

CITY OF TAVARES
PROPOSED OPERATING BUDGET
FISCAL YEAR 2015-2016



Tavares Pavilion On the Lake
Opens for Business in
America's Seaplane City



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**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2015-2016**

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**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR
2015-2016**

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Special Events Fund Revenue & Expenditures	106	0000 & 5901	211-216
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**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2015-2016**



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 2015-2016 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 2015-2016 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 and objectives.
- 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.
Applies fiscal responsibility to all aspects of
- 7 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.

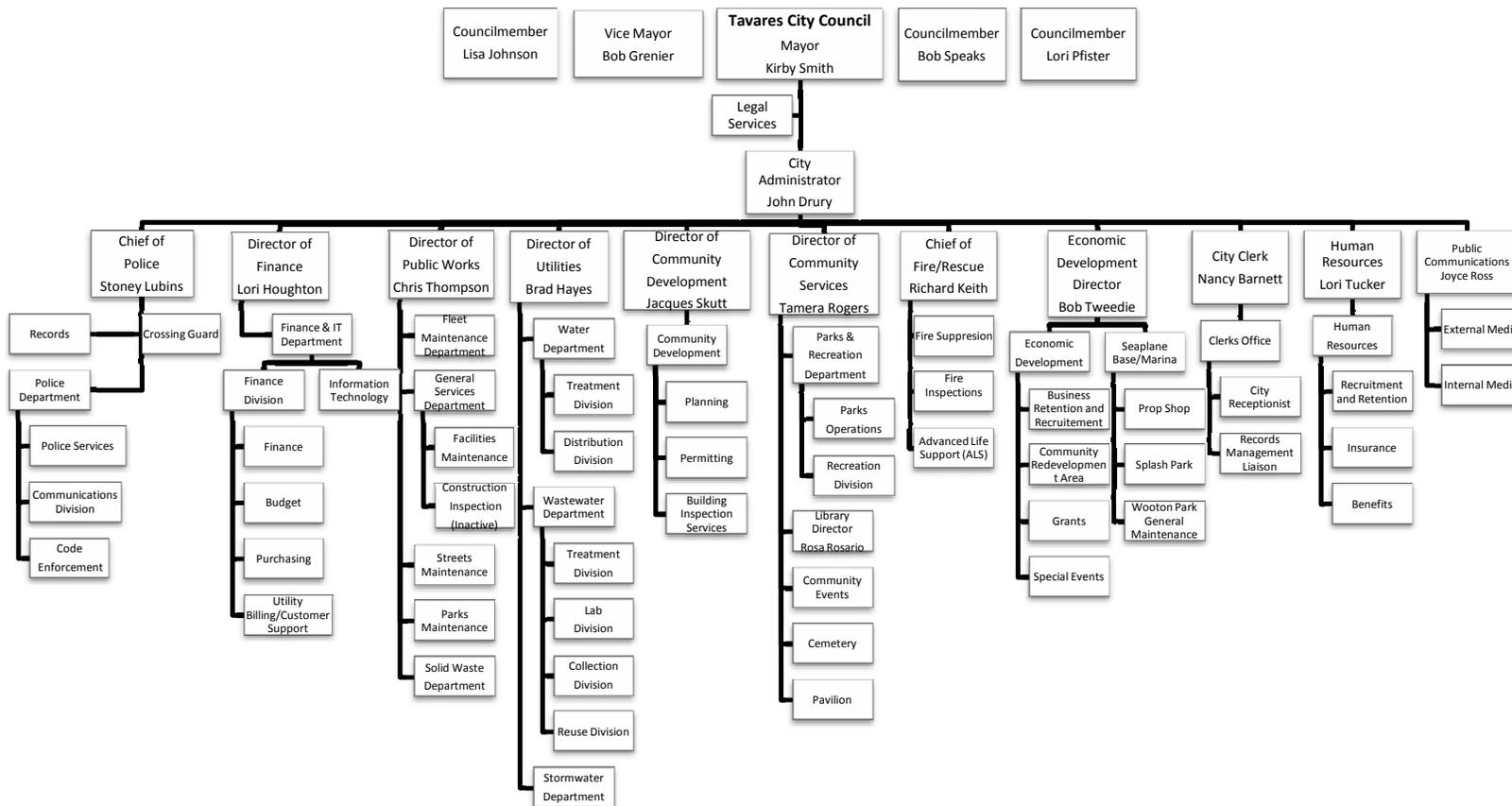
In order to achieve these objectives the City Council will develop and identify its goals and objectives and transmit them to the City Administrator for implementation. The City Council will participate in the implementation of these goals and objectives through City Horizon Projects and appointments 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 2015-2016



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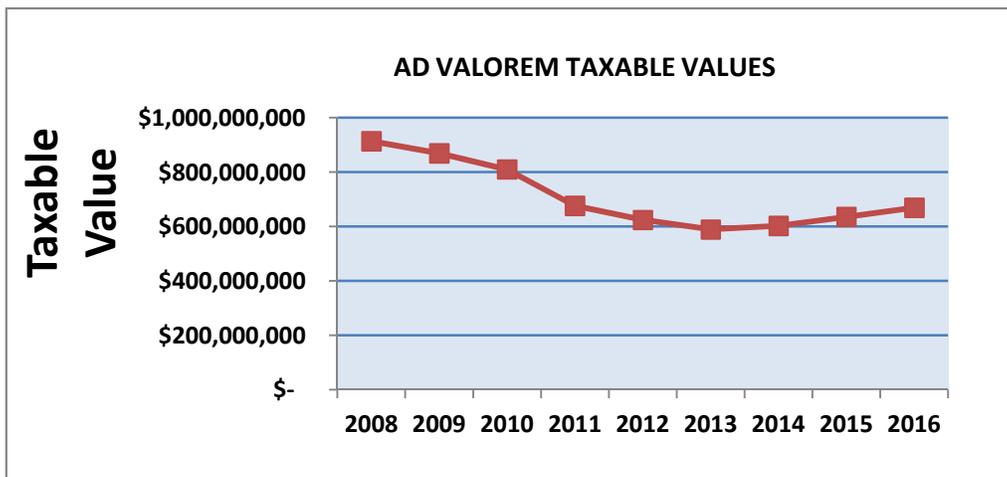


**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

HISTORICAL MILLAGE ASSESSED VALUES

TAX RATE COMPARISON			TAX ROLL COMPARISON			
Year	General Fund	Debt Service	TOTAL:	Year	Taxable Value	Taxable Value % Increase
2005-06	5.4200	0.0000	5.4200	2005-06	\$ 523,213,050	18.14%
2006-07	5.4200	0.0000	5.4200	2006-07	\$ 724,246,068	38.42%
2007-08	5.4200	0.0000	5.4200	2007-08	\$ 913,861,194	26.18%
2008-09	6.2500 ¹	0.0000	6.2500	2008-09	\$ 869,300,751 ¹	-4.88%
2009-10	6.2500	0.0000	6.2500	2009-10	\$ 810,116,659 ³	-6.81%
2010-11	6.9500	0.0000	6.9500	2010-11	\$ 676,263,560 ³	-16.52%
2011-12	6.8900 ²	0.0000	6.8900	2011-12	\$ 624,303,974 ³	-7.68%
2012-13	5.9850	0.4610	6.4462	2012-13	\$ 589,146,145 ⁴	-5.63%
2013-14	6.4531	0.4533	6.9064	2013-14	\$ 602,599,312	2.28%
2014-15	6.7283	0.4286	7.1569	2014-15	\$ 635,693,342	5.49%
2015-16	6.6166	0.4068	7.0234	2015-16	\$ 668,959,923	5.23%

- 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
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

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	441,443-445,447 RESTRICTED UTILITY FUNDS*
ESTIMATED REVENUES							
TAXES/FRANCHISE/UTILITY TAX ASSESSMENTS	\$ 6,842,759						109,852
PERMITS AND FEES	1,866,621						
INTERGOVERNMENTAL REVENUES	1,439,111						
CHARGES FOR SERVICES	152,290	8,677,075	2,770,058	944,973	318,350	541,326	
FINES & JUDGMENTS	31,844						
INTEREST INCOME & OTHER INCOME	1,397	3,583	-	-	-	40,750	2,979
OTHER INCOME	112,016	-	-	-	-		
GRANT INCOME	56,147	-					
IMPACT FEES							1,100,000
TOTAL REVENUES	10,502,185	8,680,658	2,770,058	944,973	318,350	582,076	1,212,831
REIMBURSEMENTS/TRANSFERS							
REIMB FROM OTHER FUNDS	1,322,126						
TRANSFERS IN	2,552,817			-	381,300	90,571	2,102,063
TOTAL REIMB/TRANSFERS	3,874,943	-	-	-	381,300	90,571	2,102,063
TOTAL REVENUES & TRANSFERS	14,377,128	8,680,658	2,770,058	944,973	699,650	672,647	3,314,894
OTHER SOURCES							
DEBT PROCEEDS	800,000	-	-	120,000			
CONTRIBUTIONS							
FUND BAL APPROPRIATION/(NON-APP)	(27,447)	(9,078)	(129,206)	(61,188)	-	(5,329)	9,221
TOTAL OTHER SOURCES	772,553	(9,078)	(129,206)	58,812	-	(5,329)	9,221
GRAND TOTAL REVENUES	\$ 15,149,681	\$ 8,671,580	\$ 2,640,852	\$ 1,003,785	\$ 699,650	\$ 667,318	\$ 3,324,115

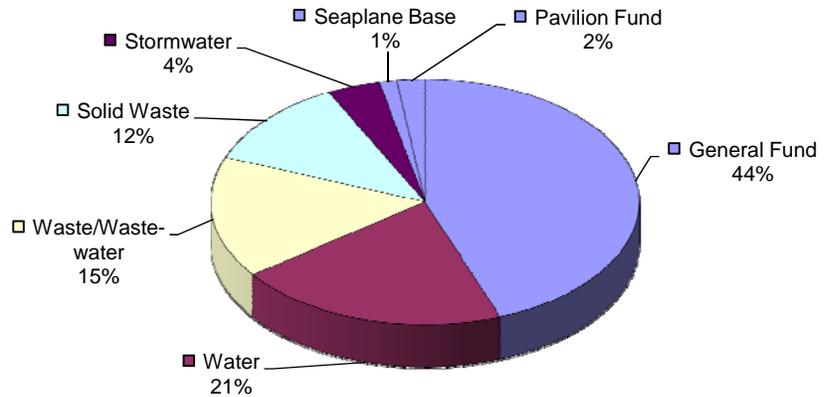
*Restricted Utility Funds include the following:

- 441-Water/Wastewater Impact Fee Fund
- 443-Water/Wastewater RRI Fund
- 444-SRF Loan Construction
- 445-SRF Debt Service
- 447-Sunset View Project Fund

**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



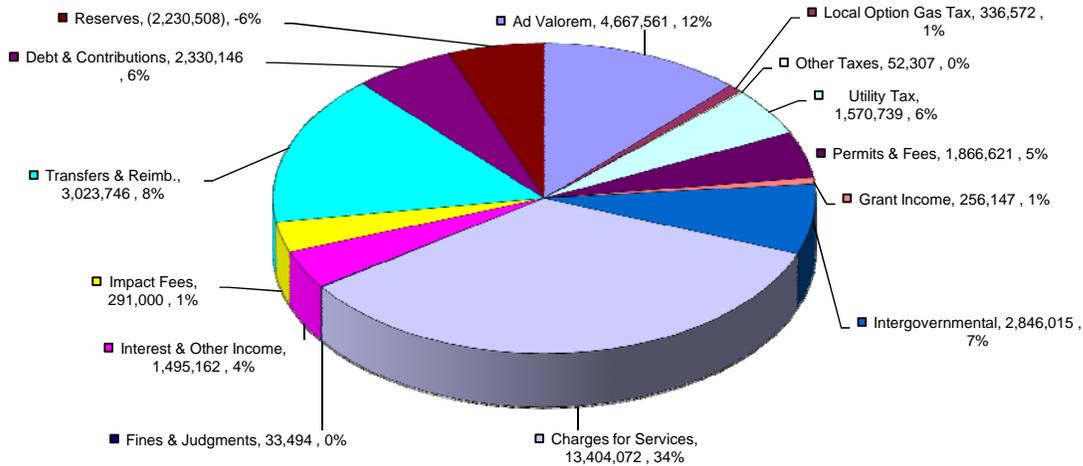
Note: This graph does NOT include Reimbursements or Transfers

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

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 ASSESSMENT	150 INFRAS SURTAX	117 & 151 GRANTS & FREEDOM FLAG FUNDS	201 DEBT SERVICE FUND	Other OTHER FUNDS**	TOTAL
	\$ 155,104				\$ 1,304,000		\$ 272,100		\$ 8,573,963
				1,619,134					1,728,986
		12,904				90,000			1,866,621
									1,542,015
1,650									- 13,404,072
-	2,000							1,387,824	1,438,533
-									-
						200,000			-
		86,000	48,000						-
									1,234,000
1,650	170,008	86,000	48,000	1,619,134	1,304,000	290,000	272,100	1,387,824	30,189,847
									1,322,126
					47,573				5,174,324
					47,573				6,496,450
1,650	170,008	86,000	48,000	1,619,134	1,351,573	290,000	272,100	1,387,824	36,686,297
									920,000
	(58,008)	(66,000)	(28,000)			7,208	(8)	1,058,275	1,058,275
								(1,855,465)	(2,223,300)
	(58,008)	(66,000)	(28,000)			7,208	(8)	(797,190)	(245,025)
\$ 1,650	\$ 112,000	\$ 20,000	\$ 20,000	\$ 1,619,134	\$ 1,351,573	\$ 297,208	\$ 272,092	\$ 590,634	\$ 36,441,272

Estimated Revenue-All Funds by Category



**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

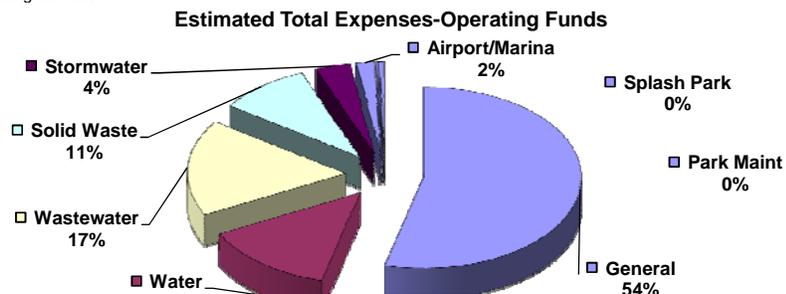
SUMMARY OF REVENUES, EXPENDITURES, CHANGES IN RESERVE

	001 GENERAL FUND	401 UTILITIES FUND	402 SOLID WASTE FUND	403 STORM- WATER FUND	405 SEAPLANE BASE FUND	406 PAVILION FUND	441, 443-445, 447 RESTRICTED UTILITY FUNDS
APPROPRIATIONS							
MAYOR & COUNCIL	\$ 72,466						
ADMINISTRATION	398,389						
FINANCE & TECHNOLOGY	1,439,855						
LEGAL SERVICES	165,602						
COMMUNITY DEVELOPMENT	760,695						
CITY CLERK	247,598						
HUMAN RESOURCES	311,217						
PUBLIC COMMUNICATIONS	130,007						
FLEET MAINTENANCE	536,097						
POLICE SERVICES	3,110,424						
FIRE SERVICES	3,114,942						
GENERAL SERVICES	1,901,470						
SEAPLANE BASE					510,533		
ECONOMIC DEVELOPMENT	217,534						
LIBRARY	502,581						
PARKS MAINTENANCE	1,153,871					189,117	
RECREATION	510,351						
PARKS OPERATIONS	40,137						
PAVILION CONFERENCE CENTER						481,943	
WATER		1,943,682					296,500
WASTEWATER		3,013,421					915,700
PUBLIC WORKS ADMINISTRATION		-					
SOLID WASTE			1,799,672				
STORMWATER				723,367			
W&S IMPACT FEE							-
SRF LOAN CONSTRUCTION							-
POLICE EDUCATION							
POLICE AUTOMATION							
POLICE FORFEITURES							
COMMUNITY REDEVELOPMENT							
SPECIAL EVENTS							
GRANT EXPENDITURES							
PUBLIC SAFETY							
CAPITAL PROJECT FUND							
TRANSFERS OUT	443,444	2,553,493	225,067	57,186	-		200,000
REIMBURSEMENTS TO OTHER FUNDS		640,836	522,502	158,788			
DEBT SERVICES	93,001	520,148	93,611	64,444	-	185,375	1,911,915
APPROPRIATIONS LESS DEBT PROCEEDS	15,149,681	8,671,580	2,640,852	1,003,785	699,650	667,318	3,324,115
CAPITAL LEASE EXPENDITURES	-		-				
TOTAL APPROPRIATIONS	\$ 15,149,681	\$ 8,671,580	\$ 2,640,852	\$ 1,003,785	\$ 699,650	\$ 667,318	\$ 3,324,115
APPROP.(NON-APPROP). RESTRICTED ¹	(27,447)	(9,078)	(129,206)	(61,188)	-	(5,329)	9,221
ESTIMATED BEG RESERVE BAL-10/01/15	1,229,203	928,867	1,324,422	421,174	77,177	-	3,730,260
ESTIMATED END RESERVE BAL-9/30/16 ³	\$ 1,256,650	\$ 937,945	\$ 1,453,628	\$ 482,362	\$ 77,177	\$ 5,329	\$ 3,721,039
RESERVE BAL - EMERGENCIES - 90%	1,130,985	844,150	1,308,265	434,126	69,459	4,796	3,348,935
RESERVE BAL - CONTINGENCIES-10%	125,665	93,794	145,363	48,236	7,718	533	372,104

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

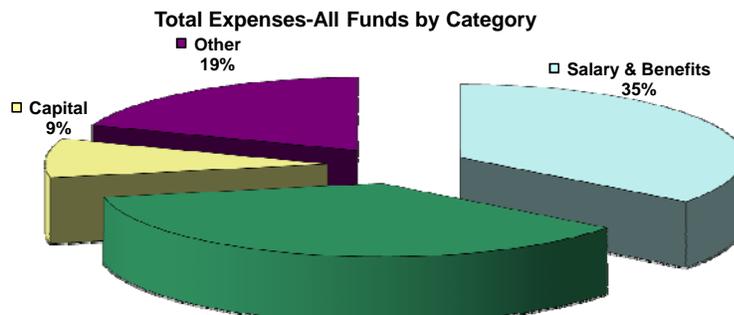




**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

SUMMARY OF REVENUES, EXPENDITURES, CHANGES IN RESERVE

102, 103, 112, 113 SPECIAL POLICE FUNDS	105 COMM REDEV	110 & 111 PUBLIC SAFETY IMPACTS	114 PARKS & RECREATION IMPACTS	122 FIRE ASSESSMENT	150 INFRAS SURTAX	117,151 GRANTS & FREEDOM FLAG FUNDS	201 DEBT SERVICE FUND	601,602,605,606 PENSION & OTHER FUNDS	TOTAL	
									\$ 72,466	
									398,389	
									1,439,855	
									165,602	
									760,695	
									247,598	
									311,217	
									130,007	
									536,097	
								385,263	3,495,687	
								205,255	3,320,197	
						7,208			1,908,678	
									510,533	
									217,534	
								16	502,597	
			20,000					100	1,653,088	
						290,000			510,351	
									40,137	
									481,943	
									2,240,182	
									3,929,121	
									-	
									1,799,672	
									723,367	
									-	
									-	
1,650									1,650	
									-	
	108,000								108,000	
									-	
		20,000							20,000	
	4,000								-	
				1,619,134					5,102,324	
									1,322,126	
									4,492,159	
1,650	112,000	20,000	20,000	1,619,134					36,441,272	
					1,351,573		272,092			
					1,351,573	297,208	272,092	590,634		
									-	
\$ 1,650	\$ 112,000	\$ 20,000	\$ 20,000	\$ 1,619,134	\$ 1,351,573	\$ 297,208	\$ 272,092	\$ 590,634	\$ 36,441,272	
									-	
	-	(58,008)	(66,000)	(28,000)			7,208	(8)	(1,855,465)	(2,223,300)
	5,255	40,858	193,581	116,716		482,756	7,208	100,225	16,858,747	25,516,449
\$ 5,255	\$ 98,866	\$ 259,581	\$ 144,716	\$ -	\$ 482,756	\$ -	\$ 100,233	\$ 18,714,212	\$ 27,739,749	
									-	
4,730	88,979	233,623	130,244		434,480		90,210	16,842,791	24,965,774	
526	9,887	25,958	14,472		48,276		10,023	1,871,421	2,773,975	

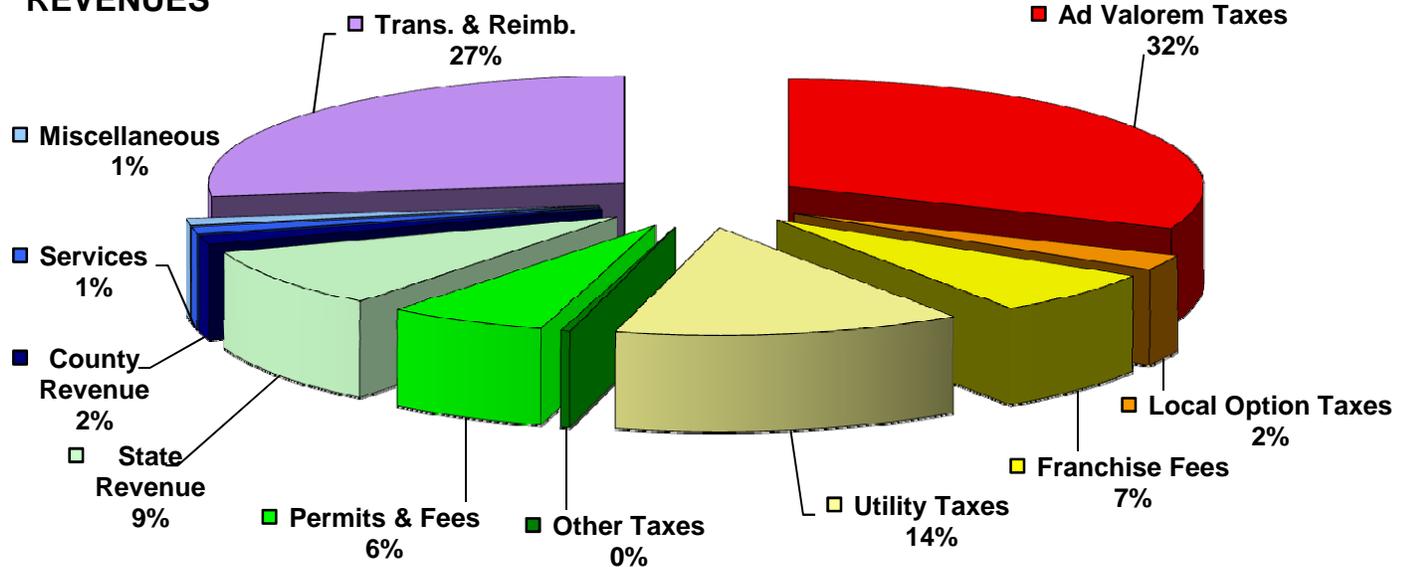


CITY OF TAVARES
PROPOSED BUDGET

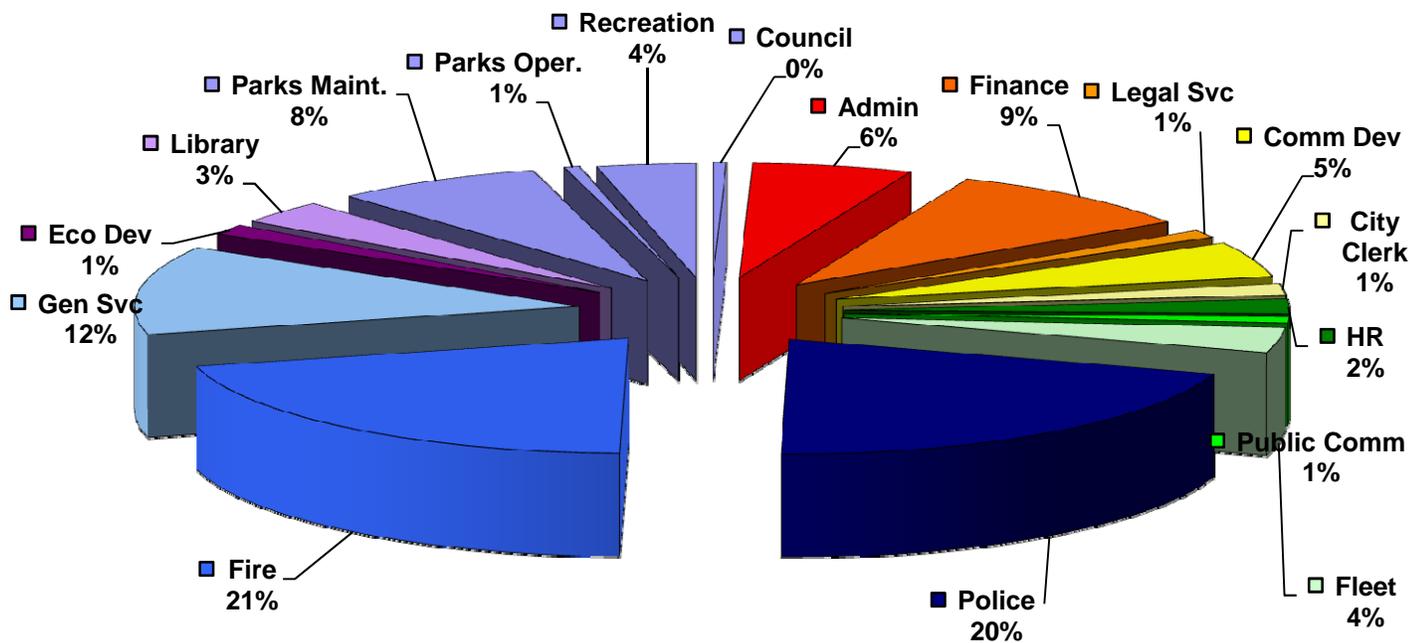
■ Operating
37%

Estimated General Fund Revenues vs. Expenditures FY 15-16

REVENUES

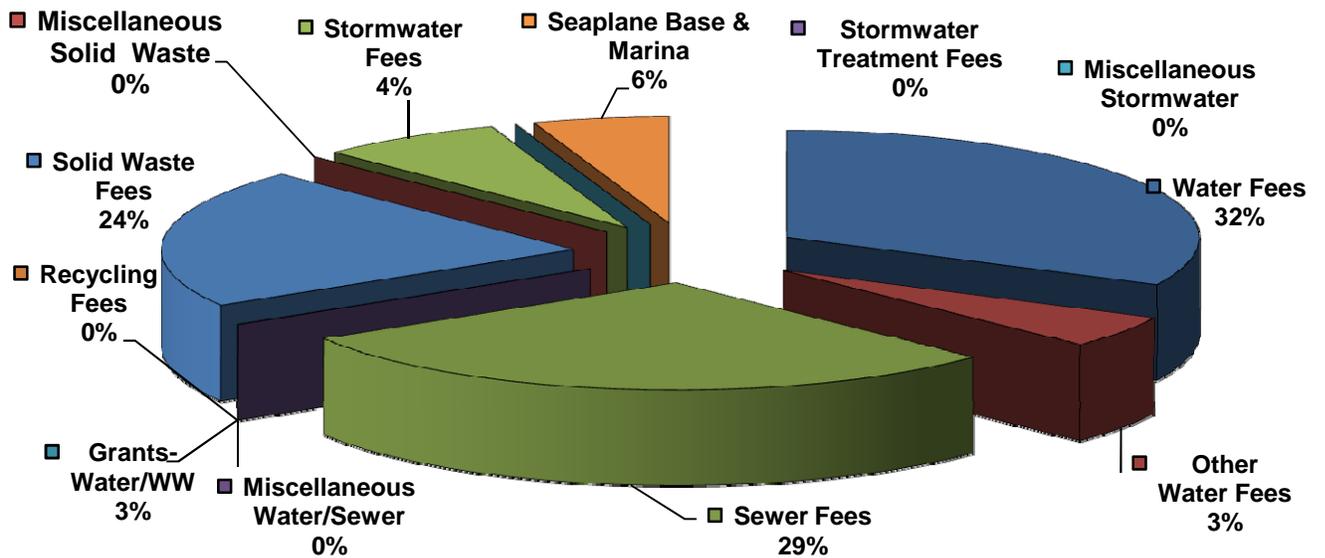


EXPENSES

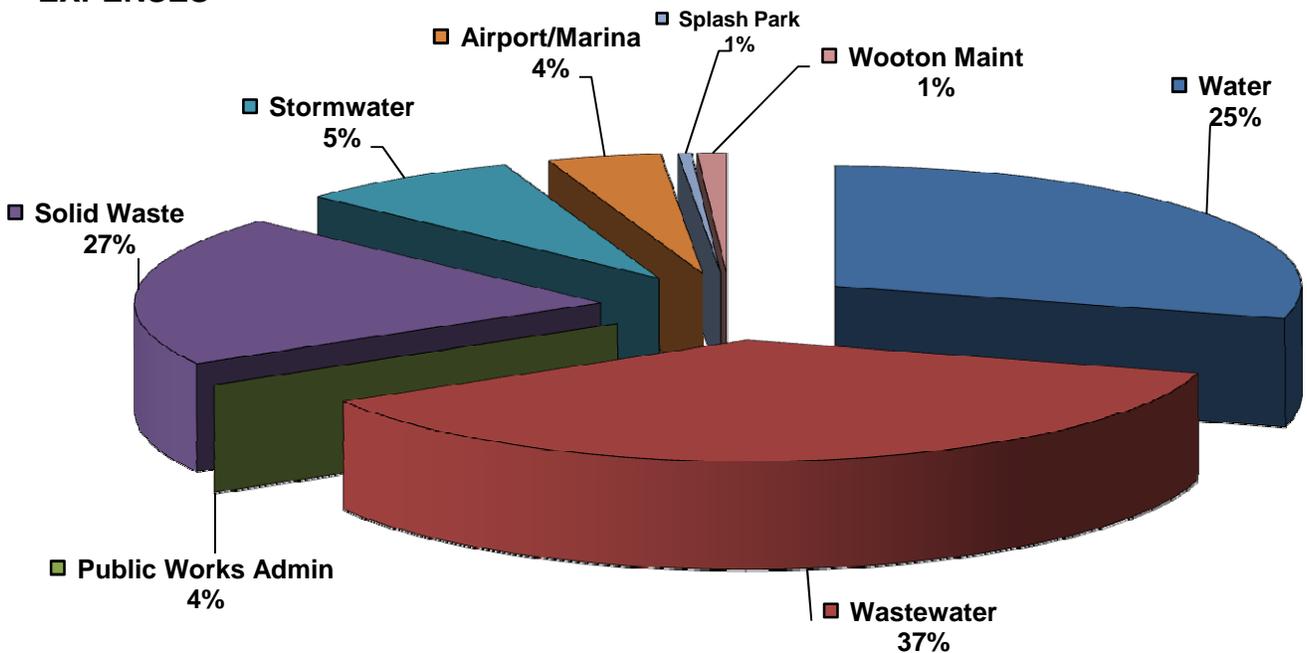


Estimated Proprietary Funds Revenues vs. Expenditures FY 15-16

REVENUES



EXPENSES



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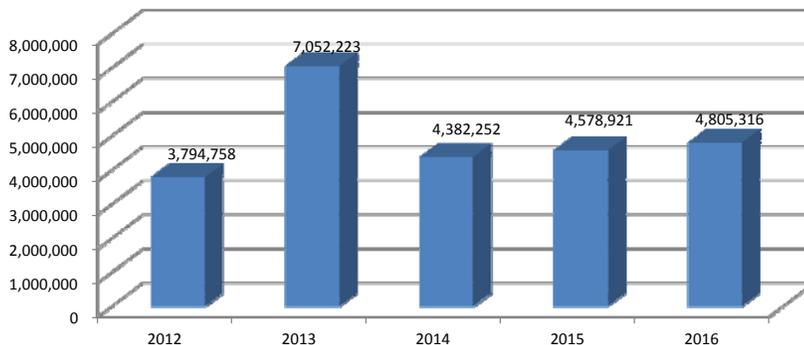
**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

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

WHERE FROM:		WHERE TO:	
AD VALOREM TAXES (includes Voted & TIF)	4,667,561	EXECUTIVE AND CITY ADMINISTRATOR	341,067
LOCAL OPTION GAS TAXES	336,572	GENERAL GOVERNMENT OVERHEAD	617,946
UTILITY TAX REVENUE	1,941,423	FINANCE & TECHNOLOGY	1,439,855
BUSINESS TAX RECEIPTS	52,307	LEGAL SERVICES	165,602
FRANCHISE FEES	976,740	COMMUNITY DEVELOPMENT	760,695
PERMITS & FEES	889,881	CITY CLERK	247,598
INTERGOVERNMENTAL REVENUE	1,500,658	HUMAN RESOURCES	311,217
CHARGES FOR SERVICES - GEN FUND	152,290	PUBLIC COMMUNICATIONS	130,007
FINES & FORFEITURES	33,494	FLEET MAINTENANCE DEPARTMENT	536,097
WATER REVENUE	4,360,282	POLICE PUBLIC SAFETY	3,029,493
WASTEWATER REVENUE	3,797,654	POLICE DISPATCH SERVICES	-
WATER REUSE REVENUE	180,375	POLICE CODE ENFORCEMENT	80,931
SERVICE/LATE CHARGES	338,764	FIRE DEPARTMENT	3,163,229
SOLID WASTE REVENUE	2,770,058	GENERAL SERVICES	1,901,470
STORMWATER REVENUES	944,973	ECONOMIC DEVELOPMENT	217,534
INTERFUND TRANSFERS & REIMBURSEMENTS	6,496,450	LIBRARY	502,581
CAPITAL LEASE PROCEEDS	920,000	PARKS MAINTENANCE	1,153,871
DEBT PROCEEDS SRF	-	PARKS OPERATIONS & RECREATION	550,488
SUNSET VIEW PROJECT ASSESSMENTS	109,852	POLICE EDUCATION	1,650
DEBT SERVICE FUND (Included with transfers)	272,100	POLICE AUTOMATION	-
COMMUNITY REDEV - TIF REVENUES	7,504	COMMUNITY REDEVELOPMENT TRUST - TIF	112,000
EVENT FUND REVENUES	-	SPECIAL EVENTS FUND	-
POLICE & FIRE IMPACT FEES	86,000	POLICE & FIRE IMPACT FUNDS	20,000
PARK IMPACT FEES	48,000	FORFEITURE EXPENDITURES	-
FIRE ASSESSMENT FEES	1,619,134	PARK IMPACT EXPENDITURES	20,000
INFRASTRUCTURE SALES TAX	1,304,000	FREEDOM FLAG FUND	7,208
GRANT REVENUE	290,000	FIRE SUPPRESSION	1,619,134
WATER & SEWER IMPACT FEES	1,100,000	INFRASTRUCTURE SURTAX EXPENDITURES	-
SEAPLANE BASE MARINA REVENUES	22,800	INFRASTRUCTURE SURTAX DEBT SERVICE	1,351,573
SEAPLANE BASE PROP SHOP REVENUES	231,300	GRANT EXPENDITURES	290,000
SEAPLANE BASE SPLASH PARK REVENUES	48,250	DEBT SERVICE - GENERAL GOVERNMENT	272,092
SEAPLANE BASE FACILITY & GAZEBO RENTALS	16,000	CAPITAL PROJECT FUND	-
PAVILION FUND	541,326	WATER DIVISION	3,819,858
EMPLOYER PENSION CONTRIB - POLICE & FIRE	621,388	WASTEWATER DIVISION	4,851,722
EMPLOYEE PENSION CONTRIB - POLICE & FIRE	273,608	PUBLIC WORKS ADMINISTRATION	-
STATE CONTRIBUTIONS - POLICE & FIRE	163,279	SOLID WASTE FUND	2,640,852
INTEREST/INVESTMENT INCOME (Includes Pension Funds)	1,395,783	STORMWATER FUND	1,003,785
MISCELLANEOUS INCOME	154,766	WATER & SEWER IMPACT FEE FUND	1,115,000
APPROP FUND BAL/RETAINED EARNINGS	19,229	WATER & SEWER RENEWAL & REPLACEMENT	297,200
		SRF CONSTRUCTION	-
		SRF DEBT SERVICE	1,802,063
		SEAPLANE BASE EXPENDITURES	699,650
		PAVILION FUND EXPENDITURES	667,318
		SUNSET VIEW PROJECT EXPENDITURES	109,852
		OTHER FUND EXPENDITUES	590,634
		NON APPROPRIATED REVENUES	387,064
		OTHER FUND NON APPROPRIATED REVENUES	1,855,465
TOTAL REVENUES: \$	38,683,801	TOTAL EXPENDITURES: \$	38,683,801

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

TRANSFERS & REIMBURSEMENTS

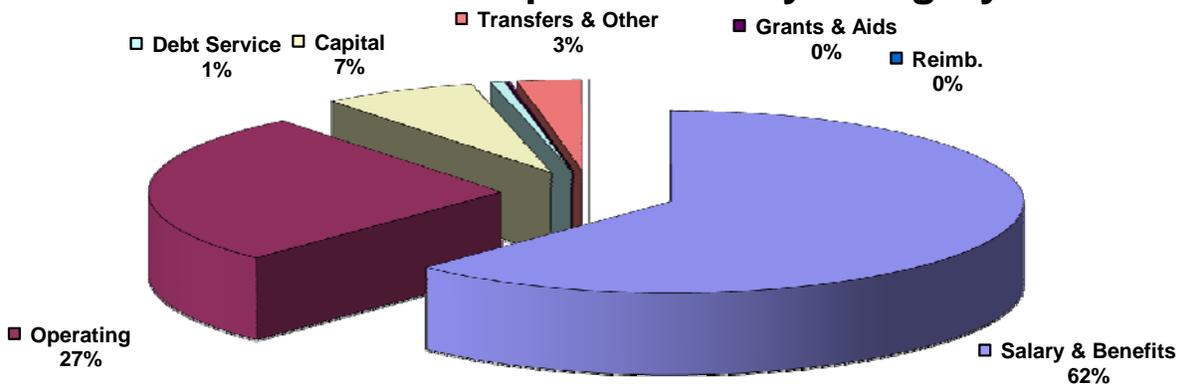


**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

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	48,972	23,494	72,466	-	72,466
ADMINISTRATION	1	274,146	106,243	380,389	506,158	886,547
FINANCE & TECHNOLOGY	13	1,043,367	388,088	1,431,455	8,400	1,439,855
LEGAL SERVICES	N/A	N/A	165,602	165,602	-	165,602
COMMUNITY DEVELOPMENT	5	418,850	331,845	750,695	10,000	760,695
CITY CLERK	2	214,109	33,489	247,598	-	247,598
HUMAN RESOURCES	2	213,472	97,745	311,217	-	311,217
PUBLIC COMMUNICATIONS	1	108,899	21,108	130,007	-	130,007
FLEET MAINTENANCE	4	357,748	172,149	529,897	6,200	536,097
POLICE DEPARTMENT	35	2,455,114	655,310	3,110,424	-	3,110,424
FIRE DEPARTMENT	25	2,249,900	274,792	2,524,692	638,537	3,163,229
GENERAL SERVICES	8	529,288	992,182	1,521,470	380,000	1,901,470
ECONOMIC DEVELOPMENT	2	199,227	18,307	217,534	-	217,534
LIBRARY	7	369,125	91,256	460,381	42,200	502,581
PARKS MAINTENANCE	13	640,541	508,330	1,148,871	5,000	1,153,871
RECREATION	9	345,913	164,438	510,351	-	510,351
PARKS OPERATIONS	N/A	-	40,137	40,137	-	40,137
TOTAL GENERAL FUND	127	\$ 9,468,671	\$ 4,084,515	\$ 13,553,186	\$ 1,596,495	\$ 15,149,681

General Fund Expenditures by Category



**PROPOSED BUDGET
FISCAL YEAR 2015-2016**

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

UTILITY & OTHER FUNDS ANALYSIS

UTILITY FUND	AUTHOR- IZED POSITIONS	PERSONAL SERVICES	MATERIALS SUPPLIES & SERVICES	TOTAL OPERATING BUDGET	CAPITAL OUTLAY & OTHER	TOTAL BUDGET
WATER DEPARTMENT	11	849,500	2,567,168	3,416,668	403,190	3,819,858
WASTEWATER DEPARTMENT	17	1,130,447	3,158,509	4,288,956	562,766	4,851,722
TOTAL UTILITY FUND	28	1,979,947	5,725,677	7,705,624	965,956	8,671,580
POLICE EDUCATION FUND	N/A	N/A	1,650	1,650	-	1,650
POLICE AUTOMATION FUND	N/A	N/A	-	-	-	-
COMMUNITY REDEV. FUND	0	-	112,000	112,000	-	112,000
SPECIAL EVENTS FUND	N/A	N/A	-	-	N/A	-
PUB. SAFETY IMPACT FUNDS	N/A	N/A	20,000	20,000	-	20,000
FORFEITURE FUNDS	N/A	-	-	-	-	-
P&R IMPACTS FUND	N/A	N/A	10,000	10,000	10,000	20,000
FREEDOM FLAG FUND	N/A	N/A	7,208	7,208	-	7,208
FIRE ASSESSMENT FUND	N/A	N/A	N/A	-	1,619,134	1,619,134
INFRASTRUCTURE SALES TAX	N/A	N/A	-	-	1,351,573	1,351,573
GRANT FUND	N/A	-	-	-	290,000	290,000
DEBT SERVICE FUND	N/A	N/A	N/A	-	272,092	272,092
CAPITAL PROJECT FUND	N/A	N/A	N/A	N/A	-	-
SOLID WASTE FUND	8	473,163	1,994,876	2,468,039	172,813	2,640,852
STORMWATER FUND	4	255,168	414,173	669,341	334,444	1,003,785
MARINA/SEAPLANE BASE	18	297,659	400,991	698,650	1,000	699,650
PAVILION FUND	4.38	253,687	172,652	426,339	240,979	667,318
W/WW IMPACT FEE FUND	N/A	N/A	200,000	200,000	915,000	1,115,000
WATER & WW RRI FUND	N/A	N/A	-	-	297,200	297,200
SRF CONST. & DEBT SERVICE	N/A	N/A	-	-	1,911,915	1,911,915
TOTAL OTHER FUNDS	34.38	\$ 1,279,677	\$ 3,333,550	\$ 4,613,227	\$ 7,416,150	\$ 12,029,377
TOTAL ALL FUNDS**:	189.38	\$ 12,728,295	\$ 13,143,742	\$ 25,872,037	\$ 9,978,601	\$ 35,850,638

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

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

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

GENERAL FUND SUMMARY

AUDITED ACTUALS 2012-2013	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	DEPARTMENT	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15	INCREASE/ (DECREASE)
4,110,157	1,724,909	896,255	COUNCIL & ADMINISTRATION	959,013	7.00%	62,758
1,043,581	1,104,892	1,383,381	FINANCE & TECHNOLOGY	1,439,855	4.08%	56,474
90,176	123,093	157,716	LEGAL SERVICES	165,602	5.00%	7,886
545,053	556,730	808,066	COMMUNITY DEVELOPMENT	760,695	-5.86%	(47,371)
186,060	202,701	221,056	CITY CLERK	247,598	12.01%	26,542
202,313	239,064	269,018	HUMAN RESOURCES	311,217	15.69%	42,199
99,726	122,541	119,975	PUBLIC COMMUNICATIONS	130,007	8.36%	10,032
434,280	454,944	541,421	FLEET MAINTENANCE	536,097	-0.98%	(5,324)
3,117,877	3,421,720	3,103,623	POLICE DEPARTMENT	3,110,424	0.22%	6,801
2,258,294	2,472,442	2,302,397	FIRE DEPARTMENT	3,163,229	37.39%	860,832
1,119,482	1,114,362	1,626,919	GENERAL SERVICES	1,901,470	16.88%	274,551
194,965	303,355	241,838	ECONOMIC DEVELOPMENT	217,534	-10.05%	(24,304)
461,868	457,636	529,304	LIBRARY	502,581	-5.05%	(26,723)
1,522,388	1,249,475	1,216,838	PARKS MAINTENANCE	1,153,871	-5.17%	(62,967)
-	453,237	505,681	RECREATION	510,351	0.92%	4,670
-	-	83,288	PARKS OPERATIONS	40,137	-51.81%	(43,151)
\$ 15,386,220	\$ 14,001,101	\$ 14,006,776	TOTAL	\$ 15,149,681	8.16%	\$ 1,142,905

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

ENTERPRISE FUNDS SUMMARY

AUDITED ACTUALS 2012-2013	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	DEPARTMENT	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15	INCREASE/ (DECREASE)
3,964,696	3,227,585	4,642,096	WATER	3,819,858	-17.71%	(822,238)
3,829,810	3,896,887	4,854,105	WASTEWATER	4,851,722	-0.05%	(2,383)
2,154,917	2,412,470	2,836,849	SOLID WASTE	2,640,852	-6.91%	(195,997)
535,833	588,362	887,804	STORMWATER	1,003,785	13.06%	115,981
-	-	-	SEAPLANE BASE-PROP SHOP	-	0.00%	-
-	-	-	SEAPLANE BASE	-	0.00%	-
-	-	-	SEAPLANE BASE-WATER TAXI	-	0.00%	-
463,015	524,221	529,809	SEAPLANE BASE AIRPORT/MARINA	510,533	-3.64%	(19,276)
104,546	54,924	68,090	SEAPLANE BASE-SPLASH PARK	58,125	-14.64%	(9,965)
97,574	128,612	129,631	SEAPLANE BASE-PARK MAINT	130,992	1.05%	1,361
-	181,894	496,035	PAVILION	667,318	34.53%	171,283
\$ 11,150,391	\$ 11,014,955	\$ 14,444,419	TOTAL	\$ 13,683,185	-5.27%	\$ (761,234)

City of Tavares
Proposed Budget - Fiscal Year 2016
Position Summary

Current/Approved FTE Summary	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
<i>General Fund:</i>			
Administration	2.00	2.00	1.50
Finance & Technology	12.00	13.00	13.00
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	29.50	29.50	30.50
Fire	24.75	24.75	24.75
General Services	7.00	8.00	8.00
Economic Development	2.00	2.00	2.00
Library	7.00	6.50	6.50
Parks Maintenance	13.00	13.00	13.00
Recreation	* 5.00	5.00	5.00
Total General Fund	<u>116.25</u>	<u>117.75</u>	<u>118.25</u>
Total Community Redevelopment Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<i>Utilities Funds:</i>			
Water	12.00	11.00	11.00
Wastewater	16.00	16.00	17.00
Public Works Administration	0.00	0.00	0.00
Total Utility Fund	<u>28.00</u>	<u>27.00</u>	<u>28.00</u>
<i>Seaplane Fund:</i>			
Transportation	5.50	5.50	5.50
Splash Park/Events	0.00	0.00	0.00
Park Maintenance	1.00	1.00	1.00
Total Marina/Seaplane Fund	<u>6.50</u>	<u>6.50</u>	<u>6.50</u>
Total Solid Waste Fund	<u>7.00</u>	<u>8.00</u>	<u>8.00</u>
Total Stormwater Fund	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
Total Pavilion Fund	<u>1.00</u>	<u>3.00</u>	<u>4.38</u>
Total Full-time Equivalent Positions	162.75	166.25	169.13

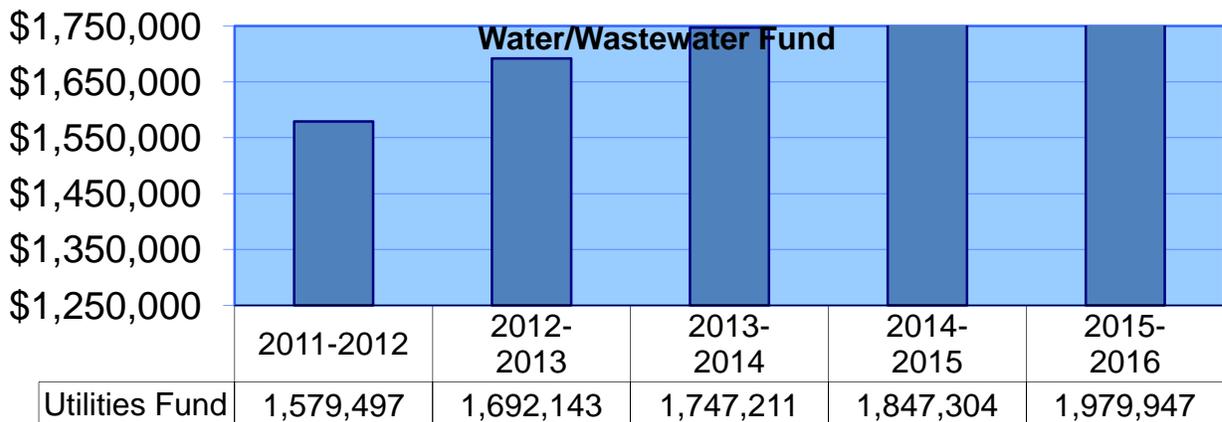
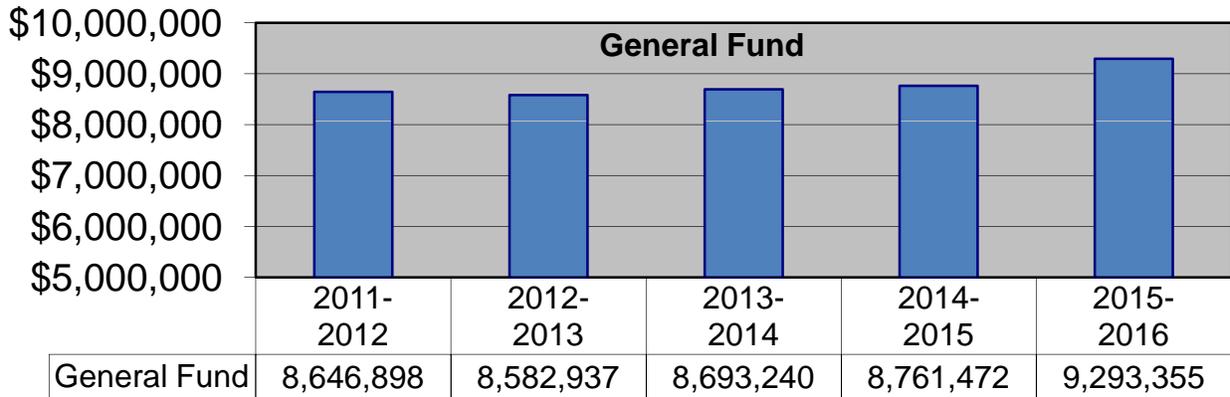
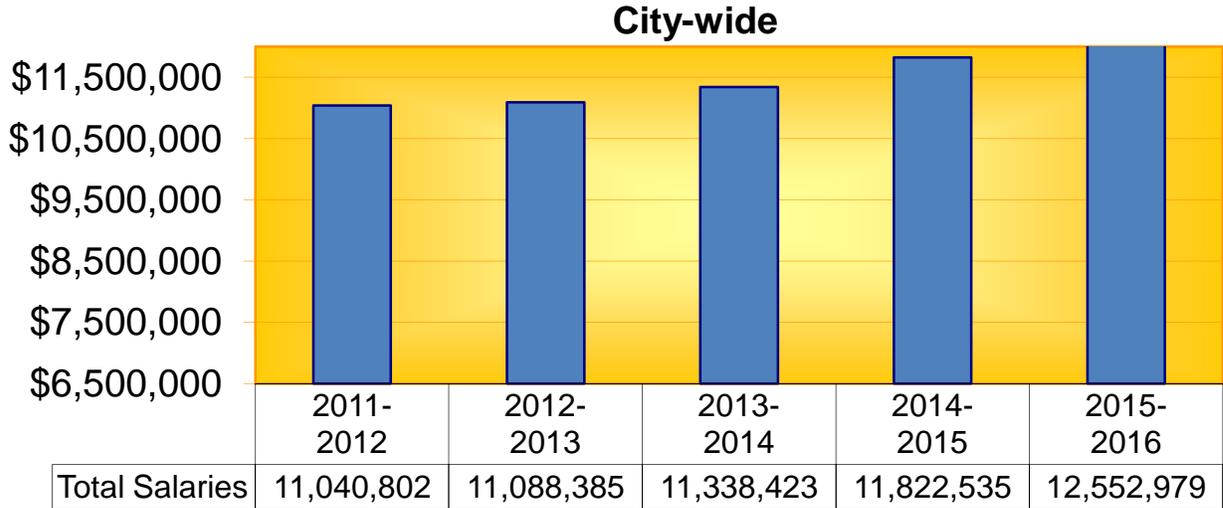
*Seasonal Positions are not included in the FTE count

Change in Position Count Justification:		FTE
Position Change - Receptionist to part-time	12003	(0.50)
Staff Increase - Police Officer	1007	1.00
Staff Increase - Wastewater Treatment Operator	24005	1.00
Staff Increase - Event Support Worker	75002	1.38
Total Change in Position Count		2.88

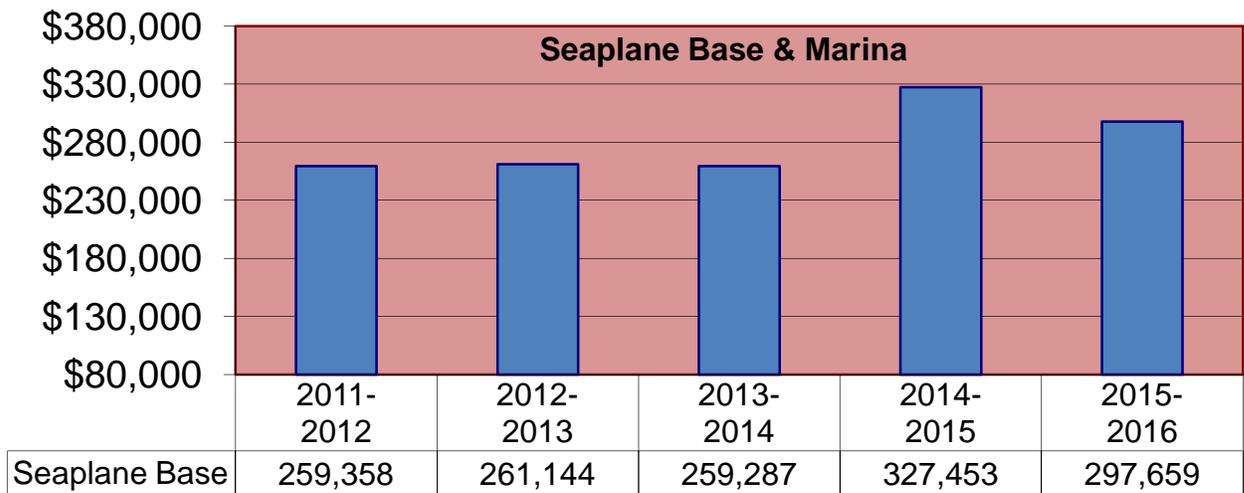
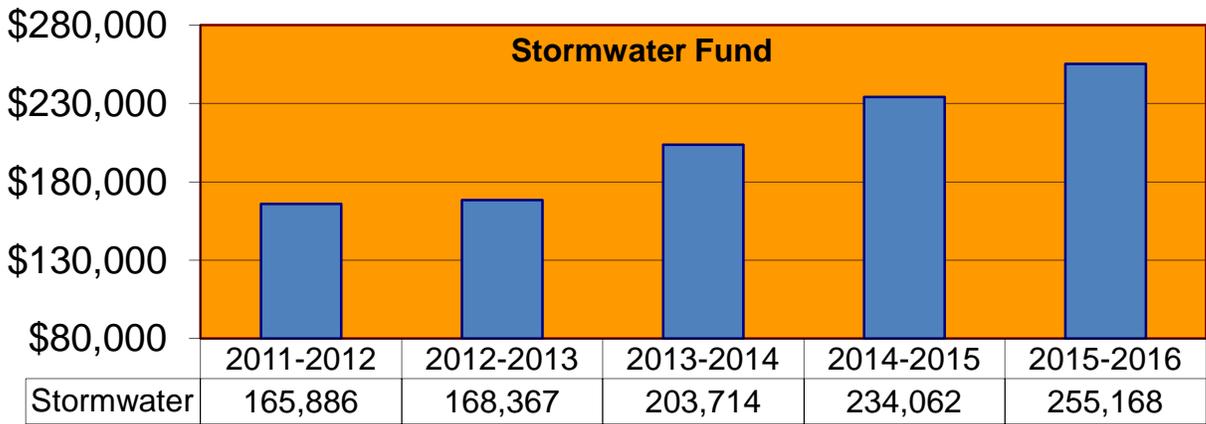
AUTHORIZED POSITIONS	2013-2014	2014-2015	2015-2016
Total General Fund	129.00	131.00	127.00
Total Community Redevelopment Fund	0.00	0.00	0.00
Total Utility Water/Wastewater Fund	28.00	27.00	28.00
Total Seaplane Base Fund	17.00	18.00	18.00
Total Solid Waste Fund	7.00	8.00	8.00
Total Stormwater Fund	4.00	4.00	4.00
Total Pavilion Fund	1.00	3.00	5.00
Total Authorized Positions	186.00	191.00	190.00
<i>(includes seasonal positions)</i>			

**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2015-2016**

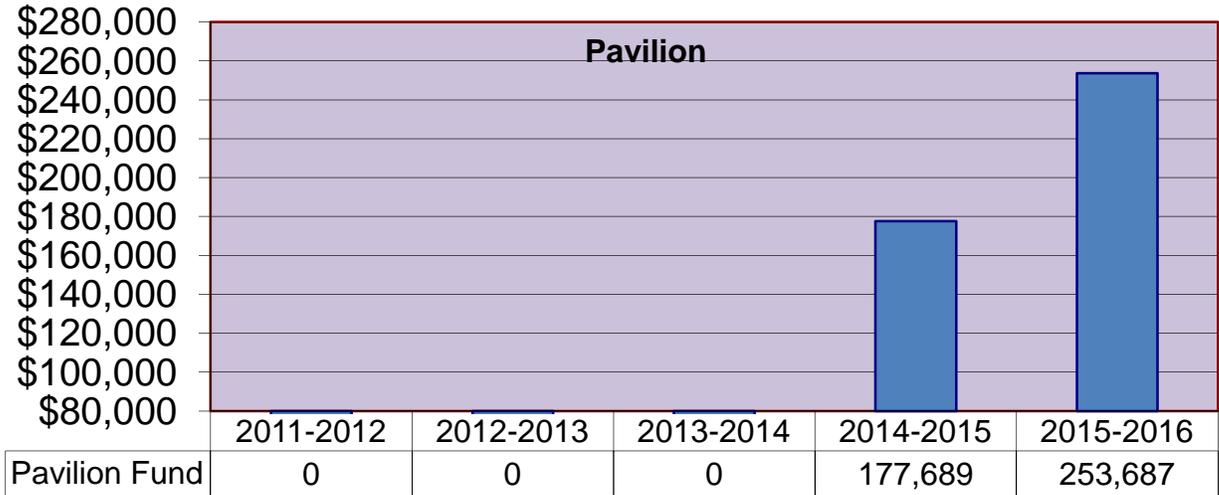
**SALARY & BENEFIT COSTS
OVER A 5-YEAR PERIOD**



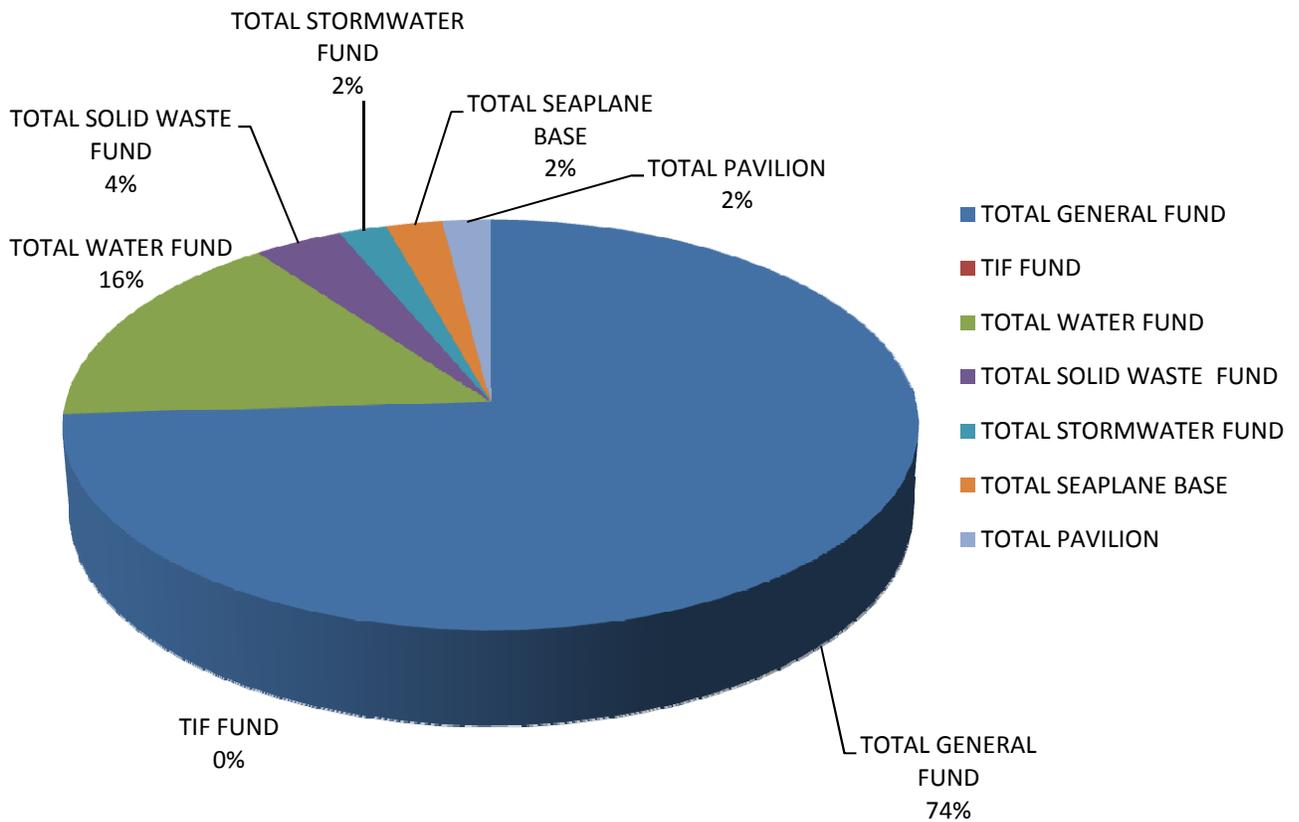
**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2015-2016**



**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2015-2016**



Salary & Wages by Fund - Adopted Budget



GENERAL FUND

FUND 001

Budget Summary

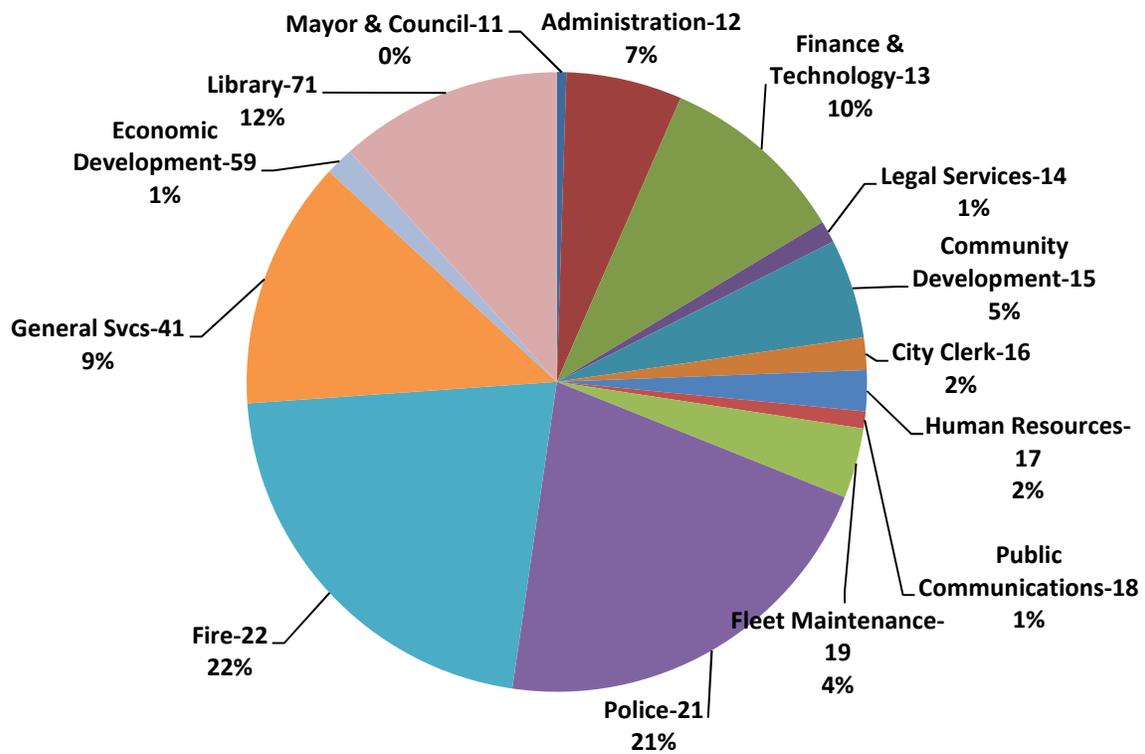
<i>Department Summary</i>	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Mayor & Council-11				
Personal Services	29,287	63,478	48,972	-22.85%
Operating Expenses	8,748	12,029	23,494	95.31%
Total Mayor & Council	38,035	75,507	72,466	-4.03%
Administration-12				
Personal Services	254,380	255,869	274,146	7.14%
Operating Expenses	133,516	119,032	106,243	-10.74%
Capital Expenses	1,375	1,215	-	-100.00%
Debt	46,313	27,928	44,714	60.10%
Grants and Aids	11,000	18,000	18,000	0.00%
Transfers & Others	1,240,290	398,704	443,444	11.22%
Total Administration	1,686,874	820,748	886,547	8.02%
Finance & Technology-13				
Personal Services	843,404	967,012	1,043,367	7.90%
Operating Expenses	251,209	336,987	388,088	15.16%
Capital Expenses	10,279	79,382	8,400	-89.42%
Debt	-	-	-	0.00%
Total Finance & Tech	1,104,892	1,383,381	1,439,855	4.08%
Legal Services-14				
Operating Expenses	123,093	157,716	165,602	5.00%
Total Legal Services-14	123,093	157,716	165,602	5.00%
Community Development-15				
Personal Services	380,341	403,761	418,850	3.74%
Operating Expenses	176,389	346,646	331,845	-4.27%
Capital Expenses	-	57,659	10,000	-82.66%
Debt	-	-	-	0.00%
Total Comm Development	556,730	808,066	760,695	-5.86%
City Clerk-16				
Personal Services	184,808	197,632	214,109	8.34%
Operating Expenses	17,893	21,558	33,489	55.34%
Capital Expenses	-	1,866	-	-100.00%
Debt	-	-	-	0.00%
Total City Clerk	202,701	221,056	247,598	12.01%

Human Resources-17				
Personal Services	184,173	199,743	213,472	6.87%
Operating Expenses	54,891	67,360	97,745	45.11%
Capital Expenses	-	1,915	-	-100.00%
Debt	-	-	-	0.00%
Total Human Resources	239,064	269,018	311,217	15.69%
Public Communications-18				
Personal Services	91,478	96,022	108,899	13.41%
Operating Expenses	29,603	23,953	21,108	-11.88%
Capital Expenses	1,460	-	-	0.00%
Total Public Comm.	122,541	119,975	130,007	8.36%
Fleet Maintenance-19				
Personal Services	319,271	337,589	357,748	5.97%
Operating Expenses	123,318	196,857	172,149	-12.55%
Capital Expenses	12,355	6,975	6,200	-11.11%
Debt	-	-	-	0.00%
Total Fleet Maintenance	454,944	541,421	536,097	-0.98%
Police-21				
Personal Services	2,418,420	2,291,258	2,455,114	7.15%
Operating Expenses	636,437	668,897	655,310	-2.03%
Capital Expenses	366,863	143,468	-	-100.00%
Debt	-	-	-	0.00%
Total Police	3,421,720	3,103,623	3,110,424	0.22%
Fire-22				
Personal Services	2,105,404	2,033,330	2,249,900	10.65%
Operating Expenses	239,333	252,604	274,792	8.78%
Capital Expenses	17,849	16,463	590,250	3485.31%
Debt	-	-	48,287	100.00%
Total Fire	2,362,586	2,302,397	3,163,229	37.39%
General Services-41				
Personal Services	406,088	475,014	529,288	11.43%
Operating Expenses	689,224	975,265	992,182	1.73%
Capital Expenses	19,050	176,640	380,000	115.13%
Debt	-	-	-	0.00%
Total General Services	1,114,362	1,626,919	1,901,470	16.88%
Economic Development-59				
Personal Services	196,989	204,378	199,227	-2.52%
Operating Expenses	106,366	16,871	18,307	8.51%
Capital Expenses	-	20,589	-	-100.00%
Debt	-	-	-	0.00%
Total Economic Dev.	303,355	241,838	217,534	-10.05%
Library-71				
Personal Services	330,768	356,015	369,125	3.68%
Operating Expenses	77,049	86,895	91,256	5.02%
Capital Expenses	49,819	86,394	42,200	-51.15%
Debt	-	-	-	0.00%
Total Library	457,636	529,304	502,581	-5.05%
Park & Recreation-72				
Personal Services	948,429	1,016,432	986,454	-2.95%
Operating Expenses	634,915	726,670	712,905	-1.89%
Capital Expenses	119,368	145,993	5,000	-96.58%
Debt	-	-	-	0.00%
Total Parks & Rec	1,702,712	1,889,095	1,704,359	-9.78%
Grand Total General Fund	\$ 13,891,245	\$ 14,090,064	\$ 15,149,681	7.52%

Category Summary

Personal Services	8,693,240	8,897,533	9,468,671	6.42%
Operating Expenses	3,301,984	4,009,340	4,084,515	1.87%
Capital Expenses	598,418	738,559	1,042,050	41.09%
Debt	46,313	27,928	93,001	233.00%
Grants and Aids	11,000	18,000	18,000	0.00%
Transfers & Others	1,240,290	398,704	443,444	11.22%
Grand Total General Fund	\$ 13,891,245	\$ 14,090,064	\$ 15,149,681	7.52%

GENERAL FUND EXPENDITURE SUMMARY



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FUND 001
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

GENERAL FUND REVENUE

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-215	ESTIMATED REVENUE 2015-2016	% CHANGE OVER FY 14-15
<i>TAXES</i>					
311.01-00	CURRENT	3,599,358	4,277,515	4,453,668	4.12%
311.02-00	DELINQUENT	108,291	54,398	58,789	8.07%
311.03-00	DEDICATED DEBT SERVICE-G.O.	515,230	-	-	0.00%
311.04-00	DELINQUENT VOTED DEBT	13,144	-	-	0.00%
*	AD VALOREM TAXES	4,236,023	4,331,913	4,512,457	4.17%
312.41-00	FIRST LOCAL OPT GAS TAX	259,861	259,537	269,918	4.00%
312.42-00	SECOND LOCAL OPT GAS TAX	64,886	64,090	66,654	4.00%
*	LOCAL OPTION TAXES	324,747	323,627	336,572	4.00%
314.10-00	ELECTRIC	977,990	949,760	957,503	0.82%
314.30-00	WATER	341,215	335,477	361,302	7.70%
314.40-00	GAS	37,994	35,149	35,909	2.16%
314.80-00	PROPANE	13,732	14,203	12,156	-14.41%
315.00-00	TELECOMMUNICATIONS TAX	601,387	586,279	574,553	-2.00%
*	UTILITY TAXES	1,972,318	1,920,868	1,941,423	1.07%
316.01-00	LOCAL BUSINESS TAX	45,512	47,160	52,307	10.91%
*	OTHER TAXES	45,512	47,160	52,307	10.91%
**	TOTAL TAXES	6,578,600	6,623,568	6,842,759	3.31%
<i>PERMITS AND FEES</i>					
322.01-00	BUILDING PERMITS	736,760	691,605	869,381	25.70%
323.10-00	ELECTRIC	1,000,695	970,549	943,335	-2.80%
323.20-00	GAS	32,559	32,301	33,405	3.42%
329.01-02	ZONING, VARIANCES, APPEALS	27,600	26,927	20,500	-23.87%
329.03-01	MOBILE FOOD VENDOR LICENSES	200	200	-	-100.00%
**	TOTAL PERMITS AND FEES	1,797,814	1,721,582	1,866,621	8.42%
<i>GRANTS - FEDERAL AND STATE</i>					
331.20-20	US DEPT OF JUSTICE-VESTS	-	1,000	-	-100.00%
*	FEDERAL GRANTS	-	1,000	-	-100.00%
334.49-01	FDOT-US 441 LIGHTING AGREE.	53,328	54,511	56,147	3.00%
*	STATE GRANTS	53,328	54,511	56,147	3.00%
**	TOTAL GRANTS - FEDERAL AND STATE	53,328	55,511	56,147	1.15%
<i>INTERGOVERNMENTAL REVENUE</i>					
335.12-00	STATE REVENUE SHARING	363,827	379,642	394,828	4.00%
335.14-00	MOBILE HOME LICENSES	11,547	12,573	13,076	4.00%
335.15-00	ALCOHOLIC BEVERAGE LICENSE	18,197	11,021	11,462	4.00%
335.18-00	HALF-CENT SALES TAX	740,953	766,057	796,699	4.00%
335.20-00	FIREFIGHTER'S SUPPLEMENT	2,603	3,418	4,120	20.54%
335.49-01	MOTOR FUEL TAX REBATE	16,549	15,046	15,906	5.72%
335.49-02	FDOT TRAFFIC SIGNAL MAINT	15,533	15,998	15,998	0.00%
*	STATE SHARED REVENUE	1,169,209	1,203,755	1,252,089	4.02%

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CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

GENERAL FUND REVENUE

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-215	ESTIMATED REVENUE 2015-2016	% CHANGE OVER FY 14-15
337.70-10	COUNTY AID TO LIBRARIES	100,392	95,159	95,159	0.00%
337.70-50	LIBRARY E-RATE (SPRINT)	4,320	2,500	2,600	4.00%
*	LOCAL SHARED REVENUES	104,712	97,659	97,759	0.10%
338.01-00	COUNTY BUSINESS TAX REC	13,499	16,533	13,654	-17.41%
338.02-00	TRANS IMPACT FEE PARTICIP	-	-	-	0.00%
338.03-00	911 COMMUNICATIONS REIMB.	-	-	-	0.00%
338.04-01	COUNTY ALS PAYMENT	60,256	63,575	65,609	3.20%
338.04-02	CLOSEST UNIT RESPONSE	-	1,000	10,000	900.00%
338.05-00	LIBRARY IMPACT PARTICIPATION	-	40,000	-	-100.00%
*	COUNTY SHARED REVENUE	73,755	121,108	89,263	-26.29%
**	TOTAL INTERGOVERNMENTAL REVENUES	1,347,676	1,422,522	1,439,111	1.17%
<i>CHARGES FOR SERVICES</i>					
341.30-01	COUNTY IMPACT ADM FEE	10,851	2,059	10,838	426.37%
341.90-05	SALE OF MAPS & PUBS	21	10	20	100.00%
344.40-01	CHAMBER COMMERCE RENTALS	14,400	14,400	14,400	0.00%
347.20-01	RECREATION FEES	34,466	49,342	52,474	6.35%
347.20-03	SUMMER PROGRAM	30,401	37,500	37,500	0.00%
347.20-06	REC PROGRAM SPONSORSHIPS	3,300	6,500	6,500	0.00%
347.40-01	JULY 4TH	-	1,500	1,500	0.00%
347.40-02	LIGHT UP MAINSTREET	-	-	1,500	100.00%
347.50-01	CIVIC CENTER RENTAL	16,985	20,200	21,264	5.27%
347.50-03	FIELD/FIELD LIGHT RENTALS	7,585	5,971	6,170	3.33%
347.50-04	COMMUNITY GARDEN FEES	140	200	124	-38.00%
**	TOTAL CHARGES FOR SERVICES	118,149	137,682	152,290	10.61%
<i>FINES & FORFEITURES</i>					
351.10-00	POLICE JUDGMENTS & FINES	19,929	17,651	20,628	16.87%
352.10-00	LIBRARY FINES	6,488	7,300	5,351	-26.70%
352.20-00	LIBRARY FINES PAID @ CITY HALL	192	-	75	100.00%
354.01-00	PARKING VIOLATIONS	75	500	250	-50.00%
354.02-00	CODE VIOLATIONS	11,664	2,545	5,321	109.08%
354.03-00	FALSE ALARM VIOLATIONS	-	400	219	-45.25%
354.04-00	ABATEMENT COST REIMB	-	-	-	0.00%
**	TOTAL FINES AND FORFEITURES	38,348	28,396	31,844	12.14%
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	2	1,000	36	-96.40%
361.10-02	SBA INTEREST	1,898	1,730	1,336	-22.77%
361.10-03	COUNTY TAX COLLECTOR	-	-	-	0.00%
361.10-04	ASSESSMENTS	-	-	-	0.00%
361.10-08	INVESTMENT	-	25	25	0.00%
361.10-09	LOAN PROCEEDS	28	-	-	0.00%
*	INTEREST INCOME	1,928	2,755	1,397	-49.29%
364.01-01	CEMETERY LOTS	5,400	11,061	7,500	-32.19%
365.01-00	SURPLUS/SCRAP PROP SALES	7,941	10,589	7,372	-30.38%
366.03-00	LIBRARY DONATIONS/CONTRIB.	-	-	-	0.00%
366.04-00	OTHER DONATIONS/CONTRIB	3,700	-	-	0.00%
366.06-00	FOUNT/FLAG POLE DONATIONS	-	-	-	0.00%
366.08-00	FRIENDS DONATIONS -APPROP	18,282	9,738	-	-100.00%

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CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

GENERAL FUND REVENUE

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-215	ESTIMATED REVENUE 2015-2016	% CHANGE OVER FY 14-15
367.02-00	UNREALIZED GAIN ON INVEST	2,210	2,137	2,732	27.84%
369.10-01	MISCELLANEOUS	66,970	42,176	37,330	-11.49%
369.10-02	INSURANCE REIMBURSEMENT	36,383	3,169	-	-100.00%
369.10-03	CEMETERY FEES	4,330	5,392	4,917	-8.81%
369.10-04	REFUND-PRIOR YR EXPENSE	12,332	8,200	8,200	0.00%
369.10-06	P&Z ADVERTISING-REIMBURSE	7,044	4,700	4,895	4.15%
369.10-07	P&Z POSTAGE REIMBURSEMENT	66	-	-	0.00%
369.10-09	CONCESSION CONTRACTS	3,600	4,079	4,079	0.00%
369.10-11	MISCELLANEOUS LIBRARY FEE	6,932	5,503	6,628	20.44%
369.10-12	E-RATE SPRINT - LIBRARY	-	-	-	0.00%
369.10-13	SPONSORSHIPS	-	-	-	0.00%
369.10-14	LIEN SEARCHES	22,050	21,907	26,869	22.65%
369.20-01	COUNTY SCHOOL IMPACTS	-	-	-	0.00%
369.20-02	RADON COLLECTION FEE	2,717	1,234	1,494	21.07%
369.20-03	COUNTY ROAD IMPACTS	-	-	-	0.00%
369.20-05	COUNTY LIBRARY IMPACTS	-	-	-	0.00%
* OTHER INCOME		199,957	129,885	112,016	-13.76%
** TOTAL INTEREST & OTHER INCOME		201,885	132,640	113,413	-14.50%
*** TOTAL GENERAL FUND REVENUES		10,135,800	10,121,901	10,502,185	3.76%
<i>OTHER SOURCES</i>					
381.01-22	FROM FIRE ASSESSMENT FUND	1,352,574	1,619,134	1,619,134	0.00%
381.04-01	TRANSFERS FROM WTR/SWR	544,086	591,826	651,430	10.07%
381.04-02	TRANSFERS FROM SOLID WASTE	196,748	197,210	225,067	14.13%
381.04-03	TRANSFERS FROM SW	39,127	52,553	57,186	8.82%
* TRANSFERS IN		2,132,535	2,460,723	2,552,817	3.74%
382.04-01	FROM WATER/SEWER	620,696	596,844	640,836	7.37%
382.04-02	FROM SOLID WASTE	473,545	502,680	522,502	3.94%
382.04-03	FROM STORMWATER	155,335	158,788	158,788	0.00%
382.04-05	SEAPLANE BASE FUND	107	-	-	0.00%
* REIMBURSEMENTS		1,249,683	1,258,312	1,322,126	5.07%
384.20-00	LEAGUE LEASE	464,961	-	800,000	100.00%
384.30-00	BONDS	-	-	-	0.00%
* DEBT PROCEEDS		464,961	-	800,000	100.00%
389.01-02	CONTR FROM DENTL INS FUND	-	-	-	0.00%
389.90-00	APPROPRIATED RESERVES	-	167,040	(27,447)	-116.43%
* APPROPRIATED RESERVES		-	167,040	(27,447)	-116.43%
*** TOTAL OTHER SOURCES		3,847,179	3,886,075	4,647,496	19.59%
TOTAL GENERAL FUND REVENUE		\$ 13,982,979	\$ 14,007,976	\$ 15,149,681	8.15%

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CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

GENERAL FUND REVENUE
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ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
311.01-00 CURRENT	ESTIMATED AD VALOREM PRELIMINARY ESTIMATE - NEEDS UPDATED_ BEST ESTIMATE TO BE REC-D 5-31-2015 FROM P/A **ASSUMES A 3.2% INCREASE IN VALUES **ASSUMES MILLAGE RATE OF 6.7283 **NO CHANGE FROM FY15	4,414,404	4,453,668
	CHANGE TO 6.5 MILLS	(146,581)	
	CHANGE TO 6.6250 MILLS	78,806	
	CHANGE TO 6.6950 MILLS	45,927	
	INCREASE BASED ON PROPERTY TAX INCREASE	86,131	
	DECREASE MILLAGE RATE TO 6.6576	(25,019)	
311.02-00 DELINQUENT	ESTIMATED DELINQUENT TAX COLLECTIONS	58,789	58,789
311.03-00 DEDICATED DEBT SVC - G.O.	NO AMOUNT BUDGETED	-	-
311.04-00 DELINQUENT VOTED DEBT	NO AMOUNT BUDGETED	-	-
312.41-00 FIRST LOCAL OPT GAS TAX	ESTIMATED FIRST LOCAL OPTION GAS TAX	269,918	269,918
312.42-00 SECOND LOCAL OPT GAS TX	ESTIMATED SECOND LOCAL OPTION GAS TAX DISTRIBUTED BY LAKE COUNTY	66,654	66,654
314.10-00 ELECTRIC	ESTIMATED UTILITY TAXES - ELECTRIC (SECO & DUKE)	957,503	957,503
314.30-00 WATER	ESTIMATED COLLECTION FROM WATER UTILITY FEE NOT ASSESSED ON OUTSIDE-CITY WATER CUSTOMERS FIN DIR ADJUST	326,529 34,773	361,302
314.40-00 GAS	ESTIMATED UTILITY TAX RECEIPTS COLLECTED FROM NATURAL GAS PROVIDERS	35,909	35,909
314.80-00 PROPANE	ESTIMATED UTILITY TAX RECEIPTS COLLECTED FROM PROPANE PROVIDERS	12,156	12,156
315.00-00 TELECOMMUNICATION TAX	ESTIMATED COLLECTIONS FROM COMMUNICATION SERVICE SALES IN TAVARES; COLLECTED BY THE STATE AND DISTRIBUTED TO THE CITY	574,553	574,553
316.01-00 LOCAL BUSINESS TAX	ESTIMATED BUSINESS TAX RECEIPT COLLECTIONS	52,307	52,307
322.01-00 BUILDING PERMITS	ESTIMATED REVENUE DERIVED FROM PERMITS ISSUED	869,381	869,381
323.10-00 ELECTRIC	ESTIMATED COLLECTIONS FROM ELECTRIC FRANCHISE FEES FIN DIR ADJUST ADJUST	829,232 106,603 7,500	943,335
323.20-00 GAS	ESTIMATED COLLECTIONS FROM GAS FRANCHISE FEES	33,405	33,405
329.01-02 ZONING, VARIANCES, APPEAL	ESTIMATED REVENUE DERIVED FROM ZONING FEES AND VARIANCE FEES	20,500	20,500
329.03-01 MOBILE FOOD VENDOR LICENSE	NO AMOUNT BUDGETED	-	-
331.20-20 US DEPT OF JUST-VESTS	NO AMOUNT BUDGETED	-	-
334.20-01 BYRNE GRANTS	NO AMOUNT BUDGETED	-	-
334.49-01 FDOT-US 441 LIGHTING AGREEMENT	PROJECT ID 413615-1-78-07, CONTRACT AO-134	56,147	56,147
335.12-00 STATE REVENUE SHARING	ESTIMATED MUNICIPAL REVENUE SHARING; DISTRIBUTIONS RECEIVED FROM STATE OF FLORIDA	394,828	394,828
335.14-00 MOBILE HOME LICENSES	ESTIMATED REVENUE DERIVED FROM MOBILE HOME LICENSES DISTRIBUTED BY STATE OF FLORIDA	13,076	13,076

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CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

GENERAL FUND REVENUE
 FUND 001

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
335.15-00 ALCOHOLIC BEVERAGE LICENS	ESTIMATED REVENUE DERIVED FROM ALCOHOLIC BEVERAGE LICENSES DISTRIBUTED BY STATE OF FLORIDA	11,462	11,462
335.18-00 HALF CENT SALES TAX	ESTIMATED COLLECTIONS FROM HALF-CENT SALES TAX SHARED REVENUES; DISTRIBUTED BY STATE OF FLORIDA	796,699	796,699
335.20-00 FIREFIGHTERS SUPPLEMENT	ESTIMATED INCENTIVE PAY FOR ELIGIBLE FIREFIGHTERS; RECEIVED FROM STATE OF FLORIDA	4,120	4,120
335.49-01 MOTOR FUEL TAX REBATE	ESTIMATED REFUNDS AND/OR CREDITS FROM THE STATE OF FLORIDA - TAXES PAID ON MOTOR AND/OR DIESEL FUEL	15,906	15,906
335.49-02 FDOT TRAFFIC SIGNAL MAINT	CONTRACT FOR JULY 2015 TO JUNE 2016	15,998	15,998
335.49-03 FDOT ILLUMINATION CONTRAC	NO AMOUNT BUDGETED	-	-
337.70-10 COUNTY AID TO LIBRARIES	COUNTY SHARED REVENUES FROM LIBRARY OPERATIONS ASSUMES COUNTY AID REMAINS UNCHANGED FOR FY 2016	95,159	95,159
337.70-50 LIBRARY E-RATE (SPRINT)	ESTIMATED LIBRARY E-RATE FUNDING	2,600	2,600
338.01-00 COUNTY OCCUPATIONAL	SHARED REVENUE - COUNTY BUSINESS TAX RECEIPTS	13,654	13,654
338.02-00 TRANS IMPACT FEE PARTICIP	NO AMOUNT BUDGETED	-	-
338.04-01 COUNTY ALS PAYMENT	PER AGREEMENT WITH LCBCC FOR ALS SERVICE .1 MIL OF TAVARES CERTIFIED FINAL TAX ROLL ESTIMATE	65,609	65,609
338.04-02 CLOSEST UNIT RESPONSE	ESTIMATED REVENUE TO BE RECEIVED FOR CLOSEST UNIT RESPONSE	10,000	10,000
338.05-00 LIBRARY IMPACT PARTICIPAT	NO AMOUNT BUDGETED	-	-
341.30-01 CTY IMPACT ADM COLLECTION	ADMIN FEES FOR COLLECTION OF LAKE COUNTY ROAD AND SCHOOL IMPACT FEES	10,838	10,838
341.90-05 SALE OF MAPS & PUBS	ESTIMATED SALES OF MAPS AND PUBLICATIONS	20	20
344.40-01 CHAMBER & GULF RR RENTALS	RAILROAD STATION RENTALS	14,400	14,400
347.20-01 RECREATION FEES	RECREATION FEES SPRING & FALL PROGRAMS	45,976 6,498	52,474
347.20-03 SUMMER PROGRAM	SUMMER PROGRAM 50 PARTICIPANTS \$75 PER PARTICIPANT FOR 10 WEEKS	37,500	37,500
347.20-06 REC PROGRAM SPONSORSHIPS	BABE RUTH SPRING & FALL TEAM SPONSORS	6,500	6,500
347.40-01 JULY 4TH	SECO DONATION FOR THE CITY'S FOURTH OF JULY EVENT	1,500	1,500
347.40-02 LIGHT UP TAVARES	SECO DONATION FOR CHRISTMAS LIGHT-UP EVENT	1,500	1,500
347.40-04 SPECIAL EVENT COLLECTIONS	NO AMOUNT BUDGETED	-	-
347.50-01 CIVIC CENTER RENTAL	ESTIMATED COLLECTIONS FOR FACILITY RENTALS	21,264	21,264
347.50-02 OTHER RENTALS/PAVILN	NO AMOUNT BUDGETED	-	-
347.50-03 FIELD/FIELD LIGHT RENTALS	ESTIMATED REVENUE FROM BALL FIELD RENTALS	6,170	6,170
347.50-04 COMMUNITY GARDEN FEES	ESTIMATED COMMUNITY GARDEN FEES	124	124
351.10-00 POLICE JUDGMENTS & FINES	ESTIMATED REVENUES FROM POLICE JUDGMENTS & FINES	20,628	20,628
351.20-00 FORFEITURES	NO AMOUNT BUDGETED	-	-
352.10-00 LIBRARY FINES	ESTIMATED REVENUE FROM LIBRARY FINES	5,351	5,351
352.20-00 LIBRARY FINES PD AT CITY HALL	LIBRARY FINES PAID AT CITY HALL	75	75

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CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

GENERAL FUND REVENUE
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ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
354.01-00 PARKING VIOLATIONS	ESTIMATED REVENUE FROM PARKING VIOLATION FINES	250	250
354.02-00 CODE VIOLATIONS	ESTIMATED REVENUE FROM CODE ENFORCEMENT FINES	5,321	5,321
354.03-00 FALSE ALARM VIOLATIONS	ESTIMATED REVENUE FROM NOISE/FALSE ALARM VIOLATIONS	219	219
354.04-00 ABATEMENT COST REIMB	NO AMOUNT BUDGETED	-	-
361.10-01 INTEREST INCOME	ESTIMATED INTEREST EARNINGS	36	36
361.10-02 SBA INTEREST	ESTIMATED SBA INTEREST EARNINGS	1,336	1,336
361.10-03 COUNTY TAX COLLECTOR	NO AMOUNT BUDGETED	-	-
361.10-04 ASSESSMENTS	NO AMOUNT BUDGETED	-	-
361.10-08 INVESTMENT	ESTIMATED INVESTMENT INTEREST	25	25
361.10-09 LOAN PROCEEDS	NO AMOUNT BUDGETED	-	-
364.01-01 CEMETERY LOTS	ESTIMATED REVENUE FROM CEMETERY LOT SALES	7,500	7,500
365.01-00 SURPLUS/SCRAP PROP SALES	ESTIMATED REVENUE FROM SURPLUS/SCRAP SALES	7,372	7,372
366.03-00 LIBRARY DONATIONS/CONTRIB	NO AMOUNT BUDGETED	-	-
366.04-00 OTHER DONATIONS/CONTRIB	NO AMOUNT BUDGETED	-	-
366.06-00 FOUNT/FLAG POLE DONATIONS	NO AMOUNT BUDGETED	-	-
366.08-00 FRIENDS DONATIONS -APPROP	NO AMOUNT BUDGETED	-	-
367.02-00 UNREALIZED GAIN ON INVEST	ESTIMATED UNREALIZED GAINS	2,732	2,732
369.10-01 MISCELLANEOUS	ESTIMATED REVENUE FROM MISCELLANEOUS FEES/CHARGES	37,330	37,330
369.10-02 INSUR REIMBURSEMENTS	NO AMOUNT BUDGETED	-	-
369.10-03 CEMETERY FEES	ESTIMATED REVENUE FROM CEMETERY FEES	4,917	4,917
369.10-04 REFUND-PRIOR YR EXPENSE	REFUND PRIOR YEAR EXPENSE	8,200	8,200
369.10-06 P&Z ADVERTISING-REIMBURSE	ESTIMATED REVENUE FROM PLANNING & ZONING ADVERTISING FEES-APPLICANT REIMBURSEMENTS	4,895	4,895
369.10-07 P&Z-POSTAGE REIMBURSEMENT	NO AMOUNT BUDGETED	-	-
369.10-09 CONCESSION CONTRACTS	ESTIMATED CONCESSION CONTRACTS: GRIDIRON GANG (STOVER) THE RAVE (WOODLEA)	4,079	4,079
369.10-11 MISCELLANEOUS LIBRARY FEE	ESTIMATED REVENUE FROM MISCELLANEOUS LIBRARY FEES	6,628	6,628
369.10-12 E-RATE SPRINT - LIBRARY	NO AMOUNT BUDGETED	-	-
369.10-13 SPONSORSHIPS	NO AMOUNT BUDGETED	-	-
369.10-14 LIEN SEARCHES	ESTIMATED REVENUE FROM LIEN SEARCH REQUESTS	26,869	26,869
369.20-01 COUNTY SCHOOL IMPACTS	NO AMOUNT BUDGETED	-	-
369.20-02 ST RADON COLLECTION FEE	ESTIMATED REVENUE FROM STATE-RADON PASS THROUGH	1,494	1,494
369.20-03 COUNTY ROAD IMPACTS	NO AMOUNT BUDGETED	-	-
369.20-05 COUNTY LIBRARY IMPACTS	NO AMOUNT BUDGETED	-	-

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CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

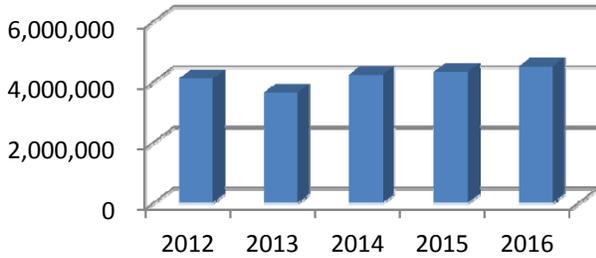
GENERAL FUND REVENUE
FUND 001

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
381.01-05 TRANSFERS FROM TIF	NO AMOUNT BUDGETED	-	-
381.01-12 TRANSFERS FROM STATE FORF	NO AMOUNT BUDGETED	-	-
381.01-16 TRANSFER FROM GRANTS	NO AMOUNT BUDGETED	-	-
381.01-22 FROM FIRE ASSESSMENT FUND	TRANSFERS FROM FIRE ASSESSMENTS (NET)	1,619,134	1,619,134
381.04-01 TRANSFERS FROM WATER/SEWR	OPERATING TRANSFER FROM WATER OPERATING TRANSFER FROM WASTEWATER	325,715 325,715	651,430
381.04-02 TRANSFERS FROM SANITATION	OPERATING TRANSFER FROM SOLID WASTE	225,067	225,067
381.04-03 TRANSFERS FROM STORMWATER	OPERATING TRANSFER FROM STORMWATER	57,186	57,186
382.04-01 FROM WATER/SEWER	REIMBURSEMENT FROM WATER REIMBURSEMENT FROM WASTEWATER	320,418 320,418	640,836
382.04-02 FROM SANITATION	REIMBURSEMENTS-SOLID WASTE ADD \$25,000 FOR RATE STUDY FY16	497,502 25,000	522,502
382.04-03 FROM STORMWATER	REIMBURSEMENTS FROM STORMWATER	158,788	158,788
382.04-05 SEAPLANE BASE FUND	NO AMOUNT BUDGETED	-	-
384.20-00 LEAGUE LEASE	SUTPHEN FIRE ENGINE STATION 28 PIERCE FIRE ENGINE STATION 28 FINAL BALANCING CUT BATTALION CHIEF VEHICLE FIN DIR ADJUST FIRE TRUCK COSTS CITY HALL CHILLER FIN DIR ADJUST TO ONE FIRE TRUCK AT \$500,000	400,000 400,000 (400,000) 50,000 200,000 250,000 (100,000)	800,000
384.30-00 BONDS	NO AMOUNT BUDGETED	-	-
389.01-02 CONTR FROM DENTL INS FUND	NO AMOUNT BUDGETED	-	-
389.90-00 APPROPRIATED RESERVES	RESERVES REDUCED REDUCED PER CITY ADMIN TO ADD IN ADDITIONS FIRE STATION ROOF - COULD COME FROM ASSESSEMENTS REDUCED TRANSFER TO SEAPLANE BASE INCREASE DUE TO AD VALOREM INCREASE ADJUSTMENT WOOTON PARK MEMORIAL ADDED PER CITY ADMINISTRATOR (001-1501-515.64-25) EMPLOYEE FITENSS PROGRAM ADDED PER CITY ADMINISTRATOR (001-1701-513.48-10) LOWER MILLAGE RATE PER CITY ADMINISTRATOR ADJUST FOR FDOT-US 441 LIGHTING AGREEMENT CONTRACT	(100,000) 50,000 11,988 36,000 (1,004) (71,935) (879) 10,000 15,000 25,019 (1,636)	(27,447)

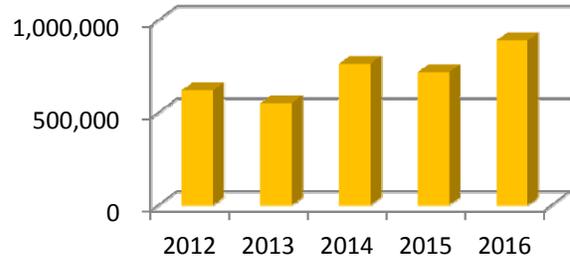
**CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2015-2016**

GRAPHICAL DATA FOR THE GENERAL FUND REVENUES

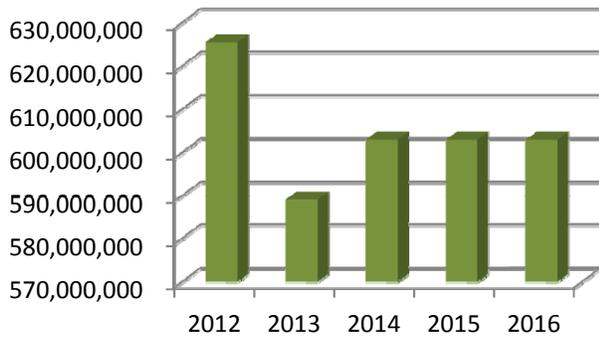
Ad Valorem Tax - 5 Yr Historical



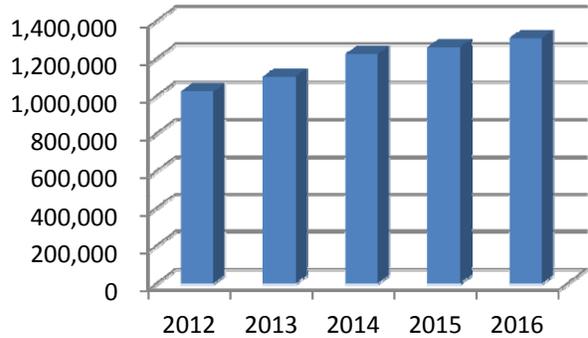
Permits & Fees - 5 Yr Historical



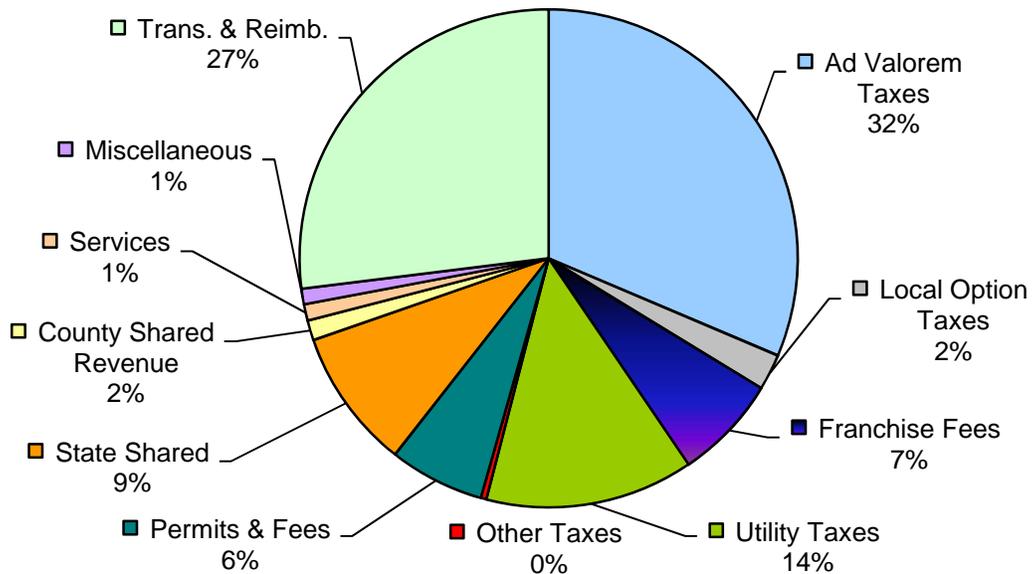
Taxable Value - 5 Year Historical



State Shared Rev - 5 Yr Historical



ESTIMATED GENERAL FUND REVENUE FISCAL YEAR 2015

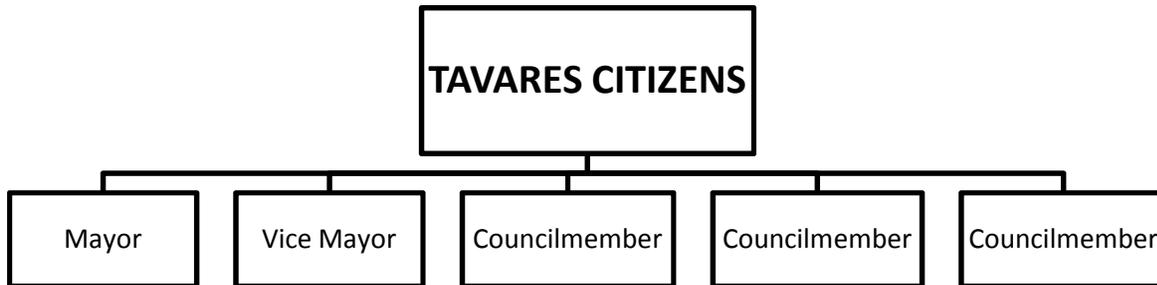


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Mayor & Council

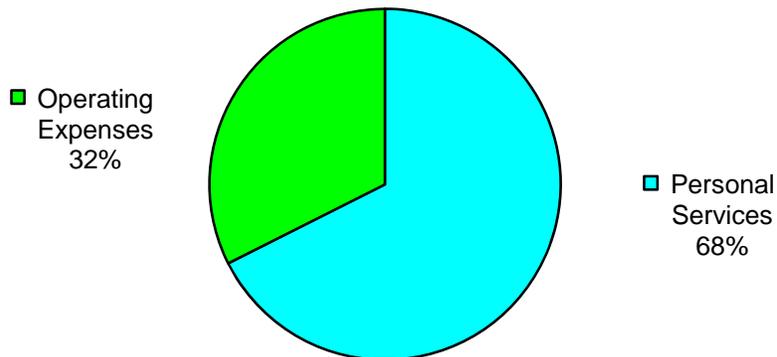
Department 11



Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Department Summary</i>				
Council-1101				
Personal Services	29,287	63,478	48,972	-22.85%
Operating Expenses	8,748	12,029	23,494	95.31%
Grand Total Council	\$ 38,035	\$ 75,507	\$ 72,466	-4.03%
<i>Percentage of Fund Budget</i>	0.27%	0.54%	0.48%	

2016 APPROPRIATIONS



FUND 001
 DEPT 11
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

MAYOR & COUNCIL EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>SALARIES AND BENEFITS</i>					
511.11-10	MAYOR / COUNCIL PAY	27,152	28,875	30,287	4.89%
511.21-10	FICA / MED TAXES	2,077	2,209	2,096	-5.12%
511.23-10	HEALTH INSURANCE	-	32,333	6,140	-81.01%
511.23-15	DENTAL INSURANCE	-	-	319	100.00%
511.23-30	DEPENDENT HEALTH INSURANCE	-	-	9,426	100.00%
511.23-35	DEPENDENT DENTAL INSURANCE	-	-	650	100.00%
511.24-10	WORKERS' COMPENSATION	57	61	54	-11.48%
*	SALARIES AND BENEFITS	<u>29,287</u>	<u>63,478</u>	<u>48,972</u>	-22.85%
<i>OPERATING EXPENDITURES</i>					
511.40-10	TRAVEL & PER DIEM COUNCIL	3,080	4,969	5,169	4.02%
511.48-65	SISTER CITY	-	2,500	12,500	400.00%
511.52-10	OPERATING SUPPLIES COUNCIL	3,438	1,800	3,025	68.06%
511.54-10	BKS, PUB, SUB, MEM, LIB	2,230	2,760	2,800	1.45%
*	OPERATING EXPENDITURES	<u>8,748</u>	<u>12,029</u>	<u>23,494</u>	95.31%
TOTAL MAYOR/COUNCIL		<u>38,035</u>	<u>75,507</u>	<u>72,466</u>	<u>-4.03%</u>

FUND 001
 DEPT 11
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

MAYOR & COUNCIL EXPENDITURE JUSTIFICATION

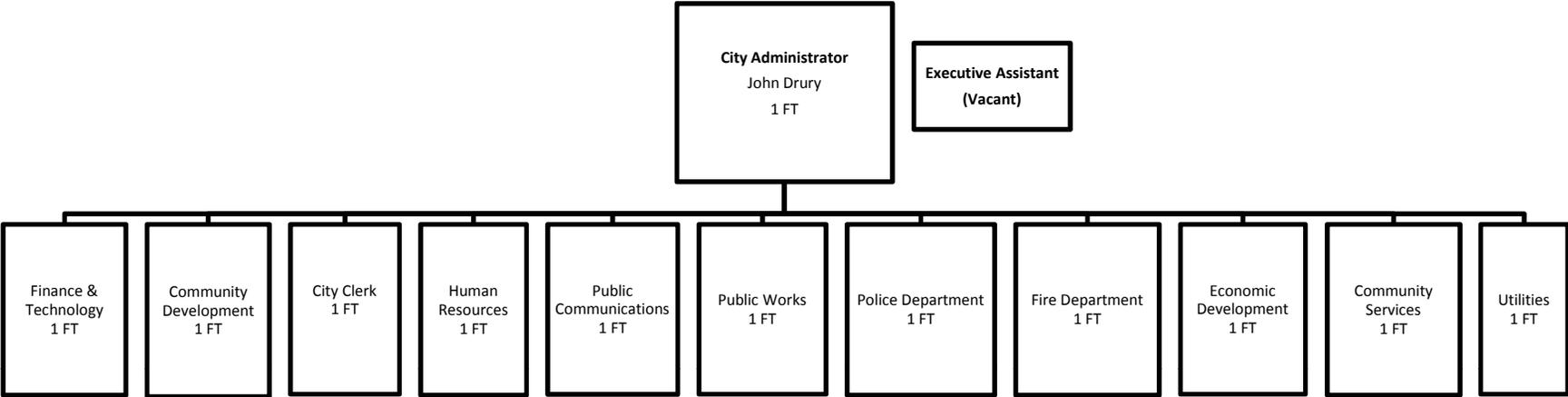
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
511.11-10 MAYOR / COUNCIL PAY	COUNCIL MEMBER PAY	30,287	30,287
511.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	2,096	2,096
511.22-20 FL STATE RETIREMENT	NO AMOUNT BUDGETED	-	-
511.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR COUNCIL MEMBERS	6,140	6,140
511.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR COUNCIL MEMBERS	319	319
511.23-20 LIFE INSURANCE	NO AMOUNT BUDGETED	-	-
511.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR COUNCIL MEMEBER DEPENDENTS	9,426	9,426
511.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR COUNCIL MEMBER DEPENDENTS	650	650
511.23-40 LONG TERM DISABILITY	NO AMOUNT BUDGETED	-	-
511.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	54	54
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 UCF/FLC INSTITUTE FOR ELECTED MUNICIPAL OFFICIALS FLORIDA LEAGUE OF MAYORS ANNUAL BUSINESS MEETING LAKE SUMTER MPO AWARDS BANQUET LAKE COUNTY DAYS	156 288 1,200 400 150 250 525 750 850 100 500	5,169
511.48-65 SISTER CITY	SISTER CITY PROGRAM	12,500	12,500
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/JACKETS	800 625 300 1,300	3,025
511.54-10 BKS, PUB, SUB, MEM, LIB	FLORIDA LEAGUE OF CITIES MEMBERSHIP LAKE COUNTY LEAGUE OF CITIES MEMBERSHIP SISTER CITIES INTERNATIONAL PROGRAM MEMBERSHIP FLORIDA LEAGUE OF MAYORS MEMBERSHIP	1,500 500 450 350	2,800

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Administration

Department 12



Position Summary

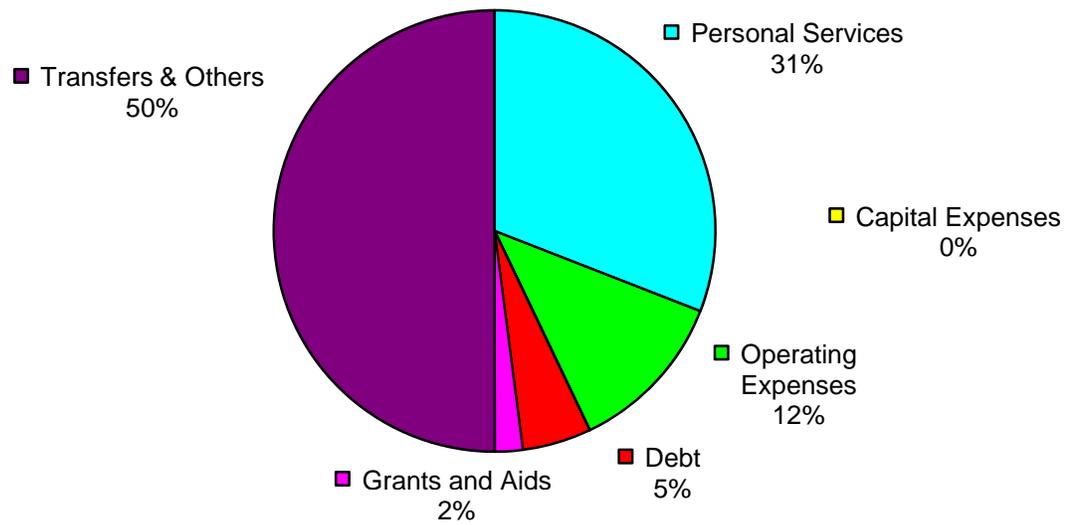
Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Full Time:				
Administrative Assistant	2004	0	0	0
City Administrator	2001	1	1	1
Receptionist	12003	1	1	0
No. of Full Time		2	2	1
Part Time:				
Receptionist	12004	0	0	1
No. of Part Time:		0	0	1
Total No. of Positions:		2	2	1
Total FTEs:		2	2	1.5

Budget Summary

<i>Department Summary</i>	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Administration-1201</i>				
Personal Services	234,898	234,386	249,738	6.55%
Operating Expenses	12,902	21,224	18,863	-11.12%
Total Administration	247,800	255,610	268,601	5.08%
<i>Admin. Gen. Govt.-1202</i>				
Personal Services	19,482	21,483	24,408	13.62%
Operating Expenses	120,614	97,808	87,380	-10.66%
Capital Expenses	1,375	1,215	-	-100.00%
Debt	46,313	27,928	44,714	60.10%
Grants and Aids	11,000	18,000	18,000	0.00%
Transfers & Others	1,240,290	398,704	443,444	11.22%
Total Admin. Gen. Govt.	1,439,074	565,138	617,946	9.34%
Grand Total Administration	\$ 1,686,874	\$ 820,748	\$ 886,547	8.02%

<i>Category Summary</i>				
Personal Services	254,380	255,869	274,146	7.14%
Operating Expenses	133,516	119,032	106,243	-10.74%
Capital Expenses	1,375	1,215	-	-100.00%
Debt	46,313	27,928	44,714	60.10%
Grants and Aids	11,000	18,000	18,000	0.00%
Transfers & Others	1,240,290	398,704	443,444	11.22%
				0.00%
Grand Total Administration	\$ 1,686,874	\$ 820,748	\$ 886,547	8.02%
<i>Percentage of Fund Budget</i>	12.05%	5.86%	5.85%	

2016 APPROPRIATIONS



2016 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.

