

# CITY OF DADE CITY



## OPERATING BUDGET Fiscal Year 2017-2018

<b>1</b>	City Officials and Departmental Organization
<b>2</b>	Taxable Value, Millage and Ad Valorem Revenues
<b>3</b>	Revenue and Expenditure Summaries - All Funds
<b>4</b>	General Fund Detail
<b>5</b>	Enterprise Funds Detail
<b>6</b>	Special Revenue and Capital Projects Funds
<b>7</b>	Community Redevelopment Agency
<b>8</b>	Capital Improvement Plan
<b>9</b>	Glossary
<b>10</b>	

# CITY OF DADE CITY



## OPERATING BUDGET Fiscal Year 2017-2018

**City of Dade City  
Operating Budget  
Fiscal Year 2017-2018**

Table of Contents

<u>Section</u>	<u>Page</u>
Budget Message	1
City Officials and Departmental Organization	8
Taxable Value, Millage, and Ad Valorem Revenues	11
Revenue and Expenditure Summaries - All Funds	17
Reserve Balances	23
General Fund Detail	24
General Fund Revenues	25
City Commission	27
City Manager	29
Information Technology	31
City Clerk	33
City Attorney	35
Finance	37
Community Development	39
Building Inspections	41
Public Works Facilities Maintenance	43
Public Works Fleet Maintenance	46
Police	48
Safety Services / Code Enforcement	51
Public Works Streets Maintenance	53
Public Works Parks and Grounds Maintenance	56
Enterprise Funds Detail	59
Enterprise Funds Revenues	60
Public Utilities Water Services	61
Public Utilities Wastewater Services	64
Utility Finance	66
Utility Debt Service	68
Public Utilities Sanitation Services	69
Stormwater	70
Special Revenue Funds	72
Special Revenue Funds Revenues	73
Special Revenue Funds Expenditures	74
Local Government Infrastructure Surtax Fund (“Penny for Pasco”)	75
Component Units – Dependent Special Districts	77
Community Redevelopment Agency Revenues	78
Community Redevelopment Agency #1 Expenditures	79
Community Redevelopment Agency #2 Expenditures	80
Five-Year Capital Improvement Plan	81
Glossary of Terms	85

# City of Dade City Fiscal Year 2017-2018 Budget Message

September 11, 2017

Honorable Mayor and City Commissioners:

Presented for your consideration is the proposed budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018. The purpose of this budget message is to provide a brief commentary that will assist in the review and understanding of this document.

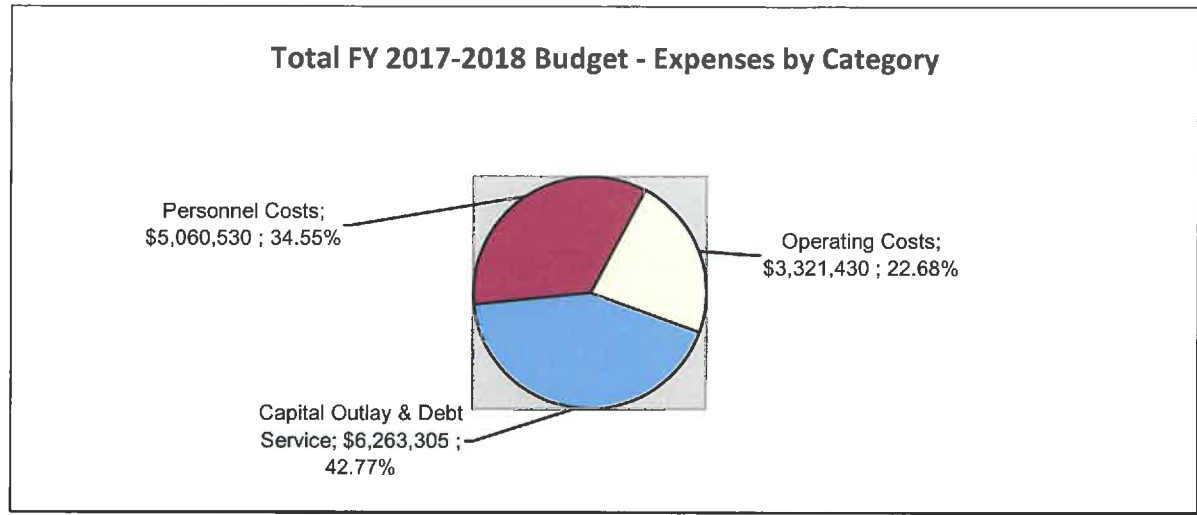
## Overview

The total proposed budget for fiscal year 2017-2018 is \$14,645,265. This represents an increase of \$3,598,673, or 32.6%, from FY 2016-2017 budget. Personnel costs are expected to be \$5,060,530, or 34.55%, of the total budget, an increase of \$121,390 from the current budget. This increase is a result of increased healthcare premiums, 3% salary adjustments, years of service step increases for the PBA, and enhanced retirement options which includes joining the Florida Retirement System (FRS) and/or increasing the City's contribution to the 401a plan. Operating costs have been increased by \$32,636 to \$3,321,430 which is 22.68% of the proposed budget. Capital outlay and debt service, representing the final 42.77% of the budget, are anticipated to total \$6,263,305; which is an increase of \$3,444,647. This increase is a result of funding for the construction of Beauchamp Pond, Hardy Trail extension, Downtown Stormwater improvements, and Price Park improvements.

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

The budget as presented includes the Community Development Block Grant (CDBG) funding for the construction of Beauchamp Pond (\$700,000), FDOT Local Agency Program (LAP) funding for the Hardy Trail extension (\$1,000,000), State of Florida appropriations for Downtown Stormwater improvements (\$1,800,000), and Florida Recreation Development Assistant Program (FRDAP) funding for Price Park improvements (\$100,000). Additionally, the budget includes the cost of providing healthcare insurance to each full-time employee, a 3% pay increase for all full-time employees which will take effect October 1<sup>st</sup>, equipment purchases, software upgrades, years of service step increases for PBA officers, as well as projects listed in sections 3 and 4.

The proposed budget also includes an 8% retirement contribution rate by the City and continued 4% contribution by each employee that remains in the current retirement plan. The City will be required to contribute 7.92% for each employee choosing to switch to the FRS plan, and each employee will contribute 3%. It is anticipated the City will join the FRS January 1, 2018.

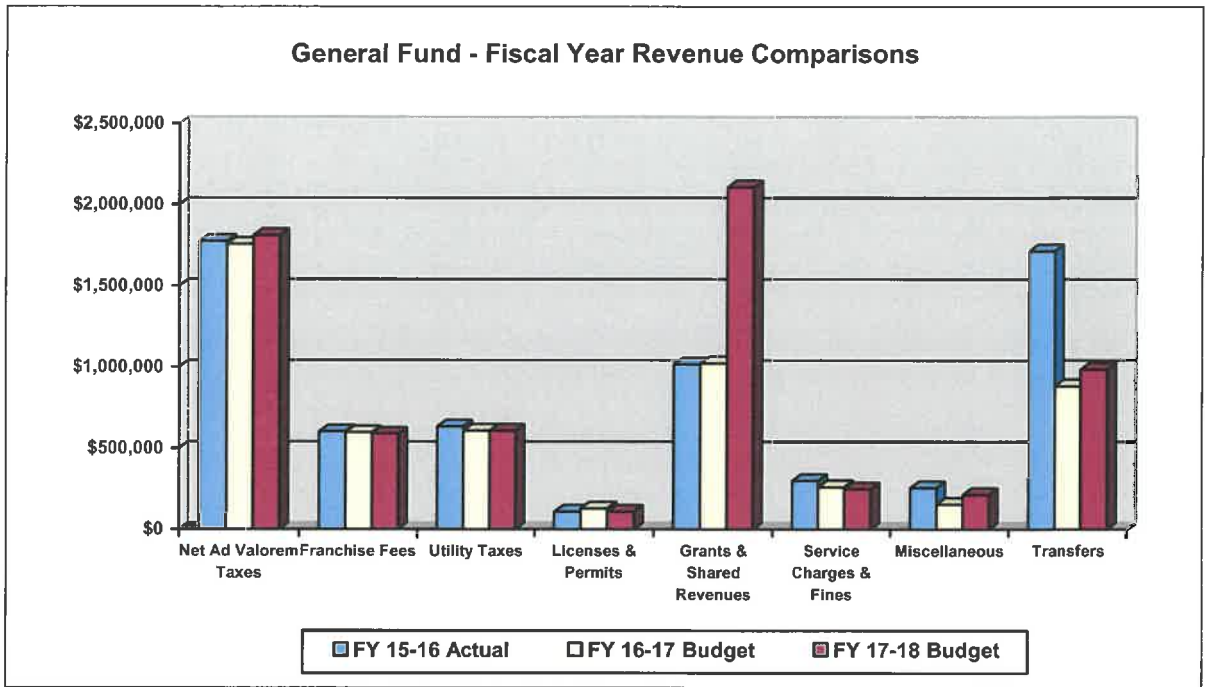


Section 3 of this budget provides a further overview of the anticipated revenues and proposed expenditures for fiscal year 2017-2018.

**General Fund**

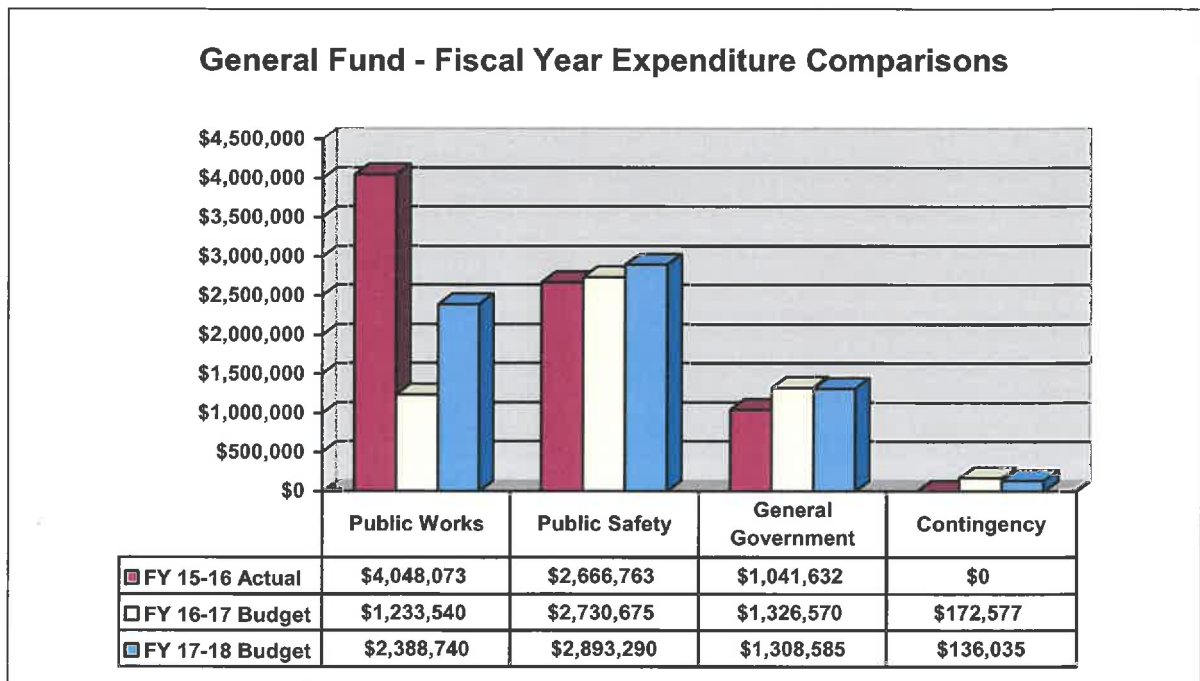
The general fund budget is expected to increase by \$1,263,288 from the current year to \$6,726,650. A millage rate of 7.14, assessed on the taxable value of property within the city was used to provide this level of funding. The millage rate is proposed to remain the same as FY 16-17. Due to state law, this millage rate must be approved by a simple majority vote of the governing body, which in Dade City’s case means three out of the five commissioners. Taxable value increased by 2.58%, thus increasing anticipated ad valorem tax collections by \$80,700. The general fund contingency will experience a decrease of \$36,542 as a result of increased retirement expenses and 3% salary increases.

Overall, personnel, operating, and capital outlay expenses have increased in the General Fund due to additional retirement expenses related to moving to a defined benefit program and enhancing the existing plan for employees who remain with the 401(a) plan, pay increases, Hardy Trail, continued information technology software and hardware upgrades, and a new electronic welcome sign at the South Apex.



Ad valorem taxes slightly increased from last year. Ad Valorem taxes make up 28.14% of general fund revenues for fiscal year 2017-18. Further information on taxable values, millage rates, and ad valorem tax revenues can be found in Section 2.

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



The table below shows the changes in budgeted expenditures for each general fund cost center, from the 2016-2017 budget to the 2017-2018 budget, listed by category.

**General Fund - Budget Changes from Previous Year**

	<u>Personnel</u>	<u>Operating</u>	<u>Capital &amp; Debt</u>	<u>TOTAL</u>
City Commission	\$0	\$3,850	\$0	\$\$3,850
City Manager	(\$6,180)	\$750	\$0	\$5,430
City Clerk	\$900	(\$21,350)	\$0	(\$20,450)
Information Technology	\$0	\$14,500	(\$50,500)	(\$36,000)
Finance - General	\$8,900	(\$2,200)	\$0	\$6,700
City Attorney	(\$56,190)	\$81,885	\$0	\$25,695
Development Services	\$5,860	\$150	\$2,500	\$8,510
Building Inspections	\$3,840	(\$4,700)	\$0	(\$860)
Facilities Maintenance	(\$30,650)	\$9,850	\$35,500	\$14,700
Fleet Maintenance	\$4,270	(\$8,750)	\$9,000	\$4,520
Streets Maintenance	\$9,320	\$14,400	\$0	\$23,720
Parks Maintenance	\$19,110	(\$6,850)	\$0	\$12,260
Recreation	\$0	\$0	\$0	\$0
Police	\$147,680	\$4,600	\$0	\$152,280
Code Enf. / Safety Svcs.	\$17,220	(\$6,885)	\$0	\$10,335
Contingency	\$0	(\$36,542)	\$0	(\$36,542)
<b>TOTAL</b>	<b>\$124,080</b>	<b>\$42,708</b>	<b>(\$3,500)</b>	<b>\$163,288</b>

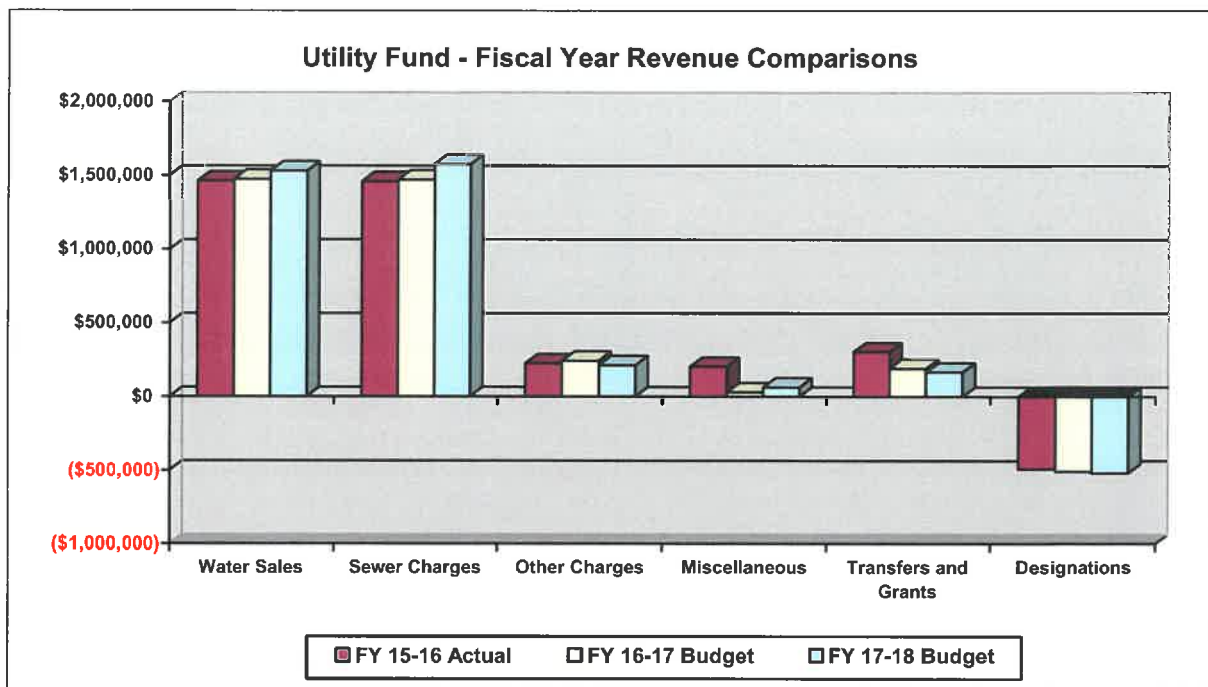
Section 4 of this budget lists additional details of the anticipated general fund revenues for fiscal year 2017-2018. This section also contains descriptions and function summaries, organizational charts and staffing levels, and proposed itemized expenditures for each general fund cost center.

**Enterprise Funds**

Enterprise funds are also referred to as business-type funds, with funding coming from charges for the services provided. Dade City has three enterprise funds: utility, sanitation and stormwater.

The utility fund includes water, wastewater, and utility finance. This fund experienced an increase of \$120,980 to \$3,017,210, as a result of an increase in anticipated revenues and retiring of two debt service accounts in FY 16-17 and one debt service account with this budget. These actions will result in the contingency fund increasing by \$103,328. Also, construction of the Orange Valley Well project will be completed early in FY 17-18, which was funded through State of Florida appropriations. The fund will see the design of the Tank Hill Storage Tank and purchase of a generator for Lift Station #19.

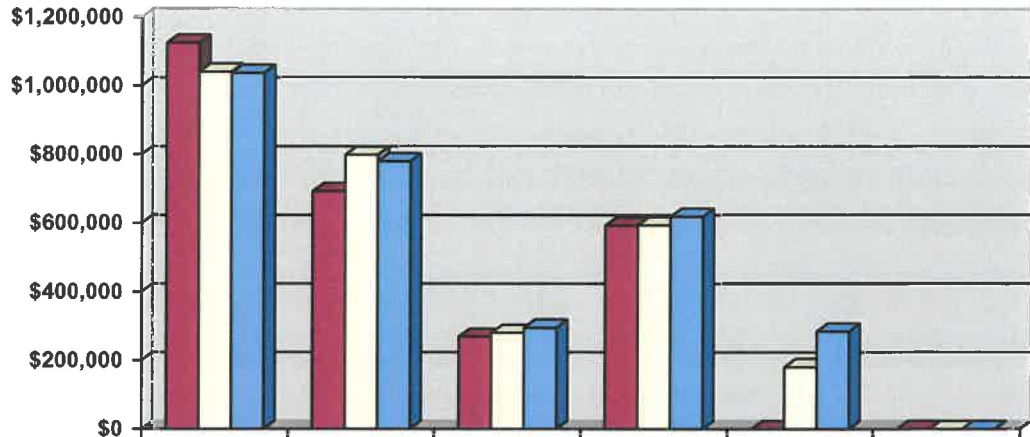




The sanitation fund involves the contracted collection of solid waste. The contract with the hauler allows for rate increases based on the consumer price index (CPI) per year. Commercial customers are billed directly for their service, while the city bills residential customers and then pays the contractor. Allowance is made in this budget for the contracted increase. The fund is expecting a slight increase of \$3,100 from \$242,000 to \$245,100 as a result of anticipated increases in the charges for services.

In 2014, the Commission approved a stormwater utility which provides a dedicated funding source from assessments. These assessments are collected through non-ad valorem tax bills. The stormwater charges help offset the cost of addressing the City stormwater system maintenance, operational planning and water quality needs. Revenues are expected to be \$2,063,000, which is an increase of \$1,796,000. The increase is a result of funding through appropriations from the State of Florida, which will allow for the construction of the Downtown Stormwater improvements project. Plus, the expansion of the Howard Avenue Pond is scheduled to be constructed during FY 17-18.

### Utility Fund - Fiscal Year Expense Comparisons



	Water	Wastewater	Utility Finance	Debt Service	Contingency	Transfers
FY 15-16 Actual	\$1,126,148	\$692,402	\$269,424	\$593,418	\$0	\$0
FY 16-17 Budget	\$1,041,210	\$799,120	\$280,350	\$594,458	\$181,092	\$0
FY 17-18 Budget	\$1,037,390	\$780,150	\$295,750	\$619,500	\$284,420	\$0

The table below shows the changes in budgeted expenses for each cost center in the enterprise funds, from the 2016-2017 budget to the 2017-2018 budget, listed by category.

### Enterprise Funds - Budget Changes from Previous Year

	Personnel	Operating	Capital & Debt	TOTAL
Water	(\$2,750)	\$23,930	(\$25,000)	(\$3,820)
Sewer	(\$13,970)	(\$12,300)	\$7,300	(\$18,970)
Utility Finance	\$5,500	\$15,900	(\$6,000)	\$15,400
Utility Debt Service	\$0	\$0	\$25,042	\$25,042
Contingency	\$0	\$103,328	\$0	\$103,328
Transfers	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>(\$11,220)</b>	<b>\$130,858</b>	<b>\$1,342</b>	<b>\$120,980</b>
Stormwater	\$8,530	(\$77,080)	\$1,750,000	\$1,681,450
Contingency	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$8,530</b>	<b>(\$77,080)</b>	<b>\$1,750,000</b>	<b>\$1,681,450</b>
Sanitation	\$0	\$4,500	\$0	\$4,500
Contingency	\$0	(\$1,400)	\$0	(\$1,400)
<b>TOTAL</b>	<b>\$0</b>	<b>\$3,100</b>	<b>\$0</b>	<b>\$3,100</b>

Section 5 of this budget lists additional details of the anticipated revenues of the enterprise funds for fiscal year 2017-2018. This section also contains descriptions and function summaries, organizational charts and staffing levels, and proposed itemized expenses for each cost center in the enterprise funds.

