



**CITY COUNCIL WORK SESSION MEETING**  
**CITY OF NEW PORT RICHEY**

**NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS**  
**5919 MAIN STREET, NEW PORT RICHEY, FLORIDA**

**July 31, 2017**  
**6:00 PM**

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**AGENDA**

ANY PERSON DESIRING TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL, WITH RESPECT TO ANY MATTER CONSIDERED AT ANY MEETING OR HEARING, WILL NEED A RECORD OF THE PROCEEDINGS AND MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE LAW DOES NOT REQUIRE THE CITY CLERK TO TRANSCRIBE VERBATIM MINUTES; THEREFORE, THE APPLICANT MUST MAKE THE NECESSARY ARRANGEMENTS WITH A PRIVATE REPORTER (OR PRIVATE REPORTING FIRM) AND BEAR THE RESULTING EXPENSE. (F.S. 286.0105)

**ORDER OF**  
**BUSINESS**

1. Call to Order - Roll Call

**DISCUSSION ITEMS**

2. Review of Proposed FY18 Department Budgets - Page 2
3. Adjournment

Agendas may be viewed on the City's website: [www.citynpr.org](http://www.citynpr.org) This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990 and Section 286.26, Florida Statutes, all persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk, 727-853-1024, not later than four days prior to said proceeding.



# NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

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**TO:** City of New Port Richey City Council  
**FROM:** Crystal S. Feast, Finance Director  
**DATE:** 7/31/2017  
**RE:** Review of Proposed FY18 Department Budgets - Page 2

**SUMMARY:**

The objective of this work session is to review the proposed FY18 budgets for the following departments:

- Technology Solutions
- Police
- Recreation & Aquatics
- Public Works
- Economic Development
- Finance
- Library

As a supplement to the budgets, there will also be a presentation from each Department/Division listed above.

**REQUESTED ACTION:**

The City Council is asked to consider each of the budgets presented and provide feedback to the City Manager of any desired changes.

**ATTACHMENTS:**

Description	Type
❑ 1st Preliminary FY2018 Budget	Exhibit



## City Manager's Initial Budget Message to City Council

July 11, 2017

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

### **THEME: Executing a Plan for New Growth for a New Generation**

Dear Mayor and Members of the City Council:

By way of this letter, I am transmitting the Fiscal Year 2017-2018 Municipal Budget for the City of New Port Richey for your review and consideration. The budget is the most important document that the city prepares, since it identifies the services to be provided along with the sources that are to be relied upon to fund services. The budget also describes in detail how the various departments and divisions of the city function and how those functions are a benefit to the residents and businesses of the community.

This past year, you have provided a strong message that the time is right to move the City

ahead in respect to the redevelopment and revitalization of the City. The City of New Port Richey has significant growth potential and a bright future ahead as long as those that live, work and recreate here collectively embrace the challenges ahead, work toward honest and real solutions and are willing to invest in their community.

In the 2017-2018 fiscal year, the City will focus on key actions necessary to preserve the functions best associated with governmental operations at levels that are sustainable over time, affordable to our residents and meet their needs. The City will continue to look for new and innovative ways to provide public services by not only gauging what we do and improving where it is warranted but also addressing the question, "Are we doing the right things?" The city staff will also be promoting a customer centric culture by assessing the manner in which public services are provided. With this organizational discernment, standard work sessions with the City Council ensures effective policy direction.

### **Budget Overview**

The budget is formulated based on input from the City Council, as well as from residents and members of the city staff. This input assists us in prioritizing and directing our resources towards those programs, projects and activities that have the greatest potential for helping us to successfully achieve our goals while addressing the City's most pressing needs. Building community understanding and support for the budget and for the services and programs that we provide is essential. The budget addresses current and future community needs and balances service demands with conservative financial management. It supports the following goals:

- Employ a multi-disciplined, well planned strategic approach to address the financial, social and environmental dimensions of sustainability for the City
- Supply high quality, dependable public services that residents and members of the business community expect in order to enjoy a city that is safe and clean. This includes effective police and fire protection and safe and efficient water and sewer systems
- Provide social, cultural, and recreational programs and services that enhance the lives of our residents, help build strong families, and showcase New Port Richey as a desirable place to live, work and play
- Increase the tax base by cultivating a healthy business climate and by working cooperatively with federal, state and county agencies to provide assistance to new and existing members of the business community
- Elevate the residential tax base by addressing property maintenance deficiencies and mobilizing reinvestment in the housing stock

## Governmental Accounting and Budgets

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Governmental accounting utilizes 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. These funds fall into one of three categories: governmental, proprietary or fiduciary.

1. Governmental funds are used to account for tax supported activities. The fund types are as follows:
  - General
  - Special Revenue
  - Capital Project

- Debt Service
- Permanent Fund

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. They include estimated revenues and appropriations. Appropriations are authorized estimated expenditures. A budget is a living document which establishes a spending plan that may be adjusted during the year to accommodate new opportunities or changes in circumstances.

## General Fund Revenue

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The FY 2017-2018 General Fund budget is balanced with the use of Reserve Funds. The total General Fund Revenue budget is \$21,448,550, which includes Transfers In from other governmental funds of \$1,502,260 and Contributions from enterprise funds of \$4,322,230.

## **Tax Rate and Tax Roll**

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Approximately 48% percent of the just value of property in New Port Richey is residential. 22% of the total value is commercial property and 19% is attributed to governmental and institutional property. Personal property values equated to 11% of the total. The average taxable value of all properties in the City increased by 1.79%; the total value of \$514,291,510 in 2016 increased to \$523,496,073 in 2017. The average taxable value of a single family residential house increased from \$45,545 to \$47,843 or 5%. The proposed budget is based on a property tax rate of 8.9950 mills (1 mill equals 1 dollar of tax per one thousand dollars in value), which is lower than the rate from last year.

## **Capital Improvement Fund**

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The total dollar amount of major capital expenditures for FY 2017-2018 is \$8,891,040, which is approximately \$1401,000 less than what was budgeted in the previous fiscal year. Of that total, \$861,080 is for general fund capital purchases, \$1,100,000 is for road and street improvements, and \$3,255,560 is for parks and recreation.

## **Summary**

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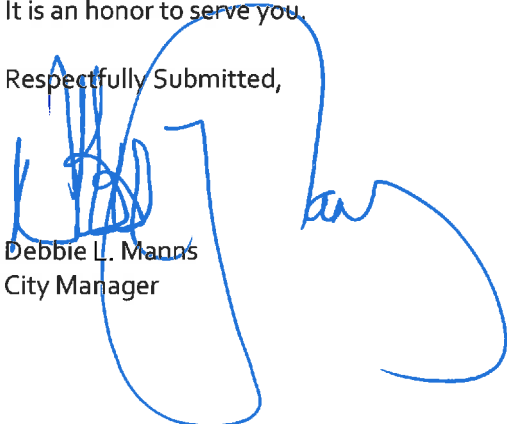
I am pleased to present this budget to the City Council for consideration and adoption. This budget represents a steady foundation which is based on solid financial data and strategy for the next few years.

In closing, I extend my thanks to the department heads for submitting, not only prudent budget requests, but also for acknowledging the economic realities and uncertainties facing the City and budgeting accordingly. I also thank the staff that worked on putting this budget together. Your team spirit and collective efforts are appreciated.

Finally, I wish to thank all the members of the New Port Richey City Council for their direction in establishing our city's goals and for their commitment to fiscal responsibility.

It is an honor to serve you.

Respectfully Submitted,



Debbie L. Manns  
City Manager

# GENERAL FUND

001-0000		AMENDED				BUDGET
REV		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
311-10	Current Ad Valorem Taxes	4,486,807	4,284,165	4,219,447	4,430,060	4,451,030
311-20	Delinquent Ad Valorem Taxes	24,357	192,249	61,021	50,000	65,000
314-10	Electric Utility Tax	-	-	-	-	1,325,000
314-80	Propane Utility Tax	-	-	-	-	47,000
315-25	Communications Services Tax	656,780	647,120	639,000	639,065	650,000
316-10	Local Business Tax	123,427	129,060	132,000	160,000	140,000
TOTAL TAXES		5,291,371	5,252,594	5,051,468	5,279,125	6,678,030
321-11	Residential Rentals	25,095	35,455	38,000	38,000	60,000
322-10	Building Permits	163,553	229,331	229,000	280,000	300,000
322-20	Building Code Surcharge	722	642	629	700	900
323-10	Electric Franchise Fees	1,142,892	1,085,204	1,190,000	1,375,000	1,200,000
323-40	Gas Franchise Fees	28,179	24,893	25,000	115,000	30,000
323-70	Garbage Hauling Franchise Fees	76,389	88,872	90,000	110,000	100,000
329-21	Development Review Fees	3,300	10,000	12,650	15,000	16,170
329-60	Tree Removal/Replacement	6,406	-	-	5,000	2,000
TOTAL LICENSES & PERMITS		1,446,536	1,474,397	1,585,279	1,938,700	1,709,070
331-22	SNAP Grant	34,617	34,920	36,000	36,000	36,000
331-30	Pedestrian Safety Grant	4,840	-	-	-	-
331-32	Tactical Division Task Force Grant	11,989	12,818	7,600	15,000	15,000
331-53	Blight Removal Program	36,439	63,896	-	-	-
331-54	Community Development Block Grant	96,653	175,092	162,000	162,000	168,580
331-55	School District Reimb. for SRO	43,754	195,109	145,112	145,110	150,000
334-24	Victims of Crime Act Grant	9,420	3,894	9,475	15,000	15,000
334-26	AFG SCBA Grant	-	-	198,750	198,750	-
334-28	EBT SNAP Program	3,600	2,496	11,179	4,000	15,000
334-51	State Aid to Libraries Grant	29,366	28,163	31,179	22,900	32,000
334-71	ALA Library Grant	2,101	2,254	1,000	-	1,000
335-12	State Revenue Sharing	673,614	675,376	682,000	682,190	690,000
335-14	Mobile Home Licenses	43,657	43,948	44,150	45,000	47,000
335-15	Alcoholic Beverage Licenses	34,914	25,475	35,600	35,000	38,000
335-18	Half-Cent Sales Tax	866,997	875,473	988,329	990,730	1,020,820
335-20	Firefighters Supplemental Comp.	3,099	3,610	4,789	3,000	5,000
335-24	State Excise Tax - Police Pension	188,021	197,463	200,000	200,000	197,460
335-25	State Excise Tax - Fire Pension	112,019	124,429	115,000	115,000	125,000
335-26	Firefighters Supp Comp Trust Fund	33,395	32,300	40,000	40,000	40,000
335-41	Rebate on Municipal Vehicles	14,844	16,395	15,460	20,000	20,000
338-20	Mun. Share-County Occ. Licenses	13,349	10,494	9,915	10,000	15,000
TOTAL INTERGOVERNMENTAL		2,256,688	2,523,605	2,737,538	2,739,680	2,630,860

## GENERAL FUND, CONT.

001-0000		AMENDED				BUDGET
REV		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
341-20	Zoning Fees	1,250	2,950	4,375	2,000	5,000
341-31	Administrative Fees	20,105	16,603	18,926	20,000	20,000
341-33	Magistrate/Court Fees	25,650	17,001	16,800	25,000	25,000
341-40	Cert., Copying & Record Search	37,481	34,944	34,240	40,000	35,000
341-43	Notary Services	350	460	340	500	500
342-10	Off-Duty Pay	81,404	147,842	203,500	203,500	203,500
342-40	Emergency Service Fees	3,950	1,150	1,525	2,500	2,000
342-51	Fire Inspection Fees	15,588	14,618	13,305	20,000	15,000
342-52	Residential Rental Inspection Fees	-	-	1,000	-	5,000
343-95	Street Lights - Eastbury Gardens	12,449	12,617	12,524	15,000	15,000
343-96	Street Lights - Hillandale	13,716	15,290	15,518	15,000	17,000
343-97	Street Lights - Ridgewood	10,720	10,792	11,256	12,000	12,000
343-98	Street Lights - Barbara Ann	-	-	725	-	2,000
347-11	Miscellaneous Proceeds - Library	16,754	14,106	14,177	18,000	18,000
347-12	Gifts - Library	100	281	300	400	300
347-13	Memorials - Library	-	50	50	100	50
347-19	Book Store - Library	3,275	2,558	2,800	3,500	3,000
347-22	Recreation Memberships	104,198	111,289	119,500	140,000	130,000
347-23	Concessions - Machines	1,150	649	3,022	1,600	2,500
347-24	Recreation Daily Fees	124,874	143,151	143,750	140,000	145,000
347-25	Rentals	46,814	64,924	65,000	70,000	70,000
347-26	Tennis Court Reservations	-	120	60	-	-
347-27	Lesson Fees	2,504	13,465	14,480	16,000	16,000
347-28	Percentage of Classes	56,709	56,932	56,754	70,000	60,000
347-29	Summer Program Fees	45,023	61,044	61,000	70,000	65,000
347-30	City Sponsored Programs	10,926	20,581	20,000	30,000	22,000
347-32	Recreational Trips	5,117	7,101	5,000	10,000	5,000
347-33	Red Cross Classes	150	-	200	600	600
347-34	Swim/Recreation Accessories	2,087	1,018	1,000	2,100	1,000
347-36	Skate Park	1,098	869	-	-	-
347-37	Camps	15,810	64	2,000	10,000	2,000
347-39	Park Vending	250	950	750	1,000	750
347-41	Special Events Reimbursement	22,929	37,916	45,000	30,000	50,000
<b>TOTAL CHARGES FOR SERVICES</b>		<b>682,431</b>	<b>811,335</b>	<b>888,877</b>	<b>968,800</b>	<b>948,200</b>
351-10	Court Fines	61,992	42,134	40,000	65,000	45,000
351-20	Parking Fines	425	40	1,300	110	2,500
351-21	Red Light Fines	1,429,528	2,247,763	2,100,000	479,626	2,180,200
351-30	Police Education	5,770	6,538	5,000	5,900	5,900
352-10	Library Fines	14,911	13,900	13,000	17,500	15,000
354-10	Code Enforcement Fines/Court Costs	131,479	91,774	110,000	136,000	125,000
354-11	Lot Clearing/Mowing Fines	1,052	1,053	1,000	4,000	1,500
354-12	Investigations - Recovery	7,322	5,110	5,000	10,000	10,000
354-13	Code Enforcement Amnesty	1,500	10,728	12,000	50,000	15,000
358-20	Impound Lot	96,324	90,629	90,000	120,000	100,000



## GENERAL FUND, CONT.

001-0000						
REV		ACTUAL	ACTUAL	ESTIMATE	AMENDED	BUDGET
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	BUDGET	AMOUNT
					FY16-17	FY17-18
359-10	Other Fines and Forfeits	15,162	6,519	17,000	10,000	20,000
359-11	Unclaimed Evidence	-	-	10,000	-	5,000
359-12	Contraband Forfeitures	9,024	27,631	4,500	30,000	23,000
359-13	Equitable Sharing - DOJ/DEA	53,113	945	15,000	30,000	30,000
<b>TOTAL FINES &amp; FORFEITURES</b>		<b>1,827,602</b>	<b>2,544,764</b>	<b>2,423,800</b>	<b>958,136</b>	<b>2,578,100</b>
361-10	Interest - Investments	4,235	50	50	4,000	50
361-13	Interest - Taxes	557	9,113	9,000	10,000	10,000
361-14	Interest - Equitable Sharing	61	59	60	100	100
361-16	Interest - Lot Mowing	32	33	50	50	50
361-18	Interest - Gain on Sale of Securities	15,397	-	-	-	-
361-20	Interest - S.B.A.	1,141	3,905	2,000	3,000	3,000
361-25	Interest - FMLvT	10,143	743	5,000	10,000	5,000
361-28	Interest - T-Bills & Bonds	-	1,771	2,000	-	2,000
361-32	Interest-County Share Occ. Licenses	1	32	25	100	30
362-14	Rent - Chamber of Commerce	3,000	3,250	3,750	3,000	4,800
362-18	Rent - Cavalaire Square	980	980	1,480	2,000	1,480
364-41	Surplus Furn., Fix., Equip. Sales	16,214	37,360	-	-	15,000
364-42	Insurance Proceeds	-	4,962	712	500	-
366-90	Contributions and Donations	17,031	3,971	2,500	-	-
366-91	Contributions - Police	-	-	900	-	-
366-92	Donations - Recreation	10,418	4,962	2,100	-	-
366-93	Contributions From Friends-Library	1	20	-	-	-
369-21	Vacant/Foreclosed Property Registry	32,325	18,900	15,150	35,000	20,000
369-30	Refund of Prior Year Expense	487	2,898	6,292	3,000	3,000
369-71	Returned Check Charge	30	120	180	150	200
369-90	Other Miscellaneous Revenue	7,295	6,004	7,000	7,500	10,000
381-31	Transfer from Street Improvement Fund	60,861	420,930	518,200	518,200	391,180
381-32	Transfer from CRA Fund	485,450	261,011	375,440	375,440	250,000
381-60	Transfer from Capital Improvement Fund	1,115,280	1,094,022	100,000	250,000	861,080
381-70	Transfer from General Debt Service Fund	814,717	1,367,116	1,423,750	1,423,750	-
381-71	Transfer from General Debt Service - Loan Proceeds	-	11,202,894	-	-	-
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>2,595,656</b>	<b>14,445,106</b>	<b>2,475,639</b>	<b>2,645,790</b>	<b>1,576,970</b>
382-10	Contribution from W & S Fund	3,060,680	3,045,975	3,045,975	3,620,090	3,244,910
382-11	Contribution from W & S Fund -TBW In	419,050	398,303	398,303	387,970	387,320
382-12	Contribution from W & S Fund -PILOFF	575,000	560,000	560,000	560,000	560,000
382-20	Contribution from Stormwater Utility Fund	119,250	259,106	259,106	329,030	130,000
<b>TOTAL OTHER</b>		<b>4,173,980</b>	<b>4,263,384</b>	<b>4,263,384</b>	<b>4,897,090</b>	<b>4,322,230</b>
<b>TOTAL REVENUES PRIOR TO FUND BALANCE</b>		<b>18,274,264</b>	<b>31,315,185</b>	<b>19,425,985</b>	<b>19,427,321</b>	<b>20,443,460</b>
389-89	Prior Yr Fund Bal-Assigned	415,740	-	-	-	-
389-90	Prior Yr Fund Bal-Unassigned	948,890	410,424	410,424	410,424	1,005,090
<b>TOTAL FUND BALANCE</b>		<b>1,364,630</b>	<b>410,424</b>	<b>410,424</b>	<b>410,424</b>	<b>1,005,090</b>
<b>GENERAL FUND REVENUES</b>		<b>\$ 19,638,894</b>	<b>\$ 31,725,609</b>	<b>\$ 19,836,409</b>	<b>\$ 19,837,745</b>	<b>\$ 21,448,550</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 FY17

- 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

## FY18 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

001-0011-519		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
13-11	Part-Time Wages	18,300	18,600	18,600	18,600	18,600
21-11	Social Security Matching	1,378	1,423	1,406	1,430	1,430
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 19,678</b>	<b>\$ 20,023</b>	<b>\$ 20,006</b>	<b>\$ 20,030</b>	<b>\$ 20,030</b>
31-11	City Attorney Services	143,558	115,612	132,000	130,000	132,000
31-13	Attorney Services - Litigation	-	-	-	-	-
31-99	Professional Services - Misc	3,986	14,700	3,650	10,000	5,000
40-11	Travel & Training	2,764	3,572	623	2,500	2,500
42-11	Postage	1,664	2,356	2,356	8,250	8,250
47-99	Printing & Binding - Misc	-	-	-	7,250	7,250
48-10	Cultural Affair Events	10,670	22,555	25,000	25,000	25,000
49-61	Special Events	30,228	21,424	50,000	50,000	50,000
49-99	Other Current Charges - Misc	22,430	19,824	15,470	4,500	4,500
51-11	Office Supplies - General	899	740	500	500	300
52-31	Clothing & Apparel	-	220	200	200	200
52-43	Computer/Operating Supplies	-	170	2,500	4,500	1,500
54-11	Dues & Memberships	7,969	5,156	5,000	5,600	5,600
99-41	Write-offs/Bad Debt	-	22,497	-	-	-
99-95	Settlement Agreement	51,764	51,764	51,764	51,770	51,770
<b>TOTAL OPERATING</b>		<b>\$ 275,932</b>	<b>\$ 280,590</b>	<b>\$ 289,063</b>	<b>\$ 300,070</b>	<b>\$ 293,870</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 295,610</b>	<b>\$ 300,613</b>	<b>\$ 309,069</b>	<b>\$ 320,100</b>	<b>\$ 313,900</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:

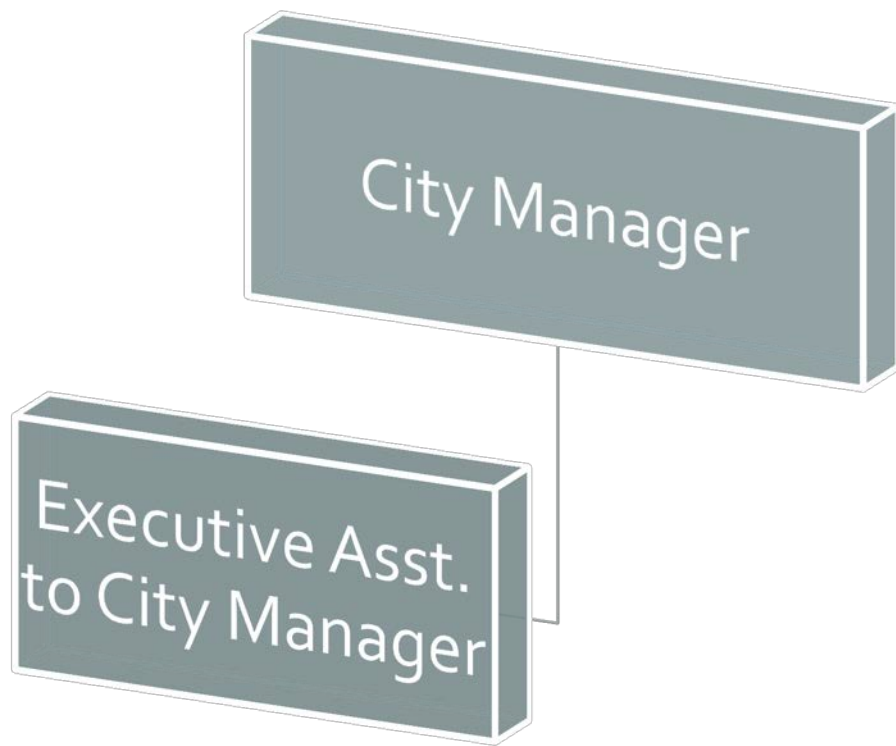
- Policy and Administration – The City Manager works directly with the City Council in policy making for the City and is responsible for the development of administrative action to ensure implementation of the City Council's vision, goals, and critical result areas.
- Communications - A majority of the 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 FY17

- Worked with the City Council and staff to update the City's Strategic Plan
- Facilitated the implementation of FY 2016-2017 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

## FY18 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	FY15-16	FY16-17	FY17-18
City Manager	1	1	1
Exec. Asst. to City Manager	1	1	.75
<b>Total</b>	<b>2</b>	<b>2</b>	<b>1.75</b>

# CITY MANAGER

001-0021-512		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
11-11	Dept Head Salaries	126,623	121,535	122,000	120,900	123,010
12-10	Regular Exempt Salaries	42,215	34,488	42,750	43,480	43,780
13-11	Part-Time Wages	14,258	8,114	-	-	-
15-11	Employee Incentives	150	150	100	100	90
15-12	Gas/Car Allowance	6,000	6,000	6,000	6,000	6,000
15-22	Education Incentive Pay	-	252	-	-	360
15-29	Meal Allowance	-	-	-	100	100
21-11	Social Security Matching	13,975	11,750	12,900	13,200	13,230
22-11	Florida Retirement System	31,043	29,254	29,750	29,800	31,020
23-11	Health Insurance	14,908	14,160	14,500	14,900	13,850
23-12	Life Insurance	20	16	54	100	100
23-13	Accidental Death & Disab Insurance	39	50	50	40	40
23-14	Group Term Life Insurance	313	408	421	-	-
24-26	Workers Comp - Clerical (8810)	474	405	400	400	400
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 250,018</b>	<b>\$ 226,582</b>	<b>\$ 228,925</b>	<b>\$ 229,020</b>	<b>\$ 231,980</b>
40-11	Travel & Training	4,299	6,836	7,350	5,500	9,000
41-21	Telephone - Local	1,531	1,931	1,500	1,500	1,500
42-11	Postage	278	124	250	300	200
46-23	Maintenance & Repairs - Copiers	2,827	1,157	946	500	500
49-99	Other Current Charges - Misc	-	119	74	-	-
51-11	Office Supplies - General	5,108	3,276	3,213	1,000	1,000
52-31	Clothing & Apparel	213	123	300	300	300
52-43	Computer/Operating Supply	681	322	1,000	1,500	1,000
52-99	Operating Supplies - Misc	3,133	2,800	2,000	2,000	2,000
54-11	Dues & Memberships	2,099	2,974	2,974	2,900	2,900
54-31	Subscriptions/Newspapers	-	185	-	-	-
54-61	Books & Publications	553	143	400	600	400
<b>TOTAL OPERATING</b>		<b>\$ 20,722</b>	<b>\$ 19,990</b>	<b>\$ 20,007</b>	<b>\$ 16,100</b>	<b>\$ 18,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 270,740</b>	<b>\$ 246,572</b>	<b>\$ 248,932</b>	<b>\$ 245,120</b>	<b>\$ 250,780</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:

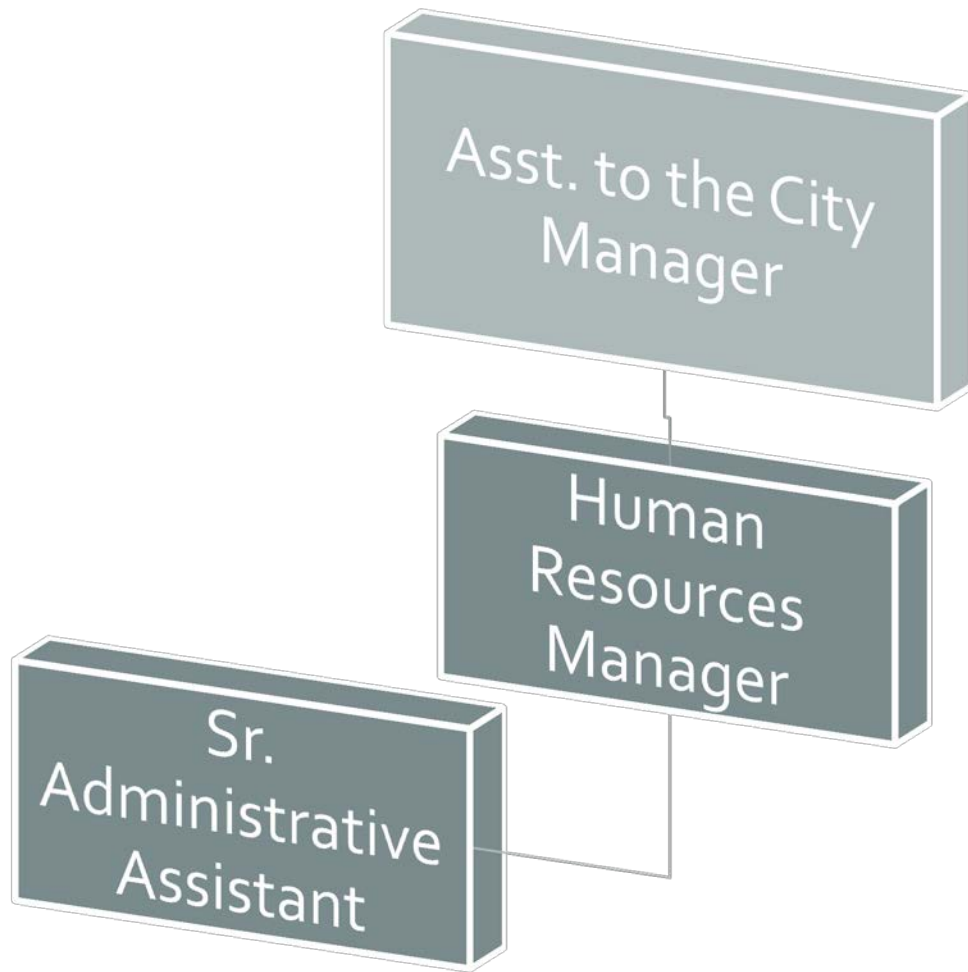
- Recruit, retain and develop the most qualified individuals for employment with the city
- Management of the employee benefits program to include the functions as noted below:
  - Wage and Classification System
  - Group Health, Dental and Optical Care Insurance
  - Holiday and Annual Leave
  - Educational 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 FY17

- Provided support which resulted in the ratification of a labor contract between the City and the West Central Florida Police Benevolent Association
- Established and administered joint labor- management committees to develop programs and efforts to improve workplace safety and employee health and wellness
- Reinstated and improved the Employee Years of Service recognition program
- Published and distributed a quarterly employee newsletter and sent out various other supportive employee communications

## FY18 INITIATIVES

- Develop a customer service standards program which ensures that employees deliver high quality customer service across the city on a consistent basis
- Create a comprehensive and continuous customer service training program that fosters an environment of creative problem solving at all staff levels
- Launch an Employee Suggestion and Awards Board Program to promote an employee culture that is focused on innovation as it relates to savings in either time, funding or other resources to the City
- Review and update the Personnel Rules and Regulations
- Transition to the Munis Operating Software system



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Human Resource Manager	1	1	1
Senior Administrative Assistant	.75	.75	.75
<b>Total</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>



## HUMAN RESOURCES

001-0022-512					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
11-12	Division Head Salaries	52,769	54,572	52,948	53,500	54,660
12-10	Regular Exempt Salaries	224	-	-	-	-
13-11	Part-Time Wages	16,882	23,621	22,323	22,000	22,350
15-11	Employee Incentives	-	100	100	100	100
15-29	Meal Allowance	30	-	-	50	100
15-31	Education Reimbursement	2,867	3,697	3,697	5,000	5,000
21-11	Social Security Matching	5,315	5,969	5,746	5,800	5,910
22-11	Florida Retirement System	5,125	5,656	5,437	5,700	6,020
23-11	Health Insurance	5,963	5,981	7,150	7,460	7,920
23-12	Life Insurance	20	20	54	50	60
23-13	Accidental Death & Disab Insurance	2	2	7	20	30
24-26	Workers Comp - Clerical (8810)	201	209	192	180	180
25-11	Unemployment Compensation Claims	1,100	5,879	8,765	10,000	10,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 90,498</b>	<b>\$ 105,706</b>	<b>\$ 106,419</b>	<b>\$ 109,860</b>	<b>\$ 112,330</b>
31-11	Labor Attorney Services	20,853	4,752	14,500	14,500	11,900
31-33	Employee Assistance Program	5,250	5,250	7,000	5,250	5,250
31-99	Professional Services - Misc	26,765	12,360	9,483	10,000	10,000
34-13	Employee Support Program	5,279	6,466	6,466	8,000	8,000
40-11	Travel & Training	-	212	900	700	1,500
41-21	Telephone - Local	445	518	525	500	500
41-34	Data Lines	-	-	612	-	650
42-11	Postage	108	44	50	100	100
45-11	Liability Insurance - Comp. General	95,716	109,368	109,543	105,500	110,780
45-21	Building & Contents Insurance	132,111	174,777	174,897	172,100	180,710
45-22	Pollution Insurance	11,837	4,305	4,397	4,400	4,620
45-23	Automobile & Truck Insurance	57,229	53,153	53,787	51,000	53,550
45-90	Insurance - Miscellaneous	-	2,499	2,517	2,500	2,500
46-23	Maintenance & Repairs - Copiers	730	712	750	600	750
49-15	Classified Advertising	9,248	9,590	5,290	5,100	5,000
51-11	Office Supplies - General	478	677	1,000	1,000	1,000
52-31	Clothing & Apparel	-	80	100	100	100
52-43	Computer/Operating Supply	499	1,073	960	1,000	1,000
52-54	Training Supplies - General	1,966	-	-	500	500
54-11	Dues & Memberships	190	240	275	300	300
54-61	Books & Publications	-	-	-	500	500
<b>TOTAL OPERATING</b>		<b>\$ 368,704</b>	<b>\$ 386,076</b>	<b>\$ 393,052</b>	<b>\$ 383,650</b>	<b>\$ 399,210</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 459,202</b>	<b>\$ 491,782</b>	<b>\$ 499,471</b>	<b>\$ 493,510</b>	<b>\$ 511,540</b>

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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 FY17

- 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

## FY18 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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
City Clerk	1	1	.25
<b>Total</b>	<b>1</b>	<b>1</b>	<b>.25</b>

# CITY CLERK

001-0023-512		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
11-12	Division Head Salaries	54,101	51,888	23,765	31,012	14,600
15-11	Employee Incentives	50	50	50	50	20
15-22	Education Incentive Pay	-	108	108	-	120
15-29	Meal Allowance	11	-	-	30	-
21-11	Social Security Matching	4,091	3,954	2,178	4,140	1,120
22-11	Florida Retirement System	3,699	3,798	2,167	3,980	1,140
23-11	Health Insurance	5,963	5,836	2,345	7,460	1,980
23-12	Life Insurance	20	20	15	50	20
23-13	Accidental Death & Disab Insurance	2	2	1	20	10
24-26	Workers Comp - Clerical (8810)	149	155	57	150	40
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 68,087</b>	<b>\$ 65,811</b>	<b>\$ 30,686</b>	<b>\$ 46,892</b>	<b>\$ 19,050</b>
34-23	Elections	-	5,589	5,610	5,650	5,650
40-11	Travel & Training	1,890	1,656	1,700	1,150	2,000
42-11	Postage	138	66	110	160	100
46-23	Maintenance & Repairs - Copiers	1,541	874	1,000	1,000	500
47-31	Code Book Update Service	7,537	9,483	7,490	7,000	7,000
49-11	Legal Advertising	28,988	26,038	19,470	30,000	30,000
49-21	Legal Recordings	5,787	5,093	5,900	6,900	6,900
49-81	Flowers	834	382	500	500	300
51-11	Office Supplies - General	1,088	371	1,000	1,000	1,400
52-31	Clothing & Apparel	89	99	100	100	100
52-43	Computer/Operating Supplies	272	-	28	250	250
54-11	Dues & Memberships	501	871	300	1,000	500
54-61	Books & Publications	-	-	-	150	50
<b>TOTAL OPERATING</b>		<b>\$ 48,664</b>	<b>\$ 50,522</b>	<b>\$ 43,208</b>	<b>\$ 54,860</b>	<b>\$ 54,750</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 116,751</b>	<b>\$ 116,333</b>	<b>\$ 73,894</b>	<b>\$ 101,752</b>	<b>\$ 73,800</b>

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# ADMINISTRATION - TECHNOLOGY SOLUTIONS

## IT IS THE MISSION OF TECHNOLOGY SOLUTIONS TO

manage the City's information systems in an effective and 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).

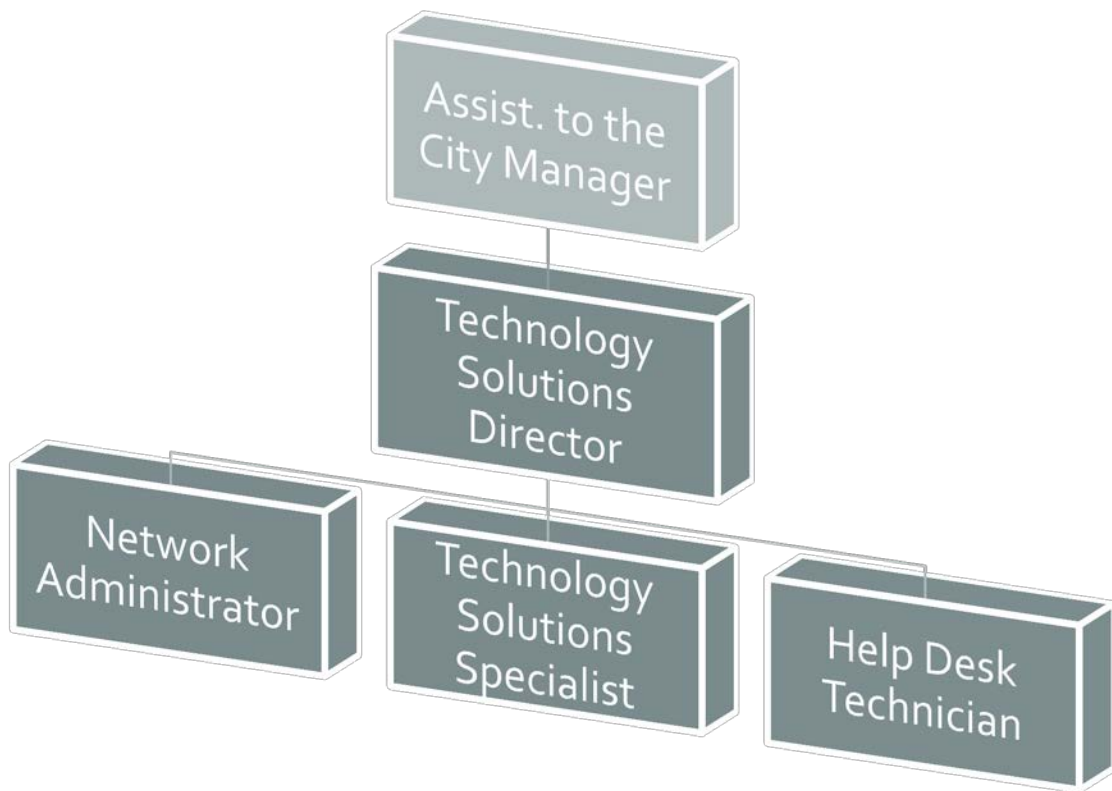
## ACCOMPLISHMENTS OF FY17

- Completed the data transfer for the Fire Department's records management software, Zoll
- Deployed authentication solution for First Responders to protect sensitive data during transition
- Added management software for First Responders, providing stability of lost connections in the field
- Deployed new voice-over IP phone system at the Police Station
- Established a CCTV connection at the Recreation & Aquatics Center which feeds directly to the Police Department
- Completed the conversion of financial data and deployed the financial module of Tyler Technologies
- Completed the installation and configuration of new software for the Recreation & Aquatics Center, allowing citizens to purchase items online
- Completed infrastructure improvements, including network switches, firewalls, cabling, and peripherals
- Developed user training for the City Hall staff to enhance computer knowledge

## FY18 INITIATIVES

- Enhance the City's network through hybrid and cloud computing services:
  - Implement cloud based technologies to improve back up procedures to network resources
  - Integrate cloud application services to improve network performance and availability
  - Enlist cloud based services to support an active disaster recovery tool
- Implement additional controls to manage mobile devices utilized by city staff:
  - Establish a central control system to deploy software and security requirements to mobile devices
  - Institute new policies and procedures regarding mobile devices and the use of personal devices
  - Deploy applications regulating communications through mobile devices
- Implement unified network design through departments and buildings:
  - Standardized naming convention for network devices, such as computers and servers

- Enhance monitoring capabilities of local infrastructure and devices
- Establish standardized machine images based on departmental needs
- Ongoing Tyler Technologies installation and implementation:
  - Tyler HR and Payroll
  - Tyler Utilities and Cashiering



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Technology Solutions Director	1	1	1
Network Administrator	1	1	1
Technology Solutions Technician	0	0	1
Network Assistant	1	1	0
Help Desk Technician	0	1	1
<b>Total</b>	<b>3</b>	<b>4</b>	<b>4</b>

## TECHNOLOGY SOLUTIONS

001-0024-512		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
11-12	Division Head Salaries	76,675	77,625	74,690	76,300	78,050
12-10	Regular Exempt Salaries	62,162	73,119	69,639	48,740	48,740
12-99	Regular Full-Time Wages	-	-	-	67,740	67,000
14-11	Overtime Wages	1,738	869	869	1,750	1,750
15-11	Employee Incentives	150	150	150	200	200
21-11	Social Security Matching	10,671	11,180	10,689	14,750	14,980
22-11	Florida Retirement System	9,950	11,349	10,867	14,590	15,310
23-11	Health Insurance	14,411	18,935	21,680	24,830	31,650
23-12	Life Insurance	49	51	168	200	220
23-13	Accidental Death & Disab Insurance	6	6	21	80	90
24-26	Workers Comp - Clerical (8810)	416	438	449	450	450
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 176,227</b>	<b>\$ 193,722</b>	<b>\$ 189,222</b>	<b>\$ 249,630</b>	<b>\$ 258,440</b>
34-99	Contractual Services - Misc	8,353	25,244	36,700	10,000	52,000
40-11	Travel & Training	7,646	4,095	3,615	5,000	3,200
41-21	Telephone - Local	11,153	11,144	11,580	11,900	11,900
41-34	Data Lines	4,874	11,622	14,378	16,000	16,000
42-11	Postage	58	-	50	50	50
44-29	Rent - Software	199,867	201,315	200,688	218,480	334,480
46-21	Maintenance & Repairs - Equipment	12,322	10,941	11,246	12,400	11,400
46-25	Maintenance & Repairs- AV Equipment	1,294	-	256	1,500	1,000
51-11	Office Supplies - General	758	1,084	150	200	200
52-31	Clothing & Apparel	203	-	100	200	200
52-43	Computer/Operating Supply	10,332	12,099	11,659	10,000	10,000
52-53	Operating Supplies - Train Rm	1,268	799	799	800	500
54-11	Dues & Memberships	650	-	350	1,250	500
54-61	Books & Publications	-	-	-	50	50
<b>TOTAL OPERATING</b>		<b>\$ 258,778</b>	<b>\$ 278,343</b>	<b>\$ 291,571</b>	<b>\$ 287,830</b>	<b>\$ 441,480</b>
64-13	Data Processing Equipment	17,957	6,946	12,000	12,000	50,650
64-18	Software	127,174	217,426	75,000	375,700	354,000
64-31	Special Purpose Equipment	74,950	5,358	30,000	49,000	25,000
<b>TOTAL CAPITAL</b>		<b>\$ 220,081</b>	<b>\$ 229,730</b>	<b>\$ 117,000</b>	<b>\$ 436,700</b>	<b>\$ 429,650</b>

**TOTAL EXPENDITURES    \$ 655,086    \$ 701,795    \$ 597,793    \$ 974,160    \$ 1,129,570**



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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
62-99	<i>Building Improvements</i>					
	Generator for City Hall	-	23,500	-	-	-
	<b>TOTAL</b>	-	<b>23,500</b>	-	-	-
64-13	<i>Data Processing Equipment</i>					
	Expansion of Servers & SANs in City Hall	50,650	-	-	-	-
	<b>TOTAL</b>	<b>50,650</b>	-	-	-	-
64-18	<i>Software</i>					
	City-wide System Software Replacement	354,000	-	-	-	-
	Veeam License & Support	-	7,330	-	-	-
	Archive of Social Media	-	2,390	-	-	-
	Airwatch Suite for Device Management	-	7,975	-	-	-
	<b>TOTAL</b>	<b>354,000</b>	<b>17,695</b>	-	-	-
64-31	<i>Special Purpose Equipment</i>					
	A/V Camera Improvements to Council Chambers	25,000	-	-	-	-
	Refresh City Hall Server Equipment	-	-	-	168,250	-
	<b>TOTAL</b>	<b>25,000</b>	-	-	<b>168,250</b>	-
<b>DIVISION TOTAL</b>		<b>\$ 429,650</b>	<b>\$ 41,195</b>	<b>\$ -</b>	<b>\$ 168,250</b>	<b>\$ -</b>

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# ADMINISTRATION - ADMINISTRATIVE SERVICES

## IT IS THE MISSION OF ADMINISTRATIVE SERVICES TO

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

## DESCRIPTION

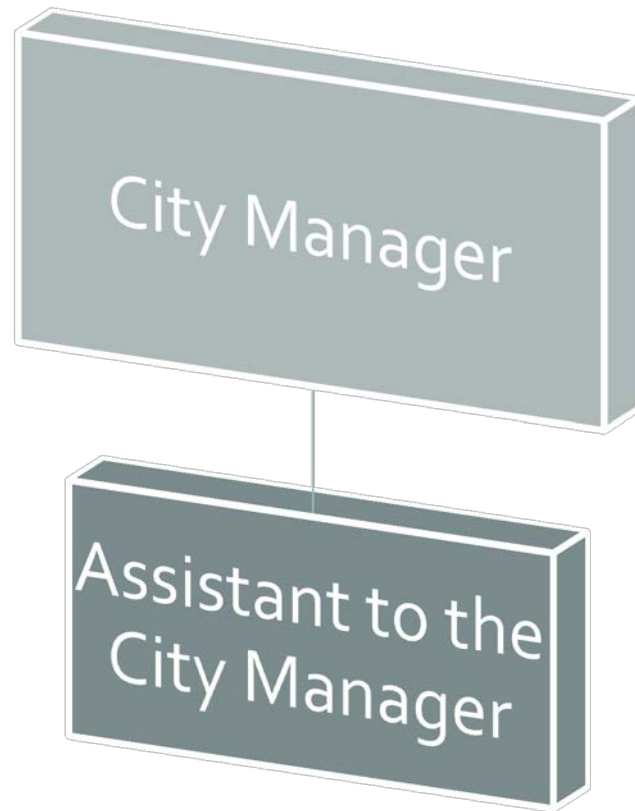
The Administrative Services Division is a division that caters to the specific needs of the City Manager and focuses on the completion of projects, specifically designated by the City Manager.