2016 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 traditions and values.

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.

2016 OPERATING BUDGET

ADMINISTRATION - 1201 and 1202 (Continued)

PROGRAM HIGHLIGHTS

2016 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.

2015 Accomplishments

1. Wootton Park West End Project is 90% designed. Council voted to move forward with construction this summer after final grants are secured.
2. A Woodlea Sports Complex Grant from Lake County was secured in the amount of \$200,000. Grant was secured from the County.
3. The funding program for Public Works Facility was established utilizing Infrastructure Sales Tax.
4. The Funding program for Public Safety Complex was established utilizing Infrastructure Sales Tax.
5. Alfred Street Project was completed.
6. Gateway directional signs installed along 441.
7. Ruby Street sidewalks, lighting and brick pavers have been installed.
8. ISBA with County for all future growth and annexation was completed.
9. Street repaving plan has been completed.
10. Many new businesses have opened up in Tavares this year and a new down town hotel is under construction.
11. Branding of America's Seaplane City continues to take shape.

FUND 001
DEPT 12
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

ADMINISTRATION EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
512.12-10	REGULAR SALARIES	169,453	162,775	170,913	5.00%
512.21-10	FICA / MED TAXES	9,647	12,134	12,738	4.98%
512.22-10	RETIREMENT	15,410	16,278	17,091	4.99%
512.22-20	FL STATE RETIREMENT	32,766	35,210	39,840	13.15%
512.23-10	HEALTH INSURANCE	4,851	5,317	6,140	15.48%
512.23-15	DENTAL INSURANCE	278	303	319	5.28%
512.23-20	LIFE INSURANCE	871	661	964	45.84%
512.23-21	SHORT-TERM DISABILITY	338	336	336	0.00%
512.23-30	DEPENDENT HEALTH INSURANCE	-	-	-	0.00%
512.23-35	DEPENDENT DENTAL INSURANCE	562	611	650	6.38%
512.23-40	LONG TERM DISABILITY	398	419	439	4.77%
512.24-10	WORKERS' COMPENSATION	324	342	308	-9.94%
512.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
*	SALARIES AND BENEFITS	<u>234,898</u>	<u>234,386</u>	<u>249,738</u>	6.55%
<i>OPERATING EXPENDITURES</i>					
512.40-10	TRAVEL & PER DIEM	2,970	9,006	7,806	-13.32%
512.41-10	TELEPHONE	1,042	1,138	815	-28.38%
512.41-30	POSTAGE	168	300	300	0.00%
512.45-10	LIABILITY	2,643	2,945	3,387	15.01%
512.46-15	REPAIR & MAINT.- EQUIPMENT	-	100	100	0.00%
512.47-10	PRINTING & BINDING	-	150	150	0.00%
512.48-10	CITY APPRECIATION	344	1,270	400	-68.50%
512.51-10	OFFICE SUPPLIES	255	400	400	0.00%
512.52-10	OPERATING SUPPLIES	1,057	850	850	0.00%
512.52-11	DURABLE GOODS	-	-	-	0.00%
512.52-15	FUEL COSTS	1,766	2,095	1,685	-19.57%
512.54-10	BKS, PUB, SUB, MEM, LIB	2,657	2,970	2,970	0.00%
*	OPERATING EXPENDITURES	<u>12,902</u>	<u>21,224</u>	<u>18,863</u>	-11.12%
<i>CAPITAL EXPENDITURES</i>					
512.64-11	EQUIP - VEHICLE REPLACEMENT	-	-	-	0.00%
512.64-13	EQUIP - COMP REPLACEMENT	-	-	-	0.00%
512.64-14	EQUIP - NEW COMPUTERS	-	-	-	0.00%
512.64-15	EQUIP - NEW	-	-	-	0.00%
512.64-17	EQUIP - NEW VEHICLES	-	-	-	0.00%
*	CAPITAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	0.00%
TOTAL	ADMINISTRATION	<u>247,800</u>	<u>255,610</u>	<u>268,601</u>	<u>5.08%</u>

FUND 001
DEPT 12
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

ADMINISTRATION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
512.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	170,913	170,913
512.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	12,738	12,738
512.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	17,091	17,091
512.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	39,840	39,840
512.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	6,140	6,140
512.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	319	319
512.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	964	964
512.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	336	336
512.23-30 DEPENDENT HEALTH INSURANCE	NO AMOUNT BUDGETED	-	-
512.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	650	650
512.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	439	439
512.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	308	308
512.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	-	-
512.40-10 TRAVEL & PER DIEM	IMCA/AAAE CONFERENCE FCCMA CONFERENCE MISC. TRAVEL/AWARDS/RECEPTIONS LAKE COUNTY DAYS LEAGUE OF CITIES BUSINESS MEETINGS CITY/COUNTY MANAGER BUSINESS MEETINGS FLORIDA AIRPORTS COUNCIL CONFERENCE	2,700 1,350 1,500 500 156 100 1,500	7,806
512.41-10 TELEPHONE	NEXTEL DOMS FAX	479 336	815
512.41-30 POSTAGE	POSTAGE	300	300
512.45-10 LIABILITY	LIABILITY INSURANCE	3,387	3,387
512.46-15 REPAIR & MAINT-EQUIP	MISC. 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. MEMORIAL/RECOGNITIONS	200 200	400
512.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	400	400
512.52-10 OPERATING SUPPLIES	GENERAL OPERATING SUPPLIES	850	850
512.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
512.52-15 FUEL COSTS	FUEL COSTS	1,685	1,685
512.54-10 BKS, PUB, SUB, MEM, LIB	ICMA MEMBERSHIP FCCMA MEMBERSHIP AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES LEADERSHIP ORLANDO LEADERSHIP LAKE COUNTY ALUMNI SEAPLANE PILOTS ASSOCIATION MEMBERSHIP FLORIDA AIRPORTS COUNCIL MEMBERSHIP MISC. MEMBERSHIPS/SUBSCRIPTIONS	1,400 500 275 195 25 45 330 200	2,970

FUND 001
DEPT 12
DIVISION 02

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

ADMIN GENERAL GOVERNMENT OVERHEAD EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
512.12-10	REGULAR SALARIES	-	4,374	21,121	382.88%
512.13-10	OTHER SALARIES & WAGES	19,482	17,068	-	-100.00%
512.14-10	OVERTIME	-	-	-	0.00%
512.21-10	FICA / MED TAXES	-	-	1,616	100.00%
512.22-20	FL STATE RETIREMENT	-	-	1,633	100.00%
512.23-10	HEALTH INSURANCE	-	-	-	0.00%
512.23-15	DENTAL INSURANCE	-	-	-	0.00%
512.23-20	LIFE INSURANCE	-	-	-	0.00%
512.23-21	SHORT-TERM DISABILITY	-	-	-	0.00%
512.23-30	DEPENDENT HEALTH	-	-	-	0.00%
512.23-35	DEPENDENT DENTAL	-	-	-	0.00%
512.23-40	LONG TERM DISABILITY	-	-	-	0.00%
512.24-10	WORKERS' COMPENSATION	-	41	38	-7.32%
512.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
*	SALARIES AND BENEFITS	19,482	21,483	24,408	13.62%
<i>OPERATING EXPENDITURES</i>					
512.34-10	CONTRACTUAL SERVICES	-	3,500	-	0.00%
512.43-10	ELECTRIC, WATER, GAS	70,466	78,503	70,483	-10.22%
512.44-10	RENTALS & LEASES	250	2,975	2,899	-2.55%
512.45-10	LIABILITY	2,643	2,945	3,387	15.01%
512.49-10	ADVERTISING	300	1,420	1,420	0.00%
512.51-10	OFFICE SUPPLIES	-	-	-	0.00%
512.52-10	OPERATING SUPPLIES	6,443	7,455	7,820	4.90%
512.52-11	DURABLE GOODS	-	-	-	0.00%
512.52-15	FUEL COSTS	-	660	-	0.00%
512.54-10	BKS, PUB, SUB, MEM, LIB	317	350	350	0.00%
512.59-13	BAD DEBT	40,195	-	-	0.00%
512.59-28	TRANSFER TO STORMWATER	-	-	-	0.00%
512.59-90	CONTINGENCY	-	-	1,021	0.00%
*	OPERATING EXPENDITURES	120,614	97,808	87,380	-10.66%
<i>CAPITAL EXPENDITURES</i>					
512.64-13	EQUIP - COMP REPLACEMENT	-	1,215	-	-100.00%
512.64-14	EQUIP - NEW COMPUTERS	-	-	-	0.00%
512.64-15	EQUIP - NEW	1,375	-	-	0.00%
512.64-17	EQUIP - NEW VEHICLES	-	-	-	0.00%
512.64-23	SOFTWARE	-	-	-	0.00%
*	CAPITAL EXPENDITURES	1,375	1,215	-	-100.00%
<i>DEBT SERVICE</i>					
512.71-15	CAP LEASE 2002,2006,2012	26,296	26,788	44,076	64.54%
512.72-15	CAP LEASE 2002,2006,2012	1,631	1,140	638	-44.04%
512.73-10	DEBT SERVICE COSTS	18,386	-	-	0.00%
*	DEBT SERVICE	46,313	27,928	44,714	60.10%
<i>GRANTS AND AIDS</i>					
512.81-10	COMMUNITY GRANTS	11,000	18,000	18,000	0.00%
512.83-10	OTHER GRANTS	-	-	-	0.00%
*	GRANTS AND AIDS	11,000	18,000	18,000	0.00%
<i>TRANSFERS AND OTHERS</i>					

FUND 001
 DEPT 12
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

ADMIN GENERAL GOVERNMENT OVERHEAD EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
512.91-05	TRANSFERS TO DEBT SVC	559,824	-	-	0.00%
512.91-06	TRANSFERS TO FIRE SINKING	237,371	65,340	47,573	-27.19%
512.91-07	TRANS TO FIRE ASSESSMENTS	-	-	-	0.00%
512.91-08	TRANSFER TO SEAPLANE BASE	333,364	333,364	305,300	-8.42%
512.91-10	TRANSFER TO PROJECT FUND	-	-	-	0.00%
512.91-13	TRANSFERS TO PAVILION	109,731	-	90,571	100.00%
512.91-14	CAP PROJ FUND-TRAIN STATION	-	-	-	0.00%
*	TRANSFERS AND OTHERS	1,240,290	398,704	443,444	11.22%
TOTAL ADMIN GENERAL GOVERNMENT		1,439,074	565,138	617,946	9.34%

FUND 001
DEPT 12
DIVISION 02

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

ADMIN GENERAL GOVERNMENT OVERHEAD JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
512.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	21,121	21,121
512.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	-	-
512.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	1,616	1,616
512.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	1,633	1,633
512.23-10 HEALTH INSURANCE	NO AMOUNT BUDGETED	-	-
512.23-15 DENTAL INSURANCE	NO AMOUNT BUDGETED	-	-
512.23-20 LIFE INSURANCE	NO AMOUNT BUDGETED	-	-
512.23-21 SHORT-TERM DISABILITY	NO AMOUNT BUDGETED	-	-
512.23-30 DEPENDENT HEALTH INSURANCE	NO AMOUNT BUDGETED	-	-
512.23-35 DEPENDENT DENTAL INSURANCE	NO AMOUNT BUDGETED	-	-
512.23-40 LONG TERM DISABILITY	NO AMOUNT BUDGETED	-	-
512.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	38	38
512.34-10 CONTRACTUAL SERVICES	NO AMOUNT BUDGETED	-	-
512.43-10 ELECTRIC, WATER, GAS	ELECTRIC WATER	60,635 9,848	70,483
512.44-10 RENTALS & LEASES	THROW/ELEVATOR RUG RENTAL - \$390 FOR 52 WEEKS REPLACEMENT RUG \$200 COPY MACHINE RENTAL - \$189.44 PER MONTH	624 2,275	2,899
512.45-10 LIABILITY	LIABILITY INSURANCE	3,387	3,387
512.46-10 BUILDING	CITY HALL LOBBY: REMOVE WALLPAPER AND PAINT MOVED TO 4101 ART HARDWARE FINAL BALANCING CUT ART LIGHTING FINAL BALANCING CUT ART (AVIATION) FINAL BALANCING CUT REVITALIZE MURAL LOCATED ON SIDE OF CLERK'S BUILDING TO INCLUDE PAINTING NEW CITY LOGO (THIS IS FOR REPAIRING AND CLEAR COATING, NOT REPAINTING ENTIRE MURAL) FINAL BALANCING CUT	- 4,000 (4,000) 2,000 (2,000) 4,000 (4,000) 20,000 (20,000) 3,865 (3,865)	-
512.46-25 MISCELLANEOUS	REUPHOLSTER CHAIRS IN CITY COUNCIL CHAMBERS (\$80 PER CHAIR) FINAL BALANCING CUT	8,000 (8,000)	-
512.49-10 ADVERTISING	TAVARES HIGH SCHOOL YEARBOOK AD TAVARES HIGH SCHOOL GYMNASIUM SPONSORSHIP BANNER TAVARES HIGH SCHOOL FALL FOOTBALL SPONSORSHIP RADIO ADVERTISING WLBE/MY790AM TAVARES HIGH SCHOOL SPRING BASKETBALL/BASEBALL SPONSORSHIP RADIO ADVERTISING WLBE/MY790AM TAVARES CHAMBER OF COMMERCE CITY MAPS/MISC ADVERTISING	170 150 300 300 500	1,420

FUND 001
 DEPT 12
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

ADMIN GENERAL GOVERNMENT OVERHEAD JUSTIFICATION

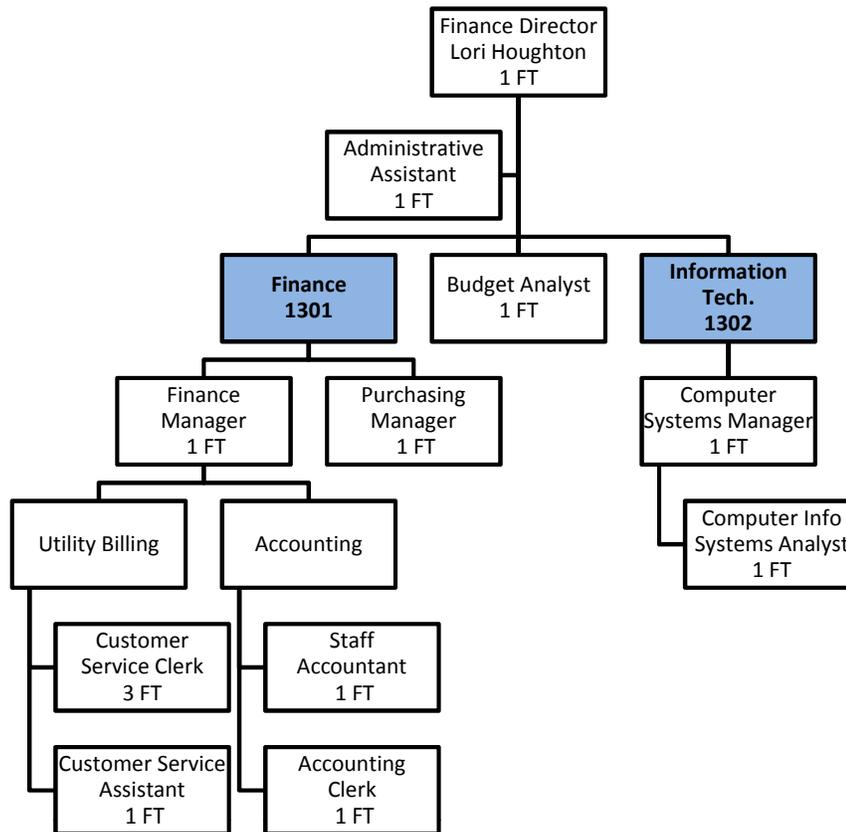
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
512.52-10 OPERATING SUPPLIES	COPY PAPER - 12 ORDERS AT \$340 PER ORDER COLOR COPIES/EXTRA COPIES/TONER/STAPLES - AVG \$250 PER MONTH	4,080 3,000	7,820
	FAX MACHINE/DESK TOP PRINTER TONER REPLACEMENTS	300	
	WAX/DETAIL PRIUS & ESCAPE 2 TIMES PER YEAR AT \$50 EACH	200	
	EXTRA COPIES/TONER COPIER AT CITY RECORDS ROOM	240	
512.52-15 FUEL COSTS	NO AMOUNT BUDGETED	-	-
512.54-10 BKS, PUB, SUB, MEM, LIB	ORLANDO SENTINEL ANNUAL SUBSCRIPTION	250	350
	DAILY COMMERCIAL ANNUAL SUBSCRIPTION	100	
512.59-13 BAD DEBT	NO AMOUNT BUDGETED	-	-
512.59-90 CONTINGENCY	MISC. PROGRAMS/AWARDS/INITIATIVES	7,500	1,021
	FINAL BALANCING CUT	(6,479)	
512.64-10 EQUIP - REPLACEMENT	COUNCIL CHAMBER OVERHEAD SPEAKERS/INSTALLATION	1,350	-
	FINAL BALANCING CUT	(1,350)	
512.64-13 EQUIP-COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
512.64-15 EQUIP-NEW	ICE MACHINE + INSTALL	2,200	-
	FINAL BALANCING CUT	(2,200)	
512.71-15 CAP LEASE 2002,2006,2012	VOIP PRINCIPAL		44,076
	1/27/2016	13,581	
	7/27/2016	13,708	
	**NEW CITY HALL CHILLER		
	2/1/2016		
	8/1/2016	16,787	
	ASSUMES CAPITAL LEASE CLOSING & FUNDING JAN OR FEB 2016 (FY17 WILL HAVE 2 PYMTS) CHILLER COST OF \$250,000		
512.72-15 CAP LEASE 2002,2006,2012	VOIP INTEREST		638
	1/27/2016	382	
	7/27/2015	256	
512.73-10 DEBT SERVICE COSTS	NO AMOUNT BUDGETED	-	-
512.81-10 COMMUNITY GRANTS	TAVARES CHAMBER OF COMMERCE	7,500	18,000
	TAVARES HISTORICAL SOCIETY	1,000	
	RENAISSANCE FAIRE	4,000	
	DRAGON BOAT FIREWORKS	3,000	
	MISC. GRANT/SUPPORT REQUESTS	2,500	
512.91-05 TRANSFERS TO DEBT SVC	TEMPORARY AMOUNT FOR DEBT SERVICE ONLY	-	-
512.91-06 TRANSFERS TO SAL/TAX DEBT	TRANSFER DEBT SERVICE SHORTAGE FOR SALES TAX FUND DEBT SERVICE	47,573	47,573
512.91-08 TRANSFER TO SEAPLANE BASE	TEMPORARY AMOUNT	333,364	305,300
	FINAL BALANCING CUT	(18,156)	
	FINAL BALANCING CUT	(9,908)	
512.91-10 TRANSFER TO CAP PROJ FUND	NO AMOUNT BUDGETED	-	-
512.91-13 TRANSFERS TO PAVILION	TEMPORARY AMOUNT	112,571	90,571
	FINAL BALANCING CUT	(22,000)	

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Finance & Technology

Department 13



Position Summary

Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Full Time:				
Accounting Clerk	7005	1	1	1
Administrative Assistant	7010	1	1	1
Budget Analyst	13002	1	1	1
Computer Info System Analyst ¹	7016	N/A	1	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	13001	1	1	1
Purchasing Manager	7011	1	1	1
Staff Accountant	7002	1	1	1
Warehouse/Customer Svc Assist ²	7015	0	0	0
No. of Full Time		12	13	13
Total No. of Positions:		12	13	13
Total FTEs:		12	13	13

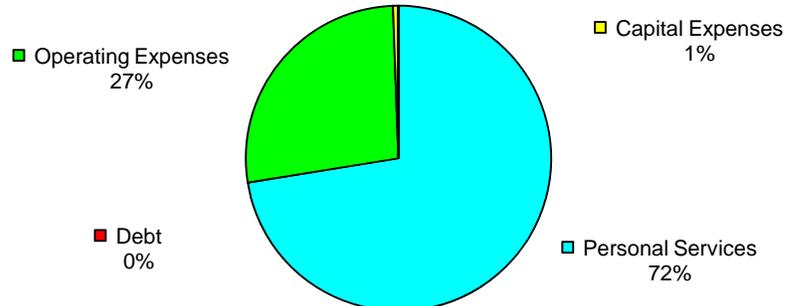
Notes:

1. Position will be full time and is effective for FY2015. Position will support Information Technology Operations.
2. Position will provide primary Warehouse Operations and provide backfill support for Water turn-ons & turn-offs during vacations. Position will also share in after hours customer service.

Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Department Summary</i>				
Finance-1301				
Personal Services	751,779	812,803	869,745	7.01%
Operating Expenses	196,741	247,659	297,535	20.14%
Capital Expenses	-	49,589	-	-100.00%
Debt	-	-	-	0.00%
Total Finance	948,520	1,110,051	1,167,280	5.16%
Information Tech.-1302				
Personal Services	91,625	154,209	173,622	12.59%
Operating Expenses	54,468	89,328	90,553	1.37%
Capital Expenses	10,279	29,793	8,400	-71.81%
Debt	-	-	-	0.00%
Total Info. Tech.	156,372	273,330	272,575	-0.28%
Grand Total Finance & Information Tech.	\$ 1,104,892	\$ 1,383,381	\$ 1,439,855	4.08%
<i>Category Summary</i>				
Personal Services	843,404	967,012	1,043,367	7.90%
Operating Expenses	251,209	336,987	388,088	15.16%
Capital Expenses	10,279	79,382	8,400	-89.42%
Debt	-	-	-	0.00%
Grand Total Finance & Information Tech.	\$ 1,104,892	\$ 1,383,381	\$ 1,439,855	4.08%
 <i>Percentage of Fund Budget</i>	 7.89%	 9.88%	 9.50%	

2016 APPROPRIATIONS



2016 OPERATING BUDGET

FINANCE - 1301

PROGRAM HIGHLIGHTS .IGHTS

DEPARTMENT MISSION

It is the mission of the Finance Department to account for all financial and budget 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 law as they pertain to fiscal matters. Routine duties include payroll audit, internal 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 2013	Actual 2014	Est 2015	Est 2016
1.	Number of Utility Bills Generated	93,446	96,301	99,190	102,166
2.	Number of New Customer Requests Received	2,072	1,858	2,336	2,406
3.	Number of Receipts Processed (Payments)	75,150	77,559	80,883	82,905
4.	Number of Credit Card Transactions Processed	15,973	18,598	22,301	24,308
5.	Number of Liens Filed	256	243	275	275
6.	Miscellaneous Accounts Receivables Invoiced	130	227	230	230
7.	Number of Accounts Payable Checks issued	5,367	5,651	5,933	6,141
8.	Number of Journal Entries Processed and Updated	370	432	475	500
9.	Number of Requisitions Processed	4,605	5,022	5,474	5,775
10.	Number of Purchase Orders Issued	4,463	4,965	5,511	5,787
11.	Accounting Batches Processed - All Transaction types	4,738	4,622	4,761	4,903
12.	Number of Fixed Assets added	65	188	125	100
13.	Number of Grants Administered	14	16	15	18
14.	Number of Utility Agreements Managed	13	13	13	14
15.	Budget Workshops, Public Hearings	16	16	16	16
16.	Number of Debt Obligations Administered	21	21	18	20
17.	Number of Projects Tracked & Reconciled	23	25	25	22
18.	Number of Various Inventory Stock Items Maintained	274	1,561	1,561	2,061
19.	Management Letter Comments by Auditors	1	0	0	0
20.	Number of Fund Budgets Maintained	26	27	29	29

2016 GOALS

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

2016 OPERATING BUDGET

FINANCE - 1301 (continued)

PROGRAM HIGHLIGHTS

2016 GOALS (Cont'd)

Citizen and Customer Service Focus

Provide quality customer service in delivery service initiatives

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

2016 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 coop 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 Convenience Fee.
15. Implement bar-code capability for Centralized Inventory Operations.
16. Implement inventory for Sewer Department.
17. Continue implementation of Budgeting Service Initiatives.
18. Implement a POS System and Cash Receipts Reporting Procedure for the Pavilion on the Lake.

2015 ACCOMPLISHMENTS

Customer Focus, Innovation & Technology, and Organizational Performance

1. Improved customer service measures for a customer service focus for internal and external customers.
2. Prepared the Comprehensive Financial Report (CAFR) for year ending 9-30-2014.
3. Provided electronic copies of the City Operating Budget and CAFR on the City Website.
4. Completed updated Capital Improvement Plan for the City.
5. Completed Water and Sewer Revenue Sufficiency Study.
6. Received PCI Compliance for credit card acceptance.
7. Completed Lien Processing initiatives for Utility and Fire Assessment Liens.
8. Administered over **16** various grants for City Projects.
9. Coordinated SRF funding efforts and prepared analysis for same.
10. Updated the Fire Assessment Roll and Coordinated with Utility Billing System.
11. Completed closeout analysis for the Pavilion on the Lake Project.
12. Participated on the Florida League of Cities Finance Committee.
13. Sat up Code system for tracking Fire Over-time to meet Legislative Pension Over-time Restrictions.
14. Set-up Special Assessment billing utilizing utility bills for the Sunset View Project.
15. Implemented On-line account access and On-line bill Pay for Pavilion on the Lake clients.
16. Implemented electronic collection for customers using "bill-payer" with their banks for payment processing.
17. Implemented Click2Gov3 for on-line credit card payments for Utility and Pavilion Accounts.
18. Implemented an Innovative Voice Response System for Call-in Credit Card Payments.
19. Secured Special Assessment Debt Financing for the Sunset View Water/Wastewater Project.

2016 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 2013	Actual 2014	Est. 2015	Projected 2016
1.	Total Computers Serviced	140	145	150	150
2.	Network Printers Serviced	25	25	25	25
3.	Local Printers Serviced	52	55	55	55
4.	User Accounts Maintained	135	135	140	140
5.	Network Servers Maintained	8	8	8	8
6.	Server/Network Failures	1	0	0	0
7.	Downtime due to Virus Attack	0	0	0	0
8.	Downtime due to Connectivity	1	0	0	0

2016 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

Organizational Performance

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

2016 OPERATING BUDGET

INFORMATION TECHNOLOGY - 1302 (Continued)

PROGRAM HIGHLIGHTS

2016 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.
4. Improve City Hall security.

2015 ACCOMPLISHMENTS

Customer Focus, Innovation & Technology, and Organizational Performance

1. Updated all XP machines to Windows 7.
2. Assisted with Point of Sale issues to facilitate accurate and timely reporting.
3. Assist with various issues at the new Pavilion on the Lake as related to technology.
4. Created a Public Wi-Fi throughout all of the Cities Facilities.
5. Troubleshoot and resolve connectivity issues and VPN connections for Tavares Police Dept. and Utility Techs.
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 present themselves.
8. Provide outstanding customer service.
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. Provide technical support for special events when needed.
14. Rolled out a new Video and Door Security system that allows remote monitoring capabilities and recording.
15. Provide phone training and setup as needed.

FUND 001
DEPT 13
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

FINANCE EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
513.12-10	REGULAR SALARIES	572,117	607,331	642,499	5.79%
513.14-10	OVERTIME	1,546	5,974	5,974	0.00%
513.15-60	ELECTR TABLET ALLOWANCE	500	-	-	0.00%
513.21-10	FICA / MED TAXES	41,067	43,984	46,446	5.60%
513.22-20	FL STATE RETIREMENT	53,380	61,401	68,497	11.56%
513.23-10	HEALTH INSURANCE	48,102	54,561	61,402	12.54%
513.23-15	DENTAL INSURANCE	2,988	3,360	3,507	4.38%
513.23-20	LIFE INSURANCE	3,246	2,421	3,620	49.52%
513.23-21	SHORT-TERM DISABILITY	2,182	2,283	2,383	4.38%
513.23-30	DEPENDENT HEALTH INSURANCE	20,805	25,149	28,277	12.44%
513.23-35	DEPENDENT DENTAL INSURANCE	3,156	3,481	3,917	12.53%
513.23-40	LONG TERM DISABILITY	1,487	1,570	1,661	5.80%
513.24-10	WORKERS' COMPENSATION	1,203	1,288	1,562	21.27%
513.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
* SALARIES AND BENEFITS		751,779	812,803	869,745	7.01%
<i>OPERATING EXPENDITURES</i>					
513.32-10	AUDIT SERVICES	21,600	22,820	17,876	-21.67%
513.34-10	CONTRACTUAL SERVICES	65,302	86,671	134,929	55.68%
513.40-10	TRAVEL & PER DIEM	2,823	11,410	11,241	-1.48%
513.41-10	TELEPHONE	3,399	4,899	2,685	-45.19%
513.41-30	POSTAGE	39,752	41,689	41,739	0.12%
513.44-10	RENTALS & LEASES	10,114	10,398	6,292	-39.49%
513.45-10	LIABILITY	21,056	23,464	26,984	15.00%
513.46-15	REPAIR & MAINT. - EQUIPMENT	345	5,161	3,637	-29.53%
513.47-10	PRINTING & BINDING	4,636	8,085	15,525	92.02%
513.49-10	ADVERTISING	2,325	2,546	2,999	17.79%
513.49-30	BANK/WIRE/ADMN EXPENSE	718	1,460	1,025	-29.79%
513.49-32	CREDIT CARD PROCESSING FEES	595	-	568	100.00%
513.51-10	OFFICE SUPPLIES	842	1,236	1,236	0.00%
513.52-10	OPERATING SUPPLIES	12,792	10,262	16,802	63.73%
513.52-11	DURABLE GOODS	-	3,230	2,966	-8.17%
513.52-15	FUEL COSTS	3,393	6,123	3,164	-48.33%
513.52-25	UNIFORMS	247	815	331	-59.39%
513.54-10	BKS, PUB, SUB, MEM, LIB	2,802	4,555	4,696	3.10%
513.59-40	RECORDING & TAXES	4,000	2,835	2,840	0.18%
* OPERATING EXPENDITURES		196,741	247,659	297,535	20.14%
<i>CAPITAL EXPENDITURES</i>					
513.64-10	EQUIP - REPLACEMENT	-	5,299	-	-100.00%
513.64-11	EQUIP-VEHICLE REPLACEMENT	-	-	-	0.00%
513.64-13	EQUIP-COMPUTER REPLACE	-	8,616	-	-100.00%
513.64-14	EQUIP - NEW COMPUTERS	-	1,260	-	-100.00%
513.64-15	EQUIP - NEW	-	34,414	-	-100.00%
513.64-17	EQUIP - NEW VEHICLES	-	-	-	0.00%
* CAPITAL EXPENDITURES		-	49,589	-	-100.00%
<i>DEBT SERVICE</i>					
* DEBT SERVICE		-	-	-	0.00%
TOTAL FINANCE		948,520	1,110,051	1,167,280	5.16%

FUND 001
 DEPT 13
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

FINANCE EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
513.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	642,499	642,499
513.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	-	-
513.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	5,974	5,974
513.15-60 ELECTR TABLET ALLOWANCE	NO AMOUNT BUDGETED	-	-
513.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	46,446	46,446
513.22-10 RETIREMENT	NO AMOUNT BUDGETED	-	-
513.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	68,497	68,497
513.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	61,402	61,402
513.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	3,507	3,507
513.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	3,620	3,620
513.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	2,383	2,383
513.23-30 DEPENDENT HEALTH INSURANC	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	28,277	28,277
513.23-35 DEPENDENT DENTAL INSURANC	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	3,917	3,917
513.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,661	1,661
513.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	1,562	1,562
513.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	-	-
513.32-10 AUDIT SERVICES	AUDIT PREPARATION CAFR PREPARATION SINGLE AUDIT	12,962 3,024 1,890	17,876
513.34-10 CONTRACTUAL SERVICES	FINANCIAL SOFTWARE MAINTENANCE AND SUPPORT RUMSG CAFR SOFTWARE DELINQUENT NOTICE BILLING UTILITY BILLING SUNSTATE METER SOFTWARE SUPPORT & MAINTENANCE ACTUARY-OPEB ADDITIONAL QREP LICENSES ARBITRAGE REBATE PROGRAM CHANGES-SUNGARD VOICE RESPONSE PHONE CR CARD PAYMENTS (SELECTRON) ANNUAL BOND DISCLOSURE RATE STUDY FOR SOLID WASTE RATE STUDY FOR FIRE ASSESSMENT FINAL BALANCING CUT RATE STUDY FOR FIRE, POLICE, AND PARKS IMPACT FEES MOVED RATE STUDY TO IMPACT FEES FUND	61,177 1,691 2,244 15,074 2,574 3,675 840 5,250 1,890 13,860 1,654 25,000 25,000 (25,000) 30,000 (30,000)	134,929
513.40-10 TRAVEL & PER DIEM	FGFOA CONFERENCE GFOA CONFERENCE SUGA CONFERENCE NIGP-SEMINARS/WORKSHOPS FABTO-BUSINESS TAX RECEIPTS CONFERENCE SCHOOL OF GOVERNMENTAL FINANCE (2 EMPLOYEES) CUSTOMER SERVICE TRAINING CENTRAL FL FGFOA	5,107 1,323 1,050 368 336 1,947 1,000 110	11,241

FUND 001
 DEPT 13
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

FINANCE EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
513.41-10 TELEPHONE	NEXTEL VERIZON DOMS FAX INVENTORY POSITION NEXTEL SERVICE FINAL BALANCING CUT	907 909 869 479 (479)	2,685
513.41-30 POSTAGE	BULK MAILING OF UTILITY BILLS DELINQUENT NOTICE MAILING MAILING A/P, A/R, DEPOSIT REFUNDS, ETC OVER NIGHT DELIVERIES	30,997 6,156 4,325 261	41,739
513.44-10 RENTALS & LEASES	MAIL MACHINE MAINTENENCE COPIER UB NETWORK DESKTOP FAXING COLOR COPIER STORAGE UNIT	1,521 1,902 1,909 960	6,292
513.45-10 LIABILITY	LIABILITY INSURANCE FINANCE ENTERED	26,984	26,984
513.46-15 EQUIPMENT	ANNUAL SUPPORT-ARBN SIGHT R900 SYS SOFTWARE 4.7 ANNUAL SUPPORT-MRX920V2 MOBILE DATA COLLECTOR ANNUAL SUPPORT-US MAPS SOFTWARE REV A ANNUAL SUPPORT-R900 BLUETOOTH BELT CLIP #1248 ANNUAL SUPPORT-(7) MOS.MRX920V2 MOBILE DATA COLL LINE PRINTER MAINTENANCE AGREEMENT (IBM)	798 1,054 599 209 615 362	3,637
513.46-20 COMPUTER	NO AMOUNT BUDGETED	-	-
513.47-10 PRINTING & BINDING	BUSINESS TAX RECEIPTS STATIONERY & ENVELOPS BUDGET & BUDGET COVERS CHECKS (A/P, P/R & CSD) CAFR & CAFR COVERS BLUE TAGS, BUSINESS CARDS, MISC. PRINTED MATERIAL TAX FORMS	6,365 1,050 1,680 3,150 2,310 420 550	15,525
513.49-10 ADVERTISING	RFP'S ETC. FOR PURCHASING STATE REQUIRED TRUTH MILLAGE ADVERTISEMENT	1,496 1,503	2,999
513.49-30 BANK/WIRE/ADMN EXPENSE	ANALYSIS FEES	1,025	1,025
513.49-32 CREDIT CARD PROCESSING	CREDIT CARD PROCESSING FEES	568	568
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-UB 5 SHIRTS FOR 4 EMPLOYEES +6 EMPLOYEE CELL PHONE REPLACEMENT MICR TONERS FOR PRINTING LASER CHECKS SUPPLIES FOR COLOR PRINTER SIGNATURE PLATE FOR CHECK SIGNING MACHINE INVENTORY POSITION-CELL PHONE FINAL BALANCING CUT INVENTORY POSITION - CHAIR FINAL BALANCING CUT	9,450 2,322 2,520 1,260 200 420 420 210 200 (200) 200 (200)	16,802
513.52-11 DURABLE GOODS	4 DRAWER LATERAL CABINET 4 DRAWER LETTER CABINET 2 DRAWER LATERAL CABINET 3 LOW BLUE LIGHT MONITORS INVENTORY POSITION - TELEPHONE FINAL BALANCING CUT REPLACE TABLET	780 308 478 900 300 (300) 500	2,966

FUND 001
 DEPT 13
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

FINANCE EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
513.52-15 FUEL COSTS	FUEL COSTS INVENTORY POSITION FUEL COSTS FINAL BALANCING CUT	3,164 2,252 (2,252)	3,164
513.52-25 UNIFORMS	CUSTOMER SERVICE ASSISTANT UNIFORMS INVENTORY POSITION UNIFORMS, RAIN GEAR, BOOTS FINAL BALANCING CUT	331 500 (500)	331
513.54-10 BKS, PUB, SUB, MEM, LIB	PRINTED MATERIALS FOR CONTINUING EDUCATION GFO MEMBERSHIP (NATL, STATE, LOCAL CHAPTERS) SUGA MEMBERSHIP AIRPORT PURCHASING GRP MEMBERSHIP FABTO (BUSINESS TAX RECEIPTS) MEMBERSHIP AMER ASSOC OF A/P MEMBERSHIP REAL PLAYER SUBSCRIPTION NIGP (PURCHASING) NATL & LOCAL MEMBERSHIP RIA PAYROLL GUIDE RENEWAL AEAP MEMB. ASSOC. EXECUTIVE & ADMIN PROFESSIONALS	2,066 473 205 43 49 78 208 345 1,195 34	4,696
513.59-40 RECORDING & TAXES	LIEN FILING AND NOTICE SERVING	2,840	2,840
513.64-10 EQUIP - REPLACEMENT	REPLACE LINE PRINTER FINAL BALANCING CUT	15,750 (15,750)	-
513.64-11 EQUIP-VEHICLE REPLACEMENT	REPLACE ONE TRUCK WITH A 2016 FORD TRANSIT VAN 1/2 HALF BUDGETED IN IT (TOTAL\$ 18,712) FINAL BALANCING CUT	9,356 (9,356)	-
513.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
513.64-14 EQUIP - NEW COMPUTERS	INVENTORY POSITION COMPUTER AND MONITOR FINAL BALANCING CUT	1,100 (1,100)	-
513.64-15 EQUIP - NEW	LARGE SHREDDER- CURRENT SHREDDER TO GO TO UB FINAL BALANCING CUT	2,500 (2,500)	-
513.64-17 EQUIP-NEW VEHICLES	NO AMOUNT BUDGETED	-	-
513.64-20 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
513.64-23 SOFTWARE	NO AMOUNT BUDGETED	-	-

FUND 001
 DEPT 13
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

INFORMATION TECHNOLOGY EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
513.12-10	REGULAR SALARIES	68,445	108,589	131,849	21.42%
513.14-10	OVERTIME	-	1,500	3,000	100.00%
513.21-10	FICA / MED TAXES	4,731	8,018	9,672	20.63%
513.22-20	FL STATE RETIREMENT	4,843	8,384	10,424	24.33%
513.23-10	HEALTH INSURANCE	4,851	9,793	6,140	-37.30%
513.23-15	DENTAL INSURNACE	278	507	638	25.84%
513.23-20	LIFE INSURANCE	388	444	735	65.54%
513.23-21	SHORT-TERM DISABILITY	270	287	508	77.00%
513.23-30	DEPENDENT HEALTH INSURANCE	6,935	15,147	9,426	-37.77%
513.23-35	DEPENDENT DENTAL INSURANCE	562	1,022	650	-36.40%
513.23-40	LONG TERM DISABILITY	178	283	337	19.08%
513.24-10	WORKERS' COMPENSATION	144	235	243	3.40%
513.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
*	SALARIES AND BENEFITS	91,625	154,209	173,622	12.59%
<i>OPERATING EXPENDITURES</i>					
513.34-10	CONTRACTUAL SERVICES	23,677	41,013	46,325	12.95%
513.40-10	TRAVEL & PER DIEM	-	1,916	2,021	5.48%
513.41-10	TELEPHONE	1,497	2,865	1,867	-34.83%
513.41-20	OTHER COMMUNICATION	16,635	22,428	20,374	-9.16%
513.45-10	LIABILITY	3,552	3,958	4,552	15.01%
513.49-10	ADVERTISING	-	1,583	-	-100.00%
513.51-10	OFFICE SUPPLIES	-	252	630	150.00%
513.52-10	OPERATING SUPPLIES	9,107	14,420	13,808	-4.24%
513.52-11	DURABLE GOODS	-	320	320	0.00%
513.54-10	BKS, PUB, SUB, MEM, LIB	-	573	656	14.49%
*	OPERATING EXPENDITURES	54,468	89,328	90,553	1.37%
<i>CAPITAL EXPENDITURES</i>					
513.64-10	EQUIP - REPLACEMENT	-	8,000	-	-100.00%
513.64-13	EQUIP - COMP REPLACEMENT	-	4,533	-	-100.00%
513.64-14	EQUIP - NEW COMPUTERS	-	1,260	-	-100.00%
513.64-15	EQUIP - NEW	6,839	16,000	8,400	-47.50%
513.64-23	SOFTWARE	3,440	-	-	0.00%
*	CAPITAL EXPENDITURES	10,279	29,793	8,400	-71.81%
<i>DEBT SERVICE</i>					
513.71-15	LEAGUE LEASE 2002 & 2006	-	-	-	0.00%
513.72-15	LEAGUE LEASE 2002 & 2006	-	-	-	0.00%
*	DEBT SERVICE	-	-	-	0.00%
TOTAL INFORMATION TECH SERVICES		156,372	273,330	272,575	-0.28%

FUND 001
DEPT 13
DIVISION 02

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

INFORMATION TECHNOLOGY EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
513.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	131,849	131,849
513.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	3,000	3,000
513.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	9,672	9,672
513.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	10,424	10,424
513.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	6,140	6,140
513.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	638	638
513.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	735	735
513.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	508	508
513.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	9,426	9,426
513.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	650	650
513.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	337	337
513.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	243	243
513.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	-	-
513.34-10 CONTRACTUAL SERVICES	DOMAIN NAME/WEB HOSTING	882	46,325
	DOMAIN NAME ANNUAL FEE	630	
	CISCO-HARDWARE ROUTER FOR PD SERVICE	6,000	
	DISK KEEPER MAINTENANCE	1,460	
	CREATIVE CLOUD LICENSE	613	
	ANNUAL LOG ME IN FEE CENTRAL & PRO	525	
	DOMAIN NAME REGISTRATIONS (ACCELERATED DATA WORKS)	929	
	EMAIL MANAGEMENT (WINDSTREAM)	6,161	
	SERVER SUPPORT SERVICES	1,208	
	MICROSOFT LICENSES (125)	20,500	
	MICROSOFT SUPPORT SERVICE	1,000	
	MESSAGE ARCHIVER SOFTWARE	2,570	
	MAIL GUARD ANNUAL FEE	252	
	FIBER OPTICS LOCATES	330	
	SECURITY SYSTEM REPAIR	315	
	EMAIL SERVER SUPPORT	420	
	CASE IMAGING PROCESS SERVICE (125 DEVICES)	1,100	
	WEB HOSTING FEE	630	
	LIBRARY MS OVG WIN PRO 7 UPGRADE FOR 12 COMPUTERS	800	
513.40-10 TRAVEL & PER DIEM	MEETINGS	210	2,021
	CERTIFIED PUBLIC TECH CERTIFICATION	1,811	
513.41-10 TELEPHONE	NEXTEL	958	1,867
	VERIZON	909	
513.41-20 OTHER COMMUNICATION	VOIP INTERNET SERVICES	15,183	20,374
	COMCAST CIT WIDE INTERNET	3,150	
	COMCAST VPN INTERNET	2,041	
513.45-10 LIABILITY	LIABILITY INSURANCE	4,552	4,552
	FINANCE ENTERED		
513.49-10 ADVERTISING	NO AMOUNT BUDGETED	-	-
513.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	630	630

FUND 001
 DEPT 13
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

INFORMATION TECHNOLOGY EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
513.52-10 OPERATING SUPPLIES	CITY SHIRTS PER CITY POLICY GENERAL OPERATING SUPPLIES	158 13,650	13,808
513.52-11 DURABLE GOODS	2 EMERGENCY MONITORS	320	320
513.54-10 BKS, PUB, SUB, MEM, LIB	PRINTED EDUCATIONAL MATERIAL FLGISA MEMBERSHIP	525 131	656
513.59-90 CONTINGENCY		-	
513.62-20 BUILDINGS	NO AMOUNT BUDGETED	-	-
513.64-10 EQUIP - REPLACEMENT	REPLACE ONE TRUCK WITH A 2016 FORD TRANSIT VAN 1/2 HALF BUDGETED IN FINANCE (TOTAL \$18,712) (WANT TO SETUP VEHICLE REPLACEMENT ACCT FOR THIS) FINAL BALANCING CUT	9,356 (9,356)	-
513.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
513.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
513.64-15 EQUIP - NEW	6 SWITCHES-\$1325 EACH FINAL BALANCING CUT 2 FIBER SWITCHES - \$2200 EACH VIDEO CAMERAS CITY WIDE FINAL BALANCING CUT HARD DRIVE STORAGE 32 TERABYTES	7,950 (7,950) 4,400 100,000 (100,000) 4,000	8,400
513.64-20 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
513.64-23 SOFTWARE	NO AMOUNT BUDGETED	-	-
513.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-

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Legal Services

Department 14



Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Department Summary</i>				
Legal Services-1401				
Operating Expenses	123,093	157,716	165,602	5.00%
Grand Total Legal Services	\$ 123,093	\$ 157,716	\$ 165,602	5.00%
<i>Percentage of Fund Budget</i>	0.88%	1.13%	1.09%	

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FUND 001
 DEPT 14
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

LEGAL SERVICES EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>OPERATING EXPENDITURES</i>					
514.31-10	CITY ATTORNEY	122,593	157,716	165,602	5.00%
514.52-10	OPERATING SUPPLIES	500	-	-	0.00%
*	OPERATING EXPENDITURES	<u>123,093</u>	<u>157,716</u>	<u>165,602</u>	<u>5.00%</u>
TOTAL	LEGAL SERVICES	<u>123,093</u>	<u>157,716</u>	<u>165,602</u>	<u>5.00%</u>

FUND 001
DEPT 14
DIVISION 01

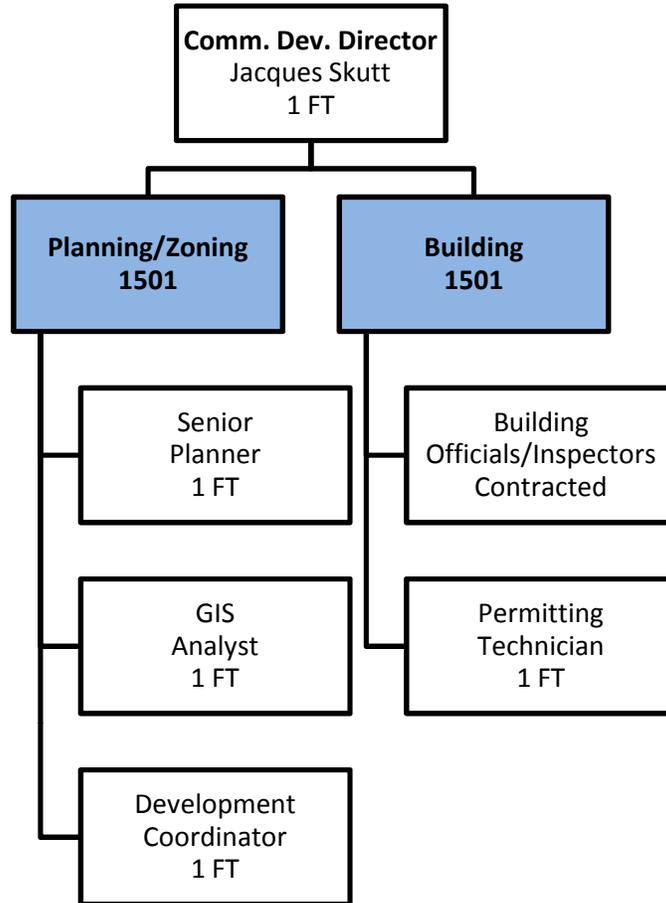
CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

LEGAL SERVICES EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
514.31-10 CITY ATTORNEY	LEGAL FEES	165,602	165,602
514.52-10 OPERATING SUPPLIES	NO AMOUNT BUDGETED	-	-

Community Development

Department 15



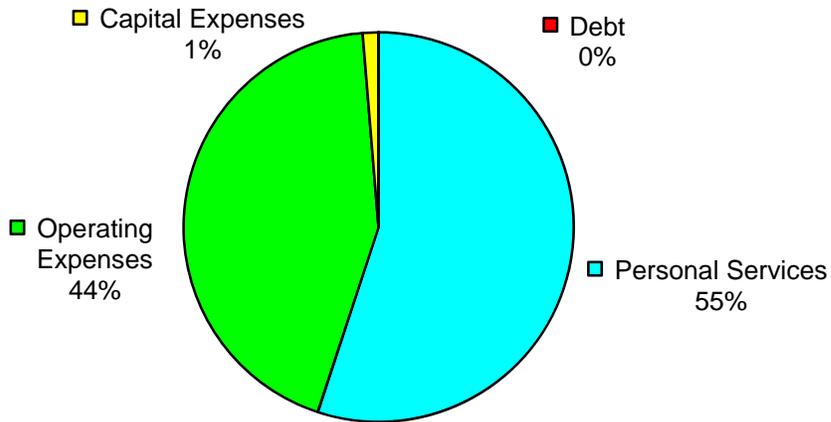
Position Summary

Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
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
Total No. of Positions:		5	5	5
Total FTEs:		5	5	5

Budget Summary

<i>Department Summary</i>	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Community Development-1501				
Personal Services	380,341	403,761	418,850	3.74%
Operating Expenses	176,389	346,646	331,845	-4.27%
Capital Expenses	-	57,659	10,000	-82.66%
Debt	-	-	-	0.00%
Total Comm. Development	\$ 556,730	\$ 808,066	\$ 760,695	-5.86%
<i>Percentage of Fund Budget</i>	3.98%	5.77%	5.02%	

2016 APPROPRIATIONS



2016 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, permitting, GIS support services and ensuring compliance with relevant Federal and State regulations. 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 2013	Actual 2014	Est. 2015	Projected 2016
1.	Annexation	2	3	2	3
2.	Rezone/Text Amendments	6	12	4	5
3.	Comp Plan Amendment	8	5	2	6
4.	Variances	1	4	4	5
5.	Vacates	2	2	0	2
6.	Site Plan Review	10	4	3	4
7.	Subdivision Construction Plan Review	1	0	0	1
8.	Final Plat Approval	1	1	0	1
9.	Lot Split Approval	1	1	2	1
10.	GIS-Internal Customer Service Request (Fire Hydrant Locate, Utilities Service Locates, and Special Projects)	**	**	120	132
11.	GIS-External Customer Service (Address Assignment, Floodplain determination, and Publically Requested Maps)	**	**	300	306
12.	Schedule and Unscheduled Meetings	**	**	446	454
13.	Special Project (ISBA, Downtown Master Plan, Downtown Parking Study)			6	7
	TOTAL	32	32	889	927

2016 OPERATING BUDGET

COMMUNITY DEVELOPMENT (continued)

PROGRAM HIGHLIGHTS

Building Division

	Indicator Description	Actual 2013	Actual 2014	Est. 2015	Projected 2016
1.	New Residential Units	92	172	172	135
2.	New Mobile Homes	2	0	2	3
3.	New Commercial Buildings	6	10	12	15
4.	Commercial Additions/Alt	28	30	36	45
5.	Residential Additions/Alt	120	150	159	175
6.	Other Permits	490	500	545	550
7.	Schedule and Unscheduled Meetings	**	**	**	10
8.	Special Project (Impact Fee Reports)	**	**	**	5
	TOTAL	738	862	926	938
	TOTAL VALUATION	35,000,000	50,000,000	51,500,000	60,000,000

** New for FY2015

2016 Goals

Organizational Development

To organize staff responsibilities and procedures and professional training 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.

2016 Objectives

1. Ensure that all staff members are trained, fully proficient in their responsibilities and encouraged to expand their skills.
2. Maximize the use of technology to better serve the public and other City departments.
3. Work with County to systematically annex enclaves where it is deemed to be mutually beneficial and in the best interest of our citizens.
4. Complete the City's ADA Transition Plan through coordinated effort with the Public Works Department.
5. Design and Fabricate kiosk sign for Alfred Street/Caroline Street.
6. Complete the vehicular wayfinding signage initial installation.
7. Continue progress toward the completion of the major gateway project installation.
8. Continue implementation of the Downtown Master Plan projects and redevelopment goals.
9. Complete the Ruby Street Streetscape construction project.
10. Complete the Main Street Streetscape construction project.
11. Continue progress toward the completion of the Tav-Dora Trail.
12. Continue the downtown named alleyway memorial.
13. Complete the streetscape of Alfred Street and Caroline Street.
14. Work with continue to ensure consistency between the comprehensive planning documents.
15. Purchase and implement a GIS-based building permitting and planning tracking software.

2016 OPERATING BUDGET

2015 Accomplishments**Customer Focus, Innovation & Technology, and Organizational Performance**

1. First four Wayfinding Signs installed along US Highway 441.
2. Alfred Street one-way pair construction complete.
3. Completed Interlocal Service Boundary agreement with County and other participating municipalities.
4. Continuing 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
PROPOSED BUDGET
FISCAL YEAR 2015-2016

COMMUNITY DEVELOPMENT EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
515.12-10	REGULAR SALARIES	282,138	294,174	310,511	5.55%
515.14-10	OVERTIME	-	256	256	0.00%
515.15-60	ELECTR TABLET ALLOWANCE	500	-	-	0.00%
515.21-10	FICA / MED TAXES	20,141	21,014	22,444	6.80%
515.22-10	RETIREMENT	109	-	1,845	100.00%
515.22-20	FL STATE RETIREMENT	29,043	32,849	36,727	11.81%
515.23-10	HEALTH INSURANCE	25,297	28,265	30,701	8.62%
515.23-15	DENTAL INSURANCE	1,392	1,513	1,594	5.35%
515.23-20	LIFE INSURANCE	1,599	1,196	1,756	46.82%
515.23-21	SHORT-TERM DISABILITY	1,099	1,135	1,173	3.35%
515.23-30	DEPENDENT HEALTH INSURANCE	16,674	20,855	9,426	-54.80%
515.23-35	DEPENDENT DENTAL INSURANCE	1,025	1,099	1,055	-4.00%
515.23-40	LONG TERM DISABILITY	732	766	802	4.70%
515.24-10	WORKERS' COMPENSATION	592	639	560	-12.36%
515.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
*	SALARIES AND BENEFITS	380,341	403,761	418,850	3.74%
<i>OPERATING EXPENDITURES</i>					
515.31-15	ENGINEERING	2,496	49,420	19,000	-61.55%
515.32-20	BOARD MEMBER PAYMENTS	960	1,680	1,680	0.00%
515.34-10	CONTRACTUAL SERVICES	137,861	228,283	257,033	12.59%
515.40-10	TRAVEL & PER DIEM	3,216	6,800	7,000	2.94%
515.41-10	TELEPHONE	1,137	1,103	775	-29.74%
515.41-30	POSTAGE	420	700	1,200	71.43%
515.44-10	RENTALS & LEASES	1,619	3,959	3,959	0.00%
515.45-10	LIABILITY	14,489	16,146	18,568	15.00%
515.46-15	REPAIR & MAINT. - EQUIPMENT	795	1,200	1,000	-16.67%
515.47-10	PRINTING & BINDING	260	18,160	2,000	-88.99%
515.49-10	ADVERTISING	7,744	6,000	6,000	0.00%
515.51-10	OFFICE SUPPLIES	988	1,000	1,000	0.00%
515.52-10	OPERATING SUPPLIES	1,393	8,135	8,630	6.08%
515.52-11	DURABLE GOODS	-	1,280	-	-100.00%
515.52-28	PROMO PROGRAM SUPPLIES	765	840	2,000	138.10%
515.54-10	BKS, PUB, SUB, MEM, LIB	2,246	1,940	2,000	3.09%
*	OPERATING EXPENDITURES	176,389	346,646	331,845	-4.27%
<i>CAPITAL EXPENDITURES</i>					
515.64-10	EQUIP - REPLACEMENT	-	-	-	0.00%
515.64-13	EQUIP - COMP REPLACEMENT	-	7,659	-	-100.00%
515.64-14	EQUIP - NEW COMPUTERS	-	-	-	0.00%
515.64-15	EQUIP - NEW	-	-	-	0.00%
515.64-23	SOFTWARE	-	-	-	0.00%
515.64-25	FUTURE PROJECTS	-	50,000	10,000	-80.00%
*	CAPITAL EXPENDITURES	-	57,659	10,000	-82.66%
TOTAL COMMUNITY DEVELOPMENT		556,730	808,066	760,695	-5.86%

FUND 001
DEPT 15
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

COMMUNITY DEVELOPMENT EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
515.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	310,511	310,511
515.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	-	-
515.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	256	256
515.15-60 ELECTR TABLET ALLOWANCE	NO AMOUNT BUDGETED	-	-
515.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	22,444	22,444
515.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	1,845	1,845
515.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	36,727	36,727
515.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	30,701	30,701
515.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,594	1,594
515.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,756	1,756
515.23-21 SHORT TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,173	1,173
515.23-30 DEPENDENT HEALTH INSURANC	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	9,426	9,426
515.23-35 DEPENDENT DENTAL INSURANC	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,055	1,055
515.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	802	802
515.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	560	560
515.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	-	-
515.31-15 ENGINEERING	MONTHLY DRC REVIEW DOWNTOWN PARKING STUDY CAPTAIN HAYNES EXTENSION UPDATE	4,000 10,000 5,000	19,000
515.32-20 BOARD MEMBER PAYMENTS	7 MEMBERS 12 MEETINGS PER YR AT \$20	1,680	1,680
515.34-10 CONTRACTUAL SERVICES	SUNGUARD-ADJUSTED BY FINANCE LAKE SUMTER MPO QUORUM SERVICES (2 FT CONTRACT BLDG EMPLOYEES) ESRI PARKING CONSULTANT FINAL BALANCING CUT	10,275 5,258 234,000 7,500 25,000 (25,000)	257,033
515.40-10 TRAVEL & PER DIEM	FL APA CONFERENCE & TRAVEL FL FPZA CONFERENCE & TRAVEL BOAF CONFERENCE & TRAVEL GIS/PLANNING/ZONING SEMINARS HTE CONFERENCE & TRAVEL ADA CONFERENCE & TRAVEL	1,200 1,200 1,200 1,000 1,200 1,200	7,000
515.41-10 TELEPHONE	TELEPHONE SERVICE AND FAX FINANCE REMOVED NEXTEL DOMS FAX	1,103 (1,103) 479 296	775
515.41-30 POSTAGE	POSTAGE ANNEXATION NOTICES	700 500	1,200
515.44-10 RENTALS & LEASES	COPY MACHINE COPY MACHINE PARTS, LABOR & TONER	3,239 720	3,959

FUND 001
DEPT 15
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

COMMUNITY DEVELOPMENT EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
515.45-10 LIABILITY	LIABILITY INSURANCE	18,568	18,568
515.46-15 EQUIPMENT	REPAIR OF SCANNER/PLOTTER	1,000	1,000
515.47-10 PRINTING & BINDING	MISC PRINTING I.E. COPIES OF LDRS FOR BOARDMEMBERS LDR CODIFYING AND UPDATE REMOVED PER JACQUES GIS MAPPING	1,000 17,000 (17,000) 1,000	2,000
515.49-10 ADVERTISING	LEGAL ADS FOR PZ APPLICATIONS	6,000	6,000
515.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES 7 STAFF MEMBERS 5 FULL TIME DEPARTMENT STAFF 2 CONTRACTED STAFF PERSONS FINAL BALANCING CUT	2,000 (1,000)	1,000
515.52-10 OPERATING SUPPLIES	GENERAL OPERATING SUPPLIES STAFF SHIRTS 5-PERMIT TECH 2 FOR 3 OTHER STAFF MEMBERS ADOBE ACROBAT	8,000 330 300	8,630
515.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
515.52-28 PROMO PROGRAM SUPPLIES	GREEN INITIATIVES 2 NEW KIOSK SIGNS FOR ALFRED ST AND CAROLINE ST MOVED TO FUTURE PROJECTS BY FINANCE KIOSK SIGN INSERT BUSINESS UPDATES	500 10,000 (10,000) 1,500	2,000
515.54-10 BKS, PUB, SUB, MEM, LIB	APA,FPZA,FAPA, BOAF, ADA, AICP (2X), GIS MISC	1,700 300	2,000
515.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
515.64-14 EQUIP - NEW COMPUTERS	DEPT NOTEBOOK FINAL BALANCING CUT	1,000 (1,000)	-
515.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	-	-
515.64-17 EQUIP-NEW VEHICLES	NO AMOUNT BUDGETED	-	-
515.64-23 SOFTWARE	ADOBE ACROBAT FINANCE MOVED TO OPERATING SUPPLIES (52-10) GIS BASED BUILDING AND PLANNING SOFTWARE FINAL BALANCING CUT	300 (300) 250,000 (250,000)	-

FUND 001
 DEPT 15
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

COMMUNITY DEVELOPMENT EXPENDITURE JUSTIFICATION

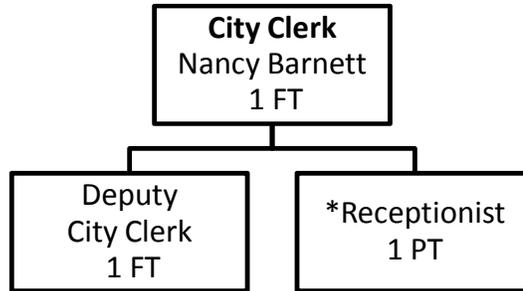
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
515.64-25 FUTURE PROJECTS	WOOTON PARK MEMORIAL (ALLEY HISTORY DESCRIPTIONS)	10,000	10,000
	FINAL BALANCING CUT	(10,000)	
	ADJ PER CITY ADMINISTRATOR	10,000	
	TAV-DOR TRAIL	50,000	
	FINAL BALANCING CUT	(50,000)	
	WEST MAIN STREET STREETScape CONSTRUCTION	133,000	
	FINAL BALANCING CUT	(133,000)	
	RUBY STREET STREETScape CONSTRUCTION	235,000	
	FINAL BALANCING CUT	(235,000)	
	2 GATEWAY MONUMENT SIGN @ 34,000 EACH	68,000	
	FINAL BALANCING CUT	(68,000)	
	3 STATE ROAD WAYFINDING SIGNS @ 6,300	18,900	
	FINAL BALANCING CUT	(18,900)	
	6 LOCAL ROAD WAYFINDING SIGNS @ 5,600	33,600	
	FINAL BALANCING CUT	(33,600)	
	SEAPLANE SCULPTURE AND INSTALLATION (PLANE 80,000)	330,000	
	UPDATED TO \$150,000 IN DEPARTMENT MEETING	(180,000)	
	INCLUDES DESIGN, ENGINEERING, CONSTRUCTION, AND PLANE		
	FINAL BALANCING CUT	(150,000)	
	ALFRED AND CAROLINE LANDSCAPING 7 IRRIGATION	487,941	
	FINAL BALANCING CUT	(487,941)	
	ALFRED AND CAROLINE BRICK-PAVING	260,665	
	FINAL BALANCING CUT	(260,665)	
	ALFRED AND CAROLINE ALLEYWAYS	601,025	
	FINAL BALANCING CUT	(601,025)	
	2 NEW KIOSK SIGNS FOR ALFRED ST AND CAROLINE ST	10,000	
	MOVE FROM PROMO PROGRAM SUPPLIES		
	FINAL BALANCING CUT	(10,000)	

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City Clerk

Department 16



Position Summary

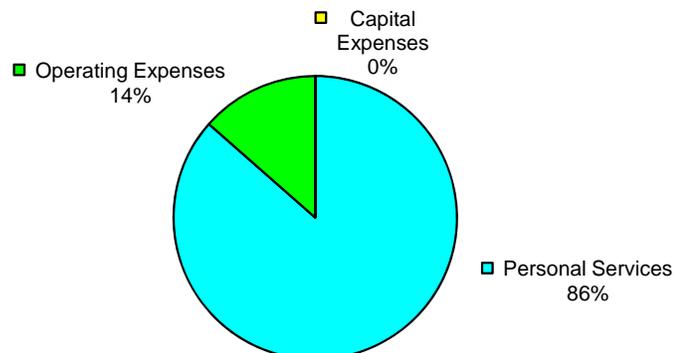
Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Full Time:				
City Clerk	2002	1	1	1
Deputy City Clerk	2008	1	1	1
No. of Full Time		2	2	2
Total No. of Positions:		2	2	2
Total FTEs:		2	2	2

*Receptionist position funded in Administration budget

Budget Summary

Department Summary	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
City Clerk-1601				
Personal Services	184,808	197,632	214,109	8.34%
Operating Expenses	17,893	21,558	33,489	55.34%
Capital Expenses	-	1,866	-	-100.00%
Grand Total City Clerk	\$ 202,701	\$ 221,056	\$ 247,598	12.01%
<i>Percentage of Fund Budget</i>	1.45%	1.58%	1.63%	

2016 APPROPRIATIONS



2016 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)

- Organizes and facilitates agendas for City Council Meetings, Police Pension, Fire Pension, Special Magistrate, and other boards as requested.
- Attends and takes minutes of City Council, Police & Fire Pension, Code Enforcement and union negotiations.
- 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 requests and citizen concerns.
- 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 2013	Actual 2014	Est. 2015	Projected 2016
1.	Ordinances Processed	48	21	34	34
2.	Resolutions Processed	18	33	20	20
3.	Lien Searches	343	460	465	465
4.	Legal Ads & Notices	72	74	75	75
5.	Meeting Minutes	45	47	46	46

2016 GOALS

Organizational Development

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

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.

2016 Objectives

1. Prepare complete and accurate information in the agenda packets, including minutes of the previous meeting and provide to City Council in a timely and efficient manner.
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. Manage Records Storage Area and continue to develop paperless practices.
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. Coordinate lien searches by working with other departments and responding in a timely manner.

2015 Accomplishments**Customer Focus, Innovation & Technology, and Organizational Performance**

1. Provided administrative and clerical support for major city initiatives such as the Pavilion on the Lake opening & special fire assessment for Sunset View & Three Lake Mobile.
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. Provided administrative support for various City projects and initiatives.
5. Served as conduit for information regarding City and community programs and services.
6. Provided reliable information regarding community and governmental resources to citizens and staff.
7. Focused on adding more documents to the City web site for better customer access.
8. Administered the Community Services grant program.

FUND 001
DEPT 16
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

CITY CLERK EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
512.12-10	REGULAR SALARIES	128,535	134,314	144,967	7.93%
512.14-10	OVERTIME	70	256	256	0.00%
512.15-60	ELECTR TABLET ALLOWANCE	500	-	-	0.00%
512.21-10	FICA / MED TAXES	8,805	9,175	9,933	8.26%
512.22-10	RETIREMENT	3,066	3,284	3,448	4.99%
512.22-20	FL STATE RETIREMENT	14,848	17,234	20,416	18.46%
512.23-10	HEALTH INSURANCE	10,223	11,474	12,280	7.02%
512.23-15	DENTAL INSURANCE	557	605	638	5.45%
512.23-20	LIFE INSURANCE	726	548	822	50.00%
512.23-21	SHORT-TERM DISABILITY	507	523	561	7.27%
512.23-30	DEPENDENT HEALTH INSURANCE	15,272	18,368	18,852	2.64%
512.23-35	DEPENDENT DENTAL INSURANCE	1,124	1,221	1,299	6.39%
512.23-40	LONG TERM DISABILITY	335	347	375	8.07%
512.24-10	WORKERS' COMPENSATION	270	283	262	-7.42%
512.25-10	UNEMPLOYMENT COMPENSATION	(30)	-	-	0.00%
*	SALARIES AND BENEFITS	184,808	197,632	214,109	8.34%
<i>OPERATING EXPENDITURES</i>					
512.31-20	ELECTION EXPENSE	562	500	12,000	2300.00%
512.34-10	CONTRACTUAL SERVICES	600	350	350	0.00%
512.40-10	TRAVEL & PER DIEM	2,416	3,680	3,500	-4.89%
512.41-10	TELEPHONE	549	745	479	-35.70%
512.41-30	POSTAGE	279	400	400	0.00%
512.45-10	LIABILITY	3,928	4,378	5,035	15.01%
512.46-15	REPAIR & MAINT.- EQUIPMENT	-	200	200	0.00%
512.47-10	PRINTING & BINDING	445	800	800	0.00%
512.47-40	CODIFICATION EXPENDITURES	1,974	2,000	2,000	0.00%
512.48-10	CITY APPRECIATION	-	100	100	0.00%
512.49-10	ADVERTISING	1,696	2,000	2,000	0.00%
512.51-10	OFFICE SUPPLIES	373	600	600	0.00%
512.52-10	OPERATING SUPPLIES	1,516	2,380	2,380	0.00%
512.52-11	DURABLE GOODS	-	160	300	87.50%
512.54-10	BKS, PUB, SUB, MEM, LIB	1,555	1,265	1,345	6.32%
512.59-40	RECORDING & TAXES	2,000	2,000	2,000	0.00%
*	OPERATING EXPENDITURES	17,893	21,558	33,489	55.34%
<i>CAPITAL EXPENDITURES</i>					
512.64-10	EQUIP - REPLACEMENT	-	-	-	0.00%
512.64-13	EQUIP - COMP REPLACEMENT	-	1,866	-	-100.00%
512.64-14	EQUIP - NEW COMPUTERS	-	-	-	0.00%
512.64-15	EQUIP - NEW	-	-	-	0.00%
512.64-23	SOFTWARE	-	-	-	0.00%
*	CAPITAL EXPENDITURES	-	1,866	-	-100.00%
TOTAL CITY CLERK		202,701	221,056	247,598	12.01%

FUND 001
 DEPT 16
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

CITY CLERK JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
512.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	144,967	144,967
512.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	-	-
512.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	256	256
512.15-60 ELECTR TABLET ALLOWANCE	NO AMOUNT BUDGETED	-	-
512.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	9,933	9,933
512.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	3,448	3,448
512.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	20,416	20,416
512.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	12,280	12,280
512.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	638	638
512.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	822	822
512.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	561	561
512.23-30 DEPENDENT HEALTH INSURANC	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	18,852	18,852
512.23-35 DEPENDENT DENTAL INSURANC	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,299	1,299
512.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	375	375
512.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	262	262
512.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	-	-
512.31-20 ELECTION EXPENSE	NOVEMBER 2015 CITY COUNCIL ELECTION	12,000	12,000
512.31-60 PERMIT & COMPLIANCE FEES	NO AMOUNT BUDGETED	-	-
512.34-10 CONTRACTUAL SERVICES	BIS COUNCIL RECORDING SYSTEM ANNUAL MAINTENANCE FEE	350	350
512.40-10 TRAVEL & PER DIEM	FLORIDA ASSOCIATION OF CITY CLERKS FALL ACADEMY 2015	850	3,500
	FLORIDA ASSOCIATION OF CITY CLERKS SUMMER ACADEMY 2016	1,150	
	FLORIDA ASSOCIATION OF CITY CLERKS FALL ACADEMY 2016 - REGISTRATION ONLY	300	
	INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS REGION III MEETING	550	
	MISC. WEBINARS AND TRAINING	550	
	BANQUETS/AWARDS/CEREMONIES	100	
512.41-10 TELEPHONE	NEXTEL	479	479
512.41-30 POSTAGE	POSTAGE	400	400
512.43-10 ELECTRIC, WATER, GAS	NO AMOUNT BUDGETED	-	-
512.44-10 RENTALS & LEASES	NO AMOUNT BUDGETED	-	-
512.45-10 LIABILITY	LIABILITY INSURANCE FINANCE ENTERED	5,035	5,035
512.46-15 REPAIR & MAINT-EQUIP	MISC. EQUIPMENT MAINTENANCE AND REPAIR FOR DESK TOP SCANNERS AND PRINTERS	200	200

FUND 001
 DEPT 16
 DIVISION 01

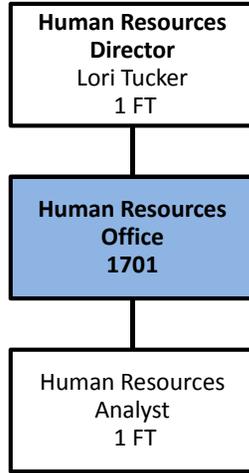
CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

CITY CLERK JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
512.47-10 PRINTING & BINDING	STATIONERY, ENVELOPES, BUSINESS CARDS, MISC. PRINTING SERVICES FOR RECORDS REQUESTS (MAPS, PLANS, ETC)-REIMBURSED COST CREDITED TO GF	150 650	800
512.47-40 CODIFICATION EXPENDITURES	CITY CODE BOOK CODIFICATION BY MUNICODE	2,000	2,000
512.48-10 CITY APPRECIATION	DISTRICT AND STATE CITY CLERK APPRECIATION BUSINESS MEETINGS	100	100
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 MINUTE BOOKS, ELECTION BOOKS, LDR BOOKS, CODE BOOKS SHREDDING SERVICES FOR CITY-WIDE DOCUMENT DESTRUCTION PRINTER TONERS CITY SHIRTS	800 600 500 400 80	2,380
512.52-11 DURABLE GOODS	2 SHELVING UNITS FOR RECORDS ROOM FINAL BALANCING CUT AUTO DEFROST REFRIGERATOR/FREEZER FINAL BALANCING CUT COUNCIL CHAMBER OVERHEAD SPEAKERS/INSTALLATION MOVED TO 1202-EQUIP REPLACEMENT BY FINANCE MCCI LASERFICHE DOCUMENT IMAGING & RECORDS MANAGEMENT SOFTWARE FOR 3 USERS (ANNUAL COST AFTER INITIAL INSTALLATION ESTIMATED \$1,850) MOVED TO SOFTWARE BY FINANCE REPLACE CITY CLERK PRINTER MOVED FROM REPLACEMENT EQUIP BY FINANCE	550 (550) 550 (550) 1,350 (1,350) 10,850 (10,850) 300	300
512.54-10 BKS, PUB, SUB, MEM, LIB	POSTING OF MUNICODE ON WEB IIMC PROFESSIONAL MEMBERSHIPS (2) FACC PROFESSIONAL MEMBERSHIPS (2) FLORIDA RECORDS MANAGEMENT ASSOCIATION MEMBERSHIP GOVERNMENT IN THE SUNSHINE MANUAL (2) FIRST AMENDMENT FOUNDATION	750 230 160 130 50 25	1,345
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	REPLACE CITY CLERK PRINTER MOVED TO DURABLE GOODS BY FINANCE	300 (300)	-
512.64-13 EQUIP-COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
512.64-14 EQUIP-NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
512.64-15 EQUIP-NEW	NO AMOUNT BUDGETED	-	-
512.64-23 SOFTWARE	MCCI LASERFICHE DOCUMENT IMAGING & RECORDS MANAGEMENT SOFTWARE FOR 3 USERS (ANNUAL COST) FINAL BALANCING CUT	10,850 (10,850)	-
512.64-50 CAPITAL GRANT MATCH	NO AMOUNT BUDGETED	-	-

Human Resources

Department 17



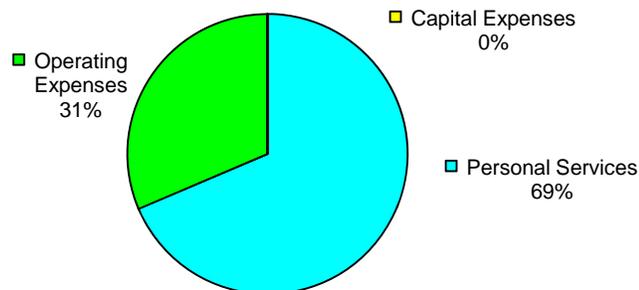
Position Summary

Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Full Time:				
Human Resources Analyst	17001	1	1	1
Human Resources Director	2007	1	1	1
No. of Full Time		2	2	2
Total No. of Positions:		2	2	2
Total FTEs:		2	2	2

Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Department Summary</i>				
Human Resources-1701				
Personal Services	184,173	199,743	213,472	6.87%
Operating Expenses	54,891	67,360	97,745	45.11%
Capital Expenses	-	1,915	-	-100.00%
Grand Total Human Res.	\$ 239,064	\$ 269,018	\$ 311,217	15.69%
<i>Percentage of Fund Budget</i>	1.71%	1.92%	2.05%	

2016 APPROPRIATIONS



2016 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 collaborative activities and strategies 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 evaluation of project liability and rating risk exposures to determine contractual insurance requirements.
- Group benefits plan development and administration as an effective tool for recruitment and retention of qualified staff.
- Workers' compensation claims administration, medical care and benefits coordination to facilitate an expeditious and successful return to full duty for employees with work-related injuries.
- Unemployment compensation, arbitration 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, control 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 2013	Actual 2014	Est. 2015	Projected 2016
1.	Employment Applications Processed	357	287	350	516
2.	New Hires Processed	26	21	30	39
3.	Separations Processed (includes Seasonal Employees)	24	50	22	33
4.	Occupational Injuries Processed	13	17	12	16
5.	Violence/Harassment Complaint Investigations	0	0	0	0
6.	Employee Training Participants	167	167	172	180
7.	Assets Insured Value	\$ 56,707,155	\$ 57,800,695	\$62,044,750	\$ 70,696,754
8.	Union Contracts	2	2	2	2

2015 OPERATING BUDGET

HUMAN RESOURCES - 1701 (continued)

PROGRAM HIGHLIGHTS

2016 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 compensation plan 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.
3. Implementation and communication of Affordable Care Act mandates approval and implementation of formal recruitment and retention plan to ensure the City's ability to compete and retain in a highly competitive talent market.
4. Complete revision of Personnel Policies.

2015 Accomplishments

1. Successful recruitment and hiring of highly qualified Director candidate for Economic Develop; Pavilion on the Lake operations support staff; Utilities operations, supervision, management and succession; and highly skilled Paramedics in support of the City's Advanced Life Support implementation goals.
2. Provided transition support and administration to the Parks division during reassignment from Community Services to Public Works.
3. Functioned in an advisory capacity to the negotiating team during PBD binding arbitration process.
4. Achieved a reduction in workers' compensation premium modification rate from .80 to .69, providing the City with overall program saving credits as a result of City-wide safety practices.
5. Facilitated City-wide insurance valuation process with on-site assessment of all City-wide properties, structures, locations and contents.
6. Continued to promote health and wellness strategies through activities, newsletters and e-mail to maximize prevention and minimize increased healthcare costs.
7. Controlled liability coverage cost increases by continuous department specific training, with reinforcement of safety and risk management best practices.
8. Worked closely with the City's independent retirement plan advisor to provide guidance to the City Administrator, department heads and City Council regarding all retirement plans.
9. Continued to stabilize employee turnover with continuous review of employment and retention practices, to maintain standing as a employer of choice.
10. Continued to build files and maximize capabilities of the City's Human Resources Information System (HRIS).
11. Continued to evaluate efficiency and effectiveness in all areas of Human Resources and Risk Management service delivery.
12. Monitored post-recession labor markets through salary, benefits, retention, recruitment and succession planning.
13. Continued to utilize HR and risk management professional association continuing education opportunities in lockstep with sweeping changes in employment law and best practices in both areas.
14. 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 matters.
15. Continued to build upon and promote "Tavares-America's Seaplane City" branding as an effective recruitment and retention tool.
16. FRS online workshops concerning debt management and investment strategies were made available to all City employees; with live on-site training provided by ICMA.
17. Continued to maximize 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 reserves program as a highly effective recruitment and workforce planning tool.

FUND 001
 DEPT 17
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

HUMAN RESOURCES EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
513.12-10	REGULAR SALARIES	135,014	141,311	152,400	7.85%
513.14-10	OVERTIME	-	256	256	0.00%
513.15-60	ELECTR TABLET ALLOWANCE	500	-	-	0.00%
513.21-10	FICA / MED TAXES	9,621	10,062	10,842	7.75%
513.22-10	RETIREMENT	3,269	3,518	3,699	5.14%
513.22-20	FL STATE RETIREMENT	15,426	17,904	21,174	18.26%
513.23-10	HEALTH INSURANCE	10,597	12,317	12,280	-0.30%
513.23-15	DENTAL INSURANCE	557	605	638	5.45%
513.23-20	LIFE INSURANCE	765	578	863	49.31%
513.23-21	SHORT-TERM DISABILITY	532	551	576	4.54%
513.23-30	DEPENDENT HEALTH INSURANCE	6,696	11,368	9,426	-17.08%
513.23-35	DEPENDENT DENTAL INSURANCE	562	611	650	6.38%
513.23-40	LONG TERM DISABILITY	351	365	393	7.67%
513.24-10	WORKERS' COMPENSATION	283	297	275	-7.41%
513.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
*	SALARIES AND BENEFITS	184,173	199,743	213,472	6.87%
<i>OPERATING EXPENDITURES</i>					
513.34-10	CONTRACTUAL SERVICES	39,951	51,056	62,842	23.08%
513.40-10	TRAVEL & PER DIEM	1,824	1,600	3,315	107.19%
513.41-10	TELEPHONE	693	802	479	-40.27%
513.41-30	POSTAGE	517	250	250	0.00%
513.45-10	LIABILITY	4,556	5,077	5,839	15.01%
513.47-10	PRINTING & BINDING	77	100	200	100.00%
513.48-10	CITY APPRECIATION	3,373	4,500	19,500	333.33%
513.49-10	ADVERTISING	1,686	1,700	2,500	47.06%
513.51-10	OFFICE SUPPLIES	128	200	200	0.00%
513.52-10	OPERATING SUPPLIES	1,528	800	1,405	75.63%
513.52-11	DURABLE GOODS	-	320	-	-100.00%
513.52-23	SPECIAL PROJECTS	288	300	500	66.67%
513.54-10	BKS, PUB, SUB, MEM, LIB	270	655	715	9.16%
*	OPERATING EXPENDITURES	54,891	67,360	97,745	45.11%
<i>CAPITAL EXPENDITURES</i>					
513.64-10	EQUIP - REPLACEMENT	-	-	-	0.00%
513.64-13	EQUIP - COMP REPLACEMENT	-	1,915	-	-100.00%
513.64-14	EQUIP - NEW COMPUTERS	-	-	-	0.00%
513.64-15	EQUIP - NEW	-	-	-	0.00%
513.64-23	SOFTWARE	-	-	-	0.00%
*	CAPITAL EXPENDITURES	-	1,915	-	-100.00%
TOTAL HUMAN RESOURCES		239,064	269,018	311,217	15.69%

FUND 001
 DEPT 17
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

HUMAN RESOURCES JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
513.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	152,400	152,400
513.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	-	-
513.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	256	256
513.15-60 ELECTR TABLET ALLOWANCE	NO AMOUNT BUDGETED	-	-
513.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	10,842	10,842
513.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	3,699	3,699
513.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	21,174	21,174
513.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	12,280	12,280
513.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	638	638
513.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	863	863
513.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	576	576
513.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	9,426	9,426
513.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	650	650
513.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	393	393
513.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	275	275
513.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	-	-
513.34-10 CONTRACTUAL SERVICES	SOFTWARE MAINTENANCE & SUPPORT FINANCE ENTERED INDIVIDUAL RETIREMENT PLAN ADVISOR LABOR ATTORNEY EMPLOYEE ASSISTANCE PROGRAM BACKGROUND CHECKS DRIVERS LICENSE CHECKS DRUG TESTING COMPENSATION PROGRAM MARKET TOOL EMPLOYEE HEALTH CLINIC PARTICIPATION FEE FINAL BALANCING CUT EMPLOYEE HEALTH CLINIC UTILIZATION COST FINAL BALANCING CUT	9,242 25,000 500 3,500 900 3,300 2,400 18,000 300,000 (300,000) 1 (1)	62,842
513.40-10 TRAVEL & PER DIEM	PRM CONFERENCE PRIMA CHAPTER MEETINGS CFHR MEETINGS SHRM CONFERENCE FPHRA CONFERENCE	600 200 200 1,500 815	3,315
513.41-10 TELEPHONE	NEXTEL	479	479
513.41-30 POSTAGE	POSTAGE	250	250
513.45-10 LIABILITY	LIABILITY INSURANCE FINANCE ENTERED	5,839	5,839
513.47-10 PRINTING & BINDING	BUSINESS CARDS	200	200

FUND 001
 DEPT 17
 DIVISION 01

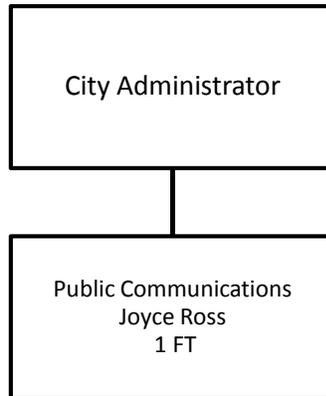
CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

HUMAN RESOURCES JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
513.48-10 CITY APPRECIATION	HOLLY JOLLY	2,000	19,500
	EMPLOYEE PICNIC	1,200	
	BRING YOUR KID TO WORK DAY	200	
	EMPLOYEE SERVICE AWARDS	1,000	
	BENEFIT FAIR	100	
	KUDOS EMPLOYEE RECOGNITION PROGRAM	4,080	
	FINAL BALANCING CUT	(4,080)	
	EMPLOYEE FITNESS PROGRAM	15,000	
	ADJ PER CITY ADMINISTRATOR		
513.49-10 ADVERTISING	ADVERTISING	2,500	2,500
513.51-10 OFFICE SUPPLIES	OFFICE SUPPLIES	200	200
513.52-10 OPERATING SUPPLIES	OPERATING SUPPLIES	300	1,405
	CITY SHIRTS	200	
	TONERS	150	
	CITY LOGO WALL PRINT FOR HR DIRECTORS	100	
	RETRACTABLE BANNER FOR JOB FAIRS	500	
	TABLECOVER W/ LOGO FOR JOB FAIRS	155	
	RECRUITMENT VIDEO	5,000	
	FINAL BALANCING CUT	(5,000)	
513.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
513.52-23 SPECIAL PROJECTS	WELLNESS FAIR	500	500
513.54-10 BKS, PUB, SUB, MEM, LIB	CENTRAL FL PRIMA	35	715
	SHRM	190	
	PRIMA NATIONAL	385	
	CFHRA	50	
	FPHRA	55	
513.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
513.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
513.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	-	-
513.64-23 SOFTWARE	NO AMOUNT BUDGETED	-	-

Public Communications

Department 18



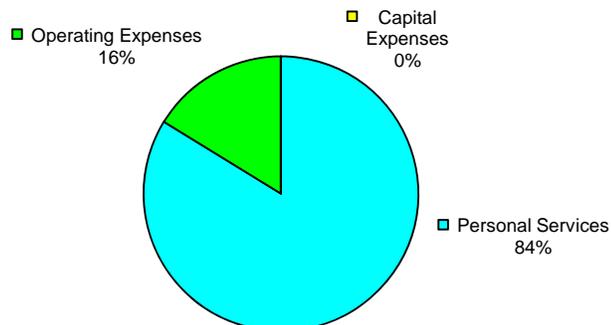
Position Summary

Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Full Time:				
Public Communications				
Director	12006	1	1	1
No. of Full Time		1	1	1
Total No. of Positions:		1	1	1
Total FTEs:		1	1	1

Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Department Summary</i>				
Public Communications-1801				
Personal Services	91,478	96,022	108,899	13.41%
Operating Expenses	29,603	23,953	21,108	-11.88%
Capital Expenses	1,460	-	-	0.00%
Grand Total Public Comm.	\$ 122,541	\$ 119,975	\$ 130,007	8.36%
<i>Percentage of Fund Budget</i>	1.45%	1.58%	1.63%	

2016 APPROPRIATIONS



2016 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, social media, publications and other communications tools; and to advise officials, administrator and management team on public relations issues, for a well informed, engaged citizenry.

