



CITY OF DADE CITY

Operating Budget Fiscal Year 2020/2021

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BUDGET MESSAGE

Honorable Mayor and City Commissioners:

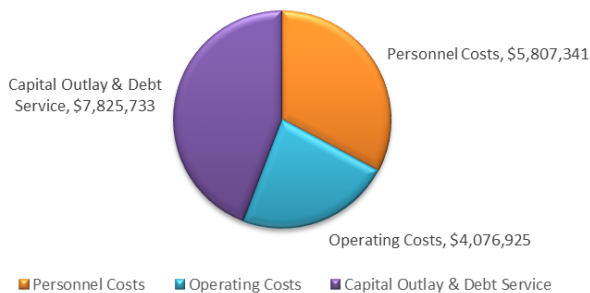
In accordance with Section 3.03 of the Charter of Dade City, Florida, it is my honor to present for your consideration, the proposed budget for fiscal year beginning October 1, 2020 and ending September 30, 2021. The purpose of this budget message is to provide a brief commentary that will assist in the review and understanding of this document.

OVERVIEW

The total proposed budget for fiscal year 2020-2021 is \$17,710,000. This represents a decrease of \$1,576,935; or 8.2%, from the FY 2019-2020 budget.

Personnel costs are expected to be \$5,807,341 or 32.79%, of the total budget, an increase of \$144,221 from the current budget. This increase is a result of funding four (4) new positions, increased healthcare and workers compensation premiums, 3% cost of living adjustments, years of service increases, reorganization within the police department, increased wages and benefits through the negotiation of the police union contract, and associated retirement.

Total FY 2020-2021 Budget - Expenses by Category



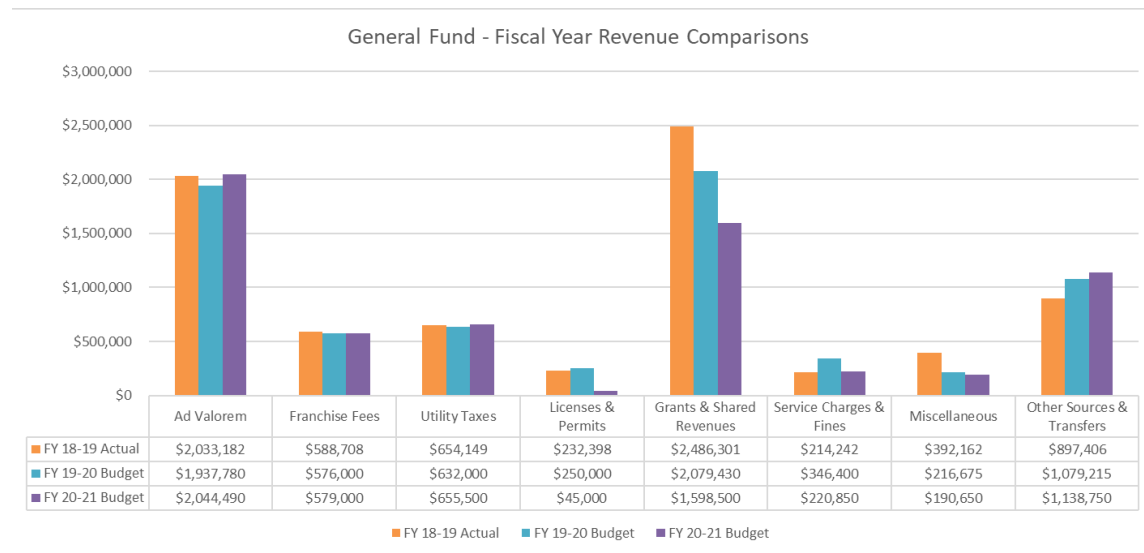
Operating costs have increased by \$205,020 to \$4,076,925 which is 23.02% of the proposed budget. Overall, departments have continued to look for ways to improve operating efficiencies in the face of rising costs. Changes include funding for a website revision, conversion from a part-

time IT consultant to a full-time IT manager (staff position), projected increases in solid waste collections, and additional funding of the Utility Renewal and Replacement Fund per the recommendations of the previously presented rate study.

Capital outlay and debt service, representing the final 44.19% of the budget, is anticipated to total \$7,825,733, which is a decrease of \$1,941,677. Major capital projects include construction of the Dade Oaks retention pond; Howard Avenue stormwater improvements; installation of the Tank Hill well, storage tower and booster station; Morningside Drive design, acquisition, and construction project; construction of the visitors information center; and other various utility, sidewalk, and road improvements projects.

GENERAL FUND

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, fire safety services, code enforcement), and general government (city commission, city manager, city attorney, city clerk, finance, community and economic development, and information technology). The general fund budget is expected to decrease by \$644,760 from the current year to \$6,472,740.



A millage rate of 7.14, assessed on the taxable value of property within the city, was used to provide this level of funding. The millage rate is proposed to remain the same. 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 5.6%, thus increasing anticipated ad valorem tax collections by \$106,710.

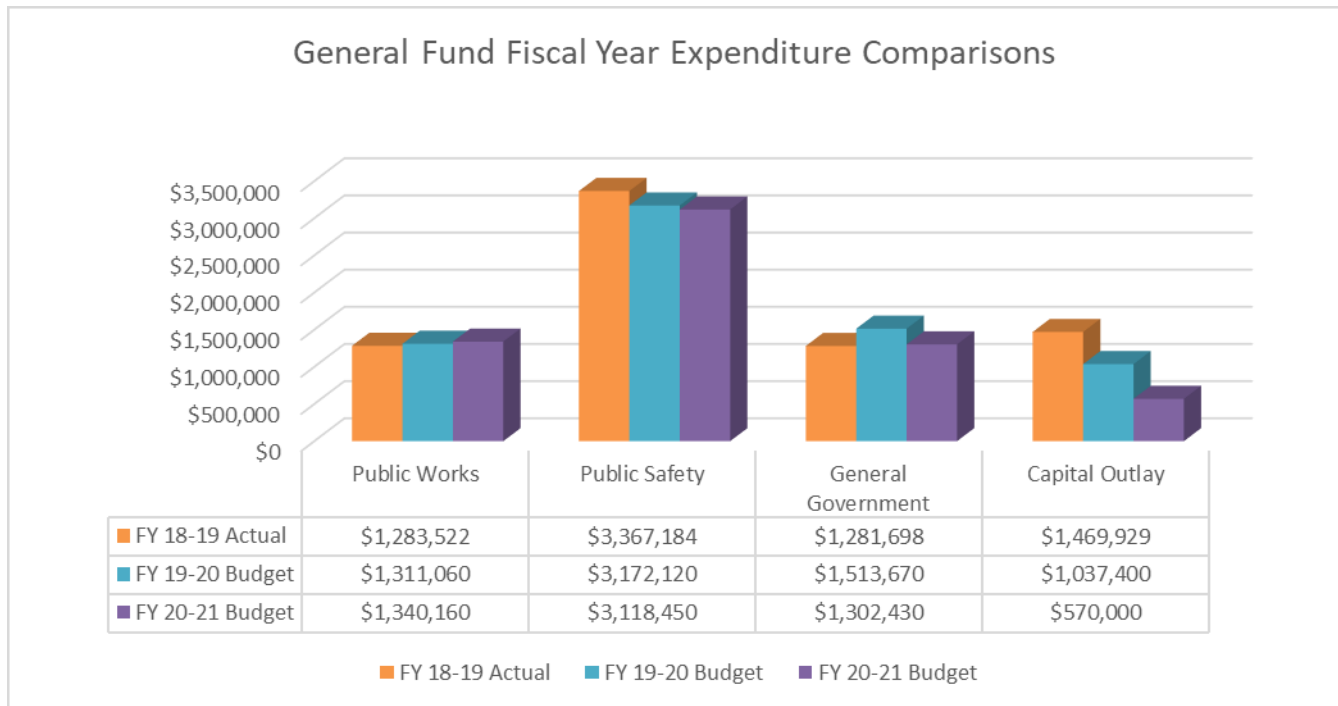
The COVID-19 event is anticipated to have a negative effect on some State Shared Revenues. In the General Fund, the projected decline in the half-cent sales tax is \$44,130.

Local option gas tax receipts are used for the City's paving and streets programs. The budget for FY20-21 includes revenues in the amount of \$350,200 which is an increase of \$67,825 over FY19-20.

Grant funding is anticipated to decrease by \$440,000 due to the timing of projects. FY20-21 will see the commencement of a multi-year project to expand Morningside Drive.

Transfers are used to reimburse the general fund for indirect costs incurred by enterprise and special revenue fund activities. Indirect costs include expenditures such as supplies, utilities, office equipment, software, IT equipment, and administrative services.

The overall budget decrease is primarily due to the shift in reporting building operations from the general fund to an enterprise fund (\$314,985) and to capital projects. Capital costs decreased \$467,400 due to the timing of capital projects.



Personnel costs decreased by \$105,829 in the general fund. The net decrease is a result of funding 3 new positions, increased healthcare and workers compensation premiums, 3% salary adjustments, years of service increases, the creation of a detective sergeant position, increased wages and benefits through the negotiation of the police union contract, retirement costs, and the removal of building department personnel expenditures. The proposed budget includes an 8% retirement contribution rate by the City and continued 4% contribution by each employee except for sworn police officers and current FRS employees. For FY20-21, the City's retirement contribution rate will be 31.8% for police officers and 10% for FRS employees.

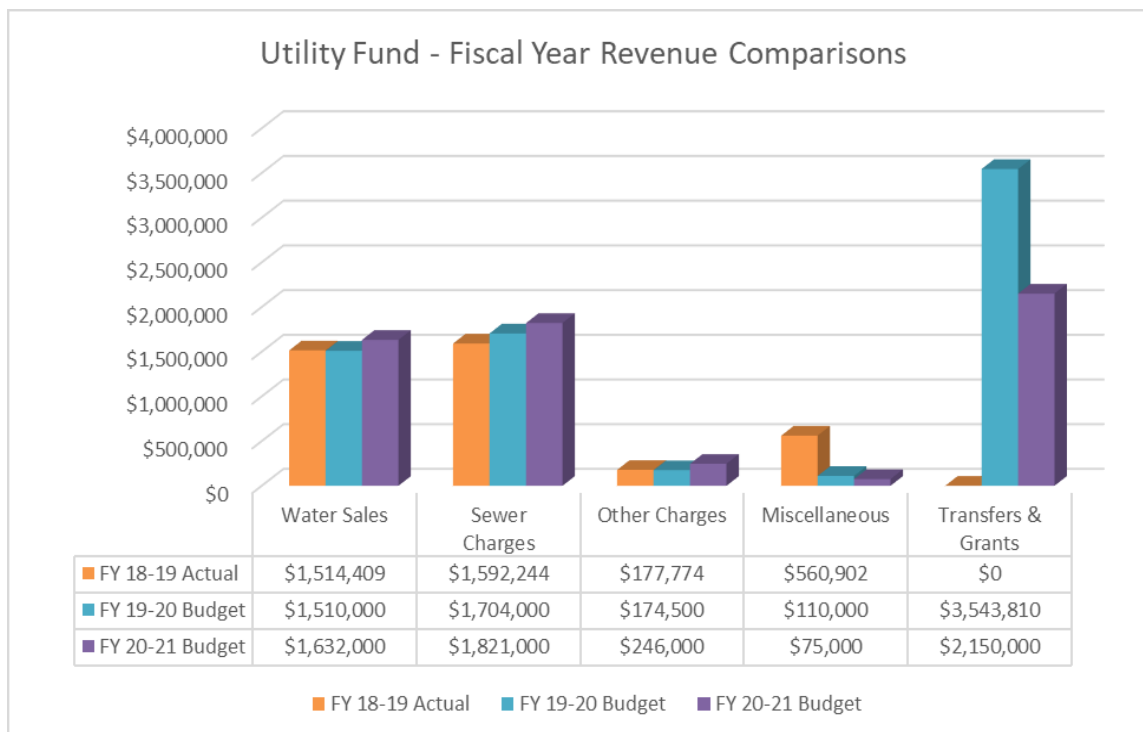
Operating expenses decreased by \$92,040. Primary drivers include removal of building department expenditures, increased property and liability premiums, website revision, and costs associated with strengthening the IT environment and archiving communications.

ENTERPRISE FUNDS

Enterprise funds are also referred to as business-type funds, with revenue generated by charges for the services provided. Dade City has three enterprise funds: utility, sanitation and building. Activities of the Building Department were historically reported as part of the General Fund. To promote transparency, these activities are now presented as an enterprise fund.

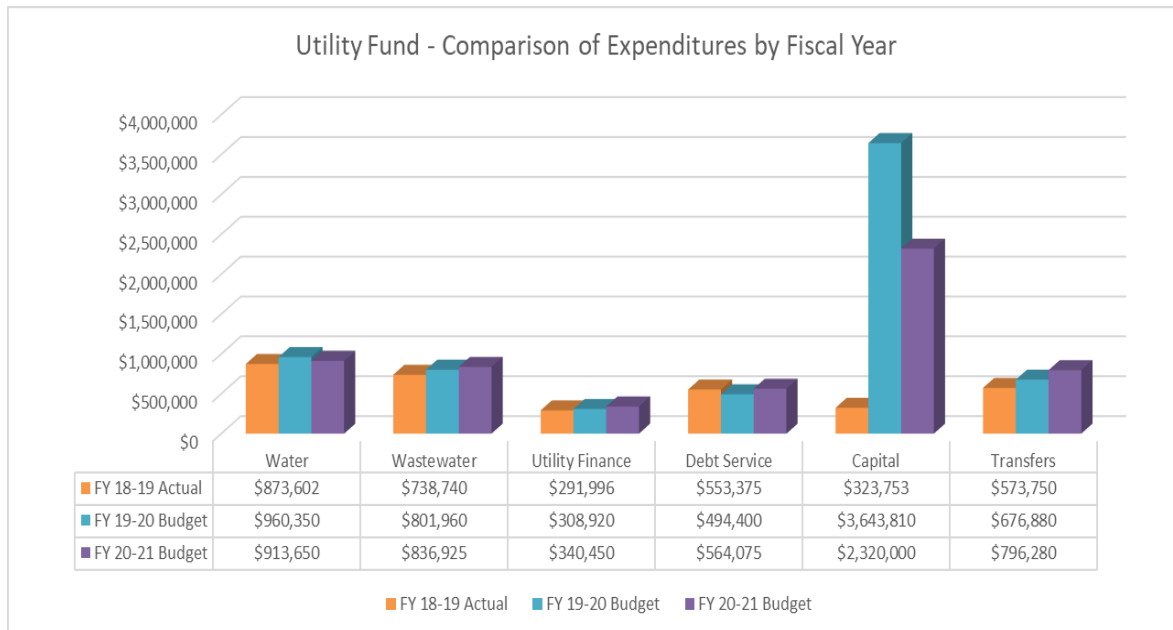
1. **Utility Fund.** The utility fund includes water, wastewater, and utility finance. This fund experienced a decrease of \$1,118,310 to \$5,924,000 primarily the result of the timing of capital projects. One of the capital projects, Tank Hill, is primarily funded through grant revenues and loan proceeds. This multi-year project has experienced delays, and was originally expected to commence earlier in FY19-20. Due to the delay, FY19-20 actuals will show a decrease in both revenues and expenditures.

Debt service will increase by \$69,675 with the commencement of the new loan for the construction of the Tank Hill project. Overall personnel and operating costs are relatively flat compared to FY19-20 with a slight decrease of less than 1%.



The proposed budget includes the next step of the adopted rate plan with an increase in water service fees of 2% and wastewater fees of 6.5%. The increase will keep the city on track to meet the increasing system repairs and upgrades necessary.

The utility fund will support the multi-year construction of the Tank Hill well and storage tank, design and permitting of a sewer transmission main, Orange Valley repairs, planned Automated Meter Reading (AMR) replacements as well as replacement of a 1972 vacuum truck, trailer mounted generator and service truck.



2. **Sanitation Fund.** The sanitation fund involves the contracted sole-source collection of solid waste for the City. The proposed budget includes an increase of \$17,400; the City's contract with the hauler expires during FY20-21. Commercial customers are billed directly for their service by the provider; the city bills residential customers and then pays the contractor for collection of curbside household waste and recyclables.

3. **Building Fund.** The building fund contains revenues and expenditures that provide for the security of persons and property through the Building Construction Services Division for the permitting, inspection and enforcement of the City's Land Development Regulations, Florida Building Codes, and the Florida Fire Prevention Codes.

OTHER FUNDS

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

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

The **Stormwater Utility Fund** is also a special revenue fund, but functions similarly to an enterprise fund that provides a dedicated funding source from assessments. These assessments are collected through non-ad valorem tax bills. The stormwater charges help offset the cost of addressing the City stormwater system maintenance, operational planning and water quality needs. Annual revenues from the stormwater assessments are expected to decrease by \$95,000 from \$250,000 to \$155,000. The decrease is due to the removal of properties that have their own stormwater treatment system. A state appropriation in the amount of \$150,000 will be utilized for Howard Avenue Stormwater improvements.

The **Community Development Block Grant (CDBG)** is a special revenue fund assigned after an award is granted from a competitive grant program from the State. CDBG grants benefit a limited clientele within the City limits for specific capital projects, such as infrastructure, parks, and reducing slum and blight in the community. A Resident Advisory Committee, through a public hearing and planning process, makes recommendations on what types of projects to apply for grant funding. The City was successful in applying for a \$3.7 Million dollar grant to make improvements to our stormwater system. The FY20-21 budget includes funding in the amount of \$1,845,000 for a portion of the construction of the Dade Oaks stormwater retention pond. This is a multi-year project commencing in FY20-21.

2. **The Capital Projects Fund** is sourced from the LGIS, also known as “Penny for Pasco”, where the restricted-use financial resources are to be used for capital outlays. Capital Projects are primarily funded through the Local Government Infrastructure Surtax (LGIS). This voter approved sales surtax is to be used for specific capital outlays authorized by referendum and a City resolution. The COVID-19 crisis is expected to negatively impact surtax revenues.

Revenues are expected to decrease approximately \$170,000. Funding is being provided for stormwater improvements, the splash park design, park improvements,

facility improvements, sidewalk, paving and traffic calming improvements in addition to public works and police replacement vehicles, IT improvements and the General Fund repayment (City Hall/P.D.).

3. **A Component Unit** is a separate legal entity that is created by and dependent upon 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 overall decrease of \$23,000 is budgeted in the CRA. Tax increment funding by the City and the County is expected to increase by \$18,660. Operating expenses will decrease by \$3,000. The budget includes \$130,000 for capital projects within the CRA. Tax increment funding of \$75,000 will be transferred to the General Fund and applied to the Community Development Department for the salary of the CRA Director, planning and administrative support and groundskeeping in the CRA.

CONCLUSION

Public hearings on the budget and the millage rate will be held on September 10, 2020 and September 22, 2020 at 5:30 p.m. Hearings may be held in person at 38020 Meridian Avenue, Dade City, virtually or a hybrid meeting, depending upon the situation as it relates to the COVID-19 situation.

