

# **CITY OF DADE CITY**



## **TENTATIVE OPERATING BUDGET FISCAL YEAR 2008/2009**

# CITY OFFICIALS

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Mayor

Scott Black

Mayor Pro Tem

Steve Van Gorden

Commissioner

Eunice M. Penix

Commissioner

Camille Hernandez

Commissioner

Curtis A. Beebe

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**City Manager**

**William C. Poe, Jr.**

**City Clerk/Finance Director**

**James D. Class**

**City Attorney/Community  
Development Director**

**Karla S. Owens**

**Police Chief**

**Raymond Velboom**

**City Engineer/Public Works Director**

**Jose B. Gil**

# City of Dade City Fiscal Year 2008-2009 Budget Message

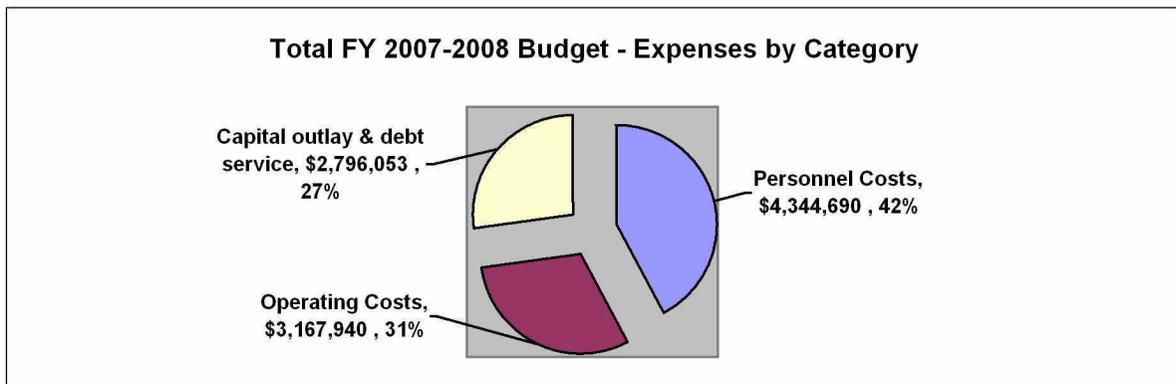
September 2, 2008

Honorable Mayor and City Commissioners:

Presented for your consideration is the proposed budget for the fiscal year beginning October 1, 2008 and ending September 30, 2009. 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 2008-2009 is \$10,308,683. This represents a decrease of \$380,087, or 3.6%, from the 2007-2008 budget. Personnel costs are expected to be \$4,344,690, or 42%, of the total budget, a decrease of \$264,270 from the current budget. This proposal does not include a salary adjustment and eliminates six full-time positions (4 in general fund and 2 in utility fund), which will be vacant through restructuring. Operating costs have been increased by \$29,060 to \$3,167,940 which is 31% of the proposed budget. Departments have continued to look for ways to improve operating efficiencies in the face of rising costs, especially in the areas of utilities, fuel, and insurance. Capital outlay and debt service, representing the final 27% of the budget, are anticipated to total \$2,796,053. The \$144,877 decrease is due primarily to projects in the utility fund and lower anticipated carryover in the infrastructure surtax.

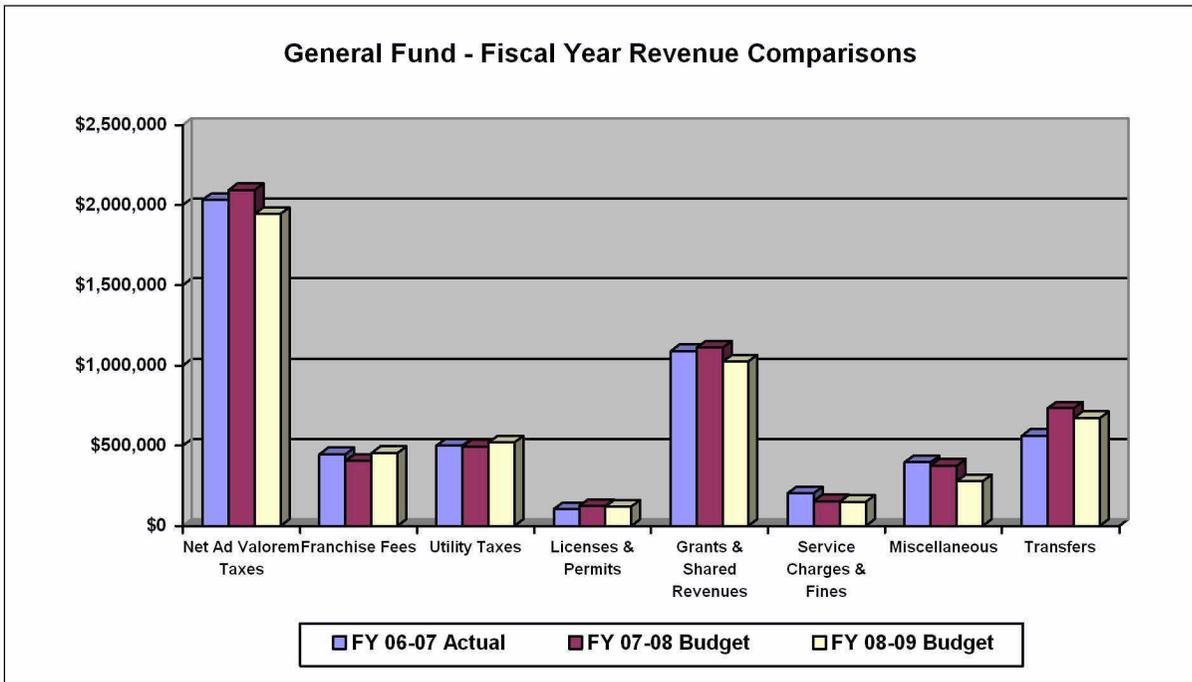


Section 3 of this budget provides a further overview of the anticipated revenues and proposed expenditures for fiscal year 2008-2009.

## General Fund

The general fund budget is expected to decrease by \$326,070 from the current year to \$5,165,320. A millage rate of 7.1040, assessed on the taxable value of property within the city, was used to provide this level of funding. This is the same millage rate as in FY 2007-2008 and is lower than the roll-back rate, defined as the rate calculated to provide the same ad valorem revenues as the previous year, excluding the impacts of annexations and new construction. Due to a state law enacted last year, this millage rate must be approved by at

least a two-thirds vote of the governing body, which in Dade City's case means four out of the five commissioners. Taxable value decreased over \$26 million, thus decreasing anticipated ad valorem tax collections. State forecasts also indicate that some shared revenues may decline as well.

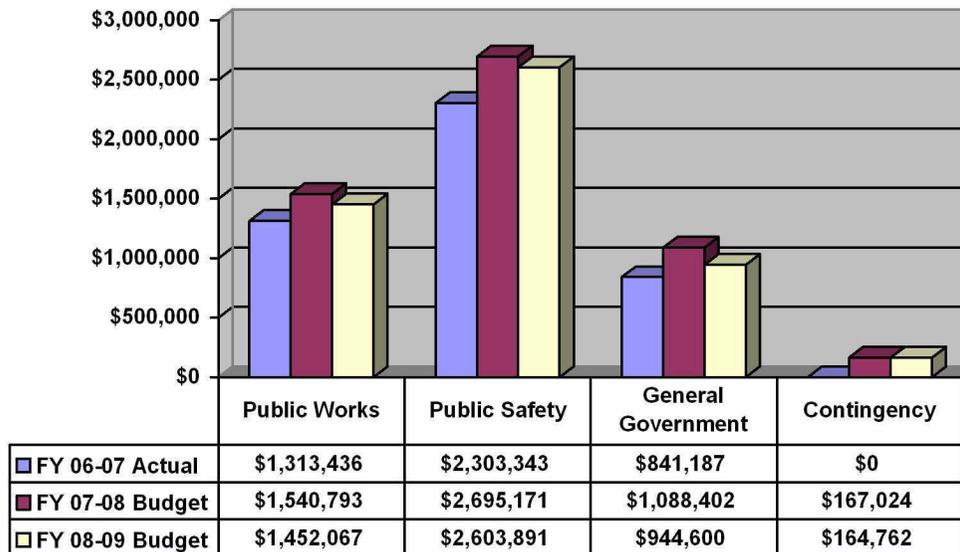


The state legislature held a special election in January so voters could decide issues relating to tax reform, including whether to replace the “Save Our Homes” provisions with a “super exemption” increase in the homestead exemption, which was approved by voters. The “super exemption” increased the “Save Our Homes” exemption by \$25,000, thus lowering the taxable value of properties within the City. This in combination with the reduction in shared revenues is the main reasons for the decrease of the General Fund. Ad valorem taxes make up 41% of general fund revenues for fiscal year 2008-2009. Further information on taxable values, millage rates, and ad valorem tax revenues can be found in Section 2.

In response to the decline in general fund revenues, departments have cut back in most categories of operating expenses. Departments have also made few capital requests, with some items funded by infrastructure surtax monies in the capital projects fund. No new positions are being added to the general fund. Two existing positions in administration will not be funded in the upcoming year and another full-time position in administration will be converted to part-time status. Also, one full-time position in parks will be converted into two part-time positions.

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, information technology, and recreation). Expenditures for personnel costs and capital outlay have decreased, with only a slight increase in operating costs.

### General Fund - Fiscal Year Expenditure Comparisons



The table below shows the changes in budgeted expenditures for each general fund cost center, from the 2007-2008 budget to the 2008-2009 budget, listed by category.

### General Fund - Budget Changes from Previous Year

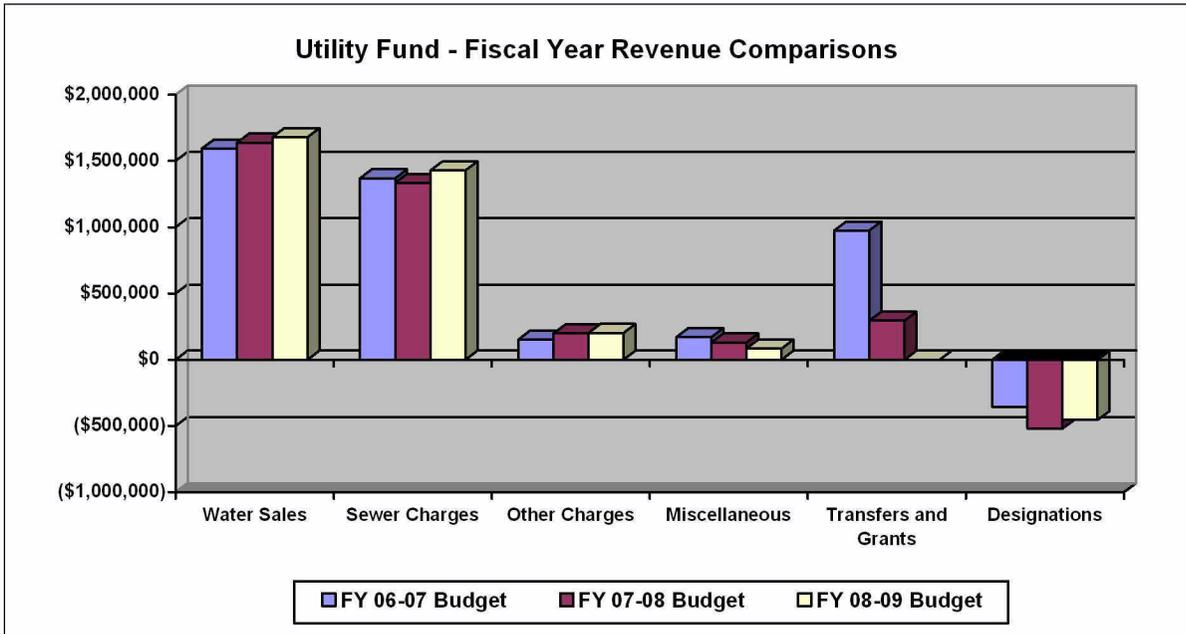
	<u>Personnel</u>	<u>Operating</u>	<u>Capital &amp; Debt</u>	<u>TOTAL</u>
City Commission	\$60	\$44,050	\$0	\$44,110
City Manager	(\$57,670)	(\$15,757)	\$0	(\$73,427)
Information Technology	(\$52,060)	\$8,495	\$4,500	(\$39,065)
Clerk/Finance - General	(\$2,850)	(\$9,300)	\$5,000	(\$7,150)
City Attorney	\$0	(\$22,400)	\$0	(\$22,400)
Development Services	\$210	(\$31,800)	\$0	(\$31,590)
Building Inspections	\$60	(\$6,097)	\$0	(\$6,037)
Facilities Maintenance	\$350	(\$8,834)	(\$5,000)	(\$13,484)
Fleet Maintenance	\$240	\$149	(\$15,150)	(\$14,761)
Streets Maintenance	(\$3,150)	(\$30,011)	\$0	(\$33,161)
Parks Maintenance	(\$24,590)	(\$12,230)	\$9,500	(\$27,320)
Recreation	(\$10,380)	(\$3,900)	\$0	(\$14,280)
Police	(\$39,580)	\$6,762	(\$3,500)	(\$36,318)
Code Enf. / Safety Svcs.	(\$52,930)	\$4,005	\$0	(\$48,925)
Contingency	\$0	(\$2,262)	\$0	(\$2,262)
<b>TOTAL</b>	<b>(\$242,290)</b>	<b>(\$79,130)</b>	<b>(\$4,650)</b>	<b>(\$326,070)</b>

Section 4 of this budget lists additional details of the anticipated general fund revenues for fiscal year 2008-2009. That 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.

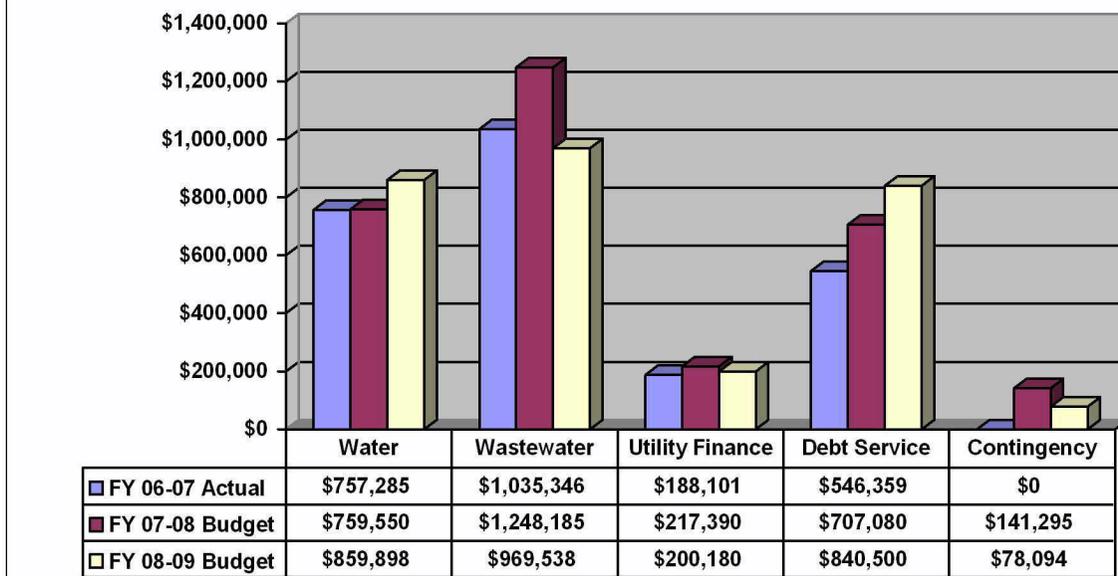
The utility fund includes water, wastewater, and utility finance. This fund experienced a decrease of \$135,290 to \$2,938,210, primarily as the result of funding changes for the proposed reuse project at the Little Everglades Ranch which began during the 2007-2008 fiscal year, funded by grant monies and a loan from the state revolving fund. The rate and impact fee studies are still incomplete, so no other rate increases have been anticipated in preparing the budget for this fund.



While some expenses in the utility fund have been reduced, others are proposed to increase. The purchase of two trucks, electric costs, rebuilding a well, and rebuilding control panels have seen increases to meet the maintenance and operational needs of the system. One position in the utility finance budget will not be funded in the upcoming year and one position in the water department will not be funded. No new positions are being proposed.

The sanitation fund involves the contracted collection of solid waste. The contract with the hauler allows for rate increases up to 3% 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. Funds are also provided for the continual monitoring and maintenance of the Parrish Grove Landfill.

### Utility Fund - Fiscal Year Expense Comparisons



The table below shows the changes in budgeted expenses for each cost center in the enterprise funds, from the 2007-2008 budget to the 2008-2009 budget, listed by category.

### Enterprise Funds - Budget Changes from Previous Year

	<u>Personnel</u>	<u>Operating</u>	<u>Capital &amp; Debt</u>	<u>TOTAL</u>
Water	\$13,480	\$36,868	\$50,000	\$100,348
Sewer	\$50	\$73,923	(\$352,620)	(\$278,647)
Utility Finance	(\$35,510)	\$3,300	\$15,000	(\$17,210)
Utility Debt Service	\$0	\$0	\$123,420	\$123,420
Contingency	\$0	(\$63,201)	\$0	(\$63,201)
<b>TOTAL</b>	<b>(\$21,980)</b>	<b>\$50,890</b>	<b>(\$164,200)</b>	<b>(\$135,290)</b>
Sanitation	\$0	\$39,175	\$0	\$39,175
Contingency	\$0	(\$11,875)	\$0	(\$11,875)
<b>TOTAL</b>	<b>\$0</b>	<b>\$27,300</b>	<b>\$0</b>	<b>\$27,300</b>

Section 5 of this budget lists additional details of the anticipated revenues of the enterprise funds for fiscal year 2008-2009. That section also contains descriptions and function summaries, organizational charts and staffing levels, and proposed itemized expenses for each cost center in the enterprise funds.

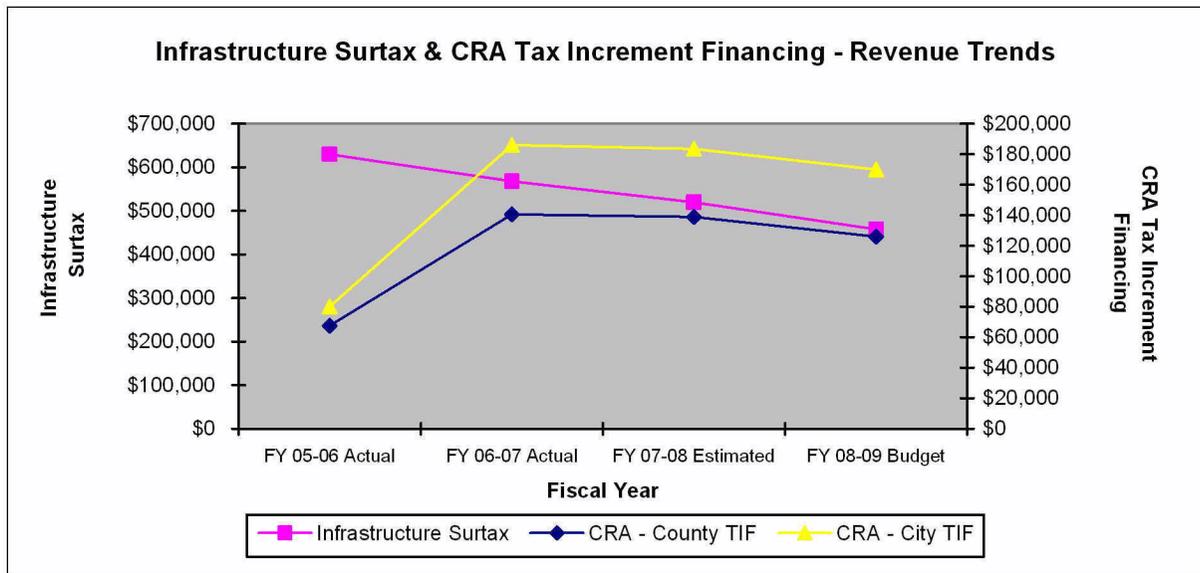
### Other Funds

Three types of funds are included in this section: special revenue funds, capital projects funds, and component units.

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 option gas taxes. The City has applied for \$700,000 in CDBG funds for lift station upgrades, and this amount is reflected in the proposed budget. The local option gas tax fund is transferred to the general fund to provide monies for streets' expenditures.

The capital projects fund is the infrastructure surtax ("Penny for Pasco"), where the financial resources are to be used for capital outlays. This fund has decreased due to lower anticipated revenues and less money being carried over from the 2007-2008 year. Funding is being provided for continuing lease payments and projects that have been deferred from previous years. New projects include continuing the vehicle replacement programs for police cars and matching funds for a Community Development Block Grant (CDBG) to assist in rehabilitation of three lift stations (# 1, #11, and #19).

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. An increase of just over \$139,000 is expected in this fund due to monies available for carryover to the 2008 – 2009 budget year.



Additional information on special revenue funds and capital projects funds is found in Section 6.

