

**CITY OF TAVARES, FLORIDA
PROPOSED OPERATING BUDGET
FISCAL YEAR 2016-2017**



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**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

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**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**



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 2016-2017 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 2016-2017 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.
7. Applies fiscal responsibility to all aspects of the delivery of services.
8. Strives to be the best city organization in the state of Florida and is proud to be part of the team.

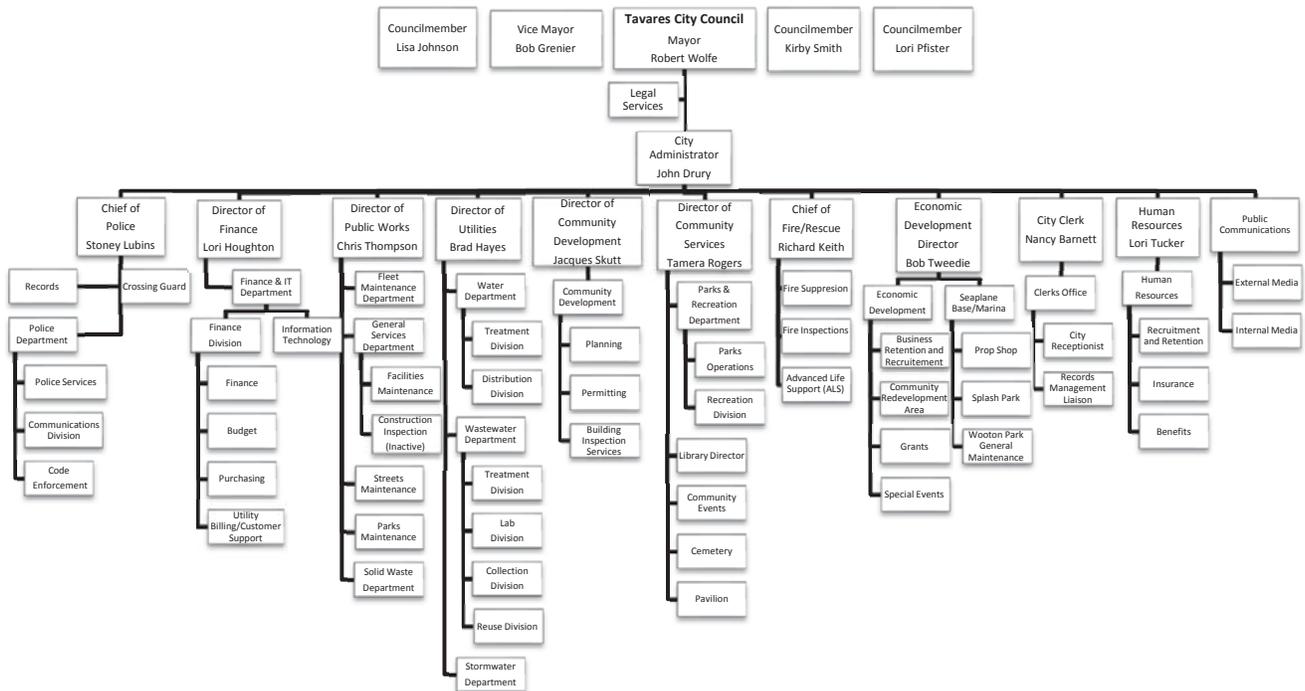
In order to achieve these objectives the City Council will develop and identify its goals and objectives and transmit them to the City Administrator for implementation. The City Council will participate in the implementation of these goals and objectives through City Horizon Projects and appointments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

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City of Tavares Organizational Chart FY 2016-2017



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**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

HISTORICAL MILLAGE ASSESSED VALUES

TAX RATE COMPARISON			TAX ROLL COMPARISON			
Year	General Fund	Debt Service	TOTAL:	Year	Taxable Value	Taxable Value % Increase
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	\$ 674,603,678	6.12%
2016-17	7.1000	0.3690	7.4690	2016-17	\$ 736,230,828 ⁵	9.14%

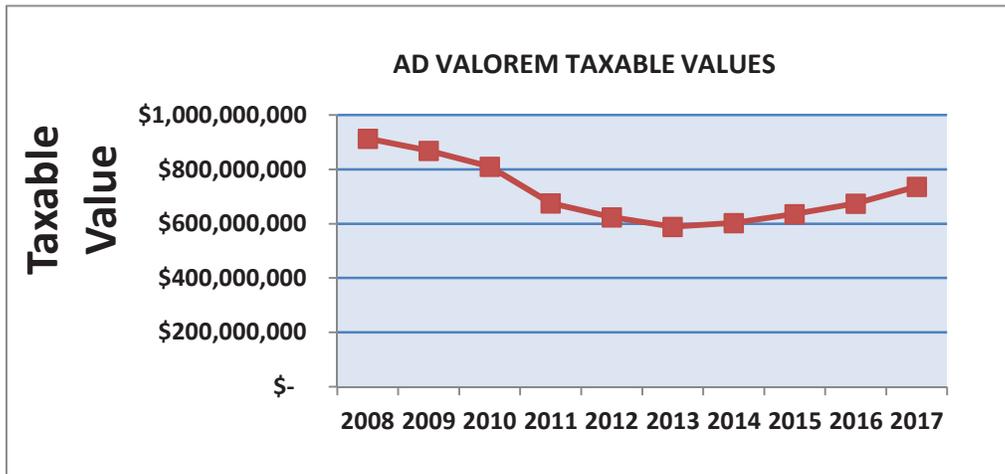
¹ Taxable Value decreased due to Amendment #1 impacts - Additional Homestead Exemption

² Proposed Tax Rate is 8.93% above the rollback rate; rollback rate is 6.5179 (adjusted)

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

⁵ Property Appraiser Best Estimate at 5-27-2016



**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

SUMMARY OF REVENUES, EXPENDITURES, CHANGES IN RESERVE

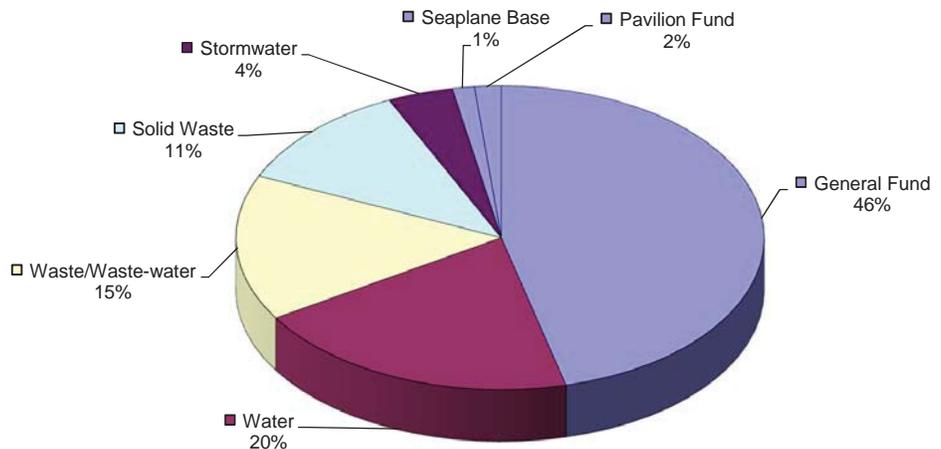
	001 GENERAL FUND	401 UTILITIES FUND	402 SANI FUND	403 SW FUND	405 SEAPLANE BASE FUND	406 PAVILION FUND	441,443-445,447 RESTRICTED UTILITY FUNDS*	102 & 112 SPECIAL POLICE FUNDS
ESTIMATED REVENUES								
TAXES/FRANCHISE/UTILITY TAX ASSESSMENTS	\$ 7,601,258	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PERMITS AND FEES	1,889,907	-	-	-	-	-	120,260	-
INTERGOVERNMENTAL REVENUES	1,788,115	-	-	-	-	-	-	-
CHARGES FOR SERVICES	149,295	8,981,226	2,873,163	1,007,010	339,229	466,953	-	-
FINES & JUDGMENTS	23,298	-	-	-	-	-	-	1,650
INTEREST INCOME & OTHER INCOME	4,028	7,633	-	34	-	33,286	8,046	-
OTHER INCOME	130,802	3,000	5,000	-	-	-	-	-
GRANT INCOME	57,832	-	-	-	-	-	-	-
IMPACT FEES	-	-	-	-	-	-	1,100,000	-
TOTAL REVENUES	11,644,535	8,991,859	2,878,163	1,007,044	339,229	500,239	1,228,306	1,650
REIMBURSEMENTS/TRANSFERS								
REIMB FROM OTHER FUNDS	1,462,513	-	-	-	-	-	-	-
TRANSFERS IN	2,643,885	-	-	-	412,217	90,571	2,127,312	-
TOTAL REIMB/TRANSFERS	4,106,398	-	-	-	412,217	90,571	2,127,312	-
TOTAL REVENUES & TRANSFERS	15,750,933	8,991,859	2,878,163	1,007,044	751,446	590,810	3,355,618	1,650
OTHER SOURCES								
DEBT PROCEEDS	-	-	-	-	-	-	-	-
CONTRIBUTIONS	-	-	-	-	-	-	-	-
FUND BAL APPROPRIATION/(NON-APP)	(25,000)	75,757	158,008	(1,345)	-	-	137,954	-
TOTAL OTHER SOURCES	(25,000)	75,757	158,008	(1,345)	-	-	137,954	-
GRAND TOTAL REVENUES	\$ 15,725,933	\$ 9,067,616	\$ 3,036,171	\$ 1,005,699	\$ 751,446	\$ 590,810	\$ 3,493,572	\$ 1,650

*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



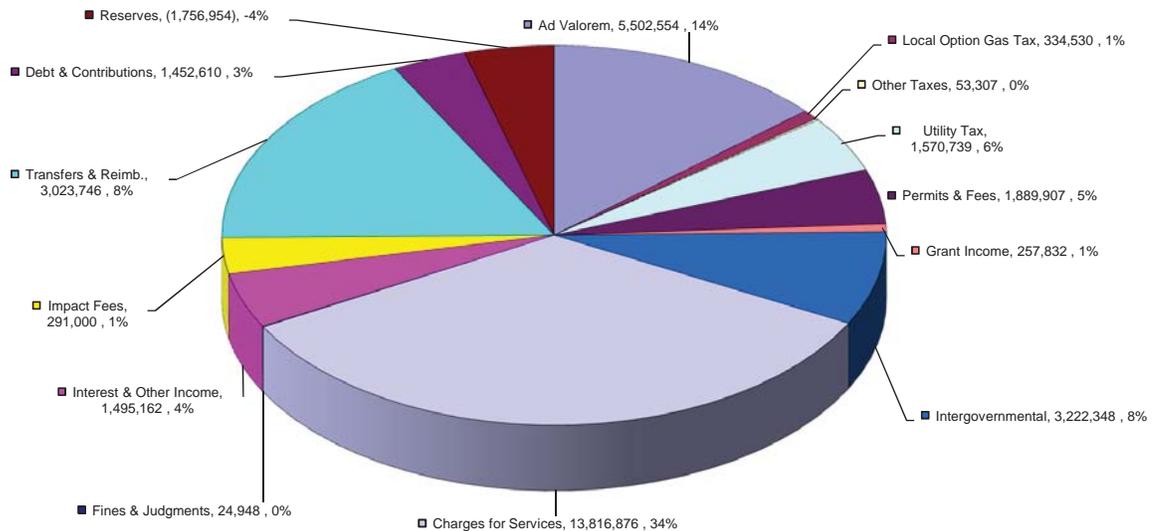
Note: This graph does NOT include Reimbursements or Transfers

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

SUMMARY OF REVENUES, EXPENDITURES, CHANGES IN RESERVE

105 COMM REDEV	110 & 111 PUBLIC SAFETY IMPACTS	114 PARKS & RECREATION IMPACTS	122 FIRE ASSESSMENT	150 INFRAS SURTAX	117 & 151 GRANTS & FREEDOM FLAG FUNDS	152 INFRAS SURTAX 1/1/2018	153 ROAD IMPROVE	201 DEBT SERVICE FUND	Other OTHER FUNDS**	TOTAL
\$ 212,885	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 271,664	\$ -	\$ 8,085,807
-	-	-	1,652,516	-	-	-	-	-	-	1,772,776
15,400	-	-	-	1,343,833	-	-	-	-	-	1,889,907
-	-	-	-	-	-	-	-	-	-	3,147,348
-	-	-	-	-	-	-	-	-	-	13,816,876
2,424	-	-	-	510	-	-	-	-	1,703,088	24,948
-	-	-	-	-	-	-	-	-	-	1,759,049
-	-	-	-	-	275,000	-	-	-	-	138,802
-	88,150	49,200	-	-	-	-	-	-	-	332,832
230,709	88,150	49,200	1,652,516	1,344,343	275,000			271,664	1,703,088	32,205,695
-	-	-	-	-	-	-	-	-	-	1,462,513
-	-	-	-	-	-	-	10,000	731,119	-	6,015,104
-	-	-	-	-	-	-	10,000	731,119	-	7,477,617
230,709	88,150	49,200	1,652,516	1,344,343	275,000		10,000	1,002,783	1,703,088	39,683,312
-	-	-	-	-	-	-	-	-	-	-
(2,506)	(88,150)	800	-	(508,181)	7,208	-	(10,000)	-	1,035,393	1,035,393
(2,506)	(88,150)	800		(508,181)	7,208		(10,000)	-	(476,106)	(731,561)
\$ 228,203	\$ -	\$ 50,000	\$ 1,652,516	\$ 836,162	\$ 282,208	\$ -	\$ -	\$ 1,002,783	\$ 1,226,982	\$ 38,951,751

Estimated Revenue-All Funds by Category

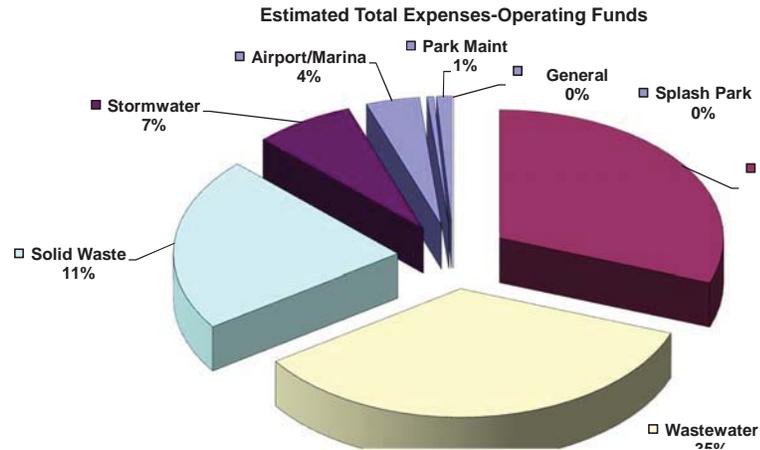


**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

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	102, 112, 113 SPECIAL POLICE FUNDS
APPROPRIATIONS								
MAYOR & COUNCIL	\$ 78,235	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADMINISTRATION	438,103	-	-	-	-	-	-	-
FINANCE & TECHNOLOGY	1,532,535	-	-	-	-	-	-	-
LEGAL SERVICES	165,602	-	-	-	-	-	-	-
COMMUNITY DEVELOPMENT	958,005	-	-	-	-	-	-	-
CITY CLERK	252,640	-	-	-	-	-	-	-
HUMAN RESOURCES	326,867	-	-	-	-	-	-	-
PUBLIC COMMUNICATIONS	16,622	-	-	-	-	-	-	-
FLEET MAINTENANCE	523,842	-	-	-	-	-	-	-
POLICE SERVICES	3,129,276	-	-	-	-	-	-	-
FIRE SERVICES	2,589,267	-	-	-	-	-	-	-
GENERAL SERVICES	1,718,618	-	-	-	-	-	-	-
SEAPLANE BASE	-	-	-	-	534,523	-	-	-
ECONOMIC DEVELOPMENT	225,664	-	-	-	-	-	-	-
LIBRARY	763,148	-	-	-	-	-	-	-
PARKS MAINTENANCE	1,187,997	-	-	-	216,923	-	-	-
RECREATION	541,392	-	-	-	-	-	-	-
PARKS OPERATIONS	127,552	-	-	-	-	-	-	-
PAVILION CONFERENCE CENTER	-	-	-	-	-	405,595	-	-
WATER	-	2,300,351	-	-	-	-	386,500	-
WASTEWATER	-	2,911,691	-	-	-	-	959,500	-
PUBLIC WORKS ADMINISTRATION	-	-	-	-	-	-	-	-
SOLID WASTE	-	-	2,151,395	-	-	-	-	-
STORMWATER	-	-	-	691,296	-	-	-	-
W&S IMPACT FEE	-	-	-	-	-	-	-	-
SRF LOAN CONSTRUCTION	-	-	-	-	-	-	-	-
POLICE EDUCATION	-	-	-	-	-	-	-	1,650
POLICE AUTOMATION	-	-	-	-	-	-	-	-
POLICE FORFEITURES	-	-	-	-	-	-	-	-
COMMUNITY REDEVELOPMENT	-	-	-	-	-	-	-	-
SPECIAL EVENTS	-	-	-	-	-	-	-	-
GRANT EXPENDITURES	-	-	-	-	-	-	-	-
PUBLIC SAFETY	-	-	-	-	-	-	-	-
CAPITAL PROJECT FUND	-	-	-	-	-	-	-	-
TRANSFERS OUT	1,136,604	2,605,902	221,605	91,174	-	-	200,000	-
REIMBURSEMENTS TO OTHER FUNDS	-	733,942	569,783	158,788	-	-	-	-
DEBT SERVICES	13,964	515,730	93,388	64,441	-	185,215	1,947,572	-
APPROPRIATIONS LESS DEBT PROCEEDS	15,725,933	9,067,616	3,036,171	1,005,699	751,446	590,810	3,493,572	1,650
CAPITAL LEASE EXPENDITURES	-	-	-	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ 15,725,933	\$ 9,067,616	\$ 3,036,171	\$ 1,005,699	\$ 751,446	\$ 590,810	\$ 3,493,572	\$ 1,650
APPROP./NON-APPROP). RESTRICTED ¹	(25,000)	75,757	158,008	(1,345)	-	-	137,954	-
ESTIMATED BEG RESERVE BAL - 10/01/15 ⁴	927,518	722,236	1,643,872	587,536	125,744	(2,046,520)	3,393,260	17,571
ESTIMATED END RESERVE BAL-9/30/16 ³	\$ 952,518	\$ 646,479	\$ 1,485,864	\$ 588,881	\$ 125,744	\$ (2,046,520)	\$ 3,255,306	\$ 17,571
RESERVE BAL - EMERGENCIES - 90%	857,266	581,831	1,337,278	529,993	113,170	(1,841,868)	2,929,775	15,814
RESERVE BAL - CONTINGENCIES-10%	95,252	64,648	148,586	58,888	12,574	(204,652)	325,531	1,757

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
4. Negative fund balance for TIFF and Pavilion are due to interfund loans

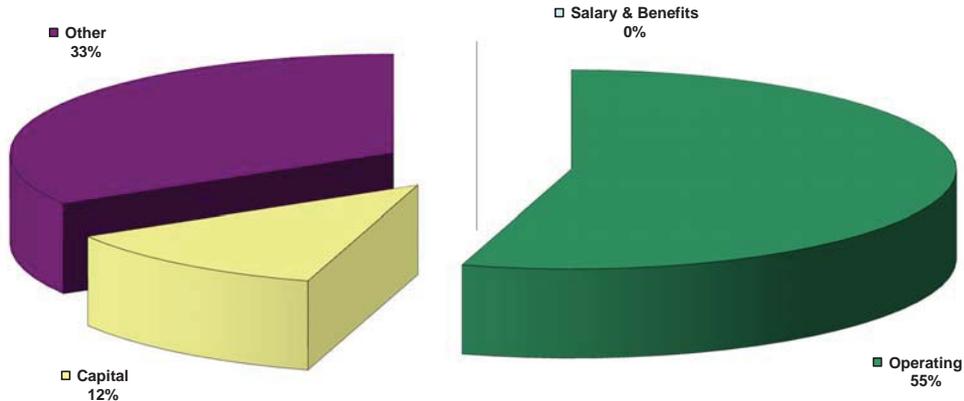


CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

SUMMARY OF REVENUES, EXPENDITURES, CHANGES IN RESERVE

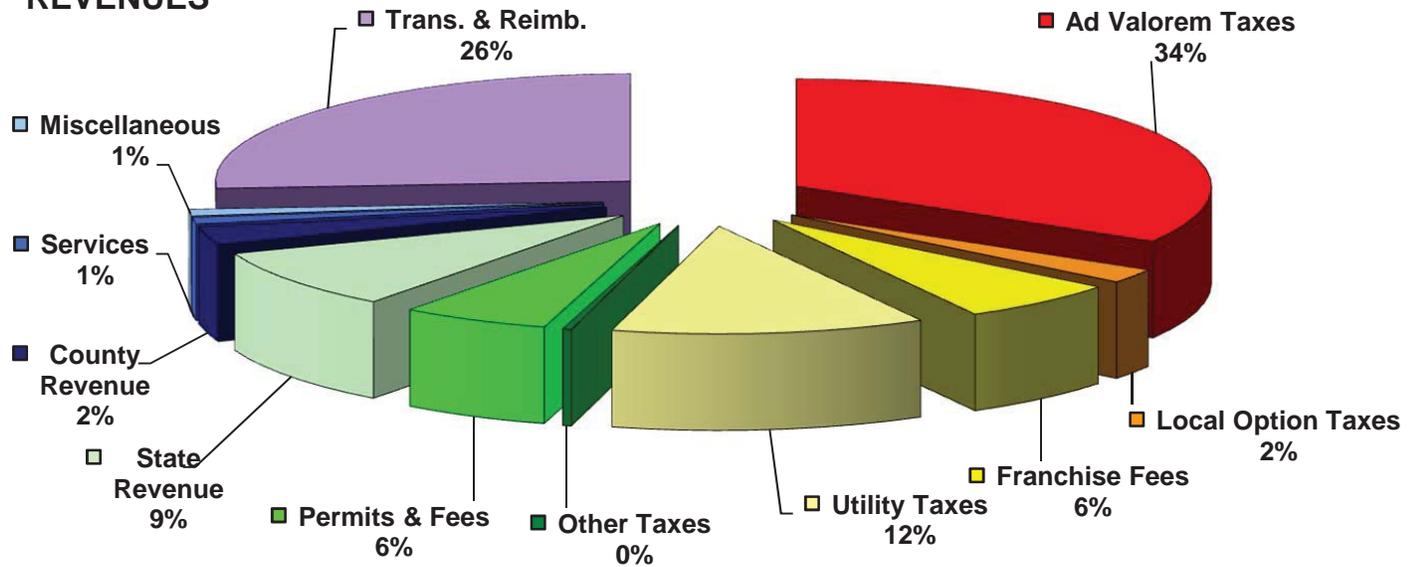
105 COMM REDEV	110 & 111 PUBLIC SAFETY IMPACTS	114 PARKS & RECREATION IMPACTS	122 FIRE ASSESSMENT	150 INFRAS SURTAX	117,151 GRANTS & FREEDOM FLAG FUNDS	152 INFRAS SURTAX 1/1/2018	153 ROAD IMPROVE	201 DEBT SERVICE FUND	601,602,605,606 PENSION & OTHER FUNDS	TOTAL
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,235
-	-	-	-	-	-	-	-	-	-	438,103
-	-	-	-	-	-	-	-	-	-	1,532,535
-	-	-	-	-	-	-	-	-	-	165,602
-	-	-	-	-	-	-	-	-	-	958,005
-	-	-	-	-	-	-	-	-	-	252,640
-	-	-	-	-	-	-	-	-	-	326,867
-	-	-	-	-	-	-	-	-	-	16,622
-	-	-	-	-	-	-	-	-	-	523,842
-	-	-	-	-	-	-	-	-	934,966	4,064,242
-	-	-	-	-	-	-	-	-	291,920	2,881,187
-	-	-	-	-	7,208	-	-	-	-	1,725,826
-	-	-	-	-	-	-	-	-	-	534,523
-	-	-	-	-	-	-	-	-	-	225,664
-	-	-	-	-	-	-	-	-	40	763,188
-	-	50,000	-	-	-	-	-	-	56	1,454,976
-	-	-	-	-	-	-	-	-	-	541,392
-	-	-	-	-	275,000	-	-	-	-	402,552
-	-	-	-	-	-	-	-	-	-	405,595
-	-	-	-	-	-	-	-	-	-	2,686,851
-	-	-	-	-	-	-	-	-	-	3,871,191
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	2,151,395
-	-	-	-	-	-	-	-	-	-	691,296
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	1,650
-	-	-	-	-	-	-	-	-	-	-
120,900	-	-	-	-	-	-	-	-	-	120,900
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
107,303	-	-	1,652,516	-	-	-	-	-	-	6,015,104
-	-	-	-	836,162	-	-	-	1,002,783	-	1,462,513
-	-	-	-	-	-	-	-	-	-	4,659,255
228,203	-	50,000	1,652,516	836,162	282,208	-	-	1,002,783	1,226,982	38,951,751
-	-	-	-	-	-	-	-	-	-	-
\$ 228,203	\$ -	\$ 50,000	\$ 1,652,516	\$ 836,162	\$ 282,208	\$ -	\$ -	\$ 1,002,783	\$ 1,226,982	\$ 38,951,751
(2,506)	(88,150)	800	-	(508,181)	7,208	-	(10,000)	-	(1,511,499)	(1,766,954)
(317,377)	290,677	42,315	175,692	249,156	10,101	-	-	91,989	16,792,315	22,706,085
\$ (314,871)	\$ 378,827	\$ 41,515	\$ -	\$ 757,337	\$ 2,893	\$ -	\$ 10,000	\$ 91,989	\$ 18,303,814	\$ 24,297,347
(283,384)	340,944	37,364	-	681,603	2,604	-	9,000	82,790	16,473,432	21,867,612
(31,487)	37,883	4,152	-	75,734	289	-	1,000	9,199	1,830,381	2,429,735

Total Expenses-All Funds by Category

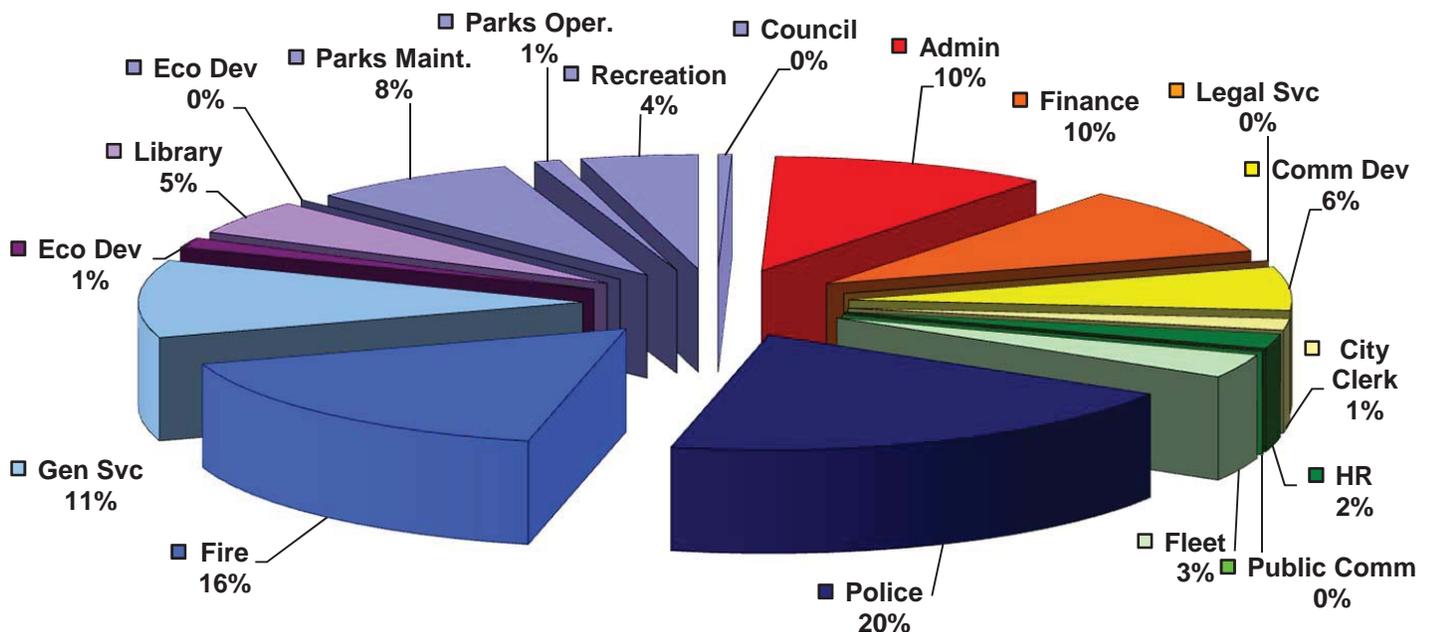


Estimated General Fund Revenues vs. Expenditures FY 2016-2017

REVENUES

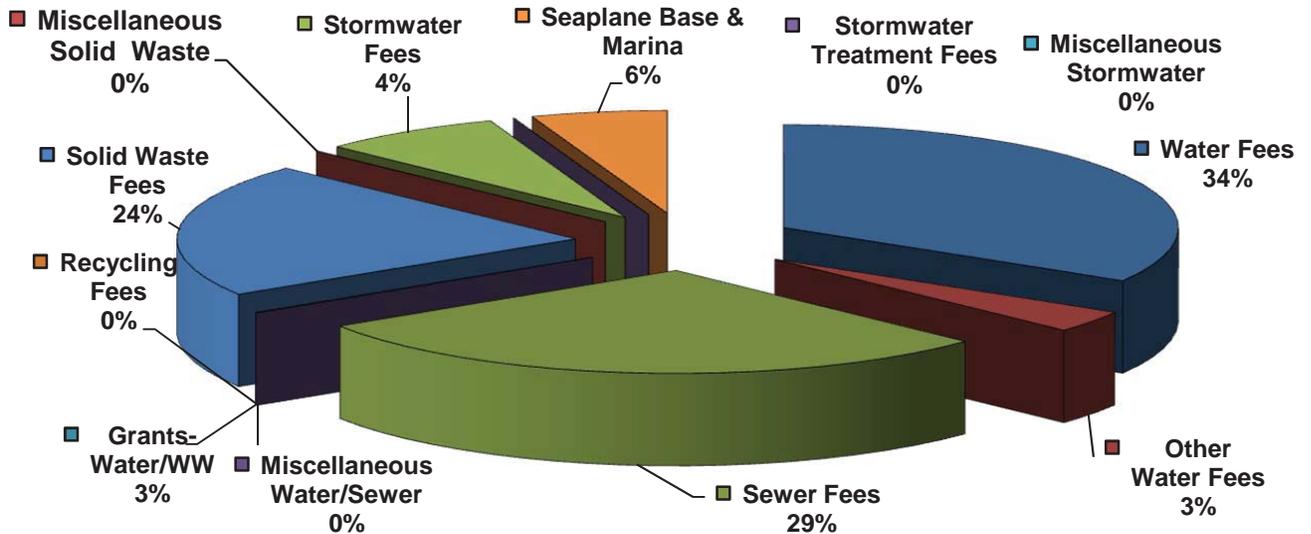


EXPENSES

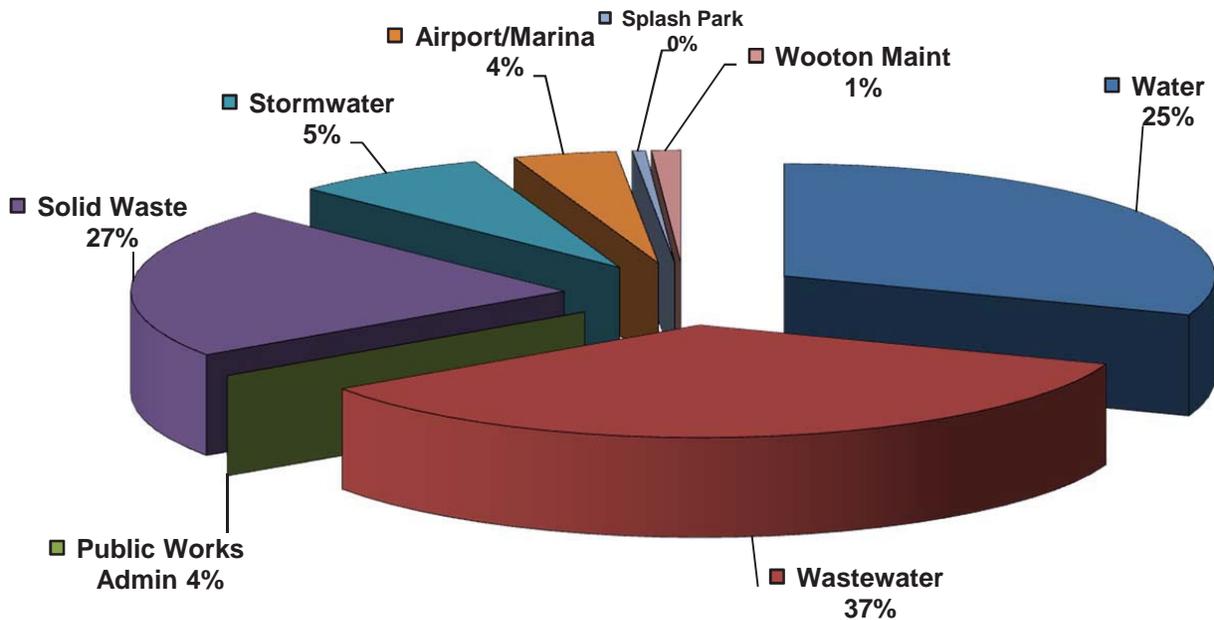


Estimated Proprietary Funds Revenues vs. Expenditures FY 2016-2017

REVENUES



EXPENSES



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**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

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

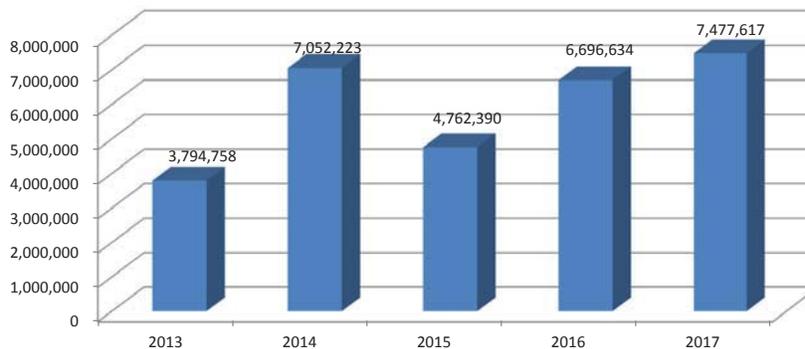
WHERE FROM:		WHERE TO:	
AD VALOREM TAXES (includes Voted & TIF)	5,502,554	EXECUTIVE AND CITY ADMINISTRATOR	356,751
AD VALOREM TAXES (Voted Debt Service - G.O.)	271,664	GENERAL GOVERNMENT OVERHEAD	1,310,155
LOCAL OPTION GAS TAXES	334,530	FINANCE & TECHNOLOGY	1,532,535
UTILITY TAX REVENUE	1,923,752	LEGAL SERVICES	165,602
BUSINESS TAX RECEIPTS	53,307	COMMUNITY DEVELOPMENT	958,005
FRANCHISE FEES	980,308	CITY CLERK	252,640
PERMITS & FEES	909,599	HUMAN RESOURCES	326,867
INTERGOVERNMENTAL REVENUE	1,803,515	PUBLIC COMMUNICATIONS	16,622
CHARGES FOR SERVICES - GEN FUND	149,295	FLEET MAINTENANCE DEPARTMENT	523,842
FINES & FORFEITURES	24,948	POLICE PUBLIC SAFETY	3,046,362
WATER REVENUE	4,703,023	POLICE CODE ENFORCEMENT	82,914
WASTEWATER REVENUE	3,922,089	FIRE DEPARTMENT	2,589,267
WATER REUSE REVENUE	5,341	GENERAL SERVICES & STREETS	1,718,618
SERVICE/LATE CHARGES	350,773	ECONOMIC DEVELOPMENT	225,664
SOLID WASTE REVENUE	2,873,163	LIBRARY	763,148
STORMWATER REVENUES	1,007,010	PARKS MAINTENANCE	1,187,997
INTERFUND TRANSFERS & REIMBURSEMENTS	7,477,617	PARKS OPERATIONS & RECREATION	668,944
CAPITAL LEASE PROCEEDS	-	POLICE EDUCATION	1,650
DEBT PROCEEDS SRF	-	COMMUNITY REDEVELOPMENT TRUST - TIF	228,203
SUNSET VIEW PROJECT ASSESSMENTS	120,260	POLICE & FIRE IMPACT FUNDS	-
DEBT SERVICE FUND (Included with transfers)	-	FORFEITURE EXPENDITURES	-
COMMUNITY REDEV - TIF REVENUES	-	PARK IMPACT EXPENDITURES	50,000
EVENT FUND REVENUES	-	FREEDOM FLAG FUND	7,208
POLICE & FIRE IMPACT FEES	88,150	FIRE SUPPRESSION	1,652,516
PARK IMPACT FEES	49,200	INFRASTRUCTURE SURTAX EXPENDITURES	-
FIRE ASSESSMENT FEES	1,652,516	INFRASTRUCTURE SURTAX DEBT SERVICE	836,162
INFRASTRUCTURE SALES TAX	1,343,833	GRANT EXPENDITURES	275,000
GRANT REVENUE	332,832	ROAD IMPROVEMENT FUND	-
WATER & SEWER IMPACT FEES	1,100,000	DEBT SERVICE - GENERAL GOVERNMENT	1,002,783
SEAPLANE BASE MARINA REVENUES	30,300	CAPITAL PROJECT FUND	-
SEAPLANE BASE PROP SHOP REVENUES	243,879	WATER DIVISION	4,247,181
SEAPLANE BASE SPLASH PARK REVENUES	48,500	WASTEWATER DIVISION	4,820,435
SEAPLANE BASE FACILITY & GAZEBO RENTALS	16,000	PUBLIC WORKS ADMINISTRATION	-
SEAPLANE BASE OTHER FEES & RENTALS	550	SOLID WASTE FUND	3,036,171
PAVILION FUND	466,953	STORMWATER FUND	1,005,699
EMPLOYER PENSION CONTRIB - POLICE & FIRE	629,416	WATER & SEWER IMPACT FEE FUND	1,275,000
EMPLOYEE PENSION CONTRIB - POLICE & FIRE	239,467	WATER & SEWER RENEWAL & REPLACEMENT	271,000
STATE CONTRIBUTIONS - POLICE & FIRE	166,510	SRF CONSTRUCTION	-
INTEREST/INVESTMENT INCOME (Includes Pension Funds)	1,723,363	SRF DEBT SERVICE	1,820,139
MISCELLANEOUS INCOME	174,488	SEAPLANE BASE EXPENDITURES	751,446
APPROP FUND BAL/RETAINED EARNINGS	408,727	PAVILION FUND EXPENDITURES	590,810
		SUNSET VIEW DEBT SERVICE	127,433
		OTHER FUND EXPENDITUES	1,226,982
		NON APPROPRIATED REVENUES	664,182
		OTHER FUND NON APPROPRIATED REVENUES	1,511,499

TOTAL REVENUES: \$ 41,127,432

TOTAL EXPENDITURES: \$ 41,127,432

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

TRANSFERS & REIMBURSEMENTS

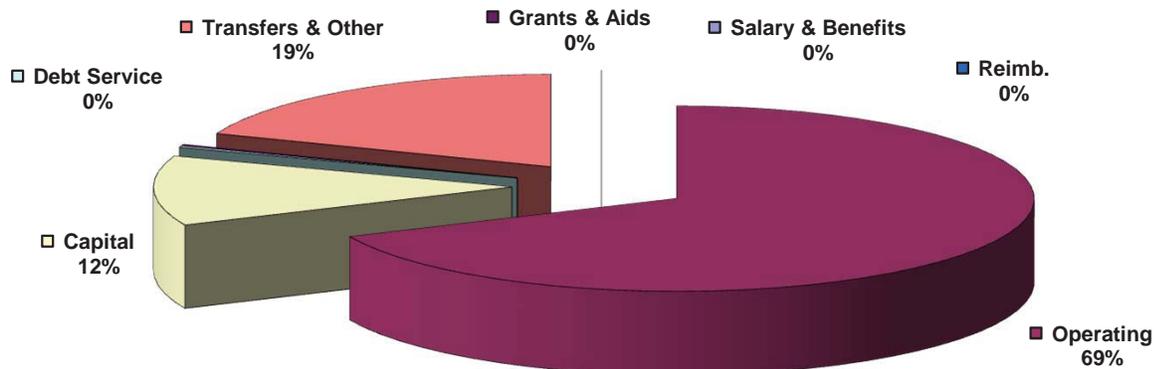


**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

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	67,116	11,119	78,235	-	78,235
ADMINISTRATION	2	294,996	130,107	425,103	1,163,568	1,588,671
FINANCE & TECHNOLOGY	13	1,118,935	388,600	1,507,535	25,000	1,532,535
LEGAL SERVICES	N/A	N/A	165,602	165,602	-	165,602
COMMUNITY DEVELOPMENT	5	436,516	326,752	763,268	194,737	958,005
CITY CLERK	2	228,459	24,181	252,640	-	252,640
HUMAN RESOURCES	3	250,092	76,775	326,867	-	326,867
PUBLIC COMMUNICATIONS	0	-	16,622	16,622	-	16,622
FLEET MAINTENANCE	4	344,286	179,556	523,842	-	523,842
POLICE DEPARTMENT	35	2,505,180	620,963	3,126,143	3,133	3,129,276
FIRE DEPARTMENT	25	2,326,559	262,708	2,589,267	-	2,589,267
GENERAL SERVICES	9	556,242	948,176	1,504,418	214,200	1,718,618
ECONOMIC DEVELOPMENT	2	203,322	22,342	225,664	-	225,664
LIBRARY	7	387,960	98,943	486,903	276,245	763,148
PARKS MAINTENANCE	11	650,721	532,276	1,182,997	5,000	1,187,997
RECREATION	9	352,680	188,712	541,392	-	541,392
PARKS OPERATIONS	N/A	107,734	19,818	127,552	-	127,552
TOTAL GENERAL FUND	127	\$ 9,830,798	\$ 4,013,252	\$ 13,844,050	\$ 1,881,883	\$ 15,725,933

General Fund Expenditures by Category



CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

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	890,003	2,959,670	3,849,673	397,508	4,247,181
WASTEWATER DEPARTMENT	16	1,189,074	3,140,639	4,329,713	490,722	4,820,435
TOTAL UTILITY FUND	27	2,079,077	6,100,309	8,179,386	888,230	9,067,616
POLICE EDUCATION FUND	N/A	N/A	1,650	1,650	-	1,650
COMMUNITY REDEV. FUND	0	-	228,203	228,203	-	228,203
PUB. SAFETY IMPACT FUNDS	N/A	N/A	-	-	-	-
FORFEITURE FUNDS	N/A	-	-	-	-	-
P&R IMPACTS FUND	N/A	N/A	-	-	50,000	50,000
FREEDOM FLAG FUND	N/A	N/A	7,208	7,208	-	7,208
FIRE ASSESSMENT FUND	N/A	N/A	N/A	-	1,652,516	1,652,516
INFRASTRUCTURE SALES TAX	N/A	N/A	-	-	836,162	836,162
GRANT FUND	N/A	-	-	-	275,000	275,000
ROAD IMPROVEMENTS FUND	N/A					
DEBT SERVICE FUND	N/A	N/A	N/A	-	1,002,783	1,002,783
CAPITAL PROJECT FUND	N/A	N/A	N/A	N/A	-	-
SOLID WASTE FUND	8	499,975	2,123,808	2,623,783	412,388	3,036,171
STORMWATER FUND	4	264,014	449,244	713,258	292,441	1,005,699
MARINA/SEAPLANE BASE	29	336,927	414,519	751,446	-	751,446
PAVILION FUND	4.5	258,959	146,636	405,595	185,215	590,810
W/WW IMPACT FEE FUND	N/A	N/A	200,000	200,000	1,075,000	1,275,000
WATER & WW RRI FUND	N/A	N/A	-	-	271,000	271,000
SRF CONST. & DEBT SERVICE	N/A	N/A	-	-	1,947,572	1,947,572
TOTAL OTHER FUNDS	45.5	\$ 1,359,875	\$ 3,571,268	\$ 4,931,143	\$ 8,000,077	\$ 12,931,220
TOTAL ALL FUNDS**:	199.5	\$ 13,269,750	\$ 13,684,829	\$ 26,954,579	\$ 10,770,190	\$ 37,724,769

*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 2016-2017**

GENERAL FUND SUMMARY

AUDITED ACTUALS 2013-2014	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	DEPARTMENT	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16	INCREASE/ (DECREASE)
1,724,909	1,075,343	1,106,959	COUNCIL & ADMINISTRATION	1,666,906	50.58%	559,947
1,104,892	1,295,820	1,455,588	FINANCE & TECHNOLOGY	1,532,535	5.29%	76,947
123,093	94,372	168,102	LEGAL SERVICES	165,602	-1.49%	(2,500)
556,730	664,786	1,226,128	COMMUNITY DEVELOPMENT	958,005	-21.87%	(268,123)
202,701	220,905	244,605	CITY CLERK	252,640	3.28%	8,035
239,064	266,268	308,871	HUMAN RESOURCES	326,867	5.83%	17,996
122,541	114,154	122,701	PUBLIC COMMUNICATIONS	16,622	-86.45%	(106,079)
454,944	483,402	529,960	FLEET MAINTENANCE	523,842	-1.15%	(6,118)
3,421,720	3,138,245	3,051,528	POLICE DEPARTMENT	3,129,276	2.55%	77,748
2,472,442	2,563,454	3,050,307	FIRE DEPARTMENT	2,589,267	-15.11%	(461,040)
1,114,362	1,353,350	2,133,466	GENERAL SERVICES	1,718,618	-19.44%	(414,848)
303,355	249,717	278,759	ECONOMIC DEVELOPMENT	225,664	-19.05%	(53,095)
457,636	464,528	541,010	LIBRARY	763,148	41.06%	222,138
1,249,475	1,333,646	1,140,349	PARKS MAINTENANCE	1,187,997	4.18%	47,648
453,237	489,872	507,119	RECREATION	541,392	6.76%	34,273
-	43,794	147,475	PARKS OPERATIONS	127,552	-13.51%	(19,923)
\$ 14,001,101	\$ 13,851,656	\$ 16,012,927	TOTAL	\$ 15,725,933	-1.79%	\$ (286,994)

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

ENTERPRISE FUNDS SUMMARY

AUDITED ACTUALS 2013-2014	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	DEPARTMENT	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16	INCREASE/ (DECREASE)
3,227,585	3,718,985	3,992,397	WATER	4,247,181	6.38%	254,784
3,896,887	4,503,731	4,978,664	WASTEWATER	4,820,435	-3.18%	(158,229)
2,412,470	2,393,198	2,661,417	SOLID WASTE	3,036,171	14.08%	374,754
588,362	682,302	1,080,191	STORMWATER	1,005,699	-6.90%	(74,492)
-	-	-	SEAPLANE BASE-PROP SHOP	-	0.00%	-
-	-	-	SEAPLANE BASE	-	0.00%	-
-	-	-	SEAPLANE BASE-WATER TAXI	-	0.00%	-
524,221	480,647	538,236	SEAPLANE BASE AIRPORT/MARINA	534,523	-0.69%	(3,713)
54,924	63,679	64,414	SEAPLANE BASE-SPLASH PARK	66,907	3.87%	2,493
128,612	111,740	127,917	SEAPLANE BASE-PARK MAINT	150,016	17.28%	22,099
181,894	476,692	665,678	PAVILION	590,810	-11.25%	(74,868)
\$ 11,014,955	\$ 12,430,974	\$ 14,108,914	TOTAL	\$ 14,451,742	2.43%	\$ 342,828

