



# Fiscal Year 2022 Adopted Budget

City of  
*Lake Mary*  
Florida

## **CITY OF LAKE MARY, FLORIDA**

### **FISCAL YEAR 2022 ADOPTED 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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# TABLE OF CONTENTS

City Manager's Budget Message .....	i
Budget at a Glance .....	vii
Millage and Taxable Values .....	viii
Lake Mary at a Glance .....	ix

## General Fund

Revenues and Expenditures Summary .....	1
Summary of Revenues .....	2
Summary of Expenditures .....	4
Program Budgets	
City Commission .....	5
City Manager .....	7
Legal Services .....	10
City Clerk .....	12
General Administration .....	14
Risk Management .....	17
Community Development .....	19
Information Systems .....	22
Finance .....	25
Building Division .....	28
Police Operations .....	32
Police Support Services .....	37
Fire Emergency Operations .....	40
Fire Prevention .....	43
Public Works – Administration .....	46
Public Works – Streets/Sidewalks .....	49
Parks and Recreation .....	51
Facilities Maintenance .....	55
Events Center .....	57
Community Center .....	59
Senior Center .....	61
Tennis Center .....	63

## Special Revenue Funds

All Special Revenue Funds Summary .....	65
Police 2 <sup>nd</sup> Dollar Education and Training Fund .....	66
Law Enforcement Trust Fund – State .....	67
Law Enforcement Trust Fund – Federal .....	68
Police Impact Fees Fund .....	69
Fire Impact Fees Fund .....	71
Public Works Impact Fees Fund .....	72
Recreation Impact Fees Fund .....	73
Lake Mary Cemetery Fund .....	75

## Debt Service Fund

Debt Service Fund Summary .....	76
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# TABLE OF CONTENTS

## Capital Project Funds

All Capital Projects Funds Summary .....	77
Capital Project Fund .....	78
Schedule of Capital Projects .....	79
Individual Capital Project Proposals .....	80
One-Cent Infrastructure Sales Tax Fund .....	100
Individual Capital Project Proposals .....	101

## Water and Sewer Fund

Water and Sewer Fund Summary .....	103
Program Budgets .....	
Water Treatment .....	104
Water Distribution/Wastewater .....	107
Utility Billing .....	110
Schedule of Capital Projects .....	112
Individual Capital Project Proposals .....	113

## Stormwater Utility Fund

Stormwater Utility Fund Summary .....	123
Stormwater Utility .....	124

## Internal Service Fund

Vehicle Maintenance Fund Summary .....	127
Vehicle Maintenance .....	128
Individual Capital Project Proposals .....	130
Vehicle Replacement Schedule .....	131

