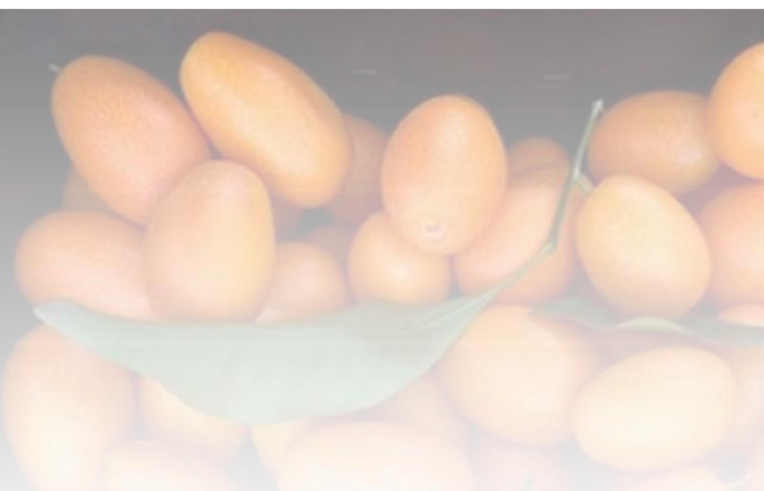




CITY OF DADE CITY

Operating
Budget
Fiscal Year
2019/2020



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BUDGET MESSAGE

Honorable Mayor and City Commissioners:

In accordance with Section 3.03 of the Charter of Dade City, Florida, it is my honor to present for your consideration, the proposed budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020. The purpose of this budget message is to provide a brief commentary that will assist in the review and understanding of this document.

OVERVIEW

The total proposed budget for fiscal year 2019-2020 is \$19,286,935. This represents an increase of \$2,813,850, or 17.08%, from FY 2018-2019 budget. Personnel costs are expected to be \$5,663,120, or 29.36%, of the total budget, an increase of \$325,430 from the current budget. This increase is a result of newly funded positions, 3% salary adjustments, years of service increases, associated retirement, and promotions. Operating costs have been increased by \$12,880 to \$3,856,405 which is 20% of the proposed budget. Capital outlay and debt service, representing the final 50.64% of the budget, are anticipated to total \$9,767,410; which is an increase of \$2,507,490. This increase is a result of funding for the construction of Tank Hill, completion of the Hardy Trail extension, Downtown Stormwater improvements, Howard Avenue stormwater improvements, a proposed bike hub, and utility projects.

Overall, departments have continued to look for ways to improve operating efficiencies in the face of rising costs.

The budget as presented includes the FDOT Local Agency Program (LAP) funding for the Hardy Trail extension (\$760,000), State of Florida appropriations for Downtown Stormwater improvements (\$1,800,000), State of Florida appropriations for Howard Avenue Stormwater improvements (\$150,000) along with funding from Pasco County Tourism Development Council (TDC) (\$250,000). Local Government Infrastructure Surtax (Penny) carryover and increased revenue has also contributed to the increase.

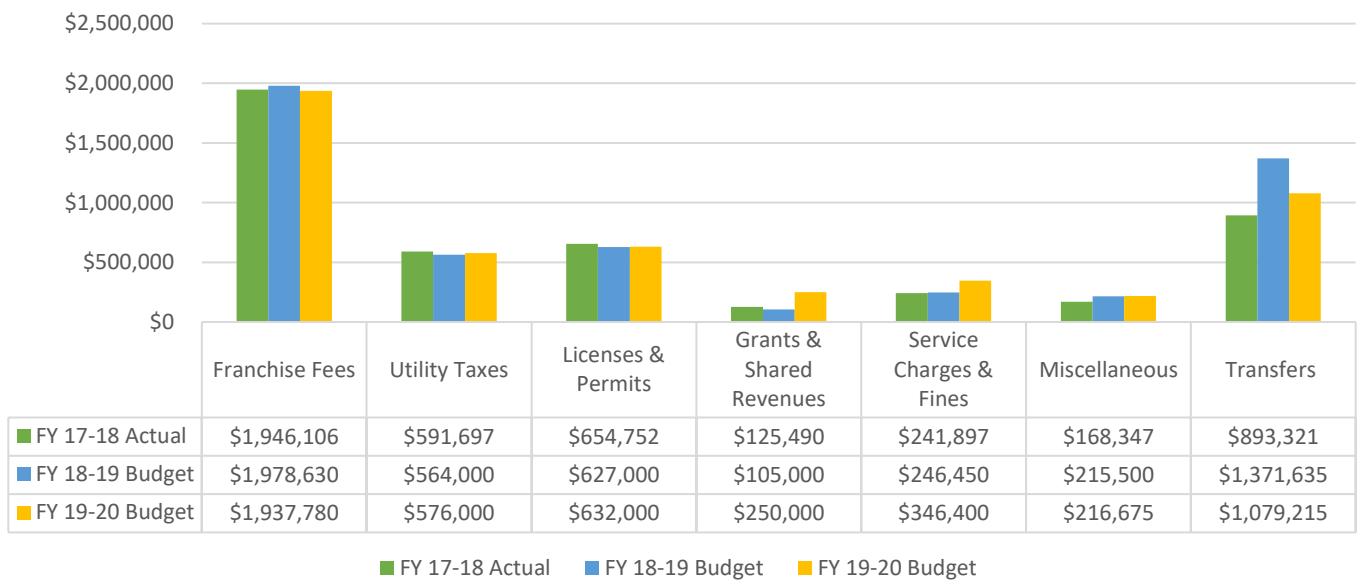


Section 3 of this budget provides a further overview of the anticipated revenues and proposed expenditures for fiscal year 2019-2020.

GENERAL FUND

The general fund budget is expected to decrease by \$156,785 from the current year to \$7,117,500. A rate of 7.14 mills per \$1,000 of assessed taxable value of property within the city, was used to provide this level of funding. The millage rate is proposed to remain the same as FY 18-19. Due to state law, this millage rate must be approved by a simple majority vote of the governing body, which in Dade City's case means three out of the five commissioners. Taxable value decreased by 2.065%, thus decreasing anticipated ad valorem tax collections by \$40,850.

Chart 1 General Fund - Fiscal Year Revenue Comparisons



Ad valorem taxes decreased slightly from last year. This is primarily due to the removal of Advent Health properties from the tax rolls. Ad Valorem taxes make up 27.2% of general fund revenues for fiscal year 2019-20. Further information on taxable values, millage rates, and ad valorem tax revenues can be found in Section 2.

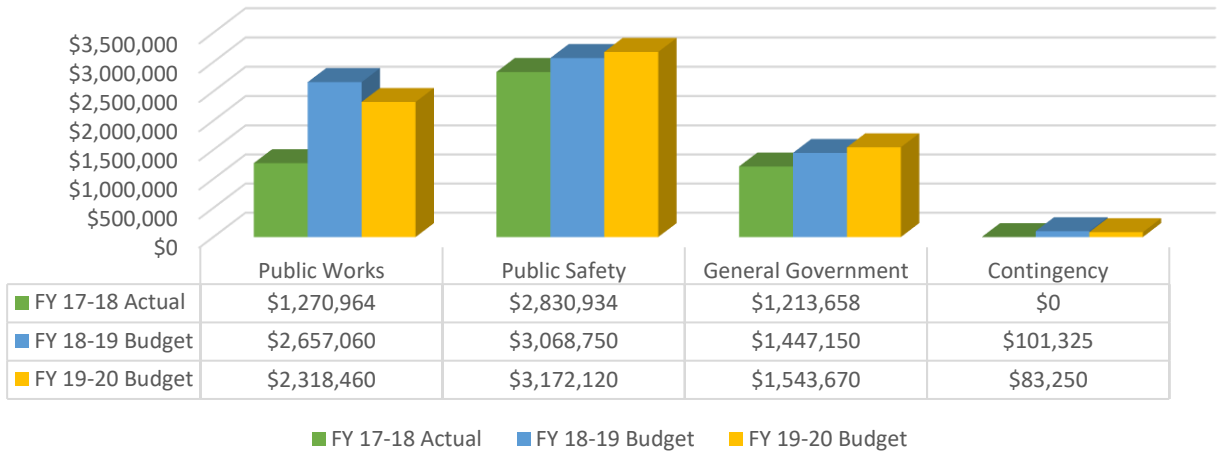
Transfers include interfund transfers from the Utility and Sanitation Funds, Local Option Gas Tax, Local Government Infrastructure Surtax, and the Community Redevelopment Agency as well as the anticipated use of Budgeted Cash Balances.

The general fund continues to provide funding for basic city services, including public works (streets maintenance, grounds/parks maintenance, facilities maintenance, and fleet maintenance), public safety (police, safety services/code enforcement, and building inspections), and general government (city commission, city manager, city attorney, city clerk, finance, community development, and information technology).

Chart 2 (below) compares expenditures by fiscal year. The increase in Public Works expenditures is primarily due to construction of the Hardy Trail (a capital project).

Chart 2

General Fund Fiscal Year Expenditure Comparisons



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Table 1 (below) shows the changes in budgeted expenditures for each general fund cost center, from the 2018-2019 budget to the 2019-2020 budget, listed by category.

Table 1: General Fund - Budget Changes from Previous Year

	<u>Personnel</u>	<u>Operating</u>	<u>Capital & Debt</u>	<u>TOTAL</u>
City Commission	\$10	(\$46,440)	\$0	(\$46,430)
City Attorney	\$0	\$6,025	\$0	\$6,025
City Clerk	\$7,330	\$8,725	\$0	\$16,055
City Manager	\$3,915	\$8,095	\$0	\$12,010
Information Technology	\$0	\$20,425	(\$118,000)	(\$97,575)
Finance - General	(\$21,010)	(\$9,975)	\$0	(\$30,985)
Community & Economic Development				
Planning Services	\$59,775	\$102,650	(\$1,500)	\$160,925
Building Services	\$62,215	(\$8,560)	\$25,000	\$78,655
Safety Services	(\$490)	\$11,375	\$0	\$10,885
Public Works				
Facilities Maintenance	\$7,145	\$4,500	(\$35,000)	(\$23,355)
Fleet Maintenance	\$4,215	(\$1,875)	(\$15,000)	(\$12,660)
Streets Maintenance	\$11,050	(\$7,550)	\$0	\$3,500
Parks Maintenance	\$28,465	\$8,050	(\$342,600)	(\$306,085)
Police	\$90,485	\$57,000	\$0	\$147,485
Contingency	\$0	(\$18,075)	\$0	(\$18,075)
TOTAL	\$253,105	\$134,370	(\$487,100)	(\$99,625)

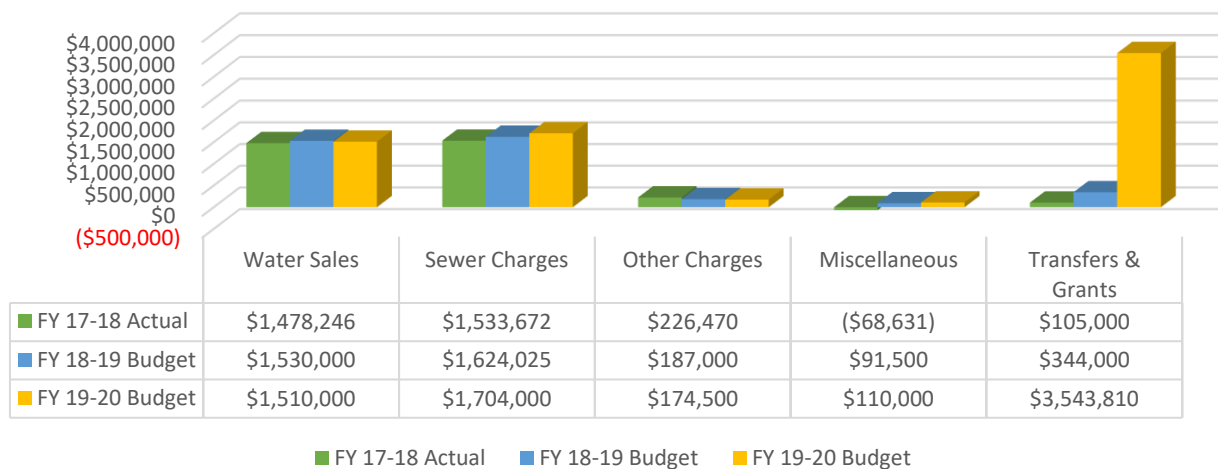
Section 4 of this budget lists additional details of the anticipated general fund revenues for fiscal year 2019-2020. This section also contains descriptions and function summaries, organizational charts and staffing levels, and proposed itemized expenditures for each general fund cost center.

ENTERPRISE FUNDS

Enterprise funds are also referred to as business-type funds, with funding coming from charges for the services provided. Dade City has two enterprise funds, utility and sanitation, and a special revenue fund collected through property assessments for stormwater.

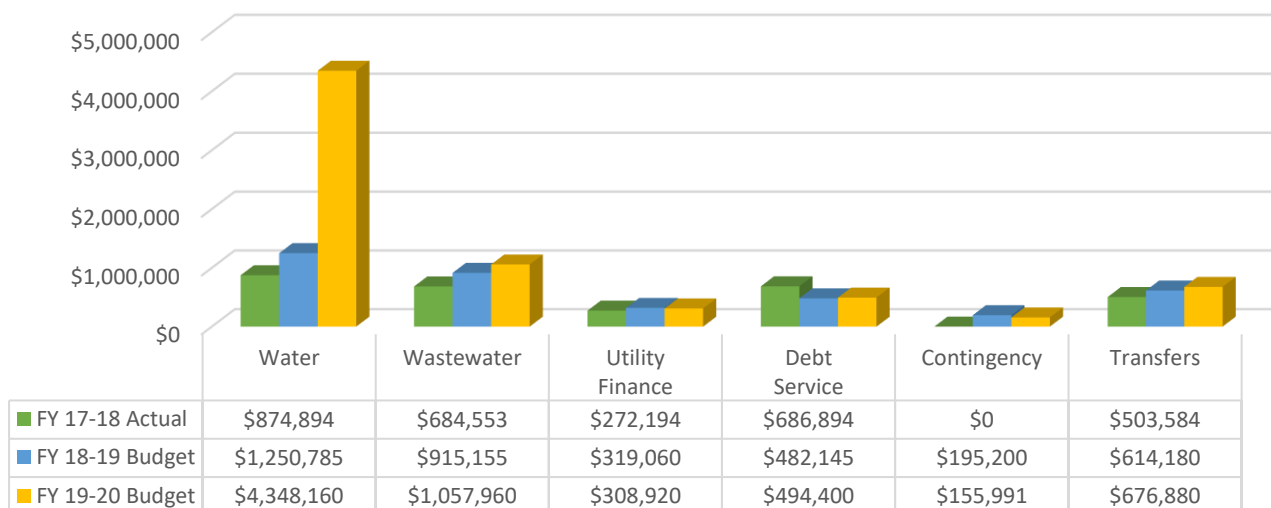
The utility fund includes water, wastewater, and utility finance. This fund experienced an increase of \$3,265,785 to \$7,042,310, because of an increase in anticipated revenues, use of reserve funds, and how utility transfers are accounted for. These actions will result in the contingency fund decreasing by \$39,209. The fund will support the construction of the Tank Hill storage tank, replacement of AMR's, SR 52 realignment, design of a sewer transmission main, rehab of a lift station riser pipe, and utility conflicts with the Downtown stormwater project.

Chart 3 Utility Fund - Fiscal Year Revenue Comparisons



Utility Fund - Comparison of Expenditures by Fiscal Year

Chart 4



The sanitation fund involves the contracted collection of solid waste. The contract with the hauler allows for rate increases based on the consumer price index (CPI) per year. Commercial customers are billed directly for their service, while the city bills residential customers and then pays the contractor. Allowance is made in this budget for the contracted increase. The fund is expecting a slight increase of \$3,000 from \$275,500 to \$278,500.

Table 2 (below) shows the changes in budgeted expenses for each cost center in the utility, stormwater, and sanitation funds, from the 2018-2019 budget to the 2019-2020 budget, listed by category.

Table 2: Enterprise Funds - Budget Changes from Previous Year

	<u>Personnel</u>	<u>Operating</u>	<u>Capital & Debt</u>	<u>TOTAL</u>
Water	\$43,465	(\$7,900)	\$3,061,810	\$3,097,375
Wastewater	\$6,355	\$1,450	\$135,000	\$142,805
Utility Finance	\$19,945	(\$5,875)	(\$24,100)	(\$10,030)
Utility Debt Service	\$0	\$0	\$12,255	\$12,255
Contingency	\$0	(\$39,209)	\$0	(\$39,209)
Transfers	\$0	\$0	\$62,700	\$62,700
TOTAL	\$69,765	(\$51,534)	\$3,247,665	\$3,265,896
Sanitation	\$0	\$14,700	\$0	\$14,700

Section 5 of this budget lists additional details of the anticipated revenues of the enterprise funds for fiscal year 2019-2020. This section also contains descriptions and function summaries, organizational charts and staffing levels, and proposed itemized expenses for each cost center in the enterprise funds.

OTHER FUNDS

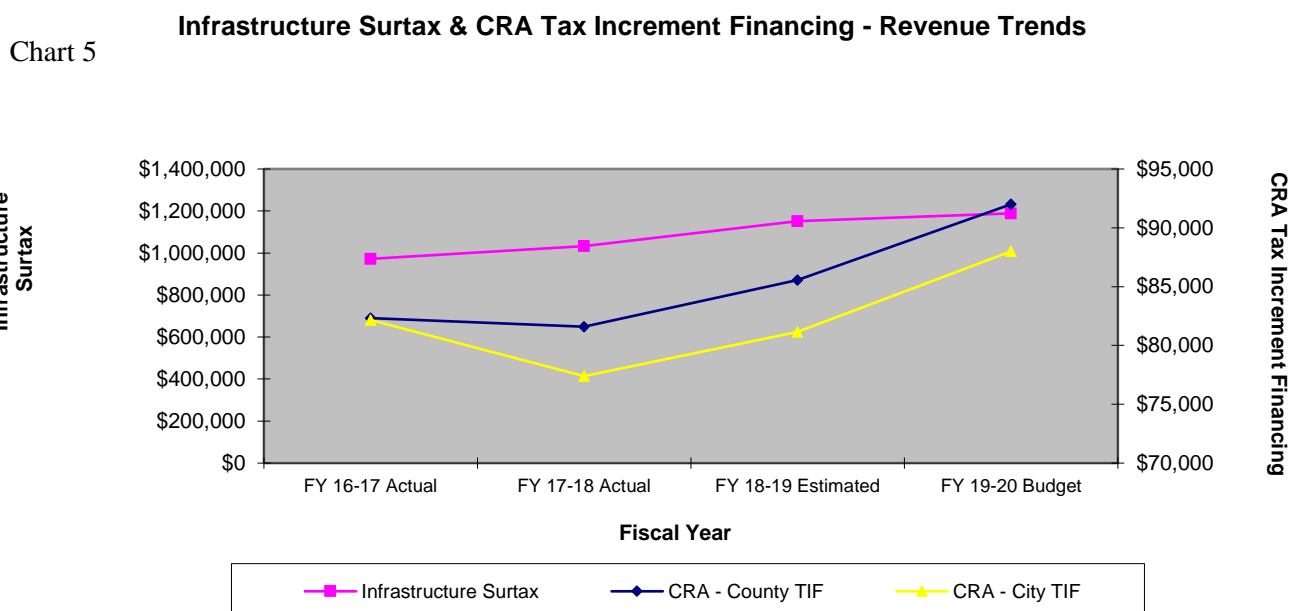
Three types of funds are included in this section: special revenue funds, capital projects funds, and component units. Chart 5 (below) displays the revenue trends since 2016.

1. **Special revenue funds** are used to account for specific revenues that are legally restricted for certain purposes. Dade City uses these funds to account for Community Development Block Grants (CDBG) and Local Government Infrastructure Surtax (LGIS).

