



# Fiscal Year 2022 Proposed Budget

City of  
*Lake Mary*  
Florida



# **CITY OF LAKE MARY, FLORIDA**

## **FISCAL YEAR 2022 PROPOSED BUDGET**



**Mayor David Mealor  
Deputy Mayor Sidney Miller  
Commissioner Jordan Smith  
Commissioner George Duryea  
Commissioner Justin York**

**City Manager Kevin Smith**

Prepared by the Finance Department



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# BUDGET MESSAGE

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City Manager  
ksmith@lakemaryfl.com



## City of Lake Mary

*Incorporated in 1973*

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July 15, 2021

Mayor and Commissioners,

In accordance with State law and the City Charter, I am pleased to transmit the *City of Lake Mary Fiscal Year 2022 Proposed Budget* for your consideration and review. As presented, the FY 2022 budget totals \$37,729,872, representing a 2.99% increase over the prior fiscal year. The included proposed millage rate of 3.5895 mills remains unchanged and the lowest total municipal rate in Seminole County.

### **Budget Outlook**

This past fiscal year provided one of the most daunting challenges humanity has faced as the COVID-19 pandemic continued to touch our way of life. Much was affected, to include our nation's economy. Looking forward, as our society and economy trend towards recovery, it is more important than ever that we continue to make sound, considerate fiscal decisions to best position ourselves for those unknowns that may still lie ahead.

Completed construction projects, over the past year, lagged somewhat in comparison to prior years, yet overall development activity in the City continued to be strong with several active projects under construction including individual sites within Lake Mary Wellness and Technology Park such as The Helix apartments and Sonata Senior Living, and continued build-out of residential homes at Griffin Park. Anticipated projects in the coming year(s) include Phase II of the Orlando Health Medical Campus, new outparcels at The Oaks Shopping Center, Sanctuary at Fountain Parke, and various additional residential and commercial infill projects. Furthermore, the strategic redevelopment of the Downtown area will continue as well with the mixed-use Dwell at Lake Mary project, continued build-out of the 4<sup>th</sup> Street area, redevelopment on East Wilbur Avenue, and urban-style duplex housing next to Station House.

For FY 2022, taxable values in the City are projected to increase a modest 3.01%, notably lower than that of prior years. According to the Seminole County Property Appraiser's Office, there were several factors that contributed to this lessened rate including a *Save Our Homes* cap of 1.40% (particularly low), new construction being significantly lower (43%) in comparison to the prior year,

# BUDGET MESSAGE

and normally strong commercial valuations either declining or remaining static due in part to hotel and office space vacancies. As we look to FY 2023, indications are that these trends are reversing themselves. However, future economic conditions are often difficult to predict and fail to materialize as anticipated. Thus, proper planning and strategic initiatives are imperative in ensuring the City's economic health in the years to come and maintaining our place in the top rankings of great communities to operate a business, live, and raise a family.

Finally, as always, this budget strives to provide for the highest quality government services possible to facilitate the continuation and enhancement of our community's extraordinary quality of life and economic opportunities, while remaining steadfast in our adherence to an equal level of fiscal responsibility in the provision of those services.

## Budget Highlights

- The proposed FY 2022 budget, totaling \$37,729,872 for all funds combined, is \$1,094,482, or 2.99%, more than the FY 2021 budget.
- The FY 2022 proposed millage rate of 3.5895 remains unchanged for the ninth consecutive year and represents the lowest total municipal rate in Seminole County.
- Ad valorem taxable values, as provided by the Seminole County Property Appraiser, are projected to increase 3.01% for FY 2022. At the proposed millage rate, this increase yields \$247,855 more ad valorem revenue than the prior year.
- General Fund revenues, exclusive of ad valorem revenues, are projected conservatively in FY 2022, due mainly to utilization of a cautious approach in navigating the unknown future fiscal effects of the COVID-19 pandemic.

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## Budget in Brief

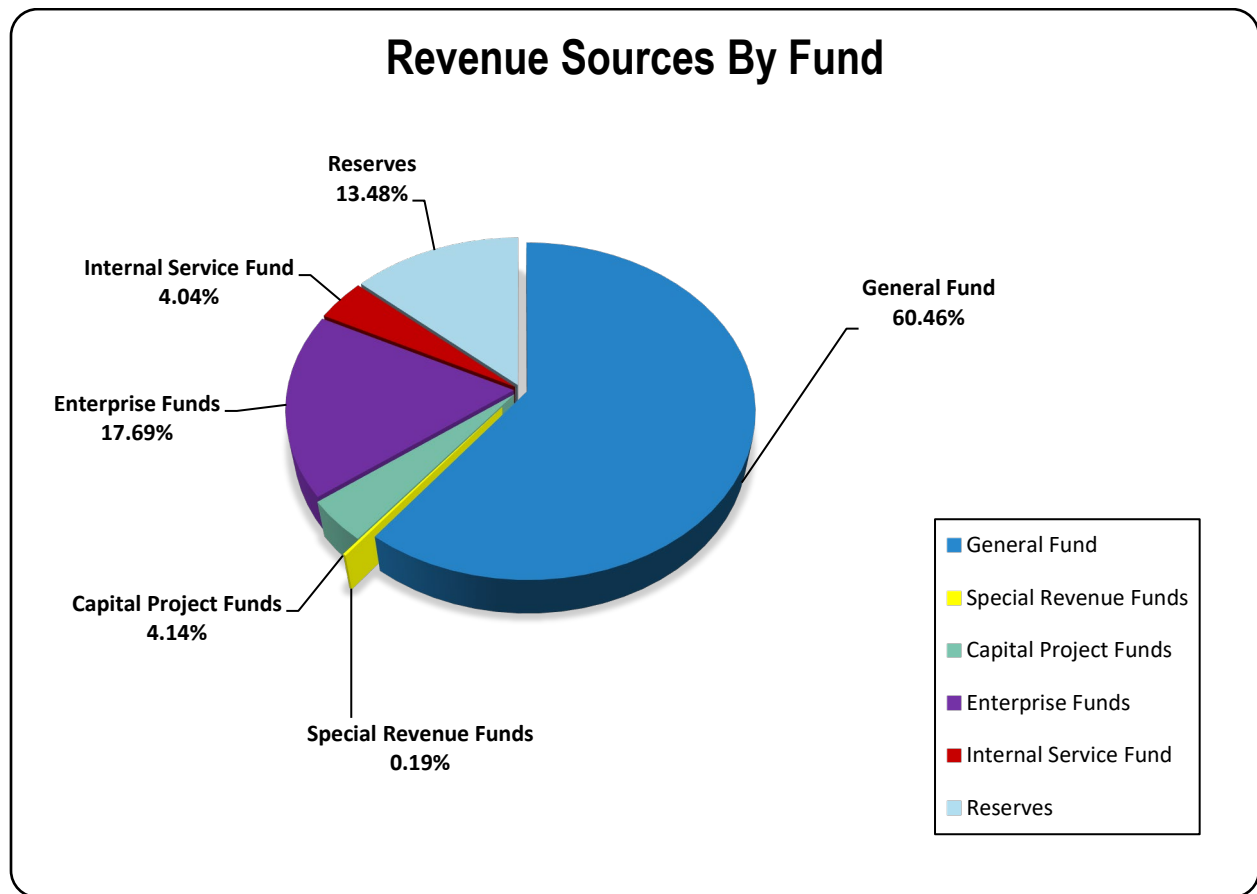
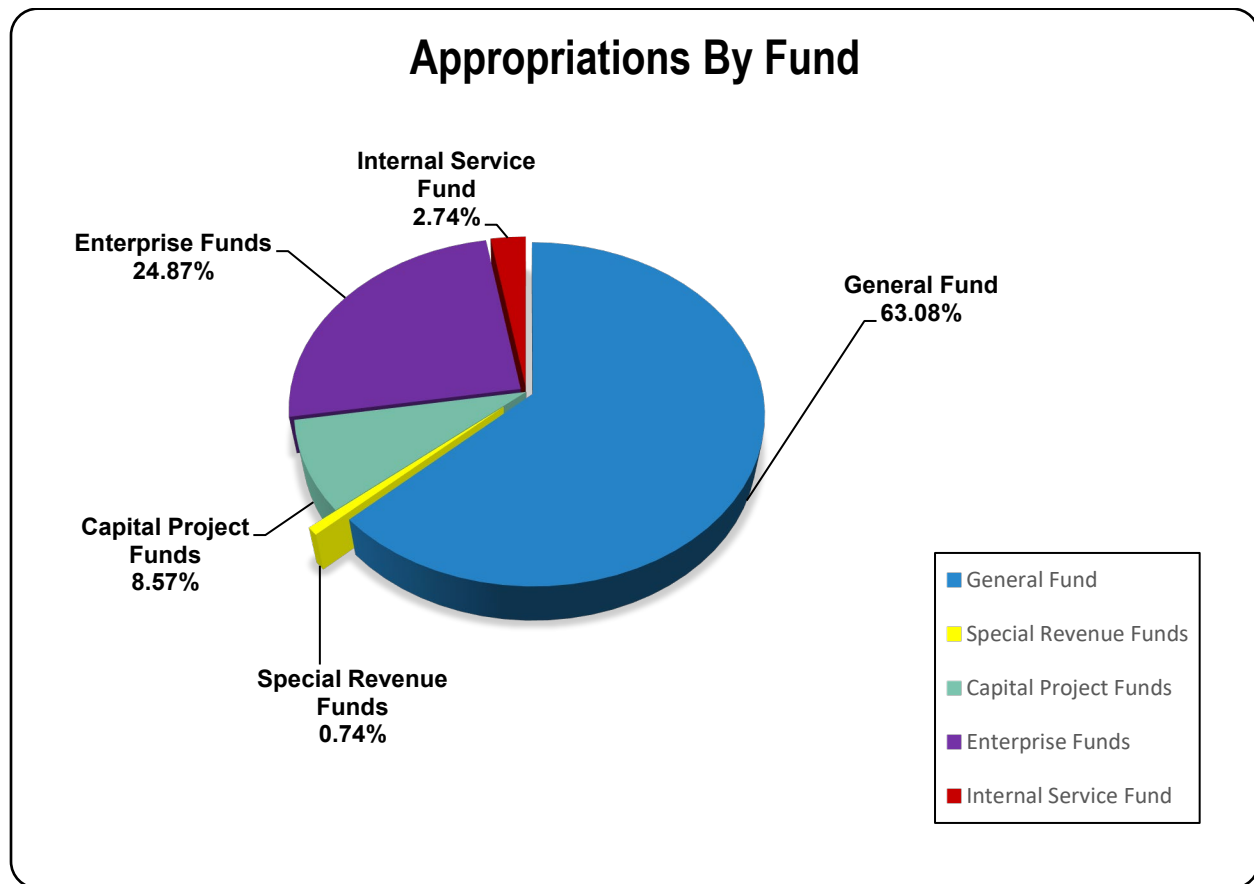


Figure 1 – Total Sources \$37,729,872

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**Figure 2 – Total Appropriations \$37,729,872**

## Debt Service

The City retired its only outstanding note, a Series 2012 Public Improvement Refunding Revenue Note, in FY 2020 and is therefore currently debt-free.

## Capital Projects

- Appropriations for FY 2022 General Fund capital projects total \$735,077 and consist of IT upgrades, equipment, and capital improvements on our municipal facilities. Also included herein is funding of \$165,000 for the General Administrative Projects Reserve, to proactively facilitate the repair/replacement of roofs and HVAC systems, as warranted.
- Capital carry forward projects in the General Fund for FY 2022 total \$32,000, to fund on-going additional street lighting.
- Our biennial road resurfacing project is scheduled for FY 2022. Funding in the amount of \$1,500,000 is appropriated, accordingly, from the one-cent sales tax program.
- The Rinehart Road Improvement Project began in FY 2019 and continues in FY 2022, funded jointly by the City and Seminole County through the one-cent sales tax program. The total project allocation is \$5.3 million. Improvements include Crystal Lake Elementary School vehicular access improvements, and various additional transportation improvements along the Rinehart corridor, as new associated development warrants.

# BUDGET MESSAGE

- An appropriation of \$236,000 is included in the Water & Sewer Fund to purchase and install permanent emergency generators at Primera I Lift Station and Master Lift Station #2. This project is part of our on-going commitment to provide permanent generator power to wastewater lift stations to ensure continuity of service during times of power outages.
- The budget also provides funding of \$300,000 for a new equipment storage canopy at the Public Works facility warehouse.

## Personnel

The proposed FY 2022 budget includes funding for (up to) 3% merit increases, based on employee performance, calculated through the annual evaluation process. Funding is also provided herein for the continuation of our employee recognition program. The proposed budget also provides for the addition of one (1) new Police Officer in FY 2022.

## Employee Benefits

The City pays a single premium per employee for health insurance (based on the plan selected). For FY 2022, health insurance premiums are increasing a modest 0.40%. Overall claims experience for the Health Pool actually warrants a higher rate but is mitigated due in large part to the Pool utilizing reserves to fund FY 2022 premiums, to assist its members in weathering the fiscal effects of the prior year. As always, we will continue to monitor our health insurance program and related costs, and make every effort to contain costs through various means such as employee education, wellness programs, and cost sharing. Dental, long-term disability and life insurance costs remain stable in FY 2022.

## Vehicle Replacement Fund

The Vehicle Replacement Fund currently serves a fleet of 170 vehicles and large motorized equipment. Each year, the proposed vehicle replacement schedule is scrutinized for not only age or miles, but overall condition and projected reliability as well. Accordingly, eighteen (18) items are scheduled for replacement in FY 2022. The items include nine (9) Police vehicles, one (1) Public Works personnel vehicle, one (1) Public Works utility cart, one (1) Fire Prevention personnel vehicle, one (1) Building Division personnel vehicle, three (3) Parks utility carts, one (1) Parks mower, and one (1) Parks trailer.

## Budget Calendar

A Commission Workshop to review and consider the Fiscal Year 2022 Proposed Budget is scheduled for July 15, 2021 at 5:00 PM, with additional meetings to be added as the Commission deems warranted.

Subsequently, in accordance with Florida TRIM law, a tentative millage rate is required to be adopted by August 4, 2021. Thus, consideration of a tentative millage rate for adoption by the Commission is included on the July 15, 2021 regular Commission meeting agenda. This item includes my recommendation that the Commission establish a proposed millage rate for FY 2022 of 3.5895 mills (unchanged from FY 2021), set the rolled-back rate at 3.5204 mills, and schedule

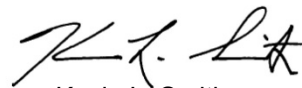
# BUDGET MESSAGE

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the first public hearing for adoption of the FY 2022 budget for September 9, 2021, at 7:00 PM in the Commission Chambers.

## Acknowledgments

The budget process and this resulting document could not have been completed without the support of the Mayor and Commission and the diligent and cooperative efforts of our Department Directors and staff. Our team is dedicated to providing cost-effective, efficient, innovative services to our community, and do so in an exceptional manner. They are simply the best at what they do and I would like to personally convey my heartfelt thanks to our entire team for their on-going daily efforts, as well as their cooperation and support throughout this budget process.



Kevin L. Smith  
City Manager

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# BUDGET AT A GLANCE

## BUDGET SUMMARY City of Lake Mary, Florida - Fiscal Year 2022

| Description                                | General Fund         | Special Revenue   | Debt Service | Capital Projects    | Enterprise Funds     | Internal Service    | Total All Funds      |
|--|----------------------|-------------------|--------------|---------------------|----------------------|---------------------|----------------------|
| <b>Fund Balance, October 1</b>             | \$ 19,742,584        | \$ 882,937        | \$ -         | \$ 2,883,253        | \$ 13,715,000        | \$ 2,116,168        | \$ 39,339,942        |
| <b>Revenues &amp; Other Sources:</b>       |                      |                   |              |                     |                      |                     |                      |
| Ad Valorem Tax - 3.5895                    | 9,856,779            | -                 | -            | -                   | -                    | -                   | 9,856,779            |
| Franchise & Utility Taxes                  | 6,224,000            | -                 | -            | -                   | -                    | -                   | 6,224,000            |
| Licenses & Permits                         | 1,282,000            | -                 | -            | -                   | -                    | -                   | 1,282,000            |
| Fines & Forfeitures                        | 76,000               | 8,000             | -            | -                   | -                    | -                   | 84,000               |
| Intergovernmental                          | 1,885,600            | -                 | -            | 1,015,000           | -                    | -                   | 2,900,600            |
| Charges for Services                       | 1,904,500            | 5,000             | -            | -                   | 5,757,000            | 1,372,094           | 9,038,594            |
| Other                                      | 232,000              | 62,695            | -            | 1,500               | 915,550              | 52,100              | 1,263,845            |
| Transfers In                               | 1,350,000            | -                 | -            | 545,000             | -                    | 100,000             | 1,995,000            |
| <b>Total Revenues &amp; Other Sources</b>  | <b>42,553,463</b>    | <b>958,632</b>    | <b>-</b>     | <b>4,444,753</b>    | <b>20,387,550</b>    | <b>3,640,362</b>    | <b>71,984,760</b>    |
| <b>Expenditures &amp; Other Uses:</b>      |                      |                   |              |                     |                      |                     |                      |
| General Government                         | 3,098,803            | -                 | -            | -                   | -                    | -                   | 3,098,803            |
| Finance                                    | 610,745              | -                 | -            | -                   | -                    | -                   | 610,745              |
| Building                                   | 986,048              | -                 | -            | -                   | -                    | -                   | 986,048              |
| Police                                     | 7,103,953            | 11,600            | -            | -                   | -                    | -                   | 7,115,553            |
| Fire                                       | 6,509,907            | -                 | -            | -                   | -                    | -                   | 6,509,907            |
| Public Works                               | 1,081,076            | -                 | -            | -                   | -                    | -                   | 1,081,076            |
| Parks & Rec/Facilities Maint.              | 3,764,093            | 8,600             | -            | -                   | -                    | -                   | 3,772,693            |
| Water & Sewer                              | -                    | -                 | -            | -                   | 6,007,461            | -                   | 6,007,461            |
| Stormwater                                 | -                    | -                 | -            | -                   | 470,364              | -                   | 470,364              |
| Vehicle Maintenance                        | -                    | -                 | -            | -                   | -                    | 344,755             | 344,755              |
| Capital Projects                           | -                    | 259,090           | -            | 3,235,077           | 1,554,000            | 689,300             | 5,737,467            |
| Debt Service                               | -                    | -                 | -            | -                   | -                    | -                   | -                    |
| Transfers Out                              | 645,000              | -                 | -            | -                   | 1,350,000            | -                   | 1,995,000            |
| <b>Total Expenditures &amp; Other Uses</b> | <b>23,799,625</b>    | <b>279,290</b>    | <b>-</b>     | <b>3,235,077</b>    | <b>9,381,825</b>     | <b>1,034,055</b>    | <b>37,729,872</b>    |
| <b>Fund Balance, September 30</b>          | <b>\$ 18,753,838</b> | <b>\$ 679,342</b> | <b>\$ -</b>  | <b>\$ 1,209,676</b> | <b>\$ 11,005,725</b> | <b>\$ 2,606,307</b> | <b>\$ 34,254,888</b> |

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# MILLAGE AND TAXABLE VALUES

## Quick Facts

- Based on the preliminary taxable value estimate provided by the Seminole County Property Appraiser on June 10, 2021, ad valorem taxable values in the City rose to \$2.89 billion, up 3.01% from the prior year.
- The proposed millage rate of 3.5895 generates \$9,856,779 in budgeted ad valorem revenues for FY 2022.
- Each 1/10<sup>th</sup> of a mill generates \$274,600 in ad valorem tax revenue.

## Historical Perspective

|  | FY 17      | FY 18      | FY 19      | FY 20      | FY 21      | Proposed FY 22 |
|--|------------|------------|------------|------------|------------|----------------|
| <b>Taxable Value (millions)</b>          | \$ 2,088.1 | \$ 2,244.7 | \$ 2,418.2 | \$ 2,639.7 | \$ 2,806.0 | \$ 2,890.5     |
| <b>% Change in Taxable Value</b>         | 5.52%      | 7.50%      | 7.73%      | 9.16%      | 6.30%      | 3.01%          |
| <b>New Construction Value (millions)</b> | \$ 38.8    | \$ 32.6    | \$ 34.8    | \$ 86.5    | \$ 51.8    | \$ 29.5        |
| <b>Millage Rate</b>                      | 3.5895     | 3.5895     | 3.5895     | 3.5895     | 3.5895     | 3.5895         |
| <b>Rolled-back Rate</b>                  | 3.4658     | 3.3628     | 3.3373     | 3.3909     | 3.4257     | 3.5204         |
| <b>Adjusted Rolled-back Rate</b>         | 5.0205     | 4.8955     | 4.7076     | 4.5125     | 4.4525     | 4.5075         |
| <b>Majority Vote Maximum Rate</b>        | 5.2088     | 5.0478     | 4.7768     | 4.6655     | 4.5959     | 4.7072         |
| <b>Two-thirds Vote Maximum Rate</b>      | 5.7297     | 5.5526     | 5.2545     | 5.1321     | 5.0555     | 5.1779         |
| <b>Property Tax Revenue (millions)</b>   | \$ 7.14    | \$ 7.71    | \$ 8.27    | \$ 9.02    | \$ 9.60    | \$ 9.85        |

## Statutory (TRIM) Millage Rates

**Rolled-back Rate.** This rate provides the same property tax revenue as the prior year, plus tax revenue on new construction. For FY 2022, this rate is 3.5204 and would generate ad valorem revenue of \$9,667,030.

**Adjusted Rolled-back Rate.** This rate is used to calculate the new year Statutory Maximum Rate(s). It is derived from the prior year tax proceeds with the prior year Maximum Rate divided by the new year taxable value. For FY 2022, this rate is 4.5075 and would generate ad valorem revenue of \$12,377,610.

**Majority Vote Maximum Rate.** This rate incorporates the Adjusted Rolled-back Rate modified for the change in per capita Florida personal income, as reported each year by the Office of Economic and Demographic Research. This rate would require a majority vote to impose. For FY 2022, this rate is 4.7072 and would generate ad valorem revenues of \$12,925,986.

**Two-thirds Vote Maximum Rate.** This rate represents 110% of the Maximum Rate and requires a two-thirds (supermajority) vote to impose. For FY 2022, this rate is 5.1779 and would generate ad valorem revenues of \$14,218,530.

# LAKE MARY AT A GLANCE

|   |                           |
|---|---------------------------|
| <b>Form of Government</b>                     | <b>Commission/Manager</b> |
| <b>Area</b>                                   | <b>9.9 Square Miles</b>   |
| <b>Total Fiscal Year 2022 Proposed Budget</b> | <b>\$ 37,729,872</b>      |
| <b>Taxable Property Valuation</b>             | <b>\$ 2,890,529,724</b>   |
| <b>Proposed Fiscal Year 2022 Millage Rate</b> | <b>3.5895</b>             |

| <b>Population</b>              |                 | <b>Service Statistics</b>              |       |
|--------------------------------|-----------------|--|-------|
| 2020                           | 17,633          | <b>Utilities (Active Accounts)</b>     |       |
| 2019                           | 17,449          | Water                                  | 5,304 |
| 2018                           | 16,746          | Sewer                                  | 3,045 |
| 2017                           | 16,538          | <b>Solid Waste Collection Accounts</b> |       |
|                                |                 | Residential                            | 5,140 |
|                                |                 | Commercial                             | 241   |
| <b>Resident Statistics</b>     |                 | <b>Streets</b>                         |       |
| Median Age                     | 45.7            | Paved (miles)                          | 66.05 |
| Per Capita Income              | \$42,017        | Unpaved (miles)                        | 2.46  |
| Unemployment Rate              | 4.7%            | Street Lights                          | 1,135 |
| <b>School Enrollment</b>       |                 | <b>Parks &amp; Recreation</b>          |       |
| Crystal Lake Elementary        | 703             | Acreage                                | 72    |
| Lake Mary Elementary           | 850             | Parks                                  | 11    |
| Lake Mary Preparatory          | 480             | Community Centers                      | 3     |
| <b>Taxable Assessed Values</b> |                 | <b>Community Development</b>           |       |
| 2020                           | \$2,639,739,729 | Land Use Amendments/Rezoning           | 9     |
| 2019                           | \$2,418,182,385 | License/Permit Reviews                 | 754   |
| 2018                           | \$2,244,780,890 | <b>Building Development</b>            |       |
| 2017                           | \$2,088,057,256 | Total Permits Issued                   | 2,890 |
|                                |                 | Construction Inspections               | 8,537 |
| <b>Business Tax Receipts</b>   |                 | <b>Police</b>                          |       |
| 2020                           | 2,574           | Sworn Officers                         | 47    |
| 2019                           | 2,185           | Civilians                              | 7     |
| 2018                           | 2,138           | Reserve Officers                       | 5     |
| 2017                           | 2,016           | Code Enforcement                       | 1     |
|                                |                 | <b>Fire</b>                            |       |
|                                |                 | Employees                              | 48    |
|                                |                 | Emergency Calls Answered               | 4,810 |
|                                |                 | Medical Transports                     | 1,974 |
|                                |                 | Fire Stations                          | 2     |



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## **GENERAL FUND**

The General Fund is the general operating fund of the City. Accounted for in the General Fund are all resources and transactions except those required to be accounted for in another fund.





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**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Revenues and Expenditures Summary**

| Description                             | 2020<br>Actual       | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget       |
|---|----------------------|----------------------------|----------------------------|----------------------|
| <b>Fund Balance, October 1</b>          | \$ 21,090,227        | \$ 19,833,250              | \$ 19,833,250              | \$ 19,742,584        |
| <b>Revenues and Other Sources:</b>      |                      |                            |                            |                      |
| Millage Rate                            | <b>3.5895</b>        | <b>3.5895</b>              | <b>3.5895</b>              | <b>3.5895</b>        |
| Ad valorem taxes                        | \$ 9,109,225         | \$ 9,608,924               | \$ 9,608,924               | \$ 9,856,779         |
| Franchise and utility taxes             | 6,183,355            | 6,161,400                  | 6,161,400                  | 6,224,000            |
| Licenses and permits                    | 2,293,624            | 1,372,000                  | 1,372,000                  | 1,282,000            |
| Fines and forfeitures                   | 72,303               | 76,000                     | 76,000                     | 76,000               |
| Intergovernmental                       | 1,910,786            | 1,661,085                  | 1,661,085                  | 1,885,600            |
| Charges for services                    | 1,513,912            | 1,921,500                  | 1,921,500                  | 1,904,500            |
| Other                                   | 452,749              | 397,000                    | 397,000                    | 232,000              |
| Operating transfers in                  | 1,350,000            | 1,350,000                  | 1,350,000                  | 1,350,000            |
| Total Revenues and Other Sources        | 22,885,954           | 22,547,909                 | 22,547,909                 | 22,810,879           |
| Total Revenues & Balances               | 43,976,181           | 42,381,159                 | 42,381,159                 | 42,553,463           |
| <b>Expenditures and Other Uses:</b>     |                      |                            |                            |                      |
| General Government                      | \$ 2,370,515         | \$ 2,699,769               | \$ 2,699,769               | \$ 2,849,278         |
| Finance                                 | 623,163              | 602,810                    | 602,810                    | 610,745              |
| Building                                | 586,334              | 996,190                    | 996,190                    | 986,048              |
| Police                                  | 6,485,961            | 6,852,658                  | 6,852,658                  | 7,103,953            |
| Fire                                    | 5,912,083            | 6,506,806                  | 6,506,806                  | 6,509,907            |
| Public Works                            | 1,105,350            | 1,042,219                  | 1,042,219                  | 1,081,076            |
| Parks & Recreation and Facilities Maint | 3,078,863            | 3,605,973                  | 3,605,973                  | 3,764,093            |
| Economic Incentives                     | 609,329              | 207,150                    | 207,150                    | 249,525              |
| <b>Transfers Out:</b>                   |                      |                            |                            |                      |
| Debt Service Fund                       | 2,454,083            | -                          | -                          | -                    |
| Capital Projects Fund                   | 917,250              | 125,000                    | 125,000                    | 545,000              |
| Vehicle Replacement Fund                | -                    | -                          | -                          | 100,000              |
| Total Expenditures and Other Uses       | 24,142,931           | 22,638,575                 | 22,638,575                 | 23,799,625           |
| Increase (Decrease) in Fund Balance     | (1,256,977)          | (90,666)                   | (90,666)                   | (988,746)            |
| <b>Fund Balance, September 30</b>       | <b>\$ 19,833,250</b> | <b>\$ 19,742,584</b>       | <b>\$ 19,742,584</b>       | <b>\$ 18,753,838</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Summary of Revenues**

| Account Code | Description                     | 2020 Actual  | 2021 Original Budget | 2021 Adjusted Budget | 2022 Budget  |
|--------------|---------------------------------|--------------|----------------------|----------------------|--------------|
|              | Millage Rate                    | 3.5895       | 3.5895               | 3.5895               | 3.5895       |
| 311-10       | Ad Valorem Tax                  | \$ 9,109,225 | \$ 9,608,924         | \$ 9,608,924         | \$ 9,856,779 |
|              | <b>Franchise &amp; Utility:</b> |              |                      |                      |              |
| 313-10       | Duke Energy - Franchise         | 1,255,530    | 1,206,400            | 1,206,400            | 1,264,000    |
| 313-11       | FP&L - Franchise                | 526,618      | 570,000              | 570,000              | 540,000      |
| 313-40       | Propane - Franchise             | 16,123       | 8,000                | 8,000                | 10,000       |
| 313-70       | Solid Waste - Franchise         | 578,732      | 590,000              | 590,000              | 590,000      |
|              | Total Franchise                 | 2,377,003    | 2,374,400            | 2,374,400            | 2,404,000    |
| 314-10       | Duke Energy - Utility           | 1,619,887    | 1,492,000            | 1,492,000            | 1,612,000    |
| 314-11       | FP&L - Utility                  | 727,611      | 762,000              | 762,000              | 735,000      |
| 314-20       | Telecommunications              | 1,400,762    | 1,480,000            | 1,480,000            | 1,418,000    |
| 314-80       | Propane Gas - Utility           | 58,092       | 53,000               | 53,000               | 55,000       |
|              | Total Utility                   | 3,806,352    | 3,787,000            | 3,787,000            | 3,820,000    |
|              | Total Franchise & Utility       | 6,183,355    | 6,161,400            | 6,161,400            | 6,224,000    |
|              | <b>Licenses and Permits:</b>    |              |                      |                      |              |
| 321-60       | Business Tax Receipts           | 138,749      | 126,000              | 126,000              | 132,000      |
| 322-10       | Building Permits                | 1,979,807    | 1,100,000            | 1,100,000            | 1,000,000    |
| 322-20       | Electrical Permits              | 92,150       | 70,000               | 70,000               | 75,000       |
| 322-30       | Plumbing Permits                | 41,557       | 26,000               | 26,000               | 30,000       |
| 322-40       | Mechanical Permits              | 41,361       | 50,000               | 50,000               | 45,000       |
|              | Total Licenses & Permits        | 2,293,624    | 1,372,000            | 1,372,000            | 1,282,000    |
|              | <b>Fines &amp; Forfeitures:</b> |              |                      |                      |              |
| 351-10       | Court Fines                     | 60,571       | 58,000               | 58,000               | 58,000       |
| 351-30       | False Alarm Fees                | 2,600        | 3,000                | 3,000                | 3,000        |
| 351-50       | Violation of Local Ordinances   | 9,132        | 15,000               | 15,000               | 15,000       |
|              | Total Fines & Forfeitures       | 72,303       | 76,000               | 76,000               | 76,000       |
|              | <b>Intergovernmental:</b>       |              |                      |                      |              |
| 312-41       | Local Option Gas Tax            | 243,198      | 200,000              | 200,000              | 260,000      |
| 334-00       | Grants                          | 94,528       | -                    | -                    | -            |
| 335-12       | State Rev. Share/Gas Tax        | 430,425      | 400,000              | 400,000              | 450,000      |
| 335-14       | Mobile Home License             | 343          | 85                   | 85                   | 100          |
| 335-15       | Alcoholic Beverage License      | 21,546       | 10,500               | 10,500               | 10,500       |
| 335-18       | 1/2 Cent Sales Tax              | 1,096,343    | 1,025,000            | 1,025,000            | 1,140,000    |
| 335-20       | Firefighter Supplement          | 12,850       | 14,000               | 14,000               | 14,000       |
| 341-80       | County Business License         | 11,553       | 11,500               | 11,500               | 11,000       |
|              | Total Intergovernmental         | 1,910,786    | 1,661,085            | 1,661,085            | 1,885,600    |
|              | <b>Charges for Services:</b>    |              |                      |                      |              |
| 341-21       | Zoning Fees                     | 33,897       | 25,000               | 25,000               | 30,000       |
| 342-10       | Police Services                 | 206,809      | 195,000              | 195,000              | 210,000      |
| 342-60       | Rescue Transport Fees           | 701,573      | 828,000              | 828,000              | 800,000      |
| 347-10       | Events Center Rentals           | 323,861      | 585,000              | 585,000              | 500,000      |
| 347-11       | Senior Center Revenues          | 13,023       | -                    | -                    | 13,000       |
| 347-12       | Catering Fees                   | 36,126       | -                    | -                    | 55,000       |
| 347-15       | Community Center                | 64,218       | 90,000               | 90,000               | 90,000       |
| 347-20       | Summer Camp Fees                | -            | 68,000               | 68,000               | 68,000       |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Summary of Revenues**

| <b>Account Code</b> | <b>Description</b>           | <b>2020 Actual</b> | <b>2021 Original Budget</b> | <b>2021 Adjusted Budget</b> | <b>2022 Budget</b> |
|---------------------|------------------------------|--------------------|-----------------------------|-----------------------------|--------------------|
| 347-30              | Farmers Market               | 18,325             | 18,000                      | 18,000                      | 18,000             |
| 347-40              | Skate Park Fees              | -                  | 500                         | 500                         | 500                |
| 347-45              | Splash Park Fees             | 3,786              | 15,000                      | 15,000                      | 15,000             |
| 347-50              | Park Rentals                 | 1,445              | 1,000                       | 1,000                       | 1,000              |
| 347-60              | Sports Complex Rentals       | 38,179             | 20,000                      | 20,000                      | 28,000             |
| 347-70              | Softball Leagues             | 3,447              | 8,000                       | 8,000                       | 6,000              |
| 347-80              | Concession Revenues          | 8,135              | 10,000                      | 10,000                      | 10,000             |
| 347-90              | Tennis Center Revenues       | 61,088             | 58,000                      | 58,000                      | 60,000             |
|                     | Total Charges for Services   | 1,513,912          | 1,921,500                   | 1,921,500                   | 1,904,500          |
|                     | <b>Other:</b>                |                    |                             |                             |                    |
| 361-10              | Interest                     | 346,966            | 190,000                     | 190,000                     | 100,000            |
| 363-10              | Streetlighting               | 32,998             | 32,000                      | 32,000                      | 32,000             |
| 364-00              | Sale of Capital Assests      | 2,183              | -                           | -                           | -                  |
| 369-00              | Other Miscellaneous Revenues | 70,602             | 175,000                     | 175,000                     | 100,000            |
|                     | Total Other Revenue          | 452,749            | 397,000                     | 397,000                     | 232,000            |
|                     | <b>Transfers In:</b>         |                    |                             |                             |                    |
| 381-00              | Transfers from W&S           | 1,350,000          | 1,350,000                   | 1,350,000                   | 1,350,000          |
|                     | Total Transfers In           | 1,350,000          | 1,350,000                   | 1,350,000                   | 1,350,000          |
|                     | Total General Fund Revenue   | 22,885,954         | 22,547,909                  | 22,547,909                  | 22,810,879         |
|                     | Carry Forward Fund Balance   | 21,090,227         | 19,833,250                  | 19,833,250                  | 19,742,584         |
|                     | Total Available              | \$ 43,976,181      | \$ 42,381,159               | \$ 42,381,159               | \$ 42,553,463      |



**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Summary of Expenditures**

| Description                 | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|-----------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>General Government</b>   |                |                            |                            |                |
| City Commission             | \$ 104,439     | \$ 109,042                 | \$ 109,042                 | \$ 113,602     |
| City Manager                | 572,817        | 580,904                    | 580,904                    | 598,537        |
| Legal Services              | 114,795        | 145,000                    | 145,000                    | 145,000        |
| City Clerk                  | 174,876        | 211,824                    | 211,824                    | 232,235        |
| General Administration      | 1,166,905      | 882,354                    | 882,354                    | 930,776        |
| Risk Management             | 15,118         | 20,750                     | 20,750                     | 20,750         |
| Community Development       | 435,352        | 477,363                    | 477,363                    | 490,689        |
| Information Systems         | 395,542        | 479,682                    | 479,682                    | 567,214        |
| Total General Government    | 2,979,844      | 2,906,919                  | 2,906,919                  | 3,098,803      |
| <b>Finance</b>              | 623,163        | 602,810                    | 602,810                    | 610,745        |
| <b>Building Division</b>    | 586,334        | 996,190                    | 996,190                    | 986,048        |
| <b>Police</b>               |                |                            |                            |                |
| Operations                  | 5,669,859      | 5,948,668                  | 5,948,668                  | 6,166,868      |
| Support Services            | 816,102        | 903,990                    | 903,990                    | 937,085        |
| Total Police                | 6,485,961      | 6,852,658                  | 6,852,658                  | 7,103,953      |
| <b>Fire</b>                 |                |                            |                            |                |
| Fire Emergency Operations   | 5,484,363      | 6,061,696                  | 6,061,696                  | 6,159,737      |
| Fire Prevention             | 427,720        | 445,110                    | 445,110                    | 350,170        |
| Total Fire                  | 5,912,083      | 6,506,806                  | 6,506,806                  | 6,509,907      |
| <b>Public Works</b>         |                |                            |                            |                |
| Administration              | 360,107        | 382,984                    | 382,984                    | 392,359        |
| Street/Sidewalks            | 548,091        | 659,235                    | 659,235                    | 688,717        |
| Storm/COVID Activities      | 197,152        | -                          | -                          | -              |
| Total Public Works          | 1,105,350      | 1,042,219                  | 1,042,219                  | 1,081,076      |
| <b>Parks and Recreation</b> |                |                            |                            |                |
| Parks and Recreation        | 1,800,583      | 2,148,603                  | 2,148,603                  | 2,402,873      |
| Facilities Maintenance      | 338,825        | 453,525                    | 453,525                    | 488,724        |
| Events Center               | 488,827        | 509,377                    | 509,377                    | 529,054        |
| Community Center            | 211,886        | 218,618                    | 218,618                    | 139,819        |
| Senior Center               | 122,368        | 147,653                    | 147,653                    | 86,615         |
| Tennis Center               | 116,374        | 128,197                    | 128,197                    | 117,008        |
| Total Parks and Recreation  | 3,078,863      | 3,605,973                  | 3,605,973                  | 3,764,093      |
| <b>Transfers Out</b>        |                |                            |                            |                |
| Debt Service Fund           | 2,454,083      | -                          | -                          | -              |
| Capital Projects Fund       | 917,250        | 125,000                    | 125,000                    | 545,000        |
| Vehicle Replacement Fund    | -              | -                          | -                          | 100,000        |
| Total Transfers Out         | 3,371,333      | 125,000                    | 125,000                    | 645,000        |
| Total General Fund          | \$ 24,142,931  | \$ 22,638,575              | \$ 22,638,575              | \$ 23,799,625  |

# CITY COMMISSION

## MISSION

To represent the citizens of Lake Mary in governing the City.