## Appendix

Categories of Revenues & Expenditures .....	134
Glossary .....	136

# BUDGET MESSAGE

City Manager  
ksmith@lakemaryfl.com



## City of Lake Mary

*Incorporated in 1973*

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 MESSAGE

## Budget in Brief

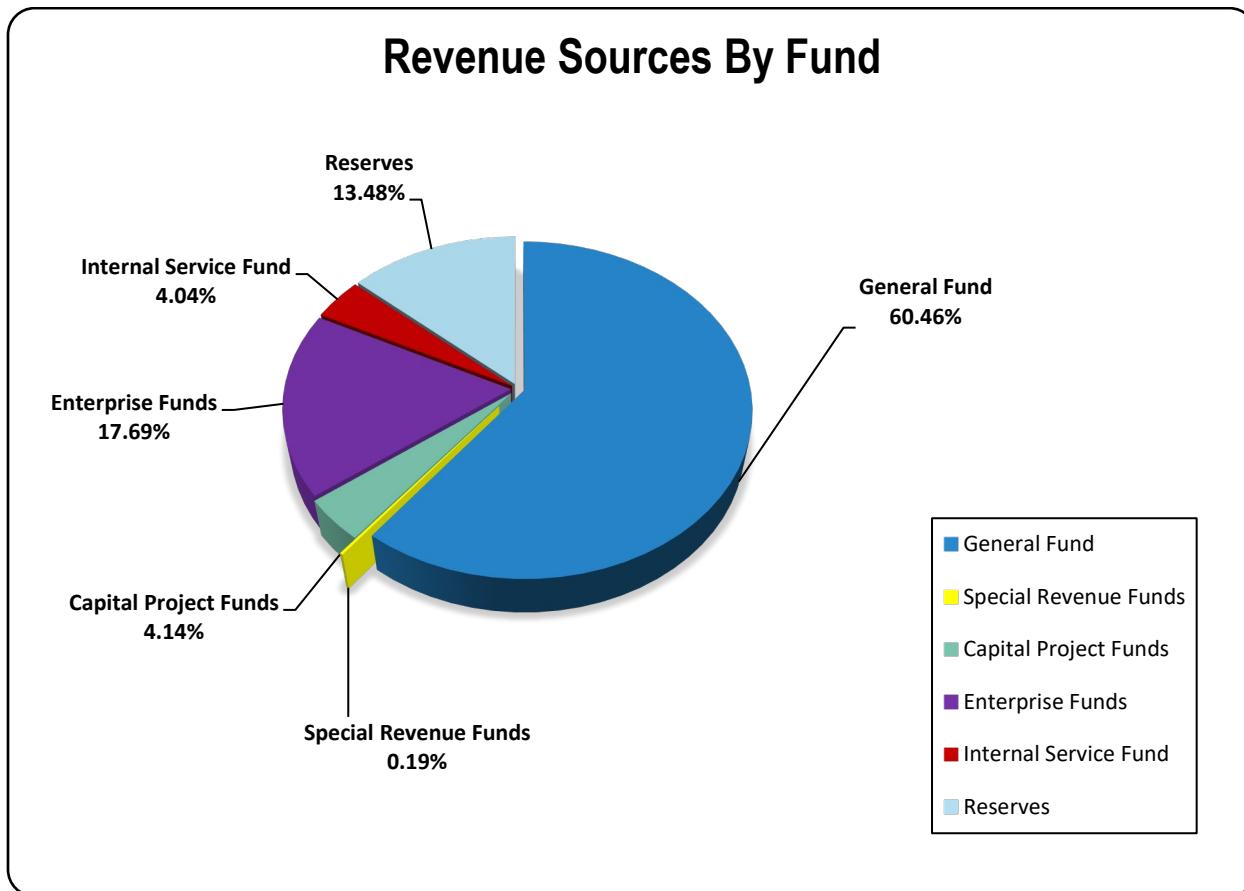
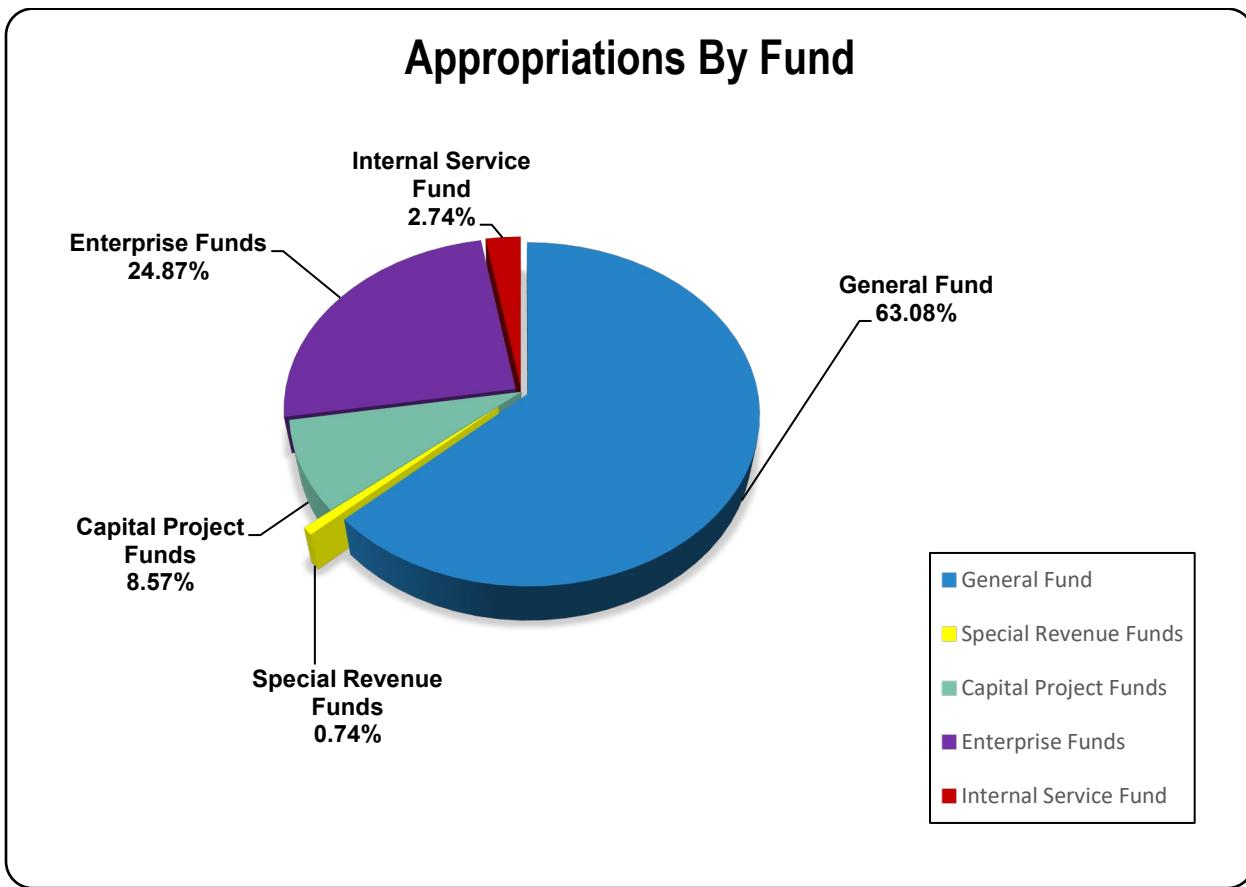


