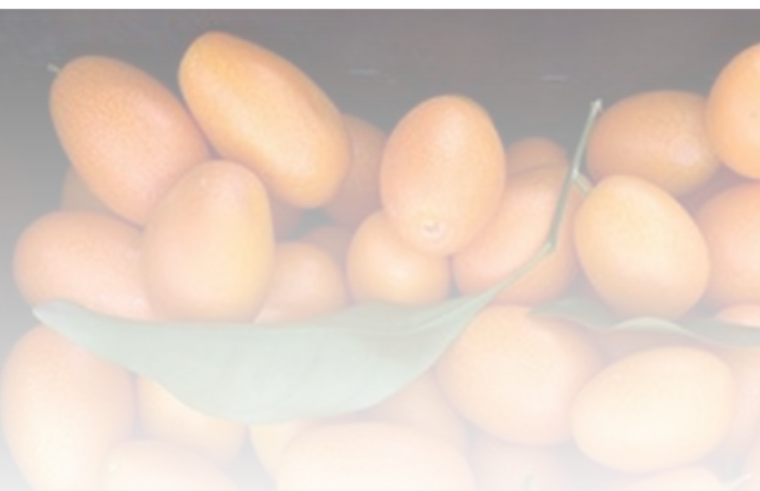




# CITY OF DADE CITY

## Operating Budget Fiscal Year 2021/2022





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## BUDGET MESSAGE

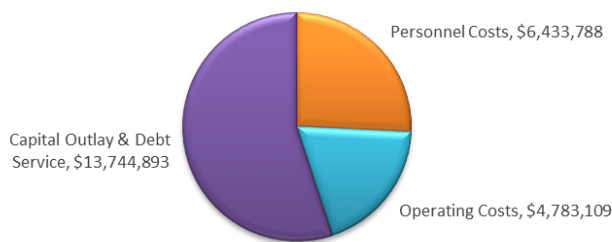
Honorable Mayor and City Commissioners:

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, 2021 and ending September 30, 2022. The purpose of this budget message is to provide a brief commentary will assist in the review and understanding of this document.

## OVERVIEW

The total proposed budget for fiscal year 2021-2022 is \$24,961,790. This represents an increase of \$7,251,790; or 40.95%, from FY 2020-2021 budget. A portion of the increase (\$1,745,200) is due to a change in budgeting special revenue and impact fee funds. In prior years, impact fee revenues were minor due to limited growth in the City. Beginning with Fiscal year 2022, all impact fees funds will be included in the budget. In prior years, the Local Option Gas Tax was treated as a special revenue fund. Beginning in FY 2021, this activity will be included in the General Fund.

### Total FY 2021-2022 Budget - Expenses by Category



Personnel costs are expected to be \$6,433,788 or 25.78%, of the total budget, an increase of \$626,446 from the current budget. The change is a result of funding new positions, increased healthcare premiums, the adoption of a new pay scale and associated increases, 3% salary

adjustments for individuals not affected by the new pay scale, increased wages and benefits through the negotiation of the police union contracts, and associated retirement costs.

Operating costs have increased by \$706,184 to \$4,783,109; this represents 19.16% 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 comprehensive plan update, development of a disaster recovery plan, additional IT security costs, election year costs, increases in solid waste collections and utilities, and additional funding of the Utility Renewal and Replacement Fund as per the recommendations of the rate study.

Capital outlay and debt service, representing 55.06% of the budget, is anticipated to total \$13,744,893, which is an increase of \$5,919,160. Major capital projects include construction of the Dade Oaks retention pond, Howard Avenue stormwater improvements, Tank Hill well and booster station, Morningside Drive Extension, wastewater force main and lift station projects, and sidewalk/road improvements. This amount includes \$1,063,900 collected from impact fees that will be held in reserve for future capital projects.

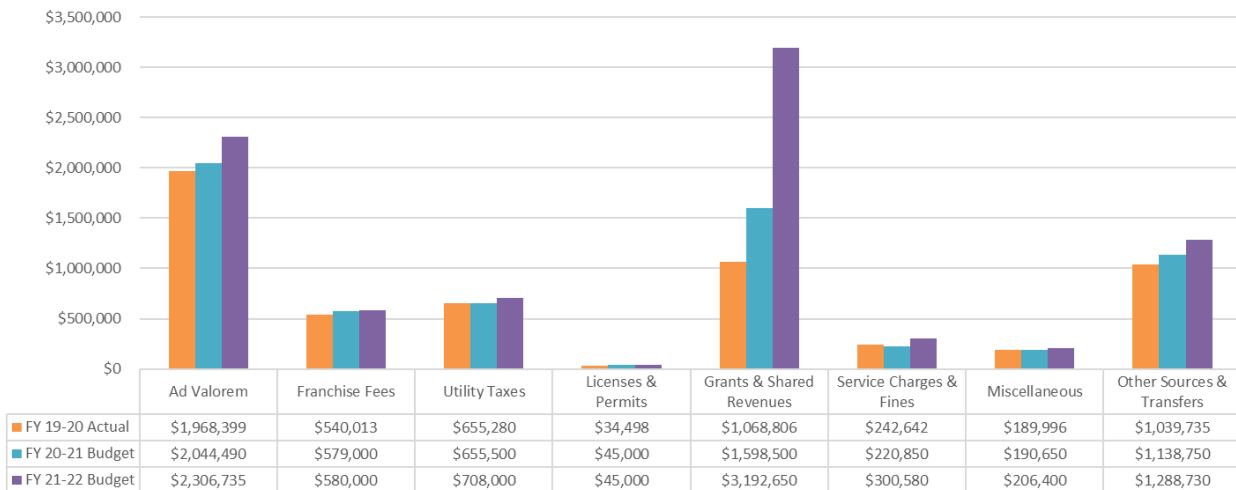


## GENERAL FUND

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, safety services/code enforcement), and general government (city commission, city manager, city attorney, city clerk, finance, community development, and information technology).

The general fund budget is expected to increase by \$2,155,355 from the current year to \$8,628,095. 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.

General Fund - Fiscal Year Revenue Comparisons



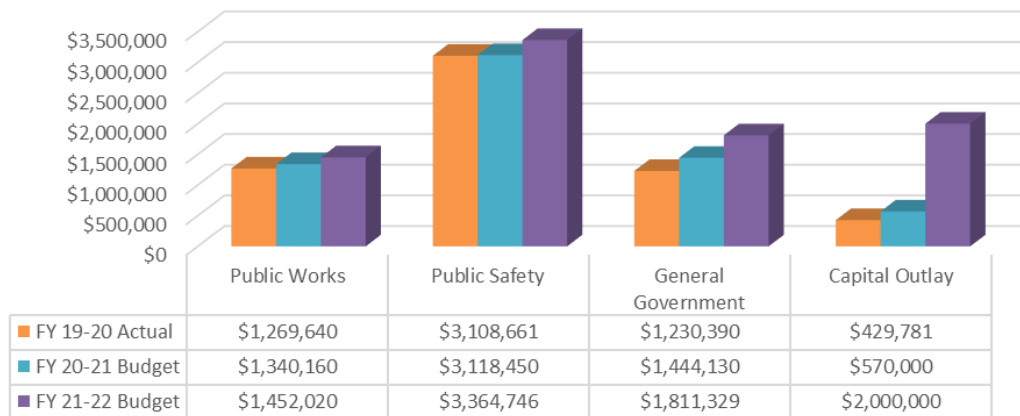
Significant Revenue Changes - Taxable value increased by 12.8%, thus increasing anticipated ad valorem tax collections by \$262,245. Revenues rebounded from the negative effects of COVID19. For the upcoming fiscal year, the communications services tax is up 14.4%, state revenue sharing is up by 15.3% and the half-cent sales tax rose by 19.2%. The local option gas tax, used for the City's paving and streets programs, increased by 5.2%. Grant funding is expected to increase over FY20 due to the timing of capital projects. Grant revenues in the amount of \$2,000,000 are budgeted for the Morningside Drive Extension project. 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 increase is primarily due to the hiring of additional staff, adopting a pay study, increased needs for IT security, and the timing of capital projects.



Personnel costs increased by \$251,600. The net increase is a result of funding 7 new positions, a 13.2% increase in healthcare premiums, the adoption of a new pay scale and associated increases, 3% salary adjustments for individuals not affected by the new pay scale, increased wages and benefits through the negotiation of the police union contracts, and associated retirement costs. The proposed budget includes an 8% retirement contribution rate by the City and continued 4% contribution by each employee except PBA union members and current FRS employees. For FY21-22, the FRS contribution rate is 10.5% and the PBA union member contribution rate is 20.5%.

### General Fund Fiscal Year Expenditure Comparisons



Operating expenses increased by \$473,752. Primary drivers include funding for a comprehensive plan update, conversion of the finance officer position from in-house to contract, outsourcing payroll processing, election year costs, and costs associated with strengthening the IT environment.

Capital expenditures increased by \$1,430,000 due to the Morningside Drive Extension project.

## 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

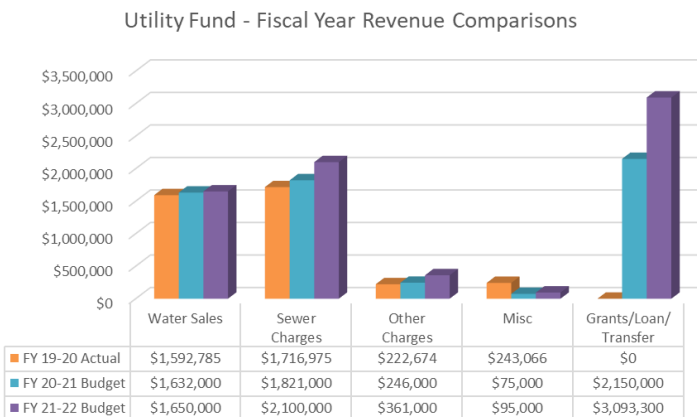
**1. Utility Fund.** The utility fund includes water, wastewater, and utility finance. This fund experienced an increase of \$1,375,300 to \$7,299,300 primarily the result of expanding the workforce to accommodate 16 hours days at the wastewater treatment facility and the timing of capital projects.



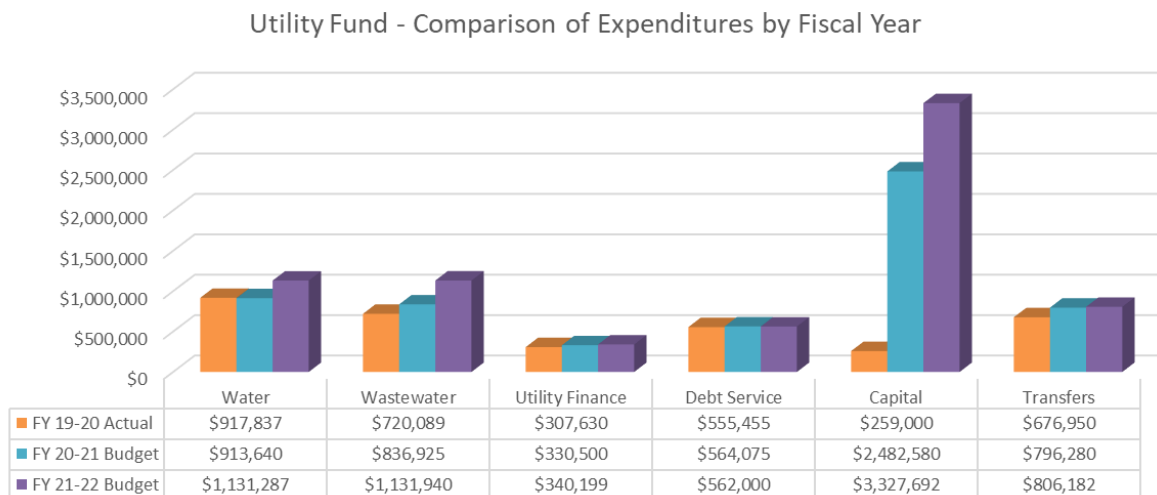
**Significant Revenue Changes** - The proposed budget includes the next step of the adopted rate plan

with an increase in water of 2% and wastewater of 6.5%. The increase will keep the city on track to meet the increasing system repairs and upgrades necessary.

Due to the growth Dade City is experiencing, water and sewer connection fees are anticipated to increase next year. Water and Sewer Service revenues will also increase as more homes come on-line.



Capital projects include the construction of the Tank Hill well and storage tank; design of a sewer transmission force main; valve work; design of the Elba Heights water main replacement; and replacement of capital equipment.



**2. Sanitation Fund.** The sanitation fund involves the contracted sole-source collection of solid waste for the City and the maintenance of the Parrish Grove Landfill. The proposed budget includes an increase of 13.01% or \$42,100. The increase is largely due to an increase in rates for the City's trash hauler. 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. The FY21-22 budget is expected to increase by \$22,960 to \$383,445. This is an increase of 6.37%, and is primarily attributable to increased personnel costs.

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## 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), and various impact fee funds.

The **Stormwater Utility Fund** is also a special revenue fund, but functions similarly to an enterprise fund that provides a dedicated funding source from assessments. These assessments are collected through non-ad valorem tax bills. The stormwater charges help offset the cost of addressing the City stormwater system maintenance, operational planning and water quality needs. Revenues from assessments are expected to increase by \$60,000 from \$155,000 to \$215,000. A state appropriation in the amount of \$150,000 will be utilized for Howard Ave Stormwater improvements. Funding for the Dade Oaks project will be provided by a Disaster Recovery Grant.

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 awarded a \$700,000 grant for park improvements.

**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.

Revenues are expected to increase approximately \$342,000. Funding is being provided for stormwater improvements, splash park, transportation improvements, park improvements, facility improvements, public works and police replacement vehicles, IT improvements and 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 increase of \$62,725 is budgeted in the CRA. Tax increment funding by the City and the County is expected to increase by \$21,517. Operating expenses will increase by \$42,725. Tax increment funding of \$80,000 will be transferred to the General Fund and applied to the Community Development Department for the salary of the CRA Director, planning and admin support personnel and grounds keeping.

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## CONCLUSION

Public hearings on the budget and the millage rate will be held on September 13, 2021 and September 27, 2021 at 5:30 p.m. Both hearings will be held at 38020 Meridian Avenue, Dade City.

The 2021-2022 Fiscal Year Budget is a financial plan, which will continue to provide our residents, families, and guests with a full scope of municipal services, to enhance the quality of life found in our community. It also provides the required resources for us to provide the necessary levels of services as our City will grow over the next few years, in our facilities, infrastructure, and other amenities that make our community so desirable.

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

Leslie Porter, CPA, CGFO  
City Manager





# 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



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## 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 6.3 square miles and has an estimated population of 7,420 persons (August 2021). 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. Aug. 7, 1885. From our early beginnings, 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 3-5 % 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 \$340,075,967, which is an increase of \$38,662,342 (nearly 13% growth). Prior year ad valorem revenues were \$2,037,804; FY21-22 year's revenues will increase to



\$2,306,735, thus increasing anticipated ad valorem tax collections by \$262,245, driven by mostly residential property appreciation and new residential construction.

As the State, County, and City recover from the impacts of the COVID-19 pandemic, the County has seen its unemployment rate decrease from 8.2% last year to 5.6% this year. We are hopeful that our unemployment rate will continue to decrease as our local and regional employers continue to bring their employees back to work. The total labor force available has remained stable over the past five years. There are approximately 569 total employer firms (does not include sole proprietorships or other forms of business with no full/part time permanent employees), with 9,408 employees currently in Dade City.

### **Government and Organization**

The City operates under a chartered Commission - Manager form of government. The council (Commission)-manager form is the most popular structure of government in the United States among municipalities with populations of 2,500 or more. Under this form, residents elect a governing body to adopt legislation and set policy. The governing body then hires a manager or administrator with broad executive authority to carry out those policies and oversee the local government's day-to-day operations.

In Dade City, the 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, the City Clerk, and the 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 to ensure that all laws, rules, and provisions of the City Charter are enforced and executed. This person:

- Prepares a budget for the governing body's consideration.
- Recruits, hires, supervises, and terminates government staff.
- Serves as the governing body's chief advisor by providing complete and objective information about local operations, discussing options, offering an assessment of the long-term consequences of decisions, and making policy recommendations.
- Carries out the policies established by the governing body.

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 sworn police officers, which 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 Police 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 79,300 students in 96 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.