## GOALS

1. To establish policies compatible with federal and state requirements and to make land development decisions consistent with the City of Lake Mary's Comprehensive Plan.
2. To be responsive and understanding to the problems and needs of Lake Mary citizens.
3. To represent the City before the state, county and other units of government in an effort to protect Lake Mary's interests.

| PERFORMANCE MEASURES           | 2019 | 2020 | %Change | 2021 EST |
|--------------------------------|------|------|---------|----------|
| Regular meetings held          | 17   | 18   | 6%      | 18       |
| Special meetings held          | 2    | 1    | -50%    | 1        |
| Public hearings held           | 23   | 20   | -13%    | 21       |
| Representation on other boards | 15   | 15   | 0%      | 15       |
| Work sessions held             | 4    | 1    | -75%    | 2        |

| BUDGET SUMMARY -<br>CITY COMMISSION | 2020<br>ACTUAL    | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET    |
|-------------------------------------|-------------------|----------------------------|----------------------------|-------------------|
| Salaries                            | \$ 45,300         | \$ 45,300                  | \$ 45,300                  | \$ 45,300         |
| Benefits                            | \$ 49,077         | \$ 52,590                  | \$ 52,590                  | \$ 56,930         |
| Operating                           | \$ 10,062         | \$ 11,152                  | \$ 11,152                  | \$ 11,372         |
| <b>TOTAL</b>                        | <b>\$ 104,439</b> | <b>\$ 109,042</b>          | <b>\$ 109,042</b>          | <b>\$ 113,602</b> |

| STAFFING ANALYSIS -<br>CITY COMMISSION | 2020<br>ACTUAL | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET |
|--|----------------|----------------------------|----------------------------|----------------|
| Mayor                                  | 1              | 1                          | 1                          | 1              |
| Deputy Mayor                           | 1              | 1                          | 1                          | 1              |
| City Commissioner                      | 3              | 3                          | 3                          | 3              |
| <b>TOTAL</b>                           | <b>5</b>       | <b>5</b>                   | <b>5</b>                   | <b>5</b>       |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**General Government - City Commission**  
**001-0111-411**

| Description                      | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|----------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>       |                |                            |                            |                |
| 11-00 Salaries and Wages         | \$ 45,300      | \$ 45,300                  | \$ 45,300                  | \$ 45,300      |
| 21-00 FICA                       | 3,644          | 3,795                      | 3,795                      | 3,795          |
| 22-00 Employer Pension           | 4,856          | 5,400                      | 5,400                      | 5,400          |
| 23-00 Health/Life Insurance      | 40,577         | 43,395                     | 43,395                     | 47,735         |
| Subtotal                         | 94,377         | 97,890                     | 97,890                     | 102,230        |
| <b>Operating Expenditures:</b>   |                |                            |                            |                |
| 40-10 Travel & Per Diem          | \$ 50          | \$ 1,500                   | \$ 1,500                   | \$ 1,500       |
| 40-20 Travel Allowance           | 6,000          | 6,000                      | 6,000                      | 6,000          |
| 41-10 Telephone & Fax            | 326            | 325                        | 325                        | 400            |
| 42-00 Postage & Freight          | -              | 50                         | 50                         | 50             |
| 45-50 Insurance Costs            | 3,198          | 2,377                      | 2,377                      | 2,522          |
| 47-30 Photocopies                | 276            | 400                        | 400                        | 400            |
| 52-10 General Operating Supplies | 212            | 500                        | 500                        | 500            |
| Subtotal                         | 10,062         | 11,152                     | 11,152                     | 11,372         |
| Total Costs                      | \$ 104,439     | \$ 109,042                 | \$ 109,042                 | \$ 113,602     |

# CITY MANAGER

## PROGRAM SUMMARY

To provide professional administration of policies and programs established by the City Commission and to demonstrate leadership and innovation in the supervision of the daily affairs of City government. Also, to provide Human Resource support and Risk Management services to all departments.

## GOALS

1. To ensure that the citizens, employees, and applicants of Lake Mary are treated in a fair, courteous, and professional manner.
2. To ensure that the City's Annual Budget is prepared and administered in a manner compatible with accepted governmental accounting procedures and the wishes of the Commission.
3. To provide the Commission with appropriate information and backup material which helps them make policy decisions that are in the best interests of the City.
4. To keep the Commission informed of all matters relative to the City's finances.
5. To ensure compliance with all state, federal and local laws pertaining to equal employment opportunity, Family Medical Leave Act (FMLA), Risk Management, Americans with Disabilities Act, Worker's Compensation, safety and other related programs.
6. To advance economic prosperity for the City of Lake Mary by helping to achieve balanced growth through job creation, business assistance, workforce and neighborhood development programs.

| PERFORMANCE MEASURES                          | 2019       | 2020      | %Change | 2021 EST |
|---|------------|-----------|---------|----------|
| Employment applications received              | 522        | 561       | 7%      | 540      |
| Evaluations processed                         | 175        | 134       | -23%    | 140      |
| W/C, accident, liability, loss/damage reports | 73         | 54        | -26%    | 36       |
| FEMA PA projects                              | 2          | 2         | 0%      | -        |
| FEMA funds recovered                          | \$ 748,672 | \$ 36,545 | -95%    | \$ -     |
| FEMA funds expected                           | \$ 748,672 | \$ 36,545 | -95%    | \$ -     |

| BUDGET SUMMARY - CITY MANAGER | 2020 ACTUAL       | 2021 ORIGINAL BUDGET | 2021 ADJUSTED BUDGET | 2022 BUDGET       |
|-------------------------------|-------------------|----------------------|----------------------|-------------------|
| Salaries                      | \$ 403,481        | \$ 419,150           | \$ 419,150           | \$ 429,150        |
| Benefits                      | \$ 151,698        | \$ 138,937           | \$ 138,937           | \$ 145,287        |
| Operating                     | \$ 17,638         | \$ 22,817            | \$ 22,817            | \$ 24,100         |
| <b>TOTAL</b>                  | <b>\$ 572,817</b> | <b>\$ 580,904</b>    | <b>\$ 580,904</b>    | <b>\$ 598,537</b> |



| <b>STAFFING ANALYSIS -<br/>CITY MANAGER</b> | <b>2020<br/>ACTUAL</b> | <b>2021<br/>ORIGINAL<br/>BUDGET</b> | <b>2021<br/>ADJUSTED<br/>BUDGET</b> | <b>2022<br/>BUDGET</b> |
|---|------------------------|-------------------------------------|-------------------------------------|------------------------|
| City Manager                                | 1                      | 1                                   | 1                                   | 1                      |
| Administrative Assistant to City Manager    | 1                      | 1                                   | 1                                   | 1                      |
| HR Manager                                  | 1                      | 1                                   | 1                                   | 1                      |
| HR Specialist                               | 1                      | 1                                   | 1                                   | 1                      |
| <b>TOTAL</b>                                | <b>4</b>               | <b>4</b>                            | <b>4</b>                            | <b>4</b>               |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**General Government - City Manager**  
**001-0112-412**

| Description                          | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|--------------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>           |                |                            |                            |                |
| 11-00 Salaries and Wages             | \$ 403,481     | \$ 418,900                 | \$ 418,900                 | \$ 428,900     |
| 14-00 Overtime                       | -              | 250                        | 250                        | 250            |
| 21-00 FICA                           | 30,830         | 32,065                     | 32,065                     | 32,830         |
| 22-00 Employer Pension               | 52,162         | 52,394                     | 52,394                     | 53,644         |
| 22-10 City Manager CFG               | 17,324         | 18,400                     | 18,400                     | 19,100         |
| 23-00 Health/Life Insurance          | 49,806         | 34,715                     | 34,715                     | 38,190         |
| 24-00 Workers Compensation           | 1,576          | 1,363                      | 1,363                      | 1,523          |
| Subtotal                             | 555,179        | 558,087                    | 558,087                    | 574,437        |
| <b>Operating Expenditures:</b>       |                |                            |                            |                |
| 40-10 Travel & Per Diem              | \$ 278         | \$ 4,500                   | \$ 4,500                   | \$ 4,500       |
| 40-20 Car Allowance                  | 6,000          | 4,800                      | 4,800                      | 6,000          |
| 41-10 Telephone & Fax                | 3,046          | 3,500                      | 3,500                      | 3,500          |
| 42-00 Postage & Freight              | 118            | 300                        | 300                        | 300            |
| 45-50 Insurance Costs                | 1,839          | 1,367                      | 1,367                      | 1,450          |
| 46-40 Equipment R&M                  | -              | 500                        | 500                        | 500            |
| 47-10 Printing & Binding             | -              | 200                        | 200                        | 200            |
| 47-30 Photocopies                    | 552            | 1,000                      | 1,000                      | 1,000          |
| 48-10 Promotional Activities         | -              | 100                        | 100                        | 100            |
| 49-10 Legal Advertising              | -              | 500                        | 500                        | 500            |
| 51-20 Office Equipment under \$1,000 | 355            | 750                        | 750                        | 750            |
| 51-30 Office Supplies                | 1,097          | 2,000                      | 2,000                      | 2,000          |
| 52-70 Uniforms                       | 65             | -                          | -                          | -              |
| 54-10 Memberships/Periodicals        | 2,966          | 3,000                      | 3,000                      | 3,000          |
| 54-30 Employee Development           | -              | 300                        | 300                        | 300            |
| <b>Capital Outlay:</b>               |                |                            |                            |                |
| 64-99 Machinery & Equipment          | 1,322          | -                          | -                          | -              |
| Subtotal                             | 17,638         | 22,817                     | 22,817                     | 24,100         |
| Total Costs                          | \$ 572,817     | \$ 580,904                 | \$ 580,904                 | \$ 598,537     |

# LEGAL SERVICES

## PROGRAM SUMMARY

To ensure the City Commission, City Manager and staff are fully aware of the legal constraints and ramifications of policy and to provide support for administrative decisions. Also, to protect the City's interest in and through the judicial system.

## GOALS

1. To provide legal opinions when requested by the City Commission or City Manager.
2. To draft and/or review ordinances and resolutions to ensure that the Commission's intent is both properly and legally stated.
3. To attend all regular meetings of the City Commission and other meetings as required.
4. To provide for outside counsel as needed for specialized areas of law such as labor and environmental law.

| PERFORMANCE MEASURES | 2019 | 2020 | %Change | 2021 EST |
|----------------------|------|------|---------|----------|
| Ordinances prepared  | 5    | 9    | 80%     | 6        |
| Ordinances reviewed  | 29   | 14   | -52%    | 24       |
| Resolutions prepared | 3    | 7    | 133%    | 4        |
| Resolutions reviewed | 3    | 10   | 233%    | 6        |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**General Government - Legal Services**  
**001-0114-414**

| Description                    | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|--------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Operating Expenditures:</b> |                |                            |                            |                |
| 31-00 Legal Services           | \$ 114,403     | \$ 115,000                 | \$ 115,000                 | \$ 115,000     |
| 31-10 Other Legal Services     | 392            | 30,000                     | 30,000                     | 30,000         |
| Subtotal                       | 114,795        | 145,000                    | 145,000                    | 145,000        |
| Total Costs                    | \$ 114,795     | \$ 145,000                 | \$ 145,000                 | \$ 145,000     |

# CITY CLERK

## PROGRAM SUMMARY

This program is responsible for maintaining and indexing all City records including minutes, ordinances, resolutions and proclamations. Also to prepare minutes of Commission meetings and publish all legal notices, qualify candidates, distribute sample ballots, certify petitions, maintain election records and issue Business Tax Receipts.

## GOALS

1. To index minutes, ordinances and resolutions.
2. To scan all permanent records for the purposes of retention.
3. To prepare and supervise records retention schedules for all City departments.
4. To conduct City elections in accordance with the City Charter.
5. To record and transcribe minutes of all City Commission meetings including workshops.
6. To have City Clerk obtain Master Municipal Certification.
7. To have Deputy City Clerk obtain Certified Municipal Clerk Designation.

| PERFORMANCE MEASURES         | 2019  | 2020  | %Change | 2021 EST |
|------------------------------|-------|-------|---------|----------|
| Ordinances executed          | 14    | 14    | 0%      | 17       |
| Resolutions executed         | 10    | 9     | -10%    | 7        |
| Business Tax Receipts issued | 2,181 | 2,347 | 8%      | 2,250    |
| Candidates qualified         | 2     | 4     | 100%    | 2        |
| Minutes recorded             | 19    | 20    | 5%      | 19       |
| Pages transcribed            | 196   | 250   | 28%     | 225      |

| BUDGET SUMMARY -<br>CITY CLERK | 2020<br>ACTUAL    | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET    |
|--------------------------------|-------------------|----------------------------|----------------------------|-------------------|
| Salaries                       | \$ 112,442        | \$ 124,650                 | \$ 124,650                 | \$ 129,000        |
| Benefits                       | \$ 38,558         | \$ 42,570                  | \$ 42,570                  | \$ 45,192         |
| Operating                      | \$ 23,876         | \$ 44,604                  | \$ 44,604                  | \$ 58,043         |
| <b>TOTAL</b>                   | <b>\$ 174,876</b> | <b>\$ 211,824</b>          | <b>\$ 211,824</b>          | <b>\$ 232,235</b> |

| STAFFING ANALYSIS -<br>CITY CLERK | 2020<br>ACTUAL | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET |
|-----------------------------------|----------------|----------------------------|----------------------------|----------------|
| City Clerk                        | 1              | 1                          | 1                          | 1              |
| Deputy City Clerk                 | 1              | 1                          | 1                          | 1              |
| <b>TOTAL</b>                      | <b>2</b>       | <b>2</b>                   | <b>2</b>                   | <b>2</b>       |



**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**General Government - City Clerk**  
**001-0117-417**

| Description                          | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|--------------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>           |                |                            |                            |                |
| 11-00 Salaries and Wages             | \$ 112,238     | \$ 122,150                 | \$ 122,150                 | \$ 126,500     |
| 14-00 Overtime                       | 204            | 2,500                      | 2,500                      | 2,500          |
| 21-00 FICA                           | 7,929          | 9,536                      | 9,536                      | 9,869          |
| 22-00 Employer Pension               | 13,919         | 15,582                     | 15,582                     | 16,125         |
| 23-00 Health/Life Insurance          | 16,607         | 17,360                     | 17,360                     | 19,095         |
| 24-00 Workers Compensation           | 103            | 92                         | 92                         | 103            |
| Subtotal                             | 151,000        | 167,220                    | 167,220                    | 174,192        |
| <b>Operating Expenditures:</b>       |                |                            |                            |                |
| 34-40 Contractual Services           | \$ 8,911       | \$ 18,600                  | \$ 18,600                  | \$ 30,600      |
| 40-10 Travel & Per Diem              | 1,283          | 4,250                      | 4,250                      | 4,250          |
| 41-10 Telephone & Fax                | 1,666          | 1,400                      | 1,400                      | 1,700          |
| 42-00 Postage & Freight              | 2,704          | 3,600                      | 3,600                      | 3,600          |
| 45-50 Insurance Costs                | 879            | 654                        | 654                        | 693            |
| 47-10 Printing & Binding             | 573            | 4,400                      | 4,400                      | 4,400          |
| 47-30 Photocopies                    | 207            | 300                        | 300                        | 300            |
| 49-10 Legal Advertising              | 3,200          | 6,200                      | 6,200                      | 7,200          |
| 51-20 Office Equipment under \$1,000 | 1,192          | 800                        | 800                        | 800            |
| 51-30 Office Supplies                | 882            | 1,000                      | 1,000                      | 1,000          |
| 52-10 General Operating Supplies     | 1,505          | 2,000                      | 2,000                      | 2,000          |
| 54-10 Memberships/Periodicals        | 874            | 800                        | 800                        | 900            |
| 54-30 Employee Development           | -              | 600                        | 600                        | 600            |
| Subtotal                             | 23,876         | 44,604                     | 44,604                     | 58,043         |
| Total Costs                          | \$ 174,876     | \$ 211,824                 | \$ 211,824                 | \$ 232,235     |

## GENERAL ADMINISTRATION

### PROGRAM SUMMARY

To provide the funding for general services including Employee Health Clinic, special projects, and other expenditures which are not reasonably allocable to other operating programs. Also includes costs associated with citywide memberships and economic incentives.

### GOALS

1. To provide for the operation and maintenance of the Employee Health Clinic.
2. To recognize citizens, organizations and employees from time to time through public acknowledgment.
3. To take advantage of the benefits provided by the City's memberships in various organizations which represent local government.
4. To support the City's various advisory boards and special events.
5. To provide funding for the day-to-day operations and maintenance of City Hall.

| PERFORMANCE MEASURES                 | 2019 | 2020 | %Change | 2021 EST |
|--------------------------------------|------|------|---------|----------|
| Memberships in outside organizations | 8    | 8    | 0%      | 9        |
| Special recognition (persons)        | 60   | 63   | 5%      | 65       |
| Wellness Center utilization          | 80%  | 76%  | -5%     | 80%      |
| Unique patients                      | 214  | 225  | 5%      | 230      |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**General Government - General Administration**  
**001-0119-419**

| Description                             | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|---|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>              |                |                            |                            |                |
| 15-00 Board Pay                         | \$ 450         | \$ 1,000                   | \$ 1,000                   | \$ 1,000       |
| 25-00 Unemployment Compensation         | 7,809          | 7,000                      | 7,000                      | 7,000          |
| Subtotal                                | 8,259          | 8,000                      | 8,000                      | 8,000          |
| <b>Operating Expenditures:</b>          |                |                            |                            |                |
| 31-40 Professional Services             | \$ 49,898      | \$ 80,000                  | \$ 80,000                  | \$ 80,000      |
| 31-90 Employee Wellness Center          | 289,098        | 330,000                    | 330,000                    | 330,000        |
| 34-40 Contractual Service               | 30,631         | 51,500                     | 51,500                     | 51,500         |
| 41-10 Telephone & Fax                   | 1,394          | 1,600                      | 1,600                      | 1,600          |
| 42-00 Postage & Freight                 | 1,109          | 2,500                      | 2,500                      | 2,500          |
| 43-10 Water/Sewer                       | 1,740          | 2,100                      | 2,100                      | 2,100          |
| 43-50 Electric                          | 37,284         | 37,000                     | 37,000                     | 37,500         |
| 43-70 Gas                               | 455            | 600                        | 600                        | 600            |
| 44-30 Equipment Rental                  | 3,277          | 3,300                      | 3,300                      | 3,300          |
| 45-50 Insurance Costs                   | 12,112         | 9,004                      | 9,004                      | 9,551          |
| 46-40 Equipment R&M                     | -              | 5,000                      | 5,000                      | 5,000          |
| 47-10 Printing & Binding                | 5,804          | 7,250                      | 7,250                      | 7,250          |
| 47-30 Photocopies                       | 7,061          | 7,800                      | 7,800                      | 7,800          |
| 48-10 Promotional Activities            | 16,523         | 36,000                     | 36,000                     | 41,000         |
| 48-20 Employee Recognition              | 7,890          | 10,550                     | 10,550                     | 10,550         |
| 52-10 General Operating Supplies        | 7,815          | 7,000                      | 7,000                      | 7,000          |
| 54-10 Memberships/Periodicals           | 5,229          | 16,000                     | 16,000                     | 16,000         |
| 54-30 Employee Development              | 3,026          | 5,000                      | 5,000                      | 5,000          |
| 58-10 Pay Plan Adjustment               | -              | -                          | -                          | -              |
| 58-20 Discretionary Fund                | -              | 20,000                     | 20,000                     | 20,000         |
| <b>Capital Outlay:</b>                  |                |                            |                            |                |
| 65-10 Land                              | 18,155         | -                          | -                          | -              |
| <b>Grants &amp; Aids:</b>               |                |                            |                            |                |
| 82-02 Meals On Wheels Contribution      | -              | 5,000                      | 5,000                      | 5,000          |
| 82-03 SIG - Transportation Contribution | 5,000          | 5,000                      | 5,000                      | 5,000          |
| 82-04 Neighborhood Beautification Grant | 45,816         | 25,000                     | 25,000                     | 25,000         |
| 82-06 Economic Incentive: Paylocity     | 14,250         | 20,000                     | 20,000                     | 17,250         |
| 82-07 Economic Incentive: Faro          | 7,268          | 7,650                      | 7,650                      | 5,400          |
| 82-08 Economic Incentive: Axiom         | 22,500         | 22,500                     | 22,500                     | 16,875         |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**General Government - General Administration**  
**001-0119-419**

| Description                        | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|------------------------------------|----------------|----------------------------|----------------------------|----------------|
| 82-09 Economic Incentive: Verizon  | 328,311        | 112,500                    | 112,500                    | -              |
| 82-10 Economic Incentive: Deloitte | 204,000        | -                          | -                          | 210,000        |
| 82-13 Economic Incentive: Superion | 33,000         | 44,500                     | 44,500                     | -              |
| Subtotal                           | 1,158,646      | 874,354                    | 874,354                    | 922,776        |
| Total Costs                        | \$ 1,166,905   | \$ 882,354                 | \$ 882,354                 | \$ 930,776     |

# RISK MANAGEMENT

## PROGRAM SUMMARY

This program provides for the operation of the City's Safety Program. The Safety Committee acts as the review board for incidents involving vehicle collisions, damage to City equipment, and job related injuries with a goal of prevention. This program also provides the funding for hepatitis immunizations, pre-employment examinations, FDLE background checks, and the Safety Incentive Program.

## GOALS

1. To reduce the number of accidents and injuries incurred by City employees through education, training and incentive programs.
2. To provide entry level physicals (Police and Fire) and background checks for all new employees.
3. To increase safety awareness via mandatory safety meetings/training and reading materials.
4. To provide representation on the PRM Board.

| PERFORMANCE MEASURES                  | 2019 | 2020 | %Change | 2021 EST |
|---------------------------------------|------|------|---------|----------|
| Safety Committee Meetings             | 12   | 12   | 0%      | 12       |
| Departmental Safety Meetings          | 52   | 52   | 0%      | 52       |
| Accidents & Injuries Reviewed         | 73   | 54   | -26%    | 36       |
| In-house safety inspections performed | 168  | 170  | 1%      | 170      |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**General Government - Risk Management**  
**001-0120-420**

| Description                      | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|----------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Operating Expenditures:</b>   |                |                            |                            |                |
| 31-30 Medical Services           | \$ 2,060       | \$ 3,500                   | \$ 3,500                   | \$ 3,500       |
| 34-40 Contractual Services       | 1,661          | 3,500                      | 3,500                      | 3,500          |
| 40-10 Travel & Per Diem          | -              | 500                        | 500                        | 500            |
| 48-10 Promotional Activities     | 11,397         | 12,000                     | 12,000                     | 12,000         |
| 52-10 General Operating Supplies | -              | 50                         | 50                         | 50             |
| 54-30 Employee Development       | -              | 1,200                      | 1,200                      | 1,200          |
| Subtotal                         | 15,118         | 20,750                     | 20,750                     | 20,750         |
| Total Costs                      | \$ 15,118      | \$ 20,750                  | \$ 20,750                  | \$ 20,750      |

# COMMUNITY DEVELOPMENT

## PROGRAM SUMMARY

The Planning & Zoning Division manages all development processes within the City limits.

## GOALS

1. Development Review: To ensure timely advertisement, notification, review and staff critique of all Planning and Zoning requests in accordance with the City of Lake Mary Code of Ordinances and the Comprehensive Plan. This shall also include proactive information sharing via the First Step Process and Online Development Dashboard.
2. GIS: Continue to improve upon and expand the City's online GIS presence to include interactive map tools for use by the general public. To also provide for training of non-GIS staff to use newly created GIS web apps and web tools for improved customer service delivery.
3. Web Presence: Provide up to date and relevant information on the City's website related to Planning and Zoning activities. This will include but not be limited to GIS maps as outlined above, fillable applications, process outlines, and current development projects.
4. Streamline Development Review: Continue to implement processes that allow for less paper to be utilized for all planning processes.
5. Downtown Master Plan Update.
6. Land Development Code Updates as needed.
7. Administer Economic Development projects for the City.

| PERFORMANCE MEASURES                    | 2019 | 2020 | %Change | 2021 EST |
|---|------|------|---------|----------|
| Land Use Amendments                     | 2    | -    | -100%   | 1        |
| Rezoning                                | 5    | 4    | -20%    | 3        |
| Conditional Use                         | 2    | 1    | -50%    | 1        |
| Subdivisions                            | 15   | 6    | -60%    | 12       |
| Site Plans                              | 4    | 6    | 50%     | 6        |
| Variances                               | 2    | 1    | -50%    | 2        |
| Vacates                                 | 2    | 1    | -50%    | 1        |
| Neighborhood Beautification Grants      | 1    | -    | -100%   | 1        |
| PUD Development Agreements & Amendments | 1    | -    | -100%   | 2        |
| Development Agreements, New             | -    | -    | 0%      | -        |
| DRC Review                              | 9    | 13   | 44%     | 12       |
| Home Occupation Review                  | 36   | 30   | -17%    | 30       |
| Business License Review                 | 297  | 342  | 15%     | 270      |
| Permit Review                           | 641  | 429  | -33%    | 600      |
| Annexations                             | -    | -    | 0%      | -        |



| <b>BUDGET SUMMARY -<br/>COMMUNITY DEVELOPMENT</b> | <b>2020<br/>ACTUAL</b> | <b>2021<br/>ORIGINAL<br/>BUDGET</b> | <b>2021<br/>ADJUSTED<br/>BUDGET</b> | <b>2022<br/>BUDGET</b> |
|---|------------------------|-------------------------------------|-------------------------------------|------------------------|
| Salaries  | \$ 309,697             | \$ 320,200                          | \$ 320,200                          | \$ 313,400             |
| Benefits  | \$ 88,790              | \$ 102,216                          | \$ 102,216                          | \$ 104,671             |
| Operating   | \$ 36,865              | \$ 54,947                           | \$ 54,947                           | \$ 72,618              |
| <b>TOTAL</b>                                      | <b>\$ 435,352</b>      | <b>\$ 477,363</b>                   | <b>\$ 477,363</b>                   | <b>\$ 490,689</b>      |

| <b>STAFFING ANALYSIS -<br/>COMMUNITY DEVELOPMENT</b> | <b>2020<br/>ACTUAL</b> | <b>2021<br/>ORIGINAL<br/>BUDGET</b> | <b>2021<br/>ADJUSTED<br/>BUDGET</b> | <b>2022<br/>BUDGET</b> |
|--|------------------------|-------------------------------------|-------------------------------------|------------------------|
| Community Development Director                       | 1                      | 1                                   | 1                                   | 1                      |
| Planning & GIS Services Manager                      | 1                      | 1                                   | 1                                   | 1                      |
| Urban Planner  | 1                      | 1                                   | 1                                   | 1                      |
| GIS Specialist                                       | 1                      | 1                                   | 1                                   | 1                      |
| <b>TOTAL</b>   | <b>4</b>               | <b>4</b>                            | <b>4</b>                            | <b>4</b>               |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**General Government - Community Development**  
**001-0115-415**

| Description                    | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|--------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>     |                |                            |                            |                |
| 11-00 Salaries and Wages       | \$ 309,697     | \$ 320,200                 | \$ 320,200                 | \$ 313,400     |
| 21-00 FICA                     | 22,226         | 24,496                     | 24,496                     | 23,976         |
| 22-00 Employer Pension         | 38,200         | 40,025                     | 40,025                     | 39,175         |
| 23-00 Health/Life Insurance    | 24,903         | 34,715                     | 34,715                     | 38,190         |
| 24-00 Workers Compensation     | 3,461          | 2,980                      | 2,980                      | 3,330          |
| Subtotal                       | 398,487        | 422,416                    | 422,416                    | 418,071        |
| <b>Operating Expenditures:</b> |                |                            |                            |                |
| 31-60 Professional Services    | \$ 5,892       | \$ 10,000                  | \$ 10,000                  | \$ 10,000      |
| 34-40 Contractual Services     | 4,504          | 9,159                      | 9,159                      | 25,532         |
| 40-10 Travel & Per Diem        | -              | 2,000                      | 2,000                      | 2,000          |
| 40-20 Car Allowance            | 1,196          | 1,200                      | 1,200                      | 1,200          |
| 41-10 Telephone & Fax          | 1,409          | 2,750                      | 2,750                      | 2,000          |
| 42-00 Postage & Freight        | 482            | 2,000                      | 2,000                      | 1,500          |
| 43-10 Water/Sewer              | 594            | 800                        | 800                        | 800            |
| 43-50 Electric                 | 5,353          | 6,800                      | 6,800                      | 6,800          |
| 44-60 Vehicle Rental           | 1,931          | 1,931                      | 1,931                      | 2,178          |
| 45-50 Insurance Costs          | 6,116          | 4,547                      | 4,547                      | 4,823          |
| 46-40 Equipment R&M            | -              | 500                        | 500                        | 500            |
| 46-50 Vehicle Maintenance      | 1,343          | 1,100                      | 1,100                      | 1,400          |
| 46-60 Vehicle Maint/Contract   | -              | 400                        | 400                        | 400            |
| 47-10 Printing & Binding       | -              | 400                        | 400                        | 400            |
| 47-30 Photocopies              | 1,993          | 2,500                      | 2,500                      | 2,500          |
| 51-30 Office Supplies          | 3,288          | 3,000                      | 3,000                      | 3,000          |
| 52-20 Vehicle Fuel Charges     | 150            | 1,000                      | 1,000                      | 1,000          |
| 52-70 Uniforms                 | -              | 360                        | 360                        | 360            |
| 54-10 Memberships/Periodicals  | 1,875          | 2,000                      | 2,000                      | 3,225          |
| 54-30 Employee Development     | 739            | 2,500                      | 2,500                      | 3,000          |
| Subtotal                       | 36,865         | 54,947                     | 54,947                     | 72,618         |
| Total Costs                    | \$ 435,352     | \$ 477,363                 | \$ 477,363                 | \$ 490,689     |

# INFORMATION SYSTEMS

## PROGRAM SUMMARY

Information Technology provides technical support for all computers, laptops and networking equipment for the City government. Also, to maintain a quality infrastructure and deliver quality, prompt, and reliable technology services to the City employees.

## GOALS

1. Implementation of online software to improve communication with the public.
2. Make improvements to the secured management environment with proper monitoring, alerting notification identification and remediation tasks.
3. To provide technical support for all City information systems and computer hardware related network systems and operations, as well as provide an informative presence on the Web.
4. To suggest new technology strategies that meet the goals and needs of the City, develop policies and procedures relating to technology and train employees on their use.
5. To implement, develop, and enforce technology standards for all City departments.
6. To provide quality service to City employees through teamwork, partnership and individual strengths.

| PERFORMANCE MEASURES                  | 2019  | 2020  | %Change | 2021 EST |
|---------------------------------------|-------|-------|---------|----------|
| Network connected desktops maintained | 130   | 67    | -48%    | 55       |
| Network connected laptops maintained  | 85    | 146   | 72%     | 155      |
| Network servers maintained            | 42    | 41    | -2%     | 33       |
| Online servers and file storage       | -     | 20    | N/A     | 25       |
| Routers/Switches maintained           | 27    | 29    | 7%      | 29       |
| Cell phones maintained                | 93    | 91    | -2%     | 91       |
| Helpdesk tickets opened               | 1,751 | 1,976 | 13%     | 2,208    |
| Average length tickets in days        | 2     | 2     | 0%      | 2        |

| BUDGET SUMMARY - INFORMATION SYSTEMS | 2020 ACTUAL       | 2021 ORIGINAL BUDGET | 2021 ADJUSTED BUDGET | 2022 BUDGET       |
|--------------------------------------|-------------------|----------------------|----------------------|-------------------|
| Salaries                             | \$ 161,725        | \$ 178,100           | \$ 178,100           | \$ 187,100        |
| Benefits                             | \$ 52,504         | \$ 62,408            | \$ 62,408            | \$ 66,884         |
| Operating                            | \$ 181,313        | \$ 239,174           | \$ 239,174           | \$ 313,230        |
| <b>TOTAL</b>                         | <b>\$ 395,542</b> | <b>\$ 479,682</b>    | <b>\$ 479,682</b>    | <b>\$ 567,214</b> |

| <b>STAFFING ANALYSIS -<br/>INFORMATION SYSTEMS</b> | <b>2020<br/>ACTUAL</b> | <b>2021<br/>ORIGINAL<br/>BUDGET</b> | <b>2021<br/>ADJUSTED<br/>BUDGET</b> | <b>2022<br/>BUDGET</b> |
|--|------------------------|-------------------------------------|-------------------------------------|------------------------|
| Information Technology Manager                     | 1                      | 1                                   | 1                                   | 1                      |
| Information Systems Analyst                        | 1                      | 1                                   | 1                                   | 1                      |
| Helpdesk Technician                                | 1                      | 1                                   | 1                                   | 1                      |
| <b>TOTAL</b>                                       | <b>3</b>               | <b>3</b>                            | <b>3</b>                            | <b>3</b>               |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**General Government - Information Systems**  
**001-0215-413**

| Description                          | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|--------------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>           |                |                            |                            |                |
| 11-00 Salaries and Wages             | \$ 161,215     | \$ 177,100                 | \$ 177,100                 | \$ 184,600     |
| 14-00 Overtime                       | 510            | 1,000                      | 1,000                      | 2,500          |
| 21-00 FICA                           | 12,409         | 13,625                     | 13,625                     | 14,314         |
| 22-00 Employer Pension               | 14,624         | 22,263                     | 22,263                     | 23,388         |
| 23-00 Health/Life Insurance          | 24,903         | 26,035                     | 26,035                     | 28,640         |
| 24-00 Workers Compensation           | 568            | 485                        | 485                        | 542            |
| Subtotal                             | 214,229        | 240,508                    | 240,508                    | 253,984        |
| <b>Operating Expenditures:</b>       |                |                            |                            |                |
| 34-10 Professional Services          | \$ 3,828       | \$ 25,000                  | \$ 25,000                  | \$ 75,000      |
| 34-40 Contractual Services           | 2,088          | -                          | -                          | -              |
| 40-10 Travel & Per Diem              | -              | 2,500                      | 2,500                      | 2,500          |
| 41-10 Telephone & Fax                | 3,251          | 4,625                      | 4,625                      | 4,500          |
| 42-00 Postage & Freight              | -              | 200                        | 200                        | 200            |
| 44-60 Vehicle Rental                 | 1,953          | 1,953                      | 1,953                      | 2,202          |
| 45-50 Insurance Costs                | 720            | 535                        | 535                        | 567            |
| 46-10 Maintenance Contracts          | 159,784        | 198,200                    | 198,200                    | 220,000        |
| 46-40 Equipment R&M                  | 265            | 500                        | 500                        | 1,500          |
| 46-50 Vehicle Maintenance            | 1,107          | 1,100                      | 1,100                      | 1,200          |
| 46-60 Vehicle Maint/Contract         | -              | 100                        | 100                        | 100            |
| 51-20 Office Equipment under \$1,000 | 1,685          | -                          | -                          | -              |
| 51-30 Office Supplies                | 962            | 400                        | 400                        | 400            |
| 52-20 Vehicle Fuel Charges           | 177            | 400                        | 400                        | 400            |
| 52-70 Uniforms                       | -              | 261                        | 261                        | 261            |
| 52-90 Equipment under \$1,000        | 1,640          | 2,000                      | 2,000                      | 3,000          |
| 54-10 Memberships/Periodicals        | 411            | 400                        | 400                        | 400            |
| 54-30 Employee Development           | -              | 1,000                      | 1,000                      | 1,000          |
| <b>Capital Outlay:</b>               |                |                            |                            |                |
| 64-99 Machinery & Equipment          | 3,442          | -                          | -                          | -              |
| Subtotal                             | 181,313        | 239,174                    | 239,174                    | 313,230        |
| Total Costs                          | \$ 395,542     | \$ 479,682                 | \$ 479,682                 | \$ 567,214     |

# FINANCE

## PROGRAM SUMMARY

This program is responsible for maintaining the City's financial accounting system that includes accounts payable and receivable, payroll processing, fixed assets, annual audit, procurement, and the preparation of all City financial reports. This department is also responsible for the development of the City's Annual Operating Budget and acts as a central collection point for all monies received from other City departments. In conjunction with the City's Water and Sewer Fund, the department also prepares utility bills and collects payments from its customers.

## GOALS

1. To provide service initiatives that offer convenience and transparency to our customers.
2. Continue to produce a Comprehensive Annual Financial Report that meets the GFOA "Certificate of Achievement for Excellence in Financial Reporting" criteria.
3. To provide quality financial information on a timely basis to maintain relevance and reliability.
4. Utilize technology to enhance organizational efficiency.
5. To provide continued training opportunities for staff.
6. Software system upgrades.
7. To process invoice payments within twenty-five (25) days of receipt date.

| PERFORMANCE MEASURES   | 2019   | 2020    | %Change | 2021 EST   |
|--|--------|---------|---------|------------|
| Number of journal entries  | 515    | 438     | -15%    | 500        |
| Number of checks deposited                                       | 29,844 | 20,403  | -32%    | 25,000     |
| Number of electronic payments                                    | 14,243 | 14,385  | 1%      | 14,500     |
| Number of accounts payable checks                                | 2,962  | 2,908   | -2%     | 2,950      |
| Number of utility refund checks                                  | 317    | 292     | -8%     | 300        |
| Number of purchase orders  | 403    | 400     | -1%     | 400        |
| Number of purchasing card transactions                           | 3,900  | 3,348   | -14%    | 3,600      |
| Number of Bids/RFP's processed                                   | 2      | 6       | 200%    | 8          |
| Certificate of Achievement for Excellence in Financial Reporting | Yes    | Pending | N/A     | Continuing |

| BUDGET SUMMARY - FINANCE | 2020 ACTUAL       | 2021 ORIGINAL BUDGET | 2021 ADJUSTED BUDGET | 2022 BUDGET       |
|--------------------------|-------------------|----------------------|----------------------|-------------------|
| Salaries                 | \$ 447,471        | \$ 418,050           | \$ 418,050           | \$ 419,350        |
| Benefits                 | \$ 134,105        | \$ 136,816           | \$ 136,816           | \$ 142,348        |
| Operating                | \$ 41,587         | \$ 47,944            | \$ 47,944            | \$ 49,047         |
| <b>TOTAL</b>             | <b>\$ 623,163</b> | <b>\$ 602,810</b>    | <b>\$ 602,810</b>    | <b>\$ 610,745</b> |

| <b>STAFFING ANALYSIS -<br/>FINANCE</b> | <b>2020<br/>ACTUAL</b> | <b>2021<br/>ORIGINAL<br/>BUDGET</b> | <b>2021<br/>ADJUSTED<br/>BUDGET</b> | <b>2022<br/>BUDGET</b> |
|--|------------------------|-------------------------------------|-------------------------------------|------------------------|
| Finance Director                       | 1                      | 1                                   | 1                                   | 1                      |
| Assistant Finance Director             | 1                      | 1                                   | 1                                   | 1                      |
| Finance Manager                        | 1                      | 1                                   | 1                                   | 1                      |
| Purchasing Coordinator                 | 1                      | 1                                   | 1                                   | 1                      |
| Customer Service Rep                   | 1                      | 1                                   | 1                                   | 1                      |
| Accounts Payable Clerk                 | 1                      | 1                                   | 1                                   | 1                      |
| <b>TOTAL</b>                           | <b>6</b>               | <b>6</b>                            | <b>6</b>                            | <b>6</b>               |



**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**General Government - Finance**  
**001-0213-413**

| Description                          | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|--------------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>           |                |                            |                            |                |
| 11-00 Salaries and Wages             | \$ 447,471     | \$ 417,900                 | \$ 417,900                 | \$ 419,200     |
| 14-00 Overtime                       | -              | 150                        | 150                        | 150            |
| 21-00 FICA                           | 33,439         | 31,981                     | 31,981                     | 32,081         |
| 22-00 Employer Pension               | 50,266         | 52,257                     | 52,257                     | 52,419         |
| 23-00 Health/Life Insurance          | 49,806         | 52,070                     | 52,070                     | 57,280         |
| 24-00 Workers Compensation           | 594            | 508                        | 508                        | 568            |
| Subtotal                             | 581,576        | 554,866                    | 554,866                    | 561,698        |
| <b>Operating Expenditures:</b>       |                |                            |                            |                |
| 32-00 Accounting & Auditing          | \$ 14,100      | \$ 17,500                  | \$ 17,500                  | \$ 17,500      |
| 34-40 Contractual Services           | 12,211         | 13,500                     | 13,500                     | 14,000         |
| 40-10 Travel & Per Diem              | 390            | 4,450                      | 4,450                      | 4,450          |
| 40-20 Car Allowance                  | 1,200          | 1,200                      | 1,200                      | 1,200          |
| 41-10 Telephone & Fax                | 1,739          | 1,800                      | 1,800                      | 1,800          |
| 42-00 Postage & Freight              | 1,499          | 1,500                      | 1,500                      | 1,500          |
| 45-50 Insurance Costs                | 2,278          | 1,694                      | 1,694                      | 1,797          |
| 46-40 Equipment R&M                  | -              | 600                        | 600                        | 600            |
| 47-10 Printing & Binding             | 220            | 600                        | 600                        | 600            |
| 47-30 Photocopies                    | 345            | 500                        | 500                        | 500            |
| 51-20 Office Equipment under \$1,000 | 2,075          | 1,500                      | 1,500                      | 1,500          |
| 51-30 Office Supplies                | 2,228          | 1,500                      | 1,500                      | 2,000          |
| 54-10 Memberships/Periodicals        | 420            | 1,000                      | 1,000                      | 1,000          |
| 54-30 Employee Development           | 159            | 600                        | 600                        | 600            |
| <b>Capital Outlay:</b>               |                |                            |                            |                |
| 64-99 Machinery & Equipment          | 2,723          | -                          | -                          | -              |
| Subtotal                             | 41,587         | 47,944                     | 47,944                     | 49,047         |
| Total Costs                          | \$ 623,163     | \$ 602,810                 | \$ 602,810                 | \$ 610,745     |

## BUILDING DIVISION

### PROGRAM SUMMARY

This program is responsible for review, critique, and processing all applications and plans for new construction, additions, and alterations to structures located within the City of Lake Mary. This includes inspections of the structural, electrical, plumbing, mechanical, and gas at various stages of construction in the above listed structures. Other programs provided are front desk assistance for all customers, document scanning, as well as full department coordination of project intake and the First Step Meetings.

