,000</b>	<b>\$ 28,000</b>	<b>\$ 27,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 339,712</b>	<b>\$ 428,840</b>	<b>\$ 425,790</b>	<b>\$ 417,790</b>	<b>\$ 433,820</b>

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

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

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

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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 mowable land, 65 miles of paved road, and 80 miles of curbing. In addition, this Division also sets up all road closures, detours, and planning for special events.

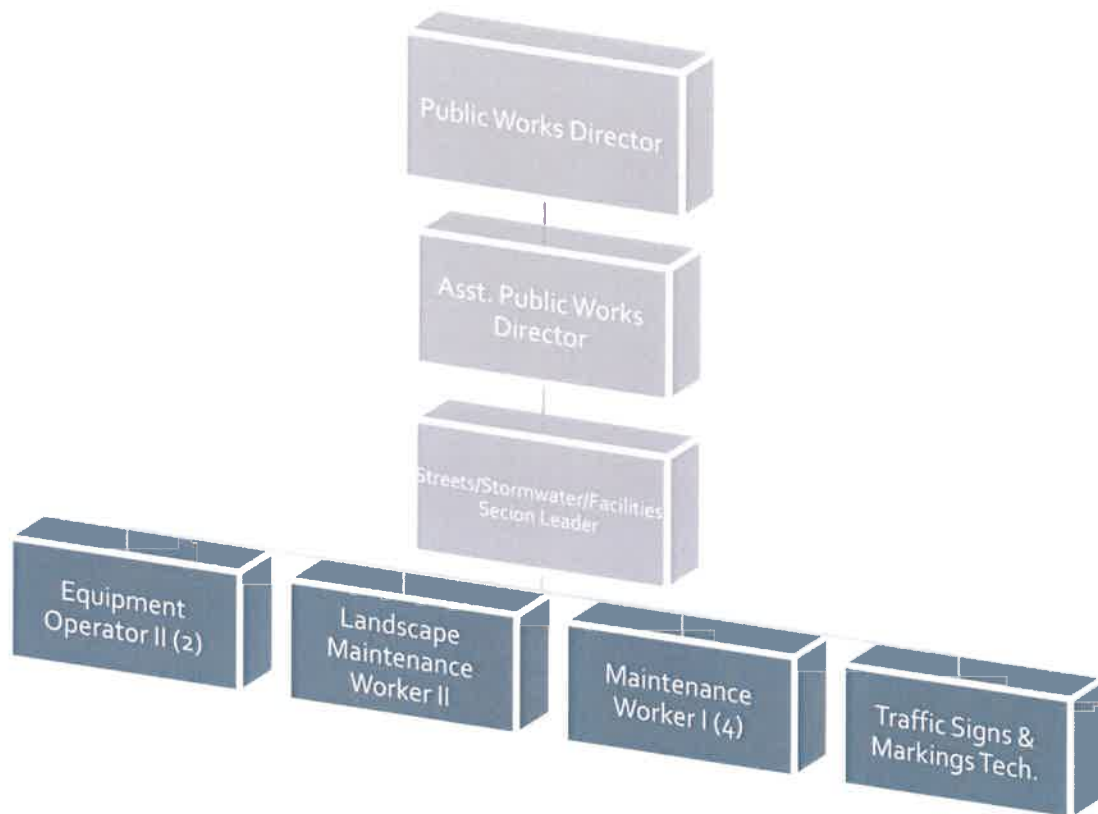
## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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

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



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

## STREET & RIGHT OF WAY MAINTENANCE

001102					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41299	Regular Full-Time Wages	203,717	192,074	198,870	198,870	199,220
41411	Overtime Wages	9,153	16,995	15,370	15,370	15,410
41511	Employee Incentives	400	400	400	400	400
41516	Health Insurance Waiver Stipend	1,800	-	-	-	-
41527	Standby Time	5,915	6,389	5,310	5,310	5,180
41529	Meal Allowance	9	51	-	-	-
42111	Social Security Matching	16,522	15,842	16,830	16,830	16,850
42211	Florida Retirement System	16,059	16,122	17,170	17,170	17,190
42311	Health Insurance	43,930	40,412	47,470	47,470	55,380
42312	Life Insurance	161	151	330	330	430
42313	Accidental Death & Disab Insurance	19	18	130	130	180
42431	Workers Comp - Street Maint/Trash (5509)	8,361	8,216	14,300	14,300	14,640
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 306,046</b>	<b>\$ 296,670</b>	<b>\$ 316,180</b>	<b>\$ 316,180</b>	<b>\$ 324,880</b>
43129	Engineering Services - Misc	1,200	808	4,500	4,500	4,500
43430	Parking Lot Maintenance	948	410	1,000	1,000	1,000
43428	Lab Test	-	-	250	250	250
43485	Trash Grinding Service	6,641	4,463	79,267	15,000	15,000
43499	Contractual Services - Misc	18,901	30,885	25,000	25,000	25,000
44011	Travel & Training	1,542	481	2,660	2,660	2,660
44121	Telephone - Local	-	-	1,000	1,000	1,000
44134	Data Lines	314	306	1,000	1,000	1,000
44211	Postage	31	12	15	50	50
44311	Electric - City Facilities	1,677	1,316	1,400	1,400	1,400
44312	Electric - Traffic Lights	4,096	3,648	5,000	5,000	5,000
44321	Eastbury Garden - Street Lights	2,456	2,456	2,500	2,500	2,500
44322	Hillandale - Street Lights	15,743	15,760	17,500	17,500	17,500
44323	Ridgewood - Street Lights	8,320	6,894	8,500	8,500	8,500
44324	Barbara Ann - Street Lights	-	576	900	900	900
44331	Trash Removal	13,728	15,112	60,036	13,000	13,000
44351	Water & Sewer - City	39,964	37,048	40,000	40,000	40,000
44381	Stormwater Assessment	-	2,270	2,280	2,280	2,400
44419	Rent - Equipment/Software	752	250	1,000	1,000	1,000
44611	Maintenance & Repairs - Bldg & Grounds	8,226	13,040	10,000	10,000	10,000
44621	Maintenance & Repairs - Equipment	473	-	100	100	100
44631	Maintenance & Repairs - Central Garage	24,570	16,940	10,000	10,000	10,000
44983	Permit Fees	-	-	70	70	70
45111	Office Supplies - General	133	794	200	200	200
45141	Small Tools & Implements	1,239	669	1,500	1,500	1,500
45211	Fuel	50,024	49,611	40,000	40,000	40,000
45225	Software License Support	420	-	-	-	-
45231	Clothing & Apparel	2,167	2,314	2,400	2,400	2,400
45243	Computer/Operating Supply	105	-	500	500	500
45247	First Aid Supplies	60	106	100	100	100
45262	Trees	212	970	1,000	1,000	1,000
45289	Automotive Parts	37,238	58,749	38,000	38,000	38,000
45299	Operating Supplies - Misc	12,269	13,210	10,000	10,000	10,000
45321	Signs & Sign Material	10,802	11,100	25,000	25,000	25,000
45331	Pipe/Culvert Material	-	427	-	-	-

## STREET & RIGHT OF WAY MAINTENANCE

001102 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
45341	Sod/Seed	1,799	1,242	1,600	1,600	1,600
45399	Road Materials - Misc	15,175	15,187	25,000	25,000	25,000
45411	Dues & Memberships	115	-	300	300	300
45461	Books & Publications	70	80	200	200	200
<b>TOTAL OPERATING</b>		<b>\$ 281,410</b>	<b>\$ 307,134</b>	<b>\$ 419,778</b>	<b>\$ 308,510</b>	<b>\$ 308,630</b>
46431	Special Purpose Equipment	-	-	-	-	25,000
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>

**TOTAL EXPENDITURES**    \$ 587,456    \$ 603,804    \$ 735,958    \$ 624,690    \$ 658,510

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

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

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

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



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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

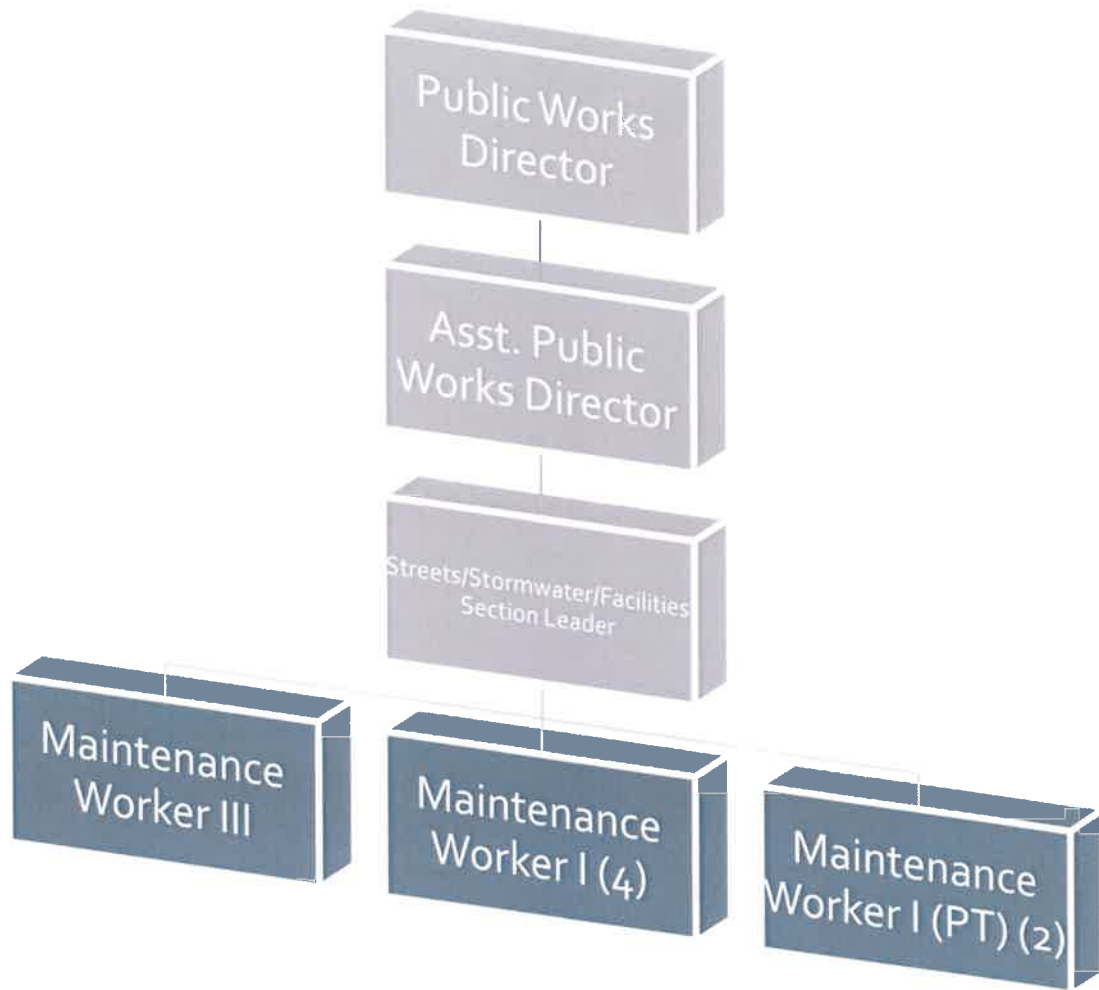
The Public Works – Facilities Maintenance Division is responsible for the maintenance and repair of New Port Richey's public buildings.

## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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



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

## FACILITIES MAINTENANCE

001106					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41299	Regular Full-Time Wages	98,826	96,183	96,290	106,290	121,060
41311	Part-Time Wages	38,950	42,425	65,990	65,990	33,200
41411	Overtime Wages	3,766	5,979	5,000	5,000	8,730
41511	Employee Incentives	300	300	400	400	350
41516	Health Insurance Waiver Stipend	2,596	-	-	-	-
42111	Social Security Matching	10,956	10,874	12,550	12,550	12,500
42211	Florida Retirement System	10,341	11,018	8,910	8,910	12,750
42311	Health Insurance	13,178	11,996	23,740	23,740	31,650
42312	Life Insurance	72	71	430	430	380
42313	Accidental Death & Disab Insurance	9	8	180	180	160
42427	Workers Comp - Building (NOC) (9015)	6,402	5,960	5,500	5,500	7,890
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 185,396</b>	<b>\$ 184,814</b>	<b>\$ 218,990</b>	<b>\$ 228,990</b>	<b>\$ 228,670</b>
43411	Custodial/Janitorial Services	394	1,044	1,500	1,500	1,500
43412	Pest Control Services	5,733	6,420	7,700	7,700	7,700
43451	Contractual Electrical	5,833	2,480	-	-	-
43452	Contractual Plumbing Services	2,146	-	-	-	-
43453	Contractual Mechanical Services	1,656	1,555	-	-	-
43454	Contractual HVAC/Air	37,483	44,210	70,000	70,000	70,000
43474	Security Services	-	-	1,700	1,700	1,700
43475	Contractual Services - Fire Monitoring	-	-	1,960	1,960	1,960
43499	Contractual Services - Misc	28,600	44,687	48,000	48,000	48,000
44011	Travel & Training	-	225	800	800	300
44121	Telephone - Local	1,721	2,066	1,200	1,200	600
44134	Data Lines	-	306	600	600	400
44142	Burglar Alarm Lines	-	-	-	-	-
44311	Electric - City Facilities	38,118	38,354	38,000	38,000	38,000
44331	Trash Removal	18,071	18,410	18,000	18,000	18,000
44351	Water & Sewer - City	7,329	7,103	7,490	7,490	7,490
44373	Street Light Fee	981	942	590	590	1,010
44381	Stormwater Assessment	2,266	2,251	1,420	1,420	2,400
44419	Rent - Equipment/Software	-	-	-	-	1,000
44611	Maintenance & Repairs - Bldg & Grounds	36,757	36,972	40,000	40,000	40,000
44631	Maintenance & Repairs - Central Garage	-	2,535	1,000	1,000	1,000
44655	Maintenance & Repairs - Senior Center	-	1,482	4,000	4,000	4,000
44983	Permit Fees	-	75	50	50	50
45111	Office Supplies - General	97	175	300	300	200
45141	Small Tools & Implements	1,714	3,207	3,500	3,500	3,500
45211	Fuel	112	8,416	3,000	3,000	3,000
45231	Clothing & Apparel	1,646	1,493	2,100	2,100	2,100
45243	Computer/Operating Supply	755	-	1,100	1,100	1,000
45247	First Aid Supplies	-	-	300	300	300
45251	Janitorial Supplies	15,936	225,078	17,000	17,000	17,000
45289	Automotive Parts	-	5,418	1,000	1,000	1,000
45299	Operating Supplies - Misc	1,129	3,126	1,500	1,500	1,500
<b>TOTAL OPERATING</b>		<b>\$ 208,477</b>	<b>\$ 458,030</b>	<b>\$ 273,810</b>	<b>\$ 273,810</b>	<b>\$ 274,710</b>
46431	Special Purpose Equipment	-	-	-	-	34,500
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 34,500</b>

**TOTAL EXPENDITURES \$ 393,873 \$ 642,844 \$ 492,800 \$ 502,800 \$ 537,880**

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

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

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

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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