**City of Tavares
Proposed Budget - Fiscal Year 2017
Position Summary**

Current/Approved FTE Summary	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
General Fund:			
Administration	2.00	1.50	2.00
Finance & Technology	13.00	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	2.50
Public Communications	1.00	1.00	0.00
Fleet Maintenance	4.00	4.00	4.00
Police	29.50	30.50	30.50
Fire	24.75	24.75	24.75
General Services	8.00	8.00	9.00
Economic Development	2.00	2.00	2.00
Library	6.50	6.50	7.00
Parks Maintenance	11.00	11.00	11.00
Community Services	* 5.00	5.00	5.00
Total General Fund	<u>115.75</u>	<u>116.25</u>	<u>117.75</u>
Total Community Redevelopment Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Utilities Funds:			
Water	12.00	11.00	11.00
Wastewater	16.00	16.00	16.00
Public Works Administration	0.00	0.00	0.00
Total Utility Fund	<u>28.00</u>	<u>27.00</u>	<u>27.00</u>
Seaplane Fund:			
Transportation	4.50	4.50	4.50
Splash Park/Events	* 0.00	0.00	0.00
Park Maintenance	1.00	1.00	1.00
Total Marina/Seaplane Fund	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>
Total Solid Waste Fund	<u>8.00</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>3.00</u>	<u>4.50</u>	<u>4.50</u>
Total Full-time Equivalent Positions	164.25	165.25	166.75

*Seasonal Positions are not included in the FTE count

Change in Position Count Justification:

		<u>FTE</u>
Position Change - Receptionist to full-time	12003	0.50
Position Change - Youth Services Specialist to full-time	22004	0.50
Staff Increase - Part-time HR Staff Assistant	17002	0.50
Staff Increase - Street Tradesworker I	41002	1.00
Staff Decrease - Public Communications Director	12006	(1.00)
Total Change in Position Count		<u>1.50</u>

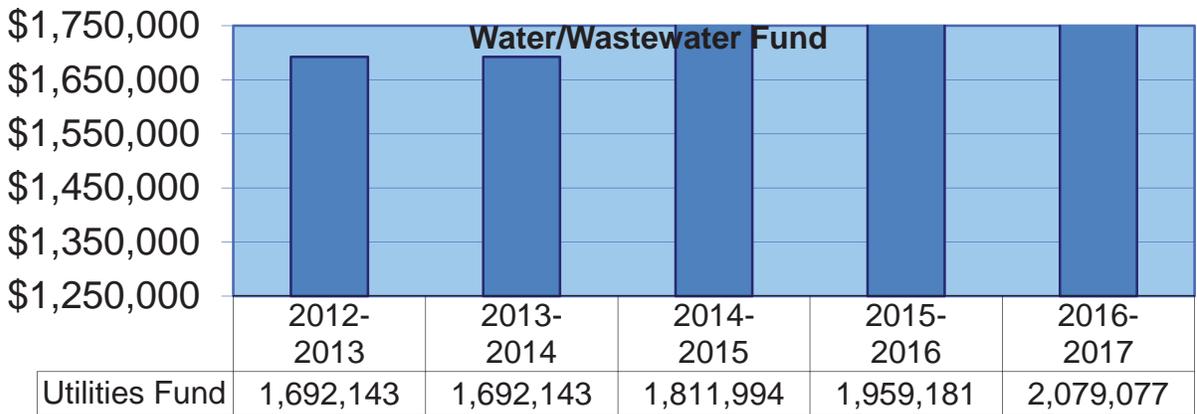
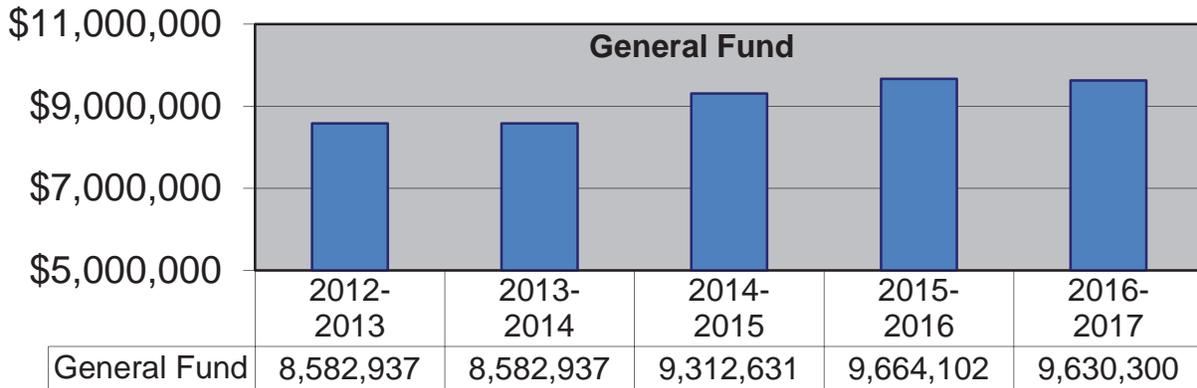
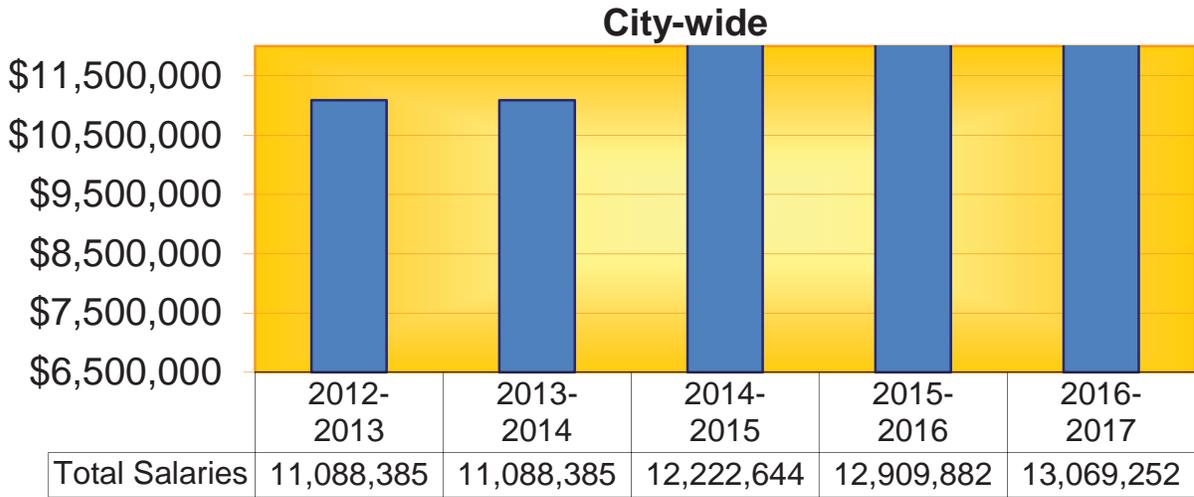
AUTHORIZED POSITIONS

	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
Total General Fund	129.00	126.00	127.00
Total Community Redevelopment Fund	0.00	0.00	0.00
Total Utility Water/Wastewater Fund	28.00	27.00	27.00
Total Seaplane Base Fund	25.00	29.00	29.00
Total Solid Waste Fund	8.00	8.00	8.00
Total Stormwater Fund	4.00	4.00	4.00
Total Pavilion Fund	3.00	5.00	5.00
Total Authorized Positions	197.00	199.00	200.00

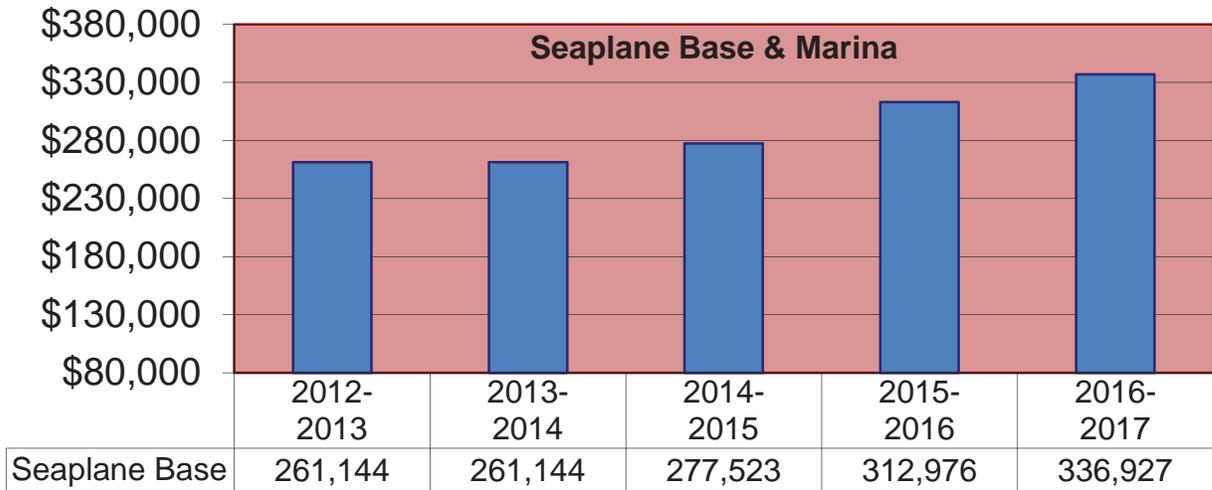
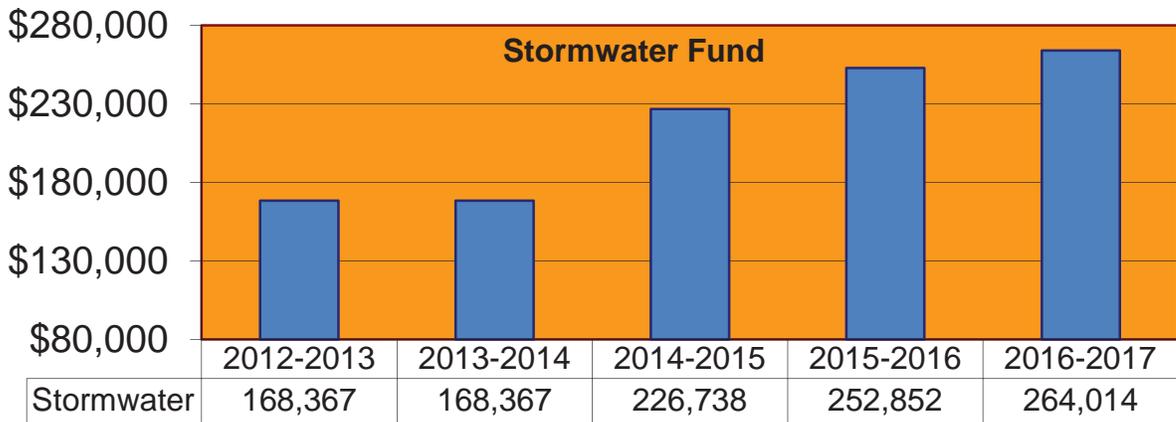
(includes seasonal positions)

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

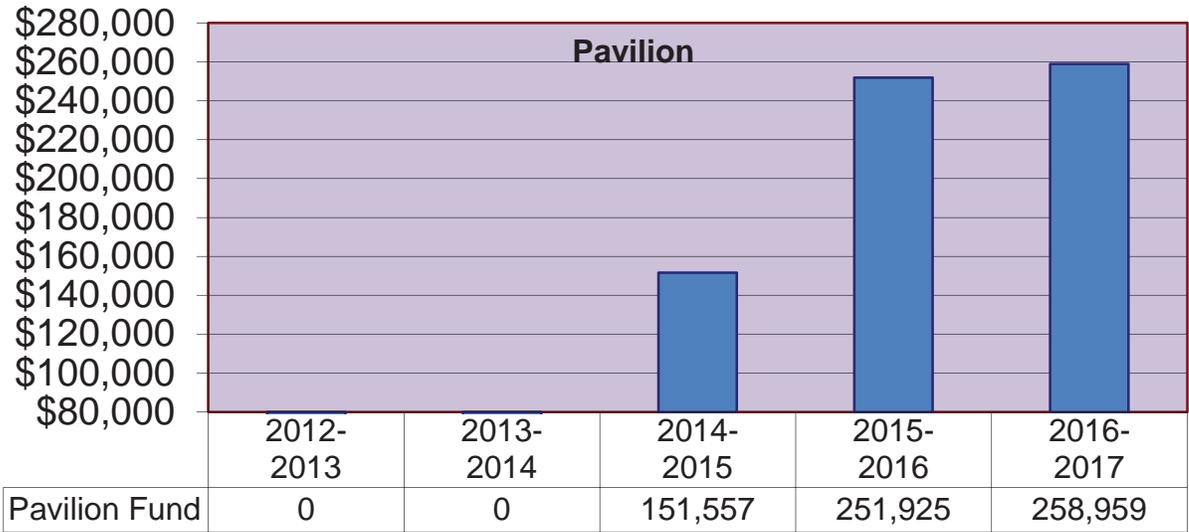
**SALARY & BENEFIT COSTS
OVER A 5-YEAR PERIOD**



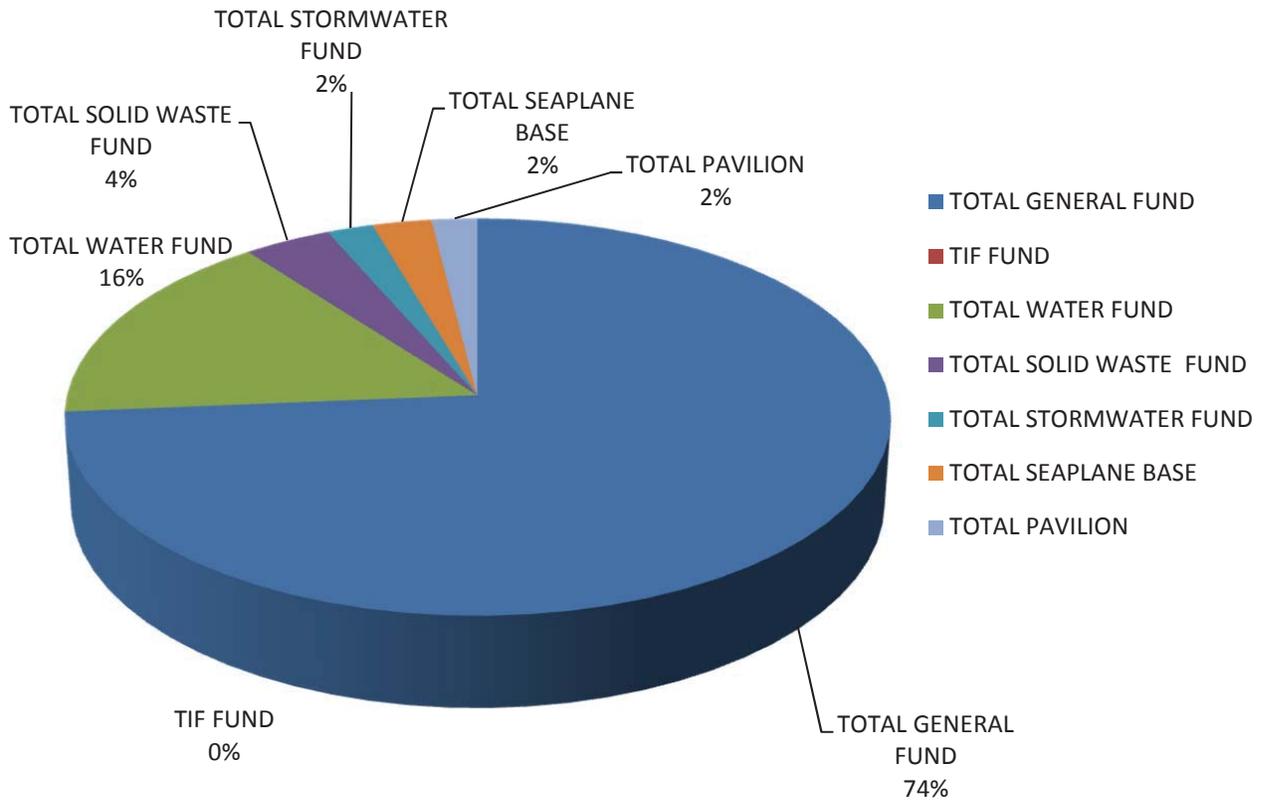
**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**



**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**



Salary & Wages by Fund - Proposed Budget



GENERAL FUND

FUND 001

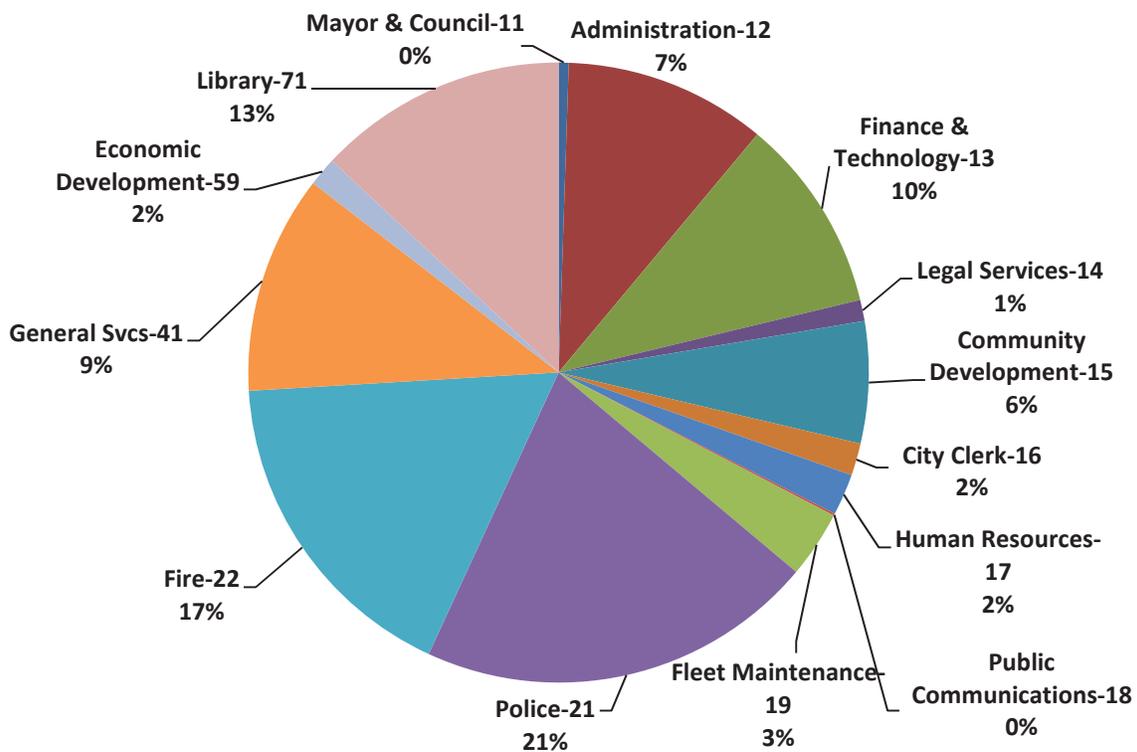
Budget Summary

<i>Department Summary</i>	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Mayor & Council-11				
Personal Services	40,196	47,838	67,116	40.30%
Operating Expenses	6,740	23,494	11,119	-52.67%
Total Mayor & Council	46,936	71,332	78,235	9.68%
Administration-12				
Personal Services	273,045	273,859	294,996	7.72%
Operating Expenses	119,650	105,201	130,107	23.67%
Capital Expenses	3,979	-	-	0.00%
Debt	27,927	27,927	13,964	-50.00%
Grants and Aids	14,000	19,000	13,000	-31.58%
Transfers & Others	589,806	609,640	1,136,604	86.44%
Total Administration	1,028,407	1,035,627	1,588,671	53.40%
Finance & Technology-13				
Personal Services	948,070	1,036,736	1,118,935	7.93%
Operating Expenses	298,660	385,988	388,600	0.68%
Capital Expenses	49,090	32,864	25,000	-23.93%
Debt	-	-	-	0.00%
Total Finance & Tech	1,295,820	1,455,588	1,532,535	5.29%
Legal Services-14				
Operating Expenses	94,372	168,102	165,602	-1.49%
Total Legal Services-14	94,372	168,102	165,602	-1.49%
Community Development-15				
Personal Services	406,788	416,400	436,516	4.83%
Operating Expenses	250,339	342,871	326,752	-4.70%
Capital Expenses	7,659	466,857	194,737	-58.29%
Debt	-	-	-	0.00%
Total Comm Development	664,786	1,226,128	958,005	-21.87%
City Clerk-16				
Personal Services	205,521	211,891	228,459	7.82%
Operating Expenses	15,384	32,714	24,181	-26.08%
Capital Expenses	-	-	-	0.00%
Debt	-	-	-	0.00%
Total City Clerk	220,905	244,605	252,640	3.28%

Human Resources-17				
Personal Services	198,247	212,025	250,092	17.95%
Operating Expenses	66,106	96,846	76,775	-20.72%
Capital Expenses	1,915	-	-	0.00%
Debt	-	-	-	0.00%
Total Human Resources	266,268	308,871	326,867	5.83%
Public Communications-18				
Personal Services	94,830	102,016	-	-100.00%
Operating Expenses	18,367	20,685	16,622	-19.64%
Capital Expenses	957	-	-	0.00%
Total Public Comm.	114,154	122,701	16,622	-86.45%
Fleet Maintenance-19				
Personal Services	329,385	353,863	344,286	-2.71%
Operating Expenses	140,738	169,897	179,556	5.69%
Capital Expenses	13,279	6,200	-	-100.00%
Debt	-	-	-	0.00%
Total Fleet Maintenance	483,402	529,960	523,842	-1.15%
Police-21				
Personal Services	2,354,674	2,388,851	2,505,180	4.87%
Operating Expenses	614,752	649,551	620,963	-4.40%
Capital Expenses	168,819	13,126	3,133	-76.13%
Debt	-	-	-	0.00%
Total Police	3,138,245	3,051,528	3,129,276	2.55%
Fire-22				
Personal Services	2,114,152	2,195,014	2,326,559	5.99%
Operating Expenses	240,743	261,503	262,708	0.46%
Capital Expenses	40,133	593,790	-	-100.00%
Debt	-	-	-	0.00%
Total Fire	2,395,028	3,050,307	2,589,267	-15.11%
General Services-41				
Personal Services	462,905	523,808	556,242	6.19%
Operating Expenses	714,751	971,576	948,176	-2.41%
Capital Expenses	175,694	638,082	214,200	-66.43%
Debt	-	-	-	0.00%
Total General Services	1,353,350	2,133,466	1,718,618	-19.44%
Economic Development-59				
Personal Services	204,433	182,783	203,322	11.24%
Operating Expenses	38,370	19,844	22,342	12.59%
Capital Expenses	6,914	76,132	-	-100.00%
Debt	-	-	-	0.00%
Total Economic Dev.	249,717	278,759	225,664	-19.05%
Library-71				
Personal Services	341,795	365,438	387,960	6.16%
Operating Expenses	71,185	94,097	98,943	5.15%
Capital Expenses	51,548	81,475	276,245	239.05%
Debt	-	-	-	0.00%
Total Library	464,528	541,010	763,148	41.06%
Park & Recreation-72				
Personal Services	1,014,422	1,182,569	1,218,869	3.07%
Operating Expenses	778,204	747,151	740,806	-0.85%
Capital Expenses	118,480	12,698	5,000	-60.62%
Debt	-	-	-	0.00%
Total Parks & Rec	1,911,106	1,942,418	1,964,675	1.15%
Grand Total General Fund	\$ 13,727,024	\$ 16,160,402	\$ 15,833,667	-2.02%

<i>Category Summary</i>				
Personal Services	8,988,463	9,493,091	9,938,532	4.69%
Operating Expenses	3,468,361	4,089,520	4,013,252	-1.86%
Capital Expenses	638,467	1,921,224	718,315	-62.61%
Debt	27,927	27,927	13,964	-50.00%
Grants and Aids	14,000	19,000	13,000	-31.58%
Transfers & Others	589,806	609,640	1,136,604	86.44%
Grand Total General Fund	\$ 13,727,024	\$ 16,160,402	\$ 15,833,667	-2.02%

GENERAL FUND EXPENDITURE SUMMARY



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CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

GENERAL FUND REVENUE

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	ESTIMATED REVENUE 2016-2017	% CHANGE OVER FY 15-16
<i>TAXES</i>					
311.01-00	CURRENT	3,938,020	4,453,668	5,227,239	17.37%
311.02-00	DELINQUENT	123,521	58,789	62,430	6.19%
*	AD VALOREM TAXES	4,061,541	4,512,457	5,289,669	17.22%
312.41-00	FIRST LOCAL OPT GAS TAX	217,262	240,094	267,450	11.39%
312.42-00	SECOND LOCAL OPT GAS TAX	66,815	66,654	67,080	0.64%
*	LOCAL OPTION TAXES	284,077	306,748	334,530	9.06%
314.10-00	ELECTRIC	997,165	957,503	960,000	0.26%
314.30-00	WATER	354,230	361,302	371,302	2.77%
314.40-00	GAS	38,716	35,909	35,909	0.00%
314.80-00	PROPANE	9,226	12,156	8,734	-28.15%
315.00-00	TELECOMMUNICATIONS TAX	485,779	542,571	547,807	0.97%
*	UTILITY TAXES	1,885,116	1,909,441	1,923,752	0.75%
316.01-00	LOCAL BUSINESS TAX	44,569	52,307	53,307	1.91%
*	OTHER TAXES	44,569	52,307	53,307	1.91%
**	TOTAL TAXES	6,275,303	6,780,953	7,601,258	12.10%
<i>PERMITS AND FEES</i>					
322.01-00	BUILDING PERMITS	850,734	869,381	877,719	0.96%
323.10-00	ELECTRIC	1,031,992	943,335	951,636	0.88%
323.20-00	GAS	27,191	33,405	28,672	-14.17%
329.01-02	ZONING, VARIANCES, APPEALS	19,400	20,500	31,680	54.54%
329.03-01	MOBILE FOOD VENDOR LICENSES	200	-	200	100.00%
**	TOTAL PERMITS AND FEES	1,929,517	1,866,621	1,889,907	1.25%
334.49-01	FDOT-US 441 LIGHTING AGREE.	54,511	56,147	57,832	3.00%
*	STATE GRANTS	54,511	56,147	57,832	3.00%
**	TOTAL GRANTS - FEDERAL AND STATE	54,511	56,147	57,832	3.00%
<i>INTERGOVERNMENTAL REVENUE</i>					
335.12-00	STATE REVENUE SHARING	409,768	420,267	420,267	0.00%
335.14-00	MOBILE HOME LICENSES	12,268	13,076	13,666	4.51%
335.15-00	ALCOHOLIC BEVERAGE LICENSE	13,825	11,462	11,462	0.00%
335.18-00	HALF-CENT SALES TAX	798,930	834,830	857,292	2.69%
335.20-00	FIREFIGHTER'S SUPPLEMENT	5,050	4,120	4,120	0.00%
335.49-01	MOTOR FUEL TAX REBATE	16,357	15,906	17,710	11.34%
335.49-02	FDOT TRAFFIC SIGNAL MAINT	15,994	30,400	30,704	1.00%
*	STATE SHARED REVENUE	1,272,192	1,330,061	1,355,221	1.89%
337.70-10	COUNTY AID TO LIBRARIES	95,159	92,850	92,850	0.00%
337.70-50	LIBRARY E-RATE (SPRINT)	6,480	2,600	2,600	0.00%
*	LOCAL SHARED REVENUES	101,639	95,450	95,450	0.00%
338.01-00	COUNTY BUSINESS TAX REC	14,106	13,654	14,106	3.31%
338.04-01	COUNTY ALS PAYMENT	63,569	65,609	70,368	7.25%
338.04-02	CLOSEST UNIT RESPONSE	8,550	10,000	15,000	50.00%
338.05-00	LIBRARY IMPACT PARTICIPATION	-	-	237,970	100.00%
*	COUNTY SHARED REVENUE	86,225	89,263	337,444	278.03%
**	TOTAL INTERGOVERNMENTAL REVENUES	1,460,056	1,514,774	1,788,115	18.05%

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CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

GENERAL FUND REVENUE

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	ESTIMATED REVENUE 2016-2017	% CHANGE OVER FY 15-16
<i>CHARGES FOR SERVICES</i>					
341.30-01	COUNTY IMPACT ADM FEE	15,487	10,838	11,117	2.57%
341.90-05	SALE OF MAPS & PUBS	30	20	20	0.00%
344.40-01	CHAMBER COMMERCE RENTALS	14,400	14,400	14,500	0.69%
347.20-01	RECREATION FEES	36,916	52,474	42,998	-18.06%
347.20-03	SUMMER PROGRAM	36,074	37,500	40,000	6.67%
347.20-06	REC PROGRAM SPONSORSHIPS	7,375	6,500	8,000	23.08%
347.40-01	JULY 4TH	1,005	1,500	1,500	0.00%
347.40-02	LIGHT UP MAINSTREET	-	1,500	1,500	0.00%
347.50-01	CIVIC CENTER RENTAL	20,196	21,264	22,300	4.87%
347.50-03	FIELD/FIELD LIGHT RENTALS	6,735	6,170	7,300	18.31%
347.50-04	COMMUNITY GARDEN FEES	20	124	60	-51.61%
**	TOTAL CHARGES FOR SERVICES	138,238	152,290	149,295	-1.97%
<i>FINES & FORFEITURES</i>					
351.10-00	POLICE JUDGMENTS & FINES	19,466	20,628	8,905	-56.83%
352.10-00	LIBRARY FINES	4,675	5,351	4,435	-17.12%
352.20-00	LIBRARY FINES PAID @ CITY HALL	71	75	-	-100.00%
354.01-00	PARKING VIOLATIONS	1,075	250	620	148.00%
354.02-00	CODE VIOLATIONS	4,118	5,321	9,338	75.49%
354.03-00	FALSE ALARM VIOLATIONS	300	219	-	-100.00%
**	TOTAL FINES AND FORFEITURES	29,705	31,844	23,298	-26.84%
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	30	36	30	-16.67%
361.10-02	SBA INTEREST	8,979	1,336	3,998	199.25%
361.10-08	INVESTMENT	-	25	-	-100.00%
*	INTEREST INCOME	9,023	1,397	4,028	188.33%
364.01-01	CEMETERY LOTS	8,950	7,500	10,743	43.24%
365.01-00	SURPLUS/SCRAP PROP SALES	9,028	7,372	8,430	14.35%
366.08-00	FRIENDS DONATIONS -APPROP	9,938	4,200	-	-100.00%
367.02-00	UNREALIZED GAIN ON INVEST	-	2,732	1,853	-32.17%
369.10-01	MISCELLANEOUS	28,912	39,639	41,968	5.88%
369.10-02	INSURANCE REIMBURSEMENT	15,039	30,409	-	-100.00%
369.10-03	CEMETERY FEES	4,690	4,917	5,181	5.37%
369.10-04	REFUND-PRIOR YR EXPENSE	10,666	9,663	10,570	9.39%
369.10-06	P&Z ADVERTISING-REIMBURSE	5,794	4,895	8,751	78.77%
369.10-09	CONCESSION CONTRACTS	3,450	4,079	4,232	3.75%
369.10-11	MISCELLANEOUS LIBRARY FEE	7,137	6,628	8,616	29.99%
369.10-14	LIEN SEARCHES	23,773	26,869	28,521	6.15%
369.20-02	RADON COLLECTION FEE	2,772	1,494	1,937	29.65%
*	OTHER INCOME	130,149	150,397	130,802	-13.03%
**	TOTAL INTEREST & OTHER INCOME	139,172	151,794	134,830	-11.18%
***	TOTAL GENERAL FUND REVENUES	10,026,502	10,554,423	11,644,535	10.33%

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CITY OF TAVARES
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GENERAL FUND REVENUE

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	ESTIMATED REVENUE 2016-2017	% CHANGE OVER FY 15-16
<i>OTHER SOURCES</i>					
381.01-22	FROM FIRE ASSESSMENT FUND	1,639,060	1,619,134	1,652,516	2.06%
381.04-01	TRANSFERS FROM WTR/SWR	591,826	651,430	694,166	6.56%
381.04-02	TRANSFERS FROM SOLID WASTE	197,210	225,067	221,605	-1.54%
381.04-03	TRANSFERS FROM SW	52,553	57,186	75,598	32.20%
*	TRANSFERS IN	<u>2,480,649</u>	<u>2,552,817</u>	<u>2,643,885</u>	3.57%
382.04-01	FROM WATER/SEWER	597,844	640,836	733,942	14.53%
382.04-02	FROM SOLID WASTE	502,680	522,502	569,783	9.05%
382.04-03	FROM STORMWATER	158,788	158,788	158,788	0.00%
382.04-05	SEAPLANE BASE FUND	-	-	-	0.00%
*	REIMBURSEMENTS	<u>1,259,312</u>	<u>1,322,126</u>	<u>1,462,513</u>	10.62%
384.20-00	LEAGUE LEASE	-	1,034,000	-	-100.00%
384.30-00	BONDS	-	450,000	-	-100.00%
*	DEBT PROCEEDS	<u>-</u>	<u>1,484,000</u>	<u>-</u>	-100.00%
389.90-00	APPROPRIATED RESERVES	-	115,981	(25,000)	-121.56%
*	APPROPRIATED RESERVES	<u>-</u>	<u>115,981</u>	<u>(25,000)</u>	-121.56%
***	<i>TOTAL OTHER SOURCES</i>	3,739,961	5,474,924	4,081,398	-25.45%
TOTAL GENERAL FUND REVENUE		<u>\$ 13,766,463</u>	<u>\$ 16,029,347</u>	<u>\$ 15,725,933</u>	<u>-1.89%</u>

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CITY OF TAVARES
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 FISCAL YEAR 2016-2017

GENERAL FUND REVENUE
 FUND 001

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
311.01-00 CURRENT	ESTIMATED AD VALOREM AT 6.6166 ADJUST TO 9.14% - Millage = 7.10 mills or .4834 increase	4,646,303 580,936	5,227,239
311.02-00 DELINQUENT	ESTIMATED AD VALOREM	62,430	62,430
312.41-00 FIRST LOCAL OPT GAS TAX	ESTIMATED FIRST LOCAL OPTION GAS TAX	267,450	267,450
312.42-00 SECOND LOCAL OPT GAS TX	ESTIMATED SECOND LOCAL OPTION GAS TAX DISTRIBUTED BY LAKE COUNTY	67,080	67,080
314.10-00 ELECTRIC	ESTIMATED UTILITY TAX RECEIPTS COLLECTED FROM PROPANE PROVIDERS	960,000	960,000
314.30-00 WATER	ESTIMATED COLLECTION FROM WATER UTILITY FEE NOT ASSESSED ON OUTSIDE-CITY WATER CUSTOMERS	371,302	371,302
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	8,734	8,734
315.00-00 TELECOMMUNICATION TAX	ESTIMATED COLLECTIONS FROM COMMUNICATION SERVICE SALES IN TAVARES; COLLECTED BY THE STATE AND DISTRIBUTED TO THE CITY	547,807	547,807
316.01-00 LOCAL BUSINESS TAX	ESTIMATED BUSINESS TAX RECEIPT COLLECTIONS	53,307	53,307
322.01-00 BUILDING PERMITS	ESTIMATED REVENUE DERIVED FROM PERMITS ISSUED	877,719	877,719
323.10-00 ELECTRIC	ESTIMATED COLLECTIONS FROM ELECTRIC FRANCHISE FEES	951,636	951,636
323.20-00 GAS	ESTIMATED UTILITY TAX RECEIPTS COLLECTED FROM NATURAL GAS PROVIDERS	28,672	28,672
329.01-02 ZONING, VARIANCES, APPEAL	ESTIMATED REVENUE DERIVED FROM ZONING FEES AND VARIANCE FEES	31,680	31,680
329.03-01 MOBILE FOOD VENDOR LICENS	ESTIMATED REVENUE DRIVED FROM MOBILE FOOD VENDOR LICENSES	200	200
334.49-01 FDOT-US 441 LIGHTING AGRE	PROJECT ID 413615-1-78-07, CONTRACT AO-134	57,832	57,832
335.12-00 STATE REVENUE SHARING	ESTIMATED MUNICIPAL REVENUE SHARING; DISTRIBUTIONS RECEIVED FROM STATE OF FLORIDA	420,267	420,267
335.14-00 MOBILE HOME LICENSES	ESTIMATED REVENUE DERIVED FROM MOBILE HOME LICENSES DISTRIBUTED BY STATE OF FLORIDA	13,666	13,666
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	857,292	857,292
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	17,710	17,710
335.49-02 FDOT TRAFFIC SIGNAL MAINT	CONTRACT ARW41 FOR JULY 2016 TO JUNE 2017	30,704	30,704
337.70-10 COUNTY AID TO LIBRARIES	COUNTY SHARED REVENUE FROM LIBRARY OPERATIONS	92,850	92,850
337.70-50 LIBRARY E-RATE (SPRINT)	ESTIMATED LIBRARY E-RATE FUNDING	2,600	2,600

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CITY OF TAVARES
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GENERAL FUND REVENUE
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ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
338.01-00 COUNTY OCCUPATIONAL	SHARED REVENUE - COUNTY BUSINESS TAX RECEIPTS	14,106	14,106
338.04-01 COUNTY ALS PAYMENT	PER AGREEMENT WITH LCBCC FOR ALS SERVICE .1 MIL OF TAVARES CERTIFIED FINAL TAX ROLL ESTIMATE	70,368	70,368
338.04-02 CLOSEST UNIT RESPONSE	ESTIMATED REVENUE FROM LAKE COUNTY FOR CLOSEST UNIT RESPONSE	15,000	15,000
338.05-00 LIBRARY IMPACT PARTICIPAT	IMPACT FEES TO BE RECEIVED FOR DESIGN, ENGINEERING AND PERMITTING FEES FOR LIBRARY EXPANSION	237,970	237,970
341.30-01 CTY IMPACT ADM COLLECTION	ADMIN FEES FOR COLLECTION OF LAKE COUNTY ROAD AND SCHOOL IMPACT FEES	11,117	11,117
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	14,500	14,500
347.20-01 RECREATION FEES	RECREATION FEES SPRING & FALL PROGRAMS	36,500 6,498	42,998
347.20-03 SUMMER PROGRAM	SUMMER PROGRAM 50 PARTICIPANTS \$80 PER PARTICIPANT FOR 10 WEEKS (INCREASE FROM \$75)	40,000	40,000
347.20-06 REC PROGRAM SPONSORSHIPS	BABE RUTH SPRING & FALL TEAM SPONSORS	8,000	8,000
347.40-01 JULY 4TH	SECO DONATION FOR FOURTH OF JULY EVENT & FIREWORKS	1,500	1,500
347.40-02 LIGHT UP TAVARES	SECO DONATION FOR LIGHT-UP EVENT	1,500	1,500
347.50-01 CIVIC CENTER RENTAL	ESTIMATED COLLECTIONS FOR FACILITY RENTALS	22,300	22,300
347.50-03 FIELD/FIELD LIGHT RENTALS	ESTIMATED REVENUE FROM BALL FIELD RENTALS	7,300	7,300
347.50-04 COMMUNITY GARDEN FEES	ESTIMATED COMMUNITY GARDEN FEES	60	60
351.10-00 POLICE JUDGMENTS & FINES	ESTIMATED REVENUES FROM POLICE JUDGMENT & FINES	8,905	8,905
352.10-00 LIBRARY FINES	ESTIMATED REVENUE FROM LIBRARY FINES	4,435	4,435
352.20-00 LIBRARY FINES PD AT CH	ESTIMATED LIBRARY FINES PAID AT CITY HALL	-	-
354.01-00 PARKING VIOLATIONS	ESTIMATED REVENUE FROM PARKING VIOLATION FINES	620	620
354.02-00 CODE VIOLATIONS	ESTIMATED REVENUE FROM CODE ENFORCEMENT FINES	9,338	9,338
354.03-00 FALSE ALARM VIOLATIONS	ESTIMATED REVENUE FROM NOISE/FALSE ALARMS	-	-
361.10-01 INTEREST INCOME	ESTIMATED INTEREST EARNINGS	30	30
361.10-02 SBA INTEREST	ESTIMATED SBA INTEREST EARNINGS	3,998	3,998
361.10-08 INVESTMENT	NO AMOUNT BUDGETED	-	-
361.10-09 LOAN PROCEEDS	NO AMOUNT BUDGETED	-	-
364.01-01 CEMETERY LOTS	ESTIMATED REVENUE FROM CEMETERY LOT SALES	10,743	10,743
365.01-00 SURPLUS/SCRAP PROP SALES	ESTIMATED REVENUE FROM SURPLUS/SCRAP SALES	8,430	8,430
366.08-00 FRIENDS DONATIONS -APPROP	NO AMOUNT BUDGETED	-	-
367.02-00 UNREALIZED GAIN ON INVEST	ESTIMATED UNREALIZED GAINS	1,853	1,853
369.10-01 MISCELLANEOUS	BB&T BUSINESS REWARDS - GIFT CARDS FEES / CHARGES ESTIMATED REVENUE FROM MISCELLANEOUS	2,150 39,818	41,968
369.10-02 INSUR REIMBURSEMENTS	NO AMOUNT BUDGETED	-	-

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CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

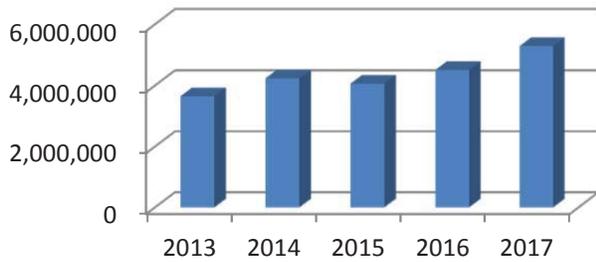
GENERAL FUND REVENUE
 FUND 001

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
369.10-03 CEMETERY FEES	ESTIMATED REVENUE FROM CEMETERY FEES	5,181	5,181
369.10-04 REFUND-PRIOR YR EXPENSE	REFUND PRIOR YEAR EXPENSE	10,570	10,570
369.10-06 P&Z ADVERTISING-REIMBURSE	ESTIMATED REVENUE FROM PLANNING & ZONING ADVERTISING FEES-APPLICANT REIMBURSEMENTS	8,751	8,751
369.10-09 CONCESSION CONTRACTS	ESTIMATED CONCESSION CONTRACTS: GRIDIRON GANG (STOVER) THE RAVE (WOODLEA)	4,232	4,232
369.10-11 MISCELLANEOUS LIBRARY FEE	ESTIMATED REVENUE FROM MISCELLANEOUS LIBRARY FEES	8,616	8,616
369.10-14 LIEN SEARCHES	ESTIMATED REVENUE FROM LIEN SEARCH REQUESTS	28,521	28,521
369.20-02 ST RADON COLLECTION FEE	ESTIMATED REVENUE FROM STATE-RADON PASS THROUGH	1,937	1,937
381.04-01 TRANSFERS FROM WATER/SEWER	OPERATING TRANSFER FROM WATER OPERATING TRANSFER FROM WASTEWATER	347,083 347,083	694,166
381.04-02 TRANSFERS FROM SANITATION	OPERATING TRANSFER FROM SOLID WASTE	221,605	221,605
381.04-03 TRANSFERS FROM STORMWATER	OPERATING TRANSFER FROM STORMWATER	75,598	75,598
382.04-01 FROM WATER/SEWER	REIMBURSEMENT FROM WATER REIMBURSEMENT FROM WASTEWATER	366,971 366,971	733,942
382.04-02 FROM SANITATION	REIMBURSEMENT FROM SOLID WASTE	569,783	569,783
382.04-03 FROM STORMWATER	REIMBURSEMENT FROM STORMWATER	158,788	158,788
384.30-00 BONDS	NO AMOUNT BUDGETED	-	-
389.90-00 APPROPRIATED RESERVES	APPRIOPRIATED RESERVES	(25,000)	(25,000)

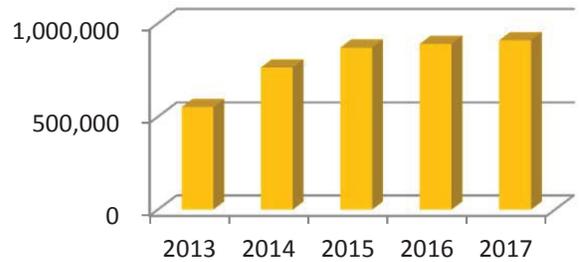
**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