### GOALS

1. Provide professional permit services to all parties wishing to construct within the City of Lake Mary.
2. Review all plans for compliance with state mandated minimum building codes and any other relevant required code minimums.
3. Provide for construction inspections to verify compliance with state mandated minimum building codes.
4. Maintain records of permitted activity, fees collected, plans reviewed and inspections performed utilizing the best methods available.
5. Create online permit review dashboard.

| PERFORMANCE MEASURES           | 2019  | 2020  | %Change | 2021 EST |
|--------------------------------|-------|-------|---------|----------|
| Commercial - New/Renovation    | 120   | 118   | -2%     | 98       |
| Residential - New/Renovation   | 296   | 235   | -21%    | 358      |
| Miscellaneous Permits          | 1,818 | 2,152 | 18%     | 2,431    |
| Total Permits Issued           | 2,234 | 2,505 | 12%     | 2,887    |
| Construction Value in Millions | 179   | 154   | -14%    | 149      |
| Construction Inspections       | 8,127 | 3,369 | -59%    | 2,991    |
| Construction Plan Reviews      | 818   | 449   | -45%    | 722      |
| First Step Meetings            | 12    | 13    | 8%      | 15       |

| BUDGET SUMMARY -<br>BUILDING DIVISION | 2020<br>ACTUAL    | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET    |
|---------------------------------------|-------------------|----------------------------|----------------------------|-------------------|
| Salaries                              | \$ 359,551        | \$ 479,850                 | \$ 479,850                 | \$ 489,050        |
| Benefits                              | \$ 151,579        | \$ 182,633                 | \$ 182,633                 | \$ 193,379        |
| Operating                             | \$ 75,204         | \$ 333,707                 | \$ 333,707                 | \$ 303,619        |
| <b>TOTAL</b>                          | <b>\$ 586,334</b> | <b>\$ 996,190</b>          | <b>\$ 996,190</b>          | <b>\$ 986,048</b> |

| <b>STAFFING ANALYSIS -<br/>BUILDING DIVISION</b> | <b>2020<br/>ACTUAL</b> | <b>2021<br/>ORIGINAL<br/>BUDGET</b> | <b>2021<br/>ADJUSTED<br/>BUDGET</b> | <b>2022<br/>BUDGET</b> |
|--|------------------------|-------------------------------------|-------------------------------------|------------------------|
| Building Official                                | 1                      | 1                                   | 1                                   | 1                      |
| Building Inspector                               | 3                      | 3                                   | 3                                   | 3                      |
| Plans Examiner                                   | 1                      | 1                                   | 1                                   | 1                      |
| Permitting Services Manager                      | 1                      | 1                                   | 1                                   | 1                      |
| Permit Technician                                | 2                      | 2                                   | 2                                   | 2                      |
| Permit Technician (P/T)                          | 0                      | 0                                   | 1                                   | 1                      |
| Document Imaging Specialist (P/T)                | 1                      | 1                                   | 0                                   | 0                      |
| <b>TOTAL</b>                                     | <b>9</b>               | <b>9</b>                            | <b>9</b>                            | <b>9</b>               |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**General Government - Building Division**  
**001-0124-424**

| Description                    | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|--------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>     |                |                            |                            |                |
| 11-00 Salaries and Wages       | \$ 344,716     | \$ 454,600                 | \$ 454,600                 | \$ 463,800     |
| 14-00 Overtime                 | 1,955          | 1,250                      | 1,250                      | 1,250          |
| 17-00 Certification Incentives | 12,880         | 24,000                     | 24,000                     | 24,000         |
| 21-00 FICA                     | 26,799         | 36,709                     | 36,709                     | 37,413         |
| 22-00 Employer Pension         | 39,225         | 59,982                     | 59,982                     | 61,132         |
| 23-00 Health/Life Insurance    | 66,414         | 69,425                     | 69,425                     | 76,375         |
| 24-00 Workers Compensation     | 19,141         | 16,517                     | 16,517                     | 18,459         |
| Subtotal                       | 511,130        | 662,483                    | 662,483                    | 682,429        |
| <b>Operating Expenditures:</b> |                |                            |                            |                |
| 34-40 Contractual Services     | \$ 6,537       | \$ 74,250                  | \$ 74,250                  | \$ 82,736      |
| 41-10 Telephone & Fax          | 7,360          | 8,200                      | 8,200                      | 8,000          |
| 42-00 Postage & Freight        | -              | 100                        | 100                        | 100            |
| 43-10 Water/Sewer              | 891            | 1,000                      | 1,000                      | 1,000          |
| 43-50 Electric                 | 8,030          | 10,200                     | 10,200                     | 10,200         |
| 44-30 Equipment Rental         | -              | 1,200                      | 1,200                      | 1,200          |
| 44-60 Vehicle Rental           | 4,675          | 10,404                     | 10,404                     | 11,233         |
| 45-50 Insurance Costs          | 8,794          | 6,538                      | 6,538                      | 6,935          |
| 46-10 Maintenance Contracts    | 17,073         | 21,315                     | 21,315                     | 21,515         |
| 46-40 Equipment R&M            | -              | 300                        | 300                        | 300            |
| 46-50 Vehicle Maintenance      | 4,016          | 4,000                      | 4,000                      | 4,200          |
| 46-60 Vehicle Maint/Contract   | -              | 1,000                      | 1,000                      | 1,000          |
| 47-10 Printing & Binding       | -              | 200                        | 200                        | 200            |
| 47-30 Photocopies              | 1,266          | 1,500                      | 1,500                      | 1,500          |
| 51-30 Office Supplies          | 3,096          | 3,700                      | 3,700                      | 3,700          |
| 52-20 Vehicle Fuel Charges     | 1,937          | 2,800                      | 2,800                      | 2,800          |
| 52-70 Uniforms                 | 558            | 1,500                      | 1,500                      | 1,500          |
| 52-90 Equipment under \$1,000  | -              | 650                        | 650                        | 650            |
| 54-10 Memberships/Periodicals  | 160            | 2,600                      | 2,600                      | 2,600          |
| 54-30 Employee Development     | 2,411          | 2,250                      | 2,250                      | 2,250          |
| <b>Capital Outlay:</b>         |                |                            |                            |                |
| 64-99 Machinery & Equipment    | 8,400          | 180,000                    | 180,000                    | 140,000        |
| Subtotal                       | 75,204         | 333,707                    | 333,707                    | 303,619        |
| Total Costs                    | \$ 586,334     | \$ 996,190                 | \$ 996,190                 | \$ 986,048     |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 124**  
**Project Title: E-Permitting Software**  
**Dep/Div Name: Building**

**Justification/Description/Location:**

Over the last twenty six (26) months, the Building Division has incorporated a hybrid approach to permitting, by allowing applicants to submit some permits via e-mail. While it worked for a short time, due to the COVID pandemic combined with limitations of our existing e-mail system, as well as the expectations of applicants and the private sector, staff is recommending the purchase of proper e-permitting software. This software will allow applicants to submit any type of Building Permit or Planning Project into a cloud-based system that will integrate with the City's existing AS400 system. Applicants will also be able to better communicate with comments received from staff and track changes that are being requested. The software will also allow staff to complete their jobs in a more effective and efficient manner utilizing existing technologies.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b> |
|-----------------|---|-------------|
| Land            | -   | -           |
| Building        | -   | -           |
| Construction    | -   | -           |
| Equipment       | 140,000   | -           |
| Vehicles        | -   | -           |
| Miscellaneous   | -   | -           |
| <b>Total</b>    | <b>\$ 140,000</b>                               | <b>\$ -</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b> |
|-----------------------------|---|-------------|
| General Fund                | 140,000   | -           |
| Water/Sewer Fund            | -   | -           |
| Stormwater Fund             | -   | -           |
| Vehicle Replacement Fund    | -   | -           |
| Other                       | -   | -           |
| <b>Total Funding Source</b> | <b>\$ 140,000</b>                               | <b>\$ -</b> |

# POLICE OPERATIONS

## PROGRAM SUMMARY

This program is responsible for all police services/operations including law enforcement, investigations, traffic enforcement, crime prevention and public education.

## GOALS

1. Continuously adjust and update policies and procedures in order to maintain successful status as an accredited agency with the Commission for Florida Accreditation.
2. Plan for growth within the agency in response to the additional calls for service and traffic concerns that will arise from current and anticipated construction projects occurring throughout the City.
3. Continue to train all staff in high-liability areas as mandated by the state. Prepare training in-house or by external instruction to keep up with ongoing changes to Florida law.
4. Provide police staffing at predetermined schools within the City according to state law. Public schools to be staffed by Lake Mary officers as determined. Continue to work with SCSO and SCSB to complete annual contract agreements for public schools and plan for appropriate coverage for charter schools. Annual meeting/discussions with LM Prep school to discuss their staffing needs.
5. Prepare to recruit and promote as anticipated personnel retire or leave the agency. Build upon Police Officer reserve (part-time) unit.
6. Continue to provide training and equipment for Officers to manage personal safety and educate them on mental health awareness. Encourage Officers to participate in a personal wellness program.
7. Continue community outreach by engaging in functions such as; coffee with a cop, homeowner association meetings, and citizen involvement organizations (Boy/Girl Scouts, religious organizations, Senior Intervention Group, etc.) and recruiting of a diversified Police force. Provide training for City employees on the importance of planning how to react/respond in a critical incident.

| PERFORMANCE MEASURES                                      | 2019    | 2020    | %Change | 2021 EST |
|---|---------|---------|---------|----------|
| <b>Uniform Crime Report Index</b>                         |         |         |         |          |
| Murders   | -       | -       | 0%      | -        |
| Sex Offenses, Forcible                                    | 2       | 6       | 200%    | 8        |
| Robbery   | 1       | 2       | 100%    | 3        |
| Assault/Battery   | 147     | 149     | 1%      | 154      |
| Burglary  | 38      | 23      | -39%    | 24       |
| Theft, all other  | 176     | 149     | -15%    | 156      |
| Motor Vehicle Theft                                       | 16      | 12      | -25%    | 15       |
| Theft of Motor Vehicle Parts                              | 6       | 5       | -17%    | 6        |
| Arson   | 1       | -       | -100%   | -        |
| <b>Drug Related Incidents</b>                             |         |         |         |          |
| Total Possession of Drugs/Paraphernalia Cases             | 91      | 6       | -93%    | 12       |
| Total Driving While Intoxicated Arrests                   | 21      | 28      | 33%     | 32       |
| <b>Total Physical Arrests made during the Year</b>        |         |         |         |          |
| Adults  | 286     | 169     | -41%    | 177      |
| Juveniles   | 17      | 10      | -41%    | 12       |
| <b>Traffic Related Calls</b>                              |         |         |         |          |
| Total Vehicular Crashes worked                            | 927     | 724     | -22%    | 760      |
| Criminal Citations Issued                                 | 155     | 87      | -44%    | 91       |
| Grand Total UTC Citations Issued                          | 4,559   | 3,435   | -25%    | 3,606    |
| Total City Parking Citations issued                       | 33      | 28      | -15%    | 30       |
| Total K9 Searches (this includes outside agency requests) | 19      | 22      | 16%     | 50       |
| <b>Alarms</b>   |         |         |         |          |
| Total Alarms (home, auto & business)                      | 1,302   | 1,036   | -20%    | 1,087    |
| Responses to City Ordinance Violations                    | 431     | 382     | -11%    | 401      |
| <b>Investigations</b>                                     |         |         |         |          |
| New Cases Assigned to Investigators                       | 289     | 344     | 19%     | 303      |
| Cases Closed/Inactivated by Investigators                 | 281     | 331     | 18%     | 295      |
| Total Amount of Property Lost/Stolen                      | 500,956 | 772,699 | 54%     | 526,003  |
| Total Amount of Property Recovered                        | 51,172  | 421,747 | 724%    | 53,730   |

| BUDGET SUMMARY - POLICE OPERATIONS | 2020 ACTUAL         | 2021 ORIGINAL BUDGET | 2021 ADJUSTED BUDGET | 2022 BUDGET         |
|------------------------------------|---------------------|----------------------|----------------------|---------------------|
| Salaries                           | \$ 3,435,170        | \$ 3,486,596         | \$ 3,486,596         | \$ 3,600,956        |
| Benefits                           | \$ 1,301,799        | \$ 1,351,932         | \$ 1,351,932         | \$ 1,402,105        |
| Operating                          | \$ 932,890          | \$ 1,110,140         | \$ 1,110,140         | \$ 1,163,807        |
| <b>TOTAL</b>                       | <b>\$ 5,669,859</b> | <b>\$ 5,948,668</b>  | <b>\$ 5,948,668</b>  | <b>\$ 6,166,868</b> |



| <b>STAFFING ANALYSIS -<br/>POLICE OPERATIONS</b> | <b>2020<br/>ACTUAL</b> | <b>2021<br/>ORIGINAL<br/>BUDGET</b> | <b>2021<br/>ADJUSTED<br/>BUDGET</b> | <b>2022<br/>BUDGET</b> |
|--|------------------------|-------------------------------------|-------------------------------------|------------------------|
| Police Chief                                     | 1                      | 1                                   | 1                                   | 1                      |
| Deputy Police Chief                              | 1                      | 1                                   | 1                                   | 1                      |
| Sr. Administrative Assistant                     | 2                      | 2                                   | 2                                   | 2                      |
| Accreditation Manager                            | 1                      | 1                                   | 1                                   | 1                      |
| Captain  | 2                      | 2                                   | 2                                   | 2                      |
| Lieutenant                                       | 2                      | 2                                   | 2                                   | 2                      |
| Sergeant   | 6                      | 7                                   | 7                                   | 7                      |
| Police Officer I, II, 1st Class                  | 34                     | 34                                  | 34                                  | 35                     |
| Community Service Officer                        | 1                      | 0                                   | 0                                   | 0                      |
| Reserve Police Officer                           | 5                      | 5                                   | 5                                   | 5                      |
| <b>TOTAL</b>                                     | <b>55</b>              | <b>55</b>                           | <b>55</b>                           | <b>56</b>              |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Public Safety - Police Operations**  
**001-0321-421**

| Description                         | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|-------------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>          |                |                            |                            |                |
| 11-00 Salaries and Wages            | \$ 3,157,010   | \$ 3,187,400               | \$ 3,187,400               | \$ 3,297,200   |
| 14-00 Overtime                      | 204,756        | 230,000                    | 230,000                    | 232,200        |
| 15-10 Incentive Pay                 | 73,404         | 69,196                     | 69,196                     | 71,556         |
| 21-00 FICA                          | 246,385        | 266,725                    | 266,725                    | 275,474        |
| 22-00 Employer Pension              | 562,210        | 576,175                    | 576,175                    | 554,222        |
| 23-00 Health/Life Insurance         | 408,560        | 435,944                    | 435,944                    | 489,123        |
| 24-00 Workers Compensation          | 84,644         | 73,088                     | 73,088                     | 83,286         |
| Subtotal                            | 4,736,969      | 4,838,528                  | 4,838,528                  | 5,003,061      |
| <b>Operating Expenditures:</b>      |                |                            |                            |                |
| 31-30 Medical Services              | \$ 2,500       | \$ 3,500                   | \$ 3,500                   | \$ 4,500       |
| 34-40 Contractual Services          | 10,845         | 19,279                     | 19,279                     | 21,706         |
| 40-10 Travel & Per Diem             | 8,004          | 16,350                     | 16,350                     | 14,877         |
| 41-10 Telephone & Fax               | 41,551         | 44,850                     | 44,850                     | 45,450         |
| 43-10 Water/Sewer                   | 3,412          | 3,400                      | 3,400                      | 3,600          |
| 43-50 Electric                      | 31,828         | 54,000                     | 54,000                     | 54,000         |
| 44-60 Vehicle Rental                | 391,211        | 437,833                    | 437,833                    | 476,160        |
| 45-50 Insurance Costs               | 79,827         | 59,344                     | 59,344                     | 62,949         |
| 46-10 Maintenance Contracts         | 6,979          | 8,690                      | 8,690                      | 9,050          |
| 46-40 Equipment R&M                 | 6,173          | 14,424                     | 14,424                     | 14,563         |
| 46-50 Vehicle Maintenance           | 110,630        | 119,500                    | 119,500                    | 118,000        |
| 46-60 Vehicle Maint/Contract        | 23,592         | 24,500                     | 24,500                     | 24,500         |
| 47-10 Printing & Binding            | 682            | 2,500                      | 2,500                      | 2,950          |
| 48-10 Promotional Activities        | 6,004          | 6,000                      | 6,000                      | 7,000          |
| 49-30 Investigative Fees            | 730            | 3,200                      | 3,200                      | 3,200          |
| 52-10 General Operating Supplies    | 18,400         | 24,360                     | 24,360                     | 26,060         |
| 52-20 Vehicle Fuel Charges          | 93,987         | 135,000                    | 135,000                    | 133,500        |
| 52-70 Uniforms & Clothing Allowance | 32,828         | 43,850                     | 43,850                     | 48,410         |
| 52-90 Equipment under \$1,000       | 29,013         | 15,050                     | 15,050                     | 34,765         |
| 54-10 Memberships/Periodicals       | 4,473          | 2,550                      | 2,550                      | 4,540          |
| 54-30 Employee Development          | 19,647         | 33,850                     | 33,850                     | 35,327         |
| <b>Capital Outlay:</b>              |                |                            |                            |                |
| 64-99 Machinery & Equipment         | 10,574         | 38,110                     | 38,110                     | 18,700         |
| Subtotal                            | 932,890        | 1,110,140                  | 1,110,140                  | 1,163,807      |
| Total Costs                         | \$ 5,669,859   | \$ 5,948,668               | \$ 5,948,668               | \$ 6,166,868   |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Personnel Request Form**

**Dep/Div Number: 321**

**Title: Police Officer**

**Dep/Div Name: Police**

**Justification/Description/Location:**

We are requesting one (1) new police officer for fiscal year 2022. This officer will be placed in the Special Operations Division and will supplement both day shift and night shift by providing overlapping coverage (typically 12pm-12am). The department currently has one (1) officer assigned to this schedule but he/she only provides coverage for four (4) days each week. This additional officer will allow us to provide coverage twelve hours (12) a day, seven (7) days a week for this overlapping shift. The officer will be in a marked patrol vehicle and will respond to calls for service and conduct proactive patrols. He/she will be available for emergencies or assignments as called upon. With additional apartments, homes, businesses and road construction projects commencing, this additional officer will help reduce and balance the workload of the officers assigned to road patrol.

**Impact on Personnel Costs:**

| Description        | Code  | Funding Source | New Cost         |
|--------------------|-------|----------------|------------------|
| Salaries and Wages | 11-00 | General Fund   | 44,100           |
| Overtime           | 14-00 | General Fund   | 2,200            |
| Incentive Pay      | 15-10 | General Fund   | 960              |
| FICA               | 21-00 | General Fund   | 3,615            |
| Pension            | 22-00 | General Fund   | 7,420            |
| Health Insurance   | 23-00 | General Fund   | 9,550            |
| Workers' Comp      | 24-00 | General Fund   | 1,600            |
| <b>Total</b>       |       |                | <b>\$ 69,445</b> |

**Impact On Other Costs:**

| Description                   | Code  | Funding Source    | New Cost         |
|-------------------------------|-------|-------------------|------------------|
| Travel & Training             | 40-10 | General Fund      | 800              |
| Telephone/Fax                 | 41-10 | General Fund      | 600              |
| Vehicle Maintenance           | 46-50 | General Fund      | 2,500            |
| Printing & Binding            | 47-10 | General Fund      | 450              |
| General Operating Supplies    | 52-10 | General Fund      | 500              |
| Fuel                          | 52-20 | General Fund      | 3,500            |
| Uniforms/Clothing Allowance   | 52-70 | General Fund      | 5,000            |
| Glock/UTC Printer/Body Cam    | 65-10 | Police Impact Fee | 2,290            |
| M4/Laptop/Radar/Taser/AED     | 65-10 | Police Impact Fee | 8,500            |
| Radios (Portable and Vehicle) | 65-10 | Police Impact Fee | 9,600            |
| Marked Vehicle                | 65-10 | Police Impact Fee | 58,700           |
| <b>Total</b>                  |       |                   | <b>\$ 92,440</b> |

**Total New Personnel Costs** **\$ 161,885**

# POLICE SUPPORT SERVICES

## PROGRAM SUMMARY

This program provides records, property and evidence, equipment and supplies, and code enforcement support for the Police Department.

## GOALS

1. To provide face-to-face assistance for individuals coming into the police department requesting public information.
2. To provide fingerprinting services to the public.
3. To compile reports for state and national government (i.e. UCR, Hate Crime, etc.) and as needed for other police department business.
4. To support the City by gathering necessary background information for contract workers and City employees that need to gain access to our facility to complete projects as well as City vendors, volunteers, and employees who have interaction with children, the elderly, or disabled.
5. To process and store agency reports, including arrests, criminal reports, radar calibrations, special operations, etc. in accordance with Florida Records Retention Laws.
6. To process requests for uniforms, equipment, and other operating items for the police department.
7. To maintain custody and storage of items being placed into evidence. This encompasses the collection, identification, lab analysis, preservation, storage, destruction and transfer of all items of evidence to other agencies.
8. To preserve and provide redacted body camera and in-car camera video for the media, attorneys or other public information requests with redaction as required.
9. Receive, investigate, and process complaints as they relate to reported violations of the City's Code of Ordinances; also initiate same.

| PERFORMANCE MEASURES                             | 2019    | 2020    | %Change | 2021 EST |
|--|---------|---------|---------|----------|
| Police calls dispatched                          | 119,484 | 140,720 | 18%     | 153,385  |
| 9-1-1 calls received                             | 5,327   | 3,428   | -36%    | 4,368    |
| Fingerprinting services revenue                  | 2,634   | 1,031   | -61%    | 1,237    |
| Report, COI, Parking Citations Revenue           | 21,581  | 15,640  | -28%    | 17,830   |
| Evidence processed (pieces)                      | 1,585   | 1,280   | -19%    | 1,300    |
| Code Enforcement activity (reports generated)    | 166     | 373     | 125%    | 429      |
| Code Enforcement (dispatched calls/assist ofcs.) | 172     | 216     | 26%     | 248      |

| <b>BUDGET SUMMARY -<br/>SUPPORT SERVICES</b> | <b>2020<br/>ACTUAL</b> | <b>2021<br/>ORIGINAL<br/>BUDGET</b> | <b>2021<br/>ADJUSTED<br/>BUDGET</b> | <b>2022<br/>BUDGET</b> |
|--|------------------------|-------------------------------------|-------------------------------------|------------------------|
| Salaries                                     | \$ 213,868             | \$ 229,800                          | \$ 229,800                          | \$ 240,800             |
| Benefits                                     | \$ 86,798              | \$ 98,201                           | \$ 98,201                           | \$ 105,758             |
| Operating                                    | \$ 515,436             | \$ 575,989                          | \$ 575,989                          | \$ 590,527             |
| <b>TOTAL</b>                                 | <b>\$ 816,102</b>      | <b>\$ 903,990</b>                   | <b>\$ 903,990</b>                   | <b>\$ 937,085</b>      |

| <b>STAFFING ANALYSIS -<br/>SUPPORT SERVICES</b> | <b>2020<br/>ACTUAL</b> | <b>2021<br/>ORIGINAL<br/>BUDGET</b> | <b>2021<br/>ADJUSTED<br/>BUDGET</b> | <b>2022<br/>BUDGET</b> |
|---|------------------------|-------------------------------------|-------------------------------------|------------------------|
| Support Services Supervisor                     | 1                      | 1                                   | 1                                   | 1                      |
| Senior Records and Equipment Specialist         | 1                      | 1                                   | 1                                   | 1                      |
| Records Specialist                              | 1                      | 1                                   | 1                                   | 1                      |
| Property and Evidence Specialist                | 1                      | 1                                   | 1                                   | 1                      |
| Senior Code Enforcement Officer                 | 1                      | 1                                   | 1                                   | 1                      |
| <b>TOTAL</b>                                    | <b>5</b>               | <b>5</b>                            | <b>5</b>                            | <b>5</b>               |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Public Safety - Police Support Services**  
**001-0323-423**

| Description                         | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|-------------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>          |                |                            |                            |                |
| 11-00 Salaries and Wages            | \$ 212,799     | \$ 224,800                 | \$ 224,800                 | \$ 235,800     |
| 14-00 Overtime                      | 1,069          | 5,000                      | 5,000                      | 5,000          |
| 21-00 FICA                          | 15,109         | 17,580                     | 17,580                     | 18,422         |
| 22-00 Employer Pension              | 20,338         | 28,725                     | 28,725                     | 30,100         |
| 23-00 Health/Life Insurance         | 41,510         | 43,395                     | 43,395                     | 47,735         |
| 24-00 Workers Compensation          | 9,841          | 8,501                      | 8,501                      | 9,501          |
| Subtotal                            | 300,666        | 328,001                    | 328,001                    | 346,558        |
| <b>Operating Expenditures:</b>      |                |                            |                            |                |
| 34-40 Contractual Services          | \$ 453,970     | \$ 488,855                 | \$ 488,855                 | \$ 503,180     |
| 40-10 Travel & Per Diem             | 2,147          | 4,000                      | 4,000                      | 4,000          |
| 41-10 Telephone & Fax               | 3,913          | 4,400                      | 4,400                      | 4,400          |
| 41-30 Radio Maintenance             | 917            | 3,000                      | 3,000                      | 3,000          |
| 42-00 Postage & Freight             | 1,940          | 1,600                      | 1,600                      | 2,000          |
| 43-10 Water/Sewer                   | 2,275          | 2,400                      | 2,400                      | 2,400          |
| 43-50 Electric                      | 7,957          | 14,000                     | 14,000                     | 14,000         |
| 44-60 Vehicle Rental                | 3,608          | 3,609                      | 3,609                      | 1,232          |
| 45-50 Insurance Costs               | 10,633         | 7,905                      | 7,905                      | 8,385          |
| 46-10 Maintenance Contracts         | 8,831          | 10,220                     | 10,220                     | 11,530         |
| 46-40 Equipment R&M                 | -              | 3,700                      | 3,700                      | 3,700          |
| 46-50 Vehicle Maintenance           | 2,691          | 2,400                      | 2,400                      | 3,000          |
| 46-60 Vehicle Maint/Contract        | -              | 500                        | 500                        | 500            |
| 47-10 Printing & Binding            | 529            | 800                        | 800                        | 800            |
| 47-30 Photocopies                   | 5,592          | 6,200                      | 6,200                      | 6,000          |
| 48-10 Promotional Activities        | 40             | 300                        | 300                        | 300            |
| 52-10 General Operating Supplies    | 8,230          | 14,000                     | 14,000                     | 14,000         |
| 52-20 Vehicle Fuel Charges          | 1,249          | 2,000                      | 2,000                      | 2,000          |
| 52-70 Uniforms & Clothing Allowance | 469            | 1,000                      | 1,000                      | 1,000          |
| 52-90 Equipment under \$1,000       | 129            | 3,000                      | 3,000                      | 3,000          |
| 54-10 Memberships/Periodicals       | 316            | 600                        | 600                        | 600            |
| 54-30 Employee Development          | -              | 1,500                      | 1,500                      | 1,500          |
| Subtotal                            | 515,436        | 575,989                    | 575,989                    | 590,527        |
| Total Costs                         | \$ 816,102     | \$ 903,990                 | \$ 903,990                 | \$ 937,085     |

# FIRE EMERGENCY OPERATIONS

## PROGRAM SUMMARY

The Lake Mary Fire Department (LMFD) provides our citizens with the highest quality fire suppression, emergency medical and rescue services. Our goal is to provide these services with the highest levels of professionalism, efficiency and expertise. The goals and objectives that are implemented this year will be periodically reviewed and updated annually to ensure their completion. They will be modified as necessary for priority changes, budgetary constraints, and planning refinements. The Emergency Operations Program budget is intended to provide for the personnel and logistical support necessary to provide a career Fire Department. This department operates out of two (2) stations, #37 on Wallace Court on the west side and #33 on East Crystal Lake Avenue in the downtown area. Both stations house an ALS Rescue/Transport unit and an ALS Engine Company. One (1) Emergency Operations Division Battalion Chief is scheduled daily to oversee the operation of field units.

## GOALS

1. To provide an average five (5) minute response 90% of the time, within the City.
2. To improve the overall health of our personnel through a systematic health and wellness program.
3. To improve our information management systems as well as our documentation practices through a rigorous and comprehensive quality assurance program.
4. Review and update our current comprehensive emergency management plan.
5. Complete three (3) year comprehensive community driven strategic plan.

| PERFORMANCE MEASURES  | 2019    | 2020    | %Change | 2021 EST |
|---|---------|---------|---------|----------|
| Total alarms  | 4,939   | 4,810   | -3%     | 4,900    |
| Medical transports  | 2,160   | 1,974   | -9%     | 2,100    |
| Fire alarms (fires and fire alarms)                               | 1,743   | 1,609   | -8%     | 1,680    |
| Other calls for service including non-transport EMS               | 1,036   | 1,227   | 18%     | 1,150    |
| Ninetieth percentile turnout time EMS calls (goal 60 seconds)     | 0:01:39 | 0:01:45 | 6%      | 0:01:35  |
| Ninetieth percentile turnout time non-EMS calls (goal 80 seconds) | 0:01:34 | 0:02:06 | 34%     | 0:01:30  |
| Ninetieth percentile response time to first due calls             | 0:08:41 | 0:07:12 | -17%    | 0:06:30  |

| <b>BUDGET SUMMARY -<br/>FIRE EMERGENCY OPERATIONS</b> | <b>2020<br/>ACTUAL</b> | <b>2021<br/>ORIGINAL<br/>BUDGET</b> | <b>2021<br/>ADJUSTED<br/>BUDGET</b> | <b>2022<br/>BUDGET</b> |
|---|------------------------|-------------------------------------|-------------------------------------|------------------------|
| Salaries  | \$ 3,114,578           | \$ 3,323,780                        | \$ 3,323,780                        | \$ 3,492,820           |
| Benefits  | \$ 1,485,836           | \$ 1,673,882                        | \$ 1,673,882                        | \$ 1,619,824           |
| Operating   | \$ 883,949             | \$ 1,064,034                        | \$ 1,064,034                        | \$ 1,047,093           |
| <b>TOTAL</b>  | <b>\$ 5,484,363</b>    | <b>\$ 6,061,696</b>                 | <b>\$ 6,061,696</b>                 | <b>\$ 6,159,737</b>    |

| <b>STAFFING ANALYSIS -<br/>FIRE EMERGENCY OPERATIONS</b> | <b>2020<br/>ACTUAL</b> | <b>2021<br/>ORIGINAL<br/>BUDGET</b> | <b>2021<br/>ADJUSTED<br/>BUDGET</b> | <b>2022<br/>BUDGET</b> |
|--|------------------------|-------------------------------------|-------------------------------------|------------------------|
| Fire Chief   | 1                      | 1                                   | 1                                   | 1                      |
| Sr. Administrative Assistant                             | 1                      | 1                                   | 0                                   | 0                      |
| Fire Administrative Coordinator                          | 0                      | 0                                   | 1                                   | 1                      |
| Deputy Chief   | 2                      | 2                                   | 2                                   | 2                      |
| Battalion Chief  | 3                      | 4                                   | 4                                   | 4                      |
| Battalion Chief Training                                 | 1                      | 0                                   | 0                                   | 0                      |
| Fire Lieutenant/EMT                                      | 1                      | 0                                   | 0                                   | 0                      |
| Fire Lieutenant/Paramedic                                | 5                      | 6                                   | 6                                   | 6                      |
| Engineer/Paramedic                                       | 0                      | 0                                   | 0                                   | 8                      |
| Engineer/EMT   | 0                      | 0                                   | 0                                   | 4                      |
| Firefighter/Paramedic                                    | 17                     | 13                                  | 13                                  | 8                      |
| Firefighter/EMT  | 13                     | 17                                  | 17                                  | 10                     |
| Reserve Firefighter (P/T)                                | 1                      | 1                                   | 1                                   | 1                      |
| <b>TOTAL</b>   | <b>45</b>              | <b>45</b>                           | <b>45</b>                           | <b>45</b>              |



**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Public Safety - Fire Emergency Operations**  
**001-0322-422**

| Description                         | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|-------------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>          |                |                            |                            |                |
| 11-00 Salaries and Wages            | \$ 2,839,894   | \$ 3,038,900               | \$ 3,038,900               | \$ 3,158,500   |
| 14-00 Overtime                      | 254,623        | 250,000                    | 250,000                    | 300,000        |
| 15-10 Fire Education Incentives     | 17,970         | 22,200                     | 22,200                     | 19,320         |
| 16-00 PM/Engineering Incentives     | 2,091          | 12,680                     | 12,680                     | 15,000         |
| 21-00 FICA                          | 229,546        | 254,270                    | 254,270                    | 267,201        |
| 22-00 Employer Pension              | 812,993        | 959,136                    | 959,136                    | 844,872        |
| 23-00 Health/Life Insurance         | 364,372        | 392,331                    | 392,331                    | 431,590        |
| 24-00 Workers Compensation          | 78,925         | 68,145                     | 68,145                     | 76,161         |
| Subtotal                            | 4,600,414      | 4,997,662                  | 4,997,662                  | 5,112,644      |
| <b>Operating Expenditures:</b>      |                |                            |                            |                |
| 34-40 Contractual Services          | \$ 100,955     | \$ 127,567                 | \$ 127,567                 | \$ 135,290     |
| 40-10 Travel & Per Diem             | 774            | 14,000                     | 14,000                     | 10,000         |
| 41-10 Telephone & Fax               | 15,221         | 16,100                     | 16,100                     | 16,100         |
| 41-30 Radio Maintenance             | 734            | 1,000                      | 1,000                      | 1,000          |
| 42-00 Postage & Freight             | 365            | 900                        | 900                        | 900            |
| 43-10 Water/Sewer                   | 4,101          | 5,000                      | 5,000                      | 5,000          |
| 43-50 Electric                      | 31,849         | 37,000                     | 37,000                     | 37,000         |
| 43-70 Utility - Gas                 | 5,104          | 5,500                      | 5,500                      | 5,500          |
| 44-50 Other Rentals                 | 1,300          | 1,500                      | 1,500                      | 1,600          |
| 44-60 Vehicle Rental                | 281,443        | 372,407                    | 372,407                    | 344,594        |
| 45-50 Insurance Costs               | 56,443         | 41,960                     | 41,960                     | 44,509         |
| 46-40 Equipment R&M                 | 25,948         | 25,000                     | 25,000                     | 28,500         |
| 46-50 Vehicle Maintenance           | 38,036         | 62,000                     | 62,000                     | 50,000         |
| 46-60 Vehicle Maint/Contract        | 73,061         | 56,000                     | 56,000                     | 65,000         |
| 47-10 Printing & Binding            | 285            | 1,000                      | 1,000                      | 1,000          |
| 47-30 Photocopies                   | 3,214          | 4,000                      | 4,000                      | 4,000          |
| 52-10 General Operating Supplies    | 104,685        | 115,000                    | 115,000                    | 115,000        |
| 52-20 Vehicle Fuel Charges          | 34,960         | 55,000                     | 55,000                     | 55,000         |
| 52-50 Licenses                      | 1,575          | 3,100                      | 3,100                      | 3,100          |
| 52-70 Uniforms & Clothing Allowance | 57,248         | 60,000                     | 60,000                     | 60,000         |
| 52-90 Equipment under \$1,000       | 5,927          | 8,000                      | 8,000                      | 13,000         |
| 54-10 Memberships/Periodicals       | 3,225          | 5,000                      | 5,000                      | 5,000          |
| 54-30 Employee Development          | 32,668         | 38,000                     | 38,000                     | 40,000         |
| <b>Capital Outlay:</b>              |                |                            |                            |                |
| 64-99 Machinery & Equipment         | 4,828          | 9,000                      | 9,000                      | 6,000          |
| Subtotal                            | 883,949        | 1,064,034                  | 1,064,034                  | 1,047,093      |
| Total Costs                         | \$ 5,484,363   | \$ 6,061,696               | \$ 6,061,696               | \$ 6,159,737   |

# FIRE PREVENTION

## PROGRAM SUMMARY

Fire Prevention provides a comprehensive fire and life safety compliance and education program for the entire Lake Mary community through inspections, plans review and public education. Annual inspections of all commercial, educational and multi-family structures in the City are conducted to ensure the minimum, state-mandated life safety requirements and City ordinances are satisfied. Pre-fire plan site visits are coordinated through fire prevention and completed by Operations personnel. Public education is provided to both the business and residential communities and covers a wide variety of programs such as fire and life safety, emergency planning and evacuation, station tours and CPR/First Responder. This program investigates all fires within the City limits for cause and determination and assists with Public Information and Emergency Management planning and response. In addition it reviews and processes all applications and plans for site development, new construction, additions, and alterations to structures located within the City and inspects the site, water supply, structural, electrical, mechanical, gas, life safety, fire detection and suppression systems at various stages of construction.