The stormwater utility fund is also a special revenue fund, but functions similarly to an enterprise fund that provides a dedicated funding source from assessments. These assessments are collected through non-ad valorem tax bills. The stormwater charges help offset the cost of addressing the City stormwater system maintenance, operational planning and water quality needs. Revenues are expected to be \$2,361,600, which is an increase of \$321,600. Funding will be utilized for the Downtown Stormwater Project and Howard Avenue Stormwater Improvements.

2. **The capital projects fund** is the LGIS, also known as “Penny for Pasco”, where the financial resources are to be used for capital outlays. This fund has been increased to \$2,171,800, due to increased revenue projections and carryover from FY 18-19.

Funding is being provided for expansion of the Howard Avenue Pond, Hardy Trail, splash park design, facility improvements including Mickens Field, continuing the paving/sidewalk management program, Police replacement vehicles, Public Works replacement equipment, General Fund repayment (City Hall/P.D.), Downtown Stormwater, and landscaping and signage in the CRA.



3. **A component unit** is a separate legal entity that is created by and dependent on the city. The Community Redevelopment Agency (CRA) was formed by Dade City to promote redevelopment activity within the designated district. Funding provided by tax increment financing varies with changes to millage rates and taxable values in the district. CRA dollars will continue to support the construction of the Hardy Trail. Tax increment funding of \$95,000 will be transferred to the General Fund and applied toward the salaries of the CRA Director/Development Services Staff (\$61,340) and a full-time Grounds Keeper position (\$33,660). (See agreement #2019-01 (CRA) and #2019-20 (City)). Chart 5 (previous page) depicts revenue trends in the City's component unit.

Additional information on special revenue funds and capital projects funds are found in Section 6; the Community Redevelopment Agency component unit is in Section 7; and a glossary of budget terms is located in Section 8.

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CONCLUSION

Public hearings on the budget and the millage rate will be held on Tuesday, September 10, 2019 at 5:30 p.m. and Tuesday, September 24, 2019 at 5:30 p.m. Both hearings will be held in the Commission Chambers at 38020 Meridian Avenue, Dade City, Florida 33525.

The 2019-20 Fiscal Year Budget is a financial plan, which will continue to provide our residents, families, and guests with a full scope of municipal services, to enhance the quality of life found in our community. It also provides the required resources for us to provide the necessary levels of services as our City will grow over the next few years, in our facilities, infrastructure, and other amenities that make our community so desirable.

Once again, I would like to say thank you to our Mayor and Commissioners for their vision and direction through this process and all the hard work of our Department Heads and staff. This Budget will enable Dade City to begin the path to grow with the demands for services while protecting our thriving and safe community that cherishes its location, unites in its diversity and evolves to meet the continuous challenges that success brings.

Leslie Porter, CPA, CGFO
City Manager

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City Officials and Department Organization



CITY OFFICIALS



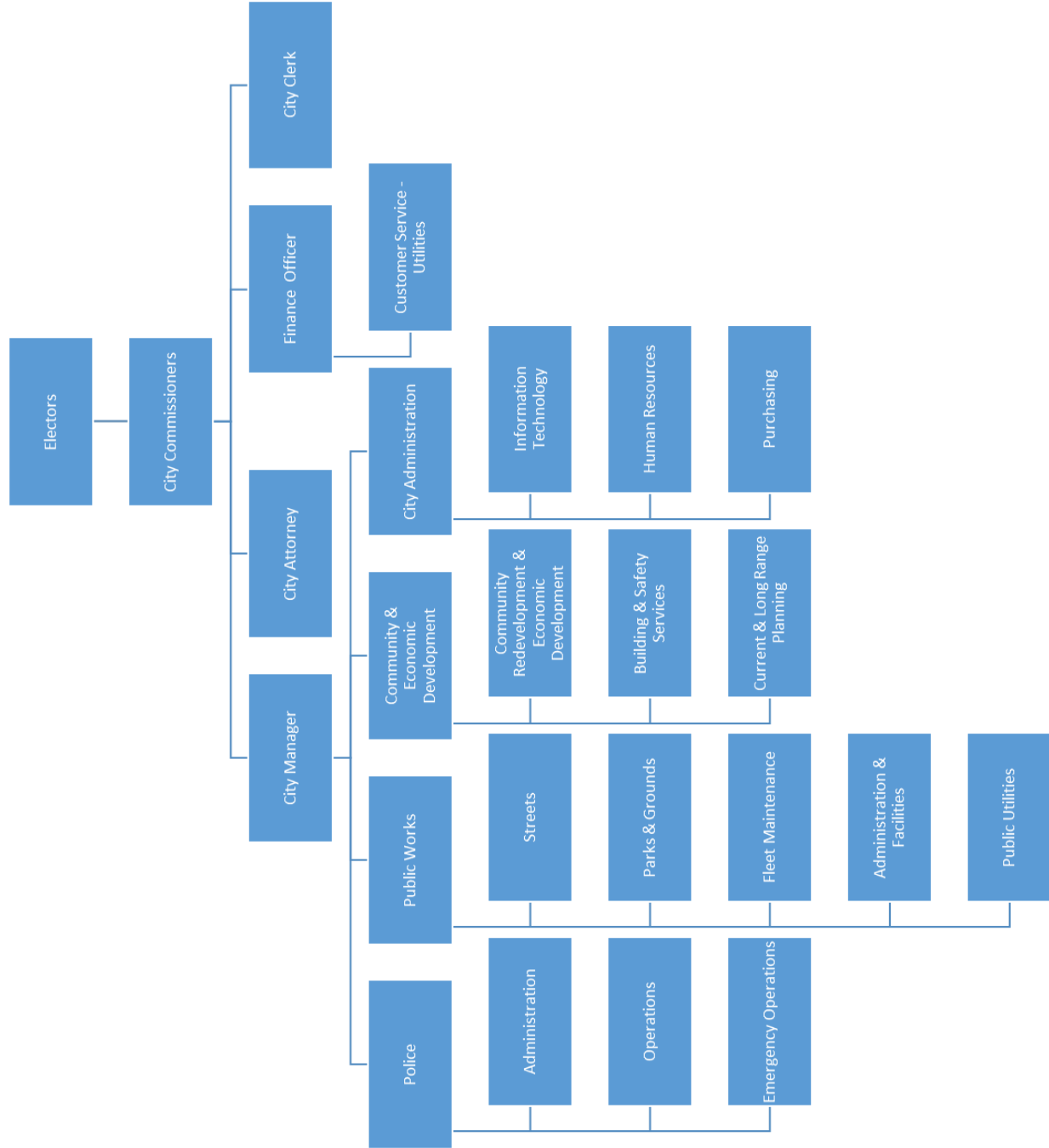
City of Dade City City Commissioners

Mayor	Camille S. Hernandez
Mayor Pro Tem	Eunice M. Penix
Commissioner	Scott Black
Commissioner	Nicole Deese-Newlon
Commissioner	James D. Shive

CITY ADMINISTRATIVE STAFF

City Manager	Leslie Porter
Finance Officer	Leslie Porter
City Clerk	Angelia Guy
Interim City Attorney	Thomas Thanas
Police Chief	James Walters
Public Works Director	Joseph DeBono
Community and Economic Development Director	Vacant
Chief Building Official	Michael Barthle

Dade City Organizational Chart

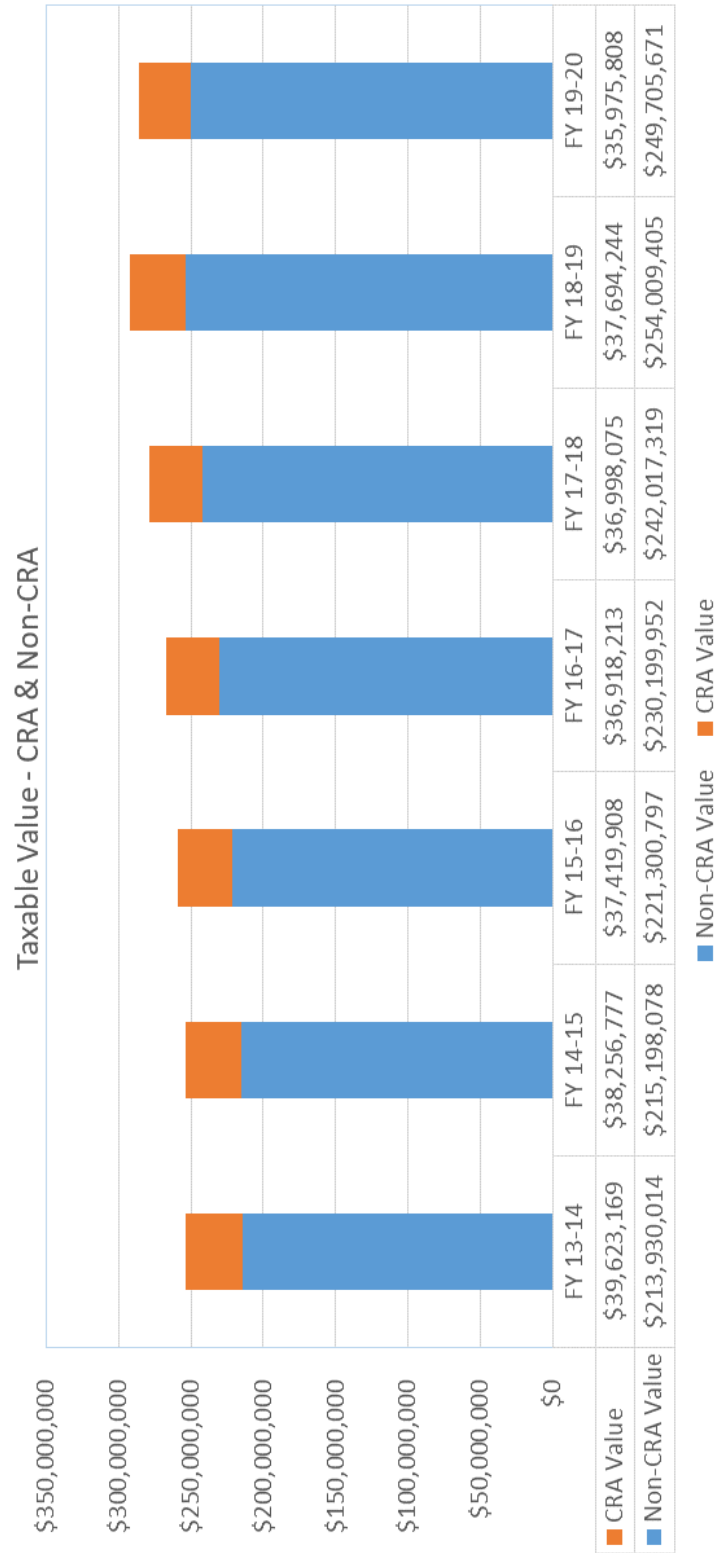




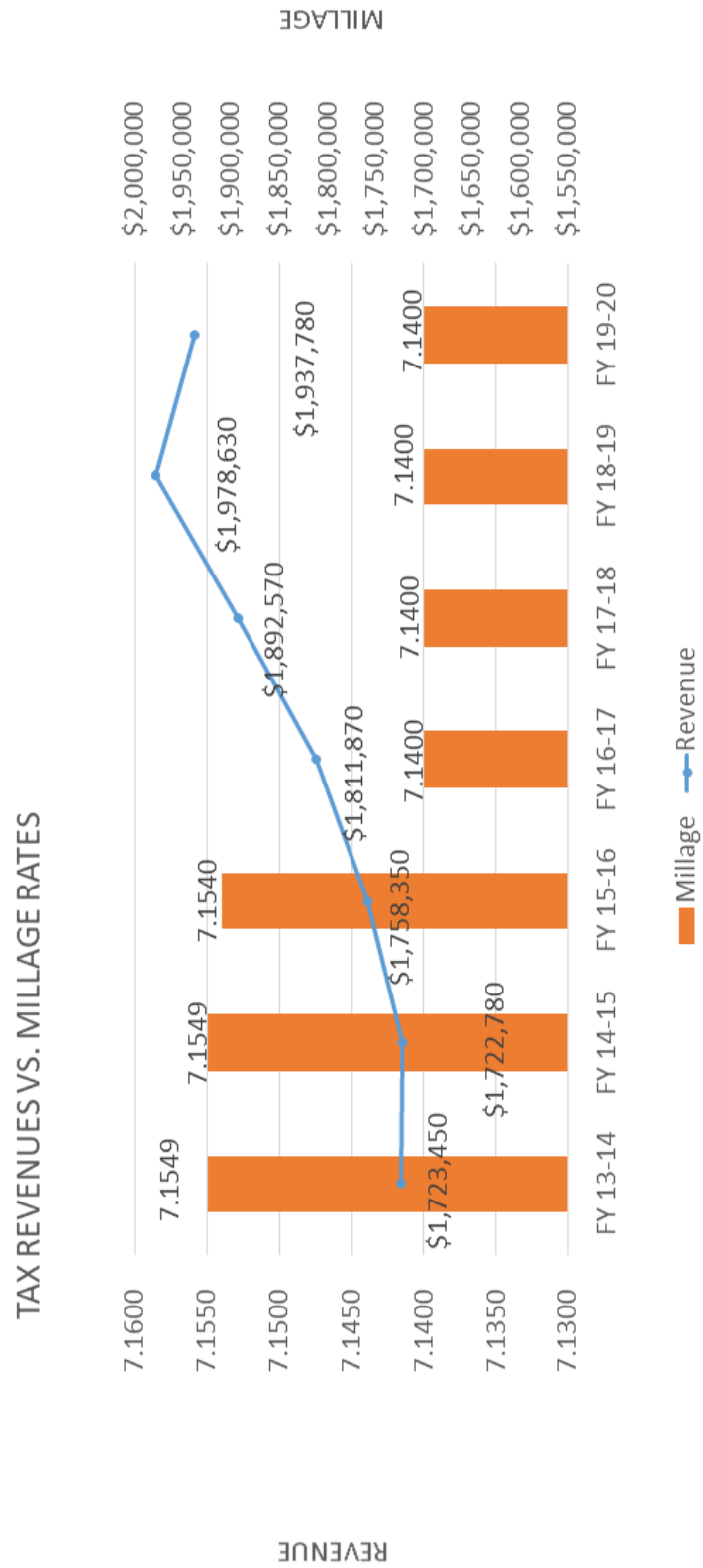
Taxable Value, Millage, and Ad Valorem Revenues



TAXABLE VALUE – COMMUNITY REDEVELOPMENT AGENCY (CRA) AND NON-CRA



TAX REVENUES VERSUS MILLAGE RATES



CERTIFICATION OF TAXABLE VALUE



Reset Form

Print Form

CERTIFICATION OF TAXABLE VALUE

DR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2019	County : PASCO
Principal Authority : CITY OF DADE CITY	Taxing Authority : CITY OF DADE CITY

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	257,463,513	(1)
2.	Current year taxable value of personal property for operating purposes	\$	27,715,810	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	502,156	(3)
4.	Current year gross taxable value for operating purposes (Line 1 plus Line 2 plus Line 3)	\$	285,681,479	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	1,529,748	(5)
6.	Current year adjusted taxable value (Line 4 minus Line 5)	\$	284,151,731	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	292,899,412	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number 1	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, Certification of Voted Debt Millage forms attached. If none, enter 0	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Number 0	(9)
Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.		
SIGN HERE	Signature of Property Appraiser:		Date :	
	Electronically Certified by Property Appraiser		7/1/2019 9:11 AM	

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.				
10.	Prior year operating millage levy (If prior year millage was adjusted then use adjusted millage from Form DR-422)	7.1400	per \$1,000	(10)
11.	Prior year ad valorem proceeds (Line 7 multiplied by Line 10, divided by 1,000)	\$	2,091,302	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value (Sum of either Lines 6c or Line 7a for all DR-420TIF forms)	\$	81,167	(12)
13.	Adjusted prior year ad valorem proceeds (Line 11 minus Line 12)	\$	2,010,135	(13)
14.	Dedicated increment value, if any (Sum of either Line 6b or Line 7e for all DR-420TIF forms)	\$	9,906,844	(14)
15.	Adjusted current year taxable value (Line 6 minus Line 14)	\$	274,244,887	(15)
16.	Current year rolled-back rate (Line 13 divided by Line 15, multiplied by 1,000)	7.3297	per \$1000	(16)
17.	Current year proposed operating millage rate	7.1400	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate (Line 17 multiplied by Line 4, divided by 1,000)	\$	2,039,766	(18)

Continued on page 2

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
		<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)
<div style="display: flex; justify-content: space-between; align-items: center;"> <div>DEPENDENT SPECIAL DISTRICTS AND MSTUs</div> <div style="text-align: center;"></div> <div>STOP HERE - SIGN AND SUBMIT</div> </div>				
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>		\$ 2,010,135	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		7.3297 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>		\$ 2,093,960	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>		\$ 2,039,766	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>		7.1400 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>		-2.59 %	(27)
First public budget hearing		Date : 9/10/2019	Time : 5:30 PM EST	Place : Commission Chambers 38020 Meridian Avenue Dade City, FL 33525
SIGN HERE	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
	Signature of Chief Administrative Officer :			Date :
	Electronically Certified by Taxing Authority			7/24/2019 12:45 PM
	Title : LESLIE PORTER, CITY MANAGER		Contact Name and Contact Title : LESLIE PORTER, FINANCE DIRECTOR	
	Mailing Address : PO BOX 1355		Physical Address : PO BOX 1355	
City, State, Zip : DADE CITY, FL 33526		Phone Number : 3525211467	Fax Number : 3525235085	

Instructions on page 3

TAX INCREMENT ADJUSTMENT WORKSHEET


[Reset Form](#)
[Print Form](#)

TAX INCREMENT ADJUSTMENT WORKSHEET

DR-420TIF
R. 6/10
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2019	County : PASCO	
Principal Authority : CITY OF DADE CITY	Taxing Authority : CITY OF DADE CITY	
Community Redevelopment Area : CITY OF DADE CITY	Base Year : 1998	

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$ 35,972,808	(1)
2.	Base year taxable value in the tax increment area	\$ 25,544,551	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$ 10,428,257	(3)
4.	Prior year Final taxable value in the tax increment area	\$ 37,510,844	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$ 11,966,293	(5)

SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :		Date :	
	Electronically Certified by Property Appraiser		7/1/2019 9:11 AM	

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:

6a.	Enter the proportion on which the payment is based.	0.00 %	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$ 0	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$ 0	(6c)

7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:

7a.	Amount of payment to redevelopment trust fund in prior year	\$ 81,167	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10	7.1400 per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$ 85,439	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>	95.00 %	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$ 9,906,844	(7e)

S I G N H E R E	Taxing Authority Certification		I certify the calculations, millages and rates are correct to the best of my knowledge.	
	Signature of Chief Administrative Officer :		Date :	
	Electronically Certified By Taxing Authority		7/24/2019 12:45 PM	
	Title : LESLIE PORTER, CITY MANAGER		Contact Name and Contact Title : LESLIE PORTER, FINANCE DIRECTOR	
	Mailing Address : PO BOX 1355		Physical Address : PO BOX 1355	
	City, State, Zip : DADE CITY, FL 33526		Phone Number : 3525211467	Fax Number : 3525235085



