

City of Tavares, Florida
FISCAL YEAR 2013-2014
ADOPTED
OPERATING BUDGET



TAVARES IS LIFTING OFF!



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**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

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Executive Budget Summary Proposed Budget – Fiscal Year 2013-2014

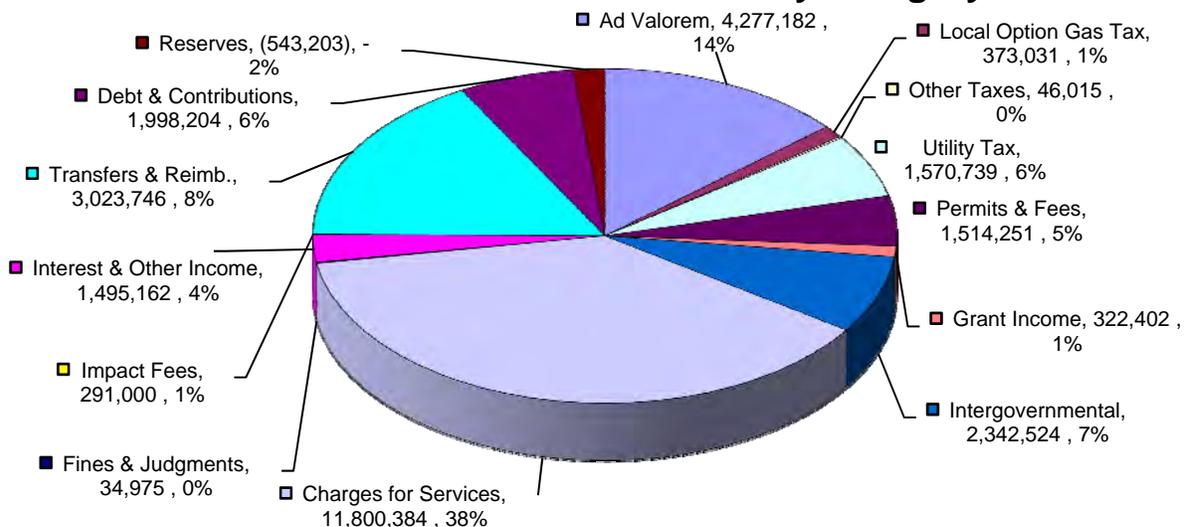
The City of Tavares Fiscal Year 2013-2014 combined budget includes revenues and expenditures totaling \$32,169,955. This represents an overall decrease (all funds) of 22% over the prior fiscal year. This decrease can be attributed to capital expenditures in the Water/Wastewater SRF Fund for the Reclaim Facility as well as design expenditures for the Alfred Street project. Phase 1 of the reclaim project has been completed, and capital expenditures for Phase 2 (SRF Funded) were begun in Fiscal Year 2013 with completion of the project expected for Fiscal Year 2014.

Capital Expenditures are included within the General Fund, the Water and Sewer Operating Fund, the Water and Sewer Renewal & Replacement Fund, the Sanitation Fund, The Stormwater Fund, the Seaplane, and the Pavilion Fund. Capital expenditures in the General Fund include mowers for the Parks & Recreation Department, Sidewalks, and new Police Vehicles. Construction costs for the Alfred Street Paving Project, Phase 2 of the Reclaim Water Project and the Pavilion Project are incomplete at this time and have not been included in this proposed budget. These items will be added to the Proposed Budget once construction costs are available or once the carry forward costs amounts for the projects are known. The Infrastructure Sales Tax Fund includes debt service payments for major capital programs such as downtown beautification, street paving, fire trucks, and the Wooton Park Seaplane Multi-Modal Project which was refinanced in FY2012 for annual debt service savings. Appropriations are included for sidewalk improvements, but due to continued budget constraints the City may not complete sidewalk enhancement program initiatives in FY 2014. A similar level of service to our residents is proposed, and the proposed Fiscal year 2014 budget includes a Fire Assessment at 100% for all benefited properties, and no appropriations from General Fund reserves are included. It is anticipated that the Proposed Budget will maintain a General Fund reserve level of 9%.

Reserve appropriations generally correspond to *non-recurring expenditures*. Non-recurring expenditures are generally “capital” expenditures or other expenditures that are expended on a one-time basis.

For the Proposed Budget, capital expenditures of the General Fund include Police Vehicles, a Meter Reading Device for the Finance Department, Police car lap-tops, , Adobe Software Upgrade for Community Development, a Tire Changer and Lift for Fleet Maintenance, Mowers for Parks Department, Grant Match for restrooms at Ingraham Park and Library Collections and books.

Estimated Revenue-All Funds by Category

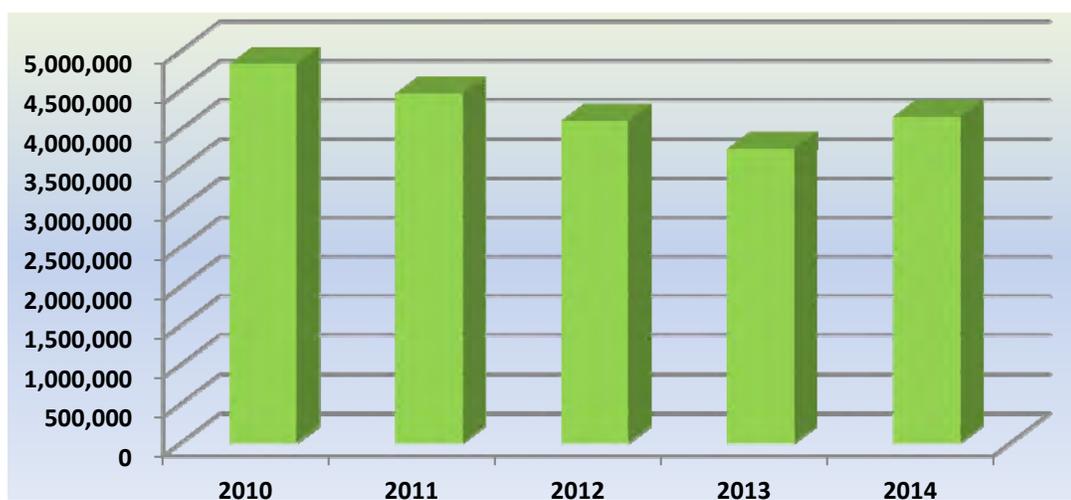


Millage Rate (a historical perspective) – In 2007, the Florida Legislature passed House Bill HB-1B requiring dramatic cuts in local municipal budgets. This bill required cities to roll back taxes to the roll back rate and reduce millage rates further by a state-calculated percentage based on historical growth trends. In order for cities to adopt a rate higher than the maximum millage allowed, a unanimous vote of the elected body was required. In January 2008, the voters of Florida approved a referendum known as “Amendment 1” that further reduced the allowable millage that a city could assess. Amendment 1 provided an additional Homestead Exemption of \$25,000, and allows Florida residents from within or between counties to take their accrued “Save Our Homes”¹ savings/benefits with them. In addition, the Florida Legislature passed a “glitch bill” to further restrict the maximum millage that cities could adopt.

As a result of these changes and the economic environment of the past few years, the City has experienced **significant decreases** in taxable assessed values, 4.88% in 2009, 6.81% in 2010, 16.52% in 2011, 7.68% in 2012, and 5.63% in 2013. During this period the City experienced a net decrease of 41.5% in taxable values. In Fiscal Year 2014, the City will experience the first increase in taxable values since Fiscal Year 2008 (six years). The impact of legislative changes and the recent economic environment was significant to the City’s 2009, 2010, 2011, 2012, 2013 budgets which required significant reserve appropriations in order to maintain service levels to City residents. The impact of legislative changes, the economic conditions of the past years, have contributed to significant decreases in taxable values for the City of Tavares, thus ad valorem revenue streams have decreased.

The 2014 Proposed Budget includes a Fire Assessment fee at 100% of the assessable rate, which allows for a reduced millage rate. The Fire Assessment was implemented in the prior fiscal year. The Proposed Millage rate is .80% above the unadjusted roll-back rate. Although the assessed taxable values have increased, the resulting revenue proposed budget includes millage rate will yield tax collections than in the prior fiscal year. The proposed budget will maintain a similar level of service to City residents. The roll-back rate provides the same tax revenue as in the prior fiscal year.

Historical Ad Valorem Tax Levies



The City’s Community Redevelopment area is comprised of two districts, and properties within both districts have experienced decreases in taxable values as a result of the legislative changes discussed above and the current economic environment. Taxable values for each

district decreased significantly from the prior year. Combined values increased from \$41,656,668 to an estimated value of \$43,249,749 for 2013 or a decrease of 3.8%.

HISTORICAL VALUES FOR TIF DISTRICTS			
Fiscal Year	Taxable Value	Gains	Estimated Revenue
2014	43,249,749	1,593,081	119,294
2013	41,656,668	(1,089,123)	102,889
2012	42,745,791	(1,736,776)	123,266
2011	44,482,567	(7,318,998)	144,091
2010	51,861,482	(3,178,380)	216,874

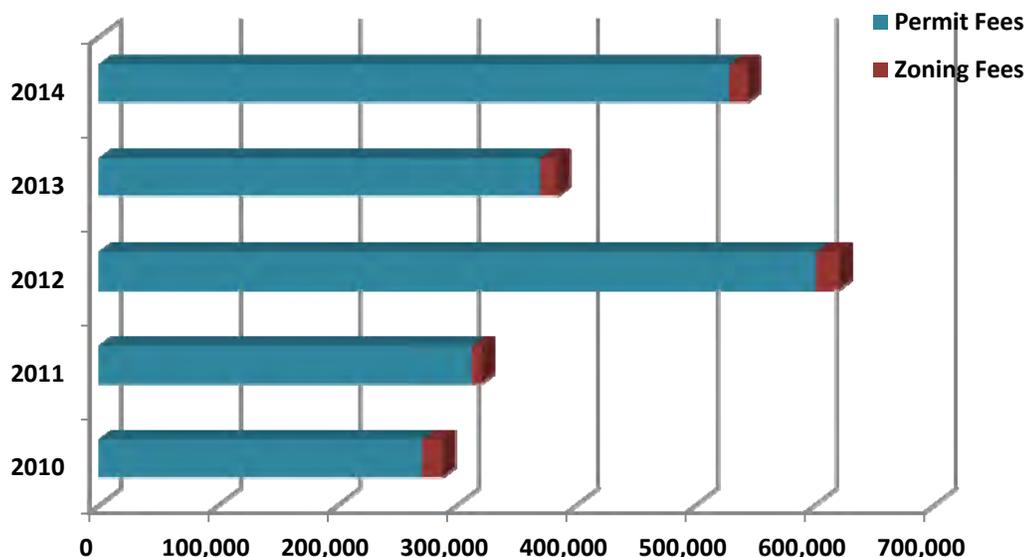
**assumes 2011 millage rated for all jurisdictions -new rates not available*

Other Taxes and Franchise Fees

As included in the 2013-2014 Proposed Budget, General Fund revenues from tax sources other than Ad Valorem taxes are expected to total \$2,273,049. This represents an increase of 1.9% from prior year. This increase is attributable to slightly higher than expected collections for utility taxes and communication service tax.

Permits and Fees

The Proposed Budget includes an estimated increase in permit revenue of 41% over the prior year. This represents an expected increase in building related activities for the upcoming fiscal year. Although staff expects building permit activity to increase from that of prior year levels, staff is also hopeful that current local economic indicators will result in higher than anticipated growth within our community with the completion of the Wooton Park Pavilion Project, the Train Station Project, and the Alfred Street Improvement Project. In addition the City is hopeful that local business projects such as a sports facility (the Big House) and a downtown hotel will fuel additional growth in the downtown core. It should be noted that various economic factors affect the stability of this revenue stream.



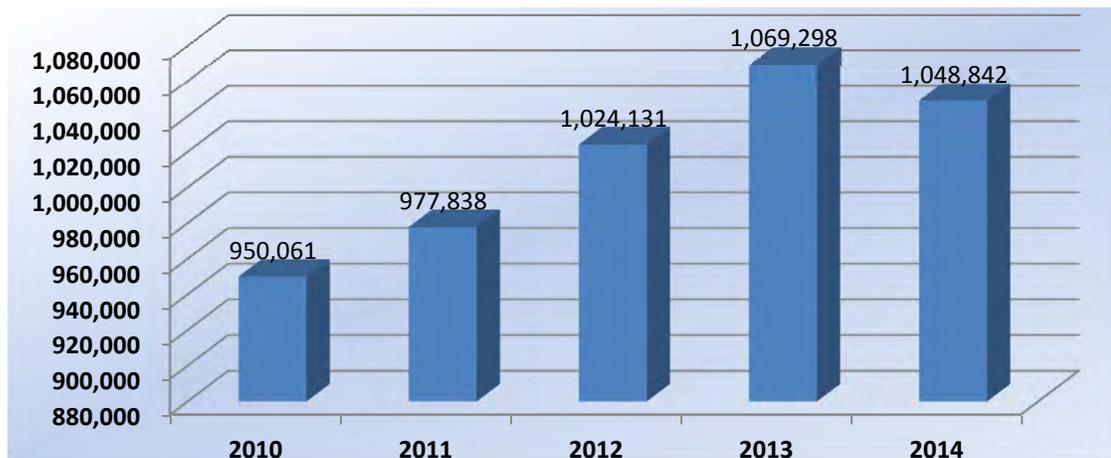
Intergovernmental Revenue

General Fund revenues for this category are received from the State of Florida Department of Revenue and various other government agencies. Some of the revenues included are

Municipal Revenue Sharing, Half-Cent Sales Tax, Florida Department of Transportation Cost Shares, Transportation Impact Fee Participation and County Aid to Libraries. Intergovernmental revenues are expected to decrease by 18.5% in fiscal year 2013. This increase is attributable to a decrease in Transportation Impact Fee Receipts. Although design for the Alfred Street Project is nearing completion, construction costs are unknown at this time.

Even though total inter-local revenue is expected to decrease, State Shared Intergovernmental revenue for Municipal Revenue Sharing and Half Cent Sales Tax is expected to decrease by 1.9%; decreases in this Stated Shared Revenue can be attributed to various economic conditions as well as legislative changes.

State Shared Revenue



Charges for Services

This revenue includes recreation services in the General Fund as well as fees for services provided in the Water/Wastewater, Sanitation, and Stormwater funds. The Water/Wastewater Fund is expected to experience an increase in service fee collections of 3.9%; this increase is attributable to moderate growth and, and normal annual rate increases for CPI. Although rates will increase due to annual changes in CPI, and base charge increase for nominal growth, it is expected that consumption will affect the overall revenue stream in the coming year. Rate study changes were placed in effect on October 1, 2009 in anticipation of the Water Reclamation and Reuse Project. The Solid Waste Fund is also expected to experience an increase in anticipated revenue collections by approximately 2.7%. This increase is somewhat moderate as although the fund enjoys full implementation of base charges for seasonal customers, and annual CPI adjustments, sluggish increases in commercial account activity, is expected to limit increases in revenue.

Interest and Miscellaneous

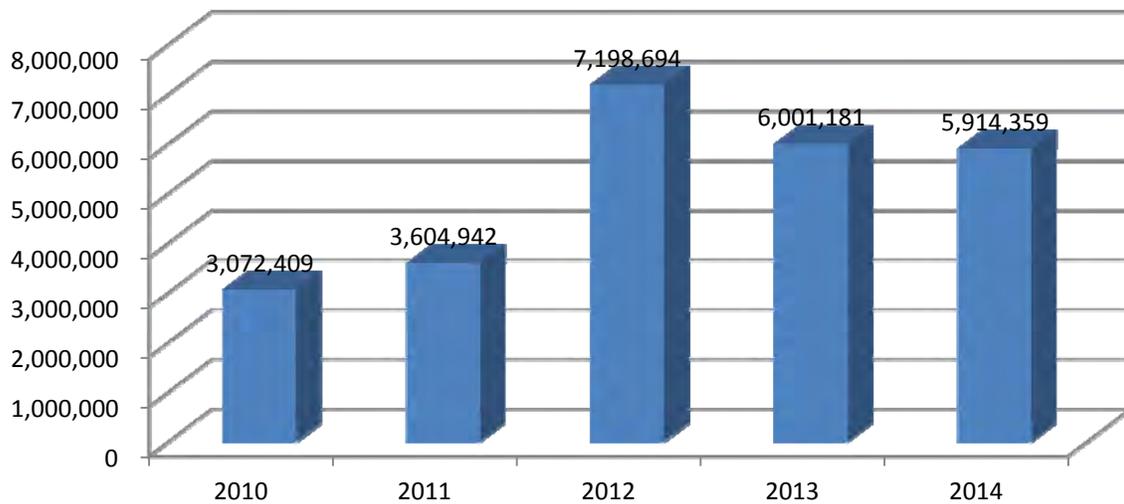
In response to interest rate decreases in the past year, interest and investment revenue has been estimated at a rate significantly lower than in prior years. The current Federal Reserve Policy and the economic outlook appear to support this assumption. This revenue source will be closely monitored in the 2013-2014 fiscal year.

Interfund Transfers

Interfund transfers represent a major source of funding in the General Fund. Transfer amounts remain relatively constant. *Operating* transfers and *reimbursements* presented represent a

slight decrease over the prior year amount, 1.4%. The decrease excluding fire assessment transfers is attributable to improved cost allocations of internal service departments. Transfers from the Water/Wastewater Operating Fund to the State Revolving Loan Debt Service Restricted Fund represent debt service obligations of the Wastewater Plant Expansion Project, Water Plant upgrades, and the Reclaim Project Preconstruction Loan. In addition the General Fund includes transfers from the Fire Assessment Fee Fund for assessable fire service costs.

TRANSFERS & REIMBURSEMENTS



Fund Balance/Retained Earnings (Reserves)

It is essential for governments to maintain adequate levels of unreserved fund balance to mitigate current and future risks (i.e., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. Levels of unreserved fund balance are a crucial consideration as well in long-term financial planning.^a Fund balance reserves are mitigating factors in assessing a city's bond rating, which correlates to lower costs for debt financing and borrowing.

As levels of unreserved fund balances will fluctuate from period to period, the measures considered, according to the Government Finance Officers Association (GFOA), should be considered within the broader context of long-term forecasting to avoid the risk of placing too much emphasis upon the level of unreserved fund balance in the General Fund at any one time. In practice, acceptable levels of unreserved fund balance (expressed as a percentage of revenues or expenditures) typically are less for larger governments than for smaller governments.^a One reason for this difference is simply the extent of the amounts involved in the case of larger governments. Larger governments typically have more diversified revenues and expenditures, thus requiring less unreserved fund balance to protect against volatility.^b

Although the City does not have a formal fund balance policy, the City has practiced good fiscal management in maintaining fund balances within acceptable limits. The GFOA suggests minimum fund balance limits of two to three months of regular operating expenditures for the General Fund or between 5 and 20% of operating expenditures. The 2013-2014 Proposed Budget estimates an unreserved fund balance at 9% at 9-30-2013.

^{a,b} GFOA Bluebook, 2005 Edition

A table of current and projected fund balances for the General Fund, Water/Wastewater, and other Major funds are displayed below:

	Reserves Available 10/01/12	Projected Revenues FY 2013	Projected Expenditures FY 2013	Estimated Reserves 09/30/13	Projected Revenues FY 2014	Projected Expenditures FY 2014	Estimated Reserves 09/30/14
General	1,198,720	12,693,392	1,175,410	12,716,702	13,467,555	13,467,555	12,716,702
TIF Fund	41,514	148,845	159,364	30,995	151,814	151,814	30,995
Infrastructure	493,376	1,150,462	1,427,763	216,075	1,324,031	1,324,031	216,075
Water/Wastewater	7,288,681	7,318,425	9,113,002	5,494,104	7,639,961	6,906,949	6,227,116
W/WW Impacts	3,130,904	0	1,023,111	2,107,793	0	1,054,300	1,053,493
W/WW RR&I	788,379	300,000	81,850	1,006,529	300,000	149,000	1,157,529
Solid Waste	899,464	2,465,675	2,465,675	899,464	2,785,522	2,772,427	912,559
Stormwater	147,710	657,980	574,335	231,355	685,325	632,450	284,230
Seaplane Base	681	743,765	743,765	681	729,811	729,811	681
Pavilion Fund	0	50,162	50,162	0	597,139	532,972	64,167

Full-Time Positions

The Proposed Budget includes an increase in the number of funded positions. The Proposed Budget has been prepared with the inclusion one full-time Firefighter/ALS position and one new Police Officer within the General Fund, and three new positions within the Pavilion Fund. Firefighter and Police positions are anticipated for April 2014 and September 2014 respectively. In addition a part-time Budget Specialist Position is budgeted as a full-time position due to additional accounting and budgeting needs within the Finance Department. Additionally, the budget includes upgrades/parities for some positions. Two part-time library page positions have been excluded from the Proposed 2014 Budget. It is anticipated that a growing volunteer base will supplement current library staff. In the prior three years, the budgets excluded 11 full time positions, and these positions remain excluded.

Excluded vacant positions include: Library Assistant and part-time Library Page. Eliminated Positions in the prior three fiscal years include: Police Officer, GIS Technician, Senior Executive Assistant, Community Development Administrative Assistant, Computer Services position, Library Youth Coordinator, Assistant Parks Supervisor, Public Works Director, Police Major, General Services Maintenance Worker, Treatment Plant Operator, Staff Assistant (PT)-Public Works, General Services Construction Inspector, Records Clerk-Police, Permit Technician, and a Sanitation Worker. In 2011, an additional Sanitation Worker was eliminated and replaced with a staff assistant. A records clerk replaced an open police position in fiscal year 2010, and in 2011 a part-time Budget Specialist Position was included while remaining budget neutral.

POSITION SUMMARY for FY 2014	Authorized Positions
GOVERNMENTAL FUNDS	
Public Safety - Police	29.50
Public Safety - Fire	25.75
General Government	
(Admin, Gen Ovrhd, Fin/Tech, City Clerk, HR, Legal & Fleet)	23
Economic Development	2
Physical Environment	
(Comm Dev, Gen Svcs)	12
Culture & Recreation	
(Library, Parks & Rec)	22.5
Total General Fund	<u>114.75</u>
Community Redevelopment - TIF FUND	<u>0</u>
Total Governmental Funds	<u>114.75</u>
ENTERPRISE FUNDS	
Water/Wastewater	27
Solid Waste	7
Stormwater	4
Seaplane Base	6
Pavilion Fund	3
Total Enterprise Funds	<u>47</u>
Authorized Full-time Equivalent Positions	161.75
<i>FT Equivalency for PT Positions is based on the % of hours worked of 2080 hrs.</i>	

Personal Service Wages and Benefits

- The Proposed 2014 Budget assumes a 2.5% Pay Adjustment for employees. Historically, maximum merit increases have been budgeted at 5.00%.
- Overall salaries and benefits for the City increased \$355,476 or 3.22% from prior year; this increase can be attributed to employee pay adjustments of 2.5% effective October 1, 2014, Florida Retirement System contribution increases, the addition of a new firefighter position (mid-year), a new police officer (September 2014), and staff additions for the new Pavilion.
- The Proposed Budget does not include increases in employer or employee contributions for health insurance. Employees will contribute 6.45% toward single coverage, and 45.77% for dependent coverage.
- Pension contributions are budgeted at 7.52% (3.4% increase) for FRS Regular Class and 20.02% (191% increase) for Senior Management Class for Regular Employees (Florida Retirement System), 21.1% (no change) for Firefighters, and 22.46% (5.9% increase) for Police Pension contributions. Police and Fire pension contributions include all wage enumerations with the exception of over-time which is capped at 300 hours per year. The over-time limitation is due to recent legislative changes.

FRS Contributions are budgeted at blended rates for the year due to unknown anticipated rate increases effective July 1, 2014.

- Health insurance premiums are not expected to increase. The City has experienced significant rate increases for the past five years with the exception of fiscal year 2008 where no increase was realized.
- Workers' Compensation insurance/benefits are expected to increase moderately for the 2013-2014 fiscal year. A 5% increase is budgeted, although the actual anticipated increase is unknown at this time.

	Wages & Benefits Budget 2013	Wages & Benefits Budget 2014	Increase	Percentage Change
General	8,462,839	8,467,223	4,384	0.05%
TIF Fund	1,169	0	(1,169)	-100.00%
Water/Wastewater	1,623,426	1,736,050	112,624	6.94%
Solid Waste	397,300	416,204	18,904	4.76%
Stormwater	177,942	226,480	48,538	27.28%
Seaplane Base	299,069	328,859	29,790	9.96%
Pavilion Fund	40,220	181,625	141,405	100.00%
Total Wages & Benefits	11,001,965	11,356,441	354,476	3.22%

Operating Expenditures

Expenditures related to operational activities increased \$213,015 or .92% for all funds. Although expenditure increases are anticipated for general liability insurance, fuel costs, utility services, landfill, and contractual services, many reductions in operational costs were needed

in order to offset the expected increases in the various General Fund operating expenditures line items.

General liability insurance premiums are expected to increase moderately. Although the exact increase is unknown at this time, the increase is assumed to be 5% for the Proposed Budget.

City of Tavares Operational Expenditures (Wages & Operating)				
	Revised Budget 2013	Proposed Budget 2014	Increase (Decrease)	Percentage Change
General	11,455,488	11,823,893	368,405	3.22%
TIF Fund	159,364	151,814	(7,550)	-4.74%
Water/Wastewater	6,827,946	6,359,339	(468,607)	-6.86%
Solid Waste	2,411,186	2,358,005	(53,181)	-2.21%
Stormwater	501,811	545,232	43,421	8.65%
Seaplane Base	687,651	729,559	41,908	6.09%
Pavilion Fund	47,662	326,281	278,619	584.57%
Total	22,091,108	22,294,123	203,015	0.92%

Note: Table includes transfers. Table does not include capital, debt or community grants.

Debt Service

The Fiscal year 2014 Proposed Budget appropriates debt service obligations for the Wooton Park Seaplane Base Project and the Unpaved Road Improvement Project from Sales Tax revenues and the General Fund. Appropriated debt service for the proposed 2014 fiscal year includes lease payment obligations for capital equipment purchases made in fiscal year 2012, obligations under the State Revolving Loan Fund: Drinking Water, Reclaim, and ARRA, Water/Wastewater Bonds Series 2012 A&B, Infrastructure Sales Tax Loan Series 2005, Public Improvement Bonds Series 2003, Wooton Park Seaplane Basin Capital Improvement Bond, and the Unimproved Street Paving Capital Improvement Note. In addition the General Obligation Note for the Wooton Park Expansion is also included in the proposed budget.

City of Tavares Debt Service Payment Obligations				
	Revised Budget 2013	Proposed Budget 2014	Increase (Decrease)	Percentage Increase (Decrease)
General	27,931	57,986	30,055	107.60%
Infrastructure	1,085,284	1,244,637	159,353	14.68%
Debt Service Fund	384,093	271,508	(112,585)	-29.31%
Water/Wastewater	416,761	404,161	(12,600)	-3.02%
State Revolving Loans	1,202,173	1,076,472	(125,701)	-10.46%
Solid Waste	39,389	78,472	39,083	99.22%
Stormwater	33,312	33,218	(94)	-0.28%
Seaplane Base	346	252	(94)	-27.17%
Pavilion Fund	0	201,556	201,556	0.00%
Total	3,189,289	3,368,262	178,973	5.61%

Capital Expenditures

The Proposed Budget includes capital expenditures totaling \$3,006,231. The proposed capital expenditures represent a decrease from the prior year revised budget in the amount of \$9,720,743 or 76.38%. The Wooton Park Pavilion Project, Train Project, Alfred Street Project, Reclaim Phase 2 Project, and the Wooton Park Expansion are not included in the Proposed Budget (see chart below) as construction costs or project carry forward amounts are not

available at this time. Once the project construction costs are known, the 2013 Proposed Budget will be revised.

CITY OF TAVARES CAPITAL EXPENDITURES - COMPARISON TO PRIOR YEAR				
	Revised Budget 2013	Proposed Budget 2014	Increase (Decrease)	Percentage Increase (Decrease)
General	335,774	660,844	325,070	96.81%
TIF	0	0	0	100.00%
Police Impacts	110,000	0	(110,000)	0.00%
Police Forfeitures	0	0	0	0.00%
Park Impacts	0	0	0	100.00%
Infrastructure	263,085	115,074	(148,011)	100.00%
Grants	0	268,478	268,478	0.00%
Capital Improvement	2,696,560	0	(2,696,560)	100.00%
Water/Wastewater	1,864,645	699,410	(1,165,235)	-62.49%
WWW Impacts	1,023,111	1,054,300	31,189	3.05%
WWW Renewal & Replaceme	81,850	149,000	67,150	82.04%
WWW SRF/USDA	6,254,469	0	(6,254,469)	0.00%
Stormwater	39,212	54,000	14,788	100.00%
Seaplane Base	55,768	0	(55,768)	0.00%
Pavilion Fund	2,500	5,125	2,625	105.00%
Total	12,726,974	3,006,231	-9,720,743	-76.38%

*Excludes items proposed to be purchased through capital lease

FUND TYPES AND DESCRIPTION

The City of Tavares uses funds and account groups to report its financial position and the results of operations. A fund is used to maintain control over resources that have been segregated for specific activities or functions. The City, like other state and local governments, uses fund accounting to ensure and demonstrate legal compliance.

A fund is a separate accounting entity with a self-balancing set of accounts. Generally Accepted Accounting Principles (GAAP) establishes eleven fund types. Descriptions of the fund types used by the City of Tavares are listed below:

Governmental Funds – Five of the eleven fund types established by GAAP are Governmental funds. Generally, governmental funds account for activities financed through taxes, intergovernmental revenues, and other non-exchange revenues.

- **General fund** – The general fund is the chief operating fund of a local government. GAAP prescribes that the general fund be used “to account for all financial resources except those required to be accounted for in another fund.” The City’s General Fund is fund 001.
- **Special revenue funds** – funds that account for certain revenues raised for a specific purpose. This is generally due to legal requirements, financial administration, or GAAP requirements. The City of Tavares uses special revenue funds for Police Education (102), Police Automation (103), Community Redevelopment-TIF (105), Special Event Fees (106), Police Impacts (110), Fire Impacts (111), Police Forfeitures (112), Park Impacts (114), Freedom Flag Fund (117), Fire Assessment Fund (122), Infrastructure Sales Tax (150), and Grants (151).

- **Debt service funds** – accounts for resources to meet current and future debt service requirements on general long-term debt. The City accounts for General Obligation Debt in Debt Service Fund (201).
- **Capital project funds** – used to account for major capital acquisition and construction activity for General Government. The City accounts for major General Government projects in the Capital Project Fund 301 (Ex.: Street Construction for unpaved streets, facilities, etc.).
- **Permanent funds** – used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used. The City utilizes Permanent Funds for the Mildred Hunter Playground Fund (605) and the Library Building Fund (606).

Proprietary Funds – Two of the eleven fund types established by GAAP are classified as proprietary funds.

- **Enterprise fund** – used to report any activity for which a fee is charged to external users for goods or services. Water/Wastewater Operations (401), Water/Wastewater Impacts (441), Woodlea Plant Expansion (444), and SRF Loan (445) are enterprise funds used by the City, as well as Sanitation Services (402), and Stormwater (403), and the Tavares Seaplane Base (405)
- **Internal service funds** – used to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis. Dental fund administration is accounted for by the City in an internal service fund (501).

Fiduciary funds – should be used to report assets held in a trustee or agency capacity for others and therefore cannot be used to support the government's own programs. The City utilizes fiduciary funds to account for Police, Fire, and the Hartford General Employees Retirement funds.

^a In 1992, the Florida Constitution was amended to limit the annual increases in the assessed value of property receiving homestead exemption to 3% or the percentage change in the Consumer Price Index, whichever is lower. This assessment limitation is commonly referred to as the "Save Our Homes" or "SOH" cap.

^b The tax rollback rate is the tax rate that would bring in the same amount of dollars from the previous year.



THE CITY-WIDE VISION

"Tavares, America's Seaplane City - the capital waterfront city of Lake County - building on a historic foundation - creating an authentic, accessible community of neighborhoods, businesses, and citizen services - distinguishing itself as the defining vision of where you want to be!"

ORGANIZATIONAL GOALS FOR THE CITY OF TAVARES

The Fiscal Year 2013-2014 City-wide goals are to maintain and improve the quality of life for all citizens in the City of Tavares by delivering the best products and services to each and every citizen within the financial means appropriated by the City Council. This includes Police, Fire, Rescue, Parks, Recreation, Library, Permitting, Planning, Zoning, Transportation, Facilities Maintenance, Procurement, Information Technology, Utility Billing, Customer Service, Budgeting, Sanitation, Water, Wastewater, Stormwater, Special Events, Cultural Affairs and Economic Development and Prosperity.

THE CITY ORGANIZATIONAL OBJECTIVES

The Fiscal Year 2013-2014 City Organizational goals are to develop a team that:

- 1 Is fully aligned with the City Council's goals and objectives.
- 2 Embraces the City Council's participation in the implementation of city-wide goals
- 3 Is oriented towards implementation and execution of the City Council's policies and plans.
- 4 Understands who its customers are and then provides the highest level of service to those customers.
- 5 Embraces and applies a facilitative approach over an over-regulative or obstructive approach, when assisting customers with their municipal needs.
- 6 Adopts an innovative and entrepreneurial civic approach to solving problems.
- 7 Applies fiscal responsibility to all aspects of the delivery of services.
- 8 Strives to be the best city organization in the state of Florida and is proud to be part of the team.

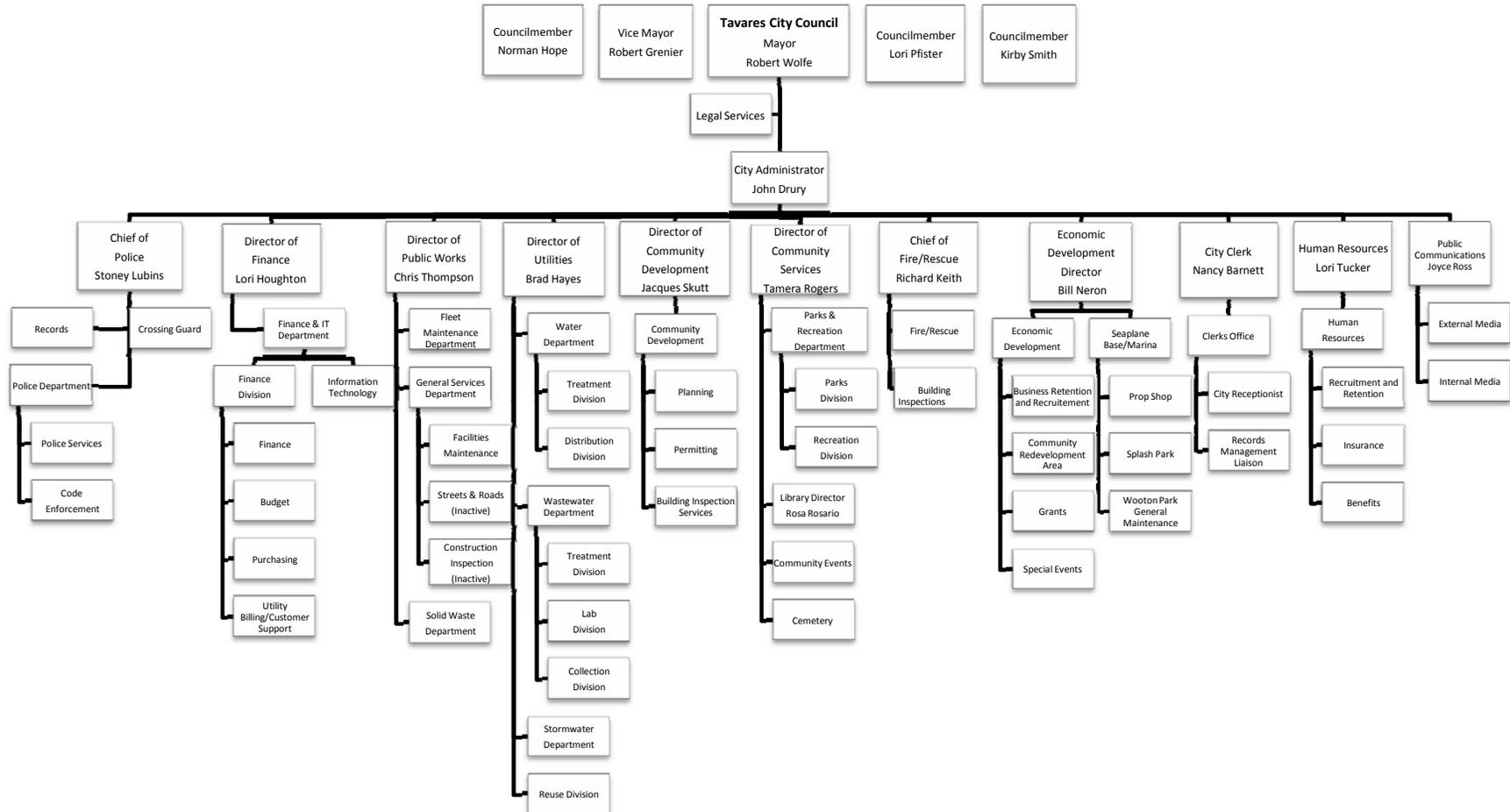
In order to achieve these objectives the City Council will develop and identify its goals and objectives and transmit them to the City Administrator for implementation. The City Council will participate in the implementation of these goals and objectives through City Horizon Projects and appointments to other civic related boards. The City Administrator and the Management Team will cultivate a culture that is customer oriented, facilitative, innovative, entrepreneurial, pro-active and fiscally responsive with a can-do, winning attitude.

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City of Tavares Organizational Chart FY 2013-2014



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**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

HISTORICAL MILLAGE ASSESSED VALUES

TAX RATE COMPARISON			TAX ROLL COMPARISON			
Year	General Fund	Debt Service	TOTAL:	Year	Taxable Value	Taxable Value % Increase
2003-04	5.4200	0.000	5.4200	2003-04	\$ 406,138,622	12.09%
2004-05	5.4200	0.000	5.4200	2004-05	\$ 442,870,487	9.04%
2005-06	5.4200	0.000	5.4200	2005-06	\$ 523,213,050	18.14%
2006-07	5.4200	0.000	5.4200	2006-07	\$ 724,246,068	38.42%
2007-08	5.4200	0.000	5.4200	2007-08	\$ 913,861,194	26.18%
2008-09	6.2500 ¹	0.000	6.2500	2008-09	\$ 869,300,751 ¹	-4.88%
2009-10	6.2500	0.000	6.2500	2009-10	\$ 810,116,659 ³	-6.81%
2010-11	6.9500	0.000	6.9500	2010-11	\$ 676,263,560 ³	-16.52%
2011-12	6.8900 ²	0.000	6.8900	2011-12	\$ 624,303,974 ³	-7.68%
2012-13	5.9850	0.461	6.4462	2012-13	\$ 589,146,145 ⁴	-5.63%
2013-14	6.4531	0.453	6.9064	2013-14	\$ 599,061,342	1.68%

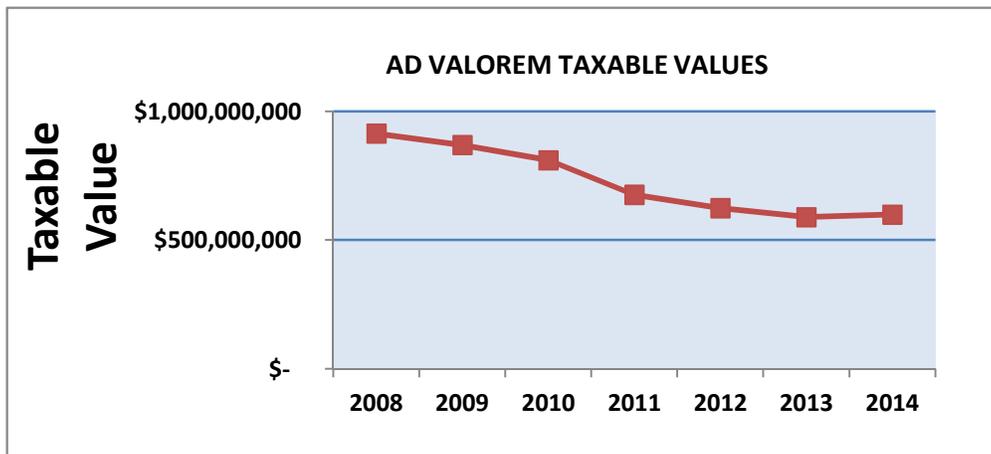
¹ Taxable Value decreased due to Amendment #1 impacts - Additional Homestead Exemption

² Proposed Tax Rate is lower than the non-adjusted rollback rate; rollback rate is 7.6673

³ Decreases due to declining property values - economic conditions

Years 2005-06 through 2011-12 represent final taxable values

⁴ Millage Rate Decrease due to Proposed Fire Assessment Fee



**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

SUMMARY OF REVENUES, EXPENDITURES, CHANGES IN RESERVE

	001 GENERAL FUND	401 UTILITIES FUND	402 SANI FUND	403 SW FUND	405 SEAPLANE BASE FUND	406 PAVILION FUND	441, 443-445 RESTRICTED UTILITY FUNDS*
ESTIMATED REVENUES							
TAXES/FRANCHISE/UTILITY TAX ASSESSMENTS	\$6,327,545						
PERMITS AND FEES	1,514,251						
INTERGOVERNMENTAL REVENUE	1,313,063						
CHARGES FOR SERVICES	133,875	7,634,648	2,530,322	684,490	310,531	205,481	
FINES & JUDGMENTS	33,475						
INTEREST INCOME & OTHER INC	3,100	5,313	200	835	-	20,451	-
OTHER INCOME	113,966	-		-	-		
GRANT INCOME	53,924	-					
IMPACT FEES							-
TOTAL REVENUES	9,493,199	7,639,961	2,530,522	685,325	310,531	225,932	-
REIMBURSEMENTS/TRANSFERS							
REIMB FROM OTHER FUNDS	1,249,575						
TRANSFERS IN	2,345,489			-	398,398	35,247	1,344,929
TOTAL REIMB/TRANSFERS	3,595,064	-	-	-	398,398	35,247	1,344,929
TOTAL REVENUES & TRANSFERS	13,088,263	7,639,961	2,530,522	685,325	708,929	261,179	1,344,929
OTHER SOURCES							
DEBT PROCEEDS	320,000	-	255,000				
CONTRIBUTIONS							
FUND BAL APPROPRIATION/(NO	(10,737)	(161,513)	(11,893)	(50,888)	-	50,162	934,843
TOTAL OTHER SOURCES	309,263	(161,513)	243,107	(50,888)	-	50,162	934,843
GRAND TOTAL REVENUES	\$ 13,397,526	\$ 7,478,448	\$ 2,773,629	\$ 634,437	\$ 708,929	\$ 311,341	\$ 2,279,772

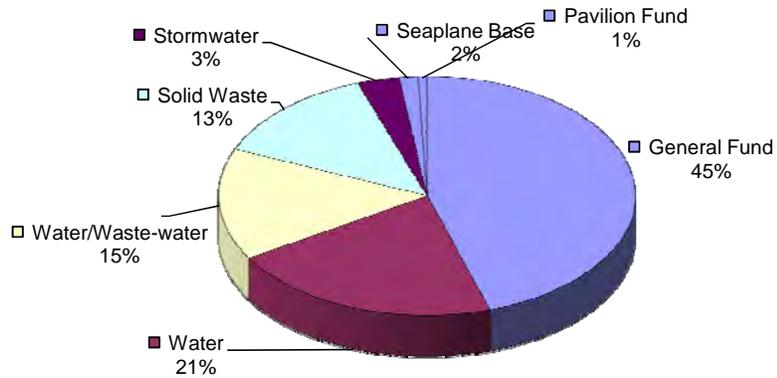
*Restricted Utility Funds include the following:

- 441-Water/Wastewater Impact Fee Fund
- 442-Water/Wastewater RRI Fund
- 444-SRF Loan Construction
- 445-SRF Debt Service

**Other Funds include the following:

- 106-Special Events Fund
- 301-Capital Project Fund
- 501-Dental Insurance Fund
- 601-Firefighter Pension Fund
- 602-Police Pension Fund
- 605-Mildred Hunter Trust Fund
- 606-Playground Fund

Estimated Total Revenue-Operating Funds

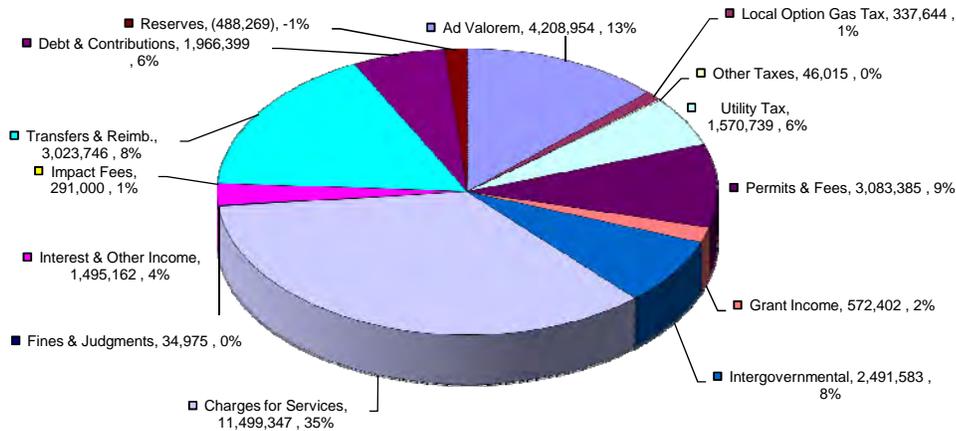


**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

SUMMARY OF REVENUES, EXPENDITURES, CHANGES IN RESERVE

102, 103, 112 SPECIAL POLICE FUNDS	105 COMM REDEV	110 & 111 PUBLIC SAFETY IMPACTS	114 PARKS & RECREATION IMPACTS	122 FIRE ASSESS FUND	150 INFRAS SURTAX	151 GRANT FUND	201 DEBT SERVICE FUND	Other OTHER FUNDS**	TOTAL
	\$ 124,941				\$ 1,146,020				\$ 7,598,506
				1,569,134					1,569,134
	32,500					-			1,514,251
									1,345,563
1,500									11,499,347
-	20	-	-		2,375	-	-	33,404	34,975
-								635,253	65,698
						268,478		250,000	749,219
									572,402
									-
1,500	157,461	-	-	1,569,134	1,148,395	268,478	-	918,657	24,949,095
									1,249,575
					237,368		271,554		4,632,985
					237,368		271,554		5,882,560
1,500	157,461	-	-	1,569,134	1,385,763	268,478	271,554	918,657	30,831,655
									575,000
								957,754	957,754
	(5,647)				(61,732)		(46)	(1,170,818)	(488,269)
	(5,647)				(61,732)		(46)	(213,064)	1,044,485
\$ 1,500	\$ 151,814	\$ -	\$ -	\$ 1,569,134	\$ 1,324,031	\$ 268,478	\$ 271,508	\$ 705,593	\$ 31,876,140

Estimated Revenue-All Funds by Category



**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

SUMMARY OF REVENUES, EXPENDITURES, CHANGES IN RESERVE

	001 GENERAL FUND	401 UTILITIES FUND	402 SOLID WASTE FUND	403 STORM- WATER FUND	405 SEAPLANE BASE FUND	406 PAVILION FUND	441, 443-445 RESTRICTED UTILITY FUNDS
APPROPRIATIONS							
MAYOR & COUNCIL	\$ 39,729						
ADMINISTRATION	379,823						
FINANCE & TECHNOLOGY	1,138,515						
LEGAL SERVICES	157,716						
COMMUNITY DEVELOPMENT	546,484						
CITY CLERK	212,173						
HUMAN RESOURCES	231,135						
PUBLIC COMMUNICATIONS (NEV)	122,393						
FLEET MAINTENANCE	467,681						
POLICE SERVICES	2,961,846						
FIRE SERVICES	2,247,168						
GENERAL SERVICES	1,143,048						
SEAPLANE BASE					483,467		
ECONOMIC DEVELOPMENT	287,816						
LIBRARY	493,225						
PARKS AND RECREATION	1,713,255				225,210		
PAVILION CONFERENCE CENTER						217,010	
WATER		1,887,334					-
WASTEWATER		2,880,625					149,000
PUBLIC WORKS ADMINISTRATION							
SOLID WASTE			1,769,981				
STORMWATER				406,864			
W&S IMPACT FEE							854,300
SRF LOAN CONSTRUCTION							-
POLICE EDUCATION							
POLICE AUTOMATION							
POLICE FORFEITURES							
COMMUNITY REDEVELOPMENT							
CAPITAL PROJECT FUND							
TRANSFERS OUT	877,533	1,685,633	196,631	39,020	-		200,000
REIMBURSEMENTS TO OTHER FUNDS		620,695	473,545	155,335			
DEBT SERVICES	57,986	404,161	78,472	33,218	252	94,331	1,076,472
APPROPRIATIONS LESS DEBT PR	13,077,526	7,478,448	2,518,629	634,437	708,929	311,341	2,279,772
CAPITAL LEASE EXPENDITURES	320,000		255,000				
TOTAL APPROPRIATIONS	13,397,526	7,478,448	2,773,629	634,437	708,929	311,341	2,279,772
APPROP./(NON-APPROP). RESTRI	(10,737)	(161,513)	(11,893)	(50,888)	-	50,162	934,843
ESTIMATED BEG RESERVE BAL-1	1,162,901	5,494,104	899,464	147,610	681	50,162	2,214,322
ESTIMATED END RESERVE BAL 9-	\$ 1,173,638	\$ 5,655,617	\$ 911,357	\$ 198,498	\$ 681	\$ -	\$ 1,279,479
RESERVE BAL - EMERGENCIES - 1	\$ 1,056,274	\$ 5,090,055	\$ 820,221	\$ 178,648	\$ 613	\$ -	\$ 1,151,531
RESERVE BAL - CONTINGENCIES-	\$ 117,364	\$ 565,562	\$ 91,136	\$ 19,850	\$ 68	\$ -	\$ 127,948
	OK	OK	OK	OK	OK	OK	OK

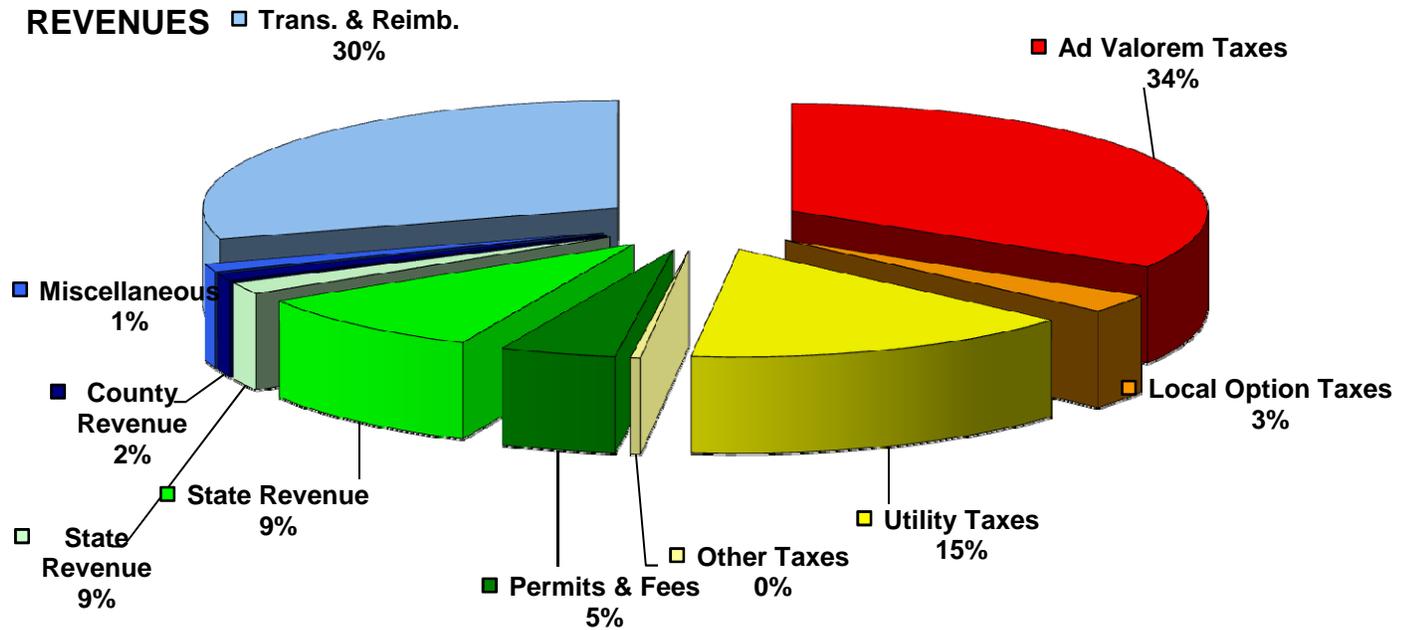
1. Amount to be appropriated from Fund Balance/Retained Earnings or (Amount Unappropriated - Return to Fund Balance/Retained Earnings)

2. Beginning cash balances are net restricted cash items

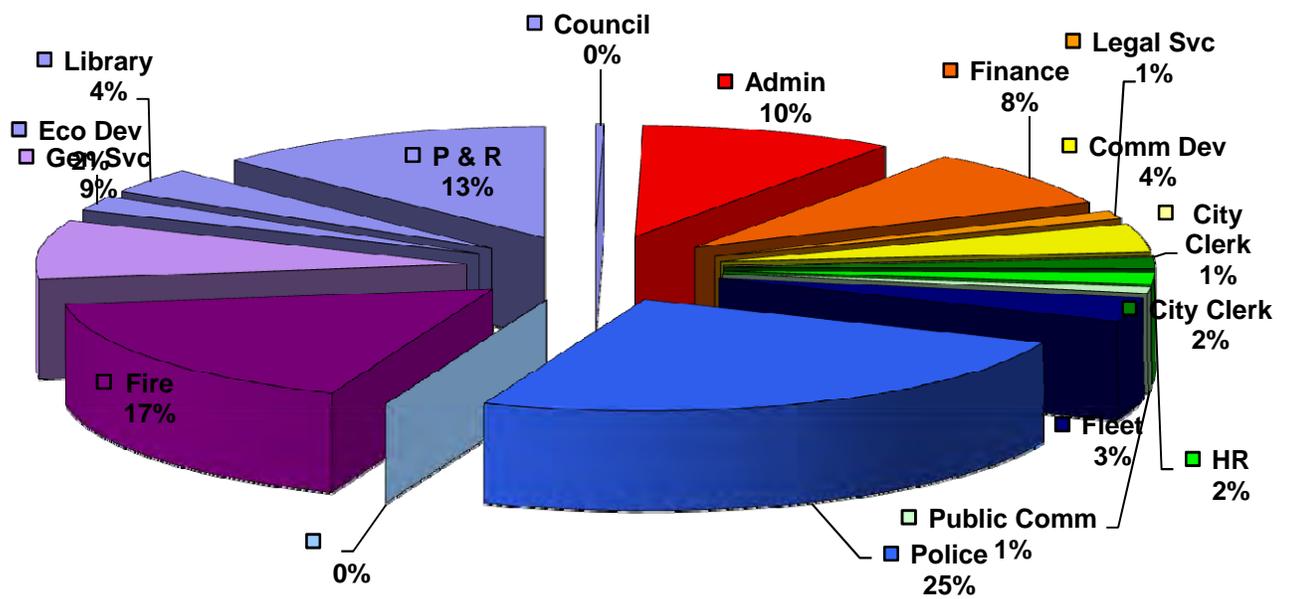
3. General Fund Reserves include cash restricted for building services



Estimated General Fund Revenues vs. Expenditures FY 13-14

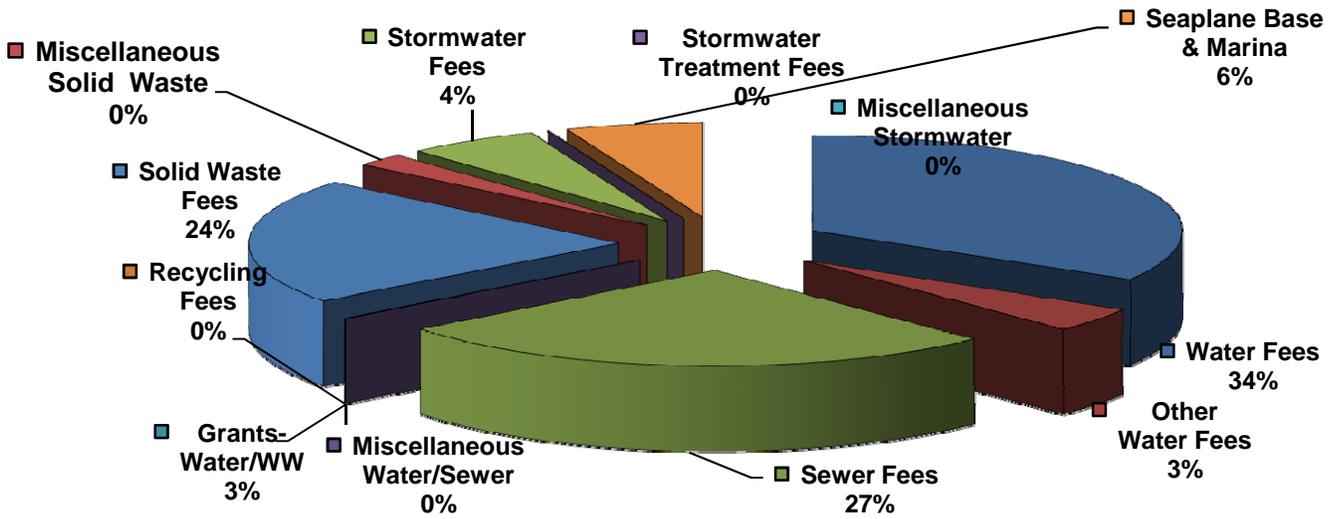


EXPENSES

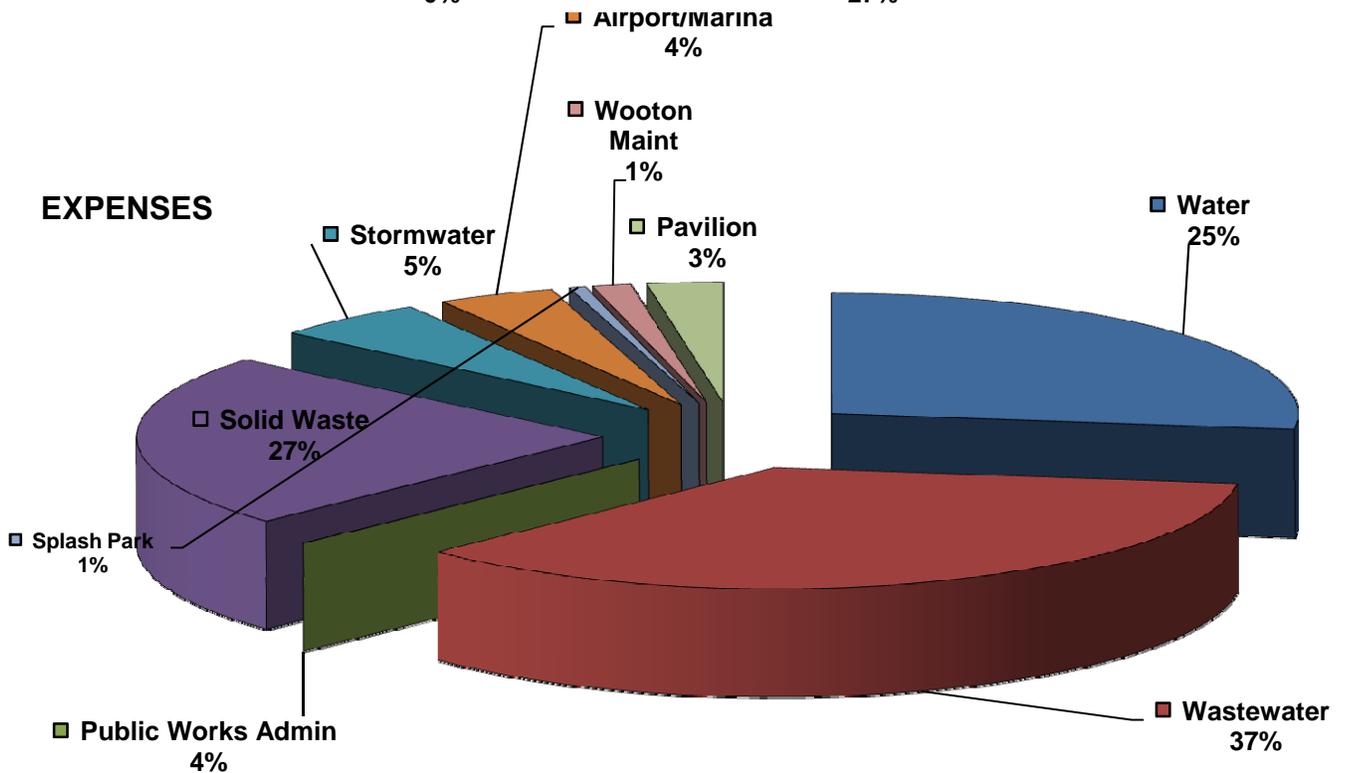


Estimated Proprietary Funds Revenues vs. Expenditures FY 13-14

REVENUES



EXPENSES



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**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

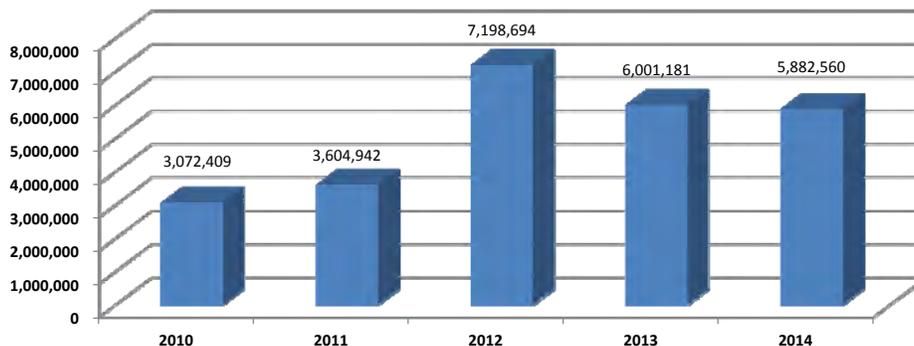
**THE BUDGET DOLLAR
WHERE FROM - WHERE TO**

WHERE FROM:		WHERE TO:	
AD VALOREM TAXES	\$ 4,208,954	EXECUTIVE & CITY ADMINISTRATOR	\$ 39,729
LOCAL OPTION TAXES	337,644	GENERAL GOVERNMENT	379,823
UTILITY TAXES	1,859,873	FINANCE	979,450
OTHER TAXES (LOCAL BUSINESS TAX)	46,015	TECHNOLOGY	159,065
FRANCHISE FEES	970,151	LEGAL SERVICES	157,716
PERMITS & OTHER FEES	544,100	COMMUNITY DEVELOPMENT	546,484
GRANTS	269,478	CITY CLERK	212,173
FDOT AGREEMENTS	52,924	HUMAN RESOURCES	231,135
STATE SHARED REVENUE	2,240,193	PUBLIC COMMUNICATION	122,393
LOCAL SHARED REVENUE	101,992	FLEET MAINTENANCE	467,681
COUNTY SHARED REVENUE	399,398	POLICE SERVICES	3,287,379
CHARGES FOR SERVICES/RENTALS - GOVTL	133,875	CODE ENFORCEMENT	75,361
CHARGES FOR SERVICES - WATER	4,058,811	FIRE SUPPRESSION	2,404,871
CHARGES FOR SERVICES - WASTEWATER	3,180,051	FIRE ADVANCE LIFE SUPPORT	110,775
CHARGES FOR SERVICES - RECLAIM	102,619	GENERAL SERVICES	1,143,048
CHARGES FOR SERVICES - STORMWATER	684,490	ECONOMIC DEVELOPMENT	439,630
CHARGES FOR SERVICES - SOLID WASTE	2,530,322	LIBRARY	493,275
CHARGES FOR SERVICES - PROP SHOP	18,000	PARKS	1,497,799
CHARGES FOR SERVICES - WOOTON RENTALS	30,000	RECREATION	465,652
CHARGES FOR SERVICES - FUEL SALES	200,000	WATER TREATMENT	1,271,588
CHARGES FOR SERVICES - BOAT SLIP RENTALS	22,456	WATER DISTRIBUTION	719,746
CHARGES FOR SERVICES - SPLASH PARK	40,075	WASTEWATER COLLECTION	1,134,411
CHARGES FOR SERVICES - PAVILION	205,481	WASTEWATER TREATMENT	2,248,105
FINES & FORFEITURES	34,975	WASTEWATER LAB	341,409
SERVICE CHGES, PENALTIES & LATE FEES	293,167	WASTEWATER REUSE	56,000
IMPACT FEES - POLICE & FIRE	-	STORMWATER	406,864
IMPACT FEES - PARKS & RECREATION	-	SOLID WASTE COLLECTION	2,024,981
IMPACT FEES - WATER, WASTEWATER, REUSE	-	SEAPLANE BASE OPERATIONS	483,719
EMPLOYEE PENSION CONTRIB - POLICE & FIRE	221,254	SEAPLANE BASE SPLASH PARK	67,568
EMPLOYER PENSION CONTRIB - POLICE & FIRE	584,455	SEAPLANE PARK MAINTENANCE	157,642
STATE CONTRIBUTIONS - POLICE/FIRE PENSION	152,045	PAVILION	217,010
INTEREST & INVESTMENT INCOME	700,951	FIRE PENSION	210,672
MISCELLANEOUS INCOME	113,966	POLICE PENSION	244,675
REIMBURSEMENTS FROM OTHER FUNDS	1,249,575	DEBT SERVICE	2,989,277
OPERATING TRANSFERS FROM OTHER FUNDS	3,927,786	REIMBURSEMENTS TO GENERAL FUND	1,249,575
CONTRIBUTIONS FROM OTHER FUNDS	433,645	TRANSFERS TO DEBT SERVICE FUND	508,922
CAPITAL LEASE PROCEEDS	575,000	TRANSFERS TO GENERAL FUND	776,355
DEBT PROCEEDS	-	TRANSFERS TO W/WWW RRI	500,000
RESERVE APPROPRIATIONS	1,136,005	TRANSFERS TO SRF DEBT SERVICE FUND	844,929
NON-APPROPRIATED REVENUE	(1,624,228)	CONTRIBUTION TO SEAPLANE BASE	333,364
		CONTRIBUTION TO PAVILION	35,247
		OTHER FUND NON APPROPRIATED REVENUES	1,170,818
TOTAL REVENUES: \$	30,035,498	TOTAL EXPENDITURES: \$	30,035,498

Other Funds: includes internal service funds, trust funds, and permanent funds

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TRANSFERS & REIMBURSEMENTS

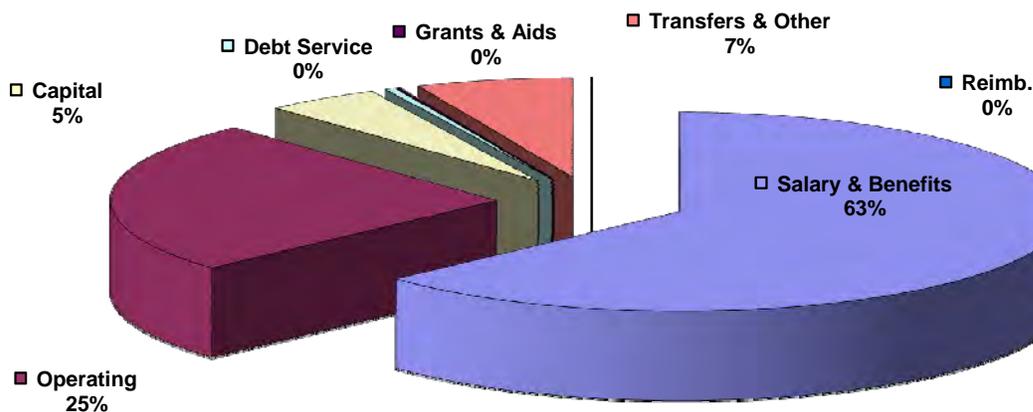


**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

GENERAL FUND ANALYSIS

GENERAL FUND	AUTHOR- IZED POSITIONS	PERSONAL SERVICES	MATERIALS SUPPLIES & SERVICES	TOTAL OPERATING BUDGET	CAPITAL OUTLAY & OTHER	TOTAL BUDGET
MAYOR & COUNCIL	N/A	29,300	10,429	39,729	0	39,729
ADMINISTRATION	2	251,208	113,115	364,323	916,549	1,280,872
FINANCE & TECHNOLOGY	12	836,561	296,655	1,133,216	5,299	1,138,515
LEGAL SERVICES	N/A	N/A	157,716	157,716	0	157,716
COMMUNITY DEVELOPMENT	5	376,207	169,977	546,184	300	546,484
CITY CLERK	2	179,791	32,382	212,173	0	212,173
HUMAN RESOURCES	2	188,453	42,682	231,135	0	231,135
PUBLIC COMMUNICATIONS	1	89,973	32,420	122,393	0	122,393
FLEET MAINTENANCE	4	316,527	137,154	453,681	14,000	467,681
POLICE DEPARTMENT	37	2,320,291	632,555	2,952,846	363,470	3,316,316
FIRE DEPARTMENT	25	1,968,753	259,175	2,227,928	19,240	2,247,168
GENERAL SERVICES	7	404,627	720,814	1,125,441	17,607	1,143,048
ECONOMIC DEVELOPMENT	2	194,755	13,061	207,816	80,000	287,816
LIBRARY	7	334,115	79,910	414,025	79,200	493,225
PARKS & RECREATION	20	972,543	642,111	1,614,654	98,601	1,713,255
TOTAL GENERAL FUND	126	\$8,463,104	\$3,340,156	\$11,803,260	\$1,594,266	\$13,397,526

General Fund Expenditures by Category



**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

UTILITY & OTHER FUNDS ANALYSIS

UTILITY FUND	AUTHOR- IZED POSITIONS	PERSONAL SERVICES	MATERIALS SUPPLIES & SERVICES	TOTAL OPERATING BUDGET	CAPITAL OUTLAY & OTHER	TOTAL BUDGET
WATER DEPARTMENT	12	828,816	2,042,021	2,870,837	356,614	3,227,451
WASTEWATER DEPARTMENT	16	922,772	2,581,268	3,504,040	746,957	4,250,997
TOTAL UTILITY FUND	28	\$1,751,588	\$4,623,289	\$6,374,877	\$1,103,571	\$7,478,448
POLICE EDUCATION FUND	N/A	N/A	1,500	1,500	0	1,500
POLICE AUTOMATION FUND	N/A	N/A	0	0	0	0
COMMUNITY REDEV. FUND	0	0	151,814	151,814	0	151,814
SPECIAL EVENTS FUND	N/A	N/A	0	0	N/A	0
PUB. SAFETY IMPACT FUNDS	N/A	N/A	0	0	0	0
FORFEITURE FUNDS	N/A	0	0	0	0	0
P&R IMPACTS FUND	N/A	N/A	0	0	0	0
FREEDOM FLAG FUND	N/A	N/A	0	0	0	0
FIRE ASSESSMENT FUND	N/A	N/A	N/A	0	1,569,134	1,569,134
INFRASTRUCTURE SALES TAX	N/A	N/A	0	0	1,324,031	1,324,031
GRANT FUND	N/A	0	0	0	268,478	268,478
DEBT SERVICE FUND	N/A	N/A	N/A	0	271,508	271,508
CAPITAL PROJECT FUND	N/A	N/A	N/A	N/A	250,000	250,000
SOLID WASTE FUND	7	417,406	1,941,801	2,359,207	414,422	2,773,629
STORMWATER FUND	4	228,467	318,752	547,219	87,218	634,437
MARINA/SEAPLANE BASE	17	307,977	400,700	708,677	252	708,929
PAVILION FUND	3	103,184	108,701	211,885	99,456	311,341
W/WW IMPACT FEE FUND	N/A	N/A	200,000	200,000	854,300	1,054,300
WATER & WW RRI FUND	N/A	N/A	0	0	149,000	149,000
SRF CONST. & DEBT SERVICE	N/A	N/A	0	0	1,076,472	1,076,472
TOTAL OTHER FUNDS	31	\$1,057,034	\$3,123,268	\$4,180,302	\$6,364,271	\$10,544,573
TOTAL ALL FUNDS**:	185	\$11,271,726	\$11,086,713	\$22,358,439	\$9,062,108	\$31,420,547

*Authorized Positions are total number of positions, not full-time equivalents.

**Analysis does not include internal service, pension or permanent funds

**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

GENERAL FUND SUMMARY

AUDITED ACTUALS 2010-2011	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	DEPARTMENT	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13	INCREASE/ (DECREASE)
694,280	10,881,153	1,366,901	COUNCIL & ADMINISTRATION	1,320,601	-3.39%	(46,300)
1,056,623	1,035,791	1,134,559	FINANCE & TECHNOLOGY	1,138,515	0.35%	3,956
122,657	118,051	149,400	LEGAL SERVICES	157,716	5.57%	8,316
563,036	599,145	573,709	COMMUNITY DEVELOPMENT	546,484	-4.75%	(27,225)
180,380	185,143	186,451	CITY CLERK	212,173	13.80%	25,722
199,226	192,898	212,606	HUMAN RESOURCES	231,135	8.72%	18,529
100,954	97,437	98,120	PUBLIC COMMUNICATIONS	122,393	24.74%	24,273
387,697	418,195	426,764	FLEET MAINTENANCE	467,681	9.59%	40,917
3,049,800	3,115,959	3,041,449	POLICE DEPARTMENT	3,316,316	9.04%	274,867
2,152,603	2,179,272	2,076,742	FIRE DEPARTMENT	2,247,168	8.21%	170,426
1,206,044	1,269,662	1,150,680	GENERAL SERVICES	1,143,048	-0.66%	(7,632)
255,938	178,100	272,222	ECONOMIC DEVELOPMENT	287,816	5.73%	15,594
489,775	475,675	467,636	LIBRARY	493,225	5.47%	25,589
1,482,824	1,439,347	1,571,972	PARKS & RECREATION	1,713,255	8.99%	141,283
\$11,941,837	\$22,185,828	\$12,729,211	TOTAL	\$13,397,526	5.25%	\$668,315

**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

ENTERPRISE FUNDS SUMMARY

AUDITED ACTUALS 2010-2011	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	DEPARTMENT	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13	INCREASE/ (DECREASE)
3,069,567	4,350,565	3,596,519	WATER	3,227,451	-10.26%	(369,068)
3,758,454	3,856,562	4,127,326	WASTEWATER	4,250,997	3.00%	123,671
2,202,638	2,268,910	2,451,675	SOLID WASTE	2,773,629	13.13%	321,954
603,671	498,359	574,335	STORMWATER	634,437	10.46%	60,102
197,561	3,268	0	SEAPLANE BASE-PROP SHOP	0	0.00%	0
234,544	(1,444)	0	SEAPLANE BASE	0	0.00%	0
74,258	(1)	0	SEAPLANE BASE-WATER TAXI	0	0.00%	0
0	454,214	489,064	SEAPLANE BASE AIRPORT/MARINA	483,719	-1.09%	(5,345)
51,583	68,133	123,563	SEAPLANE BASE-SPLASH PARK	67,568	-45.32%	(55,995)
0	88,036	131,138	SEAPLANE BASE-PARK MAINT	157,642	20.21%	26,504
0	0	50,162	PAVILION	311,341	520.67%	261,179
\$9,339,205	\$11,586,602	\$11,543,782	TOTAL	\$11,906,784	3.14%	\$363,002

**City of Tavares
Adopted Budget - Fiscal Year 2014
Position Summary**

Current/Approved FTE Summary	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
General Fund:			
Administration	3.00	2.00	2.00
Finance & Technology	11.50	11.50	12.00
Community Development	5.00	5.00	5.00
City Clerk	2.00	2.00	2.00
Human Resources	2.00	2.00	2.00
Public Communications	1.00	1.00	1.00
Fleet Maintenance	4.00	4.00	4.00
Police	40.50	39.50	29.50
Fire	21.75	23.75	24.75
General Services	7.00	7.00	7.00
Economic Development	2.50	2.38	2.00
Library	9.00	7.50	6.50
Parks & Recreation	* 16.00	16.00	16.00
Total General Fund	<u>125.25</u>	<u>123.63</u>	<u>113.75</u>
Total Community Redevelopment Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Utilities Funds:			
Water	11.00	11.00	11.50
Wastewater	16.00	16.00	16.00
Public Works Administration	0.00	0.00	0.00
Total Utility Fund	<u>27.00</u>	<u>27.00</u>	<u>27.50</u>
Seaplane Fund:			
Transportation	18.50	6.00	5.00
Splash Park/Events	0.00	0.00	0.00
Park Maintenance	0.00	0.00	1.00
Total Marina/Seaplane Fund	<u>18.50</u>	<u>6.00</u>	<u>6.00</u>
Total Solid Waste Fund	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
Total Stormwater Fund	<u>3.00</u>	<u>3.00</u>	<u>4.00</u>
Total Pavilion Fund	<u>0.00</u>	<u>0.00</u>	<u>3.00</u>
Total Full-time Equivalent Positions	180.75	166.63	161.25

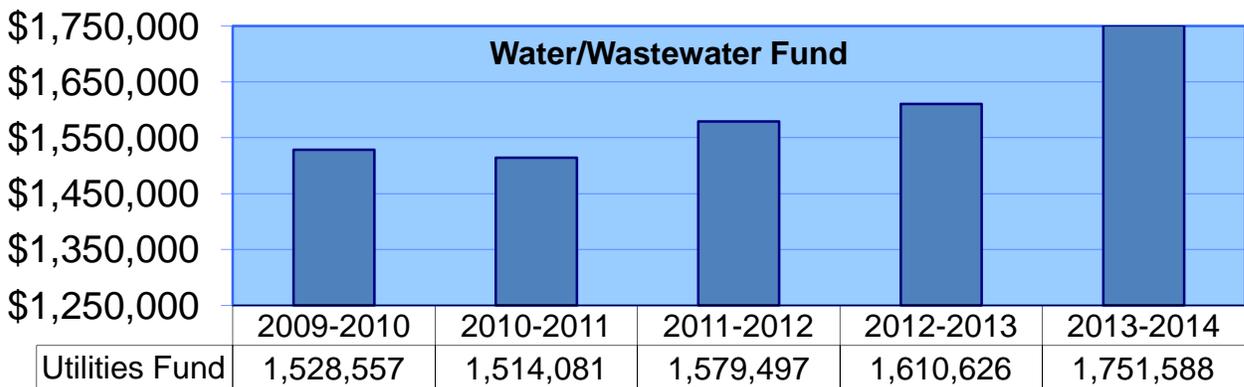
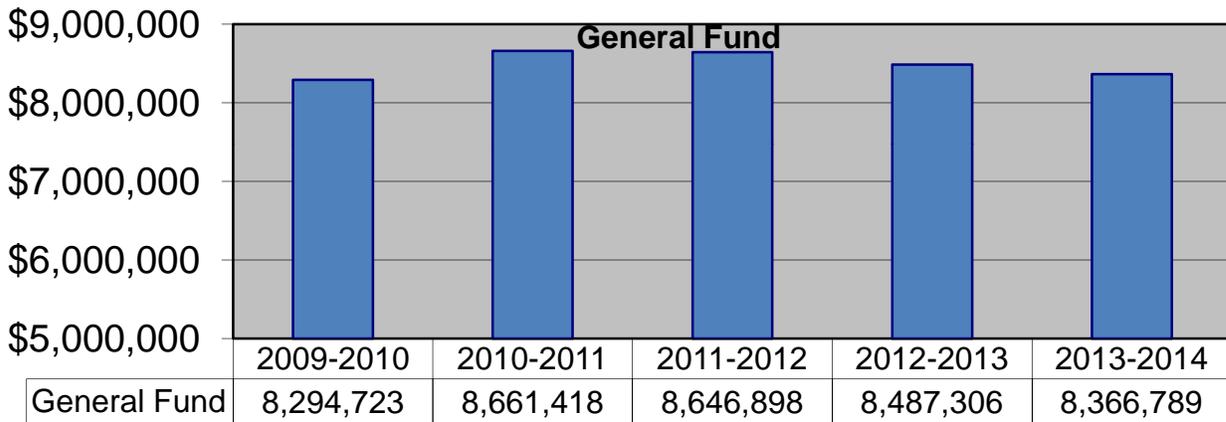
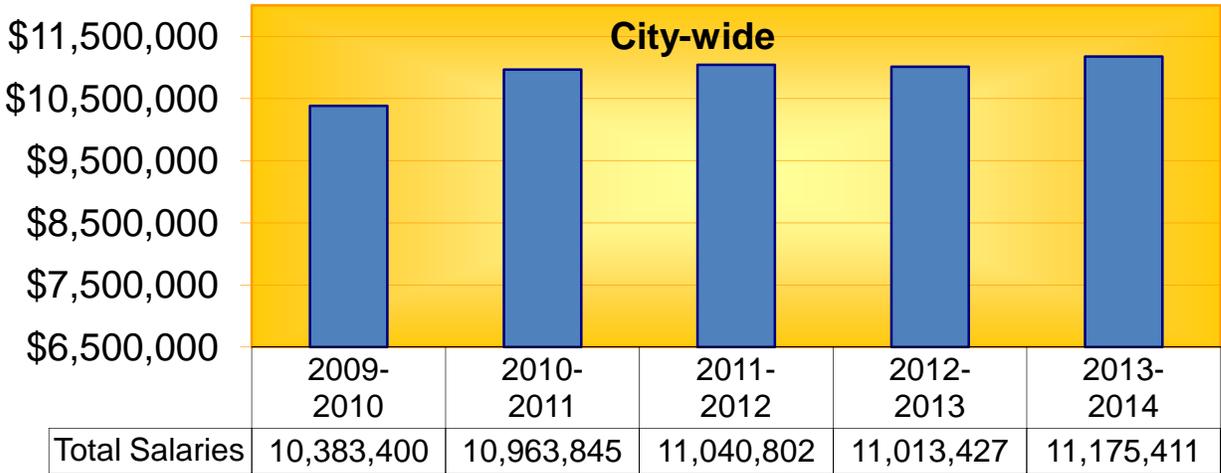
*Seasonal Positions are not included in the FTE count

Change in Position Count Justification:		FTE
Staff Position Change - Budget Specialist	13002	0.50
Staff Reduction - Communications Officer I	21008	(4.00)
Staff Reduction - Communications Officer II	21009	(4.00)
Staff Reduction - Police Captain	10013	(1.00)
Staff Reorganization - Police Lieutenant	10002	(4.00)
Staff Reorganization - Police Lt. of Operations	21015	1.00
Staff Reorganization - Police Lt. of Administration	21016	1.00
Staff Reorganization - Police Lt. of Road Patrol	21017	1.00
Staff Reorganization - Police Corporal	10008	1.00
Staff Increase - W/WW Treatment Operator	24005	1.00
Staff Reduction - PT Water Taxi Captain	59003	(0.38)
Staff Position Increase - Pavilion Events Coord	75001	1.00
Staff Position Increase - Pavilion Event Wrkr (2)	75002	2.00
Total Change in Position Count		(4.88)

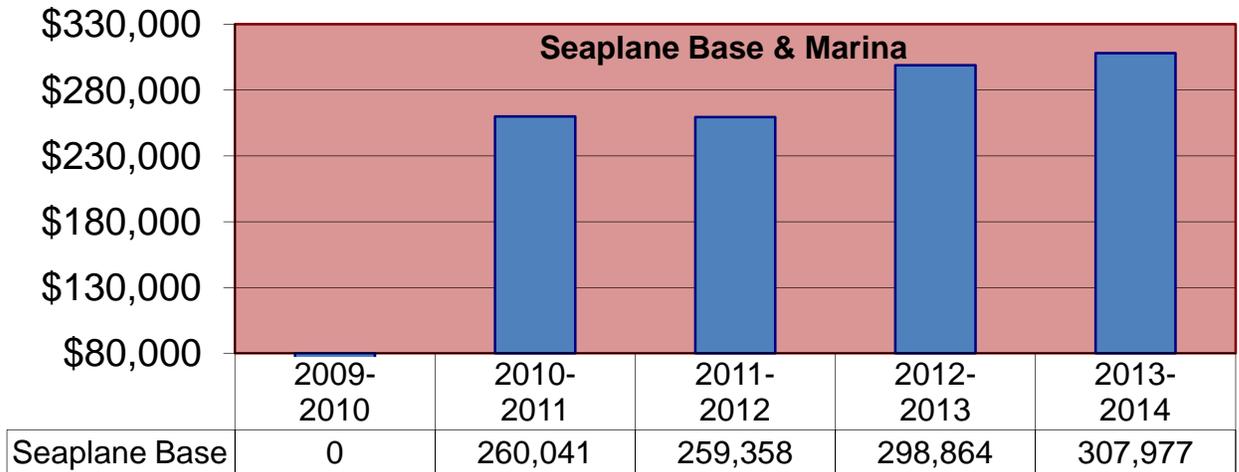
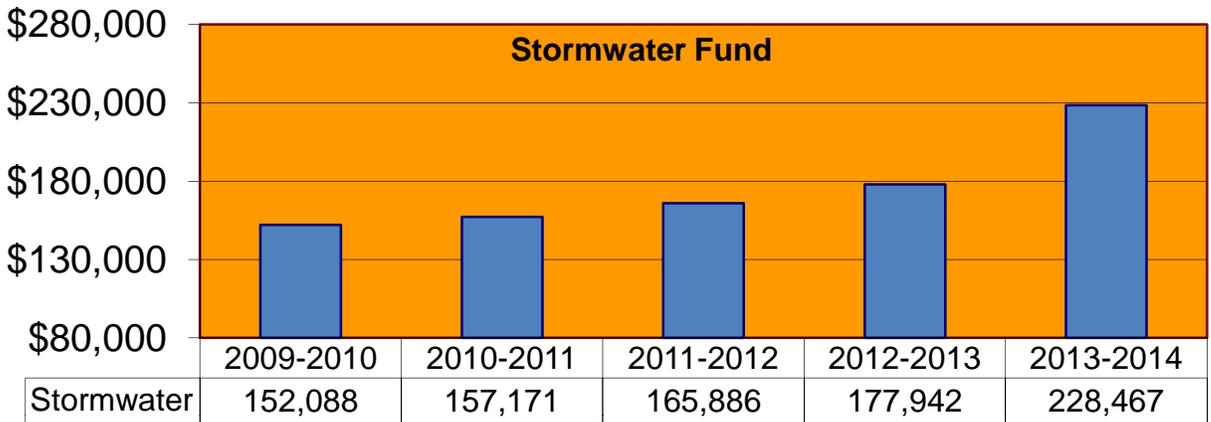
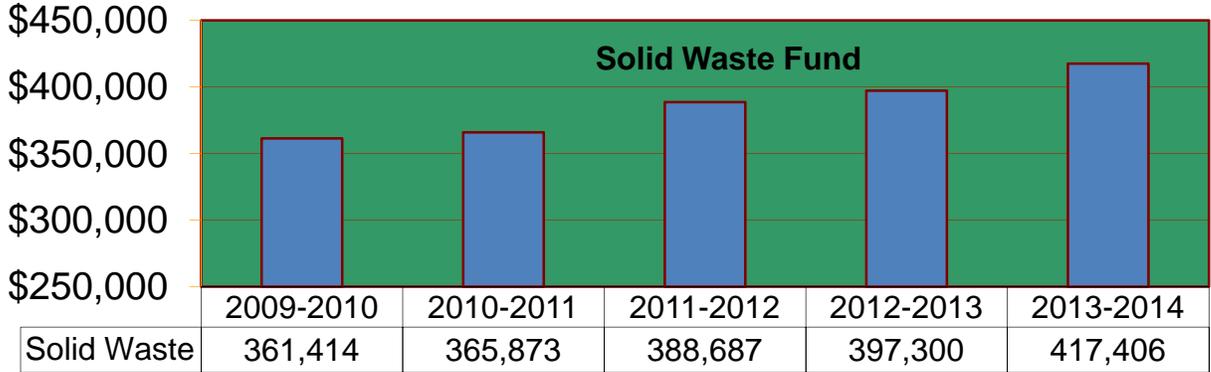
AUTHORIZED POSITIONS	2011-2012	2012-2013	2013-2014
Total General Fund	139.00	140.00	126.00
Total Community Redevelopment Fund	4.00	2.00	0.00
Total Utility Water/Wastewater Fund	27.00	27.00	28.00
Total Seaplane Base Fund	19.00	14.00	17.00
Total Sanitation Fund	7.00	7.00	7.00
Total Stormwater Fund	3.00	3.00	4.00
Total Pavilion Fund	0.00	1.00	3.00
Total Authorized Positions	199.00	194.00	185.00
<i>(includes seasonal positions)</i>			

**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

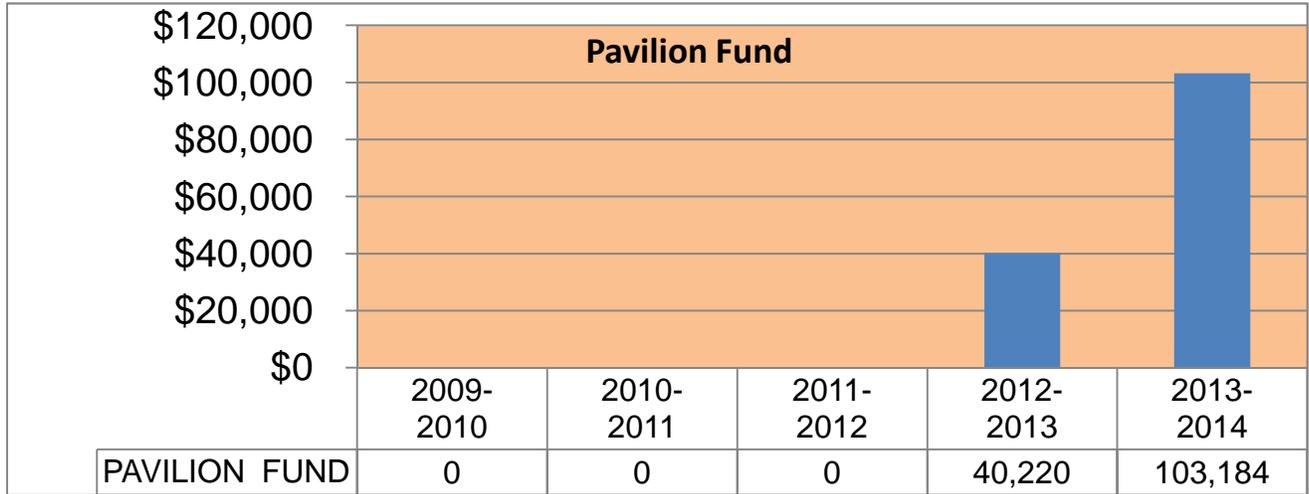
**SALARY & BENEFIT COSTS
OVER A 5-YEAR PERIOD**



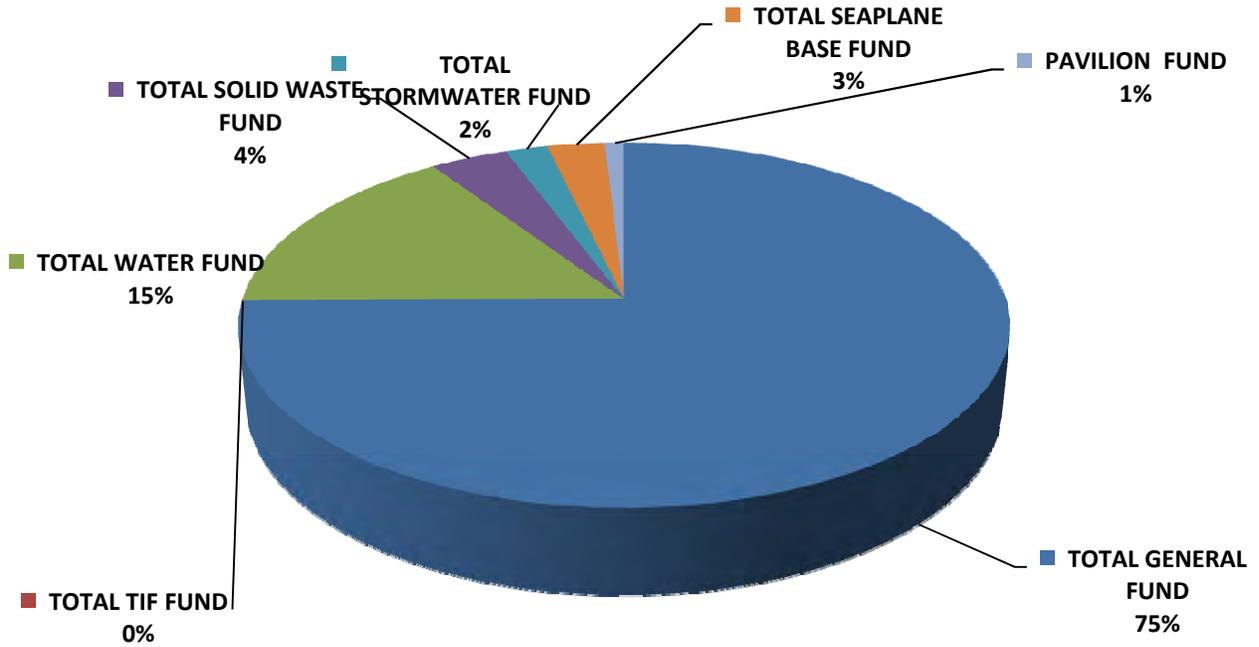
**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**



**CITY OF TAVARES
ADOPTED BUDGET**



Salary & Wages by Fund - Adopted Budget



GENERAL FUND

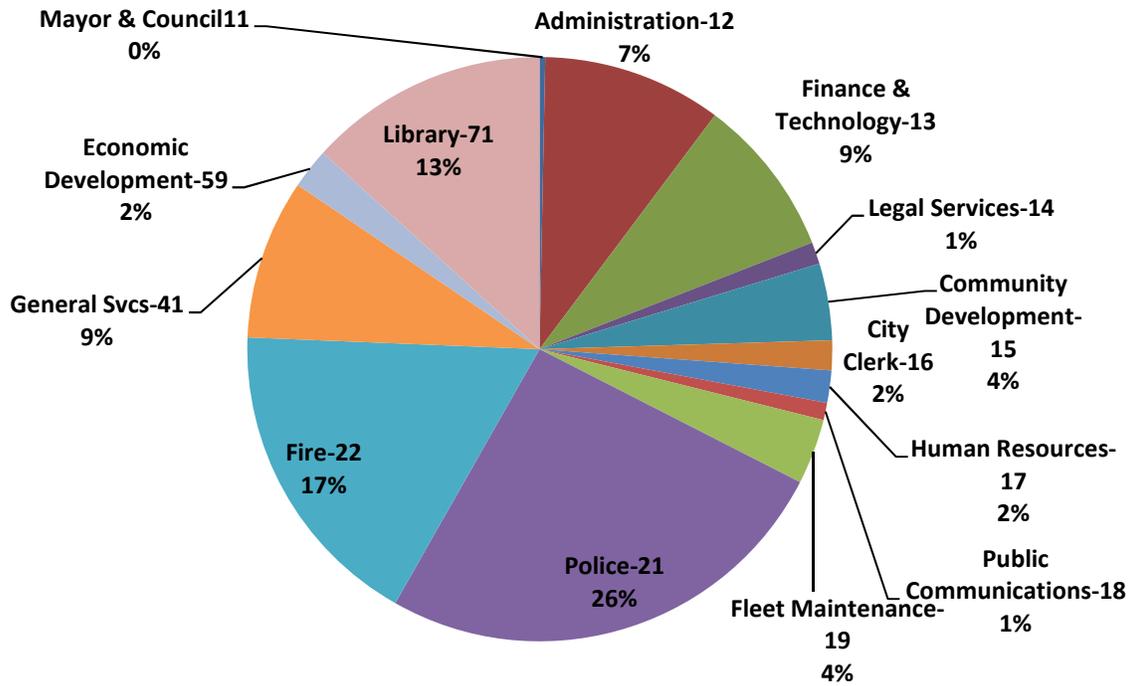
FUND 001

Budget Summary

<i>Department Summary</i>	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Mayor & Council-11				
Personal Services	26,455	29,296	29,300	0.01%
Operating Expenses	3,771	7,269	10,429	43.47%
Total Mayor & Council	30,226	36,565	39,729	8.65%
Administration-12				
Personal Services	227,561	234,013	251,208	7.35%
Operating Expenses	126,593	158,374	113,115	-28.58%
Capital Expenses	133,109	0	0	0.00%
Debt	6,580,517	27,931	23,516	-15.81%
Grants and Aids	16,500	32,080	15,500	-51.68%
Transfers & Others	3,766,647	877,938	877,533	-0.05%
Total Administration	10,850,927	1,330,336	1,280,872	-3.72%
Finance & Technology-13				
Personal Services	735,378	771,634	836,561	8.41%
Operating Expenses	295,808	328,984	296,655	-9.83%
Capital Expenses	4,605	33,941	5,299	-84.39%
Total Finance & Tech	1,035,791	1,134,559	1,138,515	0.35%
Legal Services-14				
Operating Expenses	118,051	149,400	157,716	5.57%
Total Legal Services-14	118,051	149,400	157,716	5.57%
Community Development-15				
Personal Services	344,529	353,568	376,207	6.40%
Operating Expenses	254,616	213,227	169,977	-20.28%
Capital Expenses	0	6,914	300	-95.66%
Total Comm Development	599,145	573,709	546,484	-4.75%
City Clerk-16				
Personal Services	158,954	163,387	179,791	10.04%
Operating Expenses	26,189	19,864	32,382	63.02%
Capital Expenses	0	3,200	0	-100.00%
Total City Clerk	185,143	186,451	212,173	13.80%
Human Resources-17				
Personal Services	167,741	172,933	188,453	8.97%
Operating Expenses	25,157	39,673	42,682	7.58%
Capital Expenses	0	0	0	0.00%
Debt				0.00%
Total Human Resources	192,898	212,606	231,135	8.72%
Public Communications-18				
Personal Services	73,990	76,278	89,973	17.95%
Operating Expenses	23,447	21,542	32,420	50.50%
Capital Expenses	0	300	0	-100.00%
Total Public Comm.	97,437	98,120	122,393	24.74%

