



Fiscal Year 2021 Proposed Budget

City of
Lake Mary
Florida



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CITY OF LAKE MARY, FLORIDA

FISCAL YEAR 2021 PROPOSED BUDGET

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

City Manager Kevin Smith

Prepared by the Finance Department



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BUDGET MESSAGE

City Manager
ksmith@lakemaryfl.com



City of Lake Mary

Incorporated in 1973

July 16, 2020

Mayor and Commissioners,

In accordance with State law and the City Charter, I am pleased to transmit the *City of Lake Mary Fiscal Year 2021 Proposed Budget* for your consideration and review. As presented, the FY 2021 budget totals \$36,635,390, representing a 0.86% decrease from 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

During the past fiscal year, the world experienced a pandemic whose long-term economic effects are yet unknown. Accordingly, a judicious fiscal approach is prudent as we navigate FY 2021. That aside, development continues in the City with several active construction projects such as the Lake Mary Wellness and Technology Park, TopGolf, Lake Emma Sound, and 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, 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 4th St. area, and urban-style duplex housing next to Station House.

For FY 2021, taxable values in the City are projected to increase 6.75% over the prior year. This is due in part to the City maintaining its ability to attract community based businesses and large corporations, as well as new residential neighborhoods. However, as green-field buildout approaches over the next several years, proper planning and strategic initiatives will be 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, and live and raise a family.

Accordingly, 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 MESSAGE

Budget Highlights

- The proposed FY 2021 budget, totaling \$36,635,390 for all funds combined, is \$317,332, or 0.86%, less than the FY 2020 budget.
- The FY 2021 proposed millage rate of 3.5895 remains unchanged for the eighth 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 6.75% for FY 2021. At the proposed millage rate, this increase yields \$584,695 more ad valorem revenue than the prior year.
- General Fund revenues, exclusive of ad valorem revenues, are projected conservatively in FY 2021, due in part to recent economic conditions, including the associated uncertainty with the global COVID-19 pandemic.

Budget in Brief

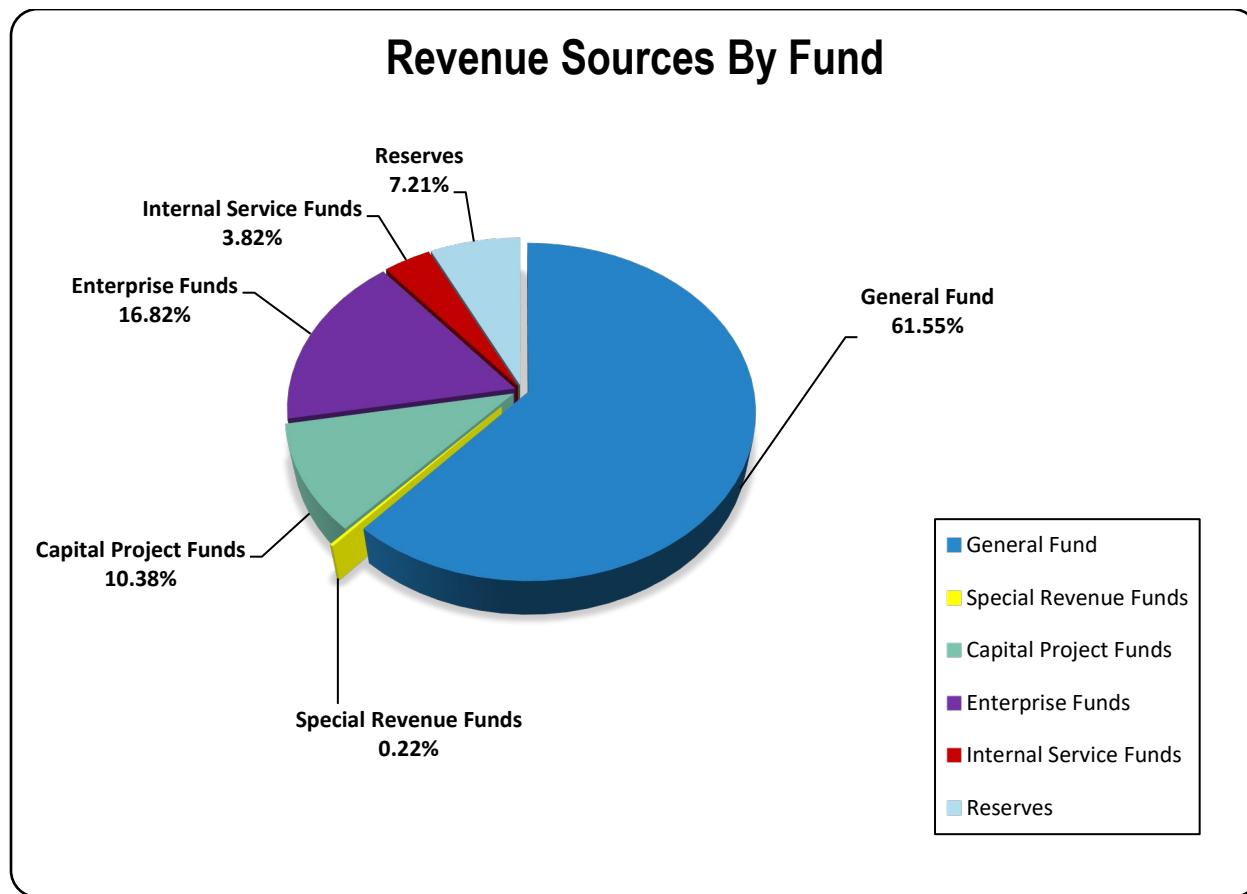


Figure 1 – Total Sources \$36,635,390

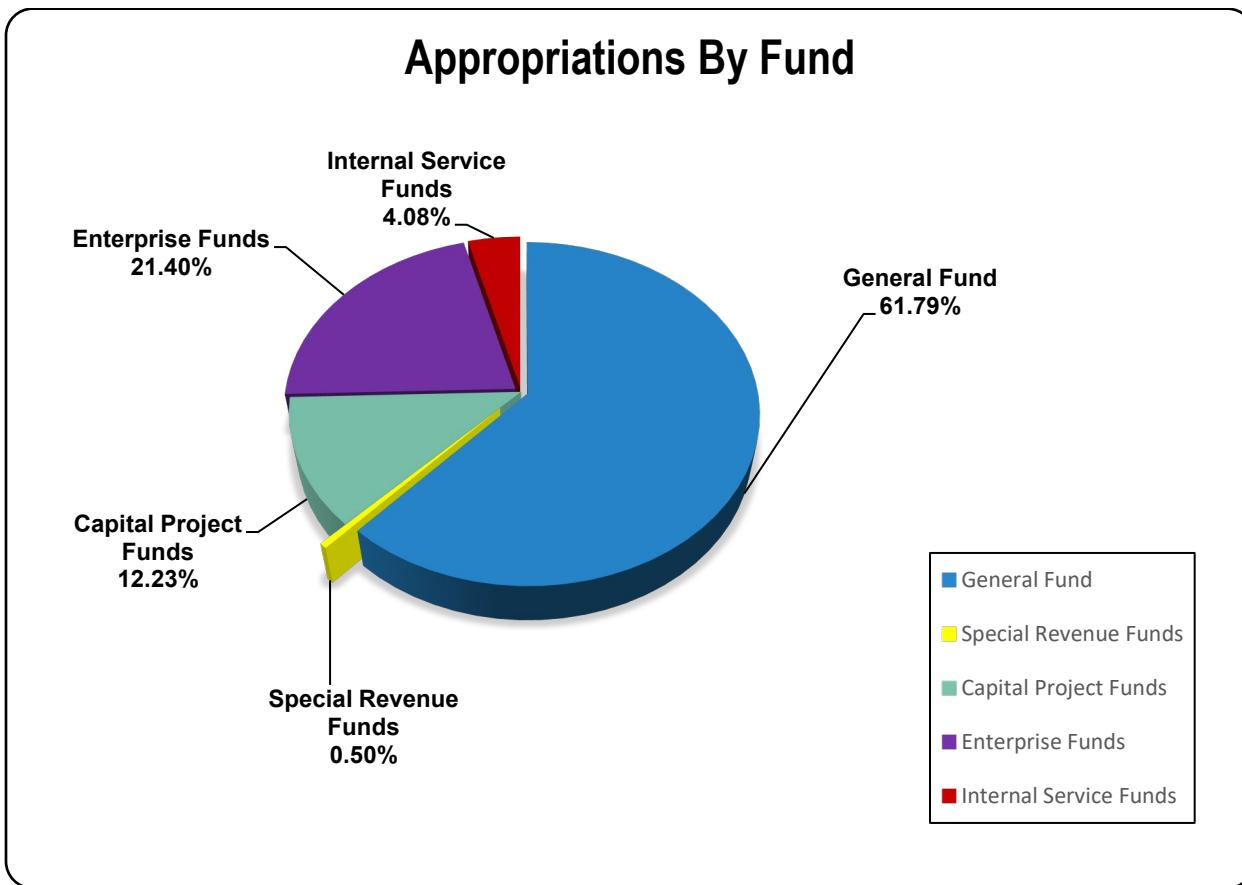


Figure 2 – Total Appropriations \$36,635,390

Debt Service

During FY 2020, the City paid off its remaining Series 2012 Public Improvement Refunding Revenue Note of \$2,392,000.

Capital Projects

- Appropriations for FY 2021 General Fund capital projects total \$835,315 and consist primarily of IT upgrades and capital improvements on our municipal facilities. Also included herein is funding of \$110,000 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 2021 total \$32,000, to fund ongoing additional street lighting.
- 157 Washington Avenue was purchased in FY 2019 with plans to create a new park. The proposed park includes amenities such as play equipment, a fitness area, sidewalks, and new trees and landscaping. Total funding for this project in FY 2021 is \$220,000.
- The Rinehart Road Improvement Project began in FY 2019 and continues in FY 2021, 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 lengthening of the right turn lane into Crystal Lake Elementary School, modification of the pedestrian trail crossing

BUDGET MESSAGE

at the Postal Distribution Center, and various additional transportation improvements along the Rinehart corridor, as new associated development warrants.

- An appropriation of \$110,000 is included in the Water & Sewer Fund to purchase and install a permanent emergency generator at 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.

Personnel

The FY 2021 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. No new positions are recommended in FY 2021.

Employee Benefits

The City pays a single premium per employee for health insurance (based on the plan selected). Due to the system-wide rise of healthcare costs and the City's high recent claims experience, our health insurance premiums are increasing 8.5% for FY 2021. Efforts continue to contain these 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 2021.

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, nineteen (19) items are scheduled for replacement in FY 2021. The items include eight (8) Police vehicles, one (1) Brutis roller, one (1) Fire rescue unit, three (3) Parks mowers, one (1) Stormwater personnel vehicle, two (2) Public Works personnel vehicles, two (2) Parks personnel vehicles, and one (1) backhoe.

Budget Calendar

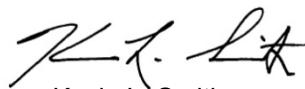
A Commission Workshop to review and consider the Fiscal Year 2021 Proposed Budget is scheduled for July 16, 2020 at 5:00 PM, with additional meetings to be added as the Commission deems warranted.

Subsequently, in accordance with Florida TRIM law, a tentative millage rate is required to be adopted by August 4, 2020. Thus, consideration of a tentative millage rate for adoption by the Commission is included on the July 16, 2020 regular Commission meeting agenda. This item includes my recommendation that the Commission establish a proposed millage rate for FY 2021 of 3.5895 mills (unchanged from FY 2020), set the rolled-back rate at 3.4257 mills, and schedule the first public hearing for adoption of the FY 2021 budget for September 3, 2020, at 7:00 PM in the Commission Chambers.

BUDGET MESSAGE

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 2021

Description	General Fund	Special Revenue	Debt Service	Capital Projects	Enterprise Funds	Internal Service	Total All Funds
Fund Balance, October 1	\$ 20,287,674	\$ 695,202	\$ 312,033	\$ 2,513,581	\$ 13,450,596	\$ 2,244,369	\$ 39,503,455
Revenues & Other Sources:							
Ad Valorem Tax - 3.5895	9,608,924	-	-	-	-	-	9,608,924
Franchise & Utility Taxes	6,161,400	-	-	-	-	-	6,161,400
Licenses & Permits	1,372,000	-	-	-	-	-	1,372,000
Fines & Forfeitures	76,000	11,500	-	-	-	-	87,500
Intergovernmental	1,661,085	-	-	3,665,000	-	-	5,326,085
Charges for Services	1,921,500	5,000	-	-	5,480,000	1,328,540	8,735,040
Other	397,000	67,175	-	12,000	682,500	70,000	1,228,675
Transfers In	1,350,000	-	-	125,000	-	-	1,475,000
Total Revenues & Other Sources	42,835,583	778,877	312,033	6,315,581	19,613,096	3,642,909	73,498,079
Expenditures & Other Uses:							
General Government	2,906,919	-	-	-	-	-	2,906,919
Finance	602,810	-	-	-	-	-	602,810
Building	996,190	-	-	-	-	-	996,190
Police	6,852,658	11,600	-	-	-	-	6,864,258
Fire	6,506,806	-	-	-	-	-	6,506,806
Public Works	1,042,219	-	-	-	-	-	1,042,219
Parks & Rec/Facilities Maint.	3,605,973	8,600	-	-	-	-	3,614,573
Water & Sewer	-	-	-	-	4,608,256	-	4,608,256
Stormwater	-	-	-	-	406,768	-	406,768
Vehicle Maintenance	-	-	-	-	-	1,495,600	1,495,600
Capital Projects	-	160,000	-	4,479,941	1,476,050	-	6,115,991
Debt Service	-	-	-	-	-	-	-
Transfers Out	125,000	-	-	-	1,350,000	-	1,475,000
Total Expenditures & Other Uses	22,638,575	180,200	-	4,479,941	7,841,074	1,495,600	36,635,390
Fund Balance, September 30	\$ 20,197,008	\$ 598,677	\$ 312,033	\$ 1,835,640	\$ 11,772,022	\$ 2,147,309	\$ 36,862,689

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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 23, 2020, ad valorem taxable values in the City rose to \$2.81 billion, up 6.75% from the prior year.
- The proposed millage rate of 3.5895 generates \$9,608,924 in budgeted ad valorem revenues for FY 2021.
- Each 1/10th of a mill generates \$267,695 in ad valorem tax revenue.

Historical Perspective

	FY 16	FY 17	FY 18	FY 19	FY 20	Proposed FY 21
Taxable Value (millions)	\$ 1,983.9	\$ 2,088.1	\$ 2,244.7	\$ 2,418.9	\$ 2,639.7	\$ 2,817.8
% Change in Taxable Value	6.84%	5.52%	7.50%	7.76%	9.13%	6.75%
New Construction Value (millions)	\$ 66.33	\$ 38.89	\$ 32.60	\$ 34.95	\$ 87.5	\$ 52.3
Millage Rate	3.5895	3.5895	3.5895	3.5895	3.5895	3.5895
Rolled-back Rate	3.4826	3.4658	3.3628	3.3373	3.3909	3.4257
Adjusted Rolled-back Rate	5.0832	5.0205	4.8955	4.7076	4.5125	4.4525
Majority Vote Maximum Rate	5.1828	5.2088	5.0478	4.7768	4.6655	4.5959
Two-thirds Vote Maximum Rate	5.7011	5.7297	5.5526	5.2545	5.1321	5.0555
Property Tax Revenue (millions)	\$ 6.76	\$ 7.14	\$ 7.71	\$ 8.27	\$ 9.02	\$ 9.60

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 2021, this rate is 3.4257 and would generate ad valorem revenue of \$9,170,439.

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 2021, this rate is 4.4525 and would generate ad valorem revenue of \$11,919,134.

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 2021, this rate is 4.5959 and would generate ad valorem revenues of \$12,303,009.

Two-thirds Vote Maximum Rate. This rate represents 110% of the Maximum Rate and requires a two-thirds (supermajority) vote to impose. For FY 2021, this rate is 5.0555 and would generate ad valorem revenues of \$13,533,337.

LAKE MARY AT A GLANCE

Form of Government	Commission/Manager	
Area	9.9 Square Miles	
Total Fiscal Year 2021 Proposed Budget	\$ 36,635,390	
Taxable Property Valuation	\$ 2,817,845,511	
Proposed Fiscal Year 2021 Millage Rate	3.5895	
Population	Service Statistics	
2019	17,449	Utilities (Active Accounts)
2018	16,746	Water
2017	16,538	Sewer
2016	16,119	Solid Waste Collection Accounts
		Residential
		Commercial
Resident Statistics	Streets	
Median Age	39.7	Paved (miles)
Per Capita Income	\$41,346	Unpaved (miles)
Unemployment Rate	2.8%	Street Lights
School Enrollment	Parks & Recreation	
Crystal Lake Elementary	775	Acreage
Lake Mary Elementary	961	Parks
Lake Mary Preparatory	538	Community Centers
Total Taxable Assessed Values	Community Development	
2019	\$2,418,182	Land Use Amendments/Rezonings
2018	\$2,244,781	License/Permit Reviews
2017	\$2,088,057	Building Development
2016	\$1,983,960	Total Permits Issued
		Construction Inspections
Business Tax Receipts	Police	
2019	2,185	Sworn Officers
2018	2,138	Civilians
2017	2,016	Reserve Officers
2016	1,983	Code Enforcement
Total Debt Outstanding	Fire	
Refunding Revenue Note (millions)	2.392	Employees
Per Capita	137	Emergency Calls Answered
		Medical Transports
		Fire Stations

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 2021 Operating Budget

Revenues and Expenditures Summary

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Fund Balance, October 1	\$ 18,581,684	\$ 21,090,227	\$ 21,090,227	\$ 20,287,674
Revenues and Other Sources:				
Millage Rate	3.5895	3.5895	3.5895	3.5895
Ad valorem taxes	\$ 8,366,891	\$ 9,024,229	\$ 9,024,229	\$ 9,608,924
Franchise and utility taxes	6,391,739	5,994,900	5,994,900	6,161,400
Licenses and permits	2,830,969	1,662,000	1,662,000	1,372,000
Fines and forfeitures	173,096	75,000	75,000	76,000
Intergovernmental	2,702,813	2,007,085	2,007,085	1,661,085
Charges for services	2,142,490	1,784,500	1,784,500	1,921,500
Other	755,929	472,000	472,000	397,000
Operating transfers in	1,350,000	1,350,000	1,350,000	1,350,000
Total Revenues	24,713,927	22,369,714	22,369,714	22,547,909
 Total Revenues & Balances	 43,295,611	 43,459,941	 43,459,941	 42,835,583
Expenditures and Other Uses:				
General Government	\$ 2,608,524	\$ 2,928,089	\$ 2,928,089	\$ 2,699,769
Finance	546,453	587,155	587,155	602,810
Building	553,651	882,482	882,482	996,190
Police	6,294,358	6,693,319	6,693,319	6,852,658
Fire	5,611,574	5,973,854	5,973,854	6,506,806
Public Works	985,652	1,023,824	1,023,824	1,042,219
Parks & Recreation and Facilities Maint	3,270,610	3,553,329	3,553,329	3,605,973
Economic Incentives	425,191	483,150	483,150	207,150
Transfers Out:				
Debt Service Fund	349,002	347,065	347,065	-
Capital Projects Fund	1,376,000	700,000	700,000	125,000
Stormwater Fund	184,369	-	-	-
Total Transfers Out	1,909,371	1,047,065	1,047,065	125,000
 Total Expenditures and Other Uses	 22,205,384	 23,172,267	 23,172,267	 22,638,575
 Increase (Decrease) in Fund Balance	 2,508,543	 (802,553)	 (802,553)	 (90,666)
 Fund Balance, September 30	 \$ 21,090,227	 \$ 20,287,674	 \$ 20,287,674	 \$ 20,197,008