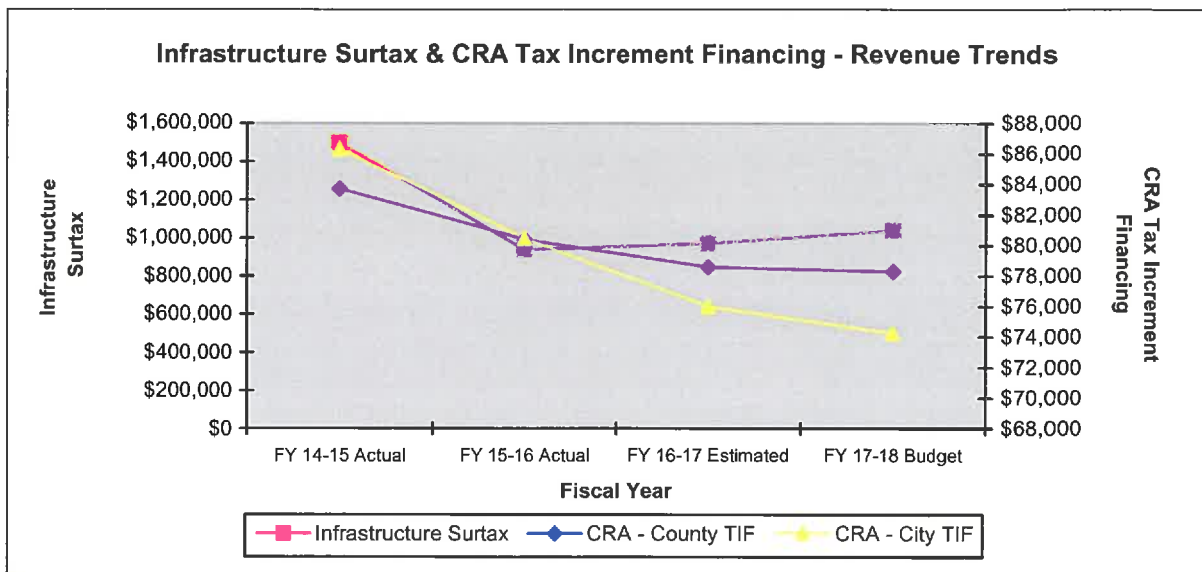
## Other Funds

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

Special revenue funds are used to account for specific revenues that are legally restricted for certain purposes. Dade City uses these funds to account for Community Development Block Grants (CDBG) and Local Government Infrastructure Surtax (LGIS). The City currently has the expansion of Beauchamp Pond improvements funded through CDBG in the amount of \$750,000, with \$50,000 coming from the LGIS.

The capital projects fund is the LGIS, also known as “Penny for Pasco”, where the financial resources are to be used for capital outlays. This fund has been increased by \$130,600, due to increased revenue projections and carryover from FY 17-18. Funding is being provided for continuing the paving/sidewalk management program, purchase of a street sweeper, General Fund repayment (City Hall/P.D.), funding of the Dade City Incubator (SmartStart), and facility improvements. New projects include police vehicles, park improvements, Public Works heavy equipment, and a portable message board.

A component unit is a separate legal entity that is created by and dependent on the city. The Community Redevelopment Agency (CRA) was formed by Dade City to promote redevelopment activity within the designated district. Funding provided by tax increment financing varies with changes to millage rates and taxable values in the district. An increase of \$254,285 is expected in CRA 1 due to the use of carryover dollars to support the Downtown Stormwater Project, transportation improvements, and 7<sup>th</sup> Street Alley improvements. CRA 2’s funding level will decrease in FY 17-18 to \$7,400. Tax increment funding of \$17,500 will be transferred to the General Fund and applied toward the salary of the CRA Director (\$7,500) and Parks Department to offset a partial amount of a Grounds Keeper position (\$10,000). (See agreement #2017-03 (CRA) and #2017-36 (City))



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

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

A glossary of budget terms is located in Section 8.

Public hearings on the budget and the millage rate will be held on Monday, September 11, 2017 at 5:30 p.m. and Monday, September 25, 2017 at 5:30 p.m. Both hearings will be held in the Commission Chambers at 38020 Meridian Avenue, Dade City, Florida 33525.

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

# **CITY OF DADE CITY**

**OPERATING BUDGET  
Fiscal Year 2017-2018**



**City Officials and  
Departmental Organization**

# CITY OFFICIALS

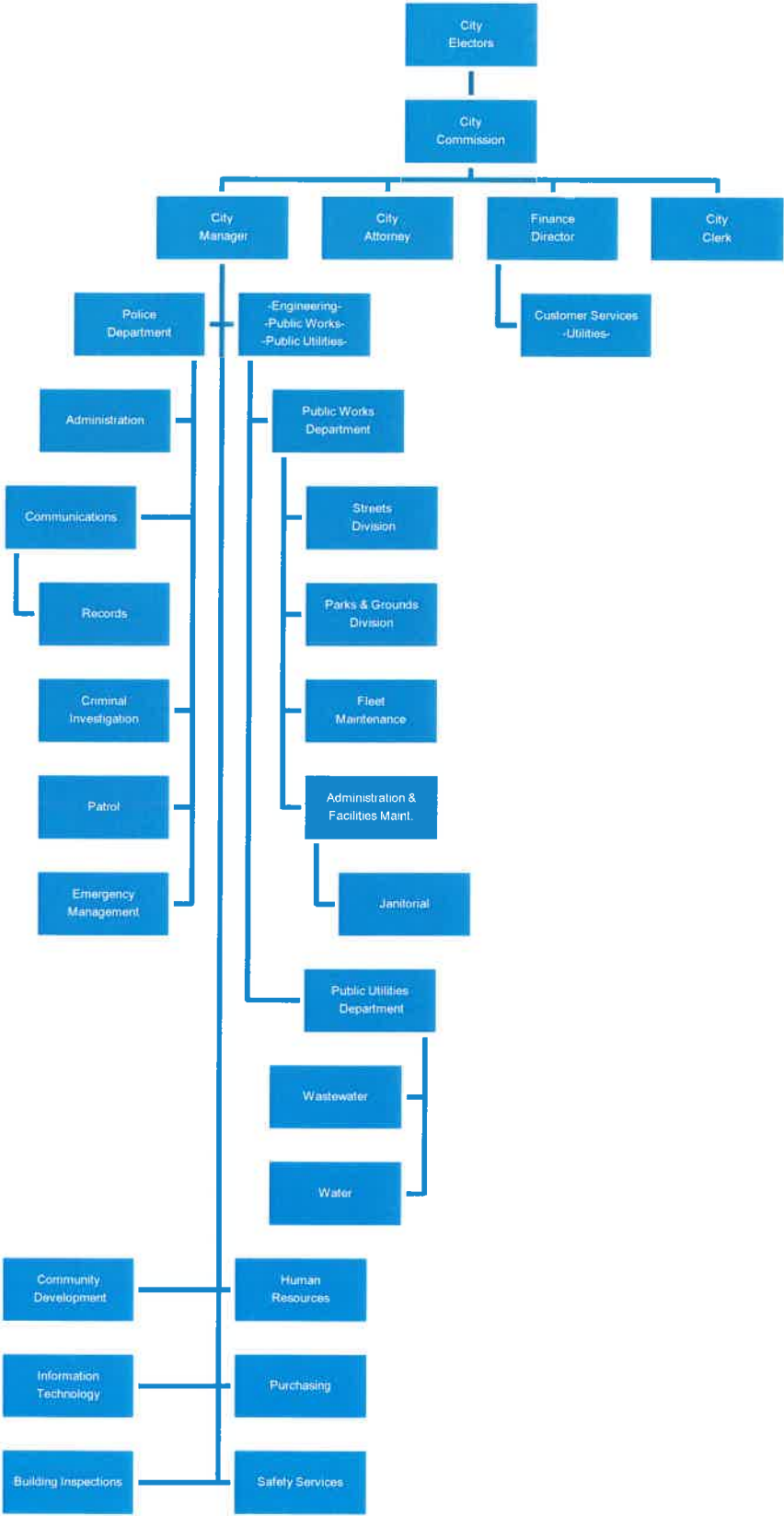
---

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

---

City Manager	William C. Poe, Jr.
Finance Director	Leslie Porter
City Clerk	Angelia Guy
City Attorney	Nancy Stuparich
Police Chief	Raymond Velboom
Public Works Director	Joseph DeBono
Community Development Director	Michael Sherman

# City of Dade City Organizational Chart



# **CITY OF DADE CITY**

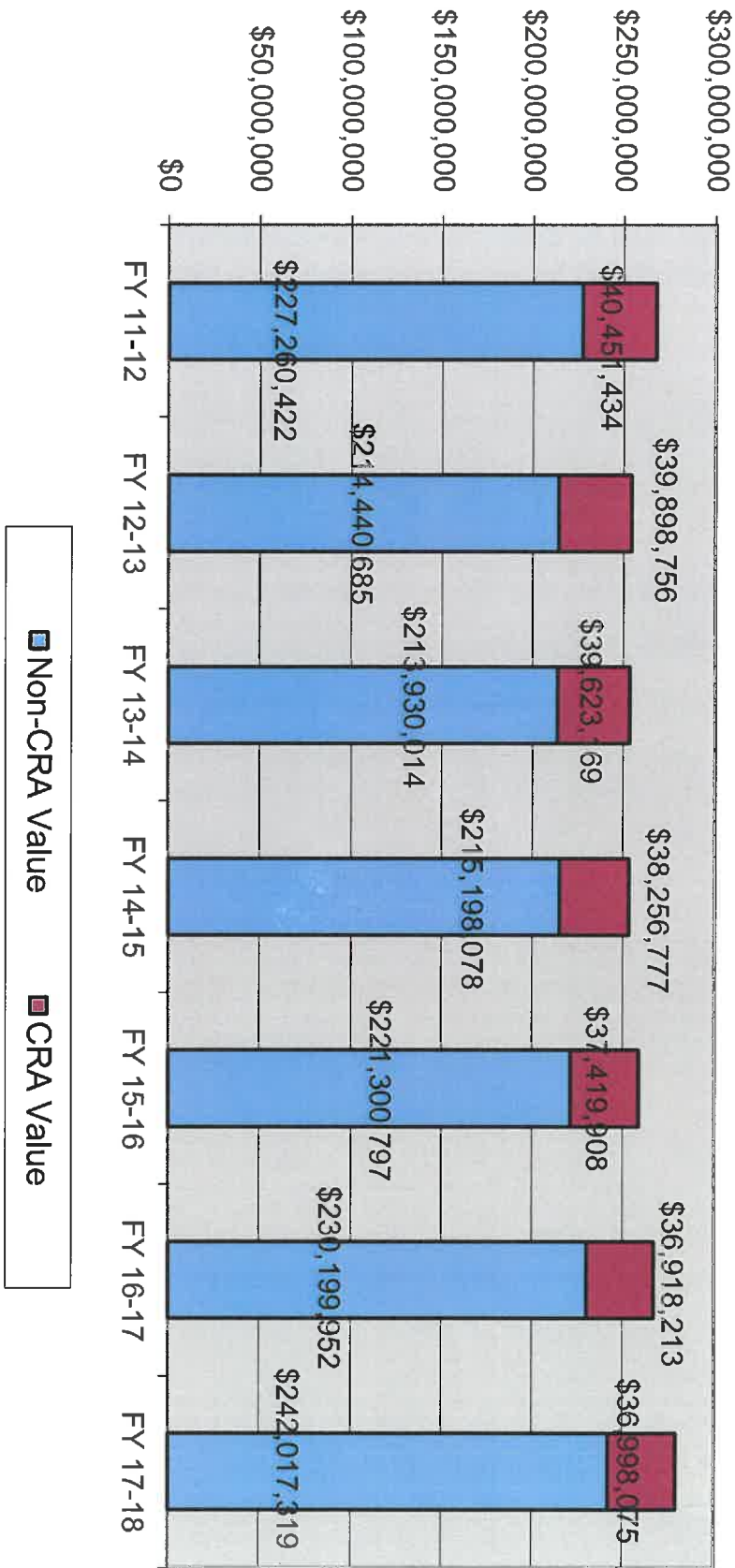
## **OPERATING BUDGET Fiscal Year 2017-2018**



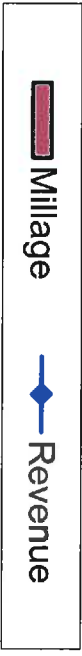
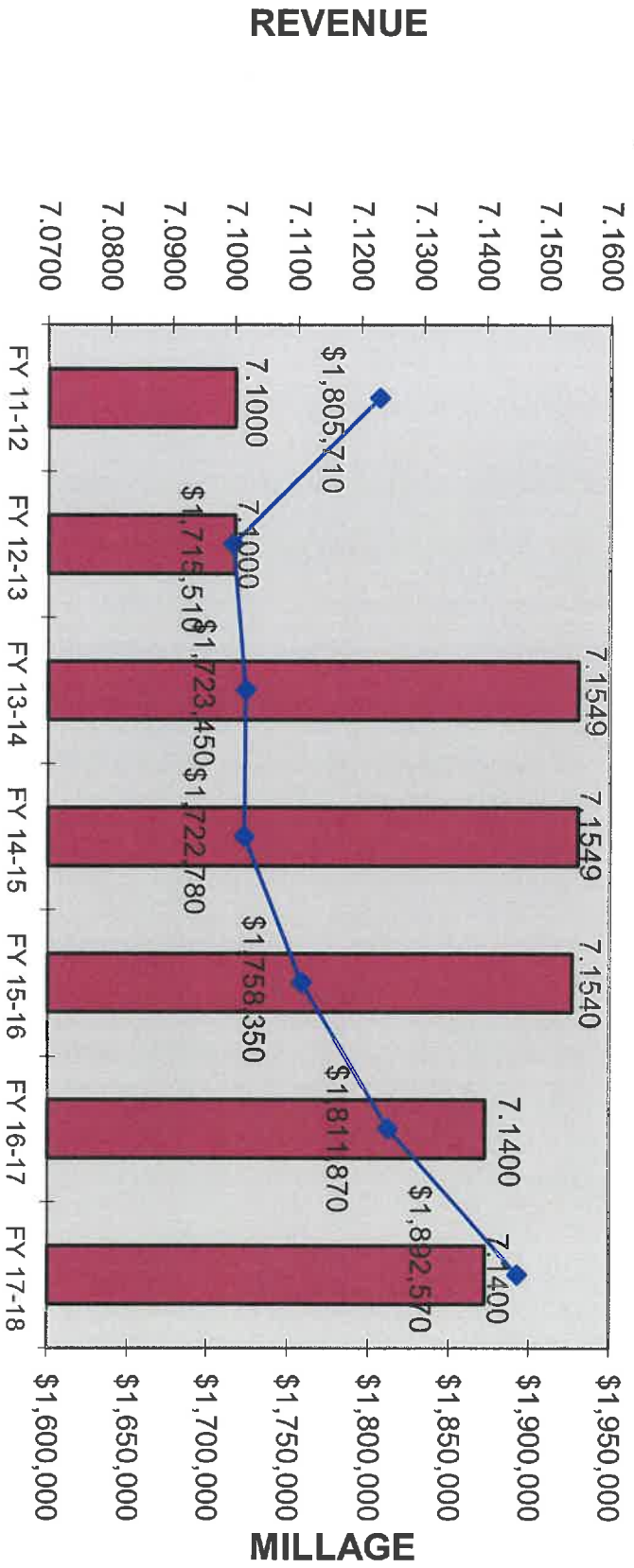
## **Taxable Value, Millage, and Ad Valorem Revenues**



### TAXABLE VALUE - CRA & NON-CRA



# TAX REVENUES VS. MILLAGE RATES





# CERTIFICATION OF TAXABLE VALUE

Reset Form

Print Form

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

Year: 2017	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	\$	244,229,107	(1)
2.	Current year taxable value of personal property for operating purposes	\$	34,305,139	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	481,148	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	279,015,394	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	1,035,768	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	277,979,626	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	270,982,839	(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>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	6/30/2017 3:15 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>	\$	1,934,817	(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>	\$	77,148	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	1,857,669	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	10,747,987	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	267,231,639	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	6.9515	per \$1000	(16)
17.	Current year proposed operating millage rate	7.3400	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>	\$	2,047,973	(18)

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

**DEPENDENT SPECIAL DISTRICTS AND MSTUs**



**STOP HERE - SIGN AND SUBMIT**

22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. (The sum of Line 13 from all DR-420 forms)	\$	1,857,669	(22)
23.	Current year aggregate rolled-back rate (Line 22 divided by Line 15, multiplied by 1,000)		6.9515 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes (Line 4 multiplied by Line 23, divided by 1,000)	\$	1,939,576	(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. (The sum of Line 18 from all DR-420 forms)	\$	2,047,973	(25)
26.	Current year proposed aggregate millage rate (Line 25 divided by Line 4, multiplied by 1,000)		7.3400 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate (Line 26 divided by Line 23, <b>minus 1</b> , multiplied by 100)		5.59 %	(27)

**First public budget hearing**

Date :	Time :	Place :
9/11/2017	5:30 PM EST	Commission Chambers 38020 Meridian Avenue Dade City, FL 33525

**S  
I  
G  
N  
  
H  
E  
R  
E**

<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 :	
Title :	Contact Name and Contact Title :		
WILLIAM C. POE, JR, CITY MANAGER	LESLIE PORTER, FINANCE DIRECTOR		
Mailing Address :	Physical Address :		
PO BOX 1355	PO BOX 1355		
City, State, Zip :	Phone Number :	Fax Number :	
DADE CITY, FL 33526	3525211467	3525235085	



Reset Form

Print Form

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

# TAX INCREMENT ADJUSTMENT WORKSHEET

Year : 2017	County : PASCO
Principal Authority : CITY OF DADE CITY	Taxing Authority : CITY OF DADE CITY
Community Redevelopment Area : CITY OF DADE CITY	Base Year : 1998

**SECTION I : COMPLETED BY PROPERTY APPRAISER**

1.	Current year taxable value in the tax increment area	\$	36,998,075	(1)
2.	Base year taxable value in the tax increment area	\$	25,544,551	(2)
3.	Current year tax increment value (Line 1 minus Line 2)	\$	11,453,524	(3)
4.	Prior year Final taxable value in the tax increment area	\$	37,058,357	(4)
5.	Prior year tax increment value (Line 4 minus Line 2)	\$	11,513,806	(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 : Electronically Certified by Property Appraiser	Date :	6/30/2017 3:15 PM	

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

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.		0.00 %	(6a)
6b.	Dedicated increment value (Line 3 multiplied by the percentage on Line 6a) <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	\$	77,148	(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 (Line 5 multiplied by Line 7b, divided by 1,000)	\$	82,209	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value (Line 7a divided by Line 7c, multiplied by 100)		93.84 %	(7d)
7e.	Dedicated increment value (Line 3 multiplied by the percentage on Line 7d) <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$	10,747,987	(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 :		
	Title : WILLIAM C. POE, JR, CITY MANAGER	Contact Name and Contact Title : LESLIE PORTER, FINANCE DIRECTOR		
	Mailing Address : PO BOX 1355	Physical Address : PO BOX 1355		
	City, State, Zip : DADE CITY, FL 33526	Phone Number : 3525211467	Fax Number : 3525235085	

# **CITY OF DADE CITY**

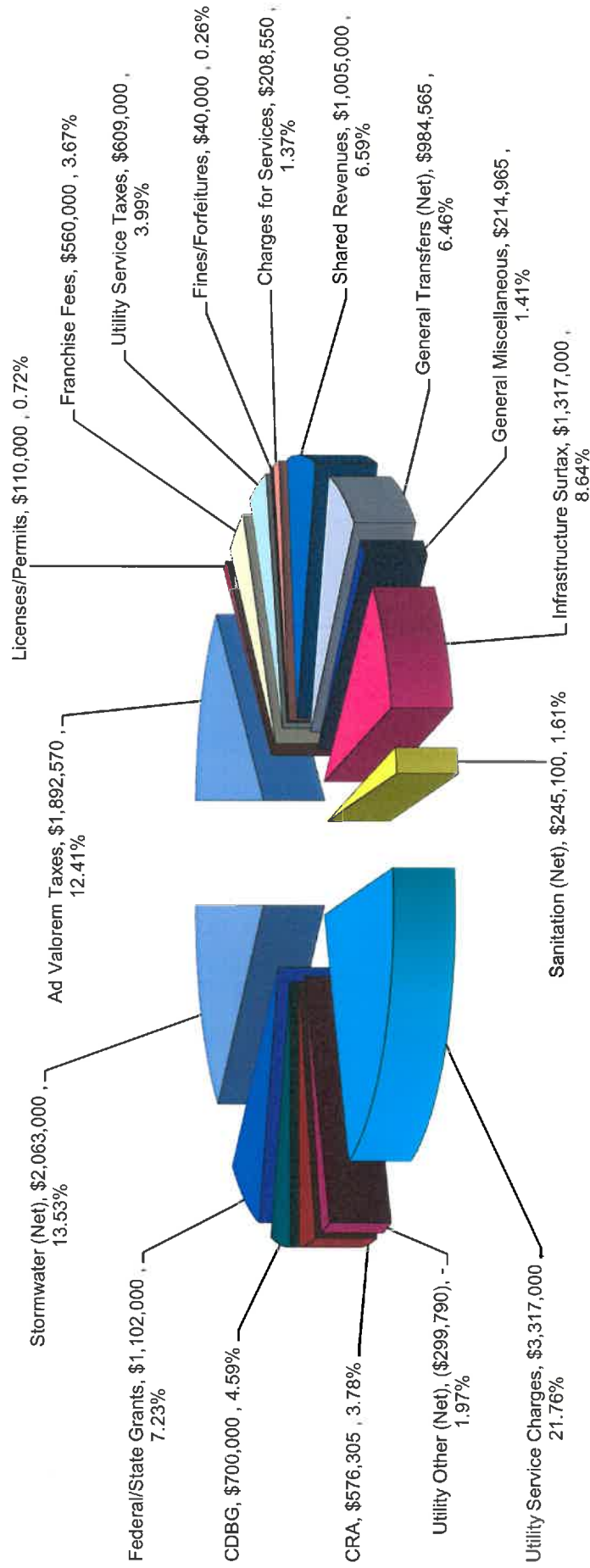
## **OPERATING BUDGET Fiscal Year 2017-2018**