Figure 1 – Total Sources \$37,729,872

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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 ongoing 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.

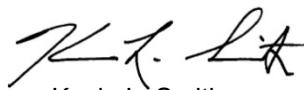
Subsequently, in accordance with Florida TRIM law, a tentative millage rate is required to be adopted by August 4, 2021. Thus, consideration of a tentative millage rate for adoption by the Commission is included on the July 15, 2021 regular Commission meeting agenda. This item includes my recommendation 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

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</b> (Active Accounts)	
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/Rezonings	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 Actual	2021 Original Budget	2021 Adjusted Budget	2022 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
<b>Total Revenues and Other Sources</b>	<b>22,885,954</b>	<b>22,547,909</b>	<b>22,547,909</b>	<b>22,810,879</b>
 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
<b>Total Expenditures and Other Uses</b>	<b>24,142,931</b>	<b>22,638,575</b>	<b>22,638,575</b>	<b>23,799,625</b>
 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**

<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>
	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 Assets	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**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>	<b>2021 Adjusted Budget</b>	<b>2022 Budget</b>
<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
<b>Total General Government</b>	<b>2,979,844</b>	<b>2,906,919</b>	<b>2,906,919</b>	<b>3,098,803</b>
<b>Finance</b>				
<b>Building Division</b>	<b>623,163</b>	<b>602,810</b>	<b>602,810</b>	<b>610,745</b>
<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
<b>Total Police</b>	<b>6,485,961</b>	<b>6,852,658</b>	<b>6,852,658</b>	<b>7,103,953</b>
<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
<b>Total Fire</b>	<b>5,912,083</b>	<b>6,506,806</b>	<b>6,506,806</b>	<b>6,509,907</b>
<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	-	-	-
<b>Total Public Works</b>	<b>1,105,350</b>	<b>1,042,219</b>	<b>1,042,219</b>	<b>1,081,076</b>
<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
<b>Total Parks and Recreation</b>	<b>3,078,863</b>	<b>3,605,973</b>	<b>3,605,973</b>	<b>3,764,093</b>
<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
<b>Total Transfers Out</b>	<b>3,371,333</b>	<b>125,000</b>	<b>125,000</b>	<b>645,000</b>
<b>Total General Fund</b>	<b>\$ 24,142,931</b>	<b>\$ 22,638,575</b>	<b>\$ 22,638,575</b>	<b>\$ 23,799,625</b>