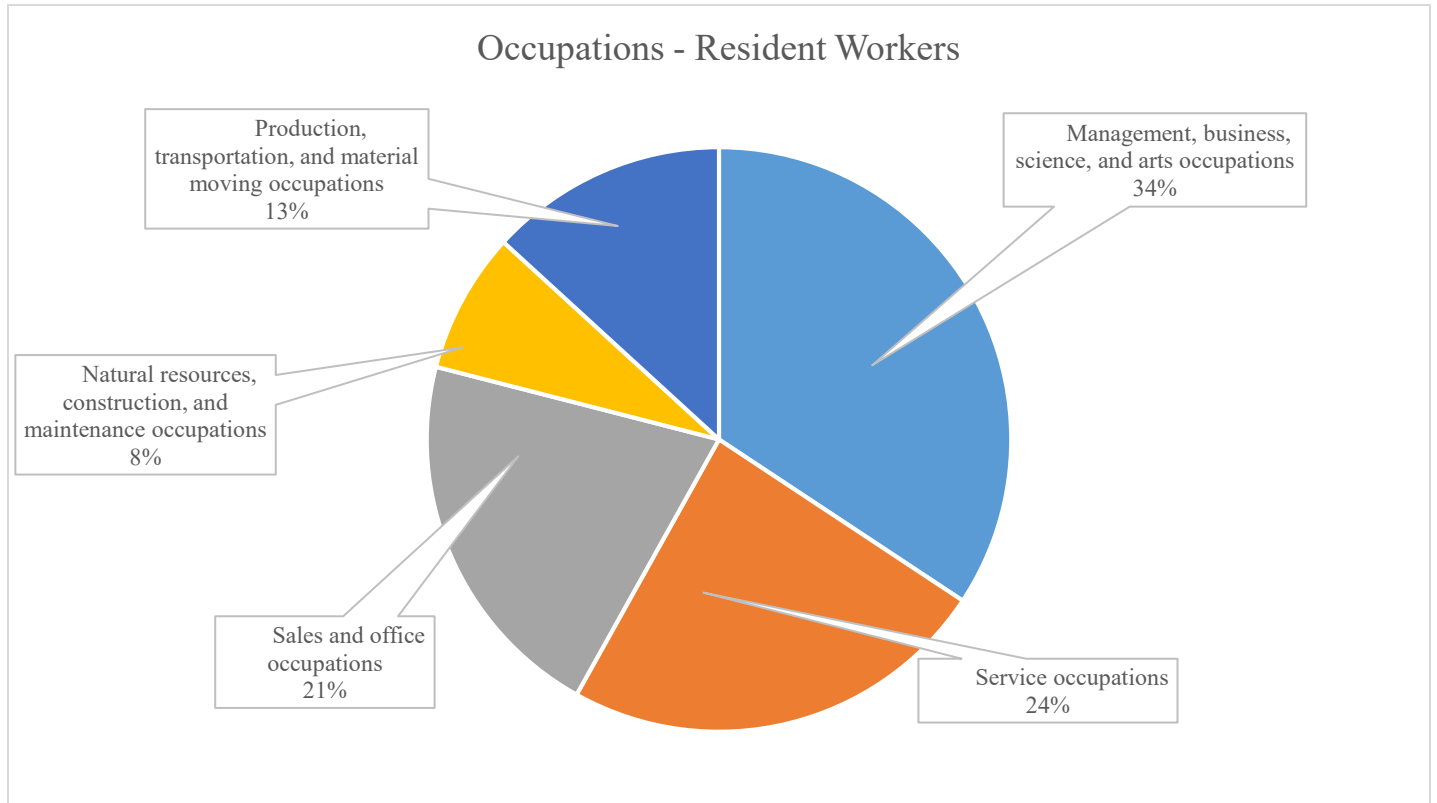
## **Recreational and Cultural Facilities**

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, pickleball & 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, ziplining, 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 Avenue 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, are amongst many other events and opportunities for entertainment.



## ECONOMIC INFORMATION

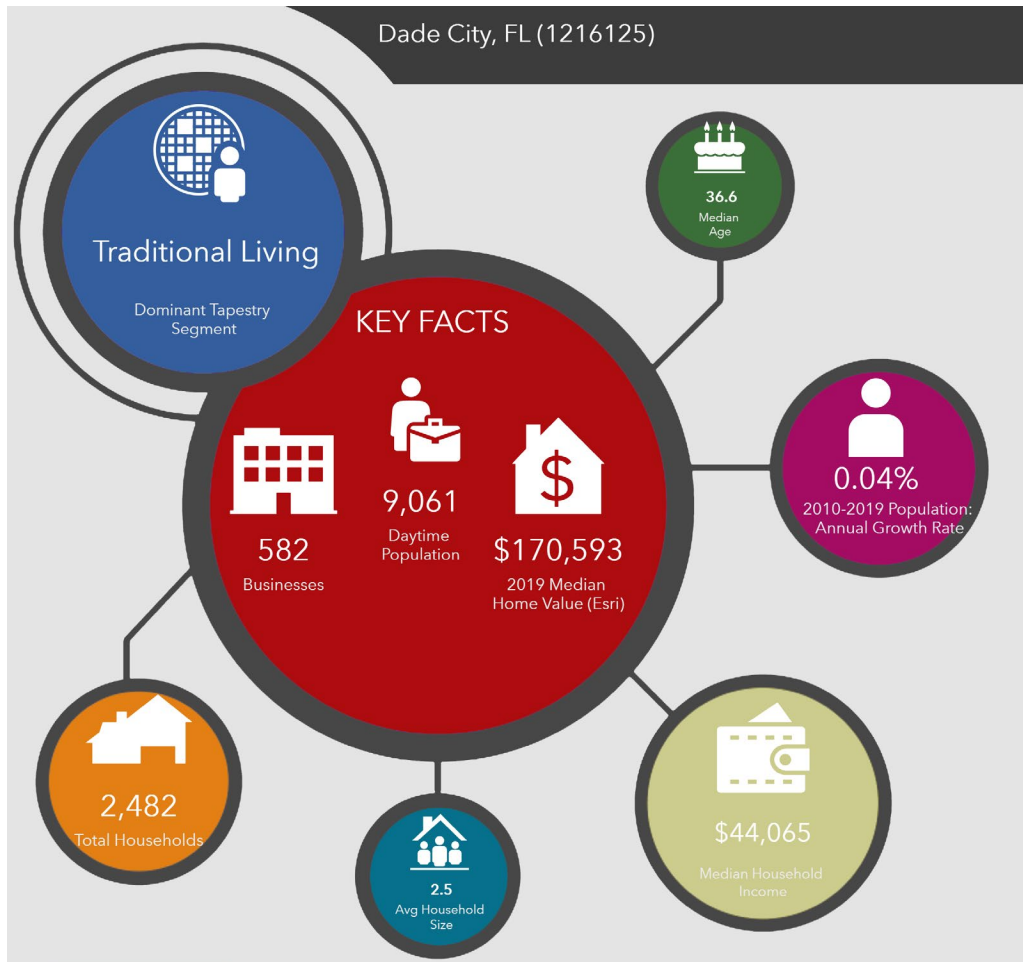
The area's economy includes a somewhat diverse, but small, economic base including agricultural, professional services, retail services manufacturing, business and manufacturing industries, with a total of 569 employee firms and 9,043 persons employed within the City. There are 3,019 resident workers (those who live in the City and are over the age of 16). Nearly 77% of our workers drive alone, 15% carpool, and 2.4% of our resident workers walk to work. A shift, primarily due to the Covid-19 situation, in workers from home, which is approximately 6% of our resident worker population. The following pie chart shows the occupations of our residents:





## DEMOGRAPHIC SUMMARY

The following infographic depicts the demographic summary for the City of Dade City (2019 American Community Survey 5 year estimates). The City anticipates receiving 2020 statistics at the end of September 2021.







# City Officials and Department Organization





## CITY OFFICIALS

### CITY COMMISSIONERS



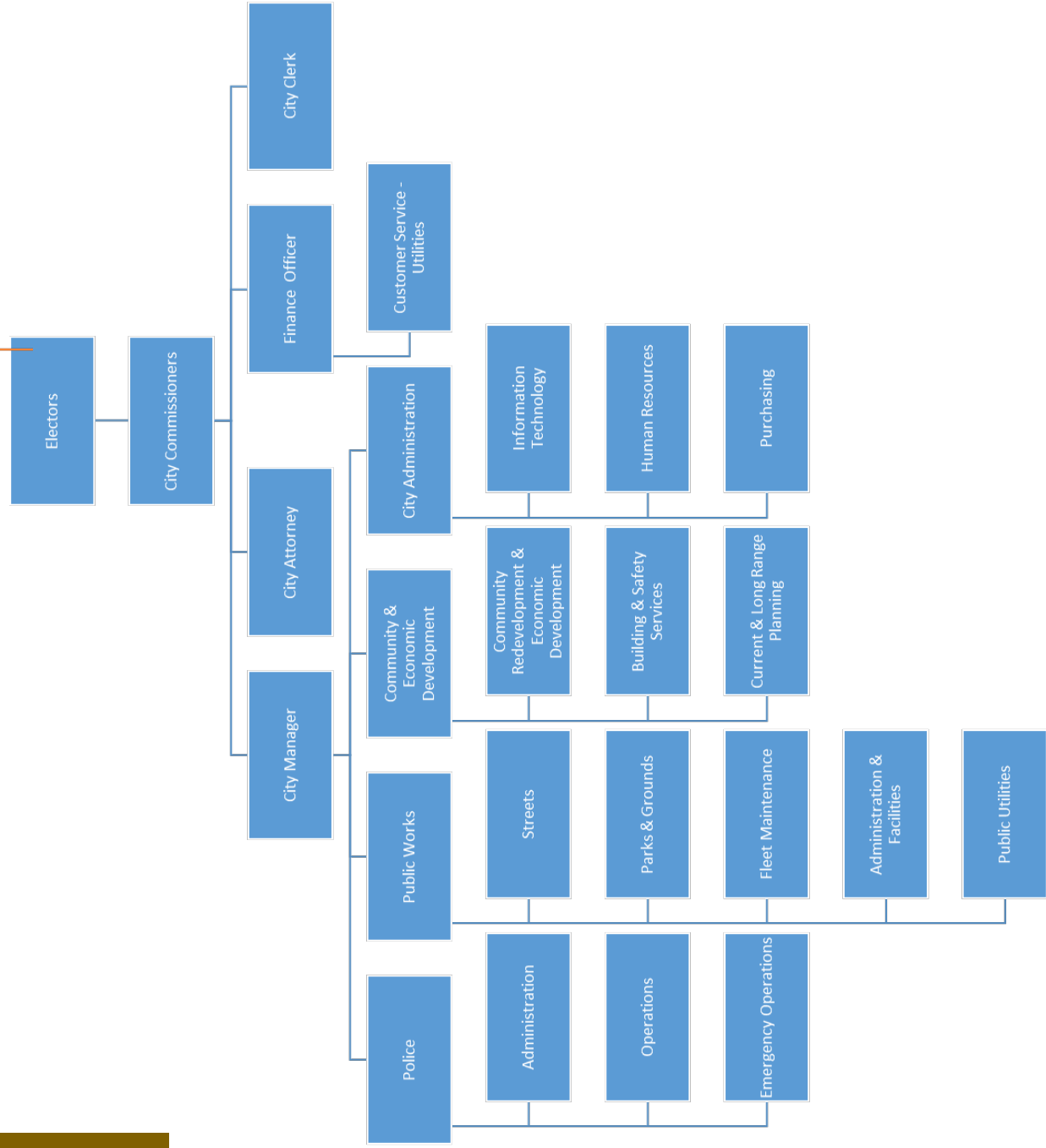
Mayor	Camille S. Hernandez
Mayor Pro Tem	James D. Shive
Commissioner	Scott Black
Commissioner	Knute Nathe
Commissioner	Normita Woodard