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

# REVENUE SUMMARY - ALL FUNDS

Revenue Total: \$14,645,265



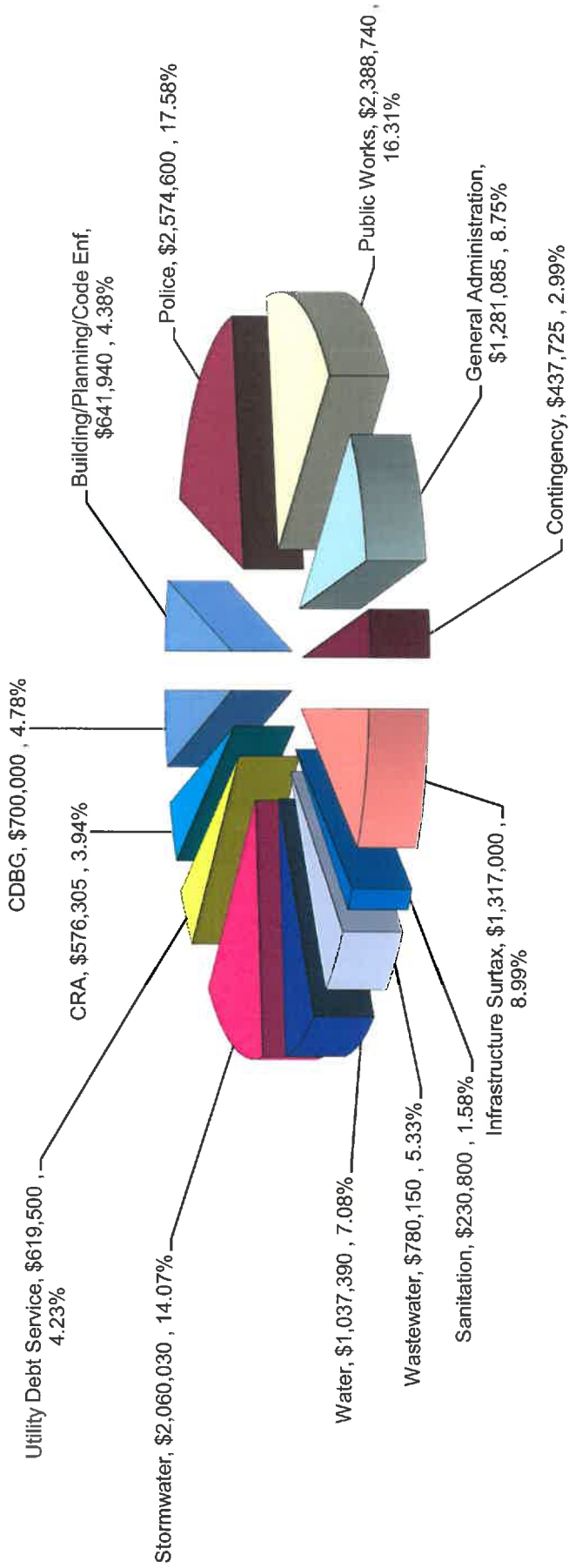
## Revenue Summary - All Funds

	FY 15-16 Actual	FY 16-17 Original	FY 16-17 Projected	FY 17-18 Requested
<b>GENERAL FUND</b>				
Ad Valorem Taxes	\$1,858,688	\$1,811,870	\$1,901,870	\$1,892,570
Franchise Fees	\$613,062	\$590,000	\$560,000	\$560,000
Utility Service Taxes	\$634,200	\$609,000	\$602,300	\$609,000
Licenses and Permits	\$109,848	\$130,000	\$100,000	\$110,000
Federal Grants	\$14,288	\$2,300	\$1,800	\$2,000
State Grants	\$25,000	\$0	\$0	\$1,100,000
State Shared Revenues	\$971,220	\$1,014,900	\$977,600	\$999,000
Local Shared Revenues	\$5,789	\$6,000	\$6,000	\$6,000
Charges for Services	\$221,282	\$201,800	\$192,900	\$208,550
Fines and Forfeitures	\$78,541	\$60,000	\$42,000	\$40,000
Miscellaneous	\$256,634	\$155,400	\$179,825	\$214,965
Other Sources	\$1,811,036	\$635,395	\$652,895	\$692,765
Other	(\$96,000)	\$246,697	(\$89,319)	\$291,800
<b>FUND TOTAL:</b>	<b>\$6,503,588</b>	<b>\$5,463,362</b>	<b>\$5,127,871</b>	<b>\$6,726,650</b>
<b>SPECIAL REVENUE FUNDS</b>				
Community Development Block Grant	\$0	\$700,000	\$0	\$700,000
Local Gov't. Infrastructure Surtax	\$1,306,418	\$1,029,500	\$1,364,500	\$1,317,000
<b>ENTERPRISE FUNDS</b>				
Water and Sewer Utilities				
Charges for Services	\$3,144,595	\$3,186,400	\$3,240,900	\$3,317,000
Miscellaneous	\$201,629	\$29,000	\$84,800	\$62,000
Other Sources	\$302,729	\$190,000	\$190,000	\$165,000
Other	(\$493,084)	(\$509,170)	(\$512,252)	(\$526,790)
<b>FUND TOTAL:</b>	<b>\$3,155,869</b>	<b>\$2,896,230</b>	<b>\$3,003,448</b>	<b>\$3,017,210</b>
Sanitation Services				
Franchise Fees	\$14,633	\$19,000	\$18,000	\$18,000
Charges for Services	\$253,736	\$253,000	\$255,000	\$258,000
Miscellaneous	\$0	\$0	\$0	\$0
Other	\$270,000	(\$30,000)	(\$30,000)	(\$30,900)
<b>FUND TOTAL:</b>	<b>\$538,369</b>	<b>\$242,000</b>	<b>\$243,000</b>	<b>\$245,100</b>
Stormwater Utility				
Stormwater Management	\$245,036	\$277,246	\$255,000	\$263,000
Other Sources	\$0	\$101,334	\$0	\$1,800,000
<b>FUND TOTAL:</b>	<b>\$245,036</b>	<b>\$378,580</b>	<b>\$255,000</b>	<b>\$2,063,000</b>
<b>COMPONENT UNITS</b>				
Community Redevelopment Agency 1	\$474,494	\$314,620	\$344,867	\$568,905
Community Redevelopment Agency 2	\$7,171	\$22,300	\$7,300	\$7,400
<b>REVENUE TOTAL:</b>	<b>\$12,230,945</b>	<b>\$11,046,592</b>	<b>\$10,345,986</b>	<b>\$14,645,265</b>



# EXPENDITURE SUMMARY - ALL FUNDS

Expenditure Total: \$14,645,265



## Expenditure Summary - All Funds

	FY 15-16 Actual	FY 16-17 Original	FY 16-17 Projected	FY 17-18 Requested
<b>GENERAL FUND</b>				
General Government:				
City Commission	\$45,649	\$45,920	\$49,074	\$49,770
City Manager	\$214,783	\$258,870	\$253,581	\$253,440
Info. Technology	\$71,632	\$245,200	\$242,617	\$209,200
City Clerk	\$76,674	\$107,160	\$87,698	\$86,710
Finance	\$278,315	\$294,565	\$279,411	\$301,265
City Attorney	\$57,067	\$59,255	\$66,307	\$84,950
Development Svcs.	\$163,447	\$149,540	\$147,580	\$158,050
Building Inspections	\$134,065	\$166,060	\$143,491	\$165,200
Facilities Maintenance	\$3,109,395	\$259,250	\$245,451	\$273,950
Fleet Maintenance	\$155,897	\$159,040	\$145,040	\$163,560
Contingency	\$0	\$172,577	\$0	\$136,035
<b>Total General Government</b>	<b>\$4,306,924</b>	<b>\$1,917,437</b>	<b>\$1,660,250</b>	<b>\$1,882,130</b>
Public Safety:				
Police	\$2,336,292	\$2,422,320	\$2,377,520	\$2,574,600
Safety Services	\$330,471	\$308,355	\$314,836	\$318,690
<b>Total Public Safety</b>	<b>\$2,666,763</b>	<b>\$2,730,675</b>	<b>\$2,692,356</b>	<b>\$2,893,290</b>
Transportation:				
Streets	\$502,275	\$524,940	\$506,930	\$548,660
Culture & Recreation:				
Parks	\$280,506	\$290,310	\$274,260	\$1,402,570
Recreation	\$0	\$0	\$0	\$0
<b>Total Culture &amp; Recreation</b>	<b>\$280,506</b>	<b>\$290,310</b>	<b>\$274,260</b>	<b>\$1,402,570</b>
Depreciation				
<b>FUND TOTAL:</b>	<b>\$7,756,468</b>	<b>\$5,463,362</b>	<b>\$5,133,796</b>	<b>\$6,726,650</b>
<b>SPECIAL REVENUE FUNDS</b>				
Community Development Block Grant	\$0	\$700,000	\$0	\$700,000
Local Gov't. Infrastructure Surtax	\$1,306,418	\$1,029,500	\$1,031,870	\$1,317,000
<b>ENTERPRISE FUNDS</b>				
Water & Sewer Utilities:				
Water	\$1,126,148	\$1,041,210	\$731,941	\$1,037,390
Wastewater	\$692,402	\$799,120	\$848,512	\$780,150
Utility Finance	\$269,424	\$280,350	\$234,927	\$295,750
Utility Debt Service	\$593,418	\$594,458	\$848,222	\$619,500
Contingency	\$0	\$181,092	\$0	\$284,420
Transfers	\$0	\$0	\$0	\$0
<b>FUND TOTAL:</b>	<b>\$2,681,392</b>	<b>\$2,896,230</b>	<b>\$2,663,602</b>	<b>\$3,017,210</b>
Sanitation Services:				
Sanitation	\$520,678	\$226,300	\$225,515	\$230,800
Contingency	\$0	\$15,700	\$0	\$14,300
<b>FUND TOTAL:</b>	<b>\$520,678</b>	<b>\$242,000</b>	<b>\$225,515</b>	<b>\$245,100</b>
Stormwater Utility:				
Stormwater	\$151,055	\$378,580	\$371,747	\$2,060,030
Contingency	\$0	\$0	\$0	\$2,970
<b>FUND TOTAL:</b>	<b>\$151,055</b>	<b>\$378,580</b>	<b>\$371,747</b>	<b>\$2,063,000</b>
<b>COMPONENT UNITS</b>				
Community Redevelopment Agency 1	\$463,175	\$314,620	\$344,867	\$568,905
Community Redevelopment Agency 2	\$7,171	\$22,300	\$7,300	\$7,400
<b>EXPENDITURE TOTAL:</b>	<b>\$12,886,357</b>	<b>\$11,046,592</b>	<b>\$9,778,696</b>	<b>\$14,645,265</b>

## Expenditure Summary - All Funds

	Personnel Services (1)	Operating Expenses (2)	Capital & Debt Svc. (3)	FY 17-18 Requested (4)
<b>GENERAL FUND</b>				
<b>General Government:</b>				
City Commission	\$21,970	\$27,800	\$0	\$49,770
City Manager	\$234,240	\$19,200	\$0	\$253,440
Info. Technology	\$0	\$83,700	\$125,500	\$209,200
City Clerk	\$57,560	\$29,150	\$0	\$86,710
Finance	\$201,490	\$99,775	\$0	\$301,265
City Attorney	\$0	\$84,950	\$0	\$84,950
Development Svcs.	\$136,000	\$19,550	\$2,500	\$158,050
Building Inspections	\$123,600	\$41,600	\$0	\$165,200
Facilities Maintenance	\$155,300	\$83,150	\$35,500	\$273,950
Fleet Maintenance	\$102,410	\$52,150	\$9,000	\$163,560
Contingency	\$0	\$136,035	\$0	\$136,035
<b>Total General Government</b>	<b>\$1,032,570</b>	<b>\$677,060</b>	<b>\$172,500</b>	<b>\$1,882,130</b>
<b>Public Safety:</b>				
Police	\$2,169,450	\$405,150	\$0	\$2,574,600
Safety Services	\$258,540	\$60,150	\$0	\$318,690
<b>Total Public Safety</b>	<b>\$2,427,990</b>	<b>\$465,300</b>	<b>\$0</b>	<b>\$2,893,290</b>
<b>Transportation:</b>				
Streets	\$282,560	\$266,100	\$0	\$548,660
<b>Culture &amp; Recreation:</b>				
Parks	\$224,870	\$77,700	\$1,100,000	\$1,402,570
Recreation	\$0	\$0	\$0	\$0
<b>Total Culture &amp; Recreation</b>	<b>\$224,870</b>	<b>\$77,700</b>	<b>\$1,100,000</b>	<b>\$1,402,570</b>
Prior Year Encumbrances				
<b>FUND TOTAL:</b>	<b>\$3,967,990</b>	<b>\$1,486,160</b>	<b>\$1,272,500</b>	<b>\$6,726,650</b>
<b>SPECIAL REVENUE FUNDS</b>				
Community Development Block Grant	\$0	\$0	\$700,000	\$700,000
<b>CAPITAL PROJECTS FUNDS</b>				
Local Gov't. Infrastructure Surtax	\$0	\$0	\$1,317,000	\$1,317,000
<b>ENTERPRISE FUNDS</b>				
<b>Water &amp; Sewer Utilities:</b>				
Water	\$508,890	\$363,500	\$165,000	\$1,037,390
Wastewater	\$273,450	\$476,700	\$30,000	\$780,150
Utility Finance	\$181,450	\$114,300	\$0	\$295,750
Utility Debt Service	\$0	\$0	\$619,500	\$619,500
Contingency	\$0	\$284,420	\$0	\$284,420
Transfers	\$0	\$0	\$0	\$0
<b>FUND TOTAL:</b>	<b>\$963,790</b>	<b>\$1,238,920</b>	<b>\$814,500</b>	<b>\$3,017,210</b>
<b>Sanitation Services:</b>				
Sanitation	\$0	\$230,800	\$0	\$230,800
Contingency	\$0	\$14,300	\$0	\$14,300
Prior Year Encumbrances				\$0
<b>FUND TOTAL:</b>	<b>\$0</b>	<b>\$245,100</b>	<b>\$0</b>	<b>\$245,100</b>
<b>Stormwater Utility:</b>				
Stormwater	\$128,750	\$131,280	\$1,800,000	\$2,060,030
Contingency		\$2,970		\$2,970
<b>FUND TOTAL:</b>	<b>\$128,750</b>	<b>\$134,250</b>	<b>\$1,800,000</b>	<b>\$2,063,000</b>
<b>COMPONENT UNITS</b>				
Community Redevelopment Agency 1	\$0	\$209,600	\$359,305	\$568,905
Community Redevelopment Agency 2	\$0	\$7,400	\$0	\$7,400
<b>EXPENDITURE TOTAL:</b>	<b>\$5,060,530</b>	<b>\$3,321,430</b>	<b>\$6,263,305</b>	<b>\$14,645,265</b>

## Reserve Balances

<u>Description</u>	<u>Amount at 09/30/2016</u>
<b>General Fund</b>	
Building Permit Fee	216,036
Bond Covenants	308,555
Police education	7,067
Forfeiture	5,152
Equitable Sharing	1,790
Tree Fund	11,360
Parks and Recreation	13,399
Mausoleum Care	14,140
Market Place	2,900
Dog Days	3,231
Reserve policy minimum	1,577,100
Budgeted Reserves	305,200
Additional Reserves	1,277,812
	3,743,742
 <b>Utility Fund</b>	
Renewal and replacement	1,804,328
Debt service reserves	1,677,074
Utility deposit reserves	446,401
Reserve policy minimum	671,225
Reserve policy additional	2,283,196
Encumbrance reserves	0
Budgeted reserves	0
	6,882,224
 <b>Sanitation Fund</b>	
Landfill escrow reserves	27,960
Reserve policy minimum	60,100
Reserve policy additional	421,848
Encumbrance reserves	0
Budgeted reserves	0
	509,908
 <b>Special Revenue Funds</b>	
Infrastructure surtax ("Penny")	731,775
Transportation impact fees	537,304
Public safety impact fees	39,165
Water impact fees	302,808
Sewer impact fees	1,451,098
Local option gas tax	20,460
Stormwater	125,525
 <b>Component Unit</b>	
Community Redevelopment Agency	391,063

# **CITY OF DADE CITY**

## **OPERATING BUDGET Fiscal Year 2017-2018**



### **General Fund Detail**

**General Fund Revenue - Detail**

	FY 15-16 Actual (1)	FY 16-17 Original (2)	FY 16-17 Projected (3)	FY 17-18 Requested (4)	\$ Change (4) - (2)
<b>Ad Valorem Taxes</b>	\$1,858,688	\$1,811,870	\$1,901,870	\$1,892,570	\$80,700
<b>Franchise Fees</b>					
Electricity	\$595,362	\$570,000	\$540,000	\$540,000	(\$30,000)
Natural Gas	\$17,700	\$20,000	\$20,000	\$20,000	\$0
<b>Utility Service Taxes</b>					
Electricity	\$550,926	\$515,000	\$515,000	\$520,000	\$5,000
Water	\$65,023	\$75,000	\$70,000	\$70,000	(\$5,000)
Natural Gas	\$10,934	\$9,500	\$9,500	\$9,500	\$0
Propane	\$7,317	\$9,500	\$7,800	\$9,500	\$0
<b>Licenses and Permits</b>					
Business Tax Receipts	\$35,151	\$30,000	\$35,000	\$35,000	\$5,000
Contractor Registrations	\$10,065	\$10,000	\$10,000	\$10,000	\$0
Building Permits	\$64,632	\$90,000	\$55,000	\$65,000	(\$25,000)
<b>Federal Grants</b>					
General Government	\$0	\$0	\$0	\$0	\$0
Public Safety	\$1,900	\$2,300	\$1,800	\$2,000	(\$300)
Economic Environment	\$0	\$0	\$0	\$0	\$0
Human Services	\$12,388	\$0	\$0	\$0	\$0
<b>State Grants</b>					
General Gov't	\$25,000	\$0	\$0	\$0	\$0
Public Safety	\$0	\$0	\$0	\$0	\$0
Physical Environment - Stormwater	\$0	\$0	\$0	\$0	\$0
Recreation - FRDAP	\$0	\$0	\$0	\$100,000	\$100,000
Recreation - FDOT	\$0	\$0	\$0	\$1,000,000	\$1,000,000
<b>State Shared Revenues</b>					
Communications Services Tax	\$208,862	\$223,300	\$185,000	\$188,600	(\$34,700)
State Revenue Sharing	\$302,558	\$305,600	\$305,600	\$308,900	\$3,300
Mobile Home Licenses	\$31,513	\$35,000	\$35,000	\$35,000	\$0
Alcoholic Beverage Licenses	\$8,016	\$8,000	\$9,000	\$9,000	\$1,000
Half-Cent Sales Tax	\$415,290	\$440,000	\$440,000	\$454,500	\$14,500
Firefighters' Supplemental Comp.	\$0	\$0	\$0	\$0	\$0
State Gas Tax Refund	\$4,981	\$3,000	\$3,000	\$3,000	\$0
Other Transportation	\$0	\$0	\$0	\$0	\$0
<b>Local Shared Revenues</b>					
County Occupational Licenses	\$5,789	\$6,000	\$6,000	\$6,000	\$0
County Stormwater Utility	\$0	\$0	\$0	\$0	\$0
<b>Charges for Services</b>					
Administrative Fees	\$0	\$0	\$0	\$0	\$0
Police Services - SROs	\$121,638	\$100,000	\$100,000	\$103,700	\$3,700
Police Services - Other	\$3,732	\$5,500	\$4,000	\$4,000	(\$1,500)
Fire Protection Services	\$0	\$0	\$0	\$0	\$0
Fire Inspection Services	\$0	\$0	\$0	\$0	\$0
Building Inspections - San Antonio	\$44,110	\$45,000	\$50,000	\$50,000	\$5,000
Building Inspections - St. Leo	\$21,146	\$17,000	\$6,000	\$15,000	(\$2,000)
Labor & Equipment	\$0	\$0	\$0	\$0	\$0
Mosquito Control	\$0	\$0	\$0	\$0	\$0
Street Sweeping - DOT	\$7,521	\$7,500	\$7,500	\$7,500	\$0

**General Fund Revenue - Detail**

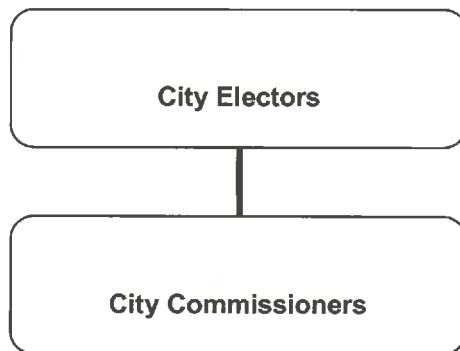
	FY 15-16 Actual (1)	FY 16-17 Original (2)	FY 16-17 Projected (3)	FY 17-18 Requested (4)	\$ Change (4) - (2)
Street Light Maint. - DOT	\$20,035	\$24,400	\$24,400	\$25,950	\$1,550
Planning & Zoning Fees	\$3,100	\$2,400	\$1,000	\$2,400	\$0
Recreation Fees	\$0	\$0	\$0	\$0	\$0
<b>Fines and Forfeitures</b>					
Court Fines	\$18,708	\$25,000	\$12,000	\$15,000	(\$10,000)
Fines - Parking Ordinance	\$0	\$0	\$0	\$0	\$0
Fines - Misc. Code Violations	\$45,890	\$25,000	\$5,000	\$15,000	(\$10,000)
Police Education	\$866	\$1,000	\$1,000	\$1,000	\$0
Forfeiture Fund Proceeds	\$10,485	\$5,000	\$20,000	\$5,000	\$0
Investigative Cost Recovery	\$2,592	\$4,000	\$4,000	\$4,000	\$0
<b>Miscellaneous</b>					
Interest	\$70,427	\$60,000	\$75,000	\$75,000	\$15,000
Net Increase (Decrease) in Value	\$55,091	\$0	\$0	\$0	\$0
Rental Fees	\$5,091	\$6,000	\$7,500	\$7,500	\$1,500
Assessments	\$37,216	\$26,400	\$27,900	\$63,965	\$37,565
Parks & Recreation Fees	\$400	\$500	\$500	\$500	\$0
Cemetery Lot Sales	\$25,706	\$24,000	\$24,000	\$24,000	\$0
Real Estate Sales	\$0	\$0	\$0	\$0	\$0
Sales of Surplus and Scrap	\$21,583	\$2,000	\$5,000	\$5,000	\$3,000
Contributions and Donations	\$451	\$1,500	\$0	\$0	(\$1,500)
Gain on Sale of Investments	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$40,669	\$35,000	\$39,925	\$39,000	\$4,000
<b>Other Sources</b>					
Transfer - Public Safety Impact	\$0	\$0	\$0	\$0	\$0
Transfer - Transportation Impact	\$0	\$0	\$0	\$26,000	\$26,000
Transfer - Local Option Gas Tax	\$245,036	\$255,395	\$255,395	\$257,865	\$2,470
Transfer - CRA	\$307,500	\$0	\$17,500	\$17,500	\$17,500
Contribution - Water and Sewer	\$928,500	\$350,000	\$350,000	\$360,500	\$10,500
Contribution - Sanitation	\$330,000	\$30,000	\$30,000	\$30,900	\$900
Capital Lease Proceeds	\$0	\$0	\$0	\$0	\$0
Debt Proceeds	\$0	\$0	\$0	\$0	\$0
<b>Other</b>					
Budgeted Cash Balances	\$0	\$305,200	\$0	\$291,800	(\$13,400)
Depreciation	\$0	\$0	\$0	\$0	\$0
Tax Transfer to CRAs	(\$96,000)	(\$58,503)	(\$89,319)	\$0	\$58,503
<b>TOTAL - GENERAL FUND</b>	<b>\$6,503,588</b>	<b>\$5,463,362</b>	<b>\$5,127,871</b>	<b>\$6,726,650</b>	<b>\$1,263,288</b>