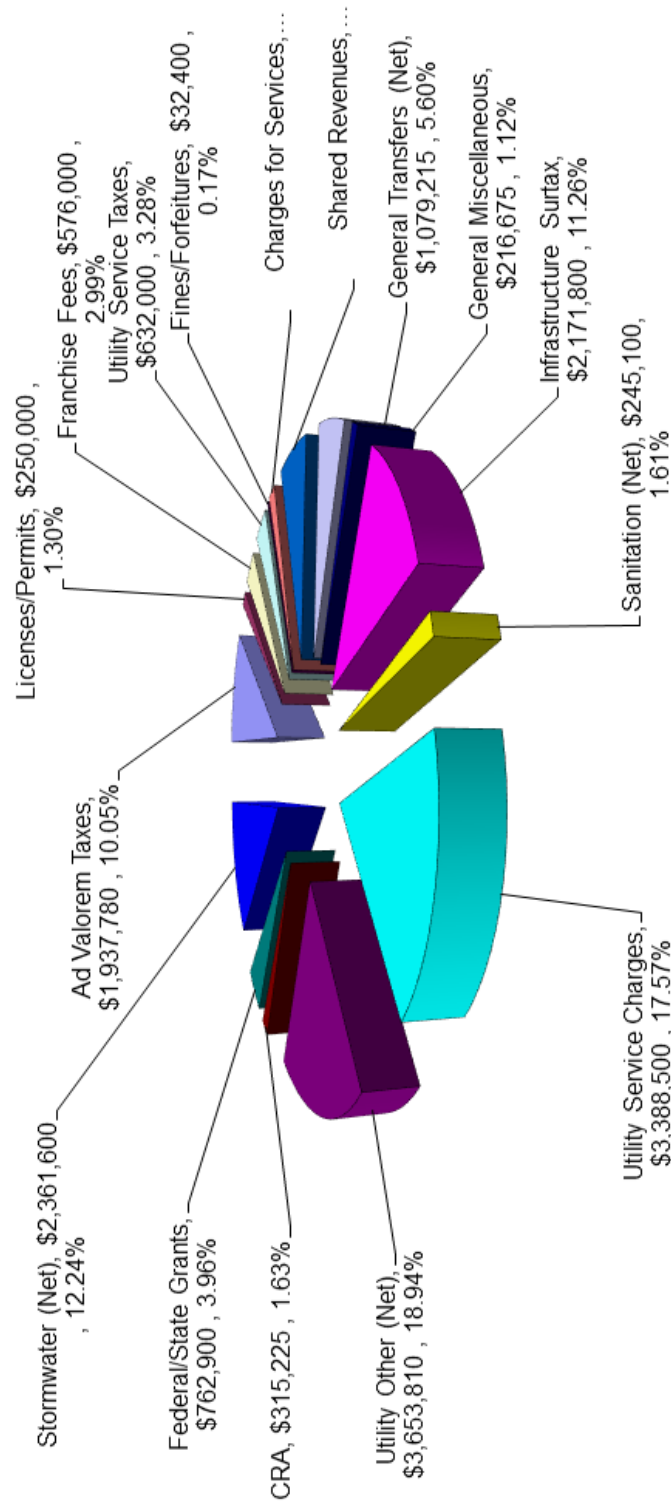
Revenue and Expenditure Summaries All Funds



REVENUE SUMMARY – ALL FUNDS

REVENUE SUMMARY - ALL FUNDS

Revenue Total: \$19,286,935



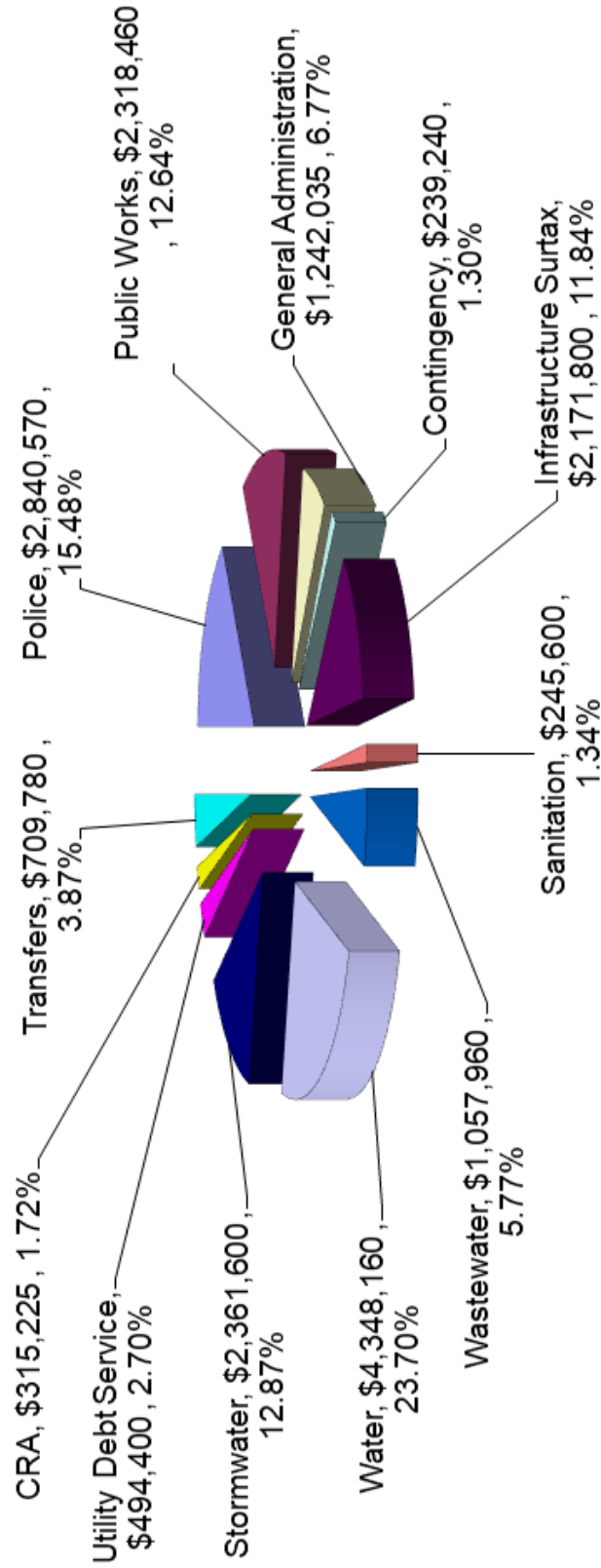
REVENUE SUMMARY – ALL FUNDS DETAIL

	FY 17-18	FY 18-19	FY 18-19	FY 19-20
	Actual	Original	Projected	Requested
GENERAL FUND				
Ad Valorem Taxes	\$1,946,106	\$1,978,630	\$1,956,193	\$1,937,780
Franchise Fees	\$591,697	\$564,000	\$576,000	\$576,000
Utility Service Taxes	\$654,752	\$627,000	\$602,000	\$632,000
Licenses and Permits	\$125,490	\$105,000	\$160,000	\$250,000
Federal Grants	\$0	\$2,000	\$152,360	\$2,900
State Grants	\$41,810	\$868,370	\$403,751	\$760,000
State Shared Revenues	\$1,028,178	\$1,039,900	\$1,044,200	\$1,060,530
Local Shared Revenues	\$4,629	\$255,800	\$6,000	\$256,000
Charges for Services	\$186,320	\$202,050	\$183,180	\$314,000
Fines and Forfeitures	\$55,577	\$44,400	\$24,900	\$32,400
Miscellaneous	\$168,347	\$215,500	\$225,000	\$216,675
Other Sources	\$893,321	\$989,350	\$989,350	\$992,925
Other	\$0	\$382,285	\$0	\$86,290
FUND TOTAL:	\$5,696,224	\$7,274,285	\$6,322,934	\$7,117,500
SPECIAL REVENUE FUNDS				
Community Development Block Grant	\$0	\$700,000	\$700,000	\$0
Local Gov't. Infrastructure Surtax	\$1,401,231	\$1,955,875	\$1,209,978	\$2,171,800
Stormwater Utility				
Stormwater Management	\$267,753	\$240,000	\$246,000	\$250,000
Other Sources	\$0	\$1,800,000	\$0	\$2,111,600
FUND TOTAL:	\$267,753	\$2,040,000	\$246,000	\$2,361,600
ENTERPRISE FUNDS				
Water and Sewer Utilities				
Charges for Services	\$3,238,388	\$3,341,025	\$3,252,500	\$3,388,500
Miscellaneous	(\$68,631)	\$91,500	\$110,067	\$110,000
Other Sources	\$105,000	\$90,000	\$140,000	\$3,287,810
Other	\$0	\$254,000	\$0	\$256,000
FUND TOTAL:	\$3,274,757	\$3,776,525	\$3,502,567	\$7,042,310
Sanitation Services				
Franchise Fees	\$14,468	\$17,500	\$18,500	\$18,500
Charges for Services	\$257,750	\$258,000	\$258,000	\$260,000
Miscellaneous	\$0	\$0	\$0	\$0
Other	\$168,119		\$154,320	
FUND TOTAL:	\$440,338	\$275,500	\$430,820	\$278,500
COMPONENT UNITS				
Community Redevelopment Agency	\$216,569	\$450,900	\$166,740	\$315,225
REVENUE TOTAL:	\$11,291,873	\$16,480,759	\$12,579,039	\$19,286,935

EXPENDITURE SUMMARY – ALL FUNDS

EXPENDITURE SUMMARY - ALL FUNDS

Expenditure Total: \$19,286,935



EXPENDITURE SUMMARY – ALL FUNDS DETAIL

	FY 17-18	FY 18-19	FY 18-19	FY 19-20
	Actual	Original	Projected	Requested
GENERAL FUND				
General Government:				
City Commission	\$54,244	\$90,400	\$52,570	\$44,055
City Manager	\$239,996	\$258,000	\$283,156	\$270,010
Info. Technology	\$155,433	\$249,700	\$216,157	\$152,125
City Clerk	\$85,262	\$101,275	\$96,880	\$115,085
Finance	\$268,000	\$291,475	\$258,495	\$260,490
City Attorney	\$94,365	\$85,325	\$90,085	\$91,350
Development Svcs.	\$166,809	\$195,925	\$201,396	\$356,850
Building Inspections	\$149,060	\$175,050	\$159,697	\$253,705
Facilities Maintenance	\$286,206	\$301,565	\$258,545	\$278,210
Fleet Maintenance	\$154,721	\$168,060	\$162,040	\$155,400
Contingency	\$0	\$101,325	\$0	\$83,250
Total General Government	\$1,654,096	\$2,018,100	\$1,779,021	\$2,060,530
Public Safety:				
Police	\$2,544,890	\$2,748,085	\$2,735,239	\$2,840,570
Safety Services	\$290,662	\$320,665	\$308,236	\$331,550
Total Public Safety	\$2,835,552	\$3,068,750	\$3,043,475	\$3,172,120
Transportation:				
Streets	\$499,880	\$528,350	\$533,860	\$531,850
Culture & Recreation:				
Parks	\$330,157	\$1,659,085	\$310,755	\$1,353,000
Recreation	\$0	\$0	\$0	\$0
Total Culture & Recreation	\$330,157	\$1,659,085	\$310,755	\$1,353,000
Depreciation				
FUND TOTAL:	\$5,319,685	\$7,274,285	\$5,667,111	\$7,117,500
SPECIAL REVENUE FUNDS				
Community Development Block Grant	\$0	\$700,000	\$0	\$0
Local Govt. Infrastructure Surtax	\$569,375	\$1,955,875	\$1,284,687	\$2,171,800
Stormwater Utility:				
Stormwater	\$179,610	\$2,040,000	\$164,641	\$2,361,600
Contingency	\$0	\$0	\$0	\$0
FUND TOTAL:	\$179,610	\$2,040,000	\$164,641	\$2,361,600
ENTERPRISE FUNDS				
Water & Sewer Utilities:				
Water	\$871,894	\$1,250,785	\$1,172,985	\$4,348,160
Wastewater	\$684,553	\$915,155	\$879,510	\$1,057,960
Utility Finance	\$272,194	\$319,060	\$274,400	\$308,920
Utility Debt Service	\$686,894	\$482,145	\$481,425	\$494,400
Contingency	\$0	\$195,200	\$0	\$155,991
Transfers	\$503,584	\$614,180	\$614,180	\$676,880
FUND TOTAL:	\$3,019,119	\$3,776,525	\$3,422,500	\$7,042,310
Sanitation Services:				
Sanitation	\$220,964	\$262,850	\$255,750	\$245,600
Transfers				\$32,900
Contingency	\$0	\$12,650	\$0	\$0
FUND TOTAL:	\$220,964	\$275,500	\$255,750	\$278,500
COMPONENT UNITS				
Community Redevelopment Agency	\$216,569	\$450,900	\$156,575	\$315,225
EXPENDITURE TOTAL:	\$9,525,322	\$16,473,085	\$10,951,264	\$19,286,935

Expenditure Summary – All Funds	Personnel Services (1)	Operating Expenses (2)	Capital & Debt Svc. (3)	FY 19-20 Requested (4)
GENERAL FUND				
General Government:				
City Commission	\$22,030	\$22,025	\$0	\$44,055
City Manager	\$243,800	\$26,210	\$0	\$270,010
Info. Technology	\$0	\$147,125	\$5,000	\$152,125
City Clerk	\$80,660	\$34,425	\$0	\$115,085
Finance	\$189,790	\$70,700	\$0	\$260,490
City Attorney	\$0	\$91,350	\$0	\$91,350
Development Svcs.	\$230,100	\$126,750	\$0	\$356,850
Building Inspections	\$191,150	\$37,555	\$25,000	\$253,705
Facilities Maintenance	\$175,510	\$102,700	\$0	\$278,210
Fleet Maintenance	\$111,775	\$43,625	\$0	\$155,400
Contingency	\$0	\$83,250	\$0	\$83,250
Total General Government	\$1,244,815	\$785,715	\$30,000	\$2,060,530
Public Safety:				
Police	\$2,368,070	\$472,500	\$0	\$2,840,570
Safety Services	\$272,275	\$59,275	\$0	\$331,550
Total Public Safety	\$2,640,345	\$531,775	\$0	\$3,172,120
Transportation:				
Streets	\$296,150	\$235,700	\$0	\$531,850
Culture & Recreation:				
Parks	\$264,350	\$81,250	\$1,007,400	\$1,353,000
Recreation	\$0	\$0	\$0	\$0
Total Culture & Recreation	\$264,350	\$81,250	\$1,007,400	\$1,353,000
Prior Year Encumbrances				
FUND TOTAL:	\$4,445,660	\$1,634,440	\$1,037,400	\$7,117,500
SPECIAL REVENUE FUNDS				
Community Development Block Gran	\$0	\$0	\$0	\$0
Stormwater Management	\$139,655	\$26,945	\$2,195,000	\$2,361,600
CAPITAL PROJECTS FUNDS				
Local Govt. Infrastructure Surtax	\$0	\$0	\$2,171,800	\$2,171,800
ENTERPRISE FUNDS				
Water & Sewer Utilities:				
Water	\$588,500	\$371,850	\$3,387,810	\$4,348,160
Wastewater	\$281,860	\$520,100	\$256,000	\$1,057,960
Utility Finance	\$207,445	\$101,475	\$0	\$308,920
Utility Debt Service	\$0	\$0	\$494,400	\$494,400
Contingency	\$0	\$155,991	\$0	\$155,991
Transfers	\$0	\$676,880	\$0	\$676,880
FUND TOTAL:	\$1,077,804	\$1,826,296	\$4,138,210	\$7,042,310
Sanitation Services:				
Sanitation	\$0	\$245,600	\$0	\$245,600
Transfers	\$0	\$32,900	\$0	\$32,900
Contingency	\$0	\$0	\$0	\$0
FUND TOTAL:	\$0	\$278,500	\$0	\$278,500
COMPONENT UNITS				
Community Redevelopment Agency	\$0	\$90,225	\$225,000	\$315,225
EXPENDITURE TOTAL:	\$5,663,120	\$3,856,405	\$9,767,410	\$19,286,935

RESERVE FUND BALANCES AS OF 9/30/2018

<u>Description</u>	<u>Balance</u>
General Fund:	
Building Permit Fee	\$146,806
Bond Covenants	\$308,555
Police Education	\$8,128
Forfeiture	\$17,655
Federal Equitable Sharing	\$1,790
Tree Fund	\$11,360
Park and Recreation	\$13,900
Mausoleum Care	\$14,140
Market Place	\$2,504
Dog Days	\$5,043
Wellness Initiative	\$740
Retirement	\$85,000
Reserve Policy Minimum	\$1,455,037
Budgeted Reserves	\$464,785
Additional Reserves	\$2,060,508
	\$4,595,951
Utility Fund:	
Renewal & Replacement	\$1,574,284
Debt Service	\$1,365,505
Utility Deposits	\$459,639
Retirement	\$23,500
Reserve Policy Minimum	\$524,011
Reserve Policy Additional	\$2,355,038
	\$6,301,977
Sanitation Fund:	
Landfill Escrow Reserves	\$27,960
Reserve Policy Minimum	\$57,725
Reserve Policy Additional	\$447,206
	\$532,891
Special Revenue Funds:	
Infrastructure Surtax (Penny)	\$1,138,146
Public Safety Impact	\$40,377
Transportation Impact	\$573,091
Water Impact	\$331,057
Sewer Impact	\$1,539,784
Local Option Gas Tax	\$22,821
Stormwater	\$11,755
Component Unit:	
Community Redevelopment Agency	\$226,735



General Fund Detail

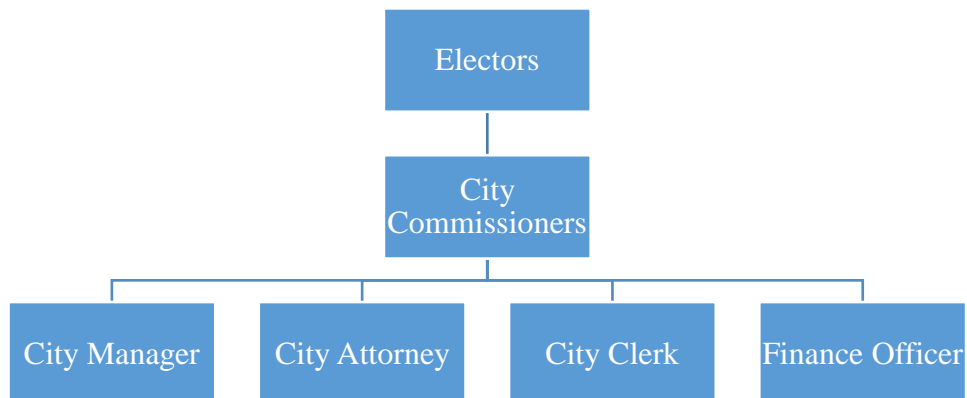


GENERAL FUND REVENUE - DETAIL

	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Ad Valorem Taxes	\$1,946,106	\$1,978,630	\$1,956,193	\$1,937,780	(\$40,850)
Franchise Fees					
Electricity	\$577,112	\$550,000	\$560,000	\$560,000	\$10,000
Natural Gas	\$14,584	\$14,000	\$16,000	\$16,000	\$2,000
Utility Service Taxes					
Electricity	\$571,580	\$540,000	\$515,000	\$545,000	\$5,000
Water	\$67,163	\$70,000	\$70,000	\$70,000	\$0
Natural Gas	\$6,109	\$7,000	\$7,000	\$7,000	\$0
Propane	\$9,900	\$10,000	\$10,000	\$10,000	\$0
Licenses and Permits					
Business Tax Receipts	\$36,967	\$30,000	\$35,000	\$40,000	\$10,000
Contractor Registrations	\$8,680	\$10,000	\$5,000	\$10,000	\$0
Building Permits	\$79,842	\$65,000	\$120,000	\$200,000	\$135,000
Federal Grants					
General Government	\$0	\$0	\$0	\$0	\$0
Public Safety	\$0	\$2,000	\$2,360	\$2,900	\$900
Economic Environment	\$0	\$0	\$150,000	\$0	\$0
Human Services	\$0	\$0	\$0	\$0	\$0
State Grants					
General Gov't	\$0	\$0	\$0	\$0	\$0
Public Safety	\$13,855	\$0	\$3,818	\$0	\$0
Physical Environment - Stormwater	\$0	\$0	\$0	\$0	\$0
Recreation - FRDAP	\$9,140	\$0	\$99,933	\$0	\$0
Recreation - FDOT	\$18,815	\$868,370	\$300,000	\$760,000	(\$108,370)
State Shared Revenues					
Communications Services Tax	\$208,927	\$199,000	\$202,000	\$201,700	\$2,700
State Revenue Sharing	\$308,534	\$309,500	\$309,500	\$313,200	\$3,700
Mobile Home Licenses	\$32,789	\$33,000	\$34,000	\$35,000	\$2,000
Alcoholic Beverage Licenses	\$8,478	\$8,500	\$8,500	\$8,500	\$0
Half-Cent Sales Tax	\$465,687	\$486,200	\$486,200	\$498,130	\$11,930
Firefighters' Supplemental Comp.	\$0	\$0	\$0	\$0	\$0
State Gas Tax Refund	\$3,763	\$3,700	\$4,000	\$4,000	\$300
Other Transportation	\$0	\$0	\$0	\$0	\$0