Fleet Maintenance-19				
Personal Services	289,883	302,732	316,527	4.56%
Operating Expenses	120,362	122,453	137,154	12.01%
Capital Expenses	7,950	1,579	14,000	786.64%
Total Fleet Maintenance	418,195	426,764	467,681	9.59%
Police-21				
Personal Services	2,854,828	2,690,842	2,320,291	-13.77%
Operating Expenses	261,131	350,607	632,555	80.42%
Capital Expenses	0	0	329,000	100.00%
Debt	0	0	34,470	100.00%
Total Police	3,115,959	3,041,449	3,316,316	9.04%
Fire-22				
Personal Services	2,021,262	1,884,409	1,968,753	4.48%
Operating Expenses	158,010	192,333	259,175	34.75%
Capital Expenses	0	0	19,240	100.00%
Total Fire	2,179,272	2,076,742	2,247,168	8.21%
General Services-41				
Personal Services	376,113	392,936	404,627	2.98%
Operating Expenses	541,801	621,590	720,814	15.96%
Capital Expenses	306,301	136,154	17,607	-87.07%
Debt	45,447	0	0	0.00%
Total General Services	1,269,662	1,150,680	1,143,048	-0.66%
Economic Development-59				
Personal Services	167,963	178,815	194,755	8.91%
Operating Expenses	10,137	13,007	13,061	0.42%
Capital Expenses	0	80,400	80,000	-0.50%
Total Economic Dev.	178,100	272,222	287,816	5.73%
Library-71				
Personal Services	370,375	344,800	334,115	-3.10%
Operating Expenses	66,984	68,686	79,910	16.34%
Capital Expenses	38,316	54,150	79,200	46.26%
Total Library	475,675	467,636	493,225	5.47%
Parks & Recreation-72				
Personal Services	831,866	891,663	972,543	9.07%
Operating Expenses	601,392	670,389	642,111	-4.22%
Debt	0	0	0	0.00%
Total Parks & Rec	1,439,347	1,571,972	1,713,255	8.99%
Grand Total General Fund	\$ 22,185,828	\$ 12,729,211	\$ 13,397,526	5.25%
<i>Category Summary</i>				
Personal Services	8,646,898	8,487,306	8,463,104	-0.29%
Operating Expenses	2,633,449	2,977,398	3,340,156	12.18%
Capital Expenses	496,370	326,558	643,247	96.98%
Debt	6,625,964	27,931	57,986	107.60%
Grants and Aids	16,500	32,080	15,500	-51.68%
Transfers & Others	3,766,647	877,938	877,533	-0.05%
				0.00%
Grand Total General Fund	\$ 22,185,828	\$ 12,729,211	\$ 13,397,526	5.25%

GENERAL FUND EXPENDITURE SUMMARY



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CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

GENERAL FUND REVENUE

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ESTIMATED REVENUE 2013-2014	% CHANGE OVER FY 12-13
<i>TAXES</i>					
311.01-00	CURRENT	4,094,399	3,471,744	3,797,346	9.38%
311.02-00	DELINQUENT	13,336	7,750	15,113	95.01%
311.03-00	DEDICATED DEBT SERVICE-G.O.	0	271,711	271,554	-0.06%
*	AD VALOREM TAXES	<u>4,107,735</u>	<u>3,751,205</u>	4,084,013	8.87%
312.41-00	FIRST LOCAL OPT GAS TAX	288,493	299,506	273,554	-8.66%
312.42-00	SECOND LOCAL OPT GAS TAX	62,862	64,452	64,090	-0.56%
*	LOCAL OPTION TAXES	<u>351,355</u>	<u>363,958</u>	337,644	-7.23%
314.10-00	ELECTRIC	846,893	885,706	896,435	1.21%
314.30-00	WATER	319,003	322,998	314,331	-2.68%
314.40-00	GAS	28,184	33,627	30,875	-8.18%
314.80-00	PROPANE	19,215	16,709	15,122	-9.50%
315.00-00	TELECOMMUNICATIONS TAX	575,142	605,096	603,110	-0.33%
*	UTILITY TAXES	<u>1,788,437</u>	<u>1,864,136</u>	1,859,873	-0.23%
316.01-00	LOCAL BUSINESS TAX	45,394	44,955	46,015	2.36%
*	OTHER TAXES	<u>45,394</u>	<u>44,955</u>	46,015	2.36%
**	TOTAL TAXES	<u>6,292,921</u>	<u>6,024,254</u>	6,327,545	5.03%
<i>PERMITS AND FEES</i>					
322.01-00	BUILDING PERMITS	601,199	369,937	528,500	42.86%
323.10-00	ELECTRIC	945,806	906,418	939,853	3.69%
323.20-00	GAS	28,186	33,473	30,298	-9.49%
329.01-02	ZONING, VARIANCES, APPEALS	19,327	14,469	15,100	4.36%
329.03-01	MOBILE FOOD VENDOR LICENSES	520	500	500	0.00%
**	TOTAL PERMITS AND FEES	<u>1,595,038</u>	<u>1,324,797</u>	1,514,251	14.30%
<i>GRANTS - FEDERAL AND STATE</i>					
331.20-20	US DEPT OF JUSTICE-VESTS	1,101	1,000	1,000	0.00%
331.50-10	FEMA REIMBURSEMENT	0	0	0	0.00%
*	FEDERAL GRANTS	<u>1,101</u>	<u>1,000</u>	1,000	0.00%
334.49-01	FDOT-US 441 LIGHTING AGREE.	42,452	43,725	52,924	21.04%
*	STATE GRANTS	<u>42,452</u>	<u>43,725</u>	52,924	21.04%
**	TOTAL GRANTS - FEDERAL AND STATE	<u>43,553</u>	<u>44,725</u>	53,924	20.57%
<i>INTERGOVERNMENTAL REVENUE</i>					
335.12-00	STATE REVENUE SHARING	296,869	315,385	341,048	8.14%
335.14-00	MOBILE HOME LICENSES	11,875	11,815	11,171	-5.45%
335.15-00	ALCOHOLIC BEVERAGE LICENSE	9,726	8,656	10,346	19.52%
335.18-00	HALF-CENT SALES TAX	632,707	656,414	698,681	6.44%
335.20-00	FIREFIGHTER'S SUPPLEMENT	4,070	3,720	4,560	22.58%
335.49-01	MOTOR FUEL TAX REBATE	13,389	16,286	15,701	-3.59%
335.49-02	FDOT TRAFFIC SIGNAL MAINT	11,942	12,297	12,666	3.00%
*	STATE SHARED REVENUE	<u>980,578</u>	<u>1,024,573</u>	1,094,173	6.79%

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CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

GENERAL FUND REVENUE

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ESTIMATED REVENUE 2013-2014	% CHANGE OVER FY 12-13
337.70-10	COUNTY AID TO LIBRARIES	107,179	101,820	100,392	-1.40%
337.70-20	YOUTH RECREATION ASSIST	10,475	10,500	0	-100.00%
337.70-50	LIBRARY E-RATE (SPRINT)	1,680	1,500	1,600	6.67%
*	LOCAL SHARED REVENUES	119,334	113,820	101,992	-10.39%
338.01-00	COUNTY BUSINESS TAX REC	13,736	14,803	16,308	10.17%
338.02-00	TRANS IMPACT FEE PARTICIP	330,358	0	0	0.00%
338.03-00	911 COMMUNICATIONS REIMB.	0	18,750	0	-100.00%
338.04-01	COUNTY ALS PAYMENT	0	0	60,590	100.00%
338.05-00	LIBRARY IMPACT PARTICIPATION	0	0	40,000	100.00%
*	COUNTY SHARED REVENUE	344,094	33,553	116,898	248.40%
**	TOTAL INTERGOVERNMENTAL REVENUES	1,444,006	1,171,946	1,313,063	12.04%
<i>CHARGES FOR SERVICES</i>					
341.30-01	COUNTY IMPACT ADM FEE	395	500	710	42.00%
341.90-05	SALE OF MAPS & PUBS	8	100	15	-85.00%
344.40-01	CHAMBER COMMERCE RENTALS	7,500	42,500	14,400	-66.12%
347.20-01	RECREATION FEES	41,364	59,300	49,300	-16.86%
347.20-03	SUMMER PROGRAM	30,160	29,565	37,750	27.68%
347.20-06	REC PROGRAM SPONSORSHIPS	7,300	6,500	6,500	0.00%
347.40-01	JULY 4TH	1,785	1,200	600	-50.00%
347.40-02	LIGHT UP MAINSTREET	0	1,200	600	-50.00%
347.40-04	SPECIAL EVENT COLLECTIONS	0	0	0	0.00%
347.50-01	CIVIC CENTER RENTAL	17,002	19,500	20,200	3.59%
347.50-02	OTHER PARKS & REC RENTALS	0	0	0	0.00%
347.50-03	FIELD/FIELD LIGHT RENTALS	2,895	2,500	3,500	40.00%
347.50-04	COMMUNITY GARDEN FEES	240	250	300	20.00%
**	TOTAL CHARGES FOR SERVICES	108,649	163,115	133,875	-17.93%
<i>FINES & FORFEITURES</i>					
351.10-00	POLICE JUDGMENTS & FINES	21,319	23,500	14,225	-39.47%
352.10-00	LIBRARY FINES	7,674	7,065	7,300	3.33%
352.20-00	LIBRARY FINES PAID @ CITY HALL	0	0	100	100.00%
354.01-00	PARKING VIOLATIONS	75	1,500	500	-66.67%
354.02-00	CODE VIOLATIONS	3,361	5,500	10,500	90.91%
354.03-00	FALSE ALARM VIOLATIONS	300	820	850	3.66%
354.04-00	ABATEMENT COST REIMB	0	0	0	0.00%
**	TOTAL FINES AND FORFEITURES	32,729	38,385	33,475	-12.79%
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	1,580	5,000	1,200	-76.00%
361.10-02	SBA INTEREST	2,159	2,500	1,800	-28.00%
361.10-03	COUNTY TAX COLLECTOR	0	568	0	-100.00%
361.10-04	ASSESSMENTS	0	0	0	0.00%
361.10-08	INVESTMENT	52	500	100	-80.00%
361.10-09	LOAN PROCEEDS	105	0	0	0.00%
*	INTEREST INCOME	3,896	8,568	3,100	-63.82%

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CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

GENERAL FUND REVENUE

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ESTIMATED REVENUE 2013-2014	% CHANGE OVER FY 12-13
364.01-01	CEMETERY LOTS	6,950	13,500	13,500	0.00%
365.01-00	SURPLUS/SCRAP PROP SALES	7,226	12,000	9,140	-23.83%
366.03-00	LIBRARY DONATIONS/CONTRIB.	0	0	0	0.00%
366.04-00	OTHER DONATIONS/CONTRIB	0	0	0	0.00%
366.06-00	FOUNT/FLAG POLE DONATIONS	0	15,004	0	-100.00%
367.02-00	UNREALIZED GAIN ON INVEST	8,922	5,000	5,000	0.00%
369.10-01	MISCELLANEOUS	19,575	27,500	51,752	88.19%
369.10-02	INSURANCE REIMBURSEMENT	2,000	0	0	0.00%
369.10-03	CEMETERY FEES	4,510	4,200	4,200	0.00%
369.10-04	REFUND-PRIOR YR EXPENSE	9,946	0	0	0.00%
369.10-06	P&Z ADVERTISING-REIMBURSE	3,950	3,200	3,200	0.00%
369.10-07	P&Z POSTAGE REIMBURSEMENT	0	0	0	0.00%
369.10-08	P&Z ENGINEERING	0	0	0	0.00%
369.10-09	CONCESSION CONTRACTS	6,150	3,000	3,600	20.00%
369.10-11	MISCELLANEOUS LIBRARY FEE	4,515	3,679	3,925	6.69%
369.10-12	E-RATE SPRINT - LIBRARY	0	0	0	0.00%
369.10-13	SPONSORSHIPS	0	0	0	0.00%
369.10-14	LIEN SEARCHES	12,325	7,800	18,759	140.50%
369.20-01	COUNTY SCHOOL IMPACTS	0	0	0	0.00%
369.20-02	RADON COLLECTION FEE	2,214	625	890	42.40%
369.20-03	COUNTY ROAD IMPACTS	0	0	0	0.00%
369.20-05	COUNTY LIBRARY IMPACTS	0	0	0	0.00%
* OTHER INCOME		88,283	95,508	113,966	19.33%
** TOTAL INTEREST & OTHER INCOME		92,179	104,076	117,066	12.48%
*** TOTAL GENERAL FUND REVENUES		9,609,075	8,871,298	9,493,199	7.01%
<i>OTHER SOURCES</i>					
381.01-22	FROM FIRE ASSESSMENT FUND	0	1,569,134	1,569,134	0.00%
381.04-01	TRANSFERS FROM WTR/SWR	497,846	543,252	540,704	-0.47%
381.04-02	TRANSFERS FROM SOLID WASTE	188,054	194,728	196,631	0.98%
381.04-03	TRANSFERS FROM SW	36,602	38,159	39,020	2.26%
* TRANSFERS IN		722,502	2,345,273	2,345,489	0.01%
382.04-01	FROM WATER/SEWER	627,626	602,866	620,695	2.96%
382.04-02	FROM SOLID WASTE	483,428	468,025	473,545	1.18%
382.04-03	FROM STORMWATER	154,695	155,930	155,335	-0.38%
* REIMBURSEMENTS		1,265,749	1,226,821	1,249,575	1.85%
384.20-00	LEAGUE LEASE	132,861	0	320,000	100.00%
384.30-00	BONDS	9,779,617	0	0	0.00%
* DEBT PROCEEDS		9,912,478	0	320,000	100.00%
389.01-02	CONTR FROM DENTL INS FUND	0	250,000	0	-100.00%
389.90-00	APPROPRIATED RESERVES	0	35,819	(10,737)	-129.98%
* APPROPRIATED RESERVES		0	285,819	(10,737)	-103.76%
*** TOTAL OTHER SOURCES		11,900,729	3,857,913	3,904,327	1.20%
TOTAL GENERAL FUND REVENUE		21,509,804	12,729,211	13,397,526	5.25%

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CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

GENERAL FUND REVENUE
 FUND 001

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
311.01-00 CURRENT	ESTIMATED AD VALOREM:	3,797,346	3,797,346
311.02-00 DELINQUENT	ESTIMATED DELINQUENT TAX COLLECTIONS	15,113	15,113
311.03-00 DEDICATED DEBT SVC - G.O.	VOTED DEBT SERVICE - WOOTON PARK EXPANSION (.4541 MILLS)	271,554	271,554
312.41-00 FIRST LOCAL OPT GAS TAX	ESTIMATED FIRST LOCAL OPTION GAS TAX RECEIVED FROM STATE OF FLORIDA	273,554	273,554
312.42-00 SECOND LOCAL OPT GAS TX	ESTIMATED SECOND LOCAL OPTION GAS TAX	64,090	64,090
314.10-00 ELECTRIC	UTILITY TAX RECEIPTS COLLECTED FROM ELECTRIC POWER PRODUCERS	896,435	896,435
314.30-00 WATER	ESTIMATED COLLECTIONS FROM WATER UTILITY FEES: ASSESSED ON OUTSIDE-CITY WATER CUSTOMERS	314,331	314,331
314.40-00 GAS	UTILITY TAX RECEIPTS COLLECTED FROM NATURAL GAS PROVIDERS	30,875	30,875
314.80-00 PROPANE	UTILITY TAX RECEIPTS COLLECTED FROM PROPANE PROVIDERS	15,122	15,122
315.00-00 TELECOMMUNICATION TAX	ESTIMATED COLLECTIONS FROM COMMUNICATION SERVICE SALES IN TAVARES; COLLECTED BY THE STATE AND DISTRIBUTED TO THE CITY	603,110	603,110
316.01-00 LOCAL BUSINESS TAX	ESTIMATED BUSINESS TAX RECEIPT COLLECTIONS	46,015	46,015
322.01-00 BUILDING PERMITS	ESTIMATED REVENUE DERIVED FROM PERMITS ISSUED	528,500	528,500
322.05-00 PERMIT FEE DEFERRALS	NO AMOUNT BUDGETED	0	0
323.10-00 ELECTRIC	ESTIMATED COLLECTIONS FROM ELECTRIC FRANCHISE FEES	939,853	939,853
323.20-00 GAS	ESTIMATED COLLECTIONS FROM GAS FRANCHISE FEES	30,298	30,298
329.01-02 ZONING, VARIANCES, APPEAL	ESTIMATED REVENUE DERIVED FROM ZONING FEES AND VARIANCE FEES	15,100	15,100
329.03-01 MOBILE FOOD VENDOR LICENSE	LICENSE FEES COLLECTED FROM MOBILE FOOD VENDORS	500	500
331.20-20 US DEPT OF JUST-VESTS	US DEPT OF JUSTICE BULLETPROOF VEST PROGRAM	1,000	1,000
334.49-01 FDOT-US 441 LIGHTING AGREE.	PROJECT ID: 413615-1-78-07, CONTRACT AO-134 AMOUNT IN AGREEMENT DATED 5-17-2013	52,924	52,924
335.12-00 STATE REVENUE SHARING	MUNICIPAL REVENUE SHARING; DISTRIBUTIONS RECEIVED FROM STATE OF FLORIDA	341,048	341,048
335.14-00 MOBILE HOME LICENSES	REVENUE DERIVED FROM MOBILE HOME LICENSES; DISTRIBUTED BY STATE OF FLORIDA	11,171	11,171
335.15-00 ALCOHOLIC BEVERAGE LICENSE	REVENUE DERIVED FROM ALCOHOLIC BEVERAGE LICENSES; DISTRIBUTED BY STATE OF FLORIDA	10,346	10,346
335.18-00 HALF CENT SALES TAX	ESTIMATED COLLECTIONS FROM HALF-CENT SALES TAX SHARED REVENUES; DISTRIBUTED BY STATE OF FLORIDA	698,681	698,681
335.20-00 FIREFIGHTERS SUPPLEMENT	INCENTIVE PAY FOR ELIGIBLE FIREFIGHTERS; RECEIVED FROM STATE OF FLORIDA	4,560	4,560
335.49-01 MOTOR FUEL TAX REBATE	REFUNDS AND/OR CREDITS FROM THE STATE OF FLORIDA FOR TAXES PAID ON MOTOR AND/OR DIESEL FUEL	15,701	15,701
335.49-02 FDOT TRAFFIC SIGNAL MAINT	CONTRACT NO. AM598 FOR JULY 2013 TO JUNE 2014	12,666	12,666
337.70-10 COUNTY AID TO LIBRARIES	COUNTY SHARED REVENUES FROM LIBRARY OPERATIONS	100,392	100,392

FUND 001
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

GENERAL FUND REVENUE
 FUND 001

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
	(ASSUMES COUNTY AID REMAINS UNCHANGED)		
337.70-20 YOUTH RECREATION ASSIST	NO AMOUNT BUDGETED	0	0
337.70-50 LIBRARY E-RATE (SPRINT)	ESTIMATED E-RATE FUNDING	1,600	1,600
338.01-00 COUNTY OCCUPATIONAL	SHARED REVENUE-COUNTY BUSINESS TAX RECEIPTS	16,308	16,308
338.02-00 TRANS IMPACT FEE PARTICIP	NO AMOUNT BUDGETED	0	0
338.03-00 911 COMMUNICATIONS REIMB.	NO AMOUNT BUDGETED	0	0
338.04-01 COUNTY ALS PAYMENT	PER AGREEMENT WITH LAKE COUNTY FOR ALS SERVICE .1 MIL OF TAVARES CERTIFIED FINAL TAX ROLL	60,590	60,590
338.05-00 LIBRARY IMPACT PARTICIPAT	IMPACT FEE REVENUE FOR LIBRARY EXPANSION	40,000	40,000
341.30-01 CTY IMPACT ADM COLLECTION	ADMIN FEES FOR COLLECTION OF LAKE COUNTY ROAD AND AND SCHOOL IMPACT FEES	710	710
341.90-05 SALE OF MAPS & PUBS	ESTIMATED SALES OF MAPS AND PUBLICATIONS	15	15
344.40-01 CHAMBER & GULF RR RENTALS	CHAMBER OF COMMERCE RENTAL AGREEMENT DISTRIBUTION (TO BE TRANSFERRED TO THE PROJECT FUND - PAID \$150,000 IN ADVANCE FOR 10 YEARS - FY13) TAVARES, EUSTIS GULF RR RENTAL AGREEMENT (\$1,200/MO.)	14,400	14,400
347.20-01 RECREATION FEES	ESTIMATED RECREATION REVENUE SPRING & FALL BALL (EST 610 PARTICIPANTS @ \$65) CO-ED SPRING & FALL SOFTBALL (EST 120 @ \$65) MISC TENNIS, ZUMBA, YOGA, FLAG FOOTBALL, ETC. FATHER/DAUGHTER DANCE	39,650 7,800 1,200 650	49,300
347.20-03 SUMMER PROGRAM	ESTIMATED SUMMER CAMP FEE COLLECTIONS: 50 PARTICIPANTS @ \$80 PER WEEK FOR 1 WEEK 50 PARTICIPANTS @ \$75 PER WEEK FOR 9 WEEKS	4,000 33,750	37,750
347.20-05 SPLASH PARK FEES	REVENUES INCLUDED WITH SEAPLANE BASE	0	0
347.20-06 REC PROGRAM SPONSORSHIPS	BABE RUTH SPRING & FALL TEAM SPONSORS	6,500	6,500
347.40-01 JULY 4TH	ESTIMATED DONATIONS FROM JULY 4 EVENT SPONSORS	600	600
347.40-02 LIGHT UP TAVARES	ESTIMATED DONATIONS FROM LIGHT UP EVENT SPONSORS	600	600
347.50-01 CIVIC CENTER RENTAL	ESTIMATED COLLECTIONS FOR FACILITY RENTALS	20,200	20,200
347.50-02 OTHER RENTALS/PAVILN	NO AMOUNT BUDGETED	0	0
347.50-03 FIELD/FIELD LIGHT RENTALS	ESTIMATED REVENUE FROM BALL FIELD RENTALS	3,500	3,500
347.50-04 COMMUNITY GARDEN FEES	ESTIMATED COMMUNITY GARDEN FEES	300	300
351.10-00 POLICE JUDGMENTS & FINES	ESTIMATED REVENUES FROM POLICE JUDGMENTS AND FINES	14,225	14,225
352.10-00 LIBRARY FINES	ESTIMATED REVENUE FROM LIBRARY FINES	7,300	7,300
352.20-00 LIBRARY FINES PD AT CH	ESTIMATED LIBRARY FINES TO BE PAID AT CITY HALL	100	100
354.01-00 PARKING VIOLATIONS	ESTIMATED REVENUE FROM PARKING VIOLATION FINES	500	500
354.02-00 CODE VIOLATIONS	ESTIMATED REVENUE FROM CODE ENFORCEMENT FINES	10,500	10,500
354.03-00 FALSE ALARM VIOLATIONS	ESTIMATED REVENUE FROM NOISE & FALSE ALARM VIOLATIONS	850	850
361.10-01 INTEREST INCOME	ESTIMATED INTEREST EARNINGS	1,200	1,200

FUND 001
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

GENERAL FUND REVENUE
 FUND 001

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
361.10-02 SBA INTEREST	ESTIMATED SBA INTEREST EARNINGS	1,800	1,800
361.10-03 COUNTY TAX COLLECTOR	ESTIMATED INTEREST ON DELINQUENT TAX PAYMENTS	0	0
361.10-08 INVESTMENT	INTEREST	100	100
361.10-09 LOAN PROCEEDS	NO AMOUNT BUDGETED	0	0
364.01-01 CEMETERY LOTS	ESTIMATED REVENUE FROM CEMETERY LOT SALES	13,500	13,500
365.01-00 SURPLUS/SCRAP PROP SALES	ESTIMATED REVENUE FROM SURPLUS/SCRAP SALES	9,140	9,140
366.06-00 FOUNT/FLAG POLE DONATIONS	NO AMOUNT BUDGETED	0	0
367.02-00 UNREALIZED GAIN ON INVEST	ESTIMATED UNREALIZED GAINS	5,000	5,000
369.10-01 MISCELLANEOUS	ESTIMATED REVENUE FROM MISCELLANEOUS FEES/CHARGES ROTARY DONATION FOR FIREWORKS-DRAGON BOAT	46,752 5,000	51,752
369.10-02 INSUR REIMBURSEMENTS	NO AMOUNT BUDGETED	0	0
369.10-03 CEMETERY FEES	ESTIMATED REVENUE FROM CEMETERY FEES	4,200	4,200
369.10-04 REFUND-PRIOR YR EXPENSE	NO AMOUNT BUDGETED	0	0
369.10-06 P&Z ADVERTISING-REIMBURSE	ESTIMATED REVENUE FROM PLANNING & ZONING ADVERTISING FEES-APPLICANT REIMBURSEMENTS	3,200	3,200
369.10-09 CONCESSION CONTRACTS	CONCESSION CONTRACT REVENUE: GRIDIRON GANG: \$150 X 12 MONTHS (STOVER) THE RAVE: \$150 X 12 MONTHS (WOODLEA)	1,800 1,800	3,600
369.10-11 MISCELLANEOUS LIBRARY FEE	ESTIMATED REVENUE FROM MISCELLANEOUS LIBRARY FEES	3,925	3,925
369.10-14 LIEN SEARCHES	ESTIMATED REVENUE FROM LIEN SEARCH REQUESTS	18,759	18,759
369.20-01 COUNTY SCHOOL IMPACTS	NO AMOUNT BUDGETED	0	0
369.20-02 ST RADON COLLECTION FEE	ESTIMATED REVENUE FROM STATE-RADON PASS THROUGH	890	890
369.20-03 COUNTY ROAD IMPACTS	NO AMOUNT BUDGETED	0	0
369.20-05 COUNTY LIBRARY IMPACTS	NO AMOUNT BUDGETED	0	0
381.01-12 TRANSFERS FROM STATE FORF	NO AMOUNT BUDGETED	0	0
381.01-16 TRANSFER FROM GRANTS	NO AMOUNT BUDGETED	0	0
381.01-22 FROM FIRE ASSESSMENT FUND	TRANSFERS FROM FIRE ASSESSMENT FUND	1,569,134	1,569,134
381.04-01 TRANSFERS FROM WATER/SEWR	OPERATING TRANSFERS IN LIEU OF TAXES: OPERATING TRANSFERS FROM WATER OPERATING TRANSFERS FROM WASTEWATER	270,352 270,352	540,704
381.04-02 TRANSFERS FROM SANITATION	OPERATING TRANSFER IN LIEU OF TAXES	196,631	196,631
381.04-03 TRANSFERS FROM STORMWATER	OPERATING TRANSFER IN LIEU OF TAXES	39,020	39,020
382.04-01 FROM WATER/SEWER	REIMBURSEMENT TO GENERAL FUND TO COVER SHARE OF ADMINISTRATIVE COSTS AND SERVICES: REIMBURSEMENTS FROM WATER REIMBURSEMENTS FROM WASTEWATER	310,348 310,347	620,695
382.04-02 FROM SANITATION	REIMBURSEMENTS TO GENERAL FUND TO COVER SHARE OF ADMINISTRATIVE COSTS AND SERVICES	473,545	473,545
382.04-03 FROM STORMWATER	REIMBURSEMENTS TO GENERAL FUND TO COVER SHARE OF ADMINISTRATIVE COSTS AND SERVICES	155,335	155,335

FUND 001
DEPT 00
DIVISION 00

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

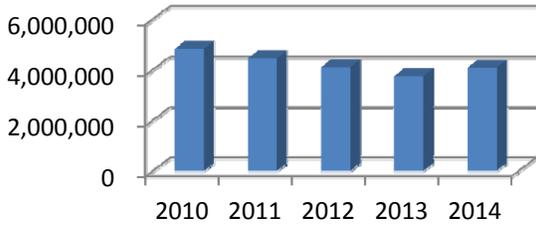
GENERAL FUND REVENUE
FUND 001

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
384.20-00 LEAGUE LEASE	LOAN PROCEEDS FOR 12 POLICE CARS	320,000	320,000
384.30-00 BONDS	NO AMOUNT BUDGETED	0	0
389.01-02 CONTR FROM DENTL INS FUND	NO AMOUNT BUDGETED	0	0
389.90-00 APPROPRIATED RESERVES	ADDITIONAL REVENUE NOT APPROPRIATED	-10,510	-10,510

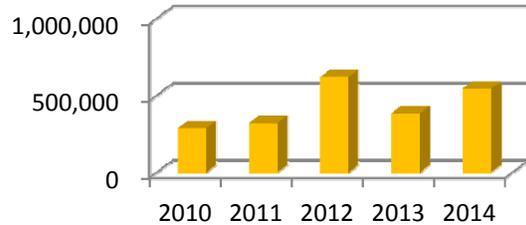
**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

GRAPHICAL DATA FOR THE GENERAL FUND REVENUES

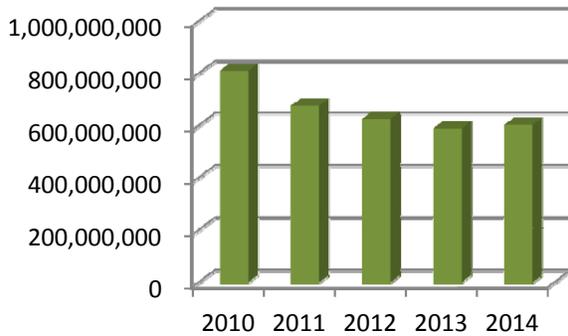
Ad Valorem Tax - 5 Yr Historical



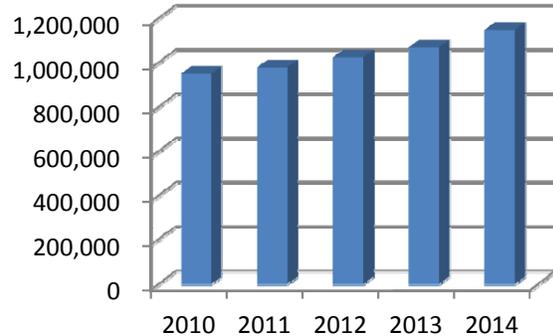
Permits & Fees - 5 Yr Historical



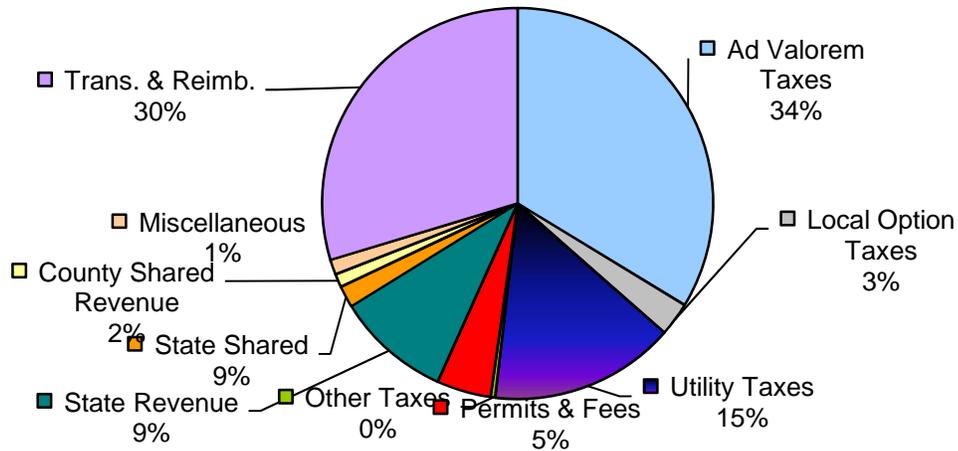
Taxable Value - 5 Year Historical



State Shared Rev - 5 Yr Historical



ESTIMATED GENERAL FUND REVENUE FISCAL YEAR 2014

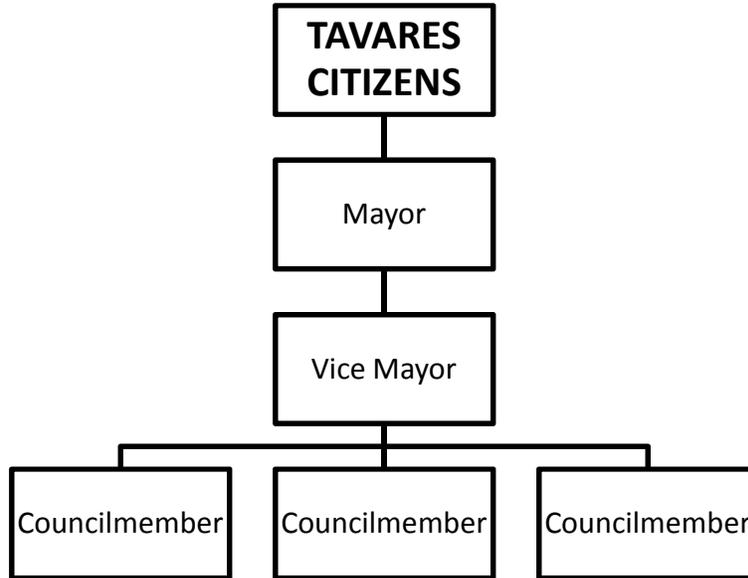


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Mayor & Council

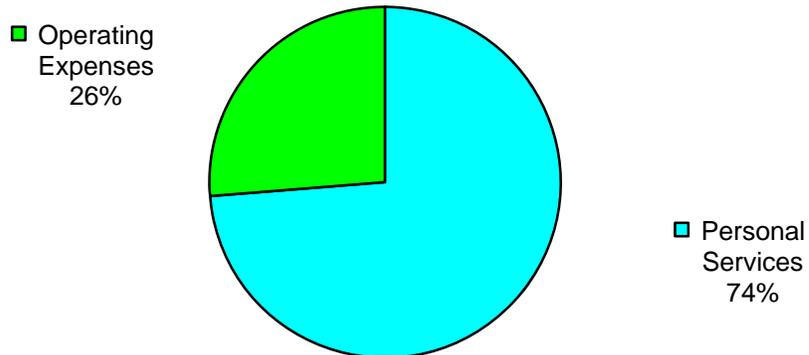
Department 11



Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Department Summary</i>				
Council-1101				
Personal Services	26,455	29,296	29,300	0.01%
Operating Expenses	3,771	7,269	10,429	43.47%
Grand Total Council	\$ 30,226	\$ 36,565	\$ 39,729	8.65%
<i>Percentage of Fund Budget</i>	0.14%	0.29%	0.30%	

2014 APPROPRIATIONS



FUND 001
 DEPT 11
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

MAYOR & COUNCIL EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>SALARIES AND BENEFITS</i>					
511.11-10	MAYOR / COUNCIL PAY	24,528	27,161	27,162	0.00%
511.21-10	FICA / MED TAXES	1,876	2,078	2,078	0.00%
511.23-10	HEALTH INSURANCE	0	0	0	0.00%
511.23-30	DEPENDENT HEALTH INSURANCE	0	0	0	0.00%
511.24-10	WORKERS' COMPENSATION	51	57	60	5.26%
*	SALARIES AND BENEFITS	<u>26,455</u>	<u>29,296</u>	<u>29,300</u>	0.01%
<i>OPERATING EXPENDITURES</i>					
511.40-10	TRAVEL & PER DIEM COUNCIL	2,615	2,044	2,894	41.59%
511.48-65	SISTER CITY	0	2,500	2,500	0.00%
511.52-10	OPERATING SUPPLIES COUNCIL	1,156	2,725	2,775	1.83%
511.54-10	BKS, PUB, SUB, MEM, LIB	0	0	2,260	100.00%
*	OPERATING EXPENDITURES	<u>3,771</u>	<u>7,269</u>	<u>10,429</u>	43.47%
TOTAL MAYOR/COUNCIL		<u>30,226</u>	<u>36,565</u>	<u>39,729</u>	<u>8.65%</u>

FUND 001
 DEPT 11
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

MAYOR & COUNCIL EXPENDITURE JUSTIFICATION

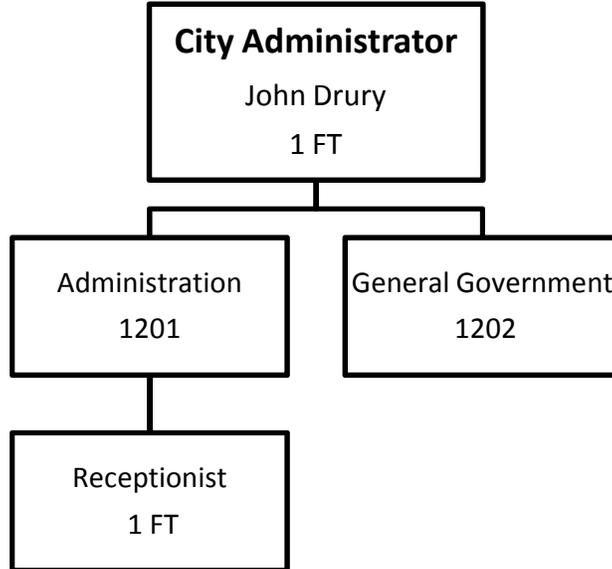
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
511.11-10 MAYOR / COUNCIL PAY	COUNCIL MEMBER PAY	27,162	27,162
511.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	2,078	2,078
511.23-10 HEALTH INSURANCE	NO AMOUNT BUDGETED	0	0
511.23-15 DENTAL INSURANCE	NO AMOUNT BUDGETED	0	0
511.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	0	0
511.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	60	60
511.40-10 TRAVEL & PER DIEM COUNCIL	LAKE CO LEAGUE OF CITIES BUSINESS MEETINGS - 12 MEETINGS AT \$13 EACH TAVARES CHAMBER OF COMMERCE BUSINESS MEETINGS - 24 MEETINGS AT \$12 EACH MISC. SEMINARS MISC. BUSINESS MEETINGS LAKE CO LEAGUE OF CITIES COMMUNITY SERVICE AWARDS BANQUET AT \$30 EACH LAKE CO LEAGUE OF CITIES SPONSOR NIGHT - TABLE FOR 10 TAVARES CHAMBER OF COMMERCE RED CARPET GALA	156 288 1,200 400 150 250 450	2,894
511.48-65 SISTER CITY	SISTER CITY PROGRAM	2,500	2,500
511.52-10 OPERATING SUPPLIES COUNCIL	COUNCIL MEETING AND WORKSHOP OPERATING SUPPLIES AWARDS/PLAQUES/PHOTOS/DAIS SIGNS/LAPEL PINS AND BUSINESS CARDS COUNCIL SPECIAL PROJECTS/CODE BOOKS CITY SHIRTS AUXILLARY SPEAKER FOR COUNCIL CHAMBERS	800 625 300 300 750	2,775
511.54-10 BKS, PUB, SUB, MEM, LIB	FL LEAGUE OF CITIES MEMBERSHIP LAKE CO LEAGUE OF CITIES MEMBERSHIP SISTER CITIES INTERNATIONAL PROGRAM MEMBERSHIP	1,400 500 360	2,260

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Administration

Department 12

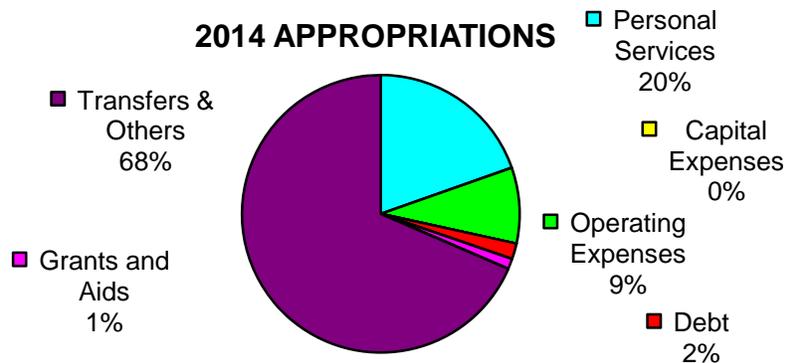


Position Summary

Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Full Time:				
Administrative Assistant	2004	0	0	0
City Administrator	2001	1	1	1
Receptionist	12003	1	1	1
No. of Full Time		2	2	2
Total No. of Positions:		2	2	2
Total FTEs:		3	2	2

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Department Summary</i>				
Administration-1201				
Personal Services	208,079	195,400	216,371	10.73%
Operating Expenses	15,503	17,763	18,525	4.29%
Capital Expenses	0	0	0	0.00%
Debt	0	0	0	0.00%
Grants and Aids	0	0	0	0.00%
Transfers & Others	0	0	0	0.00%
Total Administration	<u>223,582</u>	<u>213,163</u>	<u>234,896</u>	10.20%
Admin. Gen. Govt.-1202				
Personal Services	19,482	38,613	34,837	-9.78%
Operating Expenses	111,090	140,611	94,590	-32.73%
Capital Expenses	133,109	0	0	0.00%
Debt	6,580,517	27,931	23,516	-15.81%
Grants and Aids	16,500	32,080	15,500	-51.68%
Transfers & Others	3,766,647	877,938	877,533	-0.05%
Total Admin. Gen. Govt.	<u>10,627,345</u>	<u>1,117,173</u>	<u>1,045,976</u>	-6.37%
Grand Total Administration	<u>\$ 10,850,927</u>	<u>\$ 1,330,336</u>	<u>\$ 1,280,872</u>	<u>-3.72%</u>
<i>Category Summary</i>				
Personal Services	227,561	234,013	251,208	7.35%
Operating Expenses	126,593	158,374	113,115	-28.58%
Capital Expenses	133,109	0	0	0.00%
Debt	6,580,517	27,931	23,516	-15.81%
Grants and Aids	16,500	32,080	15,500	-51.68%
Transfers & Others	3,766,647	877,938	877,533	-0.05%
Grand Total Administration	<u>\$ 10,850,927</u>	<u>\$ 1,330,336</u>	<u>\$ 1,280,872</u>	<u>-3.72%</u>
<i>Percentage of Fund Budget</i>	48.91%	10.45%	9.56%	



2014 OPERATING BUDGET

ADMINISTRATION - 1201 and 1202

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

The City Administrator directs and coordinates all aspects of City government including: 1) the general municipal government, 2) Water/Wastewater/Reclaim Utilities Enterprise, 3) Solid Waste, 4) Stormwater Enterprise, and Seaplane Base-Marina Enterprise, 6) Capital Improvement Program, and 7) Economic Development program. The City Administrator is responsible for orchestrating the delivery of all City services by: 1) providing the City Council with accurate information so that the Council can make well-informed decisions, 2) maintaining a well-trained and motivated workforce, 3) developing and then implementing a fiscally responsive annual budget, 4) Delivering a sound public relations program that emphasizes a transparent governmental operation, and 5) implementing the Council's policies.

The Senior Executive Assistant (vacant position) offers administrative support to the City Administrator, Mayor and Council members and serves as a liaison between the City Administrator and members of the public, including, but not limited to residents, visitors, businesses and other governmental agencies. Due to budget constraints, this position remains vacant and responsibilities are accomplished by the City Administrator and Deputy City Clerk.

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

City Administrator

- Directs the overall operations of the City government including general municipal government, water, wastewater, reclaim, solid waste, stormwater operations, capital improvement program, economic development, and Seaplane Base-Marina operations.
- Appoints department heads and coordinates the activities of the various departments.
- Prepares the annual City budget and Enterprise budgets for submission to the City Council.
- Submits recommendations to the Council for their discussion and approval concerning the efficient operation of City government and its enterprises.
- Develops Council Agendas with the Mayor of the City
- Implements City Council policy and directives
- Maintains community respect through good public relations by keeping Council and the City residents informed of City progress and policies.
- Directs media relations activities and Branding initiatives.
- Coordinates with the City Attorney on all legal aspect regarding governmental operations.

Administrative Receptionist

- Works on special projects assigned by the City Administrator, City Clerk, Human Resources Director and Public Information Director.
- Greets all City Hall customers
- Answers all City Hall incoming phones.

2014 Goals

Organizational Development

To attract and retain a competent, cohesive and diverse work force through training, motivation, benefits and proper representation that assist in the delivery of all City services and assist with the implementation of Tavares' new brand - "America's Seaplane City"

Growth and Development

To create an environment which will promote quality development and re-development in the business and residential communities within the City and grows the City's new brand.

City Lifestyle

To foster a progressive quality of life that promotes safety, business creation, community events, recreational and sporting activities and seaplane themed enterprises for citizens while maintaining City

Citizen and Customer Service Focus

To create an environment that promotes citizen satisfaction, which enhances the provision of essential services and promotes the City's target of self-sufficiency for all of its enterprises including the new Seaplane Base and Marina enterprise.

Innovation and Technology

To utilize technology as a driver to foster innovation in the delivery of high quality governmental services in an efficient and economical manner, and to provide an efficient means and method of insuring timely and relevant information is provided to our citizens.

Organizational Performance

To foster a professional organizational culture where economies of scale, efficiency, effectiveness and ethical standards are promoted as instruments of successful operations.

2014 OPERATING BUDGET

ADMINISTRATION - 1201 and 1202 (cont'd)

PROGRAM HIGHLIGHTS

2014 Objectives

1. Continue to provide complete and accurate information to the Mayor and Council members, enabling them to continue to make beneficial decisions for the City.
2. Continue to respond to citizen concerns courteously and in a timely manner.
3. Create a positive working atmosphere for all City employees, enabling them to perform at the best of their abilities for the benefit of the City's residents
4. Continue the economic development plans built upon prior visioning sessions created to prosper the City
5. Implement the City's new brand "America's Seaplane City" throughout all touch points: recreation, residential, business, transportation, cultural, economic, retail, hospitality, etc.
6. Maintain a fiscally sound budget.
7. Implement the City Council's goals
8. Provide the highest level of public services to the public.

FUND 001
 DEPT 12
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

ADMINISTRATION EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
512.12-10	REGULAR SALARIES	165,792	150,550	153,561	2.00%
512.21-10	FICA / MED TAXES	9,168	11,227	11,398	1.52%
512.22-10	RETIREMENT	14,772	15,055	15,356	2.00%
512.22-20	FL STATE RETIREMENT	10,413	9,975	28,366	184.37%
512.23-10	HEALTH INSURANCE	5,659	5,963	4,773	-19.96%
512.23-15	DENTAL INSURANCE	250	247	272	10.12%
512.23-20	LIFE INSURANCE	834	848	867	2.24%
512.23-21	SHORT-TERM DISABILITY	0	336	336	0.00%
512.23-35	DEPENDENT DENTAL INSURANCE	501	495	587	18.59%
512.23-40	LONG TERM DISABILITY	380	388	517	33.25%
512.24-10	WORKERS' COMPENSATION	310	316	338	6.96%
512.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
*	SALARIES AND BENEFITS	<u>208,079</u>	<u>195,400</u>	<u>216,371</u>	10.73%
<i>OPERATING EXPENDITURES</i>					
512.40-10	TRAVEL & PER DIEM	2,119	7,521	7,806	3.79%
512.41-10	TELEPHONE	1,913	1,395	1,197	-14.19%
512.41-30	POSTAGE	257	300	300	0.00%
512.45-10	LIABILITY	2,075	2,302	2,532	9.99%
512.46-15	REPAIR & MAINT.- EQUIPMENT	0	100	100	0.00%
512.47-10	PRINTING & BINDING	0	150	150	0.00%
512.48-10	CITY APPRECIATION	0	100	425	325.00%
512.49-10	ADVERTISING	0	0	0	0.00%
512.51-10	OFFICE SUPPLIES	183	400	400	0.00%
512.52-10	OPERATING SUPPLIES	820	965	850	-11.92%
512.52-11	DURABLE GOODS	0	0	0	0.00%
512.52-15	FUEL COSTS	3,033	1,300	2,165	66.54%
512.52-20	NEWSLETTER	0	0	0	0.00%
512.52-21	PUBLIC INFORMATION	0	0	0	0.00%
512.54-10	BKS, PUB, SUB, MEM, LIB	5,103	3,230	2,600	-19.50%
*	OPERATING EXPENDITURES	<u>15,503</u>	<u>17,763</u>	<u>18,525</u>	4.29%
TOTAL	ADMINISTRATION	<u>223,582</u>	<u>213,163</u>	<u>234,896</u>	<u>10.20%</u>

FUND 001
 DEPT 12
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

ADMINISTRATION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
512.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	153,561	153,561
512.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	11,398	11,398
512.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	15,356	15,356
512.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	28,366	28,366
512.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	4,773	4,773
512.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	272	272
512.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	867	867
512.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	336	336
512.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	587	587
512.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	517	517
512.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	338	338
512.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
512.34-10 CONTRACTUAL SERVICES	NO AMOUNT BUDGETED	0	0
512.34-30 NETWORK ADMINISTRATION	NO AMOUNT BUDGETED	0	0
512.40-10 TRAVEL & PER DIEM	IMCA/AAAE CONFERENCE - REGISTRATION & TRAVEL COSTS	2,705	7,806
	FCCMA CONFERENCE - REGISTRATION & TRAVEL COSTS	1,345	
	MISC. TRAVEL/AWARDS/RECEPTIONS	1,500	
	LAKE COUNTY DAYS	500	
	LEAGUE OF CITIES BUSINESS MEETINGS	156	
	CITY/COUNTY MANAGER BUSINESS MEETINGS	100	
	FLORIDA AIRPORT COUNCIL CONFERENCE - REGISTRATION & TRAVEL COSTS	1,500	
512.41-10 TELEPHONE	TELEPHONE SERVICES	864	1,197
	FAX LINE	333	
512.41-30 POSTAGE	POSTAGE	300	300
512.45-10 LIABILITY	LIABILITY INSURANCE	2,532	2,532
512.46-15 REPAIR & MAINT-EQUIP	REPAIRS AND MAINTENANCE	100	100
512.47-10 PRINTING & BINDING	BUSINESS CARDS, LETTERHEAD AND MISC. PRINTING	150	150
512.48-10 CITY APPRECIATION	EMPLOYEE BUSINESS LUNCHEONS/MISC. APPRECIATION	100	425
	TAVARES HIGH SCHOOL YEARBOOK AD	175	
	TAVARES HIGH SCHOOL GYMNASIUM SPONSORSHIP BANNER	150	
512.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	400	400
512.52-10 OPERATING SUPPLIES	GENERAL OPERATING SUPPLIES	850	850
512.52-15 FUEL COSTS	FUEL COSTS	2,165	2,165
512.54-10 BKS, PUB, SUB, MEM, LIB	ICMA MEMBERSHIP	1,400	2,600
	FCCMA MEMBERSHIP	460	
	AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES	275	
	MISC. MEMBERSHIPS/SUBSCRIPTIONS	200	
	LEADERSHIP ORLANDO	195	
	SEAPLANE PILOTS ASSOCIATION MEMBERSHIP	45	
	LEADERSHIP LAKE COUNTY ALUMNI	25	

FUND 001
DEPT 12
DIVISION 02

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

ADMIN GENERAL GOVERNMENT OVERHEAD EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
512.12-10	REGULAR SALARIES	0	12,266	27,471	123.96%
512.13-10	OTHER SALARIES & WAGES	19,482	15,000	0	-100.00%
512.14-10	OVERTIME	0	0	0	0.00%
512.21-10	FICA / MED TAXES	0	2,086	2,101	0.72%
512.22-20	FL STATE RETIREMENT	0	1,482	1,949	31.51%
512.23-10	HEALTH INSURANCE	0	5,663	2,625	-53.65%
512.23-15	DENTAL INSURANCE	0	247	272	10.12%
512.23-20	LIFE INSURANCE	0	154	156	1.30%
512.23-21	SHORT-TERM DISABILITY	0	109	109	0.00%
512.23-30	DEPENDENT HEALTH	0	982	0	-100.00%
512.23-35	DEPENDENT DENTAL	0	495	0	-100.00%
512.23-40	LONG TERM DISABILITY	0	72	94	30.56%
512.24-10	WORKERS' COMPENSATION	0	57	60	5.26%
512.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
*	SALARIES AND BENEFITS	19,482	38,613	34,837	-9.78%
<i>OPERATING EXPENDITURES</i>					
512.34-10	CONTRACTUAL SERVICES	0	38,000	0	0.00%
512.43-10	ELECTRIC, WATER, GAS	76,062	75,145	75,174	0.04%
512.44-10	RENTALS & LEASES	8,545	8,926	4,485	-49.75%
512.45-10	LIABILITY	2,099	2,302	2,532	9.99%
512.49-10	ADVERTISING	0	300	0	0.00%
512.51-10	OFFICE SUPPLIES	0	0	0	0.00%
512.52-10	OPERATING SUPPLIES	7,610	12,280	11,389	-7.26%
512.52-11	DURABLE GOODS	0	0	0	0.00%
512.52-15	FUEL COSTS	0	1,423	660	-53.62%
512.52-20	NEWSLETTER	0	0	0	0.00%
512.52-23	SPECIAL PROJECTS	0	0	0	0.00%
512.52-30	ART IN THE SQUARE	0	0	0	0.00%
512.52-50	TRAINING	0	0	0	0.00%
512.54-10	BKS, PUB, SUB, MEM, LIB	0	2,235	350	-84.34%
512.59-13	BAD DEBT	16,774	0	0	0.00%
*	OPERATING EXPENDITURES	111,090	140,611	94,590	-32.73%
<i>CAPITAL EXPENDITURES</i>					
512.61-10	LAND	0	0	0	0.00%
512.64-10	EQUIP - REPLACEMENT	133,109	0	0	0.00%
512.64-11	EQUIP - VEHICLE REPLACEMENT	0	0	0	0.00%
512.64-13	EQUIP - COMP REPLACEMENT	0	0	0	0.00%
512.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
512.64-15	EQUIP - NEW	0	0	0	0.00%
512.64-17	EQUIP - NEW VEHICLES	0	0	0	0.00%
512.64-23	SOFTWARE	0	0	0	0.00%
*	CAPITAL EXPENDITURES	133,109	0	0	0.00%
<i>DEBT SERVICE</i>					
512.71-15	CAP LEASE 2002,2006,2012	12,841	25,817	21,938	-15.02%
512.72-10	PUB IMP REV BOND REFUNDING	0	0	0	0.00%
512.72-15	CAP LEASE 2002,2006,2012	1,123	2,114	1,578	-25.35%
512.73-10	DEBT SERVICE COSTS	6,566,553	0	0	0.00%
*	DEBT SERVICE	6,580,517	27,931	23,516	-15.81%

FUND 001
 DEPT 12
 DIVISION 02

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

ADMIN GENERAL GOVERNMENT OVERHEAD EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>GRANTS AND AIDS</i>					
512.81-10	COMMUNITY GRANTS	16,500	32,080	15,500	-51.68%
512.83-10	OTHER GRANTS	0	0	0	0.00%
*	GRANTS AND AIDS	<u>16,500</u>	<u>32,080</u>	<u>15,500</u>	<u>-51.68%</u>
<i>TRANSFERS AND OTHERS</i>					
512.91-05	TRANSFERS TO DEBT SVC	194,984	368,093	271,554	-26.23%
512.91-06	TRANSFERS TO FIRE SINKING	0	112,382	237,368	111.22%
512.91-07	TRANS TO FIRE ASSESSMENTS	0	0	0	0.00%
512.91-08	TRANSFER TO SEAPLANE BASE	264,163	347,301	333,364	-4.01%
512.91-10	TRANSFER TO PROJECT FUND	3,307,500	0	0	0.00%
512.91-13	TRANSFERS TO PAVILION	0	50,162	35,247	-29.73%
*	TRANSFERS AND OTHERS	<u>3,766,647</u>	<u>877,938</u>	<u>877,533</u>	<u>-0.05%</u>
TOTAL ADMIN GENERAL GOVERNMENT		<u>10,627,345</u>	<u>1,117,173</u>	<u>1,045,976</u>	<u>-6.37%</u>

FUND 001
DEPT 12
DIVISION 02

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

ADMIN GENERAL GOVERNMENT OVERHEAD JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
512.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	27,471	27,471
512.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	0	0
512.14-10 OVERTIME	NO AMOUNT BUDGETED	0	0
512.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	2,101	2,101
512.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	1,949	1,949
512.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	2,625	2,625
512.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	272	272
512.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	156	156
512.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS FOR REGULAR EMPLOYEES	109	109
512.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	0	0
512.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	0	0
512.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	94	94
512.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	60	60
512.43-10 ELECTRIC, WATER, GAS	ELECTRICITY WATER	59,576 15,598	75,174
512.44-10 RENTALS & LEASES	LOGO ELEVATOR/ADMIN RUG RENTAL 52 WEEKS @ \$38.60; \$200 REPLACEMENT RUGS COPY MACHINE RENTAL (\$189.44 PER MONTH)	2,210 2,275	4,485
512.45-10 LIABILITY	LIABILITY INSURANCE	2,532	2,532
512.49-10 ADVERTISING	NO AMOUNT BUDGETED	0	0
512.52-10 OPERATING SUPPLIES	COPY PAPER - 12 ORDERS AT 340 PER ORDER COLOR COPIES/EXTRA COPIES AVG \$500 PER MONTH FAX MACHINE/DESK TOP PRINTER TONER REPLACEMENTS WAX/DETAIL PRIUS & ESCAPE 2 TIMES PER YEAR @ \$50 EACH ADJUSTMENT - 6-17-13	4,080 6,000 300 200 809	11,389
512.52-15 FUEL COSTS	FUEL COSTS	660	660
512.54-10 BKS, PUB, SUB, MEM, LIB	ORLANDO SENTINEL SUBSCRIPTION DAILY COMMERCIAL SUBSCRIPTION	250 100	350
512.59-13 BAD DEBT	NO AMOUNT BUDGETED	0	0
512.61-10 LAND	NO AMOUNT BUDGETED	0	0
512.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0
512.71-15 CAP LEASE 2002,2006,2012	VOIP PRINCIPAL PAYMENT 1-27-14 7-27-14	10,918 11,020	21,938

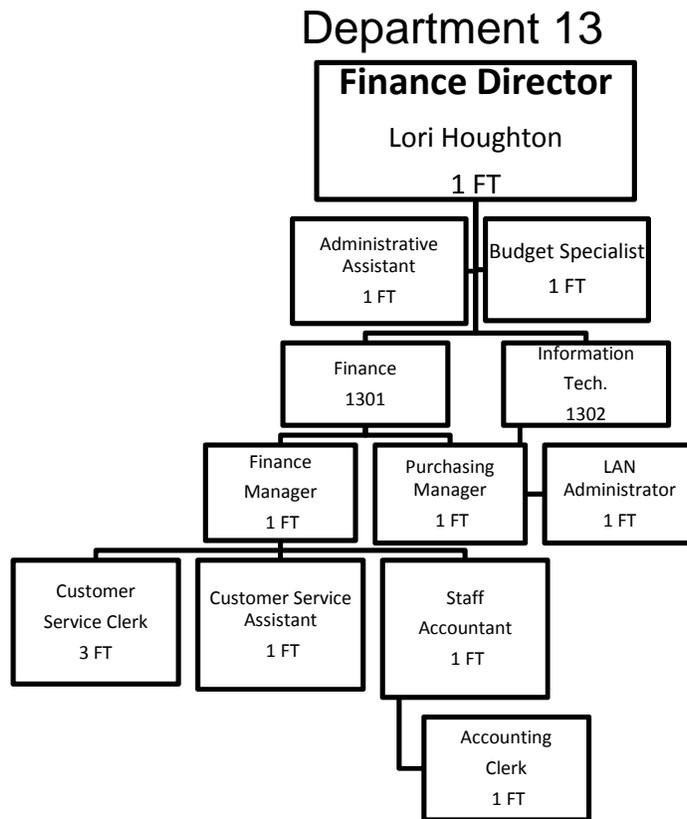
FUND 001
 DEPT 12
 DIVISION 02

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

ADMIN GENERAL GOVERNMENT OVERHEAD JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
512.72-15 CAP LEASE 2002,2006,2012	VOIP INTEREST		1,578
	1-27-14	840	
	7-27-14	738	
512.73-10 DEBT SERVICE COSTS	NO AMOUNT BUDGETED	0	0
512.81-10 COMMUNITY GRANTS	TAVARES CHAMBER OF COMMERCE	7,500	15,500
	TAVARES HISTORICAL SOCIETY	1,000	
	RENAISSANCE FAIRE	4,000	
	DRAGON BOAT FIRE WORKS	3,000	
512.91-05 TRANSFERS TO DEBT SVC	TRANSFER TO GENERAL OBLIGATION DEBT SERVICE		271,554
	WOOTON PARK DEDICATED MILLAGE	271,548	
	ADJ TRANSFER FOR GENERAL OBLIGATION DEBT	6	
512.91-06 TRANSFERS TO SAL/TAX DEBT	TRANSFER TO INFRA SALES TAX FOR DEBT SERVICE	237,368	237,368
512.91-07 TRANS TO FIRE ASSESSMENTS	NO AMOUNT BUDGETED	0	0
512.91-08 TRANSFER TO SEAPLANE BASE	TRANSFER TO SEAPLANE BASE	333,364	333,364
512.91-10 TRANSFER TO CAP PROJ FUND	NO AMOUNT BUDGETED	0	0
512.91-13 TRANSFERS TO PAVILION	FUNDS FOR PAVILION START-UP EXPENSES	35,247	35,247

Finance & Technology



Position Summary

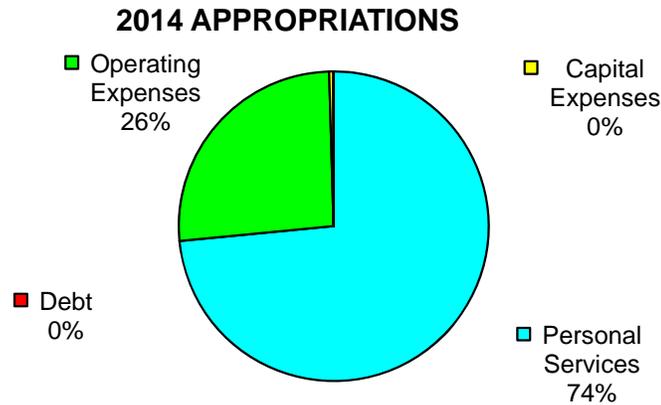
Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Full Time:				
Accounting Clerk	7005	1	1	1
Administrative Assistant	7010	1	1	1
Budget Specialist ²	13002	N/A	N/A	1
Customer Service Clerk	7006	3	3	3
Customer Svc. Assistant	7014	1	1	1
Finance Director	7001	1	1	1
Finance Manager	7009	1	1	1
LAN Administrator ²	13001	1	1	1
Purchasing Manager	7011	1	1	1
Staff Accountant	7002	1	1	1
No. of Full Time		11	11	12
Part Time:				
Budget Specialist	13002	1	1	0
No. of Part Time:		1	1	0
No. of Seasonal:		0	0	0
Total No. of Positions:		12	12	12
Total FTEs:		11.5	11.5	12

Notes: 1. Position not budgeted for FY 2012 - filled with Lan Admin position; and include P/T budget position

2. Position became full time effective FY2014

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Department Summary</i>				
Finance-1301				
Personal Services	654,625	687,444	745,456	8.44%
Operating Expenses	259,968	280,390	228,695	-18.44%
Capital Expenses	1,520	3,500	5,299	51.40%
Debt	0	0	0	0.00%
Total Finance	916,113	971,334	979,450	0.84%
Information Tech.-1302				
Personal Services	80,753	84,190	91,105	8.21%
Operating Expenses	35,840	48,594	67,960	39.85%
Capital Expenses	3,085	30,441	0	-100.00%
Debt	0	0	0	0.00%
Total Info. Tech.	119,678	163,225	159,065	-2.55%
Grand Total Finance & Information Tech.	\$ 1,035,791	\$ 1,134,559	\$ 1,138,515	0.35%
<i>Category Summary</i>				
Personal Services	735,378	771,634	836,561	8.41%
Operating Expenses	295,808	328,984	296,655	-9.83%
Capital Expenses	4,605	33,941	5,299	-84.39%
Debt	0	0	0	0.00%
Grand Total Finance & Information Tech.	\$ 1,035,791	\$ 1,134,559	\$ 1,138,515	0.35%



2014 OPERATING BUDGET

FINANCE - 1301

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

It is the mission of the Finance Department to account for all transactions of the City using Generally Accepted Accounting Principles; to develop, prepare, coordinate, and deliver the annual operating budget; to prepare the Comprehensive Annual Financial Report; schedule the annual audit; to oversee the Information Technology Division; to oversee procurement functions; to maintain debt compliance; to oversee customer service and billing operations; to maintain fiscal responsibility; and to provide quality information in a timely manner, while maintaining the highest level of ethical professional standards.

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

The Finance Department is responsible for the proper accounting of all City funds and/or compliance of all applicable regulations and laws as they pertain to fiscal matters. Routine duties include payroll audit, accounts payable, accounts receivable, utility billing, meter reading, fund accounting, single audit reporting and disclosure, grant reporting and billing, inventory oversight and reconciliation, maintaining sales and related journals, CAFR preparation, GASB Statement implementation, centralized purchasing, contract administration, preparation of applicable State and Federal reports, periodic financial reports to management, administering debt service, investment of City funds, and development, preparation, implementation, and control of the approved budget. In addition the department is tasked with information technology development, coordination, and support for all City departments. The department also assists other departments with financial issues that arise during the year.

SERVICE INDICATORS

	Indicator Description	Actual 2011	Actual 2012	Est. 2013	Projected 2014
1.	Number of Cash Receipts Processed	72,876	72,839	75,024	77,275
2.	Number of Grants Administered				
3.	Number of Accounts Payable Checks issued	5,653	5,370	5,102	4,846
4.	Number of Journal Entries Processed and Updated	953	953	977	1,001
5.	Number of New Customer Requests Received and Initiated	1,223	1,223	1,260	1,298
6.	Number of Requisitions Processed for Procurement	4,739	4,739	4,881	5,028
7.	Number of Purchase Orders Issued	4,524	4,524	4,660	4,800
8.	Budget Workshops, Public Hearings	14	14	16	16

Organizational Development

Provide quality information on a timely basis to maintain relevance and reliability of information to our stakeholders.

Growth and Development

Maintain sound financial practices for long range planning; and provide continued training opportunities for staff to maintain best practices in the accounting and finance function.

City Lifestyle

Provide service initiatives that offer convenience and transparency to our customers

Citizen and Customer Service Focus

Provide quality customer service in delivery service initiatives.

2014 OPERATING BUDGET

FINANCE - 1301 (continued)

PROGRAM HIGHLIGHTS

Innovation and Technology

Utilize technology to enhance and streamline services to our customers and provide organizational efficiency

Organizational Performance

Continually improve and maintain an effective internal control environment.

2014 Objectives

1. Review internal control measures for SAS 112 compliance measures.
2. Generate monthly financial reports to management on a timely basis.
3. Secure the GFOA award for Excellence in Financial Reporting.
4. Secure the GFOA award for Distinguished Budget Presentation.
5. Continue review of City-wide contract documents for contract lapses, performance changes, and contract elements.
6. Continue purchasing co-op opportunities with members of the Golden Triangle.
7. Prepare Capital Improvement policy guidelines.
8. Continue the economic development plans built upon prior visioning sessions created to prosper the City.
10. Prepare a debt management policy for the City of Tavares.
11. Continue improvement measures for a customer service focus for internal and external customers.
12. Continue implementation of various electronic banking services.
13. Implement Treasury Management Functions.
14. Implement General Government Credit Card Acceptance
15. Prepare a debt management policy for the City of Tavares.

2013 ACCOMPLISHMENTS

1. Improved customer service measures for a customer service focus for internal and external customers.
2. Applied for the GFOA award for Excellence in Financial Reporting for Fiscal Year ended 2010
3. Prepared the Comprehensive Financial Report (CAFR) for year ending 9-30-2012
4. Provided electronic copies of the City Operating Budget and CAFR on the City Website.
5. Completed updated Capital Improvement Plan for the City.
6. Continued internal audit of stormwater accounts with impervious area for billing accuracy
7. Received PCI Compliance for credit card acceptance
8. Worked with financial consultants to review and determine affordability for Water/Wastewater projects
9. Prepared Lien Processing Policy and implemented same for utility accounts.
10. Implemented GASB 54 for fund balance reporting.
11. Administered over 15 various grants
12. Coordinated SRF funding efforts and prepared analysis for same.
13. Implemented consolidation of the Stormwater Fund with the Water/Wastewater Fund.
14. Implemented Fire Assessment and coordinated assessment roll of properties to the utility billing system.
15. Set up working parameters, programming, and implementation of the accelerated meter change out program.

2014 OPERATING BUDGET

INFORMATION TECHNOLOGY - 1302

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

It is the mission of the Information Technology Department to meet the ever-changing technology needs of its users, within an integrated network environment comprising of many locations and functions. The department will continually strive to improve the network and the computer environment, of the end user and our stakeholders, through research and use of new technology for overall effective and efficient use of City resources, while limiting the need for specialized and expensive consultative support.

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

The Information Technology Department is responsible for researching, evaluating, purchasing, installing, and maintaining all City-owned computer related equipment and software. While maintaining an emphasis on customer service, the department provides technology support and training to all City departments and staff.

SERVICE INDICATORS

	Indicator Description	Actual 2011	Actual 2012	Est. 2013	Projected 2014
1.	Total Computers Serviced	140	145	145	145
2.	Network Printers Serviced	25	25	25	25
3.	Local Printers Serviced	52	55	55	55
4.	User Accounts Maintained	135	140	140	140
5.	Network Servers Maintained	8	8	8	8
6.	Tablets and Associated Devices	0	0	8	16
7.	Smartphones Deployed	18	25	35	50
8.	IP Cameras	18	18	20	40
9.	Server/Network Failures	1	0	0	0
10.	Downtime due to Virus Attack	0	0	0	0

2014 GOALS

Organizational Development

Provide a framework of technology focused on collaboration and efficiency throughout our various services and departments, instilling organizational pride and teamwork.

Growth and Development

Adopt forward thinking initiatives while utilizing scalable equipment and management to facilitate rapid changes in structures as needed.

City Lifestyle

Continue to offer a variety of services via electronic means in order to improve our stakeholders access to needed information

Citizen and Customer Service Focus

Continue to emphasize customer service as a cornerstone of our overall community initiatives

Innovation and Technology

Continue looking to improve all current technology with the intent of delivery cutting edge performance and reliability at reduced costs

2014 OPERATING BUDGET

INFORMATION TECHNOLOGY - 1302

PROGRAM HIGHLIGHTS

Organizational Performance

Implement new methods and procedures to impact service response times and resolutions, driving down costs for loss of productivity

2014 OBJECTIVES

1. Provide outstanding customer service to employees and stakeholders.
2. Maintain a secure network, dedicated to efficient operations.
3. Adopt technological advancements to improve efficiency, productivity and lower costs.

2013 ACCOMPLISHMENTS

Customer Focus, Innovation & Technology, and Organizational Performance

1. Assisted in various IP Camera projects
2. Assisted with Point of Sale issues to facilitate accurate and timely reporting
3. Achieved certification in the Police Department's Computer Aided Dispatch System
4. Modified Wooten Park light shows as needed
5. Troubleshoot and resolve connectivity issues and VPN connections for both Tavares and Eustis Police Depts.
6. Provide assistance to all departments above and beyond Information Technology needs
7. Provided City-wide support 24/7/365 for any critical issues that may be presented
8. Provide outstanding customer service, while being at 50% staff.
9. Continued to research and test various options to simplify and streamline the City's computer operations
10. Provided the most comprehensive hardware and software service to all City users as possible
11. Provided training computers and custom setups for any training required by employees or departments
12. Troubleshoot 3rd party applications, yielding successful solutions
13. Provided technical support for special events when needed
14. Assisted in the transition of self-dispatch functions to County-provided dispatching services
15. Assisted in the design and systems construction of the new Woodlea Admin and Training Facility
16. Implemented new IP camera system for Ingraham park with storage available via Wi-Fi
17. Served as point of contact for various construction projects requiring IT services
18. Provided phone training and setup as needed

FUND 001
DEPT 13
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

FINANCE EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
513.12-10	REGULAR SALARIES	504,966	530,372	567,066	6.92%
513.13-10	OTHER SALARIES & WAGES	10,020	6,683	0	-100.00%
513.14-10	OVERTIME	963	1,538	1,795	16.71%
513.21-10	FICA / MED TAXES	35,908	38,469	40,087	4.21%
513.22-20	FL STATE RETIREMENT	26,538	30,413	52,350	72.13%
513.23-10	HEALTH INSURANCE	51,427	53,996	49,156	-8.96%
513.23-15	DENTAL INSURANCE	2,502	2,473	2,992	20.99%
513.23-20	LIFE INSURANCE	2,873	2,926	3,217	9.95%
513.23-21	SHORT-TERM DISABILITY	0	1,961	2,157	9.99%
513.23-30	DEPENDENT HEALTH INSURANCE	14,452	13,447	20,331	51.19%
513.23-35	DEPENDENT DENTAL INSURANCE	2,598	2,568	3,119	21.46%
513.23-40	LONG TERM DISABILITY	1,317	1,342	1,934	44.11%
513.24-10	WORKERS' COMPENSATION	1,061	1,256	1,252	-0.32%
513.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
* SALARIES AND BENEFITS		654,625	687,444	745,456	8.44%
<i>OPERATING EXPENDITURES</i>					
513.32-10	AUDIT SERVICES	17,572	36,300	33,100	-8.82%
513.34-10	CONTRACTUAL SERVICES	114,995	95,763	69,743	-27.17%
513.40-10	TRAVEL & PER DIEM	3,478	5,730	7,450	30.02%
513.41-10	TELEPHONE	5,523	4,246	4,438	4.52%
513.41-30	POSTAGE	39,992	46,962	45,789	-2.50%
513.44-10	RENTALS & LEASES	11,724	14,606	7,239	-50.44%
513.45-10	LIABILITY	16,533	18,341	20,175	10.00%
513.46-15	REPAIR & MAINT. - EQUIPMENT	3,914	4,535	2,528	-44.26%
513.46-20	REPAIR & MAINT. - COMPUTER	0	500	0	-100.00%
513.47-10	PRINTING & BINDING	6,153	10,534	6,563	-37.70%
513.49-10	ADVERTISING	2,372	2,788	2,310	-17.14%
513.49-30	BANK/WIRE/ADMN EXPENSE	17,787	13,750	2,500	-81.82%
513.51-10	OFFICE SUPPLIES	1,042	1,100	1,236	12.36%
513.52-10	OPERATING SUPPLIES	8,543	12,647	14,622	15.62%
513.52-11	DURABLE GOODS	4,028	1,300	0	-100.00%
513.52-15	FUEL COSTS	3,104	3,128	3,326	6.33%
513.52-25	UNIFORMS	319	570	570	0.00%
513.54-10	BKS, PUB, SUB, MEM, LIB	2,889	3,590	2,906	-19.05%
513.59-40	RECORDING & TAXES	0	4,000	4,200	5.00%
* OPERATING EXPENDITURES		259,968	280,390	228,695	-18.44%
<i>CAPITAL EXPENDITURES</i>					
513.64-10	EQUIP - REPLACEMENT	0	0	5,299	100.00%
513.64-11	EQUIP-VEHICLE REPLACEMENT	0	0	0	0.00%
513.64-13	EQUIP-COMPUTER REPLACE	1,520	3,500	0	
513.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
* CAPITAL EXPENDITURES		1,520	3,500	5,299	51.40%
<i>DEBT SERVICE</i>					
513.71-15	LEAGUE LEASE 2002 & 2006	0	0	0	0.00%
513.72-15	LEAGUE LEASE 2002 & 2006	0	0	0	0.00%
* DEBT SERVICE		0	0	0	0.00%
TOTAL FINANCE		916,113	971,334	979,450	0.84%

FUND 001
DEPT 13
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

FINANCE EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
513.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	567,066	567,066
513.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	0	0
513.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	1,795	1,795
513.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	40,087	40,087
513.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	52,350	52,350
513.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	49,156	49,156
513.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	2,992	2,992
513.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	3,217	3,217
513.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS FOR REGULAR EMPLOYEES	2,157	2,157
513.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	20,331	20,331
513.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	3,119	3,119
513.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,934	1,934
513.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	1,252	1,252
513.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
513.32-10 AUDIT SERVICES	AUDIT SERVICES & CAFR PREPARATION ADDITIONAL SINGLE AUDIT SERVICES CAFR	12,600 12,500 8,000	33,100
513.34-10 CONTRACTUAL SERVICES	SUNGARD PUBLIC SECTOR RJMSG DELINQUENT NOTICE BILL PRINTING REGULAR UTILTY BILL PRINTING ACTUARY - OPEB ADDITIONAL QREP LICENSE ARBITRAGE REBATE USA E PAY LICENSE PROGRAM CHANGES - SUNGARD	39,052 1,610 2,708 13,609 3,675 1,160 5,250 579 2,100	69,743
513.40-10 TRAVEL & PER DIEM	GFOA CONFERENCE FGFOA CONFERENCE SUGA CONFERENCE NIGP SEMINARS/WORKSHOPS FABTO BUSINESS TAX RECEIPTS CONFERENCE TRAINING AS REQUIRED CENTRAL FL FGFOA CUSTOMER SERVICE TRAINING	1,824 1,260 1,050 368 336 1,500 112 1,000	7,450
513.41-10 TELEPHONE	TELEPHONE SERVICES FAX LINE	3,578 860	4,438
513.41-30 POSTAGE	MAILING OF DELINQUENT NOTICES BULK MAIL UTILITY BILLS OTHER MAILINGS-A/P, A/R, DEPOSIT REFUNDS, ETC. OVERNIGHT DELIVERIES	6,249 35,970 3,343 227	45,789
513.44-10 RENTALS & LEASES	MAIL MACHINE MAINTENANCE COPIER LEASE UB	1,521 2,661	7,239

FUND 001
 DEPT 13
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

FINANCE EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
	NETWORK DESKTOP FAXING/COLOR COPIER	3,057	
513.45-10 LIABILITY	LIABILITY INSURANCE	20,175	20,175
513.46-15 EQUIPMENT	ANNUAL SUPPORT - ARBN SIGHT AMR SOFTWARE ANNUAL SUPPORT - MRX920V2 MOBILE DATA COLLECTOR ANNUAL SUPPORT - US MAPS SOFTWARE REV A ALL EQUIPMENT COVERED UNDER WARRANTY THRU 12-31-13 THE ABOVE NUMBERS COVER 1-1-14 THRU 12-31-14	798 1,100 630	2,528
513.46-20 COMPUTER	NO AMOUNT BUDGETED	0	0
513.47-10 PRINTING & BINDING	STATIONERY & ENVELOPES CHECKS (A/P, P/R AND CSD) CAFR & CAFR COVERS BLUE TAGS, BUSINESS CARDS, MISC MATERIALS TAX FORMS	1,284 2,000 2,544 210 525	6,563
513.49-10 ADVERTISING	RFP'S, BIDS, ETC. FOR PURCHASING STATE REQUIRED TRUTH IN MILLAGE ADVERTISEMENT	1,260 1,050	2,310
513.49-30 BANK/WIRE/ADMN EXPENSE	ANALYSIS FEES	2,500	2,500
513.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	1,236	1,236
513.52-10 OPERATING SUPPLIES	BASIC SUPPLIES FOR DAILY OPERATIONS PER COPY CHARGE FOR COLOR COPIER/FAX COPY PAPER CITY SHIRTS-INCLUDES CLERKS REQUIRED TO WEAR DAILY SIGNATURE PLATE FOR CHECK SIGNING MACHINE NOTARY RENEWAL	7,450 2,322 2,520 2,000 210 120	14,622
513.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	0	0
513.52-15 FUEL COSTS	FUEL COSTS	3,326	3,326
513.52-25 UNIFORMS	CUSTOMER SERVICE ASSISTANT UNIFORMS	570	570
513.54-10 BKS, PUB, SUB, MEM, LIB	PRINTED MATERIALS FOR CONTINUING EDUCATION GFO MEMBERSHIP(NAT'L, STATE, LOCAL CHAPTERS) SUGA MEMBERSHIP AIRPORT PURCHASING GROUP MEMBERSHIP FABTO (BUSINESS TAX RECEIPTS) MEMBERSHIP AMERICAN ASSOC OF A/P CLERKS MEMBERSHIP REAL PLAYER SUBSCRIPTION NIGP (PURCHASING) NATL & LOCAL MEMBERSHIP AEAP MEMBERSHIP	1,500 405 249 41 51 41 198 389 32	2,906
513.59-40 RECORDING & TAXES	LIEN FILING AND NOTICE SERVING	4,200	4,200
513.64-10 EQUIP - REPLACEMENT	METER READING HANDHELD, BELT CLIP RECEIVER & CHARGING STATION AND COMMUNICATIONS CRADLE SUPPORT IS BEING DISCONTINUED ON CURRENT HANDHELDS COVERED BY REIMBURSEMENT FROM WATER/WASTEWATER	5,299	5,299
513.64-11 EQUIP-VEHICLE REPLACEMENT	NO AMOUNT BUDGETED	0	0
513.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
513.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	0	0

FUND 001
 DEPT 13
 DIVISION 02

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

INFORMATION TECHNOLOGY EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
513.12-10	REGULAR SALARIES	62,201	63,395	68,231	7.63%
513.13-10	OTHER SALARIES & WAGES	0	820	0	-100.00%
513.21-10	FICA / MED TAXES	4,278	4,409	4,589	4.08%
513.22-20	FL STATE RETIREMENT	3,103	3,446	4,841	40.48%
513.23-10	HEALTH INSURANCE	5,575	5,963	4,773	-19.96%
513.23-15	DENTAL INSURNACE	250	247	272	10.12%
513.23-20	LIFE INSURANCE	351	360	386	7.22%
513.23-21	SHORT-TERM DISABILITY	0	248	267	7.66%
513.23-30	DEPENDENT HEALTH INSURANCE	4,203	4,482	6,777	51.20%
513.23-35	DEPENDENT DENTAL INSURANCE	501	495	587	18.59%
513.23-40	LONG TERM DISABILITY	160	164	232	41.46%
513.24-10	WORKERS' COMPENSATION	131	161	150	-6.83%
513.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
*	SALARIES AND BENEFITS	80,753	84,190	91,105	8.21%
<i>OPERATING EXPENDITURES</i>					
513.34-10	CONTRACTUAL SERVICES	7,143	18,929	30,371	60.45%
513.40-10	TRAVEL & PER DIEM	0	1,830	1,916	4.70%
513.41-10	TELEPHONE	1,233	958	938	-2.09%
513.41-20	OTHER COMMUNICATION	15,854	14,700	17,676	20.24%
513.45-10	LIABILITY	2,789	3,094	3,403	9.99%
513.51-10	OFFICE SUPPLIES	10	200	200	0.00%
513.52-10	OPERATING SUPPLIES	8,811	8,227	10,800	31.28%
513.52-11	DURABLE GOODS	0	0	2,000	100.00%
513.54-10	BKS, PUB, SUB, MEM, LIB	0	656	656	0.00%
*	OPERATING EXPENDITURES	35,840	48,594	67,960	39.85%
<i>CAPITAL EXPENDITURES</i>					
513.64-10	EQUIP - REPLACEMENT	0	13,498	0	-100.00%
513.64-13	EQUIP - COMP REPLACEMENT	3,085	16,943	0	-100.00%
*	CAPITAL EXPENDITURES	3,085	30,441	0	-100.00%
513.72-15	LEAGUE LEASE 2002 & 2006	0	0	0	0.00%
*	DEBT SERVICE	0	0	0	0.00%
TOTAL INFORMATION TECH SERVICES		119,678	163,225	159,065	-2.55%

FUND 001
 DEPT 13
 DIVISION 02

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

INFORMATION TECHNOLOGY EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
513.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	68,231	68,231
513.13-10 OTHER SALARIES & WAGES	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	0	0
513.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	4,589	4,589
513.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	4,841	4,841
513.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	4,773	4,773
513.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	272	272
513.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	386	386
513.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	267	267
513.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	6,777	6,777
513.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	587	587
513.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	232	232
513.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	150	150
513.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
513.34-10 CONTRACTUAL SERVICES	AS NEEDED OUTSIDE HELP SYMANTEC ANTI-VIRUS SOFTWARE W/125 USERS DISK KEEPER MAINTENANCE SONIC WALL CONTENT FILTERING SOFTWARE ANNUAL LOG-ME-IN FEE DOMAIN NAME REGISTRATIONS DOMAIN NAME PAVILION MAIL GUARD DOMAIN FEE WEB HOSTING FEE MICROSOFT LICENSES (125)	5,500 3,032 1,460 2,589 210 630 318 252 630 15,750	30,371
513.40-10 TRAVEL & PER DIEM	MEETINGS CERTIFIED PUBLIC TECH CERTIFICATION	105 1,811	1,916
513.41-10 TELEPHONE	TELEPHONE SERVICES	938	938
513.41-20 OTHER COMMUNICATION	VOIP INTERNET SERVICES COMCAST CITY WIDE INTERNET COMCAST HTE VPN INTERNET	13,482 1,794 2,400	17,676
513.45-10 LIABILITY	LIABILITY INSURANCE	3,403	3,403
513.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	200	200
513.52-10 OPERATING SUPPLIES	GENERAL OPERATING SUPPLIES-PORT CONNECTORS, BATTERY BACKUPS, CIRCUIT BOARDS, ETC. FTE WEBSITE MAINTENANCE CITY SHIRTS PER CITY POLICY	10,075 662 63	10,800

FUND 001
DEPT 13
DIVISION 02

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

INFORMATION TECHNOLOGY EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
513.52-11 DURABLE GOODS	COMPUTER MONITORS	2,000	2,000
513.54-10 BKS, PUB, SUB, MEM, LIB	PRINTED EDUCATIONAL MATERIALS FLGISA MEMBERSHIP	525 131	656
513.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0
513.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0

Legal Services

Department 14



Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Department Summary</i>				
Legal Services-1401				
Operating Expenses	118,051	149,400	157,716	5.57%
Grand Total Legal Services	\$ 118,051	\$ 149,400	\$ 157,716	5.57%
<i>Percentage of Fund Budget</i>	0.53%	1.17%	1.18%	

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FUND 001
 DEPT 14
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

LEGAL SERVICES EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>OPERATING EXPENDITURES</i>					
514.31-10	CITY ATTORNEY	118,051	149,400	157,716	5.57%
*	OPERATING EXPENDITURES	118,051	149,400	157,716	5.57%
TOTAL	LEGAL SERVICES	118,051	149,400	157,716	5.57%

FUND 001
DEPT 14
DIVISION 01

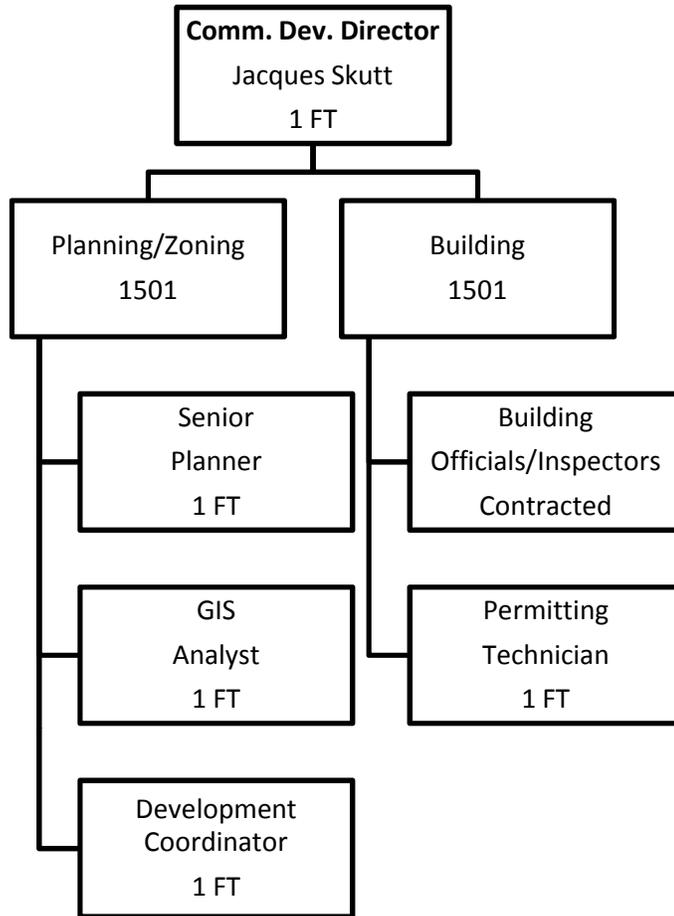
CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

LEGAL SERVICES EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
514.31-10 CITY ATTORNEY	MONTHLY RETAINER @ \$2,400 PER MONTH	28,800	157,716
	GENERAL LEGAL SERVICES	113,916	
	OTHER MISCELLANEOUS ITEMS	15,000	

Community Development

Department 15



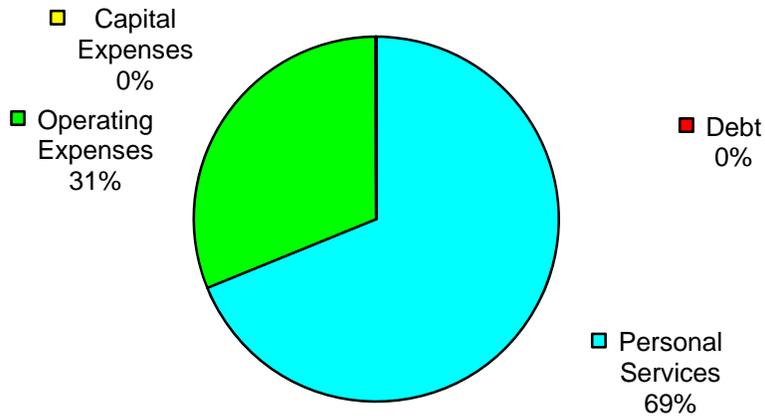
Position Summary

Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Full Time:				
Community Dev. Director	3001	1	1	1
Development Coordinator	15004	1	1	1
GIS Analyst	15002	1	1	1
Permitting Technician	3009	1	1	1
Senior Planner	15001	1	1	1
No. of Full Time		5	5	5
No. of Part Time:		0	0	0
Seasonal:				
None	N/A	0	0	0
No. of Seasonal:		0	0	0
Total No. of Positions:		5	5	5
Total FTEs:		5	5	5

Budget Summary

<i>Department Summary</i>	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Community Development-1501				
Personal Services	344,529	353,568	376,207	6.40%
Operating Expenses	254,616	213,227	169,977	-20.28%
Capital Expenses	0	6,914	300	-95.66%
Debt	0	0	0	0.00%
Total Comm. Development	\$ 599,145	\$ 573,709	\$ 546,484	-4.75%
<i>Percentage of Fund Budget</i>	2.70%	4.51%	4.08%	

2014 APPROPRIATIONS



2014 OPERATING BUDGET

COMMUNITY DEVELOPMENT - 1501

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

The Community Development Department is responsible for the City's planning process, permitting, building inspections, development coordination and Geographic Information Systems (GIS) departments. The Department researches, analyzes, manages, and dispenses information associated with growth management issues. The Department reviews all development applications for conformity with the City's Land Development Regulations, the Florida Building Code, the City's Downtown Master Plan, Comprehensive Plan and other applicable laws and regulations. The Department works in harmony with and provides support to the Planning & Zoning Board, City Council, Lake-Sumter MPO, the Lake County School Board and other local, state and federal agencies. The Department provides demographic information, mapping and GIS support for all City departments.

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

The Community Development Department's primary responsibilities are long-range planning, growth management, plan review and permitting. The department assists applicants with planning and zoning applications and construction permit applications. The Department reviews the applications for conformance with the Florida Building Code and land development initiatives per Florida Statutes and Administrative Codes.

SERVICE INDICATORS

Planning Division					
	Indicator Description	Actual 2011	Actual 2012	Est. 2013	Projected 2014
1.	Annexation	0	2	2	5
2.	Rezone/Text Amendments	3	6	6	8
3.	Comp Plan Amendment	1	8	8	10
4.	Variances	1	1	1	1
5.	Vacates	1	0	2	2
5.	Site Plan Review	9	14	10	12
6.	Subdivision Construction Plan Review	0	1	1	1
7.	Final Plat Approval	0	1	1	1
8.	Lot Split Approval	1	0	1	1
TOTAL		16	33	32	41

Building Division					
	Indicator Description	Actual 2011	Actual 2012	Est. 2013	Projected 2014
1.	New Residential Units	17	58	92	100
2.	New Mobile Homes	5	3	2	2
3.	New Commercial Buildings	4	14	6	10
4.	Commercial Additions/Alt	27	22	28	30
5.	Residential Additions/Alt	167	138	120	150
6.	Other Permits	502	444	490	500
TOTAL		722	679	738	792
TOTAL VALUATION		21,864,506	42,987,273	35,000,000	50,000,000

2014 OPERATING BUDGET

COMMUNITY DEVELOPMENT (continued)

PROGRAM HIGHLIGHTS

2014 Goals

Organizational Development

To organize staff responsibilities and procedures to insure outstanding customer service.

Growth and Development

To create an environment which will promote quality development and re-development in the business and residential communities within the City.

City Lifestyle

Evaluate and analyze land development initiatives that implement the City Vision.

Citizen and Customer Service Focus

To provide responsive and accurate customer service.

Innovation and Technology

To utilize technology to foster innovation in the delivery of high quality services in an efficient and economical manner, and to provide an efficient means of insuring timely and relevant information is provided to our citizens.

Organizational Performance

Identify processes for service delivery that promotes efficiency and integrates information between city departments.

2014 Objectives

1. Insure that all staff members are trained and fully proficient in their responsibilities.
2. Encourage staff to expand their skills beyond the traditional duties associated with their job responsibilities.
3. Promote cross-training between all staff so that the department will remain functional in the event of staff shortages due to illness or vacation.
4. Maintain staff morale and enthusiasm by providing opportunities for a greater variety of duties and special projects.
5. Maximize the use of technology to better serve the public and other City departments.
6. Work with County to systematically annex enclaves where it is deemed to be mutually beneficial and in the best interest of our citizens.
7. Work on special planning projects such as gateway and wayfinding signage, downtown redevelopment, Ruby Street reconstruction, green initiatives, parking facilities, city landscaping and other growth related items.
8. Continue instruction and training of staff on the correct methods of dealing with the public and the importance of providing courteous, helpful service.
9. Processes are continually being reviewed and changes will be made to insure that applications are reviewed quickly and thoroughly and in a manner that is consistent with the City's mandate to provide outstanding customer service.
10. Manage the streetscaping of the Alfred Street one way pair project

2013 Accomplishments

Customer Focus, Innovation & Technology, and Organizational Performance

1. Approval received from FDOT for Golf Cart crossing on State Road 19 at Dead River
2. Alfred Street engineering and streetscaping design is completed and construction is commencing.
3. Gateway Project: A second kiosk sign has been installed on Ruby Street. All requirements for obtaining FDOT permits for obtaining directional wayfinding signs on the State Roads have been met.
4. Continue to draft and adopt ordinances and code changes designed to promote economic development within the City
5. The City's designated ADA coordinator is managing the city's ADA compliance.
6. The GIS Division continues to provide outstanding service to the public and other City departments.