# 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 - CITY COMMISSION	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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 - CITY COMMISSION	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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**

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

# 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>

STAFFING ANALYSIS - CITY MANAGER	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 BUDGET
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**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>	<b>2021 Adjusted Budget</b>	<b>2022 Budget</b>
<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
<b>Total Costs</b>	<b>\$ 572,817</b>	<b>\$ 580,904</b>	<b>\$ 580,904</b>	<b>\$ 598,537</b>

# 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 Actual	2021 Original Budget	2021 Adjusted Budget	2022 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
<b>Total Costs</b>	<b>\$ 114,795</b>	<b>\$ 145,000</b>	<b>\$ 145,000</b>	<b>\$ 145,000</b>

# 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 - CITY CLERK	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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 - CITY CLERK	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>	<b>2021 Adjusted Budget</b>	<b>2022 Budget</b>
<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**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>	<b>2021 Adjusted Budget</b>	<b>2022 Budget</b>
<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
<b>Subtotal</b>	<b>8,259</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
<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: Axium	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 Actual	2021 Original Budget	2021 Adjusted Budget	2022 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	-
<b>Subtotal</b>	<b>1,158,646</b>	<b>874,354</b>	<b>874,354</b>	<b>922,776</b>
<b>Total Costs</b>	<b>\$ 1,166,905</b>	<b>\$ 882,354</b>	<b>\$ 882,354</b>	<b>\$ 930,776</b>

# 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 Actual	2021		2022 Budget
		Original Budget	Adjusted 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
Rezonings	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 - COMMUNITY DEVELOPMENT</b>	<b>2020 ACTUAL</b>	<b>2021 ORIGINAL BUDGET</b>	<b>2021 ADJUSTED BUDGET</b>	<b>2022 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 - COMMUNITY DEVELOPMENT</b>	<b>2020 ACTUAL</b>	<b>2021 ORIGINAL BUDGET</b>	<b>2021 ADJUSTED BUDGET</b>	<b>2022 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**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>	<b>2021 Adjusted Budget</b>	<b>2022 Budget</b>
<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
<b>Total Costs</b>	<b>\$ 435,352</b>	<b>\$ 477,363</b>	<b>\$ 477,363</b>	<b>\$ 490,689</b>

# 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>

STAFFING ANALYSIS - INFORMATION SYSTEMS	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 BUDGET
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**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>	<b>2021 Adjusted Budget</b>	<b>2022 Budget</b>
<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
<b>Total Costs</b>	<b>\$ 395,542</b>	<b>\$ 479,682</b>	<b>\$ 479,682</b>	<b>\$ 567,214</b>

# 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>

STAFFING ANALYSIS - FINANCE	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 BUDGET
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**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>	<b>2021 Adjusted Budget</b>	<b>2022 Budget</b>
<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
<b>Total Costs</b>	<b>\$ 623,163</b>	<b>\$ 602,810</b>	<b>\$ 602,810</b>	<b>\$ 610,745</b>

# 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 - BUILDING DIVISION	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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>

STAFFING ANALYSIS - BUILDING DIVISION	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 BUDGET
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 Actual	2021	2021	2022 Budget
		Original Budget	Adjusted 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 Carry Forward</b>	
	<b>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 Carry Forward</b>	
	<b>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>

STAFFING ANALYSIS - POLICE OPERATIONS	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 BUDGET
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 Actual	2021 Original Budget	2021 Adjusted Budget	2022 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
<b>Subtotal</b>	<b>4,736,969</b>	<b>4,838,528</b>	<b>4,838,528</b>	<b>5,003,061</b>
<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
<b>Subtotal</b>	<b>932,890</b>	<b>1,110,140</b>	<b>1,110,140</b>	<b>1,163,807</b>
<b>Total Costs</b>	<b>\$ 5,669,859</b>	<b>\$ 5,948,668</b>	<b>\$ 5,948,668</b>	<b>\$ 6,166,868</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 (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:**

<b>Description</b>	<b>Code</b>	<b>Funding Source</b>	<b>New Cost</b>
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:**

