

# **CITY OF DADE CITY**



## **OPERATING BUDGET Fiscal Year 2011-2012**

**City of Dade City**  
**Operating Budget**  
**Fiscal Year 2011-2012**

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# City of Dade City

## Fiscal Year 2011-2012

### Budget Message

August 30, 2011

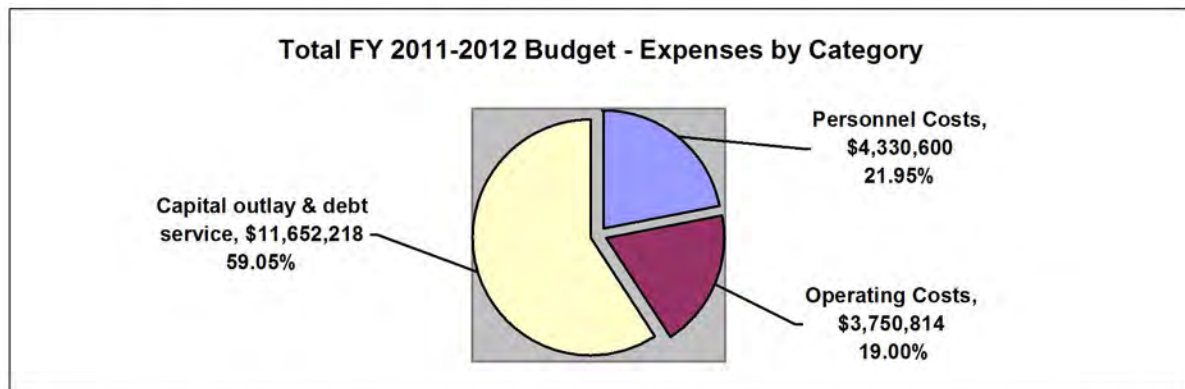
Honorable Mayor and City Commissioners:

Presented for your consideration is the proposed budget for the fiscal year beginning October 1, 2011 and ending September 30, 2012. 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 2011-2012 is \$19,733,632. This represents a decrease of \$5,354,356, or 21.34%, from the 2010-2011 budget. Personnel costs are expected to be \$4,330,600, or 21.95%, of the total budget, an increase of \$240,440 from the current budget. This increase is a direct result of the increased cost of the Fire and Police Pension plans, promotions, and a stepped salary adjustment for employees based on years of service. Years of Service adjustments range from 0% to 2%. Operating costs have been decreased by \$65,494 to \$3,750,814 which is 19.00% 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 and fuel. Capital outlay and debt service, representing the final 59.05% of the budget, are anticipated to total \$11,652,218.

The \$5,354,356 decrease to the budget is due primarily to grant funding for the City Hall/Police project not being available; along with projects in the utility fund (grants) being completed in the current 2010-2011 budget.

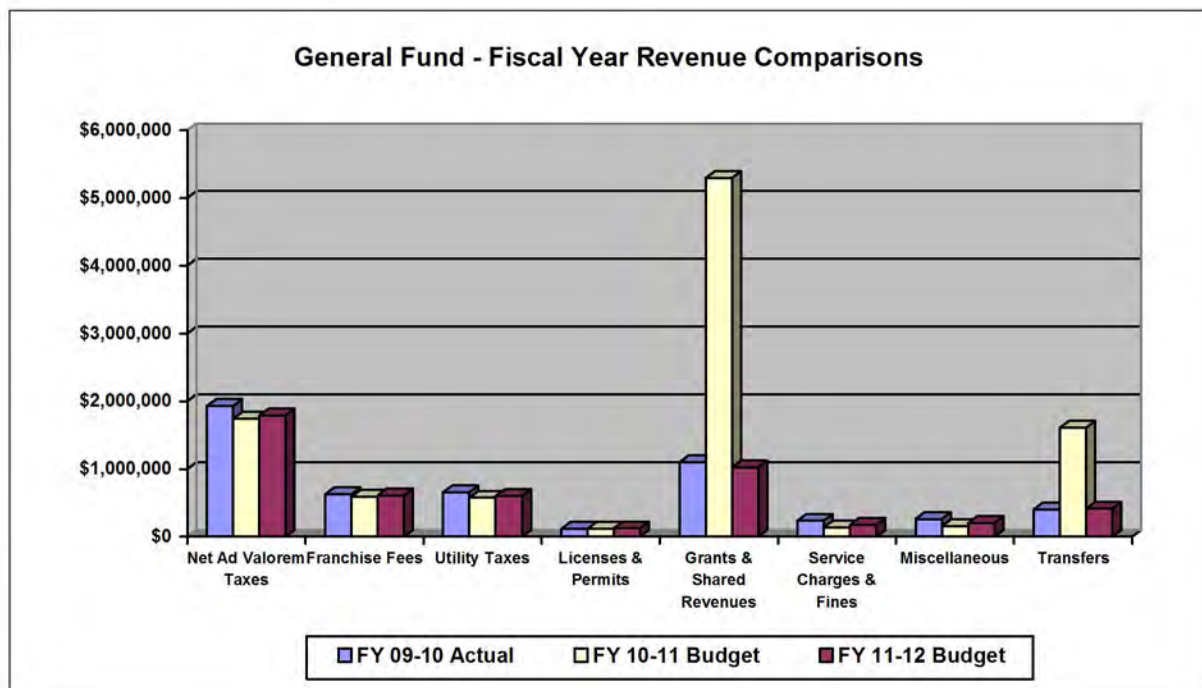


Section 3 of this budget provides a further overview of the anticipated revenues and proposed expenditures for fiscal year 2011-2012.



## **General Fund**

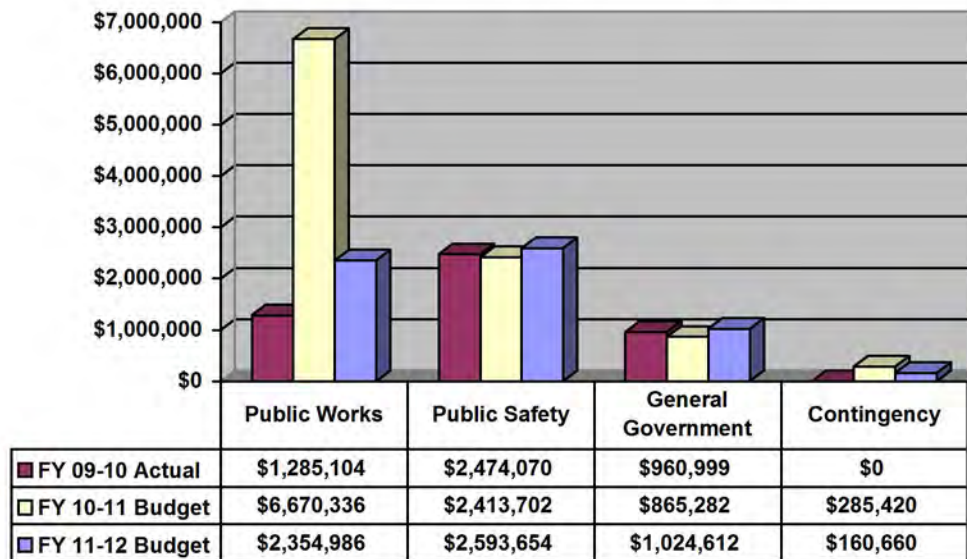
The general fund budget is expected to decrease by \$4,100,828 from the current year to \$6,133,912. A millage rate of 7.10, assessed on the taxable value of property within the city, was used to provide this level of funding. The millage has remained the same since FY 2009-2010 and is slightly higher 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 state law, this millage rate must be approved by a simple majority vote of the governing body, which in Dade City's case means three out of the five commissioners. Taxable value increased by nearly \$11 million, thus increasing anticipated ad valorem tax collections. However, state forecasts have indicated that some shared revenues may slightly decrease.



Even with the continued economic downturn, ad valorem taxes have increased for the first time in four years. Ad valorem taxes make up 29% of general fund revenues for fiscal year 2011-2012. Further information on taxable values, millage rates, and ad valorem tax revenues can be found in Section 2.

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

### General Fund - Fiscal Year Expenditure Comparisons



The table below shows the changes in budgeted expenditures for each general fund cost center, from the 2009-2010 budget to the 2011-2012 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	(\$180)	\$106,400	\$0	\$106,220
City Manager	\$20,700	(\$5,000)	\$0	\$15,700
Information Technology	\$0	(\$6,300)	\$0	(\$6,300)
Clerk/Finance - General	(\$2,450)	\$5,420	\$0	\$2,970
City Attorney	\$11,230	\$10	\$0	\$11,240
Development Services	\$5,580	(\$1,680)	\$0	\$3,900
Building Inspections	(\$880)	(\$1,575)	\$15,500	\$13,045
Facilities Maintenance	\$820	\$26,457	\$4,298,250	(\$4,270,973)
Fleet Maintenance	\$1,480	(\$1,869)	\$0	(\$389)
Streets Maintenance	\$4,050	(\$21,220)	\$0	(\$17,170)
Parks Maintenance	\$1,450	(\$15,768)	(\$14,000)	(\$28,318)
Recreation	\$0	\$0	\$0	\$0
Police	\$102,510	(\$1,093)	\$0	\$101,417
Code Enf. / Safety Svcs.	\$72,990	\$5,545	\$0	\$78,535
Contingency	\$0	(\$124,760)	\$0	(\$124,760)
<b>TOTAL</b>	<b>\$217,300</b>	<b>(\$35,433)</b>	<b>(\$4,296,750)</b>	<b>(\$4,114,883)</b>

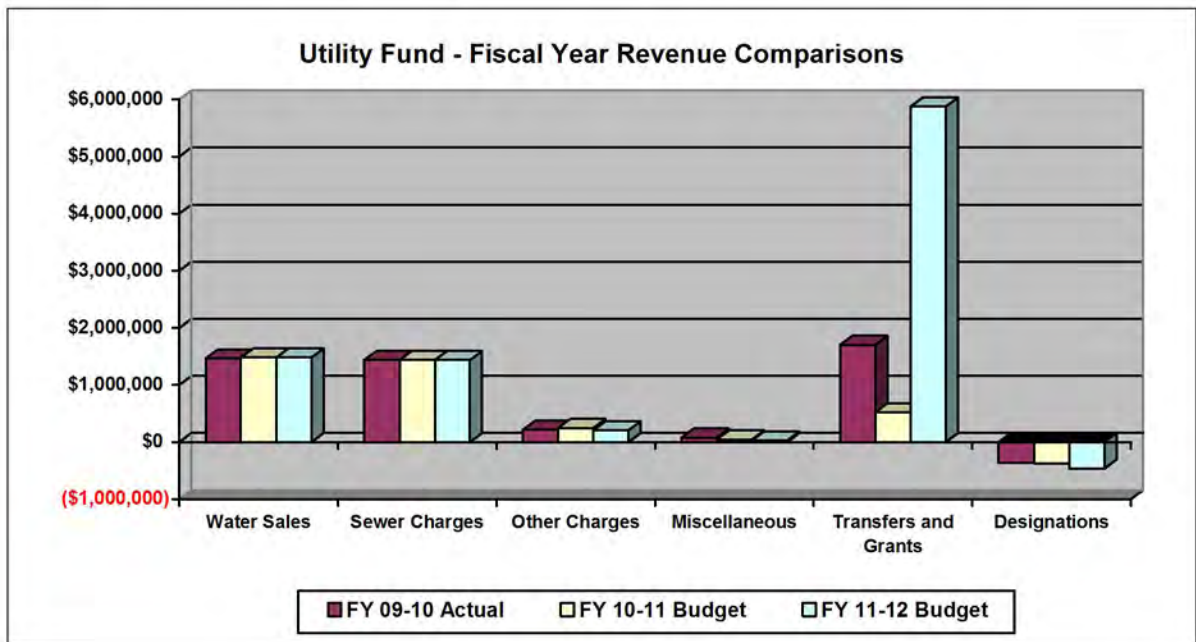
Section 4 of this budget lists additional details of the anticipated general fund revenues for fiscal year 2011-2012. That section also contains descriptions and function summaries, organizational charts and staffing levels, and proposed itemized expenditures for each general fund cost center.



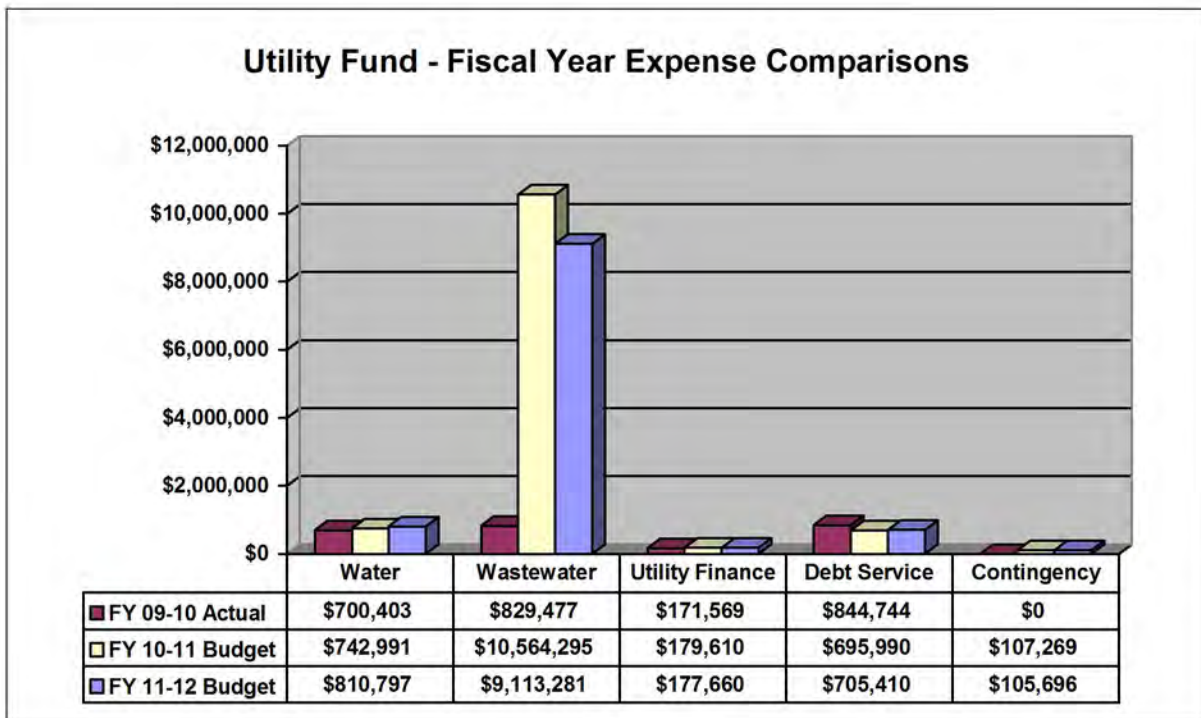
## Enterprise Funds

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 \$1,377,311 to \$10,912,844, primarily as the result of the Orange Valley Distribution Main and Pumping Station being completed. Lift station rehabilitation, the Little Everglades Ranch reuse project and rehabilitation of existing capacity at the WWTP are projects that should begin construction during FY 2011-2012. Projects are being funded by State Revolving funds, Small Disadvantaged Community funds, USDA Rural Development, or SWFWMD Cooperative Funding or a combination of listed funds.



The sanitation fund involves the contracted collection of solid waste. The contract with the hauler allows for rate increases up to 3% per year after approval from City Commission. 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. The sanitation fund revenues are expected to increase by \$9,500 to \$242,000.



The table below shows the changes in budgeted expenses for each cost center in the enterprise funds, from the 2009-2010 budget to the 2011-2012 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	\$25,600	\$15,736	\$26,470	\$67,806
Sewer	(\$1,060)	(\$34,703)	\$3,379,444	\$3,343,681
Utility Finance	(\$1,400)	(\$550)	\$0	(\$1,950)
Utility Debt Service	\$0	\$0	\$9,420	\$9,420
Contingency	\$0	(\$1,573)	\$0	(\$1,573)
<b>TOTAL</b>	<b>\$23,140</b>	<b>\$21,090</b>	<b>\$3,415,334</b>	<b>\$3,417,384</b>
Sanitation	\$0	\$14,237	\$0	\$14,237
Contingency	\$0	(\$4,737)	\$0	(\$4,737)
<b>TOTAL</b>	<b>\$0</b>	<b>\$9,500</b>	<b>\$0</b>	<b>\$9,500</b>

Section 5 of this budget lists additional details of the anticipated revenues of the enterprise funds for fiscal year 2011-2012. 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**

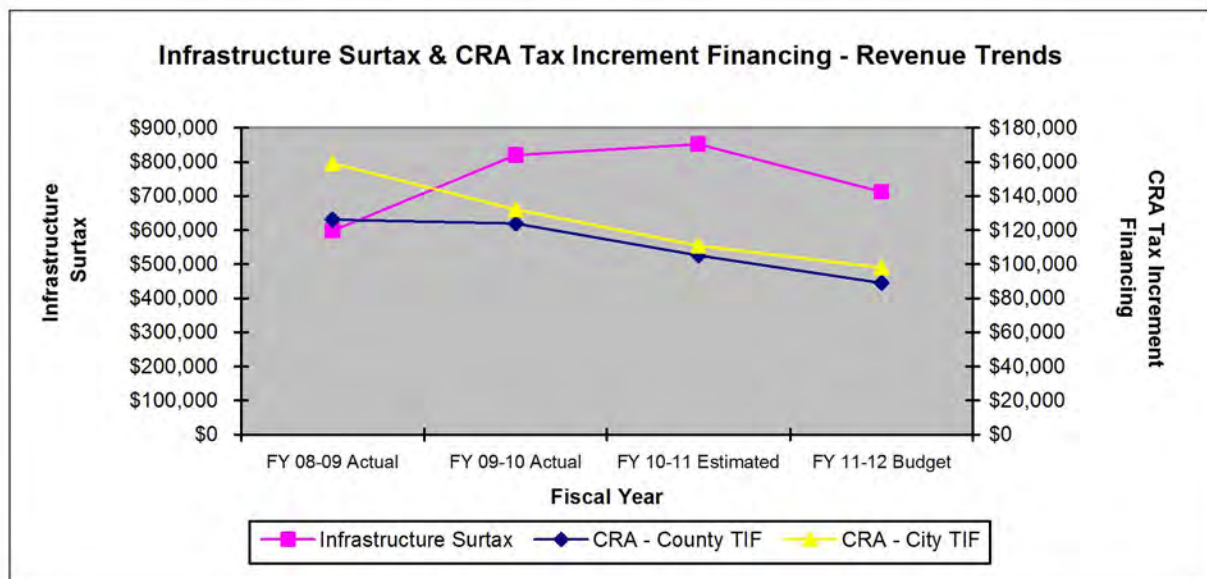
Three types of funds are included in this section: special revenue funds, capital projects funds, and component units.



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 to pave dirt streets throughout the city, thus 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 increased by \$75,309, due to money being carried over from FY 2010-2011 and increased projections. Funding is being provided for continuing lease payments, continuing the paving management program, and a sewer line extension. New projects include: water line relocation as part of the Clinton Avenue widening project, sidewalk construction and the Orange Valley supply wells design.