The 2020-21 Fiscal Year Budget is a financial plan, which will continue to provide our residents, families, and guests with a full scope of municipal services, to enhance the quality of life found in our community. It also provides the required resources for us to provide the necessary levels of services as our City will grow over the next few years, in our facilities, infrastructure, and other amenities that make our community so desirable.

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

Leslie Porter, CPA, CGFO
City Manager



Community Profile



COMMUNITY PROFILE

OUR MISSION

To enhance the community's quality of life, health and safety through transparency, accountability and collaboration with residents, businesses and civic organizations. Dade City will accomplish the mission by providing reliable, cost-effective services and responsible development while preserving our natural amenities and small-town character.

OUR VISION

To innovate, enhance and develop Dade City as the preferred destination for business, visitors and residents in the Greater Tampa Bay Area by:

Innovate:

- In the delivery of services and infrastructure
- Using a variety of new communication tools
- Through greater environmental stewardship, civic engagement, and cultural experiences

Enhance:

- Our tax base through responsible development and redevelopment opportunities
- Trust and communication with residents and businesses
- Our public-private and public-public partnerships
- Community activities and engagement

Develop:

- New and improved partnerships
- Residential, commercial, and industrial opportunities
- A vibrant, mixed-use downtown
- Enhanced parks and trails systems

CITY OVERVIEW

Size and Location

The City of Dade City is the county seat of Pasco County, Florida, and is located approximately 35 miles north of Tampa, and 60 miles west of Walt Disney World, the happiest place on earth. The City encompasses approximately 6.23 square miles and has an estimated population of 7,420 persons (April, 2020). In September, 1885, the first regular train of the Florida Central and Peninsular Railway passed through the City, beginning a history of a strong rail presence that still exists with CSX's Seaboard Line. The city was cited in both County Commission minutes and in a local newspaper, as incorporated on December 5, 1885 with E. A. Hall as Mayor. A subsequent incorporation occurred in 1889. From our early beginnings (Aug. 7, 1885), a review from a traveler noted in the Daily Review of Wilmington, NC that:

Dade City is a lovely place, and the road passes through its principal streets, and it is also the most hospitable town that we have come to. The people are very polite and their manners are not at all reserved. They have lately erected a beautiful church of the Baptist denomination, in which services are held every Sunday, and as this is the only church here, all denominations attend. There are two hotels here, one of which is kept by Mrs. Davis, and the other by a Mr. Sumner. They are both first class in every respect. Considerable business is carried on as the city has some ten or twelve stores and a fine saloon for gentlemen. (Fivay.org)

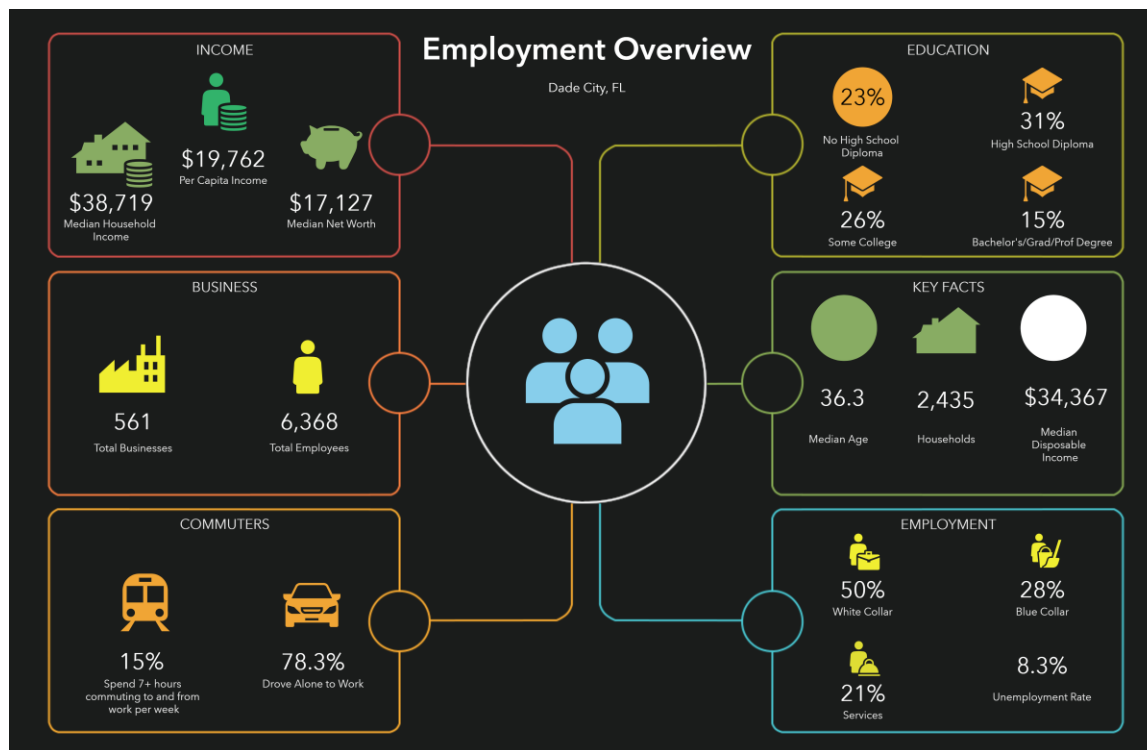
Modern Dade City offers an ideal family environment with affordable, quiet neighborhoods and an assortment of entertainment, cultural and park amenities and activities. A drive through the heart of the community reveals a city with a proud heritage and promising future. Historical buildings that have been adapted for contemporary commercial enterprises are sprinkled throughout the community. Visible signs of steady new growth are evidenced by the recent residential and commercial projects taking hold in the community. Dade City residents and visitors benefit from a lifestyle that values sound education, community pride, active lifestyles, a progressive health care system and safe neighborhoods.

Economic Conditions and Outlook

Dade City is home to a number of commercial, office, industrial, and manufacturing operations. Infrastructure investments, rail, water and sewer, access roads, power lines, and highway and interchange improvements are either in place or underway in the market area; the Dade City Business Center is open to a broad scope of businesses and manufacturers. Due to this development and other citywide projects, management estimates 2-3% annual growth in taxable assessed value over the next several fiscal years.

Dade City has experienced modest economic growth and property value appreciation in recent years, reflecting its status as an attractive residential community in the region. Dade City's gross taxable value increased to \$301,413,625, which is an increase of \$3,290,161 (nearly 11% growth). Prior year ad valorem revenues were \$2,037,804; FY20-21 year's revenues will increase to \$2,152,093, thus increasing anticipated ad valorem tax collections by \$106,710, driven by mostly residential property appreciation and new residential construction.

Due to the COVID-19 pandemic, the area has seen its unemployment rate increase to 8.2% in comparison to one year ago, which was 3.8%. We are hopeful that our unemployment rate will equalize once the crisis is contained and our local and regional employers begin to bring their employees back to work. The total labor force available has remained stable over the past five years. There are approximately 561 total businesses, with 6,368 employees currently in Dade City. Additional information on the City's Employment Overview can be seen on the following chart.



Government and Organization

The City operates under a chartered Commission - Manager form of government. Five commissioners are elected at-large, and serve a four-year term. The Mayor is elected by the City Commission. The Mayor serves as the presiding officer of the Commission for meetings, represents the City for intergovernmental relationships, and is recognized as the head of the City for ceremonial purposes and by the Governor for purposes of military law, but does not have administrative duties.

In addition to adopting legislative regulations and appropriating the annual budget for expenditures, the Commissioners appoint the City Manager, Finance Officer, City Clerk, and City Attorney through majority voting procedures. The City Manager is the Chief Executive Officer of the City and is responsible for the management of all City affairs and for ensuring that all laws, rules, and provisions of the City Charter are enforced and executed. The City Finance Officer is the Chief Financial Officer of the City and is responsible for the supervision, disbursement and accounting of all City funds. The City Clerk is the custodian of all City Commission records, gives notice of Commission meetings to its members and the public, keeps minutes of its proceedings, and performs other duties as are assigned. The City Attorney serves as chief legal adviser to the Commission, the Manager and all City departments, offices and agencies, and represents the City in legal proceedings.

Municipal Services

The City owns and operates its own water and sewer utility systems. The City has 31 full-time and 16 part time positions sworn police officers and consists of Administration, Services, Operations and Communications, School Resource Officers and crossing guards, and provides 24-hour patrols 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. Fire and Ambulance Services are operated by Pasco County through an interlocal agreement.

Educational Institutions and Facilities

The Pasco County School District, serves more than 73,600 students in 123 public schools. While the County is an open choice system, meaning any student can apply to attend another area school within the county, Dade City is home to four schools – Rodney B. Cox Elementary, Pasco Elementary, Pasco Middle School, and Pasco High School. The current enrollment for these schools is approximately 3,700; Pasco High School has a graduation rate of 87% and 64% of its students are eligible for free lunch program.

Medical and Health Facilities

Dade City is home to Advent Health – Dade City (hospital), with 120 staffed beds, an emergency room, and several outpatient clinics to serve the needs for short term acute care patients. In addition to the numerous medical providers, Dade City is also home to Premier Healthcare, a federally qualified medical and dental provider with a strong community outreach program to our underserved populations.

Recreational and Cultural Facilities

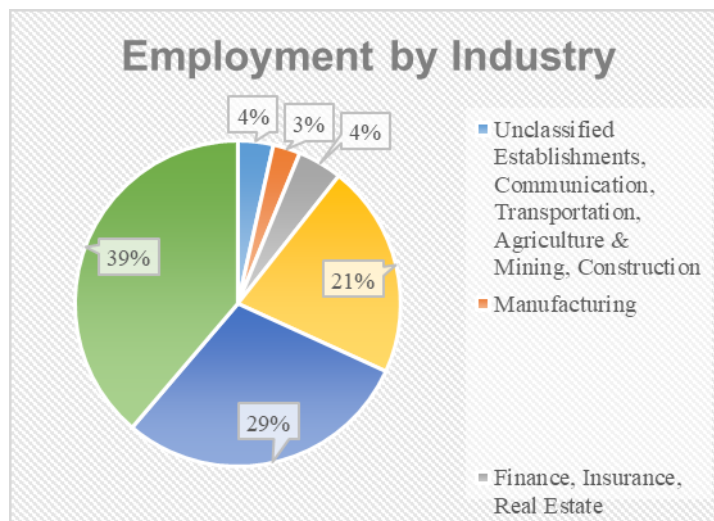
There is a wide variety of recreation available in the City including sporting events, community gardens, civic organizations, parks, trails, and dog park areas, lacrosse and soccer, baseball, and softball fields; basketball, pickle ball & tennis courts. Additionally, Tampa Metropolitan Area YMCA has a center in the downtown area, next door to Hugh Embry Library. Both facilities offer programs to all ages including quilt shows, teen makers clubs, fitness activities, cooking classes, ukulele lessons, story time, and anime clubs, just to name a few.

Cultural and other unique opportunities such as haunted walking tours of downtown and the City cemetery, zip lining, snow park, dance academies, giraffe safari, “tough mudder” events, a community symphony and museums are also located in or near the City.

Annual noted community activities include the Kumquat Festival, the County Fair Grounds and their activities, Church Street Christmas, Scarecrow Festival, Living History events (such as Civil War re-enactments), Cane and Maple Syrup makers competitions, sanctioned chili cook offs, Jelly Bean Fling, Traveling Smithsonian Exhibits, and the Christmas Stroll. This is a sampling of the many events and opportunities for entertainment.

ECONOMIC INFORMATION

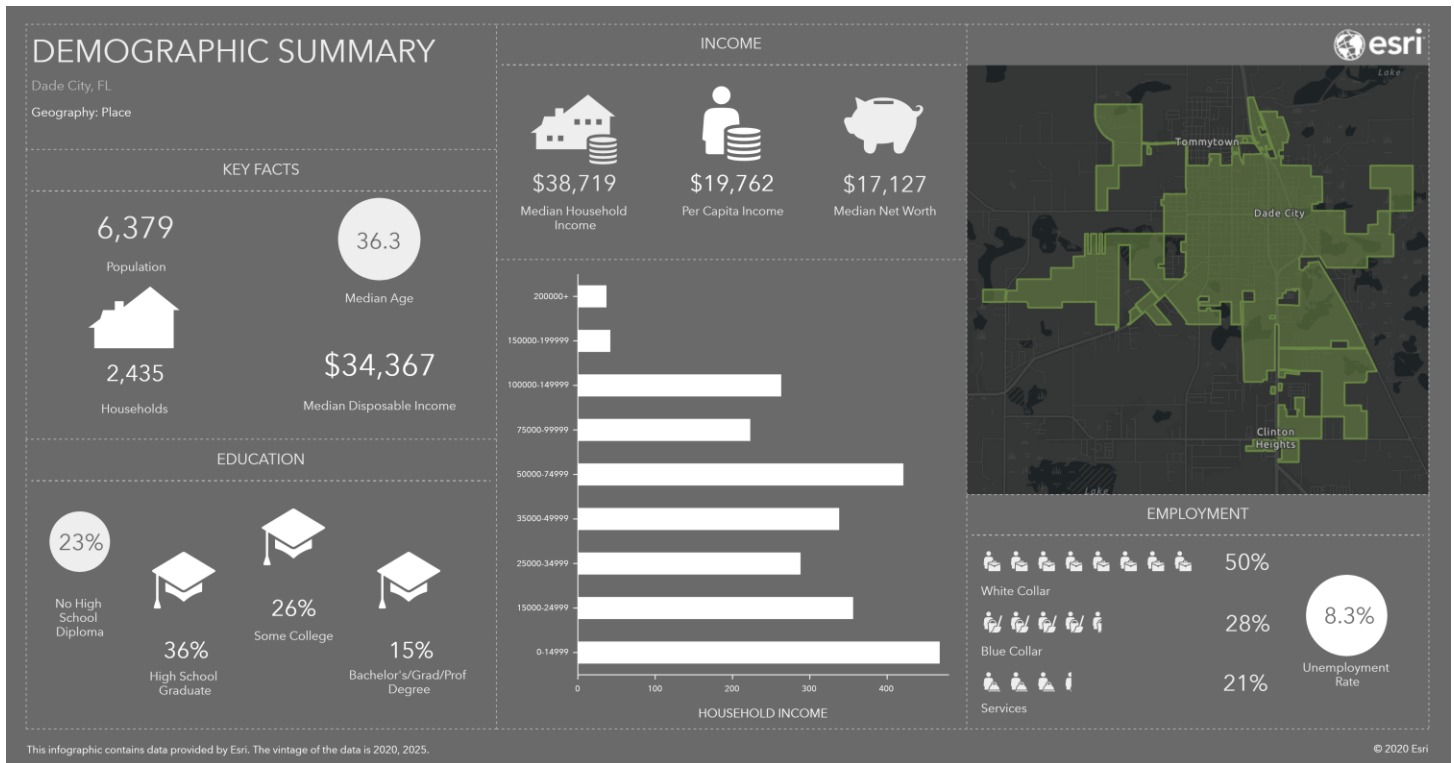
The area’s economy includes a somewhat diverse, but small, economic base including agricultural, professional services, retail services, business and manufacturing industries. With a total of 561 businesses and 6,368 persons employed within the City, 50% of those employed in the City are considered white collar, 28% blue collar, and 21% are in the services industry. There are 2,943 resident



workers (those who live in the City and are over the age of 16). Two percent (2%) of our resident workers walk to work, 23% of our resident workers spend between 5 and 9 minutes commuting to their employment, and 3.5% travel over 90 minutes to get to their jobs.

DEMOGRAPHIC SUMMARY

The following infographic depicts the demographic summary for the City of Dade City. Information is from 2017 American Community Survey 5 year estimates.





City Officials and Department Organization



CITY OFFICIALS

CITY COMMISSIONERS

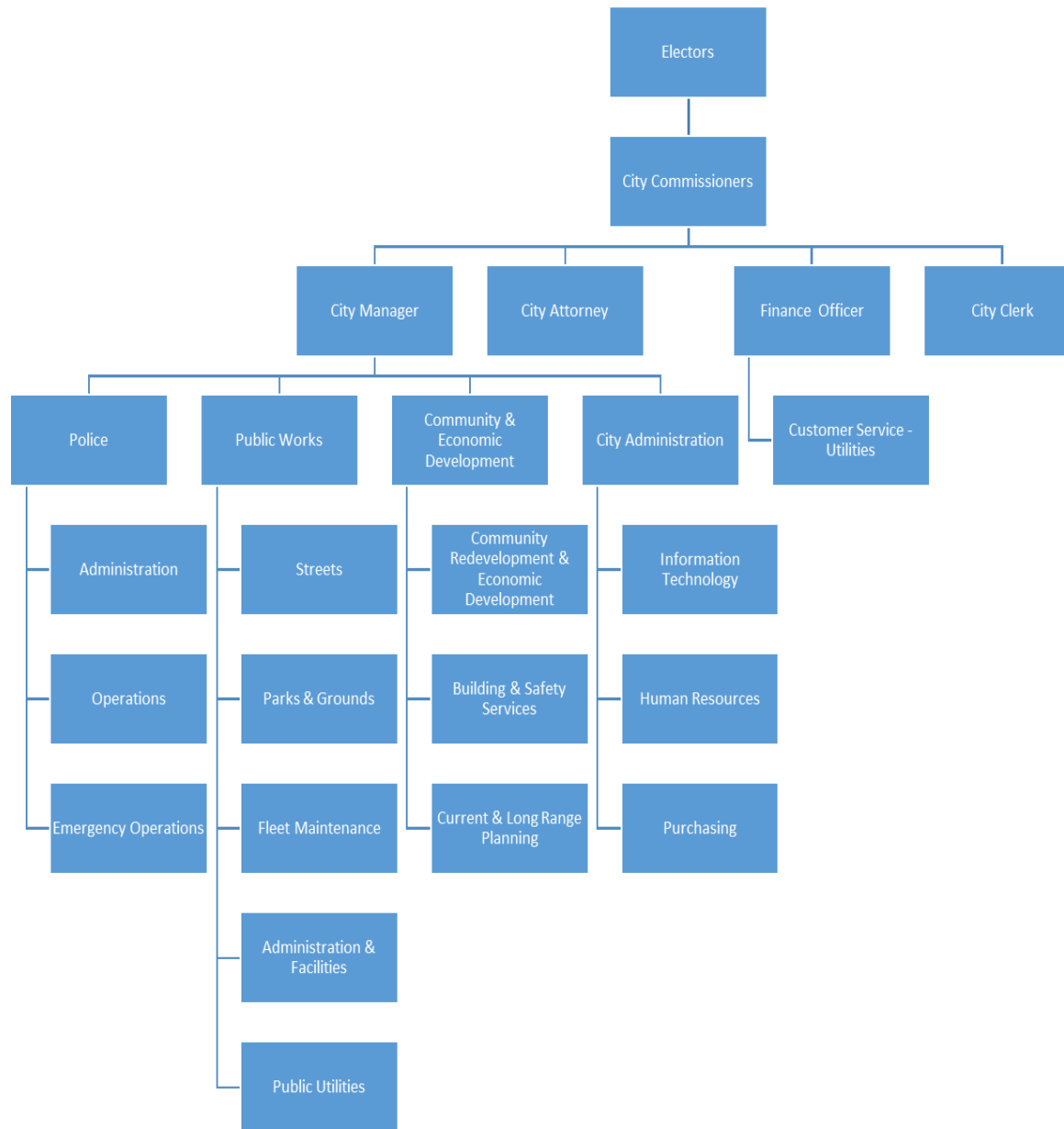


Mayor	Camille S. Hernandez
Mayor Pro Tem	James D. Shive
Commissioner	Scott Black
Commissioner	Knute J. Nathe
Commissioner	Normita L. Woodard