## City Commission

---

### Department Summary

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



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



**City Commission**

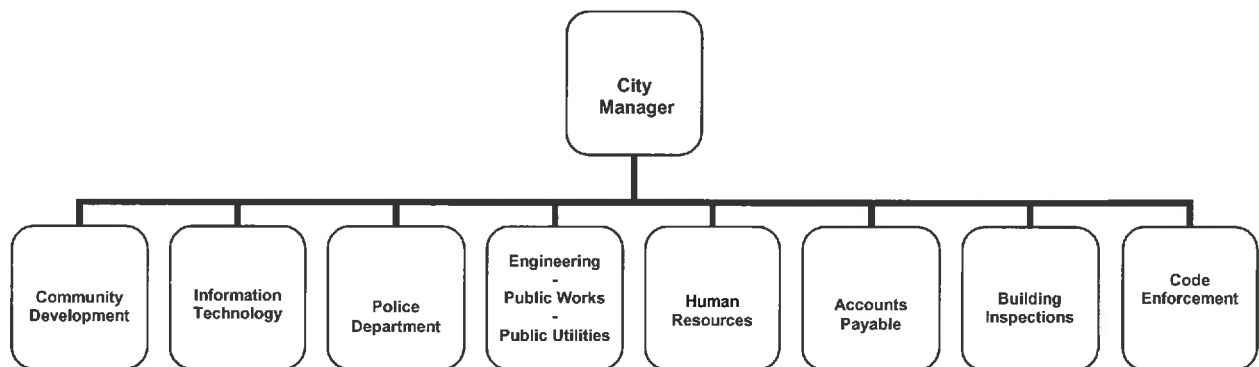
<b>City Commission</b>	<b>FY 15-16 Actual (1)</b>	<b>FY 16-17 Original (2)</b>	<b>FY 16-17 Projected (3)</b>	<b>FY 17-18 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$19,800	\$19,800	\$19,800	\$19,800	\$0
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$1,515	\$1,520	\$1,520	\$1,520	\$0
Retirement Contributions	\$527	\$530	\$530	\$550	\$20
Insurance Contributions	\$50	\$70	\$70	\$70	\$0
Worker's Comp & Unemployment	\$48	\$50	\$50	\$30	(\$20)
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$21,940</b>	<b>\$21,970</b>	<b>\$21,970</b>	<b>\$21,970</b>	<b>\$0</b>
<b>Operating Expenses</b>					
Professional Services	\$0	\$0	\$0	\$0	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$6,415	\$5,000	\$6,800	\$6,000	\$1,000
Communications	\$1,499	\$600	\$1,280	\$1,400	\$800
Postage	\$51	\$50	\$20	\$50	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$12	\$0	\$0	\$0	\$0
Insurance	\$0	\$500	\$500	\$500	\$0
Repair & Maintenance Services	\$680	\$600	\$860	\$1,000	\$400
Printing & Binding	\$25	\$100	\$60	\$100	\$0
Promotional Activities	\$99	\$100	\$100	\$100	\$0
Miscellaneous Charges	\$6,737	\$8,700	\$9,070	\$9,900	\$1,200
Office Supplies	\$102	\$50	\$400	\$200	\$150
Operating Supplies	\$172	\$150	\$314	\$150	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$7,917	\$8,100	\$7,700	\$8,400	\$300
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$23,709</b>	<b>\$23,950</b>	<b>\$27,104</b>	<b>\$27,800</b>	<b>\$3,850</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$45,649</b>	<b>\$45,920</b>	<b>\$49,074</b>	<b>\$49,770</b>	<b>\$3,850</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$0	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$45,649</b>	<b>\$45,920</b>	<b>\$49,074</b>	<b>\$49,770</b>	<b>\$3,850</b>

## City Manager's Office

### Department Summary

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

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



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

**City Manager's Office**

<b>City Manager</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>\$ Change</b>
	<b>Actual (1)</b>	<b>Original (2)</b>	<b>Projected (3)</b>	<b>Requested (4)</b>	<b>(4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$160,742	\$194,490	\$194,500	\$177,390	(\$17,100)
Overtime	\$0	\$200	\$0	\$0	(\$200)
FICA Taxes	\$11,699	\$14,900	\$14,879	\$13,580	(\$1,320)
Retirement Contributions	\$8,841	\$10,420	\$10,397	\$22,290	\$11,870
Insurance Contributions	\$14,746	\$20,130	\$18,200	\$20,710	\$580
Worker's Comp & Unemployment	\$474	\$280	\$280	\$270	(\$10)
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$196,502</b>	<b>\$240,420</b>	<b>\$238,256</b>	<b>\$234,240</b>	<b>(\$6,180)</b>
<b>Operating Expenses</b>					
Professional Services	\$46	\$50	\$0	\$50	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$1,058	\$1,300	\$1,250	\$1,250	(\$50)
Communications	\$3,255	\$4,000	\$2,000	\$2,500	(\$1,500)
Postage	\$115	\$150	\$100	\$125	(\$25)
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$12	\$250	\$0	\$200	(\$50)
Insurance	\$2,603	\$1,250	\$1,250	\$1,250	\$0
Repair & Maintenance Services	\$5,621	\$6,000	\$6,000	\$5,500	(\$500)
Printing & Binding	\$95	\$200	\$0	\$200	\$0
Promotional Activities	\$1,650	\$1,200	\$1,100	\$4,200	\$3,000
Miscellaneous Charges	\$330	\$375	\$650	\$450	\$75
Office Supplies	\$1,403	\$475	\$475	\$475	\$0
Operating Supplies	\$222	\$400	\$250	\$400	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$1,871	\$2,800	\$2,250	\$2,600	(\$200)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$18,281</b>	<b>\$18,450</b>	<b>\$15,325</b>	<b>\$19,200</b>	<b>\$750</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$214,783</b>	<b>\$258,870</b>	<b>\$253,581</b>	<b>\$253,440</b>	<b>(\$5,430)</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>\$214,783</b>	<b>\$258,870</b>	<b>\$253,581</b>	<b>\$253,440</b>	<b>(\$5,430)</b>

**City Manager's Office  
Information Technology**

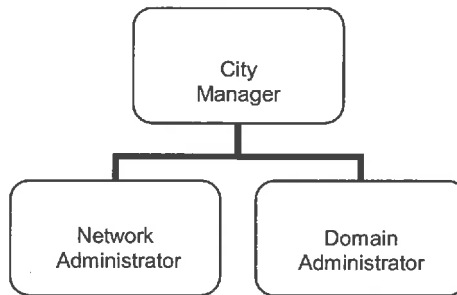
---

**Department Summary**

One of the primary functions of the Information Technology department which is managed by the City Manager, is to conduct weekly inspections of the City's file server hardware to detect any potential problems which may cause serious interruptions and costly expense to the City's computer operating system. This department keeps the City abreast of the latest computer upgrades available which are compatible with the existing system, to correct any malfunctions with existing hardware and software. This is accomplished through Towne Computers, Inc. with whom the City contracts technical services.

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

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



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

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

## Information Technology

Info. Technology	FY 15-16 Actual (1)	FY 16-17 Original (2)	FY 16-17 Projected (3)	FY 17-18 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
Salaries & Special Pays	\$0	\$0	\$0	\$0	\$0
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$0	\$0	\$0	\$0	\$0
Retirement Contributions	\$0	\$0	\$0	\$0	\$0
Insurance Contributions	\$0	\$0	\$0	\$0	\$0
Worker's Comp & Unemployment	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Operating Expenses</b>					
Professional Services	\$0	\$0	\$0	\$0	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$28,040	\$42,000	\$39,396	\$42,000	\$0
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$215	\$400	\$220	\$400	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$1,896	\$750	\$705	\$750	\$0
Repair & Maintenance Services	\$3,911	\$9,500	\$10,000	\$8,250	(\$1,250)
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$5,668	\$0	\$0	\$0	\$0
Office Supplies	\$22	\$50	\$50	\$50	\$50
Operating Supplies	\$16,076	\$3,500	\$3,246	\$5,000	\$1,500
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$12,950	\$13,000	\$13,000	\$27,250	\$14,250
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$68,778</b>	<b>\$69,200</b>	<b>\$66,617</b>	<b>\$83,700</b>	<b>\$14,500</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$68,778</b>	<b>\$69,200</b>	<b>\$66,617</b>	<b>\$83,700</b>	<b>\$14,500</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$2,854	\$176,000	\$176,000	\$125,500	(\$50,500)
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$2,854</b>	<b>\$176,000</b>	<b>\$176,000</b>	<b>\$125,500</b>	<b>(\$50,500)</b>
<b>TOTAL</b>	<b>\$71,632</b>	<b>\$245,200</b>	<b>\$242,617</b>	<b>\$209,200</b>	<b>(\$36,000)</b>

## City Clerk

---

### Department Summary

The City Clerk has various functions and responsibilities as established by City Charter and various City Ordinances. This department provides direct services to citizens, businesses, and other governmental agencies and provides support services to all City departments/divisions.

The functions of the City Clerk are split between the General Fund and the Enterprise/Utilities Fund. In its general government role, primary duties include: the keeping of all City records, overseeing City elections, the distribution of the Business Tax receipts, recording and keeping City Commission minutes, ordinances, resolutions, agreements and other necessary duties not mentioned.

City Clerk

Classification	Full Time	Part Time
City Clerk	1	0

**City Clerk's Office**

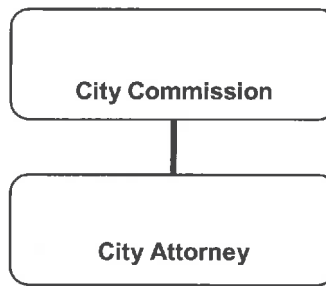
<b>City Clerk</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>\$ Change</b>
	<b>Actual (1)</b>	<b>Original (2)</b>	<b>Projected (3)</b>	<b>Requested (4)</b>	<b>(4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$40,497	\$41,310	\$41,310	\$44,670	\$3,360
Overtime	\$0	\$2,000	\$0	\$0	(\$2,000)
FICA Taxes	\$2,968	\$3,320	\$3,160	\$3,420	\$100
Retirement Contributions	\$1,980	\$3,250	\$2,066	\$2,490	(\$760)
Insurance Contributions	\$6,426	\$6,710	\$6,710	\$6,910	\$200
Worker's Comp & Unemployment	\$39	\$70	\$70	\$70	\$0
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$51,910</b>	<b>\$56,660</b>	<b>\$53,316</b>	<b>\$57,560</b>	<b>\$900</b>
<b>Operating Expenses</b>					
Professional Services	\$6,025	\$5,000	\$6,200	\$7,500	\$2,500
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$3,716	\$0	\$10,000	\$4,200	\$4,200
Travel & Per Diem	\$713	\$1,200	\$500	\$1,000	(\$200)
Communications	\$1,187	\$1,300	\$1,578	\$1,600	\$300
Postage	\$396	\$1,000	\$1,100	\$1,200	\$200
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$0	\$500	\$500	\$500	\$0
Repair & Maintenance Services	\$6,629	\$35,000	\$10,000	\$7,100	(\$27,900)
Printing & Binding	\$48	\$300	\$0	\$100	(\$200)
Promotional Activities	\$0	\$500	\$500	\$500	(\$200)
Miscellaneous Charges	\$402	\$850	\$44	\$550	(\$300)
Office Supplies	\$252	\$500	\$500	\$700	\$200
Operating Supplies	\$70	\$150	\$150	\$150	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$4,413	\$4,200	\$3,310	\$4,050	(\$150)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$23,851</b>	<b>\$50,500</b>	<b>\$34,382</b>	<b>\$29,150</b>	<b>(\$21,350)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$75,761</b>	<b>\$107,160</b>	<b>\$87,698</b>	<b>\$86,710</b>	<b>(\$20,450)</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	\$913	\$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>\$913</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$76,674</b>	<b>\$107,160</b>	<b>\$87,698</b>	<b>\$86,710</b>	<b>(\$20,450)</b>

## City Attorney

---

### Department Summary

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



Classification	Full Time	Part Time
City Attorney	0	0
*City Attorney Services provided by Vose Law Firm		



**City Attorney's Office**

<b>City Attorney</b>	<b>FY 15-16 Actual (1)</b>	<b>FY 16-17 Original (2)</b>	<b>FY 16-17 Projected (3)</b>	<b>FY 17-18 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$45,587	\$46,360	\$24,282	\$0	(\$46,360)
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$3,396	\$3,060	\$1,644	\$0	(\$3,060)
Retirement Contributions	\$0	\$0	\$0	\$0	\$0
Insurance Contributions	\$5,940	\$6,710	\$3,166	\$0	(\$6,710)
Worker's Comp & Unemployment	\$67	\$60	\$60	\$0	(\$60)
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$54,990</b>	<b>\$56,190</b>	<b>\$29,152</b>	<b>\$0</b>	<b>(\$56,190)</b>
<b>Operating Expenses</b>					
Professional Services	\$329	\$1,000	\$35,000	\$84,000	\$83,000
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$508	\$550	\$0	\$0	(\$550)
Communications	\$524	\$200	\$425	\$450	\$250
Postage	\$2	\$50	\$0	\$0	(\$50)
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$0	\$500	\$500	\$500	\$0
Repair & Maintenance Services	\$49	\$0	\$360	\$0	\$0
Printing & Binding	\$0	\$50	\$0	\$0	(\$50)
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$50	\$50	\$0	\$0	(\$50)
Office Supplies	\$0	\$25	\$0	\$0	(\$25)
Operating Supplies	\$0	\$0	\$0	\$0	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$615	\$640	\$870	\$0	(\$640)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$2,077</b>	<b>\$3,065</b>	<b>\$37,155</b>	<b>\$84,950</b>	<b>\$81,885</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$57,067</b>	<b>\$59,255</b>	<b>\$66,307</b>	<b>\$84,950</b>	<b>\$25,695</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>\$57,067</b>	<b>\$59,255</b>	<b>\$66,307</b>	<b>\$84,950</b>	<b>\$25,695</b>

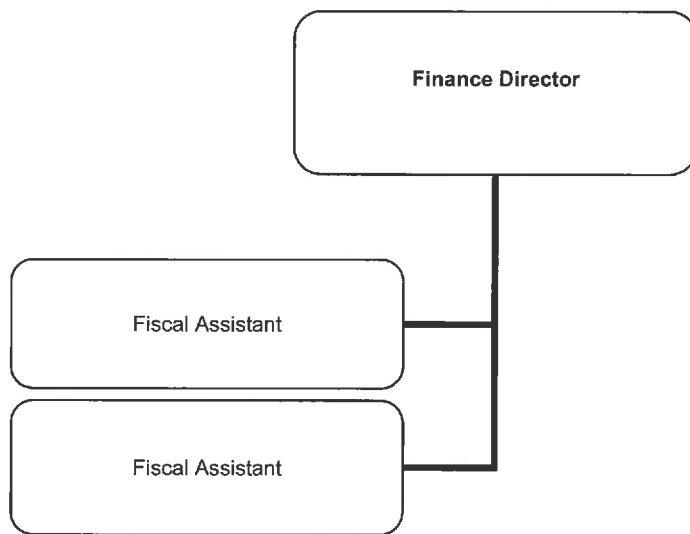
## Finance Department

---

### Department Summary

The Finance department has various functions and responsibilities as established by City Charter and various City Ordinances. This department provides direct services to citizens, businesses, and other governmental agencies and provides support services to all City departments/divisions.

The functions of the Finance department are split between the General Fund and the Enterprise/Utilities Fund. In its general government role, primary duties include: accounting practices, disbursement of City funds, employee payroll, cash management and other financial responsibilities not mentioned.



Classification	Full Time	Part Time
Finance Director	1	0
Fiscal Assistant	2	0

**City Finance - General Fund**

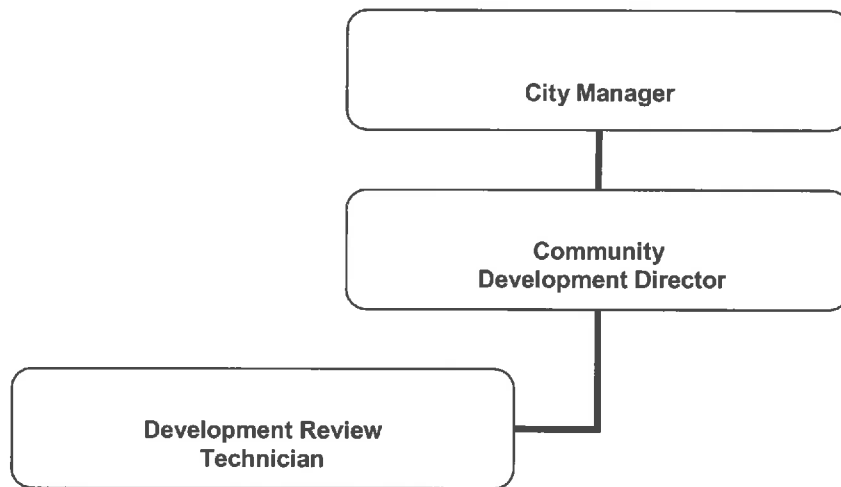
<b>Finance</b>	<b>FY 15-16 Actual (1)</b>	<b>FY 16-17 Original (2)</b>	<b>FY 16-17 Projected (3)</b>	<b>FY 17-18 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$137,917	\$149,860	\$149,860	\$153,820	\$3,960
Overtime	\$0	\$600	\$600	\$500	(\$100)
FICA Taxes	\$9,347	\$11,520	\$11,520	\$11,810	\$290
Retirement Contributions	\$8,218	\$10,250	\$8,196	\$14,410	\$4,160
Insurance Contributions	\$14,693	\$20,130	\$20,130	\$20,710	\$580
Worker's Comp & Unemployment	\$347	\$230	\$230	\$240	\$10
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$170,522</b>	<b>\$192,590</b>	<b>\$190,536</b>	<b>\$201,490</b>	<b>\$8,900</b>
<b>Operating Expenses</b>					
Professional Services	\$5,422	\$0	\$0	\$0	\$0
Accounting & Auditing	\$36,950	\$37,500	\$31,000	\$33,000	(\$4,500)
Contractual Services	\$15,163	\$12,000	\$12,000	\$15,000	\$3,000
Travel & Per Diem	\$699	\$3,000	\$3,000	\$3,000	\$0
Communications	\$1,599	\$1,600	\$1,850	\$1,900	\$300
Postage	\$1,805	\$1,800	\$1,800	\$1,800	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$7,806	\$1,200	\$950	\$1,200	\$0
Insurance	\$1,783	\$1,500	\$1,500	\$1,500	\$0
Repair & Maintenance Services	\$20,942	\$27,000	\$18,000	\$21,000	(\$6,000)
Printing & Binding	\$703	\$1,000	\$750	\$1,000	\$0
Promotional Activities	\$0	\$0	\$150	\$150	\$150
Miscellaneous Charges	\$11,410	\$11,775	\$13,775	\$15,975	\$4,200
Office Supplies	\$1,580	\$2,000	\$2,000	\$2,000	\$0
Operating Supplies	\$117	\$100	\$600	\$700	\$600
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$1,814	\$1,500	\$1,500	\$1,550	\$50
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$107,793</b>	<b>\$101,975</b>	<b>\$88,875</b>	<b>\$99,775</b>	<b>(\$2,200)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$278,315</b>	<b>\$294,565</b>	<b>\$279,411</b>	<b>\$301,265</b>	<b>\$6,700</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>\$278,315</b>	<b>\$294,565</b>	<b>\$279,411</b>	<b>\$301,265</b>	<b>\$6,700</b>

## Community Development Department

### Department Summary

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

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



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

## Community Development

Development Svcs.	FY 15-16 Actual (1)	FY 16-17 Original (2)	FY 16-17 Projected (3)	FY 17-18 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
Salaries & Special Pays	\$100,230	\$103,900	\$103,900	\$107,000	\$3,100
Overtime	\$586	\$500	\$500	\$500	\$0
FICA Taxes	\$7,593	\$7,990	\$7,990	\$8,230	\$240
Retirement Contributions	\$4,024	\$4,170	\$4,170	\$6,290	\$2,120
Insurance Contributions	\$12,374	\$13,420	\$13,420	\$13,810	\$390
Worker's Comp & Unemployment	\$212	\$160	\$160	\$170	\$10
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$125,019</b>	<b>\$130,140</b>	<b>\$130,140</b>	<b>\$136,000</b>	<b>\$5,860</b>
<b>Operating Expenses</b>					
Professional Services	\$26,288	\$8,000	\$8,000	\$8,000	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$577	\$2,000	\$2,000	\$2,000	\$0
Communications	\$1,375	\$1,300	\$1,400	\$1,500	\$200
Postage	\$94	\$200	\$200	\$300	\$100
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$300	\$0	\$0	(\$300)
Insurance	\$1,655	\$1,250	\$1,250	\$1,250	\$0
Repair & Maintenance Services	\$663	\$500	\$350	\$500	\$0
Printing & Binding	\$259	\$500	\$0	\$500	\$0
Promotional Activities	\$0	\$0	\$0	\$200	\$200
Miscellaneous Charges	\$5,873	\$1,850	\$1,540	\$2,700	\$850
Office Supplies	\$611	\$400	\$0	\$400	\$0
Operating Supplies	\$147	\$200	\$0	\$0	(\$200)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$886	\$2,900	\$2,700	\$2,200	(\$700)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$38,428</b>	<b>\$19,400</b>	<b>\$17,440</b>	<b>\$19,550</b>	<b>\$150</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$163,447</b>	<b>\$149,540</b>	<b>\$147,580</b>	<b>\$155,550</b>	<b>\$6,010</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	\$2,500	\$2,500
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$2,500</b>
<b>TOTAL</b>	<b>\$163,447</b>	<b>\$149,540</b>	<b>\$147,580</b>	<b>\$158,050</b>	<b>\$8,510</b>

# Building Inspection Department

---

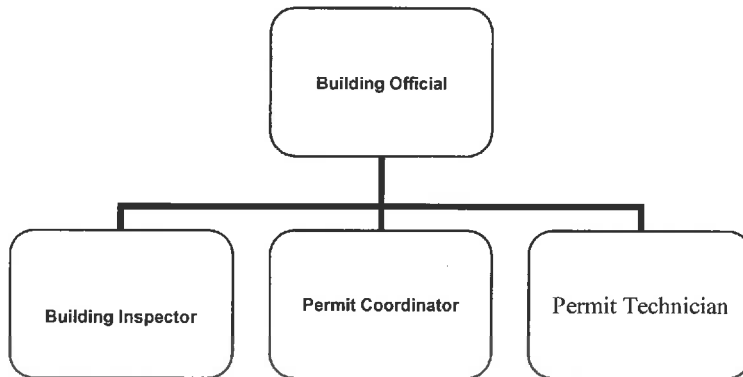
## Department Summary

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

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

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

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



Classification	Full Time	Part Time
Building Official	1	0
Building Inspector (contracted)	0	1
Permit Coordinator	1	0
Permit Technician	1	0

## Building Inspections

Building Inspections	FY 15-16 Actual (1)	FY 16-17 Original (2)	FY 16-17 Projected (3)	FY 17-18 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
Salaries & Special Pays	\$90,510	\$92,340	\$92,340	\$95,110	\$2,770
Overtime	\$52	\$200	\$200	\$500	\$300
FICA Taxes	\$6,773	\$7,080	\$7,080	\$7,320	\$240
Retirement Contributions	\$5,476	\$5,710	\$5,710	\$5,820	\$110
Insurance Contributions	\$12,379	\$13,420	\$13,420	\$13,810	\$390
Worker's Comp & Unemployment	\$1,350	\$1,010	\$1,010	\$1,040	\$30
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$116,540</b>	<b>\$119,760</b>	<b>\$119,760</b>	<b>\$123,600</b>	<b>\$3,840</b>
<b>Operating Expenses</b>					
Professional Services	\$549	\$20,000	\$500	\$20,000	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$135	\$200	\$0	\$200	\$0
Communications	\$2,370	\$3,000	\$2,812	\$3,000	\$0
Postage	\$165	\$300	\$340	\$300	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$1,000	\$600	\$1,000	\$0
Insurance	\$5,920	\$1,500	\$1,500	\$1,500	\$0
Repair & Maintenance Services	\$3,168	\$15,600	\$13,500	\$10,500	(\$5,100)
Printing & Binding	\$240	\$300	\$365	\$300	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$0	\$500	\$85	\$500	\$0
Office Supplies	\$1,611	\$800	\$620	\$800	\$0
Operating Supplies	\$2,286	\$2,100	\$1,600	\$2,100	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$456	\$1,000	\$809	\$1,400	\$400
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$16,900</b>	<b>\$46,300</b>	<b>\$22,731</b>	<b>\$41,600</b>	<b>(\$4,700)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$133,440</b>	<b>\$166,060</b>	<b>\$142,491</b>	<b>\$165,200</b>	<b>(\$860)</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	\$625	\$0	\$1,000	\$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>\$625</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$134,065</b>	<b>\$166,060</b>	<b>\$143,491</b>	<b>\$165,200</b>	<b>(\$860)</b>

## **Public Works**

### **Administration and Facilities Maintenance**

---

#### **Division Summary**

This division of the Public Works Department provides administrative direction and support to other divisions within Public Works. This division receives concerns from citizens and City employees alike and immediately strives to rectify any potentially dangerous situations. All other concerns are handled in a timely manner with issuance to the proper division for corrective action.