## ACCOMPLISHMENTS OF FY17

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

## FY18 INITIATIVES

- Identify and pursue revenue from federal, state, and other institutional sources
- Review the Business Tax Receipt Program integration with new Tyler Technologies software system for effectiveness and efficiency
- Provide assistance to the City Manager on special projects, as requested



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Assistant to the City Manager	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>

## ADMINISTRATIVE SERVICES

001-0025-512					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
11-10	Department Head Salaries	-	-	74,000	74,006	74,010
11-12	Division Head Salaries	-	61,727	-	-	-
15-11	Employee Incentives	-	50	50	50	50
15-12	Gas/Car Allowance	-	-	3,000	3,000	3,000
15-20	Moving Allowance	-	-	3,000	-	-
21-11	Social Security Matching	-	4,624	5,520	5,520	5,900
22-11	Florida Retirement System	-	4,530	3,240	3,240	5,790
23-11	Health Insurance	-	4,078	7,460	7,460	7,920
23-12	Life Insurance	-	12	15	50	60
23-13	Accidental Death & Disab Insurance	-	1	6	20	30
24-26	Workers Comp - Clerical (8810)	-	202	220	300	180
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ -</b>	<b>\$ 75,224</b>	<b>\$ 96,511</b>	<b>\$ 93,646</b>	<b>\$ 96,940</b>
31-99	Professional Services - Misc	-	7,665	30,000	30,000	-
34-99	Contractual Services - Misc	-	12,064	-	-	-
40-11	Travel & Training	-	23	1,000	1,500	2,000
41-21	Telephone - Local	-	261	500	500	750
42-11	Postage	-	3,514	-	150	150
46-23	Maintenance & Repairs - Copiers	-	78	-	500	500
47-99	Printing & Binding - Misc	-	-	-	1,000	500
51-11	Office Supplies - General	-	1,776	500	1,500	500
52-31	Clothing & Apparel	-	-	-	200	100
52-43	Computer/Operating Supply	-	-	750	1,000	250
54-11	Dues & Memberships	-	-	250	250	750
54-61	Books & Publications	-	-	-	200	200
<b>TOTAL OPERATING</b>		<b>\$ -</b>	<b>\$ 25,382</b>	<b>\$ 33,000</b>	<b>\$ 36,800</b>	<b>\$ 5,700</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ 100,606</b>	<b>\$ 129,511</b>	<b>\$ 130,446</b>	<b>\$ 102,640</b>

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# FINANCE- ACCOUNTING & BUDGETING

## IT IS THE MISSION OF ACCOUNTING & BUDGETING TO

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

## DESCRIPTION

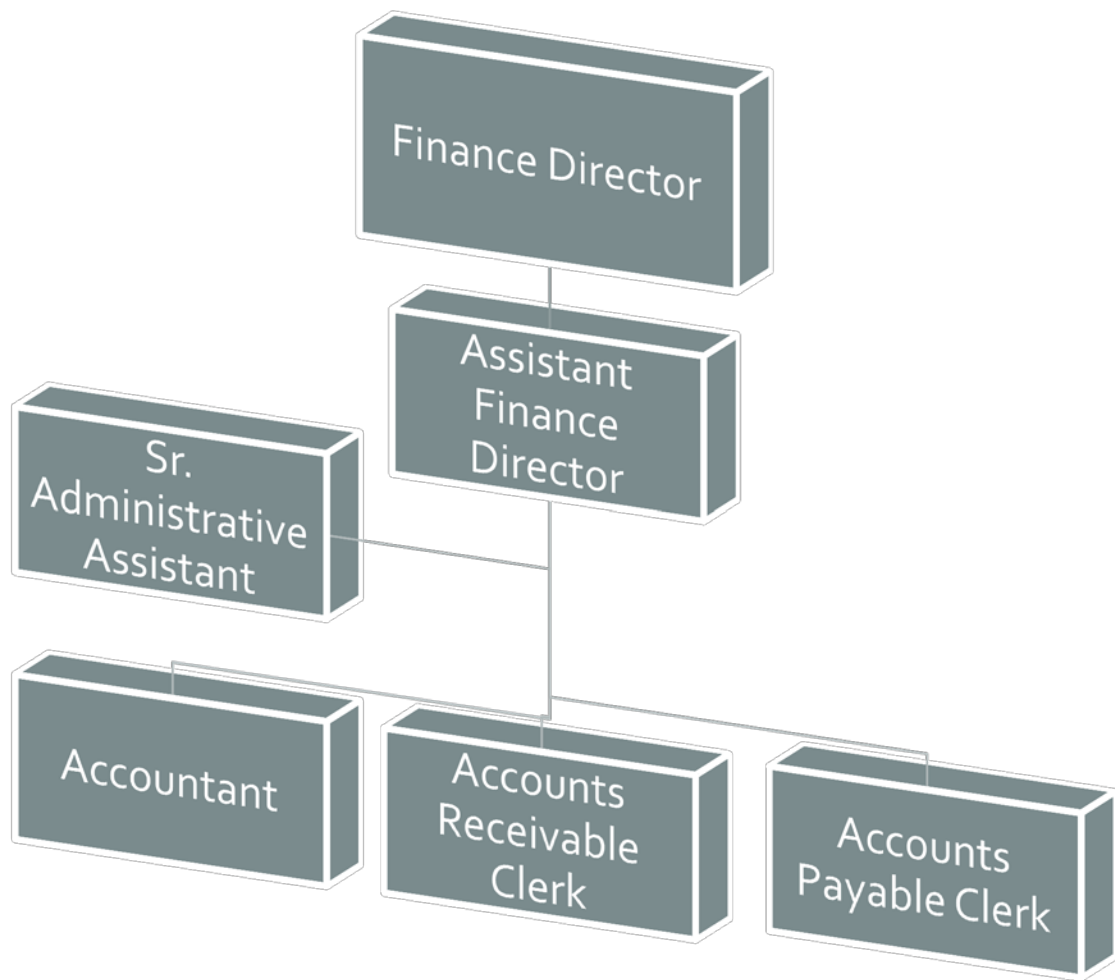
The Finance Department's Accounting & Budgeting Division plays an integral role in all financial transactions, both long and short term within the City of New Port Richey. This Division processes accounts payable and payroll, specialized billing, and provides other accounting related services. In addition, 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 FY17

- Received the Certificate of Distinguished Budget Presentation from the GFOA for FY17
- Completed the conversion and implementation from the City's existing financial module to Tyler Technologies
- Supported the expansion of the City's utility operations by securing financing, as needed

## FY18 INITIATIVES

- Revise the City's current purchasing policy and procurement card program
- 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
- Conduct a departmental study to identify potential areas of improvement



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Finance Director	1	1	1
Asst. Finance Director	1	1	1
Senior Administrative Assistant	0	1	1
Accountant	1	1	1
Accounts Payable Clerk	1	1	1
Accounts Receivable Clerk	0	1	1
<b>Total</b>	<b>4</b>	<b>6</b>	<b>6</b>

## ACCOUNTING & BUDGETING

001-0042-513		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
11-11	Dept Head Salaries	81,516	826,243	82,500	81,990	84,060
11-12	Division Head Salaries	61,147	68,027	66,300	67,500	68,520
12-99	Regular Full-Time Wages	142,395	78,298	142,000	147,100	149,310
14-11	Overtime Wages	18,554	6,618	5,919	3,350	2,080
15-11	Employee Incentives	300	200	300	300	300
15-12	Gas/Car Allowance	3,718	-	-	-	-
15-31	Education Reimbursement	-	-	-	800	-
21-11	Social Security Matching	22,729	17,281	22,900	23,200	23,280
22-11	Florida Retirement System	33,453	28,941	34,250	34,250	36,040
23-11	Health Insurance	33,460	35,776	44,750	44,750	47,480
23-12	Life Insurance	110	83	276	300	330
23-13	Accidental Death & Disab Insurance	13	10	94	120	140
24-26	Workers Comp - Clerical (8810)	779	539	670	700	700
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 398,174</b>	<b>\$ 1,062,016</b>	<b>\$ 399,959</b>	<b>\$ 404,360</b>	<b>\$ 412,240</b>
31-99	Professional Services - Misc	63,755	2,388	2,388	24,500	35,000
32-11	Annual Audit Services	137,204	42,624	40,000	40,000	40,000
40-11	Travel & Training	222	1,573	6,000	7,000	2,750
41-21	Telephone - Local	2,356	1,479	1,300	1,300	2,140
42-11	Postage	1,962	3,591	2,700	2,700	3,000
44-19	Rent - Equipment/Software	1,934	-	2,000	2,000	2,000
46-21	Maintenance & Repairs - Equipment	885	230	180	500	250
46-23	Maintenance & Repairs - Copiers	1,934	1,594	1,314	2,000	2,000
47-21	Printing & Binding - Forms	-	-	-	3,000	3,000
47-99	Printing & Binding - Misc	1,579	129	1,600	2,000	2,000
49-99	Other Current Charges - Misc	1,018	811	1,200	1,200	1,200
51-11	Office Supplies - General	5,048	6,353	5,687	5,000	5,000
52-31	Clothing & Apparel	98	258	360	360	750
52-43	Computer/Operating Supplies	7,201	7,125	6,966	6,000	6,000
52-98	Inventory Adjustment	-	-	-	-	-
54-11	Dues & Memberships	794	534	499	500	700
54-61	Books & Publications	-	408	500	1,000	1,000
<b>TOTAL OPERATING</b>		<b>\$ 225,989</b>	<b>\$ 69,097</b>	<b>\$ 72,694</b>	<b>\$ 99,060</b>	<b>\$ 106,790</b>
64-11	Office Furniture/Fixtures	-	-	3,000	3,000	3,000
64-13	Data Processing Equipment	-	-	-	-	4,000
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 7,000</b>

**TOTAL EXPENDITURES    \$ 624,163    \$ 1,131,113    \$ 475,653    \$ 506,420    \$ 526,030**



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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
64-11	<i>Office Furniture/Fixtures</i>					
	Office Furniture	3,000	-	-	-	-
	<b>TOTAL</b>	<b>3,000</b>	-	-	-	-
64-13	<i>Data Processing Equipment</i>					
	Desk-top Computer (2)	4,000	-	-	-	-
	<b>TOTAL</b>	<b>4,000</b>	-	-	-	-

<b>DIVISION TOTAL</b>	<b>\$</b>	<b>7,000</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</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:

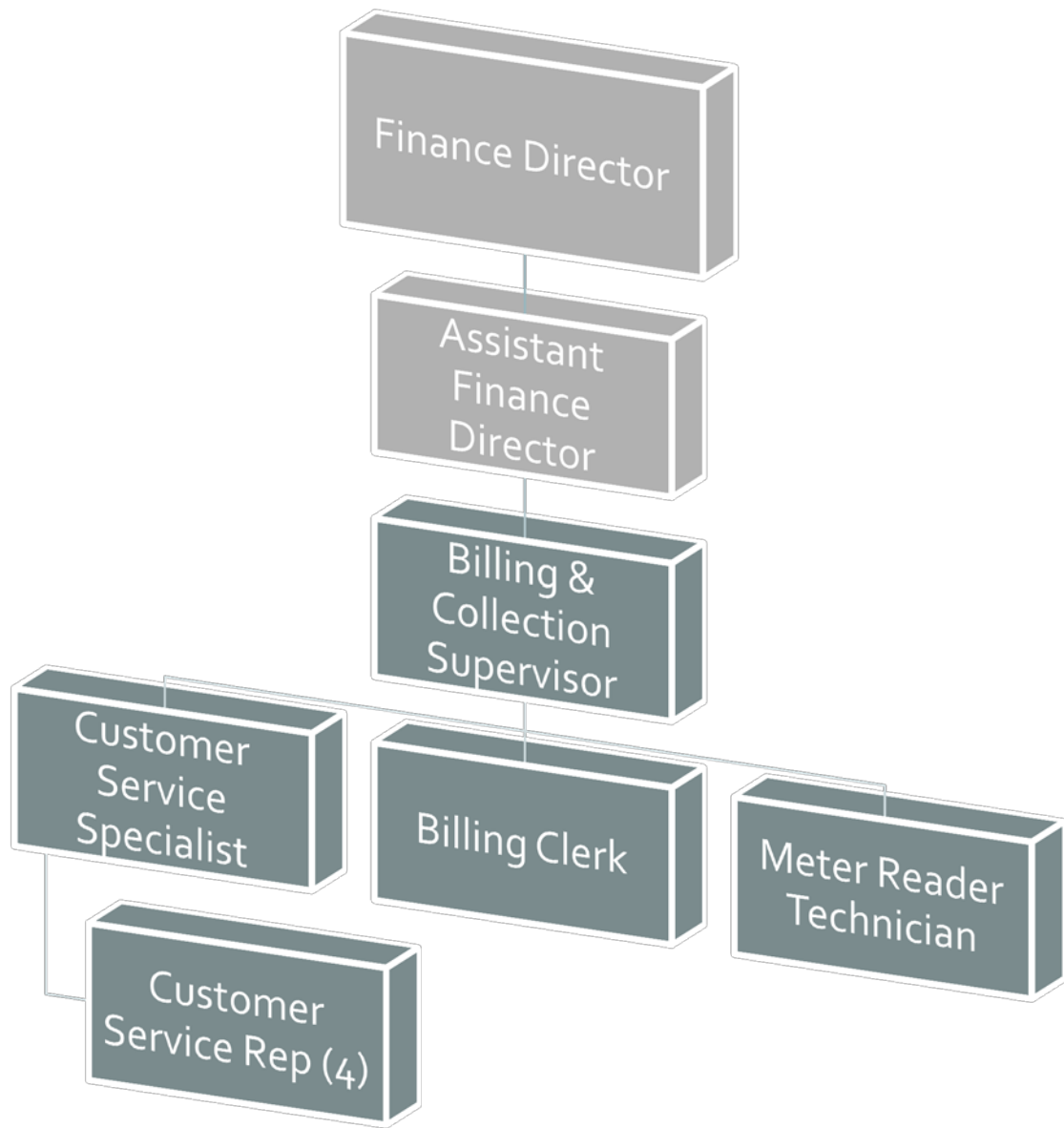
- Establishing and disconnecting water service
- Processing liens and releases of liens
- Processing title searches
- Renewing and processing new applications for business tax receipts and rental permits
- Take payments for city parking fines
- Take utility payments

## ACCOMPLISHMENTS OF FY17

- Continued efforts to improve Division perception by incorporating new uniforms for employees and enhancing office space
- Enhanced the look and presentation of the utility billing statements received by customers
- Deployed provisions of the debt recovery plan to reduce the amount of uncollected balances
- Integrated customer list of new utility system purchase, which consisted of approximately 600 customers, into the City's current billing system

## FY18 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	FY15-16	FY16-17	FY17-18
Billing & Collection Supervisor	1	1	1
Billing Clerk	1	1	1
Accounts Receivable Clerk	1	0	0
Customer Service Specialist	1	1	1
Customer Service Representative	4	4	4
Meter Reader Technician	1	1	1
<b>Total</b>	<b>9</b>	<b>8</b>	<b>8</b>

## BILLING & COLLECTION

001-0043-513 EXP CODE                      CLASSIFICATION		ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
11-12	Division Head Salaries	40,137	43,861	42,218	42,700	43,370
12-99	Regular Full-Time Wages	185,725	216,688	204,691	183,870	186,680
13-11	Part-Time Wages	11,209	-	-	-	-
14-11	Overtime Wages	4,915	3,693	3,447	5,750	5,060
15-11	Employee Incentives	450	450	400	400	400
15-12	Gas/Car Allowance	62	650	-	-	-
21-11	Social Security Matching	17,560	19,147	18,085	17,800	18,020
22-11	Florida Retirement System	17,722	19,743	18,709	17,470	17,680
23-11	Health Insurance	45,455	55,838	54,343	59,660	63,300
23-12	Life Insurance	162	184	179	400	420
23-13	Accidental Death & Disab Insurance	19	22	21	160	180
24-21	Workers Comp - Waterworks Oper/SLSMN Drivers (7520)	702	742	980	1,150	1,130
24-26	Workers Comp - Clerical (8810)	572	1,079	549	470	480
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 324,691</b>	<b>\$ 362,097</b>	<b>\$ 343,622</b>	<b>\$ 329,830</b>	<b>\$ 336,720</b>
31-99	Professional Services - Misc	-	15,587	17,500	17,500	15,000
34-25	Debt Recovery	22,500	149	10,000	10,000	10,000
34-26	Contractual Meter Reading	50,780	18,373	2,300	1,100	-
34-35	Outsourced Bills	72,413	66,104	15,000	15,000	15,000
34-99	Contractual Services - Misc	-	421	-	-	-
40-11	Travel & Training	742	-	-	500	500
41-21	Telephone - Local	1,114	713	750	750	800
42-11	Postage	9,002	8,642	47,586	47,000	48,000
45-71	Notary Bond	73	-	-	-	-
46-21	Maintenance & Repairs - Equipment	5,806	2,566	3,750	4,900	4,000
46-23	Maintenance & Repairs - Copiers	263	240	240	300	300
46-31	Central Garage Maintenance	-	720	500	500	500
47-21	Forms	-	-	-	500	1,000
47-99	Printing & Binding - Misc	1,306	1,151	2,000	2,000	1,000
49-31	Credit Card Charges	46,326	60,012	57,890	60,000	60,000
49-52	Other Current Chgs & Oblg/OverShort	51	(15)	-	50	100
51-11	Office Supplies - General	4,040	4,998	4,000	4,000	4,210
52-11	Fuel	5,791	5,585	6,000	6,000	5,800
52-31	Clothing & Apparel	762	1,030	743	750	1,000
52-43	Computer/Operating Supply	1,912	1,217	1,155	3,000	3,000
52-89	Automotive Parts	6,868	415	959	3,000	3,000
52-99	Operating Supplies - Misc	766	14	-	800	800
54-11	Dues & Memberships	80	85	-	100	100
<b>TOTAL OPERATING</b>		<b>\$ 230,594</b>	<b>\$ 188,007</b>	<b>\$ 170,373</b>	<b>\$ 177,750</b>	<b>\$ 174,110</b>
64-11	Office Furniture/Fixtures	-	-	-	2,000	2,000
64-15	Trucks & Trailers	-	-	-	-	6,000
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ 8,000</b>

**TOTAL EXPENDITURES    \$ 555,285    \$ 550,104    \$ 513,995    \$ 509,580    \$ 518,830**

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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
64-11	<i>Office Furniture/Fixtures</i>					
	Office Furniture	2,000	-	-	-	-
	<b>TOTAL</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
64-15	<i>Trucks &amp; Trailers</i>					
	Meter Reading Truck (R&R)	6,000	6,000	6,000 (a)	3,000	3,000
	<b>TOTAL</b>	<b>6,000</b>	<b>6,000</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>

<b>DIVISION TOTAL</b>	<b>\$</b>	<b>8,000</b>	<b>\$</b>	<b>6,000</b>	<b>\$</b>	<b>6,000</b>	<b>\$</b>	<b>3,000</b>	<b>\$</b>	<b>3,000</b>
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(a) Year of Purchase

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# FINANCE - PURCHASING & WAREHOUSE

## IT IS THE MISSION OF PURCHASING & WAREHOUSE TO

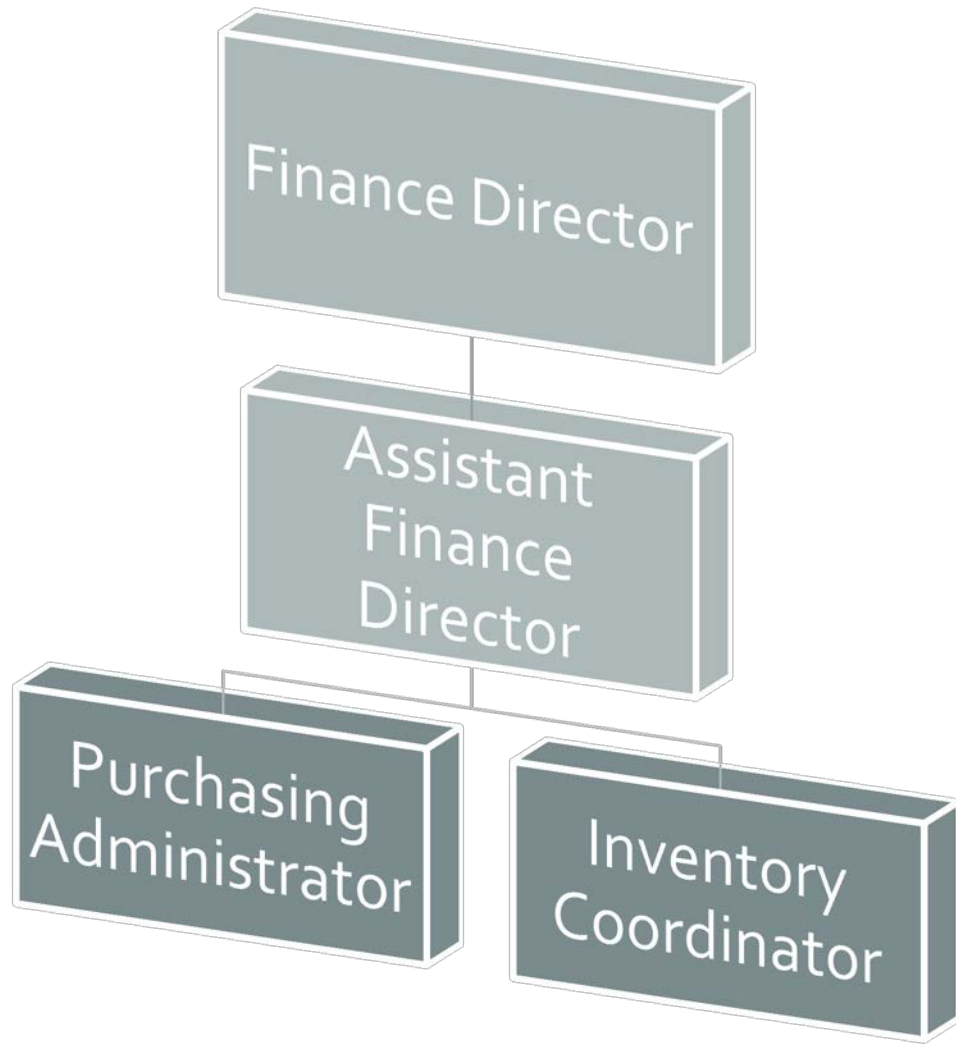
obtain quality goods and services at the lowest possible cost, while following federal, state, and local policies regarding expenditure of public funds.

## DESCRIPTION

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

## ACCOMPLISHMENTS OF FY17

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



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Purchasing Administrator	1	0	0
Inventory Coordinator	1	0	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>



## PURCHASING & WAREHOUSE

001-0044-513		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
12-99	Regular Full-Time Wages	-	65,172	-	-	-
14-11	Overtime Wages	-	353	-	-	-
15-11	Employee Incentives	-	100	-	-	-
21-11	Social Security Matching	-	4,868	-	-	-
22-11	Florida Retirement System	-	4,747	-	-	-
23-11	Health Insurance	-	11,152	-	-	-
23-12	Life Insurance	-	38	-	-	-
23-13	Accidental Death & Disab Insurance	-	4	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ -</b>	<b>\$ 86,434</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
40-11	Travel & Training	-	-	-	-	-
41-21	Telephone - Local	-	-	-	-	-
42-11	Postage	-	-	-	-	-
44-19	Rent - Equipment	-	1,884	-	-	-
47-21	Forms	-	968	-	-	-
51-11	Office Supplies - General	-	658	-	-	-
52-11	Fuel	-	216	-	-	-
52-31	Clothing & Apparel	-	30	-	-	-
52-43	Computer/Operating Supply	-	400	-	-	-
52-98	Inventory Adjustment	-	8,165	-	-	-
52-99	Operating Supplies - Miscellaneous	-	-	-	-	-
54-11	Dues & Memberships	-	100	-	-	-
<b>TOTAL OPERATING</b>		<b>\$ -</b>	<b>\$ 12,421</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ 98,855</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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# LIBRARY

## IT IS THE MISSION OF THE LIBRARY TO

positively transform our community by providing a curriculum that improves literacy, engages community, advances knowledge, and sparks creative expression.

## DESCRIPTION

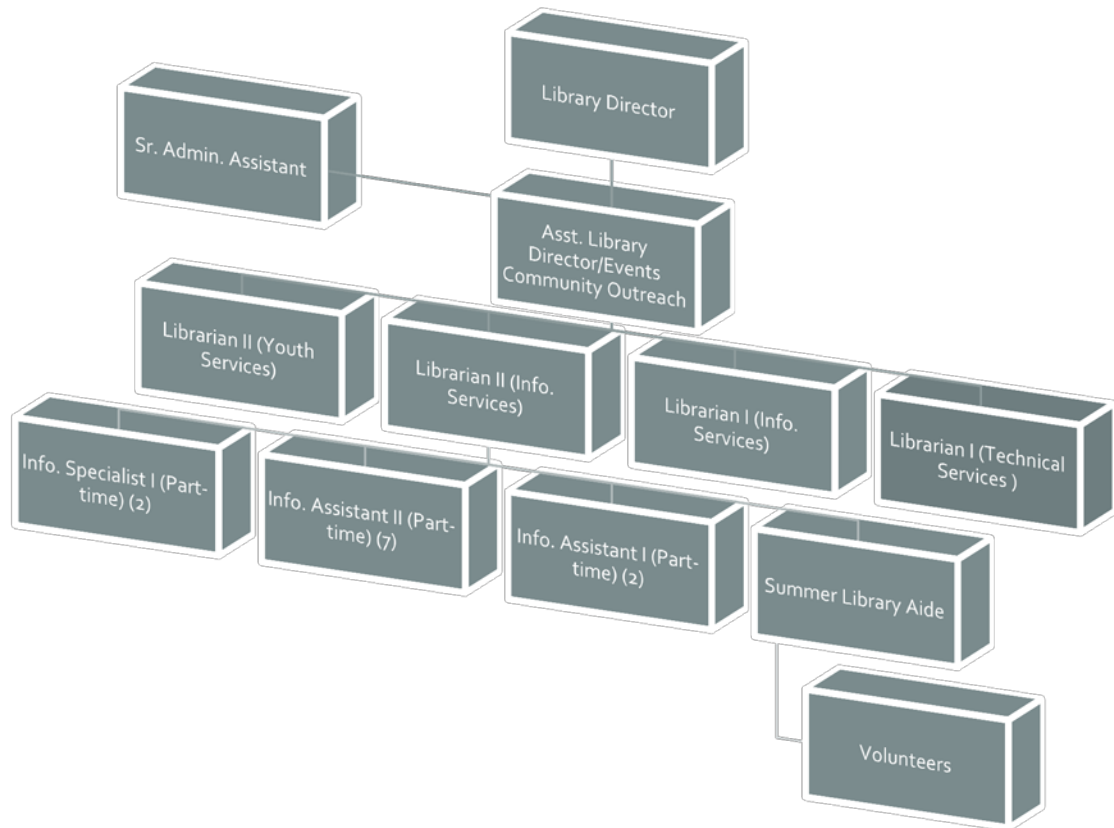
The New Port Richey Library was founded in 1919 and is Florida's first *Library of the Year* recipient. The Library is a popular destination that connects our diverse community to free educational and cultural resources that will enrich their lives.

## ACCOMPLISHMENTS OF FY17

- Partnered with Pasco-Hernando SCORE and Pasco Enterprise Network to provide entrepreneurs with training and materials
- Provided the community with over 1,200 educational and creative classes, workshops, and events
- Provided off-site internet access through 18 circulating mobile hotspots and provided access to 84 electronic databases and 64,000 electronic materials
- Achieved a 5-star ranking in the LJ Index of Public Library Service

## FY18 INITIATIVES

- Improve the community's quality of life by:
  - Collaborating with city departments
  - 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
  - Increase public awareness of available educational opportunities, services, and resources
  - Cross promote classes offered by local community partners
- Provide equitable access and support of innovative technology for all community members:
  - Evaluate and implement technology tools and software that is crucial to the effective delivery of curriculum
  - 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	FY15-16	FY16-17	FY17-18
Library Director	1	1	1
Asst. Library Director/Events & Community Outreach	1	1	0
Senior Administrative Assistant	1	1	1
Librarian II	0	0	2
Librarian I	3	4	2
Information Assistant II	4.75	4.88	4.88
Information Assistant I	1	1.46	1.46
Information Specialist I	1.18	1.46	1.46
Summer Aide	.25	.25	.25
<b>Total</b>	<b>13.18</b>	<b>15.05</b>	<b>14.05</b>

# LIBRARY

001-0051-571		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
11-11	Dept Head Salaries	77,715	79,962	76,910	79,350	69,000
11-12	Division Head Salaries	53,769	56,632	54,572	53,580	53,580
12-10	Regular Exempt Salaries	156,424	147,603	138,669	150,380	157,330
12-99	Regular Full-Time Wages	22,717	-	3,514	-	-
13-11	Part-Time Wages	167,106	173,163	169,995	180,550	198,350
13-12	Temporary Wages	2,214	3,583	3,583	5,400	-
14-11	Overtime Wages	2,410	850	132	-	-
15-11	Employee Incentives	900	900	900	850	850
15-16	Health Insurance Waiver Stipend	1,800	-	-	-	-
21-11	Social Security Matching	36,466	34,533	33,497	35,960	37,460
22-11	Florida Retirement System	45,344	45,014	43,541	44,920	37,110
23-11	Health Insurance	35,780	44,474	45,470	44,470	47,480
23-12	Life Insurance	143	121	125	300	330
23-13	Accidental Death & Disab Insurance	17	14	15	120	140
24-26	Workers Comp - Clerical (8810)	1,312	984	984	1,500	1,110
24-27	Workers Comp - Building (NOC) (9015)	903	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 605,020</b>	<b>\$ 587,833</b>	<b>\$ 571,906</b>	<b>\$ 597,380</b>	<b>\$ 602,740</b>
34-12	Pest Control Services	652	-	-	-	-
34-28	Internet Reference Service	39,825	46,522	50,000	52,000	48,720
34-99	Contractual Services - Misc	20,430	16,196	9,650	15,720	11,480
40-11	Travel & Training	7,635	8,900	10,000	10,000	10,000
41-21	Telephone - Local	408	394	500	500	500
41-34	Data Lines	11,648	16,164	17,400	17,490	17,490
41-42	Burglar Alarm Lines	1,673	1,671	1,740	1,930	2,130
42-11	Postage	6,779	16,119	7,439	15,000	6,500
42-21	Freight Express Charges	600	600	750	750	750
43-11	Electric - City Facilities	33,140	30,342	36,000	36,000	36,000
43-31	Trash Removal	1,770	-	-	-	-
43-51	Water & Sewer - City	2,882	3,190	3,000	3,300	3,300
43-73	Street Light Fee	-	440	440	440	440
43-81	Stormwater Assessment	-	680	680	680	680
44-19	Rent - Equipment/Software	-	11,070	12,570	13,170	14,170
44-81	Lease - Copier	3,281	3,521	3,521	3,530	3,530
46-11	Maintenance & Repairs - Bldg & Grounds	12,586	272	2,500	3,000	3,000
46-21	Maintenance & Repairs - Equipment	68,693	69,209	70,000	75,040	76,540
46-23	Maintenance & Repairs - Copiers	2,064	2,693	2,700	3,000	3,000
47-99	Printing & Binding - Misc	3,710	12,582	3,478	15,000	4,000
49-31	Credit Card Charges	998	1,089	1,200	1,200	1,200
49-83	Permit Fees	772	725	900	900	900
49-99	Other Current Charges - Misc	-	-	-	-	-
51-11	Office Supplies - General	3,570	3,764	5,000	5,000	5,000
52-11	Fuel	10	-	-	-	-
52-31	Clothing & Apparel	-	-	500	500	500
52-42	Photographic Supplies	1,101	-	600	600	600
52-43	Computer/Operating Supply	12,270	18,816	20,000	20,000	20,000
52-47	First Aid Supplies	37	-	-	20	20
52-48	Prizes & Awards	1,004	996	1,000	1,000	1,000
52-49	Library Supplies	8,337	8,506	7,469	8,500	8,500

## LIBRARY

**001-0051-571**

EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
52-51	Janitorial Supplies	2,948	-	-	-	-
52-93	Misc Program Costs - Grants	10,003	13,311	10,000	10,000	10,000
52-96	Misc Program Costs	12,403	12,092	13,000	13,000	13,000
52-98	Oper. Supplies/Misc Snap Prog. Costs	24	7,728	8,000	18,000	18,000
52-99	Operating Supplies - Misc	2,511	2,230	2,256	2,500	2,500
54-11	Dues & Memberships	2,487	2,681	3,210	3,210	3,880
<b>TOTAL OPERATING</b>		<b>\$ 276,253</b>	<b>\$ 312,503</b>	<b>\$ 305,503</b>	<b>\$ 350,980</b>	<b>\$ 327,330</b>
62-99	Building Improvements	167,754	-	2,620	2,620	-
64-13	Data Processing Equipment	2,943	16,270	-	-	-
66-12	Library Materials	59,877	70,243	82,000	82,000	72,000
66-72	Library Materials - State Aid	1,789	5,142	22,900	22,900	22,900
<b>TOTAL CAPITAL</b>		<b>\$ 232,363</b>	<b>\$ 91,655</b>	<b>\$ 107,520</b>	<b>\$ 107,520</b>	<b>\$ 94,900</b>

**TOTAL EXPENDITURES    \$ 1,113,635    \$ 991,991    \$ 984,929    \$ 1,055,880    \$ 1,024,970**

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM LIBRARY

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
64-13	<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>
64-31	<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>
66-12	<i>Library Materials</i>					
	Books & Other Reading Material	72,000	72,500	75,000	78,000	80,000
	<b>TOTAL</b>	<b>72,000</b>	<b>72,500</b>	<b>75,000</b>	<b>78,000</b>	<b>80,000</b>
66-72	<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    \$   94,900    \$ 113,500    \$ 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

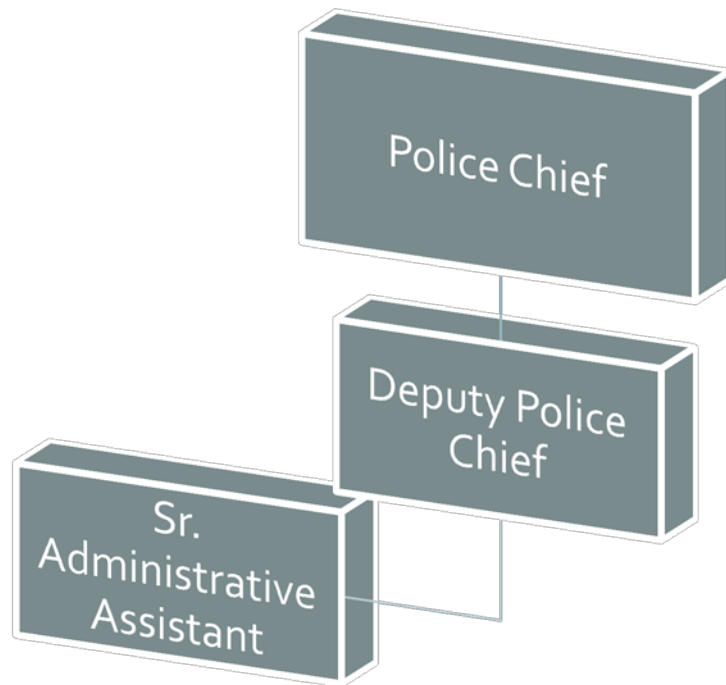
The New Port Richey Police Department focuses on the safety of residents, visitors, and businesses. Officers protect the citizens of New Port Richey, even at risk to their own lives.

## ACCOMPLISHMENTS OF FY17

- Audited and updated all federal and state grants
- Sent numerous personnel from each Division to specialized and leadership training courses to improve their knowledge and job skills
- Transitioned to Southern Software for Computer Aided Dispatch, Records Management, and Mobile Computer Aided Dispatch
- Updated the City's noise ordinance and implemented the City's shopping cart, and golf cart ordinances
- Installed Voice Over-IP (VOIP) telephone system

## FY18 INITIATIVES

- Reduce crime and fear of crime:
  - Elevate law enforcement presence in neighborhoods and business areas through focused investigations and collaboration with residents and business owners
  - Expand use of analytical and investigative techniques to identify and arrest crime perpetrators
  - Elevate 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 officer/citizen relationships within neighborhoods and identify opportunities for improving the quality of life within those areas:
  - Promote citizen and business owner involvement, utilizing a Community Oriented Policing philosophy
  - Continue 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	FY15-16	FY16-17	FY17-18
Police Chief	1	1	1
Deputy Police Chief	1	1	1
Senior Administrative Assistant	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>



## POLICE SUPERVISION

001-0061-521					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
11-11	Dept Head Salaries	82,539	86,930	83,673	84,600	87,240
11-12	Division Head Salaries	65,558	83,171	80,240	76,200	-
12-10	Regular Exempt Salaries	36,250	40,188	38,683	39,100	39,730
13-11	Part-Time Wages	15,772	-	2,734	-	-
14-11	Overtime Wages	-	49	49	-	-
15-11	Employee Incentives	200	150	200	150	100
15-16	Health Insurance Waiver Stipend	1,800	1,800	-	-	-
15-21	Police Incentive Pay	2,154	2,200	2,280	2,280	-
15-23	Cleaning Allowance	1,000	1,000	1,000	1,000	500
15-31	Education Reimbursement	-	-	-	-	1,560
21-11	Social Security Matching	15,437	16,148	15,776	15,560	9,760
22-11	Florida Retirement System	3,816	2,891	2,980	2,940	5,220
22-12	Police Pension Fund	18,884	10,126	10,126	-	-
22-14	Defined Contribution Plan	27,645	22,163	21,251	24,300	24,580
23-11	Health Insurance	10,886	14,118	14,118	22,370	7,920
23-12	Life Insurance	58	60	60	100	110
23-13	Accidental Death & Disab Insurance	7	7	7	50	50
24-24	Workers Comp - Policeman/Chief (7720)	5,430	5,856	6,000	6,000	2,300
24-26	Workers Comp - Clerical (8810)	91	106	150	150	100
24-27	Workers Comp - Building (NOC) (9015)	604	7	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 288,130</b>	<b>\$ 286,970</b>	<b>\$ 279,327</b>	<b>\$ 274,800</b>	<b>\$ 179,170</b>
31-31	Employee Physicals	4,717	4,354	4,503	4,503	4,500
34-12	Pest Control Services	1,947	-	-	-	-
34-33	Lawn Maintenance	3,660	-	-	-	-
34-99	Contractual Services - Misc	23,952	32,746	24,000	24,000	28,000
40-11	Travel & Training	863	7,364	2,385	3,750	3,000
41-21	Telephone - Local	43,625	50,039	40,000	40,000	40,000
41-34	Data Lines	7,613	4,456	4,479	-	4,600
42-11	Postage	511	397	400	400	400
43-11	Electric - City Facilities	32,938	33,390	31,000	31,000	31,000
43-31	Trash Removal	1,575	-	-	-	-
43-51	Water & Sewer - City	4,988	5,005	5,000	5,000	5,000
43-73	Street Light Fee	-	342	565	560	330
43-81	Stormwater Assessment	-	96	880	880	880
44-81	Lease - Copier	2,528	4,905	2,785	3,900	3,900
45-34	Police-Fire AD & D Insurance	-	-	-	4,000	2,300
46-11	Maintenance & Repairs - Bldg & Grounds	27,303	3,706	3,581	2,000	4,400
46-31	Maintenance & Repairs - Central Garage	-	3,600	1,500	1,500	1,200
49-72	351 - Police Training	6,313	11,622	13,678	15,000	8,000
51-11	Office Supplies - General	5,139	4,838	3,167	3,000	3,000
52-11	Fuel	6,202	9,131	9,166	6,500	6,500
52-25	Software License Support	14,265	3,260	-	-	11,260
52-31	Clothing & Apparel	3,072	2,396	2,236	1,000	1,000
52-51	Janitorial Supplies	4,240	573	954	1,016	1,000
52-89	Automotive Parts	1,898	4,976	9,047	1,500	1,500
54-11	Dues & Memberships	309	1,043	1,000	1,000	1,000
<b>TOTAL OPERATING</b>		<b>\$ 197,658</b>	<b>\$ 188,239</b>	<b>\$ 160,326</b>	<b>\$ 150,509</b>	<b>\$ 162,770</b>

## POLICE SUPERVISION

001-0061-521

EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
62-99	Building Improvements	78,344	-	-	-	-
63-99	Improvements Other Than Bldg - Misc	-	14,825	-	-	-
64-14	Automobiles	28,130	-	-	-	-
64-17	Communications Equipment	3,406	37,641	-	-	-
64-18	Software	-	-	-	-	13,800
64-31	Special Purpose Equipment	33,543	17,452	-	-	-
TOTAL CAPITAL		\$ 143,422	\$ 69,918	\$ -	\$ -	\$ 13,800

TOTAL EXPENDITURES    \$ 629,211    \$ 545,127    \$ 439,653    \$ 425,309    \$ 355,740

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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
64-18	<i>Software</i>					
	LexisNexis Crime Mapping Software	13,800	-	-	-	-
	<b>TOTAL</b>	<b>13,800</b>	-	-	-	-

DIVISION TOTAL    \$    13,800    \$    -    \$    -    \$    -    \$    -

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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

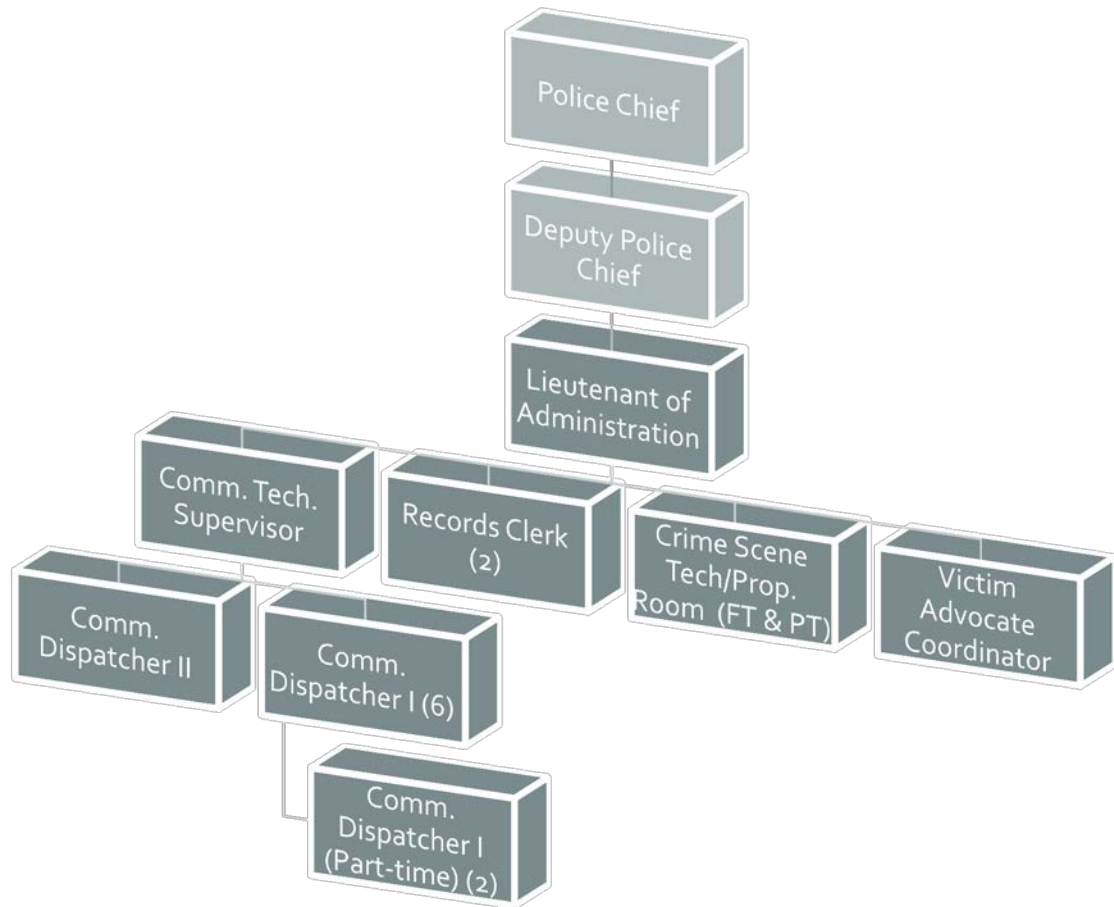
The New Port Richey Police Department focuses on the safety of residents, visitors, and businesses. Officers protect the citizens of New Port Richey, even at risk to their own lives.