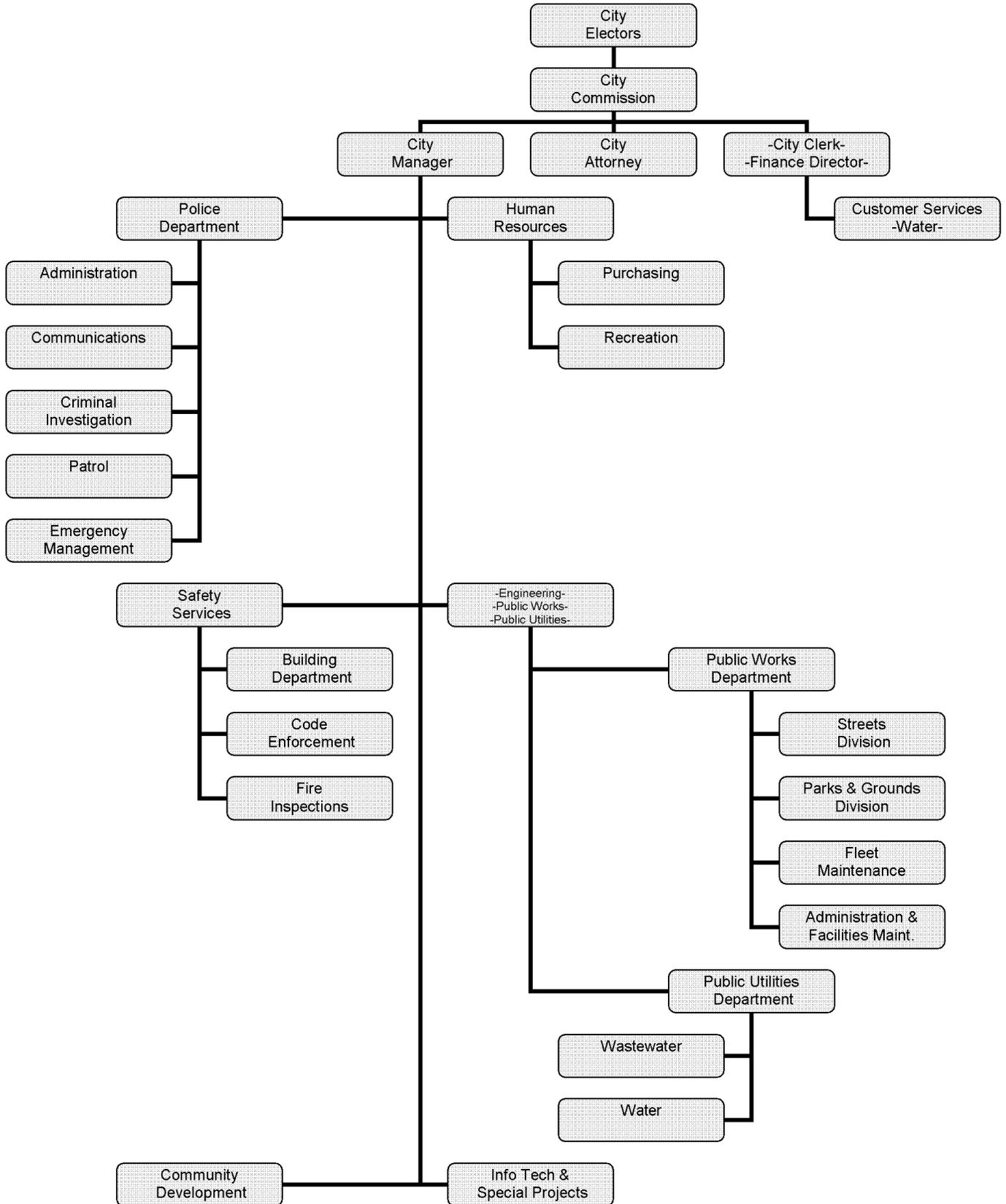
Further detail about the Community Redevelopment Agency component unit is in Section 7.

A glossary of budget terms is located in Section 8.

Public hearings on the budget and the millage rate will be held on September 9, 2008 at 5:30 p.m. and September 22, 2008 at 5:30 p.m. Both hearings will be held in the Commission Chambers at 14150 5th Street in Dade City.

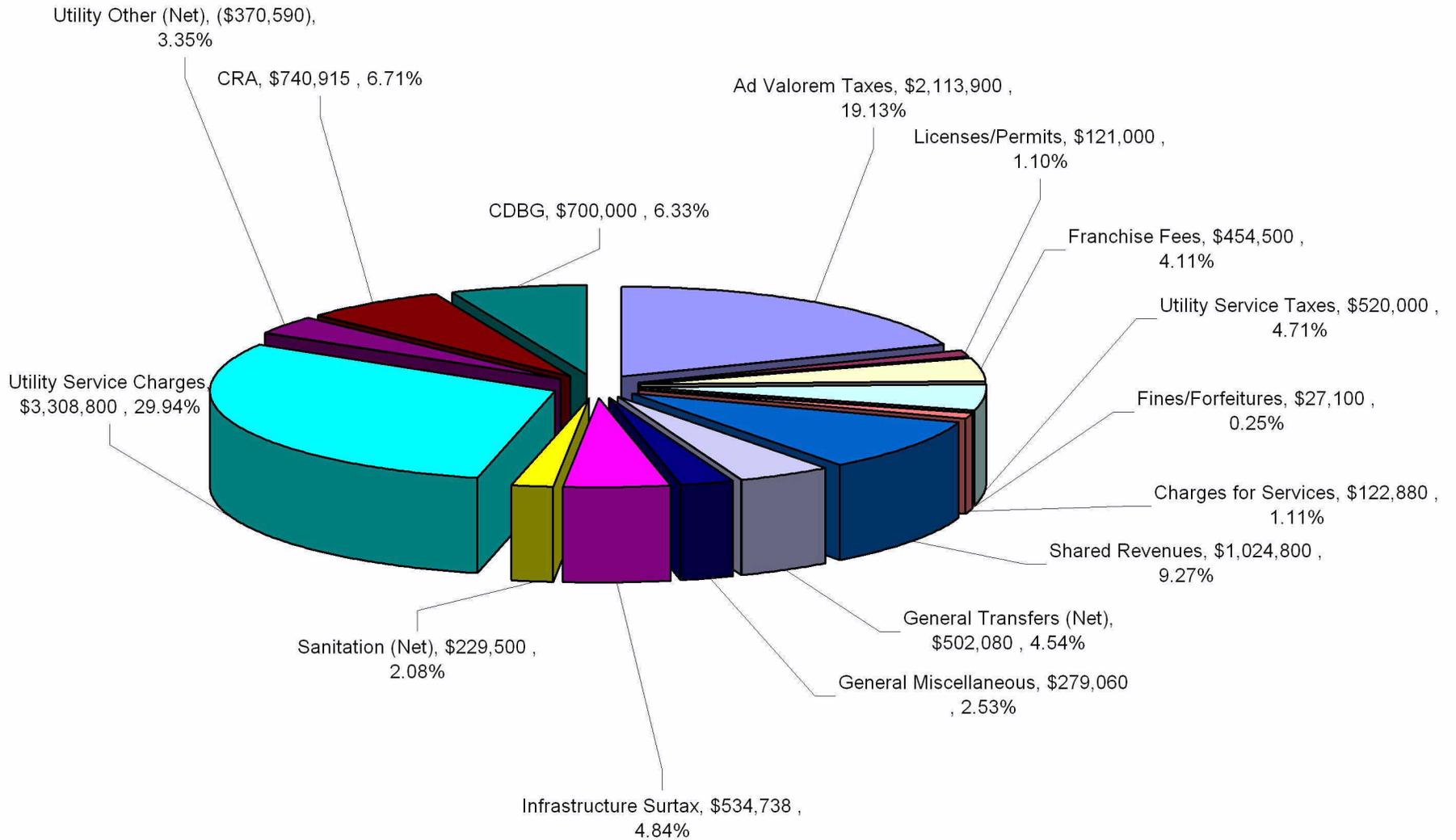
Submitted by William C. Poe, Jr., City Manager

# City of Dade City Organizational Chart



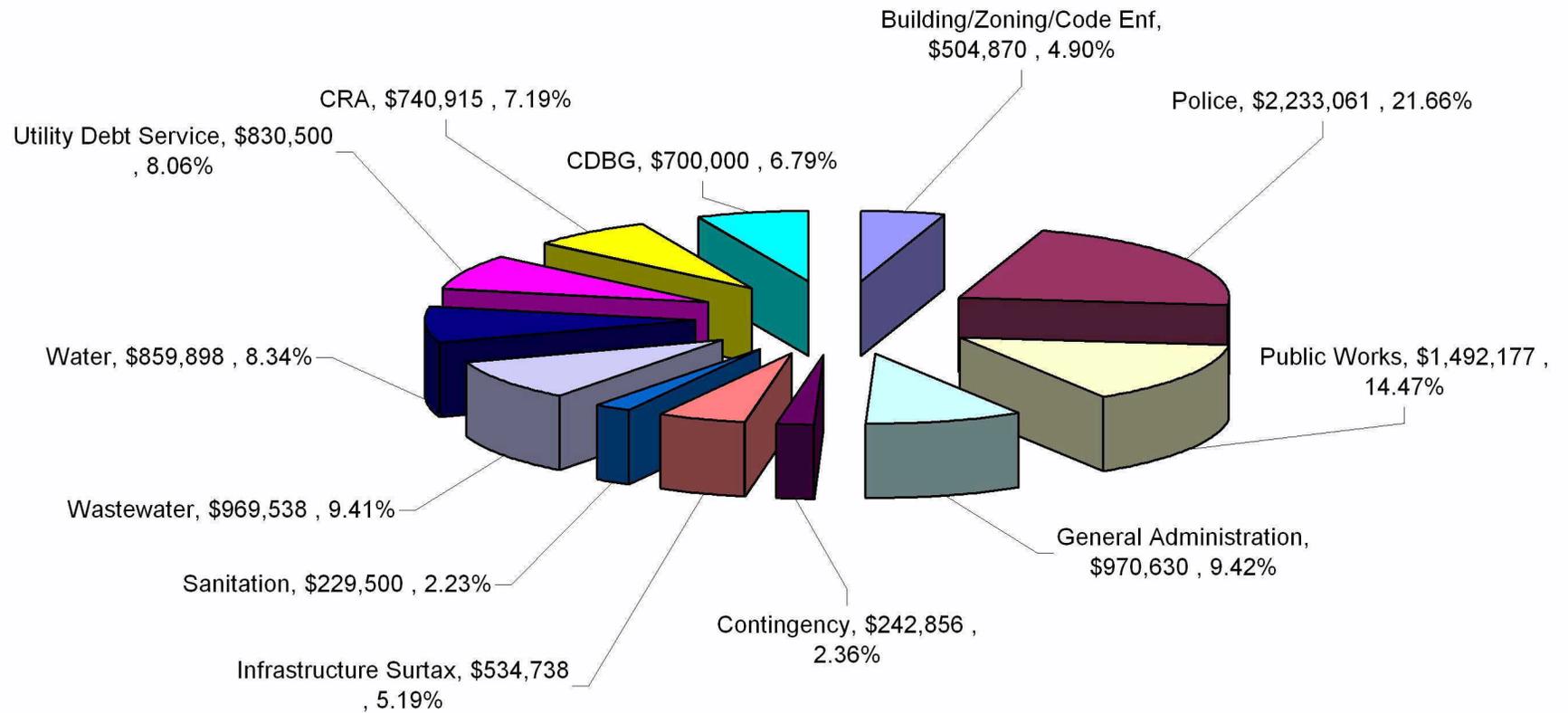
# REVENUE SUMMARY - ALL FUNDS

Revenue Total: \$10,308,683



# EXPENDITURE SUMMARY - ALL FUNDS

Expenditure Total: \$10,308,683



## Revenue Summary - All Funds

	FY 06-07 Actual	FY 07-08 Original	FY 07-08 Projected	FY 08-09 Requested
<b>GENERAL FUND</b>				
Ad Valorem Taxes	\$2,216,974	\$2,281,960	\$2,350,000	\$2,113,900
Franchise Fees	\$447,530	\$405,500	\$450,000	\$454,500
Utility Service Taxes	\$500,158	\$494,500	\$515,000	\$520,000
Licenses and Permits	\$105,486	\$124,500	\$121,000	\$121,000
Federal Grants	\$5,139	\$15,000	\$7,146	\$3,000
State Grants	\$4,900	\$0	\$0	\$0
State Shared Revenues	\$1,071,317	\$1,089,100	\$1,028,080	\$1,013,800
Local Shared Revenues	\$8,396	\$8,000	\$7,600	\$8,000
Charges for Services	\$167,441	\$127,020	\$118,282	\$122,880
Fines and Forfeitures	\$36,461	\$27,100	\$137,116	\$27,100
Miscellaneous	\$397,674	\$375,610	\$373,465	\$279,060
Other Sources	\$560,961	\$733,100	\$727,520	\$661,940
Other	(\$185,972)	(\$190,000)	(\$183,625)	(\$159,860)
<b>FUND TOTAL:</b>	<b>\$5,336,465</b>	<b>\$5,491,390</b>	<b>\$5,651,584</b>	<b>\$5,165,320</b>
<b>SPECIAL REVENUE FUNDS</b>				
Community Development Block Grant	\$5,625	\$0	\$678,750	\$700,000
	\$0	\$0	\$0	\$0
<b>CAPITAL PROJECTS FUNDS</b>				
Local Gov't. Infrastructure Surtax	\$1,166,688	\$1,320,376	\$1,281,494	\$534,738
<b>ENTERPRISE FUNDS</b>				
Water and Sewer Utilities				
Charges for Services	\$3,115,931	\$3,171,100	\$3,212,500	\$3,308,800
Miscellaneous	\$170,035	\$129,000	\$112,500	\$84,000
Other Sources	\$974,886	\$293,220	\$462,000	\$0
Other	(\$356,272)	(\$519,820)	(\$566,920)	(\$454,590)
<b>FUND TOTAL:</b>	<b>\$3,904,580</b>	<b>\$3,073,500</b>	<b>\$3,220,080</b>	<b>\$2,938,210</b>
Sanitation Services				
Franchise Fees	\$9,978	\$10,200	\$10,050	\$10,200
Charges for Services	\$233,118	\$219,000	\$229,800	\$225,000
Miscellaneous	\$16,119	\$13,000	\$9,000	\$6,000
Other	(\$24,000)	(\$40,000)	(\$40,000)	(\$11,700)
<b>FUND TOTAL:</b>	<b>\$235,215</b>	<b>\$202,200</b>	<b>\$208,850</b>	<b>\$229,500</b>
<b>COMPONENT UNITS</b>				
Community Redevelopment Agency	\$350,528	\$601,304	\$954,441	\$740,915
<b>REVENUE TOTAL:</b>	<b>\$10,999,101</b>	<b>\$10,688,770</b>	<b>\$11,995,199</b>	<b>\$10,308,683</b>

**Expenditure Summary - All Funds  
by Fiscal Year**

	FY 06-07 Actual	FY 07-08 Original	FY 07-08 Projected	FY 08-09 Requested
<b>GENERAL FUND</b>				
General Government:				
City Commission	\$50,072	\$98,945	\$141,675	\$143,055
City Manager	\$370,216	\$391,147	\$293,880	\$317,720
Info. Technology	\$58,995	\$77,990	\$55,495	\$38,925
Clerk/Finance - Gen.	\$193,296	\$238,660	\$224,967	\$231,510
City Attorney	\$45,625	\$61,640	\$42,763	\$39,240
Development Svcs.	\$101,058	\$165,630	\$120,469	\$134,040
Building Inspections	\$157,418	\$196,657	\$178,457	\$190,620
PW Admin. & Facilities	\$270,360	\$321,730	\$276,222	\$308,246
Fleet Maintenance	\$178,231	\$151,625	\$150,333	\$136,864
Contingency	\$0	\$167,024	\$0	\$164,762
<b>Total General Government</b>	<b>\$1,425,271</b>	<b>\$1,871,048</b>	<b>\$1,484,261</b>	<b>\$1,704,982</b>
Public Safety:				
Police	\$1,913,417	\$2,269,379	\$2,189,790	\$2,233,061
Fire / Safety Svcs.	\$232,508	\$229,135	\$191,340	\$180,210
<b>Total Public Safety</b>	<b>\$2,145,925</b>	<b>\$2,498,514</b>	<b>\$2,381,130</b>	<b>\$2,413,271</b>
Transportation:				
Streets	\$500,796	\$657,116	\$623,485	\$623,955
Culture & Recreation:				
Parks	\$364,049	\$410,322	\$322,663	\$383,002
Recreation	\$21,925	\$54,390	\$42,942	\$40,110
<b>Total Culture &amp; Recreation</b>	<b>\$385,974</b>	<b>\$464,712</b>	<b>\$365,605</b>	<b>\$423,112</b>
Depreciation				
<b>FUND TOTAL:</b>	<b>\$4,457,966</b>	<b>\$5,491,390</b>	<b>\$4,854,481</b>	<b>\$5,165,320</b>
<b>SPECIAL REVENUE FUNDS</b>				
Community Development Block Grant	\$5,625	\$0	\$678,750	\$700,000
	\$0	\$0	\$0	\$0
<b>CAPITAL PROJECTS FUNDS</b>				
Local Gov't. Infrastructure Surtax	\$404,062	\$1,320,376	\$1,204,256	\$534,738
<b>ENTERPRISE FUNDS</b>				
Water & Sewer Utilities:				
Water	\$757,285	\$759,550	\$743,885	\$859,898
Sewer	\$1,035,346	\$1,248,185	\$2,077,293	\$969,538
Clerk/Finance - Util.	\$188,101	\$217,390	\$181,310	\$200,180
Utility Debt Service	\$546,359	\$707,080	\$743,325	\$830,500
Contingency	\$0	\$141,295	\$0	\$78,094
Depreciation	\$482,274			
<b>FUND TOTAL:</b>	<b>\$3,009,365</b>	<b>\$3,073,500</b>	<b>\$3,745,813</b>	<b>\$2,938,210</b>
Sanitation Services:				
Sanitation	\$165,506	\$190,325	\$197,680	\$229,500
Contingency	\$0	\$11,875	\$0	\$0
Depreciation				
<b>FUND TOTAL:</b>	<b>\$165,506</b>	<b>\$202,200</b>	<b>\$197,680</b>	<b>\$229,500</b>
<b>COMPONENT UNITS</b>				
Community Redevelopment Agency	\$83,290	\$601,304	\$188,293	\$740,915
<b>EXPENDITURE TOTAL:</b>	<b>\$8,125,814</b>	<b>\$10,688,770</b>	<b>\$10,869,273</b>	<b>\$10,308,683</b>

**Expenditure Summary - All Funds  
by Category**

	Personal Services (1)	Operating Expenses (2)	Capital & Debt Svc. (3)	FY 08-09 Requested (4)
<b>GENERAL FUND</b>				
General Government:				
City Commission	\$7,530	\$135,525	\$0	\$143,055
City Manager	\$287,710	\$30,010	\$0	\$317,720
Info. Technology	\$0	\$34,425	\$4,500	\$38,925
Clerk/Finance - Gen.	\$164,210	\$62,300	\$5,000	\$231,510
City Attorney	\$32,090	\$7,150	\$0	\$39,240
Development Svcs.	\$101,360	\$32,680	\$0	\$134,040
Building Inspections	\$165,320	\$25,300	\$0	\$190,620
PW Admin. & Facilities	\$213,930	\$94,316	\$0	\$308,246
Fleet Maintenance	\$87,090	\$49,774	\$0	\$136,864
Contingency	\$0	\$164,762	\$0	\$164,762
<b>Total General Government</b>	<b>\$1,059,240</b>	<b>\$636,242</b>	<b>\$9,500</b>	<b>\$1,704,982</b>
Public Safety:				
Police	\$1,899,540	\$333,521	\$0	\$2,233,061
Fire / Safety Svcs.	\$126,330	\$53,880	\$0	\$180,210
<b>Total Public Safety</b>	<b>\$2,025,870</b>	<b>\$387,401</b>	<b>\$0</b>	<b>\$2,413,271</b>
Transportation:				
Streets	\$296,880	\$327,075	\$0	\$623,955
Culture & Recreation:				
Parks	\$230,540	\$142,962	\$9,500	\$383,002
Recreation	\$22,160	\$17,950	\$0	\$40,110
<b>Total Culture &amp; Recreation</b>	<b>\$252,700</b>	<b>\$160,912</b>	<b>\$9,500</b>	<b>\$423,112</b>
Prior Year Encumbrances				
<b>FUND TOTAL:</b>	<b>\$3,634,690</b>	<b>\$1,511,630</b>	<b>\$19,000</b>	<b>\$5,165,320</b>
<b>SPECIAL REVENUE FUNDS</b>				
Community Development Block Grant	\$0	\$0	\$700,000	\$700,000
	\$0	\$0	\$0	\$0
<b>CAPITAL PROJECTS FUNDS</b>				
Local Gov't. Infrastructure Surtax	\$0	\$0	\$534,738	\$534,738
<b>ENTERPRISE FUNDS</b>				
Water & Sewer Utilities:				
Water	\$499,580	\$310,318	\$50,000	\$859,898
Sewer	\$88,240	\$828,298	\$53,000	\$969,538
Clerk/Finance - Util.	\$122,180	\$63,000	\$15,000	\$200,180
Utility Debt Service	\$0	\$0	\$830,500	\$830,500
Contingency	\$0	\$78,094	\$0	\$78,094
Prior Year Encumbrances				\$0
<b>FUND TOTAL:</b>	<b>\$710,000</b>	<b>\$1,279,710</b>	<b>\$948,500</b>	<b>\$2,938,210</b>
Sanitation Services:				
Sanitation	\$0	\$229,500	\$0	\$229,500
Contingency	\$0	\$0	\$0	\$0
Prior Year Encumbrances				\$0
<b>FUND TOTAL:</b>	<b>\$0</b>	<b>\$229,500</b>	<b>\$0</b>	<b>\$229,500</b>
<b>COMPONENT UNITS</b>				
Community Redevelopment Agency	\$0	\$147,100	\$593,815	\$740,915
<b>EXPENDITURE TOTAL:</b>	<b>\$4,344,690</b>	<b>\$3,167,940</b>	<b>\$2,796,053</b>	<b>\$10,308,683</b>