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Summary of Revenues

Account Code	Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
	Millage Rate	3.5895	3.5895	3.5895	3.5895
311-10	Ad Valorem Tax	\$ 8,366,891	\$ 9,024,229	\$ 9,024,229	\$ 9,608,924
	Franchise & Utility:				
313-10	Duke Energy - Franchise	1,303,971	1,108,900	1,108,900	1,206,400
313-11	FP&L - Franchise	574,998	565,000	565,000	570,000
313-40	Propane - Franchise	9,529	8,000	8,000	8,000
313-70	Solid Waste - Franchise	618,892	586,000	586,000	590,000
	Total Franchise	2,507,390	2,267,900	2,267,900	2,374,400
314-10	Duke Energy - Utility	1,563,393	1,400,000	1,400,000	1,492,000
314-11	FP&L - Utility	775,413	760,000	760,000	762,000
314-20	Telecommunications	1,489,393	1,515,000	1,515,000	1,480,000
314-80	Propane Gas - Utility	56,150	52,000	52,000	53,000
	Total Utility	3,884,349	3,727,000	3,727,000	3,787,000
	Total Franchise & Utility	6,391,739	5,994,900	5,994,900	6,161,400
	Licenses and Permits:				
321-60	Business Tax Receipts	134,181	126,000	126,000	126,000
322-10	Building Permits	2,460,605	1,400,000	1,400,000	1,100,000
322-20	Electrical Permits	99,616	60,000	60,000	70,000
322-30	Plumbing Permits	28,834	26,000	26,000	26,000
322-40	Mechanical Permits	107,733	50,000	50,000	50,000
	Total Licenses & Permits	2,830,969	1,662,000	1,662,000	1,372,000
	Fines & Forfeitures:				
351-10	Court Fines	113,228	58,000	58,000	58,000
351-30	False Alarm Fees	7,500	2,000	2,000	3,000
351-50	Violation of Local Ordinances	52,368	15,000	15,000	15,000
	Total Fines & Forfeitures	173,096	75,000	75,000	76,000
	Intergovernmental:				
312-41	Local Option Gas Tax	279,860	290,000	290,000	200,000
334-00	Grants	753,903	-	-	-
335-12	State Rev. Share/Gas Tax	470,154	480,000	480,000	400,000
335-14	Mobile Home License	282	85	85	85
335-15	Alcoholic Beverage License	10,937	11,500	11,500	10,500
335-18	1/2 Cent Sales Tax	1,155,380	1,200,000	1,200,000	1,025,000
335-20	Firefighter Supplement	21,090	14,000	14,000	14,000
341-80	County Business License	11,207	11,500	11,500	11,500
	Total Intergovernmental	2,702,813	2,007,085	2,007,085	1,661,085
	Charges for Services:				
341-21	Zoning Fees	42,470	25,000	25,000	25,000
342-10	Police Services	254,252	160,000	160,000	195,000
342-60	Rescue Transport Fees	952,964	700,000	700,000	828,000
347-10	Community/Events Center Rent	591,880	585,000	585,000	585,000
347-15	Community Center	92,616	94,000	94,000	90,000
347-20	Summer Camp Fees	72,674	65,000	65,000	68,000
347-30	Farmers Market	18,241	21,000	21,000	18,000

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Summary of Revenues

Account Code	Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
347-40	Skate Park Fees	550	500	500	500
347-45	Splash Park Fees	16,255	21,000	21,000	15,000
347-50	Park Rentals	853	1,000	1,000	1,000
347-60	Sports Complex Rentals	16,204	33,000	33,000	20,000
347-70	Softball Leagues	5,695	14,000	14,000	8,000
347-80	Concession Revenues	12,067	10,000	10,000	10,000
347-90	Tennis Center Revenues	65,769	55,000	55,000	58,000
	Total Charges for Services	2,142,490	1,784,500	1,784,500	1,921,500
	Other:				
361-10	Interest	460,743	225,000	225,000	190,000
363-10	Streetlighting	32,958	32,000	32,000	32,000
364-00	Sale of Capital Assets	12	-	-	-
369-00	Other Miscellaneous Revenues	262,216	215,000	215,000	175,000
	Total Other Revenue	755,929	472,000	472,000	397,000
	Transfers In:				
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	24,713,927	22,369,714	22,369,714	22,547,909
	Carry-Forward Fund Balance	18,581,684	21,090,227	21,090,227	20,287,674
	Total Available	\$ 43,295,611	\$ 43,459,941	\$ 43,459,941	\$ 42,835,583

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Summary of Expenditures

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
General Government				
City Commission	\$ 96,948	\$ 104,696	\$ 104,696	\$ 109,042
City Manager	735,964	652,338	652,338	580,904
Legal Services	124,226	140,000	140,000	145,000
City Clerk	228,232	198,288	198,288	211,824
General Administration	1,110,776	1,387,014	1,387,014	882,354
Risk Management	16,358	20,750	20,750	20,750
Community Development	348,114	465,761	465,761	477,363
Information Systems	373,097	442,392	442,392	479,682
Total General Government	3,033,715	3,411,239	3,411,239	2,906,919
Finance				
Building Division	546,453	587,155	587,155	602,810
Police				
Operations	5,508,517	5,834,526	5,834,526	5,948,668
Support Services	785,841	858,793	858,793	903,990
Total Police	6,294,358	6,693,319	6,693,319	6,852,658
Fire				
Fire Emergency Operations	5,138,027	5,453,429	5,453,429	6,061,696
Fire Prevention	473,547	520,425	520,425	445,110
Total Fire	5,611,574	5,973,854	5,973,854	6,506,806
Public Works				
Administration	438,283	372,113	372,113	382,984
Street/Sidewalks	536,064	651,711	651,711	659,235
Storm Activities	11,305	-	-	-
Total Public Works	985,652	1,023,824	1,023,824	1,042,219
Parks and Recreation				
Parks and Recreation	1,945,332	2,092,270	2,092,270	2,148,603
Facilities Maintenance	431,475	428,088	428,088	453,525
Events Center	468,509	530,261	530,261	509,377
Community Center	189,648	224,899	224,899	218,618
Senior Center	132,149	145,088	145,088	147,653
Tennis Center	103,497	132,723	132,723	128,197
Total Parks and Recreation	3,270,610	3,553,329	3,553,329	3,605,973
Transfers Out				
Debt Service Fund	349,002	347,065	347,065	-
Capital Projects Fund	1,376,000	700,000	700,000	125,000
Stormwater Fund	184,369	-	-	-
Total Transfers Out	1,909,371	1,047,065	1,047,065	125,000
Total General Fund	\$ 22,205,384	\$ 23,172,267	\$ 23,172,267	\$ 22,638,575

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	2018	2019	%Change	2020 EST
Regular meetings held	19	17	-11%	18
Special meetings held	1	2	100%	2
Public hearings held	38	23	-39%	30
Representation on other boards	15	15	0%	15
Work sessions held	4	4	0%	3

BUDGET SUMMARY - CITY COMMISSION	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 45,300	\$ 45,300	\$ 45,300	\$ 45,300
Benefits	\$ 40,662	\$ 47,395	\$ 47,395	\$ 52,590
Operating	\$ 10,986	\$ 12,001	\$ 12,001	\$ 11,152
TOTAL	\$ 96,948	\$ 104,696	\$ 104,696	\$ 109,042

STAFFING ANALYSIS - CITY COMMISSION	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Mayor	1	1	1	1
Deputy Mayor	1	1	1	1
City Commissioner	3	3	3	3
TOTAL	5	5	5	5

**City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget**

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

Description	2019 Actual	2020 Original Budget		2020 Adjusted Budget		2021 Budget
		\$	\$	\$	\$	
Personnel Services:						
11-00 Salaries and Wages	\$ 45,300	\$ 45,300	\$ 45,300	\$ 45,300	\$ 45,300	\$ 45,300
21-00 FICA	3,665	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	32,141	38,200	38,200	38,200	43,395	
Subtotal	85,962	92,695	92,695	92,695	97,890	
Operating Expenditures:						
40-10 Travel & Per Diem	\$ 1,171	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
40-20 Travel Allowance	5,900	6,000	6,000	6,000	6,000	6,000
41-10 Telephone & Fax	293	325	325	325	325	325
42-00 Postage & Freight	1	50	50	50	50	50
45-50 Insurance Costs	2,902	3,476	3,476	3,476	2,377	
47-30 Photocopies	235	400	400	400	400	
52-10 General Operating Supplies	459	250	250	250	500	
54-10 Memberships/Periodicals	25	-	-	-	-	
Subtotal	10,986	12,001	12,001	12,001	11,152	
Total Costs	\$ 96,948	\$ 104,696	\$ 104,696	\$ 104,696	\$ 109,042	

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	2018	2019	%Change	2020 EST
Employment applications received	626	522	-17%	485
Evaluations processed	206	175	-15%	200
W/C, accident, liability, loss/damage reports	54	73	35%	80
FEMA PA projects	2	2	0%	1
FEMA funds recovered	\$ 47,861	\$ 748,672	1464%	\$ 46,000
FEMA funds expected	\$ 796,533	\$ 748,672	-6%	\$ 46,000

BUDGET SUMMARY - CITY MANAGER	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 547,315	\$ 464,550	\$ 464,550	\$ 419,150
Benefits	\$ 169,544	\$ 164,339	\$ 164,339	\$ 138,937
Operating	\$ 19,105	\$ 23,449	\$ 23,449	\$ 22,817
TOTAL	\$ 735,964	\$ 652,338	\$ 652,338	\$ 580,904

STAFFING ANALYSIS - CITY MANAGER	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
City Manager	1	1	1	1
Administrative Assistant to City Manager	1	1	1	1
Accreditation QA Manager - FEMA Reporting	1	1	1	0
HR Manager	1	1	1	1
HR Specialist	1	1	1	1
TOTAL	5	5	5	4

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

General Government - City Manager
001-0112-412

Description	2019 Actual	2020 Original Budget		2020 Adjusted Budget		2021 Budget
		\$	\$	\$	\$	
Personnel Services:						
11-00 Salaries and Wages	\$ 547,315	\$ 464,300	\$ 464,300	\$ 418,900		
14-00 Overtime	-	250	250	250		
21-00 FICA	39,770	35,539	35,539	32,065		
22-00 Employer Pension	64,739	58,069	58,069	52,394		
22-10 City Manager CFG	18,720	18,400	18,400	18,400		
23-00 Health/Life Insurance	44,716	50,575	50,575	34,715		
24-00 Workers Compensation	1,599	1,756	1,756	1,363		
Subtotal	716,859	628,889	628,889	558,087		
Operating Expenditures:						
40-10 Travel & Per Diem	\$ 1,159	\$ 4,500	\$ 4,500	\$ 4,500		
40-20 Car Allowance	8,285	4,800	4,800	4,800		
41-10 Telephone & Fax	2,905	3,500	3,500	3,500		
42-00 Postage & Freight	124	300	300	300		
45-50 Insurance Costs	1,669	1,999	1,999	1,367		
46-40 Equipment R&M	-	500	500	500		
47-10 Printing & Binding	177	200	200	200		
47-30 Photocopies	896	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	130	750	750	750		
51-30 Office Supplies	900	2,000	2,000	2,000		
52-70 Uniforms	116	-	-	-		
54-10 Memberships/Periodicals	2,744	3,000	3,000	3,000		
54-30 Employee Development	-	300	300	300		
Subtotal	19,105	23,449	23,449	22,817		
Total Costs	\$ 735,964	\$ 652,338	\$ 652,338	\$ 580,904		

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	2018	2019	%Change	2020 EST
Ordinances prepared	-	5	N/A	5
Ordinances reviewed	20	29	45%	25
Resolutions prepared	-	3	N/A	3
Resolutions reviewed	10	3	-70%	5

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

General Government - Legal Services
001-0114-414

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Operating Expenditures:				
31-00 Legal Services	\$ 124,226	\$ 105,000	\$ 105,000	\$ 115,000
31-10 Other Legal Services	-	35,000	35,000	30,000
Subtotal	124,226	140,000	140,000	145,000
Total Costs	\$ 124,226	\$ 140,000	\$ 140,000	\$ 145,000

CITY CLERK

PROGRAM SUMMARY

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

GOALS

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

PERFORMANCE MEASURES	2018	2019	%Change	2020 EST
Ordinances executed	20	14	-30%	15
Resolutions executed	10	10	0%	10
Business Tax Receipts issued	2,214	2,181	-1%	2,200
Candidates qualified	5	2	-60%	3
Minutes recorded	20	19	-5%	20
Pages transcribed	273	196	-28%	250

BUDGET SUMMARY - CITY CLERK	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 156,274	\$ 115,525	\$ 115,525	\$ 124,650
Benefits	\$ 42,398	\$ 40,044	\$ 40,044	\$ 42,570
Operating	\$ 29,560	\$ 42,719	\$ 42,719	\$ 44,604
TOTAL	\$ 228,232	\$ 198,288	\$ 198,288	\$ 211,824

STAFFING ANALYSIS - CITY CLERK	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
City Clerk	1	1	1	1
Deputy City Clerk	1	1	1	1
TOTAL	2	2	2	2

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

General Government - City Clerk
001-0117-417

Description	2019 Actual	2020		2020 Adjusted Budget		2021 Budget
		Original Budget				
Personnel Services:						
11-00 Salaries and Wages	\$ 155,770	\$ 111,425	\$ 111,425	\$ 122,150		
14-00 Overtime	504	4,100	4,100	2,500		
21-00 FICA	11,457	8,838	8,838	9,536		
22-00 Employer Pension	15,932	14,441	14,441	15,582		
23-00 Health/Life Insurance	14,904	16,650	16,650	17,360		
24-00 Workers Compensation	105	115	115	92		
Subtotal	198,672	155,569	155,569	167,220		
Operating Expenditures:						
34-40 Contractual Services	\$ 7,213	\$ 18,400	\$ 18,400	\$ 18,600		
40-10 Travel & Per Diem	1,546	4,260	4,260	4,250		
41-10 Telephone & Fax	315	325	325	1,400		
42-00 Postage & Freight	5,216	3,600	3,600	3,600		
45-50 Insurance Costs	798	956	956	654		
47-10 Printing & Binding	3,065	4,400	4,400	4,400		
47-30 Photocopies	176	300	300	300		
49-10 Legal Advertising	6,547	5,900	5,900	6,200		
51-20 Office Equipment under \$1,000	88	800	800	800		
51-30 Office Supplies	1,070	973	973	1,000		
52-10 General Operating Supplies	3,179	1,750	1,750	2,000		
54-10 Memberships/Periodicals	197	455	455	800		
54-30 Employee Development	150	600	600	600		
Subtotal	29,560	42,719	42,719	44,604		
Total Costs	\$ 228,232	\$ 198,288	\$ 198,288	\$ 211,824		

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	2018	2019	%Change	2020 EST
Memberships in outside organizations	8	8	0%	8
Special recognition (persons)	34	60	76%	40
Wellness Center utilization	85%	80%	-6%	85%
Unique patients	233	214	-8%	225

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

General Government - General Administration

001-0119-419

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Personnel Services:				
15-00 Board Pay	\$ 450	\$ 1,000	\$ 1,000	\$ 1,000
25-00 Unemployment Compensation	86	7,000	7,000	7,000
Subtotal	536	8,000	8,000	8,000
Operating Expenditures:				
31-40 Professional Services	\$ 70,141	\$ 80,000	\$ 80,000	\$ 80,000
31-90 Employee Wellness Center	297,236	330,000	330,000	330,000
32-00 Accounting/Auditing	13,850	-	-	-
34-40 Contractual Service	87,433	45,600	45,600	51,500
41-10 Telephone & Fax	1,295	1,400	1,400	1,600
42-00 Postage & Freight	1,062	2,500	2,500	2,500
43-10 Water/Sewer	1,653	1,800	1,800	2,100
43-50 Electric	36,100	36,000	36,000	37,000
43-70 Gas	493	600	600	600
44-30 Equipment Rental	3,277	3,300	3,300	3,300
45-50 Insurance Costs	10,991	13,164	13,164	9,004
46-40 Equipment R&M	380	5,000	5,000	5,000
47-10 Printing & Binding	6,792	7,250	7,250	7,250
47-30 Photocopies	7,869	7,400	7,400	7,800
48-10 Promotional Activities	19,203	42,000	42,000	36,000
48-20 Employee Recognition	7,287	10,550	10,550	10,550
52-10 General Operating Supplies	9,357	5,550	5,550	7,000
54-10 Memberships/Periodicals	11,748	18,750	18,750	16,000
54-30 Employee Development	862	5,000	5,000	5,000
58-10 Pay Plan Adjustment	-	225,000	225,000	-
58-20 Discretionary Fund	7,345	20,000	20,000	20,000
Capital Outlay:				
65-10 Land	80,075	-	-	-
Grants & Aids:				
82-02 Meals On Wheels Contribution	5,000	5,000	5,000	5,000
82-03 SIG - Transportation Contribution	5,000	5,000	5,000	5,000
82-04 Neighborhood Beautification Grant	-	25,000	25,000	25,000
82-06 Economic Incentive: Paylocity	8,750	14,250	14,250	20,000
82-07 Economic Incentive: Faro	7,267	7,650	7,650	7,650
82-08 Economic Incentive: Axium	28,125	22,500	22,500	22,500

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

General Government - General Administration

001-0119-419

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
82-09 Economic Incentive: Verizon	90,349	168,750	168,750	112,500
82-10 Economic Incentive: Deloitte	290,700	170,000	170,000	-
82-13 Economic Incentive: Superion	-	100,000	100,000	44,500
82-14 Sponsorship - Project Water Technology	600	-	-	-
Subtotal	1,110,240	1,379,014	1,379,014	874,354
Total Costs	\$ 1,110,776	\$ 1,387,014	\$ 1,387,014	\$ 882,354

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	2018	2019	%Change	2020 EST
Safety Committee Meetings	12	12	0%	12
Departmental Safety Meetings	48	52	8%	52
Accidents & Injuries Reviewed	54	73	35%	70
In-house safety inspections performed	48	168	250%	168

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

General Government - Risk Management
001-0120-420

Description	2019 Actual	2020	2020	2021 Budget
		Original Budget	Adjusted Budget	
Operating Expenditures:				
31-30 Medical Services	\$ 2,410	\$ 3,500	\$ 3,500	\$ 3,500
34-40 Contractual Services	3,097	3,500	3,500	3,500
40-10 Travel & Per Diem	191	500	500	500
48-10 Promotional Activities	10,660	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	16,358	20,750	20,750	20,750
Total Costs	\$ 16,358	\$ 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	2018	2019	%Change	2020 EST
Land Use Amendments	4	2	-50%	1
Rezonings	9	5	-44%	5
Conditional Use	1	2	100%	2
Subdivisions	7	15	114%	3
Site Plans	8	4	-50%	6
Variances	1	2	100%	1
Vacates	-	2	N/A	1
Neighborhood Beautification Grants	1	1	0%	1
PUD Development Agreements & Amendments	-	1	N/A	1
Development Agreements, New	2	-	N/A	-
DRC Review	14	9	-36%	15
Home Occupation Review	34	36	6%	30
Business License Review	310	297	-4%	300
Permit Review	733	641	-13%	500
Annexations	-	-	0%	-

BUDGET SUMMARY - COMMUNITY DEVELOPMENT	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 228,050	\$ 313,250	\$ 313,250	\$ 320,200
Benefits	\$ 71,313	\$ 101,543	\$ 101,543	\$ 102,216
Operating	\$ 48,751	\$ 50,968	\$ 50,968	\$ 54,947
TOTAL	\$ 348,114	\$ 465,761	\$ 465,761	\$ 477,363

STAFFING ANALYSIS - COMMUNITY DEVELOPMENT	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Community Development Director	1	1	1	1
Planning & GIS Services Manager	1	1	1	1
Urban Planner	1	1	1	1
GIS Coordinator	0	1	1	1
TOTAL	3	4	4	4

Note: GIS Coordinator position was moved to Community Development Department.