### 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





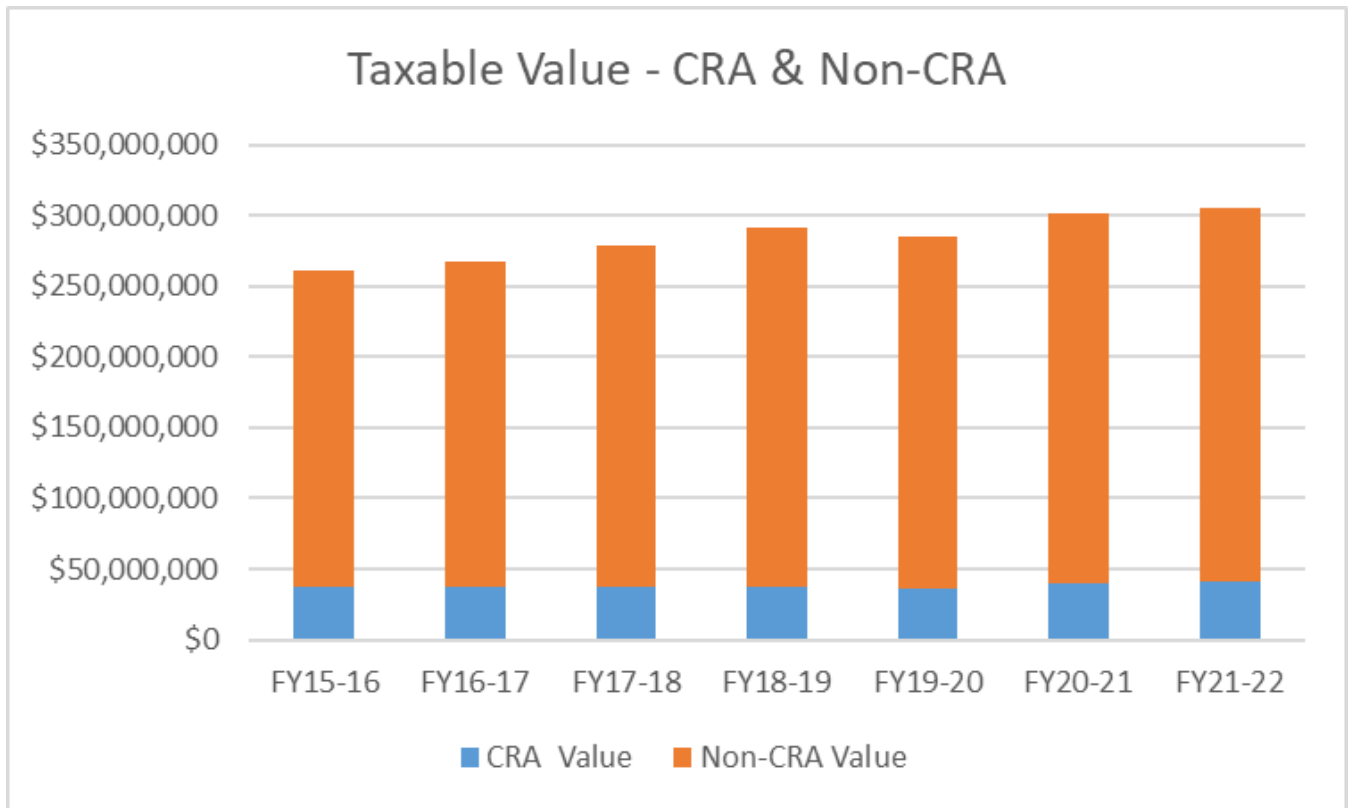


# Taxable Value, Millage, and Ad Valorem Revenues



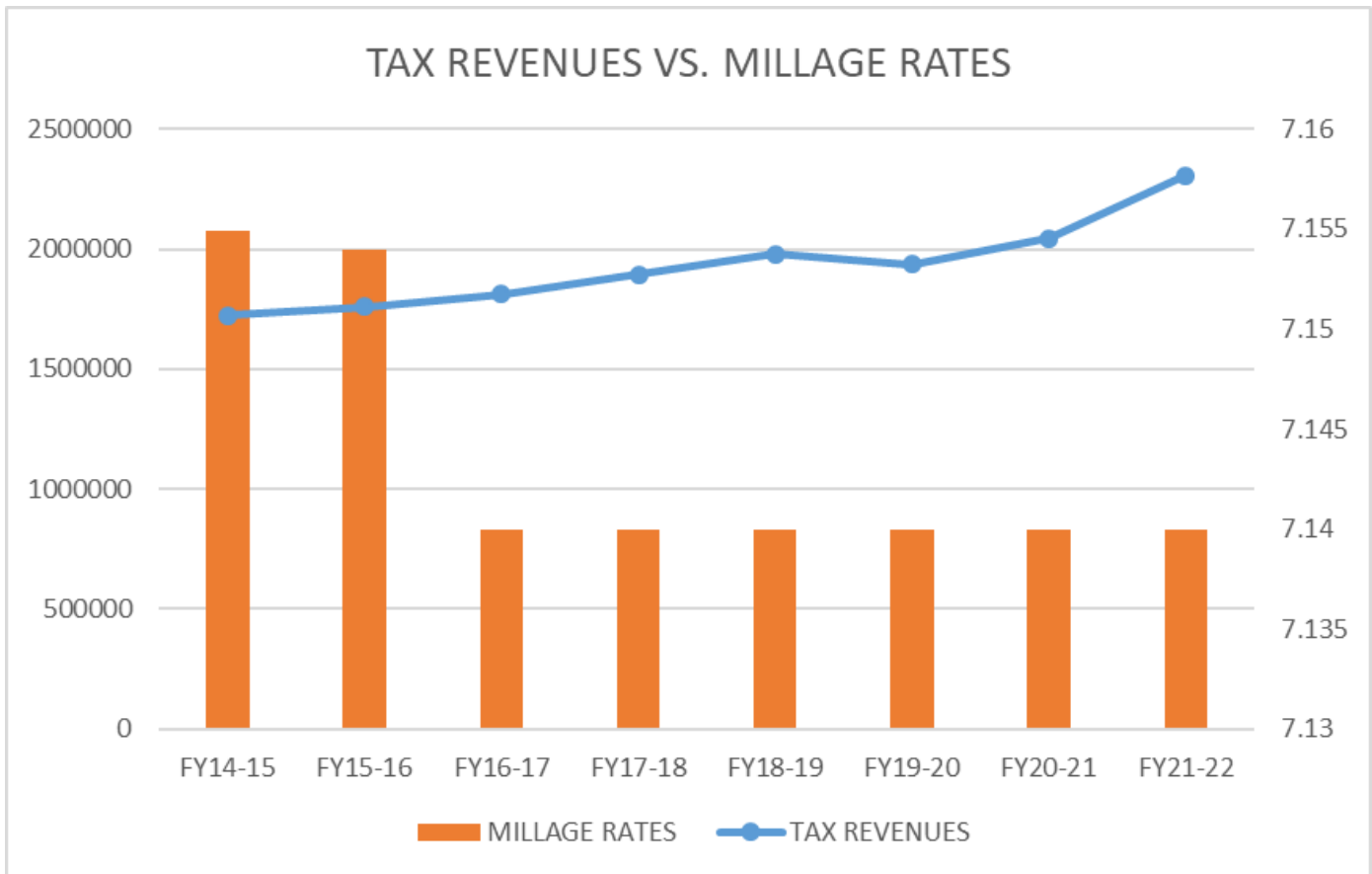


## TAXABLE VALUE – COMMUNITY REDEVELOPMENT AGENCY (CRA) AND NON-CRA





## 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 : 2021	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	\$	305,385,685	(1)
2.	Current year taxable value of personal property for operating purposes	\$	34,074,443	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	615,839	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	340,075,967	(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.)	\$	12,478,430	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	327,597,537	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	303,418,289	(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)
<b>Property Appraiser Certification</b>		I certify the taxable values above are correct to the best of my knowledge.		
<b>SIGN HERE</b>	Signature of Property Appraiser:		Date :	
	Electronically Certified by Property Appraiser		7/1/2021 3:03 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>	\$	2,166,407	(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>	\$	97,632	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	2,068,775	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	15,012,166	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	312,585,371	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	6.6183	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>	\$	2,428,142	(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)
<b>DEPENDENT SPECIAL DISTRICTS AND MSTUs</b>			<b>STOP HERE - SIGN AND SUBMIT</b>	
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>		\$ 2,068,775	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		6.6183 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>		\$ 2,250,725	(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>		\$ 2,428,142	(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>		7.88 %	(27)
<b>First public budget hearing</b>		Date : 9/13/2021	Time : 5:30 PM EST	Place : 38020 Meridian Avenue Dade City, FL 33525
<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>		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			8/1/2021 1:16 PM
	Title : LESLIE PORTER, CITY MANAGER		Contact Name and Contact Title : ANDREW LAFLIN, INTERIM FINANCE OFFICER	
	Mailing Address : PO BOX 1355		Physical Address : PO BOX 1355	
	City, State, Zip : DADE CITY, FL 33526		Phone Number : 3525211467	Fax Number : 3525235085

Instructions on page 3



Print Form

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

Year : 2021		County : PASCO	
Principal Authority : CITY OF DADE CITY		Taxing Authority : CITY OF DADE CITY	
Community Redevelopment Area : CITY OF DADE CITY		Base Year : 1998	
<b>SECTION I : COMPLETED BY PROPERTY APPRAISER</b>			
1.	Current year taxable value in the tax increment area	\$	41,346,831 (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>	\$	15,802,280 (3)
4.	Prior year Final taxable value in the tax increment area	\$	39,938,251 (4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	14,393,700 (5)
<b>SIGN HERE</b>	<b>Property Appraiser Certification</b>		I certify the taxable values above are correct to the best of my knowledge.
	Signature of Property Appraiser :		Date :
	Electronically Certified by Property Appraiser		7/1/2021 3:03 PM
<b>SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.</b>			
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	\$ 97,632	(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>	\$ 102,771	(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>	\$ 15,012,166	(7e)
<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>		I certify the calculations, millages and rates are correct to the best of my knowledge.
	Signature of Chief Administrative Officer :		Date :
	Electronically Certified By Taxing Authority		8/1/2021 1:16 PM
	Title : LESLIE PORTER, CITY MANAGER		Contact Name and Contact Title : ANDREW LAFLIN, INTERIM FINANCE OFFICER
	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

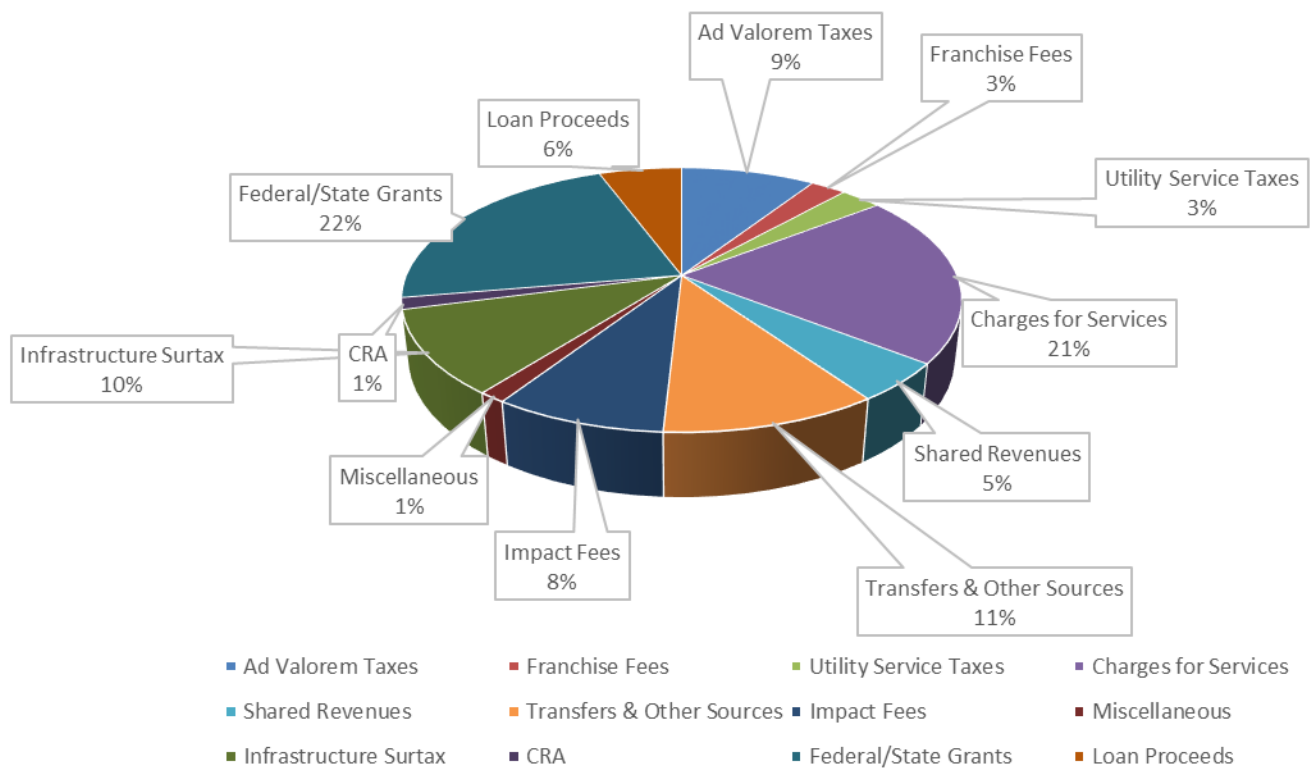




## REVENUE SUMMARY – ALL FUNDS

### REVENUE SUMMARY - ALL FUNDS

Revenue Total: \$24,961,790





## REVENUE SUMMARY – ALL FUNDS DETAIL

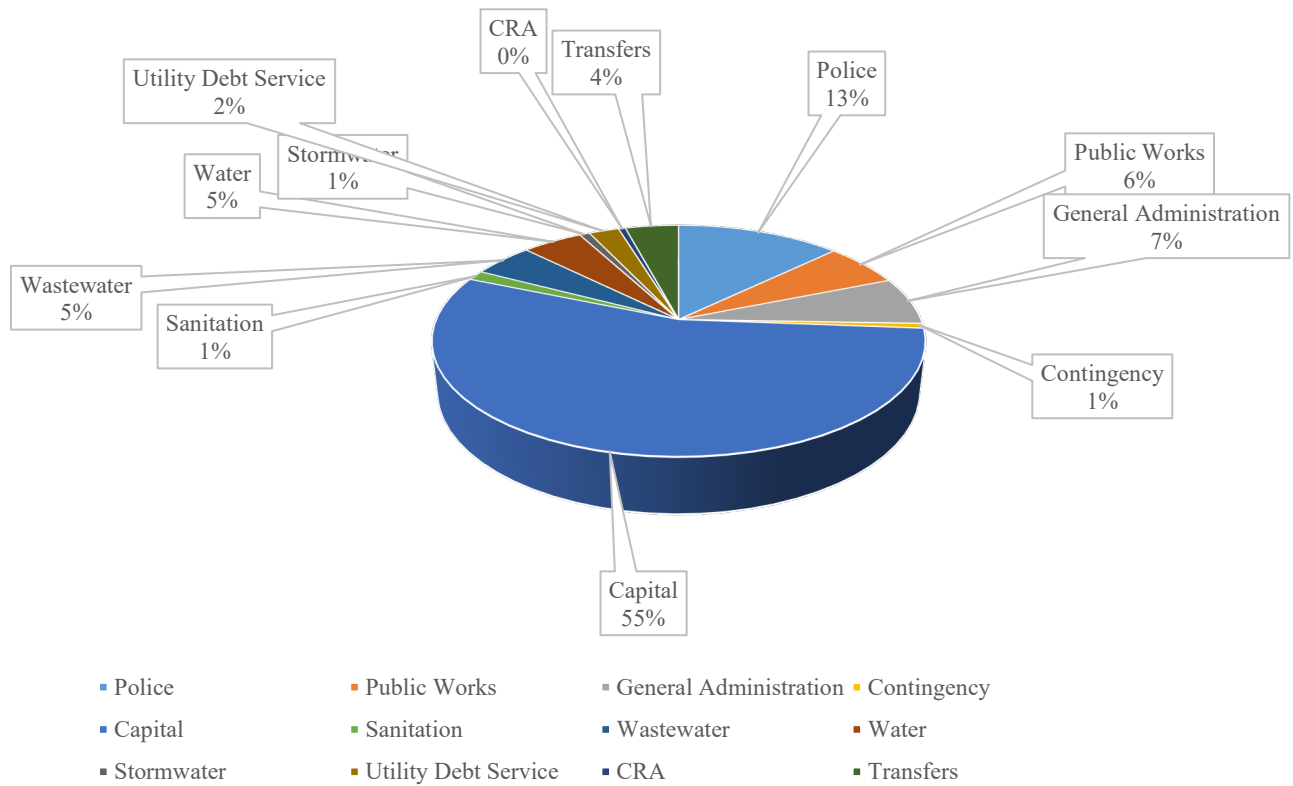
	FY 19-20	FY 20-21	FY 20-21	FY 21-22
	Actual	Original	Projected	Requested
<b>GENERAL FUND</b>				
Ad Valorem Taxes	\$1,968,399	\$2,044,490	\$2,393,000	\$2,306,735
Franchise Fees	\$540,013	\$579,000	\$573,000	\$580,000
Utility Service Taxes	\$655,281	\$655,500	\$691,000	\$708,000
Licenses and Permits	\$34,498	\$45,000	\$45,000	\$45,000
Federal Grants	\$8,817	\$8,500	\$1,765	\$4,000
State Grants	\$22,308	\$320,000	\$183,820	\$2,000,000
State Shared Revenues	\$1,032,697	\$1,013,500	\$1,121,721	\$1,182,150
Local Shared Revenues	\$4,984	\$256,500	\$256,500	\$6,500
Charges for Services	\$209,202	\$190,350	\$237,835	\$270,080
Fines and Forfeitures	\$33,441	\$30,500	\$42,275	\$30,500
Miscellaneous	\$189,995	\$190,650	\$219,875	\$206,400
Other Sources	\$1,039,735	\$1,138,750	\$1,101,238	\$1,288,730
<b>GENERAL FUND TOTAL:</b>	<b>\$5,739,370</b>	<b>\$6,472,740</b>	<b>\$6,867,029</b>	<b>\$8,628,095</b>
<b>SPECIAL REVENUE FUNDS</b>				
Community Development Block Grant (CDBG)	\$0	\$1,845,000	\$0	\$700,000
Public Safety Impact Fees (PSIF)	\$7,977		\$15,000	\$89,800
Transportation Impact Fees (TIF)	\$186,134		\$310,000	\$660,000
Water System Development Fees	\$274,553		\$225,000	\$349,000
Sewer System Development Fees	\$599,938		\$530,285	\$997,600
Local Govt. Infrastructure Surtax (LGIS)	\$1,163,610	\$1,811,500	\$1,232,350	\$2,568,800
Local Option Gas Tax**	\$314,185	\$350,200	\$352,688	
Stormwater Management	\$1,811,478	\$330,150	\$822,700	\$2,565,000
	<b>\$4,357,875</b>	<b>\$4,336,850</b>	<b>\$3,488,023</b>	<b>\$7,930,200</b>
** Consolidated into General Fund				
<b>ENTERPRISE FUNDS</b>				
Water and Sewer Utilities				
Charges for Services	\$3,532,433	\$3,699,000	\$3,828,815	\$4,111,000
Miscellaneous	\$243,067	\$75,000	\$88,000	\$95,000
Other Sources		\$2,150,000	\$1,370,000	\$3,093,300
<b>WATER AND SEWER UTILITY FUND TOTAL:</b>	<b>\$3,775,500</b>	<b>\$5,924,000</b>	<b>\$5,286,815</b>	<b>\$7,299,300</b>
Sanitation Services				
Franchise Fees	\$21,001	\$23,000	\$28,500	\$28,500
Charges for Services	\$261,475	\$265,000	\$241,000	\$337,300
Other Sources		\$35,700	\$3,285	\$0
<b>SANITATION FUND TOTAL:</b>	<b>\$282,476</b>	<b>\$323,700</b>	<b>\$272,785</b>	<b>\$365,800</b>
Building Services				
Charges for Services	\$316,625	\$195,000	\$480,000	\$265,000
Other Sources	\$0	\$165,485	\$0	\$118,445
<b>BUILDING FUND TOTAL:</b>	<b>\$316,625</b>	<b>\$360,485</b>	<b>\$480,000</b>	<b>\$383,445</b>
<b>COMPONENT UNITS</b>				
Community Redevelopment Agency (CRA)	<b>\$314,008</b>	<b>\$292,225</b>	<b>\$199,630</b>	<b>\$354,950</b>
<b>REVENUE TOTAL:</b>	<b>\$14,785,854</b>	<b>\$17,710,000</b>	<b>\$16,594,282</b>	<b>\$24,961,790</b>