GRAPHICAL DATA FOR THE GENERAL FUND REVENUES

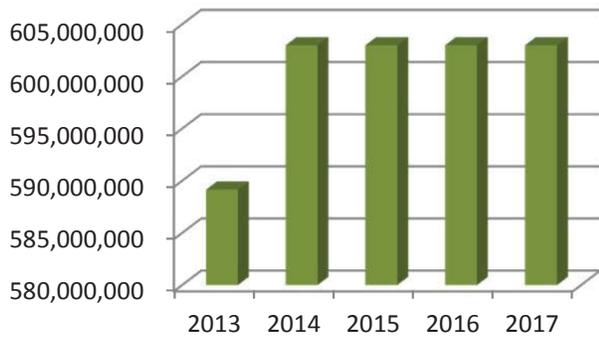
Ad Valorem Tax - 5 Yr Historical



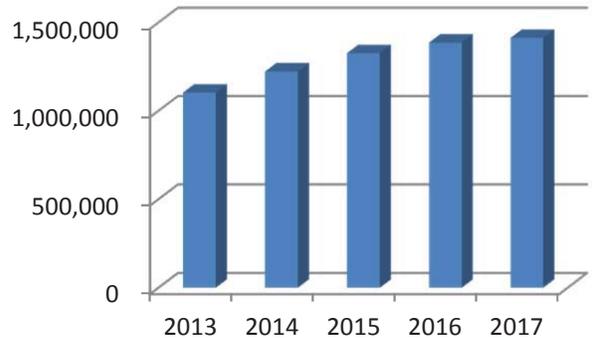
Permits & Fees - 5 Yr Historical



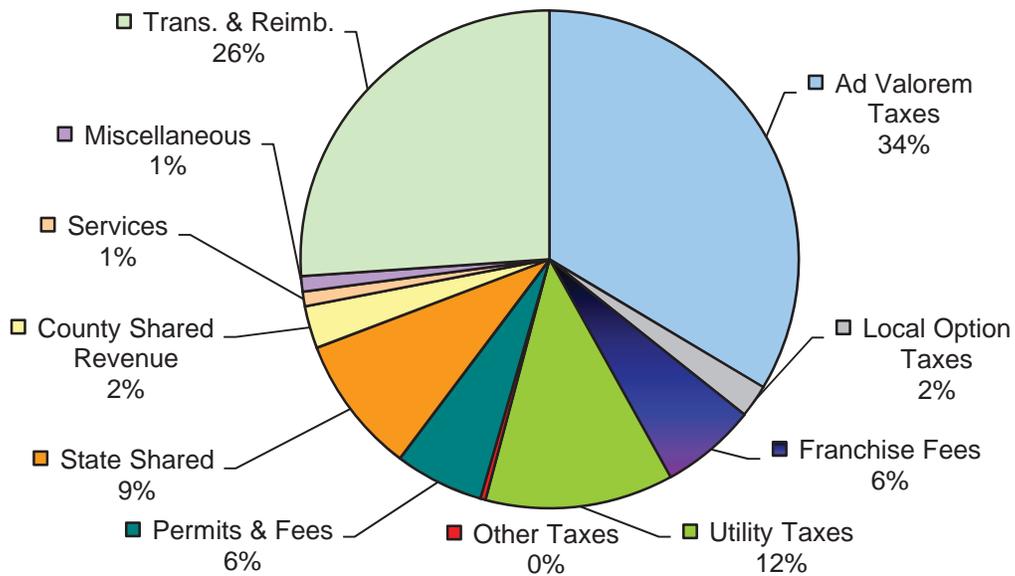
Taxable Value - 5 Year Historical



State Shared Rev - 5 Yr Historical



ESTIMATED GENERAL FUND REVENUE FISCAL YEAR 2017

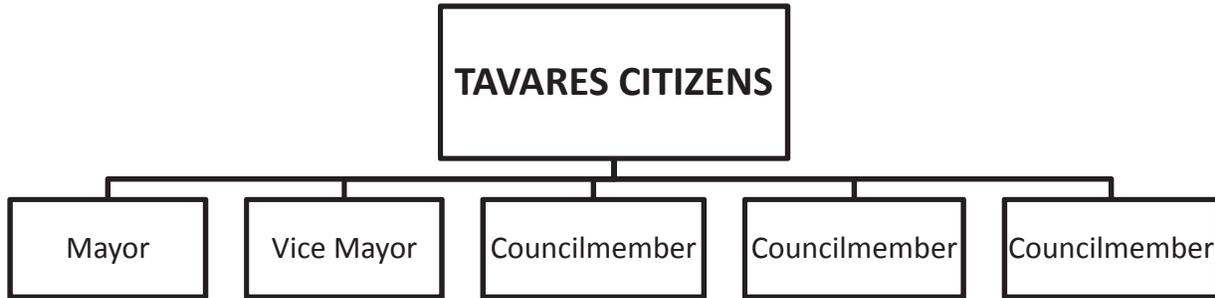


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Mayor & Council

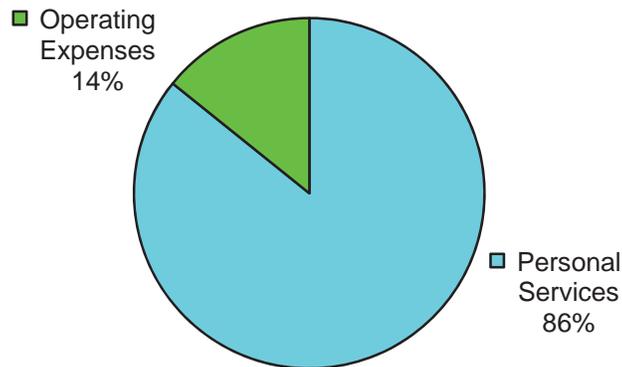
Department 11



Budget Summary

<i>Department Summary</i>	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Council-1101				
Personal Services	40,196	47,838	67,116	40.30%
Operating Expenses	6,740	23,494	11,119	-52.67%
Grand Total Council	\$ 46,936	\$ 71,332	\$ 78,235	9.68%
<i>Percentage of Fund Budget</i>	0.34%	0.45%	0.50%	

2017 APPROPRIATIONS



FUND 001
 DEPT 11
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

MAYOR & COUNCIL EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
511.11-10	MAYOR / COUNCIL PAY	29,797	30,287	32,180	6.25%
511.21-10	FICA / MED TAXES	2,067	2,096	1,707	-18.56%
511.23-10	HEALTH INSURANCE	3,045	5,754	12,120	110.64%
511.23-15	DENTAL INSURANCE	-	341	1,075	215.25%
511.23-30	DEPENDENT HEALTH INSURANCE	4,888	8,608	18,512	115.06%
511.23-35	DEPENDENT DENTAL INSURANCE	329	698	1,465	109.89%
511.24-10	WORKERS' COMPENSATION	70	54	57	5.56%
*	SALARIES AND BENEFITS	40,196	47,838	67,116	40.30%
<i>OPERATING EXPENDITURES</i>					
511.40-10	TRAVEL & PER DIEM COUNCIL	2,319	5,169	5,169	0.00%
511.48-65	SISTER CITY	-	12,500	-	-100.00%
511.52-10	OPERATING SUPPLIES COUNCIL	1,690	2,974	3,025	1.71%
511.54-10	BKS, PUB, SUB, MEM, LIB	2,731	2,851	2,925	2.60%
*	OPERATING EXPENDITURES	6,740	23,494	11,119	-52.67%
TOTAL MAYOR/COUNCIL		46,936	71,332	78,235	9.68%

FUND 001
 DEPT 11
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

MAYOR & COUNCIL EXPENDITURE JUSTIFICATION

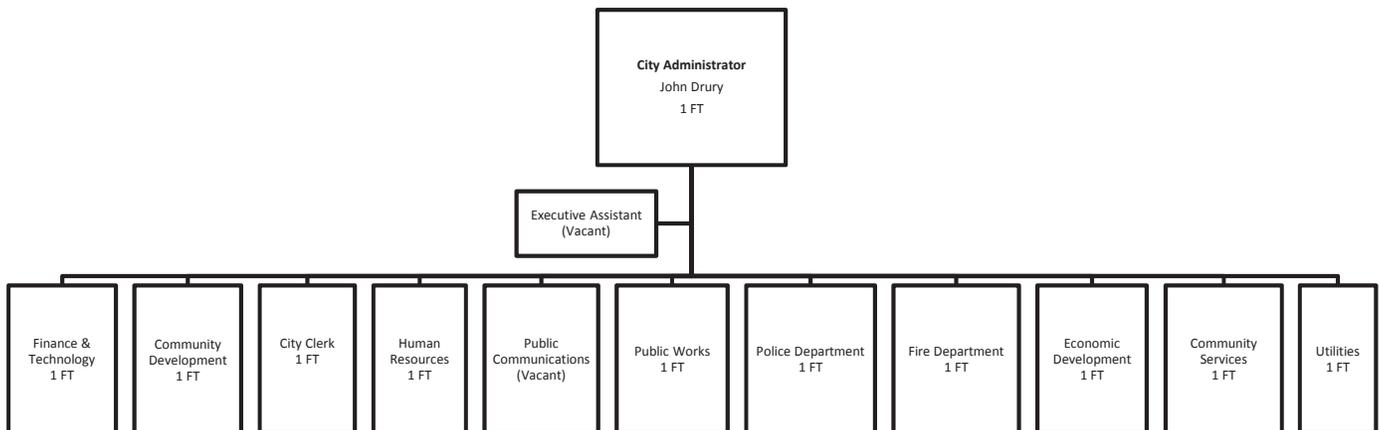
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
511.11-10 MAYOR / COUNCIL PAY	COUNCIL MEMBER PAY	32,180	32,180
511.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	1,707	1,707
511.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	12,120	12,120
511.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,075	1,075
511.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	18,512	18,512
511.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,465	1,465
511.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	57	57
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 FLORIDA LEAGUE OF CITIES ANNUAL CONFERENCE 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 ETHICS TRAINING -BALANCING CUT	156 288 1,200 400 850 150 250 525 750 850 200 500 1,000 (1,950)	5,169
511.48-65 SISTER CITY	SISTER CITY PROGRAM -BALANCING CUT	15,000 (15,000)	-
511.52-10 OPERATING SUPPLIES COUNCIL	COUNCIL MEETING AND WORKSHOP OPERATING SUPPLIES -BALANCING CUT AWARDS/PLAQUES/PHOTOS/DAIS SIGNS/LAPEL PINS AND BUSINESS CARDS COUNCIL SPECIAL PROJECTS/CODE BOOKS CITY SHIRTS/JACKETS	800 (300) 625 300 1,600	3,025
511.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
511.54-10 BKS, PUB, SUB, MEM, LIB	FLORIDA LEAGUE OF CITIES MEMBERSHIP LAKE CO LEAGUE OF CITIES MEMBERSHIP SISTER CITIES INTERNATIONAL PROGRAM MEMBERSHIP FLORIDA LEAGUE OF MAYORS MEMBERSHIP	1,575 550 450 350	2,925

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Administration

Department 12



Position Summary

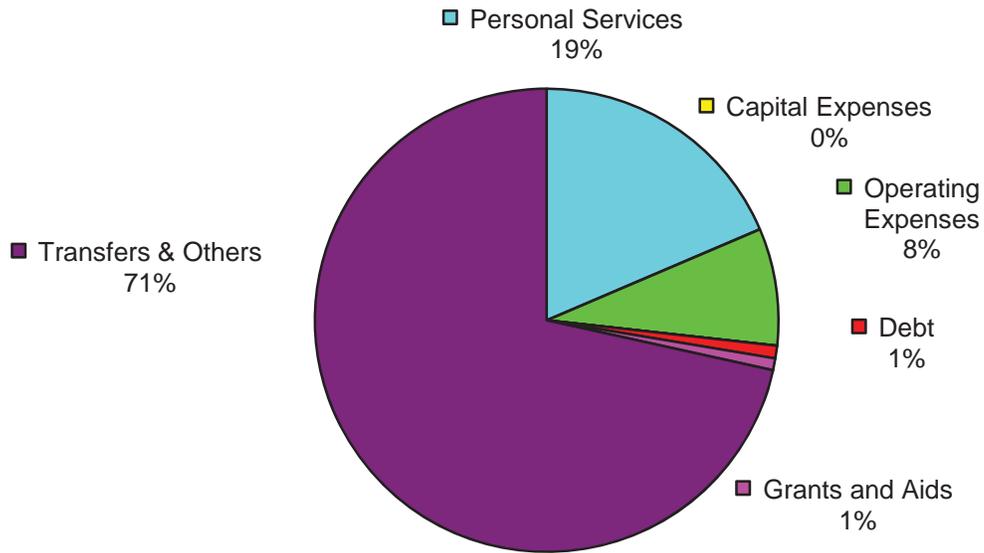
Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
Full Time:				
Administrative Assistant	2004	0	0	0
City Administrator	2001	1	1	1
Receptionist	12003	0	0	1
No. of Full Time		1	1	2
Part Time:				
Receptionist	12004	1	1	0
No. of Part Time:		1	1	0
Total No. of Positions:		2	2	2
Total FTEs:		1.5	1.5	2

Budget Summary

Department Summary	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Administration-1201				
Personal Services	252,186	249,451	258,217	3.51%
Operating Expenses	24,745	18,342	20,299	10.67%
Total Administration	276,931	267,793	278,516	4.00%
Admin. Gen. Govt.-1202				
Personal Services	20,859	24,408	36,779	50.68%
Operating Expenses	94,905	86,859	109,808	26.42%
Capital Expenses	3,979	-	-	0.00%
Debt	27,927	27,927	13,964	-50.00%
Grants and Aids	14,000	19,000	13,000	-31.58%
Transfers & Others	589,806	609,640	1,136,604	86.44%
Total Admin. Gen. Govt.	751,476	767,834	1,310,155	70.63%
Grand Total Administration	\$ 1,028,407	\$ 1,035,627	\$ 1,588,671	53.40%

<i>Category Summary</i>				
Personal Services	273,045	273,859	294,996	7.72%
Operating Expenses	119,650	105,201	130,107	23.67%
Capital Expenses	3,979	-	-	0.00%
Debt	27,927	27,927	13,964	-50.00%
Grants and Aids	14,000	19,000	13,000	-31.58%
Transfers & Others	589,806	609,640	1,136,604	86.44%
				0.00%
Grand Total Administration	\$ 1,028,407	\$ 1,035,627	\$ 1,588,671	53.40%
<i>Percentage of Fund Budget</i>	7.42%	6.47%	10.10%	

2017 APPROPRIATIONS



2017 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/Stormwater Utilities Enterprise, 3) Solid Waste, 4) Seaplane Base-Marina and Pavilion on the Lake Enterprises 5) Capital Improvement Program, and 6) 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, Seaplane Base-Marina and Pavilion on the Lake 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.

2017 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.

2017 OPERATING BUDGET

ADMINISTRATION - 1201 and 1202 (Continued)

PROGRAM HIGHLIGHTS

2017 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.

2016 Accomplishments

1. Commenced Wooton Park West End Improvement Project.
2. Commenced Ruby Street Improvement Project.
3. Commenced Caroline Streetscape Project.
4. Installed America's Seaplane City Gateway signs on US 441.
5. Completed Public Safety Complex design.
6. Developed the Pavilion on the Lake as an effective economic engine.
7. Removed Clerk's building from downtown.

FUND 001
 DEPT 12
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

ADMINISTRATION EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
512.12-10	REGULAR SALARIES	179,429	170,913	177,750	4.00%
512.15-60	ELECTRONIC TABLET ALLOW	-	-	500	100.00%
512.21-10	FICA / MED TAXES	9,881	12,738	13,311	4.50%
512.22-10	RETIREMENT	16,315	17,091	17,775	4.00%
512.22-20	FL STATE RETIREMENT	38,121	39,840	39,583	-0.65%
512.23-10	HEALTH INSURANCE	5,375	5,754	6,060	5.32%
512.23-15	DENTAL INSURANCE	326	341	358	4.99%
512.23-20	LIFE INSURANCE	923	964	1,002	3.94%
512.23-21	SHORT-TERM DISABILITY	342	365	365	0.00%
512.23-35	DEPENDENT DENTAL INSURANCE	666	698	733	5.01%
512.23-40	LONG TERM DISABILITY	421	439	457	4.10%
512.24-10	WORKERS' COMPENSATION	387	308	323	4.87%
* SALARIES AND BENEFITS		252,186	249,451	258,217	3.51%
<i>OPERATING EXPENDITURES</i>					
512.34-10	CONTRACTUAL SERVICES	6,348	-	-	0.00%
512.40-10	TRAVEL & PER DIEM	7,188	7,806	7,806	0.00%
512.41-10	TELEPHONE	2,336	815	816	0.12%
512.41-20	OTHER COMMUNICATION	-	-	1,077	100.00%
512.41-30	POSTAGE	173	300	300	0.00%
512.45-10	LIABILITY	2,788	2,866	3,335	16.36%
512.46-15	REPAIR & MAINT.- EQUIPMENT	-	100	100	0.00%
512.47-10	PRINTING & BINDING	-	150	150	0.00%
512.48-10	CITY APPRECIATION	773	400	400	0.00%
512.49-10	ADVERTISING	-	-	-	0.00%
512.51-10	OFFICE SUPPLIES	75	400	400	0.00%
512.52-10	OPERATING SUPPLIES	862	850	900	5.88%
512.52-11	DURABLE GOODS	-	-	200	100.00%
512.52-15	FUEL COSTS	1,496	1,685	1,715	1.78%
512.54-10	BKS, PUB, SUB, MEM, LIB	2,706	2,970	3,100	4.38%
* OPERATING EXPENDITURES		24,745	18,342	20,299	10.67%
TOTAL ADMINISTRATION		276,931	267,793	278,516	4.00%

FUND 001
 DEPT 12
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

ADMINISTRATION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
512.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	177,750	177,750
512.15-60 ELECTR TABLET ALLOWANCE	ALLOWANCE FOR ELECTRONIC TABLET	500	500
512.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	13,311	13,311
512.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	17,775	17,775
512.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	39,583	39,583
512.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	6,060	6,060
512.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	358	358
512.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,002	1,002
512.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	365	365
512.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	733	733
512.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	457	457
512.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	323	323
512.34-10 CONTRACTUAL SERVICES	NO AMOUNT BUDGETED	-	-
512.40-10 TRAVEL & PER DIEM	ICMA/AAAE CONFERENCE FCCMA CONFERENCE MISC. TRAVEL/AWARDS/RECEPTIONS LAKE COUNTY DAY LAKE CO LEAGUE OF CITIES BUSINESS MEETINGS 12 AT \$13 EACH CITY/COUNTY MANAGER BUSINESS MEETING FLORIDA AIRPORTS COUNCIL CONFERENCES	2,700 1,350 1,500 500 156 100 1,500	7,806
512.41-10 TELEPHONE	DOMS FAX NEXTEL (ONE PHONE)	348 468	816
512.41-20 OTHER COMMUNICATION	VERIZON WIRELESS WI-FI	1,077	1,077
512.41-30 POSTAGE	POSTAGE	300	300
512.45-10 LIABILITY	LIABILITY INSURANCE	3,335	3,335
512.46-15 REPAIR & MAINT-EQUIP	MISC. REPAIRS AND MAINTENANCE	100	100
512.47-10 PRINTING & BINDING	BUSINESS CARDS AND MISC. PRINTING	150	150
512.48-10 CITY APPRECIATION	EMPLOYEE BUSINESS LUNCHEONS MISC. MEMORIALS/RECOGNITIONS	200 200	400
512.49-10 ADVERTISING	COMMEMORATIVE PIN PROGRAM -BALANCING CUT	450 (450)	-
512.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	400	400
512.52-10 OPERATING SUPPLIES	GENERAL OPERATING SUPPLIES -BALANCING CUT CITY SHIRTS/JACKET	850 (250) 300	900
512.52-11 DURABLE GOODS	CELL PHONE/OFFICE CHAIR REPLACEMENT	200	200
512.52-15 FUEL COSTS	FUEL COSTS	1,715	1,715

FUND 001
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DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

ADMINISTRATION EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
512.54-10 BKS, PUB, SUB, MEM, LIB	ICMA MEMBERSHIP	1,400	3,100
	FCCMA MEMBERSHIP	500	
	AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES	275	
	LEADERSHIP ORLANDO	195	
	LEADERSHIP LAKE COUNTY ALUMNI	25	
	SEAPLANE PILOTS ASSOCIATION MEMBERSHIP	55	
	AIRCRAFT OWNERS AND PILOTS ASSOCIATIO MEMBERSHIP	100	
	FLORIDA AIRPORTS COUNCIL MEMBERSHIP	350	
	MISC. MEMBERSHIPS/SUBSCRIPTIONS	200	

FUND 001
 DEPT 12
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

ADMIN GENERAL GOVERNMENT OVERHEAD EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
512.12-10	REGULAR SALARIES	-	4,370	31,861	629.08%
512.13-10	OTHER SALARIES & WAGES	20,859	20,038	-	-100.00%
512.21-10	FICA / MED TAXES	-	-	2,438	100.00%
512.22-20	FL STATE RETIREMENT	-	-	2,440	100.00%
512.24-10	WORKERS' COMPENSATION	-	-	40	100.00%
*	SALARIES AND BENEFITS	20,859	24,408	36,779	50.68%
<i>OPERATING EXPENDITURES</i>					
512.34-10	CONTRACTUAL SERVICES	6,348	-	-	0.00%
512.43-10	ELECTRIC, WATER, GAS	81,663	70,483	86,228	22.34%
512.44-10	RENTALS & LEASES	2,707	2,899	2,275	-21.52%
512.45-10	LIABILITY	2,788	2,866	3,335	16.36%
512.49-10	ADVERTISING	995	1,420	3,875	172.89%
512.52-10	OPERATING SUPPLIES	4,480	7,820	7,820	0.00%
512.52-11	DURABLE GOODS	-	-	5,900	0.00%
512.54-10	BKS, PUB, SUB, MEM, LIB	325	350	375	7.14%
512.59-13	BAD DEBT	(4,401)	-	-	0.00%
512.59-90	CONTINGENCY	-	1,021	-	0.00%
*	OPERATING EXPENDITURES	94,905	86,859	109,808	26.42%
<i>CAPITAL EXPENDITURES</i>					
512.64-13	EQUIP - COMP REPLACEMENT	3,979	-	-	0.00%
*	CAPITAL EXPENDITURES	3,979	-	-	0.00%
<i>DEBT SERVICE</i>					
512.71-15	CAP LEASE 2002,2006,2012	26,788	27,289	13,835	-49.30%
512.72-15	CAP LEASE 2002,2006,2012	1,139	638	129	-79.78%
*	DEBT SERVICE	27,927	27,927	13,964	-50.00%
<i>GRANTS AND AIDS</i>					
512.81-10	COMMUNITY GRANTS	14,000	19,000	13,000	-31.58%
*	GRANTS AND AIDS	14,000	19,000	13,000	-31.58%
<i>TRANSFERS AND OTHERS</i>					
512.91-05	TRANSFERS TO DEBT SVC	-	135,279	731,119	440.45%
512.91-06	TRANSFERS TO FIRE SINKING	32,670	47,573	-	-100.00%
512.91-08	TRANSFER TO SEAPLANE BASE	333,364	336,217	304,914	-9.31%
512.91-13	TRANSFERS TO PAVILION	223,772	90,571	90,571	0.00%
512.91-18	TRANSFERS TO ROAD IMPROVE	-	-	10,000	100.00%
*	TRANSFERS AND OTHERS	589,806	609,640	1,136,604	86.44%
TOTAL ADMIN GENERAL GOVERNMENT		751,476	767,834	1,310,155	70.63%

FUND 001
DEPT 12
DIVISION 02

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

ADMIN GENERAL GOVERNMENT OVERHEAD JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
512.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	31,861	31,861
512.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	-	-
512.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	2,438	2,438
512.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	2,440	2,440
512.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	40	40
512.34-10 CONTRACTUAL SERVICES	NO AMOUNT BUDGETED	-	-
512.43-10 ELECTRIC, WATER, GAS	ELECTRIC WATER	67,732 18,496	86,228
512.44-10 RENTALS & LEASES	THROW/ELEVATOR RUG RENTAL - \$390 FOR 52 WEEKS AND REPLACEMENT RUG \$200 -BALANCING CUT COPY MACHINE RENTAL AT \$189.44 PER MONTH	590 (590) 2,275	2,275
512.45-10 LIABILITY	LIABILITY INSURANCE	3,335	3,335
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 BRANDING/CITY FLAGS COMMEMORATIVE PIN PROGRAM	175 150 300 300 500 1,000 1,450	3,875
512.52-10 OPERATING SUPPLIES	COPY PAPER - 12 ORDERS AT \$340 PER ORDER COPY MACHINE COLOR COPIES/EXTRA COPIES/TONER AND STAPLES FAX MACHINE/DESK TOP PRINTER TONER REPLACEMENTS WAX/DETAIL PRIUS & ESCAPE 2 TIMES PER YEAR AT \$50 EACH EXTRA COPIES/TONER COPIER AT CITY RECORDS ROOM	4,080 3,000 300 200 240	7,820
512.52-11 DURABLE GOODS	DOCUMENT SCANNER FOR CITY RECEPTIONIST DESK FLAG POLE FOR CITY HALL - CITY FLAG FLAG POLE FOR TRAIN STATION - CITY FLAG	900 2,500 2,500	5,900
512.54-10 BKS, PUB, SUB, MEM, LIB	ORLANDO SENTINEL ANNUAL SUBSCRIPTION DAILY COMMERCIAL ANNUAL SUBSCRIPTION	250 125	375
512.59-13 BAD DEBT	NO AMOUNT BUDGETED	-	-
512.59-90 CONTINGENCY	NO AMOUNT BUDGETED	-	-
512.64-13 EQUIP-COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
512.64-15 EQUIP-NEW	NO AMOUNT BUDGETED	-	-
512.71-15 CAP LEASE 2002,2006,2012	VOIP PRINCIPAL 1-27-2017	13,835	13,835
512.72-15 CAP LEASE 2002,2006,2012	VOIP INTEREST 1-27-2017	129	129

FUND 001
 DEPT 12
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

ADMIN GENERAL GOVERNMENT OVERHEAD JUSTIFICATION

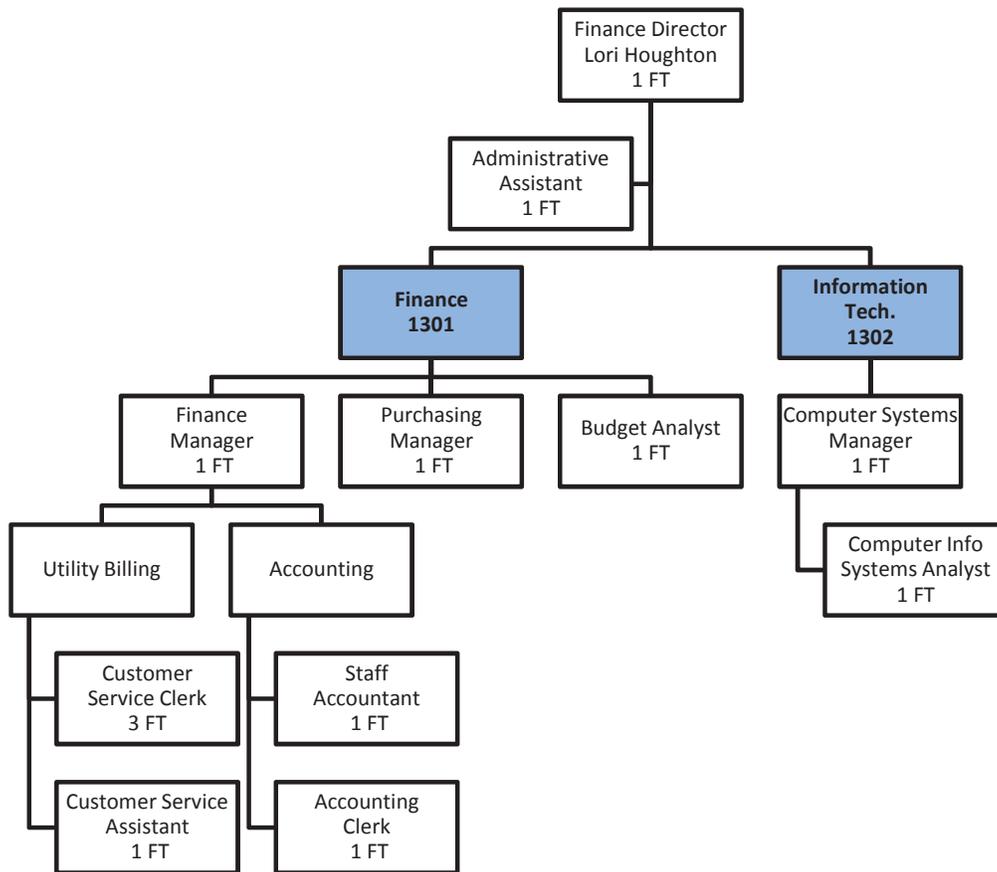
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
512.81-10 COMMUNITY GRANTS	TAVARES CHAMBER OF COMMERCE TAVARES HISTORICAL SOCIETY RENAISSANCE FAIRE MISC. GRANT/SUPPORT REQUESTS -BALANCING CUT	7,500 1,500 4,000 3,500 (3,500)	13,000
512.91-05 TRANSFERS TO DEBT SVC	TRANSFER TO DEBT SERVICE CAP. IMP REV NOTE SERIES 2016 D/S ON \$530,000 LOAN UTILITY LINE BURIAL	156,444 500,474 74,201	731,119
512.91-06 TRANSFERS TO SAL/TAX DEBT	NO AMOUNT BUDGETED	-	-
512.91-08 TRANSFER TO SEAPLANE BASE	TRANSFERS TO SEAPLANE BASE FUND	304,914	304,914
512.91-13 TRANSFERS TO PAVILION	TRANSFERS TO PAVILION	90,571	90,571
512.91-18 TRANS TO ROAD IMPROV GEN	TRANSFERS TO ROAD IMPROVEMENT FUND	10,000	10,000

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Finance & Technology

Department 13



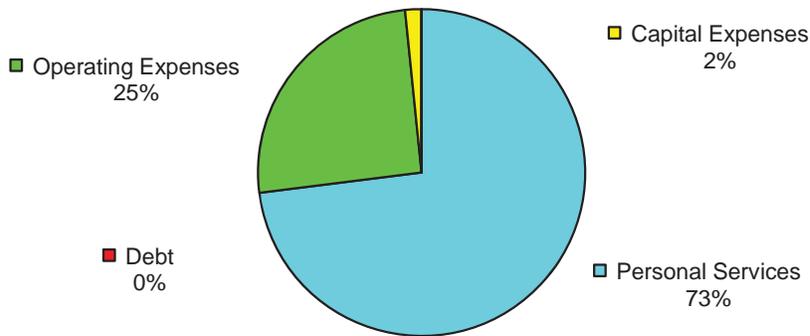
Position Summary

Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
Full Time:				
Accounting Clerk	7005	1	1	1
Administrative Assistant	7010	1	1	1
Budget Analyst	13002	1	1	1
Computer Info System Analyst	7016	1	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
No. of Full Time		13	13	13
Total No. of Positions:		13	13	13
Total FTEs:		13	13	13

Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Department Summary</i>				
Finance-1301				
Personal Services	812,841	864,183	925,213	7.06%
Operating Expenses	227,055	296,136	291,120	-1.69%
Capital Expenses	26,530	24,464	-	-100.00%
Debt	-	-	-	0.00%
Total Finance	1,066,426	1,184,783	1,216,333	2.66%
Information Tech.-1302				
Personal Services	135,229	172,553	193,722	12.27%
Operating Expenses	71,605	89,852	97,480	8.49%
Capital Expenses	22,560	8,400	25,000	197.62%
Debt	-	-	-	0.00%
Total Info. Tech.	229,394	270,805	316,202	16.76%
Grand Total Finance & Information Tech.	\$ 1,295,820	\$ 1,455,588	\$ 1,532,535	5.29%
<i>Category Summary</i>				
Personal Services	948,070	1,036,736	1,118,935	7.93%
Operating Expenses	298,660	385,988	388,600	0.68%
Capital Expenses	49,090	32,864	25,000	-23.93%
Debt	-	-	-	0.00%
Grand Total Finance & Information Tech.	\$ 1,295,820	\$ 1,455,588	\$ 1,532,535	5.29%
<i>Percentage of Fund Budget</i>	9.35%	9.09%	9.75%	

2017 APPROPRIATIONS



2017 OPERATING BUDGET

FINANCE - 1301

PROGRAM HIGHLIGHTS

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 2014	Actual 2015	Est. 2016	Est. 2017
1.	Number of Utility Bills Generated	87,021	90,573	93,975	97,500
2.	Number of New Customer Requests Received	1,858	2,230	2,296	2,365
3.	Number of Receipts Processed (Payments)	77,553	79,811	82,205	84,671
4.	Number of Credit Card Transactions Processed	18,598	22,320	24,308	26,784
5.	Number of Liens Filed	243	69	65	65
6.	Miscellaneous Accounts Receivables Invoiced	227	213	262	325
7.	Number of Accounts Payable Checks issued	5,651	6,136	6,664	7,163
8.	Number of Journal Entries Processed and Updated	432	434	436	438
9.	Number of Requisitions Processed	5,022	5,492	6,096	6,767
10.	Number of Purchase Orders Issued	4,965	5,266	5,582	5,917
11.	Accounting Batches Processed - All Transaction types	4,635	5,227	5,854	6,557
12.	Number of Fixed Assets added	188	413	100	120
13.	Number of Grants Administered	16	9	18	14
14.	Number of Utility Agreements Managed	13	13	14	15
15.	Budget Workshops, Public Hearings	16	16	16	16
16.	Number of Debt Obligations Administered	21	21	23	23
17.	Number of Projects Tracked & Reconciled	25	14	22	24
18.	Number of Various Inventory Stock Items Maintained	781	670	700	730
19.	Management Letter Comments by Auditors	0	1	1	1
20.	Number of Fund Budgets Maintained	27	29	31	31

2017 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

2017 OPERATING BUDGET

FINANCE - 1301 (continued)

PROGRAM HIGHLIGHTS

2017 GOALS (continued)

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

2017 OBJECTIVES

1. Review internal control measures for SAS 112 compliance measures.
2. Provide improved 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. Look for additional economies of scale opportunities for procurement needs.
7. Prepare Capital Improvement policy guidelines for staff.
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. Finalize implementation of Accounts Receivable on-line for Pavilion rentals.
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. Implement Water and Sewer Department work orders to Utility Billing Service Order system.
18. Continue implementation of Budgeting Service Initiatives.
19. Implement Building Permit payments on-line.
20. Implement a POS System and Cash Receipts Reporting Procedure for the Pavilion on the Lake.

2016 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 9-30-2015.
3. Submitted the 2015 CAFR to GFOA for the Award of Excellence in Financial Reporting.
4. Provided electronic copies of the City Operating Budget and CAFR on the City Website.
5. Completed updated Capital Improvement Plan for the City.
6. 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. Set-up Special Assessment billing utilizing utility bills for the Sunset View Project.
14. Implemented On-line account access and On-line bill Pay for Pavilion on the Lake clients.
15. Implemented Click2Gov3 for on-line credit card payments for Utility and Pavilion Accounts.
16. Implemented an Innovative Voice Response System for Call-in Credit Card Payments.
17. Implemented electronic filing for Child Support payments
18. Implemented ACA (Affordable Care Act) Compliance Reporting.

2017 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 2014	Actual 2015	Est. 2016	Projected 2017
1.	Total Computers Serviced	145	150	150	150
2.	Network Printers Serviced	25	25	25	30
3.	Local Printers Serviced	55	55	55	55
4.	User Accounts Maintained	135	140	140	140
5.	Network Servers Maintained	8	8	8	10
6.	Server/Network Failures	0	0	0	0
7.	Downtime due to Virus Attack	0	0	0	0
8.	Downtime due to Connectivity	0	0	0	0

2017 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

2017 OPERATING BUDGET

INFORMATION TECHNOLOGY - 1302 (Continued)

PROGRAM HIGHLIGHTS

2017 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.

2016 ACCOMPLISHMENTS

Customer Focus, Innovation & Technology, and Organizational Performance

1. Implemented new Virtual Servers for additional services
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. Implemented new Interactive Voice Response system for Utility Billing Customers
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. Added additional cameras for outlying areas and established means to add even more at lower costs
15. Provide phone training and setup as needed.

FUND 001
 DEPT 13
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FINANCE EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
513.12-10	REGULAR SALARIES	608,307	642,499	673,381	4.81%
513.14-10	OVERTIME	4,564	5,974	5,974	0.00%
513.15-60	ELECTR TABLET ALLOWANCE	-	-	500	100.00%
513.21-10	FICA / MED TAXES	43,779	46,446	50,144	7.96%
513.22-20	FL STATE RETIREMENT	60,338	68,497	69,947	2.12%
513.23-10	HEALTH INSURANCE	55,248	57,545	60,600	5.31%
513.23-15	DENTAL INSURANCE	3,589	3,753	3,940	4.98%
513.23-20	LIFE INSURANCE	3,449	3,620	3,811	5.28%
513.23-21	SHORT-TERM DISABILITY	2,329	2,587	2,696	4.21%
513.23-30	DEPENDENT HEALTH INSURANCE	24,120	25,824	46,279	79.21%
513.23-35	DEPENDENT DENTAL INSURANCE	4,085	4,215	4,561	8.21%
513.23-40	LONG TERM DISABILITY	1,581	1,661	1,740	4.76%
513.24-10	WORKERS' COMPENSATION	1,452	1,562	1,640	4.99%
513.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
* SALARIES AND BENEFITS		812,841	864,183	925,213	7.06%
<i>OPERATING EXPENDITURES</i>					
513.32-10	AUDIT SERVICES	20,397	17,876	19,316	8.06%
513.34-10	CONTRACTUAL SERVICES	86,489	137,129	107,449	-21.64%
513.40-10	TRAVEL & PER DIEM	11,055	11,797	13,534	14.72%
513.41-10	TELEPHONE	2,527	2,685	2,809	4.62%
513.41-20	OTHER COMMUNICATION	-	-	1,166	100.00%
513.41-30	POSTAGE	44,113	41,739	44,565	6.77%
513.44-10	RENTALS & LEASES	7,660	7,661	8,366	9.20%
513.45-10	LIABILITY	22,215	22,829	26,572	16.40%
513.46-15	REPAIR & MAINT. - EQUIPMENT	345	3,637	6,980	91.92%
513.47-10	PRINTING & BINDING	3,978	15,525	15,625	0.64%
513.49-10	ADVERTISING	3,404	2,999	4,847	61.62%
513.49-30	BANK/WIRE/ADMN EXPENSE	1,643	1,025	1,691	64.98%
513.49-32	CREDIT CARD PROCESSING FEES	1,031	568	1,286	126.41%
513.51-10	OFFICE SUPPLIES	1,165	1,236	1,236	0.00%
513.52-10	OPERATING SUPPLIES	11,532	15,083	16,711	10.79%
513.52-11	DURABLE GOODS	1,470	4,116	7,979	93.85%
513.52-15	FUEL COSTS	2,579	2,364	2,950	24.79%
513.52-25	UNIFORMS	379	331	399	20.54%
513.54-10	BKS, PUB, SUB, MEM, LIB	2,573	4,696	4,804	2.30%
513.59-40	RECORDING & TAXES	2,500	2,840	2,835	-0.18%
* OPERATING EXPENDITURES		227,055	296,136	291,120	-1.69%
<i>CAPITAL EXPENDITURES</i>					
513.64-10	EQUIP - REPLACEMENT	5,299	-	-	0.00%
513.64-11	EQUIP-VEHICLE REPLACEMENT	-	-	-	0.00%
513.64-13	EQUIP-COMPUTER REPLACE	8,616	-	-	0.00%
513.64-14	EQUIP - NEW COMPUTERS	957	-	-	0.00%
513.64-15	EQUIP - NEW	11,658	24,464	-	-100.00%
* CAPITAL EXPENDITURES		26,530	24,464	-	-100.00%
TOTAL FINANCE		1,066,426	1,184,783	1,216,333	2.66%

FUND 001
 DEPT 13
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FINANCE EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
513.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	673,381	673,381
513.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	5,974	5,974
513.15-60 ELECTR TABLET ALLOWANCE	ALLOWANCE FOR ELECTRONIC TABLET	500	500
513.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	50,144	50,144
513.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	69,947	69,947
513.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	60,600	60,600
513.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	3,940	3,940
513.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	3,811	3,811
513.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	2,696	2,696
513.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	46,279	46,279
513.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	4,561	4,561
513.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,740	1,740
513.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	1,640	1,640
513.32-10 AUDIT SERVICES	AUDIT PREPARATION CAFR PREPARATION SINGLE AUDIT	12,816 1,000 5,500	19,316
513.34-10 CONTRACTUAL SERVICES	FINANCIAL SOFTWARE MAINTENANCE AND SUPPORT SELECTRON IVR ANNUAL SERVICE FEE SELECTRON IVR TRANSACTION FEE REGULAR UTILITY BILL PRINTING ARBITRAGE REBATE ACTUARY OPEB PROGRAM CHANGES-SUNGARD SUNSTATE METER SOFTWARE SUPPORT MAINTENANCE DELINQUENT NOTICE PRINTING ONLINE FINANCIAL SOFTWARE CAFR PREP ANNUAL BOND DISCLOSURE ADDITIONAL QREP LICENSE	59,525 6,000 7,500 13,200 5,250 3,675 3,500 2,574 2,040 1,691 1,654 840	107,449
513.40-10 TRAVEL & PER DIEM	FGFOA CONFERENCE SCHOOL OF GOVERNMENTAL FINANCE (2 EMPLOYEES) SUGA CONFERENCE GFOA CONFERENCE CUSTOMER SERVICE TRAINING NIGP-SEMINARS/WORKSHOPS FABTO-BUSINESS TAX RECEIPTS CONFERENCE CENTRAL FLORIDA FGFOA MIQUEST FOR EXCELLENCE COURSE -BALANCING CUT BUDGET TRAINING	4,950 1,947 1,500 1,323 1,000 368 336 110 5,500 (5,500) 2,000	13,534
513.41-10 TELEPHONE	DOMS FAX NEXTEL (THREE PHONES / TWO UTILITY DESK)	901 1,908	2,809
513.41-20 OTHER COMMUNICATION	VERIZON WI-FI SERVICES	1,166	1,166

FUND 001
 DEPT 13
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FINANCE EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
513.41-30 POSTAGE	BULK MAIL UTILITY BILLS LATE NOTICES -BALANCING CUT MAIL A/P, A/R, DEPOSIT REFUNDS, ETC OVER NIGHT DELIVERIES	34,650 6,090 (1,000) 4,564 261	44,565
513.44-10 RENTALS & LEASES	MAIL MACHINE MAINTENANCE NETWORK DESKTOP FAXING COLOR COPIER UB COPIER	4,564 1,902 1,900	8,366
513.45-10 LIABILITY	LIABILITY INSURANCE	26,572	26,572
513.46-15 EQUIPMENT	ANNUAL SUPPORT-ARBN SIGHT R900 SYS SOFTWARE 4.7 ANNUAL SUPPORT-RX9020V2 MOBILE DATA COLLECTOR ANNUAL SUPPORT-US MAPS SOFTWARE REVA ANNUAL SUPPORT-R900 BLUETOOTH ELT CLIP #1248 ANNUAL SUPPORT-HAND HELD METER READER LINE PRINTER MAINTENANCE AGREEMENT (IBM) SOFTWARE MAPPING MOBILITY MODULE	1,676 2,310 1,323 219 490 362 600	6,980
513.47-10 PRINTING & BINDING	BUSINESS TAX RECEIPTS STATIONERY & ENVELOPES BUDGET & BUDGET COVERS CHECKS (A/P & P/R, CSD, GEN OPERATING) CAFR & CAFR COVERS BLUE TAGS, BUSINESS CARDS, MISC PRINTED MATERIALS TAX FORMS	6,365 1,050 1,680 3,150 2,310 420 650	15,625
513.49-10 ADVERTISING	RFP'S ETC FOR PURCHASING STATE REQUIRED TRUTH IN MILLAGE ADV. COMMEMORATIVE PIN PROGRAM -BALANCING CUT ADV. FOR UNFILLED POSITIONS	1,470 2,177 450 (450) 1,200	4,847
513.49-30 BANK/WIRE/ADMN EXPENSE	ANALYSIS FEES	1,691	1,691
513.49-32 CREDIT CARD PROCESSING	CREDIT CARD PROCESSING FEES	1,286	1,286
513.51-10 OFFICE SUPPLIES	BASIC SUPPLIES FOR DAILY OPERATIONS	1,236	1,236
513.52-10 OPERATING SUPPLIES	BASIC SUPPLIES FOR DAILY OPERATIONS PER COPY CHARGE FOR COLOR COPIER/FAX COPY PAPER CELL PHONE REPLACEMENT MICR TONERS FOR PRINTING LASER CHECKS SUPPLIES FOR COLOR PRINTER STORAGE RENTAL SIGNATURE PLATE FOR CHECK SIGNING MACHINE	9,450 2,557 2,520 210 420 420 924 210	16,711
513.52-11 DURABLE GOODS	SCANNER FOR UB DFX5000 EPSON PRINTER REPLACE 4 COMPUTERS	900 2,679 4,400	7,979
513.52-15 FUEL COSTS	FUEL COSTS	2,950	2,950
513.52-25 UNIFORMS	CUSTOMER SERVICE ASSISTANT UNIFORMS	399	399

FUND 001
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 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FINANCE EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
513.54-10 BKS, PUB, SUB, MEM, LIB	PRINTED MATERIALS FOR CONTINUING EDUCATION	2,066	4,804
	GFO MEMBERSHIP (NATL, STATE, LOCAL CHAPTERS)	473	
	SUGA MEMBERSHIP	205	
	AIRPORT PURCHASING GRP MEMBERSHIP	43	
	FABTO(BUSINESS TAX RECEIPTS) MEMBERSHIP	42	
	AMER ASSOC OF A/P MEMBERSHIP	78	
	REAL PLAYER SUBSCRIPTION	208	
	NIGP (PURCHASING) NAT'L & LOCAL	345	
	RIA PAYROLL GUIDE RENEWAL	1,310	
	AEAP MEMBERSHIP	34	
513.59-40 RECORDING & TAXES	LIEN FILING	2,835	2,835
513.64-10 EQUIP - REPLACEMENT	REPLACE LINE PRINTER	15,750	-
	-BALANCING CUT	(15,750)	
513.64-11 EQUIP-VEHICLE REPLACEMENT	REPLACE ONE TRUCK	15,000	-
	-BALANCING CUT	(15,000)	
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	-	-

FUND 001
 DEPT 13
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

INFORMATION TECHNOLOGY EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
513.12-10	REGULAR SALARIES	104,144	131,849	137,042	3.94%
513.13-10	OTHER SALARIES & WAGES	-	-	-	0.00%
513.14-10	OVERTIME	-	3,000	1,500	-50.00%
513.21-10	FICA / MED TAXES	7,352	9,672	10,250	5.98%
513.22-20	FL STATE RETIREMENT	7,583	10,424	10,611	1.79%
513.23-10	HEALTH INSURANCE	5,375	5,754	12,120	110.64%
513.23-15	DENTAL INSURNACE	538	682	716	4.99%
513.23-20	LIFE INSURANCE	588	735	762	3.67%
513.23-21	SHORT-TERM DISABILITY	423	551	572	3.81%
513.23-30	DEPENDENT HEALTH INSURANCE	8,040	8,608	18,512	115.06%
513.23-35	DEPENDENT DENTAL INSURANCE	666	698	1,032	47.85%
513.23-40	LONG TERM DISABILITY	270	337	350	3.86%
513.24-10	WORKERS' COMPENSATION	250	243	255	4.94%
513.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
*	SALARIES AND BENEFITS	<u>135,229</u>	<u>172,553</u>	<u>193,722</u>	<u>12.27%</u>
<i>OPERATING EXPENDITURES</i>					
513.34-10	CONTRACTUAL SERVICES	40,491	46,325	53,967	16.50%
513.40-10	TRAVEL & PER DIEM	125	2,021	2,021	0.00%
513.41-10	TELEPHONE	2,321	1,867	936	-49.87%
513.41-20	OTHER COMMUNICATION	17,166	20,374	19,130	-6.11%
513.45-10	LIABILITY	3,747	3,851	4,482	16.39%
513.49-10	ADVERTISING	1,583	-	-	0.00%
513.51-10	OFFICE SUPPLIES	27	480	630	31.25%
513.52-10	OPERATING SUPPLIES	6,145	13,146	10,808	-17.78%
513.52-11	DURABLE GOODS	-	1,132	3,250	187.10%
513.52-15	FUEL COSTS	-	-	1,600	100.00%
513.54-10	BKS, PUB, SUB, MEM, LIB	-	656	656	0.00%
*	OPERATING EXPENDITURES	<u>71,605</u>	<u>89,852</u>	<u>97,480</u>	<u>8.49%</u>
<i>CAPITAL EXPENDITURES</i>					
513.64-10	EQUIP - REPLACEMENT	3,325	-	10,000	100.00%
513.64-13	EQUIP - COMP REPLACEMENT	3,645	-	-	0.00%
513.64-14	EQUIP - NEW COMPUTERS	957	-	-	0.00%
513.64-15	EQUIP - NEW	14,633	8,400	-	-100.00%
513.64-23	SOFTWARE	-	-	15,000	100.00%
*	CAPITAL EXPENDITURES	<u>22,560</u>	<u>8,400</u>	<u>25,000</u>	<u>197.62%</u>
TOTAL INFORMATION TECH SERVICES		<u>229,394</u>	<u>270,805</u>	<u>316,202</u>	<u>16.76%</u>