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

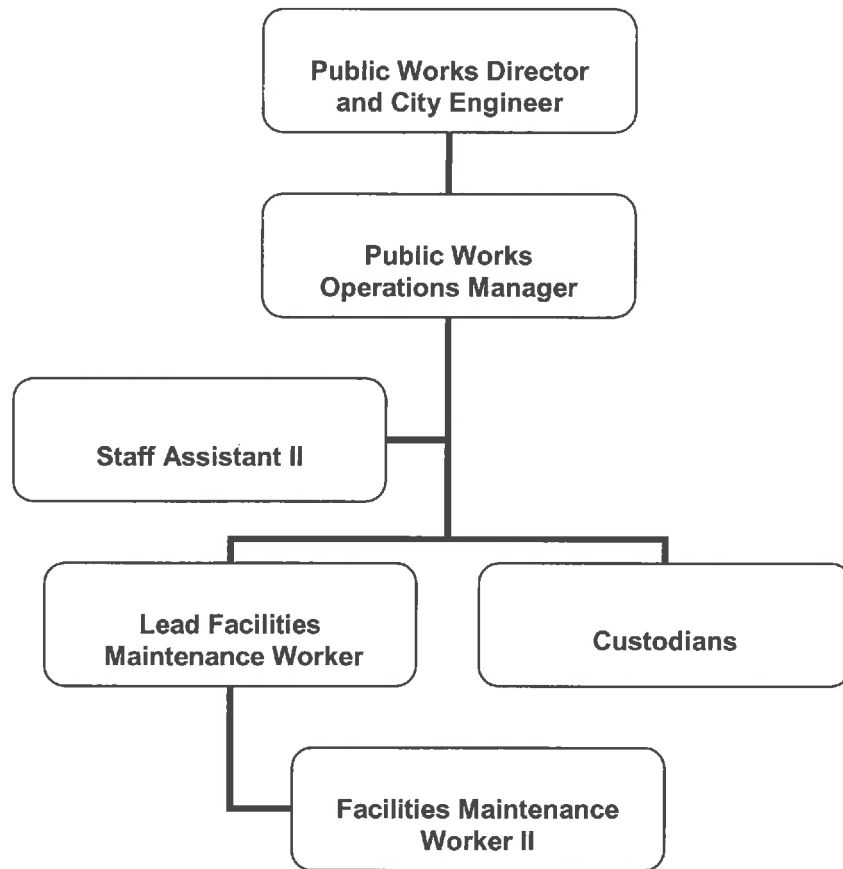
The custodial staff within this division provides cleaning services to all departments within the City to include the City Annex building, Police Department and rental facilities.

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

1. Building Maintenance - Preventative and Corrective.
2. Maintenance of water pumping stations and lift stations for Water and Wastewater.
3. Handles rental requests for City owned facilities including park facilities.
4. Provides administrative support for materials needed and used by operational divisions.
5. Receives citizen concerns and issues corrective action orders.
6. Oversees custodial duties for City facilities.
7. Coordinates planned events and road closures for Downtown Main Street and Chamber of Commerce.
8. Coordinates all other planned events.
9. The Staff Assistant II performs Domain Administrator duties working with the Network Administrator on all Information Technology duties.



*Public Works Department  
Administration and Facilities Maintenance continued*



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

**Public Works - Facilities Maintenance**

<b>Facilities Maintenance</b>	<b>FY 15-16 Actual (1)</b>	<b>FY 16-17 Original (2)</b>	<b>FY 16-17 Projected (3)</b>	<b>FY 17-18 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$129,852	\$145,410	\$145,410	\$114,750	(\$30,660)
Overtime	\$1,620	\$1,500	\$1,500	\$1,500	\$0
FICA Taxes	\$9,919	\$10,380	\$10,380	\$8,900	(\$1,480)
Retirement Contributions	\$4,548	\$4,520	\$4,520	\$6,420	\$1,900
Insurance Contributions	\$18,410	\$20,130	\$20,130	\$20,710	\$580
Worker's Comp & Unemployment	\$5,014	\$4,010	\$4,010	\$3,020	(\$990)
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$169,363</b>	<b>\$185,950</b>	<b>\$185,950</b>	<b>\$155,300</b>	<b>(\$30,650)</b>
<b>Operating Expenses</b>					
Professional Services	\$22,007	\$150	\$0	\$100	(\$50)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$1,000	\$0	\$22,500	\$21,500
Travel & Per Diem	\$0	\$200	\$100	\$200	\$0
Communications	\$3,344	\$4,000	\$3,200	\$3,300	(\$700)
Postage	\$69	\$200	\$150	\$100	(\$100)
Utility Services	\$24,070	\$24,000	\$20,401	\$22,200	(\$1,800)
Rentals & Leases	\$12	\$400	\$300	\$300	(\$100)
Insurance	\$10,200	\$7,500	\$7,500	\$7,500	\$0
Repair & Maintenance Services	\$7,181	\$15,500	\$13,200	\$12,500	(\$3,000)
Printing & Binding	\$68	\$300	\$200	\$200	(\$100)
Promotional Activities	\$59	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$1,216	\$550	\$250	\$250	(\$300)
Office Supplies	\$2,461	\$2,000	\$2,000	\$2,000	\$0
Operating Supplies	\$10,533	\$17,500	\$12,200	\$12,000	(\$5,500)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$11	\$0	\$0	\$0	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$81,231</b>	<b>\$73,300</b>	<b>\$59,501</b>	<b>\$83,150</b>	<b>\$9,850</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$250,594</b>	<b>\$259,250</b>	<b>\$245,451</b>	<b>\$238,450</b>	<b>(\$20,800)</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$2,847,661	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$11,140	\$0	\$0	\$35,500	\$35,500
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$2,858,801</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,500</b>	<b>\$35,500</b>
<b>TOTAL</b>	<b>\$3,109,395</b>	<b>\$259,250</b>	<b>\$245,451</b>	<b>\$273,950</b>	<b>\$14,700</b>

**Public Works Department  
Fleet Maintenance Division**

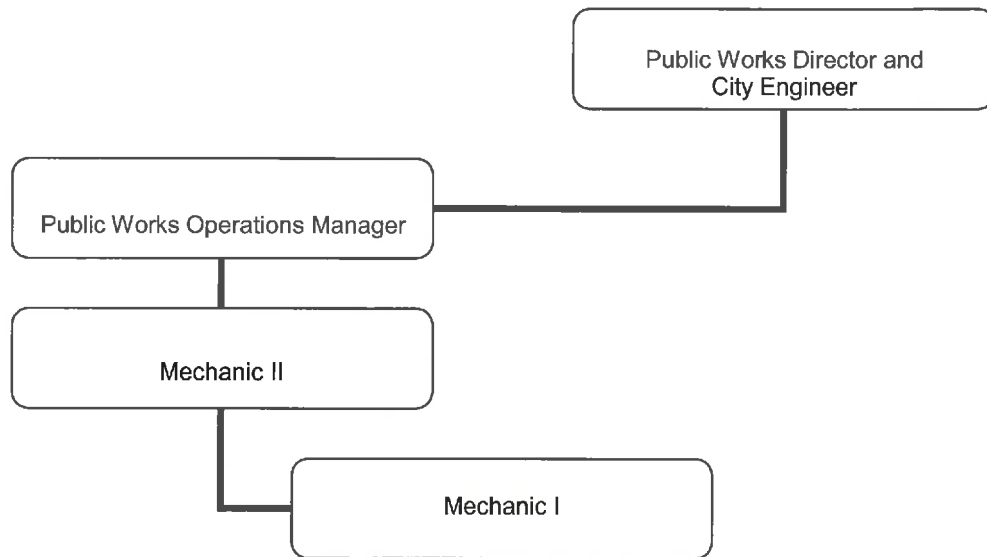
---

**Division Summary**

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

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

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



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

**Public Works - Fleet Maintenance**

<b>Fleet Maintenance</b>	<b>FY 15-16 Actual (1)</b>	<b>FY 16-17 Original (2)</b>	<b>FY 16-17 Projected (3)</b>	<b>FY 17-18 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$69,904	\$71,540	\$71,540	\$73,660	\$2,120
Overtime	\$3,667	\$3,000	\$3,000	\$3,000	\$0
FICA Taxes	\$5,459	\$5,710	\$5,710	\$5,870	\$160
Retirement Contributions	\$2,934	\$2,990	\$2,990	\$4,550	\$1,560
Insurance Contributions	\$12,414	\$13,420	\$13,420	\$13,810	\$390
Worker's Comp & Unemployment	\$1,890	\$1,480	\$1,480	\$1,520	\$40
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$96,268</b>	<b>\$98,140</b>	<b>\$98,140</b>	<b>\$102,410</b>	<b>\$4,270</b>
<b>Operating Expenses</b>					
Professional Services	\$138	\$300	\$100	\$150	(\$150)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$1,772	\$2,000	\$1,500	\$1,800	(\$200)
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$17,092	\$22,000	\$19,500	\$19,700	(\$2,300)
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$11,337	\$4,000	\$3,900	\$3,700	(\$300)
Repair & Maintenance Services	\$6,939	\$13,000	\$7,800	\$9,000	(\$4,000)
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$1,330	\$100	\$100	\$100	\$0
Office Supplies	\$0	\$300	\$300	\$300	\$0
Operating Supplies	\$19,573	\$19,200	\$13,700	\$17,400	(\$1,800)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$449	\$0	\$0	\$0	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$58,630</b>	<b>\$60,900</b>	<b>\$46,900</b>	<b>\$52,150</b>	<b>(\$8,750)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$154,898</b>	<b>\$159,040</b>	<b>\$145,040</b>	<b>\$154,560</b>	<b>(\$4,480)</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	\$999	\$0	\$0	\$9,000	\$9,000
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$999</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,000</b>	<b>\$9,000</b>
<b>TOTAL</b>	<b>\$155,897</b>	<b>\$159,040</b>	<b>\$145,040</b>	<b>\$163,560</b>	<b>\$4,520</b>

## **Police Department**

---

### **Department Summary**

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

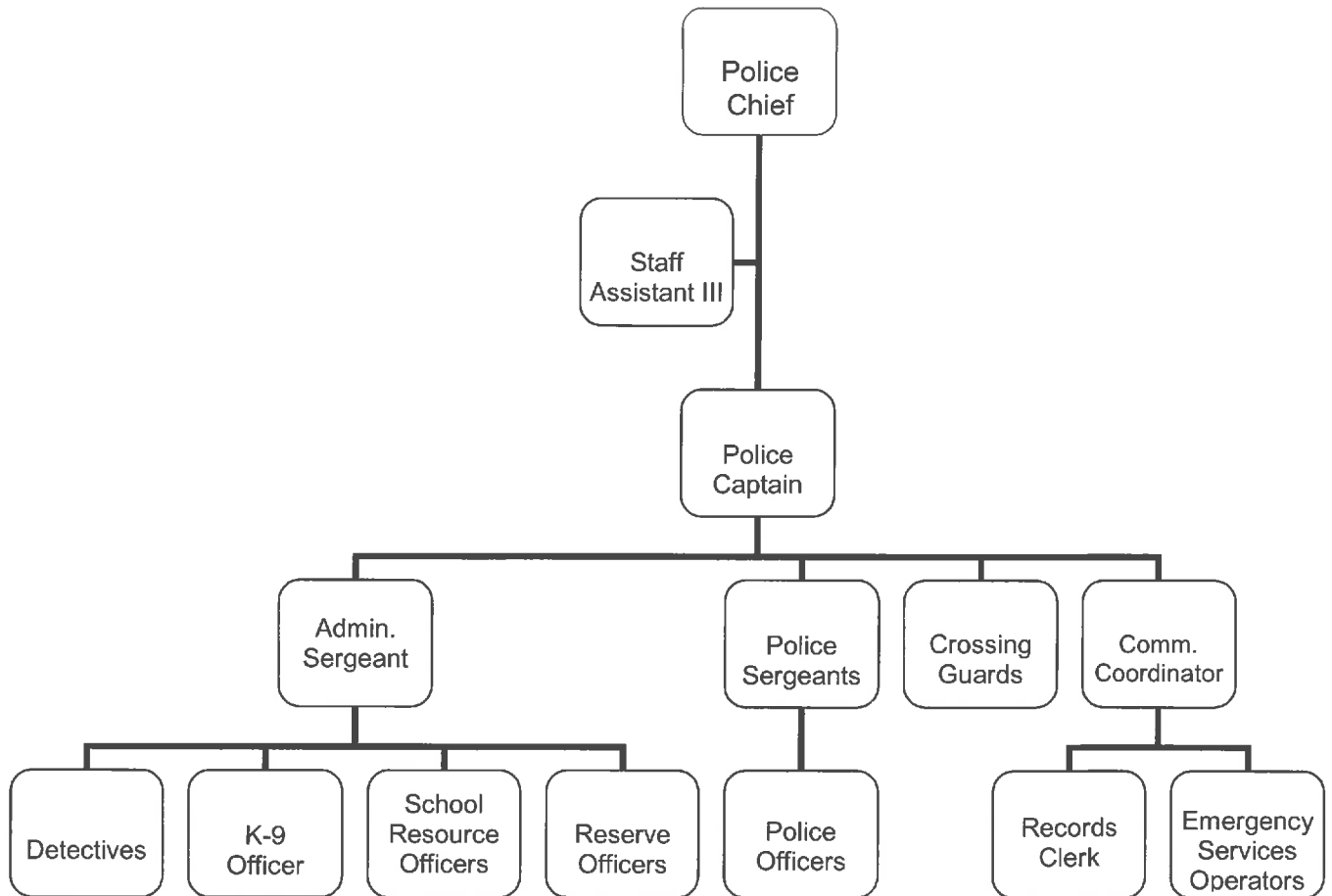
The Dade City Police Department has been entrusted with the mission of protecting and serving all residents, visitors, businesses, and property owners coming within the Department's jurisdiction, in a fair and prudent manner. In partnership with the citizens of Dade City the Police Department seeks to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

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

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

Some other functions of the Department are:

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



Classification	Full Time	Part Time
Chief of Police	1	0
Captain of Police	1	0
Administrative Sergeant of Police	1	0
Staff Assistant III	1	0
Records Clerk	1	0
Communications Coordinator	1	0
Emergency Services Operators	7	2
• Detectives	3	0
K-9 Officer	1	0
Police Sergeants	4	0
Police Officers	10	2
School Resource Officer	2	0
Reserve Police Officers	0	8
School Crossing Guards	0	3

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

**Police**

<b>Police</b>	<b>FY 15-16 Actual (1)</b>	<b>FY 16-17 Original (2)</b>	<b>FY 16-17 Projected (3)</b>	<b>FY 17-18 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$1,354,022	\$1,369,870	\$1,369,320	\$1,424,380	\$54,510
Overtime	\$104,819	\$80,000	\$125,000	\$100,000	\$20,000
FICA Taxes	\$102,726	\$110,920	\$110,920	\$114,170	\$3,250
Retirement Contributions	\$216,335	\$224,230	\$224,230	\$287,380	\$63,150
Insurance Contributions	\$173,279	\$203,490	\$203,490	\$209,280	\$5,790
Worker's Comp & Unemployment	\$49,247	\$33,260	\$33,260	\$34,240	\$980
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$2,000,428</b>	<b>\$2,021,770</b>	<b>\$2,066,220</b>	<b>\$2,169,450</b>	<b>\$147,680</b>
<b>Operating Expenses</b>					
Professional Services	\$4,217	\$5,600	\$4,200	\$5,750	\$150
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$58,274	\$131,000	\$60,000	\$135,000	\$4,000
Travel & Per Diem	\$1,222	\$3,900	\$2,500	\$3,900	\$0
Communications	\$37,609	\$30,000	\$32,100	\$33,000	\$3,000
Postage	\$481	\$800	\$1,000	\$800	\$0
Utility Services	\$23,336	\$23,400	\$23,100	\$25,000	\$1,600
Rentals & Leases	\$2,847	\$4,500	\$1,700	\$3,500	(\$1,000)
Insurance	\$39,726	\$39,000	\$38,000	\$39,000	\$0
Repair & Maintenance Services	\$49,456	\$60,500	\$49,900	\$58,500	(\$2,000)
Printing & Binding	\$1,661	\$1,000	\$1,900	\$1,500	\$500
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$972	\$1,000	\$1,000	\$1,000	\$0
Office Supplies	\$6,698	\$5,200	\$5,000	\$5,000	(\$200)
Operating Supplies	\$92,688	\$90,050	\$87,100	\$89,000	(\$1,050)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$2,645	\$4,600	\$3,800	\$4,200	(\$400)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$321,832</b>	<b>\$400,550</b>	<b>\$311,300</b>	<b>\$405,150</b>	<b>\$4,600</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$2,322,260</b>	<b>\$2,422,320</b>	<b>\$2,377,520</b>	<b>\$2,574,600</b>	<b>\$152,280</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$14,032	\$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>\$14,032</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$2,336,292</b>	<b>\$2,422,320</b>	<b>\$2,377,520</b>	<b>\$2,574,600</b>	<b>\$152,280</b>

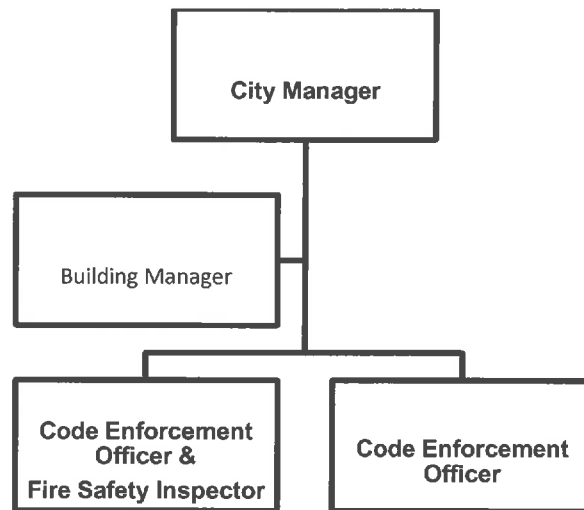
**Safety Services Department**  
**Fire Safety inspections / Code Enforcement**

---

**Department Summary**

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

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



Classification	Full Time	Part Time
City Manager	See City Manager for classification	
Building Manager	1	0
Code Enforcement Officer / Fire Safety Inspector	1	0
Code Enforcement Officer	1	0



**Safety Services / Code Enforcement**

<b>Safety Services</b>	<b>FY 15-16 Actual (1)</b>	<b>FY 16-17 Original (2)</b>	<b>FY 16-17 Projected (3)</b>	<b>FY 17-18 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$105,894	\$108,190	\$108,190	\$110,420	\$2,230
Overtime	\$0	\$500	\$500	\$500	\$0
FICA Taxes	\$8,050	\$8,320	\$8,320	\$8,490	\$170
Retirement Contributions	\$84,095	\$102,820	\$114,350	\$117,030	\$14,210
Insurance Contributions	\$17,523	\$20,130	\$20,130	\$20,710	\$580
Worker's Comp & Unemployment	\$1,755	\$1,360	\$1,360	\$1,390	\$30
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$217,317</b>	<b>\$241,320</b>	<b>\$252,850</b>	<b>\$258,540</b>	<b>\$17,220</b>
<b>Operating Expenses</b>					
Professional Services	\$0	\$400	\$0	\$400	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$62,030	\$25,000	\$25,000	\$25,000	\$0
Travel & Per Diem	\$0	\$550	\$400	\$500	(\$50)
Communications	\$2,141	\$3,585	\$2,730	\$3,000	(\$585)
Postage	\$1,258	\$1,400	\$1,372	\$1,400	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$23	\$1,000	\$0	\$1,000	\$0
Insurance	\$8,142	\$1,500	\$2,480	\$1,700	\$200
Repair & Maintenance Services	\$1,289	\$13,750	\$10,500	\$8,250	(\$5,500)
Printing & Binding	\$653	\$500	\$354	\$500	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$11,524	\$11,900	\$11,700	\$11,900	\$0
Office Supplies	\$587	\$500	\$500	\$500	\$0
Operating Supplies	\$2,904	\$5,600	\$4,600	\$4,600	(\$1,000)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$1,240	\$1,350	\$2,350	\$1,400	\$50
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$91,791</b>	<b>\$67,035</b>	<b>\$61,986</b>	<b>\$60,150</b>	<b>(\$6,885)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$309,108</b>	<b>\$308,355</b>	<b>\$314,836</b>	<b>\$318,690</b>	<b>\$10,335</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	\$21,363	\$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>\$21,363</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$330,471</b>	<b>\$308,355</b>	<b>\$314,836</b>	<b>\$318,690</b>	<b>\$10,335</b>

## Public Works Department Streets Division

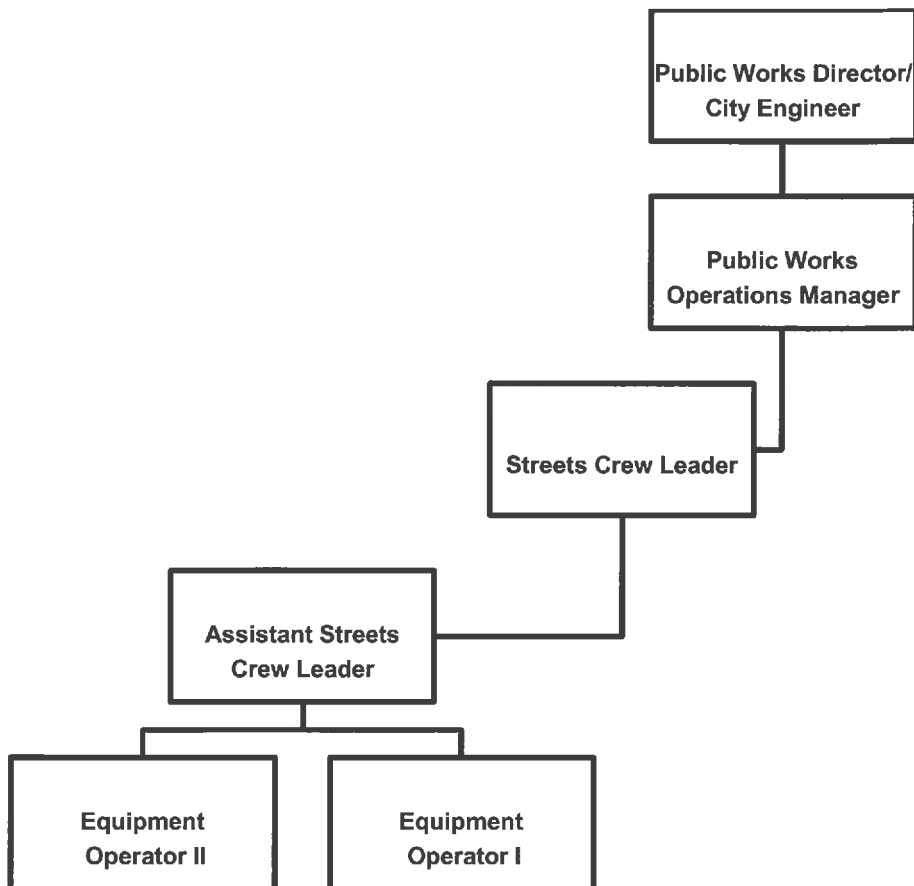
---

### Division Summary

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

The list below names some functions of the Streets Division:

1. Provides maintenance of City streets (including asphalt, brick and dirt), sidewalks, and curbs.
2. Provides maintenance for street signs and markings.
3. Provides maintenance for storm drains and storm water lift stations.
4. Provides tree maintenance on City properties to include parks and rights-of-way.
5. Provides street sweeping maintenance.