## ACCOMPLISHMENTS OF FY17

- Replaced 2 dispatch consoles with P-25 compliant equipment
- Upgraded receptacles and grounding in the Community Center to accommodate and protect new dispatch
- Upgraded radio recording device for immediate transmission retrieval at the dispatch consoles
- Pasco County upgraded the 911 system countywide
- Installed fencing in property/evidence room section for additional security
- Crime Scene Technicians received specialized training in photography, blood stain analysis, laser mapping, and property room management

## FY18 INITIATIVES

- Property and Evidence (P&E) Unit:
  - Install security cameras to cover the property room area
  - 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
- Victim Advocate:
  - In addition to victim support responsibilities, the Victim Advocate will assist with expanding the Department's use of electronic media to share information with the public



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
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	1.73
Victim Advocate Coordinator	1	1	1
Communications Dispatcher II	2	2	1
Communications Dispatcher I	6	6.73	7.46
<b>Total</b>	<b>14.73</b>	<b>15.46</b>	<b>15.19</b>

## POLICE SUPPORT SERVICES

001-0062-521		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
11-12	Division Head Salaries	43,494	74,974	72,165	73,020	74,130
12-99	Regular Full-Time Wages	415,940	455,427	439,204	477,960	500,950
13-11	Part-Time Wages	20,336	31,918	30,278	43,040	63,080
14-11	Overtime Wages	69,024	54,922	53,706	40,000	40,000
15-11	Employee Incentives	600	700	700	800	850
15-16	Health Insurance Waiver Stipend	7,500	8,100	8,100	-	-
15-21	Police Incentive Pay	450	560	560	1,800	840
15-22	Education Incentive Pay	600	1,200	1,200	600	600
15-23	Cleaning Allowance	3,688	4,998	4,998	5,000	5,000
15-24	Clothing Allowance	104	-	-	-	-
15-27	Standby Time	3,683	2,210	2,210	3,120	3,120
15-28	Off-Duty Pay	1,400	473	473	3,500	3,500
15-29	Meal Allowance	30	-	-	1,000	-
21-11	Social Security Matching	41,632	46,636	44,961	49,610	48,460
22-11	Florida Retirement System	37,002	40,183	38,748	42,600	47,500
22-12	Police Pension Fund	14,576	32,751	31,568	31,180	21,080
23-11	Health Insurance	51,943	77,534	80,000	80,410	79,120
23-12	Life Insurance	238	279	700	700	920
23-13	Accidental Death & Disab Insurance	28	33	179	280	380
24-24	Workers Comp - Policemen/Chief (7720)	4,722	7,754	5,680	5,680	3,740
24-26	Workers Comp - Clerical (8810)	1,156	1,234	1,080	1,080	1,280
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 718,148</b>	<b>\$ 841,886</b>	<b>\$ 816,510</b>	<b>\$ 861,380</b>	<b>\$ 894,550</b>
40-11	Travel & Training	3,703	7,321	6,000	6,000	6,000
42-11	Postage	245	227	245	200	200
46-21	Maintenance & Repairs - Equipment	-	1,675	3,567	5,000	2,000
46-23	Maintenance & Repairs - Copiers	-	-	-	-	-
46-31	Maintenance & Repairs - Central Garage	-	1,830	1,070	1,500	1,500
47-99	Printing & Binding - Misc	100	1,245	986	1,000	1,000
51-11	Office Supplies - General	4,496	3,213	2,145	3,000	3,000
52-11	Fuel	4,366	4,444	4,549	3,000	3,000
52-31	Clothing & Apparel	4,102	2,954	3,000	3,000	3,000
52-41	Licensing & ID Materials	1,767	5,229	2,156	2,000	2,000
52-42	Photographic Supplies	86	435	234	1,000	1,000
52-43	Computer/Operating Supply	27,782	14,440	16,483	11,000	11,000
52-89	Automotive Parts	12,385	716	1,301	3,500	3,500
52-99	Operating Supplies - Miscellaneous	11,858	8,169	5,000	5,000	9,000
<b>TOTAL OPERATING</b>		<b>\$ 70,892</b>	<b>\$ 51,898</b>	<b>\$ 46,736</b>	<b>\$ 45,200</b>	<b>\$ 46,200</b>
62-99	Building Improvements	-	-	-	-	-
64-14	Automobiles	-	24,959	-	-	-
64-18	Software	106,023	-	22,640	22,640	-
64-31	Special Purpose Equipment	-	2,000	14,234	14,234	3,000
<b>TOTAL CAPITAL</b>		<b>\$ 106,023</b>	<b>\$ 26,959</b>	<b>\$ 36,874</b>	<b>\$ 36,874</b>	<b>\$ 3,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 895,063</b>	<b>\$ 920,743</b>	<b>\$ 900,120</b>	<b>\$ 943,454</b>	<b>\$ 943,750</b>

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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
64-31	<i>Special Purpose Equipment</i>					
	Security Camera System	3,000	-	-	-	-
	<b>TOTAL</b>	<b>3,000</b>	-	-	-	-

<b>DIVISION TOTAL</b>	<b>\$</b>	<b>3,000</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
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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.

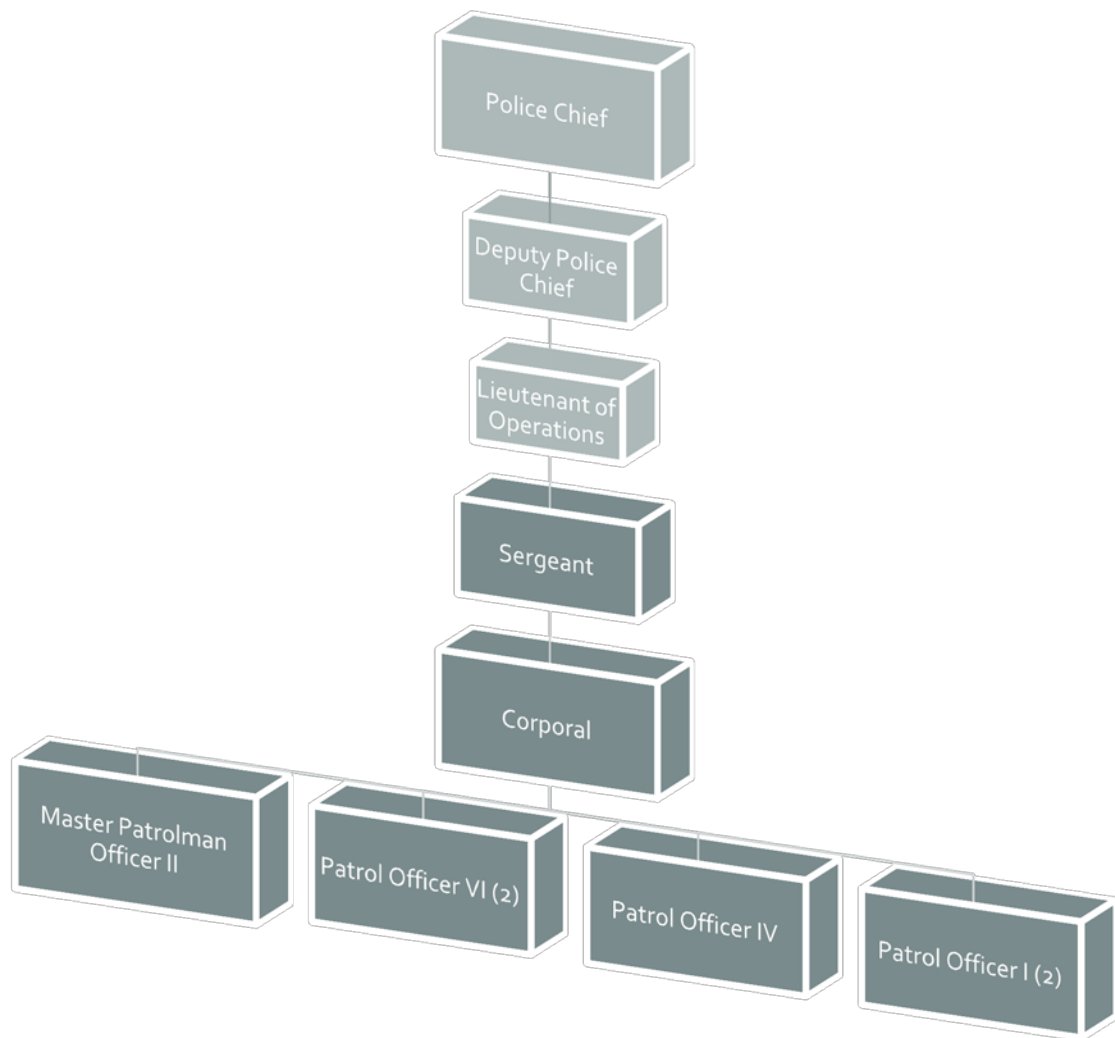
## ACCOMPLISHMENTS OF FY17

- From 10/1/16 to 6/1/17, detectives made 52 arrests from numerous cases, with an additional 6 exceptional clearance cases
- 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), and the Alcohol and Substance Abuse Prevention (ASAP) Prescription Drug Drop-off Program
- Participated in multi-agency warrant sweeps

## FY18 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	FY15-16	FY16-17	FY17-18
Sergeant	1	1	1
Corporal	1	1	1
Master Patrolman Officer II	0	0	1
Master Patrolman Officer I	0	1	0
Patrol Officer VI	2	2	2
Patrol Officer V	1	0	0
Patrol Officer IV	3	2	1
Patrol Officer I	3	2	2
<b>Total</b>	<b>11</b>	<b>9</b>	<b>9</b>

## POLICE COMMUNITY SERVICES

001-0063-521					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
12-99	Regular Full-Time Wages	446,771	540,561	520,622	415,370	467,650
14-11	Overtime Wages	64,244	75,333	72,034	50,000	50,000
15-11	Employee Incentives	450	500	500	500	400
15-16	Health Insurance Waiver Stipend	1,650	4,800	-	-	-
15-21	Police Incentive Pay	4,510	4,455	4,215	4,080	5,040
15-22	Education Incentive Pay	-	-	400	400	-
15-23	Cleaning Allowance	4,750	5,000	4,000	4,000	4,000
15-24	Clothing Allowance	1,229	3,500	2,500	2,500	2,500
15-26	Court Time	2,454	713	712	5,000	5,000
15-27	Standby Time	3,163	7,280	4,326	5,200	5,200
15-28	Off-Duty Pay	16,390	60,125	58,130	40,000	40,000
15-29	Meal Allowance	-	120	450	1,000	-
21-11	Social Security Matching	41,038	51,761	49,831	40,350	44,360
22-12	Police Pension Fund	234,240	250,500	240,911	202,650	149,170
23-11	Health Insurance	43,731	76,708	54,378	59,600	55,390
23-12	Life Insurance	162	210	267	400	440
23-13	Accidental Death & Disab Insurance	19	25	98	160	180
24-24	Workers Comp - Policemen/Chief (7720)	23,410	23,636	18,775	17,910	15,190
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 888,210</b>	<b>\$ 1,105,227</b>	<b>\$ 1,032,149</b>	<b>\$ 849,120</b>	<b>\$ 844,520</b>
34-99	Contractual Services - Misc	-	600	346	600	-
40-11	Travel & Training	11,036	12,154	2,908	1,000	8,000
42-11	Postage	1	117	200	200	200
44-63	Lease - Automobile	6,348	6,221	6,246	6,000	-
46-21	Maintenance & Repairs - Equipment	264	460	800	800	800
46-22	Maintenance & Repairs - Office Equipmen	-	-	-	-	100
46-31	Maintenance & Repairs - Central Garage	-	5,490	3,467	3,500	3,500
47-99	Printing & Binding - Misc	-	220	300	300	300
51-11	Office Supplies - General	1,149	1,741	1,167	1,500	1,500
52-11	Fuel	31,214	27,580	13,689	10,000	10,000
52-31	Clothing & Apparel	5,060	5,139	3,000	3,000	3,000
52-89	Automotive Parts	12,352	7,876	10,000	10,000	10,000
52-99	Operating Supplies - Miscellaneous	4,524	4,121	3,000	3,000	3,000
<b>TOTAL OPERATING</b>		<b>\$ 71,949</b>	<b>\$ 71,719</b>	<b>\$ 45,123</b>	<b>\$ 39,900</b>	<b>\$ 40,400</b>
64-13	Data Processing Equipment	-	2,000	-	-	-
64-14	Automobiles	53,211	25,822	-	-	-
64-17	Communications Equipment	3,406	3,952	70,000	70,000	-
64-31	Special Purpose Equipment	-	6,901	-	-	-
<b>TOTAL CAPITAL</b>		<b>\$ 56,616</b>	<b>\$ 38,675</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,016,775</b>	<b>\$ 1,215,621</b>	<b>\$ 1,147,272</b>	<b>\$ 959,020</b>	<b>\$ 884,920</b>

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# POLICE – PATROL

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

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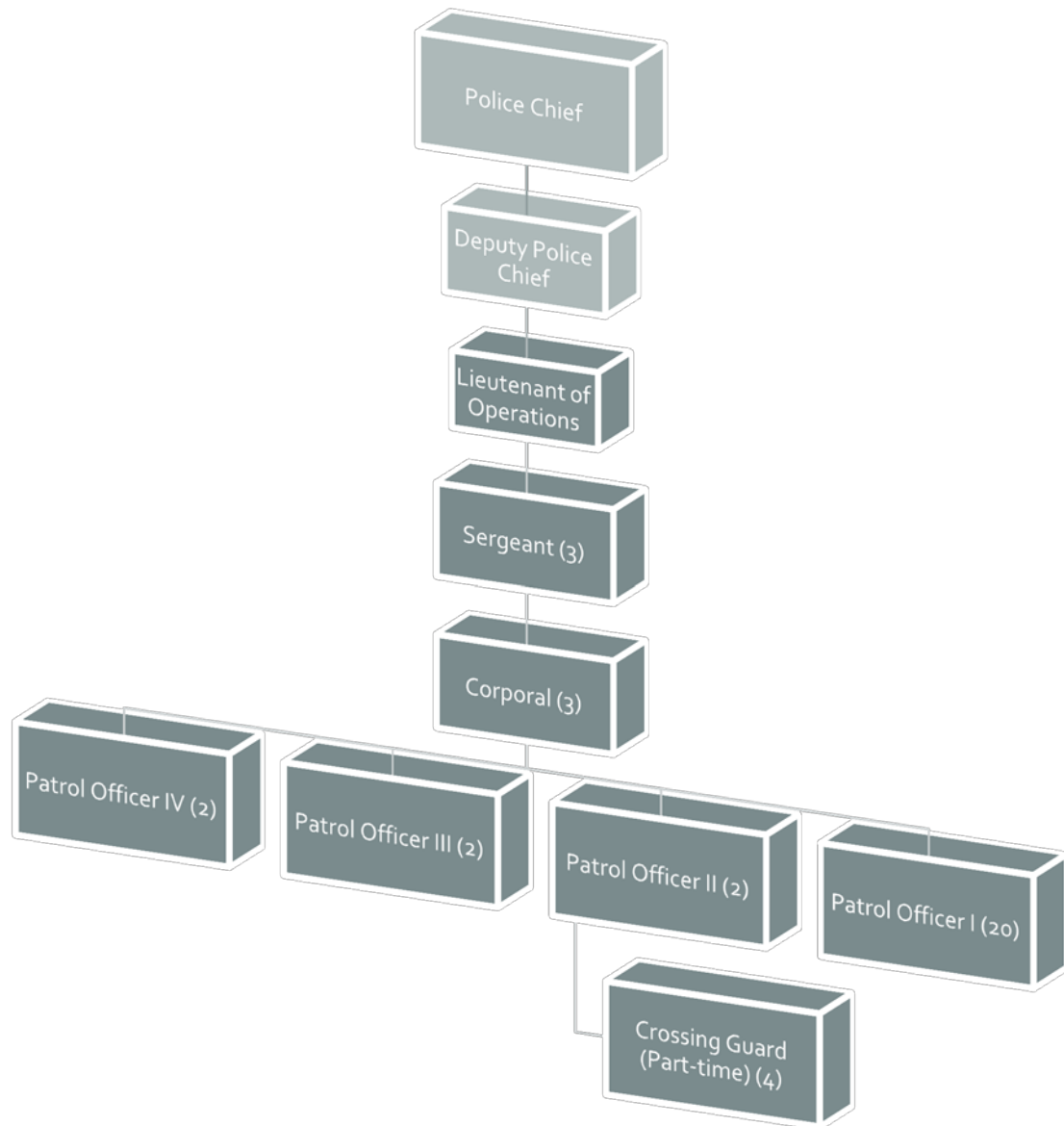
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## ACCOMPLISHMENTS OF FY17

- Utilized equitable sharing monies and forfeiture monies to acquire 10 additional Mobile Mapping Display System licenses and purchased NetMotion software and licenses
- Increased patrol visibility around City Hall, Sims Park, and downtown area
- Purchased 3 portable Rapid ID fingerprint readers for immediate identification of persons
- Purchased simunition guns and protective gear for realistic training for officers
- Sent 2 Patrol Officers to Traffic Homicide Investigators training for specialized certification
- Submitted grant applications to Florida Department of Transportation to increase traffic crash prevention efforts
- From 10/1/16 – 6/1/17, detectives in the Street Crimes Unit conducted multiple prostitution and drug related operations resulting in 54 arrests

## FY18 INITIATIVES

- Apply Crime Prevention Through Environmental Design principles in neighborhoods and business areas
- Increase anti-prostitution efforts through signage, social media, and public service announcements
- Increase proactive patrols of downtown and in parks, utilizing 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 strike teams on "hot spots" as schedules and workloads permit
- Continue initiatives in school safety zones utilizing speed trailers and traffic officers to address speeding and passing school bus violations
- Continue advanced and specialized training to newly hired patrol officers to include:
  - Driving under the influence and aggressive driving
  - Interviews and interrogations
  - Field sobriety testing
  - Laser and radar certification
- Collaborate with provider agencies to reduce homeless population issues



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Lieutenant of Operations	1	1	1
Sergeant	3	3	3
Corporal	3	3	3
Master Patrolman II	2	1	0
Master Patrolman I	1	0	0
Patrol Officer V	1	0	0
Patrol Officer IV	1	2	2
Patrol Officer III	0	0	2
Patrol Officer II	2	2	2
Patrol Officer I	14	18.75	20
Patrol Officer – Probationary	0	2	0
Crossing Guard	.69	1.15	1.15
<b>Total</b>	<b>28.69</b>	<b>33.90</b>	<b>34.15</b>

# POLICE PATROL

001-0064-521		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
11-12	Division Head Salaries	72,577	74,974	72,165	73,030	74,130
12-99	Regular Full-Time Wages	1,385,265	1,377,806	1,332,109	1,566,320	1,783,720
13-11	Part-Time Wages	29,695	23,373	25,549	21,980	30,170
14-11	Overtime Wages	194,361	209,872	203,440	140,000	141,000
15-11	Employee Incentives	1,500	1,650	1,700	1,850	1,900
15-16	Health Insurance Waiver Stipend	14,250	10,200	10,200	-	-
15-21	Police Incentive Pay	16,916	15,465	15,465	17,040	19,800
15-23	Cleaning Allowance	12,990	13,842	13,842	16,500	17,000
15-24	Clothing Allowance	104	531	531	-	-
15-26	Court Time	22,397	21,937	21,061	30,000	30,000
15-27	Standby Time	823	1,105	1,105	-	8,320
15-28	Off-Duty Pay	95,354	140,448	134,953	160,000	160,000
15-29	Meal Allowance	90	150	150	-	-
21-11	Social Security Matching	137,365	141,106	136,587	161,850	173,350
22-11	Florida Retirement System	2,275	1,817	1,869	1,620	2,360
22-12	Police Pension Fund	679,925	698,690	672,879	754,160	547,460
22-16	Police Pension State Funds	195,041	197,463	200,000	-	197,460
23-11	Health Insurance	132,730	162,803	186,544	205,540	213,630
23-12	Life Insurance	530	564	864	1,000	1,840
23-13	Accidental Death & Disab Insurance	62	66	246	660	840
24-24	Workers Comp - Policemen/Chief (7720)	60,057	63,254	71,259	74,520	59,370
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 3,054,306</b>	<b>\$ 3,157,116</b>	<b>\$ 3,102,518</b>	<b>\$ 3,226,070</b>	<b>\$ 3,462,350</b>
34-72	Car Wash Services	998	1,497	1,425	1,000	1,000
40-11	Travel & Training	10,239	11,276	11,750	11,000	11,000
42-11	Postage	21	76	-	500	500
44-64	Lease - Automobile	-	-	-	-	6,000
46-21	Maintenance & Repairs - Equipment	11,895	11,579	17,997	13,000	13,000
46-31	Maintenance & Repairs - Central Garage	170	47,648	5,780	8,000	8,000
47-99	Printing & Binding - Misc	1,069	1,369	2,000	2,000	2,000
49-75	K-9 Unit	28,461	8,665	12,000	12,000	12,000
51-11	Office Supplies - General	2,902	4,054	4,126	4,000	4,000
51-41	Small Tools & Implements	39,952	35,018	29,676	28,000	51,760
52-11	Fuel	127,915	126,571	118,504	90,000	90,000
52-31	Clothing & Apparel	53,473	41,792	23,566	25,000	20,000
52-43	Computer/Operating Supply	9,713	6,476	4,000	4,000	4,000
52-44	Ammunition	5,952	14,424	5,678	10,000	10,000
52-47	First Aid Supplies	160	464	200	200	200
52-89	Automotive Parts	103,335	60,700	119,766	50,000	50,000
52-99	Operating Supplies - Misc	11,794	13,291	9,755	8,000	8,000
<b>TOTAL OPERATING</b>		<b>\$ 4,08,050</b>	<b>\$ 384,900</b>	<b>\$ 366,223</b>	<b>\$ 266,700</b>	<b>\$ 291,460</b>
64-13	Data Processing Equipment	-	-	-	-	16,340
64-14	Automobiles	99,104	125,150	-	-	239,260
64-17	Communications Equipment	19,307	4,871	-	-	-
64-18	Software	67,837	-	-	-	-
64-31	Special Purpose Equipment	50,839	39,514	-	-	31,240
<b>TOTAL CAPITAL</b>		<b>\$ 237,087</b>	<b>\$ 169,535</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 286,840</b>

TOTAL EXPENDITURES	<u>\$ 3,699,443</u>	<u>\$ 3,711,551</u>	<u>\$ 3,468,741</u>	<u>\$ 3,492,770</u>	<u>\$ 4,040,650</u>
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## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM POLICE COMMUNITY SERVICES

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
64-13	<i>Data Processing Equipment</i>					
	Laptop (8)	13,340	-	-	-	-
	Desktop Computers (2)	3,000				
	<b>TOTAL</b>	<b>16,340</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
64-14	<i>Automobiles</i>					
	Ford Interceptor SUV (6)	239,260	-	-	-	-
	<b>TOTAL</b>	<b>239,260</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
64-31	<i>Special Purpose Equipment</i>					
	Ballistic Helmets and Active Shooter Kits	31,240	-	-	-	-
	Emergency Generator	-	100,000	-	-	-
	<b>TOTAL</b>	<b>31,240</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

**DIVISION TOTAL    \$ 286,840    \$ 100,000    \$ -    \$ -    \$ -**

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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

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.

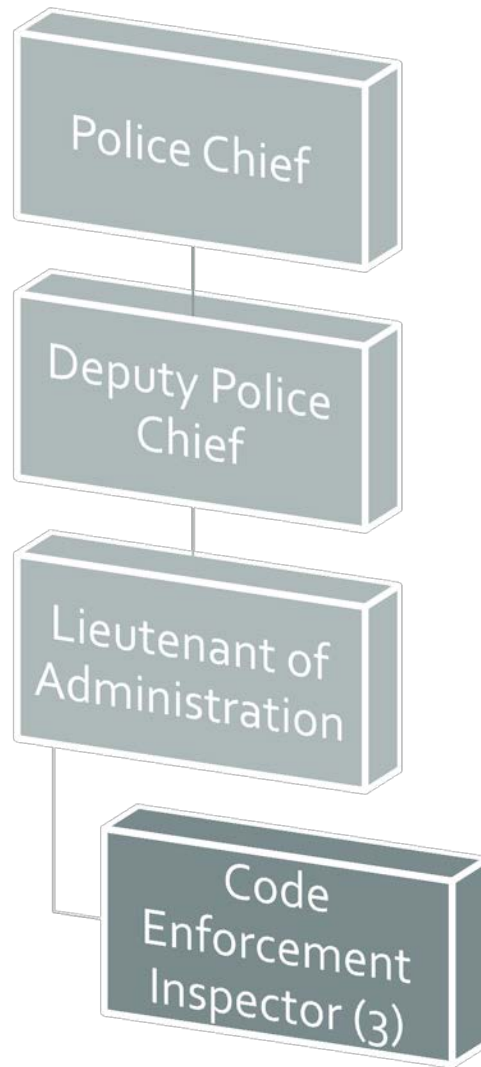
## ACCOMPLISHMENTS OF FY17

- 1 Code Enforcement Officer is scheduled to obtain Florida Association of Code Enforcement (FACE) certification
- Worked with Pasco County Code Enforcement and the Pasco Sheriff's Office, in a joint task force, addressing certain slum and blight issues
- Participated in city-wide clean up with the Public Works Department
- Actively enforced City Shopping Cart ordinance

## FY18 INITIATIVES

- Continue working closely with all city departments on code violation matters
- Continue partnering with community oriented policing officers to focus on enforcement of the City's nuisance ordinance





Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Code Enforcement Inspector	3	3	3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

# POLICE CODE ENFORCEMENT

001-0065-521					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
12-99	Regular Full-Time Wages	62,673	120,245	115,692	117,580	120,080
14-11	Overtime Wages	1,381	5,310	5,186	-	4,000
15-11	Employee Incentives	50	150	150	150	150
15-23	Cleaning Allowance	1,000	1,500	1,500	1,500	1,500
21-11	Social Security Matching	4,762	9,509	9,151	9,350	9,770
22-11	Florida Retirement System	4,636	7,961	7,654	9,320	8,590
23-11	Health Insurance	7,951	16,930	18,765	22,370	23,740
23-12	Life Insurance	31	61	123	150	170
23-13	Accidental Death & Disab Insurance	4	7	12	60	70
24-36	Workers Comp - Inspection of Risks (8720)	1,858	3,034	1,975	2,460	1,700
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 84,346</b>	<b>\$ 164,707</b>	<b>\$ 160,208</b>	<b>\$ 162,940</b>	<b>\$ 169,770</b>
34-31	Animal Control Services	84,625	84,937	92,000	84,940	98,440
34-39	Lot Mowing/Clearing	4,260	3,050	2,366	4,000	4,000
34-99	Contractual Services - Misc	-	-	-	3,500	-
40-11	Travel & Training	905	753	1,000	1,650	1,500
42-11	Postage	7,594	15,649	10,654	9,500	9,500
46-21	Maintenance & Repairs - Equipment	-	-	600	600	600
46-23	Maintenance & Repairs - Copiers	3	2	-	-	-
46-31	Maintenance & Repairs - Central Garage	-	630	1,500	1,500	1,500
46-71	Impound Lot Maintenance	18,708	-	-	-	-
47-99	Printing & Binding - Misc	1,677	792	1,356	1,500	1,500
51-11	Office Supplies - General	1,698	1,527	1,800	2,300	2,000
52-11	Fuel	2,341	4,043	5,000	4,000	4,000
52-31	Clothing & Apparel	408	453	500	500	500
52-42	Photographic Supplies	216	276	346	500	500
52-43	Computer/Operating Supply	5,086	5,693	4,693	3,000	3,000
52-89	Automotive Parts	3,116	997	1,938	760	760
52-99	Operating Supplies - Miscellaneous	128	631	500	500	500
54-11	Dues & Memberships	220	175	-	-	-
<b>TOTAL OPERATING</b>		<b>\$ 130,985</b>	<b>\$ 119,608</b>	<b>\$ 124,253</b>	<b>\$ 118,750</b>	<b>\$ 128,300</b>
64-15	Trucks & Trailers	19,887	19,409	-	-	-
64-17	Communications Equipment	3,406	-	-	-	-
64-31	Special Purpose Equipment	-	1,927	-	-	7,500
<b>TOTAL CAPITAL</b>		<b>\$ 23,293</b>	<b>\$ 21,336</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 238,624</b>	<b>\$ 305,651</b>	<b>\$ 284,461</b>	<b>\$ 281,690</b>	<b>\$ 305,570</b>

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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
64-31	<i>Special Purpose Equipment</i>					
	Lift Gates for Vehicles (3)	7,500	-	-	-	-
	<b>TOTAL</b>	<b>7,500</b>	-	-	-	-

<b>DIVISION TOTAL</b>	<b>\$</b>	<b>7,500</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
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## POLICE CODE ENFORCEMENT - GRANT FUNDED

001-0066-521		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
12-99	Regular Full-Time Wages	28,132	-	-	-	-
14-11	Overtime Wages	1,602	-	-	-	-
15-11	Employee Incentives	50	-	-	-	-
15-16	Health Insurance Waiver Stipend	246	-	-	-	-
15-23	Cleaning Allowance	125	-	-	-	-
21-11	Social Security Matching	2,286	-	-	-	-
22-11	Florida Retirement System	1,915	-	-	-	-
23-11	Health Insurance	2,982	-	-	-	-
23-12	Life Insurance	13	-	-	-	-
23-13	Accidental Death & Disab Insurance	2	-	-	-	-
24-36	Workers Comp - Inspection of Risks (8720)	935	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 38,288</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
34-99	Contractual Services - Misc	675	-	-	-	-
42-11	Postage	2,781	-	-	-	-
51-11	Office Supplies - General	175	-	-	-	-
52-11	Fuel	499	-	-	-	-
52-31	Clothing & Apparel	578	-	-	-	-
52-43	Computer/Operating Supply	464	-	-	-	-
52-89	Automotive Parts	1,255	-	-	-	-
52-99	Operating Supplies - Misc	80	-	-	-	-
54-11	Dues & Memberships	65	-	-	-	-
<b>TOTAL OPERATING</b>		<b>\$ 6,572</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 44,860</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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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.

## DESCRIPTION

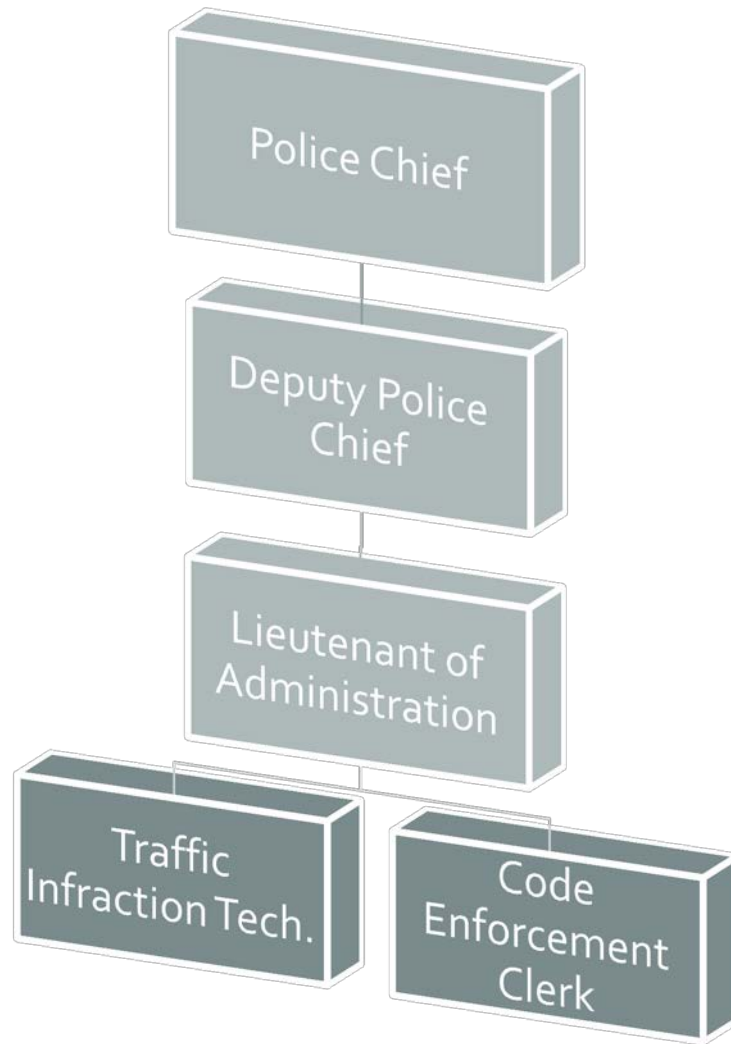
The New Port Richey Police Department focuses on the safety of residents, visitors, and businesses. Officers protect the citizens of New Port Richey, even at risk to their own lives. These men and women are some of the most dedicated and loyal public servants in this great nation and have vowed to serve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

## ACCOMPLISHMENTS OF FY17

- From 10/1/16 to 5/31/17:
  - 12,286 Red Light Camera videos were reviewed, with 8,434 Notice of Violations issued
  - 311 vehicles were impounded
  - 402 individuals were fingerprinted
  - 37 golf carts were inspected and registered

## FY18 INITIATIVES

- Maintain the City's Red Light Camera Program, vehicle impound lot, fingerprinting, and golf cart inspection and registration responsibilities, as directed



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Code Enforcement Clerk	1	1	1
Traffic Infraction Technician	1.18	1	1
<b>Total</b>	<b>2.18</b>	<b>2</b>	<b>2</b>

## POLICE SPECIAL TRAFFIC ENFORCEMENT

001-0067-521		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
12-99	Regular Full-Time Wages	28,528	31,147	29,958	56,740	57,600
13-11	Part-Time Wages	24,126	28,218	23,699	-	-
14-11	Overtime Wages	6,853	1,185	1,148	1,030	950
15-11	Employee Incentives	100	150	100	150	100
15-16	Health Insurance Waiver Stipend	204	-	-	-	-
21-11	Social Security Matching	4,425	4,512	4,069	4,420	4,490
22-11	Florida Retirement System	3,390	3,671	3,381	4,350	4,580
23-11	Health Insurance	3,824	5,021	11,568	14,910	15,830
23-12	Life Insurance	18	20	65	100	110
23-13	Accidental Death & Disab Insurance	2	2	64	130	50
24-26	Workers Comp - Clerical (8810)	149	169	108	130	140
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 71,620</b>	<b>\$ 74,095</b>	<b>\$ 74,160</b>	<b>\$ 81,960</b>	<b>\$ 83,850</b>
31-99	Professional Services - Misc	26,793	24,948	25,000	25,000	25,000
34-29	Red Light Camera Fee	483,768	427,118	278,000	186,780	278,300
34-81	State Share - Red Light Cameras	653,791	1,073,200	774,000	217,284	733,650
42-11	Postage	1,472	243	456	1,880	1,880
46-23	Maintenance & Repairs - Copiers	3	1	-	-	-
47-99	Printing & Binding - Misc	649	1,497	1,000	1,000	1,000
51-11	Office Supplies - General	6,109	2,457	3,000	3,000	3,000
52-43	Computer/Operating Supply	1,319	-	245	1,200	1,200
<b>TOTAL OPERATING</b>		<b>\$ 1,173,905</b>	<b>\$ 1,529,464</b>	<b>\$ 1,081,701</b>	<b>\$ 436,144</b>	<b>\$ 1,044,030</b>
64-15	Trucks & Trailers	-	-	-	-	-
64-16	Heavy Equipment	19,887	-	-	-	-
64-17	Communications Equipment	3,406	-	-	-	-
<b>TOTAL CAPITAL</b>		<b>\$ 23,293</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,268,817</b>	<b>\$ 1,603,559</b>	<b>\$ 1,155,861</b>	<b>\$ 518,104</b>	<b>\$ 1,127,880</b>

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# FIRE & EMERGENCY SERVICE- SUPERVISION

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

protect the lives and property of the citizens and visitors of New Port Richey by providing the highest possible level of service through fire protection, public education, fire suppression, emergency medical services; and mitigate the effects of 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.

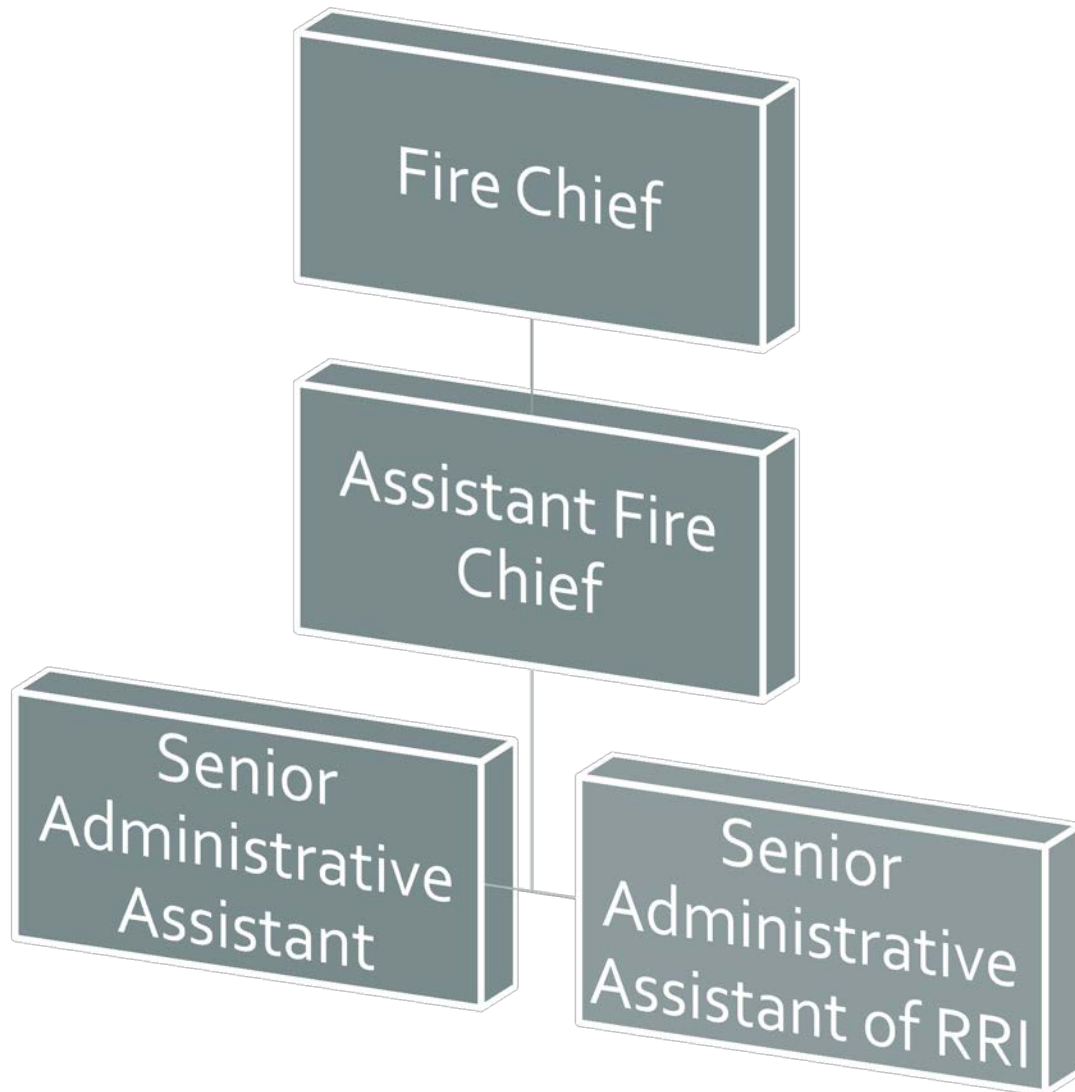
## ACCOMPLISHMENTS OF FY17

- Implemented Zoll software for incident and EMS reporting purposes, along with a new CAD system from Southern Software
- Responded to 4,601 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 an ISO (Insurance Services Office) audit, maintaining a 3 rating
- Applied for an Assistance to Firefighters Grant (AFG) for Self-Contained Breathing Apparatus (SCBA) and an Active Shooter Grant through FEMA to protect first responders from coordinated terrorist attacks and active shooter scenarios using ballistic helmets and vests
- Absorbed the Residential Rental Inspection Program
- Completed the recruitment and interview process for the Assistant Chief/Fire Marshall position
- Integrated the District Chief Assessment Center for 2 District Chief positions

## FY18 INITIATIVES

- Secure a site for relocation Fire Station 1
  - Locate and purchase property
- Maintain a successful Residential Rental Inspection Program:
  - Search best practices for gaining compliance
- Boost certification levels for personnel
- 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





Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Fire Chief	1	1	1
Asst. Fire Chief	0	1	1
Senior Administrative Assistant	1	1	1
Senior Administrative Assistant for Residential Rental Inspection Program	0	0	1
Administrative Assistant	.73	.73	0
<b>Total</b>	<b>2.73</b>	<b>3.73</b>	<b>4</b>

# FIRE SUPERVISION

001-0071-522					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
11-11	Dept Head Salaries	89,399	76,670	77,190	76,130	77,840
11-12	Division Head Salaries	-	-	25,666	74,490	72,390
12-99	Regular Full-Time Wages	48,443	33,201	31,933	32,950	66,890
13-11	Part-Time Wages	-	3,904	3,196	18,400	-
15-11	Employee Incentives	150	100	100	200	200
15-16	Health Insurance Waiver Stipend	300	1,800	-	-	-
15-22	Education Incentive Pay	350	600	300	300	600
15-23	Cleaning Allowance	1,000	750	1,500	1,500	1,500
15-25	Paramedic Incentive Pay	1,388	-	1,800	1,800	1,800
15-32	Inspector Incentive Pay	926	-	2,400	2,400	1,200
15-33	USAR Incentive Pay	238	-	600	600	300
21-11	Social Security Matching	10,670	8,527	8,152	16,130	17,000
22-11	Florida Retirement System	1,965	2,725	3,255	3,900	5,240
22-13	Firefighters Pension Fund	4,960	17,650	16,889	20,420	39,810
22-14	Defined Contribution Plan	2,196	-	-	-	-
23-11	Health Insurance	14,003	9,530	21,456	22,370	23,740
23-12	Life Insurance	54	41	79	150	220
23-13	Accidental Death & Disab Insurance	6	5	12	60	90
24-23	Workers Comp - Firemen/Chief (7704)	2,994	2,697	7,588	8,650	5,270
24-26	Workers Comp - Clerical (8810)	156	142	123	120	160
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 179,198</b>	<b>\$ 158,342</b>	<b>\$ 202,239</b>	<b>\$ 280,570</b>	<b>\$ 314,250</b>
34-12	Pest Control Services	1,019	-	940	940	940
34-33	Lawn Maintenance	2,759	-	500	500	500
34-99	Contractual Services - Misc	5,177	-	9,130	9,130	15,000
40-11	Travel & Training	968	4,261	3,456	4,000	5,000
41-21	Telephone - Local	2,317	1,210	1,975	3,060	3,060
41-34	Data Lines	5,194	5,321	8,633	8,500	9,000
42-11	Postage	160	164	134	200	400
42-21	Freight Express Charges	-	-	12	200	200
43-11	Electric - City Facilities	11,506	11,758	11,230	10,000	10,000
43-31	Trash Removal	1,377	-	-	-	-
43-41	Gas - Natural/Propane	457	970	1,000	1,000	1,000
43-51	Water & Sewer - City	3,394	5,230	6,345	3,300	3,300
43-73	Street Light Fee	146	66	146	150	150
43-81	Stormwater Assessment	458	281	458	470	470
45-34	Police-Fire AD & D Insurance	-	-	-	2,250	2,250
46-11	Maintenance & Repairs - Bldg & Grounds	8,538	296	123	2,000	2,000
46-21	Maintenance & Repairs - Equipment	-	-	-	50	50
46-23	Maintenance & Repairs - Copiers	152	117	90	150	-
46-31	Maintenance & Repairs - Central Garage	-	810	-	300	300
47-99	Printing & Binding - Misc	249	3,052	3,200	3,200	3,200
51-11	Office Supplies - General	2,323	1,223	1,750	1,750	1,750
52-11	Fuel	2,444	2,996	3,600	3,600	3,600
52-31	Clothing & Apparel	-	1,070	1,000	1,000	1,000
52-43	Computer/Operating Supply	146	1,379	600	600	1,000
52-89	Automotive Parts	1,197	803	1,650	1,650	1,650
54-11	Dues & Memberships	424	484	500	500	800
54-61	Books & Publications	239	461	750	750	750

## FIRE SUPERVISION

001-0071-522 EXP CODE                      CLASSIFICATION		ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
TOTAL OPERATING		\$ 50,644	\$ 41,952	\$ 57,222	\$ 59,250	\$ 67,370
62-99 Building Improvements		37,480	-	-	-	-
64-18 Software		-	11,580	11,580	19,500	7,000
TOTAL CAPITAL		\$ 37,480	\$ 11,580	\$ 11,580	\$ 19,500	\$ 7,000

TOTAL EXPENDITURES    \$ 267,322    \$ 211,874    \$ 271,041    \$ 359,320    \$ 388,620

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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
64-18	Software					
	PrePlan Software	7,000	-	-	-	-
	TOTAL	7,000	-	-	-	-

DIVISION TOTAL	\$	7,000	\$	-	\$	-	\$	-	\$	-
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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 level of service through fire protection, public education, fire suppression, emergency medical services; and mitigate the effects of natural and man-made disasters, consistent with resources provided.