FUND 001
 DEPT 13
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

INFORMATION TECHNOLOGY EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
513.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	137,042	137,042
513.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	1,500	1,500
513.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	10,250	10,250
513.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	10,611	10,611
513.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	12,120	12,120
513.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	716	716
513.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	762	762
513.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	572	572
513.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	18,512	18,512
513.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,032	1,032
513.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	350	350
513.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	255	255
513.34-10 CONTRACTUAL SERVICES	DOMAIN NAME/WEB HOSTING	756	53,967
	DOMAIN NAME ANNUAL FEE	630	
	DOMAIN NAME REGISTRATION	299	
	SYMANTIC ANTI-VIRUS SOFTWARE W/125 USER RENEWAL	3,032	
	END POINT / PACKUP AGENTS	7,301	
	DISC KEEPER SOFTWARE	2,683	
	COMMAND ANNUAL RENEWAL	788	
	SONIC WALL CONTENT FILTERING SOFTWARE SUB	2,589	
	CREATIVE CLOUD LICENSE	613	
	ANNUAL LOG ME IN FEE & SERVICES	932	
	EMAIL MANAGEMENT	6,161	
	EMAIL MGMT, SECURE MESSAGE	900	
	MICROSOFT LICENSES (125)	21,750	
	MESSAGE ARCHIVER SOFTWARE	2,570	
	MAIL GUARD ANNUAL FEE	252	
	FIBER OPTICS LOCATES	330	
	OTHER	945	
	GO TO MEETING ANNUAL FEE	491	
	DELL COMPUTER MARKETING	945	
513.40-10 TRAVEL & PER DIEM	CERTIFIED PUBLIC TECH CERTIFICATION MEETINGS	1,811 210	2,021
513.41-10 TELEPHONE	NEXTEL (TWO PHONES)	936	936
513.41-20 OTHER COMMUNICATION	VERIZON WI-FI SERVICES	1,166	19,130
	CENTURY LINK VOIP INTERNET SERVICES	14,855	
	COMCAST CITY WIDE INTERNET	2,063	
	COMCAST VPN INTERNET	1,046	
513.45-10 LIABILITY	LIABILITY INSURANCE	4,482	4,482
513.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	-	-
513.49-10 ADVERTISING	COMMEMORATIVE PIN PROGRAM -BALANCING CUT	450 (450)	-
513.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	750	630

FUND 001
 DEPT 13
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

INFORMATION TECHNOLOGY EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
	-BALANCING CUT	(120)	
513.52-10 OPERATING SUPPLIES	FTE WEBSITE MAINTENANCE	695	10,808
	CITY SHIRTS PER CITY POLICY	189	
	GENERAL OPERATING SUPPLIES	13,650	
	-BALANCING CUT	(3,726)	
513.52-11 DURABLE GOODS	2 EMERGENCY MONITORS	320	3,250
	-BALANCING CUT	(320)	
	BATTERY BACKUPS 10 @ \$650	6,500	
	-BALANCING CUT	(3,250)	
513.52-15 FUEL COSTS	FUEL COSTS	1,600	1,600
513.54-10 BKS, PUB, SUB, MEM, LIB	PRINTED EDUCATIONAL MATERIAL	525	656
	FLGISA MEMBERSHIP	131	
513.64-10 EQUIP - REPLACEMENT	CISCO ROUTER SYSTEM FOR PD	10,000	10,000
	WIRING UPGRADE IN CITY HALL DUE TO WATER AND		
	RODENT INTRUSION	25,000	
	-BALANCING CUT	(25,000)	
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	EXCHANGE SERVER UPDATE SOFTWARE	15,000	15,000
513.64-25 FUTURE PROJECTS	SECURITY ENHANCEMENT IT-CHANGE OUT DOOR	2,500	-
	-BALANCING CUT	(2,500)	

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Legal Services

Department 14



Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Department Summary</i>				
Legal Services-1401				
Operating Expenses	94,372	168,102	165,602	-1.49%
Grand Total Legal Services	\$ 94,372	\$ 168,102	\$ 165,602	-1.49%
<i>Percentage of Fund Budget</i>	0.68%	1.05%	1.05%	

FUND 001
 DEPT 14
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

LEGAL SERVICES EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
<i>OPERATING EXPENDITURES</i>					
514.31-10	CITY ATTORNEY	94,372	168,102	165,602	-1.49%
*	OPERATING EXPENDITURES	94,372	168,102	165,602	-1.49%
TOTAL	LEGAL SERVICES	94,372	168,102	165,602	-1.49%

FUND 001
DEPT 14
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

LEGAL SERVICES EXPENDITURE JUSTIFICATION

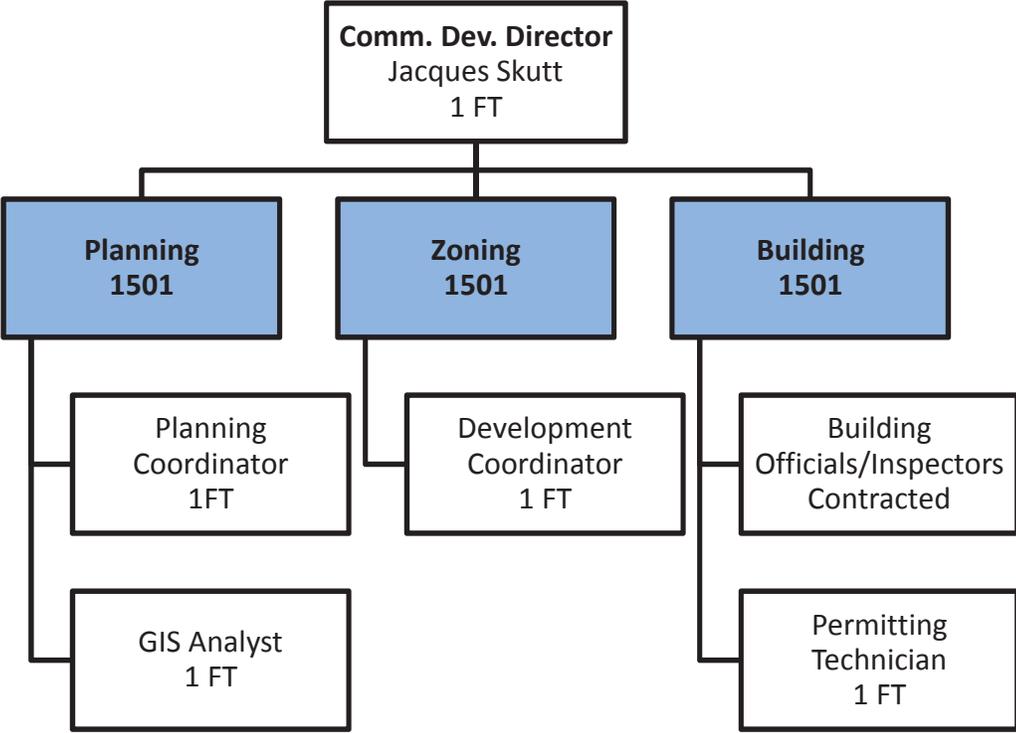
<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
514.31-10 CITY ATTORNEY	LEGAL FEES	165,602	165,602

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Community Development

Department 15



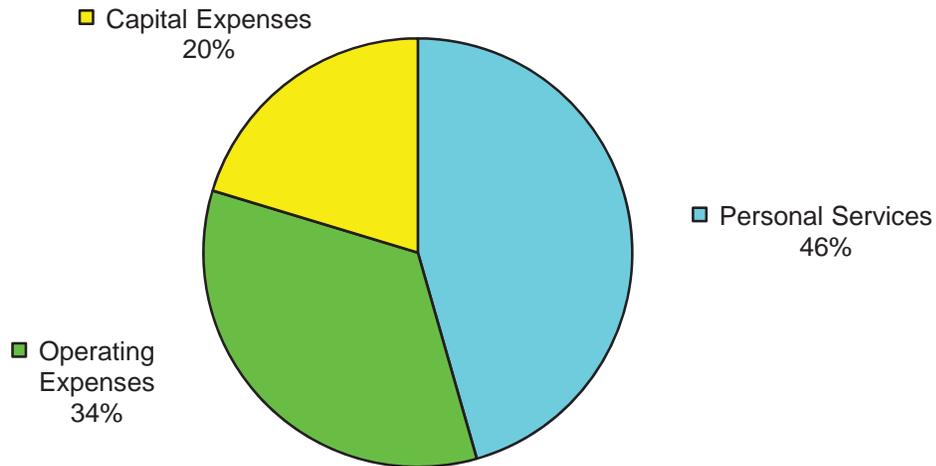
Position Summary

Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
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	0
Planning Coordinator	15006	0	0	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 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Community Development-1501				
Personal Services	406,788	416,400	436,516	4.83%
Operating Expenses	250,339	342,871	326,752	-4.70%
Capital Expenses	7,659	466,857	194,737	-58.29%
Total Comm. Development	\$ 664,786	\$ 1,226,128	\$ 958,005	-21.87%
<i>Percentage of Fund Budget</i>	4.80%	7.66%	6.09%	

2017 APPROPRIATIONS



2017 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 2014	Actual 2015	Est. 2016	Projected 2017
1.	Annexation	3	2	9	3
2.	Rezone/Text Amendments	12	7	12	5
3.	Comp Plan Amendment	5	4	12	6
4.	Variances	4	6	5	5
5.	Vacates	2	1	2	2
6.	Site Plan Review	4	6	6	4
7.	Subdivision Construction Plan Review	0	0	1	1
8.	Final Plat Approval	1	0	1	1
9.	Lot Split Approval	1	3	1	1
10.	GIS-Internal Customer Service Request (Fire Hydrant Locate, Utilities Service Locates, and Special Projects)	**	120	132	130
11.	GIS-External Customer Service (Address Assignment, Floodplain determination, and Publically Requested Maps)	**	300	306	300
12.	Schedule and Unscheduled Meetings	**	228	300	300
13.	Special Project (ISBA, Downtown Master Plan, Downtown Parking Study)			6	7
	TOTAL	32	677	793	765

2017 OPERATING BUDGET

COMMUNITY DEVELOPMENT (continued)

PROGRAM HIGHLIGHTS

Building Division

	Indicator Description	Actual 2014	Actual 2015	Est. 2016	Projected 2017
1.	New Residential Units	172	200	400	400
2.	New Mobile Homes	0	4	9	10
3.	New Commercial Buildings	10	3	6	10
4.	Commercial Additions/Alt	30	46	21	25
5.	Residential Additions/Alt	150	186	144	150
6.	Other Permits	500	791	807	850
7.	Schedule and Unscheduled Meetings	**	**	10	10
8.	Special Project (Impact Fee Reports)	**	**	5	5
	TOTAL	738	1,230	1,402	1,460
	TOTAL VALUATION	50,000,000	49,620,876	60,000,000	65,000,000

** New for FY2015

2017 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.

2017 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. Continue to work with County to unify and make consistent development regulations within the Interlocal Service Boundary Area.
4. Continue to implement the City's ADA Transition Plan through coordinated effort with the Public Works Department.
5. Update the Downtown Master Plan and continue to implement.
6. Work with County to improve Old 441 corridor (new CRA District).
7. Complete Development study for SR 19, CR 561 & 448
8. Construct Alfred Street Streetscaping if funded.
9. Complete the Main Street Streetscape construction project if funded.
10. Refurbish downtown kiosks with digital displays if funded.
11. Complete the Wayfinding signage program in the downtown area if funded.
12. Install digital kiosk signs for Alfred Street Caroline Street if funded.
13. Implement a GIS based building permitting and planning tracking software if funded.
14. Continue to support the construction of Tav-Dora Trail along Old 441.

2017 OPERATING BUDGET

COMMUNITY DEVELOPMENT (continued)

PROGRAM HIGHLIGHTS

2016 ACCOMPLISHMENTS

Customer Focus, Innovation & Technology, and Organizational Performance

1. Constructed East and West Gateway Signs
2. Completed Streetscaping of Caroline Street
3. Implemented ISBA with County through annexation of several non-contiguous properties.
4. Installed four vehicular Wayfinding Signs on SR 19 & U.S. 441.
5. Completed conceptual streetscaping design of Ruby Street and West Main Street.
6. Completed Memorial in Wooton Park dedicated to those named in Alleyways
7. Continued to update regulations and codes to best serve public interest
8. The GIS Division continued to provide outstanding service to the public and other city departments.
9. Redefined responsibilities of Planning Division to insure that appropriate growth studies are undertaken
10. The Building Division processed a record number of permits while continuing to provide outstanding customer service.

FUND 001
 DEPT 15
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

COMMUNITY DEVELOPMENT EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
515.12-10	REGULAR SALARIES	296,427	310,511	325,087	4.69%
515.14-10	OVERTIME	-	256	257	0.39%
515.15-60	ELECTR TABLET ALLOWANCE	-	-	500	100.00%
515.21-10	FICA / MED TAXES	21,325	22,444	24,314	8.33%
515.22-10	RETIREMENT	9,687	1,845	1,919	4.01%
515.22-20	FL STATE RETIREMENT	32,628	36,727	37,608	2.40%
515.23-10	HEALTH INSURANCE	28,373	28,772	30,300	5.31%
515.23-15	DENTAL INSURANCE	1,631	1,706	1,791	4.98%
515.23-20	LIFE INSURANCE	1,676	1,756	1,838	4.67%
515.23-21	SHORT-TERM DISABILITY	1,162	1,274	1,320	3.61%
515.23-30	DEPENDENT HEALTH INSURANCE	11,208	8,608	9,256	7.53%
515.23-35	DEPENDENT DENTAL INSURANCE	1,196	1,139	897	-21.25%
515.23-40	LONG TERM DISABILITY	771	802	841	4.86%
515.24-10	WORKERS' COMPENSATION	704	560	588	5.00%
* SALARIES AND BENEFITS		<u>406,788</u>	<u>416,400</u>	436,516	4.83%
<i>OPERATING EXPENDITURES</i>					
515.31-15	ENGINEERING	37,640	19,870	14,000	-29.54%
515.32-20	BOARD MEMBER PAYMENTS	1,020	1,680	1,680	0.00%
515.34-10	CONTRACTUAL SERVICES	175,763	257,033	257,033	0.00%
515.40-10	TRAVEL & PER DIEM	3,701	7,000	7,000	0.00%
515.41-10	TELEPHONE	899	775	765	-1.29%
515.41-30	POSTAGE	339	1,200	1,200	0.00%
515.44-10	RENTALS & LEASES	380	3,959	3,959	0.00%
515.45-10	LIABILITY	15,287	15,709	18,285	16.40%
515.46-15	REPAIR & MAINT. - EQUIPMENT	-	1,000	1,000	0.00%
515.47-10	PRINTING & BINDING	1,381	15,015	2,000	-86.68%
515.49-10	ADVERTISING	6,658	6,000	6,000	0.00%
515.51-10	OFFICE SUPPLIES	924	1,000	1,000	0.00%
515.52-10	OPERATING SUPPLIES	3,380	8,169	8,630	5.64%
515.52-11	DURABLE GOODS	-	461	-	-100.00%
515.52-28	PROMO PROGRAM SUPPLIES	840	2,000	2,000	0.00%
515.54-10	BKS, PUB, SUB, MEM, LIB	2,127	2,000	2,200	10.00%
515.59-65	GRANT MATCH	-	-	-	0.00%
* OPERATING EXPENDITURES		<u>250,339</u>	<u>342,871</u>	326,752	-4.70%
<i>CAPITAL EXPENDITURES</i>					
515.64-13	EQUIP - COMP REPLACEMENT	7,659	-	-	0.00%
515.64-23	SOFTWARE	-	-	-	0.00%
515.64-25	FUTURE PROJECTS	-	466,857	194,737	-58.29%
* CAPITAL EXPENDITURES		<u>7,659</u>	<u>466,857</u>	194,737	-58.29%
TOTAL COMMUNITY DEVELOPMENT		<u>664,786</u>	<u>1,226,128</u>	<u>958,005</u>	-21.87%

FUND 001
DEPT 15
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

COMMUNITY DEVELOPMENT EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
515.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	325,087	325,087
515.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	257	257
515.15-60 ELECTR TABLET ALLOWANCE	ALLOWANCE FOR ELECTRONIC TABLET	500	500
515.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	24,314	24,314
515.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	1,919	1,919
515.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	37,608	37,608
515.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	30,300	30,300
515.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,791	1,791
515.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,838	1,838
515.23-21 SHORT TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,320	1,320
515.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	9,256	9,256
515.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	897	897
515.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	841	841
515.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	588	588
515.31-15 ENGINEERING	MONTHLY DRC REVIEW S.R. 19/561/448 FUTURE DEVELOPMENT STUDY -BALANCING CUT	4,000 15,000 (5,000)	14,000
515.32-20 BOARD MEMBER PAYMENTS	P&Z BOARD - 7 MEMBERS - 12 MEETINGS AT \$20	1,680	1,680
515.34-10 CONTRACTUAL SERVICES	SUNGUARD LAKE SUMTER MPO QUORUM SERVICES (2 FULL TIME BUILDING INSPECTORS) ESRI	10,275 5,258 234,000 7,500	257,033
515.40-10 TRAVEL & PER DIEM	FL APA CONFERENCE FL FPZA CONFERENCE BOAF CONFERENCE GIS TRAINING HTE CONFERENCE ADA CONFERENCE	1,200 1,200 1,200 1,000 1,200 1,200	7,000
515.41-10 TELEPHONE	DOMS FAX NEXTEL (ONE PHONE)	297 468	765
515.41-30 POSTAGE	POSTAGE	1,200	1,200
515.44-10 RENTALS & LEASES	COPY MACHINE COPY MACHINE PARTS, LABOR & TONER	3,239 720	3,959
515.45-10 LIABILITY	LIABILITY INSURANCE	18,285	18,285
515.46-15 EQUIPMENT	REPAIR AND MAINTENANCE OF GIS EQUIPMENT	1,000	1,000
515.47-10 PRINTING & BINDING	MISC PRINTING OF CODES, GIS PRINT OUTS	2,000	2,000
515.49-10 ADVERTISING	LEGAL ADVERTISING FOR PUBLIC NOTICES COMMEMORATIVE PIN PROGRAM	6,000 450	6,000

FUND 001
 DEPT 15
 DIVISION 01

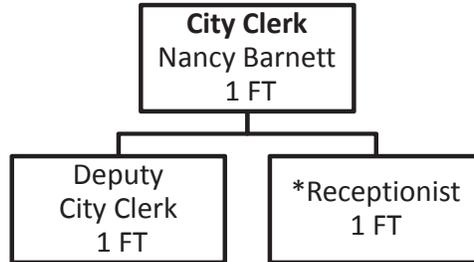
CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

COMMUNITY DEVELOPMENT EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
	-BALANCING CUT	(450)	
515.51-10 OFFICE SUPPLIES	OFFICE SUPPLIES FOR DEPARTMENT	1,000	1,000
515.52-10 OPERATING SUPPLIES	OPERATING SUPPLIES	8,300	8,630
	-BALANCING CUT	(110)	
	STAFF T-SHIRTS (11 @ \$40 EACH)	440	
	MISC. SOFTWARE	1,000	
	-BALANCING CUT	(1,000)	
515.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
515.52-28 PROMO PROGRAM SUPPLIES	KIOSK SIGNS/INSERTS/UPDATES IN-LIEU OF DIGITAL UPGRADES	2,000	2,000
515.54-10 BKS, PUB, SUB, MEM, LIB	MEMBERSHIPS APA,FPZA,FAPA,BOAF, ADA, AICP (2), GIS, NOTARY FOR PLANNING COORDINATOR	2,000 200	2,200
515.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
515.64-23 SOFTWARE	GIS BASED BUILDING & PLANNING SOFTWARE TRAKIT MODULE FROM SUNGUARD	250,000	-
	-BALANCING CUT	(250,000)	
515.64-25 FUTURE PROJECTS	ALFRED STREET LANDSCAPING, IRRIGATION, BRICK PAVER CROSSWALKS AND THEMED FURNITURE	487,941	194,737
	-BALANCING CUT	(487,941)	
	TAV-DORA TRAIL-REQUESTED COST SHARE FROM MPO	50,000	
	-BALANCING CUT	(50,000)	
	WEST MAIN STREETScape (PHASE 1 - SOUTH SIDE)	133,000	
	-BALANCING CUT	(1,000)	
	-FINAL BALANCING CUT	(34,263)	
	2 STATE ROAD WAYFINDING SIGNS @ \$6,300 EACH	12,600	
	-BALANCING CUT	(12,600)	
	6 LOCAL WAYFINDING SIGNS	5,600	
	-BALANCING CUT	(5,600)	
	DIGITAL UPGRADE OF 2 EXISTING KIOSK SIGNS	20,000	
	-BALANCING CUT	(10,000)	
	DIGITAL UPGRADE OF PARKING GARAGE BUSINESS SIGN	6,500	
	-BALANCING CUT	(6,500)	
	2 NEW DIGITAL KIOSK SIGNS (ALFRED & CAROLINE)	36,000	
	-BALANCING CUT	(36,000)	
	OLD 441 CRA STUDY	10,000	
	-BALANCING CUT	(10,000)	
	MASTER PLAN FOR SOUTH TAVARES(SR 19, 561 & 448)	168,000	
	-BALANCING CUT	(168,000)	
	DOWNTOWN CRA MASTER PLAN UPDATE	5,000	
	CURRENT EAST BOUND 441 GATEWAY SIGN	82,000	
	WEST MAIN STREET GATEWAY	150,000	
	-BALANCING CUT	(150,000)	

City Clerk

Department 16



Position Summary

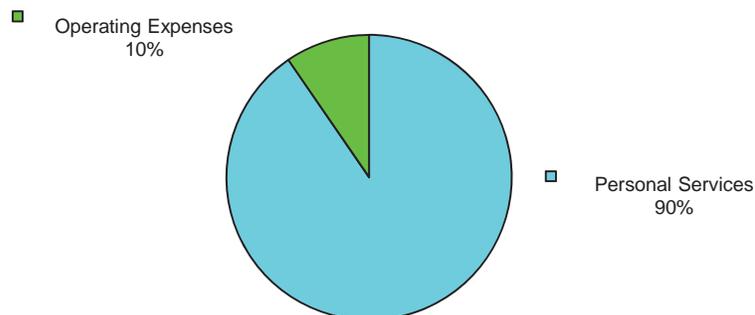
Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
Full Time:				
City Clerk	2002	1	1	1
Deputy City Clerk	2008	1	1	1
No. of Full Time		2	2	2
Total No. of Positions:		2	2	2
Total FTEs:		2	2	2

*Receptionist position funded in Administration budget. Requesting to increase hours from part time to full time.

Budget Summary

Department Summary	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
City Clerk-1601				
Personal Services	205,521	211,891	228,459	7.82%
Operating Expenses	15,384	32,714	24,181	-26.08%
Grand Total City Clerk	\$ 220,905	\$ 244,605	\$ 252,640	3.28%
Percentage of Fund Budget	1.59%	1.53%	1.61%	

2017 APPROPRIATIONS



2017 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, Special Magistrate for Code Enforcement, and other boards as requested.
- Attends and takes minutes of City Council, 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.
- Administers Lien Searches

SERVICE INDICATORS

	Indicator Description	Actual 2014	Actual 2015	Est. 2016	Projected 2017
1.	Ordinances Processed	21	27	24	25
2.	Resolutions Processed	32	21	18	20
3.	Lien Searches	454	500	560	600
4.	Legal Ads & Notices	82	88	56	60
5.	Meeting Minutes	38	37	36	38

2017 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.

2017 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.

2016 ACCOMPLISHMENTS**Customer Focus, Innovation & Technology, and Organizational Performance**

1. Provided administrative and clerical support for major city initiatives such as the Water & Sewer Assessment for Sunset View/Three Lakes Mobile Home Park.
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. Maintain a positive & welcoming reception area for the public, coordinate with the City Administrator to resolve issues.
5. Served as a conduit of information to residents, staff and Council regarding city services & community programs.
6. Coordinated & certified more than 500 lien searches for real estate closings in the community.
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 2016-2017

CITY CLERK EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
512.12-10	REGULAR SALARIES	142,060	144,967	156,742	8.12%
512.14-10	OVERTIME	118	256	257	0.39%
512.15-60	ELECTR TABLET ALLOWANCE	-	-	500	100.00%
512.21-10	FICA / MED TAXES	9,327	9,933	11,712	17.91%
512.22-10	RETIREMENT	3,299	3,448	3,944	14.39%
512.22-20	FL STATE RETIREMENT	17,331	20,416	20,284	-0.65%
512.23-10	HEALTH INSURANCE	11,499	11,509	12,120	5.31%
512.23-15	DENTAL INSURANCE	653	682	716	4.99%
512.23-20	LIFE INSURANCE	774	822	885	7.66%
512.23-21	SHORT-TERM DISABILITY	542	609	643	5.58%
512.23-30	DEPENDENT HEALTH INSURANCE	17,909	17,216	18,512	7.53%
512.23-35	DEPENDENT DENTAL INSURANCE	1,331	1,396	1,465	4.94%
512.23-40	LONG TERM DISABILITY	354	375	404	7.73%
512.24-10	WORKERS' COMPENSATION	324	262	275	4.96%
*	SALARIES AND BENEFITS	205,521	211,891	228,459	7.82%
<i>OPERATING EXPENDITURES</i>					
512.31-20	ELECTION EXPENSE	113	12,000	700	-94.17%
512.34-10	CONTRACTUAL SERVICES	300	350	580	65.71%
512.40-10	TRAVEL & PER DIEM	1,936	3,500	3,500	0.00%
512.41-10	TELEPHONE	595	479	468	-2.30%
512.41-30	POSTAGE	176	400	400	0.00%
512.45-10	LIABILITY	4,145	4,260	4,958	16.38%
512.46-15	REPAIR & MAINT.- EQUIPMENT	-	200	200	0.00%
512.47-10	PRINTING & BINDING	63	800	800	0.00%
512.47-40	CODIFICATION EXPENDITURES	430	2,000	4,900	145.00%
512.48-10	CITY APPRECIATION	69	100	100	0.00%
512.49-10	ADVERTISING	1,865	2,000	2,000	0.00%
512.51-10	OFFICE SUPPLIES	371	600	600	0.00%
512.52-10	OPERATING SUPPLIES	1,991	2,380	2,380	0.00%
512.52-11	DURABLE GOODS	-	300	-	-100.00%
512.54-10	BKS, PUB, SUB, MEM, LIB	1,330	1,345	595	-55.76%
512.59-40	RECORDING & TAXES	2,000	2,000	2,000	0.00%
*	OPERATING EXPENDITURES	15,384	32,714	24,181	-26.08%
<i>CAPITAL EXPENDITURES</i>					
512.64-23	SOFTWARE	-	-	-	0.00%
*	CAPITAL EXPENDITURES	-	-	-	0.00%
TOTAL CITY CLERK		220,905	244,605	252,640	3.28%

FUND 001
 DEPT 16
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

CITY CLERK JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
512.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	156,742	156,742
512.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	257	257
512.15-60 ELECTR TABLET ALLOWANCE	ALLOWANCE FOR ELECTRONIC TABLET	500	500
512.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	11,712	11,712
512.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	3,944	3,944
512.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	20,284	20,284
512.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	12,120	12,120
512.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	716	716
512.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	885	885
512.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	643	643
512.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	18,512	18,512
512.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,465	1,465
512.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	404	404
512.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	275	275
512.31-20 ELECTION EXPENSE	NOVEMBER 2016 CITY COUNCIL ELECTION	700	700
512.34-10 CONTRACTUAL SERVICES	BIS COUNCIL RECORDING SYSTEM ANNUAL MAINTENANCE FEE	400	580
	PHOTOSHOP FOR DIGITAL DISPLAY BOARD AND EVENT FLYERS	120	
	COPY MACHINE AT RECORDS ROOM AT \$5 PER MONTH	60	
512.40-10 TRAVEL & PER DIEM	FLORIDA ASSOCIATION OF CITY CLERKS FALL ACADEMY 2016	850	3,500
	FLORIDA RECORDS MANAGEMENT ASSOCIATION ANNUAL CONFERENCE	1,150	
	FLORIDA ASSOCIATION OF CITY CLERKS FALL ACADEMY 2017 - 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	468	468
512.41-30 POSTAGE	POSTAGE	400	400
512.44-10 RENTALS & LEASES	NO AMOUNT BUDGETED	-	-
512.45-10 LIABILITY	LIABILITY INSURANCE	4,958	4,958
512.46-15 REPAIR & MAINT-EQUIP	MISC. EQUIPMENT MAINTENANCE AND REPAIR FOR DESK TOP SCANNERS AND PRINTERS	200	200
512.47-10 PRINTING & BINDING	STATIONERY/ENVELOPES/BUSINESS CARDS/MISC. PRINTING SERVICES FOR RECORDS REQUESTS (MAPS/PLANS/MISC) REIMBURSED COST CREDITED TO GF	150	800
		650	

FUND 001
 DEPT 16
 DIVISION 01

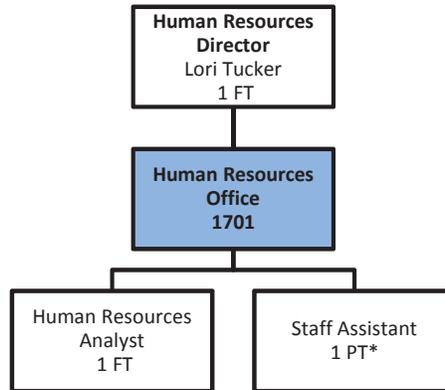
CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

CITY CLERK JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
512.47-40 CODIFICATION EXPENDITURES	CITY CODE BOOK CODIFICATION BY MUNICODE	2,000	4,900
	-BALANCING CUT	(500)	
	LAND DEVELOPMENT REGULATIONS CODIFICATION BY MUNICODE	2,000	
	POSTING OF MUNICODE ON WEB - ORDINANCES	700	
	POSTING OF MUNICODE ON WEB - LAND DEVELOPMENT REGULATIONS	700	
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, MISC.	2,000	2,000
	COMMEMORATIVE PIN PROGRAM	450	
	-BALANCING CUT	(450)	
512.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	600	600
512.52-10 OPERATING SUPPLIES	GENERAL OPERATING SUPPLIES	800	2,380
	-BALANCING CUT	(120)	
	MINUTE BOOKS, ELECTION BOOKS, LDR BOOKS, CODE BOOKS	600	
	SHREDDING SERVICES FOR CITY-WIDE DOCUMENT DESTRUCTION	500	
	PRINTER TONERS	400	
	CITY SHIRTS	200	
512.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
512.54-10 BKS, PUB, SUB, MEM, LIB	IIMC PROFESSIONAL MEMBERSHIPS (2)	230	595
	FACC PROFESSIONAL MEMBERSHIPS (2)	160	
	FLORIDA RECORDS MANAGEMENT ASSOCIATION MEMBERSHIP	130	
	GOVERNMENT IN THE SUNSHINE MANUAL (2)	50	
	FIRST AMENDMENT FOUNDATION	25	
512.59-40 RECORDING & TAXES	RECORDING CITY LEGAL DOCUMENTS WITH THE LAKE COUNTY CLERK OF COURT	2,000	2,000
512.64-23 SOFTWARE	RECORDS MANAGEMENT SOFTWARE	11,075	-
	-BALANCING CUT	(11,075)	
	RECORDS MANAGEMENT PROGRAM - CLOUD HOSTING	8,000	
	-BALANCING CUT	(8,000)	

Human Resources

Department 17



*New position requested

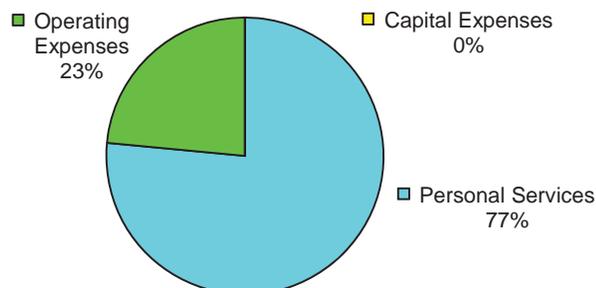
Position Summary

Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
Full Time:				
Human Resources Analyst	17001	1	1	1
Human Resources Director	2007	1	1	1
No. of Full Time		2	2	2
Part Time:				
Staff Assistant		0	0	1
No. of Part Time:		0	0	1
Total No. of Positions:		2	2	3
Total FTEs:		2	2	2.5

Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Department Summary</i>				
Human Resources-1701				
Personal Services	198,247	212,025	250,092	17.95%
Operating Expenses	66,106	96,846	76,775	-20.72%
Capital Expenses	1,915	-	-	0.00%
Grand Total Human Res.	\$ 266,268	\$ 308,871	\$ 326,867	5.83%
<i>Percentage of Fund Budget</i>	1.92%	1.93%	2.08%	

2017 APPROPRIATIONS



2017 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 and environmental 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 2014	Actual 2015	Est. 2015	Projected 2017
1.	Employment Applications Processed	287	350	761	550
2.	New Hires Processed	21	30	24	27
3.	Separations Processed (includes Seasonal Employees)	50	22	32	27
4.	Occupational Injuries Processed	17	12	21	17
5.	Violence/Harassment Complaint Investigations	0	0	0	0
6.	Employee Training Participants	167	172	180	180
7.	Assets Insured Value	\$ 57,800,695	\$ 62,044,750	\$70,696,754	\$ 71,696,233
8.	Union Contracts	2	2	2	2

2017 OBJECTIVES

1. Relaunch "Staff Channel" intranet for employee access to group benefits information links and for current employment news, activities and information.
2. Develop compensation plan that reflects critical information and recommendations for ensuring fair pay practices, retention and competitive salary.
3. Monitoring proposed changes to the Fair Labor standards for potential fiscal impacts and compliance with final rules.
4. Implementation and communication of pending Affordable Car Act mandates.

2017 OPERATING BUDGET

2017 OBJECTIVES (continued)

5. 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.
6. Wellness Fair, in conjunction with FloridaBlue and our local medical community.
7. Continue to work toward complete revision of City personnel policies.

2016 ACCOMPLISHMENTS

1. Reorganization of Economic Development department staffing with no negative legal impacts.
2. Successful recruitment and hiring of highly qualified Aviation Manager, Special Events Coordinator and Aviation Operating's Supervisor for Economic Development; highly skilled Paramedics in support of the City's Advanced Life Support implementation goals; with an above average number of key position vacancies were filled due to retirements.
3. Achieved a reduction in workers' compensation premium modification rate from .69 to .62, providing the City with overall program saving credits as a result of City-wide safety practices.
4. Continued to promote health and wellness strategies through activities, newsletters and e-mail to maximize prevention and minimize increased healthcare costs.
5. Successfully met Affordable Care Act mandates for 2016 in the prescribed lawful manner and timeframe.
6. Controlled liability coverage cost increases by continuous department specific training, with reinforcement of safety
7. 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.
8. Continued to stabilize employee turnover with continuous review of employment and retention practices, to maintain standing as a employer of choice.
9. Continued to build files and maximize capabilities of the City's Human Resources Information System (HRIS).
10. Continued to evaluate efficiency and effectiveness in all areas of Human Resources and Risk Management service delivery.
11. Monitored post-recession labor markets through salary, benefits, retention, recruitment and succession planning.
12. Implemented personalized awards for public recognition for City employee years of service.
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. Launched the "Boo Breakfast", a new fall-themed employee gathering, as the kickoff to our community Fall Festival event.
19. Participated in the City's first annual Public Works Expo with a micro-Job Fair table, to educate citizens about skills, equipment and education required in Public Works professions that are mission critical in serving our community.

FUND 001
 DEPT 17
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

HUMAN RESOURCES EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
513.12-10	REGULAR SALARIES	143,581	152,400	183,683	20.53%
513.14-10	OVERTIME	-	256	257	0.39%
513.15-60	ELECTR TABLET ALLOWANCE	-	-	500	100.00%
513.21-10	FICA / MED TAXES	10,190	10,842	13,708	26.43%
513.22-10	RETIREMENT	3,531	3,699	3,847	4.00%
513.22-20	FL STATE RETIREMENT	17,989	21,174	22,966	8.46%
513.23-10	HEALTH INSURANCE	11,499	11,509	12,120	5.31%
513.23-15	DENTAL INSURANCE	653	682	716	4.99%
513.23-20	LIFE INSURANCE	816	863	896	3.82%
513.23-21	SHORT-TERM DISABILITY	569	626	638	1.92%
513.23-30	DEPENDENT HEALTH INSURANCE	8,040	8,608	9,256	7.53%
513.23-35	DEPENDENT DENTAL INSURANCE	666	698	733	5.01%
513.23-40	LONG TERM DISABILITY	372	393	411	4.58%
513.24-10	WORKERS' COMPENSATION	341	275	361	31.27%
* SALARIES AND BENEFITS		<u>198,247</u>	<u>212,025</u>	<u>250,092</u>	<u>17.95%</u>
<i>OPERATING EXPENDITURES</i>					
513.34-10	CONTRACTUAL SERVICES	52,237	62,842	44,942	-28.48%
513.40-10	TRAVEL & PER DIEM	1,778	3,315	3,400	2.56%
513.41-10	TELEPHONE	577	479	468	-2.30%
513.41-30	POSTAGE	219	250	300	20.00%
513.45-10	LIABILITY	4,807	4,940	5,750	16.40%
513.47-10	PRINTING & BINDING	-	200	200	0.00%
513.48-10	CITY APPRECIATION	4,318	19,500	16,150	-17.18%
513.49-10	ADVERTISING	1,068	2,500	2,500	0.00%
513.51-10	OFFICE SUPPLIES	128	200	200	0.00%
513.52-10	OPERATING SUPPLIES	749	1,405	1,650	17.44%
513.52-23	SPECIAL PROJECTS	-	500	500	0.00%
513.54-10	BKS, PUB, SUB, MEM, LIB	225	715	715	0.00%
* OPERATING EXPENDITURES		<u>66,106</u>	<u>96,846</u>	<u>76,775</u>	<u>-20.72%</u>
<i>CAPITAL EXPENDITURES</i>					
513.64-13	EQUIP - COMP REPLACEMENT	1,915	-	-	0.00%
* CAPITAL EXPENDITURES		<u>1,915</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
TOTAL HUMAN RESOURCES		<u>266,268</u>	<u>308,871</u>	<u>326,867</u>	<u>5.83%</u>

FUND 001
 DEPT 17
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

HUMAN RESOURCES JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
513.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	183,683	183,683
513.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	257	257
513.15-60 ELECTR TABLET ALLOWANCE	ALLOWANCE FOR ELECTRONIC TABLET	500	500
513.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	13,708	13,708
513.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	3,847	3,847
513.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	22,966	22,966
513.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	12,120	12,120
513.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	716	716
513.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	896	896
513.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	638	638
513.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	9,256	9,256
513.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	733	733
513.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	411	411
513.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	361	361
513.34-10 CONTRACTUAL SERVICES	BOGDAHN GROUP - IND RETIREMENT PLAN ADVISOR LABOR ATTORNEY BACKGROUND CHECKS DRIVERS LICENSE CHECKS DRUG TESTING PAYSCALE -BALANCING CUT EMPLOYEE ASSISTANCE PROGRAM SUNGARD-SOFTWARE SUPPORT & MAINTENANCE	25,000 500 900 3,300 2,400 16,100 (16,100) 3,600 9,242	44,942
513.40-10 TRAVEL & PER DIEM	PRIMA CHAPTER MEETINGS CFHR MEETINGS SHRM CONFERENCE PRM CONFERENCE FPHRA CONFERENCE	200 200 1,500 850 650	3,400
513.41-10 TELEPHONE	NEXTEL (ONE PHONE)	468	468
513.41-30 POSTAGE	POSTAGE	300	300
513.45-10 LIABILITY	LIABILITY INSURANCE	5,750	5,750
513.47-10 PRINTING & BINDING	BUSINESS CARDS	200	200
513.48-10 CITY APPRECIATION	HALLOWEEN BOO BREAKFAST HOLLY JOLLY BRING YOUR KID TO WORK DAY BENEFIT FAIR EMPLOYEE PICNIC EMPLOYEE FITNESS PROGRAM -BALANCING CUT EMPLOYEE SERVICE AWARDS	200 2,000 250 100 1,800 15,000 (5,000) 1,800	16,150

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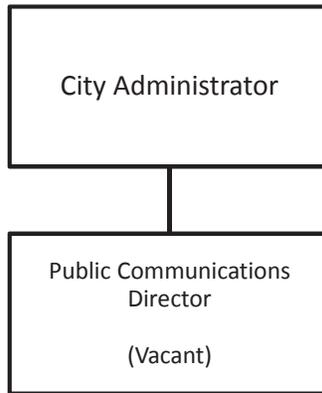
CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

HUMAN RESOURCES JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
513.49-10 ADVERTISING	ADVERTISING COMMEMORATIVE PIN PROGRAM -BALANCING CUT	2,500 450 (450)	2,500
513.51-10 OFFICE SUPPLIES	OFFICE SUPPLIES	200	200
513.52-10 OPERATING SUPPLIES	OPERATING SUPPLIES TONERS CITY SHIRTS RECRUITMENT SUPPLIES	300 500 200 650	1,650
513.52-23 SPECIAL PROJECTS	WELLNESS FAIR	500	500
513.54-10 BKS, PUB, SUB, MEM, LIB	CENTRAL FL PRIMA GO SHRM - LOCAL SHRM FPHRA PRIMA NATIONAL	35 50 190 55 385	715
513.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-

Public Communications

Department 18



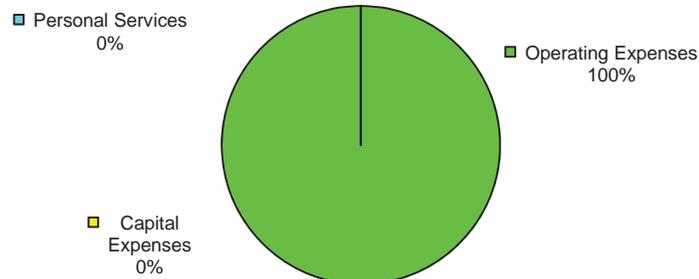
Position Summary

Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
Full Time:				
Public Communications Director	12006	1	1	0
No. of Full Time		1	1	0
Total No. of Positions:		1	1	0
Total FTEs:		1	1	0

Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Department Summary</i>				
Public Communications-1801				
Personal Services	94,830	102,016	-	-100.00%
Operating Expenses	18,367	20,685	16,622	-19.64%
Capital Expenses	957	-	-	0.00%
Grand Total Public Comm.	\$ 114,154	\$ 122,701	\$ 16,622	-86.45%
<i>Percentage of Fund Budget</i>	1.59%	1.53%	1.61%	

2017 APPROPRIATIONS



2017 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 2014	Actual 2015	Est. 2016	Projected 2017
1.	City Newsletters Published	6	6	6	6
2.	Web Page Views Per Year	504,975	526,352	560,000	600,000
3.	Press Releases Issued	45	28	10	30

2017 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

2017 OPERATING BUDGET

PUBLIC COMMUNICATIONS - 1801 (continued)

PROGRAM HIGHLIGHTS

2017 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

2016 ACCOMPLISHMENTS

1. Designed multiple ads for local, regional and national magazines
2. Provided PIO support for Tavares PD and Tavares FD including several national stories
3. Provided guidance to City departments on multiple marketing projects
4. Continued to provide information flow to the public regarding on-going utility projects

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 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

PUBLIC COMMUNICATIONS EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
519.12-10	REGULAR SALARIES	64,334	70,451	-	-100.00%
519.21-10	FICA / MED TAXES	4,498	4,895	-	-100.00%
519.22-20	FL STATE RETIREMENT	12,944	15,093	-	-100.00%
519.23-10	HEALTH INSURANCE	4,692	4,972	-	-100.00%
519.23-15	DENTAL INSURANCE	274	341	-	-100.00%
519.23-20	LIFE INSURANCE	325	398	-	-100.00%
519.23-21	SHORT-TERM DISABILITY	216	299	-	-100.00%
519.23-30	DEPENDENT HEALTH INSURANCE	7,018	4,973	-	-100.00%
519.23-35	DEPENDENT DENTAL INSURANCE	227	285	-	-100.00%
519.23-40	LONG TERM DISABILITY	149	182	-	-100.00%
519.24-10	WORKERS' COMPENSATION	153	127	-	-100.00%
* SALARIES AND BENEFITS		94,830	102,016	-	-100.00%
<i>OPERATING EXPENDITURES</i>					
519.34-10	CONTRACTUAL SERVICES	7,230	5,600	5,600	0.00%
519.40-10	TRAVEL & PER DIEM	-	1,970	-	-100.00%
519.41-10	TELEPHONE	546	479	144	-69.94%
519.41-30	POSTAGE	2	50	-	-100.00%
519.45-10	LIABILITY	2,269	2,332	2,713	16.34%
519.46-15	REPAIR & MAINT.- EQUIPMENT	-	50	-	-100.00%
519.47-10	PRINTING & BINDING	-	100	-	-100.00%
519.49-10	ADVERTISING	15	650	-	-100.00%
519.51-10	OFFICE SUPPLIES	158	300	-	-100.00%
519.52-10	OPERATING SUPPLIES	380	1,300	-	-100.00%
519.52-20	NEWSLETTER	7,377	7,404	7,515	1.50%
519.54-10	BKS, PUB, SUB, MEM, LIB	390	450	650	44.44%
* OPERATING EXPENDITURES		18,367	20,685	16,622	-19.64%
<i>CAPITAL EXPENDITURES</i>					
519.64-13	EQUIP - COMP REPLACEMENT	957	-	-	0.00%
* CAPITAL EXPENDITURES		957	-	-	0.00%
TOTAL PUBLIC COMMUNICATIONS		114,154	122,701	16,622	-86.45%

FUND 001
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CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

PUBLIC COMMUNICATIONS JUSTIFICATION

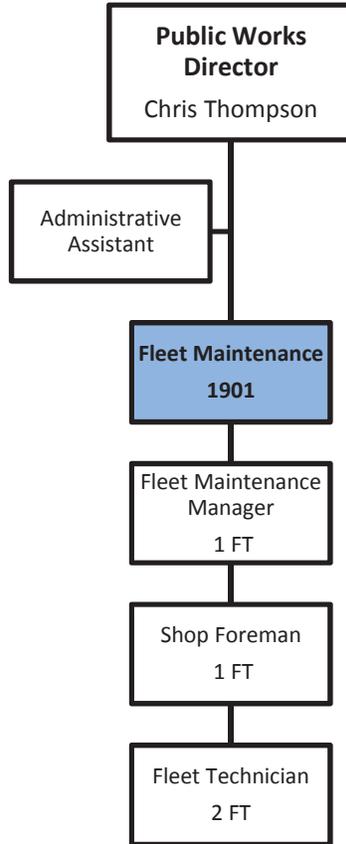
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
519.12-10 REGULAR SALARIES	NO AMOUNT BUDGETED	-	-
519.21-10 FICA / MED TAXES	NO AMOUNT BUDGETED	-	-
519.22-20 FL STATE RETIREMENT	NO AMOUNT BUDGETED	-	-
519.23-10 HEALTH INSURANCE	NO AMOUNT BUDGETED	-	-
519.23-15 DENTAL INSURANCE	NO AMOUNT BUDGETED	-	-
519.23-20 LIFE INSURANCE	NO AMOUNT BUDGETED	-	-
519.23-21 SHORT-TERM DISABILITY	NO AMOUNT BUDGETED	-	-
519.23-30 DEPENDENT HEALTH INSURANCE	NO AMOUNT BUDGETED	-	-
519.23-35 DEPENDENT DENTAL INSURANCE	NO AMOUNT BUDGETED	-	-
519.23-40 LONG TERM DISABILITY	NO AMOUNT BUDGETED	-	-
519.24-10 WORKERS' COMPENSATION	NO AMOUNT BUDGETED	-	-
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	5,000 600	5,600
519.40-10 TRAVEL & PER DIEM	PROFESSIONAL CONFERENCE FLEPIOA SEMINARS / TRAINING -BALANCING CUT	2,220 300 (2,520)	-
519.41-10 TELEPHONE	NEXTEL (ONE PHONE) -BALANCING CUT	468 (324)	144
519.41-30 POSTAGE	GENERAL POSTAGE -BALANCING CUT	50 (50)	-
519.45-10 LIABILITY	LIABILITY INSURANCE	2,713	2,713
519.46-15 REPAIR & MAINT-EQUIP	GENERAL UPKEEP & REPAIR OF EQUIPMENT -BALANCING CUT	50 (50)	-
519.47-10 PRINTING & BINDING	MISC PRINTING -BALANCING CUT	100 (100)	-
519.49-10 ADVERTISING	MISC PROMOTIONAL AND BRANDING ITEMS COMMEMORATIVE PIN PROGRAM -BALANCING CUT	100 450 (550)	-
519.51-10 OFFICE SUPPLIES	PAPER, PENS, FOLDERS, ROUTINE OFFICE SUPPLIES -BALANCING CUT	300 (300)	-
519.52-10 OPERATING SUPPLIES	TONER FOR PRINTER CD, ZIP DRIVES, BATTERIES, MISC MISC SUPPLIES -BALANCING CUT	600 550 150 (1,300)	-
519.52-20 NEWSLETTER	PRINTING OF SIX ISSUES OF CITY NEWSLETTER	7,515	7,515
519.54-10 BKS, PUB, SUBS & MEM	GRAPHIC SUBSCRIPTIONS 3CMA PROFESSIONAL MEMBERSHIP FLEPIOA PROFESSIONAL MEMBERSHIP	200 390 60	650
519.64-13 EQUIP-COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-

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Fleet Maintenance

Division 19*



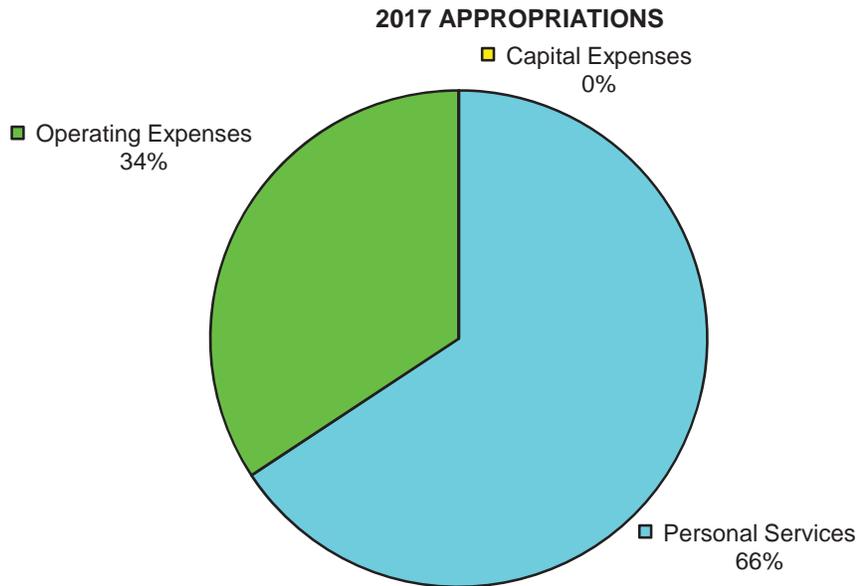
*Fleet Maintenance is a Division of the Public Works Department.

