




Fiscal Year 2020  
Adopted Budget

City of  
*Lake Mary*  
Florida



# **CITY OF LAKE MARY, FLORIDA**

## **FISCAL YEAR 2020 ADOPTED BUDGET**



**Mayor David J. Mealar  
Deputy Mayor Sidney Miller  
Commissioner Jordan Smith  
Commissioner George F. Duryea  
Commissioner Jo Ann Lucarelli**

**City Manager Kevin Smith**

Prepared by the Finance Department



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# BUDGET MESSAGE

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City Manager  
ksmith@lakemaryfl.com



## City of Lake Mary

*Incorporated in 1973*

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July 25, 2019

Mayor and Commissioners,

In accordance with State law and the City Charter, I am pleased to transmit the *City of Lake Mary Fiscal Year 2020 Proposed Budget* for your consideration and review. As presented, the FY 2020 budget totals \$36,952,722, representing a 3.04% increase over the prior fiscal year. The included proposed millage rate of 3.5895 mills remains unchanged and the lowest total municipal rate in Seminole County.

### **Budget Outlook**

Over the past fiscal year, construction activity within the City has maintained a similar pace to the past several years. A number of large projects are nearing completion, including Griffin Farm at Midtown, Lake Emma Sound, and Phase 1 of the Orlando Health Medical Campus. While those developments may be concluding, new construction activity will continue due to projects such as New Century PUD/Lake Mary Wellness and Technology Park, TopGolf, and the Edison Phase 2 office complex. Further, redevelopment in the Downtown will continue as well with the mixed-use Dwell at Lake Mary project and new projects on N. 4<sup>th</sup> St. and W. Crystal Lake Ave.

For FY 2020, taxable values in the City are projected to increase 9.18% 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. And, while green-field buildout is approaching over the next several years, proper planning and strategic initiatives will turn the focus to redevelopment and business expansion, 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 2020 budget, totaling \$36,952,722 for all funds combined, is \$1,091,746, or 3.04%, more than the FY 2019 budget. The majority of this increase is attributable to funding for the bi-annual road resurfacing project in FY 2020.
- The FY 2020 proposed millage rate of 3.5895 remains unchanged for the seventh consecutive year. This millage rate, the lowest total municipal rate in Seminole County, represents less than a quarter of a Lake Mary taxpayer's total property tax bill.
- Ad valorem taxable values, as provided by the Seminole County Property Appraiser, are projected to increase 9.18% for FY 2020. At the proposed millage rate, this increase yields \$758,622 more ad valorem revenue than the prior year.
- General Fund revenues, exclusive of ad valorem revenues, are projected to increase conservatively in FY 2020, due in part to recent economic conditions. After the period of economic decline in the late 2000s/early 2010s, the U.S. economy (GDP) has grown steadily since mid-2014, although below the average of historical recoveries. Additionally, recent economic activity has been hampered by rising interest rates and the threat of global trade wars.

## Budget in Brief

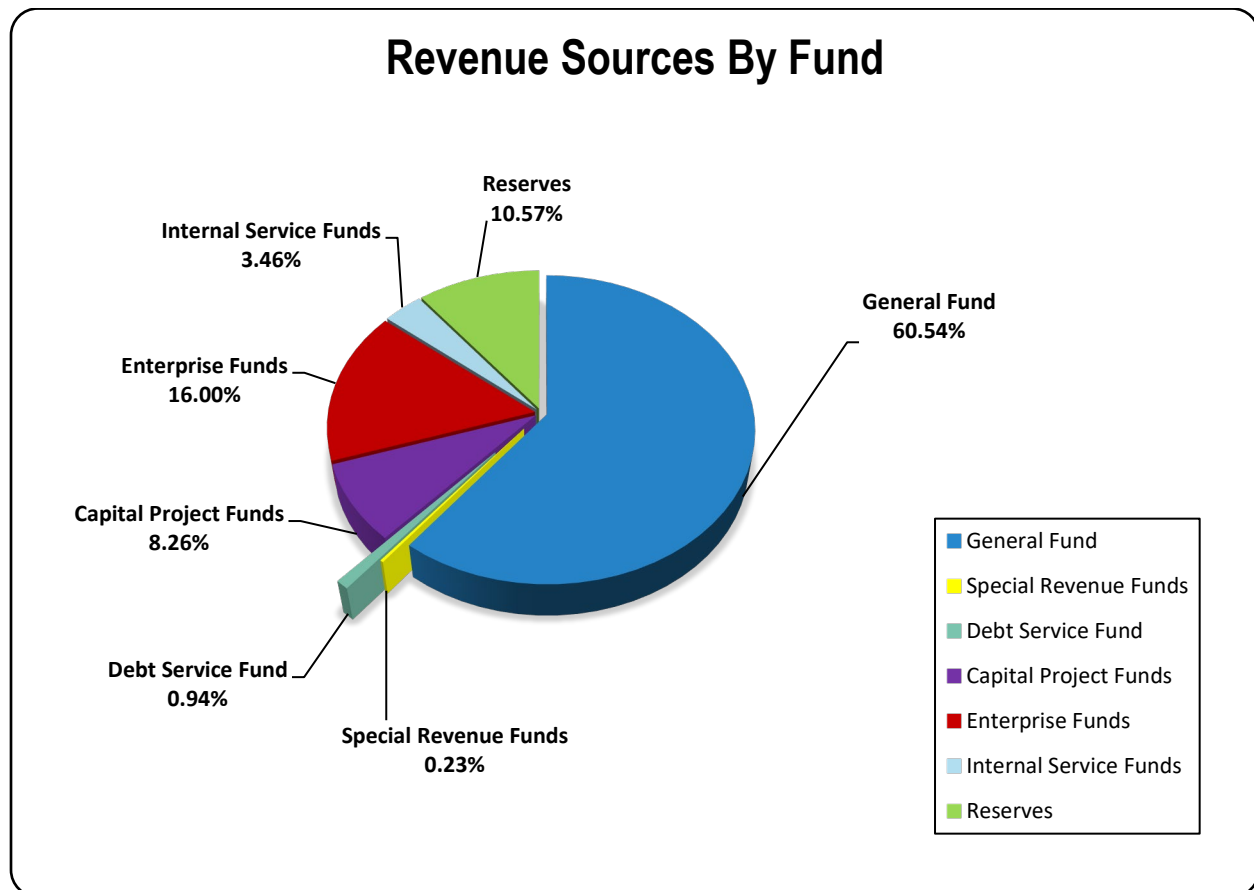
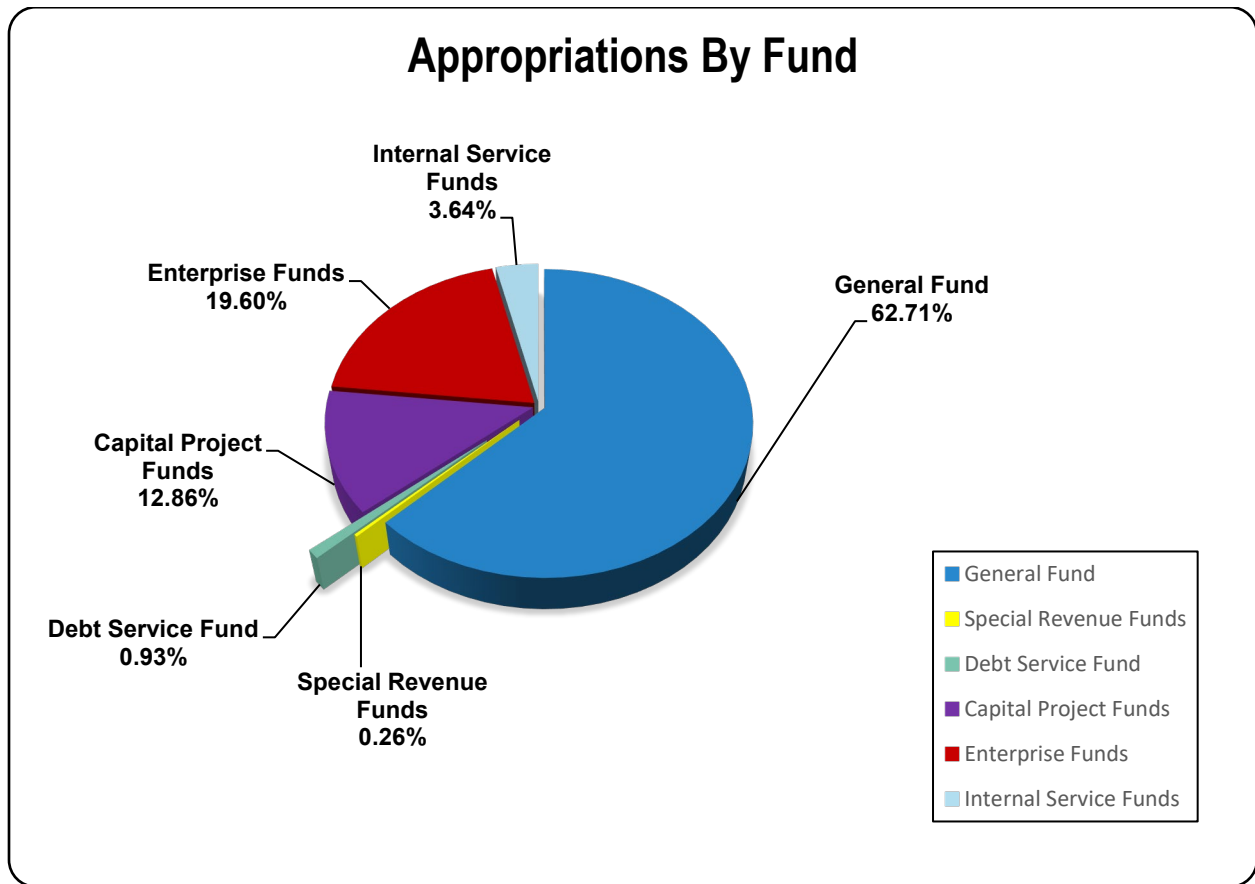


Figure 1 – Total Sources \$36,952,722





**Figure 2 – Total Appropriations \$36,952,722**

## Debt Service

Outstanding principal on the Series 2012 Public Improvement Refunding Revenue Note is currently \$2,663,000. Related Debt service for FY 2020 is \$345,033. The interest rate on this note is 2.93% and the final payment is due on October 1, 2027.

## Capital Projects

- Appropriations for FY 2020 General Fund capital projects total \$820,340 and consist primarily of IT upgrades and capital improvements on our municipal facilities. Also included herein is funding of \$121,000 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 total \$106,000 for FY 2020, comprised primarily of funding for replacement of the aging trellises at the Events Center.
- Our bi-annual road resurfacing project is scheduled for FY 2020. Funding in the amount of \$1,500,000 is appropriated, accordingly, from the one-cent sales tax program.
- The Rinehart Road Improvement Project began in FY 2019 and continues in FY 2020, funded jointly by the City and Seminole County through the one-cent sales tax program. The total project allocation is \$5.3 million. Portions of this project's costs will also be reimbursed by FDOT. Improvements include a new traffic signal at Woodbridge Lakes Way,

## BUDGET MESSAGE

lengthening of the right turn lane into Crystal Lakes Elementary School, and various additional transportation improvements along the Rinehart corridor, as new associated development warrants.

- The Water Main Extension Project, funded in the Water & Sewer Fund, will provide system improvements (“loop”) to the water distribution system in two areas: 1) the South end of the City between S. Country Club Road and Longwood/Lake Mary Road, and 2) Rinehart Road at the northwest corner of The Forest community.

### Personnel

The City’s goal for its employee pay and benefit program is to attract and retain top talent, in part by staying competitive with our peer cities and other relative competitors. Accordingly, the proposed FY 2020 budget includes funding of \$225,000 to assess and implement, as warranted, salary survey-related pay adjustments affecting public safety and other positions. Also included herein is funding for performance-based merit increases of up to 3% per employee through the annual evaluation process and continued funding for our employee recognition program. The proposed budget also provides for the addition of one (1) new Police Officer in FY 2020.

### 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 unusually high recent claims experience, our health insurance premiums are increasing 9.7% for FY 2020. 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 2020.

### Vehicle Replacement Fund

The Vehicle Replacement Fund currently serves a fleet of 167 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, seventeen (17) items are scheduled for replacement in FY 2020. The items include seven (7) Police vehicles, one (1) speed trailer, one (1) light trailer, one (1) Fire rescue unit, two (2) Fire personnel vehicles, two (2) Building personnel vehicles, two (2) Park personnel vehicles, and one (1) Support Services personnel vehicle.

### Budget Calendar

A Commission Workshop to review and consider the Fiscal Year 2020 Proposed Budget is scheduled for July 25, 2019 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, 2019. Thus, consideration of a tentative millage rate for adoption by the Commission is included on the July 25, 2019 regular Commission meeting agenda. This item includes my recommendation that the Commission establish a proposed millage rate for FY 2020

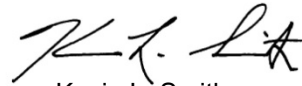
## BUDGET MESSAGE

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of 3.5895 mills (unchanged from FY 2019), set the rolled-back rate at 3.3909 mills, and schedule the first public hearing for adoption of the FY 2020 budget for September 5, 2019, at 7:00 PM in the Commission Chambers.

### Acknowledgments

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



Kevin L. Smith  
City Manager

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# BUDGET AT A GLANCE

## BUDGET SUMMARY CITY OF LAKE MARY, FLORIDA - FISCAL YEAR 2020

Millage Per \$1,000

General Fund 3.5895

ESTIMATED REVENUES	GENERAL FUND	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	ENTERPRISE FUNDS	INTERNAL SERVICE	TOTAL ALL FUNDS
Taxes: Millage per \$1,000							
Ad Valorem Tax 3.5895	\$ 9,024,229	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,024,229
Franchise & Utility Taxes	5,994,900	-	-	-	-	-	5,994,900
Licenses and Permits	1,662,000	-	-	-	-	-	1,662,000
Fines and Forfeitures	75,000	11,700	-	-	-	-	86,700
Intergovernmental	2,007,085	-	-	2,336,455	-	-	4,343,540
Charges for Services	1,784,500	67,000	-	-	5,359,000	1,192,784	8,403,284
Other	472,000	8,275	-	15,000	554,500	85,000	1,134,775
<b>TOTAL SOURCES</b>	<b>21,019,714</b>	<b>86,975</b>	<b>-</b>	<b>2,351,455</b>	<b>5,913,500</b>	<b>1,277,784</b>	<b>30,649,428</b>
Transfers In	1,350,000	-	347,065	700,000	-	-	2,397,065
Fund Balance/Reserves/Net Assets	16,573,617	567,318	310,000	3,707,765	13,197,118	2,274,413	36,630,231
<b>TOTAL REVENUES, TRANSFERS &amp; BALANCES</b>	<b>\$ 38,943,331</b>	<b>\$ 654,293</b>	<b>\$ 657,065</b>	<b>\$ 6,759,220</b>	<b>\$ 19,110,618</b>	<b>\$ 3,552,197</b>	<b>\$ 69,676,724</b>
<b>EXPENDITURES</b>							
General Government	3,411,239	-	-	-	-	-	3,411,239
Finance	587,155	-	-	-	-	-	587,155
Building	882,482	-	-	-	-	-	882,482
Police	6,693,319	11,600	-	-	-	-	6,704,919
Fire	5,973,854	-	-	-	-	-	5,973,854
Public Works	1,023,824	-	-	-	-	-	1,023,824
Parks and Recreation/Facilities Maintenance	3,553,329	8,600	-	-	-	-	3,561,929
Water and Sewer Operating	-	-	-	-	4,391,076	-	4,391,076
Stormwater	-	-	-	-	406,318	-	406,318
Vehicle Maintenance	-	-	-	-	-	335,551	335,551
Health Insurance	-	-	-	-	-	-	-
Capital Projects	-	74,440	-	4,751,340	1,095,542	1,010,955	6,932,277
Debt Service	-	-	345,033	-	-	-	345,033
<b>TOTAL EXPENDITURES</b>	<b>\$ 22,125,202</b>	<b>\$ 94,640</b>	<b>\$ 345,033</b>	<b>\$ 4,751,340</b>	<b>\$ 5,892,936</b>	<b>\$ 1,346,506</b>	<b>\$ 34,555,657</b>
Transfers Out	1,047,065	-	-	-	1,350,000	-	2,397,065
Fund Balance/Reserves/Net Assets	15,771,064	559,653	312,032	2,007,880	11,867,682	2,205,691	32,724,002
<b>TOTAL APPROPRIATED EXPENDITURES TRANSFERS, RESERVES &amp; BALANCES</b>	<b>\$ 38,943,331</b>	<b>\$ 654,293</b>	<b>\$ 657,065</b>	<b>\$ 6,759,220</b>	<b>\$ 19,110,618</b>	<b>\$ 3,552,197</b>	<b>\$ 69,676,724</b>

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# MILLAGE AND TAXABLE VALUES

## Quick Facts

- Based on the preliminary taxable value estimate provided by the Seminole County Property Appraiser on June 21, 2019, ad valorem taxable values in the City rose to \$2.64 billion, up 9.18% from the prior year.
- The proposed millage rate of 3.5895 generates \$9,024,229 in budgeted ad valorem revenues for FY 2020.
- Each 1/10<sup>th</sup> of a mill generates \$251,406 in ad valorem tax revenue.

## Historical Perspective

	FY 15	FY 16	FY 17	FY 18	FY 19	Proposed FY 20
<b>Taxable Value (millions)</b>	\$ 1,855.7	\$ 1,982.6	\$ 2,093.4	\$ 2,262.4	\$ 2,423.9	\$ 2,646.3
<b>% Change in Taxable Value</b>	4.02%	6.84%	5.52%	8.07%	7.14%	9.18%
<b>New Construction Value (millions)</b>	\$ 23.41	\$ 66.33	\$ 38.89	\$ 32.60	\$ 34.95	\$ 87.5
<b>Millage Rate</b>	3.5895	3.5895	3.5895	3.5895	3.5895	3.5895
<b>Rolled-back Rate</b>	3.4747	3.4826	3.4658	3.3628	3.3373	3.3909
<b>Adjusted Rolled-back Rate</b>	5.0633	5.0832	5.0205	4.8955	4.7076	4.5125
<b>Majority Vote Maximum Rate</b>	5.2228	5.1828	5.2088	5.0478	4.7768	4.6655
<b>Two-thirds Vote Maximum Rate</b>	5.7451	5.7011	5.7297	5.5526	5.2545	5.1321
<b>Property Tax Revenue (millions)</b>	\$ 6.33	\$ 6.76	\$ 7.14	\$ 7.71	\$ 8.27	\$ 9.02

## 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 2020, this rate is 3.3909 and would generate ad valorem revenue of \$8,524,935.

**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 2020, this rate is 4.5125 and would generate ad valorem revenue of \$11,344,708.

**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 2020, this rate is 4.6655 and would generate ad valorem revenues of \$11,729,360.

**Two-thirds Vote Maximum Rate.** This rate represents 110% of the Maximum Rate and requires a two-thirds (supermajority) vote to impose. For FY 2020, this rate is 5.1321 and would generate ad valorem revenues of \$12,902,421.