**General Fund Revenue - Detail**

		FY 06-07	FY 07-08	FY 07-08	FY 08-09	\$ Change
		Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
<b>001-</b>						
311.100	Ad Valorem Taxes	\$2,216,974	\$2,281,960	\$2,350,000	\$2,113,900	(\$168,060)
	Franchise Fees					
313.100	Electricity	\$446,367	\$405,000	\$450,000	\$454,000	\$49,000
313.400	Natural Gas	\$1,163	\$500	\$0	\$500	\$0
	Utility Service Taxes					
314.100	Electricity	\$425,078	\$420,000	\$440,000	\$445,000	\$25,000
314.300	Water	\$64,112	\$62,000	\$65,000	\$65,000	\$3,000
314.700	Fuel Oil	\$0	\$0	\$0	\$0	\$0
314.800	Propane	\$10,968	\$12,500	\$10,000	\$10,000	(\$2,500)
	Licenses and Permits					
321.200	Occupational Licenses	\$29,088	\$32,500	\$32,500	\$32,500	\$0
321.300	Contractor Registrations	\$8,025	\$12,000	\$8,500	\$8,500	(\$3,500)
322.100	Building Permits	\$68,373	\$80,000	\$80,000	\$80,000	\$0
	Federal Grants					
331.220	Public Safety - LLEBG	\$0	\$0	\$0	\$0	\$0
331.230	Public Safety - Drug Enforcement	\$2,000	\$15,000	\$2,000	\$3,000	(\$12,000)
331.290	Public Safety - Other	\$3,139	\$0	\$5,146	\$0	\$0
331.510	Economic - Disaster Relief	\$0	\$0	\$0	\$0	\$0
	State Grants					
334.110	General Gov't	\$4,900	\$0	\$0	\$0	\$0
337.710	Recreation - FRDAP	\$0	\$0	\$0	\$0	\$0
	State Shared Revenues					
315.000	Communications Services Tax	\$333,744	\$336,410	\$318,000	\$323,600	(\$12,810)
335.120	State Revenue Sharing	\$303,605	\$303,760	\$297,800	\$297,700	(\$6,060)
335.140	Mobile Home Licenses	\$35,012	\$34,000	\$34,000	\$34,000	\$0
335.150	Alcoholic Beverage Licenses	\$4,280	\$5,000	\$6,160	\$5,000	\$0
335.180	Half-Cent Sales Tax	\$393,980	\$407,930	\$370,000	\$351,500	(\$56,430)
335.230	Firefighters' Supplemental Comp.	\$0	\$0	\$0	\$0	\$0
335.490	State Gas Tax Refund	\$696	\$2,000	\$2,120	\$2,000	\$0
335.491	Other Transportation	\$0	\$0	\$0	\$0	\$0
	Local Shared Revenues					
338.200	County Occupational Licenses	\$8,396	\$8,000	\$7,600	\$8,000	\$0
338.300	County Stormwater Utility	\$0	\$0	\$0	\$0	\$0
	Charges for Services					
341.320	Administrative Fees - DCF	\$0	\$0	\$0	\$0	\$0
337.100	Police Services - SROs	\$103,309	\$76,020	\$76,122	\$76,120	\$100
342.110	Police Services - Other	\$8,825	\$0	\$8,000	\$8,000	\$8,000
342.230	Fire Protection Services	\$0	\$0	\$0	\$0	\$0
342.240	Fire Inspection Services	\$0	\$0	\$0	\$0	\$0
342.510	Building Inspections - San Antonio	\$7,760	\$12,000	\$5,100	\$6,000	(\$6,000)
342.511	Building Inspections - St. Leo	\$9,501	\$12,000	\$4,500	\$6,000	(\$6,000)
343.920	Labor & Equipment - DCF	\$0	\$0	\$0	\$0	\$0
343.930	Mosquito Control - San Antonio	\$0	\$0	\$0	\$0	\$0
344.910	Street Sweeping - DOT	\$10,021	\$9,000	\$7,500	\$9,000	\$0
344.920	Street Light Maint. - DOT	\$16,892	\$12,000	\$11,060	\$11,760	(\$240)
345.910	Planning & Zoning Fees	\$11,133	\$6,000	\$6,000	\$6,000	\$0

**General Fund Revenue - Detail**

		FY 06-07	FY 07-08	FY 07-08	FY 08-09	\$ Change
		Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
<b>001-</b>						
	Fines and Forfeitures					
351.100	Court Fines	\$25,750	\$25,000	\$24,500	\$25,000	\$0
354.100	Fines - Parking Ordinance	\$408	\$300	\$150	\$300	\$0
354.900	Fines - Misc. Code Violations	\$1,031	\$0	\$6,446	\$0	\$0
359.000	Police Education	\$2,022	\$1,800	\$1,600	\$1,800	\$0
359.100	Forfeiture Fund Proceeds	\$7,250	\$0	\$104,420	\$0	\$0
	Miscellaneous					
361.100	Interest	\$262,660	\$190,000	\$180,000	\$150,000	(\$40,000)
361.300	Net Increase (Decrease) in Value	(\$88,088)	\$0	\$0	\$0	\$0
362.000	Rental Fees	\$20,827	\$22,000	\$20,000	\$22,000	\$0
363.140	Street Lighting Assessment	\$32,629	\$27,510	\$26,885	\$26,560	(\$950)
364.100	Cemetery Lot Sales	\$16,659	\$15,000	\$14,000	\$20,000	\$5,000
364.200	Real Estate Sales	\$100,000	\$100,000	\$100,000	\$0	(\$100,000)
365.100	Sales of Surplus and Scrap	\$30,741	\$0	\$19,350	\$0	\$0
366.100	Contributions and Donations	\$6,900	\$0	\$1,250	\$0	\$0
367.000	Gain on Sale of Investments	\$157	\$500	\$780	\$500	\$0
369.900	Miscellaneous	\$15,189	\$20,600	\$11,200	\$60,000	\$39,400
	Other Sources					
381.100	Transfer - Public Safety Impact	\$0	\$0	\$0	\$0	\$0
381.200	Transfer - Transportation Impact	\$0	\$0	\$0	\$0	\$0
381.300	Transfer - Local Option Gas Tax	\$286,961	\$282,180	\$276,600	\$281,900	(\$280)
381.400	Transfer - Infrastructure Surtax	\$0	\$0	\$0	\$0	\$0
382.100	Contribution - Water and Sewer	\$250,000	\$410,920	\$410,920	\$368,340	(\$42,580)
382.200	Contribution - Sanitation	\$24,000	\$40,000	\$40,000	\$11,700	(\$28,300)
383.000	Capital Lease Proceeds	\$0	\$0	\$0	\$0	\$0
384.000	Debt Proceeds	\$0	\$0	\$0	\$0	\$0
	Other					
301.000	Budgeted Cash Balances	\$0	\$0	\$0	\$10,140	\$10,140
390.100	Depreciation	\$0	\$0	\$0	\$0	\$0
302.000	Tax Transfer to CRA	(\$185,972)	(\$190,000)	(\$183,625)	(\$170,000)	\$20,000
<b>TOTAL - GENERAL FUND</b>		<b>\$5,336,465</b>	<b>\$5,491,390</b>	<b>\$5,651,584</b>	<b>\$5,165,320</b>	<b>(\$326,070)</b>

**General Fund  
Expense Summary**

GENERAL FUND TOTALS		FY 06-07 Actual (1)	FY 07-08 Original (2)	FY 07-08 Projected (3)	FY 08-09 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>						
11.00	Executive Salaries	\$459,916	\$514,320	\$431,321	\$416,240	(\$98,080)
12.10	Regular Salaries (fulltime w/ retirement)	\$1,974,846	\$2,167,570	\$2,033,462	\$2,056,260	(\$111,310)
12.20	Regular Salaries (parttime w/ retirement)	\$0	\$0	\$0	\$0	\$0
13.20	Other Salaries (parttime w/o retirement)	\$85,387	\$163,810	\$92,610	\$180,410	\$16,600
13.30	Other Salaries (special)	\$0	\$0	\$0	\$0	\$0
14.00	Overtime	\$150,677	\$72,410	\$146,246	\$74,660	\$2,250
14.20	Overtime (special)	\$5,819	\$20,000	\$600	\$4,000	(\$16,000)
15.00	Special Pay / Fringes	\$15,886	\$13,870	\$24,500	\$24,350	\$10,480
21.00	FICA Taxes	\$198,432	\$225,900	\$203,352	\$210,890	(\$15,010)
22.10	Retirement - State	\$40,541	\$39,990	\$40,909	\$35,710	(\$4,280)
22.20	Retirement - Police	\$41,778	\$86,210	\$83,000	\$82,450	(\$3,760)
22.30	Retirement - Fire	\$11,285	\$4,060	\$2,674	\$0	(\$4,060)
22.40	Retirement - Annuity	\$7,133	\$8,260	\$5,921	\$7,770	(\$490)
22.50	Retirement - Local	\$36,102	\$43,980	\$40,480	\$40,570	(\$3,410)
23.00	Life & Health Insurance	\$273,360	\$320,750	\$276,895	\$310,380	(\$10,370)
24.00	Worker's Comp. Insurance	\$144,647	\$192,350	\$90,326	\$180,350	(\$12,000)
25.00	Unemployment Comp.	\$0	\$3,500	\$0	\$10,650	\$7,150
	<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$3,445,809</b>	<b>\$3,876,980</b>	<b>\$3,472,296</b>	<b>\$3,634,690</b>	<b>(\$242,290)</b>
<b>Operating Expenses</b>						
31.10	Medical / Psychological Services	\$2,200	\$6,750	\$9,002	\$6,800	\$50
31.20	Legal Services	\$7,848	\$18,000	\$8,500	\$2,500	(\$15,500)
31.30	Engineering, Surveying, etc.	\$5,456	\$34,500	\$3,500	\$7,500	(\$27,000)
31.40	Lab Testing Services	\$0	\$200	\$0	\$100	(\$100)
31.90	Other Professional Services	\$48,070	\$37,900	\$12,900	\$29,170	(\$8,730)
32.00	Accounting & Auditing	\$26,000	\$26,000	\$26,000	\$26,500	\$500
34.10	Custodial Services	\$14,700	\$0	\$0	\$0	\$0
34.90	Other Contractual Services	\$58,890	\$108,640	\$153,898	\$104,400	(\$4,240)
37.00	Election Costs	\$0	\$5,500	\$3,436	\$0	(\$5,500)
40.10	Travel & Per Diem	\$8,605	\$19,860	\$6,150	\$14,805	(\$5,055)
41.00	Communications	\$36,189	\$49,950	\$34,450	\$45,700	(\$4,250)
42.00	Postage	\$7,518	\$10,150	\$8,940	\$9,785	(\$365)
43.10	Electric Utilities	\$70,144	\$84,500	\$69,300	\$80,556	(\$3,944)
43.20	Electric Utilities - Street Lights	\$88,034	\$113,250	\$97,200	\$100,000	(\$13,250)
43.30	Electric Utilities - Traffic Lights	\$5,991	\$8,000	\$5,600	\$8,000	\$0
43.40	Propane Gas Utilities	\$1,053	\$2,400	\$800	\$2,200	(\$200)
43.50	Waste Disposal Charges	\$6,209	\$11,500	\$6,352	\$11,000	(\$500)
43.60	Water & Sewer Utilities	\$22,451	\$26,950	\$14,250	\$18,250	(\$8,700)
44.10	Equipment Rentals & Leases	\$8,968	\$15,300	\$11,270	\$13,300	(\$2,000)
44.20	Vehicle Rentals & Leases	\$12,500	\$4,400	\$2,802	\$28,000	\$23,600
44.90	Other Rentals & Leases	\$4,945	\$6,500	\$11,110	\$13,500	\$7,000
45.10	Property & Fleet Insurance	\$61,827	\$104,601	\$93,624	\$103,571	(\$1,030)
45.30	Liability Insurance	\$45,429	\$37,019	\$46,332	\$43,897	\$6,878
45.50	Employee Bond	\$554	\$700	\$554	\$600	(\$100)
46.10	Building & Grounds Maintenance	\$32,464	\$97,000	\$59,650	\$79,750	(\$17,250)
46.20	Vehicle Maintenance	\$49,634	\$54,325	\$51,150	\$47,500	(\$6,825)
46.30	Office Equipment Maintenance	\$26,342	\$37,500	\$68,700	\$50,739	\$13,239
46.40	Radio Maintenance	\$21,817	\$11,325	\$5,748	\$9,025	(\$2,300)
46.50	Equipment Maintenance	\$4,125	\$16,400	\$5,950	\$14,250	(\$2,150)
47.00	Printing & Binding	\$6,637	\$14,800	\$8,650	\$13,300	(\$1,500)
48.00	Promotional Activities	\$1,550	\$3,300	\$200	\$1,300	(\$2,000)
49.10	Legal Ads & Notices	\$9,077	\$13,870	\$6,698	\$9,268	(\$4,602)
49.20	Permits & Licenses	\$451	\$1,225	\$650	\$2,175	\$950
49.30	Disposal Charges	\$23,108	\$40,500	\$38,789	\$39,250	(\$1,250)
49.40	Hydrant Charges	\$9,075	\$9,900	\$9,900	\$9,900	\$0
49.70	Loss on Sale of Investments	\$24	\$5,000	\$500	\$1,000	(\$4,000)
49.90	Other Miscellaneous Charges	\$8,590	\$19,223	\$11,550	\$11,000	(\$8,223)
51.00	Office Supplies	\$14,832	\$19,700	\$15,410	\$16,750	(\$2,950)
52.10	Motor Fuel & Oil	\$79,031	\$106,000	\$101,100	\$119,280	\$13,280
52.20	Uniforms & Clothing	\$13,713	\$21,925	\$19,450	\$21,300	(\$625)
52.30	Equipment & Supplies	\$41,344	\$47,731	\$39,550	\$41,937	(\$5,794)
52.40	Chemicals	\$500	\$4,000	\$2,500	\$3,000	(\$1,000)
52.50	Personal Equipment	\$2,232	\$10,000	\$6,000	\$11,000	\$1,000
52.60	Janitorial Supplies	\$3,094	\$5,000	\$2,800	\$3,500	(\$1,500)
53.00	Road Materials & Supplies	\$15,271	\$25,000	\$17,000	\$25,000	\$0
54.10	Memberships & Dues	\$9,165	\$13,210	\$9,145	\$9,060	(\$4,150)

**General Fund  
Expense Summary**

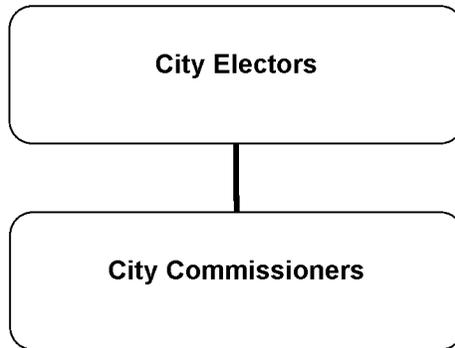
54.20	Publications & Subscriptions	\$7,280	\$17,132	\$9,485	\$6,850	(\$10,282)
54.30	Registrations & Tuitions	\$12,688	\$19,100	\$15,555	\$12,600	(\$6,500)
58.00	Emergency Preparedness	\$300	\$0	\$0	\$0	\$0
59.00	Depreciation	\$0	\$0	\$0	\$0	\$0
82.00	Contributions - Private Organizations	\$41,128	\$78,000	\$131,000	\$118,000	\$40,000
	<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$977,053</b>	<b>\$1,423,736</b>	<b>\$1,263,100</b>	<b>\$1,346,868</b>	<b>(\$76,868)</b>
	<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$4,422,862</b>	<b>\$5,300,716</b>	<b>\$4,735,396</b>	<b>\$4,981,558</b>	<b>(\$319,158)</b>
<b>Capital Outlay &amp; Debt Service</b>						
61.00	Land	\$0	\$0	\$0	\$0	\$0
62.00	Buildings	\$8,750	\$5,000	\$8,464	\$0	(\$5,000)
63.00	Improvements (Other Than Buildings)	\$3,504	\$0	\$29,620	\$0	\$0
64.00	Capital Machinery & Equipment	\$22,850	\$18,650	\$81,001	\$19,000	\$350
71.00	Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
72.00	Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
	<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$35,104</b>	<b>\$23,650</b>	<b>\$119,085</b>	<b>\$19,000</b>	<b>(\$4,650)</b>
	<b>TOTAL</b>	<b>\$4,457,966</b>	<b>\$5,324,366</b>	<b>\$4,854,481</b>	<b>\$5,000,558</b>	<b>(\$323,808)</b>
	Contingency	\$0	\$167,024	\$0	\$164,762	(\$2,262)
	<b>TOTAL</b>	<b>\$4,457,966</b>	<b>\$5,491,390</b>	<b>\$4,854,481</b>	<b>\$5,165,320</b>	<b>(\$326,070)</b>

# City Commission

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## Department Summary

The City Commission is the legislative and policy making body of the City government. The Commission is responsible for adopting ordinances and resolutions, establishing tax rates, approving an annual budget, establishing policies for the operation of the City government and delivery of municipal services as set forth in the City Charter. The City Commission is elected at-large by Dade City registered voters for a four-year term.