Position Summary

Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
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 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Fleet Maintenance-1901				
Personal Services	329,385	353,863	344,286	-2.71%
Operating Expenses	140,738	169,897	179,556	5.69%
Capital Expenses	13,279	6,200	-	-100.00%
Grand Total Fleet Maint.	\$ 483,402	\$ 529,960	\$ 523,842	-1.15%
<i>Percentage of Fund Budget</i>	3.49%	3.31%	3.33%	



2017 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, a Shop Foreman and two Certified Mechanics. This division is responsible for the routine maintenance and repairs of all City vehicles and equipment, including heavy machinery. 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 2014	Actual 2015	Est. 2016	Projected 2017
1.	Number of Vehicles in Fleet	152	164	179	179
2.	Number of Pieces of Equipment in Fleet	400	400	400	400
3.	Number of Work Orders Performed	1,375	1,398	1,696	2,196
4.	Number of Marine Vessels	5	5	5	5

2017 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 preventive maintenance, we will continue provide a well-maintained City fleet.

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.

2017 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.

2017 OPERATING BUDGET

FLEET MAINTENANCE - 1901 (Cont'd)

PROGRAM HIGHLIGHTS

2016 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.

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 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FLEET MAINTENANCE EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
549.12-10	REGULAR SALARIES	232,224	246,012	241,862	-1.69%
549.14-10	OVERTIME	313	3,940	3,940	0.00%
549.15-60	ELECTR TABLET ALLOWANCE	-	-	125	100.00%
549.21-10	FICA / MED TAXES	16,161	17,220	18,224	5.83%
549.22-20	FL STATE RETIREMENT	19,922	22,901	22,318	-2.55%
549.23-10	HEALTH INSURANCE	25,335	25,895	27,270	5.31%
549.23-15	DENTAL INSURANCE	1,442	1,535	1,612	5.02%
549.23-20	LIFE INSURANCE	1,287	1,380	1,355	-1.81%
549.23-21	SHORT-TERM DISABILITY	903	1,030	1,010	-1.94%
549.23-30	DEPENDENT HEALTH INSURANCE	23,418	25,824	18,512	-28.31%
549.23-35	DEPENDENT DENTAL INSURANCE	1,381	1,752	1,406	-19.75%
549.23-40	LONG TERM DISABILITY	589	632	623	-1.42%
549.24-10	WORKERS' COMPENSATION	6,410	5,742	6,029	5.00%
*	SALARIES AND BENEFITS	329,385	353,863	344,286	-2.71%
<i>OPERATING EXPENDITURES</i>					
549.40-10	TRAVEL & PER DIEM	3,112	4,500	4,500	0.00%
549.41-10	TELEPHONE	2,308	2,200	2,168	-1.45%
549.41-30	POSTAGE	103	350	350	0.00%
549.45-10	LIABILITY	9,024	9,273	10,794	16.40%
549.46-15	REPAIR & MAINT. - EQUIPMENT	5,108	6,500	6,500	0.00%
549.46-30	REPAIR & MAINT. - VEHICLE	66,869	82,900	62,700	-24.37%
549.46-33	REPAIR & MAINT. - RTV'S	-	-	14,600	100.00%
549.46-35	REPAIR & MAINT. - MOWER	16,571	20,000	20,000	0.00%
549.47-10	PRINTING & BINDING	-	150	150	0.00%
549.49-10	ADVERTISING	-	500	500	0.00%
549.51-10	OFFICE SUPPLIES	505	300	300	0.00%
549.52-10	OPERATING SUPPLIES	23,839	30,061	30,625	1.88%
549.52-11	DURABLE GOODS	3,363	1,750	1,750	0.00%
549.52-15	FUEL COSTS	7,980	8,093	9,024	11.50%
549.52-25	UNIFORMS	1,906	2,820	2,595	-7.98%
549.52-38	TIRES	-	-	12,500	100.00%
549.54-10	BKS, PUB, SUB, MEM, LIB	50	500	500	0.00%
549.59-90	CONTINGENCY	-	-	-	0.00%
*	OPERATING EXPENDITURES	140,738	169,897	179,556	5.69%
<i>CAPITAL EXPENDITURES</i>					
549.62-20	BUILDINGS	-	6,200	-	-100.00%
549.64-10	EQUIP - REPLACEMENT	3,534	-	-	0.00%
549.64-11	EQUIP - VEHICLE REPLACEMENT	-	-	-	0.00%
549.64-14	EQUIP - NEW COMPUTERS	2,872	-	-	0.00%
549.64-15	EQUIP - NEW	6,873	-	-	0.00%
*	CAPITAL EXPENDITURES	13,279	6,200	-	-100.00%
TOTAL FLEET MAINTENANCE		483,402	529,960	523,842	-1.15%

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 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FLEET MAINTENANCE EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
549.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	241,862	241,862
549.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	3,940	3,940
549.15-60 ELECTR TABLET ALLOWANCE	ALLOWANCE FOR ELECTRONIC TABLET	125	125
549.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	18,224	18,224
549.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	22,318	22,318
549.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	27,270	27,270
549.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,612	1,612
549.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,355	1,355
549.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,010	1,010
549.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	18,512	18,512
549.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,406	1,406
549.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	623	623
549.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	6,029	6,029
549.40-10 TRAVEL & PER DIEM	TRAINING SEMINARS, WORKSHOPS AND CONFERENCES FOR FLEET MAINT. EMPLOYEES: INCLUDES SHERIFF'S BID 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 EACH	3,300 1,200	4,500
549.41-10 TELEPHONE	DOMS FAX NEXTEL	296 1,872	2,168
549.41-30 POSTAGE	CORRESPONDENCE TO VENDORS & RETURN PARTS	350	350
549.45-10 LIABILITY	LIABILITY INSURANCE	10,794	10,794
549.46-15 EQUIPMENT	REPAIR SHOP EQUIPMENT, JACKS & TOOLS ANNUAL LIFT INSPECTION/CERTIFICATION FOR FIVE LIFTS	4,000 2,500	6,500
549.46-30 VEHICLE	REPAIRS TO GENERAL FUND CITY VEHICLES AS NEEDED INCLUDES ANNUAL BUCKET TRUCK INSPECTIONS REBUILD TWO DRIVE DIFFERENTIALS ON PD UNITS @ \$1,100 EACH TWO REPLACEMENT MOTORS FOR PD UNITS @ \$3,500 EACH VEHICLE EMERGENCY/SAFETY LIGHTING	50,000 2,200 7,000 3,500	62,700
549.46-33 RTV UTILITY VEHICLES	REPAIRS FOR RTV'S (I.E. CLUB CARS, GOLF CARTS, MULES) USED FOR TRANSPORTATION, ETC. BATTERIES FOR RTV'S (I.E. CLUB CARS, GOLF CARTS, MULES, ETC.)	5,000 9,600	14,600
549.46-35 MOWER	REPAIR & MAINTENANCE OF ALL CITY MOWERS, TRACTORS, TRAILERS, CHAINSAWS & HAND-HELD POWER EQUIPMENT -BALANCING CUT REPLACEMENT MOWER DECKS - 2 @ \$2,200 EACH TIRES FOR MOWERS AND EQUIPMENT	25,000 (12,900) 4,400 3,500	20,000
549.47-10 PRINTING & BINDING	PRINTING BUSINESS CARDS AND MISC. FORMS AS NEEDED	150	150

FUND 001
 DEPT 19
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FLEET MAINTENANCE EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
549.49-10 ADVERTISING	ADVERTISING CHARGES FOR NEW HIRE POSITIONS COMMEMORATIVE PIN PROGRAM -BALANCING CUT	500 450 (450)	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 -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 (BOUGHT IN BULK) PARTS WASHER MAINTENANCE DIESEL EXHAUST FLUID FOR NEWER DIESEL TRUCKS	16,000 (5,600) 2,100 3,725 2,000 3,700 2,500 2,500 2,700 1,000	30,625
549.52-11 DURABLE GOODS	REPLACE/PURCHASE SPECIALTY TOOLS AND EQUIPMENT AS NEEDED -BALANCING CUT TOOL CARTS FOR FLEET MECHANICS. CURRENT CARTS ARE WORN OUT. 3 @\$350 EACH 22 TON TRUCK SERVICE JACK W/RETURN SPRINGS -BALANCING CUT	2,000 (1,300) 1,050 615 (615)	1,750
549.52-15 FUEL COSTS	FUEL COSTS	9,024	9,024
549.52-25 UNIFORMS	UNIFORM RENTAL FOR FLEET MAINTENANCE EMPLOYEES BOOTS @ \$150/PAIR FOR FLEET MANAGER AND EMPLOYEES ONE CITY SHIRT W/NAME FOR EMPLOYEES (3 @ \$40 EACH) CITY SHIRTS FOR MANAGER W/NAME & LOGO (5 @ \$40 EACH) CITY SWEATSHIRTS MGR & EMPLOYEES (4 @ \$35 EACH) CAPS W/LOGO FOR FLEET EMPLOYEES	1,400 600 120 200 140 135	2,595
549.52-38 TIRES	TIRES FOR POLICE VEHICLES -BALANCING CUT TIRES FOR ALL OTHER GENERAL FUND VEHICLES -BALANCING CUT	15,000 (7,500) 10,000 (5,000)	12,500
549.54-10 BKS, PUB, SUB, MEM, LIB	SPECIALIZED MANUALS FOR EQUIPMENT THAT IS NOT ON ALL-DATA & AUTEL COMPUTER SYSTEMS MEMBERSHIPS INCLUDING FLORIDA ASSOCIATION OF GOVERNMENT FLEET ADMINISTRATORS (FLAGFA) AND OTHER FLEET RELATED ASSOCIATIONS	500	500
549.59-90 CONTINGENCY	UNFORESEEN EXPENSES SUCH AS COOLANT LEAKS, OIL LEAKS, ETC. -BALANCING CUT	2,500 (2,500)	-
549.62-20 BUILDINGS	12'W X 31'L X12'H CARPORT TO COVER OUTDOOR LIFT -BALANCING CUT	3,500 (3,500)	-
549.64-10 EQUIP - REPLACEMENT	NEW PORTABLE COMBINATION WELDER/GENERATOR (REPLACE 33 YEAR OLD WELDER) FOR SAFETY AND RELIABILITY ISSUES. REQUESTED LAST 3 YEARS AND DENIED -BALANCING CUT	7,200 (7,200)	-

FUND 001
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 DIVISION 01

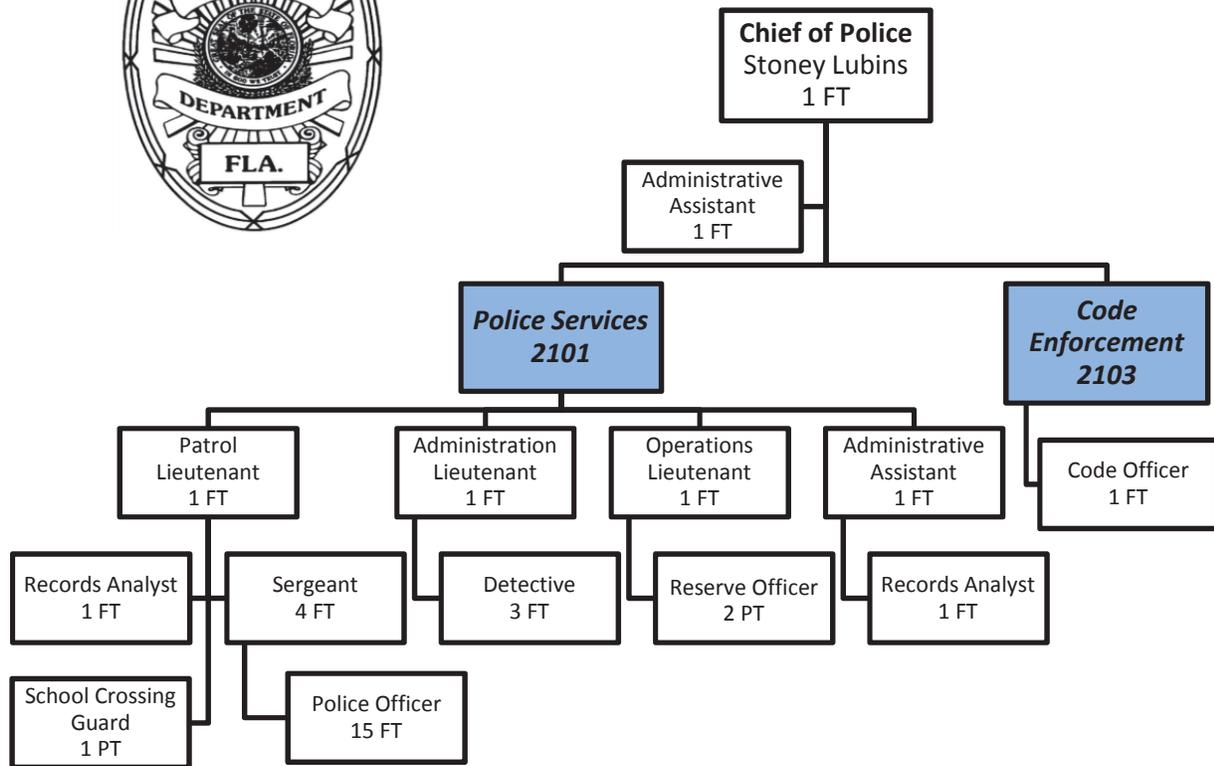
CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FLEET MAINTENANCE EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
549.64-11 EQUIP-VEHICLE REPLACEMENT	F450 4X4 TO REPLACE #111. UNIT #111 AND WAS THE OLD FIRE RESCUE TRUCK IS A 1994 AND TRANSFERRED TO FLEET IN 2004. REQUESTED LAST FISCAL YEAR AND DENIED	48,300	-
	-BALANCING CUT	(48,300)	
	2018 FORD TRANSIT COMPACT MINIVAN TO REPLACE 2000 FORD RANGER TRUCK 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 OF WEAR ON IT WAS REQUESTED IN LAST YEAR'S BUDGET BUT DENIED	24,000	
	-BALANCING CUT	(24,000)	
	REHAB 1999 CLAW TRUCK #701(STREETS). THIS INCLUDES REPAIRS TO CLAW, ALL HYDRAULICS, LED LIGHTS REPLACED AND REPAIRED,REMOVE RUSTED METAL AND INSTALL NEW, ETC.	14,000	
	-BALANCING CUT	(14,000)	
549.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
549.64-15 EQUIP - NEW	HEAVY DUTY TRANSMISSION JACK	1,400	-
	-BALANCING CUT	(1,400)	
	35 TON GAITHER AIR SERVICE JACK	1,162	
	-BALANCING CUT	(1,162)	
	KUBOTA RTV - TO BE USED IN CITY WHEN MINOR REPAIRS SUCH AS DEAD BATTERY, KEYS LOCKED IN, ETC.	12,500	
	-BALANCING CUT	(12,500)	

Police Department

Department 21



Position Summary

Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
Full Time:				
Captain	10013	0	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	5	5
Records Analyst	21013	1	1	1
Sergeant/Investigator	10014	1	1	1
No. of Full Time		28	29	29
Part Time:				
School Crossing Guard	10012	1	1	1
Reserve Officers	21014	2	2	2
No. of Part Time:		3	3	3
Seasonal:				
Reserve Officers	21014	7	3	3
No. of Seasonal:		7	3	3
Total No. of Positions:		38	35	35
Total FTEs:		29.5	30.5	30.5
Total No. of Sworn Officers:		25	26	26
Total No. of Sworn Officers P/T:		2	2	2

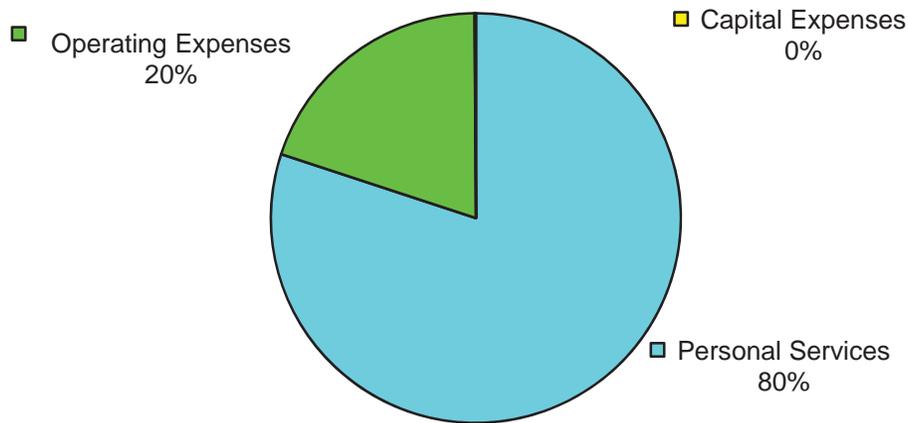
Notes:

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

Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Department Summary</i>				
Police Services-2101				
Personal Services	2,295,534	2,327,624	2,441,367	4.89%
Operating Expenses	597,622	630,486	601,862	-4.54%
Capital Expenses	167,604	13,126	3,133	-76.13%
Total Police Services	<u>3,060,760</u>	<u>2,971,236</u>	<u>3,046,362</u>	2.53%
Code Enforcement-2103				
Personal Services	59,140	61,227	63,813	4.22%
Operating Expenses	17,130	19,065	19,101	0.19%
Capital Expenses	1,215	-	-	0.00%
Total Code Enforcement	<u>77,485</u>	<u>80,292</u>	<u>82,914</u>	3.27%
Grand Total Police	<u>\$ 3,138,245</u>	<u>\$ 3,051,528</u>	<u>\$ 3,129,276</u>	<u>2.55%</u>
<i>Category Summary</i>				
Personal Services	2,354,674	2,388,851	2,505,180	4.87%
Operating Expenses	614,752	649,551	620,963	-4.40%
Capital Expenses	168,819	13,126	3,133	-76.13%
Grand Total Police	<u>\$ 3,138,245</u>	<u>\$ 3,051,528</u>	<u>\$ 3,129,276</u>	<u>2.55%</u>
<i>Percentage of Fund Budget</i>	22.66%	19.06%	19.90%	

2017 APPROPRIATIONS



2017 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 2014	Actual 2015	Est. 2016	Projected 2017
1.	Calls for Police Service	14,278	15,100	15,550	16,000
2.	FBI Part I Crimes**	230	451	460	475

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

2017 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

2017 OBJECTIVES

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

2016 ACCOMPLISHMENTS

Customer Focus, Innovation & Technology, and Organizational Performance

1. Recovered one Officer position.
2. Acquired new police vehicles.
3. Enhanced and advanced training for officers.
4. Revamping of the employee evaluation process.

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DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

POLICE SERVICES EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
521.12-10	REGULAR SALARIES	1,387,280	1,434,864	1,487,831	3.69%
521.14-10	OVERTIME	127,762	125,395	140,395	11.96%
521.14-20	OVERTIME - OFF DUTY	(1,892)	-	-	0.00%
521.15-30	INCENTIVE	19,553	19,080	20,399	6.91%
521.15-60	ELECTR TABLET ALLOWANCE	-	-	500	100.00%
521.21-10	FICA / MED TAXES	99,061	101,165	111,318	10.04%
521.22-10	RETIREMENT	310,829	273,319	285,005	4.28%
521.22-20	FL STATE RETIREMENT	3,466	5,356	5,669	5.84%
521.23-10	HEALTH INSURANCE	130,645	141,689	145,440	2.65%
521.23-15	DENTAL INSURANCE	8,757	9,397	10,030	6.74%
521.23-20	LIFE INSURANCE	7,505	7,930	7,960	0.38%
521.23-21	SHORT-TERM DISABILITY INS	5,210	5,856	5,947	1.55%
521.23-30	DEPENDENT HEALTH	129,638	143,228	157,349	9.86%
521.23-35	DEPENDENT DENTAL INSURANCE	9,044	9,892	10,722	8.39%
521.23-40	LONG TERM DISABILITY	3,439	3,637	3,645	0.22%
521.24-10	WORKERS' COMPENSATION	54,817	46,816	49,157	5.00%
521.25-10	UNEMPLOYMENT COMPENSATION	420	-	-	0.00%
*	SALARIES AND BENEFITS	2,295,534	2,327,624	2,441,367	4.89%
<i>OPERATING EXPENDITURES</i>					
521.31-25	PSYCHOLOGICAL TEST & POLY	-	500	1,500	200.00%
521.34-10	CONTRACTUAL SERVICES	34,069	37,816	39,416	4.23%
521.34-20	CONTRACTUAL SVS-SO/EMS	315,121	315,122	315,122	0.00%
521.40-10	TRAVEL & PER DIEM	24,032	24,439	17,976	-26.45%
521.41-10	TELEPHONE	7,897	6,319	7,906	25.11%
521.41-20	OTHER COMMUNICATION	13,094	12,500	12,500	0.00%
521.41-30	POSTAGE	925	1,700	1,600	-5.88%
521.44-10	RENTALS & LEASES	1,188	2,258	3,258	44.29%
521.45-10	LIABILITY	59,420	63,760	71,074	11.47%
521.46-10	REPAIR & MAINT. - BUILDING	-	-	1,000	100.00%
521.46-15	REPAIR & MAINT. - EQUIPMENT	250	4,800	3,500	-27.08%
521.46-17	INSURANCE RECOVERY	4,211	15,584	-	-100.00%
521.47-10	PRINTING & BINDING	748	1,000	1,000	0.00%
521.49-10	ADVERTISING	-	-	-	0.00%
521.51-10	OFFICE SUPPLIES	1,027	1,750	2,000	14.29%
521.52-10	OPERATING SUPPLIES	23,779	23,800	21,000	-11.76%
521.52-11	DURABLE GOODS	18,855	2,600	-	-100.00%
521.52-15	FUEL COSTS	60,246	84,939	63,710	-24.99%
521.52-25	UNIFORMS	16,265	19,105	19,000	-0.55%
521.52-35	FIRE ARM SUPPLIES	14,409	9,594	12,000	25.08%
521.52-40	INVESTIGATION FUNDS	1,000	1,000	5,000	400.00%
521.54-10	BKS, PUB, SUB, MEM, LIB	1,086	1,900	1,800	-5.26%
521.59-45	COMMUNITY SERVICE	-	-	1,500	100.00%
*	OPERATING EXPENDITURES	597,622	630,486	601,862	-4.54%
<i>CAPITAL EXPENDITURES</i>					
521.64-10	EQUIP - REPLACEMENT	20,908	3,320	-	-100.00%
521.64-11	EQUIP - VEHICLE REPLACEMENT	114,617	345	-	-100.00%
521.64-13	EQUIP - COMP REPLACEMENT	32,079	-	2,133	100.00%
521.64-15	EQUIP - NEW	-	6,730	-	-100.00%
521.64-16	POLICE DEPT FIREARMS	-	2,731	1,000	-63.38%
*	CAPITAL EXPENDITURES	167,604	13,126	3,133	-76.13%
TOTAL POLICE SERVICES		3,060,760	2,971,236	3,046,362	2.53%

FUND 001
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

POLICE SERVICES EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
521.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	1,487,831	1,487,831
521.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	140,395	140,395
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	20,399	20,399
521.15-60 ELECTR TABLET ALLOWANCE	ALLOWANCE FOR ELECTRONIC TABLET	500	500
521.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	111,318	111,318
521.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	285,005	285,005
521.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	5,669	5,669
521.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	145,440	145,440
521.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	10,030	10,030
521.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	7,960	7,960
521.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	5,947	5,947
521.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	157,349	157,349
521.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	10,722	10,722
521.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	3,645	3,645
521.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	49,157	49,157
521.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	-	-
521.31-25 PSYCHOLOGICAL TEST & POLY	PSYCHOLOGICAL TEST & POLY	1,500	1,500
521.34-10 CONTRACTUAL SERVICES	BLACKBOARD CONNECT MASS NOTIFICATION 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 XRY LOGICAL LICENSE RENEWAL	2,320 17,000 1,600 300 2,500 1,260 7,536 1,800 1,800 1,700 1,600	39,416
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 POLICE ONE ONLINE TRAINING IPTMS COURSES SUPERVISOR COURSES FPCA/ACP/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	DOMS FAX NEXTEL (FOURTEEN PHONES / TWO RADIOS)	1,222 6,684	7,906

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 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

POLICE SERVICES EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
521.41-20 OTHER COMMUNICATION	VERIZON MI FI DEVICES	12,500	12,500
521.41-30 POSTAGE	POSTAGE	1,600	1,600
521.44-10 RENTALS & LEASES	BOAT SLIP RENTALS FOR POLICE BOATS AT MARINA	3,258	3,258
521.45-10 LIABILITY	LIABILITY INSURANCE	71,074	71,074
521.46-10 BUILDING	REPAIR/MAINTENANCE OF BUILDING	1,000	1,000
521.46-15 EQUIPMENT	REPAIR/MAINTENANCE EQUIPMENT RADARS, LIDARS, CAMERAS, TASERS	3,500	3,500
521.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	-	-
521.47-10 PRINTING & BINDING	PRINTING AND BINDING AND BUSINESS CARDS	1,000	1,000
521.49-10 ADVERTISING	COMMEMORATIVE PIN PROGRAM -BALANCING CUT	450 (450)	-
521.51-10 OFFICE SUPPLIES	OFFICE SUPPLIES	2,000	2,000
521.52-10 OPERATING SUPPLIES	GENERAL OFFICE SUPPLIES,PRINTER CARTRIDGES, COPIES CONFIDENTIAL TAGS RADAR/LIDAR RECERTIFICATION (TWICE YEARLY) SPEEDOMETERS RECERTIFICATION (TWICE YEARLY)	17,800 260 2,500 440	21,000
521.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
521.52-15 FUEL COSTS	FUEL COSTS	63,710	63,710
521.52-25 UNIFORMS	UNIFORMS REPLACEMENT AND ASSOCIATED CLOTHING ALLOWANCE FOR DETECTIVES GEAR	12,872 6,128	19,000
521.52-35 FIRE ARM SUPPLIES	AMMUNITION-PRACTICE AND DUTY MICS FIREARMS SUPPLY SIMUNITIONS	6,500 3,500 2,000	12,000
521.52-40 INVESTIGATION FUNDS	INVESTIGATIVE FUNDS	5,000	5,000
521.54-10 BKS, PUB, SUB, MEM, LIB	MEMBERSHIP FOR REQUIRED AFFILIATIONS TO MAINTAIN CERTIFICATION (IACP,FPCA,WPCA,FBINA/PAC,PEAF) FLORIDA POLYGRAPH ASSOCIATION, NOTARY AND PERIODICALS -BALANCING CUT	1,900 (100)	1,800
521.59-45 COMMUNITY SERVICE	MISC HANDOUTS (PAMPLETS, BOOKS, STICKERS, CANDY) AT POLICE DEPARTMENT COMMUNITY SERVICE TENT DURING EVENTS -BALANCING CUT	2,500 (1,000)	1,500
521.64-10 EQUIP - REPLACEMENT	TWO NEW RADAR UNITS FOR PATROL VEHICLES -BALANCING CUT NEW KUSTOM SIGNAL POLICE MESSAGE BOARD AND TRAILER -BALANCING CUT LASER CRIME SCENE AND TRAFFIC HOMICIDE SCANNER -BALANCING CUT	3,138 (3,138) 18,917 (18,917) 8,000 (8,000)	-
521.64-11 EQUIP-VEHICLE REPLACEMENT	THREE MARKED POLICE VEHICLES -BALANCING CUT	124,000 (124,000)	-
521.64-13 EQUIP - COMP REPLACEMENT	LATITUDE 14 RUGGED LAPTOP	2,133	2,133
521.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	-	-
521.64-16 POLICE DEPT FIREARMS	HAND GUN	1,000	1,000

FUND 001
 DEPT 21
 DIVISION 03

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

CODE ENFORCEMENT EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
521.12-10	REGULAR SALARIES	44,961	47,093	48,976	4.00%
521.14-10	OVERTIME	129	300	300	0.00%
521.21-10	FICA / MED TAXES	3,291	3,460	3,661	5.81%
521.22-10	RETIREMENT	2,705	2,844	2,962	4.15%
521.23-10	HEALTH INSURANCE	6,124	5,754	6,060	5.32%
521.23-15	DENTAL INSURANCE	326	341	358	4.99%
521.23-20	LIFE INSURANCE	256	266	278	4.51%
521.23-21	SHORT-TERM DISABILITY INS	179	202	206	1.98%
521.23-40	LONG TERM DISABILITY	116	123	126	2.44%
521.24-10	WORKERS' COMPENSATION	1,053	844	886	4.98%
*	SALARIES AND BENEFITS	<u>59,140</u>	<u>61,227</u>	<u>63,813</u>	<u>4.22%</u>
<i>OPERATING EXPENDITURES</i>					
521.32-30	CODE ENF-SPECIAL MASTER	5,840	5,000	5,000	0.00%
521.34-10	CONTRACTUAL SERVICES	6,366	6,602	6,602	0.00%
521.40-10	TRAVEL & PER DIEM	-	1,000	1,000	0.00%
521.41-10	TELEPHONE	558	479	468	-2.30%
521.41-20	OTHER COMMUNICATION	-	432	432	0.00%
521.41-30	POSTAGE	1,441	1,000	1,000	0.00%
521.45-10	LIABILITY	1,558	1,602	1,864	16.35%
521.49-10	ADVERTISING	-	-	-	0.00%
521.52-10	OPERATING SUPPLIES	(26)	1,000	1,000	0.00%
521.52-15	FUEL COSTS	1,268	1,575	1,360	-13.65%
521.52-25	UNIFORMS	90	200	200	0.00%
521.54-10	BKS, PUB, SUB, MEM, LIB	35	175	175	0.00%
*	OPERATING EXPENDITURES	<u>17,130</u>	<u>19,065</u>	<u>19,101</u>	<u>0.19%</u>
<i>CAPITAL EXPENDITURES</i>					
521.64-11	EQUIP - VEHICLE REPLACEMENT	-	-	-	0.00%
521.64-13	EQUIP - COMP REPLACEMENT	1,215	-	-	0.00%
*	CAPITAL EXPENDITURES	<u>1,215</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
TOTAL CODE ENFORCEMENT		<u>77,485</u>	<u>80,292</u>	<u>82,914</u>	<u>3.27%</u>

FUND 001
 DEPT 21
 DIVISION 03

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

CODE ENFORCEMENT EXPENDITURE JUSTIFICATION

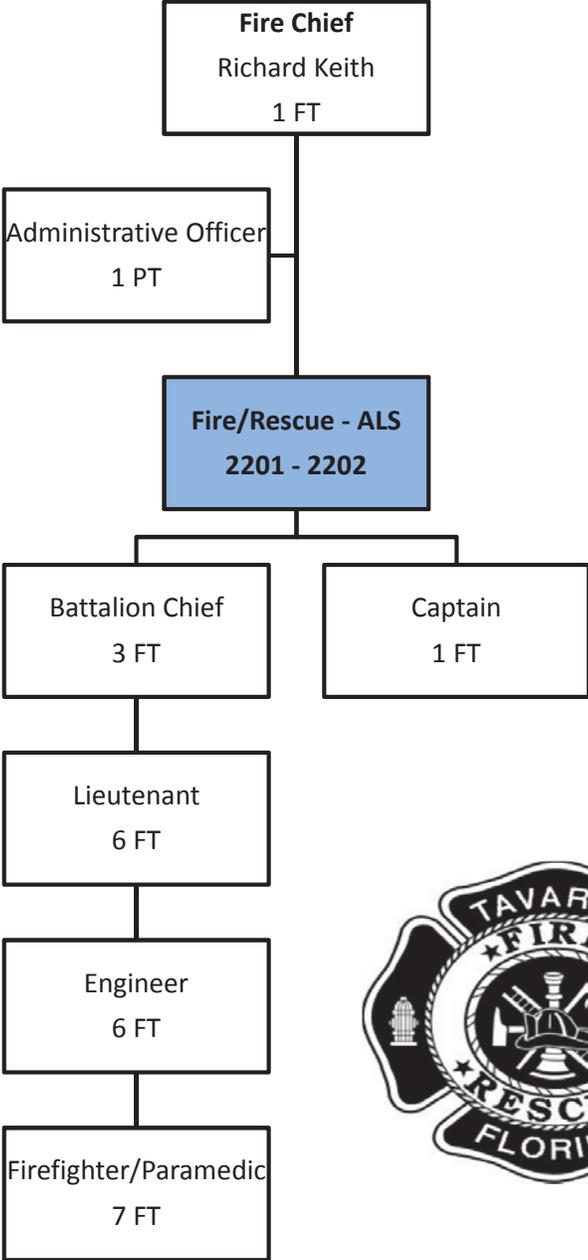
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
521.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	48,976	48,976
521.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	300	300
521.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	3,661	3,661
521.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	2,962	2,962
521.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	6,060	6,060
521.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	358	358
521.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	278	278
521.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	206	206
521.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	126	126
521.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	886	886
521.32-30 CODE ENF-SPECIAL MASTER	CODE ENFORCEMENT SPECIAL MASTER	5,000	5,000
521.34-10 CONTRACTUAL SERVICES	SOFTWARE & MAINTENANCE-SUNGARD	6,602	6,602
521.40-10 TRAVEL & PER DIEM	TRAVEL & PER DIEM	1,000	1,000
521.41-10 TELEPHONE	NEXTEL (ONE PHONE)	468	468
521.41-20 OTHER COMMUNICATION	OTHER COMMUNICATION	432	432
521.41-30 POSTAGE	POSTAGE	1,000	1,000
521.45-10 LIABILITY	LIABILITY INSURANCE	1,864	1,864
521.49-10 ADVERTISING	COMMEMORATIVE PIN PROGRAM -BALANCING CUT	450 (450)	-
521.52-10 OPERATING SUPPLIES	OPERATING SUPPLIES	1,000	1,000
521.52-15 FUEL COSTS	FUEL COSTS	1,360	1,360
521.52-25 UNIFORMS	UNIFORMS	200	200
521.54-10 BKS, PUB, SUB, MEM, LIB	BKS,PUB,SUB,MEM,LIB	175	175
521.64-11 EQUIP-VEHICLE REPLACEMENT	REPLACEMENT TRUCK FOR CODE ENFORCEMENT -BALANCING CUT	19,457 (19,457)	-
521.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-

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Fire Department

Department 22



Position Summary

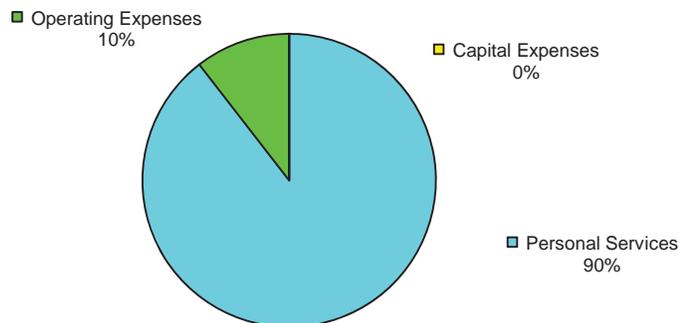
Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
Full Time:				
Chief	11001	1	1	1
Battalion Chief	11008	3	3	3
Engineer	11005	6	6	4
Engineer/Paramedic	22012	0	0	2
Fire Captain	11007	1	1	1
Firefighters/EMT	11004	3	2	0
Firefighter/Paramedic	11009	4	5	7
Lieutenant	11003	6	6	6
No. of Full Time		24	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

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Department Summary</i>				
Fire Suppression-2201				
Personal Services	2,114,152	2,024,241	2,126,061	5.03%
Operating Expenses	240,743	247,913	249,023	0.45%
Capital Expenses	40,133	593,790	-	-100.00%
Total Fire Services	2,395,028	2,865,944	2,375,084	-17.13%
ALS-2202				
Personal Services	145,729	170,773	200,498	17.41%
Operating Expenses	8,861	13,590	13,685	0.70%
Capital Expenses	13,836	-	-	0.00%
Total ALS	168,426	184,363	214,183	16.17%
Grand Total Fire	\$ 2,563,454	\$ 3,050,307	\$ 2,589,267	-15.11%
<i>Percentage of Fund Budget</i>	18.51%	19.05%	16.46%	

2017 APPROPRIATIONS



2017 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 3,807 incidents. Of this number, approximately 83% 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 2014	Actual 2015	Est. 2016	Projected 2017
1.	Emergency Responses (total)	3,714	3,807	4,000	4,100
	Fire Responses	580	809	850	875
	Medical Responses	3,134	2,998	3,150	3,225
2.	Occupational/Fire Safety Inspections	623	571	600	600
3.	Fire Hydrant Testing	548	600	625	625
4.	Training Hours Completed	9,267	8,687	8,800	9,000

2017 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.

2017 OPERATING BUDGET

FIRE - 2201, 2202 (continued)

PROGRAM HIGHLIGHTS

2017 OBJECTIVES

1. Maintain a high level of training hours for FY2017.
2. Continue to provide full Advanced Life Support medical services at both stations. This has created a revenue source for the fire department.
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.

2016 ACCOMPLISHMENTS

1. Fire Department began responding outside city limits under the County ISBA/Closest-Unit Response agreement. Preliminary results show a 10% increase in our number of responses as a result. The "closest-unit response" partnership with the County results in a net revenue to the City of Tavares, for response into County areas and to County-owned buildings within Tavares city limits.
2. Fire Department successfully submitted one grant through the FEMA process. If awarded, will be for an exhaust system for station 29.
3. Fire Department was able to hire two employees to fill empty authorized positions. Both employees are Paramedics. Both employees successfully completed the Medical Director's protocol provisional process.
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 945 students.
6. Fire Prevention conducted 130 fire/life safety demonstrations, 1,437 safety inspections, 168 plans reviewed, responded to nine emergencies, and assisted 72 families with installing or replacing child car safety seats.
7. Fire Department personnel participated in several city events, and provided fire and life safety functions at those events. The Fire Department provides the FEMA-required Incident Action Plans (IAPs) for these events.
8. Fire Department reported no serious employee injuries for the year.
9. Fire Department was awarded a 12-lead ECG/Cardiac monitor/defibrillator with a 25% match (\$8,750) from State of Florida Department of Health.
10. Fire Department was able to eliminate incoming faxes with times from dispatch as software was utilized with an interface eliminating hard copy.
11. Chief Keith continues to serve as a member of the Charter Board of Directors for Lake Technical College.
12. Leadership role in construction the Public Safety Complex.