# LAKE MARY AT A GLANCE

<b>Form of Government</b>	<b>Commission/Manager</b>
<b>Area</b>	<b>9.9 Square Miles</b>
<b>Total Fiscal Year 2020 Proposed Budget</b>	<b>\$ 36,952,722</b>
<b>Taxable Property Valuation</b>	<b>\$ 2,646,381,812</b>
<b>Proposed Fiscal Year 2020 Millage Rate</b>	<b>3.5895</b>

<b>Population</b>		<b>Service Statistics</b>	
2018	16,746	<b>Utilities</b> (Active Accounts)	
2017	16,538	Water	5,289
2016	16,119	Sewer	3,031
2015	15,905	<b>Solid Waste Collection Accounts</b>	
		Residential	5,255
		Commercial	256
<b>Resident Statistics</b>		<b>Streets</b>	
Median Age	39.2	Paved (miles)	66.05
Per Capita Income	\$41,285	Unpaved (miles)	2.46
Unemployment Rate	2.7%	Street Lights	1,135
<b>School Enrollment</b>		<b>Parks &amp; Recreation</b>	
Crystal Lake Elementary	768	Acreage	72
Lake Mary Elementary	912	Parks	11
Lake Mary Preparatory	529	Community Centers	3
<b>Total Taxable Assessed Values</b>		<b>Community Development</b>	
2018	\$2,244,781	Land Use Amendments/Rezoning	14
2017	\$2,088,057	License/Permit Reviews	1,077
2016	\$1,983,960	<b>Building Development</b>	
2015	\$1,856,824	Total Permits Issued	2,476
		Construction Inspections	8,709
<b>Business Tax Receipts</b>		<b>Police</b>	
2018	2,138	Sworn Officers	44
2017	2,016	Civilians	4
2016	1,983	Reserve Officers	3
2015	1,999	Code Enforcement	1
<b>Total Debt Outstanding</b>		<b>Fire</b>	
Refunding Revenue Note (millions)	2.663	Employees	44
Per Capita	159	Emergency Calls Answered	3,071
		Medical Transports	2,034
		Fire Stations	2



## **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 2020 Operating Budget**

**Revenues and Expenditures Summary**

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Fund Balance, October 1</b>	\$ 16,452,964	\$ 18,581,684	\$ 18,581,684	\$ 16,573,617
<b>Revenue and Other Sources:</b>				
Millage Rate	<b>3.5895</b>	<b>3.5895</b>	<b>3.5895</b>	<b>3.5895</b>
Ad valorem taxes	\$ 7,811,512	\$ 8,265,607	\$ 8,265,607	\$ 9,024,229
Franchise and utility taxes	6,111,049	5,745,898	5,745,898	5,994,900
Licenses and permits	2,583,767	1,676,000	1,676,000	1,662,000
Fines and forfeitures	99,131	74,200	74,200	75,000
Intergovernmental	2,100,581	1,944,585	1,944,585	2,007,085
Charges for services	1,997,366	1,741,800	1,741,800	1,784,500
Other	777,130	482,000	482,000	472,000
Operating transfers in	1,700,615	1,350,000	1,350,000	1,350,000
<b>Total Revenues</b>	<b>23,181,151</b>	<b>21,280,090</b>	<b>21,280,090</b>	<b>22,369,714</b>
<b>Total Revenues &amp; Balances</b>	<b>39,634,115</b>	<b>39,861,774</b>	<b>39,861,774</b>	<b>38,943,331</b>
<b>Expenditures and Other Uses:</b>				
General Government	\$ 2,397,238	\$ 2,960,864	\$ 2,960,864	\$ 2,928,089
Finance	498,336	554,057	554,057	587,155
Building	519,788	717,923	717,923	882,482
Police	6,123,688	6,408,017	6,408,017	6,693,319
Fire	5,244,803	5,622,947	5,622,947	5,973,854
Public Works	1,510,969	1,121,946	1,121,946	1,023,824
Parks & Recreation and Facilities Maint	2,995,253	3,451,132	3,451,132	3,553,329
Economic Incentives	440,494	541,900	541,900	483,150
<b>Transfers Out:</b>				
Debt Service Fund	346,962	349,002	349,002	347,065
Stormwater Fund	-	-	184,369	-
Law Enforcement Trust Fund - Federal	42,900	-	-	-
Capital Projects Fund	932,000	1,100,000	1,376,000	700,000
<b>Total Transfers Out</b>	<b>1,321,862</b>	<b>1,449,002</b>	<b>1,909,371</b>	<b>1,047,065</b>
<b>Total Expenditures and Other Uses</b>	<b>21,052,431</b>	<b>22,827,788</b>	<b>23,288,157</b>	<b>23,172,267</b>
<b>Increase (Decrease) in Fund Balance</b>	<b>2,128,720</b>	<b>(1,547,698)</b>	<b>(2,008,067)</b>	<b>(802,553)</b>
<b>Fund Balance, September 30</b>	<b>\$ 18,581,684</b>	<b>\$ 17,033,986</b>	<b>\$ 16,573,617</b>	<b>\$ 15,771,064</b>



**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

**Summary of Revenues**

Account Code	Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
	Millage Rate	3.5895	3.5895	3.5895	3.5895
311-10	Ad Valorem Tax	\$ 7,811,512	\$ 8,265,607	\$ 8,265,607	\$ 9,024,229
	<b>Franchise &amp; Utility:</b>				
313-10	Duke Energy - Franchise	1,192,359	1,086,250	1,086,250	1,108,900
313-11	FP&L - Franchise	558,891	576,430	576,430	565,000
313-40	Propane - Franchise	10,102	8,000	8,000	8,000
313-70	Solid Waste - Franchise	591,183	580,000	580,000	586,000
	Total Franchise	2,352,535	2,250,680	2,250,680	2,267,900
314-10	Duke Energy - Utility	1,403,129	1,333,616	1,333,616	1,400,000
314-11	FP&L - Utility	756,334	762,444	762,444	760,000
314-20	Telecommunications	1,546,422	1,347,158	1,347,158	1,515,000
314-80	Propane Gas - Utility	52,629	52,000	52,000	52,000
	Total Utility	3,758,514	3,495,218	3,495,218	3,727,000
	Total Franchise & Utility	6,111,049	5,745,898	5,745,898	5,994,900
	<b>Licenses and Permits:</b>				
321-60	Business Tax Receipts	130,074	126,000	126,000	126,000
322-10	Building Permits	2,254,013	1,400,000	1,400,000	1,400,000
322-20	Electrical Permits	98,793	70,000	70,000	60,000
322-30	Plumbing Permits	35,221	30,000	30,000	26,000
322-40	Mechanical Permits	65,666	50,000	50,000	50,000
	Total Licenses & Permits	2,583,767	1,676,000	1,676,000	1,662,000
	<b>Fines &amp; Forfeitures:</b>				
351-10	Court Fines	70,776	58,000	58,000	58,000
351-30	False Alarm Fees	7,650	1,200	1,200	2,000
351-50	Violation of Local Ordinances	20,705	15,000	15,000	15,000
	Total Fines & Forfeitures	99,131	74,200	74,200	75,000
	<b>Intergovernmental:</b>				
312-41	Local Option Gas Tax	279,135	285,000	285,000	290,000
334-00	Grants	205,781	-	-	-
335-12	State Rev. Share/Gas Tax	443,500	445,000	445,000	480,000
335-14	Mobile Home License	156	85	85	85
335-15	Alcoholic Beverage License	3,157	11,500	11,500	11,500
335-18	1/2 Cent Sales Tax	1,142,133	1,177,500	1,177,500	1,200,000
335-20	Firefighter Supplement	15,095	14,000	14,000	14,000
341-80	County Business License	11,624	11,500	11,500	11,500
	Total Intergovernmental	2,100,581	1,944,585	1,944,585	2,007,085
	<b>Charges for Services:</b>				
341-21	Zoning Fees	47,357	25,000	25,000	25,000
341-22	Site Plan Fees	1,900	-	-	-
342-10	Police Services	226,056	140,000	140,000	160,000
342-60	Rescue Transport Fees	840,271	675,000	675,000	700,000
347-10	Community/Events Center Rent	583,634	590,000	590,000	585,000
347-15	Community Center	92,058	94,000	94,000	94,000
347-20	Summer Camp Fees	76,192	62,500	62,500	65,000

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

**Summary of Revenues**

<b>Account Code</b>	<b>Description</b>	<b>2018 Actual</b>	<b>2019 Original Budget</b>	<b>2019 Adjusted Budget</b>	<b>2020 Budget</b>
347-30	Farmers Market	18,470	23,000	23,000	21,000
347-40	Skate Park Fees	500	800	800	500
347-45	Splash Park Fees	19,582	23,500	23,500	21,000
347-50	Park Rentals	720	1,000	1,000	1,000
347-60	Sports Complex Rentals	37,583	33,000	33,000	33,000
347-70	Softball Leagues	11,186	17,000	17,000	14,000
347-80	Concession Revenues	3,611	12,000	12,000	10,000
347-90	Tennis Center Revenues	38,246	45,000	45,000	55,000
	Total Charges for Services	1,997,366	1,741,800	1,741,800	1,784,500
	<b>Other:</b>				
361-10	Interest	188,337	250,000	250,000	225,000
363-10	Streetlighting	32,899	32,000	32,000	32,000
364-00	Sale of Capital Assests	1,007	-	-	-
369-00	Other Miscellaneous Revenues	554,887	200,000	200,000	215,000
	Total Other Revenue	777,130	482,000	482,000	472,000
	<b>Transfers In:</b>				
381-00	Transfers from W&S	1,700,615	1,350,000	1,350,000	1,350,000
	Total Transfers In	1,700,615	1,350,000	1,350,000	1,350,000
	Total General Fund Revenue	23,181,151	21,280,090	21,280,090	22,369,714
	Carry-Forward Fund Balance	16,452,964	-	-	-
	Total Available	\$ 39,634,115	\$ 21,280,090	\$ 21,280,090	\$ 22,369,714

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

**Summary of Expenditures**

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>General Government</b>				
City Commission	\$ 90,798	\$ 100,471	\$ 100,471	\$ 104,696
City Manager	711,005	812,786	812,786	652,338
Legal Services	75,395	135,000	135,000	140,000
City Clerk	205,169	225,389	225,389	198,288
General Administration	1,098,727	1,488,314	1,488,314	1,387,014
Risk Management	14,049	15,050	15,050	20,750
Community Development	346,865	334,109	334,109	465,761
Information Systems	295,724	391,645	391,645	442,392
Total General Government	2,837,732	3,502,764	3,502,764	3,411,239
<b>Finance</b>	498,336	554,057	554,057	587,155
<b>Building Division</b>	519,788	717,923	717,923	882,482
<b>Police</b>				
Operations	5,310,977	5,524,145	5,524,145	5,834,526
Support Services	812,711	883,872	883,872	858,793
Total Police	6,123,688	6,408,017	6,408,017	6,693,319
<b>Fire</b>				
Fire Emergency Operations	4,798,889	5,125,668	5,125,668	5,453,429
Fire Prevention	445,914	497,279	497,279	520,425
Total Fire	5,244,803	5,622,947	5,622,947	5,973,854
<b>Public Works</b>				
Administration	434,862	464,272	464,272	372,113
Street/Sidewalks	580,448	657,674	657,674	651,711
Storm Activities	495,659	-	-	-
Total Public Works	1,510,969	1,121,946	1,121,946	1,023,824
<b>Parks and Recreation</b>				
Parks and Recreation	1,768,156	2,061,710	2,061,710	2,092,270
Facilities Maintenance	409,346	415,524	415,524	428,088
Events Center	449,950	504,978	504,978	530,261
Community Center	175,290	203,984	203,984	224,899
Senior Center	117,852	143,717	143,717	145,088
Tennis Center	74,659	121,219	121,219	132,723
Total Parks and Recreation	2,995,253	3,451,132	3,451,132	3,553,329
<b>Transfers Out</b>				
Debt Service Fund	346,962	349,002	349,002	347,065
Law Enforcement Trust Fund - Federal	42,900	-	-	-
Capital Projects Fund	932,000	1,100,000	1,376,000	700,000
Stormwater Fund	-	-	184,369	-
Total Transfers Out	1,321,862	1,449,002	1,909,371	1,047,065
Total General Fund	\$ 21,052,431	\$ 22,827,788	\$ 23,288,157	\$ 23,172,267

# 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	2017	2018	%Change	2019 EST
Regular meetings held	19	19	0%	20
Special meetings held	2	1	-50%	1
Public hearings held	75	38	-49%	50
Representation on other boards	15	15	0%	15
Work sessions held	4	4	0%	3

BUDGET SUMMARY - CITY COMMISSION	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Salaries	\$ 45,300	\$ 45,300	\$ 45,300	\$ 45,300
Benefits	\$ 36,242	\$ 43,195	\$ 43,195	\$ 47,395
Operating	\$ 9,256	\$ 11,976	\$ 11,976	\$ 12,001
<b>TOTAL</b>	<b>\$ 90,798</b>	<b>\$ 100,471</b>	<b>\$ 100,471</b>	<b>\$ 104,696</b>

STAFFING ANALYSIS - CITY COMMISSION	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Mayor	1	1	1	1
Deputy Mayor	1	1	1	1
City Commissioner	3	3	3	3
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 45,300	\$ 45,300	\$ 45,300	\$ 45,300
21-00 FICA	3,642	3,795	3,795	3,795
22-00 Employer Pension	5,400	5,400	5,400	5,400
23-00 Health/Life Insurance	27,200	34,000	34,000	38,200
Subtotal	81,542	88,495	88,495	92,695
<b>Operating Expenditures:</b>				
40-10 Travel & Per Diem	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
40-20 Travel Allowance	6,000	6,000	6,000	6,000
41-10 Telephone & Fax	245	300	300	325
42-00 Postage & Freight	12	50	50	50
45-50 Insurance Costs	2,643	3,476	3,476	3,476
47-30 Photocopies	125	400	400	400
52-10 General Operating Supplies	231	250	250	250
Subtotal	9,256	11,976	11,976	12,001
Total Costs	\$ 90,798	\$ 100,471	\$ 100,471	\$ 104,696

# 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
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

PERFORMANCE MEASURES	2017	2018	%Change	2019 EST
Employment applications received	873	626	-28%	675
Evaluations processed	198	206	4%	203
W/C, accident, liability, loss/damage reports	68	54	-21%	61
FEMA PA projects	8	-	N/A	-
FEMA funds recovered	\$ 65,647	\$ 796,533	N/A	\$ -
FEMA funds expected	\$ 143,059	\$ 796,533	N/A	\$ -

BUDGET SUMMARY - CITY MANAGER	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Salaries	\$ 516,144	\$ 600,150	\$ 600,150	\$ 464,550
Benefits	\$ 174,054	\$ 185,787	\$ 185,787	\$ 164,339
Operating	\$ 20,807	\$ 26,849	\$ 26,849	\$ 23,449
<b>TOTAL</b>	<b>\$ 711,005</b>	<b>\$ 812,786</b>	<b>\$ 812,786</b>	<b>\$ 652,338</b>



<b>STAFFING ANALYSIS - CITY MANAGER</b>	<b>2018 ACTUAL</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2019 ADJUSTED BUDGET</b>	<b>2020 BUDGET</b>
City Manager (CM)	1	1	1	1
Administrative Assistant to CM	1	1	1	1
Assistant City Manager	1	1	1	0
Accreditation QA Manager - FEMA Reporting	1	1	1	1
HR Manager	1	1	1	1
HR Specialist	1	1	1	1
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>5</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 516,144	\$ 599,900	\$ 599,900	\$ 464,300
14-00 Overtime	-	250	250	250
21-00 FICA	35,582	45,912	45,912	35,539
22-00 Employer Pension	65,794	75,019	75,019	58,069
22-10 City Manager CFG	17,159	18,000	18,000	18,400
23-00 Health/Life Insurance	53,945	45,100	45,100	50,575
24-00 Workers Compensation	1,574	1,756	1,756	1,756
Subtotal	690,198	785,937	785,937	628,889
<b>Operating Expenditures:</b>				
40-10 Travel & Per Diem	\$ 2,485	\$ 4,500	\$ 4,500	\$ 4,500
40-20 Car Allowance	9,162	8,400	8,400	4,800
41-10 Telephone & Fax	3,221	3,500	3,500	3,500
42-00 Postage & Freight	104	300	300	300
45-50 Insurance Costs	1,506	1,999	1,999	1,999
46-40 Equipment R&M	-	500	500	500
47-10 Printing & Binding	-	200	200	200
47-30 Photocopies	304	800	800	1,000
48-10 Promotional Activities	66	100	100	100
49-10 Legal Advertising	-	500	500	500
51-20 Office Equipment under \$1,000	280	750	750	750
51-30 Office Supplies	947	2,000	2,000	2,000
54-10 Memberships/Periodicals	2,732	3,000	3,000	3,000
54-30 Employee Development	-	300	300	300
Subtotal	20,807	26,849	26,849	23,449
Total Costs	\$ 711,005	\$ 812,786	\$ 812,786	\$ 652,338

# 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	2017	2018	%Change	2019 EST
Ordinances prepared	3	-	-100%	2
Ordinances reviewed	29	20	-31%	25
Resolutions prepared	1	-	-100%	2
Resolutions reviewed	16	10	-38%	15

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Operating Expenditures:</b>				
31-00 Legal Services	\$ 75,395	\$ 105,000	\$ 105,000	\$ 105,000
31-10 Other Legal Services	-	30,000	30,000	35,000
Subtotal	75,395	135,000	135,000	140,000
Total Costs	\$ 75,395	\$ 135,000	\$ 135,000	\$ 140,000

# 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. City Clerk and Deputy City Clerk to obtain Certified Municipal Clerk Designation.

PERFORMANCE MEASURES	2017	2018	%Change	2019 EST
Ordinances executed	29	20	-31%	25
Resolutions executed	16	10	-38%	15
Business Tax Receipts issued	2,042	2,214	0	2,400
Candidates qualified	2	5	150%	2
Minutes recorded	22	20	-9%	22
Pages transcribed	636	273	-57%	250

BUDGET SUMMARY - CITY CLERK	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Salaries	\$ 145,112	\$ 154,550	\$ 154,550	\$ 115,525
Benefits	\$ 41,730	\$ 46,158	\$ 46,158	\$ 40,044
Operating	\$ 18,327	\$ 24,681	\$ 24,681	\$ 42,719
<b>TOTAL</b>	<b>\$ 205,169</b>	<b>\$ 225,389</b>	<b>\$ 225,389</b>	<b>\$ 198,288</b>

STAFFING ANALYSIS - CITY CLERK	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
City Clerk	1	1	1	1
Deputy City Clerk	1	1	1	1
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 144,194	\$ 150,450	\$ 150,450	\$ 111,425
14-00 Overtime	918	4,100	4,100	4,100
21-00 FICA	10,879	11,824	11,824	8,838
22-00 Employer Pension	16,641	19,319	19,319	14,441
23-00 Health/Life Insurance	14,109	14,900	14,900	16,650
24-00 Workers Compensation	101	115	115	115
Subtotal	186,842	200,708	200,708	155,569
<b>Operating Expenditures:</b>				
34-40 Contractual Services	\$ 6,005	\$ 6,265	\$ 6,265	\$ 18,400
40-10 Travel & Per Diem	1,686	3,260	3,260	4,260
41-10 Telephone & Fax	245	325	325	325
42-00 Postage & Freight	1,888	3,000	3,000	3,600
45-50 Insurance Costs	736	956	956	956
47-10 Printing & Binding	567	1,350	1,350	4,400
47-30 Photocopies	114	300	300	300
49-10 Legal Advertising	4,676	4,900	4,900	5,900
51-20 Office Equipment under \$1,000	110	800	800	800
51-30 Office Supplies	455	615	615	973
52-10 General Operating Supplies	1,210	1,750	1,750	1,750
54-10 Memberships/Periodicals	635	560	560	455
54-30 Employee Development	-	600	600	600
Subtotal	18,327	24,681	24,681	42,719
Total Costs	\$ 205,169	\$ 225,389	\$ 225,389	\$ 198,288



## GENERAL ADMINISTRATION

### PROGRAM SUMMARY

To provide the funding for general services including audit, 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	2017	2018	%Change	2019 EST
Memberships in outside organizations	7	8	14%	10
Special recognition (persons)	12	34	183%	39
Wellness Center utilization	83%	85%	2%	89%
Unique patients	237	233	-2%	220

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
15-00 Board Pay	\$ 520	\$ 1,000	\$ 1,000	\$ 1,000
25-00 Unemployment Compensation	62	7,000	7,000	7,000
Subtotal	582	8,000	8,000	8,000
<b>Operating Expenditures:</b>				
31-30 Medical Services	\$ 169	\$ -	\$ -	\$ -
31-40 Professional Services	104,729	77,500	77,500	80,000
31-90 Employee Wellness Center	266,750	330,000	330,000	330,000
32-00 Accounting/Auditing	13,750	17,500	17,500	-
34-40 Contractual Service	27,576	75,550	75,550	45,600
41-10 Telephone & Fax	1,150	1,400	1,400	1,400
42-00 Postage & Freight	3,059	2,500	2,500	2,500
43-10 Water/Sewer	1,123	1,700	1,700	1,800
43-50 Electric	32,789	36,000	36,000	36,000
43-70 Gas	402	600	600	600
44-30 Equipment Rental	3,277	3,000	3,000	3,300
45-50 Insurance Costs	10,004	13,164	13,164	13,164
46-20 Building R&M	139	-	-	-
46-40 Equipment R&M	979	5,000	5,000	5,000
47-10 Printing & Binding	6,443	7,250	7,250	7,250
47-30 Photocopies	6,312	7,400	7,400	7,400
48-10 Promotional Activities	41,719	40,000	40,000	42,000
48-20 Employee Recognition	7,040	10,550	10,550	10,550
52-10 General Operating Supplies	5,807	5,550	5,550	5,550
54-10 Memberships/Periodicals	10,841	18,750	18,750	18,750
54-30 Employee Development	-	5,000	5,000	5,000
58-10 Pay Plan Adjustment	-	225,000	225,000	225,000
58-20 Discretionary Fund	19,050	20,000	20,000	20,000
<b>Grants &amp; Aids</b>				
82-00 17-92 CRA Portion	84,543	-	-	-
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
82-05 Economic Incentive: Dixon Ticonderoga	-	2,500	2,500	-
82-06 Economic Incentive: Paylocity	6,750	14,250	14,250	14,250
82-07 Economic Incentive: Faro	6,697	7,650	7,650	7,650
82-08 Economic Incentive: Axium	-	22,500	22,500	22,500

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
82-09 Economic Incentive: Verizon	189,047	225,000	225,000	168,750
82-10 Economic Incentive: Deloitte	238,000	170,000	170,000	170,000
82-13 Economic Incentive: Superior	-	100,000	100,000	100,000
Subtotal	1,098,145	1,480,314	1,480,314	1,379,014
Total Costs	\$ 1,098,727	\$ 1,488,314	\$ 1,488,314	\$ 1,387,014

# 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	2017	2018	%Change	2019 EST
Safety Committee Meetings	12	12	0%	12
Departmental Safety Meetings	48	48	0%	48
Accidents & Injuries Reviewed	50	54	8%	58
In-house safety inspections performed	42	48	14%	54

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Operating Expenditures:</b>				
31-30 Medical Services	\$ 1,045	\$ 1,000	\$ 1,000	\$ 3,500
34-40 Contractual Services	1,469	1,500	1,500	3,500
40-10 Travel & Per Diem	387	500	500	500
48-10 Promotional Activities	11,148	12,000	12,000	12,000
52-10 General Operating Supplies	-	50	50	50
54-30 Employee Development	-	-	-	1,200
Subtotal	14,049	15,050	15,050	20,750
Total Costs	\$ 14,049	\$ 15,050	\$ 15,050	\$ 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. Refresh of the Downtown Master Plan.
6. Land Development Code Updates as needed.