<b>Description</b>	<b>Code</b>	<b>Funding Source</b>	<b>New Cost</b>
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 - SUPPORT SERVICES</b>	<b>2020 ACTUAL</b>	<b>2021 ORIGINAL BUDGET</b>	<b>2021 ADJUSTED BUDGET</b>	<b>2022 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 - SUPPORT SERVICES</b>	<b>2020 ACTUAL</b>	<b>2021 ORIGINAL BUDGET</b>	<b>2021 ADJUSTED BUDGET</b>	<b>2022 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 Actual	2021 Original Budget	2021 Adjusted Budget	2022 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
<b>Total Costs</b>	<b>\$ 816,102</b>	<b>\$ 903,990</b>	<b>\$ 903,990</b>	<b>\$ 937,085</b>

# 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

BUDGET SUMMARY - FIRE EMERGENCY OPERATIONS	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 BUDGET
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>

STAFFING ANALYSIS - FIRE EMERGENCY OPERATIONS	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 BUDGET
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 Actual	2021 Original Budget	2021 Adjusted Budget	2022 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
<b>Total Costs</b>	<b>\$ 5,484,363</b>	<b>\$ 6,061,696</b>	<b>\$ 6,061,696</b>	<b>\$ 6,159,737</b>

# 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 - FIRE PREVENTION</b>	<b>2020 ACTUAL</b>	<b>2021 ORIGINAL BUDGET</b>	<b>2021 ADJUSTED BUDGET</b>	<b>2022 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 - FIRE PREVENTION</b>	<b>2020 ACTUAL</b>	<b>2021 ORIGINAL BUDGET</b>	<b>2021 ADJUSTED BUDGET</b>	<b>2022 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**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>	<b>2021 Adjusted Budget</b>	<b>2022 Budget</b>
<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
<b>Total Costs</b>	<b>\$ 427,720</b>	<b>\$ 445,110</b>	<b>\$ 445,110</b>	<b>\$ 350,170</b>

# 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 - PUBLIC WORKS ADMINISTRATION	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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>

STAFFING ANALYSIS - PUBLIC WORKS ADMINISTRATION	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 BUDGET
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 - Adminstration**

**001-0431-431**

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

# 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 - PUBLIC WORKS STREETS/SIDEWALKS	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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 - PUBLIC WORKS STREETS/SIDEWALKS	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>	<b>2021 Adjusted Budget</b>	<b>2022 Budget</b>
<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
<b>Total Costs</b>	<b>\$ 548,091</b>	<b>\$ 659,235</b>	<b>\$ 659,235</b>	<b>\$ 688,717</b>

# 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 - PARKS & RECREATION	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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>

STAFFING ANALYSIS - PARKS & RECREATION	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 BUDGET
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**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>	<b>2021 Adjusted Budget</b>	<b>2022 Budget</b>
<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 Actual</b>	<b>2021 Original Budget</b>	<b>2021 Adjusted Budget</b>	<b>2022 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
<b>Subtotal</b>	<b>701,575</b>	<b>920,970</b>	<b>920,970</b>	<b>1,033,007</b>
<b>Total Costs</b>	<b>\$ 1,800,583</b>	<b>\$ 2,148,603</b>	<b>\$ 2,148,603</b>	<b>\$ 2,402,873</b>

# 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 Actual	2021 Original Budget	2021 Adjusted Budget	2022 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
<b>Total Costs</b>	<b>\$ 338,825</b>	<b>\$ 453,525</b>	<b>\$ 453,525</b>	<b>\$ 488,724</b>

# 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 - EVENTS CENTER	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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 - EVENTS CENTER	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 BUDGET
Business Manager	1	1	1	1
Business and Community Engagement 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 Actual	2021 Original Budget	2021 Adjusted Budget	2022 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
<b>Subtotal</b>	<b>325,309</b>	<b>350,160</b>	<b>350,160</b>	<b>358,011</b>
<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
<b>Subtotal</b>	<b>163,518</b>	<b>159,217</b>	<b>159,217</b>	<b>171,043</b>
<b>Total Costs</b>	<b>\$ 488,827</b>	<b>\$ 509,377</b>	<b>\$ 509,377</b>	<b>\$ 529,054</b>