CITY ADMINISTRATIVE STAFF

City Manager	Leslie Porter
Interim City Attorney	Thomas Thanas
Interim Finance Officer	Andrew Laflin
City Clerk	Angelia Guy
Police Chief	James Walters
Public Works Director	Bryan Holmes
Community and Economic Development Director	Melanie Romagnoli

Dade City Organizational Chart

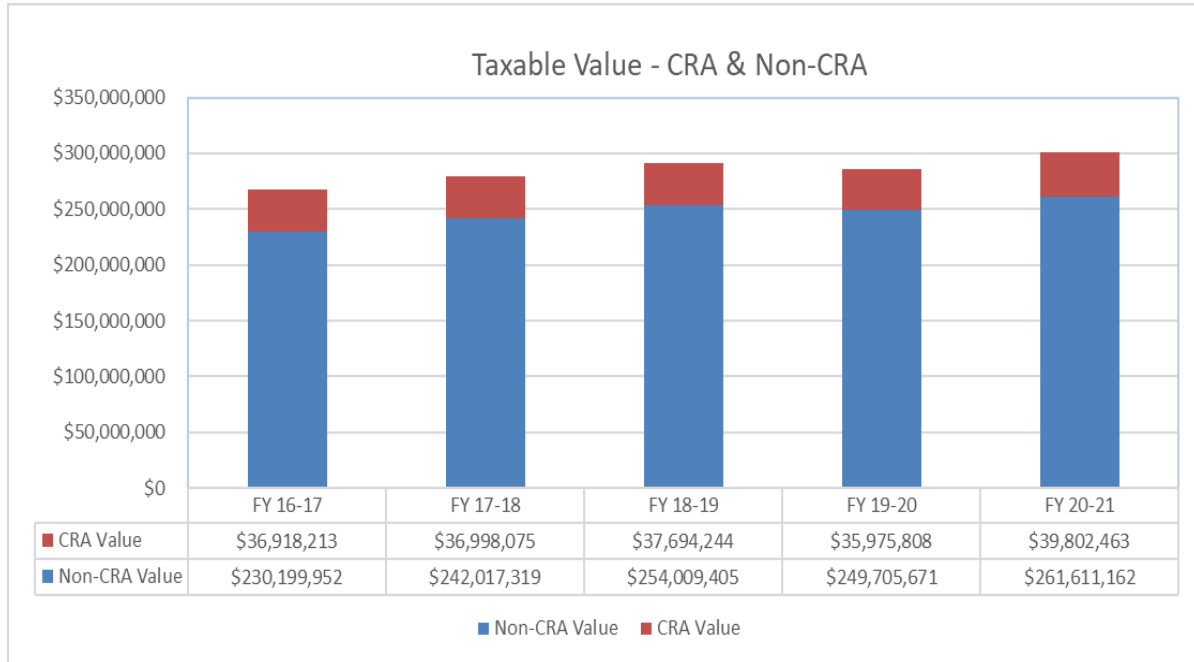




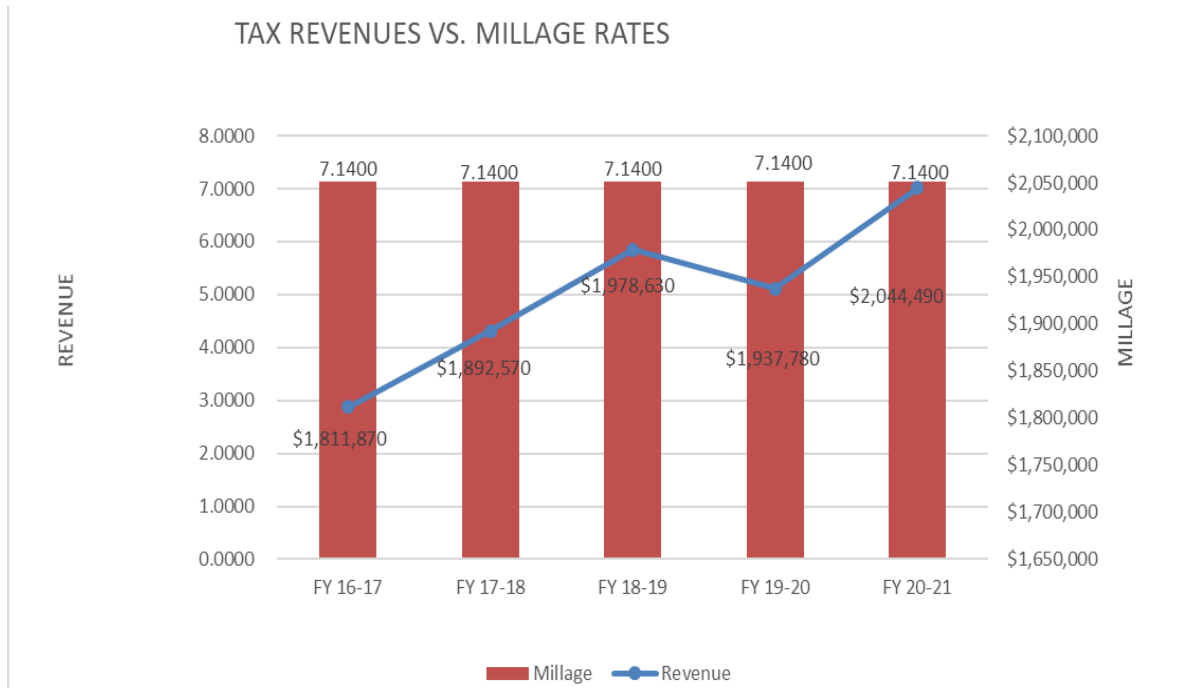
Taxable Value, Millage, and Ad Valorem Revenues



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



TAX REVENUES VERSUS MILLAGE RATES



CERTIFICATION OF TAXABLE VALUE



CERTIFICATION OF TAXABLE VALUE

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

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

Year : 2020	County : PASCO
Principal Authority : CITY OF DADE CITY	Taxing Authority : CITY OF DADE CITY

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	269,433,522	(1)
2.	Current year taxable value of personal property for operating purposes	\$	31,408,797	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	571,306	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	301,413,625	(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.)	\$	3,290,161	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	298,123,464	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	285,406,784	(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	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser:	Date :	
	Electronically Certified by Property Appraiser	7/1/2020 1:16 PM	

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>	7.1400	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	2,037,804	(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>	\$	88,708	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	1,949,096	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	13,545,016	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	284,578,448	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	6.8491	per \$1000	(16)
17.	Current year proposed operating millage rate	7.1400	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	2,152,093	(18)

Continued on page 2

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
		<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)
DEPENDENT SPECIAL DISTRICTS AND MSTUs		 STOP HERE - SIGN AND SUBMIT		
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>		\$ 1,949,096	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		6.8491 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>		\$ 2,064,412	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>		\$ 2,152,093	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>		7.1400 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>		4.25 %	(27)
First public budget hearing		Date : 9/10/2020	Time : 5:30 PM EST	Place : 38020 Meridian Avenue Dade City, FL 33525 Virtual meeting info at www.dadecityfl.com
S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
	Signature of Chief Administrative Officer :			Date :
	Electronically Certified by Taxing Authority			8/4/2020 12:24 PM
	Title : LESLIE PORTER, CITY MANAGER		Contact Name and Contact Title : ANDREW LAFLIN, FINANCE DIRECTOR	
	Mailing Address : PO BOX 1355		Physical Address : PO BOX 1355	
	City, State, Zip : DADE CITY, FL 33526		Phone Number : 3525211467	Fax Number : 3525235085

TAX INCREMENT ADJUSTMENT WORKSHEET



Reset Form

Print Form

TAX INCREMENT ADJUSTMENT WORKSHEET

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

Year : 2020		County : PASCO	
Principal Authority : CITY OF DADE CITY		Taxing Authority : CITY OF DADE CITY	
Community Redevelopment Area : CITY OF DADE CITY		Base Year : 1998	
SECTION I : COMPLETED BY PROPERTY APPRAISER			
1.	Current year taxable value in the tax increment area	\$ 39,802,463	(1)
2.	Base year taxable value in the tax increment area	\$ 25,544,551	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$ 14,257,912	(3)
4.	Prior year Final taxable value in the tax increment area	\$ 38,622,502	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$ 13,077,951	(5)
SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.
	Signature of Property Appraiser :		Date :
	Electronically Certified by Property Appraiser		7/1/2020 1:16 PM
SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.			
6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:			
6a.	Enter the proportion on which the payment is based.	0.00 %	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$ 0	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$ 0	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:			
7a.	Amount of payment to redevelopment trust fund in prior year	\$ 88,708	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10	7.1400 per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$ 93,377	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>	95.00 %	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$ 13,545,016	(7e)
S I G N H E R E	Taxing Authority Certification		I certify the calculations, millages and rates are correct to the best of my knowledge.
	Signature of Chief Administrative Officer :		Date :
	Electronically Certified By Taxing Authority		8/4/2020 12:24 PM
	Title : LESLIE PORTER, CITY MANAGER		Contact Name and Contact Title : ANDREW LAFLIN, FINANCE DIRECTOR
	Mailing Address : PO BOX 1355		Physical Address : PO BOX 1355
	City, State, Zip : DADE CITY, FL 33526		Phone Number : 3525211467



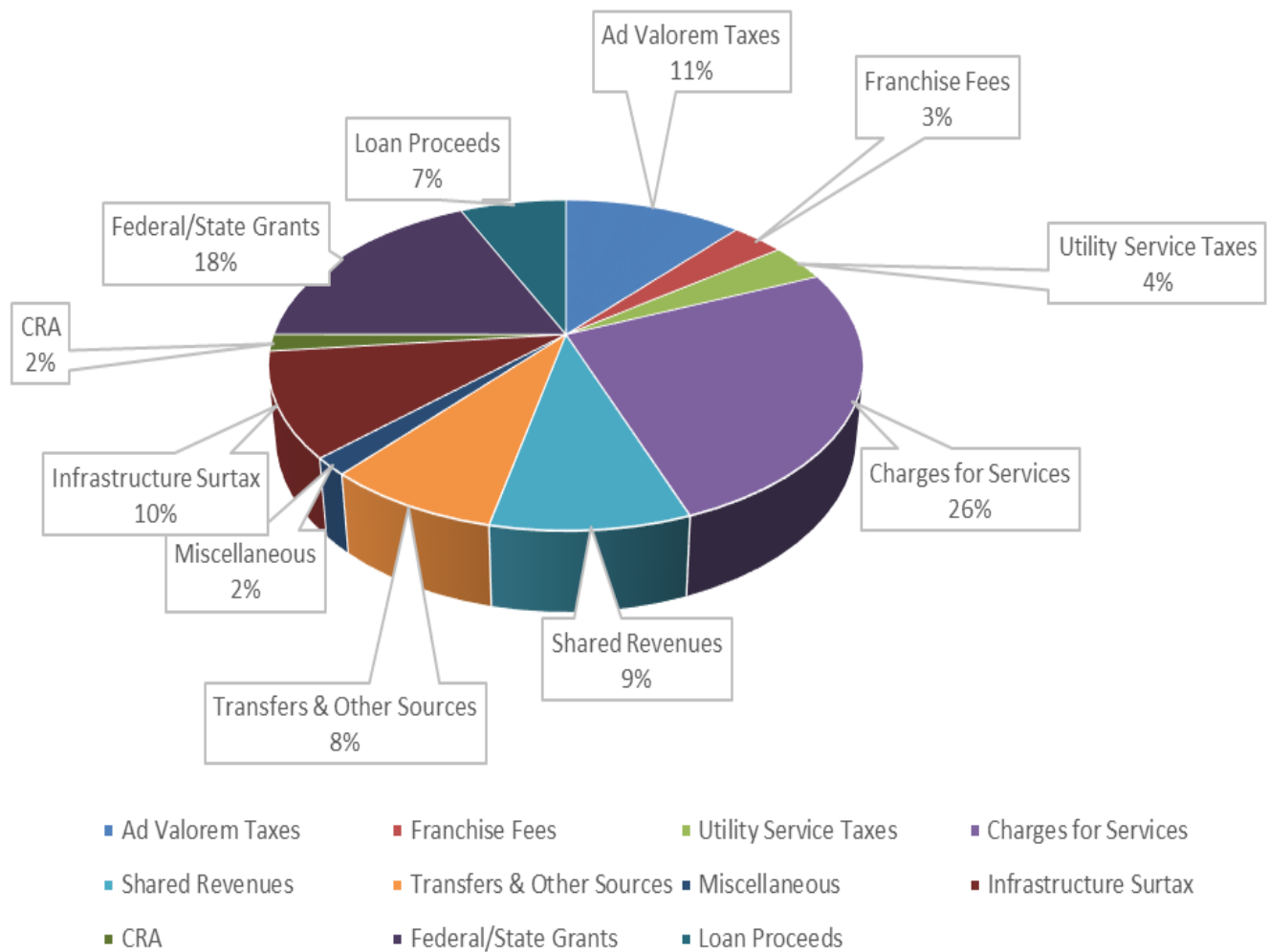
Revenue and Expenditure Summaries All Funds



REVENUE SUMMARY – ALL FUNDS

REVENUE SUMMARY - ALL FUNDS

Revenue Total: \$17,710,000



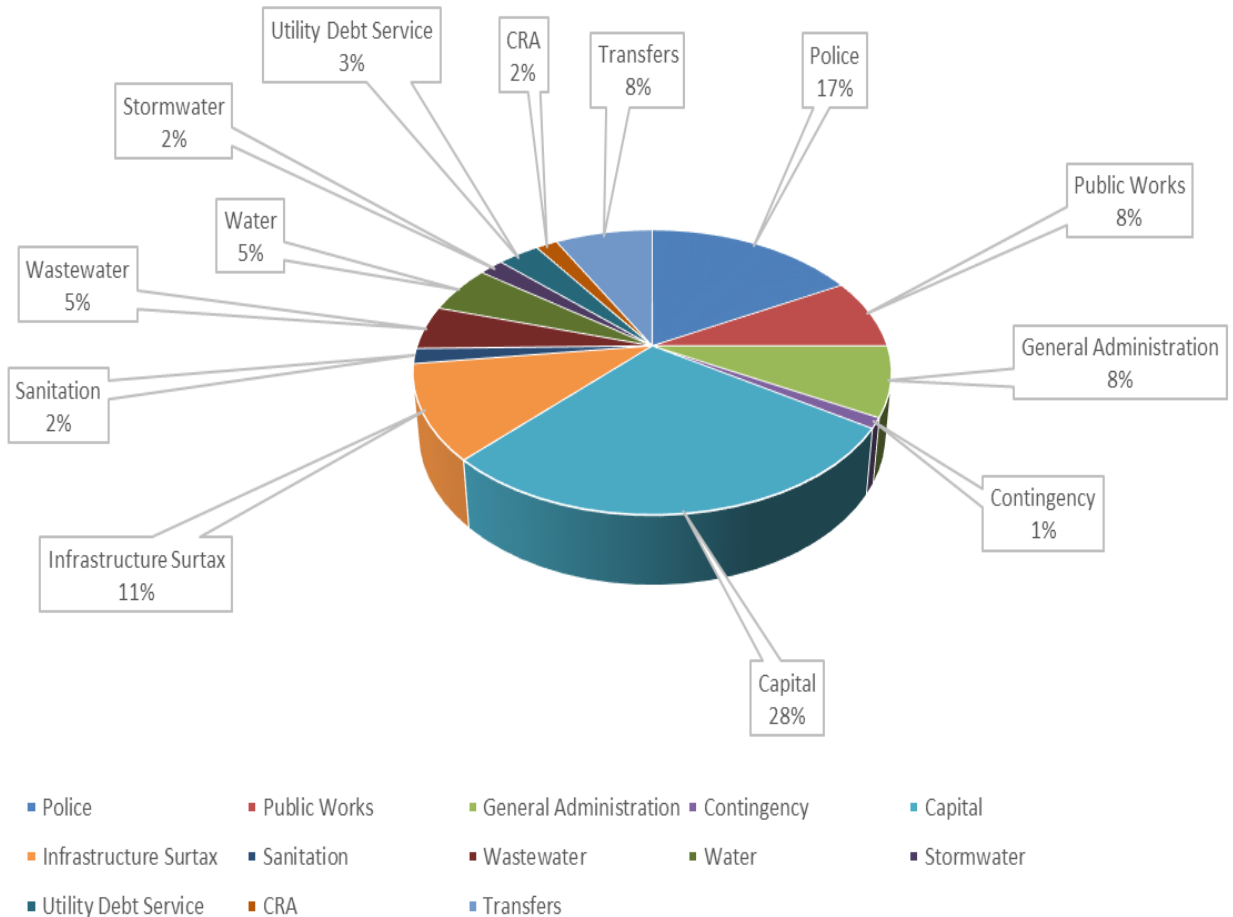
REVENUE SUMMARY – ALL FUNDS DETAIL

	FY 18-19	FY 19-20	FY 19-20	FY 20-21
	Actual	Original	Projected	Requested
GENERAL FUND				
Ad Valorem Taxes	\$2,033,182	\$1,937,780	\$1,999,780	\$2,044,490
Franchise Fees	\$588,708	\$576,000	\$563,000	\$579,000
Utility Service Taxes	\$654,149	\$632,000	\$636,050	\$655,500
Licenses and Permits	\$232,398	\$250,000	\$40,000	\$45,000
Federal Grants	\$152,633	\$2,900	\$6,670	\$8,500
State Grants	\$1,275,943	\$760,000	\$0	\$320,000
State Shared Revenues	\$1,050,290	\$1,060,530	\$1,043,011	\$1,013,500
Local Shared Revenues	\$7,435	\$256,000	\$6,000	\$256,500
Charges for Services	\$191,273	\$314,000	\$183,100	\$190,350
Fines and Forfeitures	\$22,969	\$32,400	\$34,200	\$30,500
Miscellaneous	\$392,162	\$216,675	\$196,415	\$190,650
Other Sources	\$897,406	\$992,925	\$1,007,925	\$1,138,750
Fund Balance Carryover	\$0	\$86,290	\$809,000	\$0
FUND TOTAL:	\$7,498,549	\$7,117,500	\$6,525,151	\$6,472,740
SPECIAL REVENUE FUNDS				
Community Development Block Grant (CDBG)	\$677,000	\$0	\$0	\$1,845,000
Local Gov't. Infrastructure Surtax (LGIS)	\$1,130,800	\$2,171,800	\$1,000,000	\$1,811,500
Local Option Gas Tax	\$277,785	\$282,375	\$282,375	\$350,200
FUND TOTAL:	\$2,085,585	\$2,454,175	\$1,282,375	\$4,006,700
Stormwater Management	\$258,200	\$250,000	\$280,000	\$155,000
Other Sources	\$696,061	\$2,111,600	\$1,060,000	\$175,150
FUND TOTAL:	\$954,261	\$2,361,600	\$1,340,000	\$330,150
ENTERPRISE FUNDS				
Water and Sewer Utilities				
Charges for Services	\$3,266,428	\$3,388,500	\$3,554,500	\$3,699,000
Miscellaneous	\$560,903	\$110,000	\$102,000	\$75,000
Other Sources	\$18,000	\$3,287,810	\$0	\$2,150,000
Other	\$0	\$256,000	\$0	\$0
FUND TOTAL:	\$3,845,331	\$7,042,310	\$3,656,500	\$5,924,000
Sanitation Services				
Franchise Fees	\$20,684	\$18,500	\$22,800	\$23,000
Charges for Services	\$259,393	\$260,000	\$260,000	\$265,000
Miscellaneous	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$35,700
FUND TOTAL:	\$280,077	\$278,500	\$282,800	\$323,700
Building Services				
Building Permits	\$0	\$0	\$175,000	\$150,000
Inspections	\$0	\$0	\$137,000	\$40,000
Miscellaneous	\$0	\$0	\$0	\$5,000
Other	\$0	\$0	\$0	\$165,485
FUND TOTAL:	\$0	\$0	\$312,000	\$360,485
COMPONENT UNITS				
Community Redevelopment Agency (CRA)	\$158,985	\$315,225	\$297,199	\$292,225
REVENUE TOTAL:	\$14,822,788	\$19,569,310	\$13,696,025	\$17,710,000