PERFORMANCE MEASURES	2017	2018	%Change	2019 EST
Land Use Amendments	1	4	300%	2
Rezoning	7	9	29%	5
Conditional Use	3	1	-67%	2
Subdivisions	8	7	-13%	8
Site Plans	6	8	33%	6
Variances	2	1	-50%	1
Vacates	1	-	-100%	1
Neighborhood Beautification Grants	-	1	0%	1
PUD Development Agreements & Amendments	1	-	-100%	2
Development Agreements, New	-	2	0%	2
DRC Review	6	14	133%	15
Home Occupation Review	45	34	-24%	35
Business License Review	281	310	10%	325
Permit Review	568	733	29%	750
Annexations	-	-	0%	-



<b>BUDGET SUMMARY - COMMUNITY DEVELOPMENT</b>	<b>2018 ACTUAL</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2019 ADJUSTED BUDGET</b>	<b>2020 BUDGET</b>
Salaries	\$ 243,024	\$ 218,500	\$ 218,500	\$ 313,250
Benefits	\$ 65,702	\$ 70,486	\$ 70,486	\$ 101,543
Operating	\$ 38,139	\$ 45,123	\$ 45,123	\$ 50,968
<b>TOTAL</b>	<b>\$ 346,865</b>	<b>\$ 334,109</b>	<b>\$ 334,109</b>	<b>\$ 465,761</b>

<b>STAFFING ANALYSIS - COMMUNITY DEVELOPMENT</b>	<b>2018 ACTUAL</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2019 ADJUSTED BUDGET</b>	<b>2020 BUDGET</b>
Community Development Director	1	1	1	1
City Planner	1	1	1	1
Planner	1	1	1	1
GIS Coordinator	0	0	0	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>

**Note:** GIS Coordinator position was moved from Public Works Administrative Division.

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 243,024	\$ 218,500	\$ 218,500	\$ 313,250
21-00 FICA	18,202	16,716	16,716	23,964
22-00 Employer Pension	26,745	27,313	27,313	39,157
23-00 Health/Life Insurance	17,278	22,600	22,600	34,565
24-00 Workers Compensation	3,477	3,857	3,857	3,857
Subtotal	308,726	288,986	288,986	414,793
<b>Operating Expenditures:</b>				
31-60 Professional Services	\$ 8,256	\$ 5,000	\$ 5,000	\$ 6,000
34-40 Contractual Services	3,941	7,294	7,294	7,530
40-10 Travel & Per Diem	248	1,500	1,500	2,000
40-20 Car Allowance	1,246	1,200	1,200	1,200
41-10 Telephone & Fax	741	1,085	1,085	2,750
42-00 Postage & Freight	1,075	2,000	2,000	2,000
43-10 Water/Sewer	406	600	600	700
43-50 Electric	6,037	6,800	6,800	6,800
44-60 Vehicle Rental	1,931	1,931	1,931	1,931
45-50 Insurance Costs	5,052	6,647	6,647	6,647
46-40 Equipment R&M	-	500	500	500
46-50 Vehicle Maintenance	1,023	1,000	1,000	1,000
46-60 Vehicle Maint/Contract	-	400	400	400
47-10 Printing & Binding	342	400	400	400
47-30 Photocopies	1,973	2,500	2,500	2,500
51-30 Office Supplies	1,529	1,966	1,966	3,000
52-20 Vehicle Fuel Charges	505	1,000	1,000	1,000
52-70 Uniforms	229	300	300	360
54-10 Memberships/Periodicals	2,178	1,500	1,500	1,750
54-30 Employee Development	1,427	1,500	1,500	2,500
Subtotal	38,139	45,123	45,123	50,968
Total Costs	\$ 346,865	\$ 334,109	\$ 334,109	\$ 465,761

# 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 thier 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	2017	2018	%Change	2019 EST
Network connected desktops maintained	120	125	4%	125
Network connected laptops maintained	79	83	5%	83
Network servers maintained	37	39	5%	42
Routers/Switches maintained	26	26	0%	27
Cell phones maintained	87	87	0%	87
Helpdesk tickets opened	1,640	1,786	9%	1,800
Average length tickets in days	2	2	0%	1

BUDGET SUMMARY - INFORMATION SYSTEMS	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Salaries	\$ 157,430	\$ 170,300	\$ 170,300	\$ 181,325
Benefits	\$ 45,849	\$ 57,349	\$ 57,349	\$ 62,371
Operating	\$ 92,445	\$ 163,996	\$ 163,996	\$ 198,696
<b>TOTAL</b>	<b>\$ 295,724</b>	<b>\$ 391,645</b>	<b>\$ 391,645</b>	<b>\$ 442,392</b>

<b>STAFFING ANALYSIS - INFORMATION SYSTEMS</b>	<b>2018 ACTUAL</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2019 ADJUSTED BUDGET</b>	<b>2020 BUDGET</b>
Information Technology Manager	1	1	1	1
Network Analyst	1	1	1	1
Helpdesk Technician	1	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 157,398	\$ 169,300	\$ 169,300	\$ 180,325
14-00 Overtime	32	1,000	1,000	1,000
21-00 FICA	11,992	13,028	13,028	13,872
22-00 Employer Pension	16,636	21,288	21,288	22,666
23-00 Health/Life Insurance	16,663	22,400	22,400	25,200
24-00 Workers Compensation	558	633	633	633
Subtotal	203,279	227,649	227,649	243,696
<b>Operating Expenditures:</b>				
34-10 Professional Services	\$ 1,905	\$ 2,500	\$ 2,500	\$ 2,500
40-10 Travel & Per Diem	580	2,500	2,500	2,500
41-10 Telephone & Fax	4,184	4,350	4,350	4,350
42-00 Postage & Freight	-	200	200	200
44-60 Vehicle Rental	1,953	1,953	1,953	1,953
45-50 Insurance Costs	602	782	782	782
46-10 Maintenance Contracts	79,522	146,500	146,500	175,200
46-40 Equipment R&M	100	400	400	1,400
46-50 Vehicle Maintenance	870	1,000	1,000	1,000
46-60 Vehicle Maint/Contract	-	100	100	100
51-20 Office Equipment under \$1,000	34	-	-	-
51-30 Office Supplies	694	650	650	650
52-20 Vehicle Fuel Charges	263	400	400	400
52-70 Uniforms	142	261	261	261
52-90 Equipment under \$1,000	971	1,000	1,000	1,000
54-10 Memberships/Periodicals	625	400	400	400
54-30 Employee Development	-	1,000	1,000	1,000
<b>Capital Outlay:</b>				
64-50 Machinery & Equipment	-	-	-	5,000
Subtotal	92,445	163,996	163,996	198,696
Total Costs	\$ 295,724	\$ 391,645	\$ 391,645	\$ 442,392

# 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. Review fleet maintenance charges.
9. To process invoice payments within 25 days of receipt date.

PERFORMANCE MEASURES	2017	2018	%Change	2019 EST
Number of journal entries	495	514	4%	500
Number of checks deposited	33,256	31,338	-6%	29,500
Number of electronic payments	13,200	13,134	-1%	13,100
Number of accounts payable checks	2,972	3,002	1%	3,000
Number of utility refund checks	284	283	0%	300
Number of purchase orders	497	323	-35%	250
Number of purchasing card transactions	3,519	3,742	6%	4,000
Number of Bids/RFP's processed	11	6	-45%	7
CAFR Certificate of Achievement	Yes	Pending	N/A	Continuing

BUDGET SUMMARY - FINANCE	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Salaries	\$ 380,970	\$ 405,550	\$ 405,550	\$ 414,150
Benefits	\$ 95,730	\$ 119,881	\$ 119,881	\$ 126,129
Operating	\$ 21,636	\$ 28,626	\$ 28,626	\$ 46,876
<b>TOTAL</b>	<b>\$ 498,336</b>	<b>\$ 554,057</b>	<b>\$ 554,057</b>	<b>\$ 587,155</b>



<b>STAFFING ANALYSIS - FINANCE</b>	<b>2018 ACTUAL</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2019 ADJUSTED BUDGET</b>	<b>2020 BUDGET</b>
Finance Director	1	1	1	1
Finance Manager	1	1	1	1
Senior Accountant	1	1	1	1
Purchasing Coordinator	1	1	1	1
Customer Service Rep	1	1	1	1
Accounts Payable Clerk	1	1	1	1
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 380,970	\$ 405,400	\$ 405,400	\$ 414,000
14-00 Overtime	-	150	150	150
21-00 FICA	28,394	31,025	31,025	31,683
22-00 Employer Pension	39,177	50,694	50,694	51,769
23-00 Health/Life Insurance	27,550	37,500	37,500	42,015
24-00 Workers Compensation	609	662	662	662
Subtotal	476,700	525,431	525,431	540,279
<b>Operating Expenditures:</b>				
34-40 Contractual Services	\$ 10,895	\$ 11,600	\$ 11,600	\$ 29,800
40-10 Travel & Per Diem	980	4,450	4,450	4,450
40-20 Car Allowance	1,039	1,200	1,200	1,200
41-10 Telephone & Fax	1,017	1,350	1,350	1,400
42-00 Postage & Freight	1,352	1,500	1,500	1,500
45-50 Insurance Costs	1,873	2,476	2,476	2,476
46-40 Equipment R&M	-	600	600	600
47-10 Printing & Binding	302	600	600	600
47-30 Photocopies	102	250	250	250
51-20 Office Equipment under \$1,000	1,129	1,500	1,500	1,500
51-30 Office Supplies	2,272	1,500	1,500	1,500
54-10 Memberships/Periodicals	555	1,000	1,000	1,000
54-30 Employee Development	120	600	600	600
Subtotal	21,636	28,626	28,626	46,876
Total Costs	\$ 498,336	\$ 554,057	\$ 554,057	\$ 587,155

## 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.
6. Training for online zoning and land use look-up.

PERFORMANCE MEASURES	2017	2018	%Change	2019 EST
Commercial - New/Renovation	118	163	38%	179
Residential - New/Renovation	232	313	35%	344
Miscellaneous Permits	1,700	2,097	23%	2,306
Total Permits Issued	2,050	2,573	26%	2,830
Construction Value in Millions	34	37	9%	40
Construction Inspections	6,659	8,709	31%	9,579
Construction Plan Reviews	660	900	36%	990
First Step Meetings	20	18	-10%	20

BUDGET SUMMARY - BUILDING DIVISION	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Salaries	\$ 329,235	\$ 464,069	\$ 464,069	\$ 465,950
Benefits	\$ 115,790	\$ 174,242	\$ 174,242	\$ 181,970
Operating	\$ 74,763	\$ 79,612	\$ 79,612	\$ 234,562
<b>TOTAL</b>	<b>\$ 519,788</b>	<b>\$ 717,923</b>	<b>\$ 717,923</b>	<b>\$ 882,482</b>

<b>STAFFING ANALYSIS - BUILDING DIVISION</b>	<b>2018 ACTUAL</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2019 ADJUSTED BUDGET</b>	<b>2020 BUDGET</b>
Building Official	1	1	1	1
Building Inspector	2	3	3	3
Plans Examiner	1	1	1	1
Permitting Services Manager	1	1	1	1
Permit Technician	1	1	2	2
Staff Assistant	1	1	0	0
Document Imaging Specialist (P/T)	1	1	1	1
<b>TOTAL</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>9</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 324,331	\$ 438,819	\$ 438,819	\$ 440,700
14-00 Overtime	-	1,250	1,250	1,250
17-00 Certification Incentives	4,904	24,000	24,000	24,000
21-00 FICA	24,317	35,503	35,503	35,646
22-00 Employer Pension	36,369	58,009	58,009	58,244
23-00 Health/Life Insurance	37,316	59,400	59,400	66,750
24-00 Workers Compensation	17,788	21,330	21,330	21,330
Subtotal	445,025	638,311	638,311	647,920
<b>Operating Expenditures:</b>				
34-40 Contractual Services	\$ 17,163	\$ 10,200	\$ 10,200	\$ 158,650
41-10 Telephone & Fax	5,326	7,500	7,500	8,200
42-00 Postage & Freight	-	100	100	100
43-10 Water/Sewer	610	800	800	900
43-50 Electric	9,055	10,200	10,200	10,200
44-30 Equipment Rental	-	1,200	1,200	1,200
44-60 Vehicle Rental	4,675	4,675	4,675	4,675
45-50 Insurance Costs	7,260	9,558	9,558	9,558
46-10 Maintenance Contracts	15,682	15,920	15,920	20,915
46-40 Equipment R&M	491	350	350	350
46-50 Vehicle Maintenance	3,724	3,900	3,900	3,900
46-60 Vehicle Maint/Contract	546	1,000	1,000	1,000
47-10 Printing & Binding	551	200	200	200
47-30 Photocopies	1,272	1,500	1,500	1,500
51-30 Office Supplies	2,033	3,700	3,700	3,700
52-20 Vehicle Fuel Charges	2,372	2,400	2,400	2,800
52-70 Uniforms	611	1,159	1,159	1,464
52-90 Equipment under \$1,000	-	650	650	650
54-10 Memberships/Periodicals	3,182	2,600	2,600	2,600
54-30 Employee Development	210	2,000	2,000	2,000
Subtotal	74,763	79,612	79,612	234,562
Total Costs	\$ 519,788	\$ 717,923	\$ 717,923	\$ 882,482

# 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. **Commission for Florida Accreditation (CFA)**

Continuously adjust and update policies and procedures in order to accomplish a successful review by the Commission for Florida Accreditation. This will be the agency's 5th re-accreditation and will allow us to achieve "Excelsior" recognition as an agency. (Scheduled Summer 2020)

### 2. **Preparing for Staffing Needs Based on City Growth and Development**

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. **Training Requirements**

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. **School Safety**

Provide police staffing at all schools within the City according to state law. Public schools to be staffed by Lake Mary officers. 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. **Succession Planning and Execution**

Prepare to recruit and promote as anticipated personnel retire or leave the agency. (8 sworn police personnel are eligible for retirement in 2019) Build upon reserve police officer unit.

### 6. **Personal Safety Training and Officer Wellness**

Continue to prepare current training for interested City employees on contemporary concerns for personal safety and the importance of planning how to react/respond in a critical incident. (Community Relations Division) Consideration of implementing an officer wellness program.

### 7. **Community Relations**

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.

<b>PERFORMANCE MEASURES</b>	<b>2017</b>	<b>2018</b>	<b>%Change</b>	<b>2019 EST</b>
<b>Uniform Crime Report Index</b>				
Murders	-	-	0%	-
Sex Offenses, Forcible	9	6	-33%	7
Robbery	5	5	0%	5
Assault/Battery	97	152	57%	124
Burglary	30	24	-20%	26
Theft, all other	196	188	-4%	192
Motor Vehicle Theft	13	9	-31%	11
Theft of Motor Vehicle Parts	15	6	-60%	10
Arson	0	1	0%	1
<b>Drug Related Incidents</b>				
Total Possession of Drugs/Paraphernalia Cases	77	111	44%	90
Total Driving While Intoxicated Arrests	21	20	-5%	20
<b>Total Physical Arrests made during the Year</b>				
Adults	397	500	26%	450
Juveniles	27	28	4%	28
<b>Traffic Related Calls</b>				
Total Vehicular Crashes worked	753	826	10%	875
Criminal Citations Issued	131	126	-4%	130
Grand Total UTC Citations Issued	3,472	3,909	13%	4,000
Total City Parking Citations issued	29	37	28%	45
Total K9 Searches (this includes outside agency requests)	672	445	-34%	500
<b>Alarms</b>				
Total Alarms (home, auto & business)	1,293	1,310	1%	1,350
Responses to City Ordinance Violations	512	542	6%	550
<b>Investigations</b>				
New Cases Assigned to Investigators	335	351	5%	370
Cases Closed/Inactivated by Investigators	335	323	-4%	335
Total Amount of Property Lost/Stolen	503,781	719,736	43%	750,000
Total Amount of Property Recovered	404,943	142,763	-65%	150,000

<b>BUDGET SUMMARY - POLICE OPERATIONS</b>	<b>2018 ACTUAL</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2019 ADJUSTED BUDGET</b>	<b>2020 BUDGET</b>
Salaries	\$ 3,025,712	\$ 3,214,406	\$ 3,214,406	\$ 3,407,916
Benefits	\$ 1,325,924	\$ 1,268,208	\$ 1,268,208	\$ 1,336,155
Operating	\$ 959,341	\$ 1,041,531	\$ 1,041,531	\$ 1,090,455
<b>TOTAL</b>	<b>\$ 5,310,977</b>	<b>\$ 5,524,145</b>	<b>\$ 5,524,145</b>	<b>\$ 5,834,526</b>

<b>STAFFING ANALYSIS - POLICE OPERATIONS</b>	<b>2018 ACTUAL</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2019 ADJUSTED BUDGET</b>	<b>2020 BUDGET</b>
Police Chief	1	1	1	1
Deputy Police Chief	1	1	1	1
Sr. Administrative Assistant	2	2	2	2
Accreditation Manager	1	1	1	1
Captain	2	2	2	2
Lieutenant	2	2	2	2
Sergeant	6	6	6	6
Police Officer I, II, 1st Class	31	33	33	34
OCDETF Officer	1	0	0	0
Community Service Officer	1	1	1	1
Reserve Police Officer	3	3	3	3
<b>TOTAL</b>	<b>51</b>	<b>52</b>	<b>52</b>	<b>53</b>



**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 2,743,553	\$ 2,920,050	\$ 2,920,050	\$ 3,099,200
14-00 Overtime	215,291	224,200	224,200	237,600
15-10 Incentive Pay	66,868	70,156	70,156	71,116
21-00 FICA	215,549	245,903	245,903	260,706
22-00 Employer Pension	640,227	564,581	564,581	560,940
23-00 Health/Life Insurance	388,020	365,000	365,000	420,185
24-00 Workers Compensation	82,128	92,724	92,724	94,324
Subtotal	4,351,636	4,482,614	4,482,614	4,744,071
<b>Operating Expenditures:</b>				
31-30 Medical Services	\$ 870	\$ 3,000	\$ 3,000	\$ 3,000
34-40 Contractual Services	14,106	14,760	14,760	14,960
40-10 Travel & Per Diem	17,119	12,800	12,800	17,150
41-10 Telephone & Fax	36,516	45,900	45,900	45,850
43-10 Water/Sewer	2,792	2,900	2,900	3,400
43-50 Electric	45,150	56,000	56,000	56,000
44-60 Vehicle Rental	388,349	374,740	374,740	391,211
45-50 Insurance Costs	65,976	86,761	86,761	86,761
46-10 Maintenance Contracts	12,588	7,975	7,975	8,170
46-40 Equipment R&M	4,850	12,998	12,998	15,288
46-50 Vehicle Maintenance	108,550	119,950	119,950	119,950
46-60 Vehicle Maint/Contract	27,029	20,000	20,000	24,500
47-10 Printing & Binding	1,686	2,050	2,050	2,500
48-10 Promotional Activities	3,172	5,000	5,000	6,000
49-30 Investigative Fees	2,693	2,600	2,600	3,200
52-10 General Operating Supplies	18,399	22,607	22,607	23,700
52-20 Vehicle Fuel Charges	112,090	140,400	140,400	143,700
52-70 Uniforms & Clothing Allowance	42,543	42,000	42,000	43,140
52-90 Equipment under \$1,000	11,355	11,700	11,700	14,000
54-10 Memberships/Periodicals	4,516	2,150	2,150	4,775
54-30 Employee Development	29,988	31,400	31,400	31,400
<b>Capital Outlay:</b>				
64-99 Machinery & Equipment	9,004	23,840	23,840	31,800
Subtotal	959,341	1,041,531	1,041,531	1,090,455
Total Costs	\$ 5,310,977	\$ 5,524,145	\$ 5,524,145	\$ 5,834,526

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Personnel Request Form**  
**Dep/Div Number: 321**  
**Project Title: Additional Traffic Officer**  
**Dep/Div Name: Police**

**Justification/Description/Location:**

We are requesting one (1) new police traffic officer for fiscal year 2020. One officer will be placed in the Special Operations section for traffic operations and aggressive driving enforcement. This officer will operate a traffic patrol vehicle and work all traffic related assignments. The officer will be available for emergencies/assignments as called upon. With new construction developments and road construction projects commencing, this position is vital in day to day operations. The officer will work a multipurpose function including traffic, aggressive driving concerns, radar, special events, school crossings, accidents and other assignments as directed.

**Impact on Personnel Costs:**

Description	Code	Funding Source	New Cost
Salaries and Wages	11-00	General Fund	39,700
Overtime	14-00	General Fund	2,200
Incentive Pay	15-10	General Fund	960
FICA	21-00	General Fund	3,279
Pension	22-00	General Fund	7,286
Health Insurance	23-00	General Fund	9,660
Workers' Comp	24-00	General Fund	1,600
<b>Total</b>			<b>\$ 64,685</b>

**Impact On Other Costs:**

Description	Code	Funding Source	New Cost
Travel & Training	40-10	General Fund	800
Telephone/Fax	41-10	General Fund	600
Vehicle Maintenance	46-50	General Fund	2,500
Printing & Binding	47-10	General Fund	450
General Operating Supplies	52-10	General Fund	500
Fuel	52-20	General Fund	3,300
Uniforms/Clothing Allowance	52-70	General Fund	4,500
Glock/UTC Printer/Body Cam	65-10	Police Impact Fee	2,290
M4/Laptop/Radar/Taser/AED	65-10	Police Impact Fee	8,200
Radios (Portable and Vehicle)	65-10	Police Impact Fee	9,250
Marked Vehicle	65-10	Police Impact Fee	54,700
<b>Total</b>			<b>\$ 87,090</b>

**Total New Personnel Costs** **\$ 151,775**

## SUPPORT SERVICES

### PROGRAM SUMMARY

This program provides records, property and evidence, 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 that need to gain access to our facility to complete projects.
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 provide redacted body camera and in-car camera video for the media, attorneys or other public information requests.
9. Receive, investigate, and process complaints as they relate to reported violations of the City's Code of Ordinances; also initiate same.