FUND 001
 DEPT 22
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FIRE SUPPRESSION EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
522.12-10	REGULAR SALARIES	1,212,506	1,225,550	1,236,867	0.92%
522.14-10	OVERTIME	164,829	83,264	136,000	63.34%
522.15-30	INCENTIVE	4,224	4,320	4,920	13.89%
522.15-60	ELECTR TABLET ALLOWANCE	-	-	500	100.00%
522.21-10	FICA / MED TAXES	95,714	90,235	101,712	12.72%
522.22-10	RETIREMENT	286,702	253,253	267,091	5.46%
522.22-20	FL STATE RETIREMENT	2,494	2,641	2,721	3.03%
522.23-10	HEALTH INSURANCE	115,213	128,682	132,205	2.74%
522.23-15	DENTAL INSURANCE	7,140	7,877	8,075	2.51%
522.23-20	LIFE INSURANCE	6,265	6,952	6,999	0.68%
522.23-21	SHORT-TERM DISABILITY INS	4,381	5,159	5,179	0.39%
522.23-30	DEPENDENT HEALTH INSURANCE	140,377	151,803	156,498	3.09%
522.23-35	DEPENDENT DENTAL INSURANCE	11,305	12,462	12,787	2.61%
522.23-40	LONG TERM DISABILITY	2,869	3,184	3,205	0.66%
522.24-10	WORKERS' COMPENSATION	60,133	48,859	51,302	5.00%
* SALARIES AND BENEFITS		2,114,152	2,024,241	2,126,061	5.03%
<i>OPERATING EXPENDITURES</i>					
522.31-27	MEDICAL SCREENING	8,525	8,730	8,730	0.00%
522.34-10	CONTRACTUAL SERVICES	9,723	15,355	15,738	2.49%
522.40-10	TRAVEL & PER DIEM	213	2,050	2,700	31.71%
522.41-10	TELEPHONE	6,628	6,005	4,805	-19.98%
522.41-20	OTHER COMMUNICATION	4,191	4,260	5,580	30.99%
522.41-30	POSTAGE	740	850	850	0.00%
522.43-10	ELECTRIC, WATER, GAS	29,360	31,205	29,074	-6.83%
522.44-10	RENTALS & LEASES	1,188	1,859	1,188	-36.09%
522.45-10	LIABILITY	26,236	29,661	31,382	5.80%
522.46-10	REPAIR & MAINT. - BUILDING	1,500	2,000	2,000	0.00%
522.46-15	REPAIR & MAINT. - EQUIPMENT	5,990	7,490	7,490	0.00%
522.46-38	FIRE VEHICLES	58,234	38,441	38,441	0.00%
522.47-10	PRINTING & BINDING	272	294	294	0.00%
522.49-10	ADVERTISING	-	-	-	0.00%
522.51-10	OFFICE SUPPLIES	744	750	750	0.00%
522.52-10	OPERATING SUPPLIES	21,827	22,540	20,000	-11.27%
522.52-11	DURABLE GOODS	9,697	12,300	6,150	-50.00%
522.52-15	FUEL COSTS	27,738	29,520	30,636	3.78%
522.52-25	UNIFORMS	11,403	12,100	16,440	35.87%
522.52-36	BUNKER GEAR	4,370	11,938	15,855	32.81%
522.52-50	TRAINING	7,605	7,000	6,500	-7.14%
522.54-10	BKS, PUB, SUB, MEM, LIB	2,583	1,915	2,770	44.65%
522.54-20	FIRE PREVENT/PUB. EDUC	1,976	1,650	1,650	0.00%
* OPERATING EXPENDITURES		240,743	247,913	249,023	0.45%

FUND 001
 DEPT 22
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FIRE SUPPRESSION EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
<i>CAPITAL EXPENDITURES</i>					
522.61-10	LAND	1,750	-	-	0.00%
522.62-20	BUILDINGS	-	49,900	-	-100.00%
522.64-10	EQUIP - REPLACEMENT	-	-	-	0.00%
522.64-11	EQUIP - VEHICLE REPLACEMENT	30,724	543,890	-	-100.00%
522.64-13	EQUIP - COMP REPLACEMENT	7,659	-	-	0.00%
522.64-15	EQUIP - NEW	-	-	-	0.00%
522.64-23	SOFTWARE	-	-	-	0.00%
* CAPITAL EXPENDITURES		40,133	593,790	-	-100.00%
TOTAL FIRE SERVICES		2,395,028	2,865,944	2,375,084	-17.13%

FUND 001
 DEPT 22
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FIRE SUPPRESSION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
522.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	1,236,867	1,236,867
522.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	136,000	136,000
522.15-30 INCENTIVE	ADDITIONAL MONTHLY PAY FOR FIREFIGHTERS WHO COMPELTE TRAINING AND/OR EARN A DEGREE	4,920	4,920
522.15-60 ELECTR TABLET ALLOWANCE	ALLOWANCE FOR ELECTRONIC TABLET	500	500
522.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	101,712	101,712
522.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	267,091	267,091
522.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	2,721	2,721
522.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	132,205	132,205
522.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	8,075	8,075
522.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	6,999	6,999
522.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	5,179	5,179
522.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	156,498	156,498
522.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	12,787	12,787
522.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	3,205	3,205
522.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	51,302	51,302
522.31-27 MEDICAL SCREENING	ADHERE TO CONTRACT ARTICLE 29 OF CBA 22 MEMBERS AT \$385=\$8,470 PLUS PRE-EMPLOYMENT PHYSICAL \$260	8,730	8,730
522.34-10 CONTRACTUAL SERVICES	FIREPROGRAMS - SOFTWARE FOR FIRE/NFIRS REQUIRED LAKE CO RADIO - 19 RADIOS, 2 CONTROLS STATIONS MONTHLY RENTAL OF STORAGE FACILITY (\$159/MONTH) VERIZON - USB AIR CARD FOR CLOSEST UNIT RESPONSE TARGET SOLUTIONS - SOFTWARE FOR 24 USERS FOR CEU'S BLACKBOARD - MASS NOTIFICATION BASED ON FY 2016	3,400 3,120 1,908 3,030 1,960 2,320	15,738
522.40-10 TRAVEL & PER DIEM	ATTENDANCE AT ESO/FIREPROGRAM CONFERENCE ATTENDANCE AT HURRICANE CONFERENCE MISCELLANEOUS MEAL REIMBURSEMENT FORMATION OF RAPID INTERVENTION TEAM (RIT) TO COMPETE AT FIRE RESCUE EAST	1,200 500 500 500	2,700
522.41-10 TELEPHONE	DOMS FAX NEXTEL (NINE PHONES)	593 4,212	4,805
522.41-20 OTHER COMMUNICATION	VERIZON WI-FI SERVICES CENTURY LINK DISPATCH LINES \$350/MONTH	1,380 4,200	5,580
522.41-30 POSTAGE	MAINTAIN SAME LEVEL AS PREVIOUS YEAR. MAIL OUT CARDS TO EACH PATIENT THAT USES SERVICE OF TFD	850	850
522.43-10 ELECTRIC, WATER, GAS	ELECTRIC WATER GAS	16,800 10,331 1,943	29,074
522.44-10 RENTALS & LEASES	RENTAL OF SLIP FOR RESCUE BOAT AT MARINA \$99/MONTH	1,188	1,188

FUND 001
 DEPT 22
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FIRE SUPPRESSION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
522.45-10 LIABILITY	LIABILITY INSURANCE	31,382	31,382
522.46-10 BUILDING	MAINTAIN SAME LEVEL - WAXING OF FLOORS, CARPET AND MINOR REPAIRS	2,000	2,000
522.46-15 EQUIPMENT	ANNUAL FIRE TRUCK LADDER TEST ANNUAL FIRE TRUCK PUMP TESTS AT \$330 EACH X 3 FACEPIECE FIT TESTING \$25 EACH PERSON X 24 ANNUAL SERVICE TO AMKUS/HALMATRO TOOL \$700 EACH X 3 UNKNOWN REPAIRS TO APPLIANCES, SCBA OUT OF WARRANTY	1,300 990 600 2,100 2,500	7,490
522.46-38 FIRE VEHICLES	FIRE VEHICLE MAINTENANCE	38,441	38,441
522.47-10 PRINTING & BINDING	PRINT BUSINESS CARDS & FORMS	294	294
522.49-10 ADVERTISING	COMMEMORATIVE PIN PROGRAM -BALANCING CUT	450 (450)	-
522.51-10 OFFICE SUPPLIES	MAINTAIN SAME LEVEL AS FY16 - OFFICE SUPPLIES	750	750
522.52-10 OPERATING SUPPLIES	PREVIOUS SPENDING PATTERN SHOW OPERATING EXPENSE FOR TWO STATIONS -BALANCING CUT INCREASE OF AEDS FROM 14 TO 17 TO BE MAINTAINED WITH PURCHASE OF BATTERIES AND ONE TIME USE OF PAD	18,000 (1,000) 3,000	20,000
522.52-11 DURABLE GOODS	REPLACEMENT OF HOSE FOR 5" AND 2.5" GAS STOVE AT ST29 TO BE REPLACED AS ONLY 3 BURNERS ARE WORKING. REPAIRS HAVE BEEN MADE REPLACE 2 SCBA WITH AUDIO AS MONIES BUDGETED FOR FY16 WERE UTILIZED TO PURCHASE LADDERS SIGNAGE FOR STATION 28 \$500 AND STATION 29 \$500 -BALANCING CUT	3,500 1,000 1,650 1,000 (1,000)	6,150
522.52-15 FUEL COSTS	FUEL COSTS	30,636	30,636
522.52-25 UNIFORMS	UNIFORM ALLOWANCE FOR CHIEF KEITH ADHERE TO ARTICLE 25 FOR 20 MEMBERS \$400 EACH 1 EMPLOYEE RETIRING FY17.NEW HIRE ADHERE ARTICLE 25 PROJECT FF1022 REPLACEMENT BOOTS 12 AT \$200 EACH PROJECT FF1025 INSIGNIAS AND HELMET FRONT PROJECT FF1024 SAFETY ACCESSORIES, REPLACEMENT OF STRUCTURAL GLOVES, EXTRICATION GLOVES, 600FT ROPES, PROJECT FF1024 SAFETY ACCESSORIES - ADD 6 CMC ESCAPE ARTIST SYSTEMS (\$515 EACH)	600 8,000 450 2,400 200 1,700 3,090	16,440
522.52-36 BUNKER GEAR	THERE ARE 6 EMPLOYEES WITHOUT A SECOND SET OF BUNKER GEAR. AFTER A FIRE, THE GEAR IS TO BE CLEANED 2,005 X 6 -BALANCING CUT 18 EMPLOYEES NEED TO HAVE STRUCTURAL BOOTS REPLACED AS THEY ARE AT THE END OF THEIR CYCLE OVER 10 YRS STRUCTURAL BOOTS ARE \$350 EACH X 18 PER NFPA STANDARD GEAR IS TO BE CLEANED AFTER FIRE & INSPECTED ONCE A YEAR FOR REPAIRS \$150 EACH X 22 SPARE HELMET	12,030 (6,015) 6,300 3,300 240	15,855

FUND 001
 DEPT 22
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FIRE SUPPRESSION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
522.52-50 TRAINING	SEVERAL EMPLOYEES PURSUING THEIR FIRE OFFICER I, & FOII - REQUIRED FOR ADVANCE BRINGARD - BLD CONST, FIRE SERVICE COURSE DELIVERY, COURAGE TO BE SAFE TURNER - ROPE RESCUE TECH, TRUCK COOPS & VMR TECH LANOUE - VEHICILE & MACHINERY, ROPE TECH, FIRE CHEM & FIRE SERVICE COURSE DESIGN		6,500
		1,120	
		1,330	
		1,470	
	CARTER-COURSE DELIVERY, BLDG CONST. COURAGE TO BE LEARY - TRUCK CO OPS, PUMP OPS & HYDRAUL, VMR TECH	1,210	
		1,380	
	GAGNE - REQUEST TO ATTEND FF CLASSES, ARSON INVEST	1,730	
	GIESE - REQUEST TO ATTEND ENGINE CO. OPS I	750	
	SEVERAL REQUESTS TO ATTEND ORLANDO CONF (\$295)	1,180	
	CHAVERS-VMR OPS, VMR TECH, TRUCK CO. COPS, TACT I	1,580	
	TRI-CITY TRAINING	800	
	WAGES - REQUEST TO ATTEND CHIEF OFFICER COURSE	186	
	-BALANCING CUT	(6,236)	
522.54-10 BKS, PUB, SUB, MEM, LIB	RENEWAL OF 21 EMT \$20 LICENSES 10 PARAMEDIC \$45 NFPA FIRE CODE SUBSCRIPTION	870	2,770
	LAKE SUMTER FIRE CHIEF ASSOC	500	
	FLORIDA FIRE MARSHAL & INSPECTOR	180	
	FLORIDA FIRE CHIEF ASSOC 2 X \$95	130	
	CENTRAL FLA FIRE CHIEF ASSOC. 4 MEMBERS	190	
	NEWSPAPER SUBSCRIPTION FOR BOTH STATIONS	200	
	VARIOUS MAGAZINES, FIRE HOUSE, FIRE ENGINEERING,	400	
	RENEWAL OF CADPAGE AND ACTIVE 911.	300	
522.54-20 FIRE PREVENT/PUB. EDUC	HANDOUT MATERIALS SUCH AS COLORING BOOKS AND ITEMS USED FOR TRAINING	2,000	1,650
	-BALANCING CUT	(850)	
	ADD 50 EMPLOYEES FOR CPR RENEWAL \$10 / EACH CARD	500	
522.61-10 LAND	NO AMOUNT BUDGETED	-	-
522.62-20 BUILDINGS	NO AMOUNT BUDGETED	-	-
522.64-10 EQUIP - REPLACEMENT	REPLACE BOAT PUMP WITH DARLEY FIRE PUMP AT THE PRESENT TIME, FIRE RESCUE BOAT CANNOT BE USED MAXIMUM POTENTIAL AS IT DOES NOT HAVE A PUMP	1,900	-
	-BALANCING CUT	(1,900)	
	REMOVE CARPET AND REPLACE FLOORING AT STATION 28	8,100	
	-BALANCING CUT	(8,100)	
	REPLACEMENT EVENT CART - CURRENT FIRE DEPT EVENT CART IS NO LONGER REPAIRABLE. USED FOR CITY EVENTS	11,800	
	-BALANCING CUT	(11,800)	
	LIGHT BAR FOR SUTPHEN IS NEEDED AS THE FIRE TRUCK IS NOT VISIBLE AT NIGHT	2,900	
	-BALANCING CUT	(2,900)	
522.64-11 EQUIP-VEHICLE REPLACEMENT	REPLACE FIRE TRUCK	500,000	-
	-BALANCING CUT	(500,000)	
522.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
522.64-15 EQUIP - NEW	ABILITY TO PURCHASE A FIT MASK TESTING MACHINE AS WE RELY ON EUSTIS TO USE THEIRS. IF LEFT IN THE BUDGET THEN \$600 CAN BE REMOVED FROM 46-15	12,115	-
	-BALANCING CUT	(12,115)	
522.64-23 SOFTWARE	PANASONIC TOUGHBOOK 19: FOR FIELD INCIDENT REPORT WRITING W NAVAIGATOR NAVAIGATOR SOFTWARE -SOFTWARE UTILIZED BY LAKE EMS LIST DETAILS OF 911 CALL. WE DO NOT RECEIVE THIS INFORMATION AS WE DO NOT USE NAVAIGATOR SOFTWARE SOFTWARE 1500 TOUGHBOOK 3000 ASKING FOR 3 LICENSES	13,500	-
	-FIN. MOVED FROM 64-13		

FUND 001
DEPT 22
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

FIRE SUPPRESSION EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
	-BALANCING CUT		(13,500)

FUND 001
DEPT 22
DIVISION 02

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

ADVANCED LIFE SUPPORT (ALS)

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
522.12-10	REGULAR SALARIES	82,484	82,460	108,905	32.07%
522.14-10	OVERTIME	12,549	29,809	24,000	-19.49%
522.21-10	FICA / MED TAXES	6,654	7,981	9,892	23.94%
522.22-10	RETIREMENT	20,870	22,394	26,590	18.74%
522.23-10	HEALTH INSURANCE	8,249	9,426	13,235	40.41%
522.23-15	DENTAL INSURANCE	585	652	880	34.97%
522.23-20	LIFE INSURANCE	423	468	616	31.62%
522.23-21	SHORT-TERM DISABILITY INS	297	353	463	31.16%
522.23-30	DEPENDENT HEALTH INSURANCE	8,301	11,750	10,107	-13.98%
522.23-35	DEPENDENT DENTAL INSURANCE	752	953	1,000	4.93%
522.23-40	LONG TERM DISABILITY	195	216	283	31.02%
522.24-10	WORKERS' COMPENSATION	4,370	4,311	4,527	5.01%
*	SALARIES AND BENEFITS	<u>145,729</u>	<u>170,773</u>	200,498	17.41%
<i>OPERATING EXPENDITURES</i>					
522.31-27	MEDICAL SCREENING	1,110	1,140	1,155	1.32%
522.34-10	CONTRACTUAL SERVICES	5,350	5,250	8,000	52.38%
522.47-10	PRINTING & BINDING	704	510	510	0.00%
522.49-10	ADVERTISING	-	-	-	0.00%
522.52-10	OPERATING SUPPLIES	-	2,022	1,000	-50.54%
522.52-11	DURABLE GOODS	752	1,962	500	-74.52%
522.52-25	UNIFORMS	945	1,320	1,200	-9.09%
522.59-65	GRANT MATCH	-	1,386	1,320	-4.76%
*	OPERATING EXPENDITURES	<u>8,861</u>	<u>13,590</u>	13,685	0.70%
<i>CAPITAL EXPENDITURES</i>					
522.64-14	EQUIP - NEW COMPUTERS	5,084	-	-	0.00%
522.64-15	EQUIP - NEW	8,752	-	-	0.00%
*	CAPITAL EXPENDITURES	<u>13,836</u>	-	-	0.00%
TOTAL FIRE SERVICES - ALS		<u>168,426</u>	<u>184,363</u>	<u>214,183</u>	16.17%

FUND 001
 DEPT 22
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

ADVANCED LIFE SUPPORT (ALS)

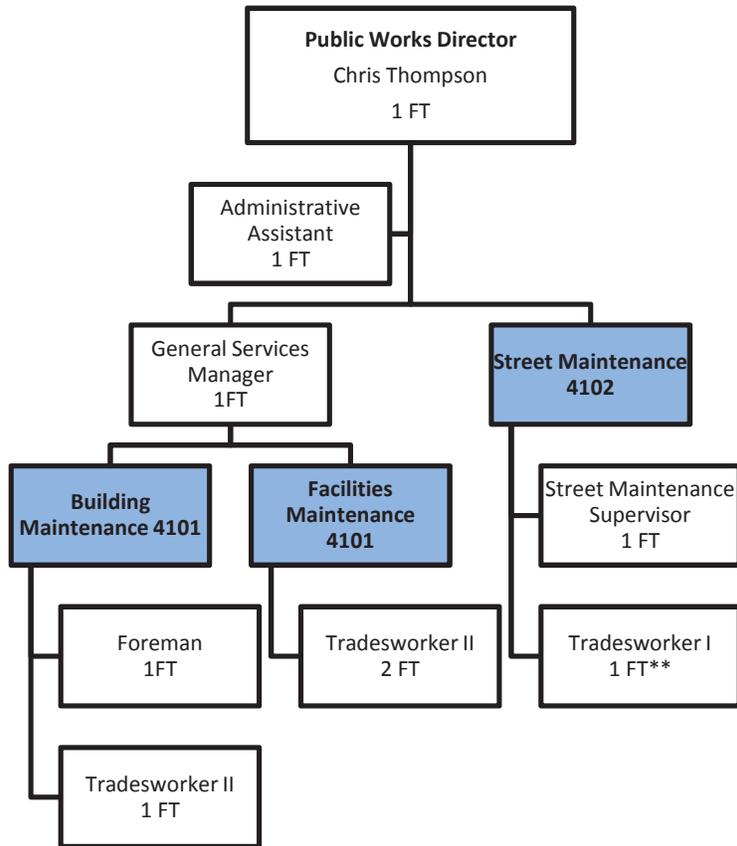
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
522.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	108,905	108,905
522.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	24,000	24,000
522.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	9,892	9,892
522.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	26,590	26,590
522.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	13,235	13,235
522.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	880	880
522.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	616	616
522.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	463	463
522.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	10,107	10,107
522.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,000	1,000
522.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	283	283
522.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	4,527	4,527
522.31-27 MEDICAL SCREENING	ADHERE TO ARTICLE 29 CBA FOR ANNUAL PHYSICAL 3 EMPLOYEES AT \$385.00	1,155	1,155
522.34-10 CONTRACTUAL SERVICES	SOFTWARE FOR PATIENT CARE REPORT WRITING MAINTENANCE FOR LIFEPAK AT STATION 28 MAINTENANCE FOR LIFEPAK AT STATION 29	4,400 1,800 1,800	8,000
522.47-10 PRINTING & BINDING	MAINTAIN SAME LEVEL FOR REPRODUCTION OF REFUSAL FORMS \$72 PER 500, REPRODUCTION OF PROTOCOL BOOKS AS UPDATES WILL BE COMING OUT AND 2 DAFT PATIENT INFORMATION FORMS \$72 PER 500	510	510
522.49-10 ADVERTISING	COMMEMORATIVE PIN PROGRAM -BALANCING CUT	450 (450)	-
522.52-10 OPERATING SUPPLIES	REQUEST FOR ALS STICKER HAS BEEN MADE FOR STATION 29. FY17 WILL HAVE BOTH STATION ALS SUPPLIES AS NEEDED, SOFT STRETCHERS \$20 ONE TIME USE NOT COVERED BY LAKE EMS, BLOOD PRESSURE CUFFS PEDI MOBILIZER ONE TIME USE \$120.00, ETC.	1,000	1,000
522.52-11 DURABLE GOODS	REPLACEMENT CABLES FOR LIFEPAK15 AS NEEDED EACH CABLE IS \$250. WE HAVE REPLACED TWO	500	500
522.52-25 UNIFORMS	ADHERE TO ARTICLE 25 FOR 3 EMPLOYEES AT \$400 EACH	1,200	1,200
522.59-65 GRANT MATCH	APPLIED FOR EXHAUST SYSTEM THROUGH FEMA AT A COST OF \$27,729. IF AWARDED, TFD RESPONSIBILITY IS 5% MATCH. AWAITING AWARD NOTIFICATION.	1,320	1,320
522.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
522.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	-	-

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General Services

Division 41*



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

**New position requested

Position Summary

Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
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	1	1	1
Street Tradesworker I	41002	0	0	1
Trades Worker II	21002	3	3	3
No. of Full Time		8	8	9
Total No. of Positions:		8	8	9
Total FTEs:		8	8	9

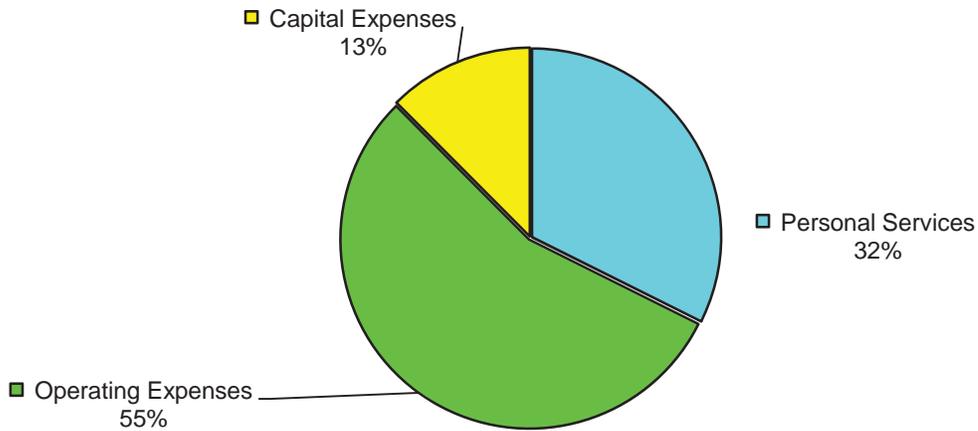
Notes:

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

Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Division Summary</i>				
Facilities Maintenance-4101				
Personal Services	423,471	454,224	455,148	0.20%
Operating Expenses	618,440	452,609	392,065	-13.38%
Capital Expenses	30,597	473,772	5,000	-98.94%
Total Facilities Maint.	<u>1,072,508</u>	<u>1,380,605</u>	<u>852,213</u>	<u>-38.27%</u>
Street Maintenance -4102				
Personal Services	39,434	69,584	101,094	45.28%
Operating Expenses	96,311	518,967	556,111	7.16%
Capital Expenses	145,097	164,310	209,200	27.32%
Total Sts & Rds Division	<u>280,842</u>	<u>752,861</u>	<u>866,405</u>	<u>15.08%</u>
Grand Total General Services	<u>\$ 1,353,350</u>	<u>\$ 2,133,466</u>	<u>\$ 1,718,618</u>	<u>-19.44%</u>
<i>Category Summary</i>				
Personal Services	462,905	523,808	556,242	6.19%
Operating Expenses	714,751	971,576	948,176	-2.41%
Capital Expenses	175,694	638,082	214,200	-66.43%
Grand Total General Services	<u>\$ 1,353,350</u>	<u>\$ 2,133,466</u>	<u>\$ 1,718,618</u>	<u>-19.44%</u>
<i>Percentage of Fund Budget</i>	9.77%	13.32%	10.93%	

2017 APPROPRIATIONS



2017 OPERATING BUDGET

GENERAL SERVICES - 4101

PROGRAM HIGHLIGHTS

DIVISION MISSION

It is our mission 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, ethical 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 work and canal maintenance. The division is involved in supporting many other departments including Streets, Code Enforcement, Community Services, Seaplane Base and Marina, Pavilion on the Lake, Water, Waste Water, Storm Water, Administration, many City events and addressing the needs of our residents and staff. 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 2014	Actual 2015	Est. 2016	Projected 2017
1.	Work Orders Performed	2,779	1,422	2,900	1,500
2.	City Departments Serviced	15	16	16	16
3.	Sports Complexes Maintained	3	3	3	3
4.	City Buildings Maintained (in square feet)	120,246	128,246	128,246	128,246
5.	City Events	35	32	32	32
6.	Event Signs (design, build, erect, maintain, replace)	185	185	185	185
7.	Sidewalks Maintained (miles)	61	1	1	1
8.	Canal Space Maintained (feet)	> 3,000	> 3,000	> 3,000	> 3,000
9.	Buildings Maintained	42	46	46	46
10.	Facilities Maintained	37	37	37	37

2017 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

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

City Lifestyle

Ensure that public buildings and facilities 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.

2017 OPERATING BUDGET

GENERAL SERVICES - 4101 (Continued)

PROGRAM HIGHLIGHTS

2017 OBJECTIVES

1. Redevelop and upgrade our routine building maintenance to increase efficiency and productivity while decreasing operating expenses and increase the life of our facilities.
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.
4. Increase personnel to sufficiently meet demands and requirements of our residents and staff.

2016 ACCOMPLISHMENTS

Customer Focus, Innovation & Technology, and Organizational Performance

1. Maintained a high volume of work orders while managing a large amount of unscheduled work, special projects and unforeseen emergencies with an under staffed Division.
2. Replaced 5 ton A/C unit for the Library Youth Area.
3. Replaced Mini Split A/C Unit for Information Technology Server Room.
4. Replaced 2 Bard A/C Units at Woodlea Waste Water Chemical Storage Room
5. Assisted in the design, layout and construction of the Tavares Square
6. Continued technical, safety and motivational training for the division.
7. Held monthly safety and specialized safety training and certifications for staff.
8. Assisted Streets Division in tree trimming/removal, repairing damaged roadways, repair/replacement of City sidewalks.
9. Improved monthly building maintenance program and implemented new facility maintenance software to reduce the number of emergencies and increase productivity.
10. Renovated the General Services storage barn into a welding shop. Enclosed the barn and added additional lighting and electric to allow larger and more advanced welding and fabrication work.
11. Helped out with all city events (signs, banners, electricity, barricades and unforeseen emergencies).
12. Painted the exterior of the Woodlea concession stand and made several improvements to the Woodlea Sports Complex including assembling new bleachers, light repairs, assisting with new ball field lighting design.
13. Designed, enclosed and installed roll up doors, loft area, electric and lighting in Woodlea Waste Water storage facility.
14. Continued to maintain the 3000+ feet of the Imperial Terrace Canal.
15. Retrofitted interior lighting from fluorescent to LED at the Woodlea Waste Water Plant
16. Assisted in construction punch lists for Pavilion on the Lake. Created new maintenance and inspection contracts for the facility.
17. Support Pavilion on the Lake staff with repairs and maintenance. Implemented new Building Maintenance Program.
18. Assisted in Library improvements and modifications.
19. Relocated Fleet Maintenance tire racks and constructed new office for the Streets Manager.
20. Removed and poured 40 feet of sidewalk at the City Hall.
21. Removed several trees from the City Hall landscape to reduce safety concerns of declining trees, rodent habitation and parking lot damage
22. Assisted in incident cleanup and repair from storm damage.
23. Assisted in multi division clean up at Buzzard Beach.
24. Designed and fabricated staff desk for the Solid Waste Division
25. Designed and installed roof drains for the Public Works Administration Building.
26. Designed and fabricated closet doors for the Civic Center
27. Assisted IT with computer and phone lines in several City buildings
28. Designed and installed new site lights at the entrance of the Cemetery.
29. Installation and removal of the Christmas lights and decorations for the Christmas Celebration.
30. Designed and fabricated new seaplane dock for the Pavilion on the Lake.

2017 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, 106 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 2014	Actual 2015	Est. 2016	Projected 2017
1.	Work Orders Performed	431	450	450	500
2.	Streets/Lanes Maintained (miles)	123	123	123	124
3.	Sidewalks Maintained (miles)	102	102	102	106
4.	Street Signs (design, build, erect, maintain, replace)	2,500	2,500	2,500	2,550

2017 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.

2017 OBJECTIVES

1. Continue to implement a 5-Year Pavement Management Plan.
2. Continue to implement a 5-Year Sidewalk Management Plan.
3. Continue to perform 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.
5. Develop and implement an organizational plan to effectively complete and track all requests and work orders

2017 OPERATING BUDGET

STREETS - 4102 (Continued)

PROGRAM HIGHLIGHTS

2017 OBJECTIVES (continued)

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.

2016 ACCOMPLISHMENTS

1. Established the Streets Division, managing work orders and unforeseen emergencies with a minimal crew
2. Completed initial training required for the division.
3. Coordinated with multiple divisions to accomplish tree maintenance, removal of declining trees, road repair and repair/replacement of city sidewalks.
4. Successfully completed annual sidewalk grinding, removing trip hazards for an area of 10,331 square feet
5. Maintained a friendly and respectful attitude to residents and staff in all situations.
6. Made a positive impact in all situations.

FUND 001
 DEPT 41
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

GENERAL SERVICES DIVISION EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
541.12-10	REGULAR SALARIES	279,026	298,512	300,539	0.68%
541.13-10	OTHER SALARIES & WAGES	4,512	10,000	-	-100.00%
541.14-10	OVERTIME	6,477	7,500	10,000	33.33%
541.15-60	ELECTR TABLET ALLOWANCE	-	-	250	100.00%
541.21-10	FICA / MED TAXES	19,926	21,407	23,061	7.73%
541.22-20	FL STATE RETIREMENT	26,858	30,815	30,767	-0.16%
541.23-10	HEALTH INSURANCE	33,241	34,527	36,360	5.31%
541.23-15	DENTAL INSURANCE	1,931	2,047	2,149	4.98%
541.23-20	LIFE INSURANCE	1,565	1,677	1,529	-8.83%
541.23-21	SHORT-TERM DISABILITY INS	1,096	1,243	1,125	-9.49%
541.23-30	DEPENDENT HEALTH INSURANCE	24,120	25,824	27,768	7.53%
541.23-35	DEPENDENT DENTAL INSURANCE	2,445	2,521	2,647	5.00%
541.23-40	LONG TERM DISABILITY	716	766	699	-8.75%
541.24-10	WORKERS' COMPENSATION	21,283	17,385	18,254	5.00%
541.25-10	UNEMPLOYMENT COMPENSATION	275	-	-	0.00%
*	SALARIES AND BENEFITS	423,471	454,224	455,148	0.20%
<i>OPERATING EXPENDITURES</i>					
541.31-15	ENGINEERING	4,375	5,000	-	-100.00%
541.31-60	PERMIT & COMPLIANCE FEES	325	240	360	50.00%
541.34-10	CONTRACTUAL SERVICES	141,034	224,271	199,751	-10.93%
541.40-10	TRAVEL & PER DIEM	7,829	8,735	10,240	17.23%
541.41-10	TELEPHONE	3,364	3,287	3,120	-5.08%
541.41-20	OTHER COMMUNICATION	105	480	485	1.04%
541.41-30	POSTAGE	31	350	350	0.00%
541.43-10	ELECTRIC, WATER, GAS	322,494	6,137	7,431	21.09%
541.43-20	LANDFILL COSTS	-	500	500	0.00%
541.44-10	RENTALS & LEASES	2,648	7,500	4,000	-46.67%
541.45-10	LIABILITY	23,681	18,555	21,598	16.40%
541.46-10	REPAIR & MAINT. - BUILDING	44,786	73,054	32,750	-55.17%
541.46-15	REPAIR & MAINT. - EQUIPMENT	9,911	20,200	17,860	-11.58%
541.46-17	INSURANCE RECOVERY	(1,765)	-	-	0.00%
541.46-25	REPAIR & MAINT. - MISC.	3,339	11,625	15,550	33.76%
541.46-30	REPAIR & MAINT.-VEHICLE	560	-	-	0.00%
541.46-37	MARINE VESSELS	2,585	4,500	4,500	0.00%
541.46-45	REPAIR & MAINT. - EXTERMINATING	3,755	5,848	4,028	-31.12%
541.47-10	PRINTING & BINDING	-	800	850	6.25%
541.48-22	LIGHT UP TAVARES-SUPPLIES	9,998	12,630	12,474	-1.24%
541.49-10	ADVERTISING	-	500	500	0.00%
541.51-10	OFFICE SUPPLIES	406	1,250	750	-40.00%
541.52-10	OPERATING SUPPLIES	20,105	24,639	30,299	22.97%
541.52-11	DURABLE GOODS	2,152	1,395	2,555	83.15%
541.52-15	FUEL COSTS	12,391	14,003	13,909	-0.67%
541.52-25	UNIFORMS	3,200	3,660	4,755	29.92%
541.52-59	GEN SVCS SIGN MATERIALS	-	1,950	1,950	0.00%
541.54-10	BKS, PUB, SUB, MEM, LIB	1,131	1,500	1,500	0.00%
541.59-90	CONTINGENCY	-	-	-	0.00%
*	OPERATING EXPENDITURES	618,440	452,609	392,065	-13.38%

FUND 001
DEPT 41
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

GENERAL SERVICES DIVISION EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
<i>CAPITAL EXPENDITURES</i>					
541.62-20	BUILDINGS	-	469,000	-	-100.00%
541.63-20	SIDEWALK REPAIR/CONST.	-	-	5,000	100.00%
541.63-30	PAVING	12,560	-	-	0.00%
541.64-10	EQUIP - REPLACEMENT	8,972	-	-	0.00%
541.64-11	EQUIP-VEHICLE REPLACEMENT	1,128	-	-	0.00%
541.64-13	EQUIP - COMP REPLACEMENT	1,915	-	-	0.00%
541.64-14	EQUIP - NEW COMPUTERS	1,215	700	-	-100.00%
541.64-15	EQUIP - NEW	4,807	4,072	-	-100.00%
541.64-25	FUTURE PROJECTS	-	-	-	0.00%
	* CAPITAL EXPENDITURES	<u>30,597</u>	<u>473,772</u>	<u>5,000</u>	<u>-98.94%</u>
TOTAL GENERAL SERVICES		<u>1,072,508</u>	<u>1,380,605</u>	<u>852,213</u>	<u>-38.27%</u>

FUND 001
 DEPT 41
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

GENERAL SERVICES DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
	ELEVATOR EMERGENCY REPAIRS - CITY HALL	1,000	
	ELEVATOR EMERGENCY REPAIRS - PAVILION	2,000	
	GENERATOR LOAD BANK TEST-CITY HALL/FS 28/FS 29	2,536	
	GENERATOR LOAD BANK TEST-PAVILION	1,000	
	EMERGENCY GENERATOR REPAIR CITY HALL	2,500	
	EMERGENCY GENERATOR REPAIR - PAVILION	1,500	
	FIRE SPRINKLER INSPECTIONS CITY HALL - QUARTERLY AND YEARLY	575	
	FIRE SPRINKLER INSPECTIONS PAVILION - QUARTERLY AND YEARLY	1,330	
	FIRE SPRINKLER EMERGENCY REPAIR CITY HALL	2,500	
	FIRE SPRINKLER EMERGENCY REPAIR PAVILION	2,500	
	SECURITY MONITORING PW OFFICE	1,000	
	FOUNTAIN MAINTENANCE QUARTERLY SR19/ HWY 441 INCLUDES HOLIDAY LENS COLOR CHANGE, REPLACEMENT OF GASKETS, BULBS	6,352	
	LARGE TREE REMOVAL	7,500	
	-BALANCING CUT	(3,750)	
	STUMP GRINDING	2,500	
	-BALANCING CUT	(1,250)	
	FIRE ALARM MONITORING - ANNUAL LIBRARY CITY HALL/FIRE STATIONS #28 & #29/	4,380	
	FIRE ALARM MONITORING PAVILION - ANNUAL	600	
	BAY DOOR PREVENTIVE MAINTENANCE CONTRACT FOR FIRE STATION #28 & #29 - QUARTERLY SERVICE AND EMERGENCY REPAIR	4,500	
	COMMERCIAL HOOD CLEANING - CIVIC CENTER	1,000	
	COMMERCIAL HOOD CLEANING - PAVILION	2,000	
	ANNUAL ELECTRICAL MAINTENANCE - UAB	10,670	
	PRECISION AUTOMATION PAVILION A/C MANAGEMENT SYSTEM	4,000	
	ANNUAL FIRE ALARM INSPECTION	1,500	
	ANNUAL FIRE ALARM INSPECTION - PAVILION	325	
	NET FACILITIES LICENSE AGREEMENT (SOFTWARE)	2,582	
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 ADMIN. ASSISTANT	3,500	10,240
	-BALANCING CUT	(1,750)	
	MASTER ELECTRICIAN LICENSE RECERTIFICATION	895	
	MOT TRAINING CLASS AND CERTIFICATION	1,185	
	SIGNS & MARKING CLASS AND RE-CERTIFICATION	1,185	
	APWA ANNUAL STATE CONFERENCE	1,250	
	APWA ANNUAL NATIONAL CONFERENCE	3,500	
	ON-LINE MANAGEMENT AND LEADERSHIP TRAINING	475	
541.41-10 TELEPHONE	DOMS FAX	888	3,120
	NEXTEL	2,232	
	(FOUR PHONES / THREE RADIOS)		
541.41-20 OTHER COMMUNICATION	VERIZON WI-FI SERVICES	485	485
541.41-30 POSTAGE	MAIL LETTERS, CORRESPONDENCE TO RESIDENTS, REGULATORIES, VENDORS AS NEEDED	350	350
541.43-10 ELECTRIC, WATER, GAS	ELECTRIC	240	7,431
	WATER	6,307	
	GAS	884	
541.43-20 LANDFILL COSTS	DISPOSAL FEES OF HAZARDOUS MATERIALS	500	500

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CITY OF TAVARES
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ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
541.44-10 RENTALS & LEASES	RENTAL OF SPECIALIZED EQUIPMENT TO INCLUDE LIFT TRUCKS FOR HIGH LIGHTS AT BALL FIELD, ROAD EQUIPMENT, SCISSORS LIFT, ETC. AS NEEDED TO PERFORM CITY JOBS/PROJECTS.	4,750	4,000
	-BALANCING CUT	(2,500)	
	PAVILION - RENTAL OF SPECIALIZED EQUIPMENT / TOOLS AS NEEDED FOR FACILITY MAINTENANCE	2,750	
	-BALANCING CUT	(1,000)	
541.45-10 LIABILITY	LIABILITY INSURANCE	21,598	21,598
541.46-10 BUILDING	GENERAL MAINTENANCE AND REPAIR OF ALL CITY FACILITIES/BUILDINGS	26,250	32,750
	LED REPLACEMENT FIXTURES - SHUFFLEBOARD COURTS	9,637	
	-BALANCING CUT	(9,637)	
	NEW MINI SPLIT SYSTEM FOR STOVER	9,172	
	-BALANCING CUT	(9,172)	
	EPOXY FLOOR COATING - STOVER CONCESSION/RESTROOMS	3,357	
	-BALANCING CUT	(3,357)	
	RENOVATIONS PARKS AND REC BATHROOMS	8,750	
	-BALANCING CUT	(8,750)	
	CITY HALL CHILLER PUMP MOTOR REPAIR	500	
	REPLACEMENT CEILING TILES	2,500	
	MOVEMENT REPLACEMENT FOR CLOCK TOWER	2,511	
	-BALANCING CUT	(2,511)	
	WOOTON WONDERLAND TRACK RIDE SYSTEM	3,500	
	PUBLIC WORKS COMPLEX RESTROOM RENOVATIONS	9,000	
	-BALANCING CUT	(9,000)	
	CITY HALL BRICK PAVERS-COURTYARD & ENTRANCE	10,000	
	-BALANCING CUT	(10,000)	
	CIVIC CENTER RENOVATIONS	14,000	
	-BALANCING CUT	(14,000)	
	FIRE STATION 28 & 29 MOTION SENSORS FOR RESTROOMS	2,500	
	-BALANCING CUT	(2,500)	
	NEW FLOORING INSTALLED IN FINANCE AREA OF CITY HALL. 3089 SQ.FT. @\$7.60815/SQ.FT.	23,502	
	-BALANCING CUT	(23,502)	
	NEW FLOORING INSTALLED IN ADMIN. AREA OF CITY HALL. 1950 SQ.FT. @\$8.01755/SQ.FT.	15,635	
	-BALANCING CUT	(15,635)	
	NEW FLOORING INSTALLED IN COMMUNITY DEVELOPMENT AREA OF CITY HALL. 1,256 SQ.FT. @ \$8.94152 / SQ. FT.	11,231	
	-BALANCING CUT	(11,231)	
	NEW FLOORING INSTALLED IN ECONOMIC DEV. AREA OF CITY HALL. 579 SQ.FT. @ \$8.93974/SQ. FT.	5,177	
	-BALANCING CUT	(5,177)	
	NEW FLOORING INSTALLED IN HALLWAY AREA OF CITY HALL. 384 SQ.FT. @ \$9.49469/SQ.FT.	3,646	
	-BALANCING CUT	(3,646)	
	NEW FLOORING INSTALLED IN THE PARKS & RECREATION BUILDING	7,420	
	-BALANCING CUT	(7,420)	
	PROFESSIONALLY PAINT THE RECREATION OFFICE / REPLACE WINDOW TREATMENTS.	2,500	
	-BALANCING CUT	(2,500)	
541.46-15 EQUIPMENT	REPAIR & MAINTAIN EQUIPMENT - INCLUDES BUCKET TRUCK, LOADER AND CHIPPER AS NEEDED	15,000	17,860
	TIRES FOR LOADER - FSA BID @ \$1,430 EACH	5,720	
	-BALANCING CUT	(2,860)	
	AUTOGREASER SYSTEM FOR LOADER 544J	5,093	
	-BALANCING CUT	(5,093)	
541.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	-	-

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ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
541.46-25 MISCELLANEOUS	MAINTENANCE AND REPAIR OF ITEMS OTHER THAN BUILDINGS, SUCH AS FENCE & GATE REPAIRS, DOCK REPAIRS, FLAGPOLES & UNFORESEEN EXPENSES AS NEEDED	10,500	15,550
	PARKING STOPS TO REPLACE BROKEN ONES IN VARIOUS CITY PARKING AREAS.		
	15-WHITE; 15-BLUE; 15-YELLOW @ \$77.79 / EACH	3,500	
	REPAIR OR REPLACE BACKFLOW DEVICES	1,550	
	CHRIS DANIELS MEMORIAL FOUNTAIN - LED LIGHTS - AFFORDS THE ABILITY TO CHANGE COLORS W/ UP TO 30 OPTIONS FOR VARIOUS SEASONS AT THE PRESS OF A BUTTON -FOR EACH INDIVIDUAL FOUNTAIN. POWER CONSUMPTION CALCULATES TO 1.5% OF CURRENT COSTS WITH EXISTING FIXTURES	32,104	
	-BALANCING CUT	(32,104)	
541.46-30 VEHICLE	NO AMOUNT BUDGETED	-	-
541.46-37 MARINE VESSELS	REPAIR POLICE AND FIRE RESCUE BOATS, GENERAL SERVICE WORK BARGE AND TRAILER REPAIRS AS NEEDED	4,500	4,500
	MOTOR FOR GS WORK BARGE (REQUESTED FY 13/14 & 14/15 BUT WAS REMOVED DUE TO BUDGET CONSTRAINTS)	11,500	
	-BALANCING CUT	(11,500)	
541.46-45 EXTERMINATING	PEST CONTROL OF CITY OWNED BUILDINGS, FACILITIES AND CONCESSION BUILDINGS	3,500	4,028
	PEST CONTROL OF PAVILION	528	
	EMERGENCY PEST AND TERMITE INFESTATIONS	2,500	
	-BALANCING CUT	(2,500)	
541.47-10 PRINTING & BINDING	PRINTS OF MAPS, PLANS, BUSINESS CARDS, AND OTHER PRINTED FORMS OF COMMUNICATION AS NEEDED	850	850
541.48-22 LIGHT UP MAIN ST-SUPPLIES	DECORATIONS AND LIGHTING	12,474	12,474
	LED MINI LIGHT REPLACEMENT	5,500	
	-BALANCING CUT	(5,500)	
	LED ROPE LIGHTING	5,000	
	-BALANCING CUT	(5,000)	
	LED PRE-LIT EXTERIOR TREE	56,782	
	-BALANCING CUT	(56,782)	
	ADDITIONAL SONGS FOR LED TREE	3,150	
	-BALANCING CUT	(3,150)	
	STORAGE CONTAINER FOR TREE	12,900	
	-BALANCING CUT	(12,900)	
541.49-10 ADVERTISING	ADVERTISING CHARGES FOR NEW HIRE POSITIONS	500	500
	COMMEMORATIVE PIN PROGRAM	450	
	-BALANCING CUT	(450)	
541.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES: PENS, BINDERS, INDEXES, FILING SUPPLIES, ETC.	1,250	750
	-BALANCING CUT	(500)	
541.52-10 OPERATING SUPPLIES	PURCHASE HARDWARE, SMALL TOOLS, SAFETY EQUIPMENT PAINTING MATERIALS, A/C SUPPLIES, LUMBER, ELECTRICAL SUPPLIES, PLUMBING SUPPLIES, COPY PAPER, PRINTER INK, ETC.	29,400	30,299
	-BALANCING CUT	(5,143)	
	TRAFFIC CONES	1,350	
	SHOP TOWELS FROM UNIFORM COMPANY	164	
	REPLACEMENT CORDS AND ENDS FOR NEW EVENTS	1,528	
	BATTERIES FOR POWER TOOLS	500	
	MISC. SUPPLIES FOR SPECIAL EVENTS OTHER THAN CHRISTMAS (I.E. CORDS, LIGHTS, ETC.)	2,500	

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ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
541.52-11 DURABLE GOODS	REPLACEMENT OF POWER TOOLS AS NEEDED	5,000	2,555
	-BALANCING CUT	(3,000)	
	10' FIBERGLASS STEP LADDERS (2 @ 305 / EACH)	610	
	-BALANCING CUT	(610)	
	8' FIBERGLASS STEP LADDER (2 @ \$157/ EACH)	314	
	-BALANCING CUT	(314)	
	6' FIBERGLASS STEP LADDER (2 @ \$150/ EACH)	300	
	-BALANCING CUT	(300)	
	27' MANUAL POLE PRUNER (WOOTON PARK, ETC.)	200	
	PORTABLE BATTERY CHARGER/WEATHER RADIO	355	
	CHAIRS FOR PUBLIC WORKS CONF. ROOM (10 @ \$100/EACH)	1,000	
	-BALANCING CUT	(1,000)	
541.52-15 FUEL COSTS	FUEL COSTS	13,909	13,909
541.52-25 UNIFORMS	UNIFORM RENTAL SERVICE FOR ALL GENERAL SERVICES EMPLOYEES	1,820	4,755
	SWEATSHIRT-1 EACH FOR ALL GEN SVCS STAFF (\$35 EACH)	280	
	REFLECTIVE HIGH VISIBILITY SHIRTS-SAFETY (\$18 EACH)	540	
	SHIRTS - GENERAL SERVICES MANAGER (5 @ \$40 EACH)	200	
	SHIRT W/NAME & LOGO FOR EACH EMPLOYEE	200	
	SHIRTS W/NAME & LOGO FOR PW DIR.& ADMIN ASST.	400	
	CAPS W/LOGO FOR GS EMPLOYEES	265	
	BOOTS ALL GS STAFF (\$150/EACH)	1,050	
541.52-59 GEN SVCS SIGN MATERIALS	SIGN MAKING MATERIALS - BLANKS, VINYL		1,950
	SPECIAL EVENTS, INFORMATIONAL, DIRECTIONAL	2,500	
	-BALANCING CUT	(550)	
541.54-10 BKS, PUB, SUB, MEM, LIB	SPECIAL CODE BOOKS, PUBLICATIONS & MEMBERSHIPS FOR GS STAFF AND PUBLIC WORKS DIRECTOR	1,500	1,500
	MEMBERSHIPS WILL INCLUDE:		
	ISA (INT'L. SOCIETY OF ARBORICULTURE)		
	APWA (AMERICAN PUBLIC WORKS ASSOCIATION)		
	IMSA (INT'L. MUNICIPAL SIGN ASSOCIATION)		
	SSC (SUNSHINE SAFETY COUNCIL)		
541.59-90 CONTINGENCY	EMERGENCY SPILLS, ROOF AND BUILDING REPAIRS DUE TO WEATHER, VANDALISM, ETC. NOT COVERED BY INSURANCE	25,000	-
	-BALANCING CUT	(25,000)	
541.62-20 BUILDINGS	CITY HALL ROOF REPAIR AND 2ND PHASE STUDY	68,970	-
	-BALANCING CUT	(68,970)	
	LIBRARY/CIVIC CENTER ROOF REPAIR	136,500	
	-BALANCING CUT	(136,500)	
	PHASE II OF CITY HALL CHILLER REPLACEMENT	250,000	
	-BALANCING CUT	(250,000)	
541.63-20 SIDEWALK REPAIR/CONST.	REPAIR OF SIDEWALKS AROUND BUILDINGS NOT INCLUDED IN RIGHT OF WAY	15,000	5,000
	-BALANCING CUT	(10,000)	
541.63-30 PAVING	NO AMOUNT BUDGETED	-	-
541.64-10 EQUIP - REPLACEMENT	REPLACEMENT OF KOBELCO LOADER (REMOVED FROM FY 14/15 & FY 15/16 DUE TO BUDGET CONSTRAINTS)	137,129	-
	-BALANCING CUT	(137,129)	
	REPLACEMENT OF GS BACK HOE	120,000	
	-BALANCING CUT	(120,000)	
	REPLACEMENT OF HOMELITE CONCRETE SAW	1,231	
	-BALANCING CUT	(1,231)	
	REPLACEMENT OF PORTABLE PRESSURE WASHER	1,213	
	-BALANCING CUT	(1,213)	

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GENERAL SERVICES DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
541.64-11 EQUIP-VEHICLE REPLACEMENT	FORD F350 P/U TRUCK WITH UTILITY BED #118, 1997 CHEV. C3500 P/U. REQUIRED FOR HEAVY TRANSPORT/HAULING. REQUESTED FY14, FY15 & FY16, BUT DENIED.	42,000 (42,000)	-
	FORD F250 TO REPLACE UNIT #123, 2000 FORD F250, 78,346 MILES	38,727 (38,727)	
	FORD EXPLORER TO REPLACE UNIT #PW3, 2007 FORD SPORT TRAC FOR PUBLIC WORKS DIRECTOR	32,250 (32,250)	
	COMPLETE REHAB BUCKET TRUCK #126	82,500 (82,500)	
541.64-13 EQUIP - COMP REPLACEMENT	REPLACE COMPUTER IN PUBLIC WORKS CONFERENCE ROOM. CURRENT COMPUTER IS OUTDATED.	1,200 (1,200)	-
541.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
541.64-15 EQUIP - NEW	VANDAL RESISTANT DRINKING FOUNTAIN - STOVER FIELD	3,234 (3,234)	-
	RAISING/LOWERING SYSTEM FOR PAVILION (CHAIR WAS APPROVED IN FY16 BUDGET)	2,414 (2,414)	
	TANDEM AXLE DUMP TRAILER (REMOVED FROM FY 15 & FY 16 BUDGETS)	11,548 (11,548)	
	KUBOTA RTV (REMOVED FROM FY 15 & FY 16 BUDGETS)	12,705 (12,705)	
	SGX60 STUMP GRINDER ATTACHMENT FOR BOBCAT (REMOVED FROM FY 16 BUDGET)	10,041 (10,041)	
	HYDRAULIC PIPE BENDER (REMOVED FROM FY 15 & FY 16 BUDGET)	8,848 (8,848)	
	CLAMSHELL FOR LOADER 544J (REMOVED FROM FY 15 & FY 16 BUDGETS)	16,556 (16,556)	
	GERBER THERMAL PRINTER AND SOFTWARE (REMOVED FROM FY 15 BUDGET)	25,463 (25,463)	
	GRAPHTEC 42" CUTTER WITH STAND	3,040 (3,040)	
	BACK UP GENERATOR FOR PUBLIC WORKS	120,000 (120,000)	
	UTILITY BED FOR GS TRUCK #133 - TO SECURE TOOL & STOCK STORED ON TRUCK	5,000 (5,000)	
	UTILITY BED FOR GS TRUCK #135 - TO SECURE TOOL & STOCK STORED ON TRUCK	5,000 (5,000)	
	UTILITY BED FOR GS TRUCK #132 - TO SECURE TOOL & STOCK STORED ON TRUCK	5,000 (5,000)	
	UTILITY BED FOR GS TRUCK #137 - TO SECURE TOOL & STOCK STORED ON TRUCK	5,000 (5,000)	
	TREE CLIMBING KIT - FOR USE IN REMOVING DEAD BRANCHES AND LIGHT TREE CARE IN AREAS WHERE THE BUCKET TRUCK CAN NOT BE USED (I.E. PARKS, ETC.)	1,250 (1,250)	
541.64-25 FUTURE PROJECTS	PUBLIC WORKS FACILITY (1/2 YEAR DEBT SERVICE EST.)	200,000 (200,000)	-