<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
Mayor	0	1
Mayor Pro Tem	0	1
Commissioner	0	3

**City Commission**

<b>City Commission</b>	<b>FY 06-07</b>	<b>FY 07-08</b>	<b>FY 07-08</b>	<b>FY 08-09</b>	<b>\$ Change</b>
	<b>Actual (1)</b>	<b>Original (2)</b>	<b>Projected (3)</b>	<b>Requested (4)</b>	<b>(4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$6,600	\$6,600	\$6,600	\$6,600	\$0
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$505	\$510	\$505	\$510	\$0
Retirement Contributions	\$200	\$240	\$263	\$300	\$60
Insurance Contributions	\$465	\$80	\$50	\$80	\$0
Worker's Comp & Unemployment	\$34	\$40	\$22	\$40	\$0
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$7,804</b>	<b>\$7,470</b>	<b>\$7,440</b>	<b>\$7,530</b>	<b>\$60</b>
<b>Operating Expenses</b>					
Professional Services	\$220	\$1,000	\$250	\$1,000	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$4,245	\$4,000	\$300	\$3,000	(\$1,000)
Communications	\$290	\$650	\$550	\$600	(\$50)
Postage	\$160	\$500	\$200	\$400	(\$100)
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$6,160	\$7,000	\$7,000
Insurance	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance Services	\$0	\$0	\$0	\$0	\$0
Printing & Binding	\$0	\$500	\$500	\$1,500	\$1,000
Promotional Activities	\$0	\$400	\$150	\$300	(\$100)
Miscellaneous Charges	\$1,169	\$11,500	\$3,050	\$3,250	(\$8,250)
Office Supplies	\$74	\$150	\$150	\$150	\$0
Operating Supplies	\$708	\$500	\$150	\$250	(\$250)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$8,974	\$9,275	\$6,775	\$7,575	(\$1,700)
Emergency Preparedness	\$300	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$26,128	\$63,000	\$116,000	\$110,500	\$47,500
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$42,268</b>	<b>\$91,475</b>	<b>\$134,235</b>	<b>\$135,525</b>	<b>\$44,050</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$50,072</b>	<b>\$98,945</b>	<b>\$141,675</b>	<b>\$143,055</b>	<b>\$44,110</b>
<b>Capital Outlay &amp; Debt Service</b>					
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
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$50,072</b>	<b>\$98,945</b>	<b>\$141,675</b>	<b>\$143,055</b>	<b>\$44,110</b>

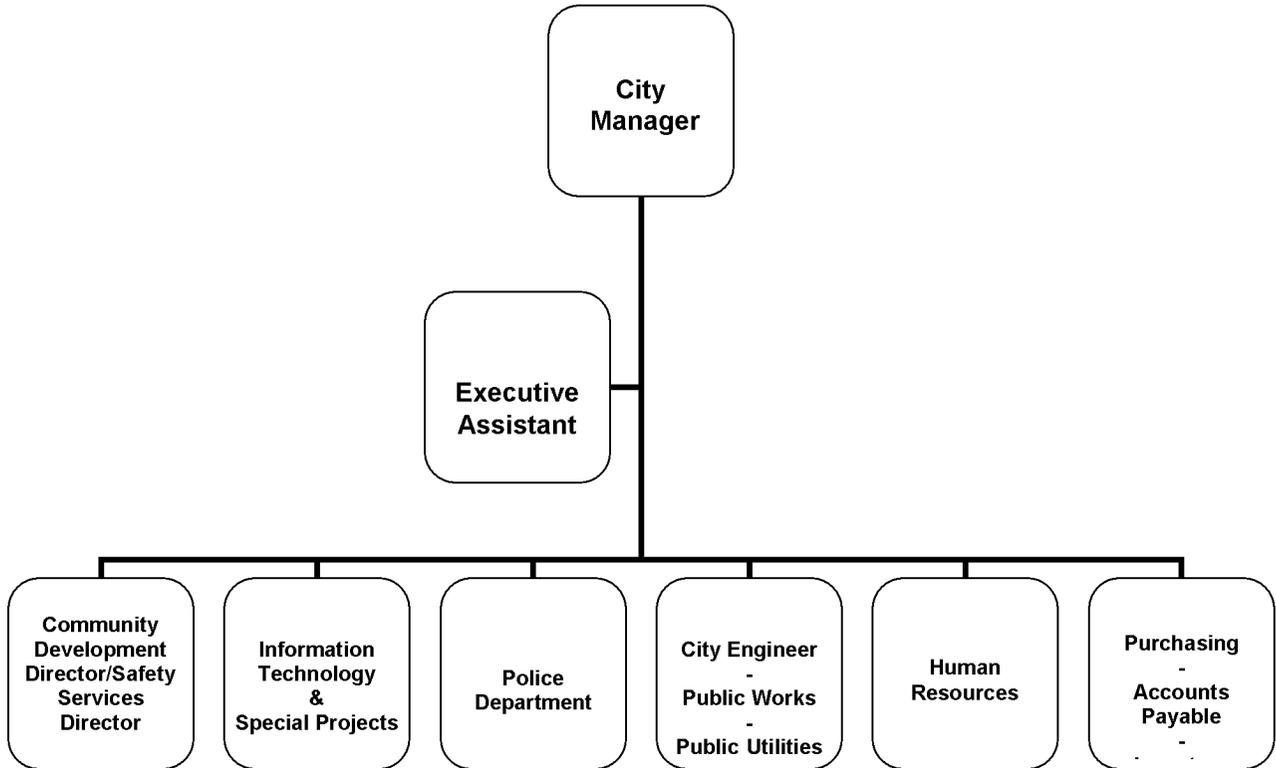
## ***City Manager's Office***

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### **Department Summary**

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 and divisions, with the exception of the City Clerk/Finance Office and the City Attorney who report directly to the City Commission. Additional responsibilities include: preparation and submittal of the annual budget, overseeing the City's personnel system (encompassing Human Resources, Risk Management, and Employee Benefits). The City Manager also acts as the Purchasing Agent for the City. The Community Development Director/Safety Services Director, City Engineer/Public Works Director as well as the Police Chief, report directly to the City Manager. Some functions performed by the City Manager are described below. This is however, a generalization and by no means reflects all of the City Manager's duties.

1. Preparation and submittal of the annual operating budget
2. Financial Management (duties shared with City Finance Officer)
3. Economic Development
4. Personnel Administration
  - a) Labor Relations
  - b) Wage & Benefits Review
  - c) Risk Management
  - d) Employee Recruitment & Retention
  - e) Training
5. Purchasing and Contract Administration
  - b) Requisition/Purchase Order Review & Processing
  - c) Transfer Authorization
6. Planning and Zoning Administration
7. Overall administration of City services
8. Staff and clerical support to City Commission



<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
City Manager	1	0
Executive Assistant	1	0
Community Development Director	1	0
Administrative Services Director	0	0
Human Resources Specialist	1	0
Staff Assistant III	1	0
Accounts Payable Specialist	1	0

**City Manager's Office**

<b>City Manager</b>	<b>FY 06-07</b>	<b>FY 07-08</b>	<b>FY 07-08</b>	<b>FY 08-09</b>	<b>\$ Change</b>
	<b>Actual (1)</b>	<b>Original (2)</b>	<b>Projected (3)</b>	<b>Requested (4)</b>	<b>(4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$273,733	\$283,300	\$214,600	\$228,700	(\$54,600)
Overtime	\$68	\$150	\$2,000	\$1,200	\$1,050
FICA Taxes	\$20,033	\$21,690	\$16,600	\$17,590	(\$4,100)
Retirement Contributions	\$13,824	\$12,110	\$9,610	\$9,120	(\$2,990)
Insurance Contributions	\$27,503	\$26,570	\$22,470	\$22,680	(\$3,890)
Worker's Comp & Unemployment	\$1,320	\$1,560	\$731	\$8,420	\$6,860
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$336,481</b>	<b>\$345,380</b>	<b>\$266,011</b>	<b>\$287,710</b>	<b>(\$57,670)</b>
<b>Operating Expenses</b>					
Professional Services	\$9,187	\$12,050	\$2,036	\$6,750	(\$5,300)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$0	\$2,500	\$300	\$2,000	(\$500)
Communications	\$4,954	\$5,500	\$3,600	\$4,000	(\$1,500)
Postage	\$888	\$900	\$900	\$1,000	\$100
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$456	\$1,500	\$500	\$1,000	(\$500)
Insurance	\$2,080	\$3,360	\$2,713	\$3,660	\$300
Repair & Maintenance Services	\$324	\$1,000	\$4,700	\$4,000	\$3,000
Printing & Binding	\$442	\$800	\$350	\$250	(\$550)
Promotional Activities	\$443	\$1,000	\$50	\$400	(\$600)
Miscellaneous Charges	\$376	\$1,100	\$850	\$800	(\$300)
Office Supplies	\$4,063	\$1,500	\$2,200	\$2,000	\$500
Operating Supplies	\$2,354	\$2,500	\$900	\$750	(\$1,750)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$8,168	\$12,057	\$7,460	\$3,400	(\$8,657)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$33,735</b>	<b>\$45,767</b>	<b>\$26,559</b>	<b>\$30,010</b>	<b>(\$15,757)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$370,216</b>	<b>\$391,147</b>	<b>\$292,570</b>	<b>\$317,720</b>	<b>(\$73,427)</b>
<b>Capital Outlay &amp; Debt Service</b>					
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	\$1,310	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,310</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$370,216</b>	<b>\$391,147</b>	<b>\$293,880</b>	<b>\$317,720</b>	<b>(\$73,427)</b>

## **City Manager's Office Information Technology**

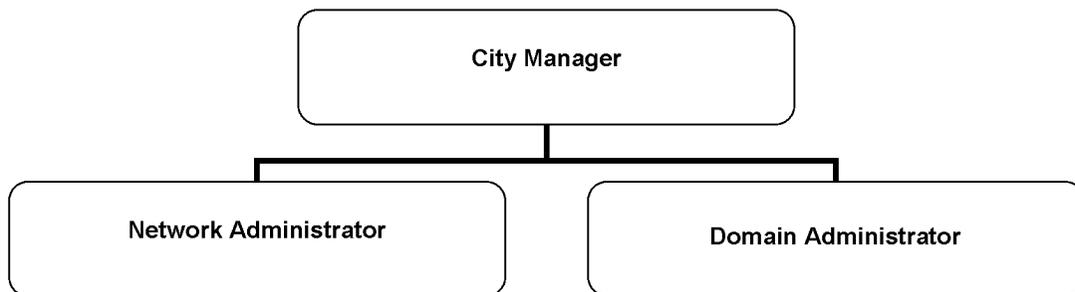
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### **Division Summary**

One of the primary functions of the Information Technology division is to conduct weekly inspections of the City's file server hardware to detect any potential problems which may cause serious interruptions and costly expense to the City's computer operating system. This division keeps the City abreast of the latest computer upgrades available which are compatible with the existing system, to correct any malfunctions with existing hardware and software.

It is the purpose of the Information Technology division to coordinate the purchase and upgrade of all City owned computers, computer components, and computer software City wide. It is instrumental in the selection of all operating software, anti-virus software and ensures the proper licensing of all software. This department also provides support of all departments/division with the correction of any computer software and hardware problems.

In addition, the staff of this unit provides assistance to the City Manager's Office for Special Projects coordination and management as needed.



<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
Network Administrator	0	Contract
System Manager	0	0
Domain Administrator	0	1

- The Domain Administrator is a full time City employee who oversees Information Technology as an additional duty to other primary duties.

## Information Technology

Info. Technology	FY 06-07 Actual (1)	FY 07-08 Original (2)	FY 07-08 Projected (3)	FY 08-09 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
Salaries & Special Pays	\$31,323	\$40,040	\$23,101	\$0	(\$40,040)
Overtime	\$515	\$300	\$516	\$0	(\$300)
FICA Taxes	\$2,340	\$3,090	\$1,797	\$0	(\$3,090)
Retirement Contributions	\$2,593	\$3,970	\$2,316	\$0	(\$3,970)
Insurance Contributions	\$3,370	\$4,430	\$2,805	\$0	(\$4,430)
Worker's Comp & Unemployment	\$168	\$230	\$106	\$0	(\$230)
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$40,309</b>	<b>\$52,060</b>	<b>\$30,641</b>	<b>\$0</b>	<b>(\$52,060)</b>
<b>Operating Expenses</b>					
Professional Services	\$4,287	\$1,050	\$0	\$500	(\$550)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$10,589	\$10,500	\$8,000	\$22,000	\$11,500
Travel & Per Diem	\$0	\$1,500	\$0	\$0	(\$1,500)
Communications	\$426	\$700	\$600	\$300	(\$400)
Postage	\$8	\$100	\$10	\$25	(\$75)
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$382	\$750	\$0	\$0	(\$750)
Insurance	\$824	\$1,680	\$1,349	\$2,000	\$320
Repair & Maintenance Services	\$491	\$750	\$8,000	\$8,500	\$7,750
Printing & Binding	\$0	\$300	\$0	\$0	(\$300)
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$8	\$0	\$0	\$0	\$0
Office Supplies	\$629	\$600	\$160	\$100	(\$500)
Operating Supplies	\$1,042	\$2,500	\$2,000	\$1,000	(\$1,500)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$5,500	\$1,275	\$0	(\$5,500)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$18,686</b>	<b>\$25,930</b>	<b>\$21,394</b>	<b>\$34,425</b>	<b>\$8,495</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$58,995</b>	<b>\$77,990</b>	<b>\$52,035</b>	<b>\$34,425</b>	<b>(\$43,565)</b>
<b>Capital Outlay &amp; Debt Service</b>					
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	\$3,460	\$4,500	\$4,500
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,460</b>	<b>\$4,500</b>	<b>\$4,500</b>
<b>TOTAL</b>	<b>\$58,995</b>	<b>\$77,990</b>	<b>\$55,495</b>	<b>\$38,925</b>	<b>(\$39,065)</b>

## **City Clerk/Finance Department**

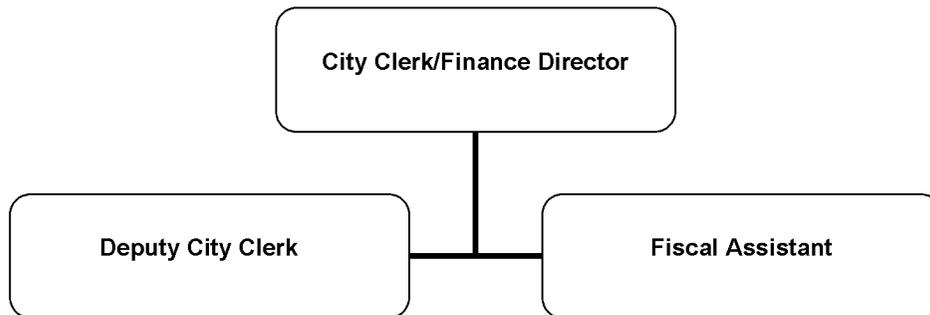
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### **Department Summary**

The City Clerk/Finance department 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 City Clerk/Finance department are split between the General Fund and the Enterprise/Utilities Fund. In its general government role, primary duties include:

1. Clerk activities: include the keeping of all City records, overseeing City elections, the distribution of the Business Tax receipts, recording and keeping City Commission minutes, ordinances, resolutions, agreements and other necessary duties not mentioned.
2. Finance activities: include accounting practices, disbursement of City funds, employee payroll, cash management and other financial responsibilities not mentioned.



<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
City Clerk/Finance Director	1	0
Deputy City Clerk	1	0
Fiscal Assistant	1	0

**City Clerk / Finance - General Fund**

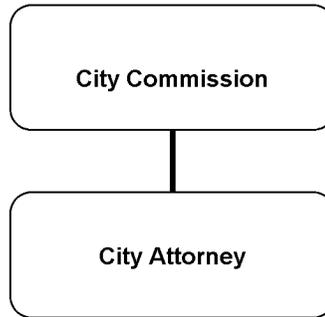
<b>Clerk/Finance - Gen.</b>	<b>FY 06-07</b>	<b>FY 07-08</b>	<b>FY 07-08</b>	<b>FY 08-09</b>	<b>\$ Change</b>
	<b>Actual (1)</b>	<b>Original (2)</b>	<b>Projected (3)</b>	<b>Requested (4)</b>	<b>(4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$111,745	\$131,500	\$127,500	\$127,150	(\$4,350)
Overtime	\$762	\$500	\$950	\$2,000	\$1,500
FICA Taxes	\$8,423	\$10,100	\$9,700	\$9,880	(\$220)
Retirement Contributions	\$9,941	\$10,940	\$10,790	\$10,860	(\$80)
Insurance Contributions	\$9,558	\$13,290	\$13,550	\$13,610	\$320
Worker's Comp & Unemployment	\$485	\$730	\$339	\$710	(\$20)
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$140,914</b>	<b>\$167,060</b>	<b>\$162,829</b>	<b>\$164,210</b>	<b>(\$2,850)</b>
<b>Operating Expenses</b>					
Professional Services	\$36	\$1,050	\$0	\$550	(\$500)
Accounting & Auditing	\$26,000	\$26,000	\$26,000	\$26,500	\$500
Contractual Services	\$0	\$5,500	\$3,436	\$0	(\$5,500)
Travel & Per Diem	\$992	\$1,200	\$1,600	\$1,600	\$400
Communications	\$1,537	\$1,600	\$1,600	\$1,600	\$0
Postage	\$3,411	\$3,600	\$3,500	\$3,600	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$761	\$1,000	\$1,000	\$1,000	\$0
Insurance	\$2,270	\$2,500	\$2,002	\$2,400	(\$100)
Repair & Maintenance Services	\$10,337	\$13,000	\$13,000	\$13,500	\$500
Printing & Binding	\$809	\$4,000	\$3,600	\$4,000	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$2,202	\$8,250	\$3,050	\$3,800	(\$4,450)
Office Supplies	\$927	\$2,000	\$1,600	\$1,800	(\$200)
Operating Supplies	\$0	\$0	\$0	\$0	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$3,100	\$1,900	\$1,750	\$1,950	\$50
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$52,382</b>	<b>\$71,600</b>	<b>\$62,138</b>	<b>\$62,300</b>	<b>(\$9,300)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$193,296</b>	<b>\$238,660</b>	<b>\$224,967</b>	<b>\$226,510</b>	<b>(\$12,150)</b>
<b>Capital Outlay &amp; Debt Service</b>					
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	\$5,000	\$5,000
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>TOTAL</b>	<b>\$193,296</b>	<b>\$238,660</b>	<b>\$224,967</b>	<b>\$231,510</b>	<b>(\$7,150)</b>

# City Attorney

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## Department Summary

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.



<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
City Attorney	0	1

**City Attorney's Office**

<b>City Attorney</b>	<b>FY 06-07</b>	<b>FY 07-08</b>	<b>FY 07-08</b>	<b>FY 08-09</b>	<b>\$ Change</b>
	<b>Actual (1)</b>	<b>Original (2)</b>	<b>Projected (3)</b>	<b>Requested (4)</b>	<b>(4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$26,008	\$28,390	\$26,384	\$28,390	\$0
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$1,969	\$2,180	\$2,150	\$2,180	\$0
Retirement Contributions	\$1,250	\$1,380	\$1,380	\$1,380	\$0
Insurance Contributions	\$1,654	\$0	\$0	\$0	\$0
Worker's Comp & Unemployment	\$116	\$140	\$64	\$140	\$0
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$30,997</b>	<b>\$32,090</b>	<b>\$29,978</b>	<b>\$32,090</b>	<b>\$0</b>
<b>Operating Expenses</b>					
Professional Services	\$7,848	\$18,000	\$8,500	\$2,500	(\$15,500)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$282	\$1,500	\$850	\$800	(\$700)
Communications	\$129	\$800	\$200	\$300	(\$500)
Postage	\$622	\$600	\$600	\$200	(\$400)
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$456	\$400	\$385	\$400	\$0
Insurance	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance Services	\$150	\$700	\$400	\$400	(\$300)
Printing & Binding	\$112	\$100	\$100	\$100	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$2,562	\$4,400	\$450	\$1,000	(\$3,400)
Office Supplies	\$816	\$750	\$150	\$100	(\$650)
Operating Supplies	\$29	\$300	\$50	\$150	(\$150)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$1,622	\$2,000	\$1,100	\$1,200	(\$800)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$14,628</b>	<b>\$29,550</b>	<b>\$12,785</b>	<b>\$7,150</b>	<b>(\$22,400)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$45,625</b>	<b>\$61,640</b>	<b>\$42,763</b>	<b>\$39,240</b>	<b>(\$22,400)</b>
<b>Capital Outlay &amp; Debt Service</b>					
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
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$45,625</b>	<b>\$61,640</b>	<b>\$42,763</b>	<b>\$39,240</b>	<b>(\$22,400)</b>

# **Community Development Department**

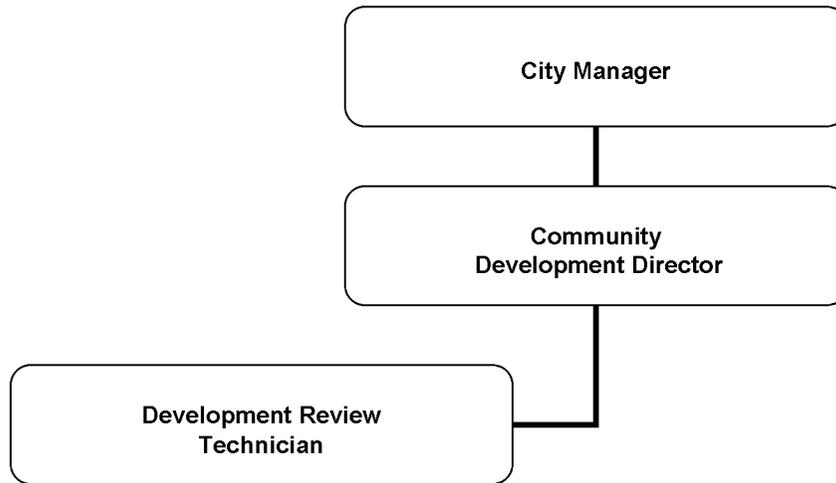
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## **Department Summary**

This department serves under the direction of the City Manager in all planning, zoning and land development functions, and under the specific guidance of the Community Development Director. The Community Development Division is also charged with the development and maintenance of the City's Comprehensive Plan. Further, it is the responsibility of this division to meet with developers and/or contractors relative to growth within the City and to research any potential annexations into the City.

Another function of this department is that of technical and/or clerical support to the Board of Adjustment, the Development Review Committee, the Planning Board and the Redevelopment Advisory Committee, Architectural Review Board, Citizens Advisory Committee for the Land Development Code, the Design Review Committee and the Historic Preservation Advisory Board.

This department pursues grants for enhancement of city services to the community. The Community Development Director is also the Safety Services Director who oversees the operation of Safety Services encompassing Code Enforcement, Fire Safety Inspections and the Building Department.