PERFORMANCE MEASURES	2017	2018	%Change	2019 EST
Police calls dispatched	89,746	118,857	32%	136,685
9-1-1 calls received	4,525	3,736	-17%	3,363
Fingerprinting services revenue	3,699	3,418	-8%	3,281
Report, COI, Parking Citations Revenue	24,313	25,774	6%	28,351
Evidence processed (pieces)	2,030	2,033	0%	2,134
Code Enforcement activity (reports generated)	106	145	37%	167
Code Enforcement (dispatched calls/assist ofcs.)	61	73	20%	80

<b>BUDGET SUMMARY - SUPPORT SERVICES</b>	<b>2018 ACTUAL</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2019 ADJUSTED BUDGET</b>	<b>2020 BUDGET</b>
Salaries	\$ 374,148	\$ 233,100	\$ 233,100	\$ 208,600
Benefits	\$ 125,645	\$ 95,137	\$ 95,137	\$ 94,699
Operating	\$ 312,918	\$ 555,635	\$ 555,635	\$ 555,494
<b>TOTAL</b>	<b>\$ 812,711</b>	<b>\$ 883,872</b>	<b>\$ 883,872</b>	<b>\$ 858,793</b>

<b>STAFFING ANALYSIS - SUPPORT SERVICES</b>	<b>2018 ACTUAL</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2019 ADJUSTED BUDGET</b>	<b>2020 BUDGET</b>
Records, Evidence & ECO Supervisor	1	1	1	1
Senior Records Specialist	1	1	1	1
Records Specialist	1	1	1	1
Property/Evidence Control Specialist	1	1	1	1
Sr. Code Enforcement Officer	1	1	1	1
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 339,374	\$ 228,100	\$ 228,100	\$ 203,600
14-00 Overtime	34,774	5,000	5,000	5,000
21-00 FICA	27,388	17,833	17,833	15,958
22-00 Employer Pension	38,540	29,138	29,138	26,075
23-00 Health/Life Insurance	49,847	37,200	37,200	41,700
24-00 Workers Compensation	9,870	10,966	10,966	10,966
Subtotal	499,793	328,237	328,237	303,299
<b>Operating Expenditures:</b>				
34-40 Contractual Services	\$ 231,950	\$ 468,530	\$ 468,530	\$ 466,409
40-10 Travel & Per Diem	1,090	3,500	3,500	4,000
41-10 Telephone & Fax	4,072	4,200	4,200	4,200
41-30 Radio Maintenance	-	3,000	3,000	3,000
42-00 Postage & Freight	1,206	1,500	1,500	1,500
43-10 Water/Sewer	1,862	2,100	2,100	2,400
43-50 Electric	11,288	14,000	14,000	14,000
44-60 Vehicle Rental	7,087	3,608	3,608	3,608
45-50 Insurance Costs	8,799	11,557	11,557	11,557
46-10 Maintenance Contracts	9,817	9,740	9,740	10,220
46-40 Equipment R&M	75	3,700	3,700	3,700
46-50 Vehicle Maintenance	3,272	1,700	1,700	1,700
46-60 Vehicle Maint/Contract	-	500	500	500
47-10 Printing & Binding	280	800	800	800
47-30 Photocopies	4,918	5,500	5,500	5,500
48-10 Promotional Activities	-	200	200	300
52-10 General Operating Supplies	10,243	14,000	14,000	14,000
52-20 Vehicle Fuel Charges	1,645	2,000	2,000	2,000
52-70 Uniforms & Clothing Allowance	484	900	900	1,000
52-90 Equipment under \$1,000	5,414	3,000	3,000	3,000
54-10 Memberships/Periodicals	1,646	600	600	600
54-30 Employee Development	945	1,000	1,000	1,500
<b>Capital Outlay:</b>				
64-50 Machinery & Equipment	6,825	-	-	-
Subtotal	312,918	555,635	555,635	555,494
Total Costs	\$ 812,711	\$ 883,872	\$ 883,872	\$ 858,793

# 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 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. To be reevaluated by the Insurance Services Organization (ISO) and improve our rating.
6. To conduct, in January 2020, a three (3) year comprehensive community driven strategic plan.

PERFORMANCE MEASURES	2017	2018	%Change	2019 EST
Total alarms	4,337	4,994	15%	5,493
Medical transports	2,056	2,086	1%	2,294
Fire alarms (fires and fire alarms)	1,182	1,913	62%	2,104
Other calls for service including non-transport EMS	3,155	3,081	-2%	3,389
Ninetieth percentile turnout time EMS calls (goal 60 seconds)	0:02:20	0:01:35	-32%	0:01:00
Ninetieth percentile turnout time non-EMS calls (goal 80 seconds)	0:02:29	0:01:44	-30%	0:01:20
Ninetieth percentile response time to first due calls	0:09:38	0:08:03	-16%	0:07:30

<b>BUDGET SUMMARY - FIRE EMERGENCY OPERATIONS</b>	<b>2018 ACTUAL</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2019 ADJUSTED BUDGET</b>	<b>2020 BUDGET</b>
Salaries	\$ 2,872,943	\$ 2,866,854	\$ 2,866,854	\$ 2,985,380
Benefits	\$ 1,182,857	\$ 1,332,183	\$ 1,332,183	\$ 1,464,105
Operating	\$ 743,089	\$ 926,631	\$ 926,631	\$ 1,003,944
<b>TOTAL</b>	<b>\$ 4,798,889</b>	<b>\$ 5,125,668</b>	<b>\$ 5,125,668</b>	<b>\$ 5,453,429</b>

<b>STAFFING ANALYSIS - FIRE EMERGENCY OPERATIONS</b>	<b>2018 ACTUAL</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2019 ADJUSTED BUDGET</b>	<b>2020 BUDGET</b>
Fire Chief	1	1	1	1
Sr. Administrative Assistant	1	1	1	1
Deputy Chief	1	1	1	1
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	10	13	13	17
Reserve (P/T)	1	1	1	1
<b>TOTAL</b>	<b>41</b>	<b>44</b>	<b>44</b>	<b>44</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 2,365,812	\$ 2,450,594	\$ 2,450,594	\$ 2,756,500
14-00 Overtime	284,692	170,000	170,000	200,000
15-10 Fire Education Incentives	14,540	16,560	16,560	22,200
16-00 PM/Engineering Incentives	207,899	229,700	229,700	6,680
21-00 FICA	210,454	219,315	219,315	228,382
22-00 Employer Pension	617,692	703,717	703,717	787,292
23-00 Health/Life Insurance	279,779	321,200	321,200	360,480
24-00 Workers Compensation	74,932	87,951	87,951	87,951
Subtotal	4,055,800	4,199,037	4,199,037	4,449,485
<b>Operating Expenditures:</b>				
34-40 Contractual Services	\$ 75,394	\$ 95,013	\$ 95,013	\$ 134,950
40-10 Travel & Per Diem	4,518	25,100	25,100	14,000
41-10 Telephone & Fax	13,823	15,325	15,325	16,105
41-30 Radio Maintenance	1,040	1,000	1,000	1,000
42-00 Postage & Freight	697	800	800	900
43-10 Water/Sewer	3,319	4,400	4,400	4,500
43-50 Electric	33,918	37,000	37,000	37,000
43-70 Utility - Gas	4,605	3,000	3,000	3,000
44-50 Other Rentals	1,213	1,500	1,500	1,500
44-60 Vehicle Rental	222,676	232,532	232,532	281,443
45-50 Insurance Costs	46,672	61,346	61,346	61,346
46-40 Equipment R&M	15,361	22,765	22,765	25,000
46-50 Vehicle Maintenance	27,610	62,000	62,000	62,000
46-60 Vehicle Maint/Contract	50,922	55,000	55,000	56,000
47-10 Printing & Binding	633	1,000	1,000	1,000
47-30 Photocopies	3,167	3,500	3,500	3,600
52-10 General Operating Supplies	97,986	112,250	112,250	115,000
52-20 Vehicle Fuel Charges	44,963	60,000	60,000	60,000
52-50 Licenses	2,753	3,100	3,100	3,100
52-70 Uniforms & Clothing Allowance	37,766	60,000	60,000	60,000
52-90 Equipment under \$1,000	2,039	8,000	8,000	8,000
54-10 Memberships/Periodicals	10,302	9,000	9,000	4,500
54-30 Employee Development	31,283	36,000	36,000	38,000
<b>Capital Outlay:</b>				
64-50 Machinery & Equipment	10,429	17,000	17,000	12,000
Subtotal	743,089	926,631	926,631	1,003,944
Total Costs	\$ 4,798,889	\$ 5,125,668	\$ 5,125,668	\$ 5,453,429



# FIRE PREVENTION

## PROGRAM SUMMARY

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

## GOALS

1. Complete 100% of annual maintenance inspections in all commercial and multi-family residential buildings within the City limits.
2. Increase delivery of Hands Only CPR program and other public education programs by 50% throughout the community by measured targeting of certain groups and occupancies.
3. Provide initial fire review of all applicable construction drawings within the targeted 10-day turnaround.
4. Complete all new construction inspections on day of request - no roll overs. Estimated to be 1,112 at close of FY 2019.
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 2018 was \$37,500 and equated to .0017 of the City's 2.4 billion of taxable value.

PERFORMANCE MEASURES	2017	2018	%Change	2019 EST
Public education programs provided	170	107	-37%	125
Public education - # of people	7,915	2,643	-67%	11,000
Annual fire safety inspections & re-inspections	710	1,621	128%	1,932

<b>BUDGET SUMMARY - FIRE PREVENTION</b>	<b>2018 ACTUAL</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2019 ADJUSTED BUDGET</b>	<b>2020 BUDGET</b>
Salaries	\$ 288,021	\$ 316,000	\$ 316,000	\$ 321,500
Benefits	\$ 99,017	\$ 107,131	\$ 107,131	\$ 115,160
Operating	\$ 58,876	\$ 74,148	\$ 74,148	\$ 83,765
<b>TOTAL</b>	<b>\$ 445,914</b>	<b>\$ 497,279</b>	<b>\$ 497,279</b>	<b>\$ 520,425</b>

<b>STAFFING ANALYSIS - FIRE PREVENTION</b>	<b>2018 ACTUAL</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2019 ADJUSTED BUDGET</b>	<b>2020 BUDGET</b>
Division Chief/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	1	1
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 283,797	\$ 311,900	\$ 311,900	\$ 317,400
14-00 Overtime	3,624	3,500	3,500	3,500
15-10 Fire Education Incentives	600	600	600	600
21-00 FICA	20,873	24,174	24,174	24,595
22-00 Employer Pension	41,519	48,035	48,035	52,033
23-00 Health/Life Insurance	32,184	30,000	30,000	33,610
24-00 Workers Compensation	4,441	4,922	4,922	4,922
Subtotal	387,038	423,131	423,131	436,660
<b>Operating Expenditures:</b>				
34-40 Contractual Services	\$ 8,028	\$ 10,018	\$ 10,018	\$ 9,985
40-10 Travel & Per Diem	1,319	3,500	3,500	4,700
41-10 Telephone & Fax	3,463	4,400	4,400	6,500
42-00 Postage & Freight	85	200	200	200
43-10 Water/Sewer	203	400	400	500
43-50 Electric	3,018	3,500	3,500	3,500
44-60 Vehicle Rental	14,998	14,998	14,998	14,998
45-50 Insurance Costs	5,387	7,082	7,082	7,082
46-40 Equipment R&M	-	5,000	5,000	5,000
46-50 Vehicle Maintenance	6,892	5,500	5,500	5,500
46-60 Vehicle Maint/Contract	-	500	500	500
47-10 Printing & Binding	45	600	600	600
47-30 Photocopies	672	750	750	750
48-10 Promotional Activities	6,897	6,500	6,500	11,050
51-20 Office Equipment under \$1,000	119	400	400	600
51-30 Office Supplies	490	1,750	1,750	1,750
52-20 Vehicle Fuel Charges	2,749	3,300	3,300	3,300
52-70 Uniforms & Clothing Allowance	1,716	2,850	2,850	2,850
52-90 Equipment under \$1,000	16	400	400	400
54-10 Memberships/Periodicals	1,963	1,000	1,000	2,000
54-30 Employee Development	816	1,500	1,500	2,000
Subtotal	58,876	74,148	74,148	83,765
Total Costs	\$ 445,914	\$ 497,279	\$ 497,279	\$ 520,425

# 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	2017	2018	%Change	2019 EST
Work orders completed	423	508	20%	500
Purchase orders processed	94	91	-3%	95
Land development plans/specs. reviewed	17	25	47%	25
Citizen questions/complaints investigated	164	236	44%	200
Permit applications reviewed	11	7	-36%	9
Bid documents prepared by Public Works/Consultants	4	6	50%	8

BUDGET SUMMARY - PUBLIC WORKS ADMINISTRATION	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Salaries	\$ 304,723	\$ 326,150	\$ 326,150	\$ 257,325
Benefits	\$ 103,066	\$ 100,804	\$ 100,804	\$ 79,736
Operating	\$ 27,073	\$ 37,318	\$ 37,318	\$ 35,052
<b>TOTAL</b>	<b>\$ 434,862</b>	<b>\$ 464,272</b>	<b>\$ 464,272</b>	<b>\$ 372,113</b>

<b>STAFFING ANALYSIS - PUBLIC WORKS ADMINISTRATION</b>	<b>2018 ACTUAL</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2019 ADJUSTED BUDGET</b>	<b>2020 BUDGET</b>
Public Works Director	1	1	1	1
Senior Administrative Assistant	1	1	1	1
City Engineer (50%)*	1	1	1	1
Assistant City Engineer (50%)*	1	1	1	1
GIS Coordinator	1	1	1	0
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4</b>

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

**Note:** GIS Coordinator position was moved to Community Development Division.

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 302,080	\$ 324,650	\$ 324,650	\$ 255,825
14-00 Overtime	2,643	1,500	1,500	1,500
21-00 FICA	21,864	24,951	24,951	19,686
22-00 Employer Pension	33,400	40,769	40,769	32,166
23-00 Health/Life Insurance	44,478	31,400	31,400	24,200
24-00 Workers Compensation	3,324	3,684	3,684	3,684
Subtotal	407,789	426,954	426,954	337,061
<b>Operating Expenditures:</b>				
31-00 Professional Services	\$ -	\$ -	\$ -	\$ -
34-40 Contractual Services	2,339	3,351	3,351	2,485
40-10 Travel & Per Diem	2,800	4,000	4,000	4,000
40-20 Car Allowance	1,200	1,200	1,200	1,200
41-10 Telephone & Fax	1,958	2,025	2,025	2,025
42-00 Postage & Freight	188	500	500	500
43-10 Water/Sewer	406	750	750	850
43-50 Electric	6,037	6,800	6,800	6,800
44-60 Vehicle Rental	2,489	2,489	2,489	2,489
45-50 Insurance Costs	3,814	4,996	4,996	4,996
46-40 Equipment R&M	-	1,700	1,700	1,000
46-50 Vehicle Maintenance	813	1,200	1,200	1,200
46-60 Vehicle Maint/Contract	-	300	300	300
47-10 Printing & Binding	-	280	280	280
47-30 Photocopies	2,775	3,000	3,000	3,000
51-20 Office Equipment under \$1,000	582	1,000	1,000	1,000
51-30 Office Supplies	801	1,550	1,550	750
52-20 Vehicle Fuel Charges	473	700	700	700
52-70 Uniforms	303	377	377	377
54-10 Memberships/Periodicals	95	350	350	350
54-30 Employee Development	-	750	750	750
Subtotal	27,073	37,318	37,318	35,052
Total Costs	\$ 434,862	\$ 464,272	\$ 464,272	\$ 372,113

## 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	2017	2018	%Change	2019 EST
Paved streets maintained (tons/asphalt)	44	47	7%	45
Streets resurfaced (miles)	2	5	213%	1
Street signs fabricated/installed	139	117	-16%	128
Traffic control signs installed/replaced	129	125	-3%	125
Sidewalks repaired (feet)	533	724	36%	628

BUDGET SUMMARY - PUBLIC WORKS STREETS/SIDEWALKS	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Salaries	\$ 71,900	\$ 78,400	\$ 78,400	\$ 82,860
Benefits	\$ 26,663	\$ 24,625	\$ 24,625	\$ 26,674
Operating	\$ 481,885	\$ 554,649	\$ 554,649	\$ 542,177
<b>TOTAL</b>	<b>\$ 580,448</b>	<b>\$ 657,674</b>	<b>\$ 657,674</b>	<b>\$ 651,711</b>

STAFFING ANALYSIS - PUBLIC WORKS STREETS/SIDEWALKS	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Public Works Supervisor	1	1	1	1
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 65,657	\$ 67,200	\$ 67,200	\$ 71,300
14-00 Overtime	5,206	10,000	10,000	10,000
17-10 Education Incentives	1,037	1,200	1,200	1,560
21-00 FICA	4,984	5,998	5,998	6,339
22-00 Employer Pension	8,347	9,650	9,650	10,358
23-00 Health/Life Insurance	12,621	8,200	8,200	9,200
24-00 Workers Compensation	711	777	777	777
Subtotal	98,563	103,025	103,025	109,534
<b>Operating Expenditures:</b>				
34-40 Contractual Services	\$ 133,326	\$ 142,900	\$ 142,900	\$ 131,800
40-10 Travel & Per Diem	-	950	950	950
41-10 Telephone & Fax	668	800	800	800
43-30 Elec/Streetlights/Signals	239,889	248,000	248,000	248,000
43-60 Electric Traffic Signals	5,605	6,100	6,100	6,100
44-30 Equipment Rental	5,079	10,000	10,000	10,000
44-60 Vehicle Rental	47,018	59,199	59,199	56,327
45-50 Insurance Costs	4,684	6,169	6,169	6,169
46-00 Repair & Maintenance	4,672	20,000	20,000	20,000
46-40 Equipment R&M	655	1,500	1,500	2,000
46-50 Vehicle Maintenance	19,638	25,000	25,000	25,000
46-60 Vehicle Maint/Contract	3,296	5,000	5,000	5,000
47-10 Printing & Binding	-	50	50	50
51-30 Office Supplies	84	100	100	100
52-10 General Operating Supplies	8,842	12,500	12,500	12,500
52-20 Vehicle Fuel Charges	4,475	6,500	6,500	6,500
52-40 Chemicals	-	400	400	400
52-70 Uniforms & Clothing Allowance	218	231	231	231
52-90 Equipment under \$1,000	875	1,000	1,000	2,000
53-40 Road Materials	2,762	8,000	8,000	8,000
54-30 Employee Development	99	250	250	250
Subtotal	481,885	554,649	554,649	542,177
Total Costs	\$ 580,448	\$ 657,674	\$ 657,674	\$ 651,711



## 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	2017	2018	%Change	2019 EST
Sports Complex field rental revenue	32,425	37,583	16%	39,000
Sports Complex program revenue	17,100	11,186	-35%	12,500
Central Park rental	608	720	18%	1,100
Splash Park revenue	20,712	19,582	-5%	24,000
Farmers Market revenue	20,519	18,470	-10%	20,600
Summer Camp revenue	62,620	76,192	22%	80,000
Skate Park revenue	454	500	10%	900
Concession revenue	9,883	3,611	-63%	12,000
Special events sponsorships	18,840	37,026	97%	45,000

BUDGET SUMMARY - PARKS & RECREATION	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Salaries	\$ 767,541	\$ 868,199	\$ 868,199	\$ 876,240
Benefits	\$ 285,777	\$ 337,526	\$ 337,526	\$ 356,466
Operating	\$ 714,838	\$ 855,985	\$ 855,985	\$ 859,564
<b>TOTAL</b>	<b>\$ 1,768,156</b>	<b>\$ 2,061,710</b>	<b>\$ 2,061,710</b>	<b>\$ 2,092,270</b>

<b>STAFFING ANALYSIS - PARKS &amp; RECREATION</b>	<b>2018 ACTUAL</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2019 ADJUSTED BUDGET</b>	<b>2020 BUDGET</b>
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
<b>TOTAL</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 751,617	\$ 855,059	\$ 855,059	\$ 860,100
14-00 Overtime	14,425	9,500	9,500	12,500
17-00 Certification Pay	1,499	3,640	3,640	3,640
21-00 FICA	55,446	66,418	66,418	67,033
22-00 Employer Pension	78,489	101,668	101,668	102,843
23-00 Health/Life Insurance	125,849	140,600	140,600	157,750
24-00 Workers Compensation	25,993	28,840	28,840	28,840
Subtotal	1,053,318	1,205,725	1,205,725	1,232,706
<b>Operating Expenditures:</b>				
34-40 Contractual Services	\$ 35,627	\$ 47,926	\$ 47,926	\$ 52,245
40-10 Travel & Per Diem	2,793	6,425	6,425	1,200
40-20 Car Allowance	3,600	3,600	3,600	3,600
41-10 Telephone & Fax	6,294	8,000	8,000	8,220
42-00 Postage & Freight	20	100	100	100
43-10 Water/Sewer	31,601	32,000	32,000	35,000
43-50 Electric	47,044	54,000	54,000	54,000
44-30 Equipment Rental	262	1,200	1,200	1,200
44-60 Vehicle Rental	82,430	78,636	78,636	83,048
45-50 Insurance Costs	18,334	24,112	24,112	24,112
46-10 Maintenance Contracts	165,777	176,436	176,436	176,399
46-30 Grounds Maintenance	40,792	54,950	54,950	54,950
46-40 Equipment R&M	7,462	11,300	11,300	11,300
46-50 Vehicle Maintenance	45,532	40,000	40,000	41,000
46-60 Vehicle Maint/Contract	1,549	2,500	2,500	2,500
47-10 Printing & Binding	876	850	850	750
47-30 Photocopies	1,120	1,500	1,500	1,500
48-10 Promotional Activities	3,324	3,100	3,100	4,300
48-40 Historical Commission	-	300	300	300
48-50 Farmers Market Expenses	13,143	13,500	13,500	13,500
48-60 Summer Camp	42,470	42,000	42,000	42,000
51-30 Office Supplies	857	1,000	1,000	1,000
51-70 Grounds Maint/Sports Complex	41,129	44,200	44,200	44,200
51-80 Irrigation Lake Mary Blvd	20,749	24,000	24,000	24,000
51-90 Grounds Maint/Lake Mary Blvd	11,998	35,000	35,000	35,000
52-10 General Operating Supplies	46,646	40,250	40,250	41,750
52-20 Vehicle Fuel Charges	14,683	16,100	16,100	16,400
52-70 Uniforms & Clothing Allowance	3,375	6,125	6,125	6,125
52-90 Equipment under \$1,000	5,717	7,900	7,900	7,900