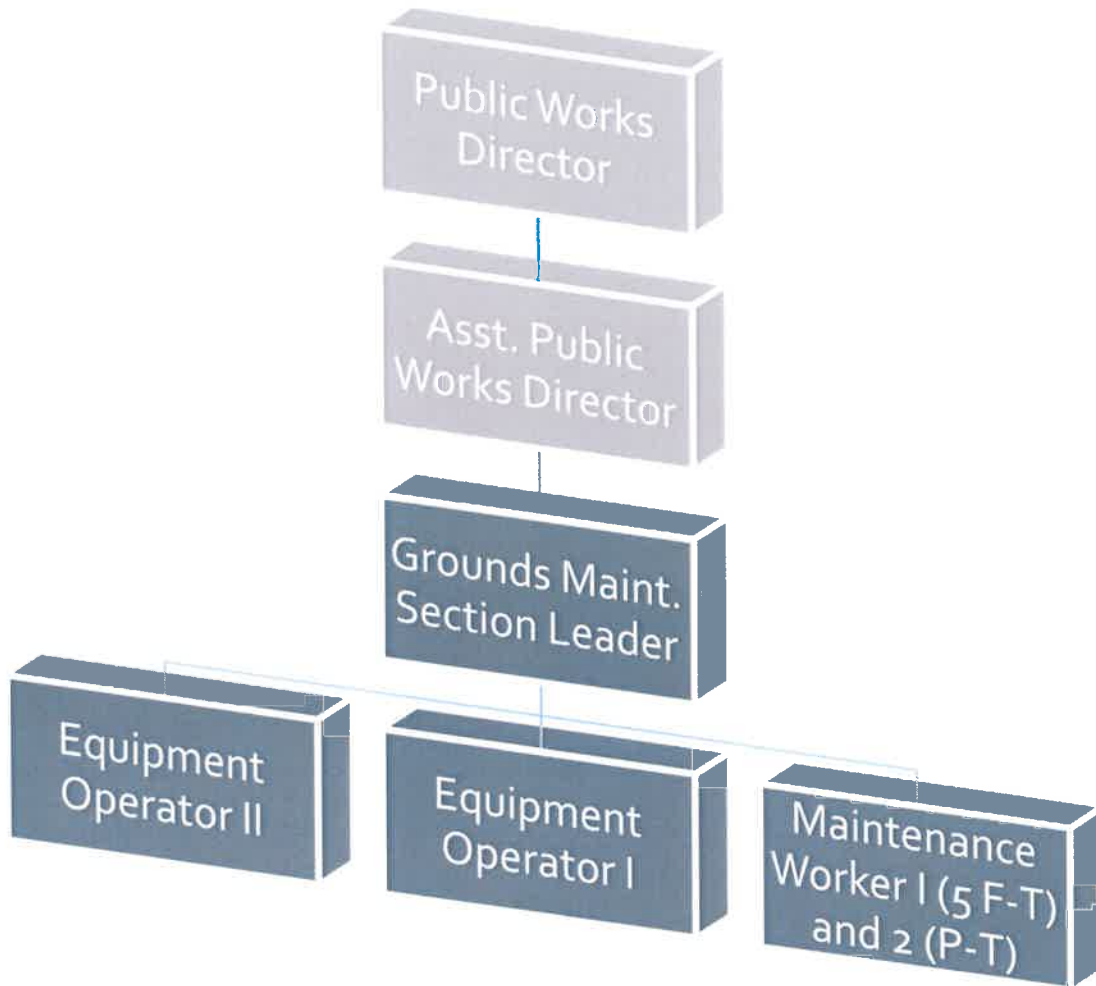
The Public Works – Grounds Maintenance Division performs routine and specialized grounds maintenance for all of the City's parks, preserves, and athletic fields.

## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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



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

## GROUNDS MAINTENANCE

001110 EXP CODE CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
41210 Regular Exempt Salaries	-	-	46,890	46,890	47,700
41299 Regular Full-Time Wages	215,893	218,464	177,070	177,070	178,800
41311 Part-Time Wages	14,715	15,673	32,880	32,880	33,210
13-12 Temporary Wages	-	5,145	-	-	-
41411 Overtime Wages	19,945	25,642	14,050	14,050	14,180
41511 Employee Incentives	400	400	500	500	500
41529 Meal Allowance	18	-	80	80	80
42111 Social Security Matching	18,900	19,776	20,770	20,770	21,000
42211 Florida Retirement System	15,656	18,772	21,120	21,120	24,670
42214 Defined Contribution Plan	3,565	3,607	3,260	3,260	-
42311 Health Insurance	41,876	39,015	47,470	47,470	55,390
42312 Life Insurance	146	150	540	540	540
42313 Accidental Death & Disab Insurance	17	18	220	220	220
42428 Workers Comp - Parks (9102)	7,635	6,948	7,710	7,710	9,350
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 338,766</b>	<b>\$ 353,610</b>	<b>\$ 372,560</b>	<b>\$ 372,560</b>	<b>\$ 385,640</b>
43430 Parking Lot Maintenance	1,163	-	2,000	2,000	2,000
43433 Lawn Maintenance	108,072	121,807	100,000	100,000	100,000
43499 Contractual Services - Misc	20,487	19,191	22,000	22,000	22,000
44011 Travel & Training	2,850	187	3,000	3,000	3,000
44121 Telephone - Local	1,479	1,281	1,200	1,200	1,200
44134 Data Lines	-	306	480	480	480
44311 Electric - City Facilities	13,051	16,577	14,000	14,000	14,000
44331 Trash Removal	2,706	1,753	8,000	8,000	8,000
44351 Water & Sewer - City	23,856	8,946	9,000	9,000	9,000
44373 Street Light Fee	21	109	60	60	140
44381 Stormwater Assessment	1,103	3,658	500	500	3,650
44419 Rent - Equipment/Software	1,642	-	1,000	1,000	1,000
44611 Maintenance & Repairs - Bldg & Grounds	47,983	41,987	38,000	38,000	41,500
44631 Maintenance & Repairs - Central Garage	7,350	3,840	6,480	6,480	6,480
44652 Maintenance & Repairs - Vandalism	96	1,410	5,000	5,000	-
44653 Maintenance & Repairs - Pinehill Cemetery	115	-	2,500	2,500	-
44655 Maintenance & Repairs - Senior Center	4,950	-	-	-	-
49998 Memorial Items - Misc.	-	-	-	-	4,000
44999 Other Current Charges - Misc	3,170	-	500	500	500
45111 Office Supplies - General	17	113	100	100	100
45141 Small Tools & Implements	2,829	1,765	4,000	4,000	4,000
45211 Fuel	29,353	30,784	20,000	20,000	20,000
45221 Chemicals	-	4,313	2,500	2,500	4,000
45231 Clothing & Apparel	1,246	2,485	2,700	2,700	2,700
45243 Computer/Operating Supply	-	-	300	300	300
45247 First Aid Supplies	88	-	100	100	100
45251 Janitorial Supplies	15,749	20,095	15,000	15,000	15,000
45289 Automotive Parts	7,307	18,180	7,000	7,000	7,000
45299 Operating Supplies - Misc	8,359	10,274	8,000	8,000	8,000
45321 Signs & Sign Material	2,239	1,809	3,000	3,000	3,000
45341 Sod/Seed	950	6,221	29,000	29,000	29,000
45411 Dues & Memberships	160	-	300	300	300
<b>TOTAL OPERATING</b>	<b>\$ 308,391</b>	<b>\$ 317,091</b>	<b>\$ 305,720</b>	<b>\$ 305,720</b>	<b>\$ 310,450</b>
46415 Trucks & Trailers	4,995	25,251	-	-	37,000
64-31 Special Purpose Equipment	4,430	-	-	-	-
<b>TOTAL CAPITAL</b>	<b>\$ 46,425</b>	<b>\$ 25,251</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 37,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 693,582</b>	<b>\$ 695,952</b>	<b>\$ 678,280</b>	<b>\$ 678,280</b>	<b>\$ 733,090</b>

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

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46415	<i>Trucks and Trailers</i>					
	Ford F250 3/4 Ton Pick-Up-#35 (R&R)	-	5,000	5,000	5,000	5,000
	Ford F150 1/2 Ton Pick-Up-#40 (R&R)	-	2,800	2,800	2,800	2,800
	Ford F150 1/2 Ton Pick-Up-#44 (R&R)	-	2,800	2,800	2,800	2,800
	Ford F550 1 Ton Dump Truck-#124 (R&R)	-	3,000	3,000	3,000	3,000
	Ford F250 3/4 Ton Pick-Up-#111 (R&R)	-	2,100	2,100	2,100	2,100
	Ford F150 Regular Cab Pick-Up-#105 (R&R)	-	1,400	1,400	1,400	1,400
	Ford F150 1/2 Ton Pick-Up	37,000	-	-	-	-
	<b>TOTAL</b>	<b>37,000</b>	<b>17,100</b>	<b>17,100</b>	<b>17,100</b>	<b>17,100</b>
46416	<i>Heavy Equipment</i>					
	John Deere Tractor-#34 (R&R)	-	3,200	3,200	3,200	3,200
	Kubota Clambucket Bush Hog-#33 (R&R)	-	3,350	3,350	3,350	3,350
	<b>TOTAL</b>	<b>-</b>	<b>6,550</b>	<b>6,550</b>	<b>6,550</b>	<b>6,550</b>
46431	<i>Special Purpose Equipment</i>					
	Case Scout 4x4 Utility Vehicle (R&R)	-	1,200	1,200	1,200	1,200
	John Deere 4x6 Gator (R&R)	-	2,600	2,600	2,600	2,600
	<b>TOTAL</b>	<b>-</b>	<b>3,800</b>	<b>3,800</b>	<b>3,800</b>	<b>3,800</b>

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

## NON-EXPENDITURE DISBURSEMENTS

001581 EXP CODE CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
581					
49161 Transfer to Street Improvement	-	-	300,000	300,000	300,000
49163 Transfer to CRA - Tax Increment	811,061	865,715	923,480	923,480	1,338,110
<b>TOTAL TRANSFERS</b>	<b>\$ 811,061</b>	<b>\$ 865,715</b>	<b>\$ 1,223,480</b>	<b>\$ 1,223,480</b>	<b>\$ 1,638,110</b>
584					
49421 Reserves - Contingency	-	-	-	137,160	200,000
49424 Reserves - Sick Leave	61,448	61,448	50,000	50,000	50,000
49495 Reserves - Public Art Fund	-	-	5,000	5,000	5,000
<b>TOTAL RESERVES</b>	<b>\$ 61,448</b>	<b>\$ 61,448</b>	<b>\$ 55,000</b>	<b>\$ 192,160</b>	<b>\$ 255,000</b>
Repayable Advance to CRA	-	-	-	-	-
49167 Repayable Advance to CRA - Refunding & Loan Proceeds	11,202,894	-	-	-	-
<b>TOTAL INTERGOVERNMENTAL LOANS</b>	<b>\$ 11,202,894</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL NON- EXPENDITURES</b>	<b>\$ 12,075,403</b>	<b>\$ 927,163</b>	<b>\$ 1,278,480</b>	<b>\$ 1,415,640</b>	<b>\$ 1,893,110</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 32,429,275</b>	<b>\$ 20,154,745</b>	<b>\$ 20,647,471</b>	<b>\$ 20,854,690</b>	<b>\$ 22,350,160</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 drain pipes, and ditches, while rebuilding or adding new structures, as needed.

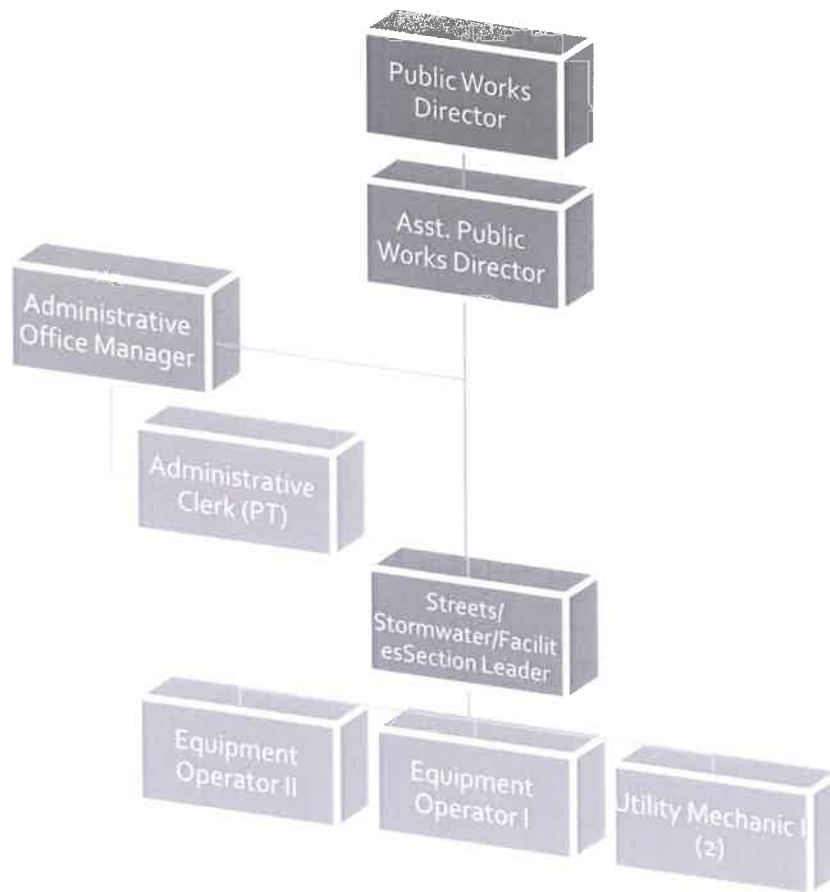
## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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

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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Streets/Stormwater/Facilities Section Leader	1	1	1
Administrative Assistant (Part-time)	0	1	1
Equipment Operator II	1	1	1
Equipment Operator I	1	1	1
Utility Mechanic I	1	1	2
<b>Total</b>	<b>4</b>	<b>5</b>	<b>6</b>

## STORMWATER UTILITY FUND

002 REV CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
331620	NOAA Gulf of Mexico Alliance Grant	-	33,334	-	-	-
33429	FDOT Street Sweeper Grant	-	2,000	-	-	-
337310	SWFWMD Grant	-	20,000	20,000	20,000	20,000
343710	Stormwater Utility Fee	967,878	986,833	1,017,600	1,126,570	1,019,170
361100	Interest on Investments	13	-	-	-	-
361150	Interest-Stormwater Utility Fee	2,243	2,927	1,924	100	1,000
361250	Interest - FMIvT	2,717	3,220	2,500	450	1,500
361280	Interest - T-Bills & Bonds	2,277	-	-	-	-
389900	Prior Yr Fund Bal-Unassigned	-	-	-	429,220	589,120
<b>STORMWATER UTILITY FUND REVENUES</b>		<b>\$ 975,128</b>	<b>\$ 1,048,314</b>	<b>\$ 1,042,024</b>	<b>\$ 1,576,340</b>	<b>\$ 1,630,790</b>