## EXPENDITURE SUMMARY – ALL FUNDS

### EXPENDITURE SUMMARY - ALL FUNDS

Expenditure Total: \$24,961,790





## EXPENDITURE SUMMARY – ALL FUNDS DETAIL

	FY 19-20	FY 20-21	FY 20-21	FY 20-21
	Actual	Original	Projected	Requested
<b>GENERAL FUND</b>				
General Government:				
City Commission	\$44,537	\$49,950	\$44,970	\$47,455
City Manager	\$263,059	\$282,925	\$281,875	\$344,074
Info. Technology	\$122,291	\$192,850	\$274,773	\$300,616
City Clerk	\$109,148	\$124,850	\$117,315	\$169,335
Finance	\$242,678	\$248,755	\$250,850	\$281,590
City Attorney	\$78,548	\$94,175	\$87,425	\$109,475
Development Svcs.	\$281,452	\$308,925	\$266,536	\$401,607
Facilities Maintenance	\$283,085	\$269,925	\$296,595	\$274,178
Fleet Maintenance	\$159,258	\$161,200	\$169,555	\$168,350
Contingency	\$0	\$45,000	\$0	\$50,000
Total General Government	\$1,584,056	\$1,778,555	\$1,789,894	\$2,146,680
Public Safety:				
Police	\$2,866,632	\$2,866,420	\$2,970,546	\$3,070,145
Safety Services	\$242,029	\$252,030	\$300,112	\$294,600
Total Public Safety	\$3,108,661	\$3,118,451	\$3,270,658	\$3,364,745
Transportation:				
Streets	\$512,617	\$539,565	\$523,686	\$580,935
Culture & Recreation:				
Parks	\$314,680	\$369,470	\$356,081	\$428,558
Capital Outlay	\$429,781	\$570,000	\$570,000	\$2,000,000
Transfer to CRA	\$88,677	\$96,700	\$96,700	\$107,177
<b>FUND TOTAL:</b>	<b>\$6,038,472</b>	<b>\$6,472,740</b>	<b>\$6,607,019</b>	<b>\$8,628,095</b>

*Continued on the following page.*

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	FY 19-20 Actual	FY 20-21 Original	FY 20-21 Projected	FY 21-22 Requested
<b>SPECIAL REVENUE FUNDS</b>				
Community Development Block Grant	\$0	\$1,845,000	\$0	\$700,000
Local Option Gas Tax **	\$314,185	\$350,200	\$352,688	\$0
** Consolidated into General Fund				
Local Govt. Infrastructure Surtax (LGIS)	\$1,482,272	\$1,811,500	\$1,374,100	\$2,568,800
Stormwater Utility				
Operations	\$323,969	\$180,150	\$146,640	\$190,000
Capital Projects	\$1,825,437	\$150,000	\$15,000	\$2,375,000
<b>IMPACT FEE FUNDS</b>				
Public Safety Impact Fees (PSIF)				
Capital Expenditures				\$62,500
Reserved for Future Capital Projects	\$11,358		\$15,000	\$27,300
Transportation Impact Fees (TIF)				
Capital Expenditures				
Reserved for Future Capital Projects	\$191,095		\$310,000	\$660,000
Water System Development Charges				
Capital Expenditures				
Reserved for Future Capital Projects	\$278,567		\$225,000	\$349,000
Sewer System Development Charges				
Capital Expenditures				\$970,000
Reserved for Future Capital Projects	\$608,710		\$625,000	\$27,600
<b>FUND TOTAL:</b>	<b>\$5,035,593</b>	<b>\$4,336,850</b>	<b>\$3,063,428</b>	<b>\$7,930,200</b>
<b>ENTERPRISE FUNDS</b>				
Water & Sewer Utilities:				
Water Operating	\$917,837	\$913,640	\$936,445	\$1,131,286
Water Capital	\$144,893	\$2,218,000	\$2,219,623	\$2,086,693
Wastewater Operating	\$720,090	\$836,925	\$910,530	\$1,131,940
Wastewater Capital	\$114,107	\$102,000	\$104,000	\$1,131,000
Utility Finance	\$307,630	\$330,500	\$285,185	\$340,199
Utility Debt Service	\$555,454	\$564,075	\$564,075	\$562,000
Transfers	\$676,950	\$796,280	\$796,280	\$806,182
Contingency		\$162,580		\$110,000
<b>FUND TOTAL:</b>	<b>\$3,436,961</b>	<b>\$5,924,000</b>	<b>\$5,816,138</b>	<b>\$7,299,300</b>
Sanitation Services:				
Sanitation	\$226,113	\$289,800	\$256,285	\$330,800
Transfers	\$32,900	\$33,900	\$33,900	\$35,000
<b>FUND TOTAL:</b>	<b>\$259,013</b>	<b>\$323,700</b>	<b>\$290,185</b>	<b>\$365,800</b>
Building Services:				
Building	\$237,656	\$314,985	\$179,343	\$333,445
Transfers	\$35,000	\$45,500	\$45,500	\$50,000
<b>FUND TOTAL:</b>	<b>\$272,656</b>	<b>\$360,485</b>	<b>\$224,843</b>	<b>\$383,445</b>
<b>COMPONENT UNITS</b>				
Community Redevelopm	\$314,008	\$292,225	\$161,050	\$354,950
<b>EXPENDITURE TOTAL:</b>	<b>\$15,356,703</b>	<b>\$17,710,000</b>	<b>\$16,162,663</b>	<b>\$24,961,790</b>



## OTHER EXPENDITURES

<b>Community Development Block Grant</b>	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
Capital Improvements	\$0	\$1,845,000	\$0	\$700,000	(\$1,145,000)
<b>TOTAL - PROGRAM EXPENDITURES</b>	<b>\$0</b>	<b>\$1,845,000</b>	<b>\$0</b>	<b>\$700,000</b>	<b>(\$1,145,000)</b>
<b>Public Safety Impact Fees</b>	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
Capital Equipment	\$0	\$0	\$0	\$62,500	\$62,500
Reserved for Future Projects	\$11,358	\$0	\$15,000	\$27,300	\$27,300
<b>TOTAL - PROGRAM EXPENDITURES</b>	<b>\$11,358</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$89,800</b>	<b>\$89,800</b>
<b>Transportation Impact Fees</b>	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
Capital Improvements	\$0	\$0	\$0	\$0	\$0
Reserved for Future Projects	\$191,095	\$0	\$310,000	\$660,000	\$660,000
<b>TOTAL - PROGRAM EXPENDITURES</b>	<b>\$191,095</b>	<b>\$0</b>	<b>\$310,000</b>	<b>\$660,000</b>	<b>\$660,000</b>
<b>Water System Development Charges</b>	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
Capital Improvements	\$0	\$0	\$0	\$0	\$0
Reserved for Future Projects	\$278,567	\$0	\$225,000	\$349,000	\$349,000
<b>TOTAL - PROGRAM EXPENDITURES</b>	<b>\$278,567</b>	<b>\$0</b>	<b>\$225,000</b>	<b>\$349,000</b>	<b>\$349,000</b>
<b>Sewer System Development Charges</b>	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
Capital Improvements	\$0	\$0	\$0	\$970,000	\$970,000
Reserved for Future Projects	\$608,710	\$0	\$625,000	\$27,600	\$27,600
<b>TOTAL - PROGRAM EXPENDITURES</b>	<b>\$608,710</b>	<b>\$0</b>	<b>\$625,000</b>	<b>\$997,600</b>	<b>\$997,600</b>



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**RESERVE FUND BALANCES**

	<b>2019</b>	<b>2020</b>
<b>GENERAL FUND</b>		
Bond Covenants	\$308,555	\$0
Building Permit Fees	\$206,400	\$0
Dog Park	\$4,963	\$4,963
Federal Equitable Sharing	\$1,790	\$10,790
Forfeiture Fund	\$17,655	\$17,655
Wellness Reserve	\$740	\$740
Market Place	\$3,717	\$1,160
Mausoleum Care	\$14,140	\$14,140
Park and Recreation	\$13,899	\$13,899
Police Education	\$8,283	\$9,271
Reserve Policy	\$1,509,571	\$1,520,025
Retirement Reserve	\$125,000	\$85,000
Tree Fund	\$11,360	\$11,360
Budgeted Reserve	\$168,790	\$0
Unassigned	\$2,234,777	\$1,762,927
	<u><b>\$4,629,640</b></u>	<u><b>\$3,451,930</b></u>
 <b>UTILITY FUND</b>		
Renewal & Replacement	\$1,701,534	\$1,701,534
Debt Service	\$994,964	\$1,480,260
Retirement	\$23,500	\$23,500
Reserve policy minimum	\$641,408	\$641,408
Additional Reserves	\$3,528,424	\$3,692,469
	<u><b>\$6,889,830</b></u>	<u><b>\$7,539,171</b></u>
 <b>SANITATION FUND</b>	<u><b>\$558,985</b></u>	<u><b>\$582,448</b></u>
 <b>BUILDING FUND</b>	<u><b>\$0</b></u>	<u><b>\$244,994</b></u>
 <b>SPECIAL REVENUE FUNDS</b>		
Infrastructure Surtax (Penny)	\$1,341,183	\$1,022,521
Public Safety Impact	\$41,311	\$52,669
Transportation Impact	\$595,226	\$786,321
Water & Sewer Impact	\$1,919,846	\$2,807,123
Local Option Gas Tax	\$24,150	\$29,329
Stormwater	\$126,753	-\$211,176
	<u><b>\$4,048,469</b></u>	<u><b>\$4,486,787</b></u>
 <b>COMPONENT UNIT</b>		
Community Redevelopment Agency	<u><b>\$266,582</b></u>	<u><b>\$134,772</b></u>





# General Fund Detail



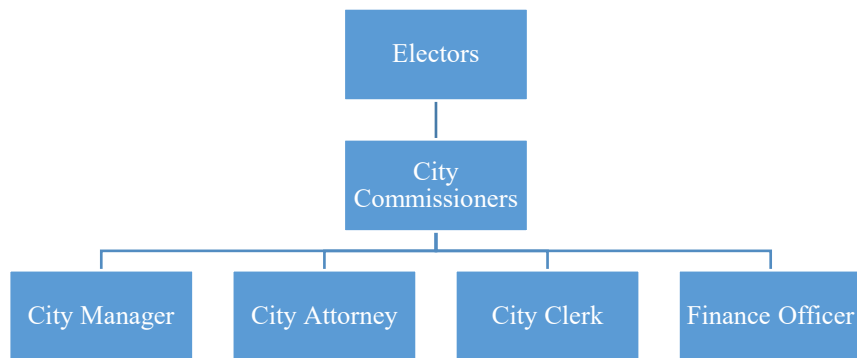


## GENERAL FUND REVENUE – DETAIL

	FY 19-20	FY 20-21	FY 20-21	FY 21-22
	Actual	Original	Projected	Requested
<b>GENERAL FUND</b>				
Ad Valorem Taxes	\$1,968,399	\$2,044,490	\$2,393,000	\$2,306,735
Franchise Fees	\$540,013	\$579,000	\$573,000	\$580,000
Utility Service Taxes	\$655,281	\$655,500	\$691,000	\$708,000
Licenses and Permits	\$34,498	\$45,000	\$45,000	\$45,000
Federal Grants	\$8,817	\$8,500	\$1,765	\$4,000
State Grants	\$22,308	\$320,000	\$183,820	\$2,000,000
State Shared Revenues	\$1,032,697	\$1,013,500	\$1,121,721	\$1,182,150
Local Shared Revenues	\$4,984	\$256,500	\$256,500	\$6,500
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Fines and Forfeitures	\$33,441	\$30,500	\$42,275	\$30,500
Miscellaneous	\$189,995	\$190,650	\$219,875	\$206,400
Other Sources	\$1,039,735	\$1,138,750	\$1,101,238	\$1,288,730
<b>GENERAL FUND TOTAL:</b>	<b>\$5,739,370</b>	<b>\$6,472,740</b>	<b>\$6,867,029</b>	<b>\$8,628,095</b>



## CITY COMMISSION



### Summary

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

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

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



The City Attorney is appointed by the City Commission and reports directly to the City Commission. The City Attorney provides legal advice to the City Commission and the administrative staff of the City, in the best interest of the City. 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.

<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
Mayor	0	1
Mayor Pro Tem	0	1
Commissioner	0	3
City Manager*	1	0
Executive Assistant/Public Relations	1	0
City Attorney	0	Contracted
City Clerk	1	0
Deputy City Clerk	1	0
Finance Officer	0	Contracted
Fiscal Assistants	2	0



## CITY COMMISSION BUDGET DETAILS

	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
<b>Personnel Services</b>					
Salaries & Wages	\$19,800	\$19,800	\$19,800	\$19,800	\$0
FICA Taxes	\$1,515	\$1,520	\$1,515	\$1,515	(\$5)
Retirement Contributions	\$562	\$360	\$360	\$360	\$0
Insurance Contributions	\$42	\$45	\$45	\$45	\$0
Worker's Comp & Unemployment	\$35	\$50	\$50	\$35	(\$15)
<b>SUBTOTAL - PERSONNEL</b>	<b>\$21,954</b>	<b>\$21,775</b>	<b>\$21,770</b>	<b>\$21,755</b>	<b>(\$20)</b>
<b>Operating Expenses</b>					
Contractual Services	\$5,787	\$6,000	\$500	\$500	(\$5,500)
Travel & Per Diem	\$1,132	\$5,500	\$4,550	\$7,000	\$1,500
Communications	\$1,966	\$2,000	\$3,100	\$2,500	\$500
Postage	\$7	\$25	\$25	\$25	\$0
Insurance	\$325	\$325	\$325	\$250	(\$75)
Software and Equipment Maintenance	\$441	\$600	\$550	\$600	\$0
Printing & Binding	\$156	\$0	\$300	\$300	\$300
Promotional Activities	\$45	\$200	\$400	\$500	\$300
Miscellaneous Charges	\$6,778	\$4,800	\$4,150	\$4,800	\$0
Office Supplies	\$605	\$225	\$300	\$225	\$0
Memberships, Subscriptions, & Registrations	\$5,341	\$8,500	\$9,000	\$9,000	\$500
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$22,583</b>	<b>\$28,175</b>	<b>\$23,200</b>	<b>\$25,700</b>	<b>(\$2,475)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$44,537</b>	<b>\$49,950</b>	<b>\$44,970</b>	<b>\$47,455</b>	<b>(\$2,495)</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$44,537</b>	<b>\$49,950</b>	<b>\$44,970</b>	<b>\$47,455</b>	<b>(\$2,495)</b>



## CITY ATTORNEY BUDGET DETAILS

	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
<b>Operating Expenses</b>					
Professional Services	\$77,000	\$92,500	\$86,000	\$108,000	\$15,500
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$746	\$800	\$550	\$600	(\$200)
Postage	\$0	\$0	\$0	\$0	\$0
Insurance	\$525	\$575	\$575	\$575	\$0
Software and Equipment Maintenance	\$277	\$300	\$300	\$300	\$0
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$78,548</b>	<b>\$94,175</b>	<b>\$87,425</b>	<b>\$109,475</b>	<b>\$15,300</b>



## CITY CLERK BUDGET DETAILS

	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
<b>Personnel Services</b>					
Salaries & Special Pays	\$61,944	\$64,315	\$64,262	\$95,692	\$31,377
FICA Taxes	\$3,826	\$4,920	\$4,408	\$7,320	\$2,400
Retirement Contributions	\$5,953	\$6,570	\$6,551	\$9,135	\$2,565
Insurance Contributions	\$8,997	\$9,425	\$9,585	\$13,875	\$4,450
Worker's Comp & Unemployment	\$106	\$120	\$120	\$163	\$43
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$80,826</b>	<b>\$85,350</b>	<b>\$84,926</b>	<b>\$126,185</b>	<b>\$40,835</b>
<b>Operating Expenses</b>					
Professional Services	\$0	\$10,000	\$10,500	\$5,000	(\$5,000)
Contractual Services	\$6,014	\$0	\$0	\$7,000	\$7,000
Travel & Per Diem	\$558	\$2,500	\$2,000	\$3,500	\$1,000
Communications	\$1,710	\$2,100	\$1,580	\$2,300	\$200
Postage	\$516	\$1,000	\$157	\$800	(\$200)
Insurance	\$985	\$800	\$800	\$600	(\$200)
Software and Equipment Maintenance	\$13,907	\$16,000	\$13,573	\$16,000	\$0
Printing & Binding	\$0	\$200	\$14	\$200	\$0
Promotional Activities	\$205	\$500	\$0	\$500	\$0
Miscellaneous Charges	\$0	\$500	\$15	\$500	\$0
Office Supplies	\$714	\$900	\$521	\$950	\$50
Memberships, Subscriptions, & Registrations	\$3,713	\$5,000	\$3,229	\$5,800	\$800
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$28,322</b>	<b>\$39,500</b>	<b>\$32,389</b>	<b>\$43,150</b>	<b>\$3,650</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$109,148</b>	<b>\$124,850</b>	<b>\$117,315</b>	<b>\$169,335</b>	<b>\$44,485</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$109,148</b>	<b>\$124,850</b>	<b>\$117,315</b>	<b>\$169,335</b>	<b>\$44,485</b>