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
54-10 Memberships/Periodicals	1,083	7,400	7,400	2,340
54-30 Employee Development	1,966	8,975	8,975	7,025
55-60 Other Recreation Activity	14,906	49,100	49,100	49,100
<b>Capital Outlay:</b>				
64-99 Machinery & Equipment	1,679	13,500	13,500	13,500
Subtotal	714,838	855,985	855,985	859,564
Total Costs	\$ 1,768,156	\$ 2,061,710	\$ 2,061,710	\$ 2,092,270

# 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	2017	2018	%Change	2019 EST
Preventive maintenance inspections completed	123	137	11%	140
Work orders completed	770	904	17%	925
% of work performed by outside contractors	24%	18%	-25%	2000%

BUDGET SUMMARY - FACILITIES MAINTENANCE	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Salaries	\$ 174,583	\$ 183,640	\$ 183,640	\$ 176,980
Benefits	\$ 61,961	\$ 71,783	\$ 71,783	\$ 74,091
Operating	\$ 172,802	\$ 160,101	\$ 160,101	\$ 177,017
<b>TOTAL</b>	<b>\$ 409,346</b>	<b>\$ 415,524</b>	<b>\$ 415,524</b>	<b>\$ 428,088</b>

STAFFING ANALYSIS - FACILITIES MAINTENANCE	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Senior Administrative Assistant	1	1	1	1
Electrician	1	1	1	1
Facilities Maintenance Technician	1	1	1	1
HVAC Technician	1	1	1	1
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 166,741	\$ 174,400	\$ 174,400	\$ 167,900
14-00 Overtime	6,802	7,000	7,000	7,000
17-00 Certification Pay	1,040	2,240	2,240	2,080
21-00 FICA	13,018	14,049	14,049	13,539
22-00 Employer Pension	17,171	22,955	22,955	22,123
23-00 Health/Life Insurance	27,281	29,800	29,800	33,450
24-00 Workers Compensation	4,491	4,979	4,979	4,979
Subtotal	236,544	255,423	255,423	251,071
<b>Operating Expenditures:</b>				
34-40 Contractual Services	\$ 1,000	\$ 966	\$ 966	\$ 942
40-10 Travel & Per Diem	-	-	-	700
41-10 Telephone & Fax	2,399	2,800	2,800	5,240
42-00 Postage & Freight	1	100	100	100
43-10 Water/Sewer	122	200	200	400
43-50 Electric	1,811	2,100	2,100	2,100
44-30 Equipment Rental	-	1,500	1,500	1,500
44-60 Vehicle Rental	9,245	6,793	6,793	6,793
45-50 Insurance Costs	3,580	4,692	4,692	4,692
46-20 Repair & Maint/Buildings	75,223	67,300	67,300	84,300
46-40 Equipment R&M	-	1,150	1,150	1,150
46-50 Vehicle Maintenance	5,495	5,750	5,750	5,750
46-60 Vehicle Maint/Contract	1,506	1,200	1,200	1,200
47-10 Printing & Binding	-	100	100	100
47-30 Photocopies	170	300	300	300
51-30 Office Supplies	23	500	500	500
52-10 General Operating Supplies	54,078	38,000	38,000	35,000
52-20 Vehicle Fuel Charges	4,771	5,600	5,600	5,900
52-70 Uniforms	735	1,100	1,100	1,100
52-90 Equipment under \$1,000	1,117	1,200	1,200	1,200
54-10 Memberships/Periodicals	24	500	500	500
54-30 Employee Development	104	3,250	3,250	2,550
58-20 Discretionary Fund	7,860	15,000	15,000	15,000
<b>Capital Outlay:</b>				
64-99 Machinery & Equipment	3,538	-	-	-
Subtotal	172,802	160,101	160,101	177,017
Total Costs	\$ 409,346	\$ 415,524	\$ 415,524	\$ 428,088

# EVENTS CENTER

## PROGRAM SUMMARY

The Lake Mary Events Center is the premier event venue in the heart of the City's downtown. This state of the art 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	2017	2018	%Change	2019 EST
Events Center rentals	280	296	6%	290
Non-revenue meetings and events	74	8	-89%	10
Events Center revenue	580,961	576,297	-1%	578,000

BUDGET SUMMARY - EVENTS CENTER	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Salaries	\$ 231,268	\$ 253,400	\$ 253,400	\$ 258,500
Benefits	\$ 79,005	\$ 93,942	\$ 93,942	\$ 99,432
Operating	\$ 139,677	\$ 157,636	\$ 157,636	\$ 172,329
<b>TOTAL</b>	<b>\$ 449,950</b>	<b>\$ 504,978</b>	<b>\$ 504,978</b>	<b>\$ 530,261</b>

STAFFING ANALYSIS - EVENTS CENTER	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 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)	1	1	1	1
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 229,325	\$ 251,900	\$ 251,900	\$ 257,000
14-00 Overtime	1,943	1,500	1,500	1,500
21-00 FICA	16,710	19,386	19,386	19,776
22-00 Employer Pension	26,698	28,850	28,850	29,350
23-00 Health/Life Insurance	27,832	37,100	37,100	41,700
24-00 Workers Compensation	7,765	8,606	8,606	8,606
Subtotal	310,273	347,342	347,342	357,932
<b>Operating Expenditures:</b>				
34-40 Contractual Services	\$ 37,608	\$ 32,711	\$ 32,711	\$ 37,904
40-10 Travel & Per Diem	1,116	250	250	250
40-20 Car Allowance	1,200	1,200	1,200	1,200
41-10 Telephone & Fax	1,667	2,200	2,200	2,200
42-00 Postage & Freight	-	50	50	50
43-10 Water/Sewer	5,600	7,000	7,000	8,000
43-50 Electric	31,648	40,000	40,000	40,000
45-50 Insurance Costs	35,296	46,400	46,400	46,400
46-20 Repair & Maint/Buildings	1,116	1,200	1,200	1,200
46-30 Grounds Maintenance	1,877	2,000	2,000	2,000
46-40 Equipment R&M	1,551	2,000	2,000	2,000
47-10 Printing & Binding	-	200	200	200
47-30 Photocopies	1,841	2,400	2,400	2,400
48-10 Promotional Activities	5,165	5,150	5,150	5,750
51-20 Office Equipment under \$1,000	172	500	500	500
51-30 Office Supplies	941	1,000	1,000	1,000
52-10 General Operating Supplies	9,715	4,000	4,000	4,000
52-70 Uniforms & Clothing Allowance	1,936	2,385	2,385	2,385
52-90 Equipment under \$1,000	739	500	500	500
54-10 Memberships/Periodical/Books	-	-	-	480
54-30 Employee Development	489	1,890	1,890	1,410
<b>Capital Outlay:</b>				
64-99 Machinery & Equipment	-	4,600	4,600	12,500
Subtotal	139,677	157,636	157,636	172,329
Total Costs	\$ 449,950	\$ 504,978	\$ 504,978	\$ 530,261



# 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 Home Owner's Association meetings. The popular summer camp program is also run out of the facility, which features eight weeks of summer fun for 80 local children. The facility is also the main office for the recreation division and all customer service needs for recreation programs and park

## 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 an 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

PERFORMANCE MEASURES	2017	2018	%Change	2019 EST
Rentals	339	332	-2%	345
Non-revenue meeting use	95	76	-20%	60
Recreational programs	685	645	-6%	328
Revenue - rental & partner programs	\$ 89,988	\$ 92,058	2%	\$ 94,000

BUDGET SUMMARY - COMMUNITY CENTER	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Salaries	\$ 97,838	\$ 103,000	\$ 103,000	\$ 117,100
Benefits	\$ 29,763	\$ 35,582	\$ 35,582	\$ 40,086
Operating	\$ 47,689	\$ 65,402	\$ 65,402	\$ 67,713
<b>TOTAL</b>	<b>\$ 175,290</b>	<b>\$ 203,984</b>	<b>\$ 203,984</b>	<b>\$ 224,899</b>

STAFFING ANALYSIS - COMMUNITY CENTER	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Recreation & Events Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Recreation Assistant (P/T)	2	2	2	2
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 97,706	\$ 103,000	\$ 103,000	\$ 116,900
14-00 Overtime	132	-	-	200
21-00 FICA	7,442	7,880	7,880	8,959
22-00 Employer Pension	7,124	10,125	10,125	11,800
23-00 Health/Life Insurance	12,786	14,900	14,900	16,650
24-00 Workers Compensation	2,411	2,677	2,677	2,677
Subtotal	127,601	138,582	138,582	157,186
<b>Operating Expenditures:</b>				
34-40 Contractual Services	\$ 8,355	\$ 9,955	\$ 9,955	\$ 10,036
40-10 Travel & Per Diem	1,292	600	600	600
41-10 Telephone & Fax	1,009	1,225	1,225	1,225
43-10 Water/Sewer	4,538	7,000	7,000	7,500
43-50 Electric	7,950	9,000	9,000	9,500
45-50 Insurance Costs	19,204	25,242	25,242	25,242
46-20 Repair & Maint/Buildings	-	1,500	1,500	1,500
46-30 Grounds Maintenance	171	2,000	2,000	2,000
46-40 Equipment R&M	-	250	250	700
47-10 Printing & Binding	50	600	600	500
47-30 Photocopies	887	1,200	1,200	2,200
48-10 Promotional Activities	144	900	900	300
51-20 Office Equipment under \$1,000	1,141	1,100	1,100	600
52-10 General Operating Supplies	2,516	3,500	3,500	3,900
52-70 Uniforms & Clothing Allowance	103	220	220	300
54-10 Memberships/Periodicals	-	160	160	610
54-30 Employee Development	329	950	950	1,000
Subtotal	47,689	65,402	65,402	67,713
Total Costs	\$ 175,290	\$ 203,984	\$ 203,984	\$ 224,899

# 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. This will be accomplished in part through greater marketing efforts in 2019.

PERFORMANCE MEASURES	2017	2018	%Change	2019 EST
Rentals	-	29	N/A	53
Non-revenue meeting use	-	3	N/A	11
Program participants	26,321	27,490	4%	28,370
Programs offered	1,443	1,427	-1%	1,414
Senior Center revenue	19,911	34,070	71%	40,354

BUDGET SUMMARY - SENIOR CENTER	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Salaries	\$ 70,304	\$ 82,100	\$ 82,100	\$ 81,100
Benefits	\$ 18,218	\$ 20,811	\$ 20,811	\$ 22,210
Operating	\$ 29,330	\$ 40,806	\$ 40,806	\$ 41,778
<b>TOTAL</b>	<b>\$ 117,852</b>	<b>\$ 143,717</b>	<b>\$ 143,717</b>	<b>\$ 145,088</b>

STAFFING ANALYSIS - SENIOR CENTER	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 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
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 70,304	\$ 82,100	\$ 82,100	\$ 81,100
21-00 FICA	5,301	6,281	6,281	6,205
22-00 Employer Pension	5,739	6,700	6,700	6,575
23-00 Health/Life Insurance	6,982	7,600	7,600	9,200
24-00 Workers Compensation	196	230	230	230
Subtotal	88,522	102,911	102,911	103,310
<b>Operating Expenditures:</b>				
34-40 Contractual Services	\$ 6,632	\$ 8,511	\$ 8,511	\$ 9,103
40-10 Travel & Per Diem	211	563	563	563
41-10 Telephone & Fax	885	1,100	1,100	1,100
42-00 Postage & Freight	6	100	100	100
43-10 Water/Sewer	610	900	900	1,000
43-50 Electric	9,055	10,300	10,300	10,300
45-50 Insurance Costs	4,081	5,387	5,387	5,387
47-10 Printing & Binding	179	500	500	500
47-30 Photocopies	898	1,300	1,300	1,400
48-10 Promotional Activities	120	200	200	475
49-91 Instructor Fees	4,614	7,020	7,020	7,020
51-20 Office Equipment under \$1,000	222	390	390	390
51-30 Office Supplies	5	1,000	1,000	1,000
52-10 General Operating Supplies	1,652	3,200	3,200	1,600
52-70 Uniforms & Clothing Allowance	-	60	60	80
52-90 Equipment Under \$1,000	-	-	-	1,600
54-10 Memberships/Periodicals	160	275	275	160
Subtotal	29,330	40,806	40,806	41,778
Total Costs	\$ 117,852	\$ 143,717	\$ 143,717	\$ 145,088

# 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 programs 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	2017	2018	%Change	2019 EST
Tennis memberships	167	204	22%	200
Facility revenue	\$ 22,000	\$ 38,246	74%	\$ 80,000

BUDGET SUMMARY - TENNIS CENTER	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Salaries	\$ 23,699	\$ 39,100	\$ 39,100	\$ 40,480
Benefits	\$ 5,157	\$ 16,733	\$ 16,733	\$ 18,710
Operating	\$ 45,803	\$ 65,386	\$ 65,386	\$ 73,533
<b>TOTAL</b>	<b>\$ 74,659</b>	<b>\$ 121,219</b>	<b>\$ 121,219</b>	<b>\$ 132,723</b>

STAFFING ANALYSIS - TENNIS CENTER	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Tennis Coordinator	1	1	1	1
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 21,320	\$ 38,100	\$ 38,100	\$ 39,200
14-00 Overtime	2,379	1,000	1,000	1,280
21-00 FICA	1,795	2,992	2,992	3,097
22-00 Employer Pension	2,285	4,888	4,888	5,060
23-00 Health/Life Insurance	1,077	7,500	7,500	9,200
24-00 Workers Compensation	-	1,353	1,353	1,353
Subtotal	28,856	55,833	55,833	59,190
<b>Operating Expenditures:</b>				
34-40 Contractual Services	\$ 4,471	\$ 7,045	\$ 7,045	\$ 6,838
40-10 Travel & Per Diem	129	75	75	75
43-10 Water/Sewer	3,128	3,500	3,500	4,000
43-50 Electric	12,853	15,800	15,800	15,800
45-50 Insurance Costs	4,249	5,605	5,605	5,605
46-10 Maintenance Contracts	7,043	16,000	16,000	18,000
46-20 Building R&M	202	-	-	-
46-30 Grounds Maintenance	777	1,000	1,000	1,000
46-40 Equipment R&M	2,351	3,605	3,605	3,605
47-10 Printing & Binding	-	600	600	500
47-30 Photocopies	405	1,555	1,555	1,000
48-10 Promotional Activities	-	1,520	1,520	1,200
51-20 Office Equipment under \$1,000	-	2,800	2,800	2,000
52-10 General Operating Supplies	3,292	5,306	5,306	6,600
52-70 Uniforms	30	80	80	100
52-90 Equipment under \$1,000	3,271	-	-	-
54-10 Memberships/Periodicals	-	160	160	160
54-30 Employee Development	-	735	735	450
<b>Capital Outlay:</b>				
64-99 Machinery & Equipment	3,602	-	-	6,600
Subtotal	45,803	65,386	65,386	73,533
Total Costs	\$ 74,659	\$ 121,219	\$ 121,219	\$ 132,723



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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 2020 Operating Budget**

**All Special Revenue Funds Summary**

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Fund Balance, October 1</b>	\$ 634,477	\$ 694,083	\$ 694,083	\$ 567,318
<b>Revenue:</b>				
Operating Revenue	\$ 308,506	\$ 70,200	\$ 70,200	\$ 78,700
Interest/Other	6,224	7,675	7,675	8,275
Total Revenue	314,730	77,875	77,875	86,975
<b>Expenditures:</b>				
Operating Expenditures	\$ 89,453	\$ 18,600	\$ 18,600	\$ 20,200
Capital Outlays	165,671	71,040	186,040	74,440
Total Expenditures	255,124	89,640	204,640	94,640
Increase (Decrease) in Fund Balance	59,606	(11,765)	(126,765)	(7,665)
<b>Fund Balance, September 30</b>	<b>\$ 694,083</b>	<b>\$ 682,318</b>	<b>\$ 567,318</b>	<b>\$ 559,653</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Fund Balance, October 1</b>	\$ 115,680	\$ 117,041	\$ 117,041	\$ 117,241
<b>Revenue:</b>				
Police Education Revenue	\$ 10,710	\$ 8,200	\$ 8,200	\$ 8,200
Interest Income	1,087	2,000	2,000	1,500
Total Revenue	11,797	10,200	10,200	9,700
<b>Expenditures:</b>				
Training Expenditures	\$ 10,436	\$ 10,000	\$ 10,000	\$ 10,000
Total Expenditures	10,436	10,000	10,000	10,000
Increase (Decrease) in Fund Balance	1,361	200	200	(300)
<b>Fund Balance, September 30</b>	<b>\$ 117,041</b>	<b>\$ 117,241</b>	<b>\$ 117,241</b>	<b>\$ 116,941</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Fund Balance, October 1</b>	\$ 38,759	\$ 44,369	\$ 44,369	\$ 44,819
<b>Revenue:</b>				
Forfeitures	\$ 10,329	\$ -	\$ -	\$ 3,500
Interest Income	380	450	450	450
Total Revenue	10,709	450	450	3,950
<b>Expenditures:</b>				
DARE/FOCUS Program	\$ -	\$ -	\$ -	\$ -
Capital	3,500	-	-	-
Donations	1,599	-	-	1,600
Total Expenditures	5,099	-	-	1,600
Increase (Decrease) in Fund Balance	5,610	450	450	2,350
<b>Fund Balance, September 30</b>	<b>\$ 44,369</b>	<b>\$ 44,819</b>	<b>\$ 44,819</b>	<b>\$ 47,169</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Fund Balance, October 1</b>	\$ 171	\$ 206	\$ 206	\$ 206
<b>Revenue:</b>				
Forfeitures	\$ 31,907	\$ -	\$ -	\$ -
Interest Income	-	-	-	-
Transfers In - General Fund	42,900	-	-	-
Total Revenue	74,807	-	-	-
<b>Expenditures:</b>				
General Government	\$ 74,772	\$ -	\$ -	\$ -
Total Expenditures	74,772	-	-	-
Increase (Decrease) in Fund Balance	35	-	-	-
<b>Fund Balance, September 30</b>	<b>\$ 206</b>	<b>\$ 206</b>	<b>\$ 206</b>	<b>\$ 206</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Fund Balance, October 1</b>	\$ 161,866	\$ 124,515	\$ 124,515	\$ 78,475
<b>Revenue:</b>				
Impact Fees	\$ 34,424	\$ 23,000	\$ 23,000	\$ 25,000
Interest	1,471	2,000	2,000	1,800
Total Revenue	35,895	25,000	25,000	26,800
<b>Expenditures:</b>				
Public Safety	\$ 15,841	\$ -	\$ -	\$ -
Capital	57,405	71,040	71,040	74,440
Total Expenditures	73,246	71,040	71,040	74,440
Increase (Decrease) in Fund Balance	(37,351)	(46,040)	(46,040)	(47,640)
<b>Fund Balance, September 30</b>	<b>\$ 124,515</b>	<b>\$ 78,475</b>	<b>\$ 78,475</b>	<b>\$ 30,835</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Personnel Request Form**

**Dep/Div Number: 321**

**Project Title: Additional Traffic Officer**

**Dep/Div Name: Police**

**Justification/Description/Location:**

We are requesting one (1) new police traffic officer for fiscal year 2020. One officer will be placed in the Special Operations section for traffic operations and aggressive driving enforcement. This officer will operate a traffic patrol vehicle and work all traffic related assignments. The officer will be available for emergencies/assignments as called upon. With new construction developments and road construction projects commencing, this position is vital in day to day operations. The officer will work a multipurpose function including traffic, aggressive driving concerns, radar, special events, school crossings, accidents and other assignments as directed.