EXPENDITURE SUMMARY – ALL FUNDS

EXPENDITURE SUMMARY - ALL FUNDS

Expenditure Total: \$17,710,000



EXPENDITURE SUMMARY – ALL FUNDS DETAIL

	FY 18-19	FY 19-20	FY 19-20	FY 20-21
	Actual	Original	Projected	Requested
GENERAL FUND				
General Government:				
City Commission	\$49,717	\$44,055	\$43,972	\$49,950
City Manager	\$277,322	\$270,010	\$268,945	\$282,925
Info. Technology	\$164,883	\$147,125	\$147,232	\$192,850
City Clerk	\$96,441	\$115,085	\$113,513	\$124,850
Finance	\$247,509	\$260,490	\$227,189	\$248,755
City Attorney	\$89,740	\$91,350	\$87,625	\$94,175
Development Svcs.	\$195,285	\$356,850	\$323,151	\$308,925
Building Inspections	\$160,802	\$228,705	\$0	\$0
Facilities Maintenance	\$274,684	\$278,210	\$291,814	\$269,925
Fleet Maintenance	\$150,773	\$155,400	\$155,684	\$161,200
Contingency	\$0	\$83,250	\$0	\$45,000
Total General Government	\$1,707,155	\$2,030,530	\$1,659,125	\$1,778,555
Public Safety:				
Police	\$3,049,650	\$2,840,570	\$2,956,459	\$2,866,420
Safety Services	\$317,534	\$331,550	\$254,380	\$252,030
Total Public Safety	\$3,367,184	\$3,172,120	\$3,210,839	\$3,118,450
Transportation:				
Streets	\$544,436	\$531,850	\$517,597	\$539,565
Culture & Recreation:				
Parks	\$313,629	\$345,600	\$337,629	\$369,470
Recreation	\$0	\$0	\$0	\$0
Total Culture & Recreation	\$313,629	\$345,600	\$337,629	\$369,470
Capital Outlay	\$1,469,929	\$1,037,400	\$1,050,120	\$570,000
Transfer to CRA	\$81,767		\$88,677	\$96,700
FUND TOTAL:	\$7,484,101	\$7,117,500	\$6,863,987	\$6,472,740
SPECIAL REVENUE FUNDS				
Community Development Block Gran	\$0	\$0	\$0	\$1,845,000
Local Govt. Infrastructure Surtax	\$927,765	\$2,171,800	\$1,600,181	\$1,811,500
Local Option Gas Tax	\$277,785	\$282,375	\$282,375	\$350,200
Stormwater Utility	\$662,176	\$2,361,600	\$2,313,357	\$330,150
FUND TOTAL:	\$1,867,726	\$4,815,775	\$4,195,913	\$4,336,850
ENTERPRISE FUNDS				
Water & Sewer Utilities:				
Water Operating	\$873,602	\$960,350	\$925,495	\$913,650
Water Capital	\$158,765	\$3,387,810	\$35,000	\$2,218,000
Wastewater Operating	\$738,470	\$801,960	\$694,505	\$836,925
Wastewater Capital	\$164,988	\$256,000	\$120,000	\$102,000
Utility Finance	\$291,996	\$308,920	\$119,774	\$340,450
Utility Debt Service	\$555,375	\$494,400	\$494,400	\$564,075
Transfers	\$573,750	\$676,950	\$676,950	\$796,280
Contingency		\$155,990		\$152,620
FUND TOTAL:	\$3,356,946	\$7,042,380	\$3,066,124	\$5,924,000
Sanitation Services:				
Sanitation	\$221,609	\$245,600	\$232,300	\$289,800
Transfers	\$31,950	\$32,900	\$32,900	\$33,900
FUND TOTAL:	\$253,559	\$278,500	\$265,200	\$323,700
Building Services:				
Building	\$0	\$0	\$225,575	\$314,985
Transfers	\$0	\$0	\$35,000	\$45,500
FUND TOTAL:	\$0	\$0	\$260,575	\$360,485
COMPONENT UNITS				
Community Redevelopment Agency	\$127,547	\$315,225	\$282,175	\$292,225
EXPENDITURE TOTAL:	\$13,089,878	\$19,569,380	\$14,933,974	\$17,710,000

RESERVE FUND BALANCES

General Fund:

Bond covenant reserves	\$308,555
Police education reserves	\$8,283
Forfeiture reserves	\$19,445
Reserve policy minimum	\$1,509,571
Tree bank reserves	\$11,360
Park and recreation reserves	\$13,899
Mausoleum reserves	\$14,140
Market Place reserves	\$3,717
Dog Days reserves	\$4,963
Budget reserves	\$168,790
Retirement reserves	\$125,000
Health/Wellness Initiative	\$740
Additional Reserves	<u>\$2,234,777</u>
	\$4,423,240

Utility Fund:

Renewal & Replacement	\$1,701,534
Debt Service	\$994,964
Retirement	\$23,500
Reserve policy minimum	\$641,408
Additional Reserves	<u>\$3,528,424</u>
	\$6,889,830

Sanitation Fund:

\$558,985

Building Fund:

\$206,400

Special Revenue Funds:

Infrastructure Surtax (Penny)	\$1,341,183
Public Safety Impact	\$41,311
Transportation Impact	\$595,226
Water Impact	\$345,202
Sewer Impact	\$1,574,644
Local Option Gas Tax	\$24,150
Stormwater	\$126,753

Component Unit:

Community Redevelopment Agency	\$266,582
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General Fund Detail



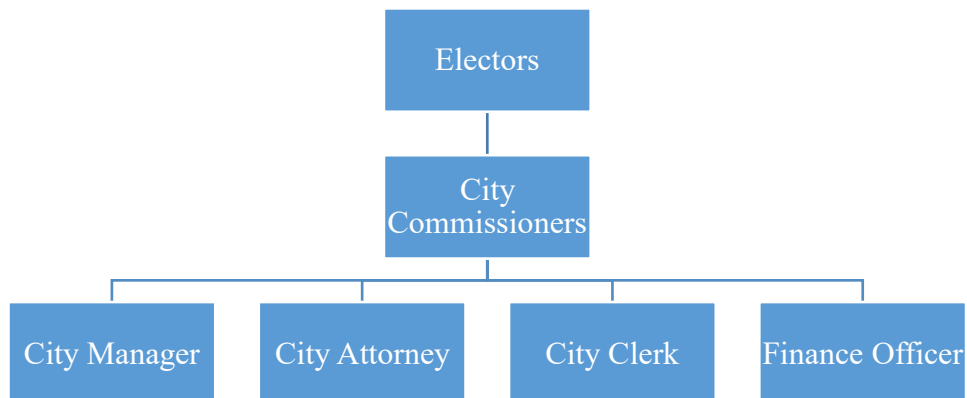
GENERAL FUND REVENUE – DETAIL – PART 1

		FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
		Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Ad Valorem Taxes		\$2,033,182	\$1,937,780	\$1,999,780	\$2,044,490	\$106,710
Franchise Fees						
	Electricity	\$572,684	\$560,000	\$550,000	\$564,000	\$4,000
	Natural Gas	\$16,023	\$16,000	\$13,000	\$15,000	-\$1,000
Utility Service Taxes						
	Electricity	\$570,321	\$545,000	\$545,000	\$560,000	\$15,000
	Water	\$67,511	\$70,000	\$74,000	\$78,000	\$8,000
	Natural Gas	\$6,696	\$7,000	\$6,550	\$7,000	\$0
	Propane	\$9,621	\$10,000	\$10,500	\$10,500	\$500
Licenses and Permits						
	Business Tax Receipts	\$32,612	\$40,000	\$40,000	\$45,000	\$5,000
	Contractor Registrations	\$0	\$10,000	\$0	\$0	-\$10,000
	Building Permits	\$199,786	\$200,000	\$0	\$0	-\$200,000
Federal Grants						
	General Government	\$0	\$0	\$0	\$0	\$0
	Public Safety	\$2,360	\$2,900	\$4,680	\$4,000	\$1,100
	Economic Environment	\$150,273	\$0	\$1,990	\$4,500	\$4,500
	Human Services	\$0	\$0	\$0	\$0	\$0
State Grants						
	General Govt	\$0	\$0	\$0	\$0	\$0
	Public Safety	\$0	\$0	\$0	\$0	\$0
	Physical Environment - Stormwater	\$0	\$0	\$0	\$0	\$0
	Transportation	\$0	\$0	\$0	\$320,000	\$320,000
	Recreation - FRDAP	\$87,793	\$0	\$0	\$0	\$0
	Recreation - FDOT	\$1,188,150	\$760,000	\$0	\$0	-\$760,000
State Shared Revenues						
	Communications Services Tax	\$195,482	\$201,700	\$202,000	\$198,000	-\$3,700
	State Revenue Sharing	\$311,497	\$313,200	\$302,400	\$314,000	\$800
	Mobile Home Licenses	\$34,257	\$35,000	\$35,000	\$35,000	\$0
	Alcoholic Beverage Licenses	\$8,302	\$8,500	\$8,500	\$8,500	\$0
	Half-Cent Sales Tax	\$496,001	\$498,130	\$491,111	\$454,000	-\$44,130
	Firefighters' Supplemental Comp.	\$0	\$0	\$0	\$0	\$0
	State Gas Tax Refund	\$4,752	\$4,000	\$4,000	\$4,000	\$0
	Other Transportation	\$0	\$0	\$0	\$0	\$0
Local Shared Revenues						
	County Occupational Licenses	\$7,435	\$6,000	\$6,000	\$6,500	\$500
	County Project Contributions	\$0	\$250,000	\$0	\$250,000	\$0
Subtotal		\$5,994,739	\$5,475,210	\$4,294,511	\$4,922,490	-\$552,720
*Continued on next page						

GENERAL FUND REVENUE – DETAIL – PART 2

		FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
		Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Charges for Services						
	Administrative Fees	\$0	\$0	\$0	\$0	\$0
	Police Services - SROs	\$123,476	\$134,000	\$134,000	\$137,000	\$3,000
	Police Services - Other	\$6,874	\$5,000	\$2,100	\$5,000	\$0
	Fire Protection Services	\$0	\$0	\$0	\$0	\$0
	Fire Inspection Services	\$0	\$0	\$0	\$0	\$0
	Building Inspections - San Antonio	\$15,195	\$40,000	\$0	\$0	-\$40,000
	Building Inspections - St. Leo	\$5,416	\$80,000	\$0	\$0	-\$80,000
	Labor & Equipment	\$0	\$0	\$0	\$0	\$0
	Mosquito Control	\$0	\$0	\$0	\$0	\$0
	Street Sweeping - DOT	\$8,147	\$7,500	\$7,500	\$7,500	\$0
	Street Light Maint. - DOT	\$26,731	\$27,500	\$27,500	\$28,350	\$850
	Planning & Zoning Fees	\$5,434	\$20,000	\$12,000	\$12,500	-\$7,500
	Recreation Fees	\$0	\$0	\$0	\$0	\$0
Fines and Forfeitures						
	Court Fines	\$15,382	\$20,000	\$15,000	\$15,000	-\$5,000
	Fines - Parking Ordinance	\$0	\$0	\$0	\$0	\$0
	Fines - Misc. Code Violations	\$2,950	\$7,500	\$13,500	\$10,000	\$2,500
	Police Education	\$1,415	\$1,500	\$1,200	\$1,500	\$0
	Forfeiture Fund Proceeds	\$0	\$0	\$0	\$0	\$0
	Investigative Cost Recovery	\$3,221	\$3,400	\$4,500	\$4,000	\$600
Miscellaneous						
	Interest	\$80,309	\$83,000	\$83,000	\$70,000	-\$13,000
	Net Increase (Decrease) in Value	\$154,237	\$0	\$0	\$0	\$0
	Rental Fees	\$6,702	\$7,500	\$2,700	\$7,000	-\$500
	Rent Payments	\$268	\$0	\$215	\$200	\$200
	Assessments	\$42,489	\$39,000	\$34,000	\$33,950	-\$5,050
	Parks & Recreation Fees	\$600	\$500	\$11,500	\$7,500	\$7,000
	Cemetery Lot Sales	\$23,550	\$28,000	\$20,000	\$22,000	-\$6,000
	Real Estate Sales	\$5	\$0	\$0	\$0	\$0
	Sales of Surplus and Scrap	\$0	\$0	\$0	\$0	\$0
	Contributions and Donations	\$0	\$0	\$0	\$0	\$0
	Gain on Sale of Investments	\$0	\$0	\$0	\$0	\$0
	Miscellaneous	\$84,003	\$58,675	\$45,000	\$50,000	-\$8,675
Other Sources						
	Transfer - LGIS	\$200,000	\$200,000	\$200,000	\$200,000	\$0
	Transfer - Transportation Impact	\$0	\$0	\$0	\$0	\$0
	Transfer - Local Option Gas Tax	\$276,456	\$282,375	\$282,375	\$350,200	\$67,825
	Transfer - CRA	\$17,500	\$95,000	\$75,000	\$75,000	-\$20,000
	Contribution - Water and Sewer	\$371,500	\$382,650	\$382,650	\$394,150	\$11,500
	Contribution - Sanitation	\$31,950	\$32,900	\$32,900	\$33,900	\$1,000
	Contribution -Building	\$0	\$0	\$35,000	\$45,500	\$45,500
	Transfer - Retirement Reserves	\$0	\$0	\$0	\$40,000	\$40,000
Other						
	Budgeted Cash Balances	\$0	\$168,790	\$809,000	\$0	-\$168,790
	Budgetary Adjustment for Trans	-\$81,767	-\$82,500	-\$88,677	-\$96,700	
	Depreciation					\$0
	Tax Transfer to CRAs					\$0
TOTAL - GENERAL FUND		\$7,416,782	\$7,117,500	\$6,436,474	\$6,376,040	-\$741,460

CITY COMMISSION



Summary

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

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

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

7. Establish rules for conduct of fiscal operations for which he or she is responsible.

The City Attorney is appointed by the City Commission and reports directly to the City Commission. The City Attorney provides legal advice to the City Commission and the administrative staff of the City, in the best interest of the City. The City Attorney keeps abreast of ever changing statutes and particularly those relative to the operation of municipal government. The City Attorney also works in conjunction with the Labor Attorney and other special counsel as deemed necessary by the City Commission.

The City Clerk has various functions and responsibilities as established by City Charter and various City Ordinances. In its general governmental role, primary duties of the City Clerk include: serves as the custodian of all City Commission records, including official minutes, ordinances, resolutions, and agreements; facilitates all City elections; oversees records retention and disposal; and other necessary duties as assigned by the City Commission.

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

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

* Employees may budgeted in other sections of this document.