Public Works Department  
Streets Division continued

Classification	Full Time	Part Time
(Public Works Director/City Engineer)	(See Water Division Classification)	
(Public Works Operations Manager)	(See Facilities Maintenance for classification)	
Streets Crew Leader	1	0
Assistant Streets Crew Leader	1	0
*Equipment Operator II	3	0
Equipment Operator I	1	0

One Equipment Operator II is also classified as a Tree Maintenance Trades Worker

**Public Works - Streets Maintenance**

<b>Streets</b>	<b>FY 15-16 Actual (1)</b>	<b>FY 16-17 Original (2)</b>	<b>FY 16-17 Projected (3)</b>	<b>FY 17-18 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$180,681	\$192,890	\$192,890	\$196,840	\$3,950
Overtime	\$1,780	\$3,000	\$3,000	\$3,000	\$0
FICA Taxes	\$13,565	\$14,990	\$14,990	\$15,290	\$300
Retirement Contributions	\$7,276	\$7,840	\$7,840	\$11,470	\$3,630
Insurance Contributions	\$35,730	\$40,260	\$40,260	\$41,420	\$1,160
Worker's Comp & Unemployment	\$16,691	\$14,260	\$14,260	\$14,540	\$280
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$255,723</b>	<b>\$273,240</b>	<b>\$273,240</b>	<b>\$282,560</b>	<b>\$9,320</b>
<b>Operating Expenses</b>					
Professional Services	\$14,434	\$1,600	\$350	\$26,500	\$24,900
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$338	\$0	\$10,000	\$0	\$0
Travel & Per Diem	\$0	\$500	\$0	\$0	(\$500)
Communications	\$790	\$1,000	\$500	\$800	(\$200)
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$118,092	\$120,300	\$119,600	\$120,000	(\$300)
Rentals & Leases	\$0	\$1,000	\$0	\$0	(\$1,000)
Insurance	\$23,288	\$19,000	\$19,000	\$19,000	\$0
Repair & Maintenance Services	\$29,942	\$43,500	\$38,000	\$51,000	\$7,500
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$23,412	\$28,300	\$16,200	\$16,300	(\$12,000)
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$21,997	\$24,500	\$20,800	\$25,000	\$500
Road Materials & Supplies	\$9,961	\$12,000	\$7,500	\$7,500	(\$4,500)
Memberships, Subscriptions, & Registrations	\$400	\$0	\$0	\$0	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$242,654</b>	<b>\$251,700</b>	<b>\$231,950</b>	<b>\$266,100</b>	<b>\$14,400</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$498,377</b>	<b>\$524,940</b>	<b>\$505,190</b>	<b>\$548,660</b>	<b>\$23,720</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$2,748	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$1,150	\$0	\$1,740	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$3,898</b>	<b>\$0</b>	<b>\$1,740</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$502,275</b>	<b>\$524,940</b>	<b>\$506,930</b>	<b>\$548,660</b>	<b>\$23,720</b>

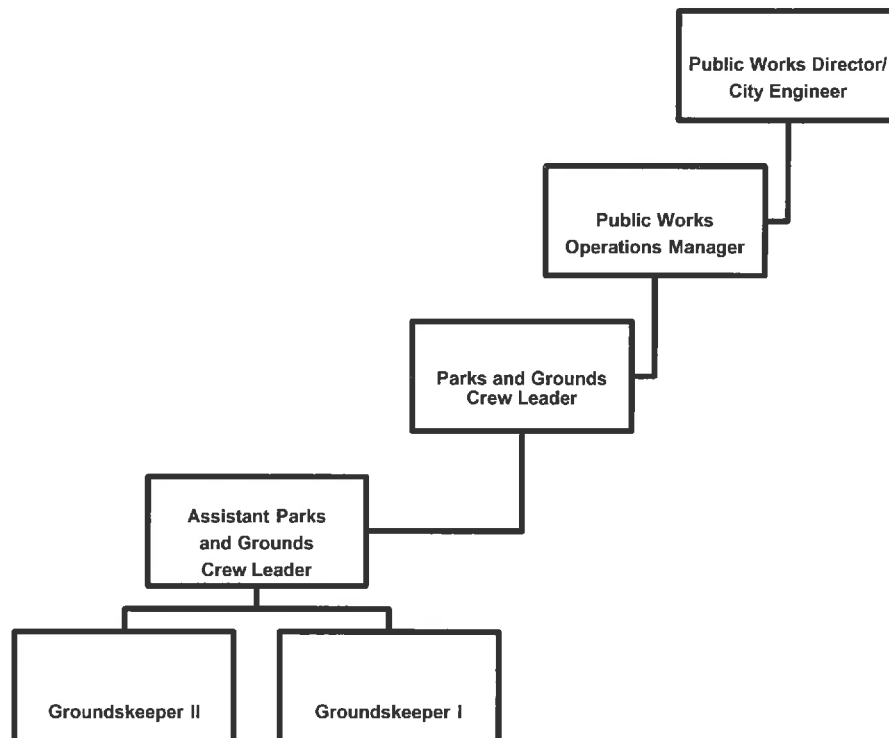
## Public Works Department Parks and Grounds Division

---

### Division Summary

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

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



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

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

- One Groundskeeper II is assigned to the City Percolation Pond site and is funded in the Wastewater budget
- One Groundskeeper II is assigned the maintenance of the downtown Dade City area
- One Groundskeeper II is assigned to the Dade City Cemetery

**Public Works - Parks and Grounds Maintenance**

<b>Parks</b>	<b>FY 15-16 Actual (1)</b>	<b>FY 16-17 Original (2)</b>	<b>FY 16-17 Projected (3)</b>	<b>FY 17-18 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$139,813	\$145,360	\$145,360	\$159,600	\$14,240
Overtime	\$1,070	\$2,000	\$2,000	\$2,000	\$0
FICA Taxes	\$10,555	\$11,280	\$11,280	\$12,370	\$1,090
Retirement Contributions	\$6,684	\$7,130	\$7,130	\$9,930	\$2,800
Insurance Contributions	\$25,253	\$36,750	\$36,750	\$37,420	\$670
Worker's Comp & Unemployment	\$4,310	\$3,240	\$3,240	\$3,550	\$310
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$187,685</b>	<b>\$205,760</b>	<b>\$205,760</b>	<b>\$224,870</b>	<b>\$19,110</b>
<b>Operating Expenses</b>					
Professional Services	\$230	\$700	\$0	\$200	(\$500)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$0	\$500	\$0	\$0	(\$500)
Communications	\$805	\$1,300	\$800	\$900	(\$400)
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$19,883	\$21,800	\$17,700	\$20,300	(\$1,500)
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$16,875	\$5,000	\$5,000	\$5,000	\$0
Repair & Maintenance Services	\$22,980	\$26,500	\$20,500	\$25,000	(\$1,500)
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$27	\$450	\$0	\$0	(\$450)
Office Supplies	\$104	\$0	\$0	\$0	\$0
Operating Supplies	\$23,201	\$28,300	\$23,000	\$26,300	(\$2,000)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$0	\$0	\$0	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$84,105</b>	<b>\$84,550</b>	<b>\$67,000</b>	<b>\$77,700</b>	<b>(\$6,850)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$271,790</b>	<b>\$290,310</b>	<b>\$272,760</b>	<b>\$302,570</b>	<b>\$12,260</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	\$1,100,000	\$1,100,000
Capital Machinery & Equipment	\$8,716	\$0	\$1,500	\$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>\$8,716</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$1,100,000</b>	<b>\$1,100,000</b>
<b>TOTAL</b>	<b>\$280,506</b>	<b>\$290,310</b>	<b>\$274,260</b>	<b>\$1,402,570</b>	<b>\$1,112,260</b>

# **CITY OF DADE CITY**

## **OPERATING BUDGET Fiscal Year 2017-2018**



## **Enterprise Funds Detail**



**Enterprise Funds - Revenue Detail**

	FY 15-16	FY 16-17	FY 16-17	FY 17-18	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
<b>Water and Sewer Utilities</b>					
Charges for Services					
Water Sales	\$1,462,978	\$1,475,000	\$1,500,000	\$1,530,000	\$55,000
Hydrant Rental	\$9,900	\$9,900	\$9,900	\$9,900	\$0
Meter Charges	\$78,387	\$75,000	\$75,000	\$25,000	(\$50,000)
Water Connection Fees	\$7,384	\$11,000	\$11,000	\$11,000	\$0
Sewer Charges	\$1,458,993	\$1,470,000	\$1,480,000	\$1,576,100	\$106,100
Sewer Connection Fees	\$4,299	\$6,000	\$6,000	\$6,000	\$0
Application Fees	\$0	\$0	\$9,000	\$9,000	\$9,000
Non-Payment Charges	\$47,431	\$67,500	\$80,000	\$80,000	\$12,500
Late Penalty Charges	\$75,223	\$72,000	\$70,000	\$70,000	(\$2,000)
Miscellaneous					
Interest	\$76,258	\$27,000	\$80,000	\$60,000	\$33,000
Net Increase (Decrease) in Value	\$124,850	\$0	\$0	\$0	\$0
Sales of Surplus Materials	\$238	\$0	\$2,800	\$0	\$0
Gain on Sale of Investments	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$283	\$2,000	\$2,000	\$2,000	\$0
Other Sources					
Transfers - Other Funds	\$46,150	\$190,000	\$190,000	\$115,000	(\$75,000)
Transfer - Water Dev. Charges	\$0	\$0	\$0	\$0	\$0
Transfer - Sewer Dev. Charges	\$0	\$0	\$0	\$0	\$0
Federal Grant/Loan - Rural Dev.	\$0	\$0	\$0	\$0	\$0
State Appropriations	\$0	\$0	\$0	\$50,000	\$50,000
State Grant/Loan - DEP	\$0	\$0	\$0	\$0	\$0
State Grant/Loan - SWFWMD	\$256,579	\$0	\$0	\$0	\$0
State Grant/Loan - SRF WW	\$0	\$0	\$0	\$0	\$0
Other Sources	\$0	\$0	\$0	\$0	\$0
Other					
Budgeted Cash Balances	\$0	\$0	\$0	\$0	\$0
Budgeted R & R Balances	(\$143,084)	(\$159,900)	(\$162,252)	(\$166,290)	(\$6,390)
Depreciation	\$0	\$0	\$0	\$0	\$0
Transfer to General Fund	(\$350,000)	(\$350,000)	(\$350,000)	(\$360,500)	(\$10,500)
<b>TOTAL - WATER &amp; SEWER</b>	<b>\$3,155,869</b>	<b>\$2,895,500</b>	<b>\$3,003,448</b>	<b>\$3,017,210</b>	<b>\$121,710</b>

	FY 15-16	FY 16-17	FY 16-17	FY 17-18	\$ Change
	Actual (1)	Original (2)	Projected (3)	Requested (4)	(4) - (2)
<b>Sanitation Services</b>					
Franchise Fees					
Garbage / Solid Waste	\$14,633	\$19,000	\$18,000	\$18,000	(\$1,000)
Charges for Services					
Garbage / Solid Waste	\$253,736	\$253,000	\$255,000	\$258,000	\$5,000
Miscellaneous					
Interest	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0
Other					
Budgeted Cash Balances	\$300,000	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Transfer to General Fund	(\$30,000)	(\$30,000)	(\$30,000)	(\$30,900)	(\$900)
<b>TOTAL - SANITATION</b>	<b>\$538,369</b>	<b>\$242,000</b>	<b>\$243,000</b>	<b>\$245,100</b>	<b>\$3,100</b>

**Enterprise Funds - Revenue Detail**

	FY 15-16 Actual (1)	FY 16-17 Original (2)	FY 16-17 Projected (3)	FY 17-18 Requested (4)	\$ Change (4) - (2)
<b>Stormwater Utility</b>					
Stormwater Management					
Stormwater Assessments	\$276,578	\$277,246	\$255,000	\$263,000	(\$14,246)
State Appropriations	\$0	\$0	\$0	\$1,800,000	\$1,800,000
Budgeted Cash Balances	\$0	\$0	\$0	\$0	\$0
Transfers to Other Funds	\$0	\$0	\$0	0	\$0
<b>TOTAL - STORMWATER</b>	<b>\$276,578</b>	<b>\$277,246</b>	<b>\$255,000</b>	<b>\$2,063,000</b>	<b>\$1,785,754</b>

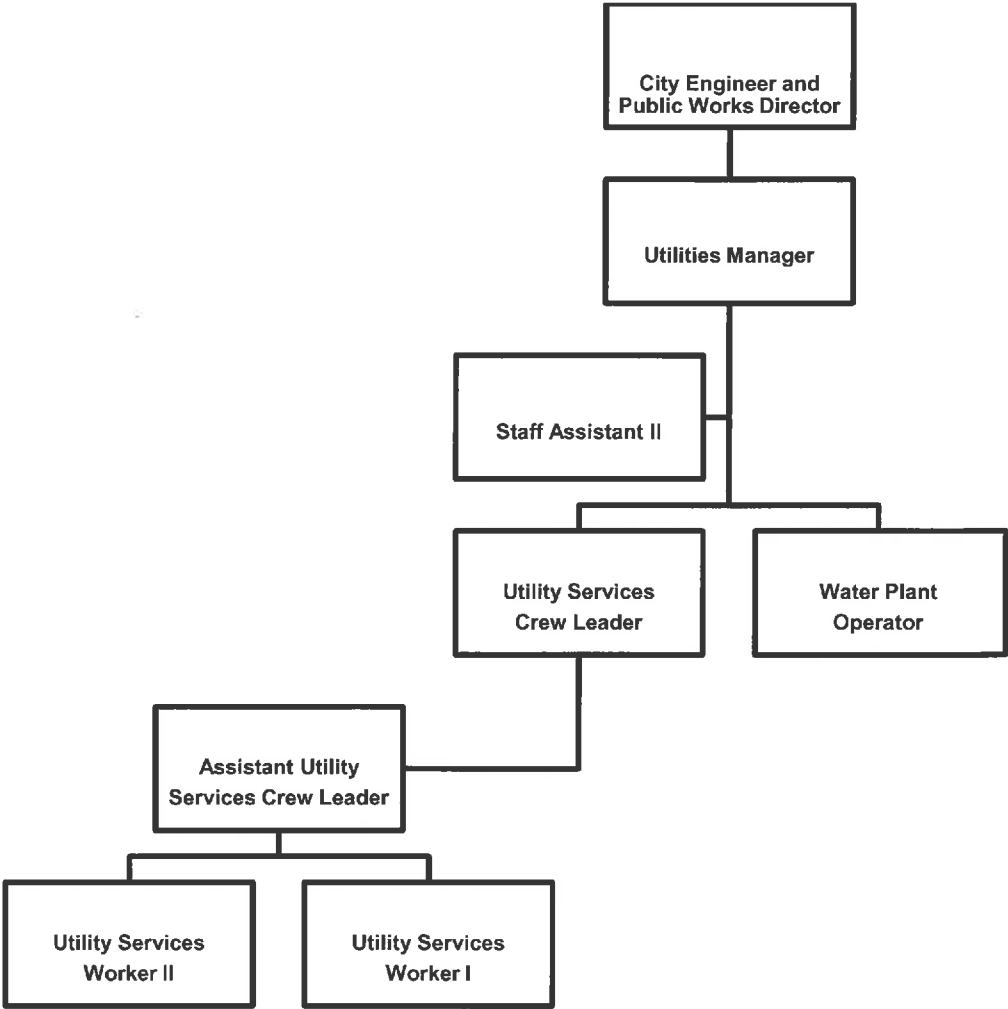
**Public Utilities  
Water Division**

---

**Division Summary**

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

This division operates and maintains seven (7) public drinking water supply wells and two (2) ground water storage facilities and ensures compliance with all drinking water requirements as set forth by the Florida Department of Environmental Protection. This division's primary function is to monitor and maintain the City's wells in order to provide the safety possible potable water to our residents. Other division tasks are: conducting annual water audits and implementing conservation measures to account for any water losses which might occur through system leaks or un-metered water uses. This department also produces the annual Consumer Confidence Report for the City.



*Public Utilities Department  
Water Division continued*

<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
City Engineer/Public Works Director	1	0
Staff Assistant II	1	0
Utilities Manager	1	0
Water Plant Operator	1	0
Utility Services Crew Leader	1	0
Assistant Utility Services Crew Leader	1	0
Utility Services Worker I	2	0
Utility Services Worker II	1	0

**Public Utilities - Water**

<b>Water</b>	<b>FY 15-16 Actual (1)</b>	<b>FY 16-17 Original (2)</b>	<b>FY 16-17 Projected (3)</b>	<b>FY 17-18 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$365,794	\$386,760	\$328,000	\$370,590	(\$16,170)
Overtime	\$12,514	\$11,000	\$9,000	\$12,000	\$1,000
FICA Taxes	\$28,165	\$30,430	\$25,781	\$29,270	(\$1,160)
Retirement Contributions	\$14,147	\$15,260	\$12,000	\$27,360	\$12,100
Insurance Contributions	\$58,411	\$60,390	\$60,390	\$62,130	\$1,740
Worker's Comp & Unemployment	\$10,365	\$7,800	\$7,800	\$7,540	(\$260)
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$489,396</b>	<b>\$511,640</b>	<b>\$442,971</b>	<b>\$508,890</b>	<b>(\$2,750)</b>
<b>Operating Expenses</b>					
Professional Services	\$13,533	\$40,100	\$40,100	\$40,100	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$5,895	\$20,000	\$20,000	\$30,000	\$10,000
Travel & Per Diem	\$243	\$3,000	\$2,000	\$3,000	\$0
Communications	\$9,423	\$11,000	\$9,000	\$10,000	(\$1,000)
Postage	\$209	\$300	\$100	\$150	(\$150)
Utility Services	\$64,148	\$80,150	\$51,150	\$70,150	(\$10,000)
Rentals & Leases	\$12	\$300	\$300	\$300	\$0
Insurance	\$58,832	\$37,000	\$25,000	\$35,000	(\$2,000)
Repair & Maintenance Services	\$33,486	\$38,200	\$38,200	\$59,500	\$21,300
Printing & Binding	\$474	\$600	\$150	\$200	(\$400)
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$1,329	\$3,220	\$2,670	\$3,700	\$480
Office Supplies	\$1,996	\$2,300	\$2,300	\$2,500	\$200
Operating Supplies	\$108,272	\$99,000	\$94,500	\$104,500	\$5,500
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$2,793	\$4,400	\$3,500	\$4,400	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$300,645</b>	<b>\$339,570</b>	<b>\$288,970</b>	<b>\$363,500</b>	<b>\$23,930</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$790,041</b>	<b>\$851,210</b>	<b>\$731,941</b>	<b>\$872,390</b>	<b>\$21,180</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$228,526	\$190,000	\$0	\$165,000	(\$25,000)
Capital Machinery & Equipment	\$107,581	\$0	\$0	\$0	\$0
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$336,107</b>	<b>\$190,000</b>	<b>\$0</b>	<b>\$165,000</b>	<b>(\$25,000)</b>
<b>TOTAL</b>	<b>\$1,126,148</b>	<b>\$1,041,210</b>	<b>\$731,941</b>	<b>\$1,037,390</b>	<b>(\$3,820)</b>

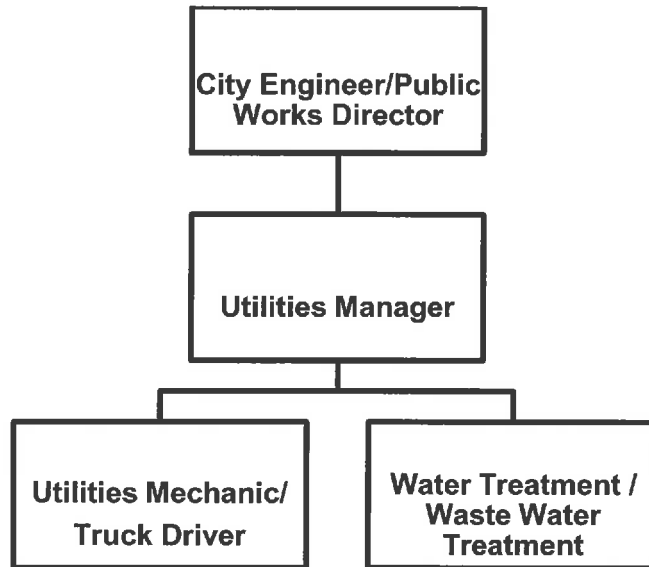
**Public Utilities**  
**Wastewater Division**