# 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 - COMMUNITY CENTER	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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 - COMMUNITY CENTER	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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**

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

# 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 - SENIOR CENTER	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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 - SENIOR CENTER	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>		<b>2021 Adjusted Budget</b>	<b>2022 Budget</b>
		<b>2021 Original Budget</b>	<b>2021 Adjusted Budget</b>		
<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	
<b>Total Costs</b>	<b>\$ 122,368</b>	<b>\$ 147,653</b>	<b>\$ 147,653</b>	<b>\$ 86,615</b>	

# 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 those 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 - TENNIS CENTER	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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 - TENNIS CENTER	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>		<b>2021 Adjusted Budget</b>	<b>2022 Budget</b>
		<b>2021 Original Budget</b>	<b>2021 Adjusted Budget</b>		
<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	
<b>Subtotal</b>	<b>50,315</b>	<b>50,788</b>	<b>50,788</b>	<b>57,211</b>	
<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	
<b>Subtotal</b>	<b>66,059</b>	<b>77,409</b>	<b>77,409</b>	<b>59,797</b>	
<b>Total Costs</b>	<b>\$ 116,374</b>	<b>\$ 128,197</b>	<b>\$ 128,197</b>	<b>\$ 117,008</b>	

## **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**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>	<b>2021 Adjusted Budget</b>	<b>2022 Budget</b>
<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
<b>Total Revenue</b>	<b>226,735</b>	<b>83,675</b>	<b>83,675</b>	<b>225,695</b>
<b>Expenditures:</b>				
Operating Expenditures	\$ 12,981	\$ 20,200	\$ 20,200	\$ 20,200
Capital Outlays	87,159	160,000	160,000	259,090
<b>Total Expenditures</b>	<b>100,140</b>	<b>180,200</b>	<b>180,200</b>	<b>279,290</b>
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**

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

<b>Description</b>	<b>2020 Actual</b>	<b>2021</b>		<b>2021 Adjusted Budget</b>	<b>2022 Budget</b>
		<b>Original Budget</b>	<b>2021 Adjusted Budget</b>		
<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 Actual	2021 Original Budget	2021 Adjusted Budget	2022 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 Actual	2021 Original Budget	2021 Adjusted Budget	2022 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:**

<b>Description</b>	<b>Code</b>	<b>Funding Source</b>	<b>New Cost</b>
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:**

<b>Description</b>	<b>Code</b>	<b>Funding Source</b>	<b>New Cost</b>
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**

<b>Description</b>	<b>2020 Actual</b>	<b>2021</b>		<b>2021 Adjusted Budget</b>	<b>2022 Budget</b>
		<b>Original Budget</b>	<b>2021 Adjusted Budget</b>		
<b>Fund Balance, October 1</b>	\$ 210,216	\$ 255,208	\$ 255,208	\$ 272,008	\$ 272,008
<b>Revenue:</b>					
Impact Fees	\$ 72,700	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Interest	3,847	1,800	1,800	250	
Total Revenue	76,547	16,800	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	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 Actual	2021 Original Budget	2021 Adjusted Budget	2022 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 Actual	2021 Original Budget	2021 Adjusted Budget	2022 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 Carry Forward</b>	
	<b>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 Carry Forward</b>	
	<b>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 Actual	2021 Original Budget	2021 Adjusted Budget	2022 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 Actual	2021 Original Budget	2021 Adjusted Budget	2022 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 Actual	2021 Original Budget	2021 Adjusted Budget	2022 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**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>	<b>2021 Adjusted Budget</b>	<b>2022 Budget</b>
<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
<b>Total Revenue and Other Sources</b>	<b>917,250</b>	<b>157,000</b>	<b>157,000</b>	<b>577,000</b>
<b>Expenditures:</b>				
Capital Projects	\$ 713,438	\$ 725,315	\$ 725,315	\$ 570,077
Administrative Projects	186,879	110,000	110,000	165,000
<b>Total Expenditures</b>	<b>900,317</b>	<b>835,315</b>	<b>835,315</b>	<b>735,077</b>
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	<hr/> \$ 32,000	<hr/> \$ 703,077	<hr/> \$ 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 Carry Forward</b>	
	<b>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 Carry Forward</b>	
	<b>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.