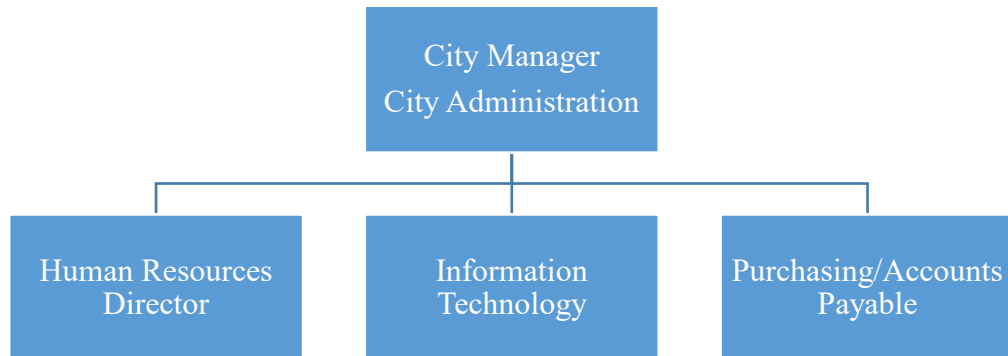


## FINANCE OFFICE BUDGET DETAILS

	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
<b>Personnel Services</b>					
Salaries & Special Pays	\$94,123	\$144,780	\$77,074	\$82,074	(\$62,706)
Overtime	\$0	\$200	\$0	\$0	(\$200)
FICA Taxes	\$6,545	\$11,100	\$5,473	\$6,279	(\$4,821)
Retirement Contributions	\$7,620	\$11,150	\$6,895	\$7,897	(\$3,253)
Insurance Contributions	\$16,167	\$20,535	\$15,668	\$16,650	(\$3,885)
Worker's Comp & Unemployment	\$265	\$140	\$140	\$140	\$0
<b>SUBTOTAL - PERSONNEL</b>	<b>\$124,720</b>	<b>\$187,905</b>	<b>\$105,250</b>	<b>\$113,040</b>	<b>(\$74,865)</b>
<b>Operating Expenses</b>					
Professional Services	\$0	\$0	\$0	\$0	\$0
Accounting & Auditing	\$40,500	\$35,000	\$35,000	\$35,000	\$0
Contractual Services	\$49,687	\$0	\$87,500	\$105,000	\$105,000
Travel & Per Diem	\$536	\$0	\$0	\$500	\$500
Communications	\$1,452	\$1,600	\$925	\$1,500	(\$100)
Postage	\$1,048	\$1,200	\$1,000	\$4,000	\$2,800
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$940	\$1,200	\$1,250	\$1,500	\$300
Insurance	\$1,740	\$1,650	\$1,650	\$1,250	(\$400)
Software and Equipment Maintenance	\$14,665	\$16,000	\$16,500	\$16,000	\$0
Printing & Binding	\$967	\$800	\$850	\$1,000	\$200
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$4,402	\$1,600	\$425	\$1,100	(\$500)
Office Supplies	\$1,213	\$1,200	\$500	\$1,000	(\$200)
Operating Supplies	\$72	\$0	\$0	\$100	\$100
Memberships, Subscriptions, & Registrations	\$736	\$600	\$0	\$600	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$117,958</b>	<b>\$60,850</b>	<b>\$145,600</b>	<b>\$168,550</b>	<b>\$107,700</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$242,678</b>	<b>\$248,755</b>	<b>\$250,850</b>	<b>\$281,590</b>	<b>\$32,835</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$242,678</b>	<b>\$248,755</b>	<b>\$250,850</b>	<b>\$281,590</b>	<b>\$32,835</b>



## 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 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.

<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
City Manager	1	0
Executive Assistant To City Manager/ Public Relations Specialist	1	
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 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
<b>Personnel Services</b>					
Salaries & Wages	\$192,127	\$196,045	\$199,505	\$243,720	\$47,675
FICA Taxes	\$13,104	\$14,960	\$15,300	\$18,645	\$3,685
Retirement Contributions	\$17,254	\$18,280	\$18,520	\$22,220	\$3,940
Insurance Contributions	\$21,596	\$22,620	\$22,635	\$28,825	\$6,205
Worker's Comp & Unemployment	\$336	\$345	\$345	\$414	\$69
<b>SUBTOTAL - PERSONNEL</b>	<b>\$244,417</b>	<b>\$252,250</b>	<b>\$256,305</b>	<b>\$313,824</b>	<b>\$61,574</b>
<b>Operating Expenses</b>					
Professional Services	\$0	\$4,800	\$0	\$0	(\$4,800)
Travel & Per Diem	\$976	\$3,500	\$3,500	\$4,000	\$500
Communications	\$1,582	\$1,600	\$1,850	\$2,000	\$400
Postage	\$33	\$50	\$25	\$50	\$0
Insurance	\$1,475	\$2,175	\$2,175	\$1,700	(\$475)
Software and Equipment Maintenance	\$6,784	\$8,000	\$9,000	\$8,000	\$0
Printing & Binding	\$60	\$100	\$100	\$200	\$100
Promotional Activities	\$3,239	\$5,500	\$1,500	\$8,000	\$2,500
Miscellaneous Charges	\$36	\$250	\$290	\$400	\$150
Office Supplies	\$961	\$700	\$1,300	\$1,350	\$650
Memberships, Subscriptions, & Registrations	\$3,496	\$4,000	\$5,830	\$4,550	\$550
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$18,642</b>	<b>\$30,675</b>	<b>\$25,570</b>	<b>\$30,250</b>	<b>(\$425)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$263,059</b>	<b>\$282,925</b>	<b>\$281,875</b>	<b>\$344,074</b>	<b>\$61,149</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$263,059</b>	<b>\$282,925</b>	<b>\$281,875</b>	<b>\$344,074</b>	<b>\$61,149</b>

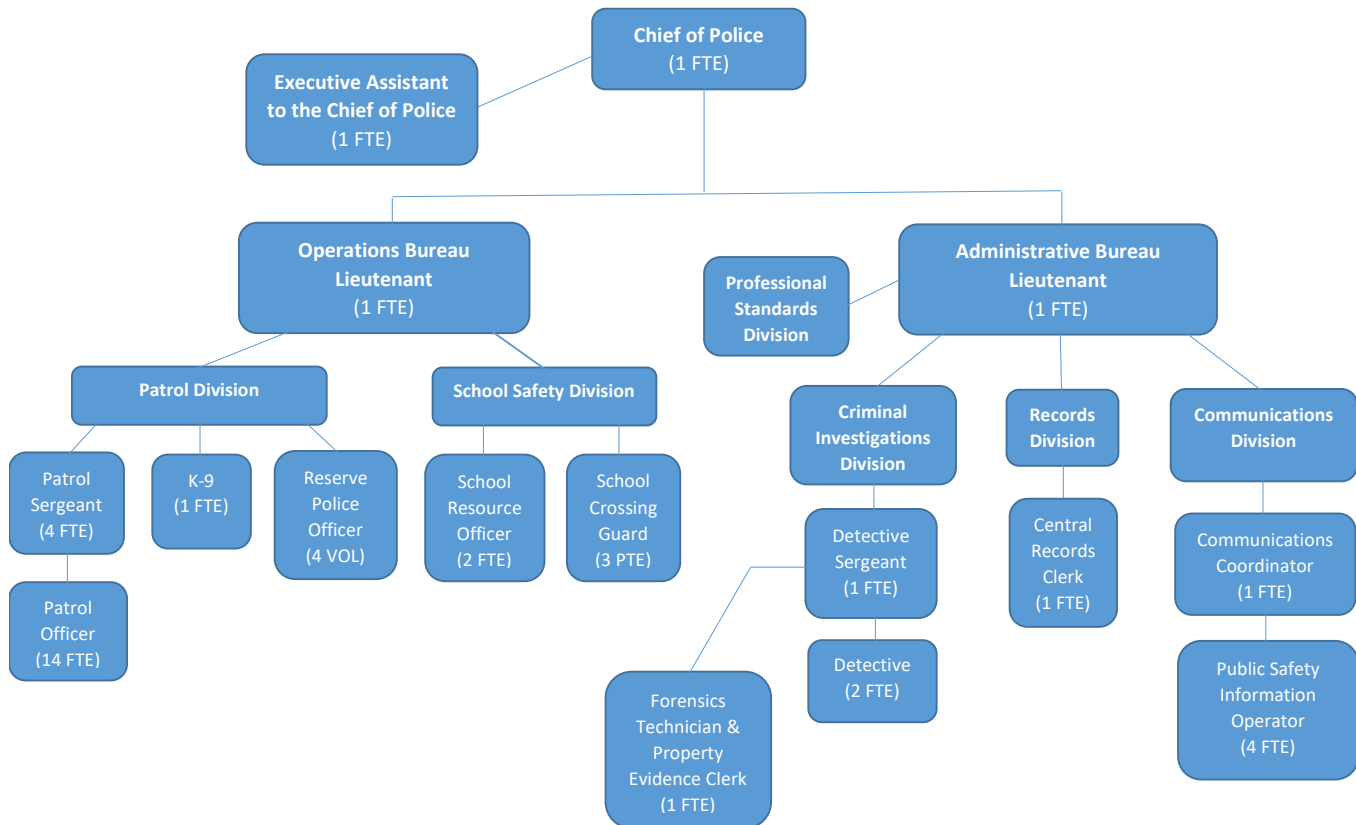


## CITY MANAGER – INFORMATION TECHNOLOGY BUDGET DETAIL

	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
<b>Personnel Services</b>					
Salaries & Special Pays	\$0	\$50,140	\$46,500	\$60,189	\$10,049
FICA Taxes	\$0	\$3,840	\$3,792	\$4,491	\$651
Retirement Contributions	\$0	\$4,020	\$3,283	\$4,696	\$676
Insurance Contributions	\$0	\$6,285	\$4,961	\$8,540	\$2,255
Worker's Comp & Unemployment	\$0	\$90	\$90	\$100	\$10
<b>SUBTOTAL - PERSONNEL</b>	<b>\$0</b>	<b>\$64,375</b>	<b>\$58,626</b>	<b>\$78,016</b>	<b>\$13,641</b>
<b>Operating Expenses</b>					
Professional Services	\$0	\$0	\$47,363	\$37,000	\$37,000
Contractual Services	\$52,006	\$33,000	\$2,000	\$0	(\$33,000)
Travel & Per Diem	\$0	\$0	\$0	\$800	\$800
Communications	\$107	\$125	\$1,210	\$1,900	\$1,775
Postage	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,125	\$3,350	\$3,350	\$2,700	(\$650)
Software and Equipment Maintenance	\$9,585	\$10,000	\$10,818	\$10,000	\$0
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$5,337	\$6,000	\$10,298	\$24,500	\$0
Memberships, Subscriptions, & Registrations	\$54,131	\$76,000	\$135,608	\$145,700	\$69,700
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$122,291</b>	<b>\$128,475</b>	<b>\$210,647</b>	<b>\$222,600</b>	<b>\$94,125</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$122,291</b>	<b>\$192,850</b>	<b>\$269,273</b>	<b>\$300,616</b>	<b>\$107,766</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$5,500	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,500</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$122,291</b>	<b>\$192,850</b>	<b>\$274,773</b>	<b>\$300,616</b>	<b>\$107,766</b>



## 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

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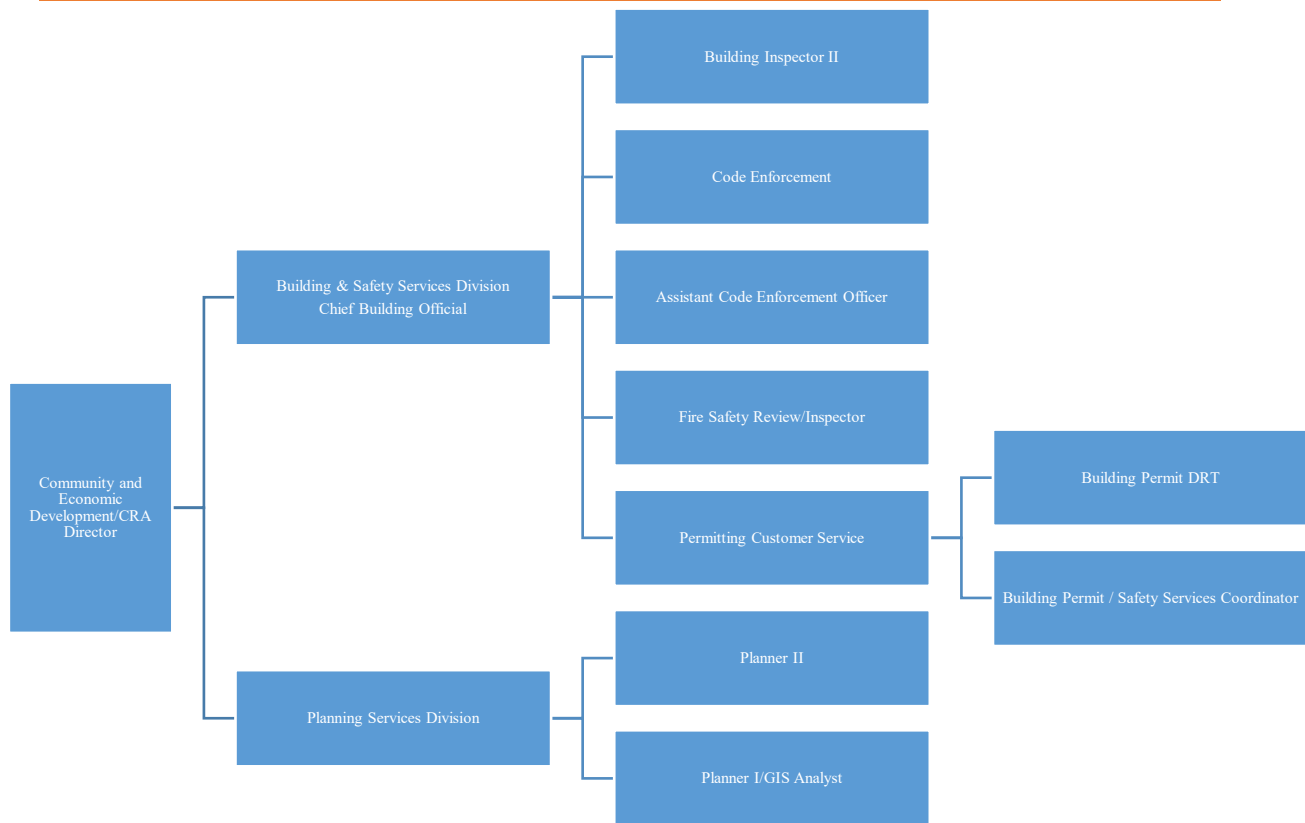


## POLICE DEPARTMENT – BUDGET DETAILS

	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
<b>Personnel Services</b>					
Salaries & Special Pays	\$1,458,230	\$1,491,576	\$1,544,577	\$1,682,110	\$190,534
Overtime	\$88,953	\$93,000	\$102,000	\$104,000	\$11,000
FICA Taxes	\$108,508	\$120,954	\$120,925	\$126,460	\$5,506
Retirement Contributions	\$564,236	\$422,550	\$480,474	\$298,020	(\$124,530)
Insurance Contributions	\$199,291	\$231,000	\$220,000	\$232,065	\$1,065
Worker's Comp & Unemployment	\$35,211	\$36,190	\$39,000	\$41,590	\$5,400
<b>SUBTOTAL - PERSONNEL</b>	<b>\$2,454,429</b>	<b>\$2,395,270</b>	<b>\$2,506,976</b>	<b>\$2,484,245</b>	<b>\$88,975</b>
<b>Operating Expenses</b>					
Professional Services	\$3,537	\$4,000	\$2,350	\$6,000	\$2,000
Contractual Services	\$118,294	\$174,000	\$175,000	\$200,000	\$26,000
Travel & Per Diem	\$2,067	\$2,000	\$450	\$3,000	\$1,000
Communications	\$48,048	\$55,000	\$52,000	\$73,000	\$18,000
Postage	\$401	\$400	\$500	\$400	\$0
Utility Services	\$25,132	\$23,550	\$23,600	\$26,200	\$2,650
Rentals & Leases	\$3,541	\$5,000	\$4,105	\$5,300	\$300
Insurance	\$61,719	\$44,000	\$36,000	\$62,600	\$18,600
Repair & Maintenance Services	\$51,008	\$53,500	\$69,785	\$67,500	\$14,000
Printing & Binding	\$2,253	\$2,000	\$2,200	\$2,500	\$500
Promotional Activities	\$4,759	\$4,500	\$2,500	\$5,000	\$500
Miscellaneous Charges	\$590	\$1,000	\$650	\$1,500	\$500
Office Supplies	\$3,387	\$4,000	\$4,500	\$5,000	\$1,000
Operating Supplies	\$83,408	\$93,400	\$85,380	\$121,000	\$27,600
Memberships, Subscriptions, & Registrations	\$4,059	\$4,800	\$4,550	\$6,900	\$2,100
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$412,203</b>	<b>\$471,150</b>	<b>\$463,570</b>	<b>\$585,900</b>	<b>\$114,750</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$2,866,632</b>	<b>\$2,866,420</b>	<b>\$2,970,546</b>	<b>\$3,070,145</b>	<b>\$203,725</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$2,866,632</b>	<b>\$2,866,420</b>	<b>\$2,970,546</b>	<b>\$3,070,145</b>	<b>\$203,725</b>



## 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 comply 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 is a separate enterprise fund.