**Impact on Personnel Costs:**

Description	Code	Funding Source	New Cost
Salaries and Wages	11-00	General Fund	39,700
Overtime	14-00	General Fund	2,200
Incentive Pay	15-10	General Fund	960
FICA	21-00	General Fund	3,279
Pension	22-00	General Fund	7,286
Health Insurance	23-00	General Fund	9,660
Workers' Comp	24-00	General Fund	1,600
<b>Total</b>			<b>\$ 64,685</b>

**Impact On Other Costs:**

Description	Code	Funding Source	New Cost
Travel & Training	40-10	General Fund	800
Telephone/Fax	41-10	General Fund	600
Vehicle Maintenance	46-50	General Fund	2,500
Printing & Binding	47-10	General Fund	450
General Operating Supplies	52-10	General Fund	500
Fuel	52-20	General Fund	3,300
Uniforms/Clothing Allowance	52-70	General Fund	4,500
Glock/UTC Printer/Body Cam	65-10	Police Impact Fee	2,290
M4/Laptop/Radar/Taser/AED	65-10	Police Impact Fee	8,200
Radios (Portable and Vehicle)	65-10	Police Impact Fee	9,250
Marked Vehicle	65-10	Police Impact Fee	54,700
<b>Total</b>			<b>\$ 87,090</b>

**Total New Personnel Costs** **\$ 151,775**

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Fund Balance, October 1</b>	\$ 92,811	\$ 138,061	\$ 138,061	\$ 150,811
<b>Revenue:</b>				
Impact Fees	\$ 44,119	\$ 12,000	\$ 12,000	\$ 15,000
Interest	1,131	750	750	1,500
Total Revenue	45,250	12,750	12,750	16,500
<b>Expenditures:</b>				
Vehicle & Equipment	\$ -	\$ -	\$ -	\$ -
Total Expenditures	-	-	-	-
Increase (Decrease) in Fund Balance	45,250	12,750	12,750	16,500
<b>Fund Balance, September 30</b>	<b>\$ 138,061</b>	<b>\$ 150,811</b>	<b>\$ 150,811</b>	<b>\$ 167,311</b>



**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Fund Balance, October 1</b>	\$ 40,410	\$ 126,445	\$ 126,445	\$ 14,195
<b>Revenue:</b>				
Impact Fees	\$ 6,373	\$ 2,000	\$ 2,000	\$ 2,000
Interest	662	750	750	1,000
Transfers In - Fleet Maintenance Fund	79,000	-	-	-
Total Revenue	86,035	2,750	2,750	3,000
<b>Expenditures:</b>				
Forestry Bucket Truck	\$ -	\$ -	\$ 115,000	\$ -
Total Expenditures	-	-	115,000	-
Increase (Decrease) in Fund Balance	86,035	2,750	(112,250)	3,000
<b>Fund Balance, September 30</b>	<b>\$ 126,445</b>	<b>\$ 129,195</b>	<b>\$ 14,195</b>	<b>\$ 17,195</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Fund Balance, October 1</b>	\$ 154,676	\$ 105,609	\$ 105,609	\$ 127,109
<b>Revenue:</b>				
Impact Fees	\$ 38,369	\$ 20,000	\$ 20,000	\$ 20,000
Interest	1,489	1,500	1,500	1,800
Total Revenue	39,858	21,500	21,500	21,800
<b>Expenditures:</b>				
Heritage Park	\$ 88,925	\$ -	\$ -	\$ -
Total Expenditures	88,925	-	-	-
Increase (Decrease) in Fund Balance	(49,067)	21,500	21,500	21,800
<b>Fund Balance, September 30</b>	<b>\$ 105,609</b>	<b>\$ 127,109</b>	<b>\$ 127,109</b>	<b>\$ 148,909</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Fund Balance, October 1</b>	\$ 30,104	\$ 37,837	\$ 37,837	\$ 34,462
<b>Revenue:</b>				
Cemetery Sales	\$ 10,375	\$ 5,000	\$ 5,000	\$ 5,000
Interest/Other	4	225	225	225
Total Revenue	10,379	5,225	5,225	5,225
<b>Expenditures:</b>				
Postage & Freight	\$ -	\$ 100	\$ 100	\$ 100
Water	2,646	5,500	5,500	5,500
Grounds Maintenance	-	2,000	2,000	2,000
General Operating Supplies	-	1,000	1,000	1,000
Total Expenditures	2,646	8,600	8,600	8,600
Increase (Decrease) in Fund Balance	7,733	(3,375)	(3,375)	(3,375)
<b>Fund Balance, September 30</b>	<b>\$ 37,837</b>	<b>\$ 34,462</b>	<b>\$ 34,462</b>	<b>\$ 31,087</b>

## **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 2020 Operating Budget**

**Debt Service Fund Summary**

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Fund Balance, October 1</b>	\$ 297,405	\$ 307,881	\$ 307,881	\$ 310,000
<b>Revenue and Other Sources:</b>				
Transfers In - General Fund	346,962	349,002	349,002	347,065
Total Revenues	346,962	349,002	349,002	347,065
<b>Expenditures:</b>				
Series 2012 Refunding Notes				
Principal	259,000	265,000	265,000	271,000
Interest	77,486	81,883	81,883	74,033
Total Expenditures	336,486	346,883	346,883	345,033
Increase (Decrease) in Fund Balance	10,476	2,119	2,119	2,032
<b>Fund Balance, September 30</b>	<b>\$ 307,881</b>	<b>\$ 310,000</b>	<b>\$ 310,000</b>	<b>\$ 312,032</b>

**Debt Service Payment Due:**

	10/1/2019	10/1/2020
Principal	\$ 271,000	\$ 277,000
Interest	39,001	35,032
Totals	\$ 310,001	\$ 312,032

**Debt Service Requirements to Maturity Schedule**

Fiscal Year Ending Sept. 30,	Principal	Interest	Total Debt Service
2020	\$ 271,000	\$ 74,033	\$ 345,033
2021	277,000	66,007	343,007
2022	281,000	57,835	338,835
2023	286,000	49,531	335,531
2024	295,000	41,022	336,022
2025-2028	1,253,000	74,355	1,327,355
Totals	\$ 2,663,000	\$ 362,783	\$ 3,025,783



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## **CAPITAL PROJECT FUNDS**

The Capital Projects 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 2020 Operating Budget**

**All Capital Project Funds Summary**

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Fund Balance, October 1</b>	\$ 1,567,367	\$ 1,312,742	\$ 1,312,742	\$ 2,601,765
<b>Revenue and Other Sources:</b>				
Intergovernmental Revenue	\$ 985,982	\$ 2,316,623	\$ 2,316,623	\$ 2,336,455
Interest	14,641	12,000	12,000	15,000
Transfers In - General Fund	932,000	1,100,000	1,376,000	700,000
Carry Forward Fund Balance	-	627,618	627,618	1,106,000
Total Revenue and Other Sources	1,932,623	4,056,241	4,332,241	4,157,455
<b>Expenditures:</b>				
Capital Projects	\$ 2,187,248	\$ 2,438,218	\$ 2,438,218	\$ 4,630,340
Admin Projects	-	329,000	605,000	121,000
Total Expenditures	2,187,248	2,767,218	3,043,218	4,751,340
Increase (Decrease) in Fund Balance	(254,625)	1,289,023	1,289,023	(593,885)
<b>Fund Balance, September 30</b>	<b>\$ 1,312,742</b>	<b>\$ 2,601,765</b>	<b>\$ 2,601,765</b>	<b>\$ 2,007,880</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

**Capital Project Funds**

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Fund Balance, October 1</b>	\$ 383,461	\$ 201,549	\$ 201,549	\$ 286,949
<b>Revenue and Other Sources:</b>				
Intergovernmental Revenue	\$ -	\$ -	\$ -	\$ -
Transfers In - General Fund	932,000	1,100,000	1,376,000	700,000
Carry Forward Fund Balance	-	427,618	427,618	106,000
Total Revenue and Other Sources	932,000	1,527,618	1,803,618	806,000
<b>Expenditures:</b>				
Capital Projects	\$ 1,113,912	\$ 1,113,218	\$ 1,113,218	\$ 805,340
Administrative Projects	-	329,000	605,000	121,000
Total Transfers Out	1,113,912	1,442,218	1,718,218	926,340
Increase (Decrease) in Fund Balance	(181,912)	85,400	85,400	(120,340)
<b>Fund Balance, September 30</b>	<b>\$ 201,549</b>	<b>\$ 286,949</b>	<b>\$ 286,949</b>	<b>\$ 166,609</b>

# City of Lake Mary, Florida

## Fiscal Year 2020 Operating Budget

### FY20 Capital Projects

Project Description	2019 Carry Forward	2020 Budget	Total Available Budget
<b>General Government</b>			
ERP Software Upgrade	\$ -	\$ 12,500	\$ 12,500
Selecton IVR Upgrade	-	32,075	32,075
Timekeeping Software Upgrade	-	17,500	17,500
Computer Replacement	-	26,000	26,000
Network Upgrade & Development	-	50,000	50,000
Subtotal	-	138,075	138,075
<b>Police</b>			
Laptop Computer Replacement	-	26,000	26,000
Radio Replacement	-	27,315	27,315
Subtotal	-	53,315	53,315
<b>Fire</b>			
X Series Cardiac Monitor	-	42,000	42,000
Stretcher	-	21,000	21,000
Stairchairs	-	9,450	9,450
Subtotal	-	72,450	72,450
<b>PW: Streets &amp; Sidewalks</b>			
Parking Lot Rehabilitation	-	20,000	20,000
Sports Complex Parking Lot	-	45,000	45,000
Street Lighting Additions	32,000	-	32,000
Subtotal	32,000	65,000	97,000
<b>Facilities Maintenance</b>			
City Hall Maintenance	-	35,000	35,000
Employee Health Clinic Maintenance	-	10,000	10,000
Events Center Maintenance	74,000	52,000	126,000
Frank Evans Museum Maintenance	-	15,000	15,000
Municipal Complex Maintenance	-	88,000	88,000
Parks Facility Building Maintenance	-	5,000	5,000
Police Department Maintenance	-	45,000	45,000
Fire Department Maintenance	-	27,500	27,500
Subtotal	74,000	277,500	351,500
<b>Parks and Recreation</b>			
Sports Complex Improvements	-	15,500	15,500
Parks Improvements	-	35,000	35,000
Tennis Center Improvements	-	42,500	42,500
Subtotal	-	93,000	93,000

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

**FY20 Capital Projects**

<b>Project Description</b>	<b>2019 Carry Forward</b>	<b>2020 Budget</b>	<b>Total Available Budget</b>
<b>Administrative Projects</b>			
City Facilities - Roof Replacement	-	-	-
City Facilities - A/C Replacement	-	121,000	121,000
Subtotal	-	121,000	121,000
Total Capital Project Funds	\$ 106,000	\$ 820,340	\$ 926,340

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 213/436**  
**Project Title: ERP Software Upgrade/Replacement**  
**Dep/Div Name: Finance/Utility Billing**

**Justification/Description/Location:**

Since 1992 the City has been utilizing the same software for major operating purposes including Utility Billing, Accounting, Payroll, Business Tax Receipts and Building Permits. While there are annual updates and the software is still functional, the vendor has moved toward a web based platform and will not support the older version indefinitely. A newer software version would be more user friendly, windows and web compatible.

Category	Projected Carry Forward 2019	2020
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	25,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 25,000</b>

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

Fund	Projected Carry Forward 2019	2020
General Fund	-	12,500
Water/Sewer Fund	-	12,500
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 25,000</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 124**  
**Project Title: Selecton IVR Upgrade**  
**Dep/Div Name: Building**

**Justification/Description/Location:**

This is a multi-purpose server and software upgrade for the IVR system: 1. Virtual Server Upgrade, 2. Web Permits, 3. Relay Upgrade. 1. The current IVR server is over five years old and is a physical server; the upgrade will move it to a virtual server. 2. The Web Permits upgrade will allow for scheduling/review of inspections online. It will also allow for web tracking/review of all building permits. 3. The Relay Upgrade allows for the ability to administer, manager and review data at any time.

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	32,075
<b>Total</b>	<b>\$ -</b>	<b>\$ 32,075</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	32,075
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 32,075</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 215**  
**Project Title: Timekeeping Software**  
**Dep/Div Name: Information Systems**

**Justification/Description/Location:**

Increased accuracy of actual time worked. Reduction of payroll costs, eliminates time theft, makes payroll operations more efficient. Eliminates approximately 312 hours per year of the HR Specialist manpower hours for data entry, collection and corrections of timesheets, review of timesheets, printing time and costs. Tracks paid time off- reducing the manpower hours needed to submit a paper time-off request. Eliminates approximately 30 manpower hours per year of scanning timesheets for retention purposes. Cost savings of approximately 8,000 pieces of paper per year.

Category	Projected Carry Forward 2019	2020
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	17,500
Vehicles	-	-
Miscellaneous	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 17,500</b>

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

Fund	Projected Carry Forward 2019	2020
General Fund	-	17,500
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 17,500</b>



**City of Lake Mary, Florida**  
**Fiscal Year 2020 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 20 desktop/laptop computers are replaced annually.

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	26,000
Vehicles	-	-
Miscellaneous	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 26,000</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	26,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 26,000</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 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:  
**2020** - (5) five network switches - (\$30,000) and Sharepoint configuration - (\$20,000).

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	50,000
Vehicles	-	-
Miscellaneous	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 50,000</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	50,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 50,000</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 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 in the field. This year, twelve (12) new laptop computers will replace the oldest or unusable units. Officers computers are used for report writing and traffic crash reporting. Additionally the computers are used to conduct record checks on vehicles, persons, articles, and criminal histories while in the field. Officers are now dispatched on their computers and watch information as it unfolds on other jurisdiction cases that may affect our response. The replacement plan will keep laptops at optimal working performance and was coordinated with IT.

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	26,000
Vehicles	-	-
Miscellaneous	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 26,000</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	26,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 26,000</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 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 FY20 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 FY20 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.

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	27,315
Vehicles	-	-
Miscellaneous	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 27,315</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	27,315
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 27,315</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 322**  
**Project Title: X Series Cardiac Monitor**  
**Dep/Div Name: Fire**

**Justification/Description/Location:**

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

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	42,000
Vehicles	-	-
Miscellaneous	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 42,000</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	42,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 42,000</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 322**  
**Project Title: Stretcher**  
**Dep/Div Name: Fire**

**Justification/Description/Location:**

The stretcher is designed to carry non-ambulatory patients in our ambulances. The service life of these devices is ten (10) years. This will be replacing a stretcher that has met its service life.

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	21,000
Vehicles	-	-
Miscellaneous	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 21,000</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	21,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 21,000</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 322**  
**Project Title: Stairchairs**  
**Dep/Div Name: Fire**

**Justification/Description/Location:**

The stair chair is designed to carry non-ambulatory patients down stairs and out of structures. The service life for these devices is twenty (20) years. Three (3) of our stairchairs are reaching their service life.

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	9,450
Vehicles	-	-
Miscellaneous	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 9,450</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	9,450
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 9,450</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 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 2020** - Police Department, FD Station #33

Category	Projected Carry Forward 2019	2020
Land	-	-
Building	-	-
Construction	-	20,000
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 20,000

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

Fund	Projected Carry Forward 2019	2020
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 2020 Capital Budget Proposal**  
**Dep/Div Number: 432**  
**Project Title: Sports Complex Parking Lot**  
**Dep/Div Name: Streets/Sidewalks**

**Justification/Description/Location:**

The Lake Mary Sports Complex located at 550 Rantoul Lane includes nearly 50,000 square feet of concrete drive and parking aisles. The concrete was installed over 25 years ago and shows wear as in excessive cracking of the surface. To provide structural stability and to extend the life of the parking area a FDOT grade highway sealant is proposed to repair and seal the existing cracks and expansion joints. It is estimated that there are 12,000 linear feet of cracks and joints in the surface.

Category	Projected Carry Forward 2019	2020
Land	-	-
Building	-	-
Construction	-	45,000
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 45,000

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

Fund	Projected Carry Forward 2019	2020
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 2020 Capital Budget Proposal**  
**Dep/Div Number: 432**  
**Project Title: Street Lighting Additions**  
**Dep/Div Name: Streets/Sidewalks**

**Justification/Description/Location:**

Street lighting additions at PD and City Hall.

Category	Projected Carry Forward 2019	2020
Land	-	-
Building	-	-
Construction	32,000	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
Total	\$ 32,000	\$ -

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

Fund	Projected Carry Forward 2019	2020
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 2020 Capital Budget Proposal**  
**Dep/Div Number: 519**  
**Project Title: City Hall Maintenance**  
**Dep/Div Name: Facilities Maintenance**

**Justification/Description/Location:**

Carpet replacement throughout City Hall.

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	35,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 35,000</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	35,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 35,000</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 519**  
**Project Title: Employee Health Clinic Maintenance**  
**Dep/Div Name: Facilities Maintenance**

**Justification/Description/Location:**

The Health Clinic was built in 1997 and it is unknown when the exterior was last painted. The building has been periodically pressure washed but it is showing some wear and peeling in the back. It is recommended the entire exterior be painted in 2020.

Category	Projected Carry Forward 2019	2020
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	10,000
Total	\$ -	\$ 10,000

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

Fund	Projected Carry Forward 2019	2020
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 2020 Capital Budget Proposal**  
**Dep/Div Number: 519**  
**Project Title: Events Center Maintenance**  
**Dep/Div Name: Facilities Maintenance**

**Justification/Description/Location:**

- 1) Replacement of trellis that includes full structure and aluminum components - (\$74,000)
- 2) The Events Center was built and opened in 2008. The carpet was replaced with wood look flooring throughout the facility, with the exception of the ballrooms, meeting rooms and administration area. The ballrooms and meeting rooms were replaced in 2013. The administration area is original. Due to high traffic in the ballrooms and meeting areas, in addition to general wear and tear in the administration portion, it is recommended that all of these areas be replaced in FY2020 - (\$42,000).
- 3) The purchase of a small single man lift, push type will allow LMEC staff to change bulbs on the interior and exterior of the facility as well as replace ceiling tiles and parking lot lights. This lift can be transported by City trucks and taken to other facilities for high reach jobs that cannot be accomplished by a ladder safely or our existing exterior lift. Currently the City rents a similar lift for various jobs and often due to rental cost and availability, we wait until several lights are out to replace - (\$10,000).

Category	Projected Carry Forward 2019	2020
Land	-	-
Building	-	-
Construction	74,000	-
Equipment	-	10,000
Vehicles	-	-
Miscellaneous	-	42,000
Total	\$ 74,000	\$ 52,000

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

Fund	Projected Carry Forward 2019	2020
General Fund	74,000	52,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ 74,000	\$ 52,000

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 519**  
**Project Title: Frank Evans Museum Maintenance**  
**Dep/Div Name: Facilities Maintenance**

**Justification/Description/Location:**

The roof was last painted in 2007 with a 15 year warranty on the product. Due to the elements and weathering on the facility, the paint is showing wear in many spots and fading. It is recommended that the roof of the facility be fully painted in FY2020.

Category	Projected Carry Forward 2019	2020
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	15,000
Total	\$ -	\$ 15,000

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

Fund	Projected Carry Forward 2019	2020
General Fund	-	15,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ -	\$ 15,000

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**

**Dep/Div Number: 519**

**Project Title: Municipal Complex Maintenance**

**Dep/Div Name: Facilities Maintenance**

**Justification/Description/Location:**

The Municipal Complex was built in 2005 and all carpeted surfaces are original. Per the manufacturer's specifications, the carpet is durable for 15 years. Due to the high foot traffic and stains in the carpet that cannot be removed, it is recommended that the carpet be replaced in 2020 (\$41,000). Fire Station #37 and administration would have the complete removal of the carpet and the concrete floors polished and stained (\$47,000).

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	88,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 88,000</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	88,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 88,000</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 519**  
**Project Title: Parks Building Maintenance**  
**Dep/Div Name: Facilities Maintenance**

**Justification/Description/Location:**

The Parks Building bay area needs an upgrade on the lighting due to code changes, energy efficiency and dim conditions. It is recommended for FY2020.

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	5,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 5,000</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	5,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 5,000</b>



**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 519**  
**Project Title: PD Maintenance**  
**Dep/Div Name: Facilities Maintenance**

**Justification/Description/Location:**

The Police Department was built in 2002 and the generator is original. Problems on the generator have been minor and maintenance consistent on a quarterly basis. The generator is aging and it is recommended it be assessed for component/housing repairs in FY 2020. Complete replacement assessment to be done in FY2024.

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	45,000
Vehicles	-	-
Miscellaneous	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 45,000</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	45,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 45,000</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 519**  
**Project Title: FD Maintenance**  
**Dep/Div Name: Facilities Maintenance**

**Justification/Description/Location:**

FD Station #33 was built in 2005 and all carpeted surfaces are original. Per the manufacturer's specifications, the carpet is durable for 15 years. It is recommended that the carpet be replaced with polished concrete in 2020.

Category	Projected Carry Forward 2019	2020
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	27,500
Total	\$ -	\$ 27,500

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

Fund	Projected Carry Forward 2019	2020
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 2020 Capital Budget Proposal**  
**Dep/Div Number: 572**  
**Project Title: Sports Complex Improvements**  
**Dep/Div Name: Parks & Recreation**

**Justification/Description/Location:**

The fence around the Basketball Courts is original and due to aging and deterioration, it is scheduled for replacement in FY2020 (\$15,500).

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	-
Construction	-	15,500
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 15,500</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	15,500
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 15,500</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 572**  
**Project Title: Parks Improvements**  
**Dep/Div Name: Parks & Recreation**

**Justification/Description/Location:**

The exercise equipment stations along Rinehart Trail are original and are showing their age. Replacing the equipment will enhance the heavily used portion of the trail in the City limits of Lake Mary (\$35,000).

Category	Projected Carry Forward 2019	2020
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	35,000
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 35,000

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

Fund	Projected Carry Forward 2019	2020
General Fund	-	35,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ -	\$ 35,000

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 595**  
**Project Title: Tennis Center Improvements**  
**Dep/Div Name: Parks & Recreation**

**Justification/Description/Location:**

1) A VPN is currently required for staff to connect virtually to the City network and phone/internet service is required from Spectrum at an annual cost of \$1,660. The VPN can also be unreliable and prevents the office from utilizing the scanning function on the copy machine. If approved, the annual service cost of \$1,660 for Spectrum internet/phone service can be removed from the Tennis Center operating budget, as all phone and internet would be moved onto the City network (\$15,000).

2) The five tennis court shade structures/benches at the Tennis Center have reached the end of their useful life and are showing age, with sections of the support structure showing severe rust/pitting. The wooden sections on the benches are worn and require extensive maintenance due to the outdoor elements. The shade structures/benches are original from the opening of the Tennis Center in 2001. Proposal to replace old shade structures with new more modern structures - (\$27,500).

Category	Projected Carry Forward 2019	2020
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	42,500
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 42,500

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

Fund	Projected Carry Forward 2019	2020
General Fund	-	42,500
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ -	\$ 42,500

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 119**  
**Project Title: Administrative Projects**  
**Dep/Div Name: General Administrative**

**Justification/Description/Location:**

This is 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. Examples include replacing roofs and A/C units. Replacement roofs at the Police Station, the Municipal Services Complex, the Events Center and the Trailhead Park building range from \$15,000 to \$280,000. Replacing the individual A/C units at City Hall, the Events Center, the Concession A/C at Sports Complex and Frank Evans Museum range from \$25,000 to \$70,000 each.