	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Local Shared Revenues					
County Occupational Licenses	\$4,629	\$5,800	\$6,000	\$6,000	\$200
County Project Contributions	\$0	\$250,000	\$0	\$250,000	\$0
Charges for Services					
Administrative Fees	\$0	\$0	\$0	\$0	\$0
Police Services - SROs	\$107,785	\$119,950	\$119,950	\$134,000	\$14,050
Police Services - Other	\$4,256	\$5,000	\$5,000	\$5,000	\$0
Fire Protection Services	\$0	\$0	\$0	\$0	\$0
Fire Inspection Services	\$0	\$0	\$0	\$0	\$0
Building Inspections - San Antonio	\$36,410	\$35,000	\$15,000	\$40,000	\$5,000
Building Inspections - St. Leo	\$1,971	\$5,000	\$3,000	\$80,000	\$75,000
Labor & Equipment	\$0	\$0	\$0	\$0	\$0
Mosquito Control	\$0	\$0	\$0	\$0	\$0
Street Sweeping - DOT	\$7,521	\$7,500	\$7,500	\$7,500	\$0
Street Light Maint. - DOT	\$25,953	\$26,600	\$26,730	\$27,500	\$900
Planning & Zoning Fees	\$2,424	\$3,000	\$6,000	\$20,000	\$17,000
Recreation Fees	\$0	\$0	\$0	\$0	\$0
Fines and Forfeitures					
Court Fines	\$31,325	\$20,000	\$15,000	\$20,000	\$0
Fines - Parking Ordinance	\$0	\$0	\$0	\$0	\$0
Fines - Misc. Code Violations	\$17,053	\$15,000	\$5,000	\$7,500	(\$7,500)
Police Education	\$1,699	\$1,000	\$1,500	\$1,500	\$500
Forfeiture Fund Proceeds	\$2,500	\$5,000	\$0	\$0	(\$5,000)
Investigative Cost Recovery	\$3,000	\$3,400	\$3,400	\$3,400	\$0
Miscellaneous					
Interest	\$80,340	\$82,000	\$83,000	\$83,000	\$1,000
Net Increase (Decrease) in Value	(\$88,715)	\$0	\$0	\$0	\$0
Rental Fees	\$5,592	\$7,500	\$7,500	\$7,500	\$0
Assessments	\$45,089	\$34,500	\$44,500	\$39,000	\$4,500
Parks & Recreation Fees	\$300	\$500	\$500	\$500	\$0
Cemetery Lot Sales	\$21,620	\$26,000	\$28,000	\$28,000	\$2,000
Real Estate Sales	\$500	\$0	\$0	\$0	\$0
Sales of Surplus and Scrap	\$10	\$3,000	\$0	\$0	(\$3,000)
Contributions and Donations	\$0	\$0	\$0	\$0	\$0
Gain on Sale of Investments	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$103,611	\$62,000	\$61,500	\$58,675	(\$3,325)
Other Sources					
Transfer - LGIS	\$200,000	\$300,000	\$300,000	\$200,000	(\$100,000)
Transfer - Transportation Impact	\$0	\$0	\$0	\$0	\$0
Transfer - Local Option Gas Tax	\$267,753	\$268,400	\$268,400	\$282,375	\$13,975
Transfer - CRA	\$17,500	\$17,500	\$17,500	\$95,000	\$77,500
Contribution - Water and Sewer	\$360,500	\$371,500	\$371,500	\$382,650	\$11,150
Contribution - Sanitation	\$47,568	\$31,950	\$31,950	\$32,900	\$950
Capital Lease Proceeds	\$0	\$0	\$0	\$0	\$0
Debt Proceeds	\$0	\$0	\$0	\$0	\$0
Other					
Budgeted Cash Balances	\$0	\$464,785	\$0	\$168,790	(\$295,995)
Depreciation	\$0	\$0	\$0	\$0	\$0
Tax Transfer to CRAs	\$0		\$0	(\$82,500)	(\$82,500)
TOTAL - GENERAL FUND	\$5,696,224	\$7,356,785	\$6,322,934	\$7,117,500	(\$239,285)

CITY COMMISSION



Summary

The City Commission is the legislative and fiscal policy-making body for the City of Dade City. The Commission is responsible for approving resolutions and ordinances; establishing City goals and major performance objectives; approving guidelines for the preparation of the annual operating budget; establishing, through the adoption of an annual budget, what services and the level of services are to be provided and how they will be financed for the City; establishing rules of conduct of the City's fiscal operations; and requiring an independent audit of fiscal records and transactions. The City Commission is elected at-large by Dade City registered voters for four-year, staggered terms.

The City Manager, as authorized by the City Charter, acts as the chief administrative and operations officer of the City. In this capacity, the City Manager is responsible for supervising all City departments, with the exception of the City Clerk, Finance Officer, and the City Attorney, who also report directly to the City Commission. The City Manager is responsible to the City Commission for the day-to-day operation, supervision, and administration of the City government and departments. In terms of fiscal management, the City Manager has the following responsibilities:

1. Develop policy guidelines for City Council review and adoption.
2. Prepare and submit an annual operating budget and a five-year Capital Improvement Budget premised upon Commission guidelines and goals and major performance objectives.
3. Ensure the adopted budget is properly administered.
4. Supervise the performance of all contracts for work to be done by the City.
5. Authorize and direct the purchase of all supplies and materials used by the City.
6. Keep the Commission fully advised on financial conditions of the City.
7. Establish rules for conduct of fiscal operations for which he or she is responsible.

The City Attorney is appointed by the City Commission and reports directly to the City Commission. The City Attorney provides legal advice to the City Commission and the administrative staff of the City, in the best interest of the City. This function includes, but is not limited to, the preparation of ordinances, contracts, and other legal documentation as directed by the City Commission. The City Attorney keeps abreast of ever changing statutes and particularly those relative to the operation of municipal government. The City Attorney also works in conjunction with the Labor Attorney and other special counsel as deemed necessary by the City Commission.

The City Clerk has various functions and responsibilities as established by City Charter and various City Ordinances. This department provides direct services to citizens and other governmental agencies, and provides support services to all City departments. In its general governmental role, primary duties of the City Clerk include: serves as the custodian of all City Commission records, including official minutes, ordinances, resolutions, and agreements; facilitates all City elections; distributes Business Tax receipts; oversees records retention and disposal; and other necessary duties as assigned by the City Commission.

The Finance Officer has various functions and responsibilities as established by City Charter and various City Ordinances. This department provides direct services to citizens, businesses, and other governmental agencies and provides support services to all City departments/divisions. The functions of the Finance department are split between the General Fund and the Enterprise/Utilities Fund. In its general government role, primary duties include: accounting practices, disbursement of City funds, employee payroll, cash management and other financial responsibilities not mentioned.

Classification	Full Time	Part Time
Mayor	0	1
Mayor Pro Tem	0	1
Commissioner	0	3
City Manager*	1	0
City Attorney	0	Contracted
City Clerk	1	0
Staff Assistant (Clerk)*	0	1
Finance Officer	1	0
Fiscal Assistants	2	0

* Employees may budgeted in other sections of this document.

CITY COMMISSION BUDGET DETAILS

City Commission	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$19,800	\$19,800	\$19,800	\$19,800	\$0
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$1,515	\$1,520	\$1,520	\$1,520	\$0
Retirement Contributions	\$576	\$600	\$600	\$610	\$10
Insurance Contributions	\$42	\$50	\$50	\$60	\$10
Worker's Comp & Unemployment	\$36	\$50	\$50	\$40	(\$10)
SUBTOTAL - PERSONAL SERVICES	\$21,969	\$22,020	\$22,020	\$22,030	\$10
Operating Expenses					
Professional Services	\$0	\$0	\$5,445	\$0	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$6,750	\$40,000	\$0	\$0	(\$40,000)
Travel & Per Diem	\$4,778	\$5,800	\$6,800	\$5,500	(\$300)
Communications	\$757	\$1,300	\$1,200	\$2,000	\$700
Postage	\$13	\$50	\$20	\$25	(\$25)
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$233	\$500	\$500	\$325	(\$175)
Repair & Maintenance Services	\$835	\$1,315	\$885	\$925	(\$390)
Printing & Binding	\$78	\$100	\$50	\$100	\$0
Promotional Activities	\$146	\$250	\$250	\$250	\$0
Miscellaneous Charges	\$9,345	\$10,150	\$7,950	\$4,450	(\$5,700)
Office Supplies	\$215	\$200	\$200	\$200	\$0
Operating Supplies	\$0	\$150	\$50	\$50	(\$100)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$9,125	\$8,650	\$7,200	\$8,200	(\$450)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$32,275	\$68,465	\$30,550	\$22,025	(\$46,440)
SUBTOTAL - PERSONNEL & OPERATING	\$54,244	\$90,485	\$52,570	\$44,055	(\$46,430)
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$0	\$0	\$0	\$0	\$0
TOTAL	\$54,244	\$90,485	\$52,570	\$44,055	(\$46,430)

CITY ATTORNEY BUDGET DETAILS

City Attorney	FY 17-18 Actual (1)	FY 18-19 Original (2)	FY 18-19 Projected (3)	FY 19-20 Requested (4)	\$ Change (4) - (2)
Personnel Services					
Salaries & Special Pays	\$0	\$0	\$0	\$0	\$0
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$0	\$0	\$0	\$0	\$0
Retirement Contributions	\$0	\$0	\$0	\$0	\$0
Insurance Contributions	\$0	\$0	\$0	\$0	\$0
Worker's Comp & Unemployment	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - PERSONAL SERVICES	\$0	\$0	\$0	\$0	\$0
Operating Expenses					
Professional Services	\$93,307	\$84,000	\$88,000	\$90,000	\$6,000
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$525	\$525	\$525	\$525	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$233	\$500	\$500	\$525	\$25
Repair & Maintenance Services	\$300	\$300	\$300	\$300	\$0
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$0	\$0	\$760	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$0	\$0	\$0	\$0	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$0	\$0	\$0	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$94,365	\$85,325	\$90,085	\$91,350	\$6,025
SUBTOTAL - PERSONNEL & OPERATING	\$94,365	\$85,325	\$90,085	\$91,350	\$6,025
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$0	\$0	\$0	\$0	\$0
TOTAL	\$94,365	\$85,325	\$90,085	\$91,350	\$6,025

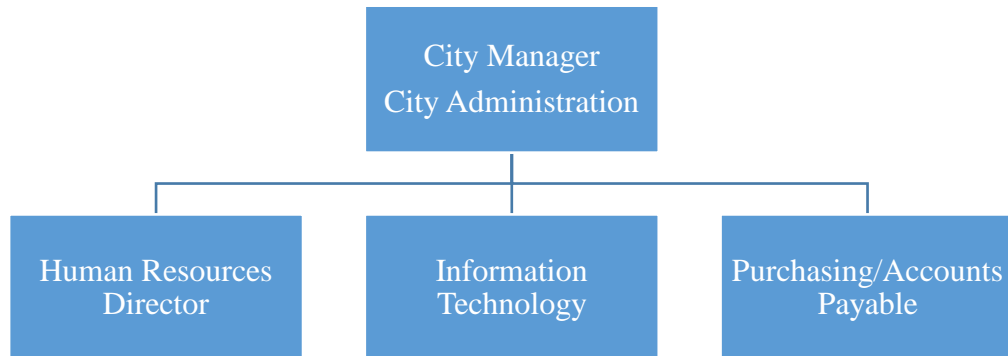
CITY CLERK BUDGET DETAILS

City Clerk	FY 17-18 Actual (1)	FY 18-19 Original (2)	FY 18-19 Projected (3)	FY 19-20 Requested (4)	\$ Change (4) - (2)
Personnel Services					
Salaries & Special Pays	\$50,793	\$57,820	\$57,820	\$62,080	\$4,260
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$3,689	\$4,430	\$4,430	\$4,770	\$340
Retirement Contributions	\$3,531	\$4,100	\$4,620	\$4,750	\$650
Insurance Contributions	\$6,089	\$6,910	\$7,500	\$8,950	\$2,040
Worker's Comp & Unemployment	\$62	\$68	\$70	\$110	\$42
SUBTOTAL - PERSONAL SERVICES	\$64,163	\$73,328	\$74,440	\$80,660	\$7,332
Operating Expenses					
Professional Services	\$6,790	\$0	\$2,700	\$0	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$249	\$0	\$0	\$6,000	\$6,000
Travel & Per Diem	\$1,295	\$1,700	\$1,850	\$2,000	\$300
Communications	\$1,672	\$1,900	\$1,950	\$1,950	\$50
Postage	\$577	\$1,000	\$550	\$1,000	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$233	\$500	\$500	\$925	\$425
Repair & Maintenance Services	\$4,940	\$13,000	\$10,300	\$15,100	\$2,100
Printing & Binding	\$33	\$100	\$100	\$200	\$100
Promotional Activities	\$500	\$600	\$600	\$600	\$100
Miscellaneous Charges	\$406	\$600	\$100	\$600	\$0
Office Supplies	\$735	\$800	\$800	\$800	\$0
Operating Supplies	\$86	\$150	\$150	\$0	(\$150)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$3,583	\$5,350	\$2,840	\$5,250	(\$100)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$21,099	\$25,700	\$22,440	\$34,425	\$8,725
SUBTOTAL - PERSONNEL & OPERATING	\$85,262	\$99,028	\$96,880	\$115,085	\$16,057
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$0	\$0	\$0	\$0	\$0
TOTAL	\$85,262	\$99,028	\$96,880	\$115,085	\$16,057

FINANCE OFFICE BUDGET DETAILS

Finance	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$151,688	\$163,940	\$151,000	\$144,980	(\$18,960)
Overtime	\$78	\$200	\$50	\$0	(\$200)
FICA Taxes	\$10,315	\$12,560	\$11,555	\$11,100	(\$1,460)
Retirement Contributions	\$11,574	\$13,190	\$10,930	\$11,780	(\$1,410)
Insurance Contributions	\$18,998	\$20,610	\$19,500	\$21,660	\$1,050
Worker's Comp & Unemployment	\$294	\$300	\$300	\$270	(\$30)
SUBTOTAL - PERSONAL SERVICES	\$192,946	\$210,800	\$193,335	\$189,790	(\$21,010)
Operating Expenses					
Professional Services	\$0	\$0	\$0	\$0	\$0
Accounting & Auditing	\$31,000	\$35,000	\$33,000	\$37,250	\$2,250
Contractual Services	\$11,036	\$10,000	\$5,000	\$3,000	(\$7,000)
Travel & Per Diem	\$2,896	\$3,400	\$3,000	\$1,500	(\$1,900)
Communications	\$1,428	\$1,600	\$1,500	\$1,600	\$0
Postage	\$1,118	\$1,500	\$1,300	\$1,400	(\$100)
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$1,176	\$1,200	\$1,200	\$1,200	\$0
Insurance	\$283	\$750	\$750	\$2,250	\$1,500
Repair & Maintenance Services	\$11,633	\$14,000	\$12,000	\$16,000	\$2,000
Printing & Binding	\$542	\$750	\$850	\$750	\$0
Promotional Activities	\$118	\$250	\$200	\$100	(\$150)
Miscellaneous Charges	\$6,916	\$7,650	\$2,160	\$2,150	(\$5,500)
Office Supplies	\$1,905	\$2,200	\$2,000	\$2,000	(\$200)
Operating Supplies	\$246	\$250	\$100	\$0	(\$250)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$3,068	\$2,125	\$2,100	\$1,500	(\$625)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$73,365	\$80,675	\$65,160	\$70,700	(\$9,975)
SUBTOTAL - PERSONNEL & OPERATING	\$266,311	\$291,475	\$258,495	\$260,490	(\$30,985)
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$1,689	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$1,689	\$0	\$0	\$0	\$0
TOTAL	\$268,000	\$291,475	\$258,495	\$260,490	(\$30,985)

CITY MANAGER - ADMINISTRATION



Summary

The City Manager is the chief executive officer of the City, responsible to the Commission for the day-to-day operations of all City affairs. This position is responsible for the appointment and removal of administrative officers, directs and supervises all departments, attends and participates in the discussion of City Commission meetings, and sees that all laws, provision, and rules are faithfully executed.

The Human Resources Division is instrumental for Administration by ensuring the City follows labor law compliance, maintains accurate record keeping from recruiting to hiring to training to retirement, compensation and position description tracking, performing risk management duties including workers compensation and employee benefits, career and relational assistance, and handling specific performance issues of the employees.

The Information Technology division conducts regular inspections of the City's website and file server hardware to detect any potential problems which may cause serious interruptions and costly expense to the City's computer operating system, keeps abreast of the latest computer upgrades, and corrects any malfunctions with existing hardware and software. This is accomplished through a contracted employee provided by Towne Computers, Inc.

The Purchasing/Accounts Payable Division is responsible for ensuring compliance of the following:

- Procurement rules and regulations are complied with through the competitive bidding and contracting procedures outlined in the purchasing manual.

- Purchases and expenditures are lawful, properly authorized, and represent a responsible and appropriate use of City funds.
- All expenditures are sufficiently documented, accurately and completely recorded, charged to the proper accounting period (fiscal year) and properly classified as to category of expense.
- Obligations for goods and services are paid in a timely manner as required by law or contractual terms, in sufficient time to take advantage of early payment discounts.