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



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

<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
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
Assistant Code Enforcement Officer	1	0

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## BUILDING SERVICES BUDGET DETAIL

	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
<b>Personnel Services</b>					
Salaries & Special Pays	\$173,894	\$200,625	\$119,677	\$205,756	\$5,131
FICA Taxes	\$10,756	\$15,260	\$9,095	\$15,702	\$442
Retirement Contributions	\$11,955	\$17,310	\$10,651	\$18,732	\$1,422
Insurance Contributions	\$19,587	\$27,155	\$15,392	\$25,620	(\$1,535)
Worker's Comp & Unemployment	\$1,221	\$2,060	\$2,485	\$2,060	\$0
<b>SUBTOTAL - PERSONNEL</b>	<b>\$217,413</b>	<b>\$262,410</b>	<b>\$157,300</b>	<b>\$267,870</b>	<b>\$5,460</b>
<b>Operating Expenses</b>					
Professional Services	\$341	\$1,000	\$383	\$30,000	\$29,000
Contractual Services	\$0	\$20,000	\$0		(\$20,000)
Travel & Per Diem	\$0	\$200	\$0	\$200	\$0
Communications	\$2,695	\$3,000	\$1,883	\$3,000	\$0
Postage	\$83	\$100	\$0	\$100	\$0
Insurance	\$2,475	\$3,825	\$3,825	\$4,400	\$575
Software and Equipment Maintenance	\$9,381	\$15,500	\$13,405	\$18,275	\$2,775
Printing & Binding	\$57	\$200	\$0	\$200	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$289	\$2,400	\$225	\$2,400	\$0
Office Supplies	\$968	\$1,000	\$725	\$1,000	\$0
Operating Supplies	\$2,089	\$3,050	\$930	\$3,300	\$250
Memberships, Subscriptions, & Registrations	\$1,865	\$2,300	\$667	\$2,700	\$400
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$20,243</b>	<b>\$52,575</b>	<b>\$22,043</b>	<b>\$65,575</b>	<b>\$13,000</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$237,656</b>	<b>\$314,985</b>	<b>\$179,343</b>	<b>\$333,445</b>	<b>\$18,460</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$237,656</b>	<b>\$314,985</b>	<b>\$179,343</b>	<b>\$333,445</b>	<b>\$18,460</b>



## SAFETY SERVICES BUDGET DETAIL

	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
<b>Personnel Services</b>					
Salaries & Special Pays	\$83,035	\$83,295	\$109,099	\$91,810	\$8,515
FICA Taxes	\$5,842	\$6,360	\$8,128	\$7,023	\$663
Retirement Contributions	\$116,270	\$116,650	\$138,684	\$147,345	\$30,695
Insurance Contributions	\$12,913	\$13,395	\$17,756	\$18,000	\$4,605
Worker's Comp & Unemployment	\$1,575	\$1,130	\$1,130	\$1,422	\$292
<b>SUBTOTAL - PERSONNEL</b>	<b>\$219,635</b>	<b>\$220,830</b>	<b>\$274,797</b>	<b>\$265,600</b>	<b>\$44,770</b>
<b>Operating Expenses</b>					
Contractual Services	\$4,235	\$4,500	\$8,200	\$0	(\$4,500)
Travel & Per Diem	\$0	\$0	\$0	\$1,000	\$1,000
Communications	\$2,376	\$3,000	\$2,500	\$3,000	\$0
Postage	\$866	\$1,500	\$1,200	\$2,000	\$500
Insurance	\$2,475	\$2,600	\$2,600	\$2,100	(\$500)
Software and Equipment Maintenance	\$6,224	\$10,500	\$7,400	\$11,000	\$500
Printing & Binding	\$122	\$500	\$350	\$500	\$0
Miscellaneous Charges	\$1,468	\$2,000	\$840	\$2,500	\$500
Office Supplies	\$3,274	\$3,100	\$2,150	\$3,600	\$500
Memberships, Subscriptions, & Registrations	\$1,354	\$3,500	\$75	\$3,300	(\$200)
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$22,394</b>	<b>\$31,200</b>	<b>\$25,315</b>	<b>\$29,000</b>	<b>(\$2,200)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$242,029</b>	<b>\$252,030</b>	<b>\$300,112</b>	<b>\$294,600</b>	<b>\$42,570</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$242,029</b>	<b>\$252,030</b>	<b>\$300,112</b>	<b>\$294,600</b>	<b>\$42,570</b>

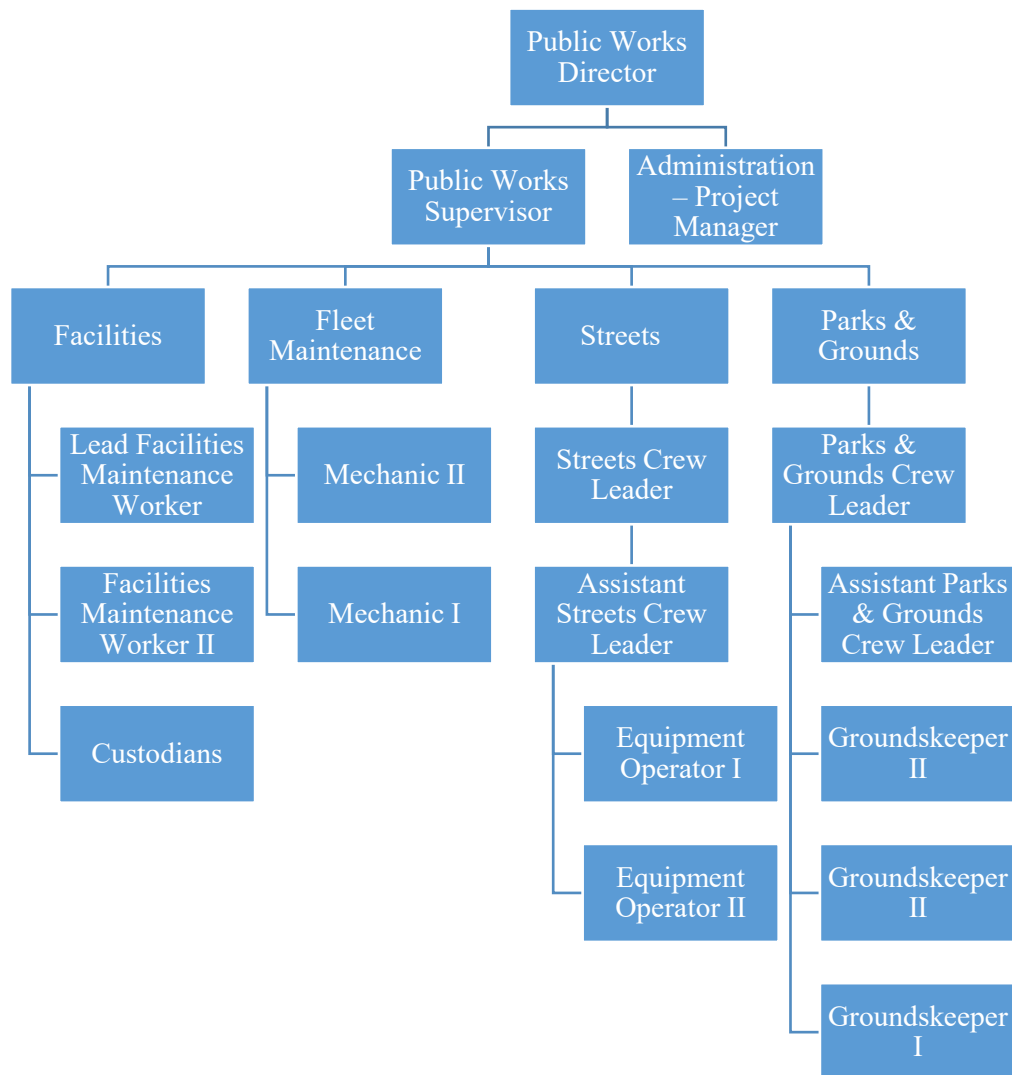


## PLANNING & DEVELOPMENT SERVICES BUDGET DETAIL

	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
<b>Personnel Services</b>					
Salaries & Special Pays	\$151,255	\$188,785	\$159,542	\$191,558	\$2,773
FICA Taxes	\$10,877	\$14,375	\$12,037	\$14,654	\$279
Retirement Contributions	\$11,053	\$15,040	\$12,489	\$15,325	\$285
Insurance Contributions	\$11,928	\$22,620	\$17,000	\$25,620	\$3,000
Worker's Comp & Unemployment	\$283	\$330	\$330	\$325	(\$5)
<b>SUBTOTAL - PERSONNEL</b>	<b>\$185,396</b>	<b>\$241,150</b>	<b>\$201,398</b>	<b>\$247,482</b>	<b>\$6,332</b>
<b>Operating Expenses</b>					
Professional Services	\$14,451	\$5,000	\$1,250	\$80,100	\$75,100
Contractual Services	\$34,150	\$18,000	\$22,000	\$20,000	\$2,000
Travel & Per Diem	\$15	\$1,500	\$0	\$1,500	\$0
Communications	\$2,529	\$2,400	\$2,810	\$3,500	\$1,100
Postage	\$435	\$400	\$224	\$400	\$0
Insurance	\$27,800	\$2,225	\$2,225	\$1,625	(\$600)
Software and Equipment Maintenance	\$5,425	\$5,000	\$3,357	\$5,000	\$0
Printing & Binding	\$1,418	\$500	\$1,229	\$1,500	\$1,000
Promotional Activities	\$0	\$25,000	\$25,000	\$25,000	\$0
Miscellaneous Charges	\$8,258	\$4,000	\$5,380	\$8,100	\$4,100
Office Supplies	\$950	\$550	\$988	\$1,000	\$450
Memberships, Subscriptions, & Registrations	\$625	\$3,200	\$675	\$6,400	\$3,200
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$96,056</b>	<b>\$67,775</b>	<b>\$65,138</b>	<b>\$154,125</b>	<b>\$86,350</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$281,452</b>	<b>\$308,925</b>	<b>\$266,536</b>	<b>\$401,607</b>	<b>\$92,682</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$281,452</b>	<b>\$308,925</b>	<b>\$266,536</b>	<b>\$401,607</b>	<b>\$92,682</b>



## 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, weedeater'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:

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



## FACILITIES MAINTENANCE BUDGET DETAIL

	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
<b>Personnel Services</b>					
Salaries & Special Pays	\$132,523	\$131,720	\$143,784	\$130,600	(\$1,120)
FICA Taxes	\$9,684	\$10,000	\$10,861	\$9,914	(\$86)
Retirement Contributions	\$10,208	\$10,420	\$10,720	\$10,368	(\$52)
Insurance Contributions	\$21,476	\$22,620	\$22,600	\$25,620	\$3,000
Worker's Comp & Unemployment	\$4,698	\$4,640	\$5,310	\$4,601	(\$39)
<b>SUBTOTAL - PERSONNEL</b>	<b>\$178,589</b>	<b>\$179,400</b>	<b>\$193,275</b>	<b>\$181,103</b>	<b>\$1,703</b>
<b>Operating Expenses</b>					
Professional Services	\$608	\$0	\$365	\$300	\$300
Contractual Services	\$19,589	\$22,000	\$27,800	\$22,000	\$0
Communications	\$5,105	\$5,000	\$5,000	\$5,000	\$0
Postage	\$9	\$25	\$10	\$25	\$0
Utility Services	\$25,651	\$27,000	\$27,110	\$27,500	\$500
Rentals & Leases	\$1,171	\$0	\$0	\$0	\$0
Insurance	\$19,508	\$4,250	\$5,730	\$5,500	\$1,250
Repair & Maintenance Services	\$22,757	\$22,000	\$27,550	\$23,300	\$1,300
Printing & Binding	\$55	\$50	\$55	\$50	\$0
Miscellaneous Charges	\$0	\$0	\$350	\$0	\$0
Office Supplies	\$397	\$500	\$250	\$400	(\$100)
Operating Supplies	\$8,362	\$9,700	\$9,100	\$9,000	(\$700)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$1,284	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$104,496</b>	<b>\$90,525</b>	<b>\$103,320</b>	<b>\$93,075</b>	<b>\$2,550</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$283,085</b>	<b>\$269,925</b>	<b>\$296,595</b>	<b>\$274,178</b>	<b>\$4,253</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$283,085</b>	<b>\$269,925</b>	<b>\$296,595</b>	<b>\$274,178</b>	<b>\$4,253</b>



## FLEET MAINTENANCE BUDGET DETAIL

	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
<b>Personnel Services</b>					
Salaries & Special Pays	\$84,265	\$87,150	\$87,045	\$89,790	\$2,640
FICA Taxes	\$6,147	\$6,540	\$6,562	\$6,754	\$214
Retirement Contributions	\$6,478	\$6,840	\$6,923	\$7,063	\$223
Insurance Contributions	\$14,393	\$15,070	\$15,070	\$17,080	\$2,010
Worker's Comp & Unemployment	\$2,159	\$2,250	\$3,200	\$2,313	\$63
<b>SUBTOTAL - PERSONNEL</b>	<b>\$113,442</b>	<b>\$117,850</b>	<b>\$118,800</b>	<b>\$123,000</b>	<b>\$5,150</b>
<b>Operating Expenses</b>					
Professional Services	\$92	\$0	\$50	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Communications	\$891	\$1,000	\$1,000	\$1,000	\$0
Utility Services	\$19,672	\$20,000	\$18,400	\$19,750	(\$250)
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,775	\$2,350	\$2,350	\$2,200	(\$150)
Repair & Maintenance Services	\$4,903	\$5,300	\$2,750	\$4,500	(\$800)
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$20	\$100	\$190	\$100	\$0
Office Supplies	\$673	\$300	\$525	\$500	\$200
Operating Supplies	\$17,790	\$14,300	\$25,350	\$17,300	\$3,000
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$0	\$140	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$45,816</b>	<b>\$43,350</b>	<b>\$50,755</b>	<b>\$45,350</b>	<b>\$2,000</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$159,258</b>	<b>\$161,200</b>	<b>\$169,555</b>	<b>\$168,350</b>	<b>\$7,150</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$159,258</b>	<b>\$161,200</b>	<b>\$169,555</b>	<b>\$168,350</b>	<b>\$7,150</b>