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STREET MAINTENANCE DIVISION EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
541.12-10	REGULAR SALARIES	23,887	42,197	58,163	37.84%
541.14-10	OVERTIME	286	2,000	2,000	0.00%
541.21-10	FICA / MED TAXES	1,538	2,879	4,399	52.80%
541.22-20	FL STATE RETIREMENT	1,762	3,416	4,546	33.08%
541.23-10	HEALTH	3,451	5,754	9,090	57.98%
541.23-15	DENTAL INSURANCE	212	341	529	55.13%
541.23-20	LIFE INSURANCE	137	225	311	38.22%
541.23-21	SHORT-TERM DISABILITY	99	168	236	40.48%
541.23-30	DEPENDENT HEALTH	5,162	8,608	13,884	61.29%
541.23-35	DEPENDENT DENTAL	432	698	1,082	55.01%
541.23-40	LONG TERM DISABILITY	63	103	144	39.81%
541.24-10	WORKERS' COMPENSATION	2,405	3,195	6,710	110.02%
*	SALARIES AND BENEFITS	39,434	69,584	101,094	45.28%
<i>OPERATING EXPENDITURES</i>					
541.31-15	ENGINEERING	154	7,500	10,000	33.33%
541.34-10	CONTRACTUAL SERVICES	27,574	59,219	61,469	3.80%
541.40-10	TRAVEL & PER DIEM	1,338	3,060	3,300	7.84%
541.41-10	TELEPHONE	388	479	702	46.56%
541.41-20	OTHER COMMUNICATION	-	500	500	0.00%
541.41-30	POSTAGE	-	300	300	0.00%
541.43-10	ELECTRIC, WATER, GAS	-	325,502	342,516	5.23%
541.44-10	RENTALS & LEASES	1,075	4,800	4,800	0.00%
541.45-10	LIABILITY	-	5,780	6,728	16.40%
541.46-15	REPAIR & MAINT. - EQUIPMENT	-	12,000	3,870	-67.75%
541.46-25	REPAIR & MAINT. - MISC.	-	5,000	3,000	-40.00%
541.46-40	TRAFFIC LIGHT MAINT.	40,223	47,210	62,755	32.93%
541.47-10	PRINTING & BINDING	45	300	300	0.00%
541.49-10	ADVERTISING	-	500	266	-46.80%
541.51-10	OFFICE SUPPLIES	189	300	300	0.00%
541.52-10	OPERATING SUPPLIES	3,248	10,607	7,488	-29.41%
541.52-11	DURABLE GOODS	2,370	1,560	8,444	441.28%
541.52-15	FUEL COSTS	-	10,000	2,223	-77.77%
541.52-25	UNIFORMS	397	2,150	1,750	-18.60%
541.52-59	GEN SVCS SIGN MATERIALS	7,500	3,000	3,000	0.00%
541.53-20	ROAD MATERIALS & SUPPLIES	11,810	17,700	30,900	74.58%
541.54-10	BKS, PUB, SUB, MEM, LIB	-	1,500	1,500	0.00%
541.59-90	CONTINGENCY	-	-	-	0.00%
*	OPERATING EXPENDITURES	96,311	518,967	556,111	7.16%
<i>CAPITAL EXPENDITURES</i>					
541.63-10	STREET SIGN REPLACEMENT	-	5,000	5,000	0.00%
541.63-20	SIDEWALK REPAIR/CONST.	16,486	25,000	20,000	-20.00%
541.63-30	PAVING	49,022	134,310	175,000	30.30%
541.64-14	EQUIP - NEW COMPUTERS	957	-	1,200	100.00%
541.64-15	EQUIP - NEW	-	-	8,000	100.00%
541.64-17	EQUIP - NEW VEHICLES	-	-	-	0.00%
541.64-25	FUTURE PROJECTS	78,632	-	-	0.00%
*	CAPITAL EXPENDITURES	145,097	164,310	209,200	27.32%
TOTAL STREET AND ROADS		280,842	752,861	866,405	15.08%

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STREET MAINTENANCE DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
541.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	58,163	58,163
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	4,399	4,399
541.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	4,546	4,546
541.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	9,090	9,090
541.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	529	529
541.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	311	311
541.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	236	236
541.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	13,884	13,884
541.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,082	1,082
541.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	144	144
541.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	6,710	6,710
541.31-15 ENGINEERING	ENGINEERING SERVICES FOR IMPLEMENTATION OF PAVEMENT MGMT 5-YEAR PLAN & 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	61,469
	MPO-ROADWAY PAVEMENT MANAGEMENT & SIDEWALK CONDITION ASSESSMENT/ADA COMPLIANCE PRIORITY RANKING SYSTEM. ONGOING-DATA SOFTWARE PKG, TRAINING, ASSIST WITH REPAIR-REPLACEMENT STRATEGY NECESSARY AS FUTURE BUDGETING TOOL	5,250	
	-BALANCING CUT	(5,250)	
	STREET SIGN MAINTENANCE - INTERLOCAL AGREEMENT WITH LAKE COUNTY FOR INSPECTION & MAINTENANCE SIDEWALK GRINDING PROGRAM	10,000	
	CONTINUATION OF CONTRACT TO CORRECT AREAS WITH TRIP HAZARDS & AREAS NOT MEETING CURRENT ADA REQUIREMENTS	25,000	
	-BALANCING CUT	(10,000)	
	ROADWAY STRIPING/MARKING - CONTRACTED FOR LARGER TRAFFIC MARKING PROJECTS	15,000	
	-BALANCING CUT	(5,000)	
	SIDEWALK/RAMP ADA COMPLIANCE REPAIR FOR LARGER REPAIR PROJECTS CONTRACTED	25,000	
	-BALANCING CUT	(10,000)	
	LARGE TREE REMOVAL ON RIGHT OF WAYS	15,000	
	-BALANCING CUT	(7,500)	
	LARGE STUMP GRINDING	5,000	
	-BALANCING CUT	(5,000)	
541.40-10 TRAVEL & PER DIEM	ATTEND SEMINARS, WORKSHOPS, CONFERENCES AND TECHNICAL CLASSES	3,500	3,300
	-BALANCING CUT	(2,500)	
	INTERMEDIATE MAINTENANCE OF TRAFFIC	800	
	SIGNS & MARKINGS LEVEL 1	500	
	SIGNS & MARKINGS LEVEL 2	1,000	

FUND 001
 DEPT 41
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

STREET MAINTENANCE DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
541.41-10 TELEPHONE	NEXTEL (ONE PHONE) PHONE FOR ADDITIONAL EMPLOYEE -6 MONTHS BALANCING CUT	468 468 (234)	702
541.41-20 OTHER COMMUNICATION	REMOTE INTERNET SERVICE (HOTSPOT)	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 LAKE ELSIE RESERVE STREET LIGHTS	174,374 158,542 9,600	342,516
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	6,728	6,728
541.46-15 EQUIPMENT	BACKHOE FRONT END LOADER MAINTENANCE, TIRES AND REPAIRS AS NEEDED -BALANCING CUT -DEPARTMENT CUT REPAIR AND MAINTAIN EQUIPMENT -BALANCING CUT	 8,000 (4,000) (2,130) 4,000 (2,000)	3,870
541.46-25 MISCELLANEOUS	UNEXPECTED REPAIRS DUE TO VANDALISM, ACCIDENTS, ACTS OF NATURE (I.E. STORMS), ETC. -BALANCING CUT	5,000 (2,000)	3,000
541.46-40 TRAFFIC LIGHT MAINT.	ANNUAL TRAFFIC SIGNAL AND SCHOOL FLASHERS MAINTENANCE AGREEMENT WITH LAKE COUNTY TRAFFIC SIGNALS-17 INTERSECTIONS @ \$2,674 / EACH (WITH ADDITION OF SR19/SLIM HAYWOOD TRAFFIC SIGNAL TO BE ADDED BY END OF 2016) SCHOOL FLASHERS - 4 @ \$551/EA TRAFFIC LOOP REPAIRS TRAFFIC SIGNALS INTERCONNECTED WITH WITH TELECOMMUNICATION (9 @ \$1,411 EACH) CABINET REPLACEMENT AT 3 DIFFERENT LOCATIONS ON SR 19 (RECOMMENDED BY COUNTY) DUE TO OUTDATED EQUIPMENT AND DETERIORATION OF WIRING ALSO RECOMMENDED AND REQUESTED IN FY 16 BUT DENIED -BALANCING CUT	45,458 2,204 2,394 12,699 69,000 (69,000)	62,755
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 -BALANCING CUT COMMEMORATIVE PIN PROGRAM -BALANCING CUT	500 (234) 450 (450)	266
541.51-10 OFFICE SUPPLIES	SUPPLIES INCLUDING INK PENS, PAPER CLIPS, STAPLES, WHITE-OUT, BINDERS, INDEXES AND LABELS AS NEEDED -BALANCING CUT	600 (300)	300
541.52-10 OPERATING SUPPLIES	PURCHASE HARDWARE, SMALL TOOLS, COPY PAPER, HP INK, SAFETY EQUIPMENT AND SUPPORT MATERIALS AS NEEDED CINTAS CHARGES NOT PAID OUT OF UNIFORM ACCT. (MAT, SHOP TOWELS) FIRST AID SUPPLIES (OFFICE & VEHICLES) SPILL KITS FOR HAZARDOUS SPILLS SAFETY MARKING TAPE	5,000 288 300 1,000 100	7,488

FUND 001
 DEPT 41
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

STREET MAINTENANCE DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
	BATTERIES & ACCESSORIES FOR CORDLESS POWER TOOLS	800	
541.52-11 DURABLE GOODS	OFFICE DESK	1,200	8,444
	OFFICE CHAIR	200	
	OSHA CERTIFIED SAFETY HARNESS AND LANYARD EQUIPMENT NEEDED FOR SAFE WORK PERFORMANCE (I.E. TREE TRIMMING, ETC).	500	
	FILING CABINET	200	
	30.1CC TOP HAND CHAIN SAW	699	
	20" CHAIN SAW 50.2CC PRO SAW W/T DECO VALVE	570	
	24 X AUTO LEVEL KIT (TRANSIT) 300 FT WORKING RANGE	350	
	REPLACEMENT ADA MATS TO REPLACE DAMAGED MATS 15 @ \$315/EA	4,725	
541.52-15 FUEL COSTS	FUEL COSTS	2,223	2,223
	ADDITIONAL EMPLOYEE	2,223	
	-BALANCING CUT	(2,223)	
541.52-25 UNIFORMS	UNIFORM RENTAL FOR EMPLOYEES	780	1,750
	SHIRT W/LOGO & NAME FOR MANAGER (5 @ \$40 EACH)	200	
	SHIRT W/LOGO & NAME FOR STAFF	40	
	REFLECTIVE HI-VIS T-SHIRTS FOR EMPLOYEES (10 @ \$20 EACH)	200	
	SWEATSHIRT W/LOGO FOR STAFF (2 @ \$35 EACH)	70	
	HATS W/LOGO FOR EMPLOYEES	60	
	BOOTS FOR STREETS STAFF (2 @ \$150 EACH)	300	
	JACKET FOR NEW EMPLOYEE	100	
541.52-59 GEN SVCS SIGN MATERIALS	STREET SIGN MATERIALS (MISC.SIGNS, SIGN BLANKS, VINYL, EMERGENCY REGULATORY SIGNS), POSTS & / OR HARDWARE	3,000	3,000
541.53-20 ROAD MATERIALS & SUPPLIES	MATERIALS FOR ROAD REPAIRS INCLUDING CONCRETE AND PATCH AS NEEDED	12,600	30,900
	-BALANCING CUT	(5,400)	
	MILLING MATERIALS NEEDED FOR ROAD REPAIRS	4,000	
	ROAD STENCILS NEEDED FOR PAVEMENT MARKINGS	700	
	THERMOPLASTIC AND STRIPING MATERIAL / SUPPLIES FOR MAINTENANCE OF LINES AND MARKINGS	6,500	
	EROSION CONTROL FOR ROW	2,500	
	EMERGENCY PAVING REPAIR DUE TO UNFORSEEN DAMAGE	25,000	
	-BALANCING CUT	(15,000)	
541.54-10 BKS, PUB, SUB, MEM, LIB	BOOKS, PUBLICATIONS, SUBSCRIPTIONS, MEMBERSHIPS IMSA (INT'L. MUNICIPAL SIGN ASSOCIATION)		1,500
	SSC (SUNSHINE SAFETY COUNCIL)	1,000	
	CODE BOOKS/REFERENCE MANUALS AS NEEDED	1,000	
	-BALANCING CUT	(500)	
541.59-90 CONTINGENCY	UNFORESEEN EMERGENCY SPILLS ON ROADWAYS (I.E. HYDRAULIC SPILLS, CLEANUPS, ETC.)	5,000	-
	-BALANCING CUT	(5,000)	
541.63-10 STREET SIGN REPLACEMENT	STREET SIGN INTERLOCAL AGREEMENT WITH 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.	MINOR REPAIR AND/OR CONSTRUCTION OF CITY SIDEWALKS	20,000	20,000

FUND 001
 DEPT 41
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

STREET MAINTENANCE DIVISION EXPENDITURE JUSTIFICATION

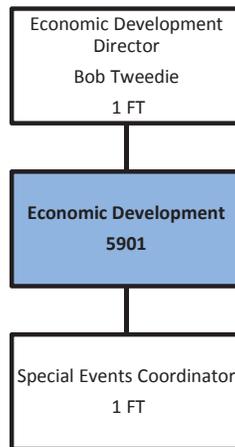
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
541.63-30 PAVING	ROAD PAVEMENT - PAVEMENT MANAGEMENT PLAN REPAIR ROADS IN A PRIORITIZED MANNER AS DETERMINED BY THE PROJECTED 5 YEAR PLAN	750,000 (575,000)	175,000
	-BALANCING CUT		
	ALLEY BRICK PAVING - CONTINUATION OF ALLEY IMPROVEMENTS	250,000	
	-BALANCING CUT	(250,000)	
541.64-14 EQUIP - NEW COMPUTERS	COMPUTER FOR ADDITIONAL EMPLOYEE	1,200	1,200
	LAPTOP FOR MANAGER	1,500	
	-BALANCING CUT	(1,500)	
541.64-15 EQUIP - NEW	TANDEM AXLE DUMP TRAILER TO BE USED FOR TRANSPORTING EQUIPMENT AND MATERIALS TO AND FROM JOBS	8,000	8,000
	COMPACT ASPHALT INFRARED PATCHING TRAILER	150,000	
	-BALANCING CUT	(150,000)	
	COMPACT VIBRATORY ROLLER SX-170H (WALK BEHIND)	6,300	
	-BALANCING CUT	(6,300)	
	PLATE COMPACTOR 999332	1,040	
	-BALANCING CUT	(1,040)	
	PAVEMENT STRIPER - LINE LAZER IV 3900 S.W. EDCO69100 10" WA.BE. SIDEWALK GRINDER SCARIFIER	5,870	
	-DEPARMENT SWAP WITH TANDEM AXLE DUMP TRAILER	(5,870)	
	CPM - 10-134 FOR SMALLER JOBS	4,450	
	-BALANCING CUT	(4,450)	
	98.5 CC 16" CONCRETE CUT OFF SAW	1,430	
	-BALANCING CUT	(1,430)	
	SELF CONTAINED/MOBILE NORTHSTAR HOT WATER PRESSURE WASHER -HEATED WATER ALWAYS AVAILABLE FOR GRAFFITI REMOVAL AND ROUTINE MAINTENANCE THROUGHOUT THE CITY	7,500	
	-BALANCING CUT	(7,500)	
	KUBOTA RTV - TO BE USED IN CITY TO TRANSPORT TOOLS MATERIAL IN AREAS WITH LIMITED ACCESS	12,500	
	-BALANCING CUT	(12,500)	
541.64-17 EQUIP-NEW VEHICLES	2017 FORD F-250 EXTENDED CAB PICKUP 4X4 3/4 TON PICKUP (FSA BID PER C. PELL)	42,000	-
	-BALANCING CUT	(42,000)	
541.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-

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Economic Development

Department 59



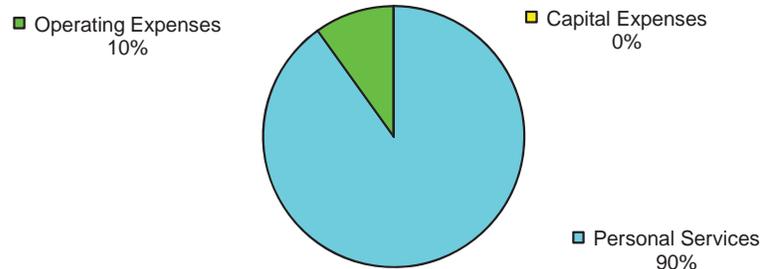
Position Summary

Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
Full Time:				
Economic Development Director	12001	1	1	1
Special Events Coordinator	59004	0	0	1
Economic Development Manager	59001	1	1	0
No. of Full Time		2	2	2
Total No. of Positions:		2	2	2
Total FTEs:		2	2	2

Budget Summary

Department Summary	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Economic Development-5901				
Personal Services	204,433	182,783	203,322	11.24%
Operating Expenses	38,370	19,844	22,342	12.59%
Capital Expenses	6,914	76,132	-	-100.00%
Grand Total Eco. Dev.	\$ 249,717	\$ 278,759	\$ 225,664	-19.05%
<i>Percentage of Fund Budget</i>	1.80%	1.74%	1.43%	

2017 APPROPRIATIONS



2017 OPERATING BUDGET

ECONOMIC DEVELOPMENT - 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 and well being 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 2014	Actual 2015	Est. 2016	Projected 2017
1.	Value of New Commercial Construction	\$13,000,000	\$13,000,000	\$20,000,000	\$22,000,000
2.	Number of New Business Licenses	120	99	80	90
3.	Number of Grant Applications Filed	2	2	1	2
4.	Number of Special Events Facilitated	32	32	29	30

2017 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.

2017 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. Continue to implement the recommendations in the CRA Master Plan Update. (Goal 2)
5. Complete Construction of Improvements to the Wootton Park Expansion property. (Goal 3)

2017 OPERATING BUDGET

ECONOMIC DEVELOPMENT/GRANTS - 5901 (continued)

PROGRAM HIGHLIGHTS

2017 OBJECTIVES (continued)

6. Facilitate 30 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, shoulder season event.

2016 ACCOMPLISHMENTS

1. Developed and Implemented Seaplane industry targeted impact fee waiver incentive program.
2. Coordinated 29 special events in Wooton Park.
3. Initiated Seaplane Base Master Plan project, funded through FDOT grant (\$75,000).
4. Developed and implemented department staffing re-organization plan within existing budget.

FUND 001
 DEPT 59
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

ECONOMIC DEVELOPMENT EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
559.12-10	REGULAR SALARIES	151,642	133,837	153,806	14.92%
559.14-10	OVERTIME	78	500	1,000	100.00%
559.15-50	HOUSING ALLOWANCE	6,000	-	-	0.00%
559.15-60	ELECTR TABLET ALLOWANCE	500	-	500	100.00%
559.21-10	FICA / MED TAXES	11,697	10,234	11,539	12.75%
559.22-20	FL STATE RETIREMENT	22,781	26,194	27,282	4.15%
559.23-10	HEALTH INSURANCE	6,110	4,075	6,060	48.71%
559.23-15	DENTAL INSURANCE	522	583	716	22.81%
559.23-20	LIFE INSURANCE	664	760	868	14.21%
559.23-21	SHORT-TERM DISABILITY INS	421	506	569	12.45%
559.23-30	DEPENDENT HEALTH INSURANCE	3,007	4,973	-	-100.00%
559.23-35	DEPENDENT DENTAL INSURANCE	344	525	299	-43.05%
559.23-40	LONG TERM DISABILITY	305	348	397	14.08%
559.24-10	WORKERS' COMPENSATION	362	248	286	15.32%
* SALARIES AND BENEFITS		204,433	182,783	203,322	11.24%
<i>OPERATING EXPENDITURES</i>					
559.34-10	CONTRACTUAL SERVICES	-	2,500	3,180	27.20%
559.40-10	TRAVEL & PER DIEM	7,833	7,560	8,050	6.48%
559.41-10	TELEPHONE	1,337	958	936	-2.30%
559.41-20	OTHER COMMUNICATION	-	100	100	0.00%
559.41-30	POSTAGE	101	100	100	0.00%
559.44-10	RENTALS & LEASES	-	413	480	16.22%
559.45-10	LIABILITY	4,684	4,813	5,602	16.39%
559.46-25	MISCELLANEOUS	560	-	-	0.00%
559.47-10	PRINTING & BINDING	44	700	700	0.00%
559.48-60	SPONSORED EVENTS	32	250	-	-100.00%
559.49-10	ADVERTISING	7,167	500	800	60.00%
559.51-10	OFFICE SUPPLIES	273	500	500	0.00%
559.52-10	OPERATING SUPPLIES	488	400	500	25.00%
559.52-11	DURABLE GOODS	1,749	-	-	0.00%
559.54-10	BKS, PUB, SUB, MEM, LIB	1,078	1,050	1,394	32.76%
559.59-65	GRANT MATCH	13,024	-	-	0.00%
* OPERATING EXPENDITURES		38,370	19,844	22,342	12.59%
<i>CAPITAL EXPENDITURES</i>					
559.64-13	EQUIP - COMP REPLACEMENT	1,914	-	-	0.00%
559.64-25	FUTURE PROJECTS	5,000	76,132	-	-100.00%
* CAPITAL EXPENDITURES		6,914	76,132	-	-100.00%
TOTAL ECONOMIC DEVELOPMENT		249,717	278,759	225,664	-19.05%

FUND 001
 DEPT 59
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

ECONOMIC DEVELOPMENT EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
559.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	153,806	153,806
559.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	1,000	1,000
559.15-50 HOUSING ALLOWANCE	NO AMOUNT BUDGETED	-	-
559.15-60 ELECTR TABLET ALLOWANCE	ALLOWANCE FOR ELECTRONIC TABLET	500	500
559.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	11,539	11,539
559.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	27,282	27,282
559.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	6,060	6,060
559.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	716	716
559.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	868	868
559.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	569	569
559.23-30 DEPENDENT HEALTH INSURANCE	NO AMOUNT BUDGETED	-	-
559.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	299	299
559.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	397	397
559.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	286	286
559.34-10 CONTRACTUAL SERVICES	CONSULTANT SERVICES FOR DEVELOPMENT AND LICENSING OF A FOREIGN TRADE ZONE FOR ECONOMIC DEVELOPMENT IN ACCORDANCE WITH COUNCIL BUDGET PRIORITIES -BALANCING CUT CONSULTANT SERVICES FOR RETAIL BUSINESS RECRUITMENT & MARKETING -BALANCING CUT XCELIGENT COMMERCIAL REAL ESTATE INFORMATION SUBSCRIPTION	7,500 (7,500) 10,000 (10,000) 3,180	3,180
559.40-10 TRAVEL & PER DIEM	CHAMBER OF COMMERCE MONTHLY LUNCHEONS FAC ANNUAL CONFERENCE & STATE LEGISLATIVE SUMMIT FEDC ANNUAL CONFERENCE FL EVENTS & FESTIVALS ASSOCIATION CONFERENCE FOR EVENTS COORDINATOR PROFESSIONAL DEVELOPMENT IEDC CECD CERTIFICATION	250 3,000 1,100 1,200 2,500	8,050
559.41-10 TELEPHONE	NEXTEL (TWO PHONES)	936	936
559.41-20 OTHER COMMUNICATION	OTHER COMMUNICATION	100	100
559.41-30 POSTAGE	POSTAGE FOR GRANT PACKAGES, MARKETING MATERIALS	100	100
559.44-10 RENTALS & LEASES	PRINTER/COPIER LEASE	480	480
559.45-10 LIABILITY	LIABILITY INSURANCE	5,602	5,602
559.46-25 MISCELLANEOUS	NO AMOUNT BUDGETED	-	-
559.47-10 PRINTING & BINDING	MARKETING BROCHURES -BALANCING CUT GRANT PACKET PRINTING	1,200 (600) 100	700
559.48-60 SPONSORED EVENTS	NO AMOUNT BUDGETED	-	-

FUND 001
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 DIVISION 01

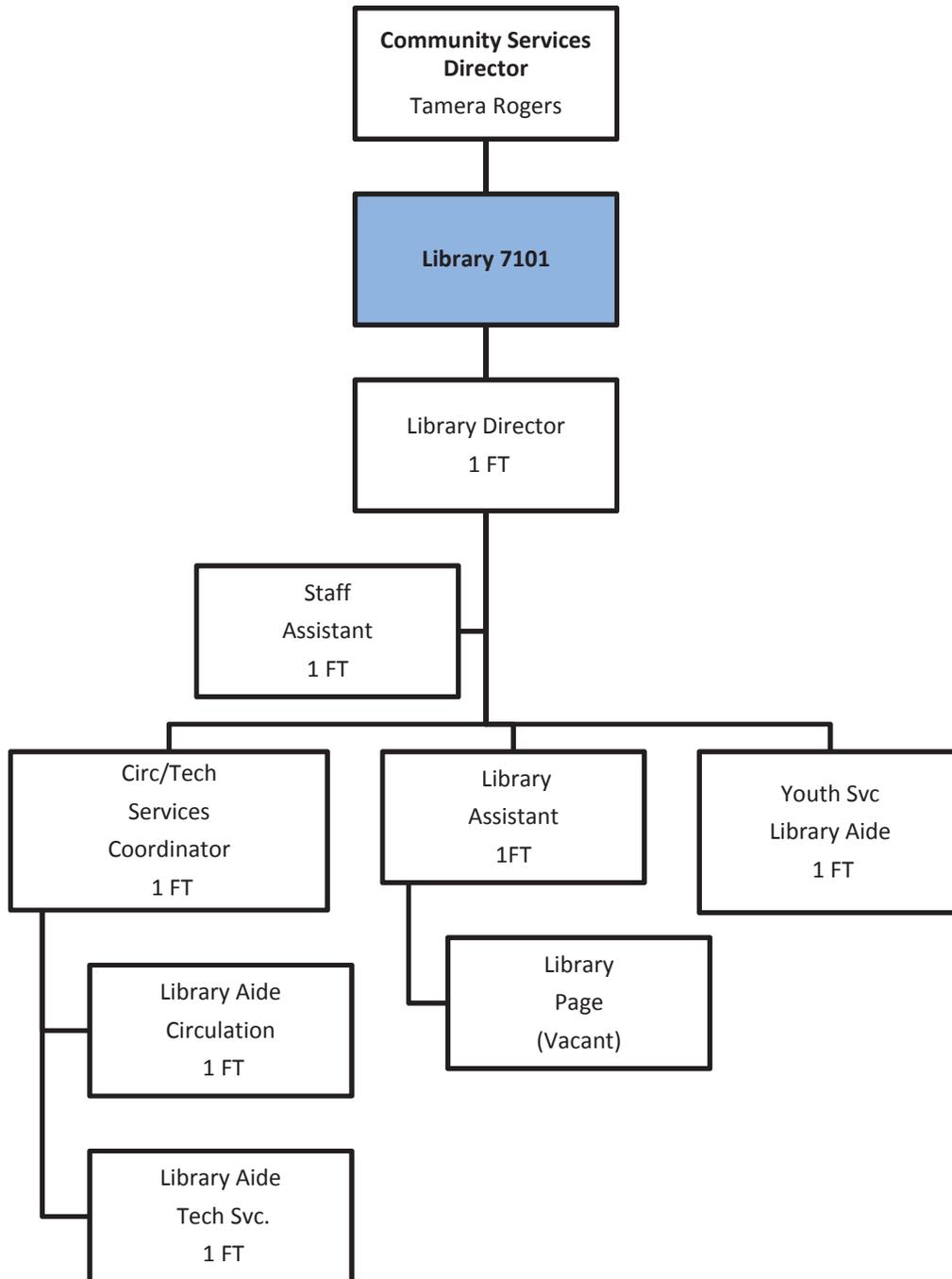
CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

ECONOMIC DEVELOPMENT EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
559.49-10 ADVERTISING	PROMOTIONAL ITEMS FOR FY17: PENS, GIVE-AWAYS, ETC. ADVERTISING MARKETING, PROMOTIONS FOR RECRUITMENT OF MANUFACTURING COMPANIES RUBY STREET PARKING LOT BUILD OUT, TAVARES SQUARE		800
	-BALANCING CUT	800	
	COMMEMORATIVE PIN PROGRAM	12,500	
	-BALANCING CUT	(12,500)	
		450	
		(450)	
559.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES, PAPER, PENS, COPY TONER	500	500
559.52-10 OPERATING SUPPLIES	CITY LOGO SHIRTS PER CITY POLICY	500	500
559.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
559.54-10 BKS, PUB, SUB, MEM, LIB	SPA MEMBERSHIP	55	1,394
	IEDC MEMBERSHIP	405	
	FEDC MEMBERSHIP	350	
	AAAE MEMBERSHIP	275	
	FL FESTIVALS & EVENTS ASSOCIATION MEMBERSHIP	250	
	AOPA MEMBERSHIP	59	
559.59-65 GRANT MATCH	NO AMOUNT BUDGETED	-	-
559.64-13 EQUIP - COMP REPLACEMENT	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

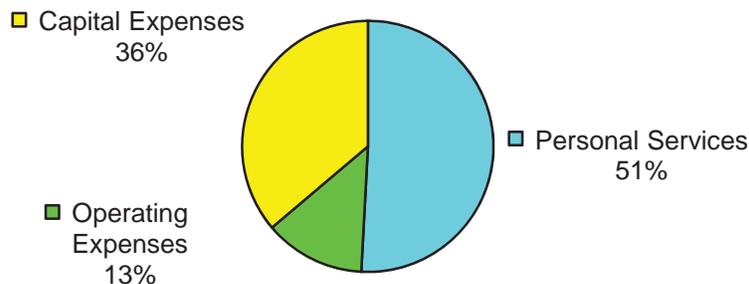
Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
Full Time:				
Circ/Tech Svc Coordinator	22011	0	0	0
Library Aide-Circulation	22003	1	1	1
Library Aide-Tech Services	22006	1	1	1
Library Assistant	22008	0	0	0
Library Catalog Technician	71002	1	1	1
Library Director	22001	1	1	1
Library Reference Asst.	71001	1	1	1
Youth Services Specialist ¹	22004	0	0	1
Reference Librarian	22009	0	0	0
Staff Assistant	22007	1	1	1
No. of Full Time		6	6	7
Part Time:				
Lib. Aide-Youth Services	22010	0	0	0
Library Page	22005	0	0	0
Youth Services Specialist	22004	1	1	0
No. of Part Time:		1	1	0
Total No. of Positions:		7	7	7
Total FTEs:		6.5	6.5	7

1. Position was budgeted at PT for FY2015, returned to FT for FY2017

Budget Summary

Division Summary	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Library-7101				
Personal Services	341,795	365,438	387,960	6.16%
Operating Expenses	71,185	94,097	98,943	5.15%
Capital Expenses	51,548	81,475	276,245	239.05%
Grand Total Library	\$ 464,528	\$ 541,010	\$ 763,148	41.06%
<i>Percentage of Fund Budget</i>	3.35%	3.38%	4.85%	

2017 APPROPRIATIONS



2017 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. This year we also added a donation of Indian DVD's. 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. The Friends of the Library donated five laptops. Patrons wishing to learn a foreign language are pleased to know that the library also carries a selection of language CDs, Mango Languages featuring 37 last year and 71 foreign languages this year, 14 last year and 19 English as a Second Language (ESL) for use on PC and mobile devices accessible with their Tavares Library card. Mango also has 25 short films in the learning language through film specialty courses. 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 intermediate/advanced 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 41,443 items to that of the other 14 participating libraries for a combined collection of 615,927 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 through the Overdrive Digital Library and Zinio free digital magazines through RBdigital (Recorded Books Digital).

SERVICE INDICATORS

	Indicator Description	Actual 2014	Actual 2015	Est. 2016	Projected 2017
1.	Circulation	103,124	93,603	99,912	90,690
2.	Reference Questions	53,446	50,993	53,439	50,986
3.	Internet Use	42,800	33,878	37,233	36,172
4.	Number of Cardholders	6,112	7,866	9,531	12,266
5.	Program Attendees	6,100	5,110	5,280	4,423
6.	Door Count	206,247	186,981	200,685	181,941
7.	New Cardholders	1,309	2,282	1,746	3,020

2017 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.

2017 OPERATING BUDGET

2017 GOALS (Continued)***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.

Organizational Performance

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

Organizational Performance

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

2017 OBJECTIVES

1. By March 2017 the Tavares Public Library (TPL) will apply for Impact fee money for next stage of the library expansion.
2. We will also apply to Florida Department of State, Public Library Construction Grants.
3. Ensure that public and staff computers are up-to-date with the most current software.
4. Continue encouraging community groups to use library meeting facilities.
5. With the full time Youth Library Specialist we will continue to expand relationships and services with all local public and private schools in our service area.
6. All staff will continue to make each library experience a positive one for each patron.
7. The Youth Library Specialist will provide outreach programs at daycare centers, YMCA, and local public and private schools.
8. The Library Director will continue to support staff with annual training to assist in providing exemplary customer service.
9. Continue identifying other organizations, agencies, and institutions which can provide local programs or services.
10. 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.
11. Continue to increase by 10% our talented and diverse group of volunteers to assist in providing library services, and regularly recognize volunteers for their contributions.
12. Continuously improve collections to meet the immediate needs of the community and to provide a solid foundation for future development.
13. Continue to expand computer applications to meet the needs of the library and community.
14. Continue to provide computer classes and training on eReaders and new mobile devices.
15. Continue to increase the number of programs for children and teens.
16. Continue working to create a welcoming environment for those with limited literacy.
17. Continue to participate in community events as feasible.

2016 ACCOMPLISHMENTS

1. The Tavares Public Library had 15 volunteer working a total of 1196 hours.
2. We now have an iPad so that the public can access the catalog.
3. We provided a release computer station for patrons to approve their printing adding also color if needed.
4. We have new signs in the premises of the building.
5. New bike rack was installed.
6. The library significantly increased bandwidth to provide a better service to our community
7. Hired a full time Youth Library Specialist.
8. Collected \$4,973 in fines, \$5,749 in copies, \$1,916 in fax, and \$3,390 from the bookstore.
9. Applied for a donation of children books from Scholastic and World Book and received 250 new books to gift away.

2017 OPERATING BUDGET

2016 ACCOMPLISHMENTS (Continued)

10. 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.
11. Circulation staff handled 93,603 transactions.
12. We had 33,878 hours of computer usage at the library.
13. Tavares Public Library borrowed 17,289 resources from Lake County Library System.
14. Tavares Public Library loaned 12,519 resources to Lake County Libraries.
15. Presented 261 public programs having 5,110 attendees.
16. 186,981 visited the library and we provided 2,282 new cards.
17. We answered 50,993 reference and informational questions.
18. Tavares Public Library card holders downloaded 13,166 e-books, e-audio, digital magazines and streaming video.
19. The Library has 41,443 resources: Print Books, CD Books, VHS, DVD's, Music CD, MP3, DAD. Games.
20. Mango Languages had 19,070 total sessions. Provided 386 Mango Languages remote sessions and 375 mobile sessions to Tavares library card holders.
21. 2,103 library users received individualized computer help including resume building, job searching, homework help with classes, projects, reports, etc. and eGov assistance.
22. 2,282 new patrons registered for Lake County Library System library cards with Tavares as their home library.
23. We continue publishing a bi-monthly library newsletter.
24. Participated in City events such as: Christmas, 4th of July, Senior Shake Down and Halloween.
25. We offered special programs such as: Maintain Your Brain. Cub Scouts Library Orientation, What Is An IRA?, IRA 1 & IRA 2, Get Your Mocha On , Jane Rosenbohm Guitar Extraordinaire, Fall Into a Banana Split: An Ice Cream Social, Stressless Holiday Cooking with Chef Warren.
26. We also had offered regular programs such as: Minecraft: The Hands-On Offline Club, Manga Art, Senior Cinema, Roots and Branches Genealogy Group Holiday Gathering, Toddler Story time, Wii and Board Games, Lego Club, Conversational English Class, and Conversational Spanish Class, Bilingual Story time.

Library 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 Story time, 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.

FUND 001
 DEPT 71
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

LIBRARY DIVISION EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
571.12-10	REGULAR SALARIES	253,111	269,607	283,932	5.31%
571.14-10	OVERTIME	78	-	-	0.00%
571.21-10	FICA / MED TAXES	18,029	19,210	21,201	10.36%
571.22-10	RETIREMENT	7,939	7,793	6,143	-21.17%
571.22-20	FL STATE RETIREMENT	8,865	10,800	13,904	28.74%
571.23-10	HEALTH INSURANCE	31,715	34,527	36,360	5.31%
571.23-15	DENTAL INSURANCE	1,875	2,047	2,507	22.47%
571.23-20	LIFE INSURANCE	1,341	1,440	1,609	11.74%
571.23-21	SHORT-TERM DISABILITY INS	945	1,082	1,212	12.01%
571.23-30	DEPENDENT HEALTH INSURANCE	16,080	17,216	18,512	7.53%
571.23-35	DEPENDENT DENTAL INSURANCE	598	570	1,331	133.51%
571.23-40	LONG TERM DISABILITY	617	661	740	11.95%
571.24-10	WORKERS' COMPENSATION	602	485	509	4.95%
*	SALARIES AND BENEFITS	341,795	365,438	387,960	6.16%
<i>OPERATING EXPENDITURES</i>					
571.32-20	BOARD MEMBER PAYMENTS	740	1,400	1,400	0.00%
571.34-10	CONTRACTUAL SERVICES	3,036	6,740	7,140	5.93%
571.40-10	TRAVEL & PER DIEM	730	2,000	2,000	0.00%
571.41-10	TELEPHONE	826	864	907	4.98%
571.41-20	OTHER COMMUNICATION	8,073	21,078	21,078	0.00%
571.41-30	POSTAGE	407	1,000	1,000	0.00%
571.43-10	ELECTRIC, WATER, GAS	21,946	22,664	22,124	-2.38%
571.44-10	RENTALS & LEASES	2,496	3,055	3,055	0.00%
571.45-10	LIABILITY	11,166	11,475	13,356	16.39%
571.46-17	INSURANCE RECOVERY	181	-	-	0.00%
571.46-10	BUILDING	-	-	-	0.00%
571.46-20	REPAIR & MAINT. - COMPUTER	-	500	500	0.00%
571.47-20	PRESERVATION OF BOOKS	54	75	75	0.00%
571.48-40	ADULT PROGRAMS	946	1,700	1,700	0.00%
571.48-50	CHILDREN'S READING PROG.	2,761	3,000	3,000	0.00%
571.49-10	ADVERTISING	-	-	-	0.00%
571.51-10	OFFICE SUPPLIES	738	1,000	1,000	0.00%
571.52-10	OPERATING SUPPLIES	6,912	6,500	7,000	7.69%
571.52-11	DURABLE GOODS	2,028	2,200	6,800	209.09%
571.52-15	FUEL COSTS	101	150	109	-27.33%
571.52-37	FRIENDS OF LIBRARY EXPEND	3,151	1,096	-	-100.00%
571.54-10	BKS, PUB, SUB, MEM, LIB	4,893	7,600	6,699	-11.86%
*	OPERATING EXPENDITURES	71,185	94,097	98,943	5.15%
<i>CAPITAL EXPENDITURES</i>					
571.64-13	EQUIP - COMP REPLACEMENT	2,872	-	-	0.00%
571.64-25	FUTURE PROJECTS	-	36,075	234,045	548.77%
571.64-55	FRIENDS OF THE LIBRARY	5,299	3,200	-	-100.00%
571.66-10	STANDING ORDER NATL LIB	1,866	2,200	2,200	0.00%
571.66-20	MAJOR COLLECTIONS BOOKS	41,511	40,000	40,000	0.00%
*	CAPITAL EXPENDITURES	51,548	81,475	276,245	239.05%
TOTAL LIBRARY		464,528	541,010	763,148	41.06%

FUND 001
DEPT 71
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

LIBRARY DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
571.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	283,932	283,932
571.14-10 OVERTIME	NO AMOUNT BUDGETED	-	-
571.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	21,201	21,201
571.22-10 RETIREMENT	RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	6,143	6,143
571.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	13,904	13,904
571.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	36,360	36,360
571.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	2,507	2,507
571.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,609	1,609
571.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,212	1,212
571.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	18,512	18,512
571.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,331	1,331
571.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	740	740
571.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	509	509
571.32-20 BOARD MEMBER PAYMENTS	BOARD MEMBER PAYMENTS	1,400	1,400
571.34-10 CONTRACTUAL SERVICES	UNIQUE MANAGEMENT COLLECTION SERVICES - COLLECTS UNPAID LIBRARY FEES REDWIRE - SECURITY MONITORING MANGO LANGUAGES - YEARLY SUBSCRIPTION FOR LEARNING LANGUAGES	3,000 2,490 1,650	7,140
571.40-10 TRAVEL & PER DIEM	FLA YEARLY CONFERENCE TRAVEL EXPENSES - FLA ALA YEARLY CONFERENCE TRAVEL EXPENSES ADMINISTRATIVE ASSISTANTS CONFERENCE OTHER EMPLOYEE IMPROVEMENT TRAINING	450 100 540 100 199 611	2,000
571.41-10 TELEPHONE	DOMS FAX	907	907
571.41-20 OTHER COMMUNICATION	PAID TO THE CITY OF LEESBURG FOR ETHERNET SERVICE	21,078	21,078
571.41-30 POSTAGE	MAILINGS TO PATRONS, CHURCHES, ASSISTED LIVING FACILITIES & BUSINESSES	1,000	1,000
571.43-10 ELECTRIC, WATER, GAS	ELECTRIC WATER	20,105 2,019	22,124
571.44-10 RENTALS & LEASES	PUBLIC COLOR COPIER - RENTAL AND MAINTENANCE BLACK AND WHITE COPIER - MAINTENANCE ONLY	3,055	3,055
571.45-10 LIABILITY	LIABILITY INSURANCE	13,356	13,356
571.46-10 BUILDING	SECURITY CAMERAS SECURITY CONCERNS WERE EXPRESSED BY STAFF AND CAMERAS WERE ADVISED -BALANCING CUT	19,883 (19,883)	-
571.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	-	-

FUND 001
 DEPT 71
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

LIBRARY DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
571.46-20 COMPUTER	COMPUTER REPAIRS	500	500
571.47-20 PRESERVATION OF BOOKS	BOOK REPAIR SUPPLIES	75	75
571.48-40 ADULT PROGRAMS	ADULT PROGRAMS AN INCREASE OF \$300 IS REQUESTED DUE TO ADDITIONAL ADULT PROGRAMS ADDED AND RISING COST OF SUPPLIES -BALANCING CUT	2,000 (300)	1,700
571.48-50 CHILDREN'S READING PROG.	SUPPLIES, CRAFT KITS, DVD'S, REFRESHMENTS, PRIZES FOR YOUTH BOOK CLUB, WEEKLY STORY TIME, SUMMER READING PROGRAM PERFORMERS, WINTER CARNIVAL, MONTHLY MOVIES, WII GAMES & PUZZLES AN INCREASE OF \$500 IS REQUESTED DUE TO ADDITION OF PROGRAMS AND THE INCREASING COST OF SUPPLIES -BALANCING CUT	3,500 (500)	3,000
571.49-10 ADVERTISING	COMMEMORATIVE PIN PROGRAM -BALANCING CUT	450 (450)	-
571.51-10 OFFICE SUPPLIES	SUPPLIES PURCHASES -BALANCING CUT	1,500 (500)	1,000
571.52-10 OPERATING SUPPLIES	GENERAL OPERATING SUPPLIES AN INCREASE OF \$500 IS REQUESTED TO HELP WITH THE INCREASED COST OF TONER IN THE COLOR PUBLIC PRINTER	7,000	7,000
571.52-11 DURABLE GOODS	2 POWER PACK CHARGING STATIONS -BALANCING CUT 14 SLOT MAGAZINE RACK FOR YOUTH 2 CHAIRS WITH END TABLE FOR YOUTH 2 CHAIRS WITH END TABLE FOR BOOK STORE EGGBOT DELUXE KIT (OPEN SOURCE ART ROBOT) 2 NEW PRINTERS FOR CIRCULATION AND TECH FROM THE COUNTY 2 FLAG POLES FOR CITY FLAG	1,300 (1,300) 540 300 300 160 500 5,000	6,800
571.52-15 FUEL COSTS	FUEL COSTS	109	109
571.52-37 FRIENDS OF LIBRARY EXPEND	NO AMOUNT BUDGETED	-	-
571.54-10 BKS, PUB, SUB, MEM, LIB	DAILY COMMERCIAL SUB FLA MEMBERSHIPS MUNICIPAL CODE N.A.D.A USED CARS OLD NEWS SUB ORLANDO BUSINESS JOURNAL SUB ORLANDO SENTINEL SUB ORLANDO TIMES SUB POPULAR SUBSCRIPTIONS MAGAZINE SERVICE SEAPLANE PILOTS ASSN VALUE LINE W.T. COX MAGAZINE SERVICE ALA MEMBERSHIP WALL STREET JOURNAL	96 400 162 75 15 65 253 55 2,218 55 1,000 805 1,000 500	6,699
571.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
571.64-25 FUTURE PROJECTS	IMPACT FEE FOR PHASE 1 DESIGN, ENGINEERING & PERMITTING. (MATCHING REVENUE) PARKING PROPERTY NEAR THE LIBRARY -BALANCING CUT	234,045 60,000 (60,000)	234,045
571.64-55 FRIENDS OF LIBRARY CAPITA	NO AMOUNT BUDGETED	-	-

FUND 001
 DEPT 71
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

LIBRARY DIVISION EXPENDITURE JUSTIFICATION

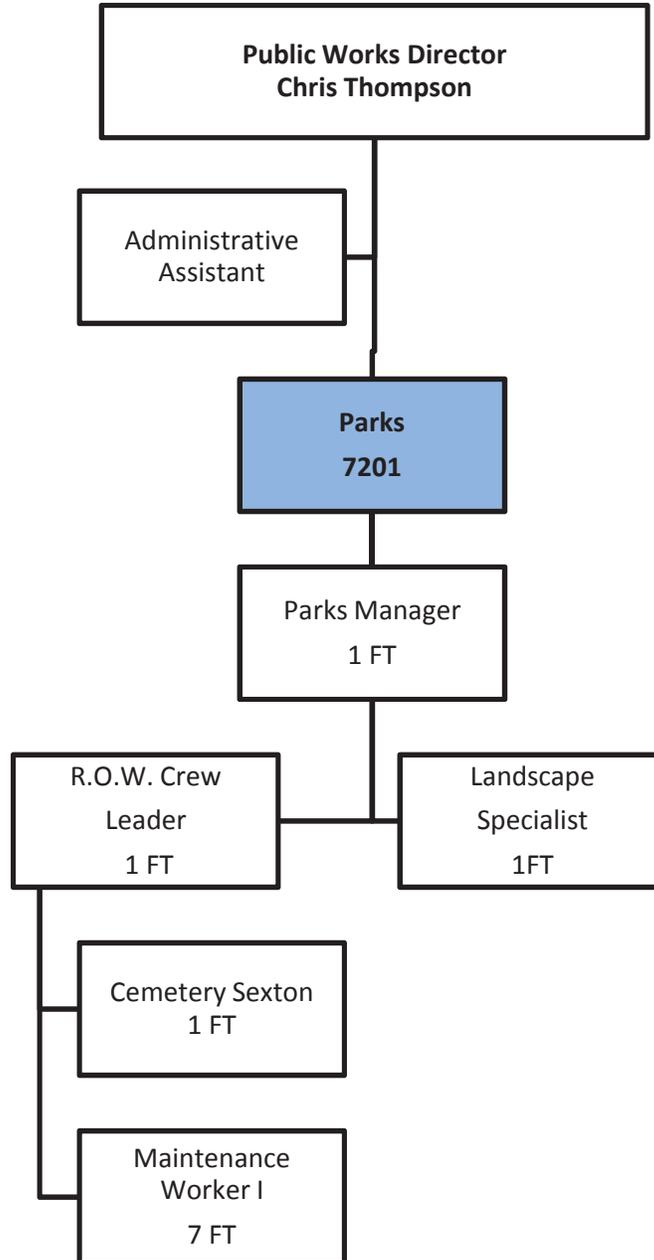
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
571.66-10 STANDING ORDER NATL LIB	MIDWEST TV SERIES DVDS STUDY GUIDES - GED, SAT, ASVAB, TEAS, ACT, ETC.	2,200	2,200
571.66-20 MAJOR COLLECTIONS BOOKS	BALANCE IS DIVIDED UP BETWEEN THE FOLLOWING COMPANIES:		40,000
	BAKER & TAYLOR	17,050	
	BLACKSTONE AUDIO	1,800	
	CENTER POINT LARGE PRINT	6,000	
	JUNIOR LIBRARY GUILD	3,000	
	OVERDRIVE (EBOOKS)	5,000	
	RANDOM HOUSE BOOKS ON TAPE	1,300	
	RECORDED BOOKS (ADULTS)	2,100	
	RECORDED BOOKS (YOUTH)	3,750	

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Parks Maintenance

Division 7201



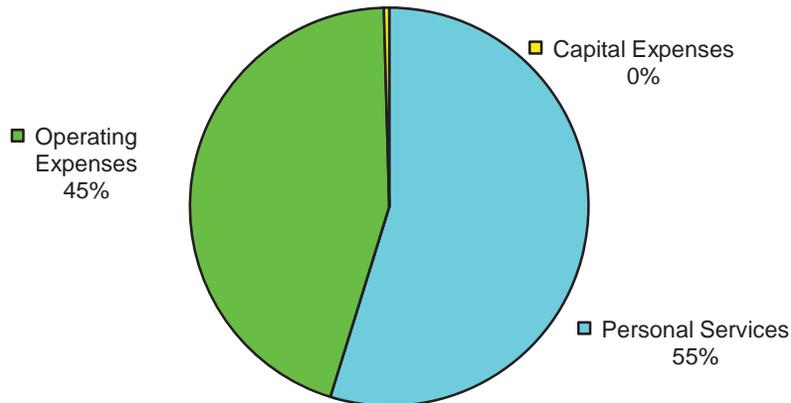
Position Summary

Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
Full Time:				
Cemetery Sexton	18006	1	1	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		11	11	11
Total No. of Positions:		11	11	11
Total FTEs:		11	11	11

Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Parks-7201				
Personal Services	690,254	634,089	650,721	2.62%
Operating Expenses	546,435	501,260	532,276	6.19%
Capital Expenses	96,957	5,000	5,000	0.00%
Grand Total Parks	\$ 1,333,646	\$ 1,140,349	\$ 1,187,997	4.18%

2017 APPROPRIATIONS



2017 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 consists of one (1) manager and ten (10) staff members. This Division 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/maintenance of 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 2014	Actual 2015	Est. 2016	Projected 2017
1.	Special Events Supported	22	22	35	37
2.	Acres of Cemetery Grounds Mowed/Maintained	20	20	20	20
3.	Cemetery Plots Marked and Sold	40	55	60	75
4.	Cemetery Grave Markers Trimmed Around	3,700	3,720	3,740	3,755
5.	Facility Set-ups Completed by Staff	695	700	800	820
6.	Bathrooms Cleaned & Maintained	33	33	35	37
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	20	20	22
10.	Miles of Rights of Way Mowed	19	19	29	29
11.	Miles of Rights of Way Edged	19	19	29	31
12.	Number of Medians Maintained	17	17	19	19
13.	Acres of Ball fields / Grounds Mowed / Maintained	340.78	340.78	340.78	340.78

2017 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.