<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
(City Manager)	(See City Manager's Department for Classification)	
Community Development Director	1	0
Development Review Technician	1	0

## Community Development

Development Svcs.	FY 06-07 Actual (1)	FY 07-08 Original (2)	FY 07-08 Projected (3)	FY 08-09 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
Salaries & Special Pays	\$63,858	\$81,430	\$81,382	\$81,420	(\$10)
Overtime	\$0	\$350	\$180	\$350	\$0
FICA Taxes	\$4,856	\$6,260	\$6,200	\$6,260	\$0
Retirement Contributions	\$2,940	\$3,800	\$3,781	\$3,800	\$0
Insurance Contributions	\$3,938	\$8,860	\$8,450	\$9,080	\$220
Worker's Comp & Unemployment	\$231	\$450	\$212	\$450	\$0
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$75,823</b>	<b>\$101,150</b>	<b>\$100,205</b>	<b>\$101,360</b>	<b>\$210</b>
<b>Operating Expenses</b>					
Professional Services	\$13,833	\$46,550	\$10,500	\$20,500	(\$26,050)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$0	\$1,000	\$450	\$500	(\$500)
Communications	\$675	\$1,200	\$300	\$400	(\$800)
Postage	\$276	\$750	\$100	\$600	(\$150)
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$455	\$900	\$400	\$400	(\$500)
Insurance	\$1,640	\$1,680	\$1,349	\$1,680	\$0
Repair & Maintenance Services	\$150	\$400	\$250	\$400	\$0
Printing & Binding	\$1,193	\$1,000	\$500	\$600	(\$400)
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$5,922	\$8,100	\$5,070	\$6,100	(\$2,000)
Office Supplies	\$332	\$600	\$600	\$500	(\$100)
Operating Supplies	\$38	\$300	\$150	\$150	(\$150)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$140	\$2,000	\$595	\$850	(\$1,150)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$24,654</b>	<b>\$64,480</b>	<b>\$20,264</b>	<b>\$32,680</b>	<b>(\$31,800)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$100,477</b>	<b>\$165,630</b>	<b>\$120,469</b>	<b>\$134,040</b>	<b>(\$31,590)</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$581	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$581</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$101,058</b>	<b>\$165,630</b>	<b>\$120,469</b>	<b>\$134,040</b>	<b>(\$31,590)</b>

## **Safety Services Building Division**

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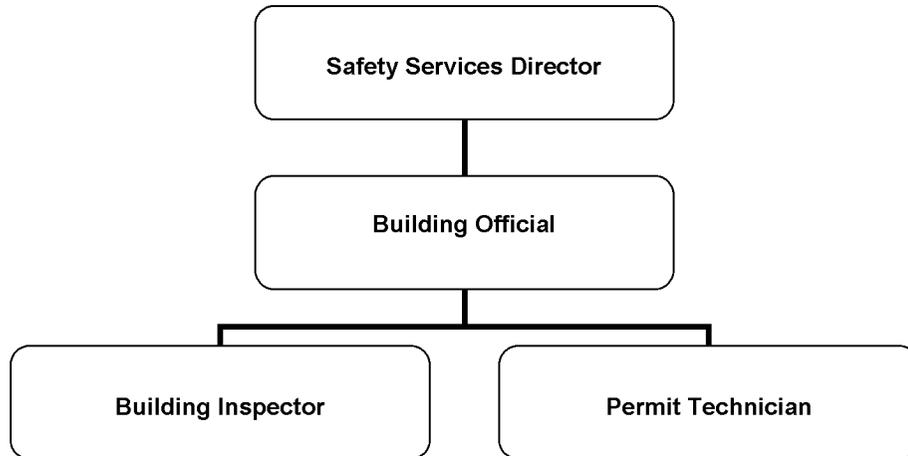
### **Division Summary**

The Building Division's primary mission is to always strive to put the safety and welfare of our citizens first and foremost as the division goes about the daily business of permitting and inspecting the residential dwellings and commercial structures. The department will guard its citizens against unlicensed contractor activity and protect them from poor workmanship during all construction phases.

The Building Division of the Safety Services Department provides all building construction functions for the City of Dade City along with permitting and inspection services to the City of San Antonio and Town of St. Leo.

This division governs all building construction, whether by contractor or homeowner, in order to provide for the safety and well being of our citizens through assurance that their homes and businesses are built to specific codes as set forth by the State of Florida and the City of Dade City.

This division also governs contractor license registrations to ensure that contractors are in compliance with State of Florida license requirements and City of Dade City ordinance requirements.



<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
(Safety Services Director)	(See Community Development Director Classification)	
Building Official	1	0
Building Inspector	1	0
Permit Technician	1	0

## Building Inspections

Building Inspections	FY 06-07 Actual (1)	FY 07-08 Original (2)	FY 07-08 Projected (3)	FY 08-09 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
Salaries & Special Pays	\$89,340	\$122,390	\$122,140	\$122,380	(\$10)
Overtime	\$3,694	\$700	\$300	\$700	\$0
FICA Taxes	\$6,559	\$9,420	\$8,500	\$9,420	\$0
Retirement Contributions	\$5,348	\$7,300	\$7,130	\$7,150	(\$150)
Insurance Contributions	\$11,338	\$13,290	\$13,570	\$13,610	\$320
Worker's Comp & Unemployment	\$4,460	\$12,160	\$5,706	\$12,060	(\$100)
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$120,739</b>	<b>\$165,260</b>	<b>\$157,346</b>	<b>\$165,320</b>	<b>\$60</b>
<b>Operating Expenses</b>					
Professional Services	\$20,415	\$550	\$0	\$0	(\$550)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$0	\$900	\$0	\$1,500	\$600
Communications	\$1,843	\$3,000	\$2,100	\$2,000	(\$1,000)
Postage	\$6	\$500	\$400	\$500	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$4,166	\$3,600	\$3,002	\$1,500	(\$2,100)
Insurance	\$4,380	\$10,247	\$8,559	\$9,400	(\$847)
Repair & Maintenance Services	\$603	\$2,950	\$2,600	\$3,200	\$250
Printing & Binding	\$857	\$500	\$150	\$250	(\$250)
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$0	\$300	\$0	\$0	(\$300)
Office Supplies	\$870	\$1,200	\$1,100	\$750	(\$450)
Operating Supplies	\$3,466	\$5,250	\$2,500	\$3,000	(\$2,250)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$73	\$2,400	\$700	\$3,200	\$800
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$36,679</b>	<b>\$31,397</b>	<b>\$21,111</b>	<b>\$25,300</b>	<b>(\$6,097)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$157,418</b>	<b>\$196,657</b>	<b>\$178,457</b>	<b>\$190,620</b>	<b>(\$6,037)</b>
<b>Capital Outlay &amp; Debt Service</b>					
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
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$157,418</b>	<b>\$196,657</b>	<b>\$178,457</b>	<b>\$190,620</b>	<b>(\$6,037)</b>

# **Public Works Administration and Facilities Maintenance**

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## **Division Summary**

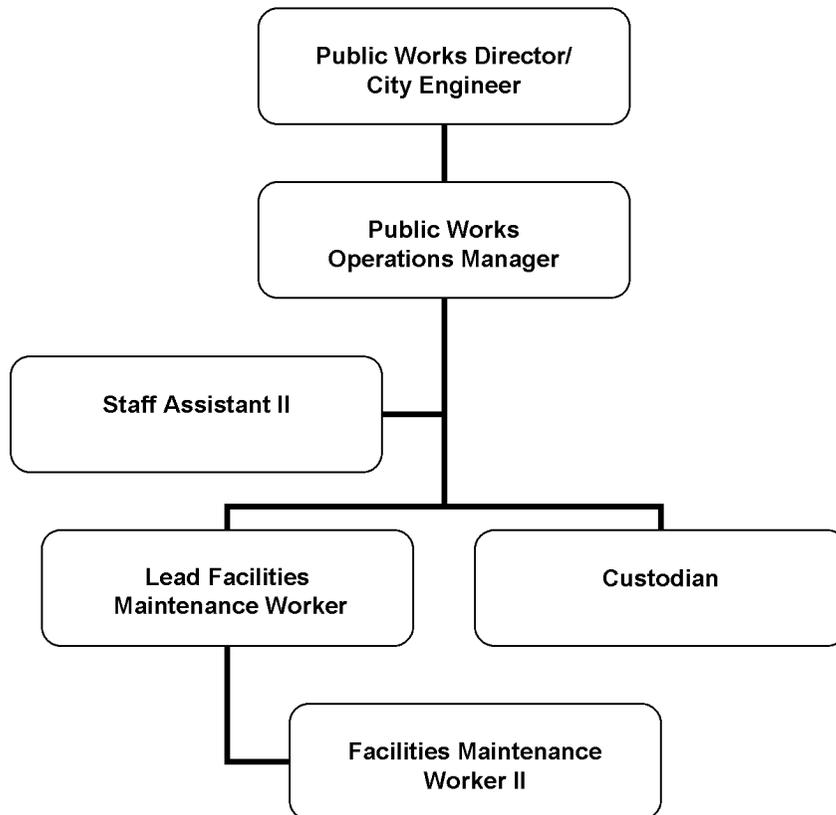
This division of the Public Works Department provides administrative direction and support to other divisions within Public Works. This division receives concerns from citizens and City employees alike and immediately strives to rectify any potentially dangerous situations. All other concerns are handled 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 and road closures for Downtown Main Street and Chamber of Commerce.
8. Coordinates all other planned events.



**Public Works Department  
Administration and Facilities Maintenance continued**

<b>Classification</b>	<b>Full time</b>	<b>Part time</b>
(City Engineer/Public Works Director)	(See Water Division Classification)	
Public Works Operations Manager	1	0
Staff Assistant II	1	0
Lead Facilities Maintenance Worker	1	0
Facilities Maintenance Worker II	1	0
Custodian	0	2

**Public Works - Facilities Maintenance**

<b>PW Admin. &amp; Facilities</b>	FY 06-07 Actual (1)	FY 07-08 Original (2)	FY 07-08 Projected (3)	FY 08-09 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
Salaries & Special Pays	\$131,175	\$155,750	\$150,100	\$155,640	(\$110)
Overtime	\$15,383	\$6,500	\$6,000	\$6,500	\$0
FICA Taxes	\$10,898	\$12,420	\$11,900	\$12,410	(\$10)
Retirement Contributions	\$7,559	\$8,130	\$8,500	\$8,180	\$50
Insurance Contributions	\$16,296	\$17,710	\$18,270	\$18,150	\$440
Worker's Comp & Unemployment	\$10,864	\$13,070	\$6,138	\$13,050	(\$20)
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$192,175</b>	<b>\$213,580</b>	<b>\$200,908</b>	<b>\$213,930</b>	<b>\$350</b>
<b>Operating Expenses</b>					
Professional Services	\$72	\$50	\$0	\$50	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$11,100	\$320	\$0	\$0	(\$320)
Travel & Per Diem	\$0	\$155	\$0	\$0	(\$155)
Communications	\$3,486	\$3,500	\$2,700	\$3,500	\$0
Postage	\$291	\$0	\$600	\$535	\$535
Utility Services	\$24,758	\$31,000	\$21,425	\$24,356	(\$6,644)
Rentals & Leases	\$456	\$250	\$385	\$400	\$150
Insurance	\$8,590	\$12,095	\$10,354	\$12,095	\$0
Repair & Maintenance Services	\$22,272	\$42,700	\$31,300	\$42,700	\$0
Printing & Binding	\$0	\$600	\$100	\$600	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$36	\$100	\$50	\$100	\$0
Office Supplies	\$626	\$1,300	\$1,200	\$1,000	(\$300)
Operating Supplies	\$6,498	\$10,600	\$7,000	\$8,300	(\$2,300)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$480	\$200	\$680	\$200
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$78,185</b>	<b>\$103,150</b>	<b>\$75,314</b>	<b>\$94,316</b>	<b>(\$8,834)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$270,360</b>	<b>\$316,730</b>	<b>\$276,222</b>	<b>\$308,246</b>	<b>(\$8,484)</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$5,000	\$0	\$0	(\$5,000)
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
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$5,000)</b>
<b>TOTAL</b>	<b>\$270,360</b>	<b>\$321,730</b>	<b>\$276,222</b>	<b>\$308,246</b>	<b>(\$13,484)</b>

## **Public Works Department Fleet Maintenance Division**

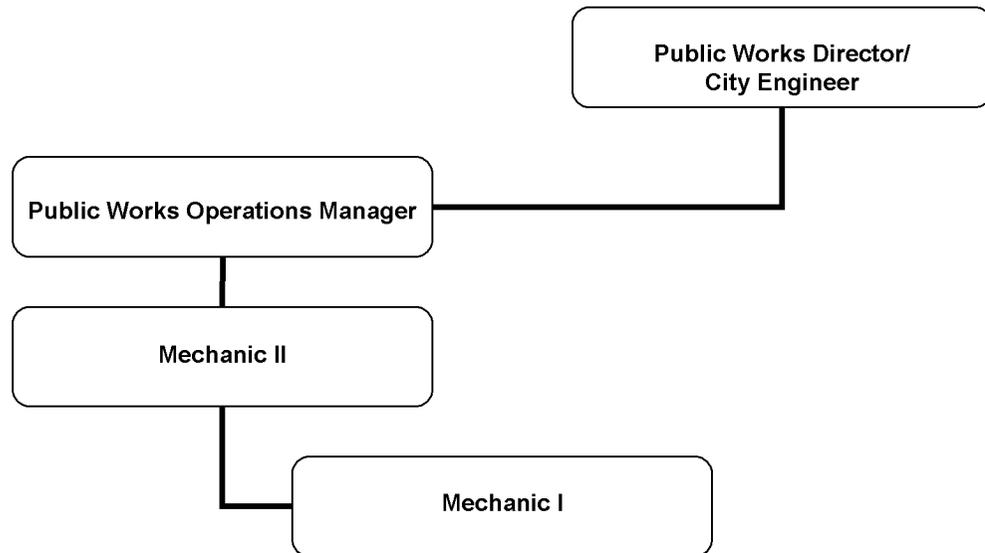
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### **Division Summary**

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.



<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
(Public Works Director/City Engineer)	(See Water Division Classification)	
(Public Works Operations Manager)	(See Administration & Facility Maint. For Classification)	
Mechanic II	1	0
Mechanic I	1	0

## Public Works - Fleet Maintenance

Fleet Maintenance	FY 06-07	FY 07-08	FY 07-08	FY 08-09	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
<b>Personal Services</b>					
Salaries & Special Pays	\$96,752	\$63,960	\$64,240	\$63,970	\$10
Overtime	\$6,119	\$2,380	\$1,000	\$2,380	\$0
FICA Taxes	\$7,552	\$5,080	\$5,000	\$5,080	\$0
Retirement Contributions	\$6,067	\$2,650	\$2,600	\$2,650	\$0
Insurance Contributions	\$12,088	\$8,860	\$9,150	\$9,080	\$220
Worker's Comp & Unemployment	\$4,911	\$3,920	\$1,823	\$3,930	\$10
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$133,489</b>	<b>\$86,850</b>	<b>\$83,813</b>	<b>\$87,090</b>	<b>\$240</b>
<b>Operating Expenses</b>					
Professional Services	\$0	\$50	\$0	\$370	\$320
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$180	\$320	\$0	\$0	(\$320)
Travel & Per Diem	\$0	\$155	\$0	\$155	\$0
Communications	\$1,615	\$3,500	\$1,500	\$2,000	(\$1,500)
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$15,703	\$18,100	\$16,177	\$17,900	(\$200)
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$3,286	\$13,400	\$14,029	\$14,060	\$660
Repair & Maintenance Services	\$5,183	\$6,700	\$5,400	\$7,889	\$1,189
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$98	\$550	\$100	\$550	\$0
Office Supplies	\$261	\$500	\$500	\$500	\$0
Operating Supplies	\$3,877	\$6,000	\$5,150	\$6,000	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$350	\$50	\$350	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$30,203</b>	<b>\$49,625</b>	<b>\$42,906</b>	<b>\$49,774</b>	<b>\$149</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$163,692</b>	<b>\$136,475</b>	<b>\$126,719</b>	<b>\$136,864</b>	<b>\$389</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$8,750	\$0	\$8,464	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$15,150	\$0	\$0
Capital Machinery & Equipment	\$5,789	\$15,150	\$0	\$0	(\$15,150)
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$14,539</b>	<b>\$15,150</b>	<b>\$23,614</b>	<b>\$0</b>	<b>(\$15,150)</b>
<b>TOTAL</b>	<b>\$178,231</b>	<b>\$151,625</b>	<b>\$150,333</b>	<b>\$136,864</b>	<b>(\$14,761)</b>

# ***Police Department***

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## **Department Summary**

The City Police Department's primary function is to enforce the laws of the State of Florida in a fair and just manner, while at all times recognizing the statutory and judicial limitations of that authority and recognizing the constitutional rights of all persons. This Department is charged with rendering aid to all citizens and other agencies with a responsible and timely dissemination of all information, both emergency and non-emergency, to the proper authorities.

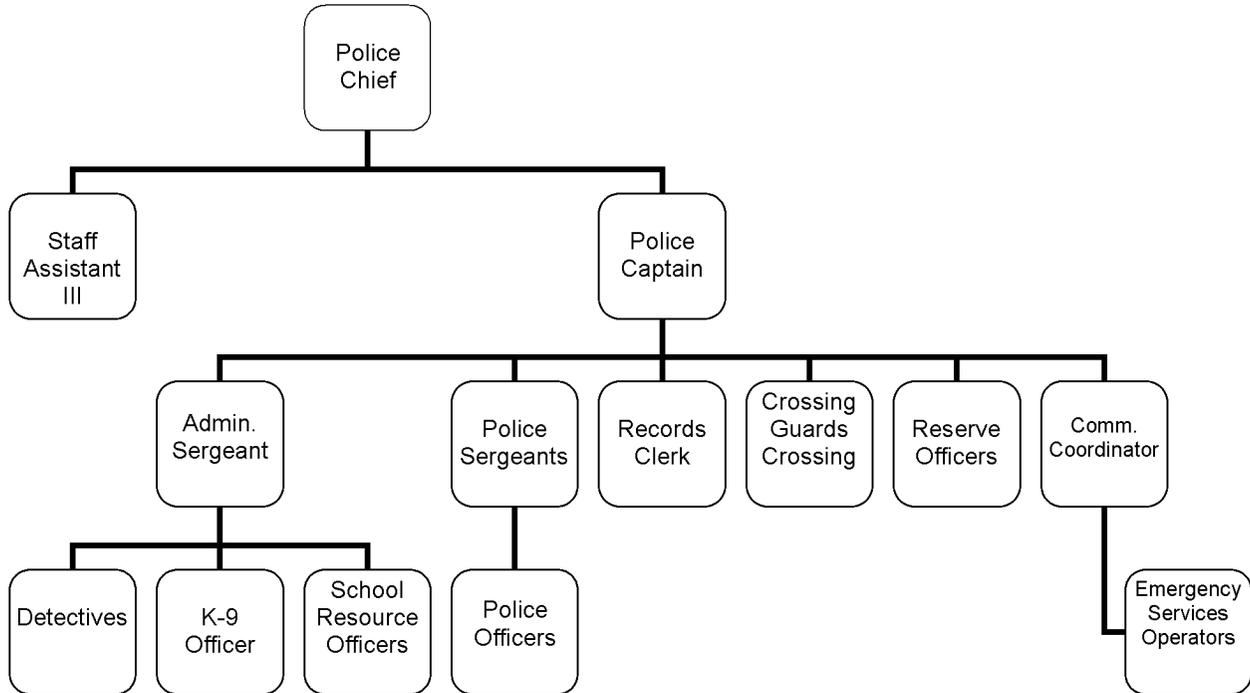
The Dade City Police Department has been entrusted with the mission of protecting and serving all residents, visitors, businesses, and property owners coming within the Department's jurisdiction, in a fair and prudent manner. In partnership with the citizens of Dade City the Police Department seeks to provide timely and professional emergency assistance, uphold public safety, and protect life and property. The Chief of Police is charged with the responsibility of all police activities and reports directly to the City Manager.