## STREETS BUDGET DETAIL

	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
<b>Personnel Services</b>					
Salaries & Special Pays	\$206,038	\$213,055	\$193,199	\$220,295	\$7,240
FICA Taxes	\$15,081	\$16,080	\$14,664	\$16,661	\$581
Retirement Contributions	\$15,857	\$16,810	\$14,998	\$17,424	\$614
Insurance Contributions	\$42,953	\$45,240	\$40,000	\$51,240	\$6,000
Worker's Comp & Unemployment	\$15,881	\$15,880	\$15,800	\$16,465	\$585
<b>SUBTOTAL - PERSONNEL</b>	<b>\$295,810</b>	<b>\$307,065</b>	<b>\$278,661</b>	<b>\$322,085</b>	<b>\$15,020</b>
<b>Operating Expenses</b>					
Professional Services	\$542	\$0	\$850	\$4,000	\$4,000
Contractual Services	\$0	\$0	\$0	\$0	\$0
Communications	\$583	\$500	\$600	\$500	\$0
Utility Services	\$126,662	\$130,000	\$129,975	\$135,850	\$5,850
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$24,535	\$21,000	\$36,500	\$31,000	\$10,000
Repair & Maintenance Services	\$21,728	\$28,000	\$25,500	\$31,000	\$3,000
Miscellaneous Charges	\$16,749	\$20,000	\$18,100	\$21,000	\$1,000
Operating Supplies	\$16,996	\$24,000	\$24,500	\$25,500	\$1,500
Road Materials & Supplies	\$9,012	\$9,000	\$9,000	\$10,000	\$1,000
Memberships, Subscriptions, & Registrations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$216,807</b>	<b>\$232,500</b>	<b>\$245,025</b>	<b>\$258,850</b>	<b>\$26,350</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$512,617</b>	<b>\$539,565</b>	<b>\$523,686</b>	<b>\$580,935</b>	<b>\$41,370</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$320,000	\$320,000	\$2,000,000	\$1,680,000
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$320,000</b>	<b>\$320,000</b>	<b>\$2,000,000</b>	<b>\$1,680,000</b>
<b>TOTAL</b>	<b>\$512,617</b>	<b>\$859,565</b>	<b>\$843,686</b>	<b>\$2,580,935</b>	<b>\$1,721,370</b>



## PARKS & GROUNDS BUDGET DETAIL

	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
<b>Personnel Services</b>					
Salaries & Special Pays	\$178,674	\$200,946	\$194,406	\$234,530	\$33,584
FICA Taxes	\$12,580	\$15,160	\$14,655	\$17,789	\$2,629
Retirement Contributions	\$14,099	\$16,640	\$15,258	\$17,947	\$1,307
Insurance Contributions	\$34,357	\$47,804	\$39,903	\$57,646	\$9,842
Worker's Comp & Unemployment	\$6,299	\$6,570	\$7,703	\$7,696	\$1,126
<b>SUBTOTAL - PERSONNEL</b>	<b>\$246,009</b>	<b>\$287,120</b>	<b>\$271,925</b>	<b>\$335,608</b>	<b>\$48,488</b>
<b>Operating Expenses</b>					
Professional Services	\$1,376	\$0	\$58	\$1,000	\$1,000
Contractual Services	\$0	\$0	\$11,235	\$0	\$0
Communications	\$797	\$1,000	\$445	\$1,000	\$0
Utility Services	\$19,098	\$21,150	\$17,979	\$24,000	\$2,850
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$10,340	\$12,400	\$12,400	\$12,400	\$0
Repair & Maintenance Services	\$14,015	\$20,000	\$19,406	\$24,000	\$4,000
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$500	\$700	\$156	\$2,450	\$1,750
Operating Supplies	\$22,395	\$27,100	\$22,477	\$28,100	\$1,000
Memberships, Subscriptions, & Registrations	\$150	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$68,671</b>	<b>\$82,350</b>	<b>\$84,156</b>	<b>\$92,950</b>	<b>\$10,600</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$314,680</b>	<b>\$369,470</b>	<b>\$356,081</b>	<b>\$428,558</b>	<b>\$59,088</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$250,000	\$250,000	\$0	(\$250,000)
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$0</b>	<b>(\$250,000)</b>
<b>TOTAL</b>	<b>\$314,680</b>	<b>\$619,470</b>	<b>\$606,081</b>	<b>\$428,558</b>	<b>(\$190,912)</b>



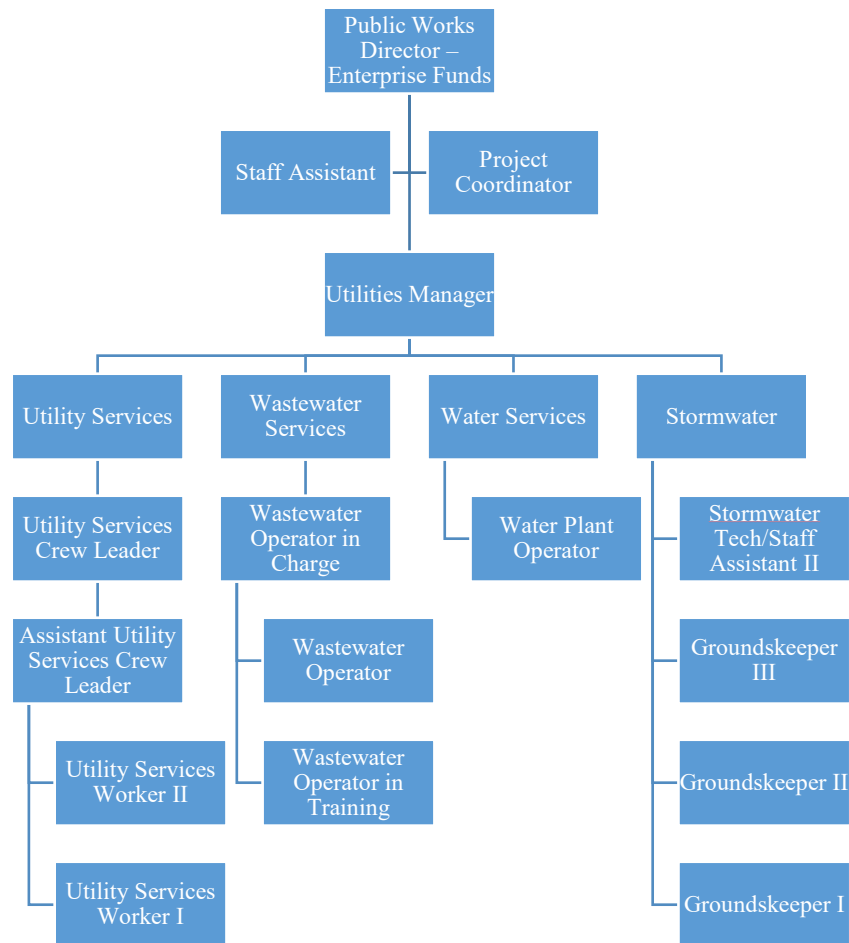


# Enterprise and Special Revenue Funds Details





## 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 Wastewater 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.

<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
Public Works Director	1	0
Project Coordinator	1	0
Staff Assistant	1	0
Engineering/Project Inspector	1	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	5	0
Utilities Electrician	1	0
Wastewater Operator in Charge	1	0
Wastewater Operator	2	0
Wastewater Operator in Training	4	0
Stormwater Technician	1	0
Groundskeeper	2	0
Equipment Operator	1	0



## PUBLIC WORKS – WATER BUDGET DETAIL

	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
<b>Personnel Services</b>					
Salaries & Special Pays	\$363,344	\$393,195	\$372,607	\$452,895	\$59,700
FICA Taxes	\$26,358	\$29,280	\$27,949	\$33,652	\$4,372
Retirement Contributions	\$26,484	\$29,170	\$28,829	\$34,889	\$5,719
Insurance Contributions	\$57,872	\$71,635	\$60,400	\$108,722	\$37,087
Worker's Comp & Unemployment	\$10,502	\$8,360	\$11,300	\$8,030	(\$330)
<b>SUBTOTAL - PERSONNEL</b>	<b>\$484,560</b>	<b>\$531,640</b>	<b>\$501,085</b>	<b>\$638,188</b>	<b>\$106,548</b>
<b>Operating Expenses</b>					
Professional Services	\$59,300	\$37,000	\$5,350	\$55,000	\$18,000
Contractual Services	\$36,112	\$25,000	\$5,000	\$45,000	\$20,000
Travel & Per Diem	\$0	\$2,000	\$0	\$2,000	\$0
Communications	\$7,184	\$8,000	\$8,000	\$8,000	\$0
Postage	\$0	\$100	\$0	\$0	(\$100)
Utility Services	\$58,263	\$64,250	\$70,225	\$71,250	\$7,000
Rentals & Leases	\$0	\$0	\$150	\$1,500	\$1,500
Insurance	\$43,700	\$58,000	\$53,600	\$58,000	\$0
Repair & Maintenance Services	\$23,004	\$35,700	\$35,600	\$34,700	(\$1,000)
Printing & Binding	\$250	\$100	\$1,000	\$1,000	\$900
Miscellaneous Charges	\$7,733	\$4,650	\$4,650	\$6,650	\$2,000
Office Supplies	\$530	\$500	\$700	\$500	\$0
Operating Supplies	\$194,810	\$143,500	\$249,400	\$206,000	\$62,500
Memberships, Subscriptions, & Registrations	\$2,391	\$3,200	\$1,685	\$3,500	\$300
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$433,277</b>	<b>\$382,000</b>	<b>\$435,360</b>	<b>\$493,100</b>	<b>\$111,100</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$917,837</b>	<b>\$913,640</b>	<b>\$936,445</b>	<b>\$1,131,288</b>	<b>\$217,648</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$138,990	\$2,190,000	\$2,190,000	\$2,027,300	(\$162,700)
Capital Machinery & Equipment	\$5,903	\$28,000	\$29,623	\$59,393	\$31,393
Debt Service - Principal	\$19,400	\$19,800	\$20,016	\$20,655	\$855
Debt Service - Interest	\$8,050	\$77,650	\$6,692	\$6,050	(\$71,600)
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$172,343</b>	<b>\$2,315,450</b>	<b>\$2,246,331</b>	<b>\$2,113,398</b>	<b>(\$202,052)</b>
<b>TOTAL</b>	<b>\$1,090,180</b>	<b>\$3,229,090</b>	<b>\$3,182,776</b>	<b>\$3,244,686</b>	<b>\$15,596</b>



## PUBLIC WORKS – WASTEWATER BUDGET DETAIL

	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
<b>Personnel Services</b>					
Salaries & Special Pays	\$185,830	\$214,700	\$205,625	\$414,697	\$199,997
FICA Taxes	\$12,029	\$15,910	\$14,327	\$31,227	\$15,317
Retirement Contributions	\$14,164	\$16,620	\$16,338	\$23,885	\$7,265
Insurance Contributions	\$31,621	\$45,240	\$43,250	\$78,995	\$33,755
Worker's Comp & Unemployment	\$4,716	\$5,880	\$6,125	\$6,386	\$506
<b>SUBTOTAL - PERSONNEL</b>	<b>\$248,360</b>	<b>\$298,350</b>	<b>\$285,665</b>	<b>\$555,190</b>	<b>\$256,840</b>
<b>Operating Expenses</b>					
Professional Services	\$22,967	\$22,000	\$35,100	\$26,100	\$4,100
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$49,004	\$50,000	\$80,000	\$65,000	\$15,000
Travel & Per Diem	\$0	\$500	\$0	\$1,000	\$500
Communications	\$10,649	\$14,000	\$12,000	\$12,000	(\$2,000)
Postage	\$157	\$50	\$125	\$50	\$0
Utility Services	\$119,547	\$141,325	\$141,025	\$141,200	(\$125)
Rentals & Leases	\$0	\$0	\$100	\$2,000	\$2,000
Insurance	\$79,338	\$99,000	\$94,250	\$91,000	(\$8,000)
Repair & Maintenance Services	\$80,837	\$106,000	\$123,000	\$112,500	\$6,500
Printing & Binding	\$1,688	\$50	\$1,060	\$1,000	\$950
Miscellaneous Charges	\$25,119	\$25,550	\$35,700	\$37,500	\$11,950
Office Supplies	\$1,393	\$1,000	\$800	\$1,000	\$0
Operating Supplies	\$74,211	\$77,700	\$100,000	\$85,000	\$7,300
Memberships, Subscriptions, & Registrations	\$6,820	\$1,400	\$1,705	\$1,400	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$471,730</b>	<b>\$538,575</b>	<b>\$624,865</b>	<b>\$576,750</b>	<b>\$38,175</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$720,090</b>	<b>\$836,925</b>	<b>\$910,530</b>	<b>\$1,131,940</b>	<b>\$295,015</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$32,820	\$0	\$11,500	\$970,000	\$970,000
Capital Machinery & Equipment	\$81,287	\$102,000	\$92,500	\$161,000	\$59,000
Debt Service - Principal	\$260,400	\$265,450	\$318,960	\$325,550	\$60,100
Debt Service - Interest	\$206,550	\$201,175	\$216,500	\$209,745	\$8,570
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$581,057</b>	<b>\$568,625</b>	<b>\$639,460</b>	<b>\$1,666,295</b>	<b>\$1,097,670</b>
<b>TOTAL</b>	<b>\$1,301,147</b>	<b>\$1,405,550</b>	<b>\$1,549,990</b>	<b>\$2,798,235</b>	<b>\$1,392,685</b>

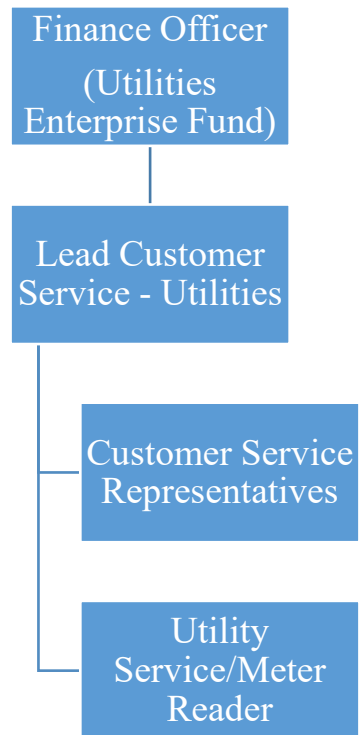


## PUBLIC WORKS – STORMWATER BUDGET DETAIL

	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
<b>Personnel Services</b>					
Salaries & Special Pays	\$103,718	\$102,440	\$67,805	\$98,783	(\$3,657)
FICA Taxes	\$7,045	\$7,600	\$4,851	\$7,404	(\$196)
Retirement Contributions	\$7,974	\$7,950	\$5,008	\$7,743	(\$207)
Insurance Contributions	\$18,377	\$19,880	\$9,031	\$20,540	\$660
Worker's Comp & Unemployment	\$3,167	\$3,130	\$3,747	\$3,130	\$0
<b>SUBTOTAL - PERSONNEL</b>	<b>\$140,281</b>	<b>\$141,000</b>	<b>\$90,442</b>	<b>\$137,600</b>	<b>(\$3,400)</b>
<b>Operating Expenses</b>					
Professional Services	\$0	\$0	\$0	\$0	\$0
Accounting & Auditing	\$0	\$3,500	\$3,500	\$0	(\$3,500)
Contractual Services	\$127,635	\$0	\$6,851	\$15,000	\$15,000
Utility Services	\$79	\$100	\$79	\$100	\$0
Insurance	\$15,094	\$19,800	\$19,800	\$20,800	\$1,000
Repair & Maintenance Services	\$35,309	\$11,000	\$16,045	\$11,000	\$0
Printing & Binding	\$450	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$615	\$750	\$5,533	\$1,000	\$250
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$4,506	\$4,000	\$4,390	\$4,500	\$500
Memberships, Subscriptions, & Registrations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$183,688</b>	<b>\$39,150</b>	<b>\$56,198</b>	<b>\$52,400</b>	<b>\$13,250</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$323,969</b>	<b>\$180,150</b>	<b>\$146,640</b>	<b>\$190,000</b>	<b>\$9,850</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$1,825,437	\$150,000	\$15,000	\$2,375,000	\$2,225,000
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$1,825,437</b>	<b>\$150,000</b>	<b>\$15,000</b>	<b>\$2,375,000</b>	<b>\$2,225,000</b>
<b>TOTAL</b>	<b>\$2,149,406</b>	<b>\$330,150</b>	<b>\$161,640</b>	<b>\$2,565,000</b>	<b>\$2,234,850</b>