## STORMWATER UTILITY

002103					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41299	Regular Full-Time Wages	136,622	131,377	100,000	136,890	134,910
41311	Part-Time Wages	-	-	12,690	12,690	18,730
41411	Overtime Wages	12,064	11,821	27,230	27,230	27,130
41511	Employee Incentives	250	250	300	300	300
41516	Health Insurance Waiver Stipend	1,800	-	-	-	-
41522	Education Incentive Pay	600	600	-	-	-
41527	Standby Time	4,380	4,344	4,910	4,910	5,080
41529	Meal Allowance	48	48	-	-	-
42111	Social Security Matching	11,566	11,143	13,930	13,930	14,240
42211	Florida Retirement System	11,177	10,761	13,220	13,220	14,530
42311	Health Insurance	27,906	27,906	23,740	23,740	39,560
42312	Life Insurance	102	102	270	270	320
42313	Accidental Death & Disab Insurance	12	12	110	110	130
42426	Workers Comp - Clerical (8810)	-	-	30	30	40
42433	Workers Comp - Irrigation Workers/Oper/Drivers (0251)	5,650	8,000	5,690	5,690	8,900
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 212,177</b>	<b>\$ 206,364</b>	<b>\$ 202,120</b>	<b>\$ 239,010</b>	<b>\$ 263,870</b>
43129	Engineering Services - Misc	250	35,000	10,000	20,000	35,000
43199	Professional Services - Misc	5,815	25,000	10,000	20,000	35,000
43433	Lawn Maintenance	2,502	15,000	15,000	25,000	50,000
43438	Lab Test	-	-	-	10,000	10,000
43499	Contractual Services - Misc	29,968	35,000	90,000	90,000	35,000
44011	Travel & Training	2,126	2,000	1,000	1,780	1,780
44121	Telephone - Local	1,613	1,200	1,300	1,300	1,300
44134	Data Lines	314	500	2,000	2,000	2,000
44141	Pager Services	64	75	100	100	100
44211	Postage	-	-	50	50	50
44311	Electric - City Facilities	11,430	11,765	12,000	12,000	12,000
44331	Trash Removal	14,115	9,346	48,000	11,000	11,000
44373	Street Light Fee	36	42	40	40	140
44381	Stormwater Assessment	77	1,046	413	80	1,100
44419	Rent - Equipment/Software	4,679	4,685	2,000	5,000	5,000
44511	Liability Insurance - Comp. General	3,627	3,689	11,000	3,330	9,000
44521	Building & Contents Insurance	3,431	3,645	4,000	3,300	3,100
44522	Pollution Insurance	4,305	4,379	4,400	4,400	4,400
44523	Automobile & Truck Insurance	804	746	750	750	750
44611	Maintenance & Repairs - Bldg & Grounds	13,671	9,539	10,000	15,000	15,000
44621	Maintenance & Repairs - Equipment	473	478	400	400	400
44631	Maintenance & Repairs - Central Garage	8,430	6,500	7,500	7,500	7,500
44983	Permit Fees	936	1,650	2,500	2,500	2,500
44999	Other Current Charges - Misc	990	1,250	2,000	2,000	2,000
45111	Office Supplies - General	190	750	1,500	1,500	1,500
45121	Maps & Charts	-	-	300	300	300
45141	Small Tools & Implements	1,636	3,450	7,000	7,000	7,000
45211	Fuel	26,582	25,884	25,000	25,000	25,000
45225	Software License Support	420	400	400	400	400
45231	Clothing & Apparel	1,274	1,317	1,600	1,600	1,600
45243	Computer/Operating Supply	105	-	1,000	2,900	2,900

## STORMWATER UTILITY

002103 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
45247	First Aid Supplies	64	100	200	200	200
45289	Automotive Parts	9,582	14,336	15,000	20,000	20,000
45299	Operating Supplies - Misc	11,402	11,000	7,500	12,000	12,000
45321	Signs & Sign Material	1,311	4,500	2,000	5,000	5,000
45331	Pipe/Culvert Material	7,191	9,000	5,000	10,000	10,000
45341	Sod/Seed	3,625	7,500	5,000	10,000	10,000
45399	Road Materials - Misc	4,371	7,900	10,000	10,000	10,000
45411	Dues & Memberships	30	100	200	200	200
45461	Books & Publications	-	-	200	200	200
<b>TOTAL OPERATING</b>		<b>\$ 177,439</b>	<b>\$ 258,772</b>	<b>\$ 316,353</b>	<b>\$ 343,830</b>	<b>\$ 350,420</b>
46399	Improvements Other Than Bldg - Misc	217,767	480,000	190,000	380,000	463,000
46415	Trucks & Trailers	-	24,877	-	27,500	-
46416	Heavy Equipment	31,500	-	-	33,000	-
46431	Special Purpose Equipment	-	75,000	10,000	10,000	55,000
<b>TOTAL CAPITAL</b>		<b>\$ 249,267</b>	<b>\$ 579,877</b>	<b>\$ 200,000</b>	<b>\$ 450,500</b>	<b>\$ 518,000</b>
49151	Transfer to General Fund	259,125	329,030	130,000	130,000	130,000
49152	Transfer to Street Improvement Fund	-	56,030	-	-	-
49153	Transfer to Capital Improvement Fund	-	283,000	110,000	403,000	353,000
49154	Transfer to W&S Construction Fund	-	-	10,000	10,000	-
49421	Reserves	-	-	-	-	15,500
<b>TOTAL TRANSFERS</b>		<b>\$ 259,125</b>	<b>\$ 668,060</b>	<b>\$ 250,000</b>	<b>\$ 543,000</b>	<b>\$ 498,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 898,008</b>	<b>\$ 1,713,073</b>	<b>\$ 968,473</b>	<b>\$ 1,576,340</b>	<b>\$ 1,630,790</b>

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

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

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

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

## STREET LIGHTING FUND

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

## STREET LIGHTING

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

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



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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 1 general debt obligation that is reported in this fund – Redevelopment Revenue Note, Series 2016.

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

## GENERAL DEBT SERVICE FUND

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

## GENERAL DEBT SERVICE

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



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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 FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
312610	1-Cent Infrastructure Surtax	2,186,944	2,329,555	2,648,840	2,648,840	2,760,470
331540	Community Development Block Grant	-	-	228,000	228,000	-
334100	Florida Department of Transportation	-	126,500	546,543	-	-
334360	SWFWMD	-	-	-	247,000	197,000
334720	FL Recreation Development Program	200,000	-	-	-	-
334740	FDEP Recreation Trails Grant	-	-	-	200,000	200,000
337760	Restore Act Funds (BP)	-	-	100,000	100,000	-
361100	Interest On Investments	168	488	1,000	1,000	1,000
361200	Interest - S.B.A.	5,998	13,019	7,500	7,500	2,500
361250	Interest - FMIVT	11,177	12,583	7,500	7,500	5,000
361280	Interest - T-Bills & Bonds	4,554	-	-	-	-
381330	Transfer from Stormwater Utility Fund	-	283,000	110,000	403,000	353,000
384500	USDA Loan Proceeds	-	-	-	1,800,000	1,800,000
389900	Prior Yr Fund Bal-Unassigned	1,597,529	-	516,097	2,137,640	1,623,030
<b>CAPITAL IMPROVEMENT FUND REVENUES</b>		<b>\$ 4,006,370</b>	<b>\$ 2,765,145</b>	<b>\$ 4,165,480</b>	<b>\$ 7,780,480</b>	<b>\$ 6,942,000</b>

## CAPITAL IMPROVEMENT

301301		ACTUAL	ACTUAL	ESTIMATE	AMENDED	BUDGET
EXP	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	AMOUNT
CODE						FY18-19
301519						
46299	Facility Renovations	39,621	-	100,000	275,000	175,000
	Library Upgrades	-	-	-	-	230,000
	<b>TOTAL OTHER GENERAL GOVERNMENT</b>	<b>\$ 39,621</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 275,000</b>	<b>\$ 405,000</b>
301522						
46299	Central Fire Station Relocation	11,989	-	-	1,800,000	1,800,000
	<b>TOTAL FIRE CONTROL</b>	<b>\$ 11,989</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,800,000</b>	<b>\$ 1,800,000</b>
301541						
46321	Downtown Landscaping Improvements	48,397	290,269	-	-	-
46323	US Hwy 19 Beautification Project	97,641	507,348	-	-	-
46332	Main Street Bridge Improvements	-	11,097	20,000	120,000	205,000
46342	Way Finding Signage Upgrades	32,909	38,157	100,000	300,000	600,000
46328	Madison St. Bridge Nodes Project	65,667	-	-	-	-
46327	Downtown Parking Lot Improvements	30,580	23,450	-	50,000	-
	Parking Lot Improvements/Expansions	-	-	-	-	100,000
	Parking Lot Solar Canopies Feasibility Study	-	-	-	-	25,000
46354	2016-2017 Seawall Stabilization Project	-	9,840	25,000	225,000	410,000
	2018 Central Ave. Center Median & ROW Improv.	-	-	-	-	75,000
	Marine Parkway Pedestrian Bridge Project	-	-	-	-	200,000
46348	Grand Blvd. Multi-Use Path Phase I (Delaware Ave. S. to Grand Blvd. Bridge)	-	-	50,000	50,000	130,000
	<b>TOTAL ROAD AND STREET</b>	<b>\$ 275,194</b>	<b>\$ 880,161</b>	<b>\$ 195,000</b>	<b>\$ 745,000</b>	<b>\$ 1,745,000</b>
301572						
46115	Grey Preserve - Land	76,400	-	-	-	-
46299	Fitness Center Expansion Project	145,276	958,274	1,020,000	1,020,000	-
46320	James E. Grey Preserve Phase I- West Entrance	7,838	71,950	-	415,000	576,000
463231	Recreation Center Tennis Court Improvements	-	7,080	25,000	175,000	10,000
46324	Peace Hall Window & Door Upgrades	-	8,983	-	-	-
46325	Frances Park Restroom Upgrades	-	48,650	265,000	265,000	-
	Frances Ave. Park Improvements	-	-	-	-	25,000
46326	Sims Park Improvement Project	2,274,165	283,249	-	-	-
463261	Sims Park Boat Ramp Improvements	12,692	-	50,000	50,000	235,000
46356	Plummer Field Parking Lot Expansion	-	35,909	-	-	-
463291	James E. Grey Preserve Phase II - Trails Expansion	-	-	-	-	-
46361	Meadows Dog Park Upgrades	-	-	-	10,000	-
46348	Pine Hill Baseball Complex Improvements	11,510	-	-	-	-
46349	Orange Lake Restoration Project	57,663	23,848	425,000	940,000	1,145,000
46359	Jasmin Park Improvements	-	-	40,000	40,000	-
	<b>TOTAL PARKS AND RECREATION</b>	<b>\$ 2,585,544</b>	<b>\$ 1,437,943</b>	<b>\$ 1,825,000</b>	<b>\$ 2,915,000</b>	<b>\$ 1,991,000</b>
301581						
49151	Transfer to General Fund	1,094,022	250,000	941,080	941,080	801,000
49161	Transfer to Street Improvement Fund	-	-	330,000	330,000	200,000
49164	Transfer to CRA Fund	-	-	774,400	774,400	-
	<b>TOTAL TRANSFERS</b>	<b>\$ 1,094,022</b>	<b>\$ 250,000</b>	<b>\$ 2,045,480</b>	<b>\$ 2,045,480</b>	<b>\$ 1,001,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 4,006,370</b>	<b>\$ 2,568,104</b>	<b>\$ 4,165,480</b>	<b>\$ 7,780,480</b>	<b>\$ 6,942,000</b>

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

CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
<i>Parks &amp; Recreation Facilities</i>					
2017/2018 The Meadows Dog Park Upgrades	-	258,000	237,000	-	-
James E Grey Preserve Improvements - Phase I	576,000	-	-	-	-
Recreation Center (Tennis Courts) Improvements	10,000	175,000	-	-	-
2019 Frances Park Improvements	25,000	310,000	-	-	-
Gateway Entry Sign - Main St. & US Hwy 19	-	75,000	-	-	-
James E Grey Preserve Improvements - Phase II	-	50,000	796,000	-	-
James E. Grey Preserve Improvements - Phase III	-	-	20,000	534,000	-
Skate Park Project	-	230,000	-	-	-
Pickles Court Upgrades	-	15,000	85,000	-	-
RAC HVAC Control System - Gym, General Space, & Kitchen	-	228,700	-	-	-
Grand Blvd. Park Renovations	-	145,000	-	-	-
<b>TOTAL</b>	<b>611,000</b>	<b>1,486,700</b>	<b>1,138,000</b>	<b>534,000</b>	<b>-</b>
<i>Public Safety/Public Facilities</i>					
Central Fire Station Relocation	1,800,000	1,100,000	-	-	-
Seawall Stabilization Project, Phase I & II	410,000	-	-	-	-
Seawall Stabilization Project, Phase III & IV	-	290,000	18,000	235,000	-
2017 Main St. Bridge Improvements	205,000	175,000	-	-	-
2019 Sims Park Boat Ramp Improvements	235,000	200,000	-	-	-
City Hall Facility Renovations	175,000	250,000	-	-	-
Library Facility Improvements	230,000	400,000	-	-	-
<b>TOTAL</b>	<b>3,055,000</b>	<b>2,415,000</b>	<b>18,000</b>	<b>235,000</b>	<b>-</b>
<i>Community Redevelopment</i>					
Orange Lake Restoration Project	1,145,000	-	-	-	-
Neighborhood Revitalization Program	-	300,000	300,000	300,000	300,000
<b>TOTAL</b>	<b>1,145,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<i>Transportation</i>					
Parking Lot Improvements/Expansions	100,000	100,000	10,000	10,000	100,000
Wayfinding Signage Upgrades	600,000	200,000	-	-	-
Parking Lot Solar Canopies Feasibility Study	25,000	-	-	-	-
2018 Central Ave. Center Median & ROW Improvements	75,000	-	-	-	-
Marine Parkway Pedestrian Bridge	200,000	250,000	250,000	250,000	250,000
Grand Blvd. Multi-Use Path Project	130,000	820,000	820,000	-	-
Plummer Field Parking Lot Expansion	-	60,000	-	-	-
<b>TOTAL</b>	<b>1,130,000</b>	<b>1,430,000</b>	<b>1,080,000</b>	<b>260,000</b>	<b>350,000</b>