The Department is comprised 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) Provide security for annual civic events, to name a few.
- 5) Provide school crossing guards for 2 elementary schools and 1 middle school



Classification	Full Time	Part Time
Chief of Police	1	0
Captain of Police	1	0
Administrative Sergeant of Police	1	0
Staff Assistant III	1	0
Records Clerk	1	0
Communications Coordinator	1	0
Emergency Services Operators	7	4
• Detectives	3	0
K-9 Officer	1	0
Police Sergeants	4	0
Police Officers	11	2
School Resource Officer	2	0
Reserve Police Officers	0	6 ( Volunteer)
School Crossing Guards	0	4

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

## Police

Police	FY 06-07 Actual (1)	FY 07-08 Original (2)	FY 07-08 Projected (3)	FY 08-09 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
Salaries & Special Pays	\$1,175,667	\$1,394,110	\$1,272,370	\$1,377,150	(\$16,960)
Overtime	\$118,162	\$70,000	\$116,600	\$54,000	(\$16,000)
FICA Taxes	\$95,641	\$112,010	\$101,950	\$109,490	(\$2,520)
Retirement Contributions	\$53,730	\$101,720	\$98,750	\$98,260	(\$3,460)
Insurance Contributions	\$117,445	\$152,320	\$125,300	\$156,030	\$3,710
Worker's Comp & Unemployment	\$81,274	\$108,960	\$50,664	\$104,610	(\$4,350)
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$1,641,919</b>	<b>\$1,939,120</b>	<b>\$1,765,634</b>	<b>\$1,899,540</b>	<b>(\$39,580)</b>
<b>Operating Expenses</b>					
Professional Services	\$1,876	\$5,600	\$8,700	\$4,100	(\$1,500)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$37,666	\$33,000	\$53,613	\$39,700	\$6,700
Travel & Per Diem	\$3,035	\$2,800	\$2,600	\$2,300	(\$500)
Communications	\$15,887	\$21,000	\$17,000	\$24,000	\$3,000
Postage	\$322	\$1,000	\$650	\$800	(\$200)
Utility Services	\$17,258	\$20,700	\$18,350	\$21,200	\$500
Rentals & Leases	\$4,009	\$4,500	\$4,000	\$4,500	\$0
Insurance	\$38,175	\$43,778	\$50,843	\$47,840	\$4,062
Repair & Maintenance Services	\$53,873	\$66,250	\$76,900	\$60,250	(\$6,000)
Printing & Binding	\$1,999	\$4,500	\$2,300	\$3,500	(\$1,000)
Promotional Activities	\$1,107	\$1,000	\$0	\$0	(\$1,000)
Miscellaneous Charges	\$3,394	\$2,700	\$2,050	\$1,700	(\$1,000)
Office Supplies	\$4,716	\$10,000	\$7,000	\$9,000	(\$1,000)
Operating Supplies	\$78,783	\$102,131	\$98,000	\$110,631	\$8,500
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$3,509	\$7,800	\$11,400	\$4,000	(\$3,800)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$265,609</b>	<b>\$326,759</b>	<b>\$353,406</b>	<b>\$333,521</b>	<b>\$6,762</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$1,907,528</b>	<b>\$2,265,879</b>	<b>\$2,119,040</b>	<b>\$2,233,061</b>	<b>(\$32,818)</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$5,889	\$3,500	\$70,750	\$0	(\$3,500)
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$5,889</b>	<b>\$3,500</b>	<b>\$70,750</b>	<b>\$0</b>	<b>(\$3,500)</b>
<b>TOTAL</b>	<b>\$1,913,417</b>	<b>\$2,269,379</b>	<b>\$2,189,790</b>	<b>\$2,233,061</b>	<b>(\$36,318)</b>

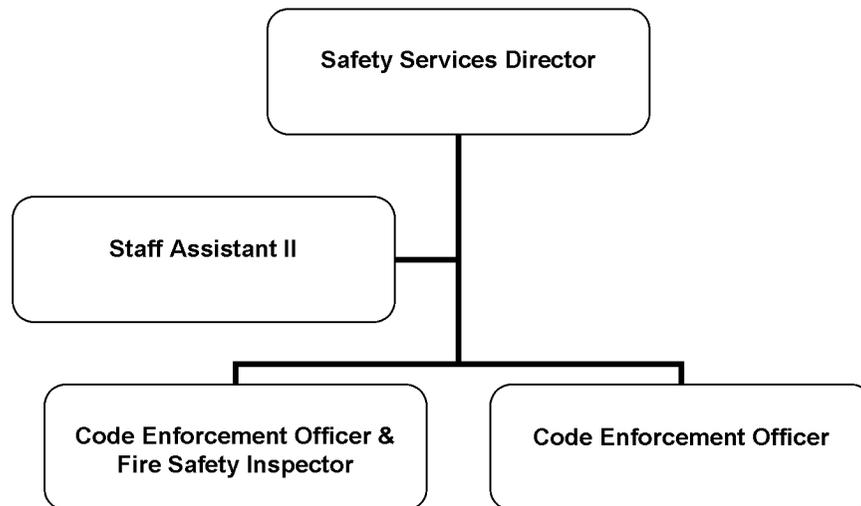
**Safety Services Department**  
**Fire Inspections / Code Enforcement Division**

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**Division Summary**

This division strives daily to govern and educate our citizens on the importance of compliance with City ordinances established for the protection of our citizens. It also oversees the homeowner as well as the business owner in a continuing effort to see that any and all City Codes and Ordinances are observed for the betterment of our community. We feel that through our integrity and actions, we show our community that we are available to them through these efforts. The Code Enforcement Division prepares notices of violations and citations to appear in court to any citizen/business who fails to comply with City Codes and Ordinances.

The Code Enforcement Division provides all Code Enforcement functions throughout the City in an effort to encourage all citizens to comply with City ordinances for the safety and well being of all citizens. Further, this department conducts inspections of all businesses at least once annually to ensure they are in compliance with the National Fire Prevention Codes. The Code Enforcement Division works with the Building Division on commercial plan examinations for compliance with fire safety codes and conducts fire safety inspections of this construction until its completion.



<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
Safety Services Director	See Community Development Director	
Staff Assistant II	1	0
Code Enforcement Officer / Fire Safety Inspector	1	0
Code Enforcement Officer	0	1

## Safety Services / Code Enforcement

Fire / Safety Svcs.	FY 06-07 Actual (1)	FY 07-08 Original (2)	FY 07-08 Projected (3)	FY 08-09 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
Salaries & Special Pays	\$147,935	\$134,380	\$119,456	\$97,170	(\$37,210)
Overtime	\$0	\$530	\$0	\$530	\$0
FICA Taxes	\$10,727	\$10,330	\$9,200	\$7,480	(\$2,850)
Retirement Contributions	\$13,760	\$7,440	\$6,014	\$3,360	(\$4,080)
Insurance Contributions	\$11,992	\$13,360	\$8,880	\$9,080	(\$4,280)
Worker's Comp & Unemployment	\$9,428	\$13,220	\$6,267	\$8,710	(\$4,510)
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$193,842</b>	<b>\$179,260</b>	<b>\$149,817</b>	<b>\$126,330</b>	<b>(\$52,930)</b>
<b>Operating Expenses</b>					
Professional Services	\$36	\$50	\$450	\$450	\$400
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$1,050	\$5,000	\$5,000	\$15,000	\$10,000
Travel & Per Diem	\$0	\$750	\$0	\$0	(\$750)
Communications	\$2,715	\$3,000	\$1,900	\$2,000	(\$1,000)
Postage	\$1,534	\$2,000	\$1,900	\$2,000	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$1,993	\$2,500	\$1,600	\$1,200	(\$1,300)
Insurance	\$6,928	\$11,927	\$9,923	\$11,980	\$53
Repair & Maintenance Services	\$3,184	\$3,900	\$2,500	\$2,500	(\$1,400)
Printing & Binding	\$1,225	\$1,000	\$650	\$1,000	\$0
Promotional Activities	\$0	\$300	\$0	\$0	(\$300)
Miscellaneous Charges	\$9,113	\$10,573	\$11,650	\$11,400	\$827
Office Supplies	\$1,518	\$1,000	\$700	\$750	(\$250)
Operating Supplies	\$3,176	\$5,875	\$2,200	\$3,250	(\$2,625)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$2,789	\$2,000	\$1,700	\$2,350	\$350
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$35,261</b>	<b>\$49,875</b>	<b>\$40,173</b>	<b>\$53,880</b>	<b>\$4,005</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$229,103</b>	<b>\$229,135</b>	<b>\$189,990</b>	<b>\$180,210</b>	<b>(\$48,925)</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$3,405	\$0	\$1,350	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$3,405</b>	<b>\$0</b>	<b>\$1,350</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$232,508</b>	<b>\$229,135</b>	<b>\$191,340</b>	<b>\$180,210</b>	<b>(\$48,925)</b>

# ***Public Works Department Streets Division***

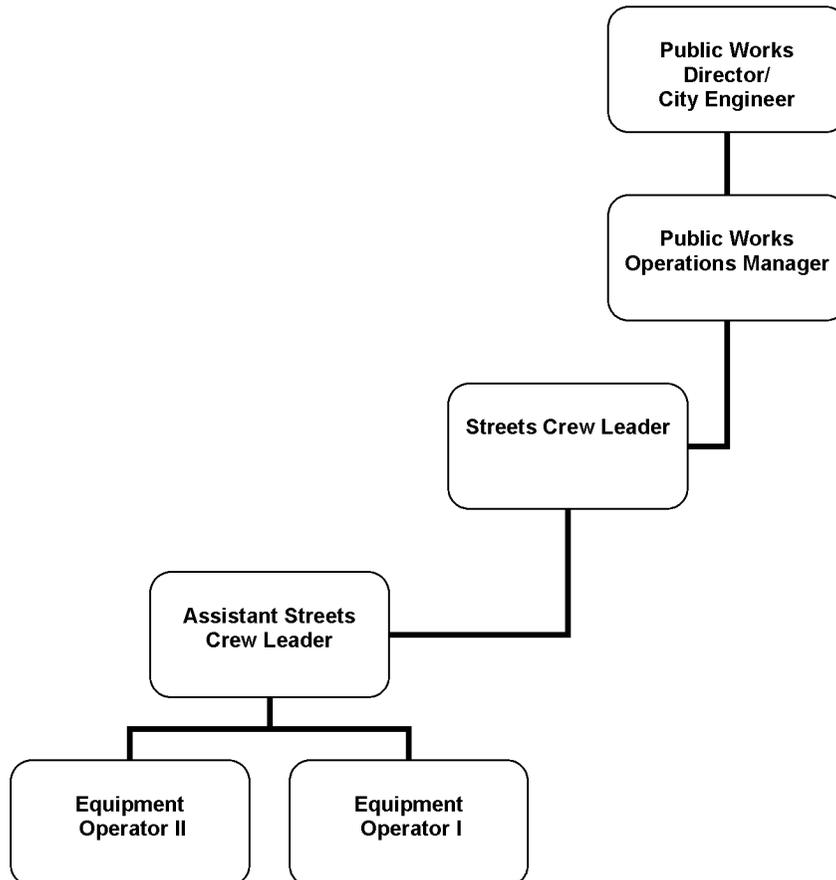
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## **Division Summary**

The Streets Division of the Public Works departments 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.

The list below names some functions of the Streets Division:

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.



**Public Works Department  
Streets Division continued**

<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
(Public Works Director/City Engineer)	(See Water Division Classification)	
(Public Works Operations Manager)	(See Administration & Facility Maint. For Classification)	
Streets Crew Leader	1	0
Assistant Streets Crew Leader	1	0
*Equipment Operator II	4	0
Equipment Operator I	1	0

\*One Equipment Operator II is classified as the City Street Sweeper  
One Equipment Operator II is also classified as a Tree Maintenance Trades Worker

**Public Works - Streets Maintenance**

<b>Streets</b>	FY 06-07 Actual (1)	FY 07-08 Original (2)	FY 07-08 Projected (3)	FY 08-09 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
Salaries & Special Pays	\$190,673	\$210,990	\$202,520	\$207,930	(\$3,060)
Overtime	\$3,497	\$6,000	\$12,000	\$6,000	\$0
FICA Taxes	\$14,017	\$16,600	\$16,200	\$16,370	(\$230)
Retirement Contributions	\$10,638	\$13,610	\$13,700	\$13,260	(\$350)
Insurance Contributions	\$26,751	\$30,990	\$29,800	\$31,760	\$770
Worker's Comp & Unemployment	\$16,861	\$21,840	\$9,775	\$21,560	(\$280)
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$262,437</b>	<b>\$300,030</b>	<b>\$283,995</b>	<b>\$296,880</b>	<b>(\$3,150)</b>
<b>Operating Expenses</b>					
Professional Services	\$5,656	\$5,800	\$3,236	\$5,800	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$13,005	\$42,000	\$80,785	\$15,000	(\$27,000)
Travel & Per Diem	\$0	\$1,300	\$0	\$1,300	\$0
Communications	\$1,494	\$3,000	\$1,100	\$2,500	(\$500)
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$94,737	\$123,000	\$103,700	\$109,750	(\$13,250)
Rentals & Leases	\$9,112	\$9,400	\$6,350	\$36,000	\$26,600
Insurance	\$26,581	\$21,111	\$20,514	\$22,411	\$1,300
Repair & Maintenance Services	\$18,095	\$50,925	\$26,360	\$32,500	(\$18,425)
Printing & Binding	\$0	\$1,000	\$0	\$1,000	\$0
Promotional Activities	\$0	\$600	\$0	\$600	\$0
Miscellaneous Charges	\$24,229	\$40,500	\$39,748	\$40,098	(\$402)
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$21,091	\$32,000	\$24,300	\$33,816	\$1,816
Road Materials & Supplies	\$15,271	\$25,000	\$17,000	\$25,000	\$0
Memberships, Subscriptions, & Registrations	\$758	\$1,450	\$600	\$1,300	(\$150)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$230,029</b>	<b>\$357,086</b>	<b>\$323,693</b>	<b>\$327,075</b>	<b>(\$30,011)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$492,466</b>	<b>\$657,116</b>	<b>\$607,688</b>	<b>\$623,955</b>	<b>(\$33,161)</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$3,504	\$0	\$14,470	\$0	\$0
Capital Machinery & Equipment	\$4,826	\$0	\$1,327	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$8,330</b>	<b>\$0</b>	<b>\$15,797</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$500,796</b>	<b>\$657,116</b>	<b>\$623,485</b>	<b>\$623,955</b>	<b>(\$33,161)</b>

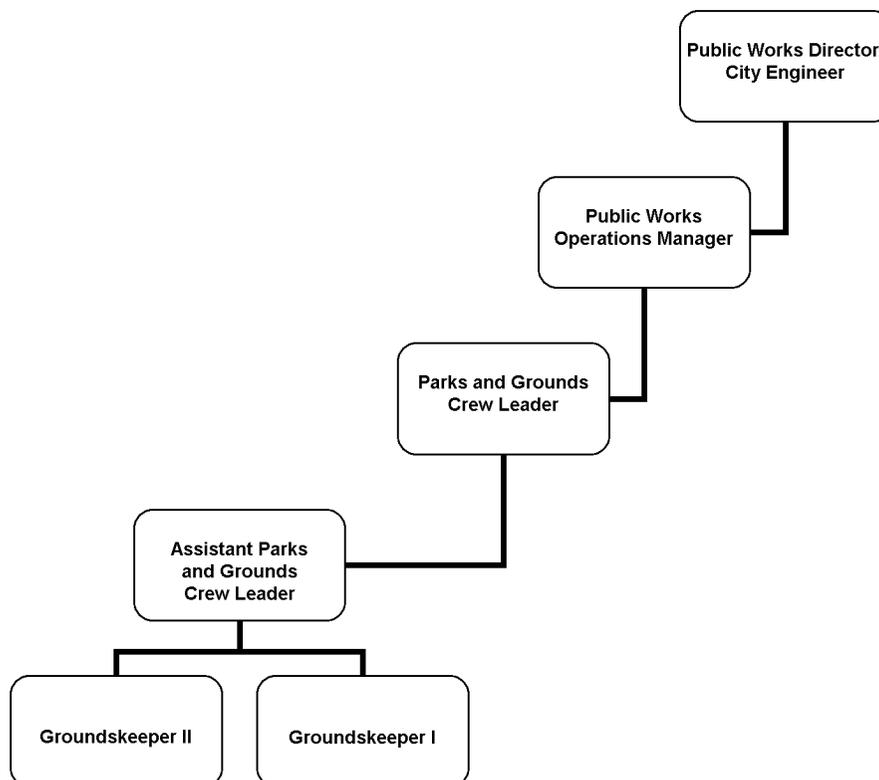
# ***Public Works Department Parks and Grounds Division***

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## **Division Summary**

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 Summer Lake Road in accordance with the Florida Department of Environmental Protection regulations.

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.
2. Litter removal and calculation, from all such properties in keeping with State of Florida Stormwater requirements.
3. Landscaping (planting, fertilizing, chemical treatment), and irrigation of City parks, rights-of-way, medians, and the Dade City Cemetery.
4. Planting and maintenance of memorial trees on city rights-of-way as required.



**Public Works Department  
Parks and Grounds Division continued**

<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
(Public Works Director/City Engineer)	(See Water Division for Classification)	
(Public Works Operations Manager)	(See Administration & Facility Maint. for Classification)	
Parks and Grounds Crew Leader	1	0
Assistant Parks and Grounds Crew Leader	1	0
* Groundskeeper II	3	0
Groundskeeper I	0	2

- One Groundskeeper II is assigned to the City Percolation Pond site
- One Groundskeeper II is assigned the maintenance of the downtown Dade City area
- One Groundskeeper II is assigned to the Dade City Cemetery

**Public Works - Parks and Grounds Maintenance**

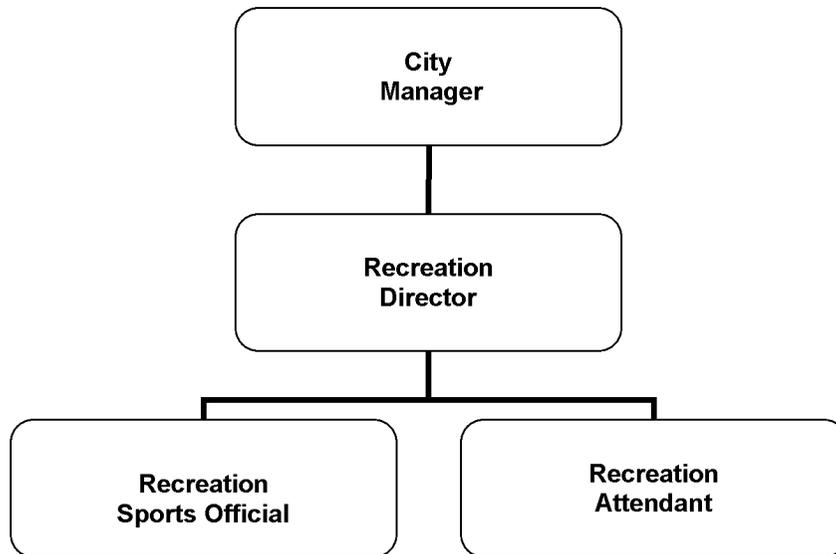
<b>Parks</b>	FY 06-07 Actual (1)	FY 07-08 Original (2)	FY 07-08 Projected (3)	FY 08-09 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
Salaries & Special Pays	\$186,419	\$178,730	\$154,000	\$161,690	(\$17,040)
Overtime	\$8,296	\$5,000	\$7,300	\$5,000	\$0
FICA Taxes	\$14,544	\$14,060	\$12,300	\$12,760	(\$1,300)
Retirement Contributions	\$8,989	\$9,210	\$8,150	\$8,180	(\$1,030)
Insurance Contributions	\$30,962	\$30,990	\$24,600	\$27,220	(\$3,770)
Worker's Comp & Unemployment	\$14,451	\$17,140	\$7,356	\$15,690	(\$1,450)
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$263,661</b>	<b>\$255,130</b>	<b>\$213,706</b>	<b>\$230,540</b>	<b>(\$24,590)</b>
<b>Operating Expenses</b>					
Professional Services	\$72	\$5,400	\$180	\$3,400	(\$2,000)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$17,500	\$6,000	\$11,500	(\$6,000)
Travel & Per Diem	\$0	\$1,350	\$0	\$1,350	\$0
Communications	\$1,138	\$2,500	\$1,300	\$2,500	\$0
Postage	\$0	\$50	\$0	\$0	(\$50)
Utility Services	\$41,426	\$53,800	\$33,850	\$46,800	(\$7,000)
Rentals & Leases	\$4,167	\$1,400	\$1,400	\$1,400	\$0
Insurance	\$13,056	\$20,542	\$18,875	\$20,542	\$0
Repair & Maintenance Services	\$19,720	\$25,275	\$19,188	\$24,275	(\$1,000)
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$1,216	\$1,645	\$1,980	\$2,545	\$900
Office Supplies	\$0	\$100	\$50	\$100	\$0
Operating Supplies	\$17,233	\$24,500	\$23,100	\$27,420	\$2,920
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$1,130	\$230	\$1,130	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$98,028</b>	<b>\$155,192</b>	<b>\$106,153</b>	<b>\$142,962</b>	<b>(\$12,230)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$361,689</b>	<b>\$410,322</b>	<b>\$319,859</b>	<b>\$373,502</b>	<b>(\$36,820)</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$2,360	\$0	\$2,804	\$9,500	\$9,500
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$2,360</b>	<b>\$0</b>	<b>\$2,804</b>	<b>\$9,500</b>	<b>\$9,500</b>
<b>TOTAL</b>	<b>\$364,049</b>	<b>\$410,322</b>	<b>\$322,663</b>	<b>\$383,002</b>	<b>(\$27,320)</b>

## **City Manager's Office Recreation Department**

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### **Division Summary**

This department, under management of the City Manager's Department, is a part time, summer recreation function. The intent of this division is to provide summer recreation activities to the community's children by providing youth softball and basketball programs along with arts and crafts for non-sports oriented youths. It is the intent of the Recreation Division to provide a safe environment for the youth of the community to receive sports oriented instruction in a safe and positive manner and for those not inclined toward sports, to participate in educational arts and crafts programs.