Classification	Full Time	Part Time
City Manager	1	0
Human Resources Director	1	0
Purchasing Specialist	1	0
Network Administrator	0	Contracted

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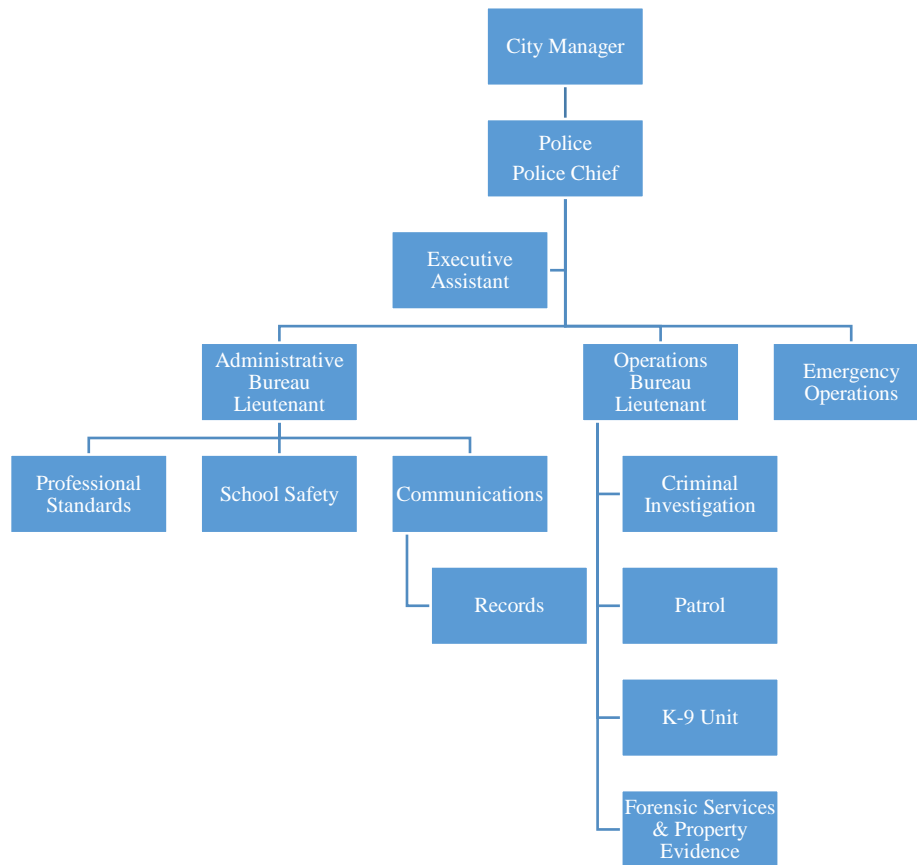
CITY MANAGER – ADMINISTRATION BUDGET DETAIL

City Manager	FY 17-18 Actual (1)	FY 18-19 Original (2)	FY 18-19 Projected (3)	FY 19-20 Requested (4)	\$ Change (4) - (2)
Personnel Services					
Salaries & Special Pays	\$175,057	\$185,630	\$215,000	\$190,770	\$5,140
Overtime	\$0	\$0	\$45	\$200	\$200
FICA Taxes	\$12,679	\$14,210	\$16,000	\$14,610	\$400
Retirement Contributions	\$14,906	\$19,030	\$14,000	\$19,810	\$780
Insurance Contributions	\$18,779	\$20,610	\$18,000	\$18,060	(\$2,550)
Worker's Comp & Unemployment	\$330	\$405	\$405	\$350	(\$55)
SUBTOTAL - PERSONAL SERVICES	\$221,751	\$239,885	\$263,450	\$243,800	\$3,915
Operating Expenses					
Professional Services	\$0	\$0	\$46	\$0	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$1,788	\$1,650	\$0	\$3,500	\$1,850
Communications	\$1,676	\$1,800	\$1,500	\$1,500	(\$300)
Postage	\$49	\$40	\$50	\$50	\$10
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,203	\$1,250	\$1,250	\$2,110	\$860
Repair & Maintenance Services	\$5,471	\$5,700	\$8,000	\$9,000	\$3,300
Printing & Binding	\$0	\$200	\$200	\$100	(\$100)
Promotional Activities	\$4,117	\$4,000	\$6,000	\$6,200	\$2,200
Miscellaneous Charges	\$97	\$400	\$210	\$250	(\$150)
Office Supplies	\$525	\$475	\$650	\$500	\$25
Operating Supplies	\$216	\$150	\$150	\$50	(\$100)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$1,603	\$2,450	\$1,650	\$2,950	\$500
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$16,745	\$18,115	\$19,706	\$26,210	\$8,095
SUBTOTAL - PERSONNEL & OPERATING	\$238,496	\$258,000	\$283,156	\$270,010	\$12,010
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$1,500	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$1,500	\$0	\$0	\$0	\$0
TOTAL	\$239,996	\$258,000	\$283,156	\$270,010	\$12,010

**CITY MANAGER – ADMINISTRATION – INFORMATION TECHNOLOGY BUDGET
DETAIL**

	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Info. Technology					
Personnel Services					
Salaries & Special Pays	\$0	\$0	\$0	\$0	\$0
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$0	\$0	\$0	\$0	\$0
Retirement Contributions	\$0	\$0	\$0	\$0	\$0
Insurance Contributions	\$0	\$0	\$0	\$0	\$0
Worker's Comp & Unemployment	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - PERSONAL SERVICES	\$0	\$0	\$0	\$0	\$0
Operating Expenses					
Professional Services	\$0	\$0	\$0	\$0	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$40,000	\$49,000	\$55,000	\$55,000	\$6,000
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$107	\$200	\$107	\$0	(\$200)
Postage	\$228	\$0	\$0	\$0	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$983	\$1,250	\$1,050	\$1,125	(\$125)
Repair & Maintenance Services	\$8,537	\$8,750	\$8,000	\$8,000	(\$750)
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$22,055	\$7,500	\$7,000	\$7,000	(\$500)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$59,902	\$60,000	\$65,000	\$76,000	\$16,000
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$131,812	\$126,700	\$136,157	\$147,125	\$20,425
SUBTOTAL - PERSONNEL & OPERATING	\$131,812	\$126,700	\$136,157	\$147,125	\$20,425
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$23,621	\$123,000	\$80,000	\$5,000	(\$118,000)
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$23,621	\$123,000	\$80,000	\$5,000	(\$118,000)
TOTAL	\$155,433	\$249,700	\$216,157	\$152,125	(\$97,575)

POLICE DEPARTMENT



Summary

The Dade City Police Department has been entrusted with the mission of protecting and serving all residents, visitors, businesses, and property owners coming within the Department's jurisdiction, in a fair and prudent manner. The City Police Department's primary function is to enforce the laws of the State of Florida, while at all times recognizing the statutory and judicial limitations of that authority and recognizing the constitutional rights of all persons. In partnership with the citizens of Dade City, the Police Department is charged to provide timely and professional emergency assistance, uphold public safety, and protect life and property.

The Department consists of Administration, Services, Operations and Communications, and provides 24-hour patrol and communications service to the City's citizens. The Department has many areas of concentration with the primary focus being on detection and prevention of criminal activity and the arrest and apprehension of criminals. The Department also provides School Resource Officers to Pasco High School and Pasco Middle School.

The communications division provides radio dispatch service for the Police Department as well as to the City's Public Works Department after-hours, weekends and holidays.

Some other functions of the Department are:

1. Coordinated Emergency Management functions with Pasco County Emergency Management Office
2. Providing community oriented crime prevention programs
3. Educating citizens on the prevention of crime
4. Providing security for annual civic events, to name a few.
5. Providing school crossing guards for two elementary schools and one middle school

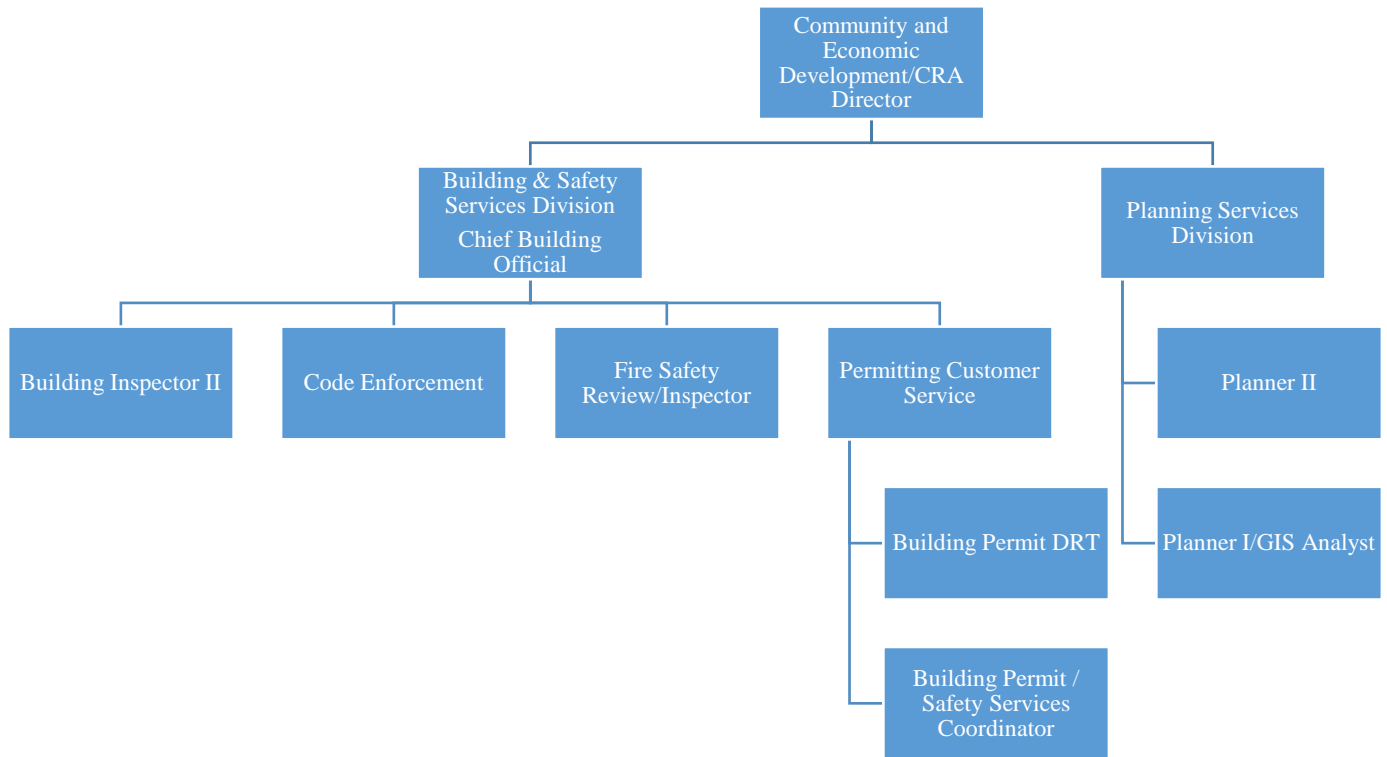
Classification	Full Time	Part Time
Chief of Police	1	0
Operations Lieutenant	1	0
Administrative Bureau Lieutenant	1	0
Staff Assistant III	1	0
Records Clerk	1	0
Communications Coordinator	1	0
Public Safety Information Operators	4	2
Detectives	2	0
K-9 Officer	1	0
Police Sergeants	4	0
Police Officers	11	2
School Resource Officer	2	0
Crime Scene Investigation/Property Custodian	1	1
Reserve Police Officers	0	8
School Crossing Guards	0	3

*One (1) Detective is assigned to Crime Scene Investigation/Property Custodian duties

POLICE DEPARTMENT – BUDGET DETAILS

Police	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$1,383,746	\$1,461,070	\$1,441,970	\$1,428,750	(\$32,320)
Overtime	\$146,572	\$95,000	\$100,000	\$90,000	(\$5,000)
FICA Taxes	\$112,645	\$119,040	\$118,000	\$116,190	(\$2,850)
Retirement Contributions	\$271,017	\$354,520	\$354,521	\$478,130	\$123,610
Insurance Contributions	\$174,591	\$208,230	\$208,000	\$218,700	\$10,470
Worker's Comp & Unemployment	\$48,315	\$39,725	\$37,720	\$36,300	(\$3,425)
SUBTOTAL - PERSONAL SERVICES	\$2,136,886	\$2,277,585	\$2,260,211	\$2,368,070	\$90,485
Operating Expenses					
Professional Services	\$5,641	\$4,000	\$4,000	\$4,000	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$60,659	\$135,000	\$175,000	\$170,000	\$35,000
Travel & Per Diem	\$3,472	\$3,500	\$4,500	\$4,000	\$500
Communications	\$44,256	\$38,000	\$48,000	\$52,000	\$14,000
Postage	\$675	\$600	\$500	\$600	\$0
Utility Services	\$23,136	\$26,200	\$23,850	\$23,450	(\$2,750)
Rentals & Leases	\$2,533	\$4,300	\$4,280	\$5,000	\$700
Insurance	\$33,877	\$41,000	\$44,500	\$48,050	\$7,050
Repair & Maintenance Services	\$77,187	\$55,000	\$59,500	\$55,000	\$0
Printing & Binding	\$2,931	\$2,000	\$2,000	\$2,000	\$0
Promotional Activities	\$603	\$5,000	\$4,000	\$5,000	\$0
Miscellaneous Charges	\$151	\$1,100	\$2,100	\$1,100	\$0
Office Supplies	\$6,905	\$5,500	\$5,500	\$5,500	\$0
Operating Supplies	\$131,190	\$90,000	\$92,374	\$92,400	\$2,400
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$5,652	\$4,300	\$4,924	\$4,400	\$100
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$398,868	\$415,500	\$475,028	\$472,500	\$57,000
SUBTOTAL - PERSONNEL & OPERATING	\$2,535,753	\$2,693,085	\$2,735,239	\$2,840,570	\$147,485
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$9,137	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$9,137	\$0	\$0	\$0	\$0
TOTAL	\$2,544,890	\$2,693,085	\$2,735,239	\$2,840,570	\$147,485

COMMUNITY & ECONOMIC DEVELOPMENT



Summary

This department serves under the direction of the City Manager to promote the comprehensive growth and sustainability of the City and its neighborhoods in a fiscally responsible manner.

The Building and Safety Services Division enhances safety and quality of life for residents and visitors through flood plain management, permitting, inspections, trades licensing, and enforcement of City and State building and fire codes. Additionally, this division conducts inspections of all businesses at least once annually to ensure they are in compliance with the National Fire Prevention Codes.

The Planning Division oversees the City's transportation, zoning and land use policies and employs a variety of resources to encourage business and real estate development, historic preservation, walkable neighborhoods, and related community improvements to diversify the tax base and improve the quality of life for our residents and visitors.

Staff of this department also serve as the technical support to the Special Magistrate for Code Enforcement, the Community Redevelopment Agency, the Planning Board, the

Redevelopment Advisory Committee, Citizens Task Force Committees and the Historic Preservation Advisory Board.

Classification	Full Time	Part Time
Community & Economic Development/CRA Director	1	0
Chief Building Official	1	0
Building Inspector II	1	0
Planner II	1	0
GIS Analyst/Planner I	1	0
Building Permit / Safety Services Coordinator	1	0
Building Permit Development Review Technician	1	0
Fire Safety Inspector	1	0
Code Enforcement Officer	1	0

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BUILDING SERVICES BUDGET DETAIL

Building Inspections	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$96,186	\$97,800	\$97,800	\$138,270	\$40,470
Overtime	\$675	\$500	\$500	\$10,000	\$9,500
FICA Taxes	\$7,248	\$7,520	\$7,520	\$11,350	\$3,830
Retirement Contributions	\$7,326	\$8,030	\$8,030	\$12,210	\$4,180
Insurance Contributions	\$11,817	\$13,740	\$13,740	\$18,060	\$4,320
Worker's Comp & Unemployment	\$1,265	\$1,345	\$1,345	\$1,260	(\$85)
SUBTOTAL - PERSONAL SERVICES	\$124,517	\$128,935	\$128,935	\$191,150	\$62,215
Operating Expenses					
Professional Services	\$213	\$25,000	\$0	\$5,000	(\$20,000)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$0	\$200	\$0	\$200	\$0
Communications	\$2,767	\$3,000	\$2,800	\$3,150	\$150
Postage	\$65	\$65	\$65	\$100	\$35
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,432	\$2,500	\$2,000	\$2,505	\$5
Repair & Maintenance Services	\$8,137	\$10,500	\$19,703	\$15,700	\$5,200
Printing & Binding	\$273	\$200	\$200	\$200	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$1,850	\$400	\$2,000	\$2,900	\$2,500
Office Supplies	\$1,203	\$1,000	\$1,000	\$1,000	\$0
Operating Supplies	\$1,695	\$1,850	\$2,194	\$4,100	\$2,250
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$1,515	\$1,400	\$800	\$2,700	\$1,300
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$19,150	\$46,115	\$30,762	\$37,555	(\$8,560)
SUBTOTAL - PERSONNEL & OPERATING	\$143,667	\$175,050	\$159,697	\$228,705	\$53,655
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$5,393	\$0	\$0	\$25,000	\$25,000
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$5,393	\$0	\$0	\$25,000	\$25,000
TOTAL	\$149,060	\$175,050	\$159,697	\$253,705	\$78,655

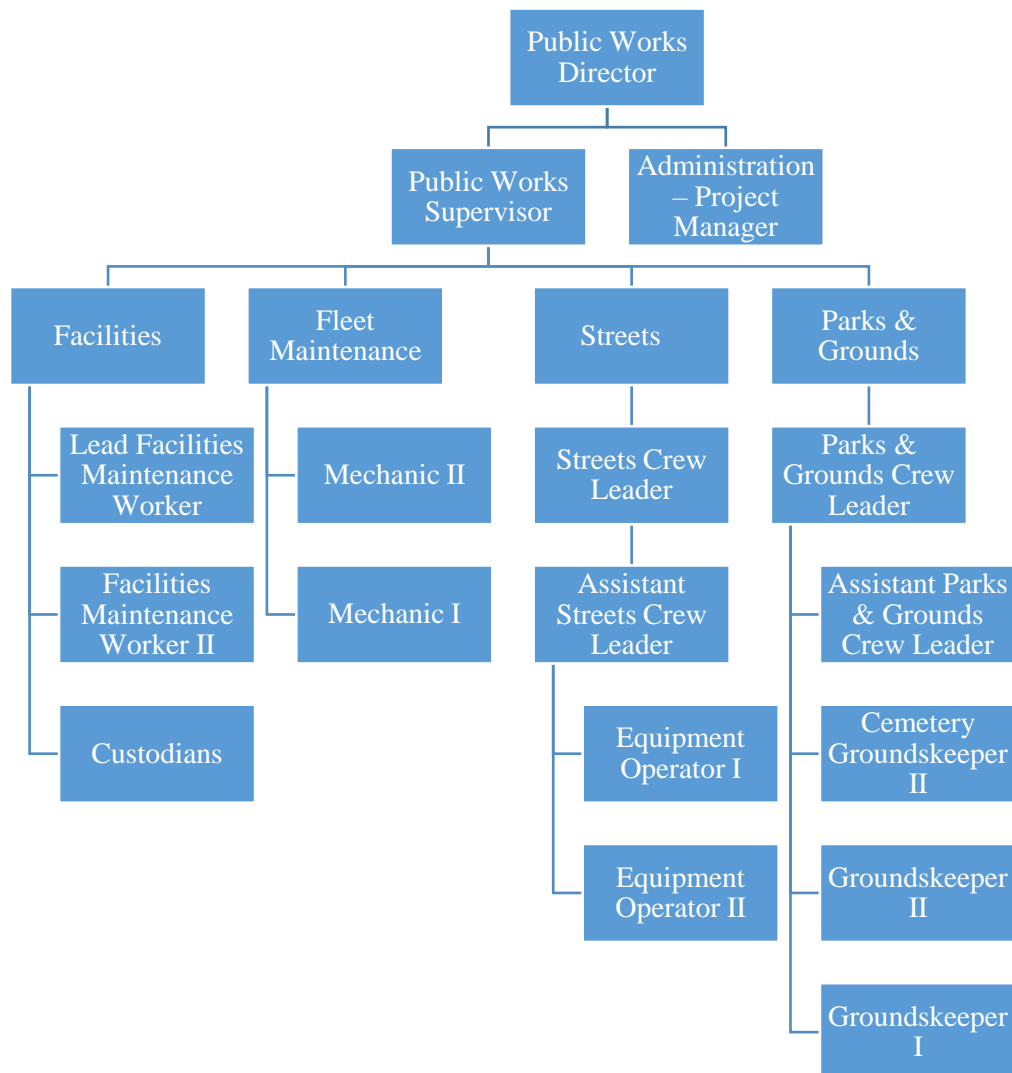
SAFETY SERVICES BUDGET DETAIL

Safety Services	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$109,910	\$112,590	\$108,000	\$120,000	\$7,410
Overtime	\$390	\$200	\$200	\$200	\$0
FICA Taxes	\$7,912	\$8,630	\$8,300	\$9,200	\$570
Retirement Contributions	\$117,988	\$129,000	\$128,700	\$119,590	(\$9,410)
Insurance Contributions	\$14,432	\$20,610	\$16,000	\$21,660	\$1,050
Worker's Comp & Unemployment	\$1,693	\$1,735	\$1,735	\$1,625	(\$110)
SUBTOTAL - PERSONAL SERVICES	\$252,325	\$272,765	\$262,935	\$272,275	(\$490)
Operating Expenses					
Professional Services	\$0	\$400	\$0	\$0	(\$400)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$10,510	\$25,000	\$25,000	\$30,000	\$5,000
Travel & Per Diem	\$0	\$500	\$0	\$0	(\$500)
Communications	\$2,320	\$3,000	\$3,000	\$3,000	\$0
Postage	\$1,022	\$1,500	\$1,400	\$1,500	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,523	\$1,600	\$1,500	\$2,475	\$875
Repair & Maintenance Services	\$5,392	\$5,950	\$5,851	\$11,300	\$5,350
Printing & Binding	\$196	\$500	\$500	\$500	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$11,229	\$2,000	\$1,400	\$2,000	\$0
Office Supplies	\$784	\$500	\$700	\$500	\$0
Operating Supplies	\$3,493	\$4,250	\$3,250	\$5,500	\$1,250
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$939	\$2,700	\$2,700	\$2,500	(\$200)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$37,408	\$47,900	\$45,301	\$59,275	\$11,375
SUBTOTAL - PERSONNEL & OPERATING	\$289,733	\$320,665	\$308,236	\$331,550	\$10,885
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$929	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$929	\$0	\$0	\$0	\$0
TOTAL	\$290,662	\$320,665	\$308,236	\$331,550	\$10,885