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 \$32,474 is expected in this fund due to monies available for carryover to the new year. An increase of \$8,500 is expected in CRA 2 due to transfers from CRA 1. \$7,500 is paid to the CRA Director; this is accomplished by deducting it from the City’s Tax Increment Financing requirement prior to transferring from the General Fund to the CRA budget less the salary. (See agreement #2011-02 (CRA) and #2011-21 (City))



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 12, 2011 at 5:30 p.m. and September 27, 2011 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**

## **OPERATING BUDGET Fiscal Year 2011-2012**



## **City Officials and Departmental Organization**

# CITY OFFICIALS

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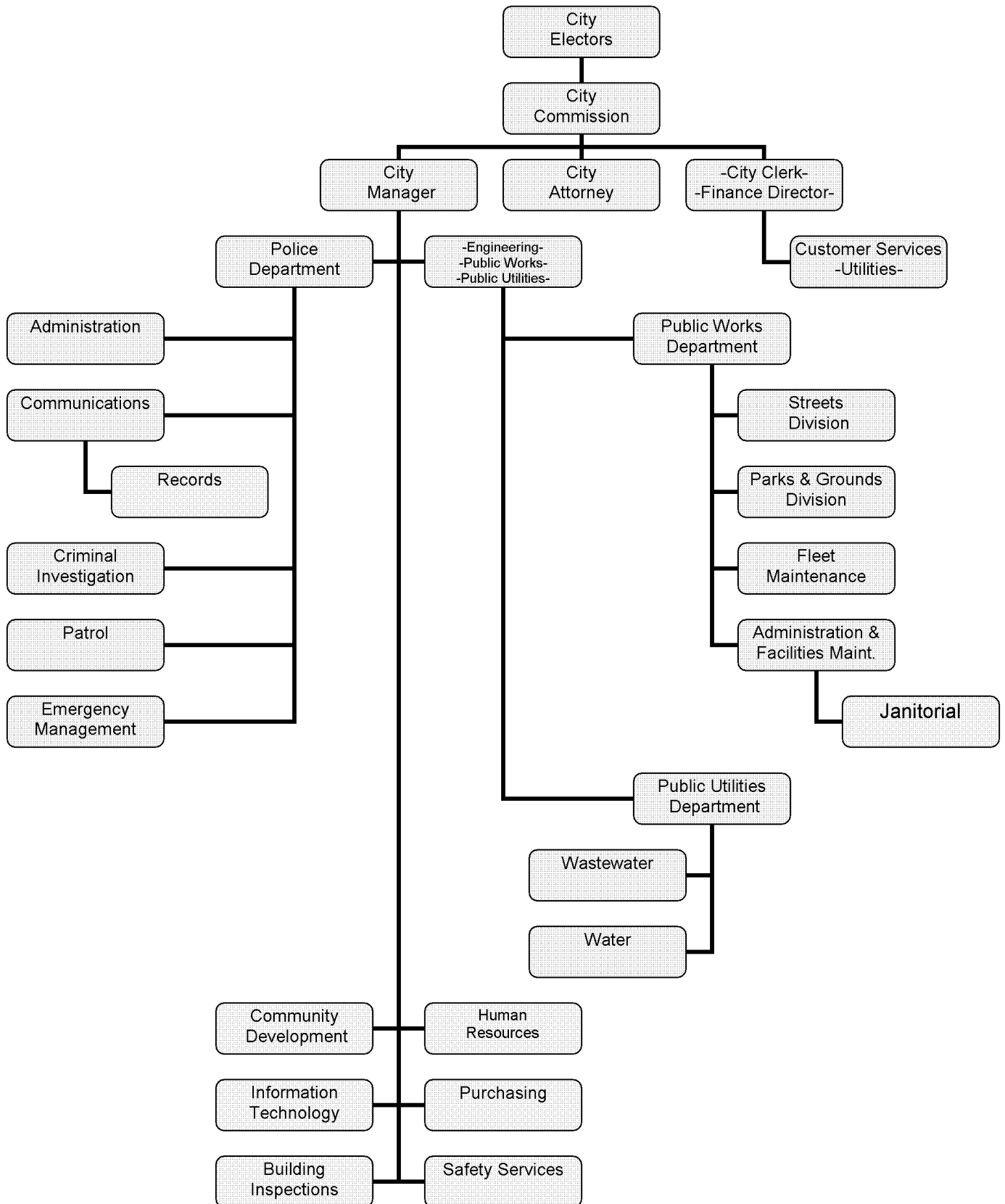
Mayor	Scott Black
Mayor Pro Tem	Eunice M. Penix
Commissioner	Curtis A. Beebe
Commissioner	William L. Dennis
Commissioner	Camille Hernandez

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City Manager	William C. Poe, Jr.
City Clerk / Finance Director	James D. Class
City Attorney	Karla S. Owens
Police Chief	Raymond Velboom
City Engineer / Public Works Director	Lennie M. Naeyaert
Community Development Director	Michael Sherman



# City of Dade City Organizational Chart



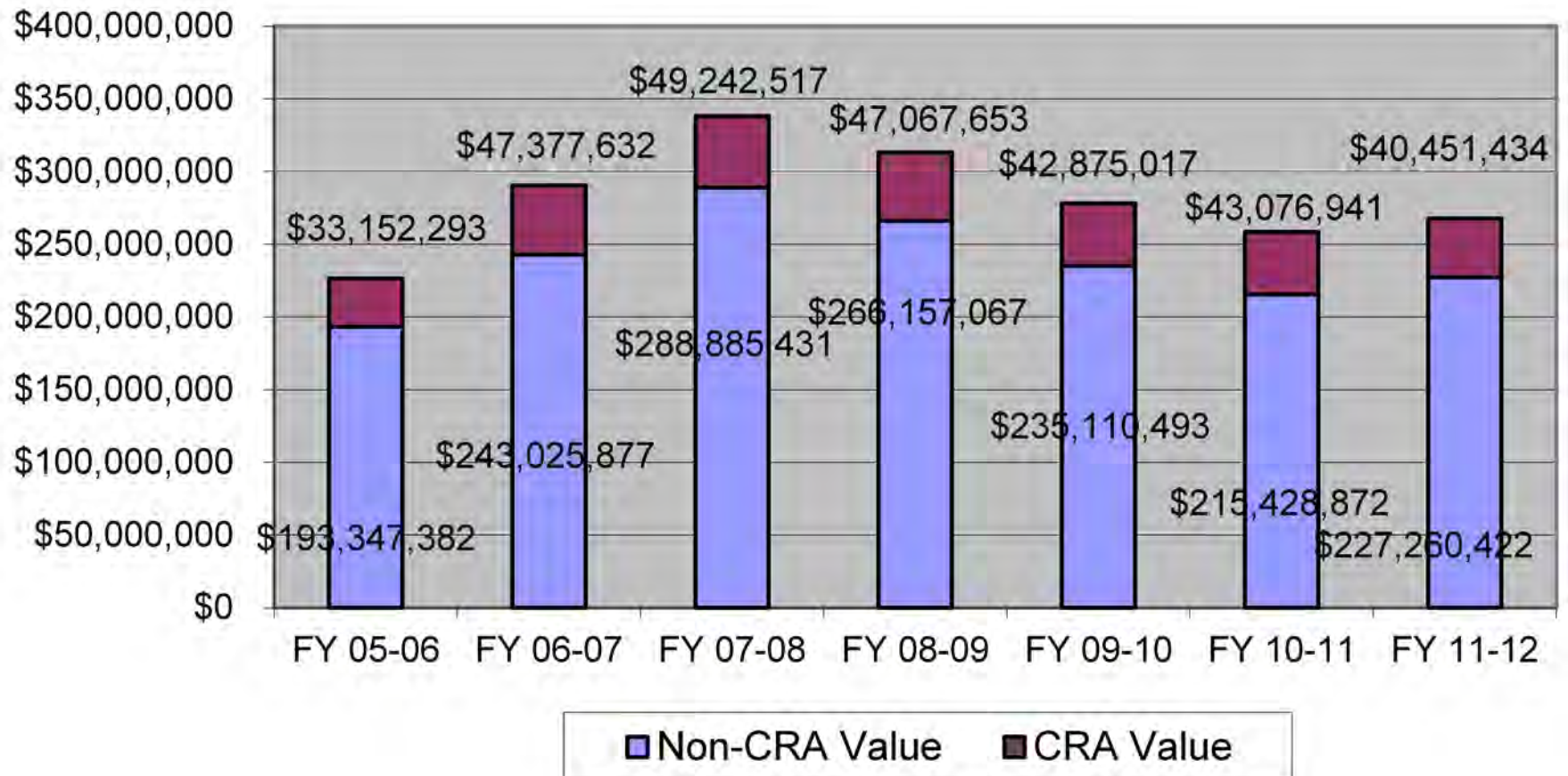
# **CITY OF DADE CITY**

## **OPERATING BUDGET Fiscal Year 2011-2012**



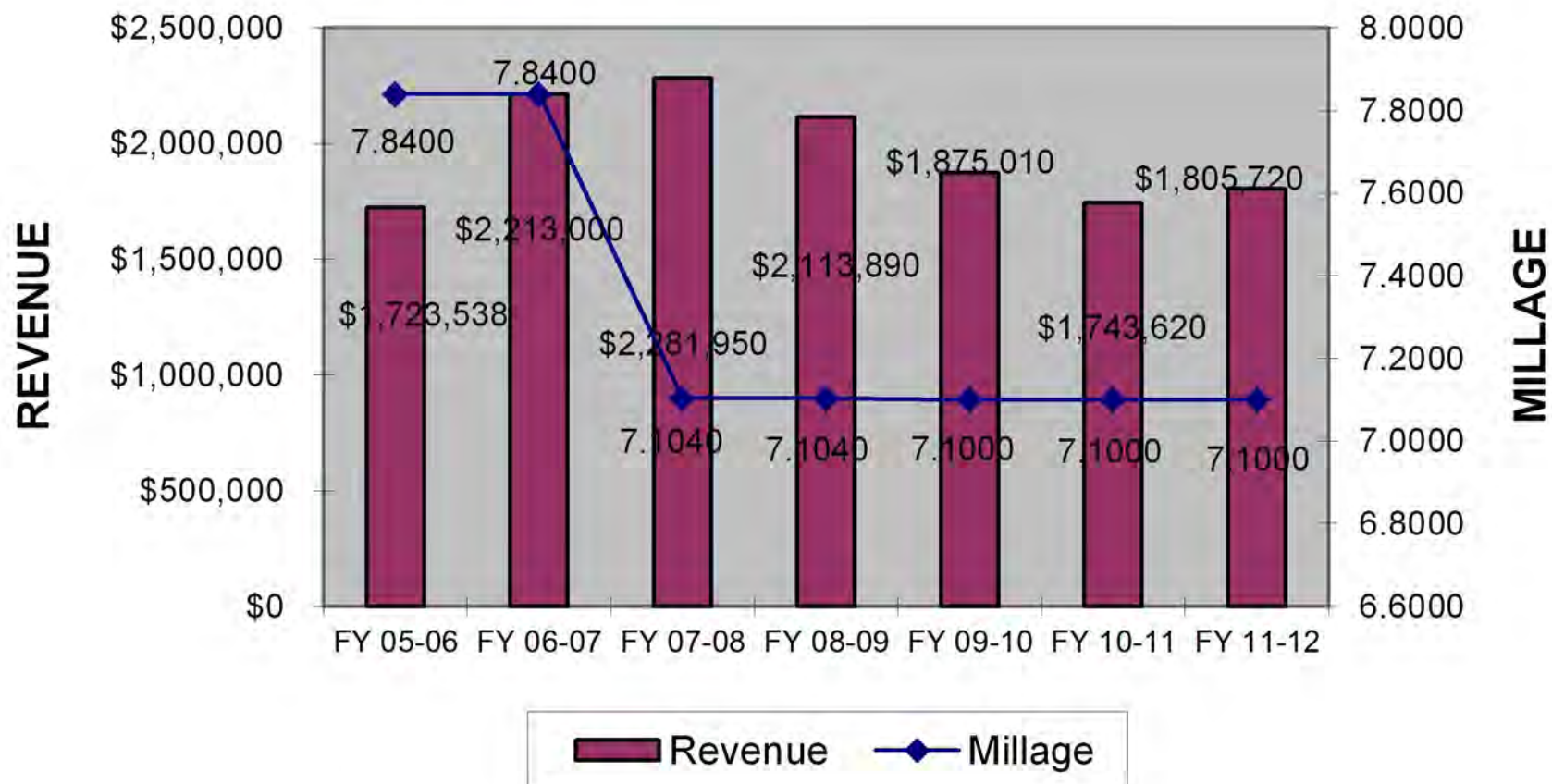
## **Taxable Value, Millage, and Ad Valorem Revenues**

## TAXABLE VALUE - CRA & NON-CRA





## TAX REVENUES VS. MILLAGE RATES





# CERTIFICATION OF TAXABLE VALUE

DR-420  
R. 6/11  
Rule 12DER11-13  
Florida Administrative Code  
Eff. 6/11

Year: 2011	County: PASCO
Principal Authority : MUNICIPALITY	Taxing Authority : CITY OF DADE CITY

## SECTION I: COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$ 218,235,603	(1)
2.	Current year taxable value of personal property for operating purposes	\$ 49,029,635	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$ 446,618	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$ 267,711,856	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$ 10,796,269	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$ 256,915,587	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$ 257,422,027	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number 1 (8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Number 0 (9)
SIGN HERE	<b>Property Appraiser Certification</b> I certify the taxable values above are correct to the best of my knowledge.		
	Signature of Property Appraiser :	Date :  JUNE 29, 2011	

## SECTION II: COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.			
10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>	7.1000 per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$ 1,827,696	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$ 109,286	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$ 1,718,410	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$ 13,267,126	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$ 243,648,461	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	7.0528 per \$1000	(16)
17.	Current year proposed operating millage rate	7.6000 per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$ 2,034,610	(18)

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
		<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)

**DEPENDENT SPECIAL DISTRICTS AND MSTUs**



**STOP HERE - SIGN AND SUBMIT**

22.	Enter the total ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs at rolled-back rate. (Total of Line 13 from all DR-420 forms)	\$ 1,718,410	(22)
23.	Current year aggregate rolled-back rate (Line 22 divided by Line 15, multiplied by 1,000)	7.0528 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes (Line 4 multiplied by Line 23, divided by 1,000)	\$ 1,888,118	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. (Total of Line 18 from all DR-420 forms)	\$ 2,034,610	(25)
26.	Current year proposed aggregate millage rate (Line 25 divided by Line 4, multiplied by 1,000)	7.6000 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate (Line 26 divided by Line 23, <b>minus 1</b> , multiplied by 100)	7.76 %	(27)

**First public  
budget hearing**

Date :  
09/12/2011

Time :  
5:30 PM

Place :  
CITY HALL ANNEX COMMISSION ROOM  
14150 5TH STREET, DADE CITY 33525

**Taxing Authority Certification**

I certify the millages and rates are correct to the best of my knowledge.  
The millages comply with the provisions of s. 200.065 and the provisions of  
either s. 200.071 or s. 200.081, F.S.

Signature of Chief Administrative Officer :

*William C. ... Jr.*

Date :

07/26/2011

Title :  
CITY MANAGER

Contact Name and Contact Title :  
JAMES D. CLASS  
CITY CLERK / FINANCE DIRECTOR

Mailing Address :  
PO BOX 1355

Physical Address :  
38020 MERIDIAN AVE

City, State, Zip :  
DADE CITY, FL 33526-1355

Phone Number :  
352-523-5052

Fax Number :  
352-523-5085

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Instructions on page 3





# TAX INCREMENT ADJUSTMENT WORKSHEET

DR-420TIF  
R. 6/10  
Rule 12DER11-10  
Florida Administrative Code  
Eff. 05/11

Year : 2011	County : PASCO
Principal Authority : MUNICIPALITY	Taxing Authority : CITY OF DADE CITY
Community Redevelopment Area : CITY OF DADE CITY	Base Year : 1998

## SECTION I : COMPLETED BY PROPERTY APPRAISER

1. Current year taxable value in the tax increment area	\$	40,451,434	(1)
2. Base year taxable value in the tax increment area	\$	25,544,551	(2)
3. Current year tax increment value (Line 1 minus Line 2)	\$	14,906,883	(3)
4. Prior year Final taxable value in the tax increment area	\$	42,859,103	(4)
5. Prior year tax increment value (Line 4 minus Line 2)	\$	17,314,552	(5)

<b>SIGN HERE</b>	<b>Property Appraiser Certification</b>	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :	Date : June 29, 2011	

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

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:			
6a.	Enter the proportion on which the payment is based.		%
6b.	Dedicated increment value (Line 3 multiplied by the percentage on Line 6a) If value is zero or less than zero, then enter zero on Line 6b	\$	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:			
7a.	Amount of payment to redevelopment trust fund in prior year	\$ 109,286	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10	7.1000 per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value (Line 5 multiplied by Line 7b, divided by 1,000)	\$ 122,933	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value (Line 7a divided by Line 7c, multiplied by 100)	89 %	(7d)
7e.	Dedicated increment value (Line 3 multiplied by the percentage on Line 7d) If value is zero or less than zero, then enter zero on Line 7e	\$ 13,267,126	(7e)

<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>		I certify the calculations, millages and rates are correct to the best of my knowledge.	
	Signature of Chief Administrative Officer :		Date : 07/26/2011	
	Title : CITY MANAGER	Contact Name and Contact Title : JAMES D. CLASS CITY CLERK / FINANCE DIRECTOR		
	Mailing Address : PO BOX 1355	Physical Address : 38020 MERIDIAN AVE		
	City, State, Zip : DADE CITY, FL 33526-1355	Phone Number : 352-523-5052	Fax Number : 352-523-5085	

# **CITY OF DADE CITY**

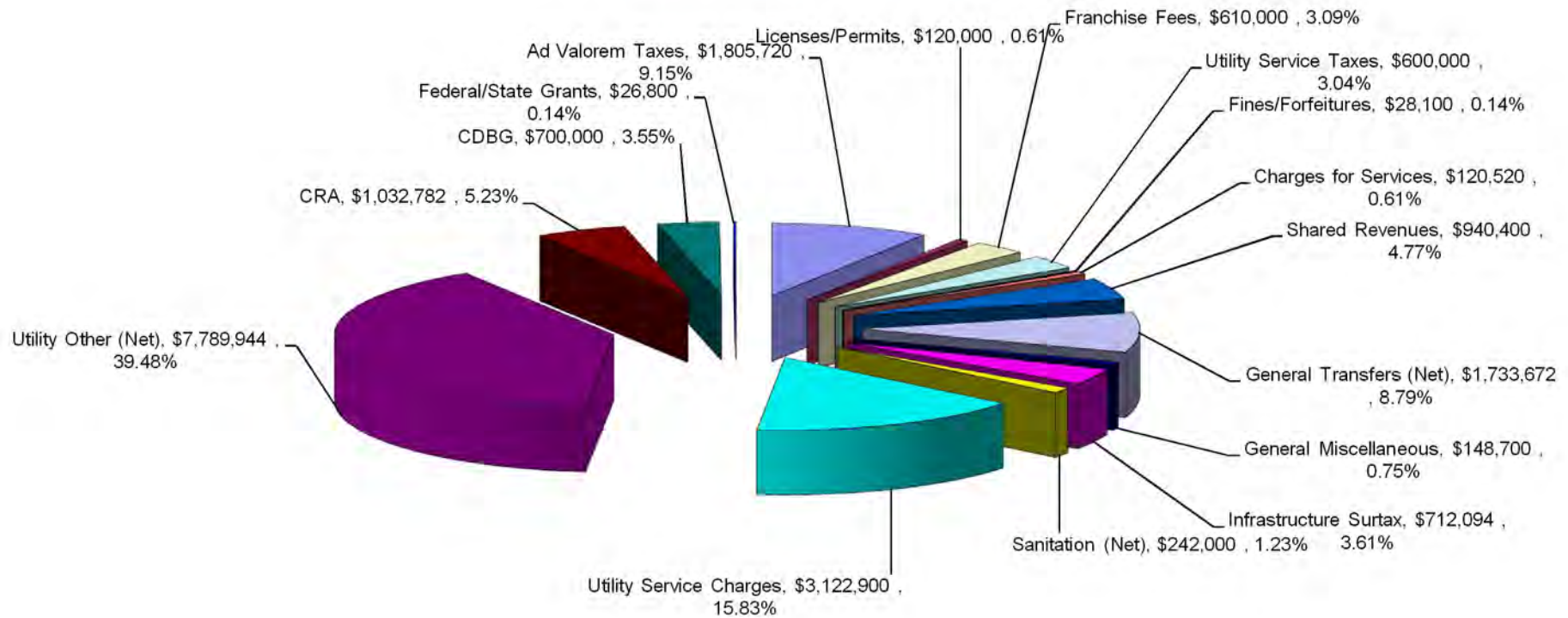
## **OPERATING BUDGET Fiscal Year 2011-2012**