**TOTAL \$ 5,941,000 \$ 5,631,700 \$ 2,536,000 \$ 1,329,000 \$ 650,000**

## WATER & SEWER FUND

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

## DESCRIPTION

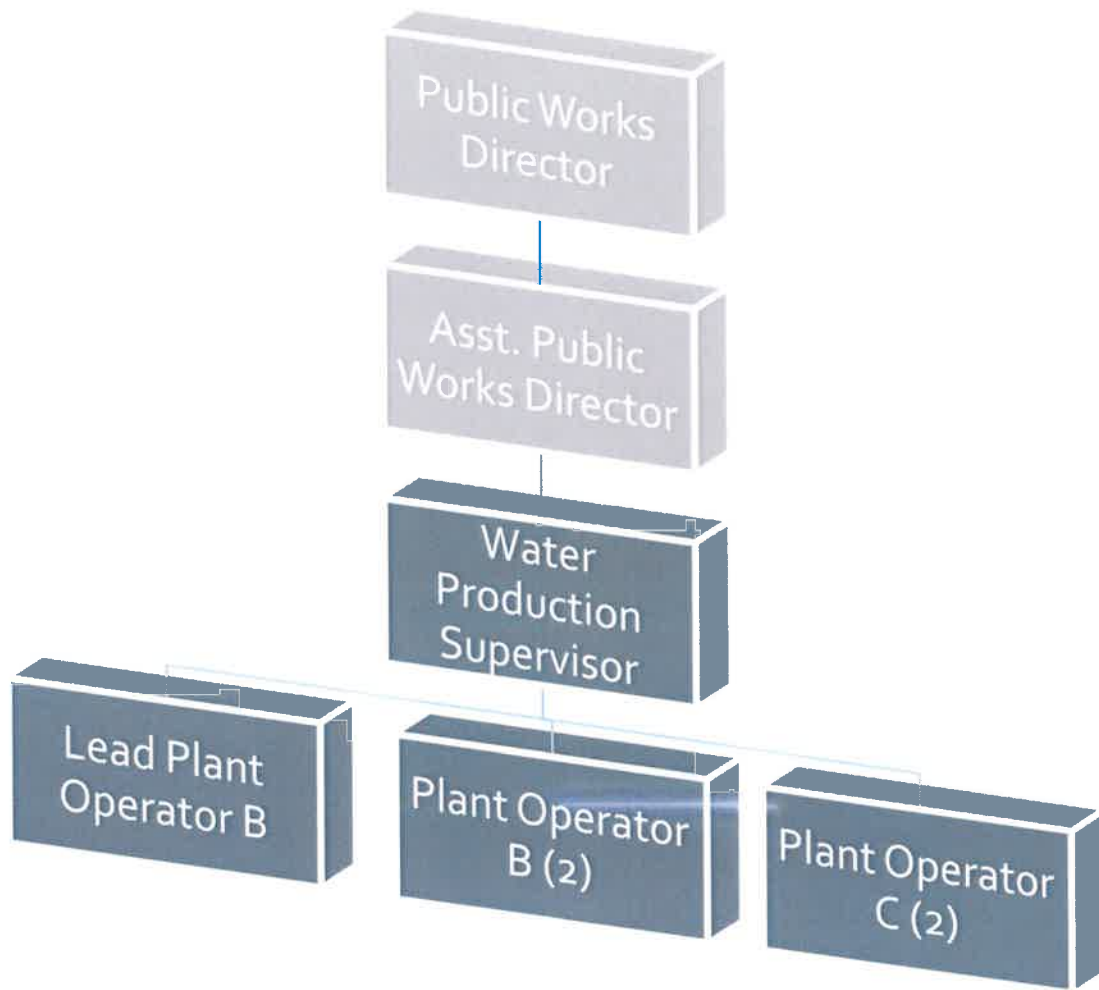
The Water Production Division is responsible for providing residents with water that meets or is better than standards set by the Environmental Protection Agency (EPA).

## ACCOMPLISHMENTS OF FY18

- Produced a quality drinking water for delivery to City and Region on a consistent basis
- Maintained proper system pressure and disinfectant and fluoride levels throughout the distribution system
- Replaced High Service Pump #1
- Replaced VFD on High Service Pump #3
- Completed Phase 1 of SCADA system replacement
- Constructed tower antenna to connect with city wireless network
- Procured new Hach SL 1000 Portable Multi Parameter Field Meter and determined it was accurate, efficient and cost effective

## FY19 INITIATIVES

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



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

## W&S WATER PRODUCTION

401105					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
41112	Division Head Salaries	55,017	57,456	57,620	57,620	55,120
41299	Regular Full-Time Wages	146,558	157,210	162,600	162,600	170,810
41411	Overtime Wages	5,488	4,750	5,870	5,870	6,160
41511	Employee Incentives	250	250	250	250	250
41527	Standby Time	15,389	16,452	15,790	15,790	17,730
42111	Social Security Matching	16,628	18,250	18,520	18,520	19,130
42211	Florida Retirement System	16,908	23,950	24,870	24,870	19,540
42311	Health Insurance	27,598	28,452	39,560	39,560	39,560
42312	Life Insurance	95	100	270	270	270
42313	Accidental Death & Disab Insurance	11	50	110	110	110
42315	Net OPEB Obligation Expense	6,415	6,145	-	-	-
42421	Workers Comp - Waterworks Oper/SLSMN Drivers (7520)	6,574	10,145	10,220	10,220	10,560
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 296,931</b>	<b>\$ 323,210</b>	<b>\$ 335,680</b>	<b>\$ 335,680</b>	<b>\$ 339,240</b>
43129	Engineering Services - Misc	14,947	7,500	5,000	10,000	10,000
43412	Pest Control Services	391	400	440	440	440
43438	Lab Test	1,080	2,500	2,000	5,350	5,350
43474	Security Services	2,093	4,000	3,000	4,510	4,510
43499	Contractual Services - Misc	23,850	15,000	20,000	20,000	20,000
44011	Travel & Training	130	1,000	500	1,470	1,470
44121	Telephone - Local	1,412	5,315	5,380	5,380	5,380
44134	Data Lines	4,456	3,152	7,400	7,400	7,400
44141	Pager Services	42	50	160	160	160
44211	Postage	4,109	500	4,000	4,000	4,000
44221	Freight Express Charges	-	-	30	30	30
44311	Electric - City Facilities	95,902	100,000	124,290	124,290	124,290
44331	Trash Removal	771	1,000	1,500	1,500	1,500
44373	Street Light Fee	37	38	100	100	50
44381	Stormwater Assessment	164	171	180	180	300
44611	Maintenance & Repairs - Bldg & Grounds	9,341	25,000	25,000	50,000	50,000
44621	Maintenance & Repairs - Equipment	78	-	1,000	1,000	1,000
44623	Maintenance & Repairs - Copiers	383	5,000	-	-	-
44631	Maintenance & Repairs - Central Garage	-	1,500	8,030	8,030	8,030
44983	Permit Fees	6,025	1,000	6,000	6,000	6,030
44999	Other Current Charges - Misc	-	-	-	-	110
45111	Office Supplies - General	386	1,000	2,300	2,300	2,150
45121	Maps & Charts	-	250	520	520	520
45141	Small Tools & Implements	326	500	500	500	500
45211	Fuel	6,789	10,000	10,000	10,000	10,000
45221	Chemicals	97,062	100,000	100,000	129,170	129,170
45222	Laboratory Supplies	4,873	5,000	7,000	7,000	7,000
45231	Clothing & Apparel	1,485	1,500	1,500	1,500	1,500
45243	Computer/Operating Supply	4,332	3,000	3,000	3,000	3,000
45247	First Aid Supplies	80	125	250	250	250
45251	Janitorial Supplies	256	500	800	800	800
45261	Raw Water	2,726,876	2,500,000	2,750,000	3,087,700	3,087,700
45289	Automotive Parts	3,382	1,500	3,380	3,380	3,380
45294	Conservation Kits & Materials	9,280	12,000	12,000	12,000	12,000

## W&S WATER PRODUCTION

401105 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
45299	Operating Supplies - Misc	847	1,500	2,420	2,420	2,420
45411	Dues & Memberships	239	275	840	840	840
45461	Books & Publications	-	-	200	200	200
<b>TOTAL OPERATING</b>		<b>\$ 3,021,424</b>	<b>\$ 2,810,276</b>	<b>\$ 3,108,720</b>	<b>\$ 3,511,420</b>	<b>\$ 3,511,480</b>
46341	Elevated Storage Tank	11,632	15,000	-	150,000	-
46344	City Well Repairs	-	-	10,000	10,000	-
46345	Ground Storage Reservoirs	-	24,750	10,000	10,000	-
46399	Improvements Other Than Bldg - Misc	-	36,417	95,000	95,000	10,000
46413	Data Processing Equipment	-	-	-	-	4,800
46415	Trucks & Trailers	-	-	41,000	41,000	-
46431	Special Purpose Equipment	41,455	15,000	5,000	5,000	14,500
<b>TOTAL CAPITAL</b>		<b>\$ 53,087</b>	<b>\$ 91,167</b>	<b>\$ 161,000</b>	<b>\$ 311,000</b>	<b>\$ 29,300</b>

**TOTAL EXPENDITURES**    **\$ 3,371,442**    **\$ 3,224,653**    **\$ 3,605,400**    **\$ 4,158,100**    **\$ 3,880,020**

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

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

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

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



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

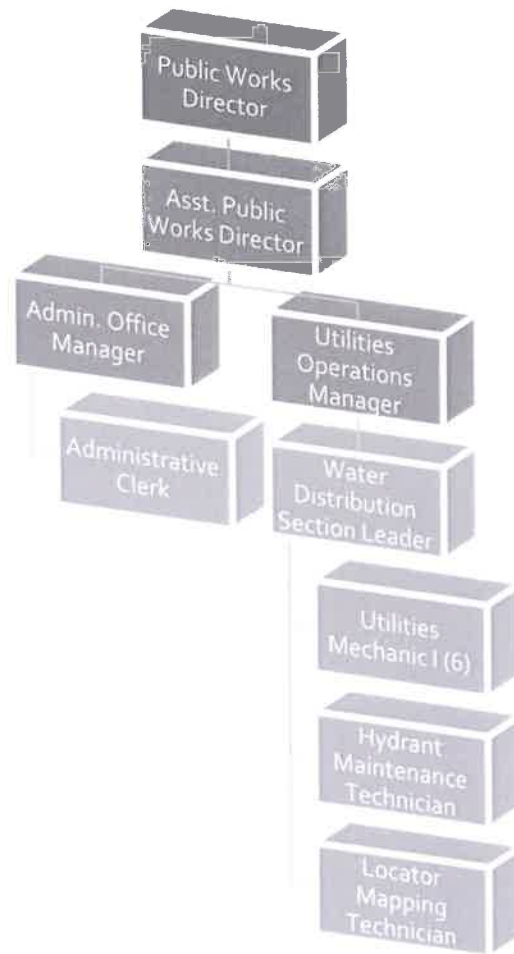
## ACCOMPLISHMENTS OF FY18

- Street Improvement 2015-2016 Project:
  - Continued and completed installing new casings for service lines in the work area ahead of contractor
- System Acquisitions:
  - Continued installing Meters and Meter boxes in Lakewood Villas. Have around 400 meters left to complete which should be completed shortly
- Continued with the proactive valve and hydrant maintenance and mapping:
  - Repaired, replaced, and raised hydrants where needed. Replaced valves as needed. Mapped and record measurements for work done or facilities located
- Continued Training:
  - Completed backflow training and certification for two employees. Completed water distribution classes and State certification. Equipment and machinery training for all personnel completed

## FY19 INITIATIVES

- Complete LWV, Barbara Ann & Silver Oaks Transition:
  - Replace all meters with our water distribution systems (pearl meters in a smooth and timely manner
  - Replace meter boxes and move them into the correct spots on the property
  - Replace leaking or broken main valves
  - GPS pin pointing of valves, blow-offs and water mains for city maps
- Watermain Valves
  - Test valves in pre-planned areas throughout the city to see which needs replacement
  - Put together a "problem valves" list to strategically repair / replace valves

- o Get a list together for valves that need to be raised / lowered and need valve pads per city specs
- Fire Hydrant Technician / Backflow Testing:
  - o Implement improvements to the fire hydrant technician and back flow testing job description
  - o Give the person proper training that they will need to be efficient and thorough
  - o Combine back flow testing & fire hydrant testing



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

## W&S WATER & RECLAIMED WATER DISTRIBUTION

401107 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
41299	Regular Full-Time Wages	230,747	239,458	247,750	247,750	249,250
41411	Overtime Wages	30,741	25,000	33,950	33,950	34,040
41511	Employee Incentives	450	500	500	500	500
41516	Health Insurance Waiver Stipend	5,100	-	-	-	-
41527	Standby Time	9,537	10,700	11,290	11,290	10,070
42111	Social Security Matching	20,621	23,060	23,320	23,320	23,250
42211	Florida Retirement System	19,959	21,550	22,910	22,910	22,940
42311	Health Insurance	37,697	45,000	39,550	39,550	76,820
42312	Life Insurance	181	400	520	520	520
42313	Accidental Death & Disab Insurance	21	160	210	210	210
42315	Net OPEB Obligation Expense	6,984	6,348	-	-	-
42421	Workers Comp - Waterworks Oper/SLSMN Drivers (7520)	7,610	11,980	11,720	11,720	11,660
42426	Workers Comp - Clerical (8810)	78	70	70	70	70
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 369,726</b>	<b>\$ 384,226</b>	<b>\$ 391,790</b>	<b>\$ 391,790</b>	<b>\$ 429,330</b>
43199	Professional Services - Misc	-	-	75,000	75,000	75,000
43442	Call Candy Services	2,623	4,000	4,000	4,000	4,000
43499	Contractual Services - Misc	17,294	25,000	20,000	20,000	20,000
44011	Travel & Training	2,374	1,000	3,600	3,600	3,600
44121	Telephone - Local	2,562	3,000	6,000	6,000	6,000
44134	Data Lines	837	1,000	2,000	2,000	2,000
44141	Pager Services	64	160	160	160	160
44211	Postage	194	750	750	750	750
44331	Trash Removal	10,308	7,548	7,500	7,500	7,500
44419	Rent - Equipment/Software	140	500	500	500	500
44571	Notary Bond	-	-	150	150	150
44611	Maintenance & Repairs - Bldg & Grounds	8,373	1,563	6,900	6,900	6,900
44621	Maintenance & Repairs - Equipment	2,277	500	2,000	2,000	2,000
44624	Maintenance & Repairs - Technical Equipment	-	-	-	-	-
44631	Maintenance & Repairs - Central Garage	5,000	15,000	10,000	10,000	10,000
45111	Office Supplies - General	749	800	800	800	800
45141	Small Tools & Implements	7,815	7,700	7,700	7,700	7,700
45211	Fuel	40,933	36,152	37,000	37,000	37,000
45225	Software License Support	5,043	2,000	5,000	5,000	5,000
45231	Clothing & Apparel	3,426	3,000	3,000	3,000	3,000
45243	Computer/Operating Supply	240	3,500	1,400	1,400	1,400
45247	First Aid Supplies	438	200	200	200	200
45271	Meters	31,770	43,520	33,000	33,000	33,000
45272	Pipe	8,097	10,000	10,000	10,000	10,000
45273	Hydrants	13,890	10,000	10,000	10,000	10,000
45274	Valves & Clamps	61,352	50,000	70,000	70,000	70,000
45279	Water & Sewer Supplies - Misc	33,421	5,000	5,000	5,000	5,000
45289	Automotive Parts	15,000	30,000	30,000	30,000	30,000
45299	Operating Supplies - Misc	17,755	17,000	15,000	15,000	15,000
45341	Sod/Seed	4,484	4,000	4,500	4,500	4,500
45399	Road Materials - Misc	4,301	10,000	10,000	10,000	10,000
45411	Dues & Memberships	90	400	400	400	400
45461	Books & Publications	114	240	240	240	240