Category	Projected Carry Forward	
	2021	2022
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	82,500
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 82,500

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

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

**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.

Category	Projected Carry Forward	
	2021	2022
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	29,000
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 29,000

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

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

**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.

Category	Projected Carry Forward	
	2021	2022
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)**

Fund	Projected Carry Forward	
	2021	2022
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.

Category	Projected Carry Forward	
	2021	2022
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	8,100
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 8,100

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

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

**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.

Category	Projected Carry Forward	
	2021	2022
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	6,800
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 6,800

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

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

**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.

Category	Projected Carry Forward	
	2021	2022
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	42,000
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 42,000

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

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

**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.

Category	Projected Carry Forward	
	2021	2022
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	13,000
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 13,000

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

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

**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.

Category	Projected Carry Forward	
	2021	2022
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	15,000
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 15,000

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

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

**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.

Category	Projected Carry Forward	
	2021	2022
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	13,000
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 13,000

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

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

**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 Carry Forward</b>	
	<b>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 Carry Forward</b>	
	<b>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 Carry Forward</b>	
	<b>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 Carry Forward</b>	
	<b>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.

Category	Projected Carry Forward	
	2021	2022
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)**

Fund	Projected Carry Forward	
	2021	2022
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.

Category	Projected Carry Forward	
	2021	2022
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)**

Fund	Projected Carry Forward	
	2021	2022
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 Carry Forward</b>	
	<b>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 Carry Forward</b>	
	<b>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.

Category	Projected Carry Forward	
	2021	2022
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	10,000
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 10,000

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

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

**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 Carry Forward</b>	
	<b>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 Carry Forward</b>	
	<b>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).

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

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

<b>Fund</b>	<b>Projected Carry Forward</b>	
	<b>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: Park Improvements**

**Dep/Div Name: Parks & Recreation**

**Justification/Description/Location:**

Restroom renovation of Liberty Park bathrooms.

<b>Category</b>	<b>Projected Carry Forward</b>	
	<b>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 Carry Forward</b>	
	<b>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.

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

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

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

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

**One-Cent Infrastructure Sales Tax Fund**

Description	2020 Actual	2021 Original Budget	2021 Adjusted Budget	2022 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 Carry Forward</b>	
	<b>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 Carry Forward</b>	
	<b>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 Carry Forward</b>	
	<b>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 Carry Forward</b>	
	<b>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 Actual	2021 Original Budget	2021 Adjusted Budget	2022 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
<b>Total Revenues</b>	<b>7,040,940</b>	<b>6,053,050</b>	<b>6,053,050</b>	<b>6,966,000</b>
Amt Restricted for Water/Sewer Projects	1,966,825	2,359,543	2,359,543	2,359,543
<b>Total Revenues and Balances</b>	<b>22,759,779</b>	<b>22,236,843</b>	<b>22,236,843</b>	<b>21,768,537</b>
<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
<b>Total Expenses</b>	<b>6,575,986</b>	<b>7,434,306</b>	<b>7,434,306</b>	<b>8,911,461</b>
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 - WATER TREATMENT	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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>

STAFFING ANALYSIS - WATER TREATMENT	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 BUDGET
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**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>	<b>2021 Adjusted Budget</b>	<b>2022 Budget</b>
<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
<b>Subtotal</b>	<b>246,177</b>	<b>287,534</b>	<b>287,534</b>	<b>288,962</b>
<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
<b>Subtotal</b>	<b>632,993</b>	<b>988,536</b>	<b>988,536</b>	<b>1,562,641</b>
<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 - WATER DISTRIBUTION/WASTEWATER	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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>

STAFFING ANALYSIS - WATER DISTRIBUTION/WASTEWATER	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 BUDGET
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**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>	<b>2021 Adjusted Budget</b>	<b>2022 Budget</b>
<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
<b>Subtotal</b>	<b>549,786</b>	<b>582,755</b>	<b>582,755</b>	<b>599,019</b>
<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
<b>Subtotal</b>	<b>537,759</b>	<b>492,615</b>	<b>492,615</b>	<b>603,016</b>
<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 - UTILITY BILLING	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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 - UTILITY BILLING	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Original Budget</b>	<b>2021 Adjusted Budget</b>	<b>2022 Budget</b>
<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**