## **Revenue and Expenditure Summaries - All Funds**

## REVENUE SUMMARY - ALL FUNDS

Revenue Total: \$19,733,632



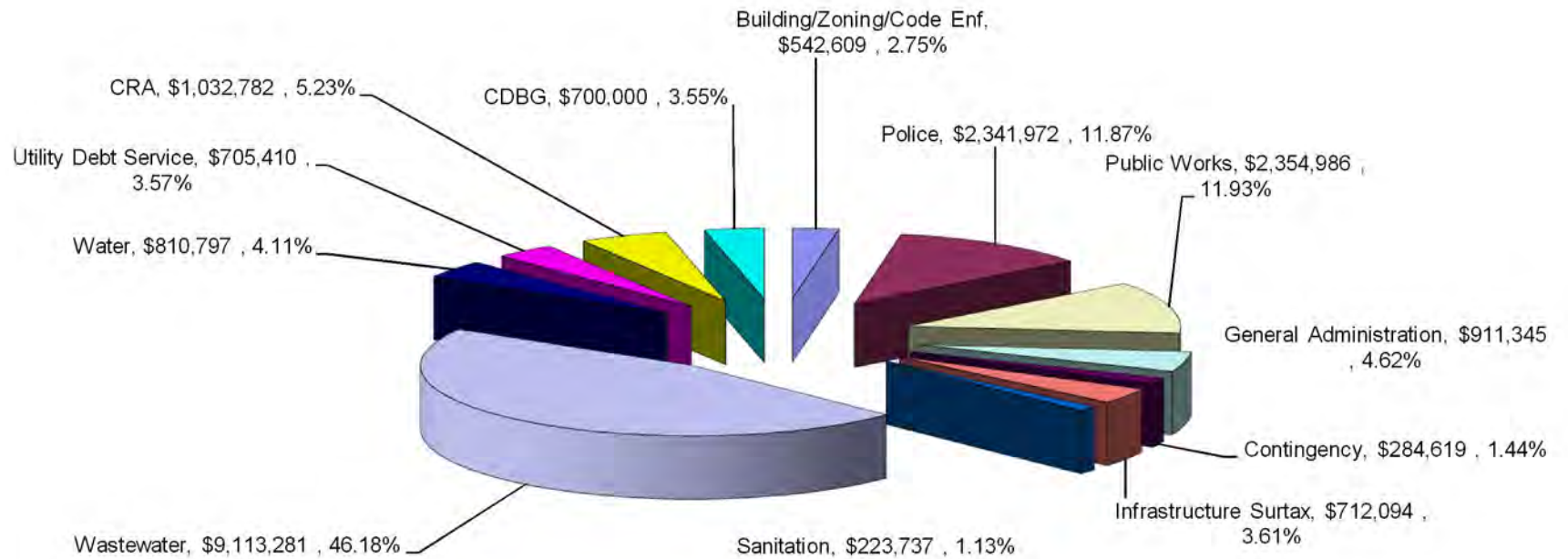


## Revenue Summary - All Funds

	FY 09-10 Actual	FY 10-11 Original	FY 10-11 Projected	FY 11-12 Requested
<b>GENERAL FUND</b>				
Ad Valorem Taxes	\$1,931,811	\$1,743,630	\$1,788,600	\$1,805,720
Franchise Fees	\$627,109	\$590,000	\$612,960	\$610,000
Utility Service Taxes	\$657,431	\$578,600	\$600,100	\$600,000
Licenses and Permits	\$117,380	\$120,000	\$124,000	\$120,000
Federal Grants	\$137,181	\$4,304,050	\$18,050	\$1,800
State Grants	\$5,079	\$25,000	\$75,000	\$25,000
State Shared Revenues	\$950,383	\$959,500	\$924,520	\$933,600
Local Shared Revenues	\$6,978	\$6,800	\$6,800	\$6,800
Charges for Services	\$205,428	\$116,420	\$134,720	\$120,520
Fines and Forfeitures	\$32,920	\$21,800	\$43,930	\$28,100
Miscellaneous	\$263,851	\$156,700	\$202,700	\$148,700
Other Sources	\$537,100	\$1,675,240	\$526,000	\$1,608,640
Other	(\$132,218)	(\$63,000)	(\$109,287)	\$125,032
<b>FUND TOTAL:</b>	<b>\$5,340,433</b>	<b>\$10,234,740</b>	<b>\$4,948,093</b>	<b>\$6,133,912</b>
<b>SPECIAL REVENUE FUND</b>				
Community Development Block Gran	\$409,685	\$700,000	\$215,096	\$700,000
<b>SPECIAL REVENUE FUND</b>				
Local Gov't. Infrastructure Surtax	\$820,423	\$636,785	\$852,374	\$712,094
<b>ENTERPRISE FUNDS</b>				
Water and Sewer Utilities				
Charges for Services	\$3,117,250	\$3,159,900	\$3,161,600	\$3,122,900
Miscellaneous	\$78,434	\$44,000	\$45,480	\$30,000
Other Sources	\$1,701,547	\$9,626,295	\$519,988	\$8,224,444
Other	(\$358,625)	(\$540,040)	(\$371,511)	(\$464,500)
<b>FUND TOTAL:</b>	<b>\$4,538,606</b>	<b>\$12,290,155</b>	<b>\$3,355,557</b>	<b>\$10,912,844</b>
Sanitation Services				
Franchise Fees	\$16,252	\$15,000	\$15,590	\$16,400
Charges for Services	\$229,157	\$228,000	\$231,000	\$237,000
Miscellaneous	\$1,151	\$1,200	\$520	\$300
Other	(\$11,700)	(\$11,700)	(\$11,700)	(\$11,700)
<b>FUND TOTAL:</b>	<b>\$234,860</b>	<b>\$232,500</b>	<b>\$235,410</b>	<b>\$242,000</b>
<b>COMPONENT UNITS</b>				
Community Redevelopment Agency 1	\$1,266,208	\$997,808	\$1,049,180	\$1,028,282
Community Redevelopment Agency 2	\$0	(\$4,000)	(\$33,305)	\$4,500
<b>REVENUE TOTAL:</b>	<b>\$12,610,215</b>	<b>\$25,087,988</b>	<b>\$10,622,405</b>	<b>\$19,733,632</b>

## EXPENDITURE SUMMARY - ALL FUNDS

Expenditure Total: \$19,733,632



**Expenditure Summary - All Funds  
by Year**

	FY 09-10 Actual	FY 10-11 Original	FY 10-11 Projected	FY 11-12 Requested
<b>GENERAL FUND</b>				
General Government:				
City Commission	\$185,661	\$75,390	\$52,639	\$181,610
City Manager	\$193,548	\$204,780	\$202,077	\$220,435
Info. Technology	\$32,147	\$36,450	\$34,074	\$42,750
City Clerk / Finance	\$217,177	\$235,100	\$201,386	\$238,070
City Attorney	\$53,134	\$39,580	\$44,523	\$50,820
Development Svcs.	\$139,268	\$130,410	\$122,993	\$134,310
Building Inspections	\$140,064	\$143,572	\$121,642	\$156,617
Facilities Maintenance	\$277,489	\$4,573,490	\$297,288	\$302,517
Fleet Maintenance	\$133,609	\$132,560	\$127,506	\$133,671
Contingency	\$0	\$285,420	\$0	\$160,660
Total General Government	\$1,372,097	\$5,856,752	\$1,204,128	\$1,621,460
Public Safety:				
Police	\$2,315,943	\$2,240,555	\$2,194,862	\$2,341,972
Safety Services	\$158,127	\$173,147	\$182,734	\$251,682
Total Public Safety	\$2,474,070	\$2,413,702	\$2,377,596	\$2,593,654
Transportation:				
Streets	\$565,360	\$1,611,801	\$657,203	\$1,594,631
Culture & Recreation:				
Parks	\$308,646	\$352,485	\$313,859	\$324,167
Recreation	\$0	\$0	\$0	\$0
Total Culture & Recreation	\$308,646	\$352,485	\$313,859	\$324,167
Depreciation				
<b>FUND TOTAL:</b>	<b>\$4,720,173</b>	<b>\$10,234,740</b>	<b>\$4,552,786</b>	<b>\$6,133,912</b>
<b>SPECIAL REVENUE FUND</b>				
Community Development Block Grant	\$412,643	\$700,000	\$215,096	\$700,000
<b>SPECIAL REVENUE FUND</b>				
Local Gov't. Infrastructure Surtax	\$473,049	\$636,785	\$609,980	\$712,094
<b>ENTERPRISE FUNDS</b>				
Water & Sewer Utilities:				
Water	\$700,403	\$742,991	\$884,500	\$810,797
Wastewater	\$829,477	\$10,564,295	\$2,240,303	\$9,113,281
Utility Finance	\$171,569	\$179,610	\$171,000	\$177,660
Utility Debt Service	\$844,744	\$695,990	\$534,190	\$705,410
Contingency	\$0	\$107,269	\$0	\$105,696
Depreciation	\$412,140			
<b>FUND TOTAL:</b>	<b>\$2,958,333</b>	<b>\$12,290,155</b>	<b>\$3,829,992</b>	<b>\$10,912,844</b>
Sanitation Services:				
Sanitation	\$204,468	\$209,500	\$211,472	\$223,737
Contingency	\$0	\$23,000	\$0	\$18,263
Depreciation				
<b>FUND TOTAL:</b>	<b>\$204,468</b>	<b>\$232,500</b>	<b>\$211,472</b>	<b>\$242,000</b>
<b>COMPONENT UNITS</b>				
Community Redevelopment Agency 1	\$433,733	\$997,808	\$162,850	\$1,028,282
Community Redevelopment Agency 2	\$30,161	(\$4,000)	\$7,743	\$4,500
<b>EXPENDITURE TOTAL:</b>	<b>\$9,232,560</b>	<b>\$25,087,988</b>	<b>\$9,589,919</b>	<b>\$19,733,632</b>

**Expenditure Summary - All Funds  
by Expense Type**

	Personal Services (1)	Operating Expenses (2)	Capital & Debt Svc. (3)	FY 11-12 Requested (4)
<b>GENERAL FUND</b>				
General Government:				
City Commission	\$7,360	\$174,250	\$0	\$181,610
City Manager	\$198,530	\$21,905	\$0	\$220,435
Info. Technology	\$0	\$42,750	\$0	\$42,750
City Clerk / Finance	\$164,270	\$73,800	\$0	\$238,070
City Attorney	\$46,170	\$4,650	\$0	\$50,820
Development Svcs.	\$118,760	\$15,550	\$0	\$134,310
Building Inspections	\$103,060	\$38,057	\$15,500	\$156,617
Facilities Maintenance	\$211,470	\$87,047	\$4,000	\$302,517
Fleet Maintenance	\$88,480	\$43,691	\$1,500	\$133,671
Contingency	\$0	\$160,660	\$0	\$160,660
Total General Government	\$938,100	\$662,360	\$21,000	\$1,621,460
Public Safety:				
Police	\$2,024,080	\$317,892	\$0	\$2,341,972
Safety Services	\$196,900	\$54,782	\$0	\$251,682
Total Public Safety	\$2,220,980	\$372,674	\$0	\$2,593,654
Transportation:				
Streets	\$306,240	\$263,391	\$1,025,000	\$1,594,631
Culture & Recreation:				
Parks	\$230,010	\$94,157	\$0	\$324,167
Recreation	\$0	\$0	\$0	\$0
Total Culture & Recreation	\$230,010	\$94,157	\$0	\$324,167
Prior Year Encumbrances				
<b>FUND TOTAL:</b>	<b>\$3,695,330</b>	<b>\$1,392,582</b>	<b>\$1,046,000</b>	<b>\$6,133,912</b>
<b>SPECIAL REVENUE FUNDS</b>				
Community Development Block Grant	\$0	\$0	\$700,000	\$700,000
<b>CAPITAL PROJECTS FUNDS</b>				
Local Gov't. Infrastructure Surtax	\$0	\$0	\$712,094	\$712,094
<b>ENTERPRISE FUNDS</b>				
Water & Sewer Utilities:				
Water	\$426,220	\$358,107	\$26,470	\$810,797
Wastewater	\$87,640	\$808,397	\$8,217,244	\$9,113,281
Utility Finance	\$121,410	\$56,250	\$0	\$177,660
Utility Debt Service	\$0	\$0	\$705,410	\$705,410
Contingency	\$0	\$105,696	\$0	\$105,696
Prior Year Encumbrances				\$0
<b>FUND TOTAL:</b>	<b>\$635,270</b>	<b>\$1,328,450</b>	<b>\$8,949,124</b>	<b>\$10,912,844</b>
Sanitation Services:				
Sanitation	\$0	\$223,737	\$0	\$223,737
Contingency	\$0	\$18,263	\$0	\$18,263
Prior Year Encumbrances				\$0
<b>FUND TOTAL:</b>	<b>\$0</b>	<b>\$242,000</b>	<b>\$0</b>	<b>\$242,000</b>
<b>COMPONENT UNITS</b>				
Community Redevelopment Agency 1	\$0	\$783,282	\$245,000	\$1,028,282
Community Redevelopment Agency 2	\$0	\$4,500	\$0	\$4,500
<b>EXPENDITURE TOTAL:</b>	<b>\$4,330,600</b>	<b>\$3,750,814</b>	<b>\$11,652,218</b>	<b>\$19,733,632</b>



## Reserve Balances

<u>Description</u>	<u>Amount</u>
General Fund	
Mausoleum reserves	18,623
Tree bank reserves	4,160
Police education reserves	2,359
Forfeiture reserves	6,136
Park and recreation reserves	5,099
Building permit fee reserves	0
Bond covenant reserves	278,840
Nursing home reserves	2,558,900
Reserve policy minimum	1,233,123
Reserve policy additional	2,746,025
Encumbrance reserves	14,535
Budget reserves	55,000
	6,922,800
Utility Fund	
Renewal and replacement	1,000,751
Debt service reserves	641,513
Utility deposit reserves	414,942
Reserve policy minimum	665,965
Reserve policy additional	863,404
Encumbrance reserves	25,786
Budget reserves	0
	3,612,361
Sanitation Fund	
Landfill escrow reserves	29,530
Reserve policy minimum	58,125
Reserve policy additional	532,461
Encumbrance reserves	500
Budget reserves	0
	620,616

# **CITY OF DADE CITY**

## **OPERATING BUDGET Fiscal Year 2011-2012**



## **General Fund Detail**

**General Fund Revenue - Detail**

	FY 09-10 Actual (1)	FY 10-11 Original (2)	FY 10-11 Projected (3)	FY 11-12 Requested (4)	\$ Change (4) - (2)
Ad Valorem Taxes	\$1,931,811	\$1,743,630	\$1,788,600	\$1,805,720	\$62,090
Franchise Fees					
Electricity	\$625,560	\$590,000	\$610,000	\$610,000	\$20,000
Natural Gas	\$1,549	\$0	\$2,960	\$0	\$0
Utility Service Taxes					
Electricity	\$572,324	\$495,000	\$520,000	\$520,000	\$25,000
Water	\$70,755	\$72,000	\$70,000	\$70,000	(\$2,000)
Natural Gas	\$2,737	\$2,600	\$2,100	\$2,000	(\$600)
Propane	\$11,615	\$9,000	\$8,000	\$8,000	(\$1,000)
Licenses and Permits					
Business Tax Receipts	\$33,530	\$32,500	\$32,500	\$32,500	\$0
Contractor Registrations	\$9,530	\$7,500	\$7,500	\$7,500	\$0
Building Permits	\$74,320	\$80,000	\$84,000	\$80,000	\$0
Federal Grants					
General Gov't - USDA Rural Dev	\$0	\$4,302,250	\$5,400	\$0	(\$4,302,250)
Public Safety - Drug Enforcement	\$0	\$1,800	\$3,990	\$1,800	\$0
Public Safety - Other	\$129,678	\$0	\$8,660	\$0	\$0
Economic - Disaster Relief	\$7,503	\$0	\$0	\$0	\$0
State Grants					
General Gov't	\$0	\$0	\$0	\$0	\$0
Public Safety	\$5,079	\$0	\$0	\$0	\$0
Physical Environment - Stormwater	\$0	\$0	\$75,000	\$0	\$0
Transportation	\$0	\$25,000	\$0	\$25,000	\$0
Recreation - FRDAP	\$0	\$0	\$0	\$0	\$0
State Shared Revenues					
Communications Services Tax	\$271,894	\$271,700	\$255,900	\$276,600	\$4,900
State Revenue Sharing	\$297,370	\$298,400	\$297,120	\$299,000	\$600
Mobile Home Licenses	\$32,377	\$32,000	\$32,000	\$32,000	\$0
Alcoholic Beverage Licenses	\$7,340	\$7,000	\$7,600	\$7,000	\$0
Half-Cent Sales Tax	\$338,932	\$348,400	\$329,500	\$317,000	(\$31,400)
State Gas Tax Refund	\$2,470	\$2,000	\$2,400	\$2,000	\$0
Local Shared Revenues					
County Occupational Licenses	\$6,978	\$6,800	\$6,800	\$6,800	\$0
Charges for Services					
Police Services - SROs	\$76,122	\$76,120	\$76,120	\$76,120	\$0
Police Services - Other	\$10,149	\$8,000	\$8,000	\$8,000	\$0
Building Inspections - San Antonio	\$7,688	\$4,000	\$4,400	\$4,000	\$0
Building Inspections - St. Leo	\$87,226	\$4,000	\$19,000	\$4,000	\$0
Labor & Equipment	\$0	\$0	\$200	\$0	\$0
Street Sweeping - DOT	\$8,148	\$7,500	\$7,500	\$7,500	\$0
Street Light Maint. - DOT	\$12,500	\$13,800	\$13,800	\$15,900	\$2,100
Planning & Zoning Fees	\$3,595	\$3,000	\$5,700	\$5,000	\$2,000