---

**Division Summary**

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

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



<b>Classification</b>	<b>Full Time</b>	<b>Part Time</b>
(Public Works Director/City Engineer)	(See Water Division Classification)	
(Utilities Manager)	(See Water Division Classification)	
<b>Plant Operations Personnel</b>	<b>3</b>	<b>0</b>
Utility Mechanic/Truck Driver	1	0

**Public Utilities - Wastewater**

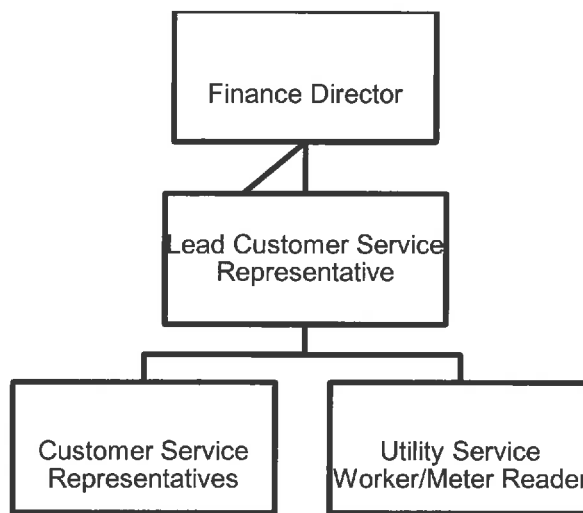
<b>Wastewater</b>	<b>FY 15-16 Actual (1)</b>	<b>FY 16-17 Original (2)</b>	<b>FY 16-17 Projected (3)</b>	<b>FY 17-18 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$218,053	\$211,670	\$211,670	\$200,330	(\$11,340)
Overtime	\$9,042	\$11,000	\$11,000	\$6,000	(\$5,000)
FICA Taxes	\$16,355	\$17,040	\$17,040	\$15,790	(\$1,250)
Retirement Contributions	\$34,357	\$12,210	\$12,210	\$14,950	\$2,740
Insurance Contributions	\$33,379	\$33,550	\$33,550	\$34,520	\$970
Worker's Comp & Unemployment	\$2,478	\$1,950	\$1,950	\$1,860	(\$90)
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$313,664</b>	<b>\$287,420</b>	<b>\$287,420</b>	<b>\$273,450</b>	<b>(\$13,970)</b>
<b>Operating Expenses</b>					
Professional Services	\$22,531	\$16,200	\$16,200	\$19,200	\$3,000
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$12,175	\$20,000	\$20,000	\$20,000	\$0
Travel & Per Diem	\$182	\$1,500	\$1,000	\$1,000	(\$500)
Communications	\$12,017	\$12,500	\$11,000	\$11,000	(\$1,500)
Postage	\$116	\$200	\$150	\$200	\$0
Utility Services	\$152,285	\$170,600	\$150,200	\$150,500	(\$20,100)
Rentals & Leases	\$738	\$600	\$0	\$600	\$0
Insurance	\$44,995	\$69,000	\$74,000	\$75,000	\$6,000
Repair & Maintenance Services	\$50,860	\$69,400	\$69,400	\$72,000	\$2,600
Printing & Binding	\$75	\$100	\$100	\$100	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$28,121	\$51,400	\$41,400	\$46,400	(\$5,000)
Office Supplies	\$1,311	\$1,500	\$1,500	\$1,500	\$0
Operating Supplies	\$52,093	\$73,200	\$68,200	\$76,500	\$3,300
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$1,239	\$2,800	\$2,200	\$2,700	(\$100)
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$378,738</b>	<b>\$489,000</b>	<b>\$455,350</b>	<b>\$476,700</b>	<b>(\$12,300)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$692,402</b>	<b>\$776,420</b>	<b>\$742,770</b>	<b>\$750,150</b>	<b>(\$26,270)</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$30,000	\$30,000
Improvements (Other Than Buildings)	\$0	\$0	\$32,200	\$0	\$0
Capital Machinery & Equipment	\$0	\$22,700	\$73,542	\$0	(\$22,700)
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>\$22,700</b>	<b>\$105,742</b>	<b>\$30,000</b>	<b>\$7,300</b>
<b>TOTAL</b>	<b>\$692,402</b>	<b>\$799,120</b>	<b>\$848,512</b>	<b>\$780,150</b>	<b>(\$18,970)</b>

## Utility Finance Department

---

### Department 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
(Finance Director)	(See Finance in General Fund)	
Lead Customer Service Representative	1	0
Customer Service Representative I	2	0
Utility Service Worker/Meter Reader	1	1



**Finance - Utilities**

<b>Utility Finance</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>\$ Change</b>
	<b>Actual (1)</b>	<b>Original (2)</b>	<b>Projected (3)</b>	<b>Requested (4)</b>	<b>(4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$121,488	\$125,550	\$76,000	\$125,870	\$320
Overtime	\$19	\$3,000	\$2,000	\$3,000	\$0
FICA Taxes	\$9,097	\$9,840	\$5,967	\$9,860	\$20
Retirement Contributions	\$4,228	\$4,490	\$4,490	\$9,320	\$4,830
Insurance Contributions	\$24,184	\$31,640	\$31,640	\$32,020	\$380
Worker's Comp & Unemployment	\$1,842	\$1,430	\$1,430	\$1,380	(\$50)
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$160,858</b>	<b>\$175,950</b>	<b>\$121,527</b>	<b>\$181,450</b>	<b>\$5,500</b>
<b>Operating Expenses</b>					
Professional Services	\$3,750	\$0	\$0	\$100	\$100
Accounting & Auditing	\$5,000	\$5,000	\$2,500	\$5,000	\$0
Contractual Services	\$14,236	\$7,000	\$7,000	\$7,000	\$0
Travel & Per Diem	\$0	\$300	\$300	\$500	\$200
Communications	\$1,333	\$1,500	\$1,900	\$2,000	\$500
Postage	\$27,328	\$31,000	\$32,300	\$34,000	\$3,000
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$3,550	\$1,000	\$1,000	\$1,000	\$0
Repair & Maintenance Services	\$22,881	\$27,500	\$24,600	\$26,600	(\$900)
Printing & Binding	\$4,035	\$3,800	\$3,800	\$4,000	\$200
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$15,012	\$12,000	\$25,500	\$25,500	\$13,500
Office Supplies	\$2,486	\$2,500	\$2,500	\$2,600	\$100
Operating Supplies	\$4,604	\$6,300	\$5,500	\$5,500	(\$800)
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$195	\$500	\$500	\$500	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$104,410</b>	<b>\$98,400</b>	<b>\$107,400</b>	<b>\$114,300</b>	<b>\$15,900</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$265,268</b>	<b>\$274,350</b>	<b>\$228,927</b>	<b>\$295,750</b>	<b>\$21,400</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$4,156	\$6,000	\$6,000	\$0	(\$6,000)
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$4,156</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$0</b>	<b>(\$6,000)</b>
<b>TOTAL</b>	<b>\$269,424</b>	<b>\$280,350</b>	<b>\$234,927</b>	<b>\$295,750</b>	<b>\$15,400</b>

## Utility Debt Service

Utility Debt Service	FY 15-16 Actual (1)	FY 16-17 Original (2)	FY 16-17 Projected (3)	FY 17-18 Requested (4)	\$ Change (4) - (2)
<b>Series 1997 - Water (Rural Development)</b>					
Principal	\$9,000	\$10,000	\$10,000	\$0	(\$10,000)
Interest (5.00%)	\$16,900	\$16,450	\$16,450	\$0	(\$16,450)
<b>SUBTOTAL - SERIES 1997 WATER (2036)</b>	<b>\$25,900</b>	<b>\$26,450</b>	<b>\$26,450</b>	<b>\$0</b>	<b>(\$26,450)</b>
<b>Series 1997 - Sewer (Rural Development)</b>					
Principal	\$22,000	\$23,000	\$23,000	\$0	(\$23,000)
Interest (4.50%)	\$33,525	\$32,535	\$32,535	\$0	(\$32,535)
<b>SUBTOTAL - SERIES 1997 SEWER (2036)</b>	<b>\$55,525</b>	<b>\$55,535</b>	<b>\$55,535</b>	<b>\$0</b>	<b>(\$55,535)</b>
<b>Series 2003 - Sewer (Rural Development)</b>					
Principal	\$22,000	\$23,000	\$23,000	\$24,000	\$1,000
Interest (4.50%)	\$49,113	\$48,123	\$48,123	\$47,100	(\$1,023)
<b>SUBTOTAL - SERIES 2003 SEWER (2042)</b>	<b>\$71,113</b>	<b>\$71,123</b>	<b>\$71,123</b>	<b>\$71,100</b>	<b>(\$23)</b>
<b>Series 2007 - Water (CitiCapital)</b>					
Principal	\$188,826	\$198,277	\$198,277	\$67,950	(\$130,327)
Interest (4.39%)	\$16,890	\$7,723	\$7,723	\$625	(\$7,098)
<b>SUBTOTAL - SERIES 2007 WATER (2018)</b>	<b>\$205,716</b>	<b>\$206,000</b>	<b>\$206,000</b>	<b>\$68,575</b>	<b>(\$137,425)</b>
<b>State Revolving Fund - WW67005P</b>					
Principal	\$29,974	\$30,649	\$30,649	\$31,340	\$691
Interest (2.24%)	\$10,741	\$10,151	\$10,151	\$9,410	(\$741)
<b>SUBTOTAL - SRF WW67005P (2029)</b>	<b>\$40,715</b>	<b>\$40,800</b>	<b>\$40,800</b>	<b>\$40,750</b>	<b>(\$50)</b>
<b>Series 2013 - Sewer (Rural Development)</b>					
Principal	\$39,950	\$41,449	\$41,449	\$43,025	\$1,576
Interest (3.75%)	\$121,800	\$120,301	\$120,301	\$118,750	(\$1,551)
<b>SUBTOTAL - SERIES 2013 SEWER (2042)</b>	<b>\$161,750</b>	<b>\$161,750</b>	<b>\$161,750</b>	<b>\$161,775</b>	<b>\$25</b>
<b>State Revolving Fund - WW67006P</b>					
Principal	\$13,070	\$14,000	\$14,000	\$13,700	(\$300)
Interest (2.31%)	\$5,270	\$4,400	\$4,400	\$4,700	\$300
<b>SUBTOTAL - SRF WW67006P (2031)</b>	<b>\$18,340</b>	<b>\$18,400</b>	<b>\$18,400</b>	<b>\$18,400</b>	<b>\$0</b>
<b>State Revolving Fund - DW510400</b>					
Principal	\$9,525	\$9,785	\$9,785	\$10,050	\$265
Interest (2.71%)	\$4,834	\$4,615	\$4,615	\$4,350	(\$265)
<b>SUBTOTAL - SRF DW510400 (2031)</b>	<b>\$14,359</b>	<b>\$14,400</b>	<b>\$14,400</b>	<b>\$14,400</b>	<b>\$0</b>
<b>State Revolving Fund - WW510420</b>					
Principal	\$0	\$0	\$213,690	\$105,350	\$105,350
Interest (2.71%)	\$0	\$0	\$40,074	\$138,430	\$138,430
<b>SUBTOTAL - SRF DW510400 (2031)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$253,764</b>	<b>\$243,780</b>	<b>\$243,780</b>
<b>TOTALS - ALL DEBT</b>					
Principal	\$334,345	\$350,160	\$563,850	\$296,000	(\$54,160)
Interest	\$259,073	\$244,298	\$284,372	\$323,500	\$79,202
<b>TOTALS - ALL DEBT</b>	<b>\$593,418</b>	<b>\$594,458</b>	<b>\$848,222</b>	<b>\$619,500</b>	<b>\$25,042</b>

## Sanitation

Sanitation	FY 15-16 Actual (1)	FY 16-17 Original (2)	FY 16-17 Projected (3)	FY 17-18 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
Salaries & Special Pays	\$0	\$0	\$0	\$0	\$0
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$0	\$0	\$0	\$0	\$0
Retirement Contributions	\$0	\$0	\$0	\$0	\$0
Insurance Contributions	\$0	\$0	\$0	\$0	\$0
Worker's Comp & Unemployment	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Operating Expenses</b>					
Professional Services	\$1,332	\$12,000	\$15,000	\$15,000	\$3,000
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$213,104	\$214,000	\$210,000	\$215,000	\$1,000
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$0	\$0	\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$257	\$300	\$300	\$300	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance Services	\$156	\$0	\$215	\$500	\$500
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$5,829	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$0	\$0	\$0	\$0	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$0	\$0	\$0	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$220,678</b>	<b>\$226,300</b>	<b>\$225,515</b>	<b>\$230,800</b>	<b>\$4,500</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$220,678</b>	<b>\$226,300</b>	<b>\$225,515</b>	<b>\$230,800</b>	<b>\$4,500</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$300,000	\$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>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$520,678</b>	<b>\$226,300</b>	<b>\$225,515</b>	<b>\$230,800</b>	<b>\$4,500</b>

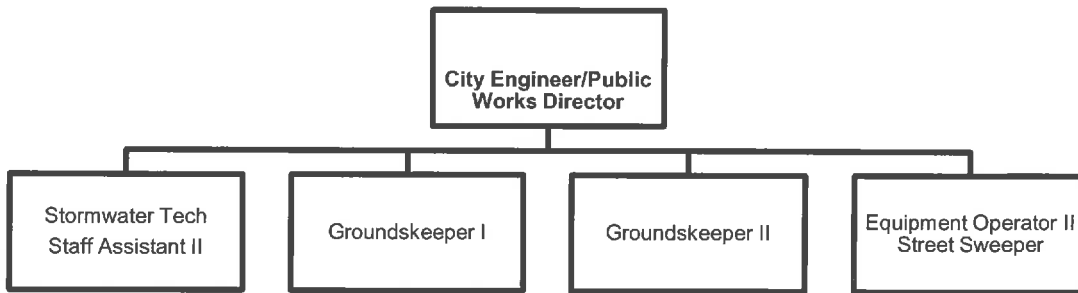
**Public Utilities**  
**Stormwater Division**

---

**Division Summary**

It is the primary function of this 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>
(City Engineer/Public Works Director)	(See Water Division Classification)	
Staff Assistant II – stormwater tech	1	0
Groundskeeper I	0	1
Groundskeeper II	1	0
Equipment Operator II – Street sweeper	1	0

**Stormwater**

<b>Stormwater</b>	<b>FY 15-16 Actual (1)</b>	<b>FY 16-17 Original (2)</b>	<b>FY 16-17 Projected (3)</b>	<b>FY 17-18 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$87,564	\$85,330	\$85,330	\$89,210	\$3,880
Overtime	\$3,247	\$2,500	\$1,500	\$3,000	\$500
FICA Taxes	\$5,995	\$6,720	\$6,642	\$7,060	\$340
Retirement Contributions	\$3,620	\$3,510	\$3,473	\$6,680	\$3,170
Insurance Contributions	\$15,938	\$20,130	\$20,130	\$20,710	\$580
Worker's Comp & Unemployment	\$4,619	\$2,030	\$2,010	\$2,090	\$60
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$120,983</b>	<b>\$120,220</b>	<b>\$119,086</b>	<b>\$128,750</b>	<b>\$8,530</b>
<b>Operating Expenses</b>					
Professional Services	\$0	\$0	\$0	\$0	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$17,997	\$191,000	\$191,000	\$119,000	(\$72,000)
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$0	\$0	\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$0	\$2,500	\$2,500	\$2,500	\$0
Repair & Maintenance Services	\$998	\$8,600	\$4,600	\$3,780	(\$4,820)
Printing & Binding	\$270	\$260	\$0	\$0	(\$260)
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$1,903	\$3,000	\$1,561	\$2,000	(\$1,000)
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$1,716	\$3,000	\$3,000	\$4,000	\$1,000
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$0	\$0	\$0	\$0
Emergency Preparedness	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$22,884</b>	<b>\$208,360</b>	<b>\$202,661</b>	<b>\$131,280</b>	<b>(\$77,080)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$143,867</b>	<b>\$328,580</b>	<b>\$321,747</b>	<b>\$260,030</b>	<b>(\$68,550)</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	\$7,188	\$50,000	\$50,000	\$1,800,000	\$1,750,000
Debt Service - Principal	\$0	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$7,188</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$1,800,000</b>	<b>\$1,750,000</b>
<b>TOTAL</b>	<b>\$151,055</b>	<b>\$378,580</b>	<b>\$371,747</b>	<b>\$2,060,030</b>	<b>\$1,681,450</b>

# CITY OF DADE CITY

## OPERATING BUDGET Fiscal Year 2017-2018



## Special Revenue Funds Detail

**Special Revenue Funds  
Revenues**

	FY 15-16 Actual (1)	FY 16-17 Original (2)	FY 16-17 Projected (3)	FY 17-18 Requested (4)	\$ Change (4) - (2)
<b>Special Revenue Funds</b>					
<b>Community Development Block Grant</b>					
County - Balances Brought Forward	\$0	\$0	\$0	\$0	\$0
County - Reimbursements	\$0	\$0	\$0	\$0	\$0
Federal - Small Cities	\$0	\$700,000	\$0	\$700,000	\$0
<b>TOTAL - SPECIAL REVENUE</b>	<b>\$0</b>	<b>\$700,000</b>	<b>\$0</b>	<b>\$700,000</b>	<b>\$0</b>
<b>Special Revenue Funds</b>					
<b>Local Option Gas Tax</b>					
Local Option Gas Tax	\$245,036	\$255,395	\$255,395	\$257,865	\$2,470
<b>TOTAL - SPECIAL REVENUE</b>	<b>\$245,036</b>	<b>\$255,395</b>	<b>\$255,395</b>	<b>\$257,865</b>	<b>\$2,470</b>
<b>Special Revenue Funds</b>					
<b>Local Gov't. Infrastructure Surtax</b>					
Local Gov't. Infrastructure Surtax	\$938,511	\$971,500	\$971,500	\$1,040,155	\$68,655
Budgeted Cash Balances	\$118,330	\$58,000	\$393,000	\$276,845	\$218,845
Proceeds from Debt	\$249,577	\$0	\$0	\$0	\$0
Transfers from Other Funds	\$0	\$0	\$0	\$0	\$0
<b>TOTAL - SPECIAL REVENUE</b>	<b>\$1,306,418</b>	<b>\$1,029,500</b>	<b>\$1,364,500</b>	<b>\$1,317,000</b>	<b>\$287,500</b>

**Special Revenue Funds - Expenditures**

<b>Community Development Block Grant</b>	<b>FY 15-16 Actual (1)</b>	<b>FY 16-17 Original (2)</b>	<b>FY 16-17 Projected (3)</b>	<b>FY 17-18 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Program Expenditures</b>					
Transfers to Other Funds	\$0	\$0	\$0	\$0	\$0
Small Cities CDBG - Capital Improvements	\$0	\$700,000	\$0	\$700,000	\$0
<b>TOTAL - PROGRAM EXPENDITURES</b>	<b>\$0</b>	<b>\$700,000</b>	<b>\$0</b>	<b>\$700,000</b>	<b>\$0</b>

<b>Local Option Gas Tax</b>	<b>FY 15-16 Actual (1)</b>	<b>FY 16-17 Original (2)</b>	<b>FY 16-17 Projected (3)</b>	<b>FY 17-18 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
Transfers for Street Expenditures	\$245,036	\$255,395	\$255,395	\$257,865	\$2,470

<b>Local Gov't. Infrastructure Surtax</b>	<b>FY 15-16 Actual (1)</b>	<b>FY 16-17 Original (2)</b>	<b>FY 16-17 Projected (3)</b>	<b>FY 17-18 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
Capital Expenditures	\$1,306,418	\$1,029,500	\$1,031,870	\$1,317,000	\$287,500



Local Government Infrastructure Surtax

Local Gov't. Infrastructure Surtax	FY 15-16 Actual (1)	FY 16-17 Original (2)	FY 16-17 Projected (3)	FY 17-18 Requested (4)	\$ Change (4) - (2)
<b>Personal Services</b>					
Salaries & Special Pays	\$0	\$0	\$0	\$0	\$0
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$0	\$0	\$0	\$0	\$0
Retirement Contributions	\$0	\$0	\$0	\$0	\$0
Insurance Contributions	\$0	\$0	\$0	\$0	\$0
Worker's Comp & Unemployment	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Operating Expenses</b>					
Professional Services	\$750	\$0	\$1,408	\$0	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$51,500	\$50,000	\$50,000	\$100,000	\$50,000
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$0	\$0	\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance Services	\$4,151	\$0	\$0	\$0	\$0
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$3,300	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$2,985	\$0	\$2,962	\$0	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$2,000	\$0	\$0	(\$2,000)
Depreciation	\$0	\$0	\$0	\$0	\$0
Transfers to Other Funds	\$46,150	\$200,000	\$200,000	\$200,000	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$108,836</b>	<b>\$252,000</b>	<b>\$254,370</b>	<b>\$300,000</b>	<b>\$48,000</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$108,836</b>	<b>\$252,000</b>	<b>\$254,370</b>	<b>\$300,000</b>	<b>\$48,000</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$227,383	\$0	\$0	\$0	\$0
Buildings	\$55,260	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$411,595	\$623,000	\$623,000	\$615,000	(\$8,000)
Capital Machinery & Equipment	\$450,040	\$154,500	\$101,028	\$347,000	\$192,500
Debt Service - Principal	\$48,538	\$0	\$49,502	\$50,000	\$50,000
Debt Service - Interest	\$4,766	\$0	\$3,970	\$5,000	\$5,000
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$1,197,582</b>	<b>\$777,500</b>	<b>\$777,500</b>	<b>\$1,017,000</b>	<b>\$239,500</b>
<b>TOTAL</b>	<b>\$1,306,418</b>	<b>\$1,029,500</b>	<b>\$1,031,870</b>	<b>\$1,317,000</b>	<b>\$287,500</b>

**Infrastructure Surtax  
Expenditure Detail**

<u>Fiscal Year</u>	FY 15-16	FY 16-17	FY 17-18
<u>Beginning Balance</u>	\$850,105.00	\$731,775.00	\$338,775.00
<u>Revenues</u>	\$938,511.00	\$971,500.00	\$1,040,155.00
<u>Expenses</u>			
Stormwater management program	\$66,697.00	\$50,000.00	
Facility Improvements	\$90,093.00	\$125,000.00	\$295,000.00
Dade Oaks	\$231,125.00		
Police Replacement Vehicles	\$175,106.00		\$150,000.00
Park improvements	\$196,883.00	\$100,000.00	\$100,000.00
Public Works Replacement Equipment	\$256,105.00	\$117,500.00	\$180,000.00
Transportation improvements (streets and sidewalks)	\$107,766.00	\$685,000.00	\$265,000.00
Neighborhood Planning	\$50,000.00		
Utility Trucks	\$21,150.00		\$14,000.00
Incubator	\$50,000.00	\$50,000.00	\$50,000.00
City Hall/PD	\$48,013.00		
Safety Services Equipment		\$7,000.00	
Police Safety Equipment	\$13,480.00	\$30,000.00	
Beauchamp Pond CDBG Match			\$50,000.00
Programmable Message Board			\$13,000.00
Contingency	\$335,000.00		
<u>Total Expenses</u>	\$1,641,418.00	\$1,164,500.00	\$1,117,000.00
Transfers Out		\$200,000.00	\$200,000.00
<u>Ending Balance</u>	\$731,775.00	\$338,775.00	\$61,930.00