## FINANCE OFFICE - UTILITIES



### Summary

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

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



## FINANCE OFFICE UTILITIES BUDGET DETAIL

	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
<b>Personnel Services</b>					
Salaries & Special Pays	\$137,611	\$150,550	\$132,575	\$154,059	\$3,509
FICA Taxes	\$9,611	\$11,400	\$9,810	\$11,786	\$386
Retirement Contributions	\$10,490	\$11,920	\$10,465	\$12,325	\$405
Insurance Contributions	\$35,672	\$37,700	\$28,700	\$42,700	\$5,000
Worker's Comp & Unemployment	\$2,017	\$2,030	\$2,030	\$2,129	\$99
<b>SUBTOTAL - PERSONNEL</b>	<b>\$195,401</b>	<b>\$213,600</b>	<b>\$183,580</b>	<b>\$222,999</b>	<b>\$9,399</b>
<b>Operating Expenses</b>					
Professional Services	\$2,926	\$0	\$255	\$0	\$0
Accounting & Auditing	\$0	\$3,500	\$3,500	\$3,500	\$0
Contractual Services	\$0	\$0	\$1,200	\$2,000	\$2,000
Communications	\$1,360	\$1,200	\$1,350	\$1,500	\$300
Postage	\$33,240	\$34,000	\$30,000	\$30,000	(\$4,000)
Insurance	\$2,580	\$2,850	\$2,850	\$3,000	\$150
Software and Equipment Maintenance	\$18,587	\$31,500	\$26,750	\$31,200	(\$300)
Printing & Binding	\$4,075	\$4,000	\$5,000	\$5,500	\$1,500
Miscellaneous Charges	\$40,372	\$30,000	\$22,500	\$30,000	\$0
Office Supplies	\$1,227	\$2,000	\$1,000	\$1,500	(\$500)
Operating Supplies	\$7,638	\$7,600	\$7,200	\$9,000	\$1,400
Memberships, Subscriptions, & Registrations	\$224	\$250	\$0	\$0	(\$250)
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$112,229</b>	<b>\$116,900</b>	<b>\$101,605</b>	<b>\$117,200</b>	<b>\$300</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$307,630</b>	<b>\$330,500</b>	<b>\$285,185</b>	<b>\$340,199</b>	<b>\$9,699</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$307,630</b>	<b>\$330,500</b>	<b>\$285,185</b>	<b>\$340,199</b>	<b>\$9,699</b>





# Special Revenue and Capital Projects Funds





## SPECIAL REVENUE FUNDS

### REVENUES – COMMUNITY DEVELOPMENT BLOCK GRANT, GAS TAX, LGIS

	FY 19-20	FY 20-21	FY 20-21	FY 21-22
	Actual	Original	Projected	Requested
<b>SPECIAL REVENUE FUNDS</b>				
Community Development Block Grant (CDBG)	\$0	\$1,845,000	\$0	\$700,000
Public Safety Impact Fees (PSIF)	\$7,977		\$15,000	\$89,800
Transportation Impact Fees (TIF)	\$186,134		\$310,000	\$660,000
Water System Development Fees	\$274,553		\$225,000	\$349,000
Sewer System Development Fees	\$599,938		\$530,285	\$997,600
Local Govt. Infrastructure Surtax (LGIS)	\$1,163,610	\$1,811,500	\$1,232,350	\$2,568,800
Local Option Gas Tax**	\$314,185	\$350,200	\$352,688	
Stormwater Management	\$1,811,478	\$330,150	\$822,700	\$2,565,000
	<b>\$4,357,875</b>	<b>\$4,336,850</b>	<b>\$3,488,023</b>	<b>\$7,930,200</b>

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## EXPENDITURES – SPECIAL REVENUE FUNDS

	FY 19-20	FY 20-21	FY 20-21	FY 21-22
	Actual	Original	Projected	Requested
<b>SPECIAL REVENUE FUNDS</b>				
Community Development Block Grant	\$0	\$1,845,000	\$0	\$700,000
Local Option Gas Tax **	\$314,185	\$350,200	\$352,688	\$0
** Consolidated into General Fund				
Local Govt. Infrastructure Surtax (LGIS)	\$1,482,272	\$1,811,500	\$1,374,100	\$2,568,800
Stormwater Utility				
Operations	\$323,969	\$180,150	\$146,640	\$190,000
Capital Projects	\$1,825,437	\$150,000	\$15,000	\$2,375,000
<b>IMPACT FEE FUNDS</b>				
Public Safety Impact Fees (PSIF)				
Capital Expenditures				\$62,500
Reserved for Future Capital Projects	\$11,358		\$15,000	\$27,300
Transportation Impact Fees (TIF)				
Capital Expenditures				
Reserved for Future Capital Projects	\$191,095		\$310,000	\$660,000
Water System Development Charges				
Capital Expenditures				
Reserved for Future Capital Projects	\$278,567		\$225,000	\$349,000
Sewer System Development Charges				
Capital Expenditures				\$970,000
Reserved for Future Capital Projects	\$608,710		\$625,000	\$27,600
<b>FUND TOTAL:</b>	<b>\$5,035,593</b>	<b>\$4,336,850</b>	<b>\$3,063,428</b>	<b>\$7,930,200</b>

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**EXPENDITURE DETAIL – LGIS PROJECT LIST**

<b>Project</b>	<b>Amount</b>
10th & Whitehouse Drainage Improvements	\$200,000
10th Street Sidewalk	\$180,000
7th Street Traffic Calming	\$275,000
Cemetery Improvements	\$45,000
Howard Avenue Stormwater Improvements	\$40,000
Irvin Community Center Design	\$50,000
IT Equipment Upgrades	\$111,300
New Police Vehicles	\$372,500
Park & Pavillion Improvements	\$30,000
Park Street Engineering	\$30,000
Paving Management Program	\$200,000
Police Safety Equipment	\$22,500
Public Works Replacement Equipment	\$172,500
Sidewalk Management Program	\$200,000
Splash Park/Restroom	\$300,000
Yard Improvements	\$75,000
City Hall Construction	\$200,000
Contingency	\$65,000





# Component Units – Dependent Special Districts





## COMPONENT UNIT – COMMUNITY REDEVELOPMENT AGENCY - REVENUE

	FY 19-20	FY 20-21	FY 20-21	FY 21-22
	Actual	Original	Projected	Requested
<b>COMPONENT UNITS</b>				
Community Redevelopment Agency (CRA)	<b>\$314,008</b>	<b>\$292,225</b>	<b>\$199,630</b>	<b>\$354,950</b>

## EXPENDITURE COMMUNITY REDEVELOPMENT AGENCY

	FY 19-20	FY 20-21	FY 20-21	FY 21-22	\$ Change
	Actual	Budget	Projected	Requested	(4) - (2)
<b>Operating Expenses</b>					
Professional Services	\$0	\$0	\$0	\$10,000	\$10,000
Accounting & Auditing	\$0	\$3,500	\$5,000	\$5,000	\$1,500
Contractual Services	\$4,733	\$0	\$0	\$5,500	\$5,500
Travel & Per Diem	\$0	\$1,000	\$1,000	\$1,500	\$500
Utility Services	\$52,691	\$56,500	\$54,500	\$61,500	\$5,000
Repair & Maintenance Services	\$4,267	\$7,500	\$7,500	\$7,575	\$75
Miscellaneous Charges	\$175	\$225	\$175	\$375	\$150
Operating Supplies	\$10,542	\$7,500	\$6,625	\$12,000	\$4,500
Memberships, Subscriptions, & Registrations	\$0	\$1,000	\$1,250	\$1,500	\$500
Contributions - Private Organizations/Govt	\$7,500	\$10,000	\$10,000	\$25,000	\$15,000
<b>TOTAL - OPERATING EXPENSES</b>	<b>\$79,908</b>	<b>\$87,225</b>	<b>\$86,050</b>	<b>\$129,950</b>	<b>\$42,725</b>
<b>Capital Outlay &amp; Debt Service</b>					
Improvements (Other Than Buildings)	\$159,100	\$130,000	\$0	\$145,000	\$15,000
Transfer to General Fund	\$75,000	\$75,000	\$75,000	\$80,000	\$5,000
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$234,100</b>	<b>\$205,000</b>	<b>\$75,000</b>	<b>\$225,000</b>	<b>\$20,000</b>
<b>TOTAL</b>	<b>\$314,008</b>	<b>\$292,225</b>	<b>\$161,050</b>	<b>\$354,950</b>	<b>\$62,725</b>





# Five Year Capital Improvement Plan





## 5 YEAR CAPITAL IMPROVEMENT PLAN

### POTABLE WATER SYSTEM CAPITAL IMPROVEMENTS

Project Number		Project Name	Funding Source	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26	Total Spending
1	Water Line Replacements	Renewal & Replacement		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000		
		Total Project Cost		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000		\$ 400,000
2	Tank Hill Well and Booster Station	State Revolving Fund Loan	\$ 1,422,500						
		SRF Grant	\$ 434,800						
		Total Project Cost	\$ 1,857,300						\$ 1,857,300
3	Advanced Metering Infrastructure (AMI)	Utility Fund				\$ 1,000,000			
		Total Project Cost				\$1,000,000			\$ 1,000,000
4	10th Street Well Building Planning and Design	Utility Fund		\$ 100,000	\$ 400,000				
		Total Project Cost		\$ 100,000	\$ 400,000				\$ 500,000
5	Orange Valley Well Improvements	Renewal & Replacement	\$ 100,000						
		Total Project Cost	\$ 100,000						\$ 100,000
6	Elba Heights	Renewal & Replacement	\$ 70,000	\$ 350,000					
		Total Project Cost	\$ 70,000	\$ 350,000					\$ 420,000
Total Potable Water Project Costs:		Costs:	\$ 2,027,300	\$ 550,000	\$ 500,000	\$1,100,000	\$ 100,000		\$ 4,277,300

### STORMWATER MANAGEMENT CAPITAL IMPROVEMENTS

Project Number	Project Name	Funding Source	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26	Total Spending
11	10th & Whitehouse Drainage Improvements	Penny for Pasco	\$ 200,000					
		<b>Total Project Cost</b>	<b>\$ 200,000</b>					<b>\$ 200,000</b>
12	Howard Avenue Improvements	State of Florida Appropriations	\$ 150,000					
		Stormwater Utility Fund	\$ 25,000					
		Penny for Pasco	\$ 40,000					
		<b>Total Project Cost</b>	<b>\$ 215,000</b>					<b>\$ 215,000</b>
13	Dade Oaks Stormwater Facility	CDBG-DR Grant	\$ 2,200,000	\$ 1,218,599				
		Penny for Pasco		\$ 200,000				
		<b>Total Project Cost</b>	<b>\$ 2,200,000</b>	<b>\$ 1,418,599</b>				<b>\$ 3,618,599</b>
<b>Total Stormwater Project Costs:</b>								
		<b>Total Costs:</b>	<b>\$ 2,615,000</b>	<b>\$ 1,418,599</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,033,599</b>



## FACILITIES AND CAPITAL EQUIPMENT CAPITAL IMPROVEMENTS

Project Number	Project Name	Funding Source	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26	Total Spending
Facilities Improvements								
14	Yard Improvements	Penny for Pasco	\$ 75,000	\$ 100,000	\$ 75,000	\$ 75,000		
		Total Project Cost	\$ 75,000	\$ 100,000	\$ 75,000	\$ 75,000		\$ 325,000
15	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 Costs:	\$ 75,000	\$ 115,000	\$ 125,000	\$ 125,000	\$ -	\$ 440,000
Capital Equipment / Other Capital								
28	Police Automobiles/Equipment	Penny for Pasco	\$ 395,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	
		Public Safety Impact Fees	\$ 62,500	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	
		Total Project Cost	\$ 457,500	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 1,957,500
29	Work Trucks/Machinery & Equipment	Penny for Pasco	\$ 132,500					
		Utility Fund	\$ 161,000					
		Total Project Cost	\$ 293,500					\$ 293,500
30	Vactor Vacuum Truck Lease	Utility Fund	\$ 59,393	\$ 59,393	\$ 59,393	\$ 59,393		
		Total Project Cost	\$ 59,393	\$ 59,393	\$ 59,393	\$ 59,393	\$ -	\$ 237,572
30	IT Equipment Upgrades	Penny for Pasco	\$ 111,300	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
		Total Project Cost	\$ 111,300	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 211,300
31	Vehicle Replacements	Penny for Pasco	\$ 40,000	\$ 40,000				
		Total Project Cost	\$ 40,000	\$ 40,000				\$ 80,000
Total Capital Equipment Costs:		Total Costs:	\$ 961,693	\$ 499,393	\$ 459,393	\$ 459,393	\$ 400,000	\$ 2,779,872



## PAVEMENT MANAGEMENT, PARK SYSTEM CAPITAL IMPROVEMENTS

Project Number	Project Name	Funding Source	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26	Total Spending
Pavement Management / Roadway Capital Improvements								
16	Paving Management Program	Penny for Pasco	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	
		Total Project Cost	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
17	7th St. Streetscaping Project	Penny for Pasco	\$ 275,000	\$ 200,000	\$ 100,000			
		Total Project Cost	\$ 275,000	\$ 200,000	\$ 100,000			\$ 575,000
18	Park Street Engineering	Penny for Pasco	\$ 30,000					
		Total Project Cost	\$ 30,000					\$ 30,000
18	10th Street Sidewalk	Penny for Pasco	\$ 180,000					
		Total Project Cost	\$ 180,000					\$ 180,000
19	Sidewalk Management Plan	Penny for Pasco	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	
		Total Project Cost	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
20	Morningside Drive Extension	Transportation Impact Fees	\$ -	\$ 500,000				
		State of Florida Appropriations	\$ 2,000,000	\$ 2,300,000				
		Total Project Cost	\$ 2,000,000	\$ 2,800,000				\$ 4,800,000
Total Pavement Project Costs:		Total Costs:	\$ 2,885,000	\$ 3,400,000	\$ 500,000	\$ 400,000	\$ 400,000	\$ 7,585,000
Park System Capital Improvements								
21	Irvin Center	Penny for Pasco	\$ 50,000	\$ 250,000	\$ 250,000			
		Total Project Cost	\$ 50,000	\$ 250,000	\$ 250,000			\$ 550,000
22	Park Pavilions Roof Replacement and Programable Bathroom Locks	Penny for Pasco	\$ 30,000					
		Total Project Cost	\$ 30,000					
23	Parking Lighting & Electrical Improvements	CRA Funding	\$ 95,000					
		Total Project Cost	\$ 95,000					\$ 95,000
24	Park Improvements - Pedestrian & Bike Amenities	CRA Funding & CDBG Grant Match	\$ 50,000					
		Total Project Cost	\$ 50,000					\$ 50,000
25	General Park Improvements	CDBG Grant	\$ 700,000					
		Total Project Cost	\$ 700,000					\$ 700,000
26	Cemetery Improvements	Penny for Pasco	\$ 45,000					
		Total Project Cost	\$ 45,000					\$ 45,000
27	Splash Park & Restroom	Penny for Pasco	\$ 300,000					
		Total Project Cost	\$ 300,000					\$ 300,000
Total Parks Capital Project Costs:		Total Costs:	\$ 1,270,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ 1,770,000



## WASTEWATER SYSTEM CAPITAL IMPROVEMENT

Project Number	Project Name	Funding Source	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26	Total Spending
5	Sewer Line Replacement Program	Renewal and Replacement		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	
		<b>Total Project Cost</b>		<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 800,000</b>
6	Manhole Replacement Programs	Renewal and Replacement		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
		<b>Total Project Cost</b>		<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 400,000</b>
8	Forcemain Upgrades & Improvements - Lift Station 15/19; Church Avenue	Sewer Impact Fees	\$ 970,000					
		<b>Total Project Cost</b>	<b>\$ 970,000</b>					<b>\$ 970,000</b>
10	Construct Master Pump Stations	Sewer Impact Fees		\$ 1,200,000				
		<b>Total Project Cost</b>		<b>\$ 1,200,000</b>				<b>\$ 1,200,000</b>

## FUNDING SOURCES - TOTAL CIP REVENUES -

Funding Sources							
State of Florida Appropriations	\$ 2,150,000	\$ 2,300,000	\$ -	\$ -	\$ -	\$ -	\$ 4,450,000
Transportation Impact Fees	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Penny for Pasco	\$ 2,043,800	\$ 1,015,000	\$ 800,000	\$ 450,000	\$ 400,000	\$ -	\$ 4,708,800
CRA Funding	\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145,000
State Revolving Fund Loan	\$ 1,422,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,422,500
Renewal & Replacement	\$ 36,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ 1,636,000
SRF Grant	\$ 434,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 434,800
CDBG Grant	\$ 2,900,000	\$ 1,218,599	\$ -	\$ -	\$ -	\$ -	\$ 4,118,599
Utility Funds	\$ 119,393	\$ 159,393	\$ 459,393	\$1,059,393	\$ -	\$ -	\$ 1,797,572
Public Safety Impact Fees	\$ 62,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,500
Sewer Impact Fees	\$ 800,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,800,000
<b>TOTAL</b>	<b>\$ 10,113,993</b>	<b>\$ 6,592,992</b>	<b>\$ 1,659,393</b>	<b>\$ 1,909,393</b>	<b>\$ 800,000</b>	<b>\$ -</b>	<b>\$ 21,075,771</b>





# 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 subclassifications of the major categories will be used as expenditures are incurred.

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



## **PERSONNEL SERVICES**

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

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

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

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

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

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

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

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

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

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

## **OPERATING EXPENSES**

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

## **CAPITAL OUTLAY**

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

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

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

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

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

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