**General Fund Revenue - Detail**

	FY 09-10 Actual (1)	FY 10-11 Original (2)	FY 10-11 Projected (3)	FY 11-12 Requested (4)	\$ Change (4) - (2)
<b>Fines and Forfeitures</b>					
Court Fines	\$22,043	\$20,000	\$29,700	\$25,000	\$5,000
Fines - Parking Ordinance	\$215	\$100	\$240	\$100	\$0
Fines - Misc. Code Violations	\$557	\$500	\$6,000	\$1,000	\$500
Police Education	\$2,095	\$1,200	\$2,500	\$2,000	\$800
Forfeiture Fund Proceeds	\$7,550	\$0	\$4,800	\$0	\$0
Investigative Cost Recovery	\$460	\$0	\$690	\$0	\$0
<b>Miscellaneous</b>					
Interest	\$95,901	\$85,000	\$70,000	\$70,000	(\$15,000)
Net Increase (Decrease) in Value	\$41,920	\$0	\$0	\$0	\$0
Rental Fees	\$9,678	\$10,000	\$9,000	\$9,500	(\$500)
Assessments	\$25,614	\$25,700	\$26,000	\$41,700	\$16,000
Parks & Recreation Fees	\$1,500	\$1,500	\$400	\$0	(\$1,500)
Cemetery Lot Sales	\$26,338	\$17,000	\$26,200	\$17,000	\$0
Real Estate Sales	\$1,000	\$0	\$0	\$0	\$0
Sales of Surplus and Scrap	\$0	\$0	\$7,800	\$0	\$0
Contributions and Donations	\$0	\$0	\$0	\$0	\$0
Gain on Sale of Investments	\$3,474	\$500	\$600	\$500	\$0
Miscellaneous	\$58,426	\$17,000	\$62,700	\$10,000	(\$7,000)
<b>Other Sources</b>					
Transfer - Public Safety Impact	\$0	\$0	\$0	\$0	\$0
Transfer - Transportation Impact	\$0	\$1,000,000	\$0	\$1,000,000	\$0
Transfer - Local Option Gas Tax	\$275,400	\$282,100	\$264,300	\$278,500	(\$3,600)
Transfer - Infrastructure Surtax	\$0	\$0	\$0	\$0	\$0
Contribution - Water and Sewer	\$250,000	\$381,440	\$250,000	\$318,440	(\$63,000)
Contribution - Sanitation	\$11,700	\$11,700	\$11,700	\$11,700	\$0
<b>Other</b>					
Budgeted Cash Balances	\$0	\$55,000	\$0	\$223,032	\$168,032
Depreciation	\$0	\$0	\$0	\$0	\$0
Tax Transfer to CRAs	(\$132,218)	(\$118,000)	(\$109,287)	(\$98,000)	\$20,000
<b>TOTAL - GENERAL FUND</b>	<b>\$5,340,433</b>	<b>\$10,234,740</b>	<b>\$4,948,093</b>	<b>\$6,133,912</b>	<b>(\$4,100,828)</b>

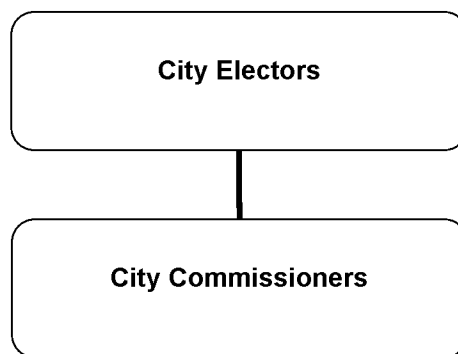


## ***City Commission***

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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

City Commission	FY 09-10 Actual (1)	FY 10-11 Original (2)	FY 10-11 Projected (3)	FY 11-12 Requested (4)	\$ Change (4) - (2)
<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	\$506	\$510	\$0
Retirement Contributions	\$302	\$330	\$280	\$160	(\$170)
Insurance Contributions	\$51	\$70	\$57	\$60	(\$10)
Worker's Comp & Unemployment	\$59	\$30	\$20	\$30	\$0
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$7,517</b>	<b>\$7,540</b>	<b>\$7,463</b>	<b>\$7,360</b>	<b>(\$180)</b>
<b>Operating Expenses</b>					
Professional Services	\$96,011	\$1,000	\$6,161	\$121,000	\$120,000
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$1,524	\$2,900	\$2,450	\$2,900	\$0
Communications	\$359	\$600	\$500	\$600	\$0
Postage	\$1	\$200	\$40	\$100	(\$100)
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$170	\$0	\$0	\$0	\$0
Insurance	\$0	\$10,000	\$0	\$10,000	\$0
Repair & Maintenance Services	\$193	\$200	\$0	\$200	\$0
Printing & Binding	\$485	\$100	\$50	\$100	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$5,776	\$5,000	\$5,700	\$5,000	\$0
Office Supplies	\$0	\$50	\$25	\$50	\$0
Operating Supplies	\$571	\$200	\$50	\$200	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$5,768	\$7,600	\$6,200	\$7,100	(\$500)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$67,286	\$40,000	\$24,000	\$27,000	(\$13,000)
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$178,144</b>	<b>\$67,850</b>	<b>\$45,176</b>	<b>\$174,250</b>	<b>\$106,400</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$185,661</b>	<b>\$75,390</b>	<b>\$52,639</b>	<b>\$181,610</b>	<b>\$106,220</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>\$185,661</b>	<b>\$75,390</b>	<b>\$52,639</b>	<b>\$181,610</b>	<b>\$106,220</b>

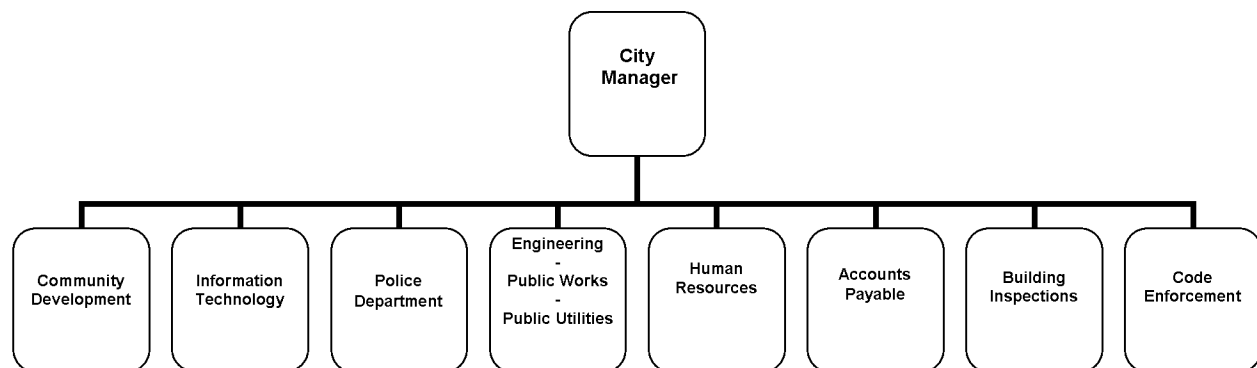
## City Manager's Office

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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, 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
9. City wide computer services up to and including policies, purchasing and installation



Classification	Full Time	Part Time
City Manager	1	0
Human Resources Specialist	1	0
Accounts Payable Specialist	1	0

**City Manager's Office**

<b>City Manager</b>	<b>FY 09-10 Actual (1)</b>	<b>FY 10-11 Original (2)</b>	<b>FY 10-11 Projected (3)</b>	<b>FY 11-12 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$144,860	\$142,310	\$143,059	\$160,800	\$18,490
Overtime	\$0	\$1,200	\$0	\$1,200	\$0
FICA Taxes	\$10,533	\$10,980	\$10,200	\$12,400	\$1,420
Retirement Contributions	\$6,312	\$6,350	\$5,806	\$7,100	\$750
Insurance Contributions	\$13,108	\$15,450	\$14,701	\$15,430	(\$20)
Worker's Comp & Unemployment	\$358	\$1,540	\$337	\$1,600	\$60
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$175,171</b>	<b>\$177,830</b>	<b>\$174,103</b>	<b>\$198,530</b>	<b>\$20,700</b>
<b>Operating Expenses</b>					
Professional Services	\$4,690	\$1,400	\$168	\$1,150	(\$250)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$1,095	\$1,095	\$1,095	\$1,095	\$0
Travel & Per Diem	\$681	\$1,000	\$923	\$1,000	\$0
Communications	\$3,373	\$4,000	\$3,800	\$3,500	(\$500)
Postage	\$544	\$600	\$400	\$600	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$406	\$600	\$550	\$600	\$0
Insurance	\$1,916	\$2,660	\$1,994	\$2,460	(\$200)
Repair & Maintenance Services	\$2,888	\$5,045	\$3,500	\$5,000	(\$45)
Printing & Binding	\$273	\$250	\$237	\$250	\$0
Promotional Activities	\$351	\$1,200	\$890	\$800	(\$400)
Miscellaneous Charges	\$779	\$800	\$200	\$500	(\$300)
Office Supplies	\$465	\$1,000	\$975	\$900	(\$100)
Operating Supplies	\$0	\$500	\$100	\$1,150	\$650
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$916	\$6,800	\$13,142	\$2,900	(\$3,900)
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>\$18,377</b>	<b>\$26,950</b>	<b>\$27,974</b>	<b>\$21,905</b>	<b>(\$5,045)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$193,548</b>	<b>\$204,780</b>	<b>\$202,077</b>	<b>\$220,435</b>	<b>\$15,655</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>\$193,548</b>	<b>\$204,780</b>	<b>\$202,077</b>	<b>\$220,435</b>	<b>\$15,655</b>



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

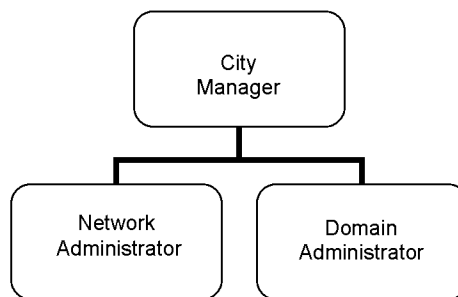
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### **Department Summary**

One of the primary functions of the Information Technology department which is managed by the City Manager, 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 department 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. This is accomplished through Towne Computers, Inc. with whom the City contracts technical services.

It is the purpose of the Domain Administrator to coordinate with the Network Administrator for the purchase and upgrade of all City owned computers, computer components, computer software, and computer use policies citywide. This department is instrumental in the selection of all operating software, anti-virus software and ensures the proper licensing of all software. This department provides support to departments/divisions with the correction of computer software and hardware problems.

The contracted Network Administrator keeps the Domain Administrator abreast of potential hardware replacement issues and suggests the best replacement products compatible with existing hardware.



<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
Network Administrator	0	Contracted
*Domain Administrator	(See Staff Assistant II – Public Works Administration)	

\*The Domain Administrator is a full time City employee who works with the Network Administrator as liaison between the Network Administrator and City wide hardware and software issues. The Domain Administrator duties are additional to other primary duties as Staff Assistant II.

## Information Technology

<b>Info. Technology</b>	<b>FY 09-10 Actual (1)</b>	<b>FY 10-11 Original (2)</b>	<b>FY 10-11 Projected (3)</b>	<b>FY 11-12 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<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	\$0	\$0	\$0	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$17,578	\$22,000	\$22,000	\$22,000	\$0
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$339	\$400	\$120	\$400	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,155	\$1,600	\$1,204	\$1,600	\$0
Repair & Maintenance Services	\$4,655	\$6,700	\$3,700	\$6,500	(\$200)
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$50	\$50	\$50	\$0
Operating Supplies	\$2,326	\$1,200	\$4,000	\$3,200	\$2,000
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$6,094	\$4,500	\$3,000	\$9,000	\$4,500
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>\$32,147</b>	<b>\$36,450</b>	<b>\$34,074</b>	<b>\$42,750</b>	<b>\$6,300</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$32,147</b>	<b>\$36,450</b>	<b>\$34,074</b>	<b>\$42,750</b>	<b>\$6,300</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>\$32,147</b>	<b>\$36,450</b>	<b>\$34,074</b>	<b>\$42,750</b>	<b>\$6,300</b>

## ***City Clerk/Finance Department***

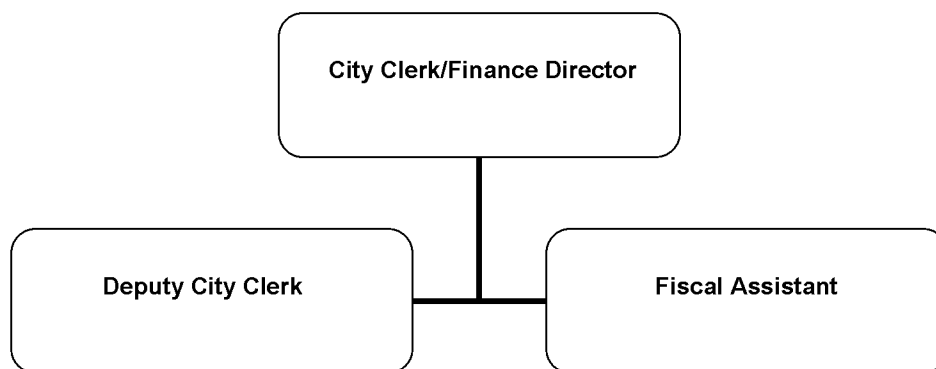
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### **Department Summary**

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>City Clerk / Finance</b>	<b>FY 09-10 Actual (1)</b>	<b>FY 10-11 Original (2)</b>	<b>FY 10-11 Projected (3)</b>	<b>FY 11-12 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$115,880	\$127,150	\$107,883	\$129,680	\$2,530
Overtime	\$383	\$2,000	\$330	\$2,000	\$0
FICA Taxes	\$8,620	\$9,880	\$8,092	\$10,080	\$200
Retirement Contributions	\$10,252	\$11,760	\$9,015	\$6,590	(\$5,170)
Insurance Contributions	\$14,563	\$15,450	\$10,981	\$15,430	(\$20)
Worker's Comp & Unemployment	\$321	\$480	\$298	\$490	\$10
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$150,019</b>	<b>\$166,720</b>	<b>\$136,599</b>	<b>\$164,270</b>	<b>(\$2,450)</b>
<b>Operating Expenses</b>					
Professional Services	\$250	\$36	\$0	\$50	\$14
Accounting & Auditing	\$27,810	\$33,644	\$31,144	\$35,100	\$1,456
Contractual Services	\$488	\$0	\$0	\$3,800	\$3,800
Travel & Per Diem	\$712	\$1,000	\$0	\$1,000	\$0
Communications	\$1,239	\$1,200	\$1,300	\$1,300	\$100
Postage	\$1,824	\$2,700	\$2,000	\$2,000	(\$700)
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$937	\$1,000	\$940	\$1,000	\$0
Insurance	\$2,047	\$2,050	\$1,873	\$2,250	\$200
Repair & Maintenance Services	\$15,110	\$15,500	\$14,500	\$16,100	\$600
Printing & Binding	\$4,424	\$2,000	\$2,000	\$2,000	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$7,076	\$6,800	\$8,800	\$6,800	\$0
Office Supplies	\$938	\$1,000	\$1,000	\$1,000	\$0
Operating Supplies	\$0	\$0	\$0	\$0	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$1,035	\$1,450	\$1,230	\$1,400	(\$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>\$63,890</b>	<b>\$68,380</b>	<b>\$64,787</b>	<b>\$73,800</b>	<b>\$5,420</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$213,909</b>	<b>\$235,100</b>	<b>\$201,386</b>	<b>\$238,070</b>	<b>\$2,970</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	\$3,268	\$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>\$3,268</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$217,177</b>	<b>\$235,100</b>	<b>\$201,386</b>	<b>\$238,070</b>	<b>\$2,970</b>

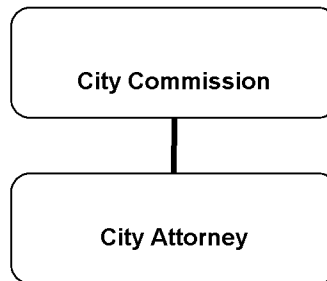


## ***City Attorney***

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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 09-10 Actual (1)</b>	<b>FY 10-11 Original (2)</b>	<b>FY 10-11 Projected (3)</b>	<b>FY 11-12 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$27,812	\$27,590	\$31,394	\$38,000	\$10,410
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$2,047	\$2,120	\$2,317	\$2,910	\$790
Retirement Contributions	\$371	\$0	\$0	\$0	\$0
Insurance Contributions	\$3,944	\$5,150	\$4,847	\$5,150	\$0
Worker's Comp & Unemployment	\$58	\$80	\$53	\$110	\$30
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$34,232</b>	<b>\$34,940</b>	<b>\$38,611</b>	<b>\$46,170</b>	<b>\$11,230</b>
<b>Operating Expenses</b>					
Professional Services	\$16,750	\$2,500	\$4,500	\$2,600	\$100
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$709	\$550	\$452	\$550	\$0
Communications	\$224	\$250	\$250	\$250	\$0
Postage	\$108	\$100	\$20	\$100	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$406	\$400	\$0	\$400	\$0
Insurance	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance Services	\$20	\$200	\$0	\$100	(\$100)
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$95	\$50	\$50	\$50	\$0
Office Supplies	\$0	\$0	\$50	\$0	\$0
Operating Supplies	\$0	\$0	\$0	\$0	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$590	\$590	\$590	\$600	\$10
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>\$18,902</b>	<b>\$4,640</b>	<b>\$5,912</b>	<b>\$4,650</b>	<b>\$10</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$53,134</b>	<b>\$39,580</b>	<b>\$44,523</b>	<b>\$50,820</b>	<b>\$11,240</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>\$53,134</b>	<b>\$39,580</b>	<b>\$44,523</b>	<b>\$50,820</b>	<b>\$11,240</b>

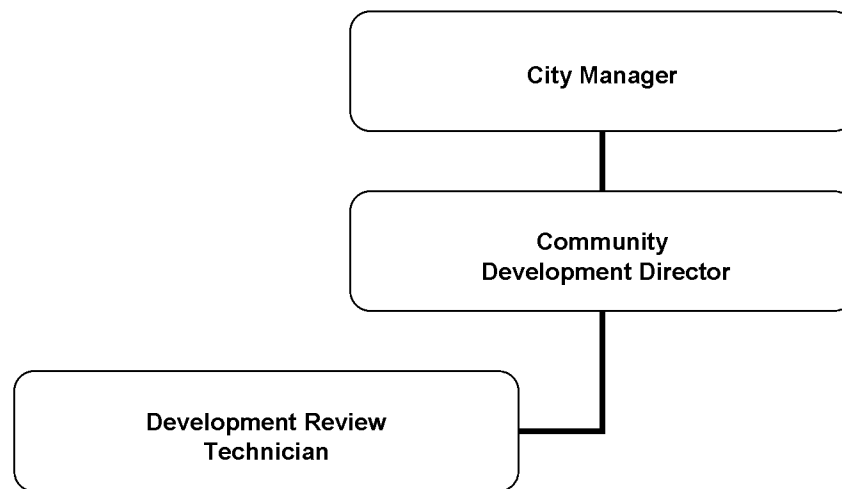
## ***Community Development Department***

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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 and pursues grants for enhancement of city services to the community. 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, the Redevelopment Advisory Committee, Citizens Advisory Committee for the Land Development Code, and the Historic Preservation Advisory Board.