# **CITY OF DADE CITY**

## **OPERATING BUDGET Fiscal Year 2017-2018**



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

**Component Unit  
Revenues**

	FY 15-16 Actual (1)	FY 16-17 Original (2)	FY 16-17 Projected (3)	FY 17-18 Requested (4)	\$ Change (4) - (2)
<b>Component Units</b>					
<b>Community Redevelopment Agency 1</b>					
Tax Increment - County	\$84,597	\$82,950	\$82,337	\$83,121	\$171
Interest	\$0	\$0	\$0	\$0	\$0
Contributions & Miscellaneous	\$7,150	\$0	\$0	\$0	\$0
Tax Increment - City	\$84,624	\$81,503	\$82,148	\$78,841	(\$2,662)
Budgeted Cash Balances	\$298,123	\$150,167	\$180,382	\$406,943	\$256,776
<b>TOTAL - CRA #1</b>	<b>\$474,494</b>	<b>\$314,620</b>	<b>\$344,867</b>	<b>\$568,905</b>	<b>\$254,285</b>
<b>Community Redevelopment Agency 2</b>					
Tax Increment - County	(\$4,215)	(\$4,364)	(\$4,592)	(\$4,827)	(\$463)
Interest	\$0	\$0	\$0	\$0	\$0
Contributions & Miscellaneous	\$15,535	(\$2,473)	\$16,247	\$16,805	\$19,278
Tax Increment - City	(\$4,150)	(\$5,500)	(\$4,355)	(\$4,578)	\$922
Budgeted Cash Balances	\$0	\$34,637	\$0	\$0	(\$34,637)
<b>TOTAL - CRA #2</b>	<b>\$7,171</b>	<b>\$22,300</b>	<b>\$7,300</b>	<b>\$7,400</b>	<b>(\$14,900)</b>

**Community Redevelopment Agency #1**

<b>Community Redevelopment Agency 1</b>	<b>FY 15-16 Actual (1)</b>	<b>FY 16-17 Original (2)</b>	<b>FY 16-17 Projected (3)</b>	<b>FY 17-18 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$0	\$0	\$0	\$0	\$0
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$0	\$0	\$0	\$0	\$0
Retirement Contributions	\$0	\$0	\$0	\$0	\$0
Insurance Contributions	\$0	\$0	\$0	\$0	\$0
Worker's Comp & Unemployment	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Operating Expenses</b>					
Professional Services	\$675	\$50,000	\$60,000	\$10,000	(\$40,000)
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$50,000	\$67,500	\$55,000	\$50,000	(\$17,500)
Travel & Per Diem	\$871	\$1,000	\$0	\$1,000	\$0
Communications	\$0	\$0	\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$54,454	\$55,100	\$55,100	\$56,150	\$1,050
Rentals & Leases	\$0	\$2,000	\$0	\$2,500	\$500
Insurance	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance Services	\$13,860	\$27,175	\$27,175	\$27,700	\$525
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$222	\$350	\$350	\$650	\$300
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$1,724	\$10,000	\$12,000	\$10,000	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$1,510	\$1,495	\$1,495	\$1,600	\$105
Contingency	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations/Gov't	\$20,944	\$50,000	\$50,000	\$50,000	\$0
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$144,260</b>	<b>\$264,620</b>	<b>\$261,120</b>	<b>\$209,600</b>	<b>(\$55,020)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$144,260</b>	<b>\$264,620</b>	<b>\$261,120</b>	<b>\$209,600</b>	<b>(\$55,020)</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$4,265	\$50,000	\$50,000	\$325,000	\$275,000
Capital Machinery & Equipment	\$7,150	\$0	\$0	\$0	\$0
Advance to CRA II	\$0	\$0	\$16,247	\$16,805	\$16,805
Transfer to General Fund	\$307,500	\$0	\$17,500	\$17,500	\$17,500
<b>SUBTOTAL - CAPITAL &amp; DEBT SERVICE</b>	<b>\$318,915</b>	<b>\$50,000</b>	<b>\$83,747</b>	<b>\$359,305</b>	<b>\$309,305</b>
<b>TOTAL</b>	<b>\$463,175</b>	<b>\$314,620</b>	<b>\$344,867</b>	<b>\$568,905</b>	<b>\$254,285</b>

**Community Redevelopment Agency #2**

<b>Community Redevelopment Agency 2</b>	<b>FY 15-16 Actual (1)</b>	<b>FY 16-17 Original (2)</b>	<b>FY 16-17 Projected (3)</b>	<b>FY 17-18 Requested (4)</b>	<b>\$ Change (4) - (2)</b>
<b>Personal Services</b>					
Salaries & Special Pays	\$0	\$0	\$0	\$0	\$0
Overtime	\$0	\$0	\$0	\$0	\$0
FICA Taxes	\$0	\$0	\$0	\$0	\$0
Retirement Contributions	\$0	\$0	\$0	\$0	\$0
Insurance Contributions	\$0	\$0	\$0	\$0	\$0
Worker's Comp & Unemployment	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL - PERSONAL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Operating Expenses</b>					
Professional Services	\$0	\$0	\$0	\$0	\$0
Accounting & Auditing	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0
Communications	\$0	\$0	\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0	\$0
Utility Services	\$0	\$0	\$0	\$0	\$0
Rentals & Leases	\$0	\$0	\$0	\$0	\$0
Insurance	\$0	\$0	\$0	\$0	\$0
Repair & Maintenance Services	\$7,171	\$7,300	\$7,300	\$7,400	\$100
Printing & Binding	\$0	\$0	\$0	\$0	\$0
Promotional Activities	\$0	\$0	\$0	\$0	\$0
Miscellaneous Charges	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$0	\$0	\$0	\$0	\$0
Road Materials & Supplies	\$0	\$0	\$0	\$0	\$0
Memberships, Subscriptions, & Registrations	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0
Depreciation	\$0	\$0	\$0	\$0	\$0
Contributions - Private Organizations	\$0	\$15,000	\$0	\$0	(\$15,000)
<b>SUBTOTAL - OPERATING EXPENSES</b>	<b>\$7,171</b>	<b>\$22,300</b>	<b>\$7,300</b>	<b>\$7,400</b>	<b>(\$14,900)</b>
<b>SUBTOTAL - PERSONNEL &amp; OPERATING</b>	<b>\$7,171</b>	<b>\$22,300</b>	<b>\$7,300</b>	<b>\$7,400</b>	<b>(\$14,900)</b>
<b>Capital Outlay &amp; Debt Service</b>					
Land	\$0	\$0	\$0	\$0	\$0
Buildings	\$0	\$0	\$0	\$0	\$0
Improvements (Other Than Buildings)	\$0	\$0	\$0	\$0	\$0
Capital Machinery & Equipment	\$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>\$7,171</b>	<b>\$22,300</b>	<b>\$7,300</b>	<b>\$7,400</b>	<b>(\$14,900)</b>

# **CITY OF DADE CITY**

## **OPERATING BUDGET Fiscal Year 2017-2018**



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

Figure 1: Schedule of Capital Improvements, FY 17-18 to FY 21-22

Project Number	Project Name	Funding Source	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Total Spending
Year			1	2	3	4	5	
			Planned	Planned	Planned	Planned	Planned	
<b>Potable Water System Capital Improvements</b>								
1	Water Line Replacements	<i>Renewal &amp; Replacement</i>		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
		<b>Total Project Cost</b>		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
2	Tank Hill Design	<i>Renewal &amp; Replacement</i>	\$ 115,000					
		<i>State Revolving Fund Loan</i>	\$ 115,000					
		<b>Total Project Cost</b>	\$ 230,000					\$ 230,000
3	Tank Hill Well and Booster Station	<i>State Revolving Fund Loan</i>			\$ 1,900,000			
		<b>Total Project Cost</b>			\$ 1,900,000	\$ -		\$ 1,900,000
4	St. Joe Road Distribution Main Extension	<i>Developer Contribution</i>					\$ 346,000	
		<b>Total Project Cost</b>					\$ 346,000	\$ 346,000
5	CR535 Distribution Main (Lakeland Highway)	<i>Developer Contribution</i>					\$ 234,000	
		<b>Total Project Cost</b>					\$ 234,000	\$ 234,000
6	Morningside Dr. Distribution Main	<i>Developer Contribution</i>					\$ 244,000	
		<b>Total Project Cost</b>					\$ 244,000	\$ 244,000
7	Advanced Metering Infrastructure(AMI)	<i>Utility Fund</i>		\$ 1,600,000				
		<b>Total Project Cost</b>		\$ 1,600,000				\$ 1,600,000
<b>Total Potable Water Costs:</b>		<b>Total Costs:</b>	\$ 230,000	\$ 1,700,000	\$ 2,000,000	\$ 100,000	\$ 924,000	\$ 4,954,000
<b>Stormwater Management Capital Improvements</b>								
8	Beauchamp Pond	<i>Penny for Pasco</i>	\$ 50,000					
		<i>CDBG</i>	\$ 700,000					
		<b>Total Project Cost</b>	\$ 750,000					\$ 750,000
9	Stormwater Construction Project: Downtown	<i>State of Florida Appropriations</i>	\$ 1,800,000					
		<b>Total Project Cost</b>	\$ 1,800,000	\$ -				\$ 1,800,000
10	Dade Oaks Retention Pond	<i>State Revolving Fund Loan</i>			\$ 1,700,000			
		<i>Stormwater Fees</i>			\$ 200,000			
		<i>CDBG</i>						
		<b>Total Project Cost</b>	\$ -	\$ -	\$ 1,900,000	\$ -		\$ 1,900,000
11	Howard Avenue Improvements	<i>Stormwater Utility Fees</i>	\$ 115,000			\$ 125,000		
		<b>Total Project Cost</b>	\$ 115,000		\$ -	\$ 125,000		\$ 240,000
<b>Total Stormwater Project Costs:</b>		<b>Total Costs:</b>	\$ 2,665,000	\$ -	\$ 1,900,000	\$ 125,000	\$ -	\$ 4,690,000
<b>Capital Equipment / Other Capital</b>								
12	Police Automobiles	<i>Penny for Pasco</i>	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	
		<b>Total Project Cost</b>	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000
13	Work Trucks/Machinery	<i>Penny for Pasco</i>	\$ 207,000	\$ 165,500	\$ 55,000	\$ 55,000		
		<b>Total Project Cost</b>	\$ 207,000	\$ 165,500	\$ 55,000	\$ 55,000	\$ -	\$ 482,500
14	Facility Improvements	<i>Penny for Pasco</i>	\$ 295,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	
		<b>Total Project Cost</b>	\$ 295,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 595,000
<b>Total Capital Equipment Costs:</b>		<b>Total Costs:</b>	\$ 652,000	\$ 390,500	\$ 280,000	\$ 280,000	\$ 225,000	\$ 1,827,500
<b>Pavement Management / Roadway Capital Improvements</b>								
15	Transportation Improvements (paving, resurficing, sidewalks)	<i>Penny for Pasco</i>	\$ 265,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	
		<i>General Fund</i>						
		<b>Total Project Cost</b>	\$ 265,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,065,000
16	St. Joe Roundabout	<i>Transportation Impact Fees</i>	\$ 26,000			\$ 325,000		
		<i>FDOT LAP Funds</i>				\$ 325,000		
		<b>Total Project Cost</b>	\$ 26,000	\$ -	\$ -	\$ 650,000	\$ -	\$ 676,000
17	7th Street Alley Project	<i>Community Redevelopment Agency</i>	\$ 50,000					
		<b>Total Project Cost</b>	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
18	Morningside Drive Phase 2 - (301 to Ft. King Road)	<i>Transportation Impact Fees</i>					\$ 3,700,000	
		<b>Total Project Cost</b>	\$ -	\$ -	\$ -	\$ -	\$ 3,700,000	\$ 3,700,000
<b>Total Pavement Project Costs:</b>		<b>Total Costs:</b>	\$ 341,000	\$ 200,000	\$ 200,000	\$ 850,000	\$ 3,900,000	\$ 5,491,000
		<b>Total Costs (Nonwastewater):</b>	\$ 3,888,000	\$ 2,290,500	\$ 4,380,000	\$ 1,355,000	\$ 5,049,000	\$ 16,962,500
<b>Total Capital Project Revenues: Potable Water, Stormwater, Equipment, Pavement Management</b>								
		<i>Renewal &amp; Replacement</i>	\$ 115,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 515,000
		<i>Impact Fees</i>						\$ -
		<i>Community Redevelopment</i>	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
		<i>Stormwater Utility Fees</i>	\$ 115,000	\$ -	\$ 200,000	\$ 125,000	\$ -	\$ 440,000
		<i>CDBG</i>	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000
		<i>State of Florida Appropriations</i>	\$ 1,800,000	\$ -	\$ -	\$ -	\$ -	\$ 1,800,000
		<i>Transportation Impact Fees</i>	\$ 26,000	\$ -	\$ -	\$ 325,000	\$ 3,700,000	\$ 4,051,000
		<i>FDOT LAP Funds</i>	\$ -	\$ -	\$ -	\$ 325,000	\$ -	\$ 325,000
		<i>Penny for Pasco</i>	\$ 967,000	\$ 590,500	\$ 480,000	\$ 480,000	\$ 425,000	\$ 2,942,500
		<i>State Revolving Fund Loan</i>	\$ 115,000	\$ -	\$ 3,600,000	\$ -	\$ -	\$ 3,715,000
		<i>Developer Contribution</i>	\$ -	\$ -	\$ -	\$ -	\$ 824,000	\$ 824,000
		<i>Utility Fund</i>	\$ -	\$ 1,600,000	\$ -	\$ -	\$ -	\$ 1,600,000
		<b>Total Revenues (Nonwastewater):</b>	\$ 3,888,000	\$ 2,290,500	\$ 4,380,000	\$ 1,355,000	\$ 5,049,000	\$ 16,962,500



Figure 1: Schedule of Capital Improvements, FY 17-18 to FY 21-22

Project Number	Project Name	Funding Source	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Total Spending	
Year			1	2	3	4	5		
			Planned	Planned	Planned	Planned	Planned		
<b>Wastewater System Capital Improvements</b>									
19	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>		
20	Manhole Rreplacement Program	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>		
21	Liftstation #19 Generator	Utility Funds	\$ 30,000						
		<b>Total Project Cost</b>	<b>\$ 30,000</b>						
22	Construct Master Pump Stations	Sewer Impact Fees					\$ 1,185,300		
		<b>Total Project Cost</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,185,300</b>	<b>\$ 1,185,300</b>	
<b>Total Wastewater Capital Project Costs:</b>									
		<b>Total Costs:</b>	<b>\$ 30,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 1,485,300</b>	<b>\$ 2,415,300</b>	
		<i>Small Disadvantaged Community</i>						\$ -	
		<i>Penny for Pasco</i>						\$ -	
		<i>Utility Funds</i>	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	
		<i>USDA Rural Development</i>						\$ -	
		<i>SWFWMD Cooperative Funding</i>						\$ -	
		<i>Renewal and Replacement</i>	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,200,000	
		<i>State Revolving Fund Loan WW510420</i>						\$ -	
		<i>Impact Fee</i>	\$ -	\$ -	\$ -	\$ -	\$ 1,185,300	\$ 1,185,300	
<b>Total Capital Project Revenues: Wastewater</b>			<b>TOTAL</b>	<b>\$ 30,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 1,485,300</b>	<b>\$ 2,415,300</b>

Figure 1: Schedule of Capital Improvements, FY 17-18 to FY 21-22

Project Number	Project Name	Funding Source	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Total Spending	
Year			\$ 1	\$ 2	\$ 3	\$ 4	\$ 5		
			Planned	Planned	Planned	Planned	Planned		
<b>Park System Capital Improvements</b>									
23	Irvin Center Conceptual Design	<i>Penny for Pasco</i>			\$ 50,000				
		<b>Total Project Cost</b>			<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	
24	Price Park Improvements	FRDAP	\$ 100,000						
		<b>Total Project Cost</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	
25	Hardy Trail Extension	FDOT LAP funds		\$ 1,000,000				\$ 1,000,000	
		<b>Total Project Cost</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	
26	Watson Park Improvements	<i>Penny for Pasco</i>	\$ 50,000						
		<b>Total Project Cost</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	
27	Concession Stand/Bathrooms Mickens Field	<i>Penny for Pasco</i>	\$ 150,000						
		<b>Total Project Cost</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	
28	Water Park Design	<i>Penny for Pasco</i>	\$ 50,000						
		<b>Total Project Cost</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	
<b>Total Parks Capital Project Costs:</b>									
		<b>Total Costs:</b>	<b>\$ 350,000</b>	<b>\$ 1,000,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 2,400,000</b>	
		<i>FRDAP</i>	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	
		<i>DOT LAP Funds</i>	\$ -	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000	\$ 2,000,000	
		<i>Developer Contribution</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		<i>Penny for Pasco</i>	\$ 250,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 300,000	
		<i>Impact Fees</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Capital Project Revenues: Parks</b>			<b>TOTAL</b>	<b>\$ 350,000</b>	<b>\$ 1,000,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 2,400,000</b>
<b>Total Capital Project Costs: All Projects</b>				<b>\$ 4,268,000</b>	<b>\$ 3,590,500</b>	<b>\$ 4,730,000</b>	<b>\$ 1,655,000</b>	<b>\$ 7,534,300</b>	<b>\$ 21,777,800</b>
<b>Total Capital Project Revenues: All Projects</b>				<b>\$ 4,268,000</b>	<b>\$ 3,590,500</b>	<b>\$ 4,730,000</b>	<b>\$ 1,655,000</b>	<b>\$ 7,534,300</b>	<b>\$ 21,777,800</b>

# CITY OF DADE CITY

## OPERATING BUDGET Fiscal Year 2017-2018



## Glossary

# GLOSSARY

---

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

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

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

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

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

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

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

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

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

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

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

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

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

# GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Under Budget** – Under budget in expenses means either that the agency has been spending at a slower rate than expected, or that expenses were over-estimated when the budget was

# GLOSSARY

prepared. Under budget in revenues means that money being collected from taxes and other sources is not as much as was anticipated; it might necessitate spending adjustments.

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

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

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

## CODING SYSTEM EXPLANATION

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

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

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

## PERSONAL SERVICES

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

- 11 **Salary, Executive:** Payroll costs for City Manager, City Clerk, Building Official, department directors and other exempt supervisors. Includes merit increases and additions to base salary.
- 12 **Salary, Regular:** Payroll costs for regular, hourly based employees.
- 14 **Overtime:** Payments in addition to regular salaries and wages for employees working in excess of regular work hours, typically over a 40 hour work week.
- 14.2 **Overtime (special):** Overtime hours worked that is funded by special sources such as grants.
- 15 **Special Pay/Fringes:** Special pay and allowances which are not included in an employee's base pay and which are not included for computing, overtime, retirement contribution, etc. Example: Law enforcement education incentive pay.
- 21 **FICA Taxes:** Includes City's match share for Social Security and Medicare.
- 23 **Life and Health Insurance:** City's contribution toward employees' health insurance premiums and benefits.
- 24 **Worker's Compensation:** Premiums and benefits paid for Worker's Compensation.

# GLOSSARY

- 25 **Unemployment compensation:** City's payment for employees' unemployment compensation.

## OPERATING EXPENSES

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

- 31 **Professional Services:** Legal, medical, engineering, architectural, surveying, appraisal and other services procured for independent professional assistance and not directly involved with accounting and/or auditing.
- 32 **Accounting and Auditing:** Expenditures for services received from independent certified public accountants.
- 34 **Other Contractual Services:** Payments for custodial services, and other services procured by contract or agreement with persons, firms, corporations or other governmental units. Does not include contracts or services defined under codes 31, 32, 46 and 47.
- 37 **Election Expenses:** Charges for ballot preparation and holding municipal elections.
- 40 **Travel and Per Diem:** Expenditures for transportation costs including public transportation and reimbursements for use of private vehicles, per diem, meals and incidental travel expenses.
- 41 **Communications Services:** Payments for telephone, telegraph, and other communication services.
- 42 **Postage:** Expenditures for postage, freight shipping, and messenger services.
- 43 **Utility:** Charges for gas, water, sewer, electricity, solid waste disposal, and other public utility services.
- 44 **Rental and Leases:** Amounts paid for the lease or rental of land, building, equipment, or vehicles.
- 45 **Insurance:** Includes all insurance carried for the protection of the local government, such as, fire, theft, casualty, general and professional liability.
- 46 **Repair and Maintenance Services:** Costs incurred for the repair and maintenance of buildings and equipment except custodial or janitorial services. Includes maintenance and service contracts.
- 47 **Printing and Binding:** Costs of printing, binding and other reproduction services which are contracted for or purchased from outside vendors.
- 48 **Promotional Activities:** Includes promotional expenses or advertising on behalf of the City, but does not include legal ads.

# GLOSSARY

- 49 **Other Current Charges:** Includes current charges and obligations not otherwise classified, such as legal ads, witness fees, information and evidence.
- 51 **Office Supplies:** Includes materials and supplies, such as, stationery, forms, paper, charts, maps and office equipment under \$500 in unit value. Also, includes copier maintenance needs, such as copy kits.
- 52 **Operating Supplies:** All types of supplies consumed in conduct of department operations, including fuel, lubricants, chemicals, laboratory supplies, household items, janitorial and institutional supplies, uniforms and other clothing, recording tapes and transcript production supplies.
- 54 **Memberships and Publications:** Includes books, or sets of books, journals and periodical subscriptions, membership dues and professional data costs, and conferences/seminar registration fees and other training and education costs.
- 56 **Contingency:** A reserve set aside to allow for emergencies or unforeseen needs not otherwise budgeted for the fiscal year.
- 58 **Emergency preparedness:** Outlays to prepare the City for and to protect City properties from the effects of natural and man-made disasters.
- 59 **Depreciation:** The lessening of value of fixed assets over time.
- 82 **Contributions:** Donations made by the City to civic, charitable or other organizations, or for other specific purposes.

## CAPITAL OUTLAY

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

- 61 **Land:** Costs of land, easement, rights-of-way acquisition.
- 62 **Buildings:** City office building and additions, parks and recreational buildings, garages, etc., and additions. Also includes equipment installed in new buildings or additions which become a permanent part of the building.
- 63 **Improvements other than buildings:** Structures and facilities other than buildings, such as roads, bridges, curbs, gutters, docks, fences, landscaping, lighting systems, parking areas, Stormwater and wastewater structures and lift stations, park areas and athletic fields, etc.
- 64 **Machinery and Equipment:** Motor vehicles, light and heavy equipment, office furniture and equipment, and other machinery and equipment having a value of greater than \$500. Also includes duplicating, recording and transcribing equipment over \$500 in value.
- 70 **Debt Service:** Principal and interest and other charges for debt service payments for loans, bonds, lease-purchases and other multi-year obligations.