PLANNING & DEVELOPMENT SERVICES BUDGET DETAIL

Development Svcs.	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$106,694	\$132,000	\$132,000	\$177,320	\$45,320
Overtime	\$452	\$500	\$100	\$0	(\$500)
FICA Taxes	\$7,889	\$10,140	\$10,140	\$13,570	\$3,430
Retirement Contributions	\$7,834	\$10,590	\$10,590	\$14,160	\$3,570
Insurance Contributions	\$14,015	\$16,840	\$16,840	\$24,760	\$7,920
Worker's Comp & Unemployment	\$205	\$255	\$270	\$290	\$35
SUBTOTAL - PERSONAL SERVICES	\$137,088	\$170,325	\$169,940	\$230,100	\$59,775
Operating Expenses					
Professional Services	\$2,000	\$10,000	\$0	\$0	(\$10,000)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$10,000	\$95,000	\$95,000
Travel & Per Diem	\$572	\$1,000	\$500	\$1,000	\$0
Communications	\$1,256	\$1,300	\$1,300	\$1,300	\$0
Postage	\$385	\$350	\$350	\$150	(\$200)
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$932	\$1,250	\$1,400	\$2,800	\$1,550
Repair & Maintenance Services	\$799	\$600	\$800	\$5,000	\$4,400
Printing & Binding	\$516	\$500	\$1,000	\$500	\$0
Promotional Activities	\$0	\$200	\$0	\$15,000	\$14,800
Miscellaneous Charges	\$19,615	\$5,600	\$13,650	\$3,350	(\$2,250)
Office Supplies	\$176	\$400	\$400	\$400	\$0
Operating Supplies	\$352	\$100	\$180	\$50	(\$50)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$1,848	\$3,000	\$1,876	\$2,200	(\$800)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$28,451	\$24,300	\$31,456	\$126,750	\$102,450
SUBTOTAL - PERSONNEL & OPERATING	\$165,539	\$194,625	\$201,396	\$356,850	\$162,225
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$1,270	\$2,500	\$0	\$0	(\$2,500)
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$1,270	\$2,500	\$0	\$0	(\$2,500)
TOTAL	\$166,809	\$197,125	\$201,396	\$356,850	\$159,725

PUBLIC WORKS – ADMINISTRATION, FACILITIES, FLEET, STREETS, PARKS & GROUNDS



Summary

The Public Works Department provides an array of services for residents and visitors. The administrative division performs project management, site plan technical review and inspections, and provides additional support to other divisions within Public Works. This division receives concerns from citizens and City employees alike and immediately strives to rectify any potentially dangerous situations. All other concerns are handled in a timely manner with issuance to the proper division for corrective action.

The Facilities Maintenance division provides safe and adequate work sites to all City employees, through preventative and corrective maintenance up to and including the City's lift stations. The custodial staff within this division provides cleaning services to all departments within the City to include the City Annex building, Police Department and

rental facilities. Some functions of this division include, but are not limited to, the following activities:

1. Building Maintenance - Preventative and Corrective.
2. Maintenance of water pumping stations and lift stations for Water and Wastewater.
3. Handles rental requests for City owned facilities including park facilities.
4. Provides administrative support for materials needed and used by operational divisions.
5. Receives citizen concerns and issues corrective action orders.
6. Oversees custodial duties for City facilities.
7. Coordinates planned events, barrel/barricade set up/tear down, and road closures for the City's private and nonprofit partners.
8. Coordinates all other planned events.
9. Domain Administrator duties working with the Network.
10. Administrator on all Information Technology duties.

The primary function of the Fleet Maintenance Division is to maintain the City's fleet of vehicles and other equipment such as mowers, weed eater's, etc., in good operating condition for daily use and particularly for the safety of each and every employee using such vehicles or equipment. Secondary to employee safety is the preventative maintenance to the vehicles and equipment alike, in an ongoing effort to prolong the life of the vehicles and equipment.

It is also an ongoing function of this division to purchase and stock vehicle and equipment parts (as feasibility permits) to minimize down-time. An inventory of parts is maintained by this division as well as regularly scheduled routine maintenance to vehicles and equipment.

The Fleet Maintenance Division of the Public Works Department provides maintenance to all City owned vehicles and equipment. It also provides an inventory of stock used/replaced along with an accurate inventory of all City owned vehicles and equipment for maintenance purposes.

The Streets Division of the Public Works department maintains the City's streets, rights-of-way, sidewalks, curbs and retention ponds. The Streets Division also maintains most of the City's street and stop signs and does the striping on City streets, cross walks and parking spaces. This division maintains and/or removes diseased/dead trees on City owned property. Street sweeping functions are also a duty of this division. All banners placed in Hibiscus Park are done by this department's personnel also. The Streets division provides support to all other Public Works divisions as well as other City departments upon request. Other functions performed by the Streets Division include:

1. Provides maintenance of City streets (including asphalt, brick and dirt), sidewalks, and curbs.
2. Provides maintenance for street signs and markings.
3. Provides maintenance for storm drains and storm water lift stations.

4. Provides tree maintenance on City properties to include parks and rights-of-way.
5. Provides street sweeping maintenance.

The Parks and Grounds division of the Public Works Department maintain all City owned parks, ball fields and the City Cemetery. This division also maintains the downtown area parking lots, medians and rights-of way, and in keeping with a favorable presentation of the downtown area, keeps the streets free of trash and debris. The Parks and Grounds division also maintain the City's retention ponds as well as the wastewater percolation ponds site on Sumner Lake Road according to Florida Department of Environmental Protection regulations. Additional duties include:

1. Mowing of City owned parks, rights-of-way, parking lot areas, medians, and retention ponds in keeping with State of Florida Stormwater requirements. Mowing of the percolation pond site is done in keeping with the Florida Department of Environmental Protection requirements.
2. The Dade City Cemetery is mowed and maintained in keeping with City standards.
3. Litter removal and calculation, from all such properties in keeping with State of Florida Stormwater requirements.
4. Landscaping (mowing, planting, fertilizing, chemical treatment), and irrigation of City parks, rights-of-way, medians, and the Dade City Cemetery.
5. Planting and maintenance of memorial trees on city rights-of-way as required.

Classification	Full time	Part time
Public Works Supervisor	1	0
Lead Facilities Maintenance Worker	1	0
Facilities Maintenance Worker II	1	0
Custodians	Contracted	0
Mechanic II	2	0
Mechanic I/Welder	0	0
Streets Crew Leader	1	0
Assistant Streets Crew Leader	1	0
Equipment Operator II	4	0
Equipment Operator I	1	0
Parks and Grounds Crew Leader	1	0
Assistant Parks and Grounds Crew Leader	1	0
Cemetery Groundskeeper II	1	0
Groundskeeper II	1	0
Groundskeeper I	1	0

FACILITIES MAINTENANCE BUDGET DETAIL

	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$118,210	\$122,900	\$122,900	\$127,170	\$4,270
Overtime	\$1,560	\$1,500	\$1,500	\$1,700	\$200
FICA Taxes	\$9,010	\$9,520	\$9,520	\$9,860	\$340
Retirement Contributions	\$8,730	\$9,930	\$9,930	\$10,280	\$350
Insurance Contributions	\$18,083	\$20,610	\$20,610	\$21,660	\$1,050
Worker's Comp & Unemployment	\$3,671	\$3,905	\$3,360	\$4,840	\$935
SUBTOTAL - PERSONAL SERVICES	\$159,263	\$168,365	\$167,820	\$175,510	\$7,145
Operating Expenses					
Professional Services	\$36,210	\$100	\$3,600	\$2,100	\$2,000
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$19,620	\$37,500	\$22,000	\$22,000	(\$15,500)
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$4,198	\$3,300	\$3,600	\$3,600	\$300
Postage	\$29	\$50	\$50	\$50	\$0
Utility Services	\$23,613	\$23,300	\$30,700	\$30,700	\$7,400
Rentals & Leases	\$0	\$200	\$0	\$0	(\$200)
Insurance	\$9,514	\$9,000	\$8,050	\$21,625	\$12,625
Repair & Maintenance Services	\$20,253	\$13,000	\$11,800	\$11,800	(\$1,200)
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$3	\$150	\$75	\$75	(\$75)
Office Supplies	\$1,073	\$1,500	\$500	\$500	(\$1,000)
Operating Supplies	\$11,875	\$10,100	\$10,350	\$10,250	\$150
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$555	\$0	\$0	\$0	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$126,943	\$98,200	\$90,725	\$102,700	\$4,500
SUBTOTAL - PERSONNEL & OPERATING	\$286,206	\$266,565	\$258,545	\$278,210	\$11,645
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$35,000	\$0	\$0	(\$35,000)
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$0	\$35,000	\$0	\$0	(\$35,000)
TOTAL	\$286,206	\$301,565	\$258,545	\$278,210	(\$23,355)

FLEET MAINTENANCE BUDGET DETAIL

Fleet Maintenance	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$73,053	\$76,980	\$76,980	\$79,750	\$2,770
Overtime	\$2,468	\$2,500	\$2,500	\$2,500	\$0
FICA Taxes	\$5,623	\$6,090	\$6,090	\$6,300	\$210
Retirement Contributions	\$5,524	\$6,350	\$6,350	\$6,560	\$210
Insurance Contributions	\$11,776	\$13,740	\$13,740	\$14,440	\$700
Worker's Comp & Unemployment	\$1,853	\$1,900	\$1,990	\$2,225	\$325
SUBTOTAL - PERSONAL SERVICES	\$100,297	\$107,560	\$107,650	\$111,775	\$4,215
Operating Expenses					
Professional Services	\$46	\$50	\$0	\$50	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$1,653	\$1,800	\$1,800	\$1,800	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$15,722	\$16,550	\$20,200	\$20,500	\$3,950
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,466	\$3,600	\$1,700	\$1,775	(\$1,825)
Repair & Maintenance Services	\$7,817	\$7,500	\$4,500	\$5,800	(\$1,700)
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$0	\$0	\$90	\$100	\$100
Office Supplies	\$307	\$300	\$300	\$300	\$0
Operating Supplies	\$17,988	\$15,700	\$11,800	\$13,300	(\$2,400)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$0	\$0	\$0	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$44,999	\$45,500	\$40,390	\$43,625	(\$1,875)
SUBTOTAL - PERSONNEL & OPERATING	\$145,296	\$153,060	\$148,040	\$155,400	\$2,340
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$9,425	\$15,000	\$14,000	\$0	(\$15,000)
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$9,425	\$15,000	\$14,000	\$0	(\$15,000)
TOTAL	\$154,721	\$168,060	\$162,040	\$155,400	(\$12,660)

STREETS BUDGET DETAIL

Streets	FY 17-18 Actual (1)	FY 18-19 Original (2)	FY 18-19 Projected (3)	FY 19-20 Requested (4)	\$ Change (4) - (2)
Personnel Services					
Salaries & Special Pays	\$178,617	\$195,090	\$195,090	\$203,320	\$8,230
Overtime	\$1,007	\$1,500	\$1,500	\$1,200	(\$300)
FICA Taxes	\$13,395	\$15,040	\$15,040	\$15,650	\$610
Retirement Contributions	\$13,122	\$15,680	\$15,680	\$16,300	\$620
Insurance Contributions	\$34,437	\$41,210	\$40,000	\$43,310	\$2,100
Worker's Comp & Unemployment	\$17,728	\$16,580	\$14,150	\$16,370	(\$210)
SUBTOTAL - PERSONAL SERVICES	\$258,306	\$285,100	\$281,460	\$296,150	\$11,050
Operating Expenses					
Professional Services	\$167	\$12,500	\$12,200	\$250	(\$12,250)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$464	\$800	\$1,000	\$1,000	\$200
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$114,041	\$119,700	\$119,700	\$125,000	\$5,300
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$16,635	\$23,000	\$41,500	\$18,450	(\$4,550)
Repair & Maintenance Services	\$38,356	\$40,000	\$33,000	\$38,000	(\$2,000)
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$13,536	\$15,750	\$15,500	\$20,500	\$4,750
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$38,839	\$23,000	\$22,000	\$24,000	\$1,000
Road Materials & Supplies	\$7,517	\$8,500	\$7,500	\$8,500	\$0
Memberships, Subscriptions, & Registrations	\$660	\$0	\$0	\$0	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$230,215	\$243,250	\$252,400	\$235,700	(\$7,550)
SUBTOTAL - PERSONNEL & OPERATING	\$488,521	\$528,350	\$533,860	\$531,850	\$3,500
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$11,359	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$11,359	\$0	\$0	\$0	\$0
TOTAL	\$499,880	\$528,350	\$533,860	\$531,850	\$3,500

PARKS & GROUNDS BUDGET DETAIL

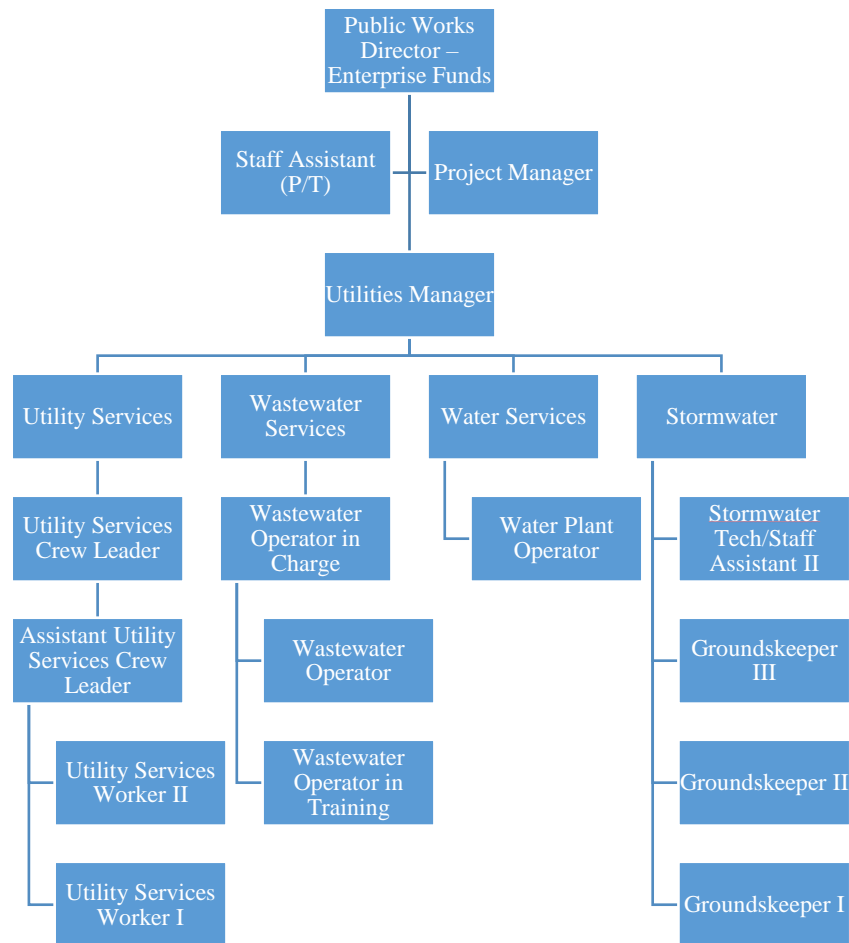
Parks	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$152,882	\$166,000	\$166,000	\$183,400	\$17,400
Overtime	\$1,598	\$2,000	\$2,400	\$2,000	\$0
FICA Taxes	\$11,606	\$12,860	\$13,000	\$14,190	\$1,330
Retirement Contributions	\$11,112	\$13,500	\$12,180	\$14,970	\$1,470
Insurance Contributions	\$21,913	\$37,090	\$37,090	\$43,300	\$6,210
Worker's Comp & Unemployment	\$4,321	\$4,435	\$4,435	\$6,490	\$2,055
SUBTOTAL - PERSONAL SERVICES	\$203,431	\$235,885	\$235,105	\$264,350	\$28,465
Operating Expenses					
Professional Services	\$46	\$100	\$50	\$100	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	(\$3,189)	\$0	\$0	\$0	\$0
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$719	\$1,000	\$1,000	\$1,000	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$18,492	\$19,600	\$18,860	\$19,100	(\$500)
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$4,863	\$5,000	\$5,300	\$11,850	\$6,850
Repair & Maintenance Services	\$14,953	\$21,000	\$24,000	\$21,000	\$0
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$106	\$0	\$1,100	\$500	\$500
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$30,920	\$26,500	\$25,300	\$27,700	\$1,200
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$300	\$0	\$40	\$0	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$67,210	\$73,200	\$75,650	\$81,250	\$8,050
SUBTOTAL - PERSONNEL & OPERATING	\$270,641	\$309,085	\$310,755	\$345,600	\$36,515
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$56,578	\$1,350,000	\$0	\$1,007,400	(\$342,600)
Capital Machinery & Equipment	\$2,938	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$59,516	\$1,350,000	\$0	\$1,007,400	(\$342,600)
TOTAL	\$330,157	\$1,659,085	\$310,755	\$1,353,000	(\$306,085)



Enterprise and Special Revenue Funds Details



PUBLIC WORKS – UTILITIES, WASTEWATER, WATER, & STORMWATER



Summary

It is the primary function of the Waste Water Services Division to see that the operations of wastewater collection and treatment are conducted in the most efficient manner possible to ensure the protection of the health, safety and welfare of the public and protection of our environment, natural resources and wildlife.

Wastewater plant personnel are charged with the large responsibility of protecting the health, safety and welfare of the public, by assuring that all procedures for proper plant operation as set forth by the Florida Department of Environmental Protection are met to include all laboratory and reporting requirements. In addition, adequate plant operation results in protection of the environment, natural resources and wildlife. The operation of this facility requires the highest performance and efficiency of available personnel to obtain the most economic operation possible.

The purpose of this Water Services Division is to ensure that the potable water system operates in the most efficient and effective manner for the protection, health, and well-

being of the community by providing the highest quality of potable water at the most economical cost. This division operates and maintains seven (7) public drinking water supply wells and two (2) ground water storage facilities and ensures compliance with all drinking water requirements as set forth by the Florida Department of Environmental Protection. Other division tasks include conducting annual water audits and implementing conservation measures to account for any water losses which might occur through system leaks or un-metered water uses. This department also produces the annual Consumer Confidence Report for the City.

It is the primary function of the Stormwater Division to see that the operations of stormwater collection and treatment are conducted in the most efficient manner possible to ensure the protection of the health, safety and welfare of the public and protection of our environment, natural resources and wildlife. The Stormwater Division is responsible for planning, design, construction, operation, and maintenance of Dade City's stormwater system. The activities of the Division are geared towards the prevention of flooding and reduction of pollution.