<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 09-10 Actual (1)	FY 10-11 Original (2)	FY 10-11 Projected (3)	FY 11-12 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
Salaries & Special Pays	\$91,403	\$91,490	\$92,002	\$96,480	\$4,990
Overtime	\$0	\$350	\$0	\$350	\$0
FICA Taxes	\$6,918	\$7,030	\$7,006	\$7,410	\$380
Retirement Contributions	\$3,774	\$3,670	\$3,372	\$3,870	\$200
Insurance Contributions	\$7,987	\$10,300	\$9,801	\$10,290	(\$10)
Worker's Comp & Unemployment	\$219	\$340	\$212	\$360	\$20
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$110,301</b>	<b>\$113,180</b>	<b>\$112,393</b>	<b>\$118,760</b>	<b>\$5,580</b>
<b>Operating Expenses</b>					
Professional Services	\$17,553	\$5,000	\$2,500	\$5,000	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$540	\$1,200	\$500	\$1,200	\$0
Communications	\$313	\$300	\$335	\$300	\$0
Postage	\$103	\$200	\$200	\$200	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$406	\$400	\$488	\$450	\$50
Insurance	\$1,208	\$1,680	\$1,267	\$1,500	(\$180)
Repair & Maintenance Services	\$73	\$1,000	\$600	\$800	(\$200)
Printing & Binding	\$86	\$100	\$80	\$100	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$6,808	\$2,000	\$3,200	\$3,000	\$1,000
Office Supplies	\$155	\$500	\$300	\$500	\$0
Operating Supplies	\$69	\$350	\$520	\$500	\$150
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$511	\$4,500	\$610	\$2,000	(\$2,500)
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>\$27,825</b>	<b>\$17,230</b>	<b>\$10,600</b>	<b>\$15,550</b>	<b>(\$1,680)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$138,126</b>	<b>\$130,410</b>	<b>\$122,993</b>	<b>\$134,310</b>	<b>\$3,900</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	\$1,142	\$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>\$1,142</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$139,268</b>	<b>\$130,410</b>	<b>\$122,993</b>	<b>\$134,310</b>	<b>\$3,900</b>

## ***Building Inspection Department***

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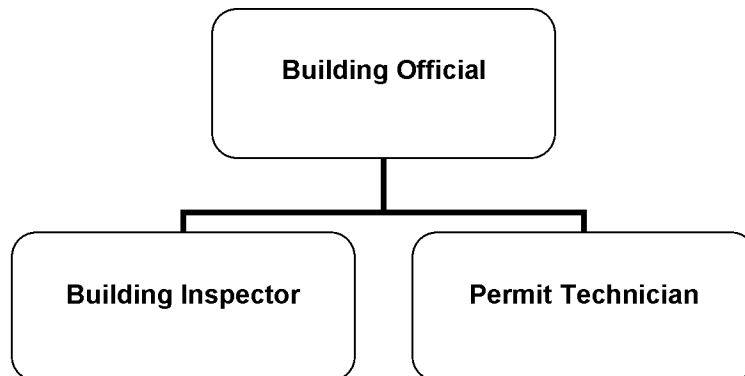
### **Department Summary**

The Building Inspection Department'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 Inspection 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 department 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 department 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>
Building Official	1	0
Building Inspector (contracted)	0	1
Permit Technician	1	0



## Building Inspections

<b>Building Inspections</b>	<b>FY 09-10 Actual (1)</b>	<b>FY 10-11 Original (2)</b>	<b>FY 10-11 Projected (3)</b>	<b>FY 11-12 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$86,001	\$76,640	\$77,503	\$78,170	\$1,530
Overtime	\$0	\$700	\$0	\$700	\$0
FICA Taxes	\$6,342	\$5,920	\$5,850	\$6,040	\$120
Retirement Contributions	\$6,170	\$6,370	\$5,461	\$3,810	(\$2,560)
Insurance Contributions	\$16,286	\$10,300	\$13,372	\$10,290	(\$10)
Worker's Comp & Unemployment	\$9,705	\$4,010	\$1,250	\$4,050	\$40
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$124,504</b>	<b>\$103,940</b>	<b>\$103,436</b>	<b>\$103,060</b>	<b>(\$880)</b>
<b>Operating Expenses</b>					
Professional Services	\$430	\$22,300	\$3,542	\$21,000	(\$1,300)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$457	\$350	\$350	\$350	\$0
Communications	\$1,567	\$2,000	\$1,500	\$1,500	(\$500)
Postage	\$170	\$500	\$200	\$500	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$385	\$807	\$807	\$807	\$0
Insurance	\$5,722	\$6,575	\$5,360	\$6,100	(\$475)
Repair & Maintenance Services	\$2,090	\$3,000	\$2,500	\$3,000	\$0
Printing & Binding	\$82	\$100	\$80	\$100	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$11	\$0	\$0	\$0	\$0
Office Supplies	\$774	\$500	\$700	\$500	\$0
Operating Supplies	\$1,683	\$1,700	\$1,300	\$2,000	\$300
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$2,189	\$1,800	\$1,867	\$2,200	\$400
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>\$15,560</b>	<b>\$39,632</b>	<b>\$18,206</b>	<b>\$38,057</b>	<b>(\$1,575)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$140,064</b>	<b>\$143,572</b>	<b>\$121,642</b>	<b>\$141,117</b>	<b>(\$2,455)</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	\$15,500	\$15,500
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>\$0</b>	<b>\$15,500</b>	<b>\$15,500</b>
<b>TOTAL</b>	<b>\$140,064</b>	<b>\$143,572</b>	<b>\$121,642</b>	<b>\$156,617</b>	<b>\$13,045</b>

## ***Public Works***

### ***Administration and Facilities Maintenance***

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#### **Division Summary**

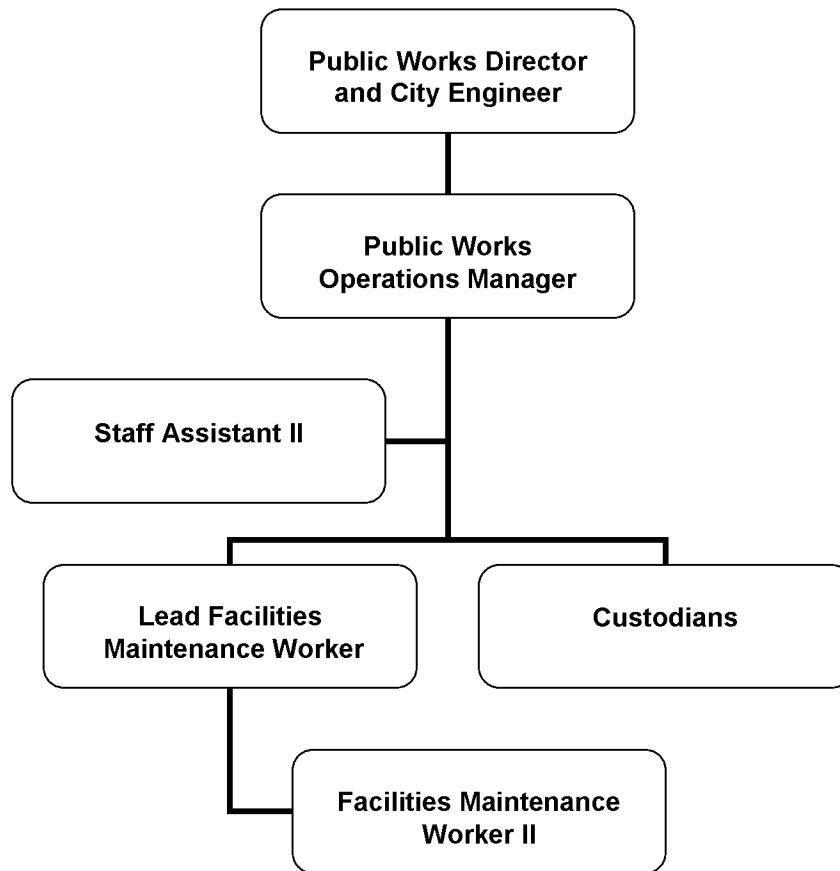
This division of the Public Works Department provides administrative direction and support to other divisions within Public Works. This division receives concerns from citizens and City employees alike and immediately strives to rectify any potentially dangerous situations. All other concerns are handled 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.
9. The Staff Assistant II performs Domain Administrator duties working with the Network Administrator on all Information Technology duties.



*Public Works Department  
Administration and Facilities Maintenance*

<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

\*This Staff Assistant II position also acts as the City's Stormwater Technician as well as the Domain Administrator in Information Technology (IT).

## Public Works - Facilities Maintenance

<b>Facilities Maintenance</b>	<b>FY 09-10 Actual (1)</b>	<b>FY 10-11 Original (2)</b>	<b>FY 10-11 Projected (3)</b>	<b>FY 11-12 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$152,657	\$156,090	\$153,944	\$159,190	\$3,100
Overtime	\$4,845	\$6,000	\$6,103	\$6,000	\$0
FICA Taxes	\$11,220	\$12,400	\$11,055	\$12,640	\$240
Retirement Contributions	\$8,994	\$9,230	\$8,377	\$6,620	(\$2,610)
Insurance Contributions	\$19,059	\$20,600	\$19,551	\$20,570	(\$30)
Worker's Comp & Unemployment	\$4,255	\$6,330	\$3,935	\$6,450	\$120
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$201,030</b>	<b>\$210,650</b>	<b>\$202,965</b>	<b>\$211,470</b>	<b>\$820</b>
<b>Operating Expenses</b>					
Professional Services	\$0	\$0	\$0	\$0	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$9,170	\$0	\$0
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$1,975	\$2,500	\$8,042	\$8,000	\$5,500
Postage	\$233	\$500	\$201	\$300	(\$200)
Utility Services	\$35,443	\$23,800	\$30,099	\$30,500	\$6,700
Rentals & Leases	\$406	\$400	\$400	\$400	\$0
Insurance	\$9,231	\$11,400	\$10,408	\$10,500	(\$900)
Repair & Maintenance Services	\$18,066	\$13,100	\$27,145	\$27,700	\$14,600
Printing & Binding	\$36	\$40	\$0	\$21	(\$19)
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$219	\$100	\$626	\$626	\$526
Office Supplies	\$294	\$500	\$380	\$500	\$0
Operating Supplies	\$9,612	\$8,250	\$7,854	\$8,500	\$250
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$148	\$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>\$75,663</b>	<b>\$60,590</b>	<b>\$94,323</b>	<b>\$87,047</b>	<b>\$26,457</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$276,693</b>	<b>\$271,240</b>	<b>\$297,288</b>	<b>\$298,517</b>	<b>\$27,277</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$4,302,250	\$0	\$0	(\$4,302,250)
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$796	\$0	\$0	\$4,000	\$4,000
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$796</b>	<b>\$4,302,250</b>	<b>\$0</b>	<b>\$4,000</b>	<b>(\$4,298,250)</b>
<b>TOTAL</b>	<b>\$277,489</b>	<b>\$4,573,490</b>	<b>\$297,288</b>	<b>\$302,517</b>	<b>(\$4,270,973)</b>

## Public Works Department Fleet Maintenance Division

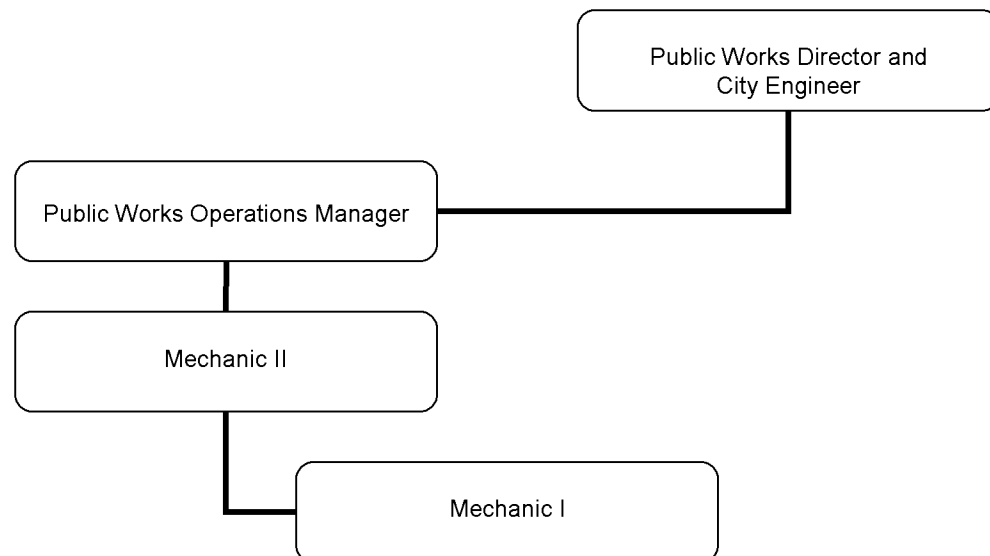
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### Division Summary

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.



Classification	Full Time	Part Time
(City Engineer/Public Works Director)	(See Water Division Classification)	
(Public Works Operations Manager)	(See Facilities Maintenance for Classification)	
Mechanic II	1	0
Mechanic I	1	0



## Public Works - Fleet Maintenance

<b>Fleet Maintenance</b>	<b>FY 09-10 Actual (1)</b>	<b>FY 10-11 Original (2)</b>	<b>FY 10-11 Projected (3)</b>	<b>FY 11-12 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$65,598	\$64,870	\$64,482	\$66,160	\$1,290
Overtime	\$829	\$1,450	\$287	\$1,450	\$0
FICA Taxes	\$4,930	\$5,080	\$4,862	\$5,180	\$100
Retirement Contributions	\$2,609	\$2,650	\$2,367	\$2,700	\$50
Insurance Contributions	\$9,530	\$10,300	\$9,801	\$10,290	(\$10)
Worker's Comp & Unemployment	\$1,781	\$2,650	\$1,647	\$2,700	\$50
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$85,277</b>	<b>\$87,000</b>	<b>\$83,446</b>	<b>\$88,480</b>	<b>\$1,480</b>
<b>Operating Expenses</b>					
Professional Services	\$42	\$50	\$50	\$50	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$275	\$0	\$0	\$0	\$0
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$1,515	\$2,000	\$1,530	\$1,600	(\$400)
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$18,802	\$17,900	\$17,600	\$17,900	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$10,959	\$13,060	\$12,260	\$13,060	\$0
Repair & Maintenance Services	\$5,708	\$6,714	\$7,334	\$7,145	\$431
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$125	\$0	\$0	\$0	\$0
Office Supplies	\$475	\$336	\$336	\$336	\$0
Operating Supplies	\$10,381	\$5,500	\$3,450	\$3,600	(\$1,900)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$50	\$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>\$48,332</b>	<b>\$45,560</b>	<b>\$42,560</b>	<b>\$43,691</b>	<b>(\$1,869)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$133,609</b>	<b>\$132,560</b>	<b>\$126,006</b>	<b>\$132,171</b>	<b>(\$389)</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	\$1,500	\$1,500	\$1,500
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>\$1,500</b>	<b>\$1,500</b>	<b>\$1,500</b>
<b>TOTAL</b>	<b>\$133,609</b>	<b>\$132,560</b>	<b>\$127,506</b>	<b>\$133,671</b>	<b>\$1,111</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.

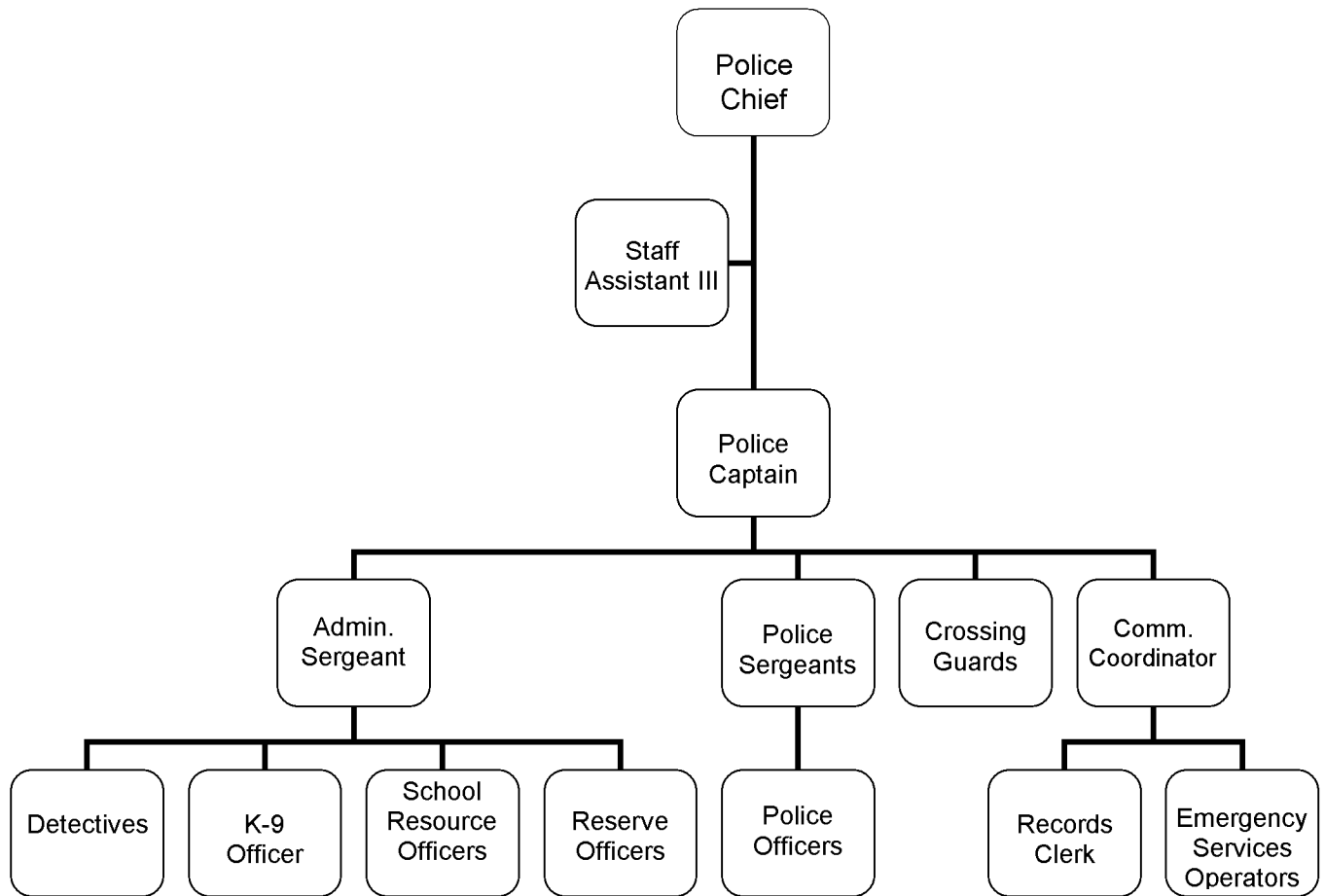
The Dade City Police Department has been entrusted with the mission of protecting and serving all residents, visitors, businesses, and property owners coming within the Department's jurisdiction, in a fair and prudent manner. In partnership with the citizens of Dade City the Police Department seeks to 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	2
• 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	8
School Crossing Guards	0	3

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

## Police

<b>Police</b>	<b>FY 09-10 Actual (1)</b>	<b>FY 10-11 Original (2)</b>	<b>FY 10-11 Projected (3)</b>	<b>FY 11-12 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$1,359,409	\$1,335,650	\$1,347,301	\$1,385,790	\$50,140
Overtime	\$75,020	\$102,400	\$76,600	\$102,400	\$0
FICA Taxes	\$104,850	\$110,020	\$105,522	\$113,850	\$3,830
Retirement Contributions	\$136,234	\$151,190	\$151,226	\$197,230	\$46,040
Insurance Contributions	\$161,187	\$177,350	\$161,873	\$177,080	(\$270)
Worker's Comp & Unemployment	\$29,228	\$44,960	\$34,183	\$47,730	\$2,770
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$1,865,928</b>	<b>\$1,921,570</b>	<b>\$1,876,705</b>	<b>\$2,024,080</b>	<b>\$102,510</b>
<b>Operating Expenses</b>					
Professional Services	\$5,042	\$3,100	\$6,000	\$6,100	\$3,000
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$23,030	\$30,000	\$23,537	\$29,000	(\$1,000)
Travel & Per Diem	\$4,369	\$3,300	\$1,790	\$3,300	\$0
Communications	\$29,808	\$24,000	\$30,000	\$30,000	\$6,000
Postage	\$815	\$800	\$650	\$800	\$0
Utility Services	\$19,727	\$22,200	\$18,950	\$21,200	(\$1,000)
Rentals & Leases	\$4,016	\$4,500	\$4,000	\$4,500	\$0
Insurance	\$36,220	\$52,360	\$41,305	\$50,000	(\$2,360)
Repair & Maintenance Services	\$56,069	\$59,130	\$49,700	\$55,750	(\$3,380)
Printing & Binding	\$2,353	\$3,500	\$1,800	\$2,000	(\$1,500)
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$1,640	\$2,000	\$600	\$1,250	(\$750)
Office Supplies	\$9,840	\$9,000	\$9,000	\$6,500	(\$2,500)
Operating Supplies	\$100,005	\$99,895	\$120,462	\$102,492	\$2,597
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$9,097	\$5,200	\$4,500	\$5,000	(\$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>\$302,031</b>	<b>\$318,985</b>	<b>\$312,294</b>	<b>\$317,892</b>	<b>(\$1,093)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$2,167,959</b>	<b>\$2,240,555</b>	<b>\$2,188,999</b>	<b>\$2,341,972</b>	<b>\$101,417</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	\$147,984	\$0	\$5,863	\$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>\$147,984</b>	<b>\$0</b>	<b>\$5,863</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$2,315,943</b>	<b>\$2,240,555</b>	<b>\$2,194,862</b>	<b>\$2,341,972</b>	<b>\$101,417</b>