## DESCRIPTION

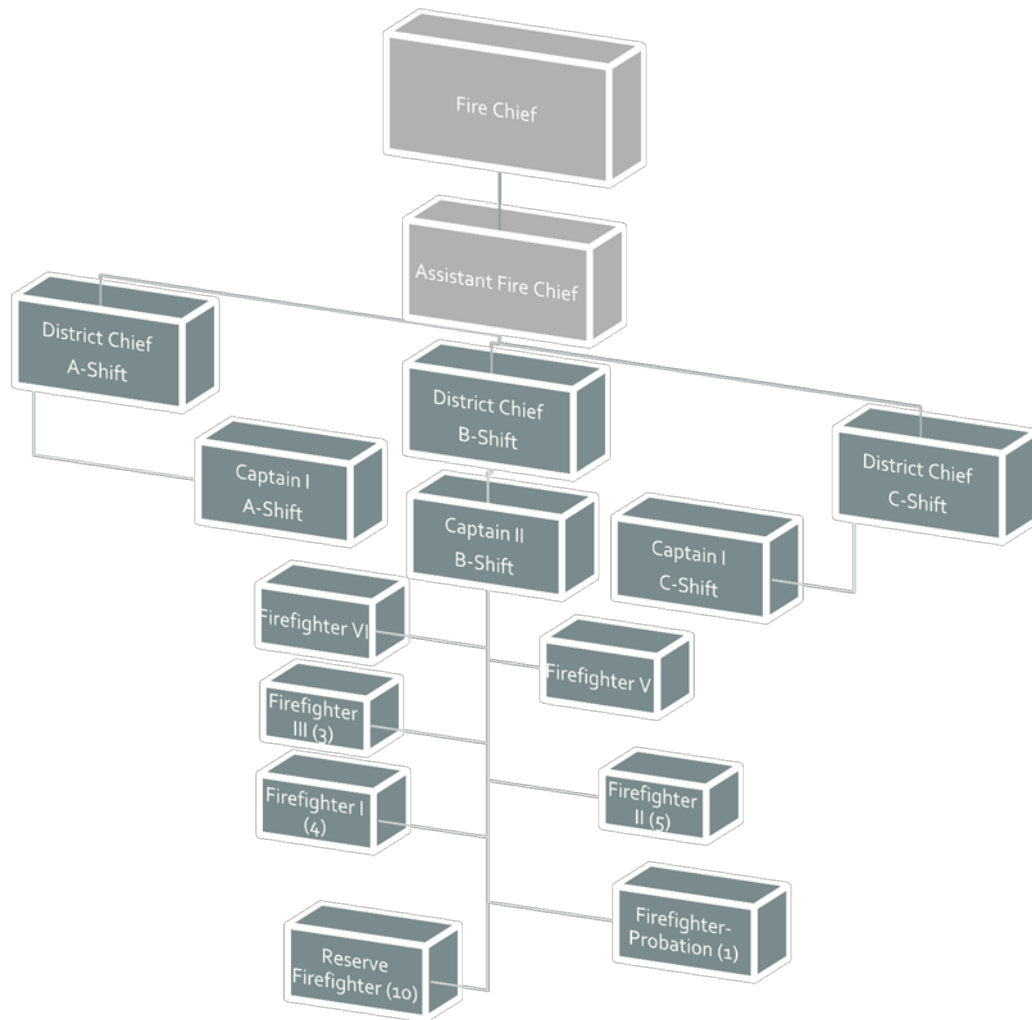
The Fire Department includes 2 stations to respond to emergencies as quickly as possible. In addition to providing fire protection services, the Fire Department responds to many other emergencies, including emergency medical service calls, hazardous materials spills or releases, hazardous traffic and 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 FY17

- Responded to 4,601 calls for service, completed over 630 monthly commercial inspections, completed 4,810 training hours, and hosted 36 Community Education Tours at Station 1
- Completed Zoll software training with all personnel, as well as CAD implementation training
- 3 firefighters obtained paramedic certification and licensing
- Completed the recruitment and hiring process for replacing 2 District Chief positions, 3 full-time firefighter positions, and adding 3 part-time firefighter positions

## FY18 INITIATIVES

- Continue to increase personnel certification levels through education:
  - Paramedic Program
  - Firefighter Certification
- Implement live fire training utilizing Pasco County Fire Rescue's training structure
  - Obtain a lower ISO rating through training of personnel
- Train 2 new District Chief positions in the Department's Standard Operating Guidelines (SOGs) and the new union contract:
  - Examine existing SOGs
  - Review of the newly negotiated union contract
- Expand the scope of the Zoll reporting software through building inspection and pre-plan elements:
  - Building inspection records management best practices
  - Implement pre-plan software which reflects Fire Department Connections (FDCs) and pertinent information about the location for responding personnel



Authorized Personnel – Full-time Equivalent			
Position/Title compare chart to PY	FY15-16	FY16-17	FY17-18
Assistant Fire Chief	1	0	0
District Chief	3	3	3
Fire Captain	3	3	3
Firefighter VII	0	0	
Firefighter V	2	1	1
Firefighter IV	1	1	1
Firefighter III	1	1	1
Firefighter II	2	4	4
Firefighter I	4	4	4
Firefighter - Probationary	5	4	4
Reserve Firefighters	2.06	3	3
<b>Total</b>	<b>24.06</b>	<b>24</b>	<b>24</b>

# FIREFIGHTING

001-0073-522					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
11-12	Division Head Salaries	255,404	278,003	267,719	214,020	217,260
12-99	Regular Full-Time Wages	845,200	865,727	835,200	930,800	948,760
13-14	Part-Time Firefighter Wages	38,416	28,699	26,743	71,000	41,670
14-11	Overtime Wages	44,043	45,301	44,155	40,000	40,000
14-12	Overtime - Special Events	-	-	-	4,500	4,500
14-13	Overtime - Residential Rental Inspection	-	-	-	15,429	75,000
15-11	Employee Incentives	1,550	1,400	1,400	1,500	1,550
15-16	Health Insurance Waiver Stipend	4,950	5,400	5,400	-	-
15-22	Education Incentive Pay	2,882	3,720	3,720	5,400	4,320
15-23	Cleaning Allowance	10,250	10,750	10,750	10,500	10,500
15-25	Paramedic Incentive Pay	26,962	29,625	29,625	32,400	32,400
15-30	Coordinator Incentive	2,080	2,040	2,040	3,120	2,040
15-32	Inspector Incentive Pay	11,874	10,800	10,800	16,800	10,800
15-33	USAR Incentive Pay	2,587	2,875	2,875	2,400	2,700
21-11	Social Security Matching	94,588	96,626	93,267	93,290	91,840
22-13	Firefighters Pension Fund	137,146	252,033	241,869	230,000	318,000
22-17	Fire Pensions - State Funds	-	124,429	124,429	-	125,000
23-11	Health Insurance	111,293	129,113	129,113	129,780	126,590
23-12	Life Insurance	419	425	425	850	870
23-13	Accidental Death & Disab Insurance	49	50	50	340	360
24-23	Workers Comp - Firemen/Chief (7704)	46,391	48,548	48,548	66,340	39,870
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$1,636,084</b>	<b>\$ 1,935,564</b>	<b>\$ 1,878,128</b>	<b>\$ 1,868,469</b>	<b>\$ 2,094,030</b>
31-32	Physicals - FF & Reserves	14,200	14,926	14,926	17,000	17,000
34-99	Contractual Services - Misc	2,400	-	-	2,400	2,400
40-11	Travel & Training	1,437	2,597	2,597	5,500	5,500
41-41	Pager Services	158	-	-	160	-
42-12	Postage - Residential Rental Inspection	-	-	-	2,800	2,800
46-11	Maintenance & Repairs - Bldg & Grounds	857	-	-	-	-
46-21	Maintenance & Repairs - Equipment	24,022	8,328	8,328	10,000	10,000
46-24	USAR - Specialized Technical Equip	-	-	-	4,000	4,000
46-26	Maintenance & Repairs - MSA Equipment	-	-	-	5,500	5,500
46-31	Maintenance & Repairs - Central Garage	-	23,480	140	12,500	12,500
46-41	Maintenance & Repairs - EMS First Aid Equip	-	-	-	3,700	3,700
46-43	Maintenance & Repairs - Fire Hose	-	-	-	5,000	5,000
46-49	Maintenance & Repairs - Radio Equipment	-	-	-	3,000	-
49-98	Other Current Charges - Res. Rental Inspection	-	-	-	1,000	1,000
49-99	Other Current Charges - Misc	-	15,912	15,912	-	-
51-11	Office Supplies - General	679	648	648	800	800
51-41	Small Tools & Implements	6,255	7,734	7,734	8,000	8,000
52-11	Fuel	33,766	32,609	32,788	34,000	44,000
52-21	Chemicals	-	-	-	150	-
52-25	Bunker Gear	-	-	-	8,500	7,000
52-31	Clothing & Apparel	20,874	18,049	18,049	20,000	20,000
52-33	Clothing - Auxillary	271	54	54	900	-
52-37	Clothing - Residential Rental Inspection	-	-	-	3,000	3,000
52-43	Computer/Operating Supply	1,669	1,939	1,939	2,800	3,000
52-47	First Aid Supplies	27,377	32,175	32,175	26,500	26,500
52-51	Janitorial Supplies	2,686	-	-	-	-
52-54	Training Supplies - General	1,125	1,409	1,409	1,500	1,500
52-62	Trees	-	-	-	-	-
52-89	Automotive Parts	65,786	33,536	62,945	40,000	40,000

## FIREFIGHTING

001-0073-522

EXP

CODE

CLASSIFICATION

ACTUAL  
FY14-15

ACTUAL  
FY15-16

ESTIMATE  
FY16-17

AMENDED  
BUDGET  
FY16-17

BUDGET  
AMOUNT  
FY17-18

52-95 Community Education	-	1,636	1,636	2,000	2,000
52-98 EMT/MEDIC License Recertification	-	-	-	-	-
52-99 Operating Supplies - Miscellaneous	7,195	5,046	5,046	11,000	11,000
54-11 Dues & Memberships	-	150	150	100	100
54-61 Books & Publications	318	1,104	1,104	1,000	1,000
<b>TOTAL OPERATING</b>	<b>\$ 211,075</b>	<b>\$ 201,332</b>	<b>\$ 207,580</b>	<b>\$ 232,810</b>	<b>\$ 237,300</b>
64-15 Trucks & Trailers	-	19,644	19,644	-	-
64-31 Special Purpose Equipment	-	1,750	1,750	268,500	35,000
<b>TOTAL CAPITAL</b>	<b>\$ -</b>	<b>\$ 21,394</b>	<b>\$ 21,394</b>	<b>\$ 268,500</b>	<b>\$ 35,000</b>

TOTAL EXPENDITURES \$ 1,847,159 \$ 2,158,290 \$ 2,107,102 \$ 2,369,779 \$ 2,366,330



## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM FIREFIGHTING

EXP CODE	CLASSIFICATION	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
64-15	<i>Trucks and Trailers</i>					
	Replacement of Ladder 1 Truck	-	-	900,000	-	-
	<b>TOTAL</b>	-	-	<b>900,000</b>	-	-
64-31	<i>Special Purpose Equipment</i>					
	Replacement of Medical Defibrillator Monitors	35,000	35,000	35,000	35,000	35,000
	<b>TOTAL</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>

DIVISION TOTAL    \$    35,000    \$    35,000    \$ 935,000    \$    35,000    \$    35,000

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# COMPREHENSIVE PLANNING - ECONOMIC DEVELOPMENT

## IT IS THE MISSION OF ECONOMIC DEVELOPMENT 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

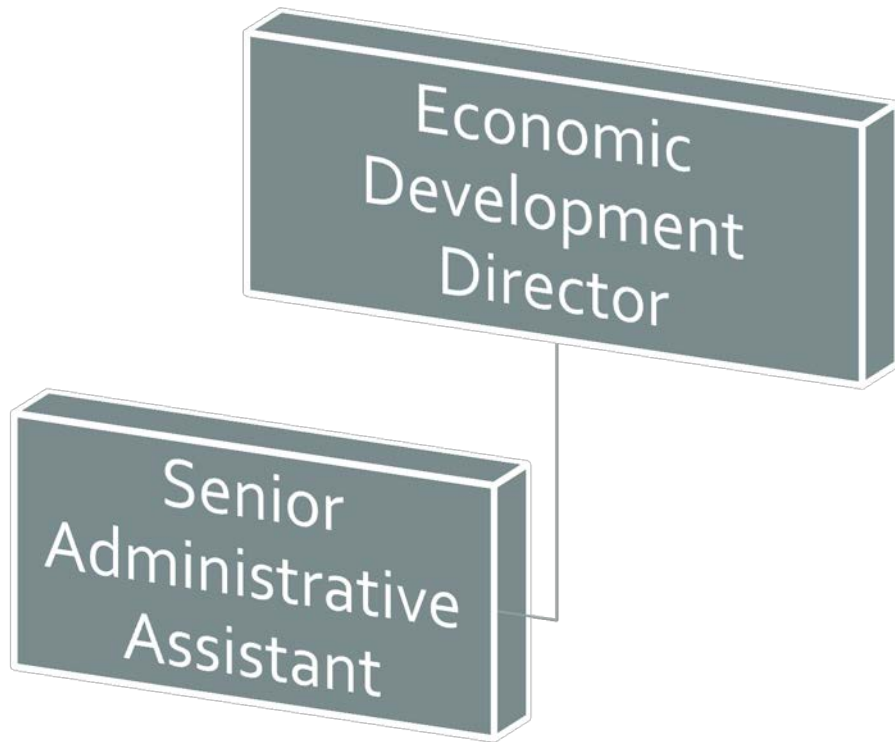
The redevelopment of our community is a central focus of the Economic Development Department. It is the responsibility of the Department to plan, coordinate, and facilitate the City's efforts to attract, retain and grow businesses and jobs.

## ACCOMPLISHMENTS OF FY17

- Continued improvement in solidifying working relationships with community business leaders
- Commercial Real Estate Redevelopment Grant resulted in a \$1.2 million redevelopment of 5800 Main Street, 9,000 sq. ft. of new commercial retail space and to include a community grocery store

## FY18 INITIATIVES

- Identify and develop solutions to stabilize properties with high taxable values
- Pursue relationships with real estate investors and franchisors that seek demand-driven opportunities in Pasco County, specifically, U.S. Hwy 19 and the Marine District
- Develop an Economic Development Committee comprised mostly of private sector stakeholders along Hwy 19
- Increased city representation at business networking events



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
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

001-0080-515 EXP CODE                      CLASSIFICATION		ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
11-11	Dept Head Salaries	76,421	78,642	80,102	78,000	80,190
12-10	Regular Exempt Salaries	15,360	1,248	-	-	-
12-99	Regular Full-Time Wages	16,984	27,977	31,500	32,000	34,590
15-11	Employee Incentives	100	100	100	100	100
15-12	Gas/Car Allowance	3,000	2,750	3,000	3,000	3,000
15-16	Health Insurance Waiver Stipend	-	1,350	-	-	-
21-11	Social Security Matching	8,147	8,294	8,500	8,600	9,020
22-11	Florida Retirement System	18,595	19,069	19,000	19,230	20,690
23-11	Health Insurance	15,273	9,964	14,910	14,910	7,920
23-12	Life Insurance	41	37	100	100	110
23-13	Accidental Death & Disab Insurance	5	3	40	40	50
24-26	Workers Comp - Clerical (8810)	292	310	460	460	270
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 154,218</b>	<b>\$ 149,744</b>	<b>\$ 157,712</b>	<b>\$ 156,440</b>	<b>\$ 155,940</b>
40-11	Travel & Training	1,633	801	2,000	2,000	3,000
41-34	Data Lines	263	254	250	250	250
46-23	Maintenance & Repairs - Copiers	-	155	124	-	50
51-11	Office Supplies - General	1,209	514	1,500	1,500	1,000
54-11	Dues & Memberships	75	-	-	-	-
54-61	Books & Publications	-	-	500	500	370
<b>TOTAL OPERATING</b>		<b>\$ 3,180</b>	<b>\$ 1,724</b>	<b>\$ 4,374</b>	<b>\$ 4,250</b>	<b>\$ 4,670</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 157,398</b>	<b>\$ 151,468</b>	<b>\$ 162,086</b>	<b>\$ 160,690</b>	<b>\$ 160,610</b>

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# DEVELOPMENT SERVICES

## IT IS THE MISSION OF DEVELOPMENT SERVICES TO

promote public welfare and safety, improve aesthetics and advance urban design, enhance the business community and preserve neighborhoods.

## DESCRIPTION

The Development Services 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 information.

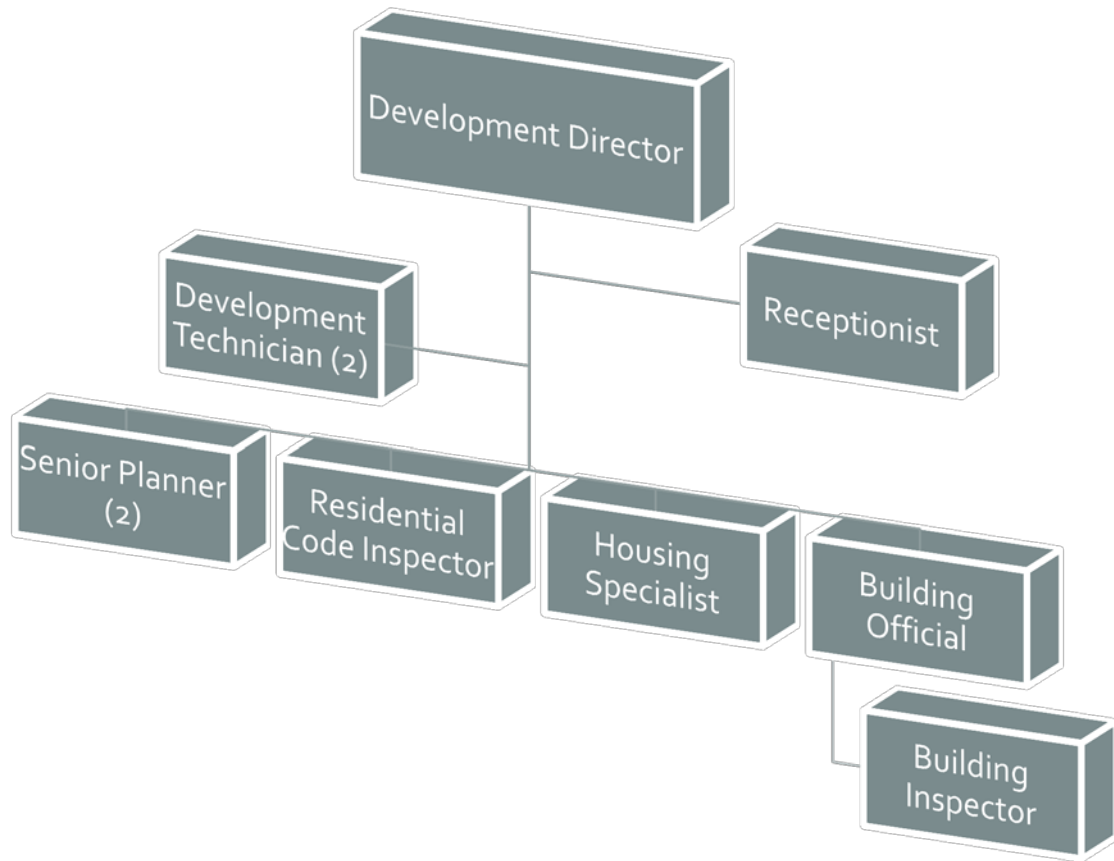
## ACCOMPLISHMENTS OF FY17

- Issued 834 building permits valued at over \$17 million
- Conducted 2,222 inspections for conformance with the Building Code
- Processed 22 development applications through the Development Review Committee; 9 applications through the Land Development Review Board; 7 applications through City Council
- Greeted over 2,000 walk-in customers and nearly 6,000 telephone customers at the receptionist desk
- Demolished 3 residential structures deemed slum/blighted or condemned and processed 4 remodeling permits for structures that would have otherwise been razed
- Processed 43 Home Improvement Reimbursement Grants, totaling over \$112,000 in funds and \$221,332 in improvement value
- Inspected 239 residential rentals
- Prepared Code amendments on doggie dining, moratorium on marijuana and residential maintenance; prepared a Comprehensive Plan amendment on Downtown category and Downtown Core category

## FY18 INITIATIVES

- Facilitate large redevelopments, including:
  - Residences at Orange Lake
  - Former Suncoast news site on U.S. Hwy 19
  - Former Green Key mobile home park
  - Veteran's Administrative Clinic
- Amend the Land Development Code:
  - Phase 2 of the Sign Code
  - Auto dealerships; outdoor storage; landscaping; commercial parking
- Transition to Tyler Technologies software program:
  - Train staff
  - Improve processes for permit review and development review
  - Scan large plans for easier retrieval and reduction in storage needs
- Create awning program for Downtown businesses to create shaded sidewalks:
  - Solicit services of professional architect

- Create architectural development standards
- Prepare license agreement for use of city right-of-way
- Continue public outreach:
  - Write articles for City Newsletter
  - Conduct educational workshops on building code, zoning regulations, etc.
  - Amend forms and educate public
- Process annexations following professional study:
  - Prepare ordinances for annexation, land use plan amendment and zoning
  - Schedule and notice public hearings



Authorized Personnel – Full-time Equivalent			
Position/Title	FY16-17	FY16-17	FY17-18
Development Director	1	1	1
Senior Administrative Assistant	1	1	0
Receptionist	0	0	.5
Development Technician	2	2	2
Senior Planner	2	2	2
Residential Code Inspector	1	1	1
Housing Specialist	1	1	1
Building Official	1	1	1
Building Inspector	1	1	1
<b>Total</b>	<b>10</b>	<b>10</b>	<b>9.5</b>

## DEVELOPMENT SERVICES

001-0081-515					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
11-11	Dept Head Salaries	80,873	83,686	80,550	79,170	83,780
11-12	Division Head Salaries	37,088	74,680	71,830	73,010	75,210
12-99	Regular Full-Time Wages	190,031	304,767	291,905	326,910	262,870
13-14	Part-Time Firefighter Wages	-	-	-	-	19,420
14-11	Overtime Wages	-	159	62	21,010	2,140
15-11	Employee Incentives	250	400	450	500	450
15-16	Health Insurance Waiver Stipend	-	1,350	-	-	-
21-11	Social Security Matching	22,055	34,325	32,875	36,840	33,960
22-11	Florida Retirement System	34,269	50,266	48,239	47,480	46,950
23-11	Health Insurance	45,801	62,735	65,886	69,580	63,300
23-12	Life Insurance	114	180	345	500	440
23-13	Accidental Death & Disab Insurance	13	21	97	200	180
24-26	Workers Comp - Clerical (8810)	727	-	-	120	50
24-32	Workers Comp - Municipal Class (9410)	5,034	6,972	5,309	7,780	6,110
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 416,255</b>	<b>\$ 619,541</b>	<b>\$ 597,548</b>	<b>\$ 663,100</b>	<b>\$ 594,860</b>
31-21	City Engineer Services	21,836	33,448	36,050	40,200	40,200
31-81	Professional Servcies - Planning	18,079	18,500	25,000	50,000	35,000
31-99	Professional Services - Misc	78,210	16,772	20,000	4,000	4,000
34-99	Contractual Services - Misc	4,409	68,658	77,593	80,000	80,000
40-11	Travel & Training	4,679	5,998	6,080	9,600	9,660
41-21	Telephone - Local	2,444	2,748	4,400	2,500	2,500
42-11	Postage	1,742	1,915	1,915	1,900	1,900
44-81	Lease - Copier	2,216	4,308	4,420	5,620	5,620
45-71	Notary Bond	-	95	100	100	100
46-11	Maintenance & Repairs - Bldg & Grounds	2	-	2,000	250	250
46-23	Maintenance & Repairs - Copier	40	82	500	200	200
46-31	Maintenance & Repairs - Central Garage	-	1,920	2,060	500	500
47-99	Printing & Binding - Misc	500	669	950	500	500
49-51	Housing Incentives	-	28,403	50,000	50,000	50,000
49-52	Housing Incentives - CDBG	-	100,000	100,000	100,000	108,580
51-11	Office Supplies - General	2,450	2,306	2,200	2,100	2,100
52-11	Fuel	2,391	4,522	4,523	2,300	2,300
52-31	Clothing & Apparel	429	802	803	610	610
52-43	Computer/Operating Supply	14,210	1,470	2,900	3,800	3,800
52-89	Automotive Parts	1,813	2,545	4,833	1,000	1,000
52-99	Operating Supplies - Miscellaneous	3,323	2,865	3,040	3,000	3,000
54-11	Dues & Memberships	738	1,599	1,890	2,300	2,300
54-61	Books & Publications	1,197	157	1,030	800	800
<b>TOTAL OPERATING</b>		<b>\$ 160,708</b>	<b>\$ 299,782</b>	<b>\$ 352,287</b>	<b>\$ 361,280</b>	<b>\$ 354,920</b>
62-99	Building Improvements	-	41,837	42,000	250,000	-
64-11	Office Furniture/Fixtures	3,989	3,614	3,614	-	2,500
64-18	Software	-	-	-	-	1,500
<b>TOTAL CAPITAL</b>		<b>\$ 3,989</b>	<b>\$ 45,451</b>	<b>\$ 45,614</b>	<b>\$ 250,000</b>	<b>\$ 4,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 580,952</b>	<b>\$ 964,774</b>	<b>\$ 995,449</b>	<b>\$ 1,274,380</b>	<b>\$ 953,780</b>

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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
64-11	<i>Office Furniture &amp; Fixtures</i>					
	Lobby Furniture	2,500	-	-	-	-
	<b>TOTAL</b>	<b>2,500</b>	-	-	-	-
64-18	<i>Software</i>					
	Adobe Software	1,500	-	-	-	-
	<b>TOTAL</b>	<b>1,500</b>	-	-	-	-

<b>DIVISION TOTAL</b>	<b>\$</b>	<b>4,000</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
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# MUNICIPAL BUILDING OPERATIONS

001-0082-519		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
12-99	Regular Full-Time Wages	23,343	-	-	-	-
14-11	Overtime Wages	1,258	-	-	-	-
15-11	Employee Incentives	50	-	-	-	-
21-11	Social Security Matching	1,838	-	-	-	-
22-11	Florida Retirement System	1,773	-	-	-	-
23-11	Health Insurance	5,963	-	-	-	-
23-12	Life Insurance	20	-	-	-	-
23-13	Accidental Death & Disab Insurance	2	-	-	-	-
24-26	Workers Comp - Buildings (NOC)	942	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 35,189</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
34-12	Pest Control Services	784	-	-	-	-
34-51	Contractual Services - Electric	-	-	-	-	-
34-52	Contractual Services - Plumbing	58	-	-	-	-
34-53	Contractual Services - Mechanical	4,779	-	-	-	-
34-74	Security Services	300	-	-	-	-
34-99	Contractual Services - Misc	16,510	-	-	-	-
41-21	Telephone - Local	1,379	-	-	-	-
43-11	Electric - City Facilities	43,757	-	-	-	-
43-31	Trash Removal	1,539	-	-	-	-
43-51	Water and Sewer - City	7,591	-	-	-	-
43-73	Street Light Fee	-	-	-	-	-
43-81	Stormwater Assessment	-	-	-	-	-
46-11	Maintenance & Repairs - Bldg & Grounds	25,176	-	-	-	-
52-51	Janitorial Supplies	4,698	-	-	-	-
52-99	Operating Supplies - Misc	712	-	-	-	-
<b>TOTAL OPERATING</b>		<b>\$ 107,283</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
62-99	Building Improvements	383,968	-	-	-	-
<b>TOTAL CAPITAL</b>		<b>\$ 383,968</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 526,440</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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# PARKS & RECREATION - RECREATION

## IT IS THE MISSION OF RECREATION TO

strengthen the community and enhance the quality of life by creating memorable experiences through parks, recreation, and aquatics.

## DESCRIPTION

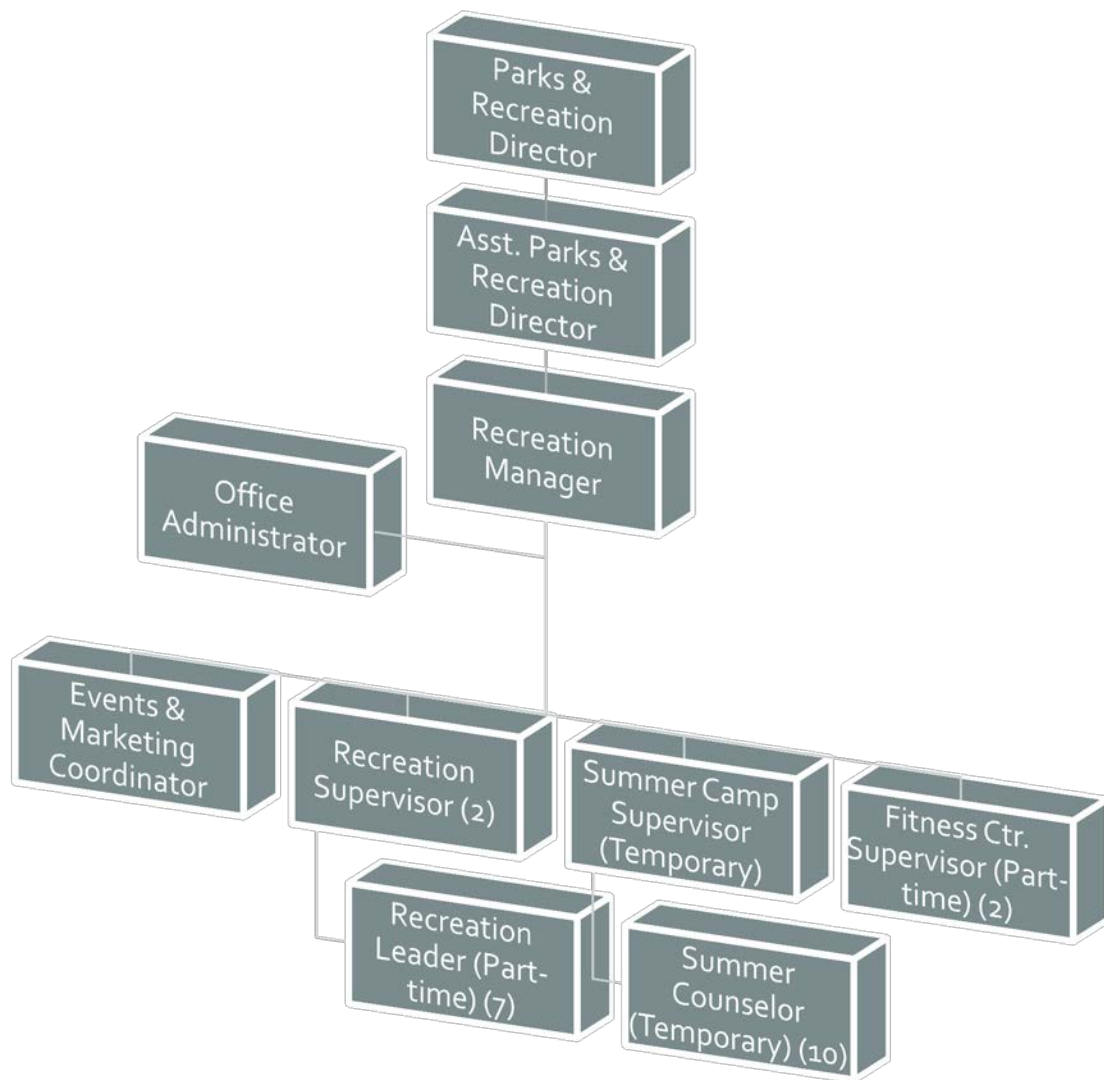
The New Port Richey Recreation & Aquatic Center is a state-of-the-art facility, which offers a variety of affordable recreational activities and athletic training opportunities for everyone. With programs for children, seniors, and adults, the facility has become an integral part of the fabric of the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

## ACCOMPLISHMENTS OF FY17

- Received the Florida Surgeon General's *Healthy Weight Community Champion Award*
- Received the national award, *Playful City USA Community*, for the 9<sup>th</sup> consecutive year
- Approved to be a Summer Break Spot to provide free healthy meals to children during the summer

## FY18 INITIATIVES

- Increase memberships at the Recreation and Aquatic Center:
  - Implement the Recreation & Aquatics Center Improvement Project
  - Actively promote membership
- Improve efficiency when registering and/or paying for programs:
  - Install new software system
  - Train staff on new software
  - Inform the public that they can register and pay for programs online
- Improve and expand marketing outreach:
  - Create comprehensive Recreation & Aquatics Center brochure that is distributed 3 times per year
  - Create a tri-fold brochure to advertise all the city-owned facilities available to rent
- Provide recreational opportunities in parks:
  - Offer summer concerts
  - Offer monthly family movie nights
  - Expand environmental programming in the James E. Grey Preserve



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Parks & Recreation Director	1	1	1
Assistant Parks & Recreation Director	0	1	1
Recreation Manager	1	1	1
Office Administrator	1	1	1
Events & Marketing Coordinator	1	1	1
Recreation Supervisor	1.33	2	2
Summer Camp Supervisor	.17	.17	.17
Fitness Center Supervisor	0	1	1
Recreation Leader	4.83	4.83	4.83
Summer Counselor	1.60	1.60	1.60
Custodian	0	0	0
<b>Total</b>	<b>11.93</b>	<b>14.6</b>	<b>14.6</b>

# RECREATION

001-0092-572					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
11-11	Dept Head Salaries	77,479	80,144	77,103	79,080	81,270
11-12	Division Head Salaries	38,712	40,188	38,683	104,150	53,580
12-10	Regular Exempt Salaries	15,474	27,110	27,110	30,450	39,730
12-99	Regular Full-Time Wages	133,844	84,620	85,198	90,190	91,540
13-11	Part-Time Wages	64,269	111,283	107,656	159,300	214,310
13-12	Temporary Wages	48,402	39,980	42,240	40,950	40,950
14-11	Overtime Wages	2,040	3,713	3,746	2,540	2,100
15-11	Employee Incentives	600	550	700	800	880
15-16	Health Insurance Waiver Stipend	1,800	135	435	-	-
15-22	Education Incentive Pay	600	690	690	600	600
15-29	Meal Allowance	15	-	-	-	-
21-11	Social Security Matching	28,700	29,381	29,005	38,870	10,110
22-11	Florida Retirement System	35,784	32,411	31,870	46,290	26,490
23-11	Health Insurance	40,592	36,443	37,440	44,750	51,430
23-12	Life Insurance	146	115	122	300	350
23-13	Accidental Death & Disab Insurance	17	14	14	120	150
24-26	Workers Comp - Clerical (8810)	91	94	94	80	80
24-27	Workers Comp - Building (NOC) (9015)	1,371	-	-	-	-
24-28	Workers Comp - Parks (9102)	9,906	11,428	11,428	12,360	13,940
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 499,842</b>	<b>\$ 498,299</b>	<b>\$ 493,534</b>	<b>\$ 650,830</b>	<b>\$ 627,510</b>
34-12	Pest Control Services	1,306	-	-	-	-
34-43	Contractual Services - Instructors	40,037	34,806	38,970	40,000	30,000
34-74	Security Services	300	272	500	1,100	400
34-99	Contractual Services - Misc	884	1,037	71,000	79,000	-
40-11	Travel & Training	1,254	862	862	5,650	4,950
41-21	Telephone - Local	4,993	7,003	8,000	8,300	7,000
41-34	Data Lines	4,322	4,600	5,000	5,000	5,000
41-43	Cable	-	-	-	-	1,800
42-11	Postage	167	302	12	300	300
42-21	Freight Express Charges	56	-	-	100	100
43-11	Electric - City Facilities	122,181	111,962	121,500	125,000	125,000
43-31	Trash Removal	8,175	-	-	-	-
43-41	Gas - Natural/Propane	1,599	1,131	1,500	2,000	1,500
43-51	Water & Sewer - City	7,847	5,858	6,200	6,240	6,240
43-73	Street Light Fee	-	789	760	760	760
43-81	Stormwater Assessment	-	2,493	4,400	4,400	4,400
44-19	Rent - Equipment/Software	2,189	1,814	2,000	2,000	2,000
46-11	Maintenance & Repairs - Bldg & Grounds	56,685	6,988	2,000	2,000	2,000
46-21	Maintenance & Repairs - Equipment	1,683	2,103	4,000	4,026	4,030
46-23	Maintenance & Repairs - Copiers	1,332	1,076	1,000	1,800	1,800
46-31	Maintenance & Repairs - Central Garage	-	1,680	300	720	720
49-61	Special Events - City Hosted	1,763	1,181	10,000	10,000	13,000
49-62	Recreation - Donation	2,015	3,992	-	-	-
49-63	Recreation Trips	15,193	6,094	5,000	5,000	5,000
49-65	City Sponsored Programs	11,319	13,193	30,000	30,000	30,000
49-99	Other Current Charges - Misc	4,922	5,673	5,000	6,000	6,000
51-11	Office Supplies - General	974	909	1,000	1,000	1,200
51-41	Small Tools & Implements	1,333	80	2,100	2,474	1,000

## RECREATION

001-0092-572					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
52-11	Fuel	1,780	2,448	1,500	1,500	2,000
52-31	Clothing & Apparel	1,459	1,759	2,000	2,300	2,300
52-34	Swim/Recreation Accessories	1,829	1,938	1,589	2,400	2,000
52-41	Licensing & ID Materials	2,458	4,494	4,500	5,000	6,500
52-43	Computer/Operating Supply	6,359	4,951	7,643	8,500	7,500
52-45	Recreation Supplies	8,521	9,171	10,000	10,000	10,000
52-46	Advertising/Marketing Supplies	26,035	19,581	30,000	30,000	30,000
52-47	First Aid Supplies	106	212	400	400	400
52-48	Prizes & Awards	1,905	823	1,700	2,000	1,000
52-51	Janitorial Supplies	12,920	-	547	1,000	1,000
52-89	Automotive Parts	3,613	1,370	1,000	1,080	1,000
52-99	Operating Supplies - Misc	3,971	7,478	7,804	8,000	8,000
54-11	Dues & Memberships	755	778	850	850	850
<b>TOTAL OPERATING</b>		<b>\$ 364,240</b>	<b>\$ 270,901</b>	<b>\$ 390,637</b>	<b>\$ 415,900</b>	<b>\$ 326,750</b>
62-99	Building Improvements	-	23,904	-	-	22,000
63-99	Improvements Other Than Bldg - Misc	33,775	260,653	149,160	149,160	52,000
64-13	Data Processing Equipment	-	-	-	-	4,530
64-15	Trucks & Trailers	-	9,485	-	-	29,000
64-18	Software	-	15,345	-	-	-
64-31	Special Purpose Equipment	34,165	13,266	-	-	30,000
<b>TOTAL CAPITAL</b>		<b>\$ 67,940</b>	<b>\$ 322,653</b>	<b>\$ 149,160</b>	<b>\$ 149,160</b>	<b>\$ 137,530</b>

**TOTAL EXPENDITURES    \$ 932,022    \$ 1,091,853    \$ 1,033,331    \$ 1,215,890    \$ 1,091,790**

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM RECREATION

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
62-99	<i>Building Improvements</i>					
	Root Reseal	-	-	-	35,000	-
	Refurbish Gym Floor	-	-	-	22,000	-
	Roof Replacement at Senior Center	22,000	-	-	-	-
	<b>TOTAL</b>	<b>22,000</b>	<b>-</b>	<b>-</b>	<b>57,000</b>	<b>-</b>
63-99	<i>Improvements Other than Buildings - Misc.</i>					
	Scoreboards (2)	-	-	40,000	-	-
	5-Ton A/C Unit at Peace Hall (2)	12,000	-	-	-	-
	2-Ton A/C Unit at Senior Center (2)	5,000	-	-	-	-
	Fitness Center Equipment	-	-	-	-	75,000
	Park Benches at Cotee River Park (16)	25,000	-	-	-	-
	Resurface Outdoor Basketball Courts	-	-	60,000	-	-
	Shade over Playground at Grand Blvd. Park	-	50,000	-	-	-
	Fence Replacement	10,000				
	<b>TOTAL</b>	<b>52,000</b>	<b>50,000</b>	<b>100,000</b>	<b>-</b>	<b>75,000</b>
64-13	<i>Data Processing Equipment</i>					
	Computers (3)	4,530	-	-	-	-
	<b>TOTAL</b>	<b>4,530</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
64-15	<i>Trucks and Trailers</i>					
	SUV	29,000	-	-	-	-
	<b>TOTAL</b>	<b>29,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
64-31	<i>Special Purpose Equipment</i>					
	Security & Surveillance System	30,000	-	-	-	-
	<b>TOTAL</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**DIVISION TOTAL    \$ 137,530    \$ 50,000    \$ 100,000    \$ 57,000    \$ 75,000**

# PARKS

001-0093-572

EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
11-12	Division Head Salaries	42,809	-	-	-	-
12-99	Regular Full-Time Wages	122,843	-	-	-	-
14-11	Overtime Wages	8,487	-	-	-	-
15-11	Employee Incentives	250	-	-	-	-
15-29	Meal Allowance	-	-	-	-	-
21-11	Social Security Matching	13,040	-	-	-	-
22-11	Florida Retirement System	10,263	-	-	-	-
22-14	Defined Contribution Plan	3,261	-	-	-	-
23-11	Health Insurance	32,301	-	-	-	-
23-12	Life Insurance	112	-	-	-	-
23-13	Accidental Death & Disab Insurance	13	-	-	-	-
24-28	Workers Comp - Parks (9102)	5,664	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 239,043</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
34-33	Lawn Maintenance	45,935	-	-	-	-
40-11	Travel & Training	459	-	-	-	-
41-21	Telephone - Local	3,577	-	-	-	-
43-11	Electric - City Facilities	8,713	-	-	-	-
43-31	Trash Removal	2,721	-	-	-	-
43-51	Water & Sewer - City	21,416	-	-	-	-
43-73	Street Light Fee	113	-	-	-	-
43-81	Stormwater Assessment	316	-	-	-	-
44-19	Rent - Equipment/Software	479	-	-	-	-
46-11	Maintenance & Repairs - Bldg & Grounds	22,821	-	-	-	-
46-31	Maintenance & Repairs - Central Garage	-	-	-	-	-
46-52	Maintenance & Repairs - Vandalism Repairs	1,110	-	-	-	-
46-53	Maintenance & Repairs - Pinehill Cemetary	12	-	-	-	-
46-55	Maintenance & Repairs - Senior Center	4,997	-	-	-	-
51-11	Office Supplies - General	90	-	-	-	-
51-41	Small Tools & Implements	3,281	-	-	-	-
52-11	Fuel	14,588	-	-	-	-
52-31	Clothing & Apparel	1,957	-	-	-	-
52-43	Computer/Operating Supply	310	-	-	-	-
52-47	First Aid Supplies	23	-	-	-	-
52-51	Janitorial Supplies	7,563	-	-	-	-
52-89	Automotive Parts	16,692	-	-	-	-
52-99	Operating Supplies - Misc	6,464	-	-	-	-
53-21	Signs and Materials	638	-	-	-	-
53-41	Sod - Seed	95	-	-	-	-
54-11	Dues & Memberships	160	-	-	-	-
<b>TOTAL OPERATING</b>		<b>\$ 164,530</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
62-99	Building Improvements	70,934	-	-	-	-
63-99	Improvements Other Than Bldg - Misc	14,382	-	-	-	-
64-15	Trucks & Trailers	22,617	-	-	-	-
64-31	Special Purpose Equipment	4,785	-	-	-	-
<b>TOTAL CAPITAL</b>		<b>\$ 112,718</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 516,291</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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# PARKS & RECREATION - AQUATICS

## IT IS THE MISSION OF AQUATICS TO

strengthen the community and enhance the quality of life by creating memorable experiences through parks, recreation, and aquatics. .