FUND 001
 DEPT 15
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

COMMUNITY DEVELOPMENT EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
515.12-10	REGULAR SALARIES	269,066	274,249	281,105	2.50%
515.14-10	OVERTIME	0	0	256	100.00%
515.21-10	FICA / MED TAXES	19,190	19,524	19,633	0.56%
515.22-20	FL STATE RETIREMENT	13,034	14,224	27,514	93.43%
515.23-10	HEALTH INSURANCE	29,044	30,145	24,816	-17.68%
515.23-15	DENTAL INSURANCE	1,251	1,237	1,360	9.94%
515.23-20	LIFE INSURANCE	1,525	1,549	1,590	2.65%
515.23-21	SHORT-TERM DISABILITY	0	1,073	1,088	1.40%
515.23-30	DEPENDENT HEALTH INSURANCE	9,259	9,392	16,173	72.20%
515.23-35	DEPENDENT DENTAL INSURANCE	897	887	1,102	24.24%
515.23-40	LONG TERM DISABILITY	698	712	951	33.57%
515.24-10	WORKERS' COMPENSATION	565	576	619	7.47%
515.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
*	SALARIES AND BENEFITS	344,529	353,568	376,207	6.40%
<i>OPERATING EXPENDITURES</i>					
515.31-15	ENGINEERING	15,168	11,086	3,000	-72.94%
515.32-20	BOARD MEMBER PAYMENTS	1,000	1,680	1,680	0.00%
515.34-10	CONTRACTUAL SERVICES	208,615	161,214	133,110	-17.43%
515.40-10	TRAVEL & PER DIEM	3,231	3,850	4,200	9.09%
515.41-10	TELEPHONE	2,465	1,436	1,354	-5.71%
515.41-30	POSTAGE	231	500	500	0.00%
515.44-10	RENTALS & LEASES	3,239	3,240	0	-100.00%
515.45-10	LIABILITY	11,377	12,621	13,883	10.00%
515.47-10	PRINTING & BINDING	201	1,500	1,000	-33.33%
515.49-10	ADVERTISING	4,565	5,000	3,000	-40.00%
515.51-10	OFFICE SUPPLIES	1,220	1,000	1,000	0.00%
515.52-10	OPERATING SUPPLIES	1,398	8,000	5,650	-29.38%
515.52-15	FUEL COSTS	489	0	0	0.00%
515.54-10	BKS, PUB, SUB, MEM, LIB	1,417	1,600	1,600	0.00%
*	OPERATING EXPENDITURES	254,616	213,227	169,977	-20.28%
<i>CAPITAL EXPENDITURES</i>					
515.64-10	EQUIP - REPLACEMENT	0	0	0	0.00%
515.64-11	EQUIP - VEHICLE REPLACEMENT	0	0	0	0.00%
515.64-13	EQUIP - COMP REPLACEMENT	0	0	0	0.00%
515.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
515.64-15	EQUIP - NEW	0	0	0	0.00%
515.64-17	EQUIP-NEW VEHICLES	0	0	0	0.00%
515.64-23	SOFTWARE	0	0	300	100.00%
515.62-25	FUTURE PROJECTS	0	6,914	0	-100.00%
*	CAPITAL EXPENDITURES	0	6,914	300	-95.66%
<i>DEBT SERVICE</i>					
515.71-15	LEAGUE LEASE 2002 & 2006	0	0	0	0.00%
515.72-15	LEAGUE LEASE 2002 & 2006	0	0	0	0.00%
*	DEBT SERVICE	0	0	0	0.00%
TOTAL COMMUNITY DEVELOPMENT		599,145	573,709	546,484	-4.75%

FUND 001
DEPT 15
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

COMMUNITY DEVELOPMENT EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
515.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	281,105	281,105
515.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	256	256
515.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	19,633	19,633
515.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	27,514	27,514
515.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	24,816	24,816
515.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,360	1,360
515.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,590	1,590
515.23-21 SHORT TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,088	1,088
515.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	16,173	16,173
515.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1102	1102
515.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	951	951
515.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	619	619
515.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
515.31-15 ENGINEERING	MONTHLY DRC REVIEW	3,000	3,000
515.32-20 BOARD MEMBER PAYMENTS	7 MEMBERS 12 MEETINGS PER YR AT \$20 PER MEETING	1,680	1,680
515.34-10 CONTRACTUAL SERVICES	SUNGARD PUBLIC SECTOR LAKE SUMTER MPO MGMT SYSTEM QUORUM SERVICES (BUILDING OFFICIAL)	9,339 4,167 119,604	133,110
515.40-10 TRAVEL & PER DIEM	FL APA CONFERENCE REGISTRATION AND TRAVEL COSTS FL FPZA CONFERENCE REGISTRATION AND TRAVEL COSTS BOAF CONFERENCE REGISTRATION AND TRAVEL COSTS HTE CONFERENCE REGISTRATION AND TRAVEL COSTS	1,000 1,000 1,000 1,200	4,200
515.41-10 TELEPHONE	TELEPHONE SERVICE FAX LINE	1,060 294	1,354
515.41-30 POSTAGE	POSTAGE COSTS	500	500
515.44-10 RENTALS & LEASES	NO AMOUNT BUDGETED	0	0
515.45-10 LIABILITY	LIABILITY INSURANCE	13,883	13,883
515.47-10 PRINTING & BINDING	MISCELLANEOUS PRINTING AS REQUIRED	1,000	1,000
515.49-10 ADVERTISING	LEGAL ADVERTISING FOR P&Z APPLICATIONS	3,000	3,000
515.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	1,000	1,000
515.52-10 OPERATING SUPPLIES	OPERATING SUPPLIES	5,650	5,650
515.52-28 PROMO PROGRAM SUPPLIES	NO AMOUNT BUDGETED	0	0

FUND 001
 DEPT 15
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

COMMUNITY DEVELOPMENT EXPENDITURE JUSTIFICATION

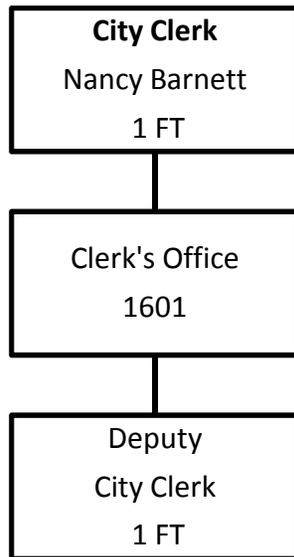
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
515.54-10 BKS, PUB, SUB, MEM, LIB	APA, FPZA, FAPA, BOAF, AICP (X2) MISCELLANEOUS SUBSCRIPTIONS	1,300 300	1,600
515.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
515.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	0	0
515.64-23 SOFTWARE	ADOBE ACROBAT STANDARDS VERSION 9	300	300
515.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	0	0
515.71-15 LEAGUE LEASE 2002 & 2006	NO AMOUNT BUDGETED	0	0
515.72-15 LEAGUE LEASE 2002 & 2006	NO AMOUNT BUDGETED	0	0

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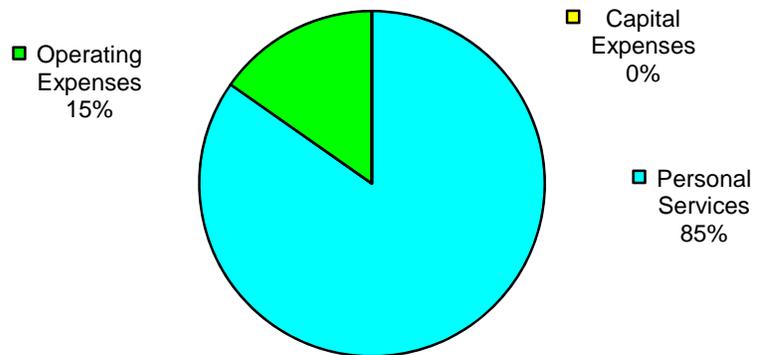


City Clerk

Department 16



2014 APPROPRIATIONS



Position Summary

Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Full Time:				
City Clerk	2002	1	1	1
Deputy City Clerk	2008	1	1	1
No. of Full Time		2	2	2
Total FTEs:		2	2	2

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Department Summary</i>				
City Clerk-1601				
Personal Services	158,954	163,387	179,791	10.04%
Operating Expenses	26,189	19,864	32,382	63.02%
Capital Expenses	0	3,200	0	-100.00%
Grand Total City Clerk	\$ 185,143	\$ 186,451	\$ 212,173	13.80%
<i>Percentage of Fund Budget</i>	0.83%	1.46%	1.58%	

2014 OPERATING BUDGET

CITY CLERK - 1601

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

The City Clerk Department maintains the City's official records efficiently, ensures public access to the records; provides research to the City Council, residents, government agencies, and internal staff; maintains good customer relations by providing information efficiently; supervises the City elections; supports the City Attorney in research, formulating legal opinion and document preparation; manages the general City Hall reception area and provides dependable, professional support services to the City Council and City staff.

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

- Prepares the agendas for City Council, Police Pension Board, Code Enforcement meeting and other City boards as requested. Coordinates information from each department for submission to City Administrator.
- Attends and takes minutes of City Council, Police & Fire Pension, Code Enforcement and union
- Serves as Records Management Liaison Officer for the City and submits reports to State of Florida
- Manages Public Records system for the City.
- Provides comprehensive research assistance to City Council, citizens, and staff.
- Supervises the City election and qualifies candidates in coordination with the County Elections Supervisor.
- Responds to public record
- Attests and records contracts and agreements.
- Facilitates compliance with Financial Disclosure laws of Florida (F.S. 112-3144 Ethics Laws).
- Coordinates with the City Attorney in matters of legal review and document preparation.
- Assists with preparation of contracts and reports for the City Administrator.
- Administers Domestic Registry

SERVICE INDICATORS

	Indicator Description	Actual 2011	Actual 2012	Est. 2013	Projected 2014
1.	Ordinances Processed	28	33	33	33
2.	Resolutions Processed	24	18	18	18
3.	Lien Searches	175	258	300	300
4.	Legal Ads & Notices	74	70	70	70
5.	Meeting Minutes	43	43	45	45

2014 GOALS

Organizational Development

Encourage continuing education training through conferences, seminars, self study and higher

Growth and Development

Provide public information promptly to business and residential customers and to provide reliable information regarding the community and governmental resources.

City Lifestyle

To provide reliable information to the community using all information venues available.

Citizen and Customer Service Focus

Provide responses to citizen concerns promptly and satisfactorily and facilitate an efficient City election process that encourages participation of candidates and residents.

Innovation and Technology

Utilize up to date technological resources for retrieving and providing information, and to keep current on innovation and technology .

Organizational Performance

Consider the most economical and efficient way of delivering public information, and to be focused on work output in order to keep labor costs to a minimum.

2014 OPERATING BUDGET

CITY CLERK (continued)

PROGRAM HIGHLIGHTS

2014 Objectives

1. Prepare complete and accurate information in the agenda packets, including minutes of the previous meeting and provide to City Council by Wednesday before the Council meeting or
2. Prepare quality minutes with minimal corrections.
3. Respond to public records requests in a timely manner (generally within 3 working days).
4. Respond to citizen concerns courteously and in a timely manner.
5. Expand City records storage space and continue to maintain according to retention.
6. Continue the economic development plans built upon prior visioning sessions created to prosper the City.
7. Post complete agenda packet and public documents on web for citizen access.
8. Provide thorough and timely research assistance to staff, citizens, and City Council.
9. Establish and maintain Domestic Registry.

2013 Accomplishments

Customer Focus, Innovation & Technology, and Organizational Performance

1. Provided administrative and clerical support for major city initiatives such as the Wooton Park referendum and Fire Assessment.
2. Attended City Clerk conference and City Clerk Institute for annual training regarding innovative practices and legislative updates.
3. Prepared agendas and minutes for City Council meetings and workshops; Code Enforcement Special Master hearings; IAFF and PBA Bargaining sessions; Fire Pension Board and Police Pension Board.
4. Established outreach to local ministers to participate in City Council prayer.
5. Coordinated historical displays at Tavares Historical Museum and Lake County Historical Museum.
6. Served as conduit for information regarding City and community programs and services.
7. Provided reliable information regarding community and governmental resources to citizens and staff.
8. Focused on adding more documents to the city web site for better customer access

FUND 001
 DEPT 16
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

CITY CLERK EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
512.12-10	REGULAR SALARIES	120,201	122,509	125,571	2.50%
512.14-10	OVERTIME	0	256	256	0.00%
512.21-10	FICA / MED TAXES	8,149	8,293	8,266	-0.33%
512.22-10	RETIREMENT	2,774	2,828	2,898	2.48%
512.22-20	FL STATE RETIREMENT	4,644	4,995	14,291	186.11%
512.23-10	HEALTH INSURANCE	11,608	12,091	10,022	-17.11%
512.23-15	DENTAL INSURANCE	500	495	544	9.90%
512.23-20	LIFE INSURANCE	680	694	709	2.16%
512.23-21	SHORT-TERM DISABILITY	0	481	492	2.29%
512.23-30	DEPENDENT HEALTH INSURANCE	8,833	9,178	14,864	61.95%
512.23-35	DEPENDENT DENTAL INSURANCE	1,002	990	1,174	18.59%
512.23-40	LONG TERM DISABILITY	311	319	427	33.86%
512.24-10	WORKERS' COMPENSATION	252	258	277	7.36%
512.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
*	SALARIES AND BENEFITS	158,954	163,387	179,791	10.04%
<i>OPERATING EXPENDITURES</i>					
512.31-20	ELECTION EXPENSE	11,284	2,000	12,430	521.50%
512.34-10	CONTRACTUAL SERVICES	820	800	850	6.25%
512.40-10	TRAVEL & PER DIEM	1,462	2,090	2,980	42.58%
512.41-10	TELEPHONE	500	637	798	25.27%
512.41-30	POSTAGE	54	400	400	0.00%
512.45-10	LIABILITY	3,085	3,422	3,764	9.99%
512.46-15	REPAIR & MAINT.- EQUIPMENT	0	100	0	-100.00%
512.47-10	PRINTING & BINDING	57	350	350	0.00%
512.47-40	CODIFICATION EXPENDITURES	1,176	2,000	2,000	0.00%
512.48-10	CITY APPRECIATION	59	100	0	-100.00%
512.49-10	ADVERTISING	2,457	2,000	2,000	0.00%
512.51-10	OFFICE SUPPLIES	251	800	600	-25.00%
512.52-10	OPERATING SUPPLIES	1,983	1,995	2,380	19.30%
512.52-11	DURABLE GOODS	0	0	750	100.00%
512.54-10	BKS, PUB, SUB, MEM, LIB	1,001	1,170	1,080	-7.69%
512.59-40	RECORDING & TAXES	2,000	2,000	2,000	0.00%
*	OPERATING EXPENDITURES	26,189	19,864	32,382	63.02%
<i>CAPITAL EXPENDITURES</i>					
512.64-10	EQUIP - REPLACEMENT	0	0	0	0.00%
512.64-13	EQUIP - COMP REPLACEMENT	0	0	0	0.00%
512.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
512.64-15	EQUIP - NEW	0	3,200	0	-100.00%
512.64-23	SOFTWARE	0	0	0	0.00%
*	CAPITAL EXPENDITURES	0	3,200	0	-100.00%
TOTAL CITY CLERK		185,143	186,451	212,173	13.80%

FUND 001
 DEPT 16
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

CITY CLERK JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
512.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	125,571	125,571
512.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	0	0
512.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	256	256
512.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	8,266	8,266
512.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	2,898	2,898
512.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	14,291	14,291
512.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	10,022	10,022
512.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	544	544
512.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	709	709
512.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	492	492
512.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	14,864	14,864
512.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1174	1174
512.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	427	427
512.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	277	277
512.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
512.31-20 ELECTION EXPENSE	2014 CITY COUNCIL ELECTION	12,430	12,430
512.31-60 PERMIT & COMPLIANCE FEES	NO AMOUNT BUDGETED	0	0
512.34-10 CONTRACTUAL SERVICES	BIS COUNCIL RECORDING SYSTEM ANNUAL MAINTENANCE FEE	850	850
	CERTIFIED RECORDS MANAGEMENT - RECORDS STORAGE FACILITY UP TO 284 BOXES, RETRIEVAL/DELIVERY AND		
512.40-10 TRAVEL & PER DIEM	FLORIDA ASSOC. OF CITY CLERKS - FALL ACADEMY REGISTRATION & TRAVEL COSTS	1,085	2,980
	FLORIDA ASSOC. OF CITY CLERKS - SUMMER ACADEMNY REGISTRATION & TRAVEL COSTS	1,125	
	CENTRAL FL CITY CLERKS/FINANCE OFFICERS ASSOC. BUSINESS MEETINGS	120	
	MISC. WEBINARS/TRAINING	550	
	BANQUETS/AWARDS/CEREMONIES	100	
512.41-10 TELEPHONE	TELEPHONE SERVICES	798	798
512.41-30 POSTAGE	POSTAGE	400	400
512.45-10 LIABILITY	LIABILITY INSURANCE	3,764	3764
512.46-15 REPAIR & MAINT-EQUIP	NO AMOUNT BUDGETED	0	0
512.47-10 PRINTING & BINDING	STATIONERY, ENVELOPES, BUSINESS CARDS, MISC. PRINTING SERVICES FOR RECORDS REQUESTS (MAPS, ETC)	150 200	350
512.47-40 CODIFICATION EXPENDITURES	CITY CODE BOOK CODIFICATION BY MUNICODE	2,000	2,000
512.48-10 CITY APPRECIATION	NO AMOUNT BUDGETED	0	0

FUND 001
 DEPT 16
 DIVISION 01

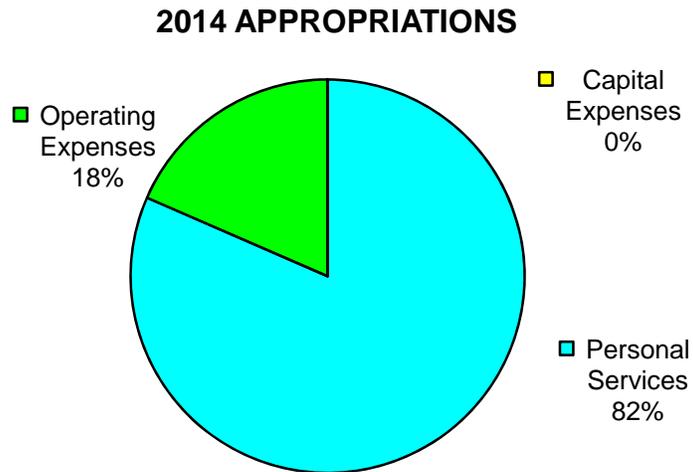
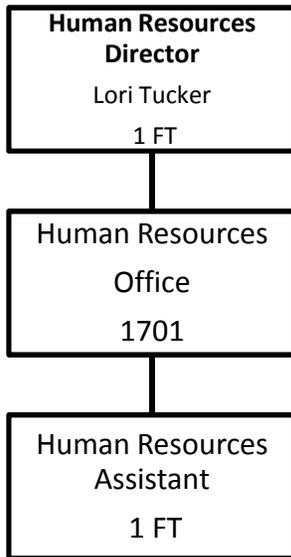
CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

CITY CLERK JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
512.49-10 ADVERTISING	ADVERTISING FOR ORDINANCES, RESOLUTIONS, MEETINGS ELECTIONS, ETC.	2,000	2,000
512.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	600	600
512.52-10 OPERATING SUPPLIES	GENERAL OPERATING SUPPLIES	800	2,380
	MINUTE BOOKS, ELECTION BOOKS, LDR BOOKS, COUNCIL AGENDA BOOKS AND TABS	600	
	SHREDDING SERVICES FOR CITY-WIDE DOCUMENT DESTRUCTION	500	
	TONERS	400	
	CITY SHIRTS	80	
512.52-11 DURABLE GOODS	PLAQUE-DORA CANAL BRIDGE	750	750
512.54-10 BKS, PUB, SUB, MEM, LIB	POSTING OF MUNICODE ON WEB	550	1,080
	IIMC PROFESSIONAL MEMBERSHIPS (2 PERSONNEL)	230	
	FACC PROFESSIONAL MEMBERSHIPS (2 PERSONNEL)	160	
	FL RECORDS MANAGEMENT ASSOC. MEMBERSHIP	100	
	GOVERNMENT IN THE SUNSHINE MANUAL (2 BOOKS)	40	
512.59-40 RECORDING & TAXES	RECORDING CITY LEGAL DOCUMENTS WITH THE LAKE COUNTY CLERK OF COURT	2,000	2,000
512.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0
512.64-13 EQUIP-COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
512.64-14 EQUIP-NEW COMPUTERS	NO AMOUNT BUDGETED	0	0
512.64-15 EQUIP-NEW	NO AMOUNT BUDGETED	0	0
512.64-23 SOFTWARE	NO AMOUNT BUDGETED	0	0
512.81-10 COMMUNITY GRANTS	NO AMOUNT BUDGETED	0	0

Human Resources

Department 17



Position Summary

Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Full Time:				
Human Resources Specialist	17001	1	1	1
Human Resources Director	2007	1	1	1
No. of Full Time		2	2	2
Total FTEs:		2	2	2

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Department Summary</i>				
Human Resources-1701				
Personal Services	167,741	172,933	188,453	8.97%
Operating Expenses	25,157	39,673	42,682	7.58%
Capital Expenses	0	0	0	0.00%
Grand Total Human Res.	\$ 192,898	\$ 212,606	\$ 231,135	8.72%
<i>Percentage of Fund Budget</i>	0.87%	1.67%	1.73%	

2014 OPERATING BUDGET

HUMAN RESOURCES - 1701

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

Our mission is to provide broad-scope employment and risk management related expertise and support to all City departments and employees, the Tavares City Council, and to the public at large in accordance with local, state and federal law; delivered with professionalism and red-carpet customer service.

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

- Candidate recruitment, qualifications assessment, interviewing, selection, post-offer backgrounds and drug screening for all City departments to ensure best qualified candidates are hired.
- Promote a positive workplace, employee engagement, career development and staff retention for all City departments through one-on-one consultations with staff and supervisors.
- Periodic market salary study assessment and post-study recommendations to promote long-term employee commitment.
- Compensation program and payroll administration to ensure compliance with FLSA and other state and federal mandates.
- Employee policy and procedure development, interpretation and recommendations for consistent application to promote a positive, equitable employment environment, to maximize staff retention and reduce liability exposure.
- Contractual risk management, including review of contract liability and rating project risk to determine contractual insurance requirements.
- Group benefits plan development and administration as an effective tool for recruitment and retention of qualified staff.
- Workers' compensation medical care and benefits coordination to facilitate an expeditious return to full duty for employees with work-related injuries.
- Unemployment compensation and EEOC claims defenses to minimize liability exposure.
- City general liability, property, pollution, airport and vehicle insurance policy and claims coordination.
- Maintain City-wide drug-free workplace program to reduce costs by maintaining a safe working environment.
- Safety Committee coordination to maintain a safe working environment, reduce workers' compensation costs, minimize equipment damage and increase productivity.
- Employee appreciation events, service recognition and volunteer opportunities coordination to promote a positive work environment, and to enhance working relationships in our community.

SERVICE INDICATORS

	Indicator Description	Actual 2011	Actual 2012	Est. 2013	Projected 2014
1.	Employment Applications Processed	358	480	357	425
2.	New Hires Processed	44	32	26	30
3.	Separations Processed	35	27	24	22
4.	Occupational Injuries Processed	9	16	13	12
5.	Violence/Harassment Complaint Investigations	0	1	0	0
6.	Employee Training Participants	165	162	167	172
7.	Assets Insured Value	\$ 50,569,174	\$ 55,132,478	\$ 5,707,155	\$57,800,695
8.	Union Contracts	1	1	2	2

2014 OPERATING BUDGET

HUMAN RESOURCES - 1701 (continued)

PROGRAM HIGHLIGHTS

2014 GOALS

Organizational Development

Provide employment related initiatives and assistance for best hiring practices

Growth and Development

Provide Risk Management initiatives to minimize risk exposure

City Lifestyle

Make employment opportunities easily accessible to our community, and to protect City assets.

Citizen and Customer Service Focus

Ensure responsive customer service delivery for best practices

Innovation and Technology

Utilize technology measures that enhance recruitment and risk avoidance

Organizational Performance

Continue staff development through appropriate training and education.

2014 Objectives

1. Provide departmental kiosks for City staff to access our on-line "Staff Channel" and group benefits information links at work for current employment news, activities and information.
2. Develop Affirmative Action Plan Provider RFQ for the development and implementation of the City's affirmative action plan to ensure federal grant compliance; with subsequent selection, contractual agreement, plan development and implementation.
3. Develop compensation study and market survey provider RFQ to provide necessary information and recommendations to ensure fair pay practices, retention and competitiveness in the post-recession period; with subsequent selection, contractual agreement and implementation.
4. Affordable Care Act complex mandate implementation and communication.

2013 ACCOMPLISHMENTS

1. Developed and delivered Communications Center transitional retention plan to impacted staff members, providing individual support and resources to each affected employee.
2. Functioned in an advisory capacity to the negotiating team during PBA collective bargaining process.
3. Achieved .84 workers' compensation premium modification rate, allowing the City to maintain its overall program savings credits as a result of City-wide safety practices.
4. Continued to promote health and wellness strategies through activities, newsletters and e-mail to maximize prevention and minimize increased healthcare costs.
5. Controlled liability costs to single digit increases by continuous department specific training, with reinforcement of safety and risk management best practices.
6. Contracted with Independent Retirement Plan Advisor to provide guidance to the City Administrator, department heads and City Council regarding health plans.
7. Maintained reduced employee turnover with continuous review of employment and retention practices, to maintain standing as an employer of choice.
8. Continued to build files and maximize capabilities of the City's Human Resources Information System (HRIS).
9. Continued to evaluate efficiency and effectiveness in all areas of Human Resources and Risk Management service delivery.
10. Evaluated and prepared for post-recession labor markets through salary, workforce and succession planning.
11. Continued to utilize HR and risk management professional association informational webinars to stay current with sweeping changes in employment law and best practices in both areas.
12. Implemented electronic employment process information collection system to maintain accurate and complex data collection for EEO compliance.

2014 OPERATING BUDGET

HUMAN RESOURCES - 1701 (continued)

PROGRAM HIGHLIGHTS

2013 ACCOMPLISHMENTS (Continued)

13. Continued the revision of existing personnel policies and the development of new policies to assist employees, supervisors and managers with essential information covering a broad range of employment
14. Continued to build upon and promote "Tavares-America's Seaplane City" branding as an effective recruitment and retention tool.
15. Negotiated an FY 2012-13 health insurance renewal premium rate reduction without reducing plan benefits.
16. FRS online workshops concerning debt management and investment strategies were offered to all City employees.
17. Continued to reduce recruitment budget utilization by developing alternative advertising resources to effectively recruit well-qualified and diverse candidates and keeping expenditures to a minimum.
18. Continued to maximize the Police Reserve program as a recruitment and workforce planning tool.

FUND 001
 DEPT 17
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

HUMAN RESOURCES EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
513.12-10	REGULAR SALARIES	128,805	131,278	134,560	2.50%
513.14-10	OVERTIME	0	256	256	0.00%
513.21-10	FICA / MED TAXES	8,906	9,065	9,005	-0.66%
513.22-10	RETIREMENT	3,118	3,178	3,257	2.49%
513.22-20	FL STATE RETIREMENT	4,825	5,189	14,846	186.11%
513.23-10	HEALTH INSURANCE	11,149	11,925	9,545	-19.96%
513.23-15	DENTAL INSURANCE	500	495	544	9.90%
513.23-20	LIFE INSURANCE	729	743	762	2.56%
513.23-21	SHORT-TERM DISABILITY	0	512	527	2.93%
513.23-30	DEPENDENT HEALTH INSURANCE	8,406	8,965	13,554	51.19%
513.23-35	DEPENDENT DENTAL INSURANCE	699	691	844	22.14%
513.23-40	LONG TERM DISABILITY	334	339	457	34.81%
513.24-10	WORKERS' COMPENSATION	270	297	296	-0.34%
513.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
*	SALARIES AND BENEFITS	167,741	172,933	188,453	8.97%
<i>OPERATING EXPENDITURES</i>					
513.34-10	CONTRACTUAL SERVICES	15,077	29,115	29,434	1.10%
513.40-10	TRAVEL & PER DIEM	1,296	1,345	1,650	22.68%
513.41-10	TELEPHONE	1,290	945	813	-13.97%
513.41-30	POSTAGE	442	580	530	-8.62%
513.45-10	LIABILITY	3,577	3,968	4,365	10.01%
513.47-10	PRINTING & BINDING	0	150	150	0.00%
513.48-10	CITY APPRECIATION	1,688	200	2,200	1000.00%
513.49-10	ADVERTISING	700	1,700	1,700	0.00%
513.51-10	OFFICE SUPPLIES	139	150	200	33.33%
513.52-10	OPERATING SUPPLIES	683	570	690	21.05%
513.52-11	DURABLE GOODS	0	300	0	-100.00%
513.52-23	SPECIAL PROJECTS	0	0	300	100.00%
513.54-10	BKS, PUB, SUB, MEM, LIB	265	650	650	0.00%
*	OPERATING EXPENDITURES	25,157	39,673	42,682	7.58%
<i>CAPITAL EXPENDITURES</i>					
513.64-10	EQUIP - REPLACEMENT	0	0	0	0.00%
513.64-13	EQUIP - COMP REPLACEMENT	0	0	0	0.00%
513.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
513.64-15	EQUIP - NEW	0	0	0	0.00%
513.64-23	SOFTWARE	0	0	0	0.00%
*	CAPITAL EXPENDITURES	0	0	0	0.00%
TOTAL HUMAN RESOURCES		192,898	212,606	231,135	8.72%

FUND 001
 DEPT 17
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

HUMAN RESOURCES JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
513.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	134,560	134,560
513.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	256	256
513.15-50 HOUSING ALLOWANCE	NO AMOUNT BUDGETED	0	0
513.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	9,005	9,005
513.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	3,257	3,257
513.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	14,846	14,846
513.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	9,545	9,545
513.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	544	544
513.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	762	762
513.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	527	527
513.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	13,554	13,554
513.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	844	844
513.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	457	457
513.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	296	296
513.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
513.34-10 CONTRACTUAL SERVICES	SUNGARD PUBLIC SECTOR INDEPENDENT RETIREMENT PLAN ADVISOR EMPLOYEE ASSISTANCE PROGRAM DRUG TESTS BACKGROUND CHECKS DRIVERS LICENSE CHECKS CBIZ PROPERTY INSPECTION LABOR ATTORNEY	9,603 2,500 3,456 2,000 300 1,650 9,425 500	29,434
513.40-10 TRAVEL & PER DIEM	SHRM CONFERENCE PRM CONFERENCE SUNGARD LOCAL CONFERENCE PRIMA QUARTERLY MEETINGS CFHR MEETINGS	600 550 100 200 200	1,650
513.41-10 TELEPHONE	TELEPHONE SERVICES	813	813
513.41-30 POSTAGE	POSTAGE POSTAGE TO MAIL NEWSLETTERS TO EMPLOYEES	150 380	530
513.45-10 LIABILITY	LIABILITY INSURANCE	4,365	4365
513.47-10 PRINTING & BINDING	BUSINESS CARDS	150	150
513.48-10 CITY APPRECIATION	ANNUAL EMPLOYEES SERVICE AWARD LUNCHEON DAUGHTERS & SONS DAY AT WORK	2,000 200	2,200

FUND 001
 DEPT 17
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

HUMAN RESOURCES JUSTIFICATION

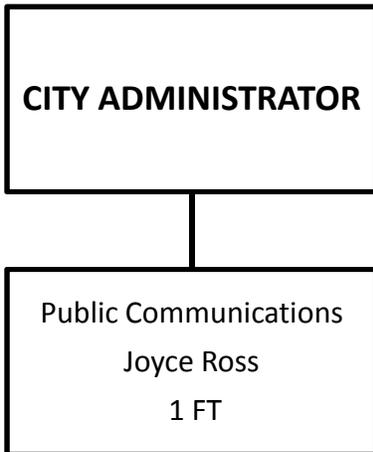
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
513.48-60 SPONSORED EVENTS	NO AMOUNT BUDGETED	0	0
513.49-10 ADVERTISING	EMPLOYMENT ADVERTISING	1,700	1,700
513.51-10 OFFICE SUPPLIES	OFFICE SUPPLIES	200	200
513.52-10 OPERATING SUPPLIES	OPERATING SUPPLIES	300	690
	TONERS	150	
	LABEL MACHINE	120	
	CITY SHIRTS	120	
513.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	0	0
513.52-23 SPECIAL PROJECTS	WELLNESS FAIR & WORKSHOPS	300	300
513.52-50 TRAINING	NO AMOUNT BUDGETED	0	0
513.54-10 BKS, PUB, SUB, MEM, LIB	CENTRAL FL PRIMA MEMBERSHIP	35	650
	PRIMA NATIONAL MEMBERSHIP	385	
	SHRM MEMBERSHIP	180	
	CENTRAL FL HRA MEMBERSHIP	50	
513.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0
513.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
513.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	0	0
513.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
513.64-23 SOFTWARE	NO AMOUNT BUDGETED	0	0

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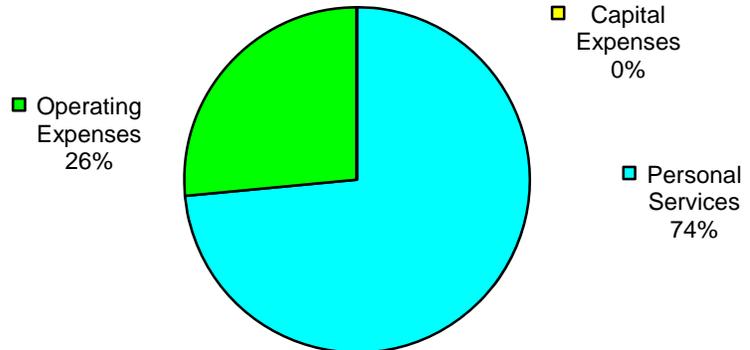


Public Communications

Department 18



2014 APPROPRIATIONS



Position Summary

Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Full Time:				
Public Communications		0	0	0
Director	12006	1	1	1
No. of Full Time		1	1	1
Total FTEs:		1	1	1

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Department Summary</i>				
Public Communications-1801				
Personal Services	73,990	76,278	89,973	17.95%
Operating Expenses	23,447	21,542	32,420	50.50%
Capital Expenses	0	300	0	-100.00%
Grand Total Public Comm	\$ 97,437	\$ 98,120	\$ 122,393	24.74%
<i>Percentage of Fund Budget</i>	0.83%	1.46%	1.58%	

2014 OPERATING BUDGET

PUBLIC COMMUNICATIONS - 1801

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

The mission of the Public Communications Department is to inform and engage citizens, employees and stakeholders regarding the issues and activities of the City of Tavares, utilizing mass media, internet, publications and other communications tools; and to advise officials, administrator, and management team on public relations issues.

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

- Provides guidance and support to council members, City Administrator and City staff on a variety of public relations issues
- Manages City communications with citizens, staff, business community, homeowners associations, chambers of commerce and other governmental agencies and not-for-profits
- Maintains good media relations, writes press releases and generates stories on City news
- Serves as Public Information Officer (PIO) to the City Polic, Fire and Utility Departments
- Maintains the City website and Facebook page
- Coordinates the City's mass notification system
- Produces the City newsletter and other collateral materials
- Manages the branding program
- Assists in marketing Tavares as a destination

SERVICE INDICATORS

	Indicator Description	Actual 2011	Actual 2012	Est. 2013	Projected 2014
1.	Press Releases Issues	74	71	75	80
2.	Web Visitors per Year	163,500	176,930	189,000	201,000
2.	Newsletters Published	6	6	6	6

2014 GOALS

Organizational Development

To maintain proficiency and training in the communications field at minimum cost

Growth and Development

To establish a seamless

City Lifestyle

To make City news and events information more accessible to our citizens to improve their quality of life

Citizen and Customer Service Focus

To establish easy access by the public to government information

Innovation and Technology

To utilize technology to broaden our reach, not only within our community, but also to regional, national and international audiences

Organizational Performance

To improve communication channels to deliver timely, appropriate, and accurate information to our citizens, employees and other stakeholders

2014 Objectives

1. To upgrade and improve functionality on the City website
2. To expand the reach of our brand utilizing a variety of means, such as short informational videos and broadcasting from a live streaming video camera at the seaplane base

2014 OPERATING BUDGET

PUBLIC COMMUNICATIONS - 1801 (continued)

PROGRAM HIGHLIGHTS

2013 Accomplishments

1. Coordinated fundraising campaign for the Freedom Flag project and worked with the media to inform the public
2. Created construction log webpages to keep the public informed on various City projects
3. Served as the featured speaker at a national webinar regarding emergency messaging
4. Established the online store for the Tavares Prop Shop
5. Worked with Waste Management to market the City's new recycling program
6. Created Staff Fact Sheets to ensure that employees conveyed accurate information to the public. Topics included Fire Assessment Fees; Water Meter Replacement Program; Facebook posting by City employee
7. Worked with several production companies to assist with and encourage filming in Tavares. Also, worked with various scouts through the Orlando Film Office, who were looking for Florida filming locations for videos, feature films and commercials.
8. Increased Facebook and website traffic
9. Created multiple marketing pieces for various City departments
10. Worked with local media on a wide range of stories: Council actions; police activities; personnel issues; new programs; events
11. Wrote or generated Tavares stories for national/regional magazines: General Aviation News; Aviation Digest, Waterflying Magazine, Pulse Magazine, Focus Magazine etc.

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 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

PUBLIC COMMUNICATIONS EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
519.12-10	REGULAR SALARIES	55,853	56,925	61,500	8.04%
519.21-10	FICA / MED TAXES	3,825	3,883	4,102	5.64%
519.22-10	RETIREMENT	0	0	0	0.00%
519.22-20	FL STATE RETIREMENT	3,507	3,772	11,360	201.17%
519.23-10	HEALTH INSURANCE	5,575	5,963	4,773	-19.96%
519.23-15	DENTAL INSURANCE	250	247	272	10.12%
519.23-20	LIFE INSURANCE	317	323	349	8.05%
519.23-21	SHORT-TERM DISABILITY	0	221	240	8.60%
519.23-30	DEPENDENT HEALTH INSURANCE	4,203	4,482	6,777	51.20%
519.23-35	DEPENDENT DENTAL INSURANCE	198	196	257	31.12%
519.23-40	LONG TERM DISABILITY	145	146	208	42.47%
519.24-10	WORKERS' COMPENSATION	117	120	135	12.50%
519.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
*	SALARIES AND BENEFITS	73,990	76,278	89,973	17.95%
<i>OPERATING EXPENDITURES</i>					
519.34-10	CONTRACTUAL SERVICES	6,773	6,840	13,548	98.07%
519.40-10	TRAVEL & PER DIEM	126	1,990	1,990	0.00%
519.41-10	TELEPHONE	868	857	837	-2.33%
519.41-30	POSTAGE	51	150	100	-33.33%
519.45-10	LIABILITY	1,688	1,873	2,060	9.98%
519.46-15	REPAIR & MAINT.- EQUIPMENT	80	100	50	-50.00%
519.47-10	PRINTING & BINDING	0	150	100	-33.33%
519.49-10	ADVERTISING	5,997	250	3,550	1320.00%
519.51-10	OFFICE SUPPLIES	272	300	300	0.00%
519.52-10	OPERATING SUPPLIES	982	1,056	936	-11.36%
519.52-11	DURABLE GOODS	0	200	900	350.00%
519.52-20	NEWSLETTER	6,115	7,221	7,404	2.53%
519.54-10	BKS, PUB, SUB, MEM, LIB	495	555	645	16.22%
*	OPERATING EXPENDITURES	23,447	21,542	32,420	50.50%
<i>CAPITAL EXPENDITURES</i>					
519.64-10	EQUIP - REPLACEMENT	0	0	0	0.00%
519.64-13	EQUIP - COMP REPLACEMENT	0	0	0	0.00%
519.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
519.64-15	EQUIP - NEW	0	0	0	0.00%
519.64-23	SOFTWARE	0	300	0	-100.00%
*	CAPITAL EXPENDITURES	0	300	0	-100.00%
TOTAL PUBLIC COMMUNICATIONS		97,437	98,120	122,393	24.74%

FUND 001
 DEPT 18
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

PUBLIC COMMUNICATIONS JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
519.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	61,500	61,500
519.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	4,102	4,102
519.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	11,360	11,360
519.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	4,773	4,773
519.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	272	272
519.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	349	349
519.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	240	240
519.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	6,777	6,777
519.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	257	257
519.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	208	208
519.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	135	135
519.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
519.34-10 CONTRACTUAL SERVICES	CIVICPLUS ANNUAL WEBSITE SUPPORT FEE CIVICPLUS UPGRADE OF WEBSITE YEARLY LICENSING FEE FOR ADOBE DESIGN SOFTWARE	3,948 9,000 600	13,548
519.40-10 TRAVEL & PER DIEM	3CMA AND/OR FGCA CONFERENCE & TRAVEL	1,990	1,990
519.41-10 TELEPHONE	TELEPHONE SERVICES	837	837
519.41-20 OTHER COMMUNICATION	NO AMOUNT BUDGETED	0	0
519.41-25 WEBSITE	NO AMOUNT BUDGETED	0	0
519.41-30 POSTAGE	GENERAL POSTAGE	100	100
519.45-10 LIABILITY	LIABILITY INSURANCE	2,060	2,060
519.46-15 REPAIR & MAINT-EQUIP	GENERAL REPAIR & MAINTENANCE	50	50
519.47-10 PRINTING & BINDING	MISC. PRINTING AND COPYING	100	100
519.49-10 ADVERTISING	BRANDING - IDENTIFYING SIGNAGE AT CITY HALL BRANDING - BULLETIN BOARDS AT ENTRY AND LOBBY	2,000 1,550	3,550
519.51-10 OFFICE SUPPLIES	GENERAL SUPPLIES; FILES; PAPER; PENS; FOLDERS	300	300
519.52-10 OPERATING SUPPLIES	PRINTER SUPPLIES PROMOTIONAL SUPPLIES CITY SHIRTS, JACKETS, CAPS	380 500 56	936
519.52-11 DURABLE GOODS	UPGRADE DESKTOP COMPUTER TO ENABLE USE OF DESIGN PROGRAMS AND INTERNET FUNCTIONS	900	900
519.52-20 NEWSLETTER	CITY NEWSLETTER PRINTING & DISTRIBUTION	7,404	7,404

FUND 001
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 DIVISION 01

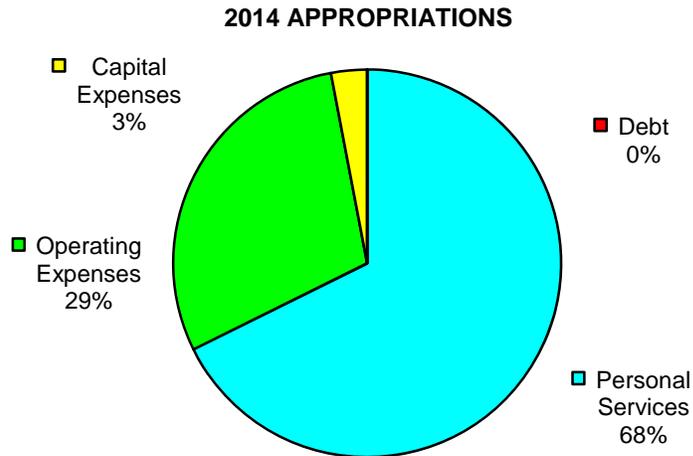
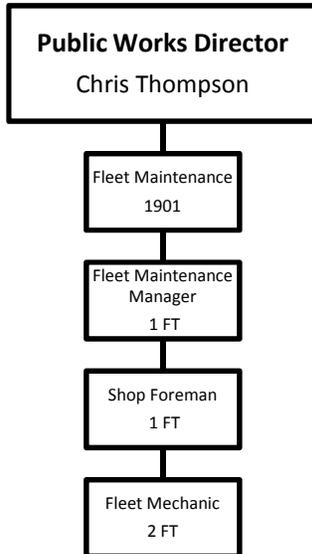
CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

PUBLIC COMMUNICATIONS JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
519.54-10 BKS, PUB, SUBS & MEM	3CMA MEMBERSHIP	390	645
	FGCA MEMBERSHIP	75	
	FLEPIOA MEMBERSHIP (POLICE PIO)	60	
	CHAMBER MEETINGS/LUNCHEON FEE	120	
519.64-13 EQUIP-COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
519.64-14 EQUIP-NEW COMPUTERS	NO AMOUNT BUDGETED	0	0
519.64-15 EQUIP-NEW	NO AMOUNT BUDGETED	0	0
519.64-20 DURABLE GOODS	NO AMOUNT BUDGETED	0	0
519.64-23 SOFTWARE	NO AMOUNT BUDGETED		0

Fleet Maintenance

Department 19



Position Summary

Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Full Time:				
Fleet Maint. Technician	20007	2	2	2
Fleet Maint. Manager	20005	1	1	1
Shop Foreman	20006	1	1	1
No. of Full Time		4	4	4
Total No. of Positions:		4	4	4
Total FTEs:		4	4	4

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Department Summary</i>				
Fleet Maintenance-1901				
Personal Services	289,883	302,732	316,527	4.56%
Operating Expenses	120,362	122,453	137,154	12.01%
Capital Expenses	7,950	1,579	14,000	786.64%
Debt	0	0	0	0.00%
Grand Total Fleet Maint.	\$ 418,195	\$ 426,764	\$ 467,681	9.59%
<i>Percentage of Fund Budget</i>	1.88%	3.35%	3.49%	

2014 OPERATING BUDGET

FLEET MAINTENANCE - 1901

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

It is the mission of the Fleet Maintenance Department to provide quality maintenance for all City vehicles in a timely and efficient manner and to develop a fleet replacement schedule for all City vehicles and

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

The Fleet Maintenance Department which consists of a Fleet Manager and three Certified Mechanics. This department is responsible for adding vehicles to the current City fleet and the routine maintenance and repairs of all City vehicles and equipment, including heavy machinery, in addition to adding vehicles to the current City Fleet (Police, Fire, General Services, Solid Waste, Parks & Grounds, Wastewater, Stormwater, Water, Fleet Maintenance, Economic Development, Library, Administration). The Fleet Maintenance Department addresses all work orders pertaining to such. Their goal is to provide a maintenance program that will reduce the downtime of vehicles and equipment and ensure safe transportation.

SERVICE INDICATORS

	Indicator Description	Actual 2011	Actual 2012	Est. 2013	Projected 2014
1.	Number of Vehicles in Fleet	138	135	138	149
2.	Number of Work Orders Performed	972	1,083	1,142	1,200
3.	Number of Marine Vessels	7	7	7	5

Note: over 350 pieces of equipment, including vehicles, to be maintained.

2014 Goals

Organizational Developments

Provide necessary training to department staff to safely and efficiently complete all required maintenance and repairs.

Growth and Development

Establish industry techniques and methods to meet the demands of a growing fleet while reducing downtime and limiting the outsourcing of work.

City Lifestyle

Through scheduled service, provide a well-maintained fleet that meets the needs of the City staff and citizens in an attractive and efficient manner.

Citizen and Customer Service Focus

Maintain the highest level of service to all customers, internally and externally, in a prompt and courteous manner.

Innovation and Technology

Utilize the most current tools, diagnostic repair methods and techniques to properly maintain the City's fleet of vehicles and equipment.

Organizational Performance

Identify, track and evaluate the work performed within the department to determine patterns and develop procedures to operate in the most efficient and cost-effective manner.

2014 OPERATING BUDGET

FLEET MAINTENANCE - 1901 (Cont'd)

PROGRAM HIGHLIGHTS

2014 Objectives

1. Expand computer system to update new Fleet Maintenance Program.
2. Update diagnostic equipment for computers in vehicles.
3. Continue to provide educational training for employees.
4. Continue to provide the necessary tools and equipment.
5. Maintain a fleet of vehicles through a scheduled lifecycle rotation.
6. Work toward developing a plan for a new Fleet Maintenance Facility.

2013 Accomplishments

Customer Focus, Innovation & Technology, and Organizational Performance

1. Maintained an aging fleet with limited funding.
2. Provided continuing education for employees.
3. Provided monthly safety training for employees.
4. Implemented the selling of used oil and scrap metal.
5. Installed diagnostic scanner for passenger vehicles and heavy trucks.
6. Added 27,000 lb drive on lift (donation from the Lake County School Board)
7. Received training on the fire apparatus for Emergency Vehicle Technician (EVT) status.
8. Maintained all marine vessels.

FUND 001
 DEPT 19
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

FLEET MAINTENANCE EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
549.12-10	REGULAR SALARIES	216,627	224,301	227,524	1.44%
549.14-10	OVERTIME	88	262	769	193.51%
549.21-10	FICA / MED TAXES	14,895	15,404	15,175	-1.49%
549.22-20	FL STATE RETIREMENT	10,916	12,293	18,614	51.42%
549.23-10	HEALTH INSURANCE	25,674	27,039	22,192	-17.93%
549.23-15	DENTAL INSURANCE	1,121	1,113	1,224	9.97%
549.23-20	LIFE INSURANCE	1,211	1,255	1,271	1.27%
549.23-21	SHORT-TERM DISABILITY	0	868	881	1.50%
549.23-30	DEPENDENT HEALTH INSURANCE	13,036	13,661	21,641	58.41%
549.23-35	DEPENDENT DENTAL INSURANCE	1,494	1,480	1,753	18.45%
549.23-40	LONG TERM DISABILITY	556	576	764	32.64%
549.24-10	WORKERS' COMPENSATION	4,265	4,480	4,719	5.33%
* SALARIES AND BENEFITS		<u>289,883</u>	<u>302,732</u>	<u>316,527</u>	<u>4.56%</u>
<i>OPERATING EXPENDITURES</i>					
549.40-10	TRAVEL & PER DIEM	898	600	2,500	316.67%
549.41-10	TELEPHONE	1,783	2,092	2,061	-1.48%
549.41-30	POSTAGE	71	200	350	75.00%
549.45-10	LIABILITY	6,715	7,450	8,195	10.00%
549.46-15	REPAIR & MAINT. - EQUIPMENT	2,364	3,600	5,700	58.33%
549.46-30	REPAIR & MAINT. - VEHICLE	70,933	41,469	62,500	50.71%
549.46-35	REPAIR & MAINT. - MOWER	7,249	10,600	13,000	22.64%
549.46.38	REPAIR & MAINT. - FIRE VEHICLES	0	25,000	0	-100.00%
549.51-10	OFFICE SUPPLIES	41	200	300	50.00%
549.52-10	OPERATING SUPPLIES	14,649	15,846	24,924	57.29%
549.52-11	DURABLE GOODS	0	0	454	100.00%
549.52-15	FUEL COSTS	13,946	13,246	14,414	8.82%
549.52-25	UNIFORMS	1,513	1,700	2,156	26.82%
549.54-10	BKS, PUB, SUB, MEM, LIB	200	450	600	33.33%
* OPERATING EXPENDITURES		<u>120,362</u>	<u>122,453</u>	<u>137,154</u>	<u>12.01%</u>
<i>CAPITAL EXPENDITURES</i>					
549.64-10	EQUIP - REPLACEMENT	0	1,579	9,000	469.98%
549.64-11	EQUIP - VEHICLE REPLACEMENT	0	0	0	0.00%
549.64-13	EQUIP - COMP REPLACEMENT	0	0	0	0.00%
549.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
549.64-15	EQUIP - NEW	7,950	0	5,000	100.00%
549.64-17	EQUIP - NEW VEHICLES	0	0	0	0.00%
* CAPITAL EXPENDITURES		<u>7,950</u>	<u>1,579</u>	<u>14,000</u>	<u>786.64%</u>
TOTAL FLEET MAINTENANCE		<u>418,195</u>	<u>426,764</u>	<u>467,681</u>	<u>9.59%</u>

FUND 001
 DEPT 19
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

FLEET MAINTENANCE EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
549.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	227,524	227,524
549.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	769	769
549.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	15,175	15,175
549.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	18,614	18,614
549.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	22,192	22,192
549.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,224	1,224
549.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,271	1,271
549.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	881	881
549.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	21,641	21,641
549.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,753	1,753
549.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	764	764
549.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	4,719	4,719
549.40-10 TRAVEL & PER DIEM	TRAINING SEMINARS, WORKSHOPS AND CONFERENCES FOR FLEET MAINT. EMPLOYEES:INCLUDES SHERIFF'S BID CONFERENCE, MANAGEMENT TRAINING, TRAINING ON VEHICLE DIAGNOSTICS FOR FORD AND CHEVROLET, TECH 4 SUSPENSION TRAINING. ADDITIONAL SPECIALIZED FIRE APPARATUS TRAINING	2,500 500	2,500
549.41-10 TELEPHONE	FAX SERVICES TELEPHONE SERVICES	284 1,777	2,061
549.41-30 POSTAGE	CORRESPONDENCE TO VENDORS, RETURN PARTS AS NEEDED	350	350
549.45-10 LIABILITY	LIABILITY INSURANCE	8,195	8,195
549.46-15 EQUIPMENT	REPAIR SHOP EQUIPMENT, JACKS & TOOLS ANNUAL LIFT INSPECTION/CERTIFICATIONS CRANE REPAIR ON UNIT #112	2,500 1,700 1,500	5,700
549.46-30 VEHICLE	REPAIRS TO CITY VEHICLES (GENERAL FUND) AS NEEDED; INCLUDES ANNUAL CERTIFICATIONS OF AERIAL TRUCKS AND BUCKET TRUCKS TIRES - POLICE VEHICLES TIRES - ALL OTHER GENERAL FUND VEHICLES VEHICLE LIGHTING (EMERGENCY AND SAFETY)	45,000 8,000 7,000 2,500	62,500
549.46-35 MOWER	REPAIR AND MAINTENANCE OF CITY MOWERS, TRACTORS TRAILERS, CHAINSAWS & HAND-HELD POWER EQUIPMENT. TIRES FOR MOWERS, TRACTORS AND TRAILERS.	12,000 1,000	13,000

FUND 001
 DEPT 19
 DIVISION 01

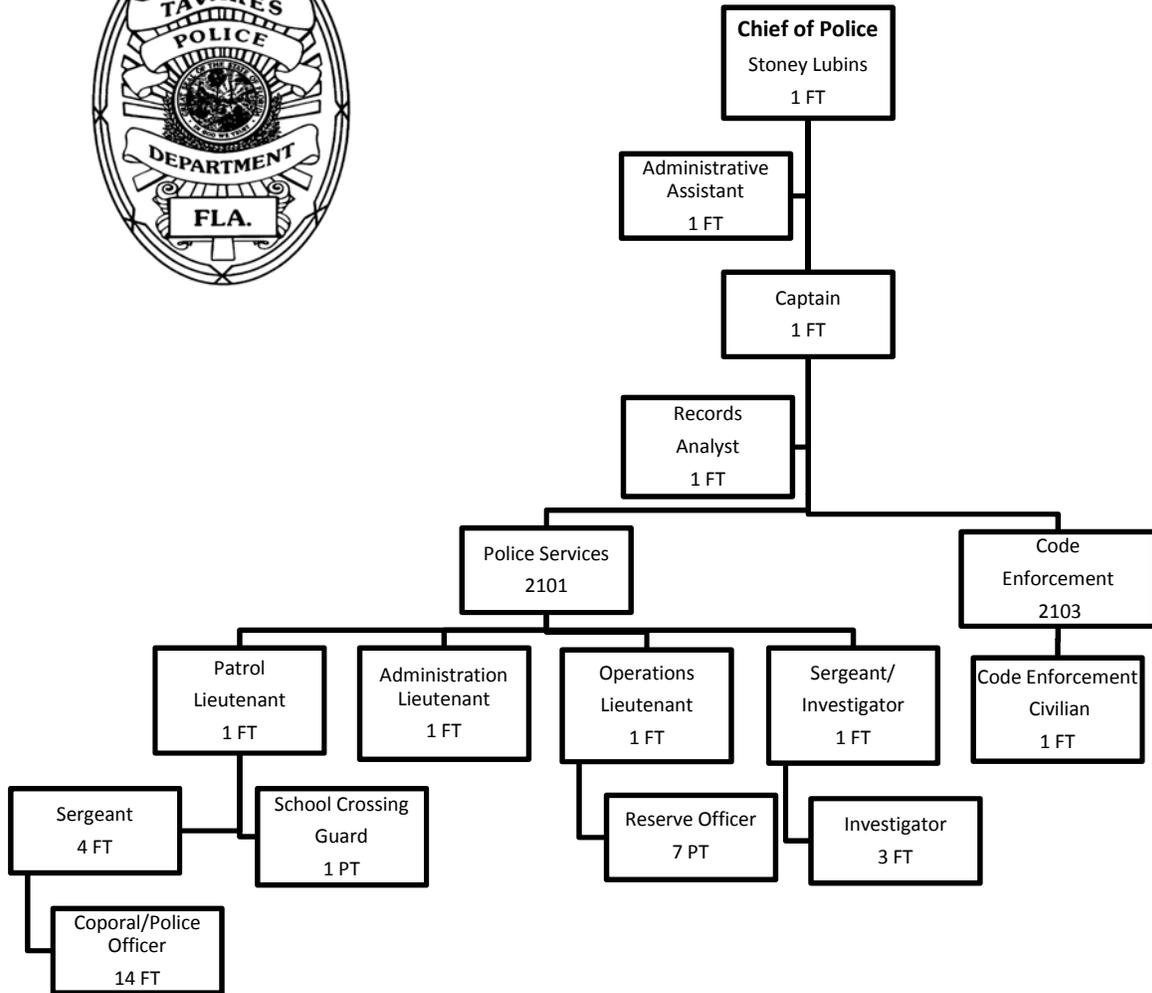
CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

FLEET MAINTENANCE EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
549.46-38 FIRE VEHICLES	REPAIRS TO FIRE DEPARTMENT VEHICLES AND TRUCKS INCLUDED IN FIRE FUND (2201)	0	0
549.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES INCLUDING: INK PENS, PAPER CLIPS, STICKY NOTES, WHITE OUT, STAPLES, ETC.	300	300
549.52-10 OPERATING SUPPLIES	OIL, HARDWARE, SMALL TOOLS, CELL PHONE REPLACEMENT COPY PAPER, HAND SOAP, FENDER COVERS, SHOP TOWELS, PRINTER INK CARTRIDGES, ETC. AS NEEDED.	12,000	24,924
	UNIFORM SERVICE CHG FOR FENDERCOVERS, SHOPTOWELS	2,100	
	ALL DATA & AUTEL SOFTWARE UPDATES QUARTERLY	3,725	
	SOFTWARE FOR LAPTOP FOR DIAGNOSTICS FOR SCANNER	1,500	
	15/40 ROTELLA OIL (BULK TANK)-ALL CITY VEHICLES	2,500	
	HYDRAULIC OIL (3 DRUMS)-ALL CITY VEHICLES	1,300	
	ALL-IN-ONE PRINTER (PRINT, COPY, SCAN, FAX)	399	
	PARTS WASHER PERIODIC MAINTENANCE	1,400	
549.52-11 DURABLE GOODS	REPLACE OBSOLETE SHOP BATTERY CHARGER	454	454
549.52-15 FUEL COSTS	FUEL COSTS	14,414	14,414
549.52-25 UNIFORMS	UNIFORM RENTAL FOR FLEET MAINTENANCE EMPLOYEES.	1,200	2,156
	BOOTS-ONE PR WORK BOOTS @ \$125/EACH MGR & EMPLOYEES	500	
	SHIRTS-ONE CITY SHIRT @ \$40 FOR EACH EMPLOYEE	120	
	SHIRTS-MANAGER (5 @ \$40/EA)	200	
	SWEATSHIRTS-ONE EA @ \$34/EA MGR & EMPLOYEES	136	
549.54-10 BKS, PUB, SUB, MEM, LIB	SPECIALIZED MANUALS FOR EQUIPMENT THAT IS NOT ON THE ALL-DATA & AUTEL COMPUTER SYSTEMS. MEMBERSHIPS INCLUDING FLORIDA ASSOCIATION OF GOVERNMENT FLEET ADMINISTRATORS AND OTHER FLEET RELATED ASSOCIATIONS	600	600
549.64-10 EQUIP - REPLACEMENT	TIRE CHANGING MACHINE WITH WHEEL LIFT TO REPLACE EXISTING 2003 MACHINE <i>PURCHASE WILL BE MADE AFTER JUNE 1, 2014 AFTER REVENUES ARE ANALYZED TO INSURE FUNDS ARE AVAILABLE</i> NEW PORTABLE COMBINATION WELDER TO REPLACE 1983	9,000	9,000
549.64-11 EQUIP-VEHICLE REPLACEMENT	NO AMOUNT BUDGETED		0
549.64-15 EQUIP - NEW	TWO ROLLING JACKS, EQUIPPED TO HANDLE 15,000 LBS/EACH, NEEDED FOR 4-POST LIFT <i>PURCHASE WILL BE MADE AFTER JUNE 1, 2014 AFTER REVENUES ARE ANALYZED TO INSURE FUNDS ARE AVAILABLE</i>	5,000	5,000

Police Department

Department 21



Position Summary

Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Full Time:				
Administrative Lieutenant ¹	10004	1	0	0
Captain	10013	1	2	1
Chief	10001	1	1	1
Code Enf. Officer/Civilian ²	3005	1	1	1
Communications Officer I	21008	4	4	0
Communications Officer II	21009	4	4	0
Communications Officer Lead	21010	1	1	0
Comm. Resource Officer	10017	0	0	0
Sergeant ⁵	21012	4	4	4
Corporal	10008	10	8	9
Investigator	10005	3	3	3
Lieutenant	10002	4	4	0
Lieutenant of Operations	21015	N/A	N/A	1
Lieutenant of Administration	21016	N/A	N/A	1
Lieutenant of Road Patrol	21017	N/A	N/A	1
Major	10016	0	0	0
Administrative Assistant	10003	1	1	1
Police Officer	10007	3	4	4
Records Analyst	21013	1	1	1
Sergeant/Investigator	10014	1	1	1
No. of Full Time		40	39	29
Part Time:				
School Crossing Guard	10012	1	1	1
No. of Part Time:		1	1	1
Seasonal:				
Reserve Officers	21014	0	8	7
No. of Seasonal:		0	8	7
Total No. of Positions:		41	48	37
Total FTEs:		40.5	39.5	29.5
Total No. of Sworn Officers:		28	27	26
Total No. of Sworn Officers P/T:		0	0	0

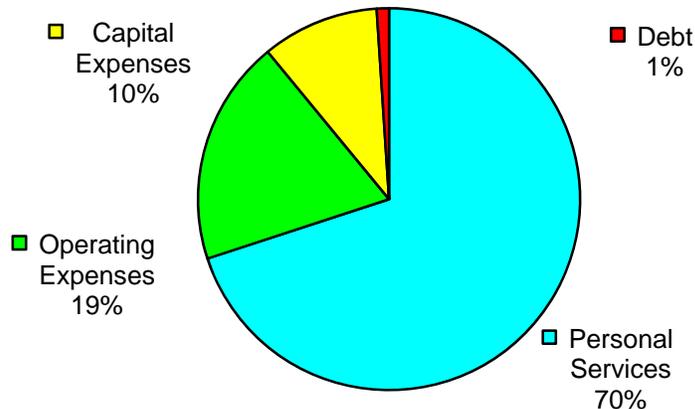
Notes:

1. Admin Lt allocated 100% to Division 2101.
2. Code Enforcement allocated 100%-2103.

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Department Summary</i>				
Police Services-2101				
Personal Services	2,368,297	2,189,404	2,263,629	3.39%
Operating Expenses	201,656	270,011	613,856	127.34%
Capital Expenses	0	0	329,000	100.00%
Debt	0	0	34,470	100.00%
Total Police Services	2,569,953	2,459,415	3,240,955	31.78%
Communications-2102				
Personal Services	435,934	450,050	0	-100.00%
Operating Expenses	43,072	63,132	0	-100.00%
Capital Expenses	0	0	0	0.00%
Debt	0	0	0	0.00%
Total Comm. Services	479,006	513,182	-	-100.00%
Code Enforcement-2103				
Personal Services	50,597	51,388	56,662	10.26%
Operating Expenses	16,403	17,464	18,699	7.07%
Capital Expenses	0	0	0	0.00%
Debt	0	0	0	0.00%
Total Code Enforcement	67,000	68,852	75,361	9.45%
Grand Total Police	\$ 3,115,959	\$ 3,041,449	\$ 3,316,316	9.04%
<i>Category Summary</i>				
Personal Services	2,854,828	2,690,842	2,320,291	-13.77%
Operating Expenses	261,131	350,607	632,555	80.42%
Capital Expenses	0	0	329,000	100.00%
Debt	0	0	34,470	100.00%
Grand Total Police	\$ 3,115,959	\$ 3,041,449	\$ 3,316,316	9.04%
<i>Percentage of Fund Budget</i>	14.04%	23.89%	24.75%	

2014 APPROPRIATIONS



2014 OPERATING BUDGET

POLICE - 2101, 2102, 2103

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

The mission of the Tavares Police Department is to work in partnership with the community to protect life and property, solve neighborhood problems, and enhance the quality of life in our City. The department provides Police and Code Enforcement services.

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

The Tavares Police Department (TPD) is comprised of 25 sworn officers plus one civilian code enforcement officer, one Administrative Assistant, one Records Analyst, and one School Crossing Guard. The Police Department is a full service law enforcement agency. The TPD serves a resident population of approximately 14,200 people with a large transient work force population during the day. The department is comprised of a Uniform Road Patrol, a Criminal Investigations Unit, Professional Standards, Street Crimes Unit, Code Enforcement, Traffic Homicide Investigations, Special Response Team (SRT), Marine Patrol and Police Reserves.

SERVICE INDICATORS

	Indicator Description	Actual 2011	Actual 2012	Estimate 2013	Projected 2014
1.	Calls for Police Service	24,743	22,450	23,000	23,500
2.	Major Crimes	242	400	375	350
3.	Number of Code Enforcement Cases	670	416	445	550
4.	Number of On-Going Investigations	168	224	300	350

2014 Goals

Organizational Development

To attract and retain a competent, cohesive and diverse work force through training, motivation, benefits and proper representation. This work force will provide effective and efficient services for all of the community.

Growth and Development

To create an environment with minimized crime impact, enhance the citizens confidence and the perception of crime and through law enforcement ensure the quality of life.

City Lifestyle

To foster a progressive quality of life that promotes safety, business creation, community events, recreational and sporting activities for citizens while maintaining City traditions and values.

Citizen and Customer Service Focus

To provide responsive and prompt customer service for the preservation of safety to our residents.

Innovation and Technology

To utilize technology as a driver to foster innovation in the delivery of high quality governmental services in an efficient and economical manner, and to provide an efficient means and method of insuring timely and relevant information to aid our mission

Organizational Performance

To ensure that organizational design is consistent with efficient delivery of service

2014 OPERATING BUDGET

POLICE - 2101, 2102, 2103 (continued)

PROGRAM HIGHLIGHTS

2014 Objectives

1. Operate and maintain an efficient Police Department and Code Enforcement Division.
2. Maintain the ability to handle two moderate incidents simultaneously
3. Community outreach
4. Department accreditation
5. Expand training for all staff members
6. Train more instructors
7. Increase Road Patrol strength by two officers
8. Finish planning and begin construction on the Public Safety Complex
9. Electronic Evaluation System
10. Individually Assigned Vehicle Program

2013 Accomplishments

Customer Focus, Innovation & Technology, and Organizational Performance

1. Special Detail Unit to handle special events throughout the City of Tavares
2. Increased department-wide training
3. Reduced expenditures by contracting to Sheriff's Office for Dispatch services.
4. Reduced Administrative staff through attrition and consolidated duties to reduce expenses.

FUND 001
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

POLICE SERVICES EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
521.12-10	REGULAR SALARIES	1,550,140	1,414,526	1,424,866	0.73%
521.14-10	OVERTIME	96,366	80,523	102,501	27.29%
521.14-20	OVERTIME - OFF DUTY	(615)	0	0	0.00%
521.15-30	INCENTIVE	19,870	19,321	18,960	-1.87%
521.21-10	FICA / MED TAXES	107,621	103,911	97,314	-6.35%
521.22-10	RETIREMENT	297,515	253,005	306,378	21.10%
521.22-20	FL STATE RETIREMENT	1,982	2,700	3,224	19.41%
521.23-10	HEALTH INSURANCE	159,441	167,950	127,474	-24.10%
521.23-15	DENTAL INSURANCE	7,196	7,172	7,386	2.98%
521.23-20	LIFE INSURANCE	8,109	8,343	7,899	-5.32%
521.23-21	SHORT-TERM DISABILITY INS	0	5,736	5,430	-5.33%
521.23-30	DEPENDENT HEALTH	65,219	72,573	107,305	47.86%
521.23-35	DEPENDENT DENTAL INSURANCE	8,728	8,707	9,657	10.91%
521.23-40	LONG TERM DISABILITY	3,716	3,831	4,751	24.01%
521.24-10	WORKERS' COMPENSATION	43,009	41,106	40,484	-1.51%
521.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
* SALARIES AND BENEFITS		2,368,297	2,189,404	2,263,629	3.39%
<i>OPERATING EXPENDITURES</i>					
521.31-25	PSYCHOLOGICAL TEST & POLY	1,308	0	800	100.00%
521.34-10	CONTRACTUAL SERVICES	4,302	15,686	34,501	119.95%
521.34-20	CONTRACTUAL SVS-SO/EMS	0	0	315,122	100.00%
521.40-10	TRAVEL & PER DIEM	3,803	27,145	14,500	-46.58%
521.41-10	TELEPHONE	11,552	9,979	10,203	2.24%
521.41-20	OTHER COMMUNICATION	15,246	13,830	14,544	5.16%
521.41-30	POSTAGE	546	700	850	21.43%
521.44-10	RENTALS & LEASES	0	0	3,258	100.00%
521.45-10	LIABILITY	42,444	46,946	54,341	15.75%
521.46-15	REPAIR & MAINT. - EQUIPMENT	1,437	4,800	5,000	4.17%
521.46-17	INSURANCE RECOVERY	(739)	0	0	0.00%
521.47-10	PRINTING & BINDING	270	300	300	0.00%
521.51-10	OFFICE SUPPLIES	517	900	1,000	11.11%
521.52-10	OPERATING SUPPLIES	13,439	19,190	22,000	14.64%
521.52-11	DURABLE GOODS	550	0	0	0.00%
521.52-15	FUEL COSTS	91,069	92,347	101,109	9.49%
521.52-25	UNIFORMS	9,467	14,000	18,128	29.49%
521.52-35	FIRE ARM SUPPLIES	4,570	21,488	15,000	-30.19%
521.52-40	INVESTIGATION FUNDS	1,500	2,000	2,000	0.00%
521.54-10	BKS, PUB, SUB, MEM, LIB	375	700	1,200	71.43%
521.59-45	COMMUNITY SERVICE	0	0	0	0.00%
521.59-50	UNIFORM DRY CLEANING	0	0	0	0.00%
* OPERATING EXPENDITURES		201,656	270,011	613,856	127.34%
<i>CAPITAL EXPENDITURES</i>					
521.64-10	EQUIP - REPLACEMENT	0	0	0	0.00%
521.64-11	EQUIP - VEHICLE REPLACEMENT	0	0	320,000	100.00%
521.64-14	EQUIP - NEW COMPUTERS	0	0	9,000	100.00%
521.64-15	EQUIP - NEW	0	0	0	0.00%
521.64-23	SOFTWARE	0	0	0	0.00%
* CAPITAL EXPENDITURES		0	0	329,000	100.00%

FUND 001
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

POLICE SERVICES EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>DEBT SERVICE</i>					
521.71-15	LEAGUE LEASE 2002 & 2006	0	0	30,070	0.00%
521.72-15	LEAGUE LEASE 2002 & 2006	0	0	4,400	0.00%
*	DEBT SERVICE	0	0	34,470	0.00%
TOTAL POLICE SERVICES		2,569,953	2,459,415	3,240,955	31.78%

FUND 001
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

POLICE SERVICES EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
521.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	1,424,866	1,424,866
521.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	102,501	102,501
521.14-20 OVERTIME - OFF DUTY	NO AMOUNT BUDGETED	0	0
521.15-30 INCENTIVE	ADDITIONAL MONTHLY PAY FOR OFFICERS WHO COMPLETE TRAINING AND/OR EARN A DEGREE	18,960	18,960
521.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	97,314	97,314
521.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	306,378	306,378
521.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	3,224	3,224
521.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	127,474	127,474
521.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	7,386	7,386
521.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	7,899	7,899
521.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	5,430	5,430
521.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	107,305	107,305
521.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	9,657	9,657
521.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	4,751	4,751
521.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	40,484	40,484
521.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
521.31-25 PSYCHOLOGICAL TEST & POLY	PSYCHOLOGICAL AND POLYGRAPH TESTING FOR NEW HIRES	800	800
521.34-10 CONTRACTUAL SERVICES	SPILLMAN TECHNOLOGIES POWER DMS POWER STANDARDS LAW ENFORCEMENT DATA SHARING CRIME MAPPING LAKE COUNTY RADIO MAINTENANCE COPY MACHINE - ADMINISTRATION COPY MACHINE - ROAD PATROL ARCVIEW POWER ONE	16,000 1,500 300 2,500 1,200 7,536 1,800 1,645 400 1,620	34,501
521.34-20 CONTRACTUAL SERV - SO/EMS	DISPATCHING SERVICES CONTRACT RADIO CONSOLE	291,382 23,740	315,122
521.40-10 TRAVEL & PER DIEM	SOUTHERN POLICE INSTITUTE CODC PREMIUM TRAINING SCHOOLS SPECIAL RESPONSE TEAM TRAINING INSTRUCTOR TECHNIQUES LOCAL TRAINING SCHOOLS	3,500 4,000 750 3,000 3,250	14,500
521.41-10 TELEPHONE	TELEPHONE SERVICE FAX SERVICE	8,870 1,333	10,203

FUND 001
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

POLICE SERVICES EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
521.41-20 OTHER COMMUNICATION	AIRCARDS PAGERS	14,400 144	14,544
521.41-30 POSTAGE	POSTAGE	850	850
521.44-10 RENTALS & LEASES	BOAT SLIP RENTAL FOR PD BOATS AT MARINA (BW)	3,258	3,258
521.45-10 LIABILITY	LIABILITY INSURANCE AD&D INSURANCE	51,641 2,700	54,341
521.46-15 EQUIPMENT	REPAIRS TO LIDARS, RADARS, CAMERAS AND TASERS	5,000	5,000
521.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	0	0
521.47-10 PRINTING & BINDING	MISC. FORMS AND BUSINESS CARDS	300	300
521.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	1,000	1,000
521.52-10 OPERATING SUPPLIES	GENERAL OPERATING SUPPLIES TO INCLUDE PRINTER CARTRIDGES, EXTRA COPIES, ETC. CONFIDENTIAL TAGS RADARS & LIDARS (TWICE YEARLY) SPEEDOMETERS (TWICE YEARLY)	18,800 260 2,500 440	22,000
521.52-15 FUEL COSTS	FUEL COSTS	101,109	101,109
521.52-25 UNIFORMS	UNIFORM REPLACEMENT AND ASSOCIATED GEAR UNIFORM ALLOWANCE FOR DETECTIVES	11,000 7,128	18,128
521.52-35 FIRE ARM SUPPLIES	(2) SIG 1911 RIFLES AMMUNITION (PRACTICE AND DUTY) (6) SIMUNITION PISTOLS (1) SIMUNITION RIFLE SIMUNITION AMMUNITION AND REQUIRED EQUIPMENT MISC. FIREARMS SUPPLIES	1,500 7,000 3,000 600 1,600 1,300	15,000
521.52-40 INVESTIGATION FUNDS	MONEY FOR CONFIDENTIAL INFORMANTS, DRUG PURCHASES AND UNDERCOVER OPERATIONS	2,000	2,000
521.54-10 BKS, PUB, SUB, MEM, LIB	MEMBERSHIPS FOR REQUIRED AFFILIATIONS TO MAINTAIN CERTIFICATIONS (IACP,FPCA,WCPA,FBINA/PAC,PEAF, FLORIDA POLYGRAPH ASSOCIATION, NATIONAL POLYGRAPH, NOTARY AND PERIODICALS)	1,200	1,200
521.59-45 COMMUNITY SERVICE	NO AMOUNT BUDGETED	0	0
521.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0
521.64-11 EQUIP-VEHICLE REPLACEMENT	12 POLICE VEHICLES: 6 NEW & 6 REPLACEMENT (TO BE PURCHASED WITH PROCEEDS FROM LEASE FINANCING SEE DEBT PROCEEDS FOR OFFSETTING REVENUE)	320,000	320,000
521.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
521.64-14 EQUIP - NEW COMPUTERS	6 LAPTOPS FOR NEW VEHICLES	9,000	9,000
521.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
521.71-15 LEAGUE LEASE 2002 & 2006	PRINCIPAL DEBT SERVICE POLICE VEHICLE LEASE	30,070	30,070
521.72-15 LEAGUE LEASE 2002 & 2006	INTEREST POLICE VEHICLE LEASE	4,400	4,400

FUND 001
 DEPT 21
 DIVISION 02

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

COMMUNICATIONS CENTER/DISPATCH EXPENDITURES
 LAKE COUNTY SHERIFFS' OFFICE ABSORBED OPERATIONS IN APRIL 2013

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
521.12-10	REGULAR SALARIES	276,794	301,425	0	-100.00%
521.14-10	OVERTIME	54,042	35,755	0	-100.00%
521.21-10	FICA / MED TAXES	23,056	24,304	0	-100.00%
521.22-20	FL STATE RETIREMENT	16,362	16,417	0	-100.00%
521.23-10	HEALTH INSURANCE	39,016	42,071	0	-100.00%
521.23-15	DENTAL INSURANCE	1,955	1,979	0	-100.00%
521.23-20	LIFE INSURANCE	1,541	1,560	0	-100.00%
521.23-21	SHORT-TERM DISABILITY	0	1,084	0	-100.00%
521.23-30	DEPENDENT HEALTH INSURANCE	13,272	13,447	0	-100.00%
521.23-35	DEPENDENT DENTAL INSURANCE	1,889	1,877	0	-100.00%
521.23-40	LONG TERM DISABILITY	710	719	0	-100.00%
521.24-10	WORKERS' COMPENSATION	5,056	9,412	0	-100.00%
521.25-10	UNEMPLOYMENT COMPENSATION	2,241	0	0	0.00%
*	SALARIES AND BENEFITS	435,934	450,050	0	-100.00%
<i>OPERATING EXPENDITURES</i>					
521.31-25	PSYCHOLOGICAL TEST & POLY	110	200	0	-100.00%
521.34-10	CONTRACTUAL SERVICES	28,260	49,521	0	-100.00%
521.40-10	TRAVEL & PER DIEM	82	0	0	0.00%
521.41-10	TELEPHONE	1,899	2,142	0	-100.00%
521.45-10	LIABILITY	8,300	9,208	0	-100.00%
521.52-10	OPERATING SUPPLIES	2,726	1,760	0	-100.00%
521.52-25	UNIFORMS	830	0	0	0.00%
521.52-50	TRAINING	815	0	0	0.00%
521.54-10	BKS, PUB, SUB, MEM, LIB	50	301	0	-100.00%
*	OPERATING EXPENDITURES	43,072	63,132	0	-100.00%
<i>CAPITAL EXPENDITURES</i>					
521.62-20	BUILDINGS	0	0	0	0.00%
521.64-10	EQUIP - REPLACEMENT	0	0	0	0.00%
521.64-13	EQUIP - COMP REPLACEMENT	0	0	0	0.00%
521.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
521.64-15	EQUIP - NEW	0	0	0	0.00%
521.64-23	SOFTWARE	0	0	0	0.00%
*	CAPITAL EXPENDITURES	0	0	0	0.00%
TOTAL COMM CENTER/DISPATCH		479,006	513,182	0	-100.00%

FUND 001
 DEPT 21
 DIVISION 02

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

COMMUNICATIONS CENTER/DISPATCH EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
521.12-10 REGULAR SALARIES	NO AMOUNT BUDGETED	0	0
521.14-10 OVERTIME	NO AMOUNT BUDGETED	0	0
521.21-10 FICA / MED TAXES	NO AMOUNT BUDGETED	0	0
521.22-10 RETIREMENT	NO AMOUNT BUDGETED	0	0
521.22-20 FL STATE RETIREMENT	NO AMOUNT BUDGETED	0	0
521.23-10 HEALTH INSURANCE	NO AMOUNT BUDGETED	0	0
521.23-15 DENTAL INSURANCE	NO AMOUNT BUDGETED	0	0
521.23-20 LIFE INSURANCE	NO AMOUNT BUDGETED	0	0
521.23-21 SHORT-TERM DISABILITY	NO AMOUNT BUDGETED	0	0
521.23-30 DEPENDENT HEALTH INSURANCE	NO AMOUNT BUDGETED	0	0
521.23-35 DEPENDENT DENTAL INSURANCE	NO AMOUNT BUDGETED	0	0
521.23-40 LONG TERM DISABILITY	NO AMOUNT BUDGETED	0	0
521.24-10 WORKERS' COMPENSATION	NO AMOUNT BUDGETED	0	0
521.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
521.31-25 PSYCHOLOGICAL TEST & POLY	NO AMOUNT BUDGETED	0	0
521.34-10 CONTRACTUAL SERVICES	NO AMOUNT BUDGETED	0	0
521.40-10 TRAVEL & PER DIEM	NO AMOUNT BUDGETED	0	0
521.41-10 TELEPHONE	NO AMOUNT BUDGETED	0	0
521.45-10 LIABILITY	NO AMOUNT BUDGETED	0	0
521.51-10 OFFICE SUPPLIES	NO AMOUNT BUDGETED	0	0
521.52-10 OPERATING SUPPLIES	NO AMOUNT BUDGETED	0	0
521.52-25 UNIFORMS	NO AMOUNT BUDGETED	0	0
521.52-50 TRAINING	NO AMOUNT BUDGETED	0	0
521.54-10 BKS, PUB, SUB, MEM, LIB	NO AMOUNT BUDGETED	0	0
521.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0
521.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
521.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
521.64-20 DURABLE GOODS	NO AMOUNT BUDGETED	0	0
521.64-23 SOFTWARE	NO AMOUNT BUDGETED	0	0
521.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	0	0

FUND 001
 DEPT 21
 DIVISION 03

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

CODE ENFORCEMENT EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
521.12-10	REGULAR SALARIES	37,952	38,620	43,544	12.75%
521.14-10	OVERTIME	195	0	256	100.00%
521.21-10	FICA / MED TAXES	2,775	2,806	3,143	12.01%
521.22-10	RETIREMENT	2,289	2,317	2,375	2.50%
521.22-20	FL STATE RETIREMENT	0	0	299	100.00%
521.23-10	HEALTH INSURANCE	6,034	6,129	5,249	-14.36%
521.23-15	DENTAL INSURANCE	250	247	272	10.12%
521.23-20	LIFE INSURANCE	215	218	248	13.76%
521.23-21	SHORT-TERM DISABILITY INS	0	151	171	13.25%
521.23-30	DEPENDENT HEALTH INSURANCE	0	0	0	0.00%
521.23-35	DEPENDENT DENTAL INSURANCE	0	0	0	0.00%
521.23-40	LONG TERM DISABILITY	98	100	148	48.00%
521.24-10	WORKERS' COMPENSATION	789	800	957	19.63%
521.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
*	SALARIES AND BENEFITS	50,597	51,388	56,662	10.26%
<i>OPERATING EXPENDITURES</i>					
521.32-30	CODE ENF-SPECIAL MASTER	5,040	5,000	5,000	0.00%
521.34-10	CONTRACTUAL SERVICES	6,127	6,045	6,402	5.91%
521.40-10	TRAVEL & PER DIEM	0	1,000	1,000	0.00%
521.41-10	TELEPHONE	500	741	1,019	37.52%
521.41-30	POSTAGE	1,328	1,000	1,000	0.00%
521.45-10	LIABILITY	1,160	1,286	1,415	10.03%
521.52-10	OPERATING SUPPLIES	464	700	1,000	42.86%
521.52-11	DURABLE GOODS	0	0	0	0.00%
521.52-15	FUEL COSTS	1,565	1,492	1,663	11.46%
521.52-25	UNIFORMS	184	150	150	0.00%
521.54-10	BKS, PUB, SUB, MEM, LIB	35	50	50	0.00%
*	OPERATING EXPENDITURES	16,403	17,464	18,699	7.07%
<i>CAPITAL EXPENDITURES</i>					
521.64-10	EQUIP - REPLACEMENT	0	0	0	0.00%
521.64-15	EQUIP - NEW	0	0	0	0.00%
*	CAPITAL EXPENDITURES	0	0	0	0.00%
TOTAL CODE ENFORCEMENT		67,000	68,852	75,361	9.45%

FUND 001
 DEPT 21
 DIVISION 03

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

CODE ENFORCEMENT EXPENDITURE JUSTIFICATION

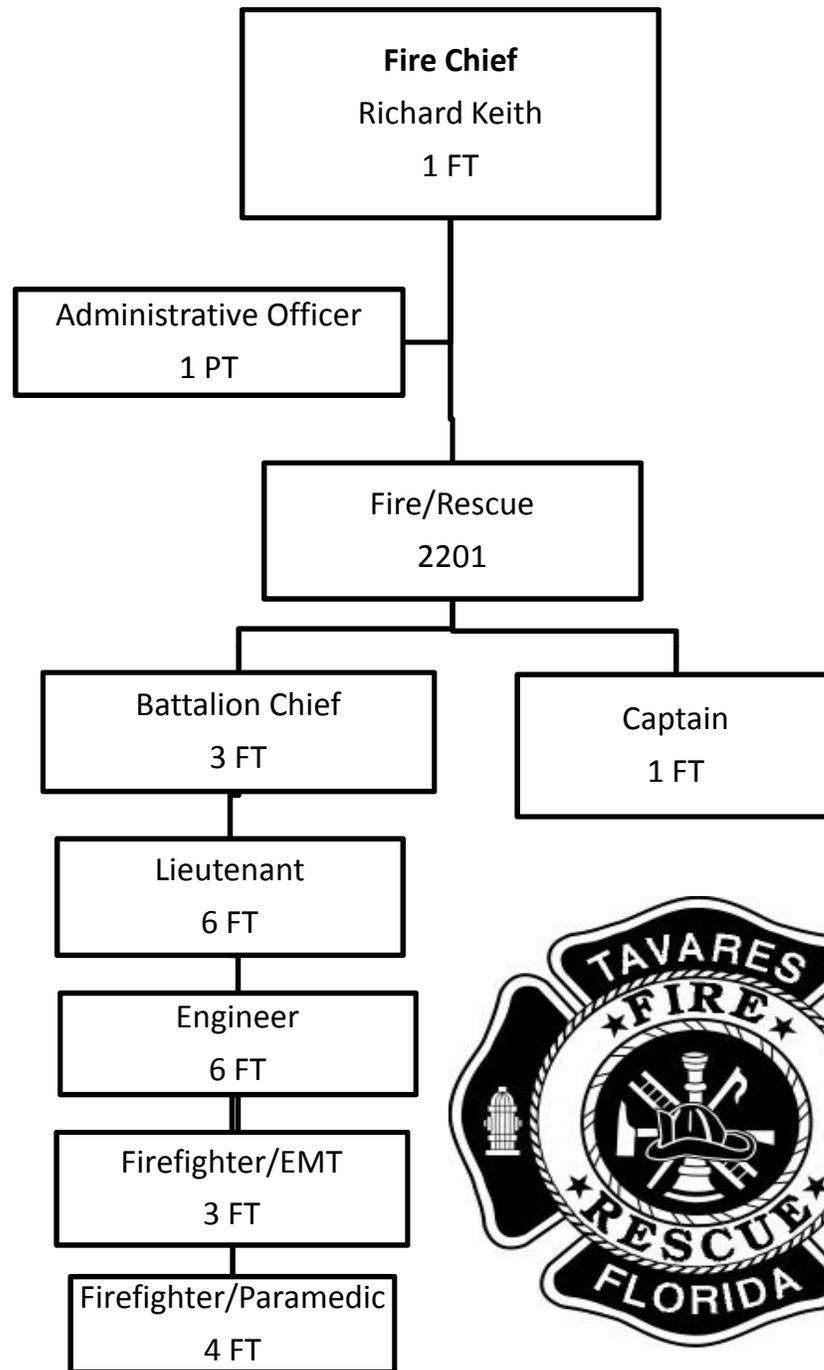
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
521.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	43,544	43,544
521.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	256	256
521.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	3,143	3,143
521.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	2,375	2,375
521.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	299	299
521.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	5,249	5,249
521.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	272	272
521.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	248	248
521.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INSURANCE PREMIUMS	171	171
521.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	0	0
521.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	0	0
521.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	148	148
521.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	957	957
521.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
521.32-30 CODE ENF-SPECIAL MASTER	THE CURRENT MAGISTRATE CONTRACT IS \$200 PER HOUR WITH A MINIMUM TIME OF 2 HOURS, 9-10 HEARINGS PER YEAR WITH AVERAGE HEARING 3.5 HOURS	5,000	5,000
521.34-10 CONTRACTUAL SERVICES	SUNGARD PUBLIC SECTOR	6,402	6,402
521.40-10 TRAVEL & PER DIEM	CODE ENFORCEMENT CONFERENCE - JUNE 2014: INCLUDES REGISTRATION, HOTEL AND PER DIEM. REQUIRED FOR CERTIFICATION	1,000	1,000
521.41-10 TELEPHONE	TELEPHONE SERVICE	1,019	1,019
521.41-30 POSTAGE	POSTAGE FEES FOR CERTIFIED AND FIRST CLASS MAIL	1,000	1,000
521.45-10 LIABILITY	LIABILITY INSURANCE	1,415	1,415
521.51-10 OFFICE SUPPLIES	NO AMOUNT BUDGETED	0	0
521.52-10 OPERATING SUPPLIES	OPERATING SUPPLIES TO INCLUDE COPY PAPER, COLOR COPIES, CAMERA SUPPLIES AND MEMORY DRIVES	1,000	1,000
521.52-15 FUEL COSTS	FUEL COSTS	1,663	1,663
521.52-25 UNIFORMS	UNIFORM APPAREL	150	150
521.54-10 BKS, PUB, SUB, MEM, LIB	FACE MEMBERSHIP	50	50
521.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED		0

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Fire Department

Department 22



Position Summary

Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Full Time:				
Chief	11001	1	1	1
Commander	11008	3	0	0
Battalion Chief	11008	0	3	3
Engineer	11005	6	6	6
Fire Captain	11007	1	1	1
Fire Inspector	11006	1	0	0
Firefighters/EMT	11004	3	4	3
Firefighter/Paramedic ²	11009	N/A	2	4
Lieutenant	11003	6	6	6
No. of Full Time		21	23	24
Part Time:				
Administrative Officer ¹	11013	1	1	1
No. of Part Time:		1	1	1
Seasonal:				
None	N/A	0	0	0
No. of Seasonal:		0	0	0
Total No. of Positions:		22	24	25
Total FTEs:		21.75	23.75	24.75

Firefighter/Paramedics allocated 78% Fire Suppression (2201) and 28% ALS (2201)

1. Administrative Officer position is for 30 hours per week.

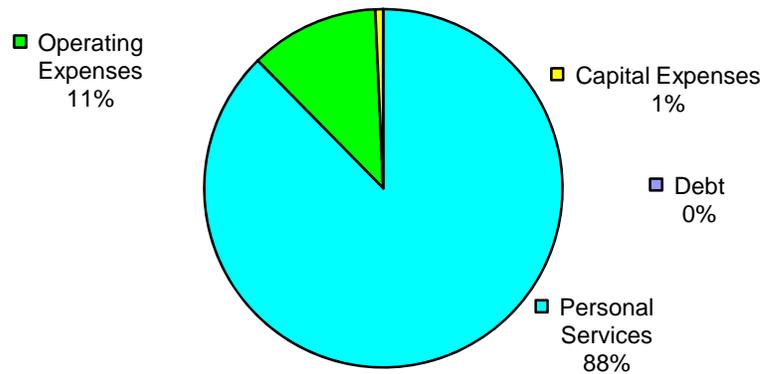
2. One Firefighter/Paramedic Position unfilled.

Budget Summary

Department Summary	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Fire Suppression-2201				
Personal Services	2,021,262	1,884,409	1,872,438	-0.64%
Operating Expenses	158,010	192,333	248,455	29.18%
Capital Expenses	0	0	15,500	100.00%
Debt	0	0	0	0.00%
Total Fire Services	2,179,272	2,076,742	2,136,393	2.87%
ALS-2202				
Personal Services	0	0	96,315	100.00%
Operating Expenses	0	0	10,720	100.00%
Capital Expenses	0	0	3,740	100.00%
Debt	0	0	0	0.00%
Total ALS	0	0	110,775	100.00%
Grand Total Fire	\$ 2,179,272	\$ 2,076,742	\$ 2,247,168	8.21%

<i>Category Summary</i>				
Personal Services	2,021,262	1,884,409	1,968,753	4.48%
Operating Expenses	158,010	192,333	259,175	34.75%
Capital Expenses	0	0	19,240	100.00%
Debt	0	0	0	0.00%
Grand Total Fire	\$ 2,179,272	\$ 2,076,742	\$ 2,247,168	8.21%
<i>Percentage of Fund Budget</i>	9.82%	16.31%	16.77%	

2014 APPROPRIATIONS



2014 OPERATING BUDGET

FIRE - 2201

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

The City of Tavares Fire Department reacts and responds safely and quickly to the needs of our citizens. The department provides world class fire protection and life safety, to include emergency medical services to those in need. We will strive to be compassionate, courteous and professional at all times. We will always go beyond the call of duty to provide service to the citizens and visitors of Tavares. Our Core Values: Fire Protection Services and Life Safety Services with integrity, with pride, with service above self, with excellence in all we do. Our Goal: everyone

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

The City of Tavares Fire Department consists of twenty-one 24-hour "shift" personnel (firefighters, engineers, lieutenants, and battalion chiefs), one fire inspector captain, one part-time administrative assistant, and one fire chief for a total personnel count of twenty-four (24). All shift and administrative personnel are fully qualified to handle all necessary functions in the context of public safety as described in the appropriate job descriptions.

Currently, the City of Tavares Fire Department responds to an average of 3,100 calls per year. Of this number, approximately 81% of the department's responses are medical in nature. In addition to emergency calls, department personnel participate in code enforcement inspections for over 500 inspectable properties. Annual testing of the more than 500 municipal-owned fire hydrants, providing public safety education programs to all age groups, and professional development through training are important activities that the fire department manages. A high degree of customer service is important to this department. Our various activities attempt to meet or exceed the standards of the National Fire Protection Association (NFPA), Insurance Service Organization (ISO), and the State of Florida.

SERVICE INDICATORS

	Indicator Description	Actual 2011	Actual 2012	Est. 2013	Projected 2014
1.	Emergency Responses (total)	2,866	3,022	3,084	3,150
	Fire Responses	638	503	448	500
	Medical Responses	2,228	2,519	2,636	2,650
2.	Commercial Fire Inspections	971	485	497	500
3.	Fire Hydrant Testing	643	546	623	550
4.	Training Hours Completed	9,057	10,211	10,594	11,000

2014 Goals

Organizational Development

Provide continuing education and training to department personnel.

Growth and Development

Grow and develop the fire department to meet and exceed customer needs and expectations.

City Lifestyle

Efficient and effective use of code compliance inspections and public education to reduce the dollar amount of losses associated with fire within the City of Tavares

Citizen and Customer Service Focus

Provide fast, friendly, efficient and accurate customer service, exceeding customer's expectations

Innovation and Technology

Use innovation and technological advances to increase the effectiveness and efficiency of the services provided by the City of Tavares Fire Department.

Organizational Performance

Develop a fire department where highly trained and educated fire service professionals provide expeditious, effective and courteous service.

2014 OPERATING BUDGET

FIRE - 2201 (continued)

PROGRAM HIGHLIGHTS

2014 Objectives

1. Maintain training hours in FY 2014 at a level approximately equal to the amount of training hours achieved in FY 2013
2. Begin to provide Advanced Life Support (ALS) services within FY 2013.
3. Complete Insurance Services Office (ISO) inspection to earn an ISO rating at a "4".
4. Complete at least one fire code compliance inspection for each inspectable business each year.
5. Tavares Elementary, Middle, and High schools each receive at least one visit from Tavares Fire Department units.
6. Tavares Elementary School's 3rd grade classes receive a full fire prevention program in October.
7. At least two new technology devices or procedures will be researched and/or tested this budget year with a cost/benefit analysis conducted.
8. At least one grant proposal will be produced by the City of Tavares Fire Department for new technology
9. Meet or exceed the National Fire Protection Association/s standards for response times.

2013 Accomplishments

1. "Get Well Outreach Program" was launched sending cards to every patient that utilizes our services; over 1,400 cards were mailed out.
2. Regional Grant (Mt. Dora and Eustis) was submitted to Federal Emergency Management Agency (FEMA) for mobile data terminals-toughbooks to be utilized in the field; pending notification of receipt.
3. Significant advancement was made with the City of Eustis and Mt. Dora in formalizing a functional consolidation for a Fire District.
4. During Fire Prevention Week, Fire Department personnel outreached to approximately 540 students grades Pre-K to third regarding education on fire prevention and handed out materials to approximately
5. Fire Prevention Division delivered CPR/First Aid Training to 76 employees and 120 members of the
6. Future site of Public Safety Building - existing buildings were demolished, allowing tri-city Fire Departments to utilize for training.
7. As part of updating the Comprehensive Emergency Management Plan (CEMP), the Fire Department hosted an Emergency Management Workshop for key employees.
8. All-Hazards Resource Manual was produced and distributed to City key personnel.
9. Chief Keith was elected to serve as Board of Director for Central Florida Fire Chiefs' Association, District 4 (Lake County)
10. Chief Keith was elected to serve as a member of the Lake Tech Charter Board of Directors.