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	121,000
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 121,000</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	121,000
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 121,000</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

**One-Cent Infrastructure Sales Tax Fund**

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Fund Balance, October 1</b>	\$ 1,183,906	\$ 1,111,193	\$ 1,111,193	\$ 2,314,816
<b>Revenue:</b>				
Intergovernmental Revenue	\$ 985,982	\$ 2,316,623	\$ 2,316,623	\$ 2,336,455
Interest	14,641	12,000	12,000	15,000
Carry Forward Fund Balance	-	200,000	200,000	1,000,000
Total Revenue	1,000,623	2,528,623	2,528,623	3,351,455
<b>Expenditures:</b>				
Rinehart Rd Intersection Improvements	\$ -	\$ 1,325,000	\$ 1,325,000	\$ 2,325,000
Cold Mix/Street Resurfacing	1,073,336	-	-	1,500,000
Total Expenditures	1,073,336	1,325,000	1,325,000	3,825,000
Increase (Decrease) in Fund Balance	(72,713)	1,203,623	1,203,623	(473,545)
<b>Fund Balance, September 30</b>	<b>\$ 1,111,193</b>	<b>\$ 2,314,816</b>	<b>\$ 2,314,816</b>	<b>\$ 1,841,271</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 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 addition of a new traffic signal at Woodbridge Lakes Way which was begun in 2019; the lengthening of the right hand turn lane into Crystal Lake Elementary School; and other proposed intersection improvements as will be designed and constructed in the near future. This project is being jointly funded by the City and Seminole County through the County Charter 1-cent sales tax revenues.

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	-
Construction	1,000,000	1,325,000
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
<b>Total</b>	<b>\$ 1,000,000</b>	<b>\$ 1,325,000</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	-
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other: 1 Cent Infra Sales Tax	1,000,000	1,325,000
<b>Total Funding Source</b>	<b>\$ 1,000,000</b>	<b>\$ 1,325,000</b>



**City of Lake Mary, Florida**  
**Fiscal Year 2020 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 FY2020 all or portions of the following areas: Country Club Oaks, Crystal Ridge, Downtown, Evansdale, Lake Mary Woods, Meadow Brooke, Misty Oaks, and Springhurst will be resurfaced. 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 budgeted is in odd years to maintain existing cold mix paved roads or areas that need more immediate attention. Pavement network inspections by a consulting engineer are scheduled every two years.

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	-
Construction	-	1,500,000
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	-
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other: 1 Cent Infra Sales Tax	-	1,500,000
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>

## **WATER AND SEWER FUND**

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



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**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

**Water & Sewer Fund Summary**

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Fund Balance, October 1</b>	\$ 13,866,431	\$ 13,940,937	\$ 13,940,937	\$ 12,736,970
<b>Revenue:</b>				
Water Sales	\$ 2,113,637	\$ 2,300,000	\$ 2,300,000	\$ 2,250,000
New Installations	12,255	9,000	9,000	9,000
Turn-Ons	6,264	7,000	7,000	6,000
Turn-Offs	11,962	8,000	8,000	9,000
Penalties	67,434	75,000	75,000	70,000
After Hour Calls	810	-	-	-
Sewer Sales	2,309,628	2,290,000	2,290,000	2,300,000
Reclaimed Water	285,292	288,000	288,000	300,000
Interest	141,145	185,000	185,000	190,000
Water Impact Fees	80,809	50,000	50,000	50,000
Sewer Impact Fees	31,683	10,000	10,000	10,000
Misc Revenues	1,130,199	250,000	250,000	300,000
Cash Balance Forward	-	228,598	228,598	258,042
Total Revenues	6,191,118	5,700,598	5,700,598	5,752,042
 Amt Restricted for Water/Sewer Projects	 1,817,278	 1,861,299	 1,861,299	 1,861,299
 Total Revenues and Balances	 21,874,827	 21,502,834	 21,502,834	 20,350,311
<b>Expenses:</b>				
Water Treatment	\$ 1,000,326	\$ 1,098,828	\$ 1,098,828	\$ 1,162,695
Water Dist./WW Collection	942,491	1,039,725	1,039,725	1,070,654
Utility Billing	186,353	217,414	217,414	227,727
Water/Sewer Projects	838,345	1,308,598	1,308,598	1,015,542
Wholesale Reclaimed Water	280,006	260,000	260,000	290,000
Wholesale Sewer Treatment	1,625,070	1,630,000	1,630,000	1,640,000
<b>Transfers Out:</b>				
To General Fund	1,200,000	1,350,000	1,350,000	1,350,000
Total Expenses	6,072,591	6,904,565	6,904,565	6,756,618
 Increase (Decrease) in Fund Balance	 118,527	 (1,203,967)	 (1,203,967)	 (1,004,576)
 Amt Restricted for Water/Sewer Projects	 1,861,299	 1,861,299	 1,861,299	 1,861,299
<b>Fund Balance, September 30</b>	<b>\$ 13,940,937</b>	<b>\$ 12,736,970</b>	<b>\$ 12,736,970</b>	<b>\$ 11,732,394</b>

# WATER TREATMENT

## PROGRAM SUMMARY

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

## GOALS

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

PERFORMANCE MEASURES	2017	2018	%Change	2019 EST
Billions of gallons of water treated	1,171	1,132	-3%	1,150
Fluoride used (pounds)	30,608	27,986	-9%	29,000
Chlorine used (gallons)	35,946	29,622	-18%	33,000
System bacterial samples taken	366	382	0	400
Plant inspections conducted	52	52	0%	52
Generator exercised (times)	17	17	0%	17
Complaints received (water quality/pressure)	3	5	67%	4

BUDGET SUMMARY - WATER TREATMENT	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Salaries	\$ 147,381	\$ 184,800	\$ 184,800	\$ 188,300
Benefits	\$ 47,132	\$ 60,265	\$ 60,265	\$ 63,569
Operating	\$ 805,813	\$ 853,763	\$ 853,763	\$ 910,826
<b>TOTAL</b>	<b>\$ 1,000,326</b>	<b>\$ 1,098,828</b>	<b>\$ 1,098,828</b>	<b>\$ 1,162,695</b>

<b>STAFFING ANALYSIS - WATER TREATMENT</b>	<b>2018 ACTUAL</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2019 ADJUSTED BUDGET</b>	<b>2020 BUDGET</b>
Chief Water Plant Operator	1	1	1	1
Water Plant Operator "B" (P/T)	1	1	1	1
Water Plant Operator "C"	2	2	2	2
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 139,914	\$ 172,800	\$ 172,800	\$ 176,300
14-00 Overtime	7,467	12,000	12,000	12,000
21-00 FICA	12,062	14,138	14,138	14,405
22-00 Employer Pension	12,721	19,913	19,913	20,200
23-00 Health/Life Insurance	18,822	22,300	22,300	25,050
24-00 Workers Compensation	3,527	3,914	3,914	3,914
Subtotal	194,513	245,065	245,065	251,869
<b>Operating Expenditures:</b>				
31-00 Professional Services	\$ 370,244	\$ 250,000	\$ 250,000	\$ 311,000
34-40 Contractual Services	34,791	58,477	58,477	58,745
40-10 Travel & Per Diem	1,803	1,550	1,550	1,425
41-10 Telephone & Fax	4,294	5,000	5,000	5,000
42-00 Postage & Freight	-	140	140	250
43-10 Water/Sewer	429	600	600	700
43-50 Electric	210,538	245,000	245,000	242,000
44-60 Vehicle Rental	4,015	2,713	2,713	2,713
45-50 Insurance Costs	50,820	66,820	66,820	66,820
46-30 Plant & Pump	84,672	155,000	155,000	155,000
46-40 Equipment R&M	3,687	5,000	5,000	5,000
46-50 Vehicle Maintenance	2,094	3,200	3,200	3,200
46-60 Vehicle Maint/Contract	-	1,000	1,000	1,000
48-10 Promotional Activities	742	1,500	1,500	1,500
51-30 Office Supplies	300	350	350	350
52-10 General Operating Supplies	3,376	3,500	3,500	6,500
52-20 Vehicle Fuel Charges	1,429	2,400	2,400	2,400
52-40 Chemicals	25,632	35,000	35,000	30,000
52-50 Licenses	4,520	4,500	4,500	4,500
52-70 Uniforms & Clothing Allowance	735	771	771	1,071
52-90 Equipment under \$1,000	708	1,000	1,000	1,000
54-10 Memberships/Periodicals	410	442	442	852
54-30 Employee Development	574	800	800	800
<b>Capital Outlay:</b>				
65-10 Machinery & Equipment	-	9,000	9,000	9,000
Subtotal	805,813	853,763	853,763	910,826
<b>Total Costs</b>	<b>\$ 1,000,326</b>	<b>\$ 1,098,828</b>	<b>\$ 1,098,828</b>	<b>\$ 1,162,695</b>

# WATER DISTRIBUTION/WASTEWATER

## PROGRAM SUMMARY

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

## GOALS

1. To ensure efficient distribution of potable water for domestic and commercial use. Complete the decommission of old galvanized water lines in the downtown area.
2. To ensure the integrity of the fire hydrant system and adequate water supply and pressures for fire flow purposes. Perform annual testing of all fire hydrants in the City.
3. To provide an effective preventative maintenance program for the wastewater collection and transmission system including lift stations. Install additional lift station control probes (replace older float systems).
4. Implementation of a new Advanced Metering Infrastructure (AMI) system to provide more accurate and reliable customer service.
5. Implementation of a 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	2017	2018	%Change	2019 EST
New meters installed	34	58	71%	50
Meter replacements	345	259	-25%	480
Line locations provided	1,734	2,545	47%	2,500
Lift station inspections performed	1,664	1,768	6%	1,768
Water line breaks repaired	80	83	4%	80
Water lines installed (feet)	230	88	-62%	160

BUDGET SUMMARY - WATER DISTRIBUTION/WASTEWATER	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Salaries	\$ 346,273	\$ 399,895	\$ 399,895	\$ 409,060
Benefits	\$ 134,566	\$ 157,274	\$ 157,274	\$ 167,285
Operating	\$ 461,652	\$ 482,556	\$ 482,556	\$ 494,309
<b>TOTAL</b>	<b>\$ 942,491</b>	<b>\$ 1,039,725</b>	<b>\$ 1,039,725</b>	<b>\$ 1,070,654</b>



<b>STAFFING ANALYSIS - WATER DISTRIBUTION/WASTEWATER</b>	<b>2018 ACTUAL</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2019 ADJUSTED BUDGET</b>	<b>2020 BUDGET</b>
Assistant Public Works Director	1	1	1	1
Public Works Crew Leader	1	1	1	1
Public Works Maintenance Specialist	7	7	7	7
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 336,634	\$ 381,735	\$ 381,735	\$ 390,900
14-00 Overtime	5,384	14,000	14,000	14,000
17-00 Incentive Pay	4,255	4,160	4,160	4,160
21-00 FICA	23,692	30,593	30,593	31,294
22-00 Employer Pension	36,184	49,988	49,988	51,133
23-00 Health/Life Insurance	66,752	67,300	67,300	75,465
24-00 Workers Compensation	7,938	9,393	9,393	9,393
Subtotal	480,839	557,169	557,169	576,345
<b>Operating Expenditures:</b>				
34-40 Contractual Services	\$ 38,050	\$ 46,891	\$ 46,891	\$ 48,398
40-10 Travel & Per Diem	431	3,850	3,850	3,850
41-10 Telephone & Fax	13,456	16,550	16,550	17,690
43-10 Water/Sewer	3,469	4,500	4,500	4,500
43-50 Electric	28,097	28,000	28,000	28,000
43-70 Gas	1,695	3,000	3,000	3,000
44-30 Equipment Rental	241	1,000	1,000	1,000
44-60 Vehicle Rental	81,784	92,029	92,029	99,821
45-50 Insurance Costs	24,858	32,671	32,671	32,671
46-30 R&M Water/Sewer System	150,168	155,000	155,000	155,000
46-40 Equipment R&M	2,434	5,000	5,000	5,000
46-50 Vehicle Maintenance	24,936	33,220	33,220	33,000
46-60 Vehicle Maint/Contract	12,268	9,000	9,000	9,000
52-10 General Operating Supplies	13,305	27,500	27,500	27,500
52-20 Vehicle Fuel Charges	16,305	19,100	19,100	19,800
52-50 Permit Fees	-	1,200	1,200	1,200
52-70 Uniforms & Clothing Allowance	1,332	1,895	1,895	2,379
52-90 Equipment under \$1,000	850	1,000	1,000	1,000
54-30 Employee Development	988	1,150	1,150	1,500
<b>Capital Outlay:</b>				
64-99 Machinery & Equipment	46,985	-	-	-
Subtotal	461,652	482,556	482,556	494,309
<b>Total Costs</b>	<b>\$ 942,491</b>	<b>\$ 1,039,725</b>	<b>\$ 1,039,725</b>	<b>\$ 1,070,654</b>

# 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 a new Advanced Metering Infrastructure (AMI) system to provide more accurate and reliable customer service and real time consumption data.
4. To increase electronic/paperless billing and automatic draft payments.

PERFORMANCE MEASURES	2017	2018	%Change	2019 EST
Meter readings	73,227	71,756	-2%	73,191
Auto-Draft payments	15,836	16,215	2%	16,539
Service Orders	3,737	4,440	19%	4,528
Cut-offs for non-payment	284	566	99%	350
Paperless billing customers per month	741	826	11%	842
Credit/Debit/EFT transactions	8,539	11,318	33%	11,544

BUDGET SUMMARY - UTILITY BILLING	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Salaries	\$ 62,950	\$ 69,200	\$ 69,200	\$ 62,620
Benefits	\$ 21,547	\$ 29,276	\$ 29,276	\$ 29,701
Operating	\$ 101,856	\$ 118,938	\$ 118,938	\$ 135,406
<b>TOTAL</b>	<b>\$ 186,353</b>	<b>\$ 217,414</b>	<b>\$ 217,414</b>	<b>\$ 227,727</b>

STAFFING ANALYSIS - UTILITY BILLING	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Utility Billing Specialist	1	1	1	1
Meter Reader/Service Technician	1	1	1	1
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 62,640	\$ 68,200	\$ 68,200	\$ 61,620
14-00 Overtime	310	1,000	1,000	1,000
21-00 FICA	4,655	5,294	5,294	4,791
22-00 Employer Pension	4,986	8,650	8,650	7,828
23-00 Health/Life Insurance	11,525	14,900	14,900	16,650
24-00 Workers Compensation	381	432	432	432
Subtotal	84,497	98,476	98,476	92,321
<b>Operating Expenditures:</b>				
32-00 Accounting & Auditing	\$ 13,750	\$ 17,000	\$ 17,000	\$ 17,000
34-40 Contractual Services	15,290	22,300	22,300	22,500
40-10 Travel & Per Diem	-	425	425	425
41-10 Telephone & Fax	312	425	425	425
42-00 Postage & Freight	22,936	30,000	30,000	30,000
44-60 Vehicle Rental	2,567	2,567	2,567	2,567
45-50 Insurance Costs	569	739	739	739
46-10 Maintenance Contracts	15,687	21,200	21,200	37,450
46-50 Vehicle Maintenance	1,986	2,000	2,000	2,000
46-60 Vehicle Maint/Contract	45	300	300	300
46-70 Other R&M	784	600	600	600
47-10 Printing & Binding	12,714	15,500	15,500	15,500
47-30 Photocopies	70	600	600	600
51-30 Other Office Supplies	1,011	1,500	1,500	1,500
52-10 General Operating Supplies	9,850	-	-	-
52-20 Vehicle Fuel Charges	1,859	2,300	2,300	2,300
52-70 Uniforms	265	332	332	350
52-90 Equipment under \$1,000	1,989	750	750	750
54-30 Employee Development	149	400	400	400
74-40 Interest Expenses	23	-	-	-
Subtotal	101,856	118,938	118,938	135,406
<b>Total Costs</b>	<b>\$ 186,353</b>	<b>\$ 217,414</b>	<b>\$ 217,414</b>	<b>\$ 227,727</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

**Water & Sewer Fund - FY 2020 Projects**

<b>Project Description</b>	<b>2019 Carry Forward</b>	<b>2020 Budget</b>	<b>Total Available Budget</b>
Ground Storage Tank Painting	\$ 40,000	\$ -	\$ 40,000
WTP Sodium Hypochlorite Tank Replacement	35,000	5,000	40,000
WTP Sodium Hypochlorite Pump Replacement	-	65,000	65,000
WTP Control/Component Upgrades	-	50,000	50,000
Commercial Meter Testing and Repair	-	50,000	50,000
Lift Station Pump Maintenance & Replacement	-	40,000	40,000
LMB Lift Station Emergency Generator	-	100,000	100,000
Water Meter Technology Upgrades	-	50,000	50,000
Sewer and Reuse Implementation	-	250,000	250,000
Water Main Extension (Eagle Creek)	183,042	-	183,042
Water Main Extension (The Forest)	-	70,000	70,000
Lift Station Control Panel Upgrade	-	65,000	65,000
ERP Software Upgrade	-	12,500	12,500
Total Water & Sewer Fund Projects	<u>\$ 258,042</u>	<u>\$ 757,500</u>	<u>\$ 1,015,542</u>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 434**  
**Project Title: Ground Storage Tank Painting**  
**Dep/Div Name: Water Treatment**

**Justification/Description/Location:**

The two 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 ground storage tanks.

Category	Projected Carry Forward 2019	2020
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	40,000	-
Total	\$ 40,000	\$ -

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

Fund	Projected Carry Forward 2019	2020
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 2020 Capital Budget Proposal****Dep/Div Number: 434****Project Title: WTP Sodium Hypochlorite Tank Replacement****Dep/Div Name: Water Treatment****Justification/Description/Location:**

The two 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 6-8 years due to the corrosiveness of the chemical. This budget item is to fund the replacement of both tanks including all piping, valves, and site gauges. NaClO is used as a water disinfectant.

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	-
Construction	35,000	5,000
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
<b>Total</b>	<b>\$ 35,000</b>	<b>\$ 5,000</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	-
Water/Sewer Fund	35,000	5,000
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ 35,000</b>	<b>\$ 5,000</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**

**Dep/Div Number: 434**

**Project Title: WTP Sodium Hypochlorite Pump Replacement**

**Dep/Div Name: Water Treatment**

**Justification/Description/Location:**

The two existing sodium hypochlorite (NaClO) metering pump skids have been in service since 2005. NaClO is used as a water disinfectant. The two three-pump skids are starting to spring leaks at pipe fittings due to the age of the piping and the corrosiveness of the chemical. This budget item is to fund the replacement of both skids with two-pump skids including all piping, valves, gauges and accessories. The two-pump skids will be designed to be incorporated into the soon to be under construction water treatment plant enhancement project currently in design.

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	-
Construction	-	65,000
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 65,000</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	-
Water/Sewer Fund	-	65,000
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 65,000</b>



**City of Lake Mary, Florida**  
**Fiscal Year 2020 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 Carry Forward 2019	2020
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	50,000
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 50,000

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

Fund	Projected Carry Forward 2019	2020
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 2020 Capital Budget Proposal**  
**Dep/Div Number: 435**  
**Project Title: Commerical 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 2019	2020
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	50,000
Total	\$ -	\$ 50,000

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

Fund	Projected Carry Forward 2019	2020
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 2020 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 17 wastewater lift stations. Each station is equipped with two submersible centrifugal wastewater pumps and a level control system; some are equipped with mixing devices and flow meters. 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.

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	40,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 40,000</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	-
Water/Sewer Fund	-	40,000
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 40,000</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 435**  
**Project Title: LMB Lift Station Emergency Generator**  
**Dep/Div Name: Water/Wastewater**

**Justification/Description/Location:**

The City's Lake Mary Boulevard Lift Station pumps approximately 100,000 gallons per day of wastewater and is located at the intersection of Lake Mary Blvd. and the 6th Street r-o-w. The lift station currently serves all customers east of The Forest, including the Downtown (4th St) LS, the Palmetto St. LS, and Griffin Farm. With the proposed Dwell apartment project beginning soon it is prudent to install a permanent emergency generator at this location to ensure continuity of service during power outages.

Category	Projected Carry Forward 2019	2020
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	100,000
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 100,000

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

Fund	Projected Carry Forward 2019	2020
General Fund	-	-
Water/Sewer Fund	-	100,000
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ -	\$ 100,000

**City of Lake Mary, Florida**  
**Fiscal Year 2020 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 year period. In 2020 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 (50 x \$400) \$20,000. Also in 2020 we plan to roll out an advanced customer portal which will allow customers access to their billing data and reports if they choose (\$30,000).

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	50,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 50,000</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	-
Water/Sewer Fund	-	50,000
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 50,000</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 435**  
**Project Title: Sewer and Reuse Implementation**  
**Dep/Div Name: Water/Wastewater**

**Justification/Description/Location:**

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

<b>Category</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
Land	-	-
Building	-	-
Construction	-	250,000
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 250,000</b>

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

<b>Fund</b>	<b>Projected Carry Forward 2019</b>	<b>2020</b>
General Fund	-	-
Water/Sewer Fund	-	250,000
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
<b>Total Funding Source</b>	<b>\$ -</b>	<b>\$ 250,000</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 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 2019	2020
Land	-	-
Building	-	-
Construction	183,042	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
Total	\$ 183,042	\$ -

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

Fund	Projected Carry Forward 2019	2020
General Fund	-	-
Water/Sewer Fund	183,042	-
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ 183,042	\$ -

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 435**  
**Project Title: Water Main Extension (The Forest)**  
**Dep/Div Name: Water/Wastewater**

**Justification/Description/Location:**

The City's water distribution system serving The Forest includes one connection point off of Lake Mary Boulevard. In order to improve service reliability, water quality and water pressure in The Forest we propose looping the water system off of Rinehart Road at the northwest corner of the community. At this time we anticipate being able to complete the majority of this water main extension project in-house.