## 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.

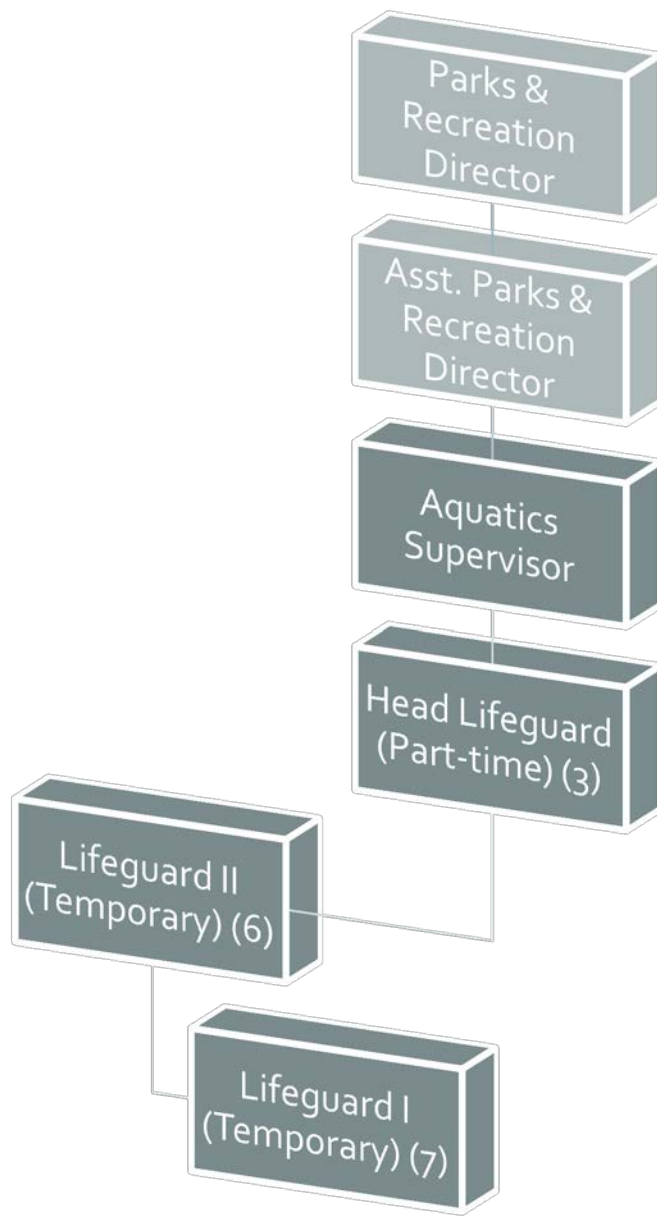
## ACCOMPLISHMENTS OF FY17

- Successfully installed variable frequency drives in our pump room that will lower the City's electric bill
- Successfully re-implemented the American Red Cross *Learn to Swim Program* and increased Water Safety Instructor staff to 13 out of 16 current staff members
- Partnered with New Port Richey Main Street to grow the Coteeman Triathlon from 116 registered athletes in 2015 to 186 athletes in 2016
- Renovated the Kiddie Pool with a new spray feature and slide landing pad and extracted older play elements

## FY18 INITIATIVES

- Continue to expand and improve the aquatic programs offered at the facility, which would include:
  - Group swim lessons, private swim lessons, and Whales Tales Water Safety lessons
  - Partnerships with local schools/athletic teams, and special events
- Create and implement an aquatic/recreation attendance tracking system to monitor the number of patrons that visit the facility and participate in programs/events
- Convert the current pump room's CO<sub>2</sub> delivery system to a safer, more cost effective muriatic acid delivery system, in order to effectively stabilize the pools' pH levels and improve sanitation
- Continue to partner with New Port Richey Main Street to grow and improve the Coteeman Triathlon





Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Aquatics Supervisor	0	.75	1
Aquatics Manager	1	0	0
Head Lifeguard	2.19	1.14	2.19
Lifeguard II	1.02	1.02	2.86
Lifeguard I	3.10	3.10	2.45
<b>Total</b>	<b>7.31</b>	<b>6.01</b>	<b>8.5</b>

## AQUATICS

001-0094-572		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
11-12	Division Head Salaries	45,832	46,699	-	-	-
12-99	Regular Full-Time Wages	-	-	-	-	28,420
13-11	Part-Time Wages	48,239	41,065	58,120	57,780	88,820
13-12	Temporary Wages	71,420	106,580	102,182	101,910	87,460
14-11	Overtime Wages	18	-	-	-	-
15-11	Employee Incentives	200	150	150	150	300
21-11	Social Security Matching	12,604	14,807	14,259	12,230	15,680
22-11	Florida Retirement System	6,904	6,455	6,246	4,360	9,170
23-11	Health Insurance	5,963	5,981	-	-	7,910
23-12	Life Insurance	20	20	-	-	60
23-13	Accidental Death & Disab Insurance	2	2	-	-	20
24-28	Workers Comp - Parks (9102)	5,229	5,428	5,428	6,190	9,230
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 196,431</b>	<b>\$ 227,187</b>	<b>\$ 186,385</b>	<b>\$ 182,620</b>	<b>\$ 247,070</b>
34-41	Water Safety Instruction	596	559	600	600	600
34-99	Contractual Services - Misc	5,200	2,340	560	6,840	6,840
40-11	Travel & Training	1,000	884	-	-	-
41-21	Telephone - Local	593	437	600	600	600
43-11	Electric - City Facilities	29,286	30,886	31,567	34,000	32,000
43-41	Gas - Natural/Propane	8,130	10,316	10,500	10,500	10,500
43-51	Water & Sewer - City	10,827	11,203	11,500	11,500	11,500
43-73	Street Light Fee	-	50	50	50	50
43-81	Stormwater Assessment	-	5,500	5,500	5,500	5,500
46-11	Maintenance & Repairs - Bldg & Grounds	16,806	24,452	25,000	25,000	25,000
46-21	Maintenance & Repairs - Equipment	-	209	200	200	200
46-23	Maintenance & Repairs - Copiers	158	-	-	-	-
51-11	Office Supplies - General	191	194	200	200	200
51-41	Small Tools & Implements	121	185	100	100	100
52-21	Chemicals	22,469	29,312	23,457	24,000	24,000
52-22	Laboratory Supplies	95	97	323	200	100
52-31	Clothing & Apparel	896	899	1,100	1,100	1,100
52-34	Swim/Recreation Accessories	1,468	1,389	46	-	-
52-41	Licensing & ID Materials	1,798	1,810	2,156	2,000	2,500
52-43	Computer/Operating Supply	1,346	750	150	150	-
52-45	Recreation Supplies	465	561	900	900	400
52-47	First Aid Supplies	878	388	900	900	600
52-48	Prizes & Awards	220	295	300	300	300
52-51	Janitorial Supplies	416	800	800	800	600
52-99	Operating Supplies - Misc	3,069	5,070	5,000	5,000	5,000
53-21	Signs & Sign Material	199	141	200	200	200
54-11	Dues & Memberships	-	160	160	160	160
<b>TOTAL OPERATING</b>		<b>\$ 106,227</b>	<b>\$ 128,887</b>	<b>\$ 121,869</b>	<b>\$ 130,800</b>	<b>\$ 128,050</b>
63-99	Improvements Other Than Bldg - Misc	-	24,555	15,000	15,000	-
64-31	Special Purpose Equipment	34,868	49,754	32,400	32,400	-
<b>TOTAL CAPITAL</b>		<b>\$ 34,868</b>	<b>\$ 74,309</b>	<b>\$ 47,400</b>	<b>\$ 47,400</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 337,526</b>	<b>\$ 430,383</b>	<b>\$ 355,654</b>	<b>\$ 360,820</b>	<b>\$ 375,120</b>

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM AQUATICS

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
63-99	<i>Improvements Other than Buildings - Misc.</i>					
	Pool Deck Improvements	-	350,000	-	-	-
	Second Slide Addition	-	412,000	-	-	-
	Geothermal Heaters (3)	-	103,040	-	-	-
	<b>TOTAL</b>	-	<b>865,040</b>	-	-	-

DIVISION TOTAL    \$       -       \$ 865,040    \$       -       \$       -       \$       -

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# PUBLIC WORKS - SUPERVISION

## IT IS THE MISSION OF PUBLIC WORKS – SUPERVISION TO

provide and maintain the infrastructure of the City and to protect the health and welfare of city residents businesses, and visitors; and provide quality service within available resources to our customers in a timely and efficient manner with the unity and trust of highly qualified and skilled personnel who serve as first responders in emergency situations

## 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 FY17

- Permitting:
  - Wastewater Treatment Plant Operating Permit (FDEP)
  - NPDES Permit 5 Year Renewal (FDEP)
  - Yard Waste Transfer Station Site Permit (FDEP)
  - Indiana Avenue Closed Landfill Permit Renewal (FDEP)
- Personnel Training Programs:
  - Asbestos Handling and Disposal
  - Federal Emergency Management Agency Incident Command
  - Stormwater Construction Site Inspector (FDEP)
  - Bucket Truck Certification
- Utility System Expansion/Operational Improvements:
  - Lakewood Villas
  - Barbara Ann
  - Silver Oaks Utility System purchase
  - Inflow and Infiltration Assessment Report and Sanitary Sewer Manhole Insert Installations, Phase I
- Assessment Program Review and Implementation:
  - Streetlight Rate Study
  - Stormwater Utility Revenue Sufficiency Study

## FY18 INITIATIVES

- Utility System Expansion/Operational Improvements:
  - Orangewood Lake Services utility valuation and possible acquisition
  - Inflow and Infiltration Sanitary Sewer Manhole Insert Installation completion of Phase II
  - Reclaimed Water Extension – The Heights, Phase I
  - AMI Smart Meter Integration
- Program Review and Implementation:

- FDEP Cross Connection existing program review and update
- Streetlight Operations Program Implementation
- Network Base System Pavement Management Plan Implementation
- Personnel Training:
  - Supervisory Training 101, ICMA Effective Supervisory Practices, FDPT Work Zone Supervisor Certification
  - Maintenance of Traffic, Traffic Sign and Markings – Level 1, Water Distribution, Sewer Collections State Levels
- Department Sustainability:
  - Complete the Water and Sewer Revenue Sufficiency Studies for 2018 – 2023
  - Complete the Water and Sewer Cost Allocation Studies for 2018 – 2023



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
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

001-0101-519					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
11-11	Dept Head Salaries	82,293	85,180	81,988	82,990	85,490
11-12	Division Head Salaries	35,356	27,330	25,407	50,760	50,760
12-99	Regular Full-Time Wages	71,375	79,466	70,437	72,740	73,820
14-11	Overtime Wages	561	1,091	750	1,050	1,070
15-11	Employee Incentives	200	200	150	200	200
15-16	Health Insurance Waiver Stipend	-	300	300	-	-
15-22	Education Incentive Pay	600	700	700	600	1,200
21-11	Social Security Matching	14,087	14,302	13,282	17,260	16,170
22-11	Florida Retirement System	25,054	25,829	24,381	28,730	28,990
23-11	Health Insurance	24,963	22,922	27,898	29,830	31,650
23-12	Life Insurance	73	68	156	200	220
23-13	Accidental Death & Disab Insurance	9	8	48	50	90
24-26	Workers Comp - Clerical (8810)	195	202	213	220	180
24-32	Workers Comp - Municipal Class (9410)	6,671	7,356	1,368	8,000	1,960
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 261,437</b>	<b>\$ 264,954</b>	<b>\$ 247,078</b>	<b>\$ 292,630</b>	<b>\$ 291,800</b>
34-12	Pest Control Services	1,998	-	-	-	-
34-99	Contractual Services - Misc	-	692	692	750	750
40-11	Travel & Training	76	330	2,875	2,875	2,880
41-21	Telephone - Local	6,101	5,706	6,500	6,500	6,500
41-34	Data Lines	9,052	9,226	9,550	9,550	9,500
41-41	Pager Services	38	33	40	40	40
42-11	Postage	194	326	350	350	350
43-11	Electric - City Facilities	32,202	27,681	33,000	33,000	33,000
43-31	Trash Removal	4,323	-	-	-	-
43-51	Water & Sewer - City	7,384	9,543	10,000	10,000	10,000
43-73	Street Light Fee	571	595	600	600	600
43-81	Stormwater Assessment	5,767	5,547	5,800	5,800	5,800
45-71	Notary Bond	55	-	150	150	150
46-11	Maintenance & Repairs - Bldg & Grounds	20,511	-	-	-	-
46-21	Maintenance & Repairs - Equipment	2,920	353	3,000	3,000	3,000
46-23	Maintenance & Repairs - Copiers	1,714	2,094	2,000	2,000	2,000
46-31	Maintenance & Repairs - Central Garage	-	60	1,300	1,300	1,300
51-11	Office Supplies - General	1,065	1,727	2,500	2,500	3,000
51-41	Small Tools & Implements	283	-	300	300	300
52-11	Fuel	1,177	1,219	4,000	4,000	3,000
52-25	Software License Support	872	4,901	5,000	5,000	5,000
52-31	Clothing & Apparel	260	321	400	400	600
52-43	Computer/Operating Supply	1,084	4,102	3,000	3,000	4,500
52-47	First Aid Supplies	167	-	200	200	200
52-89	Automotive Parts	11,877	156	3,000	3,000	2,500
52-99	Operating Supplies - Misc	1,471	1,467	3,000	3,000	3,000
54-11	Dues & Memberships	1,480	1,737	1,800	1,800	1,800
54-61	Books & Publications	-	189	300	300	300
<b>TOTAL OPERATING</b>		<b>\$ 112,642</b>	<b>\$ 78,005</b>	<b>\$ 99,357</b>	<b>\$ 99,415</b>	<b>\$ 100,070</b>
62-99	Building Improvements	-	-	-	-	20,000
64-13	Data Processing Equipment	-	1,753	-	-	28,000
64-15	Trucks & Trailers	24,440	-	-	-	4,000
64-31	Special Purpose Equipment	-	-	-	-	38,020
<b>TOTAL CAPITAL</b>		<b>\$ 24,440</b>	<b>\$ 1,753</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 90,020</b>

## PUBLIC WORKS SUPERVISION

**001-0101-519**

EXP

CODE

CLASSIFICATION

ACTUAL  
FY14-15

ACTUAL  
FY15-16

ESTIMATE  
FY16-17

AMENDED  
BUDGET  
FY16-17

BUDGET  
AMOUNT  
FY17-18

TOTAL EXPENDITURES    \$   398,519    \$ 344,712    \$ 346,435    \$ 392,045    \$ 481,890

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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
62-99	<i>Building Improvements</i>					
	R&R for HVAC System	10,000	10,000	10,000	10,000	10,000
	R&R for Generator	10,000	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>	<b>20,000</b>
64-13	<i>Data Processing Equipment</i>					
	Server for PW Operations Center	28,000	-	-	-	-
	Television	-	2,500	-	-	-
	Desktop Computer	-	1,800	2,600	1,800	-
	<b>TOTAL</b>	<b>28,000</b>	<b>4,300</b>	<b>2,600</b>	<b>1,800</b>	<b>-</b>
64-15	<i>Trucks &amp; Trailers</i>					
	SUV Ford Explorer (R&R)	2,000	2,000	2,000	2,000	2,000
	Ford F250 Pick-Up Regular Cab (R&R)	2,000	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>	<b>4,000</b>
64-18	<i>Software</i>					
	ESRI Online Module	-	-	-	-	15,000
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>
64-31	<i>Special Purpose Equipment</i>					
	Voice-over IP System	38,020	-	-	-	-
	CCTV - Security System	-	-	25,000	-	-
	<b>TOTAL</b>	<b>38,020</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>-</b>
<b>DIVISION TOTAL</b>		<b>\$ 90,020</b>	<b>\$ 28,300</b>	<b>\$ 51,600</b>	<b>\$ 25,800</b>	<b>\$ 39,000</b>



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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 the City a safer place for residents and the general public.

## 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.

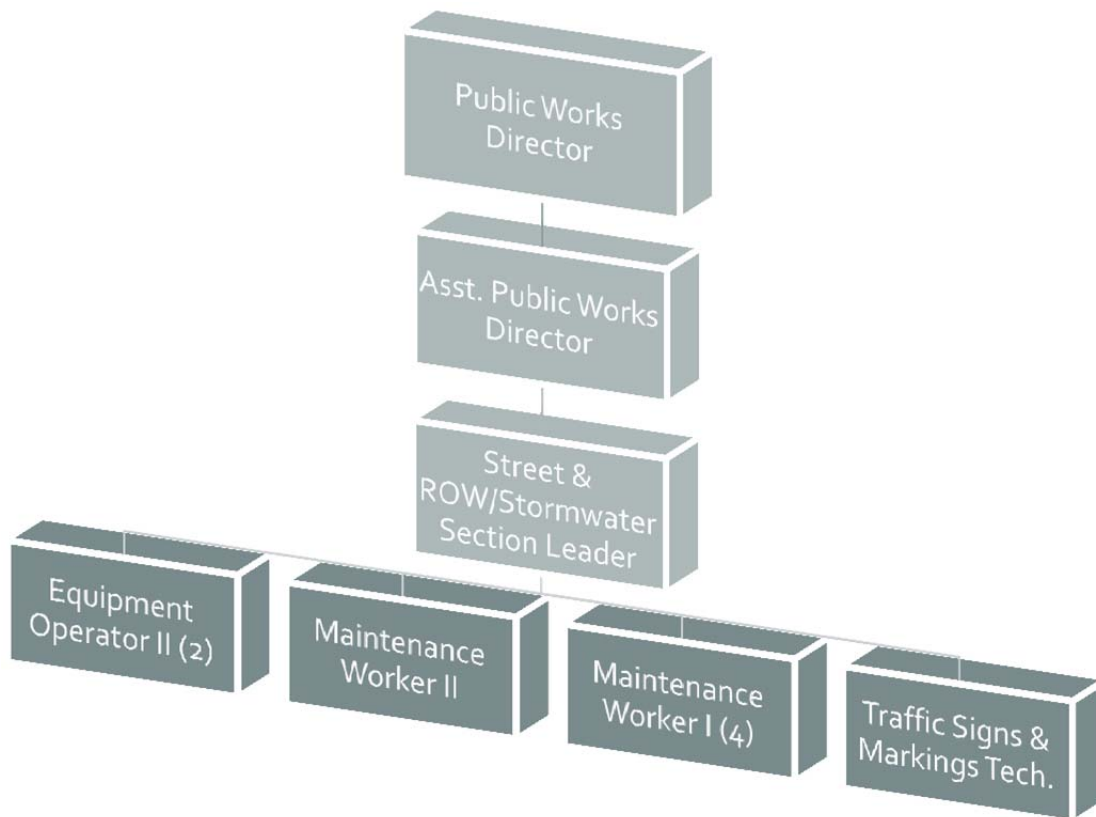
## ACCOMPLISHMENTS OF FY17

- Traffic Signs & Markings Upgrade:
  - Installed LED crosswalk at Lincoln St. and Main St.
  - Completed crosswalk upgrades to current FDOT standards
  - Re-striped parallel parking spaces on Grand Blvd.
- Parking Lot Upgrades:
  - Recreation & Aquatics Center parking lot re-striping
  - Installed 1924 road bricks in center medians at Geben Devries Parking Lot
  - Installed landscaping hedge around City Hall parking lot
  - Improved shell base to parking areas at the Cotee River Park and Grand Blvd. Park
- Tree Program:
  - Tree City USA Certification – 27<sup>th</sup> Year Renewal
  - Trimmed trees around Orange Lake and Sims Park
  - Trimmed and deep fertilized palm trees in the Palm District
  - Expanded and promoted “Adopt a Tree” program
- Alley Improvements:
  - Removed debris and cleared vegetation
  - Identified vision zone violations and took corrective measures

## FY18 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	FY15-16	FY16-17	FY17-18
Equipment Operator II	2	2	2
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

001-0102-541					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
12-99	Regular Full-Time Wages	194,633	203,717	196,793	199,889	198,870
14-11	Overtime Wages	7,951	9,153	8,897	12,440	15,370
15-11	Employee Incentives	400	400	400	400	400
15-16	Health Insurance Waiver Stipend	1,800	1,800	1,800	1,800	-
15-27	Standby Time	5,716	5,577	5,577	5,577	5,310
15-29	Meal Allowance	30	9	9	240	-
21-11	Social Security Matching	15,783	16,522	15,947	17,090	16,830
22-11	Florida Retirement System	15,182	16,059	15,494	15,494	17,170
23-11	Health Insurance	37,767	43,930	44,189	43,931	47,470
23-12	Life Insurance	151	161	287	390	330
23-13	Accidental Death & Disab Insurance	18	19	25	100	130
24-31	Workers Comp - Street Maint/Trash (5509)	7,873	8,361	8,400	8,400	14,300
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 287,304</b>	<b>\$ 305,708</b>	<b>\$ 297,818</b>	<b>\$ 305,751</b>	<b>\$ 316,180</b>
31-29	Engineering Services - Misc	5,315	1,200	5,000	5,000	4,500
34-30	Parking Lot Maintenance	815	948	1,000	1,000	1,000
34-38	Lab Test	-	-	250	250	250
34-85	Trash Grinding Service	14,763	6,641	15,000	15,000	15,000
34-99	Contractual Services - Misc	33,558	18,901	25,000	25,000	25,000
40-11	Travel & Training	1,200	1,542	2,320	2,320	2,660
41-21	Telephone - Local	3,722	-	1,000	1,000	1,000
41-34	Data Lines	408	314	1,000	1,000	1,000
42-11	Postage	17	31	50	50	50
43-11	Electric - City Facilities	1,375	1,677	1,400	1,400	1,400
43-12	Electric - Traffic Lights	4,462	4,096	5,000	5,000	5,000
43-21	Eastbury Garden - Street Lights	2,498	2,456	2,500	2,500	2,500
43-22	Hillandale - Street Lights	16,475	15,743	17,500	17,500	17,500
43-23	Ridgewood - Street Lights	7,783	8,320	8,500	8,500	8,500
43-24	Barbara Ann - Street Lights	-	-	-	-	900
43-31	Trash Removal	12,950	13,728	13,000	13,000	13,000
43-51	Water & Sewer - City	37,399	38,778	40,000	40,000	40,000
43-81	Stormwater Assessment	-	-	2,280	2,280	2,280
44-19	Rent - Equipment/Software	817	752	1,000	1,000	1,000
46-11	Maintenance & Repairs - Bldg & Grounds	15,247	8,226	10,000	10,000	12,000
46-21	Maintenance & Repairs - Equipment	145	473	100	100	100
46-31	Maintenance & Repairs - Central Garage	-	24,570	10,000	10,000	10,000
49-83	Permit Fees	-	-	70	70	70
51-11	Office Supplies - General	149	133	200	200	200
51-41	Small Tools & Implements	1,442	1,239	1,500	1,500	1,500
52-11	Fuel	54,242	50,024	47,000	47,000	40,000
52-25	Software License Support	-	420	-	-	-
52-31	Clothing & Apparel	2,355	2,167	2,400	2,400	2,400
52-43	Computer/Operating Supply	449	105	1,400	1,400	500
52-47	First Aid Supplies	90	60	100	100	100
52-62	Trees	911	212	1,000	1,000	1,000
52-89	Automotive Parts	74,988	37,238	38,000	38,000	38,000
52-99	Operating Supplies - Misc	12,391	12,269	10,000	10,000	10,000
53-21	Signs & Sign Material	11,573	10,802	12,000	12,000	12,000

## STREET & RIGHT OF WAY MAINTENANCE

001-0102-541		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
53-31	Pipe/Culvert Material	922	-	-	-	-
53-41	Sod/Seed	970	1,799	1,600	1,600	1,600
53-99	Road Materials - Misc	43,268	15,175	25,000	25,000	25,000
54-11	Dues & Memberships	401	115	300	300	300
54-61	Books & Publications	141	70	200	200	200
TOTAL OPERATING		\$ 363,241	\$ 280,224	\$ 302,670	\$ 302,670	\$ 297,510
64-15	Trucks & Trailers	200,963	-	-	-	40,000
64-16	Heavy Equipment	-	-	-	-	-
TOTAL CAPITAL		\$ 200,963	\$ -	\$ -	\$ -	\$ 40,000

TOTAL EXPENDITURES    \$ 851,508    \$ 585,932    \$ 600,488    \$ 608,421    \$ 653,690

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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
64-15	<i>Trucks &amp; Trailers</i>					
	Ford F550 Dump Truck-#117 (R&R)	3,000	3,000	3,000	3,000	3,000
	Ford F550 Dump Truck-#118 (R&R)	3,000	3,000	3,000	3,000	3,000
	F350 Utility Body w/ Liftgate-#92 (R&R)	16,250	16,250	16,250	65,000 (b)	16,250
	F250 Utility Body w/ Liftgate-#91 (R&R)	13,000	13,000	13,000	13,000	65,000 (c)
	Dump Truck-#98 (R&R)	9,000	9,000	9,000	9,000	9,000
	F250 Utility Body w/ Liftgate-#90 (R&R)	8,000	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	2,500
	Kenworth T370 Dump Truck-#116 (R&R)	9,000	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>63,750</b>	<b>112,500</b>	<b>102,750</b>
64-16	<i>Heavy Equipment</i>					
	Pay Loader w/ Root Rake-#8 (R&R)	12,500	12,500	12,500	12,500	12,500
	Case INT Broom Tractor-#5 (R&R)	8,000	8,000	16,250 (a)	1,625	1,625
	Case Tractor c/s 570XLT-#3 (R&R)	5,000	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	5,000
	Kubota Tractor-#10 (R&R)	3,250	3,250	3,250	3,250	3,250
	JD244 Loader w/ Clam Shell-#12 (R&R)	8,750	8,750	8,750	8,750	8,750
	Ingersol Rand Steam Roller-#67 (R&R)	7,000	7,000	7,000	7,000	7,000
	Bucket Truck-#97 (R&R)	10,000	10,000	10,000	10,000	10,000
	<b>TOTAL</b>	<b>59,500</b>	<b>59,500</b>	<b>67,750</b>	<b>53,125</b>	<b>117,125</b>
64-31	<i>Special Purpose Equipment</i>					
	Tree Stump Grinder	-	25,000	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

**DIVISION TOTAL    \$ 163,250    \$ 148,250    \$ 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

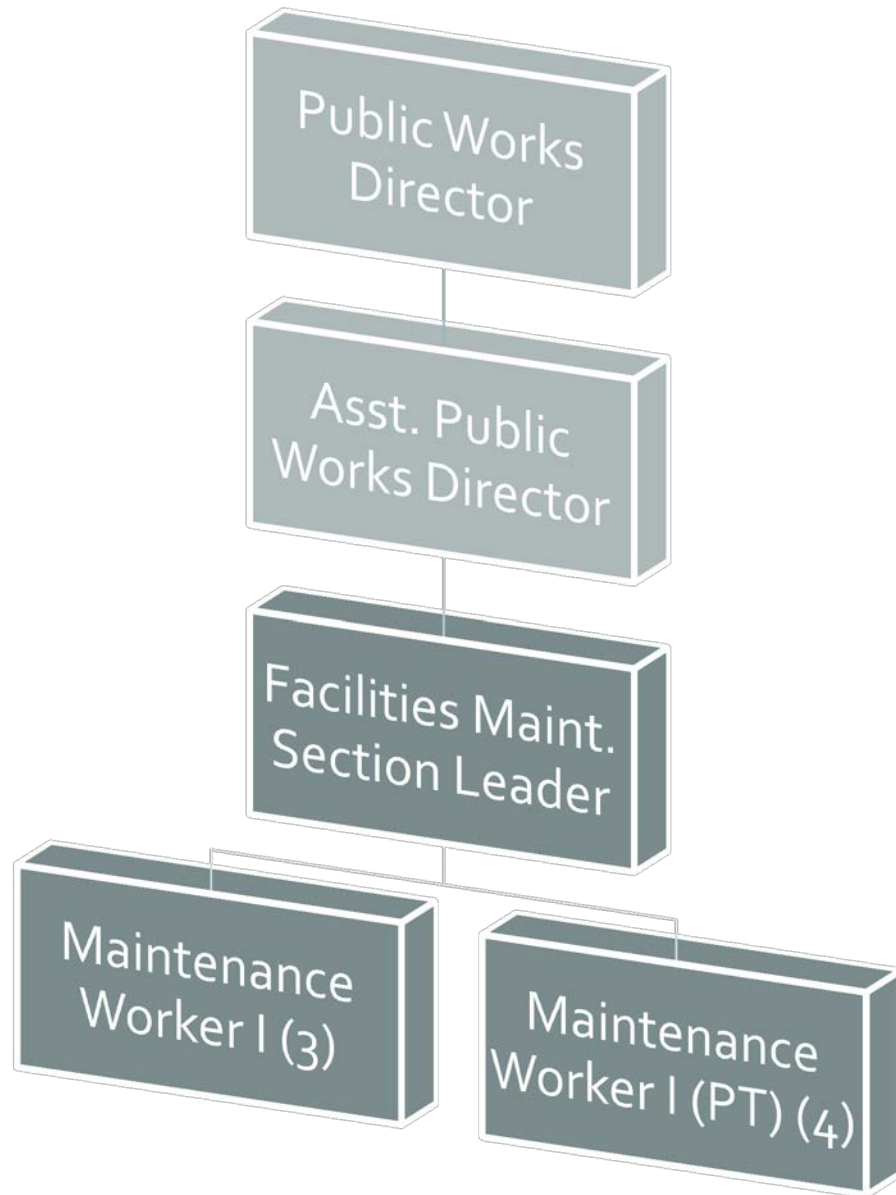
The Public Works – Facilities Maintenance Division is responsible for the maintenance and repair of New Port Richey's public buildings.

## ACCOMPLISHMENTS OF FY17

- 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 St. 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

## FY18 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	FY15-16	FY16-17	FY17-18
Facilities Maintenance Section Leader	1	1	1
Maintenance Worker I	4.45	4.45	5.88
<b>Total</b>	<b>5.45</b>	<b>5.45</b>	<b>6.88</b>

## FACILITIES MAINTENANCE

001-0106-519					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
12-99	Regular Full-Time Wages	-	98,826	81,086	105,960	106,290
13-11	Part-Time Wages	-	38,950	34,433	49,430	65,990
14-11	Overtime Wages	-	3,766	3,518	3,060	7,670
15-11	Employee Incentives	-	300	100	350	400
15-16	Health Insurance Waiver Stipend	-	2,596	1,996	-	-
21-11	Social Security Matching	-	10,956	9,184	12,200	12,550
22-11	Florida Retirement System	-	10,341	8,700	11,840	8,910
23-11	Health Insurance	-	13,178	12,181	25,830	31,650
23-12	Life Insurance	-	72	62	200	430
23-13	Accidental Death & Disab Insurance	-	9	7	80	180
24-27	Workers Comp - Building (NOC) (9015)	-	6,402	5,980	7,400	5,500
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ -</b>	<b>\$ 185,396</b>	<b>\$ 157,247</b>	<b>\$ 216,350</b>	<b>\$ 239,570</b>
34-11	Custodial/Janitorial Services	-	394	1,500	1,500	1,500
34-12	Pest Control Services	-	5,733	7,700	7,700	7,700
34-51	Contractual Electrical	-	5,833	6,700	6,700	-
34-52	Contractual Plumbing Services	-	2,146	2,200	2,200	-
34-53	Contractual Mechanical Services	-	1,656	1,300	1,300	-
34-54	Contractual HVAC/Air	-	37,483	38,950	38,950	38,950
34-74	Security Services	-	-	1,700	1,700	1,700
34-99	Contractual Services - Misc	-	28,600	25,380	25,380	4,800
40-11	Travel & Training	-	-	800	800	800
41-21	Telephone - Local	-	1,721	1,000	1,000	1,200
41-34	Data Lines	-	-	800	800	600
41-42	Burglar Alarm Lines	-	-	1,960	1,960	1,960
43-11	Electric - City Facilities	-	38,118	40,000	40,000	38,000
43-31	Trash Removal	-	18,071	18,000	18,000	18,000
43-51	Water & Sewer - City	-	7,329	7,490	7,490	7,490
43-73	Street Light Fee	-	981	590	590	590
43-81	Stormwater Assessment	-	2,266	1,420	1,420	1,420
46-11	Maintenance & Repairs - Bldg & Grounds	-	36,757	40,000	40,000	44,000
46-31	Maintenance & Repairs - Central Garage	-	-	1,700	1,700	1,000
46-55	Maintenance & Repairs - Senior Center	-	-	5,000	5,000	4,000
49-83	Permit Fees	-	-	50	50	50
51-11	Office Supplies - General	-	97	500	500	300
51-41	Small Tools & Implements	-	1,714	4,000	4,000	3,500
52-11	Fuel	-	112	5,000	5,000	3,000
52-31	Clothing & Apparel	-	1,646	2,100	2,100	2,100
52-43	Computer/Operating Supply	-	755	1,400	1,400	1,100
52-47	First Aid Supplies	-	-	300	300	300
52-51	Janitorial Supplies	-	15,936	15,000	15,000	17,000
52-89	Automotive Parts	-	-	3,000	3,000	1,000
52-99	Operating Supplies - Misc	-	1,129	1,500	1,500	1,500
<b>TOTAL OPERATING</b>		<b>\$ -</b>	<b>\$ 208,477</b>	<b>\$ 237,040</b>	<b>\$ 237,040</b>	<b>\$ 203,560</b>
64-15	Trucks & Trailers	-	-	-	-	40,000
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ 393,873</b>	<b>\$ 394,287</b>	<b>\$ 453,390</b>	<b>\$ 483,130</b>



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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
64-15	<i>Trucks &amp; Trailers</i>					
	Dodge 2500 3/4 Ton Pick-Up	40,000	2,500	2,500	2,500	2,500
	<b>TOTAL</b>	<b>40,000</b>	<b>2,500</b>	<b>2,500</b>	<b>112,500</b>	<b>102,750</b>

DIVISION TOTAL    \$    40,000    \$    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

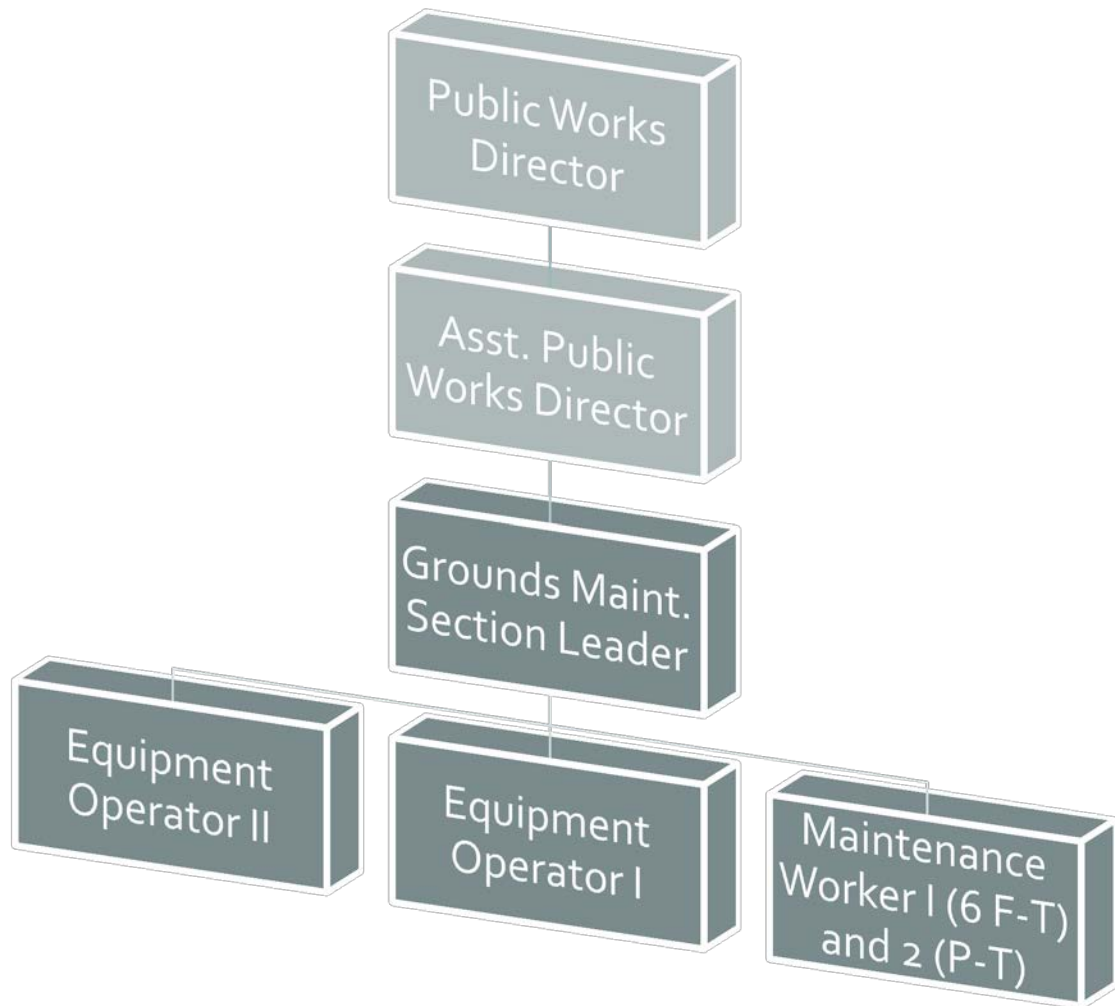
The Public Works – Grounds Maintenance Division performs routine and specialized grounds maintenance for all of the City's parks, preserves, and athletic fields.

## ACCOMPLISHMENTS OF FY17

- Maintained the high standards set for Sims Park subsequent to the Parks Capital Improvement completion
- Oversaw the operational process of numerous special events during the year, such as Chasco, Seafest, Main St. Blast, Holiday Parade, as well as taking first place in the Chasco Parade for *Best Float*
- Personnel Training:
  - Fertilizer and herbicide application certification completed for several personnel
  - Stormwater Operator site inspector certifications completed for several personnel
- Completed the installation of canoe, kayak launches at the Grey Preserve, Frances Avenue Park, and Sims Park
- Completed irrigation upgrades and landscaping improvements at the Public Works Operations Center

## FY18 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 rills 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	FY15-16	FY16-17	FY17-18
Grounds Maintenance Section Leader	1	1	1
Equipment Operator II	1	1	1
Equipment Operator I	1	1	1
Maintenance Worker I	5	6	6.44
<b>Total</b>	<b>8</b>	<b>9</b>	<b>9.44</b>

## GROUNDS MAINTENANCE

001-0110-539 EXP CODE CLASSIFICATION		ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
12-10	Regular Exempt Salaries	-	-	-	46,200	46,890
12-99	Regular Full-Time Wages	-	215,893	185,561	188,970	177,070
13-11	Part-Time Wages	-	14,715	-	-	32,880
14-11	Overtime Wages	-	19,945	18,123	13,920	14,050
15-11	Employee Incentives	-	400	100	450	500
15-29	Meal Allowance	-	18	18	120	80
21-11	Social Security Matching	-	18,900	16,473	18,780	20,770
22-11	Florida Retirement System	-	15,656	13,660	10,010	21,120
22-14	Defined Contribution Plan	-	3,565	3,078	-	3,260
23-11	Health Insurance	-	41,876	33,650	37,120	79,120
23-12	Life Insurance	-	146	117	450	540
23-13	Accidental Death & Disab Insurance	-	17	14	180	220
24-28	Workers Comp - Parks (9102)	-	7,635	7,635	8,640	7,710
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ -</b>	<b>\$ 338,766</b>	<b>\$ 278,429</b>	<b>\$ 324,840</b>	<b>\$ 404,210</b>
34-30	Parking Lot Maintenance	-	1,163	2,000	2,000	2,000
34-33	Lawn Maintenance	-	108,072	100,000	100,000	100,000
34-99	Contractual Services - Misc	-	20,487	22,000	22,000	22,000
40-11	Travel & Training	-	2,850	3,000	3,000	3,000
41-21	Telephone - Local	-	1,479	1,200	1,200	1,200
41-34	Data Lines	-	-	480	480	480
43-11	Electric - City Facilities	-	13,051	10,920	10,920	14,000
43-31	Trash Removal	-	2,706	15,000	15,000	8,000
43-51	Water & Sewer - City	-	23,856	20,000	20,000	9,000
43-73	Street Light Fee	-	21	60	60	60
43-81	Stormwater Assessment	-	1,103	500	500	500
44-19	Rent - Equipment/Software	-	1,642	1,000	1,000	1,000
46-11	Maintenance & Repairs - Bldg & Grounds	-	47,983	4,000	4,000	38,000
46-31	Maintenance & Repairs - Central Garage	-	-	6,480	6,480	6,480
46-52	Maintenance & Repairs - Vandalism	-	96	5,000	5,000	5,000
46-53	Maintenance & Repairs - Pinehill Cemetery	-	115	2,500	2,500	2,500
46-55	Maintenance & Repairs - Senior Center	-	4,950	-	-	-
49-99	Other Current Charges - Misc	-	3,170	5,000	5,000	500
51-11	Office Supplies - General	-	17	100	100	100
51-41	Small Tools & Implements	-	2,829	4,000	4,000	4,000
52-11	Fuel	-	29,353	15,000	15,000	25,000
52-21	Chemicals	-	-	2,500	2,500	2,500
52-31	Clothing & Apparel	-	1,246	2,700	2,700	2,700
52-43	Computer/Operating Supply	-	-	3,000	3,000	300
52-47	First Aid Supplies	-	88	100	100	100
52-51	Janitorial Supplies	-	15,749	10,300	10,300	15,000
52-89	Automotive Parts	-	7,307	7,000	7,000	7,000
52-99	Operating Supplies - Misc	-	8,359	8,000	8,000	8,000
53-21	Signs & Sign Material	-	2,239	3,000	3,000	3,000
53-41	Sod/Seed	-	950	3,000	3,000	29,000
54-11	Dues & Memberships	-	160	300	300	300
<b>TOTAL OPERATING</b>		<b>\$ -</b>	<b>\$ 301,041</b>	<b>\$ 258,140</b>	<b>\$ 258,140</b>	<b>\$ 310,720</b>
64-15	Trucks & Trailers	-	41,995	28,000	28,000	17,100
64-16	Heavy Equipment	-	-	-	-	6,550
64-31	Special Purpose Equipment	-	4,430	-	-	3,800
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ 46,425</b>	<b>\$ 28,000</b>	<b>\$ 28,000</b>	<b>\$ 27,450</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	<b>\$ 686,232</b>	<b>\$ 564,569</b>	<b>\$ 610,980</b>	<b>\$ 742,380</b>

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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
64-15	<i>Trucks and Trailers</i>					
	Ford F250 3/4 Ton Pick-Up-#35 (R&R)	5,000	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	2,800
	Ford F150 1/2 Ton Pick-Up-#44 (R&R)	2,800	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	3,000
	Ford F250 3/4 Ton Pick-Up-#111 (R&R)	2,100	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	1,400
	<b>TOTAL</b>	<b>17,100</b>	<b>17,100</b>	<b>17,100</b>	<b>17,100</b>	<b>17,100</b>
64-16	<i>Heavy Equipment</i>					
	John Deere Tractor-#34 (R&R)	3,200	3,200	3,200	3,200	3,200
	Kubota Clambucket Bush Hog-#33 (R&R)	3,350	3,350	3,350	3,350	3,350
	<b>TOTAL</b>	<b>6,550</b>	<b>6,550</b>	<b>6,550</b>	<b>6,550</b>	<b>6,550</b>
64-31	<i>Special Purpose Equipment</i>					
	Case Scout 4x4 Utility Vehicle (R&R)	1,200	1,200	1,200	1,200	1,200
	John Deere 4x6 Gator (R&R)	2,600	2,600	2,600	2,600	2,600
	<b>TOTAL</b>	<b>3,800</b>	<b>3,800</b>	<b>3,800</b>	<b>3,800</b>	<b>3,800</b>

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

## NON-EXPENDITURE DISBURSEMENTS

001-0580 EXP CODE CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
581					
91-61 Transfer to Street Improvement Fund	-	-	-	-	275,000
91-63 Transfer to CRA - Tax Increment	719,554	811,061	865,715	865,715	923,480
<b>TOTAL TRANSFERS</b>	<b>\$ 719,554</b>	<b>\$ 811,061</b>	<b>\$ 865,715</b>	<b>\$ 865,715</b>	<b>\$ 1,198,480</b>
584					
94-21 Reserves - Contingency	2,847	-	60,000	151,000	137,160
94-24 Reserves - Sick Leave	19,956	47,305	47,305	48,000	50,000
94-95 Reserves - Public Art Fund	-	-	9,100	10,000	5,000
94-96 Reserves - Hurricane Fund	-	-	-	-	250,000
<b>TOTAL RESERVES</b>	<b>\$ 22,803</b>	<b>\$ 47,305</b>	<b>\$ 116,405</b>	<b>\$ 209,000</b>	<b>\$ 442,160</b>
Repayable Advance to CRA	803,656	512,396	-	-	-
Repayable Advance to CRA - Refunding & Loan Proceeds	-	11,202,894	-	-	-
<b>TOTAL INTERGOVERNMENTAL LOANS</b>	<b>\$ 803,656</b>	<b>\$ 11,715,290</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL NON- EXPENDITURES</b>	<b>\$ 1,546,013</b>	<b>\$ 12,573,656</b>	<b>\$ 982,120</b>	<b>\$ 1,074,715</b>	<b>\$ 1,640,640</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 19,844,414</b>	<b>\$ 32,625,062</b>	<b>\$ 19,041,917</b>	<b>\$ 19,837,745</b>	<b>\$ 21,448,550</b>

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# PUBLIC WORKS - STORMWATER UTILITY

## IT IS THE MISSION OF STORMWATER UTILITY TO

have a proactive inspection program that identifies and remediates flood prone 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.