## GOALS

1. Complete 100% of annual maintenance inspections in all commercial and multi-family residential buildings within the City limits.
2. Increase delivery of Hands Only CPR program and other public education programs by 50% throughout the community by measured targeting of certain groups and occupancies.
3. Provide initial fire review of all applicable construction drawings within the targeted ten (10) business day turnaround.
4. Complete all new construction inspections on day of request - no roll overs.
5. Increase social media presence with scheduled fire safety messaging in all areas and begin providing online/virtual training for the community.
6. Maintain Community Risk Assessment and Accreditation documents as required.
7. Conduct Open House/Public Safety event/Hero Fun Run for community.
8. Maintain a fire loss value below .005 through fire safety awareness.

| PERFORMANCE MEASURES                            | 2019  | 2020  | %Change | 2021 EST |
|---|-------|-------|---------|----------|
| Public education programs provided              | 184   | 27    | -85%    | 30       |
| Public education - # of people                  | 3,544 | 1,308 | -63%    | 1,800    |
| Annual fire safety inspections & re-inspections | 1,636 | 1,636 | 0%      | 1,700    |

| <b>BUDGET SUMMARY -<br/>FIRE PREVENTION</b> | <b>2020<br/>ACTUAL</b> | <b>2021<br/>ORIGINAL<br/>BUDGET</b> | <b>2021<br/>ADJUSTED<br/>BUDGET</b> | <b>2022<br/>BUDGET</b> |
|---|------------------------|-------------------------------------|-------------------------------------|------------------------|
| Salaries                                    | \$ 270,493             | \$ 262,100                          | \$ 262,100                          | \$ 190,800             |
| Benefits                                    | \$ 87,720              | \$ 91,623                           | \$ 91,623                           | \$ 71,347              |
| Operating                                   | \$ 69,507              | \$ 91,387                           | \$ 91,387                           | \$ 88,023              |
| <b>TOTAL</b>                                | <b>\$ 427,720</b>      | <b>\$ 445,110</b>                   | <b>\$ 445,110</b>                   | <b>\$ 350,170</b>      |

| <b>STAFFING ANALYSIS -<br/>FIRE PREVENTION</b> | <b>2020<br/>ACTUAL</b> | <b>2021<br/>ORIGINAL<br/>BUDGET</b> | <b>2021<br/>ADJUSTED<br/>BUDGET</b> | <b>2022<br/>BUDGET</b> |
|--|------------------------|-------------------------------------|-------------------------------------|------------------------|
| Fire Marshal                                   | 1                      | 1                                   | 1                                   | 1                      |
| Senior Fire Inspector                          | 1                      | 1                                   | 2                                   | 2                      |
| Fire Inspector                                 | 2                      | 2                                   | 0                                   | 0                      |
| <b>TOTAL</b>                                   | <b>4</b>               | <b>4</b>                            | <b>3</b>                            | <b>3</b>               |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Public Safety - Fire Prevention**  
**001-0324-422**

| Description                          | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|--------------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>           |                |                            |                            |                |
| 11-00 Salaries and Wages             | \$ 267,341     | \$ 255,400                 | \$ 255,400                 | \$ 184,100     |
| 14-00 Overtime                       | 3,002          | 6,100                      | 6,100                      | 6,100          |
| 15-10 Fire Education Incentives      | 150            | 600                        | 600                        | 600            |
| 21-00 FICA                           | 19,343         | 20,158                     | 20,158                     | 14,597         |
| 22-00 Employer Pension               | 30,761         | 32,938                     | 32,938                     | 23,850         |
| 23-00 Health/Life Insurance          | 33,199         | 34,715                     | 34,715                     | 28,640         |
| 24-00 Workers Compensation           | 4,417          | 3,812                      | 3,812                      | 4,260          |
| Subtotal                             | 358,213        | 353,723                    | 353,723                    | 262,147        |
| <b>Operating Expenditures:</b>       |                |                            |                            |                |
| 34-40 Contractual Services           | \$ 9,595       | \$ 11,483                  | \$ 11,483                  | \$ 11,199      |
| 40-10 Travel & Per Diem              | 206            | 4,000                      | 4,000                      | 4,000          |
| 40-20 Car Allowance                  | -              | 1,200                      | 1,200                      | 1,200          |
| 41-10 Telephone & Fax                | 5,255          | 6,100                      | 6,100                      | 5,800          |
| 42-00 Postage & Freight              | 40             | 200                        | 200                        | 200            |
| 43-10 Water/Sewer                    | 297            | 550                        | 550                        | 550            |
| 43-50 Electric                       | 2,677          | 3,500                      | 3,500                      | 3,500          |
| 44-60 Vehicle Rental                 | 14,998         | 12,210                     | 12,210                     | 10,136         |
| 45-50 Insurance Costs                | 6,516          | 4,844                      | 4,844                      | 5,138          |
| 46-40 Equipment R&M                  | 66             | 5,000                      | 5,000                      | 5,000          |
| 46-50 Vehicle Maintenance            | 5,884          | 6,000                      | 6,000                      | 6,000          |
| 46-60 Vehicle Maint/Contract         | -              | 500                        | 500                        | 500            |
| 47-10 Printing & Binding             | 710            | 1,200                      | 1,200                      | 1,200          |
| 47-30 Photocopies                    | 716            | 900                        | 900                        | 900            |
| 48-10 Promotional Activities         | 10,219         | 15,000                     | 15,000                     | 15,000         |
| 51-20 Office Equipment under \$1,000 | 376            | 1,500                      | 1,500                      | 1,500          |
| 51-30 Office Supplies                | 1,802          | 2,500                      | 2,500                      | 2,500          |
| 52-20 Vehicle Fuel Charges           | 2,144          | 3,300                      | 3,300                      | 3,300          |
| 52-70 Uniforms & Clothing Allowance  | 1,742          | 3,500                      | 3,500                      | 3,500          |
| 52-90 Equipment under \$1,000        | 609            | 400                        | 400                        | 400            |
| 54-10 Memberships/Periodicals        | 1,292          | 3,500                      | 3,500                      | 2,500          |
| 54-30 Employee Development           | 1,329          | 4,000                      | 4,000                      | 4,000          |
| <b>Capital Outlay:</b>               |                |                            |                            |                |
| 64-99 Machinery & Equipment          | 3,034          | -                          | -                          | -              |
| Subtotal                             | 69,507         | 91,387                     | 91,387                     | 88,023         |
| Total Costs                          | \$ 427,720     | \$ 445,110                 | \$ 445,110                 | \$ 350,170     |

## PUBLIC WORKS - ADMINISTRATION

### PROGRAM SUMMARY

This program ensures that all work done by Public Works personnel is performed in an efficient, safe and timely manner. Activities include managing the daily work effort of each function including streets, sidewalks, storm sewers, rights-of-way maintenance, fleet management, potable water treatment and distribution, wastewater collection, reclaimed water distribution, and surface water quality. This function includes the City Engineer and Assistant City Engineer, who are responsible for developer plan review and site inspections to ensure that all subdivision and site construction complies with the City's Code of Ordinances and any applicable Development Orders.

### GOALS

1. To provide the administration of resources and personnel for all Public Works initiatives serving the community and to respond to all citizen concerns related to Public Works. This includes the implementation of a new GIS based work order system.
2. Prepare a Class A CDL training initiative for Public Works Maintenance Specialists.
3. Prepare a heavy equipment operator training initiative for Public Works Maintenance Specialists.
4. Prepare a computer literacy training initiative for all Public Works employees.

| PERFORMANCE MEASURES                               | 2019 | 2020 | %Change | 2021 EST |
|--|------|------|---------|----------|
| Work orders completed                              | 106  | 112  | 6%      | 125      |
| Purchase orders processed                          | 60   | 84   | 40%     | 75       |
| Land development plans/specs. reviewed             | 32   | 39   | 22%     | 45       |
| Citizen questions/complaints investigated          | 213  | 250  | 17%     | 250      |
| Permit applications reviewed                       | 59   | 66   | 12%     | 65       |
| Bid documents prepared by Public Works/Consultants | 6    | 3    | -50%    | 4        |

| BUDGET SUMMARY -<br>PUBLIC WORKS ADMINISTRATION | 2020<br>ACTUAL    | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET    |
|---|-------------------|----------------------------|----------------------------|-------------------|
| Salaries  | \$ 249,110        | \$ 265,600                 | \$ 265,600                 | \$ 270,000        |
| Benefits  | \$ 84,582         | \$ 82,418                  | \$ 82,418                  | \$ 86,246         |
| Operating                                       | \$ 26,415         | \$ 34,966                  | \$ 34,966                  | \$ 36,113         |
| <b>TOTAL</b>                                    | <b>\$ 360,107</b> | <b>\$ 382,984</b>          | <b>\$ 382,984</b>          | <b>\$ 392,359</b> |

| <b>STAFFING ANALYSIS -<br/>PUBLIC WORKS ADMINISTRATION</b> | <b>2020<br/>ACTUAL</b> | <b>2021<br/>ORIGINAL<br/>BUDGET</b> | <b>2021<br/>ADJUSTED<br/>BUDGET</b> | <b>2022<br/>BUDGET</b> |
|--|------------------------|-------------------------------------|-------------------------------------|------------------------|
| Public Works Director                                      | 1                      | 1                                   | 1                                   | 1                      |
| Senior Administrative Assistant                            | 1                      | 1                                   | 1                                   | 1                      |
| City Engineer (50%)*                                       | 1                      | 1                                   | 1                                   | 1                      |
| Assistant City Engineer (50%)*                             | 1                      | 1                                   | 1                                   | 1                      |
| <b>TOTAL</b>   | <b>4</b>               | <b>4</b>                            | <b>4</b>                            | <b>4</b>               |

\*City Engineer and Assistant City Engineer split 50/50 in Public Works Administration and Stormwater.

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Public Works - Administration**  
**001-0431-431**

| Description                          | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|--------------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>           |                |                            |                            |                |
| 11-00 Salaries and Wages             | \$ 249,110     | \$ 264,100                 | \$ 264,100                 | \$ 268,500     |
| 14-00 Overtime                       | -              | 1,500                      | 1,500                      | 1,500          |
| 21-00 FICA                           | 18,860         | 20,319                     | 20,319                     | 20,655         |
| 22-00 Employer Pension               | 29,217         | 33,200                     | 33,200                     | 33,750         |
| 23-00 Health/Life Insurance          | 33,199         | 26,035                     | 26,035                     | 28,640         |
| 24-00 Workers Compensation           | 3,306          | 2,864                      | 2,864                      | 3,201          |
| Subtotal                             | 333,692        | 348,018                    | 348,018                    | 356,246        |
| <b>Operating Expenditures:</b>       |                |                            |                            |                |
| 34-40 Contractual Services           | \$ 2,265       | \$ 3,253                   | \$ 3,253                   | \$ 3,202       |
| 40-10 Travel & Per Diem              | -              | 4,000                      | 4,000                      | 4,000          |
| 40-20 Car Allowance                  | 1,201          | 1,200                      | 1,200                      | 1,200          |
| 41-10 Telephone & Fax                | 2,241          | 2,200                      | 2,200                      | 2,500          |
| 42-00 Postage & Freight              | 252            | 500                        | 500                        | 500            |
| 43-10 Water/Sewer                    | 594            | 900                        | 900                        | 900            |
| 43-50 Electric                       | 5,353          | 6,800                      | 6,800                      | 6,800          |
| 44-60 Vehicle Rental                 | 2,489          | 2,489                      | 2,489                      | 2,806          |
| 45-50 Insurance Costs                | 4,597          | 3,417                      | 3,417                      | 3,625          |
| 46-40 Equipment R&M                  | 229            | 1,000                      | 1,000                      | 1,000          |
| 46-50 Vehicle Maintenance            | 1,052          | 1,200                      | 1,200                      | 1,200          |
| 46-60 Vehicle Maint/Contract         | -              | 300                        | 300                        | 300            |
| 47-10 Printing & Binding             | 66             | 280                        | 280                        | 280            |
| 47-30 Photocopies                    | 2,947          | 3,500                      | 3,500                      | 3,500          |
| 51-20 Office Equipment under \$1,000 | 1,231          | 1,000                      | 1,000                      | 1,200          |
| 51-30 Office Supplies                | 941            | 750                        | 750                        | 850            |
| 52-20 Vehicle Fuel Charges           | 327            | 700                        | 700                        | 700            |
| 52-70 Uniforms                       | 540            | 377                        | 377                        | 450            |
| 54-10 Memberships/Periodicals        | 90             | 350                        | 350                        | 350            |
| 54-30 Employee Development           | -              | 750                        | 750                        | 750            |
| Subtotal                             | 26,415         | 34,966                     | 34,966                     | 36,113         |
| Total Costs                          | \$ 360,107     | \$ 382,984                 | \$ 382,984                 | \$ 392,359     |

## PUBLIC WORKS - STREETS/SIDEWALKS

### PROGRAM SUMMARY

This program is responsible for establishing a systematic maintenance schedule for all paved streets within the City. Also, to maintain all sidewalks, signs and rights-of-way.

### GOALS

1. To make the City street system safe and convenient to use via a comprehensive maintenance system to include pavement repair and resurfacing, pavement restriping, and street sign maintenance.
2. To provide and maintain a functional network of sidewalks throughout the City.
3. To help maintain the aesthetics of the community by proper maintenance of public rights-of-way, including tree trimming and removal.

| PERFORMANCE MEASURES                     | 2019 | 2020 | %Change | 2021 EST |
|--|------|------|---------|----------|
| Paved streets maintained (tons/asphalt)  | 52   | 49   | -6%     | 50       |
| Streets resurfaced (miles)               | 1    | 7    | 600%    | 2        |
| Street signs fabricated/installed        | 130  | 151  | 16%     | 150      |
| Traffic control signs installed/replaced | 11   | 24   | 118%    | 20       |
| Sidewalks repaired (feet)                | 353  | 558  | 58%     | 500      |

| BUDGET SUMMARY -<br>PUBLIC WORKS STREETS/SIDEWALKS | 2020<br>ACTUAL    | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET    |
|--|-------------------|----------------------------|----------------------------|-------------------|
| Salaries   | \$ 68,980         | \$ 82,360                  | \$ 82,360                  | \$ 84,960         |
| Benefits   | \$ 22,029         | \$ 25,877                  | \$ 25,877                  | \$ 27,341         |
| Operating  | \$ 457,082        | \$ 550,998                 | \$ 550,998                 | \$ 576,416        |
| <b>TOTAL</b>                                       | <b>\$ 548,091</b> | <b>\$ 659,235</b>          | <b>\$ 659,235</b>          | <b>\$ 688,717</b> |

| STAFFING ANALYSIS -<br>PUBLIC WORKS STREETS/SIDEWALKS | 2020<br>ACTUAL | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET |
|---|----------------|----------------------------|----------------------------|----------------|
| Public Works Superintendent                           | 1              | 1                          | 1                          | 1              |
| <b>TOTAL</b>  | <b>1</b>       | <b>1</b>                   | <b>1</b>                   | <b>1</b>       |



**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Public Works - Streets/Sidewalks**  
**001-0432-432**

| Description                         | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|-------------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>          |                |                            |                            |                |
| 11-00 Salaries and Wages            | \$ 67,331      | \$ 70,800                  | \$ 70,800                  | \$ 73,400      |
| 14-00 Overtime                      | 609            | 10,000                     | 10,000                     | 10,000         |
| 17-10 Education Incentives          | 1,040          | 1,560                      | 1,560                      | 1,560          |
| 21-00 FICA                          | 5,144          | 6,301                      | 6,301                      | 6,500          |
| 22-00 Employer Pension              | 7,892          | 10,295                     | 10,295                     | 10,620         |
| 23-00 Health/Life Insurance         | 8,296          | 8,680                      | 8,680                      | 9,550          |
| 24-00 Workers Compensation          | 697            | 601                        | 601                        | 671            |
| Subtotal                            | 91,009         | 108,237                    | 108,237                    | 112,301        |
| <b>Operating Expenditures:</b>      |                |                            |                            |                |
| 34-40 Contractual Services          | \$ 101,712     | \$ 145,800                 | \$ 145,800                 | \$ 145,800     |
| 40-10 Travel & Per Diem             | -              | 950                        | 950                        | 950            |
| 41-10 Telephone & Fax               | 745            | 800                        | 800                        | 800            |
| 43-30 Elec/Streetlights/Signals     | 240,793        | 248,000                    | 248,000                    | 248,000        |
| 43-60 Electric Traffic Signals      | 5,620          | 6,100                      | 6,100                      | 6,100          |
| 44-30 Equipment Rental              | 1,223          | 10,000                     | 10,000                     | 10,000         |
| 44-60 Vehicle Rental                | 56,327         | 53,097                     | 53,097                     | 76,759         |
| 45-50 Insurance Costs               | 5,676          | 4,220                      | 4,220                      | 4,476          |
| 46-00 Repair & Maintenance          | 1,815          | 20,000                     | 20,000                     | 20,000         |
| 46-40 Equipment R&M                 | 3,407          | 2,000                      | 2,000                      | 3,500          |
| 46-50 Vehicle Maintenance           | 21,888         | 25,000                     | 25,000                     | 25,000         |
| 46-60 Vehicle Maint/Contract        | 4,545          | 5,000                      | 5,000                      | 5,000          |
| 47-10 Printing & Binding            | -              | 50                         | 50                         | 50             |
| 51-30 Office Supplies               | -              | 100                        | 100                        | 100            |
| 52-10 General Operating Supplies    | 7,101          | 12,500                     | 12,500                     | 12,500         |
| 52-20 Vehicle Fuel Charges          | 3,200          | 6,500                      | 6,500                      | 6,500          |
| 52-40 Chemicals                     | -              | 400                        | 400                        | 400            |
| 52-70 Uniforms & Clothing Allowance | 243            | 231                        | 231                        | 231            |
| 52-90 Equipment under \$1,000       | -              | 2,000                      | 2,000                      | 2,000          |
| 53-40 Road Materials                | 2,787          | 8,000                      | 8,000                      | 8,000          |
| 54-30 Employee Development          | -              | 250                        | 250                        | 250            |
| Subtotal                            | 457,082        | 550,998                    | 550,998                    | 576,416        |
| Total Costs                         | \$ 548,091     | \$ 659,235                 | \$ 659,235                 | \$ 688,717     |

# PARKS & RECREATION

## PROGRAM SUMMARY

To enhance and enrich the quality of life and encourage healthy lifestyles for our community through superior parks, open spaces, facilities, trails and recreational opportunities. This will be accomplished through dedicated leadership, a commitment to excellence, and effective management of resources.

## GOALS

1. To provide a diverse mix of well organized and enjoyable recreation programs for the Lake Mary community, through both department run programs and partnerships with local recreation programmers.
2. To provide a variety of special event opportunities to the Lake Mary community that people enjoy attending and that local businesses and organizations want to support through sponsorships.
3. Maintain all parks and recreational facilities at their highest levels. Oversee the contractual maintenance of Lake Mary Boulevard, Rinehart Road, Rinehart Trail, Municipal Complex, Crystal Lake Avenue, SunRail Station and Seminole Avenue. Continue to cross train staff for flexibility and succession within the department.

| PERFORMANCE MEASURES                | 2019   | 2020   | %Change | 2021 EST |
|-------------------------------------|--------|--------|---------|----------|
| Sports Complex field rental revenue | 16,204 | 38,179 | 136%    | 40,000   |
| Sports Complex program revenue      | 5,695  | 3,447  | -39%    | 4,000    |
| Central Park rental                 | 853    | 1,445  | 69%     | 2,000    |
| Splash Park revenue                 | 16,255 | 3,786  | -77%    | 15,000   |
| Farmers Market revenue              | 18,241 | 18,325 | 0%      | 26,000   |
| Summer Camp revenue                 | 72,674 | -      | -100%   | 24,000   |
| Skate Park rental                   | 550    | -      | -100%   | 500      |
| Concession revenue                  | 11,186 | 9,016  | -19%    | 10,000   |
| Special events sponsorships         | 49,191 | 31,420 | -36%    | 50,000   |

| BUDGET SUMMARY -<br>PARKS & RECREATION | 2020<br>ACTUAL      | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET      |
|--|---------------------|----------------------------|----------------------------|---------------------|
| Salaries                               | \$ 781,189          | \$ 871,460                 | \$ 871,460                 | \$ 957,960          |
| Benefits                               | \$ 317,819          | \$ 356,173                 | \$ 356,173                 | \$ 411,906          |
| Operating                              | \$ 701,575          | \$ 920,970                 | \$ 920,970                 | \$ 1,033,007        |
| <b>TOTAL</b>                           | <b>\$ 1,800,583</b> | <b>\$ 2,148,603</b>        | <b>\$ 2,148,603</b>        | <b>\$ 2,402,873</b> |

| <b>STAFFING ANALYSIS -<br/>PARKS &amp; RECREATION</b> | <b>2020<br/>ACTUAL</b> | <b>2021<br/>ORIGINAL<br/>BUDGET</b> | <b>2021<br/>ADJUSTED<br/>BUDGET</b> | <b>2022<br/>BUDGET</b> |
|---|------------------------|-------------------------------------|-------------------------------------|------------------------|
| Parks & Recreation Director                           | 1                      | 1                                   | 1                                   | 1                      |
| Assistant Parks & Recreation Director                 | 1                      | 1                                   | 1                                   | 1                      |
| Parks Superintendent                                  | 0                      | 0                                   | 1                                   | 1                      |
| Parks & Facilities Supervisor                         | 1                      | 1                                   | 0                                   | 0                      |
| Grounds Maintenance Crew Leader                       | 2                      | 2                                   | 2                                   | 2                      |
| Irrigation Crew Leader                                | 1                      | 1                                   | 1                                   | 1                      |
| Maintenance Specialist                                | 10                     | 10                                  | 10                                  | 10                     |
| Lead Recreation Assistant                             | 2                      | 2                                   | 2                                   | 2                      |
| Events Manager  | 0                      | 0                                   | 1                                   | 1                      |
| Events Coordinator                                    | 1                      | 1                                   | 1                                   | 1                      |
| Recreation Manager                                    | 0                      | 0                                   | 1                                   | 1                      |
| Recreation Assistant (P/T)                            | 2                      | 2                                   | 2                                   | 2                      |
| Summer Camp Lead Counselor (P/T)                      | 1                      | 1                                   | 1                                   | 1                      |
| Summer Camp Counselor (P/T)                           | 6                      | 6                                   | 6                                   | 6                      |
| <b>TOTAL</b>  | <b>28</b>              | <b>28</b>                           | <b>30</b>                           | <b>30</b>              |

**Note:** Recreation & Events Manager position was moved to Parks and Recreation Division and reclassified to Events Manager.

**Note:** Senior Programs Manager position was moved to Parks and Recreation Division and reclassified to Recreation Manager.

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Parks & Recreation**  
**001-0572-452**

| Description                         | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|-------------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>          |                |                            |                            |                |
| 11-00 Salaries and Wages            | \$ 767,216     | \$ 854,800                 | \$ 854,800                 | \$ 941,300     |
| 14-00 Overtime                      | 12,304         | 12,500                     | 12,500                     | 12,500         |
| 17-00 Certification Pay             | 1,669          | 4,160                      | 4,160                      | 4,160          |
| 21-00 FICA                          | 57,215         | 66,667                     | 66,667                     | 73,284         |
| 22-00 Employer Pension              | 77,009         | 102,283                    | 102,283                    | 113,177        |
| 23-00 Health/Life Insurance         | 157,715        | 164,885                    | 164,885                    | 200,480        |
| 24-00 Workers Compensation          | 25,880         | 22,338                     | 22,338                     | 24,965         |
| Subtotal                            | 1,099,008      | 1,227,633                  | 1,227,633                  | 1,369,866      |
| <b>Operating Expenditures:</b>      |                |                            |                            |                |
| 34-40 Contractual Services          | \$ 45,738      | \$ 59,652                  | \$ 59,652                  | \$ 85,736      |
| 40-10 Travel & Per Diem             | 302            | 1,200                      | 1,200                      | 1,200          |
| 40-20 Car Allowance                 | 3,600          | 3,600                      | 3,600                      | 3,600          |
| 41-10 Telephone & Fax               | 7,811          | 8,225                      | 8,225                      | 8,225          |
| 42-00 Postage & Freight             | 20             | 100                        | 100                        | 100            |
| 43-10 Water/Sewer                   | 41,106         | 35,000                     | 35,000                     | 44,000         |
| 43-50 Electric                      | 53,260         | 54,000                     | 54,000                     | 54,000         |
| 44-30 Equipment Rental              | -              | 1,200                      | 1,200                      | 1,200          |
| 44-60 Vehicle Rental                | 83,048         | 87,260                     | 87,260                     | 86,551         |
| 45-50 Insurance Costs               | 22,185         | 16,493                     | 16,493                     | 17,495         |
| 46-10 Maintenance Contracts         | 169,198        | 199,800                    | 199,800                    | 242,900        |
| 46-30 Grounds Maintenance           | 50,574         | 54,950                     | 54,950                     | 62,600         |
| 46-40 Equipment R&M                 | 6,437          | 16,300                     | 16,300                     | 16,300         |
| 46-50 Vehicle Maintenance           | 47,614         | 45,000                     | 45,000                     | 48,000         |
| 46-60 Vehicle Maint/Contract        | 4,215          | 2,500                      | 2,500                      | 4,500          |
| 47-10 Printing & Binding            | 441            | 750                        | 750                        | 750            |
| 47-30 Photocopies                   | 1,120          | 1,500                      | 1,500                      | 1,400          |
| 48-10 Promotional Activities        | 2,860          | 4,300                      | 4,300                      | 7,550          |
| 48-40 Historical Commission         | 282            | 300                        | 300                        | 300            |
| 48-50 Farmers Market Expenses       | 10,912         | 15,000                     | 15,000                     | 16,400         |
| 48-60 Summer Camp                   | -              | 44,000                     | 44,000                     | 46,200         |
| 51-30 Office Supplies               | 214            | 1,000                      | 1,000                      | -              |
| 51-70 Grounds Maint/Sports Complex  | 41,919         | 45,800                     | 45,800                     | 47,500         |
| 51-80 Irrigation Lake Mary Blvd     | 24,828         | 24,000                     | 24,000                     | 26,000         |
| 51-90 Grounds Maint/Lake Mary Blvd  | 1,354          | 35,000                     | 35,000                     | 35,000         |
| 52-10 General Operating Supplies    | 31,107         | 42,550                     | 42,550                     | 43,450         |
| 52-20 Vehicle Fuel Charges          | 12,734         | 16,500                     | 16,500                     | 16,500         |
| 52-70 Uniforms & Clothing Allowance | 4,655          | 6,125                      | 6,125                      | 6,950          |
| 52-90 Equipment under \$1,000       | 7,249          | 7,900                      | 7,900                      | 8,000          |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Parks & Recreation**  
**001-0572-452**

| <b>Description</b>              | <b>2020<br/>Actual</b> | <b>2021<br/>Original<br/>Budget</b> | <b>2021<br/>Adjusted<br/>Budget</b> | <b>2022<br/>Budget</b> |
|---------------------------------|------------------------|-------------------------------------|-------------------------------------|------------------------|
| 54-10 Memberships/Periodicals   | 2,892                  | 2,340                               | 2,340                               | 3,100                  |
| 54-30 Employee Development      | 1,333                  | 7,625                               | 7,625                               | 9,800                  |
| 55-60 Other Recreation Activity | 22,567                 | 64,500                              | 64,500                              | 64,500                 |
| <b>Capital Outlay:</b>          |                        |                                     |                                     |                        |
| 64-99 Machinery & Equipment     | -                      | 16,500                              | 16,500                              | 23,200                 |
| Subtotal                        | 701,575                | 920,970                             | 920,970                             | 1,033,007              |
| Total Costs                     | \$ 1,800,583           | \$ 2,148,603                        | \$ 2,148,603                        | \$ 2,402,873           |

# FACILITIES MAINTENANCE

## PROGRAM SUMMARY

The Facilities Maintenance division is responsible for the maintenance of City owned buildings and structures. The service provided includes maintenance of air conditioning, heating & refrigeration, carpentry, electrical, painting, plumbing and miscellaneous repairs. In addition, this division oversees contracted services for janitorial cleaning/supplies, HVAC/control systems, elevator, generators, pest control, security/fire alarm systems, fire suppression systems, overhead door operations and miscellaneous vendor services.

## GOALS

1. Maintain the physical integrity of City buildings and facilities.
2. Work towards reducing the amount of energy used in buildings by installing energy efficient lighting and ballasts.
3. Continue high levels of customer service, productivity and efficiency.
4. Maximize financial efficiency and ensure contractual compliance.
5. Provide recordkeeping and reporting, monitor efficiency, and establish long-range planning.

| PERFORMANCE MEASURES                         | 2019 | 2020 | %Change | 2021 EST |
|--|------|------|---------|----------|
| Preventive maintenance inspections completed | 243  | 263  | 8%      | 350      |
| Work orders completed                        | 943  | 619  | -34%    | 1,000    |
| % of work performed by outside contractors   | 14%  | 13%  | -7%     | 14%      |

| BUDGET SUMMARY - FACILITIES MAINTENANCE | 2020 ACTUAL       | 2021 ORIGINAL BUDGET | 2021 ADJUSTED BUDGET | 2022 BUDGET       |
|---|-------------------|----------------------|----------------------|-------------------|
| Salaries                                | \$ 142,340        | \$ 162,480           | \$ 162,480           | \$ 182,980        |
| Benefits                                | \$ 63,680         | \$ 71,313            | \$ 71,313            | \$ 79,372         |
| Operating                               | \$ 132,805        | \$ 219,732           | \$ 219,732           | \$ 226,372        |
| <b>TOTAL</b>                            | <b>\$ 338,825</b> | <b>\$ 453,525</b>    | <b>\$ 453,525</b>    | <b>\$ 488,724</b> |

| STAFFING ANALYSIS - FACILITIES MAINTENANCE | 2020 ACTUAL | 2021 ORIGINAL BUDGET | 2021 ADJUSTED BUDGET | 2022 BUDGET |
|--|-------------|----------------------|----------------------|-------------|
| Senior Administrative Assistant            | 1           | 1                    | 1                    | 1           |
| Electrician                                | 1           | 1                    | 1                    | 1           |
| Facilities Maintenance Technician          | 1           | 1                    | 1                    | 1           |
| HVAC Technician                            | 1           | 1                    | 1                    | 1           |
| <b>TOTAL</b>                               | <b>4</b>    | <b>4</b>             | <b>4</b>             | <b>4</b>    |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Parks & Recreation - Facilities Maintenance**  
**001-0519-419**

| Description                      | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|----------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>       |                |                            |                            |                |
| 11-00 Salaries and Wages         | \$ 134,853     | \$ 151,900                 | \$ 151,900                 | \$ 172,400     |
| 14-00 Overtime                   | 6,445          | 8,500                      | 8,500                      | 8,500          |
| 15-10 Incentive Pay              | 1,042          | 2,080                      | 2,080                      | 2,080          |
| 21-00 FICA                       | 10,667         | 12,430                     | 12,430                     | 13,998         |
| 22-00 Employer Pension           | 15,346         | 20,310                     | 20,310                     | 22,873         |
| 23-00 Health/Life Insurance      | 33,199         | 34,715                     | 34,715                     | 38,190         |
| 24-00 Workers Compensation       | 4,468          | 3,858                      | 3,858                      | 4,311          |
| Subtotal                         | 206,020        | 233,793                    | 233,793                    | 262,352        |
| <b>Operating Expenditures:</b>   |                |                            |                            |                |
| 34-40 Contractual Services       | \$ 3,856       | \$ 10,380                  | \$ 10,380                  | \$ 16,914      |
| 40-10 Travel & Per Diem          | -              | 700                        | 700                        | 700            |
| 41-10 Telephone & Fax            | 2,354          | 4,200                      | 4,200                      | 3,400          |
| 42-00 Postage & Freight          | -              | 100                        | 100                        | 100            |
| 43-10 Water/Sewer                | 178            | 400                        | 400                        | 400            |
| 43-50 Electric                   | 1,606          | 2,100                      | 2,100                      | 2,100          |
| 44-30 Equipment Rental           | -              | 1,500                      | 1,500                      | 3,000          |
| 44-60 Vehicle Rental             | 6,793          | 6,793                      | 6,793                      | 1,904          |
| 45-50 Insurance Costs            | 4,317          | 3,209                      | 3,209                      | 3,404          |
| 46-10 Maintenance Contracts      | 480            | -                          | -                          | -              |
| 46-20 Repair & Maint/Buildings   | 78,573         | 105,000                    | 105,000                    | 100,000        |
| 46-40 Equipment R&M              | 340            | 1,150                      | 1,150                      | 4,000          |
| 46-50 Vehicle Maintenance        | 6,633          | 5,750                      | 5,750                      | 6,000          |
| 46-60 Vehicle Maint/Contract     | -              | 1,200                      | 1,200                      | 1,200          |
| 47-10 Printing & Binding         | -              | 100                        | 100                        | 100            |
| 47-30 Photocopies                | 167            | 300                        | 300                        | 300            |
| 51-30 Office Supplies            | 358            | 500                        | 500                        | -              |
| 52-10 General Operating Supplies | 21,835         | 50,000                     | 50,000                     | 51,000         |
| 52-20 Vehicle Fuel Charges       | 3,257          | 6,000                      | 6,000                      | 6,000          |
| 52-70 Uniforms                   | 765            | 1,100                      | 1,100                      | 1,600          |
| 52-90 Equipment under \$1,000    | 1,293          | 1,200                      | 1,200                      | 1,200          |
| 54-10 Memberships/Periodicals    | -              | 500                        | 500                        | 500            |
| 54-30 Employee Development       | -              | 2,550                      | 2,550                      | 2,550          |
| 58-20 Discretionary Fund         | -              | 15,000                     | 15,000                     | 15,000         |
| <b>Capital Outlay:</b>           |                |                            |                            |                |
| 64-99 Machinery & Equipment      | -              | -                          | -                          | 5,000          |
| Subtotal                         | 132,805        | 219,732                    | 219,732                    | 226,372        |
| Total Costs                      | \$ 338,825     | \$ 453,525                 | \$ 453,525                 | \$ 488,724     |

# EVENTS CENTER

## PROGRAM SUMMARY

The Lake Mary Events Center is the premier event venue in the heart of the City's downtown. This award winning facility, located on West Crystal Lake, provides an ideal location for business meetings, conferences, weddings, receptions, banquets, ceremonies, parties and retreats for the citizens of Lake Mary and surrounding areas. The center also includes an events lawn for outdoor activities.

## GOALS

1. To offer an inviting facility to meet the growing needs of our community for special events including weddings, receptions, parties, and other social gatherings.
2. To provide a state-of-the-art facility to host meetings, conferences and retreats for local businesses.
3. To offer a venue to host City-sponsored events.

| PERFORMANCE MEASURES            | 2019       | 2020       | %Change | 2021 EST   |
|---------------------------------|------------|------------|---------|------------|
| Events Center rentals           | 299        | 175        | -41%    | 255        |
| Non-revenue meetings and events | 8          | 3          | -63%    | 5          |
| Events Center revenue           | \$ 576,468 | \$ 359,987 | -38%    | \$ 450,000 |

| BUDGET SUMMARY -<br>EVENTS CENTER | 2020<br>ACTUAL    | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET    |
|-----------------------------------|-------------------|----------------------------|----------------------------|-------------------|
| Salaries                          | \$ 235,512        | \$ 252,300                 | \$ 252,300                 | \$ 254,600        |
| Benefits                          | \$ 89,797         | \$ 97,860                  | \$ 97,860                  | \$ 103,411        |
| Operating                         | \$ 163,518        | \$ 159,217                 | \$ 159,217                 | \$ 171,043        |
| <b>TOTAL</b>                      | <b>\$ 488,827</b> | <b>\$ 509,377</b>          | <b>\$ 509,377</b>          | <b>\$ 529,054</b> |

| STAFFING ANALYSIS -<br>EVENTS CENTER             | 2020<br>ACTUAL | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET |
|--|----------------|----------------------------|----------------------------|----------------|
| Business Manager                                 | 1              | 1                          | 1                          | 1              |
| Business and Community Engagement<br>Coordinator | 1              | 1                          | 1                          | 1              |
| Events Center Assistant Manager                  | 1              | 1                          | 1                          | 1              |
| Events Center Crew Leader                        | 1              | 1                          | 1                          | 1              |
| Events Center Specialist                         | 1              | 1                          | 1                          | 1              |
| Recreation Assistant (P/T)                       | 2              | 2                          | 2                          | 2              |
| <b>TOTAL</b>                                     | <b>7</b>       | <b>7</b>                   | <b>7</b>                   | <b>7</b>       |



**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Parks & Recreation - Events Center**  
**001-0587-452**

| Description                          | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|--------------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>           |                |                            |                            |                |
| 11-00 Salaries and Wages             | \$ 234,240     | \$ 250,800                 | \$ 250,800                 | \$ 253,100     |
| 14-00 Overtime                       | 1,272          | 1,500                      | 1,500                      | 1,500          |
| 21-00 FICA                           | 17,126         | 19,301                     | 19,301                     | 19,477         |
| 22-00 Employer Pension               | 23,438         | 28,488                     | 28,488                     | 28,738         |
| 23-00 Health/Life Insurance          | 41,510         | 43,395                     | 43,395                     | 47,735         |
| 24-00 Workers Compensation           | 7,723          | 6,676                      | 6,676                      | 7,461          |
| Subtotal                             | 325,309        | 350,160                    | 350,160                    | 358,011        |
| <b>Operating Expenditures:</b>       |                |                            |                            |                |
| 34-40 Contractual Services           | \$ 30,805      | \$ 45,525                  | \$ 45,525                  | \$ 42,648      |
| 40-10 Travel & Per Diem              | -              | 600                        | 600                        | 600            |
| 40-20 Car Allowance                  | 1,200          | 1,200                      | 1,200                      | 1,200          |
| 41-10 Telephone & Fax                | 2,805          | 2,700                      | 2,700                      | 2,900          |
| 42-00 Postage & Freight              | -              | 50                         | 50                         | 50             |
| 43-10 Water/Sewer                    | 6,639          | 8,400                      | 8,400                      | 8,400          |
| 43-50 Electric                       | 51,473         | 40,000                     | 40,000                     | 52,000         |
| 45-50 Insurance Costs                | 42,691         | 31,737                     | 31,737                     | 33,665         |
| 46-20 Repair & Maint/Buildings       | 1,031          | 1,500                      | 1,500                      | 1,500          |
| 46-30 Grounds Maintenance            | 3,502          | 2,000                      | 2,000                      | 2,000          |
| 46-40 Equipment R&M                  | 2,146          | 2,000                      | 2,000                      | 2,000          |
| 47-10 Printing & Binding             | 80             | 200                        | 200                        | 200            |
| 47-30 Photocopies                    | 1,583          | 2,400                      | 2,400                      | 2,200          |
| 48-10 Promotional Activities         | 5,258          | 5,750                      | 5,750                      | 7,000          |
| 51-20 Office Equipment under \$1,000 | 549            | 500                        | 500                        | 500            |
| 51-30 Office Supplies                | 377            | 1,000                      | 1,000                      | 1,000          |
| 52-10 General Operating Supplies     | 10,326         | 4,000                      | 4,000                      | 4,000          |
| 52-70 Uniforms & Clothing Allowance  | 1,892          | 2,385                      | 2,385                      | 2,385          |
| 52-90 Equipment under \$1,000        | 562            | 500                        | 500                        | 500            |
| 54-10 Memberships/Periodical/Books   | 175            | 660                        | 660                        | 660            |
| 54-30 Employee Development           | 424            | 1,410                      | 1,410                      | 2,135          |
| <b>Capital Outlay:</b>               |                |                            |                            |                |
| 64-99 Machinery & Equipment          | -              | 4,700                      | 4,700                      | 3,500          |
| Subtotal                             | 163,518        | 159,217                    | 159,217                    | 171,043        |
| Total Costs                          | \$ 488,827     | \$ 509,377                 | \$ 509,377                 | \$ 529,054     |

# COMMUNITY CENTER

## PROGRAM SUMMARY

The Lake Mary Community Center serves the community as a space for recreational programming, small private rental space, and meeting space for City Homeowners' Association meetings. The popular summer camp program is also run out of the facility, which features eight (8) weeks of summer fun for eighty (80) local children. The facility is also the main office for the recreation division and all customer service needs for recreation programs and park rentals.

## GOALS

1. To provide a diverse mix of well organized and well enjoyed recreational programming for the Lake Mary community, through both department run programs and partnerships with local recreation programmers, while aiming to achieve 100% cost recovery.
2. To provide affordable, high quality rental space for small private events, while aiming to achieve 100% cost recovery.
3. To provide office/workspace for the recreation division to provide customer service to the City residents, guests, program participants, and customers of the parks and recreation department.

| PERFORMANCE MEASURES                | 2019      | 2020      | %Change | 2021 EST  |
|-------------------------------------|-----------|-----------|---------|-----------|
| Rentals                             | 346       | 280       | -19%    | 300       |
| Non-revenue meeting use             | 63        | 43        | -32%    | 50        |
| Recreational programs               | 366       | 213       | -42%    | 300       |
| Revenue - rental & partner programs | \$ 92,616 | \$ 64,218 | -31%    | \$ 75,000 |

| BUDGET SUMMARY -<br>COMMUNITY CENTER | 2020<br>ACTUAL    | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET    |
|--------------------------------------|-------------------|----------------------------|----------------------------|-------------------|
| Salaries                             | \$ 117,930        | \$ 118,100                 | \$ 118,100                 | \$ 54,300         |
| Benefits                             | \$ 37,886         | \$ 40,324                  | \$ 40,324                  | \$ 19,853         |
| Operating                            | \$ 56,070         | \$ 60,194                  | \$ 60,194                  | \$ 65,666         |
| <b>TOTAL</b>                         | <b>\$ 211,886</b> | <b>\$ 218,618</b>          | <b>\$ 218,618</b>          | <b>\$ 139,819</b> |

| STAFFING ANALYSIS -<br>COMMUNITY CENTER | 2020<br>ACTUAL | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET |
|---|----------------|----------------------------|----------------------------|----------------|
| Recreation & Events Manager             | 1              | 1                          | 0                          | 0              |
| Administrative Assistant                | 1              | 1                          | 1                          | 1              |
| Recreation Assistant (P/T)              | 2              | 2                          | 2                          | 2              |
| <b>TOTAL</b>                            | <b>4</b>       | <b>4</b>                   | <b>3</b>                   | <b>3</b>       |

**Note:** Recreation & Events Manager position was moved to Parks and Recreation Division and reclassified to Events Manager.