FUND 001
DEPT 22
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

FIRE SUPPRESSION EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
522.12-10	REGULAR SALARIES	1,122,874	1,140,001	1,130,432	-0.84%
522.14-10	OVERTIME	252,614	130,000	74,517	-42.68%
522.15-30	INCENTIVE	3,840	3,720	5,520	48.39%
522.21-10	FICA / MED TAXES	96,280	88,573	80,870	-8.70%
522.22-10	RETIREMENT	291,549	232,484	264,666	13.84%
522.22-20	FL STATE RETIREMENT	1,533	1,675	2,241	33.79%
522.23-10	HEALTH INSURANCE	121,966	143,600	114,571	-20.22%
522.23-15	DENTAL INSURANCE	5,440	5,936	6,486	9.27%
522.23-20	LIFE INSURANCE	5,849	6,460	6,404	-0.87%
522.23-21	SHORT-TERM DISABILITY INS	0	4,463	4,431	-0.72%
522.23-30	DEPENDENT HEALTH INSURANCE	64,625	76,629	129,529	69.03%
522.23-35	DEPENDENT DENTAL INSURANCE	7,782	8,811	10,957	24.36%
522.23-40	LONG TERM DISABILITY	2,678	2,958	3,845	29.99%
522.24-10	WORKERS' COMPENSATION	42,032	39,099	37,969	-2.89%
522.25-10	UNEMPLOYMENT COMPENSATION	2,200	0	0	0.00%
* SALARIES AND BENEFITS		2,021,262	1,884,409	1,872,438	-0.64%
<i>OPERATING EXPENDITURES</i>					
522.31-25	PSYCHOLOGICAL TEST & POLY	0	0	0	0.00%
522.31-27	MEDICAL SCREENING	4,915	7,900	7,610	-3.67%
522.34-10	CONTRACTUAL SERVICES	472	5,222	15,472	196.28%
522.40-10	TRAVEL & PER DIEM	1,085	1,000	1,000	0.00%
522.41-10	TELEPHONE	10,835	6,540	6,550	0.15%
522.41-20	OTHER COMMUNICATION	0	4,194	4,260	1.57%
522.41-30	POSTAGE	555	800	850	6.25%
522.43-10	ELECTRIC, WATER, GAS	23,912	29,802	23,895	-19.82%
522.44-10	RENTALS & LEASES	0	0	2,178	100.00%
522.45-10	LIABILITY	32,818	19,550	24,205	23.81%
522.46-10	REPAIR & MAINT. - BUILDING	790	2,366	1,419	-40.03%
522.46-15	REPAIR & MAINT. - EQUIPMENT	1,596	3,850	5,550	44.16%
522.46-17	INSURANCE RECOVERY	0	20,000	0	-100.00%
522.46-38	FIRE VEHICLE REPAIRS	0	0	38,441	100.00%
522.47-10	PRINTING & BINDING	425	400	294	-26.50%
522.51-10	OFFICE SUPPLIES	699	700	700	0.00%
522.52-10	OPERATING SUPPLIES	17,634	17,510	18,990	8.45%
522.52-11	DURABLE GOODS	4,833	2,820	4,813	70.67%
522.52-15	FUEL COSTS	34,718	37,040	39,123	5.62%
522.52-25	UNIFORMS	18,504	11,750	12,360	5.19%
522.52-36	BUNKER GEAR	0	12,535	30,510	143.40%
522.52-50	TRAINING	1,466	4,684	6,500	38.77%
522.54-10	BKS, PUB, SUB, MEM, LIB	1,455	1,970	1,735	-11.93%
522.54-20	FIRE PREVENT/PUB. EDUC	1,298	1,700	2,000	17.65%
522.59-65	GRANT MATCH	0	0	0	0.00%
* OPERATING EXPENDITURES		158,010	192,333	248,455	29.18%
<i>CAPITAL EXPENDITURES</i>					
522.64-10	EQUIP - REPLACEMENT	0	0	10,000	100.00%
522.64-13	EQUIP - COMP REPLACEMENT	0	0	0	0.00%
522.64-15	EQUIP - NEW	0	0	5,500	100.00%
* CAPITAL EXPENDITURES		0	0	15,500	100.00%
TOTAL FIRE SERVICES		2,179,272	2,076,742	2,136,393	2.87%

FUND 001
 DEPT 22
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

FIRE SUPPRESSION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
522.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	1,130,432	1,130,432
522.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	74,517	74,517
522.15-30 INCENTIVE	ADDITIONAL MONTHLY PAY FOR FIREFIGHTERS WHO COMPLETE TRAINING AND/OR EARN A DEGREE	5,520	5,520
522.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	80,870	80,870
522.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	264,666	264,666
522.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	2,241	2,241
522.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	114,571	114,571
522.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	6,486	6,486
522.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	6,404	6,404
522.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	4,431	4,431
522.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	129,529	129,529
522.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	10,957	10,957
522.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	3,845	3,845
522.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	37,969	37,969
522.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
522.31-25 PSYCHOLOGICAL TEST & POLY	NO AMOUNT BUDGETED	0	0
522.31-27 MEDICAL SCREENING	ANNUAL PHYSICALS USING LIFE SCAN \$370 X 23 FLU SHOTS \$10 X 24	7,370 240	7,610
522.34-10 CONTRACTUAL SERVICES	LAKE CO. RADIO MAINTENANCE FOR PORTABLES \$96 X 16 LAKE CO. RADIO MAINT. FOR MOBILE DASH \$144 X 9 YEARLY MAINTENANCE OF FIREPROGRAMS CITY'S SHARE OF CONSULTANT TRANSITION PLAN FOR MOVING TO A FIRE DISTRICT WITH MT DORA AND EUSTIS	1,536 1,296 2,640 10,000	15,472
522.40-10 TRAVEL & PER DIEM	ATTEND GOVERNOR'S HURRICANE CONFERENCE MAY 2014 ATTEND FIREPROGRAMS USER'S CONFERENCE ATTEND FLORIDA FIRE CHIEF'S CONFERENCE	1,000	1,000
522.41-10 TELEPHONE	TELEPHONE SERVICES FAX SERVICE UPGRADE TWO LINES TO SMARTPHONES	5,225 605 720	6,550
522.41-20 OTHER COMMUNICATION	AVERAGE MONTHLY BILL FOR DISPATCH LINES \$355 X 12	4,260	4,260
522.41-30 POSTAGE	POSTAGE COSTS	850	850
522.43-10 ELECTRIC, WATER, GAS	ELECTRICITY WATER	15,069 8,826	23,895
522.44-10 RENTALS & LEASES	BOAT SLIP RENTAL FOR FD BOATS AT MARINA (BW)	2,178	2,178
522.45-10 LIABILITY	LIABILITY INSURANCE AD&D INSURANCE	21,505 2,700	24,205

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 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

FIRE SUPPRESSION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
522.46-10 BUILDING	REPAIRS TO BAY DOORS AND BUILDING AS REQUIRED	1,419	1,419
522.46-15 EQUIPMENT	FIRE TRUCK LADDER TESTS & PUMP TESTS PUMP TEST (MOVED FROM GEN SVCS BUDGET) DEPARTMENT 2.5% REDUCTION - 6/14/13 AIR BOTTLES, HYDRO TEST (APPROXIMATELY) FIT TESTING \$25 X 23 EQUIPMENT REPAIRS-WASHER/DRYER, SCBA EQUIP, ETC. REPAIRS TO MIKE, RADIO, AND HEADSETS, CUTTING TOOL	2,550 700 575 1,725	5,550
522.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	0	0
522.46-38 FIRE VEHICLE REPAIR	REPAIRS TO FIRE DEPARTMENT VEHICLES AND TRUCKS	38,441	38,441
522.47-10 PRINTING & BINDING	REVISED REFUSALS FORM PATIENT CARE REPORTS 2 PART \$72 EA. BOX OF 500 X 2	150 144	294
522.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	700	700
522.52-10 OPERATING SUPPLIES	OPERATING SUPPLIES FOR TWO FIRE STATIONS REPLACE SIX 2.5"X50' HOSES AT \$140 EACH TWELVE 2" X 50" W 2.5 COUPLERS	15,000 840 3,150	18,990
522.52-11 DURABLE GOODS	FACEPIECES FOR SELF CONTAINED BREATHING BREATHING APPARATUS AT \$400 EACH CLEAR COMMAND KIT W MICROPHONE \$422 NEED 7 RAPID INTERVENTION KIT - REFURBISHED	 800 2,954 1,059	4,813
522.52-13 OPERATING SUPPLIES MEDICA	NO AMOUNT BUDGETED	0	0
522.52-15 FUEL COSTS	FUEL COSTS	39,123	39,123
522.52-25 UNIFORMS	23 X \$400 ALLOWANCE UNIFORM/CLOTHING ALLOWANCE - NEW HIRE FF1022 FOR BOOTS \$200 X 12 FF1025 INSIGNIAS FF1024 SAFETY ACCESSORIES	9,200 460 2,400 170 130	12,360
522.52-36 BUNKER GEAR	REPLACEMENT OF 14 SETS OF BUNKER GEAR \$2000 EACH 1 SET OF BUNKER GEAR FOR NEW HIRE 1 SET OF HELMETS FOR NEW HIRE 1 SET OF STRUCTURAL BOOTS FOR NEW HIRE	28,000 2,000 200 310	30,510
522.52-50 TRAINING	FIREPROGRAMS, TARGET SOLUTIONS, CLASSES AT LAKE TECH, TRI-CITY TRAINING FOR NFPA, ISO AND STATE COMPLIANCE	 6,500	6,500
522.54-10 BKS, PUB, SUB, MEM, LIB	NFPA FIRE CODE SUBSCRIPTION LAKE SUMTER FIRE CHIEF ASSOCIATION FLA FIRE MARSHALL & INSPECTOR 2 X \$55 FFCA RENEWAL CENTRAL FLA FIRE CHIEF RENEWAL NEWSPAPER SUBSCRIPTION FOR BOTH STATIONS \$200 EA VARIOUS MAGAZINES, FIREHOUSE, FIRE ENGINEERING, FLA TREND	725 180 110 95 50 400 175	1,735
522.54-20 FIRE PREVENT/PUB. EDUC	CPR/FIRST AID CLASS FOR CITY EMPLOYEES \$10/PERSON FIRE PREVENTION MATERIAL FOR FIRE PREVENTION WEEK SMOKE DETECTORS	 2,000	2,000

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DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

FIRE SUPPRESSION EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
522.64-10 EQUIP - REPLACEMENT	AMKUS TOOL (REFURBISHED)	10,000	10,000
522.64-11 EQUIP-VEHICLE REPLACEMENT	NO AMOUNT BUDGETED	0	0
522.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	0	0
522.64-15 EQUIP - NEW	SLIDE OUT COMMAND TRAY HEADSET FOR E281	1,500 4,000	5,500
522.64-17 EQUIP-NEW VEHICLES	NO AMOUNT BUDGETED	0	0

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 DIVISION 02

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

ADVANCED LIFE SUPPORT (ALS)

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
522.12-10	REGULAR SALARIES	0	0	34,268	100.00%
522.14-10	OVERTIME	0	0	27,982	100.00%
522.15-30	INCENTIVE	0	0	0	0.00%
522.21-10	FICA / MED TAXES	0	0	4,643	100.00%
522.22-10	RETIREMENT	0	0	14,092	100.00%
522.23-10	HEALTH INSURANCE	0	0	5,029	100.00%
522.23-15	DENTAL INSURANCE	0	0	290	100.00%
522.23-20	LIFE INSURANCE	0	0	195	100.00%
522.23-21	SHORT-TERM DISABILITY INS	0	0	134	100.00%
522.23-30	DEPENDENT HEALTH INSURANCE	0	0	6,938	100.00%
522.23-35	DEPENDENT DENTAL INSURANCE	0	0	616	100.00%
522.23-40	LONG TERM DISABILITY	0	0	117	100.00%
522.24-10	WORKERS' COMPENSATION	0	0	2,011	100.00%
522.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
* SALARIES AND BENEFITS		0	0	96,315	100.00%
<i>OPERATING EXPENDITURES</i>					
522.31-25	PSYCHOLOGICAL TEST & POLY	0	0	0	0.00%
522.31-27	MEDICAL SCREENING	0	0	1,140	100.00%
522.34-10	CONTRACTUAL SERVICES	0	0	0	0.00%
522.40-10	TRAVEL & PER DIEM	0	0	0	0.00%
522.41-10	TELEPHONE	0	0	0	0.00%
522.45-10	LIABILITY	0	0	0	0.00%
522.46-10	REPAIR & MAINT. - BUILDING	0	0	0	0.00%
522.46-15	REPAIR & MAINT. - EQUIPMENT	0	0	0	0.00%
522.47-10	PRINTING & BINDING	0	0	355	100.00%
522.51-10	OFFICE SUPPLIES	0	0	0	0.00%
522.52-10	OPERATING SUPPLIES	0	0	2,295	100.00%
522.52-11	DURABLE GOODS	0	0	500	100.00%
522.52-15	FUEL COSTS	0	0	0	0.00%
522.52-25	UNIFORMS	0	0	1,430	100.00%
522.52-50	TRAINING	0	0	5,000	100.00%
522.54-10	BKS, PUB, SUB, MEM, LIB	0	0	0	0.00%
522.54-20	FIRE PREVENT/PUB. EDUC	0	0	0	0.00%
522.59-65	GRANT MATCH	0	0	0	0.00%
* OPERATING EXPENDITURES		0	0	10,720	100.00%
<i>CAPITAL EXPENDITURES</i>					
522.64-10	EQUIP - REPLACEMENT	0	0	0	0.00%
522.64-13	EQUIP - COMP REPLACEMENT	0	0	0	0.00%
522.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
522.64-15	EQUIP - NEW	0	0	3,740	100.00%
522.64-17	EQUIP - NEW VEHICLES	0	0	0	0.00%
* CAPITAL EXPENDITURES		0	0	3,740	100.00%
TOTAL FIRE SERVICES - ALS		0	0	110,775	100.00%

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 DIVISION 02

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

ADVANCED LIFE SUPPORT (ALS)

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
522.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES 28% OF TOTAL WAGES; 72% IN FIRE SUPPRESSION	34,268	34,268
522.14-10 OVERTIME	ALS SHARE DISTRIBUTED FROM FIRE SUPPRESSION (BW)	27,982	27,982
522.15-30 INCENTIVE	NO AMOUNT BUDGETED	0	0
522.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	4,643	4,643
522.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	14,092	14,092
522.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	5,029	5,029
522.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	290	290
522.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	195	195
522.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	134	134
522.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	6,938	6,938
522.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	616	616
522.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	117	117
522.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	2,011	2,011
522.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
522.31-25 PSYCHOLOGICAL TEST & POLY	NO AMOUNT BUDGETED	0	0
522.31-27 MEDICAL SCREENING	3 ANNUAL PHYSICALS & 2 FLU SHOTS	1,140	1,140
522.34-10 CONTRACTUAL SERVICES	NO AMOUNT BUDGETED	0	0
522.34-20 CONTRACTUAL SERV - SO/EMS	NO AMOUNT BUDGETED	0	0
522.40-10 TRAVEL & PER DIEM	NO AMOUNT BUDGETED	0	0
522.41-10 TELEPHONE	NO AMOUNT BUDGETED	0	0
522.41-20 OTHER COMMUNICATION	NO AMOUNT BUDGETED	0	0
522.41-30 POSTAGE	NO AMOUNT BUDGETED	0	0
522.43-10 ELECTRIC, WATER, GAS	NO AMOUNT BUDGETED	0	0
522.45-10 LIABILITY	NO AMOUNT BUDGETED	0	0
522.46-10 BUILDING	NO AMOUNT BUDGETED	0	0
522.46-15 EQUIPMENT	NO AMOUNT BUDGETED	0	0
522.46-25 MISCELLANEOUS	NO AMOUNT BUDGETED	0	0
522.47-10 PRINTING & BINDING	EMS PROTOCOLS BOOKS	355	355

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 DIVISION 02

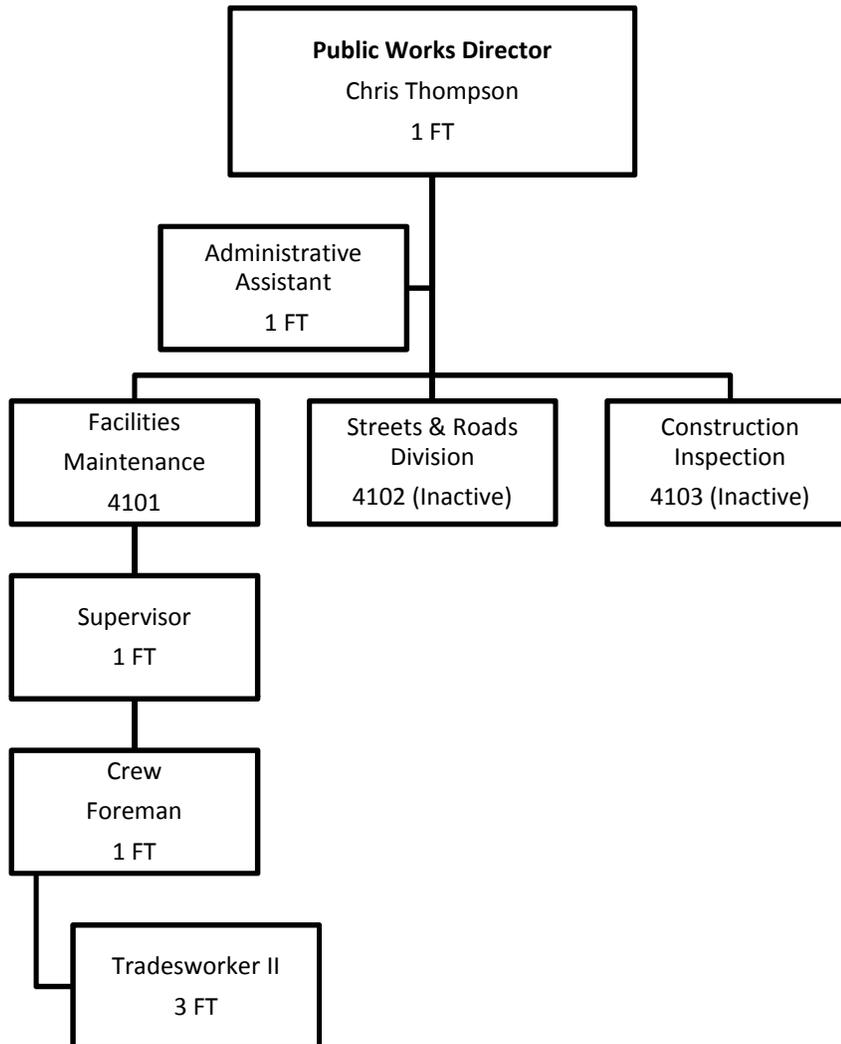
CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

ADVANCED LIFE SUPPORT (ALS)

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
522.52-10 OPERATING SUPPLIES	ADVANCED LIFE SUPPORT ITEMS REQUIRED, I.E., PELICAN BOX FOR NARCOTICS \$170; SMALLER NARCOTICS BOX \$45; MEDICAL SUPPLIES \$1,000; LARYNGSCOPE HANDLE \$30; ALS PACKPACK \$189; EZ I/O KIT FOR ADULT \$110; PEDI \$110; I/O DRILL \$295, JUMP BAG INTUBATION \$50; JUMP BAG VASCULAR \$72; UNIVERSAL PULSE OXIMETER \$224; WHISPER FLOW GENERATOR \$335; FORCEPS ADULT \$15; PEDI \$15; BROSELOW TAPE \$48.	2,295	2,295
522.52-11 DURABLE GOODS	ALS ITEM - STATION REFRIGERATOR	500	500
522.52-13 OPERATING SUPPLIES MEDICAL	NO AMOUNT BUDGETED	0	0
522.52-15 FUEL COSTS	NO AMOUNT BUDGETED	0	0
522.52-25 UNIFORMS	ALS- NEW HIRES ALS - FF1025 INSIGNIAS ALS- FF1024 SAFETY ACCESSORIES	1,380 30 20	1,430
522.52-36 BUNKER GEAR	NO AMOUNT BUDGETED	0	0
522.52-50 TRAINING	ALS - PARAMEDIC SCHOOL	5,000	5,000
522.54-10 BKS, PUB, SUB, MEM, LIB	NO AMOUNT BUDGETED	0	0
522.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0
522.64-11 EQUIP-VEHICLE REPLACEMENT	NO AMOUNT BUDGETED	0	0
522.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
522.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	0	0
522.64-15 EQUIP - NEW	ALS REQUIRED LP12 (REFURBISHED)	3,740	3,740
522.64-17 EQUIP-NEW VEHICLES	NO AMOUNT BUDGETED	0	0

General Services

Department 41



Position Summary

Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Full Time:				
Admin. Assistant	41004	1	1	1
Building Foreman	21007	1	1	0
Construction Inspector ¹	36001	0	0	0
Crew Foreman	21011	1	1	1
Office Manager	25002	0	0	0
Maint. Worker I-Streets ¹	41002	0	0	0
Maint. Worker II-Streets ¹	41003	0	0	0
PW Director	25001	1	0	1
Supervisor-General Services	21001	0	1	1
Supervisor-Streets ¹	41001	0	0	0
Trades Worker I	21003	0	0	0
Trades Worker II	21002	3	3	3
No. of Full Time		7	7	7
Part Time:				
Staff Assistant	21005	0	0	0
No. of Part Time:		0	0	0
Total No. of Positions:		7	7	7
Total FTEs:		7	7	7

Notes:

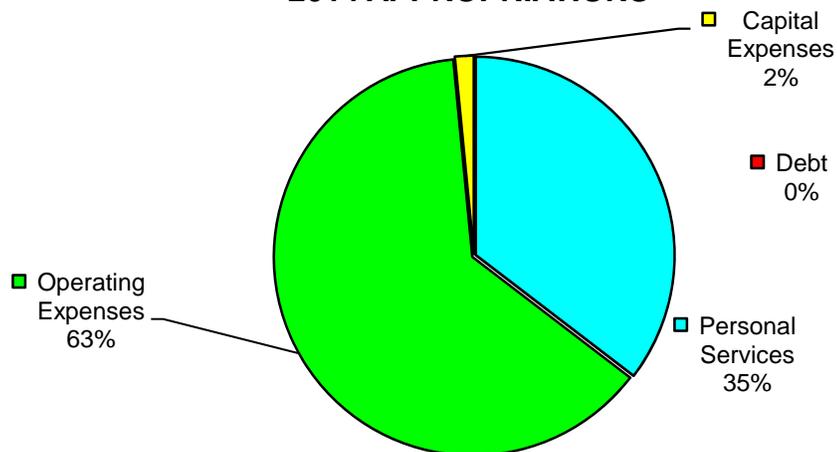
Public Works Director and Admin Assistant positions distributed 50% to 4101, 25% each to 1901 and 402

1. Divisions inactive

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Department Summary</i>				
Facilities Maintenance-4101				
Personal Services	376,113	392,936	404,627	2.98%
Operating Expenses	541,801	621,590	720,814	15.96%
Capital Expenses	306,301	136,154	17,607	-87.07%
Debt	45,447	0	0	0.00%
Total Facilities Maint.	1,269,662	1,150,680	1,143,048	-0.66%
Streets & Road Division-4102				
Personal Services	0	0	0	0.00%
Operating Expenses	0	0	0	0.00%
Capital Expenses	0	0	0	0.00%
Debt	0	0	0	0.00%
Total Sts & Rds Division	-	-	-	0.00%
Grand Total General Services	\$ 1,269,662	\$ 1,150,680	\$ 1,143,048	-0.66%
<i>Category Summary</i>				
Personal Services	376,113	392,936	404,627	2.98%
Operating Expenses	541,801	621,590	720,814	15.96%
Capital Expenses	306,301	136,154	17,607	-87.07%
Debt	45,447	0	0	0.00%
Grand Total General Services	\$ 1,269,662	\$ 1,150,680	\$ 1,143,048	-0.66%
<i>Percentage of Fund Budget</i>	5.72%	9.04%	8.53%	

2014 APPROPRIATIONS



2014 OPERATING BUDGET

GENERAL SERVICES - 4101, 4102, 4103

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

The mission of the General Services Department is to provide a highly skilled and professional quality service in facility and roadway maintenance through the shared values and vision of our community.

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

General Services is a multi-faceted division consisting of five highly trained personnel responsible for the maintenance of all City buildings (i.e., air conditioning, electrical, dry walling, painting, custodial, pest control and security). Additional responsibilities include roadway, sidewalk, tree and canal maintenance. The department is involved in supporting many City events and addressing the needs of our citizens. Our

SERVICE INDICATORS

	Indicator Description	Actual 2011	Actual 2012	Est. 2013	Projected 2014
1.	Work Orders Performed	1,692	1,165	1,600	1,600
2.	City Departments Serviced	15	15	15	16
3.	Sports Complexes Maintained	2	2	3	3
4.	City Buildings Maintained (in square feet)	109,365	109,365	109,365	140,000
5.	City Events	12	15	19	20
6.	Street/Traffic Signs (designed, built, replaced,	2,500	2,500	2,500	2,500
7.	Traffic Signals/School Flashers Maintained	12/4	12/4	12/4	14/4
8.	Street Lights (Illumination) Maintained	1,900	1,900	1,900	1,900
9.	Streets Maintained (miles)	123	123	123	123
10.	Sidewalks Maintained (miles)	61	61	61	61
11.	Canal Space Maintained (feet)	>3,000	>3,000	>3,000	>3,000
12.	Bridges Maintained	1	1	1	1

2014 Goals

Organizational Development

Provide training and motivational opportunities for employees as a means of recruiting and maintaining a diverse and competent work force.

Growth and Development

Maintain inventory of public infrastructure including rights-of-way, streets, sidewalks and buildings for ongoing planning initiatives to meet future and current demand.

City Lifestyle

Ensure that City rights-of-ways public infrastructure (City buildings, streets, streetlights, traffic signals, sidewalks, recreational facilities, boat ramps, etc.) are maintained in a manner that promotes health, safety, and preservation of the City's investment.

Citizen and Customer Service Focus

Provide prompt and courteous delivery to residents and staff in a professional manner.

Innovation and Technology

Incorporate the most current software programs that streamline and track maintenance schedules for safe and efficient department operations.

Organizational Performance

Apply cost effective maintenance techniques to increase efficiency while decreasing the cost of

2014 OPERATING BUDGET

GENERAL SERVICES - 4101, 4102, 4103

PROGRAM HIGHLIGHTS

2014 Objectives

1. Continue the repair and replacement of sidewalks to meet ADA compliancy.
2. Continue trimming trees in rights-of-way and parks to maintain a safe environment.
3. Redevelop and improve our routine building maintenance to increase efficiency and productivity as well as decrease operating expenses.
4. Continue to improve training and memberships for division staff to increase productivity and provide necessary certifications and licensing.
5. Provide residents with professional and knowledgeable customer service.
6. Work toward developing a plan for a new Public Works Facility.
- 7.. Better organize inventory to create more space.

2013 Accomplishments

Customer Focus, Innovation & Technology, and Organizational Performance

1. Continued to maintain high volume of work orders while managing a large amount of unscheduled work orders and unforeseen emergencies
2. Implemented new inter-local agreement with the county to bring all regulatory, warning and guidance signs up to MUTCD standards.
3. Continued training and motivational skills for the division staff.
4. Held monthly safety meetings
5. Continued trimming and removing trees throughout the City.
6. Continued patching and repairing damaged roadways throughout the City.
7. Improved monthly building maintenance program to reduce the quantity of unforeseen emergencies.
8. Implemented new quarterly A/C Maintenance program to improve efficiency and quality of several A/C units throughout the City.
9. Involvement in all of our City events - signs, banners, electricity, barricades, etc.
10. Painted exterior of Fire Station #29, Library, Civic Center, Shuffleboard building and Museum.
11. Continued Imperial Terrace Canal maintenance.
12. Worked on improvements for Aesop's Park.
13. Made improvements to many of our City's sidewalks to meet ADA compliancy.
14. Involvement with the Freedom Flag Project (electrical, receive/assemble/install flag pole, lighting).

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DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

GENERAL SERVICES EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
541.12-10	REGULAR SALARIES	269,929	269,113	275,978	2.55%
541.13-10	OTHER SALARIES & WAGES	1,061	5,800	0	-100.00%
541.14-10	OVERTIME	1,701	3,137	5,125	63.37%
541.21-10	FICA / MED TAXES	18,969	19,518	19,670	0.78%
541.22-20	FL STATE RETIREMENT	13,936	15,291	24,779	62.05%
541.23-10	HEALTH INSURANCE	33,613	36,025	30,066	-16.54%
541.23-15	DENTAL INSURANCE	1,456	1,484	1,632	9.97%
541.23-20	LIFE INSURANCE	1,487	1,546	1,545	-0.06%
541.23-21	SHORT-TERM DISABILITY INS	0	1,028	1,068	3.89%
541.23-30	DEPENDENT HEALTH INSURANCE	12,609	17,930	21,641	20.70%
541.23-35	DEPENDENT DENTAL INSURANCE	1,820	2,177	1,889	-13.23%
541.23-40	LONG TERM DISABILITY	680	709	926	30.61%
541.24-10	WORKERS' COMPENSATION	18,852	19,178	20,308	5.89%
541.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
*	SALARIES AND BENEFITS	<u>376,113</u>	<u>392,936</u>	<u>404,627</u>	<u>2.98%</u>
<i>OPERATING EXPENDITURES</i>					
541.31-15	ENGINEERING	7,700	732	10,000	1266.12%
541.31-60	PERMIT & COMPLIANCE FEES	75	0	0	0.00%
541.34-10	CONTRACTUAL SERVICES	60,807	95,888	154,059	60.67%
541.40-10	TRAVEL & PER DIEM	3,485	2,845	6,377	124.15%
541.41-10	TELEPHONE	3,861	3,402	4,602	35.27%
541.41-20	OTHER COMMUNICATION	0	0	0	0.00%
541.41-30	POSTAGE	127	250	300	20.00%
541.43-10	ELECTRIC, WATER, GAS	319,782	323,973	309,035	-4.61%
541.44-10	RENTALS & LEASES	3,371	4,100	4,500	9.76%
541.45-10	LIABILITY	17,623	19,551	21,506	10.00%
541.46-10	REPAIR & MAINT. - BUILDING	25,058	36,468	45,671	25.24%
541.46-15	REPAIR & MAINT. - EQUIPMENT	8,079	9,000	12,500	38.89%
541.46-17	INSURANCE RECOVERY	(7,187)	4,865	0	-100.00%
541.46-25	REPAIR & MAINT. - MISC.	1,264	1,100	4,200	281.82%
541.46-37	MARINE VESSELS	1,178	3,500	3,850	10.00%
541.46-40	REPAIR & MAINT. - TRAFFIC LIGHT	31,251	31,769	36,583	15.15%
541.46-45	REPAIR & MAINT. - EXTERMINATING	4,937	4,926	6,036	22.53%
541.47-10	PRINTING & BINDING	39	100	300	200.00%
541.48-22	LIGHT UP TAVARES-SUPPLIES	1,996	11,000	16,100	46.36%
541.51-10	OFFICE SUPPLIES	139	300	600	100.00%
541.52-10	OPERATING SUPPLIES	22,025	24,419	31,813	30.28%
541.52-11	DURABLE GOODS	0	0	0	0.00%
541.52-15	FUEL COSTS	12,705	13,756	13,864	0.79%
541.52-25	UNIFORMS	3,491	3,500	4,457	27.34%
541.52-59	GEN SVCS SIGN MATERIALS	14,876	19,668	19,200	-2.38%
541.53-20	ROAD MATERIALS & SUPPLIES	4,495	5,613	13,761	145.16%
541.54-10	BKS, PUB, SUB, MEM, LIB	571	865	1,500	73.41%
541.59-65	GRANT MATCH	53	0	0	0.00%
*	OPERATING EXPENDITURES	<u>541,801</u>	<u>621,590</u>	<u>720,814</u>	<u>15.96%</u>

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 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

GENERAL SERVICES EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>CAPITAL EXPENDITURES</i>					
541.62-20	BUILDINGS	0	0	0	0.00%
541.63-10	STREET SIGN REPLACEMENT	0	0	0	0.00%
541.63-20	SIDEWALK REPAIR/CONST.	2,790	6,198	17,607	184.08%
541.63-30	PAVING	0	0	0	0.00%
541.63-60	LANDSCAPING	0	25,000	0	-100.00%
541.63-91	TRANS IMPACT FEE ROAD PRO	285,561	38,549	0	-100.00%
541.64-13	EQUIP - COMP REPLACEMENT	0	914	0	-100.00%
541.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
541.64-15	EQUIP - NEW	0	3,831	0	-100.00%
541.64-25	FUTURE PROJECTS	17,950	61,662	0	-100.00%
541.65-80	ROAD CONSTRUCTION	0	0	0	0.00%
	* CAPITAL EXPENDITURES	<u>306,301</u>	<u>136,154</u>	<u>17,607</u>	<u>-87.07%</u>
<i>DEBT SERVICE</i>					
541.80-81	AIDS TO GOV'T AGENCIES	45,447	0	0	0.00%
	* DEBT SERVICE	<u>45,447</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
TOTAL GENERAL SERVICES		<u>1,269,662</u>	<u>1,150,680</u>	<u>1,143,048</u>	<u>-0.66%</u>

FUND 001
 DEPT 41
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

GENERAL SERVICES EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
541.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	275,978	275,978
541.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	0	0
541.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	5,125	5,125
541.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	19,670	19,670
541.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	0	0
541.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	24,779	24,779
541.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	30,066	30,066
541.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,632	1,632
541.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,545	1,545
541.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,068	1,068
541.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	21,641	21,641
541.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,889	1,889
541.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	926	926
541.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	20,308	20,308
541.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
541.31-15 ENGINEERING	ENGINEERING SERVICES FOR PUBLIC WORKS PROJECTS AS NEEDED TO INCLUDE SIDEWALKS, ROADS AND ALLEYS. CITY HALL ROOF ASSESSMENT.	5,000 5,000	10,000
541.31-60 PERMIT & COMPLIANCE FEES	NO AMOUNT BUDGETED	0	0
541.34-10 CONTRACTUAL SERVICES	CITY-WIDE JANITORIAL SERVICES ANNUAL FIRE EXTINGUISHERS/HOOD INSPECTIONS CARPET/CHAIR/TILE CLEANING FOR CITY FACILITIES CANAL MAINTENANCE - TREE REMOVAL QUARTERLY ELEVATOR MAINTENANCE & SERVICE GENERATOR LOAD BANK TEST-CITY HALL/FIRE STATIONS FIRE SPRINKLER INSPECTIONS - CITY HALL PUBLIC WORKS OFFICE SECURITY SYSTEM ANNUAL MONITORING SR19/HWY441 QUARTERLY FOUNTAIN MAINTENANCE INCLUDES HOLIDAY LENS COLOR CHANGE, REPLACEMENT OF GASKETS, BULBS LARGE TREE REMOVAL STUMP GRINDING A/C REPAIRS-MAINTENANCE AGREEMENT INCLUDES LABOR MATERIALS, TOOLS & TRANSPORTATION. QUARTERLY MECHANICAL INSPECTIONS, ANNUAL SERVICE WITH COIL CLEANING, FILTER CHANGES, AND 1 BELT PER YEAR. (8 BUILDINGS W/29 SYSTEMS) FIRE ALARM MONITORING - ANNUAL CITY HALL/FIRE STATIONS #28 & #29/LIBRARY 30 STREET LIGHTS (HWY441) BURIED FUEL TANK CONTAMINATION-ONGOING GROUNDWATER MONITORING FOR CAPTAIN HAYNES ROAD BAY DOOR PREVENTIVE MAINTENANCE CONTRACT FOR FIRE STATION #28 - QUARTERLY SERVICE SIDEWALK ASSESSMENT TO DETERMINE CONDITION, ADA COMPLIANCE & PRIORITY RANKING	46,246 4,500 2,750 2,750 2,645 2,300 650 925 5,020 5,500 1,650 17,087 3,400 3,600 8,470 3,066 15,000	154,059

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CITY OF TAVARES
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 FISCAL YEAR 2013-2014

GENERAL SERVICES EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
	ROADWAY PAVEMENT MANAGEMENT SYSTEM - SUPPLEMENTARY STUDY	22,500	
	STREET SIGN MAINTENANCE-INTERLOCAL AGREEMENT WITH LAKE COUNTY FOR REPAIR/REPLACEMENT (550 SIGN ASSEMBLIE	6,000	
541.40-10 TRAVEL & PER DIEM	SEMINARS, WORKSHOPS, CONFERENCES, TRADE SHOWS AND TRAINING CLASSES AS REQUIRED FOR ALL GENERAL SERVICES EMPLOYEES	3,105	6,377
	MASTER ELECTRICIAN LICENSE RECERTIFICATION	895	
	IMOT TRAINING FOR 2 GENERAL SERVICES EMPLOYEES - FLORIDA DEPT. OF TRANSPORTATION (FDOT) REQUIREMENT	350	
	SIGNS & MARKINGS LEVEL 1 CLASS FOR 1 GENERAL SERVICES EMPLOYEE -BASIC PRINCIPLES FOR SAFE AND PROPER SIGN USE AND PAVEMENT MARKING.	479	
	SIGNS & MARKINGS LEVEL 2 FOR 2 GENERAL SERVICES EMPLOYEES - PROPER SIGN USE AND PAVEMENT MARKING	958	
	SIGNS & MARKINGS LEVEL 2 CERTIFICATION RENEWAL 2 GENERAL SERVICES EMPLOYEES	590	
541.41-10 TELEPHONE	TELEPHONE SERVICE	3,415	4,602
	FAX SERVICE	1,187	
541.41-30 POSTAGE	MAIL LETTERS, CORRESPONDENCE TO RESIDENTS, REGULATORIES, VENDORS AS NEEDED.	300	300
541.43-10 ELECTRIC, WATER, GAS	ELECTRIC TRAFFIC LIGHTS	148,250	309,035
	ELECTRIC STREET LIGHTS	150,355	
	WATER	9,482	
	GAS	948	
541.44-10 RENTALS & LEASES	RENTAL OF SPECIALIZED EQUIPMENT TO INCLUDE LIFT TRUCKS FOR HIGH LIGHTS AT BALLFIELD, ROAD EQUIPMENT, ROLLER, SCISSORS LIFT AND CORE DRILLER AS NEEDED TO PERFORM CITY JOBS/PROJECTS.	4,500	4,500
541.45-10 LIABILITY	LIABILITY INSURANCE	21,506	21,506
541.46-10 BUILDING	GENERAL MAINT. & REPAIR OF ALL CITY FACILITIES	20,000	45,671
	REPLACE CITY HALL A/C CHILLER CIRCULATION PUMP MOTOR	1,000	
	KABA (KEYLESS) STYLE COMBINATION LOCKS FOR:		
	-FIRE STATION #28	2,700	
	-FIRE STATION #29	5,810	
	-MUSEUM	1,800	
	BAY DOOR REPLACEMENT AT FIRE STATION #28	1,188	
	2 FOUNTAIN PUMP ASSEMBLIES (7.5HP MOTOR & PUMP) INCLUDING INSTALLATION AND LABOR (2006 INSTALL)	8,343	
	REPLACEMENT PARTS NEEDED FOR CITY HALL ELEVATOR	4,830	
541.46-15 EQUIPMENT	REPAIR & MAINTAIN EQUIPMENT - INCLUDES BUCKET TRUCK, LOADER AND CHIPPER AS NEEDED.	9,900	12,500
	4 TIRES FOR LOADER - FSA BID @ \$1,300/EA	2,600	
541.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	0	0
541.46-25 MISCELLANEOUS	MAINTENANCE AND REPAIR OF ITEMS OTHER THAN BUILDINGS, SUCH AS DOCK REPAIRS, FLAGPOLES	4,200	4,200
541.46-37 MARINE VESSELS	REPAIR POLICE AND FIRE RESCUE BOATS, GENERAL SERVICES PONTOON BOAT AND TRAILER REPAIR	3,850	3,850
541.46-40 TRAFFIC LIGHT MAINT.	ANNUAL TRAFFIC SIGNAL AND SCHOOL FLASHERS MAINTENANCE AGREEMENT WITH LAKE COUNTY.		36,583
	TRAFFIC SIGNALS: 14 INTERSECTIONS @ \$2,245.47/EA	31,437	
	SCHOOL FLASHERS - 4 @ \$561.51/EA	2,246	
	TRAFFIC LOOP REPAIRS	1,500	

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CITY OF TAVARES
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 FISCAL YEAR 2013-2014

GENERAL SERVICES EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
	TRAFFIC SIGNAL BULB REPLACEMENT W/LED (\$60-\$90/EA)	1,400	
541.46-45 EXTERMINATING	PEST CONTROL SERVICES FOR CITY FACILITIES:		6,036
	ANNUAL TERMITE PROTECTION FOR:		
	CITY HALL	484	
	WOOTON PARK PAVILION	240	
	TRAILHEAD BUILDING	240	
	FRED STOVER BUILDING - CONCESSION	152	
	QUARTERLY PEST MANAGEMENT SERVICE FOR CITY BUILDINGS AND FACILITIES (INCLUDING MONTHLY PEST MANAGEMENT ON CONCESSION BLDGS (\$1000 QTRLY)	4,000	
	MONTHLY RODENT CONTROL ON ALL CITY BUILDINGS	420	
	TREATMENT SERVICES OUTSIDE TERMS OF ANNUAL PEST MANAGEMENT CONTRACT	500	
541.47-10 PRINTING & BINDING	PRINTS OF MAPS, PLANS, BUSINESS CARDS, AND OTHER PRINTED FORMS OF COMMUNICATION AS NEEDED.	300	300
541.48-22 LIGHT UP MAIN ST-SUPPLIES	CHRISTMAS LIGHT-UP MATERIALS: INCLUDES RENTAL OF 72 POLE DECORATIONS AND MINI LIGHTS.	12,100	16,100
	NEW ROPE LIGHTING TO REPLACE EXISTING OLDER LIGHTS	4,000	
541.49-10 ADVERTISING	NO AMOUNT BUDGETED	0	0
541.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	600	600
541.52-10 OPERATING SUPPLIES	PURCHASE HARDWARE, SMALL TOOLS, SAFETY EQUIPMENT PAINTING MATERIALS, A/C SUPPLIES, LUMBER, ELECTRICAL SUPPLIES, SIGN & BANNER SUPPLIES, PLUMBING SUPPLIES, FLOOR MATS, ETC.	26,196	31,813
	CUT 5-31-13		
	INCREASE 6/14/13		
	UNIFORM SERVICE CHARGE	1,100	
	FIRST AID KITS FOR GENERAL SERVICES VEHICLES	278	
	FIFTY (50) 36" TRAFFIC CONES, REFLECTIVE CONE COLLARS	1,239	
	CORDLESS COMBINATION TOOL/POWER PACKS	1,200	
	PLOTTER REPLACEMENT PARTS	800	
	LOGOED ENTRY DOOR MATS AT CITY HALL-MOVED FROM PUBLIC COMMUNICATION PER DEPT MEETING	1,000	
541.52-15 FUEL COSTS	FUEL COSTS	13,864	13,864
541.52-25 UNIFORMS	UNIFORM RENTAL SERVICE FOR GENERAL SERVICES EMPLOYEES	1,910	4,457
	WORK BOOTS FOR EACH EMPLOYEE & DIRECTOR (\$125 EA)	1,000	
	SHIRTS-DIRECTOR/MANAGER/ADMIN.ASSISTANT (\$40 EA)	600	
	SHIRTS-ONE FOR EACH EMPLOYEE W/CITY & NAME (\$40 EA)	240	
	T-SHIRTS - 5 FOR EACH EMPLOYEE (\$10 EA)	350	
	SWEATSHIRTS-ONE EACH DIRECTOR/GEN.SVCS (\$34/EA)	306	
	JACKET - ONE EMPLOYEE	51	
541.52-59 GEN SVCS SIGN MATERIALS	STREET SIGN MATERIALS (INCLUDING SIGN BLANKS, VINYL, EMERGENCY REGULATORY SIGNS)	4,200	19,200
	STREET SIGN INTERLOCAL AGREEMENT WITH LAKE COUNTY FOR SIGN REPLACEMENT TO COMPLY WITH STATE MANDATED MUTCD RETRO-REFLECTIVITY GUIDELINES. REPLACEMENT PROCESS STARTED IN FY2012-13 WITH 330 SIGN ASSEMBLIES REMAINING FOR FY2013-14 TO COMPLETE.	15,000	
541.53-20 ROAD MATERIALS & SUPPLIES	MATERIALS FOR ROAD REPAIRS INCLUDING MILLINGS, CONCRETE AND PATCH AS NEEDED.	8,486	13,761
	ROAD STENCILS NEEDED FOR MARKINGS	275	
	STRIPING MATERIAL/SUPPLIES AS NEEDED-MAINTENANCE	5,000	

FUND 001
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 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

GENERAL SERVICES EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
541.54-10 BKS, PUB, SUB, MEM, LIB	MEMBERSHIPS TO INCLUDE: INT'L. SOCIETY OF ARBORICULTURE AMERICAN PUBLIC WORKS ASSOCIATION INT'L. MUNICIPAL SIGN ASSOCIATION SUNSHINE SAFETY COUNCIL CODE BOOKS/REFERENCE MANUALS AS NEEDED: HVAC(HEATING, VENTILATION AND AIR-CONDITIONING) AND NATIONAL ELECTRICAL CODE	1,500	1,500
541.59-65 GRANT MATCH	NO AMOUNT BUDGETED	0	0
541.63-10 STREET SIGN REPLACEMENT	NO AMOUNT BUDGETED	0	0
541.63-20 SIDEWALK REPAIR/CONST.	REPAIR AND CONSTRUCTION OF CITY SIDEWALKS FOR SAFETY AND MEETING ADA REQUIREMENTS	17,607	17,607
541.63-30 PAVING	NO AMOUNT BUDGETED	0	0
541.63-60 LANDSCAPING	NO AMOUNT BUDGETED	0	0
541.63-91 TRANS IMPACT FEE ROAD PRO	NO AMOUNT BUDGETED	0	0
541.64-11 EQUIP-VEHICLE REPLACEMENT	NO AMOUNT BUDGETED	0	0
541.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
541.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	0	0
541.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
541.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	0	0
541.65-80 ROAD CONSTRUCTION	NO AMOUNT BUDGETED	0	0
541.80-81 AIDS TO GOVERNMENTAL AGENCIES	NO AMOUNT BUDGETED	0	0

FUND 001
 DEPT 41
 DIVISION 02

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

STREETS & ROADS DIVISION EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
541.12-10	REGULAR SALARIES	0	0	0	0.00%
541.14-10	OVERTIME	0	0	0	0.00%
541.21-10	FICA / MED TAXES	0	0	0	0.00%
541.22-20	FL STATE RETIREMENT	0	0	0	0.00%
541.23-10	HEALTH	0	0	0	0.00%
541.23-20	LIFE	0	0	0	0.00%
541.23-30	DEPENDENT HEALTH	0	0	0	0.00%
541.23-40	LONG TERM DISABILITY	0	0	0	0.00%
541.24-10	WORKERS' COMPENSATION	0	0	0	0.00%
* SALARIES AND BENEFITS		0	0	0	0.00%
<i>OPERATING EXPENDITURES</i>					
541.31-15	ENGINEERING	0	0	0	0.00%
541.34-10	CONTRACTUAL SERVICES	0	0	0	0.00%
541.40-10	TRAVEL & PER DIEM	0	0	0	0.00%
541.41-10	TELEPHONE	0	0	0	0.00%
541.41-30	POSTAGE	0	0	0	0.00%
541.43-10	ELECTRIC, WATER, GAS	0	0	0	0.00%
541.44-10	RENTALS & LEASES	0	0	0	0.00%
541.45-10	LIABILITY	0	0	0	0.00%
541.46-15	REPAIR & MAINT. - EQUIPMENT	0	0	0	0.00%
541.52-11	DURABLE GOODS	0	0	0	0.00%
541.52-15	FUEL COSTS	0	0	0	0.00%
541.52-25	UNIFORMS	0	0	0	0.00%
541.53-20	ROAD MATERIALS & SUPPLIES	0	0	0	0.00%
541.54-10	BKS, PUB, SUB, MEM, LIB	0	0	0	0.00%
* OPERATING EXPENDITURES		0	0	0	0.00%
<i>CAPITAL EXPENDITURES</i>					
541.63-10	STREET SIGN REPLACEMENT	0	0	0	0.00%
541.63-20	SIDEWALK REPAIR/CONST.	0	0	0	0.00%
541.63-30	PAVING	0	0	0	0.00%
541.64-10	EQUIP - REPLACEMENT	0	0	0	0.00%
541.64-11	EQUIP - VEHICLE REPLACEMENT	0	0	0	0.00%
541.64-13	EQUIP - COMP REPLACEMENT	0	0	0	0.00%
541.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
541.64-15	EQUIP - NEW	0	0	0	0.00%
541.64-17	EQUIP - NEW VEHICLES	0	0	0	0.00%
541.64-25	FUTURE PROJECTS	0	0	0	0.00%
541.65-80	ROAD CONSTRUCTION	0	0	0	0.00%
* CAPITAL EXPENDITURES		0	0	0	0.00%
<i>DEBT SERVICE</i>					
541.71-15	LEAGUE LEASE 2002 & 2006	0	0	0	0.00%
541.72-15	LEAGUE LEASE 2002 & 2006	0	0	0	0.00%
* DEBT SERVICE		0	0	0	0.00%
TOTAL STREET AND ROADS		0	0	0	0.00%

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 DEPT 41
 DIVISION 02

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

STREETS & ROADS DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
541.12-10 REGULAR SALARIES	NO AMOUNT BUDGETED	0	0
541.14-10 OVERTIME	NO AMOUNT BUDGETED	0	0
541.21-10 FICA / MED TAXES	NO AMOUNT BUDGETED	0	0
541.22-20 FL STATE RETIREMENT	NO AMOUNT BUDGETED	0	0
541.23-10 HEALTH INSURANCE	NO AMOUNT BUDGETED	0	0
541.23-15 DENTAL INSURANCE	NO AMOUNT BUDGETED	0	0
541.23-20 LIFE INSURANCE	NO AMOUNT BUDGETED	0	0
541.23-21 SHORT-TERM DISABILITY INS	NO AMOUNT BUDGETED	0	0
541.23-30 DEPENDENT HEALTH INSURANCE	NO AMOUNT BUDGETED	0	0
541.23-35 DEPENDENT DENTAL INSURANCE	NO AMOUNT BUDGETED	0	0
541.23-40 LONG TERM DISABILITY	NO AMOUNT BUDGETED	0	0
541.24-10 WORKERS' COMPENSATION	NO AMOUNT BUDGETED	0	0
541.31-15 ENGINEERING	NO AMOUNT BUDGETED	0	0
541.34-10 CONTRACTUAL SERVICES	NO AMOUNT BUDGETED	0	0
541.40-10 TRAVEL & PER DIEM	NO AMOUNT BUDGETED	0	0
541.41-10 TELEPHONE	NO AMOUNT BUDGETED	0	0
541.41-30 POSTAGE	NO AMOUNT BUDGETED	0	0
541.43-10 ELECTRIC, WATER, GAS	NO AMOUNT BUDGETED	0	0
541.44-10 RENTALS & LEASES	NO AMOUNT BUDGETED	0	0
541.45-10 LIABILITY	NO AMOUNT BUDGETED	0	0
541.46-10 BUILDING	NO AMOUNT BUDGETED	0	0
541.46-15 EQUIPMENT	NO AMOUNT BUDGETED	0	0
541.47-10 PRINTING & BINDING	NO AMOUNT BUDGETED	0	0
541.51-10 OFFICE SUPPLIES	NO AMOUNT BUDGETED	0	0
541.52-10 OPERATING SUPPLIES	NO AMOUNT BUDGETED	0	0
541.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	0	0
541.52-15 FUEL COSTS	NO AMOUNT BUDGETED	0	0
541.52-25 UNIFORMS	NO AMOUNT BUDGETED	0	0
541.54-10 BKS, PUB, SUB, MEM, LIB	NO AMOUNT BUDGETED	0	0
541.59-65 GRANT MATCH	NO AMOUNT BUDGETED	0	0
541.63-10 STREET SIGN REPLACEMENT	NO AMOUNT BUDGETED	0	0
541.63-20 SIDEWALK REPAIR/CONST.	NO AMOUNT BUDGETED	0	0

FUND 001
DEPT 41
DIVISION 02

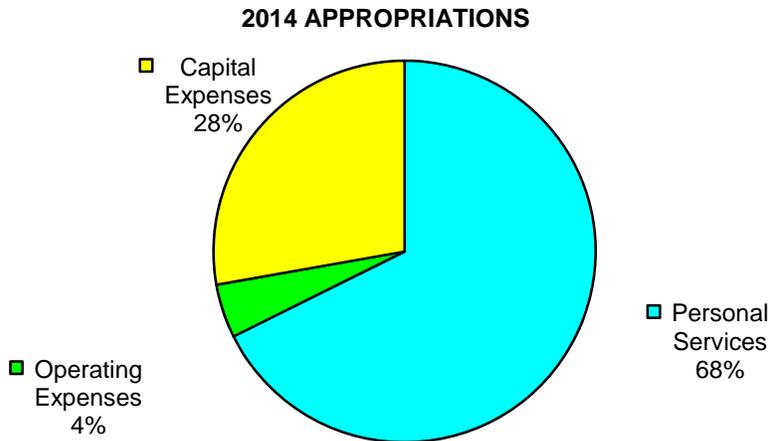
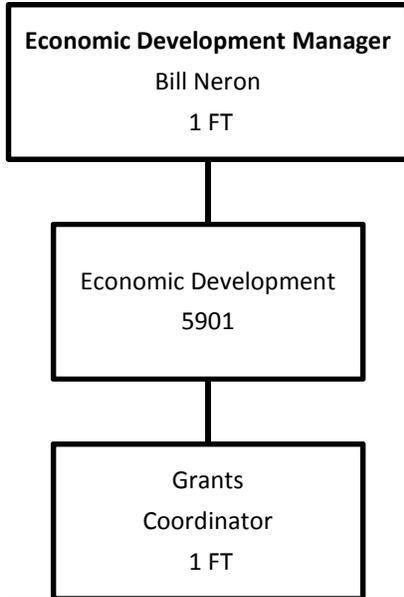
CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

STREETS & ROADS DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
541.63-30 PAVING	NO AMOUNT BUDGETED	0	0
541.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0
541.64-11 EQUIP-VEHICLE REPLACEMENT	NO AMOUNT BUDGETED	0	0
541.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
541.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	0	0
541.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
541.64-17 EQUIP-NEW VEHICLES	NO AMOUNT BUDGETED	0	0
541.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	0	0
541.65-80 ROAD CONSTRUCTION	NO AMOUNT BUDGETED	0	0
541.71-15 LEAGUE LEASE 2002 & 2006	NO AMOUNT BUDGETED	0	0
541.71-70 LEAGUE LEASE 2004 (\$173K)	NO AMOUNT BUDGETED	0	0
541.72-15 LEAGUE LEASE 2002 & 2006	NO AMOUNT BUDGETED	0	0
541.72-70 LEAGUE LEASE 2004 (\$173K)	NO AMOUNT BUDGETED	0	0

Economic Development

Department 59



Position Summary

Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Full Time:				
Economic Development Mgr	12001	1	1	1
Grants Coordinator	59001	1	1	1
No. of Full Time		2	2	2
Part Time:				
Water Taxi Captain	59003	1	1	0
No. of Part Time:		1	1	0
Seasonal:				
Total FTEs:		2.5	2.38	2

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Department Summary</i>				
Economic Development-5901				
Personal Services	167,963	178,815	194,755	8.91%
Operating Expenses	10,137	13,007	13,061	0.42%
Capital Expenses	0	80,400	80,000	-0.50%
Debt				
Grand Total Eco. Dev.	\$ 178,100	\$ 272,222	\$ 287,816	5.73%
<i>Percentage of Fund Budget</i>	0.80%	2.14%	2.15%	

2014 OPERATING BUDGET

ECONOMIC DEVELOPMENT/GRANTS - 5901

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

The Economic Development Department implements the Council approved Economic Development Plan that focuses on the development of target sectors. The plan includes the “Medical Village” across from Florida Hospital Waterman, downtown revitalization and special events, Tavares Seaplane Base & Marina, railroad infrastructure improvements and development of a “rail village”, attracting aviation industries and the enhancement of recreation, sports and tournament facilities and a redevelopment of the SR19 corridor. The Economic Development Department strives to cultivate an environment that facilitates the success of existing businesses and the attraction

DEPARTMENT DESCRIPTION:

The Economic Development Department serves as the concierge to the business community by helping our existing businesses to grow and prosper and to help new businesses be successful. Responsibilities include: administering City incentive programs, providing services for business placement, retention, expansion and recruitment, implementing programs that foster growth and prosperity, create and coordinate major events to stimulate the local economy and pursue State and Federal grants to improve City facilities and programs. These activities will create jobs and improve the quality of life for the citizens in the Tavares community.

SERVICE INDICATORS:

	Indicator Description	Actual 2011	Actual 2012	Est. 2013	Projected 2014
1.	Tax Base Percentage for Non-	31.85%	35%		
2.	Value of New Commercial Construction	\$12,356,639	\$13,041,838	\$10,000,000	\$13,000,000
3.	Number of New Business Licenses	191	112	150	120
4.	Number of Grant Applications Filed	8	0	3	3
5.	Number of Special Events Facilitated	15	21	24	20

2014 Goals

Organizational Development

Provide City employees with an awareness of the strategy, actions and benefits of economic development and re-development of the City.

Growth and Development

To foster a progressive quality of life that promotes safety, business creation, community events, recreational and sporting activities for citizens while recognizing the historical heritage of

Citizen and Customer Service Focus

To create an environment that promotes citizen satisfaction with the provision of essential

Innovation and Technology

To utilize technology as a driver to foster innovation in the delivery of high quality governmental services in an efficient and economical manner, and to provide effective means and methods that ensures timely and relevant information being provided to citizens of Tavares.

Organizational Performance

To foster a professional organizational culture where economies of scale, efficiency, effectiveness and ethical standards are promoted as the integral components of successful

2014 Objectives

1. Communicate with City staff and City Council on commercial development, special events, economic impact and incentives on a regular basis. (Goal 1)
2. Promote the economic development of the City by engaging in activities that promote business retention and growth of existing businesses and the recruitment of new businesses. (Goal 2)
3. Promote economic opportunity for area residents, property owners, and businesses by promoting intense development, where appropriate, within the Downtown core. (Goal 2)
4. Implement the recommendations in the CRA Master Plan Update. (Goal 2)
5. Plan, permit, design and develop the Wootton Park Expansion property. (Goal 3)

2014 OPERATING BUDGET

ECONOMIC DEVELOPMENT/GRANTS - 5901 (continued)

PROGRAM HIGHLIGHTS

2014 Objectives (continued)

6. Facilitate 18 special events at the waterfront at Wooton Park. (Goal 3)
7. Monitor grant and funding opportunities to assist in City programs and operations. (Goal 4)
8. Support the financial and market growth of the Tavares Seaplane Base & Marina with greater facility awareness, customer service, special events and administrative support. (Goal 4, Goal 6)
9. Produce useful, detailed and timely special event task schedules for supporting City departments. (Goal 4)
10. Develop Economic Development Tool Kit & Marketing Materials (Goal 2, Goal 5)
11. Incorporate the Seaplane Base into the CFASPP/FASP for long range FAA funding goals. (Goals 2, Goal 5)
12. Develop and facilitate a 100 year celebration of the first seaplane flight in Tavares. (Goal 3)
13. Create an updated Economic Development Plan. (Goal 1, Goal 5)

2013 Accomplishments

Customer Focus, Innovation & Technology, and Organizational Performance

1. Produced Economic Impact Reports: BASS College, Classic Race Boat.
2. Implemented a voucher program with events to bring money to Community Redevelopment Area restaurants & entertainment district.
3. Facilitated and built the Tavares Train Depot historic replica, with the Tavares Chamber of Commerce and the Orange Blossom Cannonball Railroad for tenants.
4. Coordinated 24 special events in Wooton Park.
5. Improved Seaplane Ramp access
6. Applied for grants: Lake County TDC Capital Improvement Grant, FRDAP Grant.
7. Applied for and received a total of \$22,500 from Lake County TDC funds for events at Wooton Park
8. Developed an Economic Development brochure.
9. Developed Seaplane Base & Marina brochure.
10. Sold Water Taxis for \$75,000.
11. Created a new Fall Seaplane Fly-In Event.

FUND 001
 DEPT 59
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

ECONOMIC DEVELOPMENT EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
559.12-10	REGULAR SALARIES	132,588	140,628	142,253	1.16%
559.21-10	FICA / MED TAXES	9,517	10,094	10,026	-0.67%
559.22-20	FL STATE RETIREMENT	7,792	8,561	21,416	150.16%
559.23-10	HEALTH INSURANCE	11,006	12,091	10,022	-17.11%
559.23-15	DENTAL INSURANCE	490	495	544	9.90%
559.23-20	LIFE INSURANCE	750	771	807	4.67%
559.23-21	SHORT-TERM DISABILITY INS	0	489	507	3.68%
559.23-30	DEPENDENT HEALTH INSURANCE	4,967	4,696	8,087	72.21%
559.23-35	DEPENDENT DENTAL INSURANCE	198	196	257	31.12%
559.23-40	LONG TERM DISABILITY	341	353	484	37.11%
559.24-10	WORKERS' COMPENSATION	314	441	352	-20.18%
559.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
*	SALARIES AND BENEFITS	167,963	178,815	194,755	8.91%
<i>OPERATING EXPENDITURES</i>					
559.40-10	TRAVEL & PER DIEM	1,290	1,360	3,510	158.09%
559.41-10	TELEPHONE	1,981	3,314	1,680	-49.31%
559.41-20	OTHER COMMUNICATION	0	0	0	0.00%
559.41-30	POSTAGE	114	100	50	-50.00%
559.45-10	LIABILITY	3,501	3,883	4,271	9.99%
559.47-10	PRINTING & BINDING	70	600	600	0.00%
559.48-60	SPONSORED EVENTS	0	250	250	0.00%
559.49-10	ADVERTISING	397	400	400	0.00%
559.51-10	OFFICE SUPPLIES	586	500	500	0.00%
559.52-10	OPERATING SUPPLIES	832	800	800	0.00%
559.54-10	BKS, PUB, SUB, MEM, LIB	1,366	1,800	1,000	-44.44%
*	OPERATING EXPENDITURES	10,137	13,007	13,061	0.42%
<i>CAPITAL EXPENDITURES</i>					
559.64-23	SOFTWARE	0	400	0	-100.00%
559.64-25	FUTURE PROJECTS	0	80,000	80,000	0.00%
*	CAPITAL EXPENDITURES	0	80,400	80,000	-0.50%
TOTAL ECONOMIC DEVELOPMENT		178,100	272,222	287,816	5.73%

FUND 001
DEPT 59
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

ECONOMIC DEVELOPMENT EXPENDITURE JUSTIFICATION

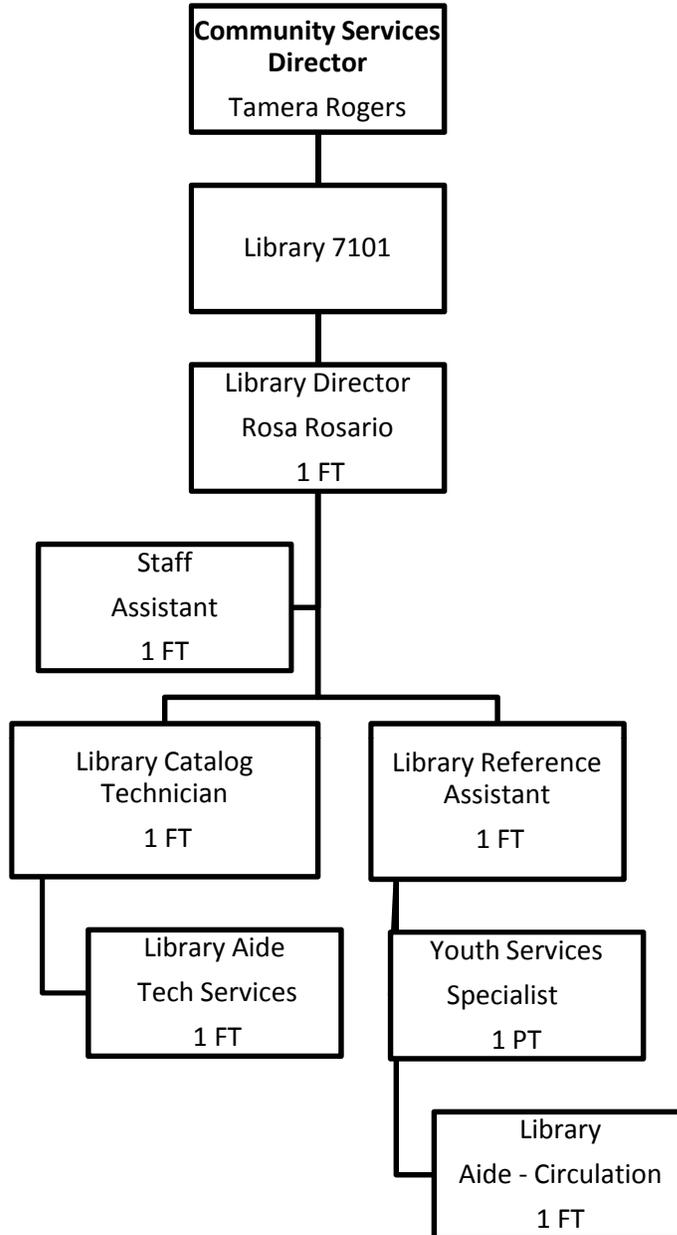
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
559.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	142,253	142,253
559.14-10 OVERTIME	NO AMOUNT BUDGETED	0	0
559.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	10,026	10,026
559.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	21,416	21,416
559.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	10,022	10,022
559.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	544	544
559.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	807	807
559.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	507	507
559.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	8,087	8,087
559.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	257	257
559.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	484	484
559.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	352	352
559.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
559.40-10 TRAVEL & PER DIEM	CHAMBER LUNCHEONS CENTRAL FLORIDA PARTNERSHIP REGIONAL GATHERING FEDC BOARD MEETING COMMUNITY SERVICE AWARDS FEDC CONFERENCE ECONOMIC DEVELOPMENT SUMMIT FAC CONFERENCE - ADD PER DEPT MEETING	250 150 250 60 1,500 100 1,200	3,510
559.41-10 TELEPHONE	TELEPHONE SERVICE	1,680	1,680
559.41-20 OTHER COMMUNICATION	NO AMOUNT BUDGETED	0	0
559.41-30 POSTAGE	POSTAGE	50	50
559.45-10 LIABILITY	LIABILITY INSURANCE	4,271	4,271
559.47-10 PRINTING & BINDING	SEAPLANE BASE & MARINA TRIFOLD	600	600
559.48-60 SPONSORED EVENTS	SUMMIT SPONSORSHIP	250	250
559.49-10 ADVERTISING	PROMOTIONAL ITEMS: PENS, FOLDERS, GIVEAWAYS, WATER	400	400
559.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	500	500
559.52-10 OPERATING SUPPLIES	CITY SHIRTS PER POLICY	800	800
559.54-10 BKS, PUB, SUB, MEM, LIB	FCCMA, ICMA, SPA, FEDC & MISC PUBLICATIONS	1000	1,000
559.64-23 SOFTWARE	NO AMOUNT BUDGETED	0	0
559.64-25 FUTURE PROJECTS	FY 2013-2014 CITY CONTRIBUTION FOR CONTINUOUS WELDED TRACKS (\$80K REQUIRED FOR TWO YEARS)	80,000	80,000

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Library

Department 71



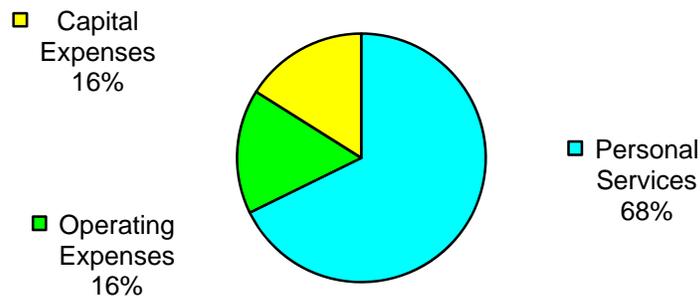
Position Summary

Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Full Time:				
Circ/Tech Svc Coordinator	22011	1	1	0
Library Aide-Circulation	22003	1	1	1
Library Aide-Tech Services	22006	1	1	1
Library Assistant	22008	1	0	0
Library Catalog Technician	71002	0	0	1
Library Director	22001	1	1	1
Library Reference Asst.	71001	0	0	1
Reference Librarian	22009	1	1	0
Staff Assistant	22007	1	1	1
No. of Full Time		7	6	6
Part Time:				
Lib. Aide-Youth Services	22010	1	1	0
Library Page	22005	3	2	0
Youth Services Specialist	22004	0	0	1
No. of Part Time:		4	3	1
Total No. of Positions:		11	9	7
Total FTEs:		9	7.5	6.5

Budget Summary

<i>Department Summary</i>	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Library-7101				
Personal Services	370,375	344,800	334,115	-3.10%
Operating Expenses	66,984	68,686	79,910	16.34%
Capital Expenses	38,316	54,150	79,200	46.26%
Grand Total Library	\$ 475,675	\$ 467,636	\$ 493,225	5.47%
<i>Percentage of Fund Budget</i>	2.14%	3.67%	3.68%	

2014 APPROPRIATIONS



2014 OPERATING BUDGET

LIBRARY - 7101

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

The mission of the City of Tavares Public Library is to improve society through facilitating knowledge creation in our local community, providing for the circulation of books, periodicals, CDs, DVDs, and other media materials, providing youth and adult educational programs which include tutoring, pre-GED preparation, literacy programming and much more, while managing a facility, assisting the Library Advisory Board and Friends of the Library and providing for the informational and recreational reading needs of the City and surrounding community through both

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

In striving to meet the needs of a diverse population, we offer a wide array of periodicals, newspapers, popular fiction, non-fiction in print, audio, electronic and video formats, a Spanish language collection as well as an Adult Literacy collection. Those patrons wishing to learn a foreign language are pleased to know that the Library also carries a selection of language CDs, Mango Languages featuring 37 foreign languages and 14 English as a Second Language (ESL) for use on PC and mobile devices accessible with their Tavares Library card, and Rosetta Stone in four levels of English, Spanish and one level of French through our public access computers. Basic computer classes are taught as well as a wide variety of other reference services through the "Book a Librarian" program by appointment. Beginning level conversational English classes, Tutor and Learner opportunities, and adult literacy programs at the Library. Staff also provides reference help via the Ask a Librarian online text and chat service that is available statewide to all Florida residents. The Library offers a cool, relaxing atmosphere in which to read or study in the open area and Wi-Fi is available throughout the building. As a member of the Lake County Library System, the Library opens its collection of 47,041 items to that of the other 14 participating libraries for a combined collection of 688,639 items. On-line reference databases are available for all library users and a large selection of books on CD, Digital Audio Device, MP3, video, DVD, music CDs, CD-ROMs and electronic games. The Library also sponsors cultural programming and the talents of local and county performers. Lifelong learning programs are also presented throughout the year.

SERVICE INDICATORS

	Indicator Description	Actual 2011	Actual 2012	Est. 2013	Projected 2014
1.	Circulation	106,881	113,355	105,937	112,357
5.	Program Attendees	5,329	5,389	4,657	4,710
6.	Door Count	223,035	222,960	223,686	223,619
7.	New Cardholders	1,128	1,234	1,295	1,302

2014 Goals

Organizational Development

Provide education and training opportunities for staff to increase their ability to serve customers

Growth and Development

Increase circulation, customer satisfaction and creative use of staff and volunteers; maintain adequate service hours and continue to provide up to date information and support the recreational reading habits of our users through paper and digital means.

City Lifestyle

The Library will meet the community's information needs by offering computers, newspapers, magazines and relevant non-fiction to all customers to stay abreast of City, state, national and world news. Library events and activities will be posted to the City and County web calendars, which also interface with the Lake County Library System web page. City events will be posted in the Library.

Citizen and Customer Service Focus

Maintain our customer service focus and provide service that exceeds expectations. Continue to facilitate and coordinate activities and programs with the Friends of the City of Tavares Public Library and other units within the Community Services department.

Innovation and Technology

Continue to provide access to technology instruction, assist with database instruction and help users with eReader devices the Library's Wi-Fi. Staff will continue to notify our users of Library activities and events through digital means via the internet and social media.

2014 OPERATING BUDGET

LIBRARY - 7101 (continued)

PROGRAM HIGHLIGHTS

2014 Goals (Continued)

Organizational Performance

The Library will use staff and volunteer talents to offer service, information and technology to assist the needs of our citizens.

2014 Objectives

1. Staff will attend local training and conferences when these programs meet the educational needs for their jobs.
2. Continue monthly staff meetings to enhance communication.
3. Build our volunteer base.
4. Continue to order current popular fiction, non-fiction, newspapers and relevant reference items in both print and electronic formats
5. Expand library service hours to provide adequate service to working families and young people as well as our older, retired population.
6. Apply for Partnership Grants for programming as opportunities become available.
7. Seek free and nominal-fee programming from local entertainers, schools, other institutions and
8. Begin accepting credit cards for library fines and other fees accrued through the library automation system for circulation as another payment options for patrons.
9. Continue to provide computer classes and training on eReaders and mobile devices.
10. Continue to interface with the City's Public Information Officer to reach young people and mobile device users through social networking and media sites.
11. Continue to revise and update the library's web pages to keep up to date and current.

2013 Accomplishments

1. Entire library collection was reviewed and weeded
2. Began Baker & Taylor Lease Contract through the Lake County Library System to meet the demand of patron requests for current New York Time Best Seller List titles.
3. Began a Beginning Conversational Spanish class for the community.
4. Began a Toddler Bilingual Storytime.
5. Increased the number of library volunteers to help cover the Youth Room during open hours.
6. Enrolled volunteer tutors and students in the Literacy and Adult Basic Education programs.
7. Revitalized the Main Room space to improve the use of Library services and resources for the public.
8. Provided a weekly eReader clinic to assist Library users with the Overdrive Digital Library service and to help with proficiency on eReaders and other mobile devices.
9. Sponsored National Library Week special programs.
10. Opened the Library Bookstore.

FUND 001
 DEPT 71
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

LIBRARY EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
571.12-10	REGULAR SALARIES	286,431	268,392	256,987	-4.25%
571.14-10	OVERTIME	54	0	0	0.00%
571.21-10	FICA / MED TAXES	20,734	19,715	18,113	-8.13%
571.22-10	RETIREMENT	9,017	6,384	9,664	51.38%
571.22-20	FL STATE RETIREMENT	6,708	8,804	6,806	-22.69%
571.23-10	HEALTH INSURANCE	38,226	36,108	29,589	-18.05%
571.23-15	DENTAL INSURANCE	1,656	1,484	1,632	9.97%
571.23-20	LIFE INSURANCE	1,475	1,377	1,402	1.82%
571.23-21	SHORT-TERM DISABILITY INS	0	950	968	1.89%
571.23-30	DEPENDENT HEALTH INSURANCE	4,203	0	6,777	100.00%
571.23-35	DEPENDENT DENTAL INSURANCE	594	392	772	96.94%
571.23-40	LONG TERM DISABILITY	676	630	839	33.17%
571.24-10	WORKERS' COMPENSATION	601	564	566	0.35%
*	SALARIES AND BENEFITS	370,375	344,800	334,115	-3.10%
<i>OPERATING EXPENDITURES</i>					
571.32-20	BOARD MEMBER PAYMENTS	1,240	1,400	1,400	0.00%
571.34-10	CONTRACTUAL SERVICES	4,240	6,140	7,140	16.29%
571.40-10	TRAVEL & PER DIEM	683	690	2,200	218.84%
571.41-10	TELEPHONE	1,939	870	863	-0.80%
571.41-20	OTHER COMMUNICATION	4,450	5,400	5,400	0.00%
571.41-30	POSTAGE	684	1,600	1,000	-37.50%
571.43-10	ELECTRIC, WATER, GAS	24,054	18,919	21,811	15.29%
571.44-10	RENTALS & LEASES	1,934	2,300	2,300	0.00%
571.45-10	LIABILITY	8,310	9,219	10,141	10.00%
571.46-10	REPAIR & MAINT. - BUILDING	728	1,950	2,800	43.59%
571.46-20	REPAIR & MAINT. - COMPUTER	0	500	500	0.00%
571.47-20	PRESERVATION OF BOOKS	0	125	75	-40.00%
571.48-40	ADULT PROGRAMS	973	870	1,000	14.94%
571.48-50	CHILDREN'S READING PROG.	3,422	3,500	3,000	-14.29%
571.51-10	OFFICE SUPPLIES	862	800	800	0.00%
571.52-10	OPERATING SUPPLIES	7,371	6,500	10,280	58.15%
571.52-11	DURABLE GOODS	0	1,363	1,300	-4.62%
571.52-15	FUEL COSTS	90	250	300	20.00%
571.54-10	BKS, PUB, SUB, MEM, LIB	6,004	6,290	7,600	20.83%
*	OPERATING EXPENDITURES	66,984	68,686	79,910	16.34%
<i>CAPITAL EXPENDITURES</i>					
571.64-10	EQUIP - REPLACEMENT	0	9,910	0	-100.00%
571.64-13	EQUIP - COMP REPLACEMENT	0	0	0	0.00%
571.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
571.64-15	EQUIP - NEW	0	4,296	0	-100.00%
571.64-23	SOFTWARE	1,120	0	0	0.00%
571.64-25	FUTURE PROJECTS	0	0	40,000	100.00%
571.66-10	STANDING ORDER NATL LIB	2,089	2,944	2,200	-25.27%
571.66-20	MAJOR COLLECTIONS BOOKS	35,107	37,000	37,000	0.00%
*	CAPITAL EXPENDITURES	38,316	54,150	79,200	46.26%
TOTAL LIBRARY		475,675	467,636	493,225	5.47%

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CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

LIBRARY EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
571.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	256,987	256,987
571.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	0	0
571.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	18,113	18,113
571.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	9,664	9,664
571.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEE	6,806	6,806
571.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	29,589	29,589
571.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,632	1,632
571.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,402	1,402
571.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	968	968
571.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	6,777	6,777
571.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	772	772
571.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	839	839
571.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	566	566
571.32-20 BOARD MEMBER PAYMENTS	7 BOARDMEMBERS AT \$20 PER MONTH FOR 10 MONTHS	1,400	1,400
571.34-10 CONTRACTUAL SERVICES	UNIQUE, SECURITY MONITORING, MANGO LANG. & MISC	7,140	7,140
571.40-10 TRAVEL & PER DIEM	2 SEMINARS EMPLOYMENT IMPROVEMENT PLA CONFERENCE 2 FLORIDA ANNUAL CONFERENCES MISCELLANEOUS TRAVEL	200 1,000 300 700	2,200
571.41-10 TELEPHONE	TELEPHONE AND FAX SERVICE	863	863
571.41-20 OTHER COMMUNICATION	FRAME RELAY SERV. MANDATED LCLS	5,400	5,400
571.41-30 POSTAGE	LIBRARY CARDS, OVERDUE NOTICES, LETTERS & OTHER MAIL	1,000	1,000
571.43-10 ELECTRIC, WATER, GAS	ELECTRIC WATER	19,684 2,127	21,811
571.44-10 RENTALS & LEASES	COLOR COPIER RENTAL & MAINTENANCE B & W COPIER MAINTENANCE ONLY	2,300	2,300
571.45-10 LIABILITY	LIABILITY INSURANCE	10,141	10,141
571.46-10 BUILDING	OFFICES PAINTED WATER HEATER	2,500 300	2,800
571.46-15 EQUIPMENT	NO AMOUNT BUDGETED	0	0
571.46-20 COMPUTER	MISC. REPAIRS TO COMPUTERS	500	500
571.47-20 PRESERVATION OF BOOKS	MENDING BOOKS AND DVDS	75	75
571.48-40 ADULT PROGRAMS	LC COMMUNITY BAND, LADIES TEA, BON TEMPOS, LAKE COUNTY LADIES CHORUS AND OTHER PROGRAMS	1,000	1,000

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CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

LIBRARY EXPENDITURE JUSTIFICATION

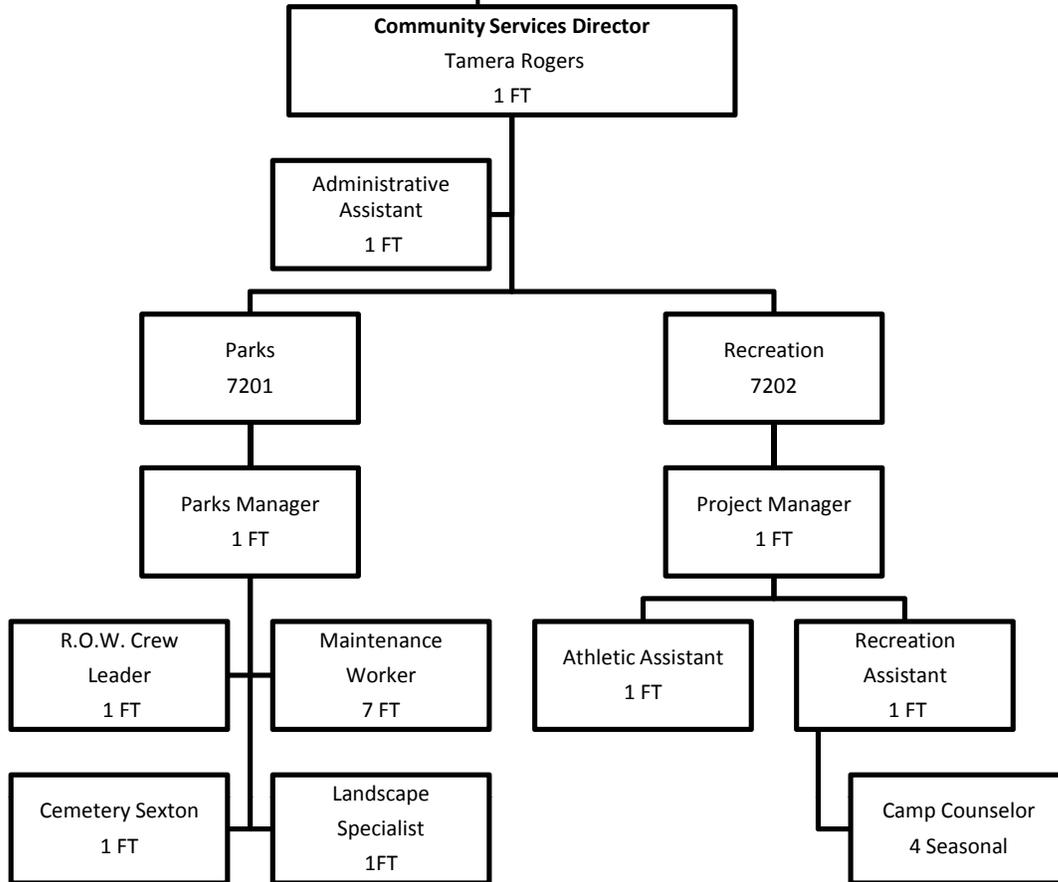
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
571.48-50 CHILDREN'S READING PROGRAMS	SUPPLIES, CRAFT KITS, REFRESHMENTS, PRIZES FOR YOUTH BOOK CLUB, WEEKLY STORYTIME, SUMMER READING PROGRAM, WINTER FESTIVAL	3,000	3,000
571.51-10 OFFICE SUPPLIES	GENERAL OFFICE ITEMS	800	800
571.52-10 OPERATING SUPPLIES	OPERATING SUPPLIES - INCLUDES FAX CARTRIDGES , IMAGING FEES FOR TWO COPIERS, STAFF SHIRTS, REPAIRS FOR SECURITY SYSTEMS, ETC. REUPHOLSTER 42 CHAIRS	6,500 3,780	10,280
571.52-11 DURABLE GOODS	REPLACE FAX MACHINE AND PRINTERS VENETIAN BLINDS FOR CONFERENCE ROOM	800 500	1,300
571.52-15 FUEL COSTS	FUEL COSTS	300	300
571.54-10 BKS, PUB, SUB, MEM, LIB	PROFESSIONAL MEMBERSHIPS (PLA, ALA, FLA FOR 2) YEARLY SUBSCRIPTIONS	400 7,200	7,600
571.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0
571.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
571.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	0	0
571.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
571.64-23 SOFTWARE	NO AMOUNT BUDGETED	0	0
571.64-25 FUTURE PROJECTS	LIBRARY EXPANSION - IMPACT FEES FROM COUNTY	40,000	40,000
571.66-10 STANDING ORDER NATL LIB	REFERENCE BOOKS REC'D ANNUALLY AND BI-ANNUALLY ALMANACS, BUSINESS DIRECTORIES, ATLASES, AND SUPPLEMENTS TO UPDATE COLLECTION	2,200 2,200	2,200
571.66-20 MAJOR COLLECTIONS BOOKS	FICTION AND NON-FICTION BOOKS AND ALL CHILDREN'S MATERIALS, DVD'S, MP3'S, AUDIO BOOKS, AND ACCELERATED READER MATERIALS, JUNIOR LIBRARY GUILD, UPDATE FLORIDA COLLECTION, E-READERS, E-AUDIO BOOK LARGE PRINT BOOKS, RECORDED BOOKS, CD'S	37,000	37,000

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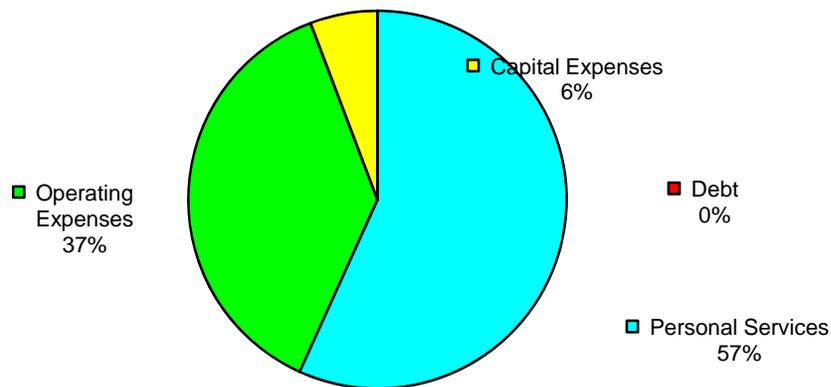


Parks & Recreation

Department 72



2014 APPROPRIATIONS



Position Summary

Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Full Time:				
Administrative Assistant ²	18003	1	1	0
Administrative Coordinator ²	3016	N/A	N/A	1
Asst. Parks Manager	18012	0	0	0
Athletic Assistant	18010	1	1	1
Cemetery Sexton	18006	1	1	1
Community Svc Director ²	10025	1	1	1
Landscape Specialist	72003	0	1	1
Maintenance Workers	18005	8	7	7
Parks Manager	18004	1	1	1
Recreation Proj. Mgr	72001	1	1	1
Recreation Assistant	18011	1	1	1
Right of Way Crew Leader	18008	1	1	1
No. of Full Time		16	16	16
Part Time:				
None		0	0	0
No. of Part Time:		0	0	0
Seasonal¹:				
Recreation Aides	18019	0	0	0
Camp Counselor	72002	4	4	4
No. of Seasonal:		4	4	4
Total No. of Positions:		20	20	20
Total FTEs:		16	16	16

Notes:

1. Seasonal positions are not included in the FTE count.
2. Community Svcs Director and Admin Asst/Coord positions allocated 50% 7201 and 50% 7202

Budget Summary

	Audited 2011-2012	Revised 2012-2013	Adopted 2013-2014	Over FY 12-13
Parks-7201				
Personal Services	570,782	620,012	657,842	6.10%
Operating Expenses	462,744	512,783	492,160	-4.02%
Capital Expenses	0	9,920	97,601	883.88%
Debt	0	0	0	0.00%
Total Parks	1,033,526	1,142,715	1,247,603	9.18%
Recreation-7202				
Personal Services	261,084	271,651	314,701	15.85%
Operating Expenses	138,648	157,606	149,951	-4.86%
Capital Expenses	6,089	0	1,000	100.00%
Debt	0	0	0	0.00%
Total Recreation	405,821	429,257	465,652	8.48%
Grand Total Parks & Rec.	\$ 1,439,347	\$ 1,571,972	\$ 1,713,255	8.99%
<i>Category Summary</i>				
Personal Services	831,866	891,663	972,543	9.07%
Operating Expenses	601,392	670,389	642,111	-4.22%
Capital Expenses	6,089	9,920	98,601	893.96%
Debt	0	0	0	0.00%
Grand Total Parks & Rec.	\$ 1,439,347	\$ 1,571,972	\$ 1,713,255	8.99%
<i>Percentage of Fund Budget</i>	6.49%	12.35%	12.79%	

2014 OPERATING BUDGET

PARKS - 7201

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

It is the mission of the Parks Division to provide quality parks, athletic fields and community facilities, streetscape and beautification programs around our gateways and downtown areas, and support for all special events offered to the residents of the City of Tavares in a financially responsible manner.

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

The Parks Division is responsible for the constant maintenance of our parks, which include Wooton Wonderland, Squibb, Ingraham, Ridge, Aesop's, Tavares Dog Park, Tavares Nature Park, Tavares Recreation Park, Summerall Park, Fred Stover and Woodlea Sports Complexes. Additionally, the Parks Division is responsible for managing the maintenance contracts for Main Street, SR19, and the 441 medians, and for the maintenance of several miles of the City's rights-of-way, in addition to the grassy and planting areas near and around all the City-owned facilities, such as City Hall, the fire department, the public works facility, the Recreation offices, the Ingraham Center, the water plants, the 20-acre cemetery, 85 acres of perc ponds, the 5.3 acre retention pond and various other City-owned properties. The Parks team members support all City-owned special events as well as provide assistance to the Dragon Boat Festival, the Renaissance Faire, the Classic Race Boat Exhibition, the Antique Boat Show, the Jet Ski competitions, the African-American Heritage Celebration, all fishing tournaments held at

The Parks Division is also responsible for the on-going maintenance and set-up of all the City's facilities to include the Civic Center, Ingraham Center and TRA room. The Division also has the responsibility to repair and maintain the City's playground equipment located at Wooton Park, Aesop's Park, Ingraham Park and Woodlea Sports Complex and the staff cleans daily 31 restroom stalls and empties 81 trash

SERVICE INDICATORS

	Indicator Description	Actual 2011	Actual 2012	Est. 2013	Projected 2014
1.	Special Events Supported	20	20	22	22
5.	Facility Set-ups Completed by Staff	662	665	690	695
6.	Bathrooms Cleaned & Maintained	29	31	31	33
7.	Acres of Perc Ponds & Surrounding Areas Mowed	85	85	85	85
8.	Number of Ball fields Maintained	8	8	10	10
9.	Number of Park Maintained	19	19	19	19
10.	Miles of Rights of Way Mowed	19	19	19	19
11.	Miles of Rights of Way Edged	47.5	47.5	47.5	47.5
12.	Number of Medians Maintained	17	17	17	17
13.	Acres of Ballfields/Grounds Mowed/Maintained	301	301	350	350

2014 Goals

Organizational Development

To provide pertinent training opportunities for staff that will further increase their ability to provide services to City citizens

2014 OPERATING BUDGET

PARKS (continued)

PROGRAM HIGHLIGHTS

Growth and Development

An increase in quality events, increased activity in our downtown area, customer satisfaction, beautification of our grounds, parks and downtown landscaped areas.

City Lifestyle

Foster a progressive quality of life that promotes safety, community events, and recreational and sporting activities for citizens while maintaining City traditions and values

Citizen and Customer Service Focus

Create an environment that promotes citizen satisfaction, which enhances the provision of essential services and promotes the City's target of self-sufficiency.

Innovation and Technology

Utilize technology initiatives to provide comprehensive scheduling of city recreational opportunities and sporting events

Organizational Performance

To foster a professional organizational culture where economies of scale, efficiency, effectiveness, and ethical standards are promoted as instruments of successful operations.

2014 Objectives

1. Continue excellence in customer service to the citizens of Tavares.
2. Continue excellence in parks maintenance.
3. Focus on enhancing existing park facilities (Ingraham Park restrooms).
4. Focus on seeking para-professional training opportunities for staff.
5. Focus on developing beautification projects throughout the City
6. Focus on supporting the special events that serve to encourage economic development
7. Install and maintain new landscaping on Disston Avenue for pavilion
8. Install and maintain new landscaping on Alfred Street

2013 Accomplishments

Customer Focus, Innovation & Technology, and Organizational Performance

1. Enhanced special events, drawing record-setting crowds.
2. Installed five palm trees in Aesop's Park to improve landscaping areas.
3. Assisted in the design and decorating of Wooton Park for the holiday season.
4. Continued with the FCT and other grant requirements of maintaining park lands area around the baseball fields
5. Placed over 1500 feet of irrigation pipe and 32 irrigation heads at the Woodlea Sports Complex.
6. Completed two new ballfields at Woodlea Sports Complex.

2014 OPERATING BUDGET

RECREATION - 7202

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

It is the mission of the Recreation Division to provide quality youth, adult and senior programming, a high-quality youth summer camp, community events throughout the year, a "community backyard" program at Aesop's Park, facilitate instructional programs, and create cultural programs for the residents of the City of Tavares in a financially responsible manner.

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

The Recreation Division is responsible for implementing and managing all youth programming for the community, including the City's Babe Ruth League Baseball and Softball program, which includes an "opening day" celebration, post-season tournament play in the spring and state-wide tournament hosting opportunities. Also managed by the Recreation Division are the adult co-ed and senior softball programs, offered throughout the year at each of our two sports complexes. Additionally, the division facilitates instruction-based recreational activities to include Zumbatomics (Zumba for kids ages 4-12), Zumba instruction, junior tennis, and Start Smart Baseball (designed for kids ages 3-4). In addition, it's the division's responsibility to manage the City's youth summer camp for kids ages 5-12. Activities implemented throughout the ten-week camp include, but are not limited to, swimming, roller skating,

The Recreation Division is also responsible for planning and facilitating the City's many community events, which include a senior citizen social and dance, the Father-Daughter Dance, 4th of July celebration, the Tavares Christmas Celebration and other special concert-related events. Furthermore, the Recreation Division is responsible for managing the "community backyard" initiative ongoing at Aesop's Park to include the dog park and vegetable gardens, which includes leasing out garden plots to area residents, selling sponsorship signs on the fence and commemorative brick pavers. The Recreation Division's responsibilities also include organizing up to four cultural arts events for the City and beautiful art exhibits within City Hall. The division also takes the responsibility for applying for and managing grant opportunities that enable the division to meet its goal in a fiscally responsible manner. Examples of such opportunities include USTA grant for youth tennis, two separate FRDAP and LWCF grants for the Woodlea Sports Complex Expansion Project, a FCT Florida Forever Grant for the Aesop's Park Extension Project, an Energy Efficiency and Conservation Grant for new sports lighting at Fred Stover Sports Complex, a Lake County Tourism and Development Grant for facility expansion and a Community Development Block Grant for improvements at various parks.

SERVICE INDICATORS

	Indicator Description	Actual 2011	Actual 2012	Est. 2013	Projected 2014
1.	Baseball/Softball Registrations	648	637	515	600
2.	Number of Recreational Activities Managed	549	563	608	600
3.	Number of Senior Program Participants	30	30	170	310
4.	Number of Youth Teams Participating in Babe Ruth	55	52	46	50
5.	Facility Rentals Scheduled	693	687	690	695
6.	Art Shows Coordinated & Facilitated	4	4	5	4
8.	Pavilion Events - Weddings, Rentals, Meetings, etc.	n/a	n/a	n/a	50

2014 OPERATING BUDGET

RECREATION (continued)

PROGRAM HIGHLIGHTS

2014 Goals

Organizational Development

To provide pertinent training opportunities for staff that will further increase their ability to provide services to City citizens

Growth and Development

An increase in quality events, increased activity in our downtown area, customer satisfaction, beautification of our grounds, parks and downtown landscaped areas.

City Lifestyle

Foster a progressive quality of life that promotes safety, community events, and recreational and sporting activities for citizens while maintaining City traditions and values

Citizen and Customer Service Focus

Create an environment that promotes citizen satisfaction, which enhances the provision of essential services and promotes the City's target of self-sufficiency.