## ***Safety Services Department***

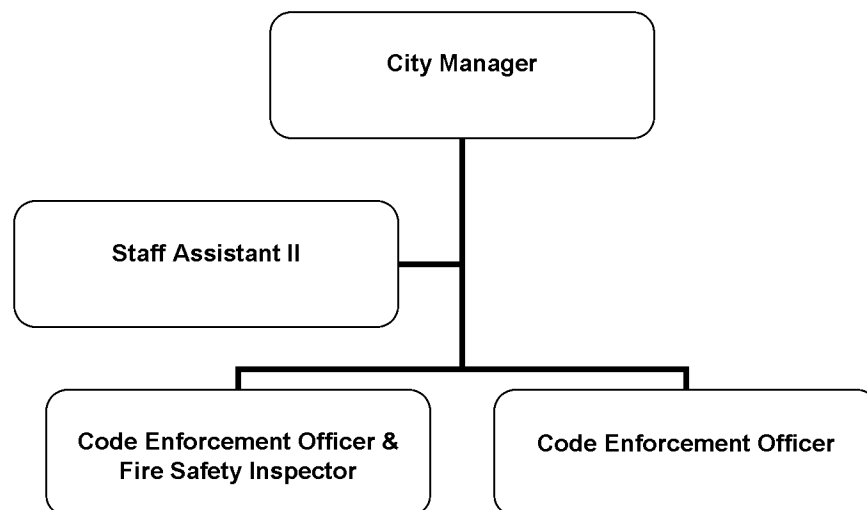
### ***Fire Safety inspections / Code Enforcement***

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#### **Department Summary**

This department strives daily to govern and educate our citizens on the importance of compliance with City ordinances established for the protection of our citizens. This department 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>
City Manager	See City Manager for classification	
Staff Assistant II	1	0
Code Enforcement Officer / Fire Safety Inspector	1	0
Code Enforcement Officer	0	1



## Safety Services / Code Enforcement

<b>Safety Services</b>	<b>FY 09-10 Actual (1)</b>	<b>FY 10-11 Original (2)</b>	<b>FY 10-11 Projected (3)</b>	<b>FY 11-12 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$98,240	\$97,060	\$97,641	\$99,000	\$1,940
Overtime	\$141	\$530	\$270	\$530	\$0
FICA Taxes	\$7,465	\$7,470	\$7,477	\$7,620	\$150
Retirement Contributions	\$13,026	\$5,780	\$8,578	\$76,630	\$70,850
Insurance Contributions	\$9,290	\$10,300	\$9,561	\$10,290	(\$10)
Worker's Comp & Unemployment	\$1,861	\$2,770	\$1,719	\$2,830	\$60
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$130,023</b>	<b>\$123,910</b>	<b>\$125,246</b>	<b>\$196,900</b>	<b>\$72,990</b>
<b>Operating Expenses</b>					
Professional Services	\$0	\$100	\$100	\$1,000	\$900
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$3,608	\$20,000	\$30,800	\$25,000	\$5,000
Travel & Per Diem	\$288	\$100	\$0	\$100	\$0
Communications	\$1,743	\$2,000	\$1,900	\$2,000	\$0
Postage	\$1,206	\$1,500	\$1,700	\$1,500	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$385	\$807	\$807	\$807	\$0
Insurance	\$6,859	\$8,980	\$7,166	\$8,500	(\$480)
Repair & Maintenance Services	\$231	\$1,400	\$1,050	\$1,200	(\$200)
Printing & Binding	\$125	\$250	\$240	\$200	(\$50)
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$10,462	\$11,400	\$10,900	\$10,600	(\$800)
Office Supplies	\$290	\$500	\$500	\$500	\$0
Operating Supplies	\$2,251	\$1,800	\$1,850	\$2,175	\$375
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$656	\$400	\$475	\$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>\$28,104</b>	<b>\$49,237</b>	<b>\$57,488</b>	<b>\$54,782</b>	<b>\$5,545</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$158,127</b>	<b>\$173,147</b>	<b>\$182,734</b>	<b>\$251,682</b>	<b>\$78,535</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>\$158,127</b>	<b>\$173,147</b>	<b>\$182,734</b>	<b>\$251,682</b>	<b>\$78,535</b>

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

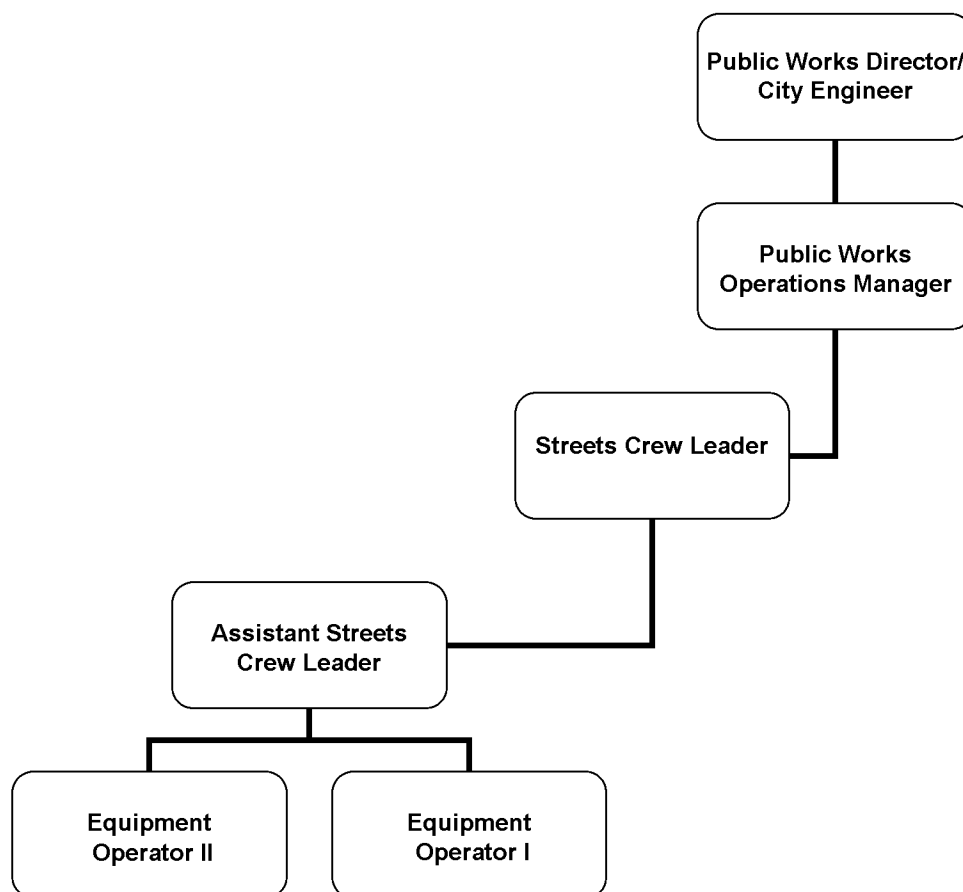
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### **Division Summary**

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

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 Facilities Maintenance 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

Streets	FY 09-10 Actual (1)	FY 10-11 Original (2)	FY 10-11 Projected (3)	FY 11-12 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
Salaries & Special Pays	\$212,170	\$210,030	\$213,601	\$217,250	\$7,220
Overtime	\$4,444	\$4,200	\$5,825	\$4,200	\$0
FICA Taxes	\$16,179	\$16,390	\$16,470	\$16,950	\$560
Retirement Contributions	\$13,475	\$14,720	\$12,850	\$10,370	(\$4,350)
Insurance Contributions	\$32,855	\$36,050	\$34,131	\$35,990	(\$60)
Worker's Comp & Unemployment	\$13,285	\$20,800	\$12,296	\$21,480	\$680
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$292,408</b>	<b>\$302,190</b>	<b>\$295,173</b>	<b>\$306,240</b>	<b>\$4,050</b>
<b>Operating Expenses</b>					
Professional Services	\$4,342	\$5,050	\$80,050	\$5,050	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$16,158	\$10,000	\$10,000	\$2,500	(\$7,500)
Travel & Per Diem	\$41	\$42	\$0	\$42	\$0
Communications	\$565	\$750	\$450	\$750	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$122,577	\$124,420	\$153,453	\$123,700	(\$720)
Rentals & Leases	\$4,950	\$1,500	\$1,500	\$1,500	\$0
Insurance	\$18,550	\$22,400	\$20,600	\$30,000	\$7,600
Repair & Maintenance Services	\$19,972	\$32,500	\$22,320	\$25,500	(\$7,000)
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$36,075	\$40,949	\$35,560	\$35,949	(\$5,000)
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$23,516	\$31,000	\$26,097	\$26,400	(\$4,600)
Road Materials & Supplies	\$12,350	\$16,000	\$12,000	\$12,000	(\$4,000)
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>\$259,096</b>	<b>\$284,611</b>	<b>\$362,030</b>	<b>\$263,391</b>	<b>(\$21,220)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$551,504</b>	<b>\$586,801</b>	<b>\$657,203</b>	<b>\$569,631</b>	<b>(\$17,170)</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$13,856	\$1,025,000	\$0	\$1,025,000	\$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>\$13,856</b>	<b>\$1,025,000</b>	<b>\$0</b>	<b>\$1,025,000</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$565,360</b>	<b>\$1,611,801</b>	<b>\$657,203</b>	<b>\$1,594,631</b>	<b>(\$17,170)</b>

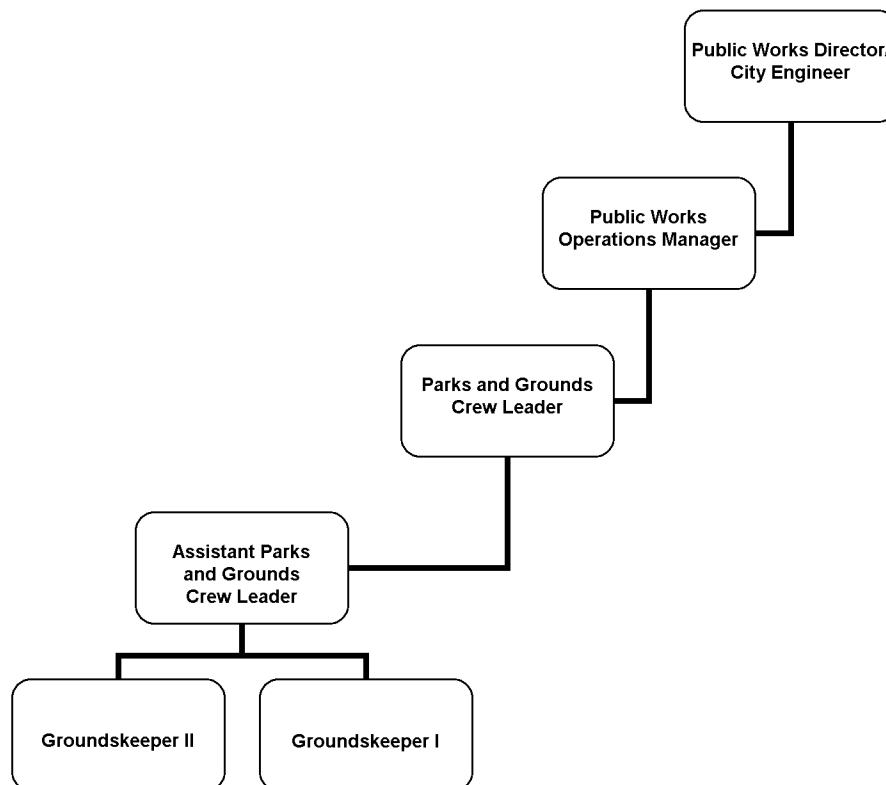
## ***Public Works Department Parks and Grounds Division***

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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 Sumner Lake Road according to 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	2	1

- One Groundskeeper II is assigned to the City Percolation Pond site and is funded in the Wastewater budget
- 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>	<b>FY 09-10 Actual (1)</b>	<b>FY 10-11 Original (2)</b>	<b>FY 10-11 Projected (3)</b>	<b>FY 11-12 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$161,286	\$162,190	\$152,926	\$165,080	\$2,890
Overtime	\$3,882	\$5,000	\$3,296	\$5,000	\$0
FICA Taxes	\$12,370	\$12,800	\$11,757	\$13,020	\$220
Retirement Contributions	\$7,936	\$8,560	\$7,314	\$6,810	(\$1,750)
Insurance Contributions	\$28,579	\$30,900	\$29,285	\$30,850	(\$50)
Worker's Comp & Unemployment	\$6,309	\$9,110	\$9,918	\$9,250	\$140
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$220,362</b>	<b>\$228,560</b>	<b>\$214,496</b>	<b>\$230,010</b>	<b>\$1,450</b>
<b>Operating Expenses</b>					
Professional Services	\$0	\$2,000	\$0	\$0	(\$2,000)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$38	\$0	\$0	\$0	\$0
Communications	\$1,158	\$1,000	\$1,000	\$1,000	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$31,097	\$41,100	\$26,035	\$28,100	(\$13,000)
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$12,753	\$19,000	\$15,000	\$19,000	\$0
Repair & Maintenance Services	\$17,817	\$19,125	\$22,858	\$23,000	\$3,875
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$1,711	\$2,000	\$2,107	\$2,107	\$107
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$23,670	\$25,700	\$18,964	\$20,950	(\$4,750)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$40	\$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>\$88,284</b>	<b>\$109,925</b>	<b>\$85,963</b>	<b>\$94,157</b>	<b>(\$15,768)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$308,646</b>	<b>\$338,485</b>	<b>\$300,459</b>	<b>\$324,167</b>	<b>(\$14,318)</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	\$14,000	\$13,400	\$0	(\$14,000)
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>\$14,000</b>	<b>\$13,400</b>	<b>\$0</b>	<b>(\$14,000)</b>
<b>TOTAL</b>	<b>\$308,646</b>	<b>\$352,485</b>	<b>\$313,859</b>	<b>\$324,167</b>	<b>(\$28,318)</b>

# **CITY OF DADE CITY**

## **OPERATING BUDGET Fiscal Year 2011-2012**



## **Enterprise Funds Detail**

## Enterprise Funds - Revenue Detail

	FY 09-10 Actual (1)	FY 10-11 Original (2)	FY 10-11 Projected (3)	FY 11-12 Requested (4)	\$ Change (4) - (2)
<b>Water and Sewer Utilities</b>					
Charges for Services					
Water Sales	\$1,463,752	\$1,500,000	\$1,480,000	\$1,480,000	(\$20,000)
Hydrant Rental	\$9,900	\$9,900	\$9,900	\$9,900	\$0
Meter Charges	\$75,433	\$75,000	\$75,500	\$75,000	\$0
Water Connection Fees	\$12,825	\$10,000	\$52,200	\$10,000	\$0
Sewer Charges	\$1,436,210	\$1,450,000	\$1,436,000	\$1,436,000	(\$14,000)
Sewer Connection Fees	\$6,400	\$7,000	\$3,000	\$6,000	(\$1,000)
Non-Payment Charges	\$36,956	\$36,000	\$34,000	\$34,000	(\$2,000)
Late Penalty Charges	\$75,774	\$72,000	\$71,000	\$72,000	\$0
Miscellaneous					
Interest	\$34,013	\$40,000	\$26,000	\$26,000	(\$14,000)
Net Increase (Decrease) in Value	\$30,737	\$0	\$0	\$0	\$0
Gain on Sale of Investments	\$7,337	\$0	\$13,400	\$0	\$0
Miscellaneous	\$6,347	\$4,000	\$6,080	\$4,000	\$0
Other Sources					
Transfers - Other Funds	\$444,920	\$0	\$0	\$0	\$0
Transfer - Water Dev. Charges	\$0	\$0	\$0	\$0	\$0
Transfer - Sewer Dev. Charges	\$0	\$0	\$0	\$0	\$0
Federal Grant/Loan - Rural Dev.	\$0	\$2,910,800	\$0	\$3,684,720	\$773,920
State Grant/Loan - DEP	\$1,256,627	\$4,968,895	\$519,988	\$2,610,304	(\$2,358,591)
State Grant/Loan - SWFWMD	\$0	\$1,746,600	\$0	\$1,929,420	\$182,820
Other					
Budgeted Cash Balances	\$0	\$0	\$0	\$0	\$0
Budgeted R & R Balances	(\$108,625)	(\$158,600)	(\$121,511)	(\$146,060)	\$12,540
Depreciation	\$0	\$0	\$0	\$0	\$0
Transfer to General Fund	(\$250,000)	(\$381,440)	(\$250,000)	(\$318,440)	\$63,000
<b>TOTAL - WATER &amp; SEWER</b>	<b>\$4,538,606</b>	<b>\$12,290,155</b>	<b>\$3,355,557</b>	<b>\$10,912,844</b>	<b>(\$1,377,311)</b>

	FY 09-10 Actual (1)	FY 10-11 Original (2)	FY 10-11 Projected (3)	FY 11-12 Requested (4)	\$ Change (4) - (2)
<b>Sanitation Services</b>					
Franchise Fees					
Garbage / Solid Waste	\$16,252	\$15,000	\$15,590	\$16,400	\$1,400
Charges for Services					
Garbage / Solid Waste	\$229,157	\$228,000	\$231,000	\$237,000	\$9,000
Miscellaneous					
Interest	\$1,151	\$1,200	\$400	\$300	(\$900)
Miscellaneous	\$0	\$0	\$120	\$0	\$0
Other					
Budgeted Cash Balances	\$0	\$0	\$0	\$0	\$0
Transfer to General Fund	(\$11,700)	(\$11,700)	(\$11,700)	(\$11,700)	\$0
<b>TOTAL - SANITATION</b>	<b>\$234,860</b>	<b>\$232,500</b>	<b>\$235,410</b>	<b>\$242,000</b>	<b>\$9,500</b>

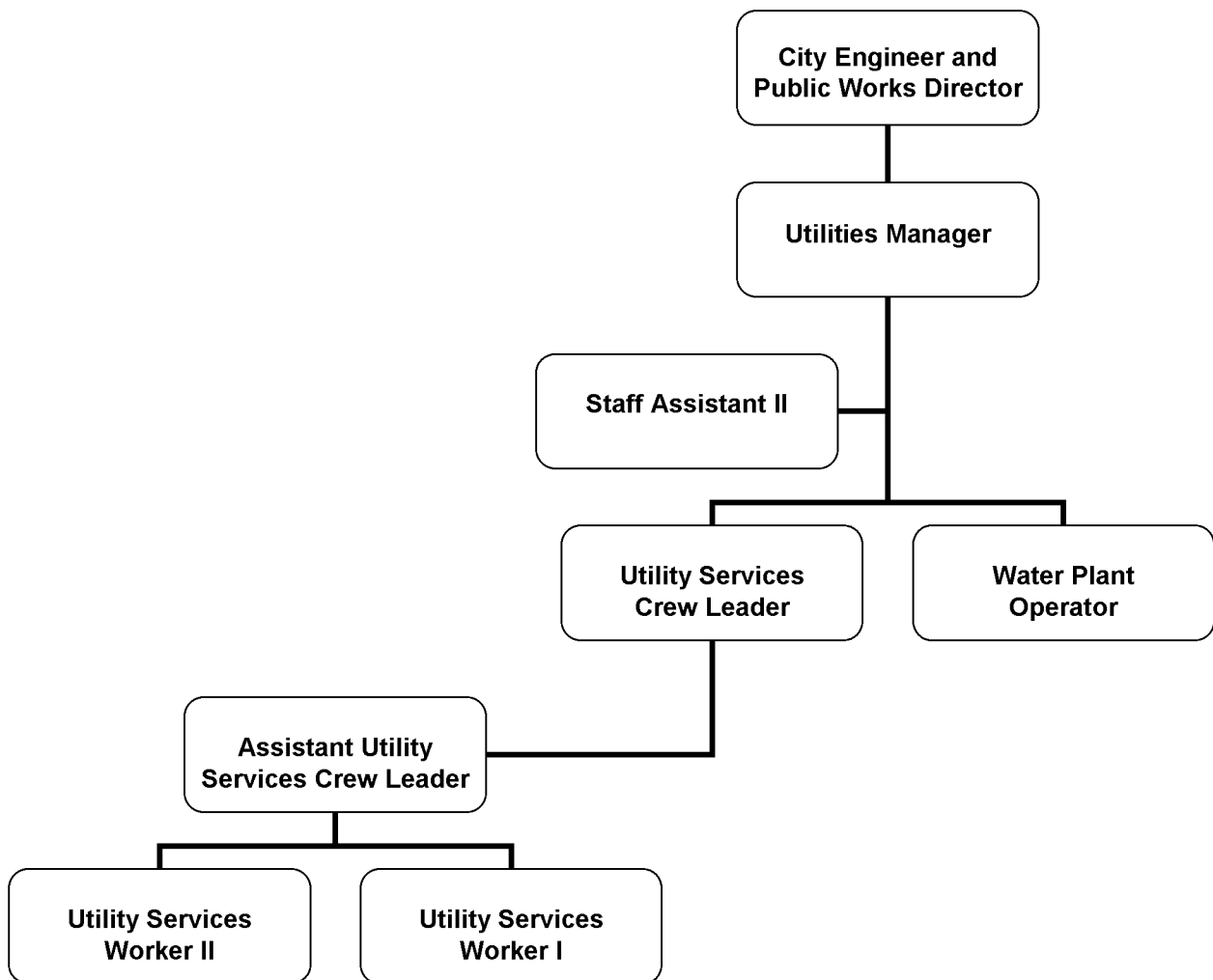
## ***Public Utilities Water Division***

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### **Division Summary**

The purpose of this division is to ensure that the potable water system operates in the most efficient and effective manner for the protection, health, and well being of the community by providing the highest quality of potable water at the most economical cost.