Project Description	2021 Carry Forward	2022 Budget	Total Available Budget
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
<b>Total Water &amp; Sewer Fund Projects</b>	<b>\$ 709,000</b>	<b>\$ 845,000</b>	<b>\$ 1,554,000</b>

**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.

<b>Category</b>	<b>Projected</b>	
	<b>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</b>	
	<b>2021</b>	<b>2022</b>
General Fund	-	-
Water/Sewer Fund	-	50,000
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: 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 Carry Forward</b>	
	<b>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 Carry Forward</b>	
	<b>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.

<b>Category</b>	<b>Projected</b>	
	<b>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</b>	
	<b>2021</b>	<b>2022</b>
General Fund	-	-
Water/Sewer Fund	-	50,000
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: 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.

<b>Category</b>	<b>Projected Carry Forward</b>	
	<b>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 Carry Forward</b>	
	<b>2021</b>	<b>2022</b>
General Fund	-	-
Water/Sewer Fund	-	50,000
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: 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.

Category	Projected	
	2021	2022
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)**

Fund	Projected	
	2021	2022
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 Carry Forward</b>	
	<b>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 Carry Forward</b>	
	<b>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 Carry Forward</b>	
	<b>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 Carry Forward</b>	
	<b>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 Carry Forward	
	2021	2022
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)**

Fund	Projected Carry Forward	
	2021	2022
General Fund	-	-
Water/Sewer Fund	-	50,000
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: 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</b>	
	<b>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</b>	
	<b>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 Carry Forward</b>	
	<b>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 Carry Forward</b>	
	<b>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 Actual	2021 Original Budget	2021 Adjusted Budget	2022 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
<b>Total Revenues</b>	<b>442,070</b>	<b>415,500</b>	<b>415,500</b>	<b>415,550</b>
<b>Expenses:</b>				
Operating Expenses	\$ 323,277	\$ 406,768	\$ 406,768	\$ 470,364
Downtown Stormwater Upgrades	28,445	-	-	-
<b>Total Expenses</b>	<b>351,722</b>	<b>406,768</b>	<b>406,768</b>	<b>470,364</b>
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

BUDGET SUMMARY - STORMWATER UTILITY	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 BUDGET
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>

STAFFING ANALYSIS - STORMWATER UTILITY	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 BUDGET
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**

<b>Description</b>	<b>2020 Actual</b>	<b>2021</b>		<b>2021 Adjusted Budget</b>	<b>2022 Budget</b>
		<b>Original Budget</b>	<b>2021 Adjusted Budget</b>		
<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	1,800
17-00 Education Incentives	1,040	1,560	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 Actual	2021 Original Budget	2021 Adjusted Budget	2022 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
<b>Total Revenues</b>	<b>1,331,307</b>	<b>1,398,540</b>	<b>1,398,540</b>	<b>1,524,194</b>
<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
<b>Total Expenditures</b>	<b>1,341,170</b>	<b>1,495,600</b>	<b>1,495,600</b>	<b>1,034,055</b>
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 - VEHICLE MAINTENANCE	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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 - VEHICLE MAINTENANCE	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 ADJUSTED BUDGET	2022 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 Actual	2021 Original Budget	2021 Adjusted Budget	2022 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
<b>Subtotal</b>	<b>231,847</b>	<b>243,183</b>	<b>243,183</b>	<b>244,266</b>
<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
<b>Subtotal</b>	<b>87,420</b>	<b>93,617</b>	<b>93,617</b>	<b>100,489</b>
<b>Total Costs</b>	<b>\$ 319,267</b>	<b>\$ 336,800</b>	<b>\$ 336,800</b>	<b>\$ 344,755</b>

**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.

Category	Projected Carry Forward	
	2021	2022
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)**

Fund	Projected Carry Forward	
	2021	2022
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 FREIGHTLINER 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).

# GLOSSARY

**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, furnishings, 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 an 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,

# GLOSSARY

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  $\$50,000/\$1,000 = \$50 \times 4.198 = \$209.90$ .

**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.

# GLOSSARY

## -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.