Innovation and Technology

Utilize technology initiatives to provide comprehensive scheduling of city recreational opportunities and sporting events

Organizational Performance

To foster a professional organizational culture where economies of scale, efficiency, effectiveness, and ethical standards are promoted as instruments of successful operations.

2014 Objectives

1. Continue excellence in customer service to the citizens of Tavares.
2. Continue to assist in parks maintenance initiatives.
3. Focus on implementing new recreational programs.
4. Focus on enhancing existing recreational programs.
5. Focus on seeking para-professional training opportunities for staff.
6. Focus on developing new and unique special events that serve to encourage economic development
7. Promote and program the new Woodlea Sports Complex facility
8. Focus on the construction and completion of the Pavilion on the Lake project.

2013 Accomplishments

Customer Focus, Innovation & Technology, and Organizational Performance

1. Enhanced special events, drawing record-setting crowds.
2. Enhanced City-managed programs that increased program participation.
3. Implemented a new recreation program for the city's senior citizen population to include a social afternoon once a month with karaoke, dancing and games.
4. Participated in the design and beginning construction phases of the Pavilion on the Lake project.
5. Completed the floating dock system project at the Tavares Recreational Park.
6. Finalized completion on two large baseball fields at the new Woodlea Sport Complex and began to program activities for the new fields.
7. Created and implemented a spring and fall "fun day" for our Babe Ruth participants each season.

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CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

PARKS EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
572.12-10	REGULAR SALARIES	406,825	430,341	442,297	2.78%
572.14-10	OVERTIME	10,246	14,375	18,451	28.35%
572.21-10	FICA / MED TAXES	29,016	31,212	30,472	-2.37%
572.22-20	FL STATE RETIREMENT	21,144	23,902	37,713	57.78%
572.23-10	HEALTH INSURANCE	61,244	71,800	57,987	-19.24%
572.23-15	DENTAL INSURANCE	2,855	2,968	3,264	9.97%
572.23-20	LIFE INSURANCE	2,306	2,448	2,514	2.70%
572.23-21	SHORT-TERM DISABILITY INS	0	1,692	1,736	2.60%
572.23-30	DEPENDENT HEALTH INSURANCE	15,380	24,867	45,361	82.41%
572.23-35	DEPENDENT DENTAL INSURANCE	1,686	2,073	2,533	22.19%
572.23-40	LONG TERM DISABILITY	1,058	1,122	1,509	34.49%
572.24-10	WORKERS' COMPENSATION	12,184	13,212	14,005	6.00%
572.25-10	UNEMPLOYMENT COMPENSATION	6,838	0	0	0.00%
*	SALARIES AND BENEFITS	570,782	620,012	657,842	6.10%
<i>OPERATING EXPENDITURES</i>					
572.31-60	PERMIT & COMPLIANCE FEES	581	300	300	0.00%
572.34-10	CONTRACTUAL SERVICES	103,249	116,535	114,212	-1.99%
572.40-10	TRAVEL & PER DIEM	982	2,000	1,500	-25.00%
572.41-10	TELEPHONE	4,183	4,914	4,665	-5.07%
572.41-30	POSTAGE	46	200	200	0.00%
572.46-25	REPAIR & MAINT. - MISC.	5,592	8,000	7,500	-6.25%
572.46-35	MOWER	841	0	0	0.00%
572.47-10	PRINTING & BINDING	160	200	200	0.00%
572.51-10	OFFICE SUPPLIES	179	300	300	0.00%
572.52-10	OPERATING SUPPLIES	62,055	73,535	73,535	0.00%
572.52-11	DURABLE GOODS	1,398	3,145	1,700	-45.95%
572.52-15	FUEL COSTS	13,821	18,073	15,488	-14.30%
572.52-25	UNIFORMS	3,847	3,329	4,050	21.66%
572.52-30	ART IN THE SQUARE	0	0	0	0.00%
572.54-10	BKS, PUB, SUB, MEM, LIB	68	250	250	0.00%
572.55-20	PROGRAM COSTS	0	0	0	0.00%
572.59-65	GRANT MATCH	0	0	0	0.00%
*	OPERATING EXPENDITURES	462,744	512,783	492,160	-4.02%
<i>CAPITAL EXPENDITURES</i>					
572.64-10	EQUIP - REPLACEMENT	0	0	15,311	100.00%
572.64-11	EQUIP - VEHICLE REPLACEMENT	0	0	0	0.00%
572.64-13	EQUIP - COMP REPLACEMENT	0	0	0	0.00%
572.64-14	EQUIP - NEW COMPUTERS	0	0	1,100	100.00%
572.64-15	EQUIP - NEW	0	1,099	40,000	3539.67%
572.64-17	EQUIP-NEW VEHICLES	0	0	0	0.00%
572.64-25	FUTURE PROJECTS	0	8,821	41,190	366.95%
*	CAPITAL EXPENDITURES	0	9,920	97,601	883.88%
<i>DEBT SERVICE</i>					
572.71-15	LEAGUE LEASE 2002 & 2006	0	0	0	0.00%
572.72-15	LEAGUE LEASE 2002 & 2006	0	0	0	0.00%
*	DEBT SERVICE	0	0	0	0.00%
TOTAL	PARKS	1,033,526	1,142,715	1,247,603	9.18%

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 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

PARKS EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
572.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	442,297	442,297
572.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	18,451	18,451
572.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	30,472	30,472
572.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	37,713	37,713
572.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	57,987	57,987
572.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	3,264	3,264
572.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	2,514	2,514
572.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,736	1,736
572.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	45,361	45,361
572.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	2,533	2,533
572.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,509	1,509
572.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	14,005	14,005
572.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
572.31-60 PERMIT & COMPLIANCE FEES	DEP ANNUAL LEASE FEE FOR TAVARES RECREATION PARK FISHING PIER	300	300
572.34-10 CONTRACTUAL SERVICES	ANNUAL MAINTENANCE FOR HWY 19 MEDIANS MAIN STREET MAINTENANCE-INCREASE IS DUE TO NEW LANDSCAPING ON MAIN STREET & TREE TRIMMING AT TNP MAIN ST. PALM TREE MAINTENANCE - TWO PRUNINGS PER YEAR. AQUATIC PLANT MANAGEMENT PLANT MITIGATION AT TAVARES NATURE PARK PLANT MITIGATION AT TAVARES RECREATION PARK PLANT MITIGATION AT WOOTON PARK HWY 441 IRRIGATION REPAIRS HWY 441 MEDIAN MAINTENANCE	22,600 27,545 3,440 1,500 5,500 6,000 6,500 10,000 31,127	114,212
572.40-10 TRAVEL & PER DIEM	SEMINARS AND TRAINING	1,500	1,500
572.41-10 TELEPHONE	TELEPHONE SERVICE FAX	3,099 1,566	4,665
572.41-30 POSTAGE	POSTAGE COSTS	200	200
572.43-10 ELECTRIC, WATER, GAS	ELECTRIC WATER WATER - ROUNDABOUT	86,567 153,136 4,200	243,903
572.44-10 RENTALS & LEASES	RENTAL OF MISC EQUIPMENT FOR PARKS MAINTENANCE SOD CUTTER, SOD ROLLER, TRENCHER, UNDERWATER WEEDEATER, ETC.	1,500	1,500
572.45-10 LIABILITY	LIABILITY INSURANCE	22,857	22,857
572.46-25 MISCELLANEOUS	VARIOUS REPAIR & MAINTENANCE ITEMS INCLUDING TURF, IRRIGATION, EQUIPMENT, ETC.	7,500	7,500

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 DEPT 72
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

PARKS EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
572.46-35 MOWER	NO AMOUNT BUDGETED	0	0
572.47-10 PRINTING & BINDING	BUSINESS CARDS, FACILITY RESERVATION FORMS, BROCHURES, ETC.	200	200
572.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	300	300
572.52-10 OPERATING SUPPLIES	CHEMICALS & OPERATING SUPPLIES SUCH AS PESTICIDES SOD, MULCH, FERTILIZERS, PLANTS, SHUBBERY, IRRIGATION SUPPLIES, & JANITORIAL SUPPLIES. SUPPLIES NEEDED TO MAINTAIN TWO NEW BALLFIELDS AT WOODLEA SPORTS COMPLEX. WORK BOOTS FOR THE PARKS STAFF (11 PAIR AT \$150/PER PERSON FOR A TOTAL COST OF \$1,650)	73,535	73,535
572.52-11 DURABLE GOODS	FC 110 STIK EDGER FS250 WEED EATER BR 600 BACKPACK BLOWER HS 81 T HEDGE TRIMMER	405 485 405 405	1,700
572.52-15 FUEL COSTS	FUEL COSTS	15,488	15,488
572.52-25 UNIFORMS	UNIFORMS	4,050	4,050
572.54-10 BOOKS, PUB, SUB, MEM, LIB	PUBLICATIONS AND MEMBERSHIPS	250	250
572.64-10 EQUIP - REPLACEMENT	48" WALKER MOWER TO REPLACE #438 1999 48" MOWER	15,311	15,311
572.64-11 EQUIP-VEHICLE REPLACEMENT	NO AMOUNT BUDGETED	0	0
572.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
572.64-14 EQUIP - NEW COMPUTERS	LAPTOP COMPUTER REQUESTED FOR USE BY CEMETERY PERSONNEL SO RECORDS CAN BE PROFESSIONALLY AND ACCURATELY ACCESSED IN THE FIELD.	1,100	1,100
572.64-15 EQUIP - NEW	DIESEL REEL MOWER FOR SPORT TURF FIELDS PURCHASE WILL BE MADE AFTER JUNE 1, 2014 AFTER REVENUES ARE ANALYZED TO INSURE FUNDS ARE AVAILABLE	40,000	40,000
572.64-25 FUTURE PROJECTS	RESURFACE 20 SHUFFLEBOARD COURTS INGRAHAM PARK RESTROOMS	16,190 25,000	41,190
572.71-15 LEAGUE LEASE 2002 & 2006	NO AMOUNT BUDGETED	0	0
572.72-15 LEAGUE LEASE 2002 & 2006	NO AMOUNT BUDGETED	0	0

FUND 001
DEPT 72
DIVISION 02

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

RECREATION EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
572.12-10	REGULAR SALARIES	180,058	182,265	192,589	5.66%
572.13-10	OTHER SALARIES & WAGES	9,215	16,327	27,184	66.50%
572.14-10	OVERTIME	3,395	3,345	5,126	53.24%
572.21-10	FICA / MED TAXES	13,407	14,055	15,008	6.78%
572.22-20	FL STATE RETIREMENT	9,632	11,262	20,979	86.28%
572.23-10	HEALTH INSURANCE	21,094	23,933	19,329	-19.24%
572.23-15	DENTAL INSURANCE	1,001	989	1,088	10.01%
572.23-20	LIFE INSURANCE	1,015	1,034	1,092	5.61%
572.23-21	SHORT-TERM DISABILITY INS	0	715	752	5.17%
572.23-30	DEPENDENT HEALTH INSURANCE	16,073	11,206	23,720	111.67%
572.23-35	DEPENDENT DENTAL INSURANCE	1,200	1,186	1,431	20.66%
572.23-40	LONG TERM DISABILITY	464	474	655	38.19%
572.24-10	WORKERS' COMPENSATION	4,530	4,860	5,748	18.27%
572.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
*	SALARIES AND BENEFITS	261,084	271,651	314,701	15.85%
<i>OPERATING EXPENDITURES</i>					
572.31-60	PERMIT & COMPLIANCE FEES	0	647	647	0.00%
572.34-10	CONTRACTUAL SERVICES	320	0	0	0.00%
572.40-10	TRAVEL & PER DIEM	872	2,000	2,000	0.00%
572.41-10	TELEPHONE	1,932	1,537	1,644	6.96%
572.41-30	POSTAGE	676	700	700	0.00%
572.43-10	ELECTRIC, WATER, GAS	3,429	4,287	2,683	-37.42%
572.44-10	RENTALS & LEASES	5,037	6,682	6,682	0.00%
572.45-10	LIABILITY	7,575	9,091	10,000	10.00%
572.47-10	PRINTING & BINDING	406	1,000	500	-50.00%
572.48-20	LIGHT UP MAIN STREET	11,352	12,000	12,000	0.00%
572.48-30	4TH OF JULY	28,337	29,000	29,000	0.00%
572.49-10	ADVERTISING	1,655	2,378	3,000	26.16%
572.51-10	OFFICE SUPPLIES	480	500	500	0.00%
572.52-10	OPERATING SUPPLIES	4,219	4,173	4,500	7.84%
572.52-11	DURABLE GOODS	0	0	800	100.00%
572.52-15	FUEL COSTS	1,265	2,372	1,355	-42.88%
572.52-30	ART IN THE SQUARE	2,850	2,850	2,850	0.00%
572.54-10	BKS, PUB, SUB, MEM, LIB	320	600	600	0.00%
572.55-10	SUMMER YOUTH PROGRAM	15,831	16,026	10,490	-34.54%
572.55-20	PROGRAM COSTS	51,952	61,763	60,000	-2.85%
572.52-25	UNIFORMS	140	0	0	
572.59-65	GRANT MATCH	0	0	0	0.00%
*	OPERATING EXPENDITURES	138,648	157,606	149,951	-4.86%
<i>CAPITAL EXPENDITURES</i>					
572.64-10	EQUIP - REPLACEMENT	0	0	0	0.00%
572.64-15	EQUIP - NEW	6,089	0	1,000	100.00%
572.64-17	EQUIP-NEW VEHICLES	0	0	0	0.00%
*	CAPITAL EXPENDITURES	6,089	0	1,000	100.00%
TOTAL RECREATION		405,821	429,257	465,652	8.48%

FUND 001
 DEPT 72
 DIVISION 02

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

RECREATION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
572.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	192,589	192,589
572.13-10 OTHER SALARIES & WAGES	WAGES FOR TEMPORARY EMPLOYEES	27,184	27,184
572.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	5,126	5,126
572.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	15,008	15,008
572.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	20,979	20,979
572.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	19,329	19,329
572.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1088	1088
572.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,092	1,092
572.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	752	752
572.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	23,720	23,720
572.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,431	1,431
572.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	655	655
572.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	5,748	5,748
572.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
572.31-60 PERMIT & COMPLIANCE FEES	ANNUAL MUSIC LICENSING FEES- ASCAP & BMI	647	647
572.34-10 CONTRACTUAL SERVICES	NO AMOUNT BUDGETED	0	0
572.40-10 TRAVEL & PER DIEM	SEMINARS & CONFERENCES FOR DEPARTMENT & COMMUNITY SERVICES DIRECTOR,INCLUDING FRPA,FFEA	2,000	2,000
572.41-10 TELEPHONE	TELEPHONE SERVICE FAX	1,357 287	1,644
572.41-20 OTHER COMMUNICATION	NO AMOUNT BUDGETED	0	0
572.41-30 POSTAGE	CORRESPONDENCE FOR BASEBALL PROGRAMS,SUMMER CAMP, RECREATION ACTIVITIES,SPECIAL EVENTS,PARADE, VENDOR APPS,ETC.	700	700
572.43-10 ELECTRIC, WATER, GAS	ELECTRIC WATER	1,897 786	2,683
572.44-10 RENTALS & LEASES	REC OFFICE COPIER LEASE RENTALS FOR ACTIVITIES/EVENTS INCLUDING CHRISTMAS CELEBRATION AND 4TH OF JULY.	2,182 4,500	6,682
572.45-10 LIABILITY	LIABILITY INSURANCE	10,000	10,000
572.47-10 PRINTING & BINDING	BUSINESS CARDS,INFORMATIONAL FLYERS,BROCHURES, POSTERS FOR BABE RUTH,RECREATION PROGRAMS,SPECIAL EVENTS.	500	500

FUND 001
 DEPT 72
 DIVISION 02

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

RECREATION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
572.48-20 LIGHT UP/HOLIDAY FESTIVAL	ENTERTAINMENT, TROPHIES & MISC OPERATING COSTS FOR CHRISTMAS CELEBRATION (CARRIAGE RIDES, FIREWORKS, ICE SKATING, ETC.)	12,000	12,000
572.48-22 HOLIDAY FESTIVAL-SUPPLIES	NO AMOUNT BUDGETED	0	0
572.48-30 4TH OF JULY	ENTERTAINMENT, TROPHIES, MISC OPERATING SUPPLIES FOR 4TH OF JULY EVENT. FIREWORKS	10,000 19,000	29,000
572.49-10 ADVERTISING	ADVERTISEMENT OF PROGRAMS & SPECIAL EVENTS, INCLUDING 4TH OF JULY & CHRISTMAS CELEBRATION.	3,000	3,000
572.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	500	500
572.52-10 OPERATING SUPPLIES	COPY PAPER, INK CARTRIDGES, COPIER FEES, CITY SHIRTS, SUPPLIES FOR SPECIAL EVENTS & RECREATION PROGRAMS.	4,500	4,500
572.52-11 DURABLE GOODS	MEDIUM MESSAGE KIOSK FOR AESOP'S PARK 2-DRAWER LATERAL FILE W/LOCK	500 300	800
572.52-15 FUEL COSTS	FUEL COSTS	1,355	1,355
572.52-25 UNIFORMS	NO AMOUNT BUDGETED	0	0
572.52-30 ART IN THE SQUARE	COSTS TO FACILITATE A VARIETY OF EVENTS & ACTIVITIES RELATED TO ART, HISTORY & CULTURE.	2,850	2,850
572.54-10 BOOKS, PUB, SUB, MEM, LIB	MISC PUBLICATIONS AND MEMBERSHIPS	600	600
572.55-10 SUMMER YOUTH PROGRAM	COSTS ASSOCIATED WITH OPERATING THE SUMMER YOUTH PROGRAM: BOWLING, SKATING, SWIMMING, THEME PARK FIELD TRIPS, BUS TRANSPORTATION, ARTS, CRAFTS, ETC. *REGISTRATION & WEEKLY FEES ARE ANTICIPATED TO OFFSET MOST OF THE COSTS.	10,490	10,490
572.55-20 PROGRAM COSTS	BABE RUTH FALL & SPRING PROGRAMS SPECIAL EVENTS CO-ED SOFTBALL INSTRUCTOR PROGRAMS (YOGA, TENNIS, ZUMBATOMICS, ETC.) FATHER/DAUGHTER DANCE NEW PROGRAMS-FLAG FOOTBALL, START SMART, ETC. MISC EQUIPMENT FOR PROGRAMS	48,250 2,000 3,000 1,000 2,400 2,000 1,350	60,000
572.64-15 EQUIP - NEW	QSC OUTDOOR SPEAKER SYSTEM	1,000	1,000
572.64-17 EQUIP-NEW VEHICLES	NO AMOUNT BUDGETED	0	0
572.64-23 SOFTWARE	NO AMOUNT BUDGETED	0	0

POLICE EDUCATION

FUND 102



Budget Summary

<i>Department Summary</i>	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Police Services-2101				
Operating Expenses	1,417	1,500	1,500	0.00%
Capital Expenses	0	0	0	0.00%
Debt	0	0	0	0.00%
Grand Total Police Ed.	\$ 1,417	\$ 1,500	\$ 1,500	0.00%

FUND 102
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

POLICE EDUCATION REVENUE

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ESTIMATED REVENUE 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>FINES & FORFEITURES</i>					
351.10-00	JUDGMENTS & FINES	1,932	2,025	1,500	-25.93%
**	TOTAL FINES & FORFEITURES	1,932	2,025	1,500	-25.93%
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	2	0	0	0.00%
**	TOTAL INTEREST & OTHER INCOME	2	0	0	0.00%
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	0	(525)	0	N/A
*	APPROPRIATED RESERVES	0	(525)	0	N/A
**	TOTAL OTHER SOURCES	0	(525)	0	N/A
TOTAL POLICE EDUCATION		1,934	1,500	1,500	0.00%

FUND 102
DEPT 00
DIVISION 00

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

POLICE EDUCATION REVENUE

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
351.10-00 POLICE JUDGMENTS & FINES	JUDGMENT AND FINE ESTIMATED REVENUES	1,500	1,500
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	0	0
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	0	0

FUND 102
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

POLICE EDUCATION EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>OPERATING EXPENDITURES</i>					
521.40-20	POLICE EDUCATION EXP	1,417	1,500	1,500	0.00%
*	OPERATING EXPENDITURES	1,417	1,500	1,500	0.00%
TOTAL	POLICE EDUCATION	1,417	1,500	1,500	0.00%

FUND 102
DEPT 21
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

POLICE EDUCATION EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
521.40-20 POLICE EDUCATION EXP	TRAINING	1,500	1,500

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POLICE AUTOMATION & TECHNOLOGY

FUND 103



Budget Summary

<i>Department Summary</i>	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Police Services-2101	0	0	0	0.00%
Operating Expenses	0	0	0	0.00%
Grand Total Police	\$ -	\$ -	0	0.00%

FUND 103
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

POLICE AUTOMATION & TECHNOLOGY REVENUE

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ESTIMATED REVENUE 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>FINES & FORFEITURES</i>					
351.10-00	JUDGMENTS & FINES	0	0	0	0.00%
**	TOTAL FINES & FORFEITURES	0	0	0	0.00%
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	0	0	0	0.00%
**	TOTAL INTEREST & OTHER INCOME	0	0	0	0.00%
<i>OTHER SOURCES</i>					
389.90-01	RETAINED EARNINGS	0	0	0	0.00%
*	APPROPRIATED RESERVES	0	0	0	0.00%
**	TOTAL OTHER SOURCES	0	0	0	0.00%
TOTAL POLICE AUTOMATION TECH		0	0	0	0.00%

FUND 103
DEPT 00
DIVISION 00

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

POLICE AUTOMATION & TECHNOLOGY REVENUE

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
351.10-00 POLICE JUDGMENTS & FINES	NO AMOUNT BUDGETED	0	0
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	0	0
389.90-01 RETAINED EARNINGS	NO AMOUNT BUDGETED	0	0

FUND 103
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

POLICE AUTOMATION EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>OPERATING EXPENDITURES</i>					
521.34-10	CONTRACTUAL SERVICES	0	0	0	0.00%
521.52-10	OPERATING SUPPLIES	0	0	0	0.00%
521.52-55	POLICE AUTOMATION EXP	0	0	0	0.00%
521.59-65	GRANT MATCH	0	0	0	0.00%
*	OPERATING EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>CAPITAL EXPENDITURES</i>					
521.64-10	EQUIP - REPLACEMENT	0	0	0	0.00%
521.64-13	EQUIP - COMP REPLACEMENT	0	0	0	0.00%
521.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
521.64-15	EQUIP - NEW	0	0	0	0.00%
521.64-20	DURABLE GOODS	0	0	0	0.00%
521.64-23	SOFTWARE	0	0	0	0.00%
*	CAPITAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
TOTAL	POLICE AUTOMATION	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>

FUND 103
DEPT 21
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

POLICE AUTOMATION EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
521.34-10 CONTRACTUAL SERVICES	NO AMOUNT BUDGETED	0	0
521.52-10 OPERATING SUPPLIES	NO AMOUNT BUDGETED	0	0
521.52-55 POLICE AUTOMATION EXP	NO AMOUNT BUDGETED	0	0
521.59-65 GRANT MATCH	NO AMOUNT BUDGETED	0	0
521.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0
521.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
521.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	0	0
521.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
521.64-20 DURABLE GOODS	NO AMOUNT BUDGETED	0	0
521.64-23 SOFTWARE	NO AMOUNT BUDGETED	0	0

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COMMUNITY REDEVELOPMENT

FUND 105

Position Summary

Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Part Time:				
Fleet Operations Captain	59002	0	0	0
No. of Part Time:		0	0	0
Seasonal ¹ :				
Water Taxi Captain	59003	4	2	0
No. of Seasonal ¹ :		4	2	0
Total No. of Positions:		4	2	0
Total FTEs:		0	0	0

Note:

1. Seasonal positions are not included in the FTE count.

Note: Water Taxis sold during FY 2013

Budget Summary

Department Summary	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Administration-1201				
Personal Services	0	0	0	0.00%
Operating Expenses	0	0	0	0.00%
Capital Expenses	0	0	0	0.00%
Debt	0	0	0	0.00%
Total Comm. Development	0	0	0	0.00%
Police Services-2101				
Personal Services	0	0	0	0.00%
Operating Expenses	0	0	0	0.00%
Capital Expenses	0	0	0	0.00%
Debt	0	0	0	0.00%
Total Police Services	-	0	0	0.00%
Fire-2201				
Personal Services	0	0	0	0.00%
Operating Expenses	0	0	0	0.00%
Capital Expenses	0	0	0	0.00%
Debt	0	0	0	0.00%
Total Fire Services	-	0	0	0.00%
Economic Development-5901				
Personal Services	476	1,169	0	-100.00%
Operating Expenses	162,010	158,195	151,814	-4.03%
Capital Expenses	0	0	0	0.00%
Debt	0	0	0	0.00%
Total Eco. Development*	162,486	159,364	151,814	-4.74%
Parks-7201				

Personal Services	0	0	0	0.00%
Operating Expenses	0	0	0	0.00%
Capital Expenses	0	0	0	0.00%
Debt	0	0	0	0.00%
Total Parks	0	0	0	0.00%
Grand Total Comm. Redev.	\$ 162,486	\$ 159,364	\$ 151,814	\$ (7,550)
<i>Category Summary</i>				
Personal Services	476	1,169	0	-100.00%
Operating Expenses	162,010	158,195	151,814	-4.03%
Capital Expenses	0	0	0	0.00%
Debt	0	0	0	0.00%
Grand Total Comm. Redev.	\$ 162,486	\$ 159,364	\$ 151,814	-4.74%

FUND 105
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

COMMUNITY REDEVELOPMENT-TIF FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ESTIMATED REVENUE 2013-2014	% CHANGE OVER FY 12-13
<i>TAXES</i>					
311.01-00	CURRENT	123,089	108,845	124,941	14.79%
**	TOTAL TAXES	<u>123,089</u>	<u>108,845</u>	<u>124,941</u>	<u>14.79%</u>
<i>INTERGOVERNMENT REVENUES</i>					
337.50-10	TOURISM	37,000	22,500	15,000	-33.33%
344.20-03	TAXI FARES	0	0	0	0.00%
347.40-04	SPECIAL EVENTS	0	17,500	17,500	0.00%
**	TOTAL INTERGOVERNMENTAL REVENUES	<u>37,000</u>	<u>40,000</u>	<u>32,500</u>	<u>-18.75%</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	0	0	0	0.00%
361.10-02	SBA INTEREST	49	0	20	100.00%
361.10-08	INVESTMENT	19	0	0	0.00%
366.04-00	OTHER DONATIONS	7,000	0	0	0.00%
366.07-00	SISTER CITY ACTIVITIES	0	0	0	0.00%
367.02-00	UNREALIZED GAIN ON INVEST	166	0	0	0.00%
369.10-01	MISCELLANEOUS INCOME	650	0	0	0.00%
**	TOTAL INTEREST & OTHER INCOME	<u>7,884</u>	<u>0</u>	<u>20</u>	<u>100.00%</u>
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	0	10,519	(5,647)	-153.68%
*	APPROPRIATED RESERVES	<u>0</u>	<u>10,519</u>	<u>(5,647)</u>	<u>-153.68%</u>
**	TOTAL OTHER SOURCES	<u>0</u>	<u>10,519</u>	<u>(5,647)</u>	<u>-153.68%</u>
TOTAL COMMUNITY REDEVELOPMENT		<u>167,973</u>	<u>159,364</u>	<u>151,814</u>	<u>-4.74%</u>

FUND 105
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

COMMUNITY REDEVELOPMENT-TIF FUND REVENUES

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
311.01-00 CURRENT	AD VALOREM CRA TIF 1 AND 2	124,941	124,941
337.50-10 TOURISM	TDC CONTRIBUTIONS FOR CRA EVENTS	15,000	15,000
344.20-03 TAXI FARES	NO AMOUNT BUDGETED	0	0
347.40-04 SPECIAL EVENT COLLECTIONS	SPECIAL EVENT COLLECTIONS	17,500	17,500
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	0	0
361.10-02 SBA INTEREST	ESTIMATED INTEREST EARNINGS	20	20
361.10-08 INVESTMENT	NO AMOUNT BUDGETED	0	0
366.04-00 OTHER DONATIONS/CONTRIB	NO AMOUNT BUDGETED	0	0
366.07-00 SISTER CITY ACTIVITIES	NO AMOUNT BUDGETED	0	0
367.02-00 UNREALIZED GAIN ON INVEST	NO AMOUNT BUDGETED	0	0
369.10-01 MISCELLANEOUS	NO AMOUNT BUDGETED	0	0
389.90-00 APPROPRIATED RESERVES	APPROPRIATED FUND BALANCE RESERVES	-5,647	-5,647

FUND 105
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

COMMUNITY REDEVELOPMENT-TIF FUND EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
TOTAL	2101-POLICE	0	0	0	0.00%
2201-FIRE					
SALARIES AND BENEFITS					
5901-ECONOMIC DEVELOPMENT					
SALARIES AND BENEFITS					
559.12-10	REGULAR SALARIES	341	1,055	0	-100.00%
559.21-10	FICA / MED TAXES	26	82	0	-100.00%
559.22-20	FL STATE RETIREMENT	0	0	0	0.00%
559.23-10	HEALTH INSURANCE	0	0	0	0.00%
559.23-15	DENTAL INSURANCE	0	0	0	0.00%
559.23-20	LIFE INSURANCE	0	0	0	0.00%
559.23-40	LONG TERM DISABILITY	0	0	0	0.00%
559.24-10	WORKERS' COMPENSATION	13	32	0	-100.00%
559.25-10	UNEMPLOYMENT COMPENSATION	96	0	0	0.00%
*	SALARIES AND BENEFITS	476	1,169	0	-100.00%
OPERATING EXPENDITURES					
559.34-10	CONTRACTUAL SERVICES	5,000	5,000	5,000	0.00%
559.40-10	TRAVEL & PER DIEM	1,803	4,488	3,600	-19.79%
559.48-60	SPONSORED EVENTS	96,581	88,655	75,500	-14.84%
559.49-10	ADVERTISING	2,331	4,875	2,000	-58.97%
559.52-11	DURABLE GOODS	6,114	6,000	0	-100.00%
559.52-85	EXP RELATED TO TIF DIST	1,705	201	180	-10.45%
559.55-30	INDIVIDUAL PROPERTY GRANT	0	0	500	100.00%
559.59-05	TRANSER TO MARINA/SEAPLANE	48,476	48,976	65,034	32.79%
559.59-13	BAD DEBT	0	0	0	0.00%
*	OPERATING EXPENDITURES	162,010	158,195	151,814	-4.03%
CAPITAL EXPENDITURES					
559.63-80	PARK IMPROVEMENTS	0	0	0	0.00%
559.64-15	EQUIP - NEW	0	0	0	0.00%
*	CAPITAL EXPENDITURES	0	0	0	0.00%
TOTAL	5901-ECONOMIC DEVELOPMENT	162,486	159,364	151,814	-4.74%
TOTAL COMMUNITY REDEVELOPMENT		162,486	159,364	151,814	-4.74%

FUND 105
DEPT See Below
DIVISION See Below

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

COMMUNITY REDEVELOPMENT-TIF FUND EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
522.23-40 LONG TERM DISABILITY	NO AMOUNT BUDGETED	0	0
522.24-10 WORKERS' COMPENSATION	NO AMOUNT BUDGETED	0	0
5901-ECONOMIC DEVELOPMENT			
559.12-10 REGULAR SALARIES	NO AMOUNT BUDGETED	0	0
559.21-10 FICA / MED TAXES	NO AMOUNT BUDGETED	0	0
559.22-20 FL STATE RETIREMENT	NO AMOUNT BUDGETED	0	0
559.23-10 HEALTH INSURANCE	NO AMOUNT BUDGETED	0	0
559.23-15 DENTAL INSURANCE	NO AMOUNT BUDGETED	0	0
559.23-20 LIFE INSURANCE	NO AMOUNT BUDGETED	0	0
559.23-21 SHORT-TERM DISABILITY	NO AMOUNT BUDGETED	0	0
559.23-40 LONG TERM DISABILITY	NO AMOUNT BUDGETED	0	0
559.24-10 WORKERS' COMPENSATION	NO AMOUNT BUDGETED	0	0
559.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
559.34-10 CONTRACTUAL SERVICES	EVENT PLANNER - PLANES, TRAINS & BBQ	5,000	5,000
559.40-10 TRAVEL & PER DIEM	CONFERENCES, WORKSHOPS, SEMINARS & RELATED TRAVEL	3,600	3,600
559.48-60 SPONSORED EVENTS	CRAPPIE MASTERS / TDC FUNDING -\$10,000 AFRICAN-AMERICAN HERITAGE FESTIVAL DRAGONBOAT FESTIVAL PLANES, TRAINS & BBQ AIRSHOW SEAPLANE FLY-INS (FALL & SPRING) HYDRO-X TOUR / TDC FUNDING - \$2,500 HYDRO-X II /TDC FUNDING - \$2,500 BASS FISHING TOURNAMENT - W/TDC FUNDS BASS FISHING TOURNAMENT DEPARTMENT 2.5% REDUCTION TBD EVENT	20,000 1,000 4,000 22,500 8,000 3,750 3,750 7,500 5,000	75,500
559.49-10 ADVERTISING	PLANES, TRAINS & BBQ SEAPLANE FLY-INS CHAMBER EXPO E-MARKETING SYSTEM - 1 YR ADVERTISING/MARKETING PROMOTIONAL ITEMS DEPARTMENT 2.5% REDUCTION - 6/14/13	500 500 400 900 2,000 700 -3000	2,000
559.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	0	0
559.52-85 EXP RELATED TO TIF DIST	SPECIAL DISTRICT CERTIFICATION	180	180
559.55-30 INDIVIDUAL PROPERTY GRANT	FAÇADE GRANT FOR BUSINESSES	500	500
559.59-05 TRANSER TO MARINA/SEAPLANE	TRANSFER TO SEAPLANE/MARINA FUND	65,034	65,034

SPECIAL EVENTS

FUND 106



Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Department Summary</i>				
Economic Development-5901				
Operating Expenses	0	0	0	0.00%
Grand Total Special Events	\$ -	\$ -	\$ -	0.00%

FUND 106
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

SPECIAL EVENTS FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ESTIMATED REVENUE 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>CHARGES FOR SERVICES</i>					
347.40-04	SPECIAL EVENT COLLECTIONS	13,588	0	0	0.00%
**	TOTAL CHARGES FOR SERVICES	<u>13,588</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	31	0	0	0.00%
361.10-02	SBA INTEREST	0	0	0	0.00%
**	TOTAL INTEREST & OTHER INCOME	<u>31</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>MISCELLANEOUS INCOME</i>					
369.10-01	MISCELLANEOUS REVENUE	0	0	0	0.00%
**	TOTAL MISCELLANEOUS REVENUE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	0	0	0	0.00%
*	APPROPRIATED RESERVES	0	0	0	0.00%
**	TOTAL OTHER SOURCES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
TOTAL SPECIAL EVENTS FUND REVENUE		<u>13,619</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>

FUND 106
DEPT 00
DIVISION 00

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

SPECIAL EVENTS FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
347.40-04 SPECIAL EVENT COLLECTIONS	NO AMOUNT BUDGETED	0	0
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	0	0
366.04-00 OTHER DONATIONS/CONTRIB	NO AMOUNT BUDGETED	0	0
369.10-01 MISCELLANEOUS	NO AMOUNT BUDGETED	0	0
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	0	0

FUND 106
 DEPT 59
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

SPECIAL EVENTS FUND EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>OPERATING EXPENDITURES</i>					
559.55-20	PROGRAM COSTS	0	0	0	0.00%
*	OPERATING EXPENDITURES	0	0	0	0.00%
TOTAL	SPECIAL EVENTS	0	0	0	0.00%

FUND 106
DEPT 59
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

SPECIAL EVENTS FUND EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
559.55-20 PROGRAM COSTS	NO AMOUNT BUDGETED	0	0

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POLICE IMPACTS

FUND 110



Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Department Summary</i>				
Police Services-2101				
Operating Expenses	0	0	0	0.00%
Capital Expenses	0	110,000	0	-100.00%
Debt	0	0	0	0.00%
Grand Total Police	\$ -	\$ 110,000	\$ -	-100.00%

FUND 110
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

POLICE IMPACT FEE FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ESTIMATED REVENUE 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	59	0	0	0.00%
361.10-02	SBA INTEREST	80	0	0	0.00%
361.10-08	INVESTMENT	32	0	0	0.00%
367.02-00	UNREALIZED GAIN ON INVEST	272	0	0	0.00%
**	TOTAL INTEREST & OTHER INCOME	<u>443</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>IMPACT FEES</i>					
363.22-01	POLICE IMPACT FEES	84,046	0	0	0.00%
363.22-91	PIONEER CREDITS	0	0	0	0.00%
363.22-92	CRA CREDITS-POLICE	(84,046)	0	0	0.00%
**	TOTAL IMPACT FEES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	0	110,000	0	-100.00%
*	APPROPRIATED RESERVES	<u>0</u>	<u>110,000</u>	<u>0</u>	<u>-100.00%</u>
**	TOTAL OTHER SOURCES	<u>0</u>	<u>110,000</u>	<u>0</u>	<u>-100.00%</u>
TOTAL POLICE IMPACTS		<u>443</u>	<u>110,000</u>	<u>0</u>	<u>-100.00%</u>

FUND 110
DEPT 00
DIVISION 00

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

POLICE IMPACT FEE FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	0	0
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	0	0
361.10-08 INVESTMENT	NO AMOUNT BUDGETED	0	0
363.22-01 POLICE IMPACT FEES	NO AMOUNT BUDGETED	0	0
363.22-91 PIONEER CREDITS	NO AMOUNT BUDGETED	0	0
363.22-92 CRA CREDITS-POLICE	NO AMOUNT BUDGETED	0	0
367.02-00 UNREALIZED GAIN ON INVEST	NO AMOUNT BUDGETED	0	0
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED		0

FUND 110
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

POLICE PUBLIC SAFETY IMPACT EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>OPERATING EXPENDITURES</i>					
521.34-10	CONTRACTUAL SERVICES	0	0	0	0.00%
*	OPERATING EXPENDITURES	0	0	0	0.00%
<i>CAPITAL EXPENDITURES</i>					
521.64-13	EQUIP - COMP REPLACEMENT	0	0	0	0.00%
521.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
521.64-15	EQUIP - NEW	0	0	0	0.00%
521.64-25	FUTURE PROJECTS	0	110,000	0	-100.00%
*	CAPITAL EXPENDITURES	0	110,000	0	-100.00%
TOTAL POLICE PUBLIC SAFETY		0	110,000	0	-100.00%

FUND 110
DEPT 21
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

POLICE PUBLIC SAFETY IMPACT EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
521.34-10 CONTRACTUAL SERVICES	NO AMOUNT BUDGETED	0	0
521.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
521.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	0	0
521.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
521.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED		0

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FIRE IMPACTS

FUND 111



Budget Summary

<i>Department Summary</i>	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Fire Services-2201				
Operating Expenses	96,437	0	0	0.00%
Capital Expenses	0	0	0	0.00%
Debt	0	0	0	0.00%
Grand Total Fire	\$ 96,437	\$ -	\$ -	0.00%

FUND 111
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

FIRE IMPACT FEE FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ESTIMATED REVENUE 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	52	0	0	0.00%
361.10-02	SBA INTEREST	0	0	0	0.00%
**	TOTAL INTEREST & OTHER INCOME	<u>52</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>IMPACT FEES</i>					
363.22-02	FIRE IMPACT FEES	157,179	0	0	0.00%
363.22-93	CRA CREDITS-FIRE	(157,184)	0	0	0.00%
**	TOTAL IMPACT FEES	<u>(5)</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
381.01-01	TRANSFERS FROM GENERAL	0	0	0	0.00%
*	TRANSFERS IN	0	0	0	0.00%
389.90-00	APPROPRIATED RESERVES	0	0	0	0.00%
*	APPROPRIATED RESERVES	0	0	0	0.00%
**	TOTAL OTHER SOURCES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
TOTAL FIRE IMPACTS		<u>47</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>

FUND 111
DEPT 00
DIVISION 00

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

FIRE IMPACT FEE FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	0	0
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	0	0
361.10-08 INVESTMENT	NO AMOUNT BUDGETED	0	0
363.22-02 FIRE IMPACT FEES	NO AMOUNT BUDGETED	0	0
363.22-91 PIONEER CREDITS	NO AMOUNT BUDGETED	0	0
363.22-93 CRA CREDITS-FIRE	NO AMOUNT BUDGETED	0	0
381.01-01 TRANSFERS FROM GENERAL	NO AMOUNT BUDGETED	0	0
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	0	0

FUND 111
 DEPT 22
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

FIRE PUBLIC SAFETY IMPACT EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>OPERATING EXPENDITURES</i>					
522.49-40	DEVELOPER OBLIGATIONS	0	0	0	0.00%
522.52-10	OPERATING SUPPLIES	0	0	0	0.00%
522.59-15	TRANSFER TO G/F	(7,700)	0	0	0.00%
522.59-17	TRANSFER TO DEBT SERVICE	104,137	0	0	0.00%
*	OPERATING EXPENDITURES	<u>96,437</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>CAPITAL EXPENDITURES</i>					
522.64-10	EQUIP - REPLACEMENT	0	0	0	0.00%
522.64-13	EQUIP - COMP REPLACEMENT	0	0	0	0.00%
522.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
522.64-15	EQUIP - NEW	0	0	0	0.00%
*	CAPITAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>DEBT SERVICE</i>					
522.71-50	FIRE TRUCK LEASE 2002	0	0	0	0.00%
522.72-50	FIRE TRUCK LEASE 2002	0	0	0	0.00%
522.73-10	DEBT SERVICE COSTS	0	0	0	0.00%
*	DEBT SERVICE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
TOTAL FIRE PUBLIC SAFETY		<u>96,437</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>

FUND 111
DEPT 22
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

FIRE PUBLIC SAFETY IMPACT EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
522.49-40 DEVELOPER OBLIGATIONS	NO AMOUNT BUDGETED	0	0
522.52-10 OPERATING SUPPLIES	NO AMOUNT BUDGETED	0	0
522.59-15 TRANSFER TO G/F	NO AMOUNT BUDGETED	0	0
522.59-17 TRANSFER TO DEBT SERVICE	NO AMOUNT BUDGETED	0	0
522.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0
522.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
522.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	0	0
522.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
522.71-50 FIRE TRUCK LEASE 2002	NO AMOUNT BUDGETED	0	0
522.72-50 FIRE TRUCK LEASE 2002	NO AMOUNT BUDGETED	0	0
522.73-10 DEBT SERVICE COSTS	NO AMOUNT BUDGETED	0	0

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POLICE FORFEITURES-STATE

FUND 112



Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Department Summary</i>				
Police Services-2101				
Personal Services	0	0	0	0.00%
Operating Expenses	13,521	0	0	0.00%
Capital Expenses	0	0	0	0.00%
Grand Total Police	\$ 13,521	\$ -	\$ -	0.00%

FUND 112
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

POLICE FORFEITURE-STATE FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ESTIMATED REVENUE 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>FINES & FORFEITURES</i>					
351.10-00	JUDGMENTS & FINES	5,549	0	0	0.00%
351.10-10	FORFEITURE	7,573	0	0	0.00%
**	TOTAL FINES & FORFEITURES	<u>13,122</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	9	0	0	0.00%
361.10-10	FORFEITURE	2	0	0	0.00%
**	TOTAL INTEREST & OTHER INCOME	<u>11</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	0	0	0	0.00%
*	APPROPRIATED RESERVES	0	0	0	0.00%
**	TOTAL OTHER SOURCES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
TOTAL POLICE FORFEITURE-STATE		<u>13,133</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>

FUND 112
DEPT 00
DIVISION 00

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

POLICE FORFEITURE-STATE FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
351.10-00 POLICE JUDGMENTS & FINES	NO AMOUNT BUDGETED	0	0
351.10-10 FORFEITURE	NO AMOUNT BUDGETED	0	0
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	0	0
361.10-10 FORFEITURE	NO AMOUNT BUDGETED	0	0
381.01-01 TRANSFERS FROM GENERAL	NO AMOUNT BUDGETED	0	0
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	0	0

FUND 112
 DEPT 21
 DIVISION SEE BELOW

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

POLICE FORFEITURE-STATE FUND EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
2101-POLICE SERVICES					
<i>SALARIES AND BENEFITS</i>					
521.14-10	OVERTIME	0	0	0	0.00%
*	SALARIES AND BENEFITS	0	0	0	0.00%
<i>OPERATING EXPENDITURES</i>					
521.40-10	TRAVEL & PER DIEM	2,196	0	0	
521.52-10	OPERATING SUPPLIES	2,831	0	0	0.00%
521.52-11	DURABLE GOODS	8,494	0	0	0.00%
521.52-40	INVESTIGATION FUNDS	0	0	0	0.00%
*	OPERATING EXPENDITURES	13,521	0	0	0.00%
<i>CAPITAL EXPENDITURES</i>					
521.64-10	EQUIP - REPLACEMENT	0	0	0	0.00%
521.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
521.64-15	EQUIP - NEW	0	0	0	0.00%
521.64-20	DURABLE GOODS	0	0	0	0.00%
*	CAPITAL EXPENDITURES	0	0	0	0.00%
TOTAL POLICE		13,521	0	0	0.00%
TOTAL POLICE FORFEITURE-STATE		13,521	0	0	0.00%

FUND 112
 DEPT 21
 DIVISION See Below

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

POLICE FORFEITURE-STATE FUND EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
2101-POLICE SERVICES			
521.14-10 OVERTIME	NO AMOUNT BUDGETED	0	0
521.40-10 TRAVEL & PER DIEM	NO AMOUNT BUDGETED	0	0
521.52-10 OPERATING SUPPLIES	NO AMOUNT BUDGETED	0	0
521.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	0	0
521.52-40 INVESTIGATION FUNDS	NO AMOUNT BUDGETED	0	0
521.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0
521.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
521.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	0	0
521.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
521.64-20 DURABLE GOODS	NO AMOUNT BUDGETED	0	0

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POLICE

FORFEITURES-FEDERAL

FUND 113



Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Department Summary</i>				
Police Services-2101	0	0	0	0.00%
Personal Services	0	0	0	0.00%
Operating Expenses	0	0	0	0.00%
Capital Expenses	0	0	0	0.00%
Grand Total Police	\$ -	\$ -	\$ -	0.00%

FUND 113
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

POLICE FORFEITURE-FEDERAL FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ESTIMATED REVENUE 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>FINES & FORFEITURES</i>					
351.10-00	JUDGMENTS & FINES	0	0	0	0.00%
**	TOTAL FINES & FORFEITURES	0	0	0	0.00%
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	0	0	0	0.00%
**	TOTAL INTEREST & OTHER INCOME	0	0	0	0.00%
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	0	0	0	0.00%
*	APPROPRIATED RESERVES	0	0	0	0.00%
**	TOTAL OTHER SOURCES	0	0	0	0.00%
TOTAL POLICE FORFEITURES-FEDERAL		0	0	0	0.00%

FUND 113
DEPT 00
DIVISION 00

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

POLICE FORFEITURE-FEDERAL FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
351.10-00 POLICE JUDGMENTS & FINES	NO AMOUNT BUDGETED	0	0
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	0	0
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	0	0

FUND 113
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

POLICE FORFEITURE-FEDERAL FUND EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>SALARIES AND BENEFITS</i>					
521.14-10	OVERTIME	0	0	0	0.00%
*	SALARIES AND BENEFITS	0	0	0	0.00%
<i>CAPITAL EXPENDITURES</i>					
521.64-13	EQUIP - COMP REPLACEMENT	0	0	0	0.00%
521.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
521.64-15	EQUIP - NEW	0	0	0	0.00%
*	CAPITAL EXPENDITURES	0	0	0	0.00%
TOTAL POLICE FORFEITURE-FEDERAL		0	0	0	0.00%

FUND 113
DEPT 21
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

POLICE FORFEITURE-FEDERAL FUND EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
521.14-10 OVERTIME	NO AMOUNT BUDGETED	0	0
521.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
521.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	0	0
521.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0

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PARKS & RECREATION

IMPACTS

FUND 114



Budget Summary

<i>Department Summary</i>	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Parks & Rec-7201				
Operating Expenses	0	0	0	0.00%
Capital Expenses	0	11,615	0	-100.00%
Debt	0	0	0	0.00%
Transfers & Other	0	0	0	0.00%
Grand Total Parks & Rec	\$ -	\$ 11,615	0	-100.00%

FUND 114
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

PARKS & RECREATION IMPACT FEE FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ESTIMATED REVENUE 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	8	0	0	0.00%
**	TOTAL INTEREST & OTHER INCOME	<u>8</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>IMPACT FEES</i>					
363.22-03	PARKS & RECREATION IMPACT	30,287	0	0	0.00%
363.22-94	CRA CREDITS - PARK IMPACT	(30,287)	0	0	0.00%
**	TOTAL IMPACT FEES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	0	11,615	0	-100.00%
*	APPROPRIATED RESERVES	<u>0</u>	<u>11,615</u>	<u>0</u>	<u>-100.00%</u>
**	TOTAL OTHER SOURCES	<u>0</u>	<u>11,615</u>	<u>0</u>	<u>-100.00%</u>
TOTAL PARKS & REC IMPACT FEE		<u>8</u>	<u>11,615</u>	<u>0</u>	<u>-100.00%</u>

FUND 114
DEPT 00
DIVISION 00

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

PARKS & RECREATION IMPACT FEE FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	0	0
363.22-03 PARKS & RECREATION IMPACT	NO AMOUNT BUDGETED	0	0
363.22-94 CRA CREDITS - PARK IMPACT	NO AMOUNT BUDGETED	0	0
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	0	0

FUND 114
 DEPT 72
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

PARKS & RECREATION IMPACT FEE EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>CAPITAL EXPENDITURES</i>					
572.64-15	EQUIP - NEW	0	0	0	0.00%
572.64-25	FUTURE PROJECTS	0	11,615	0	-100.00%
*	CAPITAL EXPENDITURES	0	11,615	0	-100.00%
TOTAL	PARKS IMPACTS	0	11,615	0	-100.00%

FUND 114
DEPT 72
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

PARKS & RECREATION IMPACT FEE EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
572.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	0	0

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FREEDOM FLAG MAINTENANCE FUND



FUND 117

Fund Established in Fiscal Year 2013

Budget Summary

<i>Department Summary</i>	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Maintenance - 4101				
Operating Expenses	0	0	0	0.00%
Capital Expenses	0	0	0	0.00%
Debt	0	0	0	0.00%
Transfers & Other	0	0	0	0.00%
Grand Total Freedom Flag	\$ -	\$ -	0	0.00%

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FUND 117
 DEPT 41
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

FREEDOM FLAG MAINTENANCE FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ESTIMATED REVENUE 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	0	0	0	0.00%
**	TOTAL INTEREST & OTHER INCOME	0	0	0	0.00%
 <i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	0	0	0	0.00%
*	APPROPRIATED RESERVES	0	0	0	0.00%
**	TOTAL OTHER SOURCES	0	0	0	0.00%
TOTAL FREEDOM FLAG MAINTENANCE FUND		0	0	0	0.00%

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

FUND 117
DEPT 41
DIVISION 01

FREEDOM FLAG MAINTENANCE FUND EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>OPERATING EXPENDITURES</i>					
541.52-10	OPERATING SUPPLIES	0	0	0	0.00%
*	OPERATING EXPENDITURES	0	0	0	0.00%
 <i>CAPITAL EXPENDITURES</i>					
541.64-15	EQUIP - NEW	0	0	0	0.00%
541.64-30	CAPITAL EQUIPMENT	0	0	0	0.00%
*	CAPITAL EXPENDITURES	0	0	0	0.00%
 <i>APPROPRIATED RESERVES</i>					
541.91-01	TRANSFERS TO GENERAL FUND	0	0	-	0.00%
*	APPROPRIATED RESERVES	0	0	-	0.00%
**	TOTAL APPROPRIATED RESERVES				
TOTAL	FREEDOM FLAG MAINT FUND	0	0	0	0.00%

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

FUND 117
DEPT 41
DIVISION 01

FREEDOM FLAG MAINTENANCE FUND EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
541.52-10 OPERATING SUPPLIES	NO AMOUNT BUDGETED	0	0
541.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
522.64-20 DURABLE GOODS	NO AMOUNT BUDGETED	0	0
541.64-30 CAPITAL EQUIPMENT	NO AMOUNT BUDGETED	0	0

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FIRE ASSESSMENT

FUND 122



Established October 1, 2012

Budget Summary

<i>Department Summary</i>	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Fire Assessment				
Operating Expenses	0	0	0	0.00%
Capital Expenses	0	0	0	0.00%
Debt	0	0	0	0.00%
Transfers & Other	0	1,569,134	1,569,134	0.00%
Grand Total Fire Assessment	\$ -	\$ 1,569,134	1,569,134	0.00%

FUND 122
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

FIRE ASSESSMENT FEE FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ESTIMATED REVENUE 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	0	0	0	0.00%
363.10-01	FIRE ASSESSMENTS	0	1,569,134	1,569,134	
**	TOTAL INTEREST & OTHER INCOME	<u>0</u>	<u>1,569,134</u>	<u>1,569,134</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
381.01-01	TRANSFERS FROM GEN FUND	0	0	0	0.00%
*	APPROPRIATED RESERVES	0	0	0	0.00%
**	TOTAL OTHER SOURCES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
TOTAL FIRE ASSESSMENT FEE		<u>0</u>	<u>1,569,134</u>	<u>1,569,134</u>	<u>0.00%</u>

FUND 122
DEPT 00
DIVISION 00

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

FIRE ASSESSMENT FEE FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	0	0
361.10-04 ASSESSMENTS	ANTICIPATED FIRE ASSESSMENT COLLECTIONS	1,569,134	1,569,134
363.10-01 FIRE ASSESSMENTS	NO AMOUNT BUDGETED	0	0
363.10-02 FIRE ASSESSMENTS - RESERV	NO AMOUNT BUDGETED	0	0
381.01-01 TRANSFERS FROM GENERAL FUNC	NO AMOUNT BUDGETED	0	0

FUND 122
 DEPT 22
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

FIRE ASSESSMENT FEE EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>OPERATING EXPENDITURES</i>					
522.59-20	REIMBURSEMENT TO GENERAL FUND	0	0	0	0.00%
*	OPERATING EXPENDITURES	0	0	0	0.00%
<i>CAPITAL EXPENDITURES</i>					
572.64-15	EQUIP - NEW	0	0	0	0.00%
522.64-30	CAPITAL EQUIPMENT	0	0	0	0.00%
*	CAPITAL EXPENDITURES	0	0	0	0.00%
<i>APPROPRIATED RESERVES</i>					
522.91-01	TRANSFERS TO GENERAL FUND	0	1,569,134	1,569,134	0.00%
*	APPROPRIATED RESERVES	0	1,569,134	1,569,134	0.00%
**	TOTAL APPROPRIATED RESERVES				
TOTAL	FIRE ASSESSMENT FEE	0	1,569,134	1,569,134	0.00%

FUND 122
DEPT 22
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

FIRE ASSESSMENT FEE EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
522.59-20 REIMBURSEMENT TO G/F	NO AMOUNT BUDGETED	0	0
522.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
522.64-30 CAPITAL EQUIPMENT	NO AMOUNT BUDGETED	0	0
522.91-01 TRANSFERS TO GENERAL FUND	TRANSFER OF FIRE ASSESSMENT FUNDS TO G/F	1,569,134	1,569,134

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INFRASTRUCTURE SALES TAX

FUND 150

Budget Summary

<i>Department Summary</i>	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Administration-12				
Operating Expenses	0	0	0	0.00%
Capital Expenses	0	0	0	0.00%
Debt	1,425,313	1,085,284	1,244,637	14.68%
Total Administration	<u>1,425,313</u>	<u>1,085,284</u>	<u>1,244,637</u>	14.68%
Finance & Technology-13				
Capital Expenses	0	0	0	0.00%
Total Finance & Tech	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
Community Development-15				
Capital Expenses	5,767	0	0	0.00%
Total Comm. Dev.	<u>5,767</u>	<u>0</u>	<u>0</u>	0.00%
Human Resources-17				
Capital Expenses	0	0	0	0.00%
Total Human Resources	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
Fleet Maintenance-19				
Capital Expenses	0	0	0	0.00%
Total Fleet Maintenance	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
Police-21				
Capital Expenses	0	79,394	79,394	0.00%
Total Police	<u>0</u>	<u>79,394</u>	<u>79,394</u>	0.00%
Fire Services-22				
Capital Expenses	0	0	0	0.00%
Total Fire Services	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
Solid Waste-34				
Capital Expenses	0	0	0	0.00%
Total Sanitation	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
General Services-41				
Operating Expenses	0	0	0	0.00%
Capital Expenses	4,050	1,095	0	0.00%
Total General Services	<u>4,050</u>	<u>1,095</u>	<u>0</u>	0.00%
Economic Development-59				
Capital Expenses	0	0	0	0.00%
Total Eco. Development	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
Parks & Recreation-72				
Capital Expenses	294,514	261,990	0	0.00%
Total Parks & Rec	<u>294,514</u>	<u>261,990</u>	<u>0</u>	0.00%
Grand Total Infrastructure	<u>\$ 1,729,644</u>	<u>\$ 1,427,763</u>	<u>\$ 1,324,031</u>	<u>-7.27%</u>

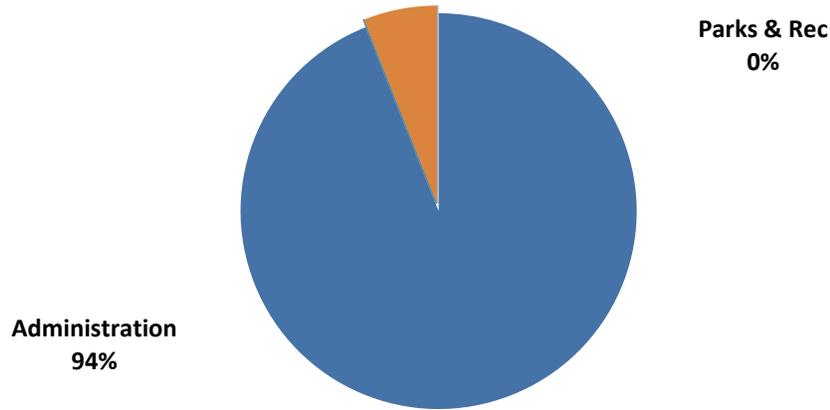
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FUND 150

Budget Summary (continued)

Department	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Administration	1,425,313	1,085,284	1,244,637	14.68%
Finance & Tech	0	0	0	0.00%
Comm. Dev.	5,767	0	0	0.00%
Human Resources	0	0	0	0.00%
Fleet Maintenance	0	0	0	0.00%
Police	0	79,394	79,394	0.00%
Fire Services	0	0	0	0.00%
Solid Waste	0	0	0	0.00%
General Services	4,050	1,095	0	-100.00%
Econ. Development	0	0	0	0.00%
Parks & Rec	294,514	261,990	0	-100.00%
Grand Total Infrastructure	\$ 1,729,644	\$ 1,427,763	\$ 1,324,031	-7.27%
<i>Category Summary</i>				
Operating Expenses	0	0	0	0.00%
Capital Expenses	304,331	342,479	79,394	-76.82%
Debt	1,425,313	1,085,284	1,244,637	14.68%
Grand Total Infrastructure	\$ 1,729,644	\$ 1,427,763	\$ 1,324,031	-7.27%



FUND 150
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

INFRASTRUCTURE SALES TAX REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ESTIMATED REVENUE 2013-2014	% CHANGE OVER FY 12-13
<i>TAXES</i>					
312.60-00	INFRASTRUCTURE SURTAX	1,065,626	1,063,028	1,146,020	7.81%
**	TOTAL TAXES	<u>1,065,626</u>	<u>1,063,028</u>	<u>1,146,020</u>	<u>7.81%</u>
<i>INTEREST & OTHER INCOME</i>					
337.10-50	COUNTY REIMBURSEMENTS	194,882	0	0	
361.10-01	INTEREST INCOME	374	0	0	0.00%
361.10-02	SBA INTEREST	929	0	875	100.00%
367.02-00	UNREALIZED GAIN ON INVEST	8,267	0	1,500	100.00%
**	TOTAL INTEREST & OTHER INCOME	<u>204,452</u>	<u>0</u>	<u>2,375</u>	<u>100.00%</u>
<i>OTHER SOURCES</i>					
361.10-09	LOAN PROCEEDS	0	0	0	0.00%
*	DEBT PROCEEDS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>TRANSFER & REIMBURSEMENTS</i>					
381.01-01	TRANSFERS FROM GEN FUND	0	112,382	237,368	111.22%
*	TRANSFERS & REIMBURSEMENTS	<u>0</u>	<u>112,382</u>	<u>237,368</u>	<u>111.22%</u>
389.90-00	APPROPRIATED RESERVES	0	252,353	(61,732)	-124.46%
*	APPROPRIATED RESERVES	<u>0</u>	<u>252,353</u>	<u>(61,732)</u>	<u>-124.46%</u>
**	TOTAL OTHER SOURCES	<u>0</u>	<u>364,735</u>	<u>175,636</u>	<u>-51.85%</u>
TOTAL INFRASTRUCTURE SALES TAX		<u>1,270,078</u>	<u>1,427,763</u>	<u>1,324,031</u>	<u>-7.27%</u>

FUND 150
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

INFRASTRUCTURE SALES TAX REVENUES

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
312.60-00 INFRASTRUCTURE SURTAX	LOCALLY ASSESSED ONE CENT INFRASTRUCTURE SALES TAX	1,146,020	1,146,020
337.10-50 CULTURE/REC/COUNTY REIMB.	NO AMOUNT BUDGETED	0	0
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	0	0
361.10-02 SBA INTEREST	ESTIMATED INTEREST	875	875
361.10-08 INVESTMENT	NO AMOUNT BUDGETED	0	0
361.10-09 LOAN PROCEEDS	NO AMOUNT BUDGETED	0	0
367.02-00 UNREALIZED GAIN ON INVEST	ESTIMATED REVENUE	1,500	1,500
381.01-01 TRANSFERS FROM GENERAL	TRANSFER FROM G/F FOR DEBT SERVICE	237,368	237,368
389.90-00 APPROPRIATED RESERVES	APPROPRIATED RESERVES	-61,732	-61,732

FUND 150
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

INFRASTRUCTURE SALES TAX FUND EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
1201-ADMINISTRATION					
<i>DEBT SERVICE</i>					
512.71-05	OTHER-PRINCIPAL	441,383	235,000	423,000	80.00%
512.71-20	CAPITAL LEASE - PRINCIPAL	43,295	0	0	0.00%
512.71-25	SALES TAX REVENUE NOTE-03	525,000	545,000	565,000	3.67%
512.72-05	OTHER-INTEREST	309,551	219,954	191,525	-12.92%
512.72-20	CAPITAL LEASE - INTEREST	1,329	0	0	0.00%
512.72-25	SALES TAX REVENUE NOTE-03	104,755	85,330	65,112	-23.69%
512.73-10	DEBT SERVICE COSTS	0	0	0	0.00%
*	DEBT SERVICE	1,425,313	1,085,284	1,244,637	14.68%
TOTAL	1201-ADMINISTRATION	1,425,313	1,085,284	1,244,637	14.68%
1501-COMMUNITY DEVELOPMENT					
<i>CAPITAL EXPENDITURES</i>					
515.64-15	EQUIP - NEW	5,767	0	0	0.00%
515.64-23	SOFTWARE	0	0	0	0.00%
*	CAPITAL EXPENDITURES	5,767	0	0	0.00%
TOTAL	1501-COMMUNITY DEVELOPMENT	5,767	0	0	0.00%
2101-POLICE SERVICES					
<i>CAPITAL EXPENDITURES</i>					
521.64-11	EQUIP-VEHICLE REPLACEMENT	0	79,394	79,394	0.00%
*	CAPITAL EXPENDITURES	0	79,394	79,394	0.00%
TOTAL	2101-POLICE SERVICES	0	79,394	79,394	0.00%
4101-GENERAL SERVICES					
<i>CAPITAL EXPENDITURES</i>					
541.63-20	SIDEWALK REPAIR/CONST.	4,050	0	0	0.00%
541.63-30	PAVING	0	0	0	0.00%
541.63-60	LANDSCAPING	0	0	0	0.00%
541.64-10	EQUIP - REPLACEMENT	0	0	0	0.00%
541.64-11	EQUIP - VEHICLE REPLACEMENT	0	0	0	0.00%
541.64-15	EQUIP - NEW	0	0	0	0.00%
541.64-25	FUTURE PROJECTS	0	1,095	0	-100.00%
*	CAPITAL EXPENDITURES	4,050	1,095	0	-100.00%
TOTAL	4101-GENERAL SERVICES	4,050	1,095	0	-100.00%

FUND 150
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

INFRASTRUCTURE SALES TAX FUND EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
7201-PARKS					
<i>CAPITAL EXPENDITURES</i>					
572.64-10	EQUIP - REPLACEMENT	0	0	0	0.00%
572.64-15	EQUIP - NEW	169	0	0	0.00%
572.64-25	FUTURE PROJECTS	294,345	261,990	0	-100.00%
*	CAPITAL EXPENDITURES	294,514	261,990	0	-100.00%
TOTAL 7201-PARKS		294,514	261,990	0	-100.00%
TOTAL INFRASTRUCTURE SALES TAX		1,729,644	1,427,763	1,324,031	-7.27%

FUND 150
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

INFRASTRUCTURE SALES TAX FUND EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
1201-ADMINISTRATION			
512.71-05 OTHER	PRINCIPAL PYMTS ROAD PAVING NOTE 1.5M 10-01-2014	66,000	423,000
	PRINCIPAL PYMTS WOOTON PARK CAP IMP REV NOTE 6.53M 2-01-2014	357,000	
512.71-20 LEAGUE LEASE 2007	NO AMOUNT BUDGETED	0	0
512.71-25 SALES TAX REVENUE NOTE-03	SALES TAX REV NOTE 2003 PRINCIPAL 10-1-14 (6M)	565,000	565,000
512.71-70 LEAGUE LEASE 2004 (\$173K)	NO AMOUNT BUDGETED	0	0
512.72-05 OTHER	INTEREST PAYMENTS FOR ROAD PAVING NOTE (1.5M) 4-1-2014	24,080	191,525
	10-01-2014	24,080	
	INTEREST PYMTS WOOTON PK CAP IMP REF NOTE (6.53M) 2-1-2014	73,753	
	8-1-2014	69,612	
512.72-20 LEAGUE LEASE 2007	NO AMOUNT BUDGETED	0	0
512.72-25 SALES TAX REVENUE NOTE-03	SALES TAX REVENUE NOTE 2003 INTEREST (6M) 4-1-2014	32,556	65,112
	10-1-2014	32,556	
512.73-10 DEBT SERVICE COSTS	NO AMOUNT BUDGETED	0	0
1501-COMMUNITY DEVELOPMENT			
515.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
515.64-23 SOFTWARE	NO AMOUNT BUDGETED	0	0
2101-POLICE SERVICES			
521.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0
521.64-11 EQUIP-VEHICLE REPLACEMENT	CARRYOVER FROM FY 2013 \$24,697 FOR TWO VEHICLES \$15,000 FOR EACH FOR POLICE PKG	49,394 30,000	79,394
4101-GENERAL SERVICES			
541.31-15 ENGINEERING	NO AMOUNT BUDGETED	0	0
541.63-20 SIDEWALK REPAIR/CONST.	NO AMOUNT BUDGETED	0	0
541.63-30 PAVING	NO AMOUNT BUDGETED	0	0
541.63-60 LANDSCAPING	NO AMOUNT BUDGETED	0	0
541.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0
541.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
541.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	0	0
7201-PARKS			
572.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0
572.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
572.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	0	0

GRANT FUND

FUND 151

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Department Summary</i>				
Community Dev-15				
Personal Services	0	0	0	0.00%
Operating Expenses	0	0	0	0.00%
Capital Expenses	0	0	0	0.00%
Total Comm. Development	0	0	0	0.00%
Police Services-21				
Personal Services	0	0	0	0.00%
Operating Expenses	8,463	5,886	0	-100.00%
Capital Expenses	0	0	0	0.00%
Total Police Services	8,463	5,886	0	-100.00%
Fire Services-22				
Personal Services	0	0	0	0.00%
Operating Expenses	1,240	0	0	0.00%
Capital Expenses	0	0	268,478	100.00%
Total Fire Services	1,240	0	268,478	100.00%
Economic Development-59				
Personal Services	0	0	0	0.00%
Operating Expenses	0	0	0	0.00%
Capital Expenses	0	0	0	0.00%
Total Economic Develop.	0	0	0	0.00%
Library-71				
Personal Services	0	0	0	0.00%
Operating Expenses	0	0	0	0.00%
Capital Expenses	0	0	0	0.00%
Total Library	0	0	0	0.00%
Parks & Recreation-72				
Personal Services	0	0	0	0.00%
Operating Expenses	0	0	0	0.00%
Capital Expenses	32,019	0	0	0.00%
Total Parks & Rec	32,019	0	0	0.00%
Grand Total Grant Fund	\$ 94,099	\$ 58,386	\$ 268,478	359.83%
<i>Category Summary</i>				
Personal Services	0	0	0	0.00%
Operating Expenses	9,703	5,886	0	-100.00%
Capital Expenses	84,396	52,500	268,478	411.39%
Grand Total Grant Fund	\$ 94,099	\$ 58,386	\$ 268,478	359.83%

FUND 151
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

GRANT FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ESTIMATED REVENUE 2013-2014	% CHANGE OVER FY 12-13
<i>GRANTS - FEDERAL AND STATE</i>					
331.20-11	BYRNE FORMULA GRANTS	8,463	1,000	0	-100.00%
331.20-12	BYRNE PROGRAM REVENUE	0	0	0	0.00%
331.25-10	ASSISTANCE TO FIREFIGHTER	0	0	0	0.00%
331.25-11	FEMA GRANTS	0	0	0	0.00%
331.25-12	FEDERAL EOC GRANT	0	0	268,478	100.00%
331.70-02	FLA FISH & WILDLIFE	32,019	0	0	0.00%
332.20-21	US DEPT JUSTICE - JAG	0	0	0	0.00%
* FEDERAL GRANTS		<u>40,482</u>	<u>1,000</u>	<u>268,478</u>	<u>26747.80%</u>
334.20-00	POLICE	0	0	0	0.00%
334.60-01	CBIR GRANT	0	0	0	0.00%
334.70-01	FRDAP GRANTS	0	0	0	0.00%
334.70-05	FL FISH & WILDLIFE	0	0	0	0.00%
* STATE GRANTS		<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
** TOTAL GRANTS - FEDERAL AND STATE		<u>40,482</u>	<u>1,000</u>	<u>268,478</u>	<u>26747.80%</u>
<i>INTERGOVERNMENTAL REVENUE</i>					
337.10-10	LAKE COUNTY WATER AUTH.	0	0	0	0.00%
337.10-30	LAKE COUNTY EMS GRANT	1,240	0	0	0.00%
337.70-30	CDBG GRANTS	52,377	52,500	0	-100.00%
337.70-60	LIBRARY	0	0	0	0.00%
** INTERGOVERNMENTAL REVENUE		<u>53,617</u>	<u>52,500</u>	<u>0</u>	<u>-100.00%</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	0	0	0	0.00%
** TOTAL INTEREST & OTHER INCOME		<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
389.40-01	LIBRARY PRIVATE GRANT	0	0	0	0.00%
389.90-00	APPROPRIATED RESERVES	0	4,886	0	-100.00%
* APPROPRIATED RESERVES		<u>0</u>	<u>4,886</u>	<u>0</u>	<u>-100.00%</u>
** TOTAL OTHER SOURCES		<u>0</u>	<u>4,886</u>	<u>0</u>	<u>-100.00%</u>
TOTAL GRANT FUND		<u>94,099</u>	<u>58,386</u>	<u>268,478</u>	<u>359.83%</u>

FUND 151
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

GRANT FUND REVENUES

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
*NOTE: GRANT AWARD FUNDING AGREEMENTS ARE REQUIRED BEFORE BUDGET AUTHORITY MAY BE RELEASED FOR FY 2014 GRANT BUDGET ITEMS			
331.20-11 BYRNE FORMULA GRANTS	NO AMOUNT BUDGETED	0	0
331.20-12 BYRNE PROGRAM REVENUE	NO AMOUNT BUDGETED	0	0
331.25-11 FEMA GRANTS	NO AMOUNT BUDGETED	0	0
331.25-12 EMERGENCY OP CENTER GRANT	ESTIMATED GRANT REVENUE	268,478	268,478
331.30-00 PHYSICAL ENVIRONMENT	NO AMOUNT BUDGETED	0	0
331.40-10 SEA PLANE BASIN	NO AMOUNT BUDGETED	0	0
331.70-01 NATIONAL PARKS SERVICE GR	NO AMOUNT BUDGETED	0	0
331.70-02 FLA FISH & WILDLIFE	NO AMOUNT BUDGETED	0	0
332.20-21 US DEPT JUSTICE - JAG	NO AMOUNT BUDGETED	0	0
334.20-00 POLICE	NO AMOUNT BUDGETED	0	0
334.60-01 CBIR GRANT	NO AMOUNT BUDGETED	0	0
334.70-01 FRDAP GRANTS	NO AMOUNT BUDGETED	0	0
334.70-05 FL BOATING IMPRV PROGRAM	NO AMOUNT BUDGETED	0	0
337.10-10 LAKE COUNTY WATER AUTH.	NO AMOUNT BUDGETED	0	0
337.10-20 LC TRANSP IMPACT PROJECTS	NO AMOUNT BUDGETED	0	0
337.10-30 LAKE COUNTY EMS GRANT	NO AMOUNT BUDGETED	0	0
337.10-40 ST JOHNS WATER MGMT DIST	NO AMOUNT BUDGETED	0	0
337.40-10 SEA PLANE BASIN	NO AMOUNT BUDGETED	0	0
337.50-10 TOURISM	NO AMOUNT BUDGETED	0	0
337.70-30 CDBG GRANTS	NO AMOUNT BUDGETED	0	0
337.70-60 LIBRARY	NO AMOUNT BUDGETED	0	0
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	0	0
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	0	0

FUND 151
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

GRANT FUND EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
2101-POLICE SERVICES					
<i>OPERATING EXPENDITURES</i>					
521.52-10	OPERATING SUPPLIES	6,563	4,886	0	-100.00%
521.52-11	DURABLE GOODS	1,900	1,000	0	-100.00%
*	OPERATING EXPENDITURES	8,463	5,886	0	-100.00%
TOTAL	2101-POLICE SERVICES	8,463	5,886	0	-100.00%
2201-FIRE SUPPRESSION					
<i>OPERATING EXPENDITURES</i>					
522.52-11	DURABLE GOODS	1,240	0	0	0.00%
*	OPERATING EXPENDITURES	1,240	0	0	0.00%
<i>CAPITAL EXPENDITURES</i>					
522.64-15	EQUIP - NEW	0	0	0	0.00%
522.64-25	FUTURE PROJECTS	0	0	268,478	100.00%
*	CAPITAL EXPENDITURES	0	0	268,478	100.00%
TOTAL	2201-FIRE SUPPRESSION	1,240	0	268,478	100.00%
2202-ADVANCED LIFE SUPPORT					
<i>CAPITAL EXPENDITURES</i>					
522.64-15	EQUIP - NEW	0	0	0	0.00%
*	CAPITAL EXPENDITURES	0	0	0	0.00%
TOTAL	2202-ADVANCED LIFE SUPPORT	0	0	0	0.00%
4101-GENERAL SERVICES					
<i>CAPITAL EXPENDITURES</i>					
541.63-20	SIDEWALK REPAIR/CONST.	52,377	52,500	0	-100.00%
541.63-30	PAVING	0	0	0	0.00%
541.63-90	ROAD CONSTRUCTION	0	0	0	0.00%
*	CAPITAL EXPENDITURES	52,377	52,500	0	-100.00%
TOTAL	4101-GENERAL SERVICES	52,377	52,500	0	-100.00%

FUND 151
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

GRANT FUND EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
7201-PARKS					
<i>CAPITAL EXPENDITURES</i>					
572.63-80	PARK IMPROVEMENTS	0	0	0	0.00%
572.64-25	FUTURE PROJECTS	32,019	0	0	0.00%
*	CAPITAL EXPENDITURES	32,019	0	0	0.00%
TOTAL	7201-PARKS	32,019	0	0	0.00%
TOTAL GRANT FUND EXPENDITURES		94,099	58,386	268,478	359.83%

FUND 151
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

GRANT FUND EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
2101-POLICE			
521.52-10 OPERATING SUPPLIES	NO AMOUNT BUDGETED	0	0
521.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	0	0
2201-FIRE SUPPRESSION			
522.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	0	0
522.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
522.64-25 FUTURE PROJECTS	PUBLIC SAFETY FACILITY DESIGN	268,478	268,478
2202-ADVANCED LIFE SUPPORT			
522.64-15 EQUIP-NEW	NO AMOUNT BUDGETED	0	0
4101-GENERAL SERVICES			
541.63-20 SIDEWALK REPAIR/CONST.	NO AMOUNT BUDGETED	0	0
541.63-60 LANDSCAPING	NO AMOUNT BUDGETED	0	0
541.63-90 ROAD CONSTRUCTION	NO AMOUNT BUDGETED	0	0
7201-PARKS			
572.63-80 PARK IMPROVEMENTS	NO AMOUNT BUDGETED	0	0
572.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	0	0
572.91-11 TRANSFERS TO PKS IMPACTS	NO AMOUNT BUDGETED	0	0

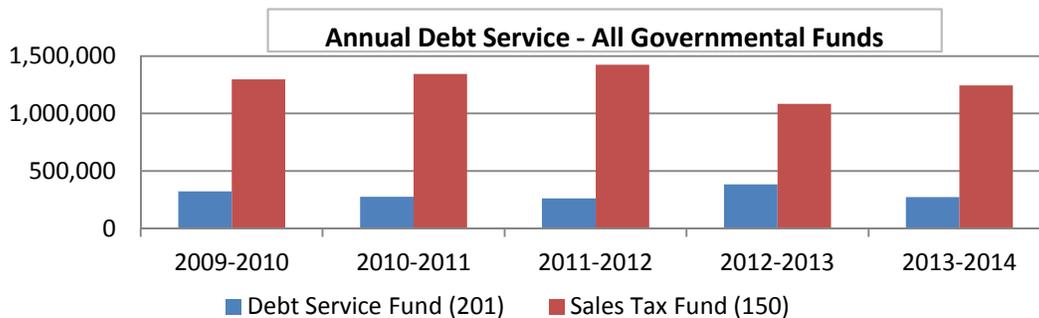
DEBT SERVICE

FUND 201

Budget Summary

<i>Department Summary</i>	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Administration-1201				
Personal Services	0	0	0	0.00%
Operating Expenses	0	0	0	0.00%
Capital Expenses	0	0	0	0.00%
Debt	262,273	384,093	271,508	-29.31%
Transfers & Other	0	0	0	0.00%
Grand Total Debt Service	\$ 262,273	\$ 384,093	\$ 271,508	-29.31%

Historical Trend



Note: In FY 08-09, Wootton Park debt service was paid from General Fund; in FY 09-10, FY 10-11, & FY 11-12 debt service was paid from the Sales Tax Fund. FY 2013 & thereafter debt service for the the Seaplane Base will be phased back to the General Fund.

FUND 201
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

DEBT SERVICE FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ESTIMATED REVENUE 2013-2014	% CHANGE OVER FY 12-13
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	113	0	0	0.00%
361.10-02	SBA INTEREST	66	0	0	0.00%
361.10-08	INVESTMENT	26	0	0	0.00%
367.02-00	UNREALIZED GAIN ON INVEST	224	0	0	0.00%
**	TOTAL INTEREST & OTHER INCOME	429	0	0	0.00%
<i>OTHER SOURCES</i>					
381.01-01	TRANSFERS FROM GENERAL	194,984	384,093	271,554	-29.30%
381.01-17	TRANSFER FROM FIRE IMPACT	96,437	0	0	0.00%
*	TRANSFERS IN	291,421	384,093	271,554	-29.30%
389.90-00	APPROPRIATED RESERVES	0	0	(46)	N/A
*	APPROPRIATED RESERVES	0	0	(46)	N/A
**	TOTAL OTHER SOURCES	291,421	384,093	271,508	-29.31%
TOTAL DEBT SERVICE FUND		291,850	384,093	271,508	-29.31%

FUND 201
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

DEBT SERVICE FUND REVENUES

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	0	0
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	0	0
361.10-08 INVESTMENT	NO AMOUNT BUDGETED	0	0
367.02-00 UNREALIZED GAIN ON INVEST	NO AMOUNT BUDGETED	0	0
381.01-01 TRANSFERS FROM GENERAL	TRANSFER FROM GENERAL FUND-DEDICATED DEBT SERVICE MILLAGE FOR WOOTON PARK GENERAL OBLIGATION NOTE	271,554	271,554
381.01-17 TRANSFER FROM FIRE IMPACT	NO AMOUNT BUDGETED	0	0
389.90-00 APPROPRIATED RESERVES	UNAPPROPRIATED REVENUE - GEN OBLIGATION TRANSFERS	-46	-46

FUND 201
 DEPT 12
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

DEBT SERVICE FUND EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>DEBT SERVICE</i>					
512.71-05	OTHER-PRINCIPAL	0	177,000	185,000	4.52%
512.71-55	FIRE STATION LOAN	105,000	110,000	0	-100.00%
512.71-60	PUBLIC IMPROVEMENT 2003	150,000	0	0	0.00%
512.72-05	OTHER-INTEREST	0	94,711	86,508	-8.66%
512.72-55	FIRE STATION LOAN	6,998	2,382	0	-100.00%
512.72-60	PUBLIC IMPROVEMENT 2003	275	0	0	0.00%
512.73-10	DEBT SERVICE COSTS	0	0	0	0.00%
* DEBT SERVICE		<u>262,273</u>	<u>384,093</u>	<u>271,508</u>	<u>-29.31%</u>
TOTAL DEBT SERVICE		<u>262,273</u>	<u>384,093</u>	<u>271,508</u>	<u>-29.31%</u>

FUND 201
 DEPT 12
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

DEBT SERVICE FUND EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
512.71-05 OTHER	GENERAL OBLIGATION NOTE-WOOTON PARK EXPANSION PRINCIPAL-7-1-2014	185,000	185,000
512.71-55 FIRE STATION LOAN	NO AMOUNT BUDGETED	0	0
512.71-60 PUBLIC IMPROVEMENT 2003	NO AMOUNT BUDGETED	0	0
512.72-05 OTHER	GENERAL OBLIGATION NOTE-WOOTON PARK EXPANSION INTEREST - 1-1-14 INTEREST - 7-1-14	43,254 43,254	86,508
512.72-55 FIRE STATION LOAN	NO AMOUNT BUDGETED	0	0
512.72-60 PUBLIC IMPROVEMENT 2003	NO AMOUNT BUDGETED	0	0
512.73-10 DEBT SERVICE COSTS	NO AMOUNT BUDGETED	0	0

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CAPITAL PROJECTS

FUND 301



Wooton Park Seaplane Basin

Tavares Pavilion on the Lake

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Department Summary</i>				
General Services-41				
Capital Expenses	122,355	122,620	0	-100.00%
Total General Services	122,355	122,620	0	-100.00%
Economic Development-59				
Operating Expenses	0	0	0	0.00%
Capital Expenses	39,319	505,653	0	-100.00%
Total Parks & Rec	39,319	505,653	0	-100.00%
Parks & Recreation-72				
Operating Expenses	0	0	0	0.00%
Capital Expenses	2,746,618	2,068,287	250,000	-87.91%
Total Parks & Rec	2,746,618	2,068,287	250,000	-87.91%
Grand Total Capital Projects	\$ 2,908,292	\$ 2,696,560	\$ 250,000	-90.73%
<i>Category Summary</i>				
Operating Expenses	0	0	0	0.00%
Capital Expenses	2,908,292	2,696,560	250,000	-90.73%
Grand Total Capital Projects	\$ 2,908,292	\$ 2,696,560	250,000	-90.73%

FUND 301
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

CAPITAL PROJECT FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ESTIMATED REVENUE 2013-2014	% CHANGE OVER FY 12-13
<i>INTEREST & OTHER INCOME</i>					
337.90-01	TOURIST DEVELOPMENT	0	0	250,000	0.00%
361.10-01	INTEREST INCOME	0	0	0	0.00%
361.10-02	SBA INTEREST	4,192	0	0	0.00%
**	TOTAL INTEREST & OTHER INCOME	<u>4,192</u>	<u>0</u>	<u>250,000</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
381.01-01	TRANSFERS FROM GENERAL	3,307,500	0	0	0.00%
*	TRANSFERS IN	<u>3,307,500</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
361.10-09	LOAN PROCEEDS	701	0	0	0.00%
384.10-00	BANK LOANS	0	0	0	0.00%
384.30-00	BONDS	0	0	0	0.00%
*	DEBT PROCEEDS	<u>701</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
389.90-00	APPROPRIATED RESERVES	0	2,696,560	0	-100.00%
*	APPROPRIATED RESERVES	<u>0</u>	<u>2,696,560</u>	<u>0</u>	<u>-100.00%</u>
**	TOTAL OTHER SOURCES	<u>3,308,201</u>	<u>2,696,560</u>	<u>0</u>	<u>-100.00%</u>
TOTAL CAPITAL PROJECTS FUND		<u>3,312,393</u>	<u>2,696,560</u>	<u>250,000</u>	<u>-90.73%</u>

FUND 301
DEPT 00
DIVISION 00

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

CAPITAL PROJECT FUND REVENUE JUSTIFICATIONS

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
337.90-01 TOURIST DEV	GRANT FOR SEAPLANE MOORING FOR CONFERENCE CENTER	250,000	250,000
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	0	0
361.10-09 LOAN PROCEEDS	NO AMOUNT BUDGETED	0	0
366.04-00 OTHER DONATIONS/CONTRIB	NO AMOUNT BUDGETED	0	0
367.02-00 UNREALIZED GAIN ON INVEST	NO AMOUNT BUDGETED	0	0
381.01-01 TRANSFERS FROM GENERAL	NO AMOUNT BUDGETED	0	0
384.10-00 BANK LOANS	NO AMOUNT BUDGETED	0	0
384.30-00 BONDS	NO AMOUNT BUDGETED	0	0
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	0	0

FUND 301
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

CAPITAL PROJECT FUND EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
4102-STREETS & ROADS					
<i>CAPITAL PROJECTS</i>					
541.63-30	PAVING	28,645	250	0	-100.00%
541.63-61	STREETSCAPE	45,375	107,425	0	-100.00%
541.64-25	FUTURE PROJECTS	48,335	14,945	0	-100.00%
*	TOTAL CAPITAL PROJECTS	122,355	122,620	0	-100.00%
TOTAL	4102-STREETS & ROADS	122,355	122,620	0	-100.00%
5901-ECONOMIC DEVELOPMENT					
<i>CAPITAL PROJECTS</i>					
559.62-20	TRAIN STATION OPER. BLDG	39,319	505,653	0	-100.00%
559.64-25	FUTURE PROJECTS	0	0	0	0.00%
*	TOTAL CAPITAL PROJECTS	39,319	505,653	0	-100.00%
TOTAL	5901-ECONOMIC DEVELOPMENT	39,319	505,653	0	-100.00%
7201-PARKS					
<i>CAPITAL PROJECTS</i>					
572.61-10	LAND	2,400,000	0	0	0.00%
572.62-20	BUILDINGS	333,213	1,167,722	250,000	-78.59%
572.63-80	PARK IMPROVEMENTS	0	899,965	0	-100.00%
572.64-25	FUTURE PROJECTS	13,405	600	0	-100.00%
*	TOTAL CAPITAL PROJECTS	2,746,618	2,068,287	250,000	-87.91%
TOTAL	7201-PARKS	2,746,618	2,068,287	250,000	-87.91%
TOTAL CAPITAL PROJECTS FUND		2,908,292	2,696,560	250,000	-90.73%

FUND 301
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

CAPITAL PROJECT FUND EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
4102-STREETS & ROADS			
541.63-30 PAVING	NO AMOUNT BUDGETED	0	0
541.63-61 STREETSCAPE	NO AMOUNT BUDGETED	0	0
541.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED		0
5901-ECONOMIC DEVELOPMENT			
559.62-20 TRAIN STATION OPER. BLDG	NO AMOUNT BUDGETED	0	0
559.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	0	0
7201-PARKS			
572.31-15 ENGINEERING	NO AMOUNT BUDGETED	0	0
572.61-10 LAND	NO AMOUNT BUDGETED	0	0
572.62-20 BUILDINGS	SEAPLANE MOORING FOR PAVILION	250,000	250,000
572.63-80 PARK IMPROVEMENTS	NO AMOUNT BUDGETED	0	0
572.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	0	0

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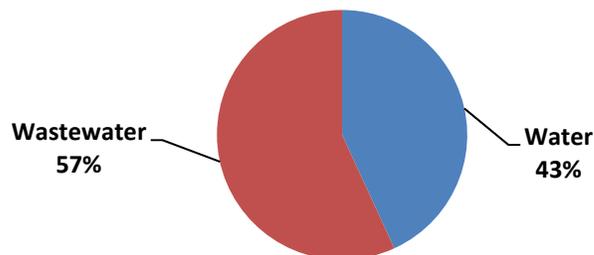


UTILITY FUND

FUND 401

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Department Summary</i>				
Water -33				
Personal Services	740,408	750,264	828,816	10.47%
Operating Expenses	3,599,616	2,570,465	2,042,021	-20.56%
Capital Expenses	(44,940)	109,579	181,745	65.86%
Debt	55,481	166,211	174,869	5.21%
Transfers & Others	0	0	0	0.00%
Total Water	<u>4,350,565</u>	<u>3,596,519</u>	<u>3,227,451</u>	-10.26%
Wastewater -35				
Personal Services	839,089	860,362	922,772	7.25%
Operating Expenses	2,902,169	2,644,633	2,581,268	-2.40%
Capital Expenses	(11,210)	371,781	517,665	39.24%
Debt	126,514	250,550	229,292	-8.48%
Transfers & Others	0	0	0	0.00%
Total Wastewater	<u>3,856,562</u>	<u>4,127,326</u>	<u>4,250,997</u>	3.00%
Grand Total Utilities	<u>\$ 8,207,127</u>	<u>\$ 7,723,845</u>	<u>\$ 7,478,448</u>	<u>-3.18%</u>
<i>Category Summary</i>				
Personal Services	1,579,497	1,610,626	1,751,588	8.75%
Operating Expenses	6,501,785	5,215,098	4,623,289	-11.35%
Capital Expenses	(56,150)	481,360	699,410	45.30%
Debt	181,995	416,761	404,161	-3.02%
Transfers & Others	0	0	0	0.00%
Grand Total Utilities	<u>\$ 8,207,127</u>	<u>\$ 7,723,845</u>	<u>\$ 7,478,448</u>	<u>-3.18%</u>



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FUND 401
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WATER & WASTEWATER FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ESTIMATED REVENUE 2013-2014	% CHANGE OVER FY 12-13
<i>CHARGES FOR SERVICES</i>					
343.30-01	WATER FEES	3,984,688	3,810,886	3,970,500	4.19%
343.30-02	WATER RECONNECT FEES	18,575	17,873	16,822	-5.88%
343.30-03	WATER METER FEES	54,793	18,904	63,408	235.42%
343.30-04	CROSS CONNECTION FEES	0	195	0	-100.00%
343.30-05	SERVICE CHARGE	37,765	33,606	39,700	18.13%
343.30-06	WATER SPRINKLER/HOSE	8,082	8,081	8,081	0.00%
343.30-07	WATER REUSE	0	109,350	102,619	-6.16%
343.30-08	INSPECTION REVENUE	0	0	0	0.00%
343.50-01	WASTEWATER FEES	3,155,256	3,067,188	3,180,051	3.68%
343.60-01	LATE CHARGES/PENALTY	234,993	207,356	253,467	22.24%
**	TOTAL CHARGES FOR SERVICES	<u>7,494,152</u>	<u>7,273,439</u>	<u>7,634,648</u>	<u>4.97%</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	5,020	5,286	1,987	-62.41%
361.10-02	SBA INTEREST	5,286	0	0	0.00%
361.10-04	ASSESSMENTS	0	0	0	0.00%
361.10-08	INVESTMENT	1,990	5,200	753	-85.52%
361.10-09	LOAN PROCEEDS	0	0	0	0.00%
367.02-00	UNREALIZED GAIN ON INVEST	12,602	30,000	2,573	-91.42%
*	INTEREST INCOME	<u>24,898</u>	<u>40,486</u>	<u>5,313</u>	<u>-86.88%</u>
369.10-01	MISCELLANEOUS	2,113	4,500	0	-100.00%
369.10-02	INSURANCE RECOVERY	0	0	0	0.00%
369.10-04	REFUND-PRIOR YR EXPENSE	0	0	0	0.00%
*	OTHER INCOME	<u>2,113</u>	<u>4,500</u>	<u>0</u>	<u>-100.00%</u>
**	TOTAL INTEREST & OTHER INCOME	<u>27,011</u>	<u>44,986</u>	<u>5,313</u>	<u>-88.19%</u>
<i>OTHER SOURCES</i>					
389.90-01	RETAINED EARNINGS	0	1,790,927	(161,513)	-109.02%
*	RETAINED EARNINGS	<u>0</u>	<u>1,790,927</u>	<u>(161,513)</u>	<u>-109.02%</u>
**	TOTAL OTHER SOURCES	<u>0</u>	<u>1,790,927</u>	<u>(161,513)</u>	<u>-109.02%</u>
TOTAL WATER & WASTEWATER FUND		<u>7,521,163</u>	<u>9,109,352</u>	<u>7,478,448</u>	<u>-17.90%</u>

FUND 401
 DEPT 00
 DIVISION 00

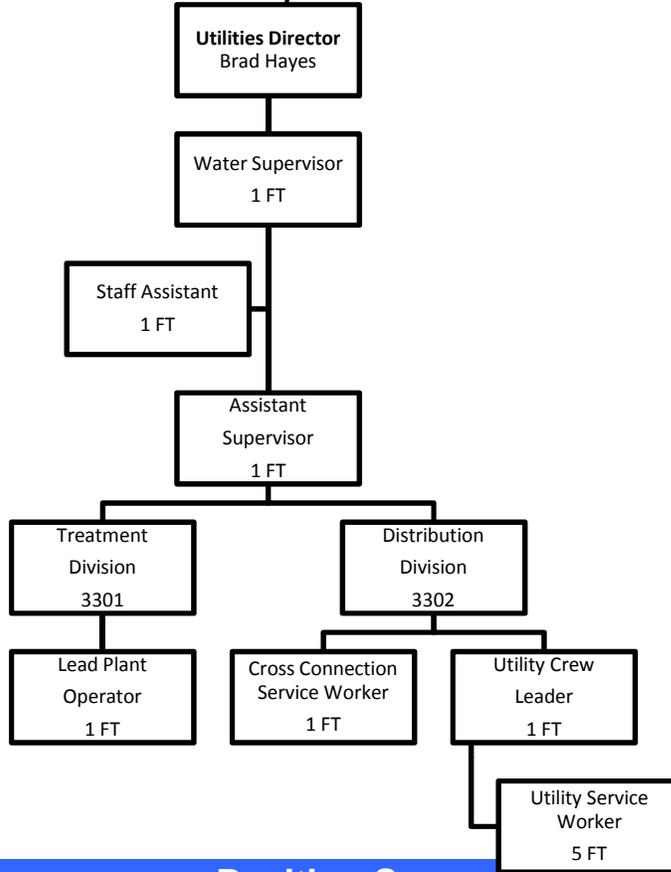
CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WATER & WASTEWATER FUND REVENUES

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
343.30-01 WATER FEES	ESTIMATED WATER SERVICE REVENUE	3,970,500	3,970,500
343.30-02 WATER RECONNECT FEES	ESTIMATED RECONNECTION FEES	16,822	16,822
343.30-03 WATER METER FEES	ESTIMATED WATER METER FEES	63,408	63,408
343.30-04 CROSS CONNECTION FEES	NO AMOUNT BUDGETED	0	0
343.30-05 WATER SERVICE CHARGE	ESTIMATED WATER SERVICE CHARGES	39,700	39,700
343.30-06 WATER SPRINKLER/ HOSE	ESTIMATED FEES FROM SPRINKLER/HOSE RACKS	8,081	8,081
343.30-07 WATER REUSE	ESTIMATED RECLAIMED WATER REVENUES	102,619	102,619
343.30-08 INSPECTION REVENUE	NO AMOUNT BUDGETED	0	0
343.50-01 SEWER SERVICE FEES	ESTIMATED WASTEWATER REVENUES ADJUST	2,838,523 341,528	3,180,051
343.60-01 LATE CHARGES/PENALTY	ESTIMATED LATE CHARGE COLLECTIONS ADJUST	293,467 -40,000	253,467
361.10-01 INTEREST INCOME	ESTIMATED INTEREST	1,987	1,987
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	0	0
361.10-08 INVESTMENT	ESTIMATED INTEREST	753	753
361.10-09 LOAN PROCEEDS	NO AMOUNT BUDGETED	0	0
365.01-00 SURPLUS/SCRAP PROP SALES	NO AMOUNT BUDGETED	0	0
367.02-00 UNREALIZED GAIN ON INVEST	ESTIMATED REVENUES	2,573	2,573
369.10-01 MISCELLANEOUS	NO AMOUNT BUDGETED	0	0
369.10-02 INSUR REIMBURSEMENTS	NO AMOUNT BUDGETED	0	0
369.10-04 REFUND-PRIOR YR EXPENSE	NO AMOUNT BUDGETED	0	0
389.90-01 RETAINED EARNINGS	NON APPROPRIATED REVENUE - CARRY FORWARD	-161,513	-161,513

Water

Department 33



Position Summary

Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Full Time:				
Assistant Supervisor	23002	1	1	1
Cross Connection Svc Wkr	23004	0	0	1
Staff Assistant	21005	1	1	1
Supervisor	23001	1	1	1
Utility Crew Leader	23003	1	1	1
Utility Service Worker	23005	6	6	5
Lead Plant Operator	23006	1	1	1
No. of Full Time		11	11	11
Part Time:				
Treatment Plant Operator	24005	0	0	1
No. of Part Time:		0	0	1
Total No. of Positions:		11	11	12
Total FTEs:		11	11	11.5

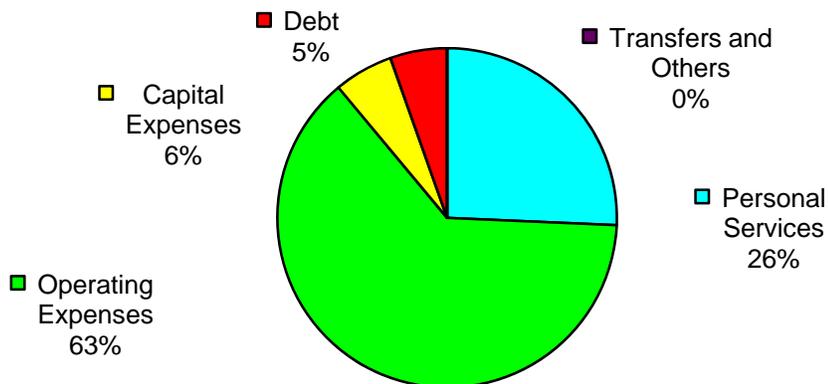
Notes:

1. Utility Director & Administrative Assistant positions are allocated 50% to Water, 50% to Wastewater

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Department Summary</i>				
Water Treatment-3301				
Personal Services	314,168	317,116	372,382	17.43%
Operating Expenses	2,333,023	1,975,634	1,877,436	-4.97%
Capital Expenses	(44,940)	72,850	83,018	13.96%
Debt	55,481	166,211	174,869	5.21%
Transfers and Other	0	0	0	0.00%
Total Water Treatment	<u>2,657,732</u>	<u>2,531,811</u>	<u>2,507,705</u>	-0.95%
Water Distribution-3302				
Personal Services	426,240	433,148	456,434	5.38%
Operating Expenses	1,266,593	594,831	164,585	-72.33%
Capital Expenses	0	36,729	98,727	168.80%
Total Water Distribution	<u>1,692,833</u>	<u>1,064,708</u>	<u>719,746</u>	-32.40%
Grand Total Water	<u>\$ 4,350,565</u>	<u>\$ 3,596,519</u>	<u>\$ 3,227,451</u>	<u>-10.26%</u>
<i>Category Summary</i>				
Personal Services	740,408	750,264	828,816	10.47%
Operating Expenses	3,599,616	2,570,465	2,042,021	-20.56%
Capital Expenses	(44,940)	109,579	181,745	65.86%
Debt	55,481	166,211	174,869	5.21%
Transfers and Others	0	0	0	0.00%
Grand Total Water	<u>\$ 4,350,565</u>	<u>\$ 3,596,519</u>	<u>\$ 3,227,451</u>	<u>-10.26%</u>

2014 APPROPRIATIONS



2014 OPERATING BUDGET

WATER - 3301, 3302

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

The Water Department is committed to the customers of the City (hospitals, governmental agencies, businesses and residents) to provide a safe and dependable supply of quality water from its plants and distribution system. The department is focused on ensuring all criteria and parameters of regulatory agencies are met.