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 residents, visitors, employees, business community, chamber of commerce and governmental agencies
- Maintains good media relations, generates stories on City news and writes press releases
- Serves as Public Information Officer (PIO) to the Tavares Police Department and Tavares Fire Department
- Maintains the City website and social media sites
- Coordinates the City's mass notification system, Tavares Alert
- Produces the City newsletter and other collateral materials
- Manages the City's branding program

SERVICE INDICATORS

	Indicator Description	Actual 2013	Actual 2014	Est. 2015	Projected 2016
1.	City Newsletters Published	6	6	6	6
2.	Web Page Views Per Year	**	400,000	525,000	600,000
3.	Press Releases Issued	48	45	28	25

2016 GOALS

Organizational Development

To assist City departments in maintaining a seamless information flow to the public

Growth and Development

To maintain proficiency and training in the communications field

City Lifestyle

To enable City residents and visitors to enjoy a better life experience by keeping them informed of City activities and events

Citizen and Customer Service Focus

To maintain easy access to, and transparency of, government information and activities

Innovation and Technology

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

Organizational Performance

To appropriately utilize communication tools to deliver timely, appropriate, and accurate information to our residents, employees and other stakeholders

2016 OPERATING BUDGET

PUBLIC COMMUNICATIONS - 1801 (continued)

PROGRAM HIGHLIGHTS

Objectives

1. Maintain current level of service for existing programs
2. Create and maintain a new, expanded website for the Tavares Pavilion on the Lake
3. Manage public communication aspects of Tavares Public Square
4. Manage public communication aspects of public events the City offers

2015 Accomplishments

1. Created the "Simply Married" program as a service of the Tavares Pavilion to replace courthouse weddings and to generate revenue for the new facility
2. Obtained FDOT permit for seaplane art in the fountain
3. Designed multiple ads for local, regional and national magazines
4. Provided PIO support for Tavares PD and Tavares FD including several national stories
5. Provided guidance to City departments on multiple marketing projects
6. Assisted in promotion for the grand opening of Tavares Pavilion
7. Continued to provide information flow to the public regarding on-going utility projects
8. Wrote various whitepapers to clarify complicated government topics, such as commercial hauling, assessments and water/sewer issues

FUND 001
DEPT 18
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

PUBLIC COMMUNICATIONS EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
519.12-10	REGULAR SALARIES	61,696	63,345	70,451	11.22%
519.15-60	ELECTR TABLET ALLOWANCE	500	-	-	0.00%
519.21-10	FICA / MED TAXES	4,293	4,366	4,895	12.12%
519.22-20	FL STATE RETIREMENT	11,818	13,702	16,422	19.85%
519.23-10	HEALTH INSURANCE	4,851	5,317	6,140	15.48%
519.23-15	DENTAL INSURANCE	278	303	319	5.28%
519.23-20	LIFE INSURANCE	350	259	398	53.67%
519.23-21	SHORT-TERM DISABILITY	242	248	275	10.89%
519.23-30	DEPENDENT HEALTH INSURANCE	6,935	7,941	9,426	18.70%
519.23-35	DEPENDENT DENTAL INSURANCE	225	244	264	8.20%
519.23-40	LONG TERM DISABILITY	160	164	182	10.98%
519.24-10	WORKERS' COMPENSATION	130	133	127	-4.51%
519.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
*	SALARIES AND BENEFITS	91,478	96,022	108,899	13.41%
<i>OPERATING EXPENDITURES</i>					
519.34-10	CONTRACTUAL SERVICES	13,381	8,000	5,600	-30.00%
519.40-10	TRAVEL & PER DIEM	-	2,518	2,520	0.08%
519.41-10	TELEPHONE	750	802	479	-40.27%
519.41-20	OTHER COMMUNICATION	-	-	-	0.00%
519.41-30	POSTAGE	6	100	50	-50.00%
519.45-10	LIABILITY	2,150	2,396	2,755	14.98%
519.46-15	REPAIR & MAINT.- EQUIPMENT	-	50	50	0.00%
519.47-10	PRINTING & BINDING	-	100	100	0.00%
519.49-10	ADVERTISING	1,601	250	100	-60.00%
519.51-10	OFFICE SUPPLIES	265	300	300	0.00%
519.52-10	OPERATING SUPPLIES	2,717	1,388	1,300	-6.34%
519.52-11	DURABLE GOODS	932	-	-	0.00%
519.52-20	NEWSLETTER	7,336	7,404	7,404	0.00%
519.54-10	BKS, PUB, SUB, MEM, LIB	465	645	450	-30.23%
*	OPERATING EXPENDITURES	29,603	23,953	21,108	-11.88%
<i>CAPITAL EXPENDITURES</i>					
519.64-10	EQUIP - REPLACEMENT	-	-	-	0.00%
519.64-13	EQUIP - COMP REPLACEMENT	-	-	-	0.00%
519.64-14	EQUIP - NEW COMPUTERS	-	-	-	0.00%
519.64-15	EQUIP - NEW	1,460	-	-	0.00%
519.64-23	SOFTWARE	-	-	-	0.00%
*	CAPITAL EXPENDITURES	1,460	-	-	0.00%
TOTAL PUBLIC COMMUNICATIONS		122,541	119,975	130,007	8.36%

FUND 001
DEPT 18
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

PUBLIC COMMUNICATIONS JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
519.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	70,451	70,451
519.15-60 ELECTR TABLET ALLOWANCE	NO AMOUNT BUDGETED	-	-
519.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	4,895	4,895
519.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	16,422	16,422
519.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	6,140	6,140
519.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	319	319
519.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	398	398
519.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	275	275
519.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	9,426	9,426
519.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	264	264
519.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	182	182
519.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	127	127
519.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	-	-
519.34-10 CONTRACTUAL SERVICES	CIVICPLUS WEBSITE ANNUAL SUPPORT & HOSTING SOFTWARE LICENSING FEE FOR ADOBE CREATIVE SUITE FINANCE MOVED FROM SOFTWARE (64-23)	5,000 600	5,600
519.34-30 NETWORK ADMINISTRATION	NO AMOUNT BUDGETED	-	-
519.40-10 TRAVEL & PER DIEM	PROFESSIONAL CONFERENCE FLEPIOA SEMINARS/TRAINING	2,220 300	2,520
519.41-10 TELEPHONE	NEXTEL	479	479
519.41-20 OTHER COMMUNICATION	NO AMOUNT BUDGETED	-	-
519.41-25 WEBSITE	NO AMOUNT BUDGETED	-	-
519.41-30 POSTAGE	GENERAL POSTAGE	50	50
519.43-10 ELECTRIC, WATER, GAS	NO AMOUNT BUDGETED	-	-
519.44-10 RENTALS & LEASES	NO AMOUNT BUDGETED	-	-
519.45-10 LIABILITY	LIABILITY INSURANCE FINANCE ENTERED	2,755	2,755
519.46-15 REPAIR & MAINT-EQUIP	GENERAL UPKEEP & REPAIR OF EQUIPMENT	50	50
519.47-10 PRINTING & BINDING	MISC PRINTING	100	100
519.49-10 ADVERTISING	MISC PROMOTIONAL AND BRANDED ITEMS	100	100
519.51-10 OFFICE SUPPLIES	PAPER, PENS, FOLDERS, ROUTINE OFFICE SUPPLIES	300	300
519.52-10 OPERATING SUPPLIES	TONER FOR PRINTER CD, ZIP DRIVES, BATTERIES,MISC GRAPHIC SUBSCRIPTIONS	600 500 200	1,300

FUND 001
 DEPT 18
 DIVISION 01

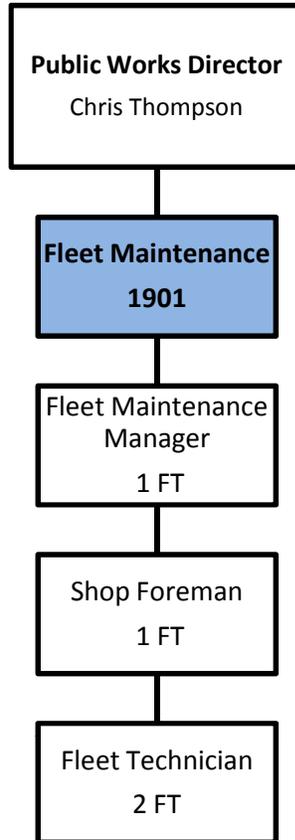
CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

PUBLIC COMMUNICATIONS JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
519.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
519.52-20 NEWSLETTER	PRINTING OF SIX ISSUES OF CITY NEWSLETTER	7,404	7,404
519.54-10 BKS, PUB, SUBS & MEM	3CMA PROFESSIONAL MEMBERSHIP FLEPIOA PROFESSIONAL MEMBERSHIP	390 60	450
519.64-13 EQUIP-COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
519.64-14 EQUIP-NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
519.64-15 EQUIP-NEW	NO AMOUNT BUDGETED	-	-
519.64-20 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
519.64-23 SOFTWARE	SOFTWARE LICENSING FEE FOR ADOBE CREATIVE SUITE FINANCE MOVED TO CONTRACTUAL SERVICES (34-10)	600 (600)	-

Fleet Maintenance

Division 19*



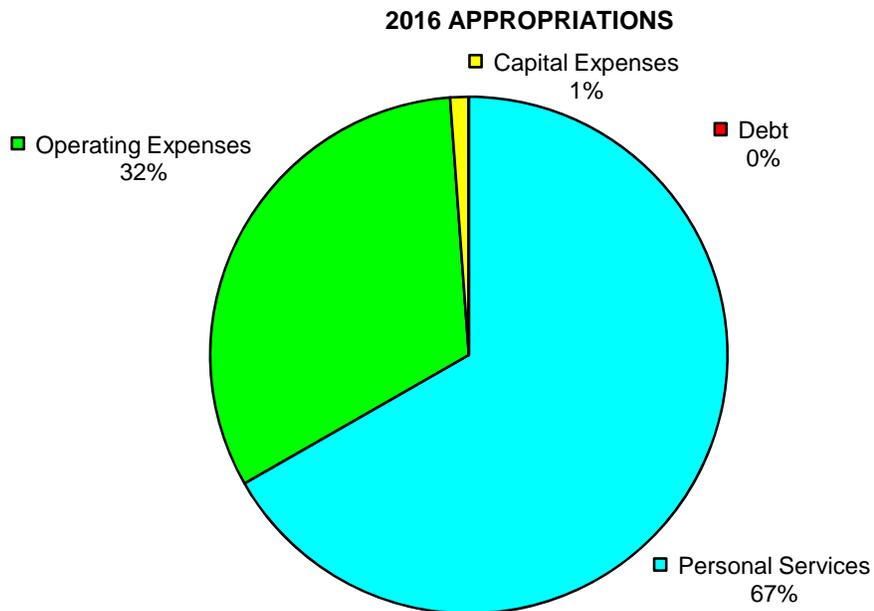
*Fleet Maintenance is a Division of the Public Works Department.

Position Summary

Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
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

<i>Department Summary</i>	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Fleet Maintenance-1901				
Personal Services	319,271	337,589	357,748	5.97%
Operating Expenses	123,318	196,857	172,149	-12.55%
Capital Expenses	12,355	6,975	6,200	-11.11%
Debt	-	-	-	0.00%
Grand Total Fleet Maint.	\$ 454,944	\$ 541,421	\$ 536,097	-0.98%
<i>Percentage of Fund Budget</i>	3.25%	3.87%	3.54%	



2016 OPERATING BUDGET

FLEET MAINTENANCE - 1901

PROGRAM HIGHLIGHTS

DIVISION MISSION

The mission of the Fleet Maintenance Division is to provide the best maintenance services for all City vehicles and equipment in a cost effective and timely manner, keeping the safety of our employees and residents a top priority.

DIVISION DESCRIPTION (Services, Functions, and Activities)

The Fleet Maintenance Division consists of a Fleet Manager and three Certified Mechanics. This division is responsible for the routine maintenance and repairs of all City vehicles and equipment, including heavy machinery, for the departments of: Police, Fire, General Services, Solid Waste, Parks, Recreation, Water, Wastewater, Stormwater, Fleet Maintenance, Economic Development, Community Services, Library and Administration. The goal of this division is to provide safe transportation through a maintenance and replacement program that will reduce downtime and minimize costly repairs.

SERVICE INDICATORS

	Indicator Description	Actual 2013	Actual 2014	Est. 2015	Projected 2016
1.	Number of Vehicles in Fleet	138	152	164	179
2.	Number of Work Orders Performed	1,300	1,375	1,696	2,196
3.	Number of Marine Vessels	7	5	5	5

Note: over 400 pieces of equipment, including vehicles, to be maintained.

2016 Goals

Organizational Developments

Provide necessary training to Fleet Division 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 meeting the needs of the City staff 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 division to determine patterns and develop procedures to operate in the most efficient and cost-effective manner.

2016 Objectives

1. Update diagnostic equipment for maintenance and repair of internal electronic components in vehicles.
2. Continue to provide educational training for employees.
3. Continue to provide the necessary tools and equipment to continue our quality of service.
4. Maintain a fleet of vehicles through a scheduled lifecycle rotation.
5. Work toward developing a plan for a new Fleet Maintenance Facility.

2016 OPERATING BUDGET

FLEET MAINTENANCE - 1901 (Cont'd)

PROGRAM HIGHLIGHTS

2015 Accomplishments

Customer Focus, Innovation & Technology, and Organizational Performance

1. Maintained an aging fleet with limited funding and manpower.
2. Provided continuing education for Fleet technicians.
3. Provided monthly safety training for employees.
4. Continued the proper disposal of used oil and scrap metal by selling to appropriate vendors.
5. Upgraded diagnostic scanner for passenger vehicles and heavy trucks.
6. Received training on the fire apparatus for Emergency Vehicle Technician (EVT) status.
7. Increased the number of computers to increase the efficiency of our division.
8. Maintained all marine vessels.

FUND 001
 DEPT 19
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

FLEET MAINTENANCE EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
549.12-10	REGULAR SALARIES	228,334	234,424	246,012	4.94%
549.14-10	OVERTIME	1,126	3,940	3,940	0.00%
549.15-60	ELECTR TABLET ALLOWANCE	125	-	-	0.00%
549.21-10	FICA / MED TAXES	15,750	16,363	17,220	5.24%
549.22-20	FL STATE RETIREMENT	18,626	20,998	22,901	9.06%
549.23-10	HEALTH INSURANCE	22,710	25,187	27,631	9.70%
549.23-15	DENTAL INSURANCE	1,253	1,362	1,435	5.36%
549.23-20	LIFE INSURANCE	1,278	945	1,380	46.03%
549.23-21	SHORT-TERM DISABILITY	889	904	949	4.98%
549.23-30	DEPENDENT HEALTH INSURANCE	22,448	26,309	28,277	7.48%
549.23-35	DEPENDENT DENTAL INSURANCE	1,593	1,771	1,629	-8.02%
549.23-40	LONG TERM DISABILITY	588	600	632	5.33%
549.24-10	WORKERS' COMPENSATION	4,551	4,786	5,742	19.97%
*	SALARIES AND BENEFITS	319,271	337,589	357,748	5.97%
<i>OPERATING EXPENDITURES</i>					
549.40-10	TRAVEL & PER DIEM	1,213	4,500	4,500	0.00%
549.41-10	TELEPHONE	1,689	1,965	2,200	11.96%
549.41-30	POSTAGE	149	350	350	0.00%
549.45-10	LIABILITY	8,553	9,531	10,961	15.00%
549.46-15	REPAIR & MAINT. - EQUIPMENT	4,348	8,700	6,500	-25.29%
549.46-30	REPAIR & MAINT. - VEHICLE	63,052	108,100	82,900	-23.31%
549.46-35	REPAIR & MAINT. - MOWER	12,588	15,500	20,000	29.03%
549.47-10	PRINTING & BINDING	-	150	150	0.00%
549.49-10	ADVERTISING	-	-	500	100.00%
549.51-10	OFFICE SUPPLIES	-	300	300	0.00%
549.52-10	OPERATING SUPPLIES	19,747	30,625	30,625	0.00%
549.52-11	DURABLE GOODS	874	3,440	1,750	-49.13%
549.52-15	FUEL COSTS	9,032	10,276	8,093	-21.24%
549.52-25	UNIFORMS	2,023	2,820	2,820	0.00%
549.54-10	BKS, PUB, SUB, MEM, LIB	50	600	500	-16.67%
*	OPERATING EXPENDITURES	123,318	196,857	172,149	-12.55%
<i>CAPITAL EXPENDITURES</i>					
549.62-20	BUILDINGS	-	-	6,200	100.00%
549.64-10	EQUIP - REPLACEMENT	8,828	3,635	-	-100.00%
549.64-14	EQUIP - NEW COMPUTERS	-	1,100	-	-100.00%
549.64-15	EQUIP - NEW	3,527	2,240	-	-100.00%
*	CAPITAL EXPENDITURES	12,355	6,975	6,200	-11.11%
TOTAL FLEET MAINTENANCE		454,944	541,421	536,097	-0.98%

FUND 001
DEPT 19
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

FLEET MAINTENANCE EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
549.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	246,012	246,012
549.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	3,940	3,940
549.15-60 ELECTR TABLET ALLOWANCE	NO AMOUNT BUDGETED	-	-
549.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	17,220	17,220
549.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	22,901	22,901
549.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	27,631	27,631
549.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,435	1,435
549.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,380	1,380
549.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	949	949
549.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	28,277	28,277
549.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,629	1,629
549.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	632	632
549.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	5,742	5,742
549.40-10 TRAVEL & PER DIEM	TRAINING SEMINARS, WORKSHOPS AND CONFERENCES FOR FLEET MAINT. EMPLOYEES: INCLUDES SHERIFF'S BID CONFERENCE, FLAGFA CONFERENENCE, MANAGEMENT TRAINING, TRAINING ON VEHICLE DIAGNOSTICS FOR FORD AND CHEVROLET, TECH 4 SUSPENSION TRAINING PROFESSIONAL DEVELOPMENT TRAINING FOR EMPLOYEES ADDITIONAL SPECIALIZED FIRE APPARATUS TRAINING FOR TECHNICIANS @ \$600.00 EACH	3,300 1,200	4,500
549.41-10 TELEPHONE	CELL PHONES FOR EMPLOYEES 5 @ \$55/PER MONTH REMOVED BY FINANCE NEXTEL NEXTEL ADDITIONAL EMPLOYEE FINAL BALANCING CUT DOMS FAX	3,300 (3,300) 1,915 479 (479) 285	2,200
549.41-30 POSTAGE	CORRESPONDENCE TO VENDORS & RETURN PARTS AS NEEDED	350	350
549.45-10 LIABILITY	LIABILITY INSURANCE	10,961	10,961
549.46-15 EQUIPMENT	REPAIR SHOP EQUIPMENT, JACKS & TOOLS BASED ON CURRENT YEAR EXPENDITURES ANNUAL LIFT INSPECTION / CERTIFICATION FOR FIVE (5) LIFTS	4,000 2,500	6,500

FUND 001
 DEPT 19
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

FLEET MAINTENANCE EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
549.46-30 VEHICLE	REPAIR TO (GENERAL FUND)CITY VEHICLES AS NEEDED INCLUDES ANNUAL BUCKET TRUCK INSPECTIONS SIX REPLACEMENT MOTORS PD UNITS (05 TAHOES) @ \$3,500 EACH FINAL BALANCING CUT ENGINE INSTALLATIONS-OUTSOURCED @ \$1.250 / EACH FINAL BALANCING CUT REBUILD FOUR DRIVE DIFFERENTIALS ON PD UNITS @ \$1,100 EACH TIRES FOR POLICE VEHICLES TIRES FOR ALL OTHER GENERAL FUND VEHICLES VEHICLE EMERGENCY/SAFETY LIGHTING PAINT AND INSTALL LIGHTS TO CLAW TRUCK (612) BEING TRANSFERRED TO STREETS DIVISION MOVED TO REPLACEMENT EQUIP BY FINANCE MAKE NECESSARY REPAIRS TO CLAW, HYDRAULICS, ETC. TO CLAW TRUCK BEING TRANSFERRED TO STREETS DIVISION MOVED TO REPLACEMENT EQUIP BY FINANCE	50,000 21,000 (21,000) 7,500 (7,500) 4,400 15,000 10,000 3,500 10,000 (10,000) 25,000 (25,000)	82,900
549.46-32 FLEET CLEANING PROGRAM	CLEANING AND DETAILING OF VARIOUS CITY VEHICLES FINAL BALANCING CUT	1,000 (1,000)	-
549.46-35 MOWER	REPAIR & MAINTENANCE OF ALL CITY MOWERS, TRACTORS, TRAILERS, CHAINSAWS & HAND-HELD POWER EQUIPMENT - INCREASE BASED ON CURRENT YEAR EXPENDITURES TIRES FOR MOWERS AND EQUIPMENT FINAL BALANCING CUT REFURBISH LONG 1994 MOWER TRAILER MOVED TO EQUIPMENT REPLACEMENT	20,000 3,500 (3,500) 5,825 (5,825)	20,000
549.47-10 PRINTING & BINDING	PRINTING BUSINESS CARDS AND MISC. FORMS AS NEEDED	150	150
549.49-10 ADVERTISING	ADVERTISING CHARGES FOR NEW HIRE POSITIONS	500	500
549.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES AS NEEDED	300	300
549.52-10 OPERATING SUPPLIES	HARDWARE,HAND TOOLS,CELL PHONE REPLACEMENT, COPY PAPER, HAND SOAP, PRINTER INK CARTRIDGES, ETC. AS NEEDED -FINAL BALANCING CUT UNIFORM CHARGE FOR FENDER COVERS & SHOP TOWELS ALL DATA & AUTEL SOFTWARE QUARTERLY UPDATES SOFTWARE FOR LAPTOP FOR DIAGNOSTICS FOR SCANNER 15/40 ROTELLA OIL (BULK TANK)-HEAVY TRUCKS OIL (DRUMS) FOR ALL OTHER CITY VEHICLES HYDRAULIC OIL (3 DRUMS) PARTS WASHER-SAFETY KLEEN-PERIODIC MAINTENANCE	16,000 (4,000) 2,100 3,725 2,000 3,700 2,500 2,000 2,600	30,625
549.52-11 DURABLE GOODS	TO REPLACE/PURCHASE SPECIALTY TOOLS AND EQUIPMENT AS NEEDED (I.E. DIAGNOSTIC SCANNER)AND OFFICE FURNITURE FINAL BALANCING CUT	3,500 (1,750)	1,750
549.52-15 FUEL COSTS	FUEL COSTS	8,093	8,093
549.52-25 UNIFORMS	UNIFORM RENTAL FOR FLEET MAINTENANCE EMPLOYEES BOOTS-ONE PR WORK BOOTS @ \$150/EACH MANAGER AND EMPLOYEES ONE CITY SHIRT W/NAME FOR EACH EMPLOYEE (4 @ \$40/EA) CITY SHRTS FOR MANAGER W/NAME & LOGO (5 @ \$40/EA) CITY SWEATSHIRTS-ONE EA @ \$35/EA MGR & EMPLOYEES CAPS W/CITY LOGO FOR EMPLOYEES (15 @ \$9/EA)	750 160 200 175 135	2,820

FUND 001
DEPT 19
DIVISION 01

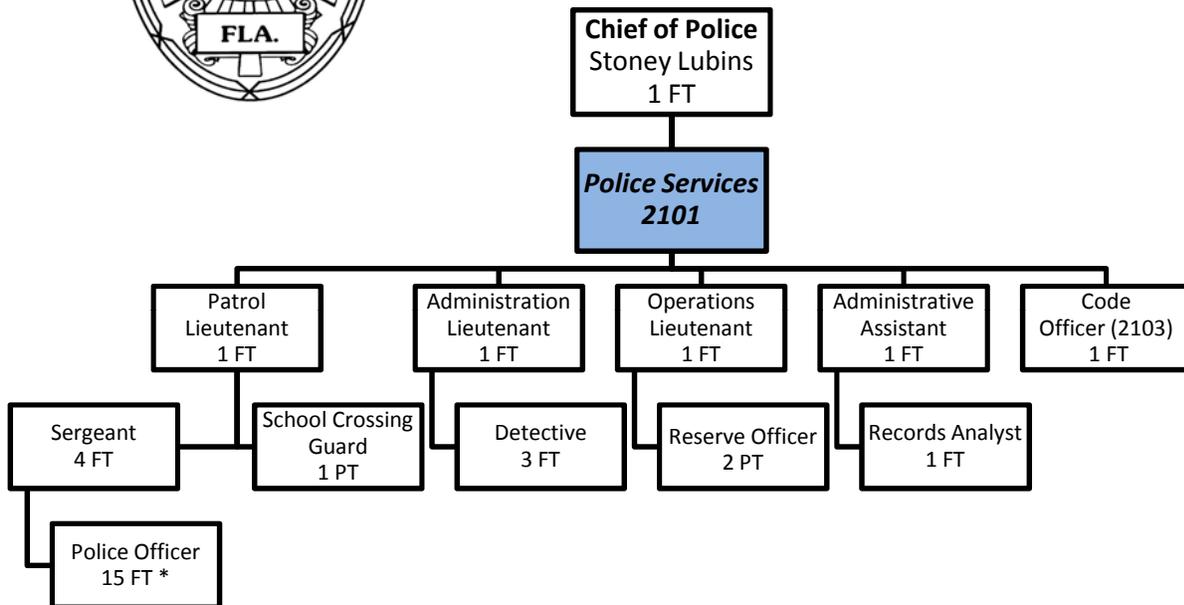
CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

FLEET MAINTENANCE EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
549.54-10 BKS, PUB, SUB, MEM, LIB	SPECIALIZED MANUALS FOR EQUIPMENT THAT IS NOT ON THE ALL-DATA & AUTEK COMPUTER SYSTEMS MEMBERSHIPS INCLUDING FLAGFA (FLORIDA ASSOCIATION OF GOVERNMENT FLEET ADMINISTRATORS) AND OTHER FLEET RELATED ASSOCIATIONS FINAL BALANCING CUT	1,000 (500)	500
549.59-90 CONTINGENCY	TO BE USED FOR UNFORESEEN EXPENSES SUCH AS COOLANT LEAKS, OIL LEAKS, ETC. FINAL BALANCING CUT	2,500 (2,500)	-
549.62-20 BUILDINGS	12X24 PORTABLE BUILDING TO HOUSE LUBE ROOM AND TIRES FOR CITY VEHICLES - WILL REPLACE 1977 POD CURRENTLY USED AS LUBE ROOM	6,200	6,200
549.64-10 EQUIP - REPLACEMENT	NEW PORTABLE COMBINATION WELDER TO REPLACE 32 YR OLD(1983) WELDER/GENERATOR FOR RELIABILITY & SAFETY REASONS - HAS BEEN REQUESTED THE LAST 2 YEARS AND DENIED FINAL BALANCING CUT 3.REFURBISH LONG 1994 MOWER TRAILER. MOVED FROM MOWER REPAIR BY FINANCE FINAL BALANCING CUT	7,200 (7,200) 5,825 (5,825)	-
549.64-11 EQUIP-VEHICLE REPLACEMENT	2017 F450 4X4 TO REPLACE #111 & REPAINT UTILITY BODY. #111 IS A 1994 AND WAS THE OLD FIRE RESCUE TRUCK THAT WAS TRANSFERRED FROM THE FIRE DEPT TO FLEET IN 2004. THE UTILITY BODY (BED OF TRUCK) WAS TRANSFERRED FROM THE WATER DEPT AND IS STILL USEFUL. THIS REQUEST WAS SUBMITTED LAST TWO FISCAL YEARS AND DENIED DUE TO BUDGET CONSTRAINTS FINAL BALANCING CUT 2017 FORD TRANSIT COMPACT MINIVAN TO REPLACE THE 2000 FORD RANGER TRK THAT HAS OVER 100,000 MILES. THIS VEHICLE IS USED TO PICK UP DRIVERS THAT DROP EQUIPMENT AND VEHICLES TO WHERE EVER NECESSARY FOR REPAIR. IT IS USED FOR PICKING UP PARTS AND IS FREQUENTLY RUN ON INTERSTATES. CURRENT VEHICLE IS SHOWING A LOT MORE WEAR ON IT. FINAL BALANCING CUT PAINT AND INSTALL LIGHTS TO CLAW TRUCK (612) BEING TRANSFERRED TO STREETS DIVISION. MOVED FROM VEHICLE REPAIR BY FINANCE FINAL BALANCING CUT MAKE NECESSARY REPAIRS TO CLAW, HYDRAULICS, ETC. TO CLAW TRUCK BEING TRANSFERRED TO STREETS DIVISION MOVED FROM VEHICLE REPAIR BY FINANCE FINAL BALANCING CUT	48,300 (48,300) 21,000 (21,000) 10,000 (10,000) 25,000 (25,000)	-
549.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
549.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	-	-

Police Department

Department 21



*1 New Position

Position Summary

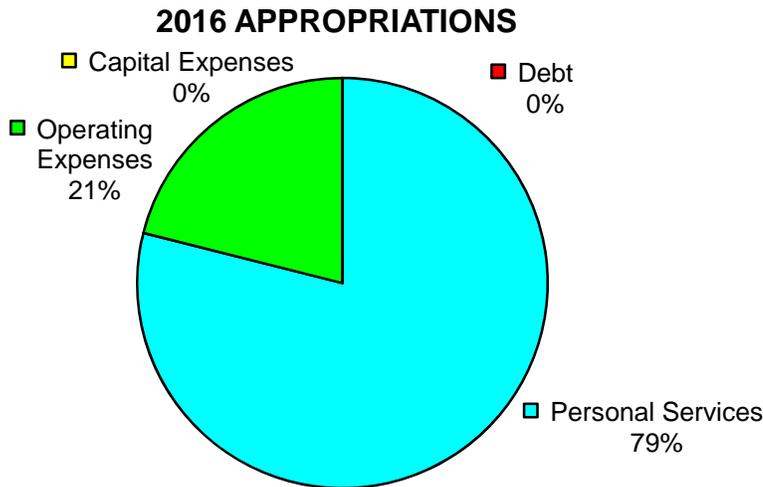
Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Full Time:				
Captain	10013	1	0	0
Chief	10001	1	1	1
Code Enf. Officer/Civilian ²	3005	1	1	1
Communications Officer I	21008	0	0	0
Communications Officer II	21009	0	0	0
Communications Officer Lead	21010	0	0	0
Sergeant ⁵	21012	4	4	4
Corporal	10008	9	9	9
Investigator	10005	3	3	3
Lieutenant	10002	0	0	0
Lieutenant of Operations	21015	1	1	1
Lieutenant of Administration	21016	1	1	1
Lieutenant of Road Patrol	21017	1	1	1
Administrative Assistant	10003	1	1	1
Police Officer	10007	4	4	5
Records Analyst	21013	1	1	1
Sergeant/Investigator	10014	1	1	1
No. of Full Time		29	28	29
Part Time:				
School Crossing Guard	10012	1	1	1
Reserve Officers	21014	0	2	2
No. of Part Time:		1	3	3
Seasonal:				
Reserve Officers	21014	8	7	3
No. of Seasonal:		8	7	3
Total No. of Positions:		38	38	35
Total FTEs:		29.5	29.5	30.5
Total No. of Sworn Officers:		23	22	26
Total No. of Sworn Officers P/T:		0	2	2

Notes:

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

Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Department Summary</i>				
Police Services-2101				
Personal Services	2,347,551	2,232,225	2,393,539	7.23%
Operating Expenses	612,501	648,459	635,954	-1.93%
Capital Expenses	366,863	142,268	-	-100.00%
Debt	-	-	-	0.00%
Total Police Services	3,326,915	3,022,952	3,029,493	0.22%
Communications-2102				
Personal Services	14,300	-	-	0.00%
Operating Expenses	-	-	-	0.00%
Capital Expenses	-	-	-	0.00%
Debt	-	-	-	0.00%
Total Comm. Services	14,300	-	-	0.00%
Code Enforcement-2103				
Personal Services	56,569	59,033	61,575	4.31%
Operating Expenses	23,936	20,438	19,356	-5.29%
Capital Expenses	-	1,200	-	-100.00%
Debt	-	-	-	0.00%
Total Code Enforcement	80,505	80,671	80,931	0.32%
Grand Total Police	\$ 3,421,720	\$ 3,103,623	\$ 3,110,424	0.22%
<i>Category Summary</i>				
Personal Services	2,418,420	2,291,258	2,455,114	7.15%
Operating Expenses	636,437	668,897	655,310	-2.03%
Capital Expenses	366,863	143,468	-	-100.00%
Debt	-	-	-	0.00%
Grand Total Police	\$ 3,421,720	\$ 3,103,623	\$ 3,110,424	0.22%
<i>Percentage of Fund Budget</i>	24.44%	22.16%	20.53%	



2015 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, protect life and property, solve neighborhood problems and enhance the quality of Life in our City.

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

The Tavares Police Department is a full service law enforcement agency that provides police services to all residents and visitors of the City. These services include uniform road patrol, criminal investigations, traffic homicide unit, marine unit, community resources and special response team.

SERVICE INDICATORS

	Indicator Description	Actual 2013	Actual 2014	Est 2015	Projected 2016
1.	Calls for Police Service*	19,292	14,278	15,100	15,550
2.	FBI Part I Crimes**	335	230	250	270

*In 2014, TPD stopped using CFS for business and residential checks, which is reflected in the decrease.

** Murder, Robbery, Burglary, Theft, Kidnapping, Sex Offenses, Arson, etc.

2016 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

2016 Objectives

1. Enhanced community policing initiatives.
2. Continue work on the public safety complex.
3. Department policy and procedure annual review.

2015 Accomplishments

Customer Focus, Innovation & Technology, and Organizational Performance

1. Streamlined department hierarchy.
2. Acquired new police vehicles.
3. Enhanced and advanced training for officers.
4. Revamping of the employee evaluation process.
5. PD area renovations.

FUND 001
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

POLICE SERVICES EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
521.12-10	REGULAR SALARIES	1,447,407	1,368,176	1,434,864	4.87%
521.13-10	OTHER SALARIES	-	-	-	0.00%
521.14-10	OVERTIME	136,811	125,395	125,395	0.00%
521.14-20	OVERTIME - OFF DUTY	5,798	-	-	0.00%
521.15-30	INCENTIVE	20,152	17,520	19,080	8.90%
521.15-60	ELECTR TABLET ALLOWANCE	500	-	-	0.00%
521.21-10	FICA / MED TAXES	101,986	98,340	101,165	2.87%
521.22-10	RETIREMENT	323,203	279,744	318,620	13.90%
521.22-20	FL STATE RETIREMENT	2,661	3,517	5,356	52.29%
521.23-10	HEALTH INSURANCE	122,508	135,131	150,946	11.70%
521.23-15	DENTAL INSURANCE	7,511	8,171	8,795	7.64%
521.23-20	LIFE INSURANCE	7,552	5,449	7,930	45.53%
521.23-21	SHORT-TERM DISABILITY INS	5,202	5,175	5,394	4.23%
521.23-30	DEPENDENT HEALTH	113,991	134,513	156,311	16.21%
521.23-35	DEPENDENT DENTAL INSURANCE	8,204	9,282	9,230	-0.56%
521.23-40	LONG TERM DISABILITY	3,472	3,473	3,637	4.72%
521.24-10	WORKERS' COMPENSATION	40,593	38,339	46,816	22.11%
521.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
*	SALARIES AND BENEFITS	<u>2,347,551</u>	<u>2,232,225</u>	<u>2,393,539</u>	<u>7.23%</u>
<i>OPERATING EXPENDITURES</i>					
521.31-25	PSYCHOLOGICAL TEST & POLY	-	800	1,500	87.50%
521.34-10	CONTRACTUAL SERVICES	34,601	38,196	37,816	-0.99%
521.34-20	CONTRACTUAL SVS-SO/EMS	315,121	315,122	315,122	0.00%
521.40-10	TRAVEL & PER DIEM	13,877	23,476	17,976	-23.43%
521.41-10	TELEPHONE	9,061	12,516	6,319	-49.51%
521.41-20	OTHER COMMUNICATION	14,398	12,500	12,500	0.00%
521.41-30	POSTAGE	857	850	850	0.00%
521.44-10	RENTALS & LEASES	2,088	3,258	3,258	0.00%
521.44-11	FED SURPLUS PROPERTY	100	-	-	0.00%
521.45-10	LIABILITY	55,070	62,760	74,874	19.30%
521.46-10	REPAIR & MAINT. - BUILDING	-	-	1,000	100.00%
521.46-15	REPAIR & MAINT. - EQUIPMENT	801	1,500	3,500	133.33%
521.47-10	PRINTING & BINDING	365	500	1,000	100.00%
521.51-10	OFFICE SUPPLIES	956	1,000	1,000	0.00%
521.52-10	OPERATING SUPPLIES	28,552	21,000	21,000	0.00%
521.52-11	DURABLE GOODS	200	17,784	8,000	-55.02%
521.52-15	FUEL COSTS	94,719	104,397	96,439	-7.62%
521.52-25	UNIFORMS	21,038	15,400	19,000	23.38%
521.52-35	FIRE ARM SUPPLIES	18,217	14,600	12,000	-17.81%
521.52-40	INVESTIGATION FUNDS	1,207	1,000	1,000	0.00%
521.54-10	BKS, PUB, SUB, MEM, LIB	1,273	1,800	1,800	0.00%
*	OPERATING EXPENDITURES	<u>612,501</u>	<u>648,459</u>	<u>635,954</u>	<u>-1.93%</u>
<i>CAPITAL EXPENDITURES</i>					
521.64-10	EQUIP - REPLACEMENT	-	4,940	-	-100.00%
521.64-11	EQUIP - VEHICLE REPLACEMENT	357,230	103,728	-	-100.00%
521.64-13	EQUIP - COMP REPLACEMENT	-	33,600	-	-100.00%
521.64-14	EQUIP - NEW COMPUTERS	8,539	-	-	0.00%
521.64-16	POLICE DEPT FIREARMS	1,094	-	-	0.00%
*	CAPITAL EXPENDITURES	<u>366,863</u>	<u>142,268</u>	<u>-</u>	<u>-100.00%</u>
TOTAL POLICE SERVICES		<u>3,326,915</u>	<u>3,022,952</u>	<u>3,029,493</u>	<u>0.22%</u>

FUND 001
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

POLICE SERVICES EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
521.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	1,434,864	1,434,864
521.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	125,395	125,395
521.14-20 OVERTIME - OFF DUTY	NO AMOUNT BUDGETED	-	-
521.15-30 INCENTIVE	ADDITIONAL MONTHLY PAY FOR OFFICERS WHO COMPLETE TRAINING AND/OR EARN A DEGREE	19,080	19,080
521.15-60 ELECTR TABLET ALLOWANCE	NO AMOUNT BUDGETED	-	-
521.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	101,165	101,165
521.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	318,620	318,620
521.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	5,356	5,356
521.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	150,946	150,946
521.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	8,795	8,795
521.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	7,930	7,930
521.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	5,394	5,394
521.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	156,311	156,311
521.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS EMPLOYEES' DEPENDENTS	9,230	9,230
521.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	3,637	3,637
521.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	46,816	46,816
521.31-25 PSYCHOLOGICAL TEST & POLY	PSYCHOLOGICAL TEST,POLY,ADVERTISEMENT NEW HIRES	1,500	1,500
521.34-10 CONTRACTUAL SERVICES	BLACKBOARD CONNECT MASS NOTIFICATION FINANCE ENTERED/SHARED WITH FIRE, SW, & UTILITIES SPILLMAN TECHNOLOGIES POWER DMS POWER STANDARDS LAW ENFORCEMENT DATA SHARING PUBLIC ENGINES (CRIME REPORTS) LAKE COUNTY RADIO MAINTENANCE COPY MACHINE-ADMINISTRATION COPY MACHINE ROAD PATROL POWER ONE	2,320 17,000 1,600 300 2,500 1,260 7,536 1,800 1,800 1,700	37,816
521.34-20 CONTRACTUAL SERV - SO/EMS	LCSSO DISPATCH SERVICES CONTRACT LCSSO RADIO CONTROL	291,382 23,740	315,122
521.40-10 TRAVEL & PER DIEM	GANDER MOUNTAIN SIMULATOR RANGE (ALL OFFICERS) FORCE SCIENCE ADVANCED WEAPON SEMINAR POLICEONE ONLINE TRAINING IPTMS COURSES SUPERVISOR COURSES FPCA/IACP/SPI CONFERENCES ADVANCED TRAINING	1,600 2,000 1,000 1,500 4,500 2,500 2,000 2,876	17,976
521.41-10 TELEPHONE	NEXTEL NEXTEL - 4 ADDITIONAL EMPLOYEES REQUESTED FINAL BALANCING CUT (3 EMPLOYEES) DOMS FAX	4,813 1,916 (1,437) 1,027	6,319

FUND 001
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

POLICE SERVICES EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
521.41-20 OTHER COMMUNICATION	VERIZON MI FI DEVICES	12,500	12,500
521.41-30 POSTAGE	POSTAGE	850	850
521.44-10 RENTALS & LEASES	BOAT SLIP RENTAL FOR POLICE BOATS AT MARINA	3,258	3,258
521.44-11 FED SURPLUS PROPERTY	NO AMOUNT BUDGETED	-	-
521.45-10 LIABILITY	LIABILITY INSURANCE AD&D INSURANCE	72,174 2,700	74,874
521.46-10 BUILDING	BUILDING RENOVATIONS, DOORS, MAINTENANCE FINAL BALANCING CUT	2,500 (1,500)	1,000
521.46-15 EQUIPMENT	REPAIRS TO LIDARS, RADARS, CAMERAS, AND TASERS FINAL BALANCING CUT	5,000 (1,500)	3,500
521.47-10 PRINTING & BINDING	PRINTING, BINDING AND BUSINESS CARDS	1,000	1,000
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. FINAL BALANCING CUT CONFIDENTIAL TAGS RADAR & LIDARS RECERT. (TWICE YEARLY) SPEEDOMETERS (TWICE YEARLY)	18,800 (1,000) 260 2,500 440	21,000
521.52-11 DURABLE GOODS	TASER CARTRIDGES, NIGHT SCOPE	8,000	8,000
521.52-15 FUEL COSTS	FUEL COSTS INCREASE FOR TAKE HOME VEHICLES 4 ADDITIONAL POSITIONS REQUESTED FINAL BALANCING CUT (3 EMPLOYEES)	88,846 4,039 14,215 (10,661)	96,439
521.52-25 UNIFORMS	UNIFORM REPLACEMENT AND ASSOCIATED GEAR UNIFORM ALLOWANCE FOR DETECTIVES FINAL BALANCING CUT	12,872 7,128 (1,000)	19,000
521.52-35 FIRE ARM SUPPLIES	AMMUNITION -PRACTICE AND DUTY FINAL BALANCING CUT MISC. FIREARM SUPPLIES SIMUNITIONS	8,500 (2,000) 3,500 2,000	12,000
521.52-40 INVESTIGATION FUNDS	MONEY FOR CONFIDENTIAL INFORMANTS, DRUG PURCHASES AND UNDERCOVER OPERATIONS FINAL BALANCING CUT	2,000 (1,000)	1,000
521.54-10 BKS, PUB, SUB, MEM, LIB	MEMBERSHIP FOR REQUIRED AFFILIATIONS TO MAINTAIN CERTIFICATION (IACP,FPCA,WCPA,FBINA/PAC,PEAF FLORIDA POLYGRAPH ASSOCIATION, NOTARY AND PERIODICALS)	1,800	1,800
521.64-10 EQUIP - REPLACEMENT	MISC. EQUIPMENT REPLACEMENT FINAL BALANCING CUT	5,000 (5,000)	-
521.64-11 EQUIP-VEHICLE REPLACEMENT	ONE REPLACEMENT POLICE VEHICLE FINAL BALANCING CUT	41,000 (41,000)	-
521.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
521.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
521.64-16 POLICE DEPT FIREARMS	NO AMOUNT BUDGETED	-	-

FUND 001
DEPT 21
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

POLICE SERVICES EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
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FUND 001
DEPT 21
DIVISION 02

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

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

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
521.12-10	REGULAR SALARIES	-	-	-	0.00%
521.13-10	OTHER SALARIES & WAGES	-	-	-	0.00%
521.14-10	OVERTIME	-	-	-	0.00%
521.21-10	FICA / MED TAXES	-	-	-	0.00%
521.22-10	RETIREMENT	-	-	-	0.00%
521.22-20	FL STATE RETIREMENT	-	-	-	0.00%
521.23-10	HEALTH INSURANCE	-	-	-	0.00%
521.23-15	DENTAL INSURANCE	-	-	-	0.00%
521.23-20	LIFE INSURANCE	-	-	-	0.00%
521.23-21	SHORT-TERM DISABILITY	-	-	-	0.00%
521.23-30	DEPENDENT HEALTH INSURANCE	-	-	-	0.00%
521.23-35	DEPENDENT DENTAL INSURANCE	-	-	-	0.00%
521.23-40	LONG TERM DISABILITY	-	-	-	0.00%
521.24-10	WORKERS' COMPENSATION	-	-	-	0.00%
521.25-10	UNEMPLOYMENT COMPENSATION	14,300	-	-	0.00%
* SALARIES AND BENEFITS		14,300	-	-	0.00%
<i>OPERATING EXPENDITURES</i>					
521.31-25	PSYCHOLOGICAL TEST & POLY	-	-	-	0.00%
521.34-10	CONTRACTUAL SERVICES	-	-	-	0.00%
521.40-10	TRAVEL & PER DIEM	-	-	-	0.00%
521.41-10	TELEPHONE	-	-	-	0.00%
521.45-10	LIABILITY	-	-	-	0.00%
521.46-10	REPAIR & MAINT. - BUILDING	-	-	-	0.00%
521.46-15	REPAIR & MAINT. - EQUIPMENT	-	-	-	0.00%
521.51-10	OFFICE SUPPLIES	-	-	-	0.00%
521.52-10	OPERATING SUPPLIES	-	-	-	0.00%
521.52-11	DURABLE GOODS	-	-	-	0.00%
521.52-25	UNIFORMS	-	-	-	0.00%
521.52-50	TRAINING	-	-	-	0.00%
521.54-10	BKS, PUB, SUB, MEM, LIB	-	-	-	0.00%
* OPERATING EXPENDITURES		-	-	-	0.00%
<i>CAPITAL EXPENDITURES</i>					
521.62-20	BUILDINGS	-	-	-	0.00%
521.64-10	EQUIP - REPLACEMENT	-	-	-	0.00%
521.64-13	EQUIP - COMP REPLACEMENT	-	-	-	0.00%
521.64-14	EQUIP - NEW COMPUTERS	-	-	-	0.00%
521.64-15	EQUIP - NEW	-	-	-	0.00%
521.64-25	FUTURE PROJECTS	-	-	-	0.00%
* CAPITAL EXPENDITURES		-	-	-	0.00%
TOTAL COMM CENTER/DISPATCH		14,300	-	-	0.00%

FUND 001
 DEPT 21
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

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

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
521.12-10 REGULAR SALARIES		-	-
521.13-10 OTHER SALARIES & WAGES		-	-
521.14-10 OVERTIME		-	-
521.14-20 OVERTIME - OFF DUTY		-	-
521.15-30 INCENTIVE		-	-
521.21-10 FICA / MED TAXES		-	-
521.22-10 RETIREMENT		-	-
521.22-20 FL STATE RETIREMENT		-	-
521.23-10 HEALTH INSURANCE		-	-
521.23-15 DENTAL INSURANCE		-	-
521.23-20 LIFE INSURANCE		-	-
521.23-21 SHORT-TERM DISABILITY		-	-
521.23-30 DEPENDENT HEALTH INSURANCE		-	-
521.23-35 DEPENDENT DENTAL INSURANCE		-	-
521.23-40 LONG TERM DISABILITY		-	-
521.24-10 WORKERS' COMPENSATION		-	-
521.25-10 UNEMPLOYMENT COMPENSATION		-	-

FUND 001
 DEPT 21
 DIVISION 03

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

CODE ENFORCEMENT EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
521.12-10	REGULAR SALARIES	43,658	44,850	47,093	5.00%
521.14-10	OVERTIME	16	300	300	0.00%
521.21-10	FICA / MED TAXES	3,186	3,292	3,460	5.10%
521.22-10	RETIREMENT	2,620	2,709	2,844	4.98%
521.23-10	HEALTH INSURANCE	5,372	6,156	6,140	-0.26%
521.23-15	DENTAL INSURANCE	278	303	319	5.28%
521.23-20	LIFE INSURANCE	249	184	266	44.57%
521.23-21	SHORT-TERM DISABILITY INS	172	174	186	6.90%
521.23-40	LONG TERM DISABILITY	114	116	123	6.03%
521.24-10	WORKERS' COMPENSATION	904	949	844	-11.06%
*	SALARIES AND BENEFITS	56,569	59,033	61,575	4.31%
<i>OPERATING EXPENDITURES</i>					
521.32-30	CODE ENF-SPECIAL MASTER	6,560	5,000	5,000	0.00%
521.34-10	CONTRACTUAL SERVICES	6,366	7,169	6,602	-7.91%
521.40-10	TRAVEL & PER DIEM	766	1,000	1,000	0.00%
521.41-10	TELEPHONE	730	802	479	-40.27%
521.41-20	OTHER COMMUNICATION	-	432	432	0.00%
521.41-30	POSTAGE	1,998	1,000	1,000	0.00%
521.45-10	LIABILITY	1,477	1,646	1,893	15.01%
521.52-10	OPERATING SUPPLIES	896	1,000	1,000	0.00%
521.52-15	FUEL COSTS	1,653	2,014	1,575	-21.80%
521.52-25	UNIFORMS	105	200	200	0.00%
521.54-10	BKS, PUB, SUB, MEM, LIB	35	175	175	0.00%
521.59-35	ABATEMENT PROCEEDINGS	3,350	-	-	0.00%
*	OPERATING EXPENDITURES	23,936	20,438	19,356	-5.29%
<i>CAPITAL EXPENDITURES</i>					
521.64-13	EQUIP - COMP REPLACEMENT	-	1,200	-	-100.00%
*	CAPITAL EXPENDITURES	-	1,200	-	-100.00%
TOTAL CODE ENFORCEMENT		80,505	80,671	80,931	0.32%

FUND 001
 DEPT 21
 DIVISION 03

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

CODE ENFORCEMENT EXPENDITURE JUSTIFICATION

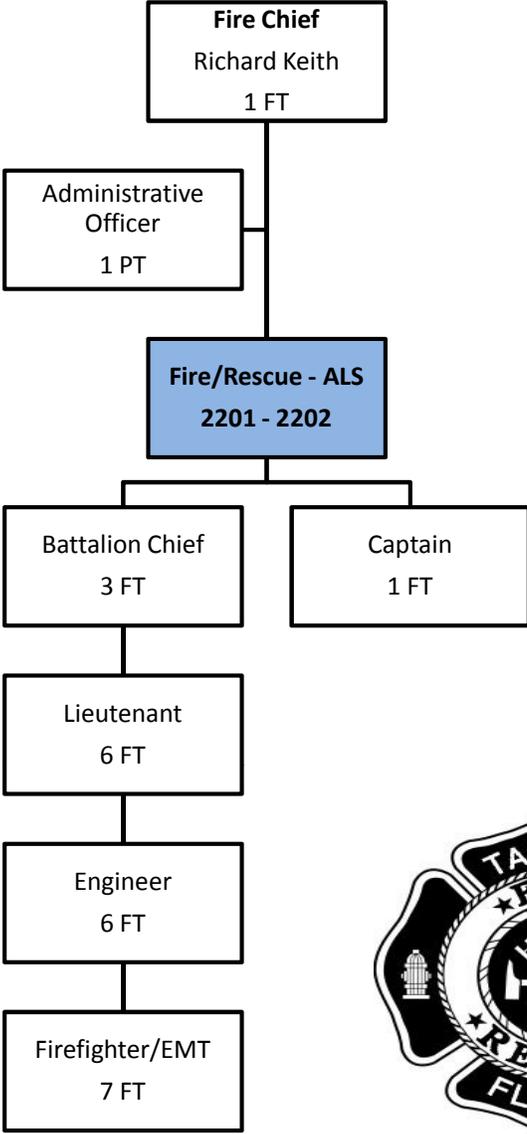
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
521.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	47,093	47,093
521.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	300	300
521.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	3,460	3,460
521.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	2,844	2,844
521.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	6,140	6,140
521.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	319	319
521.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	266	266
521.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	186	186
521.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	123	123
521.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	844	844
521.32-30 CODE ENF-SPECIAL MASTER	CODE ENF-SPECIAL MASTER	5,000	5,000
521.34-10 CONTRACTUAL SERVICES	SOFTWARE MAINTENANCE & SUPPORT	6,602	6,602
521.40-10 TRAVEL & PER DIEM	TRAVEL, PER DIEM	1,000	1,000
521.41-10 TELEPHONE	NEXTEL	479	479
521.41-20 OTHER COMMUNICATION	OTHER COMMUNICATION	432	432
521.41-30 POSTAGE	POSTAGE	1,000	1,000
521.45-10 LIABILITY	LIABILITY INSURANCE	1,893	1,893
521.52-10 OPERATING SUPPLIES	OPERATING SUPPLIES	1,000	1,000
521.52-15 FUEL COSTS	FUEL COSTS	1,575	1,575
521.52-25 UNIFORMS	UNIFORMS	200	200
521.54-10 BKS, PUB, SUB, MEM, LIB	BKS,PUB,SUB,MEM,LIB	175	175
521.59-35 ABATEMENT PROCEEDINGS	NO AMOUNT BUDGETED	-	-
521.64-11 EQUIP-VEHICLE REPLACEMENT	REPLACEMENT CODE ENFORCEMENT TRUCK FINAL BALANCING CUT	24,000 (24,000)	-
521.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-

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Fire Department

Department 22



Position Summary

Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Full Time:				
Chief	11001	1	1	1
Commander	11008	0	0	0
Battalion Chief	11008	3	3	3
Engineer	11005	6	6	6
Fire Captain	11007	1	1	1
Fire Inspector	11006	0	0	0
Firefighters/EMT	11004	3	2	2
Firefighter/Paramedic	11009	4	5	5
Lieutenant	11003	6	6	6
No. of Full Time		24	24	24
Part Time:				
Administrative Officer ¹	11013	1	1	1
No. of Part Time:		1	1	1
Total No. of Positions:		25	25	25
Total FTEs:		24.75	24.75	24.75

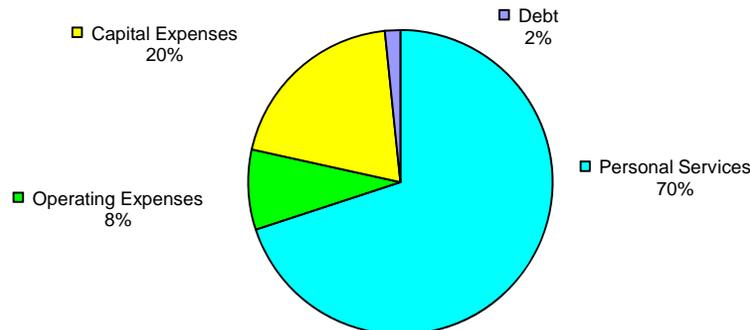
Firefighter/Paramedics allocated 78% Fire Suppression (2201) and 28% ALS (2201)

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

Budget Summary

Department Summary	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Fire Suppression-2201				
Personal Services	2,105,404	1,899,769	2,074,584	9.20%
Operating Expenses	239,333	241,786	252,787	4.55%
Capital Expenses	17,849	11,372	590,250	5090.38%
Debt	-	-	48,287	0.00%
Total Fire Services	2,362,586	2,152,927	2,965,908	37.76%
ALS-2202				
Personal Services	91,902	133,561	175,316	31.26%
Operating Expenses	10,879	10,818	22,005	103.41%
Capital Expenses	7,075	5,091	-	-100.00%
Debt	-	-	-	0.00%
Total ALS	109,856	149,470	197,321	32.01%
Grand Total Fire	\$ 2,472,442	\$ 2,302,397	\$ 3,163,229	37.39%
<i>Percentage of Fund Budget</i>	17.66%	16.44%	20.88%	

2016 APPROPRIATIONS



2016 OPERATING BUDGET

FIRE - 2201, 2202

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

The City of Tavares Fire Department will strive to use our resources efficiently to deliver fire protection and deliver the highest standard of care 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 goes home!

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

The City of Tavares Fire Department consists of twenty-two 24-hour "shift" personnel (firefighters, engineers, lieutenants, and battalion chiefs), one fire inspector captain, one part-time administrative officer, and one fire chief for a total personnel count of twenty-five (25). 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.

Last year, the City of Tavares Fire Department responded to 3,714 incidents. Of this number, approximately 84% 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. In addition, Tavares Fire Department has the only car seat certified technician in the tri-city area providing car seat inspections and class demonstration. 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 2013	Actual 2014	Est. 2015	Projected 2016
1.	Emergency Responses (total)	3,310	3,714	3,800	3,900
	Fire Responses	461	580	608	625
	Medical Responses	2,849	3,134	3,192	3,275
2.	Occupational/Fire Safety Inspections	613	623	625	650
3.	Fire Hydrant Testing	529	548	575	600
4.	Training Hours Completed	8,849	9,267	9,300	9,500

2016 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.

2016 OPERATING BUDGET

FIRE - 2201, 2202 (continued)

PROGRAM HIGHLIGHTS

2016 Objectives

1. Maintain a higher level of training hours for FY2016.
2. Continue to support Advanced Life Support services at station 28. Our goal for 2016, is for Station 29 to become Advanced Life Support bringing Tavares full time in ALS.
3. Maintain standards or higher to maintain current Insurance Service Office rating of 3 for public protection class.
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 initiatives.
9. Meet or exceed the National Fire Protection Association's (NFPA) standards for response times.
10. Continue with "Get Well Outreach Program", where patients utilizing Fire Department's services receives a card.

2015 Accomplishments

1. Fire Department improved its Insurance Service Organization class rating from a Class 5 to a Class 3, with 1 being the best.
2. Fire Department successfully submitted two grants through the FEMA process. One grant if awarded, will be for a Lifepak15 and second grant if awarded, exhaust system for station 28.
3. Fire Department was able to send one person to Paramedic School, who successfully completed the course, passed the State exam and the Medical Director's Provisional Program.
4. Fire Department personnel completed all regulatory requirements for renewal of EMT/Paramedic re-certification
5. During Fire Prevention Week, Fire Dept. personnel outreached to approximately 540 students grades Pre-K to fifth grade regarding education on fire prevention and handed out materials to approximately 940 students.
6. Fire Prevention conducted 116 fire/life safety demonstrations, 1,471 life safety inspections, and assisted 57 families with installing or replacing child car safety seats.
7. Fire Department personnel participated in the YMCA Fall Festival handing out fire prevention material and conducted fire apparatus tours.
8. Fire Department reported no injuries.
9. Chief Keith completed his tenure as Board of Director for Central Florida Fire Chief's Association, District 4 (Lake County).
10. Chief Keith was elected to serve as a member of the Lake Tech Charter Board of Directors.

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CITY OF TAVARES
 PROPOSED BUDGET
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FIRE SUPPRESSION EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
522.12-10	REGULAR SALARIES	1,204,210	1,173,168	1,225,550	4.47%
522.14-10	OVERTIME	217,512	67,889	79,382	16.93%
522.14-20	OVERTIME - OFF DUTY	(160)	-	-	0.00%
522.15-30	INCENTIVE	3,745	5,040	4,130	-18.06%
522.15-60	ELECTR TABLET ALLOWANCE	500	-	-	0.00%
522.21-10	FICA / MED TAXES	99,722	86,145	90,235	4.75%
522.22-10	RETIREMENT	286,470	247,984	286,409	15.49%
522.22-20	FL STATE RETIREMENT	2,347	2,445	2,641	8.02%
522.23-10	HEALTH INSURANCE	107,055	119,624	137,306	14.78%
522.23-15	DENTAL INSURANCE	6,396	7,153	7,362	2.92%
522.23-20	LIFE INSURANCE	6,297	4,790	6,952	45.14%
522.23-21	SHORT-TERM DISABILITY INS	4,374	4,569	4,753	4.03%
522.23-30	DEPENDENT HEALTH INSURANCE	112,157	129,859	166,223	28.00%
522.23-35	DEPENDENT DENTAL INSURANCE	9,312	10,170	11,598	14.04%
522.23-40	LONG TERM DISABILITY	2,889	3,038	3,184	4.81%
522.24-10	WORKERS' COMPENSATION	42,578	37,895	48,859	28.93%
* SALARIES AND BENEFITS		2,105,404	1,899,769	2,074,584	9.20%
<i>OPERATING EXPENDITURES</i>					
522.31-27	MEDICAL SCREENING	7,870	8,770	8,730	-0.46%
522.34-10	CONTRACTUAL SERVICES	6,879	9,597	13,155	37.07%
522.40-10	TRAVEL & PER DIEM	233	1,000	6,500	550.00%
522.41-10	TELEPHONE	5,611	6,384	6,175	-3.27%
522.41-20	OTHER COMMUNICATION	4,191	4,260	4,260	0.00%
522.41-30	POSTAGE	620	850	850	0.00%
522.43-10	ELECTRIC, WATER, GAS	32,837	33,564	32,840	-2.16%
522.44-10	RENTALS & LEASES	1,188	1,188	1,188	0.00%
522.45-10	LIABILITY	23,618	27,711	34,568	24.74%
522.46-10	REPAIR & MAINT. - BUILDING	2,277	2,535	2,000	-21.10%
522.46-15	REPAIR & MAINT. - EQUIPMENT	5,324	5,550	7,490	34.95%
522.46-17	INSURANCE RECOVERY	(3,418)	-	-	0.00%
522.46-38	FIRE VEHICLES	37,906	38,441	38,441	0.00%
522.47-10	PRINTING & BINDING	117	294	294	0.00%
522.51-10	OFFICE SUPPLIES	699	750	750	0.00%
522.52-10	OPERATING SUPPLIES	18,314	19,166	19,840	3.52%
522.52-11	DURABLE GOODS	7,957	9,250	6,000	-35.14%
522.52-15	FUEL COSTS	36,523	43,746	34,753	-20.56%
522.52-25	UNIFORMS	11,216	12,350	12,100	-2.02%
522.52-36	BUNKER GEAR	30,499	4,160	12,438	198.99%
522.52-50	TRAINING	5,442	7,615	6,500	-14.64%
522.54-10	BKS, PUB, SUB, MEM, LIB	1,433	2,605	1,915	-26.49%
522.54-20	FIRE PREVENT/PUB. EDUC	1,997	2,000	2,000	0.00%
* OPERATING EXPENDITURES		239,333	241,786	252,787	4.55%

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CITY OF TAVARES
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FIRE SUPPRESSION EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>CAPITAL EXPENDITURES</i>					
522.61-10	LAND	-	1,250	-	-100.00%
522.62-20	BUILDINGS	-	-	36,000	100.00%
522.64-10	EQUIP - REPLACEMENT	9,945	-	4,250	100.00%
522.64-11	EQUIP - VEHICLE REPLACEMENT	-	-	550,000	100.00%
522.64-13	EQUIP - COMP REPLACEMENT	-	7,659	-	-100.00%
522.64-15	EQUIP - NEW	5,904	2,463	-	-100.00%
522.64-17	EQUIP - NEW VEHICLES	2,000	-	-	0.00%
	* CAPITAL EXPENDITURES	<u>17,849</u>	<u>11,372</u>	<u>590,250</u>	<u>5090.38%</u>
<i>DEBT SERVICE</i>					
522.71-15	LEAGUE LEASE 2002 & 2006	-	-	38,364	0.00%
522.72-15	LEAGUE LEASE 2002 & 2006	-	-	9,923	0.00%
	* DEBT SERVICE	<u>-</u>	<u>-</u>	<u>48,287</u>	<u>0.00%</u>
TOTAL FIRE SERVICES		<u>2,362,586</u>	<u>2,152,927</u>	<u>2,965,908</u>	<u>37.76%</u>

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CITY OF TAVARES
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FIRE SUPPRESSION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
522.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	1,225,550	1,225,550
522.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	79,382	79,382
522.15-30 INCENTIVE	ADDITIONAL MONTHLY PAY FOR FIREFIGHTERS WHO COMPLETE TRAINING AND/OR EARN A DEGREE	4,130	4,130
522.15-60 ELECTR TABLET ALLOWANCE	NO AMOUNT BUDGETED	-	-
522.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	90,235	90,235
522.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	286,409	286,409
522.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	2,641	2,641
522.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	137,306	137,306
522.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	7,362	7,362
522.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	6,952	6,952
522.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	4,753	4,753
522.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	166,223	166,223
522.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	11,598	11,598
522.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	3,184	3,184
522.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	48,859	48,859
522.31-27 MEDICAL SCREENING	ADHERE TO ARTICLE 29 OF COLLECTIVE BARGAINING AGREEMENT ANNUAL PHYSICAL TESTING 22 X \$385.00 PRE-EMPLOYMENT MEDICAL SCREENING REQUIRED - EXPECT RESIGNATION FY16	8,470 260	8,730
522.34-10 CONTRACTUAL SERVICES	MAINTENANCE FOR 19 PORTABLE RADIOS X \$96 MOBILE RADIO ANNUAL MAINTENANCE 7 X \$144 CONTROL STATION - 2 ANNUAL MAINTENANCE X \$144 MAINTENANCE OF FIREPROGRAMS - SOFTWARE FOR NFIRS REPORTING OF NFIRS NECESSARY FOR GRANT OPPORTUNITY RENTAL OF STORAGE FACILITY \$150/MO ANNUAL MAINTENANCE OF TARGET SOLUTIONS USB AIR CARD TO BE USED WITH CLOSEST UNIT RESPONSE AGREEMENT WITH LAKE CO. ON 5 UNITS AT \$37 / MO X 12 BLACKBOARD CONNECT MASS NOTIFICATION FINANCE ENTERED/SHARED WITH PD, SW, & UTILITIES	1,824 1,008 288 3,300 1,800 395 2,220 2,320	13,155
522.40-10 TRAVEL & PER DIEM	MAINTAIN SAME LEVEL AS FY15 - ABILITY TO ATTEND HURRICANE CONFERENCE, FL FIRE CHIEF'S CONFERENCE ESO SOLUTIONS CONF. & REIMBURSE MEALS AS NEEDED LEADERSHIP CLASS	1,000 5,500	6,500
522.41-10 TELEPHONE	NEXTEL NEXTEL - ADDING ADDITIONAL PHONE VERIZON - ADDING TWO HOTSPOTS DOMS FAX DOMS FAX - ADDING TWO ADDITIONAL LAND LINES	3,641 479 909 573 573	6,175
522.41-20 OTHER COMMUNICATION	MAINTAIN SAME LEVEL AS FY15 FOR DISPATCH PHONE AVERAGE MONTHLY BILL \$355 X 12	4,260	4,260

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FIRE SUPPRESSION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
522.41-30 POSTAGE	MAINTAIN THE SAME LEVEL AS FY15, IF FIRE DEPT. DECIDES TO IMPLEMENT CUSTOMER SATISFACTION SURVEY MONIES SHOULD BE SUFFICIENT AT THE SAME LEVELS CONTINUE TO MAIL OUT CARDS TO PATIENTS THAT USE THE SERVICES OF TAVARES FIRE RESCUE	850	850
522.43-10 ELECTRIC, WATER, GAS	ELECTRIC WATER GAS	20,117 10,044 2,679	32,840
522.44-10 RENTALS & LEASES	MAINTAIN SAME LEVEL AS FY15 \$99/MO FOR RESCUE BOAT DOCK RENTAL	1,188	1,188
522.45-10 LIABILITY	LIABILITY INSURANCE AD&D INSURANCE FINANCE ENTERED	31,868 2,700	34,568
522.46-10 BUILDING	GENERAL SERVICES RECEIVED QUOTE FOR REPLACEMENT ROOF - METAL ROOF FOR STATION 28 MOVE TO BUILDING (CAPTIAL ACCT) BY FINANCE ST28 BAY DOORS 3 MOTORS ARE IN NEED OF REPLACEMENT \$1,400 FOR EACH MOTOR MOVE TO EQUIPMENT REPLACEMENT BY FINANCE REPLACE FLOORS, FIX AND REMOVE CARPET HEALTHIER ENVIRONMENT ST28 MOVE TO EQUIPMENT REPLACEMENT BY FINANCE STRIP WALL PAPER & REPLACE DRYWALL - ST28 MOVE TO EQUIPMENT REPLACEMENT BY FINANCE PAVING THE REST OF FIRE DEPT AREA TOWARDS GENERAL SERVICES, ELIMINATING THE POT HOLES CAUSING WEAR & TEAR TO THE VEHICLES MOVE TO EQUIPMENT REPLACEMENT BY FINANCE ST29 - WAX FLOORS, REPAIRS FOR BAY DOORS, ETC SIGNAGE FOR STATION 28 AND ST29	36,000 (36,000) 4,200 (4,200) 8,100 (8,100) 5,000 (5,000) 12,000 (12,000) 1,000 1,000	2,000
522.46-15 EQUIPMENT	FIRE TRUCK LADDER ANNUAL CERTIFICATION TEST ANNUAL PUMP TEST \$330 EACH FIT TESTING OF MASK REGARDING SCBA \$25 / EACH X 24 ANNUAL SERVICE ON AMKUS/HALMATRO TOOLS \$700 EACH UNKNOWN EQUIPMENT REPAIRS ON SCBA - THEY ARE OUT WARRANTY, RADIO, HEADSETS, TEST GENERATORS	1,300 990 600 2,100 2,500	7,490
522.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	-	-
522.46-38 FIRE VEHICLES	MAINTAIN SAME LEVEL AS FY15 VEHICLE MAINTENANCE	38,441	38,441
522.47-10 PRINTING & BINDING	ABILITIES TO PRINT PATIENT CARE FORMS MAINTAIN SAME LEVEL AS FY15. OUR GOAL IS TO BECOME PAPERLESS BY STARTING REPORTS IN THE FIELD NOT UTILIZING PATIENT CARE REPORTS. ABILITIES TO PRINT BUSINESS CARDS OR REPRODUCTION AS NEEDED	294	294
522.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	750	750
522.52-10 OPERATING SUPPLIES	REQUESTING INCREASE OF 1,000 AS ALWAYS HAVE A SHORTFALL IN THIS LINE ITEM - OPERATING SUPPLIES FOR BOTH STATIONS. FY 2016 NEED TO REPLACE KITCHEN EQUIPMENT FOR BOTH STATIONS FINAL BALANCING CUT ADD THE MAINTENANCE OF ALL OF THE CITY'S AED (14) ALL PADS AND BATTERIES TO BE REPLACED FY 2016 MOVED FROM PUB. EDUCATION BY FINANCE ESTIMATED USAGE OF PADS - ONE TIME USAGE MOVED FROM PUB. EDUCATION BY FINANCE	18,000 (1,000) 2,240 600	19,840

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CITY OF TAVARES
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FIRE SUPPRESSION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
522.52-11 DURABLE GOODS	5 SECTIONS OF HOSE TO BE REPLACED PLUS FREIGHT EACH SECTION IS \$525 AND FREIGHT IS \$200 WASHER & DRYER TO BE REPLACED AT ST28 REPLACEMENT OF TWO FACEPIECE (SCBA) W / ACCESSORIES ABILITIES TO PURCHASE FOUR KNOX BOXES TO SECURE ALL THE KEYS FROM BUSINESSES INTO THE KNOX BOX. THIS WOULD BE A SECURE PLACE TO STORE ALL KEYS EACH KNOX BOX IS \$573 PLUS ONE TIME CHARGE OF \$245 MOVED FROM NEW EQUIPMENT BY FINANCE FINAL BALANCING CUT	3,350 1,000 1,650 2,537 (2,537)	6,000
522.52-15 FUEL COSTS	FUEL COSTS	34,753	34,753
522.52-25 UNIFORMS	ADHERING TO ARTICLE 25 - \$400 ALLOWANCE PER PERSON \$400 X 20 PLUS CHIEF'S ALLOWANCE \$600 1 EMPLOYEE TO RETIRE FY16 - REPLACEMENT PROJECT FF1022 - REPLACEMENT BOOTS \$200 X 12 PROJECT FF1025 - INSIGNAS PROJECT FF1024 - SAFETY ACCESSORIES REPLACEMENT OF EXTRICATION/STRUCTURAL GLOVES & ABILITY FOR SPARE	8,600 400 2,400 200 500	12,100
522.52-36 BUNKER GEAR	NO MONIES WAS PROVIDED FOR FY15 - BUDGET TRANSFER REQUESTED AS TWO SETS ARE IN NEED OF REPLACEMENT PER NFPA 1851 STANDARD, LIFE OF GEAR IS 10 YEARS FY16 ARE IN NEED TO REPLACE SIX SETS AT \$2,200 EACH FINAL BALANCING CUT REPLACEMENT STRUCTURAL BOOTS \$343 X 6 WILL HAVE TO REPLACE 1 HELMET & HAVE 1 SPARE PER NFPA STANDARDS GEAR SHOULD BE INSPECTED ONCE A YEAR & CLEANED AFTER FIRE EVENT \$150 PER PERSON - 22	13,200 (6,600) 2,058 480 3,300	12,438
522.52-50 TRAINING	MAINTAIN SAME LEVEL AS FY15 - TRAINING FOR CLASSES AT LAKE TECH, ST. PETERSBURG, OR ONLINE AS REQUIRED FOR FIRE OFFICER I, SEMINARS AS NEEDED, TRAINING ESO/FIRE PROGRAMS, RENEWAL OF TARGET SOLUTIONS ISO TRAINING PLATFORM 24 X \$65	6,500	6,500
522.54-10 BKS, PUB, SUB, MEM, LIB	NFPA FIRE CODE SUBSCRIPTION & CHIEF'S MEMBER LAKE SUMTER FIRE CHIEF ASSOCIATION FLA FIRE MARSHAL & INSPECTOR X 2 AT \$65 FFCA X 2 AT \$95 CENTRAL FLA FIRE CHIEF MEMBERSHIP NEWSPAPER SUBSCRIPTION FOR BOTH STATIONS VARIOUS MAGAZINES, FIRE HOUSE, FIRE ENGINEERING FLA TREND AND CADPAGE	665 180 130 190 50 400 300	1,915
522.54-20 FIRE PREVENT/PUB. EDUC	MAINTAIN SAME LEVEL FOR FIRE PREVENTION AS FY 2015 ADD THE MAINTENANCE OF ALL OF THE CITY'S AED (14) ALL PADS AND BATTERIES TO BE REPLACED FY 2016 MOVED TO OPERATING BY FINANCE ESTIMATED USAGE OF PADS - ONE TIME USAGE MOVED TO OPERATING BY FINANCE	2,000 2,240 (2,240) 600 (600)	2,000
522.61-10 LAND	NO AMOUNT BUDGETED	-	-
522.62-20 BUILDINGS	GENERAL SERVICES RECEIVED QUOTE FOR REPLACEMENT ROOF - METAL ROOF FOR STATION 28 MOVED FROM BUILDING REPAIR	36,000	36,000

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FIRE SUPPRESSION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
522.64-10 EQUIP - REPLACEMENT	THREE RADIOS ARE IN NEED OF REPLACEMENT, WHICH IS A SAFETY CONCERN AS WE HAVE NO SPARES \$4,250 EACH	12,750	4,250
	FINAL BALANCING CUT	(8,500)	
	REPLACE BOAT PUMP FOR ABILITIES TO FIGHT FIRES FROM WATER. RESCUE BOAT PUMP DOES NOT WORK	3,400	
	FINAL BALANCING CUT	(3,400)	
	STRIP WALL PAPER & REPLACE DRYWALL - STATION 28 MOVED FROM BUILDING REPAIR	5,000	
	FINAL BALANCING CUT	(5,000)	
	STATION 28 BAY DOORS 3 MOTORS ARE IN NEED OF REPLACEMENT \$1,400 FOR EACH MOTOR		
	MOVED FROM BUILDING REPAIR	4,200	
	FINAL BALANCING CUT	(4,200)	
	REPLACE FLOORS, FIX AND REMOVE CARPET ENVIRONMENT STATION 28	8,100	
	MOVED FROM BUILDING REPAIR		
	FINAL BALANCING CUT	(8,100)	
	PAVING THE REST OF FIRE DEPT AREA TOWARDS GENERAL SERVICES, ELIMINATING THE POT HOLES CAUSING WEAR & TEAR TO THE VEHICLES	12,000	
	MOVED FROM BUILDING REPAIR		
	FINAL BALANCING CUT	(12,000)	
522.64-11 EQUIP-VEHICLE REPLACEMENT	REPLACEMENT OF SUTPHEN ENGINE ST28	400,000	550,000
	FINAL BALANCING CUT	(400,000)	
	REPLACEMENT OF PIERCE ENGINE ST28	400,000	
	REPLACEMENT BATTALION VEHICLE	50,000	
	CIP PAPERWORK TO BE FILLED OUT		
	FINANCE ADJUST- FIRE TRUCK HISTORICAL COST	200,000	
	ADJUST - ONE FIRE TRUCK - 500000 EACH	(100,000)	
522.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
522.64-15 EQUIP - NEW	PURCHASE FOUR KNOX BOXES TO SECURE ALL WOULD BE A SECURE PLACE TO STORE ALL KEYS.		
	EACH KNOX BOX IS \$573 PLUS ONE TIME CHARGE OF \$245	2,537	
	MOVED TO DURABLE GOODS BY FINANCE	(2,537)	
	FIT TESTING MACHINE. EACH YEAR WE ARE REQUIRED TO PERFORM MASK FIT TESTING. WE RELY ON EUSTIS TO USE THEIR MACHINE. IF ABLE TO PURCHASE THEN WE CAN DEDUCT \$600 FROM LINE #46-15	12,115	
	FINAL BALANCING CUT	(12,115)	
522.64-17 EQUIP-NEW VEHICLES	NO AMOUNT BUDGETED	-	-
522.71-15 LEAGUE LEASE 2002 & 2006	CAPITAL LEASE PRINCIPAL - 8-1-2016	45,659	38,364
	TWO FIRE TRUCKS @ \$500,000 EACH		
	ASSUME 10 YR FINANCING		
	ONE FIRE TRUCK - 7 YEARS (\$33,573)	(12,087)	
	ASSUME 1.89% INTEREST RATE		
	ASSUME SEMI-ANNUAL PAYMENTS: 2/1/X & 8/1/XX		
	IF SHORT-TERM NOTE - WILL FLOW THRU DEB SVC FUND		

	CHOICE#2 - ONE FIRE TRUCK/10YRS - \$22,830		
	CHOICE#3 - ONE FIRE TRUCK/ 7YRS - \$33,573		
	CHOICE#4 - TWO FIRE TRUCKS/7YRS - \$67,145		
	CHOICE#5 - TWO FIRE TRUCKS/10YRS - \$45,658		

	CAPITAL LEASE PRINCIPAL - 8-1-2016	4,792	
	ONE BATTALION VEHICLE @ \$50,000 EA		
	ASSUME 5 YR FINANCING		
	ASSUME 1.89% INTEREST RATE		
	ASSUME SEMI-ANNUAL PAYMENTS: 2/1/XX & 8/1/XX		
	IF SHORT-TERM NOTE - WILL FLOW THRU DEB SVC FUND		

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ADVANCED LIFE SUPPORT (ALS)

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
522.12-10	REGULAR SALARIES	54,991	69,787	82,460	18.16%
522.14-10	OVERTIME	7,874	25,493	29,809	16.93%
522.21-10	FICA / MED TAXES	4,501	7,033	7,981	13.48%
522.22-10	RETIREMENT	14,095	20,256	25,326	25.03%
522.23-10	HEALTH INSURANCE	4,588	4,355	10,058	130.95%
522.23-15	DENTAL INSURANCE	379	413	609	47.46%
522.23-20	LIFE INSURANCE	292	288	468	62.50%
522.23-21	SHORT-TERM DISABILITY INS	202	272	325	19.49%
522.23-30	DEPENDENT HEALTH INSURANCE	2,531	2,168	12,866	493.45%
522.23-35	DEPENDENT DENTAL INSURANCE	357	333	887	166.37%
522.23-40	LONG TERM DISABILITY	134	181	216	19.34%
522.24-10	WORKERS' COMPENSATION	1,958	2,982	4,311	44.57%
*	SALARIES AND BENEFITS	<u>91,902</u>	<u>133,561</u>	<u>175,316</u>	<u>31.26%</u>
<i>OPERATING EXPENDITURES</i>					
522.31-27	MEDICAL SCREENING	1,345	1,155	1,155	0.00%
522.34-10	CONTRACTUAL SERVICES	782	5,350	5,600	4.67%
522.47-10	PRINTING & BINDING	260	752	510	-32.18%
522.52-10	OPERATING SUPPLIES	2,283	-	2,022	100.00%
522.52-11	DURABLE GOODS	615	725	1,262	74.07%
522.52-25	UNIFORMS	1,561	1,083	1,320	21.88%
522.52-50	TRAINING	4,033	-	-	0.00%
522.59-65	GRANT MATCH	-	1,753	10,136	478.21%
*	OPERATING EXPENDITURES	<u>10,879</u>	<u>10,818</u>	<u>22,005</u>	<u>103.41%</u>
<i>CAPITAL EXPENDITURES</i>					
522.64-14	EQUIP - NEW COMPUTERS	-	5,091	-	-100.00%
522.64-15	EQUIP - NEW	3,700	-	-	0.00%
522.64-23	EQUIP - SOFTWARE	3,375	-	-	0.00%
*	CAPITAL EXPENDITURES	<u>7,075</u>	<u>5,091</u>	<u>-</u>	<u>-100.00%</u>
TOTAL FIRE SERVICES - ALS		<u>109,856</u>	<u>149,470</u>	<u>197,321</u>	<u>32.01%</u>

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CITY OF TAVARES
 PROPOSED BUDGET
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ADVANCED LIFE SUPPORT (ALS)

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
522.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	82,460	82,460
522.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	29,809	29,809
522.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	7,981	7,981
522.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	25,326	25,326
522.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	10,058	10,058
522.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	609	609
522.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	468	468
522.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	325	325
522.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	12,866	12,866
522.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	887	887
522.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	216	216
522.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	4,311	4,311
522.31-27 MEDICAL SCREENING	ADHERE TO ARTICLE 29 OF COLLECTIVE BARGAINING AGREEMENT \$385 X 3	1,155	1,155
522.34-10 CONTRACTUAL SERVICES	EXPECT AN INCREASE IN ESO SOLUTIONS - SOFTWARE FOR INCIDENT REPORT WRITING AS CALL VOLUME CONTINUES TO INCREASE MAINTENANCE FOR LIFEPAK 15	4,400 1,200	5,600
522.47-10 PRINTING & BINDING	REPRODUCTION OF ADVANCED LIFE SUPPORT PROTOCOLS \$85 EACH BOOK	510	510
522.52-10 OPERATING SUPPLIES	A.L.S. ITEMS ST29: PELICAN EMS BOX FOR NARCOTICS LOCKING NARCOTICS BOX MEDICAL SUPPLIES LARYNGOSCOPE HANDLE ALS BACKPACK ADULT & PEDI TRACTION SPLINT (\$120 EA) I/O DRILL JUMP BAGS - INTUB. & VASCULAR PULSE OX METER UNIVERSAL FORCEPS ADULT & PEDI BROSELOW TAPE PEDI MOBILIZER FINAL BALANCING CUT	300 45 1,200 30 225 240 295 300 224 30 48 85 (1,000)	2,022
522.52-11 DURABLE GOODS	A.L.S. ITEMS FOR STATION 29: EQUIPMENT FOR ALS FOR STATION 29 - WHISPER GENERATOR FLOW AND REFRIGERATOR FOR TRUCK	587 675	1,262
522.52-25 UNIFORMS	MAINTAIN SAME LEVEL AS FY15 - ADHERE TO ARTICLE 25 OF COLLECTIVE BARGAINING AGREEMENT 3 X \$400 PROJECT FF1025 \$70 AND PROJECT FF1024 \$50	1,200 120	1,320
522.52-50 TRAINING	NO MONIES IS BEING REQUESTED AS NO ONE WILL BE ATTENDING PARAMEDIC SCHOOL	-	-

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 DIVISION 02

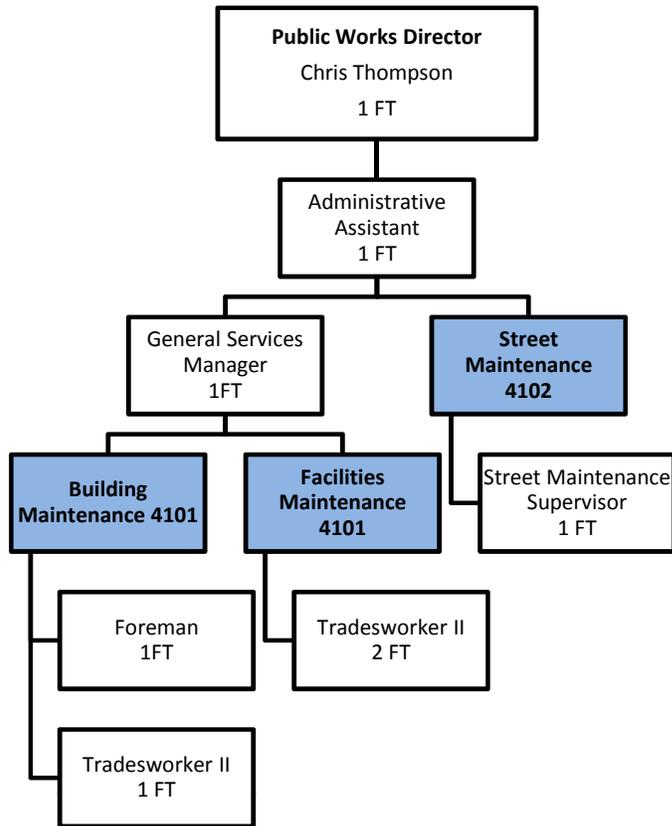
CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

ADVANCED LIFE SUPPORT (ALS)

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
522.59-65 GRANT MATCH	AT THE PRESENT TIME WE HAVE TWO GRANTS THAT IF AWARDED, IT IS A 25% MATCH - GRANT FOR LIFEPAK, LIFEPAK 25% OF \$35,000 EXHUAST SYSTEM FOR STATION 28 \$27,729 AT 5% MATCH	8,750 1,386	10,136
522.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
522.64-15 EQUIP - NEW	WE HAVE TWO GRANTS OUT FOR A LIFEPAK FOR STATION 29. AWAITING RESPONSE. IF NOT AWARDED, LIFEPAK 15 FINAL BALANCING CUT	35,000 (35,000)	-
522.64-23 SOFTWARE	NO AMOUNT BUDGETED	-	-

General Services

Division 41*



*General Services is a Division of the Public Works Department.

Position Summary

Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Full Time:				
Admin. Assistant	41004	1	1	1
Crew Foreman	21011	1	1	1
PW Director	25001	1	1	1
General Services Manager	21001	1	1	1
Street Maintenance Supervisor	41001	0	1	1
Trades Worker II	21002	3	3	3
No. of Full Time		7	8	8
Total No. of Positions:		7	8	8
Total FTEs:		7	8	8

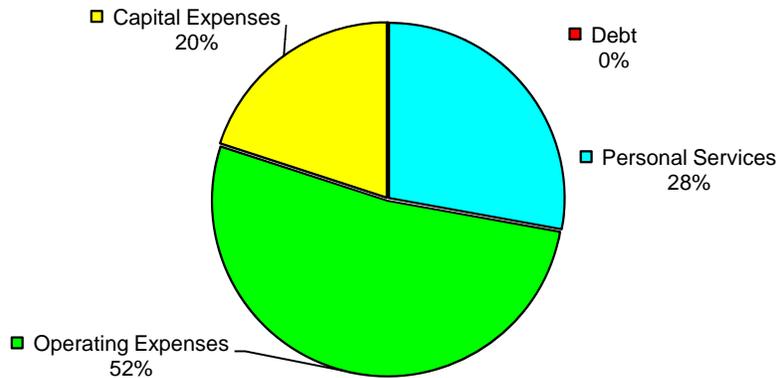
Notes:

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

Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Division Summary</i>				
Facilities Maintenance-4101				
Personal Services	406,088	424,957	458,583	7.91%
Operating Expenses	689,224	801,292	456,070	-43.08%
Capital Expenses	19,050	23,047	250,000	984.74%
Debt	-	-	-	0.00%
Total Facilities Maint.	1,114,362	1,249,296	1,164,653	-6.78%
Street Maintenance -4102				
Personal Services	-	50,057	70,705	41.25%
Operating Expenses	-	173,973	536,112	208.16%
Capital Expenses	-	153,593	130,000	-15.36%
Debt	-	-	-	0.00%
Total Sts & Rds Division	-	377,623	736,817	95.12%
Grand Total General Services	\$ 1,114,362	\$ 1,626,919	\$ 1,901,470	16.88%
<i>Category Summary</i>				
Personal Services	406,088	475,014	529,288	11.43%
Operating Expenses	689,224	975,265	992,182	1.73%
Capital Expenses	19,050	176,640	380,000	115.13%
Debt	-	-	-	0.00%
Grand Total General Services	\$ 1,114,362	\$ 1,626,919	\$ 1,901,470	16.88%
<i>Percentage of Fund Budget</i>	7.96%	11.62%	12.55%	

2016 APPROPRIATIONS



2016 OPERATING BUDGET

GENERAL SERVICES - 4101

PROGRAM HIGHLIGHTS

DIVISION MISSION

We strive to provide a highly skilled and professional quality of service to keep our facilities, staff and community operating smoothly. Our commitment to public service ensures an efficient, friendly, professional and cost effective means to improving the quality of life for all in Tavares.

DIVISION 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 wall repair, painting, custodial, pest control and security) and facilities maintenance (gutters, roofs, exterior painting, parks, etc.) Additional responsibilities include building/facility sidewalks, tree and canal maintenance. The division is involved in supporting many other departments including Streets, Code Enforcement, Seaplane Base and Marina, Pavilion on the Lake, many City events and addressing the needs of our citizens. Our commitment to public service ensures an efficient, friendly, cost effective means of improving the quality of life for all in Tavares.

SERVICE INDICATORS

	Indicator Description	Actual 2013	Actual 2014	Est. 2015	Projected 2016
1.	Work Orders Performed	1,510	2,779	2,800	2,900
2.	City Departments Served	15	15	16	16
3.	Sports Complexes Maintained	3	3	3	3
4.	City Buildings Maintained (in square feet)	109,365	120,246	128,246	128,246
5.	City Events	19	35	32	32
6.	Event Signs (design, build, erect, maintain, replace)	170	185	185	185
7.	Sidewalks Maintained (miles)	61	61	1	1
8.	Canal Space Maintained (feet)	> 3,000	> 3,000	> 3,000	> 3,000
9.	Buildings Maintained	40	42	46	46
10.	Facilities Maintained	37	37	37	37

2016 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 public buildings throughout the City to meet current and future demand.

City Lifestyle

Ensure that public buildings throughout the City meet current and future demands, promote health, safety and preservation of City assets.

Citizen and Customer Service Focus

Provide prompt, courteous and professional service to residents and staff throughout the City.

Innovation and Technology

Incorporate software programs that streamline and track maintenance schedules to maintain safe and efficient operation of equipment and personnel.

Organizational Performance

Provide cost effective maintenance techniques to increase efficiency while decreasing the cost of operation.

2016 OPERATING BUDGET

GENERAL SERVICES - 4101 (Continued)

PROGRAM HIGHLIGHTS

2016 Objectives

1. Redevelop and upgrade our routine building maintenance to increase efficiency and productivity while decreasing operating expenses.
2. Improve training and memberships for division staff to increase productivity and obtain appropriate certifications/licensing for the performance of their duties.
3. Maintain an organized inventory to create an efficient use of space and reduce overstock.

2015 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 with a minimal crew.
2. Assisted in the development of the Streets Division.
3. Continued technical training and motivational skills for the division.
4. Held monthly safety meetings.
5. Assisted Streets Division in tree trimming/removal, repairing damaged roadways, repair/replacement of City sidewalks.
6. Improved monthly building maintenance program and implemented new facility maintenance software to reduce the number of emergencies and increase productivity.
7. Continued new quarterly A/C Maintenance program to improve efficiency and quality of several A/C units throughout the city.
8. Helped out with all city events (signs, banners, electricity, barricades and unforeseen emergencies).
9. Painted exteriors of Fire Station #28, Mausoleum, Ingraham Center and Caroline Plant Pump House.
10. Painted interiors of Summerall Park Restrooms, Tavares Recreational Park Restrooms, City Hall offices and Police Department.
11. Continued to maintain the Imperial Terrace Canal.
12. Constructed Bathroom Facility and installed additional security lighting at Water Plant #4.
13. Assisted in construction punch lists for new Pavilion.
14. Support to the Pavilion on the Lake.
15. Support to the Seaplane Base & Marina.

2016 OPERATING BUDGET

STREETS - 4102

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

To provide a highly skilled and professional quality of service in maintaining streets, alleys, sidewalks and rights-of-way for the City of Tavares.

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

Streets is a department of one (1) staff member who is responsible for the maintenance of 60+ miles of streets and rights-of-way, 102 miles of sidewalk, 906 street signs, 16 traffic signals, 4 school flashers and 1,400+ street lights. Additional responsibilities include tree trimming, erosion control and roadway debris maintenance. The division is dependent upon other departments to provide staff as available. Our commitment to public service ensures an efficient, friendly, cost effective means of improving the quality of life for all in Tavares.

SERVICE INDICATORS

	Indicator Description	Actual 2013	Actual 2014	Est. 2015	Projected 2016
1.	Work Orders Performed	N/A	431	450	500
2.	Streets/Lanes Maintained (miles)	123	123	123	123
3.	Sidewalks Maintained (miles)	102	102	102	102
4.	Street Signs (design, build, erect, maintain, replace)	2,500	2,500	2,500	2,500

2016 GOALS

Organizational Development

Obtain through education and training an increased knowledge in current and improved processes and procedures for an effective workforce.

Growth and Development

Establish and maintain a street and sidewalk management plan throughout the City to meet current and future demand.

City Lifestyle

Ensure that City streets, alleys and sidewalks meet current and future demands while promoting health, safety and preservation of City assets.

Citizen and Customer Service Focus

Provide prompt, courteous and professional service to residents and staff throughout the city.

Innovation and Technology

Incorporate a software program that will streamline and track maintenance schedules and maintain safe and efficient operation of equipment.

Organizational Performance

Provide cost effective maintenance techniques to increase efficiency while decreasing the cost of operation.

2016 OBJECTIVES

1. Develop and implement a 5-Year Pavement Management Plan.
2. Develop and implement a 5-Year Sidewalk Management Plan.
3. Develop a scheduled maintenance plan for tree trimming/removal.
4. Obtain training and education to increase knowledge and productivity, achieving appropriate certifications to perform the duties of the division and to provide residents with friendly, professional and knowledgeable customer service.

2016 OBJECTIVES (continued)

5. Develop and implement an organizational plan to effectively complete and track all requests and work orders.
6. Continue to cross train with other Public Works Divisions for a safer, more efficient work environment.
7. Ensure all Streets Division employees attend at least one training program each year.
8. Develop a scheduled maintenance plan for alleys and rights-of-way.

2015 ACCOMPLISHMENTS

1. Established the Streets Division, managing work orders and unforeseen emergencies with a minimal crew.
2. Attended initial training required for the division.
3. Worked with other divisions to accomplish tree trimming and removing declining trees, patching and repairing damaged roadways, repair and replacement of city sidewalks.
4. Completed contracted sidewalk grinding, removing trip hazards for an area of 10,331 square feet.
5. Remained friendly and respectful to residents and staff in all situations.
6. Made a positive impact in all situations.