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

General Government - Community Development
001-0115-415

Description	2019 Actual	2020		2020 Adjusted Budget		2021 Budget
		Original Budget				
Personnel Services:						
11-00 Salaries and Wages	\$ 228,050	\$ 313,250	\$ 313,250	\$ 320,200		
21-00 FICA	17,420	23,964	23,964	24,496		
22-00 Employer Pension	28,027	39,157	39,157	40,025		
23-00 Health/Life Insurance	22,354	34,565	34,565	34,715		
24-00 Workers Compensation	3,512	3,857	3,857	2,980		
Subtotal	299,363	414,793	414,793	422,416		
Operating Expenditures:						
31-60 Professional Services	\$ 15,440	\$ 6,000	\$ 6,000	\$ 10,000		
34-40 Contractual Services	4,581	7,530	7,530	9,159		
40-10 Travel & Per Diem	60	2,000	2,000	2,000		
40-20 Car Allowance	1,205	1,200	1,200	1,200		
41-10 Telephone & Fax	1,368	2,750	2,750	2,750		
42-00 Postage & Freight	763	2,000	2,000	2,000		
43-10 Water/Sewer	903	700	700	800		
43-50 Electric	6,600	6,800	6,800	6,800		
44-60 Vehicle Rental	1,931	1,931	1,931	1,931		
45-50 Insurance Costs	5,549	6,647	6,647	4,547		
46-40 Equipment R&M	940	500	500	500		
46-50 Vehicle Maintenance	1,556	1,000	1,000	1,100		
46-60 Vehicle Maint/Contract	-	400	400	400		
47-10 Printing & Binding	-	400	400	400		
47-30 Photocopies	2,031	2,500	2,500	2,500		
51-30 Office Supplies	2,268	3,000	3,000	3,000		
52-20 Vehicle Fuel Charges	575	1,000	1,000	1,000		
52-70 Uniforms	-	360	360	360		
54-10 Memberships/Periodicals	2,107	1,750	1,750	2,000		
54-30 Employee Development	874	2,500	2,500	2,500		
Subtotal	48,751	50,968	50,968	54,947		
Total Costs	\$ 348,114	\$ 465,761	\$ 465,761	\$ 477,363		

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 Microsoft SharePoint.
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	2018	2019	%Change	2020 EST
Network connected desktops maintained	125	130	4%	130
Network connected laptops maintained	83	85	2%	85
Network servers maintained	39	42	8%	35
Routers/Switches maintained	26	27	4%	28
Cell phones maintained	87	93	7%	93
Helpdesk tickets opened	1,786	1,751	-2%	1,780
Average length tickets in days	2	2	0%	2

BUDGET SUMMARY - INFORMATION SYSTEMS	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 168,375	\$ 181,325	\$ 181,325	\$ 178,100
Benefits	\$ 56,427	\$ 62,371	\$ 62,371	\$ 62,408
Operating	\$ 148,295	\$ 198,696	\$ 198,696	\$ 239,174
TOTAL	\$ 373,097	\$ 442,392	\$ 442,392	\$ 479,682

STAFFING ANALYSIS - INFORMATION SYSTEMS	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Information Technology Manager	1	1	1	1
Network Analyst	1	1	1	1
Helpdesk Technician	1	1	1	1
TOTAL	3	3	3	3

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

General Government - Information Systems

001-0215-413

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Personnel Services:				
11-00 Salaries and Wages	\$ 168,269	\$ 180,325	\$ 180,325	\$ 177,100
14-00 Overtime	106	1,000	1,000	1,000
21-00 FICA	12,780	13,872	13,872	13,625
22-00 Employer Pension	20,716	22,666	22,666	22,263
23-00 Health/Life Insurance	22,355	25,200	25,200	26,035
24-00 Workers Compensation	576	633	633	485
Subtotal	224,802	243,696	243,696	240,508
Operating Expenditures:				
34-10 Professional Services	\$ -	\$ 2,500	\$ 2,500	\$ 25,000
40-10 Travel & Per Diem	621	2,500	2,500	2,500
41-10 Telephone & Fax	4,327	4,350	4,350	4,625
42-00 Postage & Freight	-	200	200	200
44-60 Vehicle Rental	1,953	1,953	1,953	1,953
45-50 Insurance Costs	653	782	782	535
46-10 Maintenance Contracts	137,386	175,200	175,200	198,200
46-40 Equipment R&M	235	1,400	1,400	500
46-50 Vehicle Maintenance	1,531	1,000	1,000	1,100
46-60 Vehicle Maint/Contract	-	100	100	100
51-30 Office Supplies	901	650	650	400
52-20 Vehicle Fuel Charges	253	400	400	400
52-70 Uniforms	-	261	261	261
52-90 Equipment under \$1,000	214	1,000	1,000	2,000
54-10 Memberships/Periodicals	221	400	400	400
54-30 Employee Development	-	1,000	1,000	1,000
Capital Outlay:				
64-50 Machinery & Equipment	-	5,000	5,000	-
Subtotal	148,295	198,696	198,696	239,174
Total Costs	\$ 373,097	\$ 442,392	\$ 442,392	\$ 479,682

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 (CAFR) 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. Transition A/P checks to ACH.
7. Software system upgrades.
8. To process invoice payments within twenty-five (25) days of receipt date.

PERFORMANCE MEASURES	2018	2019	%Change	2020 EST
Number of journal entries	514	515	0%	520
Number of checks deposited	31,338	29,844	-5%	29,000
Number of electronic payments	13,134	14,243	8%	15,100
Number of accounts payable checks	3,002	2,962	-1%	2,950
Number of utility refund checks	283	317	12%	320
Number of purchase orders	323	403	25%	450
Number of purchasing card transactions	3,742	3,900	4%	4,050
Number of Bids/RFP's processed	6	2	-67%	4
CAFR Certificate of Achievement	Yes	Pending	N/A	Continuing

BUDGET SUMMARY - FINANCE	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 400,417	\$ 414,150	\$ 414,150	\$ 418,050
Benefits	\$ 123,915	\$ 126,129	\$ 126,129	\$ 136,816
Operating	\$ 22,121	\$ 46,876	\$ 46,876	\$ 47,944
TOTAL	\$ 546,453	\$ 587,155	\$ 587,155	\$ 602,810

STAFFING ANALYSIS - FINANCE	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Finance Director	1	1	1	1
Assistant Finance Director	0	0	1	1
Finance Manager	1	1	1	1
Senior Accountant	1	1	0	0
Purchasing Coordinator	1	1	1	1
Customer Service Rep	1	1	1	1
Accounts Payable Clerk	1	1	1	1
TOTAL	6	6	6	6

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

General Government - Finance
001-0213-413

Description	2019 Actual	2020 Original Budget		2020 Adjusted Budget		2021 Budget
		\$	\$	\$	\$	
Personnel Services:						
11-00 Salaries and Wages	\$ 400,002	\$ 414,000	\$ 414,000	\$ 414,000	\$ 417,900	
14-00 Overtime	415	150	150	150	150	
21-00 FICA	29,718	31,683	31,683	31,683	31,981	
22-00 Employer Pension	48,878	51,769	51,769	51,769	52,257	
23-00 Health/Life Insurance	44,716	42,015	42,015	42,015	52,070	
24-00 Workers Compensation	603	662	662	662	508	
Subtotal	524,332	540,279	540,279	540,279	554,866	
Operating Expenditures:						
32-00 Accounting & Auditing	\$ -	\$ -	\$ -	\$ -	\$ 17,500	
34-40 Contractual Services	11,418	29,800	29,800	29,800	13,500	
40-10 Travel & Per Diem	1,914	4,450	4,450	4,450	4,450	
40-20 Car Allowance	1,200	1,200	1,200	1,200	1,200	
41-10 Telephone & Fax	1,340	1,400	1,400	1,400	1,800	
42-00 Postage & Freight	1,674	1,500	1,500	1,500	1,500	
45-50 Insurance Costs	2,067	2,476	2,476	2,476	1,694	
46-40 Equipment R&M	-	600	600	600	600	
47-10 Printing & Binding	291	600	600	600	600	
47-30 Photocopies	347	250	250	250	500	
51-20 Office Equipment under \$1,000	360	1,500	1,500	1,500	1,500	
51-30 Office Supplies	919	1,500	1,500	1,500	1,500	
54-10 Memberships/Periodicals	591	1,000	1,000	1,000	1,000	
54-30 Employee Development	-	600	600	600	600	
Subtotal	22,121	46,876	46,876	46,876	47,944	
Total Costs	\$ 546,453	\$ 587,155	\$ 587,155	\$ 587,155	\$ 602,810	

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	2018	2019	%Change	2020 EST
Commercial - New/Renovation	163	120	-26%	175
Residential - New/Renovation	313	296	-5%	325
Miscellaneous Permits	2,097	1,790	-15%	2,250
Total Permits Issued	2,573	2,206	-14%	2,400
Construction Value in Millions	37	18	-51%	20
Construction Inspections	8,709	8,101	-7%	8,000
Construction Plan Reviews	900	855	-5%	830
First Step Meetings	18	12	-33%	20

BUDGET SUMMARY - BUILDING DIVISION	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 350,827	\$ 465,950	\$ 465,950	\$ 479,850
Benefits	\$ 135,946	\$ 181,970	\$ 181,970	\$ 182,633
Operating	\$ 66,878	\$ 234,562	\$ 234,562	\$ 333,707
TOTAL	\$ 553,651	\$ 882,482	\$ 882,482	\$ 996,190

STAFFING ANALYSIS - BUILDING DIVISION	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 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	1	2	2	2
Staff Assistant	1	0	0	0
Document Imaging Specialist (P/T)	1	1	1	1
TOTAL	9	9	9	9

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

General Government - Building Division
001-0124-424

Description	2019 Actual	2020		2020		2021 Budget
		Original Budget	Adjusted Budget	Original Budget	Adjusted Budget	
Personnel Services:						
11-00 Salaries and Wages	\$ 336,770	\$ 440,700	\$ 440,700	\$ 454,600	\$ 454,600	
14-00 Overtime	1,671	1,250	1,250	1,250	1,250	
17-00 Certification Incentives	12,386	24,000	24,000	24,000	24,000	
21-00 FICA	25,985	35,646	35,646	36,709	36,709	
22-00 Employer Pension	32,364	58,244	58,244	59,982	59,982	
23-00 Health/Life Insurance	59,621	66,750	66,750	69,425	69,425	
24-00 Workers Compensation	17,976	21,330	21,330	16,517	16,517	
Subtotal	486,773	647,920	647,920	662,483	662,483	
Operating Expenditures:						
34-40 Contractual Services	\$ 7,605	\$ 158,650	\$ 158,650	\$ 74,250	\$ 74,250	
41-10 Telephone & Fax	6,466	8,200	8,200	8,200	8,200	
42-00 Postage & Freight	-	100	100	100	100	
43-10 Water/Sewer	1,355	900	900	1,000	1,000	
43-50 Electric	9,900	10,200	10,200	10,200	10,200	
44-30 Equipment Rental	-	1,200	1,200	1,200	1,200	
44-60 Vehicle Rental	4,675	4,675	4,675	10,404	10,404	
45-50 Insurance Costs	7,980	9,558	9,558	6,538	6,538	
46-10 Maintenance Contracts	16,466	20,915	20,915	21,315	21,315	
46-40 Equipment R&M	-	350	350	300	300	
46-50 Vehicle Maintenance	4,625	3,900	3,900	4,000	4,000	
46-60 Vehicle Maint/Contract	-	1,000	1,000	1,000	1,000	
47-10 Printing & Binding	-	200	200	200	200	
47-30 Photocopies	1,271	1,500	1,500	1,500	1,500	
51-30 Office Supplies	2,937	3,700	3,700	3,700	3,700	
52-20 Vehicle Fuel Charges	2,074	2,800	2,800	2,800	2,800	
52-70 Uniforms	110	1,464	1,464	1,500	1,500	
52-90 Equipment under \$1,000	-	650	650	650	650	
54-10 Memberships/Periodicals	606	2,600	2,600	2,600	2,600	
54-30 Employee Development	808	2,000	2,000	2,250	2,250	
Capital Outlay:						
65-10 Machinery & Equipment	-	-	-	-	180,000	
Subtotal	66,878	234,562	234,562	333,707	333,707	
Total Costs	\$ 553,651	\$ 882,482	\$ 882,482	\$ 996,190		

**City of Lake Mary, Florida
Fiscal Year 2021 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, 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 in to 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.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	180,000
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 180,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	180,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ -	\$ 180,000

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	2018	2019	%Change	2020 EST
Uniform Crime Report Index				
Murders	-	-	0%	-
Sex Offenses, Forcible	6	2	-67%	5
Robbery	5	1	-80%	3
Assault/Battery	152	147	-3%	150
Burglary	24	38	58%	20
Theft, all other	188	176	-6%	165
Motor Vehicle Theft	9	16	78%	16
Theft of Motor Vehicle Parts	6	6	0%	7
Arson	1	1	0%	1
Drug Related Incidents				
Total Possession of Drugs/Paraphernalia Cases	111	91	-18%	35
Total Driving While Intoxicated Arrests	20	21	5%	30
Total Physical Arrests made during the Year				
Adults	500	286	-43%	290
Juveniles	28	17	-39%	10
Traffic Related Calls				
Total Vehicular Crashes worked	826	927	12%	875
Criminal Citations Issued	126	155	23%	120
Grand Total UTC Citations Issued	3,909	4,559	17%	4,000
Total City Parking Citations issued	37	33	-11%	25
Total K9 Searches (this includes outside agency requests)	445	19	-96%	40
Alarms				
Total Alarms (home, auto & business)	1,310	1,302	-1%	1,200
Responses to City Ordinance Violations	542	431	-20%	350
Investigations				
New Cases Assigned to Investigators	351	289	-18%	305
Cases Closed/Inactivated by Investigators	323	281	-13%	290
Total Amount of Property Lost/Stolen	719,736	500,956	-30%	455,000
Total Amount of Property Recovered	142,763	51,172	-64%	45,000

BUDGET SUMMARY - POLICE OPERATIONS	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 3,303,753	\$ 3,407,916	\$ 3,407,916	\$ 3,486,596
Benefits	\$ 1,249,941	\$ 1,336,155	\$ 1,336,155	\$ 1,351,932
Operating	\$ 954,823	\$ 1,090,455	\$ 1,090,455	\$ 1,110,140
TOTAL	\$ 5,508,517	\$ 5,834,526	\$ 5,834,526	\$ 5,948,668

STAFFING ANALYSIS - POLICE OPERATIONS	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 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	6	6	7
Police Officer I, II, 1st Class	33	34	34	34
Community Service Officer	1	1	1	0
Reserve Police Officer	3	3	5	5
TOTAL	52	53	55	55

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Public Safety - Police Operations
001-0321-421

Description	2019 Actual	2020 Original Budget		2020 Adjusted Budget		2021 Budget
		\$	\$	\$	\$	
Personnel Services:						
11-00 Salaries and Wages	\$ 3,040,773	\$ 3,099,200	\$ 3,099,200	\$ 3,187,400		
14-00 Overtime	191,878	237,600	237,600	230,000		
15-10 Incentive Pay	71,102	71,116	71,116	69,196		
21-00 FICA	236,665	260,706	260,706	266,725		
22-00 Employer Pension	563,486	560,940	560,940	576,175		
23-00 Health/Life Insurance	366,825	420,185	420,185	435,944		
24-00 Workers Compensation	82,965	94,324	94,324	73,088		
Subtotal	4,553,694	4,744,071	4,744,071	4,838,528		
Operating Expenditures:						
31-30 Medical Services	\$ 1,200	\$ 3,000	\$ 3,000	\$ 3,500		
34-40 Contractual Services	15,783	14,960	14,960	19,279		
40-10 Travel & Per Diem	11,862	17,150	17,150	16,350		
41-10 Telephone & Fax	38,545	45,850	45,850	44,850		
43-10 Water/Sewer	2,930	3,400	3,400	3,400		
43-50 Electric	36,775	56,000	56,000	54,000		
44-60 Vehicle Rental	374,740	391,211	391,211	437,833		
45-50 Insurance Costs	72,438	86,761	86,761	59,344		
46-10 Maintenance Contracts	7,006	8,170	8,170	8,690		
46-40 Equipment R&M	4,355	15,288	15,288	14,424		
46-50 Vehicle Maintenance	105,690	119,950	119,950	119,500		
46-60 Vehicle Maint/Contract	25,645	24,500	24,500	24,500		
47-10 Printing & Binding	1,290	2,500	2,500	2,500		
48-10 Promotional Activities	5,321	6,000	6,000	6,000		
49-30 Investigative Fees	3,585	3,200	3,200	3,200		
52-10 General Operating Supplies	28,185	23,700	23,700	24,360		
52-20 Vehicle Fuel Charges	113,177	143,700	143,700	135,000		
52-70 Uniforms & Clothing Allowance	44,521	43,140	43,140	43,850		
52-90 Equipment under \$1,000	24,016	14,000	14,000	15,050		
54-10 Memberships/Periodicals	2,022	4,775	4,775	2,550		
54-30 Employee Development	29,793	31,400	31,400	33,850		
Capital Outlay:						
64-99 Machinery & Equipment	5,944	31,800	31,800	38,110		
Subtotal	954,823	1,090,455	1,090,455	1,110,140		
Total Costs	\$ 5,508,517	\$ 5,834,526	\$ 5,834,526	\$ 5,948,668		

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	2018	2019	%Change	2020 EST
Police calls dispatched	119,499	119,484	0%	134,000
9-1-1 calls received	3,259	5,327	63%	5,700
Fingerprinting services revenue	3,529	2,634	-25%	1,500
Report, COI, Parking Citations Revenue	19,486	21,581	11%	17,000
Evidence processed (pieces)	1,968	1,585	-19%	1,000
Code Enforcement activity (reports generated)	131	166	27%	350
Code Enforcement (dispatched calls/assist ofcs.)	141	172	22%	190

BUDGET SUMMARY - SUPPORT SERVICES	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 195,623	\$ 208,600	\$ 208,600	\$ 229,800
Benefits	\$ 79,158	\$ 94,699	\$ 94,699	\$ 98,201
Operating	\$ 511,060	\$ 555,494	\$ 555,494	\$ 575,989
TOTAL	\$ 785,841	\$ 858,793	\$ 858,793	\$ 903,990

STAFFING ANALYSIS - SUPPORT SERVICES	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
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
Sr. Code Enforcement Officer	1	1	1	1
TOTAL	5	5	5	5

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Public Safety - Police Support Services
001-0323-423