## W&S WATER & RECLAIMED WATER DISTRIBUTION

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

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

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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
46399	<i>Improvements Other Than Buildings - Misc.</i>					
	Equipment Maintenance & Repair	10,000	10,000	10,000	10,000	10,000
	<b>TOTAL</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
46415	<i>Trucks and Trailers</i>					
	Ford F550 Service Truck w/ Liftgate to Replace #119 (R&R)	-	4,000	4,000	4,000	4,000
	Ford F550 Service Truck w/ Liftgate to Replace #120 (R&R)	-	4,000	4,000	4,000	4,000
	Ford F450 Flat Bed Dump Truck to Replace #107 (R&R)	-	3,000	3,000	3,000	3,000
	Ford F450 Flat Bed Dump Truck to Replace #63 (R&R)	-	15,000	60,000 (a)	4,000	4,000
	Ford F450 Service Truck w/ Utility Body and Lift Gate #66 (R&R)	-	13,000	13,000	13,000	65,000 (c)
	Ford F450 Service Truck w/ Utility Body and Lift Gate to Replace #101 (R&R)	-	4,000	4,000	4,000	4,000
	Ford F550 Service Truck w/ Crane to Replace #121 (R&R)	-	4,500	4,500	4,500	4,500
	Ford T-250 Transit Cargo Van to Replace #123 (R&R)	-	3,000	3,000	3,000	3,000
	<b>TOTAL</b>	<b>-</b>	<b>50,500</b>	<b>95,500</b>	<b>39,500</b>	<b>91,500</b>
46416	<i>Heavy Equipment</i>					
	Pipe Hunter VacHunter Truck Mounted #77 (R&R)	-	7,000	7,000	7,000	7,000
	John Deere Payloader #7 (R&R)	-	30,000	30,000	30,000	30,000
	CAT Backhoe #14 (R&R)	-	16,000	16,000	16,000	16,000
	Bobcat Track Loader T-190 #70 (R&R)	-	10,000	10,000	10,000	10,000
	Dump F700 Truck #18 (R&R)	-	13,000	13,000	75,000 (b)	8,000
	Horizontal Boring Missile - Pneumatic	-	1,500	1,500	1,500	1,500
	<b>TOTAL</b>	<b>-</b>	<b>77,500</b>	<b>77,500</b>	<b>139,500</b>	<b>72,500</b>

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

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



## W&S NON-CLASSIFIED

401108					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	FY18-19
43111	City Attorney Services	5,045	10,362	5,000	5,000	5,000
43114	Master Utility Plan Upgrade	-	-	10,000	10,000	-
43199	Professional Services - Misc	-	-	3,000	10,000	10,000
43211	Annual Audit Services	15,308	17,482	24,000	17,500	25,000
43221	Rate Study	-	9,930	-	11,000	-
44511	Liability Insurance - Comp. General	21,784	28,916	30,000	20,000	30,000
44521	Buildings & Contents Insurance	25,996	20,920	25,000	25,000	25,000
44522	Pollution Insurance	4,305	4,268	1,000	1,000	1,000
44523	Automobile and Truck Insurance	28,935	23,943	27,000	21,000	30,000
44590	Insurance - Misc	-	-	-	1,000	1,000
44999	Other Current Charges - Misc	4,613	14,761	15,000	10,000	15,000
<b>TOTAL OPERATING</b>		<b>\$ 105,986</b>	<b>\$ 130,582</b>	<b>\$ 140,000</b>	<b>\$ 131,500</b>	<b>\$ 142,000</b>
49941	Write-Off of Bad Debts	6,071	-	-	-	-
<b>TOTAL NON-OPERATING</b>		<b>\$ 6,071</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**TOTAL EXPENDITURES \$ 112,057 \$ 130,582 \$ 140,000 \$ 131,500 \$ 142,000**



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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

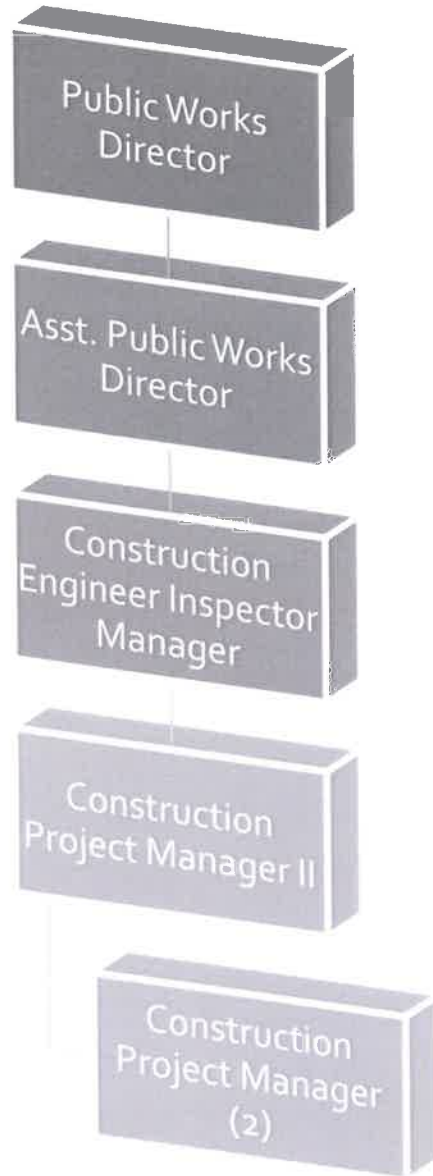
It is the responsibility of the Construction Services Division to design and construct capital projects, in accordance with the City's Capital Improvement Program and master plans.

## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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



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

## W&S CONSTRUCTION SERVICES

401109						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET		
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	AMOUNT	
						FY18-19	
41210	Regular Exempt Salaries	54,649	55,942	56,350	56,350	57,330	
41299	Regular Full-Time Wages	118,076	121,650	122,950	122,950	125,090	
41411	Overtime Wages	10,014	10,920	11,090	11,090	11,280	
41511	Employee Incentives	200	200	200	200	200	
41516	Health Insurance Waiver Stipend	2,220	-	-	-	-	
42111	Social Security Matching	13,964	14,110	14,580	14,580	14,840	
42211	Florida Retirement System	13,567	14,110	14,890	14,890	15,150	
42311	Health Insurance	18,566	23,370	31,650	31,650	31,650	
42312	Life Insurance	82	100	220	220	220	
42313	Accidental Death & Disab Insurance	10	50	90	90	90	
42315	Net OPEB Obligation Expense	4,850	4,356	-	-	-	
42432	Workers Comp - Municipal Class (9410)	9,865	10,156	14,260	14,260	14,500	
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 246,063</b>	<b>\$ 254,964</b>	<b>\$ 266,280</b>	<b>\$ 266,280</b>	<b>\$ 270,350</b>	
43499	Contractual Services - Misc	1,342	1,500	1,500	1,500	1,500	
44011	Travel & Training	1,224	1,800	1,800	1,800	1,800	
44121	Telephone - Local	2,030	2,000	2,000	2,000	2,000	
44134	Data Lines	314	1,800	1,800	1,800	1,800	
44211	Postage	2	150	150	150	150	
44611	Maintenance & Repairs - Bldg & Grounds	-	500	500	500	500	
44623	Maintenance & Repairs - Copiers	1,969	3,300	3,300	3,300	3,300	
44631	Maintenance & Repairs - Central Garage	-	1,000	1,000	1,000	1,000	
45111	Office Supplies - General	476	400	400	400	400	
45141	Small Tools & Implements	56	300	300	300	300	
45211	Fuel	9,857	7,500	7,800	7,800	7,800	
45225	Software License Support	6,206	6,000	6,000	6,000	6,000	
45231	Clothing & Apparel	540	1,000	1,000	1,000	1,000	
45243	Computer/Operating Supply	122	1,000	1,000	1,000	1,000	
45289	Automotive Parts	6,014	5,000	5,000	5,000	5,000	
45299	Operating Supplies - Misc	1,127	1,200	1,200	1,200	1,200	
45411	Dues & Memberships	-	200	200	200	200	
<b>TOTAL OPERATING</b>		<b>\$ 31,279</b>	<b>\$ 34,650</b>	<b>\$ 34,950</b>	<b>\$ 34,950</b>	<b>\$ 34,950</b>	
46415	Trucks & Trailers	24,677	-	16,500	16,500	-	
<b>TOTAL CAPITAL</b>		<b>\$ 24,677</b>	<b>\$ -</b>	<b>\$ 16,500</b>	<b>\$ 16,500</b>	<b>\$ -</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$ 302,019</b>	<b>\$ 289,614</b>	<b>\$ 317,730</b>	<b>\$ 317,730</b>	<b>\$ 305,300</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

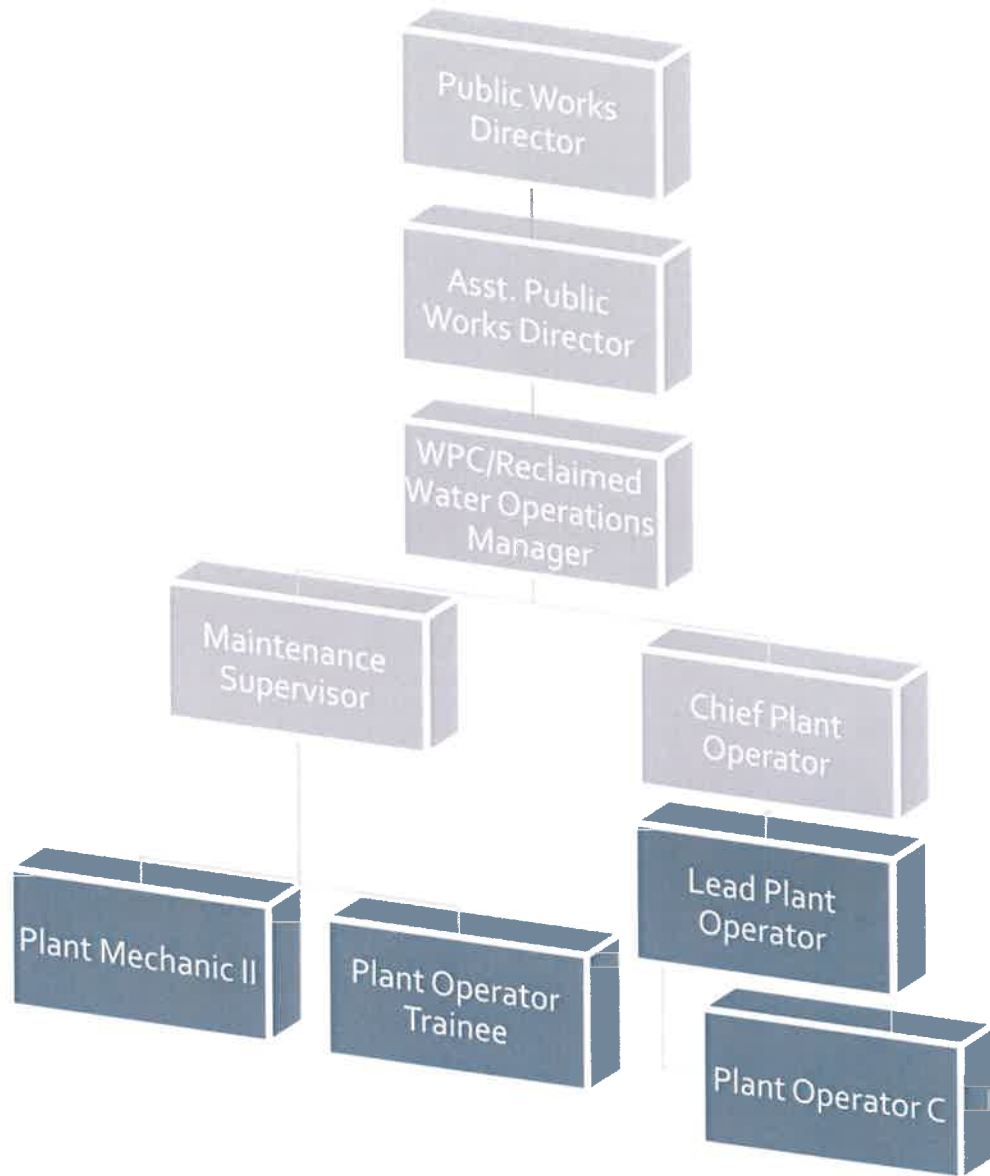
The Reclaimed Water Production Division is responsible for the operation of the wastewater treatment plant and producing and providing reclaimed water for beneficial reuse.

## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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



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

## W&S RECLAIMED WATER PRODUCTION

401111 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
41299	Regular Full-Time Wages	140,515	143,542	146,720	146,720	148,240
41411	Overtime Wages	4,450	6,000	6,240	6,240	6,320
41511	Employee Incentives	200	200	200	200	200
41527	Standby Time	8,353	11,530	9,580	9,580	9,750
41529	Meal Allowance	-	-	150	150	150
42111	Social Security Matching	11,309	11,309	12,460	12,460	12,600
42211	Florida Retirement System	11,070	11,070	12,710	12,710	12,850
42311	Health Insurance	32,638	32,638	31,650	31,650	31,650
42312	Life Insurance	82	150	220	220	220
42313	Accidental Death & Disab Insurance	10	75	90	90	90
42315	Net OPEB Obligation Expense	5,648	5,412	-	-	-
42422	Workers Comp - Sewage Disp/Plant/Oper/Drivers (7580)	3,837	5,470	5,930	5,930	6,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 218,112</b>	<b>\$ 227,396</b>	<b>\$ 225,950</b>	<b>\$ 225,950</b>	<b>\$ 228,070</b>
43438	Lab Test	11,350	12,000	12,000	12,000	125,000
43499	Contractual Services - Misc	-	270	270	270	270
44011	Travel & Training	-	1,790	1,790	1,790	1,790
44211	Postage	-	-	30	30	30
44311	Electric - City Facilities	221,127	225,000	225,000	225,000	225,000
44599	Insurance	-	1,000	1,000	1,000	1,000
44611	Maintenance & Repairs - Bldg & Grounds	43,034	41,000	41,000	41,000	41,000
44621	Maintenance & Repairs - Equipment	5,155	3,800	3,800	3,800	3,800
44661	Maintenance & Repairs - Physical Plant	-	-	-	-	-
44951	Excess Reclaimed Water Expense	-	-	-	85,000	50,000
45111	Office Supplies - General	72	100	100	100	100
45225	Chemicals	64,234	79,750	90,640	90,640	90,640
45222	Laboratory Supplies	199	200	200	200	200
45231	Clothing & Apparel	1,064	1,450	1,450	1,450	1,450
45251	Janitorial Supplies	209	220	220	220	220
45299	Operating Supplies - Misc	497	500	500	500	500
45411	Dues & Memberships	-	300	300	300	300
<b>TOTAL OPERATING</b>		<b>\$ 346,941</b>	<b>\$ 367,380</b>	<b>\$ 378,300</b>	<b>\$ 463,300</b>	<b>\$ 541,300</b>
46299	Building Improvements	-	-	10,000	10,000	10,000
46399	Improvements Other than Buildings	-	-	10,000	10,000	125,000
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 135,000</b>

**TOTAL EXPENDITURES**    **\$ 565,053**    **\$ 594,776**    **\$ 624,250**    **\$ 709,250**    **\$ 904,370**

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

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

**DIVISION TOTAL**    \$ 135,000    \$ 30,000    \$ 90,000    \$ 90,000    \$ 30,000

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

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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