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Parks & Recreation - Community Center**  
**001-0575-452**

| Description                          | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|--------------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>           |                |                            |                            |                |
| 11-00 Salaries and Wages             | \$ 117,930     | \$ 117,900                 | \$ 117,900                 | \$ 54,100      |
| 14-00 Overtime                       | -              | 200                        | 200                        | 200            |
| 21-00 FICA                           | 8,987          | 9,035                      | 9,035                      | 4,154          |
| 22-00 Employer Pension               | 9,890          | 11,850                     | 11,850                     | 3,825          |
| 23-00 Health/Life Insurance          | 16,607         | 17,360                     | 17,360                     | 9,550          |
| 24-00 Workers Compensation           | 2,402          | 2,079                      | 2,079                      | 2,324          |
| Subtotal                             | 155,816        | 158,424                    | 158,424                    | 74,153         |
| <b>Operating Expenditures:</b>       |                |                            |                            |                |
| 34-40 Contractual Services           | \$ 7,993       | \$ 10,294                  | \$ 10,294                  | \$ 10,627      |
| 40-10 Travel & Per Diem              | -              | 600                        | 600                        | 150            |
| 41-10 Telephone & Fax                | 1,159          | 1,225                      | 1,225                      | 1,225          |
| 43-10 Water/Sewer                    | 5,307          | 7,500                      | 7,500                      | 7,000          |
| 43-50 Electric                       | 7,492          | 9,500                      | 9,500                      | 9,500          |
| 45-50 Insurance Costs                | 23,225         | 17,265                     | 17,265                     | 18,314         |
| 46-20 Repair & Maint/Buildings       | 1,949          | 1,500                      | 1,500                      | 7,000          |
| 46-30 Grounds Maintenance            | 495            | 2,000                      | 2,000                      | 3,000          |
| 46-40 Equipment R&M                  | 320            | 700                        | 700                        | 700            |
| 47-10 Printing & Binding             | -              | 400                        | 400                        | 300            |
| 47-30 Photocopies                    | 2,206          | 2,400                      | 2,400                      | 2,400          |
| 48-10 Promotional Activities         | -              | 300                        | 300                        | 200            |
| 51-20 Office Equipment under \$1,000 | 528            | 600                        | 600                        | 500            |
| 52-10 General Operating Supplies     | 4,704          | 4,000                      | 4,000                      | 4,000          |
| 52-70 Uniforms & Clothing Allowance  | 94             | 300                        | 300                        | 400            |
| 52-90 Equipment under \$1,000        | 230            | -                          | -                          | -              |
| 54-10 Memberships/Periodicals        | 368            | 610                        | 610                        | 200            |
| 54-30 Employee Development           | -              | 1,000                      | 1,000                      | 150            |
| Subtotal                             | 56,070         | 60,194                     | 60,194                     | 65,666         |
| Total Costs                          | \$ 211,886     | \$ 218,618                 | \$ 218,618                 | \$ 139,819     |

# SENIOR CENTER

## PROGRAM SUMMARY

To promote healthy aging, independence and well-being for adults 55 years and older through health, wellness, and educational recreation programs and services.

## GOALS

1. To serve an aging population with social, recreational, active and healthy opportunities. This will be accomplished by continuing to offer and improve upon quality programs such as yoga, dance and aerobic activities for physical health while also complimenting with programs that meet our resident's social needs.
2. To provide affordable, high quality rental space, while aiming to achieve 100% cost recovery.

| PERFORMANCE MEASURES    | 2019   | 2020   | %Change | 2021 EST |
|-------------------------|--------|--------|---------|----------|
| Rentals                 | 35     | 45     | 29%     | 70       |
| Non-revenue meeting use | 9      | 4      | -56%    | 8        |
| Program participants    | 20,757 | 12,608 | -39%    | 2,800    |
| Programs offered        | 1,133  | 284    | -75%    | 220      |
| Senior Center revenue   | 15,412 | 13,023 | -16%    | 14,000   |

| BUDGET SUMMARY -<br>SENIOR CENTER | 2020<br>ACTUAL    | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET   |
|-----------------------------------|-------------------|----------------------------|----------------------------|------------------|
| Salaries                          | \$ 72,755         | \$ 81,600                  | \$ 81,600                  | \$ 39,600        |
| Benefits                          | \$ 22,167         | \$ 23,883                  | \$ 23,883                  | \$ 8,187         |
| Operating                         | \$ 27,446         | \$ 42,170                  | \$ 42,170                  | \$ 38,828        |
| <b>TOTAL</b>                      | <b>\$ 122,368</b> | <b>\$ 147,653</b>          | <b>\$ 147,653</b>          | <b>\$ 86,615</b> |

| STAFFING ANALYSIS -<br>SENIOR CENTER     | 2020<br>ACTUAL | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET |
|--|----------------|----------------------------|----------------------------|----------------|
| Senior Programs Manager                  | 1              | 1                          | 0                          | 0              |
| Senior Center Assistant (P/T)            | 1              | 1                          | 0                          | 0              |
| Administrative Assistant (P/T)           | 0              | 0                          | 1                          | 1              |
| Senior Center Recreation Assistant (P/T) | 1              | 1                          | 1                          | 1              |
| <b>TOTAL</b>                             | <b>3</b>       | <b>3</b>                   | <b>2</b>                   | <b>2</b>       |

**Note:** Senior Programs Manager position was moved to Parks and Recreation Division and reclassified to Recreation Manager.

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Parks & Recreation - Senior Center**  
**001-0591-452**

| Description                          | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|--------------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>           |                |                            |                            |                |
| 11-00 Salaries and Wages             | \$ 72,755      | \$ 81,600                  | \$ 81,600                  | \$ 39,600      |
| 21-00 FICA                           | 5,420          | 6,243                      | 6,243                      | 3,030          |
| 22-00 Employer Pension               | 8,245          | 8,775                      | 8,775                      | 4,950          |
| 23-00 Health/Life Insurance          | 8,296          | 8,680                      | 8,680                      | -              |
| 24-00 Workers Compensation           | 206            | 185                        | 185                        | 207            |
| Subtotal                             | 94,922         | 105,483                    | 105,483                    | 47,787         |
| <b>Operating Expenditures:</b>       |                |                            |                            |                |
| 34-40 Contractual Services           | \$ 7,489       | \$ 10,612                  | \$ 10,612                  | \$ 8,419       |
| 40-10 Travel & Per Diem              | -              | 563                        | 563                        | 100            |
| 41-10 Telephone & Fax                | 1,052          | 1,800                      | 1,800                      | 1,200          |
| 42-00 Postage & Freight              | 5              | 100                        | 100                        | 100            |
| 43-10 Water/Sewer                    | 891            | 1,100                      | 1,100                      | 1,100          |
| 43-50 Electric                       | 8,030          | 10,300                     | 10,300                     | 10,300         |
| 45-50 Insurance Costs                | 4,956          | 3,685                      | 3,685                      | 3,909          |
| 47-10 Printing & Binding             | 80             | 500                        | 500                        | 500            |
| 47-30 Photocopies                    | 868            | 1,400                      | 1,400                      | 1,200          |
| 48-10 Promotional Activities         | 78             | 475                        | 475                        | 900            |
| 49-91 Instructor Fees                | 2,067          | 5,720                      | 5,720                      | 5,720          |
| 51-20 Office Equipment under \$1,000 | -              | 400                        | 400                        | 200            |
| 51-30 Office Supplies                | 123            | 1,000                      | 1,000                      | 1,000          |
| 52-10 General Operating Supplies     | 1,616          | 2,675                      | 2,675                      | 2,420          |
| 52-70 Uniforms & Clothing Allowance  | 31             | 80                         | 80                         | 500            |
| 52-90 Equipment Under \$1,000        | -              | 1,600                      | 1,600                      | 1,000          |
| 54-10 Memberships/Periodicals        | 160            | 160                        | 160                        | 160            |
| 54-30 Employee Development           | -              | -                          | -                          | 100            |
| Subtotal                             | 27,446         | 42,170                     | 42,170                     | 38,828         |
| Total Costs                          | \$ 122,368     | \$ 147,653                 | \$ 147,653                 | \$ 86,615      |

# TENNIS CENTER

## PROGRAM SUMMARY

The Lake Mary Tennis Center serves the community as a premier tennis facility in Seminole County, and features seven Har-Tru clay soft courts. In addition to providing courts for member and guest self-organized play, the facility also coordinates a variety of programming for tennis players of all ages and skill levels. From a youth tennis program, to individual private lessons, the Lake Mary Tennis Center provides the community with a high quality tennis facility. The facility also serves as a satellite office for the recreation division, allowing a base of operations for all activities and programs at the Lake Mary Sports Complex.

## GOALS

1. To provide a quality tennis facility for the Tennis Center membership and daily guests, while aiming for an 80% cost recovery for the facility.
2. To provide well organized and enjoyed tennis programming, through both department run programs, as well as thoses delivered through contracted tennis professionals.
3. To provide an opportunity for the Lake Mary community to receive high quality tennis instruction from sanctioned tennis professionals.

| PERFORMANCE MEASURES | 2019      | 2020      | %Change | 2021 EST  |
|----------------------|-----------|-----------|---------|-----------|
| Tennis memberships   | 162       | 212       | 31%     | 180       |
| Facility revenue     | \$ 65,769 | \$ 61,088 | -7%     | \$ 65,000 |

| BUDGET SUMMARY -<br>TENNIS CENTER | 2020<br>ACTUAL    | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET    |
|-----------------------------------|-------------------|----------------------------|----------------------------|-------------------|
| Salaries                          | \$ 33,991         | \$ 34,180                  | \$ 34,180                  | \$ 38,700         |
| Benefits                          | \$ 16,324         | \$ 16,608                  | \$ 16,608                  | \$ 18,511         |
| Operating                         | \$ 66,059         | \$ 77,409                  | \$ 77,409                  | \$ 59,797         |
| <b>TOTAL</b>                      | <b>\$ 116,374</b> | <b>\$ 128,197</b>          | <b>\$ 128,197</b>          | <b>\$ 117,008</b> |

| STAFFING ANALYSIS -<br>TENNIS CENTER | 2020<br>ACTUAL | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET |
|--------------------------------------|----------------|----------------------------|----------------------------|----------------|
| Tennis Center Coordinator            | 1              | 1                          | 1                          | 1              |
| <b>TOTAL</b>                         | <b>1</b>       | <b>1</b>                   | <b>1</b>                   | <b>1</b>       |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Parks & Recreation - Tennis Center**  
**001-0595-452**

| Description                          | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|--------------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>           |                |                            |                            |                |
| 11-00 Salaries and Wages             | \$ 32,526      | \$ 32,900                  | \$ 32,900                  | \$ 37,200      |
| 14-00 Overtime                       | 1,465          | 1,280                      | 1,280                      | 1,500          |
| 21-00 FICA                           | 2,568          | 2,615                      | 2,615                      | 2,961          |
| 22-00 Employer Pension               | 4,246          | 4,273                      | 4,273                      | 4,838          |
| 23-00 Health/Life Insurance          | 8,296          | 8,680                      | 8,680                      | 9,550          |
| 24-00 Workers Compensation           | 1,214          | 1,040                      | 1,040                      | 1,162          |
| Subtotal                             | 50,315         | 50,788                     | 50,788                     | 57,211         |
| <b>Operating Expenditures:</b>       |                |                            |                            |                |
| 34-40 Contractual Services           | \$ 5,000       | \$ 5,156                   | \$ 5,156                   | \$ 6,096       |
| 40-10 Travel & Per Diem              | -              | 100                        | 100                        | 100            |
| 43-10 Water/Sewer                    | 4,779          | 4,000                      | 4,000                      | 5,000          |
| 43-50 Electric                       | 12,511         | 15,800                     | 15,800                     | 15,800         |
| 45-50 Insurance Costs                | 5,157          | 3,833                      | 3,833                      | 4,066          |
| 46-10 Maintenance Contracts          | 18,300         | 26,000                     | 26,000                     | 5,000          |
| 46-30 Grounds Maintenance            | 5,642          | 1,000                      | 1,000                      | 2,000          |
| 46-40 Equipment R&M                  | 2,648          | 3,600                      | 3,600                      | 3,600          |
| 47-10 Printing & Binding             | 112            | 700                        | 700                        | 700            |
| 47-30 Photocopies                    | 671            | 1,000                      | 1,000                      | 1,000          |
| 48-10 Promotional Activities         | 269            | 1,300                      | 1,300                      | 2,100          |
| 51-20 Office Equipment under \$1,000 | 323            | 700                        | 700                        | 1,000          |
| 52-10 General Operating Supplies     | 10,239         | 6,000                      | 6,000                      | 10,515         |
| 52-70 Uniforms                       | 18             | 100                        | 100                        | 200            |
| 52-90 Equipment under \$1,000        | 230            | -                          | -                          | -              |
| 54-10 Memberships/Periodicals        | 160            | 160                        | 160                        | 160            |
| 54-30 Employee Development           | -              | 960                        | 960                        | 960            |
| <b>Capital Outlay:</b>               |                |                            |                            |                |
| 64-99 Machinery & Equipment          | -              | 7,000                      | 7,000                      | 1,500          |
| Subtotal                             | 66,059         | 77,409                     | 77,409                     | 59,797         |
| Total Costs                          | \$ 116,374     | \$ 128,197                 | \$ 128,197                 | \$ 117,008     |

## **SPECIAL REVENUE FUNDS**

Special Revenue Funds account for the proceeds of specific revenue sources that are legally restricted for specified purposes.

**POLICE EDUCATION FUND** - This fund accounts for the \$2.00 assessment on each traffic citation restricted to criminal justice education and training in accordance with Chapter 938.15, Florida Statutes.

**IMPACT FEE FUNDS** - These funds account for impact fees levied on new development and are restricted to fund capital facilities and equipment directly related to new growth.

**LAW ENFORCEMENT TRUST FUNDS** - These funds account for state and federal forfeiture funds used for School Resource Officers, crime prevention, drug education programs or other law enforcement purposes in accordance with Chapter 932.705, Florida Statutes.

**LAKE MARY CEMETERY FUND** - This fund accounts for the operation of the cemetery including plot sales and maintenance.





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**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**All Special Revenue Funds Summary**

| Description                         | 2020<br>Actual    | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget    |
|-------------------------------------|-------------------|----------------------------|----------------------------|-------------------|
| <b>Fund Balance, October 1</b>      | \$ 702,867        | \$ 829,462                 | \$ 829,462                 | \$ 732,937        |
| <b>Revenue:</b>                     |                   |                            |                            |                   |
| Operating Revenue                   | \$ 215,541        | \$ 78,500                  | \$ 78,500                  | \$ 75,000         |
| Interest/Other                      | 11,194            | 5,175                      | 5,175                      | 695               |
| Carry Forward Fund Balance          | -                 | -                          | -                          | 150,000           |
| Total Revenue                       | 226,735           | 83,675                     | 83,675                     | 225,695           |
| <b>Expenditures:</b>                |                   |                            |                            |                   |
| Operating Expenditures              | \$ 12,981         | \$ 20,200                  | \$ 20,200                  | \$ 20,200         |
| Capital Outlays                     | 87,159            | 160,000                    | 160,000                    | 259,090           |
| Total Expenditures                  | 100,140           | 180,200                    | 180,200                    | 279,290           |
| Increase (Decrease) in Fund Balance | 126,595           | (96,525)                   | (96,525)                   | (53,595)          |
| <b>Fund Balance, September 30</b>   | <b>\$ 829,462</b> | <b>\$ 732,937</b>          | <b>\$ 732,937</b>          | <b>\$ 679,342</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Police 2nd Dollar Education and Training Fund**  
**101-0321-421**

| Description                         | 2020<br>Actual    | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget    |
|-------------------------------------|-------------------|----------------------------|----------------------------|-------------------|
| <b>Fund Balance, October 1</b>      | \$ 123,705        | \$ 127,109                 | \$ 127,109                 | \$ 126,309        |
| <b>Revenue:</b>                     |                   |                            |                            |                   |
| Police Education Revenue            | \$ 7,649          | \$ 8,000                   | \$ 8,000                   | \$ 7,500          |
| Interest Income                     | 1,684             | 1,200                      | 1,200                      | 120               |
| Total Revenue                       | 9,333             | 9,200                      | 9,200                      | 7,620             |
| <b>Expenditures:</b>                |                   |                            |                            |                   |
| Training Expenditures               | \$ 5,929          | \$ 10,000                  | \$ 10,000                  | \$ 10,000         |
| Total Expenditures                  | 5,929             | 10,000                     | 10,000                     | 10,000            |
| Increase (Decrease) in Fund Balance | 3,404             | (800)                      | (800)                      | (2,380)           |
| <b>Fund Balance, September 30</b>   | <b>\$ 127,109</b> | <b>\$ 126,309</b>          | <b>\$ 126,309</b>          | <b>\$ 123,929</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Law Enforcement Trust Fund - State**  
**102-0321-421**

| Description                         | 2020<br>Actual   | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget   |
|-------------------------------------|------------------|----------------------------|----------------------------|------------------|
| <b>Fund Balance, October 1</b>      | \$ 51,431        | \$ 50,424                  | \$ 50,424                  | \$ 52,774        |
| <b>Revenue:</b>                     |                  |                            |                            |                  |
| Forfeitures                         | \$ 492           | \$ 3,500                   | \$ 3,500                   | \$ 500           |
| Interest Income                     | 701              | 450                        | 450                        | 50               |
| Total Revenue                       | 1,193            | 3,950                      | 3,950                      | 550              |
| <b>Expenditures:</b>                |                  |                            |                            |                  |
| DARE/FOCUS Program                  | \$ -             | \$ -                       | \$ -                       | \$ -             |
| Capital - Vehicle & Equipment       | -                | -                          | -                          | -                |
| Donations                           | 2,200            | 1,600                      | 1,600                      | 1,600            |
| Total Expenditures                  | 2,200            | 1,600                      | 1,600                      | 1,600            |
| Increase (Decrease) in Fund Balance | (1,007)          | 2,350                      | 2,350                      | (1,050)          |
| <b>Fund Balance, September 30</b>   | <b>\$ 50,424</b> | <b>\$ 52,774</b>           | <b>\$ 52,774</b>           | <b>\$ 51,724</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Law Enforcement Trust Fund - Federal**  
**106-0321-421**

| Description                         | 2020<br>Actual   | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget   |
|-------------------------------------|------------------|----------------------------|----------------------------|------------------|
| <b>Fund Balance, October 1</b>      | \$ 1,943         | \$ 27,296                  | \$ 27,296                  | \$ 27,296        |
| <b>Revenue:</b>                     |                  |                            |                            |                  |
| Forfeitures                         | \$ 25,317        | \$ -                       | \$ -                       | \$ -             |
| Interest Income                     | 36               | -                          | -                          | -                |
| Total Revenue                       | 25,353           | -                          | -                          | -                |
| <b>Expenditures:</b>                |                  |                            |                            |                  |
| Operating Expenditures              | \$ -             | \$ -                       | \$ -                       | \$ -             |
| Total Expenditures                  | -                | -                          | -                          | -                |
| Increase (Decrease) in Fund Balance | 25,353           | -                          | -                          | -                |
| <b>Fund Balance, September 30</b>   | <b>\$ 27,296</b> | <b>\$ 27,296</b>           | <b>\$ 27,296</b>           | <b>\$ 27,296</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Police Impact Fees Fund**  
**110-0321-421**

| Description                         | 2020<br>Actual    | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget   |
|-------------------------------------|-------------------|----------------------------|----------------------------|------------------|
| <b>Fund Balance, October 1</b>      | \$ 108,843        | \$ 108,158                 | \$ 108,158                 | \$ 133,658       |
| <b>Revenue:</b>                     |                   |                            |                            |                  |
| Impact Fees                         | \$ 51,244         | \$ 25,000                  | \$ 25,000                  | \$ 25,000        |
| Interest                            | 1,882             | 500                        | 500                        | 125              |
| Total Revenue                       | 53,126            | 25,500                     | 25,500                     | 25,125           |
| <b>Expenditures:</b>                |                   |                            |                            |                  |
| Capital - Vehicle & Equipment       | \$ 53,811         | \$ -                       | \$ -                       | \$ 79,090        |
| Total Expenditures                  | 53,811            | -                          | -                          | 79,090           |
| Increase (Decrease) in Fund Balance | (685)             | 25,500                     | 25,500                     | (53,965)         |
| <b>Fund Balance, September 30</b>   | <b>\$ 108,158</b> | <b>\$ 133,658</b>          | <b>\$ 133,658</b>          | <b>\$ 79,693</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Personnel Request Form**

**Dep/Div Number: 321**

**Title: Police Officer**

**Dep/Div Name: Police**

**Justification/Description/Location:**

We are requesting one (1) new police officer for fiscal year 2022. This officer will be placed in the Special Operations Division and will supplement both day shift and night shift by providing overlapping coverage (typically 12pm-12am). The department currently has one (1) officer assigned to this schedule but he/she only provides coverage for four (4) days each week. This additional officer will allow us to provide coverage twelve hours (12) a day, seven days (7) a week for this overlapping shift. The officer will be in a marked patrol vehicle and will respond to calls for service and conduct proactive patrols. He/she will be available for emergencies or assignments as called upon. With additional apartments, homes, businesses and road construction projects commencing, this additional officer will help reduce and balance the workload of the officers assigned to road patrol.

**Impact on Personnel Costs:**

| Description        | Code  | Funding Source | New Cost         |
|--------------------|-------|----------------|------------------|
| Salaries and Wages | 11-00 | General Fund   | 44,100           |
| Overtime           | 14-00 | General Fund   | 2,200            |
| Incentive Pay      | 15-10 | General Fund   | 960              |
| FICA               | 21-00 | General Fund   | 3,615            |
| Pension            | 22-00 | General Fund   | 7,420            |
| Health Insurance   | 23-00 | General Fund   | 9,550            |
| Workers' Comp      | 24-00 | General Fund   | 1,600            |
| <b>Total</b>       |       |                | <b>\$ 69,445</b> |

**Impact On Other Costs:**

| Description                   | Code  | Funding Source    | New Cost         |
|-------------------------------|-------|-------------------|------------------|
| Travel & Training             | 40-10 | General Fund      | 800              |
| Telephone/Fax                 | 41-10 | General Fund      | 600              |
| Vehicle Maintenance           | 46-50 | General Fund      | 2,500            |
| Printing & Binding            | 47-10 | General Fund      | 450              |
| General Operating Supplies    | 52-10 | General Fund      | 500              |
| Fuel                          | 52-20 | General Fund      | 3,500            |
| Uniforms/Clothing Allowance   | 52-70 | General Fund      | 5,000            |
| Glock/UTC Printer/Body Cam    | 65-10 | Police Impact Fee | 2,290            |
| M4/Laptop/Radar/Taser/AED     | 65-10 | Police Impact Fee | 8,500            |
| Radios (Portable and Vehicle) | 65-10 | Police Impact Fee | 9,600            |
| Marked Vehicle                | 65-10 | Police Impact Fee | 58,700           |
| <b>Total</b>                  |       |                   | <b>\$ 92,440</b> |

**Total New Personnel Costs** **\$ 161,885**

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Fire Impact Fees Fund**  
**111-0322-422**

| Description                         | 2020<br>Actual    | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget    |
|-------------------------------------|-------------------|----------------------------|----------------------------|-------------------|
| <b>Fund Balance, October 1</b>      | \$ 210,216        | \$ 255,208                 | \$ 255,208                 | \$ 272,008        |
| <b>Revenue:</b>                     |                   |                            |                            |                   |
| Impact Fees                         | \$ 72,700         | \$ 15,000                  | \$ 15,000                  | \$ 15,000         |
| Interest                            | 3,847             | 1,800                      | 1,800                      | 250               |
| Total Revenue                       | 76,547            | 16,800                     | 16,800                     | 15,250            |
| <b>Expenditures:</b>                |                   |                            |                            |                   |
| Capital - Vehicle & Equipment       | \$ 31,555         | \$ -                       | \$ -                       | \$ -              |
| Total Expenditures                  | 31,555            | -                          | -                          | -                 |
| Increase (Decrease) in Fund Balance | 44,992            | 16,800                     | 16,800                     | 15,250            |
| <b>Fund Balance, September 30</b>   | <b>\$ 255,208</b> | <b>\$ 272,008</b>          | <b>\$ 272,008</b>          | <b>\$ 287,258</b> |



**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Public Works Impact Fees Fund**  
**112-0431-431**

| Description                         | 2020<br>Actual   | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget   |
|-------------------------------------|------------------|----------------------------|----------------------------|------------------|
| <b>Fund Balance, October 1</b>      | \$ 27,456        | \$ 38,215                  | \$ 38,215                  | \$ 40,465        |
| <b>Revenue:</b>                     |                  |                            |                            |                  |
| Impact Fees                         | \$ 10,230        | \$ 2,000                   | \$ 2,000                   | \$ 2,000         |
| Interest                            | 529              | 250                        | 250                        | 50               |
| Total Revenue                       | 10,759           | 2,250                      | 2,250                      | 2,050            |
| <b>Expenditures:</b>                |                  |                            |                            |                  |
| Capital - Vehicle & Equipment       | \$ -             | \$ -                       | \$ -                       | \$ -             |
| Total Expenditures                  | -                | -                          | -                          | -                |
| Increase (Decrease) in Fund Balance | 10,759           | 2,250                      | 2,250                      | 2,050            |
| <b>Fund Balance, September 30</b>   | <b>\$ 38,215</b> | <b>\$ 40,465</b>           | <b>\$ 40,465</b>           | <b>\$ 42,515</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Recreation Impact Fees Fund**  
**113-0572-452**

| Description                          | 2020<br>Actual    | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget   |
|--------------------------------------|-------------------|----------------------------|----------------------------|------------------|
| <b>Fund Balance, October 1</b>       | \$ 134,151        | \$ 167,042                 | \$ 167,042                 | \$ 37,842        |
| <b>Revenue:</b>                      |                   |                            |                            |                  |
| Impact Fees                          | \$ 32,459         | \$ 20,000                  | \$ 20,000                  | \$ 20,000        |
| Interest                             | 2,225             | 800                        | 800                        | 50               |
| Carry Forward Fund Balance           | -                 | -                          | -                          | 150,000          |
| Total Revenue                        | 34,684            | 20,800                     | 20,800                     | 170,050          |
| <b>Expenditures:</b>                 |                   |                            |                            |                  |
| Capital - Heritage Park Improvements | \$ 1,793          | \$ 150,000                 | \$ 150,000                 | \$ 180,000       |
| Total Expenditures                   | 1,793             | 150,000                    | 150,000                    | 180,000          |
| Increase (Decrease) in Fund Balance  | 32,891            | (129,200)                  | (129,200)                  | (9,950)          |
| <b>Fund Balance, September 30</b>    | <b>\$ 167,042</b> | <b>\$ 37,842</b>           | <b>\$ 37,842</b>           | <b>\$ 27,892</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 113**  
**Project Title: Heritage Park Improvements**  
**Dep/Div Name: Parks and Recreation**

**Justification/Description/Location:**

Heritage Park is a historical tribute at the intersection of Greenleaf Lane and Palmetto Avenue. It is dedicated to the history of Lake Mary and to the memory of those who have served and honors our first responders. The park has been developed with a points of history walk with interpretive signs, other amenities and landscaping. This second phase includes installation of a fountain and various monuments recognizing branches of military, individuals who have served, a wall identifying wars the U.S. has fought in and monuments recognizing our Lake Mary Police and Fire Departments.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------|---|------------------|
| Land            | -   | -                |
| Building        | -   | -                |
| Construction    | 150,000   | 30,000           |
| Equipment       | -   | -                |
| Vehicles        | -   | -                |
| Miscellaneous   | -   | -                |
| <b>Total</b>    | <b>\$ 150,000</b>                               | <b>\$ 30,000</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                       | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------------------------|---|------------------|
| General Fund                      | -   | -                |
| Water/Sewer Fund                  | -   | -                |
| Stormwater Fund                   | -   | -                |
| Vehicle Replacement Fund          | -   | -                |
| Other: Recreation Impact Fee Fund | 150,000   | 30,000           |
| <b>Total Funding Source</b>       | <b>\$ 150,000</b>                               | <b>\$ 30,000</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Lake Mary Cemetery Fund**  
**118-0572-452**

| Description                                 | 2020<br>Actual   | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget   |
|---|------------------|----------------------------|----------------------------|------------------|
| <b>Fund Balance, October 1</b>              | \$ 45,122        | \$ 56,010                  | \$ 56,010                  | \$ 42,585        |
| <b>Revenue:</b>                             |                  |                            |                            |                  |
| Cemetery Sales                              | \$ 15,450        | \$ 5,000                   | \$ 5,000                   | \$ 5,000         |
| Interest/Other                              | 290              | 175                        | 175                        | 50               |
| Total Revenue                               | 15,740           | 5,175                      | 5,175                      | 5,050            |
| <b>Expenditures:</b>                        |                  |                            |                            |                  |
| Postage & Freight                           | \$ -             | \$ 100                     | \$ 100                     | \$ 100           |
| Water                                       | 4,270            | 5,500                      | 5,500                      | 5,500            |
| Grounds Maintenance                         | 408              | 2,000                      | 2,000                      | 2,000            |
| General Operating Supplies                  | 174              | 1,000                      | 1,000                      | 1,000            |
| Capital Outlay - Cemetery Irrigation System | -                | 10,000                     | 10,000                     | -                |
| Total Expenditures                          | 4,852            | 18,600                     | 18,600                     | 8,600            |
| Increase (Decrease) in Fund Balance         | 10,888           | (13,425)                   | (13,425)                   | (3,550)          |
| <b>Fund Balance, September 30</b>           | <b>\$ 56,010</b> | <b>\$ 42,585</b>           | <b>\$ 42,585</b>           | <b>\$ 39,035</b> |



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## **DEBT SERVICE FUND**

Debt Service Funds are used to account for the accumulation of resources to pay principal, interest and related costs of general long-term debt.



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**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Debt Service Fund Summary**

| Description                         | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|-------------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Fund Balance, October 1</b>      | \$ 310,001     | \$ -                       | \$ -                       | \$ -           |
| <b>Revenue and Other Sources:</b>   |                |                            |                            |                |
| Transfers In - General Fund         | 2,454,083      | -                          | -                          | -              |
| Total Revenues                      | 2,454,083      | -                          | -                          | -              |
| <b>Expenditures:</b>                |                |                            |                            |                |
| Series 2012 Refunding Notes         |                |                            |                            |                |
| Principal                           | 2,663,000      | -                          | -                          | -              |
| Interest                            | 101,084        | -                          | -                          | -              |
| Total Expenditures                  | 2,764,084      | -                          | -                          | -              |
| Increase (Decrease) in Fund Balance | (310,001)      | -                          | -                          | -              |
| <b>Fund Balance, September 30</b>   | \$ -           | \$ -                       | \$ -                       | \$ -           |





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## **CAPITAL PROJECT FUNDS**

The Capital Project Funds account for the acquisition or construction of capital facilities, equipment purchases, and general capital improvements, estimated to cost in excess of \$5,000, funded from General Fund transfers.

The One-Cent Infrastructure Sales Tax Fund accounts for City road construction projects funded by the use of the extra one cent sales tax approved by voter referendum. The 3rd Generation Sales Tax began January 1, 2015 for a period of ten (10) years.



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**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**All Capital Project Funds Summary**

| Description                         | 2020<br>Actual      | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget      |
|-------------------------------------|---------------------|----------------------------|----------------------------|---------------------|
| <b>Fund Balance, October 1</b>      | \$ 3,075,466        | \$ 2,497,194               | \$ 2,497,194               | \$ 1,851,253        |
| <b>Revenue and Other Sources:</b>   |                     |                            |                            |                     |
| Intergovernmental Revenue           | \$ 986,966          | \$ 3,665,000               | \$ 3,665,000               | \$ 1,015,000        |
| Interest                            | 25,282              | 12,000                     | 12,000                     | 1,500               |
| Transfers In - General Fund         | 917,250             | 125,000                    | 125,000                    | 545,000             |
| Carry Forward Fund Balance          | -                   | 32,000                     | 32,000                     | 1,032,000           |
| Total Revenue and Other Sources     | 1,929,498           | 3,834,000                  | 3,834,000                  | 2,593,500           |
| <b>Expenditures:</b>                |                     |                            |                            |                     |
| Capital Projects                    | \$ 2,320,891        | \$ 4,369,941               | \$ 4,369,941               | \$ 3,070,077        |
| Admin Projects                      | 186,879             | 110,000                    | 110,000                    | 165,000             |
| Total Expenditures                  | 2,507,770           | 4,479,941                  | 4,479,941                  | 3,235,077           |
| Increase (Decrease) in Fund Balance | (578,272)           | (645,941)                  | (645,941)                  | (641,577)           |
| <b>Fund Balance, September 30</b>   | <b>\$ 2,497,194</b> | <b>\$ 1,851,253</b>        | <b>\$ 1,851,253</b>        | <b>\$ 1,209,676</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Capital Project Fund**

| Description                         | 2020<br>Actual    | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget    |
|-------------------------------------|-------------------|----------------------------|----------------------------|-------------------|
| <b>Fund Balance, October 1</b>      | \$ 973,170        | \$ 990,103                 | \$ 990,103                 | \$ 311,788        |
| <b>Revenue and Other Sources:</b>   |                   |                            |                            |                   |
| Intergovernmental Revenue           | \$ -              | \$ -                       | \$ -                       | \$ -              |
| Transfers In - General Fund         | 917,250           | 125,000                    | 125,000                    | 545,000           |
| Carry Forward Fund Balance          | -                 | 32,000                     | 32,000                     | 32,000            |
| Total Revenue and Other Sources     | 917,250           | 157,000                    | 157,000                    | 577,000           |
| <b>Expenditures:</b>                |                   |                            |                            |                   |
| Capital Projects                    | \$ 713,438        | \$ 725,315                 | \$ 725,315                 | \$ 570,077        |
| Administrative Projects             | 186,879           | 110,000                    | 110,000                    | 165,000           |
| Total Expenditures                  | 900,317           | 835,315                    | 835,315                    | 735,077           |
| Increase (Decrease) in Fund Balance | 16,933            | (678,315)                  | (678,315)                  | (158,077)         |
| <b>Fund Balance, September 30</b>   | <b>\$ 990,103</b> | <b>\$ 311,788</b>          | <b>\$ 311,788</b>          | <b>\$ 153,711</b> |

# City of Lake Mary, Florida

## Fiscal Year 2022 Operating Budget

### Schedule of Capital Projects

| Project Description                 | 2021 Carry Forward | 2022 Budget | Total Available Budget |
|-------------------------------------|--------------------|-------------|------------------------|
| <b>General Government</b>           |                    |             |                        |
| Computer Replacement                | \$ -               | \$ 15,000   | \$ 15,000              |
| Network Upgrade & Development       | -                  | 82,500      | 82,500                 |
| Subtotal                            | -                  | 97,500      | 97,500                 |
| <b>Police</b>                       |                    |             |                        |
| Laptop Computer Replacement         | -                  | 29,000      | 29,000                 |
| Radio Replacement                   | -                  | 28,677      | 28,677                 |
| AED Replacement                     | -                  | 8,100       | 8,100                  |
| Subtotal                            | -                  | 65,777      | 65,777                 |
| <b>Fire</b>                         |                    |             |                        |
| Radio Speaker Mics                  | -                  | 6,800       | 6,800                  |
| X Series Cardiac Monitor            | -                  | 42,000      | 42,000                 |
| Automated External Defibrillators   | -                  | 13,000      | 13,000                 |
| Ballistic Protection Gear           | -                  | 15,000      | 15,000                 |
| SCBA Cylinder Accountability System | -                  | 13,000      | 13,000                 |
| Subtotal                            | -                  | 89,800      | 89,800                 |
| <b>PW: Streets &amp; Sidewalks</b>  |                    |             |                        |
| Parking Lot Rehabilitation          | -                  | 20,000      | 20,000                 |
| Street Lighting Additions           | 32,000             | -           | 32,000                 |
| Subtotal                            | 32,000             | 20,000      | 52,000                 |
| <b>Facilities Maintenance</b>       |                    |             |                        |
| City Hall Maintenance               | -                  | 70,000      | 70,000                 |
| Police Department Maintenance       | -                  | 60,000      | 60,000                 |
| Fire Department Maintenance         | -                  | 10,000      | 10,000                 |
| Events Center Maintenance           | -                  | 10,000      | 10,000                 |
| Subtotal                            | -                  | 150,000     | 150,000                |
| <b>Parks and Recreation</b>         |                    |             |                        |
| Central Park Improvements           | -                  | 50,000      | 50,000                 |
| Sports Complex Improvements         | -                  | 50,000      | 50,000                 |
| Park Improvements                   | -                  | 15,000      | 15,000                 |
| Subtotal                            | -                  | 115,000     | 115,000                |
| <b>Administrative Projects</b>      |                    |             |                        |
| City Facilities - Roof Replacement  | -                  | 125,000     | 125,000                |
| City Facilities - A/C Replacement   | -                  | 40,000      | 40,000                 |
| Subtotal                            | -                  | 165,000     | 165,000                |
| Total Capital Project Funds         | \$ 32,000          | \$ 703,077  | \$ 735,077             |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 215**  
**Project Title: Computer Replacement**  
**Dep/Div Name: Information Systems**

**Justification/Description/Location:**

Funding to replace computers as needed by various departments. The IT staff will determine along with each department when there is a need to purchase a replacement computer. Approximately twelve (12) desktop/laptop computers will be replaced in FY 2022.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------|---|------------------|
| Land            | -   | -                |
| Building        | -   | -                |
| Construction    | -   | -                |
| Equipment       | -   | 15,000           |
| Vehicles        | -   | -                |
| Miscellaneous   | -   | -                |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 15,000</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------------------|---|------------------|
| General Fund                | -   | 15,000           |
| Water/Sewer Fund            | -   | -                |
| Stormwater Fund             | -   | -                |
| Vehicle Replacement Fund    | -   | -                |
| Other                       | -   | -                |
| <b>Total Funding Source</b> | <b>\$ -</b>                                     | <b>\$ 15,000</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 215**  
**Project Title: Network Upgrade & Development**  
**Dep/Div Name: Information Systems**

**Justification/Description/Location:**

The following equipment is either end of life or past end of life and needs to be replaced:  
 one (1) VM Host \$30,000, thirty (30) Cisco Phones \$10,000, three (3) UPS's \$10,000, one (1) firewall \$2,500, and one (1) police server \$30,000.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------|---|------------------|
| Land            | -   | -                |
| Building        | -   | -                |
| Construction    | -   | -                |
| Equipment       | -   | 82,500           |
| Vehicles        | -   | -                |
| Miscellaneous   | -   | -                |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 82,500</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------------------|---|------------------|
| General Fund                | -   | 82,500           |
| Water/Sewer Fund            | -   | -                |
| Stormwater Fund             | -   | -                |
| Vehicle Replacement Fund    | -   | -                |
| Other                       | -   | -                |
| <b>Total Funding Source</b> | <b>\$ -</b>                                     | <b>\$ 82,500</b> |



**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 321**  
**Project Title: Laptop Replacement**  
**Dep/Div Name: Police**

**Justification/Description/Location:**

Annual replacement of laptop computers used by officers for report writing and traffic crash reporting. Additionally the computers are used to conduct record checks on vehicles, persons, articles, and criminal histories while in the field. Officers are now dispatched on their computers and watch information as it unfolds on other jurisdiction cases that may affect our response. The replacement plan will keep laptops at optimal working performance and was coordinated with IT.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------|---|------------------|
| Land            | -   | -                |
| Building        | -   | -                |
| Construction    | -   | -                |
| Equipment       | -   | 29,000           |
| Vehicles        | -   | -                |
| Miscellaneous   | -   | -                |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 29,000</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------------------|---|------------------|
| General Fund                | -   | 29,000           |
| Water/Sewer Fund            | -   | -                |
| Stormwater Fund             | -   | -                |
| Vehicle Replacement Fund    | -   | -                |
| Other                       | -   | -                |
| <b>Total Funding Source</b> | <b>\$ -</b>                                     | <b>\$ 29,000</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 321**  
**Project Title: Radio Replacement**  
**Dep/Div Name: Police**

**Justification/Description/Location:**

1) Replace three (3) in-car radios in FY 2022 due to the age of radios and change over by Motorola from the XTL model to the APX model. Motorola will no longer provide replacement parts/support for the XTL model. The radios decline due to age, heat, and normal wear and tear. The mobile radio is the lifeline for patrol officers during patrol duties. In-car radio cost is \$4,631 each.