This division operates and maintains seven (7) public drinking water supply wells and two (2) ground water storage facilities and ensures compliance with all drinking water requirements as set forth by the Florida Department of Environmental Protection. 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 Utilities 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	1	0
Water Plant Operator	1	0
Utility Services Crew Leader	1	0
Assistant Utility Services Crew Leader	1	0
Utility Services Worker I	1	0
Utility Services Worker II	1	0

**Public Utilities - Water**

<b>Water</b>	<b>FY 09-10 Actual (1)</b>	<b>FY 10-11 Original (2)</b>	<b>FY 10-11 Projected (3)</b>	<b>FY 11-12 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$296,111	\$293,830	\$286,538	\$316,570	\$22,740
Overtime	\$18,102	\$16,000	\$21,832	\$16,000	\$0
FICA Taxes	\$23,747	\$23,710	\$23,464	\$25,450	\$1,740
Retirement Contributions	\$11,340	\$11,160	\$10,595	\$12,050	\$890
Insurance Contributions	\$38,177	\$41,200	\$37,667	\$41,130	(\$70)
Worker's Comp & Unemployment	\$10,510	\$14,720	\$9,144	\$15,020	\$300
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$397,987</b>	<b>\$400,620</b>	<b>\$389,240</b>	<b>\$426,220</b>	<b>\$25,600</b>
<b>Operating Expenses</b>					
Professional Services	\$27,053	\$21,210	\$21,810	\$24,210	\$3,000
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$29,214	\$30,000	\$33,903	\$25,000	(\$5,000)
Travel & Per Diem	\$275	\$750	\$0	\$500	(\$250)
Communications	\$7,151	\$7,200	\$7,200	\$7,200	\$0
Postage	\$559	\$1,200	\$342	\$350	(\$850)
Utility Services	\$74,254	\$85,150	\$77,415	\$80,150	(\$5,000)
Rentals & Leases	\$406	\$22,800	\$22,800	\$22,800	\$0
Insurance	\$38,590	\$51,000	\$48,134	\$51,000	\$0
Repair & Maintenance Services	\$12,552	\$16,000	\$54,599	\$40,800	\$24,800
Printing & Binding	\$918	\$1,750	\$614	\$750	(\$1,000)
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$6,060	\$5,639	\$5,378	\$5,375	(\$264)
Office Supplies	\$909	\$1,000	\$984	\$1,000	\$0
Operating Supplies	\$103,065	\$94,600	\$94,748	\$97,600	\$3,000
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$1,410	\$4,072	\$1,355	\$1,372	(\$2,700)
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>\$302,416</b>	<b>\$342,371</b>	<b>\$369,281</b>	<b>\$358,107</b>	<b>\$15,736</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$700,403</b>	<b>\$742,991</b>	<b>\$758,521</b>	<b>\$784,327</b>	<b>\$41,336</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	\$124,459	\$14,300	\$14,300
Capital Machinery & Equipment	\$0	\$0	\$1,520	\$12,170	\$12,170
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>\$125,979</b>	<b>\$26,470</b>	<b>\$26,470</b>
<b>TOTAL</b>	<b>\$700,403</b>	<b>\$742,991</b>	<b>\$884,500</b>	<b>\$810,797</b>	<b>\$67,806</b>

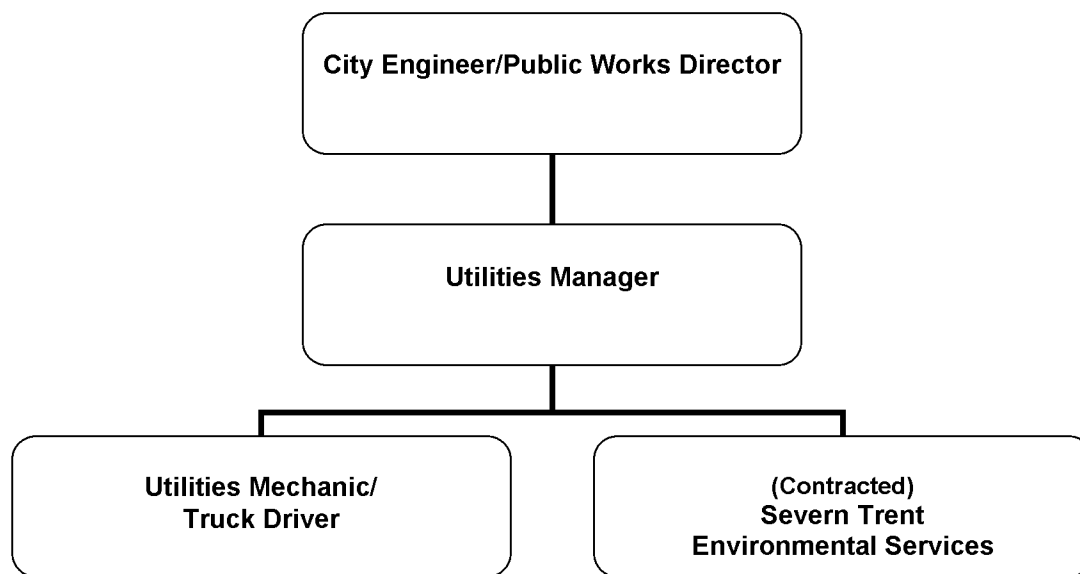
## **Public Utilities Wastewater Division**

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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>Wastewater</b>	<b>FY 09-10 Actual (1)</b>	<b>FY 10-11 Original (2)</b>	<b>FY 10-11 Projected (3)</b>	<b>FY 11-12 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$58,949	\$56,360	\$56,737	\$57,460	\$1,100
Overtime	\$7,181	\$8,600	\$4,207	\$8,600	\$0
FICA Taxes	\$4,880	\$4,970	\$4,635	\$5,060	\$90
Retirement Contributions	\$4,995	\$5,510	\$4,344	\$3,220	(\$2,290)
Insurance Contributions	\$9,410	\$10,300	\$9,681	\$10,290	(\$10)
Worker's Comp & Unemployment	\$1,985	\$2,960	\$1,838	\$3,010	\$50
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$87,400</b>	<b>\$88,700</b>	<b>\$81,442</b>	<b>\$87,640</b>	<b>(\$1,060)</b>
<b>Operating Expenses</b>					
Professional Services	\$9,964	\$11,500	\$1,217	\$3,090	(\$8,410)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$376,590	\$425,000	\$450,000	\$450,000	\$25,000
Travel & Per Diem	\$0	\$0	\$0	\$20	\$20
Communications	\$3,996	\$4,000	\$4,000	\$4,000	\$0
Postage	\$244	\$200	\$200	\$200	\$0
Utility Services	\$155,233	\$165,750	\$150,500	\$155,750	(\$10,000)
Rentals & Leases	\$406	\$600	\$548	\$600	\$0
Insurance	\$38,713	\$59,000	\$56,000	\$58,000	(\$1,000)
Repair & Maintenance Services	\$29,432	\$53,400	\$47,950	\$33,400	(\$20,000)
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$98,976	\$96,900	\$55,620	\$76,900	(\$20,000)
Office Supplies	\$117	\$200	\$186	\$200	\$0
Operating Supplies	\$28,306	\$26,350	\$23,095	\$25,450	(\$900)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$100	\$200	\$787	\$787	\$587
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>\$742,077</b>	<b>\$843,100</b>	<b>\$790,102</b>	<b>\$808,397</b>	<b>(\$34,703)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$829,477</b>	<b>\$931,800</b>	<b>\$871,544</b>	<b>\$896,037</b>	<b>(\$35,763)</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	\$9,615,495	\$1,346,989	\$8,217,244	(\$1,398,251)
Capital Machinery & Equipment	\$0	\$17,000	\$21,770	\$0	(\$17,000)
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>\$9,632,495</b>	<b>\$1,368,759</b>	<b>\$8,217,244</b>	<b>(\$1,415,251)</b>
<b>TOTAL</b>	<b>\$829,477</b>	<b>\$10,564,295</b>	<b>\$2,240,303</b>	<b>\$9,113,281</b>	<b>(\$1,451,014)</b>

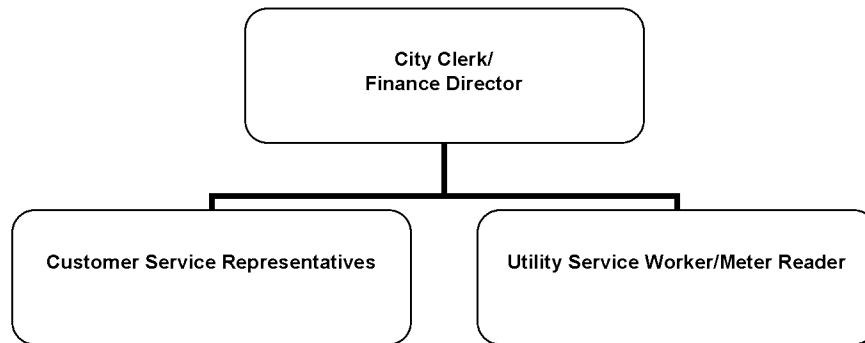


## ***Utility Finance Department***

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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

Utility Finance	FY 09-10 Actual (1)	FY 10-11 Original (2)	FY 10-11 Projected (3)	FY 11-12 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
Salaries & Special Pays	\$90,455	\$88,060	\$87,086	\$86,810	(\$1,250)
Overtime	\$767	\$2,000	\$625	\$2,000	\$0
FICA Taxes	\$6,399	\$6,890	\$6,348	\$6,800	(\$90)
Retirement Contributions	\$3,535	\$3,590	\$3,181	\$3,540	(\$50)
Insurance Contributions	\$19,207	\$20,600	\$17,955	\$20,570	(\$30)
Worker's Comp & Unemployment	\$1,117	\$1,670	\$1,038	\$1,690	\$20
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$121,480</b>	<b>\$122,810</b>	<b>\$116,233</b>	<b>\$121,410</b>	<b>(\$1,400)</b>
<b>Operating Expenses</b>					
Professional Services	\$0	\$50	\$42	\$50	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$0	\$100	\$0	\$100	\$0
Communications	\$1,443	\$1,500	\$1,295	\$1,400	(\$100)
Postage	\$24,606	\$27,600	\$26,350	\$27,000	(\$600)
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$2,524	\$3,000	\$2,255	\$3,000	\$0
Repair & Maintenance Services	\$11,501	\$12,300	\$12,950	\$12,700	\$400
Printing & Binding	\$3,378	\$4,000	\$3,600	\$4,000	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$2	\$150	\$725	\$150	\$0
Office Supplies	\$1,118	\$1,500	\$1,300	\$1,300	(\$200)
Operating Supplies	\$5,517	\$6,400	\$6,250	\$6,350	(\$50)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$200	\$0	\$200	\$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>\$50,089</b>	<b>\$56,800</b>	<b>\$54,767</b>	<b>\$56,250</b>	<b>(\$550)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$171,569</b>	<b>\$179,610</b>	<b>\$171,000</b>	<b>\$177,660</b>	<b>(\$1,950)</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>\$171,569</b>	<b>\$179,610</b>	<b>\$171,000</b>	<b>\$177,660</b>	<b>(\$1,950)</b>

## Utility Debt Service

Utility Debt Service	FY 09-10 Actual (1)	FY 10-11 Original (2)	FY 10-11 Projected (3)	FY 11-12 Requested (4)	\$ Change (4) - (2)
Series 1997 - Water (Rural Development)					
Principal	\$7,000	\$7,000	\$7,000	\$8,000	\$1,000
Interest	\$19,300	\$18,950	\$18,950	\$18,600	(\$350)
SUBTOTAL - SERIES 1997 WATER (2036)	\$26,300	\$25,950	\$25,950	\$26,600	\$650
Series 1997 - Sewer (Rural Development)					
Principal	\$17,000	\$17,000	\$17,000	\$19,000	\$2,000
Interest	\$38,610	\$37,850	\$37,850	\$37,080	(\$770)
SUBTOTAL - SERIES 1997 SEWER (2036)	\$55,610	\$54,850	\$54,850	\$56,080	\$1,230
Series 2002 - Refunding (SunTrust)					
Principal	\$380,053	\$0	\$0	\$0	\$0
Interest	\$6,936	\$0	\$0	\$0	\$0
SUBTOTAL - SERIES 2002 REFUNDING (2010)	\$386,989	\$0	\$0	\$0	\$0
Series 2003 - Sewer (Rural Development)					
Principal	\$17,000	\$17,000	\$17,000	\$18,000	\$1,000
Interest	\$54,153	\$53,390	\$53,390	\$52,630	(\$760)
SUBTOTAL - SERIES 2003 SEWER (2042)	\$71,153	\$70,390	\$70,390	\$70,630	\$240
Series 2007 - Water (CitiCapital)					
Principal	\$145,692	\$152,300	\$152,300	\$159,100	\$6,800
Interest	\$60,024	\$53,700	\$53,700	\$46,900	(\$6,800)
SUBTOTAL - SERIES 2007 WATER (2018)	\$205,716	\$206,000	\$206,000	\$206,000	\$0
State Revolving Fund - WW67005P					
Principal	\$72,654	\$73,550	\$73,550	\$73,550	\$0
Interest	\$2,836	\$1,950	\$1,950	\$1,950	\$0
SUBTOTAL - SRF WW67005P (2029)	\$75,490	\$75,500	\$75,500	\$75,500	\$0
Series 2011 - Sewer (Rural Development)					
Principal	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$161,800	\$0	\$161,800	\$0
SUBTOTAL - SERIES 2011 SEWER (2040)	\$0	\$161,800	\$0	\$161,800	\$0
State Revolving Fund - WW67006P					
Principal	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$94,200	\$94,200	\$94,200	\$0
SUBTOTAL - SRF WW67006P (2031)	\$0	\$94,200	\$94,200	\$94,200	\$0
State Revolving Fund - DW510400					
Principal	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$7,300	\$7,300	\$14,600	\$7,300
SUBTOTAL - SRF DW510400 (2032)	\$0	\$7,300	\$7,300	\$14,600	\$7,300
Interest accruals	\$23,486				
TOTALS - ALL DEBT					
Principal	\$639,399	\$266,850	\$266,850	\$277,650	\$10,800
Interest	\$205,345	\$429,140	\$267,340	\$427,760	(\$1,380)
TOTALS - ALL DEBT	\$844,744	\$695,990	\$534,190	\$705,410	\$9,420

## Sanitation

Sanitation	FY 09-10 Actual (1)	FY 10-11 Original (2)	FY 10-11 Projected (3)	FY 11-12 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	\$22,061	\$21,000	\$19,000	\$20,000	(\$1,000)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$180,020	\$185,000	\$189,600	\$200,500	\$15,500
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$0	\$0	\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$208	\$200	\$195	\$200	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance Services	\$1,654	\$3,000	\$377	\$652	(\$2,348)
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$0	\$0	\$2,000	\$2,085	\$2,085
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$525	\$300	\$300	\$300	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$0	\$0	\$0	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$204,468</b>	<b>\$209,500</b>	<b>\$211,472</b>	<b>\$223,737</b>	<b>\$14,237</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$204,468</b>	<b>\$209,500</b>	<b>\$211,472</b>	<b>\$223,737</b>	<b>\$14,237</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>\$204,468</b>	<b>\$209,500</b>	<b>\$211,472</b>	<b>\$223,737</b>	<b>\$14,237</b>

# **CITY OF DADE CITY**

## **OPERATING BUDGET Fiscal Year 2011-2012**



## **Special Revenue Funds Detail**

## Special Revenue Funds

	FY 09-10 Actual (1)	FY 10-11 Original (2)	FY 10-11 Projected (3)	FY 11-12 Requested (4)	\$ Change (4) - (2)
<b>Special Revenue Funds</b>					
Community Development Block Grant					
County - Balances Brought Forward	\$0	\$0	\$0	\$0	\$0
County - Reimbursements	\$0	\$0	\$0	\$0	\$0
Federal - Small Cities	\$409,685	\$700,000	\$215,096	\$700,000	\$0
Local Option Gas Tax					
Local Option Gas Tax	\$275,400	\$282,100	\$264,300	\$278,500	(\$3,600)
<b>TOTAL - SPECIAL REVENUE</b>	<b>\$685,085</b>	<b>\$982,100</b>	<b>\$479,396</b>	<b>\$978,500</b>	<b>(\$3,600)</b>
<b>Special Revenue Funds</b>					
Local Gov't. Infrastructure Surtax					
Local Gov't. Infrastructure Surtax	\$468,676	\$449,300	\$505,000	\$469,700	\$20,400
Budgeted Cash Balances	\$351,747	\$187,485	\$347,374	\$242,394	\$54,909
Transfers to Other Funds	\$0	\$0	\$0	\$0	\$0
<b>TOTAL - SPECIAL REVENUE</b>	<b>\$820,423</b>	<b>\$636,785</b>	<b>\$852,374</b>	<b>\$712,094</b>	<b>\$75,309</b>

Other Expenditures

<b>Community Development Block Grant</b>	<b>FY 09-10 Actual (1)</b>	<b>FY 10-11 Original (2)</b>	<b>FY 10-11 Projected (3)</b>	<b>FY 11-12 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Program Expenditures</b>					
Transfers to Other Funds	\$0	\$0	\$0	\$0	\$0
Small Cities CDBG - Capital Improvements	\$412,643	\$700,000	\$215,096	\$700,000	\$0
<b>TOTAL - PROGRAM EXPENDITURES</b>	<b>\$412,643</b>	<b>\$700,000</b>	<b>\$215,096</b>	<b>\$700,000</b>	<b>\$0</b>