Description	2019 Actual	2020 Original Budget		2020 Adjusted Budget		2021 Budget
		\$	\$	\$	\$	
Personnel Services:						
11-00 Salaries and Wages	\$ 193,257	\$ 203,600	\$ 203,600	\$ 224,800		
14-00 Overtime	2,366	5,000	5,000	5,000		
21-00 FICA	14,097	15,958	15,958	17,580		
22-00 Employer Pension	17,810	26,075	26,075	28,725		
23-00 Health/Life Insurance	37,267	41,700	41,700	43,395		
24-00 Workers Compensation	9,984	10,966	10,966	8,501		
Subtotal	274,781	303,299	303,299	328,001		
Operating Expenditures:						
34-40 Contractual Services	\$ 450,512	\$ 466,409	\$ 466,409	\$ 488,855		
40-10 Travel & Per Diem	1,499	4,000	4,000	4,000		
41-10 Telephone & Fax	3,773	4,200	4,200	4,400		
41-30 Radio Maintenance	-	3,000	3,000	3,000		
42-00 Postage & Freight	1,766	1,500	1,500	1,600		
43-10 Water/Sewer	1,954	2,400	2,400	2,400		
43-50 Electric	9,194	14,000	14,000	14,000		
44-60 Vehicle Rental	3,608	3,608	3,608	3,609		
45-50 Insurance Costs	9,649	11,557	11,557	7,905		
46-10 Maintenance Contracts	6,226	10,220	10,220	10,220		
46-40 Equipment R&M	-	3,700	3,700	3,700		
46-50 Vehicle Maintenance	2,907	1,700	1,700	2,400		
46-60 Vehicle Maint/Contract	1,109	500	500	500		
47-10 Printing & Binding	117	800	800	800		
47-30 Photocopies	5,455	5,500	5,500	6,200		
48-10 Promotional Activities	146	300	300	300		
52-10 General Operating Supplies	10,312	14,000	14,000	14,000		
52-20 Vehicle Fuel Charges	1,443	2,000	2,000	2,000		
52-70 Uniforms & Clothing Allowance	669	1,000	1,000	1,000		
52-90 Equipment under \$1,000	458	3,000	3,000	3,000		
54-10 Memberships/Periodicals	263	600	600	600		
54-30 Employee Development	-	1,500	1,500	1,500		
Subtotal	511,060	555,494	555,494	575,989		
Total Costs	\$ 785,841	\$ 858,793	\$ 858,793	\$ 903,990		

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 maintain the highest levels of professionalism, efficiency and unmatched services for our community. To obtain that goal, in 2017 we teamed up with Seminole State College, The Center for Public Safety Excellence, our City leadership team, and our community at large to develop a "Community-Driven Strategic Plan". It is intended to guide our organization with established parameters set forth by our leadership team. The planning horizon for the strategic plan is three (3) years. The goals and objectives that are implemented will be periodically reviewed and updated annually to ensure their completion. It will be modified as necessary for priority changes, budgetary constraints, and planning refinements and will consistently provide an overview of anticipated activities and requirements. 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 Emergency Operations Division Battalion Chief oversees the daily 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	2018	2019	%Change	2020 EST
Total alarms	4,994	4,939	-1%	5,020
Medical transports	2,086	2,160	4%	2,195
Fire alarms (fires and fire alarms)	1,913	1,743	-9%	1,812
Other calls for service including non-transport EMS	3,081	3,196	4%	3,257
Ninetieth percentile turnout time EMS calls (goal 60 seconds)	0:01:35	0:01:39	4%	0:01:34
Ninetieth percentile turnout time non-EMS calls (goal 80 seconds)	0:01:44	0:01:34	-10%	0:01:30
Ninetieth percentile response time to first due calls	0:08:03	0:08:41	8%	0:08:15

BUDGET SUMMARY - FIRE EMERGENCY OPERATIONS	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 3,018,530	\$ 2,985,380	\$ 2,985,380	\$ 3,323,780
Benefits	\$ 1,294,567	\$ 1,464,105	\$ 1,464,105	\$ 1,673,882
Operating	\$ 824,930	\$ 1,003,944	\$ 1,003,944	\$ 1,064,034
TOTAL	\$ 5,138,027	\$ 5,453,429	\$ 5,453,429	\$ 6,061,696

STAFFING ANALYSIS - FIRE EMERGENCY OPERATIONS	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Fire Chief	1	1	1	1
Sr. Administrative Assistant	1	1	1	1
Deputy Chief	1	1	2	2
Battalion Chief	3	3	3	4
Battalion Chief Training	1	1	1	0
Fire Lieutenant	1	1	1	0
Fire Lieutenant/Paramedic	5	5	5	6
Firefighter/Paramedic	17	17	17	13
Firefighter/EMT	13	13	13	17
Reserve (P/T)	1	1	1	1
TOTAL	44	44	45	45

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Public Safety - Fire Emergency Operations
001-0322-422

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Personnel Services:				
11-00 Salaries and Wages	\$ 2,708,080	\$ 2,756,500	\$ 2,756,500	\$ 3,038,900
14-00 Overtime	255,983	200,000	200,000	250,000
15-10 Fire Education Incentives	16,620	22,200	22,200	22,200
16-00 PM/Engineering Incentives	37,847	6,680	6,680	12,680
21-00 FICA	222,019	228,382	228,382	254,270
22-00 Employer Pension	674,841	787,292	787,292	959,136
23-00 Health/Life Insurance	322,000	360,480	360,480	392,331
24-00 Workers Compensation	75,707	87,951	87,951	68,145
Subtotal	4,313,097	4,449,485	4,449,485	4,997,662
Operating Expenditures:				
34-40 Contractual Services	\$ 85,845	\$ 134,950	\$ 134,950	\$ 127,567
40-10 Travel & Per Diem	7,136	14,000	14,000	14,000
41-10 Telephone & Fax	14,056	16,105	16,105	16,100
41-30 Radio Maintenance	-	1,000	1,000	1,000
42-00 Postage & Freight	543	900	900	900
43-10 Water/Sewer	5,450	4,500	4,500	5,000
43-50 Electric	37,037	37,000	37,000	37,000
43-70 Utility - Gas	5,445	3,000	3,000	5,500
44-50 Other Rentals	1,289	1,500	1,500	1,500
44-60 Vehicle Rental	241,443	281,443	281,443	372,407
45-50 Insurance Costs	51,218	61,346	61,346	41,960
46-40 Equipment R&M	22,453	25,000	25,000	25,000
46-50 Vehicle Maintenance	29,290	62,000	62,000	62,000
46-60 Vehicle Maint/Contract	52,434	56,000	56,000	56,000
47-10 Printing & Binding	-	1,000	1,000	1,000
47-30 Photocopies	3,470	3,600	3,600	4,000
52-10 General Operating Supplies	111,108	115,000	115,000	115,000
52-20 Vehicle Fuel Charges	44,936	60,000	60,000	55,000
52-50 Licenses	3,042	3,100	3,100	3,100
52-70 Uniforms & Clothing Allowance	56,799	60,000	60,000	60,000
52-90 Equipment under \$1,000	13,193	8,000	8,000	8,000
54-10 Memberships/Periodicals	9,036	4,500	4,500	5,000
54-30 Employee Development	24,422	38,000	38,000	38,000
Capital Outlay:				
64-50 Machinery & Equipment	5,285	12,000	12,000	9,000
Subtotal	824,930	1,003,944	1,003,944	1,064,034
Total Costs	\$ 5,138,027	\$ 5,453,429	\$ 5,453,429	\$ 6,061,696

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 70% 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. Estimated to be 1,250 at close of FY 2020.
5. Increase social media presence with scheduled fire safety messaging in all areas.
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. Fire loss value for CY 2019 was \$53,350 of the City's \$2.6 billion of taxable value.

PERFORMANCE MEASURES	2018	2019	%Change	2020 EST
Public education programs provided	107	184	72%	225
Public education - # of people	2,643	3,544	34%	3,800
Annual fire safety inspections & re-inspections	1,621	1,636	1%	1,650

BUDGET SUMMARY - FIRE PREVENTION	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 307,869	\$ 321,500	\$ 321,500	\$ 262,100
Benefits	\$ 101,285	\$ 115,160	\$ 115,160	\$ 91,623
Operating	\$ 64,393	\$ 83,765	\$ 83,765	\$ 91,387
TOTAL	\$ 473,547	\$ 520,425	\$ 520,425	\$ 445,110

STAFFING ANALYSIS - FIRE PREVENTION	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Fire Marshal	1	1	1	1
Senior Fire Inspector	1	1	1	1
Fire Inspector	2	2	2	2
P/T Fire Inspector	1	1	0	0
TOTAL	5	5	4	4

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Public Safety - Fire Prevention

001-0324-422

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Personnel Services:				
11-00 Salaries and Wages	\$ 302,969	\$ 317,400	\$ 317,400	\$ 255,400
14-00 Overtime	4,300	3,500	3,500	6,100
15-10 Fire Education Incentives	600	600	600	600
21-00 FICA	22,399	24,595	24,595	20,158
22-00 Employer Pension	44,602	52,033	52,033	32,938
23-00 Health/Life Insurance	29,803	33,610	33,610	34,715
24-00 Workers Compensation	4,481	4,922	4,922	3,812
Subtotal	409,154	436,660	436,660	353,723
Operating Expenditures:				
34-40 Contractual Services	\$ 9,940	\$ 9,985	\$ 9,985	\$ 11,483
40-10 Travel & Per Diem	1,999	4,700	4,700	4,000
40-20 Car Allowance	-	-	-	1,200
41-10 Telephone & Fax	3,868	6,500	6,500	6,100
42-00 Postage & Freight	44	200	200	200
43-10 Water/Sewer	452	500	500	550
43-50 Electric	3,300	3,500	3,500	3,500
44-60 Vehicle Rental	14,998	14,998	14,998	12,210
45-50 Insurance Costs	5,913	7,082	7,082	4,844
46-40 Equipment R&M	-	5,000	5,000	5,000
46-50 Vehicle Maintenance	6,666	5,500	5,500	6,000
46-60 Vehicle Maint/Contract	-	500	500	500
47-10 Printing & Binding	352	600	600	1,200
47-30 Photocopies	750	750	750	900
48-10 Promotional Activities	7,423	11,050	11,050	15,000
51-20 Office Equipment under \$1,000	160	600	600	1,500
51-30 Office Supplies	617	1,750	1,750	2,500
52-20 Vehicle Fuel Charges	2,641	3,300	3,300	3,300
52-70 Uniforms & Clothing Allowance	1,603	2,850	2,850	3,500
52-90 Equipment under \$1,000	281	400	400	400
54-10 Memberships/Periodicals	1,534	2,000	2,000	3,500
54-30 Employee Development	1,852	2,000	2,000	4,000
Subtotal	64,393	83,765	83,765	91,387
Total Costs	\$ 473,547	\$ 520,425	\$ 520,425	\$ 445,110

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	2018	2019	%Change	2020 EST
Work orders completed	508	1,788	252%	1,800
Purchase orders processed	91	60	-34%	75
Land development plans/specs. reviewed	25	32	28%	30
Citizen questions/complaints investigated	236	213	-10%	200
Permit applications reviewed	7	59	743%	65
Bid documents prepared by Public Works/Consultants	6	6	0%	9

BUDGET SUMMARY - PUBLIC WORKS ADMINISTRATION	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 315,117	\$ 257,325	\$ 257,325	\$ 265,600
Benefits	\$ 93,766	\$ 79,736	\$ 79,736	\$ 82,418
Operating	\$ 29,400	\$ 35,052	\$ 35,052	\$ 34,966
TOTAL	\$ 438,283	\$ 372,113	\$ 372,113	\$ 382,984

STAFFING ANALYSIS - PUBLIC WORKS ADMINISTRATION	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 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
GIS Coordinator	1	0	0	0
TOTAL	5	4	4	4

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

Note: GIS Coordinator position was moved to Community Development Department.

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Public Works - Adminstration

001-0431-431

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Personnel Services:				
11-00 Salaries and Wages	\$ 315,102	\$ 255,825	\$ 255,825	\$ 264,100
14-00 Overtime	15	1,500	1,500	1,500
21-00 FICA	22,658	19,686	19,686	20,319
22-00 Employer Pension	37,944	32,166	32,166	33,200
23-00 Health/Life Insurance	29,810	24,200	24,200	26,035
24-00 Workers Compensation	3,354	3,684	3,684	2,864
Subtotal	408,883	337,061	337,061	348,018
Operating Expenditures:				
34-40 Contractual Services	\$ 2,993	\$ 2,485	\$ 2,485	\$ 3,253
40-10 Travel & Per Diem	435	4,000	4,000	4,000
40-20 Car Allowance	1,200	1,200	1,200	1,200
41-10 Telephone & Fax	2,114	2,025	2,025	2,200
42-00 Postage & Freight	215	500	500	500
43-10 Water/Sewer	903	850	850	900
43-50 Electric	6,600	6,800	6,800	6,800
44-60 Vehicle Rental	2,489	2,489	2,489	2,489
45-50 Insurance Costs	4,171	4,996	4,996	3,417
46-40 Equipment R&M	822	1,000	1,000	1,000
46-50 Vehicle Maintenance	873	1,200	1,200	1,200
46-60 Vehicle Maint/Contract	-	300	300	300
47-10 Printing & Binding	-	280	280	280
47-30 Photocopies	2,959	3,000	3,000	3,500
51-20 Office Equipment under \$1,000	423	1,000	1,000	1,000
51-30 Office Supplies	1,880	750	750	750
52-20 Vehicle Fuel Charges	468	700	700	700
52-70 Uniforms	244	377	377	377
54-10 Memberships/Periodicals	482	350	350	350
54-30 Employee Development	129	750	750	750
Subtotal	29,400	35,052	35,052	34,966
Total Costs	\$ 438,283	\$ 372,113	\$ 372,113	\$ 382,984

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	2018	2019	%Change	2020 EST
Paved streets maintained (tons/asphalt)	47	52	11%	52
Streets resurfaced (miles)	5	1	-80%	9
Street signs fabricated/installed	117	130	11%	130
Traffic control signs installed/replaced	125	11	-91%	25
Sidewalks repaired (feet)	724	353	-51%	400

BUDGET SUMMARY - PUBLIC WORKS STREETS/SIDEWALKS	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 71,616	\$ 82,860	\$ 82,860	\$ 82,360
Benefits	\$ 21,597	\$ 26,674	\$ 26,674	\$ 25,877
Operating	\$ 442,851	\$ 542,177	\$ 542,177	\$ 550,998
TOTAL	\$ 536,064	\$ 651,711	\$ 651,711	\$ 659,235

STAFFING ANALYSIS - PUBLIC WORKS STREETS/SIDEWALKS	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Public Works Supervisor	1	1	1	1
TOTAL	1	1	1	1

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Public Works - Streets/Sidewalks
001-0432-432

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Personnel Services:				
11-00 Salaries and Wages	\$ 67,574	\$ 71,300	\$ 71,300	\$ 70,800
14-00 Overtime	3,002	10,000	10,000	10,000
17-10 Education Incentives	1,040	1,560	1,560	1,560
21-00 FICA	5,348	6,339	6,339	6,301
22-00 Employer Pension	8,092	10,358	10,358	10,295
23-00 Health/Life Insurance	7,449	9,200	9,200	8,680
24-00 Workers Compensation	708	777	777	601
Subtotal	93,213	109,534	109,534	108,237
Operating Expenditures:				
34-40 Contractual Services	\$ 82,345	\$ 131,800	\$ 131,800	\$ 145,800
40-10 Travel & Per Diem	85	950	950	950
41-10 Telephone & Fax	713	800	800	800
43-30 Elec/Streetlights/Signals	239,462	248,000	248,000	248,000
43-60 Electric Traffic Signals	5,598	6,100	6,100	6,100
44-30 Equipment Rental	150	10,000	10,000	10,000
44-60 Vehicle Rental	59,199	56,327	56,327	53,097
45-50 Insurance Costs	5,150	6,169	6,169	4,220
46-00 Repair & Maintenance	12,713	20,000	20,000	20,000
46-40 Equipment R&M	2,038	2,000	2,000	2,000
46-50 Vehicle Maintenance	21,088	25,000	25,000	25,000
46-60 Vehicle Maint/Contract	1,008	5,000	5,000	5,000
47-10 Printing & Binding	-	50	50	50
51-30 Office Supplies	83	100	100	100
52-10 General Operating Supplies	4,167	12,500	12,500	12,500
52-20 Vehicle Fuel Charges	4,840	6,500	6,500	6,500
52-40 Chemicals	98	400	400	400
52-70 Uniforms & Clothing Allowance	164	231	231	231
52-90 Equipment under \$1,000	1,206	2,000	2,000	2,000
53-40 Road Materials	2,531	8,000	8,000	8,000
54-30 Employee Development	213	250	250	250
Subtotal	442,851	542,177	542,177	550,998
Total Costs	\$ 536,064	\$ 651,711	\$ 651,711	\$ 659,235

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 Rd. Rinehart Trail, Municipal Complex, Crystal Lake Ave., SunRail Station and Seminole Ave. Continue to cross train staff for flexibility and succession within the department.

PERFORMANCE MEASURES	2018	2019	%Change	2020 EST
Sports Complex field rental revenue	37,583	16,204	-57%	12,000
Sports Complex program revenue	11,186	5,695	-49%	1,800
Central Park rental	720	853	18%	200
Splash Park revenue	19,582	16,255	-17%	3,000
Farmers Market revenue	18,470	18,241	-1%	3,900
Summer Camp revenue	76,192	72,674	-5%	-
Skate Park revenue	500	550	10%	165
Concession revenue	3,611	11,186	210%	3,000
Special events sponsorships	37,026	49,191	33%	12,900

BUDGET SUMMARY - PARKS & RECREATION	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 836,402	\$ 876,240	\$ 876,240	\$ 871,460
Benefits	\$ 307,948	\$ 356,466	\$ 356,466	\$ 356,173
Operating	\$ 800,982	\$ 859,564	\$ 859,564	\$ 920,970
TOTAL	\$ 1,945,332	\$ 2,092,270	\$ 2,092,270	\$ 2,148,603

STAFFING ANALYSIS - PARKS & RECREATION	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Parks & Recreation Director	1	1	1	1
Assistant Parks & Recreation Director	1	1	1	1
Parks & Facilities Supervisor	1	1	1	1
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
Special Events Coordinator	1	1	1	1
Recreation Assistant (P/T)	2	2	2	2
Summer Camp Lead Counselor (P/T)	2	1	1	1
Summer Camp Counselor (P/T)	5	6	6	6
TOTAL	28	28	28	28

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Parks & Recreation

001-0572-452

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Personnel Services:				
11-00 Salaries and Wages	\$ 815,255	\$ 860,100	\$ 860,100	\$ 854,800
14-00 Overtime	19,344	12,500	12,500	12,500
17-00 Certification Pay	1,803	3,640	3,640	4,160
21-00 FICA	61,050	67,033	67,033	66,667
22-00 Employer Pension	79,050	102,843	102,843	102,283
23-00 Health/Life Insurance	141,590	157,750	157,750	164,885
24-00 Workers Compensation	26,258	28,840	28,840	22,338
Subtotal	1,144,350	1,232,706	1,232,706	1,227,633
Operating Expenditures:				
34-40 Contractual Services	\$ 61,359	\$ 52,245	\$ 52,245	\$ 59,652
40-10 Travel & Per Diem	5,817	1,200	1,200	1,200
40-20 Car Allowance	3,600	3,600	3,600	3,600
41-10 Telephone & Fax	7,432	8,220	8,220	8,225
42-00 Postage & Freight	12	100	100	100
43-10 Water/Sewer	31,913	35,000	35,000	35,000
43-50 Electric	52,625	54,000	54,000	54,000
44-30 Equipment Rental	11,218	1,200	1,200	1,200
44-60 Vehicle Rental	78,636	83,048	83,048	87,260
45-50 Insurance Costs	20,131	24,112	24,112	16,493
46-10 Maintenance Contracts	168,026	176,399	176,399	199,800
46-30 Grounds Maintenance	39,408	54,950	54,950	54,950
46-40 Equipment R&M	6,378	11,300	11,300	16,300
46-50 Vehicle Maintenance	46,444	41,000	41,000	45,000
46-60 Vehicle Maint/Contract	1,421	2,500	2,500	2,500
47-10 Printing & Binding	803	750	750	750
47-30 Photocopies	1,120	1,500	1,500	1,500
48-10 Promotional Activities	10,268	4,300	4,300	4,300
48-40 Historical Commission	-	300	300	300
48-50 Farmers Market Expenses	12,729	13,500	13,500	15,000
48-60 Summer Camp	50,194	42,000	42,000	44,000
51-30 Office Supplies	430	1,000	1,000	1,000
51-70 Grounds Maint/Sports Complex	42,249	44,200	44,200	45,800
51-80 Irrigation Lake Mary Blvd	23,636	24,000	24,000	24,000
51-90 Grounds Maint/Lake Mary Blvd	21,844	35,000	35,000	35,000
52-10 General Operating Supplies	41,042	41,750	41,750	42,550
52-20 Vehicle Fuel Charges	14,228	16,400	16,400	16,500
52-70 Uniforms & Clothing Allowance	4,564	6,125	6,125	6,125
52-90 Equipment under \$1,000	5,298	7,900	7,900	7,900