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

The Water Department is responsible for maintaining the water distribution and plant facilities within the City. Distribution Division consists of new meter installation, meter replacement, emergency repairs, line locations, new and replacement hydrants, insertion valve and new valve program, valve exercising program, cross-connection program, leak detection program, project review/inspections, and continuing education. The Plant Division consists of treatment operations, samplings, preventative maintenance programs, water conservation, continuing education, and regulatory compliance.

SERVICE INDICATORS

	Indicator Description	Actual 2011	Actual 2012	Est. 2013	Projected 2014
1.	New Meter Installation (Irrigation & Potable)	71	78	128	141
2.	Meter Exchange Program Phase II	61	68	30	33
3.	Emergency Repairs (During and After Hours)	166	182	127	139
4.	Line Locations	2,171	2,388	2,626	2,888
5.	Cross-Connection Inspections	2,173	2,390	2,041	2,245
6.	Standard Work Orders (Utility Billing &	1,441	1,585	963	1,059
7.	Hydrant Replacement Program	3	2	2	2
8.	New Hydrant Program	2	0	0	2
9.	Insertion Valve Program	3	2	2	2
10.	Leak Detection Program	N/A	Yes	No	No
11.	Valve Replacement Program	2	2	2	2
12.	New Water Line Installation (Feet)	> 2,400	n/a	0	0
13.	Water Lines Maintained (Miles)	> 131	> 131	> 131	> 131
14.	Meter Replacement Project	n/a	n/a	>5,000	n/a
7.	Customer Sprinkler Time Setting	80	92	30	33

PLANT FACILITIES INDICATORS

	Indicator Description	Actual 2011	Actual 2012	Est. 2013	Projected 2014
1.	Finished Water Pumping (in thousands)	958,169	913,693	1,005,062	1,015,112
2.	Raw Water Pumped (in thousands)	957,349	924,217	101,663	1,062,349
3.	Chlorination (lbs)	29,792	27,050	29,755	32,730
4.	Fluoridation (lbs)	29,987	27,885	30,673	33,740
5.	Emergency Repairs	2	4	3	3
6.	Customer Complaints (Water Quality or	3	4	4	4

2014 OPERATING BUDGET

WATER (continued)

PROGRAM HIGHLIGHTS

2014 Goals

Organizational Development

Improve knowledge, skills and abilities of personnel to enhance the service provided to residents.

Growth and Development

Identify funding opportunities for improved facilities and increased technical equipment to better service the residents

City Lifestyle

Maintain a water system that promotes the health, safety and welfare of our residents

Innovation and Technology

Utilize technology as a driver to foster efficiency in service delivery and to maintain preventative maintenance schedules of the water department infrastructure through treatment and distribution.

Organizational Performance

Foster a professional organizational culture where economies of scale, efficiency, effectiveness and ethical standards are promoted as instruments of successful operations.

2014 Objectives - Distribution

1. Meter change as required for non-function, testing and damage
2. Continue quality, efficient and professional installation of meters for all new accounts.
3. Decrease emergency repairs through increased training and preventative maintenance.
4. Continue improvement of the lines grid system through GIS implementation, training, employee
5. Identify potential cross connection areas; link TOKAY software with utility billing software to improve data
6. Respond to and complete utility billing and internal water department work orders in a timely and efficient
7. Continue implementing the education, leak detection program, UMS program, department cooperation and
8. Identify problem hydrants, install new hydrants at locations based on fire department needs analysis.
9. Identify and install flow control valves based on the grid system for less interruption of service to residents.
10. Continue to identify and install flow control valves based on the grid system and emergencies, which will help eliminate interruption of services during breaks in main lines.
11. Continue department awareness of Lead Detection Program incorporate the water accountability program, valve replacement program and GIS grid system.
12. Add Project and Subdivision water lines added to distribution within the GIS grid system

2014 Objectives - Plants/Facilities

1. Maintain quality water pumping and treatment through extensive compliance sampling and testing.
2. Continue a stringent preventative maintenance program within the pumping and treatment system.
3. Continue Customer Sprinkler Timer Set Program to improve customer awareness of mandatory watering restrictions and enhance water conservation efforts.
4. Continue conservation awareness and technology changes by attending course for plant treatment, equipment, security and telemetry.

2014 OPERATING BUDGET

WATER (continued)

PROGRAM HIGHLIGHTS

2013 Accomplishments

DISTRIBUTION

1. Completed requested new meter installations.
2. Completed installation of replacement in-line flow valves as part of the City's preventative maintenance
3. In conjunction with the GIS department, reviewed water line atlas for accuracy of type, size and location.
4. Implemented a meter replacement program to include installation of dual check devices.
5. Completed routine service work orders from Utility Billing and resident request.
6. Completed new hydrant installation and replacement program per fiscal year projections.
7. Completed planned insertion valves installation program per fiscal year projection.
8. The Cross Connection program is progressing through the implemented Survey criteria. Continue the Survey inspections in designated grid areas for Cross-Connection Control.
9. Valve Exercising Program progressing by the GIS grid Systems and Emergency Repairs.

PLANTS-FACILITIES

1. Maintained quality of finished water pumping and treatment throughout the distribution and plant facilities.
2. Continue implementation of a stringent preventative maintenance program.
3. Employees attended several seminars to help enhance the operation, regulatory compliance and overall plant efficiencies.
4. Continue customer relationship through information on quality water assurance, regulatory, and
5. Plant #1 CPU/PLC upgrades completed
6. Continuing education through various seminars.

FUND 401
DEPT 33
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

WATER TREATMENT DIVISION EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
533.12-10	REGULAR SALARIES	228,017	231,223	252,872	9.36%
533.14-10	OVERTIME	11,174	9,409	10,558	12.21%
533.21-10	FICA / MED TAXES	16,968	16,966	17,940	5.74%
533.22-20	FL STATE RETIREMENT	12,428	13,078	23,697	81.20%
533.23-10	HEALTH INSURANCE	28,047	26,560	24,554	-7.55%
533.23-15	DENTAL INSURANCE	1,101	1,088	1,333	22.52%
533.23-20	LIFE INSURANCE	1,285	1,311	1,432	9.23%
533.23-21	SHORT-TERM DISABILITY INS.	0	887	968	9.13%
533.23-30	DEPENDENT HEALTH INSURANCE	7,662	8,954	29,389	228.22%
533.23-35	DEPENDENT DENTAL INSURANCE	914	904	1,775	96.35%
533.23-40	LONG TERM DISABILITY	592	599	856	42.90%
533.24-10	WORKERS' COMPENSATION	5,980	6,137	7,008	14.19%
*	SALARIES AND BENEFITS	<u>314,168</u>	<u>317,116</u>	372,382	17.43%
<i>OPERATING EXPENDITURES</i>					
533.31-10	CITY ATTORNEY	0	1,155	500	-56.71%
533.31-15	ENGINEERING	0	10,175	2,000	-80.34%
533.31-45	CUP RENEWAL	156,436	136,084	50,000	-63.26%
533.31-60	PERMIT & COMPLIANCE FEES	0	0	6,200	100.00%
533.32-10	AUDIT SERVICES	4,740	7,784	7,350	-5.58%
533.34-10	CONTRACTUAL SERVICES	57,411	126,534	96,155	-24.01%
533.40-10	TRAVEL & PER DIEM	4,027	5,100	5,100	0.00%
533.41-10	TELEPHONE	3,981	3,566	4,963	39.18%
533.41-20	OTHER COMMUNICATION	5,655	6,793	7,548	11.11%
533.41-30	POSTAGE	1,089	2,500	2,777	11.08%
533.43-10	ELECTRIC, WATER, GAS	246,890	234,596	260,750	11.15%
533.44-10	RENTALS & LEASES	0	100	111	11.00%
533.45-10	LIABILITY	30,196	33,841	42,023	24.18%
533.46-10	REPAIR & MAINT. - BUILDING	2,240	2,500	2,750	10.00%
533.46-15	REPAIR & MAINT. - EQUIPMENT	941	5,500	8,275	50.45%
533.46-17	INSURANCE RECOVERY	437	0	0	0.00%
533.46-25	REPAIR & MAINT. - MISC.	2,158	2,200	2,445	11.14%
533.46-30	REPAIR & MAINT. - VEHICLE	1,240	2,200	2,420	10.00%
533.46-81	PUMP REPAIR	0	0	17,100	100.00%
533.46-85	SCADA MAINTENANCE	815	10,000	10,000	0.00%
533.47-10	PRINTING & BINDING	0	700	700	0.00%
533.49-10	ADVERTISING	0	2,500	2,500	0.00%
533.49-32	CREDIT CARD PROCESSING	39,043	25,314	42,947	69.66%
533.51-10	OFFICE SUPPLIES	1,035	1,200	1,333	11.08%
533.52-10	OPERATING SUPPLIES	16,057	22,800	26,000	14.04%
533.52-11	DURABLE GOODS	2,534	4,450	12,247	175.21%
533.52-14	LEAK DETECTION	0	0	0	0.00%
533.52-15	FUEL COSTS	22,891	23,875	28,216	18.18%
533.52-25	UNIFORMS	2,189	2,950	3,227	9.39%
533.52-65	OPERATING CHEMICALS	38,434	48,000	48,000	0.00%
533.52-75	LAB SUPPLIES	4,510	5,400	5,990	10.93%
533.52-80	LAB-OPERATING SUPPLIES	0	800	890	11.25%
533.52-95	SCADA SUPPLIES	0	10,000	11,115	11.15%
533.54-10	BKS, PUB, SUB, MEM, LIB	384	500	556	11.20%

FUND 401
 DEPT 33
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WATER TREATMENT DIVISION EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
533.59-10	DEPRECIATION EXPENSE	377,360	0	0	0.00%
533.59-13	BAD DEBT	185,943	0	0	0.00%
533.59-15	TRANSFER TO G/F	248,923	271,913	270,352	-0.57%
533.59-20	REIMBURSEMENT TO G/F	313,813	301,433	310,347	2.96%
533.59-70	TRANSFER TO SRF LOAN DEBT	411,651	513,171	434,549	-15.32%
533.59-78	TRANSFER TO W/WW RRI FUND	150,000	150,000	150,000	0.00%
	* OPERATING EXPENDITURES	2,333,023	1,975,634	1,877,436	-4.97%
<i>CAPITAL EXPENDITURES</i>					
533.61-10	LAND	0	0	40,000	100.00%
533.64-10	EQUIP - REPLACEMENT	47,731	64,800	35,018	-45.96%
533.64-15	EQUIP - NEW	0	2,500	2,500	0.00%
533.64-17	EQUIP - NEW VEHICLES	0	0	0	0.00%
533.64-23	SOFTWARE	0	5,550	5,500	-0.90%
533.69-98	ASSET RECLASS-CIP	(44,940)	0	0	0.00%
533.69-99	ASSET RECLASSIFICATION	(47,731)	0	0	0.00%
	* CAPITAL EXPENDITURES	(44,940)	72,850	83,018	13.96%
<i>DEBT SERVICE</i>					
533.71-15	LEAGUE LEASE 2002 & 2006	0	1,243	965	-22.37%
533.71-30	REV BOND 2000 SPLIT 40-60	0	64,000	93,310	45.80%
533.72-15	LEAGUE LEASE 2002 & 2006	0	138	70	-49.28%
533.72-30	REV BOND 2000 SPLIT 40-60	55,226	100,630	80,324	-20.18%
533.72-70	LEAGUE LEASE 2004 (\$173K)	0	0	0	0.00%
533.73-10	DEBT SERVICE COSTS	255	200	200	0.00%
	* DEBT SERVICE	55,481	166,211	174,869	5.21%
TOTAL WATER TREATMENT		2,657,732	2,531,811	2,507,705	-0.95%

FUND 401
 DEPT 33
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WATER TREATMENT DIVISION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
533.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	252,872	252,872
533.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	10,558	10,558
533.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	17,940	17,940
533.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	23,697	23,697
533.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	24,554	24,554
533.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,333	1,333
533.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,432	1,432
533.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	968	968
533.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	29,389	29,389
533.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,775	1,775
533.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	856	856
533.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	7,008	7,008
533.31-10 CITY ATTORNEY	CITY ATTORNEY	500	500
533.31-15 ENGINEERING	GENERAL ENGINEERING SERVICES TO INCLUDE EASEMENTS, SURVEYING AND TITLE SEARCHES	2,000	2,000
533.31-45 CUP RENEWAL/WELL ANALYSIS	FUTURE WELL ANALYSIS	50,000	50,000
533.31-60 PERMIT & COMPLIANCE FEES	F.D.E.P. PLANT PERMIT RENEWAL (REGULATORY ANNUAL RENEWAL)	6,200	6,200
533.32-10 AUDIT SERVICES	AUDIT SERVICES	7,350	7,350
533.34-10 CONTRACTUAL SERVICES	LOAD BANK TESTS: PLANTS 1-4 AND PLANT 1, WELLS 3 & 4 AT \$400 EACH	2,000	96,155
	PREVENTATIVE MAINTENANCE ENGINE GENERATOR SYSTEMS FOR WELLS 3-8 AT \$250 EACH	1,000	
	PREVENTATIVE MAINTENANCE ENGINE GENERATOR SYSTEMS PLANT # 1 - LAKE DORA DR.	250	
	WATER CONSERVATION SCHOOL PROGRAM OF FLYERS, PRESENTATIONS, ETC. (UNDER FUTURE WATER SUPPLY)	15,000	
	CONSTRUCTION WATER SPECIFICATIONS CONSULTANT	2,000	
	MAINTENANCE OF WATER TOWER (PLANT # 2)	6,000	
	CCR 2013 ANNUAL WATER QUALITY REPORT	4,350	
	UTILITY RATE STUDY (COST SHARE WITH WASTEWATER)	30,000	
	DIAGNOSTIC ANALYSIS FOR 7 HIGH SERVICE PUMPS AND 6 WELL PUMPS	10,000	
	GSA - MASS NOTIFICATION SYSTEM - PUBLIC COMMUNICATION DEPT.	2,700	
	DIGITAL SCANNING AND LASERFICHE OF ARCHIVED UTILITY MAPS	8,150	
	TREATMENT - WELL & FINISHED WATER METERS ANNUAL CALIBRATION - PLANTS 1 THROUGH 4	1,675	
	UTILITY ADMINISTRATION BUILDING CLEANING (COST SHARE)	2,500	
	LAWN MOWING & MAINTENANCE PLANTS 1-4	6,400	
	INITIAL LANDSCAPING COST (PRUNING TREES & SHRUBS) AT PLANTS # 1 AND 4	500	
	PRESSURE WASH GROUND STORAGE TANKS: TWO 1,000,000 GALLON TANKS @ \$1,320	2,640	
	ONE 500,000 GALLON	990	

FUND 401
 DEPT 33
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WATER TREATMENT DIVISION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
533.40-10 TRAVEL & PER DIEM	TRAINING & TRAVEL EXPENSES FOR CERTIFIED OPERATORS TO MAINTAIN LICENSES AND CEU REQUIREMENTS	2,000	5,100
	PLANT RELATED SEMINAR TRAINING & CEU'S	750	
	SUPERVISOR - SEMINAR/TRAINING & CEU'S	750	
	ADMIN ASSISTANTS - SEMINARS & TRAINING	850	
	UTILITY DIRECTOR SEMINAR TRAINING CEU'S & TRAVEL COSTS	750	
533.41-10 TELEPHONE	TELEPHONE SERVICE	2,863	4,963
	FAX & SCADA SERVICE	2,100	
533.41-20 OTHER COMMUNICATION	MODEM CHARGES PLANTS ALL PLANTS	4,645	7,548
	SECURITY CAMERAS MODEM LINKING PLANTS 1-4	1,333	
	SCADA REMOTE MONITORING FOR PLANT (LAPTOPS)	1,222	
	PAGER - WATER TREATMENT (AMBER ALERT)	348	
533.41-30 POSTAGE	POSTAGE FOR MAILING CORRESPONDENCE RELATED TO CROSS-CONNECTION LETTERS, D.E.P. REGULATORIES & PACKING AND SHIPPING, ETC.	2,777	2,777
533.43-10 ELECTRIC, WATER, GAS	ELECTRIC	168,050	260,750
	WATER	92,700	
533.44-10 RENTALS & LEASES	RENTAL OF EQUIPMENT FOR EMERGENCIES AND EQUIPMENT	111	111
533.45-10 LIABILITY	LIABILITY INSURANCE	37,225	42,023
	POLLUTION INSURANCE	4,798	
533.46-10 BUILDING	MAINTENANCE OF ALL PLANT FACILITY BLDGS. 1,2,3 & 4 (NOTE: ROOF AT WELL # 3 LEAKING-REPAIR IS NEEDED)	2,750	2,750
533.46-15 EQUIPMENT	MAINTENANCE OF ALL ELECTRICAL SERVICE WELL PUMPS. REPAIR PLANT EQUIPMENT	2,200	8,275
	EQUIPMENT REPLACEMENT & REPAIRS FOR PLANT 1,2,3 & 4 HIGH SERVICE PUMPS & MOTORS. ANNUAL PREVENTATIVE MAINTENANCE REPAIRS.	2,225	
	PROJECT FOR RESIDENT REVIEW	2,200	
	DAILY UP KEEP OF SMALL EQUIPMENT FOR NORMAL AND EMERGENCY OPERATIONS	1,650	
533.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	0	0
533.46-25 MISCELLANEOUS	REPAIRS TO PLANT EQUIPMENT - CHLORINATION AND FLUORIDATION EQUIPMENT, ETC.	2,445	2,445
533.46-30 VEHICLE	REPAIR COSTS FOR ALL TREATMENT VEHICLES	2,420	2,420
533.46-81 PUMP REPAIR	WELL # 4 REMOVAL & REPAIR ANALYSIS.	4,100	17,100
	WELL PUMP # 4 - REMOVAL, REPAIR & RE-INSTALL	13,000	
533.46-85 SCADA MAINTENANCE	SCADA MAINTENANCE FOR PLANTS 1,2,3 & 4	10,000	10,000
533.47-10 PRINTING & BINDING	WATER CONSERVATION, PUBLIC EDUCATIONAL NOTICES, AND REGULATORY NOTIFICATIONS	700	700
533.49-10 ADVERTISING	PUBLIC NOTIFICATIONS AS REQUIRED BY D.E.P., CONSUMER CONFIDENCE REPORT, EMERGENCY PRESS RELEASES, ETC.	2,500	2,500
533.49-32 CREDIT CARD PROCESSING	CREDIT CARD PROCESSING FEES	42,947	42,947
533.49-95 INVENTORY OVER/SHORT	NO AMOUNT BUDGETED	0	0
533.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	1,333	1,333

FUND 401
 DEPT 33
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WATER TREATMENT DIVISION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
533.52-10 OPERATING SUPPLIES	STOCK REPLACEMENT FOR NEW SERVICES INSTALLATIONS, EMERGENCY SUPPLIES AND JANITORIAL SUPPLIES, ETC.	26,000	26,000
533.52-11 DURABLE GOODS	SMALL EQUIPMENT FOR EMERGENCY REPAIRS	1,220	12,247
	SLAT FENCING PANELS FOR PLANT #1 PERIMETER	2,400	
	CHLORINATOR ROTOR METERS - REPLACEMENT FOR PLANTS # 1 & 4; SIX AT \$330 EACH (MOVED FROM 64-10)	1,980	
	CHLORINATOR INJECTORS (REMOTE VACUUM INJECTORS) 2 @ 858.00 EACH	1,716	
	FLUORIDE PROBE REPLACEMENTS FOR PLANTS 1 & 4	759	
	FLUORIDE ANALYZER PM PARTS - PROBE FOR THE FLOURIDE ANALYZER	275	
	LEVEL TANK TRANSDUCER - FOR PLANTS # 1 & 4 TANKS		
	SIGNAL TRANSMITTERS FOR CONTROLS. TWO AT \$990 EACH	1,980	
	SIGNAL TRANSMITTERS FOR CONTROLS. QUANTITY OF FOUR	660	
	AB 1746-IB16 SLC 16 POINT MODULE - ANALOG INPUT MODULE.	754	
	AB 1746-OW 16 SLC 16 POINT MODULE - ANALOG OUTPUT MODULE	503	
533.52-15 FUEL COSTS	FUEL COSTS	25,008	28,216
	FUEL FOR PLANTS AND GENERATORS	3,208	
533.52-25 UNIFORMS	UNIFORMS FOR LEAD PLANT OPERATOR AND PLANT MAINT. TREATMENT PERSONNEL	2,777	3,227
	BOOTS FOR THREE TREATMENT PERSONNEL	450	
533.52-65 OPERATING CHEMICALS	PURCHASE OF CHLORINE, FLUORIDE & OTHER CHEMICALS AS NEEDED FOR PLANTS	48,000	48,000
533.52-75 LAB SUPPLIES	DRINKING WATER LAB SUPPLIES & BACTERIOLOGICAL SAMPLING FOR ALL PLANTS	5,990	5,990
533.52-80 LAB-OPERATING SUPPLIES	LAB/OPERATING SUPPLIES, FDOH CERTIFICATION FEES	890	890
533.54-10 BKS, PUB, SUB, MEM, LIB	SUBSCRIPTIONS & REFERENCE MATERIALS FOR EMPLOYEES, MEMBERSHIP DUES, ETC.	556	556
533.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	0	0
533.59-13 BAD DEBT	NO AMOUNT BUDGETED	0	0
533.59-15 TRANSFER TO G/F	OPERATING TRANSFER TO GENERAL FUND	270,352	270,352
533.59-20 REIMBURSEMENT TO G/F	REIMBURSEMENT TO GENERAL FUND	300,284	310,347
	REIMB. TO GEN FUND FOR 1/2 OF METER READING HANDHELDS	2,649	
	REIMB. TO GEN FUND FOR 1/2 OF FINANCE POSITION CHANGE	7,414	
533.59-65 GRANT MATCH	NO AMOUNT BUDGETED	0	0
533.59-70 TRANSFER TO SRF LOAN DEBT	TRANSFER TO SRF DEBT SVC FUND 78905P WW PLANT (\$678,856-\$200,000 FROM W/WW IMPACTS)/2	239,428	434,549
	TRANSFER TO SRF DEBT SVC FUND DW350301 ARRA WATER PLANT	24,169	
	TRANSFER TO SRF DEBT SVC FUND RECLAIM P1 WW350910 (\$204,860/2)	102,430	
	TRANSFER TO SRF DEBT SVC FUND- PRE-CONST RECLAIM (\$44159/2) (D/S DEP OF \$31,545 ALREADY MADE)789060	22,080	
	TRANSFER TO SRF DEBT SVC FUND RECLAIM PHASE 2&3 WW350920 (\$92,884/2)	46,442	
533.59-78 TRANSFER TO W/WW RRI FUND	TRANSFER TO RR & I FUND	150,000	150,000

FUND 401
 DEPT 33
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WATER TREATMENT DIVISION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
533.61-10 LAND	PROPERTY ACQUISITION - EAST SIDE OF PLANT #1 FOR POSSIBLE FUTURE WELL SITE FOR WELL #4 (ALT.KEY # 1769582)	40,000	40,000
533.64-10 EQUIP - REPLACEMENT	PLANT # 1 3,000 GALLON DIESEL FUEL TANKS REPAIR PLANT CHLORINATOR VACUUM SWITCH - MUST REPLACE EXISTING CHLORINATOR SWITCH FOR PREVENTATIVE MAINTENANCE. (QTY. 2 @ \$1,320. EACH) V-10K CHLORINATORS REPLACEMENT FOR PLANTS 1 & 4. QTY. 2 @ 3,679.50 EACH CHLORINATOR AUTOMATIC SWITCHOVER REGULATOR. THIS REGULATOR IS FOR A CYLINDER REPLACEMENT FOR PLANTS # 1,2,3 & 4. Qty 2 @ 3,190 EACH FLUORIDE METERING CHEMICAL PUMP (PLANT #4) FLUORIDE CHEMICAL TRANSFER PUMP - VANTON AB 1746-N18 SLC-8 POINT MODULE - THIS IS AN ANALOG INPUT MODULE. QTY 2 @ 1,529.00 EACH AB 1746-N041 SLC 4 POINT MODULE - ANALOG OUTPUT MODULE - QTY 1 AB 1746-N14 SLC 4 POINT MODULE - ANALOG INPUT	1,540 2,640 7,359 6,380 2,902 8,530 3,058 1,529 1,080	35,018
533.64-15 EQUIP - NEW	POLE BARN FOR STORAGE - COST SHARED WITH DISTRIBUTION DIVISION (ROLL OVER)	2,500	2,500
533.64-17 EQUIP-NEW VEHICLES	NO AMOUNT BUDGETED	0	0
533.64-23 SOFTWARE	ENVISTA SOFTWARE	5,500	5,500
533.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	0	0
533.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED		0
533.71-15 LEAGUE LEASE 2002 & 2006	VOIP PRINCIPAL PAYMENT 01-27-2014 07-27-2014	480 485	965
533.71-30 REV BOND 2000 SPLIT 40-60	UTILITY SYSTEM BOND SERIES 2012A 4.72M UTILITY SYSTEM BOND SERIES 2012B 2.37M	56,760 36,550	93,310
533.71-70 LEAGUE LEASE 2004 (\$173K)	NO AMOUNT BUDGETED	0	0
533.72-15 LEAGUE LEASE 2002 & 2006	VOIP INTEREST 01-27-2014 07-27-2014	37 33	70
533.72-30 REV BOND 2000 SPLIT 40-60	UTILITY SYS BOND SERIES 2012A 4.72M 2-1-2014 8-1-2014 UTILITY SYS BOND SERIES 2012B 2.37M 2-1-2014 8-1-2014	24,430 24,430 15,732 15,732	80,324
533.72-70 LEAGUE LEASE 2004 (\$173K)	NO AMOUNT BUDGETED	0	0
533.73-10 DEBT SERVICE COSTS	DEBT SERVICE COSTS	200	200

FUND 401
DEPT 33
DIVISION 02

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

WATER DISTRIBUTION DIVISION EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
533.12-10	REGULAR SALARIES	296,128	301,960	309,456	2.48%
533.14-10	OVERTIME	14,107	9,840	10,455	6.25%
533.21-10	FICA / MED TAXES	21,359	21,176	21,215	0.18%
533.22-20	FL STATE RETIREMENT	15,354	16,267	22,698	39.53%
533.23-10	HEALTH INSURANCE	42,203	44,969	36,510	-18.81%
533.23-15	DENTAL INSURANCE	1,876	1,855	2,040	9.97%
533.23-20	LIFE INSURANCE	1,667	1,692	1,743	3.01%
533.23-21	SHORT-TERM DISABILITY INS.	0	1,173	1,206	2.81%
533.23-30	DEPENDENT HEALTH INSURANCE	19,847	20,385	35,850	75.86%
533.23-35	DEPENDENT DENTAL INSURANCE	2,103	2,079	2,605	25.30%
533.23-40	LONG TERM DISABILITY	764	777	1,045	34.49%
533.24-10	WORKERS' COMPENSATION	10,832	10,975	11,611	5.79%
* SALARIES AND BENEFITS		<u>426,240</u>	<u>433,148</u>	456,434	5.38%
<i>OPERATING EXPENDITURES</i>					
533.31-10	CITY ATTORNEY	0	0	500	100.00%
533.31-15	ENGINEERING	0	343	2,410	602.62%
533.34-10	CONTRACTUAL SERVICES	11,868	22,585	25,754	14.03%
533.40-10	TRAVEL & PER DIEM	1,636	3,050	5,050	65.57%
533.41-10	TELEPHONE	2,244	2,204	3,450	56.53%
533.41-20	OTHER COMMUNICATION	493	600	667	11.17%
533.41-30	POSTAGE	952	1,300	1,445	11.15%
533.44-10	RENTALS & LEASES	615	600	667	11.17%
533.45-10	LIABILITY	11,268	12,501	13,751	10.00%
533.46-10	REPAIR & MAINT. - BUILDING	0	2,500	2,778	11.12%
533.46-15	REPAIR & MAINT. - EQUIPMENT	0	1,200	1,333	11.08%
533.46-17	INSURANCE RECOVERY	582	0	0	0.00%
533.46-25	REPAIR & MAINT. - MISC.	259	1,000	1,111	11.10%
533.46-30	REPAIR & MAINT. - VEHICLE	4,286	7,000	4,445	-36.50%
533.46-50	DISTRIBUTION	16,924	15,500	22,232	43.43%
533.47-10	PRINTING & BINDING	134	300	333	11.00%
533.49-10	ADVERTISING	0	100	112	12.00%
533.51-10	OFFICE SUPPLIES	1,022	1,200	1,333	11.08%
533.52-10	OPERATING SUPPLIES	30,160	14,350	22,100	54.01%
533.52-11	DURABLE GOODS	0	600	660	10.00%
533.52-14	LEAK DETECTION	25,000	0	0	0.00%
533.52-15	FUEL COSTS	8,359	8,308	9,230	11.10%
533.52-17	NEW METERS	14,461	29,343	24,175	-17.61%
533.52-18	REPLACEMENT METERS	29,171	5,000	5,555	11.10%
533.52-19	CROSS CONNECTION DEVICES	5,993	8,000	8,890	11.13%
533.52-22	REUSE METERS	9,383	0	0	0.00%
533.52-25	UNIFORMS	3,367	5,250	5,715	8.86%
533.52-31	METER UPGRADE PROGRAM	1,031,909	451,197	0	-100.00%
533.54-10	BKS, PUB, SUB, MEM, LIB	771	800	889	11.13%
533.59-10	DEPRECIATION EXPENSE	55,736	0	0	0.00%
* OPERATING EXPENDITURES		<u>1,266,593</u>	<u>594,831</u>	164,585	-72.33%

FUND 401
 DEPT 33
 DIVISION 02

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WATER DISTRIBUTION DIVISION EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>CAPITAL EXPENDITURES</i>					
533.64-10	EQUIP - REPLACEMENT	12,100	6,800	9,861	45.01%
533.64-11	EQUIP - VEHICLE REPLACEMENT	0	0	64,970	100.00%
533.64-15	EQUIP - NEW	38,264	18,179	21,117	16.16%
533.64-23	SOFTWARE	0	11,750	2,779	-76.35%
533.64-25	FUTURE PROJECTS	0	0	0	0.00%
533.69-99	ASSET RECLASSIFICATION	(50,364)	0	0	0.00%
*	CAPITAL EXPENDITURES	0	36,729	98,727	168.80%
TOTAL WATER DISTRIBUTION		1,692,833	1,064,708	719,746	-32.40%

**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

FUND 401
DEPT 33
DIVISION 02

WATER DISTRIBUTION DIVISION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
533.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	309,456	309,456
533.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	10,455	10,455
533.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	21,215	21,215
533.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	22,698	22,698
533.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	36,510	36,510
533.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	2,040	2,040
533.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,743	1,743
533.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,206	1,206
533.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	35,850	35,850
533.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	2,605	2,605
533.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,045	1,045
533.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	11,611	11,611
533.31-10 CITY ATTORNEY	CITY ATTORNEY	500	500
533.31-15 ENGINEERING	GENERAL ENGINEERING SERVICES TO INCLUDE EASEMENTS, SURVEYING AND TITLE SEARCHES & MISC. UNFORESEEN ENGINEERING SERVICES	2,410	2,410
533.34-10 CONTRACTUAL SERVICES	RAILROAD CROSSING COSTS: CONTRACT TAVA-52-041 (NEAR DISSTON AVENUE) CONTRACT TAVA-52-124 (NEAR CAROLINE ST.) CONTRACT TAVA-62-130 (ETOWAH) CONTRACT TAVA-61-237 (RUBY ST.) CONTRACT TAVA-61-146 (LAKE DORA CR.) CONTRACT TAVA-61-147 (NEAR DISSTON AVE.) CONTRACT TAVA-61-160 (NEAR U.S. 441/SR 500) CONTRACT TAVA-61-161 AH (BEHIND FIRE STA. #1 & ALFRED ST. - CRA PROJECT) NAVIGATOR TECHNICAL SUPPORT/CROSS CONNECTION SOFTWARE UPGRADES (TOKAY) CONSTRUCTION WATER SPECS WATER DEPT/PW SECURITY MONITORING SYSTEM DIGITAL SCANNING AND LASERFICHR OF ARCHIVED UTILITY MAPS (ROLL OVER) BUDGET LINE ITEM ENVISTA COMPUTER SOFTWARE - TO ENHANCE CITY GIS & CRA ACCESS FOR ONGOING CONSTRUCTION PROJECT FOR RESIDENT REVIEW	936 2,346 983 941 936 936 1,126 926 999 2,225 250 8,150 5,000	25,754
533.40-10 TRAVEL & PER DIEM	TRAINING & TRAVEL EXPENSES FOR CERTIFIED DISTRIBUTION OPERATORS TO MAINTAIN LICENSE (CEU'S) REGULATORY COMPLIANCE, ETC. SUPERVISOR SEMINAR/TRAINING CEU'S & REGULATORY COMPLIANCE CROSS CONNECTION COORDINATOR ADMIN ASSISTANTS - SEMINARS & TRAINING UTILITY DIRECTOR -SEMINAR TRAINING, CEU & REGULATORY COMPLIANCE	2,000 750 750 750 800	5,050
533.41-10 TELEPHONE	TELEPHONE SERVICE	3,450	3,450

**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

FUND 401
DEPT 33
DIVISION 02

WATER DISTRIBUTION DIVISION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
533.41-20 OTHER COMMUNICATION	PAGER FOR EMERGENCY DUTY CALL PERSONNEL	667	667
533.41-30 POSTAGE	CORRESPONDENCE AND MAIL RELATED TO CROSS CONNECTION, PACKAGE SHIPPING, LETTERS, ETC.	1,445	1,445
533.44-10 RENTALS & LEASES	RENTAL OF EQUIPMENT FOR EMERGENCIES AND EQUIPMENT FAILURES	667	667
533.45-10 LIABILITY	LIABILITY INSURANCE	13,751	13,751
533.46-10 BUILDING	REPAIR AND MAINTENANCE TO BUILDINGS, ROOFS, ETC.	2,778	2,778
533.46-15 EQUIPMENT	DAILY UPKEEP OF SMALL EQUIPMENT FOR NORMAL AND EMERGENCY OPERATIONS	1,333	1,333
533.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	0	0
533.46-25 MISCELLANEOUS	MISC. REPAIRS WITHIN THE DISTRIBUTION SYSTEM FOR NORMAL AND EMERGENCY OPERATIONS	1,111	1,111
533.46-30 VEHICLE	MAINTENANCE AND REPAIRS FOR DISTRIBUTION VEHICLES	4,445	4,445
533.46-50 DISTRIBUTION	MISC. COST FOR INSTALLATION PARTS OF POTABLE SERVICES, IRRIGATION SERVICES, PARTS FOR METER EXCHANGE PROGRAM, EMERGENCIES AND UNEXPECTED SERVICES	22,232	22,232
533.47-10 PRINTING & BINDING	WATER CONSERVATION AND PUBLIC AWARENESS NOTICES, REGULATORY NOTIFICATIONS	333	333
533.49-10 ADVERTISING	ADVERTISING - BIDS, CROSS CONNECTION CONTROL, ETC.	112	112
533.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	1,333	1,333
533.52-10 OPERATING SUPPLIES	STOCK REPLACEMENT SUPPLIES FOR NEW SERVICES. INSTALLATIONS, EMERGENCY SUPPLIES, ETC. MISC. TOOLS FOR DAILY OPERATIONS	21,100 1,000	22,100
533.52-11 DURABLE GOODS	2 GRUNDOMAT BORING TOOLS (ANNUAL MAINTENANCE)	660	660
533.52-14 LEAK DETECTION	NO AMOUNT BUDGETED	0	0
533.52-15 FUEL COSTS	FUEL COSTS	9,230	9,230
533.52-17 NEW METERS	NEW POTABLE AND IRRIGATION METER INSTALLATION	24,175	24,175
533.52-18 REPLACEMENT METERS	METER REPLACEMENTS FOR DAMAGED METERS, ETC.	5,555	5,555
533.52-19 CROSS CONNECTION DEVICES	CHANGE OUT PROGRAM - IMPLEMENTATION OF RESIDENTIAL POTABLE DUAL CHECK DEVICES CHANGE OUT PROGRAM. THIS IS BASED ON A D.E.P. REGULATORY REQUIREMENT	8,890	8,890
533.52-22 REUSE METERS	NO AMOUNT BUDGETED	0	0
533.52-25 UNIFORMS	UNIFORMS FOR LEAD PLANT OPERATOR AND PLANT MAINTENANCE PERSONNEL BOOTS FOR SEVEN DISTRIBUTION PERSONNEL	4,665 1,050	5,715
533.52-31 METER UPGRADE PROGRAM	NO AMOUNT BUDGETED	0	0

**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

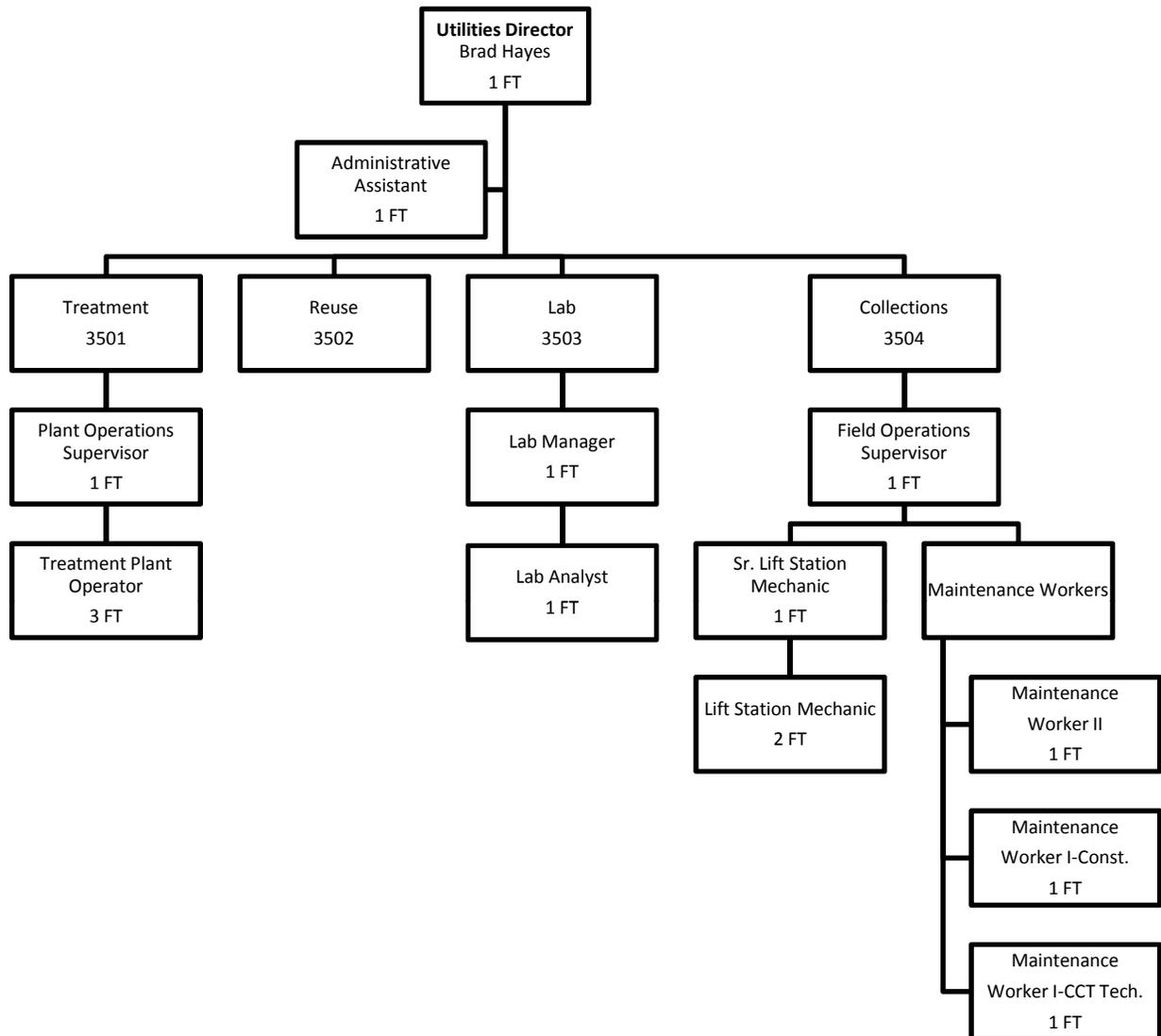
FUND 401
DEPT 33
DIVISION 02

WATER DISTRIBUTION DIVISION EXPENSE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
533.54-10 BKS, PUB, SUB, MEM, LIB	SUBSCRIPTIONS AND REFERENCE MATERIALS FOR EMPLOYEES ALONG WITH MEMBERSHIP RENEWALS.	889	889
533.64-10 EQUIP - REPLACEMENT	FIRE HYDRANT REPLACEMENTS - 2 AT \$1,889.00 VALVE REPLACEMENT PROGRAM - 3 @ 555.67 EACH DITCH WITCH PIPE LOCATOR (TRANSMITTER & RECEIVER)	3,778 1,667 4,416	9,861
533.64-11 EQUIP-VEHICLE REPLACEMENT	FORD 250 TRUCK - REPLACING #909 (1995) FORD 250 TRUCK - REPLACING #912 (1996) EMERGENCY LIGHT BARS - FOR PROPOSED NEW VEHICLES REPLACING # 909 & 912. QTY 2 @ 1,500.00 EACH. CONVERTERS - FOR PROPOSED NEW VEHICLES REPLACING TRUCKS # 909 & 912. QTY 2 @ 500.00 EACH. TWO WAY RADIO - FOR PROPOSED NEW VEHICLES REPLACING # 909 & 912. QTY 2 @ 700.00 EACH	29,785 29,785 3,000 1,000 1,400	64,970
533.64-15 EQUIP - NEW	FIRE HYDRANTS - QTY 2 VALVE INSTALLATION PROGRAM - BUSINESSES AND AND PROPERTY PROTECTION INSERTION VALVE PROGRAM - INSTALLATION OF 6", 12" INSERTION VALVES FOR PROBLEM FLOW CONTROL AREAS	5,000 1,667 14,450	21,117
533.64-23 SOFTWARE	TOKAY LINK TO H.T.E. PROGRAM - FOR CROSS CONNECTION DATA BASE (ROLL OVER FROM FY 2013)	2,779	2,779
533.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	0	
533.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	0	0

Wastewater

Department 35



Position Summary

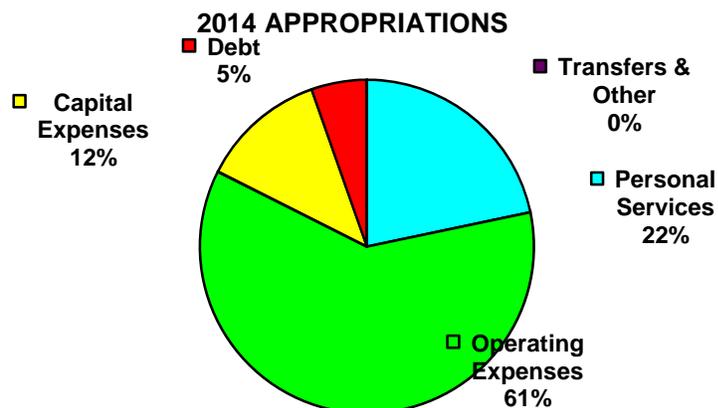
Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Full Time:				
Administrative Assistant ¹	25004	1	1	1
Lab Analyst	24012	1	1	1
Lab Manager	24006	1	1	1
Lab Tech	35004	0	1	1
Lift Station Mechanic	24007	2	2	2
Maint Wrkr II/Heavy Equip.	24010	1	1	1
Maint. Wrkr I/Const. Insp.	35002	1	1	1
Maint. Wrkr I/CCT Tech	35003	0	1	1
Maintenance Worker I	24009	1	0	0
Plant Operations Supervisor	24004	1	1	1
Sr. Lift Station Mechanic	35001	1	1	1
Treatment Plant Operator	24005	4	3	3
Trmt Plant Op. Trainees ^{2 & 3}	24005	0	0	0
Utility Director ¹	24014	1	1	1
WW Field Operation Sup.	24002	1	1	1
No. of Full Time		16	16	16
Part Time:				
Intern	24011	0	0	0
Treatment Plant Operator	25005	0	0	0
Lab Tech	35004	1	0	0
No. of Part Time:		0	0	0
Total No. of Positions:		16	16	16
Total FTEs:		16	16	16

Notes:

1. Utility Director & Administrative Assistant positions are allocated 50% to Water, 50% to Wastewater
2. Lab Tech Position changed from Part-time to Full in in FY2012

Budget Summary

<i>Department Summary</i>	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Treatment-3501				
Personal Services	230,204	254,580	291,576	14.53%
Operating Expenses	2,498,760	2,119,227	2,049,109	-3.31%
Capital Expenses	(1,386)	51,721	149,200	188.47%
Debt	126,514	250,550	229,292	-8.48%
Transfers & Other	0	0	0	0.00%
Total Treatment	2,854,092	2,676,078	2,719,177	1.61%
Reuse-3502				
Personal Services	0	0	0	0.00%
Operating Expenses	2,043	26,143	47,500	81.69%
Capital Expenses	(4,912)	14,000	8,500	-39.29%
Debt	0	0	0	0.00%
Transfers & Other	0	0	0	0.00%
Total Reuse	(2,869)	40,143	56,000	39.50%
Lab-3503				
Personal Services	181,341	195,553	208,128	6.43%
Operating Expenses	79,063	99,479	100,981	1.51%
Capital Expenses	0	30,437	32,300	6.12%
Total Lab	260,404	325,469	341,409	4.90%
Collection-3504				
Personal Services	427,544	410,229	423,068	3.13%
Operating Expenses	322,303	399,784	383,678	-4.03%
Capital Expenses	(4,912)	275,623	327,665	18.88%
Total Collection	744,935	1,085,636	1,134,411	4.49%
Grand Total Wastewater	\$ 3,856,562	\$ 4,127,326	\$ 4,250,997	3.00%
 <i>Category Summary</i>				
Personal Services	839,089	860,362	922,772	7.25%
Operating Expenses	2,902,169	2,644,633	2,581,268	-2.40%
Capital Expenses	(11,210)	371,781	517,665	39.24%
Debt	126,514	250,550	229,292	-8.48%
Transfers & Other	0	0	0	0.00%
Grand Total Wastewater	\$ 3,856,562	\$ 4,127,326	\$ 4,250,997	3.00%



2014 OPERATING BUDGET

WASTEWATER

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

The Wastewater Department is committed to the customers of the City (hospitals, governmental agencies, businesses and residents) safe, reliable sewage disposal to protect the health of the public and the City's natural environment while maintaining financially efficient and loss prevention measures within established guidelines and safeguards from the Department of Environmental Protection (DEP). Our staff is totally focused on ensuring that we meet the criteria and parameters of all regulatory agencies.

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

The Wastewater Division operates one Water Reclamation Facility which furnishes reclaimed water to four residential subdivision, a cemetery, city-owned ball fields and a grove. The Laboratory is responsible for testing schedule to comply with the DEP permit, which includes daily and weekly testing of treatment plant discharges, groundwater monitoring well sampling, Lake Dora background monitoring, residuals management monitoring and future reuse monitoring. Operations are responsible for grounds maintenance of the plants' percolation, pond site, sludge hauling, and daily facility monitoring for overall plant compliance measures. The Division also operates and maintains 70 lift stations, 40 miles of force main and 70 miles of gravity sewer lines throughout the City.

SERVICE INDICATORS

	Indicator Description	Actual 2011	Actual 2012	Est. 2013	Projected 2014
1.	Lift Stations Maintained	73	73	74	74
2.	Wastewater Plant Capacity	2	2	3	3
3.	Daily Average Flow (MGD): Treatment	1.26	1.3	1.4	1.1
4.	Daily Average Flow (MGD): Reuse	N/A	N/A		0.25
5.	After Hours Lift Station Emergencies	18	17	16	15
6.	Regulatory Wastewater Analysis	1,594	2,136	2,600	2,800
7.	Regulatory Drinking Water Analysis	441	480	500	500
8.	Process Control Analysis	2,143	1,133	1,133	1,200
9.	Misc. Analysis: Quality Control, Proficiency	538	1030	1,352	1400
10.	Miles of Wastewater Lines Maintained	N/A	40	40	12
11.	Miles of Reclaimed Lines Maintained	N/A	12	12	0
12.	Miles of New Reclaimed Lines to be installed	N/A	25	0	5

2014 Goals

Organizational Development

Provide additional training in safety and operation of the Treatment Plant Reclaim System and Collection System to Florida Department of Environmental Protection and Florida Department of

Growth and Development

Provide employee-related funding sources to improve work performance and department growth.

City Lifestyle

To maintain systems that protect public health and to enhance the natural resources of the environment.

Innovation and Technology

To utilize technology as a driver to foster efficiency in service delivery and to maintain maintenance schedules of wastewater infrastructure within the wastewater facilities.

Organizational Performance

To foster a professional organizational culture where economies of scale, efficiency, effectiveness and ethical standards are promoted as instruments of successful operations.

2014 OPERATING BUDGET

WASTEWATER (continued)

PROGRAM HIGHLIGHTS

2014 Objectives

Wastewater Treatment

1. Continue to look at process optimization; conduct pilot study on Glyciren use for carbon source.
2. Continue to develop new Water/Wastewater Operator cross-training program
3. Expand and continue to host Operator CEU training in Tavares
4. Determine ways to grow reuse program
5. Purchase and install third Blower at Digester
6. Meet all Regulatory permit requirements for Public Reuse
7. Relocate Utility Administration and Water Department to new Building.
8. WWTP Operators continue pursuit of college degree.

Wastewater Lab

1. Complete training of Laboratory Technician for Chloride and Nitrate methods following installation of autotitrator.
2. Complete update and digital transfer of Aquatic Plan for Splash Park.
3. Remotely treat all Splash Park diarrheal fecal incidents through SCADA
4. Set up and calibrate new TIM870
5. Apply for NELAC certification for the nitrate method using the TIM870 to eliminate method interference problems associated with the current cadmium column method.
6. Train all staff on new nitrate method, pass PT samples and achieve IDOC's for certification
7. Gain FDEP approval to install a new
8. Gain FDEP approval to install a new CLT10 chlorine probe at the plant
9. Transfer all MSDS's to searchable PDF format for Emergency Operations.
10. Install and program new pH probe at WWTP.

Wastewater Collections

1. Rebuild three lift stations with three electrical panels.
2. Continue to minimize and reduce after-hour emergency calls
3. Provide continuing education for personnel to meet the FDEP requirements and enhance their skills and abilities.
4. Start design on new lift stations and installation of new 10' line running east of David Walter Drive.
5. Completion of installation of collection lines in the CRA District.
6. Install stationary generators at three lift stations.
7. Complete Phase I of Flake Frances sewer improvements.

2013 Accomplishments

Customer Focus, Innovation & Technology, and Organizational Performance

Wastewater Treatment:

1. Revised WWTP P/M program.
2. Developed and implemented Water/Wastewater Operator cross-training program.
3. Attained 100% FDEP regulatory compliance
4. Developed SOP's for Reuse program operation.
5. Trained new WWTP Operator (1 year on job).
6. Assisting oversee Phase II and III Reuse Project.
7. Reduced Overtime (SCADA, laptops, Plant Optimization).
8. Enclosed old headworks creating protected storage.
9. Both WWTP Operators taking college course in pursuit of degree

2014 OPERATING BUDGET

WASTEWATER (continued)

PROGRAM HIGHLIGHTS

2013 Accomplishments (Continued):

Wastewater Lab:

1. Remotely treat all Splash Park formed fecal incidents through SCADA
2. Improved the efficiency of the Splash Park chemical addition and testing procedure.
3. Removed the current CL17 and installed a secondary CLF10 chlorine probe (0-20mg/L) at the Splash Park.
4. Reformatted the X-LIMS monthly lab data report to populate for train #1 or train #2.
5. Created a batch template to include TSS verification of the TSS analyzer and generated an Excel table for importing calculation results for this batch.
6. Performed stormwater testing behind Mosquito Control in Downtown Tavares.
7. Acquired a LaMotte comprehensive test kit for Splash Park chemical testing to remove all subjectivity from the analysis.
8. Generated a new monthly data sheet for the LIMS system to encompass reuse analysis with data qualifiers for easier reporting to FDEP.
9. Installed new secondary TSS analyzer for back up TSS on reuse.

Wastewater Collections:

1. Minimized after-hour emergency calls
2. Rebuilt three lift stations in CRA District.
3. Staff camera'd the entire CRA District for any repairs or upgrades needed for downtown.
4. Staff installed bathrooms at WRP#2 and Caroline stations.
5. Installed new probe at Splash Park for testing pH and Chlorine levels.
6. Repaired broken lines and blockages in collection lines throughout the City.

FUND 401
DEPT 35
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

WASTEWATER TREATMENT EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
535.12-10	REGULAR SALARIES	172,424	187,135	208,118	11.21%
535.14-10	OVERTIME	5,129	7,840	8,036	2.50%
535.21-10	FICA / MED TAXES	13,009	14,226	15,625	9.83%
535.22-20	FL STATE RETIREMENT	9,394	10,682	20,343	90.44%
535.23-10	HEALTH INSURANCE	20,367	23,329	21,452	-8.05%
535.23-15	DENTAL INSURANCE	862	965	1,197	24.04%
535.23-20	LIFE INSURANCE	967	1,063	1,178	10.82%
535.23-21	SHORT-TERM DISABILITY INS.	0	718	794	10.58%
535.23-30	DEPENDENT HEALTH INSURANCE	2,448	2,017	7,093	251.66%
535.23-35	DEPENDENT DENTAL INSURANCE	1,316	1,301	1,847	41.97%
535.23-40	LONG TERM DISABILITY	445	487	705	44.76%
535.24-10	WORKERS' COMPENSATION	3,843	4,817	5,188	7.70%
535.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
*	SALARIES AND BENEFITS	230,204	254,580	291,576	14.53%
<i>OPERATING EXPENDITURES</i>					
535.31-15	ENGINEERING	13,343	14,350	25,000	74.22%
535.32-10	AUDIT SERVICES	5,000	8,192	7,350	-10.28%
535.34-10	CONTRACTUAL SERVICES	158,995	254,892	221,100	-13.26%
535.40-10	TRAVEL & PER DIEM	6,098	7,300	7,300	0.00%
535.41-10	TELEPHONE	5,185	6,840	6,372	-6.84%
535.41-30	POSTAGE	380	350	400	14.29%
535.43-10	ELECTRIC, WATER, GAS	361,223	392,226	354,182	-9.70%
535.44-10	RENTALS & LEASES	2,399	5,650	3,400	-39.82%
535.45-10	LIABILITY	23,708	26,643	34,105	28.01%
535.46-10	REPAIR & MAINT. - BUILDING	770	7,500	3,000	-60.00%
535.46-15	REPAIR & MAINT. - EQUIPMENT	25,785	35,000	45,000	28.57%
535.46-17	INSURANCE RECOVERY	(8,289)	0	0	0.00%
535.46-25	REPAIR & MAINT. - MISC.	0	7,400	7,750	4.73%
535.46-30	REPAIR & MAINT. - VEHICLE	2,747	3,220	4,000	24.22%
535.46-85	SCADA MAINTENANCE	0	7,000	30,000	328.57%
535.47-10	PRINTING & BINDING	0	400	400	0.00%
535.49-10	ADVERTISING	857	0	1,000	100.00%
535.51-10	OFFICE SUPPLIES	462	1,000	1,000	0.00%
535.52-10	OPERATING SUPPLIES	18,149	30,650	10,750	-64.93%
535.52-11	DURABLE GOODS	200	720	720	0.00%
535.52-15	FUEL COSTS	19,979	19,545	36,675	87.64%
535.52-25	UNIFORMS	1,568	1,600	1,700	6.25%
535.52-65	OPERATING CHEMICALS	47,099	72,000	98,000	36.11%
535.52-95	SCADA SUPPLIES	0	2,475	7,325	195.96%
535.54-10	BKS, PUB, SUB, MEM, LIB	1,164	1,300	1,500	15.38%
535.59-10	DEPRECIATION EXPENSE	711,970	0	0	0.00%
535.59-15	TRANSFER TO G/F	248,923	271,339	270,352	-0.36%
535.59-20	REIMBURSEMENT TO G/F	313,813	301,433	310,348	2.96%
535.59-70	TRANSFER TO SRF LOAN DEBT	387,232	489,002	410,380	-16.08%
535.59-78	TRANSFER TO W/WW RRI FUND	150,000	150,000	150,000	0.00%
*	OPERATING EXPENDITURES	2,498,760	2,119,227	2,049,109	-3.31%

FUND 401
 DEPT 35
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WASTEWATER TREATMENT EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>CAPITAL EXPENDITURES</i>					
535.61-10	LAND	0	0	30,000	100.00%
535.64-10	EQUIP - REPLACEMENT	1,835	20,000	82,200	311.00%
535.64-11	EQUIP - VEHICLE REPLACEMENT	0	25,100	17,000	-32.27%
535.64-13	EQUIP - COMPUTER REPLACEMENT	3,322	850	0	-100.00%
535.64-15	EQUIP - NEW	13,581	771	15,000	1845.53%
535.64-23	SOFTWARE	0	5,000	5,000	0.00%
535.69-98	ASSET RECLASS-CIP	(1,386)	0	0	0.00%
535.69-99	ASSET RECLASSIFICATION	(18,738)	0	0	0.00%
*	CAPITAL EXPENDITURES	(1,386)	51,721	149,200	188.47%
<i>DEBT SERVICE</i>					
535.71-30	REV BOND 2000 SPLIT 40-60	0	96,000	121,690	26.76%
535.72-15	LEAGUE LEASE 2002 & 2006	0	309	158	-48.87%
535.72-30	REV BOND 2000 SPLIT 40-60	115,440	150,945	104,754	-30.60%
535.72-35	W/S REV BOND SERIES 2002	10,575	0	0	0.00%
535.73-10	DEBT SERVICE COSTS	499	500	500	0.00%
*	DEBT SERVICE	126,514	250,550	229,292	-8.48%
TOTAL WASTEWATER TREATMENT		2,854,092	2,676,078	2,719,177	1.61%

FUND 401
 DEPT 35
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WASTEWATER TREATMENT EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
535.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	208,118	208,118
535.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	8,036	8,036
535.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	15,625	15,625
535.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	20,343	20,343
535.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	21,452	21,452
535.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,197	1,197
535.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,178	1,178
535.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	794	794
535.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	7,093	7,093
535.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,847	1,847
535.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	705	705
535.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	5,188	5,188
535.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
535.31-15 ENGINEERING	ENGINEERING SERVICES RELATED TO ONGOING ACTIVE PROJECTS PERTAINING TO WASTEWATER	25,000	25,000
535.32-10 AUDIT SERVICES	AUDIT SERVICES	7,350	7,350
535.34-10 CONTRACTUAL SERVICES	RESIDUAL DISPOSAL AS REQUIRED BY DEP REGULATORY PLANT PERMITTING RENEWAL ANNUAL FLOW METER CALIBRATIONS FOR RAS, INFLUENT, EFFLUENT & MISC FLOW METERS AS REQUIRED BY DEP DISPOSAL OF SAND, GRIT, RAGS, & DEBRIS FROM TANKS WEEKLY CLEANING OF WWTP OPERATIONS BLDG LANDSCAPE MAINTENANCE OF WWTP GROUNDS WINDPOWER FEASIBILITY STUDY SEWER LINES IN RAILROAD RIGHTS OF WAY DIGITAL SCANNING AND LASER FISCH ARCHIVAL MAPS GSA MASS NOTIFICATION SYSTEM UTILITY RATE STUDY-FINANCE ENTERED (1/2 IN WATER)	55,000 80,000 1,000 10,000 4,000 8,000 20,000 5,400 5,000 2,700 30,000	221,100
535.40-10 TRAVEL & PER DIEM	CEU TRAINING & TRAVEL EXPENSES FOR CERTIFIED OPER. STAR 12 MEMBERSHIP - ADMIN ASSISTANT PLANT RELATED/SUPERVISOR TRAINING	4,000 300 3,000	7,300
535.41-10 TELEPHONE	TELEPHONE SERVICE FAX, SCADA SERVICE	5,598 774	6,372
535.41-30 POSTAGE	POSTAGE	400	400
535.43-10 ELECTRIC, WATER, GAS	ELECTRIC WATER	267,123 87,059	354,182
535.44-10 RENTALS & LEASES	LEASE OF COPY MACHINE RENTAL OF EQUIPMENT FOR REPAIR/MAINT. AROUND PLANT	2,400 1,000	3,400
535.45-10 LIABILITY	LIABILITY INSURANCE POLLUTION INSURANCE	29,307 4,798	34,105
535.46-10 BUILDING	REPAIRS & MAINTENANCE TO BUILDINGS AND STRUCTURES	3,000	3,000

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 DEPT 35
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WASTEWATER TREATMENT EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
535.46-15 EQUIPMENT	REPAIRS TO SUCH ITEMS AS CHART RECORDERS, PROBES, CHLORINE, TURBIDITY ANALYZERS, PUMPS, MOTORS, ETC PREVENTATIVE MAINT. OF CHLORINE SYSTEM REPAIR MISC EQUIPMENT AROUND PLANT	17,600 2,400 25,000	45,000
535.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	0	0
535.46-25 MISCELLANEOUS	REPAIRS TO ITEMS SUCH AS FLOW METERS, VALVES, ETC THERMAL IMAGING FOR ELECTRICAL MAINT. MAINTENANCE PLANT FOR TRASH BUILDUP IN WWTP TANKS	1,000 1,750 5,000	7,750
535.46-30 VEHICLE	ROUTINE PREVENTATIVE MAIN & REPAIR TO VEHICLES	4,000	4,000
535.46-85 SCADA MAINTENANCE	CONTRACT FOR TROUBLESHOOTING & MAINT OF SCADA	30,000	30,000
535.47-10 PRINTING & BINDING	BUSINESS CARDS, MAPS, ETC	400	400
535.49-10 ADVERTISING	ADVERTISING FOR GRANTS	1,000	1,000
535.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	1,000	1,000
535.52-10 OPERATING SUPPLIES	SAFETY EQUIPMENT FOR OPERATORS COPY PAPER, PAPER TOWELS, ETC CLEANING SUPPLIES OILS & DEGREASERS FOR PLANT & TANKS CELL PHONE REPLACEMENTS CDL LICENSE RENEWALS, CERTIFICATIONS INSTALLATION/REPAIRS TO PHONE LINES ADD'L COPIES PER COPIER LEASE MONTHLY USE OF DUMPSTER HAND TOOLS GIS YEARLY MAINT FEE CITY SHIRTS - PER CITY UNIFORM POLICY	500 1,000 1,000 3,000 500 400 500 1,500 1,000 750 100 500	10,750
535.52-11 DURABLE GOODS	BATTERIES FOR GENERATORS AT WOODLEA & CAROLINE PLANT	720	720
535.52-15 FUEL COSTS	FUEL COSTS	36,675	36,675
535.52-25 UNIFORMS	WEEKLY RENTAL OF UNIFORMS - 4 EMPLOYEES BOOT ALLOWANCE - 4 EMPLOYEES	1,100 600	1,700
535.52-65 OPERATING CHEMICALS	SODIUM HYPOCHLORITE FOR DISINFECTION OF EFFLUENT HTH (GRANULAR CHLORINE) FOR CLEANING FILTERS POLYMER FOR BELT PRESS GLYCERINE TO SUPPLEMENT DOG FOOD FOR PLANT MAINT.	55,000 3,000 25,000 15,000	98,000
535.52-95 SCADA SUPPLIES	BATTERIES FOR SCADA PLC'S FOR BATTERY BACKUP IN CASE OF OUTAGE REPLACEMENT OF ETHERNET SWITCHES FOR SCADA REPLACEMENT OF SCADA COMPUTER & INSTALLATION	325 3,000 4,000	7,325
535.54-10 BKS, PUB, SUB, MEM, LIB	REFERENCE MATERIALS & MANAGEMENT LITERATURE	1,500	1,500
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	0	0
535.59-15 TRANSFER TO G/F	OPERATING TRANSFER TO GENERAL FUND	270,352	270,352
535.59-20 REIMBURSEMENT TO G/F	REIMBURSEMENT TO GENERAL FUND FOR ADMIN COSTS REIMB. TO GEN FUND FOR 1/2 OF METER READING HANDHELDS REIMB TO GEN FUND FOR 1/2 OF FINANCE POSITION CHANGE	300,284 2,650 7,414	310,348

FUND 401
 DEPT 35
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WASTEWATER TREATMENT EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
535.59-70 TRANSFER TO SRF LOAN DEBT	TRANSFER TO SRF DEBT SVC FUND 78905P WW PLANT (\$678,856-\$200,000 FROM W/WW IMPACTS)/2	239,428	410,380
	TRANSFER TO SRF DEBT SVC FUND RECLAIM P1 WW350910 (\$204,860/2)	102,430	
	TRANSFER TO SRF DEBT SVC FUND- PRE-CONST RECLAIM (\$44159/2) (D/S DEP OF \$31,545 ALREADY MADE)	22,080	
	TRANSFER TO SRF DEBT SVC FUND RECLAIM PHASE 2&3 WW350920 (\$92,884/2)	46,442	
535.59-78 TRANSFER TO W/WW RRI FUND	TRANSFER TO RR & I FUND	150,000	150,000
535.61-10 LAND	PURCHASE OF PROPERTY FROM PROGRESS ENERGY ADJACENT TO CAROLINE PLANT	30,000	30,000
535.64-10 EQUIP - REPLACEMENT	BREAKERS & DRIVES	20,000	82,200
	REPLACEMENT OF MOTORS, PUMPS, ETC AT WWTP & CAROLINE PLANT	36,000	
	REPLACE WORN DIGESTER AIR DIFFUSERS	1,200	
	REPLACE WWTP BREAKER - ELECTRICAL ROOM	25,000	
535.64-11 EQUIP-VEHICLE REPLACEMENT	REPLACE DUMP TRUCK - SPLIT BETWEEN 3 DEPTS	17,000	17,000
535.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
535.64-15 EQUIP - NEW	NEW IRRIGATION FOR WWTP	15,000	15,000
535.64-23 SOFTWARE	ENVISTA SOFTWARE	5,000	5,000
535.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	0	0
535.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	0	0
535.71-15 LEAGUE LEASE 2002 & 2006	VOIP PRINCIPAL PAYMENT		2,190
	1-27-2014	1,090	
	7-27-2014	1,100	
535.71-30 REV BOND 2000 SPLIT 40-60	UTILITY SYS BOND SERIES 2012A 4.72M 8-1-14	85,140	121,690
	UTILITY SYS BOND SERIES 2012B 2.37M 8-1-14	36,550	
535.71-70 LEAGUE LEASE 2004 (\$173K)	NO AMOUNT BUDGETED	0	0
535.72-15 LEAGUE LEASE 2002 & 2006	VOIP INTEREST		158
	1-27-2014	84	
	7-27-2014	74	
535.72-30 REV BOND 2000 SPLIT 40-60	UTILITY SYSTEM BOND SERIES 2012A 4.72M		104,754
	2-1-2014	36,645	
	8-1-2014	36,645	
	UTILITY SYSTEM BOND SERIES 2012B 2.37M		
	2-1-2014	15,732	
	8-1-2014	15,732	
535.72-35 W/S REV BOND SERIES 2002	NO AMOUNT BUDGETED	0	0
535.73-10 DEBT SERVICE COSTS	DEBT SERVICE COSTS	500	500

FUND 401
DEPT 35
DIVISION 02

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

WASTEWATER REUSE EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
535.12-10	REGULAR SALARIES	0	0	0	0.00%
535.14-10	OVERTIME	0	0	0	0.00%
535.21-10	FICA / MED TAXES	0	0	0	0.00%
535.22-20	FL STATE RETIREMENT	0	0	0	0.00%
535.23-10	HEALTH INSURANCE	0	0	0	0.00%
535.23-15	DENTAL INSURANCE	0	0	0	0.00%
535.23-20	LIFE INSURANCE	0	0	0	0.00%
535.23-21	SHORT-TERM DISABILITY INS.	0	0	0	0.00%
535.23-30	DEPENDENT HEALTH INSURANCE	0	0	0	0.00%
535.23-30	DEPENDENT DENTAL INSURANCE	0	0	0	0.00%
535.23-40	LONG TERM DISABILITY	0	0	0	0.00%
535.24-10	WORKERS' COMPENSATION	0	0	0	0.00%
535.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
*	SALARIES AND BENEFITS	0	0	0	0.00%
<i>OPERATING EXPENDITURES</i>					
535.31-15	ENGINEERING	175	4,243	4,000	-5.73%
535.34-10	CONTRACTUAL SERVICES	0	0	7,000	100.00%
535.40-10	TRAVEL & PER DIEM	0	0	0	0.00%
535.41-10	TELEPHONE	0	0	0	0.00%
535.41-30	POSTAGE	0	0	0	0.00%
535.45-10	LIABILITY	0	0	0	0.00%
535.46-10	REPAIR & MAINT. - BUILDING	0	0	0	0.00%
535.46-15	REPAIR & MAINT. - EQUIPMENT	0	1,050	10,000	852.38%
535.47-10	PRINTING & BINDING	1,206	0	0	0.00%
535.51-10	OFFICE SUPPLIES	0	0	0	0.00%
535.52-10	OPERATING SUPPLIES	0	1,850	4,500	143.24%
535.52-11	DURABLE GOODS	0	0	0	0.00%
535.52-15	FUEL COSTS	0	0	0	0.00%
535.52-22	REUSE METERS	0	19,000	19,000	0.00%
535.52-25	UNIFORMS	0	0	0	0.00%
535.52-65	OPERATING CHEMICALS	0	0	0	0.00%
535.52-75	LAB SUPPLIES	0	0	0	0.00%
535.52-80	LAB-OPERATING SUPPLIES	0	0	0	0.00%
535.52-95	SCADA SUPPLIES	0	0	3,000	100.00%
535.54-10	BKS, PUB, SUB, MEM, LIB	0	0	0	0.00%
535.59-10	DEPRECIATION EXPENSE	662	0	0	0.00%
535.59-70	WATER/SEWER FUND	0	0	0	0.00%
*	OPERATING EXPENDITURES	2,043	26,143	47,500	81.69%
<i>CAPITAL EXPENDITURES</i>					
535.64-10	EQUIP - REPLACEMENT	0	14,000	8,500	-39.29%
535.64-13	EQUIP - COMP REPLACEMENT	0	0	0	0.00%
535.64-15	EQUIP - NEW	2,500	0	0	0.00%
535.64-17	EQUIP - NEW VEHICLES	0	0	0	0.00%
535.64-25	FUTURE PROJECTS	0	0	0	0.00%
535.69-98	ASSET RECLASSIFICATION	(4,912)	0	0	0.00%
535.69-99	ASSET RECLASSIFICATION	(2,500)	0	0	0.00%
*	CAPITAL EXPENDITURES	(4,912)	14,000	8,500	-39.29%
TOTAL WASTEWATER-REUSE		(2,869)	40,143	56,000	39.50%

FUND 401
 DEPT 35
 DIVISION 02

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WASTEWATER REUSE EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
535.12-10 REGULAR SALARIES	NO AMOUNT BUDGETED	0	0
535.14-10 OVERTIME	NO AMOUNT BUDGETED	0	0
535.21-10 FICA / MED TAXES	NO AMOUNT BUDGETED	0	0
535.22-20 FL STATE RETIREMENT	NO AMOUNT BUDGETED	0	0
535.23-10 HEALTH INSURANCE	NO AMOUNT BUDGETED	0	0
535.23-20 LIFE INSURANCE	NO AMOUNT BUDGETED	0	0
535.23-21 SHORT-TERM DISABILITY INS	NO AMOUNT BUDGETED	0	0
535.23-30 DEPENDENT HEALTH INSURANCE	NO AMOUNT BUDGETED	0	0
535.23-35 DEPENDENT DENTAL INSURANCE	NO AMOUNT BUDGETED	0	0
535.23-40 LONG TERM DISABILITY	NO AMOUNT BUDGETED	0	0
535.24-10 WORKERS' COMPENSATION	NO AMOUNT BUDGETED	0	0
535.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
535.31-15 ENGINEERING	ENGINEERING SERVICES RELATED TO REUSE	4,000	4,000
535.34-10 CONTRACTUAL SERVICES	WEEKLY CLEANING OF REUSE ADMIN BLDG (SPLIT W/ WTR) MONTHLY LANDSCAPE MAINT TO REUSE ADMIN BLDG (SPLIT WITH WTR) CONTRACT FOR REPAIRS TO REUSE SERVICE LINES	2,500 2,500 2,000	7,000
535.40-10 TRAVEL & PER DIEM	NO AMOUNT BUDGETED	0	0
535.41-10 TELEPHONE	NO AMOUNT BUDGETED	0	0
535.41-30 POSTAGE	NO AMOUNT BUDGETED	0	0
535.43-10 ELECTRIC, WATER, GAS	NO AMOUNT BUDGETED	0	0
535.44-10 RENTALS & LEASES	NO AMOUNT BUDGETED	0	0
535.45-10 LIABILITY	NO AMOUNT BUDGETED	0	0
535.46-10 BUILDING	NO AMOUNT BUDGETED	0	0
535.46-15 EQUIPMENT	REPAIRS TO 2 MOTORS & 3 PUMPS	10,000	10,000
535.47-10 PRINTING & BINDING	NO AMOUNT BUDGETED	0	0
535.51-10 OFFICE SUPPLIES	NO AMOUNT BUDGETED	0	0
535.52-10 OPERATING SUPPLIES	PIPING & FITTINGS JANITORIAL SUPPLIES BREAKROOM SUPPLIES - FOR TRAINING CLASSES HELD IN THE TRAINING ROOM OF THE REUSE ADMIN BLDG	2,000 1,500 1,000	4,500
535.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	0	0
535.52-15 FUEL COSTS	NO AMOUNT BUDGETED	0	0
535.52-22 REUSE METERS	REUSE METERS	19,000	19,000
535.52-25 UNIFORMS	NO AMOUNT BUDGETED	0	0
535.52-65 OPERATING CHEMICALS	NO AMOUNT BUDGETED	0	0

FUND 401
 DEPT 35
 DIVISION 02

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WASTEWATER REUSE EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
535.52-95 SCADA SUPPLIES	REPLACE PLC FOR REUSE SYSTEM	3,000	3,000
535.54-10 BKS, PUB, SUB, MEM, LIB	NO AMOUNT BUDGETED	0	0
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	0	0
535.59-15 TRANSFER TO G/F	NO AMOUNT BUDGETED	0	0
535.59-20 REIMBURSEMENT TO G/F	NO AMOUNT BUDGETED	0	0
535.59-70 TRANSFER TO SRF LOAN DEBT	NO AMOUNT BUDGETED	0	0
535.64-10 EQUIP - REPLACEMENT	INCUBATOR/OVEN/REFRIGERATOR CONTINGENCY VISOTURB TSS PROBE CONTINGENCY AMOUNT FOR SECONDARY TSS ANALYZER	5,500 3,000	8,500
535.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
535.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
535.69-98 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	0	0
535.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	0	0

FUND 401
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 DIVISION 03

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2013-2014

WASTEWATER LAB EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2010-2011	REVISED BUDGET 2012-2013	PROPOSED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
535.12-10	REGULAR SALARIES	129,738	141,607	145,147	2.50%
535.14-10	OVERTIME	6,875	1,568	5,125	226.85%
535.21-10	FICA / MED TAXES	9,372	9,816	9,988	1.75%
535.22-20	FL STATE RETIREMENT	6,783	7,613	10,662	40.05%
535.23-10	HEALTH INSURANCE	13,220	17,888	14,795	-17.29%
535.23-15	DENTAL INSURANCE	596	742	816	9.97%
535.23-20	LIFE INSURANCE	671	795	814	2.39%
535.23-21	SHORT-TERM DISABILITY	0	551	562	2.00%
535.23-30	DEPENDENT HEALTH INSURANCE	8,406	8,965	13,554	51.19%
535.23-35	DEPENDENT DENTAL INSURANCE	1,002	990	1,174	18.59%
535.23-40	LONG TERM DISABILITY	307	365	487	33.42%
535.24-10	WORKERS' COMPENSATION	4,371	4,653	5,004	7.54%
535.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
*	SALARIES AND BENEFITS	181,341	195,553	208,128	6.43%
<i>OPERATING EXPENDITURES</i>					
535.34-10	CONTRACTUAL SERVICES	8,850	9,900	14,200	43.43%
535.40-10	TRAVEL & PER DIEM	3,298	4,619	7,531	63.04%
535.41-10	TELEPHONE	2,914	3,171	1,637	-48.38%
535.41-30	POSTAGE	354	1,000	1,050	5.00%
535.45-10	LIABILITY	4,346	4,821	5,303	10.00%
535.46-15	REPAIR & MAINT. - EQUIPMENT	2,621	2,650	3,000	13.21%
535.46-25	REPAIR & MAINT. - MISC.	248	265	600	126.42%
535.51-10	OFFICE SUPPLIES	899	1,300	1,400	7.69%
535.52-10	OPERATING SUPPLIES	2,514	3,721	3,700	-0.56%
535.52-15	FUEL COSTS	0	0	528	100.00%
535.52-24	SPLASH PARK	9,271	14,565	10,600	-27.22%
535.52-25	UNIFORMS	1,161	2,066	2,066	0.00%
535.52-75	LAB SUPPLIES	17,715	25,396	29,426	15.87%
535.52-80	LAB-OPERATING SUPPLIES	14,932	25,355	19,490	-23.13%
535.54-10	BKS, PUB, SUB, MEM, LIB	549	650	450	-30.77%
535.59-10	DEPRECIATION EXPENSE	9,391	0	0	0.00%
*	OPERATING EXPENDITURES	79,063	99,479	100,981	1.51%
<i>CAPITAL EXPENDITURES</i>					
535.64-10	EQUIP - REPLACEMENT	0	30,437	25,800	-15.23%
535.64-11	EQUIP - VEHICLE REPLACEMENT	0	0	0	0.00%
535.64-13	EQUIP - COMPUTER REPLACEMENT	2,049	0	2,000	100.00%
535.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
535.64-15	EQUIP - NEW	9,010	0	4,500	100.00%
535.64-17	EQUIP - NEW VEHICLES	0	0	0	0.00%
535.64-25	FUTURE PROJECTS	0	0	0	0.00%
535.69-99	ASSET RECLASSIFICATION	(11,059)	0	0	0.00%
*	CAPITAL EXPENDITURES	0	30,437	32,300	6.12%
TOTAL WASTEWATER-LAB					4.90%
		260,404	325,469	341,409	

FUND 401
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 DIVISION 03

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2013-2014

WASTEWATER LAB EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
535.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	145,147	145,147
535.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	5,125	5,125
535.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	9,988	9,988
535.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	10,662	10,662
535.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	14,795	14,795
535.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	816	816
535.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	814	814
535.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	562	562
535.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	13,554	13,554
535.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,174	1,174
535.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	487	487
535.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	5,004	5,004
535.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
535.34-10 CONTRACTUAL SERVICES	FLOOR CLEANING FOR LAB, OPERATIONS BLDG, & FIELD OPERATIONS BLDG	7,400	14,200
	RADIOMETER ONSITE TRAINING FOR TIM870 AUTOTITRATOR, AUTOSAMPLER, & SOFTWARE INSTALLATION	4,500	
	LIMS (LAB INFORMATION MGT SYSTEM) MAINT. CONTRACT, UPGRADES AND NEW REPORTING FORMATS	2,300	
535.40-10 TRAVEL & PER DIEM	TRAINING FOR CERTIFICATION PER NELAC REGULATIONS: FSEA, ETHICS & DATA INTEGRITY, QA/QC, FIELD SAMPLING, ETC	3,852	7,531
	STAR 12 PROGRAM FOR MANAGEMENT TRAINING	287	
	CERTIFIED POOL OPERATOR TRAINING FOR PERSONNEL FOR SPLASH PARK (D. CHRISTOPHER & T. COLON RENEWAL)	1,324	
	SAFETY / OPERATIONS TRAINING	2,068	
535.41-10 TELEPHONE	TELEPHONE SERVICE	1,637	1,637
535.41-30 POSTAGE	SHIPPING OF SAMPLES TO CONTRACT LABS	735	1,050
	HAZARDOUS MATERIALS SHIPPING	315	
535.45-10 LIABILITY	LIABILITY INSURANCE	5,303	5,303
535.46-15 EQUIPMENT	REPAIRS TO LAB EQUIP, INSTRUMENTATION & IN-LINE MONITORING INSTRUMENTS, CERLIC & EFFLUENT PUMPS	3,000	3,000
535.46-25 MISCELLANEOUS	REPAIRS TO LAB INSTRUMENTATION, OVENS, ETC	600	600
535.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	1,400	1,400
535.52-10 OPERATING SUPPLIES	LAB SAFETY ITEMS	1,200	3,700
	JANITORIAL CLEANING & DECONTAMINATION SUPPLIES	1,300	
	CITY SHIRTS - PER CITY UNIFORM POLICY	100	
	SERVICE CHARGE FOR WEEKLY UNIFORM RENTAL	1,100	

FUND 401
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 DIVISION 03

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2013-2014

WASTEWATER LAB EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
535.52-15 FUEL COSTS	FUEL COSTS	528	528
535.52-24 SPLASH PARK SUPPLIES	SC200 CONTROLLER CONTINGENCY	1,800	10,600
	PH SENSOR, CL17 COMPONENTS, SALT BRIDGE		
	BRUSHES, CL17 MAINTENANCE KIT, SC200	3,800	
	CHEMICALS FOR WATER BALANCE & DISINFECTION: SODIUM		
	HYPOCHLORITE, MURIATIC ACID, ALKALINITY, CALCIUM		
	HARDNESS, THIOSULFATE, PH PLUS	4,000	
	REAGENTS FOR CHEMICAL TESTING: FC & TC DPD,		
	ALKALINITY & CALCIUM HARDNESS	1,000	
535.52-25 UNIFORMS	WEEKLY RENTAL OF UNIFORMS: LAB ANALYST & TECH	1,616	2,066
	BOOT ALLOWANCE: 3 EMPLOYEES	450	
535.52-75 LAB SUPPLIES	CHEMICALS	2,722	29,426
	GLASSWARE	4,400	
	LABORATORY EQUIPMENT	4,614	
	MISC LAB SUPPLIES	6,053	
	REAGENTS	2,708	
	STANDARDS	4,627	
	MEDIA	4,302	
535.52-80 LAB-OPERATING SUPPLIES	ANNUAL BALANCE CALIBRATION	150	19,490
	ANNUAL METALS & SILICA ON DEIONIZED WATER	240	
	ANNUAL CERTIFIED THERMOMETER CALIBRATION	400	
	ANNUAL WEIGHTS CALIBRATION	400	
	DEIONIZED WATER SYSTEM SERVICES	2,200	
	MISC DEP/FDOH (NELAC) REQUIREMENTS	500	
	MISC PROJECTS (NEW INITIATIVES, RESEARCH, ETC)	500	
	SEMI-ANNUAL PROFICIENCY TESTING	3,960	
	SEMI-ANNUAL FUME HOOD CALIBRATION	220	
	HAZARDOUS CHEMICAL DISPOSAL	100	
	FDOH CERTIFICATION FEES: BASIC ENVIRONMENTAL,		
	MICROBIOLOGICAL FOR NON POTABLE WATER, SOLIDS, &		
	CHEMICAL MATRICES	2,000	
	SUBCONTRACTED LAB SERVICES: DIGESTER SLUDGE 530		
	METALS, MONTHLY DI TKN, QA PROGRAM & MISC		
	SUBCONTRACTED LAB SERVICES FOR INSTRUMENT FAILURE		
	CONTINGENCY PLAN, CRYPTO AND GIARDIA TESTING	8,820	
535.54-10 BKS, PUB, SUB, MEM, LIB	REFERENCE MATERIALS & MANAGEMENT LITERATURE	300	450
	FSEA MEMBERSHIP FOR LAB MANAGER, ANALYST	100	
	THE NELAC INSTITUTE MEMBERSHIP	50	
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	0	0
535.64-10 EQUIP - REPLACEMENT	PHASE CONTRAST MICROSCOPE WITH DARKFIELD	8,000	25,800
	TITRALAB 870 AUTOSAMPLER MODULE TO REPLACE MANUAL MC	10,000	
	REPLACEMENT FOR LAB AUTOCLAVE FOR STERILIZATION		
	OF MEDIA, REAGENTS, EQUIPMENT & WASTE PRODUCTS		
	PRIOR TO DISPOSAL.	7,800	
535.64-13 EQUIP - COMP REPLACEMENT	COMPUTER SYSTEMS FOR LAB MANAGER & ANALYST	2,000	2,000
535.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	0	0
535.64-15 EQUIP - NEW	TIM870 AUTOTITRATOR TITRAMASTER 85 SOFTWARE	4,500	4,500
535.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	0	0
535.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	0	0

FUND 401
DEPT 35
DIVISION 04

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

WASTEWATER COLLECTION EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
535.12-10	REGULAR SALARIES	286,164	290,360	297,610	2.50%
535.14-10	OVERTIME	32,058	7,840	9,061	15.57%
535.21-10	FICA / MED TAXES	22,080	20,449	20,512	0.31%
535.22-20	FL STATE RETIREMENT	15,734	15,696	21,758	38.62%
535.23-10	HEALTH INSURANCE	39,293	41,738	29,112	-30.25%
535.23-15	DENTAL INSURANCE	1,751	1,731	1,904	9.99%
535.23-20	LIFE INSURANCE	1,608	1,632	1,681	3.00%
535.23-21	SHORT-TERM DISABILITY INS.	0	1,132	1,159	2.39%
535.23-30	DEPENDENT HEALTH INSURANCE	16,813	17,930	27,108	51.19%
535.23-35	DEPENDENT DENTAL INSURANCE	1,309	1,279	1,946	52.15%
535.23-40	LONG TERM DISABILITY	737	751	1,005	33.82%
535.24-10	WORKERS' COMPENSATION	9,997	9,691	10,212	5.38%
535.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
*	SALARIES AND BENEFITS	427,544	410,229	423,068	3.13%
<i>OPERATING EXPENDITURES</i>					
535.31-15	ENGINEERING	8,398	48,900	25,000	-48.88%
535.34-10	CONTRACTUAL SERVICES	63,485	36,754	17,847	-51.44%
535.40-10	TRAVEL & PER DIEM	6,879	5,000	5,000	0.00%
535.41-10	TELEPHONE	5,803	5,013	4,606	-8.12%
535.41-20	OTHER COMMUNICATION	135	0	0	0.00%
535.41-30	POSTAGE	97	300	350	16.67%
535.44-10	RENTALS & LEASES	2,987	4,000	4,000	0.00%
535.45-10	LIABILITY	13,360	14,821	16,303	10.00%
535.46-10	REPAIR & MAINT. - BUILDING	0	1,500	1,600	6.67%
535.46-15	REPAIR & MAINT. - EQUIPMENT	17,530	13,700	17,000	24.09%
535.46-17	INSURANCE RECOVERY	11,189	0	0	0.00%
535.46-30	REPAIR & MAINT. - VEHICLE	13,907	18,000	20,000	11.11%
535.46-80	REPAIR & MAINT. - LIFT STATION	45,986	45,474	51,772	13.85%
535.46-81	PUMP REPAIR	0	45,080	47,353	5.04%
535.46-82	COLLECTION LINE REPAIRS	0	10,000	10,000	0.00%
535.46-85	SCADA MAINTENANCE	0	47,900	52,500	9.60%
535.47-10	PRINTING & BINDING	0	300	300	0.00%
535.51-10	OFFICE SUPPLIES	309	1,000	1,000	0.00%
535.52-10	OPERATING SUPPLIES	44,892	42,220	47,010	11.35%
535.52-11	DURABLE GOODS	0	0	625	100.00%
535.52-15	FUEL COSTS	33,341	35,300	31,800	-9.92%
535.52-24	SPLASH PARK SUPPLIES	7,346	7,600	9,375	23.36%
535.52-25	UNIFORMS	2,646	2,922	3,057	4.62%
535.52-95	SCADA SUPPLIES	0	13,000	14,180	9.08%
535.54-10	BKS, PUB, SUB, MEM, LIB	120	1,000	1,000	0.00%
535.59-10	DEPRECIATION EXPENSE	43,893	0	0	0.00%
*	OPERATING EXPENDITURES	322,303	399,784	383,678	-4.03%

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CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WASTEWATER COLLECTION EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>CAPITAL EXPENDITURES</i>					
535.64-10	EQUIP - REPLACEMENT	34,073	36,787	55,225	50.12%
535.64-11	EQUIP - VEHICLE REPLACEMENT	0	74,500	17,000	-77.18%
535.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
535.64-15	EQUIP - NEW	26,592	159,336	136,440	-14.37%
535.64-17	EQUIP - NEW VEHICLES	0	0	0	0.00%
535.64-23	SOFTWARE	0	5,000	5,000	0.00%
535.64-25	FUTURE PROJECTS	0	0	114,000	100.00%
535.69-98	ASSET RECLASS-CIP	(4,912)	0	0	0.00%
535.69-99	ASSET RECLASSIFICATION	(60,665)	0	0	0.00%
*	CAPITAL EXPENDITURES	<u>(4,912)</u>	<u>275,623</u>	<u>327,665</u>	<u>18.88%</u>
TOTAL WASTEWATER-COLLECTIONS		<u>744,935</u>	<u>1,085,636</u>	<u>1,134,411</u>	<u>4.49%</u>

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CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

WASTEWATER COLLECTION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
535.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	297,610	297,610
535.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	9,061	9,061
535.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	20,512	20,512
535.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	21,758	21,758
535.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	29,112	29,112
535.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,904	1,904
535.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,681	1,681
535.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,159	1,159
535.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	27,108	27,108
535.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,946	1,946
535.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,005	1,005
535.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	10,212	10,212
535.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
535.31-15 ENGINEERING	GENERAL ENGINEERING SERVICES TO INCLUDE EASEMENTS, SURVEYING & TITLE SEARCHES	25,000	25,000
535.34-10 CONTRACTUAL SERVICES	CONTRACT FOR EMERGENCY REPAIRS TO LIFT STATION GENERATOR DIGITAL SCANNING AND LASERFICHE OF ARCHIVAL UTILITY MAPS CENTRAL FL RAILROAD RIGHTS OF WAY	12,000 5,000 847	17,847
535.40-10 TRAVEL & PER DIEM	TRAINING, TRAVEL EXPENSES FOR CERTIFIED COLLECTION OPERATORS TO MAINTAIN CEUS & REGULATORY COMPLIANCE	5,000	5,000
535.41-10 TELEPHONE	TELEPHONE SERVICE	4,606	4,606
535.41-20 OTHER COMMUNICATION	NO AMOUNT BUDGETED	0	0
535.41-30 POSTAGE	POSTAGE	350	350
535.44-10 RENTALS & LEASES	RENTAL OF EQUIPMENT FOR REPAIRS TO SEWER LINES	4,000	4,000
535.45-10 LIABILITY	LIABILITY INSURANCE	16,303	16,303
535.46-10 BUILDING	REPAIRS & MAINTENANCE TO FIELD OPERATIONS BLDG	1,600	1,600
535.46-15 EQUIPMENT	REPAIR OF SMALL EQUIPMENT REPAIR TO FLOW METERS & PANELS	6,000 11,000	17,000
535.46-25 MISCELLANEOUS	CONTINGENCY FOR REPAIRS/MAINT. TO HAND TOOLS, ETC	2,000	2,000
535.46-30 VEHICLE	ROUTINE PREVENTATIVE MAINTENANCE & REPAIRS	20,000	20,000
535.46-80 LIFT STATION REPAIR	STARTERS, BREAKERS, ETC. FOR EXISTING PANELS REPAIRS TO LIFT STATION GENERATORS: 12 ONLINE APPURTENANCES (CHECK VALVES, GATE VALVES, ETC)	33,672 9,200 8,900	51,772

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 DIVISION 04

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WASTEWATER COLLECTION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
535.46-81 PUMP REPAIR	REPAIRS TO LIFT STATION PUMPS: LABOR IMPELLERS NEW CUTTER BLADES LOWER T/C SEAL SHIM SET (IMPELLER & HOUSING)	236 23,720 19,250 1,495 2,652	47,353
535.46-82 COLLECTION LINE REPAIRS	UNANTICIPATED REPAIR NEEDS	10,000	10,000
535.46-85 SCADA MAINTENANCE	MULTITRODE MAINTENANCE CONTRACT SCADA YEARLY MAINT CONTRACT SCADA MAINTENANCE SERVICE CALLS	8,500 27,000 17,000	52,500
535.47-10 PRINTING & BINDING	BUSINESS CARDS, SEWER ATLAS, ETC.	300	300
535.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	1,000	1,000
535.52-10 OPERATING SUPPLIES	PIPES, FITTINGS, SAW BLADES, CLAMPS, ETC MANHOLE COVERS & RISERS DEODORANT BLOCKS DEGREASERS FOR LIFT STATIONS SAFETY EQUIPMENT LIMEROCK FOR LIFT STATIONS PAPER TOWELS, CELL PHONE REPLACEMENT, BATTERIES SEWER LOCATES CDL LICENSE RENEWALS, CERTIFICATIONS AIR TOOLS, HOSES, ETC. WRENCHES, PIPE CUTTERS, HAMMERS, ETC. DRILLS, BITS, ETC., FOR SEWER REPAIRS	14,300 6,600 1,620 1,620 5,500 1,600 4,500 3,000 600 1,700 3,300 2,670	47,010
535.52-11 DURABLE GOODS	SMALL TOOLS FOR SEWER REPAIRS	625	625
535.52-15 FUEL COSTS	FUEL COSTS	31,800	31,800
535.52-24 SPLASH PARK SUPPLIES	ELECTRIC VALVES PIPING PANELS	4,225 1,700 3,450	9,375
535.52-25 UNIFORMS	WEEKLY RENTAL OF UNIFORMS - 7 EMPLOYEES POLO SHIRTS - PER CITY DRESS CODE BOOT ALLOWANCE - 7 EMPLOYEES	1,727 280 1,050	3,057
535.52-95 SCADA SUPPLIES	REPLACEMENT PARTS FOR SCADA	14,180	14,180
535.54-10 BKS, PUB, SUB, MEM, LIB	REFERENCE MATERIALS & MANAGEMENT LITERATURE	1,000	1,000
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	0	0
535.64-10 EQUIP - REPLACEMENT	REPLACEMENT PUMPS FOR LIFT STATIONS ELECTRICAL CONTROL PANELS FOR LIFT STATIONS - 2 NEW BREAKER FOR MCC #1 PANEL - THE MAIN SOURCE FOR OPERATING LIFT STATIONS.	17,000 13,225 25,000	55,225
535.64-11 EQUIP-VEHICLE REPLACEMENT	REPLACE DUMP TRUCK - SHARED COST WITH 3 DEPTS	17,000	17,000
535.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	0	0
535.64-15 EQUIP - NEW	PUMPS FOR LIFT STATION UPGRADES VAC TRUCK ACCESSORIES - NOZZLES, TUBES, ETC. NEW LIFT STATION PANELS FOR DEER ISLAND - 45, 48, AND 56 NEW GENERATOR FOR LIFT STATION 11 BELT ALIGNING TOOL FOR SEWER REPAIRS	40,000 3,300 47,000 45,000 1,140	136,440
535.64-17 EQUIP-NEW VEHICLES	NO AMOUNT BUDGETED	0	0

FUND 401
 DEPT 35
 DIVISION 04

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WASTEWATER COLLECTION EXPENSE JUSTIFICATION

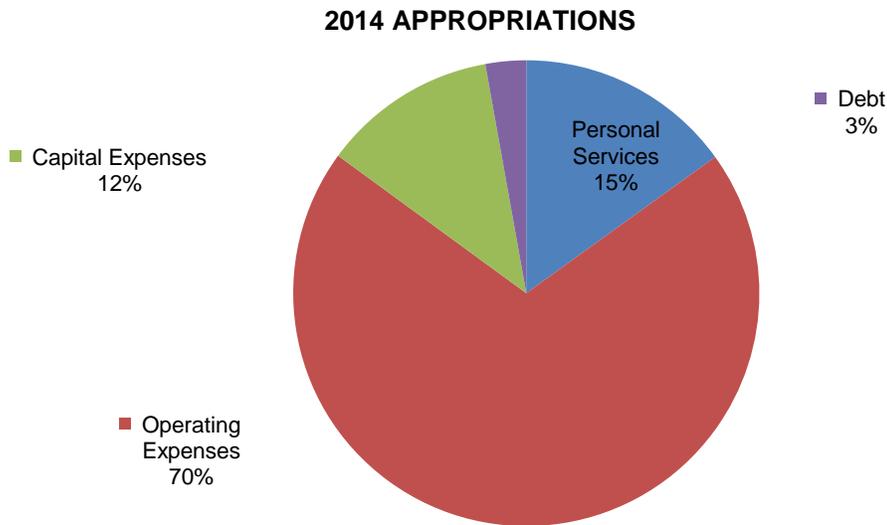
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
535.64-23 SOFTWARE	ENVISTA SOFTWARE	5,000	5,000
535.64-25 FUTURE PROJECTS	REHAB LS 7 - INCLUDES PIPING, VALVES, FITTINGS, BASE, ELBOWS, AND RAILS	40,000	114,000
	REHAB LS 24-INCLUDES PIPING, VALVES, FITTINGS, BASE, ELBOWS AND RAILS	47,000	
	CONVERT INDOOR GENERATOR TO STATIONARY GENERATOR FOR LS 4 AND LS 8	27,000	
535.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	0	0
535.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	0	0
535.95-55 WATER/SEWER FUND	NO AMOUNT BUDGETED	0	0

SOLID WASTE

Fund 402

Budget Summary

<i>Department Summary</i>	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Solid Waste-34				
Personal Services	388,687	397,300	417,406	5.06%
Operating Expenses	1,877,510	2,013,886	1,941,801	-3.58%
Capital Expenses	0	1,100	335,950	30440.91%
Debt	2,713	39,389	78,472	99.22%
Grand Total Solid Waste	\$ 2,268,910	\$ 2,451,675	\$ 2,773,629	13.13%



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FUND 402
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

SOLID WASTE REVENUE

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ESTIMATED REVENUE 2013-2014	% CHANGE OVER FY 12-13
<i>CHARGES FOR SERVICES</i>					
343.40-01	SOLID WASTE COLLECTION FEE	2,486,966	2,460,855	2,527,298	2.70%
343.40-02	RECYCLING REVENUE	4,017	4,270	3,024	-29.18%
343.40-03	NON-RETURN OF RECYCLING	0	0	0	0.00%
343.40-04	EXTRA ROLLOUT CONTAINERS	0	0	0	0.00%
343.40-05	SPECIALGARBAGE PICKUPS	0	0	0	0.00%
**	TOTAL CHARGES FOR SERVICES	<u>2,490,983</u>	<u>2,465,125</u>	<u>2,530,322</u>	2.64%
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	579	550	200	-63.64%
361.10-02	SBA INTEREST	2	0	0	0.00%
361.10-08	INVESTMENT	4	0	0	0.00%
367.02-00	UNREALIZED GAIN ON INVEST	23	0	0	0.00%
361.10-09	LOAN PROCEEDS	0	0	0	0.00%
*	INTEREST INCOME	<u>608</u>	<u>550</u>	<u>200</u>	-63.64%
384.20-00	LEASE PROCEEDS	0	0	255,000	100.00%
369.10-01	MISCELLANEOUS	100	0	0	0.00%
369.10-02	INSUR REIMBURSEMENTS	0	0	0	0.00%
369.10-04	REFUND-PRIOR YR EXPENSE	0	0	0	0.00%
*	OTHER INCOME	<u>100</u>	<u>0</u>	<u>255,000</u>	100.00%
**	TOTAL INTEREST & OTHER INCOME	<u>708</u>	<u>550</u>	<u>255,200</u>	46300.00%
<i>OTHER SOURCES</i>					
389.90-01	RETAINED EARNINGS	0	0	(11,893)	N/A
*	RETAINED EARNINGS	<u>0</u>	<u>0</u>	<u>(11,893)</u>	N/A
**	TOTAL OTHER SOURCES	<u>0</u>	<u>0</u>	<u>(11,893)</u>	N/A
TOTAL SOLID WASTE FUND		<u>2,491,691</u>	<u>2,465,675</u>	<u>2,773,629</u>	12.49%

FUND 402
 DEPT 00
 DIVISION 00

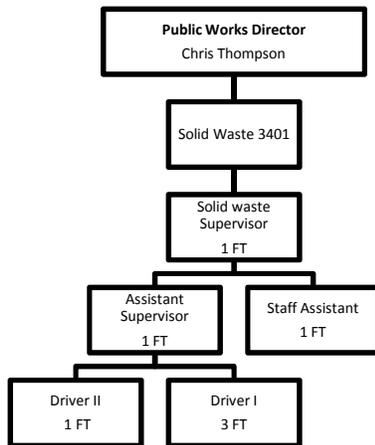
CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

SOLID WASTE REVENUE

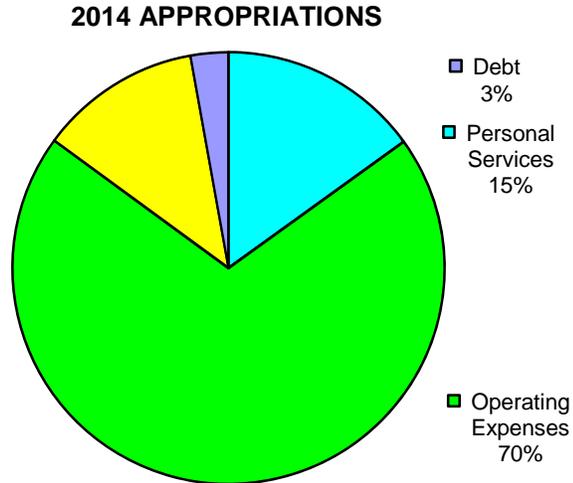
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
343.40-01 SANITATION COLLECTION FEE	ESTIMATED REVENUES	2,527,298	2,527,298
343.40-02 RECYCLING REVENUE	ESTIMATED RECYCLING REVENUE	3,024	3,024
343.40-03 NON -RETURN OF RECYCLING	NO AMOUNT BUDGETED	0	0
343.40-04 EXTRA ROLLOUT CONTAINER	NO AMOUNT BUDGETED	0	0
343.40-05 SPECIAL GARBAGE PICKUPS	NO AMOUNT BUDGETED	0	0
361.10-01 INTEREST INCOME	ESTIMATED INTEREST INCOME	200	200
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	0	0
361.10-08 INVESTMENT	NO AMOUNT BUDGETED	0	0
361.10-09 LOAN PROCEEDS	NO AMOUNT BUDGETED	0	0
367.02-00 UNREALIZED GAIN ON INVEST	NO AMOUNT BUDGETED	0	0
369.10-01 MISCELLANEOUS	NO AMOUNT BUDGETED	0	0
369.10-02 INSUR REIMBURSEMENTS	NO AMOUNT BUDGETED	0	0
384.20-00 LEAGUE LEASE	LEASE PROCEEDS - NEW SOLID WASTE TRUCK	255,000	255,000
389.90-01 RETAINED EARNINGS	NON APPROPRIATED REVENUE	-11,893	-11,893

SOLID WASTE

Department 34



■ Capital Expenses
12%



Position Summary

Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Full Time:				
Supervisor	26001	1	1	1
Staff Assistant	34001	1	1	1
Assistant Supervisor	26002	1	1	1
Driver II	26003	1	1	1
Driver I	26004	3	3	3
No. of Full Time		<u>7</u>	<u>7</u>	<u>7</u>
Total No. of Positions:		<u><u>7</u></u>	<u><u>7</u></u>	<u><u>7</u></u>
Total FTEs:		7	7	7

Notes:

1. The PW Director and Office Manager are 29% allocated to Solid Waste.
2. Staff Reduction: Driver I (1 position)

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Department Summary</i>				
Solid Waste-3401				
Personal Services	388,687	397,300	417,406	5.06%
Operating Expenses	1,877,510	2,013,886	1,941,801	-3.58%
Capital Expenses	0	1,100	335,950	30440.91%
Debt	2,713	39,389	78,472	99.22%
Grand Total Solid Waste	<u>\$ 2,268,910</u>	<u>\$ 2,451,675</u>	<u>\$ 2,773,629</u>	<u>13.13%</u>

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2014 OPERATING BUDGET

SOLID WASTE - 3401

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

To provide clean, efficient, and reliable service for collection and disposal of municipal solid waste from within the City of Tavares while maintaining volunteer recycling programs through educational initiatives.