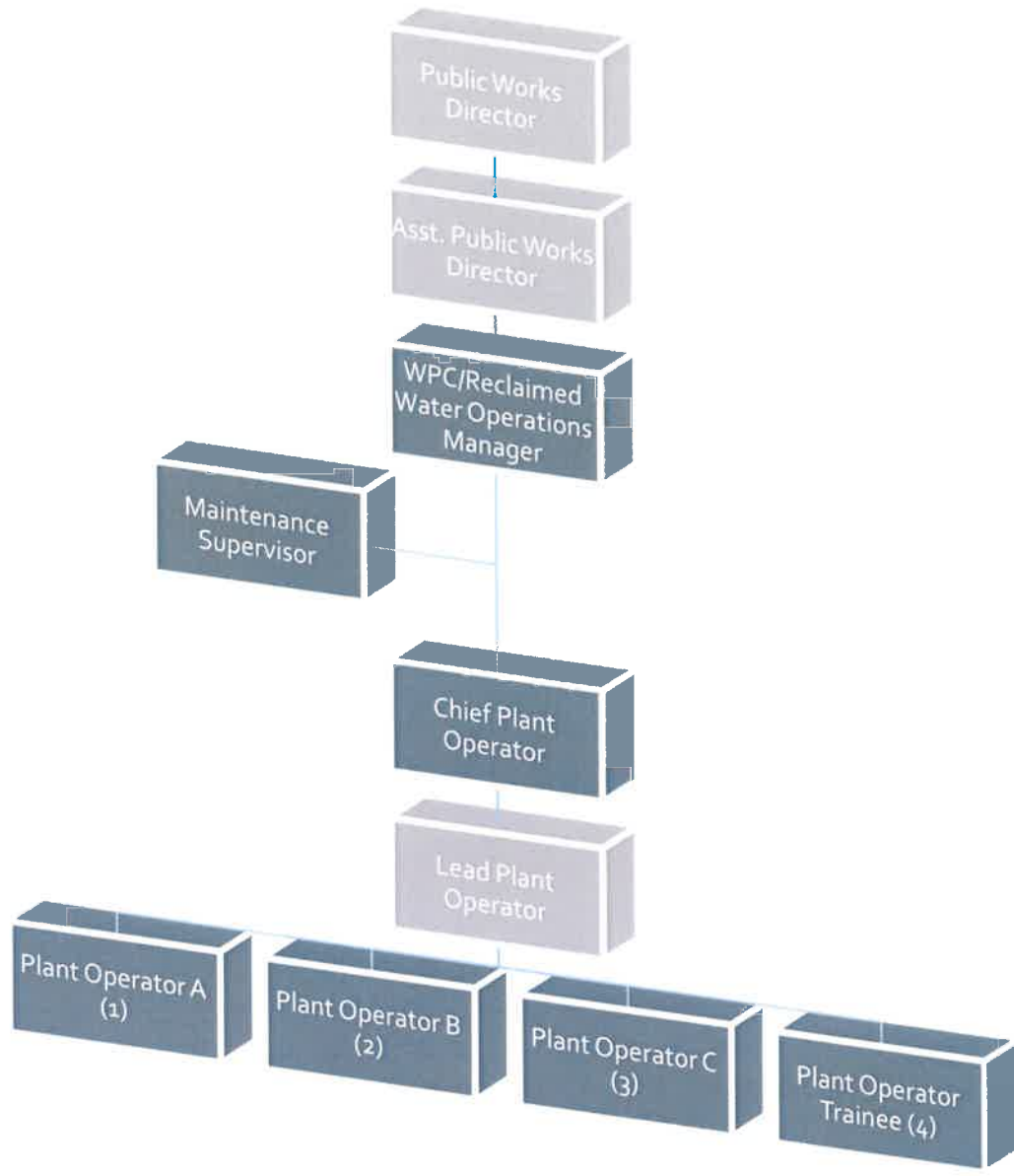
The Reclaimed Water Production Division is responsible for the operation of the wastewater treatment plant and producing and providing reclaimed water for beneficial reuse.

## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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



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

## W&S WATER POLLUTION CONTROL

401112 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
41112	Division Head Salaries	74,368	68,950	70,000	70,000	71,220
41299	Regular Full-Time Wages	447,496	464,940	472,470	472,470	454,050
41411	Overtime Wages	25,671	25,480	25,900	25,900	24,890
41511	Employee Incentives	700	650	650	650	650
41516	Health Insurance Waiver Stipend	3,450	-	-	-	-
41522	Education Incentive Pay	600	600	-	-	600
41527	Standby Time	11,603	11,790	11,970	11,970	12,180
41529	Meal Allowance	126	270	270	270	270
42111	Social Security Matching	42,107	47,200	44,470	44,470	43,140
42211	Florida Retirement System	37,156	39,160	41,200	41,200	37,320
42214	Defined Contribution Plan	7,810	8,250	8,380	8,380	8,520
42311	Health Insurance	77,142	72,040	87,030	87,030	102,860
42312	Life Insurance	260	550	700	700	700
42313	Accidental Death & Disab Insurance	31	220	290	290	290
42315	Net OPEB Obligation Expense	13,145	-	-	-	-
42422	Workers Comp - Sewage Disp/Plant/Oper/Drivers (7580)	12,157	11,550	18,630	18,630	18,630
42432	Workers Comp - Municipal Class (9410)	3,526	5,160	5,240	5,240	5,240
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 757,348</b>	<b>\$ 756,810</b>	<b>\$ 787,200</b>	<b>\$ 787,200</b>	<b>\$ 780,560</b>
43129	Engineering Services - Misc	48,306	55,000	40,000	55,000	70,000
43199	Professional Services - Misc	1,849	5,000	5,000	5,000	5,000
43412	Pest Control Services	391	420	420	420	420
43438	Lab Test	5,885	12,000	10,000	12,000	12,000
43499	Contractual Services - Misc	5,340	6,500	6,500	6,500	6,500
44011	Travel & Training	2,402	2,400	2,400	2,400	2,400
44121	Telephone - Local	1,283	1,100	1,100	1,100	1,100
44134	Data Lines	4,456	4,680	4,680	4,680	4,680
44141	Pager Services	128	140	140	140	140
44211	Postage	178	130	130	130	130
44221	Freight Express Charges	231	300	300	300	300
44311	Electric - City Facilities	211,416	177,867	215,000	315,000	315,000
44331	Trash Removal	7,288	10,000	10,000	10,000	10,000
44351	Water & Sewer - City	20,138	27,500	27,500	27,500	27,500
44361	Sludge Removal	288,864	288,864	370,000	330,000	410,000
44373	Street Light Fee	260	260	260	260	280
44381	Stormwater Assessment	2,690	2,690	2,690	2,690	2,750
44419	Rent - Equipment/Software	2,190	2,000	2,000	2,000	2,000
44511	Liability Insurance - Comp. General	8,245	7,570	7,570	7,570	10,850
44521	Building & Contents Insurance	143,852	133,040	138,340	138,340	138,340
44522	Pollution Insurance	4,305	4,400	10,000	10,000	7,000
44523	Automobile & Truck Insurance	2,861	2,670	2,670	2,670	3,200
44525	Flood Insurance	15,825	13,900	13,900	13,900	13,900
44611	Maintenance & Repairs - Bldg & Grounds	134,654	98,250	98,250	98,250	98,250
44621	Maintenance & Repairs - Equipment	11,256	12,280	12,280	12,280	12,280
44623	Maintenance & Repairs - Copiers	423	510	510	510	510
44631	Maintenance & Repairs - Central Garage	-	4,700	4,700	4,700	4,700
44661	Maintenance & Repairs - Physical Plant	-	20,000	-	-	-
44983	Permit Fees	1,050	1,000	1,000	1,000	12,000

## W&S WATER POLLUTION CONTROL

401112 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
45111	Office Supplies - General	542	1,500	1,500	1,500	1,500
45141	Small Tools & Implements	1,958	2,000	2,000	2,000	2,000
45211	Fuel	8,389	15,000	25,000	25,000	25,000
45221	Chemicals	111,578	139,920	120,000	120,000	120,000
45222	Laboratory Supplies	10,172	10,000	10,000	10,000	10,000
45231	Clothing & Apparel	3,280	3,480	3,480	3,480	3,480
45243	Computer/Operating Supply	550	5,600	5,600	5,600	5,600
45247	First Aid Supplies	51	400	400	400	400
45251	Janitorial Supplies	3,055	3,800	3,800	3,800	3,800
45289	Automotive Parts	7,382	10,000	10,000	10,000	10,000
45299	Operating Supplies - Misc	1,986	3,000	3,000	3,000	3,000
45411	Dues & Memberships	-	1,300	1,300	1,300	1,300
45461	Books & Publications	-	150	150	150	150
<b>TOTAL OPERATING</b>		<b>\$ 1,074,709</b>	<b>\$ 1,091,321</b>	<b>\$ 1,173,570</b>	<b>\$ 1,250,570</b>	<b>\$ 1,357,460</b>
46299	Building Improvements	-	7,500	20,000	20,000	20,000
46399	Improvements Other Than Bldg - Misc	166,402	-	155,000	155,000	28,500
46415	Trucks & Trailers	-	-	61,700	61,700	41,000
46431	Special Purpose Equipment	9,593	9,593	6,500	6,500	-
<b>TOTAL CAPITAL</b>		<b>\$ 175,995</b>	<b>\$ 17,093</b>	<b>\$ 243,200</b>	<b>\$ 243,200</b>	<b>\$ 89,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,008,052</b>	<b>\$ 1,865,224</b>	<b>\$ 2,203,970</b>	<b>\$ 2,280,970</b>	<b>\$ 2,227,520</b>

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

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
4,6299	<i>Building Improvements</i>					
	Structural Maintenance & Repair (R&R)	20,000	20,000	20,000	20,000	20,000
	Concrete Joint Rehab on Aeration Tanks	-	30,000 (a)	-	-	-
	<b>TOTAL</b>	<b>20,000</b>	<b>50,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
4,6399	<i>Improvements Other than Buildings</i>					
	Standby Power Equipment (R&R)	-	20,000	20,000	20,000	20,000
	Equipment Maintenance & Repair	15,000	15,000	15,000	15,000	15,000
	Process Equipment (R&R)	-	40,000	40,000	20,000	20,000
	Replace Golf Cart	13,500	-	-	-	-
	Replace Clarifiers (2)	-	80,000 (b)	80,000	-	-
	Replace Aerator Gear Boxes (2)	-	120,000 (c)	120,000	-	-
	<b>TOTAL</b>	<b>28,500</b>	<b>75,000</b>	<b>275,000</b>	<b>55,000</b>	<b>55,000</b>
4,6415	<i>Trucks &amp; Trailers</i>					
	Ford F250 3/4 Ton Supercab #128 (R&R)	-	3,000	3,000	3,000	3,000
	Mack Truck Tractor Trailer #9 (R&R)	-	3,000	3,000	3,000	3,000
	Ford F250 3/4 Ton Pick-up #81 (R&R)	41,000	7,000	7,000	7,000	7,000
	Ford F550 Flat Bed w/ Knuckle Crane #46 (R&R)	-	6,500	6,500	6,500	6,500
	Ford F250 3/4 Ton Supercab Pick-up #112 (R&R)	-	3,200	3,200	3,200	3,200
	<b>TOTAL</b>	<b>41,000</b>	<b>22,700</b>	<b>22,700</b>	<b>22,700</b>	<b>22,700</b>

**DIVISION TOTAL    \$ 89,500    \$ 147,700    \$ 317,700    \$ 97,700    \$ 97,700**

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



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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.

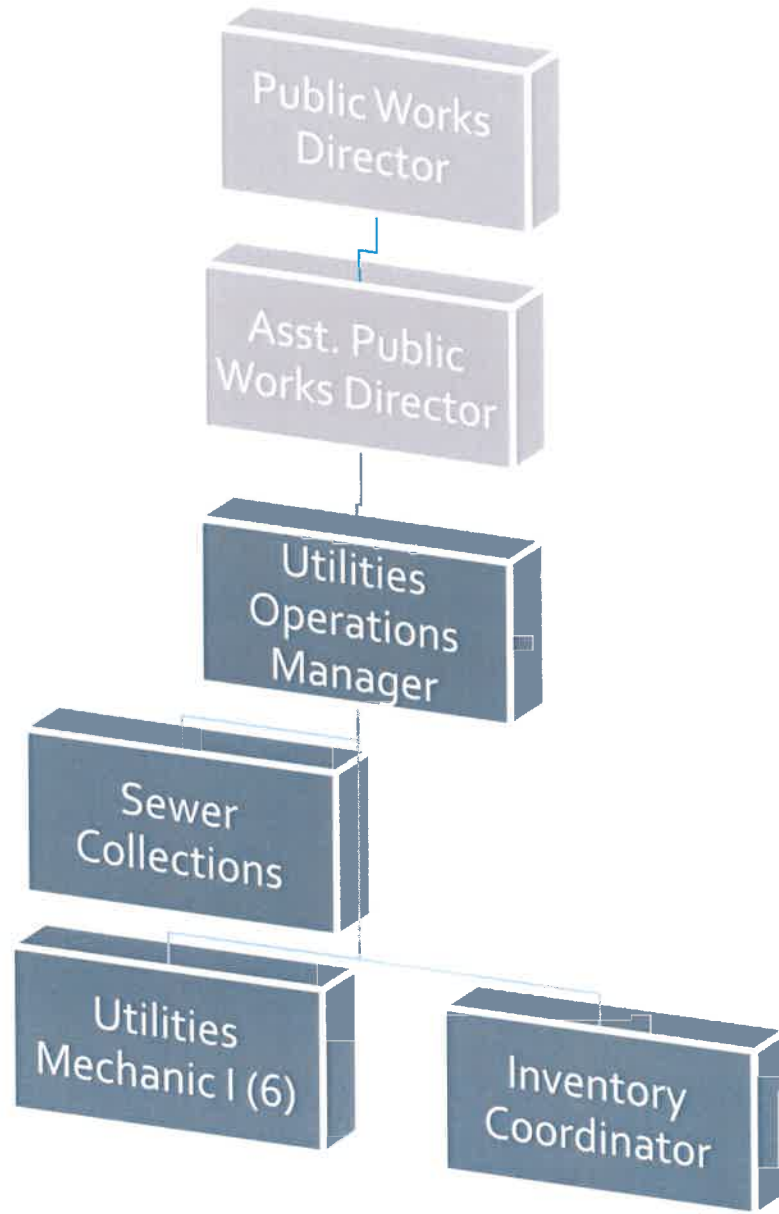
## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

- Complete Communication Upgrades:
  - SCADA Upgrades
  - Install antenna towers at each lift station
  - Lift station panel upgrades with new PLC's
  - SCADA Room "Command Center" computer and monitor set up
- Complete Inflow / Infiltration Phase 2:
  - Repair broken cleanouts
  - Complete the installation of manhole pans to prevent inflow
  - Remove storm lines that have been connected to the system
- Continue Sanitary Sewer Pipe Lining:
  - Cleaning and camera work of the lines will be done in coordination with this project
  - Identify deficient sanitary sewer lines
  - Prioritize deficient sanitary sewer lines and create a data base
  - Complete bid documents, specification sheets, and oversee the project implementation

- Complete Submersible Pump Tests:
  - Wilo and Flygt pump lift station pilot test first year conclusion
  - Monitor the power usage for efficiency
  - Keep a very detailed log of the pumps performance and issues
  - Make an informed decision for the city specs for future use



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY17-18	FY18-19
Utilities Operations Manager	1	1	1
Section Leader	0	1	1
Utilities Mechanic I	5	6	6
Inventory Coordinator	1	1	1
<b>Total</b>	<b>7</b>	<b>9</b>	<b>9</b>