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DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

GENERAL SERVICES DIVISION EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
541.12-10	REGULAR SALARIES	277,243	284,421	298,512	4.95%
541.13-10	OTHER SALARIES & WAGES	-	4,200	10,000	138.10%
541.14-10	OVERTIME	5,823	2,800	7,500	167.86%
541.15-60	ELECTR TABLET ALLOWANCE	250	-	-	0.00%
541.21-10	FICA / MED TAXES	19,864	20,334	21,407	5.28%
541.22-20	FL STATE RETIREMENT	25,068	28,074	30,815	9.76%
541.23-10	HEALTH INSURANCE	30,148	33,583	36,841	9.70%
541.23-15	DENTAL INSURANCE	1,671	1,816	1,913	5.34%
541.23-20	LIFE INSURANCE	1,554	1,149	1,677	45.95%
541.23-21	SHORT-TERM DISABILITY INS	1,079	1,099	1,145	4.19%
541.23-30	DEPENDENT HEALTH INSURANCE	20,566	23,823	28,277	18.70%
541.23-35	DEPENDENT DENTAL INSURANCE	1,909	1,954	2,345	20.01%
541.23-40	LONG TERM DISABILITY	712	730	766	4.93%
541.24-10	WORKERS' COMPENSATION	20,201	20,974	17,385	-17.11%
541.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
* SALARIES AND BENEFITS		406,088	424,957	458,583	7.91%
<i>OPERATING EXPENDITURES</i>					
541.31-15	ENGINEERING	3,275	4,375	5,000	14.29%
541.31-60	PERMIT & COMPLIANCE FEES	75	240	240	0.00%
541.34-10	CONTRACTUAL SERVICES	119,045	215,160	221,162	2.79%
541.40-10	TRAVEL & PER DIEM	3,311	8,735	8,735	0.00%
541.41-10	TELEPHONE	3,443	3,998	3,287	-17.78%
541.41-20	OTHER COMMUNICATION	36	300	480	60.00%
541.41-30	POSTAGE	85	350	350	0.00%
541.43-10	ELECTRIC, WATER, GAS	313,796	380,827	6,137	-98.39%
541.43-20	LANDFILL COSTS	-	-	500	100.00%
541.44-10	RENTALS & LEASES	3,134	6,500	7,500	15.38%
541.45-10	LIABILITY	22,445	25,012	21,932	-12.31%
541.46-10	REPAIR & MAINT. - BUILDING	36,283	44,128	79,647	80.49%
541.46-15	REPAIR & MAINT. - EQUIPMENT	12,060	10,177	20,200	98.49%
541.46-17	INSURANCE RECOVERY	27,128	-	-	0.00%
541.46-25	REPAIR & MAINT. - MISC.	2,992	2,990	5,425	81.44%
541.46-37	MARINE VESSELS	1,452	22,485	4,500	-79.99%
541.46-40	REPAIR & MAINT. - TRAFFIC LIGHT	33,460	-	-	0.00%
541.46-45	REPAIR & MAINT. - EXTERMINATING	5,857	6,320	5,848	-7.47%
541.47-10	PRINTING & BINDING	82	800	800	0.00%
541.48-22	LIGHT UP TAVARES-SUPPLIES	16,011	15,300	12,630	-17.45%
541.49-10	ADVERTISING	-	-	500	100.00%
541.51-10	OFFICE SUPPLIES	529	1,000	1,250	25.00%
541.52-10	OPERATING SUPPLIES	27,186	27,086	27,439	1.30%
541.52-11	DURABLE GOODS	-	2,612	1,395	-46.59%
541.52-15	FUEL COSTS	14,161	15,857	14,003	-11.69%
541.52-25	UNIFORMS	3,583	5,540	3,660	-33.94%
541.52-59	GEN SVCS SIGN MATERIALS	21,320	-	1,950	100.00%
541.53-20	ROAD MATERIALS & SUPPLIES	17,180	-	-	0.00%
541.54-10	BKS, PUB, SUB, MEM, LIB	1,295	1,500	1,500	0.00%
541.59-65	GRANT MATCH	-	-	-	0.00%
* OPERATING EXPENDITURES		689,224	801,292	456,070	-43.08%

FUND 001
 DEPT 41
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

GENERAL SERVICES DIVISION EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>CAPITAL EXPENDITURES</i>					
541.62-20	BUILDINGS	-	-	250,000	100.00%
541.63-30	PAVING	-	12,560	-	-100.00%
541.64-10	EQUIP - REPLACEMENT	8,850	1,273	-	-100.00%
541.64-11	EQUIP-VEHICLE REPLACEMENT	-	1,570	-	-100.00%
541.64-13	EQUIP - COMP REPLACEMENT	-	950	-	-100.00%
541.64-14	EQUIP - NEW COMPUTERS	-	1,500	-	-100.00%
541.64-15	EQUIP - NEW	6,915	5,194	-	-100.00%
541.64-17	EQUIP - NEW VEHICLES	-	-	-	0.00%
541.64-25	FUTURE PROJECTS	3,285	-	-	0.00%
541.65-80	ROAD CONSTRUCTION	-	-	-	0.00%
	* CAPITAL EXPENDITURES	<u>19,050</u>	<u>23,047</u>	<u>250,000</u>	<u>984.74%</u>
TOTAL GENERAL SERVICES		<u>1,114,362</u>	<u>1,249,296</u>	<u>1,164,653</u>	<u>-6.78%</u>

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 DEPT 41
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

GENERAL SERVICES DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
541.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	298,512	298,512
541.13-10 OTHER SALARIES & WAGES	WAGES FOR TEMPORARY EMPLOYEES FINAL BALANCING CUT	23,000 (13,000)	10,000
541.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	7,500	7,500
541.15-60 ELECTR TABLET ALLOWANCE	NO AMOUNT BUDGETED	-	-
541.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	21,407	21,407
541.22-10 RETIREMENT	NO AMOUNT BUDGETED	-	-
541.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	30,815	30,815
541.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	36,841	36,841
541.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,913	1,913
541.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,677	1,677
541.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,145	1,145
541.23-30 DEPENDENT HEALTH INSURANC	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	28,277	28,277
541.23-35 DEPENDENT DENTAL INSURANC	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	2,345	2,345
541.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	766	766
541.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	17,385	17,385
541.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	-	-
541.31-15 ENGINEERING	ENGINEERING SERVICES STRUCTURAL DESIGN FOR PUBLIC WORKS PROJECTS	5,000	5,000
541.31-60 PERMIT & COMPLIANCE FEES	ELEVATOR LICENSE RENEWAL CERTIFICATE OF OPERATION - CITY HALL PAVILION ELEVATORS (QTY-2) LICENSE RENEWAL CERTIFICATE OF OPERATION	80 160	240
541.34-10 CONTRACTUAL SERVICES	QUARTERLY A/C MAINT. PROGRAM: INCL.LABOR,MATERIALS,TOOLS & TRANSPORTATION QUARTERLY MECH.INSPECTIONS,ANN.SERVICE W/ COIL CLEANING,FILTER CHANGES, & 1 BELT PER YEAR (10-BUILDINGS W/31-SYSTEMS) INCREASE BASED ON ANN. INCREASE & ADDT'L.UNITS TO BE MAINTAINED INCLUDING UTILITY ADMINISTRATION INCLUDNG PAVILION A/C MAINT&A/C CONTROLLER MAINT CITY HALL CHILLER - A/C COMPRESSOR REPLACEMENT CITY WIDE JANITORIAL SERVICES CITY HALL,UTIL.ADMIN,WASTEWATER ADMIN OFFICE / LAB PAVILION,PW,LIBRARY,REC.OFFICE,CIVIC CTR RSTRM PAVILION WINDOW CLEANING - BI-MONTHLY ANNUAL FIRE EXTINGUISHERS/HOOD INSPECTIONS CARPET/TILE/CHAIR CLEANING FOR CITY FACILITIES INCREASE-ADD'L FLOOR CARE NEEDS FOR CITY BLDGS QUARTERLY ELEVATOR MAINT.&SERVICE-CITY HALL / PAV ELEVATOR EMERGENCY REPAIRS - CITY HALL / PAVILION GENERATOR LOAD BANK TEST-CITY HALL / FIRE STATIONS CITY HALL / FIRE STATIONS / PAVILION EMERGENCY GENERATOR REPAIR FIRE SPRINKLER INSPECTIONS-CITY HALL & PAVILION FIRE SPRINKLER REPAIR-TO MEET STATE REQUIREMENT PW OFFICE SECURITY SYSTEM ANNUAL MONITORING FOUNTAIN MAINTENANCE QUARTERLY SR19 / HW 441	23,200 10,000 94,888 30,000 6,000 15,000 5,845 3,000 3,415 3,500 2,660 4,240 1,000	221,162

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 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

GENERAL SERVICES DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
	INCLUDES HOLIDAY LENS COLOR CHANGE, REPLACEMENT OF GASKETS, BULBS	6,024	
	FIRE ALARM MONITORING - ANNUAL		
	CITY HALL / FIRE STATIONS #28 / LIBRARY / PAVILION	4,680	
	BAY DOOR PREVENTIVE MAINTENANCE CONTRACT FOR FIRE STATION #28 & #29 - QUARTERLY SERVICE	3,500	
	COMMERCIAL HOOD CLEANING - CIVIC CTR / PAVLION TO MEET STATE REQUIREMENTS - FIRE PREVENTION	2,230	
	FACILITY MANAGEMENT SOFTWARE		
	LICENCE RENEWAL & EXPANSIONS TO SOFTWARE FOR IMPROVED RECORD KEEPING AND DATA TRACK	1,980	
	MOVED FROM DIVISION 4101 BY FINANCE		
541.40-10 TRAVEL & PER DIEM	ATTEND SEMINARS, WORKSHOPS, CONFERENCES, TRADE SHOWS&TRAINING CLASSES AS NEEDED AND REQUIRED FOR ALL GENERAL SERVICES EMPLOYEES INCLUDING PUBLIC WORKS DIRECTOR AND ADMINISTRATIVE ASSISTANT	3,500	8,735
	MASTER ELECTRICIAN LICENSE RECERTIFICATION	895	
	IMOT TRAINING FOR 2 GENERAL SERVICES EMPLOYEES FLORIDA DEPT. OF TRANSPORTATION (FDOT) REQUIRED FOR PERSONS WITH RESPONSIBILITY FOR SETTING UP, MAINTAINING AND SUPERVISING WORKZONE OPERATIONS (IMOT-INTERMEDIATE MAINTENANCE OF TRAFFIC)	1,185	
	SIGNS& MARKINGS LEVEL 1 CLASS FOR 3 GENERAL SVCS EMPLOYEES TO MASTER BASIC PRINCIPLES REQUIRED FOR SAFE AND PROPER SIGN USE AND PAVEMENT MARKING	1,185	
	APWA STATE ANNUAL CONFERENCE -DIRECTOR TO ATTEND FOR PROFESSIONAL&PERSONAL DEVELOPMENT, TO OBTAIN UPDATES AND RESOURCES AVAILABLE W/IN FLORIDA	1,250	
	NATIONAL APWA ANNUAL CONFERENCE - DIR TO ATTEND FOR PROFESSIONAL&PERSONAL DEVELOPMENT, EDUCATION AND TRAINING OF NAT'L.INDUSTRY STANDARDS AND ADVANCEMENTS WITHIN PUBLIC WORKS	3,500	
	ON-LINE MANAGEMENT AND LEADERSHIP TRAINING	1,000	
	FINAL BALANCING CUT	(3,780)	
541.41-10 TELEPHONE	NEXTEL	1,953	3,287
	NEXTEL - ADDITIONAL EMPLOYEE REQUESTED	479	
	VERIZON	436	
	REMOVED ALREADY IN OTHER COMMUNICATION	(436)	
	DOMS FAX	855	
541.41-20 OTHER COMMUNICATION	REMOTE INTERNET SERVICE (HOTSPOT)		480
	UTILIZATION OF FACILITY MAINT. SOFTWARE WHILE OUT OF OFFICE - WORK ORDERS, REQUESTS, DATA	480	
541.41-30 POSTAGE	MAIL LETTERS, CORRESPONDENCE TO RESIDENTS, REGULATORIES, VENDORS AS NEEDED	350	350
541.43-10 ELECTRIC, WATER, GAS	WATER	5,223	6,137
	GAS	914	
541.43-20 LANDFILL COSTS	DISPOSAL FEES OF HAZARDOUS MATERIALS, CHEMICALS, PAINT	500	500
541.44-10 RENTALS & LEASES	RENTAL OF SPECIALIZED EQUIPMENT TO INCLUDE LIFT TRUCKS FOR HIGH LIGHTS AT BALL FIELD, ROAD EQUIPMENT, ROLLER, SCISSORS LIFT AND CORE DRILLER AS NEEDED TO PERFORM CITY JOBS / PROJECTS INCREASE BASED ON CURRENT YEAR EXPENDITURES AND INCREASED LEVEL OF PRODUCTIVITY	4,750	7,500
	PAVILION - RENTAL OF SPECIALIZED EQUIPMENT / TOOLS AS NEEDED FOR FACILITY MAINTENANCE	2,750	
541.45-10 LIABILITY	LIABILITY INSURANCE	21,932	21,932
541.46-10 BUILDING	REPLACE FLOORING IN ECO. DEVELOPMENT	5,610	79,647
	FINAL BALANCING CUT-COMPLETED CURRENT YEAR	(5,610)	
	REPLACE FLOORING IN COMM. DEV	14,136	

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	FINAL BALANCING CUT	(14,136)	
	REPLACE FLOORING IN ADMINISTRATION	20,249	
	FINAL BALANCING CUT	(20,249)	
	REPLACE FLOORING IN FINANCE	31,165	
	FINAL BALANCING CUT	(31,165)	
	GENERAL MAINTENANCE AND REPAIR OF ALL CITY FACILITIES/BUILDINGS - INCLUDES PAINTING, PLUMBING ELECTRICAL, LIGHTING, HVAC, LOCKS, HARDWARE DOORS AND FIXTURES	25,000	
	LED REPLACEMENT FIXTURES-SHUFFLEBOARD COURTS TO BE INSTALLED BY CITY STAFF	8,761	
	FINAL BALANCING CUT	(8,761)	
	NEW MINI SPLIT A/C SYSTEM FOR STOVER	9,172	
	FINAL BALANCING CUT	(9,172)	
	NEW MINI SPLIT A/C SYS.PAVILION MECH.RM / GAZEBO	9,172	
	VANDAL RESISTANT DRINKING FOUNTAIN FOR STOVER		
	REPL.EXISTING 2 FOUNT.IN DUGOUTS W/ 1 CENTRAL LOC	3,234	
	FINAL BALANCING CUT	(3,234)	
	EPOXY FLOOR COATING-STOVER CONCESSION / RESTROOM APPLICATION DONE BY CITY STAFF	3,357	
	FINAL BALANCING CUT	(3,357)	
	FOUNTAIN PUMP ASSEMBLY (7.5HP MOTO R& R PUMP) INCLUDING INSTALLATION AND LABOR (2006 INSTALL)	4,380	
	FINAL BALANCING CUT	(4,380)	
	CITY HALL A/C CHILLER CIRCULATION PUMP MOTOR REPAIR	500	
	ROOF REPAIR - CITY HALL	62,700	
	MOVED TO BUILDINGS CAPITAL ACCT BY FINANCE	(62,700)	
	ROOF REPAIR - LIBRARY	82,656	
	MOVED TO BUILDINGS CAPITAL ACCT BY FINANCE	(82,656)	
	ROOF REPAIR - FIRE STATION #28	36,000	
	MOVED TO BUILDINGS CAPITAL ACCT BY FINANCE	(36,000)	
	ROOF REPAIR - PUBLIC WORKS BUILDING	10,890	
	MOVED TO BUILDINGS CAPITAL ACCT BY FINANCE	(10,890)	
	CITY HALL-COUNCIL CHAMBER LIGHTING. EXISTING LIGHTING BECOMING OBSOLETE & UNABLE TO MAINTAIN NEW LIGHTING REPLACING CHANDELIERS WITH LED INLAYS. (GS WILL INSTALL)		
	LESS MAINTENANCE AND SAVE ON ELECTRICITY DENIED LAST YEAR DUE TO BUDGET CONSTRAINTS	2,500	
	SCOREBOARD LIGHTING ADDED AT SHUFFLEBOARD COURT (GS WILL INSTALL)	630	
	CITY HALL A/C CHILLER SYSTEM REPLACEMENT	250,000	
	MOVED TO BUILDINGS CAPITAL ACCT BY FINANCE	(250,000)	
	SEE DEPARTMENT 1202 FOR CITY HALL LOBBY IMPROVEMENTS AND CLERK'S BUILDING MURAL REPAIR		
	PAINT COUNCIL CHAMBERS INCLUDING TRIM AND DOORS	2,000	
	LOGO SIGN FOR BACK WALL OF DIAS IN COUNCIL	1,000	
	INSTALL SHUTTERS TO REPLACE CURTAINS	5,985	
	FINANCE MOVED		
	ENHANCE ENTRY WAY TO RECREATION OFFICE-TILE FRONT PORCH AREA	860	
	CITY HALL SECURITY IMPROVEMENTS	28,000	
	ADDED DURING DEPARTMENT MEETING		
	CITY HALL LOBBY - REMOVE WALLPAPER AND PAINT	4,000	
	MOVED FROM 1202		
541.46-15 EQUIPMENT	REPAIR & MAINTAIN EQUIPMENT - INCLUDES BUCKET TRUCK, LOADER AND CHIPPER AS NEEDED. INCREASE BASED ON USAGE AND CURRENT YEAR EXPENDITURES	15,000	20,200
	TIRES FOR LOADER - FSA BID @ \$1,300 / EACH	5,200	
	UTILITY BED FOR GS TRUCK #133		
	FOR SECURE TOOL & STOCK STORAGE ON TRUCK	7,480	
	MOVED TO VEHICLE REPLACEMENT BY FINANCE	(7,480)	
	UTILITY BED FOR GS TRUCK #135		
	FOR SECURE TOOL & STOCK STORAGE ON TRUCK	7,480	
	MOVED TO VEHICLE REPLACEMENT BY FINANCE	(7,480)	
	UTILITY BED FOR GS TRUCK #132		
	FOR SECURE TOOL & STOCK STORAGE ON TRUCK	7,480	

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	MOVED TO VEHICLE REPLACEMENT BY FINANCE	(7,480)	
	UTILITY BED FOR GS TRUCK #137		
	FOR SECURE TOOL & STOCK STORAGE ON TRUCK	7,480	
	MOVED TO VEHICLE REPLACEMENT BY FINANCE	(7,480)	
541.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	-	-
541.46-25 MISCELLANEOUS	MAINTENANCE AND REPAIR OF ITEMS OTHER THAN BUILDINGS, SUCH AS FENCE & GATE REPAIRS, DOCKS REPAIRS, FLAGPOLES & UNFORESEEN EXPENSES AS NEEDED INCREASE BASED ON CURRENT YEAR EXPENDITURES	7,750	5,425
	FINAL BALANCING CUT	(2,325)	
541.46-37 MARINE VESSELS	REPAIR POLICE AND FIRE RESCUE BOATS, GENERAL SERVICES PONTOON BOAT AND TRAILER REPAIR AS NEEDED	4,500	4,500
	MARINE ENGINE REPLACEMENT OF 1988 90HP MERCURY OUTBOARD FOR GENERAL SERVICES PONTOON BOAT PRICING BASED ON FLORIDA STATE CONTRACT BID REQ. DENIED LAST 2 YEARS DUE TO BUDGET CONSTRAINT	11,500	
	FINAL BALANCING CUT	(11,500)	
541.46-40 TRAFFIC LIGHT MAINT.	NO AMOUNT BUDGETED	-	-
541.46-45 EXTERMINATING	PEST CONTROL SERVICES FOR CITY FACILITIES AND TERMITE INSPECTION		5,848
	QUARTERLY PEST MANAGEMENT SERVICE FOR CITY BUILDINGS AND FACILITIES (INCLUDING MONTHLY PEST MANAGEMENT ON CONCESSION BUILDINGS)	3,128	
	PAVILION - PEST MANAGEMENT SERVICE	220	
	EMERGENCY PEST MANAGEMENT AND TERMITE INFESTATION	2,500	
541.47-10 PRINTING & BINDING	PRINTS OF MAPS, PLANS, BUSINESS CARDS, AND OTHER PRINTED FORMS OF COMMUNICATION AS NEEDED		800
	ADDT'L RESIDENT COMMUN. AND RESOURCE MATERIALS	800	
541.48-22 LIGHT UP MAIN ST-SUPPLIES	CHRISTMAS CELEBRATION MATERIALS. INCLUDES RENTAL OF 72 POLE DECORATIONS AND MINI LIGHTS		12,630
	INCREASE BASED ON ITEMS NEEDED AND RISING COSTS	11,880	
	LED MINI-LIGHT REPLACEMENT - REPLACE OLDER LIGHTING WITH A MORE APPEALING LOOK AND ENERGY EFFICIENT LIGHTS	7,500	
	FINAL BALANCING CUT	(7,500)	
	LED ROPE LIGHTING	5,000	
	FINAL BALANCING CUT	(5,000)	
	30FT LED ANIMATED PANEL TREE, COMPLETE WITH ALL COMPONENTS TO HAVE A DAZZLING MUSICAL / LIGHT ANIMATION SHOW. TREE WILL BE PRE-PROGRAMMED WITH 5 HOLIDAY SONGS. EACH ROW WILL BE EQUIPPED WITH 3 SEPARATE LIGHT LINES (RED, GREEN & BLUE) EACH SONG IS PROGRAMMED SPECIFICALLY FOR THIS TREE		
	COLORS WILL FADE INDEPENDENTLY UP & DOWN ON EACH ROW WITH THE DIFFERENT BEATS OF MUSIC ALONG WITH LED STROBES AND LED SNOWFLAKES		
	REQUEST DENIED LAST YR DUE TO BUDGET CONSTRAINTS	54,078	
	FINAL BALANCING CUT	(54,078)	
	5-ADDITIONAL SONGS TO BE ADDED TO MAIN PROGRAM	3,000	
	FINAL BALANCING CUT	(3,000)	
	INSTALLATION, REMOVAL AND STORAGE OF 30 FT TREE	12,900	
	FINAL BALANCING CUT	(12,900)	
	CITY HALL CHRISTMAS TREE - REPLACEMENT		
	UPGRADE APPEARANCE, EASE OF ASSEMBLY AND IMPROVED LED LIGHTING	5,500	
	FINAL BALANCING CUT	(5,500)	
	SECO DONATION FOR CHRISTMAS LIGHT-UP EVENT AT WOOTON PARK	750	

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541.49-10 ADVERTISING	ADVERTISING CHARGES FOR NEW HIRE POSITIONS	500	500
541.51-10 OFFICE SUPPLIES	SUPPLIES INCLUDING INK PENS, PAPER CLIPS, STAPLES, WHITE-OUT, BINDERS, INDEXES AND LABELS, AS NEEDED. MATERIALS USED BY PUBLIC WORKS DIRECTOR, ADMINISTRATIVE STAFF & ALL GENERAL SERVICES STAFF INCREASE BASED ON CURRENT YEAR EXPENDITURES AND RISING COSTS	1,250	1,250
541.52-10 OPERATING SUPPLIES	PURCHASE HARDWARE, SMALL TOOLS, SAFETY EQUIPMENT PAINTING MATERIALS, A/C SUPPLIES, LUMBER, ELECTRICAL SUPPLIES, PLUMBING SUPPLIES, FLOOR MATS AND SUPPORT MATERIALS AS NEEDED	28,000	27,439
	FINAL BALANCING CUT	(4,500)	
	CINTAS SHOP TOWEL RENTAL CHARGES	156	
	BATTERY JUMP BOX	453	
	PAVILION LIFT SYSTEM		
	RAISE/LOWER AROUND BUILDING EXTERIOR	2,299	
	MOVED TO NEW EQUIPMENT BY FINANCE	(2,299)	
	PAVILION BOSUN'S CHAIR FOR EXTERIOR LIFT SYSTEM	650	
	MOVED TO DURABLE GOODS BY FINANCE	(650)	
	CORDLESS POWER TOOLS/POWER PACKS	800	
	REUSABLE PALLETS TO LOAD/TRANSPORT/STORE		
	HEAVY EQUIP/MATERIALS IN SAFE & EFFICIENT MANNER	1,280	
	PHONE - PUBLIC WORKS CONFERENCE ROOM		
	EQUIPMENT AND NECESSARY UPGRADES	1,250	
541.52-11 DURABLE GOODS	OMEGA 5.0 SOFTWARE UPGRADE FOR COMPOSER SIGN/BANNER PRINTING SOFTWARE PROGRAM	745	1,395
	MOVED FROM NEW COMPUTERS BY FINANCE		
	PAVILION BOSUN'S CHAIR FOR EXTERIOR LIFT SYSTEM	650	
	MOVED FROM OPEARTING BY FINANCE		
541.52-15 FUEL COSTS	FUEL COSTS	14,003	14,003
541.52-25 UNIFORMS	UNIFORM RENTAL SERVICE FOR ALL GENERAL SERVICES EMPLOYEES - INCREASE FOR ADD'L STAFF UNIFORMS	2,062	3,660
	FINAL BALANCING CUT	(1,031)	
	SWEATSHIRT-1 EACH FOR ALL GEN SVCS STAFF (\$35/EA)	385	
	FINAL BALANCING CUT	(70)	
	REFLECTIVE HIGH VISIBILITY SHIRTS-SAFETY (\$18/EA)	324	
	SHIRTS - GENERAL SERVICES MANAGER (\$40/EA)	200	
	SHIRTS(W/COLLAR) - GEN. SERVICES STAFF (\$40/EA)		
	APPROPRIATE DRESS FOR ATTENDING CONFERENCES / TRAINING / EDUCATION CLASSES	240	
	SHIRTS - PUBLIC WORKS DIRECTOR	200	
	SHIRTS - PUBLIC WORKS ADMIN. ASSISTANT	200	
	CAPS - GENERAL SERVICES STAFF(\$10/EA)	250	
	WORK BOOTS - ALL GEN.SERVICES STAFF (\$150/EA)	1,350	
	FINAL BALANCING CUT	(450)	
541.52-59 GEN SVCS SIGN MATERIALS	SIGN MAKING MATERIALS - BLANKS, VINYL SPECIAL EVENTS, INFORMATIONAL, DIRECTIONAL	2,500	1,950
	FINAL BALANCING CUT	(550)	
541.53-20 ROAD MATERIALS & SUPPLIES	NO AMOUNT BUDGETED	-	-
541.54-10 BKS, PUB, SUB, MEM, LIB	MEMBERSHIPS TO INCLUDE: ISA (INT'L. SOCIETY OF ARBORICULTURE) APWA (AMERICAN PUBLIC WORKS ASSOCIATION) IMSA (INT'L. MUNICIPAL SIGN ASSOCIAION) SSC (SUNSHINE SAFETY COUNCIL) CODE BOOKS/REFERENCE MANUALS AS NEEDED: HVAC(HEATING, VENTILATION AND AIR-CONDITIONING) & NEC (NATIONAL ELECTRICAL CODE). INCREASE TO MEET THE NEEDS OF THE DIRECTOR OR PUBLIC WORKS, ADMINISTRATIVE AND GENERAL SERVICES STAFF THROUGH SUPPORT WITH NECESSARY RESOURCES	1,500	1,500

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541.59-90 CONTINGENCY	UNFORESEEN EXPENSES - TO INCLUDE EMERGENCY SPILLS, ROOF AND BUILDING REPAIRS FINAL BALANCING CUT	25,000 (25,000)	-
541.62-20 BUILDINGS	ROOF REPAIR - CITY HALL FINAL BALANCING CUT MOVED FROM BUILDING REPAIR BY FINANCE ROOF REPAIR - LIBRARY FINAL BALANCING CUT MOVED FROM BUILDING REPAIR BY FINANCE ROOF REPAIR - FIRE STATION #28 MOVED FROM BUILDING REPAIR BY FINANCE BUDGETED UNDER FIRE DEPARTMENT ROOF REPAIR - PUBLIC WORKS BUILDING FINAL BALANCING CUT MOVED FROM BUILDING REPAIR BY FINANCE CITY HALL A/C CHILLER SYSTEM REPLACEMENT MOVED FROM BUILDING REPAIR BY FINANCE	62,700 (62,700) 82,656 (82,656) 36,000 (36,000) 10,890 (10,890) 250,000	250,000
541.63-30 PAVING	NO AMOUNT BUDGETED	-	-
541.64-10 EQUIP - REPLACEMENT	JOHN DEERE 344K 2.0 YARD LOADER REPLACEMENT FOR CURRENT 1989(25YR)KOBELCO LOADER PRICING BASED ON FLORIDA SHERRIFF'S ASSOC. BID (DENIED FY 2014-15) FINAL BALANCING CUT	130,599 (130,599)	-
541.64-11 EQUIP-VEHICLE REPLACEMENT	F350 1-TON TRUCK WITH UTILITY BED TO REPLACE EXISTING UNIT #118 (YEAR 1997) INCLUDES TRUCK SETUP WITH STROBES, LETTERING, 2-WAY RADIO. (DENIED FY13-14, FY14-15) (1TON TRUCK REQUIRED FOR HEAVY TRANSPORT / HAULING) FINAL BALANCING CUT UTILITY BED FOR GS TRUCK #132 FOR SECURE TOOL & STOCK STORAGE ON TRUCK MOVED FROM EQUIPMENT REPAIR BY FINANCE FINAL BALANCING CUT UTILITY BED FOR GS TRUCK #137 FOR SECURE TOOL & STOCK STORAGE ON TRUCK MOVED FROM EQUIPMENT REPAIR BY FINANCE FINAL BALANCING CUT UTILITY BED FOR GS TRUCK #133 FOR SECURE TOOL & STOCK STORAGE ON TRUCK MOVED FROM EQUIPMENT REPAIR BY FINANCE FINAL BALANCING CUT UTILITY BED FOR GS TRUCK #135 FOR SECURE TOOL & STOCK STORAGE ON TRUCK MOVED FROM EQUIPMENT REPAIR BY FINANCE FINAL BALANCING CUT	42,000 (42,000) 7,480 (7,480) 7,480 (7,480) 7,480 (7,480) 7,480 (7,480)	-
541.64-13 EQUIP - COMP REPLACEMENT	REPLACEMENT DESKTOP COMPUTER FOR GENERAL SERVICES TOWER, MONITOR, KEYBOARD, MOUSE (TO BE USED BY GEN.SVCS.FOREMAN AND CREW) FINAL BALANCING CUT	1,500 (1,500)	-

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541.64-14 EQUIP - NEW COMPUTERS	FACILITY MANAGEMENT SOFTWARE LICENCE RENEWAL & EXPANSIONS TO SOFTWARE FOR IMPROVED RECORD KEEPING AND DATA TRACKING MOVED TO CONTRACTUAL SERVICES (34-10) BY FINANCE	1,980 (1,980)	-
	OMEGA 5.0 SOFTWARE UPGRADE FOR COMPOSER SIGN/BANNER PRINTING SOFTWARE PROGRAM MOVED TO DURABLE GOODS BY FINANCE	745 (745)	
541.64-15 EQUIP - NEW	8 1/2' X 30' ALUMINUM WORK BARGE WITH 115HP MERCURY OUTBOARD MOTOR(\$15,000) & SERVICE MOUNTED AUTOCRANE 14005H 20'REACH(\$15,000) (DENIED FY2014-15)	90,000 (90,000)	-
	FINAL BALANCING CUT KUBOTA RTV900XT (ROUGH TERRAINE) UTILITY VEHICLE TOOL/EQUIP TRANSP.-RIGHT-OF-WAY/PARKS ACCESS REMOVED LAST YEAR DUE TO BUDGET CONSTRAINTS FINAL BALANCING CUT	12,100 (12,100)	
	TRUCK MOUNTED CRANE-AUTOCRANE 14005H 20' REACH NEEDED FOR SAFETY AT EXTENDED HEIGHTS / CHRISTMAS DECOS. PLACE ON GEN.SVCS.TRUCK#118 OR REPLACEMENT REMOVED LAST YEAR DUE TO BUDGET CONSTRAINTS FINAL BALANCING CUT	16,500 (16,500)	
	HYDRAULIC PIPE BENDER - USED FOR BUILD / REPAIR CONDUIT, ELECTRIC, PIPE, HANDRAILS, CUSTOM FABRI FINAL BALANCING CUT	8,426 (8,426)	
	GRAPPLE FOR CURRENTLOADER544J-MULTI-PURP/DEPT LAND CLEARING, MITIGATION OF EMERGENCY SITUATION PRICING PER FLORIDA SHERRIFF'S ASSOC. BID FINAL BALANCING CUT	15,767 (15,767)	
	GERBER THERMAL PRINTER AND SOFTWARE BANNERS DIGITAL PRINTING SYSTEM FOR SIGNS AND MARKINGS TECHNOLOGY UPGRADE FROM CURRENT SYSTEM FINAL BALANCING CUT	24,250 (24,250)	
	GRAPHTEC 42" CUTTER WITH STAND NEEDED IN THE PRODUCTION OF LARGE BANNERS AND OVERSIZED BANNER MATERIALS FINAL BALANCING CUT	5,895 (5,895)	
541.64-17 EQUIP-NEW VEHICLES	PAVILION LIFT SYSTEM RAISE/LOWER AROUND BUILDING EXTERIOR MOVED FROM OPERATING BY FINANCE MOVED TO PAVILION BUDGET	2,299 (2,299)	-
541.64-25 FUTURE PROJECTS	NEW PUBLIC WORKS FACILITY DESIGN, CONSTRUCTION OVERSIGHT, CONSTRUCTION FINAL BALANCING CUT	4,000,000 (4,000,000)	-
	REPLACEMENT LED LIGHTS TAVARES GATEWAY FOUNTAIN IMPROVED LED LIGHTING WITH COLOR CHANGING OPTION FINAL BALANCING CUT	150,000 (150,000)	

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STREET MAINTENANCE DIVISION EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
541.12-10	REGULAR SALARIES	-	28,356	42,197	48.81%
541.14-10	OVERTIME	-	1,000	2,000	100.00%
541.21-10	FICA / MED TAXES	-	2,246	2,879	28.18%
541.22-20	FL STATE RETIREMENT	-	2,206	3,416	54.85%
541.23-10	HEALTH	-	4,848	6,140	26.65%
541.23-15	DENTAL INSURANCE	-	204	319	56.37%
541.23-20	LIFE INSURANCE	-	108	225	108.33%
541.23-21	SHORT-TERM DISABILITY	-	105	155	47.62%
541.23-30	DEPENDENT HEALTH	-	7,806	9,426	20.75%
541.23-35	DEPENDENT DENTAL	-	411	650	58.15%
541.23-40	LONG TERM DISABILITY	-	69	103	49.28%
541.24-10	WORKERS' COMPENSATION	-	2,698	3,195	18.42%
* SALARIES AND BENEFITS		-	50,057	70,705	41.25%
<i>OPERATING EXPENDITURES</i>					
541.31-15	ENGINEERING	-	625	10,000	1500.00%
541.34-10	CONTRACTUAL SERVICES	-	43,780	59,219	35.26%
541.40-10	TRAVEL & PER DIEM	-	4,335	3,060	-29.41%
541.41-10	TELEPHONE	-	1,902	479	-74.82%
541.41-20	OTHER COMMUNICATION	-	-	500	100.00%
541.41-30	POSTAGE	-	300	300	0.00%
541.43-10	ELECTRIC, WATER, GAS	-	-	325,502	100.00%
541.44-10	RENTALS & LEASES	-	4,500	4,800	6.67%
541.45-10	LIABILITY	-	-	6,832	100.00%
541.46-15	REPAIR & MAINT. - EQUIPMENT	-	2,500	12,000	380.00%
541.46-25	REPAIR & MAINT. - MISC.	-	-	5,000	100.00%
541.46-40	TRAFFIC LIGHT MAINT.	-	47,928	47,210	-1.50%
541.47-10	PRINTING & BINDING	-	300	300	0.00%
541.49-10	ADVESTISING	-	-	500	100.00%
541.51-10	OFFICE SUPPLIES	-	200	300	50.00%
541.52-10	OPERATING SUPPLIES	-	3,000	11,000	266.67%
541.52-11	DURABLE GOODS	-	-	1,560	100.00%
541.52-15	FUEL COSTS	-	4,622	10,000	116.36%
541.52-25	UNIFORMS	-	2,150	2,150	0.00%
541.52-59	GEN SVCS SIGN MATERIALS	-	7,500	3,000	-60.00%
541.53-20	ROAD MATERIALS & SUPPLIES	-	49,331	30,900	-37.36%
541.54-10	BKS, PUB, SUB, MEM, LIB	-	1,000	1,500	50.00%
* OPERATING EXPENDITURES		-	173,973	536,112	208.16%
<i>CAPITAL EXPENDITURES</i>					
541.63-10	STREET SIGN REPLACEMENT	-	-	5,000	100.00%
541.63-20	SIDEWALK REPAIR/CONST.	-	35,000	25,000	-28.57%
541.63-30	PAVING	-	-	100,000	100.00%
541.64-10	EQUIP - REPLACEMENT	-	-	-	0.00%
541.64-14	EQUIP - NEW COMPUTERS	-	1,000	-	-100.00%
541.64-15	EQUIP - NEW	-	2,593	-	-100.00%
541.64-17	EQUIP - NEW VEHICLES	-	-	-	0.00%
541.65-80	ROAD CONSTRUCTION	-	-	-	0.00%
* CAPITAL EXPENDITURES		-	153,593	130,000	-15.36%
TOTAL STREET AND ROADS		-	377,623	736,817	95.12%

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541.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	42,197	42,197
541.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	2,000	2,000
541.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	2,879	2,879
541.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	3,416	3,416
541.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	6,140	6,140
541.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	319	319
541.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	225	225
541.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	155	155
541.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	9,426	9,426
541.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	650	650
541.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	103	103
541.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	3,195	3,195
541.31-15 ENGINEERING	ENGINEERING SERVICES FOR IMPLEMENTATION OF PAVEMENT MGMT 5-YEAR PLAN AND PUBLIC WORKS PROJECTS AS NEEDED TO INCLUDE SIDEWALKS, ROADS AND ALLEYS	10,000	10,000
541.34-10 CONTRACTUAL SERVICES	30 STREET LIGHTS ON HWY 441 REPAIRED BY THE CITY OF LEESBURG	3,969	59,219
	MPO-ROADWAY PAVEMENT MANAGEMENT & SIDEWALK CONDITION ASSESSMENT/ADA COMPLIANCE PRIORITY RANKING SYSTEM. ONGOIN-DATA SOFTWARE PKG, TRAINING, ASSIST W/REPAIR-REPLACEMENT STRATEGY NECESSARY AS FUTURE BUDGETING TOOL	5,250	
	STREET SIGN MAINTENANCE -INTERLOCAL AGREEMENT WITH LAKE COUNTY FOR INSPECTION & MAINTENANCE (906 SIGN ASSEMBLIES)	10,000	
	ROADWAY STRIPING/MARKING - CONTRACTED FOR LARGER TRAFFIC MARKING PROJECTS	25,000	
	SIDEWALK/RAMP ADA COMPLIANCE REPAIR CONTRACTED FOR LARGER REPAIR PROJECTS	15,000	
541.40-10 TRAVEL & PER DIEM	ATTEND SEMINARS, WORKSHOPS, CONFERENCES, TRADE SHOWS AND TRAINING CLASSES AS NEEDED AND REQUIRED FOR ALL ROADS EMPLOYEES.	2,000	3,060
	FINAL BALANCING CUT	(2,000)	
	IMOT TRAINING FOR 2 ROADS EMPLOYEES (IMOT - INTERMEDIATE MAINTENANCE OF TRAFFIC) FLORIDA DEPT. OF TRANSPORTATION (FDOT) REQUIRED FOR PERSONS WITH RESPONSIBILITY FOR SETTING UP, MAINTAINING AND SUPERVISING WORKZONE OPERATIONS	800	
	SIGNS & MARKINGS LEVEL 1 CLASS FOR 1 ROADS EMPLOYEE TO MASTER BASIC PRINCIPLES REQUIRED FOR SAFE AND PROPER SIGN USE AND PAVEMENT MARKING	500	
	SIGNS & MARKINGS LEVEL 2 FOR 2 ROADS EMPLOYEES TO ADVANCE AND APPLY THEIR KNOWLEDGE OF PROPER SIGN USE AND PAVEMENT MARKING	960	

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 DIVISION 02

CITY OF TAVARES
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STREET MAINTENANCE DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
	SIGNS & MARKINGS LEVEL 2 CERTIFICATION RENEWAL FOR 2 EMPLOYEES TO MAINTAIN THEIR CURRENT CERTIFICATION, REFRESH THEIR KNOWLEDGE OF WORKPLACE SIGN USE AND PAVEMENT MARKING AND CONTINUE THEIR PROFESSIONAL ADVANCEMENT WITHIN THE PUBLIC WORKS DEPARTMENT	800	
541.41-10 TELEPHONE	TELEPHONE SERVICE REMOVED BY FINANCE NEXTEL NEXTEL - ADDITIONAL POSITION REQUESTED FINAL BALANCING CUT VERIZON LISTED UNDER OTHER COMMUNICATION	2,000 (2,000) 479 479 (479) 455 (455)	479
541.41-20 OTHER COMMUNICATION	REMOTE INTERNET SERVICE (HOTSPOT) NEEDED FOR ACCESS TO DATA/INFORMATION / MAPS WHILE WORKING ON PROJECT/CONSTRUCTION SITES	500	500
541.41-30 POSTAGE	MAIL LETTERS, CORRESPONDENCE TO RESIDENTS, REGULATORIES, VENDORS AS NEEDED	300	300
541.43-10 ELECTRIC, WATER, GAS	TRAFFIC LIGHTS STREET LIGHTS	156,594 168,908	325,502
541.44-10 RENTALS & LEASES	RENTAL OF SPECIALIZED EQUIPMENT AS NEEDED ROAD EQUIPMENT,ROLLER, SCISSOR LIFT & CORE DRILLER	4,800	4,800
541.45-10 LIABILITY	LIABILITY INSURANCE	6,832	6,832
541.46-10 BUILDING	NO AMOUNT BUDGETED	-	-
541.46-15 EQUIPMENT	BACKHOE FRONT END LOADER MAINTENANCE, TIRES AND REPAIRS AS NEEDED REPAIR AND MAINTAIN EQUIPMENT FINAL BALANCING CUT	10,000 5,000 (3,000)	12,000
541.46-25 MISCELLANEOUS	CONTINGENCY FOR UNFORESEEN EXPENSES	5,000	5,000
541.46-40 TRAFFIC LIGHT MAINT.	ANNUAL TRAFFIC SIGNAL AND SCHOOL FLASHERS MAINTENANCE AGREEMENT WITH LAKE COUNTY TRAFFIC SIGNALS-16 INTERSECTIONS @ \$2,544.12 / EA SCHOOL FLASHERS - 4 @ \$607.28/EA TRAFFIC LOOP REPAIRS TRAFFIC SIGNAL BULB REPLACEMENT W/LED (\$40-\$60/EA) CABINET REPLACEMENT AT 3 DIFFERENT LOCATIONS ON SR 19 (RECOMMENDED BY COUNTY) DUE TO OUTDATED EQUIPMENT AND DETERIORATION OF WIRING. COUNTY IS SUBMITTING THIS AMOUNT TO THE STATE FOR THEIR REBUILD PROGRAM, BUT NO GUARANTEE IT WILL BE ADDED FINAL BALANCING CUT	40,706 2,430 2,394 1,680 69,000 (69,000)	47,210
541.47-10 PRINTING & BINDING	PRINTS OF MAPS, PLANS, BUSINESS CARDS, AND OTHER PRINTED FORMS OF COMMUNICATION AS NEEDED	300	300
541.49-10 ADVERTISING	ADVERTISING CHARGES FOR NEW HIRE POSITIONS	500	500
541.51-10 OFFICE SUPPLIES	SUPPLIES INCLUDING INK PENS, PAPER CLIPS, STAPLES, WHITE-OUT, BINDERS, INDEXES AND LABELS, AS NEEDED	300	300

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CITY OF TAVARES
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STREET MAINTENANCE DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
541.52-10 OPERATING SUPPLIES	PURCHASE HARDWARE, SMALL TOOLS, SAFETY TRAFFICWAND SAFETY EQUIPMENT AND SUPPORT MATERIALS AS NEEDED	10,000	11,000
	UNIFORM SERVICE CHARGES, SHOP TOWELS	150	
	FIRST AID KITS FOR ALL ROADS VEHICLES & OFFICE	300	
	SPILL KITS - MITIGATION OF HAZARDOUS SPILLS INCLUDING FUELS, CHEMICALS, DEBRIS	1,000	
	SAFETY MARKING TAPE	100	
	36" TRAFFIC CONES, REFLECTIVE CONE COLLARS 50 @ \$30/EA, TO MAINTAIN NEEDED LEVEL OF WORKPLACE SAFETY	1,500	
	FUEL CABINET - ADEQUATE/SAFE STORAGE	1,600	
	HIGH INTENSITY BARRICADE FLASHERS (QTY 25) REQUIRED FOR SAFE MOT (MAINTENANCE OF TRAFFIC)	1,000	
	24" TYPE II DOT BARRICADES (QTY 20) DOT(DEPTOFTRANS)BARRICADE-MOT(MAINT. OF TRAFFIC)	1,000	
	36" TYPE II DOT BARRICADES (QTY 20) DOT(DEPTOFTRANS)BARRICADE-MOT(MAINT. OF TRAFFIC)	1,200	
	6' TYPE III DOT BARRICADES-RIGHT SLANT (QTY 10) DOT(DEPTOFTRANS)BARRICADE-MOT (MAINT. OF TRAFFIC)	1,200	
	6' TYPE III DOT BARRICADES-LEFT SLANT (QTY 10) DOT(DEPTOFTRANS)BARRICADE-MOT (MAINT. OF TRAFFIC)	1,200	
	CORDLESS POWER TOOLS/POWER PACKS CIRCULAR SAWS & SAWZALL W/POWER PACKS	800	
	OSHA CERTIFIED SAFETY HARNESES AND LANYARDS SAFETY EQUIP. NEEDED FOR SAFE WORK PERF. DEPT CURRENTLY HAS NO SAFETY HARNESES	500	
	FINAL BALANCING CUT DEPARTMENT CHANGE	(10,000) (550)	
541.52-11 DURABLE GOODS	DOCUMENT SCANNER - NEAT DESKTOP MODEL #3264 EFFICIENT DOCUMENT MANAGEMENT AND REDUCTION OF PAPER COPY/PRINT	450	1,560
	PRINTER/FAX LASERJET PRO MODEL #P1606DN	250	
	STIHL POLESAW HT101 CLEARING TREE LIMBS THAT IMPEDE ROAD AND SIDEWALK TRAFFIC MOVED FROM NEW EQUIPMENT BY FINANCE	600	
	ECHO BLOWER BP-255LN CLEAN-UP/CLEARING OF ROADS AND SIDEWALKS MOVED FROM NEW EQUIPMENT BY FINANCE	260	
541.52-15 FUEL COSTS	FUEL COSTS INCREASE IN FUEL COSTS WITH ADDITION OF CLAW TRUCK, STAFF AND USE OF HEAVY EQUIPMENT FINAL BALANCING CUT	15,000 (5,000)	10,000
541.52-25 UNIFORMS	UNIFORM RENTAL SERVICE FOR ALL STREETS EMPLOYEES WORK BOOTS FOR EACH EMPLOYEE (\$150/EA) SHIRTS-MANAGER(\$40/EA) SHIRT-ONE FOR EACH EMPLOYEE W/CITY & NAME (\$40/EA) SWEATSHIRTS-ONE FOR EACH EMPLOYEE (\$35/EA) REFLECTIVE HI-VISIBILITY T-SHIRTS FOR EMPLOYEES JACKET - EACH EMPLOYEE FINAL BALANCING CUT DEPARTMENT CHANGE	2,500 300 200 40 70 150 150 (1,810) 550	2,150
541.52-59 GEN SVCS SIGN MATERIALS	STREET SIGN MATERIALS (MISC.SIGNS, SIGN BLANKS, VINYL, EMERGENCY REGULATORY SIGNS) KEEPING IN COMPLIANCE WITH REGULATORY REQUIREMENT	3,000	3,000

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CITY OF TAVARES
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STREET MAINTENANCE DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
541.53-20 ROAD MATERIALS & SUPPLIES	MATERIALS FOR ROAD REPAIRS INCLUDING CONCRETE AND PATCH AS NEEDED - INCREASE BASED ON ESCALATING PRICES AND CURRENT YEAR EXPENDITURES	12,600	30,900
	MILLING MATERIAL NEEDED FOR ROAD REPAIRS	4,000	
	ROAD STENCILS NEEDED FOR MARKINGS	300	
	THERMOPLASTIC AND STRIPING MATERIAL / SUPPLIES FOR MAINTENANCE OF LINES AND MARKINGS	6,500	
	EROSION CONTROL FOR RIGHTS-OF-WAY PROVIDE A MORE STABLE ROADSIDE CONDITION AND PREVENT ROAD BREAKDOWN/DETERIORATION	2,500	
	EMERGENCY PAVEMENT REPAIR DUE TO UNFORESEEN CIRCUMSTANCES (IE: BURNT ASPHALT DUE TO CAR FIRE)	25,000	
	FINAL BALANCING CUT	(20,000)	
541.54-10 BKS, PUB, SUB, MEM, LIB	BOOKS, PUBLICATIONS, SUBSCRIPTIONS, MEMBERSHIPS		1,500
	IMSA (INT'L. MUNICIPAL SIGN ASSOCIATION)	1,000	
	SSC (SUNSHINE SAFETY COUNCIL)		
	CODE BOOKS/REFERENCE MANUALS AS NEEDED		
	(AASHTO)AMERICAN ASSOC.OF STATE HWY & TRANSP. ORG.	1,000	
	FINAL BALANCING CUT	(500)	
541.63-10 STREET SIGN REPLACEMENT	STREET SIGN INTERLOCAL AGREEMENT W/LAKE COUNTY FOR SIGN REPAIR/REPLACEMENT AND TO COMPLY WITH STATE MANDATED MUTCD RETRO-REFLECTIVITY GUIDELINES	5,000	5,000
541.63-20 SIDEWALK REPAIR/CONST.	REPAIR AND CONSTRUCTION OF CITY SIDEWALKS FOR THE SAFETY AND WELL-BEING OF PEDESTRIANS, MEETING CURRENT ADA REQUIREMENTS	30,000	25,000
	FINAL BALANCING CUT	(30,000)	
	SIDEWALK GRINDING PROGRAM		
	CONTINUATION OF CONTRACT TO CORRECT AREAS WITH TRIP HAZARDS & NOT MEETING CURRENT ADA REQUIREMENT	25,000	
	REPAIR AND CONSTRUCTION OF CITY SIDEWALKS FOR THE SAFETY AND WELL-BEING OF PEDESTRIANS, MEETING CURRENT ADA REQUIREMENTS		
	AROUND CITY BUILDINGS, FACILITIES, PARKS	15,000	
	MOVED FROM SIDE WALK REPAIR IN DIVISION 4101		
	FINAL BALANCING CUT	(15,000)	
541.63-30 PAVING	ROAD PAVEMENT - PAVEMENT MANAGEMENT PLAN REPAIR ROADS IN A PRIORITIZED MANNER AS DETERMINED BY THE PROJECTED 5-YEAR PLAN	500,000	100,000
	FINAL BALANCING CUT	(400,000)	
	ENGINEERING		
	CONSTRUCTION OVERSIGHT		
	STRIPING		
	CURB / ADA RAMP REPAIRS	100,000	
	FINAL BALANCING CUT	(100,000)	
	ALLEYWAY BRICK PAVE		
	CONTINUATION OF ALLEY IMPROVEMENTS		
	INSTALL BRICK PAVERS ON EXISTING DIRT ALLEYWAYS IN THE CRA DISTRICT (PROJECT#CR0701)	120,000	
	FINAL BALANCING CUT	(120,000)	
541.64-11 EQUIP-VEHICLE REPLACEMENT	F350 1-TON TRUCK WITH UTILITY BED, WENCH TO REPLACE EXISTING UNIT #123 (YEAR 2000) INCLUDES TRUCK SETUP WITH STROBES, LETTERING, 2-WAY RADIO		-
	(1 TON TRUCK REQUIRED FOR HEAVY TRANSPORT / HAUIING BETTER EQUIPPED, IMPROVED EFFICIENCY, TOOL STORAGE		
	FLORIDA SHERRIFF'S ASSN BID #52	46,126	
	FINAL BALANCING CUT	(46,126)	

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CITY OF TAVARES
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STREET MAINTENANCE DIVISION EXPENDITURE JUSTIFICATION

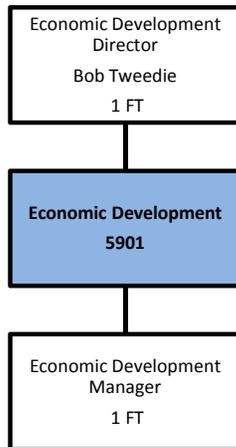
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
541.64-14 EQUIP - NEW COMPUTERS	NEW LAPTOP FOR STREETS MANAGER DELL 11.6 TOUCH SCREEN 8.1 IMMEDIATE ONSITE ACCESS TO MAPS, WORK ORDERS, RESIDENT CONCERNS, REPORTING (ROADS, SIDEWALKS, RIGHTS-OF-WAY - BOUNDARIES) FINAL BALANCING CUT	800 (800)	-
541.64-15 EQUIP - NEW	EQUIPMENT NEEDED TO REPAIR AND/OR BUILD SIDEWALKS, ROADS, RAMPS, ETC.: TANDEM AXLE DUMP TRAILER- 7'X14' #DTE714DLPF MULTI-USE FOR TRANSPORT OF MATERIALS AND EQUIP (INCLUDING BOBCAT) AND EMERGENCY RESPONSE NEEDS LOWER GROUND CLEARANCE FOR EASIER LOAD / OFF-LOAD GREATER LOAD BEARING CAPACITY FINAL BALANCING CUT COMPACT ASPHALT PAVER NEEDED FOR ROAD REPAIRS - MORE LONG TERM RESULTS ABLE TO MAKE REPAIRS/IMPROVEMENTS MORE QUICKLY ALLOWS FOR MORE EFFICIENT PROCESS FINAL BALANCING CUT COMPACT VIBRATORY ROLLER #CB14 PROPER COMPACTION OF ASPHALT REQUIRED FINAL BALANCING CUT STIHL POLESAW HT101 CLEARING TREE LIMBS THAT IMPEDE ROAD AND SIDEWALK TRAFFIC MOVED TO DURABLE GOODS BY FINANCE ECHO BLOWER BP-255LN CLEAN-UP/CLEARING OF ROADS AND SIDEWALKS MOVED TO DURABLE GOODS BY FINANCE PYTHON 5000 SELF-PROPELLED POTHOLE PATCHING MACHINE. SAFELY REPAIR AND PATCH ROADS USING STANDARD HOT ASPHALT MIX BY ONE PERSON FINAL BALANCING CUT	7,800 (7,800) 286,120 (286,120) 36,725 (36,725) 600 (600) 260 (260) 290,000 (290,000)	-
541.64-23 SOFTWARE	POTHOLE COMPLAINT SOFTWARE APP WILL COST \$3,783 FOR THREE YEARS ADDED AFTER DEPARTMENT MEETING FINAL BALANCING CUT	3,783 (3,783)	-
541.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-

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Economic Development

Department 59



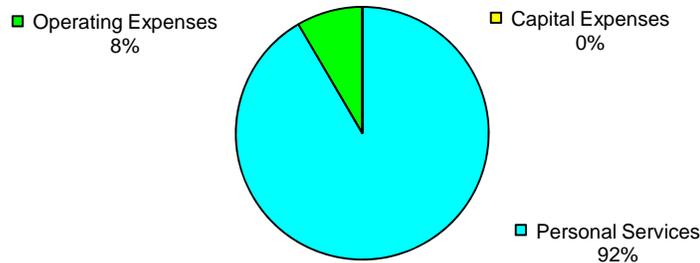
Position Summary

Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Full Time:				
Economic Development Director	12001	1	1	1
Economic Development Manager	59001	1	1	1
No. of Full Time		2	2	2
Total No. of Positions:		2	2	2
Total FTEs:		2	2	2

Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Department Summary</i>				
Economic Development-5901				
Personal Services	196,989	204,378	199,227	-2.52%
Operating Expenses	106,366	16,871	18,307	8.51%
Capital Expenses	-	20,589	-	-100.00%
Debt				
Grand Total Eco. Dev.	\$ 303,355	\$ 241,838	\$ 217,534	-10.05%
<i>Percentage of Fund Budget</i>	2.17%	1.73%	1.44%	

201 APPROPRIATIONS



2016 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 the 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 SR19 corridor. The Economic Development Department strives to cultivate an environment that facilitates the success of existing businesses and the attraction of new business to enhance the overall economic health of the community.

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/recruitment, implementing programs that foster growth & prosperity, create and coordinate major events to stimulate the local economy, and pursue State and Federal grants 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 2013	Actual 2014	Est. 2015	Projected 2016
1.	Value of New Commercial Construction	\$10,000,000	\$13,000,000	\$13,000,000	\$13,000,000
2.	Number of New Business Licenses	150	120	130	130
3.	Number of Grant Applications Filed	3	2	2	3
4.	Number of Special Events Facilitated	25	32	26	20

2016 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 the community.

Citizen and Customer Service Focus

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

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 operations.

2016 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)

2016 OPERATING BUDGET

ECONOMIC DEVELOPMENT/GRANTS - 5901 (continued)

PROGRAM HIGHLIGHTS

2016 Objectives (continued)

6. Facilitated 20 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. Develop Economic Development Tool Kit & Marketing Materials (Goal 2, Goal 5)
10. Incorporate the Seaplane Base into the CFASPP/FASP for long range FAA funding goals. (Goals 2)
11. Create an updated Economic Development Plan. (Goal 1, Goal 5)
12. Facilitate the development of the Tavares Square Project. (Goal 3,4)
13. Create a CRA/TIF action plan consistent with the Downtown Master Plan. (Goal 1, 2, 3)
14. Complete the Seaplane Base Master Plan. (Goal 2,5)
15. Create one new signature event.

2015 Accomplishments

1. Produced Economic Impact Reports.
2. Coordinated 20+ special events in Wooton Park.
3. Captured FDOT funding (\$75k) for aviation development - seaplane base master planning project.
4. Captured over \$10k in TDC Funding.

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CITY OF TAVARES
 PROPOSED BUDGET
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ECONOMIC DEVELOPMENT EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
559.12-10	REGULAR SALARIES	142,698	146,521	147,728	0.82%
559.14-10	OVERTIME	-	-	-	0.00%
559.15-50	HOUSING ALLOWANCE	-	-	3,600	100.00%
559.15-60	ELECTR TABLET ALLOWANCE	500	-	-	0.00%
559.21-10	FICA / MED TAXES	10,305	10,531	11,226	6.60%
559.22-20	FL STATE RETIREMENT	22,158	25,481	27,236	6.89%
559.23-10	HEALTH INSURANCE	10,223	11,474	6,140	-46.49%
559.23-15	DENTAL INSURANCE	557	605	638	5.45%
559.23-20	LIFE INSURANCE	810	597	836	40.03%
559.23-21	SHORT-TERM DISABILITY INS	507	510	518	1.57%
559.23-30	DEPENDENT HEALTH INSURANCE	8,337	7,727	-	-100.00%
559.23-35	DEPENDENT DENTAL INSURANCE	225	244	650	166.39%
559.23-40	LONG TERM DISABILITY	369	380	383	0.79%
559.24-10	WORKERS' COMPENSATION	300	308	272	-11.69%
559.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
*	SALARIES AND BENEFITS	196,989	204,378	199,227	-2.52%
<i>OPERATING EXPENDITURES</i>					
559.40-10	TRAVEL & PER DIEM	1,431	3,510	8,060	129.63%
559.41-10	TELEPHONE	1,433	1,604	958	-40.27%
559.41-20	OTHER COMMUNICATION	-	100	100	0.00%
559.41-30	POSTAGE	36	100	100	0.00%
559.44-10	RENTALS & LEASES	-	-	-	0.00%
559.45-10	LIABILITY	4,458	4,947	5,689	15.00%
559.46-10	BUILDING	-	2,700	-	-100.00%
559.46-25	MISCELLANEOUS	-	560	-	-100.00%
559.47-10	PRINTING & BINDING	697	340	700	105.88%
559.48-60	SPONSORED EVENTS	112	250	250	0.00%
559.49-10	ADVERTISING	117	500	500	0.00%
559.51-10	OFFICE SUPPLIES	374	441	500	13.38%
559.52-10	OPERATING SUPPLIES	263	800	400	-50.00%
559.52-11	DURABLE GOODS	-	19	-	-100.00%
559.54-10	BKS, PUB, SUB, MEM, LIB	1,539	1,000	1,050	5.00%
559.59-65	GRANT MATCH	95,906	-	-	0.00%
*	OPERATING EXPENDITURES	106,366	16,871	18,307	8.51%
<i>CAPITAL EXPENDITURES</i>					
559.64-10	EQUIP - REPLACEMENT	-	-	-	0.00%
559.64-13	EQUIP - COMP REPLACEMENT	-	933	-	-100.00%
559.64-14	EQUIP - NEW COMPUTERS	-	-	-	0.00%
559.64-15	EQUIP - NEW	-	-	-	0.00%
559.64-23	SOFTWARE	-	-	-	0.00%
559.64-25	FUTURE PROJECTS	-	19,656	-	-100.00%
*	CAPITAL EXPENDITURES	-	20,589	-	-100.00%
TOTAL ECONOMIC DEVELOPMENT		303,355	241,838	217,534	-10.05%

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CITY OF TAVARES
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ECONOMIC DEVELOPMENT EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
559.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	147,728	147,728
559.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	-	-
559.14-10 OVERTIME	NO AMOUNT BUDGETED	-	-
559.15-50 HOUSING ALLOWANCE	HOUSING ALLOWANCE	3,600	3,600
559.15-60 ELECTR TABLET ALLOWANCE	NO AMOUNT BUDGETED	-	-
559.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	11,226	11,226
559.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	27,236	27,236
559.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	6,140	6,140
559.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	638	638
559.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	836	836
559.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	518	518
559.23-30 DEPENDENT HEALTH INSURANCE	NO AMOUNT BUDGETED	-	-
559.23-35 DEPENDENT DENTAL INSURANC	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	650	650
559.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	383	383
559.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	272	272
559.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	-	-
559.40-10 TRAVEL & PER DIEM	CHAMBER LUNCHEONS CNTRL FL PARTNERSHIP REGIONAL GATHERING FAC CONFERENCE FINAL BALANCING CUT COMMUNITY SERVICE AWARDS ECONOMIC DEVELOPMENT SUMMIT AIRPORT LEADERSHIP DEVELOPMENT AAAE CM TRAINING FINAL BALANCING CUT AAAE ES CHAPTER	250 150 3,000 (1,000) 60 100 500 4,000 (1,000) 2,000	8,060
559.41-10 TELEPHONE	NEXTEL/SPRINT - CELL PHONES REMOVED BY FINANCE NEXTEL	1,600 (1,600) 958	958
559.41-20 OTHER COMMUNICATION	OTHER COMMUNICATION	100	100
559.41-30 POSTAGE	POSTAGE GRANT PACKETS, ETC	100	100
559.45-10 LIABILITY	LIABILITY INSURANCE	5,689	5,689
559.46-10 BUILDING	OFFICE RECOMP FINAL BALANCING CUT	2,000 (2,000)	-
559.46-25 MISCELLANEOUS	NO AMOUNT BUDGETED	-	-
559.47-10 PRINTING & BINDING	ECONOMIC DEVELOPMENT TRIFOLD GRANT PACKET PRINTING SERVICES	600 100	700
559.48-60 SPONSORED EVENTS	SUMMIT SPONSORSHIP	250	250

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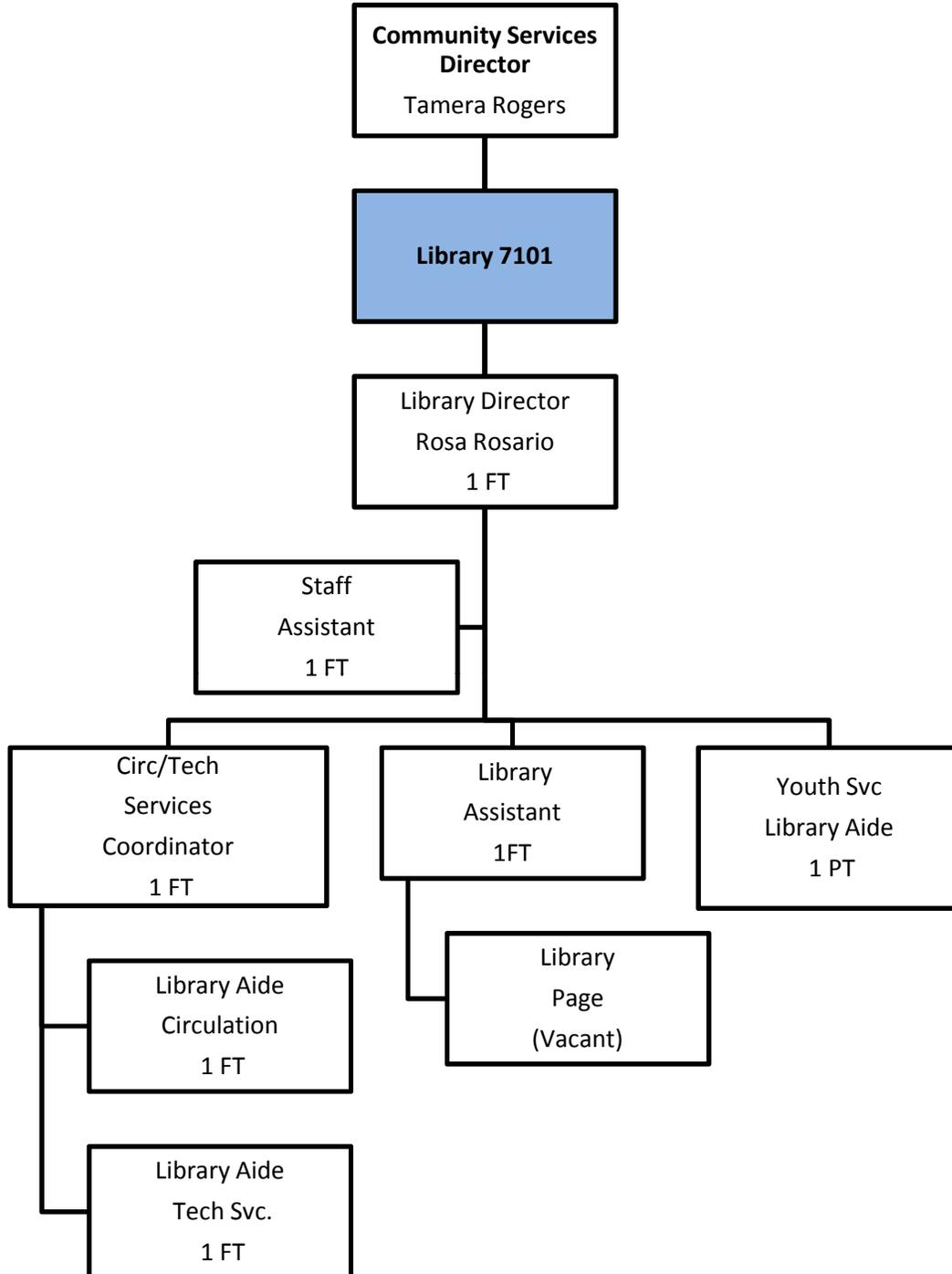
CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

ECONOMIC DEVELOPMENT EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
559.49-10 ADVERTISING	PROMOTIONAL ITEMS FOR FY16; PENS, GIVEAWAYS	500	500
559.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	500	500
559.52-10 OPERATING SUPPLIES	FLOOR REPLACEMENT IN OFFICE FLOOR REMOVED ALSO IN G/S \$5,610 FINANCE REMOVED CITY SHIRTS PER POLICY DECREASE CITY SHIRTS PER POLICY BY FINANCE	2,000 (2,000) 500 (100)	400
559.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
559.54-10 BKS, PUB, SUB, MEM, LIB	SPA MEMBERSHIPS AAAE MEMBERSHIPS CITY FEDC MEMBERSHIP	100 600 350	1,050
559.59-65 GRANT MATCH	NO AMOUNT BUDGETED	-	-
559.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
559.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-

Library

Division 71*



*The Library is a Division of the Community Services Department.

Position Summary

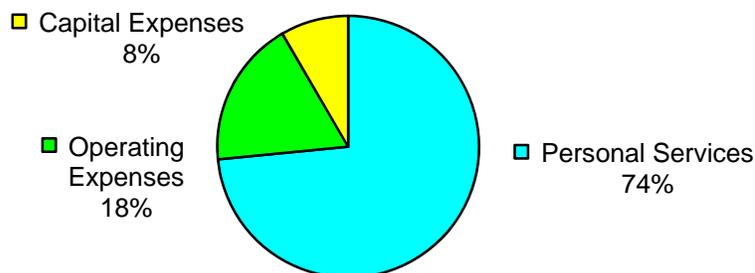
Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Full Time:				
Circ/Tech Svc Coordinator	22011	0	0	0
Library Aide-Circulation	22003	1	1	1
Library Aide-Tech Services	22006	1	1	1
Library Assistant	22008	0	0	0
Library Catalog Technician	71002	1	1	1
Library Director	22001	1	1	1
Library Reference Asst.	71001	1	1	1
Youth Services Specialist ¹	22004	1	0	0
Reference Librarian	22009	0	0	0
Staff Assistant	22007	1	1	1
No. of Full Time		7	6	6
Part Time:				
Lib. Aide-Youth Services	22010	0	0	0
Library Page	22005	0	0	0
Youth Services Specialist	22004	0	1	1
No. of Part Time:		0	1	1
Total No. of Positions:		7	7	7
Total FTEs:		7	6.5	6.5

1. Position was budgeted at FT in FY2014, but returned to PT for FY2015

Budget Summary

Division Summary	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Library-7101				
Personal Services	330,768	356,015	369,125	3.68%
Operating Expenses	77,049	86,895	91,256	5.02%
Capital Expenses	49,819	86,394	42,200	-51.15%
Grand Total Library	\$ 457,636	\$ 529,304	\$ 502,581	-5.05%
<i>Percentage of Fund Budget</i>	3.27%	3.78%	3.32%	

2016 APPROPRIATIONS



2016 OPERATING BUDGET

LIBRARY - 7101

PROGRAM HIGHLIGHTS

DIVISION MISSION

The mission of the City of Tavares Public Library is to provide quality services, resources, and facilities that promote lifelong learning opportunities to our diverse and changing population. Through literacy development, fostering the self-learning process, and offering cultural and recreational programs the Library enhances the quality of life of our customers.

DIVISION 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, music CD's, a Spanish collection as well as an Adult Literacy collection. Computers are available to provide access to those less fortunate to do research, homework, and apply for jobs as well as the AWE education computer station for children. Those patrons wishing to learn a foreign language as pleased to know that the library also carries a selection of language CDs, Mango Languages featuring 37 last year and 65 foreign languages this year, 14 last year and 18 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 and conversational Spanish classes, Tutor and Learner opportunities, and adult literacy programs are available at the Library. The Library offers a cool, relaxing atmosphere in which to read or study in an 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 40,535 items to that of the other 14 participating libraries for a combined collection of 627,502 items. On-line reference databases are available for all library users with some database remotely accessible to Lake County Library System cardholders. Library card holders also have access to a large selection of books on CD, Digital Audio Device, MP3, video, DVD, music CDs, CD-ROMs, and electronic games as well as e-books, e-audio, and streaming video though the Overdrive Digital Library and Zinio free digital magazines through RBdigital (Recorded Books Digital).

SERVICE INDICATORS

	Indicator Description	Actual 2013	Actual 2014	Est. 2015	Projected 2016
1.	Circulation	108,880	103,124	106,752	101,180
2.	Reference Questions	58,914	53,446	56,798	51,527
3.	Internet Use	40,146	42,800	41,497	44,240
4.	Number of Cardholders	12,685	6,112	11,223	5,407
5.	Program Attendees	6,106	6,100	5,805	5,799
6.	Door Count	206,287	206,247	211,423	211,381
7.	New Cardholders	1,233	1,309	1,701	1,806

2016 Goals

Organizational Development

The Library will continue to provide educational and training opportunities for staff to increase their ability to serve our users successfully.

Growth and Development

The Library will increase circulation, customer satisfaction and creative use of staff and volunteer talents; 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

The Library will maintain its customer service focus and provide service that exceeds expectations. It will continue to facilitate and coordinate activities and programs with the Friends of the City of Tavares Public Library and the other units within the Community Services department.

Innovation and Technology

The Library will 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.

2016 OPERATING BUDGET

LIBRARY - 7101 (continued)

PROGRAM HIGHLIGHTS

2016 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.

2016 Objectives

1. By July 2016 the Tavares Public Library (TPL) will apply for Impact fee money to expand the library.
2. By January 2016 the library will significantly increase bandwidth.
3. Ensure that public and staff computers are up-to-date with the most current software.
4. Design a plan to encourage community groups to use library meeting facilities during the fiscal year.
5. Continue to expand relationships with all local public and private schools in our service area.
6. Use community group meetings as a vehicle for promoting library services, programs, and resources.
7. All staff will strive to make each library experience a positive one for each patron.
8. If budget approved increased the Youth position from 20 to 32 hours to provide outreach programs at daycare centers, YMCA, and local public and private schools.
9. The Library Director will support staff with annual training to assist in providing exemplary customer service.
10. Identify community needs and provide programs and services to meet such needs. Cooperate with other organizations, agencies, and institutions which can provide local programs or services.
11. Continue to provide staff development and training and effectively communicate with staff through regular meetings, use of technology (blogs, email, etc) and face-to-face interaction.
12. Increase by 10% our talented and diverse group of volunteers to assist in providing library services, and regularly recognize volunteers for their contributions.
13. Continuously improve collections to meet the immediate needs of the community and to provide a solid foundation for future development.
14. Continue to expand computer applications to meet the needs of the library and community.
15. Continue to provide computer classes and training on eReaders and new mobile devices.
16. Increase the number of programs for teens.
17. Continue working to create a welcoming environment for those with limited literacy.

2015 Accomplishments

1. The Tavares Public Library had 15 volunteer working a total of 1100 hours.
2. Installed flat screen monitor to promote programs and services.
3. Increase the number of laptops for teens doing on-line homework.
4. Increase the outside tables for teen's meetings after class.
5. Lake County Library System migrated to KOHA a new automation system.
6. Four staff attended Florida Library Association Conference. The staff also participated on webinars, seminars, and professional meetings.
7. Applied for a grant with Books a Million and won over 125 new books to gift away.
8. Maintained library service hours to the public which included opening Monday to Saturday at 9:30 am and maintained evening hours 5 days per week with 2 nights of extended evening hours.
9. Circulation staff handled 103,124 transactions.
10. Cash Receipts (fines, copies, fax, and contributions) totaled \$23,362.55.
11. Provided 42,800 Internet uses to the public.
12. Tavares Public Library borrowed 23,246 resources from Lake County Library System.
13. Tavares Public Library loaned 15,613 resources to Lake County Libraries.
14. Presented 294 public programs, of which 78 were senior oriented, serving 6,100 children, teens, and adults.
15. Served 206,247 visitors and provided 1,309 new cards.
16. Answered 4 53,446 reference and informational questions.
17. Participated in the Annual Lake County Library System Book Fest and hosted the "Epic Opening" event at Pavilion on the Lake which featured the Book Fest authors, local science fiction/fantasy fan clubs and food prepared by the Tavares High School culinary class.
18. Tavares Public Library card holders downloaded 12,203 e-books, e-audio, digital magazines and streaming video.
19. The Friends of the Library paid for 2 outside tables providing the teens with a nice place to meet after school.
20. Friends of the Library paid for an automatic front door to help elders and handicapped people in their way in and out the library.
21. The Library has 40,535 resources: Print Books, CD Books, VHS, DVD's, Music CD, MP3, DAD. Games.
22. Provided 573 Mango Languages remote sessions and 213 mobile sessions to Tavares library card holders.
23. 1,938 library users received individualized computer help including resume building, job searching, homework help with classes, projects, reports, etc. and eGov assistance.
24. Published a bi-monthly library newsletter.
25. Participated in City events such as: Christmas, 4th of July, Senior Shake Down and sport events Pavilion on the Lake

opening event.

2016 OPERATING BUDGET

LIBRARY - 7101 (continued)

PROGRAM HIGHLIGHTS

2015 Accomplishments (Continued)

We also provided:

1. Zinio (magazines on line) and streaming videos new online services.
2. Conversational English classes.
3. Conversational Spanish classes.
4. Basic English, English as a Second Language classes, Pre-GED Classes, Citizenship classes and TOEFL (Test of English as a Foreign Language) classes.
5. Six performers & craft for the Super Heroes Summer Reading Program for Youth, Teens, and Adults.
6. eReader Clinic to assist library users with the Overdrive Digital Library service and new online services.
7. National Library Week special cultural programs such as Chef Warren Table for two-Incredible veggies, Maddie Lock presented her book Ethel in the back yard and Cherry King discussed her book Hurricane Hill Road.
8. Community events for the family: Lake Concert Band, African Storytelling, International Games Day, Dr. Seuss Birthday Party; and conferences such as Maintain Your Brain, How Money Works, Florida Wills & Trusts, Deeds & Powers of Attorney, Cooking for Two; and author events and book signings.
9. Youth and Teens monthly clubs and programs: Lego Club, Chess Club, seasonal crafts, Toddler Storytime, Wii and board games, Teen College Orientation.
10. Weekly classes for Homeschoolers (science, social studies & language arts, and Spanish).
11. Adult clubs and other services: Book Club, Root & Branches Genealogy Club, eReader Clinics, English & Spanish Classes, Computer basic training, bilingual Goodwill services and Quilter's Club.
12. Public access to computers & Wi-Fi.
13. Basic help with tech skills on digital resources, email, PowerPoint, Word Documents, etc.

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 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

LIBRARY DIVISION EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
571.12-10	REGULAR SALARIES	252,602	271,139	269,607	-0.57%
571.14-10	OVERTIME	-	-	-	0.00%
571.21-10	FICA / MED TAXES	18,201	19,629	19,210	-2.13%
571.22-10	RETIREMENT	9,694	9,954	7,793	-21.71%
571.22-20	FL STATE RETIREMENT	6,392	7,907	10,800	36.59%
571.23-10	HEALTH INSURANCE	30,148	33,583	36,841	9.70%
571.23-15	DENTAL INSURANCE	1,670	1,816	1,913	5.34%
571.23-20	LIFE INSURANCE	1,410	1,053	1,440	36.75%
571.23-21	SHORT-TERM DISABILITY INS	979	1,016	996	-1.97%
571.23-30	DEPENDENT HEALTH INSURANCE	7,858	7,941	18,852	137.40%
571.23-35	DEPENDENT DENTAL INSURANCE	638	733	527	-28.10%
571.23-40	LONG TERM DISABILITY	645	674	661	-1.93%
571.24-10	WORKERS' COMPENSATION	531	570	485	-14.91%
* SALARIES AND BENEFITS		330,768	356,015	369,125	3.68%
<i>OPERATING EXPENDITURES</i>					
571.32-20	BOARD MEMBER PAYMENTS	800	1,400	1,400	0.00%
571.34-10	CONTRACTUAL SERVICES	3,086	7,140	7,140	0.00%
571.40-10	TRAVEL & PER DIEM	739	2,000	2,000	0.00%
571.41-10	TELEPHONE	830	864	864	0.00%
571.41-20	OTHER COMMUNICATION	5,400	5,400	18,000	233.33%
571.41-30	POSTAGE	581	1,000	1,000	0.00%
571.43-10	ELECTRIC, WATER, GAS	20,974	19,480	22,664	16.34%
571.44-10	RENTALS & LEASES	1,991	2,300	2,300	0.00%
571.45-10	LIABILITY	10,584	11,794	13,563	15.00%
571.46-10	REPAIR & MAINT. - BUILDING	3,041	2,725	-	-100.00%
571.46-17	INSURANCE RECOVERY	-	3,169	-	-100.00%
571.46-20	REPAIR & MAINT. - COMPUTER	-	500	500	0.00%
571.47-20	PRESERVATION OF BOOKS	66	75	75	0.00%
571.48-40	ADULT PROGRAMS	663	1,500	1,700	13.33%
571.48-50	CHILDREN'S READING PROG.	2,883	3,000	3,000	0.00%
571.51-10	OFFICE SUPPLIES	1,144	800	1,000	25.00%
571.52-10	OPERATING SUPPLIES	11,342	6,500	6,500	0.00%
571.52-11	DURABLE GOODS	2,723	2,055	1,800	-12.41%
571.52-15	FUEL COSTS	140	250	150	-40.00%
571.52-37	FRIENDS OF LIBRARY EXPEND	5,028	7,343	-	-100.00%
571.54-10	BKS, PUB, SUB, MEM, LIB	5,034	7,600	7,600	0.00%
* OPERATING EXPENDITURES		77,049	86,895	91,256	5.02%
<i>CAPITAL EXPENDITURES</i>					
571.64-10	EQUIP - REPLACEMENT	-	-	-	0.00%
571.64-13	EQUIP - COMP REPLACEMENT	-	2,799	-	-100.00%
571.64-14	EQUIP - NEW COMPUTERS	-	-	-	0.00%
571.64-15	EQUIP - NEW	-	-	-	0.00%
571.64-23	SOFTWARE	-	-	-	0.00%
571.64-25	FUTURE PROJECTS	-	40,000	-	-100.00%
571.64-55	FRIENDS OF THE LIBRARY	12,669	2,395	-	-100.00%
571.66-10	STANDING ORDER NATL LIB	1,991	2,200	2,200	0.00%
571.66-20	MAJOR COLLECTIONS BOOKS	35,159	39,000	40,000	2.56%
* CAPITAL EXPENDITURES		49,819	86,394	42,200	-51.15%
TOTAL LIBRARY		457,636	529,304	502,581	-5.05%

FUND 001
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 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

LIBRARY DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
571.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	269,607	269,607
571.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	19,210	19,210
571.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	7,793	7,793
571.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	10,800	10,800
571.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	36,841	36,841
571.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,913	1,913
571.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,440	1,440
571.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	996	996
571.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	18,852	18,852
571.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	527	527
571.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	661	661
571.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	485	485
571.32-20 BOARD MEMBER PAYMENTS	BOARD MEMBER PAYMENTS	1,400	1,400
571.34-10 CONTRACTUAL SERVICES	UNIQUE MGMT COLLECTION AGENCY FEE SECURITY MONITORING (REDWIRE) YEARLY SUBS FOR LEARNING LANGUAGE (MANGO) MISC CONTRACTUAL SERVICES	2,500 1,000 1,750 1,890	7,140
571.40-10 TRAVEL & PER DIEM	TRAVEL & PER DIEM 4 SEMINARS - EMPLOYMENT IMPROVEMENT 2 FLORIDA ANNUAL CONFERENCES MISCELLANEOUS TRAVEL	2,000	2,000
571.41-10 TELEPHONE	DOMS FAX`	864	864
571.41-20 OTHER COMMUNICATION	TAVARES SHARE OF THE UPGRADES TO THE LAKE COUNTY LIBRARIES COMPUTER BANDWIDTH CAPACITY FOR ALL LIBRARIES	18,000	18,000
571.41-30 POSTAGE	POSTAGE LIB CARDS, OVERDUE NOTICES, LETTERS & OTHER MISC.	1,000	1,000
571.43-10 ELECTRIC, WATER, GAS	ELECTRIC WATER	20,309 2,355	22,664
571.44-10 RENTALS & LEASES	RENTALS & LEASES COLOR COPIER (RENTAL & MAINTENANCE) B&W COPIER (MAINTENANCE ONLY)	2,300	2,300
571.45-10 LIABILITY	LIABILITY INSURANCE FINANCE ENTERED	13,563	13,563
571.46-10 BUILDING	SECURITY SYSTEM INSTALLATION OF CAMERAS FINAL BALANCING CUT	16,570 (16,570)	-
571.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	-	-
571.46-20 COMPUTER	COMPUTER	500	500
571.47-20 PRESERVATION OF BOOKS	PRESERVATION OF BOOKS AND DVD	75	75
571.48-40 ADULT PROGRAMS	LOCAL AUTHOR CHEF WARREN - NOV LAKE COUNTY LADIES CHORUS - MAY LOCAL AUTHOR - JAN OSIRIS AFRICAN FOLKLORE - FEB MATHEW SABATELLA - MAR LOCAL AUTHOR - APRIL OTHER	200 200 200 300 300 200 300	1,700

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DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

LIBRARY DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
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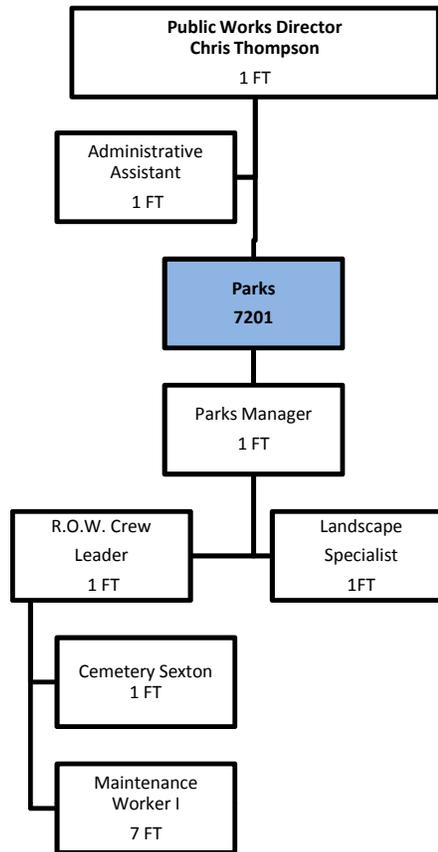
CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

LIBRARY DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
	RANDOM HOUSE REPLACEMENT CD FOR REC BOOKS		

Parks Maintenance

Division 7201



Position Summary

Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Full Time:				
Administrative Assistant ²	18003	1	0	0
Administrative Assistant ²	41004	0	0	1
Administrative Coordinator ²	3016	0	1	0
Cemetery Sexton	18006	1	1	1
Community Svc Director ²	10025	1	1	0
Public Works Director	25001	0	0	1
Landscape Specialist	72003	1	1	1
Maintenance Worker I	18005	7	7	7
Maintenance Worker II	18007	0	0	0
Parks Manager	18004	1	1	1
Right of Way Crew Leader	18008	1	1	1
No. of Full Time		13	13	13
Total No. of Positions:		13	13	13
Total FTEs:		13	13	13

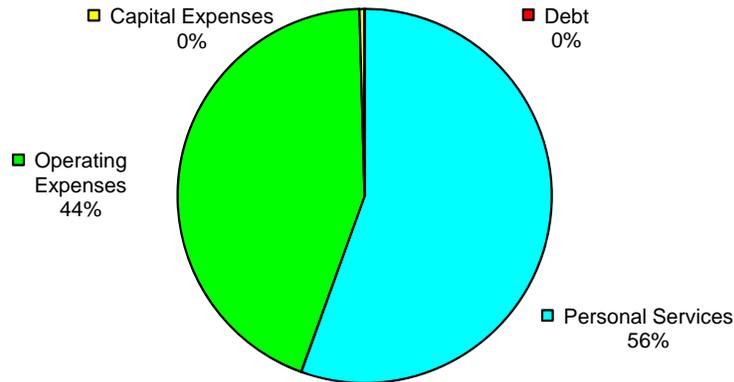
Notes:

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

Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Parks-7201				
Personal Services	646,315	680,733	640,541	-5.90%
Operating Expenses	487,092	461,709	508,330	10.10%
Capital Expenses	116,068	74,396	5,000	-93.28%
Debt	-	-	-	0.00%
Grand Total Parks	\$ 1,249,475	\$ 1,216,838	\$ 1,153,871	-5.17%

2016 APPROPRIATIONS



2016 OPERATING BUDGET

PARKS MAINTENANCE - 7201

PROGRAM HIGHLIGHTS

DIVISION MISSION

It is the mission of the Parks Division to provide high quality grounds maintenance and event support for the City of Tavares.

DIVISION DESCRIPTION (Services, Functions, and Activities)

The Parks Division, consisting of one (1) manager and ten (10) staff members, is responsible for maintaining the City's twenty (20) parks and two (2) sports complexes. Additional responsibilities include managing maintenance contracts, maintenance of rights-of-way, landscaping in and around all City-owned facilities/properties, cemetery and perc/retention ponds. The Parks Division provides event support, facility set-ups, public restroom maintenance, trash removal and repair/maintain playground equipment. Through shared responsibilities, the Parks Division provides support to the Streets Division for maintenance of traffic, pothole repair, tree trimming/removal, sidewalk repair and erosion control.

SERVICE INDICATORS

	Indicator Description	Actual 2013	Actual 2014	Est. 2015	Projected 2016
1.	Special Events Supported	22	22	22	35
2.	Acres of Cemetery Grounds Mowed/Maintained	20	20	20	20
3.	Cemetery Plots Marked and Sold	30	40	55	60
4.	Cemetery Grave Markers Trimmed Around	3,670	3,700	3,720	3,720
5.	Facility Set-ups Completed by Staff	690	695	700	800
6.	Bathrooms Cleaned & Maintained	31	33	33	35
7.	Acres of Perc Ponds & Surrounding Areas Mowed	85	85	85	85
8.	Number of Ball fields Maintained	10	10	10	10
9.	Number of Parks Maintained	19	19	20	2
10.	Miles of Rights of Way Mowed	19	19	19	29
11.	Miles of Rights of Way Edged	47.5	47.5	47.5	57.5
12.	Number of Medians Maintained	17	17	17	19
13.	Acres of Ballfields/Grounds Mowed/Maintained	340.78	340.78	340.78	350.78

2016 Goals

Organizational Development

Provide developmental training opportunities for staff increasing their ability to provide services to the City of Tavares.

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

2016 OPERATING BUDGET

PARKS (continued)

PROGRAM HIGHLIGHTS

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 develop improved efficiencies and creativity.

Organizational Performance

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

2016 Objectives

1. Continue excellence in customer service to our internal/external customers.
2. Focus on improving park/facilities grounds maintenance.
3. Obtain training opportunities for staff.
4. Develop beautification projects throughout the City.
5. Continue to provide support for special events.
6. Provide landscape maintenance on Alfred Street One-Way Pairing.
7. Continue the eradication of invasive plant materials.

2015 Accomplishments

Customer Focus, Innovation & Technology, and Organizational Performance

1. Maintained rain gardens on St. Clair Abrams Ave., Joanna Ave. and Sinclair Ave.
2. Assisted in the design and decorating of Wooton Park and Main Street for the holiday season.
3. Installed new features at the Butterfly garden at Aesop's Park.
4. Continued involvement in the City Beautification Program.
5. Created large sitting area and outdoor smoking section at the Library.
6. Maintained enhanced landscaping at various City locations.
7. Succeeded in providing support for special events.
8. Continued with the Federal Community Trust and other grant requirements of maintaining park lands.
9. Extensive involvement in the Wooton Park lake front and Pavilion beautification.

FUND 001
 DEPT 72
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

PARKS MAINTENANCE EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
572.12-10	REGULAR SALARIES	430,311	445,505	408,149	-8.39%
572.14-10	OVERTIME	15,041	17,500	20,000	14.29%
572.15-60	ELECTR TABLET ALLOWANCE	250	-	-	0.00%
572.21-10	FICA / MED TAXES	30,552	31,928	29,358	-8.05%
572.22-20	FL STATE RETIREMENT	36,929	41,394	33,096	-20.05%
572.23-10	HEALTH INSURANCE	57,875	65,068	67,542	3.80%
572.23-15	DENTAL INSURANCE	3,258	3,632	3,507	-3.44%
572.23-20	LIFE INSURANCE	2,445	1,819	2,318	27.43%
572.23-21	SHORT-TERM DISABILITY INS	1,693	1,748	1,609	-7.95%
572.23-30	DEPENDENT HEALTH INSURANCE	46,533	54,102	56,555	4.53%
572.23-35	DEPENDENT DENTAL INSURANCE	2,643	3,175	3,126	-1.54%
572.23-40	LONG TERM DISABILITY	1,124	1,164	1,067	-8.33%
572.24-10	WORKERS' COMPENSATION	12,974	13,698	14,214	3.77%
572.25-10	UNEMPLOYMENT COMPENSATION	4,687	-	-	0.00%
* SALARIES AND BENEFITS		646,315	680,733	640,541	-5.90%
<i>OPERATING EXPENDITURES</i>					
572.34-10	CONTRACTUAL SERVICES	102,978	103,430	95,880	-7.30%
572.40-10	TRAVEL & PER DIEM	923	1,000	2,300	130.00%
572.41-10	TELEPHONE	3,641	1,866	2,678	43.52%
572.41-30	POSTAGE	9	-	200	100.00%
572.43-10	ELECTRIC, WATER, GAS	265,236	233,427	268,963	15.22%
572.43-20	LANDFILL COSTS	-	-	800	100.00%
572.44-10	RENTALS & LEASES	1,438	1,000	1,500	50.00%
572.45-10	LIABILITY	23,855	24,831	28,556	15.00%
572.46-10	REPAIR & MAINT. - BUILDING	-	-	-	0.00%
572.46-17	INSURANCE RECOVERY	-	-	-	0.00%
572.46-25	REPAIR & MAINT. - MISC.	4,759	6,000	8,250	37.50%
572.46-35	MOWER	-	-	-	0.00%
572.47-10	PRINTING & BINDING	159	-	200	100.00%
572.49-10	ADVERTISING	-	-	500	100.00%
572.51-10	OFFICE SUPPLIES	250	100	300	200.00%
572.52-10	OPERATING SUPPLIES	56,688	58,350	64,388	10.35%
572.52-11	DURABLE GOODS	1,947	3,296	2,706	-17.90%
572.52-15	FUEL COSTS	21,414	22,684	25,000	10.21%
572.52-25	UNIFORMS	3,290	5,600	5,859	4.62%
572.54-10	BKS, PUB, SUB, MEM, LIB	205	125	250	100.00%
* OPERATING EXPENDITURES		487,092	461,709	508,330	10.10%
<i>CAPITAL EXPENDITURES</i>					
572.63-60	LANDSCAPING	8,667	-	-	0.00%
572.64-10	EQUIP - REPLACEMENT	17,955	12,500	5,000	-60.00%
572.64-13	EQUIP - COMP REPLACEMENT	-	900	-	-100.00%
572.64-14	EQUIP - NEW COMPUTERS	1,221	-	-	0.00%
572.64-15	EQUIP - NEW	62,835	57,526	-	-100.00%
572.64-17	EQUIP-NEW VEHICLES	-	-	-	0.00%
572.64-25	FUTURE PROJECTS	25,390	3,470	-	-100.00%
* CAPITAL EXPENDITURES		116,068	74,396	5,000	-93.28%
TOTAL PARKS		1,249,475	1,216,838	1,153,871	-5.17%

FUND 001
 DEPT 72
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

PARKS MAINTENANCE DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
572.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	408,149	408,149
572.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	-	-
572.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	20,000	20,000
572.15-60 ELECTR TABLET ALLOWANCE	NO AMOUNT BUDGETED	-	-
572.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	29,358	29,358
572.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	33,096	33,096
572.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	67,542	67,542
572.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	3,507	3,507
572.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	2,318	2,318
572.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,609	1,609
572.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	56,555	56,555
572.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	3,126	3,126
572.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,067	1,067
572.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	14,214	14,214
572.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	-	-
572.31-60 PERMIT & COMPLIANCE FEES	NO AMOUNT BUDGETED	-	-
572.34-10 CONTRACTUAL SERVICES	ANNUAL MAINTENANCE FOR HWY 19 MEDIANS MAIN STREET MAINTENANCE MAIN STREET PALM TREE MAINTENANCE FINAL BALANCING CUT AQUATIC PLANT MANAGEMENT FINAL BALANCING CUT HWY 441 IRRIGATION REPAIRS HWY 441 MEDIAN MAINTENANCE FINAL BALANCING CUT	23,300 28,400 7,800 (4,300) 2,595 (2,595) 10,000 33,800 (3,120)	95,880
572.40-10 TRAVEL & PER DIEM	ATTEND SEMINARS, WORKSHOPS, CONFERENCES, TRADE SHOWS AND TRAINING CLASSES AS NEEDED AND REQUIRED FOR ALL PARKS EMPLOYEES CEU CLASSES,MANAGEMENT TRAINING,PLAY GROUND SAFETY FINAL BALANCING CUT HAZARDOUS MATERIALS - SPILL RESPONSE / CLEAN-UP STMA (SPORTS TURF MANAGERS ASSOCIATION) MOT (MAINTENANCE OF TRAFFIC) SAFELY MANAGE TRAFFIC WHILE WORKING IN / NEAR ROAD	4,500 (4,000) 300 300 1,200	2,300
572.41-10 TELEPHONE	NEXTEL DOMS FAX TELEPHONE SERVICE - DEPARTMENT ENTERED ADDITIONAL PHONE UPGRADES W/DATA SVC PLANS	1,159 1,017 502	2,678
572.41-30 POSTAGE	POSTAGE	200	200
572.43-10 ELECTRIC, WATER, GAS	ELECTRIC WATER	85,967 182,996	268,963
572.43-20 LANDFILL COSTS	DISPOSAL OF INVASIVE PLANTS 20 TONS @ \$40/TON CLEARING OF PARKS, WATERFRONT, TRAILS	800	800

FUND 001
 DEPT 72
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

PARKS MAINTENANCE DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
572.44-10 RENTALS & LEASES	RENTAL OF EQUIPMENT REQUIRED FOR SPECIALIZED PROJECTS, EVENTS IE: SOD CUTTER, SCISSOR LIFT FINAL BALANCING CUT	2,500 (1,000)	1,500
572.45-10 LIABILITY	LIABILITY INSURANCE	28,556	28,556
572.46-25 MISCELLANEOUS	REPAIR & MAINTENANCE IRRIGATION,EQUIPMENT,TURF, ETC. INCREASE TO COVER ADDITIONAL IRRIGATION THROUGHOUT THE CITY PARK AREAS FINAL BALANCING CUT INVASIVE PLANT MITIGATION CLEARING AND REMOVAL (PARKS, WATERFRONT, PATHS) PLANT MITIGATION IS IN DIVISION 7203 FIN REMOVED	9,000 (750) 1,500 (1,500)	8,250
572.47-10 PRINTING & BINDING	BUSINESS CARDS, DIAGRAMS, MAPS, LAYOUTD FINAL BALANCING CUT	300 (100)	200
572.49-10 ADVERTISING	ADVERTISING CHARGES FOR NEW HIRE POSITIONS	500	500
572.51-10 OFFICE SUPPLIES	PENS, NOTEBOOKS, FILES, FOLDERS, PAPERCLIPS, TAPE, HIGHLIGHTERS, WHITE-OUT, NOTE PADS FINAL BALANCING CUT	500 (200)	300
572.52-10 OPERATING SUPPLIES	OPERATING SUPPLIES SUCH AS; PESTICIDES, SOD, MULCH, FERTILIZERS, PLANTS, SHRUBBERY, IRRIGATION SUPPLIES, & JANITORIAL SUPPLIES.INCREASE DUE TO THE COSTS OF MATERIALS & SUPPLIES RISING & THE EXPANDING ROLES OF PARKS MAINTENANCE PESTICIDES/FERTILIZERS REQUIRED TO MAINTAIN BALL FIELDS(16 ACRES).INCREASE DUE TO MANDATES SET BY UPDATED FEDERAL REGULATIONS SOD - WOODLEA SPORTS COMPLEX SOFTBALL FIELD UPGRADE NEW AND REPLACEMENT SEASONAL PLANTS - CITY WIDE MAIN STREET HANGING BASKETS PLANTS, SOIL, FERTILIZER - QUARTERLY (CHANGED QUARTERLY 32X4) 128 @ \$25/EA = \$3,2500 AND REPLACEMENT INSERTS FOR HANGING BASKETS (CHANGED QUARTERLY 32X4) 128 @ \$9/EA = \$1,152 MAIN STREET PLANTERS (6 LARGE WITH 12 SMALL - IN INVENTORY) SOIL AND PLANTS FOR LARGE CONTAINERS 6 @ \$105 SOIL AND PLANTS FOR SMALL CONTAINERS 12 @ \$64 AESOP PARK - PLAYGROUND MULCH AS REQUIRED BY NATIONAL STANDARDS FINAL BALANCING CUT DEPARTMENT CHANGE	51,000 26,150 5,000 4,000 4,352 630 768 2,000 (30,000) 488	64,388
572.52-11 DURABLE GOODS	GAS WEED TRIMMER #FS240R (2 @ \$507/EA) GAS BACKPACK BLOWER #BR600 (2 @ \$423/EA) GAS LAWN EDGER #FC110 (2 @ \$423/EA) STROKE ENGINE 2 MIX 31.4CC	1,014 846 846	2,706
572.52-15 FUEL COSTS	FUEL COSTS INCREASE DUE TO ADDED EQUIPMENT AND SIZE OF AREA/LOCATIONS TO BE MAINTAINED	20,430 4,570	25,000

FUND 001
 DEPT 72
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

PARKS MAINTENANCE DIVISION EXPENDITURE JUSTIFICATION

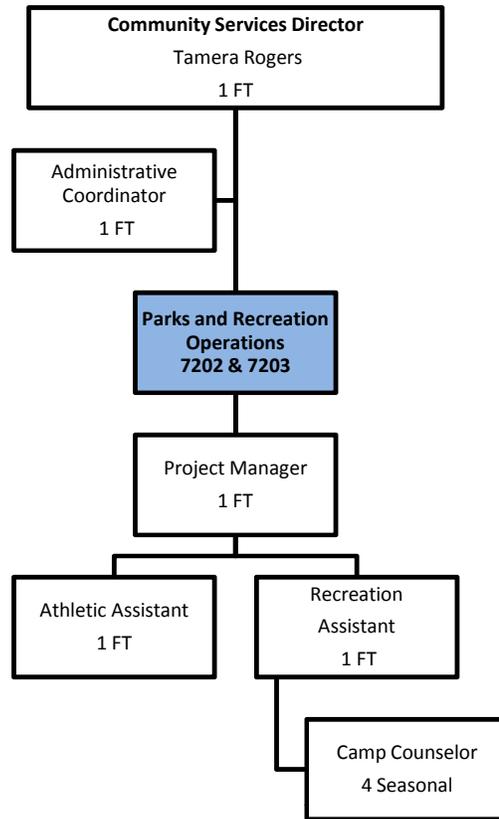
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
572.64-11 EQUIP-VEHICLE REPLACEMENT	FORD F250 CREW CAB TRUCK TO REPLACE #428-(YR-1994) CHEVROLET 1500 CREW CAB TRUCK REQUIRED FOR TRANSPORT OF EQUIPMENT, SUPPLIES, TENTS, FURNITURE & MATERIALS WHILE PROVIDING SEATING ROOM FOR 5+ CREW CURRENT VEHICLE IS AT THE END OF ITS USEFUL LIFE (PRICING PER FLEET MGR-C.PELL) FINAL BALANCING CUT	32,000 (32,000)	-
	FORD F250 STANDARD CAB TRUCK TO REPLACE #462-(YR-1994) CHEVROLET 1500 TRUCK CURRENT VEHICLE IS AT THE END OF ITS USEFUL LFE A REPLACEMENT WITH LARGER ENGINE IS NEEDED FOR EXTRA TOWING CAPACITY & IMPROVED PERFORMANCE (PRICING PER FLEET MGR-C.PELL) FINAL BALANCING CUT	26,000 (26,000)	
	FORD F250 STANDARD CAB TRUCK TO REPLACE #469-(YR-1994) CHEVROLET 1500 TRUCK CURRENT VEHICLE IS AT THE END OF ITS USEFUL LFE A REPLACEMENT WITH LARGER ENGINE IS NEEDED FOR EXTRA TOWING CAPACITY & IMPROVED PERFORMANCE (PRICING PER FLEET MGR-C.PELL)		
572.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
572.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
572.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	-	-
572.64-25 FUTURE PROJECTS	MAINSTREET HANGING BASKETS/BRANDING BEAUTIFICATION CITY LOGO FABRICATED HANGERS 16 @ \$203/EA BASKETS 32 @ \$65/EA WATER RESERVOIR 32 @ \$5/EA DEPARTMENT CHANGE GREENHOUSE - SUSTAINABLE AGRICULTURE FOR THE PRODUCTION OF PLANTS TO BE USED IN THE BEAUTIFICATION & MAINTENANCE OF CITY LANDSCAPING BUILDER PRICING IS PIGGYBACK ON QUOTE TO FAMU 23X48 GUTTER CONNECT HOUSE, WIND LOAD RATED TRUSS, FIBERGLASS END WALLS, SHADE CLOTH SIDES, DOUBLE POLY ROOF, BASIC IRRIGATION, HEATER, LABOR BENCHING FOR GREENHOUSE TRUSS FANS FOR GREENHOUSE GROUND COVER FOR GREENHOUSE FINAL BALANCING CUT RETENTION POND CORNERS RE-LANDSCAPE FINAL BALANCING CUT ROUNDABOUT RE-LANDSCAPE - MAIN AND DISSTON FINAL BALANCING CUT REPLACE CHAIN LINK FENCE ALONG PERIMETER OF SQUIBB PARK ENTRANCE-LEFT SIDE OF BAYTREE PROPERTY MOVED FROM DEPARTMENT 7203 FINAL BALANCING CUT	5,488 (5,488) 23,160 1,685 525 90 (25,460) 2,500 (2,500) 3,700 (3,700) 1,450 (1,450)	-

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Community Services

Division 72



Position Summary

Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Full Time:				
Administrative Assistant ²	18003	1	0	0
Administrative Coordinator ²	3016	N/A	1	1
Athletic Assistant	18010	1	1	1
Community Svc Director ²	10025	1	1	1
Recreation Proj. Mgr	72001	1	1	1
Recreation Assistant	18011	1	1	1
Recreation Manager	18002	0	0	0
No. of Full Time		5	5	5
Seasonal¹:				
Recreation Aides	18019	0	0	0
Splash Park Attendant ²	72004	0	0	0
No. of Seasonal:		4	4	4
Total No. of Positions:		9	9	9
Total FTEs:		5	5	5

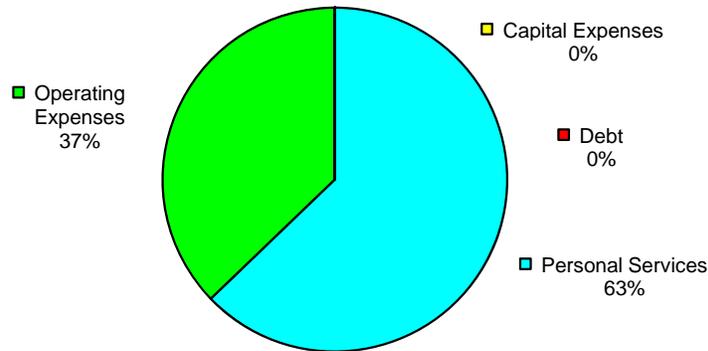
Notes:

- Seasonal positions are not included in the FTE count.
- Community Svcs Director and Admin Asst/Coord positions allocated 50% 7202 and 50% 7203
- Reallocated & renamed Recreation Aides to Camp Counselors. Moved to Seaplane Base Operations

Budget Summary

	Audited Actuals <u>2013-2014</u>	Revised Budget <u>2014-2015</u>	Proposed Budget <u>2015-2016</u>	% Change Over FY 14-15
Recreation-7202				
Personal Services	302,114	330,699	345,913	4.60%
Operating Expenses	147,823	162,183	164,438	1.39%
Capital Expenses	3,300	12,799	-	-100.00%
Debt	-	-	-	0.00%
Grand Total Recreation	\$ 453,237	\$ 505,681	\$ 510,351	0.92%
	3.24%	3.61%	3.37%	
Parks Operations-7203				
Personal Services	-	2,500	-	-100.00%
Operating Expenses	-	51,389	40,137	-21.90%
Capital Expenses	-	29,399	-	-100.00%
Debt	-	-	-	0.00%
Grand Total Parks Operations	\$ -	\$ 83,288	\$ 40,137	-51.81%
<i>Percentage of Fund Budget</i>	<i>0.00%</i>	<i>0.59%</i>	<i>0.26%</i>	
Department Summary				
Personal Services	302,114	333,199	345,913	3.82%
Operating Expenses	147,823	213,572	204,575	-4.21%
Capital Expenses	3,300	42,198	-	-100.00%
Debt	-	-	-	0.00%
Grand Total	\$ 453,237	\$ 588,969	\$ 550,488	-6.53%
<i>Percentage of Fund Budget</i>				

2016 APPROPRIATIONS



2016 OPERATING BUDGET

COMMUNITY SERVICES - 7202 & 7203

PROGRAM HIGHLIGHTS

DIVISION MISSION

It is the mission of the Recreation Division to create and manage youth, adult and senior athletic programs, 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.