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

The Solid Waste Division has fully evolved into a premier solid waste collection operation. The level of service that is currently provided is: twice per week collection of residential municipal solid waste (MSW); once per week collection of all other MSW; collection (contracted with City oversight) of commercial solid waste and residential recycling. Residential collection service begins at 7:00 a.m. and runs on Monday through Friday.

SERVICE INDICATORS

	Indicator Description	Actual 2011	Actual 2012	Est. 2013	Projected 2014
1.	Residential Waste (tons) Collected	12,310	12,600	13,610	13,170
2.	Work Orders	180	200	200	200
3.	Staff Members (including supervisor)	7	7	7	7
4.	Number of Residential Routes	*5	*5	*5	*5
5.	Number of Commercial Accounts		242	245	255
6.	Number of Residential House Serviced		6,130	6,392	6,492

*4 routes per day Monday, Tuesday, Thursday and Friday; 1 route on Wednesday

2014 Goals

Organizational Development

Continue emphasis on safety and efforts to streamline collection system.

Growth and Development

Continue Route and Cart audits until complete.

City Lifestyle

Minimize customer call backs through emphasis on customer service.

Innovation and Technology

Extend life of Solid Waste Fleet through rehab/refurbishment program; continue cart washing program to increase safety and productivity

Organizational Performance

Productivity spreadsheet tracks driver performance through measuring MSW collected per house, MSW collected per hour, total MSW per route, and MSW collected first day of pick up vs.

2014 Objectives

1. Remain in compliance with all DEP rules and regulations as pertain to Solid Waste Activities.
2. Remain the premier Solid Waste provider for the City of Tavares.
3. Remain within the budgetary guidelines for the Solid Waste operation.
4. Ensure all productivity standards are maintained by department personnel.
5. Look for ways to streamline operation while not jeopardizing safety of personnel and residents.

2013 ACCOMPLISHMENTS**Customer Focus, Innovation & Technology, and Organizational Performance**

1. We continue to make Safety our #1 goal. Focusing on the safety of our team members simply means "everyone goes home every night." It also adds a level of assurance to the residents of Tavares that we have their best interests in mind at all times.
2. We have successfully negotiated a new residential recycling and commercial waste contract for the City of Tavares with Waste Management of Florida.
3. We have successfully brought on board and launched a single stream recycling program for the residents of Tavares with increased recycling participation and percentages. In addition to single stream recycling, the residents have been provided the opportunity to obtain rewards for the recycling efforts by participating in the Recycle Bank program.
4. Driver pre- and post-trip inspections continue to be performed on our collection fleet daily.
5. Over 280 tons of recycle material have been collected during the first five months of fiscal year 2013. This is an 8% increase over the period in fiscal year 2012. We are projecting 674 tons of recycled material will be collected for the remainder of the fiscal year.

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CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

SOLID WASTE EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
534.12-10	REGULAR SALARIES	280,455	285,011	290,201	1.82%
534.13-10	OTHER SALARIES & WAGES	444	841	0	-100.00%
534.14-10	OVERTIME	100	1,046	1,538	47.04%
534.21-10	FICA / MED TAXES	19,674	20,085	19,996	-0.44%
534.22-10	RETIREMENT	2,016	2,051	2,102	2.49%
534.22-20	FL STATE RETIREMENT	12,503	13,879	20,630	48.64%
534.23-10	HEALTH INSURANCE	38,769	39,464	33,167	-15.96%
534.23-15	DENTAL INSURANCE	1,851	1,855	2,040	9.97%
534.23-20	LIFE INSURANCE	1,577	1,619	1,647	1.73%
534.23-21	SHORT-TERM DISABILITY INS.	0	1,117	1,137	1.79%
534.23-30	DEPENDENT HEALTH INSURANCE	8,833	9,178	21,641	135.79%
534.23-35	DEPENDENT DENTAL INSURANCE	1,446	1,377	2,268	64.71%
534.23-40	LONG TERM DISABILITY	725	740	985	33.11%
534.24-10	WORKERS' COMPENSATION	18,644	19,037	20,054	5.34%
534.25-10	UNEMPLOYMENT COMPENSATION	1,650	0	0	0.00%
* SALARIES AND BENEFITS		388,687	397,300	417,406	5.06%
<i>OPERATING EXPENDITURES</i>					
534.32-10	AUDIT SERVICES	2,600	5,734	2,450	-57.27%
534.34-10	CONTRACTUAL SERVICES	5,685	4,200	4,830	15.00%
534.40-10	TRAVEL & PER DIEM	183	2,000	3,000	50.00%
534.41-10	TELEPHONE	1,523	2,159	2,149	-0.46%
534.41-20	OTHER COMMUNICATION	4	0	0	0.00%
534.41-30	POSTAGE	1,194	1,300	1,300	0.00%
534.43-20	LANDFILL COSTS	243,724	234,770	251,705	7.21%
534.43-30	WASTE MANAGEMENT	647,816	881,949	767,252	-13.00%
534.45-10	LIABILITY	30,627	33,976	37,374	10.00%
534.46-15	EQUIPMENT	0	2,339	7,500	220.65%
534.46-17	INSURANCE RECOVERY	(2,753)	0	0	0.00%
534.46-30	REPAIR & MAINT. - VEHICLE	62,724	69,330	73,715	6.32%
534.47-10	PRINTING & BINDING	170	2,200	3,300	50.00%
534.49-10	ADVERTISING	462	463	750	61.99%
534.51-10	OFFICE SUPPLIES	295	500	500	0.00%
534.52-10	OPERATING SUPPLIES	3,883	5,421	5,048	-6.88%
534.52-11	DURABLE GOODS	3,500	2,359	3,200	35.65%
534.52-15	FUEL COSTS	76,722	80,601	84,823	5.24%
534.52-25	UNIFORMS	4,253	4,657	5,754	23.56%
534.52-29	CARTS	0	12,000	12,000	0.00%
534.54-10	BKS, PUB, SUB, MEM, LIB	263	275	975	254.55%
534.59-10	DEPRECIATION EXPENSE	91,526	0	0	0.00%
534.59-13	BAD DEBT	31,627	0	0	0.00%
534.59-15	TRANSFER TO G/F	188,054	194,728	196,631	0.98%
534.59-20	REIMBURSEMENT TO G/F	483,428	468,025	473,545	1.18%
534.59-90	CONTINGENCY	0	4,000	4,000	0.00%
* OPERATING EXPENDITURES		1,877,510	2,013,886	1,941,801	-3.58%

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 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

SOLID WASTE EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>CAPITAL EXPENDITURES</i>					
534.64-11	EQUIP - VEHICLE REPLACEMENT	250,263	0	335,000	0.00%
534.64-13	EQUIP - COMP REPLACEMENT	0	0	950	0.00%
534.64-15	EQUIP - NEW	0	1,100	0	-100.00%
534.64-17	EQUIP - NEW VEHICLES	0	0	0	0.00%
534.64-25	FUTURE PROJECTS	0	0	0	0.00%
534.69-99	ASSET RECLASSIFICATION	(250,263)	0	0	0.00%
* CAPITAL EXPENDITURES		0	1,100	335,950	30440.91%
					0.00%
<i>DEBT SERVICE</i>					
534.71-05	OTHER	0	34,193	69,159	102.26%
534.71-15	LEAGUE LEASE 2002 & 2006	0	622	496	-20.26%
534.72-05	OTHER	2,713	4,505	8,781	94.92%
534.72-15	LEAGUE LEASE 2002 & 2006	0	69	36	-47.83%
* DEBT SERVICE		2,713	39,389	78,472	99.22%
TOTAL SOLID WASTE		2,268,910	2,451,675	2,773,629	13.13%

FUND 402
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DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

SOLID WASTE EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
534.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	290,201	290,201
534.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	0	0
534.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	1,538	1,538
534.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	19,996	19,996
534.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	2,102	2,102
534.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	20,630	20,630
534.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	33,167	33,167
534.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	2,040	2,040
534.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,647	1,647
534.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,137	1,137
534.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	21,641	21,641
534.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	2,268	2,268
534.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	985	985
534.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	20,054	20,054
534.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
534.32-10 AUDIT SERVICES	AUDIT SERVICES	2,450	2,450
534.34-10 CONTRACTUAL SERVICES	MONTHLY MAINTENANCE OF CITY CAR WASH	4,830	4,830
534.40-10 TRAVEL & PER DIEM	SWANA CONFERENCE AND OTHER SOLID WASTE RELATED SEMINARS AND TRAINING AS NEEDED.	3,000	3,000
534.41-10 TELEPHONE	TELEPHONE SERVICE	2,149	2,149
534.41-30 POSTAGE	POSTAGE FOR BROCHURES, FLYERS, NOTIFICATIONS	1,300	1,300
534.42-10 RECYCLING CONTAINERS	NO AMOUNT BUDGETED	0	0
534.43-20 LANDFILL COSTS	LANDFILL COSTS	251,705	251,705
534.43-30 WASTE MANAGEMENT	WASTE MANAGEMENT	767,252	767,252
534.45-10 LIABILITY	LIABILITY INSURANCE	37,374	37,374
534.46-15 EQUIPMENT	ESTIMATED REPAIRS FOR CAR WASH NOT IN MAINTENANCE CONTRACT; INCLUDES COATING FOR PIT	7,500	7,500
534.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	0	0
534.46-30 VEHICLE	REPAIRS AND MAINTENANCE OF 13 VEHICLES REPLACE PINS & BUSHINGS ON TRKS #624 & #620	63,715 10,000	73,715
534.47-10 PRINTING & BINDING	PRINTING BUSINESS CARDS & FLYERS TO NOTIFY RESIDENTS & BUSINESSES AS NEEDED. EXCESS CHARGE NOTICES & VEHICLE CONDITION REPORTS	300 3,000	3,300

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CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

SOLID WASTE EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
534.49-10 ADVERTISING	ADVERTISING OF HOLIDAY COLLECTION NOTICES, SPECIAL COLLECTIONS, ETC.	750	750
534.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	500	500
534.52-10 OPERATING SUPPLIES	HAND TOOLS, GLOVES, SOAP AND OTHER CLEANERS TO MAINTAIN FLEET; SPARE PARTS FOR AUTOMATED CART REPAIR; CHEMICALS FOR CITY CAR WASH; PAPER AND INK. CHARGES THAT ARE NOT PART OF THE UNIFORM RENTAL SUCH AS SOAP, MAT AND SERVICE CHARGE.	3,800 1,248	5,048
534.52-11 DURABLE GOODS	REPLACEMENT OF DESKS AND CHAIRS IN SOLID WASTE OFFICE.	3,200	3,200
534.52-15 FUEL COSTS	FUEL COSTS	84,823	84,823
534.52-25 UNIFORMS	WEEKLY UNIFORM RENTAL FOR SOLID WASTE EMPLOYEES ONE PAIR OF WORK BOOTS PER EMPLOYEE (\$125/EA) CITY SWEATSHIRTS FOR SOLID WASTE EMPLOYEES \$34/EA CITY SHIRT WITH NAME FOR EACH DRIVER (5 SHIRTS) 5 SHIRTS EACH W/ NAME FOR MANAGER & STAFF ASSIST.	4,200 750 204 200 400	5,754
534.52-29 CARTS	NEW RESIDENTIAL/COMMERCIAL GARBAGE CARTS. 175 BLUE (RESIDENTIAL) CARTS; 25 GREY (COMMERCIAL) CARTS; 30 INDIVIDUAL GREY LIDS	12,000	12,000
534.54-10 BKS, PUB, SUB, MEM, LIB	SOLID WASTE ASSOCIATION OF NORTH AMERICA (SWANA) RECYCLE FLORIDA TODAY NATIONAL SOLID WASTE MANAGEMENT ASSOC (NSWMA)	275 100 600	975
534.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	0	0
534.59-13 BAD DEBT	NO AMOUNT BUDGETED	0	0
534.59-15 TRANSFER TO G/F	TRANSFER TO GENERAL FUND	196,631	196,631
534.59-20 REIMBURSEMENT TO G/F	REIMBURSEMENT TO GENERAL FUND	473,545	473,545
534.59-90 CONTINGENCY	USED FOR UNANTICIPATED REQUIREMENTS SUCH AS HYDRAULIC SPILLS AND OTHER SAFETY RELATED ISSUES.	4,000	4,000
534.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0
534.64-11 EQUIP-VEHICLE REPLACEMENT	PURCHASE A NEW GARBAGE TRUCK TO REPLACE #617 (TO BE PURCHASED WITH LEASE/DEBT PROCEEDS - SEE DEBT PROCEEDS FOR OFFSETTING REVENUE) REFURBISH TRUCK #621. THIS IS A 2005 AUTOCAR PAINT TRUCK #615	255,000 75,000 5,000	335,000
534.64-13 EQUIP - COMP REPLACEMENT	REPLACE MANAGER'S COMPUTER	950	950
534.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
534.64-17 EQUIP-NEW VEHICLES	NO AMOUNT BUDGETED	0	0
534.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	0	0
534.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	0	0
534.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	0	0

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CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

SOLID WASTE EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
534.71-05 OTHER	SOLID WASTE TRUCK PRINCIPAL PAYMENT: 1-27-14 (54% OF LEASE PRINCIPAL AMOUNT) 7-27-14 (54% OF LEASE PRINCIPAL AMOUNT)	17,352 17,525	69,159
	=====		
	PRINCIPAL NEW SOLID WASTE TRUCK	34,282	
534.71-15 LEAGUE LEASE 2002 & 2006	VOIP PRINCIPAL PAYMENTS 1-27-2014 7-27-2014	247 249	496
534.72-05 OTHER	SOLID WASTE TRUCK INTEREST PAYMENT 1-27-14 (54% OF INTEREST PAYMENT) 7-27-14 (54% OF INTEREST PAYMENT)	1,997 1,997	8,781
	=====		
	INTEREST -NEW SOLID WASTE TRUCK	4,787	
534.72-15 LEAGUE LEASE 2002 & 2006	VOIP INTEREST PAYMENTS 1-27-2014 7-27-2014	19 17	36

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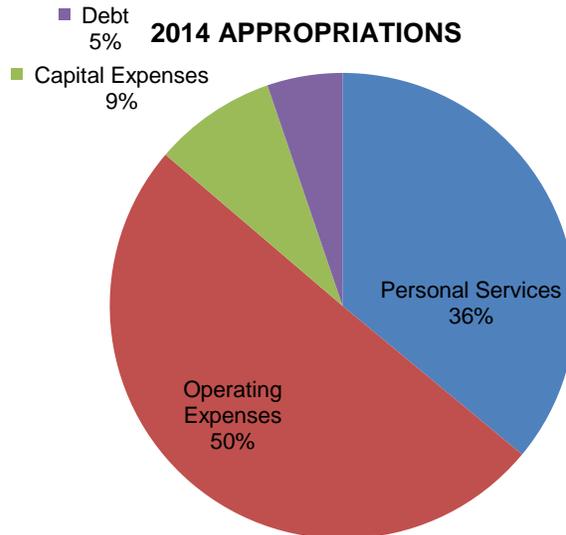


Stormwater

Fund 403

Budget Summary

<i>Department Summary</i>	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Stormwater-38				
Personal Services	165,886	177,942	228,467	28.39%
Operating Expenses	330,163	323,869	318,752	-1.58%
Capital Expenses	(1)	39,212	54,000	37.71%
Debt	2,311	33,312	33,218	-0.28%
Transfers & Other	0	0	0	0.00%
Grand Total Stormwater	\$ 498,359	\$ 574,335	\$ 634,437	10.46%



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FUND 403
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

STORMWATER REVENUE

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ESTIMATED REVENUE 2013-2014	% CHANGE OVER FY 12-13
<i>CHARGES FOR SERVICES</i>					
343.90-01	STORMWATER CHARGES	537,093	656,916	684,490	(1) 4.20%
343.90-02	STORMWATER TREATMENT	0	0	0	0.00%
**	TOTAL CHARGES FOR SERVICES	<u>537,093</u>	<u>656,916</u>	<u>684,490</u>	<u>4.20%</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	35	842	800	-4.99%
361.10-02	SBA INTEREST	23	38	35	-7.89%
361.10-08	INVESTMENT	54	184	0	-100.00%
367.02-00	UNREALIZED GAIN ON INVEST	275	0	0	0.00%
*	INTEREST INCOME	<u>387</u>	<u>1,064</u>	<u>835</u>	<u>-21.52%</u>
365.01-00	PROP SALES	0	0	0	0.00%
369.10-01	MISCELLANEOUS	0	0	0	0.00%
369.10-02	INSURANCE RECOVERY	0	0	0	0.00%
369.10-04	REFUND-PRIOR YR EXPENSE	0	0	0	0.00%
*	OTHER INCOME	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
**	TOTAL INTEREST & OTHER INCOME	<u>387</u>	<u>1,064</u>	<u>835</u>	<u>-21.52%</u>
					0.00%
<i>OTHER SOURCES</i>					
381.01-01	TRANSFERS FROM GENERAL	0	0	0	0.00%
384.20-00	LEAGE LEASE	0	0	0	0.00%
*	TOTAL TRANSFERS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
389.90-00	APPROPRIATED RESERVES	0	(83,645)	(50,888)	N/A
*	APPROPRIATED RESERVES	<u>0</u>	<u>(83,645)</u>	<u>(50,888)</u>	<u>N/A</u>
**	TOTAL OTHER SOURCES	<u>0</u>	<u>(83,645)</u>	<u>(50,888)</u>	<u>N/A</u>
					0.00%
TOTAL STORMWATER MANAGEMENT		<u><u>537,480</u></u>	<u><u>574,335</u></u>	<u><u>634,437</u></u>	<u><u>10.46%</u></u>

(1) A Rate change from \$5.50/ERU to \$6.25/ERU is proposed which is a 13.6% rate increase or \$0.75/ERU
 Prior year revenue estimate assumed a greater rate increase than adopted thus will be adjusted
 Change from prior year (4.2%) reflects only the change from prior budget to current budgeted amounts

FUND 403
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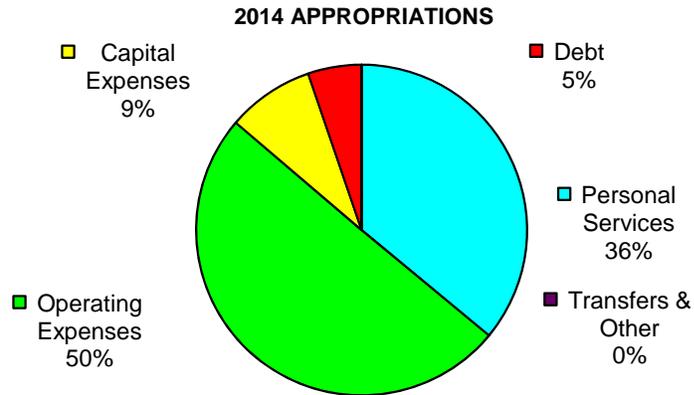
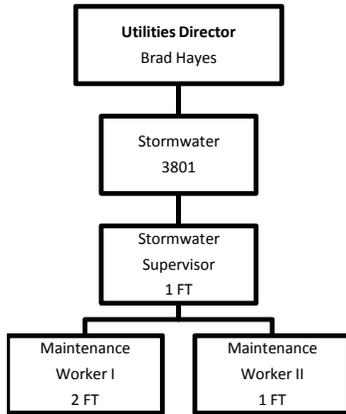
CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

STORMWATER REVENUE

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
331.50-10 FEMA REIMBURSEMENT	NO AMOUNT BUDGETED	0	0
334.30-00 STORMWATER MGMT	NO AMOUNT BUDGETED	0	0
343.90-01 STORMWATER CHARGES	ESTIMATED REVENUE ON STORMWATER CHARGES	684,490	684,490
361.10-01 INTEREST INCOME	ESTIMATED INTEREST REVENUE	800	800
361.10-02 SBA INTEREST	ESTIMATED SBA INTEREST	35	35
361.10-08 INVESTMENT	NO AMOUNT BUDGETED	0	0
361.10-09 LOAN PROCEEDS	NO AMOUNT BUDGETED	0	0
365.01-00 SURPLUS/SCRAP PROP SALES	NO AMOUNT BUDGETED	0	0
367.02-00 UNREALIZED GAIN ON INVEST	NO AMOUNT BUDGETED	0	0
369.10-01 MISCELLANEOUS	NO AMOUNT BUDGETED	0	0
369.10-02 INSUR REIMBURSEMENTS	NO AMOUNT BUDGETED	0	0
369.10-04 REFUND-PRIOR YR EXPENSE	NO AMOUNT BUDGETED	0	0
381.01-01 TRANSFERS FROM GENERAL	NO AMOUNT BUDGETED	0	0
384.20-00 LEAGUE LEASE	NO AMOUNT BUDGETED	0	0
389.90-00 APPROPRIATED RESERVES	NON APPROPRIATED REVENUE	-50,888	-50,888

Stormwater

Department 38



Position Summary

Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Full Time:				
Supervisor	27001	1	1	1
Maintenance Worker I	27002	1	1	2
Maintenance Worker II	27003	1	1	1
No. of Full Time		3	3	4
Total No. of Positions:		3	3	4
Total FTEs:		3	3	4

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Division Summary</i>				
Stormwater-3801				
Personal Services	165,886	177,942	228,467	28.39%
Operating Expenses	326,661	323,869	318,752	-1.58%
Capital Expenses	(1)	39,212	54,000	37.71%
Debt	2,311	33,312	33,218	-0.28%
Transfers & Other	0	0	0	0.00%
	494,857	574,335	634,437	10.46%
<i>Division Summary</i>				
Stormwater-3802				
Personal Services	0	0	0	0.00%
Operating Expenses	3,502	0	0	0.00%
Capital Expenses	0	0	0	0.00%
	3,502	0	0	0.00%
Grand Total Stormwater	498,359	574,335	634,437	10.46%
<i>Category Summary</i>				
Personal Services	165,886	177,942	228,467	28.39%
Operating Expenses	330,163	323,869	318,752	-1.58%
Capital Expenses	(1)	39,212	54,000	37.71%
Debt	2,311	33,312	33,218	-0.28%
Transfers & Other	0	0	0	0.00%
Grand Total Stormwater	\$ 498,359	\$ 574,335	\$ 634,437	10.46%

2014 OPERATING BUDGET

STORMWATER

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

It is the mission of the Stormwater Department to be committed to the customers of the City (hospitals, governmental agencies, businesses and residents) to provide the quality management of stormwater initiatives through "best" practices of preventative maintenance, and to ensure quality customer services standards. Our staff is totally focused on ensuring that we meet the criteria and parameters of all regulatory agencies.

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

The Stormwater Department provides maintenance of all City streets and alleys for water quality initiatives, as well as maintaining and complying with the NPDES permit, maintenance and construction of draining facilities throughout the City. Drainage facilities, which are man-made structures designed to collect, divert, or discharge stormwater (ditches, culverts, and retention ponds), are also maintained on a daily basis through mowing and/or cleaning.

SERVICE INDICATORS

	Indicator Description	Actual 2011	Actual 2012	Est. 2013	Projected 2014
1.	Work Orders Performed	255	205	208	230
2.	City Streets Cleaned (Miles)	53	63	74	70
3.	Stormwater Lines Maintained (Miles)	33	53	40	55
4.	New Stormwater Lines Installed	N/A	3	3	3
5.	Stormwater Ponds/Ditches Maintained	18	18	18	18

2014 Goals

Organizational Development

Improve knowledge, skills and abilities of personnel to enhance the service provided to residents.

Growth and Development

Identify funding opportunities for improved facilities and increased technical equipment to better serve the public

Utilize technology as a driver to foster efficiency in service delivery and to maintain maintenance schedules of water infrastructure within the distribution and plant facilities.

Organizational Performance

To foster a professional organizational culture where economies of scale, efficiency, effectiveness and ethical standards are promoted as instruments of successful operations.

2014 Objectives

1. Continue public notification of NPDES permit.
2. Maintain Total Maximum Daily Loads program as determined by state guidelines

2013 Accomplishments

Customer Focus, Innovation & Technology, and Organizational Performance

1. Built drying bed for street sweepings to save landfill fees.
2. Built a rain garden a St. Clair Abrams Avenue and Givens Street
3. Wrapped street sweepers for MPDES public notification.

FUND 403
DEPT 38
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

STORMWATER EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
538.12-10	REGULAR SALARIES	120,294	120,275	147,473	22.61%
538.14-10	OVERTIME	1,467	10,373	10,635	2.53%
538.21-10	FICA / MED TAXES	8,372	9,218	11,068	20.07%
538.22-20	FL STATE RETIREMENT	6,059	6,651	12,330	85.39%
538.23-10	HEALTH INSURANCE	18,836	19,263	21,046	9.26%
538.23-15	DENTAL INSURANCE	801	791	1,143	44.50%
538.23-20	LIFE INSURANCE	669	684	835	22.08%
538.23-21	SHORT-TERM DISABILITY INS.	0	466	575	23.39%
538.23-30	DEPENDENT HEALTH INSURANCE	4,522	4,931	15,541	215.17%
538.23-35	DEPENDENT DENTAL INSURANCE	572	564	1,258	123.05%
538.23-40	LONG TERM DISABILITY	306	311	502	61.41%
538.24-10	WORKERS' COMPENSATION	3,988	4,415	6,061	37.28%
538.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
*	SALARIES AND BENEFITS	165,886	177,942	228,467	28.39%
<i>OPERATING EXPENDITURES</i>					
538.31-15	ENGINEERING	7,967	15,551	13,000	-16.40%
538.31-60	PERMIT & COMPLIANCE FEES	0	0	8,000	100.00%
538.32-10	AUDIT SERVICES	780	2,867	2,800	-2.34%
538.34-10	CONTRACTUAL SERVICES	5,708	26,238	17,700	-32.54%
538.40-10	TRAVEL & PER DIEM	2,765	3,000	3,000	0.00%
538.41-10	TELEPHONE	940	680	1,223	79.85%
538.41-30	POSTAGE	0	300	300	0.00%
538.43-20	LANDFILL COSTS	14,918	12,000	12,000	0.00%
538.44-10	RENTALS & LEASES	55	2,500	2,500	0.00%
538.45-10	LIABILITY	4,791	5,315	5,847	10.01%
538.46-15	REPAIR & MAINT. - EQUIPMENT	1,580	2,000	4,000	100.00%
538.46-30	REPAIR & MAINT. - VEHICLE	4,350	16,900	10,000	-40.83%
538.46-41	STORM DRAIN REPAIR	3,067	6,000	6,000	0.00%
538.47-10	PRINTING & BINDING	0	400	400	0.00%
538.49-10	ADVERTISING	0	2,500	500	-80.00%
538.51-10	OFFICE SUPPLIES	0	500	500	0.00%
538.52-10	OPERATING SUPPLIES	5,661	10,656	10,656	0.00%
538.52-11	DURABLE GOODS	0	0	0	0.00%
538.52-15	FUEL COSTS	18,303	19,143	20,341	6.26%
538.52-25	UNIFORMS	1,652	2,530	2,530	0.00%
538.53-20	ROAD MATERIALS & SUPPLIES	0	0	2,500	100.00%
538.54-10	BKS, PUB, SUB, MEM, LIB	660	700	600	-14.29%
538.59-10	DEPRECIATION EXPENSE	54,517	0	0	0.00%
538.59-13	BAD DEBT	7,650	0	0	0.00%
538.59-15	TRANSFER TO G/F	36,602	38,159	39,020	2.26%
538.59-20	REIMBURSEMENT TO G/F	154,695	155,930	155,335	-0.38%
*	OPERATING EXPENDITURES	326,661	323,869	318,752	-1.58%

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 DEPT 38
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

STORMWATER EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>CAPITAL EXPENDITURES</i>					
538.63-40	STORM DRAINAGE REPAIR	0	0	0	0.00%
538.64-10	EQUIP - REPLACEMENT	0	19,000	24,000	26.32%
538.64-11	EQUIP-VEHICLE REPLACEMENT	215,376	0	0	0.00%
538.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
538.64-25	FUTURE PROJECTS	64,939	20,212	30,000	48.43%
538.69-98	ASSET RECLASS-CIP	(64,940)	0	0	0.00%
538.69-99	ASSET RECLASSIFICATION	(215,376)	0	0	0.00%
* CAPITAL EXPENDITURES		(1)	39,212	54,000	37.71%
<i>DEBT SERVICE</i>					
538.71-05	OTHER	0	29,128	29,711	2.00%
538.71-15	LEAGUE LEASE 2002 & 2006	0	311	235	-24.44%
538.72-05	OTHER	2,311	3,838	3,255	-15.19%
538.72-15	LEAGUE LEASE 2002 & 2006	0	35	17	-51.43%
* DEBT SERVICE		2,311	33,312	33,218	-0.28%
TOTAL STORMWATER		494,857	574,335	634,437	10.46%

FUND 403
 DEPT 38
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

STORMWATER EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
538.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	147,473	147,473
538.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	10,635	10,635
538.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	11,068	11,068
538.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	12,330	12,330
538.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	21,046	21,046
538.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,143	1,143
538.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	835	835
538.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	575	575
538.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	15,541	15,541
538.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,258	1,258
538.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	502	502
538.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	6,061	6,061
538.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
538.31-15 ENGINEERING	GENERAL ENGINEERING RELATED TO STORMWATER PROJECTS	13,000	13,000
538.31-60 PERMIT & COMPLIANCE FEES	RENEWAL NPDES 5 YEAR PERMIT-REGULATORY REQUIREMENT	8,000	8,000
538.32-10 AUDIT SERVICES	AUDIT SERVICES	2,800	2,800
538.34-10 CONTRACTUAL SERVICES	REPAIR STORMLINES, CLEANING DITCHES, ETC. GSA MASS NOTIFICATION SYSTEM	15,000 2,700	17,700
538.40-10 TRAVEL & PER DIEM	TRAINING/TRAVEL FOR REQUIRED CEU'S	3,000	3,000
538.41-10 TELEPHONE	TELEPHONE SERVICE	1,223	1,223
538.41-30 POSTAGE	POSTAGE	300	300
538.43-20 LANDFILL COSTS	DEP REQUIRED DISPOSAL AT LANDFILL	12,000	12,000
538.44-10 RENTALS & LEASES	RENTAL OF EQUIPMENT AS NEEDED	2,500	2,500
538.45-10 LIABILITY	LIABILITY INSURANCE	5,847	5,847
538.46-15 EQUIPMENT	REPAIR & MAINT OF EQUIPMENT REPLACE TIRES ON BOBCAT	3,000 1,000	4,000
538.46-30 VEHICLE	ROUTINE PREVENTATIVE MAINT & REPAIRS TO VEHICLES	10,000	10,000
538.46-41 STORM DRAIN REPAIR	MATERIALS TO REPAIR STORM DRAINS AND LINES	6,000	6,000
538.47-10 PRINTING & BINDING	BUSINESS CARDS, MAPS, ETC.	400	400
538.49-10 ADVERTISING	NPDES REQUIREMENTS FOR PUBLIC RELATIONS	500	500
538.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	500	500

FUND 403
 DEPT 38
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

STORMWATER EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
538.52-10 OPERATING SUPPLIES	MISC OPERATING SUPPLIES WHICH INCLUDE: REPLACE CELL PHONES & ACCESS, CARTRIDGES, COPY PAPER, HAND SOAP, HAND TOOLS, LUMBER, CONCRETE NAILS, SCREWS, CONCRETE, DRAIN TO LAKE MARKERS, ETC. ABSORBENT PILLOWS FOR BAFFLE BOXES BROOMS FOR STREET SWEEPERS	8,000 1,006 1,650	10,656
538.52-15 FUEL COSTS	FUEL COSTS	20,341	20,341
538.52-25 UNIFORMS	WEEKLY RENTAL OF UNIFORMS - 3 EMPLOYEES POLO SHIRTS BOOT ALLOWANCE - 3 EMPLOYEES	1,800 280 450	2,530
538.53-20 ROAD MATERIALS & SUPPLIES	TOOLS, MILLINGS, CONCRETE & ASPHALT FOR REPAIRS	2,500	2,500
538.54-10 BKS, PUB, SUB, MEM, LIB	TRAINING MANUALS, BOOKS, SUBSCRIPTIONS, ETC	600	600
538.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	0	0
538.59-13 BAD DEBT	NO AMOUNT BUDGETED	0	0
538.59-15 TRANSFER TO G/F	OPERATING TRANSFER TO G/F - FINANCE ENTERED	39,020	39,020
538.59-20 REIMBURSEMENT TO G/F	REIMBURSEMENT TO GENERAL FUND	155,335	155,335
538.59-90 CONTINGENCY	NO AMOUNT BUDGETED	0	0
538.63-40 STORM DRAINAGE REPAIR	NO AMOUNT BUDGETED	0	0
538.64-10 EQUIP - REPLACEMENT	REPLACE #327 TRUCK BED WITH UTILITY WORK BODY REPLACE DUMP TRUCK TOTAL COST \$51,000	7,000 17,000	24,000
538.64-11 EQUIP-VEHICLE REPLACEMENT	NO AMOUNT BUDGETED	0	0
538.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
538.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	0	0
538.64-25 FUTURE PROJECTS	FOX RUN - COMPLETION OF LINING OLD PIPES	30,000	30,000
538.65-76 STORMWATER CRA	NO AMOUNT BUDGETED	0	0
538.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	0	0
538.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	0	0
538.71-05 OTHER	STREET SWEEPER 2012 PRINCIPAL 1-27-14 (46% OF PRINCIPAL PAYMENT) 7-27-14 (46% OF PRINCIPAL PAYMENT)	14,782 14,929	29,711
538.71-15 LEAGUE LEASE 2002 & 2006	VOIP PRINCIPAL PAYMENT 1-27-2014 7-27-2014	117 118	235
538.72-05 OTHER	STREET SWEEPER 2012 LEASE INTEREST 1-27-13 (46% INTEREST PAYMENT) 7-27-13 (46% INTEREST PAYMENT)	1,701 1,554	3,255
538.72-15 LEAGUE LEASE 2002 & 2006	VOIP INTEREST PAYMENTS 1-27-2014 7-27-2014	9 8	17
538.95-65 STORMWATER FUND	NO AMOUNT BUDGETED	0	0

FUND 403
 DEPT 38
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2013-2014

STORMWATER TREATMENT PROJECTS EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
538.12-10	REGULAR SALARIES	0	0	0	0.00%
538.14-10	OVERTIME	0	0	0	0.00%
538.15-10	CHRISTMAS BONUS	0	0	0	0.00%
538.15-20	TUITION REIMBURSEMENT	0	0	0	0.00%
538.21-10	FICA / MED TAXES	0	0	0	0.00%
538.22-10	RETIREMENT	0	0	0	0.00%
538.22-20	FL STATE RETIREMENT	0	0	0	0.00%
538.23-10	HEALTH INSURANCE	0	0	0	0.00%
538.23-15	DENTAL INSURANCE	0	0	0	0.00%
538.23-20	LIFE INSURANCE	0	0	0	0.00%
538.23-30	DEPENDENT HEALTH INSURANCE	0	0	0	0.00%
538.23-35	DEPENDENT DENTAL INSURANCE	0	0	0	0.00%
538.23-40	LONG TERM DISABILITY	0	0	0	0.00%
538.24-10	WORKERS' COMPENSATION	0	0	0	0.00%
538.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
* SALARIES AND BENEFITS		0	0	0	0.00%
<i>OPERATING EXPENDITURES</i>					
538.31-10	CITY ATTORNEY	0	0	0	0.00%
538.31-15	ENGINEERING	0	0	0	0.00%
538.31-60	PERMIT & COMPLIANCE FEES	0	0	0	0.00%
538.32-10	AUDIT SERVICES	0	0	0	0.00%
538.34-10	CONTRACTUAL SERVICES	0	0	0	0.00%
538.40-10	TRAVEL & PER DIEM	0	0	0	0.00%
538.41-10	TELEPHONE	0	0	0	0.00%
538.41-20	OTHER COMMUNICATION	0	0	0	0.00%
538.41-30	POSTAGE	0	0	0	0.00%
538.43-20	LANDFILL COSTS	0	0	0	0.00%
538.44-10	RENTALS & LEASES	0	0	0	0.00%
538.45-10	LIABILITY	0	0	0	0.00%
538.46-15	REPAIR & MAINT. - EQUIPMENT	0	0	0	0.00%
538.46-25	REPAIR & MAINT. - MISC.	0	0	0	0.00%
538.46-30	REPAIR & MAINT. - VEHICLE	0	0	0	0.00%
538.46-41	STORM DRAIN REPAIR	0	0	0	0.00%
538.47-10	PRINTING & BINDING	0	0	0	0.00%
538.49-10	ADVERTISING	0	0	0	0.00%
538.52-10	OPERATING SUPPLIES	0	0	0	0.00%
538.52-11	DURABLE GOODS	0	0	0	0.00%
538.52-15	FUEL COSTS	0	0	0	0.00%
538.52-25	UNIFORMS	0	0	0	0.00%
538.53-20	ROAD MATERIALS & SUPPLIES	0	0	0	0.00%
538.54-10	BKS, PUB, SUB, MEM, LIB	0	0	0	0.00%
538.59-13	BAD DEBT	0	0	0	0.00%
538.59-15	TRANSFER TO G/F	0	0	0	0.00%
538.59-20	REIMBURSEMENT TO G/F	0	0	0	0.00%
* OPERATING EXPENDITURES		3,502	0	0	0.00%

FUND 403
 DEPT 38
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2013-2014

STORMWATER TREATMENT PROJECTS EXPENSES

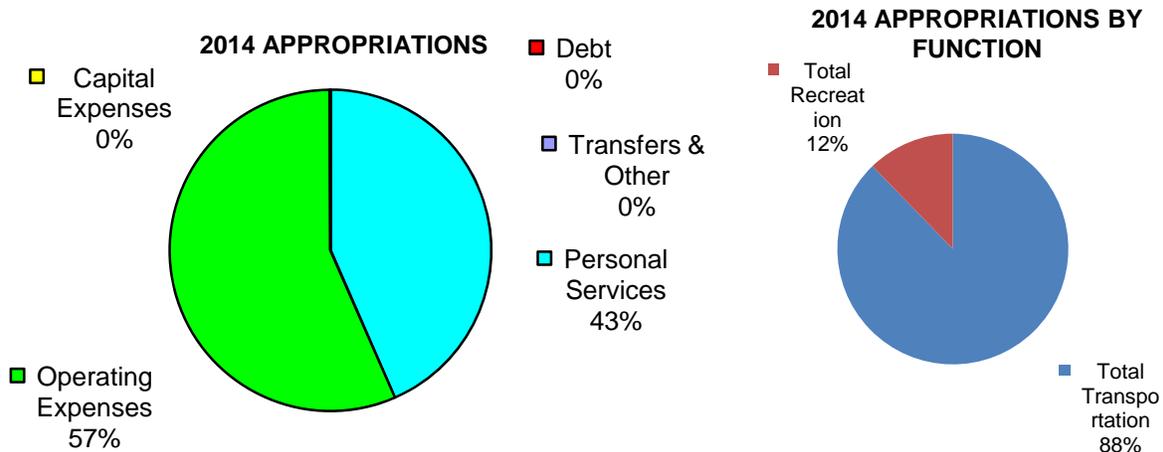
<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>CAPITAL EXPENDITURES</i>					
538.63-40	STORM DRAINAGE REPAIR	0	0	0	0.00%
538.64-10	EQUIP - REPLACEMENT	0	0	0	0.00%
538.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
538.64-15	EQUIP - NEW	0	0	0	0.00%
538.64-20	DURABLE GOODS	0	0	0	0.00%
538.64-25	FUTURE PROJECTS	0	0	0	0.00%
538.69-98	ASSET RECLASS-CIP	0	0	0	0.00%
538.69-99	ASSET RECLASSIFICATION	0	0	0	0.00%
	* CAPITAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>DEBT SERVICE</i>					
538.71-05	OTHER	0	0	0	0.00%
538.71-15	LEAGUE LEASE 2002 & 2006	0	0	0	0.00%
538.72-05	OTHER	0	0	0	0.00%
538.72-15	LEAGUE LEASE 2002 & 2006	0	0	0	0.00%
	* DEBT SERVICE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
TOTAL STORMWATER TREATMENT PROJECTS		<u>3,502</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>

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Marina/Seaplane Base

Fund 405



Budget Summary

<i>Department Summary</i>	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Transportation-43				
Personal Services	190,935	186,746	198,565	6.33%
Operating Expenses	265,102	294,972	284,902	-3.41%
Capital Expenses	0	7,000	0	-100.00%
Debt	0	346	252	-27.17%
Transfers & Other	0	0	0	0.00%
Total Transportation	456,037	489,064	483,719	-1.09%
Recreation-72				
Personal Services	34,654	51,189	39,202	-23.42%
Operating Expenses	33,479	23,606	28,366	20.16%
Capital Expenses	0	48,768	0	-100.00%
Debt	0	0	0	0.00%
Transfers & Other	0	0	0	0.00%
Total Recreation	68,133	123,563	67,568	-45.32%
Maintenance-74				
Personal Services	33,769	60,929	70,210	15.23%
Operating Expenses	54,267	70,209	87,432	24.53%
Capital Expenses	0	0	0	0.00%
Debt	0	0	0	0.00%
Transfers & Other	0	0	0	0.00%
Total Recreation	88,036	131,138	157,642	20.21%
Grand Marina/Seaplane Base	\$ 612,206	\$ 743,765	\$ 708,929	-4.68%

Category Summary

Personal Services	259,358	298,864	307,977	3.05%
Operating Expenses	352,848	388,787	400,700	3.06%
Capital Expenses	0	55,768	0	-100.00%
Debt	0	346	252	-27.17%
Transfers & Other	0	0	0	0.00%
Grand Marina/Seaplane Base	\$ 612,206	\$ 743,765	\$ 708,929	-4.68%

FUND 405
 DEPT 00
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CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

SEAPLANE BASE & MARINA REVENUE

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ESTIMATED REVENUE 2013-2014	% CHANGE OVER FY 12-13
<i>CHARGES FOR SERVICES</i>					
344.20-01	SLIP RENTAL/DOCKAGE	17,679	17,000	22,456	32.09%
344.20-20	OTHER PROPERTY RENTAL	8,400	8,400	6,000	-28.57%
344.20-49	SALE OF FUEL - AV GAS	0	0	0	0.00%
344.20-50	SALE OF GAS & OIL	178,227	220,000	200,000	-9.09%
344.20-51	PROP SHOP SALES	23,063	30,000	30,000	0.00%
344.20-52	COT BOTTLED WATER SALES	1,035	0	0	0.00%
344.20-53	WHSL TAV BOTTLE WATER	838	0	0	0.00%
344.90-01	LATE CHARGES/PENALTIES	0	0	0	0.00%
344.90-04	OTHER FEES	139	0	0	0.00%
344.90-05	SALE OF MAPS & PUBS	0	0	0	0.00%
347.20-05	SPLASH PARK FEES	39,168	50,000	38,575	-22.85%
347.20-07	SPLASH PARK-PARTY PACK	2,185	500	1,500	200.00%
347.50-02	OTHER RENTALS/PAVILN	13,790	12,000	12,000	0.00%
347.50-05	FARMERS MARKET RENTAL	4,858	4,500	0	-100.00%
**	TOTAL CHARGES FOR SERVICES	289,382	342,400	310,531	-9.31%
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	103	0	0	0.00%
361.10-02	SBA INTEREST	0	0	0	0.00%
361.10-08	INVESTMENT	0	0	0	0.00%
367.02-00	UNREALIZED GAIN ON INVEST	0	0	0	0.00%
*	INTEREST INCOME	103	0	0	0.00%
369.00-00	MISCELLANEOUS REVENUES	0	0	0	0.00%
369.10-13	SPONSORSHIPS	0	0	0	0.00%
*	OTHER INCOME	0	0	0	0.00%
**	TOTAL INTEREST & OTHER INCOME	103	0	0	0.00%
<i>OTHER SOURCES</i>					
389.01-01	CONTRIB. FROM GENERAL FUND	224,163	347,301	333,364	-4.01%
389.01-05	TRANSFER FROM TIF FUND	48,476	48,976	65,034	32.79%
389.40-00	GRANTS & DONATION	0	0	0	
*	TOTAL TRANSFERS	272,639	396,277	398,398	0.54%
389.90-01	RETAINED EARNINGS	0	0	0	0.00%
*	APPROPRIATED RESERVES	0	0	0	0.00%
**	TOTAL OTHER SOURCES	272,639	396,277	398,398	0.54%
TOTAL SEAPLANE BASE & MARINA		562,124	738,677	708,929	-4.03%

FUND 405
 DEPT 00
 DIVISION 00

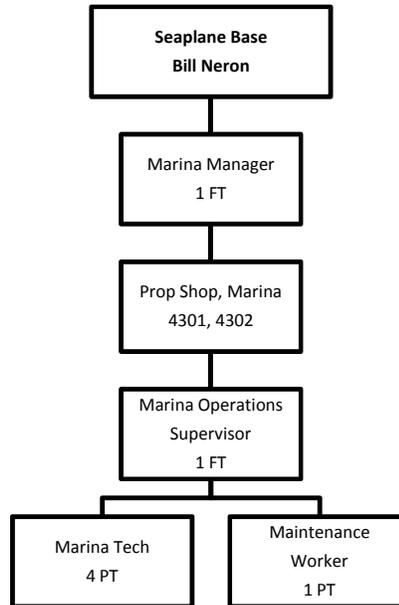
CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

MARINA FUND REVENUE

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
344.20-01 SLIP RENTAL/DOCKAGE	BOAT SLIP RENTALS POLICE DEPT AND FIRE DEPT BOAT SLIP RENTALS	17,000 5,456	22,456
344.20-02 BOAT LAUNCH/TRANSIENT DOCK	NO AMOUNT BUDGETED	0	0
344.20-20 OTHER PROPERTY RENTAL	FACILITY USED BY VENDORS	6,000	6,000
344.20-50 SALE OF GAS & OIL	SALE OF AV GAS & REC GAS	200,000	200,000
344.20-51 PROP SHOP SALES	PROP SHOP SALES	30,000	30,000
344.20-52 COT BOTTLED WATER SALES	NO AMOUNT BUDGETED	0	0
344.20-53 WHSL TAV BOTTLE WATER	NO AMOUNT BUDGETED	0	0
344.90-01 LATE CHARGES/PENALTIES	NO AMOUNT BUDGETED	0	0
347.20-05 SPLASH PARK FEES	SPLASH PARK FEES	38,575	38,575
347.20-07 SPLASH PARK - PARTY PACK	PARTY PACK REVENUE	1,500	1,500
347.40-04 SPECIAL EVENT COLLECTIONS	NO AMOUNT BUDGETED	0	0
347.50-02 OTHER RENTALS/PAVILN	PAVILION RENTAL	12,000	12,000
347.50-05 FARMERS MARKET RENTAL	NO AMOUNT BUDGETED	0	0
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	0	0
369.00-00 MISCELLANEOUS REVENUES	NO AMOUNT BUDGETED	0	0
369.10-13 SPONSORSHIPS	NO AMOUNT BUDGETED	0	0
389.01-01 CONTRIBUTIONS FROM GEN FUND	TRANSFER FROM GENERAL FUND	333,364	333,364
389.01-05 FROM TIF FUND	TRANSFER FROM TIF FUND	65,034	65,034
389.40-00 GRANTS & DONATIONS-OTHER	NO AMOUNT BUDGETED	0	0
389.90-01 RETAINED EARNINGS	NO AMOUNT BUDGETED	0	0

Marina/Airport Operations

Department 43



Position Summary

Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Full Time:				
Marina Manager	43001	1	1	1
Marina Operation Supervisor ¹	43002	1	1	1
Marina Maintenance Worker	43003	1	0	0
Marina Technician	43004	2	2	2
No. of Full Time		5	4	4
Part Time:				
Marina Technician		0	0	0
Marina Technician/Maint	43004	2	2	3
No. of Part Time:		2	2	3
Total No. of Positions:		7	6	7
Total FTEs:		6.5	5	5

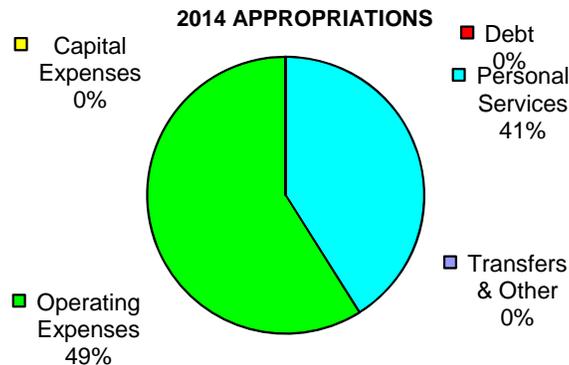
Notes:

For FY2012, all departments/divisions within Fund 405 have been realigned.

1. Salary and benefits are allocated 90% to Seaplane Base & Marina and 10% to Splash Park

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
<i>Division Summary</i>				
Prop Shop - 4301				
Personal Services	3,668	0	0	0.00%
Operating Expenses	(400)	0	0	0.00%
Capital Expenses	0	0	0	0.00%
Transfers and Others	0	0	0	0.00%
Total Prop Shop	3,268	-	-	0.00%
Seaplane Base - 4302				
Personal Services	(1,013)	0	0	0.00%
Operating Expenses	(431)	0	0	0.00%
Transfers and Others	0	0	0	0.00%
Total Seaplane Base	(1,444)	-	-	0.00%
Water Taxi - 4303				
Personal Services	(1)	0	0	0.00%
Operating Expenses	0	0	0	0.00%
Transfers and Others	0	0	0	0.00%
Total Water Taxis	(1)	-	-	0.00%
Seaplane Base & Marina - 4304				
Personal Services	188,281	186,746	198,565	6.33%
Operating Expenses	265,933	294,972	284,902	-3.41%
Capital Expenses	0	7,000	-	-100.00%
Debt	0	346	252	-27.17%
Transfers and Others	0	0	-	0.00%
Total Seaplane Base Marina	454,214	489,064	483,719	-1.09%
Grand Total Transportation	\$ 456,037	\$ 489,064	\$ 483,719	-1.09%
<i>Category Summary</i>				
Personal Services	190,935	186,746	198,565	6.33%
Operating Expenses	265,102	294,972	284,902	-3.41%
Capital Expenses	0	7,000	0	-100.00%
Debt	0	346	252	-27.17%
Transfers & Other	0	0	0	0.00%
Grand Total Transportation	\$ 456,037	\$ 489,064	\$ 483,719	-1.09%
<i>Percentage of Fund Budget</i>	74.49%	65.76%	68.23%	3.77%



2014 OPERATING BUDGET

SEAPLANE BASE & MARINA - 4304

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

Operate a Seaplane Base & Marina enterprise operation providing excellent customer service in a safe and fiscally prudent manner with a goal of becoming economically self-sufficient. The Seaplane Base & Marina serves as the cornerstone of the City's brand as "America's Seaplane City" attracting seaplane visitors from all over the United States.

DEPARTMENT DESCRIPTION:

The Tavares Seaplane Base & Marina offers seaplane and marina services. The Seaplane Base & Marina falls under the City's Economic Development Department for purposes of stimulating the local economy and providing enhanced recreational opportunities to the City's residents and visitors. The Seaplane Base & Marina operates and maintains the Splash Park, fuel sales, Prop Shop, two docks, and Wooton Park. The marina has 84 boat slips and 36 boat slips are reserved for rentals in Dock A. Dock B will remain open to the public. The Seaplane Base & Marina coordinated with private vendors to provide services such as seaplane rides, flight training, and boat eco-tours. The Seaplane Base & Marina staff are responsible for the operation of Wooton Park and also facilitates and coordinates special events for community residents and visitors.

SERVICE INDICATORS:

	Indicator Description	Actual 2011	Actual 2012	Est. 2013	Projected 2014
1.	Prop Shop Net Revenue	\$ 23,800	\$ 34,204	\$ 29,500	\$ 32,000
2.	Splash Park Revenue	\$ 48,250	\$ 43,448	\$ 46,000	\$ 59,000
3.	Splash Park Attendance	23,828	20,476	22,000	20,000
4.	Fuel Sales	\$ 162,374	\$ 184,875	\$ 190,000	\$ 200,000
5.	Gallons of Fuel Sold	36,098	39,074	40,000	41,000
6.	Pavilion Rental Revenue	\$ 10,830	\$ 14,000	\$ 15,000	\$ 16,000
7.	Percentage of Boat Slip Rentals Filled (36 Total)	75%	86%	100%	100%
8.	Number of Special Events Facilitated	15	21	24	20
9.	Number of Seaplane Visits	1,750	1,917	2,200	2,300

2014 Goals

Organizational Development

To provide additional training to Seaplane Base & Marina staff with an emphasis on providing a safe and efficient environment.

Growth and Development

To efficiently grow the various business components of the Seaplane Base & Marina with the goal of becoming economically self-sufficient.

City Lifestyle

To provide a pristine park environment that promotes safety, business creation, community events, recreational and sporting activities for citizens while maintaining City traditions and values.

Citizen and Customer Service Focus

To provide excellent customer service to each and every person using Wooton Park and the Seaplane Base & Marina.

Innovation and Technology

To utilize technology as a driver to foster innovation and provide an effective means and method of insuring timely and relevant information is provided to the customers.

Organizational Performance

To foster a professional organizational culture where economies of scale, efficiency, effectiveness and ethical standards are promoted.

2014 OPERATING BUDGET

SEAPLANE BASE & MARINA (continued)

PROGRAM HIGHLIGHTS

2014 Objectives

1. Provide a world class Seaplane Base & Marina with excellent customer service and knowledgeable staff.
2. Effectively operate all phases of the Seaplane Base & Marina and Wooton Park.
3. Increase awareness of the Seaplane Base & Marina on a national level.
4. Increase safety awareness with public and City staff.
5. Facilitate special events at Wooton Park.

2013 Accomplishments

Customer Focus, Innovation & Technology, and Organizational Performance

1. Managed the Farmer's Market operation at Wooton Park.
2. All full-time staff fully trained on Point of Sale system and fuel systems.
3. Management completed and passed all Florida DOT Airport Safety courses.
4. Resurfaced the Splash Park pad.
5. All full-time staff training on Airport Safety.
6. Hosted and facilitated 13 special events.
7. Boat Slip rentals filled to 100% capacity.
8. Enhanced inventory control resulting in less product spoilage.
9. Initiated on-line store for limited Prop Shop sale items.

FUND 405
 DEPT 43
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

PROP SHOP EXPENSES
 DEPARTMENT/DIVISION REALIGNED TO 4304 EFFECTIVE FY 2012

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
543.12-10	REGULAR SALARIES	3,669	0	0	0.00%
543.14-10	OVERTIME	0	0	0	0.00%
543.15-10	CHRISTMAS BONUS	0	0	0	0.00%
543.15-20	TUITION REIMBURSEMENT	0	0	0	0.00%
543.21-10	FICA / MED TAXES	0	0	0	0.00%
543.22-10	RETIREMENT	0	0	0	0.00%
543.23-20	LIFE INSURANCE	0	0	0	0.00%
543.23-30	DEPENDENT HEALTH INSURANCE	0	0	0	0.00%
543.23-35	DEPENDENT DENTAL INSURANCE	0	0	0	0.00%
543.23-40	LONG TERM DISABILITY	0	0	0	0.00%
543.24-10	WORKERS' COMPENSATION	(1)	0	0	0.00%
538.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
*	SALARIES AND BENEFITS	3,668	0	0	0.00%
<i>OPERATING EXPENDITURES</i>					
543.49-10	ADVERTISING	(400)	0	0	0.00%
543.49-97	INVENTORY SHRINKAGE-PROP	0	0	0	0.00%
543.51-10	OFFICE SUPPLIES	0	0	0	0.00%
543.52-10	OPERATING SUPPLIES	0	0	0	0.00%
543.52-11	DURABLE GOODS	0	0	0	0.00%
543.52-15	FUEL COSTS	0	0	0	0.00%
543.52-16	INVENTORY PURCHASES	0	0	0	0.00%
543.52-22	COST OF GOODS SOLD	0	0	0	0.00%
543.59-20	REIMBURSEMENT TO G/F	0	0	0	0.00%
*	OPERATING EXPENDITURES	(400)	0	0	0.00%
<i>CAPITAL EXPENDITURES</i>					
543.64-10	EQUIP - REPLACEMENT	0	0	0	0.00%
543.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
543.64-15	EQUIP - NEW	0	0	0	0.00%
543.64-20	DURABLE GOODS	0	0	0	0.00%
538.64-25	FUTURE PROJECTS	0	0	0	0.00%
538.69-99	ASSET RECLASSIFICATION	0	0	0	0.00%
*	CAPITAL EXPENDITURES	0	0	0	0.00%
<i>DEBT SERVICE</i>					
538.71-15	LEAGUE LEASE 2002 & 2006	0	0	0	0.00%
538.72-15	LEAGUE LEASE 2002 & 2006	0	0	0	0.00%
*	DEBT SERVICE	0	0	0	0.00%
<i>TRANSFERS AND OTHERS</i>					
543.95-65		0	0	0	0.00%
*	TRANSFERS AND OTHERS	0	0	0	0.00%
TOTAL PROP SHOP		3,268	0	0	0.00%

FUND 405
 DEPT 43
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

PROP SHOP EXPENDITURE JUSTIFICATION
 DEPARTMENT/DIVISION REALIGNED TO 4304 EFFECTIVE FY2012

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
543.12-10 REGULAR SALARIES	NO AMOUNT BUDGETED	0	0
543.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	0	0
543.14-10 OVERTIME	NO AMOUNT BUDGETED	0	0
543.21-10 FICA / MED TAXES	NO AMOUNT BUDGETED	0	0
543.22-20 FL STATE RETIREMENT	NO AMOUNT BUDGETED	0	0
543.23-10 HEALTH INSURANCE	NO AMOUNT BUDGETED	0	0
543.23-15 DENTAL INSURANCE	NO AMOUNT BUDGETED	0	0
543.23-20 LIFE INSURANCE	NO AMOUNT BUDGETED	0	0
543.23-30 DEPENDENT HEALTH INSURANCE	NO AMOUNT BUDGETED	0	0
543.23-35 DEPENDENT DENTAL INSURANCE	NO AMOUNT BUDGETED	0	0
543.23-40 LONG TERM DISABILITY	NO AMOUNT BUDGETED	0	0
543.24-10 WORKERS' COMPENSATION	NO AMOUNT BUDGETED	0	0
543.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
543.49-10 ADVERTISING	NO AMOUNT BUDGETED	0	0
543.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0
543.64-11 EQUIP-VEHICLE REPLACEMENT	NO AMOUNT BUDGETED	0	0
543.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
543.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	0	0
543.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
543.64-17 EQUIP-NEW VEHICLES	NO AMOUNT BUDGETED	0	0
543.64-20 DURABLE GOODS	NO AMOUNT BUDGETED	0	0
543.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	0	0

FUND 405
 DEPT 43
 DIVISION 02

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

MARINA/SEAPLANE BASE EXPENSES
 DEPARTMENT/DIVISION REALIGNED TO 4304 EFFECTIVE FY2012

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
543.12-10	REGULAR SALARIES	0	0	0	0.00%
543.14-10	OVERTIME	0	0	0	0.00%
543.15-10	CHRISTMAS BONUS	0	0	0	0.00%
543.15-20	TUITION REIMBURSEMENT	0	0	0	0.00%
543.21-10	FICA / MED TAXES	0	0	0	0.00%
543.22-10	RETIREMENT	0	0	0	0.00%
543.22-20	FL STATE RETIREMENT	0	0	0	0.00%
543.23-10	HEALTH INSURANCE	(1,012)	0	0	0.00%
543.23-15	DENTAL INSURANCE	0	0	0	0.00%
543.23-20	LIFE INSURANCE	0	0	0	0.00%
543.23-30	DEPENDENT HEALTH INSURANCE	0	0	0	0.00%
543.23-35	DEPENDENT DENTAL INSURANCE	0	0	0	0.00%
543.23-40	LONG TERM DISABILITY	0	0	0	0.00%
543.24-10	WORKERS' COMPENSATION	(1)	0	0	0.00%
538.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
* SALARIES AND BENEFITS		(1,013)	0	0	0.00%
<i>OPERATING EXPENDITURES</i>					
543.46-11	DOCKS	(425)	0	0	0.00%
543.51-10	OFFICE SUPPLIES	0	0	0	0.00%
543.52-10	OPERATING SUPPLIES	(6)	0	0	0.00%
543.52-15	FUEL COSTS	0	0	0	0.00%
543.52-25	UNIFORMS	0	0	0	0.00%
543.52-26	COST OF AVIATION SALES	0	0	0	0.00%
543.52-27	COST OF RECR FUEL SALES	0	0	0	0.00%
543.54-10	BKS, PUB, SUB, MEM, LIB	0	0	0	0.00%
* OPERATING EXPENDITURES		(431)	0	0	0.00%
<i>CAPITAL EXPENDITURES</i>					
543.64-10	EQUIP - REPLACEMENT	0	0	0	0.00%
543.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
543.64-15	EQUIP - NEW	0	0	0	0.00%
543.64-20	DURABLE GOODS	0	0	0	0.00%
538.64-25	FUTURE PROJECTS	0	0	0	0.00%
538.69-99	ASSET RECLASSIFICATION	0	0	0	0.00%
* CAPITAL EXPENDITURES		0	0	0	0.00%
TOTAL MARINA/SEAPLANE BASE		(1,444)	0	0	0.00%

FUND 405
 DEPT 43
 DIVISION 02

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

MARINA/SEAPLANE BASE EXPENDITURE JUSTIFICATION
 DEPARTMENT/DIVISION REALIGNED TO 4304 EFFECTIVE FY2012

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
543.12-10 REGULAR SALARIES	NO AMOUNT BUDGETED	0	0
543.14-10 OVERTIME	NO AMOUNT BUDGETED	0	0
543.21-10 FICA / MED TAXES	NO AMOUNT BUDGETED	0	0
543.22-20 FL STATE RETIREMENT	NO AMOUNT BUDGETED	0	0
543.23-10 HEALTH INSURANCE	NO AMOUNT BUDGETED	0	0
543.23-15 DENTAL INSURANCE	NO AMOUNT BUDGETED	0	0
543.23-20 LIFE INSURANCE	NO AMOUNT BUDGETED	0	0
543.23-30 DEPENDENT HEALTH INSURANCE	NO AMOUNT BUDGETED	0	0
543.23-35 DEPENDENT DENTAL INSURANCE	NO AMOUNT BUDGETED	0	0
543.23-40 LONG TERM DISABILITY	NO AMOUNT BUDGETED	0	0
543.24-10 WORKERS' COMPENSATION	NO AMOUNT BUDGETED	0	0
543.46-11 DOCKS	NO AMOUNT BUDGETED	0	0
543.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0
543.64-11 EQUIP-VEHICLE REPLACEMENT	NO AMOUNT BUDGETED	0	0
543.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0
543.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	0	0
543.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
543.64-17 EQUIP-NEW VEHICLES	NO AMOUNT BUDGETED	0	0
543.64-20 DURABLE GOODS	NO AMOUNT BUDGETED	0	0

FUND 405
 DEPT 43
 DIVISION 03

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WATER TAXI EXPENSES
 DEPARTMENT/DIVISION REALIGNED TO 4304 EFFECTIVE FY2012

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
543.12-10	REGULAR SALARIES	0	0	0	0.00%
543.14-10	OVERTIME	0	0	0	0.00%
543.21-10	FICA / MED TAXES	0	0	0	0.00%
543.22-20	FL STATE RETIREMENT	0	0	0	0.00%
543.23-10	HEALTH INSURANCE	0	0	0	0.00%
543.23-15	DENTAL INSURANCE	0	0	0	0.00%
543.23-20	LIFE INSURANCE	0	0	0	0.00%
543.23-30	DEPENDENT HEALTH INSURANCE	0	0	0	0.00%
543.23-35	DEPENDENT DENTAL INSURANCE	0	0	0	0.00%
543.23-40	LONG TERM DISABILITY	0	0	0	0.00%
543.24-10	WORKERS' COMPENSATION	(1)	0	0	0.00%
538.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
*	SALARIES AND BENEFITS	(1)	0	0	0.00%
<i>OPERATING EXPENDITURES</i>					
543.34-10	CONTRACTUAL SERVICES	0	0	0	0.00%
543.40-10	TRAVEL & PER DIEM	0	0	0	0.00%
543.41-10	TELEPHONE	0	0	0	0.00%
543.41-30	POSTAGE	0	0	0	0.00%
543.43-10	ELECTRIC, WATER, GAS	0	0	0	0.00%
543.46-10	BUILDING	0	0	0	0.00%
543.46-11	DOCKS	0	0	0	0.00%
543.46-16	FUELING SYSTEM	0	0	0	0.00%
543.46-37	MARINE VESSEL	0	0	0	0.00%
543.49-10	ADVERTISING	0	0	0	0.00%
543.49-32	CREDIT CARD PROCESSING	0	0	0	0.00%
543.51-10	OFFICE SUPPLIES	0	0	0	0.00%
543.52-10	OPERATING SUPPLIES	0	0	0	0.00%
543.52-15	FUEL COSTS	0	0	0	0.00%
543.52-25	UNIFORMS	0	0	0	0.00%
543.52-26	COST OF AVIATION SALES	0	0	0	0.00%
543.52-27	COST OF RECR FUEL SALES	0	0	0	0.00%
543.54-10	BKS, PUB, SUB, MEM, LIB	0	0	0	0.00%
543.59-10	DEPRECIATION EXPENSE	0	0	0	0.00%
543.59-13	BAD DEBT	0	0	0	0.00%
543.59-15	TRANSFER TO G/F	0	0	0	0.00%
543.59-20	REIMBURSEMENT TO G/F	0	0	0	0.00%
*	OPERATING EXPENDITURES	0	0	0	0.00%

FUND 405
 DEPT 43
 DIVISION 03

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WATER TAXI EXPENSES
 DEPARTMENT/DIVISION REALIGNED TO 4304 EFFECTIVE FY2012

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>CAPITAL EXPENDITURES</i>					
543.64-10	EQUIP - REPLACEMENT	0	0	0	0.00%
543.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
543.64-15	EQUIP - NEW	0	0	0	0.00%
543.64-20	DURABLE GOODS	0	0	0	0.00%
538.64-25	FUTURE PROJECTS	0	0	0	0.00%
538.69-99	ASSET RECLASSIFICATION	0	0	0	0.00%
	* CAPITAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>DEBT SERVICE</i>					
538.71-15	LEAGUE LEASE 2002 & 2006	0	0	0	0.00%
538.72-15	LEAGUE LEASE 2002 & 2006	0	0	0	0.00%
	* DEBT SERVICE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>TRANSFERS AND OTHERS</i>					
543.95-65		0	0	0	0.00%
	* TRANSFERS AND OTHERS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
TOTAL WATER TAXI		<u><u>(1)</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>

FUND 405
 DEPT 43
 DIVISION 03

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2013-2014

WATER TAXI EXPENDITURE JUSTIFICATION
 DEPARTMENT/DIVISION REALIGNED TO 4304 EFFECTIVE FY2012

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED AUDITED	
			BUDGET 2013-2014	ACTUALS 2011-2012
543.12-10 REGULAR SALARIES	NO AMOUNT BUDGETED	0	0	0
543.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	0	0	0
543.14-10 OVERTIME	NO AMOUNT BUDGETED	0	0	0
543.21-10 FICA / MED TAXES	NO AMOUNT BUDGETED	0	0	0
543.22-20 FL STATE RETIREMENT	NO AMOUNT BUDGETED	0	0	0
543.23-10 HEALTH INSURANCE	NO AMOUNT BUDGETED	0	0	0
543.23-15 DENTAL INSURANCE	NO AMOUNT BUDGETED	0	0	0
543.23-20 LIFE INSURANCE	NO AMOUNT BUDGETED	0	0	0
543.23-30 DEPENDENT HEALTH INSURANCE	NO AMOUNT BUDGETED	0	0	0
543.23-35 DEPENDENT DENTAL INSURANCE	NO AMOUNT BUDGETED	0	0	0
543.23-40 LONG TERM DISABILITY	NO AMOUNT BUDGETED	0	0	0
543.24-10 WORKERS' COMPENSATION	NO AMOUNT BUDGETED	0	0	-1
543.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0	0
543.34-10 CONTRACTUAL SERVICES	NO AMOUNT BUDGETED	0	0	0
543.34-30 NETWORK ADMINISTRATION	NO AMOUNT BUDGETED	0	0	0
543.40-10 TRAVEL & PER DIEM	NO AMOUNT BUDGETED	0	0	0
543.41-10 TELEPHONE	NO AMOUNT BUDGETED	0	0	0
543.41-30 POSTAGE	NO AMOUNT BUDGETED	0	0	0
543.43-10 ELECTRIC, WATER, GAS	NO AMOUNT BUDGETED	0	0	0
543.44-10 RENTALS & LEASES	NO AMOUNT BUDGETED	0	0	0
543.45-10 LIABILITY	NO AMOUNT BUDGETED	0	0	0
543.46-10 BUILDING	NO AMOUNT BUDGETED	0	0	0
543.46-11 DOCKS	NO AMOUNT BUDGETED	0	0	0
543.46-16 FUELING SYSTEM	NO AMOUNT BUDGETED	0	0	0
543.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	0	0	0
543.46-20 COMPUTER	NO AMOUNT BUDGETED	0	0	0
543.46-25 MISCELLANEOUS	NO AMOUNT BUDGETED	0	0	0
543.46-37 MARINE VESSEL	NO AMOUNT BUDGETED	0	0	0
543.47-10 PRINTING & BINDING	NO AMOUNT BUDGETED	0	0	0
543.49-03 CASH OVER/SHORT	NO AMOUNT BUDGETED	0	0	0
543.49-10 ADVERTISING	NO AMOUNT BUDGETED	0	0	0
543.49-32 CREDIT CARD PROCESSING	NO AMOUNT BUDGETED	0	0	0
543.51-10 OFFICE SUPPLIES	NO AMOUNT BUDGETED	0	0	0
543.52-10 OPERATING SUPPLIES	NO AMOUNT BUDGETED	0	0	0
543.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	0	0	0
543.52-15 FUEL COSTS	NO AMOUNT BUDGETED	0	0	0
543.52-25 UNIFORMS	NO AMOUNT BUDGETED	0	0	0
543.52-89 DISASTER RECOVERY	NO AMOUNT BUDGETED	0	0	0
543.54-10 BKS, PUB, SUB, MEM, LIB	NO AMOUNT BUDGETED	0	0	0
543.59-40 RECORDING & TAXES	NO AMOUNT BUDGETED	0	0	0
543.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0	0
543.64-11 EQUIP-VEHICLE REPLACEMENT	NO AMOUNT BUDGETED	0	0	0
543.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	0	0	0
543.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	0	0	0
543.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0	0
543.64-17 EQUIP-NEW VEHICLES	NO AMOUNT BUDGETED	0	0	0
543.64-20 DURABLE GOODS	NO AMOUNT BUDGETED	0	0	0

FUND 405
DEPT 43
DIVISION 04

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

SEAPLANE BASE & MARINA
DEPARTMENT/DIVISION ESTABLISHED IN FY2012

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
543.12-10	REGULAR SALARIES	138,222	134,274	146,586	9.17%
543.13-10	OTHER SALARIES & WAGES	146	1,128	0	-100.00%
543.14-10	OVERTIME	1,798	3,075	3,664	19.15%
543.21-10	FICA / MED TAXES	10,255	10,072	10,848	7.70%
543.22-20	FL STATE RETIREMENT	6,774	7,298	10,025	37.37%
543.23-10	HEALTH INSURANCE	22,516	22,807	18,565	-18.60%
543.23-15	DENTAL INSURANCE	963	940	1,034	10.00%
543.23-20	LIFE INSURANCE	759	763	781	2.36%
543.23-21	SHORT-TERM DISABILITY	0	524	539	2.86%
543.23-30	DEPENDENT HEALTH INSURANCE	1,053	0	0	0.00%
543.23-35	DEPENDENT DENTAL INSURANCE	481	495	587	18.59%
543.23-40	LONG TERM DISABILITY	350	348	467	34.20%
543.24-10	WORKERS' COMPENSATION	4,964	5,022	5,469	8.90%
538.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
*	SALARIES AND BENEFITS	188,281	186,746	198,565	6.33%
<i>OPERATING EXPENDITURES</i>					
543.32-10	AUDIT SERVICES	0	2,048	2,450	19.63%
543.34-10	CONTRACTUAL SERVICES	400	0	1,150	100.00%
543.40-10	TRAVEL & PER DIEM	0	1,830	1,000	-45.36%
543.41-10	TELEPHONE	2,243	3,620	2,241	-38.09%
543.41-20	OTHER COMMUNICATION	896	813	0	-100.00%
543.41-30	POSTAGE	10	200	200	0.00%
543.43-10	ELECTRIC, WATER, GAS	24,675	19,342	22,094	14.23%
543.45-10	LIABILITY	7,668	8,709	15,087	73.23%
543.46-10	BUILDING	0	4,000	3,000	-25.00%
543.46-11	DOCKS	23,180	1,000	2,000	100.00%
543.46-16	FUELING SYSTEM	0	1,300	1,500	15.38%
543.46-25	MISCELLANEOUS REPAIRS	5,883	4,054	2,500	-38.33%
543.46-37	MARINE VESSEL	1,047	1,100	0	-100.00%
543.46-45	EXTERMINATING	240	400	0	-100.00%
543.47-10	PRINTING & BINDING	39	200	200	0.00%
543.48-60	PROMOTIONAL ACTIVITIES	0	0	0	0.00%
543.49-01	OVER/SHORT REC FUEL	3	0	0	0.00%
543.49-03	CASH OVER/SHORT	26	0	0	0.00%
543.49-10	ADVERTISING	3,336	10,576	10,000	-5.45%
543.49-30	BANK/WIRE/ADMN EXPENSE	1,035	1,080	1,080	0.00%
543.49-32	CREDIT CARD PROCESSING	3,999	5,000	13,200	164.00%
543.49-97	INVENTORY OVER/SHORT-PROP	884	0	0	0.00%
543.51-10	OFFICE SUPPLIES	1,027	1,500	1,500	0.00%
543.52-10	OPERATING SUPPLIES	3,260	3,000	3,000	0.00%
543.52-11	DURABLE GOODS	1,450	1,500	1,500	0.00%
543.52-15	FUEL COSTS	1,606	2,500	0	-100.00%
543.52-16	INVENTORY PURCHASES	0	20,000	20,000	0.00%
543.52-22	COST OF GOODS SOLD	13,484	0	0	0.00%
543.52-25	UNIFORMS	577	700	700	0.00%

FUND 405
 DEPT 43
 DIVISION 04

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

SEAPLANE BASE & MARINA
 DEPARTMENT/DIVISION ESTABLISHED IN FY2012

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
543.52-26	COST OF AVIATION SALES	77,752	0	0	0.00%
543.52-27	COST OF RECR FUEL SALES	90,505	0	0	0.00%
543.52-31	RECREATIONAL FUEL INVENTORY	0	100,000	90,000	-10.00%
543.52-32	AVIATION FUEL INVENTORY	0	100,000	90,000	-10.00%
543.54-10	BKS, PUB, SUB, MEM, LIB	160	500	500	0.00%
543.59-10	DEPRECIATION EXPENSE	854	0	0	0.00%
543.59-13	BAD DEBT	(306)	0	0	0.00%
	* OPERATING EXPENDITURES	265,933	294,972	284,902	-3.41%
<i>CAPITAL EXPENDITURES</i>					
543.64-10	EQUIP - REPLACEMENT	0	0	0	0.00%
543.64-15	EQUIP - NEW	1,339	7,000	0	-100.00%
543.64-20	DURABLE GOODS	0	0	0	0.00%
538.64-25	FUTURE PROJECTS	0	0	0	0.00%
543.69-99	ASSET RECLASSIFICATION	(1,339)	0	0	0.00%
	* CAPITAL EXPENDITURES	0	7,000	0	-100.00%
<i>DEBT SERVICE</i>					
543.71-15	CAP LEASE 2002,2006,2012	0	311	235	-24.44%
543.72-15	CAP LEASE 2002,2006,2012	0	35	17	-51.43%
	* DEBT SERVICE	0	346	252	-27.17%
<i>TRANSFERS AND OTHERS</i>					
543.95-65		0	0	0	0.00%
	* TRANSFERS AND OTHERS	0	0	0	0.00%
TOTAL	WATER TAXI	454,214	489,064	483,719	-1.09%

FUND 405
DEPT 43
DIVISION 04

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2013-2014

SEAPLANE BASE & MARINA
DEPARTMENT/DIVISION ESTABLISHED IN FY2012

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
543.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	146,586	146,586
543.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	0	0
543.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	3,664	3,664
543.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	10,848	10,848
543.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	10,025	10,025
543.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	18,565	18,565
543.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,034	1,034
543.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	781	781
543.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY PREMIUMS FOR REGULAR EMPLOYEES	539	539
543.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	0	0
543.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	587	587
543.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	467	467
543.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	5,469	5,469
543.32-10 AUDIT SERVICES	AUDIT SERVICES	2,450	2,450
543.34-10 CONTRACTUAL SERVICES	CONTRACTUAL SERVICES AS REQUIRED	1,150	1,150
543.40-10 TRAVEL & PER DIEM	FAC CONFERERENCE	1,000	1,000
543.41-10 TELEPHONE	TELEPHONE SERVICE FAX SERVICE	1,104 1,137	2,241
543.41-20 OTHER COMMUNICATION	NO AMOUNT BUDGETED	0	0
543.41-30 POSTAGE	ONLINE STORE SALES	200	200
543.43-10 ELECTRIC, WATER, GAS	ELECTRIC COSTS WATER COSTS	10,785 11,309	22,094
543.45-10 LIABILITY	LIABILITY INSURANCE AVIATION INSURANCE POLLUTION INSURANCE	9,580 5,221 286	15,087
543.46-10 BUILDING	DOOR AND WINDOW REPAIR DOOR AND WINDOW REPAIR	1,500 1,500	3,000
543.46-11 DOCKS	GENERAL REPAIR	2,000	2,000
543.46-16 FUELING SYSTEM	ANNUAL FEES LICENSING	300 1,200	1,500
543.46-25 MISCELLANEOUS	GENERAL REPAIRS (AC,REFRIGERATORS,FREEZERS,RADIOS)	2,500	2,500
543.46-37 MARINE VESSEL	MARINE VESSEL REPAIR REMOVED PER DEPT MEETING	1,100 -1,100	0

FUND 405
DEPT 43
DIVISION 04

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2013-2014

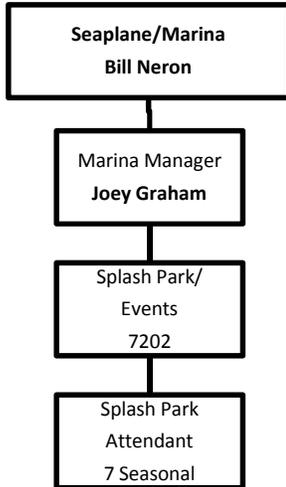
SEAPLANE BASE & MARINA
DEPARTMENT/DIVISION ESTABLISHED IN FY2012

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
543.46-45 EXTERMINATING	NO AMOUNT BUDGETED	0	0
543.47-10 PRINTING & BINDING	BUSINESS CARDS, TRI-FOLDS	200	200
543.49-01 OVER/SHORT REC FUEL	NO AMOUNT BUDGETED	0	0
543.49-03 CASH OVER/SHORT	NO AMOUNT BUDGETED	0	0
543.49-10 ADVERTISING	ADVERTISING DEPARTMENT 2.5% REDUCTION - 6/14/13	13,000 -3,000	10,000
543.49-30 BANK/WIRE/ADMN EXPENSE	ANALYSIS FEES	1,080	1,080
543.49-32 CREDIT CARD PROCESSING	CREDIT CARD PROCESSING FEES	13,200	13,200
543.49-97 INVENTORY OVER/SHORT-PROP	NO AMOUNT BUDGETED	0	0
543.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	1,500	1,500
543.52-10 OPERATING SUPPLIES	FASTENERS, CLEATS, HOSES, OIL, ZIP TIES, CLEANERS	3,000	3,000
543.52-11 DURABLE GOODS	PRESSURE WASHER SIDE WALK CLEANER	950 550	1,500
543.52-15 FUEL COSTS	NO AMOUNT BUDGETED	0	0
543.52-16 INVENTORY PURCHASES	INVENTORY PURCHASES	20,000	20,000
543.52-22 COST OF GOODS SOLD	NO AMOUNT BUDGETED	0	0
543.52-25 UNIFORMS	25 SHIRTS	700	700
543.52-26 COST OF AVIATION SALES	NO AMOUNT BUDGETED	0	0
543.52-27 COST OF RECR FUEL SALES	NO AMOUNT BUDGETED	0	0
543.52-31 RECREATIONAL FUEL INVENTORY	RECREATIONAL FUEL	90,000	90,000
543.52-32 AVIATION FUEL INVENTORY	AVIATION FUEL	90,000	90,000
543.54-10 BKS, PUB, SUB, MEM, LIB	FLORIDA AIRPORTS COUNCIL SPA	330 170	500
543.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	0	0
543.59-13 BAD DEBT	NO AMOUNT BUDGETED	0	0
543.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0
543.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
543.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	0	0
543.71-15 CAP LEASE 2002,2006,2012	VOIP PRINCIPAL PAYMENTS 1-27-2014 7-27-2014	117 118	235
543.72-15 CAP LEASE 2002,2006,2012	VOIP INTEREST PAYMENTS 1-27-2014 7-27-2014	9 8	17

Splash Park

Department 72

Department realigned to 7301 and 7401 effective FY2011



Position Summary

Authorized Positions	<u>Pos. #</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
Seasonal:				
Total No. of Positions:		<u>11</u>	<u>7</u>	<u>9</u>
Total FTEs:		0	0	0

Budget Summary

<i>Division Summary</i>	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Splash Park-7202				
Personal Services	0	0	0	0.00%
Operating Expenses	0	0	0	0.00%
Capital Expenses	0	0	0	0.00%
Debt	0	0	0	0.00%
Splash Park-7301				
Personal Services	34,654	51,189	39,202	-23.42%
Operating Expenses	33,479	23,606	28,366	20.16%
Capital Expenses	0	48,768	0	-100.00%
Debt	0	0	0	0.00%
Transfers and Others	0	0	0	0.00%
Total Splash Park	68,133	123,563	67,568	-45.32%
Grand Total Splash Park	\$ 68,133	\$ 123,563	\$ 67,568	-45.32%

FUND 405
DEPT 73
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

SPLASH PARK EXPENSES
DEPARTMENT/DIVISION ESTABLISHED FY 2012

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
<i>SALARIES AND BENEFITS</i>					
572.12-10	REGULAR SALARIES	28,594	43,698	32,904	-24.70%
572.14-10	OVERTIME	760	0	0	0.00%
572.21-10	FICA / MED TAXES	2,224	3,327	2,494	-25.04%
572.22-20	FL STATE RETIREMENT	296	796	626	-21.36%
572.23-10	HEALTH INSURANCE	738	1,209	1,002	-17.12%
572.23-15	DENTAL INSURANCE	30	49	54	10.20%
572.23-20	LIFE INSURANCE	25	36	37	2.78%
572.23-21	SHORT-TERM DISABILITY INS.	0	25	25	0.00%
572.23-30	DEPENDENT HEALTH INSURANCE	34	470	809	72.13%
572.23-35	DEPENDENT DENTAL INSURANCE	12	50	59	18.00%
572.23-40	LONG TERM DISABILITY	11	17	22	29.41%
572.24-10	WORKERS' COMPENSATION	1,014	1,512	1,170	-22.62%
572.25-10	UNEMPLOYMENT COMPENSATION	916	0	0	0.00%
*	SALARIES AND BENEFITS	<u>34,654</u>	<u>51,189</u>	<u>39,202</u>	<u>-23.42%</u>
<i>OPERATING EXPENDITURES</i>					
572.41-10	TELEPHONE	0	315	315	0.00%
572.41-20	OTHER COMMUNICATION	0	0	0	0.00%
572.41-30	POSTAGE	0	0	0	0.00%
572.43-10	ELECTRIC, WATER, GAS	10,390	10,500	18,871	79.72%
572.45-10	LIABILITY	1,254	1,391	1,530	9.99%
572.46-10	BUILDING	0	0	0	0.00%
572.46-11	DOCKS	0	0	0	0.00%
572.46-16	FUELING SYSTEM	0	0	0	0.00%
572.46-25	MISCELLANEOUS	19,103	8,750	5,000	-42.86%
572.47-10	PRINTING & BINDING	0	0	0	0.00%
572.49-03	CASH OVER/SHORT	(2)	0	0	0.00%
572.49-10	ADVERTISING	0	0	0	0.00%
572.49-32	CREDIT CARD PROCESSING	0	0	0	0.00%
572.51-10	OFFICE SUPPLIES	0	0	0	0.00%
572.52-10	OPERATING SUPPLIES	1,870	2,000	2,000	0.00%
572.52-15	FUEL COSTS	0	0	0	0.00%
572.52-25	UNIFORMS	132	650	650	0.00%
572.54-10	BKS, PUB, SUB, MEM, LIB	0	0	0	0.00%
572.59-10	DEPRECIATION EXPENSE	732	0	0	0.00%
572.59-13	BAD DEBT	0	0	0	0.00%
572.59-15	TRANSFER TO G/F	0	0	0	0.00%
572.59-20	REIMBURSEMENT TO G/F	0	0	0	0.00%
*	OPERATING EXPENDITURES	<u>33,479</u>	<u>23,606</u>	<u>28,366</u>	<u>20.16%</u>
<i>CAPITAL EXPENDITURES</i>					
572.64-10	EQUIP - REPLACEMENT	0	47,518	0	-100.00%
572.64-14	EQUIP - NEW COMPUTERS	0	0	0	0.00%
572.64-15	EQUIP - NEW	0	1,250	0	-100.00%
*	CAPITAL EXPENDITURES	<u>0</u>	<u>48,768</u>	<u>0</u>	<u>-100.00%</u>
TOTAL SPLASH PARK		<u>68,133</u>	<u>123,563</u>	<u>67,568</u>	<u>-45.32%</u>