2) Replace three (3) portable radios in FY 2022 due to age of radios and change over by Motorola from the XTL model to the APX model. Motorola will no longer provide replacement parts/support for the XTL model. Older radios may be used by reserve units or other established needs until no longer operational. Radio cost is \$4,928 each.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------|---|------------------|
| Land            | -   | -                |
| Building        | -   | -                |
| Construction    | -   | -                |
| Equipment       | -   | 28,677           |
| Vehicles        | -   | -                |
| Miscellaneous   | -   | -                |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 28,677</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------------------|---|------------------|
| General Fund                | -   | 28,677           |
| Water/Sewer Fund            | -   | -                |
| Stormwater Fund             | -   | -                |
| Vehicle Replacement Fund    | -   | -                |
| Other                       | -   | -                |
| <b>Total Funding Source</b> | <b>\$ -</b>                                     | <b>\$ 28,677</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 321**  
**Project Title: AED Replacement**  
**Dep/Div Name: Police**

**Justification/Description/Location:**

With the lifespan of each AED needing replacement within seven (7) to ten (10) years, the Police Department is requesting to replace six (6) AED's in FY 2022 with a unit cost of \$1,350. This replacement cycle may not be exact due to different replacement requirement dates, however, we would not put new expensive batteries in units about to leave serviceability.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>     |
|-----------------|---|-----------------|
| Land            | -   | -               |
| Building        | -   | -               |
| Construction    | -   | -               |
| Equipment       | -   | 8,100           |
| Vehicles        | -   | -               |
| Miscellaneous   | -   | -               |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 8,100</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>     |
|-----------------------------|---|-----------------|
| General Fund                | -   | 8,100           |
| Water/Sewer Fund            | -   | -               |
| Stormwater Fund             | -   | -               |
| Vehicle Replacement Fund    | -   | -               |
| Other                       | -   | -               |
| <b>Total Funding Source</b> | <b>\$ -</b>                                     | <b>\$ 8,100</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 322**  
**Project Title: Radio Speaker Mics**  
**Dep/Div Name: Fire**

**Justification/Description/Location:**

Replacement of fifteen (15) radio shoulder mics for each seat in the units, Battalion Chief and backup pieces. These mics will allow the emergency responders the ability to communicate more effectively with dispatch and command as well as move to different channels easier and quicker during emergency calls. Upgrades in the County's radio/communication system requires specific types and these mics are compatible with the current system.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>     |
|-----------------|---|-----------------|
| Land            | -   | -               |
| Building        | -   | -               |
| Construction    | -   | -               |
| Equipment       | -   | 6,800           |
| Vehicles        | -   | -               |
| Miscellaneous   | -   | -               |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 6,800</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>     |
|-----------------------------|---|-----------------|
| General Fund                | -   | 6,800           |
| Water/Sewer Fund            | -   | -               |
| Stormwater Fund             | -   | -               |
| Vehicle Replacement Fund    | -   | -               |
| Other                       | -   | -               |
| <b>Total Funding Source</b> | <b>\$ -</b>                                     | <b>\$ 6,800</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 322**  
**Project Title: X Series Cardiac Monitor**  
**Dep/Div Name: Fire**

**Justification/Description/Location:**

We are in need of purchasing an X Series Zoll Cardiac Monitor. This monitor is used frequently to help treat patients who may be facing a life threatening medical condition. Due to wear on components and upgrades in technology, it is recommended to replace frontline monitors every five (5) years. This purchase will replace a monitor that is greater than five (5) years old.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------|---|------------------|
| Land            | -   | -                |
| Building        | -   | -                |
| Construction    | -   | -                |
| Equipment       | -   | 42,000           |
| Vehicles        | -   | -                |
| Miscellaneous   | -   | -                |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 42,000</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------------------|---|------------------|
| General Fund                | -   | 42,000           |
| Water/Sewer Fund            | -   | -                |
| Stormwater Fund             | -   | -                |
| Vehicle Replacement Fund    | -   | -                |
| Other                       | -   | -                |
| <b>Total Funding Source</b> | <b>\$ -</b>                                     | <b>\$ 42,000</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**

**Dep/Div Number: 322**

**Project Title: Automated External Defibrillators (AED)**

**Dep/Div Name: Fire**

**Justification/Description/Location:**

An automated external defibrillator (AED) is a device that checks a person's heart and delivers an electric shock if it has stopped beating normally. These devices can be easily used by the public and are staged in City buildings and vehicles. Due to the age of these devices, as well as improvements in its technology, it is time to replace them. We will purchase seven (7) AED's and two (2) AED trainers in FY 2022.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------|---|------------------|
| Land            | -   | -                |
| Building        | -   | -                |
| Construction    | -   | -                |
| Equipment       | -   | 13,000           |
| Vehicles        | -   | -                |
| Miscellaneous   | -   | -                |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 13,000</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------------------|---|------------------|
| General Fund                | -   | 13,000           |
| Water/Sewer Fund            | -   | -                |
| Stormwater Fund             | -   | -                |
| Vehicle Replacement Fund    | -   | -                |
| Other                       | -   | -                |
| <b>Total Funding Source</b> | <b>\$ -</b>                                     | <b>\$ 13,000</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 322**  
**Project Title: Ballistic Protection Gear**  
**Dep/Div Name: Fire**

**Justification/Description/Location:**

Although EMS and fire personnel are not armed, society expects these professionals to place themselves in highly dangerous environments to render critical life support. The S.A.V.E. system is designed to enhance on-scene emergency care, recovery and extraction of persons involved in active shooter/mass casualty situations where standard EMS/ fire procedures will not suffice. As part of the Seminole County Swift Assisted Victim Extraction (S.A.V.E.) system, ballistic protection ensembles are included in the tools necessary to perform these specialized operations. We are requesting to replace our ballistic gear (helmet and vest) per seat of each engine as well as the specialized rescue gear needed for rapid patient treatment.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------|---|------------------|
| Land            | -   | -                |
| Building        | -   | -                |
| Construction    | -   | -                |
| Equipment       | -   | 15,000           |
| Vehicles        | -   | -                |
| Miscellaneous   | -   | -                |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 15,000</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------------------|---|------------------|
| General Fund                | -   | 15,000           |
| Water/Sewer Fund            | -   | -                |
| Stormwater Fund             | -   | -                |
| Vehicle Replacement Fund    | -   | -                |
| Other                       | -   | -                |
| <b>Total Funding Source</b> | <b>\$ -</b>                                     | <b>\$ 15,000</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 322**  
**Project Title: SCBA Cylinder Accountability System**  
**Dep/Div Name: Fire**

**Justification/Description/Location:**

The cylinder accountability system is used to track the use, maintenance and refilling of four (4) SCBA cylinders (air bottles). This system provides the following benefits: 1) Limits the use of the compressor system to only authorized operators. 2) Will not allow over pressurization of cylinders. 3) Out of date cylinders cannot be filled accidentally. 4) Provides inventory tracking. 5) Records all refilling data meeting OSHA, NFPA, CGA, DOT and insurance requirements.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------|---|------------------|
| Land            | -   | -                |
| Building        | -   | -                |
| Construction    | -   | -                |
| Equipment       | -   | 13,000           |
| Vehicles        | -   | -                |
| Miscellaneous   | -   | -                |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 13,000</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------------------|---|------------------|
| General Fund                | -   | 13,000           |
| Water/Sewer Fund            | -   | -                |
| Stormwater Fund             | -   | -                |
| Vehicle Replacement Fund    | -   | -                |
| Other                       | -   | -                |
| <b>Total Funding Source</b> | <b>\$ -</b>                                     | <b>\$ 13,000</b> |



**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 432**  
**Project Title: Parking Lot Rehabilitation**  
**Dep/Div Name: Streets/Sidewalks**

**Justification/Description/Location:**

The City owns and maintains a dozen parking lot facilities. Parking lot rehabilitation consists of seal coating and restriping of asphalt parking areas and minor repairs to concrete parking areas. This ongoing rehabilitation helps extend the life of the asphalt through preventive maintenance. The appearance of our City facilities will be safer, cleaner and more appealing to the public. Parking facilities are maintained on an as needed basis.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------|---|------------------|
| Land            | -   | -                |
| Building        | -   | -                |
| Construction    | -   | 20,000           |
| Equipment       | -   | -                |
| Vehicles        | -   | -                |
| Miscellaneous   | -   | -                |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 20,000</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------------------|---|------------------|
| General Fund                | -   | 20,000           |
| Water/Sewer Fund            | -   | -                |
| Stormwater Fund             | -   | -                |
| Vehicle Replacement Fund    | -   | -                |
| Other                       | -   | -                |
| <b>Total Funding Source</b> | <b>\$ -</b>                                     | <b>\$ 20,000</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 432**  
**Project Title: Street Lighting Additions**  
**Dep/Div Name: Streets/Sidewalks**

**Justification/Description/Location:**

Street lighting additions in areas of the City as approved by the Police Department and City Manager.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b> |
|-----------------|---|-------------|
| Land            | -   | -           |
| Building        | -   | -           |
| Construction    | 32,000  | -           |
| Equipment       | -   | -           |
| Vehicles        | -   | -           |
| Miscellaneous   | -   | -           |
| <b>Total</b>    | <b>\$ 32,000</b>                                | <b>\$ -</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b> |
|-----------------------------|---|-------------|
| General Fund                | 32,000  | -           |
| Water/Sewer Fund            | -   | -           |
| Stormwater Fund             | -   | -           |
| Vehicle Replacement Fund    | -   | -           |
| Other                       | -   | -           |
| <b>Total Funding Source</b> | <b>\$ 32,000</b>                                | <b>\$ -</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 519**  
**Project Title: City Hall Maintenance**  
**Dep/Div Name: Facilities Maintenance**

**Justification/Description/Location:**

Tile flooring replacement of all tiled surfaces and carpet replacement in Commission Chambers.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------|---|------------------|
| Land            | -   | -                |
| Building        | -   | -                |
| Construction    | -   | -                |
| Equipment       | -   | -                |
| Vehicles        | -   | -                |
| Miscellaneous   | -   | 70,000           |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 70,000</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------------------|---|------------------|
| General Fund                | -   | 70,000           |
| Water/Sewer Fund            | -   | -                |
| Stormwater Fund             | -   | -                |
| Vehicle Replacement Fund    | -   | -                |
| Other                       | -   | -                |
| <b>Total Funding Source</b> | <b>\$ -</b>                                     | <b>\$ 70,000</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 519**  
**Project Title: Police Department Maintenance**  
**Dep/Div Name: Facilities Maintenance**

**Justification/Description/Location:**

Replacement of the Police Department tile floor due to aging.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------|---|------------------|
| Land            | -   | -                |
| Building        | -   | -                |
| Construction    | -   | -                |
| Equipment       | -   | -                |
| Vehicles        | -   | -                |
| Miscellaneous   | -   | 60,000           |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 60,000</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------------------|---|------------------|
| General Fund                | -   | 60,000           |
| Water/Sewer Fund            | -   | -                |
| Stormwater Fund             | -   | -                |
| Vehicle Replacement Fund    | -   | -                |
| Other                       | -   | -                |
| <b>Total Funding Source</b> | <b>\$ -</b>                                     | <b>\$ 60,000</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 519**  
**Project Title: FD Maintenance**  
**Dep/Div Name: Facilities Maintenance**

**Justification/Description/Location:**

Replacement of original garage bay door opener photo sensor systems at both Fire Stations.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------|---|------------------|
| Land            | -   | -                |
| Building        | -   | -                |
| Construction    | -   | -                |
| Equipment       | -   | 10,000           |
| Vehicles        | -   | -                |
| Miscellaneous   | -   | -                |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 10,000</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------------------|---|------------------|
| General Fund                | -   | 10,000           |
| Water/Sewer Fund            | -   | -                |
| Stormwater Fund             | -   | -                |
| Vehicle Replacement Fund    | -   | -                |
| Other                       | -   | -                |
| <b>Total Funding Source</b> | <b>\$ -</b>                                     | <b>\$ 10,000</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 587**  
**Project Title: Events Center Maintenance**  
**Dep/Div Name: Facilities Maintenance**

**Justification/Description/Location:**

The current ice machine at the Events Center is fourteen (14) years old and it is requiring costly monthly repairs to operate it. A new ice machine is needed at the Events Center to supply ice for all catered rentals.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------|---|------------------|
| Land            | -   | -                |
| Building        | -   | -                |
| Construction    | -   | -                |
| Equipment       | -   | 10,000           |
| Vehicles        | -   | -                |
| Miscellaneous   | -   | -                |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 10,000</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------------------|---|------------------|
| General Fund                | -   | 10,000           |
| Water/Sewer Fund            | -   | -                |
| Stormwater Fund             | -   | -                |
| Vehicle Replacement Fund    | -   | -                |
| Other                       | -   | -                |
| <b>Total Funding Source</b> | <b>\$ -</b>                                     | <b>\$ 10,000</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 572**  
**Project Title: Central Park Improvements**  
**Dep/Div Name: Parks & Recreation**

**Justification/Description/Location:**

Repair and upgrade the aging clock tower.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------|---|------------------|
| Land            | -   | -                |
| Building        | -   | -                |
| Construction    | -   | -                |
| Equipment       | -   | -                |
| Vehicles        | -   | -                |
| Miscellaneous   | -   | 50,000           |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 50,000</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------------------|---|------------------|
| General Fund                | -   | 50,000           |
| Water/Sewer Fund            | -   | -                |
| Stormwater Fund             | -   | -                |
| Vehicle Replacement Fund    | -   | -                |
| Other                       | -   | -                |
| <b>Total Funding Source</b> | <b>\$ -</b>                                     | <b>\$ 50,000</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 572**  
**Project Title: Sports Complex Improvements**  
**Dep/Div Name: Parks & Recreation**

**Justification/Description/Location:**

Installation of new sidewalk lighting along baseball field sidewalks (\$15,000); Replacement of aluminum fencing around splash pad (\$15,000); Replacement of fencing around skate park (\$20,000).

| Category      | Projected<br>Carry<br>Forward<br>2021 | 2022      |
|---------------|---------------------------------------|-----------|
| Land          | -                                     | -         |
| Building      | -                                     | -         |
| Construction  | -                                     | 15,000    |
| Equipment     | -                                     | -         |
| Vehicles      | -                                     | -         |
| Miscellaneous | -                                     | 35,000    |
| Total         | \$ -                                  | \$ 50,000 |

**Funding Source (Total should equal capital cost above)**

| Fund                     | Projected<br>Carry<br>Forward<br>2021 | 2022      |
|--------------------------|---------------------------------------|-----------|
| General Fund             | -                                     | 50,000    |
| Water/Sewer Fund         | -                                     | -         |
| Stormwater Fund          | -                                     | -         |
| Vehicle Replacement Fund | -                                     | -         |
| Other                    | -                                     | -         |
| Total Funding Source     | \$ -                                  | \$ 50,000 |



**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 572**  
**Project Title: Park Improvements**  
**Dep/Div Name: Parks & Recreation**

**Justification/Description/Location:**

Restroom renovation of Liberty Park bathrooms.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------|---|------------------|
| Land            | -   | -                |
| Building        | -   | -                |
| Construction    | -   | 15,000           |
| Equipment       | -   | -                |
| Vehicles        | -   | -                |
| Miscellaneous   | -   | -                |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 15,000</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------------------|---|------------------|
| General Fund                | -   | 15,000           |
| Water/Sewer Fund            | -   | -                |
| Stormwater Fund             | -   | -                |
| Vehicle Replacement Fund    | -   | -                |
| Other                       | -   | -                |
| <b>Total Funding Source</b> | <b>\$ -</b>                                     | <b>\$ 15,000</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 119**  
**Project Title: Administrative Projects**  
**Dep/Div Name: General Administrative**

**Justification/Description/Location:**

This reserve will be in place for the repair and/or replacement of A/C units and roofs for many of the City's facilities for which we cannot determine the timing. This reserve is only used at the City Manager's discretion and may require Commission approval. In FY 2022, the reserve would be used to evaluate the Police Station's roof (\$125,000). Also, replacement of A/C units (\$40,000) are scheduled at City Hall, Fire Station #33, and Tennis Center.

| Category      | Projected<br>Carry<br>Forward<br>2021 | 2022       |
|---------------|---------------------------------------|------------|
| Land          | -                                     | -          |
| Building      | -                                     | 165,000    |
| Construction  | -                                     | -          |
| Equipment     | -                                     | -          |
| Vehicles      | -                                     | -          |
| Miscellaneous | -                                     | -          |
| Total         | \$ -                                  | \$ 165,000 |

**Funding Source (Total should equal capital cost above)**

| Fund                     | Projected<br>Carry<br>Forward<br>2021 | 2022       |
|--------------------------|---------------------------------------|------------|
| General Fund             | -                                     | 165,000    |
| Water/Sewer Fund         | -                                     | -          |
| Stormwater Fund          | -                                     | -          |
| Vehicle Replacement Fund | -                                     | -          |
| Other                    | -                                     | -          |
| Total Funding Source     | \$ -                                  | \$ 165,000 |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**One-Cent Infrastructure Sales Tax Fund**

| Description                           | 2020<br>Actual      | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget      |
|---------------------------------------|---------------------|----------------------------|----------------------------|---------------------|
| <b>Fund Balance, October 1</b>        | \$ 2,102,296        | \$ 1,507,091               | \$ 1,507,091               | \$ 1,539,465        |
| <b>Revenue:</b>                       |                     |                            |                            |                     |
| Intergovernmental Revenue             | \$ 986,966          | \$ 3,665,000               | \$ 3,665,000               | \$ 1,015,000        |
| Interest                              | 25,282              | 12,000                     | 12,000                     | 1,500               |
| Carry Forward Fund Balance            | -                   | -                          | -                          | 1,000,000           |
| Total Revenue                         | 1,012,248           | 3,677,000                  | 3,677,000                  | 2,016,500           |
| <b>Expenditures:</b>                  |                     |                            |                            |                     |
| Rinehart Rd Intersection Improvements | \$ 265,718          | \$ 3,394,626               | \$ 3,394,626               | \$ 1,000,000        |
| Cold Mix/Street Resurfacing           | 1,341,735           | 250,000                    | 250,000                    | 1,500,000           |
| Total Expenditures                    | 1,607,453           | 3,644,626                  | 3,644,626                  | 2,500,000           |
| Increase (Decrease) in Fund Balance   | (595,205)           | 32,374                     | 32,374                     | (483,500)           |
| <b>Fund Balance, September 30</b>     | <b>\$ 1,507,091</b> | <b>\$ 1,539,465</b>        | <b>\$ 1,539,465</b>        | <b>\$ 1,055,965</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**

**Dep/Div Number: 432**

**Project Title: Rinehart Road Intersection Improvements**

**Dep/Div Name: Streets/Sidewalks**

**Justification/Description/Location:**

Intersection improvements currently include the lengthening of the right hand turn lane into Crystal Lake Elementary School; modifications to the ingress and egress lanes at the elementary school; the modification of the pedestrian trail crossing at the Postal Distribution Center; and other proposed intersection improvements as will be designed and constructed in the future. This project is being jointly funded by the City and Seminole County through the County Charter 1-Cent Sales Tax revenues.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b> |
|-----------------|---|-------------|
| Land            | -   | -           |
| Building        | -   | -           |
| Construction    | 1,000,000                                       | -           |
| Equipment       | -   | -           |
| Vehicles        | -   | -           |
| Miscellaneous   | -   | -           |
| <b>Total</b>    | <b>\$ 1,000,000</b>                             | <b>\$ -</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                   | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b> |
|-------------------------------|---|-------------|
| General Fund                  | -   | -           |
| Water/Sewer Fund              | -   | -           |
| Stormwater Fund               | -   | -           |
| Vehicle Replacement Fund      | -   | -           |
| Other: 1 Cent Infra Sales Tax | 1,000,000                                       | -           |
| <b>Total Funding Source</b>   | <b>\$ 1,000,000</b>                             | <b>\$ -</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 432**  
**Project Title: Street Resurfacing**  
**Dep/Div Name: Streets/Sidewalks**

**Justification/Description/Location:**

Milling and resurfacing of asphalt streets to ensure they are maintained in a safe and structurally sound condition. In FY 2022 Lake Mary Woods, several neighborhoods in Timacuan and other areas as identified through our pavement network inspections are planned to be paved. Most paving is performed every other year as we have found there to be significant cost savings when bidding a larger scope of work. Additional money is budgeted in odd years to maintain areas that need more immediate attention. Pavement network inspections by a consulting engineer are scheduled every two (2) to three (3) years.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>         |
|-----------------|---|---------------------|
| Land            | -   | -                   |
| Building        | -   | -                   |
| Construction    | -   | 1,500,000           |
| Equipment       | -   | -                   |
| Vehicles        | -   | -                   |
| Miscellaneous   | -   | -                   |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 1,500,000</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                   | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>         |
|-------------------------------|---|---------------------|
| General Fund                  | -   | -                   |
| Water/Sewer Fund              | -   | -                   |
| Stormwater Fund               | -   | -                   |
| Vehicle Replacement Fund      | -   | -                   |
| Other: 1 Cent Infra Sales Tax | -   | 1,500,000           |
| <b>Total Funding Source</b>   | <b>\$ -</b>                                     | <b>\$ 1,500,000</b> |

## **WATER AND SEWER FUND**

The Water and Sewer Fund accounts for all financial activity associated with the operation of the City's water and sewer system. Designed to be self-supporting, all costs of providing services to the users of the system, including depreciation, are funded primarily through Charges for Services and Investment Income.



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**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Water & Sewer Fund Summary**

| Description                             | 2020<br>Actual       | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget       |
|---|----------------------|----------------------------|----------------------------|----------------------|
| <b>Fund Balance, October 1</b>          | \$ 13,752,014        | \$ 13,824,250              | \$ 13,824,250              | \$ 12,442,994        |
| <b>Revenue:</b>                         |                      |                            |                            |                      |
| Water Sales                             | \$ 2,508,778         | \$ 2,300,000               | \$ 2,300,000               | \$ 2,425,000         |
| New Installations                       | 6,405                | 3,000                      | 3,000                      | 3,000                |
| Turn-Ons                                | 5,237                | 5,000                      | 5,000                      | 5,000                |
| Turn-Offs                               | 9,961                | 9,000                      | 9,000                      | 9,000                |
| Penalties                               | 87,864               | 75,000                     | 75,000                     | 75,000               |
| After Hour Calls                        | 720                  | -                          | -                          | -                    |
| Sewer Sales                             | 2,528,245            | 2,400,000                  | 2,400,000                  | 2,475,000            |
| Reclaimed Water                         | 438,676              | 350,000                    | 350,000                    | 425,000              |
| Interest                                | 217,990              | 120,000                    | 120,000                    | 30,000               |
| Water Impact Fees                       | 278,079              | 50,000                     | 50,000                     | 50,000               |
| Sewer Impact Fees                       | 114,639              | 10,000                     | 10,000                     | 10,000               |
| Misc Revenues                           | 844,346              | 425,000                    | 425,000                    | 750,000              |
| Carry Forward Fund Balance              | -                    | 306,050                    | 306,050                    | 709,000              |
| Total Revenues                          | 7,040,940            | 6,053,050                  | 6,053,050                  | 6,966,000            |
| Amt Restricted for Water/Sewer Projects | 1,966,825            | 2,359,543                  | 2,359,543                  | 2,359,543            |
| Total Revenues and Balances             | 22,759,779           | 22,236,843                 | 22,236,843                 | 21,768,537           |
| <b>Expenses:</b>                        |                      |                            |                            |                      |
| Water Treatment                         | \$ 879,170           | \$ 1,276,070               | \$ 1,276,070               | \$ 1,851,603         |
| Water Dist./WW Collection               | 1,087,545            | 1,075,370                  | 1,075,370                  | 1,202,035            |
| Utility Billing                         | 162,877              | 231,816                    | 231,816                    | 233,823              |
| Water/Sewer Projects                    | 311,848              | 1,476,050                  | 1,476,050                  | 1,554,000            |
| Wholesale Reclaimed Water               | 391,074              | 340,000                    | 340,000                    | 395,000              |
| Wholesale Sewer Treatment               | 2,393,472            | 1,685,000                  | 1,685,000                  | 2,325,000            |
| <b>Transfers Out:</b>                   |                      |                            |                            |                      |
| To General Fund                         | 1,350,000            | 1,350,000                  | 1,350,000                  | 1,350,000            |
| Total Expenses                          | 6,575,986            | 7,434,306                  | 7,434,306                  | 8,911,461            |
| Increase (Decrease) in Fund Balance     | 464,954              | (1,381,256)                | (1,381,256)                | (1,945,461)          |
| Amt Restricted for Water/Sewer Projects | 2,359,543            | 2,359,543                  | 2,359,543                  | 2,359,543            |
| <b>Fund Balance, September 30</b>       | <b>\$ 13,824,250</b> | <b>\$ 12,442,994</b>       | <b>\$ 12,442,994</b>       | <b>\$ 10,497,533</b> |



# WATER TREATMENT

## PROGRAM SUMMARY

This program provides the processes and technologies used to remove contaminants from water and to improve and protect water quality by following the standards set by the Florida Department of Environmental Protection, Federal Environmental Protection Agency, St. Johns River Water Management District, and the Occupational Safety & Health Administration.

## GOALS

1. Ensure production capacity is sufficient to meet customer demands.
2. To minimize service interruptions to our customers.
3. To achieve a degree of treatment that will promote the health of the community by maintaining the highest level of water quality which meets or exceeds the standards set by regulatory agencies and the Clean Water Act.
4. To perform testing of water quality within the established parameters required by law.
5. To ensure compliance with all health and safety requirements as prescribed by regulatory agencies.
6. To ensure the treatment plant equipment is properly maintained to minimize service interruptions.

| PERFORMANCE MEASURES                         | 2019   | 2020   | %Change | 2021 EST |
|--|--------|--------|---------|----------|
| Billions of gallons of water treated         | 1,175  | 1,176  | 0%      | 1,180    |
| Fluoride used (pounds)                       | 30,245 | 30,342 | 0%      | 30,400   |
| Chlorine used (gallons)                      | 30,330 | 29,842 | -2%     | 30,000   |
| System bacterial samples taken               | 390    | 404    | 4%      | 400      |
| Plant inspections conducted                  | 48     | 48     | 0%      | 48       |
| Generator exercised (times)                  | 17     | 16     | -6%     | 16       |
| Complaints received (water quality/pressure) | 8      | -      | -100%   | 2        |

| BUDGET SUMMARY -<br>WATER TREATMENT | 2020<br>ACTUAL    | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET      |
|-------------------------------------|-------------------|----------------------------|----------------------------|---------------------|
| Salaries                            | \$ 184,767        | \$ 207,900                 | \$ 207,900                 | \$ 205,900          |
| Benefits                            | \$ 61,410         | \$ 79,634                  | \$ 79,634                  | \$ 83,062           |
| Operating                           | \$ 632,993        | \$ 988,536                 | \$ 988,536                 | \$ 1,562,641        |
| <b>TOTAL</b>                        | <b>\$ 879,170</b> | <b>\$ 1,276,070</b>        | <b>\$ 1,276,070</b>        | <b>\$ 1,851,603</b> |

| <b>STAFFING ANALYSIS -<br/>WATER TREATMENT</b> | <b>2020<br/>ACTUAL</b> | <b>2021<br/>ORIGINAL<br/>BUDGET</b> | <b>2021<br/>ADJUSTED<br/>BUDGET</b> | <b>2022<br/>BUDGET</b> |
|--|------------------------|-------------------------------------|-------------------------------------|------------------------|
| Chief Water Plant Operator                     | 1                      | 1                                   | 1                                   | 1                      |
| Water Plant Operator "B"                       | 1                      | 1                                   | 1                                   | 1                      |
| Water Plant Operator "C"                       | 2                      | 2                                   | 2                                   | 2                      |
| <b>TOTAL</b>                                   | <b>4</b>               | <b>4</b>                            | <b>4</b>                            | <b>4</b>               |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Public Works - Water Treatment Plant**  
**401-0434-434**

| Description                         | 2020<br>Actual    | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget      |
|-------------------------------------|-------------------|----------------------------|----------------------------|---------------------|
| <b>Personnel Services:</b>          |                   |                            |                            |                     |
| 11-00 Salaries and Wages            | \$ 175,716        | \$ 195,900                 | \$ 195,900                 | \$ 193,900          |
| 14-00 Overtime                      | 9,051             | 12,000                     | 12,000                     | 12,000              |
| 21-00 FICA                          | 13,396            | 15,905                     | 15,905                     | 15,752              |
| 22-00 Employer Pension              | 19,599            | 25,988                     | 25,988                     | 25,738              |
| 23-00 Health/Life Insurance         | 24,903            | 34,715                     | 34,715                     | 38,190              |
| 24-00 Workers Compensation          | 3,512             | 3,026                      | 3,026                      | 3,382               |
| Subtotal                            | 246,177           | 287,534                    | 287,534                    | 288,962             |
| <b>Operating Expenditures:</b>      |                   |                            |                            |                     |
| 31-00 Professional Services         | \$ 193,623        | \$ 425,000                 | \$ 425,000                 | \$ 405,000          |
| 34-40 Contractual Services          | 45,631            | 58,747                     | 58,747                     | 270,461             |
| 40-10 Travel & Per Diem             | -                 | 1,425                      | 1,425                      | 1,425               |
| 41-10 Telephone & Fax               | 4,274             | 5,000                      | 5,000                      | 5,000               |
| 42-00 Postage & Freight             | 55                | 250                        | 250                        | 250                 |
| 43-10 Water/Sewer                   | 109               | 700                        | 700                        | 700                 |
| 43-50 Electric                      | 192,444           | 238,000                    | 238,000                    | 538,000             |
| 44-60 Vehicle Rental                | 2,713             | 737                        | 737                        | 737                 |
| 45-50 Insurance Costs               | 61,479            | 45,704                     | 45,704                     | 48,481              |
| 46-30 Plant & Pump                  | 74,954            | 155,000                    | 155,000                    | 155,000             |
| 46-40 Equipment R&M                 | 3,373             | 5,000                      | 5,000                      | 5,000               |
| 46-50 Vehicle Maintenance           | 2,135             | 3,000                      | 3,000                      | 3,000               |
| 46-60 Vehicle Maint/Contract        | -                 | 1,000                      | 1,000                      | 1,000               |
| 48-10 Promotional Activities        | -                 | 1,500                      | 1,500                      | 1,500               |
| 51-30 Office Supplies               | 254               | 350                        | 350                        | 350                 |
| 52-10 General Operating Supplies    | 12,518            | 6,500                      | 6,500                      | 12,500              |
| 52-20 Vehicle Fuel Charges          | 1,119             | 2,400                      | 2,400                      | 2,400               |
| 52-40 Chemicals                     | 29,365            | 30,000                     | 30,000                     | 91,500              |
| 52-50 Licenses                      | 6,000             | 4,500                      | 4,500                      | 6,500               |
| 52-70 Uniforms & Clothing Allowance | 810               | 1,071                      | 1,071                      | 1,071               |
| 52-90 Equipment under \$1,000       | 1,050             | 1,000                      | 1,000                      | 1,000               |
| 54-10 Memberships/Periodicals       | 330               | 852                        | 852                        | 966                 |
| 54-30 Employee Development          | 757               | 800                        | 800                        | 800                 |
| <b>Capital Outlay:</b>              |                   |                            |                            |                     |
| 64-99 Machinery & Equipment         | -                 | -                          | -                          | 10,000              |
| Subtotal                            | 632,993           | 988,536                    | 988,536                    | 1,562,641           |
| <b>Total Costs</b>                  | <b>\$ 879,170</b> | <b>\$ 1,276,070</b>        | <b>\$ 1,276,070</b>        | <b>\$ 1,851,603</b> |

## WATER DISTRIBUTION/WASTEWATER

### PROGRAM SUMMARY

This program is responsible for the total operational support of the water distribution, wastewater collection and transmission and reclaimed water distribution systems including lift station operations and maintenance.

### GOALS

1. To ensure efficient distribution of potable water for domestic and commercial use. Complete the decommission of old galvanized water lines in the downtown area.
2. To ensure the integrity of the fire hydrant system and adequate water supply and pressures for fire flow purposes. Perform annual testing of all fire hydrants in the City.
3. To provide an effective preventative maintenance program for the wastewater collection and transmission system including lift stations. Install additional lift station control probes (replace older float systems).
4. Continuous improvements to our new GIS based work order system to provide enhanced maintenance and repair efficiency.
5. Prepare a Class A CDL training initiative for Public Works Maintenance Specialists.
6. Prepare a heavy equipment operator training initiative for Public Works Maintenance Specialists.

| PERFORMANCE MEASURES               | 2019  | 2020  | %Change | 2021 EST |
|------------------------------------|-------|-------|---------|----------|
| New meters installed               | 31    | 43    | 39%     | 45       |
| Meter replacements                 | 142   | 262   | 85%     | 260      |
| Line locations provided            | 2,773 | 3,348 | 21%     | 3,000    |
| Lift station inspections performed | 1,768 | 1,784 | 1%      | 1,780    |
| Water line breaks repaired         | 74    | 96    | 30%     | 75       |
| Water lines installed (feet)       | 120   | 77    | -36%    | 200      |

| BUDGET SUMMARY -<br>WATER DISTRIBUTION/WASTEWATER | 2020<br>ACTUAL      | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET      |
|---|---------------------|----------------------------|----------------------------|---------------------|
| Salaries  | \$ 396,985          | \$ 413,960                 | \$ 413,960                 | \$ 420,280          |
| Benefits  | \$ 152,801          | \$ 168,795                 | \$ 168,795                 | \$ 178,739          |
| Operating   | \$ 537,759          | \$ 492,615                 | \$ 492,615                 | \$ 603,016          |
| <b>TOTAL</b>                                      | <b>\$ 1,087,545</b> | <b>\$ 1,075,370</b>        | <b>\$ 1,075,370</b>        | <b>\$ 1,202,035</b> |

| <b>STAFFING ANALYSIS -<br/>WATER DISTRIBUTION/WASTEWATER</b> | <b>2020<br/>ACTUAL</b> | <b>2021<br/>ORIGINAL<br/>BUDGET</b> | <b>2021<br/>ADJUSTED<br/>BUDGET</b> | <b>2022<br/>BUDGET</b> |
|--|------------------------|-------------------------------------|-------------------------------------|------------------------|
| Assistant Public Works Director                              | 1                      | 1                                   | 1                                   | 1                      |
| Public Works Crew Leader                                     | 1                      | 1                                   | 1                                   | 1                      |
| Public Works Maintenance Specialist                          | 7                      | 7                                   | 7                                   | 7                      |
| <b>TOTAL</b>   | <b>9</b>               | <b>9</b>                            | <b>9</b>                            | <b>9</b>               |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Public Works - Water Distribution/Wastewater**  
**401-0435-435**

| Description                         | 2020<br>Actual      | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget      |
|-------------------------------------|---------------------|----------------------------|----------------------------|---------------------|
| <b>Personnel Services:</b>          |                     |                            |                            |                     |
| 11-00 Salaries and Wages            | \$ 381,457          | \$ 395,800                 | \$ 395,800                 | \$ 401,600          |
| 14-00 Overtime                      | 10,985              | 14,000                     | 14,000                     | 14,000              |
| 17-00 Incentive Pay                 | 4,543               | 4,160                      | 4,160                      | 4,680               |
| 21-00 FICA                          | 27,412              | 31,668                     | 31,668                     | 32,152              |
| 22-00 Employer Pension              | 42,251              | 51,745                     | 51,745                     | 52,535              |
| 23-00 Health/Life Insurance         | 74,709              | 78,105                     | 78,105                     | 85,920              |
| 24-00 Workers Compensation          | 8,429               | 7,277                      | 7,277                      | 8,132               |
| Subtotal                            | 549,786             | 582,755                    | 582,755                    | 599,019             |
| <b>Operating Expenditures:</b>      |                     |                            |                            |                     |
| 34-40 Contractual Services          | \$ 49,294           | \$ 51,918                  | \$ 51,918                  | \$ 51,388           |
| 40-10 Travel & Per Diem             | 38                  | 3,850                      | 3,850                      | 3,850               |
| 41-10 Telephone & Fax               | 18,628              | 17,700                     | 17,700                     | 19,000              |
| 43-10 Water/Sewer                   | 3,833               | 4,500                      | 4,500                      | 4,500               |
| 43-50 Electric                      | 25,471              | 28,000                     | 28,000                     | 28,000              |
| 43-70 Gas                           | 1,058               | 3,000                      | 3,000                      | 3,000               |
| 44-30 Equipment Rental              | 4,193               | 1,000                      | 1,000                      | 4,000               |
| 44-60 Vehicle Rental                | 99,821              | 99,821                     | 99,821                     | 116,995             |
| 45-50 Insurance Costs               | 30,060              | 22,347                     | 22,347                     | 23,704              |
| 46-20 Repair & Maint/Buildings      | -                   | -                          | -                          | 5,000               |
| 46-30 R&M Water/Sewer System        | 194,796             | 155,000                    | 155,000                    | 235,000             |
| 46-40 Equipment R&M                 | 5,555               | 5,000                      | 5,000                      | 5,000               |
| 46-50 Vehicle Maintenance           | 61,460              | 34,000                     | 34,000                     | 38,000              |
| 46-60 Vehicle Maint/Contract        | 672                 | 9,000                      | 9,000                      | 9,000               |
| 52-10 General Operating Supplies    | 22,835              | 27,500                     | 27,500                     | 27,500              |
| 52-20 Vehicle Fuel Charges          | 16,481              | 23,000                     | 23,000                     | 23,000              |
| 52-50 Permit Fees                   | -                   | 1,200                      | 1,200                      | 1,200               |
| 52-70 Uniforms & Clothing Allowance | 2,224               | 2,379                      | 2,379                      | 2,379               |
| 52-90 Equipment under \$1,000       | 622                 | 1,900                      | 1,900                      | 1,000               |
| 54-30 Employee Development          | 718                 | 1,500                      | 1,500                      | 1,500               |
| Subtotal                            | 537,759             | 492,615                    | 492,615                    | 603,016             |
| <b>Total Costs</b>                  | <b>\$ 1,087,545</b> | <b>\$ 1,075,370</b>        | <b>\$ 1,075,370</b>        | <b>\$ 1,202,035</b> |

# UTILITY BILLING

## PROGRAM SUMMARY

The Utility Billing Department ensures that utility customers are billed in accordance with the rate structure established by City Commission and are treated equitably in compliance with ordinances and policies. Utility Billing performs a wide variety of functions including billing and collection; customer requests for connects, disconnects, and transfers of service; nonpayment issues; and assisting customers with questions regarding billing and services.