## W&S SEWER COLLECTION

401113					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-8	FY17-18	FY18-19
41210	Regular Exempt Salaries	42,680	43,568	44,390	44,390	41,600
41299	Regular Full-Time Wages	140,945	142,123	197,730	197,730	200,310
41411	Overtime Wages	36,153	36,153	42,780	42,780	43,340
41511	Employee Incentives	400	400	450	450	450
41516	Health Insurance Waiver Stipend	1,800	1,800	-	-	-
41522	Education Incentive Pay	1,100	1,100	-	-	-
41527	Standby Time	9,751	9,751	12,580	12,580	12,730
41529	Meal Allowance	54	54	-	-	-
42111	Social Security Matching	17,507	17,507	22,790	22,790	22,830
42211	Florida Retirement System	16,698	16,698	23,260	23,260	23,300
42311	Health Insurance	34,464	34,464	55,390	55,390	71,210
42312	Life Insurance	129	129	490	490	490
42313	Accidental Death & Disab Insurance	15	15	200	200	200
42315	Net OPEB Obligation Expense	7,995	7,995	-	-	-
42422	Workers Comp - Sewage Disp/Plant/Oper/Drivers (7580)	5,644	5,644	10,340	10,340	9,670
42435	Workers Comp - Storage Warehouse Inventory (8292)	1,375	1,375	1,120	1,120	1,810
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 316,710</b>	<b>\$ 318,776</b>	<b>\$ 411,520</b>	<b>\$ 411,520</b>	<b>\$ 427,940</b>
43199	Professional Services - Misc	-	1,000	5,000	100,000	50,000
43432	Inspector Services	-	-	800	800	800
43499	Contractual Services - Misc	14,521	6,376	17,500	22,000	22,000
44011	Travel & Training	2,913	402	2,940	2,940	3,050
44121	Telephone - Local	4,323	2,682	3,000	3,000	3,000
44134	Data Lines	2,684	1,390	5,000	5,000	5,000
44141	Pager Services	104	41	80	80	80
44211	Postage	300	31	350	350	350
44311	Electric - City Facilities	81,412	40,788	80,000	80,000	80,000
44331	Trash Removal	12,753	5,670	12,000	12,000	12,000
44381	Stormwater Assessment	-	48	60	60	60
44419	Rent - Equipment/Software	2,567	-	2,000	2,000	2,000
44611	Maintenance & Repairs - Bldg & Grounds	57,973	2,705	60,000	140,000	140,000
44621	Maintenance & Repairs - Equipment	5,090	7,053	14,000	14,000	14,000
44631	Maintenance & Repairs - Central Garage	-	10,090	20,000	20,000	20,000
45111	Office Supplies - General	551	956	900	900	900
45141	Small Tools & Implements	5,183	474	6,850	6,850	6,850
45211	Fuel	43,708	32,412	30,000	30,000	30,000
45221	Chemicals	2,004	-	5,000	5,000	5,000
45225	Software License Support	7,987	2,259	5,000	5,000	5,000
45231	Clothing & Apparel	2,311	2,508	2,400	2,400	2,400
45243	Computer/Operating Supply	-	1,023	1,500	1,500	1,500
45247	First Aid Supplies	136	-	300	300	300
45272	Pipe	3,561	1,675	7,000	7,000	7,000
45274	Valves & Clamps	3,576	467	20,000	20,000	20,000
45289	Automotive Parts	71,394	56,198	17,000	17,000	17,000
42599	Operating Supplies - Misc	8,739	8,121	15,000	15,000	15,000
45341	Sod/Seed	427	203	3,000	3,000	3,000
45399	Road Materials - Misc	2,449	1,450	6,000	6,000	6,000

## W&S SEWER COLLECTION

401113 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-8	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
45411	Dues & Memberships	90	60	300	300	300
45461	Books & Publications	376	50	200	200	200
<b>TOTAL OPERATING</b>		<b>\$ 337,132</b>	<b>\$ 186,132</b>	<b>\$ 343,180</b>	<b>\$ 522,680</b>	<b>\$ 472,790</b>
46399	Improvements Other Than Bldg - Misc	38,013	-	25,000	25,000	40,000
46413	Data Processing Equipment	-	-	1,600	1,600	-
46415	Trucks & Trailers	-	-	243,700	243,700	177,380
46416	Heavy Equipment	-	8,981	60,000	60,000	-
46417	Communications Equipment	338,513	87,619	170,000	170,000	100,000
46431	Special Purpose Equipment	7,167	-	41,000	41,000	-
<b>TOTAL CAPITAL</b>		<b>\$ 383,693</b>	<b>\$ 96,600</b>	<b>\$ 541,300</b>	<b>\$ 541,300</b>	<b>\$ 317,380</b>

**TOTAL EXPENDITURES**    **\$ 1,037,535**    **\$ 601,508**    **\$ 1,296,000**    **\$ 1,475,500**    **\$ 1,218,110**

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

EXP CODE	CLASSIFICATION	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
46399	<i>Improvements Other than Buildings</i>					
	Lift Stations Control Panel Upgrades (2)	25,000	25,000	25,000	25,000	25,000
	Equipment Maintenance & Repairs	15,000	15,000	15,000	15,000	15,000
	<b>TOTAL</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
46413	<i>Data Processing Equipment</i>					
	Laptop	-	1,600	-	-	-
	Desktop	-	-	2,800	-	2,800
	<b>TOTAL</b>	<b>-</b>	<b>1,600</b>	<b>2,800</b>	<b>-</b>	<b>2,800</b>
46415	<i>Trucks and Trailers</i>					
	Vacuum Sewer Cleaner to Replace #127 (Lease Payment)	89,380	89,380	89,380	89,380	89,380
	Utility Line CCTV Inspection Truck (R&R)	-	5,000	5,000	5,000	5,000
	Service Truck w/ Utility Body/Crane to Replace #108 (R&R)	-	6,200	6,200	6,200	6,200
	Ford F250 Service Truck to Replace #113 (R&R)	-	4,500	4,500	4,500	4,500
	Service Truck w/ Utility Body/Crane to Replace #129 (R&R)	-	4,400	4,400	4,400	4,400
	Ford F550 Service Truck w/ Utility Body to Replace #82 (R&R)	-	4,400	4,400	4,400	4,400
	F550 Service Truck w/ Utility Body/Crane	88,000	4,400	4,400	4,400	4,400
	<b>TOTAL</b>	<b>177,380</b>	<b>118,280</b>	<b>118,280</b>	<b>118,280</b>	<b>118,280</b>
46416	<i>Heavy Equipment</i>					
	Backhoe to Replace #27 (R&R)	-	26,000	26,000	26,000	26,000
	Standby Power Equipment (R&R)	-	6,500	6,500	6,500	6,500
	480V Mobile Standby Generator Trailer (R&R)	-	11,000	11,000	11,000	11,000
	Mid-size Excavator to Replace #105 (R&R)	-	7,500	7,500	7,500	7,500
	Compact Excavator (R&R)	-	9,000	9,000	9,000	9,000
	<b>TOTAL</b>	<b>-</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
46417	<i>Communication Equipment</i>					
	SCADA Comm. System Upgrades	100,000	-	-	-	-
	<b>TOTAL</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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



## NON-EXPENDITURE DISBURSEMENTS

401580 EXP CODE CLASSIFICATION	ACTUAL FY15-16	ESTIMATE FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
401581					
49150 Transfer to General Fund - TBW Interest	398,303	387,970	387,320	387,320	328,730
49151 Transfer to General Fund	3,045,975	3,620,090	3,217,380	3,217,380	3,077,690
49154 Transfer to General Fund - PILOFF	560,000	560,000	560,000	560,000	560,000
49155 Transfer to W&S Debt Service Fund	732,003	731,400	797,180	797,180	723,750
49156 Transfer to W&S R&R Fund	128,153	200,000	708,400	708,400	-
49157 Transfer to W&S Construction Fund	-	300,000	300,000	300,000	300,000
<b>TOTAL TRANSFERS</b>	<b>\$ 4,864,434</b>	<b>\$ 5,799,460</b>	<b>\$ 5,970,280</b>	<b>\$ 5,970,280</b>	<b>\$ 4,990,170</b>
401584					
49421 Reserves - Contingency	-	-	-	50,000	300,000
49424 Reserves - Sick Leave	42,156	45,000	50,000	50,000	65,000
<b>TOTAL RESERVES</b>	<b>\$ 42,156</b>	<b>\$ 45,000</b>	<b>\$ 50,000</b>	<b>\$ 100,000</b>	<b>\$ 365,000</b>
<b>TOTAL NON- EXPENDITURES</b>	<b>\$ 4,906,590</b>	<b>\$ 5,844,460</b>	<b>\$ 6,020,280</b>	<b>\$ 6,070,280</b>	<b>\$ 5,355,170</b>
<b>TOTAL WATER &amp; SEWER EXPENDITURES</b>	<b>\$ 13,101,708</b>	<b>\$ 13,367,758</b>	<b>\$ 15,154,220</b>	<b>\$ 16,089,920</b>	<b>\$ 14,853,620</b>



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# WATER & SEWER – RENEWAL & REPLACEMENT

## WATER & SEWER RENEWAL & REPLACEMENT FUND

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

## W & S RENEWAL & REPLACEMENT

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

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



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# WATER & SEWER – DEBT SERVICE

## WATER & SEWER DEBT SERVICE FUND

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

## W & S DEBT SERVICE

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

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



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# WATER & SEWER – SEWER ASSESSMENT

## WATER & SEWER SEWER ASSESSMENT FUND

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

## W & S SEWER ASSESSMENT

404404 EXP CODE	CLASSIFICATION	ACTUAL FY16-17	ACTUAL FY17-18	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
404535		-	-	-	-	-
463XX	Lakewood Villa	-	-	-	-	-
463XX	Treasure Island	-	-	-	-	-
<b>TOTAL W &amp; S SEWER ASSESSMENT</b>		-	-	-	-	-

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

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# WATER & SEWER – CONSTRUCTION

## WATER & SEWER CONSTRUCTION FUND

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

## W & S CONSTRUCTION

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

## W & S CONSTRUCTION

405-0405 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
405535						
46381	Contractor Payments				300,000	300,000
46391	Engineering Services				30,000	30,000
	<b>TOTAL POTABLE &amp; RECLAIMED WATER SYSTEM IMPROVEMENTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 330,000</b>	<b>\$ 330,000</b>
953-535						
46381	Contractor Payments	-	-	-	300,000	820,000
46391	Engineering Services	-	-	-	30,000	92,000
	<b>TOTAL SEWER SYSTEM EXTENSION</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 330,000</b>	<b>\$ 912,000</b>
405533						
46381	Contractor Payments		754,693	-		986,000
46391	Engineering Services	-	21,953	-	-	-
	<b>TOTAL UTILITY WATER SERVICE</b>	<b>\$ -</b>	<b>\$ 776,646</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 986,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,266,324</b>	<b>\$ 1,143,037</b>	<b>\$ 164,908</b>	<b>\$ 2,675,000</b>	<b>\$ 4,115,000</b>

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

CLASSIFICATION	FY FY18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
<i>Building Improvements</i>					
Fleet Purchasing Warehouse (Needs Assessment)	102,000	-	-	-	-
Fleet Purchasing Warehouse (Construction)	-	500,000	-	-	-
<b>TOTAL</b>	<b>102,000</b>	<b>500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>City Facility Irrigation Expansion</i>					
Misc. ROW & Facility Irrigation	25,000	25,000	-	-	-
Grey Preserve Reclaimed Expansion (Engineering)	-	30,000	-	-	-
Grey Preserve Reclaimed Expansion (Construction)	-	-	300,000	-	-
<b>TOTAL</b>	<b>25,000</b>	<b>55,000</b>	<b>300,000</b>	<b>-</b>	<b>-</b>
<i>Utility Purchase</i>					
Orangewood Lakes Utility Acquisition	986,000	-	-	-	-
<b>TOTAL</b>	<b>986,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Potable &amp; Reclaimed Water Extensions</i>					
Potable & Reclaimed Water Extension (Engineering)	30,000	30,000	30,000	30,000	30,000
Potable & Reclaimed Water System Extension (Construction)	200,000	300,000	300,000	300,000	300,000
Bulk Meter Backflow Prevention Upgrades	50,000	50,000	50,000	50,000	50,000
2019 Orangewood Lakes Water System Improvements (Engineering)	-	55,000	-	-	-
2019 Orangewood Lakes Water System Improvements (Construction)	-	550,000	-	-	-
<b>TOTAL</b>	<b>280,000</b>	<b>985,000</b>	<b>380,000</b>	<b>380,000</b>	<b>380,000</b>
<i>Potable &amp; Reclaimed Water System Improvements</i>					
Potable & Reclaimed Water System Improvements (Engineering)	30,000	30,000	30,000	30,000	30,000
Potable & Reclaimed Water System Improvements (Construction)	300,000	300,000	300,000	300,000	300,000
2020/2021 Water Utility System Improvements (Engineering)	-	70,000	-	-	-
2020/2021 Water Utility System Improvements (Construction)	-	-	750,000	-	-
2021/2022 Water Utility System Improvements (Engineering)	-	-	-	70,000	-
2021/2022 Water Utility System Improvements (Construction)	-	-	-	-	750,000
<b>TOTAL</b>	<b>330,000</b>	<b>400,000</b>	<b>1,080,000</b>	<b>400,000</b>	<b>1,080,000</b>
<i>Rehabilitation Programs</i>					
Sewer Main & Manhole Rehab/Lining Project	200,000	300,000	300,000	300,000	300,000
<b>TOTAL</b>	<b>200,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<i>Sewer Improvements</i>					
2015/2016 Sewer Utility Improvements (Engineering)	30,000	-	-	-	-

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

CLASSIFICATION	FY FY18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
2015/2016 Sewer Utility Improvements (Construction)	1,150,000	-	-	-	-
2018/2019 Sewer Utility Improvements (Engineering)	100,000	-	-	-	-
2018/2019 Sewer Utility Improvements (Construction)	-	1,150,000	-	-	-
2020/2021 Sewer Utility Improvements (Engineering)	-	-	100,000	-	100,000
2020/2021 Sewer Utility Improvements (Construction)	-	-	-	1,150,000	-
2022/2023 Sewer Utility Improvements (Engineering)	-	-	-	-	100,000
<b>TOTAL</b>	<b>1,280,000</b>	<b>1,150,000</b>	<b>100,000</b>	<b>1,150,000</b>	<b>100,000</b>
<i>Sewer System Extensions</i>					
Sewer System Extensions (Engineering)	30,000	30,000	30,000	30,000	30,000
Sewer System Extensions (Construction)	200,000	300,000	300,000	300,000	300,000
2018 Orangewood Lakes Force Main Interconnect Project (Engineering)	62,000	-	-	-	-
2018 Orangewood Lakes Force Main Interconnect Project (Construction)	620,000	-	-	-	-
<b>TOTAL</b>	<b>912,000</b>	<b>330,000</b>	<b>330,000</b>	<b>330,000</b>	<b>330,000</b>

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

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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 in an attempt to avoid major repairs.