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Parks & Recreation

001-0572-452

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
54-10 Memberships/Periodicals	6,057	2,340	2,340	2,340
54-30 Employee Development	2,935	7,025	7,025	7,625
55-60 Other Recreation Activity	29,165	49,100	49,100	64,500
Capital Outlay:				
64-99 Machinery & Equipment	-	13,500	13,500	16,500
Subtotal	800,982	859,564	859,564	920,970
Total Costs	\$ 1,945,332	\$ 2,092,270	\$ 2,092,270	\$ 2,148,603

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	2018	2019	%Change	2020 EST
Preventive maintenance inspections completed	137	243	77%	245
Work orders completed	904	943	4%	945
% of work performed by outside contractors	18%	14%	-22%	15%

BUDGET SUMMARY - FACILITIES MAINTENANCE	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 173,315	\$ 176,980	\$ 176,980	\$ 162,480
Benefits	\$ 67,195	\$ 74,091	\$ 74,091	\$ 71,313
Operating	\$ 190,965	\$ 177,017	\$ 177,017	\$ 219,732
TOTAL	\$ 431,475	\$ 428,088	\$ 428,088	\$ 453,525

STAFFING ANALYSIS - FACILITIES MAINTENANCE	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 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
TOTAL	4	4	4	4

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Parks & Recreation - Facilities Maintenance

001-0519-419

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Personnel Services:				
11-00 Salaries and Wages	\$ 161,806	\$ 167,900	\$ 167,900	\$ 151,900
14-00 Overtime	10,471	7,000	7,000	8,500
17-00 Certification Pay	1,038	2,080	2,080	2,080
21-00 FICA	12,537	13,539	13,539	12,430
22-00 Employer Pension	20,322	22,123	22,123	20,310
23-00 Health/Life Insurance	29,803	33,450	33,450	34,715
24-00 Workers Compensation	4,533	4,979	4,979	3,858
Subtotal	240,510	251,071	251,071	233,793
Operating Expenditures:				
34-40 Contractual Services	\$ 1,090	\$ 942	\$ 942	\$ 10,380
40-10 Travel & Per Diem	31	700	700	700
41-10 Telephone & Fax	2,514	5,240	5,240	4,200
42-00 Postage & Freight	-	100	100	100
43-10 Water/Sewer	271	400	400	400
43-50 Electric	1,980	2,100	2,100	2,100
44-30 Equipment Rental	580	1,500	1,500	1,500
44-60 Vehicle Rental	6,793	6,793	6,793	6,793
45-50 Insurance Costs	3,918	4,692	4,692	3,209
46-20 Repair & Maint/Buildings	101,377	84,300	84,300	105,000
46-40 Equipment R&M	1,500	1,150	1,150	1,150
46-50 Vehicle Maintenance	4,424	5,750	5,750	5,750
46-60 Vehicle Maint/Contract	552	1,200	1,200	1,200
47-10 Printing & Binding	-	100	100	100
47-30 Photocopies	168	300	300	300
51-30 Office Supplies	484	500	500	500
52-10 General Operating Supplies	52,383	35,000	35,000	50,000
52-20 Vehicle Fuel Charges	4,891	5,900	5,900	6,000
52-70 Uniforms	862	1,100	1,100	1,100
52-90 Equipment under \$1,000	1,839	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
Capital Outlay:				
64-50 Machinery & Equipment	5,308	-	-	-
Subtotal	190,965	177,017	177,017	219,732
Total Costs	\$ 431,475	\$ 428,088	\$ 428,088	\$ 453,525

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	2018	2019	%Change	2020 EST
Events Center rentals	296	299	1%	125
Non-revenue meetings and events	8	8	0%	4
Events Center revenue	\$ 576,297	\$ 573,187	-1%	\$ 350,000

BUDGET SUMMARY - EVENTS CENTER	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 231,445	\$ 258,500	\$ 258,500	\$ 252,300
Benefits	\$ 88,438	\$ 99,432	\$ 99,432	\$ 97,860
Operating	\$ 148,626	\$ 172,329	\$ 172,329	\$ 159,217
TOTAL	\$ 468,509	\$ 530,261	\$ 530,261	\$ 509,377

STAFFING ANALYSIS - EVENTS CENTER	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 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
TOTAL	7	7	7	7

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Parks & Recreation - Events Center
001-0587-452

Description	2019 Actual	2020		2020 Adjusted Budget		2021 Budget
		Original Budget				
Personnel Services:						
11-00 Salaries and Wages	\$ 229,806	\$ 257,000	\$ 257,000	\$ 250,800		
14-00 Overtime	1,639	1,500	1,500	1,500		
21-00 FICA	16,437	19,776	19,776	19,301		
22-00 Employer Pension	26,898	29,350	29,350	28,488		
23-00 Health/Life Insurance	37,267	41,700	41,700	43,395		
24-00 Workers Compensation	7,836	8,606	8,606	6,676		
Subtotal	319,883	357,932	357,932	350,160		
Operating Expenditures:						
34-40 Contractual Services	\$ 36,906	\$ 37,904	\$ 37,904	\$ 45,525		
40-10 Travel & Per Diem	81	250	250	600		
40-20 Car Allowance	1,200	1,200	1,200	1,200		
41-10 Telephone & Fax	2,136	2,200	2,200	2,700		
42-00 Postage & Freight	-	50	50	50		
43-10 Water/Sewer	15,993	8,000	8,000	8,400		
43-50 Electric	33,951	40,000	40,000	40,000		
45-50 Insurance Costs	38,740	46,400	46,400	31,737		
46-20 Repair & Maint/Buildings	646	1,200	1,200	1,500		
46-30 Grounds Maintenance	35	2,000	2,000	2,000		
46-40 Equipment R&M	1,439	2,000	2,000	2,000		
47-10 Printing & Binding	-	200	200	200		
47-30 Photocopies	1,736	2,400	2,400	2,400		
48-10 Promotional Activities	4,895	5,750	5,750	5,750		
51-20 Office Equipment under \$1,000	464	500	500	500		
51-30 Office Supplies	570	1,000	1,000	1,000		
52-10 General Operating Supplies	3,775	4,000	4,000	4,000		
52-70 Uniforms & Clothing Allowance	2,144	2,385	2,385	2,385		
52-90 Equipment under \$1,000	2,637	500	500	500		
54-10 Memberships/Periodical/Books	160	480	480	660		
54-30 Employee Development	1,118	1,410	1,410	1,410		
Capital Outlay:						
64-99 Machinery & Equipment	-	12,500	12,500	4,700		
Subtotal	148,626	172,329	172,329	159,217		
Total Costs	\$ 468,509	\$ 530,261	\$ 530,261	\$ 509,377		

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	2018	2019	%Change	2020 EST
Rentals	332	346	4%	125
Non-revenue meeting use	76	63	-17%	20
Recreational programs	645	366	-43%	125
Revenue - rental & partner programs	\$ 92,058	\$ 92,616	1%	\$ 22,500

BUDGET SUMMARY - COMMUNITY CENTER	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 105,657	\$ 117,100	\$ 117,100	\$ 118,100
Benefits	\$ 34,120	\$ 40,086	\$ 40,086	\$ 40,324
Operating	\$ 49,871	\$ 67,713	\$ 67,713	\$ 60,194
TOTAL	\$ 189,648	\$ 224,899	\$ 224,899	\$ 218,618

STAFFING ANALYSIS - COMMUNITY CENTER	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Recreation & Events Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Recreation Assistant (P/T)	2	2	2	2
TOTAL	4	4	4	4

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Parks & Recreation - Community Center
001-0575-452

Description	2019 Actual	2020		2020 Adjusted Budget		2021 Budget
		Original Budget	Original Budget	Adjusted Budget	Adjusted Budget	
Personnel Services:						
11-00 Salaries and Wages	\$ 105,519	\$ 116,900	\$ 116,900	\$ 116,900	\$ 117,900	
14-00 Overtime	138	200	200	200	200	
21-00 FICA	8,046	8,959	8,959	8,959	9,035	
22-00 Employer Pension	8,732	11,800	11,800	11,800	11,850	
23-00 Health/Life Insurance	14,905	16,650	16,650	16,650	17,360	
24-00 Workers Compensation	2,437	2,677	2,677	2,677	2,079	
Subtotal	139,777	157,186	157,186	157,186	158,424	
Operating Expenditures:						
34-40 Contractual Services	\$ 9,794	\$ 10,036	\$ 10,036	\$ 10,036	\$ 10,294	
40-10 Travel & Per Diem	53	600	600	600	600	
41-10 Telephone & Fax	1,066	1,225	1,225	1,225	1,225	
43-10 Water/Sewer	4,108	7,500	7,500	7,500	7,500	
43-50 Electric	8,253	9,500	9,500	9,500	9,500	
45-50 Insurance Costs	21,075	25,242	25,242	25,242	17,265	
46-20 Repair & Maint/Buildings	107	1,500	1,500	1,500	1,500	
46-30 Grounds Maintenance	39	2,000	2,000	2,000	2,000	
46-40 Equipment R&M	-	700	700	700	700	
47-10 Printing & Binding	-	500	500	500	400	
47-30 Photocopies	1,407	2,200	2,200	2,200	2,400	
48-10 Promotional Activities	-	300	300	300	300	
51-20 Office Equipment under \$1,000	934	600	600	600	600	
52-10 General Operating Supplies	2,190	3,900	3,900	3,900	4,000	
52-70 Uniforms & Clothing Allowance	170	300	300	300	300	
54-10 Memberships/Periodicals	270	610	610	610	610	
54-30 Employee Development	405	1,000	1,000	1,000	1,000	
Subtotal	49,871	67,713	67,713	67,713	60,194	
Total Costs	\$ 189,648	\$ 224,899	\$ 224,899	\$ 224,899	\$ 218,618	

SENIOR CENTER

PROGRAM SUMMARY

To promote healthy aging, independence and well-being for adults 55 yrs. 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. The Senior Center was reopened for evening and weekend rentals in 2017/18. The goal will be to continue to grow rentals while recovering 100% operating costs of the rental.

PERFORMANCE MEASURES	2018	2019	%Change	2020 EST
Rentals	29	35	21%	10
Non-revenue meeting use	3	9	200%	4
Program participants	27,490	20,757	-24%	8,000
Programs offered	1,427	1,133	-21%	1,265
Senior Center revenue	34,070	39,034	15%	7,000

BUDGET SUMMARY - SENIOR CENTER	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 76,645	\$ 81,100	\$ 81,100	\$ 81,600
Benefits	\$ 19,342	\$ 22,210	\$ 22,210	\$ 23,883
Operating	\$ 36,162	\$ 41,778	\$ 41,778	\$ 42,170
TOTAL	\$ 132,149	\$ 145,088	\$ 145,088	\$ 147,653

STAFFING ANALYSIS - SENIOR CENTER	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Senior Programs Manager	1	1	1	1
Senior Center Assistant (P/T)	1	1	1	1
Senior Center Recreation Assistant	1	1	1	1
TOTAL	3	3	3	3

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Parks & Recreation - Senior Center
001-0591-452

Description	2019 Actual	2020		2020 Adjusted Budget		2021 Budget
		Original Budget				
Personnel Services:						
11-00 Salaries and Wages	\$ 76,645	\$ 81,100	\$ 81,100	\$ 81,100	\$ 81,600	
21-00 FICA	5,717	6,205	6,205	6,205	6,243	
22-00 Employer Pension	5,967	6,575	6,575	6,575	8,775	
23-00 Health/Life Insurance	7,449	9,200	9,200	9,200	8,680	
24-00 Workers Compensation	209	230	230	230	185	
Subtotal	95,987	103,310	103,310	103,310	105,483	
Operating Expenditures:						
34-40 Contractual Services	\$ 8,957	\$ 9,103	\$ 9,103	\$ 9,103	\$ 10,612	
40-10 Travel & Per Diem	438	563	563	563	563	
41-10 Telephone & Fax	980	1,100	1,100	1,100	1,800	
42-00 Postage & Freight	2	100	100	100	100	
43-10 Water/Sewer	1,355	1,000	1,000	1,000	1,100	
43-50 Electric	9,900	10,300	10,300	10,300	10,300	
45-50 Insurance Costs	4,498	5,387	5,387	5,387	3,685	
47-10 Printing & Binding	108	500	500	500	500	
47-30 Photocopies	940	1,400	1,400	1,400	1,400	
48-10 Promotional Activities	442	475	475	475	475	
49-91 Instructor Fees	4,815	7,020	7,020	7,020	5,720	
51-20 Office Equipment under \$1,000	130	390	390	390	400	
51-30 Office Supplies	221	1,000	1,000	1,000	1,000	
52-10 General Operating Supplies	3,172	1,600	1,600	1,600	2,675	
52-70 Uniforms & Clothing Allowance	44	80	80	80	80	
52-90 Equipment Under \$1,000	-	1,600	1,600	1,600	1,600	
54-10 Memberships/Periodicals	160	160	160	160	160	
Subtotal	36,162	41,778	41,778	41,778	42,170	
Total Costs	\$ 132,149	\$ 145,088	\$ 145,088	\$ 145,088	\$ 147,653	

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 and 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.
4. Provide a well stocked proshop where members and guests can purchase light concessions and basic tennis equipment.

PERFORMANCE MEASURES	2018	2019	%Change	2020 EST
Tennis memberships	204	162	-21%	140
Facility revenue	\$ 38,246	\$ 65,769	72%	\$ 45,000

BUDGET SUMMARY - TENNIS CENTER	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 41,896	\$ 40,480	\$ 40,480	\$ 34,180
Benefits	\$ 16,410	\$ 18,710	\$ 18,710	\$ 16,608
Operating	\$ 45,191	\$ 73,533	\$ 73,533	\$ 77,409
TOTAL	\$ 103,497	\$ 132,723	\$ 132,723	\$ 128,197

STAFFING ANALYSIS - TENNIS CENTER	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Tennis Coordinator	1	1	1	1
TOTAL	1	1	1	1

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Parks & Recreation - Tennis Center
001-0595-452

Description	2019 Actual	2020		2020		2021 Budget
		Original Budget	Adjusted Budget	Original Budget	Adjusted Budget	
Personnel Services:						
11-00 Salaries and Wages	\$ 39,965	\$ 39,200	\$ 39,200	\$ 39,200	\$ 32,900	
14-00 Overtime	1,931	1,280	1,280	1,280	1,280	
21-00 FICA	3,184	3,097	3,097	3,097	2,615	
22-00 Employer Pension	4,545	5,060	5,060	5,060	4,273	
23-00 Health/Life Insurance	7,449	9,200	9,200	9,200	8,680	
24-00 Workers Compensation	1,232	1,353	1,353	1,353	1,040	
Subtotal	58,306	59,190	59,190	59,190	50,788	
Operating Expenditures:						
34-40 Contractual Services	\$ 4,864	\$ 6,838	\$ 6,838	\$ 6,838	\$ 5,156	
40-10 Travel & Per Diem	33	75	75	75	100	
43-10 Water/Sewer	3,427	4,000	4,000	4,000	4,000	
43-50 Electric	12,894	15,800	15,800	15,800	15,800	
45-50 Insurance Costs	4,680	5,605	5,605	5,605	3,833	
46-10 Maintenance Contracts	7,950	18,000	18,000	18,000	26,000	
46-30 Grounds Maintenance	77	1,000	1,000	1,000	1,000	
46-40 Equipment R&M	1,298	3,605	3,605	3,605	3,600	
47-10 Printing & Binding	-	500	500	500	700	
47-30 Photocopies	671	1,000	1,000	1,000	1,000	
48-10 Promotional Activities	180	1,200	1,200	1,200	1,300	
51-20 Office Equipment under \$1,000	464	2,000	2,000	2,000	700	
52-10 General Operating Supplies	5,814	6,600	6,600	6,600	6,000	
52-70 Uniforms	56	100	100	100	100	
52-90 Equipment under \$1,000	1,763	-	-	-	-	
54-10 Memberships/Periodicals	160	160	160	160	160	
54-30 Employee Development	860	450	450	450	960	
Capital Outlay:						
64-99 Machinery & Equipment	-	6,600	6,600	6,600	7,000	
Subtotal	45,191	73,533	73,533	73,533	77,409	
Total Costs	\$ 103,497	\$ 132,723	\$ 132,723	\$ 132,723	\$ 128,197	



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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 operations of the cemetery including plot sales and maintenance.