DIVISION 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 Yoga, 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 5-10. Activities implemented throughout the ten-week camp include, but are not limited to, swimming, roller skating, bowling, art classes, educational workshops and weekly field trips.

The Recreation Division is also responsible for planning and facilitating the City's many community events, which include a senior citizen social and dance once a month, 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 2013	Actual 2014	Est. 2015	Projected 2016
1.	Baseball/Softball Registrations	515	439	389	400
2.	Number of Recreational Activities Managed	608	770	780	775
3.	Number of Senior Program Participants	170	270	300	300
4.	Number of Youth Teams Participating in Babe Ruth	46	42	37	40
5.	Facility Rentals Scheduled	690	695	708	715
6.	Number of Parks Managed / Operated	17	17	17	17
7.	Number of Interments	24	30	35	35

2016 OPERATING BUDGET

COMMUNITY SERVICES (continued)

PROGRAM HIGHLIGHTS

2016 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.

2016 Objectives

1. Focus on implementing new recreational programs.
2. Focus on enhancing existing recreational programs.
3. Focus on seeking para-professional training opportunities for staff.
4. Focus on developing new and unique special events that serve to encourage economic development.
5. Promote and program the new Woodlea Sports Complex facility.
6. Provide assistance with the operation of the Pavilion on the Lake.
7. Continue excellence in customer service to the citizens of Tavares.
8. Manage all parks within the available budget.

2015 Accomplishments

Customer Focus, Innovation & Technology, and Organizational Performance

1. Created and implemented a movie-in-the-park night for the community.
2. Facilitated the re-surface of the Aesop's Park tennis courts.
3. Successfully managed the CDBG process and completed construction on the public restrooms at Ingraham Park.
4. Secured LWCF grant funding to expand the Woodlea Sports Complex.
5. Assisted in the facilitation of the Pavilion on the Lake Grand Opening Celebration and Black Tie Gala.
6. Provided organizational assistance to the Pavilion on the Lake operations.
7. Enhanced special events, attracting more people to the downtown area.
8. Enhanced City-managed programs to increased program participation.

FUND 001
 DEPT 72
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

RECREATION DIVISION EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
572.12-10	REGULAR SALARIES	194,091	199,419	212,825	6.72%
572.13-10	OTHER SALARIES & WAGES	14,157	26,520	17,600	-33.63%
572.14-10	OVERTIME	5,577	5,126	5,126	0.00%
572.15-60	ELECTR TABLET ALLOWANCE	250	-	-	0.00%
572.21-10	FICA / MED TAXES	14,695	15,911	16,225	1.97%
572.22-20	FL STATE RETIREMENT	19,479	23,780	25,647	7.85%
572.23-10	HEALTH INSURANCE	19,664	21,689	24,561	13.24%
572.23-15	DENTAL INSURANCE	1,114	1,211	1,275	5.28%
572.23-20	LIFE INSURANCE	1,102	814	1,202	47.67%
572.23-21	SHORT-TERM DISABILITY INS	762	773	812	5.05%
572.23-30	DEPENDENT HEALTH INSURANCE	24,272	27,793	32,990	18.70%
572.23-35	DEPENDENT DENTAL INSURANCE	1,349	1,466	1,563	6.62%
572.23-40	LONG TERM DISABILITY	506	518	550	6.18%
572.24-10	WORKERS' COMPENSATION	5,096	5,679	5,537	-2.50%
572.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
* SALARIES AND BENEFITS		302,114	330,699	345,913	4.60%
<i>OPERATING EXPENDITURES</i>					
572.31-60	PERMIT & COMPLIANCE FEES	987	657	657	0.00%
572.34-10	CONTRACTUAL SERVICES	-	600	600	0.00%
572.40-10	TRAVEL & PER DIEM	1,427	2,000	2,000	0.00%
572.41-10	TELEPHONE	1,615	1,648	1,355	-17.78%
572.41-30	POSTAGE	298	700	700	0.00%
572.43-10	ELECTRIC, WATER, GAS	3,687	4,482	3,760	-16.11%
572.44-10	RENTALS & LEASES	6,348	6,682	7,682	14.97%
572.45-10	LIABILITY	10,437	11,630	13,375	15.00%
572.47-10	PRINTING & BINDING	259	500	500	0.00%
572.48-20	LIGHT UP MAIN STREET	12,024	15,000	15,750	5.00%
572.48-30	4TH OF JULY	28,788	30,500	30,500	0.00%
572.49-10	ADVERTISING	3,088	4,000	4,000	0.00%
572.51-10	OFFICE SUPPLIES	498	500	500	0.00%
572.52-10	OPERATING SUPPLIES	3,914	4,165	4,500	8.04%
572.52-11	DURABLE GOODS	2,404	815	800	-1.84%
572.52-15	FUEL COSTS	1,841	1,414	1,869	32.18%
572.52-30	ART IN THE SQUARE	1,890	2,850	2,850	0.00%
572.54-10	BKS, PUB, SUB, MEM, LIB	1,105	1,040	1,040	0.00%
572.55-10	SUMMER YOUTH PROGRAM	14,702	16,000	17,000	6.25%
572.55-20	PROGRAM COSTS	52,511	57,000	55,000	-3.51%
* OPERATING EXPENDITURES		147,823	162,183	164,438	1.39%
<i>CAPITAL EXPENDITURES</i>					
572.63-80	PARK IMPROVEMENTS	-	10,000	-	-100.00%
572.64-13	EQUIP - COMP REPLACEMENT	-	2,799	-	-100.00%
572.64-15	EQUIP - NEW	3,300	-	-	0.00%
* CAPITAL EXPENDITURES		3,300	12,799	-	-100.00%
TOTAL RECREATION		453,237	505,681	510,351	0.92%

FUND 001
DEPT 72
DIVISION 02

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

RECREATION DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
572.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	212,825	212,825
572.13-10 OTHER SALARIES & WAGES	WAGES FOR TEMPORARY EMPLOYEES	17,600	17,600
572.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	5,126	5,126
572.15-60 ELECTR TABLET ALLOWANCE	NO AMOUNT BUDGETED	-	-
572.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	16,225	16,225
572.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	25,647	25,647
572.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	24,561	24,561
572.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,275	1,275
572.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,202	1,202
572.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	812	812
572.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	32,990	32,990
572.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,563	1,563
572.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	550	550
572.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	5,537	5,537
572.31-60 PERMIT & COMPLIANCE FEES	ANNUAL MUSIC LICENSING FEES- ASCAP & BMI	657	657
572.34-10 CONTRACTUAL SERVICES	CONTRACTUAL SERVICES	600	600
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 REMOVED BY FINANCE NEXTEL DOMS FAX	1,648 (1,648) 1,071 284	1,355
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	1,493 2,267	3,760
572.44-10 RENTALS & LEASES	REC OFFICE COPIER LEASE RENTALS FOR ACTIVITES & EVENTS. INCREASE IS FROM THE PARK OPERATIONS LINE ITEM BUDGET	2,182 5,500	7,682
572.45-10 LIABILITY	LIABILITY INSURANCE	13,375	13,375
572.46-10 BUILDING	ENHANCE ENTRY WAY TO RECREATION OFFICE-TILE FRONT PORCH AREA FINANCE MOVED TO GENERAL SERVICES	860 (860)	-
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
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

RECREATION DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
572.48-20 LIGHT UP/HOLIDAY FESTIVAL	ENTERTAINMENT,TROPHIES & MISC OPERATING COSTS FOR CHRISTMAS CELEBRATION(FIREWORKS,ICE SKATING, ETC) SECO DONATION FOR CHRISTMAS LIGHT-UP EVENT AT WOOTON PARK	15,000 750	15,750
572.48-30 4TH OF JULY	ENTERTAINMENT, TROPHIES, OPERATING SUPPLIES FOR 4TH OF JULY EVENT FIREWORKS-INCREASE IS FOR SEAPLANE FEATURE TO BE ADDED TO SHOW FINAL BALANCING CUT SECO DONATION FOR THE CITY'S FOURTH OF JULY EVENT	10,000 20,000 (1,000) 1,500	30,500
572.49-10 ADVERTISING	ADVERTISEMENT OF PROGRAMS & SPECIAL EVENTS, INCLUDING 4TH OF JULY & CHRISTMAS CELEBRATION INCREASE IS FOR ADDITIONAL ADVERTISING FOR EXPANDING PROGRAMS FINAL BALANCING CUT DEPARTMENT CHANGE	4,000 (1,000) 1,000	4,000
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	REPLACE MAIN SIGN AT THE RECREATION OFFICE BUILDING	800	800
572.52-15 FUEL COSTS	FUEL COSTS	1,869	1,869
572.52-30 ART IN THE SQUARE	COSTS TO FACILITATE A VARIETY OF EVENTS AND ACTIVITIES RELATED TO ART, HISTORY, & CULTURE	2,850	2,850
572.54-10 BOOKS, PUB, SUB, MEM, LIB	MISC PUBLICATIONS & MEMBERSHIPS FRPA MEMBERSHIP- 3 RECREATION STAFF MEMBERS	560 480	1,040
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 INCREASE IS FOR INCREASE IS FOR EXPANDED SUMMER PROGRAM OPPORTUNITIES - THE CAMP IS BEING EXTENDED ONE ADDITIONAL WEEK-EXTRA REVENUE IS EXPECTED TO COVER ADDITIONAL EXPENSES DEPARTMENT CHANGE	18,000 (1,000)	17,000
572.55-20 PROGRAM COSTS	BABE RUTH FALL PROGRAM BABE RUTH SPRING PROGRAM SPECIAL EVENTS CO-ED SOFTBALL INSTRUCTOR PROGRAMS-YOGA, TENNIS, ZUMBA TOMICS, ETC. FATHER/DAUGHTER DANCE NEW PROGRAMS-FLAG FOOTBALL, START SMART, ETC. MISC. EQUIPMENT FOR PROGRAMS FINAL BALANCING CUT	15,000 35,000 2,000 1,500 1,000 3,000 1,000 1,500 (5,000)	55,000
572.63-80 PARK IMPROVEMENTS	NO AMOUNT BUDGETED	-	-

FUND 001
 DEPT 72
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

RECREATION DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
572.64-11 EQUIP-VEHICLE REPLACEMENT	2016 FORD F-150 4X2 CREW CAB V-6 (FLORIDA SHERIFF'S CONTRACT) TO REPLACE 1996 FORD F-150 STANDARD CAB #471 WHICH WAS HANDED DOWN FROM WASTE WATER DEPT A CREW CAB TRUCK IS NEEDED FOR COMMUNITY SERVICES DEPARTMENT TO HAUL RECREATION SUPPLIES, TENTS, FURNITURE, & MATERIALS WHILE OFFERING SEATING ROOM FOR 5+ STAFF OR GUESTS. OCCASIONALLY STAFF WILL NEED TO TRANSPORT ENTERTAINERS, GUESTS, VIPS, ETC. WHILE HAULING EQUIPMENT (I.E. JULY 4TH EVENT, CHRISTMAS EVENT, PAVILION EVENTS, ETC.) *VEHICLE REPLACEMENT IS AT THE RECOMMENDATION OF VEHICLE MAINTENANCE SUPERVISOR CHARLIE PELL FINAL BALANCING CUT	28,000 (28,000)	-
572.64-13 EQUIP - COMP REPLACEMENT	TWO AED MACHINES FOR BOTH SPORTS COMPLEXES FINAL BALANCING CUT	2,166 (2,166)	-
572.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	-	-
572.64-23 SOFTWARE	ACTIVE NETWORK RECREATION SOFTWARE PROGRAM FOR AUTOMATING ACTIVITY REGISTRATIONS ONLINE, EQUIPMENT LENDING, FACILITY RESERVATIONS, & LEAGUE SCHEDULING FINAL BALANCING CUT	19,375 (19,375)	-

FUND 001
 DEPT 72
 DIVISION 03

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

PARKS OPERATIONS EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
572.14-10	OVERTIME	-	2,500	-	-100.00%
*	SALARIES AND BENEFITS	-	2,500	-	-100.00%
<i>OPERATING EXPENDITURES</i>					
572.31-60	PERMIT & COMPLIANCE FEES	-	300	300	0.00%
572.34-10	CONTRACTUAL SERVICES	-	24,000	21,700	-9.58%
572.40-10	TRAVEL & PER DIEM	-	6,000	1,500	-75.00%
572.41-10	TELEPHONE	-	2,512	922	-63.30%
572.41-30	POSTAGE	-	200	200	0.00%
572.44-10	RENTALS & LEASES	-	1,000	-	-100.00%
572.45-10	LIABILITY	-	1,752	2,015	15.01%
572.46-25	REPAIR & MAINT. - MISC.	-	1,500	1,500	0.00%
572.46-35	MOWER	-	-	-	0.00%
572.47-10	PRINTING & BINDING	-	200	200	0.00%
572.49-10	ADVERTISING	-	-	-	0.00%
572.51-10	OFFICE SUPPLIES	-	200	200	0.00%
572.52-10	OPERATING SUPPLIES	-	11,500	10,000	-13.04%
572.52-11	DURABLE GOODS	-	-	-	0.00%
572.52-15	FUEL COSTS	-	2,000	1,250	-37.50%
572.52-25	UNIFORMS	-	100	100	0.00%
572.52-30	ART IN THE SQUARE	-	-	-	0.00%
572.54-10	BKS, PUB, SUB, MEM, LIB	-	125	250	100.00%
*	OPERATING EXPENDITURES	-	51,389	40,137	-21.90%
<i>CAPITAL EXPENDITURES</i>					
572.64-10	EQUIP - REPLACEMENT	-	-	-	0.00%
572.64-11	EQUIP - VEHICLE REPLACEMENT	-	-	-	0.00%
572.64-13	EQUIP - COMP REPLACEMENT	-	1,899	-	-100.00%
572.64-14	EQUIP - NEW COMPUTERS	-	-	-	0.00%
572.64-15	EQUIP - NEW	-	-	-	0.00%
572.64-17	EQUIP-NEW VEHICLES	-	-	-	0.00%
572.64-25	FUTURE PROJECTS	-	27,500	-	-100.00%
*	CAPITAL EXPENDITURES	-	29,399	-	-100.00%
TOTAL	PARKS OPERATIONS	-	83,288	40,137	-51.81%

FUND 001
 DEPT 72
 DIVISION 03

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

PARKS OPERATIONS DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
572.14-10 OVERTIME	NO AMOUNT BUDGETED	-	-
572.31-60 PERMIT & COMPLIANCE FEES	DEP ANNUAL LEASE FEE FOR TAVARES RECREATION PARK FISHING PIER	300	300
572.34-10 CONTRACTUAL SERVICES	AQUATIC PLANT MANAGEMENT PLANT MITIGATION AT TNP PLANT MITIGATION AT WOOTON PLANT MITIGATION AT TRP ANNUAL CEMETERY SOFTWARE FEE CLEANING DETAIL FOR SPECIAL EVENTS	1,500 5,500 6,500 6,000 1,000 1,200	21,700
572.40-10 TRAVEL & PER DIEM	INCREASE TO ACCOMODATE NEW COURSES AND ADDITIONAL CONFERENCES	1,500	1,500
572.41-10 TELEPHONE	NEXTEL VERIZON	479 443	922
572.41-30 POSTAGE	POSTAGE COSTS	200	200
572.44-10 RENTALS & LEASES	REQUEST TO MOVE ALL RENTALS & LEASES TO RECREATION BUDGET	-	-
572.45-10 LIABILITY	LIABILITY INSURANCE	2,015	2,015
572.46-25 MISCELLANEOUS	MISCELLANEOUS	1,500	1,500
572.47-10 PRINTING & BINDING	BUSINESS CARDS, FACILITY RESERVATION FORMS, BROCHURES, ETC.	200	200
572.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	200	200
572.52-10 OPERATING SUPPLIES	MISC OPERATING SUPPLIES, PAPER, INK, HARDWARE, TOOLS PAINT, ETC. FINAL BALANCING CUT	15,000 (5,000)	10,000
572.52-11 DURABLE GOODS	THE CIVIC CENTER IS HOST SITE TO MANY EVENTS PER YEAR. THE TABLES THAT ARE CURRENTLY USED ARE QUITE OLD, ARE IN ROUGH SHAPE & ARE IN NEED OF REPLACING 30 NEW 8' BANQUET TABLES FOR THE CIVIC CENTER TO USE DURING EVENTS AND FUNCTIONS 30 NEW 60" ROUND TABLES FOR THE CIVIC CENTER TO USE DURING EVENTS AND FUNCTIONS FINAL BALANCING CUT	4,500 6,000 (10,500)	-
572.52-15 FUEL COSTS	FUEL COSTS FINAL BALANCING CUT	2,000 (750)	1,250
572.52-25 UNIFORMS	UNIFORMS	100	100
572.54-10 BOOKS, PUB, SUB, MEM, LIB	PUBLICATIONS AND MEMBERSHIPS	250	250
572.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
572.64-15 EQUIP - NEW	20 PIECES OF 4'X8' STAGING MATERIALS FOR EVENTS AS OUR EVENTS INCREASE IN SIZE, ENTERTAINMENT IS TYPICALLY A PART OF EACH EVENT, AND THE NEED FOR ADDITIONAL STAGE MATERIAL HAS BECOME NECESSARY FINAL BALANCING CUT	19,000 (19,000)	-

FUND 001
 DEPT 72
 DIVISION 03

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

PARKS OPERATIONS DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
572.64-25 FUTURE PROJECTS	REPLACEMENT MULCH(ENGINEERED WOODCARPET) AT AESOP'S PARK PLAYGROUND-MULCH IS WEARING DOWN INCLUDED IN DEPARTMENT 7201	2,000 (2,000)	-
	AESOP'S PARK-AERATION FOUNTAIN FOR RETENTION POND FINAL BALANCING CUT	10,000 (10,000)	
	TAVARES NATURE PARK SECURITY FENCING AROUND BACK PROPERTY LINE (TO KEEP ATVS OUT OF ENVIRONMENTAL AREAS) FINAL BALANCING CUT	21,000 (21,000)	
	TAVARES NATURE PARK RESTORATION WORK FINAL BALANCING CUT	10,000 (10,000)	
	NEW FISHING DOCK/BOARDWALK AT TAVARES NATURE PARK EXISTING DOCK IS NOT SAFE & DEEMED IRREPLACABLE FINAL BALANCING CUT	75,000 (75,000)	
	ROOFING OR SHADE STRUCTURE-TAVARES SHUFFLEBOARD COURTS-ALUMINUM COVERINGS OR SHADE COVERINGS TO BLOCK RAIN & ALLEVIATE STORMWATER ISSUES FINAL BALANCING CUT	120,000 (120,000)	
	INGRAHAM PK PICNIC GAZEBO/TABLES-REQ BY COMMUNITY FINAL BALANCING CUT	7,500 (7,500)	
	REMODEL CIVIC CENTER FINAL BALANCING CUT	250,000 (250,000)	
	REPLACE CHAIN LINK FENCE ALONG PERIMETER OF SQUIBB PARK ENTRANCE-LEFT SIDE OF BAYTREE PROPERTY MOVED TO DEPARTMENT 7201	1,450 (1,450)	
	REPLACE THE FLOORING IN THE RESTROOMS (MEN & WOMEN) AT FRED STOVER COMPLEX WITH INDUSTRIAL STRENGTH TILE FINAL BALANCING CUT	3,500 (3,500)	
	2 NEW SCOREBOARDS AT FRED STOVER SPORTS COMPLEX TO REPLACE THE OUT-DATED EXISTING SCOREBOARDS FINAL BALANCING CUT	8,000 (8,000)	
	3 NEW SCOREBOARDS AT WOODLEA SPORTS COMPLEX TO REPLACE THE OUTDATED EXISTING SCOREBOARDS FINAL BALANCING CUT	12,000 (12,000)	
	SHADE STRUCTURES TO COVER EXISTING BLEACHERS AT WOODLEA SPORTS COMPLEX. THERE ARE CURRENTLY 6 SETS OF BLEACHERS THAT ARE NOT COVERED TO PROTECT THE SPECTATORS FROM FOUL BALLS AND PROVIDE SHADE FINAL BALANCING CUT	25,000 (25,000)	
	REPLACE EXISTING WOODEN BLEACHERS AT THE WOODLEA SPORTS COMPLEX (6 SETS OF BLEACHERS ON 3 FIELDS) FINAL BALANCING CUT	19,000 (19,000)	
	CONCEPTUAL PLAN FOR RECREATION DEPARTMENT ADMIN BUILDING & RECREATION CENTER AT WOODLEA SPORTS COMPLEX- THE PARKS MASTER PLAN CALLS FOR THE CONSTRUCTION OF THIS BUILDING TO SERVE AS OFFICE SPACE & COMMUNITY CENTER. THIS CONCEPTUAL PLAN WILL DELIVER THE COSTS TO BUILD, A PRELIMINARY DESIGN, AND THE LOCATION OF THE FACILITY FINAL BALANCING CUT	40,000 (40,000)	
	REPLACE DETERIORATING PORTABLE CEMETERY OFFICE FINAL BALANCING CUT	45,000 (45,000)	
	TAVARES NATURE PARK RESTROOMS (SUPPLEMENTAL MONEY TO USE WITH CDBG) - WAITING AWARD FINAL BALANCING CUT	50,000 (50,000)	
	NEW CONCESSION STAND AND RESTROOM COMPLEX AT WOODLEA SPORTS COMPLEX - WILL SERVE AS A MATCH TO THE SECURED LWCF GRANT REMOVED GRANT PORTION FINAL BALANCING CUT	400,000 (200,000) (200,000)	
	REMODEL TRA ROOM - DRYWALL TO HELP WITH SOUND, PAINT, WINDOW TREATMENTS, STORAGE ETC FINAL BALANCING CUT	7,500 (7,500)	

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POLICE EDUCATION

FUND 102



Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Department Summary</i>				
Police Services-2101				
Operating Expenses	1,016	1,500	1,650	10.00%
Capital Expenses	-	-	-	0.00%
Debt	-	-	-	0.00%
Grand Total Police Ed.	\$ 1,016	\$ 1,500	\$ 1,650	10.00%

FUND 102
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

POLICE EDUCATION REVENUE

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-215</u>	<u>ESTIMATED REVENUE 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>FINES & FORFEITURES</i>					
351.10-00	JUDGMENTS & FINES	2,068	1,500	1,650	10.00%
**	TOTAL FINES & FORFEITURES	<u>2,068</u>	<u>1,500</u>	<u>1,650</u>	<u>10.00%</u>
TOTAL POLICE EDUCATION		<u>2,068</u>	<u>1,500</u>	<u>1,650</u>	<u>10.00%</u>

FUND 102
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

POLICE EDUCATION REVENUE

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
351.10-00 POLICE JUDGMENTS & FINES	JUDGEMENT AND FINE REVENUE	1,650	1,650
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	-	-
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	-	-

FUND 102
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

POLICE EDUCATION EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>OPERATING EXPENDITURES</i>					
521.40-20	POLICE EDUCATION EXP	1,016	1,500	1,650	10.00%
*	OPERATING EXPENDITURES	1,016	1,500	1,650	10.00%
TOTAL	POLICE EDUCATION	1,016	1,500	1,650	10.00%

FUND 102
DEPT 21
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

POLICE EDUCATION EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
521.40-20 POLICE EDUCATION EXPENSE	TRAINING	1,650	1,650

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POLICE AUTOMATION & TECHNOLOGY

FUND 103



Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Department Summary</i>				
Police Services-2101				
Operating Expenses	-	-	-	0.00%
Capital Expenses	-	-	-	0.00%
Debt	-	-	-	0.00%
Grand Total Police	\$ -	\$ -	\$ -	0.00%

FUND 103
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

POLICE AUTOMATION & TECHNOLOGY REVENUE

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-215</u>	<u>ESTIMATED REVENUE 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>FINES & FORFEITURES</i>					
351.10-00	JUDGMENTS & FINES	-	-	-	0.00%
**	TOTAL FINES & FORFEITURES	-	-	-	0.00%
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	-	-	0.00%
**	TOTAL INTEREST & OTHER INCOME	-	-	-	0.00%
<i>OTHER SOURCES</i>					
389.90-01	RETAINED EARNINGS	-	-	-	0.00%
*	APPROPRIATED RESERVES	-	-	-	0.00%
**	TOTAL OTHER SOURCES	-	-	-	0.00%
TOTAL POLICE AUTOMATION TECH		-	-	-	0.00%

FUND 103
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

POLICE AUTOMATION & TECHNOLOGY REVENUE

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
351.10-00 POLICE JUDGMENTS & FINES	NO AMOUNT BUDGETED	-	-
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	-	-
389.90-01 RETAINED EARNINGS	NO AMOUNT BUDGETED	-	-
		-	-

FUND 103
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

POLICE AUTOMATION EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>OPERATING EXPENDITURES</i>					
521.34-10	CONTRACTUAL SERVICES	-	-	-	0.00%
521.52-10	OPERATING SUPPLIES	-	-	-	0.00%
521.52-55	POLICE AUTOMATION EXP	-	-	-	0.00%
521.59-65	GRANT MATCH	-	-	-	0.00%
*	OPERATING EXPENDITURES	-	-	-	0.00%
<i>CAPITAL EXPENDITURES</i>					
521.64-10	EQUIP - REPLACEMENT	-	-	-	0.00%
521.64-13	EQUIP - COMP REPLACEMENT	-	-	-	0.00%
521.64-14	EQUIP - NEW COMPUTERS	-	-	-	0.00%
521.64-15	EQUIP - NEW	-	-	-	0.00%
521.64-20	DURABLE GOODS	-	-	-	0.00%
521.64-23	SOFTWARE	-	-	-	0.00%
*	CAPITAL EXPENDITURES	-	-	-	0.00%
TOTAL	POLICE AUTOMATION	-	-	-	0.00%

FUND 103
DEPT 21
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

POLICE AUTOMATION EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
521.34-10 CONTRACTUAL SERVICES	NO AMOUNT BUDGETED	-	-
521.52-10 OPERATING SUPPLIES	NO AMOUNT BUDGETED	-	-
521.52-55 POLICE AUTOMATION EXP	NO AMOUNT BUDGETED	-	-
521.59-65 GRANT MATCH	NO AMOUNT BUDGETED	-	-
521.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	-	-
521.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
521.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
521.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	-	-
521.64-20 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
521.64-23 SOFTWARE	NO AMOUNT BUDGETED	-	-
521.64-50 CAPITAL GRANT MATCH	NO AMOUNT BUDGETED	-	-

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COMMUNITY REDEVELOPMENT

FUND 105

Position Summary

Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Water Taxi Captain	59003	2	0	0
No. of Seasonal ¹ :		2	0	0
Total No. of Positions:		2	0	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

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Department Summary</i>				
Economic Development-5901				
Personal Services	4,125	-	-	0.00%
Operating Expenses	145,618	167,834	112,000	-33.27%
Capital Expenses	-	-	-	0.00%
Debt	-	-	-	0.00%
Total Eco. Development*	149,743	167,834	112,000	-33.27%
Parks-7201				
Personal Services	-	-	-	0.00%
Operating Expenses	-	-	-	0.00%
Capital Expenses	-	-	-	0.00%
Debt	-	-	-	0.00%
Total Parks	-	-	-	0.00%
<i>Category Summary</i>				
Personal Services	4,125	-	-	0.00%
Operating Expenses	145,618	167,834	112,000	-33.27%
Capital Expenses	-	-	-	0.00%
Debt	-	-	-	0.00%
Grand Total Comm. Redev.	\$ 149,743	\$ 167,834	\$ 112,000	-33.27%

FUND 105
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

COMMUNITY REDEVELOPMENT-TIF FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-215	ESTIMATED REVENUE 2015-2016	% CHANGE OVER FY 14-15
<i>TAXES</i>					
311.01-00	CURRENT	124,582	156,307	155,104	-0.77%
**	TOTAL TAXES	<u>124,582</u>	<u>156,307</u>	<u>155,104</u>	<u>-0.77%</u>
<i>INTERGOVERNMENT REVENUES</i>					
337.50-10	TOURISM	15,055	19,000	5,400	-71.58%
344.20-03	TAXI FARES	-	-	-	0.00%
347.40-04	SPECIAL EVENTS	6,525	6,103	7,504	22.96%
**	TOTAL INTERGOVERNMENTAL REVENUES	<u>21,580</u>	<u>25,103</u>	<u>12,904</u>	<u>-48.60%</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	28	-	-100.00%
361.10-02	SBA INTEREST	29	-	-	0.00%
366.04-00	OTHER DONATIONS	-	2,000	2,000	0.00%
367.02-00	UNREALIZED GAIN ON INVEST	41	-	-	0.00%
**	TOTAL INTEREST & OTHER INCOME	<u>70</u>	<u>2,028</u>	<u>2,000</u>	<u>-1.38%</u>
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	-	(15,604)	(58,008)	N/A
*	APPROPRIATED RESERVES	-	(15,604)	(58,008)	N/A
**	TOTAL OTHER SOURCES	<u>-</u>	<u>(15,604)</u>	<u>(58,008)</u>	<u>N/A</u>
TOTAL COMMUNITY REDEVELOPMENT		<u>146,232</u>	<u>167,834</u>	<u>112,000</u>	<u>-33.27%</u>

FUND 105
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

COMMUNITY REDEVELOPMENT-TIF FUND EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
5901-ECONOMIC DEVELOPMENT					
<i>SALARIES AND BENEFITS</i>					
559.12-10	REGULAR SALARIES	-	-	-	0.00%
559.14-10	OVERTIME	4,125	-	-	0.00%
559.21-10	FICA / MED TAXES	-	-	-	0.00%
559.22-20	FL STATE RETIREMENT	-	-	-	0.00%
559.23-10	HEALTH INSURANCE	-	-	-	0.00%
559.23-15	DENTAL INSURANCE	-	-	-	0.00%
559.23-20	LIFE INSURANCE	-	-	-	0.00%
559.23-40	LONG TERM DISABILITY	-	-	-	0.00%
559.24-10	WORKERS' COMPENSATION	-	-	-	0.00%
559.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
*	SALARIES AND BENEFITS	4,125	-	-	0.00%
<i>OPERATING EXPENDITURES</i>					
559.34-10	CONTRACTUAL SERVICES	5,000	5,000	5,000	0.00%
559.40-10	TRAVEL & PER DIEM	1,653	3,600	5,400	50.00%
559.48-60	SPONSORED EVENTS	71,656	77,000	60,000	-22.08%
559.49-10	ADVERTISING	1,125	2,000	4,400	120.00%
559.52-11	DURABLE GOODS	-	6,000	13,000	116.67%
559.52-85	EXP RELATED TO TIF DIST	175	200	200	0.00%
559.55-30	INDIVIDUAL PROPERTY GRANT	-	4,000	20,000	400.00%
559.59-05	TRANSER TO MARINA/SEAPLANE	65,034	70,034	4,000	-94.29%
559.59-06	DUE TO WOOTON PK EXPANSION	-	-	-	0.00%
559.59-13	BAD DEBT	975	-	-	0.00%
559.59-17	DUE TO CAPITAL PROJ FUND	-	-	-	0.00%
*	OPERATING EXPENDITURES	145,618	167,834	112,000	-33.27%
<i>TRANSFERS & REIMBURSEMENTS</i>					
559.91-17	DUE TO CAPITAL PROJ FUND	74,954	-	-	0.00%
*	TRANSFERS & REIMBURSEMENTS	74,954	-	-	
TOTAL	5901-ECONOMIC DEVELOPMENT	224,697	167,834	112,000	-33.27%
TOTAL	COMMUNITY REDEVELOPMENT	224,697	167,834	112,000	-33.27%

FUND 105
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

COMMUNITY REDEVELOPMENT-TIF FUND EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
ECONOMIC DEVELOPMENT			
559.14-10 OVERTIME	NO AMOUNT BUDGETED	-	-
559.34-10 CONTRACTUAL SERVICES	PLANES, TRAINS & BBQ COORDINATOR	5,000	5,000
559.40-10 TRAVEL & PER DIEM	AAAE CONFERENCE CRA WORKSHOPS/TRAINING ECONOMIC DEVELOPMENT SEMINAR AMERICA IN BLOOM PROGRAM FLORICULTURE FIELD DAY	2,000 1,000 1,000 1,000 400	5,400
559.48-60 SPONSORED EVENTS	AFRICAN AMERICAN HERITAGE FESTIVAL DRAGONBOAT FESTIVAL PLANES, TRAINS & BBQ AIRSHOW SEAPLANE FLY-IN: SPRING & FALL HYDRODRAG NATIONALS HYDRODRAG QUALIFIERS JUNIOR BASSMASTERS TBD EVENT SIGNATURE FALL EVENT ADJ PER CITY ADMINISTRATOR	1,000 5,000 15,000 10,000 5,000 5,000 1,000 8,000 10,000	60,000
559.49-10 ADVERTISING	EVENT SEASON PLANES, TRAINS & BBQ CHAMBER EXPO SEAPLANE BASE PROMOTIONAL ITEMS FACADE GRANT REACH OUT EMAIL MARKETING SYSTEM	1,000 500 400 1,200 500 800	4,400
559.52-11 DURABLE GOODS	BASKET PROGRAM SPECIALTY SIGNAGE FOR WOOTON PARK PROJECT LANDSCAPE FEATURES FOR WOOTON PARK PROJECT	5,000 3,000 5,000	13,000
559.52-85 EXP RELATED TO TIF DIST	SPECIAL DISTRICT CERTIFICATION	200	200
559.55-30 INDIVIDUAL PROPERTY GRANT	FACADE GRANT IMPROVEMENT PROGRAM (5)	20,000	20,000
559.59-05 TRANSER TO MARINA/SEAPLAN	ADJUST FOR BUDGET BALANCE REVIEW	4,000	4,000
559.59-06 DUE TO WOOTON PK EXPANSIO	WOOTON PARK EXPANSION MOVE TO PARK IMPACTS	10,000 (10,000)	-
559.59-13 BAD DEBT	NO AMOUNT BUDGETED	-	-
559.91-17 DUE TO CAPITAL PROJ FUND	NO AMOUNT BUDGETED	-	-

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SPECIAL EVENTS

FUND 106



Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Department Summary</i>				
Economic Development-5901				
Operating Expenses	-	-	-	0.00%
Grand Total Special Events	\$ -	\$ -	\$ -	0.00%

FUND 106
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

SPECIAL EVENTS FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-215</u>	<u>ESTIMATED REVENUE 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>CHARGES FOR SERVICES</i>					
347.40-04	SPECIAL EVENT COLLECTIONS	-	-	-	0.00%
**	TOTAL CHARGES FOR SERVICES	-	-	-	0.00%
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	-	-	0.00%
361.10-02	SBA INTEREST	-	-	-	0.00%
**	TOTAL INTEREST & OTHER INCOME	-	-	-	0.00%
<i>MISCELLANEOUS INCOME</i>					
369.10-01	MISCELLANEOUS REVENUE	-	-	-	0.00%
**	TOTAL MISCELLANEOUS REVENUE	-	-	-	0.00%
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	-	-	-	0.00%
*	APPROPRIATED RESERVES	-	-	-	0.00%
**	TOTAL OTHER SOURCES	-	-	-	0.00%
TOTAL SPECIAL EVENTS FUND REVENUE		-	-	-	0.00%

FUND 106
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

SPECIAL EVENTS FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
347.40-04 SPECIAL EVENT COLLECTIONS	NO AMOUNT BUDGETED	-	-
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	-	-
366.04-00 OTHER DONATIONS/CONTRIB	NO AMOUNT BUDGETED	-	-
369.10-01 MISCELLANEOUS	NO AMOUNT BUDGETED	-	-
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	-	-

FUND 106
 DEPT 59
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

SPECIAL EVENTS FUND EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>OPERATING EXPENDITURES</i>					
559.55-20	PROGRAM COSTS	-	-	-	0.00%
*	OPERATING EXPENDITURES	-	-	-	0.00%
TOTAL	SPECIAL EVENTS	-	-	-	0.00%

FUND 106
DEPT 59
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

SPECIAL EVENTS FUND EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
559.55-20 PROGRAM COSTS	NO AMOUNT BUDGETED	-	-

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POLICE IMPACTS

FUND 110



Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Department Summary</i>				
Police Services-2101				
Operating Expenses	-	-	10,000	100.00%
Capital Expenses	-	-	-	0.00%
Debt	-	-	-	0.00%
Grand Total Police	\$ -	\$ -	\$ 10,000	100.00%

FUND 110
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

POLICE IMPACT FEE FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-215</u>	<u>ESTIMATED REVENUE 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	20	-	-100.00%
361.10-02	SBA INTEREST	4	-	-	0.00%
361.10-08	INVESTMENT	-	-	-	0.00%
367.02-00	UNREALIZED GAIN ON INVEST	67	-	-	0.00%
**	TOTAL INTEREST & OTHER INCOME	<u>71</u>	<u>20</u>	<u>-</u>	<u>-100.00%</u>
<i>IMPACT FEES</i>					
363.22-01	POLICE IMPACT FEES	47,507	22,614	30,000	32.66%
363.22-91	PIONEER CREDITS	-	-	-	0.00%
363.22-92	CRA CREDITS-POLICE	(22,134)	-	-	0.00%
**	TOTAL IMPACT FEES	<u>25,373</u>	<u>22,614</u>	<u>30,000</u>	<u>32.66%</u>
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	-	(22,634)	(20,000)	N/A
*	APPROPRIATED RESERVES	-	(22,634)	(20,000)	N/A
**	TOTAL OTHER SOURCES	<u>-</u>	<u>(22,634)</u>	<u>(20,000)</u>	<u>N/A</u>
TOTAL POLICE IMPACTS		<u>25,444</u>	<u>-</u>	<u>10,000</u>	<u>100.00%</u>

FUND 110
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

POLICE IMPACT FEE FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	-	-
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	-	-
361.10-08 INVESTMENT	NO AMOUNT BUDGETED	-	-
363.22-01 POLICE IMPACT FEES	ESTIMATED IMPACT FEE COLLECTIONS	30,000	30,000
363.22-91 PIONEER CREDITS	NO AMOUNT BUDGETED	-	-
363.22-92 CRA CREDITS-POLICE	NO AMOUNT BUDGETED	-	-
367.02-00 UNREALIZED GAIN ON INVEST	NO AMOUNT BUDGETED	-	-
389.90-00 APPROPRIATED RESERVES	UNAPPROPRIATED REVENUES ADJUST FOR STUDY	(30,000) 10,000	(20,000)

FUND 110
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

POLICE PUBLIC SAFETY IMPACT EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>OPERATING EXPENDITURES</i>					
521.34-10	CONTRACTUAL SERVICES	-	-	10,000	100.00%
*	OPERATING EXPENDITURES	-	-	10,000	100.00%
<i>CAPITAL EXPENDITURES</i>					
521.64-13	EQUIP - COMP REPLACEMENT	-	-	-	0.00%
521.64-14	EQUIP - NEW COMPUTERS	-	-	-	0.00%
521.64-15	EQUIP - NEW	-	-	-	0.00%
521.64-25	FUTURE PROJECTS	-	-	-	0.00%
*	CAPITAL EXPENDITURES	-	-	-	0.00%
TOTAL POLICE PUBLIC SAFETY		-	-	10,000	100.00%

FUND 110
DEPT 21
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

POLICE PUBLIC SAFETY IMPACT EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
521.34-10 CONTRACTUAL SERVICES	RATE STUDY FOR FIRE, POLICE, AND PARKS IMPACT FEES	10,000	10,000
521.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
521.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
521.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	-	-
521.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-

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FIRE IMPACTS

FUND 111



Budget Summary

<i>Department Summary</i>	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Fire Services-2201				
Operating Expenses	-	-	10,000	100.00%
Capital Expenses	-	-	-	0.00%
Debt	-	-	-	0.00%
Grand Total Fire	\$ -	\$ -	\$ 10,000	100.00%

FUND 111
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

FIRE IMPACT FEE FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-215</u>	<u>ESTIMATED REVENUE 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	20	-	-100.00%
361.10-02	SBA INTEREST	-	-	-	0.00%
**	TOTAL INTEREST & OTHER INCOME	-	20	-	-100.00%
<i>IMPACT FEES</i>					
363.22-02	FIRE IMPACT FEES	88,881	14,093	56,000	297.36%
363.22-93	CRA CREDITS-FIRE	(40,074)	-	-	0.00%
**	TOTAL IMPACT FEES	48,807	14,093	56,000	297.36%
<i>OTHER SOURCES</i>					
381.01-01	TRANSFERS FROM GENERAL	-	-	-	0.00%
*	TRANSFERS IN	-	-	-	0.00%
389.90-00	APPROPRIATED RESERVES	-	14,113	(46,000)	-425.94%
*	APPROPRIATED RESERVES	-	14,113	(46,000)	-425.94%
**	TOTAL OTHER SOURCES	-	14,113	(46,000)	-425.94%
TOTAL FIRE IMPACTS		48,807	28,226	10,000	-64.57%

FUND 111
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

FIRE IMPACT FEE FUND REVENUES

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	-	-
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	-	-
361.10-08 INVESTMENT	NO AMOUNT BUDGETED	-	-
363.22-02 FIRE IMPACT FEES	ESTIMATED FIRE IMPACT FEE COLLECTIONS	56,000	56,000
363.22-91 PIONEER CREDITS	NO AMOUNT BUDGETED	-	-
363.22-93 CRA CREDITS-FIRE	NO AMOUNT BUDGETED	-	-
381.01-01 TRANSFERS FROM GENERAL	NO AMOUNT BUDGETED	-	-
389.90-00 APPROPRIATED RESERVES	UNAPPROPRIATED REVENUES ADJUST FOR STUDY	(56,000) 10,000	(46,000)

FUND 111
 DEPT 22
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

FIRE PUBLIC SAFETY IMPACT EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>OPERATING EXPENDITURES</i>					
522.34-10	DEVELOPER OBLIGATIONS	-	-	10,000	100.00%
522.52-10	OPERATING SUPPLIES	-	-	-	0.00%
522.59-15	TRANSFER TO G/F	-	-	-	0.00%
522.59-17	TRANSFER TO DEBT SERVICE	-	-	-	0.00%
*	OPERATING EXPENDITURES	-	-	10,000	100.00%
<i>CAPITAL EXPENDITURES</i>					
522.64-10	EQUIP - REPLACEMENT	-	-	-	0.00%
522.64-13	EQUIP - COMP REPLACEMENT	-	-	-	0.00%
522.64-14	EQUIP - NEW COMPUTERS	-	-	-	0.00%
522.64-15	EQUIP - NEW	-	-	-	0.00%
*	CAPITAL EXPENDITURES	-	-	-	0.00%
<i>DEBT SERVICE</i>					
522.71-50	FIRE TRUCK LEASE 2002	-	-	-	0.00%
522.72-50	FIRE TRUCK LEASE 2002	-	-	-	0.00%
522.73-10	DEBT SERVICE COSTS	-	-	-	0.00%
*	DEBT SERVICE	-	-	-	0.00%
TOTAL FIRE PUBLIC SAFETY		-	-	10,000	100.00%

FUND 111
DEPT 22
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

FIRE PUBLIC SAFETY IMPACT EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
522.34-10 CONTRACTUAL SERVICES	RATE STUDY FOR FIRE, POLICE, AND PARKS IMPACT FEES	10,000	10,000
522.49-40 DEVELOPER OBLIGATIONS	NO AMOUNT BUDGETED	-	-
522.52-10 OPERATING SUPPLIES	NO AMOUNT BUDGETED	-	-
522.59-15 TRANSFER TO G/F	NO AMOUNT BUDGETED	-	-
522.59-17 TRANSFER TO DEBT SERVICE	NO AMOUNT BUDGETED	-	-

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POLICE FORFEITURES-STATE

FUND 112



Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Department Summary</i>				
Police Services-2101	-	-	-	0.00%
Personal Services	-	-	-	0.00%
Operating Expenses	8,013	-	-	0.00%
Capital Expenses	-	6,525	-	-100.00%
Grand Total Police	\$ 8,013	\$ 6,525	\$ -	-100.00%

FUND 112
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

POLICE FORFEITURE-STATE FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-215</u>	<u>ESTIMATED REVENUE 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>FINES & FORFEITURES</i>					
351.10-00	JUDGMENTS & FINES	257	-	-	0.00%
351.10-10	FORFEITURE	-	-	-	0.00%
**	TOTAL FINES & FORFEITURES	<u>257</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	-	-	0.00%
361.10-10	FORFEITURE	-	-	-	0.00%
**	TOTAL INTEREST & OTHER INCOME	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	-	6,525	-	-100.00%
*	APPROPRIATED RESERVES	-	6,525	-	-100.00%
**	TOTAL OTHER SOURCES	<u>-</u>	<u>6,525</u>	<u>-</u>	<u>-100.00%</u>
TOTAL POLICE FORFEITURE-STATE		<u>257</u>	<u>6,525</u>	<u>-</u>	<u>-100.00%</u>

FUND 112
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

POLICE FORFEITURE-STATE FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
351.10-00 POLICE JUDGMENTS & FINES	NO AMOUNT BUDGETED	-	-
351.10-10 FORFEITURE	NO AMOUNT BUDGETED	-	-
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	-	-
361.10-10 FORFEITURE	NO AMOUNT BUDGETED	-	-
381.01-01 TRANSFERS FROM GENERAL	NO AMOUNT BUDGETED	-	-
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	-	-

FUND 112
 DEPT 21
 DIVISION SEE BELOW

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

POLICE FORFEITURE-STATE FUND EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>OPERATING EXPENDITURES</i>					
521.40-10	TRAVEL & PER DIEM	-	-	-	
521.52-10	OPERATING SUPPLIES	13	-	-	0.00%
521.52-11	DURABLE GOODS	8,000	-	-	0.00%
521.52-40	INVESTIGATION FUNDS	-	-	-	0.00%
*	OPERATING EXPENDITURES	<u>8,013</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<i>CAPITAL EXPENDITURES</i>					
521.64-10	EQUIP - REPLACEMENT	-	-	-	0.00%
521.64-14	EQUIP - NEW COMPUTERS	-	-	-	0.00%
521.64-15	EQUIP - NEW	-	-	-	0.00%
521.64-20	DURABLE GOODS	-	-	-	0.00%
*	CAPITAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
TOTAL POLICE		<u>8,013</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
2104-K-9 PROGRAM					
<i>SALARIES AND BENEFITS</i>					
521.14-10	OVERTIME	-	-	-	0.00%
*	SALARIES AND BENEFITS	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<i>CAPITAL EXPENDITURES</i>					
521.64-10	EQUIP - REPLACEMENT	-	6,525	-	-100.00%
*	CAPITAL EXPENDITURES	<u>-</u>	<u>6,525</u>	<u>-</u>	<u>-100.00%</u>
TOTAL K-9 PROGRAM		<u>-</u>	<u>6,525</u>	<u>-</u>	<u>-100.00%</u>
TOTAL POLICE FORFEITURE-STATE		<u><u>8,013</u></u>	<u><u>6,525</u></u>	<u><u>-</u></u>	<u><u>-100.00%</u></u>

FUND 112
DEPT 21
DIVISION See Below

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

POLICE FORFEITURE-STATE FUND EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
521.14-10 OVERTIME	NO AMOUNT BUDGETED	-	-
521.40-10 TRAVEL & PER DIEM	NO AMOUNT BUDGETED	-	-
521.52-10 OPERATING SUPPLIES	NO AMOUNT BUDGETED	-	-
521.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
521.52-40 INVESTIGATION FUNDS	NO AMOUNT BUDGETED	-	-
K-9 PROGRAM			
521.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	-	-

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POLICE

FORFEITURES-FEDERAL

FUND 113



Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Department Summary</i>				
Police Services-2101	-	-	-	0.00%
Personal Services	-	-	-	0.00%
Operating Expenses	-	-	-	0.00%
Capital Expenses	-	-	-	0.00%
Grand Total Police	\$ -	\$ -	\$ -	0.00%

FUND 113
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

POLICE FORFEITURE-FEDERAL FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-215</u>	<u>ESTIMATED REVENUE 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>FINES & FORFEITURES</i>					
351.10-00	JUDGMENTS & FINES	-	-	-	0.00%
**	TOTAL FINES & FORFEITURES	-	-	-	0.00%
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	-	-	0.00%
**	TOTAL INTEREST & OTHER INCOME	-	-	-	0.00%
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	-	-	-	0.00%
*	APPROPRIATED RESERVES	-	-	-	0.00%
**	TOTAL OTHER SOURCES	-	-	-	0.00%
TOTAL POLICE FORFEITURES-FEDERAL		-	-	-	0.00%

FUND 113
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

POLICE FORFEITURE-FEDERAL FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
351.10-00 POLICE JUDGMENTS & FINES	NO AMOUNT BUDGETED	-	-
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	-	-
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	-	-
		-	-

FUND 113
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

POLICE FORFEITURE-FEDERAL FUND EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>SALARIES AND BENEFITS</i>					
521.14-10	OVERTIME	-	-	-	0.00%
*	SALARIES AND BENEFITS	-	-	-	0.00%
<i>CAPITAL EXPENDITURES</i>					
521.64-13	EQUIP - COMP REPLACEMENT	-	-	-	0.00%
521.64-14	EQUIP - NEW COMPUTERS	-	-	-	0.00%
521.64-15	EQUIP - NEW	-	-	-	0.00%
*	CAPITAL EXPENDITURES	-	-	-	0.00%
TOTAL POLICE FORFEITURE-FEDERAL		-	-	-	0.00%

FUND 113
DEPT 21
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

POLICE FORFEITURE-FEDERAL FUND EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
521.14-10 OVERTIME	NO AMOUNT BUDGETED	-	-
521.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
521.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
521.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	-	-
		-	-

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PARKS & RECREATION

IMPACTS

FUND 114



Budget Summary

<i>Department Summary</i>	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Parks & Rec-7201				
Operating Expenses	-	-	10,000	100.00%
Capital Expenses	-	-	10,000	100.00%
Debt	-	-	-	0.00%
Transfers & Other	-	-	-	0.00%
Grand Total Parks & Rec	\$ -	\$ -	\$ 20,000	100.00%

FUND 114
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

PARKS & RECREATION IMPACT FEE FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-215</u>	<u>ESTIMATED REVENUE 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	-	-	0.00%
**	TOTAL INTEREST & OTHER INCOME	-	-	-	0.00%
<i>IMPACT FEES</i>					
363.22-03	PARKS & RECREATION IMPACT	75,049	-	48,000	100.00%
363.22-94	CRA CREDITS - PARK IMPACT	(30,377)	-	-	0.00%
**	TOTAL IMPACT FEES	44,672	-	48,000	100.00%
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	-	-	(28,000)	N/A
*	APPROPRIATED RESERVES	-	-	(28,000)	N/A
**	TOTAL OTHER SOURCES	-	-	(28,000)	N/A
TOTAL PARKS & REC IMPACT FEE		44,672	-	20,000	100.00%

FUND 114
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

PARKS & RECREATION IMPACT FEE FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
363.22-03 PARKS & RECREATION IMPACT	ESTIMATED IMPACT FEE COLLECTIONS	48,000	48,000
363.22-94 CRA CREDITS - PARK IMPACT	NO AMOUNT BUDGETED	-	-
389.90-00 APPROPRIATED RESERVES	NON APPROPRIATED REVENUES ADJUST FOR STUDY	(38,000) 10,000	(28,000)

FUND 114
 DEPT 72
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

PARKS & RECREATION IMPACT FEE EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>OPERATING EXPENDITURES</i>					
572.34-10	CONTRACTUAL SERVICES	-	-	10,000	100.00%
*	OPERATING EXPENDITURES	-	-	10,000	100.00%
<i>CAPITAL EXPENDITURES</i>					
572.64-15	EQUIP - NEW	-	-	-	0.00%
572.64-25	FUTURE PROJECTS	-	-	10,000	100.00%
*	CAPITAL EXPENDITURES	-	-	10,000	100.00%
TOTAL	PARKS IMPACTS	-	-	20,000	100.00%

FUND 114
DEPT 72
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

PARKS & RECREATION IMPACT FEE EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
572.34-10 CONTRACTUAL SERVICES	RATE STUDY FOR FIRE, POLICE, AND PARKS IMPACT FEES	10,000	10,000
572.64-25 FUTURE PROJECTS	WOOTON PARK PROJECT (GEN OBLIG) AREA MOVED FROM TIF FUND	10,000	10,000

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FREEDOM FLAG MAINTENANCE FUND

FUND 117



Fund Established in Fiscal Year 2013

Budget Summary

<i>Department Summary</i>	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Parks & Rec-7201				
Operating Expenses	3,119	11,120	7,208	-35.18%
Capital Expenses	-	-	-	0.00%
Debt	-	-	-	0.00%
Transfers & Other	-	-	-	0.00%
Grand Total Parks & Rec	\$ 3,119	\$ 11,120	\$ 7,208	-35.18%

FUND 117
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

FREEDOM FLAG MAINTENANCE FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-215</u>	<u>ESTIMATED REVENUE 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	-	-	0.00%
**	TOTAL INTEREST & OTHER INCOME	-	-	-	0.00%
 <i>OTHER SOURCES</i>					
366.06-00	FOUNT/FLAG POLE DONATIONS	-	-	-	0.00%
389.90-00	APPROPRIATED RESERVES	3,119	11,120	7,208	0.00%
*	APPROPRIATED RESERVES	3,119	11,120	7,208	0.00%
**	TOTAL OTHER SOURCES	3,119	11,120	7,208	0.00%
TOTAL FREEDOM FLAG MAINTENANCE FUND		3,119	11,120	7,208	0.00%

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

FUND 117
 DEPT 00
 DIVISION 00

FREEDOM FLAG MAINTENANCE FUND REVENUES

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	-	-
366.06-00 FOUNT/FLAG POLE DONATIONS	NO AMOUNT BUDGETED	-	-
389.90-00 APPROPRIATED RESERVES	APPROPRIATED RESERVES	7,208	7,208

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

FUND 117
DEPT 41
DIVISION 01

FREEDOM FLAG MAINTENANCE FUND EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>OPERATING EXPENDITURES</i>					
541.46-25	MISCELLANEOUS	-	10,000	6,088	
541.52-10	OPERATING SUPPLIES	3,119	1,120	1,120	0.00%
*	OPERATING EXPENDITURES	<u>3,119</u>	<u>11,120</u>	<u>7,208</u>	-35.18%
<i>CAPITAL EXPENDITURES</i>					
541.64-15	EQUIP - NEW	-	-	-	0.00%
541.64-30	CAPITAL EQUIPMENT	-	-	-	0.00%
*	CAPITAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	0.00%
<i>TRANSFERS AND OTHERS</i>					
541.91-01	TRANSFERS TO GENERAL FUND	-	-	-	0.00%
*	TOTAL TRANSFERS OTHERS	<u>-</u>	<u>-</u>	<u>-</u>	0.00%
**TOTAL	FREEDOM FLAG MAINT FUND	<u>3,119</u>	<u>11,120</u>	<u>7,208</u>	<u>-35.18%</u>

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

FUND 117
DEPT 41
DIVISION 01

FREEDOM FLAG MAINTENANCE FUND EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
541.46-25 MISCELLANEOUS	REPAIRS AND MAINTENANCE	6,088	6,088
541.52-10 OPERATING SUPPLIES	OPERATING SUPPLIES	1,120	1,120

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Community Theater

FUND 118



Fund Established in Fiscal Year 2014

Budget Summary

<i>Department Summary</i>	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Parks & Rec-7201	-	-	-	0.00%
Operating Expenses	-	-	-	0.00%
Capital Expenses	-	-	-	0.00%
Debt	-	-	-	0.00%
Transfers & Other	-	-	-	0.00%
Grand Total Parks & Rec	\$ -	\$ -	\$ -	0.00%

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FIRE ASSESSMENT

FUND 122



Fund Established October 1, 2012

Budget Summary

<i>Department Summary</i>	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Fire Assessment				
Operating Expenses	-	-	1,619,134	100.00%
Capital Expenses	-	-	-	0.00%
Debt	-	-	-	0.00%
Transfers & Other	-	-	-	0.00%
Grand Total Fire Assessment	\$ -	\$ -	\$ 1,619,134	100.00%

FUND 122
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

FIRE ASSESSMENT FEE FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-215</u>	<u>ESTIMATED REVENUE 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	-	-	0.00%
361.10-04	INVESTMENT INCOME	-	-	-	
363.10-01	FIRE ASSESSMENTS	1,532,466	1,619,134	1,619,134	
**	TOTAL INTEREST & OTHER INCOME	<u>1,532,466</u>	<u>1,619,134</u>	<u>1,619,134</u>	<u>0.00%</u>
<i>IMPACT FEES</i>					
363.22-03	PARKS & RECREATION IMPACT	-	-	-	0.00%
363.22-94	CRA CREDITS - PARK IMPACT	-	-	-	0.00%
**	TOTAL IMPACT FEES	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
381.01-01	TRANSFERS FROM GEN FUND	-	-	-	0.00%
*	APPROPRIATED RESERVES	-	-	-	0.00%
**	TOTAL OTHER SOURCES	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
TOTAL FIRE ASSESSMENT FEE		<u>1,532,466</u>	<u>1,619,134</u>	<u>1,619,134</u>	<u>0.00%</u>

FUND 122
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

FIRE ASSESSMENT FEE FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
363.10-01 FIRE ASSESSMENTS	FIRE ASSESSMENTS	1,619,134	1,619,134

FUND 122
 DEPT 22
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

FIRE ASSESSMENT FEE EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>OPERATING EXPENDITURES</i>					
522.59-13	BAD DEBT	12,441			
522.59-20	REIMBURSEMENT TO GENERAL FUND	1,352,574	1,619,134	1,619,134	0.00%
*	OPERATING EXPENDITURES	<u>1,365,015</u>	<u>1,619,134</u>	<u>1,619,134</u>	<u>0.00%</u>
<i>CAPITAL EXPENDITURES</i>					
572.64-15	EQUIP - NEW	-	-	-	0.00%
522.64-30	CAPITAL EQUIPMENT	-	-	-	0.00%
*	CAPITAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<i>APPROPRIATED RESERVES</i>					
522.91-01	TRANSFERS TO GENERAL FUND	-	-	-	0.00%
*	APPROPRIATED RESERVES	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
**	TOTAL APPROPRIATED RESERVES				
TOTAL	FIRE ASSESSMENT FEE	<u>1,365,015</u>	<u>1,619,134</u>	<u>1,619,134</u>	<u>0.00%</u>

FUND 122
DEPT 22
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

FIRE ASSESSMENT FEE EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
522.59-13 BAD DEBT	NO AMOUNT BUDGETED	-	-
522.91-01 TRANSFERS TO GENERAL FUND	TRANSFER (NET) TO GENERAL FUND	1,619,134	1,619,134

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INFRASTRUCTURE SALES TAX

FUND 150

Budget Summary

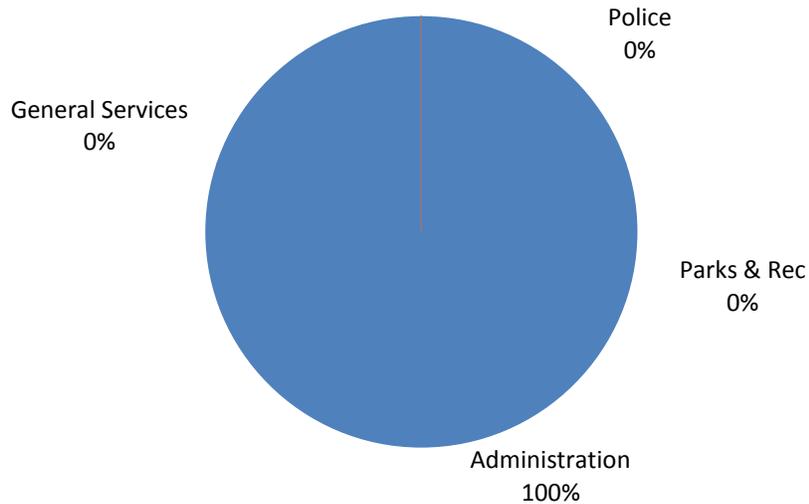
<i>Department Summary</i>	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Administration-12				
Operating Expenses	-	-	-	0.00%
Capital Expenses	-	-	-	0.00%
Debt	1,311,945	1,344,990	1,351,573	0.49%
Total Administration	<u>1,311,945</u>	<u>1,344,990</u>	<u>1,351,573</u>	0.49%
Police-21				
Capital Expenses	-	-	-	0.00%
Total Police	<u>-</u>	<u>-</u>	<u>-</u>	0.00%
General Services-41				
Operating Expenses	-	-	-	0.00%
Capital Expenses	-	58,407	-	0.00%
Total General Services	<u>-</u>	<u>58,407</u>	<u>-</u>	0.00%
Parks & Recreation-72				
Capital Expenses	-	-	-	0.00%
Total Parks & Rec	<u>-</u>	<u>-</u>	<u>-</u>	0.00%
Grand Total Infrastructure	<u>\$ 1,311,945</u>	<u>\$ 1,403,397</u>	<u>\$ 1,351,573</u>	<u>-3.69%</u>

FUND 150

Budget Summary (continued)

Department	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Administration	1,311,945	1,344,990	1,351,573	0.49%
Police	0	0	0	0.00%
General Services	0	58,407	0	-100.00%
Parks & Rec	0	0	0	0.00%
Grand Total Infrastructure	\$ 1,311,945	\$ 1,403,397	\$ 1,351,573	-3.69%
<i>Category Summary</i>				
Operating Expenses	0	0	0	0.00%
Capital Expenses	0	58,407	0	-100.00%
Debt	1,311,945	1,344,990	1,351,573	0.49%
Grand Total Infrastructure	\$ 1,311,945	\$ 1,403,397	\$ 1,351,573	-3.69%

Fund 150



FUND 150
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

INFRASTRUCTURE SALES TAX REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-215	ESTIMATED REVENUE 2015-2016	% CHANGE OVER FY 14-15
<i>TAXES</i>					
312.60-00	INFRASTRUCTURE SURTAX	1,205,751	1,230,569	1,304,000	5.97%
**	TOTAL TAXES	1,205,751	1,230,569	1,304,000	5.97%
<i>INTEREST & OTHER INCOME</i>					
337.10-50	COUNTY REIMBURSEMENTS	-	-	-	
361.10-01	INTEREST INCOME	-	-	-	0.00%
361.10-02	SBA INTEREST	281	400	-	-100.00%
361.10-08	INVESTMENT	-	-	-	0.00%
367.02-00	UNREALIZED GAIN ON INVEST	2,061	-	-	0.00%
**	TOTAL INTEREST & OTHER INCOME	2,342	400	-	-100.00%
<i>OTHER SOURCES</i>					
361.10-09	LOAN PROCEEDS	-	-	-	0.00%
384.20-00	LEAGUE LEASE	-	-	-	0.00%
*	DEBT PROCEEDS	-	-	-	0.00%
<i>TRANSFER & REIMBURSEMENTS</i>					
381.01-01	TRANSFERS FROM GEN FUND	237,371	65,340	47,573	-27.19%
*	TRANSFERS & REIMBURSEMENTS	237,371	65,340	47,573	-27.19%
389.90-00	APPROPRIATED RESERVES	-	107,088	-	-100.00%
*	APPROPRIATED RESERVES	-	107,088	-	-100.00%
**	TOTAL OTHER SOURCES	237,371	172,428	47,573	-72.41%
TOTAL INFRASTRUCTURE SALES TAX		1,445,464	1,403,397	1,351,573	-3.69%

FUND 150
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

INFRASTRUCTURE SALES TAX REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
312.60-00 INFRASTRUCTURE SURTAX	LOCALLY ASSESSED ONE CENT INFRASTRUCTURE SALES TAX DISTRIBUTED BY THE STATE OF FL	1,304,000	1,304,000
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	-	-
367.02-00 UNREALIZED GAIN ON INVEST	NO AMOUNT BUDGETED	-	-
381.01-01 TRANSFERS FROM GENERAL	TRANSFER FROM GENERAL FUND TO FUND DEFICIT FOR DEBT SERVICE	47,573	47,573
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	-	-

FUND 150
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

INFRASTRUCTURE SALES TAX FUND EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
1201-ADMINISTRATION					
<i>DEBT SERVICE</i>					
512.71-05	OTHER-PRINCIPAL	508,617	529,920	549,479	3.69%
512.71-20	CAPITAL LEASE - PRINCIPAL	-	-	-	0.00%
512.71-25	SALES TAX REVENUE NOTE-03	565,000	585,000	605,000	3.42%
512.72-05	OTHER-INTEREST	173,217	185,920	174,648	-6.06%
512.72-20	CAPITAL LEASE - INTEREST	-	-	-	0.00%
512.72-25	SALES TAX REVENUE NOTE-03	65,111	44,150	22,446	-49.16%
512.73-10	DEBT SERVICE COSTS	-	-	-	0.00%
*	DEBT SERVICE	1,311,945	1,344,990	1,351,573	0.49%
TOTAL	1201-ADMINISTRATION	1,311,945	1,344,990	1,351,573	0.49%
4101-GENERAL SERVICES					
<i>OPERATING EXPENDITURES</i>					
541.31-15	ENGINEERING	-	-	-	0.00%
*	OPERATING EXPENDITURES	-	-	-	0.00%
<i>CAPITAL EXPENDITURES</i>					
541.63-20	SIDEWALK REPAIR/CONST.	-	-	-	0.00%
541.63-30	PAVING	-	-	-	0.00%
541.63-60	LANDSCAPING	-	-	-	0.00%
541.64-10	EQUIP - REPLACEMENT	-	-	-	0.00%
541.64-11	EQUIP - VEHICLE REPLACEMENT	-	-	-	0.00%
541.64-15	EQUIP - NEW	-	-	-	0.00%
541.64-25	FUTURE PROJECTS	-	58,407	-	-100.00%
*	CAPITAL EXPENDITURES	-	58,407	-	-100.00%
TOTAL	4101-GENERAL SERVICES	-	58,407	-	-100.00%
5901-ECONOMIC DEVELOPMENT					
<i>CAPITAL EXPENDITURES</i>					
559.64-25	FUTURE PROJECTS	-	-	-	0.00%
*	CAPITAL EXPENDITURES	-	-	-	0.00%
TOTAL	5901-ECONOMIC DEVELOPMENT	-	-	-	0.00%
TOTAL INFRASTRUCTURE SALES TAX		1,311,945	1,403,397	1,351,573	-3.69%

FUND 150
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

INFRASTRUCTURE SALES TAX FUND EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
1201-ADMINISTRATION			
512.71-05 OTHER	PRINCIPAL PAYMENTS ROAD PAVING NOTE 1.5M		549,479
	10/1/2015	71,000	
	PRINCIPAL PYMTS WOOTON PARK CAP IMP REV NOTE 6.53M		
	2/1/2016	378,000	
	PRINCIPAL PAYMENTS POLICE CARS LEASE 2,014		
	10/1/2015	22,919	
	1/1/2016	22,996	
	4/1/2016	23,072	
	7/1/2016	31,492	
512.71-25 SALES TAX REVENUE NOTE-03	SALES TAX REV NOTE 2003 PRINCIPAL 10-1-16(6M)	605,000	605,000
512.71-70 LEAGUE LEASE 2004 (\$173K)	NO AMOUNT BUDGETED	-	-
512.72-05 OTHER	INTEREST PAYMENTS ROAD PAVING NOTE 1.5M		174,648
	10/1/2015	22,736	
	4/1/2016	21,387	
	INTEREST PYMTS WOOTON PK CAP IMP REV NOTE (6.53M)		
	2/1/2016	65,343	
	8/1/2016	60,958	
	INTEREST PAYMENTS POLICE CARS LEASE 214		
	10/1/2015	1,171	
	1/1/2016	1,094	
	4/1/2016	1,018	
	7/1/2015	941	
512.72-25 SALES TAX REVENUE NOTE-03	SALES TAX REVENUE NOTE 2003 INTEREST (6M)		22,446
	10/1/2015	11,223	
	4/1/2016	11,223	
STREETS & ROADS			
541.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-

GRANT FUND

FUND 151

Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Department Summary</i>				
Community Dev-15				
Personal Services	-	-	-	0.00%
Operating Expenses	25,000	-	-	0.00%
Capital Expenses	-	-	-	0.00%
Total Comm. Development	25,000	-	-	0.00%
Police Services-21				
Personal Services	-	-	-	0.00%
Operating Expenses	4,198	5,743	-	-100.00%
Capital Expenses	3,390	-	-	0.00%
Total Police Services	7,588	5,743	-	-100.00%
Fire Services-22				
Personal Services	-	-	-	0.00%
Operating Expenses	2,255	-	-	0.00%
Capital Expenses	359,593	-	-	0.00%
Total Fire Services	361,848	-	-	0.00%
Stormwater-38				
Personal Services	-	-	-	0.00%
Operating Expenses	-	2,603,000	-	-100.00%
Capital Expenses	-	-	-	0.00%
Total Stormwater	-	2,603,000	-	-100.00%
General Services-41				
Personal Services	-	-	-	0.00%
Operating Expenses	-	5,792	-	-100.00%
Capital Expenses	-	222,305	-	-100.00%
Total General Services	-	228,097	-	-100.00%
Parks & Recreation-72				
Personal Services	-	-	-	0.00%
Operating Expenses	-	-	-	0.00%
Capital Expenses	5,000	248,000	290,000	16.94%
Total Parks & Rec	5,000	248,000	290,000	16.94%
Grand Total Grant Fund	\$ 399,436	\$ 3,084,840	\$ 290,000	-90.60%
<i>Category Summary</i>				
Personal Services	-	-	-	0.00%
Operating Expenses	31,453	2,614,535	-	-100.00%
Capital Expenses	367,983	470,305	290,000	-38.34%
Grand Total Grant Fund	\$ 399,436	\$ 3,084,840	\$ 290,000	-90.60%

FUND 151
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

GRANT FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-215	ESTIMATED REVENUE 2015-2016	% CHANGE OVER FY 14-15
<i>GRANTS - FEDERAL AND STATE</i>					
331.20-10	LLEBG	-	-	-	0.00%
331.20-11	BYRNE FORMULA GRANTS	3,569	5,743	-	-100.00%
331.20-12	BYRNE PROGRAM REVENUE	-	-	-	0.00%
331.25-10	ASSISTANCE TO FIREFIGHTER	2,255	-	-	0.00%
331.25-11	FEMA GRANTS	-	-	-	0.00%
331.25-12	FEDERAL EOC GRANT	359,593	-	-	0.00%
331.30-00	PHYSICAL ENVIRONMENT	(1,144)	-	-	0.00%
331.49-10	FRA - RAILROAD GRANT	1,318,436	-	-	0.00%
331.50-20	FDOT JPA US441 LANDSCAPING	-	-	-	0.00%
331.50-22	FDOTJPA SR19 SIDEWALK	-	147,305	-	-100.00%
331.60-02	FDEP	-	2,250,000	-	-100.00%
331.70-03	LWCF GRANT	-	-	200,000	100.00%
332.20-21	US DEPT JUSTICE - JAG	-	-	-	0.00%
* FEDERAL GRANTS		<u>1,682,709</u>	<u>2,403,048</u>	<u>200,000</u>	<u>-91.68%</u>
334.41-10	AIRPORT FDOT JPA	-	75,000	-	-100.00%
334.50-01	ECONOMIC PLANNING GRANTS	25,000	-	-	0.00%
334.70-01	FRDAP GRANTS	-	-	-	0.00%
334.70-05	FL FISH & WILDLIFE	-	-	-	0.00%
* STATE GRANTS		<u>25,000</u>	<u>75,000</u>	<u>-</u>	<u>-100.00%</u>
** TOTAL GRANTS - FEDERAL AND STATE		<u>1,707,709</u>	<u>2,478,048</u>	<u>200,000</u>	<u>-91.93%</u>
<i>INTERGOVERNMENTAL REVENUE</i>					
337.10-10	LAKE COUNTY WATER AUTH.	-	353,000	-	-100.00%
337.10-30	LAKE COUNTY EMS GRANT	-	-	-	0.00%
337.10-40	ST JOHNS WATER MGMT DIST	-	-	-	0.00%
337.40-10	SEA PLANE BASIN	-	-	-	0.00%
337.50-10	LAKE COUNTY TOURISM	-	248,000	-	-100.00%
337.70-30	CDBG GRANTS	-	75,000	90,000	20.00%
337.70-60	LIBRARY	-	-	-	0.00%
** INTERGOVERNMENTAL REVENUE		<u>-</u>	<u>676,000</u>	<u>90,000</u>	<u>-86.69%</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	-	-	0.00%
** TOTAL INTEREST & OTHER INCOME		<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
389.40-01	LIBRARY PRIVATE GRANT	51,051	-	-	0.00%
389.90-00	APPROPRIATED RESERVES	-	5,792	-	-100.00%
* APPROPRIATED RESERVES		<u>51,051</u>	<u>5,792</u>	<u>-</u>	<u>-100.00%</u>
** TOTAL OTHER SOURCES		<u>51,051</u>	<u>5,792</u>	<u>-</u>	<u>-100.00%</u>
TOTAL GRANT FUND		<u>1,758,760</u>	<u>3,159,840</u>	<u>290,000</u>	<u>-90.82%</u>

FUND 151
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

GRANT FUND REVENUES

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
*NOTE: GRANT AWARD FUNDING AGREEMENTS ARE REQUIRED BEFORE BUDGET AUTHORITY MAY BE RELEASED FOR FY 2016 GRANT BUDGET ITEMS			
331.20-11	BYRNE FORMULA GRANTS	NO AMOUNT BUDGETED	-
331.25-10	ASSISTANCE TO FIREFIGHTER	NO AMOUNT BUDGETED	-
331.25-12	EMERGENCY OP CENTER GRANT	NO AMOUNT BUDGETED	-
331.30-00	PHYSICAL ENVIRONMENT	NO AMOUNT BUDGETED	-
331.49-10	FRA - RAILROAD GRANT	NO AMOUNT BUDGETED	-
331.50-22	FDOTJPA SR19 SIDEWALK	NO AMOUNT BUDGETED	-
331.60-02	FDEP	NO AMOUNT BUDGETED	-
331.70-03	LWCF GRANT	LWCF GRANT FOR CONCESSION STAND AND RESTROOM COMPLEX AT WOODLEA SPORTS COMPLEX	200,000
334.41-10	AIRPORT FDOT JPA	NO AMOUNT BUDGETED	-
334.50-01	ECONOMIC PLANNING GRANTS	NO AMOUNT BUDGETED	-
337.10-10	LAKE COUNTY WATER AUTH.	NO AMOUNT BUDGETED	-
337.50-10	TOURISM	NO AMOUNT BUDGETED	-
337.70-30	CDBG GRANTS	TAVARES NATURE PARK RESTROOMS AWAITING AWARD	90,000
389.40-01	LIBRARY PRIVATE GRANT	NO AMOUNT BUDGETED	-
389.90-00	APPROPRIATED RESERVES	NO AMOUNT BUDGETED	-

FUND 151
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

GRANT FUND EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
1501-COMMUNITY DEVELOPMENT					
<i>OPERATING EXPENDITURES</i>					
515.31-15	ENGINEERING	-	-	-	0.00%
515.34-10	CONTRACTUAL SERVICES	25,000	-	-	0.00%
515.49-10	ADVERTISING	-	-	-	0.00%
*	OPERATING EXPENDITURES	25,000	-	-	0.00%
TOTAL	1501-COMMUNITY DEVELOPMENT	25,000	-	-	0.00%
2101-POLICE SERVICES					
<i>OPERATING EXPENDITURES</i>					
521.52-10	OPERATING SUPPLIES	108	-	-	0.00%
521.52-11	DURABLE GOODS	4,090	5,743	-	-100.00%
*	OPERATING EXPENDITURES	4,198	5,743	-	-100.00%
<i>CAPITAL EXPENDITURES</i>					
521.64-10	EQUIP - REPLACEMENT	-	-	-	0.00%
521.64-14	EQUIP - NEW COMPUTERS	1,397	-	-	0.00%
521.64-15	EQUIP - NEW	1,993	-	-	0.00%
521.64-23	SOFTWARE	-	-	-	0.00%
*	CAPITAL EXPENDITURES	3,390	-	-	0.00%
TOTAL	2101-POLICE SERVICES	7,588	5,743	-	-100.00%
2201-FIRE SUPPRESSION					
<i>OPERATING EXPENDITURES</i>					
522.52-11	DURABLE GOODS	2,255	-	-	0.00%
*	OPERATING EXPENDITURES	2,255	-	-	0.00%
<i>CAPITAL EXPENDITURES</i>					
522.64-15	EQUIP - NEW	-	-	-	0.00%
522.64-25	FUTURE PROJECTS	359,593	-	-	0.00%
*	CAPITAL EXPENDITURES	359,593	-	-	0.00%
TOTAL	2201-FIRE SERVICES	361,848	-	-	0.00%
3801-STORMWATER					
<i>CAPITAL EXPENDITURES</i>					
538.64-25	FUTURE PROJECTS	-	2,603,000	-	-100.00%
*	CAPITAL EXPENDITURES	-	2,603,000	-	-100.00%
TOTAL	3801-STORMWATER	-	2,603,000	-	-100.00%

FUND 151
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

GRANT FUND EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
4101-GENERAL SERVICES					
<i>OPERATING EXPENDITURES</i>					
541.31-15	ENGINEERING		5,792	-	0.00%
541.49-10	ADVERTISING	-	-	-	0.00%
541.59-65	GRANT MATCH	-	-	-	0.00%
*	OPERATING EXPENDITURES	-	5,792	-	0.00%
<i>CAPITAL EXPENDITURES</i>					
541.63-20	SIDEWALK REPAIR/CONST.	24,408			
*	CAPITAL EXPENDITURES	24,408			
TOTAL	4101-GENERAL SERVICES	24,408	5,792	-	-100.00%
4102-STREETS & ROADS					
<i>CAPITAL EXPENDITURES</i>					
541.63-20	SIDEWALK REPAIR/CONST.	-	147,305	-	-100.00%
541.63-30	PAVING	-	75,000	-	-100.00%
541.63-90	ROAD CONSTRUCTION	-	-	-	0.00%
*	CAPITAL EXPENDITURES	-	222,305	-	-100.00%
TOTAL	4101-GENERAL SERVICES	24,408	228,097	-	-100.00%
5901-ECONOMIC DEVELOPMENT					
<i>OPERATING EXPENDITURES</i>					
559.34-10	CONTRACTUAL SERVICES	1,318,436			
*	CAPITAL EXPENDITURES	1,318,436			
<i>CAPITAL EXPENDITURES</i>					
559.64-25	FUTURE PROJECTS	-	75,000	-	-100.00%
*	CAPITAL EXPENDITURES	-	75,000	-	-100.00%
TOTAL	5901-ECONOMIC DEVELOPMENT	1,318,436	75,000	-	-100.00%
7201-PARKS					
<i>CAPITAL EXPENDITURES</i>					
572.63-80	PARK IMPROVEMENTS	5,000	248,000	-	-100.00%
572.64-25	FUTURE PROJECTS	-	-	290,000	100.00%
*	CAPITAL EXPENDITURES	5,000	248,000	290,000	16.94%
TOTAL	7201-PARKS	5,000	248,000	290,000	16.94%
TOTAL GRANT FUND EXPENDITURES		1,742,280	3,159,840	290,000	-90.82%

FUND 151
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

GRANT FUND EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
1501-COMMUNITY DEVELOPMENT			
515.34-10 CONTRACTUAL SERVICES	NO AMOUNT BUDGETED	-	-
2101-POLICE SERVICES			
521.52-10 OPERATING SUPPLIES	NO AMOUNT BUDGETED	-	-
521.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
521.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
521.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	-	-
2201-FIRE SUPPRESSION			
522.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
522.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-
3801-STORMWATER			
538.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-
4101-GENERAL SERVICES			
541.31-15 ENGINEERING	NO AMOUNT BUDGETED	-	-
541.63-20 SIDEWALK REPAIR/CONST.	NO AMOUNT BUDGETED	-	-
4102-STREETS & ROADS			
541.63-20 SIDEWALK REPAIR/CONST.	NO AMOUNT BUDGETED	-	-
541.63-30 PAVING	NO AMOUNT BUDGETED	-	-
5901-ECONOMIC DEVELOPMENT			
559.34-10 CONTRACTUAL SERVICES	NO AMOUNT BUDGETED	-	-
559.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-
7201-PARKS			
572.63-80 PARK IMPROVEMENTS	NO AMOUNT BUDGETED	-	-
572.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-
PARKS OPERATIONS			
572.64-25 FUTURE PROJECTS	LWCF GRANT FOR CONCESSION STAND AND RESTROOM COMPLEX AT WOODLEA SPORTS COMPLEX	200,000	290,000
	CDBG GRANT FOR TAVARES NATURE PARK RESTROOMS	90,000	

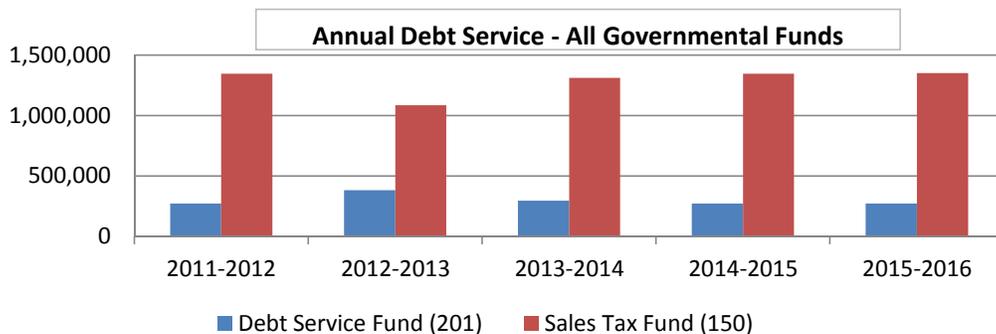
DEBT SERVICE

FUND 201

Budget Summary

<i>Department Summary</i>	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Administration-1201				
Personal Services	-	-	-	0.00%
Operating Expenses	-	-	-	0.00%
Capital Expenses	-	-	-	0.00%
Debt	295,596	272,384	272,092	-0.11%
Transfers & Other	-	-	-	0.00%
Grand Total Debt Service	\$ 295,596	\$ 272,384	\$ 272,092	-0.11%

Historical Trend



Note: In FY 08-09, Wooton 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
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

DEBT SERVICE FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-215	ESTIMATED REVENUE 2015-2016	% CHANGE OVER FY 14-15
<i>AD VALOREM TAXES</i>					
311.03-00	DEDICATED DEBT SVC - G.O.	264,187	272,395	272,100	
**	TOTAL AD VALOREM TAXES	264,187	272,395	272,100	-0.11%
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	-	-	0.00%
361.10-02	SBA INTEREST	(39)	44	-	-100.00%
361.10-08	INVESTMENT	-	-	-	0.00%
367.02-00	UNREALIZED GAIN ON INVEST	(55)	-	-	0.00%
**	TOTAL INTEREST & OTHER INCOME	(94)	44	-	-100.00%
<i>OTHER SOURCES</i>					
381.01-01	TRANSFERS FROM GENERAL	(559,824)	-	-	0.00%
381.01-17	TRANSFER FROM FIRE IMPACT	-	-	-	0.00%
*	TRANSFERS IN	(559,824)	-	-	0.00%
389.90-00	APPROPRIATED RESERVES	-	(55)	(8)	N/A
*	APPROPRIATED RESERVES	-	(55)	(8)	N/A
**	TOTAL OTHER SOURCES	(559,824)	(55)	(8)	N/A
TOTAL DEBT SERVICE FUND		(295,731)	272,384	272,092	-0.11%

FUND 201
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

DEBT SERVICE FUND REVENUES

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
311.03-00 DEDICATED DEBT SVC - G.O.	DEDICATED DEBT SERVICE EST DEDICATED MILLAGE - .41472	272,096	272,100
	ADJUST TO DEBT	(4)	
	ADJUST MILLAGE TO BEST ESTIMATE - .40675	8	
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	-	-
367.02-00 UNREALIZED GAIN ON INVEST	NO AMOUNT BUDGETED	-	-
381.01-01 TRANSFERS FROM GENERAL	NO AMOUNT BUDGETED	-	-
381.01-17 TRANSFER FROM FIRE IMPACT	NO AMOUNT BUDGETED	-	-
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	(8)	(8)

FUND 201
 DEPT 12
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

DEBT SERVICE FUND EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>DEBT SERVICE</i>					
512.71-05	OTHER-PRINCIPAL	22,593	191,000	196,000	2.62%
512.71-55	FIRE STATION LOAN	185,000	-	-	0.00%
512.71-60	PUBLIC IMPROVEMENT 2003	-	-	-	0.00%
512.72-05	OTHER-INTEREST	1,496	81,384	76,092	-6.50%
512.72-55	FIRE STATION LOAN	86,507	-	-	0.00%
512.72-60	PUBLIC IMPROVEMENT 2003	-	-	-	0.00%
512.73-10	DEBT SERVICE COSTS	-	-	-	0.00%
* DEBT SERVICE		<u>295,596</u>	<u>272,384</u>	<u>272,092</u>	<u>-0.11%</u>
TOTAL DEBT SERVICE		<u>295,596</u>	<u>272,384</u>	<u>272,092</u>	<u>-0.11%</u>

FUND 201
 DEPT 12
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

DEBT SERVICE FUND EXPENDITURE JUSTIFICATION

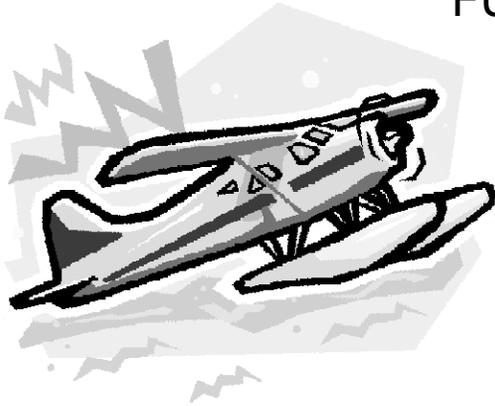
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
512.71-05 OTHER	GENERAL OBLIGATION NOTE-WOOTON PARK EXPANSION	196,000	196,000
512.71-55 FIRE STATION LOAN	NO AMOUNT BUDGETED	-	-
512.72-05 OTHER	GENERAL OBLIGATION NOTE-WOOTON PARK EXPANSION		76,092
	INTEREST 1-1-2016	38,046	
	INTEREST 7-1-2016	38,046	
512.72-55 FIRE STATION LOAN	NO AMOUNT BUDGETED	-	-

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CAPITAL PROJECTS

FUND 301



*Wooton Park Seaplane
Basin*



Tavares Pavilion on the Lake

Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Department Summary</i>				
General Services-41				
Capital Expenses	-	-	-	0.00%
Total General Services	-	-	-	0.00%
Economic Development-59				
Operating Expenses	-	-	-	0.00%
Capital Expenses	1,013	-	-	0.00%
Total Parks & Rec	1,013	-	-	0.00%
Parks & Recreation-72				
Operating Expenses	2,700	-	-	0.00%
Capital Expenses	4,437,494	123,161	-	-100.00%
Total Parks & Rec	4,440,194	123,161	-	-100.00%
Grand Total Capital Projects	\$ 4,441,207	\$ 123,161	\$ -	-100.00%
<i>Category Summary</i>				
Operating Expenses	2,700	-	-	0.00%
Capital Expenses	4,438,507	123,161	-	-100.00%
Grand Total Capital Projects	\$ 4,441,207	\$ 123,161	\$ -	-100.00%

FUND 301
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

CAPITAL PROJECT FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-215</u>	<u>ESTIMATED REVENUE 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>INTEREST & OTHER INCOME</i>					
337.90-01	TOURIST DEVELOPMENT	-	-	-	0.00%
361.10-01	INTEREST INCOME	476	-	-	0.00%
361.10-02	SBA INTEREST	-	-	-	0.00%
**	TOTAL INTEREST & OTHER INCOME	<u>476</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
381.01-01	TRANSFERS FROM GENERAL	-	-	-	0.00%
*	TRANSFERS IN	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
361.10-09	LOAN PROCEEDS	-	-	-	0.00%
381.01-06	TRANSFER FROM TIF	74,954	-	-	0.00%
384.30-00	BONDS	-	-	-	0.00%
*	DEBT PROCEEDS	<u>74,954</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
389.90-00	APPROPRIATED RESERVES	-	123,161	-	-100.00%
*	APPROPRIATED RESERVES	<u>-</u>	<u>123,161</u>	<u>-</u>	<u>-100.00%</u>
**	TOTAL OTHER SOURCES	<u>74,954</u>	<u>123,161</u>	<u>-</u>	<u>-100.00%</u>
TOTAL CAPITAL PROJECTS FUND		<u>75,430</u>	<u>123,161</u>	<u>-</u>	<u>-100.00%</u>

FUND 301
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

CAPITAL PROJECT FUND REVENUE JUSTIFICATIONS

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	-	-
381.01-06 TRANSFER FROM TIF	NO AMOUNT BUDGETED	-	-
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	-	-

FUND 301
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

CAPITAL PROJECT FUND EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
4102-STREETS & ROADS					
<i>CAPITAL PROJECTS</i>					
541.63-30	PAVING	-	-	-	0.00%
541.63-61	STREETSCAPE	-	-	-	0.00%
541.64-25	FUTURE PROJECTS	-	-	-	0.00%
*	TOTAL CAPITAL PROJECTS	-	-	-	0.00%
TOTAL	4102-STREETS & ROADS	-	-	-	0.00%
5901-ECONOMIC DEVELOPMENT					
<i>CAPITAL PROJECTS</i>					
559.62-20	TRAIN STATION OPER. BLDG	1,013	-	-	0.00%
559.64-25	FUTURE PROJECTS	-	-	-	0.00%
*	TOTAL CAPITAL PROJECTS	1,013	-	-	0.00%
TOTAL	5901-ECONOMIC DEVELOPMENT	1,013	-	-	0.00%
7201-PARKS					
<i>OPERATING EXPENDITURES</i>					
572.31-15	ENGINEERING	-	-	-	0.00%
572.49-10	ADVERTISING	-	-	-	0.00%
572.52-11	OPERATING SUPPLIES	2,700	-	-	0.00%
*	OPERATING EXPENDITURES	2,700	-	-	0.00%
<i>CAPITAL PROJECTS</i>					
572.61-10	LAND	-	-	-	0.00%
572.62-20	BUILDINGS	4,100,715	73,800	-	-100.00%
572.63-80	PARK IMPROVEMENTS	336,779	49,361	-	-100.00%
572.64-25	FUTURE PROJECTS	-	-	-	0.00%
*	TOTAL CAPITAL PROJECTS	4,437,494	123,161	-	0.00%
TOTAL	7201-PARKS	4,440,194	123,161	-	-100.00%
TOTAL CAPITAL PROJECTS FUND		4,441,207	123,161	-	-100.00%

FUND 301
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

CAPITAL PROJECT FUND EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
5901-ECONOMIC DEVELOPMENT			
559.62-20 TRAIN STATION OPER. BLDG	NO AMOUNT BUDGETED	-	-
7201-PARKS			
572.52-10 OPERATING SUPPLIES	NO AMOUNT BUDGETED	-	-
572.62-20 BUILDINGS	NO AMOUNT BUDGETED	-	-
572.63-80 PARK IMPROVEMENTS	NO AMOUNT BUDGETED	-	-

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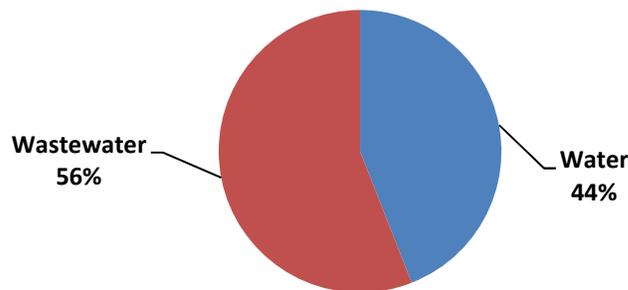


UTILITY FUND

FUND 401

Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Department Summary</i>				
Water -33				
Personal Services	836,270	843,576	849,500	0.70%
Operating Expenses	2,350,101	2,473,389	2,567,168	3.79%
Capital Expenses	9	1,117,213	176,578	-84.19%
Debt	41,205	207,918	226,612	8.99%
Transfers & Others	-	-	-	0.00%
Total Water	<u>3,227,585</u>	<u>4,642,096</u>	<u>3,819,858</u>	<u>-17.71%</u>
Wastewater -35				
Personal Services	910,941	1,003,728	1,130,447	12.62%
Operating Expenses	2,948,404	3,168,312	3,158,509	-0.31%
Capital Expenses	81	369,989	269,230	-27.23%
Debt	37,461	312,076	293,536	-5.94%
Transfers & Others	-	-	-	0.00%
Total Wastewater	<u>3,896,887</u>	<u>4,854,105</u>	<u>4,851,722</u>	<u>-0.05%</u>
Grand Total Utilities	<u>\$ 7,124,472</u>	<u>\$ 9,496,201</u>	<u>\$ 8,671,580</u>	<u>-8.68%</u>
<i>Category Summary</i>				
Personal Services	1,747,211	1,847,304	1,979,947	7.18%
Operating Expenses	5,298,505	5,641,701	5,725,677	1.49%
Capital Expenses	90	1,487,202	445,808	-70.02%
Debt	78,666	519,994	520,148	0.03%
Transfers & Others	-	-	-	0.00%
Grand Total Utilities	<u>\$ 7,124,472</u>	<u>\$ 9,496,201</u>	<u>\$ 8,671,580</u>	<u>-8.68%</u>



FUND 401
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

WATER & WASTEWATER FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-215	ESTIMATED REVENUE 2015-2016	% CHANGE OVER FY 14-15
<i>CHARGES FOR SERVICES</i>					
343.30-01	WATER FEES	4,810,276	4,076,148	4,232,337	3.83%
343.30-02	WATER RECONNECT FEES	18,000	18,937	17,170	-9.33%
343.30-03	WATER METER FEES	108,489	105,392	110,734	5.07%
343.30-04	CROSS CONNECTION FEES	(160)	-	41	100.00%
343.30-05	SERVICE CHARGE	52,325	52,921	56,088	5.98%
343.30-06	WATER SPRINKLER/HOSE	8,718	8,936	-	-100.00%
343.30-07	WATER REUSE	6,685	100,000	180,375	80.38%
343.30-08	INSPECTION REVENUE	3,765	-	-	0.00%
343.50-01	WASTEWATER FEES	3,522,957	3,461,459	3,797,654	9.71%
343.60-01	LATE CHARGES/PENALTY	283,842	319,077	282,676	-11.41%
**	TOTAL CHARGES FOR SERVICES	<u>8,814,897</u>	<u>8,142,870</u>	<u>8,677,075</u>	<u>6.56%</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	3,481	1,750	3,583	104.74%
361.10-02	SBA INTEREST	2,931	-	-	0.00%
367.02-00	UNREALIZED GAIN ON INVEST	3,175	-	-	0.00%
*	INTEREST INCOME	<u>9,587</u>	<u>1,750</u>	<u>3,583</u>	<u>104.74%</u>
369.10-01	MISCELLANEOUS	7,507	-	-	0.00%
369.10-02	INSURANCE RECOVERY	120,513	-	-	0.00%
*	OTHER INCOME	<u>128,020</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
**	TOTAL INTEREST & OTHER INCOME	<u>137,607</u>	<u>1,750</u>	<u>3,583</u>	<u>104.74%</u>
<i>OTHER SOURCES</i>					
389.90-01	RETAINED EARNINGS	-	1,351,581	(9,078)	-100.67%
*	RETAINED EARNINGS	<u>-</u>	<u>1,351,581</u>	<u>(9,078)</u>	<u>-100.67%</u>
**	TOTAL OTHER SOURCES	<u>-</u>	<u>1,351,581</u>	<u>(9,078)</u>	<u>-100.67%</u>
TOTAL WATER & WASTEWATER FUND		<u>8,952,504</u>	<u>9,496,201</u>	<u>8,671,580</u>	<u>-8.68%</u>

FUND 401
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

WATER & WASTEWATER FUND REVENUES

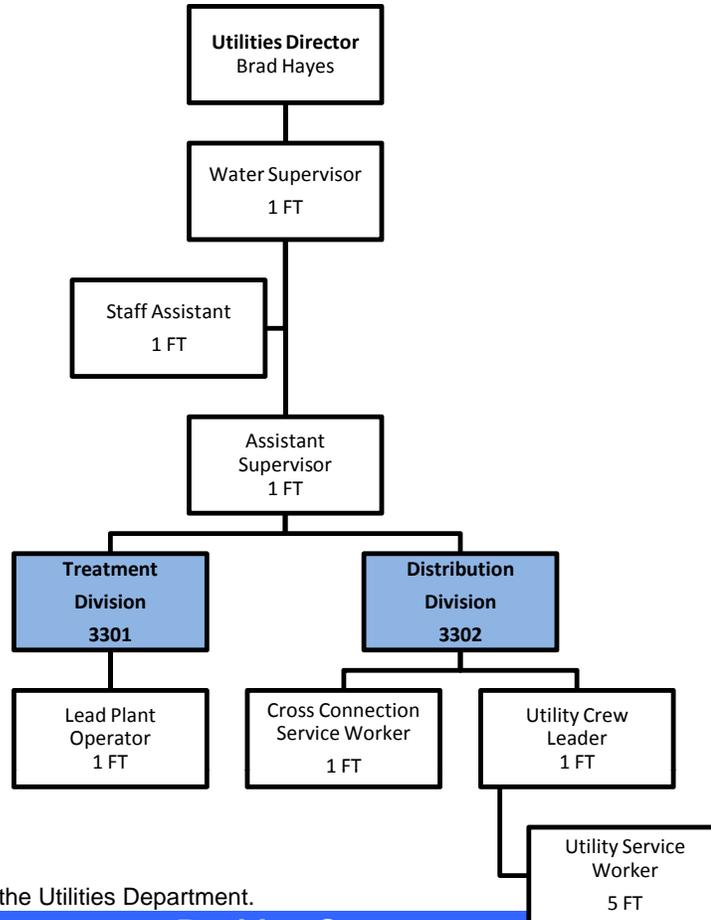
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
343.30-01 WATER FEES	ESTMIATED WATER SERVICE REVENUE	4,232,337	4,232,337
343.30-02 WATER RECONNECT FEES	ESTIMATED WATER RECONNECT FEES	17,170	17,170
343.30-03 WATER METER FEES	ESTIMATED WATER METER FEES	110,734	110,734
343.30-04 CROSS CONNECTION FEES	ESTIMATED CROSS CONNECTION FFES	41	41
343.30-05 WATER SERVICE CHARGE	ESTIMATED WATER SERVICE CHARGES	56,088	56,088
343.30-06 WATER SPRINKLER/ HOSE	NO AMOUNT BUDGETED	-	-
343.30-07 WATER REUSE	ESTIMATED WATER REUSE FEES	180,375	180,375
343.30-08 INSPECTION REVENUE	NO AMOUNT BUDGETED	-	-
343.50-01 SEWER SERVICE FEES	ESTIMATED SEWER SERVICE FEES	3,797,654	3,797,654
343.60-01 LATE CHARGES/PENALTY	ESTIMATED LATE CHARGE COLLECTIONS	282,676	282,676
361.10-01 INTEREST INCOME	ESTIMATED INTEREST INCOME	3,583	3,583
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	-	-
367.02-00 UNREALIZED GAIN ON INVEST	NO AMOUNT BUDGETED	-	-
369.10-01 MISCELLANEOUS	NO AMOUNT BUDGETED	-	-
369.10-02 INSUR REIMBURSEMENTS	NO AMOUNT BUDGETED	-	-
389.90-01 RETAINED EARNINGS	RETAINED EARNINGS	(77,648)	(9,078)
	ADDITIONAL	(12,621)	
	COVER HEALTH INSURANCE ADJUSTMENT	19,751	
	DEBT SERVICE ADJUSTMENT	10,690	
	ADJUST FOR H.T.E. ERROR	50,750	

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Water

Division 33*



*Water is a Division of the Utilities Department.