<b>Local Option Gas Tax</b>	<b>FY 09-10 Actual (1)</b>	<b>FY 10-11 Original (2)</b>	<b>FY 10-11 Projected (3)</b>	<b>FY 11-12 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
Transfers for Street Expenditures	\$275,400	\$282,100	\$264,300	\$278,500	(\$3,600)

Local Government Infrastructure Surtax

<b>Local Gov't. Infrastructure Surtax</b>	<b>FY 09-10 Actual (1)</b>	<b>FY 10-11 Original (2)</b>	<b>FY 10-11 Projected (3)</b>	<b>FY 11-12 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<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	\$16,717	\$25,000	\$164,899	\$60,000	\$35,000
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$13,388	\$250,344	\$250,344
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	\$208,932	\$110,918	\$113,261	\$58,350	(\$52,568)
Insurance	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance Services	\$34,270	\$0	\$99,919	\$0	\$0
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$309	\$0	\$5,466	\$0	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Transfers to Other Funds	\$32,277	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$292,505</b>	<b>\$135,918</b>	<b>\$396,933</b>	<b>\$368,694</b>	<b>\$232,776</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$292,505</b>	<b>\$135,918</b>	<b>\$396,933</b>	<b>\$368,694</b>	<b>\$232,776</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$100,000	\$32,545	\$0	(\$100,000)
Improvements (Other Than Buildings)	\$169,644	\$314,867	\$108,522	\$150,000	(\$164,867)
Capital Machinery & Equipment	\$10,900	\$86,000	\$71,980	\$193,400	\$107,400
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$180,544</b>	<b>\$500,867</b>	<b>\$213,047</b>	<b>\$343,400</b>	<b>(\$157,467)</b>
<b>TOTAL</b>	<b>\$473,049</b>	<b>\$636,785</b>	<b>\$609,980</b>	<b>\$712,094</b>	<b>\$75,309</b>



## Infrastructure Surtax Expenditure Detail

<b><u>Fiscal Year</u></b>	<b>FY 09-10</b>	<b>FY 10-11</b>	<b>FY 11-12</b>
<b><u>Beginning Balance</u></b>	\$351,746.94	\$347,374.15	\$242,394.00
<b><u>Revenues</u></b>	\$468,675.55	\$505,000.00	\$469,700.00
<b><u>Expenses</u></b>			
Computer System Upgrades	\$47,193.16		
Grapple ("Clam") Truck	\$15,374.59		
Police Dispatch Consoles	\$16,784.28		
Semi Tractor (\$75,000)	\$21,388.90	\$21,388.90	
Dumpbed Truck (\$45,000)	\$10,506.05	\$10,506.05	
2007-2008 Police Replacement Vehicles (2)	\$18,663.28		
Lift station rehabilitation (CDBG match)	\$32,277.45		
2008-2009 Police Replacement Vehicles (2)	\$23,021.76	\$23,022.00	
2009-2010 Police Replacement Vehicles (6)	\$56,000.00	\$58,344.31	\$58,350.00
Stormwater management program	\$0.00	\$144,949.00	
Facility improvements to City buildings	\$0.00	\$92,675.00	
City Hall project - spatial needs analysis	\$16,717.38		
Sewer line extension to DC Business Center	\$0.00	\$0.00	\$50,000.00
Computer replacement / GIS system	\$11,208.76	\$90,833.80	
Paving management program	\$154,643.50	\$118,471.60	\$60,000.00
Sidewalk management program	\$15,000.00	\$10,000.00	\$40,000.00
10th Street well house repairs	\$5,615.55	\$9,600.00	
Well #3 rehabilitation	\$6,184.78	\$30,188.86	
Well #5 rehabilitation	\$22,468.90		
2011-2012 Police Replacement Vehicles (4)			\$128,400.00
2011-2012 Public Works Replacement Vehicles (2)			\$65,000.00
Orange Valley supply wells (design)			\$60,000.00
Clinton Avenue improvements (move water lines)			\$250,344.00
<b><u>Total Expenses</u></b>	\$473,048.34	\$609,979.52	\$712,094.00
<b><u>Reserve</u></b>		\$0.00	\$0.00
<b><u>Ending Balance</u></b>	\$347,374.15	\$242,394.63	\$0.00

# **CITY OF DADE CITY**

## **OPERATING BUDGET Fiscal Year 2011-2012**



## **Component Units - Dependent Special Districts**

## Component Units - Revenues

	FY 09-10 Actual (1)	FY 10-11 Original (2)	FY 10-11 Projected (3)	FY 11-12 Requested (4)	\$ Change (4) - (2)
<b>Component Units</b>					
<b>Community Redevelopment Agency 1</b>					
Tax Increment - County	\$123,971	\$107,000	\$105,102	\$91,000	(\$16,000)
Interest	\$2,478	\$2,000	\$650	\$500	(\$1,500)
Contributions & Miscellaneous	\$1,015	\$0	\$0	(\$49,548)	(\$49,548)
Tax Increment - City	\$132,218	\$120,000	\$110,953	\$100,000	(\$20,000)
Budgeted Cash Balances	\$1,006,526	\$768,808	\$832,475	\$886,330	\$117,522
<b>TOTAL - CRA #1</b>	<b>\$1,266,208</b>	<b>\$997,808</b>	<b>\$1,049,180</b>	<b>\$1,028,282</b>	<b>\$30,474</b>
<b>Community Redevelopment Agency 2</b>					
Tax Increment - County	\$0	(\$2,000)	(\$1,478)	(\$2,000)	\$0
Interest	\$0	\$0	\$0	\$0	\$0
Contributions & Miscellaneous	\$0	\$0	\$0	\$49,548	\$49,548
Tax Increment - City	\$0	(\$2,000)	(\$1,666)	(\$2,000)	\$0
Budgeted Cash Balances	\$0	\$0	(\$30,161)	(\$41,048)	(\$41,048)
<b>TOTAL - CRA #2</b>	<b>\$0</b>	<b>(\$4,000)</b>	<b>(\$33,305)</b>	<b>\$4,500</b>	<b>\$8,500</b>

## Community Redevelopment Agency #1

Community Redevelopment Agency 1	FY 09-10 Actual (1)	FY 10-11 Original (2)	FY 10-11 Projected (3)	FY 11-12 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	\$3,990	\$10,000	\$2,000	\$10,000	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$40,000	\$45,000	\$40,000	\$50,000	\$5,000
Travel & Per Diem	\$549	\$400	\$400	\$400	\$0
Communications	\$0	\$0	\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$0	\$50,000	\$44,750	\$45,000	(\$5,000)
Rentals & Leases	\$0	\$0	\$5,000	\$6,000	\$6,000
Insurance	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance Services	\$67,149	\$10,000	\$5,000	\$10,000	\$0
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$663	\$1,300	\$205	\$1,250	(\$50)
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$620	\$2,000	\$0	\$2,000	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$1,022	\$800	\$495	\$595	(\$205)
Contingency	\$0	\$603,643	\$0	\$592,282	(\$11,361)
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$319,740	\$99,665	\$65,000	\$65,755	(\$33,910)
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$433,733</b>	<b>\$822,808</b>	<b>\$162,850</b>	<b>\$783,282</b>	<b>(\$39,526)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$433,733</b>	<b>\$822,808</b>	<b>\$162,850</b>	<b>\$783,282</b>	<b>(\$39,526)</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$100,000	\$100,000
Improvements (Other Than Buildings)	\$0	\$175,000	\$0	\$145,000	(\$30,000)
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$175,000</b>	<b>\$0</b>	<b>\$245,000</b>	<b>\$70,000</b>
<b>TOTAL</b>	<b>\$433,733</b>	<b>\$997,808</b>	<b>\$162,850</b>	<b>\$1,028,282</b>	<b>\$30,474</b>

## Community Redevelopment Agency #2

Community Redevelopment Agency 2	FY 09-10 Actual (1)	FY 10-11 Original (2)	FY 10-11 Projected (3)	FY 11-12 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	\$0	\$0	\$0	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$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	\$7,035	\$8,500	\$8,500
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance Services	\$9,596	\$0	\$708	\$0	\$0
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$0	\$0	\$0	\$0	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	(\$4,000)	\$0	(\$4,000)	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$20,565	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$30,161</b>	<b>(\$4,000)</b>	<b>\$7,743</b>	<b>\$4,500</b>	<b>\$8,500</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$30,161</b>	<b>(\$4,000)</b>	<b>\$7,743</b>	<b>\$4,500</b>	<b>\$8,500</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>\$30,161</b>	<b>(\$4,000)</b>	<b>\$7,743</b>	<b>\$4,500</b>	<b>\$8,500</b>

# **CITY OF DADE CITY**

## **OPERATING BUDGET Fiscal Year 2011-2012**



## **Five-Year Capital Improvement Plan**

Figure 1: Schedule of Capital Improvements, FY 11-12 to FY 15-16

Project Number	Project Name	Funding Source	FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	Total Spending
Year			1	2	3	4	5	
			Planned	Planned	Planned	Planned	Planned	
<b>Potable Water System Capital Improvements</b>								
1	Clinton Avenue Widening	Penny for Pasco	\$250,000					
		Total Project Cost	\$250,000					\$250,000
2	Orange Valley Supply Wells	CDBG Grant			\$700,000			
		Penny for Pasco	\$60,000					
		Total Project Cost	\$60,000		\$700,000			\$760,000
3	SCADA System	Utility Revenues		\$60,000				
		Total Project Cost		\$60,000				\$60,000
3	Tank Hill Pumping Station	State Revolving Fund Loan				\$3,600,000		
		Total Project Cost				\$3,600,000		\$3,600,000
4	St. Joe Road Distribution Main Extension	Developer Contribution					\$346,000	
		Total Project Cost					\$346,000	\$346,000
5	CR535 Distribution Main (Lakeland Highway)	Developer Contribution					\$234,000	
		Total Project Cost					\$234,000	\$234,000
6	Morningside Dr. Distribution Main	Developer Contribution					\$244,000	
		Total Project Cost					\$244,000	\$244,000
7	US 301 McDonald / Clinton Connector	Developer Contribution					\$434,000	
		Total Project Cost					\$434,000	\$434,000
Total Potable Water Project Costs:		Total Costs:	\$310,000	\$60,000	\$700,000	\$3,600,000	\$1,258,000	\$5,928,000
<b>Stormwater Management Capital Improvements</b>								
8	Stormwater Construction Project: Downtown	SWFWMD 319 Grant		\$ 2,300,000				
		Total Project Cost		\$ 2,300,000				\$2,300,000
9	Stormwater Design Project: TBD	Penny for Pasco				\$ 120,000		
		Total Project Cost				\$ 120,000		\$120,000
10	Stormwater Construction Project: TBD	SWFWMD 319 Grant					\$ 2,300,000	
		Total Project Cost					\$ 2,300,000	\$2,300,000
Total Stormwater Project Costs:		Total Costs:	\$ -	\$ 2,300,000	\$ -	\$ 120,000	\$ 2,300,000	\$ 4,720,000
<b>Capital Equipment / Other Capital</b>								
11	Police Automobiles	Penny for Pasco	\$128,255	\$60,000	\$60,000	\$60,000	\$60,000	
		Total Project Cost	\$128,255	\$60,000	\$60,000	\$60,000	\$60,000	\$368,255
12	Work Trucks	Penny for Pasco	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	
		Total Project Cost	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$325,000
13	City Hall	General Fund	\$120,000					
		State Revolving Fund Loan		\$2,000,000				
		Total Project Cost	\$120,000	\$2,000,000				\$2,120,000
14	Community Center	Penny for Pasco				\$150,000		
		State Revolving Fund Loan					\$2,000,000	
		Total Project Cost	\$0	\$0	\$0	\$150,000	\$2,000,000	\$2,150,000
Total Capital Equipment Costs:		Total Costs:	\$313,255	\$2,125,000	\$125,000	\$275,000	\$2,125,000	\$4,963,255
<b>Pavement Management / Roadway Capital Improvements</b>								
15	Pavement Resurfacing	Penny for Pasco		\$120,000	\$120,000	\$120,000	\$120,000	
		Total Project Cost	\$0	\$120,000	\$120,000	\$120,000	\$120,000	\$480,000
16	Morningside Dr. Extension	Transportation Impact Fees	\$1,000,000					
		Total Project Cost	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
17	St. Joe Roundabout	FDOT LAP Funds			\$650,000			
		Total Project Cost	\$0	\$0	\$650,000	\$0	\$0	\$650,000
18	New Pavement Project	Penny for Pasco	\$60,000					
		CDBG Grant	\$700,000					
		Total Project Cost	\$760,000	\$0	\$0	\$0	\$0	\$760,000
19	Sidewalk Rebuild/Replace	FDOT LAP Funds	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	
		Penny for Pasco	\$40,000	\$50,000	\$50,000	\$50,000	\$50,000	
		Total Project Cost	\$65,000	\$75,000	\$75,000	\$75,000	\$75,000	\$365,000
Total Pavement Project Costs:		Total Costs:	\$1,825,000	\$195,000	\$845,000	\$195,000	\$195,000	\$3,255,000
		Total Costs (Nonwastewater):	\$2,448,255	\$4,680,000	\$1,670,000	\$4,190,000	\$5,878,000	\$18,866,255
<b>Total Capital Project Revenues: Potable Water, Stormwater, Equipment, Pavement Management</b>								
		Renewal & Replacement						\$0
		Utility Revenues	\$0	\$60,000	\$0	\$0	\$0	\$60,000
		General Fund	\$120,000	\$0	\$0	\$0	\$0	\$120,000
		SWFWMD Coop Fund Grant						\$0
		SWFWMD 319 Grant	\$ -	\$ 2,300,000	\$ -	\$ -	\$ 2,300,000	\$4,600,000
		CDBG Grant	\$700,000	\$0	\$700,000	\$0	\$0	\$1,400,000
		Transportation Impact Fees	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
		FDOT LAP Funds	\$25,000	\$25,000	\$675,000	\$25,000	\$25,000	\$775,000
		Penny for Pasco (if renewed 2014)	\$603,255	\$295,000	\$295,000	\$565,000	\$295,000	\$2,053,255
		State Revolving Fund Loan	\$0	\$2,000,000	\$0	\$3,600,000	\$2,000,000	\$7,600,000
		Developer Contribution	\$ -	\$ -	\$ -	\$ -	\$ 1,258,000	\$1,258,000
		Total Revenues (Nonwastewater):	\$2,448,255	\$4,680,000	\$1,670,000	\$4,190,000	\$5,878,000	\$18,866,255

Figure 1: Schedule of Capital Improvements, FY 11-12 to FY 15-16

Project Number	Project Name	Funding Source	FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	Total Spending
Year			1	2	3	4	5	
			Planned	Planned	Planned	Planned	Planned	
Wastewater System Capital Improvements								
20	Collection System Rehabilitation (I&I Program)	Small Disadvantaged Community (\$750k/yr)	\$ 125,000					
		State Revolving Fund Loan WW67005P	\$ 18,750					
		Total Project Cost	\$ 143,750	\$ -	\$ -	\$ -	\$ -	\$143,750
21	RIB Discs	Utility Funds						
		Total Project Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
22	LiftStation Rehabilitation	Small Disadvantaged Community (\$750k/yr) cashflow remainder using SRF Loan WW67005P	\$ 1,178,954					
		State Revolving Fund Loan WW67005P	\$ 208,050					
		State Revolving Fund Loan WW67006P	\$ 898,300	\$ 898,300				
		Total Project Cost	\$ 2,285,304	\$ 898,300	\$ -	\$ -	\$ -	\$3,183,604
23	Dade City Reclaimed Water Project	USDA Rural Development	\$ 1,922,220					
		SWFWMD Cooperative Funding	\$ 1,922,220					
		Total Project Cost	\$ 3,844,440	\$ -	\$ -	\$ -	\$ -	\$3,844,440
24	JDR Forcemain Connection	Penny for Pasco	\$ 50,000					
		Total Project Cost	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$50,000
25	Rehabilitation of Existing Capacity at Wastewater Treatment Plant (1.5MGD)	USDA Rural Development	\$ 1,762,500	\$ 587,500				
		State Revolving Fund Loan WW67006P	\$ 325,000	\$ 1,462,500	\$ 1,462,500			
		Total Project Cost	\$ 2,087,500	\$ 2,050,000	\$ 1,462,500	\$ -	\$ -	\$5,600,000
26	Increase Capacity at Wastewater Treatment Plant (1.5MGD to 2.25MGD)	Impact Fee						
		Total Project Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
27	Construct Master Pump Stations	Sewer Impact Fees			\$ 1,185,300			
		Total Project Cost	\$ -	\$ -	\$ 1,185,300	\$ -	\$ -	\$1,185,300
Total Wastewater Capital Project Costs:		Total Costs:	\$ 8,410,994	\$ 2,949,300	\$ 2,647,800	\$ -	\$ -	\$ 14,007,094
		Small Disadvantaged Community	\$ 1,303,954	\$ -	\$ -	\$ -	\$ -	\$1,303,954
		Penny for Pasco (if renewed 2014)	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$50,000
		Utility Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
		USDA Rural Development	\$ 3,684,720	\$ 587,500	\$ -	\$ -	\$ -	\$4,272,220
		SWFWMD Cooperative Funding	\$ 1,922,220	\$0	\$0	\$0	\$0	\$1,922,220
		State Revolving Fund Loan WW67005P	\$ 226,800	\$ -	\$ -	\$ -	\$ -	\$226,800
		State Revolving Fund Loan WW67006P	\$ 1,223,300	\$ 2,360,800	\$ 1,462,500	\$ -	\$ -	\$5,046,600
		Impact Fee	\$ -	\$ -	\$ 1,185,300	\$ -	\$ -	\$1,185,300
Total Capital Project Revenues: Wastewater		TOTAL	\$8,410,994	\$2,948,300	\$2,647,800	\$0	\$0	\$14,007,094



Figure 1: Schedule of Capital Improvements, FY 11-12 to FY 15-16

Project Number	Project Name	Funding Source	FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	Total Spending
Year			1	2	3	4	5	
			Planned	Planned	Planned	Planned	Planned	
Park System Capital Improvements								
28	Skateboard Park	County Recreational Impact Fees		\$ 165,000				
		Penny for Pasco						
		Total Project Cost	\$ -	\$ 165,000	\$ -	\$ -	\$ -	\$165,000
29	Price Park Improvements	FRDAP Grant					\$ 85,000	
		Total Project Cost	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$85,000
30	Hardy Trail Extension	Penny for Pasco						
		Developer Contribution				\$ 150,000		
		Total Project Cost	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$150,000
31	Watson Field Improvements	County Recreational Impact Fees						
		Penny for Pasco			\$ 95,000			
		Total Project Cost	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$95,000
Total Parks Capital Project Costs:		Total Costs:	\$ -	\$ 165,000	\$ 95,000	\$ 150,000	\$ 85,000	\$ 495,000
		County Recreational Impact Fees	\$ -	\$ 165,000	\$ -	\$ -	\$ -	\$165,000
		FRDAP Grant	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$85,000
		Developer Contribution	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$150,000
		Penny for Pasco (if renewed 2014)	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$95,000
Total Capital Project Revenues: Parks		TOTAL	\$0	\$165,000	\$95,000	\$150,000	\$85,000	\$495,000
Total Capital Project Costs: All Projects			\$10,859,249	\$7,793,300	\$4,412,800	\$4,340,000	\$5,963,000	\$23,065,349
Total Capital Project Revenues: All Projects			\$10,859,249	\$7,793,300	\$4,412,800	\$4,340,000	\$5,963,000	\$23,065,349

# **CITY OF DADE CITY**

## **OPERATING BUDGET Fiscal Year 2011-2012**



## **Glossary**

# 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.

# GLOSSARY

**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

# GLOSSARY

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.

# GLOSSARY

- 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.

# GLOSSARY

- 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.

## CAPITAL OUTLAY

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

- 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.