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City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

All Special Revenue Funds Summary

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Fund Balance, October 1	\$ 694,083	\$ 702,867	\$ 702,867	\$ 695,202
Revenue:				
Operating Revenue	\$ 185,640	\$ 78,700	\$ 78,700	\$ 78,500
Interest/Other	18,074	8,275	8,275	5,175
Total Revenue	203,714	86,975	86,975	83,675
Expenditures:				
Operating Expenditures	\$ 11,605	\$ 20,200	\$ 20,200	\$ 20,200
Capital Outlays	183,325	74,440	74,440	160,000
Total Expenditures	194,930	94,640	94,640	180,200
Increase (Decrease) in Fund Balance	8,784	(7,665)	(7,665)	(96,525)
Fund Balance, September 30	\$ 702,867	\$ 695,202	\$ 695,202	\$ 598,677

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

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

Description	2019 Actual	2020		2020 Adjusted Budget		2021 Budget
		Original Budget	Adjusted Budget	Original Budget	Adjusted Budget	
Fund Balance, October 1	\$ 117,041	\$ 123,705	\$ 123,705	\$ 123,705	\$ 123,405	
Revenue:						
Police Education Revenue	\$ 9,094	\$ 8,200	\$ 8,200	\$ 8,000	\$ 8,000	
Interest Income	3,315	1,500	1,500	1,500	1,200	
Total Revenue	12,409	9,700	9,700	9,700	9,200	
Expenditures:						
Training Expenditures	\$ 5,745	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
Total Expenditures	5,745	10,000	10,000	10,000	10,000	
Increase (Decrease) in Fund Balance	6,664	(300)	(300)	(300)	(800)	
Fund Balance, September 30	\$ 123,705	\$ 123,405	\$ 123,405	\$ 123,405	\$ 122,605	

**City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget**

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

Description	2019 Actual	2020		2020		2021 Budget
		Original Budget	Adjusted Budget	Original Budget	Adjusted Budget	
Fund Balance, October 1	\$ 44,369	\$ 51,431	\$ 51,431	\$ 51,431	\$ 53,781	
Revenue:						
Forfeitures	\$ 6,844	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
Interest Income	1,318	450	450	450	450	450
Total Revenue	8,162	3,950	3,950	3,950	3,950	3,950
Expenditures:						
DARE/FOCUS Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-	-	-
Donations	1,100	1,600	1,600	1,600	1,600	1,600
Total Expenditures	1,100	1,600	1,600	1,600	1,600	1,600
Increase (Decrease) in Fund Balance	7,062	2,350	2,350	2,350	2,350	2,350
Fund Balance, September 30	\$ 51,431	\$ 53,781	\$ 53,781	\$ 53,781	\$ 56,131	

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Law Enforcement Trust Fund - Federal
106-0321-421

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Fund Balance, October 1	\$ 206	\$ 1,943	\$ 1,943	\$ 1,943
Revenue:				
Forfeitures	\$ 1,737	\$ -	\$ -	\$ -
Interest Income	-	-	-	-
Transfers In - General Fund	-	-	-	-
Total Revenue	1,737	-	-	-
Expenditures:				
General Government	\$ -	\$ -	\$ -	\$ -
Total Expenditures	-	-	-	-
Increase (Decrease) in Fund Balance	1,737	-	-	-
Fund Balance, September 30	\$ 1,943	\$ 1,943	\$ 1,943	\$ 1,943

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Police Impact Fees Fund
110-0321-421

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Fund Balance, October 1	\$ 124,515	\$ 108,843	\$ 108,843	\$ 61,203
Revenue:				
Impact Fees	\$ 45,461	\$ 25,000	\$ 25,000	\$ 25,000
Interest	3,015	1,800	1,800	500
Total Revenue	48,476	26,800	26,800	25,500
Expenditures:				
Public Safety	\$ 3,795	\$ -	\$ -	\$ -
Capital - Vehicle & Equipment	60,353	74,440	74,440	-
Total Expenditures	64,148	74,440	74,440	-
Increase (Decrease) in Fund Balance	(15,672)	(47,640)	(47,640)	25,500
Fund Balance, September 30	\$ 108,843	\$ 61,203	\$ 61,203	\$ 86,703

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Fire Impact Fees Fund
111-0322-422

Description	2019 Actual	2020		2020		2021 Budget
		Original Budget	Adjusted Budget	Original Budget	Adjusted Budget	
Fund Balance, October 1	\$ 138,061	\$ 210,216	\$ 210,216	\$ 226,716	\$ 226,716	
Revenue:						
Impact Fees	\$ 67,371	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Interest	4,784	1,500	1,500	1,500	1,800	
Total Revenue	72,155	16,500	16,500	16,800		
Expenditures:						
Capital - Vehicle & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	-	-	-	-	-	-
Increase (Decrease) in Fund Balance	72,155	16,500	16,500	16,800		
Fund Balance, September 30	\$ 210,216	\$ 226,716	\$ 226,716	\$ 243,516		

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Public Works Impact Fees Fund
112-0431-431

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Fund Balance, October 1	\$ 126,445	\$ 27,456	\$ 27,456	\$ 30,456
Revenue:				
Impact Fees	\$ 8,899	\$ 2,000	\$ 2,000	\$ 2,000
Interest	1,814	1,000	1,000	250
Total Revenue	10,713	3,000	3,000	2,250
Expenditures:				
Capital - Vehicle & Equipment	\$ 109,702	\$ -	\$ -	\$ -
Total Expenditures	109,702	-	-	-
Increase (Decrease) in Fund Balance	(98,989)	3,000	3,000	2,250
Fund Balance, September 30	\$ 27,456	\$ 30,456	\$ 30,456	\$ 32,706

**City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget**

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

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Fund Balance, October 1	\$ 105,609	\$ 134,151	\$ 134,151	\$ 155,951
Revenue:				
Impact Fees	\$ 34,634	\$ 20,000	\$ 20,000	\$ 20,000
Interest	3,383	1,800	1,800	800
Total Revenue	38,017	21,800	21,800	20,800
Expenditures:				
Capital - Heritage Park Improvements	\$ 9,475	\$ -	\$ -	\$ 150,000
Total Expenditures	9,475	-	-	150,000
Increase (Decrease) in Fund Balance	28,542	21,800	21,800	(129,200)
Fund Balance, September 30	\$ 134,151	\$ 155,951	\$ 155,951	\$ 26,751

City of Lake Mary, Florida
Fiscal Year 2021 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.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	150,000
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 150,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	-
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other: Recreation Impact Fee Fund	-	150,000
Total Funding Source	\$ -	\$ 150,000

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Lake Mary Cemetery Fund
118-0572-452

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Fund Balance, October 1	\$ 37,837	\$ 45,122	\$ 45,122	\$ 41,747
Revenue:				
Cemetery Sales	\$ 11,600	\$ 5,000	\$ 5,000	\$ 5,000
Interest/Other	445	225	225	175
Total Revenue	12,045	5,225	5,225	5,175
Expenditures:				
Postage & Freight	\$ -	\$ 100	\$ 100	\$ 100
Water	4,556	5,500	5,500	5,500
Grounds Maintenance	189	2,000	2,000	2,000
General Operating Supplies	15	1,000	1,000	1,000
Capital Outlay - Cemetery Irrigation System	-	-	-	10,000
Total Expenditures	4,760	8,600	8,600	18,600
Increase (Decrease) in Fund Balance	7,285	(3,375)	(3,375)	(13,425)
Fund Balance, September 30	\$ 45,122	\$ 41,747	\$ 41,747	\$ 28,322

City of Lake Mary, Florida
Fiscal Year 2021 Capital Budget Proposal

Dep/Div Number: 118

Project Title: Cemetery Improvements

Dep/Div Name: Parks and Recreation

Justification/Description/Location:

Install irrigation system to match the old section of Cemetery and Heritage Park.

Category	Projected	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	10,000
Total	\$	\$ 10,000

Funding Source (Total should equal capital cost above)

Fund	Projected	
	2020	2021
General Fund	-	-
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other: Cemetery Fund	-	10,000
Total Funding Source	\$	\$ 10,000



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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 2021 Operating Budget

Debt Service Fund Summary

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Fund Balance, October 1	\$ 307,881	\$ 310,001	\$ 310,001	\$ 312,033
Revenue and Other Sources:				
Transfers In - General Fund	349,002	347,065	347,065	-
Total Revenues	349,002	347,065	347,065	-
Expenditures:				
Series 2012 Refunding Notes				
Principal	265,000	271,000	271,000	-
Interest	81,882	74,033	74,033	-
Total Expenditures	346,882	345,033	345,033	-
Increase (Decrease) in Fund Balance	2,120	2,032	2,032	-
Fund Balance, September 30	\$ 310,001	\$ 312,033	\$ 312,033	\$ 312,033



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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 2021 Operating Budget

All Capital Project Funds Summary

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Fund Balance, October 1	\$ 1,312,742	\$ 3,075,466	\$ 3,075,466	\$ 2,481,581
Revenue and Other Sources:				
Intergovernmental Revenue	\$ 1,035,918	\$ 2,336,455	\$ 2,336,455	\$ 3,665,000
Interest	46,282	15,000	15,000	12,000
Transfers In - General Fund	1,376,000	700,000	700,000	125,000
Carry Forward Fund Balance	-	1,106,000	1,106,000	32,000
Total Revenue and Other Sources	2,458,200	4,157,455	4,157,455	3,834,000
Expenditures:				
Capital Projects	\$ 553,828	\$ 4,630,340	\$ 4,630,340	\$ 4,369,941
Admin Projects	141,648	121,000	121,000	110,000
Total Expenditures	695,476	4,751,340	4,751,340	4,479,941
Increase (Decrease) in Fund Balance	1,762,724	(593,885)	(593,885)	(645,941)
Fund Balance, September 30	\$ 3,075,466	\$ 2,481,581	\$ 2,481,581	\$ 1,835,640

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Capital Project Funds

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Fund Balance, October 1	\$ 201,549	\$ 973,170	\$ 973,170	\$ 852,830
Revenue and Other Sources:				
Intergovernmental Revenue	\$ -	\$ -	\$ -	\$ -
Transfers In - General Fund	1,376,000	700,000	700,000	125,000
Carry Forward Fund Balance	-	106,000	106,000	32,000
Total Revenue and Other Sources	1,376,000	806,000	806,000	157,000
Expenditures:				
Capital Projects	\$ 462,731	\$ 805,340	\$ 805,340	\$ 725,315
Administrative Projects	141,648	121,000	121,000	110,000
Total Expenditures	604,379	926,340	926,340	835,315
Increase (Decrease) in Fund Balance	771,621	(120,340)	(120,340)	(678,315)
Fund Balance, September 30	\$ 973,170	\$ 852,830	\$ 852,830	\$ 174,515

City of Lake Mary, Florida

Fiscal Year 2021 Operating Budget

FY21 Capital Projects

Project Description	2020 Carry Forward	2021 Budget	Total Available Budget
General Government			
Computer Replacement	\$ -	\$ 27,500	\$ 27,500
Network Upgrade & Development	-	54,000	54,000
Subtotal	-	81,500	81,500
Police			
Laptop Computer Replacement	-	27,500	27,500
Radio Replacement	-	27,315	27,315
AED Replacements	-	30,000	30,000
Subtotal	-	84,815	84,815
Fire			
Grant Matching	-	19,000	19,000
Motorola Accountability System	-	45,000	45,000
Scanner	-	8,000	8,000
Electronic Bullex Machine	-	12,000	12,000
Subtotal	-	84,000	84,000
PW: Streets & Sidewalks			
Parking Lot Rehabilitation	-	20,000	20,000
Street Lighting Additions	32,000	-	32,000
Subtotal	32,000	20,000	52,000
Facilities Maintenance			
City Hall Maintenance	-	50,000	50,000
Frank Evans Museum Maintenance	-	10,000	10,000
Municipal Complex Maintenance	-	30,000	30,000
Parks Facility Building Maintenance	-	6,000	6,000
Community Center Maintenance	-	30,000	30,000
Fire Department Maintenance	-	10,000	10,000
Subtotal	-	136,000	136,000
Parks and Recreation			
Sports Complex Improvements	-	10,000	10,000
Parks Improvements	-	37,000	37,000
Tennis Center Improvements	-	20,000	20,000
157 Washington Ave Park Improvements	-	220,000	220,000
Subtotal	-	287,000	287,000
Administrative Projects			
City Facilities - Roof Replacement	-	100,000	100,000
City Facilities - A/C Replacement	-	10,000	10,000
Subtotal	-	110,000	110,000
Total Capital Project Funds	\$ 32,000	\$ 803,315	\$ 835,315

**City of Lake Mary, Florida
Fiscal Year 2021 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 twenty (20) desktop/laptop computers are replaced annually.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	27,500
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 27,500

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	27,500
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ -	\$ 27,500

**City of Lake Mary, Florida
Fiscal Year 2021 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 - (\$20,000), Backup Server at City Hall - (\$30,000) and fifteen (15) desktop phones - (\$4,000).

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	54,000
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 54,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	54,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ -	\$ 54,000

City of Lake Mary, Florida
Fiscal Year 2021 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	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	27,500
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 27,500

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	27,500
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ -	\$ 27,500

City of Lake Mary, Florida
Fiscal Year 2021 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 2021 due to the age of radios and changeover 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 \$4,411 each.

2) Replace three (3) portable radios in FY 2021 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 \$4,694 each.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	27,315
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 27,315

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	27,315
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ -	\$ 27,315

**City of Lake Mary, Florida
Fiscal Year 2021 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 twenty-five (25) AED's in FY 2021 with a unit cost of \$1,200. 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	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	30,000
Vehicles	-	-
Miscellaneous	-	-
Total	\$	\$ 30,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	30,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$	\$ 30,000

**City of Lake Mary, Florida
Fiscal Year 2021 Capital Budget Proposal**

Dep/Div Number: 322

Project Title: Fire Grant/EMS Matching Grant

Dep/Div Name: Fire

Justification/Description/Location:

This is a matching amount that will be needed to secure Florida State EMS-Grant and Fire-Act grant funding.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	19,000
Total	\$	\$ 19,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	19,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$	\$ 19,000

**City of Lake Mary, Florida
Fiscal Year 2021 Capital Budget Proposal**

Dep/Div Number: 322

Project Title: Motorola Accountability System

Dep/Div Name: Fire

Justification/Description/Location:

We are in need of purchasing the required equipment and programming to become integrated into the Seminole County Accountability System. This uses the communications system to track the location of personnel while they are on emergency scenes. It will be used countywide to improve the overall safety of firefighters.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	45,000
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 45,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	45,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ -	\$ 45,000

City of Lake Mary, Florida
Fiscal Year 2021 Capital Budget Proposal

Dep/Div Number: 324

Project Title: Scanner

Dep/Div Name: Fire Prevention

Justification/Description/Location:

By purchasing a large scanner the fire prevention department will be able to reduce the amount of paper plans that have built up over the past twenty (20) years. With having this scanner we will also be able to attach the plans to our inspection program so that they are easily accessed for records requests, future plan reviews, inspections, etc..

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	8,000
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 8,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	8,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ -	\$ 8,000

**City of Lake Mary, Florida
Fiscal Year 2021 Capital Budget Proposal**

Dep/Div Number: 324

Project Title: Electronic Bullex Machine

Dep/Div Name: Fire Prevention

Justification/Description/Location:

The electronic bullex machine will be a replacement of the machine we are currently using. This machine is used to train local businesses during public education events, etc. and has been a great asset to our division.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	12,000
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 12,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	12,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ -	\$ 12,000

City of Lake Mary, Florida
Fiscal Year 2021 Capital Budget Proposal

Dep/Div Number: 432

Project Title: Parking Lot Rehabilitation

Dep/Div Name: Streets/Sidewalks

Justification/Description/Location:

Parking lot rehabilitation consisting of seal coating and restriping of asphalt parking areas at City facilities. This ongoing rehabilitation will help 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.

FY 2021 - Police Department, FD Station #33

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	20,000
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 20,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	20,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ -	\$ 20,000

City of Lake Mary, Florida
Fiscal Year 2021 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.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	32,000	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
Total	\$ 32,000	\$ -

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	32,000	-
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ 32,000	\$ -

City of Lake Mary, Florida
Fiscal Year 2021 Capital Budget Proposal

Dep/Div Number: 519

Project Title: City Hall Maintenance

Dep/Div Name: Facilities Maintenance

Justification/Description/Location:

Interior painting and wallcovering replacement at City Hall.

Category	Projected	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	50,000
Total	\$	\$ 50,000

Funding Source (Total should equal capital cost above)

Fund	Projected	
	2020	2021
General Fund	-	50,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$	\$ 50,000

City of Lake Mary, Florida
Fiscal Year 2021 Capital Budget Proposal

Dep/Div Number: 519

Project Title: Frank Evans Museum Maintenance

Dep/Div Name: Facilities Maintenance

Justification/Description/Location:

Interior painting at the Frank Evans Museum.

Category	Projected	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	10,000
Total	\$	\$ 10,000

Funding Source (Total should equal capital cost above)

Fund	Projected	
	2020	2021
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 2021 Capital Budget Proposal

Dep/Div Number: 519

Project Title: Municipal Complex Maintenance

Dep/Div Name: Facilities Maintenance

Justification/Description/Location:

Interior painting at the Municipal Complex.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	30,000
Total	\$ -	\$ 30,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	30,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ -	\$ 30,000

City of Lake Mary, Florida
Fiscal Year 2021 Capital Budget Proposal

Dep/Div Number: 519

Project Title: Parks Building Maintenance

Dep/Div Name: Facilities Maintenance

Justification/Description/Location:

Install rolling gate for increased security at Parks building.

Category	Projected	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	6,000
Total	\$ -	\$ 6,000

Funding Source (Total should equal capital cost above)

Fund	Projected	
	2020	2021
General Fund	-	6,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ -	\$ 6,000

City of Lake Mary, Florida
Fiscal Year 2021 Capital Budget Proposal

Dep/Div Number: 519

Project Title: Community Center Maintenance

Dep/Div Name: Facilities Maintenance

Justification/Description/Location:

Exterior painting at the Community Center.

Category	Projected	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	30,000
Total	\$	\$ 30,000

Funding Source (Total should equal capital cost above)

Fund	Projected	
	2020	2021
General Fund	-	30,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$	\$ 30,000

City of Lake Mary, Florida
Fiscal Year 2021 Capital Budget Proposal

Dep/Div Number: 519

Project Title: FD Maintenance

Dep/Div Name: Facilities Maintenance

Justification/Description/Location:

Interior painting at FD Station #33.

Category	Projected	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	10,000
Total	\$	\$ 10,000

Funding Source (Total should equal capital cost above)

Fund	Projected	
	2020	2021
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 2021 Capital Budget Proposal

Dep/Div Number: 572

Project Title: Sports Complex Improvements

Dep/Div Name: Parks & Recreation

Justification/Description/Location:

Replacement of bleachers at soccer field.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	10,000
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 10,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
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 2021 Capital Budget Proposal

Dep/Div Number: 572

Project Title: Parks Improvements

Dep/Div Name: Parks & Recreation

Justification/Description/Location:

Replacement of Lunar Burst Net at Trailblazer Park.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	37,000
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 37,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	37,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ -	\$ 37,000

City of Lake Mary, Florida
Fiscal Year 2021 Capital Budget Proposal

Dep/Div Number: 595

Project Title: Tennis Center Improvements

Dep/Div Name: Parks & Recreation

Justification/Description/Location:

Replacement of fencing at the Tennis Center. Fence will be assessed and replaced in needed areas.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	20,000
Total	\$	\$ 20,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	20,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$	\$ 20,000

**City of Lake Mary, Florida
Fiscal Year 2021 Capital Budget Proposal**

Dep/Div Number: 572

Project Title: 157 Washington Ave Park Improvements

Dep/Div Name: Parks & Recreation

Justification/Description/Location:

A home at 157 Washington Avenue was purchased in FY 2019. The property is 1/3 of an acre and at the Commission direction a park is being designed. The proposed park is comprised of a playground, a fitness area, sidewalks, seating and new trees. Parking to include a handicap spot has also been included. Recommendations for the playground and naming of the park "President's Park" have come from the Parks and Recreation Advisory Board.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	220,000
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 220,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	220,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ -	\$ 220,000

City of Lake Mary, Florida
Fiscal Year 2021 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 2021, the reserve would be used to evaluate the Police Station's roof (\$100,000) and an A/C replacement at City Hall (\$10,000).