Classification	Full Time	Part Time
City Engineer/Public Works Director	1	0
Project Manager	1	1
Staff Assistant	0	1
Utilities Manager	1	0
Water Plant Operator C	1	0
Utility Services Crew Leader	1	0
Assistant Utility Services Crew Leader	1	0
Utility Services Worker I	2	0
Utility Services Worker II	2	0
Wastewater Operator in Charge	1	0
Wastewater Operator	1	0
Wastewater Operator in Training	1	0
Stormwater Technician/Staff Assistant II	1	0
Groundskeeper III	1	0
Groundskeeper II	0	0
Groundskeeper I	1	0

PUBLIC WORKS – WATER BUDGET DETAIL

Water	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$374,979	\$391,250	\$378,440	\$428,140	\$36,890
Overtime	\$9,545	\$12,000	\$10,000	\$9,000	(\$3,000)
FICA Taxes	\$28,304	\$30,850	\$30,850	\$33,450	\$2,600
Retirement Contributions	\$26,822	\$29,960	\$27,000	\$32,810	\$2,850
Insurance Contributions	\$63,250	\$70,780	\$65,000	\$74,270	\$3,490
Worker's Comp & Unemployment	\$9,176	\$10,195	\$10,195	\$10,830	\$635
SUBTOTAL - PERSONAL SERVICES	\$512,076	\$545,035	\$521,485	\$588,500	\$43,465
Operating Expenses					
Professional Services	\$28,958	\$40,100	\$35,100	\$35,100	(\$5,000)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$16,386	\$28,974	\$22,000	\$22,000	(\$6,974)
Travel & Per Diem	\$275	\$3,000	\$1,000	\$2,000	(\$1,000)
Communications	\$7,790	\$9,000	\$8,000	\$8,500	(\$500)
Postage	\$74	\$100	\$50	\$100	\$0
Utility Services	\$62,545	\$71,000	\$62,100	\$65,100	(\$5,900)
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$17,175	\$37,000	\$26,000	\$56,150	\$19,150
Repair & Maintenance Services	\$35,925	\$60,200	\$60,000	\$51,400	(\$8,800)
Printing & Binding	\$605	\$200	\$200	\$200	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$11,392	\$4,526	\$3,200	\$3,700	(\$826)
Office Supplies	\$698	\$1,000	\$700	\$750	(\$250)
Operating Supplies	\$175,631	\$120,250	\$110,750	\$123,750	\$3,500
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$2,364	\$4,400	\$2,400	\$3,100	(\$1,300)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$359,818	\$379,750	\$331,500	\$371,850	(\$7,900)
SUBTOTAL - PERSONNEL & OPERATING	\$871,894	\$924,785	\$852,985	\$960,350	\$35,565
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$10,000	\$10,000	\$0	(\$10,000)
Improvements (Other Than Buildings)	\$0	\$90,000	\$90,000	\$3,387,810	\$3,297,810
Capital Machinery & Equipment	\$0	\$226,000	\$220,000	\$0	(\$226,000)
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$0	\$326,000	\$320,000	\$3,387,810	\$3,061,810
TOTAL	\$871,894	\$1,250,785	\$1,172,985	\$4,348,160	\$3,097,375

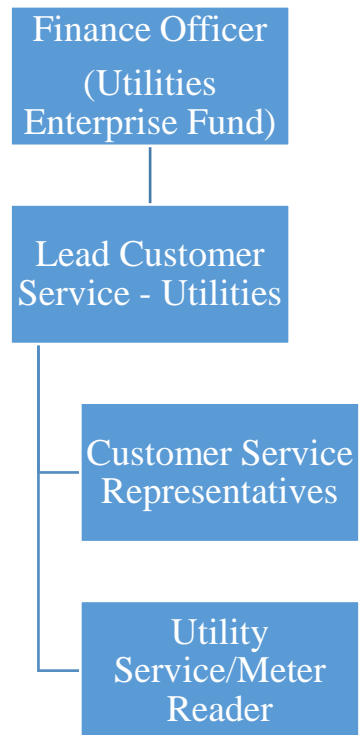
PUBLIC WORKS – WASTEWATER BUDGET DETAIL

Wastewater	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$200,452	\$200,200	\$200,200	\$203,350	\$3,150
Overtime	\$3,498	\$6,000	\$6,000	\$5,000	(\$1,000)
FICA Taxes	\$14,286	\$15,780	\$15,780	\$15,940	\$160
Retirement Contributions	\$15,267	\$16,460	\$12,000	\$16,620	\$160
Insurance Contributions	\$31,059	\$34,340	\$34,340	\$36,090	\$1,750
Worker's Comp & Unemployment	\$3,337	\$2,725	\$2,725	\$4,860	\$2,135
SUBTOTAL - PERSONAL SERVICES	\$267,899	\$275,505	\$271,045	\$281,860	\$6,355
Operating Expenses					
Professional Services	\$18,309	\$26,100	\$22,100	\$25,100	(\$1,000)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$3,080	\$25,000	\$25,000	\$15,000	(\$10,000)
Travel & Per Diem	\$0	\$1,000	\$1,000	\$1,300	\$300
Communications	\$12,720	\$13,000	\$13,000	\$14,000	\$1,000
Postage	\$11	\$50	\$50	\$50	\$0
Utility Services	\$131,859	\$150,500	\$149,000	\$153,000	\$2,500
Rentals & Leases	\$0	\$600	\$1,400	\$1,000	\$400
Insurance	\$81,373	\$80,000	\$87,000	\$65,250	(\$14,750)
Repair & Maintenance Services	\$77,244	\$84,000	\$89,000	\$114,000	\$30,000
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$30,155	\$46,200	\$35,600	\$40,700	(\$5,500)
Office Supplies	\$1,230	\$1,500	\$1,000	\$1,000	(\$500)
Operating Supplies	\$60,218	\$87,000	\$78,000	\$86,000	(\$1,000)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$455	\$3,700	\$4,315	\$3,700	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$416,654	\$518,650	\$506,465	\$520,100	\$1,450
SUBTOTAL - PERSONNEL & OPERATING	\$684,553	\$794,155	\$777,510	\$801,960	\$7,805
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$50,000	\$80,000	\$139,000	\$89,000
Capital Machinery & Equipment	\$0	\$71,000	\$22,000	\$117,000	\$46,000
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$0	\$121,000	\$102,000	\$256,000	\$135,000
TOTAL	\$684,553	\$915,155	\$879,510	\$1,057,960	\$142,805

PUBLIC WORKS – STORMWATER BUDGET DETAIL

Stormwater	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$92,161	\$93,440	\$93,440	\$96,740	\$3,300
Overtime	\$2,480	\$3,000	\$2,350	\$2,500	(\$500)
FICA Taxes	\$5,976	\$7,380	\$7,380	\$7,590	\$210
Retirement Contributions	\$6,900	\$7,690	\$7,690	\$7,900	\$210
Insurance Contributions	\$17,346	\$20,610	\$20,610	\$21,660	\$1,050
Worker's Comp & Unemployment	\$3,492	\$2,605	\$2,605	\$3,265	\$660
SUBTOTAL - PERSONAL SERVICES	\$128,355	\$134,725	\$134,075	\$139,655	\$4,930
Operating Expenses					
Professional Services	\$0	\$0	\$0	\$0	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$15,664	\$93,710	\$15,000	\$0	(\$93,710)
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$0	\$0	\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$3,299	\$0	\$0	\$0	\$0
Insurance	\$4,182	\$2,500	\$2,500	\$14,845	\$12,345
Repair & Maintenance Services	\$5,016	\$3,065	\$7,234	\$6,800	\$3,735
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$1,120	\$1,500	\$832	\$200	(\$1,300)
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$4,784	\$4,500	\$5,000	\$5,100	\$600
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$0	\$0	\$0	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$34,065	\$105,275	\$30,566	\$26,945	(\$78,330)
SUBTOTAL - PERSONNEL & OPERATING	\$162,420	\$240,000	\$164,641	\$166,600	(\$73,400)
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$17,190	\$0	\$0	\$2,195,000	\$2,195,000
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$17,190	\$0	\$0	\$2,195,000	\$2,195,000
TOTAL	\$179,610	\$240,000	\$164,641	\$2,361,600	\$2,121,600

FINANCE OFFICE - UTILITIES



Summary

As noted in the General Fund, the Finance Department performs a split role in the finance operations of the City. In its Enterprise Fund/Utility function, it provides Utility customer service activities including customer service account creation and management, utility services billing and collection, reading of water meters and other customer related services not mentioned.

Classification	Full Time	Part Time
Lead Customer Service Representative	1	0
Customer Service Representative I	2	0
Utility Service Worker/Meter Reader	2	0

FINANCE OFFICE UTILITIES BUDGET DETAIL

Utility Finance	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$119,178	\$130,400	\$130,400	\$144,910	\$14,510
Overtime	\$236	\$3,000	\$1,000	\$1,500	(\$1,500)
FICA Taxes	\$8,771	\$10,210	\$10,210	\$11,210	\$1,000
Retirement Contributions	\$8,564	\$10,630	\$10,630	\$11,660	\$1,030
Insurance Contributions	\$25,171	\$31,680	\$31,680	\$36,090	\$4,410
Worker's Comp & Unemployment	\$1,675	\$1,690	\$1,580	\$2,075	\$385
SUBTOTAL - PERSONAL SERVICES	\$163,594	\$187,610	\$185,500	\$207,445	\$19,835
Operating Expenses					
Professional Services	\$0	\$0	\$0	\$0	\$0
Accounting & Auditing	\$2,750	\$6,000	\$0	\$3,500	(\$2,500)
Contractual Services	\$14,978	\$10,000	\$0	\$0	(\$10,000)
Travel & Per Diem	\$0	\$1,000	\$100	\$500	(\$500)
Communications	\$962	\$1,800	\$1,000	\$1,200	(\$600)
Postage	\$28,533	\$34,000	\$32,000	\$33,000	(\$1,000)
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$966	\$1,000	\$1,000	\$2,775	\$1,775
Repair & Maintenance Services	\$18,112	\$20,000	\$19,000	\$21,500	\$1,500
Printing & Binding	\$4,008	\$3,500	\$2,800	\$3,000	(\$500)
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$27,932	\$20,500	\$25,000	\$28,000	\$7,500
Office Supplies	\$2,726	\$2,800	\$2,000	\$2,000	(\$800)
Operating Supplies	\$7,521	\$6,250	\$5,750	\$5,750	(\$500)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$112	\$500	\$250	\$250	(\$250)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$108,600	\$107,350	\$88,900	\$101,475	(\$5,875)
SUBTOTAL - PERSONNEL & OPERATING	\$272,194	\$294,960	\$274,400	\$308,920	\$13,960
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$24,100	\$0	\$0	(\$24,100)
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$0	\$24,100	\$0	\$0	(\$24,100)
TOTAL	\$272,194	\$319,060	\$274,400	\$308,920	(\$10,140)



Special Revenue and Capital Projects Funds



SPECIAL REVENUE FUNDS

REVENUES – COMMUNITY DEVELOPMENT BLOCK GRANT, GAS TAX, LGIS

	FY 17-18 Actual (1)	FY 18-19 Original (2)	FY 18-19 Projected (3)	FY 19-20 Requested (4)	\$ Change (4) - (2)
Special Revenue Funds					
Community Development Block Grant					
County - Balances Brought Forward	\$0	\$0	\$0	\$0	\$0
County - Reimbursements	\$0	\$0	\$0	\$0	\$0
Federal - Small Cities	\$0	\$700,000	\$700,000	\$0	(\$700,000)
TOTAL - SPECIAL REVENUE	\$0	\$700,000	\$700,000	\$0	(\$700,000)
Special Revenue Funds					
Local Option Gas Tax					
Local Option Gas Tax	\$267,753	\$268,400	\$268,400	\$282,375	\$13,975
TOTAL - SPECIAL REVENUE	\$267,753	\$268,400	\$268,400	\$282,375	\$13,975
Special Revenue Funds					
Local Govt. Infrastructure Surtax					
Local Govt. Infrastructure Surtax	\$1,033,324	\$1,152,400	\$1,152,400	\$1,188,776	\$36,376
Budgeted Cash Balances	\$118,330	\$58,000	\$57,578	\$983,024	\$925,024
Proceeds from Debt	\$249,577	\$0	\$0	\$0	\$0
Transfers from Other Funds	\$0	\$0	\$0	\$0	\$0
TOTAL - SPECIAL REVENUE	\$1,401,231	\$1,210,400	\$1,209,978	\$2,171,800	\$961,400

EXPENDITURES – COMMUNITY DEVELOPMENT BLOCK GRANT, GAS TAX, LGIS

Community Development Block Grant	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Program Expenditures					
Transfers to Other Funds	\$0	\$0	\$0	\$0	\$0
Small Cities CDBG - Capital Improvements	\$0	\$700,000	\$0	\$0	(\$700,000)
TOTAL - PROGRAM EXPENDITURES	\$0	\$700,000	\$0	\$0	(\$700,000)
Local Option Gas Tax	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Transfers for Street Expenditures	\$267,753	\$268,400	\$268,400	\$282,375	\$13,975
Local Gov't. Infrastructure Surtax	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Capital Expenditures	\$569,375	\$1,955,875	\$1,284,687	\$2,171,800	\$215,925

EXPENDITURES - LOCAL GOVERNMENT INFRASTRUCTURE SURTAX (LGIS)

Local Gov't. Infrastructure Surtax	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$0	\$0	\$0	\$0	\$0
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$0	\$0	\$0	\$0	\$0
Retirement Contributions	\$0	\$0	\$0	\$0	\$0
Insurance Contributions	\$0	\$0	\$0	\$0	\$0
Worker's Comp & Unemployment	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - PERSONAL SERVICES	\$0	\$0	\$0	\$0	\$0
Operating Expenses					
Professional Services	\$0	\$0	\$0	\$0	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$50,000	\$75,000	\$25,000	\$0	(\$75,000)
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$0	\$0	\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance Services	\$0	\$0	\$0	\$0	\$0
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$0	\$0	\$0	\$0	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$81,625	\$0	\$15,800	(\$65,825)
Depreciation	\$0	\$0	\$0	\$0	\$0
Transfers to Other Funds	\$200,000	\$200,000	\$200,000	\$200,000	\$0
SUBTOTAL - OPERATING EXPENSES	\$250,000	\$356,625	\$225,000	\$215,800	(\$140,825)
SUBTOTAL - PERSONNEL & OPERATING	\$250,000	\$356,625	\$225,000	\$215,800	(\$140,825)
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$44,498	\$1,340,950	\$828,425	\$1,606,000	\$265,050
Capital Machinery & Equipment	\$188,068	\$203,300	\$176,262	\$295,000	\$91,700
Debt Service - Principal	\$81,930	\$50,000	\$50,000	\$50,000	\$0
Debt Service - Interest	\$4,879	\$5,000	\$5,000	\$5,000	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$319,375	\$1,599,250	\$1,059,687	\$1,956,000	\$356,750
TOTAL	\$569,375	\$1,955,875	\$1,284,687	\$2,171,800	\$215,925

EXPENDITURE DETAIL – LGIS PROJECT LIST

<u>Beginning Balance</u>	\$983,024.00
<u>Revenues</u>	\$1,188,776.00
<u>Expenses</u>	
Hardy Trail	\$206,000.00
Splash Park Design	\$150,000.00
Mickens Field Improvements	\$150,000.00
Facility Improvements (Yard)	\$225,000.00
Public Works Replacement Equipment	\$140,000.00
Wayfinding Signage	\$20,000.00
Landscaping Improvements (CRA)	\$50,000.00
Old PD Rehab	\$75,000.00
IT Equipment Upgrades	\$20,000.00
Howard Ave Stormwater Improvements	\$130,000.00
Stormwater management program	\$170,000.00
Police Replacement Vehicles	\$210,000.00
Paving management program	\$200,000.00
Sidewalk 10th St	\$210,000.00
Contingency	\$15,800.00
<u>Total Expenses</u>	\$1,971,800.00
Transfers to General Fund:	\$200,000.00
 Loan Repayment (City Hall)	\$200,000.00
<u>Ending Balance</u>	\$0.00



Component Units – Dependent Special Districts



COMPONENT UNIT – COMMUNITY REDEVELOPMENT AGENCY - REVENUE

	Component Units						
	Community Redevelopment Agency						
	Tax Increment - County	\$81,593	\$91,726	\$81,167	\$92,000	\$274	
	Interest	\$0	\$0	\$0	\$0	\$0	
	Contributions & Miscellaneous	\$0	\$0	\$0	\$0	\$0	
	Tax Increment - City	\$77,392	\$85,611	\$85,573	\$88,000	\$2,389	
	Budgeted Cash Balances	\$57,584	\$255,369	\$0	\$135,225	(\$120,144)	
	TOTAL - CRA #1	\$216,569	\$432,706	\$166,740	\$315,225	(\$117,481)	

EXPENDITURE COMMUNITY REDEVELOPMENT AGENCY

Community Redevelopment Agency	FY 17-18	FY 18-19	FY 18-19	FY 19-20	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$0	\$0	\$0	\$0	\$0
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$0	\$0	\$0	\$0	\$0
Retirement Contributions	\$0	\$0	\$0	\$0	\$0
Insurance Contributions	\$0	\$0	\$0	\$0	\$0
Worker's Comp & Unemployment	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - PERSONAL SERVICES	\$0	\$0	\$0	\$0	\$0
Operating Expenses					
Professional Services	\$13,472	\$45,000	\$0	\$0	(\$45,000)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$50,000	\$0	\$0	\$0	\$0
Travel & Per Diem	\$566	\$2,000	\$400	\$1,000	(\$1,000)
Communications	\$0	\$0	\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$70,367	\$65,500	\$63,000	\$63,000	(\$2,500)
Rentals & Leases	\$1,800	\$2,500	\$0	\$0	(\$2,500)
Insurance	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance Services	\$8,569	\$27,000	\$10,000	\$5,000	(\$22,000)
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$610	\$850	\$175	\$225	(\$625)
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$9,624	\$10,000	\$8,500	\$10,000	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$1,345	\$1,750	\$0	\$1,000	(\$750)
Contingency	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations/Govt	\$25,488	\$30,000	\$5,000	\$10,000	(\$20,000)
SUBTOTAL - OPERATING EXPENSES	\$181,841	\$184,600	\$87,075	\$90,225	(\$94,375)
SUBTOTAL - PERSONNEL & OPERATING	\$181,841	\$184,600	\$87,075	\$90,225	(\$94,375)
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$17,228	\$232,000	\$52,000	\$130,000	(\$102,000)
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Advance to CRA II	\$0	\$0	\$0	\$0	\$0
Transfer to General Fund	\$17,500	\$17,500	\$17,500	\$95,000	\$77,500
SUBTOTAL - CAPITAL & DEBT SERVICE	\$34,728	\$249,500	\$69,500	\$225,000	(\$24,500)
TOTAL	\$216,569	\$434,100	\$156,575	\$315,225	(\$118,875)