CITY COMMISSION BUDGET DETAILS

City Commission	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$19,800	\$19,800	\$19,800	\$19,800	\$0
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$1,515	\$1,520	\$1,520	\$1,520	\$0
Retirement Contributions	\$599	\$610	\$610	\$360	(\$250)
Insurance Contributions	\$42	\$60	\$60	\$45	(\$15)
Worker's Comp & Unemployment	\$62	\$40	\$40	\$50	\$10
SUBTOTAL - PERSONAL SERVICES	\$22,017	\$22,030	\$22,030	\$21,775	(\$255)
Operating Expenses					
Professional Services	\$5,445	\$0	\$0	\$0	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$5,787	\$6,000	\$6,000
Travel & Per Diem	\$5,311	\$5,500	\$1,400	\$5,500	\$0
Communications	\$770	\$2,000	\$2,000	\$2,000	\$0
Postage	\$7	\$25	\$25	\$25	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$286	\$325	\$325	\$325	\$0
Software and Equipment Maintenance	\$872	\$925	\$570	\$600	(\$325)
Printing & Binding	\$0	\$100	\$0	\$0	(\$100)
Promotional Activities	\$250	\$250	\$100	\$200	(\$50)
Miscellaneous Charges	\$6,976	\$4,450	\$4,835	\$4,800	\$350
Office Supplies	\$251	\$200	\$225	\$225	\$25
Operating Supplies	\$39	\$50	\$0	\$0	(\$50)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$7,493	\$8,200	\$6,675	\$8,500	\$300
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$27,700	\$22,025	\$21,942	\$28,175	\$6,150
SUBTOTAL - PERSONNEL & OPERATING	\$49,717	\$44,055	\$43,972	\$49,950	\$5,895
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$0	\$0	\$0	\$0	\$0
TOTAL	\$49,717	\$44,055	\$43,972	\$49,950	\$5,895

CITY ATTORNEY BUDGET DETAILS

City Attorney	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$0	\$0	\$0	\$0	\$0
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$0	\$0	\$0	\$0	\$0
Retirement Contributions	\$0	\$0	\$0	\$0	\$0
Insurance Contributions	\$0	\$0	\$0	\$0	\$0
Worker's Comp & Unemployment	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - PERSONAL SERVICES	\$0	\$0	\$0	\$0	\$0
Operating Expenses					
Professional Services	\$87,825	\$90,000	\$86,000	\$92,500	\$2,500
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$518	\$525	\$800	\$800	\$275
Postage	\$1	\$0	\$0	\$0	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$286	\$525	\$525	\$575	\$50
Software and Equipment Maintenance	\$338	\$300	\$300	\$300	\$0
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$760	\$0	\$0	\$0	\$0
Office Supplies	\$12	\$0	\$0	\$0	\$0
Operating Supplies	\$0	\$0	\$0	\$0	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$0	\$0	\$0	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$89,740	\$91,350	\$87,625	\$94,175	\$2,825
SUBTOTAL - PERSONNEL & OPERATING	\$89,740	\$91,350	\$87,625	\$94,175	\$2,825
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$0	\$0	\$0	\$0	\$0
TOTAL	\$89,740	\$91,350	\$87,625	\$94,175	\$2,825

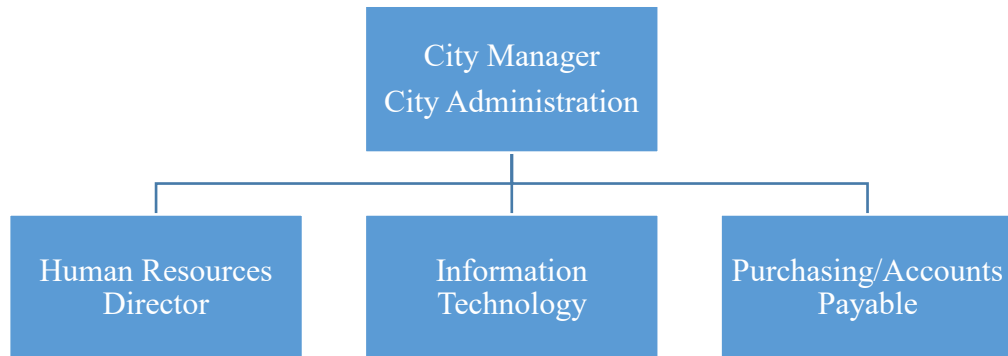
CITY CLERK BUDGET DETAILS

City Clerk	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$57,637	\$62,080	\$61,932	\$64,315	\$2,235
Overtime	\$55	\$0	\$17	\$0	\$0
FICA Taxes	\$4,183	\$4,770	\$4,739	\$4,920	\$150
Retirement Contributions	\$3,705	\$4,750	\$4,955	\$6,570	\$1,820
Insurance Contributions	\$8,572	\$8,950	\$8,940	\$9,425	\$475
Worker's Comp & Unemployment	\$106	\$110	\$110	\$120	\$10
SUBTOTAL - PERSONAL SERVICES	\$74,258	\$80,660	\$80,692	\$85,350	\$4,690
Operating Expenses					
Professional Services	\$0	\$0	\$0	\$10,000	\$10,000
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$6,000	\$7,500	\$0	(\$6,000)
Travel & Per Diem	\$1,695	\$2,000	\$200	\$2,500	\$500
Communications	\$1,610	\$1,950	\$1,950	\$2,100	\$150
Postage	\$511	\$1,000	\$750	\$1,000	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$286	\$925	\$985	\$800	(\$125)
Software and Equipment Maintenance	\$12,825	\$15,100	\$15,100	\$16,000	\$900
Printing & Binding	\$56	\$200	\$100	\$200	\$0
Promotional Activities	\$553	\$600	\$600	\$500	\$0
Miscellaneous Charges	\$88	\$600	\$536	\$500	(\$100)
Office Supplies	\$852	\$800	\$800	\$800	\$0
Operating Supplies	\$85	\$0	\$0	\$100	\$100
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$3,622	\$5,250	\$4,300	\$5,000	(\$250)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$22,183	\$34,425	\$32,821	\$39,500	\$5,075
SUBTOTAL - PERSONNEL & OPERATING	\$96,441	\$115,085	\$113,513	\$124,850	\$9,765
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$932	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$932	\$0	\$0	\$0	\$0
TOTAL	\$97,373	\$115,085	\$113,513	\$124,850	\$9,765

FINANCE OFFICE BUDGET DETAILS

Finance	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$136,123	\$144,980	\$94,124	\$144,780	(\$200)
Overtime	\$35	\$0	\$0	\$200	\$200
FICA Taxes	\$9,382	\$11,100	\$7,201	\$11,100	\$0
Retirement Contributions	\$10,075	\$11,780	\$6,407	\$11,150	(\$630)
Insurance Contributions	\$18,161	\$21,660	\$16,800	\$20,535	(\$1,125)
Worker's Comp & Unemployment	\$299	\$270	\$270	\$140	(\$130)
SUBTOTAL - PERSONAL SERVICES	\$174,075	\$189,790	\$124,802	\$187,905	(\$1,885)
Operating Expenses					
Professional Services	\$2,900	\$0	\$0	\$0	\$0
Accounting & Auditing	\$32,550	\$37,250	\$40,500	\$35,000	(\$2,250)
Contractual Services	\$5,134	\$3,000	\$36,687	\$0	(\$3,000)
Travel & Per Diem	\$3,031	\$1,500	\$500	\$0	(\$1,500)
Communications	\$1,318	\$1,600	\$1,400	\$1,600	\$0
Postage	\$1,130	\$1,400	\$1,100	\$1,200	(\$200)
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$1,190	\$1,200	\$1,100	\$1,200	\$0
Insurance	\$336	\$2,250	\$1,750	\$1,650	(\$600)
Software and Equipment Maintenance	\$20,192	\$16,000	\$15,000	\$16,000	\$0
Printing & Binding	\$757	\$750	\$800	\$800	\$50
Promotional Activities	\$30	\$100	\$0	\$0	(\$100)
Miscellaneous Charges	\$1,139	\$2,150	\$1,600	\$1,600	(\$550)
Office Supplies	\$986	\$2,000	\$1,200	\$1,200	(\$800)
Operating Supplies	\$90	\$0	\$0	\$0	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$2,651	\$1,500	\$750	\$600	(\$900)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$73,434	\$70,700	\$102,387	\$60,850	(\$9,850)
SUBTOTAL - PERSONNEL & OPERATING	\$247,509	\$260,490	\$227,189	\$248,755	(\$11,735)
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$0	\$0	\$0	\$0	\$0
TOTAL	\$247,509	\$260,490	\$227,189	\$248,755	(\$11,735)

CITY MANAGER - ADMINISTRATION



Summary

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

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

The Information Technology Division conducts regular inspections of the City's website and file server hardware to detect any potential problems which may cause serious interruptions and costly expense to the City's computer operating system, keeps abreast of the latest computer upgrades, and corrects any malfunctions with existing hardware and software.

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

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

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

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

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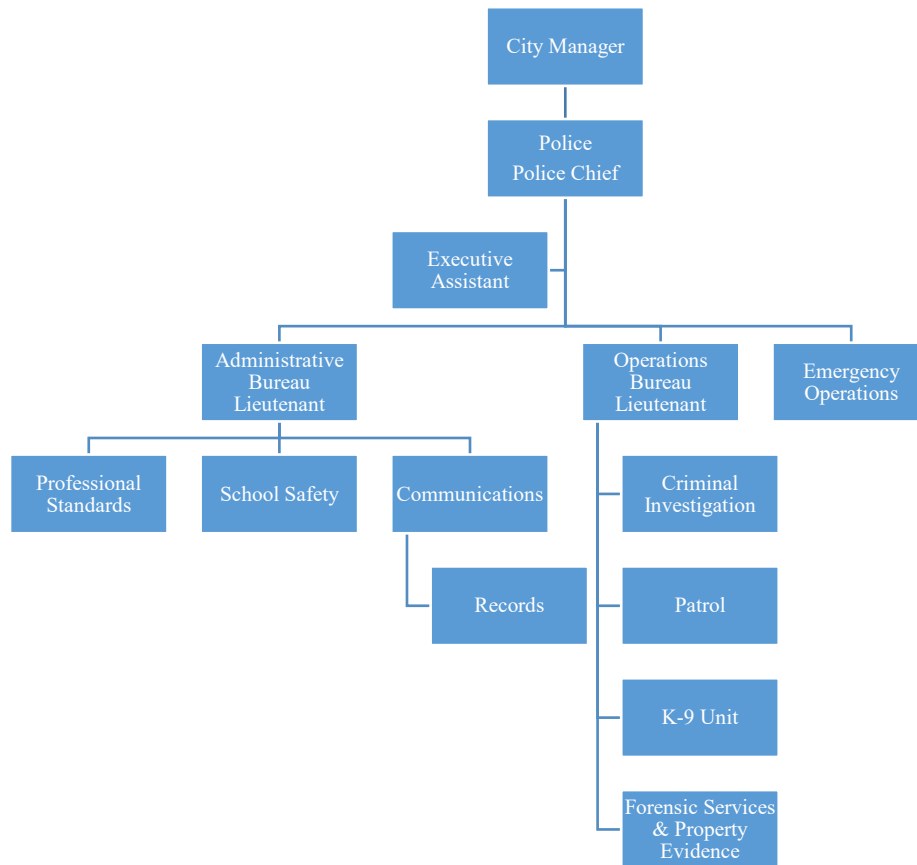
CITY MANAGER – ADMINISTRATION BUDGET DETAIL

City Manager	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$211,462	\$190,770	\$192,138	\$195,845	\$5,075
Overtime	\$67	\$200	\$0	\$200	\$0
FICA Taxes	\$15,515	\$14,610	\$14,699	\$14,960	\$350
Retirement Contributions	\$13,507	\$19,810	\$17,823	\$18,280	(\$1,530)
Insurance Contributions	\$17,204	\$18,060	\$21,600	\$22,620	\$4,560
Worker's Comp & Unemployment	\$405	\$350	\$350	\$345	(\$5)
SUBTOTAL - PERSONAL SERVICES	\$258,160	\$243,800	\$246,610	\$252,250	\$8,450
Operating Expenses					
Professional Services	\$46	\$0	\$0	\$4,800	\$4,800
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$27	\$3,500	\$1,000	\$3,500	\$0
Communications	\$1,475	\$1,500	\$1,560	\$1,600	\$100
Postage	\$45	\$50	\$50	\$50	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,036	\$2,110	\$1,500	\$2,175	\$65
Software and Equipment Maintenance	\$7,687	\$9,000	\$8,000	\$8,000	(\$1,000)
Printing & Binding	\$80	\$100	\$100	\$100	\$0
Promotional Activities	\$5,527	\$6,200	\$5,500	\$5,500	(\$700)
Miscellaneous Charges	\$452	\$250	\$200	\$250	\$0
Office Supplies	\$750	\$500	\$600	\$600	\$100
Operating Supplies	\$245	\$50	\$125	\$100	\$50
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$1,792	\$2,950	\$3,700	\$4,000	\$1,050
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$19,162	\$26,210	\$22,335	\$30,675	\$4,465
SUBTOTAL - PERSONNEL & OPERATING	\$277,322	\$270,010	\$268,945	\$282,925	\$12,915
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$0	\$0	\$0	\$0	\$0
TOTAL	\$277,322	\$270,010	\$268,945	\$282,925	\$12,915

CITY MANAGER – INFORMATION TECHNOLOGY BUDGET DETAIL

Info. Technology	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$0	\$0	\$0	\$50,140	\$50,140
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$0	\$0	\$0	\$3,840	\$3,840
Retirement Contributions	\$0	\$0	\$0	\$4,020	\$4,020
Insurance Contributions	\$0	\$0	\$0	\$6,285	\$6,285
Worker's Comp & Unemployment	\$0	\$0	\$0	\$90	\$90
SUBTOTAL - PERSONAL SERVICES	\$0	\$0	\$0	\$64,375	\$64,375
Operating Expenses					
Professional Services	\$0	\$0	\$0	\$0	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$53,539	\$55,000	\$55,000	\$33,000	(\$22,000)
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$107	\$0	\$107	\$125	\$125
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,036	\$1,125	\$1,125	\$3,350	\$2,225
Software and Equipment Maintenance	\$8,514	\$8,000	\$10,000	\$10,000	\$2,000
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	\$30,962	\$7,000	\$6,000	\$6,000	(\$1,000)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$70,725	\$76,000	\$75,000	\$76,000	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$164,883	\$147,125	\$147,232	\$128,475	(\$18,650)
SUBTOTAL - PERSONNEL & OPERATING	\$164,883	\$147,125	\$147,232	\$192,850	\$45,725
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$71,304	\$5,000	\$5,000	\$0	(\$5,000)
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$71,304	\$5,000	\$5,000	\$0	(\$5,000)
TOTAL	\$236,187	\$152,125	\$152,232	\$192,850	\$40,725

POLICE DEPARTMENT



Summary

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

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

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

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

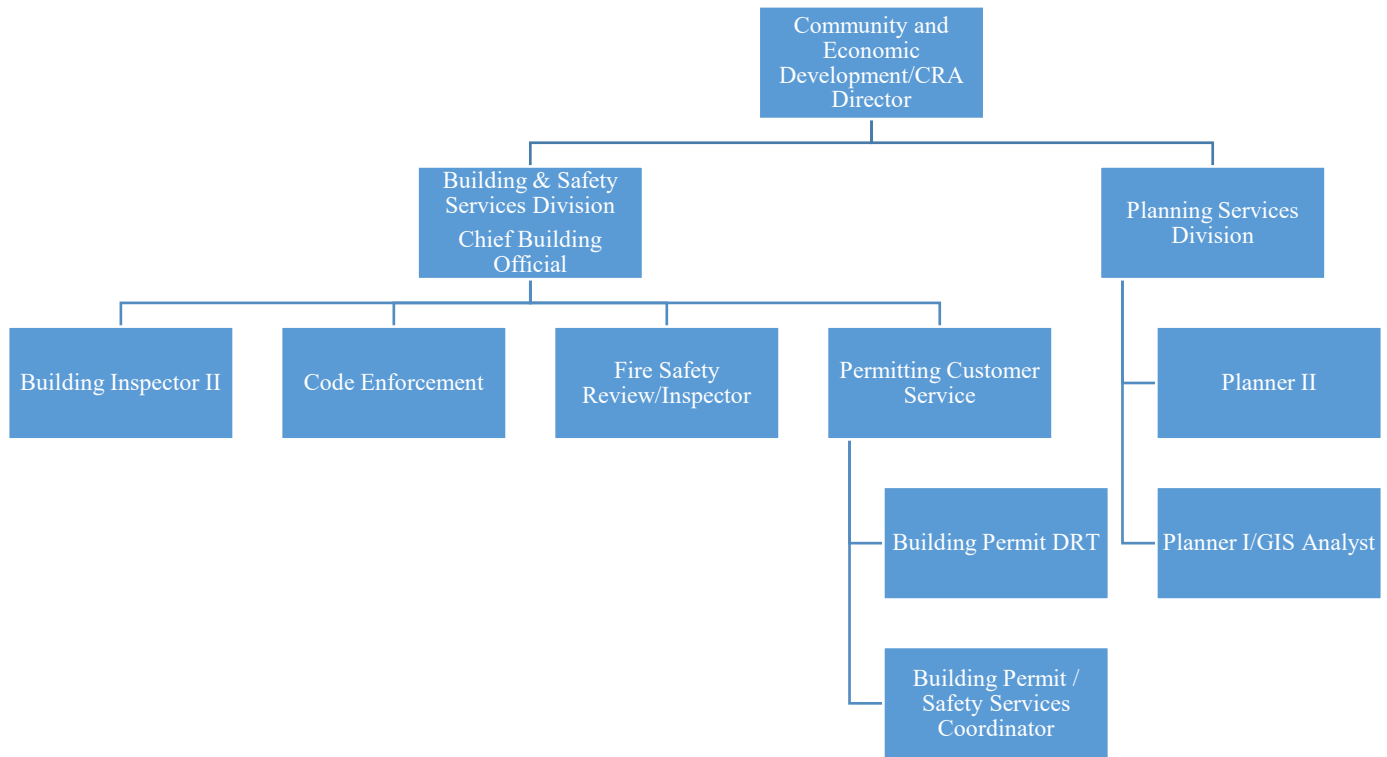
Classification	Full Time	Part Time
Chief of Police	1	0
Operations Lieutenant	1	0
Administrative Lieutenant	1	0
Staff Assistant III	1	0
Records Clerk	1	0
Communications Coordinator	1	0
Public Safety Information Operators	4	2
Detective Sergeant	1	0
Detectives	2	0
K-9 Officer	1	0
Police Sergeants	4	0
Police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

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

POLICE DEPARTMENT – BUDGET DETAILS

Police	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$1,428,826	\$1,428,750	\$1,445,669	\$1,491,576	\$62,826
Overtime	\$96,468	\$90,000	\$92,000	\$93,000	\$3,000
FICA Taxes	\$110,819	\$116,190	\$117,925	\$120,954	\$4,764
Retirement Contributions	\$347,780	\$478,130	\$578,630	\$422,550	(\$55,580)
Insurance Contributions	\$190,523	\$218,700	\$206,000	\$231,000	\$12,300
Worker's Comp & Unemployment	\$39,723	\$36,300	\$35,200	\$36,190	(\$110)
SUBTOTAL - PERSONAL SERVICES	\$2,214,139	\$2,368,070	\$2,475,424	\$2,395,270	\$27,200
Operating Expenses					
Professional Services	\$3,935	\$4,000	\$4,000	\$4,000	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$535,721	\$170,000	\$174,000	\$174,000	\$4,000
Travel & Per Diem	\$4,573	\$4,000	\$1,500	\$2,000	(\$2,000)
Communications	\$49,416	\$52,000	\$50,000	\$55,000	\$3,000
Postage	\$407	\$600	\$400	\$400	(\$200)
Utility Services	\$26,637	\$23,450	\$23,550	\$23,550	\$100
Rentals & Leases	\$4,515	\$5,000	\$5,000	\$5,000	\$0
Insurance	\$44,347	\$48,050	\$57,785	\$44,000	(\$4,050)
Repair & Maintenance Services	\$52,230	\$55,000	\$57,500	\$53,500	(\$1,500)
Printing & Binding	\$2,410	\$2,000	\$2,000	\$2,000	\$0
Promotional Activities	\$4,277	\$5,000	\$5,000	\$4,500	(\$500)
Miscellaneous Charges	\$1,936	\$1,100	\$1,000	\$1,000	(\$100)
Office Supplies	\$5,033	\$5,500	\$4,000	\$4,000	(\$1,500)
Operating Supplies	\$94,147	\$92,400	\$91,400	\$93,400	\$1,000
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$5,928	\$4,400	\$3,900	\$4,800	\$400
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$835,511	\$472,500	\$481,035	\$471,150	(\$1,350)
SUBTOTAL - PERSONNEL & OPERATING	\$3,049,650	\$2,840,570	\$2,956,459	\$2,866,420	\$25,850
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$57,396	\$0	\$15,000	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$57,396	\$0	\$15,000	\$0	\$0
TOTAL	\$3,107,046	\$2,840,570	\$2,971,459	\$2,866,420	\$25,850

COMMUNITY & ECONOMIC DEVELOPMENT



Summary

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

The Building and Safety Services Divisions enhance safety and quality of life for residents and visitors through flood plain management, permitting, inspections, trades licensing, and enforcement of City and State building and fire codes. Additionally, this division conducts inspections of all businesses at least once annually to ensure they are in compliance with the National Fire Prevention Codes. The Code Compliance Officer ensures properties are in compliance with Land Development Regulations and the City's Codified Ordinances. The Building Services Division budget is a separate enterprise fund and not part of the General Fund Expenditures.