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	110,000
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 110,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	110,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ -	\$ 110,000

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

One-Cent Infrastructure Sales Tax Fund

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Fund Balance, October 1	\$ 1,111,193	\$ 2,102,296	\$ 2,102,296	\$ 1,628,751
Revenue:				
Intergovernmental Revenue	\$ 1,035,918	\$ 2,336,455	\$ 2,336,455	\$ 3,665,000
Interest	46,282	15,000	15,000	12,000
Carry Forward Fund Balance	-	1,000,000	1,000,000	-
Total Revenue	1,082,200	3,351,455	3,351,455	3,677,000
Expenditures:				
Rinehart Rd Intersection Improvements	\$ 88,722	\$ 2,325,000	\$ 2,325,000	\$ 3,394,626
Cold Mix/Street Resurfacing	-	1,500,000	1,500,000	250,000
Other Contractual Services	2,375	-	-	-
Total Expenditures	91,097	3,825,000	3,825,000	3,644,626
Increase (Decrease) in Fund Balance	991,103	(473,545)	(473,545)	32,374
Fund Balance, September 30	\$ 2,102,296	\$ 1,628,751	\$ 1,628,751	\$ 1,661,125

**City of Lake Mary, Florida
Fiscal Year 2021 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.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	2,069,626	1,325,000
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
Total	\$ 2,069,626	\$ 1,325,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	-
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other: 1 Cent Infra Sales Tax	2,069,626	1,325,000
Total Funding Source	\$ 2,069,626	\$ 1,325,000

City of Lake Mary, Florida
Fiscal Year 2021 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 2021 Country Club Oaks and Humphrey Road 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.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	250,000
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 250,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	-
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other: 1 Cent Infra Sales Tax	-	250,000
Total Funding Source	\$ -	\$ 250,000

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 2021 Operating Budget

Water & Sewer Fund Summary

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Fund Balance, October 1	\$ 13,940,937	\$ 13,752,014	\$ 13,752,014	\$ 12,747,438
Revenue:				
Water Sales	\$ 2,386,247	\$ 2,250,000	\$ 2,250,000	\$ 2,300,000
New Installations	6,345	9,000	9,000	3,000
Turn-Ons	6,367	6,000	6,000	5,000
Turn-Offs	14,688	9,000	9,000	9,000
Penalties	82,832	70,000	70,000	75,000
After Hour Calls	1,665	-	-	-
Sewer Sales	2,483,087	2,300,000	2,300,000	2,400,000
Reclaimed Water	371,524	300,000	300,000	350,000
Interest	412,194	190,000	190,000	120,000
Water Impact Fees	159,123	50,000	50,000	50,000
Sewer Impact Fees	65,520	10,000	10,000	10,000
Misc Revenues	858,705	300,000	300,000	425,000
Cash Balance Forward	-	258,042	258,042	306,050
Total Revenues	6,848,297	5,752,042	5,752,042	6,053,050
Amt Restricted for Water/Sewer Projects	1,861,299	1,966,825	1,966,825	1,966,825
Total Revenues and Balances	22,650,533	21,470,881	21,470,881	20,767,313
Expenses:				
Water Treatment	\$ 1,009,895	\$ 1,162,695	\$ 1,162,695	\$ 1,276,070
Water Dist./WW Collection	1,011,338	1,070,654	1,070,654	1,075,370
Utility Billing	169,139	227,727	227,727	231,816
Water/Sewer Projects	1,363,096	1,015,542	1,015,542	1,476,050
Wholesale Reclaimed Water	344,523	290,000	290,000	340,000
Wholesale Sewer Treatment	1,683,703	1,640,000	1,640,000	1,685,000
Transfers Out:				
To General Fund	1,350,000	1,350,000	1,350,000	1,350,000
Total Expenses	6,931,694	6,756,618	6,756,618	7,434,306
Increase (Decrease) in Fund Balance	(83,397)	(1,004,576)	(1,004,576)	(1,381,256)
Amt Restricted for Water/Sewer Projects	1,966,825	1,966,825	1,966,825	1,966,825
Fund Balance, September 30	\$ 13,752,014	\$ 12,747,438	\$ 12,747,438	\$ 11,366,182

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	2018	2019	%Change	2020 EST
Billions of gallons of water treated	1,132	1,175	4%	1,225
Fluoride used (pounds)	27,986	30,245	8%	31,450
Chlorine used (gallons)	29,622	30,330	2%	31,540
System bacterial samples taken	382	390	2%	400
Plant inspections conducted	52	48	-8%	50
Generator exercised (times)	17	17	0%	17
Complaints received (water quality/pressure)	5	8	60%	6

BUDGET SUMMARY - WATER TREATMENT	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 178,854	\$ 188,300	\$ 188,300	\$ 207,900
Benefits	\$ 58,065	\$ 63,569	\$ 63,569	\$ 79,634
Operating	\$ 772,976	\$ 910,826	\$ 910,826	\$ 988,536
TOTAL	\$ 1,009,895	\$ 1,162,695	\$ 1,162,695	\$ 1,276,070

STAFFING ANALYSIS - WATER TREATMENT	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 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
TOTAL	4	4	4	4

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Public Works - Water Treatment Plant
401-0434-434

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Personnel Services:				
11-00 Salaries and Wages	\$ 170,065	\$ 176,300	\$ 176,300	\$ 195,900
14-00 Overtime	8,789	12,000	12,000	12,000
21-00 FICA	13,282	14,405	14,405	15,905
22-00 Employer Pension	18,858	20,200	20,200	25,988
23-00 Health/Life Insurance	22,361	25,050	25,050	34,715
24-00 Workers Compensation	3,564	3,914	3,914	3,026
Subtotal	236,919	251,869	251,869	287,534
Operating Expenditures:				
31-00 Professional Services	\$ 382,924	\$ 311,000	\$ 311,000	\$ 425,000
34-40 Contractual Services	45,579	58,745	58,745	58,747
40-10 Travel & Per Diem	-	1,425	1,425	1,425
41-10 Telephone & Fax	4,475	5,000	5,000	5,000
42-00 Postage & Freight	102	250	250	250
43-10 Water/Sewer	53	700	700	700
43-50 Electric	196,272	242,000	242,000	238,000
44-60 Vehicle Rental	2,713	2,713	2,713	737
45-50 Insurance Costs	55,788	66,820	66,820	45,704
46-30 Plant & Pump	32,575	155,000	155,000	155,000
46-40 Equipment R&M	4,672	5,000	5,000	5,000
46-50 Vehicle Maintenance	1,614	3,200	3,200	3,000
46-60 Vehicle Maint/Contract	1,301	1,000	1,000	1,000
48-10 Promotional Activities	-	1,500	1,500	1,500
51-30 Office Supplies	212	350	350	350
52-10 General Operating Supplies	12,317	6,500	6,500	6,500
52-20 Vehicle Fuel Charges	1,407	2,400	2,400	2,400
52-40 Chemicals	24,204	30,000	30,000	30,000
52-50 Licenses	4,375	4,500	4,500	4,500
52-70 Uniforms & Clothing Allowance	500	1,071	1,071	1,071
52-90 Equipment under \$1,000	875	1,000	1,000	1,000
54-10 Memberships/Periodicals	410	852	852	852
54-30 Employee Development	608	800	800	800
Capital Outlay:				
65-10 Machinery & Equipment	-	9,000	9,000	-
Subtotal	772,976	910,826	910,826	988,536
Total Costs	\$ 1,009,895	\$ 1,162,695	\$ 1,162,695	\$ 1,276,070

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. Implementation of a remotely accessed customer portal to our new Advanced Metering Infrastructure (AMI) system to provide more transparent and reliable customer service.
5. Continous improvements to our new GIS based work order system to provide enhanced maintenance and repair efficiency.
6. Prepare a Class A CDL training initiative for Public Works Maintenance Specialists.
7. Prepare a heavy equipment operator training initiative for Public Works Maintenance Specialists.

PERFORMANCE MEASURES	2018	2019	%Change	2020 EST
New meters installed	58	31	-47%	45
Meter replacements	259	142	-45%	200
Line locations provided	2,545	2,773	9%	2,600
Lift station inspections performed	1,768	1,768	0%	1,768
Water line breaks repaired	83	74	-11%	80
Water lines installed (feet)	88	120	36%	100

BUDGET SUMMARY - WATER DISTRIBUTION/WASTEWATER	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 377,809	\$ 409,060	\$ 409,060	\$ 413,960
Benefits	\$ 140,349	\$ 167,285	\$ 167,285	\$ 168,795
Operating	\$ 493,180	\$ 494,309	\$ 494,309	\$ 492,615
TOTAL	\$ 1,011,338	\$ 1,070,654	\$ 1,070,654	\$ 1,075,370

STAFFING ANALYSIS - WATER DISTRIBUTION/WASTEWATER	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 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
TOTAL	9	9	9	9

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

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

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Personnel Services:				
11-00 Salaries and Wages	\$ 362,810	\$ 390,900	\$ 390,900	\$ 395,800
14-00 Overtime	10,476	14,000	14,000	14,000
17-00 Incentive Pay	4,523	4,160	4,160	4,160
21-00 FICA	25,846	31,294	31,294	31,668
22-00 Employer Pension	39,414	51,133	51,133	51,745
23-00 Health/Life Insurance	67,070	75,465	75,465	78,105
24-00 Workers Compensation	8,019	9,393	9,393	7,277
Subtotal	518,158	576,345	576,345	582,755
Operating Expenditures:				
34-40 Contractual Services	\$ 44,974	\$ 48,398	\$ 48,398	\$ 51,918
40-10 Travel & Per Diem	1,153	3,850	3,850	3,850
41-10 Telephone & Fax	15,483	17,690	17,690	17,700
43-10 Water/Sewer	3,244	4,500	4,500	4,500
43-50 Electric	26,379	28,000	28,000	28,000
43-70 Gas	1,413	3,000	3,000	3,000
44-30 Equipment Rental	407	1,000	1,000	1,000
44-60 Vehicle Rental	92,029	99,821	99,821	99,821
45-50 Insurance Costs	27,277	32,671	32,671	22,347
46-20 Repair & Maint/Buildings	375	-	-	-
46-30 R&M Water/Sewer System	187,578	155,000	155,000	155,000
46-40 Equipment R&M	2,965	5,000	5,000	5,000
46-50 Vehicle Maintenance	33,797	33,000	33,000	34,000
46-60 Vehicle Maint/Contract	9,669	9,000	9,000	9,000
52-10 General Operating Supplies	23,612	27,500	27,500	27,500
52-20 Vehicle Fuel Charges	18,973	19,800	19,800	23,000
52-50 Permit Fees	200	1,200	1,200	1,200
52-70 Uniforms & Clothing Allowance	2,081	2,379	2,379	2,379
52-90 Equipment under \$1,000	244	1,000	1,000	1,900
54-30 Employee Development	1,327	1,500	1,500	1,500
Subtotal	493,180	494,309	494,309	492,615
Total Costs	\$ 1,011,338	\$ 1,070,654	\$ 1,070,654	\$ 1,075,370

PUBLIC WORKS 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. Implementation of an advanced customer service portal which will allow water customers access to their billing data and reports.
4. To increase electronic/paperless billing and automatic draft payments.

PERFORMANCE MEASURES	2018	2019	%Change	2020 EST
Meter readings	71,756	68,100	-5%	71,800
Auto-Draft payments	16,215	16,661	3%	17,100
Service Orders	4,440	3,557	-20%	3,200
Cut-offs for non-payment	566	622	10%	750
Paperless billing customers per month	826	881	7%	930
Credit/Debit/EFT transactions	11,318	12,639	12%	13,500

BUDGET SUMMARY - UTILITY BILLING	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 50,410	\$ 62,620	\$ 62,620	\$ 66,800
Benefits	\$ 22,431	\$ 29,701	\$ 29,701	\$ 31,144
Operating	\$ 96,298	\$ 135,406	\$ 135,406	\$ 133,872
TOTAL	\$ 169,139	\$ 227,727	\$ 227,727	\$ 231,816

STAFFING ANALYSIS - UTILITY BILLING	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Utility Billing Specialist	1	1	1	1
Meter Reader/Service Technician	1	1	1	1
TOTAL	2	2	2	2

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Public Works - Utility Billing

401-0436-436

Description	2019 Actual	2020 Original Budget	2020 Adjusted Budget	2021 Budget
Personnel Services:				
11-00 Salaries and Wages	\$ 49,757	\$ 61,620	\$ 61,620	\$ 65,800
14-00 Overtime	653	1,000	1,000	1,000
21-00 FICA	3,806	4,791	4,791	5,111
22-00 Employer Pension	3,327	7,828	7,828	8,350
23-00 Health/Life Insurance	14,905	16,650	16,650	17,360
24-00 Workers Compensation	393	432	432	323
Subtotal	72,841	92,321	92,321	97,944
Operating Expenditures:				
32-00 Accounting & Auditing	\$ 13,850	\$ 17,000	\$ 17,000	\$ 17,000
34-40 Contractual Services	17,850	22,500	22,500	22,500
40-10 Travel & Per Diem	-	425	425	425
41-10 Telephone & Fax	146	425	425	425
42-00 Postage & Freight	22,592	30,000	30,000	28,000
44-60 Vehicle Rental	2,567	2,567	2,567	2,567
45-50 Insurance Costs	617	739	739	505
46-10 Maintenance Contracts	14,628	37,450	37,450	37,950
46-50 Vehicle Maintenance	1,810	2,000	2,000	2,200
46-60 Vehicle Maint/Contract	-	300	300	300
46-70 Other R&M	-	600	600	600
47-10 Printing & Binding	12,480	15,500	15,500	15,500
47-30 Photocopies	141	600	600	600
51-30 Other Office Supplies	479	1,500	1,500	1,500
52-10 General Operating Supplies	6,963	-	-	-
52-20 Vehicle Fuel Charges	1,439	2,300	2,300	2,300
52-70 Uniforms	229	350	350	350
52-90 Equipment under \$1,000	-	750	750	750
54-30 Employee Development	-	400	400	400
74-40 Interest Expenses	507	-	-	-
Subtotal	96,298	135,406	135,406	133,872
Total Costs	\$ 169,139	\$ 227,727	\$ 227,727	\$ 231,816

**City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget**

Water & Sewer Fund - FY 2021 Projects

Project Description	2020 Carry Forward	2021 Budget	Total Available Budget
Ground Storage Tank Painting	\$ 40,000	\$ -	\$ 40,000
WTP Sodium Hypochlorite Tank Replacement	40,000	-	40,000
WTP Control/Component Upgrades	-	50,000	50,000
Public Water Supply Well LM3 Abandonment	-	75,000	75,000
WTP Building Upgrades	-	70,000	70,000
Commercial Meter Testing and Repair	-	50,000	50,000
Lift Station Pump Maintenance & Replacement	-	50,000	50,000
Water Meter Technology Upgrades	46,050	10,000	56,050
Sewer and Reuse Implementation	-	250,000	250,000
Water Main Extension (Eagle Creek)	180,000	-	180,000
Lift Station Control Panel Upgrade	-	180,000	180,000
Equipment Storage Canopy	-	325,000	325,000
Lift Station Emergency Generator	-	110,000	110,000
Total Water & Sewer Fund Projects	\$ 306,050	\$ 1,170,000	\$ 1,476,050

**City of Lake Mary, Florida
Fiscal Year 2021 Capital Budget Proposal**

Dep/Div Number: 434

Project Title: Ground Storage Tank Painting

Dep/Div Name: Water Treatment

Justification/Description/Location:

The two (2) WTP ground storage tanks were last painted in 2013. The paint is failing and based on our warranty with Sherwin Williams, they have agreed to supply new paint at a reduced cost to the City. This item is for the labor and materials to repaint our two (2) ground storage tanks.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	40,000	-
Total	\$ 40,000	\$ -

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	-
Water/Sewer Fund	40,000	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ 40,000	\$ -

**City of Lake Mary, Florida
Fiscal Year 2021 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.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	40,000	-
Vehicles	-	-
Miscellaneous	-	-
Total	\$ 40,000	\$ -

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	-
Water/Sewer Fund	40,000	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ 40,000	\$ -

City of Lake Mary, Florida
Fiscal Year 2021 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 mechanical upgrades as they become necessary.

Category	Projected	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	50,000
Vehicles	-	-
Miscellaneous	-	-
Total	\$	\$ 50,000

Funding Source (Total should equal capital cost above)

Fund	Projected	
	2020	2021
General Fund	-	-
Water/Sewer Fund	-	50,000
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$	\$ 50,000

**City of Lake Mary, Florida
Fiscal Year 2021 Capital Budget Proposal**

Dep/Div Number: 434

Project Title: Public Water Supply Well LM3 Abandonment

Dep/Div Name: Water Treatment

Justification/Description/Location:

Well LM3 is an Upper Floridan aquifer well constructed in 1996 but never placed into service due to poor water quality and low specific capacity. Although well LM3 was replaced by LM3R in 2001, LM3 was never properly abandoned, only capped and secured. This project is to properly plug and abandon well LM3 with portland cement throughout its total depth of 487 feet.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	75,000
Total	\$	\$ 75,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	-
Water/Sewer Fund	-	75,000
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$	\$ 75,000

City of Lake Mary, Florida
Fiscal Year 2021 Capital Budget Proposal
Dep/Div Number: 434
Project Title: WTP Building Upgrades
Dep/Div Name: Water Treatment

Justification/Description/Location:

The City's Water Treatment Plant building was constructed in 1985. The building houses all the WTP's electrical and instrumentation controls, motor control centers, operator's offices, laboratory facilities, and the plants high service pumps. The WTP building is a pre-engineered metal building. This project is to upgrade the buildings office windows, seal all areas of the buildings metal shell which lets rain water in, and to repaint the exterior of the building. This will increase the life of the building, lower its operating costs by improving its energy efficiency, and add to the aesthetics of the WTP facilities.

Category	Projected	
	2020	2021
Land	-	-
Building	-	-
Construction	-	70,000
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
Total	\$	\$ 70,000

Funding Source (Total should equal capital cost above)

Fund	Projected	
	2020	2021
General Fund	-	-
Water/Sewer Fund	-	70,000
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$	\$ 70,000

City of Lake Mary, Florida
Fiscal Year 2021 Capital Budget Proposal

Dep/Div Number: 435

Project Title: Commercial Meter Testing and Repair

Dep/Div Name: Water/Wastewater

Justification/Description/Location:

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

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	50,000
Total	\$	\$ 50,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	-
Water/Sewer Fund	-	50,000
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$	\$ 50,000

City of Lake Mary, Florida
Fiscal Year 2021 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	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	50,000
Total	\$	\$ 50,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	-
Water/Sewer Fund	-	50,000
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$	\$ 50,000

City of Lake Mary, Florida**Fiscal Year 2021 Capital Budget Proposal****Dep/Div Number: 435****Project Title: Water Meter Technology Upgrades****Dep/Div Name: Water/Wastewater****Justification/Description/Location:**

In 2018, the City moved to a new water meter reading technology known as radio frequency automatic meter reading/advanced metering infrastructure (AMR/AMI). The system includes new meter reading software, leak detection, high usage detection, and instantaneous and continuous meter reading. This customer service friendly metering system is being implemented over a three (3) year period. In FY 2021 we plan on installing special meters that include remote controlled shut-off valves and pressure and temperature sensors in several discrete locations throughout the City. In FY 2021, we also plan to roll out an advanced customer portal which will allow customers access to their billing data and reports if they choose.

Category	Projected	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	46,050	10,000
Vehicles	-	-
Miscellaneous	-	-
Total	\$ 46,050	\$ 10,000

Funding Source (Total should equal capital cost above)

Fund	Projected	
	2020	2021
General Fund	-	-
Water/Sewer Fund	46,050	10,000
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ 46,050	\$ 10,000

City of Lake Mary, Florida
Fiscal Year 2021 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.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	250,000
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
Total	\$	\$ 250,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	-
Water/Sewer Fund	-	250,000
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$	\$ 250,000

City of Lake Mary, Florida
Fiscal Year 2021 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.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	180,000	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
Total	\$ 180,000	\$ -

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	-
Water/Sewer Fund	180,000	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ 180,000	\$ -

City of Lake Mary, Florida
Fiscal Year 2021 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 eight (28) years. After performing an electrical panel condition assessment of each lift station it has been determined that twelve (12) of the stations electrical control panels should be replaced within the next five (5) years. We plan to replace the following panels: 2020/2021 - The Forest, Timacuan and Mohegan; 2022 - Chocktaw, Master #1, and Primera #1; 2023 - Primera #2, Master #2, and Woodbridge; 2024 - Manderley, Eagle Claw, and Tuscany.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	180,000
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
Total	\$	\$ 180,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	-
Water/Sewer Fund	-	180,000
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$	\$ 180,000

City of Lake Mary, Florida
Fiscal Year 2021 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 and drive 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 Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	325,000
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
Total	\$	\$ 325,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	-
Water/Sewer Fund	-	325,000
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$	\$ 325,000

City of Lake Mary, Florida
Fiscal Year 2021 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 three (3) of the lift stations are equipped with permanent emergency generators which would operate the lift station during a power outage. Public Works has three (3) 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.