## 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.

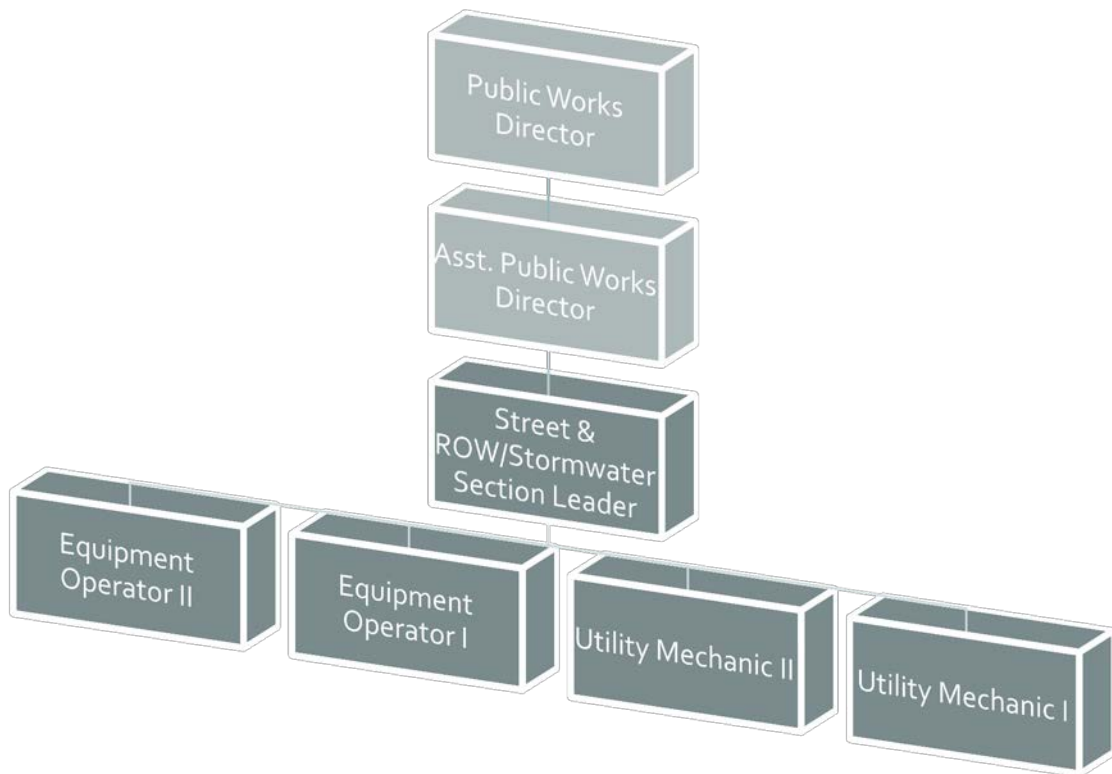
## ACCOMPLISHMENTS OF FY17

- Stormwater Pond Construction:
  - Constructed a dry retention pond with an overflow structure on Delaware Ave., east of Van Buren St. and on School Road
- NPDES Mandate Activities:
  - Continued facility inspection and maintenance of CDS units, pipe, ponds, catch basins, and outfalls
  - Continued sediment removal and regarding of existing ditch and swale lines
  - Continued catch basin tag ID stenciling
  - Continued street sweeping program on all curbed roadways
- Evasive Vegetation Removal:
  - Removed Brazilian Pepper plants in the Grey Preserve (Congress St. side entrance) and Frances Ave. Park
  - Removed evasive vegetation from canals north of Warren Ave. and along the river at the Cotee River Park
- Stormwater Pond Tree Maintenance:
  - Trimmed trees around Orange Lake, Azalea Dr. pond, and Palm Dr. pond

## FY18 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	FY15-16	FY16-17	FY17-18
Streets & ROW/Stormwater Section Leader	1	1	1
Equipment Operator II	1	1	1
Equipment Operator I	1	1	1
Utility Mechanic II	0	1	1
Utility Mechanic I	2	1	1
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>



## STORMWATER UTILITY FUND

002-0000						AMENDED	BUDGET
REV		ACTUAL	ACTUAL	ESTIMATE	BUDGET		AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17		FY17-18
337-31	SWFWMD Grant	-	-	-	20,000		20,000
343-71	Stormwater Utility Fee	951,875	951,240	971,960	992,520		1,232,390
361-10	Interest on Investments	1,340	13	-	-		-
361-15	Interest-Stormwater Utility Fee	56	2,243	189	100		100
361-20	Interest - S.B.A.	835	-	-	500		-
361-25	Interest - FMIvT	1,040	2,717	468	450		450
361-28	Interest - T-Bills & Bonds	-	2,277	-	-		-
364-42	Insurance Proceeds	-	-	-	-		-
389-90	Prior Yr Fund Bal-Unassigned	-	-	-	1,142,687		427,120
<b>STORMWATER UTILITY FUND REVENUES</b>		<b>\$ 955,146</b>	<b>\$ 958,490</b>	<b>\$ 972,617</b>	<b>\$ 2,156,257</b>		<b>\$ 1,680,060</b>

# STORMWATER UTILITY

002-0103-538

EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
12-99	Regular Full-Time Wages	128,648	136,622	131,377	137,230	136,890
13-11	Part-Time Wages	-	-	-	-	12,690
14-11	Overtime Wages	11,117	12,064	11,821	12,160	27,230
15-11	Employee Incentives	250	250	250	250	300
15-16	Health Insurance Waiver Stipend	1,800	1,800	-	-	-
15-22	Education Incentive Pay	600	600	600	600	-
15-27	Standby Time	6,010	4,380	4,344	7,140	4,910
15-29	Meal Allowance	36	48	48	-	-
21-11	Social Security Matching	10,769	11,566	11,143	12,180	13,930
22-11	Florida Retirement System	10,657	11,177	10,761	11,770	13,220
23-11	Health Insurance	28,654	27,906	27,906	37,290	39,560
23-12	Life Insurance	100	102	102	250	270
23-13	Accidental Death & Disab Insurance	12	12	12	100	110
23-15	Net OPEB Obligation Expense	4,303	2,015	2,500	-	-
24-26	Workers Comp - Clerical (8810)	-	-	-	-	30
24-33	Workers Comp - Irrigation Workers/Oper/Drivers (0251)	5,372	5,650	8,000	8,470	5,690
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 208,328</b>	<b>\$ 214,192</b>	<b>\$ 208,864</b>	<b>\$ 227,440</b>	<b>\$ 254,830</b>
31-29	Engineering Services - Misc	17,717	250	35,000	35,000	35,000
31-99	Professional Services - Misc	6,768	5,815	25,000	35,000	35,000
34-33	Lawn Maintenance	31,544	2,502	15,000	50,000	50,000
34-38	Lab Test	-	-	-	10,000	10,000
34-99	Contractual Services - Misc	29,051	29,968	35,000	35,000	35,000
40-11	Travel & Training	1,839	2,126	2,000	2,390	1,780
41-21	Telephone - Local	2,955	1,613	1,200	1,300	1,300
41-34	Data Lines	408	314	500	2,000	2,000
41-41	Pager Services	70	64	75	100	100
42-11	Postage	-	-	-	50	50
43-11	Electric - City Facilities	12,722	11,430	11,765	14,240	12,000
43-31	Trash Removal	10,067	14,115	9,346	12,500	11,000
43-73	Street Light Fee	-	36	42	40	40
43-81	Stormwater Assessment	225	77	79	80	80
44-19	Rent - Equipment/Software	4,617	4,679	4,685	5,000	5,000
45-11	Liability Insurance - Comp. General	8,954	3,627	3,689	3,330	3,330
45-21	Building & Contents Insurance	3,677	3,431	3,645	3,300	3,300
45-22	Pollution Insurance	(2,285)	4,305	4,379	4,400	4,400
45-23	Automobile & Truck Insurance	-	804	746	750	750
46-11	Maintenance & Repairs - Bldg & Grounds	10,536	13,671	9,539	15,000	15,000
46-21	Maintenance & Repairs - Equipment	138	473	478	400	400
46-31	Maintenance & Repairs - Central Garage	-	8,430	6,500	7,500	7,500
49-83	Permit Fees	1,006	936	1,650	2,500	2,500
49-99	Other Current Charges - Misc	1,873	966	1,250	2,000	2,000
51-11	Office Supplies - General	70	190	750	1,000	1,000
51-21	Maps & Charts	62	-	-	300	300
51-41	Small Tools & Implements	3,515	1,636	3,450	7,000	7,000
52-11	Fuel	21,870	26,582	25,884	20,000	25,000
52-25	Software License Support	-	420	400	400	400
52-31	Clothing & Apparel	1,368	1,274	1,317	1,500	1,500

## STORMWATER UTILITY

002-0103-538

EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
52-43	Computer/Operating Supply	272	105	-	1,400	1,400
52-47	First Aid Supplies	226	64	100	200	200
52-89	Automotive Parts	38,919	9,582	14,336	20,000	20,000
52-99	Operating Supplies - Misc	9,122	11,402	11,000	13,800	12,000
53-21	Signs & Sign Material	6,196	1,311	4,500	5,000	5,000
53-31	Pipe/Culvert Material	916	7,191	9,000	10,000	10,000
53-41	Sod/Seed	7,159	3,625	7,500	10,000	10,000
53-99	Road Materials - Misc	1,315	4,371	7,900	10,000	10,000
54-11	Dues & Memberships	105	30	100	200	200
54-61	Books & Publications	-	-	-	200	200
<b>TOTAL OPERATING</b>		<b>\$ 232,997</b>	<b>\$ 177,415</b>	<b>\$ 257,805</b>	<b>\$ 342,880</b>	<b>\$ 341,730</b>
63-99	Improvements Other Than Bldg - Misc	53,968	217,767	480,000	818,000	480,000
64-13	Data Processing Equipment	-	-	-	-	-
64-15	Trucks & Trailers	100,579	-	24,877	24,877	27,500
64-16	Heavy Equipment	16,034	31,500	-	-	33,000
64-31	Special Purpose Equipment	19,022	-	75,000	75,000	10,000
<b>TOTAL CAPITAL</b>		<b>\$ 189,603</b>	<b>\$ 249,267</b>	<b>\$ 579,877</b>	<b>\$ 917,877</b>	<b>\$ 550,500</b>
91-51	Transfer to General Fund	119,250	259,125	329,030	329,030	130,000
91-52	Transfer to Street Improvement Fund	-	-	56,030	56,030	-
91-53	Transfer to Capital Improvement Fund	-	-	283,000	283,000	403,000
<b>TOTAL TRANSFERS</b>		<b>\$ 119,250</b>	<b>\$ 259,125</b>	<b>\$ 668,060</b>	<b>\$ 668,060</b>	<b>\$ 533,000</b>

**TOTAL EXPENDITURES    \$ 750,178    \$ 899,999    \$ 1,714,606    \$ 2,156,257    \$ 1,680,060**

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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
63-99	<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)	10,000	-	-	-	-
	2016/2017 Hemlock Dr. Stormwater Improvement (Construction)	60,000	-	-	-	-
	2017/2018 Fleet Purchasing Warehouse Improvements	30,000	-	-	-	-
	2017/2018 Maple St. Stormwater Improvements (Engineering)	80,000	-	-	-	-
	2017/2018 Maple St. Stormwater Improvements (Construction)	-	800,000	-	-	-
	2018/2019 Madison St./High St. to Senate Ln. Stormwater System Upgrade, Phase I (Engineering)	-	-	140,500	-	-
	2018/2019 Madison St./High St. to Senate Ln. Stormwater System Upgrade, Phase I (Engineering)	-	-	-	719,500	-
	<b>TOTAL</b>	<b>480,000</b>	<b>1,100,000</b>	<b>440,500</b>	<b>1,019,500</b>	<b>300,000</b>
64-13	<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>
64-15	<i>Trucks and Trailers</i>					
	Ford F550 Service Truck w/ Crane #114 (R&R)	4,250	4,250	4,250	4,250	4,250
	Service Truck 1 Ton Pick-up w/ Liftgate #110 (R&R)	3,250	3,250	3,250	3,250	3,250
	Ford F450 Flatbed #96 (R&R)	3,000	3,000	3,000	3,000	3,000
	Vacuum Line Cleaning Truck (R&R)	10,000	10,000	10,000	10,000	10,000
	GMC C6500 Water Tanker Truck #69 (R&R)	7,000	7,000	7,000	7,000	7,000
	<b>TOTAL</b>	<b>27,500</b>	<b>27,500</b>	<b>27,500</b>	<b>27,500</b>	<b>27,500</b>
64-16	<i>Heavy Equipment</i>					
	New Holland Flail Mower #11 (R&R)	12,000	12,000	12,000	12,000	12,000
	TYMCO 600 Street Sweeper #102 (R&R)	21,000	21,000	21,000	21,000	21,000
	<b>TOTAL</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>
64-31	<i>Special Purpose Equipment</i>					
	Gravity Fed Sandbagger Station	10,000	-	-	-	-
	<b>TOTAL</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**DIVISION TOTAL    \$ 550,500    \$ 1,160,500    \$ 503,800    \$ 1,082,400    \$ 360,500**

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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.

## ACCOMPLISHMENTS OF FY16

- Coordinated logistics for over 30 events held at Sims Park

## FY17 INITIATIVES

- A rate study will be performed to evaluate the current rate being assessed to residents

## STREET LIGHTING FUND

121-0000		AMENDED				BUDGET
REV		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
334-50	St Hwy Lighting & Maint Agreement	34,600	35,644	34,800	35,000	35,000
343-91	Street Light Assessment	374,930	367,099	364,614	371,900	473,530
361-10	Interest on Investments	200	85	80	500	500
361-35	Interest-Street Lighting	-	1,189	1,189	750	1,370
369-90	Other Miscellaneous Revenue	-	-	330	-	-
STREET LIGHTING FUND REVENUES		\$ 409,730	\$ 404,017	\$ 401,013	\$ 408,150	\$ 510,400

## STREET LIGHTING

121-0104-541 EXP		AMENDED				BUDGET
CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	BUDGET FY16-17	AMOUNT FY17-18
31-29	Engineering Services	-	-	14,550	14,550	-
31-99	Professional Services	-	-	-	-	1,000
42-11	Postage	-	-	-	-	9,700
43-71	Electric - City Facilities	58,223	26,519	65,000	70,000	75,000
43-72	Street Light Rental & Maint	227,223	233,263	235,000	235,450	270,500
43-74	US-19 Street Lighting O & M	38,058	31,029	49,000	50,000	52,000
49-99	Miscellaneous Expenses	-	-	-	-	37,200
52-52	Operating Supplies	14,210	14,343	-	15,000	25,000
<b>TOTAL OPERATING</b>		<b>\$ 337,714</b>	<b>\$ 305,154</b>	<b>\$ 363,550</b>	<b>\$ 385,000</b>	<b>\$ 470,400</b>
94-21	Reserves - Contingency	-	-	-	23,150	40,000
<b>TOTAL RESERVES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,150</b>	<b>\$ 40,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 337,714</b>	<b>\$ 305,154</b>	<b>\$ 363,550</b>	<b>\$ 408,150</b>	<b>\$ 510,400</b>

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# GENERAL DEBT SERVICE

## DESCRIPTION

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

201-0000		ACTUAL	ACTUAL	ESTIMATE	AMENDED	BUDGET
REV	CLASSIFICATION	FY14-15	FY15-16	FY16-17	BUDGET	AMOUNT
CODE					FY16-17	FY17-18
314-10	Electric Utility Tax	1,269,808	1,325,774	1,153,861	1,325,000	-
314-40	Gas Utility Tax	36,716	-	-	50,000	-
314-80	Propane Utility Tax	45,595	46,618	42,447	48,000	-
361-10	Interest on Investments	954	207	296	750	-
381-73-10	Transfer from CRA Fund	-	458,834	887,230	887,230	887,760
384-30	Net Proceeds from Loan Issuance	-	11,265,001	-	-	-
389-90	Prior Yr Fund Bal-Unassigned	154,880	-	-	-	-
<b>GENERAL DEBT SERVICE REVENUES</b>		<b>\$ 1,507,953</b>	<b>\$ 13,096,434</b>	<b>\$ 2,083,834</b>	<b>\$ 2,310,980</b>	<b>\$ 887,760</b>

## GENERAL DEBT SERVICE

201-0201		ACTUAL	ACTUAL	ESTIMATE	AMENDED	BUDGET
EXP	CLASSIFICATION	FY14-15	FY15-16	FY16-17	BUDGET	AMOUNT
CODE					FY16-17	FY17-18
517						
71-38	Principal - 2016 Note	-	311,000	311,000	609,000	625,000
72-21	Interest - Redevelopment 2005 Note A	122,240	-	-	-	-
72-38	Interest - 2016 Note	-	147,834	147,834	270,497	262,760
73-41	Debt Service Issuance Costs	-	56,241	-	62,107	-
<b>TOTAL DEBT SERVICE</b>		<b>\$ 122,240</b>	<b>\$ 515,075</b>	<b>\$ 458,834</b>	<b>\$ 941,604</b>	<b>\$ 887,760</b>
580-581						
91-51	Transfer to General Fund	814,717	12,570,010	12,734,394	1,369,376	-
<b>TOTAL TRANSFERS</b>		<b>814,717</b>	<b>12,570,010</b>	<b>12,734,394</b>	<b>1,369,376</b>	<b>-</b>

**TOTAL EXPENDITURES    \$ 936,957    \$ 13,085,085    \$ 13,193,228    \$ 2,310,980    \$ 887,760**

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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

301-0000					AMENDED	BUDGET
REV		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
312-61	1-Cent Infrastructure Surtax	2,003,421	2,093,890	2,157,170	2,240,000	2,401,340
331-54	Community Development Block Grant	-	-	-	228,000	228,000
334-10	Florida Department of Transportation	-	-	670,060	670,060	-
334-36	SWFWMD	-	-	-	247,000	247,000
334-70	Historic Preservation Grant	298,220	-	-	-	-
334-72	FL Recreation Development Program	-	200,000	-	-	-
334-74	FDEP Recreation Trails Grant	-	-	200,000	200,000	200,000
337-76	Restore Act Funds (BP)	-	-	-	100,000	100,000
361-10	Interest On Investments	3,095	168	1,000	1,000	1,000
361-20	Interest - S.B.A.	1,945	5,998	1,500	1,500	1,500
361-25	Interest - FMIvT	6,742	11,177	3,500	3,500	3,500
361-26	Interest - T-Bills & Bonds	-	4,554	-	-	-
366-90	Contributions & Donations	5,500	-	-	-	-
381-20	Transfer from W & S Revenue	204,600	-	-	-	-
381-31	Transfer from Street Impr. Fund	291,850	-	-	-	-
381-33	Transfer from Stormwater Utility Fund	-	-	-	283,000	403,000
384-50	USDA Loan Proceeds	-	-	-	2,900,000	2,900,000
389-90	Prior Yr Fund Bal-Unassigned	4,397,550	1,798,601	-	2,157,940	2,405,700
<b>CAPITAL IMPROVEMENT FUND REVENUES</b>		<b>\$ 7,212,923</b>	<b>\$ 4,114,388</b>	<b>\$ 3,033,230</b>	<b>\$ 9,032,000</b>	<b>\$ 8,891,040</b>

## CAPITAL IMPROVEMENT

301-0301 EXP CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
515						
62-33	Hacienda Hotel Restoration	186,065	-	-	-	-
	<b>TOTAL COMPREHENSIVE PLANNING</b>	<b>\$ 186,065</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
519						
62-99	City Hall Building Improvements	-	39,621	-	-	-
	<b>TOTAL OTHER GENERAL GOVERNMENT</b>	<b>\$ -</b>	<b>\$ 39,621</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
522						
62-99	Central Fire Station Relocation	-	11,989	-	2,900,000	2,900,000
	<b>TOTAL FIRE CONTROL</b>	<b>\$ -</b>	<b>\$ 11,989</b>	<b>\$ -</b>	<b>\$ 2,900,000</b>	<b>\$ 2,900,000</b>
541						
63-20	Grey Preserve Entrance Paving Project	100,956	-	-	-	-
63-22	Downtown Landscaping Improvements	-	48,397	399,000	399,000	-
63-23	US Hwy 19 Beautification Project	-	171,912	620,000	620,000	-
63-32	Main Street Bridge Improvements	-	-	11,097	250,000	220,000
63-42	Way Finding Signage Upgrades	-	32,909	300,000	300,000	150,000
63-43	Madison St. Bridge Nodes Project	-	65,667	-	-	-
63-44	Downtown Parking Lot Improvements	-	30,580	4,000	250,000	50,000
63-45	2016-2017 Seawall Stabilization Project	-	-	65,000	280,000	215,000
	Streetscape Improvements - Madison St. (Main St. to Massachusetts Ave.)	-	-	-	-	25,000
	2016/2017 Streetscape/Multi-Use Path Expansion Central Ave. (Circle Blvd. to Madison St.)	-	-	-	-	50,000
	Grand Blvd. Multi-Use Path Phase I (Delaware Ave. S. to Grand Blvd. Bridge)	-	-	-	-	60,000
	<b>TOTAL ROAD AND STREET</b>	<b>\$ 100,956</b>	<b>\$ 349,465</b>	<b>\$ 1,399,097</b>	<b>\$ 2,099,000</b>	<b>\$ 770,000</b>
572						
61-15	Grey Preserve - Land	188,212	76,400	-	-	-
62-99	Fitness Center Expansion Project	24,982	145,276	700,000	1,700,000	1,020,000
63-20	Grey Preserve - West Entrance	-	-	12,255	400,000	430,560
63-23	Recreation Center Tennis Court Improvements	-	-	3,000	110,000	325,000
63-24	Peace Hall Window & Door Upgrades	-	-	35,000	35,000	-
63-25	Frances Park Restroom Upgrades	-	-	50,000	243,000	420,000
63-26	Sims Park Improvement Project	1,316,385	2,320,604	300,000	300,000	-
63-27	Sims Park Boat Ramp Improvements	-	-	-	6,000	30,000
63-28	Plummer Field Parking Lot Expansion	-	-	-	30,000	-
63-29	Grey Preserve Phase II - Trails Expansion	-	-	19,000	19,000	-
63-30	Meadows Dog Park Upgrades	-	-	-	-	50,000
63-45	James E. Grey Preserve Project	-	7,838	-	-	-
63-48	Pine Hill Baseball Complex Improvements	18,857	11,510	-	-	-
63-49	Orange Lake Restoration Project	-	57,663	17,048	940,000	940,000
63-50	Jasmine Park Upgrades	-	-	-	-	40,000
	<b>TOTAL PARKS AND RECREATION</b>	<b>\$1,548,436</b>	<b>\$ 2,619,291</b>	<b>\$ 1,136,303</b>	<b>\$ 3,783,000</b>	<b>\$ 3,255,560</b>
80-581						
91-51	Transfer to General Fund	1,115,280	1,094,022	250,000	250,000	861,080
91-61	Transfer to Street Improvement Fund	-	-	-	-	330,000
91-64	Transfer to CRA Fund	450,000	-	-	-	774,400
	<b>TOTAL TRANSFERS</b>	<b>\$1,565,280</b>	<b>\$ 1,094,022</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 1,965,480</b>

**TOTAL EXPENDITURES**    **\$ 3,400,737**    **\$ 4,114,388**    **\$ 2,785,400**    **\$ 9,032,000**    **\$ 8,891,040**

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM

### CAPITAL IMPROVEMENT

CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
<i>Parks &amp; Recreation Facilities</i>					
Recreation & Aquatics Center Facility Expansion	1,020,000	-	-	-	-
Grey Preserve - Congress St. Side Entrance	430,560	-	-	-	-
Plummer Field Parking Lot Expansion	-	60,000	-	-	-
Jasmine Park Upgrades	40,000	-	-	-	-
2016/2017 Sims Park Boat Ramp Improvements	35,000	400,000	-	-	-
2017/2018 Meadows Dog Park Upgrades	50,000	60,000	-	-	-
2016/2017 Frances Ave. Park Restroom Upgrades	415,000	-	-	-	-
Sims Boat Ramp & Grand Blvd. Park Restroom Upgrades	-	300,000	-	-	-
Shelters - Frances Park (3) & Jasmine Park (1)	-	400,000	-	-	-
Playground Shading - Grand Blvd.	-	50,000	-	-	-
James Grey Nature Preserve Improvements	-	-	750,000	-	-
Grey Preserve Phase II - Trails Expansion	-	700,000	700,000	-	-
Olympic Sized Competition Pool	-	-	-	-	3,100,000
Recreation Center (Tennis Courts) Improvements	325,000	-	-	-	-
<b>TOTAL</b>	<b>2,315,560</b>	<b>1,970,000</b>	<b>1,450,000</b>	<b>-</b>	<b>3,100,000</b>
<i>Public Safety/Public Facilities</i>					
Central Fire Station Relocation	2,900,000	830,000	-	-	-
2017 Seawall Stabilization Project	215,000	700,000	-	-	-
2018 Seawall Stabilization Project	-	630,000	-	-	-
<b>TOTAL</b>	<b>3,115,000</b>	<b>2,160,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Economic Development</i>					
Downtown Parking	50,000	750,000	750,000	-	-
<b>TOTAL</b>	<b>50,000</b>	<b>750,000</b>	<b>750,000</b>	<b>-</b>	<b>-</b>
<i>Community Redevelopment</i>					
Orange Lake Restoration Project	940,000	-	-	-	-
<b>TOTAL</b>	<b>940,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Transportation</i>					
Wayfinding Signage Upgrades	150,000	300,000	300,000	300,000	300,000
Main St. Bridge Improvements	220,000	-	-	-	-
2016/2017 Streetscape/Multi-Use Path Expansion	50,000	600,000	-	-	-
Central Ave. (Circle Blvd. to Madison St.)					
Streetscape Improvements - Madison St. (Main St. to Massachusetts Ave.)	25,000	1,000,000	-	-	-
Grand Blvd. Multi-Use Path Phase I (Delaware Ave. S. to Grand Blvd. Bridge)	60,000	500,000	500,000	-	-
Gateway Entry Sign - Main St. & US Hwy 19	-	25,000	-	-	-
Sidewalk Improvements - Grand Blvd.	-	180,000	-	-	-
<b>TOTAL</b>	<b>505,000</b>	<b>2,605,000</b>	<b>800,000</b>	<b>300,000</b>	<b>300,000</b>

**DIVISION TOTAL    \$ 6,925,560    \$ 7,485,000    \$ 3,000,000    \$ 300,000    \$ 3,400,000**

## WATER & SEWER FUND

401-0000					AMENDED	BUDGET
REV		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
329-50	Sewer Permits	420	144	342	400	400
337-31	SWFWMD Grant-Rebate Program	2,169	4,932	2,461	300	3,000
<b>TOTAL PERMIT/INTERGOVERNMENTAL</b>		<b>2,589</b>	<b>5,076</b>	<b>2,803</b>	<b>700</b>	<b>3,400</b>
343-31	Water Sales - Retail	4,488,004	5,221,373	5,384,652	5,030,580	5,600,040
343-33	Water Sales - Reclaimed Water	208,824	211,420	234,450	230,630	243,830
343-34	Water Sales - Lindrick	3,854	13,362	35,000	15,600	36,400
343-35	Bulk Water - Port Richey	401,229	405,227	261,050	462,000	271,500
343-36	Surplus Water - TBW	385,272	428,208	326,322	385,000	350,000
343-51	Sewer Sales - Retail	4,259,177	4,911,878	4,945,781	4,741,500	5,143,610
343-53	Bulk Sewer - Port Richey	401,652	404,470	404,495	420,645	420,680
343-56	Bulk Sewer - Lindrick	766,499	776,682	786,793	807,745	818,270
349-60	Water Connect Fees - Meters	8,995	5,785	8,260	20,000	10,000
349-61	Reclaimed Water Connect Fee-Meters	975	1,595	1,675	1,750	1,750
349-70	Meter Turn On/Off Fee	27,850	21,625	18,133	32,000	25,000
349-71	Sprinkler Charge	47,937	52,284	46,411	50,000	50,000
<b>TOTAL CHARGES FOR SERVICES</b>		<b>11,000,268</b>	<b>12,453,909</b>	<b>12,453,022</b>	<b>12,197,450</b>	<b>12,971,080</b>
361-10	Interest On Investments	500	(523)	445	750	750
361-11	Interest - Note Receivable	419,050	398,130	410,000	410,000	410,000
361-20	Interest - S.B.A.	653	438	-	-	-
361-25	Interest - FMIvT	6,259	(159)	5,600	7,500	7,500
364-42	Insurance Proceeds	516	4,123	1,161	1,000	1,000
369-30	Refund of Prior Year Expense	395	687	579	500	500
369-70	Late Payment Penalties	246,989	206,712	223,099	250,000	250,000
369-71	Return Check Charge	3,212	3,350	3,325	3,500	3,500
369-90	Other Miscellaneous Revenue	4,989	15,888	8,410	10,000	10,000
369-93	County Share of Operations	920,235	875,000	910,000	910,000	910,000
369-94	County Share of Reclaimed Water	276,838	274,029	280,000	280,000	280,000
369-95	Water Impact Fees	31,266	27,792	45,000	40,000	45,000
369-97	Sewer Impact Fees	63,336	54,288	87,000	70,000	90,000
97-10	Sewer Impact Fees - Lindrick	193,288	193,288	193,288	193,280	193,280
369-99	Sewer Impact Fees - Port Richey	56,136	51,850	47,540	60,000	50,000
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>2,223,662</b>	<b>2,104,893</b>	<b>2,215,447</b>	<b>2,236,530</b>	<b>2,251,530</b>
389-90	Prior Yr Fund Bal-Unassigned	-	-	-	617,720	574,920
<b>TOTAL FUND BALANCE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>617,720</b>	<b>574,920</b>
<b>TOTAL WATER &amp; SEWER FUND REVENUES</b>		<b>\$ 13,226,519</b>	<b>\$14,563,878</b>	<b>\$14,671,272</b>	<b>\$ 15,052,400</b>	<b>\$ 15,800,930</b>

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# PUBLIC WORKS – WATER PRODUCTION

## IT IS THE MISSION OF WATER PRODUCTION TO

operate, maintain, and manage the City's Joseph A. Maytum Water Treatment Plan in a way that delivers a reliable and adequate supply of safe drinking water, at a pressure that meets the safety and needs of all customers.

## 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).

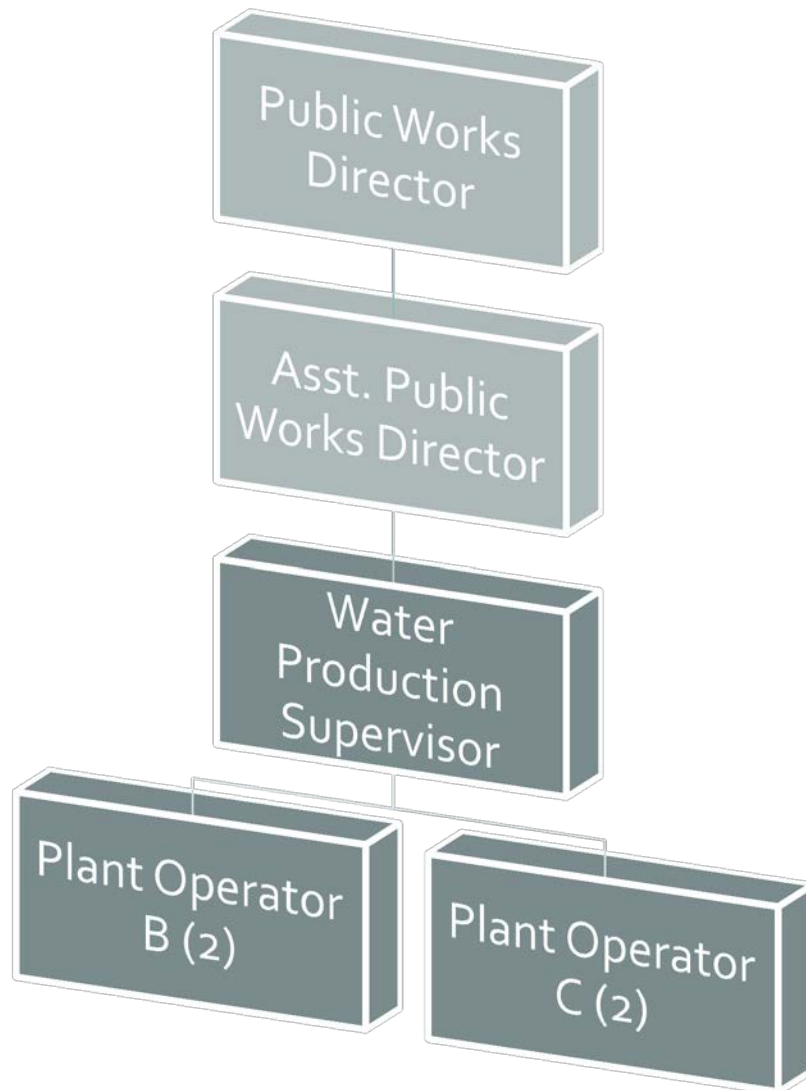
## ACCOMPLISHMENTS OF FY17

- Produced a quality drinking water for delivery to the City and Region on a consistent basis
- Maintained proper system pressure and chemical content
- Cleaned and painted ground storage reservoirs and aerators
- Replaced ammonia feed pump system and bulk storage tanks
- Maintained aesthetic on plant grounds
- Replaced outdated SCADA system
- Delivered water to new purchased utility systems

## FY18 INITIATIVES

- Monitor legislation impacting the rules and regulations of the water treatment industry
- Modify plant operations accordingly
- Identify new monitoring and testing equipment as it is brought to the market
- Field test and determine if new equipment is accurate, efficient and cost effective
- Replace High Service Pump #1 with more optimally sized unit





Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Water Productions Supervisor	1	1	1
Lead Plant Operator B	1	0	0
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

401-0105-533					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
11-12	Division Head Salaries	56,126	55,017	57,456	56,760	57,620
12-99	Regular Full-Time Wages	159,644	146,558	164,210	160,200	162,600
14-11	Overtime Wages	3,791	5,488	4,750	5,780	5,870
15-11	Employee Incentives	250	250	250	250	250
15-27	Standby Time	15,328	15,389	16,452	15,560	15,790
21-11	Social Security Matching	17,446	16,628	18,250	18,250	18,520
22-11	Florida Retirement System	17,120	16,908	23,950	23,980	24,870
23-11	Health Insurance	26,835	27,598	28,452	37,290	39,560
23-12	Life Insurance	99	95	100	250	270
23-13	Accidental Death & Disab Insurance	12	11	50	100	110
23-15	Net OPEB Obligation Expense	6,817	6,415	6,145	-	-
24-21	Workers Comp - Waterworks Oper/SLSMN Drivers (7520)	6,171	6,574	10,145	10,470	10,220
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 309,639</b>	<b>\$ 296,931</b>	<b>\$ 330,210</b>	<b>\$ 328,890</b>	<b>\$ 335,680</b>
31-29	Engineering Services - Misc	4,459	14,947	7,500	10,000	10,000
34-12	Pest Control Services	457	391	400	440	440
34-38	Lab Test	3,217	1,080	2,500	5,350	5,350
34-74	Security Services	2,093	2,093	4,000	4,510	4,510
34-99	Contractual Services - Misc	3,404	23,850	15,000	20,000	20,000
40-11	Travel & Training	90	130	1,000	1,470	1,470
41-21	Telephone - Local	2,447	1,412	5,315	5,380	5,380
41-34	Data Lines	6,942	4,456	3,152	7,400	7,400
41-41	Pager Services	46	42	50	160	160
42-11	Postage	2,216	4,109	500	4,000	4,000
42-21	Freight Express Charges	-	-	-	30	30
43-11	Electric - City Facilities	101,281	95,902	100,000	124,290	124,290
43-31	Trash Removal	788	771	1,000	1,500	1,500
43-73	Street Light Fee	2	37	38	100	100
43-81	Stormwater Assessment	135	164	171	180	180
46-11	Maintenance & Repairs - Bldg & Grounds	34,983	9,341	25,000	50,000	50,000
46-21	Maintenance & Repairs - Equipment	469	78	-	1,000	1,000
46-23	Maintenance & Repairs - Copiers	-	383	5,000	8,030	-
46-31	Maintenance & Repairs - Central Garage	4,509	-	1,500	8,030	8,030
49-83	Permit Fees	6,025	6,025	1,000	6,000	6,000
51-11	Office Supplies - General	513	386	1,000	2,300	2,300
51-21	Maps & Charts	-	-	250	520	520
51-41	Small Tools & Implements	452	326	500	500	500
52-11	Fuel	8,523	6,789	10,000	10,000	10,000
52-21	Chemicals	87,136	97,062	100,000	129,170	129,170
52-22	Laboratory Supplies	3,719	4,873	5,000	7,000	7,000
52-31	Clothing & Apparel	1,407	1,485	1,500	1,500	1,500
52-43	Computer/Operating Supply	2,896	4,332	3,000	3,000	3,000
52-47	First Aid Supplies	64	80	125	250	250
52-51	Janitorial Supplies	163	256	500	800	800
52-61	Raw Water	3,055,296	2,726,876	2,500,000	2,900,000	2,800,000
52-89	Automotive Parts	4,514	3,382	1,500	3,380	3,380
52-94	Conservation Kits & Materials	11,619	9,280	12,000	12,000	12,000
52-99	Operating Supplies - Misc	2,309	847	1,500	2,420	2,420

## W&S WATER PRODUCTION

401-0105-533 EXP CODE                      CLASSIFICATION		ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
54-11	Dues & Memberships	685	239	275	840	840
54-61	Books & Publications	-	-	-	200	200
<b>TOTAL OPERATING</b>		<b>\$ 3,352,859</b>	<b>\$ 3,021,424</b>	<b>\$ 2,810,276</b>	<b>\$ 3,331,750</b>	<b>\$ 3,223,720</b>
63-41	Elevated Storage Tank	-	11,632	15,000	150,000	150,000
63-44	City Well Repairs	-	-	-	-	10,000
63-45	Ground Storage Reservoirs	-	-	24,750	36,338	10,000
63-99	Improvements Other Than Bldg - Misc	-	-	36,417	75,000	95,000
64-15	Trucks & Trailers	43,545	-	-	-	41,000
64-31	Special Purpose Equipment	36,506	41,455	15,000	32,000	5,000
<b>TOTAL CAPITAL</b>		<b>\$ 80,051</b>	<b>\$ 53,087</b>	<b>\$ 91,167</b>	<b>\$ 293,338</b>	<b>\$ 311,000</b>

**TOTAL EXPENDITURES    \$ 3,742,549    \$ 3,371,442    \$ 3,231,653    \$ 3,953,978    \$ 3,870,400**

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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
63-41	<i>Elevated Storage Tank</i>					
	Clean/Paint Elevated Storage Tank	150,000	-	-	-	-
	Elevated Storage Tank (R&R)	-	20,000	20,000	20,000	20,000
	<b>TOTAL</b>	<b>150,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
63-44	<i>City Well Repairs</i>					
	City Well Repairs (R&R)	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>
63-45	<i>Ground Storage Reservoirs</i>					
	Clean/Paint Ground Storage Tank	-	-	-	-	-
	Ground Storage Tank (R&R)	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>
63-99	<i>Improvements Other than Buildings</i>					
	250HP High Service Pump at Plant	75,000	-	-	-	-
	High Service Pump @ Elevated Storage Tank	-	300,000	-	-	-
	100HP High Service Pump	-	-	-	75,000	-
	Stand-by Power Equipment (R&R)	10,000	10,000	10,000	10,000	10,000
	Process Equipment (R&R)	10,000	10,000	10,000	10,000	10,000
	<b>TOTAL</b>	<b>95,000</b>	<b>320,000</b>	<b>20,000</b>	<b>95,000</b>	<b>20,000</b>
64-15	<i>Trucks and Trailers</i>					
	Dodge Pick-up to Replace #32 (R&R)	38,000	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	1,600
	Ford F150 Reg Cab to Replace #115 (R&R)	1,400	1,400	1,400	1,400	1,400
	<b>TOTAL</b>	<b>41,000</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
64-31	<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	-	-	-
	Emergency Shower w/ Eye Wash -Flouride Area	-	4,000	-	-	-
	Commercial Lawn Tractor	-	10,000	-	-	-
	Emergency Shower w/ Eye Wash -Chemical Building	-	-	4,200	-	-
	On-line Free Ammonia Analyzer	-	-	36,000	-	38,000
	Variable Frequency Drive	-	-	-	25,000	-
	Chlorine Bulk Storage Tank	-	-	-	-	16,000
	<b>TOTAL</b>	<b>5,000</b>	<b>21,500</b>	<b>40,200</b>	<b>25,000</b>	<b>54,000</b>

**DIVISION TOTAL    \$ 311,000    \$ 386,000    \$ 104,700    \$ 164,500    \$ 118,500**

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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 and demonstrate a high level of service that includes, but is not limited to, proactive maintenance activities, expansion of the water system, monitor and evaluate all current regulatory requirements, and having a one hour response time to emergency water breaks and a 24 hour response time to all internal and external inquiries.