## DESCRIPTION

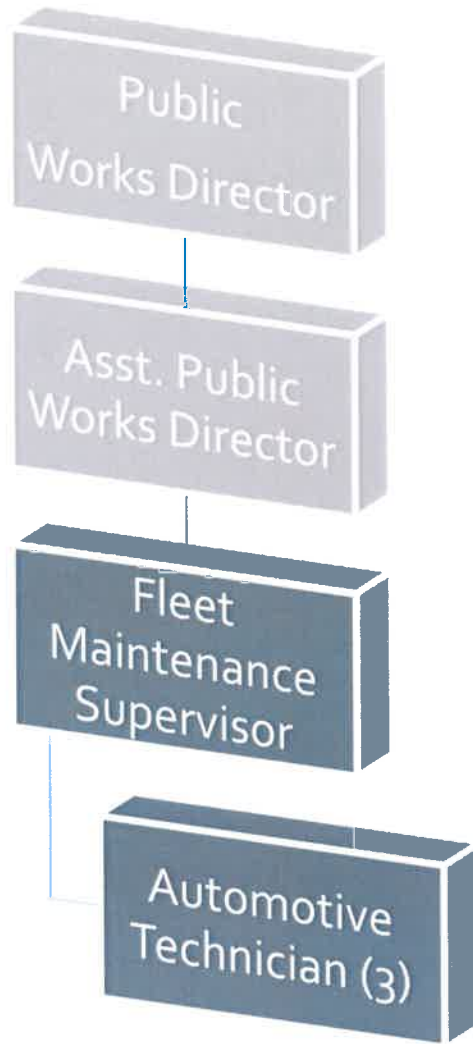
The Central Garage Division provides acquisition, disposal, preventative maintenance, and major and minor repairs for the City's motor vehicle fleet and equipment. The Division performs these functions on a variety of vehicle types, including police vehicles and fire apparatus.

## ACCOMPLISHMENTS OF FY18

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

## FY19 INITIATIVES

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



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

## CENTRAL GARAGE FUND

501 REV CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
361100	Interest On Investments	61	-	100	100	-
361200	Interest - S.B.A.	-	-	-	-	-
361250	Interest - FMIvT	286	207	110	110	-
369300	Refund of Prior Year Expense	150	-	-	-	-
369900	Other Miscellaneous Revenue	11	179	-	-	-
399110	Garage - Labor and Overhead	190,065	106,100	125,000	125,000	119,700
399120	Garage - Parts	301,713	358,865	250,000	250,000	250,000
399130	Garage - Fuel	443,011	446,811	347,000	347,000	347,000
<b>CENTRAL GARAGE REVENUES</b>		<b>\$ 935,297</b>	<b>\$ 912,162</b>	<b>\$ 722,210</b>	<b>\$ 722,210</b>	<b>\$ 716,700</b>

## CENTRAL GARAGE

501591 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
41299	Regular Full-Time Wages	163,732	158,902	160,000	170,730	162,620
41411	Overtime Wages	1,485	4,412	990	990	940
41511	Employee Incentives	200	200	200	200	200
41529	Meal Allowance	140	-	250	250	250
42111	Social Security Matching	12,346	12,163	13,170	13,170	12,550
42211	Florida Retirement System	11,969	12,429	13,430	13,430	12,790
42311	Health Insurance	26,974	27,204	31,650	31,650	31,650
42312	Life Insurance	80	82	220	220	220
42313	Accidental Death & Disab Insurance	9	10	90	90	90
42315	Net OPEB Obligation Expense	5,596	-	-	-	-
42425	Workers Comp - Auto Repair Shop/Parts Dept (8391)	6,122	5,825	6,150	6,150	5,860
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 228,653</b>	<b>\$ 221,227</b>	<b>\$ 226,150</b>	<b>\$ 236,880</b>	<b>\$ 227,170</b>
43434	Wrecker Services	1,671	3,364	3,000	3,000	3,000
43436	Paint & Body Work	8,653	17,692	10,000	10,000	10,000
43438	Paint & Body Work - PD	-	-	5,000	5,000	5,000
43437	Auto Repair & Testing	31,667	51,734	40,000	40,000	40,000
43499	Contractual Services - Misc	2,172	2,355	1,500	1,500	1,500
44011	Travel & Training	1,577	-	5,500	5,500	5,500
44121	Telephone - Local	1,887	2,238	2,150	2,150	2,150
44211	Postage	433	18	550	550	550
44419	Rent - Equipment/Software	-	-	200	200	200
44611	Maintenance & Repairs - Bldg & Grounds	8,658	8,769	10,000	10,000	10,000
44621	Maintenance & Repairs - Equipment	3,512	2,890	3,500	3,500	3,500
44631	Maintenance & Repairs - Central Garage	-	360	4,000	4,000	4,000
44983	Permit Fees	25	25	180	180	180
45111	Office Supplies - General	903	697	500	500	500
45141	Small Tools & Implements	5,103	5,178	5,000	5,000	5,000
45211	Fuel	205,978	225,097	195,000	195,000	195,000
45225	Software License Support	950	950	1,000	1,000	1,000
45231	Clothing & Apparel	-	-	150	150	150
45232	Laundry Service	3,040	3,669	2,700	2,700	2,700
45234	Computer/Operating Supply	1,917	1,235	1,500	1,500	1,500
45247	First Aid Supplies	-	23	150	150	150
45251	Janitorial Supplies	87	455	250	250	250
45289	Automotive Parts	198,209	237,834	165,000	165,000	165,000
45298	Inventory Adjustments	1,299	5,114	1,000	1,000	1,000
45299	Operating Supplies - Misc	5,719	10,542	6,000	6,000	6,000
45411	Dues & Memberships	-	50	200	200	200
45461	Books & Publications	-	-	500	500	500
<b>TOTAL OPERATING</b>		<b>\$ 483,460</b>	<b>\$ 580,289</b>	<b>\$ 464,530</b>	<b>\$ 464,530</b>	<b>\$ 464,530</b>

## CENTRAL GARAGE

501591 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
46415	Trucks & Trailers	-	-	15,000	15,000	15,000
46431	Special Purpose Equipment	11,078	-	5,800	5,800	10,000
<b>TOTAL CAPITAL</b>		<b>\$ 11,078</b>	<b>\$ -</b>	<b>\$ 20,800</b>	<b>\$ 20,800</b>	<b>\$ 25,000</b>

**TOTAL EXPENDITURES**    \$ 723,191    \$ 801,516    \$ 711,480    \$ 722,210    \$ 716,700

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

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

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

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

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

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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 FY18

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

## FY19 INITIATIVES

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



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

## COMMUNITY REDEVELOPMENT AGENCY

630 REV CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
311100	Tax Increment - County	657,421	681,080	840,755	840,755	1,143,790
334700	Florida Historic Preservation Grant	750,000	125,000	175,000	550,000	300,000
354100	Code Enforcement Fines	(100)	(13,179)	(2,800)	-	-
361100	Interest on Investments	15	-	-	-	-
361200	Interest - SBA	8,423	1,255	350	-	-
362160	Rent - River Rd. Property Parking Lot	-	-	875	1,200	900
362190	Rent - Business Incubator	9,592	36,000	18,000	18,000	-
364220	Sale of Orange Lake Property	-	-	300,000	-	-
369900	Other Miscellaneous Revenue	6,588	5,272	5,272	5,000	5,000
364430	Litigation Proceeds	-	-	40,000	40,000	-
381100	Transfer from Gen Fund - Tax Increment	811,061	865,715	923,480	923,480	1,338,110
381370	Transfer from General Fund	11,202,894	-	-	-	-
381600	Transfer from Capital Improvement Fund	-	-	774,400	774,400	-
389870	Unused Redevelopment Incentives from PY	-	200,000	-	200,000	200,000
389840	Unused Residential Incentives from PY	-	85,000	-	-	-
389900	Carryover of Unused Funding Sources from PY	-	-	-	150,000	587,500
<b>TOTAL CRA REVENUE</b>		<b>\$ 13,445,894</b>	<b>\$ 1,986,143</b>	<b>\$ 3,075,332</b>	<b>\$ 3,502,835</b>	<b>\$ 3,575,300</b>

## COMMUNITY REDEVELOPMENT AGENCY

630080					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	BUDGET
CODE	CLASSIFICATION	FY15-16	FY16-17	FY17-18	FY17-18	AMOUNT
						FY18-19
41210	Regular Exempt Salaries	25,006	27,510	15,460	15,460	19,890
41511	Employee Incentives	-	50	25	30	30
42111	Social Security Matching	1,877	2,006	1,190	1,190	1,220
42211	Florida Retirement System	1,655	2,088	1,210	1,210	1,210
42311	Health Insurance	1,994	4,373	3,960	3,960	3,960
42312	Life Insurance	7	16	30	30	30
42313	Accidental Death & Disab Insurance	1	2	10	10	10
42426	Workers Comp - Clerical (8810)	94	82	40	40	40
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 30,634</b>	<b>\$ 36,127</b>	<b>\$ 21,925</b>	<b>\$ 21,930</b>	<b>\$ 26,390</b>
43181	Professional Servcies - Planning	13,500	37,223	40,000	40,000	35,000
43199	Professional Services - Misc	135,206	19,362	13,500	13,500	13,500
43422	Advertising & Marketing	10,549	3,401	7,500	10,000	7,500
43461	Main Street Grant Award	-	-	15,000	15,000	15,000
43499	Contractual Services - Misc	14,237	-	12,070	-	-
44011	Travel & Training	2,120	75	1,000	1,000	-
44211	Postage	53	138	50	50	50
44311	Electric - City Facilities	13,659	9,498	8,000	8,000	8,000
44331	Trash Removal	2,066	1,945	2,000	2,000	2,000
44351	Water & Sewer - City	6,674	5,482	5,500	5,500	5,500
44373	Street Light Fee	800	768	770	770	770
44381	Stormwater Assessment	2,452	3,524	3,530	3,530	3,530
44521	Building & Contents Insurance	26,377	16,004	17,000	17,000	17,000
44611	Maintenance & Repairs - Bldg & Grounds	-	9,615	17,041	6,500	6,500
44612	Maintenance & Repairs - Hacienda Hotel	-	4,862	3,500	3,500	3,500
44613	Maintenance & Repairs - Bus Incubator	165	5,375	2,500	2,500	2,500
44952	Redevelopment Incentives	214,998	74,646	250,000	700,000	200,000
44953	Residential Incentives	17,358	70,313	50,000	53,995	50,000
44999	Other Current Charges - Misc	43,042	7,766	8,370	5,000	5,000
45111	Office Supplies - General	15	-	50	50	50
45411	Dues & Memberships	745	1,685	750	750	750
<b>TOTAL OPERATING</b>		<b>\$ 504,016</b>	<b>\$ 271,682</b>	<b>\$ 458,131</b>	<b>\$ 888,645</b>	<b>\$ 376,150</b>
46113	Land - Rio Vista Park Parcel	-	1,500	-	-	-
46233	Building Improvements - Hacienda Hotel	928,662	70,015	650,000	867,000	475,000
46299	Building Improvements - Bus. Incubator	34,549	93,497	-	-	-
46343	Neighborhood Improvements	-	-	-	-	20,000
46353	Main Street Landings Incentives Program	-	-	-	587,500	1,475,000
<b>TOTAL CAPITAL</b>		<b>\$ 963,211</b>	<b>\$ 165,012</b>	<b>\$ 650,000</b>	<b>\$ 1,454,500</b>	<b>\$ 1,970,000</b>
47121	Principal Payments - Note A	5,497,000	-	-	-	-
47123	Principal Payments - Note B	5,487,000	-	-	-	-
47221	Interest Payments - Note A	109,464	-	-	-	-
47223	Interest Payments - Note B	109,430	-	-	-	-
<b>TOTAL DEBT SERVICE</b>		<b>\$ 11,202,894</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
49151	Transfer to General Fund	522,794	375,440	250,000	250,000	315,870
49152	Transfer to General Debt Service Fund	458,834	887,230	887,760	887,760	886,890
<b>TOTAL TRANSFERS</b>		<b>\$ 981,628</b>	<b>\$ 1,262,670</b>	<b>\$ 1,137,760</b>	<b>\$ 1,137,760</b>	<b>\$ 1,202,760</b>
		<b>\$ 13,682,383</b>	<b>\$ 1,735,491</b>	<b>\$ 2,267,816</b>	<b>\$ 3,502,835</b>	<b>\$ 3,575,300</b>

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

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

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



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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 FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
312410	Local Option Gas Tax - 1st	426,111	444,132	448,360	448,360	468,920
312420	Local Option Gas Tax - 2nd	312,566	326,889	327,570	327,570	338,740
355400	Community Development Block Grant	-	-	-	-	-
361100	Interest On Investments	-	470	550	550	550
361200	Interest - S. B. A.	8,707	860	750	750	750
361250	Interest - FMIvT	1,369	1,500	5,000	5,000	5,000
361280	Interest - T-Bills & Bonds	3,542	-	-	-	-
363100	Special Assessment - Previous	50,796	50,000	34,510	50,000	35,000
363110	Special Assessment - New	-	-	633,110	760,000	649,830
363200	Interest on Assessments	15,133	15,000	20,000	20,000	20,000
363300	Penalties on Assessments	6,979	7,500	7,500	7,500	7,500
369900	Miscellaneous Revenue	5	-	-	-	-
381100	Transfer from General Fund	-	-	300,000	300,000	300,000
381500	Transfer from Stormwater Utility Fund	-	56,030	56,030	-	-
381600	Transfer From Capital Improvement Fund	-	-	-	330,000	200,000
389900	Prior Yr Fund Bal-Unassigned	1,128,555	455,124	373,492	1,841,450	1,323,710
<b>STREET IMPROVEMENT FUND REVENUE</b>		<b>\$ 1,953,763</b>	<b>\$ 1,357,505</b>	<b>\$ 2,206,872</b>	<b>\$ 4,091,180</b>	<b>\$ 3,350,000</b>

## STREET IMPROVEMENT

701701 EXP CODE	CLASSIFICATION	ACTUAL FY15-16	ACTUAL FY16-17	ESTIMATE FY17-18	AMENDED BUDGET FY17-18	BUDGET AMOUNT FY18-19
701701						
46321	Streetscape Improvements - Madison St., Main St. to Massachusetts Ave.	-	12,715	225,000	1,025,000	710,000
46330	Streets - Miscellaneous	167,148	-	-	-	-
46333	Multi - Use Trail Marine Parkway	66,910	572,766	-	-	-
46334	Street Improvement Project	78,997	7,397	1,500,000	2,370,000	2,010,000
46337	Multi - Use Path & Reclaimed Water Main (River Walk; Morton Plant North Bay Hospital; Aquatic Center)	536,473	-	-	-	-
46338	Neighborhood Improvements	-	-	-	130,000	115,000
46341	Emergency Road Repairs	629,467	-	-	-	-
46342	Traffic Sign Upgrades	-	-	30,000	30,000	30,000
46345	LED Crosswalk Signage & Lighting	-	41,643	35,000	35,000	35,000
46346	Roadway Striping Projects	53,838	55,264	-	60,000	60,000
46350	Road and Sidewalk Improvements - Circle Blvd.	-	224,823	-	-	-
46357	Alley Needs Assessment Program	-	-	-	25,000	40,000
46358	Public Charging Stations Program	-	-	25,692	25,000	-
<b>TOTAL CAPITAL</b>		<b>\$ 1,532,833</b>	<b>\$ 914,608</b>	<b>\$ 1,815,692</b>	<b>\$ 3,700,000</b>	<b>\$ 3,000,000</b>
701581						
49151	Transfer to General Fund	420,930	518,200	391,180	391,180	350,000
<b>TOTAL TRANSFERS</b>		<b>\$ 420,930</b>	<b>\$ 518,200</b>	<b>\$ 391,180</b>	<b>\$ 391,180</b>	<b>\$ 350,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,953,763</b>	<b>\$ 1,432,808</b>	<b>\$ 2,206,872</b>	<b>\$ 4,091,180</b>	<b>\$ 3,350,000</b>

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

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

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