<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
Recreation Director	0	1
Recreation Sports Official	0	1
Recreation Attendant	0	1

## Recreation

Recreation	FY 06-07 Actual (1)	FY 07-08 Original (2)	FY 07-08 Projected (3)	FY 08-09 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
Salaries & Special Pays	\$4,807	\$28,000	\$17,500	\$19,070	(\$8,930)
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$368	\$2,150	\$1,350	\$1,460	(\$690)
Retirement Contributions	\$0	\$0	\$0	\$0	\$0
Insurance Contributions	\$0	\$0	\$0	\$0	\$0
Worker's Comp & Unemployment	\$44	\$2,390	\$1,123	\$1,630	(\$760)
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$5,219</b>	<b>\$32,540</b>	<b>\$19,973</b>	<b>\$22,160</b>	<b>(\$10,380)</b>
<b>Operating Expenses</b>					
Professional Services	\$36	\$150	\$50	\$100	(\$50)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$500	\$1,200	\$1,200
Travel & Per Diem	\$51	\$750	\$50	\$300	(\$450)
Communications	\$0	\$0	\$0	\$0	\$0
Postage	\$0	\$150	\$80	\$125	(\$25)
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance Services	\$0	\$2,000	\$600	\$1,150	(\$850)
Printing & Binding	\$0	\$500	\$400	\$500	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$0	\$0	\$39	\$1,250	\$1,250
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$1,619	\$2,200	\$5,900	\$5,300	\$3,100
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$1,100	\$350	\$525	(\$575)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$15,000	\$15,000	\$15,000	\$7,500	(\$7,500)
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$16,706</b>	<b>\$21,850</b>	<b>\$22,969</b>	<b>\$17,950</b>	<b>(\$3,900)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$21,925</b>	<b>\$54,390</b>	<b>\$42,942</b>	<b>\$40,110</b>	<b>(\$14,280)</b>
<b>Capital Outlay &amp; Debt Service</b>					
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
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$21,925</b>	<b>\$54,390</b>	<b>\$42,942</b>	<b>\$40,110</b>	<b>(\$14,280)</b>

### Enterprise Funds - Revenue Detail

		FY 06-07 Actual (1)	FY 07-08 Original (2)	FY 07-08 Projected (3)	FY 08-09 Requested (4)	\$ Change (4) - (2)
<b>410- Water and Sewer Utilities</b>						
	Charges for Services					
343.310	Water Sales	\$1,594,492	\$1,637,850	\$1,630,000	\$1,678,900	\$41,050
343.320	Hydrant Rental	\$9,075	\$9,900	\$9,900	\$9,900	\$0
343.330	Meter Charges	\$0	\$60,000	\$51,600	\$80,000	\$20,000
343.340	Water Connection Fees	\$18,366	\$31,200	\$8,000	\$20,000	(\$11,200)
343.510	Sewer Charges	\$1,370,224	\$1,335,150	\$1,400,000	\$1,428,000	\$92,850
343.520	Sewer Connection Fees	\$9,550	\$17,000	\$10,000	\$12,000	(\$5,000)
343.650	Turn-On Charges	\$43,683	\$30,000	\$40,000	\$30,000	\$0
343.660	Late Penalty Charges	\$70,541	\$50,000	\$63,000	\$50,000	\$0
	Miscellaneous					
361.100	Interest	\$193,566	\$125,000	\$96,500	\$80,000	(\$45,000)
361.300	Net Increase (Decrease) in Value	(\$32,509)	\$0	\$0	\$0	\$0
367.000	Gain on Sale of Investments	\$0	\$0	\$4,500	\$0	\$0
369.900	Miscellaneous	\$8,978	\$4,000	\$11,500	\$4,000	\$0
	Other Sources					
381.400	Transfer - Infrastructure Surtax	\$41,451	\$0	\$0	\$0	\$0
381.500	Transfer - Water Dev. Charges	\$0	\$0	\$0	\$0	\$0
381.600	Transfer - Sewer Dev. Charges	\$0	\$0	\$0	\$0	\$0
389.210	Federal Grant/Loan - Rural Dev.	\$0	\$0	\$0	\$0	\$0
389.310	State Grant/Loan - DEP	\$933,435	\$293,220	\$462,000	\$0	(\$293,220)
389.320	State Grant/Loan - SWFWMD	\$0	\$0	\$0	\$0	\$0
389.400	Other Sources	\$0	\$0	\$0	\$0	\$0
	Other					
301.000	Budgeted Cash Balances	\$0	\$0	\$0	\$0	\$0
381.200	Budgeted R & R Balances	(\$106,272)	(\$108,900)	(\$156,000)	(\$86,250)	\$22,650
390.100	Depreciation	\$0	\$0	\$0	\$0	\$0
302.000	Transfer to General Fund	(\$250,000)	(\$410,920)	(\$410,920)	(\$368,340)	\$42,580
<b>TOTAL - WATER &amp; SEWER</b>		<b>\$3,904,580</b>	<b>\$3,073,500</b>	<b>\$3,220,080</b>	<b>\$2,938,210</b>	<b>(\$135,290)</b>

		FY 06-07 Actual (1)	FY 07-08 Original (2)	FY 07-08 Projected (3)	FY 08-09 Requested (4)	\$ Change (4) - (2)
<b>430- Sanitation Services</b>						
	Franchise Fees					
313.700	Garbage / Solid Waste	\$9,978	\$10,200	\$10,050	\$10,200	\$0
	Charges for Services					
343.400	Garbage / Solid Waste	\$233,118	\$219,000	\$229,800	\$225,000	\$6,000
	Miscellaneous					
361.100	Interest	\$16,119	\$13,000	\$9,000	\$6,000	(\$7,000)
369.900	Miscellaneous	\$0	\$0	\$0	\$0	\$0
	Other					
301.000	Budgeted Cash Balances	\$0	\$0	\$0	\$0	\$0
390.100	Depreciation	\$0	\$0	\$0	\$0	\$0
302.000	Transfer to General Fund	(\$24,000)	(\$40,000)	(\$40,000)	(\$11,700)	\$28,300
<b>TOTAL - SANITATION</b>		<b>\$235,215</b>	<b>\$202,200</b>	<b>\$208,850</b>	<b>\$229,500</b>	<b>\$27,300</b>

**Utility Fund  
Expense Summary**

UTILITY FUND TOTALS		FY 06-07 Actual (1)	FY 07-08 Original (2)	FY 07-08 Projected (3)	FY 08-09 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>						
11.00	Executive Salaries	\$70,190	\$73,660	\$75,880	\$118,260	\$44,600
12.10	Regular Salaries (fulltime w/ retirement)	\$317,640	\$383,330	\$326,570	\$322,120	(\$61,210)
12.20	Regular Salaries (parttime w/ retirement)	\$0	\$0	\$0	\$0	\$0
13.20	Other Salaries (parttime w/o retirement)	\$30,759	\$85,620	\$60,980	\$88,590	\$2,970
13.30	Other Salaries (special)	\$0	\$0	\$0	\$0	\$0
14.00	Overtime	\$26,005	\$17,000	\$18,800	\$19,500	\$2,500
14.20	Overtime (special)	\$0	\$0	\$0	\$0	\$0
15.00	Special Pay / Fringes	\$0	\$0	\$0	\$0	\$0
21.00	FICA Taxes	\$34,038	\$42,820	\$36,400	\$41,970	(\$850)
22.10	Retirement - State	\$9,215	\$10,980	\$11,170	\$14,010	\$3,030
22.20	Retirement - Police	\$0	\$0	\$0	\$0	\$0
22.30	Retirement - Fire	\$0	\$0	\$0	\$0	\$0
22.40	Retirement - Annuity	\$0	\$0	\$0	\$0	\$0
22.50	Retirement - Local	\$12,612	\$14,630	\$12,300	\$12,850	(\$1,780)
23.00	Life & Health Insurance	\$48,470	\$70,850	\$55,300	\$58,990	(\$11,860)
24.00	Worker's Comp. Insurance	\$21,208	\$33,090	\$15,498	\$33,710	\$620
25.00	Unemployment Comp.	\$0	\$0	\$0	\$0	\$0
	<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$570,137</b>	<b>\$731,980</b>	<b>\$612,898</b>	<b>\$710,000</b>	<b>(\$21,980)</b>
<b>Operating Expenses</b>						
31.10	Medical / Psychological Services	\$108	\$300	\$72	\$300	\$0
31.20	Legal Services	\$0	\$0	\$0	\$0	\$0
31.30	Engineering, Surveying, etc.	\$165,417	\$10,000	\$4,400	\$10,000	\$0
31.40	Lab Testing Services	\$6,747	\$12,000	\$9,000	\$14,000	\$2,000
31.90	Other Professional Services	\$69,494	\$2,000	\$23,292	\$2,000	\$0
32.00	Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
34.10	Custodial Services	\$0	\$0	\$0	\$0	\$0
34.90	Other Contractual Services	\$415,118	\$393,000	\$403,000	\$420,000	\$27,000
37.00	Election Costs	\$0	\$0	\$0	\$0	\$0
40.10	Travel & Per Diem	\$1,379	\$2,975	\$1,108	\$2,975	\$0
41.00	Communications	\$15,350	\$16,000	\$15,100	\$17,800	\$1,800
42.00	Postage	\$25,451	\$25,000	\$25,550	\$27,650	\$2,650
43.10	Electric Utilities	\$203,237	\$230,000	\$231,600	\$230,000	\$0
43.20	Electric Utilities - Street Lights	\$0	\$0	\$0	\$0	\$0
43.30	Electric Utilities - Traffic Lights	\$0	\$0	\$0	\$0	\$0
43.40	Propane Gas Utilities	\$0	\$0	\$0	\$0	\$0
43.50	Waste Disposal Charges	\$60	\$250	\$223	\$373	\$123
43.60	Water & Sewer Utilities	\$0	\$0	\$0	\$0	\$0
44.10	Equipment Rentals & Leases	\$911	\$1,800	\$950	\$1,800	\$0
44.20	Vehicle Rentals & Leases	\$1,147	\$40,500	\$32,330	\$21,000	(\$19,500)
44.90	Other Rentals & Leases	\$0	\$0	\$0	\$0	\$0
45.10	Property & Fleet Insurance	\$36,416	\$69,600	\$55,606	\$69,600	\$0
45.30	Liability Insurance	\$34,127	\$35,000	\$58,451	\$41,968	\$6,968
45.50	Employee Bond	\$0	\$0	\$0	\$0	\$0
46.10	Building & Grounds Maintenance	\$1,981	\$7,300	\$2,500	\$7,300	\$0
46.20	Vehicle Maintenance	\$11,217	\$11,800	\$14,300	\$11,050	(\$750)
46.30	Office Equipment Maintenance	\$9,595	\$13,400	\$17,500	\$10,500	(\$2,900)
46.40	Radio Maintenance	\$139	\$300	\$160	\$300	\$0
46.50	Equipment Maintenance	\$82,545	\$43,000	\$59,000	\$89,000	\$46,000
47.00	Printing & Binding	\$7,907	\$7,800	\$6,000	\$6,900	(\$900)
48.00	Promotional Activities	\$0	\$0	\$0	\$0	\$0
49.10	Legal Ads & Notices	\$650	\$1,700	\$850	\$1,700	\$0
49.20	Permits & Licenses	\$800	\$2,000	\$150	\$1,400	(\$600)
49.30	Disposal Charges	\$62,351	\$70,000	\$70,000	\$70,000	\$0
49.40	Hydrant Charges	\$0	\$0	\$0	\$0	\$0
49.70	Loss on Sale of Investments	\$96	\$100	\$70	\$100	\$0
49.90	Other Miscellaneous Charges	\$69,006	\$5,000	\$25	\$0	(\$5,000)
51.00	Office Supplies	\$2,857	\$4,100	\$2,500	\$3,900	(\$200)
52.10	Motor Fuel & Oil	\$30,218	\$28,500	\$43,700	\$49,500	\$21,000
52.20	Uniforms & Clothing	\$3,658	\$4,550	\$2,380	\$4,450	(\$100)
52.30	Equipment & Supplies	\$30,381	\$37,700	\$76,200	\$63,200	\$25,500
52.40	Chemicals	\$7,742	\$8,000	\$10,500	\$19,000	\$11,000
52.50	Personal Equipment	\$0	\$0	\$0	\$0	\$0
52.60	Janitorial Supplies	\$28	\$150	\$50	\$150	\$0
53.00	Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
54.10	Memberships & Dues	\$200	\$1,000	\$740	\$1,000	\$0

**Utility Fund  
Expense Summary**

54.20	Publications & Subscriptions	\$0	\$400	\$50	\$400	\$0
54.30	Registrations & Tuitions	\$810	\$2,300	\$1,773	\$2,300	\$0
58.00	Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
59.00	Depreciation	\$0	\$0	\$0	\$0	\$0
82.00	Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES		\$1,297,143	\$1,087,525	\$1,169,130	\$1,201,616	\$114,091
SUBTOTAL - PERSONNEL & OPERATING		\$1,867,280	\$1,819,505	\$1,782,028	\$1,911,616	\$92,111
Capital Outlay & Debt Service						
61.00	Land	\$0	\$0	\$0	\$0	\$0
62.00	Buildings	\$0	\$0	\$0	\$0	\$0
63.00	Improvements (Other Than Buildings)	\$106,848	\$341,620	\$1,140,280	\$103,000	(\$238,620)
64.00	Capital Machinery & Equipment	\$6,604	\$64,000	\$80,180	\$15,000	(\$49,000)
71.00	Debt Service - Principal	\$376,893	\$516,250	\$552,413	\$619,550	\$103,300
72.00	Debt Service - Interest	\$169,466	\$190,830	\$190,912	\$210,950	\$20,120
SUBTOTAL - CAPITAL & DEBT SERVICE		\$659,811	\$1,112,700	\$1,963,785	\$948,500	(\$164,200)
<b>TOTAL</b>		\$2,527,091	\$2,932,205	\$3,745,813	\$2,860,116	(\$72,089)
Contingency		\$0	\$141,295	\$0	\$78,094	(\$63,201)
<b>TOTAL</b>		\$2,527,091	\$3,073,500	\$3,745,813	\$2,938,210	(\$135,290)

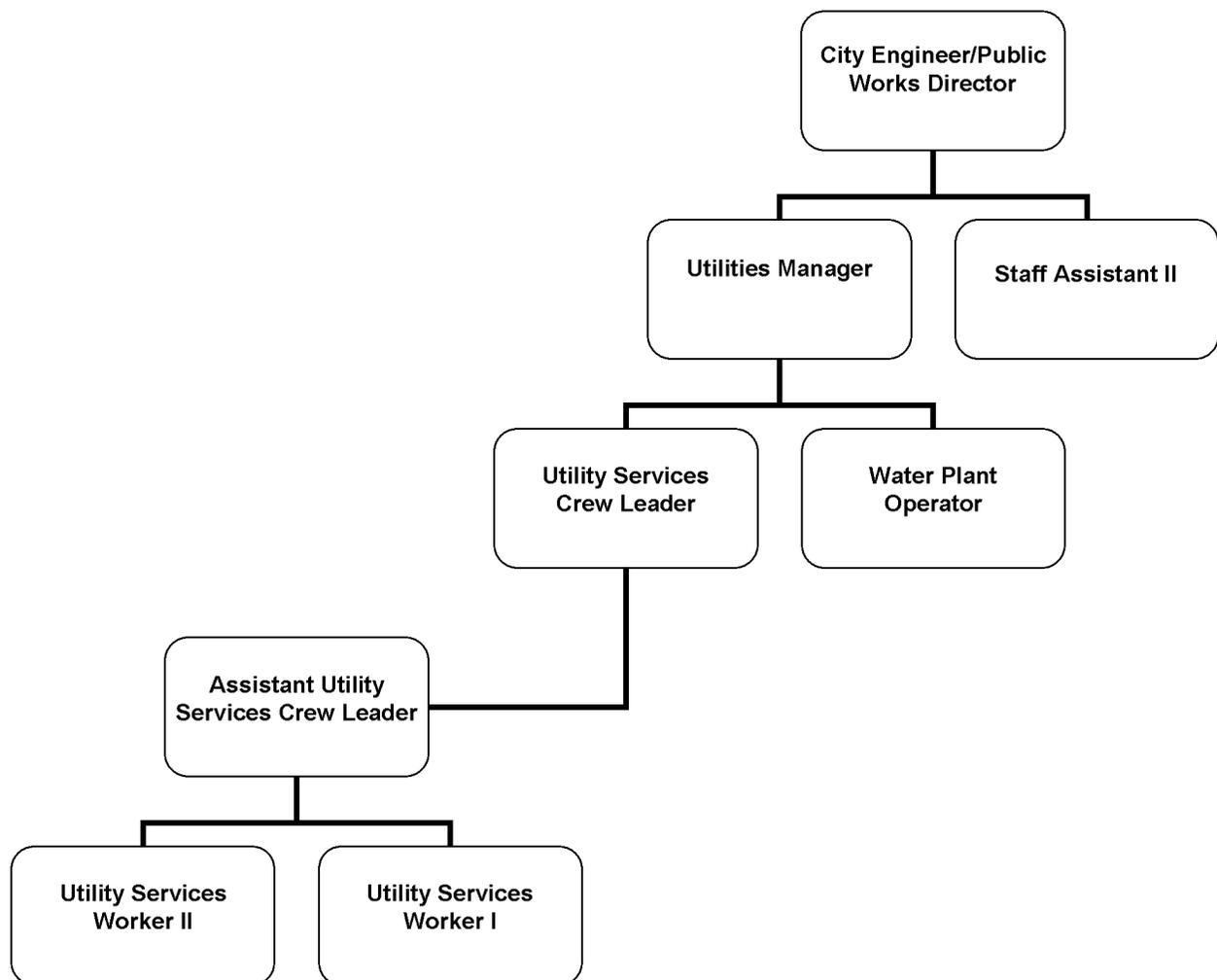
# Public Utilities Water Division

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## Division Summary

It is of the utmost importance to this division 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. This division's primary function is to monitor and maintain the City's wells in order to provide the safety possible potable water to our residents. Other division tasks are: 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.



**Public Works Department  
Water Division continued**

<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
City Engineer/Public Works Director	1	0
Staff Assistant II	1	0
Utilities Manager	0	1
Water Plant Operator	1	0
Utility Services Crew Leader	1	0
Assistant Utility Services Crew Leader	1	0
Utility Services Worker II	1	0
Utility Services Worker I	1	0

**Public Utilities - Water**

<b>Water</b>	FY 06-07 Actual (1)	FY 07-08 Original (2)	FY 07-08 Projected (3)	FY 08-09 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
Salaries & Special Pays	\$287,281	\$366,900	\$324,580	\$379,210	\$12,310
Overtime	\$17,902	\$12,000	\$12,500	\$12,000	\$0
FICA Taxes	\$23,407	\$28,990	\$25,000	\$29,930	\$940
Retirement Contributions	\$14,619	\$16,200	\$15,470	\$18,420	\$2,220
Insurance Contributions	\$30,827	\$35,420	\$32,000	\$31,760	(\$3,660)
Worker's Comp & Unemployment	\$18,095	\$26,590	\$12,462	\$28,260	\$1,670
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$392,131</b>	<b>\$486,100</b>	<b>\$422,012</b>	<b>\$499,580</b>	<b>\$13,480</b>
<b>Operating Expenses</b>					
Professional Services	\$64,189	\$15,150	\$18,336	\$17,150	\$2,000
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$58,237	\$8,000	\$8,000	\$20,000	\$12,000
Travel & Per Diem	\$437	\$1,500	\$0	\$1,500	\$0
Communications	\$9,947	\$10,000	\$9,500	\$10,000	\$0
Postage	\$1,531	\$2,000	\$400	\$500	(\$1,500)
Utility Services	\$72,517	\$75,250	\$78,700	\$75,250	\$0
Rentals & Leases	\$456	\$21,200	\$12,640	\$12,200	(\$9,000)
Insurance	\$34,391	\$48,600	\$57,032	\$55,568	\$6,968
Repair & Maintenance Services	\$10,182	\$20,500	\$23,260	\$28,600	\$8,100
Printing & Binding	\$3,088	\$3,200	\$2,000	\$2,500	(\$700)
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$300	\$6,500	\$275	\$1,500	(\$5,000)
Office Supplies	\$842	\$1,500	\$550	\$1,500	\$0
Operating Supplies	\$47,066	\$57,950	\$93,850	\$81,950	\$24,000
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$200	\$2,100	\$1,150	\$2,100	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$303,383</b>	<b>\$273,450</b>	<b>\$305,693</b>	<b>\$310,318</b>	<b>\$36,868</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$695,514</b>	<b>\$759,550</b>	<b>\$727,705</b>	<b>\$809,898</b>	<b>\$50,348</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$60,380	\$0	\$0	\$50,000	\$50,000
Capital Machinery & Equipment	\$1,391	\$0	\$16,180	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$61,771</b>	<b>\$0</b>	<b>\$16,180</b>	<b>\$50,000</b>	<b>\$50,000</b>
<b>TOTAL</b>	<b>\$757,285</b>	<b>\$759,550</b>	<b>\$743,885</b>	<b>\$859,898</b>	<b>\$100,348</b>

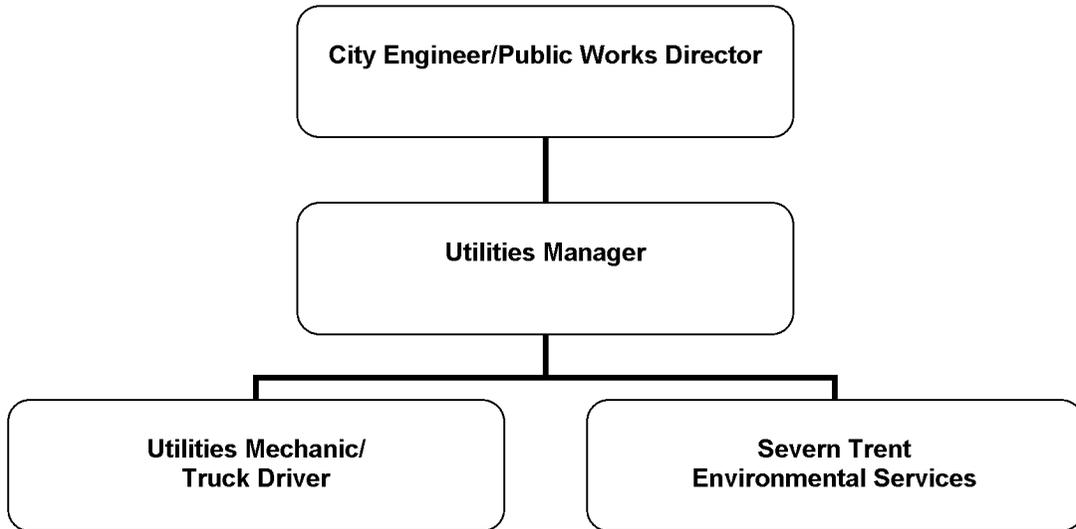
## **Public Utilities Wastewater Division**

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### **Division Summary**

It is the primary function of this 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.