Position Summary

Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Full Time:				
Assistant Supervisor	23002	1	1	1
Cross Connection Svc Wkr	23004	1	1	1
Staff Assistant	21005	1	1	1
Supervisor	23001	1	1	1
Treatment Plant Operator ²	24005	1	0	0
Utility Crew Leader	23003	1	1	1
Utility Service Worker	23005	5	5	5
Lead Plant Operator	23006	1	1	1
No. of Full Time		12	11	11
Total No. of Positions:		12	11	11
Total FTEs:		12	11	11

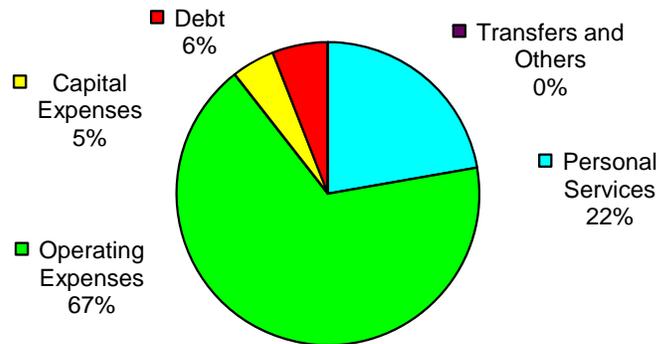
Notes:

- Utility Director & Administrative Assistant positions are allocated 50% to Water, 50% to Wastewater
- In FY2014 the Treatment Operator was budgeted as a shared position 50% Water & 50% Wastewater - Position moved 100% to Sewer for FY2014

Budget Summary

<i>Division Summary</i>	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Water Treatment-3301				
Personal Services	360,859	364,961	413,252	13.23%
Operating Expenses	2,165,470	2,285,569	2,369,793	3.69%
Capital Expenses	(7,281)	103,570	12,000	-88.41%
Debt	41,205	207,918	226,612	8.99%
Transfers and Other	-	-	-	0.00%
Total Water Treatment	2,560,253	2,962,018	3,021,657	2.01%
Water Distribution-3302				
Personal Services	475,411	478,615	436,248	-8.85%
Operating Expenses	184,631	187,820	197,375	5.09%
Capital Expenses	7,290	1,013,643	164,578	-83.76%
Debt	-	-	-	0.00%
Total Water Distribution	667,332	1,680,078	798,201	-52.49%
Grand Total Water	\$ 3,227,585	\$ 4,642,096	\$ 3,819,858	-17.71%
<i>Category Summary</i>				
Personal Services	836,270	843,576	849,500	0.70%
Operating Expenses	2,350,101	2,473,389	2,567,168	3.79%
Capital Expenses	9	1,117,213	176,578	-84.19%
Debt	41,205	207,918	226,612	8.99%
Transfers and Others	-	-	-	0.00%
Grand Total Water	\$ 3,227,585	\$ 4,642,096	\$ 3,819,858	-17.71%

2016 APPROPRIATIONS



2016 OPERATING BUDGET

WATER - 3301, 3302

PROGRAM HIGHLIGHTS

DIVISION MISSION

It is the mission of the Water Department to be committed to all the customers of the City to ensure the quality of water by providing a safe and dependable supply of potable water. Our staff is committed to ensuring that all FDEP and Health Department safe drinking water parameters are met.

DIVISION DESCRIPTION (Services, Functions, and Activities)

The Water Department consists of two divisions and is responsible for the production and distribution of potable water and to maintain exceptional quality in both these areas and meet or exceed all regulatory requirements. The Department consists of 11 employees, 4 water plants, and approximately 135 miles of water distribution lines.

SERVICE INDICATORS

	Indicator Description	Actual 2013	Actual 2014	Est. 2015	Projected 2016
	Distribution				
1.	New Meter Installation	128	307	200	200
2.	Meter Replacement (Greater than 2")	30	n/a	5	4
3.	Emergency Repairs	127	273	175	165
4.	Line Locations	2,445	6,497	5,600	5,000
5.	Cross-Connection Letters	2,041	2,658	2,808	3,108
6.	Standard Work Orders	963	685	700	700
7.	Hydrant Replacement Program	2	1	2	2
8.	New Hydrant Program	0	1	2	2
9.	Insertion Valve Program	2	1	2	2
10.	Valve Replacement Program	2	1	2	2
11.	New Water Line Installation	0	0	1700'	0
12.	Customer Sprinkler Time Setting	30	n/a	30	30

	Production				
1.	Finished Water Pumped (mg)	887,071,000	881,626,000	893,447,000	920,251,000
2.	Raw Water Pumped (mg)	879,885,000	877,636,000	898,092,000	925,034,000
3.	Chlorine (lbs)	27,302	27,388	27,460	28,283
4.	Fluoride (lbs)	27,665	27,568	27,804	28,638
5.	Emergencies (after hours)	4	n/a	3	3
6.	Customer Complaints (Water quality and psi)	4	n/a	3	3

2016 Goals

Organizational Development

Improve knowledge, cross train employees in various areas through training classes and on the job training

Growth and Development

Pursue more water certifications and look at new technology to better produce, treat and deliver water

City Lifestyle

Maintain a world class product and service

Innovation and Technology

To encourage every employee to pursue new innovation and technology by continuing education and keeping current with industry technology and advances.

Organizational Performance

To develop performance measures and develop and practice methods for higher achievement and to nurture a rewarding and worthwhile workplace.

2016 Objectives

1. Maintain quality of service in both production and distribution. Meet all regulatory requirements.
2. Recruit and maintain high quality employees.
3. Respond to all work orders and emergencies.
4. Look at continuous improvement in the operation and maintenance of distribution and production sections.
5. Reduce water loss.

2015 OPERATING BUDGET

WATER - 3301, 3302 (CONTINUED)

PROGRAM HIGHLIGHTS

2016 Objectives (Cont'd)

6. Replace and update equipment as needed for integrity of system.
7. Increase education and knowledge of staff.
8. Educate the Public about water and conservation.

2015 Accomplishments

Distribution

1. Continued improvement and organization of inventory system.
2. Completed CRA with exception of small punch list.
3. Completed Camp Road water extension.
4. Installed Royal Harbor P/S.
5. Replaced 2 vehicles.
6. Brought WD to full staff (Hired Johan).
7. Completed all work orders.
8. Filled in as needed for Customer Service Assistant (Steve Rogers).
9. Completed all required FDEP license renewals.

Production

1. Met all Regulatory requirements, including testing and reporting.
2. Completed FDEP required 5 year cleaning and inspection of GST's.
3. Continued cleaning and organization of plants.
4. Completed all required FDEP license renewals.
5. Completed CCR.

Water Department Administration

1. Replaced retiring Supervisor and Administrative Assistant with Phil & Mandi.
2. Revised Water Department Monthly Director Report.
3. Revised some of Inventory procedures.

FUND 401
DEPT 33
DIVISION 01

CITY OF TAVARES
ADOPTED BUDGET
FISCAL YEAR 2014-2015

WATER TREATMENT DIVISION EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
533.12-10	REGULAR SALARIES	237,984	244,114	277,255	13.58%
533.14-10	OVERTIME	25,220	11,730	11,730	0.00%
533.15-60	ELECTR TABLET ALLOWANCE	225	-	-	0.00%
533.21-10	FICA / MED TAXES	18,010	17,444	20,336	16.58%
533.22-20	FL STATE RETIREMENT	23,361	25,621	30,029	17.20%
533.23-10	HEALTH INSURANCE	20,789	25,033	33,157	32.45%
533.23-15	DENTAL INSURANCE	1,168	1,332	1,722	29.28%
533.23-20	LIFE INSURANCE	1,269	997	1,570	57.47%
533.23-21	SHORT-TERM DISABILITY INS.	858	933	1,045	12.00%
533.23-30	DEPENDENT HEALTH INSURANCE	23,749	29,126	27,806	-4.53%
533.23-35	DEPENDENT DENTAL INSURANCE	1,209	1,484	1,456	-1.89%
533.23-40	LONG TERM DISABILITY	581	635	720	13.39%
533.24-10	WORKERS' COMPENSATION	6,436	6,512	6,426	-1.32%
* SALARIES AND BENEFITS		360,859	364,961	413,252	13.23%
<i>OPERATING EXPENDITURES</i>					
533.31-10	CITY ATTORNEY	-	366	500	36.61%
533.31-15	ENGINEERING	3,055	2,971	5,615	88.99%
533.31-45	CUP RENEWAL	30,789	49,894	-	-100.00%
533.31-60	PERMIT & COMPLIANCE FEES	6,000	6,500	6,500	0.00%
533.32-10	AUDIT SERVICES	7,350	13,820	17,260	24.89%
533.34-10	CONTRACTUAL SERVICES	81,001	88,758	71,020	-19.98%
533.40-10	TRAVEL & PER DIEM	4,746	7,850	7,000	-10.83%
533.41-10	TELEPHONE	4,488	4,963	4,063	-18.13%
533.41-20	OTHER COMMUNICATION	3,887	7,800	7,400	-5.13%
533.41-30	POSTAGE	930	2,777	2,777	0.00%
533.43-10	ELECTRIC, WATER, GAS	247,371	260,750	263,741	1.15%
533.44-10	RENTALS & LEASES	-	111	1,000	800.90%
533.45-10	LIABILITY	49,390	53,819	61,892	15.00%
533.46-10	REPAIR & MAINT. - BUILDING	-	2,750	25,000	809.09%
533.46-15	REPAIR & MAINT. - EQUIPMENT	25,030	8,800	8,800	0.00%
533.46-17	INSURANCE RECOVERY	-	-	-	0.00%
533.46-25	REPAIR & MAINT. - MISC.	226	2,500	2,500	0.00%
533.46-30	REPAIR & MAINT. - VEHICLE	3,356	4,300	6,000	39.53%
533.46-81	PUMP REPAIR	-	18,185	17,100	-5.97%
533.46-85	SCADA MAINTENANCE	17,998	15,648	15,000	-4.14%
533.47-10	PRINTING & BINDING	-	700	700	0.00%
533.49-10	ADVERTISING	2,838	2,500	2,500	0.00%
533.49-32	CREDIT CARD PROCESSING	50,801	50,437	51,703	2.51%
533.49-95	INVENTORY OVER/SHORT	(814)	-	-	0.00%
533.51-10	OFFICE SUPPLIES	1,202	1,500	1,500	0.00%
533.52-10	OPERATING SUPPLIES	44,854	30,380	28,380	-6.58%
533.52-11	DURABLE GOODS	4,152	3,910	3,910	0.00%
533.52-15	FUEL COSTS	24,147	26,163	26,418	0.97%
533.52-25	UNIFORMS	1,934	3,700	3,950	6.76%
533.52-65	OPERATING CHEMICALS	36,683	49,000	50,000	2.04%
533.52-75	LAB SUPPLIES	5,506	5,990	6,800	13.52%
533.52-80	LAB-OPERATING SUPPLIES	500	950	8,400	784.21%
533.52-95	SCADA SUPPLIES	(20)	10,000	11,800	18.00%
533.54-10	BKS, PUB, SUB, MEM, LIB	574	600	1,000	66.67%
533.59-10	DEPRECIATION EXPENSE	352,379	-	-	0.00%
533.59-13	BAD DEBT	137,602	-	-	0.00%

FUND 401
 DEPT 33
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2014-2015

WATER TREATMENT DIVISION EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
533.59-15	TRANSFER TO G/F	270,352	290,938	325,715	11.95%
533.59-20	REIMBURSEMENT TO G/F	311,383	298,422	320,418	7.37%
533.59-70	TRANSFER TO SRF LOAN DEBT	285,780	797,167	853,431	7.06%
533.59-78	TRANSFER TO W/WW RRI FUND	150,000	150,000	150,000	0.00%
533.59-79	TRANSFER TO PROJECT FUND	-	10,650	-	-100.00%
	* OPERATING EXPENDITURES	<u>2,165,470</u>	<u>2,285,569</u>	<u>2,369,793</u>	<u>3.69%</u>
<i>CAPITAL EXPENDITURES</i>					
533.61-10	LAND	50,019	53,396	-	-100.00%
533.64-10	EQUIP - REPLACEMENT	14,417	8,891	-	-100.00%
533.64-11	EQUIP - VEHICLE REPLACEMENT	-	27,000	-	-100.00%
533.64-13	EQUIP - COMP REPLACEMENT	5,434	933	-	-100.00%
533.64-14	EQUIP - NEW COMPUTERS	8,138	-	-	0.00%
533.64-15	EQUIP - NEW	-	7,500	12,000	60.00%
533.64-17	EQUIP - NEW VEHICLES	-	-	-	0.00%
533.64-20	DURABLE GOODS	-	-	-	0.00%
533.64-23	SOFTWARE	7,500	5,500	-	-100.00%
533.64-25	FUTURE PROJECTS	-	350	-	-100.00%
533.64-35	METER REPLACEMENTS	-	-	-	0.00%
533.64-40	NEW METERS	-	-	-	0.00%
533.64-45	CROSS CONNECTION DEVICE	-	-	-	0.00%
533.69-98	ASSET RECLASS-CIP	(7,291)	-	-	0.00%
533.69-99	ASSET RECLASSIFICATION	(85,498)	-	-	0.00%
	* CAPITAL EXPENDITURES	<u>(7,281)</u>	<u>103,570</u>	<u>12,000</u>	<u>-88.41%</u>
<i>DEBT SERVICE</i>					
533.71-15	LEAGUE LEASE 2002 & 2006	-	-	-	0.00%
533.71-30	REV BOND 2000 SPLIT 40-60	-	136,000	152,500	12.13%
533.72-15	LEAGUE LEASE 2002 & 2006	-	-	-	0.00%
533.72-30	REV BOND 2000 SPLIT 40-60	41,205	71,718	74,112	3.34%
533.72-70	LEAGUE LEASE 2004 (\$173K)	-	-	-	0.00%
533.73-10	DEBT SERVICE COSTS	-	200	-	-100.00%
	* DEBT SERVICE	<u>41,205</u>	<u>207,918</u>	<u>226,612</u>	<u>8.99%</u>
<i>TRANSFERS AND OTHERES</i>					
533.95-55	WATER/SEWER FUND	-	-	-	0.00%
	* TRANSFERS AND OTHERS	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
TOTAL WATER TREATMENT		<u>2,560,253</u>	<u>2,962,018</u>	<u>3,021,657</u>	<u>2.01%</u>

FUND 401
 DEPT 33
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2014-2015

WATER TREATMENT DIVISION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
533.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	277,255	277,255
533.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	11,730	11,730
533.15-60 ELECTR TABLET ALLOWANCE	NO AMOUNT BUDGETED	-	-
533.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	20,336	20,336
533.22-10 RETIREMENT	NO AMOUNT BUDGETED	-	-
533.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	30,029	30,029
533.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	33,157	33,157
533.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,722	1,722
533.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,570	1,570
533.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,045	1,045
533.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	27,806	27,806
533.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,456	1,456
533.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	720	720
533.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	6,426	6,426
533.31-10 CITY ATTORNEY	CITY ATTORNEY	500	500
533.31-15 ENGINEERING	GENERAL ENGINEERING SERVICES TO INCLUDE EASEMENTS, SURVEYING AND TITLE SEARCHES	5,615	5,615
533.31-45 CUP RENEWAL/WELL ANALYSIS	FUTURE WELL ANALYSIS - (WHITAKER/ENGINEERING) REMOVED AFTER DEPARTMENT MEETING	50,000 (50,000)	-
533.31-60 PERMIT & COMPLIANCE FEES	F.D.E.P. PLANTS PERMIT RENEWAL - (REGULATORY) ANNUAL RENEWAL	6,500	6,500
533.32-10 AUDIT SERVICES	AUDIT SERVICES SINGLE AUDIT	11,158 6,102	17,260
533.34-10 CONTRACTUAL SERVICES	BLACKBOARD CONNECT MASS NOTIFICATION FINANCE ENTERED/SHARED WITH POLICE, FIRE & SW LOAD BANK TEST - PLANT #2 316 N. INGRAHAM AVE LOAD BANK TEST - PLANT #3 2101 DEAD RIVER RD LOAD BANK TEST - PLANT #4 - 2401 SLIM HAYWOOD AVE LOAD BANK TEST - PLANT #1 509 LAKE DORA DR LOAD BANK TEST - PLANT #1 100 DISSTON AVE PREVENTATIVE MAINTENANCE ENGINE GENERATOR SYSTEMS: PLANT #1 - 100 DISSTON AVE WELLS #3 & 4 PLANT #1 509 LAKE DORA DR PLANT #2 - 316 N. INGRAHAM AVE. WELL #5 PLANT #3 2101 DEAD RIVER RD. WELL #6 PLANT #4 2401 SLIM HAYWOOD RD WELL #7, 8 WATER CONSERVATION SCHOOL PROGRAM CONSTRUCTION WATER SPECIFICATIONS UPDATES CCR REPORT WATER TOWER MAINTENANCE - PLANT #2 DIAGNOSTIC ANALYSIS FOR 7 HIGH SERVICE PUMPS & 6 WELL PUMPS (ROLLOVER) DIGITAL SCANNING OF ACRCHIVED UTILITY MAPS TREATMENT - WELLS & FINISHED WATER METERS ANNUAL CALIBRATION - PLANTS #1 - 4 WEEKLY CLEANING OF UAB - SHARED W/ REUSE LAWN MOWING & MAINTENANCE OF PLANTS #1 & 4	2,320 500 500 500 500 500 350 350 350 350 350 15,000 2,500 4,400 6,000 10,000 8,150 3,400 2,600 7,000	71,020

FUND 401
 DEPT 33
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2014-2015

WATER TREATMENT DIVISION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
	GROUND STORAGE TANKS YEARLY PRESSURE WASH: PLANTS #1 & 4 (2-1,000,000 GAL TANKS @ \$1,200 EACH TANK AND 1-500,000 GAL @ \$1,000)	3,400	
	TANK INSPECTIONS & CLEANING FOR PLANTS #1 & 4 FOR ENVIRONMENTAL CONTROL & PUBLIC SAFETY	2,000	
533.40-10 TRAVEL & PER DIEM	PLANTS OPERATORS TRAINING & TRAVEL EXPENSES TO MAINTAIN LICENSES AND CEU REQUIREMENTS	3,000	7,000
	PLANT RELATED SEMINAR TRAINING & CEU'S FOR PLANT OPERATORS	1,000	
	SUPERVISOR - SEMINARS TRAINING AND CEU'S	1,000	
	ADMINISTRATIVE ASSISTANTS (2) - SEMINAR TRAINING	1,000	
	UTILITY DIRECTOR - SEMINAR TRAINING & CEU'S	1,000	
533.41-10 TELEPHONE	NEXTEL	1,915	4,063
	DOMS FAX	2,148	
533.41-20 OTHER COMMUNICATION	MODEM FOR ALL PLANTS	4,700	7,400
	SECURITY CAMERA MODEMS FOR ALL PLANTS	1,400	
	SCADA FOR PLANT LAPTOPS FOR REMOTE MONITORING	1,300	
533.41-30 POSTAGE	POSTAGE TO MAIL CORRESPONDENCE RELATED TO CROSS-CONNECTION LETTERS, DEP REGULATORY AND SHIP PACKAGES, ETC.	2,777	2,777
533.43-10 ELECTRIC, WATER, GAS	ELECTRIC	147,775	263,741
	WATER	115,966	
533.44-10 RENTALS & LEASES	RENTAL OF EQUIPMENT OF EMERGENCIES, ETC.	1,000	1,000
533.45-10 LIABILITY	LIABILITY AND POLLUTION INSURANCE FINANCE ENTERED	61,892	61,892
533.46-10 BUILDING	REPAIR & MAINTENANCE OF PLANT BUILDINGS 1-4 (PAINT TANKS, PIPING, FLOORS & BUILDINGS)	25,000	25,000
533.46-15 EQUIPMENT	MAINTENANCE OF ELECTRICAL SERVICE WELL PUMPS ANNUAL PREVENTATIVE MAINTENANCE REPAIRS FOR HIGH SERVICE PUMPS AND MOTORS	2,800	8,800
	PROJECT FOR RESIDENT REVIEW	2,300	
	DAILY UPKEEP OF SMALL EQUIPMENT FOR NORMAL AND EMERGENCY OPERATIONS	2,200	
533.46-25 MISCELLANEOUS	MISC REPAIRS & MAINTENANCE OF PLANT EQUIPMENT (CHLORINATION & FLUORIDATION EQUIPMENT, ETC.)	1,500	2,500
533.46-30 VEHICLE	FLEET MAINTENANCE OF PLANT VEHICLES	2,500	6,000
533.46-81 PUMP REPAIR	WELL #4 REMOVAL & REPAIR ANALYSIS AND RECOMMENDATION FOR REPAIR ONLY	4,100	17,100
	WELL #4 - REMOVAL, REPAIR & REINSTALL PUMP ONLY	13,000	
533.46-85 SCADA MAINTENANCE	SCADA MAINTENANCE OF PLANTS #1 - 4	15,000	15,000
533.47-10 PRINTING & BINDING	WATER CONSERVATION AND PUBLIC EDUCATIONAL NOTICES, REGULATORY NOTIFICATIONS, ETC.	700	700
533.49-10 ADVERTISING	PUBLIC NOTIFICATION AS REQUIRED BY DEP CCR REPORT, EMERGENCY PRESS RELEASES, ETC.	2,500	2,500
533.49-32 CREDIT CARD PROCESSING	CREDIT CARD PROCESSING FEES	51,703	51,703
533.49-95 INVENTORY OVER/SHORT	NO AMOUNT BUDGETED	-	-
533.51-10 OFFICE SUPPLIES	PENS, PAPER, BINDERS, PRINT SUPPLIES, FAX SUPPLIES ETC.	1,500	1,500
533.52-10 OPERATING SUPPLIES	STOCK REPLACEMENT FOR NEW SERVICE INSTALLATIONS, EMERGENCY SUPPLIES, JANITORIAL SUPPLIES, ETC.	28,380	28,380

FUND 401
 DEPT 33
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2014-2015

WATER TREATMENT DIVISION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
533.52-11 DURABLE GOODS	SMALL EMERGENCY EQUIPMENT FOR EMERGENCY REPAIRS FENCE PANELS FOR PLANT #1 (LAKE DORA DR)	2,400 1,510	3,910
533.52-15 FUEL COSTS	FUEL COSTS FUEL FOR PLANT GENERATORS	22,418 4,000	26,418
533.52-25 UNIFORMS	WEEKLY RENTAL OF UNIFORMS FOR TREATMENT STAFF WORK BOOTS - 3 EMPLOYEES POLO SHIRTS FOR ADMIN ASSIST & SUPERVISOR	3,000 450 500	3,950
533.52-65 OPERATING CHEMICALS	CHLORINE, FLUORIDE, & OTHER CHEMICALS AS NEEDED	50,000	50,000
533.52-75 LAB SUPPLIES	MEDIA & SUPPLIES FOR MONTHLY DRINKING WATER SAMPLES, BOIL WATER NOTICES, & QC ANALYSIS TO SUPPORT THE DRINKING WATER TNI CERTIFICATION	6,800 6,800	6,800
533.52-80 LAB-OPERATING SUPPLIES	TNI CERTIFICATION FEES FOR NON-POTABLE WATER MICROBIOLOGY CONTRACT ANALYSIS FOR DRINKING WATER PERMIT COMPLIANCE	500 7,900	8,400
533.52-95 SCADA SUPPLIES	SCADA SUPPLIES FOR PLANTS #1 - 4	11,800	11,800
533.54-10 BKS, PUB, SUB, MEM, LIB	SUBSCRIPTIONS & REFERENCE MATERIALS FOR PLANT EMPLOYEES	1,000	1,000
533.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
533.59-13 BAD DEBT	NO AMOUNT BUDGETED	-	-
533.59-15 TRANSFER TO G/F	TRANSFER TO GENERAL FUND	325,715	325,715
533.59-20 REIMBURSEMENT TO G/F	REIMBUSREMENTS TO GEN FUND - ADMIN & GEN SVCS	320,418	320,418
533.59-70 TRANSFER TO SRF LOAN DEBT	TRANSFER TO SRF DEBT SVC FUND 78905P WW PLANT (\$678,856-\$200,000 FROM W/WW IMPACTSP/2 D/S PAYMENTS 12-15-15 & 6-15-16 TRANSFER TO SRF DEBT SVC FUND-PRECONST RECLAIM (75,704/2) 789060 D/S DUE 10-15-15 & 42,475 TRANSFER TO SRF DEBT SVC FUND DW350301 ARRA WATER PLANT D/S DUE 11-15-15 & 5-15-16 TRANSFER TO SRF DEBT SVC FUND RECLAIM P1 WW350910 (152192/2) D/S DUE 10-15-145& 4-15-16 TRANSFER TO SRF DEBT SVC FUND RECLAIM PHASE 2 & 3 WW350920(\$204,228/2) D/S DUE 10-15-15 & 4-15-16 TRANSFER TO SRF DEBT SVC FUND WATER DIST SYSTEM UPGRADE DW350930 (CRA)D/S DUE 4-15-15 & 10-15-16	239,428 28,729 24,169 82,472 101,601 377,032	853,431
533.59-78 TRANSFER TO W/WW RRI FUND	TRANSFER TO RRI FUND	150,000	150,000
533.59-79 TRANSFER TO PROJECT FUND	NO AMOUNT BUDGETED	-	-
533.61-10 LAND	NO AMOUNT BUDGETED	-	-
533.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	-	-
533.64-11 EQUIP-VEHICLE REPLACEMENT	NO AMOUNT BUDGETED	-	-
533.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
533.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
533.64-15 EQUIP - NEW	AUTOMATIC GATES AT PLANTS #1 AND 4 - \$6,000 EA	12,000	12,000
533.64-23 SOFTWARE	NO AMOUNT BUDGETED	-	-
533.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-

FUND 401
 DEPT 33
 DIVISION 01

CITY OF TAVARES
 ADOPTED BUDGET
 FISCAL YEAR 2014-2015

WATER TREATMENT DIVISION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
533.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-
533.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-
533.71-30 REV BOND 2000 SPLIT 40-60	UTILITY SYSTEM BOND SERIES 2012A 4.72M UTILITY SYSTEM BOND SERIES 2012B 2.37M	90,000 62,500	152,500
533.72-30 REV BOND 2000 SPLIT 40-60	UTILITY SYSTEM BOND SERIES 2012A 4.72M 2/1/2016 8/1/2016 UTILITY SYSTEM BOND SERIES 2012B 2.37M 2/1/2016 8/1/2016	21,924 21,924 15,132 15,132	74,112
533.73-10 DEBT SERVICE COSTS	NO AMOUNT BUDGETED	-	-

FUND 401
DEPT 33
DIVISION 02

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

WATER DISTRIBUTION DIVISION EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
533.12-10	REGULAR SALARIES	300,079	318,659	290,155	-8.94%
533.14-10	OVERTIME	40,069	11,620	11,620	0.00%
533.21-10	FICA / MED TAXES	23,206	22,492	21,005	-6.61%
533.22-20	FL STATE RETIREMENT	23,453	24,814	23,327	-5.99%
533.23-10	HEALTH INSURANCE	35,925	41,139	39,911	-2.99%
533.23-15	DENTAL INSURANCE	2,028	2,270	2,072	-8.72%
533.23-20	LIFE INSURANCE	1,670	1,291	1,630	26.26%
533.23-21	SHORT-TERM DISABILITY INS.	1,150	1,241	1,128	-9.11%
533.23-30	DEPENDENT HEALTH INSURANCE	33,120	39,934	32,990	-17.39%
533.23-35	DEPENDENT DENTAL INSURANCE	2,353	2,687	2,731	1.64%
533.23-40	LONG TERM DISABILITY	766	823	748	-9.11%
533.24-10	WORKERS' COMPENSATION	11,592	11,645	8,931	-23.31%
*	SALARIES AND BENEFITS	475,411	478,615	436,248	-8.85%
<i>OPERATING EXPENDITURES</i>					
533.31-10	CITY ATTORNEY	-	500	500	0.00%
533.31-15	ENGINEERING	2,843	3,000	6,000	100.00%
533.34-10	CONTRACTUAL SERVICES	18,124	33,005	23,765	-28.00%
533.40-10	TRAVEL & PER DIEM	3,384	5,050	7,000	38.61%
533.41-10	TELEPHONE	3,496	2,638	4,128	56.48%
533.41-20	OTHER COMMUNICATION	508	667	-	-100.00%
533.41-30	POSTAGE	1,029	1,500	1,500	0.00%
533.44-10	RENTALS & LEASES	-	2,500	1,000	-60.00%
533.45-10	LIABILITY	14,352	15,598	17,938	15.00%
533.46-10	REPAIR & MAINT. - BUILDING	(19)	2,400	9,500	295.83%
533.46-15	REPAIR & MAINT. - EQUIPMENT	61	1,333	1,500	12.53%
533.46-25	REPAIR & MAINT. - MISC.	-	1,111	1,500	35.01%
533.46-30	REPAIR & MAINT. - VEHICLE	4,090	5,000	7,000	40.00%
533.46-50	DISTRIBUTION	3,921	26,000	23,000	-11.54%
533.47-10	PRINTING & BINDING	184	500	500	0.00%
533.49-10	ADVERTISING	-	112	112	0.00%
533.51-10	OFFICE SUPPLIES	856	1,500	1,500	0.00%
533.52-10	OPERATING SUPPLIES	12,406	23,500	28,000	19.15%
533.52-11	DURABLE GOODS	-	1,660	1,260	-24.10%
533.52-15	FUEL COSTS	10,224	9,248	10,384	12.28%
533.52-17	NEW METERS	570	26,910	26,850	-0.22%
533.52-18	REPLACEMENT METERS	1,996	6,175	6,175	0.00%
533.52-19	CROSS CONNECTION DEVICES	-	9,875	9,875	0.00%
533.52-25	UNIFORMS	3,309	7,050	7,050	0.00%
533.52-31	METER UPGRADE PROGRAM	47,782	-	-	0.00%
533.54-10	BKS, PUB, SUB, MEM, LIB	838	988	1,338	35.43%
533.59-10	DEPRECIATION EXPENSE	54,677	-	-	0.00%
533.59-15	TRANSFER TO GENERAL FUND	-	-	-	0.00%
*	OPERATING EXPENDITURES	184,631	187,820	197,375	5.09%
<i>CAPITAL EXPENDITURES</i>					
533.64-10	EQUIP - REPLACEMENT	4,195	9,778	38,778	296.58%
533.64-11	EQUIP - VEHICLE REPLACEMENT	63,742	66,623	37,000	-44.46%
533.64-14	EQUIP - NEW COMPUTERS	-	2,400	1,000	-58.33%
533.64-15	EQUIP - NEW	14,717	28,520	47,800	67.60%
533.64-17	EQUIP-NEW VEHICLES	-	-	40,000	100.00%
533.64-23	SOFTWARE	1,500	1,200	-	-100.00%
533.64-25	FUTURE PROJECTS	214,174	905,122	-	-100.00%
533.69-98	ASSET RECLASS-CIP	(209,985)	-	-	0.00%
533.69-99	ASSET RECLASSIFICATION	(81,053)	-	-	0.00%
*	CAPITAL EXPENDITURES	7,290	1,013,643	164,578	-83.76%

FUND 401
DEPT 33
DIVISION 02

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

WATER DISTRIBUTION DIVISION EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
	TOTAL WATER DISTRIBUTION	<u>667,332</u>	<u>1,680,078</u>	<u>798,201</u>	<u>-52.49%</u>

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

FUND 401
DEPT 33
DIVISION 02

WATER DISTRIBUTION DIVISION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
533.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	290,155	290,155
533.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	11,620	11,620
533.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	21,005	21,005
533.22-10 RETIREMENT	NO AMOUNT BUDGETED	-	-
533.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	23,327	23,327
533.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	39,911	39,911
533.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	2,072	2,072
533.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,630	1,630
533.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,128	1,128
533.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	32,990	32,990
533.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	2,731	2,731
533.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	748	748
533.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	8,931	8,931
533.31-10 CITY ATTORNEY	CITY ATTORNEY	500	500
533.31-15 ENGINEERING	GENERAL ENGINEERING SERVICES TO INCLUDE EASEMENTS, SURVEYING AND TITLE SEARCHES, & MISC	6,000	6,000
533.31-45 CUP RENEWAL/WELL ANALYSIS	NO AMOUNT BUDGETED	-	-
533.31-60 PERMIT & COMPLIANCE FEES	NO AMOUNT BUDGETED	-	-
533.32-10 AUDIT SERVICES	NO AMOUNT BUDGETED	-	-
533.34-10 CONTRACTUAL SERVICES	RAILROAD CROSSING COSTS:		23,765
	TAVA-52-041 (NEAR DISSTON AVE)	1,035	
	TAVA-52-124 (NEAR CAROLINE ST)	2,600	
	TAVA-62-130 (ETOWAH)	1,090	
	TAVA-61-137 (RUBY ST)	1,040	
	TAVA-61-146 (LAKE DORA CIR)	1,035	
	TAVA-61-147 (NEAR DISSTON AVE)	1,035	
	TAVA-61-160 (NEAR US 441/SR 500)	1,245	
	TAVA-61-161 (AH BEHIND FIRE STATION # 1 ALFRED ST)	1,025	
	TAVA- (12" WATER LINE - PAVILLION)	1,025	
	TAVA- (12" WATER LINE - DORA DR, DORA AVE)	1,025	
	NAVIGATOR TECHNICAL SUPPORT - CROSS CONNECTION (TOKAY)	1,000	
	CONSTRUCTION WATER SPECIFICATIONS UPGRADES	2,460	
	DIGITAL SCANNING OF ARCHIVED UTILITY MAPS	8,150	
533.40-10 TRAVEL & PER DIEM	DISTRIBUTION STAFF TO MAINTAIN LICENSES & CEU REQUIREMENTS	3,000	7,000
	SUPERVISOR DISTRIBUTION RELATED SEMINAR / TRAINING	1,000	
	CROSS CONNECTION TRAINING FOR CC COORDINATOR	1,000	
	ADMINISTRATIVE ASSISTANT (2) TRAINING	1,000	
	UTILITY DIRECTOR TRAINING /SEMINAR	1,000	
533.41-10 TELEPHONE	NEXTEL	3,352	4,128
	VERIZON	776	

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

FUND 401
DEPT 33
DIVISION 02

WATER DISTRIBUTION DIVISION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
533.41-20 OTHER COMMUNICATION	NO AMOUNT BUDGETED	-	-
533.41-30 POSTAGE	CORRESPONDENCE AND MAIL RELATED TO CROSS - CONNECTION, PACKAGE SHIPPING, ETC.	1,500	1,500
533.44-10 RENTALS & LEASES	RENTAL OF EQUIPMENT FOR EMERGENCIES, ETC.	1,000	1,000
533.45-10 LIABILITY	LIABILITY INSURANCE	17,938	17,938
533.46-10 BUILDING	REPAIR & MAINTENANCE TO BUILDINGS, ROOFS, ETC. MATERIALS PAD / BARRIERS FOR STORAGE OF SUPPLIES	2,800 6,700	9,500
533.46-15 EQUIPMENT	DAILY UPKEEP OF SMALL EQUIPMENT FOR NORMAL & EMERGENCIES OPERATIONS	1,500	1,500
533.46-25 MISCELLANEOUS	MISC. REPAIRS TO DISTRIBUTION SYSTEM FOR NORMAL & EMERGENCY OPERATIONS	1,500	1,500
533.46-30 VEHICLE	FLEET MAINTENANCE OF DISTRIBUTION VEHICLES	7,000	7,000
533.46-50 DISTRIBUTION	MISC PARTS OFR INSTALLATION OF POTABLE SERVICES, IRRIGATION SERVICES, PARTS FOR METER EXCHANGE PROGRAM, EMERGENCIES, AND UNEXPECTED BREAKS REDUCED AFTER DEPARTMENT MEETING	28,000 (5,000)	23,000
533.47-10 PRINTING & BINDING	WATER CONSERVATION & PUBLIC AWARENESS NOTICES, REGULATORY NOTIFICATIONS	500	500
533.49-10 ADVERTISING	BIDS, CROSS CONNECTION CONTROL, ETC.	112	112
533.51-10 OFFICE SUPPLIES	PENS, PAPER, BINDERS, PRINT SUPPLIES, FAX SUPPLIES, ETC.	1,500	1,500
533.52-10 OPERATING SUPPLIES	STOCK REPLACEMENT SUPPLIES FOR NEW SERVICES: INSTALLATIONS, EMERGENCY SUPPLIES, ETC. MISC TOOLS FOR DAILY OPERATIONS (NEW EMPLOYEE)	26,000 2,000	28,000
533.52-11 DURABLE GOODS	2 - GRUNDOMAT BORING TOOLS (ANNUAL MAINT)	1,260	1,260
533.52-14 LEAK DETECTION	NO AMOUNT BUDGETED	-	-
533.52-15 FUEL COSTS	FUEL COSTS -12 MONTH AVERAGE PLUS 10% INCREASE	10,384	10,384
533.52-17 NEW METERS	NEW POTABLE AND IRRIGATION METER INSTALLATIONS	26,850	26,850
533.52-18 REPLACEMENT METERS	METER REPLACEMENT TO DAMAGED METERS, ETC.	6,175	6,175
533.52-19 CROSS CONNECTION DEVICES	CROSS CONNECTION DEVICES CHANGE OUT PROGRAM	9,875	9,875
533.52-25 UNIFORMS	WEEKLY RENTAL OF UNIFORMS FOR DISTRIBUTION STAFF WORK BOOTS - 7 EMPLOYEES WORK BOOTS FOR 7 EMPLOYEES -\$1050 - FINANCE ENTERED	6,000 1,200 (150)	7,050
533.52-31 METER UPGRADE PROGRAM	NO AMOUNT BUDGETED	-	-
533.54-10 BKS, PUB, SUB, MEM, LIB	SUBSCRIPTIONS & REFERENCE MATERIALS FOR EMPLOYEES WATER REUSE ANNUAL MEMBERSHIP (SPLIT W/WW)	988 350	1,338
533.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
533.64-10 EQUIP - REPLACEMENT	FIRE HYDRANTS REPLACEMENT PROGRAM (2 @ \$1,889 EA) REPLACE 2 VFD'S FOR PUMPS AT PLANT 1 (\$10k EACH) - ORIGINAL FROM 1996 (OBSOLETE) 1ST TWO OF 7 TO BE REPLACED - 3 YEAR PROGRAM REPLACE CRANE ON TRUCK #927	3,778 20,000 15,000	38,778

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

FUND 401
DEPT 33
DIVISION 02

WATER DISTRIBUTION DIVISION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
533.64-11 EQUIP-VEHICLE REPLACEMENT	REPLACE 2008 FORD 250 4X4 (#925 - 110,000 MILES)	37,000	37,000
533.64-14 EQUIP - NEW COMPUTERS	LAPTOP FOR ADMIN ASSISTANT TO ACCESS LOGMEIN WHILE IN TRAINING, SEMINARS, ETC.	1,000	1,000
533.64-15 EQUIP - NEW	3 FIRE HYDRANTS (CIP IMPLEMENTED)	7,500	47,800
	INSERTION VALVE PROGRAM (CIP PROGRAM)	13,000	
	CONCRETE SAW	1,300	
	WELL POINTS & MISC EQUIPMENT FOR SAME - USED FOR DITCH DEWATERING FOR MAIN REPAIRS	5,000	
	MOBILE DATA COLLECTOR TO READ WATER METERS TO CONTROL REVENUE LOSS	10,000	
	SHELVING & WIRE PARTITIONS FOR INVENTORY ORGANIZATION AT PLANT #4	11,000	
533.64-17 EQUIP-NEW VEHICLES	FORKLIFT FOR INVENTORY CONTROL	40,000	40,000
533.64-23 SOFTWARE	TOKAY LINK TO H.T.E. - CROSS CONNECTION PROGRAM REMOVED AFTER DEPARTMENT MEETING	3,500 (3,500)	-
533.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-
533.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-
533.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-

Position Summary

Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Full Time:				
Administrative Assistant ¹	25004	1	1	1
Lab Analyst	24012	1	1	2
Lab Manager	24006	1	1	1
Lab Tech	35004	1	1	0
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	1	1	2
Maintenance Worker I	24009	0	0	0
Plant Operations Supervisor	24004	1	1	1
Sr. Lift Station Mechanic	35001	1	1	1
Treatment Plant Operator ³	24005	3	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	17
Total No. of Positions:		16	16	17
Total FTEs:		16	16	17

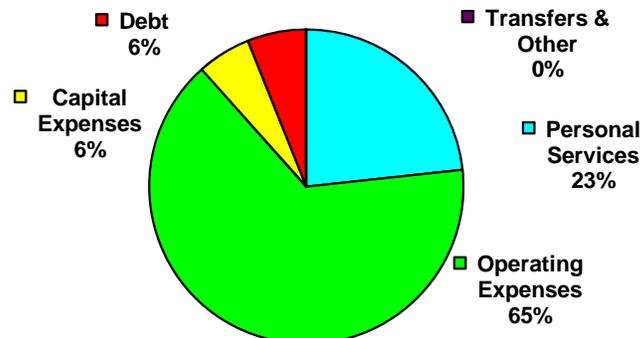
Notes:

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
3. In FY2014 the new Treatment Operator for FY2015 was budgeted as a shared position 50% Water & 50% Sewer - Position for FY2015.

Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Division Summary</i>				
Treatment-3501				
Personal Services	262,633	314,953	338,018	7.32%
Operating Expenses	2,413,851	2,521,017	2,472,834	-1.91%
Capital Expenses	28,849	167,765	30,000	-82.12%
Debt	37,461	312,076	293,536	-5.94%
Transfers & Other	-	-	-	0.00%
Total Treatment	<u>2,742,794</u>	<u>3,315,811</u>	<u>3,134,388</u>	-5.47%
Reuse-3502				
Personal Services	-	-	-	0.00%
Operating Expenses	24,855	91,106	150,096	64.75%
Capital Expenses	-	13,800	12,500	-9.42%
Debt	-	-	-	0.00%
Transfers & Other	-	-	-	0.00%
Total Reuse	<u>24,855</u>	<u>104,906</u>	<u>162,596</u>	54.99%
Lab-3503				
Personal Services	209,753	226,313	246,584	8.96%
Operating Expenses	99,028	117,997	118,756	0.64%
Capital Expenses	-	22,133	39,500	78.47%
Debt	-	-	-	0.00%
Transfers & Other	-	-	-	0.00%
Total Lab	<u>308,781</u>	<u>366,443</u>	<u>404,840</u>	10.48%
Collection-3504				
Personal Services	438,555	462,462	545,845	18.03%
Operating Expenses	410,670	438,192	416,823	-4.88%
Capital Expenses	(28,768)	166,291	187,230	12.59%
Debt	-	-	-	0.00%
Transfers & Other	-	-	-	0.00%
Total Collection	<u>820,457</u>	<u>1,066,945</u>	<u>1,149,898</u>	7.77%
Grand Total Wastewater	<u>\$ 3,896,887</u>	<u>\$ 4,854,105</u>	<u>\$ 4,851,722</u>	<u>-0.05%</u>
<i>Category Summary</i>				
Personal Services	910,941	1,003,728	1,130,447	12.62%
Operating Expenses	2,948,404	3,168,312	3,158,509	-0.31%
Capital Expenses	81	369,989	269,230	-27.23%
Debt	37,461	312,076	293,536	-5.94%
Transfers & Other	-	-	-	0.00%
Grand Total Wastewater	<u>\$ 3,896,887</u>	<u>\$ 4,854,105</u>	<u>\$ 4,851,722</u>	<u>-0.05%</u>

2016 APPROPRIATIONS



2015 OPERATING BUDGET

WASTEWATER

PROGRAM HIGHLIGHTS

DIVISION MISSION

It is the mission of the Wastewater Division to commit 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 Division of Environmental Protection (DEP). Our staff is totally focused on ensuring that we meet the criteria and parameters of all regulatory agencies.

DIVISION DESCRIPTION (Services, Functions, and Activities)

The Wastewater Division operates one Water Reclamation Facility permitted at 3.0 MGD. In August 2012 the Wastewater plant was given a FDEP permit modification to operate a reclaimed water system. This consists of a 5 mg storage tank and 8 miles of distribution lines. The reclaimed water is furnished to 4 residential subdivisions, a cemetery, City ball fields and orange groves. In addition to operating City plants, the Division is tasked with providing treatment and monitoring through laboratory testing of all waste generated in order to meet State and Federal Regulations. The Laboratory is responsible for testing schedules to comply with the DEP permit, which includes, daily and weekly testing of the WWTP 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 2013	Actual 2014	Est. 2015	Projected 2016
1.	Lift Stations Maintained	74	74	77	79
2.	Wastewater Plant Capacity (MGD)	3	3	3	3
3.	Daily Average Flow (MGD): Treatment	1.40	1.1	1.3	1.3
4.	Daily Average Flow (MGD): Reuse	N/A	0.3	0.3	0.4
5.	After Hours Lift Station Emergencies	1	15	15	15
6.	Regulatory Wastewater Analysis	2,754	2,639	2,650	2,500
7.	Regulatory Drinking Water Analysis	492	260	150	450
8.	Process Control Analysis	1,382	1,476	1,500	1,300
9.	Misc. Analysis: Quality Control, Proficiency Testing, Collaborative Trials, Special Projects Lake Dora Stormwater	723	720	750	1000
10.	Miles of Wastewater Lines Maintained	40	40	110	114
11.	Miles of Reclaimed Lines Maintained	12	12	12	14
12.	Miles of New Wastewater lines to be installed	0	0	3	3
13..	Miles of New Reclaimed Lines to be installed	0	5	2	2

2016 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 Health requirements.

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.

2016 OPERATING BUDGET

2016 Objectives

Wastewater Treatment

1. Continue to develop world class preventative maintenance (P/M) program (CMMS).
2. WWTP Operators continue pursuit of college degrees. Tim Claitor received an AS in Env Sci and Jim Wyker continues with his BS in Env Sci.
3. Continue training James Anderson for C level WW operator certification.
4. Continue to support a cross training program for operator certification.
5. Seek and develop more improved energy conservation.
6. Expand and continue to host Operator CEU training in Tavares at the UAB.
7. Purchase and Install 5th Blower (last of 5) @ Digester (Capital Improvement 5 year plan).
8. Meet all Regulatory permit requirements for Public Reuse.
9. Pursue WWTP Excellence Awards.
10. Install mixers at Caroline Capitol Lift station for better treatment and electrical efficiency.
11. Continue developing capital improvement future projects.

Wastewater Lab

1. Complete training of Laboratory Technician for Chloride and Nitrate methods following installation of new 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. Research the feasibility of performing the new permitted analytes, TKN and TP in house with the possibility of gaining TNI certification.
5. Gain approval from FDEP for an alternate chlorine test method so that we can install a CLT10 chlorine probe at the WWTP to replace the CL17 analyzer. This instrument has less maintenance and will be a cost savings to the City.
6. Generate a new X-LIMS report that will enable us to query multiple analytes from a single sample location
7. Determine the feasibility of performing Fluoride analysis and collection of bacteriological samples for the Water Department to ease their workloads.
8. Arrange for Teresa to sit for her WW class "C" exam and to work in the Operations Department to achieve the necessary "time" so that she may gain her licensure.
9. Complete Phase 1 of Lake Frances sewer improvements.
10. Develop a beautification plan for providing a more appealing look to lift stations.
11. Begin the implementation of CMMS work order system.

Wastewater Collections

1. Implement new air relief valve program by locating, placing in GIS system, and replacing any defective valves.
2. Continue CCTV inspection of collection system to update mapping system.
3. Develop flow isolation plan northwest of treatment plant for inflow and infiltration studies.
4. Continue to minimize and reduce the after hours emergency calls due to line blockages, pump failures, etc.
5. Install stationary generators at 3 lift stations - 8 and 16.
6. Rebuild lift stations and electrical panels for lift stations 33 and 39.
7. Rebuild electrical panels for lift stations 35,39, and 47.
8. Replace old "T" rails in stations with new stainless round rails. 8 stations total.
9. Complete Phase 1 of Lake Frances sewer improvements.
10. Develop a beautification plan for providing a more appealing look to lift stations.
11. Begin the implementation of CMMS work order system.

2015 Accomplishments**Customer Focus, Innovation & Technology, and Organizational Performance**

Wastewater Treatment:

1. Complete 1st program (Tim) for WWTP/Water Operators cross training program.
2. Seek and develop improved energy conservation.
3. Expand and continue to host Operator CEU training in Tavares.
4. Hire and train new WWTP Operator Mechanic.
5. Purchase and Install 4th Blower at Digester (Capital Improvement 5 year plan).
6. Meet all Regulatory permit requirements for Public Reuse.

2016 OPERATING BUDGET

WASTEWATER (continued)

PROGRAM HIGHLIGHTS

2015 Accomplishments (Continued)

7. Continue to develop world class preventative maintenance (P/M) program.
8. WWTP Operators continue pursuit of college degrees.
9. Pursue WWTP Excellence Awards.
10. Add another Residential Subdivision (Bay Tree) to Reclaimed water customer base.

Wastewater Lab:

1. Redesign batch template in XLIMS to accommodate the new YSI TSS analyzer verification.
2. Completed second upgrade on monthly data report to include TKN and TP for reuse.
3. Automate nightly dosing and pump turn off of Splash Park operations to cut down on overtime.
4. Install autosampler and software for TIM 870 autotitrator for chloride and nitrate analysis.
5. Install potable water spigot to fume hood to allow use of digestion apparatus for TKN & TP analysis.
6. Train Simone on new Nitrate method and achieve IDOC's.
7. Generate a new X-LIMS report that will enable us to query multiple analytes from a single sample location.
8. Gain FDEP approval, via HACH to install a new CLT10 chlorine probe at the plant instead of the CL17.
9. Transfer all MSDS's to searchable PDF format for Emergency Operations.
10. Switch one of the CLF10 probes at splash park to a 0-20mg/L probe for remote shocking of system.
11. Work on gaining in house certification for TKN & TP for reuse.
12. Work with ethosoft to set up printing of sample labels through LIMS system.

Wastewater Collections:

1. Continue to minimize and reduce the after hours emergency calls due to line blockages, pump failures, etc.
2. Rebuild lift stations and electrical panels for lift stations 33, 11, and 39.
3. Provide continuing education for personnel to meet the FDEP requirements and enhance there skills & abilities with the every day operations.
4. Start design on new lift station and installation of new 10" line running east of David Walker Drive.
5. Completion of installation of collection lines in the CRA District. Camera and inspect all new lines, manhole coatings and liners.
6. Install stationary generators at 3 lift stations - 11, 4, and 8.
7. Complete Phase 1 of Lake Frances sewer improvements.
8. Implement new air relief valve program by locating, placing in GIS system, and replacing any defective valves.
9. Continue to rebuild and improve pump efficiency at all lift stations throughout the Collections System.

FUND 401
DEPT 35
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

WASTEWATER TREATMENT EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
535.12-10	REGULAR SALARIES	193,144	214,992	223,769	4.08%
535.13-10	OTHER SALARIES & WAGES	180	-	-	0.00%
535.14-10	OVERTIME	4,043	8,035	8,035	0.00%
535.15-60	ELECTR TABLET ALLOWANCE	225	-	-	0.00%
535.21-10	FICA / MED TAXES	14,012	17,529	16,718	-4.63%
535.22-20	FL STATE RETIREMENT	18,875	24,282	25,609	5.46%
535.23-10	HEALTH INSURANCE	18,551	26,272	30,087	14.52%
535.23-15	DENTAL INSURANCE	1,042	1,483	1,562	5.33%
535.23-20	LIFE INSURANCE	1,061	939	1,268	35.04%
535.23-21	SHORT-TERM DISABILITY INS.	709	877	835	-4.79%
535.23-30	DEPENDENT HEALTH INSURANCE	4,728	12,051	23,093	91.63%
535.23-35	DEPENDENT DENTAL INSURANCE	1,349	2,217	2,360	6.45%
535.23-40	LONG TERM DISABILITY	486	598	581	-2.84%
535.24-10	WORKERS' COMPENSATION	4,228	5,678	4,101	-27.77%
535.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
*	SALARIES AND BENEFITS	262,633	314,953	338,018	7.32%
<i>OPERATING EXPENDITURES</i>					
535.31-10	CITY ATTORNEY	-	-	-	0.00%
535.31-15	ENGINEERING	8,809	60,416	55,000	-8.96%
535.31-60	PERMIT & COMPLIANCE FEES	-	-	-	0.00%
535.32-10	AUDIT SERVICES	7,350	16,720	15,056	-9.95%
535.34-10	CONTRACTUAL SERVICES	149,506	232,518	145,311	-37.51%
535.40-10	TRAVEL & PER DIEM	6,429	10,050	11,000	9.45%
535.41-10	TELEPHONE	5,707	6,705	3,873	-42.24%
535.41-20	OTHER COMMUNICATION	-	-	877	100.00%
535.41-30	POSTAGE	63	400	400	0.00%
535.43-10	ELECTRIC, WATER, GAS	418,968	467,773	423,326	-9.50%
535.44-10	RENTALS & LEASES	2,399	3,400	3,400	0.00%
535.45-10	LIABILITY	41,126	44,837	51,563	15.00%
535.46-10	REPAIR & MAINT. - BUILDING	920	3,000	3,000	0.00%
535.46-15	REPAIR & MAINT. - EQUIPMENT	14,446	33,500	33,500	0.00%
535.46-17	INSURANCE RECOVERY	26,131	-	-	0.00%
535.46-25	REPAIR & MAINT. - MISC.	333	6,000	6,000	0.00%
535.46-30	REPAIR & MAINT. - VEHICLE	2,989	4,000	4,000	0.00%
535.46-85	SCADA MAINTENANCE	20,495	25,500	30,000	17.65%
535.47-10	PRINTING & BINDING	111	400	400	0.00%
535.49-10	ADVERTISING	2,838	1,000	1,000	0.00%
535.49-30	BANK/WIRE/ADMN EXPENSE	-	-	-	0.00%
535.51-10	OFFICE SUPPLIES	763	1,000	1,000	0.00%
535.52-10	OPERATING SUPPLIES	13,377	16,100	11,850	-26.40%
535.52-11	DURABLE GOODS	-	1,200	1,200	0.00%
535.52-15	FUEL COSTS	23,596	16,833	21,238	26.17%
535.52-25	UNIFORMS	2,001	2,250	2,250	0.00%
535.52-65	OPERATING CHEMICALS	61,874	90,538	98,000	8.24%
535.52-75	LAB SUPPLIES	-	-	-	0.00%
535.52-80	LAB-OPERATING SUPPLIES	-	-	-	0.00%
535.52-89	DISASTER RECOVERY	-	-	-	0.00%
535.52-95	SCADA SUPPLIES	-	6,935	3,325	-52.05%
535.54-10	BKS, PUB, SUB, MEM, LIB	1,390	1,500	1,500	0.00%
535.59-10	DEPRECIATION EXPENSE	607,572	-	-	0.00%
535.59-15	TRANSFER TO G/F	270,352	300,888	325,715	8.25%

FUND 401
DEPT 35
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

WASTEWATER TREATMENT EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
535.59-20	REIMBURSEMENT TO G/F	312,695	298,422	320,418	7.37%
535.59-70	TRANSFER TO SRF LOAN DEBT	261,611	708,482	748,632	5.67%
535.59-78	TRANSFER TO W/WW RRI FUND	150,000	150,000	150,000	0.00%
535.59-79	TRANSFER TO PROJECT FUND	-	10,650	-	-100.00%
*	OPERATING EXPENDITURES	<u>2,413,851</u>	<u>2,521,017</u>	<u>2,472,834</u>	-1.91%
<i>CAPITAL EXPENDITURES</i>					
535.63-60	LANDSCAPING	-	9,000	-	-100.00%
535.64-10	EQUIP - REPLACEMENT	47,643	114,370	-	-100.00%
535.64-11	EQUIP - VEHICLE REPLACEMENT	14,947	-	25,000	100.00%
535.64-13	EQUIP - COMPUTER REPLACEMENT	-	6,699	-	-100.00%
535.64-14	EQUIP - NEW COMPUTERS	-	-	-	0.00%
535.64-15	EQUIP - NEW	14,424	14,171	-	-100.00%
535.64-17	EQUIP - NEW VEHICLES	-	-	-	0.00%
535.64-20	DURABLE GOODS	-	-	-	0.00%
535.64-23	SOFTWARE	6,440	4,713	5,000	6.09%
535.64-25	FUTURE PROJECTS	-	18,812	-	-100.00%
535.65-40	LIFT STATION REPAIR	-	-	-	0.00%
535.69-98	ASSET RECLASS-CIP	-	-	-	0.00%
535.69-99	ASSET RECLASSIFICATION	<u>(54,605)</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
*	CAPITAL EXPENDITURES	<u>28,849</u>	<u>167,765</u>	<u>30,000</u>	<u>-82.12%</u>
<i>DEBT SERVICE</i>					
535.71-15	LEAGUE LEASE 2002 & 2006	-	-	-	0.00%
535.71-30	REV BOND 2000 SPLIT 40-60	-	204,000	197,500	-3.19%
535.71-35	W/S REV BPMD SER 2002	-	-	-	0.00%
535.72-15	LEAGUE LEASE 2002 & 2006	-	-	-	0.00%
535.72-30	REV BOND 2000 SPLIT 40-60	37,461	107,576	96,036	-10.73%
535.72-35	W/S REV BOND SERIES 2002	-	-	-	0.00%
535.72-70	LEAGUE LEASE 2004 (\$173K)	-	-	-	0.00%
535.73-10	DEBT SERVICE COSTS	-	500	-	-100.00%
*	DEBT SERVICE	<u>37,461</u>	<u>312,076</u>	<u>293,536</u>	<u>-5.94%</u>
<i>TRANSFERS AND OTHERS</i>					
535.95-55	WATER/SEWER FUND	-	-	-	0.00%
*	TRANSFERS AND OTHERS	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
TOTAL WASTEWATER TREATMENT					0.00%
		<u>2,742,794</u>	<u>3,315,811</u>	<u>3,134,388</u>	<u>-5.47%</u>

FUND 401
 DEPT 35
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

WASTEWATER TREATMENT EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
535.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	223,769	223,769
535.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	-	-
535.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	8,035	8,035
535.15-60 ELECTR TABLET ALLOWANCE	NO AMOUNT BUDGETED	-	-
535.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	16,718	16,718
535.22-10 RETIREMENT	NO AMOUNT BUDGETED	-	-
535.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	25,609	25,609
535.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	30,087	30,087
535.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,562	1,562
535.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,268	1,268
535.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	835	835
535.23-30 DEPENDENT HEALTH INSURANC	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	23,093	23,093
535.23-35 DEPENDENT DENTAL INSURANC	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	2,360	2,360
535.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	581	581
535.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	4,101	4,101
535.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	-	-
535.31-15 ENGINEERING	ENGINEERING SERVICES RELATED TO ON-GOING ACTIVE PROJECTS PERTAINING TO WASTEWATER COST STUDY FOR CLASS A BIOSOLIDS (ROLLOVER)	25,000 30,000	55,000
535.32-10 AUDIT SERVICES	AUDIT SERVICES SINGLE AUDIT	9,216 5,840	15,056
535.34-10 CONTRACTUAL SERVICES	BLACKBOARD CONNECT MASS NOTIFICATION FINANCE ENTERED/SHARED WITH POLICE, FIRE, & SW RESIDUAL DISPOSAL AS REQUIRED BY DEP REGULATORY PLANT PERMITTING RENEWAL REDUCED AFTER DEPARTMENT MEETING 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 MAINT OF WOODLEA PLANT GROUNGS WINDPOWER FEASIBILITY STUDY SEWER LINES IN RR ROW DIGITAL SCANNING OF ARCHIVED UTILITY MAPS WOODLEA ROLL DUMPSTER - WASTE MANAGEMENT RAFTELIS FINANCE CONSULTANTS	2,320 66,000 40,000 (18,250) 1,000 10,000 4,000 8,000 20,000 5,400 5,000 591 1,250	145,311
535.40-10 TRAVEL & PER DIEM	STAR 12 MEMBERSHIP - ADMIN ASSISTANT, PLANT PLANT SUPERVISOR PLANT RELATED/SUPERVISOR TRAINING - HAYES, WYKER CEU TRAINING & TRAVEL EXPENSES FOR CERTIFIED OPERATORS AND NEW MECHANIC	500 5,250 5,250	11,000
535.41-10 TELEPHONE	NEXTEL VERIZON DOMS FAX, SCADA LINES	2,394 909 570	3,873
535.41-20 OTHER COMMUNICATION	MONTHLY MI-FI FOR SCADA AT WWTP	877	877

FUND 401
 DEPT 35
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

WASTEWATER TREATMENT EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
535.41-30 POSTAGE	POSTAGE FOR REGULATORY MAILINGS, PUBLIC NOTICES, ETC.	400	400
535.43-10 ELECTRIC, WATER, GAS	ELECTRIC WATER	352,596 70,730	423,326
535.44-10 RENTALS & LEASES	LEASE OF COPY MACHINE RENTAL OF EQUIPMENT, AS NEEDED	2,400 1,000	3,400
535.45-10 LIABILITY	LIABILITY AND POLLUTION INSURANCE FINANCE ENTERED	51,563	51,563
535.46-10 BUILDING	REPAIRS & MAINT TO WWTP BUILDINGS, STRUCTURES	3,000	3,000
535.46-15 EQUIPMENT	REPAIRS TO SUCH ITEMS AS CHART RECORDERS, PROBES, CHLORINE, & TURBIDITY ANALYZERS, PUMPS, MOTORS, & OTHER ITEMS PREVENTATIVE MAINT OF CHLORINE SYSTEM CONTRACT TO REPAIR MISC EQUIPMENT AROUND PLANT SUCH AS PUMPS, FILTERS, ETC.	12,000 1,500 20,000	33,500
535.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	-	-
535.46-25 MISCELLANEOUS	REPAIRS TO SUCH ITEMS AS FLOW METERS, VALVES, ETC. MAINT PLAN FOR TRASH BUILD UP IN WWTP TANKS	1,000 5,000	6,000
535.46-30 VEHICLE	ROUTINE PREVENTATIVE MAINT & REPAIR TO VEHICLES	4,000	4,000
535.46-85 SCADA MAINTENANCE	CONTRACT FOR TROUBLESHOOTING & MAINT OR SCADA SYSTEM	30,000	30,000
535.47-10 PRINTING & BINDING	BUSINESS CARDS, MAPS, PAMPHLETS, ETC.	400	400
535.49-10 ADVERTISING	ADVERTISING FOR GRANTS, EMPLOYMENT, ETC.	1,000	1,000
535.49-30 BANK/WIRE/ADMN EXPENSE	NO AMOUNT BUDGETED	-	-
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, CASES CDL LICENSE RENEWALS, CERTIFICATIONS INSTALLATION / REPAIRS TO PHONE LINES ADDITIONAL COPIES PER LEASE MONTHLY USE OF DUMPSTER HAND TOOLS (SUPPLY NEW EMPLOYEE) GIS YEARLY MAINT FEE CITY SHIRTS - ADMIN ASSIST, PLANT SUPERVISOR, DIRECTOR	750 1,000 1,000 2,500 500 500 500 1,500 1,000 1,750 100 750	11,850
535.52-11 DURABLE GOODS	BATTERIES FOR GENERATORS AT WWTP, CAROLINE PLANT REPLACEMENT MONITORS (ROLLOVER - HAVENT REC'D COMPUTERS AS OF ENTRY)	720 480	1,200
535.52-15 FUEL COSTS	FUEL COSTS	21,238	21,238
535.52-25 UNIFORMS	WEEKLY UNIFORM RENTAL - 5 EMPLOYEES WORK BOOTS - 5 EMPLOYEES @ \$150 EACH	1,500 750	2,250
535.52-65 OPERATING CHEMICALS	SODIUM HYPOCHLORITE FOR DISINFECTION OF EFFLUENT HTH (GRANULAR CHLORINE) FOR CLEANING FILTERS POLYMER FOR BELT PRESS GLYCERINE TO SUPPLEMENT, IF NECESSARY	55,000 3,000 25,000 15,000	98,000
535.52-95 SCADA SUPPLIES	BATTERIES FOR SCADA PLC'S FOR BATTERY BACKUP IN		3,325

FUND 401
 DEPT 35
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

WASTEWATER TREATMENT EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
	CASE OF OUTAGE	325	
	REPLACEMENT OF ETHERNET SWITCHES FOR SCADA	3,000	
535.54-10 BKS, PUB, SUB, MEM, LIB	REFERENCE MATERIALS, MGT LITERATURE, ASSOCIATION MEMBERSHIPS	1,500	1,500
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
535.59-15 TRANSFER TO G/F	OPERATING TRANSFER TO GENERAL FUND	325,715	325,715
535.59-20 REIMBURSEMENT TO G/F	REIMBURSEMENT TO GEN FUND - ADMIN & GEN SVCS	320,418	320,418
535.59-65 GRANT MATCH	NO AMOUNT BUDGETED	-	-
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 PAYMENTS DUE 12-15-15 & 6-15-16	239,428	748,632
	TRANSFER TO SRF DEBT SVC FUND-PRECONST RECLAIM (75,704/2) 7189060	28,729	
	PAYMENTS DUE 10-15-15 & 4-15-16	82,472	
	TRANSFER TO SRF DEBT SVC FUND RECLAIM P1 WW350910 (158192/2)	101,601	
	PAYMENTS DUE 10-15-15 & 4-15-16	296,402	
	TRANSFER TO SRF DBET SVC FUND RECLAIM PHASE 2&3 WW350920 (\$204,228/2)		
	TRANSFER TO SRF DEBT SVC FUND SEWER REHAB DP350900		
535.59-78 TRANSFER TO W/WW RRI FUND	TRANSFER TO RR&I FUND	150,000	150,000
535.59-79 TRANSFER TO PROJECT FUND	NO AMOUNT BUDGETED	-	-
535.63-60 LANDSCAPING	NO AMOUNT BUDGETED	-	-
535.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	-	-
535.64-11 EQUIP-VEHICLE REPLACEMENT	REPLACE 2001 FORD RANGER W/ 2015 FORD ESCAPE	25,000	25,000
535.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
535.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	-	-
535.64-23 SOFTWARE	CMMS MAINTENANCE SOFTWARE	5,000	5,000
535.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-
535.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-
535.71-30 REV BOND 2000 SPLIT 40-60	UTILITY SYSTEM BOND SERIES 2012A 4.72M	8/1/2016 135,000	197,500
	UTILITY SYSTEM BOND SERIES 2012B 2.37M	8/1/2016 62,500	
535.72-30 REV BOND 2000 SPLIT 40-60	UTILITY SYSTEM BOND SERIES 2012A 4.72M	2/1/2016 32,886	96,036
		8/1/2016 32,886	
	UTILITY SYSTEM BOND SERIES 2012B 2.37M	2/1/2016 15,132	
		8/1/2016 15,132	
535.73-10 DEBT SERVICE COSTS		-	

FUND 401
DEPT 35
DIVISION 02

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

WASTEWATER REUSE EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>OPERATING EXPENDITURES</i>					
535.31-10	CITY ATTORNEY	-	-	-	0.00%
535.31-15	ENGINEERING	-	5,000	51,750	935.00%
535.31-60	PERMIT & COMPLIANCE FEES	-	-	-	0.00%
535.32-10	AUDIT SERVICES	-	-	-	0.00%
535.34-10	CONTRACTUAL SERVICES	7,536	17,290	29,990	73.45%
535.40-10	TRAVEL & PER DIEM	-	-	-	0.00%
535.41-10	TELEPHONE	-	200	-	-100.00%
535.41-20	OTHER COMMUNICATION	-	-	-	0.00%
535.41-30	POSTAGE	-	-	-	0.00%
535.43-10	ELECTRIC, WATER, GAS	-	-	-	0.00%
535.44-10	RENTALS & LEASES	1,864	1,865	1,864	-0.05%
535.45-10	LIABILITY	-	-	-	0.00%
535.46-10	REPAIR & MAINT. - BUILDING	-	-	-	0.00%
535.46-15	REPAIR & MAINT. - EQUIPMENT	810	10,260	10,000	-2.53%
535.46-25	REPAIR & MAINT. - MISC.	-	-	-	0.00%
535.46-30	REPAIR & MAINT. - VEHICLE	-	-	-	0.00%
535.47-10	PRINTING & BINDING	-	300	300	0.00%
535.49-10	ADVERTISING	-	-	-	0.00%
535.51-10	OFFICE SUPPLIES	-	1,000	1,000	0.00%
535.52-10	OPERATING SUPPLIES	10,257	27,341	27,342	0.00%
535.52-11	DURABLE GOODS	-	-	-	0.00%
535.52-15	FUEL COSTS	-	-	-	0.00%
535.52-22	REUSE METERS	885	24,850	24,850	0.00%
535.52-25	UNIFORMS	-	-	-	0.00%
535.52-65	OPERATING CHEMICALS	-	-	-	0.00%
535.52-75	LAB SUPPLIES	-	-	-	0.00%
535.52-80	LAB-OPERATING SUPPLIES	-	-	-	0.00%
535.52-95	SCADA SUPPLIES	-	3,000	3,000	0.00%
535.54-10	BKS, PUB, SUB, MEM, LIB	-	-	-	0.00%
535.59-10	DEPRECIATION EXPENSE	3,503	-	-	0.00%
535.59-70	WATER/SEWER FUND	-	-	-	0.00%
* OPERATING EXPENDITURES		24,855	91,106	150,096	64.75%
<i>CAPITAL EXPENDITURES</i>					
535.64-10	EQUIP - REPLACEMENT	8,324	8,500	9,500	11.76%
535.64-11	EQUIP - VEHICLE REPLACEMENT	-	-	-	0.00%
535.64-13	EQUIP - COMP REPLACEMENT	-	-	-	0.00%
535.64-14	EQUIP - NEW COMPUTERS	1,448	-	-	0.00%
535.64-15	EQUIP - NEW	1,675	5,300	3,000	-43.40%
535.64-17	EQUIP - NEW VEHICLES	-	-	-	0.00%
535.64-25	FUTURE PROJECTS	-	-	-	0.00%
535.65-40	LIFT STATION REPAIR	-	-	-	0.00%
535.65-60	HWY WIDENING PH III	-	-	-	0.00%
535-69-98	ASSET RECLASS - CIP	(1,675)	-	-	0.00%
535-69-99	ASSET RECLASSIFICATION	(9,772)	-	-	0.00%
* CAPITAL EXPENDITURES		-	13,800	12,500	-9.42%
TOTAL WASTEWATER-REUSE		24,855	104,906	162,596	54.99%

FUND 401
 DEPT 35
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

WASTEWATER REUSE EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
535.31-15 ENGINEERING	ENGINEERING SERVICES RELATED TO REUSE RECLAIM MASTER PLAN REDUCED AFTER DEPARTMENT MEETING	5,000 50,000 (3,250)	51,750
535.34-10 CONTRACTUAL SERVICES	REPAIR TO BROKEN LINES WEEKLY CLEANING OF UAB (SPLIT W/ WATER) LANDSCAPE MAINT OF UAB HVAC MAINTENANCE CONTRACT ELECTRICAL MAINTENANCE CONTRACT BI-ANNUAL MAINT OF BAMBOO FLOORS	2,000 3,140 3,930 8,220 9,700 3,000	29,990
535.41-10 TELEPHONE	FAX LINE REMOVED BY FINANCE	200 (200)	-
535.44-10 RENTALS & LEASES	LEASE OF COPY MACHINE	1,864	1,864
535.46-15 EQUIPMENT	REPAIRS TO REUSE LINE, PUMPS, MOTORS, ETC.	10,000	10,000
535.47-10 PRINTING & BINDING	BUSINESS CARDS, PAMPHLETS, ETC.	300	300
535.51-10 OFFICE SUPPLIES	OFFICE SUPPLIES FOR UAB	1,000	1,000
535.52-10 OPERATING SUPPLIES	PIPING & FITTINGS METER BOXES, BRASS FITTINGS, ETC. TRAINING ROOM SUPPLIES FOR UAB JANITORIAL SUPPLIES FOR UAB FUEL TANK REGISTRATION FOR GENERATOR- FDEP REQ ADDITIONAL COPIES OUTSIDE OF COPIER LEASE	2,000 22,000 1,000 1,500 50 792	27,342
535.52-22 REUSE METERS	REUSE METERS	24,850	24,850
535.52-95 SCADA SUPPLIES	REPLACE PLC FOR REUSE SYSTEM	3,000	3,000
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
535.64-10 EQUIP - REPLACEMENT	VISOTURB TSS PROBE CONTINGENCY AMOUNT FOR SECONDARY TSS ANALYZER INCUBATOR/OVEN/REFRIGERATOR CONTINGENCY IN-LINE YSI, CERLIC, AND CHLORINE PUMP REPLACEMENT CONTINGENCY	3,000 5,500 1,000	9,500
535.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
535.64-15 EQUIP - NEW	CANOPY FOR TRAINING ROOM SLAB	3,000	3,000
535.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-
535.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-

FUND 401
DEPT 35
DIVISION 03

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

WASTEWATER LAB EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2010-2011	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2012-2013	% CHANGE OVER FY 11-12
<i>SALARIES AND BENEFITS</i>					
535.12-10	REGULAR SALARIES	147,293	149,453	163,145	9.16%
535.14-10	OVERTIME	4,269	12,000	12,000	0.00%
535.21-10	FICA / MED TAXES	10,253	11,140	12,140	8.98%
535.22-20	FL STATE RETIREMENT	10,493	12,130	13,539	11.62%
535.23-10	HEALTH INSURANCE	15,074	16,791	18,420	9.70%
535.23-15	DENTAL INSURANCE	835	908	957	5.40%
535.23-20	LIFE INSURANCE	818	605	882	45.79%
535.23-21	SHORT-TERM DISABILITY	567	582	605	3.95%
535.23-30	DEPENDENT HEALTH INSURANCE	13,870	15,882	18,852	18.70%
535.23-35	DEPENDENT DENTAL INSURANCE	1,124	1,221	1,299	6.39%
535.23-40	LONG TERM DISABILITY	374	386	401	3.89%
535.24-10	WORKERS' COMPENSATION	4,783	5,215	4,344	-16.70%
535.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
*	SALARIES AND BENEFITS	209,753	226,313	246,584	8.96%
<i>OPERATING EXPENDITURES</i>					
535.34-10	CONTRACTUAL SERVICES	10,919	20,070	28,560	42.30%
535.40-10	TRAVEL & PER DIEM	5,751	7,543	7,374	-2.24%
535.41-10	TELEPHONE	3,975	3,514	3,108	-11.55%
535.41-30	POSTAGE	377	800	800	0.00%
535.45-10	LIABILITY	5,535	6,015	6,917	15.00%
535.46-15	REPAIR & MAINT. - EQUIPMENT	3,483	3,200	3,800	18.75%
535.46-17	INSURANCE RECOVERY	-	-	-	0.00%
535.46-25	REPAIR & MAINT. - MISC.	-	800	800	0.00%
535.47-10	PRINTING & BINDING	-	-	-	0.00%
535.51-10	OFFICE SUPPLIES	1,147	1,600	1,600	0.00%
535.52-10	OPERATING SUPPLIES	2,574	2,750	3,250	18.18%
535.52-11	DURABLE GOODS	-	160	642	301.25%
535.52-15	FUEL COSTS	-	528	-	-100.00%
535.52-24	SPLASH PARK	6,849	11,600	13,000	12.07%
535.52-25	UNIFORMS	1,421	1,450	1,450	0.00%
535.52-75	LAB SUPPLIES	27,061	35,495	32,493	-8.46%
535.52-80	LAB-OPERATING SUPPLIES	14,253	21,972	14,462	-34.18%
535.54-10	BKS, PUB, SUB, MEM, LIB	395	500	500	0.00%
535.59-10	DEPRECIATION EXPENSE	15,288	-	-	0.00%
*	OPERATING EXPENDITURES	99,028	117,997	118,756	0.64%
<i>CAPITAL EXPENDITURES</i>					
535.64-10	EQUIP - REPLACEMENT	28,550	18,500	14,500	-21.62%
535.64-11	EQUIP - VEHICLE REPLACEMENT	-	-	-	0.00%
535.64-13	EQUIP - COMPUTER REPLACEMENT	1,864	2,133	-	-100.00%
535.64-14	EQUIP - NEW COMPUTERS	-	1,500	-	-100.00%
535.64-15	EQUIP - NEW	4,132	-	-	0.00%
535.64-17	EQUIP - NEW VEHICLES	-	-	25,000	100.00%
535.64-25	FUTURE PROJECTS	-	-	-	0.00%
535.69-99	ASSET RECLASSIFICATION	(34,546)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	22,133	39,500	78.47%
TOTAL WASTEWATER-LAB		308,781	366,443	404,840	10.48%

FUND 401
 DEPT 35
 DIVISION 03

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

WASTEWATER LAB EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
535.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	163,145	163,145
535.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	-	-
535.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	12,000	12,000
535.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	12,140	12,140
535.22-10 RETIREMENT	NO AMOUNT BUDGETED	-	-
535.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	13,539	13,539
535.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	18,420	18,420
535.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	957	957
535.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	882	882
535.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	605	605
535.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	18,852	18,852
535.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,299	1,299
535.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	401	401
535.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	4,344	4,344
535.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	-	-
535.34-10 CONTRACTUAL SERVICES	FLOOR CLEANING FOR LAB, OPERATIONS BLDG 7 FIELD OPERATIONS BLDG ADDITIONAL AMOUNT ADDED AFTER DEPARTMENT MEETING CONTRACT FOR MONITORING WELLS REFURBISHMENT LAB NELAC INSPECTION FEES: NEW PRIVATIZED TNI AUDIT SYSTEM LIMS MAINTENANCE CONTRACT, UPGRADES, & NEW REPORTING FORMATS ANNUAL BALANCE & WEIGHT CALIBRATIONS MOVED FROM 52-80 ANNUAL METALS & SILICA ON DEONIZED WATER MOVED FROM 52-80 ANNUAL CERTIFIED THERMOMETER CALIBRATION MOVED FROM 52-80 DEIONIZED WATER SYSTEM SERVICES SEMI-ANNUAL FUME HOOD CALIBRATION MOVED FROM 52-80	9,000 1,230 7,000 5,000 2,500 300 240 550 2,500 240	28,560
535.40-10 TRAVEL & PER DIEM	TRAINING FOR CERTIFICATION PER TNI REGS: FSEA, ETHICS & DATA INTEGRITY, QA/QC, FIELD SAMPLING STAR 12 PROGRAM FOR MANAGEMENT TRAINING CERTIFIED POOL OPERATOR TRAINING: LAB TECH SAFETY/OPERATIONS TRAINING	4,224 500 650 2,000	7,374
535.41-10 TELEPHONE	NEXTEL VERIZON DOMS, FAX SCADA	1,915 909 284	3,108
535.41-30 POSTAGE	SHIPPING OF SAMPLES TO CONTRACT LABS HAZARDOUS MATERIALS SHIPPING	500 300	800
535.45-10 LIABILITY	LIABILITY INSURANCE	6,917	6,917

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CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

WASTEWATER LAB EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
535.46-15 EQUIPMENT	REPAIRS TO LAB EQUIP, INSTRUMENTATION & IN-LINE MONITORING INSTRUMENTS, CERLIC & EFFLUENT PUMPS REPLACEMENT IN-LINE CHLORINE PUMP CONTINGENCY	3,200 600	3,800
535.46-25 MISCELLANEOUS	REPAIRS TO LAB INSTRUMENTATION, OVENS, ETC.	800	800
535.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	1,600	1,600
535.52-10 OPERATING SUPPLIES	LAB SAFETY ITEMS JANITORIAL CLEANING & DECONTAMINATION SUPPLIES CITY SHIRTS - LAB MANAGER, LAB ANALYST, LAB TECH	1,200 1,300 750	3,250
535.52-11 DURABLE GOODS	REPLACEMENT PART FOR COMPOSITE SAMPLERS, USED FOR REGULATORY COLLECTION OF SAMPLES FOR FDEP: PUM P HOUSING & CONTROLLER MOVED FROM REPLACEMENT EQUIPMENT FINANCE DEPT	642	642
535.52-15 FUEL COSTS	NO AMOUNT BUDGETED	-	-
535.52-24 SPLASH PARK SUPPLIES	EQUIPMENT: SC200 CONTROLLER CONTINGENCY EQUIPMENT: AMPEROMETRIC FREE CHLORINE REAGENTLESS PROBE (CONTINGENCY) CHEMICALS FOR WATER BALANCE & DISINFECTION: SODIUM HYPOCHLORITE, MURIATIC ACID, ALKALINITY, CALCIUM HARDNESS, THIOSULFATE, PH PLUS, ETC. REAGENTS FOR CHEMICAL TESTING: FC & TC DPD, ALKALINITY & CALCIUM HARDNESS EQUIPMENT: PH SENSOR, CL17 COMPONENTS, SALT BRIDGE BRUSHES, CL17 MAINTENANCE KIT, SC200 EQUIPMENT: MULTI PARAMETER TEST KIT	2,300 1,800 4,000 1,400 3,000 500	13,000
535.52-25 UNIFORMS	WEEKLY RENTAL OF UNIFORMS - LAB ANALYST, LAB TECH BOOT ALLOWANCE - 3 EMPLOYEES	1,000 450	1,450
535.52-75 LAB SUPPLIES	CHEMICALS GLASSWARE LABORATORY EQUIPMENT MISC LAB SUPPLIES REAGENTS STANDARDS MICRO	2,694 5,137 5,670 6,660 3,875 4,200 4,257	32,493
535.52-80 LAB-OPERATING SUPPLIES	MISC DEP/FDOH (NELAC) REQUIREMENTS MISC PROJECTS (NEW INITIATIVES, RESEARCH, ETC.) SEMI-ANNUAL PROFICIENCY TESTING HAZARDOUS CHEMICAL DISPOSAL FDOH CERTIFICATION FEES: BASIC ENVIRONMENTAL, MICROBIOLOGICAL FOR NON POTABLE WATER, SOLIDS & CHEMICAL MATRICES MISC SUBCONTRACTED LAB SERVICES FOR INSTRUMENT FAILURE CONTINGENCY PLANT, CRYPTO & GIARDIA TESTING	500 500 3,420 300 1,000 8,742	14,462
535.54-10 BKS, PUB, SUB, MEM, LIB	REFERENCE MATERIALS AND MANAGEMENT LITERATURE FSEA MEMBERSHIP FOR LAB MANAGER, ANALYST, TECH THE NELAC INSTITUTE MEMBERSHIP	300 150 50	500
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
535.64-10 EQUIP - REPLACEMENT	REPLACEMENT PART FOR COMPOSITE SAMPLERS, USED FOR REGULATORY COLLECTION OF SAMPLES FOR FDEP: PUMP HOUSING & CONTROLLER MOVED TO DRUABLE GOODS - FINANCE DEPT ANALYTICAL BALANCE (CIP) CBOD INCUBATOR (CIP) F.COLIFORM RECIRCULATING WATER BATH	642 (642) 6,000 5,500 3,000	14,500

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CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

WASTEWATER LAB EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	PROPOSED BUDGET	
		DETAIL	2015-2016
535.64-11 EQUIP-VEHICLE REPLACEMENT	REPLACE 2007 SPORTS TRAC W/ 2-15 FORD ESCAPE MOVED TO NEW VEHICLE - ADDITION NOT REPLACEMENT	25,000 (25,000)	-
535.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
535.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
535.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	-	-
535.64-17 EQUIP-NEW VEHICLES	2015 FORD ESCAPE	25,000	25,000
535.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-

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DIVISION 04

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

WASTEWATER COLLECTION EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
535.12-10	REGULAR SALARIES	276,378	307,535	356,831	16.03%
535.14-10	OVERTIME	45,968	15,000	15,000	0.00%
535.15-10	CHRISTMAS BONUS	-	-	-	0.00%
535.15-20	TUITION REIMBURSEMENT	-	-	-	0.00%
535.21-10	FICA / MED TAXES	21,995	22,423	25,596	14.15%
535.22-20	FL STATE RETIREMENT	22,219	24,232	28,742	18.61%
535.23-10	HEALTH INSURANCE	26,361	32,744	42,981	31.26%
535.23-15	DENTAL INSURANCE	1,788	2,118	2,551	20.44%
535.23-20	LIFE INSURANCE	1,505	1,247	2,013	61.43%
535.23-21	SHORT-TERM DISABILITY INS.	1,047	1,196	1,394	16.56%
535.23-30	DEPENDENT HEALTH INSURANCE	28,904	42,191	56,555	34.05%
535.23-35	DEPENDENT DENTAL INSURANCE	1,840	2,565	3,390	32.16%
535.23-40	LONG TERM DISABILITY	687	793	924	16.52%
535.24-10	WORKERS' COMPENSATION	9,863	10,418	9,868	-5.28%
535.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
*	SALARIES AND BENEFITS	438,555	462,462	545,845	18.03%
<i>OPERATING EXPENDITURES</i>					
535.31-10	CITY ATTORNEY	-	-	-	0.00%
535.31-15	ENGINEERING	16,700	5,406	25,000	362.45%
535.34-10	CONTRACTUAL SERVICES	22,978	82,001	49,097	-40.13%
535.40-10	TRAVEL & PER DIEM	4,601	5,000	10,000	100.00%
535.41-10	TELEPHONE	6,746	7,327	5,879	-19.76%
535.41-20	OTHER COMMUNICATION	141	-	-	0.00%
535.41-25	WEBSITE	-	-	-	0.00%
535.41-30	POSTAGE	170	575	350	-39.13%
535.43-10	ELECTRIC, WATER, GAS	3,565	5,687	1,541	-72.90%
535.44-10	RENTALS & LEASES	694	4,000	3,000	-25.00%
535.45-10	LIABILITY	17,015	18,493	21,267	15.00%
535.46-10	REPAIR & MAINT. - BUILDING	-	100	2,500	2400.00%
535.46-15	REPAIR & MAINT. - EQUIPMENT	4,892	17,000	17,000	0.00%
535.46-17	INSURANCE RECOVERY	16,536	-	-	0.00%
535.46-25	REPAIR & MAINT. - MISC.	1,880	2,000	2,000	0.00%
535.46-30	REPAIR & MAINT. - VEHICLE	14,018	20,000	20,000	0.00%
535.46-80	REPAIR & MAINT. - LIFT STATION	28,520	51,772	52,572	1.55%
535.46-81	PUMP REPAIR	40,688	47,353	48,000	1.37%
535.46-82	COLLECTION LINE REPAIRS	-	10,000	10,000	0.00%
535.46-85	SCADA MAINTENANCE	32,616	54,696	52,500	-4.01%
535.47-10	PRINTING & BINDING	-	300	300	0.00%
535.49-10	ADVERTISING	3,789	3,000	1,000	-66.67%
535.51-10	OFFICE SUPPLIES	238	1,000	1,000	0.00%
535.52-10	OPERATING SUPPLIES	33,983	46,785	30,572	-34.65%
535.52-11	DURABLE GOODS	-	1,480	2,143	44.80%
535.52-15	FUEL COSTS	31,120	25,980	32,865	26.50%
535.52-24	SPLASH PARK SUPPLIES	7,740	10,000	10,000	0.00%
535.52-25	UNIFORMS	3,743	3,057	3,057	0.00%
535.52-95	SCADA SUPPLIES	4,632	14,180	14,180	0.00%
535.54-10	BKS, PUB, SUB, MEM, LIB	465	1,000	1,000	0.00%
535.59-10	DEPRECIATION EXPENSE	113,200	-	-	0.00%
535.59-15	TRANSFER TO G/F	-	-	-	0.00%
*	OPERATING EXPENDITURES	410,670	438,192	416,823	-4.88%

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 DIVISION 04

CITY OF TAVARES
 PROPOSED BUDGET
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WASTEWATER COLLECTION EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>CAPITAL EXPENDITURES</i>					
535.63-30	PAVING	-	2,500	-	-100.00%
535.64-10	EQUIP - REPLACEMENT	46,708	15,000	19,513	30.09%
535.64-11	EQUIP - VEHICLE REPLACEMENT	14,947	29,045	60,000	106.58%
535.64-13	EQUIP - COMP REPLACEMENT	-	2,799	-	-100.00%
535.64-14	EQUIP - NEW COMPUTERS	-	2,500	-	-100.00%
535.64-15	EQUIP - NEW	77,294	89,984	62,717	-30.30%
535.64-17	EQUIP - NEW VEHICLES	-	-	-	0.00%
535.64-23	SOFTWARE	5,000	4,165	5,000	20.05%
535.64-25	FUTURE PROJECTS	94,291	20,298	40,000	97.06%
535.69-98	ASSET RECLASS-CIP	(23,870)	-	-	0.00%
535.69-99	ASSET RECLASSIFICATION	(243,138)	-	-	0.00%
*	CAPITAL EXPENDITURES	<u>(28,768)</u>	<u>166,291</u>	<u>187,230</u>	<u>12.59%</u>
TOTAL WASTEWATER-COLLECTIONS		<u>820,457</u>	<u>1,066,945</u>	<u>1,149,898</u>	<u>7.77%</u>

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 DIVISION 04

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

WASTEWATER COLLECTION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
535.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	356,831	356,831
535.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	-	-
535.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	15,000	15,000
535.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	25,596	25,596
535.22-10 RETIREMENT	NO AMOUNT BUDGETED	-	-
535.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	28,742	28,742
535.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	42,981	42,981
535.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	2,551	2,551
535.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	2,013	2,013
535.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,394	1,394
535.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	56,555	56,555
535.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	3,390	3,390
535.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	924	924
535.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	9,868	9,868
535.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	-	-
535.31-15 ENGINEERING	GENERAL ENGINEERING SERVICES TO INLCUDE EASEMENTS, SURVEYING AND TITLE SEARCHES	25,000	25,000
535.34-10 CONTRACTUAL SERVICES	CONTRACT FOR EMERGENCY REPAIRS TO LS GENERATORS DIGITAL SCANNING OF ARCHIVED UTILITY MAPS (SPLIT W/ WATER) FLORIDA RAILROAD ROW EMERGENCY DISPOSAL OF SEWAGE FOR LS FAILURES LOAD BANK TESTING ON GENERATORS - FDEP REQUIRED CONTRACT TO SEAL, COAT, OR GROUT MANHOLES & WET WELLS RAFTELIS FINANCIAL CONSULTANTS	12,000 5,000 847 5,000 15,000 10,000 1,250	49,097
535.40-10 TRAVEL & PER DIEM	TRAINING, TRAVEL EXPENSES FOR CERTIFIED COLLECTION OPERATORS TO MAINT CEU'S AND LICENSES SAFETY TRAINING FOR UTILITIES (STORMWATER, LAB, WASTEWATER, AND WATER)	5,000 5,000	10,000
535.41-10 TELEPHONE	NEXTEL NEXTEL - ADDITIONAL EMPLOYEE REQUESTED VERIZON DOMS, FAX SCADA	3,200 479 455 1,745	5,879
535.41-20 OTHER COMMUNICATION	NO AMOUNT BUDGETED	-	-
535.41-30 POSTAGE	POSTAGE	350	350
535.43-10 ELECTRIC, WATER, GAS	ELECTRIC	1,541	1,541
535.44-10 RENTALS & LEASES	RENTAL OF EQUIPMENT, AS NEEDED	3,000	3,000
535.45-10 LIABILITY	LIABILITY INSURANCE	21,267	21,267