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

The Community and Economic Development Department is also responsible for the Community Redevelopment Agency plan implementation and administration. The CRA's operating budget is a special purpose fund and is presented later in this document.

Staff of this department also serve as the technical support to the Special Magistrate for Code Enforcement, the Community Redevelopment Agency, the Planning Board, the Redevelopment Advisory Committee, Citizens Task Force Committees and the Historic Preservation Advisory Board.

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

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BUILDING SERVICES BUDGET DETAIL

	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Building Services					
Personnel Services					
Salaries & Special Pays	\$98,008	\$138,270	\$145,333	\$199,625	\$61,355
Overtime	\$548	\$10,000	\$3,000	\$1,000	(\$9,000)
FICA Taxes	\$7,478	\$11,350	\$11,350	\$15,260	\$3,910
Retirement Contributions	\$7,445	\$12,210	\$11,462	\$17,310	\$5,100
Insurance Contributions	\$13,690	\$18,060	\$22,800	\$27,155	\$9,095
Worker's Comp & Unemployment	\$1,346	\$1,260	\$1,225	\$2,060	\$800
SUBTOTAL - PERSONAL SERVICES	\$128,514	\$191,150	\$195,170	\$262,410	\$71,260
Operating Expenses					
Professional Services	\$346	\$5,000	\$1,200	\$1,000	(\$4,000)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$20,000	\$20,000
Travel & Per Diem	\$0	\$200	\$200	\$200	\$0
Communications	\$2,437	\$3,150	\$3,000	\$3,000	(\$150)
Postage	\$27	\$100	\$100	\$100	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,645	\$2,505	\$2,505	\$3,825	\$1,320
Software and Equipment Maintenance	\$19,376	\$15,700	\$15,500	\$15,500	(\$200)
Printing & Binding	\$0	\$200	\$200	\$200	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$3,638	\$2,900	\$2,400	\$2,400	(\$500)
Office Supplies	\$957	\$1,000	\$1,000	\$1,000	\$0
Operating Supplies	\$2,658	\$4,100	\$2,200	\$3,050	(\$1,050)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$1,204	\$2,700	\$2,100	\$2,300	(\$400)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$32,288	\$37,555	\$30,405	\$52,575	\$15,020
SUBTOTAL - PERSONNEL & OPERATING	\$160,802	\$228,705	\$225,575	\$314,985	\$86,280
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$25,000	\$25,000	\$0	(\$25,000)
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$0	\$25,000	\$25,000	\$0	(\$25,000)
TOTAL	\$160,802	\$253,705	\$250,575	\$314,985	\$61,280

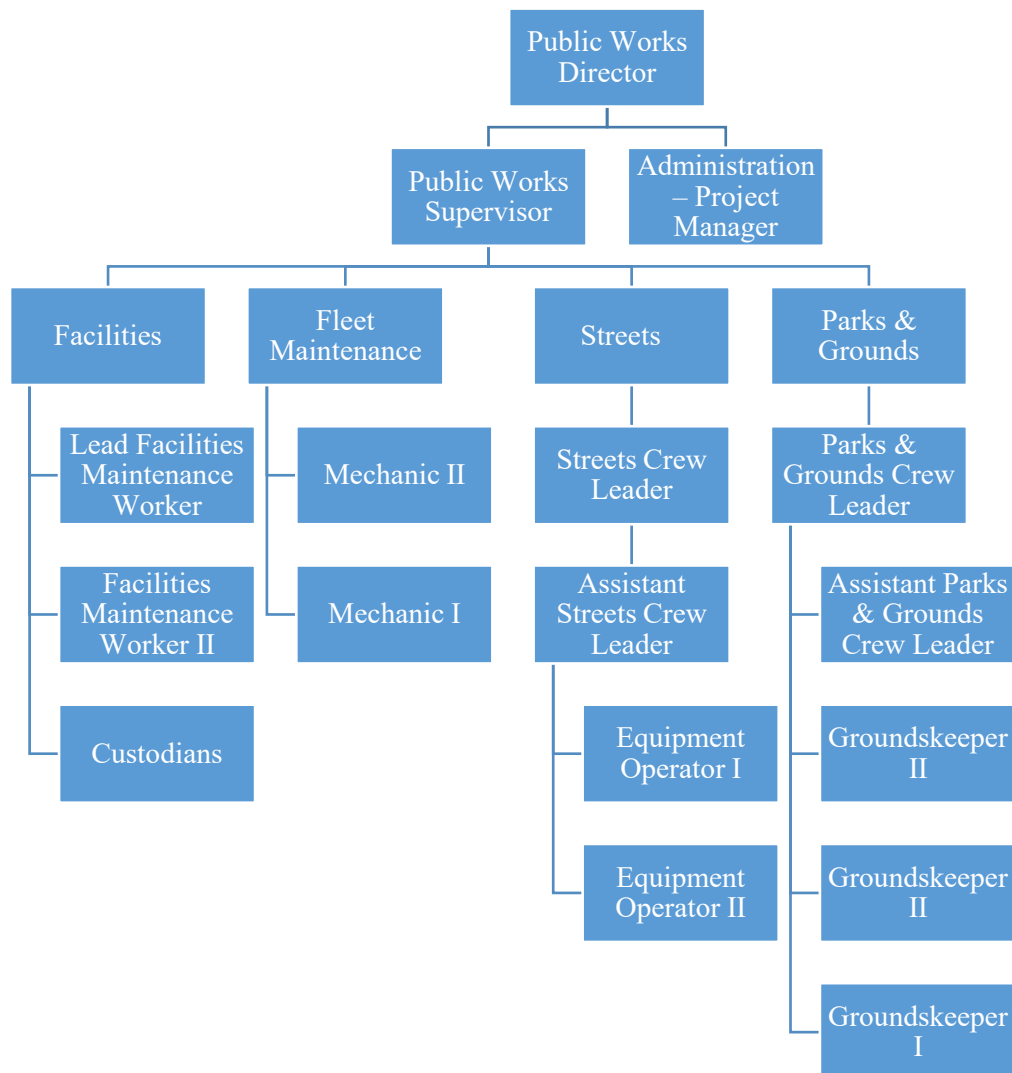
SAFETY SERVICES BUDGET DETAIL

	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Safety Services					
Personnel Services					
Salaries & Special Pays	\$107,610	\$120,000	\$80,500	\$83,295	(\$36,705)
Overtime	\$145	\$200	\$200	\$0	(\$200)
FICA Taxes	\$7,868	\$9,200	\$6,150	\$6,360	(\$2,840)
Retirement Contributions	\$150,516	\$119,590	\$116,200	\$116,650	(\$2,940)
Insurance Contributions	\$17,060	\$21,660	\$14,500	\$13,395	(\$8,265)
Worker's Comp & Unemployment	\$1,733	\$1,625	\$1,625	\$1,130	(\$495)
SUBTOTAL - PERSONAL SERVICES	\$284,932	\$272,275	\$219,175	\$220,830	(\$51,445)
Operating Expenses					
Professional Services	\$0	\$0	\$0	\$0	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$14,513	\$30,000	\$14,080	\$4,500	(\$25,500)
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$2,225	\$3,000	\$2,500	\$3,000	\$0
Postage	\$1,248	\$1,500	\$1,200	\$1,500	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,695	\$2,475	\$2,475	\$2,600	\$125
Software and Equipment Maintenance	\$5,573	\$11,300	\$8,200	\$10,500	(\$800)
Printing & Binding	\$220	\$500	\$300	\$500	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$1,043	\$2,000	\$1,200	\$2,000	\$0
Office Supplies	\$781	\$500	\$350	\$500	\$0
Operating Supplies	\$3,010	\$5,500	\$3,100	\$2,600	(\$2,900)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$2,294	\$2,500	\$1,800	\$3,500	\$1,000
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$32,602	\$59,275	\$35,205	\$31,200	(\$28,075)
SUBTOTAL - PERSONNEL & OPERATING	\$317,534	\$331,550	\$254,380	\$252,030	(\$79,520)
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$2,300	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$0	\$0	\$2,300	\$0	\$0
TOTAL	\$317,534	\$331,550	\$256,680	\$252,030	(\$79,520)

PLANNING & DEVELOPMENT SERVICES BUDGET DETAIL

Planning and Development Services	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$111,792	\$177,320	\$138,681	\$188,285	\$10,965
Overtime	\$390	\$0	\$0	\$500	\$500
FICA Taxes	\$8,307	\$13,570	\$10,632	\$14,375	\$805
Retirement Contributions	\$4,933	\$14,160	\$11,118	\$15,040	\$880
Insurance Contributions	\$11,325	\$24,760	\$11,960	\$22,620	(\$2,140)
Worker's Comp & Unemployment	\$255	\$290	\$285	\$330	\$40
SUBTOTAL - PERSONAL SERVICES	\$137,002	\$230,100	\$172,676	\$241,150	\$11,050
Operating Expenses					
Professional Services	\$1,675	\$0	\$16,600	\$5,000	\$5,000
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$37,613	\$95,000	\$77,500	\$18,000	(\$77,000)
Travel & Per Diem	\$241	\$1,000	\$250	\$1,500	\$500
Communications	\$1,706	\$1,300	\$2,400	\$2,400	\$1,100
Postage	\$305	\$150	\$400	\$400	\$250
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,145	\$2,800	\$27,800	\$2,225	(\$575)
Software and Equipment Maintenance	\$3,016	\$5,000	\$4,800	\$5,000	\$0
Printing & Binding	\$1,062	\$500	\$1,000	\$500	\$0
Promotional Activities	\$0	\$15,000	\$7,500	\$25,000	\$10,000
Miscellaneous Charges	\$9,630	\$3,350	\$9,300	\$4,000	\$650
Office Supplies	\$433	\$400	\$400	\$400	\$0
Operating Supplies	\$180	\$50	\$425	\$150	\$100
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$1,277	\$2,200	\$2,100	\$3,200	\$1,000
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$58,283	\$126,750	\$150,475	\$67,775	(\$58,975)
SUBTOTAL - PERSONNEL & OPERATING	\$195,285	\$356,850	\$323,151	\$308,925	(\$47,925)
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$0	\$0	\$0	\$0	\$0
TOTAL	\$195,285	\$356,850	\$323,151	\$308,925	(\$47,925)

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



Summary

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

The Facilities Maintenance division provides safe and adequate work sites to all City employees, through preventative and corrective maintenance up to and including the City's

lift stations. The custodial staff within this division provides cleaning services to all departments within the City to include the City Annex building, Police Department and rental facilities. Some functions of this division include, but are not limited to, the following activities:

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

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

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

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

The Streets Division of the Public Works department maintains the City's streets, rights-of-way, 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 performs tree trimming and 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. Provides support staffing for all special events set up and clean up, such as First Fridays,

Marketplace, Strolling Saturdays, Kumquat Festival, Christmas Stroll, Church Avenue Christmas, all parades, etc.

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

Classification	Full time	Part time
Public Works Supervisor	1	0
Lead Facilities Maintenance Worker	1	0
Facilities Maintenance Worker II	1	0
Custodians	Contracted	0
Mechanic II	1	0
Mechanic I/Welder	1	0
Streets Crew Leader	1	0
Assistant Streets Crew Leader	1	0
Equipment Operator II	3	0
Equipment Operator I	1	0
Parks and Grounds Crew Leader	1	0
Assistant Parks and Grounds Crew Leader	1	0
Groundskeeper III	1	0
Groundskeeper II	3	0
Groundskeeper I	1	0

FACILITIES MAINTENANCE BUDGET DETAIL

Facilities Maintenance	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$127,611	\$127,170	\$131,789	\$130,720	\$3,550
Overtime	\$1,743	\$1,700	\$1,000	\$1,000	(\$700)
FICA Taxes	\$9,783	\$9,860	\$10,082	\$10,000	\$140
Retirement Contributions	\$7,945	\$10,280	\$10,543	\$10,420	\$140
Insurance Contributions	\$20,351	\$21,660	\$21,600	\$22,620	\$960
Worker's Comp & Unemployment	\$3,906	\$4,840	\$4,700	\$4,640	(\$200)
SUBTOTAL - PERSONAL SERVICES	\$171,339	\$175,510	\$179,714	\$179,400	\$3,890
Operating Expenses					
Professional Services	\$3,502	\$2,100	\$600	\$0	(\$2,100)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$19,299	\$22,000	\$23,000	\$22,000	\$0
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$3,712	\$3,600	\$5,000	\$5,000	\$1,400
Postage	\$40	\$50	\$25	\$25	(\$25)
Utility Services	\$34,524	\$30,700	\$27,000	\$27,000	(\$3,700)
Rentals & Leases	\$0	\$0	\$1,200	\$0	\$0
Insurance	\$9,835	\$21,625	\$19,600	\$4,250	(\$17,375)
Repair & Maintenance Services	\$21,040	\$11,800	\$24,300	\$22,000	\$10,200
Printing & Binding	\$0	\$0	\$50	\$50	\$50
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$155	\$75	\$0	\$0	(\$75)
Office Supplies	\$1,052	\$500	\$500	\$500	\$0
Operating Supplies	\$10,186	\$10,250	\$9,900	\$9,700	(\$550)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$0	\$925	\$0	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$103,345	\$102,700	\$112,100	\$90,525	(\$12,175)
SUBTOTAL - PERSONNEL & OPERATING	\$274,684	\$278,210	\$291,814	\$269,925	(\$8,285)
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$0	\$0	\$0	\$0	\$0
TOTAL	\$274,684	\$278,210	\$291,814	\$269,925	(\$8,285)

FLEET MAINTENANCE BUDGET DETAIL

	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Fleet Maintenance					
Personnel Services					
Salaries & Special Pays	\$76,454	\$79,750	\$82,543	\$85,650	\$5,900
Overtime	\$2,018	\$2,500	\$1,500	\$1,500	(\$1,000)
FICA Taxes	\$5,876	\$6,300	\$6,529	\$6,540	\$240
Retirement Contributions	\$4,834	\$6,560	\$6,827	\$6,840	\$280
Insurance Contributions	\$13,648	\$14,440	\$14,400	\$15,070	\$630
Worker's Comp & Unemployment	\$1,900	\$2,225	\$2,160	\$2,250	\$25
SUBTOTAL - PERSONAL SERVICES	\$104,730	\$111,775	\$113,959	\$117,850	\$6,075
Operating Expenses					
Professional Services	\$0	\$50	\$100	\$0	(\$50)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$1,831	\$1,800	\$750	\$1,000	(\$800)
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$21,757	\$20,500	\$18,950	\$20,000	(\$500)
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,573	\$1,775	\$1,775	\$2,350	\$575
Repair & Maintenance Services	\$4,828	\$5,800	\$4,150	\$5,300	(\$500)
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$90	\$100	\$100	\$100	\$0
Office Supplies	\$37	\$300	\$700	\$300	\$0
Operating Supplies	\$15,927	\$13,300	\$15,200	\$14,300	\$1,000
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$0	\$0	\$0	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$46,043	\$43,625	\$41,725	\$43,350	(\$275)
SUBTOTAL - PERSONNEL & OPERATING	\$150,773	\$155,400	\$155,684	\$161,200	\$5,800
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$13,689	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$13,689	\$0	\$0	\$0	\$0
TOTAL	\$164,462	\$155,400	\$155,684	\$161,200	\$5,800

STREETS BUDGET DETAIL

Streets	FY 18-19 Actual (1)	FY 19-20 Original (2)	FY 19-20 Projected (3)	FY 20-21 Requested (4)	\$ Change (4) - (2)
Personnel Services					
Salaries & Special Pays	\$190,661	\$203,320	\$202,729	\$210,555	\$7,235
Overtime	\$1,251	\$1,200	\$4,000	\$2,500	\$1,300
FICA Taxes	\$14,481	\$15,650	\$15,815	\$16,080	\$430
Retirement Contributions	\$11,848	\$16,300	\$16,218	\$16,810	\$510
Insurance Contributions	\$39,175	\$43,310	\$43,200	\$45,240	\$1,930
Worker's Comp & Unemployment	\$16,581	\$16,370	\$15,885	\$15,880	(\$490)
SUBTOTAL - PERSONAL SERVICES	\$273,996	\$296,150	\$297,847	\$307,065	\$10,915
Operating Expenses					
Professional Services	\$7,926	\$250	\$150	\$0	(\$250)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$480	\$1,000	\$500	\$500	(\$500)
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$128,144	\$125,000	\$127,800	\$130,000	\$5,000
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$42,448	\$18,450	\$21,300	\$21,000	\$2,550
Repair & Maintenance Services	\$38,513	\$38,000	\$20,500	\$28,000	(\$10,000)
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$14,995	\$20,500	\$20,000	\$20,000	(\$500)
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$27,472	\$24,000	\$22,500	\$24,000	\$0
Road Materials & Supplies	\$10,462	\$8,500	\$7,000	\$9,000	\$500
Memberships, Subscriptions, & Registrations	\$0	\$0	\$0	\$0	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$270,440	\$235,700	\$219,750	\$232,500	(\$3,200)
SUBTOTAL - PERSONNEL & OPERATING	\$544,436	\$531,850	\$517,597	\$539,565	\$7,715
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$320,000	\$320,000
Capital Machinery & Equipment	\$41,191	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$41,191	\$0	\$0	\$320,000	\$320,000
TOTAL	\$585,627	\$531,850	\$517,597	\$859,565	\$327,715