The City of Dade City has contracted with Severn Trent Environmental Services to operate and maintain the City's wastewater treatment plant. 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.



<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
(Public Works Director/City Engineer)	(See Water Division Classification)	
(Utilities Manager)	(See Water Division Classification)	
<b>Plant Operations Personnel</b>	<b>(Contracted)</b>	<b>0</b>
Utility Mechanic/Truck Driver	1	0

**Public Utilities - Wastewater**

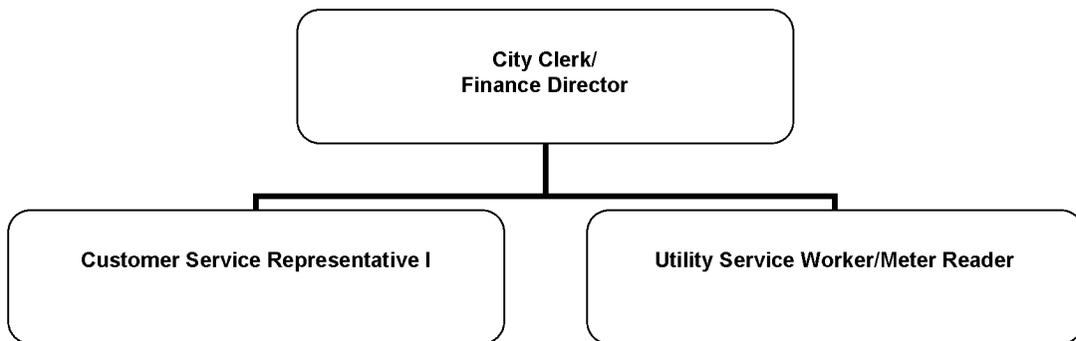
<b>Sewer</b>	<b>FY 06-07</b>	<b>FY 07-08</b>	<b>FY 07-08</b>	<b>FY 08-09</b>	<b>\$ Change</b>
	<b>Actual (1)</b>	<b>Original (2)</b>	<b>Projected (3)</b>	<b>Requested (4)</b>	<b>(4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$28,324	\$61,830	\$51,100	\$61,700	(\$130)
Overtime	\$3,851	\$4,000	\$3,800	\$4,000	\$0
FICA Taxes	\$2,692	\$5,040	\$4,700	\$5,030	(\$10)
Retirement Contributions	\$2,947	\$4,840	\$4,400	\$4,790	(\$50)
Insurance Contributions	\$4,617	\$8,860	\$7,100	\$9,080	\$220
Worker's Comp & Unemployment	\$1,116	\$3,620	\$1,678	\$3,640	\$20
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$43,547</b>	<b>\$88,190</b>	<b>\$72,778</b>	<b>\$88,240</b>	<b>\$50</b>
<b>Operating Expenses</b>					
Professional Services	\$177,541	\$7,100	\$17,392	\$7,100	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$356,881	\$385,000	\$395,000	\$400,000	\$15,000
Travel & Per Diem	\$0	\$475	\$510	\$475	\$0
Communications	\$3,742	\$4,000	\$3,800	\$6,000	\$2,000
Postage	\$172	\$0	\$150	\$150	\$150
Utility Services	\$130,780	\$155,000	\$153,123	\$155,123	\$123
Rentals & Leases	\$1,602	\$21,100	\$20,640	\$10,600	(\$10,500)
Insurance	\$32,768	\$52,500	\$54,200	\$52,500	\$0
Repair & Maintenance Services	\$84,556	\$41,500	\$52,200	\$78,500	\$37,000
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$132,507	\$71,950	\$70,750	\$71,600	(\$350)
Office Supplies	\$237	\$600	\$250	\$600	\$0
Operating Supplies	\$19,082	\$14,150	\$31,380	\$44,650	\$30,500
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$250	\$1,000	\$840	\$1,000	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$940,118</b>	<b>\$754,375</b>	<b>\$800,235</b>	<b>\$828,298</b>	<b>\$73,923</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$983,665</b>	<b>\$842,565</b>	<b>\$873,013</b>	<b>\$916,538</b>	<b>\$73,973</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$46,468	\$341,620	\$1,140,280	\$53,000	(\$288,620)
Capital Machinery & Equipment	\$5,213	\$64,000	\$64,000	\$0	(\$64,000)
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$51,681</b>	<b>\$405,620</b>	<b>\$1,204,280</b>	<b>\$53,000</b>	<b>(\$352,620)</b>
<b>TOTAL</b>	<b>\$1,035,346</b>	<b>\$1,248,185</b>	<b>\$2,077,293</b>	<b>\$969,538</b>	<b>(\$278,647)</b>

**City Clerk  
Utility Finance Department**

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**Department Summary**

As noted in the General Fund, the City Clerk/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.



<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
(City Clerk/Finance Director)	(See City Clerk in General Fund)	
Customer Service Representative I	3	0
Utility Service Worker/Meter Reader	1	0

## Finance - Utilities

Clerk/Finance - Util.	FY 06-07 Actual (1)	FY 07-08 Original (2)	FY 07-08 Projected (3)	FY 08-09 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
Salaries & Special Pays	\$102,984	\$113,880	\$87,750	\$88,060	(\$25,820)
Overtime	\$4,252	\$1,000	\$2,500	\$3,500	\$2,500
FICA Taxes	\$7,939	\$8,790	\$6,700	\$7,010	(\$1,780)
Retirement Contributions	\$4,261	\$4,570	\$3,600	\$3,650	(\$920)
Insurance Contributions	\$13,026	\$26,570	\$16,200	\$18,150	(\$8,420)
Worker's Comp & Unemployment	\$1,997	\$2,880	\$1,358	\$1,810	(\$1,070)
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$134,459</b>	<b>\$157,690</b>	<b>\$118,108</b>	<b>\$122,180</b>	<b>(\$35,510)</b>
<b>Operating Expenses</b>					
Professional Services	\$36	\$2,050	\$1,036	\$2,050	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$942	\$1,000	\$598	\$1,000	\$0
Communications	\$1,661	\$2,000	\$1,800	\$1,800	(\$200)
Postage	\$23,748	\$23,000	\$25,000	\$27,000	\$4,000
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$3,384	\$3,500	\$2,825	\$3,500	\$0
Repair & Maintenance Services	\$10,739	\$13,800	\$18,000	\$11,050	(\$2,750)
Printing & Binding	\$4,819	\$4,600	\$4,000	\$4,400	(\$200)
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$96	\$350	\$70	\$100	(\$250)
Office Supplies	\$1,778	\$2,000	\$1,700	\$1,800	(\$200)
Operating Supplies	\$5,879	\$6,800	\$7,600	\$9,700	\$2,900
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$560	\$600	\$573	\$600	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$53,642</b>	<b>\$59,700</b>	<b>\$63,202</b>	<b>\$63,000</b>	<b>\$3,300</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$188,101</b>	<b>\$217,390</b>	<b>\$181,310</b>	<b>\$185,180</b>	<b>(\$32,210)</b>
<b>Capital Outlay &amp; Debt Service</b>					
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	\$15,000	\$15,000
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$15,000</b>
<b>TOTAL</b>	<b>\$188,101</b>	<b>\$217,390</b>	<b>\$181,310</b>	<b>\$200,180</b>	<b>(\$17,210)</b>

## Utility Debt Service

Utility Debt Service	FY 06-07 Actual (1)	FY 07-08 Amended (2)	FY 07-08 Projected (3)	FY 08-09 Requested (4)	\$ Change (4) - (2)
<b>Series 1997 - Water (Rural Development)</b>					
Principal	\$6,000	\$6,000	\$6,000	\$7,000	\$1,000
Interest	\$20,250	\$20,100	\$20,100	\$20,000	(\$100)
Other Charges	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - SERIES 1997 WATER</b>	<b>\$26,250</b>	<b>\$26,100</b>	<b>\$26,100</b>	<b>\$27,000</b>	<b>\$900</b>
<b>Series 1997 - Sewer (Rural Development)</b>					
Principal	\$15,000	\$15,000	\$15,000	\$16,000	\$1,000
Interest	\$40,680	\$40,430	\$40,430	\$40,000	(\$430)
Other Charges	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - SERIES 1997 SEWER</b>	<b>\$55,680</b>	<b>\$55,430</b>	<b>\$55,430</b>	<b>\$56,000</b>	<b>\$570</b>
<b>Series 2002 - Refunding (SunTrust)</b>					
Principal	\$341,893	\$355,000	\$355,000	\$367,000	\$12,000
Interest	\$52,358	\$40,500	\$40,500	\$27,000	(\$13,500)
Other Charges	\$0	\$1,500	\$0	\$0	(\$1,500)
<b>SUBTOTAL - SERIES 2002 REFUNDING</b>	<b>\$394,251</b>	<b>\$397,000</b>	<b>\$395,500</b>	<b>\$394,000</b>	<b>(\$3,000)</b>
<b>Series 2003 - Sewer (Rural Development)</b>					
Principal	\$14,000	\$15,000	\$15,000	\$16,000	\$1,000
Interest	\$56,178	\$55,600	\$55,600	\$55,000	(\$600)
Other Charges	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - SERIES 2003 SEWER</b>	<b>\$70,178</b>	<b>\$70,600</b>	<b>\$70,600</b>	<b>\$71,000</b>	<b>\$400</b>
<b>Series 2007 - Water (CitiCapital)</b>					
Principal	\$0	\$125,250	\$125,250	\$140,000	\$14,750
Interest	\$0	\$32,700	\$32,700	\$67,000	\$34,300
Other Charges	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - SERIES 2007 WATER</b>	<b>\$0</b>	<b>\$157,950</b>	<b>\$157,950</b>	<b>\$207,000</b>	<b>\$49,050</b>
<b>State Revolving Fund - WW67005P</b>					
Principal	\$0	\$0	\$36,163	\$73,550	\$73,550
Interest	\$0	\$0	\$1,582	\$1,950	\$1,950
Other Charges	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - SRF WW67005P</b>	<b>\$0</b>	<b>\$0</b>	<b>\$37,745</b>	<b>\$75,500</b>	<b>\$75,500</b>
<b>TOTALS - ALL DEBT</b>					
Principal	\$376,893	\$516,250	\$552,413	\$619,550	\$103,300
Interest	\$169,466	\$189,330	\$190,912	\$210,950	\$21,620
Other Charges	\$0	\$1,500	\$0	\$0	(\$1,500)
<b>TOTALS - ALL DEBT</b>	<b>\$546,359</b>	<b>\$707,080</b>	<b>\$743,325</b>	<b>\$830,500</b>	<b>\$123,420</b>

## Sanitation

Sanitation	FY 06-07 Actual (1)	FY 07-08 Original (2)	FY 07-08 Projected (3)	FY 08-09 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
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
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Operating Expenses</b>					
Professional Services	\$24,003	\$15,000	\$13,000	\$34,500	\$19,500
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$139,704	\$170,000	\$174,000	\$192,000	\$22,000
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$0	\$0	\$0	\$0	\$0
Postage	\$15	\$25	\$20	\$0	(\$25)
Utility Services	\$0	\$200	\$160	\$0	(\$200)
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance Services	\$1,766	\$3,000	\$10,000	\$3,000	\$0
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$18	\$2,000	\$400	\$0	(\$2,000)
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$0	\$100	\$100	\$0	(\$100)
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
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$165,506</b>	<b>\$190,325</b>	<b>\$197,680</b>	<b>\$229,500</b>	<b>\$39,175</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$165,506</b>	<b>\$190,325</b>	<b>\$197,680</b>	<b>\$229,500</b>	<b>\$39,175</b>
<b>Capital Outlay &amp; Debt Service</b>					
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
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$165,506</b>	<b>\$190,325</b>	<b>\$197,680</b>	<b>\$229,500</b>	<b>\$39,175</b>

### Special Revenue and Capital Projects Funds

		FY 06-07 Actual (1)	FY 07-08 Original (2)	FY 07-08 Projected (3)	FY 08-09 Requested (4)	\$ Change (4) - (2)
<b>Special Revenue Funds</b>						
	Community Development Block Grant					
301.000	County - Balances Brought Forward	\$0	\$0	\$0	\$0	\$0
345.900	County - Reimbursements	\$0	\$0	\$0	\$0	\$0
331.000	Federal - Small Cities	\$5,625	\$0	\$678,750	\$700,000	\$700,000
		\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0
	Local Option Gas Tax					
312.410	Local Option Gas Tax	\$285,175	\$282,180	\$276,600	\$281,900	(\$280)
<b>TOTAL - SPECIAL REVENUE</b>		<b>\$290,800</b>	<b>\$282,180</b>	<b>\$955,350</b>	<b>\$981,900</b>	<b>\$699,720</b>

<b>Capital Projects Funds</b>						
	Local Gov't. Infrastructure Surtax					
312.610	Local Gov't. Infrastructure Surtax	\$567,879	\$593,100	\$520,000	\$457,500	(\$135,600)
301.000	Budgeted Cash Balances	\$598,809	\$727,276	\$761,494	\$77,238	(\$650,038)
	Transfers to Other Funds	\$0	\$0	\$0	\$0	\$0
<b>TOTAL - CAPITAL PROJECTS</b>		<b>\$1,166,688</b>	<b>\$1,320,376</b>	<b>\$1,281,494</b>	<b>\$534,738</b>	<b>(\$785,638)</b>

## Infrastructure Surtax Expenditure Detail

<u>Fiscal Year</u>	FY 06-07	FY 07-08	FY 08-09
<b><u>Beginning Balance</u></b>	\$592,599.57	\$761,494.00	\$77,238.00
<b><u>Revenues</u></b>	\$567,879.11	\$520,000.00	\$457,500.00
<b><u>Expenses</u></b>			
Howard Ave. Drainage (CDBG match)	\$14,767.36	\$10,683.13	
Sludge Dewatering (CDBG match)	\$21,606.18	\$221,456.59	
Computer System Upgrades	\$47,018.12	\$47,182.05	\$47,194.00
Tuskegee/Ferguson Drainage Update	\$0.00	\$0.00	\$10,000.00
2005-2006 Police Cars & Equip (6)	\$45,478.64	\$46,785.10	
Grapple ("Clam") Truck	\$15,135.87	\$15,374.59	\$15,375.00
Police Dispatch Consoles	\$16,624.77	\$16,784.28	\$16,785.00
Safety Services Vehicle (1)	\$0.00	\$14,100.00	
Sidewalk Assessment Program - City Participation	\$0.00	\$0.00	
2006-2007 Police Replacement Vehicles (3)	\$33,000.00	\$28,235.47	\$28,236.00
Fleet Garage Flooring	\$0.00	\$0.00	\$0.00
Semi Tractor (\$75,000)	\$18,000.00	\$21,129.26	\$21,389.00
Trac-Hoe (Mini Excavator)	\$13,000.00	\$13,652.00	\$13,652.00
Bobcat	\$0.00	\$27,003.00	
Dumped Truck (\$45,000)	\$0.00	\$10,000.00	\$10,507.00
Lowboy Trailer	\$0.00	\$30,000.00	
2007-2008 Police Replacement Vehicles (2)		\$22,000.00	\$29,100.00
Police Laptops (match for forfeiture monies)		\$0.00	
2007-2008 Pickup Trucks (Public Works) (1)		\$14,598.00	
Bush Hog Tractors (2)		\$38,962.40	
Resurfacing Pyracantha basketball courts		\$15,000.00	
Resurfacing Price Park tennis courts		\$14,000.00	
Street resurfacing		\$499,833.13	
Replace equipment yard roof structures		\$97,477.00	
Lift station rehabilitation (CDBG match)			\$271,500.00
2008-2009 Police Replacement Vehicles (2)			\$21,000.00
Sidewalk on 17th St from Church to Florida		\$0.00	\$50,000.00
<b><u>Total Expenses</u></b>	\$398,983.93	\$1,204,256.00	\$534,738.00
<b><u>Ending Balance</u></b>	\$761,494.75	\$77,238.00	\$0.00

## Community Redevelopment Agency

		FY 06-07 Actual (1)	FY 07-08 Original (2)	FY 07-08 Projected (3)	FY 08-09 Requested (4)	\$ Change (4) - (2)
<b>Component Units</b>						
<b>Community Redevelopment Agency</b>						
311.100	Tax Increment - County	\$140,545	\$137,000	\$138,962	\$126,000	(\$11,000)
361.100	Interest	\$24,011	\$4,000	\$15,000	\$4,000	\$0
381.100	Tax Increment - City	\$185,972	\$190,000	\$183,625	\$170,000	(\$20,000)
301.000	Budgeted Cash Balances	\$0	\$270,304	\$616,854	\$440,915	\$170,611
<b>TOTAL - COMPONENT UNITS</b>		<b>\$350,528</b>	<b>\$601,304</b>	<b>\$954,441</b>	<b>\$740,915</b>	<b>\$139,611</b>

## Community Redevelopment Agency

Community Redevelopment Agency	FY 06-07 Actual (1)	FY 07-08 Original (2)	FY 07-08 Projected (3)	FY 08-09 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
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
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Operating Expenses</b>					
Professional Services	\$0	\$30,000	\$0	\$30,000	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$15,000	\$15,000	\$15,000	\$15,000	\$0
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	\$10,000	\$5,000	\$10,000	\$0
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$200	\$1,500	\$203	\$1,500	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$0	\$10,000	\$0	\$10,000	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$395	\$600	\$690	\$600	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$67,695	\$50,000	\$80,000	\$80,000	\$30,000
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$83,290</b>	<b>\$117,100</b>	<b>\$100,893</b>	<b>\$147,100</b>	<b>\$30,000</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$83,290</b>	<b>\$117,100</b>	<b>\$100,893</b>	<b>\$147,100</b>	<b>\$30,000</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$484,204	\$0	\$593,815	\$109,611
Capital Machinery & Equipment	\$0	\$0	\$87,400	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$484,204</b>	<b>\$87,400</b>	<b>\$593,815</b>	<b>\$109,611</b>
<b>TOTAL</b>	<b>\$83,290</b>	<b>\$601,304</b>	<b>\$188,293</b>	<b>\$740,915</b>	<b>\$139,611</b>

# GLOSSARY

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This is a glossary of terms commonly used at public meetings at which financial matters are discussed.

**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 from 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.

**Personal 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.

### PERSONAL SERVICES

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

- 11 **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.
- 12 **Salary, Regular:** Payroll costs for regular, hourly based employees.
- 14 **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.
- 14.2 **Overtime (special):** Overtime hours worked that is funded by special sources such as grants.
- 15 **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.
- 21 **FICA Taxes:** Includes City's match share for Social Security and Medicare.
- 23 **Life and Health Insurance:** City's contribution toward employees' health insurance premiums and benefits.
- 24 **Worker's Compensation:** Premiums and benefits paid for Worker's Compensation.

- 25 **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.

- 31 **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.
- 32 **Accounting and Auditing:** Expenditures for services received from independent certified public accountants.
- 34 **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.
- 37 **Election Expenses:** Charges for ballot preparation and holding municipal elections.
- 40 **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.
- 41 **Communications Services:** Payments for telephone, telegraph, and other communication services.
- 42 **Postage:** Expenditures for postage, freight shipping, and messenger services.
- 43 **Utility:** Charges for gas, water, sewer, electricity, solid waste disposal, and other public utility services.
- 44 **Rental and Leases:** Amounts paid for the lease or rental of land, building, equipment, or vehicles.
- 45 **Insurance:** Includes all insurance carried for the protection of the local government, such as, fire, theft, casualty, general and professional liability.
- 46 **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.
- 47 **Printing and Binding:** Costs of printing, binding and other reproduction services which are contracted for or purchased from outside vendors.
- 48 **Promotional Activities:** Includes promotional expenses or advertising on behalf of the City, but does not include legal ads.

- 49 **Other Current Charges:** Includes current charges and obligations not otherwise classified, such as legal ads, witness fees, information and evidence.
- 51 **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.
- 52 **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.
- 54 **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.
- 56 **Contingency:** A reserve set aside to allow for emergencies or unforeseen needs not otherwise budgeted for the fiscal year.
- 58 **Emergency preparedness:** Outlays to prepare the City for and to protect City properties from the effects of natural and man-made disasters.
- 59 **Depreciation:** The lessening of value of fixed assets over time.
- 82 **Contributions:** Donations made by the City to civic, charitable or other organizations, or for other specific purposes.

<b>CAPITAL OUTLAY</b>
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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.

- 61 **Land:** Costs of land, easement, rights-of-way acquisition.
- 62 **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.
- 63 **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.
- 64 **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.
- 70 **Debt Service:** Principal and interest and other charges for debt service payments for loans, bonds, lease-purchases and other multi-year obligations.