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 DIVISION 04

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

WASTEWATER COLLECTION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
535.46-10 BUILDING	REPAIRS & MAINT TO FIELD OPERATIONS BLDG	2,500	2,500
535.46-15 EQUIPMENT	REPAIR OF SMALL EQUIPMENT REPAIR TO FLOW METERS & PANELS	6,000 11,000	17,000
535.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	-	-
535.46-25 MISCELLANEOUS	CONTINGENCY FOR REPAIR/MAINT TO HAND TOOLS, ETC	2,000	2,000
535.46-30 VEHICLE	ROUTINE PREVENTATIVE MAINT TO VEHICLES	20,000	20,000
535.46-80 LIFT STATION REPAIR	MISC COSTS FOR INSTALLATION/REPAIR PARTS FOR DAILY UPKEEP OF 77 LIFTSTATIONS REPAIRS OF LIFTSTATION GENERATORS APPURTENANCES (CHECK VALVES, GATE VALVES, ETC)	33,672 10,000 8,900	52,572
535.46-81 PUMP REPAIR	REPAIRS TO LIFSTATION PUMPS: LABOR SEAL KITS IMPELLORS WEAR RINGS BEARINGS	4,800 14,400 9,600 8,160 11,040	48,000
535.46-82 COLLECTION LINE REPAIRS	UNANTICIPATED REPAIR NEEDS	10,000	10,000
535.46-85 SCADA MAINTENANCE	SPLASH PARK SCADA SERVICE CALLS SCADA YEARLY MAINT CONTRACT SCADA MAINTENANCE SERVICES CALLS	8,500 27,000 17,000	52,500
535.47-10 PRINTING & BINDING	BUSINESS CARDS, PAMPHLETS, ETC	300	300
535.49-10 ADVERTISING	ADVERTISING FOR NEW POSITIONS	1,000	1,000
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 CELL PHONE REPLACEMENTS, BATTERIES, CASES SAFETY EQUIPMENT, DISPOSABLE PROTECTIVE SUITS, GLOVES LIMEROCK FOR LIFTSTATIONS PAPER TOWELS, RAGS SEWER LOCATES CDL LICENSE RENEWALS, CERTIFICATIONS PNUEMATIC TOOLS, HOSES, ETC WRENCHES, PIPE CUTTERS, HAMMERS, ETC DRILLS, DRILL BITS, ETC FOR SEWER REPAIRS OTHER RELATED PRODUCTS, MATERIALS FOR DAILY TASKS	3,600 1,000 1,500 600 3,272 1,200 1,200 3,000 500 1,500 2,000 1,200 10,000	30,572
535.52-11 DURABLE GOODS	SMALL TOOLS FOR REPAIRS: SOCKETS, WRENCHES, PRESSURE GAUGES, ETC 3 REPLACEMENT MONITORS (ROLLOVER) REPLACEMENT MAGNA TRAK MAGNETIC LOCATOR MOVED FROM REPLACEMENT EQUIPMENT BY FINANCE	750 480 913	2,143
535.52-15 FUEL COSTS	FUEL COSTS	32,865	32,865
535.52-24 SPLASH PARK SUPPLIES	DAILY UPKEEP / MAINT OF PARK AND FEATURES	10,000	10,000
535.52-25 UNIFORMS	WEEKLY RENTAL OF UNIFORMS - 7 EMPLOYEES BOOT ALLOWANCE - 7 EMPLOYEES CITY SHIRTS PER CITY DRESS CODE	1,727 1,050 280	3,057
535.52-95 SCADA SUPPLIES	REPLACEMENT PARTS FOR SCADA SYSTEMS	14,180	14,180

FUND 401
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 DIVISION 04

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

WASTEWATER COLLECTION EXPENSE JUSTIFICATION

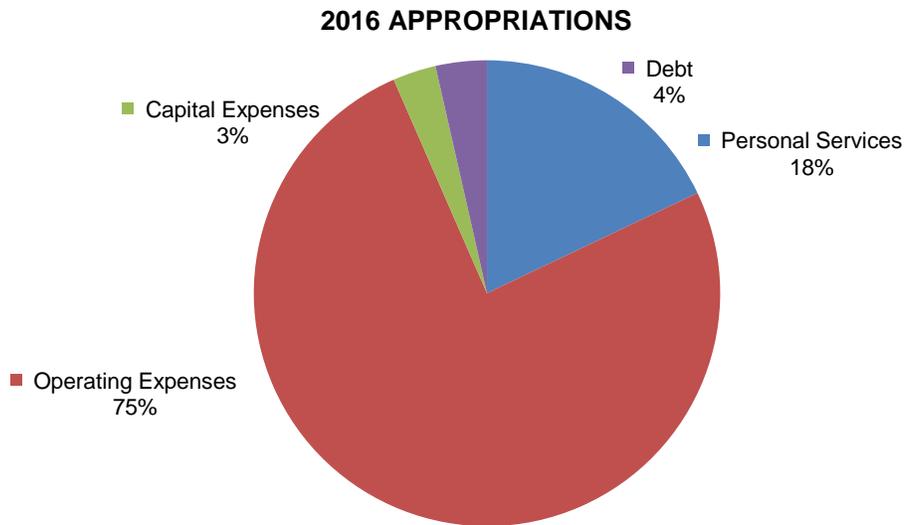
ACCOUNT DESCRIPTION	COMMENTS	PROPOSED BUDGET	
		DETAIL	2015-2016
535.54-10 BKS, PUB, SUB, MEM, LIB	REFERENCE MATERIAL, ORGANIZATION MEMBERSHIP, MGT LITERATURE	1,000	1,000
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
535.63-30 PAVING	NO AMOUNT BUDGETED	-	-
535.64-10 EQUIP - REPLACEMENT	REPLACEMENT MAGNA TRAK MAGNETIC LOCATOR MOVED TO DURABLE GOODS BY FINANCE REPLACEMENT WELL POINT EQUIPMENT - SPLIT W/ WATER REPLACE MOLAR GROUND PENETRATING RADAR TO REDUCE CALL OUTS AND OVERTIME	913 (913) 4,500 15,013	19,513
535.64-11 EQUIP-VEHICLE REPLACEMENT	REPLACE #820 (2004 FORD F250) W/ 2015 F450, UTILITY BED, CRANE TRUCK	60,000	60,000
535.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
535.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
535.64-15 EQUIP - NEW	RADIODETECTION DL+ RECIEVER - RD7000 TRANSMITTER BYPASS PUMP FOR EMERGENCIES WACKER JUMPING JACK TAMP NEW STATIONARY GENERATOR - LS 8 REMOVED AFTER DEPARTMENT MEETING	5,390 52,327 5,000 38,000 (38,000)	62,717
535.64-23 SOFTWARE	CMMS PROGRAM FOR ASSET MANAGEMENT	5,000	5,000
535.64-25 FUTURE PROJECTS	PROGRAM: ARV REPLACEMENT ON SEWER FORCE MAINS PROGRAM: LIFTSTATION FENCING REHAB - REPAIR, REPLACE EXISTING FENCE FOR AESTHETICS	15,000 25,000	40,000
535.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-
535.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-

SOLID WASTE

Fund 402

Budget Summary

<i>Department Summary</i>	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Solid Waste-34				
Personal Services	430,846	474,555	473,163	-0.29%
Operating Expenses	1,966,990	2,006,908	1,994,876	-0.60%
Capital Expenses	-	170,839	79,202	-53.64%
Debt	14,634	184,547	93,611	-49.28%
Grand Total Solid Waste	\$ 2,412,470	\$ 2,836,849	\$ 2,640,852	-6.91%



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CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

SOLID WASTE REVENUE

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-215	ESTIMATED REVENUE 2015-2016	% CHANGE OVER FY 14-15
<i>GRANTS - FEDERAL AND STATE</i>					
331.50-10	FEMA REIMBURSEMENT	-	-	-	0.00%
**	TOTAL GRANTS -FEDERAL AND STATE				
<i>CHARGES FOR SERVICES</i>					
343.40-01	SOLID WASTE COLLECTION FEE	2,671,932	2,688,335	2,770,058	3.04%
343.40-02	RECYCLING REVENUE	108	-	-	0.00%
343.40-03	NON-RETURN OF RECYCLING	-	-	-	0.00%
343.40-04	EXTRA ROLLOUT CONTAINERS	-	-	-	0.00%
343.40-05	SPECIALGARBAGE PICKUPS	-	-	-	0.00%
**	TOTAL CHARGES FOR SERVICES	<u>2,672,040</u>	<u>2,688,335</u>	<u>2,770,058</u>	<u>3.04%</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	25	-	-100.00%
361.10-02	SBA INTEREST	2	20	-	-100.00%
361.10-08	INVESTMENT	-	-	-	0.00%
367.02-00	UNREALIZED GAIN ON INVEST	6	-	-	0.00%
361.10-09	LOAN PROCEEDS	13	-	-	0.00%
*	INTEREST INCOME	<u>21</u>	<u>45</u>	<u>-</u>	<u>-100.00%</u>
384.20-00	LEASE PROCEEDS	-	-	-	0.00%
365.01-00	PROP SALES	-	-	-	0.00%
369.10-01	MISCELLANEOUS	8,975	-	-	0.00%
369.10-02	INSUR REIMBURSEMENTS	-	-	-	0.00%
369.10-04	REFUND-PRIOR YR EXPENSE	-	-	-	0.00%
*	OTHER INCOME	<u>8,975</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
**	TOTAL INTEREST & OTHER INCOME	<u>8,996</u>	<u>45</u>	<u>-</u>	<u>-100.00%</u>
<i>OTHER SOURCES</i>					
389.90-01	RETAINED EARNINGS	-	148,469	(129,206)	-187.03%
*	RETAINED EARNINGS	<u>-</u>	<u>148,469</u>	<u>(129,206)</u>	<u>-187.03%</u>
**	TOTAL OTHER SOURCES	<u>-</u>	<u>148,469</u>	<u>(129,206)</u>	<u>-187.03%</u>
TOTAL SOLID WASTE FUND		<u>2,681,036</u>	<u>2,836,849</u>	<u>2,640,852</u>	<u>-6.91%</u>

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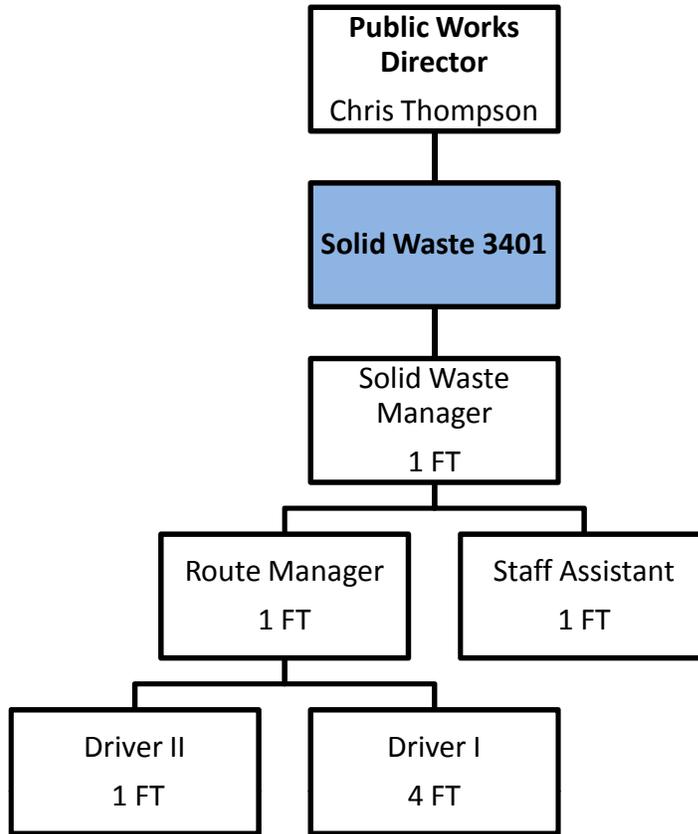
CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

SOLID WASTE REVENUE

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
343.40-01 SANITATION COLLECTION FEE	ESTIMATED SOLID WASTE COLLECTION FEE	2,770,058	2,770,058
343.40-02 RECYCLING REVENUE	NO AMOUNT BUDGETED	-	-
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	-	-
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	-	-
361.10-09 LOAN PROCEEDS	NO AMOUNT BUDGETED	-	-
367.02-00 UNREALIZED GAIN ON INVEST	NO AMOUNT BUDGETED	-	-
369.10-01 MISCELLANEOUS	NO AMOUNT BUDGETED	-	-
389.90-01 RETAINED EARNINGS	UNAPPROPRIATED REVENUE ADDITION HEALTH INSURANCE ADJUSTMENT	(124,592) (9,390) 4,776	(129,206)

SOLID WASTE

DIVISION 34*



*Solid Waste is a Division of the Public Works Department

Position Summary

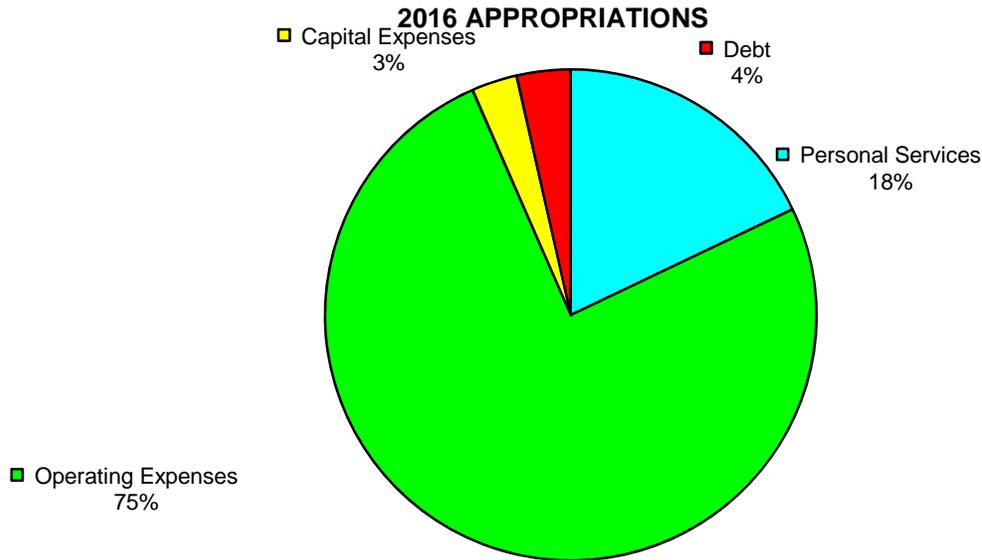
Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Full Time:				
Manager/Supervisor	26001	1	1	1
Staff Assistant	34001	1	1	1
Solid Waste Route Mgr.	26002	1	1	1
Driver II	26003	1	1	1
Driver I	26004	3	4	4
No. of Full Time		7	8	8
Total No. of Positions:		7	8	8
Total FTEs:		7	8	8

Notes:

1. The PW Director and Office Manager are 29% allocated to Solid Waste.

Budget Summary

<i>Department Summary</i>	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Solid Waste-3401				
Personal Services	430,846	474,555	473,163	-0.29%
Operating Expenses	1,966,990	2,006,908	1,994,876	-0.60%
Capital Expenses	-	170,839	79,202	-53.64%
Debt	14,634	184,547	93,611	-49.28%
Grand Total Solid Waste	\$ 2,412,470	\$ 2,836,849	\$ 2,640,852	-6.91%



2016 OPERATING BUDGET

SOLID WASTE - 3401

PROGRAM HIGHLIGHTS

DIVISION 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.

DIVISION DESCRIPTION (Services, Functions, and Activities)

The Solid Waste Division has fully evolved into a premier solid waste collection operation. The level of service currently provided is: twice per week collection of residential municipal solid waste (MSW) and once per week collection of bulk, yard waste and residential recycling. Commercial Solid Waste and residential recycling is contracted with city oversight. Residential collection service begins at 7:00 a.m. Monday through Friday.

SERVICE INDICATORS

	Indicator Description	Actual 2013	Actual 2014	Est. 2015	Projected 2016
1.	Residential Waste (tons) Collected	13,610	13,170	13,200	14,274
2.	Work Orders	200	275	325	325
3.	Staff Members (including Supervisor)	7	7	8	8
4.	Number of Residential Routes	5	5	5	5
5.	Number of Commercial Accounts Outsourced	245	255	263	263
6.	Number of Residential House Serviced	6,392	6,492	6,687	6,800

2016 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 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. second.

2016 Objectives

1. Remain in compliance with all applicable Solid Waste DEP Rules and Regulations.
2. Remain the premier Solid Waste provider for the City of Tavares.
3. Remain within the budgetary guidelines.
4. Ensure all productivity standards are maintained by division personnel.
5. Explore new techniques and products to continually provide exceptional service.

2016 OPERATING BUDGET

SOLID WASTE - 3401 (continued)

PROGRAM HIGHLIGHTS

2015 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. Following industry best business practice methodology, we have implemented a Solid Waste Division Truck Rehab Program. Initially, a thorough inspection is conducted on a selected truck resulting in a detailed analysis of all major components including engine, hydraulics, electrical, suspension and chassis. Based on these findings, a corrective rehab is performed. Additional safety features are also installed at this time, along with a complete paint job. The primary goal of this program is to extend the life of our Solid Waste Division fleet by an additional 3 to 5 years, delaying the necessity to purchase a new vehicle. Two additional Automated Side Loaders have been refurbished with the 2005 claw truck scheduled for FY 2016 scheduled as part of our 5 year C.I.P.
3. We have created a new Solid Waste informational brochure containing relevant information on services provided for our residents.
4. Developed a Solid Waste manual capturing all operational facts, procedures, statistical data and trends.

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SOLID WASTE EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
534.12-10	REGULAR SALARIES	297,925	317,047	317,782	0.23%
534.13-10	OTHER SALARIES & WAGES	4,565	-	-	0.00%
534.14-10	OVERTIME	402	3,940	3,940	0.00%
534.15-60	ELECTR TABLET ALLOWANCE	125	-	-	0.00%
534.21-10	FICA / MED TAXES	20,802	22,362	22,385	0.10%
534.22-10	RETIREMENT	2,109	2,165	-	-100.00%
534.22-20	FL STATE RETIREMENT	21,149	24,494	28,449	16.15%
534.23-10	HEALTH INSURANCE	33,009	38,339	46,051	20.12%
534.23-15	DENTAL INSURANCE	2,056	2,474	2,710	9.54%
534.23-20	LIFE INSURANCE	1,618	1,298	1,799	38.60%
534.23-21	SHORT-TERM DISABILITY INS.	1,115	1,246	1,243	-0.24%
534.23-30	DEPENDENT HEALTH INSURANCE	23,556	36,602	28,277	-22.74%
534.23-35	DEPENDENT DENTAL INSURANCE	1,567	2,060	2,156	4.66%
534.23-40	LONG TERM DISABILITY	742	827	828	0.12%
534.24-10	WORKERS' COMPENSATION	20,106	21,701	17,543	-19.16%
534.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
*	SALARIES AND BENEFITS	<u>430,846</u>	<u>474,555</u>	<u>473,163</u>	-0.29%
<i>OPERATING EXPENDITURES</i>					
534.31-10	CITY ATTORNEY	-	-	-	0.00%
534.32-10	AUDIT SERVICES	2,450	2,940	4,087	39.01%
534.34-10	CONTRACTUAL SERVICES	4,200	27,771	38,659	39.21%
534.40-10	TRAVEL & PER DIEM	2,294	4,500	4,500	0.00%
534.41-10	TELEPHONE	1,701	2,260	2,521	11.55%
534.41-20	OTHER COMMUNICATION	-	220	-	-100.00%
534.41-30	POSTAGE	106	1,300	1,300	0.00%
534.42-10	RECYCLING CONTAINERS	-	-	-	0.00%
534.43-20	LANDFILL COSTS	218,165	242,601	230,000	-5.19%
534.43-30	WASTE MANAGEMENT	771,476	726,226	700,000	-3.61%
534.45-10	LIABILITY	39,006	42,174	48,500	15.00%
534.46-15	EQUIPMENT	5,728	8,280	-	-100.00%
534.46-17	INSURANCE RECOVERY	-	-	-	0.00%
534.46-30	REPAIR & MAINT. - VEHICLE	64,490	52,215	52,215	0.00%
534.47-10	PRINTING & BINDING	642	3,976	3,976	0.00%
534.48-10	CITY APPRECIATION	-	3,000	3,000	0.00%
534.49-10	ADVERTISING	573	9,250	8,000	-13.51%
534.51-10	OFFICE SUPPLIES	480	500	600	20.00%
534.52-10	OPERATING SUPPLIES	5,687	6,955	9,000	29.40%
534.52-11	DURABLE GOODS	2,801	3,520	-	-100.00%
534.52-15	FUEL COSTS	84,911	122,480	82,479	-32.66%
534.52-25	UNIFORMS	3,818	6,300	6,500	3.17%
534.52-29	CARTS	20,713	16,500	25,420	54.06%
534.52-38	TIRES	-	21,500	21,500	0.00%
534.54-10	BKS, PUB, SUB, MEM, LIB	285	1,050	1,050	0.00%
534.59-10	DEPRECIATION EXPENSE	54,199	-	-	0.00%
534.59-13	BAD DEBT	12,822	-	-	0.00%
534.59-15	TRANSFER TO G/F	196,631	197,210	225,067	14.13%
534.59-20	REIMBURSEMENT TO G/F	473,662	502,680	522,502	3.94%
534.59-90	CONTINGENCY	150	1,500	4,000	166.67%
*	OPERATING EXPENDITURES	<u>1,966,990</u>	<u>2,006,908</u>	<u>1,994,876</u>	-0.60%

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CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

SOLID WASTE EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>CAPITAL EXPENDITURES</i>					
534.63-30	PAVING	-	2,500	-	0.00%
534.64-10	EQUIP - REPLACEMENT	2,646	-	14,000	0.00%
534.64-11	EQUIP - VEHICLE REPLACEMENT	336,461	165,083	65,202	-60.50%
534.64-13	EQUIP - COMP REPLACEMENT	939	1,866	-	0.00%
534.64-14	EQUIP - NEW COMPUTERS	-	1,390	-	0.00%
534.64-15	EQUIP - NEW	8,530	-	-	0.00%
534.64-17	EQUIP - NEW VEHICLES	-	-	-	0.00%
534.64-20	DURABLE GOODS	-	-	-	0.00%
534.64-25	FUTURE PROJECTS	-	-	-	0.00%
534.69-99	ASSET RECLASSIFICATION	(348,576)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	170,839	79,202	-53.64%
					0.00%
<i>DEBT SERVICE</i>					
534.71-05	OTHER	-	178,321	88,791	-50.21%
534.71-15	LEAGUE LEASE 2002 & 2006	-	-	-	0.00%
534.72-05	OTHER	3,833	6,226	4,820	-22.58%
534.72-15	LEAGUE LEASE 2002 & 2006	-	-	-	0.00%
534.72-45	BOA TRUCK LEASE 2003	-	-	-	0.00%
534.73-10	DEBT SERVICE COSTS	10,801	-	-	
*	DEBT SERVICE	14,634	184,547	93,611	-49.28%
TOTAL SOLID WASTE		2,412,470	2,836,849	2,640,852	-6.91%

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CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

SOLID WASTE EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
534.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	317,782	317,782
534.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	-	-
534.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	3,940	3,940
534.15-60 ELECTR TABLET ALLOWANCE	NO AMOUNT BUDGETED	-	-
534.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	22,385	22,385
534.22-10 RETIREMENT	NO AMOUNT BUDGETED	-	-
534.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	28,449	28,449
534.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	46,051	46,051
534.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	2,710	2,710
534.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,799	1,799
534.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,243	1,243
534.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	28,277	28,277
534.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	2,156	2,156
534.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	828	828
534.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	17,543	17,543
534.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	-	-
534.32-10 AUDIT SERVICES	AUDIT SERVICES	4,087	4,087
534.34-10 CONTRACTUAL SERVICES	REGULAR MONTHLY MAINTENANCE OF CITY CARWASH RECYCLE BANK FEE - 6,600 HOMES @ \$0.39 PER HOME BLACKBOARD CONNECT MASS NOTIFICATION	5,071 30,888 2,700	38,659
534.40-10 TRAVEL & PER DIEM	USED FOR TRAVEL EXPENDITURES FOR SEMINARS, TRAINING AND CONVENTIONS. INCLUDES WASTE EXPO CONFERENCE FOR MANAGER. TRAINING FOR THE REST OF THE SOLID WASTE STAFF, IN ADDITION TO TRAINING FOR PUBLIC WORKS DIRECTOR AND ADMIN. ASSISTANT	4,500	4,500
534.41-10 TELEPHONE	CELL PHONE/DIRECT CONNECT FOR SOLID WASTE STAFF NO CHANGE FROM LAST YEAR REMOVED BY FINANCE VERIZON WIRELESS HOT SPOT FOR MANAGER REMOVED BY FINANCE NEXTEL VERIZON - HOTSPOT	2,260 (2,260) 540 (540) 2,066 455	2,521
534.41-20 OTHER COMMUNICATION	NO AMOUNT BUDGETED	-	-
534.41-30 POSTAGE	USED FOR POSTAGE FOR BROCHURES, FLYERS ETC. (RESIDENT/BUSINESS NOTIFICATION) NO CHANGE	1,300	1,300
534.43-20 LANDFILL COSTS	LANDFILL COSTS	230,000	230,000
534.43-30 WASTE MANAGEMENT	WASTE MANAGEMENT	700,000	700,000
534.44-10 RENTALS & LEASES	NO AMOUNT BUDGETED	-	-

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CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

SOLID WASTE EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
534.45-10 LIABILITY	LIABILITY INSURANCE	48,500	48,500
534.46-15 EQUIPMENT	ESTIMATED REPAIRS TO THE CITY CAR WASH NOT INCLUDED IN THE MONTHLY MAINTENANCE CONTRACT - THIS AMOUNT INCLUDES SPECIAL COATING THAT NEEDS TO BE APPLIED TO PIT	8,500	-
	REPAIR OF RAMP AT ENTRANCE TO CAR WASH PIT	5,500	
	FINANCE MOVED TO EQUIPMENT REPLACEMENT 6410	(14,000)	
534.46-30 VEHICLE	REPAIR AND MAINTENANCE ON ALL SOLID WASTE FLEET TO REPLACE PINS AND BUSHINGS ON TRKS #620 & #621 (\$5,000.00/EACH). THIS IS A RECURRING ITEM DUE TO THE STYLE OF THE AUTOMATED SIDE-LOADERS IN THE FLEET - NO CHANGE FROM LAST YEAR	42,215	52,215
		10,000	
534.47-10 PRINTING & BINDING	USED FOR PRINTING BUSINESS CARDS, FLYERS (TO NOTIFY RESIDENTS/BUSINESSES) AS NEEDED. USED TO PURCHASE EXCESS CHARGE SLIPS, ORANGE TAG NOTIFICATIONS NO CHANGE FROM LAST YEAR	3,976	3,976
534.48-10 CITY APPRECIATION	PUBLIC WORKS WEEK. NO CHANGE FROM LAST YEAR	3,000	3,000
534.49-10 ADVERTISING	USED FOR ADVERTISING HOLIDAY COLLECTION NOTICES, SPECIAL COLLECTIONS, EMPLOYMENT ADVERTISING MAGNETS FOR TRUCKS ADVERTISING PUBLIC AWARENESS AND ALSO THE PURCHASE OF PROMOTIONAL ITEMS FOR RESIDENTS	8,000	8,000
534.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES SUCH AS INK PENS, PAPER CLIPS, FILE FOLDERS, ETC. AS NEEDED	600	600
534.52-10 OPERATING SUPPLIES	PAPER, INK CARTRIDGES, HAND TOOLS, GLOVES, SOAP AND OTHER CLEANERS USED TO MAINTAIN THE SOLID WASTE FLEET. SOAPS FOR THE CITY CAR WASH REPAIR PARTS FOR GARBAGE CARTS, FIRST AID AND SAFETY EQUIPMENT. CHARGES THAT ARE NOT PART OF THE UNIFORM CONTRACT	9,000	9,000
534.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
534.52-15 FUEL COSTS	FUEL COSTS	82,479	82,479
534.52-25 UNIFORMS	WEEKLY UNIFORM RENTAL FOR SOLID WASTE EMPLOYEES ONE PAIR OF WRK BOOTS EACH FOR THE SOLID WASTE MANAGER AND DRIVERS 7 @ \$150 / EA.	1,050	6,500
	CITY SWEATSHIRTS FOR SOLID WASTE PERSONNEL 8 @ \$35	280	
	CITY SHIRT W/NAME FOR EACH DRIVER (6 @ \$40 / EA)	240	
	CITY SHIRTS W/NAME FOR SOLID WASTE MANAGEMENT AND STAFF ASSISTANT (5 SHIRTS EACH)	400	
	CAPS WITH CITY LOGO FOR SOLID WASTE PERSONNEL 24 @ \$10 / EA.	240	
534.52-29 CARTS	400 NEW GARBAGE CARTS FOR NEW RESIDENTS AND TO REPLACE BROKEN CARTS. THIS INCLUDES FREIGHT AND ADDITIONAL WHEELS/LIDS	25,420	25,420
534.52-38 TIRES	TIRES FOR SOLID WASTE VEHICLES	21,500	21,500
534.54-10 BKS, PUB, SUB, MEM, LIB	FOR ANNUAL SOLID WASTE ORGANIZATION MEMBERSHIPS: SWANA (SOLID WASTE ASSOC. OF NORTH AMERICA RECYCLE FLORIDA TODAY NSWMA (NATIONAL SOLID WASTE MANAGEMENT ASSOC)	300 150 600	1,050
534.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-

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SOLID WASTE EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
534.59-15 TRANSFER TO G/F	OPERATING TRANSFER TO GENERAL FUND	225,067	225,067
534.59-20 REIMBURSEMENT TO G/F	REIMBURSEMENT TO GEN FUND FOR ADMIN & GEN SVC ADD \$25,000 FOR RATE STUDY FY16	497,502 25,000	522,502
534.59-90 CONTINGENCY	USED FOR UNANTICIPATED REQUIREMENTS - SUCH AS HYDRAULIC SPILLS AND OTHER SAFETY RELATED ISSUES NO CHANGE FROM LAST YEAR	4,000	4,000
534.63-30 PAVING	NO AMOUNT BUDGETED	-	-
534.64-10 EQUIP - REPLACEMENT	ESTIMATED REPAIRS TO THE CITY CAR WASH NOT INCLUDED IN THE MONTHLY MAINTENANCE CONTRACT - THIS AMOUNT INCLUDES SPECIAL COATING THAT NEEDS TO BE APPLIED TO PIT REPAIR OF RAMP AT ENTRANCE TO CAR WASH PIT FINANCE MOVED FROM REPAIR AND MAINTENANCE 4615	8,500 5,500	14,000
534.64-11 EQUIP-VEHICLE REPLACEMENT	REPLACE TRUCK 614 WITH F150. TRUCK WILL BE USED TO FOLLOW BEHIND ROUTES, DELIVER GARBAGE CARTS, MEET WITH RESIDENTS ETC. REHAB TRUCK 622. THIS IS A 2005 HINO CLAW TRUCK TRUCK NEEDS TO BE REHABBED TO EXTEND THE LIFE AT LEAST AN ADDITIONAL 5 YEARS FINISH THE REHAB OF 624. CURRENTLY 80% COMPLETED	30,202 25,000 10,000	65,202
534.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
534.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
534.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	-	-
534.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-
534.71-05 OTHER	SOLID WASTE TRUCK PRINCIPAL PAYMENT 1-27-16 15M (54% OF LEASE PRINCIPAL AMOUNT) 7-27-16 15M (54% OF LEASE PRINCIPAL AMOUNT) 2014 SOLID WASTE PRINCIPAL PAYMENT 10/1/2015 1/1/2016 4/1/2016 7/1/2016	18,053 18,233 13,061 13,104 13,148 13,192	88,791
534.72-05 OTHER	SOLID WASTE TRUCK INTEREST PAYMENT 1-27-16-15M (54% OF INTEREST PAYMENT) 7-27-16-15M (54% OF INTEREST PAYMENT) 2014 SOLID WASTE TRUCK INTEREST PAYMENT 10/1/2015 1/1/2016 4/1/2016 7/1/2016	1,296 1,116 667 624 580 537	4,820
534.73-10 DEBT SERVICE COSTS	NO AMOUNT BUDGETED	-	-

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PROPOSED BUDGET
FISCAL YEAR 2015-2016

SOLID WASTE EXPENSE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
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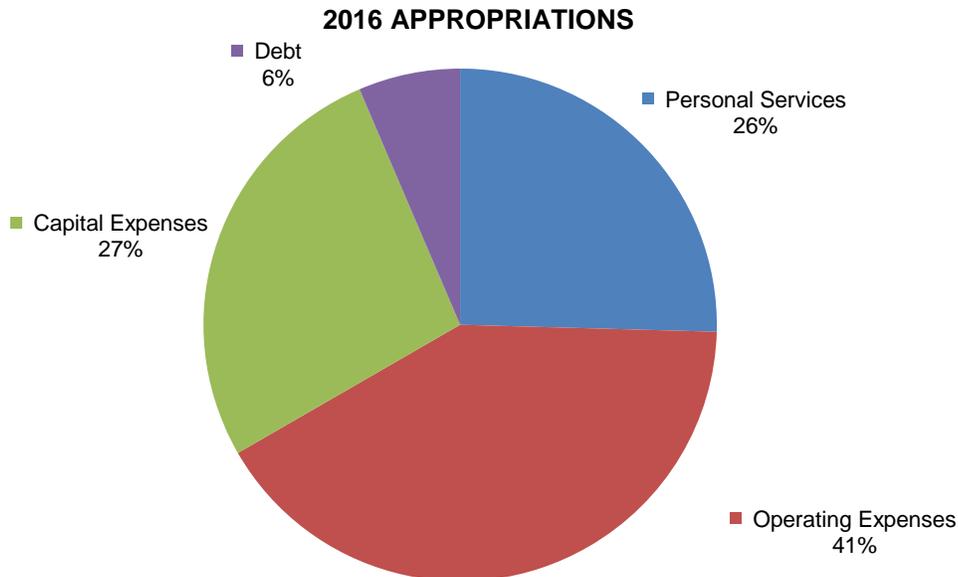


Stormwater

Fund 403

Budget Summary

<i>Department Summary</i>	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Stormwater-38				
Personal Services	203,714	234,062	255,168	9.02%
Operating Expenses	381,395	357,197	414,173	15.95%
Capital Expenses	(1)	191,803	270,000	40.77%
Debt	3,254	104,742	64,444	-38.47%
Transfers & Other	-	-	-	0.00%
Grand Total Stormwater	\$ 588,362	\$ 887,804	\$ 1,003,785	13.06%



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FUND 403
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

STORMWATER REVENUE

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-215	ESTIMATED REVENUE 2015-2016	% CHANGE OVER FY 14-15
<i>CHARGES FOR SERVICES</i>					
343.90-01	STORMWATER CHARGES	797,195	714,826	944,973	32.20%
343.90-02	STORMWATER TREATMENT	-	-	-	0.00%
**	TOTAL CHARGES FOR SERVICES	<u>797,195</u>	<u>714,826</u>	<u>944,973</u>	<u>32.20%</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	-	-	0.00%
361.10-02	SBA INTEREST	14	-	-	0.00%
361.10-08	INVESTMENT	-	-	-	0.00%
367.02-00	UNREALIZED GAIN ON INVEST	68	-	-	0.00%
*	INTEREST INCOME	<u>82</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
365.01-00	PROP SALES	-	-	-	0.00%
369.10-01	MISCELLANEOUS	-	-	-	0.00%
369.10-02	INSURANCE RECOVERY	-	-	-	0.00%
369.10-04	REFUND-PRIOR YR EXPENSE	-	-	-	0.00%
*	OTHER INCOME	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
**	TOTAL INTEREST & OTHER INCOME	<u>82</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
381.01-01	TRANSFERS FROM GENERAL	-	-	-	0.00%
384.20-00	LEAGE LEASE	-	150,000	120,000	-20.00%
*	TOTAL TRANSFERS	<u>-</u>	<u>150,000</u>	<u>120,000</u>	<u>-20.00%</u>
389.90-00	APPROPRIATED RESERVES	-	22,978	(61,188)	-366.29%
*	APPROPRIATED RESERVES	<u>-</u>	<u>22,978</u>	<u>(61,188)</u>	<u>-366.29%</u>
**	TOTAL OTHER SOURCES	<u>-</u>	<u>172,978</u>	<u>58,812</u>	<u>-66.00%</u>
TOTAL STORMWATER MANAGEMENT					
		<u>797,277</u>	<u>887,804</u>	<u>1,003,785</u>	<u>13.06%</u>

FUND 403
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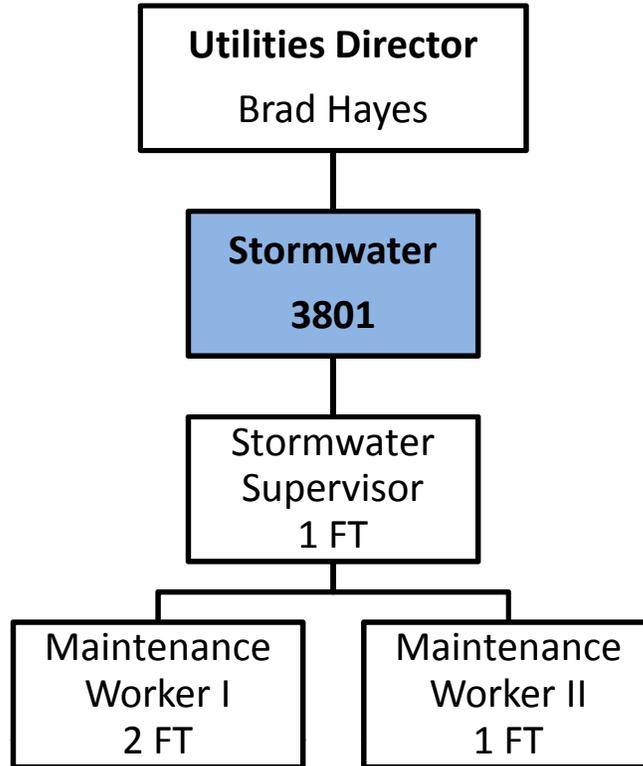
CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

STORMWATER REVENUE

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
343.90-01 STORMWATER CHARGES		944,973	944,973
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	-	-
367.02-00 UNREALIZED GAIN ON INVEST	NO AMOUNT BUDGETED	-	-
384.20-00 LEAGUE LEASE	SMALL STREETSWEeper	120,000	120,000
389.90-00 APPROPRIATED RESERVES	UNAPPROPRIATED REVENUE ADDITION	(44,939)	(61,188)
	HEALTH INSURANCE ADJUSTMENT	2,330	
	DEBT SERVICE ADJUSTMENT	(17,354)	

Stormwater

Department 38

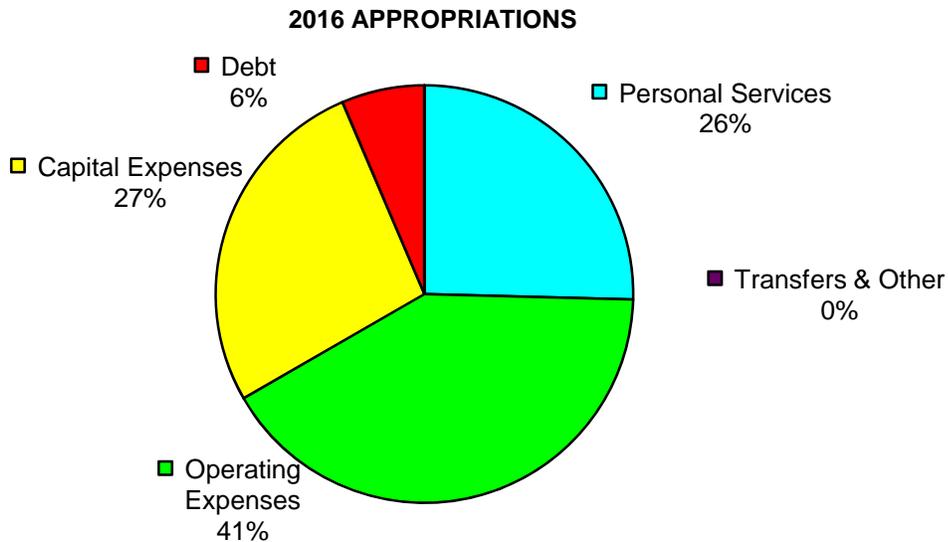


Position Summary

Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Full Time:				
Supervisor	27001	1	1	1
Maintenance Worker I	27002	2	2	2
Maintenance Worker II	27003	1	1	1
No. of Full Time		4	4	4
Total No. of Positions:		4	4	4
Total FTEs:		4	4	4

Budget Summary

<i>Division Summary</i>	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Stormwater-3801				
Personal Services	203,714	234,062	255,168	9.02%
Operating Expenses	381,395	357,197	414,173	15.95%
Capital Expenses	(1)	191,803	270,000	40.77%
Debt	3,254	104,742	64,444	-38.47%
Transfers & Other	-	-	-	0.00%
	588,362	887,804	1,003,785	13.06%
Grand Total Stormwater	588,362	887,804	1,003,785	13.06%
<i>Category Summary</i>				
Personal Services	203,714	234,062	255,168	9.02%
Operating Expenses	381,395	357,197	414,173	15.95%
Capital Expenses	(1)	191,803	270,000	40.77%
Debt	3,254	104,742	64,444	-38.47%
Transfers & Other	-	-	-	0.00%
	-	-	-	0.00%
Grand Total Stormwater	\$ 588,362	\$ 887,804	\$ 1,003,785	13.06%



2015 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 by providing a safe, dependable, and financially efficient quality customer service 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 2012	Actual 2013	Est. 2014	Projected 2015
1.	Work Orders Performed	205	208	210	230
2.	City Streets Cleaned (Miles)	63	74	74	74
3.	Stormwater Lines Maintained (Miles)	53	40	40	55
4.	New Stormwater Lines Installed (Miles)	3	3	5	5
5.	Stormwater Ponds/Ditches Maintained	18	18	18	19

2015 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

City Lifestyle

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

Innovation and Technology

Utilize technology as a driver to foster efficiency in service delivery and to maintain maintenance schedules of stormwater infrastructure within the City grid.

Organizational Performance

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

2015 Objectives

1. Continue public notification of NPDES permit.
2. Lower Total Maximum Daily Loads program as determined by state guidelines.
3. Take on additional stormwater ponds.
4. Design stormwater system downtown for CRA.

2014 Accomplishments

Customer Focus, Innovation & Technology, and Organizational Performance

1. Lined stormwater pipes at Fox Run Subdivision.
2. Lined stormwater pipe at New Hampshire Ave.
3. Wrapped Vac Truck for NPDES public notification.

FUND 403
DEPT 38
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

STORMWATER EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
538.12-10	REGULAR SALARIES	145,623	156,200	170,404	9.09%
538.14-10	OVERTIME	1,568	10,685	10,685	0.00%
538.15-10	CHRISTMAS BONUS	-	-	-	0.00%
538.15-20	TUITION REIMBURSEMENT	-	-	-	0.00%
538.15-60	ELECTR TABLET ALLOWANCE	50	-	-	0.00%
538.21-10	FICA / MED TAXES	10,100	11,887	12,957	9.00%
538.22-10	RETIREMENT	-	-	-	0.00%
538.22-20	FL STATE RETIREMENT	11,287	13,960	15,707	12.51%
538.23-10	HEALTH INSURANCE	19,100	23,256	25,789	10.89%
538.23-15	DENTAL INSURANCE	1,072	1,271	1,339	5.35%
538.23-20	LIFE INSURANCE	799	635	934	47.09%
538.23-21	SHORT-TERM DISABILITY INS.	555	610	635	4.10%
538.23-30	DEPENDENT HEALTH INSURANCE	7,730	8,735	10,368	18.69%
538.23-35	DEPENDENT DENTAL INSURANCE	632	696	741	6.47%
538.23-40	LONG TERM DISABILITY	367	408	427	4.66%
538.24-10	WORKERS' COMPENSATION	4,831	5,719	5,182	-9.39%
538.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
*	SALARIES AND BENEFITS	203,714	234,062	255,168	9.02%
<i>OPERATING EXPENDITURES</i>					
538.31-10	CITY ATTORNEY	-	-	-	0.00%
538.31-15	ENGINEERING	7,946	22,650	25,000	10.38%
538.31-60	PERMIT & COMPLIANCE FEES	-	-	-	0.00%
538.32-10	AUDIT SERVICES	2,800	3,360	4,528	34.76%
538.34-10	CONTRACTUAL SERVICES	17,844	18,403	77,320	320.15%
538.40-10	TRAVEL & PER DIEM	5,248	6,600	4,000	-39.39%
538.41-10	TELEPHONE	974	978	718	-26.58%
538.41-20	OTHER COMMUNICATION	-	-	-	0.00%
538.41-30	POSTAGE	-	300	300	0.00%
538.43-20	LANDFILL COSTS	11,978	12,000	12,000	0.00%
538.44-10	RENTALS & LEASES	251	2,500	2,500	0.00%
538.45-10	LIABILITY	6,102	6,589	7,577	14.99%
538.46-15	REPAIR & MAINT. - EQUIPMENT	3,137	7,280	6,000	-17.58%
538.46-25	REPAIR & MAINT. - MISC.	-	-	-	0.00%
538.46-30	REPAIR & MAINT. - VEHICLE	6,220	11,920	15,000	25.84%
538.46-41	STORM DRAIN REPAIR	7,457	6,000	6,000	0.00%
538.47-10	PRINTING & BINDING	-	400	400	0.00%
538.49-10	ADVERTISING	163	500	500	0.00%
538.51-10	OFFICE SUPPLIES	66	500	1,000	100.00%
538.52-10	OPERATING SUPPLIES	8,352	10,156	10,656	4.92%
538.52-11	DURABLE GOODS	-	320	320	0.00%
538.52-15	FUEL COSTS	18,254	21,078	17,950	-14.84%
538.52-25	UNIFORMS	1,944	2,940	2,940	0.00%
538.53-20	ROAD MATERIALS & SUPPLIES	-	-	2,500	100.00%
538.54-10	BKS, PUB, SUB, MEM, LIB	751	990	990	0.00%
538.59-10	DEPRECIATION EXPENSE	83,944	-	-	0.00%
538.59-13	BAD DEBT	3,502	-	-	0.00%
538.59-15	TRANSFER TO G/F	39,020	52,553	57,186	8.82%
538.59-20	REIMBURSEMENT TO G/F	155,442	158,788	158,788	0.00%
538.59-70	TRANSFER TO SRF LOAN DEBT	-	10,392	-	-100.00%
*	OPERATING EXPENDITURES	381,395	357,197	414,173	15.95%

FUND 403
 DEPT 38
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

STORMWATER EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>CAPITAL EXPENDITURES</i>					
538.63-40	STORM DRAINAGE REPAIR	-	-	-	0.00%
538.64-10	EQUIP - REPLACEMENT	171,534	117,581	-	-100.00%
538.64-11	EQUIP-VEHICLE REPLACEMENT	-	-	120,000	100.00%
538.64-13	EQUIP - COMP REPLACEMENT	-	1,866	-	-100.00%
538.64-14	EQUIP - NEW COMPUTERS	-	1,500	-	-100.00%
538.64-15	EQUIP - NEW	-	5,684	-	-100.00%
538.64-20	DURABLE GOODS	-	-	-	0.00%
538.64-25	FUTURE PROJECTS	174,722	65,172	150,000	130.16%
538.69-98	ASSET RECLASS-CIP	(22,502)	-	-	0.00%
538.69-99	ASSET RECLASSIFICATION	(323,755)	-	-	0.00%
* CAPITAL EXPENDITURES		(1)	191,803	270,000	40.77%
<i>DEBT SERVICE</i>					
538.71-05	OTHER	-	96,506	60,486	-37.32%
538.71-15	LEAGUE LEASE 2002 & 2006	-	-	-	0.00%
538.72-05	OTHER	3,254	8,236	3,958	-51.94%
538.72-15	LEAGUE LEASE 2002 & 2006	-	-	-	0.00%
* DEBT SERVICE		3,254	104,742	64,444	-38.47%
TOTAL STORMWATER		588,362	887,804	1,003,785	13.06%

FUND 403
 DEPT 38
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

STORMWATER EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
538.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	170,404	170,404
538.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	10,685	10,685
538.15-10 CHRISTMAS BONUS	NO AMOUNT BUDGETED	-	-
538.15-20 TUITION REIMBURSEMENT	NO AMOUNT BUDGETED	-	-
538.15-60 ELECTR TABLET ALLOWANCE	NO AMOUNT BUDGETED	-	-
538.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	12,957	12,957
538.22-10 RETIREMENT	NO AMOUNT BUDGETED	-	-
538.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	15,707	15,707
538.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	25,789	25,789
538.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,339	1,339
538.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	934	934
538.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	635	635
538.23-30 DEPENDENT HEALTH INSURANC	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	10,368	10,368
538.23-35 DEPENDENT DENTAL INSURANC	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	741	741
538.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	427	427
538.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	5,182	5,182
538.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	-	-
538.31-15 ENGINEERING	GENERAL ENGINEERING RELATED TO STORMWATER PROJECTS	25,000	25,000
538.32-10 AUDIT SERVICES	AUDIT SERVICES	4,528	4,528
538.34-10 CONTRACTUAL SERVICES	BLACKBOARD CONNECT MASS NOTIFICATION FINANCE ENTERED/SHARED WITH POLICE, FIRE & UTILITY CONTRACTUAL SERVICES TO REPAIR, LINE STORM LINE THROUGHOUT THE CITY REDUCED DURING DEPARTMENT MEETING	2,320 100,000 (25,000)	77,320
538.40-10 TRAVEL & PER DIEM	TRAINING, TRAVEL EXPENSES FOR STORMWATER OPERATORS TO MAINTAIN CEU'S AND LICENSES	4,000	4,000
538.41-10 TELEPHONE	NEXTEL	718	718
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	7,577	7,577
538.46-15 EQUIPMENT	REPAIR & MAINT OF EQUIPMENT	6,000	6,000
538.46-30 VEHICLE	ROUTINE PREVENTATIVE MAINT & REPAIR TO VEHICLES	15,000	15,000

FUND 403
 DEPT 38
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

STORMWATER EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	PROPOSED DETAIL	BUDGET 2015-2016
538.46-41 STORM DRAIN REPAIR	MATERIALS TO REPAIR STORM DRAINS & LINES	6,000	6,000
538.47-10 PRINTING & BINDING	BUSINESS CARDS, PAMPHLETS, ETC	400	400
538.49-10 ADVERTISING	NPDES REQUIREMENTS FOR PUBLIC RELATIONS	500	500
538.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	1,000	1,000
538.52-10 OPERATING SUPPLIES	MISC OPERATING SUPPLIES WHICH INCLUDE: REPLACE CELL PHONES & ACCESSORIES, CARTRIDGES, COPY PAPER, HAND SOAP, HAND TOOLS, LUMBER FOR FORMING CONCRETE NAILS, SCREWS, CONCRETE DRAIN TO LAKE MARKERS, ETC	8,000 1,006 1,650	10,656
538.52-11 DURABLE GOODS	2 REPLACEMENT MONITORS (ROLLOVER)	320	320
538.52-15 FUEL COSTS	FUEL COSTS	17,950	17,950
538.52-25 UNIFORMS	WEEKLY RENTAL OF UNIFORMS - 4 EMPLOYEES WORK BOOTS - 4 EMPLOYEES FINANCE INCREASE WORK BOOTS BY 1 POLO SHIRTS - PER CITY POLICY	2,060 450 150 280	2,940
538.53-20 ROAD MATERIALS & SUPPLIES	TOOLS, MILLINGS, CONCRETE & ASPHALT FOR INFRASTRUCTURE REPAIRS	2,500	2,500
538.54-10 BKS, PUB, SUB, MEM, LIB	TRAINING MANUALS, BOOKS, SUBSCRIPTIONS, ETC	990	990
538.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
538.59-13 BAD DEBT	NO AMOUNT BUDGETED	-	-
538.59-15 TRANSFER TO G/F	OPERATING TRANSFER TO GENERAL FUND	57,186	57,186
538.59-20 REIMBURSEMENT TO G/F	REIMBURSEMENTS TO GF FOR ADMIN SERVICES	158,788	158,788
538.59-70 TRANSFER TO SRF LOAN DEBT	TRANSFER TO SRF D/S FUND FOR STORMWATER MGMT SW380940 D/S PYMTS 10-15-15 & 6-15-16 NOT DUE UNTIL 2017	15,576 (15,576)	-
538.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	-	-
538.64-11 EQUIP-VEHICLE REPLACEMENT	SMALL STREETSWEeper	120,000	120,000
538.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
538.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
538.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	-	-
538.64-25 FUTURE PROJECTS	FOX RUN DRAINAGE IMPROVEMENTS REMOVED AT DEPARTMENT MEETING DELAWARE ST DRAINAGE IMPROVEMENTS	60,000 (60,000) 150,000	150,000
538.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-
538.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-

FUND 403
 DEPT 38
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

STORMWATER EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	PROPOSED BUDGET DETAIL 2015-2016
538.71-05 OTHER	STREET SWEEPER PRINCIPAL	
	1-27-16 (46% OF PRINCIPAL PAYMENT)	15,379
	7-27-16(46% OF PRINCIPAL PAYMENT)	15,532
	BOOM MOWER	
	PRINCIPAL 3-24-16	14,726
	PRINCIPAL 9-24-16	14,849
538.72-05 OTHER	STREET SWEEPER LEASE INTEREST	
	1-27-16(46% OF INTEREST PAYMENT)	1,104
	7-27-16(46% OF INTEREST PAYMENT)	951
	BOOM MOWER	
	3-24-16 INTEREST	1,013
	9-24-16 INTEREST	890

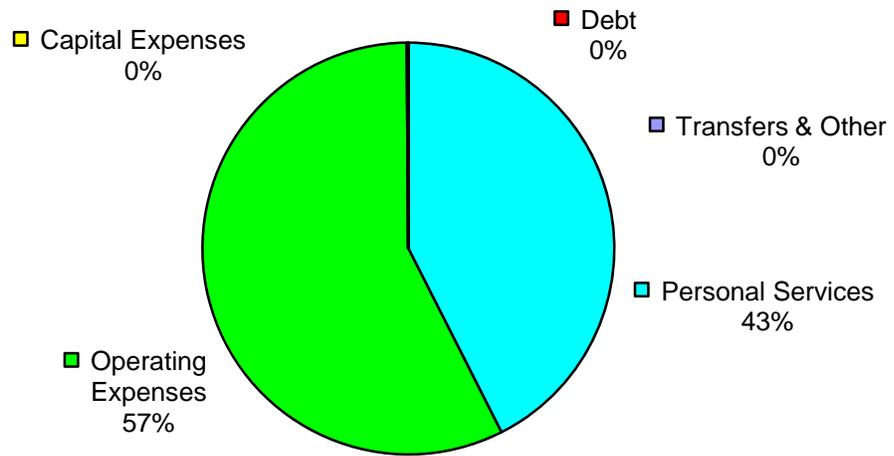
Marina/Seaplane Base

Fund 405

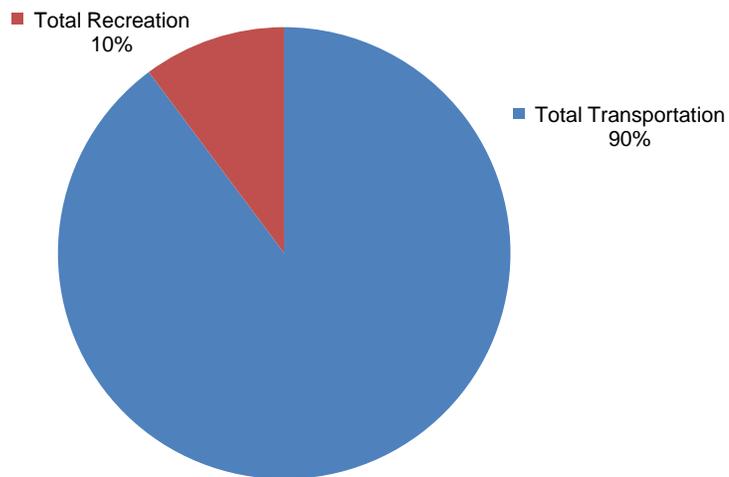
Budget Summary

<i>Department Summary</i>	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Transportation-43				
Personal Services	178,527	229,486	207,087	-9.76%
Operating Expenses	345,694	298,723	302,446	1.25%
Capital Expenses	-	1,600	1,000	-37.50%
Debt	-	-	-	0.00%
Transfers & Other	-	-	-	0.00%
Total Transportation	<u>524,221</u>	<u>529,809</u>	<u>510,533</u>	<u>-3.64%</u>
Recreation-72				
Personal Services	34,513	47,944	38,718	-19.24%
Operating Expenses	20,411	20,146	19,407	-3.67%
Capital Expenses	-	-	-	0.00%
Debt	-	-	-	0.00%
Transfers & Other	-	-	-	0.00%
Total Recreation	<u>54,924</u>	<u>68,090</u>	<u>58,125</u>	<u>-14.64%</u>
Maintenance-74				
Personal Services	46,247	50,023	51,854	3.66%
Operating Expenses	82,365	79,608	79,138	-0.59%
Capital Expenses	-	-	-	0.00%
Debt	-	-	-	0.00%
Transfers & Other	-	-	-	0.00%
Total Recreation	<u>128,612</u>	<u>129,631</u>	<u>130,992</u>	<u>1.05%</u>
Grand Marina/Seaplane Base	<u>\$ 707,757</u>	<u>\$ 727,530</u>	<u>\$ 699,650</u>	<u>-3.83%</u>
<i>Category Summary</i>				
Personal Services	259,287	327,453	297,659	-9.10%
Operating Expenses	448,470	398,477	400,991	0.63%
Capital Expenses	-	1,600	1,000	-37.50%
Debt	-	-	-	0.00%
Transfers & Other	-	-	-	0.00%
Grand Marina/Seaplane Base	<u>\$ 707,757</u>	<u>\$ 727,530</u>	<u>\$ 699,650</u>	<u>-3.83%</u>

2016 APPROPRIATIONS



2015 APPROPRIATIONS BY FUNCTION



FUND 405
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

SEAPLANE BASE & MARINA REVENUE

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-215	ESTIMATED REVENUE 2015-2016	% CHANGE OVER FY 14-15
<i>CHARGES FOR SERVICES</i>					
344.10-10	PROPERTY RENTAL	-	-	-	0.00%
344.20-01	SLIP RENTAL/DOCKAGE	35,160	22,456	22,500	0.20%
344.20-02	BOAT LAUNCH/TRANSIENT DOCK	2,126	200	300	50.00%
344.20-03	TAXI FARES	-	-	-	0.00%
344.20-20	OTHER PROPERTY RENTAL	6,072	6,300	6,300	0.00%
344.20-48	SALE OF FUEL - REC FUEL	-	-	-	0.00%
344.20-49	SALE OF FUEL - AV GAS	-	-	-	0.00%
344.20-50	SALE OF GAS & OIL	219,317	195,000	200,000	2.56%
344.20-51	PROP SHOP SALES	17,011	30,000	25,000	-16.67%
344.20-52	COT BOTTLED WATER SALES	1,109	-	-	0.00%
344.20-53	WHSL TAV BOTTLE WATER	-	-	-	0.00%
344.90-01	LATE CHARGES/PENALTIES	-	-	-	0.00%
344.90-04	OTHER FEES	1,373	-	-	0.00%
344.90-05	SALE OF MAPS & PUBS	-	-	-	0.00%
347.20-05	SPLASH PARK FEES	44,291	44,000	47,000	6.82%
347.20-07	SPLASH PARK-PARTY PACK	1,122	1,250	1,250	0.00%
347.40-04	SPECIAL EVENT COLLECTIONS	200	-	-	0.00%
347.50-02	OTHER RENTALS/PAVILN	13,736	16,000	16,000	0.00%
347.50-08	RUBY STREET PARKING LOT	-	6,000	-	-100.00%
**	TOTAL CHARGES FOR SERVICES	<u>341,517</u>	<u>321,206</u>	<u>318,350</u>	<u>-0.89%</u>
369.00-00	MISCELLANEOUS REVENUES	-	-	-	0.00%
369.10-02	INSUR REIMBURSEMENTS	33,775	-	-	0.00%
369.10-13	SPONSORSHIPS	-	-	-	0.00%
*	OTHER INCOME	<u>33,775</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
**	TOTAL INTEREST & OTHER INCOME	<u>33,775</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
389.01-01	CONTRIB. FROM GENERAL FUND	333,364	333,364	305,300	-8.42%
389.01-05	TRANSFER FROM TIF FUND	65,034	70,034	76,000	8.52%
389.40-00	GRANTS & DONATION	-	-	-	
*	TOTAL TRANSFERS	<u>398,398</u>	<u>403,398</u>	<u>381,300</u>	<u>-5.48%</u>
389.90-01	RETAINED EARNINGS	-	3,895	-	-100.00%
*	APPROPRIATED RESERVES	-	3,895	-	-100.00%
**	TOTAL OTHER SOURCES	<u>398,398</u>	<u>407,293</u>	<u>381,300</u>	<u>-6.38%</u>
TOTAL SEAPLANE BASE & MARINA		<u>773,690</u>	<u>728,499</u>	<u>699,650</u>	<u>-3.96%</u>

FUND 405
 DEPT 00
 DIVISION 00

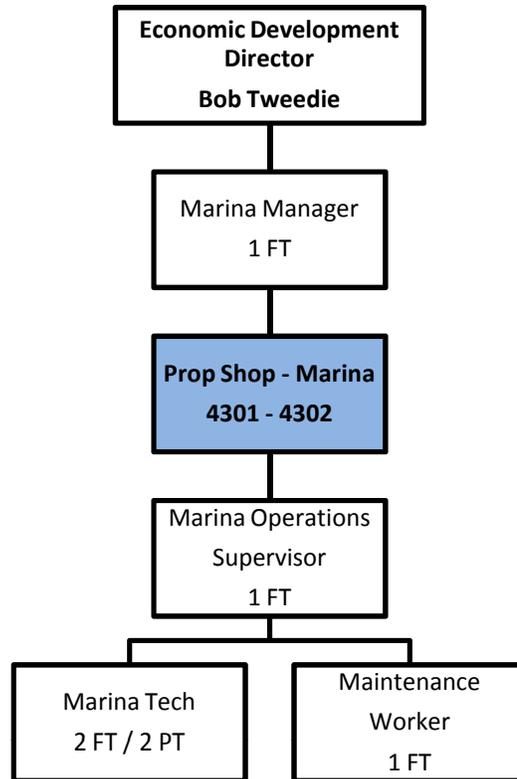
CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

MARINA FUND REVENUE

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
344.20-01 SLIP RENTAL/DOCKAGE	SLIP RENTAL	22,500	22,500
344.20-02 BOAT LAUNCH/TRANSIENT DCK	TRANSIENT DOCK FEE (\$10 A NIGHT)	300	300
344.20-03 TAXI FARES	NO AMOUNT BUDGETED	-	-
344.20-20 OTHER PROPERTY RENTAL	JONES BROTHERS	6,300	6,300
344.20-48 SALE OF FUEL - REC FUEL	REC FUEL MOVED TO 20-50	130,000 (130,000)	-
344.20-49 SALE OF FUEL - AV GAS	AVE GAS MOVED TO 20-50	70,000 (70,000)	-
344.20-50 SALE OF GAS & OIL	SALE OF GAS & OIL MOVED FROM 20-48 AND 20-49	200,000	200,000
344.20-51 PROP SHOP SALES	PROP SHOP SALES FINANCE INCREASE	20,000 5,000	25,000
344.20-52 COT BOTTLED WATER SALES	NO AMOUNT BUDGETED	-	-
344.90-04 OTHER FEES	NO AMOUNT BUDGETED	-	-
347.20-05 SPLASH PARK FEES	SPLASH PARK FEES	47,000	47,000
347.20-07 SPLASH PK - PARTY PACK	SPLASH PARK PARTY PACKAGE	1,250	1,250
347.40-04 SPECIAL EVENT COLLECTIONS	NO AMOUNT BUDGETED	-	-
347.50-02 OTHER RENTALS/PAVILN	PAVILION RENTALS	16,000	16,000
347.50-08 RUBY STREET PARKING LOT	NO AMOUNT BUDGETED	-	-
369.10-02 INSUR REIMBURSEMENTS	NO AMOUNT BUDGETED	-	-
389.01-01 CONTRIBUTIONS FROM GEN FD	TEMPORARY AMOUNT FINAL BUDGET CUT FINAL BALANCING CUT	333,364 (18,156) (9,908)	305,300
389.01-05 FROM TIF FUND	TRANSFERS FROM TIF - TEMPORARY AMOUNT ADJUST BUDGET BALANCING	72,000 4,000	76,000
389.90-01 RETAINED EARNINGS	NO AMOUNT BUDGETED	-	-

Marina/Airport Operations

Department 43



Position Summary

Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Full Time:				
Marina Manager	43001	1	1	1
Marina Operation Supervisor ¹	43002	1	1	1
Marina Maintenance Worker	43003	0	1	1
Marina Technician	43004	2	2	2
No. of Full Time		4	5	5
Part Time:				
Marina Technician		0	0	0
Marina Technician/Maint	43004	3	1	1
No. of Part Time:		3	1	1
Total No. of Positions:		7	6	6
Total FTEs:		5.5	5.5	5.5

Notes:

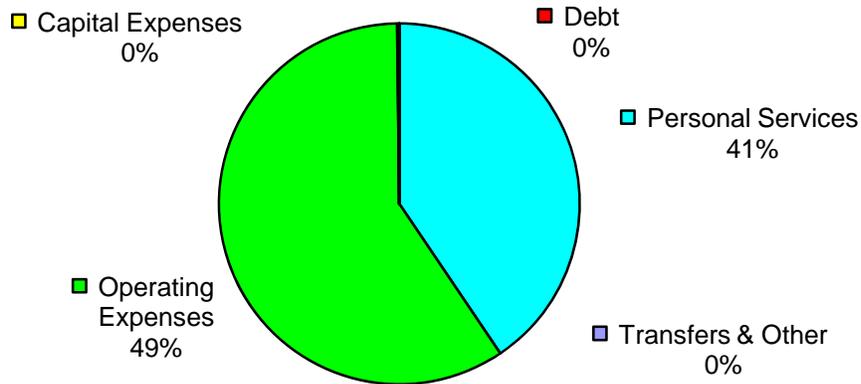
For FY2012, all departments/divisions within Fund 405 have been realigned.

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

Budget Summary

<i>Division Summary</i>	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Seaplane Base & Marina - 4304				
Personal Services	178,527	229,486	207,087	-9.76%
Operating Expenses	345,694	298,723	302,446	1.25%
Capital Expenses	-	1,600	1,000	-37.50%
Debt	-	-	-	0.00%
Transfers and Others	-	-	-	0.00%
Total Seaplane Base & Marir	524,221	529,809	510,533	-3.64%
Grand Total Transportation	\$ 524,221	\$ 529,809	\$ 510,533	-3.64%
<i>Category Summary</i>				
Personal Services	178,527	229,486	207,087	-9.76%
Operating Expenses	345,694	298,723	302,446	1.25%
Capital Expenses	-	1,600	1,000	-37.50%
Debt	-	-	-	0.00%
Transfers & Other	-	-	-	0.00%
Grand Total Transportation	\$ 524,221	\$ 529,809	\$ 510,533	-3.64%
<i>Percentage of Fund Budget</i>	74.07%	72.82%	72.97%	0.20%

2016 APPROPRIATIONS



2016 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 department 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 coordinates 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 2013	Actual 2014	Est. 2015	Projected 2016
1.	Prop Shop Net Revenue	\$ 29,221	\$ 25,674	\$ 26,000	\$ 27,000
2.	Splash Park Revenue	\$ 45,825	\$ 47,283	\$ 49,000	\$ 50,000
3.	Splash Park Attendance	22,777	23,443	24,000	25,000
4.	Fuel Sales	\$ 190,010	\$ 219,600	\$ 220,000	\$ 230,000
5.	Gallons of Fuel Sold	40,132	45,971	47,000	50,000
6.	Pavilion Rental Revenue	\$ 15,000	\$ 15,700	\$ 16,000	\$ 17,000
7.	Percentage of Boat Slip Rentals Filled (36 Total)	100%	100%	100%	100%
8.	Number of Special Events Facilitated	24	34	27	25
9.	Number of Seaplane Visits	2,605	2,559	2,700	3,200

2016 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.

2016 OPERATING BUDGET

SEAPLANE BASE & MARINA (continued)

PROGRAM HIGHLIGHTS

2016 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.
6. Absorb and implement Wooton Park expansion activities.
7. Initiate Fuel Quality Assurance Program.
8. Professional Line Item Service Training for all staff.
10. Enhance the brand through increased marketing efforts.
11. Emphasize the growth of seaplane activity by evolving current events and promotional efforts.
12. Relocate the Tav Lee Trail to behind the tarmac area for increased security.
13. Explore and develop a more diverse retail selection and visual display for the Prop Shop.
14. Organize and upgrade communications and IT set up at Prop Shop.
15. Restoration of audio/public address system at Wooton Park.

2015 Accomplishments

1. All full-time staff fully trained on Point of Sale system and fuel systems.
2. Hosted and facilitated 34 special events.
3. Boat Slip rentals filled to 100% capacity.
4. Enhanced inventory control resulting in less product spoilage.
5. Initiated on-line store for limited Prop Shop sale items.

FUND 405
DEPT 43
DIVISION 04

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

SEAPLANE BASE & MARINA
DEPARTMENT/DIVISION ESTABLISHED IN FY2012

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
543.12-10	REGULAR SALARIES	132,706	155,882	157,884	1.28%
543.13-10	OTHER SALARIES & WAGES	-	-	-	0.00%
543.14-10	OVERTIME	1,646	3,664	4,564	24.56%
543.21-10	FICA / MED TAXES	9,719	11,533	12,040	4.40%
543.22-20	FL STATE RETIREMENT	9,321	11,987	11,200	-6.57%
543.23-10	HEALTH INSURANCE	13,368	17,015	11,666	-31.44%
543.23-15	DENTAL INSURANCE	993	1,150	1,212	5.39%
543.23-20	LIFE INSURANCE	736	569	796	39.89%
543.23-21	SHORT-TERM DISABILITY	511	547	552	0.91%
543.23-30	DEPENDENT HEALTH INSURANCE	3,639	19,812	-	-100.00%
543.23-35	DEPENDENT DENTAL INSURANCE	794	1,160	585	-49.57%
543.23-40	LONG TERM DISABILITY	336	362	366	1.10%
543.24-10	WORKERS' COMPENSATION	4,758	5,805	6,222	7.18%
538.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
* SALARIES AND BENEFITS		178,527	229,486	207,087	-9.76%
<i>OPERATING EXPENDITURES</i>					
543.32-10	AUDIT SERVICES	2,450	2,940	4,087	39.01%
543.34-10	CONTRACTUAL SERVICES	1,117	1,150	2,050	78.26%
543.40-10	TRAVEL & PER DIEM	-	1,000	1,500	50.00%
543.41-10	TELEPHONE	2,108	1,990	2,103	5.68%
543.41-30	POSTAGE	8	200	200	0.00%
543.43-10	ELECTRIC, WATER, GAS	32,741	30,965	33,726	8.92%
543.44-10	RENTALS & LEASES	-	6,000	-	-100.00%
543.45-10	LIABILITY	16,025	16,834	19,359	15.00%
543.46-10	BUILDING	-	5,400	3,500	-35.19%
543.46-11	DOCKS	7,228	25,000	15,000	-40.00%
543.46-16	FUELING SYSTEM	1,839	4,250	18,000	323.53%
543.46-17	INSURANCE RECOVERY	41,807	-	-	0.00%
543.46-25	MISCELLANEOUS REPAIRS	5,068	2,500	2,500	0.00%
543.46-37	MARINE VESSEL	-	-	-	0.00%
543.46-45	EXTERMINATING	-	250	250	0.00%
543.47-10	PRINTING & BINDING	-	200	200	0.00%
543.49-01	OVER/SHORT REC FUEL	-	-	-	0.00%
543.49-03	CASH OVER/SHORT	-	-	-	0.00%
543.49-10	ADVERTISING	9,354	10,000	10,000	0.00%
543.49-30	BANK/WIRE/ADMN EXPENSE	268	-	-	0.00%
543.49-32	CREDIT CARD PROCESSING	5,554	4,940	5,721	15.81%
543.49-97	INVENTORY OVER/SHORT-PROP	825	-	-	0.00%
543.51-10	OFFICE SUPPLIES	201	1,000	1,000	0.00%
543.52-10	OPERATING SUPPLIES	1,657	3,000	3,000	0.00%
543.52-11	DURABLE GOODS	-	550	-	-100.00%
543.52-15	FUEL COSTS	1,618	1,979	1,750	-11.57%
543.52-16	INVENTORY PURCHASES	-	20,000	20,000	0.00%
543.52-22	COST OF GOODS SOLD	8,542	-	-	0.00%
543.52-25	UNIFORMS	646	3,075	3,000	-2.44%
543.52-26	COST OF AVIATION SALES	-	-	-	0.00%
543.52-27	COST OF RECR FUEL SALES	-	-	-	0.00%
543.52-31	RECREATIONAL FUEL INVENTORY	138,489	80,000	91,000	13.75%
543.52-32	AVIATION FUEL INVENTORY	66,704	75,000	64,000	-14.67%
549.46-17	INSURANCE RECOVERY	-	-	-	0.00%

FUND 405
 DEPT 43
 DIVISION 04

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

SEAPLANE BASE & MARINA
 DEPARTMENT/DIVISION ESTABLISHED IN FY2012

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
543.54-10	BKS, PUB, SUB, MEM, LIB	84	500	500	0.00%
543.59-10	DEPRECIATION EXPENSE	1,679	-	-	0.00%
543.59-13	BAD DEBT	(425)	-	-	0.00%
543.59-15	TRANSFER TO G/F	-	-	-	0.00%
543.59-20	REIMBURSEMENT TO G/F	107	-	-	0.00%
	* OPERATING EXPENDITURES	345,694	298,723	302,446	1.25%
<i>CAPITAL EXPENDITURES</i>					
543.64-10	EQUIP - REPLACEMENT	-	1,000	-	0.00%
543.64-11	EQUIP-VEHICLE REPLACEMENT	12,120	-	-	0.00%
543.64-13	EQUIP - COMP REPLACEMENT	-	600	-	0.00%
543.64-14	EQUIP - NEW COMPUTERS	-	-	1,000	0.00%
543.64-15	EQUIP - NEW	-	-	-	0.00%
543.64-20	DURABLE GOODS	-	-	-	0.00%
538.64-25	FUTURE PROJECTS	-	-	-	0.00%
543.69-99	ASSET RECLASSIFICATION	(12,120)	-	-	0.00%
	* CAPITAL EXPENDITURES	-	1,600	1,000	-37.50%
<i>DEBT SERVICE</i>					
543.71-15	CAP LEASE 2002,2006,2012	-	-	-	0.00%
543.72-15	CAP LEASE 2002,2006,2012	-	-	-	0.00%
	* DEBT SERVICE	-	-	-	0.00%
<i>TRANSFERS AND OTHERS</i>					
543.95-65		-	-	-	0.00%
	* TRANSFERS AND OTHERS	-	-	-	0.00%
TOTAL SEAPLANE BASE & MARINA		524,221	529,809	510,533	-3.64%

FUND 405
DEPT 43
DIVISION 04

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

SEAPLANE BASE & MARINA
DEPARTMENT/DIVISION ESTABLISHED IN FY2012

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
543.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	157,884	157,884
543.13-10 OTHER SALARIES & WAGES		-	
543.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	4,564	4,564
543.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	12,040	12,040
543.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	11,200	11,200
543.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	11,666	11,666
543.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,212	1,212
543.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	796	796
543.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	552	552
543.23-30 DEPENDENT HEALTH INSURANC	NO AMOUNT BUDGETED	-	-
543.23-35 DEPENDENT DENTAL INSURANC	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	585	585
543.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	366	366
543.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	6,222	6,222
543.32-10 AUDIT SERVICES	AUDIT SERVICES - FINANCE ENTERED	4,087	4,087
543.34-10 CONTRACTUAL SERVICES	COMCAST - WEATHER CHANNEL COMCAST	450 1,600	2,050
543.40-10 TRAVEL & PER DIEM	NATA SAFETY 1ST TRAINING	1,500	1,500
543.41-10 TELEPHONE	NEXTEL DOMS FAX	958 1,145	2,103
543.41-30 POSTAGE	POSTAGE	200	200
543.43-10 ELECTRIC, WATER, GAS	ELECTRIC WATER	3,144 30,582	33,726
543.44-10 RENTALS & LEASES	NO AMOUNT BUDGETED	-	-
543.45-10 LIABILITY	LIABILITY, POLLUTION, AND AVIATION INSURANCE	19,359	19,359
543.46-10 BUILDING	STAIN OUTSIDE OF PROP SHOP REFINISH WOOD FLOORS	2,500 1,000	3,500
543.46-11 DOCKS	REPAIR SINKING DOCK FINGERS FINAL BALANCING CUT	25,000 (10,000)	15,000
543.46-16 FUELING SYSTEM	REPLACE SUMP BOOTS ON 2 DISPENSERS REPLACE 5 FUEL HOSES AND FILTERS CERTIFIED AVIATION HOSES, NOZZLES, FUEL FILTER HOUSINGS, DIFFERENTIAL PRESSURE GAUGES, GALVANIZED PIPING ADDED AT DEPARTMENT MEETING FINAL BALANCING CUT	4,000 6,000 13,000 (5,000)	18,000
543.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	-	-
543.46-25 MISCELLANEOUS	WINDOW, REFRIGERATION, AC	2,500	2,500

FUND 405
DEPT 43
DIVISION 04

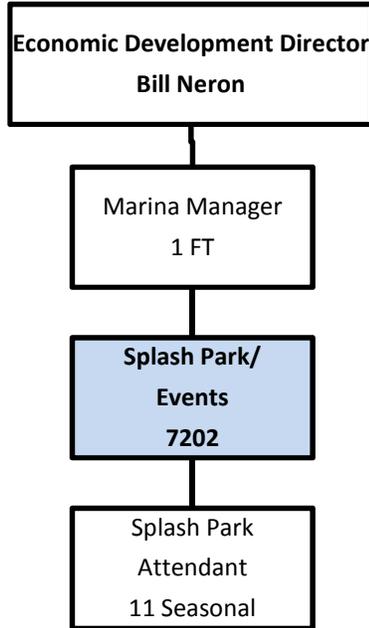
CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

SEAPLANE BASE & MARINA
DEPARTMENT/DIVISION ESTABLISHED IN FY2012

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
543.46-45 EXTERMINATING	EXTERMINATING	250	250
543.47-10 PRINTING & BINDING	BUSINESS CARDS,EVENT FLYERS	200	200
543.49-10 ADVERTISING	WATERFLYING MAGAZINE - 6 ISSUES SPA FLIGHT DIRECTORY LISTING SUN N FUN SIGNAGE AVIATION DIGEST - 5 FEATURES OSHKOSH PROGRAM AD OSHKOSH JUMBO SCREEN FL AIRPORTS COUNCIL LISTING BILLBOARDS SPLASH PARK EMP LISTING SPECIALTY MAGAZINE FEATURES	2,000 600 300 1,000 800 1,000 350 2,200 250 1,500	10,000
543.49-30 BANK/WIRE/ADMN EXPENSE	NO AMOUNT BUDGETED	-	-
543.49-32 CREDIT CARD PROCESSING	CREDIT CARD PROCESSING FEES	5,721	5,721
543.49-97 INVENTORY OVER/SHORT-PROP	NO AMOUNT BUDGETED	-	-
543.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	1,000	1,000
543.52-10 OPERATING SUPPLIES	JANITORAL SUPPLIES,BATTERIES,HOSES, PRESSURE WASHER	3,000	3,000
543.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
543.52-15 FUEL COSTS	FUEL COSTS FUEL FOR RTV,BLOWERS,PRESSURE WASHERS ADDITIONAL ADDED BY DEPARTMENT	1,281 469	1,750
543.52-16 INVENTORY PURCHASES	SHIRTS, SNACKS, CANDY, DRINKS, SUNDRIES, BOOKS, TOYS, AND CAPS	20,000	20,000
543.52-22 COST OF GOODS SOLD	NO AMOUNT BUDGETED	-	-
543.52-25 UNIFORMS	SHORTS, PANTS, JACKETS, RAINGEAR, SHOES	3,000	3,000
543.52-31 RECREATIONAL FUEL INVENTORY	REC FUEL FOR RESALE FINAL BALANCING CUT	118,000 (27,000)	91,000
543.52-32 AVIATION FUEL INVENTORY	AVIATION FUEL FOR RESALE	64,000	64,000
543.54-10 BKS, PUB, SUB, MEM, LIB	BOOKS, PUB, SUB, MEMBERSHIPS	500	500
543.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
543.59-13 BAD DEBT	NO AMOUNT BUDGETED	-	-
543.59-20 REIMBURSEMENT TO G/F	NO AMOUNT BUDGETED	-	-
543.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	-	-
543.64-11 EQUIP-VEHICLE REPLACEMENT	NO AMOUNT BUDGETED	-	-
543.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
543.64-14 EQUIP - NEW COMPUTERS	REPLACE DESKTOP	1,000	1,000
543.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-

Splash Park

Department 72



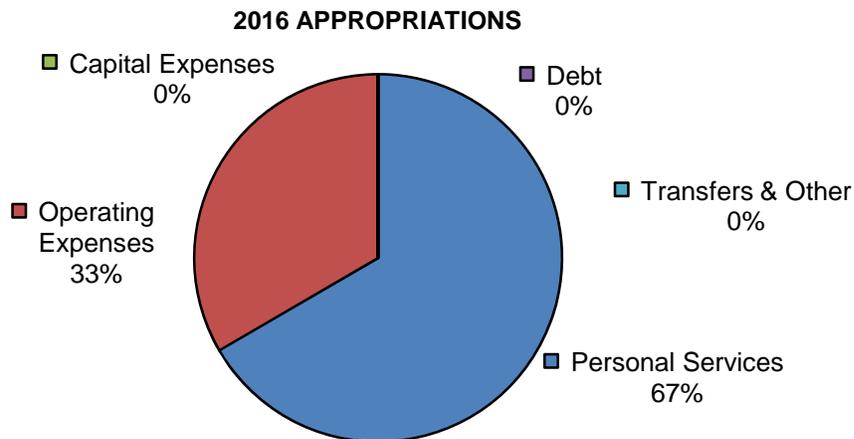
Position Summary

Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Seasonal:				
Splash Park Attendant ¹	72004	9	11	11
No. of Seasonal:		9	11	11
Total No. of Positions:		9	11	11
Total FTEs:		0	0	0

1. Increased positions are budgeted for Splash Park Attendants, but total hours combined is slightly increased.
More positions were needed for staffing requirements.

Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Division Summary</i>				
Splash Park-7301				
Personal Services	34,513	47,944	38,718	-19.24%
Operating Expenses	20,411	20,146	19,407	-3.67%
Capital Expenses	-	-	-	0.00%
Debt	-	-	-	0.00%
Transfers and Others	-	-	-	0.00%
Total Splash Park	54,924	68,090	58,125	-14.64%
Grand Total Splash Park	\$ 54,924	\$ 68,090	\$ 58,125	-14.64%
<i>Category Summary</i>				
Personal Services	34,513	47,944	38,718	-19.24%
Operating Expenses	20,411	20,146	19,407	-3.67%
Capital Expenses	-	-	-	0.00%
Debt	-	-	-	0.00%
Transfers & Other	-	-	-	0.00%
Grand Total Splash Park	\$ 54,924	\$ 68,090	\$ 58,125	-14.64%
<i>Percentage of Fund Budget</i>	7.76%	9.36%	8.31%	-11.23%



FUND 405
 DEPT 73
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

SPLASH PARK EXPENSES
 DEPARTMENT/DIVISION ESTABLISHED FY 2012

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
572.12-10	REGULAR SALARIES	29,348	39,831	32,643	-18.05%
572.14-10	OVERTIME	670	-	-	0.00%
572.21-10	FICA / MED TAXES	2,277	3,029	2,477	-18.22%
572.22-20	FL STATE RETIREMENT	504	2,992	1,647	-44.95%
572.23-10	HEALTH INSURANCE	485	532	614	15.41%
572.23-15	DENTAL INSURANCE	56	61	64	4.92%
572.23-20	LIFE INSURANCE	36	26	39	50.00%
572.23-21	SHORT-TERM DISABILITY INS.	25	25	27	8.00%
572.23-30	DEPENDENT HEALTH INSURANCE	-	-	-	0.00%
572.23-35	DEPENDENT DENTAL INSURANCE	56	61	65	6.56%
572.23-40	LONG TERM DISABILITY	16	17	18	5.88%
572.24-10	WORKERS' COMPENSATION	1,040	1,370	1,124	-17.96%
572.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
*	SALARIES AND BENEFITS	<u>34,513</u>	<u>47,944</u>	<u>38,718</u>	-19.24%
<i>OPERATING EXPENDITURES</i>					
572.34-10	CONTRACTUAL SERVICES	-	-	-	0.00%
572.40-10	TRAVEL & PER DIEM	-	-	-	0.00%
572.41-10	TELEPHONE	-	-	-	0.00%
572.41-20	OTHER COMMUNICATION	-	-	-	0.00%
572.41-30	POSTAGE	-	-	-	0.00%
572.43-10	ELECTRIC, WATER, GAS	9,986	11,222	15,224	35.66%
572.45-10	LIABILITY	1,597	1,724	1,983	15.02%
572.46-10	BUILDING	-	-	-	0.00%
572.46-25	MISCELLANEOUS	1,037	5,000	-	-100.00%
572.49-03	CASH OVER/SHORT	18	-	-	0.00%
572.51-10	OFFICE SUPPLIES	-	-	-	0.00%
572.52-10	OPERATING SUPPLIES	1,763	1,500	1,500	0.00%
572.52-15	FUEL COSTS	-	-	-	0.00%
572.52-25	UNIFORMS	401	700	700	0.00%
572.54-10	BKS, PUB, SUB, MEM, LIB	-	-	-	0.00%
572.59-10	DEPRECIATION EXPENSE	5,609	-	-	0.00%
572.59-15	TRANSFER TO G/F	-	-	-	0.00%
572.59-20	REIMBURSEMENT TO G/F	-	-	-	0.00%
*	OPERATING EXPENDITURES	<u>20,411</u>	<u>20,146</u>	<u>19,407</u>	-3.67%
<i>CAPITAL EXPENDITURES</i>					
572.64-10	EQUIP - REPLACEMENT	-	-	-	0.00%
572.64-14	EQUIP - NEW COMPUTERS	-	-	-	0.00%
572.64-15	EQUIP - NEW	-	-	-	0.00%
572.64-20	DURABLE GOODS	-	-	-	0.00%
572.64-25	FUTURE PROJECTS	-	-	-	0.00%
572.69-99	ASSET RECLASSIFICATION	-	-	-	0.00%
*	CAPITAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	0.00%
TOTAL SPLASH PARK		<u>54,924</u>	<u>68,090</u>	<u>58,125</u>	<u>-14.64%</u>

FUND 405
DEPT 73
DIVISION 01

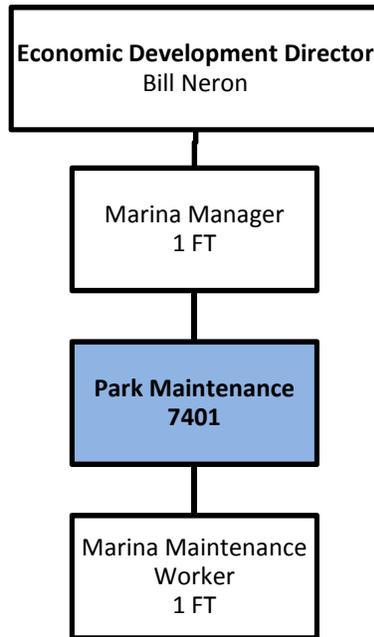
CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

SPLASH PARK EXPENDITURE JUSTIFICATION
DEPARTMENT/DIVISION ESTABLISHED FY 2012

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
572.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	32,643	32,643
572.14-10 OVERTIME	NO AMOUNT BUDGETED	-	-
572.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	2,477	2,477
572.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	1,647	1,647
572.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	614	614
572.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	64	64
572.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	39	39
572.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS For EMPLOYEES	27	27
572.23-30 DEPENDENT HEALTH INSURANCE	NO AMOUNT BUDGETED	-	-
572.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	65	65
572.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	18	18
572.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	1,124	1,124
572.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	-	-
572.43-10 ELECTRIC, WATER, GAS	ELECTRIC	15,224	15,224
572.45-10 LIABILITY	LIABILITY INSURANCE	1,983	1,983
572.46-25 MISCELLANEOUS	REPAIR,RE-GELCOAT, REPAINT SPLASH PARK FEATURES FINAL BALANCING CUT DEPARTMENT CHANGE	25,000 (20,000) (5,000)	-
572.49-03 CASH OVER/SHORT	NO AMOUNT BUDGETED	-	-
572.52-10 OPERATING SUPPLIES	CLEANERS,FIRST AID KITS,UMBRELLA,BULLHORN, WRIST BANDS	1,500	1,500
572.52-25 UNIFORMS	SHIRTS	700	700
572.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-

Park Maintenance

Department 74



Notes:

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

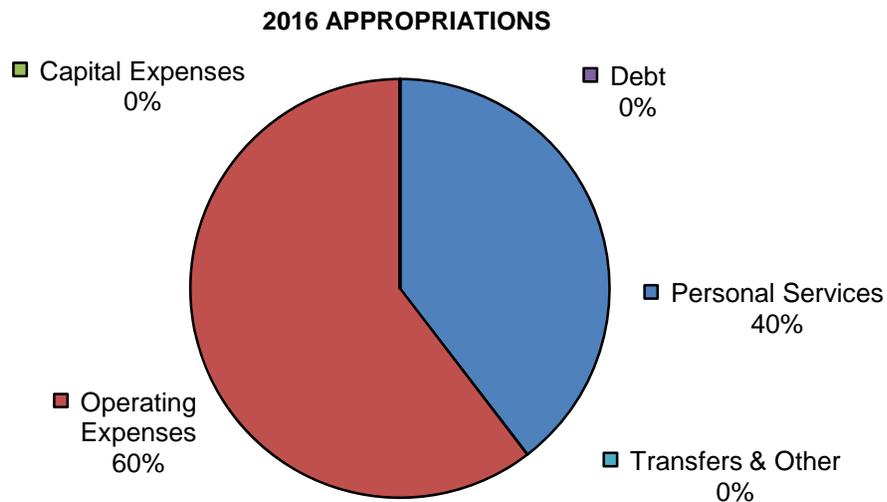
Position Summary

Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Full Time:				
Marina Maintenance Worker ¹	43003	1	1	1
No. of Full Time		1	1	1
Part Time:				
Marina Technician	43004	0	0	0
No. of Part Time:		0	0	0
Total No. of Positions:		1	1	1
Total FTEs:		1	1	1

1. Position is budgeted 90% from Division 7401 (Park Maint.) & 10% from Division 7301 (Spash Park)

Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Division Summary</i>				
Park Maintenance -7401				
Personal Services	46,247	50,023	51,854	3.66%
Operating Expenses	82,365	79,608	79,138	-0.59%
Capital Expenses	-	-	-	0.00%
Debt	-	-	-	0.00%
Transfers and Others	-	-	-	0.00%
Total Splash Park	128,612	129,631	130,992	1.05%
Grand Total Park Maintenance	\$ 128,612	\$ 129,631	\$ 130,992	1.05%
<i>Category Summary</i>				
Personal Services	46,247	50,023	51,854	3.66%
Operating Expenses	82,365	79,608	79,138	-0.59%
Capital Expenses	0	0	0	0.00%
Debt	0	0	0	0.00%
Transfers & Other	0	0	0	0.00%
Grand Total Park Maintenance	\$ 128,612	\$ 129,631	\$ 130,992	1.05%
<i>Percentage of Fund Budget</i>	18.17%	17.82%	18.72%	5.08%



FUND 405
DEPT 74
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

WOOTON PARK GENERAL MAINTENANCE
DEPARTMENT/DIVISION ESTABLISHED FY 2012

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
<i>SALARIES AND BENEFITS</i>					
572.12-10	REGULAR SALARIES	33,526	36,077	37,881	5.00%
572.13-10	OTHER SALARIES & WAGES	-	-	-	0.00%
572.14-10	OVERTIME	683	256	-	-100.00%
572.21-10	FICA / MED TAXES	2,494	2,629	2,781	5.78%
572.22-10	RETIREMENT	-	-	-	0.00%
572.22-20	FL STATE RETIREMENT	2,419	2,730	2,928	7.25%
572.23-10	HEALTH INSURANCE	4,903	5,401	6,140	13.68%
572.23-15	DENTAL INSURANCE	278	303	319	5.28%
572.23-20	LIFE INSURANCE	151	111	163	46.85%
572.23-21	SHORT-TERM DISABILITY INS.	107	107	115	7.48%
572.23-30	DEPENDENT HEALTH INSURANCE	404	1,043	-	-100.00%
572.23-35	DEPENDENT DENTAL INSURANCE	-	-	-	0.00%
572.23-40	LONG TERM DISABILITY	70	71	76	7.04%
572.24-10	WORKERS' COMPENSATION	1,212	1,295	1,451	12.05%
572.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
* SALARIES AND BENEFITS		46,247	50,023	51,854	3.66%
<i>OPERATING EXPENDITURES</i>					
572.34-10	CONTRACTUAL SERVICES	47,791	42,616	51,700	21.32%
572.40-10	TRAVEL & PER DIEM	-	-	-	0.00%
572.41-10	TELEPHONE	-	-	-	0.00%
572.41-30	POSTAGE	-	115	-	-100.00%
572.45-10	LIABILITY	2,556	1,724	1,983	15.02%
572.46-25	MISCELLANEOUS	14,628	13,000	4,500	-65.38%
572.46-71	FACILITIES	-	4,000	-	-100.00%
572.47-10	PRINTING & BINDING	-	-	-	0.00%
572.51-10	OFFICE SUPPLIES	-	-	-	0.00%
572.52-10	OPERATING SUPPLIES	16,992	15,153	19,955	31.69%
572.52-15	FUEL COSTS	-	2,000	-	-100.00%
572.52-25	UNIFORMS	398	1,000	1,000	0.00%
572.54-10	BKS, PUB, SUB, MEM, LIB	-	-	-	0.00%
572.59-10	DEPRECIATION EXPENSE	-	-	-	0.00%
572.59-15	TRANSFER TO G/F	-	-	-	0.00%
572.59-20	REIMBURSEMENT TO G/F	-	-	-	0.00%
* OPERATING EXPENDITURES		82,365	79,608	79,138	-0.59%
<i>CAPITAL EXPENDITURES</i>					
572.64-10	EQUIP - REPLACEMENT	-	-	-	0.00%
572.64-14	EQUIP - NEW COMPUTERS	-	-	-	0.00%
572.64-15	EQUIP - NEW	-	-	-	0.00%
572.64-20	DURABLE GOODS	-	-	-	0.00%
572.64-25	FUTURE PROJECTS	-	-	-	0.00%
572.69-99	ASSET RECLASSIFICATION	-	-	-	0.00%
* CAPITAL EXPENDITURES		-	-	-	0.00%
<i>TRANSFERS AND OTHERS</i>					
572.95-65		-	-	-	0.00%
* TRANSFERS AND OTHERS		-	-	-	0.00%
TOTAL SPLASH PARK		128,612	129,631	130,992	1.05%

FUND 405
 DEPT 74
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

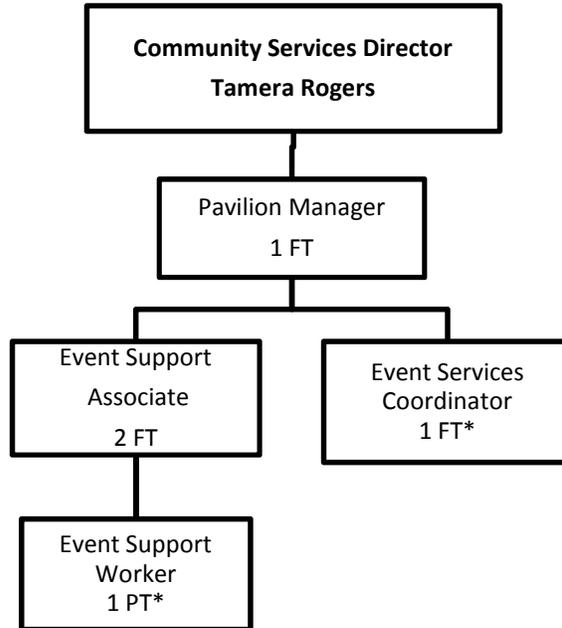
WOOTON PARK GENERAL MAINTENANCE
 DEPARTMENT/DIVISION ESTABLISHED FY 2012

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
572.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	37,881	37,881
572.14-10 OVERTIME	NO AMOUNT BUDGETED	-	-
572.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	2,781	2,781
572.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	2,928	2,928
572.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	6,140	6,140
572.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	319	319
572.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	163	163
572.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	115	115
572.23-30 DEPENDENT HEALTH INSURANCE	NO AMOUNT BUDGETED	-	-
572.23-35 DEPENDENT DENTAL INSURANCE	NO AMOUNT BUDGETED	-	-
572.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	76	76
572.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	1,451	1,451
572.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	-	-
543.46-10 BUILDING	STAIN TRAIN STATION PAINT TRAIL HEAD STAIN SPLASH PARK GAZEBO STAIN PUMP HOUSE GAZEBO STAIN CENTER GAZEBO STAIN DISSTON GAZEBO FINAL BALANCING CUT	3,500 3,800 2,500 1,500 1,500 1,500 (14,300)	-
572.34-10 CONTRACTUAL SERVICES	VALLEY CREST LANDSCAPE SEVICES FINAL BALANCING CUT DEPARTMENT CHANGE	62,200 (12,000) 1,500	51,700
572.41-30 POSTAGE	NO AMOUNT BUDGETED	-	-
572.45-10 LIABILITY	LIABILITY INSURANCE	1,983	1,983
572.46-25 MISCELLANEOUS	REPLACE 3 BATHROOM DOORS	4,500	4,500
572.46-71 FACILITIES	NO AMOUNT BUDGETED	-	-
572.52-10 OPERATING SUPPLIES	JANITORIAL AND EQUIPMENT SUPPLIES, HOSE, TIE DOWN FINAL BALANCING CUT DEPARTMENT CHANGE	20,000 (3,545) 3,500	19,955
572.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
572.52-15 FUEL COSTS	NO AMOUNT BUDGETED	-	-
572.52-25 UNIFORMS	SHIRTS, SHOES, PANTS, SHORTS, RAIN GEAR	1,000	1,000

Pavilion Fund

Fund 406

Fund established FY 2013



* New positions requested.