PARKS & GROUNDS BUDGET DETAIL

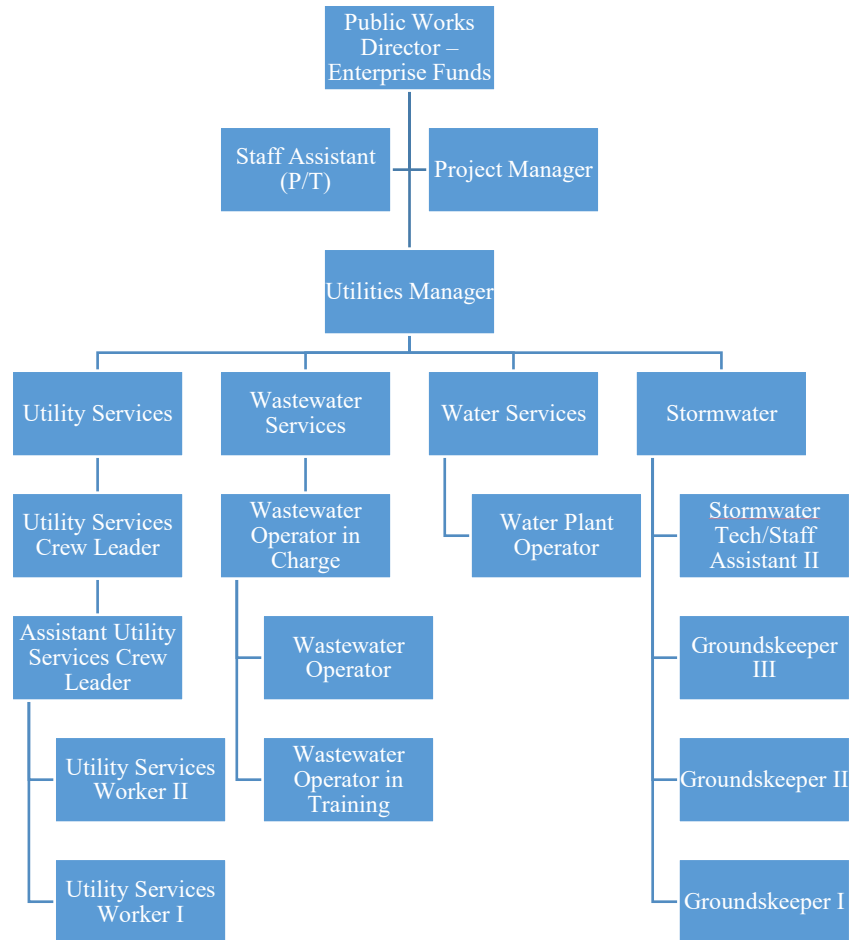
Parks & Grounds	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$164,696	\$183,400	\$181,561	\$198,945	\$15,545
Overtime	\$2,219	\$2,000	\$1,700	\$2,000	\$0
FICA Taxes	\$12,557	\$14,190	\$14,058	\$15,160	\$970
Retirement Contributions	\$10,991	\$14,970	\$14,970	\$16,640	\$1,670
Insurance Contributions	\$33,575	\$43,300	\$43,200	\$47,805	\$4,505
Worker's Comp & Unemployment	\$4,433	\$6,490	\$6,300	\$6,570	\$80
SUBTOTAL - PERSONAL SERVICES	\$228,471	\$264,350	\$261,789	\$287,120	\$22,770
Operating Expenses					
Professional Services	\$138	\$100	\$1,800	\$0	(\$100)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$844	\$1,000	\$800	\$1,000	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$21,001	\$19,100	\$20,150	\$21,150	\$2,050
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$5,291	\$11,850	\$10,340	\$12,400	\$550
Repair & Maintenance Services	\$27,244	\$21,000	\$16,000	\$20,000	(\$1,000)
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$1,095	\$500	\$600	\$700	\$200
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$29,505	\$27,700	\$26,000	\$27,100	(\$600)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$40	\$0	\$150	\$0	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$85,158	\$81,250	\$75,840	\$82,350	\$1,100
SUBTOTAL - PERSONNEL & OPERATING	\$313,629	\$345,600	\$337,629	\$369,470	\$23,870
Capital Outlay & Debt Service					
Land	\$0	\$0	\$809,120	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$1,285,416	\$1,007,400	\$193,700	\$250,000	(\$757,400)
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$1,285,416	\$1,007,400	\$1,002,820	\$250,000	(\$757,400)
TOTAL	\$1,599,045	\$1,353,000	\$1,340,449	\$619,470	(\$733,530)



Utilities and Stormwater Fund Details



PUBLIC WORKS – UTILITIES, WASTEWATER, WATER, & STORMWATER



Summary

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

It is the primary function of the Waste Water Services Division to see that the operations of wastewater collection and treatment are conducted in the most efficient manner possible to ensure the protection of the health, safety and welfare of the public and protection of our environment, natural resources and wildlife. Wastewater plant personnel are charged with the large responsibility of protecting the health, safety and welfare of the public, by assuring that all procedures for proper plant operation as set forth by the Florida Department of Environmental Protection are met to include all laboratory and reporting requirements. In addition, adequate plant operation results in protection of the environment, natural resources and wildlife. The operation of this facility requires the highest performance and efficiency of available personnel to obtain the most economic operation possible.

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

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

PUBLIC WORKS – WATER BUDGET DETAIL

Water	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$402,551	\$428,140	\$371,450	\$383,195	(\$44,945)
Overtime	\$8,986	\$9,000	\$9,000	\$10,000	\$1,000
FICA Taxes	\$30,590	\$33,450	\$29,104	\$29,280	(\$4,170)
Retirement Contributions	\$23,214	\$32,810	\$28,276	\$29,170	(\$3,640)
Insurance Contributions	\$63,824	\$74,270	\$63,000	\$71,637	(\$2,633)
Worker's Comp & Unemployment	\$10,195	\$10,830	\$10,500	\$8,360	(\$2,470)
SUBTOTAL - PERSONAL SERVICES	\$539,361	\$588,500	\$511,330	\$531,642	(\$56,858)
Operating Expenses					
Professional Services	\$25,278	\$35,100	\$60,000	\$37,000	\$1,900
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$42,243	\$22,000	\$50,000	\$25,000	\$3,000
Travel & Per Diem	\$785	\$2,000	\$0	\$2,000	\$0
Communications	\$8,197	\$8,500	\$7,500	\$8,000	(\$500)
Postage	\$0	\$100	\$0	\$100	\$0
Utility Services	\$67,225	\$65,100	\$63,215	\$64,250	(\$850)
Rentals & Leases	\$2,697	\$0	\$0	\$0	\$0
Insurance	\$17,727	\$56,150	\$43,700	\$58,000	\$1,850
Repair & Maintenance Services	\$23,617	\$51,400	\$26,500	\$35,700	(\$15,700)
Printing & Binding	\$40	\$200	\$50	\$100	(\$100)
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$6,113	\$3,700	\$4,650	\$4,650	\$950
Office Supplies	\$501	\$750	\$500	\$500	(\$250)
Operating Supplies	\$138,370	\$123,750	\$155,500	\$143,500	\$19,750
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$1,449	\$3,100	\$2,550	\$3,200	\$100
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$334,242	\$371,850	\$414,165	\$382,000	\$10,150
SUBTOTAL - PERSONNEL & OPERATING	\$873,602	\$960,350	\$925,495	\$913,642	(\$46,708)
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$156,525	\$3,387,810	\$26,000	\$2,190,000	(\$1,197,810)
Capital Machinery & Equipment	\$2,240	\$0	\$9,000	\$28,000	\$28,000
Debt Service - Principal	\$15,825	\$19,400	\$19,400	\$19,800	\$400
Debt Service - Interest	\$5,025	\$8,050	\$8,050	\$77,650	\$69,600
SUBTOTAL - CAPITAL & DEBT SERVICE	\$179,615	\$3,415,260	\$62,450	\$2,315,450	(\$1,099,810)
TOTAL	\$1,053,217	\$4,375,610	\$987,945	\$3,229,092	(\$1,146,518)

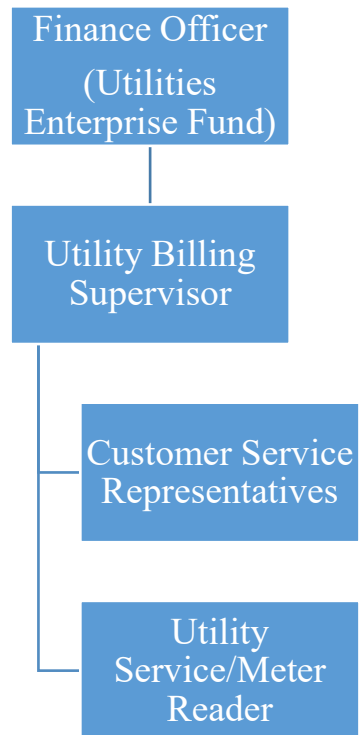
PUBLIC WORKS – WASTEWATER BUDGET DETAIL

	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Wastewater					
Personnel Services					
Salaries & Special Pays	\$191,294	\$203,350	\$151,400	\$208,200	\$4,850
Overtime	\$4,147	\$5,000	\$7,500	\$6,500	\$1,500
FICA Taxes	\$13,875	\$15,940	\$12,118	\$15,910	(\$30)
Retirement Contributions	\$11,401	\$16,620	\$12,112	\$16,620	\$0
Insurance Contributions	\$29,468	\$36,090	\$24,000	\$45,240	\$9,150
Worker's Comp & Unemployment	\$2,727	\$4,860	\$4,700	\$5,880	\$1,020
SUBTOTAL - PERSONAL SERVICES	\$252,912	\$281,860	\$211,830	\$298,350	\$16,490
Operating Expenses					
Professional Services	\$22,789	\$25,100	\$20,550	\$22,000	(\$3,100)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$9,903	\$15,000	\$50,000	\$50,000	\$35,000
Travel & Per Diem	\$0	\$1,300	\$0	\$500	(\$800)
Communications	\$13,373	\$14,000	\$11,500	\$14,000	\$0
Postage	\$12	\$50	\$50	\$50	\$0
Utility Services	\$165,036	\$153,000	\$136,325	\$141,325	(\$11,675)
Rentals & Leases	\$1,385	\$1,000	\$0	\$0	(\$1,000)
Insurance	\$91,472	\$65,250	\$74,500	\$99,000	\$33,750
Repair & Maintenance Services	\$82,710	\$114,000	\$90,500	\$106,000	(\$8,000)
Printing & Binding	\$0	\$0	\$50	\$50	\$50
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$25,113	\$40,700	\$25,300	\$25,550	(\$15,150)
Office Supplies	\$423	\$1,000	\$1,000	\$1,000	\$0
Operating Supplies	\$69,487	\$86,000	\$71,500	\$77,700	(\$8,300)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$3,855	\$3,700	\$1,400	\$1,400	(\$2,300)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$485,558	\$520,100	\$482,675	\$538,575	\$18,475
SUBTOTAL - PERSONNEL & OPERATING	\$738,470	\$801,960	\$694,505	\$836,925	\$34,965
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$80,000	\$139,000	\$35,000	\$0	(\$139,000)
Capital Machinery & Equipment	\$84,988	\$117,000	\$85,000	\$102,000	(\$15,000)
Debt Service - Principal	\$307,150	\$260,400	\$260,400	\$265,450	\$5,050
Debt Service - Interest	\$228,375	\$206,550	\$206,550	\$201,175	(\$5,375)
SUBTOTAL - CAPITAL & DEBT SERVICE	\$700,513	\$722,950	\$586,950	\$568,625	(\$154,325)
TOTAL	\$1,438,983	\$1,524,910	\$1,281,455	\$1,405,550	(\$119,360)

PUBLIC WORKS – STORMWATER BUDGET DETAIL

Stormwater	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$96,042	\$96,740	\$101,307	\$99,440	\$2,700
Overtime	\$3,426	\$2,500	\$3,200	\$3,000	\$500
FICA Taxes	\$6,991	\$7,590	\$7,995	\$7,600	\$10
Retirement Contributions	\$6,190	\$7,900	\$8,105	\$7,950	\$50
Insurance Contributions	\$18,238	\$21,660	\$18,000	\$19,880	(\$1,780)
Worker's Comp & Unemployment	\$2,604	\$3,265	\$3,200	\$3,130	(\$135)
SUBTOTAL - PERSONAL SERVICES	\$133,489	\$139,655	\$141,807	\$141,000	\$1,345
Operating Expenses					
Professional Services	\$0	\$0	\$0	\$0	\$0
Accounting & Auditing	\$0	\$0	\$0	\$3,500	\$3,500
Contractual Services	\$18,053	\$0	\$120,000	\$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	\$100	\$100	\$100
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$2,145	\$14,845	\$15,100	\$19,800	\$4,955
Repair & Maintenance Services	\$39,715	\$6,800	\$31,500	\$11,000	\$4,200
Printing & Binding	\$225	\$0	\$100	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$711	\$200	\$750	\$750	\$550
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$6,754	\$5,100	\$4,000	\$4,000	(\$1,100)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$0	\$0	\$0	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$67,603	\$26,945	\$171,550	\$39,150	\$12,205
SUBTOTAL - PERSONNEL & OPERATING	\$201,092	\$166,600	\$313,357	\$180,150	\$13,550
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$461,084	\$2,195,000	\$2,000,000	\$150,000	(\$2,045,000)
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$461,084	\$2,195,000	\$2,000,000	\$150,000	(\$2,045,000)
TOTAL	\$662,176	\$2,361,600	\$2,313,357	\$330,150	(\$2,031,450)

FINANCE OFFICE - UTILITIES



Summary

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

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

FINANCE OFFICE UTILITIES BUDGET DETAIL

Utility Finance	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$125,551	\$144,910	\$0	\$149,550	\$4,640
Overtime	\$684	\$1,500	\$800	\$1,000	(\$500)
FICA Taxes	\$9,606	\$11,210	\$10,939	\$11,400	\$190
Retirement Contributions	\$8,094	\$11,660	\$0	\$11,920	\$260
Insurance Contributions	\$31,507	\$36,090	\$0	\$37,700	\$1,610
Worker's Comp & Unemployment	\$1,689	\$2,075	\$0	\$2,030	(\$45)
SUBTOTAL - PERSONAL SERVICES	\$177,130	\$207,445	\$11,739	\$213,600	\$6,155
Operating Expenses					
Professional Services	\$46	\$0	\$2,980	\$0	\$0
Accounting & Auditing	\$0	\$3,500	\$0	\$3,500	\$0
Contractual Services	\$2,500	\$0	\$0	\$0	\$0
Travel & Per Diem	\$0	\$500	\$0	\$0	(\$500)
Communications	\$961	\$1,200	\$1,200	\$1,200	\$0
Postage	\$30,958	\$33,000	\$31,000	\$34,000	\$1,000
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,073	\$2,775	\$2,605	\$2,850	\$75
Software and Equipment Maintenance	\$17,753	\$21,500	\$19,200	\$31,500	\$10,000
Printing & Binding	\$3,385	\$3,000	\$3,600	\$4,000	\$1,000
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$25,029	\$28,000	\$37,000	\$30,000	\$2,000
Office Supplies	\$1,541	\$2,000	\$2,000	\$2,000	\$0
Operating Supplies	\$6,484	\$5,750	\$8,200	\$7,600	\$1,850
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$515	\$250	\$250	\$250	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - OPERATING EXPENSES	\$90,245	\$101,475	\$108,035	\$116,900	\$15,425
SUBTOTAL - PERSONNEL & OPERATING	\$267,375	\$308,920	\$119,774	\$330,500	\$21,580
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$24,621	\$0	\$0	\$9,950	\$9,950
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - CAPITAL & DEBT SERVICE	\$24,621	\$0	\$0	\$9,950	\$9,950
TOTAL	\$291,996	\$308,920	\$119,774	\$340,450	\$31,530



Special Revenue and Capital Projects Funds



SPECIAL REVENUE FUNDS

REVENUES – COMMUNITY DEVELOPMENT BLOCK GRANT, GAS TAX, LGIS

	FY 18-19 Actual (1)	FY 19-20 Original (2)	FY 19-20 Projected (3)	FY 20-21 Requested (4)	\$ Change (4) - (2)
Special Revenue Funds					
Community Development Block Grant (CDBG)					
County - Balances Brought Forward	\$0	\$0	\$0	\$0	\$0
County - Reimbursements	\$0	\$0	\$0	\$0	\$0
Federal - Small Cities	\$677,000	\$0	\$0	\$1,845,000	\$1,845,000
TOTAL - CDBG	\$677,000	\$0	\$0	\$1,845,000	\$1,845,000
Special Revenue Funds					
Local Option Gas Tax					
Local Option Gas Tax	\$277,785	\$282,375	\$282,375	\$350,200	\$67,825
TOTAL - LOCAL OPTION GAS TAX	\$277,785	\$282,375	\$282,375	\$350,200	\$67,825
Special Revenue Funds					
Local Gov't. Infrastructure Surtax (LGIS)					
Local Gov't. Infrastructure Surtax	\$1,130,800	\$1,188,776	\$1,000,000	\$1,020,500	(\$168,276)
Budgeted Cash Balances	\$0	\$983,024	\$0	\$791,000	(\$192,024)
Transfers from Other Funds	\$0	\$0	\$0	\$0	\$0
TOTAL - LGIS	\$1,130,800	\$2,171,800	\$1,000,000	\$1,811,500	(\$360,300)

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EXPENDITURES – COMMUNITY DEVELOPMENT BLOCK GRANT, GAS TAX, LGIS

Community Development Block Grant	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Program Expenditures					
Transfers to Other Funds	\$0	\$0	\$0	\$0	\$0
Small Cities CDBG - Capital Improvements	\$0	\$0	\$0	\$1,845,000	\$1,845,000
TOTAL - PROGRAM EXPENDITURES	\$0	\$0	\$0	\$1,845,000	\$1,845,000
Local Option Gas Tax	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Transfers for Street Expenditures	\$277,785	\$282,375	\$282,375	\$350,200	\$67,825
Local Gov't. Infrastructure Surtax	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Capital Expenditures	\$927,765	\$2,171,800	\$1,600,181	\$1,811,500	(\$360,300)

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EXPENDITURES - LOCAL GOVERNMENT INFRASTRUCTURE SURTAX (LGIS)

Local Gov't. Infrastructure Surtax	FY 18-19	FY 19-20	FY 19-20	FY 20-21	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
Personnel Services					
Salaries & Special Pays	\$0	\$0	\$0	\$0	\$0
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$0	\$0	\$0	\$0	\$0
Retirement Contributions	\$0	\$0	\$0	\$0	\$0
Insurance Contributions	\$0	\$0	\$0	\$0	\$0
Worker's Comp & Unemployment	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - PERSONAL SERVICES	\$0	\$0	\$0	\$0	\$0
Operating Expenses					
Professional Services	\$25,000	\$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	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance Services	\$0	\$0	\$0	\$0	\$0
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$0	\$0	\$0	\$0	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$15,800	\$0	\$0	(\$15,800)
Depreciation	\$0	\$0	\$0	\$0	\$0
Transfers to Other Funds	\$200,000	\$200,000	\$200,000	\$200,000	\$0
SUBTOTAL - OPERATING EXPENSES	\$225,000	\$215,800	\$200,000	\$200,000	(\$15,800)
SUBTOTAL - PERSONNEL & OPERATING	\$225,000	\$215,800	\$200,000	\$200,000	(\$15,800)
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$490,467	\$1,606,000	\$1,023,181	\$1,265,000	(\$341,000)
Capital Machinery & Equipment	\$157,298	\$295,000	\$322,000	\$346,500	\$51,500
Debt Service - Principal	\$50,000	\$50,000	\$50,000	\$0	(\$50,000)
Debt Service - Interest	\$5,000	\$5,000	\$5,000	\$0	(\$5,000)
SUBTOTAL - CAPITAL & DEBT SERVICE	\$702,765	\$1,956,000	\$1,400,181	\$1,611,500	(\$344,500)
TOTAL	\$927,765	\$2,171,800	\$1,600,181	\$1,811,500	(\$360,300)