## GOALS

1. To provide friendly customer service.
2. To be efficient and accurate in meter reading and the utility billing process.
3. To provide accurate and clear utility bills.
4. To increase electronic/paperless billing and automatic draft payments.

| PERFORMANCE MEASURES                  | 2019   | 2020   | %Change | 2021 EST |
|---------------------------------------|--------|--------|---------|----------|
| Number of Auto-Draft payments         | 16,661 | 17,648 | 6%      | 17,800   |
| Service Orders                        | 3,557  | 3,046  | -14%    | 3,500    |
| Cut-offs for non-payment              | 622    | 413    | -34%    | 300      |
| Paperless billing customers per month | 881    | 993    | 13%     | 1,000    |

| BUDGET SUMMARY -<br>UTILITY BILLING | 2020<br>ACTUAL    | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET    |
|-------------------------------------|-------------------|----------------------------|----------------------------|-------------------|
| Salaries                            | \$ 37,870         | \$ 66,800                  | \$ 66,800                  | \$ 67,500         |
| Benefits                            | \$ 21,245         | \$ 31,144                  | \$ 31,144                  | \$ 33,058         |
| Operating                           | \$ 103,762        | \$ 133,872                 | \$ 133,872                 | \$ 133,265        |
| <b>TOTAL</b>                        | <b>\$ 162,877</b> | <b>\$ 231,816</b>          | <b>\$ 231,816</b>          | <b>\$ 233,823</b> |

| STAFFING ANALYSIS -<br>UTILITY BILLING | 2020<br>ACTUAL | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET |
|--|----------------|----------------------------|----------------------------|----------------|
| Utility Billing Specialist             | 1              | 1                          | 1                          | 1              |
| Meter Reader/Service Technician        | 1              | 1                          | 1                          | 1              |
| <b>TOTAL</b>                           | <b>2</b>       | <b>2</b>                   | <b>2</b>                   | <b>2</b>       |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Public Works - Utility Billing**  
**401-0436-436**

| Description                    | 2020<br>Actual    | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget    |
|--------------------------------|-------------------|----------------------------|----------------------------|-------------------|
| <b>Personnel Services:</b>     |                   |                            |                            |                   |
| 11-00 Salaries and Wages       | \$ 37,830         | \$ 65,800                  | \$ 65,800                  | \$ 66,500         |
| 14-00 Overtime                 | 40                | 1,000                      | 1,000                      | 1,000             |
| 21-00 FICA                     | 2,884             | 5,111                      | 5,111                      | 5,164             |
| 22-00 Employer Pension         | 1,366             | 8,350                      | 8,350                      | 8,438             |
| 23-00 Health/Life Insurance    | 16,607            | 17,360                     | 17,360                     | 19,095            |
| 24-00 Workers Compensation     | 388               | 323                        | 323                        | 361               |
| Subtotal                       | 59,115            | 97,944                     | 97,944                     | 100,558           |
| <b>Operating Expenditures:</b> |                   |                            |                            |                   |
| 32-00 Accounting & Auditing    | \$ 14,100         | \$ 17,000                  | \$ 17,000                  | \$ 17,500         |
| 34-40 Contractual Services     | 15,099            | 22,500                     | 22,500                     | 22,800            |
| 40-10 Travel & Per Diem        | -                 | 425                        | 425                        | 425               |
| 41-10 Telephone & Fax          | 163               | 425                        | 425                        | 425               |
| 42-00 Postage & Freight        | 22,047            | 28,000                     | 28,000                     | 28,000            |
| 44-60 Vehicle Rental           | 2,567             | 2,567                      | 2,567                      | 529               |
| 45-50 Insurance Costs          | 680               | 505                        | 505                        | 536               |
| 46-10 Maintenance Contracts    | 32,347            | 37,950                     | 37,950                     | 38,550            |
| 46-50 Vehicle Maintenance      | 1,204             | 2,200                      | 2,200                      | 2,200             |
| 46-60 Vehicle Maint/Contract   | -                 | 300                        | 300                        | 300               |
| 46-70 Other R&M                | 285               | 600                        | 600                        | 600               |
| 47-10 Printing & Binding       | 12,560            | 15,500                     | 15,500                     | 15,500            |
| 47-30 Photocopies              | 166               | 600                        | 600                        | 600               |
| 51-30 Other Office Supplies    | 1,304             | 1,500                      | 1,500                      | 1,500             |
| 52-20 Vehicle Fuel Charges     | 1,240             | 2,300                      | 2,300                      | 2,300             |
| 52-70 Uniforms                 | -                 | 350                        | 350                        | 350               |
| 52-90 Equipment under \$1,000  | -                 | 750                        | 750                        | 750               |
| 54-30 Employee Development     | -                 | 400                        | 400                        | 400               |
| Subtotal                       | 103,762           | 133,872                    | 133,872                    | 133,265           |
| <b>Total Costs</b>             | <b>\$ 162,877</b> | <b>\$ 231,816</b>          | <b>\$ 231,816</b>          | <b>\$ 233,823</b> |



**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Schedule of Capital Projects**

| <b>Project Description</b>                  | <b>2021<br/>Carry<br/>Forward</b> | <b>2022<br/>Budget</b> | <b>Total<br/>Available<br/>Budget</b> |
|---|-----------------------------------|------------------------|---------------------------------------|
| WTP Aeration System Demolition              | \$ -                              | \$ 50,000              | \$ 50,000                             |
| WTP Sodium Hypochlorite Tank Replacement    | -                                 | 60,000                 | 60,000                                |
| WTP Control/Component Upgrades              | -                                 | 50,000                 | 50,000                                |
| Commercial Meter Testing and Repair         | -                                 | 50,000                 | 50,000                                |
| Equipment Storage Canopy                    | 300,000                           | -                      | 300,000                               |
| Lift Station Control Panel Upgrade          | 140,000                           | 200,000                | 340,000                               |
| Lift Station Emergency Generator            | 101,000                           | 135,000                | 236,000                               |
| Lift Station Pump Maintenance & Replacement | -                                 | 50,000                 | 50,000                                |
| Sewer and Reuse Implementation              | -                                 | 250,000                | 250,000                               |
| Water Main Extension (Eagle Creek)          | 168,000                           | -                      | 168,000                               |
| Total Water & Sewer Fund Projects           | <u>\$ 709,000</u>                 | <u>\$ 845,000</u>      | <u>\$ 1,554,000</u>                   |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 434**  
**Project Title: WTP Aeration System Demolition**  
**Dep/Div Name: Water Treatment**

**Justification/Description/Location:**

The forced draft aeration water treatment system was installed in 1999. The City's new WTP improvements include an advanced oxidation process that will render the old aeration system obsolete. The new facilities are expected to be fully operational by August of 2021. This budget item will cover the cost of demolishing and removing the existing aeration treatment system.

| Category      | Projected<br>Carry<br>Forward<br>2021 | 2022      |
|---------------|---------------------------------------|-----------|
| Land          | -                                     | -         |
| Building      | -                                     | -         |
| Construction  | -                                     | -         |
| Equipment     | -                                     | -         |
| Vehicles      | -                                     | -         |
| Miscellaneous | -                                     | 50,000    |
| Total         | \$ -                                  | \$ 50,000 |

**Funding Source (Total should equal capital cost above)**

| Fund                     | Projected<br>Carry<br>Forward<br>2021 | 2022      |
|--------------------------|---------------------------------------|-----------|
| General Fund             | -                                     | -         |
| Water/Sewer Fund         | -                                     | 50,000    |
| Stormwater Fund          | -                                     | -         |
| Vehicle Replacement Fund | -                                     | -         |
| Other                    | -                                     | -         |
| Total Funding Source     | \$ -                                  | \$ 50,000 |

**City of Lake Mary, Florida****Fiscal Year 2022 Capital Budget Proposal****Dep/Div Number: 434****Project Title: WTP Sodium Hypochlorite Tank Replacement****Dep/Div Name: Water Treatment****Justification/Description/Location:**

The two (2) existing 1,500 gallon double-walled high density polyethylene sodium hypochlorite (NaClO) storage tanks have been in service since 2011. The typical service life is six (6) - eight (8) years due to the corrosiveness of the chemical. This budget item is to fund the replacement of both tanks including all piping, valves, and site gauges. NaClO is used as a water disinfectant.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------|---|------------------|
| Land            | -   | -                |
| Building        | -   | -                |
| Construction    | -   | -                |
| Equipment       | -   | 60,000           |
| Vehicles        | -   | -                |
| Miscellaneous   | -   | -                |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 60,000</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------------------|---|------------------|
| General Fund                | -   | -                |
| Water/Sewer Fund            | -   | 60,000           |
| Stormwater Fund             | -   | -                |
| Vehicle Replacement Fund    | -   | -                |
| Other                       | -   | -                |
| <b>Total Funding Source</b> | <b>\$ -</b>                                     | <b>\$ 60,000</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 434**  
**Project Title: WTP Control/Component Upgrades**  
**Dep/Div Name: Water Treatment**

**Justification/Description/Location:**

Water treatment facilities are controlled through an array of advanced electronic control devices and computer software. Over time as the technology evolves, older control components become obsolete and unserviceable. This is to fund WTP control upgrades as well as minor mechanical upgrades as they become necessary.

| Category      | Projected<br>Carry<br>Forward<br>2021 | 2022      |
|---------------|---------------------------------------|-----------|
| Land          | -                                     | -         |
| Building      | -                                     | -         |
| Construction  | -                                     | -         |
| Equipment     | -                                     | -         |
| Vehicles      | -                                     | -         |
| Miscellaneous | -                                     | 50,000    |
| Total         | \$ -                                  | \$ 50,000 |

**Funding Source (Total should equal capital cost above)**

| Fund                     | Projected<br>Carry<br>Forward<br>2021 | 2022      |
|--------------------------|---------------------------------------|-----------|
| General Fund             | -                                     | -         |
| Water/Sewer Fund         | -                                     | 50,000    |
| Stormwater Fund          | -                                     | -         |
| Vehicle Replacement Fund | -                                     | -         |
| Other                    | -                                     | -         |
| Total Funding Source     | \$ -                                  | \$ 50,000 |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 435**  
**Project Title: Commercial Meter Testing and Repair**  
**Dep/Div Name: Water/Wastewater**

**Justification/Description/Location:**

The St. Johns River Water Management District requires all water providers to have a meter testing/replacement program in place to ensure proper accounting of water use by the periodic testing and repair or replacement of meters. This budget item is to test and repair the City's large (3" - 12") meters and to replace 2" commercial meters. This program also ensures that water revenue is properly accounted for.

| Category      | Projected<br>Carry<br>Forward<br>2021 | 2022      |
|---------------|---------------------------------------|-----------|
| Land          | -                                     | -         |
| Building      | -                                     | -         |
| Construction  | -                                     | -         |
| Equipment     | -                                     | -         |
| Vehicles      | -                                     | -         |
| Miscellaneous | -                                     | 50,000    |
| Total         | \$ -                                  | \$ 50,000 |

**Funding Source (Total should equal capital cost above)**

| Fund                     | Projected<br>Carry<br>Forward<br>2021 | 2022      |
|--------------------------|---------------------------------------|-----------|
| General Fund             | -                                     | -         |
| Water/Sewer Fund         | -                                     | 50,000    |
| Stormwater Fund          | -                                     | -         |
| Vehicle Replacement Fund | -                                     | -         |
| Other                    | -                                     | -         |
| Total Funding Source     | \$ -                                  | \$ 50,000 |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 435**  
**Project Title: Equipment Storage Canopy**  
**Dep/Div Name: Water/Wastewater**

**Justification/Description/Location:**

The Public Works facility warehouse and existing equipment storage canopy are not adequately sized to store all materials and equipment the department is responsible for maintaining. This has caused premature wear of large equipment which is stored outside. This proposal is for the construction of a 100' x 50' metal canopy with concrete foundation to be located just west of the existing building and be used to store trucks, tractors, equipment trailers, mowers, generators, meter boxes, and other equipment.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b> |
|-----------------|---|-------------|
| Land            | -   | -           |
| Building        | -   | -           |
| Construction    | 300,000   | -           |
| Equipment       | -   | -           |
| Vehicles        | -   | -           |
| Miscellaneous   | -   | -           |
| <b>Total</b>    | <b>\$ 300,000</b>                               | <b>\$ -</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b> |
|-----------------------------|---|-------------|
| General Fund                | -   | -           |
| Water/Sewer Fund            | 300,000   | -           |
| Stormwater Fund             | -   | -           |
| Vehicle Replacement Fund    | -   | -           |
| Other                       | -   | -           |
| <b>Total Funding Source</b> | <b>\$ 300,000</b>                               | <b>\$ -</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 435**  
**Project Title: Lift Station Control Panel Upgrade**  
**Dep/Div Name: Water/Wastewater**

**Justification/Description/Location:**

The City owns and operates seventeen (17) wastewater lift stations. The median age of the lift stations is twenty nine (29) years. After performing an electrical panel condition assessment of each lift station in 2020 it was determined that thirteen (13) of the stations electrical control panels should be replaced within the next five (5) years. Four (4) panels are being replaced in FY 2021. We plan to replace the following panels in FY 2022 - Choctaw, Master #1, and Eagle Claw; FY 2023 - Primera #3, Tuscany, and Woodbridge; and FY 2024 - Manderley, Primera #2, and Master #2.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>       |
|-----------------|---|-------------------|
| Land            | -   | -                 |
| Building        | -   | -                 |
| Construction    | 140,000   | 200,000           |
| Equipment       | -   | -                 |
| Vehicles        | -   | -                 |
| Miscellaneous   | -   | -                 |
| <b>Total</b>    | <b>\$ 140,000</b>                               | <b>\$ 200,000</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>       |
|-----------------------------|---|-------------------|
| General Fund                | -   | -                 |
| Water/Sewer Fund            | 140,000   | 200,000           |
| Stormwater Fund             | -   | -                 |
| Vehicle Replacement Fund    | -   | -                 |
| Other                       | -   | -                 |
| <b>Total Funding Source</b> | <b>\$ 140,000</b>                               | <b>\$ 200,000</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 435**  
**Project Title: Lift Station Emergency Generator**  
**Dep/Div Name: Water/Wastewater**

**Justification/Description/Location:**

The City owns and maintains seventeen (17) wastewater lift stations. Currently only four (4) of the lift stations are equipped with permanent emergency generators which would operate the lift station during a power outage. Public Works has seven (7) portable generators as well. This project is to purchase and install a permanent emergency generator at Master Lift Station #2. Master #2 provides service to over 150 commercial businesses and the Fairways apartment complex (276 units). It is prudent to install a permanent emergency generator at this location at this time to ensure continuity of service during power outages. In FY 2021 a generator is being installed at the Primera I lift station. In 2023 another lift station will be chosen.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>       |
|-----------------|---|-------------------|
| Land            | -   | -                 |
| Building        | -   | -                 |
| Construction    | 101,000   | 135,000           |
| Equipment       | -   | -                 |
| Vehicles        | -   | -                 |
| Miscellaneous   | -   | -                 |
| <b>Total</b>    | <b>\$ 101,000</b>                               | <b>\$ 135,000</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>       |
|-----------------------------|---|-------------------|
| General Fund                | -   | -                 |
| Water/Sewer Fund            | 101,000   | 135,000           |
| Stormwater Fund             | -   | -                 |
| Vehicle Replacement Fund    | -   | -                 |
| Other                       | -   | -                 |
| <b>Total Funding Source</b> | <b>\$ 101,000</b>                               | <b>\$ 135,000</b> |



**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 435**  
**Project Title: Lift Station Pump Maintenance & Repair**  
**Dep/Div Name: Water/Wastewater**

**Justification/Description/Location:**

The City owns and maintains seventeen (17) wastewater lift stations. Each station is equipped with two (2) submersible wastewater pumps and a level control system; some are equipped with mixing devices, flow meters, and emergency generators. These components require regular maintenance and periodic replacement. This item is to fund end of life replacement and technology upgrades to pumps, mixers, level detectors, etc.

| Category      | Projected<br>Carry<br>Forward<br>2021 | 2022      |
|---------------|---------------------------------------|-----------|
| Land          | -                                     | -         |
| Building      | -                                     | -         |
| Construction  | -                                     | -         |
| Equipment     | -                                     | -         |
| Vehicles      | -                                     | -         |
| Miscellaneous | -                                     | 50,000    |
| Total         | \$ -                                  | \$ 50,000 |

**Funding Source (Total should equal capital cost above)**

| Fund                     | Projected<br>Carry<br>Forward<br>2021 | 2022      |
|--------------------------|---------------------------------------|-----------|
| General Fund             | -                                     | -         |
| Water/Sewer Fund         | -                                     | 50,000    |
| Stormwater Fund          | -                                     | -         |
| Vehicle Replacement Fund | -                                     | -         |
| Other                    | -                                     | -         |
| Total Funding Source     | \$ -                                  | \$ 50,000 |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 435**  
**Project Title: Sewer and Reuse Implementation**  
**Dep/Div Name: Water/Wastewater**

**Justification/Description/Location:**

Currently approximately 50% of the parcels in the City are connected to central sewer. To address environmental concerns related to septic systems and to improve the quality of life for all residents, specific areas will be upgraded to central sewer. In conjunction with providing central sewer, reclaimed water will also be provided in areas where new sewer service is constructed.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>       |
|-----------------|---|-------------------|
| Land            | -   | -                 |
| Building        | -   | -                 |
| Construction    | -   | 250,000           |
| Equipment       | -   | -                 |
| Vehicles        | -   | -                 |
| Miscellaneous   | -   | -                 |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 250,000</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>       |
|-----------------------------|---|-------------------|
| General Fund                | -   | -                 |
| Water/Sewer Fund            | -   | 250,000           |
| Stormwater Fund             | -   | -                 |
| Vehicle Replacement Fund    | -   | -                 |
| Other                       | -   | -                 |
| <b>Total Funding Source</b> | <b>\$ -</b>                                     | <b>\$ 250,000</b> |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 435**  
**Project Title: Water Main Extension (Eagle Creek)**  
**Dep/Div Name: Water/Wastewater**

**Justification/Description/Location:**

The City's water distribution system is separated by the FDOT railroad between Longwood/Lake Mary Road and S. Country Club Road. This project is to loop the water distribution system at the south end of the City by constructing a water main extension under the railroad tracks between the Eagle Creek and Meadow Brooke subdivisions.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b> |
|-----------------|---|-------------|
| Land            | -   | -           |
| Building        | -   | -           |
| Construction    | 168,000   | -           |
| Equipment       | -   | -           |
| Vehicles        | -   | -           |
| Miscellaneous   | -   | -           |
| <b>Total</b>    | <b>\$ 168,000</b>                               | <b>\$ -</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b> |
|-----------------------------|---|-------------|
| General Fund                | -   | -           |
| Water/Sewer Fund            | 168,000   | -           |
| Stormwater Fund             | -   | -           |
| Vehicle Replacement Fund    | -   | -           |
| Other                       | -   | -           |
| <b>Total Funding Source</b> | <b>\$ 168,000</b>                               | <b>\$ -</b> |

## **STORMWATER UTILITY FUND**

The Stormwater Utility Fund accounts for the operation and maintenance of the City's stormwater system.



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**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Stormwater Utility Fund Summary**

| Description                         | 2020<br>Actual    | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget    |
|-------------------------------------|-------------------|----------------------------|----------------------------|-------------------|
| <b>Fund Balance, October 1</b>      | \$ 463,926        | \$ 554,274                 | \$ 554,274                 | \$ 563,006        |
| <b>Revenue:</b>                     |                   |                            |                            |                   |
| Stormwater Fee                      | \$ 435,354        | \$ 413,000                 | \$ 413,000                 | \$ 415,000        |
| Interest                            | 6,716             | 2,500                      | 2,500                      | 550               |
| Total Revenues                      | 442,070           | 415,500                    | 415,500                    | 415,550           |
| <b>Expenses:</b>                    |                   |                            |                            |                   |
| Operating Expenses                  | \$ 323,277        | \$ 406,768                 | \$ 406,768                 | \$ 470,364        |
| Downtown Stormwater Upgrades        | 28,445            | -                          | -                          | -                 |
| Total Expenses                      | 351,722           | 406,768                    | 406,768                    | 470,364           |
| Increase (Decrease) in Fund Balance | 90,348            | 8,732                      | 8,732                      | (54,814)          |
| <b>Fund Balance, September 30</b>   | <b>\$ 554,274</b> | <b>\$ 563,006</b>          | <b>\$ 563,006</b>          | <b>\$ 508,192</b> |

# STORMWATER UTILITY

## PROGRAM SUMMARY

This program is responsible for implementing National Pollutant Discharge Elimination System (NPDES) mandatory requirements for protecting surface water quality and flooding due to any storm event, creating and maintaining GIS stormwater map books, Community Rating System recertification, providing stormwater construction site inspections and maintaining stormwater drainage systems.

## GOALS

1. To operate and maintain all Stormwater (SW) collection systems and structural controls.
2. To control SW discharges from new development and construction activities.
3. To keep public streets and roadways clean in order to minimize pollutant migration in SW collection system.
4. To control pollutants from application of pesticides, herbicides, and fertilizer.
5. To inspect high risk industries, investigate illicit connections/illicit discharges (ICID), etc. in order to prevent SW pollution.
6. To provide training for spill prevention, ICID, erosion and sediment control, public education and awareness to prevent SW pollution.
7. To ensure compliance with National Pollutant Discharge Elimination System (NPDES) requirements.
8. To enhance proper stormwater drainage through the construction and maintenance of inlets, culverts, manholes, curbs, piping, and swales.

| PERFORMANCE MEASURES  | 2019 | 2020 | %Change | 2021 EST |
|---|------|------|---------|----------|
| Inventory of Stormwater (SW) structures, inspection and maintenance (numbers)   | 159  | 149  | -6%     | 150      |
| Number of miles of roadways/streets swept                                       | 494  | 494  | 0%      | 494      |
| Number of outfalls cleaned and monitored  | 5    | 5    | 0%      | 5        |
| Number of ICID investigated and corrected                                       | -    | -    | 0%      | -        |
| Number of training sessions on spill prevention, ICID and public education held | 19   | 19   | 0%      | 19       |
| Number of construction sites inspected  | 413  | 369  | -11%    | 400      |

| <b>BUDGET SUMMARY -<br/>STORMWATER UTILITY</b> | <b>2020<br/>ACTUAL</b> | <b>2021<br/>ORIGINAL<br/>BUDGET</b> | <b>2021<br/>ADJUSTED<br/>BUDGET</b> | <b>2022<br/>BUDGET</b> |
|--|------------------------|-------------------------------------|-------------------------------------|------------------------|
| Salaries                                       | \$ 123,956             | \$ 127,260                          | \$ 127,260                          | \$ 131,060             |
| Benefits                                       | \$ 41,521              | \$ 45,845                           | \$ 45,845                           | \$ 48,681              |
| Operating                                      | \$ 157,800             | \$ 233,663                          | \$ 233,663                          | \$ 290,623             |
| <b>TOTAL</b>                                   | <b>\$ 323,277</b>      | <b>\$ 406,768</b>                   | <b>\$ 406,768</b>                   | <b>\$ 470,364</b>      |

| <b>STAFFING ANALYSIS -<br/>STORMWATER UTILITY</b> | <b>2020<br/>ACTUAL</b> | <b>2021<br/>ORIGINAL<br/>BUDGET</b> | <b>2021<br/>ADJUSTED<br/>BUDGET</b> | <b>2022<br/>BUDGET</b> |
|---|------------------------|-------------------------------------|-------------------------------------|------------------------|
| City Engineer (50%)*                              | 1                      | 1                                   | 1                                   | 1                      |
| Assistant City Engineer (50%)*                    | 1                      | 1                                   | 1                                   | 1                      |
| Maintenance Specialist I                          | 1                      | 1                                   | 1                                   | 1                      |
| <b>TOTAL</b>                                      | <b>3</b>               | <b>3</b>                            | <b>3</b>                            | <b>3</b>               |

\*City Engineer and Assistant City Engineer split 50/50 in Public Works Administration and Stormwater.



**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Public Works - Stormwater Utility**  
**402-0437-437**

| Description                      | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|----------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>       |                |                            |                            |                |
| 11-00 Salaries and Wages         | \$ 122,841     | \$ 123,900                 | \$ 123,900                 | \$ 127,700     |
| 14-00 Overtime                   | 75             | 1,800                      | 1,800                      | 1,800          |
| 17-00 Education Incentives       | 1,040          | 1,560                      | 1,560                      | 1,560          |
| 21-00 FICA                       | 8,903          | 9,736                      | 9,736                      | 10,027         |
| 22-00 Employer Pension           | 12,710         | 15,908                     | 15,908                     | 16,383         |
| 23-00 Health/Life Insurance      | 16,607         | 17,360                     | 17,360                     | 19,095         |
| 24-00 Workers Compensation       | 3,301          | 2,841                      | 2,841                      | 3,176          |
| Subtotal                         | 165,477        | 173,105                    | 173,105                    | 179,741        |
| <b>Operating Expenditures:</b>   |                |                            |                            |                |
| 31-21 NPDES Requirements         | \$ 9,788       | \$ 17,300                  | \$ 17,300                  | \$ 17,300      |
| 31-22 Street Sweeping/Cleaning   | 13,015         | 21,500                     | 21,500                     | 21,500         |
| 31-24 Drainage Maintenance       | 103,729        | 155,000                    | 155,000                    | 210,000        |
| 31-25 TMDL Monitoring            | 5,976          | 8,000                      | 8,000                      | 8,000          |
| 34-40 Contractual Services       | 580            | 1,600                      | 1,600                      | 1,600          |
| 40-10 Travel & Per Diem          | 275            | 2,075                      | 2,075                      | 2,075          |
| 41-10 Telephone & Fax            | 916            | 1,400                      | 1,400                      | 1,400          |
| 43-50 Electric                   | 183            | 500                        | 500                        | 500            |
| 44-60 Vehicle Rental             | 6,810          | 6,810                      | 6,810                      | 8,543          |
| 45-50 Insurance Costs            | 600            | 446                        | 446                        | 473            |
| 46-50 Vehicle Maintenance        | 9,106          | 9,000                      | 9,000                      | 9,200          |
| 46-60 Vehicle Maint/Contract     | -              | 400                        | 400                        | 400            |
| 48-10 Promotional Activities     | 1,094          | 2,000                      | 2,000                      | 2,000          |
| 52-10 General Operating Supplies | 256            | 1,100                      | 1,100                      | 1,100          |
| 52-20 Vehicle Fuel Charges       | 4,171          | 4,600                      | 4,600                      | 4,600          |
| 52-50 Licenses                   | 97             | 355                        | 355                        | 355            |
| 52-70 Uniforms                   | 208            | 457                        | 457                        | 457            |
| 54-10 Memberships/Periodicals    | 996            | 1,120                      | 1,120                      | 1,120          |
| Subtotal                         | 157,800        | 233,663                    | 233,663                    | 290,623        |
| Total Costs                      | \$ 323,277     | \$ 406,768                 | \$ 406,768                 | \$ 470,364     |

## **INTERNAL SERVICE FUND**

The Vehicle Maintenance Fund is used to account for the services provided by Fleet Maintenance and to accumulate funds for the replacement of the City's fleet.



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**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Vehicle Maintenance Fund Summary**

| Description                          | 2020<br>Actual      | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget      |
|--------------------------------------|---------------------|----------------------------|----------------------------|---------------------|
| <b>Fund Balance, October 1</b>       | \$ 2,223,091        | \$ 2,213,228               | \$ 2,213,228               | \$ 2,116,168        |
| <b>Revenue:</b>                      |                     |                            |                            |                     |
| Vehicle Rental Income                | \$ 970,574          | \$ 1,110,040               | \$ 1,110,040               | \$ 1,153,594        |
| Vehicle Maintenance Fees             | 168,723             | 168,500                    | 168,500                    | 168,500             |
| Contracted Maintenance               | 46,124              | 50,000                     | 50,000                     | 50,000              |
| Interest                             | 33,475              | 20,000                     | 20,000                     | 2,100               |
| Sale of Assets                       | 30,600              | 50,000                     | 50,000                     | 50,000              |
| Misc and Interfund Acquisitions      | 81,811              | -                          | -                          | -                   |
| Transfer In - General Fund           | -                   | -                          | -                          | 100,000             |
| Total Revenues                       | 1,331,307           | 1,398,540                  | 1,398,540                  | 1,524,194           |
| <b>Expenditures:</b>                 |                     |                            |                            |                     |
| Maintenance Operations               | \$ 319,267          | \$ 336,800                 | \$ 336,800                 | \$ 344,755          |
| Vehicle Replacements                 | 1,021,903           | 1,158,800                  | 1,158,800                  | 674,300             |
| Machinery & Equipment for Operations | -                   | -                          | -                          | 15,000              |
| Total Expenditures                   | 1,341,170           | 1,495,600                  | 1,495,600                  | 1,034,055           |
| Increase (Decrease) in Fund Balance  | (9,863)             | (97,060)                   | (97,060)                   | 490,139             |
| <b>Fund Balance, September 30</b>    | <b>\$ 2,213,228</b> | <b>\$ 2,116,168</b>        | <b>\$ 2,116,168</b>        | <b>\$ 2,606,307</b> |

## VEHICLE MAINTENANCE

### PROGRAM SUMMARY

This program provides both preventative and unscheduled maintenance to all City vehicles and most equipment including automobiles, trucks, heavy and light mechanized equipment.

### GOALS

1. To ensure all City owned vehicles and equipment are maintained in a safe and efficient manner.
2. To provide accountability for all expenditures of man-hours, inventory and other items used in maintaining the City's mechanized assets.
3. To schedule and ensure all vehicles/equipment receive preventive maintenance and service.
4. To perform emergency unscheduled repairs/maintenance on a priority basis.

| PERFORMANCE MEASURES            | 2019 | 2020 | %Change | 2021 EST |
|---------------------------------|------|------|---------|----------|
| P.M. inspections performed      | 656  | 659  | 0%      | 660      |
| Sublet repairs                  | 61   | 49   | -20%    | 50       |
| Vehicles & equipment serviced   | 995  | 962  | -3%     | 1,000    |
| Unscheduled repairs made        | 339  | 242  | -29%    | 250      |
| Oil changes performed           | 369  | 387  | 5%      | 390      |
| Brake jobs                      | 24   | 28   | 17%     | 30       |
| Tires changed/balanced          | 185  | 169  | -9%     | 175      |
| Transmission services performed | 14   | 22   | 57%     | 18       |

| BUDGET SUMMARY -<br>VEHICLE MAINTENANCE | 2020<br>ACTUAL    | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET    |
|---|-------------------|----------------------------|----------------------------|-------------------|
| Salaries                                | \$ 172,615        | \$ 178,750                 | \$ 178,750                 | \$ 177,250        |
| Benefits                                | \$ 59,232         | \$ 64,433                  | \$ 64,433                  | \$ 67,016         |
| Operating                               | \$ 87,420         | \$ 93,617                  | \$ 93,617                  | \$ 100,489        |
| <b>TOTAL</b>                            | <b>\$ 319,267</b> | <b>\$ 336,800</b>          | <b>\$ 336,800</b>          | <b>\$ 344,755</b> |

| STAFFING ANALYSIS -<br>VEHICLE MAINTENANCE | 2020<br>ACTUAL | 2021<br>ORIGINAL<br>BUDGET | 2021<br>ADJUSTED<br>BUDGET | 2022<br>BUDGET |
|--|----------------|----------------------------|----------------------------|----------------|
| Fleet Supervisor                           | 1              | 1                          | 1                          | 1              |
| Mechanic                                   | 2              | 2                          | 2                          | 2              |
| <b>TOTAL</b>                               | <b>3</b>       | <b>3</b>                   | <b>3</b>                   | <b>3</b>       |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Operating Budget**

**Vehicle Maintenance**  
**501-0490-491**

| Description                      | 2020<br>Actual | 2021<br>Original<br>Budget | 2021<br>Adjusted<br>Budget | 2022<br>Budget |
|----------------------------------|----------------|----------------------------|----------------------------|----------------|
| <b>Personnel Services:</b>       |                |                            |                            |                |
| 11-00 Salaries and Wages         | \$ 170,501     | \$ 174,900                 | \$ 174,900                 | \$ 173,400     |
| 14-00 Overtime                   | 34             | 1,250                      | 1,250                      | 1,250          |
| 17-00 Educational Incentives     | 2,080          | 2,600                      | 2,600                      | 2,600          |
| 21-00 FICA                       | 12,180         | 13,675                     | 13,675                     | 13,560         |
| 22-00 Employer Pension           | 19,385         | 22,344                     | 22,344                     | 22,157         |
| 23-00 Health/Life Insurance      | 24,903         | 26,035                     | 26,035                     | 28,640         |
| 24-00 Workers Compensation       | 2,764          | 2,379                      | 2,379                      | 2,659          |
| Subtotal                         | 231,847        | 243,183                    | 243,183                    | 244,266        |
| <b>Operating Expenditures:</b>   |                |                            |                            |                |
| 34-40 Contractual Services       | \$ 53,954      | \$ 49,026                  | \$ 49,026                  | \$ 54,435      |
| 40-10 Travel & Per Diem          | -              | 750                        | 750                        | 750            |
| 41-10 Telephone & Fax            | 1,219          | 1,100                      | 1,100                      | 1,400          |
| 43-10 Water/Sewer                | 347            | 500                        | 500                        | 500            |
| 43-50 Electric                   | 3,221          | 3,300                      | 3,300                      | 3,400          |
| 43-70 Gas                        | 1,058          | 2,500                      | 2,500                      | 2,500          |
| 44-60 Vehicle Rental             | 10,187         | 10,187                     | 10,187                     | 11,035         |
| 45-50 Insurance Costs            | 4,757          | 3,536                      | 3,536                      | 3,751          |
| 46-10 Maintenance Contracts      | 1,500          | 3,250                      | 3,250                      | 3,250          |
| 46-50 Vehicle Maintenance        | 2,982          | 5,000                      | 5,000                      | 5,000          |
| 46-60 Vehicle Maint/Contract     | -              | 500                        | 500                        | 500            |
| 51-30 Office Supplies            | 11             | 500                        | 500                        | 500            |
| 52-10 General Operating Supplies | 5,401          | 6,000                      | 6,000                      | 6,000          |
| 52-20 Vehicle Fuel Charges       | 449            | 1,100                      | 1,100                      | 1,100          |
| 52-70 Uniforms                   | 575            | 618                        | 618                        | 618            |
| 52-90 Equipment under \$1,000    | 1,759          | 5,000                      | 5,000                      | 1,000          |
| 54-30 Employee Development       | -              | 750                        | 750                        | 750            |
| <b>Capital Outlay:</b>           |                |                            |                            |                |
| 64-99 Machinery & Equipment      | -              | -                          | -                          | 4,000          |
| Subtotal                         | 87,420         | 93,617                     | 93,617                     | 100,489        |
| Total Costs                      | \$ 319,267     | \$ 336,800                 | \$ 336,800                 | \$ 344,755     |

**City of Lake Mary, Florida**  
**Fiscal Year 2022 Capital Budget Proposal**  
**Dep/Div Number: 490**  
**Project Title: Wheel Balancer**  
**Dep/Div Name: Vehicle Maintenance**

**Justification/Description/Location:**

Wheel balancer for cars and trucks. Current balancer can not handle alloy rims which have been specified on new Police vehicles.

| <b>Category</b> | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------|---|------------------|
| Land            | -   | -                |
| Building        | -   | -                |
| Construction    | -   | -                |
| Equipment       | -   | 15,000           |
| Vehicles        | -   | -                |
| Miscellaneous   | -   | -                |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ 15,000</b> |

**Funding Source (Total should equal capital cost above)**

| <b>Fund</b>                 | <b>Projected<br/>Carry<br/>Forward<br/>2021</b> | <b>2022</b>      |
|-----------------------------|---|------------------|
| General Fund                | -   | -                |
| Water/Sewer Fund            | -   | -                |
| Stormwater Fund             | -   | -                |
| Vehicle Replacement Fund    | -   | 15,000           |
| Other                       | -   | -                |
| <b>Total Funding Source</b> | <b>\$ -</b>                                     | <b>\$ 15,000</b> |

**CITY OF LAKE MARY**  
**VEHICLE REPLACEMENT SCHEDULE**  
**FY 2022**

| VEH  | DESCRIPTION                                | IN SERVICE  | DIV | DEPARTMENT      | 2022   | 2023   | 2024    | 2025   | 2026    |
|------|--|-------------|-----|-----------------|--------|--------|---------|--------|---------|
| 109  | 17 FORD ESCAPE                             | 3/6/2017    | 431 | PW ADMIN        | -      | -      | 30,100  | -      | -       |
| 69   | 05 KUBOTA TRACTOR                          | 1/21/2005   | 432 | STREETS         | -      | 42,000 | -       | -      | -       |
| 70   | 05 KUBOTA TRACTOR                          | 1/31/2005   | 432 | STREETS         | -      | -      | 70,000  | -      | -       |
| 87   | 13 RHINO BUSH HOG MOWER                    | 3/7/2013    | 432 | STREETS         | -      | 11,500 | -       | -      | -       |
| 94   | 11 CAT ASPHALT ROLLER                      | 4/15/2014   | 432 | STREETS         | -      | -      | -       | -      | -       |
| 98   | 15 CUSTOM BUILT TRAILER LAWN EQUIP         | 1/19/2015   | 432 | STREETS         | -      | -      | -       | 11,250 | -       |
| 99   | 15 TORO 5000 SERIES Z MASTER MOWERS        | 1/6/2015    | 432 | STREETS         | -      | 12,200 | -       | -      | -       |
| 100  | 15 TORO 5000 SERIES Z MASTER MOWERS        | 1/6/2015    | 432 | STREETS         | -      | 12,200 | -       | -      | -       |
| 102  | 15 MORBARK CHIPPER                         | 3/4/2016    | 432 | STREETS         | -      | -      | -       | -      | -       |
| 104  | 17 CATERPILLAR LOADER                      | 2/19/2017   | 432 | STREETS         | -      | -      | -       | -      | -       |
| 111  | 18 WANCO ARROW/MESSAGE TRAILER             | 2/19/2018   | 432 | STREETS         | -      | -      | -       | 20,700 | -       |
| 113  | 18 FORD F-550 FORESTRY BUCKET TRUCK        | 1/22/2019   | 432 | STREETS         | -      | -      | -       | -      | -       |
| 117  | 19 WANCO SIGN BOARD                        | 2/21/2019   | 432 | STREETS         | -      | -      | -       | -      | 21,700  |
| 118  | 19 WANCO SIGN BOARD                        | 02/21/2019  | 432 | STREETS         | -      | -      | -       | -      | 21,700  |
| 134  | 95 CATERPILLAR LOADER                      | 1/1/1995    | 432 | STREETS         | -      | -      | -       | -      | -       |
| 119  | 20 CAT 289D COMPACT TRACK LOADER           | 8/1/2020    | 432 | STREETS         | -      | -      | -       | -      | -       |
| 121  | 21 FORD F-350 4x4 D                        | Not in Serv | 432 | STREETS         | -      | -      | -       | -      | -       |
| 122  | 21 FORD F-350                              | Not in Serv | 432 | STREETS         | -      | -      | -       | -      | -       |
| 85   | 13 FORD F-150 PICK-UP 4X2 GAS              | 5/8/2013    | 434 | WATER PLANT     | -      | 37,600 | -       | -      | -       |
| 86   | 13 TORO WORKMAN MD CARB                    | 2/13/2013   | 434 | WATER PLANT     | 12,500 | -      | -       | -      | -       |
| 61   | 04 CROSLEY TRAILER (SKID STEER, MINI HOE)  | 1/28/2003   | 435 | WATER DIST      | -      | 23,100 | -       | -      | -       |
| 76   | 08 DOVE TAIL TRAILER (PARKS LIFT)          | 7/7/2008    | 435 | WATER DIST      | -      | -      | 38,000  | -      | -       |
| 83   | 12 CATERPILLAR TRACK-HOE                   | 8/14/2012   | 435 | WATER DIST      | -      | -      | -       | 78,000 | -       |
| 90   | 14 FORD F-550 MINI DUMP TRUCK DIESEL       | 6/26/2014   | 435 | WATER DIST      | -      | 74,000 | -       | -      | -       |
| 91   | 14 FORD F-250 PICK-UP GAS                  | 5/20/2014   | 435 | WATER DIST      | 48,300 | -      | -       | -      | -       |
| 95   | 14 FRIEGHTLINER VAC-CON                    | 6/30/2014   | 435 | WATER DIST      | -      | -      | -       | -      | 356,600 |
| 96   | 15 F-450 CRANE TRUCK 4X4 GAS               | 7/30/2015   | 435 | WATER DIST      | -      | -      | 112,000 | -      | -       |
| 97   | 15 CAT DUMP TRUCK                          | 7/8/2015    | 435 | WATER DIST      | -      | -      | -       | -      | -       |
| 105  | 16 MQ WATER TRAILER                        | 1/26/2017   | 435 | WATER DIST      | -      | -      | -       | -      | -       |
| 106  | 17 FORD F-150 4X2 GAS                      | 4/26/2017   | 435 | WATER DIST      | -      | -      | -       | 55,900 | -       |
| 107  | 17 FORD F-250 4X2 GAS                      | 6/13/2017   | 435 | WATER DIST      | -      | 50,700 | -       | -      | -       |
| 110  | 18 FORD F-250 4X2 GAS                      | 9/20/2018   | 435 | WATER DIST      | -      | -      | 53,200  | -      | -       |
| 112  | 18 JOHN DEERE BUSH HOG MOWER               | 4/5/2018    | 435 | WATER DIST      | -      | -      | -       | -      | -       |
| 114  | 18 WANCO LIGHT TOWER                       | 2/19/2018   | 435 | WATER DIST      | -      | -      | -       | -      | -       |
| 115  | 18 FORD F-250 4X2 GAS WITH TOMMY LIFT GATE | 9/21/2018   | 435 | WATER DIST      | -      | -      | 53,200  | -      | -       |
| 120  | 20 CATERPILLAR BACKHOE                     | Not in Serv | 435 | WATER DIST      | -      | -      | -       | -      | -       |
| 92   | 14 FORD F-150 PICK-UP GAS                  | 4/9/2014    | 436 | UTILITY BILLING | -      | 37,600 | -       | -      | -       |
| 108  | 14 FORD F-150 4X4 CREW CAB GAS             | 6/6/2014    | 437 | STORMWATER      | -      | 39,700 | -       | -      | -       |
| 123  | 21 FORD F-350                              | Not in Serv | 437 | STORMWATER      | -      | -      | -       | -      | -       |
| 101  | 15 FORD F-250 4X4 GAS                      | 6/4/2015    | 490 | FLEET           | -      | -      | -       | -      | -       |
| 103  | 16 FORD F-150 4X2 GAS                      | 5/16/2016   | 490 | FLEET           | -      | -      | -       | -      | 43,600  |
| 400  | 11 FORD E-250 CARGO VAN STD                | 3/18/2011   | 519 | FACILITIES      | -      | 37,600 | -       | -      | -       |
| 401  | 14 FORD F-150 4X2 GAS                      | 3/27/2014   | 519 | FACILITIES      | -      | -      | 43,000  | -      | -       |
| 402  | 14 FORD F-250 4X2 GAS                      | 4/29/2014   | 519 | FACILITIES      | -      | -      | 43,000  | -      | -       |
| 15   | 14 FORD ESCAPE                             | 9/11/2014   | 115 | COM DEV         | -      | -      | 30,100  | -      | -       |
| 14   | 14 FORD ESCAPE                             | 3/26/2014   | 215 | I.T. DEPT.      | -      | -      | 30,100  | -      | -       |
| 627  | 08 FORD RANGER EXTEND CAB                  | 3/11/2008   | 124 | BUILDING        | 35,800 | -      | -       | -      | -       |
| 630  | 17 FORD F-150 4X2 GAS                      | 4/26/2017   | 124 | BUILDING        | -      | -      | 39,500  | -      | -       |
| 631  | 19 FORD ESCAPE                             | 7/26/2019   | 124 | BUILDING        | -      | -      | -       | -      | 33,200  |
| 632  | 20 FORD ESCAPE                             | 9/30/2020   | 124 | BUILDING        | -      | -      | -       | -      | -       |
| 2224 | 06 KAWASAKI MULE 4X4                       | 10/26/2006  | 452 | PARKS & REC     | -      | 13,000 | -       | -      | -       |
| 531  | 05 TORO GROUNDS MASTER 3500D RESERVE       | 4/29/2005   | 452 | PARKS & REC     | -      | 34,500 | -       | -      | -       |
| 546  | 08 KUBOTA TRACTOR (RESERVE)                | 1/15/2008   | 452 | PARKS & REC     | -      | -      | -       | -      | 30,000  |
| 550  | 08 TORO SAND PRO (RESERVE)                 | 4/25/2008   | 452 | PARKS & REC     | -      | 29,300 | -       | -      | -       |
| 554  | 11 CUSTOM TANDUM TRAILER                   | 3/30/2011   | 452 | PARKS & REC     | 10,000 | -      | -       | -      | -       |
| 560  | 13 CUSTOM BUILT LAWN TRAILER               | 1/23/2013   | 452 | PARKS & REC     | -      | 11,000 | -       | -      | -       |
| 566  | 14 FORD F-150 PICK-UP 4X2                  | 4/9/2014    | 452 | PARKS & REC     | -      | 39,700 | -       | -      | -       |
| 567  | 15 FORD F-450 FLAT BED DIESEL              | 4/16/2014   | 452 | PARKS & REC     | -      | 82,000 | -       | -      | -       |
| 568  | 15 FORD F-150 4X4 CREW CAB                 | 4/17/2015   | 452 | PARKS & REC     | -      | 44,200 | -       | -      | -       |