Five Year Capital Improvement Plan



5 YEAR CAPITAL IMPROVEMENT PLAN

POTABLE WATER SYSTEM CAPITAL IMPROVEMENTS

Schedule of Capital Improvements, FY 19-20 to FY 23-24								
Project #	Project Name	Funding Source	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	Total Spending
Planned Year			1	2	3	4	5	
Potable Water System Capital Improvements								
1	Water Line Replacements	Renewal & Replacement		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
		Total Project Cost		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
2	Tank Hill Well and Booster Station	State Revolving Fund Loan	\$ 1,819,610					
		SRF Grant	\$ 1,314,200					
		Total Project Cost	\$ 3,133,810					\$ 3,133,810
3	St. Joe Road Distribution Main Extension	Developer Contribution				\$ 346,000		
		Total Project Cost				\$ 346,000		\$ 346,000
4	CR 35A Distribution Main (Lakeland Highway)	Developer Contribution				\$ 234,000		
		Total Project Cost				\$ 234,000		\$ 234,000
5	Morningside Dr. Distribution Main	Developer Contribution				\$ 244,000		
		Total Project Cost				\$ 244,000		\$ 244,000
6	Escrow Account - SR-52 Realignment Utility Relocate Design & Construction**	Utility Fund Reserves	\$ 500,000					
		Total Project Cost	\$ 500,000					\$ 500,000
7	Advanced Metering Infrastructure(AMI)	Utility Fund				\$ 1,600,000		
		Total Project Cost				\$ 1,600,000		\$ 1,600,000
8	10th Street Well Building Planning and Design	Utility Fund					\$ 500,000	
		Total Project Cost					\$ 500,000	\$ 500,000
Total Potable Water Costs:								
***Funded in Prior Year with Reserves		Total Costs:	\$3,633,810	\$ 100,000	\$ 100,000	\$2,524,000	\$ 600,000	\$ 6,957,810

STORMWATER MANAGEMENT CAPITAL IMPROVEMENTS

Project #	Project Name	Funding Source	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	Total Spending
Planned Year			1	2	3	4	5	
Stormwater Management Capital Improvements								
9	Downtown Stormwater Retrofit	State of Florida Appropriations	\$ 1,800,000					
		Penny for Pasco	\$ 170,000					
		Stormwater Assessment Fees	\$ 120,000					
		Utility Fund	\$ 104,000					
		FDOT NPDES	\$ 125,000					
		Total Project Cost	\$ 2,319,000					\$ 2,319,000
10	Howard Avenue improvements	Penny for Pasco	\$ 130,000					
		State of Florida Appropriations	\$ 150,000					
		Total Project Cost	\$ 280,000					\$ 280,000
11	Dade Oaks Retention Pond	State Revolving Fund Loan			\$ 3,300,000			
		Total Project Cost			\$ 3,300,000			\$ 3,300,000
Total Stormwater Project Costs:								
		Total Costs:	\$2,599,000		\$3,300,000			\$ 5,899,000

FACILITIES AND CAPITAL EQUIPMENT CAPITAL IMPROVEMENTS

Project #	Project Name	Funding Source	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	Total Spending
Planned Year			1	2	3	4	5	
Facilities Improvements								
12	Yard Improvements	Penny for Pasco	\$ 225,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	
		Total Project Cost	\$ 225,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 525,000
13	Old PD/CID Complex Rehab	Penny for Pasco	\$ 75,000					
		Total Project Cost	\$ 75,000					\$ 75,000
Total Facilities Costs:		Total Costs: \$ 300,000 \$ 75,000 \$ 75,000 \$ 75,000 \$ 75,000 \$ 600,000						
Capital Equipment / Other Capital								
14	Police Automobiles/Equipment	Penny for Pasco	\$ 210,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	
		General Fund	\$ -					
		Total Project Cost	\$ 210,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 810,000
15	Work Trucks/Machinery	Penny for Pasco	\$ 140,000					
		Utility Fund	\$ 138,000					
		Total Project Cost	\$ 278,000					\$ 278,000
167	IT Equipment Upgrades	Penny for Pasco	\$ 20,000					
		General Fund	\$ 5,000					
		Total Project Cost	\$ 25,000					\$ 25,000
17	Vehicle Replacements	Penny for Pasco	\$ -					
		General Fund	\$ 25,000					
		Total Project Cost	\$ 25,000					\$ 25,000
Total Capital Equipment Costs:		Total Costs: \$ 538,000 \$ 150,000 \$ 150,000 \$ 150,000 \$ 150,000 \$ 1,138,000						

PAVEMENT MANAGEMENT/ROADWAY – TOTAL PROJECTS REVENUES: POTABLE WATER, STORMWATER, EQUIPMENT, PAVEMENT MANAGEMENT

Project #	Project Name	Funding Source	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	Total Spending
Planned Year			1	2	3	4	5	
Pavement Management / Roadway Capital Improvements								
18	Transportation Improvements (paving, resurficing, sidewalks)	Penny for Pasco	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	
		Total Project Cost	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
19	Sidewalks 10th ST 7th st./Florida Ave.	Penny for Pasco	\$ 210,000					
		Total Project Cost	\$ 210,000					\$ 210,000
20	St. Joe Roundabout	Transportation Impact Fees		\$ 500,000				
		FDOT LAP Funds						
		Total Project Cost		\$ 500,000				\$ 500,000
21	Morningside Drive Phase 2 - (301 to Ft. King Road)	Transportation Impact Fees		\$ 500,000				
		State of Florida Appropriations		\$5,000,000				
		Total Project Cost		\$ 5,500,000				\$ 5,500,000
Total Pavement Project Costs:		Total Costs:	\$ 410,000	\$ 6,200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 7,210,000
		Total Costs (Nonwastewater):	\$ 7,480,810	\$ 6,525,000	\$ 3,825,000	\$ 2,949,000	\$ 1,025,000	\$ 21,804,810
Total Capital Project Revenues: Potable Water, Stormwater, Equipment, Pavement Management		Renewal & Replacement		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
		SRF Grant	\$1,314,200					\$ 1,314,200
		Community Redevelopment						\$ -
		General Fund	\$ 30,000					\$ 30,000
		Stormwater Fund	\$ 120,000					\$ 120,000
		State of Florida Appropriations	\$1,950,000	\$5,000,000				\$ 6,950,000
		Transportation Impact Fees		\$1,000,000				\$ 1,000,000
		FDOT NPDES Funds	\$ 125,000					\$ 125,000
		Penny for Pasco	\$1,380,000	\$ 425,000	\$ 425,000	\$ 425,000	\$ 425,000	\$ 3,080,000
		State Revolving Fund Loan	\$ 1,819,610		\$ 3,300,000			\$ 5,119,610
		Developer Contribution				\$ 824,000		\$ 824,000
		Utility Fund	\$ 742,000			\$ 1,600,000	\$ 500,000	\$ 2,842,000
				Total Revenues (Nonwastewater):	\$ 7,480,810	\$ 6,525,000	\$ 3,825,000	\$ 2,949,000

WASTEWATER SYSTEM CAPITAL IMPROVEMENT

Schedule of Capital Improvements, FY 19-20 to FY 23-24								
Project #	Project Name	Funding Source	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	Total Spending
Planned Year			1	2	3	4	5	
Wastewater System Capital Improvements								
22	Sewer Line Replacement Program	Renewal and Replacement		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	
		Total Project Cost		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 800,000
23	Manhole Rreplacement Program	Renewal and Replacement		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
		Total Project Cost		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
24	Forcemain Transmission Line Design	Impact Fees	\$ 85,000					
		Total Project Cost	\$ 85,000					\$ 85,000
25	Forcemain Transmission Line Construction	Impact Fees			\$1,350,000	\$1,350,000		
		Total Project Cost			\$1,350,000	\$1,350,000		\$ 2,700,000
26	Wastewater Facilities Plan Update	Utility Funds		\$ 80,000				
		Total Project Cost		\$ 80,000				\$ 80,000
27	Construct Master Pump Stations	Sewer Impact Fees					\$ 1,200,000	
		Total Project Cost					\$ 1,200,000	\$ 1,200,000
Total Wastewater Capital Project Costs:		Total Costs: \$ 85,000 \$ 380,000 \$ 1,650,000 \$ 1,650,000 \$ 1,500,000 \$ 5,265,000						
Total Capital Project Revenues: Wastewater		Small Disadvantaged Community						
		Penny for Pasco						
		Utility Funds		\$ 80,000				\$ 80,000
		USDA Rural Development						
		SWFWMD Cooperative Funding						
		Renewal and Replacement		\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,200,000
		State Revolving Fund Loan WW510420						
		Impact Fee	\$ 85,000		\$ 1,350,000	\$ 1,350,000	\$ 1,200,000	\$ 3,985,000
		TOTAL	\$ 85,000	\$ 380,000	\$ 1,650,000	\$ 1,650,000	\$ 1,500,000	\$ 5,265,000

PARKS SYSTEM CAPITAL IMPROVEMENT – TOTAL CIP COSTS – TOTAL CIP REVENUES

Schedule of Capital Improvements, FY 19-20 to FY 23-24								
Project #	Project Name	Funding Source	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	Total Spending
Planned Year			1	2	3	4	5	
Park System Capital Improvements								
28	Irvin Center Conceptual Design	Penny for Pasco		\$ 65,000				
		Total Project Cost		\$ 65,000				
29	Hardy Trail Extension	CRA Funding	\$ 130,000					
		Penny for Pasco	\$ 206,000					
		FDOT LAP funds	\$ 757,400					
		Total Project Cost	\$ 1,093,400					\$ 1,093,400
30	CRA Improvements	Penny for Pasco	\$ 70,000					
		Total Project Cost	\$ 70,000					\$ 70,000
31	Bike Hub Building	Pasco County TDC	\$ 250,000					
		Total Project Cost	\$ 250,000					\$ 250,000
32	Concession Stand/Bathrooms Mickens Field	Penny for Pasco	\$ 150,000					
		Total Project Cost	\$ 150,000					\$ 150,000
33	Water Park Design and Construction	Penny for Pasco	\$ 150,000			\$ 750,000		
		Total Project Cost	\$ 150,000			\$ 750,000		\$ 900,000
Total Parks Capital Project Costs:								
		Total Costs:	\$ 1,713,400	\$ 65,000		\$ 750,000		\$ 2,528,400
		DOT LAP Funds	\$ 757,400					\$ 757,400
		CRA Funding	\$ 130,000					\$ 130,000
		Penny for Pasco	\$ 576,000	\$ 65,000		\$ 750,000		\$ 1,391,000
		Pasco County TDC	\$ 250,000					\$ 250,000
		TOTAL	\$ 1,713,400	\$ 65,000		\$ 750,000		\$ 2,528,400
Total Capital Project Costs: All Projects			\$ 9,279,210	\$ 6,970,000	\$ 5,475,000	\$ 5,349,000	\$ 2,525,000	\$ 29,598,210
Total Capital Project Revenues: All Projects			\$ 9,279,210	\$ 6,970,000	\$ 5,475,000	\$ 5,349,000	\$ 2,525,000	\$ 29,598,210



Glossary



GLOSSARY OF TERMS COMMONLY USED FOR GOVERNMENTAL FINANCIAL MATTERS

Ad Valorem Taxes – Property taxes. Property taxes are computed by applying the millage rate to the taxable value of both real and tangible property after all exemptions have been subtracted. Property taxes are paid to a variety of governments through a single payment to the county tax collector.

Budget – A financial statement listing a governmental agency's expected income and expenses for a 12-month period. Florida law requires that governments have a balanced budget, with expenses not exceeding revenues. A proposed budget is prepared by the City Manager and it becomes formal when adopted by the City Commission. If changes occur during the year, local governments can transfer funds within a budget or fraise fees, etc., to keep the budget in balance.

Capital Improvement Program – Governmental agencies set up five-year programs for major long-term costs such as the construction of roads or other comprehensive plan required infrastructure and of buildings and land. Capital expenses are listed separately from operating expenses with the budget document.

Capital Outlay – Costs for the purchase or additions to the land, buildings, vehicles or other equipment, the value of which exceeds \$500.

Contingency Fund – Money set aside within a budget for emergencies or expected expenses that were not anticipated when the budget was being prepared.

Deficit – A term generally applied to the budget as a whole, reflecting real or projected revenue shortages, meaning there are insufficient funds to cover expenses.

Enterprise Fund – A fund established to support specific services from which revenues are received from charges to fund the delivery of those services.

Expenditures – Costs incurred by contract, agreement, or money actually spent.

Fiscal Year – The budget year. For municipal and county governments, the fiscal year runs from October 1 to September 30. For school districts and state agencies, it runs from July 1 to June 30.

Franchise Taxes – Money collected, usually from a private utility, in exchange for use of a governmental agency's easement and rights-of-way. Cities and counties authorize the use of these and collect a fee in return. Franchise taxes are also collected form solid waste services allowed to operate within a government's boundaries.

Fund – A listing within the budget, indicating the revenues and expenditures of a specific category of operation. The largest fund is the Federal Fund. This fund includes

subcategories that support most of the City's operation. Other funds include those for water and sewer, State and Federal grants, etc.

Fund Balance – An amount of unexpended monies remaining in a fund at the end of a fiscal year that becomes a revenue to the next, but must be reallocated in the new year's budget.

Impact Fee – A fee to fund the cost of a new development's impact on various City services. This fee is charged to those responsible for the new development as a condition for obtaining a building permit.

Mill – A tax rate of one dollar (\$1) per one thousand dollars (\$1,000) of taxable property value.

Millage – A figure assigned to each governmental unit with ad valorem taxing authority for use in determining taxes. It determines how much revenue the government will receive from property taxes and how much an individual property owner pays by applying the millage rate of the taxable value of property within the City.

Operating Expenses – The costs associated with the day-to-day activities of a government not including personal services or capital outlay costs.

Over Budget – “Over budget” in revenue means that more income was received than budgeted. “Over budget” in expenses means costs were more than budgeted figures, and generally necessitates that spending must stop or money be transferred into the appropriate account to balance the budget by year-end.

Personnel Services – Costs for employee's salaries, wages, and fringe benefits.

Prior Year Carryover – Money not spent in one fiscal year, but carried forward to the next budget. Cash carried forward can be used to pay operating expenses at the beginning of a fiscal year before tax revenues are collected, or during a fiscal year if anticipated revenues have not yet been collected.

Projected (Revenue, Deficit, Expenses, etc.) – Estimates used in analyzing and preparing budgets. They are based on experience and information from a variety of sources that help government officials determine what they think income or expenses will be for a given time period.

Recurring Revenues – Revenues that can be expected to be received each year unless specific action is taken to eliminate the source.

Revenue – Income received by the City from a variety of sources including taxes, fees, charges for services, grants, borrowing, or other governmental agencies.

Rolled-Back Millage Rate – A tax rate the county property appraiser determines is necessary to give a governmental agency the same amount of property tax dollars it received during the previous budget year.

State-Shared Revenue – Money that cities and counties receive from the state. It includes the local share of cigarette taxes, fuel taxes, mobile home license taxes, liquor taxes and sales taxes based on a distribution formula set by State law.

Taxable Valuation – The value of property after all allowable exemptions have been subtracted; the value on which ad valorem taxes are computed.

TRIM Bill – Florida’s Truth in Millage law that requires cities to calculate next year’s budget on the same tax dollars they received during the current fiscal year.

Under Budget – Under budget in expenses means either that the agency has been spending at a slower rate than expected, or that expenses were over-estimated when the budget was prepared. Under budget in revenues means that money being collected from taxes and other sources is not as much as was anticipated; it might necessitate spending adjustments.

User Fee – In a move toward a more businesslike approach, cities and counties are charging fees for use of service such as recreation, and water and sewer service. There is frequently a difference between what the City residents and non-residents are charged for the service.

Utility Taxes – Taxes paid to municipalities by users of telephones, electricity, water, natural gas, bottled gas and fuel oil.

Valuation – The dollar value of property assigned by the county property appraiser.

CODING SYSTEM EXPLANATION

The object of expenditure or line item code in a broad form is required by the State of Florida Uniform Accounting System.

For budgetary purposes, only the major expense categories (2-digit numbers) will be used. The expanded 3-digit numbers representing subclassifications of the major categories will be used as expenditures are incurred.

A detailed definition of each major category code is provided below.

PERSONNEL SERVICES

All salary, wages and fringe benefits paid to City employees:

Salary, Executive: Payroll costs for City Manager, City Clerk, Building Official, department directors and other exempt supervisors. Includes merit increases and additions to base salary.

Salary, Regular: Payroll costs for regular, hourly based employees.

Overtime: Payments in addition to regular salaries and wages for employees working in excess of regular work hours, typically over a 40 hour work week.

Overtime (special): Overtime hours worked that is funded by special sources such as grants.

Special Pay/Fringes: Special pay and allowances which are not included in an employee's base pay and which are not included for computing, overtime, retirement contribution, etc. Example: Law enforcement education incentive pay.

FICA Taxes: Includes City's match share for Social Security and Medicare.

Life and Health Insurance: City's contribution toward employees' health insurance premiums and benefits.

Worker's Compensation: Premiums and benefits paid for Worker's Compensation.

Unemployment compensation: City's payment for employees' unemployment compensation.

OPERATING EXPENSES

Includes expenditures for goods and services which primarily support the current operations of a department or division.

Professional Services: Legal, medical, engineering, architectural, surveying, appraisal and other services procured for independent professional assistance and not directly involved with accounting and/or auditing.

Accounting and Auditing: Expenditures for services received from independent certified public accountants.

Other Contractual Services: Payments for custodial services, and other services procured by contract or agreement with persons, firms, corporations or other governmental units. Does not include contracts or services defined under codes 31, 32, 46 and 47.

Election Expenses: Charges for ballot preparation and holding municipal elections.

Travel and Per Diem: Expenditures for transportation costs including public transportation and reimbursements for use of private vehicles, per diem, meals and incidental travel expenses.

Communications Services: Payments for telephone, telegraph, and other communication services.

Postage: Expenditures for postage, freight shipping, and messenger services.

Utility: Charges for gas, water, sewer, electricity, solid waste disposal, and other public utility services.

Rental and Leases: Amounts paid for the lease or rental of land, building, equipment, or vehicles.

Insurance: Includes all insurance carried for the protection of the local government, such as, fire, theft, casualty, general and professional liability.

Repair and Maintenance Services: Costs incurred for the repair and maintenance of buildings and equipment except custodial or janitorial services. Includes maintenance and service contracts.

Printing and Binding: Costs of printing, binding and other reproduction services which are contracted for or purchased from outside vendors.

Promotional Activities: Includes promotional expenses or advertising on behalf of the City, but does not include legal ads.

Other Current Charges: Includes current charges and obligations not otherwise classified, such as legal ads, witness fees, information and evidence.

Office Supplies: Includes materials and supplies, such as, stationery, forms, paper, charts, maps and office equipment under \$500 in unit value. Also, includes copier maintenance needs, such as copy kits.

Operating Supplies: All types of supplies consumed in conduct of department operations, including fuel, lubricants, chemicals, laboratory supplies, household items, janitorial and institutional supplies, uniforms and other clothing, recording tapes and transcript production supplies.

Memberships and Publications: Includes books, or sets of books, journals and periodical subscriptions, membership dues and professional data costs, and conferences/seminar registration fees and other training and education costs.

Contingency: A reserve set aside to allow for emergencies or unforeseen needs not otherwise budgeted for the fiscal year.

Emergency preparedness: Outlays to prepare the City for and to protect City properties from the effects of natural and man-made disasters.

Depreciation: The lessening of value of fixed assets over time.

Contributions: Donations made by the City to civic, charitable or other organizations, or for other specific purposes.

CAPITAL OUTLAY

Outlays for the acquisition of, or addition to, the city's fixed assets having a unit value greater than \$500 and an expected economic life of at least five (5) years.

Land: Costs of land, easement, rights-of-way acquisition.

Buildings: City office building and additions, parks and recreational buildings, garages, etc., and additions. Also includes equipment installed in new buildings or additions which become a permanent part of the building.

Improvements other than buildings: Structures and facilities other than buildings, such as roads, bridges, curbs, gutters, docks, fences, landscaping, lighting systems, parking areas, Stormwater and wastewater structures and lift stations, park areas and athletic fields, etc.

Machinery and Equipment: Motor vehicles, light and heavy equipment, office furniture and equipment, and other machinery and equipment having a value of greater than \$500. Also includes duplicating, recording and transcribing equipment over \$500 in value.

Debt Service: Principal and interest and other charges for debt service payments for loans, bonds, lease-purchases and other multi-year obligations