EXPENDITURE DETAIL – LGIS PROJECT LIST

<u>Fiscal Year</u>	FY 18-19	FY 19-20	FY 20-21
		<i>ESTIMATED</i>	<i>BUDGET</i>
Beginning Balance	\$1,138,146.00	\$1,341,181.00	\$791,000.00
Revenues	\$1,130,800.00	\$1,050,000.00	\$1,020,500.00
Available Funds		\$2,391,181.00	\$1,811,500.00
<u>Expenses</u>			
Facility Improvements (Yard)	\$22,226.00	\$55,000.00	\$100,000.00
Finish Hardy Trail Islands			\$20,000.00
Hardy Trail	\$38,000.00	\$259,336.00	
Howard Ave Stormwater Improvements			\$80,000.00
Landscape & Lighting Improvements (CRA)			
Mickens Field Improvements		\$100,000.00	
Old PD Rehab		\$55,000.00	\$15,000.00
Paving management program	\$285,300.00	\$309,600.00	\$200,000.00
Incubator	\$25,000.00		
Replace fencing tennis court			\$15,000.00
Sidewalk 10th St	\$5,500.00	\$30,000.00	\$200,000.00
Splash Park Design			\$150,000.00
Beauchamp Pond CDBG Match	\$125,726.00		
Stormwater management program		\$200,000.00	\$135,000.00
10th & Whitehouse Stormwater Improvements			\$100,000.00
Traffic Calming/Crosswalks			\$225,000.00
Sidewalk Florida/7th Street	\$13,715.00		
Wayfinding Signage		\$14,245.00	
IT Equipment Upgrades		\$15,000.00	\$38,000.00
Police Replacement Vehicles		\$212,000.00	\$165,000.00
Police Safety Equipment	\$21,036.00		\$16,500.00
Public Works Replacement Equipment	\$191,262.00	\$150,000.00	\$127,000.00
Contingency			\$25,000.00
<u>Total Expenses</u>	\$727,765.00	\$1,400,181.00	\$1,611,500.00
Transfers to General Fund:	\$200,000.00	\$200,000.00	\$200,000.00
<u>Ending Balance</u>	\$1,341,181.00	\$791,000.00	\$0.00
Totals		\$1,600,181.00	\$1,811,500.00



Component Units – Dependent Special Districts



COMPONENT UNIT – COMMUNITY REDEVELOPMENT AGENCY – REVENUES

Component Units							
Community Redevelopment Agency (CRA)							
Tax Increment - County	\$81,593	\$92,000	\$93,522	\$101,960	\$9,960		
Contributions & Miscellaneous	\$0	\$0	\$0	\$0	\$0		
Tax Increment - City	\$77,392	\$88,000	\$88,677	\$96,700	\$8,700		
Budgeted Cash Balances	\$0	\$135,225	\$115,000	\$93,565	(\$41,660)		
TOTAL - CRA	\$158,985	\$315,225	\$297,199	\$292,225	(\$23,000)		

EXPENDITURE COMMUNITY REDEVELOPMENT AGENCY

Community Redevelopment Agency	FY 18-19 Actual (1)	FY 19-20 Original (2)	FY 19-20 Projected (3)	FY 20-21 Requested (4)	\$ Change (4) - (2)
Personnel Services					
Salaries & Special Pays	\$0	\$0	\$0	\$0	\$0
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$0	\$0	\$0	\$0	\$0
Retirement Contributions	\$0	\$0	\$0	\$0	\$0
Insurance Contributions	\$0	\$0	\$0	\$0	\$0
Worker's Comp & Unemployment	\$0	\$0	\$0	\$0	\$0
SUBTOTAL - PERSONAL SERVICES	\$0	\$0	\$0	\$0	\$0
Operating Expenses					
Professional Services	\$293	\$0	\$0	\$0	\$0
Accounting & Auditing	\$0	\$0	\$0	\$3,500	\$3,500
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$393	\$1,000	\$0	\$1,000	\$0
Communications	\$0	\$0	\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$66,436	\$63,000	\$56,000	\$56,500	(\$6,500)
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance Services	\$8,029	\$5,000	\$5,000	\$7,500	\$2,500
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$175	\$225	\$175	\$225	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$9,043	\$10,000	\$10,000	\$7,500	(\$2,500)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$940	\$1,000	\$1,000	\$1,000	\$0
Contingency	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations/Govt	\$1,447	\$10,000	\$5,000	\$10,000	\$0
SUBTOTAL - OPERATING EXPENSES	\$86,756	\$90,225	\$77,175	\$87,225	(\$3,000)
SUBTOTAL - PERSONNEL & OPERATING	\$86,756	\$90,225	\$77,175	\$87,225	(\$3,000)
Capital Outlay & Debt Service					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$23,291	\$130,000	\$130,000	\$130,000	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Advance to CRA II	\$0	\$0	\$0	\$0	\$0
Transfer to General Fund	\$17,500	\$95,000	\$75,000	\$75,000	(\$20,000)
SUBTOTAL - CAPITAL & DEBT SERVICE	\$40,791	\$225,000	\$205,000	\$205,000	(\$20,000)
TOTAL	\$127,547	\$315,225	\$282,175	\$292,225	(\$23,000)



Five Year Capital Improvement Plan



5 YEAR CAPITAL IMPROVEMENT PLAN

POTABLE WATER SYSTEM CAPITAL IMPROVEMENTS

Figure 1: Schedule of Capital Improvements, FY 20-21 to FY 24-25

Project Number	Project Name	Funding Source	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	Total Spending
Year			1	2	3	4	5	
			Planned	Planned	Planned	Planned	Planned	
Potable Water System Capital Improvements								
1	Water Line Replacements	Renew al & Replacement		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
		Total Project Cost		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
2	Tank Hill Well and Booster Station	State Revolving Fund Loan	\$ 1,220,600	\$ 1,234,010				
		SRF Grant	\$ 879,400	\$ 434,800				
		Total Project Cost	\$ 2,100,000	\$ 1,668,810				\$ 3,768,810
3	St. Joe Road Distribution Main Extension	Developer Contribution			\$ 346,000			
		Total Project Cost			\$ 346,000			\$ 346,000
4	CR 35A Distribution Main (Lakeland Highway)	Developer Contribution			\$ 234,000			
		Total Project Cost			\$ 234,000			\$ 234,000
5	Morningside Dr. Distribution Main	Developer Contribution			\$ 244,000			
		Total Project Cost			\$ 244,000			\$ 244,000
6	Relocate Design & Construction**	Utility Fund	\$ 500,000					
		Total Project Cost	\$ 500,000					\$ 500,000
7	Advanced Metering Infrastructure(AMI)	Utility Fund					\$ 1,600,000	
		Total Project Cost					\$ 1,600,000	\$ 1,600,000
	Orange Valley Well Improvements	Utility Fund	\$ 90,000					
		Total Project Cost	\$ 90,000					\$ 90,000
8	10th Street Well Building Planning and Design	Utility Fund				\$ 500,000		
		Total Project Cost				\$ 500,000		\$ 500,000
Total Potable Water Project Costs:								
** Funded with prior year reserves			Costs:	\$ 2,690,000	\$ 1,768,810	\$ 924,000	\$ 600,000	\$ 1,700,000
								\$ 7,682,810

STORMWATER MANAGEMENT CAPITAL IMPROVEMENTS

Figure 1: Schedule of Capital Improvements, FY 20-21 to FY 24-25

Project Number	Project Name	Funding Source	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
Year			1	2	3	4	5
			Planned	Planned	Planned	Planned	Planned
Stormwater Management Capital Improvements							
15	15th & Main	<i>Penny for Pasco</i>	\$ 95,000				
		Total Project Cost	\$ 95,000				\$ 95,000
16	Howard Avenue improvements	<i>Penny for Pasco</i>	\$ 80,000	\$ 60,000			
		<i>State of Florida Appropriation</i>	\$ 150,000	\$ -			
		Total Project Cost	\$ 230,000	\$ 60,000			\$ 290,000
17	10th & Whitehouse	<i>Penny for Pasco</i>	\$ 100,000				
		Total Project Cost	\$ 100,000	\$ -	\$ -		\$ 100,000
18	Dade Oaks Retention Pond	<i>CDBG-DR Grant</i>	\$ 1,845,000	\$ 1,500,000			
		Total Project Cost	\$ 1,845,000	\$ 1,500,000	\$ -	\$ -	\$ 3,345,000
Total Stormwater Project Costs:							
		Total Costs:	\$2,270,000	\$ 1,560,000	\$ -	\$ -	\$ 3,830,000

FACILITIES AND CAPITAL EQUIPMENT CAPITAL IMPROVEMENTS

Figure 1: Schedule of Capital Improvements, FY 20-21 to FY 24-25

Project Number			Project Name	Funding Source	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
Year					1	2	3	4	5
					Planned	Planned	Planned	Planned	Planned
Facilities Improvements									
19	Yard Improvements	Penny for Pasco	\$ 100,000	\$ 125,000	\$ -	\$ -	\$ -		
		Total Project Cost	\$ 100,000	\$ 125,000	\$ -	\$ -	\$ -	\$ 225,000	
20	Old PD/CID Complex Rehab	Penny for Pasco	\$ 15,000	\$ 50,000	\$ 50,000				
		Total Project Cost	\$ 15,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 115,000	
Total Facilities Costs:									
		Total Costs:	\$ 115,000	\$ 175,000	\$ 50,000	\$ -	\$ -	\$ 340,000	
Capital Equipment / Other Capital									
29	Police Automobiles/Equipment	Penny for Pasco	\$ 181,500	\$ 275,000	\$ 220,000	\$ 220,000	\$ 220,000		
		Total Project Cost	\$ 181,500	\$ 275,000	\$ 220,000	\$ 220,000	\$ 220,000	\$1,116,500	
30	Work Trucks/Machinery	Penny for Pasco	\$ 97,000	\$ 77,500	\$ 35,000	\$ 35,000			
		Utility Fund	\$ 102,000	\$ 62,000	\$ 62,000	\$ 62,000	\$ -	\$ 62,000	
		Total Project Cost	\$ 199,000	\$ 139,500	\$ 97,000	\$ 97,000	\$ -	\$ 532,500	
31	IT Equipment Upgrades	Penny for Pasco	\$ 38,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000		
		General Fund							
		Total Project Cost	\$ 38,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 118,000	
32	Vehicle Replacements	Penny for Pasco	\$ 30,000	\$ 30,000			\$ 30,000		
		Utility Fund	\$ 28,000	\$ 30,000			\$ 30,000		
		General Fund							
		Total Project Cost	\$ 58,000	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ 178,000	
Total Capital Equipment Costs:									
		Total Costs:	\$ 476,500	\$ 494,500	\$ 337,000	\$ 337,000	\$ 300,000	\$1,945,000	

PAVEMENT MANAGEMENT, PARK SYSTEM, CAPITAL EQUIPMENT/OTHER CAPITAL IMPROVEMENTS

Figure 1: Schedule of Capital Improvements, FY 20-21 to FY 24-25

Project Number			Project Name	Funding Source	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
Year					1	2	3	4	5
					Planned	Planned	Planned	Planned	Planned
Pavement Management / Roadway Capital Improvements									
21	Improvements (paving, resurfacing, sidewalks)	Penny for Pasco	\$ 485,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000		
		Total Project Cost	\$ 485,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$1,285,000	
22	Sidewalks	Penny for Pasco	\$ 200,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000		
		Total Project Cost	\$ 200,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 300,000	
23	Morningside Drive Phase 2 (301 to Ft. King Road)	Fees		\$ 500,000					
		State of Florida Appropriation	\$ 320,000	\$ 2,500,000	\$ 2,180,000				
		Total Project Cost	\$ 320,000	\$ 3,000,000	\$ 2,180,000	\$ -		\$5,500,000	
Total Pavement Project Costs:		Total Costs:	\$ 1,005,000	\$ 3,225,000	\$ 2,405,000	\$ 225,000	\$ 225,000	\$ 7,085,000	
Park System Capital Improvements									
24	Irvin Center Conceptual Design	Penny for Pasco		\$ 65,000					
		Total Project Cost		\$ 65,000					
25	CRA Improvements	CRA Funding	\$ 130,000	\$ 50,000	\$ 50,000	\$ 50,000			
		Total Project Cost	\$ 130,000	\$ 50,000	\$ 50,000	\$ 50,000		\$ 280,000	
26	Visitors Information Center	Pasco County TDC	\$ 250,000						
		Total Project Cost	\$ 250,000					\$ 250,000	
17	General Park Improvements	Penny for Pasco	\$ 15,000						
		Total Project Cost	\$ 15,000					\$ 15,000	
28	Water Park Design and Construction	Penny for Pasco	\$ 150,000	\$ 300,000	\$ 400,000				
		Total Project Cost	\$ 150,000	\$ 300,000	\$ 400,000	\$ -		\$ 850,000	
Total Parks Capital Project Costs:		Total Costs:	\$ 545,000	\$ 415,000	\$ 450,000	\$ 50,000	\$ -	\$ 1,460,000	
Capital Equipment / Other Capital									
29	Police Automobiles/Equipment	Penny for Pasco	\$ 181,500	\$ 275,000	\$ 220,000	\$ 220,000	\$ 220,000		
		Total Project Cost	\$ 181,500	\$ 275,000	\$ 220,000	\$ 220,000	\$ 220,000	\$1,116,500	
30	Work Trucks/Machinery	Penny for Pasco	\$ 97,000	\$ 77,500	\$ 35,000	\$ 35,000			
		Utility Fund	\$ 102,000	\$ 62,000	\$ 62,000	\$ 62,000	\$ -	\$ 62,000	
		Total Project Cost	\$ 199,000	\$ 139,500	\$ 97,000	\$ 97,000	\$ -	\$ 532,500	
31	IT Equipment Upgrades	Penny for Pasco	\$ 38,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000		
		General Fund							
		Total Project Cost	\$ 38,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 118,000	
32	Vehicle Replacements	Penny for Pasco	\$ 30,000	\$ 30,000			\$ 30,000		
		Utility Fund	\$ 28,000	\$ 30,000			\$ 30,000		
		General Fund							
		Total Project Cost	\$ 58,000	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ 178,000	
Total Capital Equipment Costs:									
		Total Costs:	\$ 476,500	\$ 494,500	\$ 337,000	\$ 337,000	\$ 300,000	\$1,945,000	

WASTEWATER SYSTEM CAPITAL IMPROVEMENT

Figure 1: Schedule of Capital Improvements, FY 20-21 to FY 24-25

			Funding Source	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
Project Number		Project Name						
Year				1	2	3	4	5
				Planned	Planned	Planned	Planned	Planned
Wastewater System Capital Improvements								
9	Sewer Line Replacement Program	Renewal and Replacement		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	
		Total Project Cost		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 800,000
10	Manhole Replacement Program	Renewal and Replacement		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
		Total Project Cost		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
11	Forcemain Transmission Line Design	Impact Fees	\$ 85,000					
		Total Project Cost	\$ 85,000					\$ 85,000
12	Forcemain Transmission Line Construction	Impact Fees		\$1,350,000	\$1,350,000			
		Total Project Cost		\$ 1,350,000	\$ 1,350,000			\$2,700,000
13	Wastewater Facilities Plan Update	Utility Funds		\$ 80,000				
		Total Project Cost		\$ 80,000				\$ 80,000
14	Construct Master Pump Stations	Sewer Impact Fees			\$1,200,000			
		Total Project Cost	\$ -	\$ -	\$ 1,200,000	\$ -		\$1,200,000
Total Wastewater Project Costs:								
		Costs:	\$ 85,000	\$1,730,000	\$2,850,000	\$ 300,000	\$ 300,000	\$5,265,000

FUNDING SOURCES - TOTAL CIP REVENUES -

Funding Sources						
State of Florida Appropriations	\$ 470,000	\$ 2,500,000	\$2,180,000	\$ -	\$ -	\$ 5,150,000
Transportation Impact Fees	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000
Penny for Pasco	\$ 1,586,500	\$ 1,227,500	\$ 950,000	\$ 500,000	\$ 495,000	\$ 4,759,000
Small Disadvantaged Community	\$ 1,845,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 3,345,000
CRA Funding	\$ 130,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 280,000
Pasco County TDC	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
State Revolving Fund Loan	\$ 1,220,600	\$ 1,234,010	\$ -	\$ -	\$ -	\$ 2,454,610
Renewal & Replacement	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 1,600,000
SRF Grant	\$ 879,400	\$ 434,800	\$ -	\$ -	\$ -	\$ 1,314,200
Utility Funds	\$ 220,000	\$ 172,000	\$ 62,000	\$ 562,000	\$1,630,000	\$ 2,646,000
Utility Fund Reserves	\$ 500,000	\$ -	\$ -	\$ -	\$ -	
Impact Fees	\$ 85,000	\$ 1,350,000	\$2,550,000	\$ -	\$ -	\$ 3,985,000
Developer Contribution	\$ -	\$ -	\$ 824,000	\$ -	\$ -	\$ 824,000
TOTAL	\$ 7,186,500	\$ 9,368,310	\$ 7,016,000	\$ 1,512,000	\$ 2,525,000	\$ 27,607,810

	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	Total
	1	2	3	4	5	
	Planned	Planned	Planned	Planned	Planned	
Total Capital Project Costs: All Projects	\$7,186,500	\$9,368,310	\$7,016,000	\$1,512,000	\$2,525,000	\$27,607,810
Total Capital Project Revenues: All Projects	\$7,186,500	\$9,368,310	\$7,016,000	\$1,512,000	\$2,525,000	\$27,607,810



Glossary



GLOSSARY OF TERMS COMMONLY USED FOR GOVERNMENTAL FINANCIAL MATTERS

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

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

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

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

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

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

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

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

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

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

Fund – A listing within the budget, indicating the revenues and expenditures of a specific category of operation. The largest fund is the Federal Fund. This fund includes subcategories that support most of the City’s operation. Other funds include those for water and sewer, State and Federal grants, etc.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CODING SYSTEM EXPLAINED

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 sub classifications of the major categories will be used as expenditures are incurred.

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

PERSONNEL SERVICES

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

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

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

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

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

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

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

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

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

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

OPERATING EXPENSES

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

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

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

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

Election Expenses: Charges for ballot preparation and holding municipal elections.
Travel and Per Diem: Expenditures for transportation costs including public transportation and reimbursements for use of private vehicles, per diem, meals and incidental travel expenses.

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

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

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

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

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

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

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

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

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

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

Operating Supplies: All types of supplies consumed in conduct of department operations, including fuel, lubricants, chemicals, laboratory supplies, household items, janitorial and

institutional supplies, uniforms and other clothing, recording tapes and transcript production supplies.

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

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

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

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

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

CAPITAL OUTLAY

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

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

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

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

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

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