## 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.

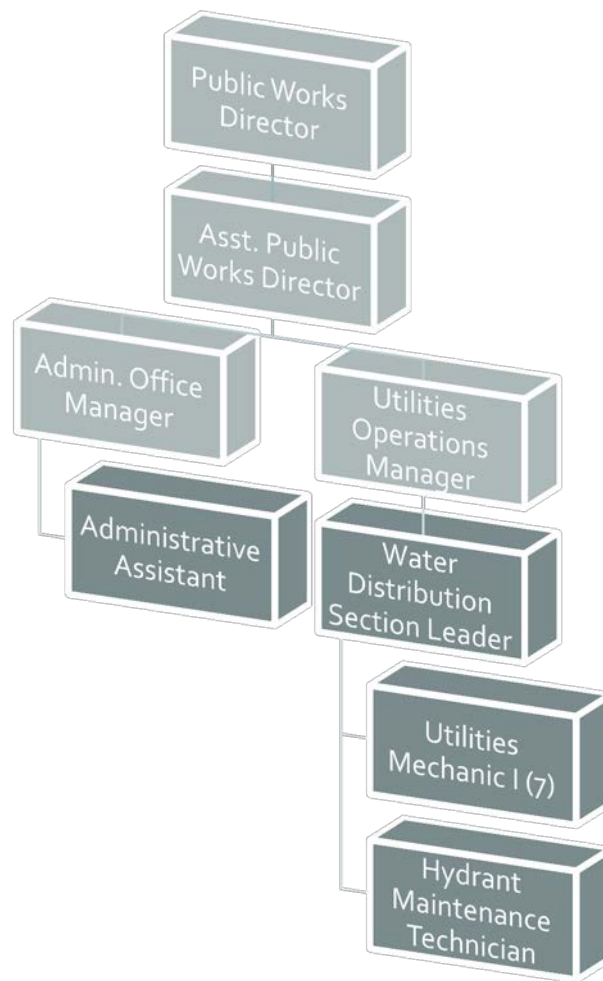
## ACCOMPLISHMENTS OF FY17

- 2015/2016 Street Improvement Project:
  - Inspected valves that needed replacing and installed casings for service lines in the work area
- System Acquisitions:
  - Began meter and meter boxes replacements and installed blow offs or flushing spots, as needed, to provide great water quality
  - Mapped the system
- Continued with the proactive valve and hydrant maintenance and mapping:
  - Repaired, replaced, and raised hydrants, where needed
  - Replaced valves, as needed
  - Mapped and recorded measurements for work done or facilities located
- Continued Training:
  - Completed backflow training and certification for 2 employees
  - Completed water distribution classes and state certifications
  - Equipment and machinery training for all personnel completed

## FY18 INITIATIVES

- Lakewood Villa, Barbara Ann, and Silver Oaks Transition:
  - Replace all meters with Ipearl meters and replace and relocate meter boxes on properties
  - Replace leaking or broken main valves
  - GPS pin pointing of valves, blow-offs, and water mains for city maps
- Water Main Valves:
  - Test valves in pre-planned areas throughout the City to see which need replacement
  - Put together a "problem valves" list to strategically repair/replace valves
  - Identify valves that need to be raised/lowered and need valve pads, per city specifications

- Fire Hydrant Technician/Backflow Testing:
  - Implement improvements to the job description and provide proper training
  - Combine backflow testing & fire hydrant testing
- Locates/Valve Program:
  - Rewrite job description and expectations of the Locating/Valve Program position
  - This position will be responsible for locating, painting, exercising, and keeping valve boxes clean and updating the “problem valves” list
  - Provide training on GPS pin-pointing hardware for accurate location and mapping of valves



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Water Distribution Section Leader	1	1	1
Utilities Mechanic I	7	7	7
Backflow/Reclaimed Field Supervisor	0	0	0
Hydrant Maintenance Technician	1	1	1
Administrative Assistant	1	1	1
<b>Total</b>	<b>10</b>	<b>10</b>	<b>10</b>

# W&S WATER & RECLAIMED WATER DISTRIBUTION

401-0107-533					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
12-99	Regular Full-Time Wages	232,196	230,747	239,458	245,940	247,750
14-11	Overtime Wages	33,727	30,741	25,000	29,870	33,950
15-11	Employee Incentives	550	450	500	500	500
15-16	Health Insurance Waiver Stipend	5,400	5,100	-	-	-
15-22	Education Incentive Pay	350	-	-	-	-
15-27	Standby Time	9,887	9,537	10,700	10,700	11,290
21-11	Social Security Matching	21,036	20,621	23,060	23,060	23,320
22-11	Florida Retirement System	20,215	19,959	21,550	21,550	22,910
23-11	Health Insurance	34,040	37,697	45,000	49,660	61,460
23-12	Life Insurance	173	181	400	400	520
23-13	Accidental Death & Disab Insurance	20	21	160	160	210
23-15	Net OPEB Obligation Expense	8,178	6,984	6,348	-	-
24-21	Workers Comp - Waterworks Oper/SLSMN Drivers (7520)	7,152	7,610	11,980	11,980	11,720
24-26	Workers Comp - Clerical (8810)	78	78	70	70	70
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 373,002</b>	<b>\$ 369,726</b>	<b>\$ 384,226</b>	<b>\$ 393,890</b>	<b>\$ 413,700</b>
31-99	Professional Services - Misc	25,000	-	-	75,000	75,000
34-42	Call Candy Services	2,509	2,623	4,000	4,000	4,000
34-99	Contractual Services - Misc	12,056	17,294	25,000	20,000	20,000
40-11	Travel & Training	3,243	2,374	1,000	3,600	3,600
41-21	Telephone - Local	7,120	2,562	3,000	6,000	6,000
41-34	Data Lines	538	837	1,000	2,000	2,000
41-41	Pager Services	79	64	160	160	160
42-11	Postage	404	194	750	750	750
43-31	Trash Removal	9,482	10,308	7,548	7,500	7,500
44-19	Rent - Equipment/Software	47	140	500	500	500
45-71	Notary Bond	-	-	-	150	150
46-11	Maintenance & Repairs - Bldg & Grounds	8,823	8,373	1,563	6,900	6,900
46-21	Maintenance & Repairs - Equipment	1,677	2,277	500	2,000	2,000
46-24	Maintenance & Repairs - Technical Equipment	18	-	-	-	-
46-31	Maintenance & Repairs - Central Garage	4,515	5,000	15,000	10,000	10,000
51-11	Office Supplies - General	730	749	800	800	800
51-41	Small Tools & Implements	6,048	7,815	7,700	7,700	7,700
52-11	Fuel	47,043	40,933	36,152	36,250	37,000
52-25	Software License Support	695	5,043	2,000	5,000	5,000
52-31	Clothing & Apparel	2,671	3,426	3,000	3,000	3,000
52-43	Computer/Operating Supply	2,526	240	3,500	3,500	1,400
52-47	First Aid Supplies	399	438	200	200	200
52-71	Meters	84,449	31,770	43,520	40,000	33,000
52-72	Pipe	7,238	8,097	10,000	10,000	10,000
52-73	Hydrants	6,881	13,890	10,000	10,000	10,000
52-74	Valves & Clamps	40,952	61,352	50,000	70,000	70,000
52-79	Water & Sewer Supplies - Misc	76,296	33,421	5,000	5,000	5,000
52-89	Automotive Parts	48,904	15,000	30,000	30,000	30,000
52-99	Operating Supplies - Misc	25,956	17,755	17,000	15,000	15,000
53-41	Sod/Seed	2,173	4,484	4,000	4,000	4,500
53-99	Road Materials - Misc	4,125	4,301	10,000	10,000	10,000
54-11	Dues & Memberships	235	90	400	400	400

## W&S WATER & RECLAIMED WATER DISTRIBUTION

401-0107-533 EXP CODE                      CLASSIFICATION		ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
54-61 Books & Publications		32	114	240	240	240
<b>TOTAL OPERATING</b>		<b>\$ 432,864</b>	<b>\$ 300,964</b>	<b>\$ 293,533</b>	<b>\$ 389,650</b>	<b>\$ 381,800</b>
64-13 Data Processing Equipment		3,781	-	-	-	-
64-15 Trucks & Trailers		71,966	128,270	135,412	150,000	82,000
64-16 Heavy Equipment		-	-	3,770	4,500	91,000
64-31 Special Purpose Equipment		30,415	-	-	-	-
<b>TOTAL CAPITAL</b>		<b>\$ 106,162</b>	<b>\$ 128,270</b>	<b>\$ 139,182</b>	<b>\$ 154,500</b>	<b>\$ 173,000</b>

TOTAL EXPENDITURES    \$ 912,028    \$ 798,960    \$ 816,941    \$ 938,040    \$ 968,500



## 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
64-15	<i>Trucks and Trailers</i>					
	Ford F550 Service Truck w/ Liftgate to Replace #119 (R&R)	4,000	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	4,000
	Ford F450 Flat Bed Dump Truck to Replace #107 (R&R)	3,000	3,000	3,000	3,000	3,000
	Ford F450 Flat Bed Dump Truck to Replace #63 (R&R)	30,000	60,000 (a)	4,000	4,000	4,000
	Ford F450 Service Truck w/ Utility Body and Lift Gate	13,000	13,000	13,000	13,000	65,000 (c)
	Ford F450 Service Truck w/ Utility Body/Crane to Replace #76 (R&R)	17,000	17,000	17,000	17,000	85,000 (d)
	Ford F450 Service Truck w/ Utility Body and Lift Gate to Replace #101 (R&R)	4,000	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	4,500
	Ford T-250 Transit Cargo Van to Replace #123 (R&R)	3,000	3,000	3,000	3,000	3,000
	<b>TOTAL</b>	<b>82,500</b>	<b>112,500</b>	<b>56,500</b>	<b>56,500</b>	<b>176,500</b>
64-16	<i>Heavy Equipment</i>					
	Pipe Hunter VacHunter Truck Mounted #77 (R&R)	7,000	7,000	7,000	7,000	7,000
	John Deere Payloader #7 (R&R)	30,000	30,000	30,000	30,000	30,000
	CAT Backhoe #14 (R&R)	16,000	16,000	16,000	16,000	16,000
	Bobcat Track Loader T-190 #70 (R&R)	10,000	10,000	10,000	10,000	10,000
	Dump F700 Truck #18 (R&R)	13,000	13,000	13,000	75,000 (b)	8,000
	Horizontal boring Missile - Pneumatic	15,000	1,500	1,500	1,500	1,500
	<b>TOTAL</b>	<b>91,000</b>	<b>77,500</b>	<b>77,500</b>	<b>139,500</b>	<b>72,500</b>

**DIVISION TOTAL    \$ 173,500    \$ 190,000    \$ 134,000    \$ 196,000    \$ 249,000**

- (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)
- (d) Year of Acquisition (\$88,000 in R&R)

## W&S NON-CLASSIFIED

401-0108-536 EXP CODE                      CLASSIFICATION		ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
31-11	City Attorney Services	326	5,045	10,362	6,500	5,000
31-14	Master Utility Plan Upgrade	-	-	-	5,980	10,000
31-99	Professional Services - Misc	9,819	-	-	23,162	10,000
32-11	Annual Audit Services	45,735	15,308	15,000	15,000	17,500
32-21	Rate Study	-	-	11,000	11,000	11,000
45-11	Liability Insurance - Comp. General	41,750	21,784	20,000	20,000	20,000
45-21	Buildings & Contents Insurance	51,387	25,996	22,500	22,500	25,000
45-22	Pollution Insurance	3,783	4,305	4,000	4,400	1,000
45-23	Automobile and Truck Insurance	16,800	28,935	23,000	21,000	21,000
45-90	Insurance - Misc	-	-	-	1,000	1,000
49-99	Other Current Charges - Misc	26,336	4,613	1,500	5,000	10,000
<b>TOTAL OPERATING</b>		<b>\$ 195,936</b>	<b>\$ 105,986</b>	<b>\$ 107,362</b>	<b>\$ 135,542</b>	<b>\$ 131,500</b>
99-21	Amortization Expense	-	-	-	-	-
99-31	Depreciation Expense	1,794,442	1,645,000	1,542,500	-	-
99-41	Write-Off of Bad Debts	32,416	25,000	-	-	-
<b>TOTAL NON-OPERATING</b>		<b>\$ 1,826,858</b>	<b>\$ 1,670,000</b>	<b>\$ 1,542,500</b>	<b>\$ -</b>	<b>\$ -</b>

TOTAL EXPENDITURES    \$ 2,022,794    \$ 1,775,986    \$ 1,649,862    \$ 135,542    \$ 131,500

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# PUBLIC WORKS – CONSTRUCTION SERVICES

## IT IS THE MISSION OF CONSTRUCTION SERVICES TO

to display a high level of professionalism and transparency while performing construction services for the City and 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 FY17

- Completed the following projects:
  - 2015 Water System Improvement Construction Project
  - 2016 Incubator Roof Replacement Construction Project
  - 2015 U.S. Hwy 19 Median Landscaping Construction Project, Phase I
  - 2016 Circle Blvd. Roadway Improvement Construction Project
  - 2015 Sewer System Improvements Design Project
  - 2014 Orange Lake Restoration Improvements Design Project
  - 2015 Downtown Landscaping Improvements Design Project
  - 2015/2016 Stormwater System Improvements Design Project
  - 2016 Warren Avenue Storm Drain Construction Project
  - Main Street Landings (Private) Design Project
  - 2016 Residences at Orange Lake (Private) Design Project
- Personnel Training:
  - Stormwater State Inspector for construction site certification
  - Asbestos handling and disposal certification
  - Auto-CAD and Adobe-Pro programming
- Development Review Committee
  - Developed and implemented standard operating procedures for utility reviews
  - Processed all permit applications for the City
- Provided design phase, bidding phase, and construction phase services for all city projects

## FY18 INITIATIVES

- Provide construction management support for the following city CIP projects:
  - Sims Park Improvement (Phase II) Construction Project
  - RAC Fitness Center Expansion Construction Project
  - 2017 Incubator Re-roof Replacement Construction Project
  - 2017 U.S. Hwy 19 Median Landscaping (Phase II) Construction Project
  - 2015/2016 Stormwater System Improvements Construction Project
  - 2015 Downtown Landscaping Improvements Construction Project

- 2014 Orange Lake Restoration Improvements Construction Project
- 2015 Sewer System Improvements Construction Project
- 2016 River Walk & Sims Park Seawall Repair Construction Project
- 2015 Streetscape on Madison St., from Main St. to Massachusetts Ave., Construction Project
- 2017 Frances Park New Restroom Construction Project
- Provide construction management support for the following private construction projects:
  - 2017 Main Street Landings and 2016 Residences at Orange Lake
- Update the City's construction standards and details:
  - Continue meetings with Public Works staff for information, reviews, and updates
  - Re-write the City's construction standards and update the City's details using AutoCAD



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Construction Services Manager	1	1	1
Construction Inspector	3	3	3
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

## W&S CONSTRUCTION SERVICES

401-0109-536 EXP CODE                      CLASSIFICATION		ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
12-10	Regular Exempt Salaries	55,222	54,649	55,942	55,120	56,350
12-99	Regular Full-Time Wages	103,809	118,076	121,650	121,140	122,950
14-11	Overtime Wages	3,975	10,014	10,920	10,920	11,090
15-11	Employee Incentives	200	200	200	200	200
15-16	Health Insurance Waiver Stipend	3,450	2,220	-	-	-
21-11	Social Security Matching	12,263	13,964	14,110	14,110	14,580
22-11	Florida Retirement System	11,882	13,567	14,110	14,110	14,890
23-11	Health Insurance	11,530	18,566	23,370	23,370	31,650
23-12	Life Insurance	74	82	100	150	220
23-13	Accidental Death & Disab Insurance	9	10	50	60	90
23-15	Net OPEB Obligation Expense	4,831	4,850	4,356	-	-
24-32	Workers Comp - Municipal Class (9410)	8,736	9,865	10,156	10,180	14,260
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 215,981</b>	<b>\$ 246,063</b>	<b>\$ 254,964</b>	<b>\$ 249,360</b>	<b>\$ 266,280</b>
34-99	Contractual Services - Misc	-	1,342	1,500	1,500	1,500
40-11	Travel & Training	-	1,224	1,800	1,800	1,800
41-21	Telephone - Local	2,780	2,030	2,000	2,000	2,000
41-34	Data Lines	408	314	1,800	1,800	1,800
42-11	Postage	-	2	150	150	150
46-11	Maintenance & Repairs - Bldg & Grounds	-	-	500	500	500
46-21	Maintenance & Repairs - Equipment	742	-	-	-	-
46-23	Maintenance & Repairs - Copiers	3,256	1,969	3,300	3,300	3,300
46-31	Maintenance & Repairs - Central Garage	415	-	1,000	1,000	1,000
51-11	Office Supplies - General	195	476	400	400	400
51-41	Small Tools & Implements	127	56	300	300	300
52-11	Fuel	8,397	9,857	7,500	6,800	7,800
52-25	Software License Support	1,430	6,206	6,000	6,000	6,000
52-31	Clothing & Apparel	605	540	1,000	1,000	1,000
52-43	Computer/Operating Supply	518	122	1,000	1,000	1,000
52-89	Automotive Parts	3,538	6,014	5,000	5,000	5,000
52-99	Operating Supplies - Misc	713	1,127	1,200	1,200	1,200
54-11	Dues & Memberships	-	-	200	200	200
<b>TOTAL OPERATING</b>		<b>\$ 23,124</b>	<b>\$ 31,279</b>	<b>\$ 34,650</b>	<b>\$ 33,950</b>	<b>\$ 34,950</b>
64-15	Trucks & Trailers	-	24,677	-	-	16,500
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ 24,677</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,500</b>

**TOTAL EXPENDITURES    \$ 239,105    \$ 302,019    \$ 289,614    \$ 283,310    \$ 317,730**

## 5-YEAR CAPITAL EQUIPMENT/IMPROVEMENT PROGRAM

### W&S CONSTRUCTION SERVICES

EXP CODE	CLASSIFICATION	FY	FY	FY	FY	FY
		FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
64-15	<i>Trucks and Trailers</i>					
	Ford F250 3/4 Ton Supercab to Replace #103 (R&R)	2,000	2,000	2,000	2,000	2,000
	Ford F250 3/4 Ton Reg Cab to Replace #104 (R&R)	2,000	2,000	2,000	2,000	2,000
	Ford F250 3/4 Ton Supercab to Replace #68 (R&R)	10,000	10,000	35,000 (a)	1,750	1,750
	Ford F250 3/4 Ton Pick-up to Replace #122 (R&R)	2,500	2,500	2,500	2,500	2,500
	<b>TOTAL</b>	<b>16,500</b>	<b>16,500</b>	<b>6,500</b>	<b>8,250</b>	<b>8,250</b>

DIVISION TOTAL    \$ 16,500    \$ 16,500    \$ 6,500    \$ 8,250    \$ 8,250

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

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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 and complying with regulatory requirements; and producing high quality water for beneficial use, all while being innovative and creative to hold costs to a minimum.

## DESCRIPTION

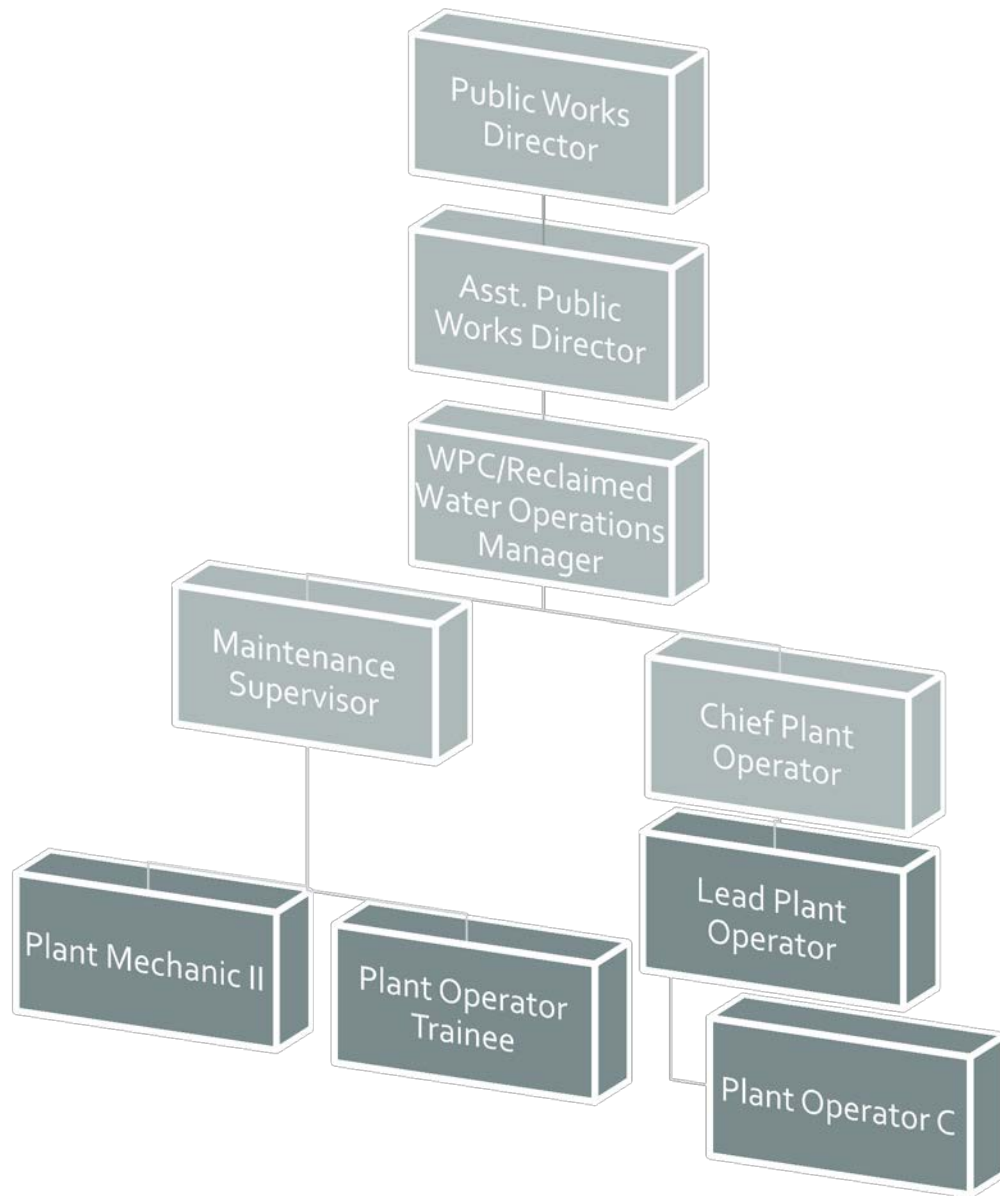
The Reclaimed Water Production Division is responsible for the operation of the wastewater treatment plant and producing and providing reclaimed water for beneficial reuse.

## ACCOMPLISHMENTS OF FY17

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

## FY18 INITIATIVES

- Continue to provide high quality reclaimed water for beneficial reuse
- Continue to seek out ways to be more energy efficient
- Permitting:
  - 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	FY15-16	FY16-17	FY17-18
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

401-0111-535		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
12-99	Regular Full-Time Wages	141,725	140,515	143,542	143,000	146,720
14-11	Overtime Wages	4,273	4,450	6,000	6,060	6,240
15-11	Employee Incentives	200	200	200	200	200
15-27	Standby Time	8,502	8,353	11,530	9,120	9,580
15-29	Meal Allowance	-	-	-	150	150
21-11	Social Security Matching	11,674	11,309	11,309	12,130	12,460
22-11	Florida Retirement System	11,276	11,070	11,070	11,900	12,710
23-11	Health Insurance	23,853	32,638	32,638	29,830	31,650
23-12	Life Insurance	82	82	150	200	220
23-13	Accidental Death & Disab Insurance	10	10	75	80	90
23-15	Net OPEB Obligation Expense	5,598	5,648	5,412	-	-
24-22	Workers Comp - Sewage Disp/Plant/Oper/Drivers (7580)	3,696	3,837	5,470	5,470	5,930
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 210,889</b>	<b>\$ 218,112</b>	<b>\$ 227,396</b>	<b>\$ 218,140</b>	<b>\$ 225,950</b>
34-38	Lab Test	11,733	11,350	12,000	12,000	12,000
34-99	Contractual Services - Misc	-	-	270	270	270
40-11	Travel & Training	189	-	1,790	1,790	1,790
42-11	Postage	-	-	-	30	30
43-11	Electric - City Facilities	227,808	221,127	225,000	225,000	225,000
45-99	Insurance	-	-	1,000	1,000	1,000
46-11	Maintenance & Repairs - Bldg & Grounds	43,641	43,034	41,000	41,000	41,000
46-21	Maintenance & Repairs - Equipment	3,538	5,155	3,800	3,800	3,800
46-61	Maintenance & Repairs - Physical Plant	-	-	-	10,000	-
49-51	Excess Reclaimed Water Expense	-	-	85,000	85,000	85,000
51-11	Office Supplies - General	142	72	100	100	100
52-21	Chemicals	64,947	64,234	79,750	79,750	90,640
52-22	Laboratory Supplies	190	199	200	200	200
52-31	Clothing & Apparel	1,390	1,064	1,450	1,450	1,450
52-51	Janitorial Supplies	216	209	220	220	220
52-99	Operating Supplies - Misc	456	497	500	500	500
54-11	Dues & Memberships	150	-	300	300	300
<b>TOTAL OPERATING</b>		<b>\$ 354,400</b>	<b>\$ 346,941</b>	<b>\$ 452,380</b>	<b>\$ 462,410</b>	<b>\$ 463,300</b>
62-99	Building Improvements	-	-	-	-	10,000
63-99	Improvements Other than Buildings	-	-	-	-	10,000
<b>TOTAL CAPITAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>

**TOTAL EXPENDITURES    \$ 565,289    \$ 565,053    \$ 679,776    \$ 680,550    \$ 699,250**

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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
62-99	<i>Building Improvements</i>					
	Structure 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>
63-99	<i>Improvements Other than Buildings</i>					
	Structure Maintenance & Repair (R&R)	10,000	10,000	10,000	10,000	10,000
	Replace Reclaim Transfer Pumps (3)	-	-	60,000 (b)	60,000 (c)	-
	<b>TOTAL</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>DIVISION TOTAL</b>		<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>

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

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

(c) 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 health and the environment by operating and maintaining the reclaim water production facility at its highest efficiency and complying with regulatory requirements; and producing high quality water for beneficial use, all while being innovative and creative to hold costs to a minimum.

## DESCRIPTION

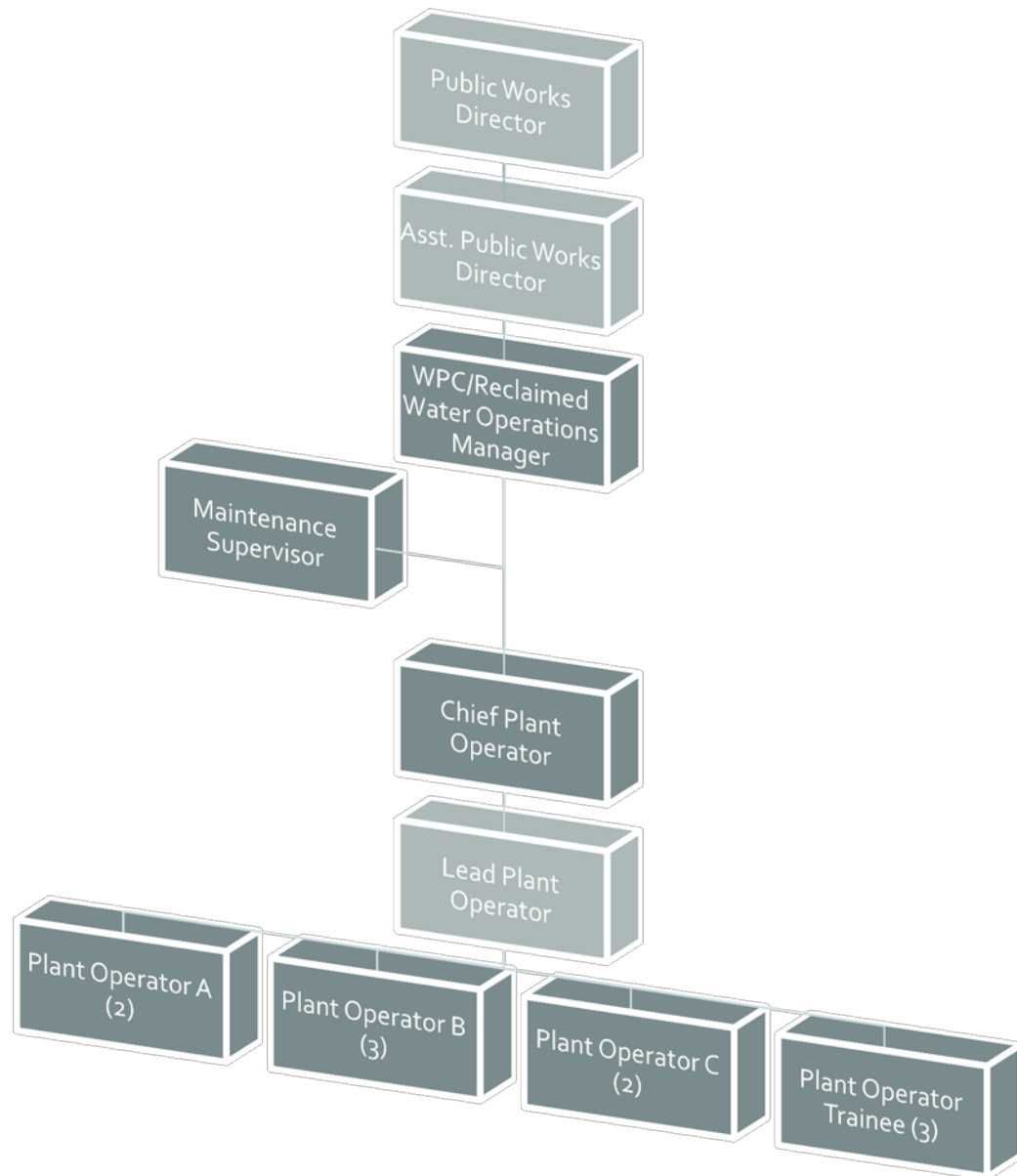
The Reclaimed Water Production Division is responsible for the operation of the wastewater treatment plant and producing and providing reclaimed water for beneficial reuse.

## ACCOMPLISHMENTS OF FY17

- Completed numerous CIP projects and upgrades
- 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

## FY18 INITIATIVES

- Supply and produce high quality reclaimed water for beneficial reuse
  - 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
- Renew DEP Operating permit
- Complete CIP projects



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
WPC/Reclaimed Water Operations Manager	1	1	1
Chief Plant Operator	1	1	1
Plant Operator A	2	2	2
Plant Operator B	2	3	3
Plant Operator C	3	2	2
Plant Operator Trainee	2	3	3
Maintenance Supervisor	1	1	1
Belt Press Operator	1	0	0
<b>Total</b>	<b>13</b>	<b>13</b>	<b>13</b>

## W&S WATER POLLUTION CONTROL

401-0112-535		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
11-12	Division Head Salaries	67,846	74,368	68,950	68,950	70,000
12-99	Regular Full-Time Wages	458,926	447,496	464,940	464,940	472,470
14-11	Overtime Wages	22,012	25,671	25,480	25,480	25,900
15-11	Employee Incentives	650	700	650	650	650
15-16	Health Insurance Waiver Stipend	4,650	3,450	-	-	-
15-22	Education Incentive Pay	750	600	600	600	-
15-27	Standby Time	15,880	11,603	11,790	11,790	11,970
15-29	Meal Allowance	36	126	270	270	270
21-11	Social Security Matching	42,731	42,107	47,200	47,200	44,470
22-11	Florida Retirement System	37,729	37,156	39,160	39,160	41,200
22-14	Defined Contribution Plan	8,635	7,810	8,250	8,250	8,380
23-11	Health Insurance	62,482	77,142	72,040	72,040	102,860
23-12	Life Insurance	253	260	550	550	700
23-13	Accidental Death & Disab Insurance	30	31	220	220	290
23-15	Net OPEB Obligation Expense	15,475	13,145	-	-	-
24-22	Workers Comp - Sewage	11,620	12,157	11,550	11,550	18,630
	Disp/Plant/Oper/Drivers (7580)					
24-32	Workers Comp - Municipal Class (9410)	3,280	3,526	5,160	5,160	5,240
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 752,985</b>	<b>\$ 757,348</b>	<b>\$ 756,810</b>	<b>\$ 756,810</b>	<b>\$ 803,030</b>
31-29	Engineering Services - Misc	15,953	48,306	55,000	55,000	55,000
31-99	Professional Services - Misc	4,255	1,849	5,000	5,000	5,000
34-12	Pest Control Services	457	391	420	420	420
34-38	Lab Test	6,339	5,885	12,000	12,000	12,000
34-99	Contractual Services - Misc	1,032	5,340	6,500	6,500	6,500
40-11	Travel & Training	1,679	2,402	2,400	2,400	2,400
41-21	Telephone - Local	2,792	1,283	1,100	1,100	1,100
41-34	Data Lines	4,322	4,456	4,680	4,680	4,680
41-41	Pager Services	140	128	140	140	140
42-11	Postage	8	178	130	130	130
42-21	Freight Express Charges	790	231	300	300	300
43-11	Electric - City Facilities	268,286	211,416	315,000	315,000	315,000
43-31	Trash Removal	7,102	7,288	10,000	10,000	10,000
43-51	Water & Sewer - City	24,256	20,138	27,500	27,500	27,500
43-61	Sludge Removal	296,972	288,864	330,000	330,000	330,000
43-73	Street Light Fee	-	260	260	260	260
43-81	Stormwater Assessment	-	2,690	2,690	2,690	2,690
44-19	Rent - Equipment/Software	1,156	2,190	2,000	2,000	2,000
45-11	Liability Insurance - Comp. General	14,785	8,245	7,570	7,570	7,570
45-21	Building & Contents Insurance	154,138	143,852	133,040	133,040	138,340
45-22	Pollution Insurance	-	4,305	4,400	4,400	10,000
45-23	Automobile & Truck Insurance	-	2,861	2,670	2,670	2,670
45-25	Flood Insurance	14,254	15,825	13,900	13,900	13,900
46-11	Maintenance & Repairs - Bldg & Grounds	146,680	134,654	98,250	98,250	98,250
46-21	Maintenance & Repairs - Equipment	13,281	11,256	12,280	12,280	12,280
46-23	Maintenance & Repairs - Copiers	110	423	510	510	510
46-31	Maintenance & Repairs - Central Garage	-	-	4,700	4,700	4,700
46-61	Maintenance & Repairs - Physical Plant	-	-	20,000	20,000	-
49-83	Permit Fees	1,000	1,050	1,000	1,000	1,000

## W&S WATER POLLUTION CONTROL

401-0112-535		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
51-11	Office Supplies - General	1,325	542	1,500	1,500	1,500
51-41	Small Tools & Implements	2,008	1,958	2,000	2,000	2,000
52-11	Fuel	15,786	8,389	15,000	15,000	25,000
52-21	Chemicals	114,376	111,578	139,920	139,920	120,000
52-22	Laboratory Supplies	8,702	10,172	10,000	10,000	10,000
52-31	Clothing & Apparel	3,034	3,280	3,480	3,480	3,480
52-43	Computer/Operating Supply	6,921	550	5,600	5,600	5,600
52-47	First Aid Supplies	71	51	400	400	400
52-51	Janitorial Supplies	3,585	3,055	3,800	3,800	3,800
52-89	Automotive Parts	10,182	7,382	10,000	10,000	10,000
52-99	Operating Supplies - Misc	3,537	1,986	3,000	3,000	3,000
54-11	Dues & Memberships	858	-	1,300	1,300	1,300
54-61	Books & Publications	-	-	150	150	150
<b>TOTAL OPERATING</b>		<b>\$ 1,150,172</b>	<b>\$ 1,074,709</b>	<b>\$ 1,269,590</b>	<b>\$ 1,269,590</b>	<b>\$ 1,250,570</b>
62-99	Building Improvements	11,875	-	7,500	38,000	20,000
63-99	Improvements Other Than Bldg - Misc	113,940	166,402	-	151,000	155,000
64-15	Trucks & Trailers	-	-	-	-	61,700
64-31	Special Purpose Equipment	-	9,593	9,593	6,500	6,500
<b>TOTAL CAPITAL</b>		<b>\$ 125,815</b>	<b>\$ 175,995</b>	<b>\$ 17,093</b>	<b>\$ 195,500</b>	<b>\$ 243,200</b>

**TOTAL EXPENDITURES    \$ 2,028,972    \$ 2,008,052    \$ 2,043,493    \$ 2,221,900    \$ 2,296,800**

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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
62-99	<i>Building Improvements</i>					
	Structure Maintenance & Repair (R&R)	20,000	20,000	20,000	20,000	20,000
	Concrete Joint Rehab on Aeration Tanks		30,000	-	-	-
	<b>TOTAL</b>	<b>20,000</b>	<b>50,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
63-99	<i>Improvements Other than Buildings</i>					
	Standby Power Equipment (R&R)	20,000	20,000	20,000	20,000	20,000
	Process Equipment (R&R)	40,000	40,000	40,000	20,000	20,000
	Spiralift North Influent Screen	95,000	-	-	-	-
	Spiralift South Influent Screen	-	-	95,000	-	-
	Replace Clarifiers (2)	-	80,000	80,000	-	-
	Replace Aerator Gear Boxes (2)	-	120,000	120,000	-	-
	<b>TOTAL</b>	<b>155,000</b>	<b>260,000</b>	<b>355,000</b>	<b>40,000</b>	<b>40,000</b>
64-15	<i>Trucks &amp; Trailers</i>					
	Dodge 2500 3/4 Ton Pick-up (#83)	42,000	4,200	4,200	4,200	4,200
	Mack Truck Tractor Trailer #9 (R&R)	3,000	3,000	3,000	3,000	3,000
	Ford F250 3/4 Ton Pick-up #81 (R&R)	7,000	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	6,500
	Ford F250 3/4 Ton Supercab Pick-up #112 (R&R)	3,200	3,200	3,200	3,200	3,200
	<b>TOTAL</b>	<b>61,700</b>	<b>23,900</b>	<b>23,900</b>	<b>23,900</b>	<b>23,900</b>

**DIVISION TOTAL    \$ 236,700    \$ 333,900    \$ 398,900    \$ 83,900    \$ 83,900**

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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; strive to remain current with today's technology and implement that technology into our system and everyday routine; make great effort to ensure that all staff are trained and prepared for any event that might jeopardize the integrity of our sewer system.

## DESCRIPTION

The Sewer Collections 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.