FUND 405
 DEPT 73
 DIVISION 01

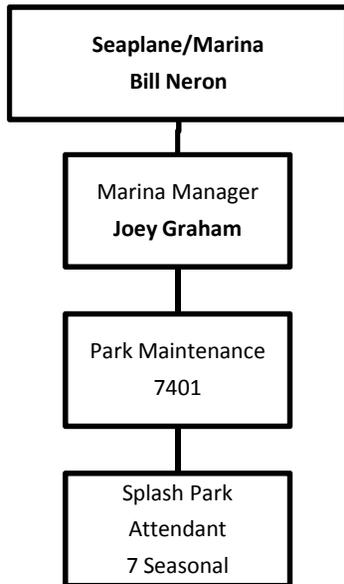
CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

SPLASH PARK EXPENDITURE JUSTIFICATION
 DEPARTMENT/DIVISION ESTABLISHED FY 2012

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
572.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	32,904	32,904
572.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	0	0
572.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	2,494	2,494
572.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	626	626
572.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	1,002	1,002
572.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	54	54
572.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	37	37
572.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	25	25
572.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	809	809
572.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	59	59
572.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	22	22
572.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	1,170	1,170
572.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
572.41-10 TELEPHONE	TELEPHONE SERVICES	315	315
572.41-30 POSTAGE	NO AMOUNT BUDGETED	0	0
572.43-10 ELECTRIC, WATER, GAS	ELECTRIC COSTS WATER COSTS	12,785 6,086	18,871
572.44-10 RENTALS & LEASES	NO AMOUNT BUDGETED	0	0
572.45-10 LIABILITY	LIABILITY INSURANCE - FINANCE ENTERED	1,530	1,530
572.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	0	0
572.46-25 MISCELLANEOUS	PAINT SEAPLANE AND LOGO	5,000	5,000
572.46-71 FACILITIES	NO AMOUNT BUDGETED	0	0
572.47-10 PRINTING & BINDING	NO AMOUNT BUDGETED	0	0
572.49-03 CASH OVER/SHORT	NO AMOUNT BUDGETED	0	0
572.52-10 OPERATING SUPPLIES	WRIST BANDS, PAPER, PRINTER INK, BULL HORN, UMBRELLA	2,000	2,000
572.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	0	0
572.52-25 UNIFORMS	20 SHIRTS	650	650
572.52-89 DISASTER RECOVERY	NO AMOUNT BUDGETED	0	0
572.54-10 BOOKS, PUB, SUB, MEM, LIB	NO AMOUNT BUDGETED	0	0
572.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	0	0
572.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	0	0
572.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0

Park Maintenance

Department 74



Notes:

1. 10 % Marina Operations Supervisor's and Marina Maintenance Worker's salaries and benefits allocated to Splash Park

Position Summary

Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Full Time:				
Marina Maintenance Worker	43003	1	1	1
No. of Full Time		1	1	1
Total No. of Positions:		1	1	1
Total FTEs:		1	1	1

Budget Summary

<i>Division Summary</i>	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Splash Park-7401				
Personal Services	33,769	60,929	70,210	15.23%
Operating Expenses	54,267	70,209	87,432	24.53%
Capital Expenses	0	0	0	0.00%
Debt	0	0	0	0.00%
Transfers and Others	0	0	0	0.00%
Total Splash Park	88,036	131,138	157,642	20.21%
Grand Total Splash Park	\$ 88,036	\$ 131,138	\$ 157,642	20.21%
<i>Percentage of Fund Budget</i>	14.38%	17.63%	22.24%	26.12%

FUND 405
DEPT 74
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

WOOTON PARK GENERAL MAINTENANCE
DEPARTMENT/DIVISION ESTABLISHED FY 2012

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>SALARIES AND BENEFITS</i>					
572.12-10	REGULAR SALARIES	24,332	42,535	47,568	11.83%
572.14-10	OVERTIME	563	0	256	100.00%
572.21-10	FICA / MED TAXES	1,767	3,199	3,585	12.07%
572.22-20	FL STATE RETIREMENT	1,226	2,312	3,393	46.76%
572.23-10	HEALTH INSURANCE	2,430	6,129	5,249	-14.36%
572.23-15	DENTAL INSURANCE	80	247	272	10.12%
572.23-20	LIFE INSURANCE	59	150	149	-0.67%
572.23-21	SHORT-TERM DISABILITY INS.	1	105	102	-2.86%
572.23-30	DEPENDENT HEALTH INSURANCE	304	4,226	7,278	72.22%
572.23-35	DEPENDENT DENTAL INSURANCE	111	446	528	18.39%
572.23-40	LONG TERM DISABILITY	27	70	89	27.14%
572.24-10	WORKERS' COMPENSATION	884	1,510	1,741	15.30%
572.25-10	UNEMPLOYMENT COMPENSATION	1,985	0	0	0.00%
*	SALARIES AND BENEFITS	<u>33,769</u>	<u>60,929</u>	<u>70,210</u>	<u>15.23%</u>
<i>OPERATING EXPENDITURES</i>					
572.45-10	LIABILITY	0	1,391	1,530	9.99%
572.46-10	BUILDING	0	0	0	0.00%
572.46-11	DOCKS	0	0	0	0.00%
572.46-16	FUELING SYSTEM	0	0	0	0.00%
572.46-25	MISCELLANEOUS	2,332	3,500	15,000	328.57%
572.46-71	FACILITIES	0	1,000	1,000	0.00%
572.47-10	PRINTING & BINDING	0	0	0	0.00%
572.49-32	CREDIT CARD PROCESSING	0	0	0	0.00%
572.51-10	OFFICE SUPPLIES	0	0	0	0.00%
572.52-10	OPERATING SUPPLIES	15,038	15,000	18,750	25.00%
572.52-15	FUEL COSTS	0	0	1,834	100.00%
572.52-25	UNIFORMS	132	400	400	0.00%
572.54-10	BKS, PUB, SUB, MEM, LIB	0	0	0	0.00%
572.59-10	DEPRECIATION EXPENSE	0	0	0	0.00%
*	OPERATING EXPENDITURES	<u>54,267</u>	<u>70,209</u>	<u>87,432</u>	<u>24.53%</u>
<i>CAPITAL EXPENDITURES</i>					
572.64-15	EQUIP - NEW	0	0	0	0.00%
*	CAPITAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
TOTAL SPLASH PARK		<u>88,036</u>	<u>131,138</u>	<u>157,642</u>	<u>20.21%</u>

FUND 405
 DEPT 74
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2013-2014

WOOTON PARK GENERAL MAINTENANCE
 DEPARTMENT/DIVISION ESTABLISHED FY 2012

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
572.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	47,568	47,568
572.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	256	256
572.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	3,585	3,585
572.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	3,393	3,393
572.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	5,249	5,249
572.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	272	272
572.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	149	149
572.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	102	102
572.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	7,278	7,278
572.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	528	528
572.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	89	89
572.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	1,741	1,741
572.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
572.34-10 CONTRACTUAL SERVICES	LANDSCAPING AND LAWNWORK PALM PRUNING ADDITIONAL LANDSCAPING/LAWNWORK-WOOTON PARK EXP	36,768 2,150 10,000	48,918
572.40-10 TRAVEL & PER DIEM	NO AMOUNT BUDGETED	0	0
572.41-10 TELEPHONE	NO AMOUNT BUDGETED	0	0
572.44-10 RENTALS & LEASES	NO AMOUNT BUDGETED	0	0
572.45-10 LIABILITY	LIABILITY INSURANCE	1,530	1,530
572.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	0	0
572.46-25 MISCELLANEOUS	RESTAIN 3 GAZEBOS RESTAIN PAVILION RESTAIN TRAIN PLATFORM SECURITY CAMERA REPAIR IRRIGATION REPAIR LED LIGHT REPAIR	4,500 2,000 3,000 2,000 1,000 2,500	15,000
572.46-71 FACILITIES	REPLACE BATHROOM DOORS	1,000	1,000
572.47-10 PRINTING & BINDING	NO AMOUNT BUDGETED	0	0
572.52-10 OPERATING SUPPLIES	JANITORIAL SUPPLIES, PESTICIDES, OIL, ETC.	18,750	18,750
572.52-15 FUEL COSTS	FUEL COSTS	1,834	1,834
572.52-25 UNIFORMS	NO AMOUNT BUDGETED	400	400
572.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0

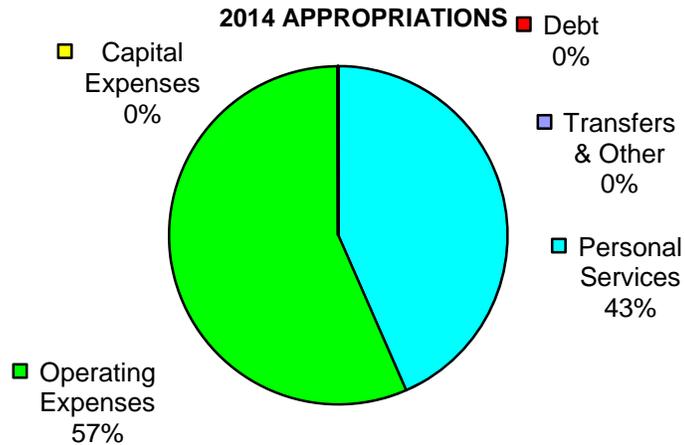
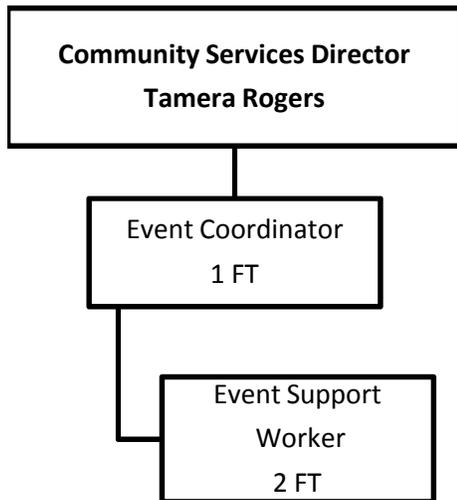
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Pavilion Fund

Fund 406

Fund established FY 2013



Position Summary

Authorized Positions	Pos. #	2011-2012	2012-2013	2013-2014
Full Time:				
Events Coordinator	75001	0	1	1
Event Support Worker	75002	0	0	2
No. of Full Time		0	1	3
Total No. of Positions:		0	1	3
Total FTEs:		0	1	3

Budget Summary

Department Summary	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Pavilion Fund				
Personal Services	0	40,220	103,184	156.55%
Operating Expenses	0	7,442	108,701	1360.64%
Capital Expenses	0	2,500	5,125	105.00%
Debt	0	0	94,331	100.00%
Transfers & Other	0	0	0	0.00%
	-	50,162	311,341	520.67%
Grand Total Pavilion	\$ -	\$ 50,162	\$ 311,341	520.67%

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

FUND 406
DEPT 75
DIVISION 01

PAVILION FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ESTIMATED REVENUE 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>CHARGES FOR SERVICES</i>					
347.50-02	OTHER RENTALS-PAVILION	0	0	186,481	100.00%
347.50-06	CATERING CONTRACTS	0	0	19,000	100.00%
**	TOAL CHARGES FOR SERVICES	<u>0</u>	<u>0</u>	<u>205,481</u>	<u>100.00%</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	0	0	0	0.00%
369.10-01	MISCELLANEOUS INCOME	0	0	20,451	100.00%
**	TOTAL INTEREST & OTHER INCOME	<u>0</u>	<u>0</u>	<u>20,451</u>	<u>100.00%</u>
<i>IMPACT FEES</i>					
363.22-03	PARKS & RECREATION IMPACT	0	0	0	0.00%
363.22-94	CRA CREDITS - PARK IMPACT	0	0	0	0.00%
**	TOTAL IMPACT FEES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
381.01-01	CONTRIBUTIONS FROM GEN FUND	0	50,162	35,247	-29.73%
389.90-01	RETAINED EARNING	0	0	50,162	100.00%
*	APPROPRIATED RESERVES	0	50,162	85,409	70.27%
**	TOTAL OTHER SOURCES	<u>0</u>	<u>50,162</u>	<u>85,409</u>	<u>70.27%</u>
TOTAL PAVILION FUND REVENUES		<u>0</u>	<u>50,162</u>	<u>311,341</u>	<u>520.67%</u>

**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

**FUND 406
DEPT 75
DIVISION 01**

**PAVILION FUND REVENUES
ESTIMATED OPENING IN MAY 2014**

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
347.50-02 OTHER RENTALS/PAVILION	ESTIMATED RENTAL INCOME AT 60% OCCUPANCY	186,481	186,481
347.50-06 CATERING CONTRACTS	ESTIMATED REVENUE FROM CATERING CONTRACTS	19,000	19,000
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	0	0
369.10-01 MISCELLANEOUS	ESTIMATED MISCELLANEOUS INCOME	20,451	20,451
381.01-01 TRANSFERS FROM GENERAL	TRANSFER FROM GENERAL FUND - BUSINESS PLAN 2014	35,247	35,247
389.01-01 CONTRIBUTIONS FROM GEN FUND	NO AMOUNT BUDGETED	0	0
389.40-00 GRANTS & DONATIONS-OTHER	NO AMOUNT BUDGETED	0	0
389.90-01 RETAINED EARNINGS	UNAPPROPRIATED REVENUES - CARRY FORWARD	50,162	50,162

**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

**FUND 406
DEPT 75
DIVISION 01**

**PAVILION FUND EXPENDITURES
DEPARTMENT/DIVISION ESTABLISHED FY 2013**

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>SALRIES AND BENFITS</i>					
575.12-10	REGULAR SALARIES	0	24,323	59,515	144.69%
575.14-10	OVERTIME	0	0	6,966	100.00%
575.21-10	FICA / MED TAXES	0	1,861	5,086	173.29%
575.22-20	FL STATE RETIREMENT	0	1,322	4,717	256.81%
575.23-10	HEALTH INSURANCE	0	6,129	8,796	43.51%
575.23-15	DENTAL INSURANCE	0	247	453	83.40%
575.23-20	LIFE INSURANCE	0	142	342	140.85%
575.23-21	SHORT-TERM DISABILITY INS.	0	101	232	129.70%
575.23-30	DEPENDENT HEALTH INSURANCE	0	4,696	13,549	188.52%
575.23-35	DEPENDENT DENTAL INSURANCE	0	495	978	97.58%
575.23-40	LONG TERM DISABILITY	0	67	203	202.99%
575.24-10	WORKERS' COMPENSATION	0	837	2,347	180.41%
575.25-10	UNEMPLOYMENT COMPENSATION	0	0	0	0.00%
	* SALARIES AND BENEFITS	<u>0</u>	<u>40,220</u>	<u>103,184</u>	<u>156.55%</u>
<i>OPERATING EXPENDITURES</i>					
575.34-10	CONTRACTUAL SERVICES	0	0	12,500	100.00%
575.40-10	TRAVEL & PER DIEM	0	325	1,300	300.00%
575.41-10	TELEPHONE	0	0	2,088	100.00%
575.41-30	POSTAGE	0	750	1,000	33.33%
575.43-10	ELECTRIC, WATER, GAS	0	3,835	20,000	421.51%
575.43-30	WASTE MANAGEMENT	0	0	0	0.00%
575.44-10	RENTALS & LEASES	0	0	5,000	100.00%
575.45-10	LIABILITY	0	0	1,530	100.00%
575.46-10	BUILDING	0	0	500	100.00%
575.46-15	EQUIPMENT	0	0	1,000	100.00%
575.46-45	EXTERMINATING	0	0	1,850	100.00%
575.47-10	PRINTING & BINDING	0	0	2,000	100.00%
575.48-60	PROMOTIONAL ACTIVITIES	0	0	37,500	100.00%
575.49-10	ADVERTISING	0	375	15,000	3900.00%
575.51-10	OFFICE SUPPLIES	0	25	200	700.00%
575.52-10	OPERATING SUPPLIES	0	1,482	5,000	237.38%
575.52-11	DURABLE GOODS	0	0	300	100.00%
575.52-15	FUEL COSTS	0	300	1,215	305.00%
575.52-25	UNIFORMS	0	250	513	105.20%
575.54-10	BKS, PUB, SUB, MEM, LIB	0	100	205	105.00%
575.59-10	DEPRECIATION EXPENSE	0	0	0	0.00%
575.59-20	REIMBURSEMENT TO G/F	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
	* OPERATING EXPENSES	<u>0</u>	<u>7,442</u>	<u>108,701</u>	<u>1360.64%</u>
<i>CAPITAL EXPENDITURES</i>					
575.64-15	EQUIP - NEW	<u>0</u>	<u>2,500</u>	<u>5,125</u>	<u>105.00%</u>
	* CAPITAL EXPENDITURES	<u>0</u>	<u>2,500</u>	<u>5,125</u>	<u>105.00%</u>
<i>DEBT SERVICE</i>					
575.71-05	OTHER	0	0	0	0.00%
575.72-05	OTHER	<u>0</u>	<u>0</u>	<u>94,331</u>	<u>100.00%</u>
	* DEBT SERVICE	<u>0</u>	<u>0</u>	<u>94,331</u>	<u>100.00%</u>
TOTAL		<u>0</u>	<u>50,162</u>	<u>311,341</u>	<u>520.67%</u>

**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

**FUND 406
DEPT 75
DIVISION 01**

**PAVILION FUND
DEPARTMENT/DIVISION ESTABLISHED FY 2013**

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
575.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	59,515	59,515
575.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	0	0
575.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	6,966	6,966
575.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	5,086	5,086
575.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	4,717	4,717
575.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	8,796	8,796
575.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	453	453
575.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	342	342
575.23-21 SHORT-TERM DISABILITY INS	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	232	232
575.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	13,549	13,549
575.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	978	978
575.23-40 LONG TERM DISABILITY INSURANCE	LONG-TERM DISABILITY INSURANCE ADJUSTMENTS: HIRE EVENT COORDINATOR 1/1/2014 AND HIRE EVENT STAFF WORKERS 4/1/2014 (BW)	203	203
575.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	2,347	2,347
575.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	0	0
575.34-10 CONTRACTUAL SERVICES	CONTRACTUAL SERVICES CLEANING, PLANT RENTALS, PEST CONTROL, ALARM MAINTENANCE, ETC.	12,500	12,500
575.40-10 TRAVEL & PER DIEM	TRAINING,EMPLOYEE DEVELOPMENT	1,300	1,300
575.41-10 TELEPHONE	TELEPHONE	2,088	2,088
575.41-30 POSTAGE	POSTAGE	1,000	1,000
575.43-10 ELECTRIC, WATER, GAS	ELECTRIC WATER,SEWER,GARBAGE	12,000 8,000	20,000
575.44-10 RENTALS & LEASES	RENTALS & LEASES, PLANT RENTAL	5,000	5,000
575.45-10 LIABILITY	LIABILITY INSURANCE	1,530	1,530
575.46-10 BUILDING	BUILDING REPAIR & MAINTENANCE	500	500
575.46-15 EQUIPMENT	EQUIPMENT REPAIR & MAINTENANCE	1,000	1,000
575.46-45 EXTERMINATING	TERMITE & PEST CONTROL	1,850	1,850
575.47-10 PRINTING & BINDING	PRINTING & BINDING	2,000	2,000
575.48-60 SPONSORED EVENTS	GRAND OPENING - PAVILION MOVED FROM 406-7501-575.52-10	37,500	37,500
575.49-10 ADVERTISING	PROMOTIONAL ACTIVITIES PER DEPT MEETING	3,000 12,000	15,000
575.51-10 OFFICE SUPPLIES	OFFICE SUPPLIES	200	200
575.52-10 OPERATING SUPPLIES	OPERATING SUPPLIES	5,000	5,000
575.52-11 DURABLE GOODS	DURABLE GOODS	300	300

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

FUND 406
DEPT 75
DIVISION 01

PAVILION FUND
DEPARTMENT/DIVISION ESTABLISHED FY 2013

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
575.52-15 FUEL COSTS	FUEL COSTS	1,215	1,215
575.52-25 UNIFORMS	UNIFORMS	513	513
575.54-10 BKS, PUB, SUB, MEM, LIB	BOOKS, SUBS, MEMBERSHIPS	205	205
575.64-15 EQUIP - NEW	EQUIPMENT (CONTINGENCY FOR START-UP)	5,125	5,125
575.72-05 OTHER	ESTIMATED ANNUAL INTEREST PAYMENT ON \$2.7	94,331	94,331

WATER/WASTEWATER IMPACTS

FUND 441

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Water-33				
Operating Expenses	161,180	100,000	100,000	0.00%
Capital Expenses	0	48,643	0	-100.00%
Debt	0	0	0	0.00%
Total Water	<u>161,180</u>	<u>148,643</u>	<u>100,000</u>	<u>-32.72%</u>
Wastewater-35				
Operating Expenses	238,950	100,000	100,000	0.00%
Capital Expenses	0	774,468	854,300	10.31%
Debt	0	0	0	0.00%
Total Wastewater	<u>238,950</u>	<u>874,468</u>	<u>954,300</u>	<u>9.13%</u>
Grand Total W/WW Impacts	<u>\$ 400,130</u>	<u>\$ 1,023,111</u>	<u>\$ 1,054,300</u>	<u>3.05%</u>

FUND 441
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WATER/WASTEWATER IMPACT FEE REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ESTIMATED REVENUE 2013-2014	% CHANGE OVER FY 12-13
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	1,288	0	0	0.00%
361.10-02	SBA INTEREST	5,752	0	0	0.00%
361.10-08	INVESTMENT	4	0	0	0.00%
*	INTEREST INCOME	<u>7,044</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
363.29-01	WATER IMPACT FEES	370,313	0	0	0.00%
363.29-02	SEWER IMPACT FEES	751,659	0	0	0.00%
363.29-91	PIONEER CREDITS	0	0	0	0.00%
363.29-92	CRA CREDITS-WATER	(368,388)	0	0	0.00%
363.29-93	CRA CREDITS-SEWER	(750,199)	0	0	0.00%
367.02-00	UNREALIZED GAIN ON INVEST.	9,760	0	0	0.00%
369.10-01	MISCELLANEOUS	0	0	0	0.00%
*	IMPACT FEE INCOME	<u>13,145</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
**	TOTAL INTEREST & OTHER INCOME	<u>20,189</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	0	48,643	0	-100.00%
389.90-01	RETAINED EARNINGS	0	974,468	1,054,300	8.19%
*	APPROPRIATED RESERVES	<u>0</u>	<u>1,023,111</u>	<u>1,054,300</u>	<u>3.05%</u>
**	TOTAL OTHER SOURCES	<u>0</u>	<u>1,023,111</u>	<u>1,054,300</u>	<u>3.05%</u>
TOTAL WATER/WASTEWATER IMPACTS		<u>20,189</u>	<u>1,023,111</u>	<u>1,054,300</u>	<u>3.05%</u>

FUND 406
 DEPT 75
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WATER/WASTEWATER IMPACT FEE REVENUES

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	0	0
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	0	0
361.10-08 INVESTMENT	NO AMOUNT BUDGETED	0	0
363.29-01 WATER IMPACT FEES	NO AMOUNT BUDGETED	0	0
363.29-02 SEWER IMPACT FEES	NO AMOUNT BUDGETED	0	0
363.29-91 PIONEER CREDITS	NO AMOUNT BUDGETED	0	0
363.29-92 CRA CREDITS-WATER	NO AMOUNT BUDGETED	0	0
363.29-93 CRA CREDITS-SEWER	NO AMOUNT BUDGETED	0	0
363.29-94 IMPACT WAIVERS-WATER	NO AMOUNT BUDGETED	0	0
363.29-95 IMPACT WAIVERS - SEWER	NO AMOUNT BUDGETED	0	0
367.02-00 UNREALIZED GAIN ON INVEST	NO AMOUNT BUDGETED	0	0
369.10-01 MISCELLANEOUS	NO AMOUNT BUDGETED	0	0
369.10-04 REFUND-PRIOR YR EXPENSE	NO AMOUNT BUDGETED	0	0
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	0	0
389.90-01 RETAINED EARNINGS	RETAINED EARNINGS	1,054,300	1,054,300

FUND 441
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WATER/WASTEWATER IMPACT FEE EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
3301-WATER TREATMENT					
<i>OPERATING EXPENDITURES</i>					
533.34-10	CONTRACTUAL SERVICES	0	0	0	0.00%
533.49-40	DEVELOPER OBLIGATIONS	0	0	0	0.00%
533.59-10	DEPRECIATION EXPENSE	61,180	0	0	0.00%
533.59-70	TRANSFER TO SRF LOAN DEBT	100,000	100,000	100,000	0.00%
*	OPERATING EXPENDITURES	161,180	100,000	100,000	0.00%
<i>CAPITAL EXPENDITURES</i>					
533.64-25	FUTURE PROJECTS	61,470	48,643	0	-100.00%
533.65-35	WATER PLANT IMPROVEMENTS	0	0	0	0.00%
533.69-98	ASSET RECLASS-CIP	(61,470)	0	0	0.00%
533.69-99	ASSET RECLASSIFICATION	0	0	0	0.00%
*	CAPITAL EXPENDITURES	0	48,643	0	-100.00%
TOTAL	3301-WATER TREATMENT	161,180	148,643	100,000	-32.72%
3501-WASTEWATER TREATMENT					
<i>OPERATING EXPENDITURES</i>					
535.34-10	CONTRACTUAL SERVICES	0	0	0	0.00%
535.59-10	DEPRECIATION EXPENSE	117,790	0	0	0.00%
535.59-70	TRANSFER TO SRF LOAN DEBT	100,000	100,000	100,000	0.00%
*	OPERATING EXPENDITURES	217,790	100,000	100,000	0.00%
<i>CAPITAL EXPENDITURES</i>					
535.64-15	EQUIP - NEW	0	0	0	0.00%
535.64-25	FUTURE PROJECTS	0	774,468	854,300	10.31%
535.69-98	ASSET RECLASS-CIP	0	0	0	0.00%
535.69-99	ASSET RECLASSIFICATION	0	0	0	0.00%
*	CAPITAL EXPENDITURES	0	774,468	854,300	10.31%
TOTAL	3501-WASTEWATER TREATMENT	217,790	874,468	954,300	9.13%
3502-WASTEWATER REUSE					
<i>OPERATING EXPENDITURES</i>					
535.59-10	DEPRECIATION EXPENSE	21,160	0	0	0.00%
*	OPERATING EXPENDITURES	21,160	0	0	0.00%
<i>CAPITAL EXPENDITURES</i>					
535.64-25	FUTURE PROJECTS	0	0	0	0.00%
535.65-47	CAPITAL LINE EXPANSION	0	0	0	0.00%
535.69-98	ASSET RECLASS-CIP	0	0	0	0.00%
*	CAPITAL EXPENDITURES	0	0	0	0.00%
TOTAL	3502-WASTEWATER REUSE	21,160	0	0	0.00%
TOTAL WATER/WASTEWATER IMPACTS		400,130	1,023,111	1,054,300	3.05%

FUND 441
DEPT See Below
DIVISION See Below

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

WATER/WASTEWATER IMPACT FEE EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
3301-WATER TREATMENT			
533.34-10 CONTRACTUAL SERVICES	NO AMOUNT BUDGETED	0	0
533.52-99 PRIOR YEAR EXPENSES	NO AMOUNT BUDGETED	0	0
533.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	0	0
533.59-70 TRANSFER TO SRF LOAN DEBT	TRANSFER TO SRF LOAN DEBT	100,000	100,000
533.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	0	0
533.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	0	0
3501-WASTEWATER TREATMENT			
535.34-10 CONTRACTUAL SERVICES	NO AMOUNT BUDGETED	0	0
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	0	0
535.59-70 TRANSFER TO SRF LOAN DEBT	TRANSFER TO SRF LOAN DEBT	100,000	100,000
535.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	0	0
535.64-25 FUTURE PROJECTS	UPGRADE LS 49 (INCLUDES UPGRADE TO MT. HOMER RD FORCE MAIN TO CAROLINE PLANT)		854,300
	DESIGN COST	137,500	
	LAKE FRANCES, PHASE 2: SEWER GRAVITY LINES - UPGRADE & REPAIR REMAINING DAMAGED LINES	125,000	
	AERATORS: DESIGN COST	34,500	
	SLUDGE THICKENING TANK: DESIGN COST	103,500	
	EQUALIZATION TANK: DESIGN COST	453,800	
535.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	0	0
535.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	0	0
3502-REUSE WATER			
535.31-15 ENGINEERING	NO AMOUNT BUDGETED	0	0
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	0	0
535.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	0	0
535.65-47 CAPITAL LINE EXPANSION	NO AMOUNT BUDGETED	0	0
535.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	0	0

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WATER/WASTEWATER RENEWAL/ REPLACEMENT/ INVESTMENT FUND

FUND 443

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Water-33				
Capital Expenses	0	10,400	104,000	900.00%
Total Water	0	10,400	104,000	900.00%
Wastewater-35				
Operating Expenses	4,298	0	0	
Capital Expenses	0	71,450	45,000	-37.02%
Total Wastewater	4,298	71,450	45,000	-37.02%
Grand Total W/WW RR&I	\$ 4,298	\$ 81,850	\$ 149,000	82.04%

FUND 443
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WATER/WASTEWATER RRI FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ESTIMATED REVENUE 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	678	0	0	0.00%
361.10-02	SBA INTEREST	0	0	0	0.00%
*	INTEREST INCOME	678	0	0	0.00%
**	TOTAL INTEREST & OTHER INCOME	678	0	0	0.00%
<i>OTHER SOURCES</i>					
381.04-01	TRANSFERS FROM WATER/WW	300,000	300,000	300,000	0.00%
*	TRANSFERS IN	300,000	300,000	300,000	0.00%
389.90-00	APPROPRIATED RESERVES	0	(218,150)	(151,000)	N/A
*	APPROPRIATED RESERVES	0	(218,150)	(151,000)	N/A
**	TOTAL OTHER SOURCES	300,000	81,850	149,000	82.04%
TOTAL WATER/WW RRI FUND		300,678	81,850	149,000	82.04%

FUND 443
DEPT 00
DIVISION 00

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

WATER/WASTEWATER RRI FUND REVENUE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	0	0
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	0	0
381.04-01 TRANSFERS FROM WATER/WW	TRANSFER FROM WATER TRANSFER FROM WASTEWATER	150,000 150,000	300,000
389.90-00 APPROPRIATED RESERVES	UNAPPROPRIATED REVENUE	-151,000	-151,000

FUND 443
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WATER/WASTEWATER RRI FUND EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
3301-WATER TREATMENT					
<i>CAPITAL EXPENDITURES</i>					
533.64-25	FUTURE PROJECTS	9,496	10,400	104,000	900.00%
533.69-98	ASSET RECLASSIFICATION	(9,496)	0	0	0.00%
*	CAPITAL EXPENDITURES	0	10,400	104,000	900.00%
TOTAL	3301-WATER TREATMENT	0	0	0	0.00%
3501-WASTEWATER TREATMENT					
<i>OPERATING EXPENDITURES</i>					
535.59-10	DEPRECIATION EXPENSE	4,298	0	0	0.00%
*	OPERATING EXPENDITURES	4,298	0	0	0.00%
<i>CAPITAL EXPENDITURES</i>					
535.64-25	FUTURE PROJECTS	98,800	71,450	45,000	-37.02%
535.69-98	ASSET RECLASSIFICATION	(98,800)	0	0	0.00%
*	CAPITAL EXPENDITURES	0	71,450	45,000	-37.02%
TOTAL	3501-WASTEWATER TREATMENT	0	0	0	0.00%
TOTAL WWW RRI FUND EXPENSES		4,298	81,850	149,000	82.04%

FUND 443
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WATER/WASTEWATER RRI EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
3301-WATER TREATMENT			
533.64-25 FUTURE PROJECTS	12" WATER MAIN LINE (1700LF) MAINT ST & DISSTON AVE, LAKE DORA DR & DORA AVE	104,000	104,000
533.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	0	0
3501-WASTEWATER TREATMENT			
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	0	0
535.64-25 FUTURE PROJECTS	DIGESTER BLOWER REPLACEMENT	45,000	45,000
3504-WASTEWATER COLLECTION			
535.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	0	0

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SRF LOAN CONSTRUCTION

FUND 444

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Wastewater-35				
Operating Expenses	501,551	0	0	0.00%
Capital Expenses	1,853,012	4,997,761	0	-100.00%
Debt	(1,849,046)	0	0	0.00%
Grand Total SRF Loan	\$ 505,517	\$ 4,997,761	\$ -	-100.00%

FUND 444
DEPT 00
DIVISION 00

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

SRF LOAN CONSTRUCTION REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ESTIMATED REVENUE 2013-2014	% CHANGE OVER FY 12-13
<i>GRANTS - FEDERAL AND STATE</i>					
331.35-10	SRF/ARRA GRANT	8	0	0	0.00%
334.35-00	WATER & SEWER UTILITY	317,431	0	0	0.00%
**	TOTAL GRANTS	317,439	0	0	0.00%
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	0	0	0	0.00%
384.10-00	BANK LOANS	155,400	0	0	0.00%
384.10-01	SRF-ARRA	155,400	1,789	0	-100.00%
384.10-02	SRF RECLAIM - PHASE I	0	1,723,561	0	-100.00%
384.10-03	SRF - RECLAIM PHASE II	0	3,548,323	0	-100.00%
**	TOTAL INTEREST & OTHER INCOME	310,800	5,273,673	0	-100.00%
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	0	324,250	0	-100.00%
389.90-01	RETAINED EARNINGS	0	0	0	0.00%
**	TOTAL OTHER SOURCES	0	324,250	0	-100.00%
TOTAL SRF LOAN CONSTRUCTION		628,239	5,597,923	0	-100.00%

FUND 444
DEPT 00
DIVISION 00

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

SRF LOAN CONSTRUCTION REVENUE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
331.35-10 SRF/ARRA GRANT	NO AMOUNT BUDGETED	0	0
334.35-00 WATER & SEWER UTILITY	NO AMOUNT BUDGETED	0	0
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	0	0
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	0	0
363.29-01 WATER IMPACT FEES	NO AMOUNT BUDGETED	0	0
384.10-00 BANK LOANS	NO AMOUNT BUDGETED	0	0
384.10-01 SRF-ARRA	NO AMOUNT BUDGETED	0	0
384.10-02 SRF RECLAIM - PHASE I	NO AMOUNT BUDGETED	0	0
384.10-03 SRF - RECLAIM PHASE II	NO AMOUNT BUDGETED	0	0
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	0	0
389.90-01 RETAINED EARNINGS	NO AMOUNT BUDGETED	0	0

FUND 444
 DEPT SEE BELOW
 DIVISION SEE BELOW

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

SRF LOAN CONSTRUCTION EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ADOPTED BUDGET 2013-2014	% CHANGE OVER FY 12-13
3301-WASTEWATER TREATMENT					
OPERATING EXPENDITURES					
533.52-10	OPERATING SUPPLIES	0	0	0	0.00%
533.59-10	DEPRECIATION EXPENSE	80,337	0	0	0.00%
*	OPERATING EXPENDITURES	80,337	0	0	0.00%
CAPITAL EXPENDITURES					
533.65-35	WATER PLANT IMPROVEMENTS	0	1,789	0	-100.00%
533.69-98	ASSET RECLASS-CIP	0	0	0	0.00%
*	CAPITAL EXPENDITURES	0	1,789	0	-100.00%
TOTAL	3301-WASTEWATER TREATMENT	80,337	1,789	0	-100.00%
3501-WASTEWATER TREATMENT					
OPERATING EXPENDITURES					
535.52-10	OPERATING SUPPLIES	0	0	0	0.00%
535.59-10	DEPRECIATION EXPENSE	501,551	0	0	0.00%
*	OPERATING EXPENDITURES	501,551	0	0	0.00%
CAPITAL EXPENDITURES					
535.65-70	WATER PLANT IMPROVEMENTS	117,889	274,123	0	-100.00%
*	CAPITAL EXPENDITURES	117,889	274,123	0	-100.00%
DEBT SERVICE					
535.65-75	D/S PRIN SRF LOAN	0	0	0	0.00%
535.69-98	ASSET RECLASS-CIP	(121,855)	0	0	0.00%
*	DEBT SERVICE	(121,855)	0	0	0
OTHER SOURCES					
535.72-75	D/S INT SRF LOAN	(6,973)	0	0	0.00%
*	OTHER SOURCES	(6,973)	0	0	0
TOTAL	3501-WASTEWATER TREATMENT	490,612	274,123	0	-100.00%
3502-REUSE					
CAPITAL EXPENDITURES					
535.65-71	SRF RECLAIM - PHASE I	1,853,012	1,723,561	0	-100.00%
535.65-72	SRF RECLAIM PHASE II	0	3,274,200	0	-100.00%
*	CAPITAL EXPENDITURES	1,853,012	4,997,761	0	-100.00%
DEBT SERVICE					
535.65-75	D/S PRIN SRF LOAN	0	0	0	0.00%
535.69-98	ASSET RECLASS-CIP	(1,849,046)	0	0	0.00%
*	DEBT SERVICE	(1,849,046)	0	0	0.00%
OTHER SOURCES					
535.71-77	SRF RECLAIM PH 1 LOAN	0	0	0	0.00%
535.72-77	SRF RECLAIM PHASE 1	13,217	0	0	0.00%
*	OTHER SOURCES	13,217	0	0	0.00%
TOTAL	3502-REUSE	17,183	4,997,761	0	-100.00%

FUND 444
 DEPT SEE BELOW
 DIVISION SEE BELOW

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

SRF LOAN CONSTRUCTION EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
3801-STORMWATER					
<i>CAPITAL EXPENDITURES</i>					
538.64-25	FUTURE PROJECTS	0	324,250	0	-100.00%
	* CAPITAL EXPENDITURES	0	324,250	0	-100.00%
	TOTAL 3801-STORMWATER	0	324,250	0	-100.00%
	TOTAL SRF LOAN	588,132	5,597,923	0	-100.00%

FUND 444
 DEPT SEE BELOW
 DIVISION SEE BELOW

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

SRF LOAN CONSTRUCTION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
3301-WATER TREATMENT			
533.52-10 OPERATING SUPPLIES	NO AMOUNT BUDGETED	0	0
533.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	0	0
533.65-35 WATER PLANT IMPROVEMENTS	NO AMOUNT BUDGETED	0	0
533.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	0	0
3501-WASTEWATER TREATMENT			
535.52-10 OPERATING SUPPLIES	NO AMOUNT BUDGETED	0	0
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	0	0
535.65-70 SRF LOAN WWTP EXPANSION	NO AMOUNT BUDGETED	0	0
535.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	0	0
535.71-75 D/S PRIN SRF LOAN	NO AMOUNT BUDGETED	0	0
535.72-75 D/S INT SRF LOAN	NO AMOUNT BUDGETED	0	0
3502-REUSE			
535.65-71 SRF RECLAIM - PHASE I	NO AMOUNT BUDGETED	0	0
535.65-72 SRF RECLAIM PHASE II	NO AMOUNT BUDGETED	0	0
535.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	0	0
535.71-77 SRF RECLAIM PH 1 LOAN	NO AMOUNT BUDGETED	0	0
535.72-77 SRF RECLAIM PHASE 1	NO AMOUNT BUDGETED		0
3801-STORMWATER			
538.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	0	0

SRF LOAN DEBT FUND

FUND 445

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Public Works Admin-36				
Operating Expenses	0	0	0	0.00%
Capital Expenses	0	0	0	0.00%
Debt	293,361	1,202,173	1,076,472	-10.46%
Grand Total SRF Debt	\$ 293,361	\$ 1,202,173	\$ 1,076,472	-10.46%

FUND 445
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

SRF LOAN DEBT SERVICE REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ESTIMATED REVENUE 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	400	0	0	0.00%
**	TOTAL INTEREST & OTHER INCOME	<u>400</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
381.04-01	TRANSFERS FROM WATER/SEWER	798,884	1,002,173	844,929	-15.69%
381.04-04	TRANSFERS FROM IMPACT FEE	200,000	200,000	200,000	0.00%
*	TRANSFERS IN	998,884	1,202,173	1,044,929	-13.08%
389.90-01	RETAINED EARNINGS	0	0	31,543	100.00%
*	APPROPRIATED RESERVES	0	0	31,543	100.00%
**	TOTAL OTHER SOURCES	<u>998,884</u>	<u>1,202,173</u>	<u>1,076,472</u>	<u>-10.46%</u>
TOTAL SRF LOAN DEBT SERVICE		<u>999,284</u>	<u>1,202,173</u>	<u>1,076,472</u>	<u>-10.46%</u>

FUND 445
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

SRF LOAN DEBT SERVICE REVENUE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	0	0
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	0	0
381.04-01 TRANSFERS FROM WATER/SEWER	TRANSFER TO SRF DEBT FUND-WW AMT, 78905P (\$678,856-\$200,000 FROM W/WW IMPACTS)	478,856	844,929
	=====		
	TRANSFER FROM SRF DEBT SERVICE FUND ARRA WATER PLANT FROM WATER ONLY DW350301	24,169	
	=====		
	TRANSFER TO SRF DBT SVC FUND PRE-CONST RECLAIM 50% WATER-50% SEWER WW789060 (44159/2) (D/S DEPT OF \$31,545 ALREADY MADE)	44,160	
	=====		
	TNSFER TO SRF DBT SVC FUND RECLAIM PHASE 1-1350910 50% FROM WATER - 50% FROM SEWER	204,860	
	=====		
	TRANSFER TO SRF DBT SVC FUND RECLAIM PHASE 2&3 50% FROM WATER - 50% SEWER 350920	92,884	
	=====		
381.04-04 TRANSFERS FROM IMPACT FEE	SRF LOAN WWG120-78905P TOTAL DEBT SERVICE \$678,856 LESS OPER PORTION -\$478,856 NET IMPACT PORTION \$200,000	200,000	200,000
389.90-01 RETAINED EARNINGS	SINKING FUND BALANCE FOR WW789060 PRE-CON	31,543	31,543

FUND 445
 DEPT 36
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

SRF LOAN DEBT SERVICE EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>DEBT SERVICE</i>					
536.71-75	D/S PRINCIPAL SRF LOAN	0	924,648	808,509	-12.56%
536.72-75	D/S INTEREST SRF LOAN	283,809	277,525	267,963	-3.45%
536.73-10	DEBT SERVICE COSTS	9,552	0	0	0.00%
*	DEBT SERVICE	293,361	1,202,173	1,076,472	-10.46%
TOTAL PUBLIC WORKS ADMIN		293,361	1,202,173	1,076,472	-10.46%

FUND 445
 DEPT 36
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

SRF LOAN DEBT SERVICE EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
536.71-75 D/S PRIN SRF LOAN	PRINCIPAL PAYMENTS-SRF LOAN WW-78905P (WW PLANT)		808,509
	PRINCIPAL: 12-15-13	208,815	
	PRINCIPAL: 6-15-14	211,126	
	=====		
	PRINCIPAL PAYMENTS -SRF/ARRA LOAN-WTP UPGRADES		
	LOAN NUMBER DW350301		
	PRINCIPAL: 11-15-13	7,507	
	PRINCIPAL: 5-15-14	7,613	
	=====		
	PRINCIPAL PAYMENTS-SRF REUSE PRE CONSTRUCTION		
LOAN NUMBER WW-789060 (AMORTIZATION NOT REC'D)			
PRINCIPAL: 10-15-13	37,852		
PRINCIPAL: 4-15-14	37,852		
=====			
PRINCIPAL PAYMENTS-SRF REUSE PHASE 1 WW350910			
PRINCIPAL: 10-15-13 (NO AMORT SCH RECD)	102,430		
PRINCIPAL: 4-15-14	102,430		
=====			
PRINCIPAL PAYMENTS-SRF REUSE PHASE 2&3 WW350920			
PRINCIPAL: 4-15-14 (NO AMORT SCH RECD)	92,884		
=====			
PRINCIPAL PAYMENTS- CLEAN WATER (GRA) DW35093			
PRINCIPAL: (NO AMORT SCH RECD)			
536.72-75 D/S INT SRF LOAN	INTEREST PAYMENTS-SRF LOAN WW78905P (WW PLANT)		267,963
	INTEREST: 12-15-13	130,613	
	INTEREST: 06-15-14	128,302	
	=====		
	INTEREST PAYMENTS-SRF/ARRA WTP UPGRADES WW350301		
INTEREST: 11-15-13	4,577		
INTEREST: 05-15-14	4,471		
536.73-10 DEBT SERVICE COSTS	NO AMOUNT BUDGETED	0	0

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TRUST & AGENCY FUNDS

FUNDS 501, 601, 602, 605, 606

Budget Summary

	Audited Actuals 2011-2012	Revised Budget 2012-2013	Adopted Budget 2013-2014	% Change Over FY 12-13
Administration-12				
Personal Services	0	0	0	0.00%
Operating Expenses	0	0	0	0.00%
Transfers & Others	0	0	0	0.00%
Total Fund 501	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Fire Services-22				
Personal Services	0	0	0	0.00%
Operating Expenses	31,299	37,230	29,807	-19.94%
Transfers & Others	335,129	146,000	180,865	23.88%
Total Fund 601	<u>366,428</u>	<u>183,230</u>	<u>210,672</u>	<u>14.98%</u>
Police Services-21				
Personal Services	0	0	0	0.00%
Operating Expenses	41,114	0	39,622	100.00%
Transfers & Others	342,689	188,582	205,053	8.73%
Total Fund 602	<u>383,803</u>	<u>188,582</u>	<u>244,675</u>	<u>29.74%</u>
Library-71				
Personal Services	0	0	0	0.00%
Operating Expenses	100	181	50	-72.38%
Transfers & Others	0	0	0	0.00%
Total Fund 605	<u>100</u>	<u>181</u>	<u>50</u>	<u>-72.38%</u>
Parks & Recreation-72				
Personal Services	0	0	0	0.00%
Operating Expenses	0	274	196	-28.47%
Transfers & Others	0	0	0	0.00%
Total Fund 606	<u>0</u>	<u>274</u>	<u>196</u>	<u>-28.47%</u>
Grand Total Trust and Agency Funds	<u><u>\$ 750,331</u></u>	<u><u>\$ 372,267</u></u>	<u><u>\$ 455,593</u></u>	<u><u>22.38%</u></u>

FUND 501
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

DENTAL INSURANCE FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ESTIMATED REVENUE 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	231	0	0	0.00%
369.10-04	REFUND-PRIOR YR EXPENSE	119	0	0	0.00%
**	TOTAL INTEREST & OTHER INCOME	<u>350</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
389.09-09	EMPLOYEE CONTRIBUTIONS	0	0	0	0.00%
389.90-00	APPROPRIATED RESERVES	(350)	250,000	0	-100.00%
*	APPROPRIATED RESERVES	<u>(350)</u>	<u>250,000</u>	<u>0</u>	<u>-100.00%</u>
399.01-01	GENERAL FUND	0	0	0	0.00%
399.04-01	WATER & SEWER FUND	0	0	0	0.00%
399.04-02	SOLID WASTE FUND	0	0	0	0.00%
399.04-03	STORMWATER FUND	0	0	0	0.00%
399.04-05	MARINA SEAPLANE BASE	0	0	0	0.00%
*	CONTRIBUTIONS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
**	TOTAL OTHER SOURCES	<u>(350)</u>	<u>250,000</u>	<u>0</u>	<u>-100.00%</u>
TOTAL DENTAL INSURANCE FUND		<u>0</u>	<u>250,000</u>	<u>0</u>	<u>-100.00%</u>

FUND 501
DEPT 12
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

DENTAL INSURANCE FUND REVENUE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	0	0
369.10-04 REFUND-PRIOR YR EXPENSE	NO AMOUNT BUDGETED	0	0
389.09-09 EMPLOYEE CONTRIBUTIONS	NO AMOUNT BUDGETED	0	0
389.09-10 COBRA CONTRIBUTIONS	NO AMOUNT BUDGETED	0	0
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	0	0
399.01-01 GENERAL FUND	NO AMOUNT BUDGETED	0	0
399.04-01 WATER & SEWER FUND	NO AMOUNT BUDGETED	0	0
399.04-02 SANITATION FUND	NO AMOUNT BUDGETED	0	0
399.04-03 STORMWATER FUND	NO AMOUNT BUDGETED	0	0
399.04-05 MARINA SEAPLANE BASE	NO AMOUNT BUDGETED	0	0

FUND 501
 DEPT 12
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

DENTAL INSURANCE - ADMINISTRATION EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>SALARIES AND BENEFITS</i>					
512.23-10	HEALTH	0	0	0	0.00%
512.23-50	ADMINISTRATIVE FEES	0	0	0	0.00%
*	SALARIES AND BENEFITS	0	0	0	0.00%
<i>OPERATING EXPENDITURES</i>					
512.49-20	SELF INS ACTUARIAL EVAL.	0	0	0	0.00%
*	OPERATING EXPENDITURES	0	0	0	0.00%
<i>OTHER SOURCES</i>					
512.91-01	TRANSFERS TO GENERAL FUND	0	250,000	0	0
*	TOTAL OTHER SOURCES	0	250,000	0	0
TOTAL	DENTAL INSURANCE FUND	0	250,000	0	-100.00%

FUND 501
DEPT 12
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

DENTAL INSURANCE - ADMINISTRATION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	ADOPTED BUDGET 2013-2014
512.23-10 HEALTH INSURANCE	NO AMOUNT BUDGETED	0	0
512.23-50 ADMINISTRATIVE FEES	NO AMOUNT BUDGETED	0	0
512.49-20 SELF INS ACTUARIAL EVAL.	NO AMOUNT BUDGETED	0	0
512.91-01 TRANSFERS TO GENERAL FUND	NO AMOUNT BUDGETED	0	0

FUND 601
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

MUNICIPAL FIREFIGHTERS PENSION FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ESTIMATED REVENUE 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-08	INVESTMENT	68,664	17,000	33,000	94.12%
*	INVESTMENT INCOME	68,664	17,000	33,000	94.12%
367.01-00	SALE OF INVESTMENTS	17,053	34,106	33,000	-3.24%
367.02-00	UNREALIZED GAIN ON INVEST	616,294	232,235	232,000	-0.10%
*	GAIN ON SALE OF INVESTMENTS	633,347	266,341	265,000	-0.50%
**	TOTAL INTEREST & OTHER INCOME	702,011	283,341	298,000	5.17%
<i>OTHER SOURCES</i>					
368.10-00	EMPLOYEE CONTRIBUTIONS	46,282	45,771	46,282	1.12%
368.30-00	EMPLOYER CONTRIBUTIONS	290,559	275,937	290,559	5.30%
368.40-00	STATE INSUR PREM CONTRIB	80,895	77,000	81,000	5.19%
*	CONTRIBUTIONS	417,736	398,708	417,841	4.80%
389.90-00	APPROPRIATED RESERVES	0	(498,819)	(505,169)	N/A
*	APPROPRIATED RESERVES	0	(498,819)	(505,169)	N/A
**	TOTAL OTHER SOURCES	417,736	(100,111)	(87,328)	N/A
TOTAL MUN. FIREFIGHTERS PENSION		1,119,747	183,230	210,672	14.98%

FUND 601
DEPT 22
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

MUNICIPAL FIREFIGHTERS PENSION FUND REVENUE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
361.10-08 INVESTMENT	ESTIMATED INTEREST INCOME	33,000	33,000
367.01-00 SALE OF INVESTMENTS	ESTIMATED GAIN ON SALE OF INVESTMENTS	33,000	33,000
367.02-00 UNREALIZED GAIN ON INVEST	ESTIMATED UNREALIZED GAIN ON INVESTMENTS	232,000	232,000
368.10-00 EMPLOYEE CONTRIBUTIONS	EMPLOYEE CONTRIBUTIONS	46,282	46,282
368.30-00 EMPLOYER CONTRIBUTIONS	EMPLOYER CONTRIBUTIONS	290,559	290,559
368.40-00 STATE INSUR PREM CONTRIB	STATE CONTRIBUTIONS	81,000	81,000
389.90-00 APPROPRIATED RESERVES	APPROPRIATED RESERVES	-505,169	-505,169

FUND 601
 DEPT 22
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

MUNICIPAL FIREFIGHTERS PENSION FUND EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>OPERATING EXPENDITURES</i>					
522.34-10	CONTRACTUAL SERVICES	31,299	37,230	29,807	-19.94%
*	OPERATING EXPENDITURES	31,299	37,230	29,807	-19.94%
<i>TRANSFERS AND OTHERS</i>					
522.91-15	UNREALIZED LOSS ON INVEST	159,264	0	0	0.00%
522.91-20	LOSS ON INVESTMENTS	0	0	0	0.00%
522.91-25	RETIREMENT PAYMENTS	175,865	141,000	175,865	24.73%
522.91-35	TERMINATION PAYMENTS	0	5,000	5,000	0.00%
*	TRANSFERS AND OTHERS	335,129	146,000	180,865	23.88%
TOTAL	MUN. FIREFIGHTERS PENSION	366,428	183,230	210,672	14.98%

FUND 601
DEPT 22
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

MUNICIPAL FIREFIGHTERS PENSION FUND EXPENSE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
522.34-10 CONTRACTUAL SERVICES	CONTRACTUAL SERVICES TO ADMINISTER PLAN	29,807	29,807
522.91-15 UNREALIZED LOSS ON INVEST	NO AMOUNT BUDGETED	0	0
522.91-20 LOSS ON INVESTMENTS	NO AMOUNT BUDGETED	0	0
522.91-25 RETIREMENT PAYMENTS	PENSION PAYMENTS TO RETIRED FIREFIGHTERS	175,865	175,865
522.91-35 TERMINATION PAYMENTS	ESTIMATED TERMINATION PAYMENTS (REFUNDS)	5,000	5,000

FUND 602
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

MUNICIPAL POLICE PENSION FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2011-2012	REVISED BUDGET 2012-2013	ESTIMATED REVENUE 2013-2014	% CHANGE OVER FY 12-13
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	11	25	25	0.00%
361.10-02	SBA INTEREST	0	0	0	0.00%
*	INTEREST INCOME	11	25	25	0.00%
361.10-08	INVESTMENT	138,370	137,293	138,350	0.77%
*	INVESTMENT INCOME	138,370	137,293	138,350	0.77%
367.01-00	SALE OF INVESTMENTS	28,571	0	0	0.00%
367.02-00	UNREALIZED GAIN ON INVEST	1,043,084	788,000	231,903	-70.57%
*	GAIN ON SALE OF INVESTMENTS	1,071,655	788,000	231,903	-70.57%
**	TOTAL INTEREST & OTHER INCOME	1,210,036	925,318	370,278	-59.98%
<i>OTHER SOURCES</i>					
368.10-00	EMPLOYEE CONTRIBUTIONS	201,770	174,523	174,972	0.26%
368.30-00	EMPLOYER CONTRIBUTIONS	298,227	289,053	293,896	1.68%
368.40-00	STATE INSUR PREM CONTRIB	71,045	77,000	71,045	-7.73%
*	CONTRIBUTIONS	571,042	540,576	539,913	-0.12%
389.90-00	APPROPRIATED RESERVES	0	(1,277,312)	(665,516)	N/A
*	APPROPRIATED RESERVES	0	(1,277,312)	(665,516)	N/A
**	TOTAL OTHER SOURCES	571,042	(736,736)	(125,603)	N/A
TOTAL MUNICIPAL POLICE PENSION		1,781,078	188,582	244,675	29.74%

FUND 602
DEPT 00
DIVISION 00

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

MUNICIPAL POLICE PENSION FUND REVENUE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
361.10-01 INTEREST INCOME	INTEREST INCOME	25	25
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	0	0
361.10-08 INVESTMENT	ESTIMATED INVESTMENT INCOME	138,350	138,350
367.01-00 SALE OF INVESTMENTS	NO AMOUNT BUDGETED	0	0
367.02-00 UNREALIZED GAIN ON INVEST	ESTIMATED UNREALIZED GAIN ON INVESTMENT	231,903	231,903
368.10-00 EMPLOYEE CONTRIBUTIONS	EMPLOYEE CONTRIBUTIONS	174,972	174,972
368.30-00 EMPLOYER CONTRIBUTIONS	EMPLOYER CONTRIBUTIONS	293,896	293,896
368.40-00 STATE INSUR PREM CONTRIB	ESTIMATED STATE CONTRIBUTIONS	71,045	71,045
389.90-00 APPROPRIATED RESERVES	APPROPRIATED RESERVES	-665,516	-665,516

FUND 602
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

MUNICIPAL POLICE PENSION FUND EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>OPERATING EXPENDITURES</i>					
521.34-10	CONTRACTUAL SERVICES	41,114	0	39,622	100.00%
521.52-10	OPERATING SUPPLIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
*	OPERATING EXPENDITURES	41,114	0	39,622	100.00%
<i>TRANSFERS AND OTHERS</i>					
521.91-15	UNREALIZED LOSS ON INVEST	170,019	0	0	0.00%
521.91-20	LOSS ON INVESTMENTS	0	0	0	0.00%
521.91-25	RETIREMENT PAYMENTS	172,670	138,582	172,670	24.60%
521.91-35	TERMINATION PAYMENTS	<u>0</u>	<u>50,000</u>	<u>32,383</u>	<u>-35.23%</u>
*	TRANSFERS AND OTHERS	342,689	188,582	205,053	8.73%
TOTAL	MUNICIPAL POLICE PENSION	<u>383,803</u>	<u>188,582</u>	<u>244,675</u>	<u>29.74%</u>

FUND 602
DEPT 21
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

MUNICIPAL POLICE PENSION FUND EXPENSE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
521.34-10 CONTRACTUAL SERVICES	CONTRACTUAL SERVICES TO ADMINISTER PLAN	39,622	39,622
521.52-10 OPERATING SUPPLIES	NO AMOUNT BUDGETED	0	0
521.91-15 UNREALIZED LOSS ON INVEST	NO AMOUNT BUDGETED	0	0
521.91-20 LOSS ON INVESTMENTS	NO AMOUNT BUDGETED	0	0
521.91-25 RETIREMENT PAYMENTS	RETIREMENT PAYMENTS	172,670	172,670
521.91-35 TERMINATION PAYMENTS	PAYMENTS TO VESTED TERMINATED POLICE OFFICERS	32,383	32,383

FUND 605
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

MILDRED HUNTER TRUST FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ESTIMATED REVENUE 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-02	SBA INTEREST	27	27	25	-7.41%
361.10-07	LC VANBLANKENBURG	0	0	0	0.00%
361.10-08	INVESTMENT	13	24	0	-100.00%
367.02-00	UNREALIZED GAIN ON INVEST	108	130	158	21.54%
*	INTEREST INCOME	148	181	183	1.10%
**	TOTAL INTEREST & OTHER INCOME	148	181	183	1.10%
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	0	0	(133)	N/A
*	APPROPRIATED RESERVES	0	0	(133)	N/A
**	TOTAL OTHER SOURCES	0	0	(133)	N/A
TOTAL MILDRED HUNTER TRUST		148	181	50	-72.38%

FUND 605
DEPT 00
DIVISION 00

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

MILDRED HUNTER TRUST FUND REVENUE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
361.10-02 SBA INTEREST	ESTIMATED INTEREST INCOME	25	25
361.10-07 LC VANBLANKENBURG	NO AMOUNT BUDGETED	0	0
361.10-08 INVESTMENT	NO AMOUNT BUDGETED	0	0
367.02-00 UNREALIZED GAIN ON INVEST	ESTIMATED UNREALIZED GAIN ON INVESTMENTS	158	158
389.90-00 APPROPRIATED RESERVES	APPROPRIATED RESERVES	-133	-133

FUND 605
 DEPT 71
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

MILDRED HUNTER TRUST FUND EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>OPERATING EXPENDITURES</i>					
571.54-30	MILDRED HUNTER TRUST EXP	100	181	50	-72.38%
*	OPERATING EXPENDITURES	100	181	50	-72.38%
TOTAL MILDRED HUNTER TRUST		100	181	50	-72.38%

FUND 605
DEPT 71
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

MILDRED HUNTER TRUST FUND EXPENSE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
571.54-30 MILDRED HUNTER TST EXP	BOOK EXPENSE MILDRED HUNTER TRUST	50	50

FUND 606
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WOODLEA PARK PLAYGROUND FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ESTIMATED REVENUE 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	0	0	38	100.00%
361.10-02	SBA INTEREST	38	38	38	0.00%
361.10-08	INVESTMENT	19	35	15	-57.14%
367.02-00	UNREALIZED GAIN ON INVEST	158	201	105	-47.76%
*	INTEREST INCOME	215	274	196	-28.47%
**	TOTAL INTEREST & OTHER INCOME	215	274	196	-28.47%
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	0	0	0	0.00%
*	APPROPRIATED RESERVES	0	0	0	0.00%
**	TOTAL OTHER SOURCES	0	0	0	0.00%
TOTAL WOODLEA PARK PLAYGROUND		215	274	196	-28.47%

FUND 606
DEPT 00
DIVISION 00

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

WOODLEA PARK PLAYGROUND FUND REVENUE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
361.10-01 INTEREST INCOME	ESTIMATED INTEREST INCOME	38	38
361.10-02 SBA INTEREST	ESTIMATED INTEREST INCOME	38	38
361.10-08 INVESTMENT	ESTIMATED INVESTMENT INCOME	15	15
367.02-00 UNREALIZED GAIN ON INVEST	ESTIMATED UNREALIZED GAIN ON INVESTMENTS	105	105
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	0	0

FUND 606
 DEPT 72
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2013-2014

WOODLEA PARK PLAYGROUND FUND EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2011-2012</u>	<u>REVISED BUDGET 2012-2013</u>	<u>ADOPTED BUDGET 2013-2014</u>	<u>% CHANGE OVER FY 12-13</u>
<i>OPERATING EXPENDITURES</i>					
572.46-70	PLAYGROUND	0	274	196	-28.47%
*	OPERATING EXPENDITURES	0	274	196	-28.47%
TOTAL	WOODLEA PARK PLAYGROUND	0	274	196	-28.47%

FUND 606
DEPT 72
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

WOODLEA PARK PLAYGROUND FUND EXPENSE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>ADOPTED BUDGET 2013-2014</u>
572.46-70 PLAYGROUND	WOOTON WONDERLAND MAINTENANCE	196	196

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CAPITAL LISTING

ALL FUNDS

Budget Summary

ACCOUNT	ACCOUNT NO.	BUDGET
TOTAL LAND	XXX-XXXX-XXX.61-10	70,000
TOTAL BUILDING ADDITIONS/REPLACEMENTS/CONSTRUCT	XXX-XXXX-XXX.62-20	250,000
TOTAL STREET SIGN REPLACEMENT	XXX-XXXX-XXX.63-10	0
TOTAL SIDEWALK REPAIR/CONSTRUCTION	XXX-XXXX-XXX.63-20	17,607
TOTAL PAVING	XXX-XXXX-XXX.63-30	0
TOTAL STORM DRAINAGE REPAIR	XXX-XXXX-XXX.63-40	0
TOTAL LANDSCAPING	XXX-XXXX-XXX.63-60	0
TOTAL TRAFFIC SIGNALS	XXX-XXXX-XXX.63-70	0
TOTAL EQUIPMENT REPLACEMENT	XXX-XXXX-XXX.64-10	280,214
TOTAL EQUIPMENT REPLACEMENT - VEHICLES	XXX-XXXX-XXX.64-11	833,364
TOTAL EQUIPMENT REPLACEMENT - COMPUTERS	XXX-XXXX-XXX.64-13	2,950
TOTAL NEW EQUIPMENT - COMPUTERS	XXX-XXXX-XXX.64-14	10,100
TOTAL NEW EQUIPMENT	XXX-XXXX-XXX.64-15	239,922
TOTAL NEW EQUIPMENT - VEHICLES	XXX-XXXX-XXX.64-17	0
TOTAL DURABLE GOODS	XXX-XXXX-XXX.64-20	0
TOTAL SOFTWARE	XXX-XXXX-XXX.64-23	18,579
TOTAL FUTURE PROJECTS	XXX-XXXX-XXX.64-25	1,576,968
TOTAL SRF RECLAIM - PHASE 1	XXX-XXXX-XXX.65-71	0
TOTAL ROAD CONSTRUCTION	XXX-XXXX-XXX.65-80	0
TOTAL STANDING ORDER - NATIONAL LIBRARY	XXX-XXXX-XXX.66-10	2,200
TOTAL MAJOR COLLECTION BOOKS	XXX-XXXX-XXX.66-20	37,000
TOTAL CAPITAL EXPENDITURES - ALL FUNDS		<u>3,338,904</u>
Total Funding from Operations - Pay as you go		2,750,426
Total Funding from Infrastructure Sales Tax		0
Total Funding from Grants		268,478
Total Funding from Water/Wastewater Impacts		0
Total Funding from Police Impacts		0
Total Funding from P&R Impacts		0
Total Funding from Other		0
Total Funding from Debt Service		0
Total Funding from Capital Lease		320,000
TOTAL FUNDING		<u>3,338,904</u>

**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

CAPITAL LISTING SCHEDULE - ALL FUNDS

DESCRIPTION	QTY	PROJ	GL ACCOUNT	FUNDING	FY 2014
ALL CAPITAL ACCOUNTS					
LAND					
Property East of Plant #1 - Future Well Site			401-3301-533.61-10	Pay as you Go	40,000
Property Adjacent to Caroline Plant			401-3501-535.61-10	Pay as you Go	30,000
TOTAL LAND			XXX-XXXX-XXX.61-10		70,000
BUILDINGS					
Seaplane Mooring for Pavilion			301-7201-572.62-20	Pay as you Go	250,000
TOTAL BUILDING ADDITIONS/REPLACEMENTS/CONSTR			XXX-XXXX-XXX.62-20		250,000
STREET SIGN REPLACEMENT					
TOTAL STREET SIGN REPLACEMENT			XXX-XXXX-XXX.63-10		0
SIDEWALK REPAIR/CONSTRUCTION					
Repair and Construction of Sidewalks			001-4101-541.63-20	Pay as you Go	17,607
TOTAL SIDEWALK REPAIR/CONSTRUCTION			XXX-XXXX-XXX.63-20		17,607
PAVING					
No Amount Requested					0
TOTAL PAVING			XXX-XXXX-XXX.63-30		0
STORM DRAINAGE REPAIR					
No Amount Requested					0
TOTAL STORM DRAINAGE REPAIR			XXX-XXXX-XXX.63-40		0
LANDSCAPING					
No Amount Requested					0
TOTAL LANDSCAPING			XXX-XXXX-XXX.63-60		0
TRAFFIC SIGNALS					
No Amount Requested					0
TOTAL TRAFFIC SIGNALS			XXX-XXXX-XXX.63-70		0
IMPROVEMENT OTHER THAN BUILDINGS					
No Amount Requested					0
TOTAL IMPROVEMENT OTHER THAN BUILDINGS			XXX-XXXX-XXX.63-92		0
EQUIPMENT REPLACEMENT					
Charging Stations and Meter Reading Hand Helds			001-1301-513.64-10	Pay as you Go	5,299
Tire Changing Machine with Wheel Lift			001-1901-549.64-10	Pay as you Go	9,000
AMKUS Tool (Refurbished)			001-2201-522.64-10	Pay as you Go	10,000
48" Walker Mower			001-7201-572.64-10	Pay as you Go	15,311
3,000 Gallon Diesel Fuel Tank (Plant #1)			401-3301-533.64-10	Pay as you Go	1,540
Plant Chlorinator Vacuum Switch			401-3301-533.64-10	Pay as you Go	2,640
V-10K Chlorinator - Plants 1 and 4			401-3301-533.64-10	Pay as you Go	7,359
Chlorinator Automatic Switchover Regulator			401-3301-533.64-10	Pay as you Go	6,380
Fluoride Chemical Transfer Pump			401-3301-533.64-10	Pay as you Go	8,530
Fluoride Metering Chemical Pump			401-3301-533.64-10	Pay as you Go	2,902
AB 1746-N18 SLC 8-Point Module			401-3301-533.64-10	Pay as you Go	3,058
AB 1746-N041 SLC 8-Point Module			401-3301-533.64-10	Pay as you Go	1,529
AB 1746-N14 SLC 4 Point Module			401-3301-533.64-10	Pay as you Go	1,080

**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

CAPITAL LISTING SCHEDULE - ALL FUNDS

DESCRIPTION	QTY	PROJ	GL ACCOUNT	FUNDING	FY 2014
Fire Hydrants - Two			401-3302-533.64-10	Pay as you Go	3,778
Replacement Valves - Three			401-3302-533.64-10	Pay as you Go	1,667
Pipe Locator			401-3302-533.64-10	Pay as you Go	4,416
Breakers and Drives			401-3501-535.64-10	Pay as you Go	20,000
Replacement Motors, Pumps, Etc. at Caroline Plant			401-3501-535.64-10	Pay as you Go	36,000
Worn Digester Air Diffusers			401-3501-535.64-10	Pay as you Go	1,200
Breaker in Wastewater Treatment Plant Electrical Room			401-3501-535.64-10	Pay as you Go	25,000
Incubator/Oven/Refrigerator Replacement (Contingency)			401-3502-535.64-10	Pay as you Go	5,500
Visoturb TSS Probe (Contingency)			401-3502-535.64-10	Pay as you Go	3,000
Phase Contrast Microscope with Darkfield			401-3503-535.64-10	Pay as you Go	8,000
Titralab 870 Autosampler Module			401-3503-535.64-10	Pay as you Go	10,000
Replacement Lab Autoclave			401-3503-535.64-10	Pay as you Go	7,800
Replacement Pumps for Lift Stations			401-3504-535.64-10	Pay as you Go	17,000
Electrical Control Panels for Two Lift Stations			401-3504-535.64-10	Pay as you Go	13,225
Breaker for MCC #1 Panel			401-3504-535.64-10	Pay as you Go	25,000
Utility Work Body to Replace Truck Bed (#327)			403-3801-538.64-10	Pay as you Go	7,000
Replacement Dump Truck - Stormwater Share			403-3801-538.64-10	Pay as you Go	17,000
TOTAL EQUIPMENT REPLACEMENT			XXX-XXXX-XXX.64-10		280,214
EQUIPMENT REPLACEMENT - VEHICLES					
Police Vehicles (6 New & 6 Replacements)			001-2101-512.64-11	Capital Lease	320,000
Police Vehicles (2) - Carry Forward from FY 2013			150-2101-521.64-11	Pay as you Go	79,394
F250 Truck - replacing a 1995 F250			401-3302-533.64-11	Pay as you Go	32,485
F250 Truck - replacing a 1996 F250			401-3302-533.64-11	Pay as you Go	32,485
Replacement Dump Truck - Wastewater Treatment Share			401-3501-535.64-11	Pay as you Go	17,000
Replacement Dump Truck - Wastewater Collection Share			401-3504-535.64-11	Pay as you Go	17,000
Garbage Truck to Replace Vehicle #617			402-3401-534.64-11	Pay as you Go	255,000
Refurbish Automated Side-Loader Truck (#621)			402-3401-534.64-11	Pay as you Go	75,000
Paint Solid Waste Truck (#614)			402-3401-534.64-11	Pay as you Go	5,000
TOTAL EQUIPMENT REPLACEMENT - VEHICLES			XXX-XXXX-XXX.64-11		833,364
EQUIPMENT REPLACEMENT - COMPUTERS					
Replace Computers - Lab Manager and Lab Analyst			401-3503-535.64-13	Pay as you Go	2,000
Replace Computer - Solid Waste Manager			402-3401-534.64-13	Pay as you Go	950
TOTAL EQUIPMENT REPLACEMENT - COMPUTERS			XXX-XXXX-XXX.64-13		2,950
NEW EQUIPMENT - COMPUTERS					
Replacement Laptops for New Vehicles			001-2101-521.64-14	Pay as you Go	9,000
Laptop for Cemetery Personnel			001-7201-572.64-14	Pay as you Go	1,100
TOTAL NEW EQUIPMENT - COMPUTERS			XXX-XXXX-XXX.64-14		10,100
NEW EQUIPMENT					
Rolling Jacks (2) Equipped to Handle 15,000 Lbs			001-1901-549.64-15	Pay as you Go	5,000
Headset for E281 (Fire Suppression)			001-2201-522.64-15	Pay as you Go	4,000
Slide-Out Command Tray (Fire Suppression)			001-2201-522.64-15	Pay as you Go	1,500
LifePak 12 AED (Refurbished) - Advanced Life Support			001-2202-522.64-15	Pay as you Go	3,740
Jacobson Rellmaster 5410-D Diesel Reel Mower			001-7201-522.64-15	Pay as you Go	40,000
Outdoor Speaker System			001-7202-572.64-15	Pay as you Go	1,000
Pole Barn for Storage - Water Treatment Share			401-3301-533.64-15	Pay as you Go	2,500
Fire Hydrants - Two			401-3302-533.64-15	Pay as you Go	5,000
Valve Insertion Program			401-3302-533.64-15	Pay as you Go	1,667
Insertion Valves for Problem Flow Control Areas			401-3302-533.64-15	Pay as you Go	14,450
Irrigation System for Wastewater Treatment Plant			401-3501-535.64-15	Pay as you Go	15,000

**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014**

CAPITAL LISTING SCHEDULE - ALL FUNDS

DESCRIPTION	QTY	PROJ	GL ACCOUNT	FUNDING	FY 2014
Autotitrator Titramaster 85 Software			401-3503-535364-15	Pay as you Go	4,500
Pumps for Lift Station Upgrades			401-3504-535.64-15	Pay as you Go	40,000
Accessories for Vac Truck			401-3504-535.64-15	Pay as you Go	3,300
Lift Station Panels for #45, 48 and 56 (Deer Island)			401-3504-535-64.15	Pay as you Go	47,000
Generator for Lift Station #11			401-3504-535-64.15	Pay as you Go	45,000
Belt Aligning Tool for Sewer Repair			401-3504-535-64.15	Pay as you Go	1,140
Equipment as Required for Pavilion			406-7501-575.64-15	Pay as you Go	5,125
TOTAL NEW EQUIPMENT			XXX-XXXX-XXX.64-15		239,922
NEW EQUIPMENT - VEHICLES					
No Amount Requested					0
TOTAL NEW EQUIPMENT - VEHICLES			XXX-XXXX-XXX.64-17		0
DURABLE GOODS					
No Amount Requested					0
TOTAL DURABLE GOODS			XXX-XXXX-XXX.64-20		0
SOFTWARE					
Adobe Acrobat Standards Version 9			001-1501-515.64-23	Pay as you Go	300
Envista Software - Water Treatment Share			401-3301-533.64-23	Pay as you Go	5,500
TOKAY Link			401-3302-533.64-23	Pay as you Go	2,779
Envista Software - Wastewater Treatment Share			401-3501-535.64-23	Pay as you Go	5,000
Envista Software - Wastewater Collection Share			401-3504-535.64-23	Pay as you Go	5,000
TOTAL SOFTWARE			XXX-XXXX-XXX.64-23		18,579
FUTURE PROJECTS					
City Contribution for Continuous Welded Tracks			001-5901-559-64.25	Pay as you Go	80,000
Library Expansion (County Impact Fees)			001-7101-571.64-25	Pay as you Go	40,000
Ingraham Park Restrooms			001-7201-572.64-25	Pay as you Go	25,000
Resurface Shuffleboard Courts			001-7201-572.64-25	Pay as you Go	16,190
Public Safety Facility Design			151-2201-522.64-25	Grants	268,478
12" Water Main Line - Main Street and Disston Avenue			443-3301-533.64-25	Pay as you Go	104,000
Rehab Lift Stations 7 and 24			401-3504-535.64-25	Pay as you Go	87,000
Convert Indoor Generator to Stationary Generator - LS 4 & 8			401-3504-535.64-25	Pay as you Go	27,000
Lining Pipes - Fox Run (Project Completion)			403-3801-538.64-25	Pay as you Go	30,000
Upgrade Lift Station 49 (Mt. Homer Rd)			441-3501-535.64-25	Pay as you Go	137,500
Lake Frances Sewer Gravity Lines (Phase 2)			441-3501-535.64-25	Pay as you Go	125,000
Aerators: Design			441-3501-535.64-25	Pay as you Go	34,500
Sludge Thickening Tanks: Design			441-3501-535.64-25	Pay as you Go	103,500
Equalization Tank: Design			441-3501-535.64-25	Pay as you Go	453,800
Digester Blower Replacement			443-3501-535.64-25	Pay as you Go	45,000
TOTAL FUTURE PROJECTS			XXX-XXXX-XXX.64-25		1,576,968
SRF RECLAIM - PHASE I					
No Amount Budgeted					0
TOTAL SRF RECLAIM - PHASE 1			XXX-XXXX-XXX.65-71		0

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014

CAPITAL LISTING SCHEDULE - ALL FUNDS

DESCRIPTION	QTY	PROJ	GL ACCOUNT	FUNDING	FY 2014
ROAD CONSTRUCTION					
No Amount Budgeted					0
TOTAL ROAD CONSTRUCTION			XXX-XXXX-XXX.65-80		0
STANDING ORDER - NATIONAL LIBRARY					
Reference Books for Library			001-7101-571.66-10	Pay as you Go	2,200
TOTAL STANDING ORDER - NATIONAL LIBRARY			XXX-XXXX-XXX.66-10		2,200
MAJOR COLLECTION BOOKS					
Books for Library			001-7101-571.66-20	Pay as you Go	37,000
TOTAL MAJOR COLLECTION BOOKS			XXX-XXXX-XXX.66-20		37,000
TOTAL CAPITAL EXPENDITURES - ALL FUNDS					3,338,904

Total Funding from Operations - Pay as you go	2,750,426
Total Funding from Grants	268,478
Total Funding from Police Impacts	0
Total Funding from Debt Service	0
Total Funding from Capital Lease	320,000

****Other Funding Sources include State Revolving Loan Fund, Bond Financing, Police Automation, Bank Loans, FDOT and/or Grants.**

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GLOSSARY OF ACCOUNTS

**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014
GLOSSARY OF ACCOUNTS**

SALARY & WAGES

- 11 10 Executive salaries:** City Council salary expenditures.
- 12 10 Regular Salaries:** Salaries for employees who are scheduled on a continuing basis and for the standard number of working hours per week (generally 40 hours). Employees in this category typically receive all the rights and benefits as provided for in the Personnel Rules or a Union Agreement.
- 13 10 Other salaries and wages:** Expenditures for temporary, contract, or lease employees.
- 14 10 Overtime wages:** Wages for hours worked in excess of the regular work week, as defined by the FLSA. Generally these wages are calculated at one and a half times the regular rate of pay.
- 14 20 Overtime/Off-duty overtime (Police Department):** Overtime worked by Police Officers hired by outside agencies who then pay the City for the Police services.

SPECIAL PAY

- 15 30 Incentive Pay (Police Department):** Paid monthly to Police Officers who complete additional training and/or earn a college degree from an accredited college or university.

OTHER EMPLOYEE COSTS

- 21 10 FICA – Employer Contributions:** Social Security payments made to the Internal Revenue Service by the City; 7.65% of employee compensation.
- 22 10 Retirement Contributions:** City contributions to 401(a) defined contribution plan for employees based on annual earnings.
- 22 20 Retirement Contributions:** City contributions to the Florida Retirement Services Plan for General Employees.
- 23 10 Health Insurance:** City's cost of premiums for employee health insurance coverage.
- 23 15 Dental Insurance:** City's cost for employee dental premiums.
- 23 20 Life Insurance:** City's cost of premiums for employee life insurance coverage.
- 23 21 Short-Term Disability Insurance:** City's cost of premiums for employee short-term disability insurance coverage.
- 23 30 Dependent Health Insurance:** Cost for City's portion of insurance premiums for employee dependent health insurance coverage.
- 23 35 Dependent Dental Insurance:** City's cost for employee dependent dental premiums
- 23 40 Long-Term Disability Insurance:** City's cost of premiums for employee disability insurance coverage.

**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014
GLOSSARY OF ACCOUNTS**

- 23 50 Administrative Fees:** Administrative expenditures related to various insurances provided to employees.
- 24 10 Worker's Compensation:** Premiums and benefits for Worker's Compensation insurance coverage.
- 25 10 Unemployment Compensation:** Contingency payments to former employees as required by law.

PROFESSIONAL/CONTRACTUAL SERVICES

- 31 10 City Attorney:** Expenditures for legal services provided to the City.
- 31 15 Engineering:** Expenditures for engineering services related to planning, utilities, roads, and buildings.
- 31 20 Election Expense:** Costs related to City-wide municipal elections
- 31 25 Psychological Test & Poly:** Expenditures for employment related testing (generally Police or Fire).
- 31 27 Medical Screening:** Expenditures for employment-related testing.
- 31 30 Impact Fee Study:** Costs to conduct studies related to fee structure for various impact fees.
- 31 45 C.U.P. Renewal:** Costs related to renewing water permit from Water Management District.
- 31 50 Maintenance Fees (ICMA):** Administration fees for maintaining ICMA deferred compensation accounts for employees.
- 31 55 Maintenance Fees (Nationwide):** Administration fees for maintaining Nationwide deferred compensation accounts for employees.
- 31 60 Permit and Compliance Fees:** Costs and related expenditures for obtaining compliance required permitting from various State agencies.

ACCOUNTING & AUDITING

- 32 10 Auditing Services:** Expenditures for annual audit of financial statements as required by Florida Statutes.
- 32 20 Board Member Payments:** Payments to members of various City Boards.
- 32 30 Code Enforcement/Special Master:** Payments to Special Master for code enforcement

OTHER CONTRACTUAL SERVICES

- 34 10 Contractual Services:** Expenditures for contract-related services including maintenance, landscaping, meter reading, cleaning services, etc.

**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014
GLOSSARY OF ACCOUNTS**

34 30 Network Administration: Expenditures related to network administration and support.

TRAVEL & PER DIEM

40 10 Travel & Per Diem: Travel expenditures for seminars and conventions.

40 20 Police Education Expense: Expenditures for training seminars and educational classes for police officers.

40 30 Board Member Education: Expenditures for training seminars for elected and appointed members of City Boards.

COMMUNICATION & FREIGHT

41 10 Telephone: Expenditures for local and long distance telephone service.

41 20 Other Communication: Expenditures for beepers, radios, cell phones and other communication devices.

41 25 Website: Expenditures for Website maintenance

41 30 Postage: Postage for all City Departments; includes postage for brochures, newsletter, utility bills, FedEx, Express Mail, courier services, and special mailings.

RECYCLING

42 10 Recycling Containers: Expenditures for purchase of recycle containers for utility customers

UTILITIES

43 10 Electric, Water, Gas: Expenditures for water, electric and gas services for City facilities

43 20 Landfill Costs: Costs for solid waste disposal (residential customers)

43 30 Waste Management: Costs for solid waste pick-up and disposal (commercial)

RENTALS & LEASES

44 10 Rentals & Leases: Costs for rental or lease of equipment or facilities for City operations.

INSURANCE

45 10 Liability Insurance: Cost of premiums for protection against catastrophic loss, General Liability, and Property; includes other miscellaneous insurance requirements.

REPAIRS & MAINTENANCE

46 10 Building: General repairs and maintenance on existing City buildings, including Maintenance contracts for air conditioners.

**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014
GLOSSARY OF ACCOUNTS**

- 46 11 Docks:** General repairs and maintenance to docks at Marina
- 46 15 Equipment:** Routine and preventative maintenance and testing for major City equipment, including pump stations, meters, water valves and similar items.
- 46 16 Fueling System:** General repairs and maintenance to fueling system at Marina.
- 46 17 Insurance Recovery:** Restoration or replacement costs of impaired assets funded by insurance recovery monies; includes cost of deductibles.
- 46 20 Computer:** Routine and preventative maintenance for computers & related equipment.
- 46 30 Vehicles:** Preventative and ordinary costs incurred for repairing and maintaining City vehicles. Does not include replacement of major vehicle components such as engine or transmission.
- 46 35 Mowers:** Routine and preventative maintenance for City-owned mowers and related equipment.
- 46 37 Marine Vessel:** Water Taxi repair and maintenance.
- 46 38 Fire Vehicle Repair:** Preventative and ordinary costs incurred for repairing and maintaining fire vehicles.
- 46 40 Traffic Lights:** Routine & preventative maintenance for traffic signals within the City.
- 46 41 Stormwater Repairs:** Routine and preventative maintenance of storm drains.
- 46 45 Exterminating:** Expenditures for routine and preventative exterminating services.
- 46 50 Distribution:** Repair and maintenance of water distribution lines.
- 46 60 Copy Machines:** Expenditures for copy machine maintenance and repairs.
- 46 70 Playground:** Ordinary repairs and maintenance for playground equipment (Wooton Park).
- 46 71 Facilities:** Repair and maintenance of facilities at the Marina and Seaplane Base.
- 46 80 Lift Station Repair:** Includes costs for improvements of wastewater lift stations.
- 46 81 Pump Repair:** Costs for repair of water and wastewater pumps.
- 46 82 Collection Line Repair:** Costs for repair and maintenance of wastewater collection lines.
- 46 85 SCADA Maintenance:** Costs for repair and maintenance of the SCADA systems for water and wastewater.

PRINTING & BINDING

- 47 10 Printing and Binding:** Costs for printing and binding services.
- 47 20 Preservation of Books:** Expenditures for preservation of library books.

**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014
GLOSSARY OF ACCOUNTS**

47 30 Book Binding: Expenditures for binding library books.

47 40 Codification Expenditures: Costs for codifying City Ordinances.

PROMOTIONAL ACTIVITIES

48 10 City Appreciation: Expenditures for public activities related to citizen appreciation.

48 20 Light Up Main Street: Expenditures for annual holiday/Christmas Light Up Tavares festivities in December (other than decorations).

48 22 Light Up Main Street: Expenditures for annual holiday/Christmas Light Up Tavares decorating.

48 30 4th of July: Annual Independence Day celebration expenditures.

48 40 Adult Programs: Expenditures for adult library and parks programs.

48 50 Children's Reading Program: Expenditures for children's library reading programs.

48 60 Sponsored Events: Expenditure for City-sponsored events.

48 65 Sister City: Sister City program expenses.

CURRENT CHARGES

49 10 Advertising: Costs for advertising and publication of public notices.

49 20 Self Ins. Actuarial Evaluation: Expenditures for annual self insurance actuarial evaluation (dental insurance).

49 30 Financial Service Fees: Expenditures for banking and investments services.

49 32 Credit Card Processing Fees: Expenditures related to processing credit card transactions for payment of utility bills and deposits.

49 40 Developer Obligations: Expenditures for pioneer agreement obligations.

OFFICE SUPPLIES/OPERATING SUPPLIES

51 10 Office Supplies: Standard materials and supplies used in daily office operations such as staples, paper, pens, and pencils, etc. Each department defines for its own purpose what is to be included in this line item.

52 10 Operating Supplies: Costs for general operating supplies related to department missions.

52 11 Durable Goods: Expenditures for items with a cost between \$500 - \$999, not consumable in nature, and with useful lives expected to exceed more than one operating cycle.

52 13 Medical: Costs for medical supplies for Fire Department emergency services.

**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014
GLOSSARY OF ACCOUNTS**

- 52 14 Leak Detection:** Expenditures related to leak detection measures for water and sewer lines.
- 52 15 Fuel Costs:** Costs for fuel to operate City vehicles and equipment.
- 52 16 Inventory Purchases:** Items purchased for resale by the Marina/Prop Shop.
- 52 17 New Meters:** Expenditures for purchase of new water meters.
- 52 18 Replacement Meters:** Expenditures for purchase of replacements for existing water meters.
- 52 19 Cross Connection Devices:** Expenditures for purchases of cross connection devices for water connections.
- 52 20 Newsletter:** Expenditures and related costs for producing City newsletter.
- 52 22 Reuse Meters:** Expenditures for purchase of new meters for the water reuse program.
- 52 23 Special Projects:** Expenditures for various special City projects.
- 52 24 Splash Park Supplies:** Expenditures for supplies used at the Splash Park.
- 52 25 Uniforms:** Expenditures for providing employee uniforms for City departments.
- 52 28 Promo Program Supplies:** Expenditures for supplies supporting Economic Development Initiatives.
- 52 29 Carts:** Expenditures for replacement of solid waste carts.
- 52 30 Art in the Square:** Expenditures and related costs for holding City-sponsored art shows at City Hall.
- 52 35 Fire Arm Supplies:** Expenditures for providing firearms and related ammunition to police officers.
- 52 36 Bunker Gear:** Expenditures for purchase of bunker gear for firefighters.
- 52 40 Investigation Funds:** Expenditures for investigative activities (police).
- 52 50 Training:** Costs for training supplies and classes for various City departments.
- 52 55 Police Automation Expense:** Expenditures of the Police Automation Fund (Spec. Rev.)
- 52 60 League Lease Expense:** Expenditures related to securing lease financing arrangements.
- 52 65 Chemicals:** Costs for chemicals at water and wastewater facilities.
- 52 59 Gen Svc Sign Materials:** Materials to support the street sign inventory program.
- 52 70 Operating Equipment:** Costs for laboratory chemical and testing equipment.

**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2013-2014
GLOSSARY OF ACCOUNTS**

- 52 75 Lab Supplies:** Costs for laboratory supplies and testing for Water Department.
- 52 80 Operating Supplies/ Lab Operating Supplies:** Costs for additional laboratory supplies.
- 52 85 Exp Related to TIF District:** TIF district expenditures.
- 52 87 Downtown Development:** Costs for promoting development and businesses downtown.
- 52 95 SCADA Supplies:** Expenditures related to maintenance of the SCADA system in water and wastewater.

ROAD MATERIALS

- 53 10 Road Resurfacing:** Costs and related expenditures for routine road resurfacing.
- 53 20 Road Materials & Supplies:** Costs for materials and supplies for maintenance.

BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS

- 54 10 Books, Pubs, Subscriptions & Memberships:** Dues to professional organizations, professional magazines, and trade journals, etc.
- 54 20 Fire Prevention/Public Education:** Costs for public awareness and education for fire prevention
- 54 30 Mildred Hunter Trust Exp:** Administrative costs for administering Mildred Hunter Trust Fund.

EVENTS

- 55 10 Summer Youth Programs:** Costs for Parks & Recreation summer programs.
- 55 20 Program Costs:** Costs for recreation programs.
- 55 30 Individual Property Grant:** TIF awarded grant.

OTHER EXPENDITURES/EXPENSES

- 59 10 Depreciation Expense:** Expense for depreciation on City facilities, equipment and
- 59 13 Bad Debt Expense:** Expense for uncollectible accounts receivable (utility accounts).
- 59 15 Transfers to Gen Fund:** Transfers in lieu of taxes from utility funds.
- 59 17 Transfer to Debt Service:** Transfer of funds to the Debt Service Fund for payment of General Fund Debt.
- 59 20 Reimbursement to Gen Fund:** Reimbursements from utility funds to General Fund for administrative costs.
- 59 25 Transfers to Water/Wastewater:** Transfers from Stormwater to Water and Wastewater Fund.

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- 59 28 Transfers to Stormwater:** Transfer from General Fund to the Stormwater Fund.
- 59 35 Abatement Proceedings:** Costs & related expenditures for property abatement proceedings.
- 59 40 Recording & Taxes:** Fees for recording City documents, and costs for taxes on newly acquired properties.
- 59 45 Community Service:** Costs for activities related to community service initiatives.
- 59 50 Uniform Dry Cleaning:** Expenditures for cleaning services (Police Investigators).
- 59 60 Amortization:** Amortization costs for debt obligations.
- 59 65 Grant Match:** Expenditures for match requirements of awarded grants to the City.
- 59 70 Transfer to SRF Loan Debt:** Transfers from water and wastewater operating for SRF debt requirements.
- 59 75 Transfer to Fire Impacts:** Transfers to Fire Impact Fund from General Fund.
- 59 78 Transfer to W/WW RRI Fund:** Transfer of funds to the water and wastewater renewal and replacement fund to cover cost of upgrading and/or replacing infrastructure.
- 59 90 Contingency:** Funds set aside for unforeseen expenditures. General & Utilities Administration

CAPITAL EXPENDITURES/EXPENSES

- 61 10 Land:** The cost of purchasing land by the City and all related costs to the purchase such as legal and surveying fees.
- 62 20 Buildings:** All costs related to new buildings or major building improvements
- 63 10 Street Sign Replacement:** This includes all costs associated with street sign replacement.
- 63 15 Improvements Other Than Buildings:** This includes facilities such as water & sewer lines or major capital repairs on equipment.
- 63 20 Sidewalk Repair, Replace & Const:** This includes all costs related to sidewalk construction.
- 63 30 Paving:** This includes all costs related to street paving.
- 63 40 Storm Drainage Repair/Const:** This includes all costs related to storm drain construction and improvements.
- 63 50 FDOT US 441 Retention Pond:** This includes all costs related to the US 441 Retention Pond construction and improvements.
- 63 60 Improvements Other Than Buildings/Landscaping:** This includes all costs related to landscape improvements on City property or City rights-of-way.

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- 63 61 Streetscape:** Expenditures for upgrading street rights-of-way.
- 63 70 Traffic Signals:** This includes all costs related to Traffic Signal construction and improvements.
- 63 80 Park Improvements:** This includes all costs related to Parks construction and improvements.
- 63 90 Road Construction:** This includes all costs related to road design and construction.
- 64 10 Equipment Replacement:** This includes all costs to replace current equipment in operation (Vehicles, Machinery, Mowers, Trailers, Vessels, Office Equipment, etc.) which costs more than \$1,000.00)
- 64 11 Vehicle Replacement:** Expenditures related to the purchase of new vehicles to replace existing fleet vehicles.
- 64 13 Computer Replacement:** Includes all costs to replace current computers in use (costs more than \$1,000.00).
- 64 14 New Computers:** Expenditures for new computer purchases. Does not include costs to replace computers currently in use (costs more than \$1,000.00).
- 64 15 New Equipment:** Costs for all new equipment such as vehicles, mowers, saws, large tools, push mowers, hedge trimmers, lockers, tool boxes, pumps, vacuums, and office furniture such as desks, chairs, book shelves, file cabinets, calculators, etc., exceeding \$1,000.
- 64 17 New Vehicles:** Expenditures for vehicles which do not replace current fleet vehicles.
- 64 23 Software:** Expenditures related to purchases of application software.
- 64 25 Future Projects:** Costs for new equipment with a cost greater than \$1,000.00, and a useful life greater than one operating cycle, and where another classification is not appropriate.
- 64 30 Capital Equipment:** Costs for equipment generally used in the revenue producing process.
- 64 35 Meter Replacements:** Costs for replacing water meters.
- 64 40 Meters:** Costs for new water meter purchases.
- 64 45 Cross Connection Device:** Costs for cross connection device purchases.

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Construction in Progress:

- 65 45 Construction in Progress:** Used to account for undistributed work in progress on construction projects
- 65 47 Capital Line Expansion:** Expenditures related to water/wastewater capital lines.

Books, Publications & Library Materials:

- 66 10 Standing Order National Library:** Library subscriptions of national periodicals and journals.
- 66 20 Major Collections Books:** Expenditures for library book collections.

DEBT SERVICE

- 71 XX Principal Payments:** Principal payments on outstanding loans, or other debt instruments.
- 72 XX Interest Payments:** Interest payments on outstanding loans, or other debt instruments.
- 73 XX Other Debt Service Costs:** Costs other than principal and interest related to debt issuance. Also includes payments for trust and agency fees.

GRANTS & AIDS

- 81 10 Community Grants:** Expenditures related to support of various local activities and community events.
- 81 20 FDLE Grant:** Grant expenditures for FDLE grants.
- 81 30 FL Dept of AG Grant:** Grant expenditures for FL Dept of AG Grant.
- 81 40 Tav-Lee Trail Grant:** Grant expenditures for Tav-Lee Trail
- 81 50 FRDAP Grant:** Grant expenditures for FRDAP projects.
- 83 10 Other Grants:** Expenditures for all other community grants or grant expenditures not otherwise classed.

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