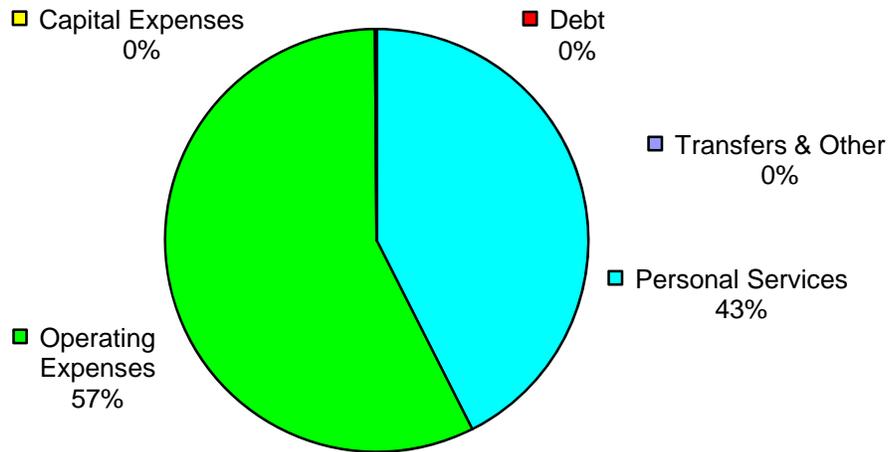
Position Summary

Authorized Positions	Pos. #	2013-2014	2014-2015	2015-2016
Full Time:				
Pavilion Manager	75001	1	1	1
Event Support Associate	75002	0	2	2
Event Services Coordinator	75004	0	0	1
No. of Full Time:		1	3	4
Part Time:				
Event Support Associate	75002	0	0	1
No. of Part Time:		0	0	1
Total No. of Positions:		<u>1</u>	<u>3</u>	<u>5</u>
Total FTEs:		1	3	4.38

Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
<i>Department Summary</i>				
Pavilion Fund				
Personal Services	41,121	177,689	253,687	42.77%
Operating Expenses	68,442	125,958	172,652	37.07%
Capital Expenses	9,709	6,932	55,604	702.14%
Debt	62,622	185,456	185,375	-0.04%
Transfers & Other	-	-	-	0.00%
	<u>181,894</u>	<u>496,035</u>	<u>667,318</u>	<u>34.53%</u>
Grand Total Pavilion	\$ 181,894	\$ 496,035	\$ 667,318	34.53%
<i>Category Summary</i>				
Personal Services	41,121	177,689	253,687	42.77%
Operating Expenses	68,442	125,958	172,652	37.07%
Capital Expenses	9,709	6,932	55,604	702.14%
Debt	62,622	185,456	185,375	-0.04%
Transfers & Other	-	-	-	0.00%
Grand Total Pavilion	\$ 181,894	\$ 496,035	\$ 667,318	34.53%

2016 APPROPRIATIONS



2016 OPERATING BUDGET

PAVILION ON THE LAKE - 7501

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

It is the mission of the Pavilion on the Lake to provide excellence in customer service to all rental parties and their guests while maximizing revenue opportunities with a responsible entrepreneurial spirit to create self-sufficiency.

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

The Tavares Pavilion on the Lake is a unique venue that will enhance the "niche and wow" experience that has been successfully created with the Tavares Seaplane Base & Marina in Wooton Park. The Pavilion on the Lake's main focus is to market the facility to businesses, conferences, seminars, small to medium-size community events, weddings and corporate events. The Pavilion on the Lake is responsible for maintaining, coordinating, facilitating, and booking the facility to generate the income for the city. Key personnel plan to attend workshops, trade conventions, wedding planning seminars and other industry association meetings in order to market, promote and attract business for the facility.

The Pavilion on the Lake is also responsible for the fiscal operation of the facility. The basis for financial planning has been to look forward with conservative estimates for revenue and expenses. Staff is committed to the steady growth of revenues through tight control of service, through system efficiencies and by growing our reservations base. The financial plan focus will be to attain solvency within a self-supporting financial environment while building adequate cash reserves for further stages of development.

SERVICE INDICATORS:

	Indicator Description	Actual 2013	Actual 2014	Est. 2015	Projected 2016
1.	Pavilion Events - Weddings, Rental, Meetings, etc.	N/A	3	6	120
2.	Number of Conferences or Trade Shows Attended	N/A	0	1	4
3.	Facility Set-ups Completed by Staff	N/A	12	8	150
4.	Number of Cultural and Specialty Events Hosted	N/A	0	1	3
5.	Simply Married Ceremonies Performed	N/A	N/A	50	150
6.	Number of Potential Client Tours Conducted	N/A	40	240	275
7.	Number of Rental Inquiries	N/A	N/A	300	300

2016 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

2016 OPERATING BUDGET

PAVILION ON THE LAKE - 7501

PROGRAM HIGHLIGHTS

2016 Goals (Cont'd)

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.

2016 Objectives

1. Excellence in customer service to all.
2. Focus on financial prosperity and self-sufficiency.
3. Maintain all facilities and grounds in top condition.
4. Actively market and promote the Pavilion through all media outlets.
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 and help to complement the existing rental schedule.

201 Accomplishments

Customer Focus, Innovation & Technology, and Organizational Performance

1. Successfully handled all Pavilion inquiries on rental space, price structure and estimated opening date.
2. Worked cooperatively with architect, engineer and construction team to finalize the construction.
3. Began taking reservations and processing deposits for specific rental dates.
4. Finalized construction budget and monitored spending processes.
5. Facilitated three-part grand opening celebration to include a ribbon cutting ceremony for the public, an elected officials preview night and a black tie gala for paid attendees.
6. Successfully solicited proposals and selected a local Lake County catering company.
7. Developed all operational procedures for the facility.
8. Expanded staffing roles to accommodate client needs.
9. Created a binder of floor plans for all types of events varying in size and style.
10. Personalized event software that collects all relative event and client data and activity.

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

**FUND 406
DEPT 00
DIVISION 00**

PAVILION FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-215</u>	<u>ESTIMATED REVENUE 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>CHARGES FOR SERVICES</i>					
347.50-02	OTHER RENTALS-PAVILION	43,653	501,228	501,228	0.00%
347.50-06	CATERING CONTRACTS	250	40,098	40,098	0.00%
**	TOAL CHARGES FOR SERVICES	<u>43,903</u>	<u>541,326</u>	541,326	0.00%
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	-	-	0.00%
369.10-01	MISCELLANEOUS INCOME	16,296	18,750	40,750	117.33%
**	TOTAL INTEREST & OTHER INCOME	<u>16,296</u>	<u>18,750</u>	40,750	117.33%
<i>IMPACT FEES</i>					
363.22-03	PARKS & RECREATION IMPACT	-	-	-	0.00%
363.22-94	CRA CREDITS - PARK IMPACT	-	-	-	0.00%
**	TOTAL IMPACT FEES	<u>-</u>	<u>-</u>	<u>-</u>	0.00%
<i>OTHER SOURCES</i>					
381.01-01	CONTRIBUTIONS FROM GEN FUND	109,731	-	90,571	100.00%
389.90-01	RETAINED EARNING	-	(64,041)	(5,329)	N/A
*	APPROPRIATED RESERVES	<u>109,731</u>	<u>(64,041)</u>	85,242	N/A
**	TOTAL OTHER SOURCES	<u>109,731</u>	<u>(64,041)</u>	85,242	N/A
TOTAL PAVILION FUND REVENUES		<u>169,930</u>	<u>496,035</u>	<u>667,318</u>	<u>34.53%</u>

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

FUND 406
DEPT 00
DIVISION 00

PAVILION FUND REVENUES

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
347.50-02 OTHER RENTALS/PAVILN	ESTIMATED RENTALS	501,228	501,228
347.50-06 CATERING CONTRACTS	ESTIMATED CATERING CONTRACTS	40,098	40,098
347.50-09 PAVILION UNBILLED REVENUE	NO AMOUNT BUDGETED	-	-
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	-	-
369.10-01 MISCELLANEOUS	ESTIMATED MISCELLANEOUS REVENUES ESTIMATED BLACK TIE GALA REVENUE	18,750 22,000	40,750
381.01-01 TRANSFERS FROM GENERAL	TRANSFER FROM GENERAL FUND	-	-
389.01-01 CONTRIBUTIONS FROM GEN FD	TRANSFERS FROM GENERAL FUND FINAL BALANCING CUT	112,571 (22,000)	90,571
389.40-00 GRANTS & DONATIONS-OTHER	NO AMOUNT BUDGETED	-	-
389.90-01 RETAINED EARNINGS	RETAINED EARNINGS ADDITION REDUCTION FOR SCISSOR LIFT ADDED FROM GS FINAL BALANCING CUT HEALTH INSURANCE ADJUSTMENT ADJUST	(86,095) (3,370) 2,299 7,000 1,791 73,046	(5,329)

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

**FUND 406
DEPT 75
DIVISION 01**

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

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>SALARIES AND BENEFITS</i>					
575.12-10	REGULAR SALARIES	31,583	107,794	170,020	57.73%
575.13-10	OTHER SALARIES & WAGES	-	-	-	0.00%
575.14-10	OVERTIME	7	6,965	6,965	0.00%
575.21-10	FICA / MED TAXES	2,320	8,624	12,851	49.01%
575.22-20	FL STATE RETIREMENT	2,278	8,622	13,681	58.68%
575.23-10	HEALTH INSURANCE	2,955	17,630	23,026	30.61%
575.23-15	DENTAL INSURANCE	198	908	1,196	31.72%
575.23-20	LIFE INSURANCE	176	443	834	88.26%
575.23-21	SHORT-TERM DISABILITY INS.	135	423	575	35.93%
575.23-30	DEPENDENT HEALTH INSURANCE	261	20,855	16,495	-20.91%
575.23-35	DEPENDENT DENTAL INSURANCE	40	1,221	1,787	46.36%
575.23-40	LONG TERM DISABILITY	81	280	381	36.07%
575.24-10	WORKERS' COMPENSATION	1,087	3,924	5,876	49.75%
575.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
* SALARIES AND BENEFITS		41,121	177,689	253,687	42.77%
<i>OPERATING EXPENDITURES</i>					
575.32-10	AUDITING SERVICES	-	2,100	3,205	52.62%
575.34-10	CONTRACTUAL SERVICES	1,410	15,949	24,000	50.48%
575.40-10	TRAVEL & PER DIEM	527	1,850	3,000	62.16%
575.41-10	TELEPHONE	610	4,280	1,289	-69.88%
575.41-25	COMMUNICATIONS-WEBSITE	-	-	1,750	100.00%
575.41-30	POSTAGE	-	3,000	1,000	-66.67%
575.43-10	ELECTRIC, WATER, GAS	11,363	27,341	44,234	61.79%
575.44-10	RENTALS & LEASES	-	5,000	5,000	0.00%
575.45-10	LIABILITY	638	1,743	2,004	14.97%
575.46-10	BUILDING	-	500	1,000	100.00%
575.46-15	EQUIPMENT	-	3,503	1,000	-71.45%
575.46-25	MISCELLANEOUS	-	-	-	0.00%
575.46-45	EXTERMINATING	-	1,850	1,850	0.00%
575.47-10	PRINTING & BINDING	3,573	5,000	6,000	20.00%
575.48-60	PROMOTIONAL ACTIVITIES	37,645	5,318	22,000	313.69%
575.49-10	ADVERTISING	4,623	30,000	29,000	-3.33%
575.49-32	CREDIT CARD PROCESSING	-	-	3,500	100.00%
575.51-10	OFFICE SUPPLIES	178	600	700	16.67%
575.52-10	OPERATING SUPPLIES	6,924	13,193	11,800	-10.56%
575.52-11	DURABLE GOODS	-	1,848	1,700	-8.01%
575.52-15	FUEL COSTS	582	1,370	1,370	0.00%
575.52-16	INVENTORY PURCHASES	-	-	5,000	100.00%
575.52-25	UNIFORMS	120	513	850	65.69%
575.54-10	BKS, PUB, SUB, MEM, LIB	20	1,000	1,400	40.00%
575.59-10	DEPRECIATION EXPENSE	229	-	-	0.00%
575.59-20	REIMBURSEMENT TO G/F	-	-	-	0.00%
* OPERATING EXPENSES		68,442	125,958	172,652	37.07%
<i>CAPITAL EXPENDITURES</i>					
575.62-20	BUILDINGS	-	-	35,000	100.00%
575.64-14	NEW COMPUTERS	-	1,807	1,807	0.00%
575.64-15	EQUIP - NEW	4,019	5,125	18,797	266.77%
572.64-23	SOFTWARE	5,690	-	-	0.00%

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

* CAPITAL EXPENDITURES	9,709	6,932	55,604	4
<i>DEBT SERVICE</i>				
575.69-99 ASSET RECLASSIFICATION	(9,709)			
575.71-05 OTHER	-	113,000	116,000	2.65%
575.72-05 OTHER	72,331	72,456	69,375	-4.25%
* DEBT SERVICE	62,622	185,456	185,375	-0.04%
 TOTAL	 181,894	 496,035	 667,318	 34.53%

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

FUND 406
DEPT 75
DIVISION 01

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

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
575.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	170,020	170,020
575.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	6,965	6,965
575.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	12,851	12,851
575.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	13,681	13,681
575.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	23,026	23,026
575.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,196	1,196
575.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	834	834
575.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	575	575
575.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	16,495	16,495
575.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,787	1,787
575.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	381	381
575.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	5,876	5,876
575.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	-	-
575.32-10 AUDITING SERVICES	AUDIT SERVICES-FINANCE ENTERED	3,205	3,205
575.34-10 CONTRACTUAL SERVICES	REDWIRE-FIRE/SECURITY ALARM SYSTEM MONITORING FEES ANNUAL FEES FOR MAINTENANCE, CABLE, AV SYSTEMS, SOFTWARE,PIANO TUNING/MAINTENANCE, ETC. FINAL BALANCING CUT	1,286 23,714 (1,000)	24,000
575.40-10 TRAVEL & PER DIEM	TRAINING,EMPLOYEE DEVELOPMENT- INCREASE DUE TO ADDITIONAL BRIDAL SHOWS & EMPLOYEE DEVELOPMENT FINAL BALANCING CUT	5,000 (2,000)	3,000
575.41-10 TELEPHONE	NEXTEL DOMS FAX	479 810	1,289
575.41-25 COMMUNICATIONS-WEBSITE	PAVILION WEBSITE	1,750	1,750
575.41-30 POSTAGE	POSTAGE	1,000	1,000
575.43-10 ELECTRIC, WATER, GAS	ELECTRIC WATER	29,702 9,712	44,234
575.44-10 RENTALS & LEASES	RENTALS & LEASES	5,000	5,000
575.45-10 LIABILITY	LIABILITY INSURANCE	2,004	2,004
575.46-10 BUILDING	GENERAL BUILDING REPAIR & MAINTENANCE EQUIPMENT ROOM TO BE BUILT ONTO THE SIDE OF THE EQUIPMENT GAZEBO LOCATED ON THE SHORE. CITY STAFF WILL PROVIDE IN-HOUSE LABOR FOR WIRING, SIDEWALKS, AND AIR CONDITIONING. THE ROOM WILL BE 20'X20' IN SIZE & WILL BE CONSTRUCTED FROM THE SAME MATERIALS AS THE EXISTING GAZEBO. TABLES, CHAIRS, EQUIPMENT, ETC. WILL BE STORED IN THIS BUILDING,AS CURRENT STORAGE CLOSETS ARE TOO SMALL. FINANCE MOVED TO NEW EQUIPMENT	1,000 35,000 (35,000)	1,000

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

FUND 406
DEPT 75
DIVISION 01

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

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
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	INCREASE DUE TO PRINTING OF SALES PACKET MATERIALS FINAL BALANCING CUT	7,000 (1,000)	6,000
575.48-60 SPONSORED EVENTS	BLACK TIE GALA EXPENSES OFFSET BY REVENUE RECEIVED FROM TICKETS	22,000	22,000
575.49-10 ADVERTISING	INCREASE DUE TO MORE EXPOSURE IN DIFFERENT MARKETS FINAL BALANCING CUT	35,000 (6,000)	29,000
575.49-32 CREDIT CARD PROCESSING	CREDIT CARD PROCESSING FEES FINANCE CORRECTED	1,467 2,033	3,500
575.51-10 OFFICE SUPPLIES	OFFICE SUPPLIES	700	700
575.52-10 OPERATING SUPPLIES	CLEANING SUPPLIES, BATHROOM SUPPLIES, CHEMICALS, HOSTING SUPPLIES FOR SEMINARS/CONFERENCES (BOTTLED WATER,CANDY,PAPER NAPKINS,ETC.) COPY PAPER, INK CARTRIDGES FOR PRINTER	11,800	11,800
575.52-11 DURABLE GOODS	DIGITAL INFORMATION BOARD MULTIFUNCTIONAL PRINTER FOR ASSOCIATES PIER LIGHTING DESKS FOR ASSOCIATES	500 400 500 300	1,700
575.52-15 FUEL COSTS	FUEL COSTS	1,370	1,370
575.52-16 INVENTORY PURCHASES	RESALEABLE INVENTORY- T-SHIRTS, BRANDED PICTURE FRAMES, USBS, SOMETHING "BLUE", TOILETRY KITS, GREETING CARDS, CAKE KNIVES, ETC. FINAL BALANCING CUT	10,000 (5,000)	5,000
575.52-25 UNIFORMS	INCREASE DUE TO ADDITIONAL ASSOCIATES & WEATHER GEAR	850	850
575.54-10 BKS, PUB, SUB, MEM, LIB	MEETING PROFESSIONALS INTERNATIONAL FLORIDA SOCIETY OF ASSOCIATION EXECUTIVES AMERICAN SOCIETY OF ASSOCIATION EXECUTIVES ASSOCIATION OF BRIDAL CONSULTANTS PROFESSIONAL MAGAZINES	1,400	1,400
575.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
575.62-20 BUILDINGS	EQUIPMENT ROOM TO BE BUILT ONTO THE SIDE OF THE EQUIPMENT GAZEBO LOCATED ON THE SHORE. CITY STAFF WILL PROVIDE IN-HOUSE LABOR FOR WIRING, SIDEWALKS, AND AIR CONDITIONING. THE ROOM WILL BE 20'X20' IN SIZE & WILL BE CONSTRUCTED FROM THE SAME MATERIALS AS THE EXISTING GAZEBO. TABLES, CHAIRS, EQUIPMENT, ETC. WILL BE STORED IN THIS BUILDING,AS CURRENT STORAGE CLOSETS ARE TOO SMALL. FINANCE MOVED FROM BUILDING REPAIR 46-10	35,000	35,000
575.64-14 EQUIP - NEW COMPUTERS	ADDITIONAL COMPUTERS FOR ASSOCIATES	1,807	1,807
575.64-15 EQUIP - NEW	3 ADDITIONAL SECURITY CAMERAS INFORMATIONAL KIOSK SCISSOR LIFT MOVED FROM GS BUDGET	4,500 11,998 2,299	18,797
575.64-23 SOFTWARE	NO AMOUNT BUDGETED	-	-

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

FUND 406
 DEPT 75
 DIVISION 01

PAVILION FUND
 DEPARTMENT/DIVISION ESTABLISHED FY 2013

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
575.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-
575.71-05 OTHER	PAVILION PRINCIPAL 2-1-15	116,000	116,000
575.72-05 OTHER	PAVILION		69,375
	INTEREST 2-1-16	35,468	
	INTEREST 8-1-16	33,907	

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WATER/WASTEWATER IMPACTS

FUND 441

Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Water-33				
Operating Expenses	161,180	100,000	100,000	0.00%
Capital Expenses	-	131,500	246,500	87.45%
Debt	-	-	-	0.00%
Total Water	161,180	231,500	346,500	49.68%
Wastewater-35				
Operating Expenses	240,624	100,000	100,000	0.00%
Capital Expenses	-	1,031,203	668,500	-35.17%
Debt	-	-	-	0.00%
Total Wastewater	240,624	1,131,203	768,500	-32.06%
Grand Total W/WW Impacts	\$ 401,804	\$ 1,362,703	\$ 1,115,000	-18.18%
<i>Category Summary</i>				
Operating Expenses	401,804	200,000	200,000	0.00%
Capital Expenses	-	1,162,703	915,000	-21.30%
Debt	-	-	-	0.00%
Grand Total W/WW Impacts	\$ 401,804	\$ 1,362,703	\$ 1,115,000	-18.18%

FUND 441
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

WATER/WASTEWATER IMPACT FEE REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	ESTIMATED REVENUE 2015-2016	% CHANGE OVER FY 14-15
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	-	-	0.00%
361.10-02	SBA INTEREST	3,036	2,979	2,979	0.00%
361.10-08	INVESTMENT	-	-	-	0.00%
*	INTEREST INCOME	3,036	2,979	2,979	0.00%
363.29-01	WATER IMPACT FEES	378,180	500,000	500,000	0.00%
363.29-02	SEWER IMPACT FEES	603,822	600,000	600,000	0.00%
363.29-91	PIONEER CREDITS	-	-	-	0.00%
363.29-92	CRA CREDITS-WATER	(187,533)	-	-	0.00%
363.29-93	CRA CREDITS-SEWER	(320,834)	-	-	0.00%
367.02-00	UNREALIZED GAIN ON INVEST.	2,379	-	-	0.00%
369.10-01	MISCELLANEOUS	-	-	-	0.00%
*	IMPACT FEE INCOME	476,014	1,100,000	1,100,000	0.00%
**	TOTAL INTEREST & OTHER INCOME	479,050	1,102,979	1,102,979	0.00%
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	-	-	-	0.00%
389.90-01	RETAINED EARNINGS	-	513,618	12,021	-97.66%
*	APPROPRIATED RESERVES	-	513,618	12,021	-97.66%
**	TOTAL OTHER SOURCES	-	513,618	12,021	-97.66%
TOTAL WATER/WASTEWATER IMPACTS		479,050	1,616,597	1,115,000	-31.03%

FUND 441
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

WATER/WASTEWATER IMPACT FEE REVENUES

ACCOUNT DESCRIPTION		COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
361.10-02	SBA INTEREST	INTEREST INCOME	2,979	2,979
363.29-01	WATER IMPACT FEES	ESTIMATED WATER IMPACT FEES	500,000	500,000
363.29-02	SEWER IMPACT FEES	ESTIMATED SEWER IMPACT FEES	600,000	600,000
363.29-92	CRA CREDITS-WATER	NO AMOUNT BUDGETED	-	-
363.29-93	CRA CREDITS-SEWER	NO AMOUNT BUDGETED	-	-
367.02-00	UNREALIZED GAIN ON INVEST	NO AMOUNT BUDGETED	-	-
389.90-01	RETAINED EARNINGS	APPROPRIATED RESERVES	12,021	12,021

FUND 441
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

WATER/WASTEWATER IMPACT FEE EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
3301-WATER TREATMENT					
<i>OPERATING EXPENDITURES</i>					
533.59-10	DEPRECIATION EXPENSE	61,180	-	-	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	41,964	131,500	246,500	87.45%
533.69-98	ASSET RECLASS-CIP	(41,964)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	131,500	246,500	87.45%
TOTAL	3301-WATER TREATMENT	161,180	231,500	346,500	49.68%
3302-WATER DISTRIBUTION					
<i>OPERATING EXPENDITURES</i>					
533.59-10	DEPRECIATION EXPENSE	1,621	-	-	0.00%
*	OPERATING EXPENDITURES	1,621	-	-	0.00%
<i>CAPITAL EXPENDITURES</i>					
533.64-25	FUTURE PROJECTS	41,964	253,894	-	-100.00%
533.69-98	ASSET RECLASS-CIP	(41,964)	-	-	-
*	CAPITAL EXPENDITURES	-	253,894	-	-100.00%
TOTAL	3302-WATER DISTRIBUTION	1,621	253,894	-	-100.00%
3501-WASTEWATER TREATMENT					
<i>OPERATING EXPENDITURES</i>					
535.34-10	CONTRACTUAL SERVICES	-	-	-	0.00%
535.52-99	PRIOR YEAR EXPENSE	-	-	-	0.00%
535.59-10	DEPRECIATION EXPENSE	140,624	-	-	0.00%
535.59-70	TRANSFER TO SRF LOAN DEBT	100,000	100,000	100,000	0.00%
*	OPERATING EXPENDITURES	240,624	100,000	100,000	0.00%
<i>CAPITAL EXPENDITURES</i>					
535.64-25	FUTURE PROJECTS	210,943	1,013,697	668,500	-34.05%
535.69-98	ASSET RECLASS-CIP	(121,219)	-	-	0.00%
535.69-99	ASSET RECLASSIFICATION	(89,724)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	1,013,697	668,500	-34.05%
TOTAL	3501-WASTEWATER TREATMENT	240,624	1,113,697	768,500	-31.00%
3504-WASTEWATER COLLECTION					
<i>CAPITAL EXPENDITURES</i>					
535.64-25	FUTURE PROJECTS	39,168	17,506	-	-100.00%
535.69-98	ASSET RECLASS-CIP	(39,168)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	17,506	-	-100.00%
TOTAL	3504-WASTEWATER COLLECTION	-	17,506	-	-100.00%
TOTAL WATER/WASTEWATER IMPACTS		403,425	1,616,597	1,115,000	-31.03%

FUND 441
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

WATER/WASTEWATER IMPACT FEE EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
TREATMENT			
533.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
533.59-70 TRANSFER TO SRF LOAN DEBT	TRANSFER TO SRF LOAN DEBT 78905P	100,000	100,000
533.64-25 FUTURE PROJECTS	DESIGN OF DAVID WALKER 16" WATER MAIN EXTENSION: DAVID WALKER DR, EAST ON OLD 441 TO BAY RD, CITY LIMITS (ROLLOVER)	130,000	246,500
	DESIGN OF 12" WATER MAIN FROM DAVID WALKER RD TO MERRY RD TO PROVIDE FIRE SUPPLY TO SHANTINIKITAN FINAL PHASE - CONSTRUCTION COSTS (ROLLOVER)	16,500	
	ISBA MASTER PLAN - 441 COORIDOR TO LEESBURG	100,000	
DISTRIBUTION			
533.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
533.64-25 FUTURE PROJECTS	DESIGN OF DAVID WALKER 10" WATER MAIN EXTENSION DAVID WALKER RD TO BAY RD	250,000	-
	LANE PARK WATER & REUSE SERV AREA- ENGINEERING, PERMITTING, CONSTRUCTION ADMIN, AND PROJECT SURVEY	106,600	
	CRA WATER LINE IMPROVEMENTS	600,000	
	FINAL BALANCING CUT	(956,600)	
533.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-
WASTEWATER TREATMENT			
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
535.59-70 TRANSFER TO SRF LOAN DEBT	TRANSFER TO SRF LOAN DEBT 78905P	100,000	100,000
535.64-25 FUTURE PROJECTS	ISBA STUDY: EXTENSION OF WATER & SEWER LINES THROUGHOUT THE CITY AND NEIGHBORING PROPERTIES	100,000	668,500
	DESIGN OF DAVID WALKER 16" FORCE MAIN EXTENSION: DAVID WALKER DR, EAST ON OFL 441 TO BAY RD, CITY LIMITS	115,000	
	WOODLEA WWTF UPGRADES	350,000	
	DESIGN OF EQUALIZATION TANK	103,500	
535.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-
535.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-
WASTEWATER COLLECTION			
535.64-25 FUTURE PROJECTS	CRA WASTEWATER LINE IMPROVEMENTS	1,000,000	-
	SEWER IMPROVEMENT ON BURLEIGH BLVD	56,906	
	LANE PARK SEWER SERVICE AREA - DESIGN	78,000	
	LS 49 UPGRADES: INCLUDES UPGRADE TO MT. HOMER RD FORCE MAIN TO CAROLINE PLANT - CONSTRUCTION	1,000,000	
	LANE PARK SEWER SERVICE AREA - FORCE MAIN, PUMP STATION - CONSTRUCTION	300,000	
	FINAL BALANCING CUT	(2,434,906)	
535.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-

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WATER/WASTEWATER RENEWAL/ REPLACEMENT/ INVESTMENT FUND

FUND 443

Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Water-33				
Capital Expenses	-	30,000	50,000	66.67%
Total Water	-	30,000	50,000	66.67%
Wastewater-35				
Operating Expenses	-	57,200	57,200	
Capital Expenses	15,265	317,200	247,200	-22.07%
Total Wastewater	15,265	317,200	247,200	-22.07%
Grand Total W/WW RR&I	\$ 15,265	\$ 347,200	\$ 297,200	-14.40%
<i>Category Summary</i>				
Operating Expenses	-	57,200	57,200	0.00%
Capital Expenses	15,265	347,200	297,200	-14.40%
Grand Total W/WW Impacts	\$ 15,265	\$ 347,200	\$ 297,200	-14.40%

FUND 443
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

WATER/WASTEWATER RRI FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-215</u>	<u>ESTIMATED REVENUE 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	-	-	0.00%
361.10-02	SBA INTEREST	-	-	-	0.00%
*	INTEREST INCOME	-	-	-	0.00%
**	TOTAL INTEREST & OTHER INCOME	-	-	-	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	-	433,200	(2,800)	-100.65%
*	APPROPRIATED RESERVES	-	433,200	(2,800)	-100.65%
**	TOTAL OTHER SOURCES	300,000	733,200	297,200	-59.47%
TOTAL WATER/WW RRI FUND		300,000	733,200	297,200	-59.47%

FUND 443
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

WATER/WASTEWATER RRI FUND REVENUE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
381.04-01 TRANSFERS FROM WATER/SEWR	TRANSFER FROM WATER	150,000	300,000
	TRANSFER FROM WASTEWATER	150,000	
389.90-00 APPROPRIATED RESERVES	APPROPRIATED RESERVES	(2,800)	(2,800)

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DEPT See Below
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CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

WATER/WASTEWATER RRI FUND EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
3301-WATER TREATMENT					
<i>CAPITAL EXPENDITURES</i>					
533.64-10	EQUIP - REPLACEMENT	-	30,000	30,000	0.00%
*	CAPITAL EXPENDITURES	-	30,000	30,000	0.00%
TOTAL	3301-WATER TREATMENT	-	30,000	30,000	0.00%
3302-WATER DISTRIBUTION					
<i>CAPITAL EXPENDITURES</i>					
533.64-25	FUTURE PROJECTS	6,569	249,000	20,000	-91.97%
533.69-98	ASSET RECLASS-CIP	(6,569)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	249,000	20,000	-91.97%
TOTAL	3302-WATER DISTRIBUTION	-	249,000	20,000	-91.97%
3501-WASTEWATER TREATMENT					
<i>OPERATING EXPENDITURES</i>					
535.59-10	DEPRECIATION EXPENSE	15,265	-	-	0.00%
*	OPERATING EXPENDITURES	15,265	-	-	0.00%
<i>CAPITAL EXPENDITURES</i>					
535.64-10	EQUIP - REPLACEMENT	-	57,200	57,200	0.00%
535.64-15	EQUIP - NW	-	75,000	-	-100.00%
535.64-25	FUTURE PROJECTS	85,130	185,000	90,000	-51.35%
535.69-98	ASSET RECLASS-CIP	(1,790)	-	-	0.00%
535.69-99	ASSET RECLASSIFICATION	(83,340)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	317,200	147,200	-53.59%
TOTAL	3501-WASTEWATER TREATMENT	15,265	317,200	147,200	-53.59%
3504-WASTEWATER COLLECTION					
<i>CAPITAL EXPENDITURES</i>					
535.64-10	EQUIP - REPLACEMENT	-	20,000	20,000	0.00%
535.64-15	EQUIP - NW	-	40,000	40,000	0.00%
535.64-25	FUTURE PROJECTS	-	57,000	40,000	-29.82%
535.69-98	ASSET RECLASSIFICATION	-	20,000	-	-100.00%
*	CAPITAL EXPENDITURES	-	137,000	100,000	-27.01%
TOTAL	3504-WASTEWATER COLLECTION	-	137,000	100,000	-27.01%
TOTAL W/WW RRI FUND EXPENSES		15,265	733,200	297,200	-59.47%

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CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

WATER/WASTEWATER RRI EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
TREATMENT			
533.64-10 EQUIP - REPLACEMENT	PLANTS EMERGENCY REPLACEMENT PUMPS - CONTINGENCY		30,000
	REPLACEMENT OF PLANT PUMPS FOR PLANTS #1-4	15,000	
	PLANTS EMERGENCY REPLACEMENT MOTORS - CONTINGENCY		
	REPLACEMENT OF PLANT MOTORS FOR PLANTS #1-4	15,000	
DISTRIBUTION			
533.64-25 FUTURE PROJECTS	12" WATER MAIN LINE - 1700 LF MAIN ST & DISSTON AVE, LAKE DORA DR & DORA AVE	104,000	20,000
	ENG DESIGN & CONST - 12" WATER MAIN EXTENSION		
	FINAL BALANCING CUT	(104,000)	
	DORA AVE, ALFRED TO DORA AVE & CAROLINE ST	125,000	
	FINAL BALANCING CUT	(125,000)	
	ENG DESIGN - 8" WATER MAIN LINE: DORA AVE & NORTH AVE TO NORTH AVE & SHERMAN AVE & PINE AVE - THIS WILL ELIMINATE EXISTING 6" & 2" BETWEEN DORA AVE AND PINE AVE	20,000	
	LAKE FRANCES SEWER UPGRADES - DESIGN (SRF FUNDING)	401,000	
	FINAL BALANCING CUT	(401,000)	
	LAKE FRANCES SEWER UPGRADES - CONSTRUCTION (SRF)	3,646,000	
	FINAL BALANCING CUT	(3,646,000)	
533.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-
WASTEWATER TREATMENT			
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
535.64-10 EQUIP - REPLACEMENT	REPLACEMENT OF MOTORS, PUMPS ETC AT WWTP & CAROLINE PLANT	36,000	57,200
	BREAKERS & DRIVES	20,000	
	REPLACE WORN DIGESTER AIR DIFFUSERS	1,200	
535.64-15 EQUIP - NEW	WWTP GENERATOR	20,000	-
	FINAL BALANCING CUT	(20,000)	
535.64-25 FUTURE PROJECTS	DIGESTER BLOWER REPLACEMENT - YR 5 OF 5 YR PROGRAM	50,000	90,000
	MIXERS FOR CAROLINE PLANT	40,000	
535.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-
535.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-
WASTEWATER COLLECTION			
535.64-10 EQUIP - REPLACEMENT	REPLACEMENT PUMPS FOR LIFTSTATIONS	20,000	20,000
535.64-15 EQUIP - NEW	PUMPS FOR LIFTSTATIONS UPGRADES	40,000	40,000
535.64-25 FUTURE PROJECTS	REHAB LS 5: PIPING, VALVES, FITTINGS, BASE, ELBOWS, AND RAILS	40,000	40,000
	REHAB LS 9: PIPING, VALVES, FITTINGS, BASE, ELBOWS, AND RAILS	40,000	
	REHAB LS 7: PIPING, VALVES, FITTINGS, BASE, ELBOWS, AND RAILS	40,000	
	FINAL BALANCING CUT	(80,000)	
535.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

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SRF LOAN CONSTRUCTION

FUND 444

Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Wastewater-35				
Operating Expenses	80,379	-	-	0.00%
Capital Expenses	(12,675)	2,151,817	-	-100.00%
Debt	-	-	-	0.00%
Grand Total SRF Loan	\$ 67,704	\$ 2,151,817	\$ -	-100.00%

FUND 444
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

SRF LOAN CONSTRUCTION REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-215</u>	<u>ESTIMATED REVENUE 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>GRANTS - FEDERAL AND STATE</i>					
331.35-10	SRF/ARRA GRANT	-	-	-	0.00%
334.35-00	WATER & SEWER UTILITY	235,680	-	-	0.00%
**	TOTAL GRANTS	<u>235,680</u>	-	-	0.00%
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	-	-	0.00%
384.10-00	BANK LOANS	-	-	-	0.00%
384.10-01	SRF-ARRA	-	-	-	0.00%
384.10-06	SRF - CRA WATER	-	1,030,422	-	-100.00%
384.10-07	SRF CRA SEWER	-	-	-	0.00%
**	TOTAL INTEREST & OTHER INCOME	-	<u>1,030,422</u>	-	-100.00%
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	-	-	-	0.00%
389.90-01	RETAINED EARNINGS	-	2,334,531	-	-100.00%
**	TOTAL OTHER SOURCES	-	<u>2,334,531</u>	-	-100.00%
TOTAL SRF LOAN CONSTRUCTION		<u>235,680</u>	<u>3,364,953</u>	<u>-</u>	<u>-100.00%</u>

FUND 444
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016

SRF LOAN CONSTRUCTION REVENUE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
334.35-00 WATER & SEWER UTILITY	NO AMOUNT BUDGETED	-	-
384.10-06 SRF - CRA WATER	NO AMOUNT BUDGETED	-	-
389.90-01 RETAINED EARNINGS	NO AMOUNT BUDGETED	-	-

FUND 444
 DEPT SEE BELOW
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CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

SRF LOAN CONSTRUCTION EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
3301-WATER TREATMENT					
OPERATING EXPENDITURES					
533.52-10	OPERATING SUPPLIES	-	-	-	0.00%
533.59-10	DEPRECIATION EXPENSE	80,337	-	-	0.00%
*	OPERATING EXPENDITURES	80,337	-	-	0.00%
CAPITAL EXPENDITURES					
533.65-35	WATER PLANT IMPROVEMENTS	-	-	-	0.00%
*	CAPITAL EXPENDITURES	-	-	-	0.00%
TOTAL	3301-WASTEWATER TREATMENT	80,337	-	-	0.00%
3302-WATER DISTRIBUTION					
OPERATING EXPENDITURES					
533.59-10	DEPRECIATION EXPENSE	42	-	-	0.00%
*	OPERATING EXPENDITURES	42	-	-	0.00%
CAPITAL EXPENDITURES					
533.65-81	CRA REHAB-SRF	4,502,452	2,151,817	-	-100.00%
533.69-98	ASSET RECLASS-CIP	(4,477,102)	-	-	0.00%
533.69-99	ASSET RECLASSIFICATION	(12,675)	-	-	0.00%
535.65-81	CRA REHAB-SRF	-	-	-	0.00%
*	CAPITAL EXPENDITURES	12,675	2,151,817	-	-100.00%
TOTAL	3302-WATER DISTRIBUTION	12,717	2,151,817	-	-100.00%
3501-WASTEWATER TREATMENT					
OPERATING EXPENDITURES					
535.52-10	OPERATING SUPPLIES	-	-	-	0.00%
535.59-10	DEPRECIATION EXPENSE	501,610	-	-	0.00%
*	OPERATING EXPENDITURES	501,610	-	-	0.00%
CAPITAL EXPENDITURES					
535.65-70	WATER PLANT IMPROVEMENTS	67,549	112,154	-	-100.00%
*	CAPITAL EXPENDITURES	67,549	112,154	-	-100.00%
DEBT SERVICE					
535.65-75	D/S PRIN SRF LOAN	-	-	-	0.00%
535.69-98	ASSET RECLASS-CIP	-	-	-	0.00%
*	DEBT SERVICE	-	-	-	0
OTHER SOURCES					
535.72-75	D/S INT SRF LOAN	-	-	-	0.00%
*	OTHER SOURCES	-	-	-	0
TOTAL	3501-WASTEWATER TREATMENT	569,159	112,154	-	-100.00%

FUND 444
 DEPT SEE BELOW
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CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

SRF LOAN CONSTRUCTION EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-2015	PROPOSED BUDGET 2015-2016	% CHANGE OVER FY 14-15
3502-REUSE					
<i>CAPITAL EXPENDITURES</i>					
535.65-35	WATER PLANT IMPROVEMENTS	-	-	-	0.00%
535.65-71	SRF RECLAIM - PHASE I	-	-	-	0.00%
535.65-72	SRF RECLAIM PHASE II	913,432	142,914	-	-100.00%
535.65-75	D/S PRIN SRF LOAN	-	-	-	0.00%
535.69-98	ASSET RECLASS-CIP	(913,432)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	142,914	-	-100.00%
<i>OTHER SOURCES</i>					
535.71-78	SRF RECLAIM PH 1 LOAN	-	-	-	0.00%
535.72-77	SRF RECLAIM PHASE 1	-	-	-	0.00%
*	OTHER SOURCES	-	-	-	0.00%
TOTAL	3502-REUSE	-	142,914	-	-100.00%
3504-COLLECTION					
<i>CAPITAL EXPENDITURES</i>					
535.65-81	CRA REHAB-SRF	4,153,959	932,015	-	-100.00%
535.69-98	ASSET RECLASS-CIP	(4,234,183)	-	-	0.00%
*	CAPITAL EXPENDITURES	(80,224)	932,015	-	-100.00%
TOTAL	3504-COLLECTION	(80,224)	932,015	-	-100.00%
3801-STORMWATER					
<i>CAPITAL EXPENDITURES</i>					
538.64-25	FUTURE PROJECTS	216,834	26,053	-	-100.00%
535.69-98	ASSET RECLASS-CIP	(216,834)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	26,053	-	-100.00%
TOTAL	3801-STORMWATER	-	26,053	-	-100.00%
TOTAL SRF LOAN		581,989	3,364,953	-	-100.00%

FUND 444
 DEPT SEE BELOW
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CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

SRF LOAN CONSTRUCTION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
TREATMENT			
533.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
DISTRIBUTION			
533.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
533.65-81 CRA REHAB-SRF	NO AMOUNT BUDGETED	-	-
533.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-
533.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-
WASTEWATER TREATMENT			
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
535.65-70 SRF LOAN WWTP EXPANSION	NO AMOUNT BUDGETED	-	-
RE-USE			
535.65-72 SRF RECLAIM PHASE II	NO AMOUNT BUDGETED	-	-
535.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-
WASTEWATER COLLECTION			
535.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-
535.65-81 CRA REHAB-SRF	NO AMOUNT BUDGETED	-	-
535.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-
STORMWATER			
538.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-
538.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-

SRF LOAN DEBT FUND

FUND 445

Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Public Works Admin-36				
Operating Expenses	-	-	-	0.00%
Capital Expenses	-	-	-	0.00%
Debt	420,706	1,416,063	1,802,063	27.26%
Grand Total SRF Debt	\$ 420,706	\$ 1,416,063	\$ 1,802,063	27.26%

FUND 445
 DEPT 00
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CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

SRF LOAN DEBT SERVICE REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-215</u>	<u>ESTIMATED REVENUE 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	1	10	-	-100.00%
**	TOTAL INTEREST & OTHER INCOME	<u>1</u>	<u>10</u>	<u>-</u>	<u>-100.00%</u>
<i>OTHER SOURCES</i>					
381.04-01	TRANSFERS FROM WATER/SEWER	547,392	1,505,649	1,602,063	6.40%
381.04-03	TRANSFERS FROM STORM WATER	-	10,392	-	-100.00%
381.04-04	TRANSFERS FROM IMPACT FEE	200,000	200,000	200,000	0.00%
*	TRANSFERS IN	747,392	1,716,041	1,802,063	5.01%
389.90-01	RETAINED EARNINGS	-	(299,988)	-	N/A
*	APPROPRIATED RESERVES	-	(299,988)	-	N/A
**	TOTAL OTHER SOURCES	<u>747,392</u>	<u>1,416,053</u>	<u>1,802,063</u>	<u>27.26%</u>
TOTAL SRF LOAN DEBT SERVICE		<u>747,393</u>	<u>1,416,063</u>	<u>1,802,063</u>	<u>27.26%</u>

FUND 445
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

SRF LOAN DEBT SERVICE REVENUE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	-	-
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	-	-
381.04-01 TRANSFERS FROM WATER/SEWR	TRANSFER TO SRF DEBT FUND-WW AMT. 78905P (\$678,856-\$200,000 FROM W/WWW IMPACTS D/S PAYMENTS DUE 10-15-15 & 4-15-16	478,856	1,602,063
	TRANSFER TO SRF DBT SVC FUND PRE-CONST RECLAIM 50% WATER-50% SEWER WW789060 PAYMENTS DUE 10-15-15 & 4-15-16	57,458	
	TRANSFER FROM SRF DEBT SERVICE FUND ARRA WATER PLANT FROM WATER ONLY DW350301 PAYMENT DUE 11-15-15 & 5-15-16	24,169	
	TNSFR TO SRF DBT SVC FUND ECLAIM PHASE1-1350910 50%FROM WATER - 50% FROM SEWER PAYMENTS DUE 10-15-15 & 4-15-16	164,944	
	TRANSFER TO SRF DBT SVC FUND RECLAIM PHSE 2 & 3 50% FROM WATER-50% FROM SEWER 35092- D/S PAYMENTS DUE 10-15-15 & 4-15-16	203,202	
	TRANSFER TO SRF DBT SVC FUND POTABLE WATER DIST SYSTEM UPGRADE DW350930 D/S PAYMENTS DUE 10-15-15 & 4-15-16	377,032	
	TRANSFER TO SRF DBT SVC FUNDS SEWER REHAB DP350900 D/S DUE 10-15-15 & 4-15-16	296,402	
381.04-03 TRANSFERS FROM STORMWATER	TRANSFER FROM STORMWATER FOR SRF D/S PAYMENT FOR LOAN SW380940 PYMT DUE 12-15-15 & 6-1 NOT DUE UNTIL 2017	15,576 (15,576)	-
381.04-04 TRANSFERS FROM IMPACT FEE	TRANSFER FROM WATER IMPACTS TRANSFERS FROM SEWER IMPACTS	100,000 100,000	200,000
389.90-01 RETAINED EARNINGS	NO AMOUNT BUDGETED	-	-

FUND 445
 DEPT 36
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

SRF LOAN DEBT SERVICE EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>DEBT SERVICE</i>					
536.71-75	D/S PRINCIPAL SRF LOAN	-	1,104,692	1,498,796	35.68%
536.72-75	D/S INTEREST SRF LOAN	405,705	311,371	303,267	-2.60%
536.73-10	DEBT SERVICE COSTS	15,001	-	-	0.00%
*	DEBT SERVICE	<u>420,706</u>	<u>1,416,063</u>	<u>1,802,063</u>	<u>27.26%</u>
TOTAL PUBLIC WORKS ADMIN		<u>420,706</u>	<u>1,416,063</u>	<u>1,802,063</u>	<u>27.26%</u>

FUND 445
 DEPT 36
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

SRF LOAN DEBT SERVICE EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
536.71-75 D/S PRIN SRF LOAN	PRINCIPAL PAYMENTS-SRF LOAN WW-78905P WW PLANT)		1,498,796
	PRINCIPAL 12-15-15	218,218	
	PRINCIPAL 6-15-16	220,635	
	PRINCIPAL PAYMENTS-SRF REUSE PER CONSTUCTION LOAN NUMBER WW-789060 (AMORTIZATION NOT RECD)		
	PRINCIPAL:10-15-15	28,729	
	PRINCIPAL: 4-15-16	28,729	
	PRINCIPAL PAYMENTS-SRF/ARRA LOAN-WTP UPGRADES LOAN NUMBER DW350301		
	PRINCIPAL:11-15-15	7,939	
	PRINCIPAL: 5-15-16	8,051	
	PRINCIPAL PAYMENTS-SRF REUSE PHASE 1 WW 350910		
	PRINCIPAL: 10-15-15	54,606	
	PRINCIPAL: 4-15-16	55,253	
	PRINCIPAL PAYMENTS-SRF REUSE PHASE 2 & 3 WW350920		
	PRINCIPAL:10-15-15 (NO AMORT SCH RECD)	101,601	
	PRINCIPAL: 4-15-16	101,601	
	PRINCIPAL PAYMENTS-CLEAN WATER (CRA) DW350930		
	PRINCIPAL 10-15-15	188,516	
	PRINCIPAL: 4-15-16 (NO AMORT SCH RECD)	188,516	
	PRINCIPAL PAYMENTS-SRF LOAN DP350900 SEWER REHAB (CRA) (NO AMORT SCH RECD)		
	PRINCIPAL: 10-15-15	148,201	
	PRINCIPAL 4-15-16	148,201	
	PRINCIPAL PAYMENTS -SRF LOAN SW380940 NO AMORTIZATION SCHEDULE		
	PRINCIPAL: 10-15-15	7,788	
	PRINCIPAL: 6-15-16	7,788	
	NOT DUE UNTIL 2017	(15,576)	
536.72-75 D/S INT SRF LOAN	INTEREST PAYMENTS-SRF LOAN WWW78905P WW PLANT		303,267
	INTEREST: 12-15-15	121,211	
	INTEREST: 06-15-16	118,793	
	INTEREST PAYMENTS-SRF/ARRA WTP UPGRADES WW350301		
	INTEREST: 11-15-15	4,145	
	INTEREST: 05-15-16	4,033	
	INTEREST PAYMENTS-SRF REUSE PHASE 1 WW350910		
	INTEREST: 10-15-15	27,866	
	INTEREST: 04-15-16	27,219	
536.73-10 DEBT SERVICE COSTS	NO AMOUNT BUDGETED	-	-

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SUNSET VIEW PROJECT FUND

FUND 447

Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Water Treatment				
Operating Expenses	-	-	-	0.00%
Capital Expenses	-	319,948	-	0.00%
Debt	-	38,000	109,852	189.08%
Total Water Treatment	-	357,948	109,852	-69.31%
Wastewater Treatment				
Operating Expenses	20,605	-	-	0.00%
Capital Expenses	-	763,352	-	0.00%
Debt	-	-	-	0.00%
Total Wastewater Treatment	20,605	763,352	-	0.00%
Grand Total Sunset View	\$ 20,605	\$ 1,121,300	\$ 109,852	-90.20%

FUND 447
 DEPT 00
 DIVISION 00

SUNSET VIEW PROJECT FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-215</u>	<u>ESTIMATED REVENUE 2015-2016</u>
<i>SUNSET VIEW PROJECT ASSESSMENTS</i>				
325.10-01	SUNSET VIEW PROJECT	-	-	109,852
**	TOTAL ASSESSMENTS	-	-	109,852
<i>INTEREST & OTHER INCOME</i>				
361.10-01	INTEREST INCOME	-	-	-
**	TOTAL INTEREST & OTHER INCOME	-	-	-
<i>OTHER SOURCES</i>				
381.04-01	TRANSFERS FROM WATER/SEWER	-	21,300	-
381.04-03	TRANSFERS FROM STORM WATER	-	-	-
381.04-04	TRANSFERS FROM IMPACT FEE	-	-	-
*	TRANSFERS IN	-	21,300	-
384.10-00	BANK LOANS	-	1,100,000	-
*	BANK LOANS	-	1,100,000	-
389.90-01	RETAINED EARNINGS	-	-	-
*	APPROPRIATED RESERVES	-	-	-
**	TOTAL OTHER SOURCES	-	1,121,300	-
TOTAL SUNSET VIEW REVENUE		-	1,121,300	109,852

% CHANGE
OVER FY 14-15

100.00%
100.00%

0.00%
0.00%

-100.00%
0.00%
0.00%
-100.00%
-100.00%
-100.00%
0.00%
0.00%
-100.00%
-90.20%

FUND 447
DEPT 00
DIVISION 00

SUNSET VIEW PROJECT FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
325.10-01 SUNSET VIEW PROJECT	ESTIMATED SPECIAL ASSESSMENTS	109,852	109,852
381.04-01 TRANSFERS FROM WATER/SEWR	NO AMOUNT BUDGETED	-	-
384.10-00 BANK LOANS	NO AMOUNT BUDGETED	-	-
389.90-01 RETAINED EARNINGS	NO AMOUNT BUDGETED	-	-

FUND 447
 DEPT 33
 DIVISION 01

SUNSET VIEW PROJECT FUND EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>CAPITAL EXPENDITURES</i>					
533.65-31	SUNSET VIEW CAPITAL LINE	-	319,948	-	-100.00%
533.69-98	ASSET RECLASS-CIP	-	-	-	0.00%
* CAPITAL EXPENDITURES		-	319,948	-	-100.00%
<i>DEBT SERVICE</i>					
533.71-41	SUNSET VIEW SPEC ASSESS	-	-	82,000	100.00%
533.72-41	SUNSET VIEW SPEC ASSESS	-	-	27,852	
533.73-41	SUNSET VIEW SPEC ASSESS	-	38,000	-	-100.00%
* DEBT SERVICE		-	38,000	109,852	189.08%
TOTAL SUNSET VIEW EXPENDITURES		-	357,948	109,852	-69.31%

FUND 447
 DEPT 33
 DIVISION 01

SUNSET VIEW PROJECT FUND EXPENSES

ACCOUNT DESCRIPTION		COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
533.65-31	SUNSET VIEW CAPITAL LINE	NO AMOUNT BUDGETED	-	-
533.69-98	ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-
533.71-41	SUNSET VIEW SPEC ASSESSME	SUNSET VIEW / THREE LAKES DEBT PRINCIPAL 10-1-15	82,000	82,000
533.72-41	SUNSET VIEW SPEC ASSESS	SUNSET VIEW / THREE LAKES INTEREST INTEREST 10-1-15 INTEREST 4-1-16	14,465 13,387	27,852
533.73-41	SUNSET VIEW SPEC ASSESS	NO AMOUNT BUDGETED	-	-

FUND 447
 DEPT 35
 DIVISION 01

SUNSET VIEW PROJECT FUND EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>OPERATING EXPENDITURES</i>					
535.31-15	ENGINEERING	20,605	-	-	0.00%
535.31-60	PERMIT & COMPLIANCE FEES	-	-	-	
535.59-10	DEPRECIATION EXPENSE	-	-	-	0.00%
*	OPERATING EXPENDITURES	<u>20,605</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<i>CAPITAL EXPENDITURES</i>					
533.65-31	SUNSET VIEW CAPITAL LINE	-	763,352	-	-100.00%
533.69-98	ASSET RECLASS-CIP	-	-	-	0.00%
*	CAPITAL EXPENDITURES	<u>-</u>	<u>763,352</u>	<u>-</u>	<u>-100.00%</u>
TOTAL SUNSET VIEW EXPENDITURES		<u>20,605</u>	<u>763,352</u>	<u>-</u>	<u>-100.00%</u>

FUND 447
DEPT 35
DIVISION 01

SUNSET VIEW PROJECT FUND EXPENSES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
535.31-15 ENGINEERING	NO AMOUNT BUDGETED	-	-
535.31-60 PERMIT & COMPLIANCE FEES	NO AMOUNT BUDGETED	-	-
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
535.65-31 SUNSET VIEW CAPITAL LINE	NO AMOUNT BUDGETED	-	-
535.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-

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TRUST & AGENCY FUNDS

FUNDS 501, 601, 602, 605, 606

Budget Summary

	Audited Actuals 2013-2014	Revised Budget 2014-2015	Proposed Budget 2015-2016	% Change Over FY 14-15
Administration-12				
Personal Services	-	-	-	0.00%
Operating Expenses	-	-	-	0.00%
Transfers & Others	-	-	-	0.00%
Total Fund 501	-	-	-	0.00%
Fire Services-22				
Personal Services	-	-	-	0.00%
Operating Expenses	37,889	38,025	37,900	-0.33%
Transfers & Others	190,013	164,427	167,355	1.78%
Total Fund 601	227,902	202,452	205,255	1.38%
Police Services-21				
Personal Services	-	-	-	0.00%
Operating Expenses	39,665	41,603	39,665	-4.66%
Transfers & Others	504,856	338,022	345,598	2.24%
Total Fund 602	544,521	379,625	385,263	1.49%
Library-71				
Personal Services	-	-	-	0.00%
Operating Expenses	-	25	16	-36.00%
Transfers & Others	-	-	-	0.00%
Total Fund 605	-	25	16	-36.00%
Parks & Recreation-72				
Personal Services	-	-	-	0.00%
Operating Expenses	-	100	100	0.00%
Transfers & Others	-	-	-	0.00%
Total Fund 606	-	100	100	0.00%
Grand Total Trust and Agency Funds	772,423	582,202	590,634	1.45%

FUND 501
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2015-2016

DENTAL INSURANCE FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-215</u>	<u>ESTIMATED REVENUE 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	-	-	0.00%
369.10-04	REFUND-PRIOR YR EXPENSE	-	-	-	0.00%
**	TOTAL INTEREST & OTHER INCOME	-	-	-	0.00%
<i>OTHER SOURCES</i>					
389.09-09	EMPLOYEE CONTRIBUTIONS	-	-	-	0.00%
389.09-10	COBRA CONTRIBUTIONS	-	-	-	0.00%
389.90-00	APPROPRIATED RESERVES	-	-	-	0.00%
*	APPROPRIATED RESERVES	-	-	-	0.00%
399.01-01	GENERAL FUND	-	-	-	0.00%
399.04-01	WATER & SEWER FUND	-	-	-	0.00%
399.04-02	SOLID WASTE FUND	-	-	-	0.00%
399.04-03	STORMWATER FUND	-	-	-	0.00%
399.04-05	MARINA SEAPLANE BASE	-	-	-	0.00%
*	CONTRIBUTIONS	-	-	-	0.00%
**	TOTAL OTHER SOURCES	-	-	-	0.00%
TOTAL DENTAL INSURANCE FUND		-	-	-	0.00%

FUND 501
DEPT 12
DIVISION 01

CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016

DENTAL INSURANCE FUND REVENUE JUSTIFICATION

THIS FUND HAS BEEN CLOSED

PROPOSED
BUDGET
2015-2016

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>
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FUND 501
 DEPT 12
 DIVISION 01

CITY OF TAVARES
 PROPOSD BUDGET
 FISCAL YEAR 2015-2016

DENTAL INSURANCE - ADMINISTRATION EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>SALARIES AND BENEFITS</i>					
512.23-10	HEALTH	-	-	-	0.00%
512.23-50	ADMINISTRATIVE FEES	-	-	-	0.00%
*	SALARIES AND BENEFITS	-	-	-	0.00%
<i>OPERATING EXPENDITURES</i>					
512.49-20	SELF INS ACTUARIAL EVAL.	-	-	-	0.00%
*	OPERATING EXPENDITURES	-	-	-	0.00%
<i>OTHER SOURCES</i>					
512.91-01	TRANSFERS TO GENERAL FUND	-	-	-	0.00%
*	TOTAL OTHER SOURCES	-	-	-	0.00%
TOTAL	DENTAL INSURANCE FUND	-	-	-	0.00%

FUND 501
DEPT 12
DIVISION 01

CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016

DENTAL INSURANCE - ADMINISTRATION EXPENSE JUSTIFICATION

THIS FUND HAS BEEN CLOSED

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2015-2016
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FUND 601
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSD BUDGET
 FISCAL YEAR 2015-2016

MUNICIPAL FIREFIGHTERS PENSION FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-215	ESTIMATED REVENUE 2015-2016	% CHANGE OVER FY 14-15
<i>INTEREST & OTHER INCOME</i>					
361.10-08	INVESTMENT	95,355	45,692	95,000	107.91%
*	INVESTMENT INCOME	95,355	45,692	95,000	107.91%
367.01-00	SALE OF INVESTMENTS	15,529	33,000	33,000	0.00%
367.02-00	UNREALIZED GAIN ON INVEST	377,981	232,000	378,000	62.93%
*	GAIN ON SALE OF INVESTMENTS	393,510	265,000	411,000	55.09%
**	TOTAL INTEREST & OTHER INCOME	488,865	310,692	506,000	62.86%
<i>OTHER SOURCES</i>					
368.10-00	EMPLOYEE CONTRIBUTIONS	47,036	47,081	47,000	-0.17%
368.30-00	EMPLOYER CONTRIBUTIONS	301,669	302,129	302,000	-0.04%
368.40-00	STATE INSUR PREM CONTRIB	84,109	81,000	83,000	2.47%
*	CONTRIBUTIONS	432,814	430,210	432,000	0.42%
389.90-00	APPROPRIATED RESERVES	-	(538,450)	(732,745)	N/A
*	APPROPRIATED RESERVES	-	(538,450)	(732,745)	N/A
**	TOTAL OTHER SOURCES	432,814	(108,240)	(300,745)	N/A
TOTAL MUN. FIREFIGHTERS PENSION		921,679	202,452	205,255	1.38%

FUND 601
DEPT 22
DIVISION 01

CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016

MUNICIPAL FIREFIGHTERS PENSION FUND REVENUE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
361.10-08 INVESTMENT	ESTIMATED INTEREST INCOME	95,000	95,000
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	378,000	378,000
368.10-00 EMPLOYEE CONTRIBUTIONS	EMPLOYEE CONTRIBUTIONS	47,000	47,000
368.30-00 EMPLOYER CONTRIBUTIONS	EMPLOYER CONTRIBUTIONS	302,000	302,000
368.40-00 STATE INSUR PREM CONTRIB	STATE CONTRIBUTIONS	83,000	83,000
389.90-00 APPROPRIATED RESERVES	APPROPRIATED RESERVES	(732,745)	(732,745)

FUND 601
 DEPT 22
 DIVISION 01

CITY OF TAVARES
 PROPOSD BUDGET
 FISCAL YEAR 2015-2016

MUNICIPAL FIREFIGHTERS PENSION FUND EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>OPERATING EXPENDITURES</i>					
522.34-10	CONTRACTUAL SERVICES	37,889	38,025	37,900	-0.33%
*	OPERATING EXPENDITURES	37,889	38,025	37,900	-0.33%
<i>TRANSFERS AND OTHERS</i>					
522.91-15	UNREALIZED LOSS ON INVEST	-	-	-	0.00%
522.91-20	LOSS ON INVESTMENTS	-	-	-	0.00%
522.91-25	RETIREMENT PAYMENTS	162,354	159,427	162,355	1.84%
522.91-35	TERMINATION PAYMENTS	27,659	5,000	5,000	0.00%
*	TRANSFERS AND OTHERS	190,013	164,427	167,355	1.78%
TOTAL	MUN. FIREFIGHTERS PENSION	227,902	202,452	205,255	1.38%

FUND 601
DEPT 22
DIVISION 01

CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016

MUNICIPAL FIREFIGHTERS PENSION FUND EXPENSE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
522.34-10 CONTRACTUAL SERVICES	CONTRACTUAL SERVICES TO ADMINISTER PLAN	37,900	37,900
522.91-15 UNREALIZED LOSS ON INVEST	NO AMOUNT BUDGETED	-	-
522.91-20 LOSS ON INVESTMENTS	NO AMOUNT BUDGETED	-	-
522.91-25 RETIREMENT PAYMENTS	PENSION PAYMENTS TO RETIRED FIREFIGHTERS	162,355	162,355
522.91-35 TERMINATION PAYMENTS	ESTIMATED TERMINATION PAYMENTS (REFUNDS)	5,000	5,000

FUND 602
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSD BUDGET
 FISCAL YEAR 2015-2016

MUNICIPAL POLICE PENSION FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2013-2014	REVISED BUDGET 2014-215	ESTIMATED REVENUE 2015-2016	% CHANGE OVER FY 14-15
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	25	25	0.00%
361.10-02	SBA INTEREST	-	-	-	0.00%
*	INTEREST INCOME	-	25	25	0.00%
361.10-08	INVESTMENT	182,468	149,418	182,500	22.14%
*	INVESTMENT INCOME	182,468	149,418	182,500	22.14%
367.01-00	SALE OF INVESTMENTS	46,022	-	-	0.00%
367.02-00	UNREALIZED GAIN ON INVEST	699,611	800,900	699,000	-12.72%
*	GAIN ON SALE OF INVESTMENTS	745,633	800,900	699,000	-12.72%
**	TOTAL INTEREST & OTHER INCOME	928,101	950,343	881,525	-7.24%
<i>OTHER SOURCES</i>					
368.10-00	EMPLOYEE CONTRIBUTIONS	226,609	176,029	226,608	28.73%
368.30-00	EMPLOYER CONTRIBUTIONS	319,388	294,174	319,388	8.57%
368.40-00	STATE INSUR PREM CONTRIB	79,280	72,549	80,279	10.65%
*	CONTRIBUTIONS	625,277	542,752	626,275	15.39%
389.90-00	APPROPRIATED RESERVES	-	(1,113,470)	(1,122,537)	N/A
*	APPROPRIATED RESERVES	-	(1,113,470)	(1,122,537)	N/A
**	TOTAL OTHER SOURCES	625,277	(570,718)	(496,262)	N/A
TOTAL MUNICIPAL POLICE PENSION		1,553,378	379,625	385,263	1.49%

FUND 602
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016

MUNICIPAL POLICE PENSION FUND REVENUE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
361.10-01 INTEREST INCOME	INTEREST INCOME	25	25
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	-	-
361.10-08 INVESTMENT	ESTIMATED INVESTMENT INCOME	182,500	182,500
367.01-00 SALE OF INVESTMENTS	NO AMOUNT BUDGETED	-	-
367.02-00 UNREALIZED GAIN ON INVEST	ESTIMATED UNREALIZED GAIN ON INVESTMENT	699,000	699,000
368.10-00 EMPLOYEE CONTRIBUTIONS	EMPLOYEE CONTRIBUTIONS	226,608	226,608
368.30-00 EMPLOYER CONTRIBUTIONS	EMPLOYER CONTRIBUTIONS	319,388	319,388
368.40-00 STATE INSUR PREM CONTRIB	ESTIMATED STATE CONTRIBUTIONS	80,279	80,279
389.90-00 APPROPRIATED RESERVES	APPROPRIATED RESERVES	(1,122,537)	(1,122,537)

FUND 602
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 PROPOSD BUDGET
 FISCAL YEAR 2015-2016

MUNICIPAL POLICE PENSION FUND EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>OPERATING EXPENDITURES</i>					
521.34-10	CONTRACTUAL SERVICES	39,665	41,603	39,665	-4.66%
521.52-10	OPERATING SUPPLIES	-	-	-	0.00%
*	OPERATING EXPENDITURES	<u>39,665</u>	<u>41,603</u>	<u>39,665</u>	<u>-4.66%</u>
<i>TRANSFERS AND OTHERS</i>					
521.91-15	UNREALIZED LOSS ON INVEST	-	-	-	0.00%
521.91-20	LOSS ON INVESTMENTS	-	-	-	0.00%
521.91-25	RETIREMENT PAYMENTS	465,519	303,022	310,598	2.50%
521.91-35	TERMINATION PAYMENTS	<u>39,337</u>	<u>35,000</u>	<u>35,000</u>	<u>0.00%</u>
*	TRANSFERS AND OTHERS	<u>504,856</u>	<u>338,022</u>	<u>345,598</u>	<u>2.24%</u>
TOTAL	MUNICIPAL POLICE PENSION	<u>544,521</u>	<u>379,625</u>	<u>385,263</u>	<u>1.49%</u>

FUND 602
DEPT 21
DIVISION 01

CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016

MUNICIPAL POLICE PENSION FUND EXPENSE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
521.34-10 CONTRACTUAL SERVICES	CONTRACTUAL SERVICES TO ADMINISTER THE PLAN	39,665	39,665
521.91-15 UNREALIZED LOSS ON INVEST	NO AMOUNT BUDGETED	-	-
521.91-20 LOSS ON INVESTMENTS	NO AMOUNT BUDGETED	-	-
521.91-25 RETIREMENT PAYMENTS	RETIREMENT PAYMENTS	310,598	310,598
521.91-35 TERMINATION PAYMENTS	PAYMENTS TO VESTED TERMINATED POLICE OFFICERS	35,000	35,000

FUND 605
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSOD BUDGET
 FISCAL YEAR 2015-2016

MILDRED HUNTER TRUST FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-215</u>	<u>ESTIMATED REVENUE 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-02	SBA INTEREST	16	20	16	-20.00%
361.10-07	LC VANBLANKENBURG	-	-	-	0.00%
361.10-08	INVESTMENT	-	-	-	0.00%
367.02-00	UNREALIZED GAIN ON INVEST	27	150	150	0.00%
*	INTEREST INCOME	43	170	166	-2.35%
**	TOTAL INTEREST & OTHER INCOME	43	170	166	-2.35%
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	-	(145)	(150)	N/A
*	APPROPRIATED RESERVES	-	(145)	(150)	N/A
**	TOTAL OTHER SOURCES	-	(145)	(150)	N/A
TOTAL MILDRED HUNTER TRUST		43	25	16	-36.00%

FUND 605
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016

MILDRED HUNTER TRUST FUND REVENUE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
361.10-02 SBA INTEREST	ESTIMATED INTEREST INCOME	16	16
367.02-00 UNREALIZED GAIN ON INVEST	ESTIMATED UNREALIZED GAIN ON INVESTMENTS	150	150
389.90-00 APPROPRIATED RESERVES	APPROPRIATED RESERVES	(150)	(150)

FUND 605
 DEPT 71
 DIVISION 01

CITY OF TAVARES
 PROPOSD BUDGET
 FISCAL YEAR 2015-2016

MILDRED HUNTER TRUST FUND EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>OPERATING EXPENDITURES</i>					
571.54-30	MILDRED HUNTER TRUST EXP	-	25	16	-36.00%
*	OPERATING EXPENDITURES	-	25	16	-36.00%
TOTAL MILDRED HUNTER TRUST		-	25	16	-36.00%

FUND 605
DEPT 71
DIVISION 01

CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016

MILDRED HUNTER TRUST FUND EXPENSE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
571.54-30 MILDRED HUNTER TST EXP	BOOK EXPENSE MILDRED HUNTER TRUST	16	16

FUND 606
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSOD BUDGET
 FISCAL YEAR 2015-2016

WOODLEA PARK PLAYGROUND FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-215</u>	<u>ESTIMATED REVENUE 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	10	38	280.00%
361.10-02	SBA INTEREST	23	25	15	-40.00%
361.10-08	INVESTMENT	-	15	15	0.00%
367.02-00	UNREALIZED GAIN ON INVEST	39	50	65	30.00%
*	INTEREST INCOME	62	100	133	33.00%
**	TOTAL INTEREST & OTHER INCOME	62	100	133	33.00%
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	-	-	(33)	N/A
*	APPROPRIATED RESERVES	-	-	(33)	N/A
**	TOTAL OTHER SOURCES	-	-	(33)	N/A
TOTAL WOODLEA PARK PLAYGROUND		62	100	100	0.00%

FUND 606
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016

WOODLEA PARK PLAYGROUND FUND REVENUE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
361.10-01 INTEREST INCOME	ESTIMATED INTEREST INCOME	38	38
361.10-02 SBA INTEREST	ESTIMATED INTEREST INCOME	15	15
361.10-08 INVESTMENT	ESTIMATED INVESTMENT INCOME	15	15
367.02-00 UNREALIZED GAIN ON INVEST	UNREALIZED GAIN ON INVESTMENT	65	65
389.90-00 APPROPRIATED RESERVES	APPROPRIATED RESERVES	(33)	(33)

FUND 606
 DEPT 72
 DIVISION 01

CITY OF TAVARES
 PROPOSOD BUDGET
 FISCAL YEAR 2015-2016

WOODLEA PARK PLAYGROUND FUND EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2013-2014</u>	<u>REVISED BUDGET 2014-2015</u>	<u>PROPOSED BUDGET 2015-2016</u>	<u>% CHANGE OVER FY 14-15</u>
<i>OPERATING EXPENDITURES</i>					
572.46-70	PLAYGROUND	-	100	100	0.00%
*	OPERATING EXPENDITURES	-	100	100	0.00%
TOTAL	WOODLEA PARK PLAYGROUND	-	100	100	0.00%

FUND 606
DEPT 72
DIVISION 01

CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016

WOODLEA PARK PLAYGROUND FUND EXPENSE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2015-2016</u>
572.46-70 PLAYGROUND	WOOTON WONDERLAND MAINTENANCE	100	100

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CAPITAL LISTING

ALL FUNDS

Budget Summary

ACCOUNT	ACCOUNT NO.	BUDGET
TOTAL LAND	XXX-XXXX-XXX.61-10	-
TOTAL BUILDING ADDITIONS/REPLACEMENTS/CONSTRUCTION	XXX-XXXX-XXX.62-20	327,200
TOTAL STREET SIGN REPLACEMENT	XXX-XXXX-XXX.63-10	5,000
TOTAL SIDEWALK REPAIR/CONSTRUCTION	XXX-XXXX-XXX.63-20	25,000
TOTAL PAVING	XXX-XXXX-XXX.63-30	100,000
TOTAL STORM DRAINAGE REPAIR	XXX-XXXX-XXX.63-40	-
TOTAL LANDSCAPING	XXX-XXXX-XXX.63-60	-
TOTAL TRAFFIC SIGNALS	XXX-XXXX-XXX.63-70	-
TOTAL EQUIPMENT REPLACEMENT	XXX-XXXX-XXX.64-10	212,741
TOTAL EQUIPMENT REPLACEMENT - VEHICLES	XXX-XXXX-XXX.64-11	857,202
TOTAL EQUIPMENT REPLACEMENT - COMPUTERS	XXX-XXXX-XXX.64-13	1,000
TOTAL NEW EQUIPMENT - COMPUTERS	XXX-XXXX-XXX.64-14	2,807
TOTAL NEW EQUIPMENT	XXX-XXXX-XXX.64-15	192,714
TOTAL NEW EQUIPMENT - VEHICLES	XXX-XXXX-XXX.64-17	65,000
TOTAL DURABLE GOODS	XXX-XXXX-XXX.64-20	-
TOTAL SOFTWARE	XXX-XXXX-XXX.64-23	10,000
TOTAL FUTURE PROJECTS	XXX-XXXX-XXX.64-25	1,565,000
TOTAL SRF RECLAIM - PHASE 1	XXX-XXXX-XXX.65-71	-
TOTAL ROAD CONSTRUCTION	XXX-XXXX-XXX.65-80	-
TOTAL STANDING ORDER - NATIONAL LIBRARY	XXX-XXXX-XXX.66-10	2,200
TOTAL MAJOR COLLECTION BOOKS	XXX-XXXX-XXX.66-20	40,000
TOTAL CAPITAL EXPENDITURES - ALL FUNDS		<u>3,405,864</u>
Total Funding from Operations - Pay as you go		2,195,864
Total Funding from Infrastructure Sales Tax		-
Total Funding from Grants		290,000
Total Funding from Water/Wastewater Impacts		-
Total Funding from Police Impacts		-
Total Funding from P&R Impacts		-
Total Funding from Other		-
Total Funding from Debt Service		-
Total Funding from Capital Lease		920,000
TOTAL FUNDING		<u>3,405,864</u>

**CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016**

CAPITAL LISTING SCHEDULE - ALL FUNDS

DESCRIPTION	QTY	PROJ	GL ACCOUNT	FUNDING	FY 2016
ALL CAPITAL ACCOUNTS					
LAND					
TOTAL LAND			XXX-XXXX-XXX.61-10		-
BUILDINGS					
12 x 24 Portable Building - Lube Room & Tire Storage			001-1901-549.62-20	Pay as you go	6,200
Replacement Roof - Station #28 (Metal)			001-2201-522.64-20	Pay as you go	36,000
City Hall A/C Chiller System Replacement			001-4101-541.62-20	Capital Lease	250,000
20' x 20' Equipment & Storage Room			406-7501-575.62-20	Pay as you go	35,000
TOTAL BUILDING ADDITIONS/REPLACEMENTS/CONSTRUCTION			XXX-XXXX-XXX.62-20		<u>327,200</u>
STREET SIGN REPLACEMENT					
Street Sign Replacements per Interlocal Agreement with Lake County			001-4102-541.63-10	Pay as you go	5,000
TOTAL STREET SIGN REPLACEMENT			XXX-XXXX-XXX.63-10		<u>5,000</u>
SIDEWALK REPAIR/CONSTRUCTION					
Sidewalk Grinding Program			001-4102-541.63-20	Pay as you go	25,000
TOTAL SIDEWALK REPAIR/CONSTRUCTION			XXX-XXXX-XXX.63-20		<u>25,000</u>
PAVING					
Road Pavement			001-4102-541.63-30	Pay as you go	100,000
TOTAL PAVING			XXX-XXXX-XXX.63-30		<u>100,000</u>
STORM DRAINAGE REPAIR					
TOTAL STORM DRAINAGE REPAIR			XXX-XXXX-XXX.63-40		-
LANDSCAPING					
TOTAL LANDSCAPING			XXX-XXXX-XXX.63-60		-
TRAFFIC SIGNALS					
TOTAL TRAFFIC SIGNALS			XXX-XXXX-XXX.63-70		-
IMPROVEMENTS OTHER THAN BUILDINGS					
TOTAL IMPROVEMENT OTHER THAN BUILDINGS			XXX-XXXX-XXX.63-92		-
EQUIPMENT REPLACEMENT					
Radio			001-2201-522.64-10	Pay as you go	4,250
24' Utility Trailer			001-7201-572.64-10	Pay as you go	5,000
Fire Hydrants (2 @\$1,889)			401-3302-533.64-10	Pay as you go	3,778
VFD Pumps at Plant 1 (2 @\$10,000 each)			401-3302-533.64-10	Pay as you go	20,000
Replace Crane on Truck #927			401-3302-533.64-10	Pay as you go	15,000
Visoturb TSS Probe			401-3502-535.64-10	Pay as you go	3,000
Incubator/Oven/Refrigerator - Contingency			401-3502-535.64-10	Pay as you go	5,500
In-Line YSI, Cerlic, and Chlorine Pump Replacement - Contingency			401-3502-535.64-10	Pay as you go	1,000
Analytical Balance			401-3503-535.64-10	Pay as you go	6,000
CBOD Incubator			401-3503-535.64-10	Pay as you go	5,500
F. Coliform Recirculation Water Bath			401-3503-535.64-10	Pay as you go	3,000
Well Point Equipment - Wastewater Collection Share			401-3504-535.64-10	Pay as you go	4,500
Ground Penetrating Radar			401-3504-535.64-10	Pay as you go	15,013
Repairs to City Car Wash including Coating for Pit			402-3401-534.64-10	Pay as you go	8,500
Repair Ramp at Entrance to Car Wash			402-3401-534.64-10	Pay as you go	5,500
Plants Emergency Replacement Pumps - Contingency			443-3301-533.64-10	Pay as you go	15,000
Plants Emergency Replacement Motors - Contingency			443-3301-533.64-10	Pay as you go	15,000
WWT & Caroline Plant Emergency Replacement Motors, Pumps, Etc.			443-3501-534.64-10	Pay as you go	36,000
Breakers and Drives			443-3501-535.64-10	Pay as you go	20,000
Replacement of Worn Digester Air Diffusers			443-3501-535.64-10	Pay as you go	1,200
Replacement Pumps for Lift Stations			443-3504-535.64-10	Pay as you go	20,000
TOTAL EQUIPMENT REPLACEMENT			XXX-XXXX-XXX.64-10		<u>212,741</u>
EQUIPMENT REPLACEMENT - VEHICLES					
Replace Pierce Engine - Station #28			001-2201-522.64-11	Capital Lease	500,000
Replace Battalion Chief Vehicle			001-2201-522.64-11	Capital Lease	50,000
Replace 2008 Ford 250 4X4			401-3302-533.64-11	Pay as you go	37,000
2015 Ford Escape to Replace 2001 Ford Ranger			401-3501-535.64-11	Pay as you go	25,000
2015 F450 with Utility Bed & Crane (Replace 2004 Ford F250)			401-3504-535.64-11	Pay as you go	60,000
F150 to Replace 2001 F250 (#614)			402-3501-534.64-11	Pay as you go	30,202
Rehab Truck #622			402-3501-534.64-11	Pay as you go	25,000
Complete Rehab of Truck #624			402-3501-534.64-11	Pay as you go	10,000

CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016

CAPITAL LISTING SCHEDULE - ALL FUNDS

DESCRIPTION	QTY	PROJ	GL ACCOUNT	FUNDING	FY 2016
Small Street Sweeper			403-3801-538.64-11	Capital Lease	120,000
TOTAL EQUIPMENT REPLACEMENT - VEHICLES			XXX-XXXX-XXX.64-11		857,202
EQUIPMENT REPLACEMENT - COMPUTERS					
Laptop for Admin Assistant			401-3302-533.64-13	Pay as you go	1,000
TOTAL EQUIPMENT REPLACEMENT - COMPUTERS			XXX-XXXX-XXX.64-13		1,000
NEW EQUIPMENT - COMPUTERS					
Replace Desktop Computer			405-4304-543.64-14	Pay as you go	1,000
Additional Computers for Associates			406-7501-575.64-14	Pay as you go	1,807
TOTAL NEW EQUIPMENT - COMPUTERS			XXX-XXXX-XXX.64-14		2,807
NEW EQUIPMENT					
Two (2) Fiber Optic Switches at \$2,200 each			001-1302-513.64-15	Pay as you go	4,400
Hard Drive Storage - 34 Terabytes			001-1302-513.64-15	Pay as you go	4,000
Automatic Gates - Plant #1 and Plant #4			401-3301-533.64-15	Pay as you go	12,000
Fire Hydrants (3) - CIP Implemented			401-3302-533.64-15	Pay as you go	7,500
Insertion Valve Program			401-3302-533.64-15	Pay as you go	13,000
Well Points & Misc Equipment			401-3302-533.64-15	Pay as you go	5,000
Mobile Data Collector to Read Water Meters			401-3302-533.64-15	Pay as you go	10,000
Shelving and Wire Partitions for Inventory			401-3302-533.64-15	Pay as you go	11,000
Concrete Saw			401-3302-533.64-15	Pay as you go	1,300
Canopy for Training Room Slab			401-3502-535.64-15	Pay as you go	3,000
Radio Detection CL+ Receiver			401-3504-535.64-15	Pay as you go	5,390
By-pass Pump for Emergencies			401-3504-535.64-15	Pay as you go	52,327
Wacker Jumping Jack Tamp			401-3504-535.64-15	Pay as you go	5,000
3 Additional Security Cameras			406-7501-575.64-15	Pay as you go	4,500
Information Kiosk			406-7501-575.64-15	Pay as you go	11,998
Scissor Lift			406-7501-575.64-15	Pay as you go	2,299
Pumps for Lift Station Upgrades			443-3504-535.64-15	Pay as you go	40,000
TOTAL NEW EQUIPMENT			XXX-XXXX-XXX.64-15		192,714
NEW EQUIPMENT - VEHICLES					
Forklift for Inventory Control			401-3302-533.64-17	Pay as you go	40,000
2015 Ford Escape			401-3503-535.64-17	Pay as you go	25,000
TOTAL NEW EQUIPMENT - VEHICLES			XXX-XXXX-XXX.64-17		65,000
DURABLE GOODS					
TOTAL DURABLE GOODS			XXX-XXXX-XXX.64-20		-
SOFTWARE					
CMMS Maintenance Software			401-3501-535.64-23	Pay as you go	5,000
CMMS Maintenance Software			401-3504-535.64-23	Pay as you go	5,000
TOTAL SOFTWARE			XXX-XXXX-XXX.64-23		10,000
FUTURE PROJECTS					
Wooton Park Memorial (Alley History Descriptions)			001-1501-515.64-25	Pay as you go	10,000
Wooton Park Project (Gen Oblig) Area			114-7201-572.64-25	Pay as you go	10,000
LWCF Grant for Concession Stand and Restroom Complex at Woodlea Sports Complex			151-7203-572.64-25	Grants	200,000
CDBG Grant for Tavares Nature Park Restrooms			151-7203-572.64-25	Grants	90,000
ARV Replacement on Sewer Force Mains			401-3504-535.64-25	Pay as you go	15,000
Replace Existing Fence for Aesthetics			401-3504-535.64-25	Pay as you go	25,000
Delaware Street Drainage Improvements			403-3801-538.64-25	Pay as you go	150,000
David Walker 16" Water Main Extension - Design			441-3301-533.64-25	Pay as you go	130,000
12" Water Main-David Walker to Merry (Rollover)			441-3301-533.64-25	Pay as you go	16,500
ISBA Master Plan -4 41 Corridor to Leesburg			441-3301-533.64-25	Pay as you go	100,000
ISBA Study - Extension of Water & Sewer Lines			441-3501-535.64-25	Pay as you go	100,000
16" Force Main Extension			441-3501-535.64-25	Pay as you go	115,000
Woodlea WWTF Upgrades			441-3501-535.64-25	Pay as you go	350,000
Design of Equalization Tank			441-3501-535.64-25	Pay as you go	103,500
8" Water Main Line - Engineering Design			443-3302-533.64-25	Pay as you go	20,000
Digester Blower Replacements			443-3501-535.64-25	Pay as you go	50,000
Mixers for Caroline Plant			443-3501-535.64-25	Pay as you go	40,000
Lift Station 5 Rehab - Piping, Valves, Fittings, Base, Elbows, Rails			443-3501-535.64-25	Pay as you go	40,000
TOTAL FUTURE PROJECTS			XXX-XXXX-XXX.64-25		1,565,000
SRF RECLAIM - PHASE I					
TOTAL SRF RECLAIM - PHASE 1			XXX-XXXX-XXX.65-71		-
ROAD CONSTRUCTION					
TOTAL ROAD CONSTRUCTION			XXX-XXXX-XXX.65-80		-
STANDING ORDER - NATIONAL LIBRARY					
Standing Orders			001-7101-571.66-10	Pay as you go	2,200

CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016

CAPITAL LISTING SCHEDULE - ALL FUNDS

DESCRIPTION	QTY	PROJ	GL ACCOUNT	FUNDING	FY 2016
<i>TOTAL STANDING ORDER - NATIONAL LIBRARY</i>			XXX-XXXX-XXX.66-10		<u>2,200</u>

CITY OF TAVARES
 PROPOSD BUDGET
 FISCAL YEAR 2015-2016

CAPITAL LISTING SCHEDULE - ALL FUNDS

DESCRIPTION	QTY	PROJ	GL ACCOUNT	FUNDING	FY 2016
MAJOR COLLECTION BOOKS					
Purchase of Books, and CDs			001-7101-571.66-20	Pay as you go	40,000
TOTAL MAJOR COLLECTION BOOKS			XXX-XXXX-XXX.66-20		40,000
TOTAL CAPITAL EXPENDITURES - ALL FUNDS					3,405,864
Total Funding from Operations - Pay as you go				Pay as you Go	2,195,864
Total Funding from Infrastructure Sales Tax					-
Total Funding from Grants				Grants	290,000
Total Funding from Water/Wastewater Impacts					-
Total Funding from Police Impacts					-
Total Funding from P&R Impacts					-
Total Funding from Other					-
Total Funding from Debt Service					-
Total Funding from Capital Lease				Capital Lease	920,000

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

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2015-2016**

CAPITAL LISTING SCHEDULE - ALL FUNDS

DESCRIPTION	QTY	PROJ	GL ACCOUNT	FUNDING	FY 2015
INFORMATION TECHNOLOGY					
Two (2) Fiber Optic Switches at \$2,200 each			001-1302-513.64-15	Pay as you go	4,400
Hard Drive Storage - 34 Terabytes			001-1302-513.64-15	Pay as you go	4,000
TOTAL INFORMATION TECHNOLOGY					<u>8,400</u>
COMMUNITY DEVELOPMENT					
Wooton Park Memorial (Alley History Descriptions)			001-1501-515.64-25	Pay as you go	10,000
TOTAL COMMUNITY DEVELOPMENT					<u>10,000</u>
FLEET MAINTENANCE					
12 x 24 Portable Building - Lube Room & Tire Storage			001-1901-549.62-20	Pay as you go	6,200
TOTAL FLEET MAINTENANCE					<u>6,200</u>
FIRE DEPARTMENT					
Replacement Roof - Station #28 (Metal)			001-2201-522.64-20	Pay as you go	36,000
Radio			001-2201-522.64-10	Pay as you go	4,250
Replace Pierce Engine - Station #28			001-2201-522.64-11	Capital Lease	500,000
Replace Battalion Chief Vehicle			001-2201-522.64-11	Capital Lease	50,000
TOTAL FIRE DEPARTMENT					<u>590,250</u>
GENERAL SERVICES					
City Hall A/C Chiller System Replacement			001-4101-541.62-20	Capital Lease	250,000
TOTAL GENERAL SERVICES					<u>250,000</u>
STREETS AND ROADS					
Street Sign Replacements per Interlocal Agreement with Lake County			001-4102-541.63-10	Pay as you go	5,000
Sidewalk Grinding Program			001-4102-541.63-20	Pay as you go	25,000
Road Pavement			001-4102-541.63-30	Pay as you go	100,000
TOTAL STREETS AND ROADS					<u>130,000</u>
LIBRARY					
Standing Orders			001-7101-571.66-10	Pay as you go	2,200
Purchase of Books, and CDs			001-7101-571.66-20	Pay as you go	40,000
TOTAL LIBRARY					<u>42,200</u>
PARKS MAINTENANCE					
24' Utility Trailer			001-7201-572.64-10	Pay as you go	5,000
Wooton Park Project (Gen Oblig) Area			114-7201-572.64-25	Pay as you go	10,000
TOTAL PARKS MAINTENANCE					<u>15,000</u>
PARKS OPERATIONS					
LWCF Grant for Concession Stand and Restroom Complex at Woodlea Sports Complex			151-7203-572.64-25	Grants	200,000
CDBG Grant for Tavares Nature Park Restrooms			151-7203-572.64-25	Grants	90,000
TOTAL PARKS OPERATIONS					<u>290,000</u>
WATER TREATMENT					
Automatic Gates - Plant #1 and Plant #4			401-3301-533.64-15	Pay as you go	12,000
David Walker 16" Water Main Extension - Design			441-3301-533.64-25	Pay as you go	130,000
12" Water Main-David Walker to Merry (Rollover)			441-3301-533.64-25	Pay as you go	16,500
ISBA Master Plan -4 41 Corridor to Leesburg			441-3301-533.64-25	Pay as you go	100,000
Plants Emergency Replacement Pumps - Contingency			443-3301-533.64-10	Pay as you go	15,000
Plants Emergency Replacement Motors - Contingency			443-3301-533.64-10	Pay as you go	15,000
TOTAL WATER TREATMENT					<u>288,500</u>
WATER DISTRIBUTION					
Fire Hydrants (2 @\$1,889)			401-3302-533.64-10	Pay as you go	3,778
VFD Pumps at Plant 1 (2 @\$10,000 each)			401-3302-533.64-10	Pay as you go	20,000
Replace Crane on Truck #927			401-3302-533.64-10	Pay as you go	15,000
Replace 2008 Ford 250 4X4			401-3302-533.64-11	Pay as you go	37,000
Laptop for Admin Assistant			401-3302-533.64-13	Pay as you go	1,000
Fire Hydrants (3) - CIP Implemented			401-3302-533.64-15	Pay as you go	7,500
Insertion Valve Program			401-3302-533.64-15	Pay as you go	13,000
Well Points & Misc Equipment			401-3302-533.64-15	Pay as you go	5,000
Mobile Data Collector to Read Water Meters			401-3302-533.64-15	Pay as you go	10,000
Shelving and Wire Partitions for Inventory			401-3302-533.64-15	Pay as you go	11,000
Concrete Saw			401-3302-533.64-15	Pay as you go	1,300
Forklift for Inventory Control			401-3302-533.64-17	Pay as you go	40,000
8" Water Main Line - Engineering Design			443-3302-533.64-25	Pay as you go	20,000
TOTAL WATER DISTRIBUTION					<u>184,578</u>

**CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016**

CAPITAL LISTING SCHEDULE - ALL FUNDS

DESCRIPTION	QTY	PROJ	GL ACCOUNT	FUNDING	FY 2015
WASTEWATER TREATMENT					
2015 Ford Escape to Replace 2001 Ford Ranger			401-3501-535.64-11	Pay as you go	25,000
CMMS Maintenance Software			401-3501-535.64-23	Pay as you go	5,000
ISBA Study - Extension of Water & Sewer Lines			441-3501-535.64-25	Pay as you go	100,000
16" Force Main Extension			441-3501-535.64-25	Pay as you go	115,000
Woodlea WWTF Upgrades			441-3501-535.64-25	Pay as you go	350,000
Design of Equalization Tank			441-3501-535.64-25	Pay as you go	103,500
WWT & Caroline Plant Emergency Replacement Motors, Pumps, Etc.			443-3501-535.64-10	Pay as you go	36,000
Breakers and Drives			443-3501-535.64-10	Pay as you go	20,000
Replacement of Worn Digester Air Diffusers			443-3501-535.64-10	Pay as you go	1,200
Digester Blower Replacements			443-3501-535.64-25	Pay as you go	50,000
Mixers for Caroline Plant			443-3501-535.64-25	Pay as you go	40,000
Lift Station 5 Rehab - Piping, Valves, Fittings, Base, Elbows, Rails			443-3501-535.64-25	Pay as you go	40,000
TOTAL WASTEWATER TREATMENT					<u>885,700</u>
WASTEWATER REUSE					
Visoturb TSS Probe			401-3502-535.64-10	Pay as you go	3,000
TSS Analyzer			401-3502-535.64-10	Pay as you go	5,500
Incubator/Oven/Refrigerator - Contingency			401-3502-535.64-10	Pay as you go	1,000
Canopy for Training Room Slab			401-3502-535.64-15	Pay as you go	3,000
TOTAL WASTEWATER REUSE					<u>12,500</u>
WASTEWATER LAB					
Analytical Balance			401-3503-535.64-10	Pay as you go	6,000
CBOD Incubator			401-3503-535.64-10	Pay as you go	5,500
F. Coliform Recirculation Water Bath			401-3503-535.64-10	Pay as you go	3,000
2015 Ford Escape			401-3503-535.64-17	Pay as you go	25,000
TOTAL WASTEWATER LAB					<u>39,500</u>
WASTEWATER COLLECTION					
Well Point Equipment - Wastewater Collection Share			401-3504-535.64-10	Pay as you go	4,500
Ground Penetrating Radar			401-3504-535.64-10	Pay as you go	15,013
2015 F450 with Utility Bed & Crane (Replace 2004 Ford F250)			401-3504-535.64-11	Pay as you go	60,000
Radio Detection CL+ Receiver			401-3504-535.64-15	Pay as you go	5,390
By-pass Pump for Emergencies			401-3504-535.64-15	Pay as you go	52,327
Wacker Jumping Jack Tamp			401-3504-535.64-15	Pay as you go	5,000
CMMS Maintenance Software			401-3504-535.64-23	Pay as you go	5,000
ARV Replacement on Sewer Force Mains			401-3504-535.64-25	Pay as you go	15,000
Replace Existing Fence for Aesthetics			401-3504-535.64-25	Pay as you go	25,000
Replacement Pumps for Lift Stations			443-3504-535.64-10	Pay as you go	20,000
Pumps for Lift Station Upgrades			443-3504-535.64-15	Pay as you go	40,000
TOTAL WASTEWATER COLLECTION					<u>247,230</u>
SOLID WASTE					
Repairs to City Car Wash including Coating for Pit			402-3401-534.64-10	Pay as you go	8,500
Repair Ramp at Entrance to Car Wash			402-3401-534.64-10	Pay as you go	5,500
F150 to Replace 2001 F250 (#614)			402-3501-534.64-11	Pay as you go	30,202
Rehab Truck #622			402-3501-534.64-11	Pay as you go	25,000
Complete Rehab of Truck #624			402-3501-534.64-11	Pay as you go	10,000
TOTAL SOLID WASTE					<u>79,202</u>
STORM WATER					
Small Street Sweeper			403-3801-538.64-11	Capital Lease	120,000
Delaware Street Drainage Improvements			403-3801-538.64-25	Pay as you go	150,000
TOTAL STORM WATER					<u>270,000</u>
MARINA / SEAPLANE BASE					
Replace Desktop Computer			405-4304-543.64-14	Pay as you go	1,000
TOTAL MARINA / SEAPLANE BAST					<u>1,000</u>
PAVILION					
20' x 20' Equipment & Storage Room			406-7501-575.62-20	Pay as you go	35,000
Additional Computers for Associates			406-7501-575.64-14	Pay as you go	1,807
3 Additional Security Cameras			406-7501-575.64-15	Pay as you go	4,500
Information Kiosk			406-7501-575.64-15	Pay as you go	11,998
Scissor Lift			406-7501-575.64-15	Pay as you go	2,299
TOTAL PAVILION					<u>55,604</u>
TOTAL CAPITAL EXPENDITURES - ALL FUNDS					<u><u>3,405,864</u></u>

GLOSSARY OF ACCOUNTS

**CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016**

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
PROPOSD BUDGET
FISCAL YEAR 2015-2016**

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 hearings.

**CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016**

GLOSSARY OF ACCOUNTS

OTHER CONTRACTUAL SERVICES

- 34 10 Contractual Services:** Expenditures for contract-related services including maintenance, landscaping, meter reading, cleaning services, etc.
- 34 20 So/EMS:** Lake County Sheriff OFC dispatch services contract.
- 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
- 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.

**CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016**

GLOSSARY OF ACCOUNTS

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.

46 11 Docks: General repairs and maintenance to docks at Marina.

46 12 Pavilion: General repairs and maintenance to the Pavilion.

46 13 Prop Shop: General repairs and maintenance to the Prop Shop.

46 14 Utility Building: General repairs and maintenance to the Utility Building.

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 25 Miscellaneous: Maintenance and repair of items other than buildings.

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.

**CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016**

GLOSSARY OF ACCOUNTS

- 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.
- 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).

**CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016**

GLOSSARY OF ACCOUNTS

- 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.
- 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.

**CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016**

GLOSSARY OF ACCOUNTS

- 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 61 Prop Shop Supplies:** Cost of supplies needed for the Prop Shop.
- 52 62 Utility General Supplies:** Cost of general supplies needed for the Utility Building.
- 52 65 Chemicals:** Costs for chemicals at water and wastewater facilities.
- 52 59 Gen Svc Sign Materials:** Expenditures for materials to support the street sign inventory program.
- 52 70 Operating Equipment:** Costs for laboratory chemical and testing equipment.
- 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.

**CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016**

GLOSSARY OF ACCOUNTS

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 05 Transfer to Marina/Seaplane Base: Transfer of funds to the Marina/Seaplane Base fund.

59 10 Depreciation Expense: Expense for depreciation on City facilities, equipment and improvements.

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.

59 28 Transfers to Stormwater: Transfer from General Fund to the Stormwater Fund.

59 35 Abatement Proceedings: Costs and 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.

**CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016**

GLOSSARY OF ACCOUNTS

- 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 only.

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.
- 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 (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).

**CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016**

GLOSSARY OF ACCOUNTS

- 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.
- 64 50 Capital Grant Match:** Costs associated with grant match requirement.

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.

**CITY OF TAVARES
PROPOSD BUDGET
FISCAL YEAR 2015-2016**

GLOSSARY OF ACCOUNTS

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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**CITY OF TAVARES
PROPOSED
OPERATING BUDGET
FY 2015 - 2016**