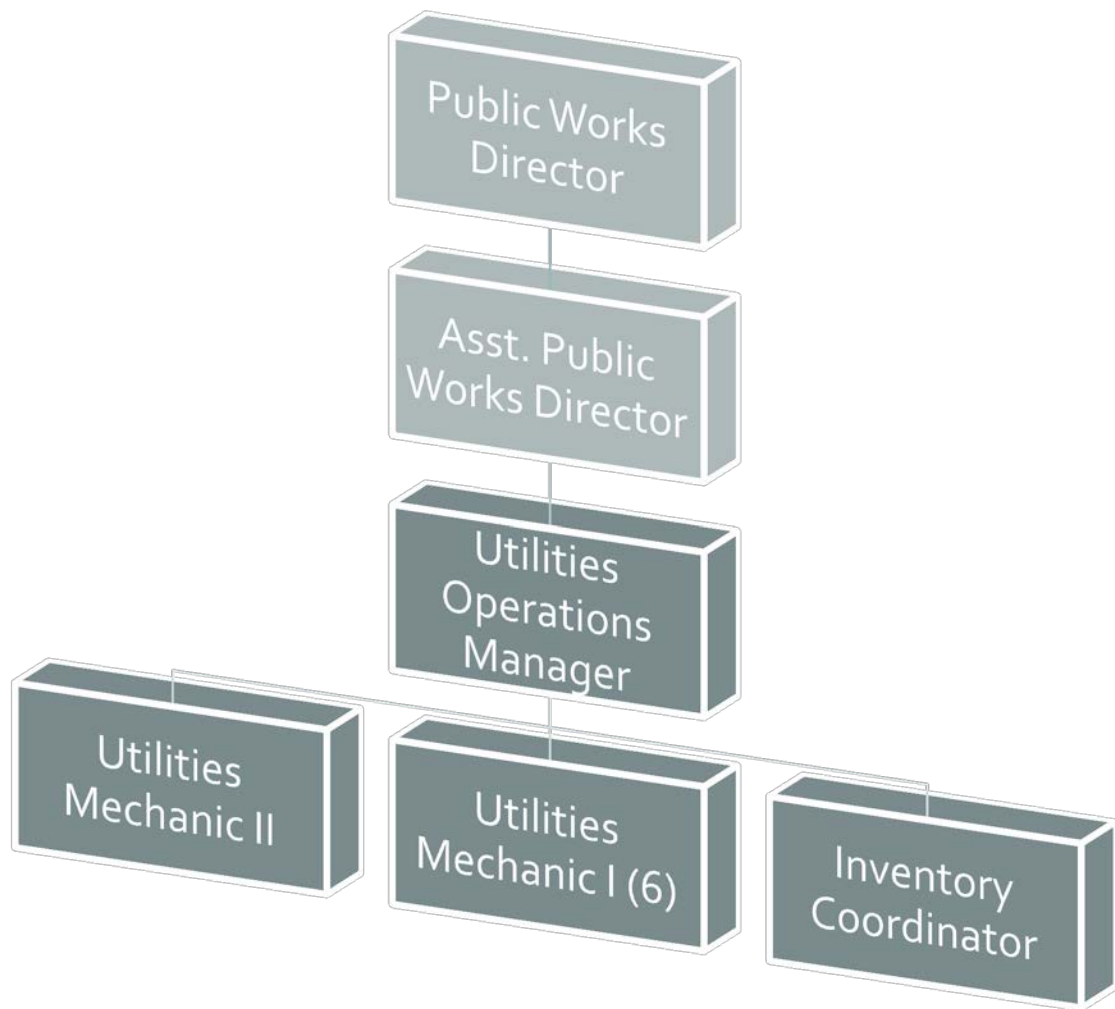
## ACCOMPLISHMENTS OF FY17

- Completed annual gravity sewer system inspection and lining, which controls/prevents deterioration
- Completed the inflow/infiltration (smoke testing) project
- Repaired and replaced pumps in the lift stations
- Continued training and education

## FY18 INITIATIVES

- Communication Upgrades:
  - SCADA Upgrades, including SCADA Room "Command Center" computer and monitor set up
  - Install antenna towers at each lift station
  - Lift station panel upgrades with new PLCs
- Inflow/Infiltration, Phase 2:
  - Repair broken cleanouts and complete the installation of manhole pans to prevent inflow
  - Remove storm lines that have been connected to the system
- Continue sanitary sewer pipe lining:
  - Clean lines, perform camera work, and identify deficiencies
  - Prioritize deficient sanitary sewer lines and create a data base
  - Complete bid documents, specification sheets, and oversee the project implementation
- Submersible Pump Tests:
  - Set Wilo and Flygt Pumps in one station for testing
  - Monitor the power usage for efficiency and log the pumps' performance and issues





Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Utilities Operations Manager	1	1	1
Utilities Mechanic II	3	1	1
Utilities Mechanic I	3	5	6
Inventory Coordinator	0	1	1
<b>Total</b>	<b>7</b>	<b>8</b>	<b>9</b>

## W&S SEWER COLLECTION

401-0113-535					AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
12-10	Regular Exempt Salaries	48,529	42,680	43,568	43,720	44,390
12-99	Regular Full-Time Wages	137,541	140,945	142,123	145,990	197,730
14-11	Overtime Wages	29,715	36,153	36,153	31,580	42,780
15-11	Employee Incentives	350	400	400	350	450
15-16	Health Insurance Waiver Stipend	900	1,800	1,800	-	-
15-22	Education Incentive Pay	1,350	1,100	1,100	600	-
15-27	Standby Time	7,983	9,751	9,751	10,530	12,580
15-29	Meal Allowance	150	54	54	-	-
21-11	Social Security Matching	16,855	17,507	17,507	17,810	22,790
22-11	Florida Retirement System	16,306	16,698	16,698	17,430	23,260
23-11	Health Insurance	35,448	34,464	34,464	42,210	71,010
23-12	Life Insurance	131	129	129	350	490
23-13	Accidental Death & Disab Insurance	15	15	15	140	200
23-15	Net OPEB Obligation Expense	7,865	7,995	7,995	-	-
24-22	Workers Comp - Sewage Disp/Plant/Oper/Drivers (7580)	4,800	5,644	5,644	6,630	10,340
24-35	Workers Comp - Storage Warehouse Inventory (8292)	1,384	1,375	1,375	1,400	1,120
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 309,322</b>	<b>\$ 316,710</b>	<b>\$ 318,776</b>	<b>\$ 318,740</b>	<b>\$ 427,140</b>
31-99	Professional Services - Misc	-	-	-	100,000	100,000
34-32	Inspector Services	-	-	-	800	800
34-99	Contractual Services - Misc	37,478	14,521	14,521	22,000	22,000
40-11	Travel & Training	2,012	2,913	2,913	2,940	2,940
41-21	Telephone - Local	8,505	4,323	4,323	3,000	3,000
41-34	Data Lines	2,603	2,684	2,684	5,000	5,000
41-41	Pager Services	89	104	104	80	80
42-11	Postage	1,137	300	300	350	350
42-21	Freight Express Charges	-	-	-	30	-
43-11	Electric - City Facilities	84,706	81,412	81,412	80,000	80,000
43-31	Trash Removal	9,440	12,753	12,753	12,000	12,000
43-81	Stormwater Assessment	-	-	-	60	60
44-19	Rent - Equipment/Software	47	2,567	2,567	2,000	2,000
46-11	Maintenance & Repairs - Bldg & Grounds	104,728	57,973	57,973	110,000	140,000
46-21	Maintenance & Repairs - Equipment	499	5,090	5,090	9,000	14,000
46-31	Maintenance & Repairs - Central Garage	5,010	-	-	20,000	20,000
51-11	Office Supplies - General	770	551	551	900	900
51-41	Small Tools & Implements	4,945	5,183	5,183	6,850	6,850
52-11	Fuel	49,272	43,708	43,708	30,000	30,000
52-21	Chemicals	5,069	2,004	2,004	5,000	5,000
52-25	Software License Support	2,590	7,987	7,987	5,000	5,000
52-31	Clothing & Apparel	1,792	2,311	2,311	2,510	2,400
52-43	Computer/Operating Supply	93	-	-	1,390	1,500
52-47	First Aid Supplies	258	136	136	300	300
52-72	Pipe	1,076	3,561	3,561	7,500	7,000
52-74	Valves & Clamps	2,206	3,576	3,576	24,000	20,000
52-89	Automotive Parts	50,636	71,394	71,394	17,000	17,000
52-99	Operating Supplies - Misc	13,294	8,739	8,739	15,000	15,000
53-41	Sod/Seed	1,113	427	427	3,000	3,000

## W&S SEWER COLLECTION

401-0113-535 EXP					AMENDED	BUDGET
CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	BUDGET FY16-17	AMOUNT FY17-18
53-99	Road Materials - Misc	3,854	2,449	2,449	7,500	6,000
54-11	Dues & Memberships	90	90	90	300	300
54-61	Books & Publications	-	376	376	200	200
<b>TOTAL OPERATING</b>		<b>\$ 393,312</b>	<b>\$ 337,132</b>	<b>\$ 337,132</b>	<b>\$ 493,710</b>	<b>\$ 522,680</b>
63-99	Improvements Other Than Bldg - Misc	27,679	38,013	38,013	25,000	25,000
64-13	Data Processing Equipment	-	-	-	1,600	1,600
64-15	Trucks & Trailers	-	-	-	-	243,700
64-16	Heavy Equipment	-	-	-	60,000	60,000
64-17	Communications Equipment	91,553	338,513	338,513	170,000	170,000
64-31	Special Purpose Equipment	24,880	7,167	7,167	28,700	34,000
<b>TOTAL CAPITAL</b>		<b>\$ 144,112</b>	<b>\$ 383,693</b>	<b>\$ 383,693</b>	<b>\$ 285,300</b>	<b>\$ 534,300</b>

**TOTAL EXPENDITURES    \$ 846,746    \$ 1,037,535    \$ 1,039,601    \$ 1,097,750    \$ 1,484,120**

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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
63-99	<i>Improvements Other than Buildings</i>					
	Lift Stations Control Panel	25,000	25,000	25,000	25,000	25,000
	<b>TOTAL</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
64-13	<i>Data Processing Equipment</i>					
	Laptop	1,600	-	-	-	-
	Desktop	-	2,800	-	2,800	-
	<b>TOTAL</b>	<b>1,600</b>	<b>2,800</b>	<b>-</b>	<b>2,800</b>	<b>-</b>
64-15	<i>Trucks and Trailers</i>					
	Vacuum Sewer Cleaner to Replace #73 (R&R)	100,000	100,000	100,000	100,000	100,000
	Utility Line CCTV Inspection Truck (R&R)	5,000	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	6,200
	Ford F250 Service Truck to Replace #113 (R&R)	4,500	4,500	4,500	4,500	4,500
	Service Truck w/ Utility Body/Crane to Replace #76 (R&R)	88,000	4,400	4,400	4,400	4,400
	Ford F550 Service Truck w/ Utility Body to Replace #82 (R&R)	40,000	88,000	4,400	4,400	4,400
	<b>TOTAL</b>	<b>243,700</b>	<b>208,100</b>	<b>124,500</b>	<b>124,500</b>	<b>124,500</b>
64-16	<i>Heavy Equipment</i>					
	Backhoe to Replace #27 (R&R)	26,000	26,000	26,000	26,000	26,000
	Standby Power Equipment (R&R)	6,500	6,500	6,500	6,500	6,500
	480V Mobile Standby Generator Trailer (R&R)	11,000	11,000	11,000	11,000	11,000
	Mid-size Excavator to Replace #105 (R&R)	7,500	7,500	7,500	7,500	7,500
	Compact Excavator (R&R)	9,000	9,000	9,000	9,000	9,000
	<b>TOTAL</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
64-17	<i>Communication Equipment</i>					
	SCADA Comm. System Upgrades	170,000	-	-	-	-
	<b>TOTAL</b>	<b>170,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
64-31	<i>Special Purpose Equipment</i>					
	Quickview Wireless Pole Camera	17,500	-	-	-	-
	Sewer Lateral Push Cameras	16,500	-	-	-	-
	<b>TOTAL</b>	<b>34,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**DIVISION TOTAL    \$ 534,300    \$ 295,900    \$ 209,500    \$ 212,300    \$ 209,500**

## NON-EXPENDITURE DISBURSEMENTS

401-0580 EXP CODE CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
581					
91-50 Transfer to General Fund - TBW Interest	419,050	398,303	387,970	387,970	387,320
91-51 Transfer to General Fund	3,060,680	3,045,975	3,620,090	3,511,960	3,244,910
91-54 Transfer to General Fund - PILOFF	575,000	560,000	560,000	560,000	560,000
91-55 Transfer to W&S Debt Service Fund	876,263	732,003	731,400	731,400	732,000
91-56 Transfer to W&S R&R Fund	344,025	128,153	200,000	200,000	708,400
91-57 Transfer to W&S Construction Fund	2,848,792	-	300,000	300,000	300,000
<b>TOTAL TRANSFERS</b>	<b>\$ 8,123,810</b>	<b>\$ 4,864,434</b>	<b>\$ 5,799,460</b>	<b>\$ 5,691,330</b>	<b>\$ 5,932,630</b>
584					
94-21 Reserves - Contingency	164,515	-	-	50,000	50,000
94-24 Reserves - Sick Leave	-	-	-	-	50,000
<b>TOTAL RESERVES</b>	<b>\$ 164,515</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 100,000</b>
<b>TOTAL NON- EXPENDITURES</b>	<b>\$ 8,288,325</b>	<b>\$ 4,864,434</b>	<b>\$ 5,799,460</b>	<b>\$ 5,741,330</b>	<b>\$ 6,032,630</b>
<b>TOTAL WATER &amp; SEWER EXPENDITURES</b>	<b>\$ 18,645,808</b>	<b>\$ 14,723,481</b>	<b>\$ 15,550,400</b>	<b>\$ 15,052,400</b>	<b>\$ 15,800,930</b>

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## **WATER & SEWER – RENEWAL & REPLACEMENT**

## WATER & SEWER RENEWAL & REPLACEMENT FUND

402-0000		AMENDED				BUDGET
REV		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
361-10	Interest On Investments	672	384	100	300	300
361-20	Interest - S.B.A.	2,346	1	-	1,000	1,000
361-25	Interest - FMIvT	3,516	1,500	900	1,500	1,500
361-26	Interest - Adjustable Rate Mortgages	(606)	(51)	-	-	-
361-28	Interest - T-Bills and Bonds	-	1,771	-	-	-
381-20	Transfer From W & S Revenue	344,025	265,000	-	-	708,400
389-90	Prior Yr Fund Bal-Unassigned	-	637,900	2,232,200	2,232,200	1,638,800
<b>W&amp;S RENEWAL &amp; REPLACEMENT REVENUES</b>		<b>\$ 349,953</b>	<b>\$ 906,505</b>	<b>\$ 2,233,200</b>	<b>\$ 2,235,000</b>	<b>\$ 2,350,000</b>

## W & S RENEWAL & REPLACEMENT

402-0402 EXP CODE                      CLASSIFICATION		ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
580-581						
91-57	Transfer to W & S Construction Fund	-	907,000	2,232,000	2,235,000	2,350,000
<b>TOTAL TRANSFERS</b>		<b>\$ -</b>	<b>\$ 907,000</b>	<b>\$ 2,232,000</b>	<b>\$ 2,235,000</b>	<b>\$ 2,350,000</b>
580-584						
94-92	Reserve - Facility Expansion	44,070	-	-	-	-
<b>TOTAL RESERVES</b>		<b>\$ 44,070</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>44,070</b>	<b>\$</b>	<b>907,000</b>	<b>\$</b>	<b>2,232,000</b>	<b>\$</b>	<b>2,235,000</b>	<b>\$</b>	<b>2,350,000</b>
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## **WATER & SEWER – DEBT SERVICE**

## WATER & SEWER DEBT SERVICE FUND

403-0000 REV CODE                      CLASSIFICATION		ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
361-12 Interest On Investments - S.F.		952	318	125	-	-
361-20 Interest - S.B.A.		202	1	-	-	-
381-20 Transfer From W & S Revenue		876,263	732,003	1,097,551	732,002	732,000
381-22 Loan Proceeds		-	-	787,000	745,000	-
<b>W &amp; S DEBT SERVICE REVENUES</b>		<b>\$ 877,417</b>	<b>\$ 732,322</b>	<b>\$ 1,884,676</b>	<b>\$ 1,477,002</b>	<b>\$ 732,000</b>

## W & S DEBT SERVICE

403-0403 EXP CODE                      CLASSIFICATION		ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
582						
71-34	Principal - 2012 Bond	-	537,953	551,939	551,939	566,290
536						
72-32	Interest - 2007A Bond	27,988	-	-	-	-
72-34	Interest - 2012 Bond	194,050	194,050	180,063	180,063	165,712
	Transfer to W & S Construction Fund	-	-	745,000	745,000	-
<b>TOTAL DEBT SERVICE</b>		<b>222,038</b>	<b>732,003</b>	<b>1,477,002</b>	<b>1,477,002</b>	<b>732,002</b>

TOTAL EXPENDITURES    \$ 222,038    \$ 732,003    \$ 1,477,002    \$ 1,477,002    \$ 732,002

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## **WATER & SEWER – SEWER ASSESSMENT**

## WATER & SEWER SEWER ASSESSMENT FUND

404-0000		AMENDED				BUDGET
REV		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
361-25	Interest - FMlvt	106	100	25	-	-
363-20	Interest On Assessments	1,198	9,619	497	-	-
363-30	Penalties On Assessments	444	8,661	1,537	-	-
<b>W &amp; S SEWER ASSESSMENT REVENUES</b>		<b>\$ 1,748</b>	<b>\$ 18,380</b>	<b>\$ 2,059</b>	<b>\$ -</b>	<b>\$ -</b>

## W & S SEWER ASSESSMENT

404-0404 EXP CODE                      CLASSIFICATION		ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
535						
63-XX Lakewood Villa		-	-	-	-	-
63-XX Treasure Island		-	-	-	-	-
<b>TOTAL W &amp; S SEWER ASSESSMENT</b>		-	-	-	-	-

TOTAL EXPENDITURES	\$	-	\$	-	\$	-	\$	-	\$	-
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## **WATER & SEWER – CONSTRUCTION**

## WATER & SEWER CONSTRUCTION FUND

405-0000					AMENDED	BUDGET
REV		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
381-20	Transfer from W & S Revenue	2,848,972	-	-	300,000	300,000
383-30	Transfer from W & S - R & R	-	907,000	907,000	2,435,000	2,350,000
381-22	Transfer from W & S Debt Service Fund	-	-	746,000	745,000	-
<b>W &amp; S CONSTRUCTION FUND REVENUES</b>		<b>\$ 2,848,972</b>	<b>\$ 907,000</b>	<b>\$ 1,653,000</b>	<b>\$ 3,480,000</b>	<b>\$ 2,650,000</b>



## W & S CONSTRUCTION

405-0405 EXP		ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
CODE	CLASSIFICATION					
953-533						
63-99	Fleet Warehouse	-	-	-	-	80,000
	<b>TOTAL BUILDING IMPROVEMENTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80,000</b>
953-533						
63-81	Contractor Payments	15,936	17,615	-	-	-
63-91	Engineering Services	-	-	-	-	-
	<b>TOTAL WATER MAIN EXTENSION</b>	<b>\$ 15,936</b>	<b>\$ 17,615</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
955-533						
63-81	Contractor Payments	173,387	625,783	245,135	300,000	300,000
63-91	Engineering Services	18,720	19,850	5,968	30,000	30,000
	<b>TOTAL WATER IMPROVEMENT</b>	<b>\$ 192,107</b>	<b>\$ 645,633</b>	<b>\$ 251,103</b>	<b>\$ 330,000</b>	<b>\$ 330,000</b>
952-533						
63-81	Contractor Payments	-	-	-	50,000	50,000
	<b>TOTAL BULK METER BACKFLOW UPGRADE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
956-533						
63-81	Contractor Payments	1,443,088	107,476	-	100,000	25,000
	<b>TOTAL WATER METER UPGRADE</b>	<b>\$ 1,443,088</b>	<b>\$ 107,476</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 25,000</b>
960-535						
63-81	Contractor Payments	650,015	87,622	-	-	-
63-91	Engineering Services	11,580	47,305	12,975	-	-
	<b>TOTAL SEWER UTILITY IMPROVEMENT</b>	<b>\$ 661,595</b>	<b>\$ 134,927</b>	<b>\$ 12,975</b>	<b>\$ -</b>	<b>\$ -</b>
961-535						
63-81	Contractor Payments	295,430	-	-	25,000	25,000
63-91	Engineering Services	7,457	-	-	-	-
	<b>TOTAL RECLAIMED WATER</b>	<b>\$ 302,887</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
962-535						
63-81	Contractor Payments	450	750	-	-	-
	<b>TOTAL REJECT STORAGE SITE RECLAIMED</b>	<b>\$ 450</b>	<b>\$ 750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
965-533						
63-81	Contractor Payments	-	-	79,988	625,000	-
63-91	Engineering Services	-	-	-	10,000	-
	<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 79,988</b>	<b>\$ 635,000</b>	<b>\$ -</b>
963-535						
63-81	Contractor Payments	-	-	-	500,000	1,050,000
63-91	Engineering Services	-	359,923	4,325	10,000	30,000
		<b>\$ -</b>	<b>\$ 359,923</b>	<b>\$ 4,325</b>	<b>\$ 510,000</b>	<b>\$ 1,080,000</b>
965-535						
63-81	Contractor Payments	387,139	-	-	300,000	300,000
	<b>TOTAL GRAVITY SEWER MAIN REHAB</b>	<b>\$ 387,139</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>
966-535						
63-81	Contractor Payments	-	-	18,000	125,000	100,000
	<b>TOTAL UTILITY FACILITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,000</b>	<b>\$ 125,000</b>	<b>\$ 100,000</b>
967-535						

63-81	Contractor Payments				300000	300,000
63-91	Engineering Services				30000	30,000
		\$ -	\$ -	\$ -	\$ 330,000	\$ 330,000
953-535						
63-81	Contractor Payments	-	-	-	300,000	300,000
63-91	Engineering Services	-	-	-	30,000	30,000
	<b>TOTAL SEWER SYSTEM EXTENSION</b>	\$ -	\$ -	\$ -	\$ 330,000	\$ 330,000
957-533	Contractor Payments	-	-	754,693	745,000	-
63-81	Engineering Services	-	-	21,953	-	-
63-91	<b>TOTAL UTILITY WATER SERVICE</b>	\$ -	\$ -	\$ 776,646	\$ 745,000	\$ -

**TOTAL EXPENDITURES**    \$ 3,003,202    \$ 1,266,324    \$ 1,143,037    \$ 3,480,000    \$ 2,650,000

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

CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
<i>Building Improvements</i>					
Fleet Purchasing Warehouse (Needs Assessment)	80,000	-	-	-	-
Fleet Purchasing Warehouse (Construction)	-	500,000	-	-	-
<b>TOTAL</b>	<b>80,000</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	25,000	-	-
Grey Preserve Reclaimed Expansion (Engineering)	-	-	100,000	-	-
Grey Preserve Reclaimed Expansion (Construction)			300,000		
<b>TOTAL</b>	<b>25,000</b>	<b>25,000</b>	<b>425,000</b>	<b>-</b>	<b>-</b>
<i>Water Meter Upgrade</i>					
AMI Electronic Metering System, Phase II	25,000	-	-	-	-
<b>TOTAL</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Abatement Programs</i>					
2016/2017 Inflow & Infiltration Abatement Program	100,000	400,000	-	-	-
Sewer Main & Manhole Rehabilitation/Lining Project	300,000	300,000	300,000	300,000	300,000
<b>TOTAL</b>	<b>400,000</b>	<b>700,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</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)	300,000	300,000	300,000	300,000	300,000
Bulk Meter Backflow Prevention Upgrades	50,000	50,000	50,000	50,000	50,000
<b>TOTAL</b>	<b>380,000</b>	<b>380,000</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
2017/2018 Water Utility System Improvements (Engineering)	-	70,000	-	-	-
2017/2018 Water Utility System Improvements (Construction)	-	-	750,000	-	-
2018/2019 Water Utility System Improvements (Engineering)	-	-	-	70,000	-
<b>TOTAL</b>	<b>330,000</b>	<b>400,000</b>	<b>1,080,000</b>	<b>400,000</b>	<b>330,000</b>
<i>Sewer Improvements</i>					
2015/2016 Sewer Utility Improvements (Engineering)	30,000	-	-	-	-
2015/2016 Sewer Utility Improvements (Construction)	1,050,000	-	-	-	-
2018/2019 Sewer Utility Improvements (Engineering)	-	-	100,000	-	-
2018/2019 Sewer Utility Improvements (Construction)	-	-	-	1,000,000	-
2020/2021 Sewer Utility Improvements (Engineering)	-	-	-	-	100,000
<b>TOTAL</b>	<b>1,080,000</b>	<b>-</b>	<b>100,000</b>	<b>1,000,000</b>	<b>100,000</b>

<i>Sewer System Extensions</i>						
Sewer System Extensions (Engineering)	30,000	30,000	30,000	30,000	30,000	30,000
Sewer System Extensions (Construction)	300,000	300,000	300,000	300,000	300,000	300,000
<b>TOTAL</b>	<b>330,000</b>	<b>330,000</b>	<b>330,000</b>	<b>330,000</b>	<b>330,000</b>	<b>330,000</b>

**DIVISION TOTAL**   \$ 2,650,000   \$ 2,335,000   \$ 2,615,000   \$ 2,410,000   \$ 1,440,000

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# PUBLIC WORKS - CENTRAL GARAGE

## IT IS THE MISSION OF CENTRAL GARAGE TO

provide the best service to city departments and divisions by partnering with city staff and vendors to effectively monitor and ensure the most cost effective repair and replacement of the City's fleet of vehicles and equipment.

## DESCRIPTION

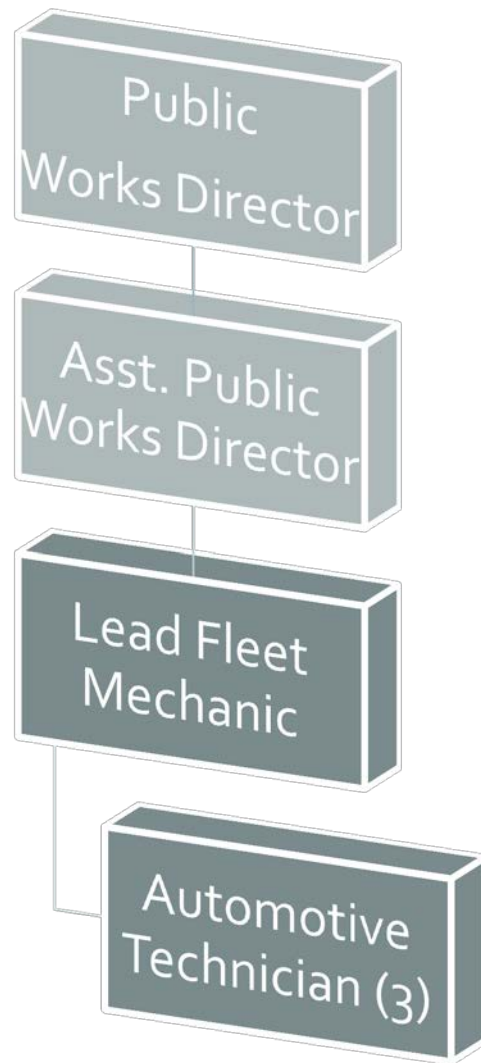
The Central Garage Division provides acquisition, disposal, preventative maintenance, and major and minor repairs for the City's motor vehicle fleet and equipment. The Division performs these functions on a variety of vehicle types, including police vehicles and fire apparatus.

## ACCOMPLISHMENTS OF FY17

- Auctioned city vehicles and equipment and added new vehicles to the City's fleet, as scheduled
- Maintained fleet vehicles, in accordance with manufacture recommendations and monitored fuel usage
- Obtained additional training needed for various equipment, in an effort to remain up-to-date with the latest repair technology and testing techniques
- Relocated equipment to increase work safety and efficiency

## FY18 INITIATIVES

- Capital Building Improvements:
  - Complete Building Needs Assessment and identify deficiencies and propose upgrades
  - Identify proposed yard set up for vehicle, materials, and equipment storage
- Training:
  - FEMA training for all personnel
  - Supervisory 101 and 102, in accordance with the City's HR and Risk Management Division
  - ASE testing and recertification for personnel
  - Emergency vehicle training and certification
- Fleet Operational Improvements:
  - Add bookshelves
  - Paint garage door and add safety striping
  - Add welding safety curtain
  - Upgrade existing vehicle maintenance software to Tyler Technologies
- Environmental Improvements:
  - LED Lighting conversion
  - Replace waste oil tanks and secondary fluid containment facilities, where needed



Authorized Personnel – Full-time Equivalent			
Position/Title	FY15-16	FY16-17	FY17-18
Lead Fleet Mechanic	1	1	1
Automotive Technician	3	3	3
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

## CENTRAL GARAGE FUND

501-0000		AMENDED				BUDGET
REV		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
361-10	Interest On Investments	103	61	94	300	100
361-20	Interest - S.B.A.	49	-	-	100	-
361-25	Interest - FMIvT	109	286	103	500	110
369-30	Refund of Prior Year Expense	-	150	-	-	-
369-90	Other Miscellaneous Revenue	-	11	-	-	-
399-11	Garage - Labor and Overhead	198,500	190,065	162,000	117,635	125,000
399-12	Garage - Parts	273,063	301,713	298,300	249,700	250,000
399-13	Garage - Fuel	437,438	443,011	428,450	348,450	347,000
CENTRAL GARAGE REVENUES		\$ 909,262	\$ 935,297	\$ 888,947	\$ 716,685	\$ 722,210

## CENTRAL GARAGE

501-0501-591 EXP					AMENDED	BUDGET
CODE	CLASSIFICATION	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	BUDGET FY16-17	AMOUNT FY17-18
12-99	Regular Full-Time Wages	160,589	163,732	169,000	169,395	170,730
14-11	Overtime Wages	4,515	1,485	500	980	990
15-11	Employee Incentives	200	200	200	200	200
15-29	Meal Allowance	-	140	-	475	250
21-11	Social Security Matching	12,304	12,346	12,800	13,085	13,170
22-11	Florida Retirement System	12,719	11,969	12,800	12,810	13,430
23-11	Health Insurance	21,272	26,974	28,942	29,830	31,650
23-12	Life Insurance	68	80	85	200	220
23-13	Accidental Death & Disab Insurance	8	9	8	80	90
23-15	Net OPEB Obligation Expense	5,538	5,596	5,574	-	-
24-25	Workers Comp - Auto Repair Shop/Parts Dept (8391)	6,223	6,122	5,293	6,100	6,150
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 223,436</b>	<b>\$ 228,653</b>	<b>\$ 235,202</b>	<b>\$ 233,155</b>	<b>\$ 236,880</b>
34-34	Wrecker Services	2,926	1,671	2,960	3,000	3,000
34-36	Paint & Body Work	6,361	8,653	14,687	14,000	10,000
34-38	Paint & Body Work - PD	-	-	-	-	5,000
34-37	Auto Repair & Testing	36,415	31,667	37,122	39,500	40,000
34-99	Contractual Services - Misc	-	2,172	2,136	3,000	1,500
40-11	Travel & Training	2,592	1,577	-	-	5,500
41-21	Telephone - Local	2,024	1,887	1,750	2,000	2,150
42-11	Postage	214	433	481	550	550
44-19	Rent - Equipment/Software	-	-	-	200	200
46-11	Maintenance & Repairs - Bldg & Grounds	7,052	8,658	9,839	10,000	10,000
46-21	Maintenance & Repairs - Equipment	2,422	3,512	2,795	3,500	3,500
46-31	Maintenance & Repairs - Central Garage	-	-	3,200	1,000	4,000
49-83	Permit Fees	125	25	175	180	180
51-11	Office Supplies - General	365	903	500	900	500
51-41	Small Tools & Implements	3,196	5,103	4,900	5,000	5,000
52-11	Fuel	269,797	205,978	193,000	219,500	195,000
52-25	Software License Support	950	950	950	1,000	1,000
52-31	Clothing & Apparel	75	-	-	150	150
52-32	Laundry Service	3,110	3,040	2,656	2,700	2,700
52-43	Computer/Operating Supply	1,984	1,917	1,235	1,500	1,500
52-47	First Aid Supplies	57	-	-	150	150
52-51	Janitorial Supplies	237	87	251	500	250
52-89	Automotive Parts	196,139	198,209	150,000	150,000	165,000
52-98	Inventory Adjustments	-	1,299	5,115	1,000	1,000
52-99	Operating Supplies - Misc	5,473	5,719	5,378	8,500	6,000
54-11	Dues & Memberships	-	-	-	200	200
54-61	Books & Publications	-	-	-	500	500
<b>TOTAL OPERATING</b>		<b>\$ 541,514</b>	<b>\$ 483,460</b>	<b>\$ 439,130</b>	<b>\$ 468,530</b>	<b>\$ 464,530</b>



## CENTRAL GARAGE

501-0501-591 EXP CODE                      CLASSIFICATION		ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
64-15 Trucks & Trailers		-	-	-	-	15,000
64-31 Special Purpose Equipment		14,808	11,078	11,338	15,000	5,800
TOTAL CAPITAL		\$ 14,808	\$ 11,078	\$ 11,338	\$ 15,000	\$ 20,800

TOTAL EXPENDITURES    \$ 779,758    \$ 723,191    \$ 685,670    \$ 716,685    \$ 722,210

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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
64-15	<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/ SWL BODY/LIFTGATE/CRANE to Replace #22 (R&R)	10,000	10,000	10,000	40,000 (a)	2,000
	<b>TOTAL</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>5,000</b>	<b>2,000</b>
64-31	<i>Special Purpose Equipment</i>					
	Band Saw with Stand	1,600	-	-	-	-
	Metal Shear Brake & Roller	1,200	-	-	-	-
	Miller Plasma Cutter	3,000	-	-	-	-
	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>5,800</b>	<b>3,000</b>	<b>7,000</b>	<b>5,000</b>	<b>13,500</b>

**DIVISION TOTAL    \$   20,800    \$   18,000    \$   22,000    \$   50,000    \$   40,500**

(a) Year of Acquisition (\$24,000 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

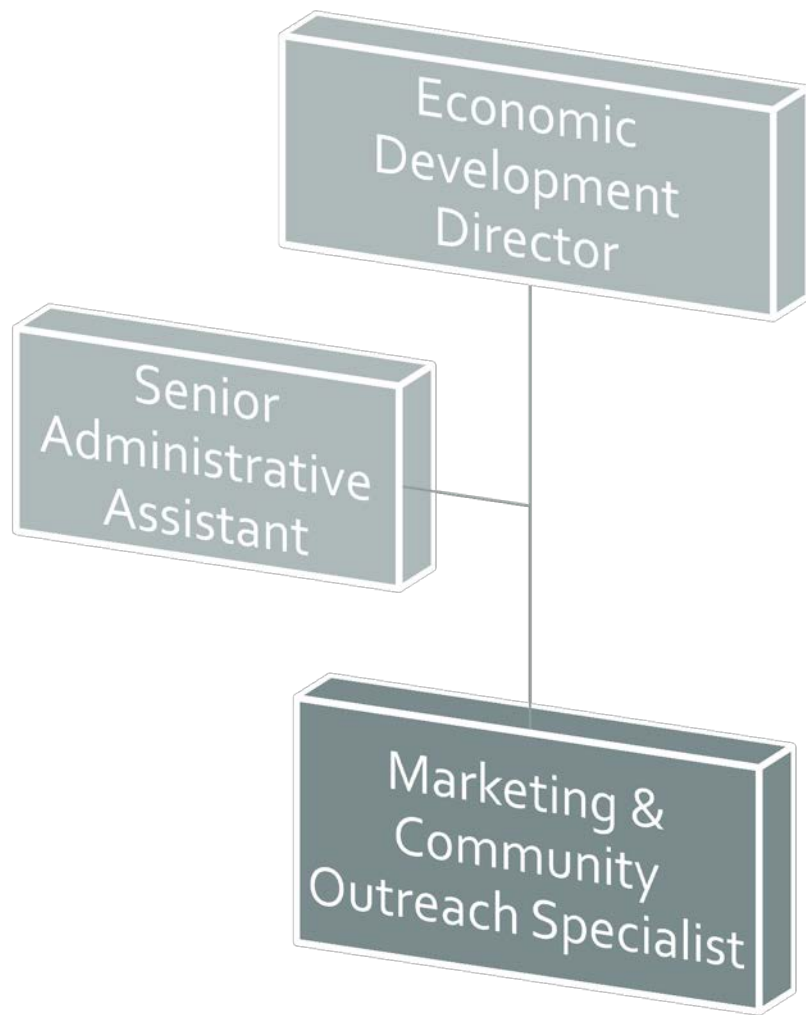
The redevelopment of our community is a central focus of the Community Redevelopment Agency. It is the responsibility of the Agency to plan, coordinate, and facilitate the City's efforts to attract, retain and grow businesses and jobs.

## ACCOMPLISHMENTS OF FY17

- 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

## FY18 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	FY15-16	FY16-17	FY16-17
Main Street Director	1	1	1
Marketing & Community Outreach Specialist	0	0	.5
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1.5</b>

## COMMUNITY REDEVELOPMENT AGENCY

630-0000		AMENDED				BUDGET
REV		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
311-10	Tax Increment - County	556,261	657,421	681,080	719,780	784,960
334-70	Florida Historic Preservation Grant	-	750,000	300,000	300,000	550,000
354-10	Code Enforcement Fines	(7,496)	(100)	(13,179)	-	-
361-10	Interest on Investments	(1,823)	15	-	-	-
361-20	Interest - SBA	1,411	8,423	1,255	-	-
362-19	Rent - Business Incubator	1,600	9,592	36,000	36,000	36,000
364-22	Sale of Orange Lake Property	-	-	300,000	300,000	-
369-90	Other Miscellaneous Revenue	-	6,588	5,272	-	5,000
	Litigation Proceeds	-	-	-	-	100,000
381-10	Transfer from Gen Fund - Tax Increment	719,554	811,061	865,715	865,715	923,480
381-37	Transfer from General Fund	-	11,202,894	-	-	-
	Transfer from Capital Improvement Fund	-	-	-	-	774,400
389-87	Unused Redevelopment Incentives from PY	-	-	200,000	200,000	-
389-88	Unused Residential Incentives from PY	-	-	85,000	85,000	-
<b>TOTAL CRA REVENUE</b>		<b>\$ 1,269,507</b>	<b>\$ 13,445,894</b>	<b>\$ 2,461,143</b>	<b>\$ 2,506,495</b>	<b>\$ 3,173,840</b>

# COMMUNITY REDEVELOPMENT AGENCY

630-0080-515						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE		BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17		FY16-17	FY17-18
11-11	Dept Head Salaries	-	-	-	-	-	-
12-10	Regular Exempt Salaries	-	25,006	26,200	33,500	33,500	15,460
15-11	Employee Incentives	-	-	50	50	50	30
15-12	Gas/Car Allowance	-	-	-	-	-	-
21-11	Social Security Matching	-	1,877	2,120	2,570	2,570	1,190
22-11	Florida Retirement System	-	1,655	2,000	2,510	2,510	1,210
23-11	Health Insurance	-	1,994	5,000	7,410	7,410	3,960
23-12	Life Insurance	-	7	20	50	50	30
23-13	Accidental Death & Disab Insurance	-	1	5	20	20	10
24-26	Workers Comp - Clerical (8810)	-	94	90	100	100	40
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ -</b>	<b>\$ 30,634</b>	<b>\$ 35,485</b>	<b>\$ 46,210</b>	<b>\$ 46,210</b>	<b>\$ 21,930</b>
31-11	City Attorney Services	4,495	-	-	-	-	-
31-81	Professional Servcies - Planning	6,313	13,500	85,000	85,000	85,000	50,000
31-99	Professional Services - Misc	77,006	135,206	26,859	26,859	26,859	30,000
34-22	Advertising & Marketing	12,907	10,549	7,500	7,500	7,500	10,000
34-61	Main Street Grant Award	10,000	-	-	-	-	15,000
34-99	Contractual Services - Misc	-	14,237	-	-	-	-
40-11	Travel & Training	-	2,120	1,000	1,000	1,000	1,000
41-34	Data Lines	-	-	-	-	-	-
42-11	Postage	28	53	25	50	50	50
43-11	Electric - City Facilities	14,315	13,659	7,500	8,000	8,000	8,000
43-31	Trash Removal	2,320	2,066	2,000	2,000	2,000	2,000
43-51	Water & Sewer - City	5,225	6,674	5,460	4,000	4,000	5,500
43-73	Street Light Fee	-	800	768	770	770	770
43-81	Stormwater Assessment	-	2,452	3,524	3,590	3,590	3,530
45-11	Liability Insurance - Comp. General	6,902	-	-	-	-	-
45-21	Building & Contents Insurance	18,791	26,377	16,011	17,200	17,200	17,000
46-11	Maintenance & Repairs - Bldg & Grounds	6,046	-	6,584	8,456	8,456	8,000
46-12	Maintenance & Repairs - Hacienda Hotel	36	-	3,367	3,400	3,400	3,500
46-13	Maintenance & Repairs - Business Incubato	28,487	165	2,400	6,210	6,210	3,500
46-23	Maintenance & Repairs - Copiers	-	219	219	-	-	-
49-11	Legal Advertising	43	-	-	50	50	-
49-51	Redevelopment Incentives	36,334	214,998	65,763	300,000	300,000	200,000
49-51	Residential Incentives	-	17,358	20,572	65,000	65,000	50,000
49-99	Other Current Charges - Misc	2,008	43,042	7,000	9,300	9,300	8,000
51-11	Office Supplies - General	-	15	15	50	50	50
54-11	Dues & Memberships	-	745	795	745	745	750
54-61	Books & Publications	435	-	-	10	10	-
<b>TOTAL OPERATING</b>		<b>\$ 231,691</b>	<b>\$ 504,235</b>	<b>\$ 262,362</b>	<b>\$ 549,190</b>	<b>\$ 549,190</b>	<b>\$ 416,650</b>
61-13	Land - Rio Vista Park Parcel	-	-	1,500	-	-	-
62-33	Building Improvements - Hacienda Hotel	-	928,662	11,445	575,000	575,000	850,000
62-99	Building Improvements - Business Incubato	-	34,549	27,374	73,425	73,425	10,000
63-41	Commercial Area Improvements (Parking)	-	42	42	-	-	-
63-43	Waterfront Activity Center	21,189	-	-	-	-	-
63-53	Main Street Landings Incentives Program	-	-	-	-	-	737,500
<b>TOTAL CAPITAL</b>		<b>\$ 21,189</b>	<b>\$ 963,253</b>	<b>\$ 40,361</b>	<b>\$ 648,425</b>	<b>\$ 648,425</b>	<b>\$ 1,597,500</b>
71-21	Principal Payments - Note A	437,000	5,497,000	-	-	-	-
71-23	Principal Payments - Note B	436,000	5,487,000	-	-	-	-
72-21	Interest Payments - Note A	122,240	109,464	-	-	-	-
72-23	Interest Payments - Note B	244,620	109,430	-	-	-	-

## COMMUNITY REDEVELOPMENT AGENCY

630-0080-515

EXP

CODE

CLASSIFICATION

	ACTUAL FY14-15	ACTUAL FY15-16	ESTIMATE FY16-17	AMENDED BUDGET FY16-17	BUDGET AMOUNT FY17-18
<b>TOTAL DEBT SERVICE</b>	<b>\$ 1,239,860</b>	<b>\$ 11,202,894</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
91-51 Transfer to General Fund	-	522,794	375,440	375,440	250,000
91-52 Transfer to General Debt Service Fund	-	458,834	887,230	887,230	887,760
<b>TOTAL TRANSFERS</b>	<b>\$ -</b>	<b>\$ 981,628</b>	<b>\$ 1,262,670</b>	<b>\$ 1,262,670</b>	<b>\$ 1,137,760</b>

\$ 1,492,740   \$ 13,682,644   \$ 1,600,878   \$ 2,506,495   \$ 3,173,840

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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
62-33	<i>Building Improvements</i>					
	Hacienda Hotel	850,000	-	-	-	-
	<b>TOTAL</b>	<b>850,000</b>	-	-	-	-
62-99	<i>Building Improvements</i>					
	Business Incubator	10,000	-	-	-	-
	Main Street Landings Incentive Program	737,500	737,500	-	-	-
	<b>TOTAL</b>	<b>747,500</b>	<b>737,500</b>	-	-	-

**DIVISION TOTAL    \$ 1,597,500    \$ 737,500    \$ -    \$ -    \$ -**



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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

701-0000		AMENDED				BUDGET
REV		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
312-41	Local Option Gas Tax - 1st	423,999	426,111	441,000	455,020	448,360
312-42	Local Option Gas Tax - 2nd	210,209	312,566	326,500	343,480	327,570
355-40	Community Development Block Grant	-	-	-	205,000	-
361-10	Interest On Investments	937	-	470	550	550
361-20	Interest - S. B. A.	1,276	8,707	860	750	750
361-25	Interest - FMIvT	5,453	1,369	1,500	5,000	5,000
361-28	Interest - T-Bills & Bonds	-	3,542	-	-	-
363-10	Special Assessment - Previous	53,294	50,796	50,000	50,000	50,000
363-11	Special Assessment - New	-	-	-	-	760,000
363-20	Interest on Assessments	12,545	15,133	15,000	20,000	20,000
363-30	Penalties on Assessments	5,411	6,979	7,500	7,500	7,500
369-71	Returned Check Charge	-	-	-	-	-
369-90	Miscellaneous Revenue	-	5	-	-	-
381-10	Transfer from General Fund	-	-	-	-	275,000
381-50	Transfer from Stormwater Utility Fund	-	-	56,030	56,030	-
381-60	Transfer From Capital Improvement Fund	-	-	-	-	330,000
389-90	Prior Yr Fund Bal-Unassigned	50,610	1,128,555	455,124	2,038,430	2,071,450
<b>STREET IMPROVEMENT FUND REVENUE</b>		<b>\$ 763,734</b>	<b>\$ 1,953,763</b>	<b>\$ 1,353,984</b>	<b>\$ 3,181,760</b>	<b>\$ 4,296,180</b>

## STREET IMPROVEMENT

701-0701 EXP		ACTUAL	ACTUAL	ESTIMATE	AMENDED	BUDGET
CODE	CLASSIFICATION	FY14-15	FY15-16	FY16-17	BUDGET	AMOUNT
		FY14-15	FY15-16	FY16-17	FY16-17	FY17-18
541						
63-21	Streetscape Improvements - Madison Ave., Main St. to Massachusetts Ave.	36,680	-	-	425,000	-
63-24	Streetscape Expansion Project - Central Ave. (Circle Blvd. to Madison St.)	-	-	-	40,000	-
63-30	Streets - Miscellaneous	276,537	167,148	-	-	-
63-31	Plathe Road Paving	178,381	-	-	-	-
63-33	Multi - Use Trail Marine Parkway	3,434	66,910	575,200	635,000	-
63-34	Street Improvement Project	-	78,997	2,320	1,120,000	3,600,000
63-37	Multi - Use Path & Reclaimed Water Main (River Walk; Morton Plant North Bay Hospital; Aquatic Center)	53,288	536,473	-	-	-
63-38	Neighborhood Improvements	-	-	-	100,000	130,000
63-41	Emergency Road Repairs	-	629,467	-	-	-
	Traffic Sign Upgrades	-	-	-	-	30,000
	Speed Bump Program Upgrades	-	-	-	-	25,000
63-45	LED Crosswalk Signage & Lighting	-	-	25,000	25,000	35,000
63-46	Roadway Striping Projects	-	53,838	55,264	60,000	60,000
63-50	Road and Sidewalk Improvements - Circle Blvd.	-	-	178,000	255,000	-
63-51	Public Charging Stations Program	-	-	-	-	25,000
99-41	Write-off Bad Debts	20,263	-	-	3,560	-
<b>TOTAL CAPITAL</b>		<b>\$ 568,583</b>	<b>\$ 1,532,833</b>	<b>\$ 835,784</b>	<b>\$2,663,560</b>	<b>\$ 3,905,000</b>
581						
91-51	Transfer to General Fund	60,861	420,930	518,200	518,200	391,180
<b>TOTAL TRANSFERS</b>		<b>\$ 60,861</b>	<b>\$ 420,930</b>	<b>\$ 518,200</b>	<b>\$ 518,200</b>	<b>\$ 391,180</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 629,444</b>	<b>\$ 1,953,763</b>	<b>\$ 1,353,984</b>	<b>\$ 3,181,760</b>	<b>\$ 4,296,180</b>

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

EXP CODE	CLASSIFICATION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
	<i>Road Paving &amp; Reconstruction</i>					
	2014/2015 Street Improvements	1,730,000	1,730,000	-	-	-
	2016/2017 Streetscape/Multi-Use Path Expansion - Central Ave. (Circle Blvd. to Madison St.)	50,000	60,000	-	-	-
	Streetscape Improvements - Madison St., Main St. to Massachusetts Ave.	1,025,000	-	-	-	-
	Multi-Use Trail - Grand Blvd. (Marine Parkway to Delaware Ave.)	-	-	100,000	700,000	-
	2016/2017 Neighborhood Improvements	130,000	450,000	-	-	-
	Traffic Sign Upgrades	30,000	30,000	30,000	30,000	30,000
	2017/2018 Roadway Striping Project	60,000	-	-	-	-
	2018/2019 Roadway Striping Project	-	60,000	-	-	-
	LED Crosswalk Signage and Lighting	35,000	-	-	-	-
	Speed Hump Program Upgrades	25,000	25,000	25,000	25,000	25,000
	Public Charging Station Program	25,000	25,000	-	-	-
	2017/2018 Street Improvements Grand Blvd. Multi-Use Path Phase I	1,870,000	-	-	-	-
	(Delaware Ave. S. to Grand Blvd. Bridge)	550,000	410,000	-	-	-
	2018/2019 Street Improvements	-	1,870,000	-	-	-
	2019/2020 Street Improvements	-	-	1,870,000	-	-
	2019/2020 Roadway Striping Project	-	-	60,000	-	-
	2020/2021 Street Improvements	-	-	-	1,870,000	-
	2020/2021 Roadway Striping Project	-	-	-	60,000	-
	2021/2022 Street Improvements	-	-	-	-	1,870,000
	2021/2022 Roadway Striping Project	-	-	-	-	60,000
	<b>TOTAL</b>	<b>5,530,000</b>	<b>4,660,000</b>	<b>2,085,000</b>	<b>2,685,000</b>	<b>1,985,000</b>

**DIVISION TOTAL    \$ 5,530,000    \$ 4,660,000    \$ 2,085,000    \$ 2,685,000    \$ 1,985,000**