Category	Projected Carry Forward 2019	2020
Land	-	-
Building	-	-
Construction	-	70,000
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 70,000

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

Fund	Projected Carry Forward 2019	2020
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 2020 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 17 wastewater lift stations. The median age of the lift stations is 27 years. After performing an electrical panel condition assessment of each lift station it has been determined that 13 of the stations electrical control panels should be replaced within the next 5 years. We plan to replace the following panels: 2020 - The Forest

Category	Projected Carry Forward 2019	2020
Land	-	-
Building	-	-
Construction	-	65,000
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 65,000

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

Fund	Projected Carry Forward 2019	2020
General Fund	-	-
Water/Sewer Fund	-	65,000
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ -	\$ 65,000

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 213/436**  
**Project Title: ERP Software Upgrade/Replacement**  
**Dep/Div Name: Finance/Utility Billing**

**Justification/Description/Location:**

Since 1992 the City has been utilizing the same software for major operating purposes including, Utility Billing, Accounting, Payroll, Business Tax Receipts and Building Permits. While there are annual updates and the software is still functional, the vendor has moved toward a web based platform and will not support the older version indefinitely. A newer software version would be more user friendly, windows and web compatible.

Category	Projected Carry Forward 2019	2020
Land	-	-
Building	-	-
Construction	-	-
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	25,000
Total	\$ -	\$ 25,000

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

Fund	Projected Carry Forward 2019	2020
General Fund	-	12,500
Water/Sewer Fund	-	12,500
Stormwater Fund	-	-
Vehicle Replacement Fund	-	-
Other	-	-
Total Funding Source	\$ -	\$ 25,000



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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 2020 Operating Budget**

**Stormwater Utility Fund Summary**

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Fund Balance, October 1</b>	\$ 390,645	\$ 527,825	\$ 527,825	\$ 202,106
<b>Revenue:</b>				
Stormwater Fee	\$ 415,299	\$ 415,000	\$ 415,000	\$ 415,000
Interest	3,862	4,000	4,000	4,500
Total Revenues	419,161	419,000	419,000	419,500
<b>Expenses:</b>				
Operating Expenses	\$ 271,981	\$ 360,350	\$ 360,350	\$ 406,318
Cold Mix/Resurfacing	-	200,000	200,000	-
Downtown Stormwater Upgrades	10,000	-	184,369	80,000
Total Expenses	281,981	560,350	744,719	486,318
Increase (Decrease) in Fund Balance	137,180	(141,350)	(325,719)	(66,818)
<b>Fund Balance, September 30</b>	<b>\$ 527,825</b>	<b>\$ 386,475</b>	<b>\$ 202,106</b>	<b>\$ 135,288</b>

# 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	2017	2018	%Change	2019 EST
Inventory of Stormwater (SW) structures, inspection and maintenance (numbers)	100	148	48%	140
Number of miles of roadways/streets swept	494	494	0%	494
Number of outfalls cleaned and monitored	5	5	0%	5
Number of ICID investigated and corrected	-	-	0%	-
Number of training sessions on spill prevention, ICID and public education held.	1	1	0%	1
Number of construction sites inspected	231	404	75%	450
Drainage pipe Installed (feet)	-	-	0%	-

<b>BUDGET SUMMARY - STORMWATER</b>	<b>2018 ACTUAL</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2019 ADJUSTED BUDGET</b>	<b>2020 BUDGET</b>
Salaries	\$ 109,769	\$ 123,580	\$ 123,580	\$ 124,860
Benefits	\$ 36,815	\$ 47,631	\$ 47,631	\$ 50,239
Operating	\$ 125,397	\$ 189,139	\$ 189,139	\$ 231,219
<b>TOTAL</b>	<b>\$ 271,981</b>	<b>\$ 360,350</b>	<b>\$ 360,350</b>	<b>\$ 406,318</b>

<b>STAFFING ANALYSIS - STORMWATER</b>	<b>2018 ACTUAL</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2019 ADJUSTED BUDGET</b>	<b>2020 BUDGET</b>
City Engineer (50%)*	1	1	1	1
Assistant City Engineer (50%)*	1	1	1	1
Maintenance Specialist I	1	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

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



**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 108,096	\$ 119,700	\$ 119,700	\$ 121,500
14-00 Overtime	633	1,800	1,800	1,800
17-00 Education Incentives	1,040	2,080	2,080	1,560
21-00 FICA	8,282	9,454	9,454	9,552
22-00 Employer Pension	13,663	15,448	15,448	15,608
23-00 Health/Life Insurance	11,698	19,050	19,050	21,400
24-00 Workers Compensation	3,172	3,679	3,679	3,679
Subtotal	146,584	171,211	171,211	175,099
<b>Operating Expenditures:</b>				
31-21 NPDES Requirements	\$ 9,788	\$ 17,300	\$ 17,300	\$ 17,300
31-22 Streetsweeping/Cleaning	13,453	20,500	20,500	20,500
31-24 Drainage Maintenance	64,266	110,000	110,000	155,000
31-25 TMDL Monitoring	7,968	8,000	8,000	8,000
34-40 Contractual Services	400	400	400	400
40-10 Travel & Per Diem	1,924	2,075	2,075	2,075
41-10 Telephone & Fax	888	1,450	1,450	1,450
44-60 Vehicle Rental	10,530	10,530	10,530	6,810
45-50 Insurance Costs	502	652	652	652
46-50 Vehicle Maintenance	7,040	9,000	9,000	9,000
46-60 Vehicle Maint/Contract	-	400	400	400
48-10 Promotional Activities	707	2,000	2,000	2,000
52-10 General Operating Supplies	3,026	300	300	1,100
52-20 Vehicle Fuel Charges	3,629	4,600	4,600	4,600
52-50 Licenses	-	355	355	355
52-70 Uniforms	76	457	457	457
54-10 Memberships/Periodicals	1,200	1,120	1,120	1,120
Subtotal	125,397	189,139	189,139	231,219
Total Costs	\$ 271,981	\$ 360,350	\$ 360,350	\$ 406,318

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 437**  
**Project Title: Downtown Stormwater Upgrades**  
**Dep/Div Name: Stormwater Utility**

**Justification/Description/Location:**

The Seminole Ave. stormwater pond was constructed in 2012, is approximately 0.7 acres in size and provides stormwater treatment to approximately 10 acres of property in the downtown area. The City recently purchased the parcel of land adjacent to the pond to enable expansion of the pond. This budget item is to design, permit and construct the improvements necessary to expand the pond. Once complete we anticipate the modified stormwater pond to be able to provide stormwater treatment to an additional 3 acres for future development.

Category	Projected Carry Forward 2019	2020
Land	-	-
Building	-	-
Construction	-	80,000
Equipment	-	-
Vehicles	-	-
Miscellaneous	-	-
Total	\$ -	\$ 80,000

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

Fund	Projected Carry Forward 2019	2020
General Fund	-	-
Water/Sewer Fund	-	-
Stormwater Fund	-	80,000
Vehicle Replacement Fund	-	-
Other: 1 Cent Infra Sales Tax	-	-
Total Funding Source	\$ -	\$ 80,000



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## **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 2020 Operating Budget**

**Vehicle Maintenance Fund Summary**

Description	2018 Actual	2019 Original Budget	2019 Adjusted Budget	2020 Budget
<b>Fund Balance, October 1</b>	\$ 1,974,870	\$ 2,160,907	\$ 2,160,907	\$ 2,184,413
<b>Revenue:</b>				
Vehicle Rental Income	\$ 891,934	\$ 899,580	\$ 899,580	\$ 970,584
Vehicle Maintenance Fees	164,987	317,720	317,720	172,200
Contracted Maintenance	52,226	50,000	50,000	50,000
Interest	20,288	35,000	35,000	35,000
Sale of Assets	27,896	50,000	50,000	50,000
Misc and Interfund Acquisitions	111,688	-	-	-
Carry Forward Fund Balance	-	-	-	90,000
Total Revenues	1,269,019	1,352,300	1,352,300	1,367,784
<b>Expenditures:</b>				
Maintenance Operations	\$ 252,123	\$ 282,618	\$ 282,618	\$ 286,850
Contracted Maintenance	57,470	43,576	43,576	48,701
Vehicle Replacements	694,389	396,600	912,600	915,955
Machinery & Equipment for Operations	-	-	-	-
Capital Expenditures	-	90,000	90,000	95,000
Transfer to PW Impact Fees Fund	79,000	-	-	-
Total Expenditures	1,082,982	812,794	1,328,794	1,346,506
Increase (Decrease) in Fund Balance	186,037	539,506	23,506	21,278
<b>Fund Balance, September 30</b>	<b>\$ 2,160,907</b>	<b>\$ 2,700,413</b>	<b>\$ 2,184,413</b>	<b>\$ 2,205,691</b>

# VEHICLE MAINTENANCE

## PROGRAM SUMMARY

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

## GOALS

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

PERFORMANCE MEASURES	2017	2018	%Change	2019 EST
P.M. inspections performed	613	640	4%	640
Sublet repairs	44	52	18%	48
Vehicles & equipment serviced	1,036	1,007	-3%	1,025
Unscheduled repairs made	392	286	-27%	339
Oil changes performed	349	342	-2%	346
Brake jobs	16	30	88%	23
Tires changed/balanced	117	168	44%	143
Transmission services performed	5	18	260%	12

BUDGET SUMMARY - VEHICLE MAINTENANCE	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Salaries	\$ 163,845	\$ 174,250	\$ 174,250	\$ 176,350
Benefits	\$ 56,075	\$ 60,693	\$ 60,693	\$ 63,825
Operating	\$ 89,673	\$ 91,251	\$ 91,251	\$ 95,376
<b>TOTAL</b>	<b>\$ 309,593</b>	<b>\$ 326,194</b>	<b>\$ 326,194</b>	<b>\$ 335,551</b>

STAFFING ANALYSIS - VEHICLE MAINTENANCE	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 ADJUSTED BUDGET	2020 BUDGET
Fleet Crew Leader	1	1	1	1
Mechanic	2	2	2	2
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**City of Lake Mary, Florida**  
**Fiscal Year 2020 Operating Budget**

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

Description	2019			
	2018 Actual	2019 Original Budget	Adjusted Budget	2020 Budget
<b>Personnel Services:</b>				
11-00 Salaries and Wages	\$ 161,454	\$ 170,400	\$ 170,400	\$ 172,500
14-00 Overtime	311	1,250	1,250	1,250
17-00 Educational Incentives	2,080	2,600	2,600	2,600
21-00 FICA	11,530	13,331	13,331	13,491
22-00 Employer Pension	16,799	21,782	21,782	22,044
23-00 Health/Life Insurance	24,980	22,500	22,500	25,210
24-00 Workers Compensation	2,766	3,080	3,080	3,080
Subtotal	219,920	234,943	234,943	240,175
<b>Operating Expenditures:</b>				
34-40 Contractual Services	\$ 57,470	\$ 43,576	\$ 43,576	\$ 48,701
40-10 Travel & Per Diem	-	750	750	750
41-10 Telephone & Fax	965	1,050	1,050	1,050
43-10 Water/Sewer	270	500	500	500
43-50 Electric	2,843	2,800	2,800	3,300
43-70 Gas	1,695	3,000	3,000	3,000
44-60 Vehicle Rental	10,187	10,187	10,187	10,187
45-50 Insurance Costs	3,948	5,170	5,170	5,170
46-10 Maintenance Contracts	2,300	4,750	4,750	3,250
46-50 Vehicle Maintenance	2,142	5,000	5,000	5,000
46-60 Vehicle Maint/Contract	561	500	500	500
51-30 Office Supplies	238	500	500	500
52-10 General Operating Supplies	4,662	6,000	6,000	6,000
52-20 Vehicle Fuel Charges	633	1,100	1,100	1,100
52-70 Uniforms	289	618	618	618
52-90 Equipment under \$1,000	1,470	5,000	5,000	5,000
54-30 Employee Development	-	750	750	750
Subtotal	89,673	91,251	91,251	95,376
Total Costs	\$ 309,593	\$ 326,194	\$ 326,194	\$ 335,551



**City of Lake Mary, Florida**  
**Fiscal Year 2020 Capital Budget Proposal**  
**Dep/Div Number: 490**  
**Project Title: Vehicle Lift**  
**Dep/Div Name: Vehicle Maintenance**

**Justification/Description/Location:**

The existing Fleet Shop large vehicle lift is 20 years old and showing signs of aging i.e. rust. The existing lift is a 4 post chain driven lift with a capacity of 29,000 lbs. A new 4 post lift with a capacity of 33,000 lbs. and with wider runway widths (32") is proposed at a cost of approximately \$95,000.

Category	Projected Carry Forward 2019	2020
Land	-	-
Building	-	-
Construction	-	-
Equipment	90,000	5,000
Vehicles	-	-
Miscellaneous	-	-
<b>Total</b>	<b>\$ 90,000</b>	<b>\$ 5,000</b>

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

Fund	Projected Carry Forward 2019	2020
General Fund	-	-
Water/Sewer Fund	-	-
Stormwater Fund	-	-
Vehicle Replacement Fund	90,000	5,000
Other	-	-
<b>Total Funding Source</b>	<b>\$ 90,000</b>	<b>\$ 5,000</b>

**CITY OF LAKE MARY**  
**VEHICLE REPLACEMENT SCHEDULE**  
**FY 2020**

VEH	DESCRIPTION	IN SERVICE	DIV	DEPARTMENT	2020	2021	2022	2023	2024
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	-	-	40,000	-	-
70	05 KUBOTA TRACTOR	1/31/2005	432	STREETS	-	-	64,000	-	-
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	-	43,700	-	-	-
94	11 CAT ASPHALT ROLLER	4/15/2014	432	STREETS	-	-	-	-	-
98	15 CUSTOM BUILT TRAILER LAWN EQUIP	1/19/2015	432	STREETS	-	-	-	-	-
99	15 TORO 5000 SERIES Z MASTER MOWER	1/6/2015	432	STREETS	-	-	-	13,100	-
100	15 TORO 5000 SERIES Z MASTER MOWER	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	2/21/2019	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	-	-	33,200	-	-
86	13 TORO WORKMAN MD CARB	2/13/2013	434	WATER PLANT	-	11,800	-	-	-
61	04 CROSLEY TRAILER(SKID STEER, MINI HOE)	1/28/2003	435	WATER DIST	-	21,000	-	-	-
73	07 CATERPILLAR BACKHOE	2/21/2007	435	WATER DIST	-	150,000	-	-	-
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	-	41,100	-	-	-
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	-	-	-	34,000	-
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	-	43,200	-	-	-
108	14 FORD F-150 4X4 CREW CAB GAS	6/6/2014	437	STORMWATER	-	-	45,400	-	-
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	-	-	37,300	-	-
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	-	-	-	-	34,300
14	14 FORD ESCAPE	3/26/2014	215	I.T. DEPT.	-	-	-	-	34,300
627	08 FORD RANGER EXTENDED CAB	3/11/2008	124	BUILDING	30,100	-	-	-	-
629	08 FORD RANGER EXTENDED CAB	3/11/2008	124	BUILDING	30,100	-	-	-	-
630	17 FORD F-150 4X2 GAS	4/26/2017	124	BUILDING	-	-	-	41,000	-
12	06 FORD ESCAPE	7/12/2005	452	PARKS & REC	29,400	-	-	-	-
2224	06 KAWASAKI MULE 4X4	10/26/2006	452	PARKS & REC	-	-	-	-	-
75	08 FORD RANGER EXTENEDED CAB 4-DOOR	3/11/2008	452	PARKS & REC	35,300	-	-	-	-
79	11 FORD ESCAPE	3/29/2011	452	PARKS & REC	-	30,900	-	-	-
531	05 TORO GROUNDS MASTER 3500D RESERVE	4/29/2005	452	PARKS & REC	-	-	-	-	-
542	07 FORD ESCAPE	4/5/2007	452	PARKS & REC	-	30,900	-	-	-
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	-	13,000	-	-	-

**CITY OF LAKE MARY**  
**VEHICLE REPLACEMENT SCHEDULE**  
**FY 2020**

VEH	DESCRIPTION	IN SERVICE	DIV	DEPARTMENT	2020	2021	2022	2023	2024
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	-	-	-
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	-	37,100	-	-	-
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	-	43,200	-	-	-
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	-	-	53,500	-	-
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 WORKMAN 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 4DOOR	7/1/2019	452	PARKS & REC	-	-	-	-	-
340	05 INTERNATIONAL RESCUE (RESERVE)	3/4/2005	322	EMERG OPS	300,000	-	-	-	-
357	09 PIERCE PUMPER (RESERVE)	10/15/2009	322	EMERG OPS	-	-	-	-	-
358	12 FORD F-450 RESCUE (RESERVE)	6/14/2012	322	EMERG OPS	-	-	-	-	-
360	12 TRIPLE CROWN TRAILER	10/18/2012	322	EMERG OPS	-	-	-	10,000	-
361	13 TORO WORKMAN MD CARB	2/13/2013	322	EMERG OPS	-	-	-	-	13,700
363	13 CHEVY TAHOE 4X4 GAS (BAT CHIEF)	5/14/2013	322	EMERG OPS	64,155	-	-	-	-
364	14 FORD F-150 4X4 GAS CREW CAB	6/6/2014	322	EMERG OPS	-	53,400	-	-	-
368	15 FORD F-450 RESCUE (R-33)	4/17/2015	322	EMERG OPS	-	-	-	-	-
371	16 SUTPHEN PUMPER	6/20/2016	322	EMERG OPS	-	-	-	-	-
372	16 FORD INTERCEPTOR EXPLORER	4/4/2016	322	EMERG OPS	42,000	-	-	-	-
373	17 FORD F-450 RESCUE (R-37)	4/24/2017	322	EMERG OPS	-	-	327,500	-	-
374	17 FORD EXPLORER	6/20/2017	322	EMERG OPS	-	-	-	43,700	-
375	18 SUTPHEN PUMPER	10/24/2018	322	EMERG OPS	-	-	-	-	-
362	13 FORD ESCAPE	5/1/2013	324	FIRE PREV	-	35,300	-	-	-
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	-	-
2262	11 CHEVY IMPALA ADMIN UNMARKED	5/23/2011	323	SUPPORT SVC	39,000	-	-	-	-
7	99 LIGHT TRAILER	12/22/1999	321	POLICE	9,000	-	-	-	-
2263	11 CUSTOM BUILT TRAFFIC TRAILER	11/24/2011	321	POLICE	-	-	-	-	4,600
2265	12 FORD FUSION ADMIN UNMARKED	7/17/2012	321	POLICE	-	41,000	-	-	-
2266	12 FORD FUSION ADMIN UNMARKED	7/17/2012	321	POLICE	39,000	-	-	-	-
2272	12 CHEVY TAHOE MARKED K-9	5/8/2012	321	POLICE	67,400	-	-	-	-
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	-	-	-
2286	13 FORD INTERCEPTOR EXPLORER UNMARKED	4/2/2013	321	POLICE	54,000	-	-	-	-
2287	13 FORD REG EXPLORER SUV UNMARKED	3/15/2013	321	POLICE	41,000	-	-	-	-
2288	13 FORD REG EXPLORER SUV UNMARKED	3/15/2013	321	POLICE	41,000	-	-	-	-
2291	14 MPH SPEED TRAILER	2/11/2014	321	POLICE	16,500	-	-	-	-
2293	14 FORD FUSION UNMARKED (DET)	5/19/2014	321	POLICE	39,000	-	-	-	-
2294	14 FORD FUSION UNMARKED (DET)	5/19/2014	321	POLICE	39,000	-	-	-	-
2296	14 FORD INTERCEPTOR EXPLORER MARKED	6/18/2014	321	POLICE	-	57,500	-	-	-
2297	14 BMW MOTORCYCLE POLICE	2/21/2014	321	POLICE	-	30,500	-	-	-
2300	15 FORD INTERCEPTOR EXPLORER MARKED	7/3/2014	321	POLICE	-	57,500	-	-	-
2301	15 FORD INTERCEPTOR EXPLORER MARKED	5/16/2015	321	POLICE	-	55,900	-	-	-
2302	15 FORD INTERCEPTOR EXPLORER MARKED	5/6/2015	321	POLICE	-	55,900	-	-	-
2303	15 FORD INTERCEPTOR EXPLORER MARKED K-9	7/2/2015	321	POLICE	-	-	-	-	-

**CITY OF LAKE MARY**  
**VEHICLE REPLACEMENT SCHEDULE**  
**FY 2020**

VEH	DESCRIPTION	IN SERVICE	DIV	DEPARTMENT	2020	2021	2022	2023	2024
2304	15 FORD F-150 CREW CAB 4X2 UNMARKED	5/26/2015	321	POLICE	-	41,500	-	-	-
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	-	41,500	-	-	-
2310	16 FORD INTERCEPTOR EXPLORER MARKED	5/12/2016	321	POLICE	-	-	58,700	-	-
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	-	-
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	-	-	-	-	-
2342	19 FORD INTERCEPTOR EXPLORER MARKED	2/15/2019	321	POLICE	-	-	-	-	-
2343	19 FORD INTERCEPTOR EXPLORER MARKED	2/19/2019	321	POLICE	-	-	-	-	-
2344	19 FORD INTERCEPTOR EXPLORER MARKED	2/19/2019	321	POLICE	-	-	-	-	-
2345	19 FORD INTERCEPTOR EXPLORER MARKED	2/25/2019	321	POLICE	-	-	-	-	-
2346	19 FORD INTERCEPTOR EXPLORER MARKED	2/27/2019	321	POLICE	-	-	-	-	-
2347	19 FORD INTERCEPTOR EXPLORER MARKED	3/7/2019	321	POLICE	-	-	-	-	-
2348	19 FORD INTERCEPTOR EXPLORER MARKED	5/16/2019	321	POLICE	-	-	-	-	-
2349	19 BMW MOTORCYCLE POLICE	5/16/2019	321	POLICE	-	-	-	-	-
167					\$ 915,955	\$ 1,231,100	\$ 1,526,200	\$ 1,059,500	\$ 481,200



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