Category	Projected Carry Forward	
	2020	2021
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	110,000
Vehicles	-	-
Miscellaneous	-	-
Total	\$	\$ 110,000

Funding Source (Total should equal capital cost above)

Fund	Projected Carry Forward	
	2020	2021
General Fund	-	-
Water/Sewer Fund	-	110,000
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$	\$ 110,000



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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 2021 Operating Budget

Stormwater Utility Fund Summary

Description	2019	2020	2020	2021
	Actual	Original	Adjusted	Budget
Fund Balance, October 1	\$ 527,825	\$ 463,926	\$ 463,926	\$ 397,108
Revenue:				
Stormwater Fee	\$ 413,978	\$ 415,000	\$ 415,000	\$ 413,000
Interest	21,041	4,500	4,500	2,500
Transfer In - General Fund	184,369	-	-	-
Total Revenues	619,388	419,500	419,500	415,500
Expenses:				
Operating Expenses	\$ 296,500	\$ 406,318	\$ 406,318	\$ 406,768
Cold Mix/Resurfacing	202,418	-	-	-
Downtown Stormwater Upgrades	184,369	80,000	80,000	-
Total Expenses	683,287	486,318	486,318	406,768
Increase (Decrease) in Fund Balance	(63,899)	(66,818)	(66,818)	8,732
Fund Balance, September 30	\$ 463,926	\$ 397,108	\$ 397,108	\$ 405,840

STORMWATER

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	2018	2019	%Change	2020 EST
Inventory of Stormwater (SW) structures, inspection and maintenance (numbers)	148	159	7%	170
Number of miles of roadways/streets swept	494	494	0%	495
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	1	19	1800%	10
Number of construction sites inspected	404	413	2%	400

BUDGET SUMMARY - STORMWATER	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 118,467	\$ 124,860	\$ 124,860	\$ 127,260
Benefits	\$ 39,790	\$ 50,239	\$ 50,239	\$ 45,845
Operating	\$ 138,243	\$ 231,219	\$ 231,219	\$ 233,663
TOTAL	\$ 296,500	\$ 406,318	\$ 406,318	\$ 406,768

STAFFING ANALYSIS - STORMWATER	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
City Engineer (50%)*	1	1	1	1
Assistant City Engineer (50%)*	1	1	1	1
Maintenance Specialist I	1	1	1	1
TOTAL	3	3	3	3

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

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Public Works - Stormwater Utility Fund
402-0437-437

Description	2019 Actual	2020		2020 Adjusted Budget	2021 Budget
		Original Budget	2020		
Personnel Services:					
11-00 Salaries and Wages	\$ 117,226	\$ 121,500	\$ 121,500	\$ 123,900	
14-00 Overtime	201	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	8,756	9,552	9,552	9,736	
22-00 Employer Pension	12,932	15,608	15,608	15,908	
23-00 Health/Life Insurance	14,905	21,400	21,400	17,360	
24-00 Workers Compensation	3,197	3,679	3,679	2,841	
Subtotal	158,257	175,099	175,099	173,105	
Operating Expenditures:					
31-21 NPDES Requirements	\$ 9,788	\$ 17,300	\$ 17,300	\$ 17,300	\$ 17,300
31-22 Streetsweeping/Cleaning	13,016	20,500	20,500	21,500	
31-24 Drainage Maintenance	80,967	155,000	155,000	155,000	
31-25 TMDL Monitoring	7,968	8,000	8,000	8,000	
34-40 Contractual Services	174	400	400	1,600	
40-10 Travel & Per Diem	444	2,075	2,075	2,075	
41-10 Telephone & Fax	907	1,450	1,450	1,400	
43-50 Electric	114	-	-	500	
44-60 Vehicle Rental	10,530	6,810	6,810	6,810	
45-50 Insurance Costs	545	652	652	446	
46-50 Vehicle Maintenance	6,883	9,000	9,000	9,000	
46-60 Vehicle Maint/Contract	-	400	400	400	
48-10 Promotional Activities	710	2,000	2,000	2,000	
52-10 General Operating Supplies	254	1,100	1,100	1,100	
52-20 Vehicle Fuel Charges	4,284	4,600	4,600	4,600	
52-50 Licenses	89	355	355	355	
52-70 Uniforms	110	457	457	457	
54-10 Memberships/Periodicals	1,460	1,120	1,120	1,120	
Subtotal	138,243	231,219	231,219	233,663	
Total Costs	\$ 296,500	\$ 406,318	\$ 406,318	\$ 406,768	

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 2021 Operating Budget

Vehicle Maintenance Fund Summary

Description	2019	2020	2020	2021
	Actual	Original	Adjusted	Budget
Fund Balance, October 1	\$ 2,160,907	\$ 2,223,091	\$ 2,223,091	\$ 2,244,369
Revenue:				
Vehicle Rental Income	\$ 908,491	\$ 970,584	\$ 970,584	\$ 1,110,040
Vehicle Maintenance Fees	163,783	172,200	172,200	168,500
Contracted Maintenance	44,096	50,000	50,000	50,000
Interest	56,538	35,000	35,000	20,000
Sale of Assets	133,883	50,000	50,000	50,000
Misc and Interfund Acquisitions	185,973	-	-	-
Carry Forward Fund Balance	-	90,000	90,000	-
Total Revenues	1,492,764	1,367,784	1,367,784	1,398,540
Expenditures:				
Maintenance Operations	\$ 309,612	\$ 335,551	\$ 335,551	\$ 336,800
Vehicle Replacements	1,120,968	915,955	915,955	1,158,800
Machinery & Equipment for Operations	-	95,000	95,000	-
Total Expenditures	1,430,580	1,346,506	1,346,506	1,495,600
Increase (Decrease) in Fund Balance	62,184	21,278	21,278	(97,060)
Fund Balance, September 30	\$ 2,223,091	\$ 2,244,369	\$ 2,244,369	\$ 2,147,309

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	2018	2019	%Change	2020 EST
P.M. inspections performed	640	656	3%	675
Sublet repairs	52	61	17%	70
Vehicles & equipment serviced	1,007	995	-1%	1,000
Unscheduled repairs made	286	339	19%	325
Oil changes performed	342	369	8%	370
Brake jobs	30	24	-20%	30
Tires changed/balanced	168	185	10%	180
Transmission services performed	18	14	-22%	15

BUDGET SUMMARY - VEHICLE MAINTENANCE	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Salaries	\$ 171,117	\$ 176,350	\$ 176,350	\$ 178,750
Benefits	\$ 55,180	\$ 63,825	\$ 63,825	\$ 64,433
Operating	\$ 83,315	\$ 95,376	\$ 95,376	\$ 93,617
TOTAL	\$ 309,612	\$ 335,551	\$ 335,551	\$ 336,800

STAFFING ANALYSIS - VEHICLE MAINTENANCE	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 ADJUSTED BUDGET	2021 BUDGET
Fleet Crew Leader	1	1	1	1
Mechanic	2	2	2	2
TOTAL	3	3	3	3

City of Lake Mary, Florida
Fiscal Year 2021 Operating Budget

Vehicle Maintenance

501-0490-491

Description	2019 Actual	2020 Original Budget	2020		2021 Budget
			Adjusted Budget	2021 Budget	
Personnel Services:					
11-00 Salaries and Wages	\$ 169,020	\$ 172,500	\$ 172,500	\$ 174,900	
14-00 Overtime	17	1,250	1,250	1,250	
17-00 Educational Incentives	2,080	2,600	2,600	2,600	
21-00 FICA	12,027	13,491	13,491	13,675	
22-00 Employer Pension	17,995	22,044	22,044	22,344	
23-00 Health/Life Insurance	22,354	25,210	25,210	26,035	
24-00 Workers Compensation	2,804	3,080	3,080	2,379	
Subtotal	226,297	240,175	240,175	243,183	
Operating Expenditures:					
34-40 Contractual Services	\$ 50,378	\$ 48,701	\$ 48,701	\$ 49,026	
40-10 Travel & Per Diem	-	750	750	750	
41-10 Telephone & Fax	1,013	1,050	1,050	1,100	
43-10 Water/Sewer	255	500	500	500	
43-50 Electric	3,075	3,300	3,300	3,300	
43-70 Gas	1,413	3,000	3,000	2,500	
44-60 Vehicle Rental	10,187	10,187	10,187	10,187	
45-50 Insurance Costs	4,317	5,170	5,170	3,536	
46-10 Maintenance Contracts	2,300	3,250	3,250	3,250	
46-50 Vehicle Maintenance	1,949	5,000	5,000	5,000	
46-60 Vehicle Maint/Contract	-	500	500	500	
51-30 Office Supplies	623	500	500	500	
52-10 General Operating Supplies	5,484	6,000	6,000	6,000	
52-20 Vehicle Fuel Charges	500	1,100	1,100	1,100	
52-70 Uniforms	550	618	618	618	
52-90 Equipment under \$1,000	1,271	5,000	5,000	5,000	
54-30 Employee Development	-	750	750	750	
Subtotal	83,315	95,376	95,376	93,617	
Total Costs	\$ 309,612	\$ 335,551	\$ 335,551	\$ 336,800	

CITY OF LAKE MARY

VEHICLE REPLACEMENT SCHEDULE

FY 2021

VEH	DESCRIPTION	IN SERVICE	DIV	DEPARTMENT	2021	2022	2023	2024	2025
109	17 FORD ESCAPE	3/6/2017	431	PW ADMIN				34,300	
62	04 CAT SKID STEER LOADER	2/1/2004	432	STREETS			83,000		
69	05 KUBOTA TRACTOR	1/21/2005	432	STREETS			42,000		
70	05 KUBOTA TRACTOR	1/31/2005	432	STREETS			67,000		
81	12 FORD F-350 4X4 DIESEL	6/21/2012	432	STREETS	55,900				
87	13 RHINO BUSH HOG MOWER	3/7/2013	432	STREETS			11,500		
93	14 FORD F-250 4X2 GAS	4/9/2014	432	STREETS	42,200				
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			13,100		
100	15 TORO 5000 SERIES Z MASTER MOWERS	1/6/2015	432	STREETS			13,100		
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					
113	18 FORD F-550 FORESTRY BUCKET TRUCK	1/22/2019	432	STREETS					
117	19 WANCO SIGN BOARD	2/21/2019	432	STREETS					
118	19 WANCO SIGN BOARD	02/21/2019	432	STREETS					
134	95 CATERPILLAR LOADER	1/1/1995	432	STREETS					
85	13 FORD F-150 PICK-UP 4X2 GAS	5/8/2013	434	WATER PLANT		35,800			
86	13 TORO WORKMAN MD CARB	2/13/2013	434	WATER PLANT		13,500			
61	04 CROSLEY TRAILER (SKID STEER, MINI HOE)	1/28/2003	435	WATER DIST		22,000			
73	07 CATERPILLAR BACKHOE	2/21/2007	435	WATER DIST	130,000				
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					
90	14 FORD F-550 MINI DUMP TRUCK DIESEL	6/26/2014	435	WATER DIST		70,500			
91	14 FORD F-250 PICK-UP GAS	5/20/2014	435	WATER DIST		45,900			
95	14 FRIEGHTLINER VAC-CON	6/30/2014	435	WATER DIST					
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				41,500	
107	17 FORD F-250 4X2 GAS	6/13/2017	435	WATER DIST			46,500		
110	18 FORD F-250 4X2 GAS	9/20/2018	435	WATER DIST			50,600		
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			50,600		
92	14 FORD F-150 PICK-UP GAS	4/9/2014	436	UTILITY BILLING		33,200			
82	12 FORD F-250 4X2 DIESEL	5/1/2012	437	STORMWATER	42,200				
108	14 FORD F-150 4X4 CREW CAB GAS	6/6/2014	437	STORMWATER			47,700		
101	15 FORD F-250 4X4 GAS	6/4/2015	490	FLEET					
103	16 FORD F-150 4X2 GAS	5/16/2016	490	FLEET					
400	11 FORD E-250 CARGO VAN STD	3/18/2011	519	FACILITIES		35,800			
401	14 FORD F-150 4X2 GAS	3/27/2014	519	FACILITIES			41,000		
402	14 FORD F-250 4X2 GAS	4/29/2014	519	FACILITIES			41,000		
15	14 FORD ESCAPE	9/11/2014	115	COM DEV				26,800	
14	14 FORD ESCAPE	3/26/2014	215	I.T. DEPT.				26,800	
627	08 FORD RANGER EXTEND CAB	3/11/2008	124	BUILDING					
630	17 FORD F-150 4X2 GAS	4/26/2017	124	BUILDING			41,000		
631	19 FORD ESCAPE	7/26/2019	124	BUILDING				26,500	
632	20 FORD ESCAPE	9/30/2020	124	BUILDING					
2224	06 KAWASAKI MULE 4X4	10/26/2006	452	PARKS & REC					
79	11 FORD ESCAPE	3/29/2011	452	PARKS & REC	34,100				
531	05 TORO GROUNDS MASTER 3500D RESERVE	4/29/2005	452	PARKS & REC					
542	07 FORD ESCAPE	4/5/2007	452	PARKS & REC	23,100				
546	08 KUBOTA TRACTOR (RESERVE)	1/15/2008	452	PARKS & REC					
550	08 TORO SAND PRO (RESERVE)	4/25/2008	452	PARKS & REC					
554	11 CUSTOM TANDUM TRAILER	3/30/2011	452	PARKS & REC		13,700			
560	13 CUSTOM BUILT LAWN TRAILER	1/23/2013	452	PARKS & REC			14,300		
561	13 BRUTIS ROLLER	1/29/2013	452	PARKS & REC	12,400				

CITY OF LAKE MARY

VEHICLE REPLACEMENT SCHEDULE

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VEH	DESCRIPTION	IN SERVICE	DIV	DEPARTMENT	2021	2022	2023	2024	2025
564	13 TORO MOWER GM 328D	2/13/2013	452	PARKS & REC	31,300				
566	14 FORD F-150 PICK-UP 4X2	4/9/2014	452	PARKS & REC		36,400			
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		
569	15 TORO WORKMAN HDX CARB	5/29/2015	452	PARKS & REC		52,900			
570	15 TORO WORKMAN MD CARB	3/4/2015	452	PARKS & REC		12,400			
571	15 TORO Z-MASTER MOWER COMMAND 52"	1/6/2015	452	PARKS & REC	11,200				
572	15 TORO Z-MASTER MOWER COMMAND 60"	1/6/2015	452	PARKS & REC	11,900				
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			61,600		
575	16 WORKMAN HDX CARB W/ATTACHMENTS	2/15/2016	452	PARKS & REC		47,200			
576	16 WORKMAN HDX CARB	1/7/2016	452	PARKS & REC		30,600			
577	16 TORO WORMAN MD CARB	1/7/2016	452	PARKS & REC		13,400			
578	16 TORO Z-MASTER MOWER COMMAND 60	12/15/2016	452	PARKS & REC		11,200			
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 GROUNDMASTER 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					

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					
358	12 FORD F-450 RESCUE	6/14/2012	322	EMERG OPS	304,500				
368	15 FORD F-450 RESCUE (R-33)	4/17/2015	322	EMERG OPS		319,700			
373	17 FORD F-450 RESCUE (R-37)	4/24/2017	322	EMERG OPS				352,500	
378	20 FORD F-450 RESCUE (R-)	9/30/2020	322	EMERG OPS					
360	12 TRIPLE CROWN TRAILER	10/18/2012	322	EMERG OPS			10,000		
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		56,000			
374	17 FORD EXPLORER	6/20/2017	322	EMERG OPS			43,700		
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					

362	13 FORD ESCAPE	5/1/2013	324	FIRE PREV		37,100			
366	14 FORD ESCAPE	4/29/2014	324	FIRE PREV			39,000		
367	14 DIAMOND CARGO TRAILER	5/20/2014	324	FIRE PREV					
369	15 FORD F-150 4X2 GAS	7/9/2015	324	FIRE PREV		39,000			
370	15 FORD F-150 4X2 GAS	7/9/2015	324	FIRE PREV		39,000			

200	14 FORD F-150 4X2 GAS	5/21/2014	323	SUPPORT SVC		39,000			
2265	12 FORD FUSION ADMIN UNMARKED	7/17/2012	321	SUPPORT SVC		40,600			

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	
2277	13 FORD INTERCEPTOR TAURUS MARKED	4/24/2013	321	POLICE	57,500				
2280	13 FORD INTERCEPTOR TAURUS MARKED	4/17/2013	321	POLICE	57,500				
2281	13 FORD INTERCEPTOR TAURUS MARKED	4/11/2013	321	POLICE	57,500				
2296	14 FORD INTERCEPTOR EXPLORER MARKED	6/18/2014	321	POLICE	57,500				
2297	14 BMW MOTORCYCLE POLICE	2/21/2014	321	POLICE		32,000			
2300	15 FORD INTERCEPTOR EXPLORER MARKED	7/3/2014	321	POLICE	57,500				
2301	15 FORD INTERCEPTOR EXPLORER MARKED	5/16/2015	321	POLICE	57,500				
2302	15 FORD INTERCEPTOR EXPLORER MARKED	5/6/2015	321	POLICE	57,500				
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		43,600			
2305	15 DIAMOND CARGO TRAILER UNMARKED	2/18/2015	321	POLICE					
2306	16 FORD FUSION UNMARKED	6/20/2015	321	POLICE		26,900			
2307	16 FORD INTERCEPTOR EXPLORER MARKED	5/6/2016	321	POLICE		58,700			
2308	16 FORD INTERCEPTOR EXPLORER MARKED	5/5/2016	321	POLICE		58,700			
2309	12 FORD F-150 4X4 GAS / OLD UNIT 359 FIRE	10/2/2012	321	POLICE		43,600			
2310	16 FORD INTERCEPTOR EXPLORER MARKED	5/12/2016	321	POLICE	57,500				
2311	16 FORD INTERCEPTOR EXPLORER MARKED	6/10/2016	321	POLICE		58,700			
2312	16 FORD INTERCEPTOR EXPLORER MARKED	5/12/2016	321	POLICE		58,700			
2313	16 FORD INTERCEPTOR EXPLORER MARKED	6/3/2016	321	POLICE		58,700			
2314	16 FORD INTERCEPTOR EXPLORER MARKED	5/25/2016	321	POLICE		58,700			
2315	16 FORD F-250 4X4 (GAS)	4/4/2016	321	POLICE		40,400			

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VEHICLE REPLACEMENT SCHEDULE

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VEH	DESCRIPTION	IN SERVICE	DIV	DEPARTMENT	2021	2022	2023	2024	2025
2316	16 WANCO LIGHT TRAILER	3/4/2016	321	POLICE					
2317	16 FORD INTERCEPTOR EXPLORER MARKED	8/1/2016	321	POLICE		58,700			
2318	16 WANCO LIGHT TRAILER	12/28/2016	321	POLICE					
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		
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					
2351	20 FORD REG EXPLORER SUV UNMARKED	5/7/2020	321	POLICE					
2352	20 FORD REG EXPLORER SUV UNMARKED	5/7/2020	321	POLICE					
2353	20 FORD REG EXPLORER SUV UNMARKED	5/7/2020	321	POLICE					
2354	20 FORD REG EXPLORER SUV UNMARKED	5/7/2020	321	POLICE					
2355	20 FORD REG EXPLORER SUV UNMARKED	5/7/2020	321	POLICE					
2356	20 FORD INTERCEPTOR EXPLORER UNMARKED	9/30/2020	321	POLICE					
2357	20 FORD INTERCEPTOR EXPLORER MARKED K-9	9/30/2020	321	POLICE					
2358	20 WANCO LIGHT TRAILER	2/26/2020	321	POLICE					
2359	20 WANCO SPEED TRAILER	2/26/2020	321	POLICE					
2360	20 FORD POLICE RESPONDER F-150 4 DOOR MARKED	9/30/2020	321	POLICE					

170 \$ 1,158,800 \$ 1,642,300 \$ 1,929,000 \$ 818,700 \$ 706,350