**CITY OF LAKE MARY**  
**VEHICLE REPLACEMENT SCHEDULE**  
**FY 2022**

| VEH  | DESCRIPTION                               | IN SERVICE  | DIV | DEPARTMENT  | 2022   | 2023    | 2024    | 2025   | 2026 |
|------|---|-------------|-----|-------------|--------|---------|---------|--------|------|
| 569  | 15 TORO WORKMAN HDX CARB                  | 5/29/2015   | 452 | PARKS & REC | -      | 13,000  | -       | -      | -    |
| 570  | 15 TORO WORKMAN MD CARB                   | 3/4/2015    | 452 | PARKS & REC | 12,500 | -       | -       | -      | -    |
| 573  | 15 HIGH REACH LIFT                        | 7/2/2015    | 452 | PARKS & REC | -      | -       | -       | -      | -    |
| 574  | 16 FORD F-250 W/UTILITY BED 4X4 GAS       | 5/26/2016   | 452 | PARKS & REC | -      | -       | 53,200  | -      | -    |
| 575  | 16 WORKMAN HDX CARB W/ATTACHMENTS         | 2/15/2016   | 452 | PARKS & REC | 28,500 | -       | -       | -      | -    |
| 576  | 16 WORKMAN HDX CARB                       | 1/7/2016    | 452 | PARKS & REC | -      | 32,100  | -       | -      | -    |
| 577  | 16 TORO WORMAN MD CARB                    | 1/7/2016    | 452 | PARKS & REC | 12,500 | -       | -       | -      | -    |
| 578  | 16 TORO Z-MASTER MOWER COMMAND 60         | 12/15/2016  | 452 | PARKS & REC | 11,500 | -       | -       | -      | -    |
| 579  | 16 BIG TEX DUMP TRAILER                   | 1/25/2016   | 452 | PARKS & REC | -      | -       | -       | -      | -    |
| 580  | 17 KUBOTA TRACTOR                         | 2/9/2017    | 452 | PARKS & REC | -      | -       | -       | -      | -    |
| 581  | 18 TORO WORKMAN MDX                       | 1/18/2018   | 452 | PARKS & REC | -      | -       | 14,900  | -      | -    |
| 582  | 18 TORO GROUNDSMASTER 3500-D (DIESEL)     | 1/18/2018   | 452 | PARKS & REC | -      | -       | 41,700  | -      | -    |
| 583  | 18 TORO SAND PRO                          | 1/25/2018   | 452 | PARKS & REC | -      | -       | 30,800  | -      | -    |
| 584  | 19 FORD 250 4X4 4 DOOR                    | 7/1/2019    | 452 | PARKS & REC | -      | -       | -       | 47,300 | -    |
| 585  | 20 FORD F-150 CREW CAB 4X2 MARKED         | 5/8/2020    | 452 | PARKS & REC | -      | -       | -       | -      | -    |
| 586  | 20 FORD F-150 CREW CAB 4X2 MARKED         | 6/1/2020    | 452 | PARKS & REC | -      | -       | -       | -      | -    |
| 587  | 21 FORD F-150 CREW CAB 4x2 MARKED         | Not in Serv | 452 | PARKS & REC | -      | -       | -       | -      | -    |
| 588  | 21 FORD ESCAPE                            | Not in Serv | 452 | PARKS & REC | -      | -       | -       | -      | -    |
| 589  | 21 COURTPAC PRO ROLLER                    | 1/18/2021   | 452 | PARKS & REC | -      | -       | -       | -      | -    |
| 590  | 20 TORO GROUNDSMASTER 3200                | 2/18/2021   | 452 | PARKS & REC | -      | -       | -       | -      | -    |
| 591  | 20 TORO Z-MASTER 5000 52"                 | 1/18/2021   | 452 | PARKS & REC | -      | -       | -       | -      | -    |
| 592  | 20 TORO Z-MASTER 5000 60"                 | 1/18/2021   | 452 | PARKS & REC | -      | -       | -       | -      | -    |
| 357  | 09 PIERCE PUMPER (RESERVE)                | 10/15/2009  | 322 | EMERG OPS   | -      | 641,000 | -       | -      | -    |
| 371  | 16 SUTPHEN PUMPER                         | 6/20/2016   | 322 | EMERG OPS   | -      | -       | -       | -      | -    |
| 375  | 18 SUTPHEN PUMPER                         | 10/24/2018  | 322 | EMERG OPS   | -      | -       | -       | -      | -    |
| 368  | 15 FORD F-450 RESCUE (R-237)              | 4/17/2015   | 322 | EMERG OPS   | -      | -       | -       | -      | -    |
| 373  | 17 FORD F-450 RESCUE (R-137)              | 4/24/2017   | 322 | EMERG OPS   | -      | -       | 352,500 | -      | -    |
| 378  | 20 FORD F-450 RESCUE (R-33)               | 9/30/2020   | 322 | EMERG OPS   | -      | -       | -       | -      | -    |
| 360  | 12 TRIPLE CROWN TRAILER                   | 10/18/2012  | 322 | EMERG OPS   | -      | -       | 10,500  | -      | -    |
| 361  | 13 TORO WORMAN MD CARB                    | 2/13/2013   | 322 | EMERG OPS   | -      | -       | 13,700  | -      | -    |
| 364  | 14 FORD F-150 4X4 GAS CREW CAB            | 6/6/2014    | 322 | EMERG OPS   | -      | -       | 61,000  | -      | -    |
| 374  | 17 FORD EXPLORER                          | 6/20/2017   | 322 | EMERG OPS   | -      | 53,000  | -       | -      | -    |
| 376  | 20 FORD REG EXPLORER SUV UNMARKED         | 6/1/2020    | 322 | EMERG OPS   | -      | -       | -       | -      | -    |
| 377  | 20 FORD F-250 CREW CAB 4X4 MARKED         | 9/30/2020   | 322 | EMERG OPS   | -      | -       | -       | -      | -    |
| 379  | 20 FORD REG EXPLORER SUV UNMARKED         | 9/30/2020   | 322 | EMERG OPS   | -      | -       | -       | -      | -    |
| 380  | 20 FORD F-450 RESCUE (R-37)               | 9/30/2020   | 322 | EMERG OPS   | -      | -       | -       | -      | -    |
| 362  | 13 FORD ESCAPE                            | 5/1/2013    | 324 | FIRE PREV   | 37,800 | -       | -       | -      | -    |
| 366  | 14 FORD ESCAPE                            | 4/29/2014   | 324 | FIRE PREV   | -      | -       | -       | -      | -    |
| 367  | 14 DIAMOND CARGO TRAILER                  | 5/20/2014   | 324 | FIRE PREV   | -      | -       | -       | -      | -    |
| 369  | 15 FORD F-150 4X2 GAS                     | 7/9/2015    | 324 | FIRE PREV   | -      | -       | 41,700  | -      | -    |
| 370  | 15 FORD F-150 4X2 GAS                     | 7/9/2015    | 324 | FIRE PREV   | -      | -       | 41,700  | -      | -    |
| 200  | 14 FORD F-150 4X2 GAS                     | 5/21/2014   | 323 | SUPPORT SVC | -      | 48,500  | -       | -      | -    |
| 2265 | 12 FORD FUSION ADMIN UNMARKED             | 7/17/2012   | 323 | SUPPORT SVC | 41,900 | -       | -       | -      | -    |
| 2263 | 11 CUSTOM BUILT TRAFFIC TRAILER           | 11/24/2011  | 321 | POLICE      | -      | -       | 4,600   | -      | -    |
| 2276 | 13 T-3 SEGWAY                             | 1/4/2013    | 321 | POLICE      | -      | -       | 21,400  | -      | -    |
| 2297 | 14 BMW MOTORCYCLE POLICE                  | 2/21/2014   | 321 | POLICE      | 30,000 | -       | -       | -      | -    |
| 2303 | 15 FORD INTERCEPTOR EXPLORER MARKED K-9   | 7/2/2015    | 321 | POLICE      | -      | -       | -       | -      | -    |
| 2304 | 15 FORD F-150 CREW CAB 4X2 UNMARKED       | 5/26/2015   | 321 | POLICE      | -      | 48,500  | -       | -      | -    |
| 2305 | 15 DIAMOND CARGO TRAILER UNMARKED         | 2/18/2015   | 321 | POLICE      | -      | -       | -       | -      | -    |
| 2306 | 16 FORD FUSION UNMARKED                   | 6/20/2015   | 321 | POLICE      | -      | 44,000  | -       | -      | -    |
| 2307 | 16 FORD INTERCEPTOR EXPLORER MARKED       | 5/6/2016    | 321 | POLICE      | 57,800 | -       | -       | -      | -    |
| 2308 | 16 FORD INTERCEPTOR EXPLORER MARKED       | 5/5/2016    | 321 | POLICE      | 57,800 | -       | -       | -      | -    |
| 2309 | 12 FORD F-150 4X4 GAS / OLD UNIT 359 FIRE | 10/2/2012   | 321 | POLICE      | 46,200 | -       | -       | -      | -    |
| 2311 | 16 FORD INTERCEPTOR EXPLORER MARKED       | 6/10/2016   | 321 | POLICE      | 57,800 | -       | -       | -      | -    |
| 2312 | 16 FORD INTERCEPTOR EXPLORER MARKED       | 5/12/2016   | 321 | POLICE      | -      | 60,700  | -       | -      | -    |
| 2313 | 16 FORD INTERCEPTOR EXPLORER MARKED       | 6/3/2016    | 321 | POLICE      | 57,800 | -       | -       | -      | -    |
| 2314 | 16 FORD INTERCEPTOR EXPLORER MARKED       | 5/25/2016   | 321 | POLICE      | 57,800 | -       | -       | -      | -    |
| 2315 | 16 FORD F-250 4X4 (GAS)                   | 4/4/2016    | 321 | POLICE      | -      | 48,500  | -       | -      | -    |
| 2316 | 16 WANCO LIGHT TRAILER                    | 3/4/2016    | 321 | POLICE      | -      | -       | -       | -      | -    |
| 2317 | 16 FORD INTERCEPTOR EXPLORER MARKED       | 8/1/2016    | 321 | POLICE      | 57,800 | -       | -       | -      | -    |
| 2318 | 16 WANCO LIGHT TRAILER                    | 12/28/2016  | 321 | POLICE      | -      | -       | 11,000  | -      | -    |
| 2319 | 17 KAWASAKI MULE 4X4 MARKED               | 2/20/2017   | 321 | POLICE      | -      | -       | -       | -      | -    |
| 2320 | 17 FORD INTERCEPTOR EXPLORER MARKED       | 5/15/2017   | 321 | POLICE      | -      | 61,600  | -       | -      | -    |
| 2321 | 17 FORD INTERCEPTOR EXPLORER UNMARKED     | 5/4/2017    | 321 | POLICE      | -      | 56,000  | -       | -      | -    |
| 2322 | 17 FORD INTERCEPTOR EXPLORER UNMARKED     | 5/24/2017   | 321 | POLICE      | -      | 56,000  | -       | -      | -    |
| 2323 | 17 FORD TAURUS UNMARKED (DET)             | 4/3/2017    | 321 | POLICE      | -      | 35,900  | -       | -      | -    |

**CITY OF LAKE MARY**  
**VEHICLE REPLACEMENT SCHEDULE**  
**FY 2022**

| VEH  | DESCRIPTION                                  | IN SERVICE  | DIV | DEPARTMENT | 2022 | 2023       | 2024         | 2025         | 2026       |              |
|------|--|-------------|-----|------------|------|------------|--------------|--------------|------------|--------------|
| 2324 | 17 FORD EXPLORER UNMARKED (DET)              | 6/6/2017    | 321 | POLICE     | -    | 44,600     | -            | -            | -          |              |
| 2325 | 17 FORD INTERCEPTOR EXPLORER MARKED          | 5/15/2017   | 321 | POLICE     | -    | 61,600     | -            | -            | -          |              |
| 2326 | 17 FORD F-150 CREW CAB 4X2 MARKED            | 6/7/2017    | 321 | POLICE     | -    | 45,800     | -            | -            | -          |              |
| 2327 | 17 FORD INTERCEPTOR EXPLORER MARKED          | 6/2/2017    | 321 | POLICE     | -    | 61,600     | -            | -            | -          |              |
| 2328 | 17 FORD INTERCEPTOR EXPLORER MARKED          | 6/7/2017    | 321 | POLICE     | -    | 61,600     | -            | -            | -          |              |
| 2329 | 17 FORD INTERCEPTOR EXPLORER MARKED          | 6/7/2017    | 321 | POLICE     | -    | 61,600     | -            | -            | -          |              |
| 2330 | 17 CUSTOM BUILT TRAILER (MULE & MOTOR UNITS) | 4/21/2017   | 321 | POLICE     | -    | -          | -            | -            | -          |              |
| 2331 | 18 FORD INTERCEPTOR EXPLORER MARKED          | 7/19/2018   | 321 | POLICE     | -    | -          | 64,700       | -            | -          |              |
| 2332 | 18 FORD INTERCEPTOR EXPLORER MARKED          | 7/24/2018   | 321 | POLICE     | -    | -          | 64,700       | -            | -          |              |
| 2333 | 18 FORD INTERCEPTOR EXPLORER MARKED          | 8/8/2018    | 321 | POLICE     | -    | -          | 64,700       | -            | -          |              |
| 2334 | 18 FORD INTERCEPTOR EXPLORER MARKED          | 9/24/2018   | 321 | POLICE     | -    | -          | 64,700       | -            | -          |              |
| 2335 | 18 FORD INTERCEPTOR EXPLORER MARKED          | 7/27/2018   | 321 | POLICE     | -    | -          | 64,700       | -            | -          |              |
| 2336 | 18 FORD INTERCEPTOR EXPLORER MARKED          | 9/18/2018   | 321 | POLICE     | -    | -          | 64,700       | -            | -          |              |
| 2337 | 18 FORD INTERCEPTOR EXPLORER MARKED          | 8/28/2018   | 321 | POLICE     | -    | -          | 64,700       | -            | -          |              |
| 2338 | 18 FORD INTERCEPTOR EXPLORER MARKED          | 8/6/2018    | 321 | POLICE     | -    | -          | 64,700       | -            | -          |              |
| 2339 | 18 FORD INTERCEPTOR EXPLORER MARKED          | 7/19/2018   | 321 | POLICE     | -    | -          | 64,700       | -            | -          |              |
| 2340 | 18 WANCO SPEED TRAILER                       | 2/19/2018   | 321 | POLICE     | -    | -          | 20,100       | -            | -          |              |
| 2341 | 19 FORD INTERCEPTOR EXPLORER MARKED          | 2/15/2019   | 321 | POLICE     | -    | -          | -            | 67,900       | -          |              |
| 2342 | 19 FORD INTERCEPTOR EXPLORER MARKED          | 2/15/2019   | 321 | POLICE     | -    | -          | -            | 67,900       | -          |              |
| 2343 | 19 FORD INTERCEPTOR EXPLORER MARKED          | 2/19/2019   | 321 | POLICE     | -    | -          | -            | 67,900       | -          |              |
| 2344 | 19 FORD INTERCEPTOR EXPLORER MARKED          | 2/19/2019   | 321 | POLICE     | -    | -          | -            | 67,900       | -          |              |
| 2345 | 19 FORD INTERCEPTOR EXPLORER MARKED          | 2/25/2019   | 321 | POLICE     | -    | -          | -            | 67,900       | -          |              |
| 2346 | 19 FORD INTERCEPTOR EXPLORER MARKED          | 2/27/2019   | 321 | POLICE     | -    | -          | -            | 67,900       | -          |              |
| 2347 | 19 FORD INTERCEPTOR EXPLORER MARKED          | 3/7/2019    | 321 | POLICE     | -    | -          | -            | 67,900       | -          |              |
| 2348 | 19 FORD INTERCEPTOR EXPLORER MARKED          | 5/16/2019   | 321 | POLICE     | -    | -          | -            | 67,900       | -          |              |
| 2349 | 19 BMW MOTORCYCLE POLICE                     | 5/16/2019   | 321 | POLICE     | -    | -          | -            | 36,600       | -          |              |
| 2350 | 20 FORD REG EXPLORER SUV UNMARKED            | 5/7/2020    | 321 | POLICE     | -    | -          | -            | -            | 50,900     |              |
| 2351 | 20 FORD REG EXPLORER SUV UNMARKED            | 5/7/2020    | 321 | POLICE     | -    | -          | -            | -            | 50,900     |              |
| 2352 | 20 FORD REG EXPLORER SUV UNMARKED            | 5/7/2020    | 321 | POLICE     | -    | -          | -            | -            | 50,900     |              |
| 2353 | 20 FORD REG EXPLORER SUV UNMARKED            | 5/7/2020    | 321 | POLICE     | -    | -          | -            | -            | 50,900     |              |
| 2354 | 20 FORD REG EXPLORER SUV UNMARKED            | 5/7/2020    | 321 | POLICE     | -    | -          | -            | -            | 50,900     |              |
| 2355 | 20 FORD REG EXPLORER SUV UNMARKED            | 5/7/2020    | 321 | POLICE     | -    | -          | -            | -            | 50,900     |              |
| 2356 | 20 FORD INTERCEPTOR EXPLORER UNMARKED        | 9/30/2020   | 321 | POLICE     | -    | -          | -            | -            | 64,800     |              |
| 2357 | 20 FORD INTERCEPTOR EXPLORER MARKED K-9      | 9/30/2020   | 321 | POLICE     | -    | -          | -            | -            | 90,300     |              |
| 2358 | 20 WANCO LIGHT TRAILER                       | 2/26/2020   | 321 | POLICE     | -    | -          | -            | -            | 12,200     |              |
| 2359 | 20 WANCO SPEED TRAILER                       | 2/26/2020   | 321 | POLICE     | -    | -          | -            | -            | 12,200     |              |
| 2360 | 20 FORD POLICE RESPONDER F-150 4 DOOR MARKED | 11/23/2020  | 321 | POLICE     | -    | -          | -            | -            | 56,100     |              |
| 2361 | 21 FORD INTERCEPTOR EXPLORER MARKED          | Not in Serv | 321 | POLICE     | -    | -          | -            | -            | 70,200     |              |
| 2362 | 21 FORD INTERCEPTOR EXPLORER MARKED          | Not in Serv | 321 | POLICE     | -    | -          | -            | -            | 70,200     |              |
| 2363 | 21 FORD INTERCEPTOR EXPLORER MARKED          | Not in Serv | 321 | POLICE     | -    | -          | -            | -            | 70,200     |              |
| 2364 | 21 FORD INTERCEPTOR EXPLORER MARKED          | Not in Serv | 321 | POLICE     | -    | -          | -            | -            | 70,200     |              |
| 2365 | 21 FORD INTERCEPTOR EXPLORER MARKED          | Not in Serv | 321 | POLICE     | -    | -          | -            | -            | 70,200     |              |
| 2366 | 21 FORD INTERCEPTOR EXPLORER MARKED          | Not in Serv | 321 | POLICE     | -    | -          | -            | -            | 70,200     |              |
| 2367 | 21 FORD INTERCEPTOR EXPLORER MARKED          | Not in Serv | 321 | POLICE     | -    | -          | -            | -            | 70,200     |              |
| 2368 | 21 F-150 CREW CAB                            | Not in Serv | 321 | POLICE     | -    | -          | -            | -            | 56,100     |              |
|      |  |             |     |            | 170  | \$ 674,300 | \$ 2,167,500 | \$ 1,843,300 | \$ 792,950 | \$ 1,595,300 |



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# CATEGORIES OF REVENUES & EXPENDITURES

## **Revenues are divided into the Following Categories:**

- A. Taxes** – Specific types of taxes levied by local government include ad valorem (real and personal property), and sales and use taxes (imposed upon sale or consumption of goods and services levied locally). Property tax revenue estimates are based on certified property valuations. Sales and use tax revenues are based on history and state provided estimates.

Franchise fees are also accounted for in this category. These fees may be levied on a corporation or individual by the local government in return for granting a privilege or permitting the use of public property subject to regulations. The state collects fees imposed under the Telecommunications Act and disperses them to participating municipalities. The City also collects electrical and solid waste franchise fees. Revenue estimates are based on revenue history.

- B. Licenses and Permits** – The revenues are derived from the issuance of local licenses and permits. Within this category are business tax receipts, building permits and any other licenses and permits (e.g., building, roofing, plumbing, and mechanical). Revenue estimates are based on prior year collections.
- C. Intergovernmental Revenues** – Included are revenues received from federal, state and other local government sources in the form of grants, shared revenues and payments in lieu of taxes. This would include local option gas tax, state revenue sharing, mobile home licenses, alcoholic beverages licenses, and local government half-cent sales tax.
- D. Charges for Services** – These revenues include all charges for current services such as zoning fees, police services, rescue transport fees, Community/Events Center rentals, recreation fees, and park fees. Revenue estimates are based on revenue history.
- E. Fines and Forfeitures** – Fees collected by the State Court System. These fees include revenues received from fines and penalties, imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations, and for neglect of official duty. Forfeits include revenues resulting from confiscation of deposits or bonds held as performance guarantees and proceeds from the sale of contraband property seized by law enforcement agencies. Revenue estimates are based on revenue history.
- F. Miscellaneous Revenues** – Revenues other than those received from standard sources such as taxes, licenses and permits, grants, and user fees.
- G. Internal Service Charges** – Revenue to fund the program is achieved by billing other departments for services provided. Revenues are determined by agency requirements, which are determined in the budget review process. An example of internal service charges would be the vehicle replacement fund. The use of an internal service fund enhances cost accounting and accountability for this in-house service.

## **Expenditures are divided into the following categories:**

- A. General Government** – Cost of services provided by the City for the benefit of the public and the governmental body as a whole, including; legislative, financial/administrative, legal, comprehensive planning, judicial, court services and other general governmental services.

## CATEGORIES OF REVENUES & EXPENDITURES

- B. Public Safety** – Cost of services provided by the City for the safety and security of the public, including; law enforcement, fire control, protective inspections, emergency and disaster relief, and other public safety services.
- C. Physical Environment** – Cost of services provided for the primary purpose of achieving a satisfactory living environment by controlling and utilizing elements of the environment including; solid waste, water and sewer conservation and resource management, and other physical environmental services.
- D. Culture and Recreation** – Costs to provide City residents opportunities and facilities for cultural, recreational and educational programs, including parks and recreation.

### **Expenditures are also divided into the following account types:**

- A. Personnel** – Expense for salaries, overtime, and related employee benefits provided for all persons employed whether on full-time, temporary, or seasonal basis. Employee benefits include employer contributions to a retirement system, social security, insurance, sick leave, educational incentives, Worker's Compensation, and Unemployment Compensation Insurance.
- B. Operating** – Includes expenditures for goods and services, which are not identified as personnel services or capital outlays.
- C. Capital Outlay** – The acquisition of, or addition to, land, buildings, infrastructure, equipment, and vehicles.
- D. Debt Service** – Outlays for debt service purposes.
- E. Other Uses** – Expenses for intragovernmental transfers, contingency, and reserves.

## GLOSSARY

### -A-

**Account** – An accounting concept used to capture the economic essence of an exchange or exchange-like transaction. Accounts are used to classify and group similar transactions. Account types include revenue, expenditure, asset, liability and equity.

**Accrual Basis** – Income is realized in the accounting period in which it is earned, regardless of when the cash from these revenues are received. Expenses are recorded, as they are owed, instead of when they are paid.

**Activity** – A specific and distinguishable unit of work or service performed.

**Actual vs. Budgeted** – Difference between the amounts projected (budgeted) in revenues or expenditures at the beginning of the fiscal year and the actual receipts or expenses which are incurred by the end of the fiscal year.

**Adopted Budget** – The budget, as approved by the City Commissioners, after two (2) public hearings prior to the beginning of each fiscal year.

**Ad Valorem** – A tax levied in proportion to the value of the property against which it is levied. It is a tax based upon the assessed value of real estate or personal property.

**Adjusted Final Millage** – Under Florida law, the actual tax rate levied by a local government when tax bills are issued. The rate is adjusted for corrected errors in property assessments for tax purposes and for changes in assessments made by property appraisal adjustment boards in each county. Usually, such changes are very slight and the adjusted millage sometimes

does not change from the levy set by the taxing agency.

**Aggregate Millage Rate** – The sum of all property tax levies imposed by the governing body of a city and county. State law limits the aggregate rate for a county or municipality to \$10 per \$1,000 worth of assessed taxable value.

**Amendment** – A change to an adopted budget, which may increase or decrease a fund total. The City Commission must approve the change.

**Amortization** – The reduction of debt through regular payments of principal and interest sufficient to retire the debt instrument at a predetermined date known as maturity.

**Appropriation** – A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

**Assessment** – The value for tax purposes determined by the property appraiser for a given piece of real or personal property.

**Assets** – Property that has monetary value.

**Audit** – A review of the City's accounting system to ensure that financial records are accurate and in compliance with all legal requirements for handling of public funds, including state law and City ordinance. It is a test of management's internal accounting controls.

### -B-

**Beginning Balance** – The residual non-restricted funds brought forward from the previous fiscal year (ending balance).

**Bond** – A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date(s)) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds typically are used for long-term debt.

**Budget (Operating)** – A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is sometimes used to denote the officially approved expenditure ceiling under which a government and its departments operate.

**Budget Calendar** – The schedule of key dates or milestones which a government follows in the preparation and adoption of the budget.

**Budget Document** – The official written statement prepared by the finance department and supporting staff which presents the proposed budget to the legislative body.

**Budget Hearing** – A public hearing conducted by City Commission to consider and adopt the annual budget.

**Budget Message** – A general discussion of the proposed budget presented in writing as a part of or supplement to the budget document as presented in writing by the City Manager to City Commission. The budget message explains principal budget issues against the background of financial experience in recent years.

**Budgetary Control** – The management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitation of

available appropriations and available revenues.

**Budgetary Expenditures** – Decreases in net assets. In contrast to conventional expenditures, budgetary expenditures exclude amounts represented by noncurrent liabilities.

### -C-

**Capital Assets** – Assets of significant value and having a useful life of more than one (1) year. Capital assets are also called fixed assets.

**Capital Budget** – A plan of proposed capital expenditures and the means of financing them, usually based on the first year of the capital improvement program (CIP) and typically enacted as part of the complete annual budget which includes both operating and capital outlays.

**Capital Expenditures** – Expenditures to acquire or significantly improve assets such as land, buildings, equipment, furnishings, fixtures, or vehicles with a unit cost in excess of \$5,000 and a useful life of one (1) or more years. Items with a unit cost of less than \$5,000 is expensed.

**Capital Improvement Program (CIP)** – A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

**Capital Outlay** – The cost of acquiring or improving land, buildings, equipment, furnishing, etc. with a unit cost in excess of \$5,000 and a useful life of one (1) or more years. (See Capital Improvement)



## GLOSSARY

**Capital Projects** – Projects that purchase or construct capital assets. Typically, a capital project encompasses a purchase of land and/or the construction of a building or facility.

**City Commission** – The elected policy setting body for the City.

**Constitutional Officers** – The Property Appraiser, Tax Collector, Supervisor of Elections, Sheriff and Clerk of Court are all independently elected County officials as per State Constitution.

**Contingency Funds** – Funds that are not earmarked for a specific purpose and may be used for emergency expenses or to make up cost overruns during a budget year.

**Contractual Services** – Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include maintenance agreements, courier service, non-professional consulting services, and temporary help.

**Cost** – The amount of money or other consideration exchanged for property, services, or an expense.

**Current** – A term denoting the operation of the present fiscal period, as opposed to past or future periods. It often is used to refer to items likely to be used up or converted into cash within one (1) year.

### -D-

**Debt Service** – The expense of retiring debts such as loans and bond issues, it includes principal and interest payments, and administrative costs for paying agents, registrars, and escrow agents.

**Debt Service Reserve** – A fund used to pay debt services of revenue bonds if the sources of the pledged revenues do not generate sufficient funds to satisfy the debt service requirements. It is funded in whole or in part from the proceeds of the bonds or is allowed to gradually accumulate over a period of years through required payments from the pledged revenues.

**Department** – A basic organizational unit which is functionally unique in its service delivery established to efficiently meet the needs of the citizens.

**Depreciation** – Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence. That portion of the cost of a capital asset which is charged as an expense during a particular period.

### -E-

**Encumbrance** – A commitment of funds against an appropriation, it may be in the form of a purchase order or contract; until such time as the goods or services are received. The commitment is referred to as an encumbrance.

**Enterprise Fund** – A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. The intent is that the full cost of providing the goods or services be financed through charges and fees, thus removing the expense from the tax rate.

**Expenditures** – Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered, whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are



## GLOSSARY

recognized only when the cash payments for the above purposes are made.

**Expenses** – Decreases in net total assets. Expenses represent the total cost of operations during a period, regardless of the timing of related expenses.

### -F-

**Fees** – Charges for services that are based upon the cost of providing the service.

**Final Millage** – The tax rate adopted in the final public hearing of a taxing authority.

**Fiscal Year** – The twelve-month financial period used by the City that begins October 1 and ends September 30 of the following calendar year. The year is represented by the date on which it ends. Example: October 1, 2020 – September 30, 2021, which would be fiscal year 2021.

**Forfeiture Funds** – Any state or local law enforcement agency that directly participates in an investigation or prosecution that results in a federal forfeiture by a participating agency may request an equitable share of the net proceeds of the forfeiture.

**Full-Time Equivalent (FTE)** – A measure of effective authorized position, indicating the percentage of time a position or group of positions is funded. It is calculated by equating 2,080 hours per year with the full-time equivalent of one position; thus one position would have and FTE of 1.0, or 100 percent.

**Function** – A major class or grouping of tasks directed toward a common goal, such as improvements to public safety, improvement of the physical environment, etc.

**Fund** – A set of interrelated accounts that records assets and liabilities related to a specific purpose. In addition, a sum of money available or specified purposes.

**Fund Balance** – The amount available within a fund at the close of the fiscal year that can be carried over as a revenue for the upcoming fiscal year.

### -G-

**General Fund** – The governmental accounting fund supported by Ad Valorem (Property) taxes, licenses and permits, service charges, and other general revenues to provide for operating services.

**Goal** – A statement that describes the purpose toward which an endeavor is directed, such as a target or target area.

**Grant** – A contribution of assets by one government unit or other organization, to another. Typically, these contributions are made to local governments. Grants are usually made for specified purposes.

### -I-

**Impact Fees** – Monetary payments made by builders or developers to jurisdictions in order to defray the public costs of providing infrastructure services to the development.

**Indirect Cost** – A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one (1) service.

**Infrastructure** – Facilities on which the continuance and growth of the community depend upon such as roads, water, sewer, public buildings, and parks.

## GLOSSARY

**Interest** – A charge for borrowed money, generally a percentage of the amount borrowed.

**Interfund Transfer** – Transfers among funds. These are utilized to track items for management purposes. They represent a “double counting” and, therefore, are subtracting when computing a “net” operating budget.

**Intergovernmental Revenue** – Revenue collected by one government and distributed (usually through some predetermined formula) to another level of government(s). For example: funds received from federal, state and other local government sources in the form of grants, state shared revenues, entitlements, or payments in lieu of taxes.

**Interlocal Agreement** – A written agreement between the City and other units of government to share similar services, projects, emergency assistance, support, funding, etc., to the mutual benefit of all parties.

**Internal Control** – A plan of organization for purchasing, accounting, and other financial activities which, among other things, provide that:

- The duties of employees are subdivided so that no single employee handles a financial action from the beginning to end,
- Proper authorizations from specific responsible officials are obtained before key steps in the processing of a transaction are completed, and
- Records and procedures are arranged appropriately to facilitate effective control.

**Internal Service Fund** – A fund used to account for the financing of goods and

services provided by one department to other departments on a reimbursement basis.

**Investments** – Securities purchased and held for the production of income in the form of interest and dividends.

### -L-

**Levy** – The total amount of taxes, special assessments, or charges imposed by a government.

**Liability** – Debt or other legal obligations, arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. Note: The term does not include encumbrances.

**Line Item Budget** – A budget that lists each expenditure category separately, such as salaries, professional services, grounds maintenance, office supplies, uniforms, machinery and equipment, etc. along with the dollar amount budgeted for each specific category.

**Local Option Gas Tax** – Revenues resulting from the additional 1/2 cent local tax on gasoline sales in Seminole County. These collected revenues are shared between the County and the municipalities in Seminole County.

**Long-Term Debt** – Debt with maturity of more than one (1) year after the date of issuance.

### -M-

**Mandate** – Any responsibility, action, or procedure that is imposed by one sphere of government on another through constitutional, legislative, administrative,

executive, or judicial action, as a direct order or that is required as a condition of aid.

**Maintenance** – The act of keeping capital assets in a state of good repair. It includes preventative maintenance, normal periodic repairs, replacement of parts or structural components, and other activities needed to maintain the asset so that it continues to provide normal services and achieve its optimal life.

**Maturities** – The dates on which the principal or stated values of investments or debt obligations mature.

**Mill** – 1/1000 of one (1) dollar; used in computing taxes by multiplying the rate times the taxable value divided by 1,000. Example: Millage rate of 4.198 per thousand, taxable value of \$50,000/\$1,000 = \$50 x 4.198 = \$209.90.

**Millage Rate** – A rate expressed in thousands. As used with ad valorem (property) taxes, the rate expresses the amount of tax per one thousand dollars of taxable values.

**Mission Statement** – A written description declaring the purpose of an organizational unit (department or agency) and its function (what the department or agency does).

**Modified Accrual Basis** – The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues are recorded when received in cash except for material and/or available revenues which should be accrued to reflect properly the taxes levied and revenue earned.

### -O-

**Object Code** – An account to which an expenditure is recorded in order to accumulate and categorize the various types of payments that are made by government. These are normally grouped into personal services, operating, capital and other categories for budgetary analysis and financial reporting purposes. Certain object codes are mandated by the State of Florida Uniform Accounting System.

**Objective** – Something toward which effort is directed. A strategic position to be attained or purpose to be achieved.

**Operating Expenditures** – Expenditures of day-to-day operations, such as office supplies, maintenance of equipment, and travel; they exclude capital costs. Also known as operating and maintenance costs.

**Operating Revenues** – Funds received as income to pay for ongoing operations. The revenues include items such as taxes and fees from services. The operating revenues are used to pay for day-to-day services.

**Operating Fund** – Major portion of a budget. It details the expenses of day-to-day operations.

**Other Expenditures** – Includes items of a non-expense or expenditure nature such as reserves, transfers to other funds and debt service.

### -P-

**Performance Measures** – A goal-driven estimation of past, present, and future success of the delivery of a given service, program, or function. Different measures can be used to provide specific information about

## GLOSSARY

the program and activities undertaken by government.

**Personal Services** – Costs related to compensating employees including salaries, wages, taxes, and benefits costs.

**Pledged Reserves** – That portion of a fund's assets that are set aside for guaranteeing payment of bonded debt.

**Principal** – An amount of money invested, the face amount of a bond, or the balance owed on a debt, distinct from the finance charges paid to borrower.

**Property Appraiser** – Elected county official responsible for setting property valuations for tax purposes and preparing the annual tax roll.

**Property Tax** – A tax levied on the assessed value of real property. Also referred to as Ad Valorem Taxes.

**Proposed Millage** – The tax rate certified to a property appraiser by each taxing agency within a county. Proposed millage is to be sent to an appraiser within thirty (30) days after a county's tax roll is certified by the State Department of Revenue and is listed on notices sent to property owners. No taxing agency may approve a levy that is larger than the one it originally proposed.

**Purchase order** – A document issued to authorize a vendor or vendors to deliver specified merchandise or render a specified service for a stated estimated price. Outstanding purchase orders are called encumbrances.

### -R-

**Real Property** – Land, buildings and other structures attached to it that are taxable under state law.

**Reserve** – An account used to indicate that a portion of fund equity is legally restricted for a specific purpose or not available for appropriation and subsequent spending.

**Revenue** – Funds that a government receives as income. These receipts may include tax payments, interest earnings, service charges, grants, and intergovernmental payments. The term designates an increase to a fund's assets which does not increase a liability (e.g., proceeds from a loan), does not represent a repayment of an expenditure already made, does not represent a cancellation of certain liabilities, and does not represent an increase in contributed capital.

**Revenue Estimate** – A formal estimate of how much revenue will be earned from a specific revenue source for some future period, typically a future fiscal year.

**Revenue Sharing** – Federal and state funds allocated to local governments.

**Rolled Back Rate** – That millage rate which, when multiplied times the tax roll, would yield the same amount of revenue for the taxing authority as was yielded by the millage rate levied in the previous year. In normal circumstances, as the tax roll rises by virtue of reassessment, the rolled back rate will be slightly lower than the previous year's millage levy. This reduced rate multiplied by the value of the new construction/annexation added to the roll during the year provides the only source of additional tax revenue if the rolled back rate is levied.

### -S-

**Sales Tax** – This is a 6% tax collected by the state on taxable sales within the county. Collections are allocated to the county and cities within the county through a formula based on population.

**Source of Revenue** – The point of origin of a particular revenue or group of revenues.

**Special Assessment** – A compulsory levy imposed on certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

**Special Revenue Funds** – A governmental accounting fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**Street Lighting District** – A revenue source derived from funds received by the City from residents of a special district established to finance street lighting.

### -T-

**Tax Base** – The total property valuations on which each taxing agency levies its tax rate.

**Tax Roll** – The certification of assessed/taxable values prepared by the Property Appraiser and presented to the taxing authority by July 1 (or later if an extension is granted by the State of Florida) of each year.

**Tax Year** – A calendar year. The tax roll valued as of January 1 is used in figuring the tax revenue for the annual budget. The tax bills to be mailed by November 1 represent the property taxes due for the current calendar year.

**Tentative Budget** – The preliminary budget approved by the Commissioners for the purpose of establishing a millage rate to be mailed to property owners prior to final adoption of a millage rate and budget.

**Tentative Millage** – The tax rate adopted in the first public budget hearing of a taxing agency. Under state law, the agency may reduce, but not increase, the tentative millage during the second budget hearing.

### -U-

**Uniform Accounting System** – The chart of accounts prescribed by the Office of the State Comptroller designed to standardize financial information to facilitate comparison and evaluation of reports.

**Unit Cost** – The cost required to produce a specific product or unit of service (e.g., the cost to purify one thousand gallons of water).

**User (Fees) Charges** – The payment of a fee for direct receipt of a public service by those individuals benefiting from the service.

### -V-

**Valuation** – The dollar value of property assigned by the County Property Appraiser.

**Vision** – A statement of an organization's strategic plan for the future.

### -Y-

**Yield** – The rate earned on an investment based on the price paid for the investment, the interest earned during the period held, and the selling price or redemption value of the investment.