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.

2017 OPERATING BUDGET

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.

2017 OBJECTIVES

1. Continue to provide excellent customer service to our internal and 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.

2016 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. Continued maintenance of the Butterfly garden at Aesop's Park.
4. Continued involvement in the City beautification.
5. Relocated and established large sitting area and outdoor smoking section at the Library.
6. Maintained enhanced landscaping at various City locations.
7. Continued to provide 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.
10. Design, preparation and implementation of the Tavares Square project.
11. Removal of invasive species and management of shoreline at TRP aka Buzzard Beach.
12. Designed and installed landscaping to enhance the East End Gateway Sign.
13. Completion of Phase II of the Hanging Flower Basket Program.

FUND 001
 DEPT 72
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

PARKS MAINTENANCE EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
572.12-10	REGULAR SALARIES	450,434	410,229	424,661	3.52%
572.14-10	OVERTIME	18,805	20,000	10,000	-50.00%
572.21-10	FICA / MED TAXES	32,131	29,358	32,113	9.38%
572.22-20	FL STATE RETIREMENT	40,747	33,096	33,291	0.59%
572.23-10	HEALTH INSURANCE	64,199	63,299	66,660	5.31%
572.23-15	DENTAL INSURANCE	3,820	3,753	3,940	4.98%
572.23-20	LIFE INSURANCE	2,566	2,318	2,412	4.06%
572.23-21	SHORT-TERM DISABILITY INS	1,795	1,746	1,814	3.89%
572.23-30	DEPENDENT HEALTH INSURANCE	54,089	51,648	55,535	7.53%
572.23-35	DEPENDENT DENTAL INSURANCE	3,713	3,361	4,262	26.81%
572.23-40	LONG TERM DISABILITY	1,177	1,067	1,108	3.84%
572.24-10	WORKERS' COMPENSATION	16,778	14,214	14,925	5.00%
*	SALARIES AND BENEFITS	690,254	634,089	650,721	2.62%
<i>OPERATING EXPENDITURES</i>					
572.34-10	CONTRACTUAL SERVICES	86,258	98,380	126,275	28.35%
572.40-10	TRAVEL & PER DIEM	750	2,300	3,800	65.22%
572.41-10	TELEPHONE	3,521	2,678	3,936	46.98%
572.41-30	POSTAGE	1	200	200	0.00%
572.43-10	ELECTRIC, WATER, GAS	349,330	268,963	268,963	0.00%
572.43-20	LANDFILL COSTS	-	-	800	100.00%
572.44-10	RENTALS & LEASES	847	1,500	1,500	0.00%
572.45-10	LIABILITY	25,168	24,159	28,120	16.40%
572.46-25	REPAIR & MAINT. - MISC.	6,499	8,250	9,350	13.33%
572.47-10	PRINTING & BINDING	-	200	200	0.00%
572.49-10	ADVERTISING	-	500	500	0.00%
572.51-10	OFFICE SUPPLIES	124	300	300	0.00%
572.52-10	OPERATING SUPPLIES	51,200	63,666	64,388	1.13%
572.52-11	DURABLE GOODS	3,353	2,706	2,375	-12.23%
572.52-15	FUEL COSTS	14,103	20,220	14,984	-25.90%
572.52-25	UNIFORMS	5,161	5,859	6,335	8.12%
572.54-10	BKS, PUB, SUB, MEM, LIB	120	1,379	250	-81.87%
572.59-90	CONTINGENCY	-	-	-	0.00%
*	OPERATING EXPENDITURES	546,435	501,260	532,276	6.19%
<i>CAPITAL EXPENDITURES</i>					
572.64-10	EQUIP - REPLACEMENT	16,891	5,000	-	-100.00%
572.64-11	EQUIP - VEHICLE REPLACEMENT	-	-	-	0.00%
572.64-13	EQUIP - COMP REPLACEMENT	4,787	-	-	0.00%
572.64-15	EQUIP - NEW	68,692	-	-	0.00%
572.64-25	FUTURE PROJECTS	6,587	-	5,000	100.00%
*	CAPITAL EXPENDITURES	96,957	5,000	5,000	0.00%
TOTAL	PARKS	1,333,646	1,140,349	1,187,997	4.18%

FUND 001
 DEPT 72
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

PARKS MAINTENANCE DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
572.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	424,661	424,661
572.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	10,000	10,000
572.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	32,113	32,113
572.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	33,291	33,291
572.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	66,660	66,660
572.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	3,940	3,940
572.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	2,412	2,412
572.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,814	1,814
572.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	55,535	55,535
572.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	4,262	4,262
572.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,108	1,108
572.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	14,925	14,925
572.34-10 CONTRACTUAL SERVICES	SR19 & HWY 441 RETENTION POND MAINTENANCE HWY 441 MEDIAN MAINTENANCE HWY 441 IRRIGATION REPAIRS MAIN STREET MAINTENANCE MAIN STREET PALM TREE MAINTENANCE HWY 19 MEDIAN MAINTENANCE CAROLINE STREET MAINTENANCE SPECIALIZED TREATMENT FOR THE CONTROL OF FIRE ANTS FOR TAVARES CEMETERY - ONCE PER YEAR APPLICATION WITH 1-YR GUARANTEE	2,600 30,680 10,000 28,500 4,000 23,500 23,500 3,495	126,275
572.40-10 TRAVEL & PER DIEM	ATTEND SEMINARS, WORKSHOPS, CONFERENCES, TRADE SHOWS & TRAINING CLASSES AS NEEDED AND REQUIRED FOR ALL PARKS EMPLOYEES -BALANCING CUT CEU CLASSES FOR TRAINING & LICENSE RENEWAL MANAGEMENT TRAINING, PLAY GROUND SAFETY HAZARDOUS MATERIALS - SPILL RESPONSE / CLEAN-UP SPORTS TURF MANAGERS ASSOCIATION MAINTENANCE OF TRAFFIC (MOT) CLASSES	3,200 (2,700) 1,000 500 300 300 1,200	3,800
572.41-10 TELEPHONE	DOMS FAX NEXTEL (FIVE PHONES/ONE RADIO)	1,476 2,460	3,936
572.41-30 POSTAGE	POSTAGE	200	200
572.43-10 ELECTRIC, WATER, GAS	ELECTRIC WATER (INCREASED FOR TAVARES SQUARE)	86,024 182,939	268,963
572.43-20 LANDFILL COSTS	DISPOSAL OF INVASIVE PLANTS FROM CLEARING PARKS, WATERFRONT, TRAILS, ETC.	800	800
572.44-10 RENTALS & LEASES	RENTAL OF EQUIPMENT REQUIRED FOR SPECIALIZED PROJECTS AND EVENTS -BALANCING CUT	1,900 (400)	1,500
572.45-10 LIABILITY	LIABILITY INSURANCE	28,120	28,120

FUND 001
 DEPT 72
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

PARKS MAINTENANCE DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
572.46-25 MISCELLANEOUS	MISC. REPAIR/MAINTENANCE OF IRRIGATION THROUGHOUT THE CITY AND PARK AREAS, SMALL EQUIPMENT, ETC. -BALANCING CUT	8,550 (4,275)	9,350
	TO REPLACE OR REPAIR BACKFLOW DEVICES THROUGHOUT THE CITY NOT COVERED BY WATER DEPARTMENT OR GENERAL SERVICES DIVISION -BALANCING CUT	4,350 (2,175)	
	REPAIR WATER GUNS AT WOODLEA COMPLEX FOUR NOZZLE ASSEMBLIES @ \$1,450 EACH -BALANCING CUT	5,800 (2,900)	
572.47-10 PRINTING & BINDING	BUSINESS CARDS, DIAGRAMS, MAPS, LAYOUTS	200	200
572.49-10 ADVERTISING	ADVERTISING CHARGES FOR NEW HIRE POSITIONS COMMEMORATIVE PIN PROGRAM -BALANCING CUT	500 450 (450)	500
572.51-10 OFFICE SUPPLIES	MISC. OFFICE SUPPLIES AS NEEDED. I.E. PENS, FOLDERS, HIGHLIGHTERS, NOTEBOOKS, ETC.	300	300
572.52-10 OPERATING SUPPLIES	OPERATING SUPPLIES SUCH AS; PESTICIDES, SOD, MULCH MISC. LIGHTING NEEDS, IRRIGATION SUPPLIES, FERTILIZER, JANITORIAL, PLANTS, SMALL TOOLS, ETC. -BALANCING CUT	34,500 (4,822)	64,388
	MATERIALS AND SEALING - WOOTON WONDERLAND SOD FOR FRED STOVER SPORTS COMPLEX UPGRADE NEW AND REPLACEMENT SEASONAL PLANTS PESTICIDES/FERTILIZERS REQUIRED TO MAINTAIN BALL FIELDS (16 ACRES)	3,000 5,000 4,000 16,150	
	MAIN STREET HANGING BASKETS PLANTS, SOIL, FERTILIZER - QUARTERLY REPLACEMENT INSERTS FOR HANGING BASKETS AESOP'S PARK - PLAYGROUND MULCH AS REQUIRED BY NATIONAL STANDARDS CHARGES NOT PAID IN UNIFORM ACCOUNT: MATS	3,200 1,152 2,000 208	
572.52-11 DURABLE GOODS	PURCHASE OF SMALL EQUIPMENT AND TOOLS NEEDED TO MAINTAIN WOODLEA AND FRED STOVER COMPLEXES -BALANCING CUT	2,550 (1,500)	2,375
	FLAMMABLE STORAGE CABINET TO CONTAIN HAZARDOUS CHEMICALS AND SOLUTIONS. SELF-CLOSING DOORS POLY CORROSIVE CABINET - NO METAL PARTS TO RUST 2 @ \$315 EACH	695 630	
572.52-15 FUEL COSTS	FUEL COSTS	14,984	14,984
572.52-25 UNIFORMS	WEEKLY UNIFORMS FOR EMPLOYEES WORK BOOTS EACH EMPLOYEE 12 @ \$150 PAIR -BALANCING CUT - ADDITIONAL EMPLOYEE SHIRT W/NAME & LOGO 11 @ \$40 EACH SHIRTS W/NAME & LOGO FOR PARKS MANAGER 5 @ \$40 EACH SWEATSHIRTS FOR EACH EMPLOYEE 12 @ \$35 EACH -BALANCING CUT - ADDITIONAL EMPLOYEE CITY HATS FOR EMPLOYEES 24 @ \$10 EACH -BALANCING CUT - ADDITIONAL EMPLOYEE	3,400 1,800 (150) 480 200 420 (35) 240 (20)	6,335
572.54-10 BOOKS, PUB, SUB, MEM, LIB	MEMBERSHIPS, PUBLICATIONS, REFERENCE MATERIALS FEDERAL RULES AND REGULATIONS, SPECIFIC TO THE RESPONSIBILITIES OF THE PARKS MANAGER AND EMPLOYEES -BALANCING CUT	500 (250)	250
572.59-90 CONTINGENCY	UNANTICIPATED EXPENSES - SUCH AS CHEMICAL SPILLS, ETC. -BALANCING CUT	2,000 (2,000)	-

FUND 001
 DEPT 72
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

PARKS MAINTENANCE DIVISION EXPENDITURE JUSTIFICATION

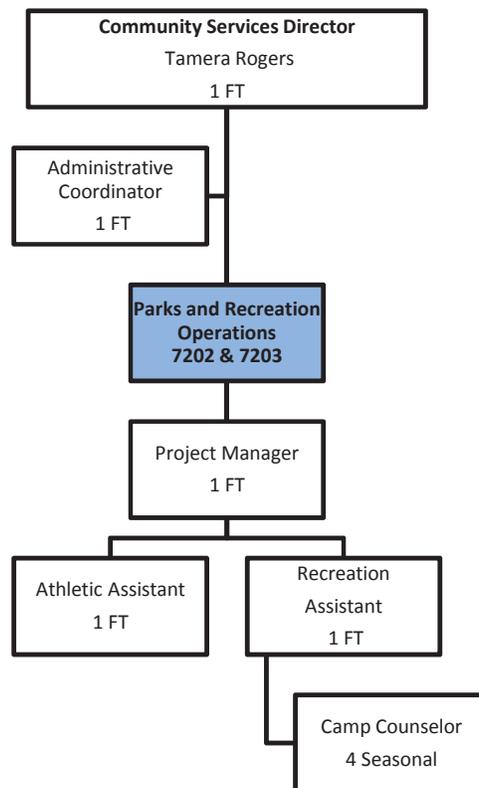
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
572.64-10 EQUIP - REPLACEMENT	REPLACEMENT TRACTOR FOR #429- 1995 KUBOTA #L2350DT COST OF REPAIR AND DOWNTIME INCREASING DUE TO AGE OF EQUIPMENT, AMOUNT OF USE (REPLACEMENT AT RECOMMENDATION OF C. PELL, FLEET MGR) -BALANCING CUT	24,000 (24,000)	-
	REPLACEMENT TRACTOR FOR #437 - 1997 KUBOTA #L2500 COST OF REPAIR AND DOWNTIME INCREASING DUE TO AGE OF EQUIPMENT, AMOUNT OF USE (REPLACEMENT AT RECOMMENDATION OF C. PELL, FLEET MGR) -BALANCING CUT	24,000 (24,000)	
	3 IN 1 DRAG FOR STOVER FIELD (IMPLEMENTS FOR TRACTORS USED TO DRAG AND PREPARE FIELDS) PARTS NO LONGER AVAILABLE FOR THE MODEL WE HAVING -BALANCING CUT	2,899 (2,899)	
	3 IN 1 DRAG FOR WOODLEA FIELD (IMPLEMENTS FOR TRACTORS USED TO DRAG AND PREPARE FIELDS) PARTS NO LONGER AVAILABLE FOR THE MODEL WE HAVE -BALANCING CUT	2,899 (2,899)	
572.64-11 EQUIP-VEHICLE REPLACEMENT	FORD F450 CREW CAB TRUCK TO REPLACE 1992 FORD F450 SUPER DUTY P/U UNIT #470. TRUCK HAS 184,000 MILES. THIS TRUCK IS THE OLDEST IN THE ENTIRE FLEET. -BALANCING CUT	62,000 (62,000)	-
	FORD F250 4X4 TRUCK TO REPLACE 1994 CHEVROLET 1500 TRUCK UNIT #428. CURRENT TRUCK IS BEYOND ITS USEFUL LIFE. REQUESTED IN LAST FY 2015 BUDGET, BUT DENIED. -BALANCING CUT	32,000 (32,000)	
	FORD F250 4X2 TRUCK TO REPLACE 1994 CHEVROLET 1500 TRUCK UNIT #462. CURRENT TRUCK IS BEYOND ITS USEFUL LIFE. REQUESTED IN LAST FY 2015 BUDGET, BUT DENIED. -BALANCING CUT	23,726 (23,726)	
572.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
572.64-15 EQUIP - NEW	KUBOTA RTV -NEEDED FOR TRANSPORTATION AND CARRYING SUPPLIES TO AND FROM VARIOUS JOB SITES AROUND THE CITY WHEN IT IS NOT ALWAYS FEASIBLE TO DRIVE ONE OF THE TRUCKS DUE TO LOCATION. -BALANCING CUT	11,500 (11,500)	-
	KUBOTA Z326 LAWN MOWER - ADDITIONAL MOWER NEEDED DUE TO MORE RESPONSIBILITIES (TAVARES SQUARE, ADDITIONAL PARKS & ROAD SIDES) -BALANCING CUT	12,500 (12,500)	
	SOD CUTTER -BALANCING CUT	4,500 (4,500)	
	INVERTER GENERATOR 1600W-FOR USE AT EVENTS -BALANCING CUT	1,000 (1,000)	
	SITE ONE HP SURFER SPREADER #102151 - WILL ALLOW STAFF TO CALIBRATE SPECIFICALLY FOR FERTILIZER, GRANULAR CHEMICALS, SEED, ETC. WHERE THE TRACTOR CANNOT BE MANEUVERED. -BALANCING CUT	4,200 (4,200)	

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Community Services

Division 72



Position Summary

Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
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
Camp Counselor ³	72002	4	4	4
No. of Seasonal:		4	4	4
Total No. of Positions:		9	9	9
Total FTEs:		5	5	5

Notes:

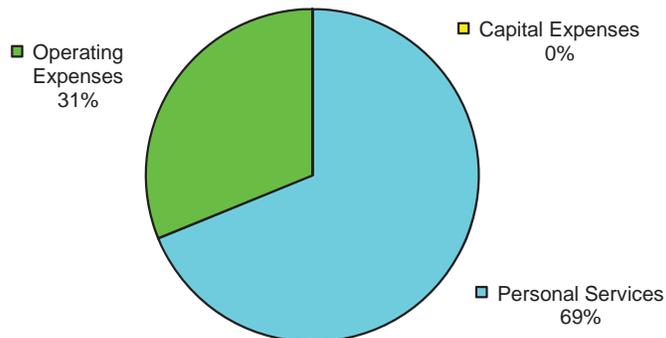
1. Seasonal positions are not included in the FTE count.

2. Community Svcs Director and Admin Asst/Coord positions allocated 50% 7202 and 50% 7203

Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Recreation-7202				
Personal Services	324,168	341,784	352,680	3.19%
Operating Expenses	154,951	165,335	188,712	14.14%
Capital Expenses	10,753	-	-	0.00%
Grand Total Recreation	\$ 489,872	\$ 507,119	\$ 541,392	6.76%
	3.54%	3.17%	3.44%	
Parks Operations-7203				
Personal Services	-	103,348	107,734	4.24%
Operating Expenses	38,409	40,278	19,818	-50.80%
Capital Expenses	5,385	3,849	-	-100.00%
Grand Total Parks Operations	\$ 43,794	\$ 147,475	\$ 127,552	-13.51%
<i>Percentage of Fund Budget</i>	0.32%	0.92%	0.81%	
Department Summary				
Personal Services	324,168	445,132	460,414	3.43%
Operating Expenses	193,360	205,613	208,530	1.42%
Capital Expenses	16,138	3,849	-	-100.00%
Grand Total	\$ 533,666	\$ 654,594	\$ 668,944	2.19%
<i>Percentage of Fund Budget</i>				

2017 APPROPRIATIONS



2017 OPERATING BUDGET

RECREATION DEPARTMENT - 7202

PROGRAM HIGHLIGHTS

DIVISION MISSION

It is the mission of the Recreation Department to create and manage youth, adult and senior recreational programs, a high-quality youth summer camp, community events throughout the year, 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 Department is responsible implementing and managing all youth, adult and senior recreational programming for the community, including the City's youth summer camp for children 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. Also falling under the Recreation Department is the local Babe Ruth League Baseball and Softball program, which includes an "opening day" celebration, an end-of-season family fun day, post-season tournament play in the spring and state-wide tournament hosting opportunities. The department also produces adult co-ed softball, a senior softball league, and co-ed kickball programs, offered throughout the year at each of our two sports complexes, and facilitates instruction-based recreational activities in a variety of programs that appeal to the community for ages 3-90+. These activities change as need arises and vary from season to season.

In addition, it's the Recreation Department's responsibility to provide operational assistance to the Pavilion on the Lake through lending staff support and assistance during their events and scheduled programs.

The Recreation Department is also responsible for planning and facilitating the City's many community events, which include the "Senior Shakedown" social and dance once a month, the Father-Daughter Dance, a Mother-Son Night-Out event, the Fourth of July celebration, the Boo Festival, the Tavares Christmas Celebration and other special concert-related events. Furthermore, the Department is responsible for managing the "community backyard" initiative ongoing at Aesop's Park to include the Tavares Dog Park and vegetable gardens, which includes leasing out garden plots to area residents, selling sponsorship signs on the fence and commemorative brick pavers. Additionally, the department is responsible for organizing several cultural arts events for the City and beautiful art exhibits within City Hall.

SERVICE INDICATORS

	Indicator Description	Actual 2014	Actual 2015	Est. 2016	Projected 2017
1.	Baseball/Softball Registrations	439	388	439	430
2.	Number of Recreational Activities Managed *	770	744	750	760
3.	Number of Senior Program Participants **	270	294	310	320
4.	Number of Youth Teams Participating in Babe Ruth	42	37	40	40
5.	Senior Shuffleboard Games / Tournaments	128	129	132	132

* Includes all baseball/softball games and associated activities, sports field rentals, community special events, camp days, classes managed and all other related recreational activities

** Includes the senior softball league participants and all Senior Shakedown attendees

2017 OPERATING BUDGET

RECREATION DEPARTMENT (continued)

PROGRAM HIGHLIGHTS

2017 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 and customer satisfaction.

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.

2017 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. Develop plans to incorporate an "Art in Public Places" campaign
6. Focus on implementing new cultural arts programs
7. Provide assistance with the operation of the Pavilion on the Lake
8. Continue excellence in customer service to the citizens of Tavares

2016 Accomplishments

Customer Focus, Innovation & Technology, and Organizational Performance

1. Created and implemented a movie-in-the-park night for the community
2. Developed new city-wide "Boo" Festival event for the community around Halloween
3. Created a new co-ed kickball program for the community
4. Assisted in the facilitation of the Pavilion on the Lake Black Tie Gala
5. Provided organizational assistance to the Pavilion on the Lake operations
6. Enhanced special events, attracting more people to the downtown area
7. Created and implemented a new Skate Park community event
8. Developed a new community event for Mothers and Sons

2017 OPERATING BUDGET

PARKS OPERATIONS DIVISION - 7203

PROGRAM HIGHLIGHTS

DEPARTMENT MISSION

It is the mission of the Parks Operations Department to provide quality parks, athletic fields and community facilities for the residents of the City of Tavares in a financially responsible manner.

DEPARTMENT DESCRIPTION (Services, Functions, and Activities)

The Parks Operations Department is responsible for the management of our city's 18 community parks and public spaces, which include Wooton Wonderland, Squibb, Ingraham, Ridge, Aesop's, Tavares Dog Park, the Tavares Cemetery, Tavares Nature Park, Tavares Recreation Park, Summerall Park, Fred Stover and Woodlea Sports Complexes.

In addition, it's this Department's responsibility to provide operational assistance to the Pavilion on the Lake through lending staff support and assistance during their events and scheduled programs.

The Parks Operations Department is also responsible for assisting the City's many community events, which include the annual Father-Daughter Dance, a Mother-Son Night-Out event, the Fourth of July celebration, the Boo Festival, the Tavares Christmas Celebration and other special concert-related events. The Department's responsibilities also include taking reservations and managing all the City's rentable facilities for the public to include the Civic Center, Ingraham Center and TRA room. The Department also takes on the responsibility to apply for and manage grant opportunities that enable the Department to meet its goal in a fiscally responsible manner. Examples of such opportunities include the LWCF grant for the Woodlea Sports Complex Expansion Project, a Lake County grant for sports lighting at the Woodlea Sports Complex and a Community Development Block Grant for improvements at various parks.

SERVICE INDICATORS

	Indicator Description	Actual 2014	Actual 2015	Est. 2016	Projected 2017
1.	Facility Rentals Scheduled	695	605	610	620
2.	Number of Parks Managed / Operated *	17	17	18	18
3.	Simply Married Ceremonies Scheduled	n/a	29	50	75
4.	Number of Cemetery Interments	30	29	40	40
5.	Number of Cemetery Lots Sold	12	21	24	28

* Increase due to added Town Square park project

2017 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 and customer satisfaction.

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

2017 OPERATING BUDGET

2017 Goals Continued

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.

2017 Objectives

1. Increase the quality of our community facilities.
2. Focus on revamping park amenities for the public.
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. Provide assistance with the operation of the Pavilion on the Lake
6. Focus on completing the LWCF grant project at the Woodlea Sports Complex
7. Manage the CDBG process to complete restroom project at the Tavares Nature Park
8. Continue excellence in customer service to the citizens of Tavares

2016 Accomplishments

Customer Focus, Innovation & Technology, and Organizational Performance

1. Successfully facilitated sports field lighting construction project at the Woodlea Sports Complex
2. Developed new city-wide fall festival event for the community around Halloween
3. Worked with local Boy Scouts to add interpretive signage to the Tavares Nature Park
4. Installed the first "Art in Public Places" feature in the newly developed town square
5. Successfully implemented the "Limelight Project" in the town square
6. Provided organizational assistance to the Pavilion on the Lake operations
7. Enhanced special events, attracting more people to the downtown area
8. Assisted in the facilitation of the Pavilion on the Lake Black Tie Gala

FUND 001
 DEPT 72
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

RECREATION DIVISION EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
572.12-10	REGULAR SALARIES	201,632	212,825	217,766	2.32%
572.13-10	OTHER SALARIES & WAGES	17,798	17,600	17,600	0.00%
572.14-10	OVERTIME	6,049	5,126	5,126	0.00%
572.15-60	ELECTR TABLET ALLOWANCE	-	-	250	100.00%
572.21-10	FICA / MED TAXES	15,546	16,225	17,925	10.48%
572.22-20	FL STATE RETIREMENT	21,564	25,647	25,675	0.11%
572.23-10	HEALTH INSURANCE	21,674	23,018	24,240	5.31%
572.23-15	DENTAL INSURANCE	1,294	1,365	1,433	4.98%
572.23-20	LIFE INSURANCE	1,140	1,202	1,228	2.16%
572.23-21	SHORT-TERM DISABILITY INS	792	881	898	1.93%
572.23-30	DEPENDENT HEALTH INSURANCE	27,857	30,128	32,395	7.52%
572.23-35	DEPENDENT DENTAL INSURANCE	1,609	1,680	1,764	5.00%
572.23-40	LONG TERM DISABILITY	522	550	566	2.91%
572.24-10	WORKERS' COMPENSATION	6,691	5,537	5,814	5.00%
* SALARIES AND BENEFITS		324,168	341,784	352,680	3.19%
<i>OPERATING EXPENDITURES</i>					
572.31-60	PERMIT & COMPLIANCE FEES	670	657	657	0.00%
572.34-10	CONTRACTUAL SERVICES	-	600	600	0.00%
572.40-10	TRAVEL & PER DIEM	697	2,000	2,000	0.00%
572.41-10	TELEPHONE	1,585	1,355	1,700	25.46%
572.41-30	POSTAGE	165	700	700	0.00%
572.43-10	ELECTRIC, WATER, GAS	3,194	3,760	3,292	-12.45%
572.44-10	RENTALS & LEASES	6,627	7,682	8,682	13.02%
572.45-10	LIABILITY	11,011	11,315	13,171	16.40%
572.47-10	PRINTING & BINDING	155	500	500	0.00%
572.48-20	LIGHT UP MAIN STREET	14,867	15,737	16,500	4.85%
572.48-30	4TH OF JULY	30,282	30,500	33,500	9.84%
572.48-60	SPONSORED EVENTS	90	3,000	12,000	300.00%
572.49-10	ADVERTISING	4,018	3,960	4,000	1.01%
572.51-10	OFFICE SUPPLIES	336	500	500	0.00%
572.52-10	OPERATING SUPPLIES	3,684	4,500	4,500	0.00%
572.52-11	DURABLE GOODS	859	815	-	-100.00%
572.52-15	FUEL COSTS	1,179	1,869	1,320	-29.37%
572.52-30	ART IN THE SQUARE	1,699	2,850	11,850	315.79%
572.54-10	BKS, PUB, SUB, MEM, LIB	263	1,040	1,040	0.00%
572.55-10	SUMMER YOUTH PROGRAM	17,700	17,000	17,000	0.00%
572.55-20	PROGRAM COSTS	55,426	54,995	55,000	0.01%
572.52-25	UNIFORMS	444	-	200	100.00%
* OPERATING EXPENDITURES		154,951	165,335	188,712	14.14%
<i>CAPITAL EXPENDITURES</i>					
572.63-80	PARK IMPROVEMENTS	8,075	-	-	0.00%
572.64-11	EQUIP - VEHICLE REPLACEMENT	-	-	-	0.00%
572.64-23	SOFTWARE	-	-	-	0.00%
572.64-25	FUTURE PROJECTS	-	-	-	0.00%
* CAPITAL EXPENDITURES		10,753	-	-	0.00%
TOTAL RECREATION		489,872	507,119	541,392	6.76%

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 DEPT 72
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

RECREATION DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
572.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	217,766	217,766
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	ALLOWANCE FOR ELECTRONIC TABLET	250	250
572.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	17,925	17,925
572.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	25,675	25,675
572.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	24,240	24,240
572.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,433	1,433
572.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,228	1,228
572.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	898	898
572.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	32,395	32,395
572.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,764	1,764
572.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	566	566
572.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	5,814	5,814
572.31-60 PERMIT & COMPLIANCE FEES	ANNUAL MUSIC LICENSING FEE-ASCAP & BMI	657	657
572.34-10 CONTRACTUAL SERVICES	MISC CONTRACTUAL SERVICES	600	600
572.40-10 TRAVEL & PER DIEM	SEMINARS & CONFERENCES FOR DEPARTMENT, INCLUDING FRPA, FFEA	2,000	2,000
572.41-10 TELEPHONE	DOMS FAX NEXTEL (THREE PHONES)	296 1,404	1,700
572.41-30 POSTAGE	CORRESPONDENCE FOR BASEBALL PROGRAMS, SUMMER CAMP, RECREATION ACTIVITIES, SPECIAL EVENTS, PARADE, VENDOR APPLICATIONS, ETC.	700	700
572.43-10 ELECTRIC, WATER, GAS	ELECTRIC WATER	1,682 1,610	3,292
572.44-10 RENTALS & LEASES	RECREATION OFFICE COPIER LEASE MONTHLY STORAGE RENTAL FEES FOR COMMUNITY SERVICE EQUIPMENT, STANCHIONS, EVENT SUPPLIES, ETC. ACTIVITY/EVENT RENTALS-TENTS, TABLES, CHAIRS, STAGE INCREASE NECESSARY FOR ADDED BOO FESTIVAL -BALANCING CUT	2,182 1,200 6,500 (1,200)	8,682
572.45-10 LIABILITY	LIABILITY INSURANCE	13,171	13,171
572.47-10 PRINTING & BINDING	BUSINESS CARDS, INFORMATIONAL FLYERS, BROCHURES, POSTERS FOR RECREATION PROGRAMS, SPECIAL EVENTS	500	500
572.48-20 LIGHT UP/HOLIDAY FESTIVAL	SECO DONATION FOR LIGHT-UP EVENT AT WOOTON PARK ENTERTAINMENT, AWARDS, MISC OPERATING COSTS FOR CHRISTMAS CELEBRATION	1,500 15,000	16,500

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 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

RECREATION DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
572.48-30 4TH OF JULY	SECO DONATION FOR FOURTH OF JULY EVENT & FIREWORKS FIREWORKS ENTERTAINMENT, AWARDS, MISC. OPERATING COSTS INCREASE IS TO ENHANCE COMMUNITY EXPERIENCE THROUGH MORE ENTERTAINMENT & OTHER ACTIVITIES MATCHES LIGHT-UP EVENT BUDGET & RELATES TO GOAL #2 -BALANCING CUT	1,500 20,000 15,000 (3,000)	33,500
572.48-60 SPONSORED EVENTS	BOO FESTIVAL COMMUNITY EVENT -BALANCING CUT	13,000 (1,000)	12,000
572.49-10 ADVERTISING	EVENT ADVERTISEMENT ON SOLID WASTE TRUCKS FOR BABE RUTH LEAGUE, JULY 4TH CELEBRATION, BOO FESTIVAL, CHRISTMAS CELEBRATION -BALANCING CUT PROGRAM ADVERTISEMENTS TO INCREASE PARTICIPATION, ATTENDANCE AT SPECIAL EVENTS AND GENERATE A CAMPAIGN TO GET CHILDREN TO PARTICIPATE IN RECREATIONAL ACTIVITIES. WE ARE REQUESTING AN INCREASE TO AID IN DEVELOPING THIS CAMPAIGN THAT MAY LEAD TO INCREASED PARTICIPATION NUMBERS AND HELP TO ACHIEVE GOAL #2. -BALANCING CUT COMMEMORATIVE PIN PROGRAM -BALANCING CUT	3,000 (3,000) 5,000 (1,000) 450 (450)	4,000
572.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	500	500
572.52-10 OPERATING SUPPLIES	COPY PAPER, COPIER FEES, CITY SHIRTS, SUPPLIES FOR SPECIAL EVENTS AND PROGRAMS. INCREASE IS DUE TO HIGHER LEVELS OF PROGRAM ACTIVITIES TO ACHIEVE GOAL #2. -BALANCING CUT	5,500 (1,000)	4,500
572.52-11 DURABLE GOODS	TEN COMMERCIAL GRADE 10'X10' WHITE EVENT TENTS FOR USE DURING SPECIAL EVENTS. -BALANCING CUT	3,900 (3,900)	-
572.52-15 FUEL COSTS	FUEL COSTS	1,320	1,320
572.52-25 UNIFORMS	RECREATION STAFF SHIRTS/POLOS FOR DAILY & EVENT WEAR	200	200
572.52-30 ART IN THE SQUARE	COSTS TO FACILITATE A VARIETY OF EVENTS AND ACTIVITIES RELATED TO ART, HISTORY, AND CULTURE INCREASE DUE TO COUNCIL INITIATIVE TO ADD ADDITIONAL ARTS AND CULTURE TO THE CITY -BALANCING CUT	12,850 (1,000)	11,850
572.54-10 BOOKS, PUB, SUB, MEM, LIB	MISC PUBLICATIONS AND 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: DAILY ACTIVITIES, FIELD TRIPS, ARTS, CRAFTS, BUS TRANSPORTATION,ETC. *REGISTRATION, WEEKLY FEES ARE ANTICIPATED TO OFFSET MOST OF THE COSTS	17,000	17,000

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 DEPT 72
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

RECREATION DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
572.55-20 PROGRAM COSTS	BABE RUTH FALL PROGRAM	15,000	55,000
	-BALANCING CUT	(1,000)	
	BABE RUTH SPRING PROGRAM	32,000	
	SPECIAL EVENTS	2,000	
	CO-ED KICKBALL	2,000	
	INSTRUCTOR PROGRAMS-YOGA, TENNIS, ZUMBATOMICS, ETC.	1,000	
	FATHER-DAUGHTER DANCE	2,500	
	MOTHER-SON NIGHT OUT	2,500	
	MISC. PROGRAMS- SENIOR SHAKEDOWN, FLAG FOOTBALL, SMART START, ETC.	1,500	
	-BALANCING CUT	(500)	
	MISC. EQUIPMENT FOR PROGRAMS	1,500	
	-BALANCING CUT	(500)	
	INCREASE IS DUE TO THE ADDED EVENTS, PROGRAMS, AND PROMOTIONAL CAMPAIGNS TO INCREASE PARTICIPATION IN NUMBERS IN ORDER TO REACH GOAL #2.		
	-BALANCING CUT	(3,000)	
572.63-80 PARK IMPROVEMENTS	NO AMOUNT BUDGETED	-	-
572.64-11 EQUIP-VEHICLE REPLACEMENT	2016 FORD F-150 4X2 CREW CAB V-6, FL SHERIFF'S CONTRACT TO REPLACE 1996 FORD F-150 STANDARD CAB #471 WITH OVER 75,000 MILES,WHICH WAS HANDED DOWN FROM WASTE WATER DEPT. A CREW CAB TRUCK IS NEEDED FOR THE COMMUNITY SERVICES DEPARTMENT TO HAUL RECREATION SUPPLIES,TENTS,FURNITURE, AND ALL MATERIALS WHILE OFFERING SEATING ROOM FOR 5+ STAFF OR GUESTS. OFTEN, STAFF WILL NEED TO TRANSPORT ENTERTAINERS, GUESTS, VIPS, ETC., WHILE HAULING EQUIPMENT (I.E. JULY 4TH, CHRISTMAS, AND PAVILION EVENTS,ETC.)	29,000	-
	VEHICLE REPLACEMENT IS AT THE RECOMMENDATION OF VEHICLE MAINTENANCE SUPERVISOR CHARLIS PELL		
	-BALANCING CUT	(29,000)	
572.64-15 EQUIP - NEW	4'X8' DIGITAL LED MARQUEE SIGN FOR THE RECREATION OFFICE TO PROMOTE PROGRAMS, EVENTS, ETC.	11,250	-
	-BALANCING CUT	(11,250)	
	SECURITY CAMERA AT FRED STOVER SPORTS COMPLEX TO MONITOR THE CONCESSIONS AND RESTROOMS / EQUIPMENT DOORS	7,000	
	-BALANCING CUT	(7,000)	
572.64-23 SOFTWARE	ACTIVE NETWORK RECREATION SOFTWARE PROGRAM FOR AUTOMATING ACTIVITY REGISTRATIONS ONINE, EQUIPMENT LENDING, FACILITY RESERVATIONS, AND LEAGUE SCHEDULING TO ACHIEVE GOAL #5	19,500	-
	-BALANCING CUT	(19,500)	
572.64-25 FUTURE PROJECTS	CONCEPTUAL PLAN FOR RECREATION DEPARTMENT ADMIN BUILDING AND RECREATION CENTER AT WOODLEA SPORTS COMPLEX-THE PARKS MASTER PLAN CALLS FOR THE CONSTRUCTION OF THIS BUILDING TO SERVE AS OFFICE SPACE AND COMMUNITY CENTER. THIS CONCEPTUAL PLAN WILL DELIVER THE COSTS TO BUILD, A PRELIMINARY DESIGN, AND THE LOCATION OF THE BUILDING	40,000	-
	-BALANCING CUT	(40,000)	
	DESIGN AND CONSTRUCTION OF AN 18-HOLE CHAMPIONSHIP DISC GOLF COURSE AT THE TAVARES NATURE PARK-MATCHING DOLLARS PROVIDED THROUGH LAKE COUNTY EDT.	20,000	
	-BALANCING CUT	(20,000)	
	LAKE COUNTY EDT REIMBURSABLE MATCHING GRANT FOR DESIGN AND CONSTRUCTION OF 18 HOLE DISC GOLF COURSE AT THE TAVARES NATURE PARK	20,000	
	-BALANCING CUT	(20,000)	

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 DIVISION 03

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

PARKS OPERATIONS EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2017	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
572.12-10	REGULAR SALARIES	-	72,711	75,620	4.00%
572.14-10	OVERTIME	-	700	900	28.57%
572.21-10	FICA / MED TAXES	-	5,175	5,702	10.18%
572.22-20	FL STATE RETIREMENT	-	13,060	13,116	0.43%
572.23-10	HEALTH INSURANCE	-	5,754	6,060	5.32%
572.23-15	DENTAL INSURANCE	-	341	358	4.99%
572.23-20	LIFE INSURANCE	-	411	426	3.65%
572.23-21	SHORT-TERM DISABILITY INS	-	288	292	1.39%
572.23-30	DEPENDENT HEALTH INSURANCE	-	4,304	4,628	7.53%
572.23-35	DEPENDENT DENTAL INSURANCE	-	285	299	4.91%
572.23-40	LONG TERM DISABILITY	-	188	195	3.72%
572.24-10	WORKERS' COMPENSATION	-	131	138	5.34%
* SALARIES AND BENEFITS		-	103,348	107,734	4.24%
<i>OPERATING EXPENDITURES</i>					
572.31-60	PERMIT & COMPLIANCE FEES	300	300	300	0.00%
572.34-10	CONTRACTUAL SERVICES	11,536	26,700	4,600	-82.77%
572.40-10	TRAVEL & PER DIEM	5,500	1,500	1,500	0.00%
572.41-10	TELEPHONE	954	922	468	-49.24%
572.41-20	OTHER COMMUNICATIONS	-	-	516	100.00%
572.41-30	POSTAGE	8	200	200	0.00%
572.44-10	RENTALS & LEASES	532	-	-	0.00%
572.45-10	LIABILITY	-	1,705	1,984	16.36%
572.46-25	REPAIR & MAINT. - MISC.	1,148	1,500	1,500	0.00%
572.47-10	PRINTING & BINDING	-	200	200	0.00%
572.49-10	ADVERTISING	-	-	-	0.00%
572.51-10	OFFICE SUPPLIES	35	200	200	0.00%
572.52-10	OPERATING SUPPLIES	11,014	4,673	8,000	71.20%
572.52-11	DURABLE GOODS	7,382	1,478	-	-100.00%
572.52-15	FUEL COSTS	-	550	-	-100.00%
572.52-25	UNIFORMS	-	100	100	0.00%
572.54-10	BKS, PUB, SUB, MEM, LIB	-	250	250	0.00%
* OPERATING EXPENDITURES		38,409	40,278	19,818	-50.80%
<i>CAPITAL EXPENDITURES</i>					
572.64-10	EQUIP - REPLACEMENT	-	2,846	-	-100.00%
572.64-13	EQUIP - COMP REPLACEMENT	1,915	-	-	0.00%
572.64-14	EQUIP - NEW COMPUTERS	-	1,003	-	-100.00%
572.64-15	EQUIP - NEW	-	-	-	0.00%
572.64-25	FUTURE PROJECTS	3,470	-	-	0.00%
* CAPITAL EXPENDITURES		5,385	3,849	-	-100.00%
TOTAL	PARKS OPERATIONS	43,794	147,475	127,552	-13.51%

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DIVISION 03

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

PARKS OPERATIONS DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
572.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	75,620	75,620
572.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	900	900
572.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	5,702	5,702
572.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	13,116	13,116
572.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	6,060	6,060
572.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	358	358
572.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	426	426
572.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	292	292
572.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	4,628	4,628
572.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	299	299
572.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	195	195
572.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	138	138
572.31-60 PERMIT & COMPLIANCE FEES	DEP ANNUAL LEASE FEE FOR TAVARES RECREATION PARK FISHING PIER	300	300
572.34-10 CONTRACTUAL SERVICES	MISC CONTRACTUAL SERVICES ANNUAL CEMETERY SOFTWARE FEE CLEANING DETAIL FOR SPECIAL EVENTS INCREASE DUE TO NEW/EXPANDED EVENTS	1,500 1,000 2,100	4,600
572.40-10 TRAVEL & PER DIEM	SEMINARS/CONFERENCES-COMMUNITY SERVICES DIRECTOR & ADMINISTRATIVE COORDINATOR	1,500	1,500
572.41-10 TELEPHONE	NEXTEL (ONE PHONE)	468	468
572.41-20 OTHER COMMUNICATION	VERIZON WI-FI SERVICES	516	516
572.41-30 POSTAGE	POSTAGE COSTS	200	200
572.44-10 RENTALS & LEASES	NO AMOUNT BUDGETED	-	-
572.45-10 LIABILITY	LIABILITY INSURANCE	1,984	1,984
572.46-25 MISCELLANEOUS	MISC. REPAIRS	1,500	1,500
572.47-10 PRINTING & BINDING	BUSINESS CARDS, BROCHURES, ETC.	200	200
572.49-10 ADVERTISING	COMMEMORATIVE PIN PROGRAM -BALANCING CUT	450 (450)	-
572.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	200	200
572.52-10 OPERATING SUPPLIES	MISC OPERATING SUPPLIES-PAPER, INK, HARDWARE, TOOLS PAINT, ETC. -BALANCING CUT	10,000 (2,000)	8,000

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 DIVISION 03

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

PARKS OPERATIONS DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
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 CIVIC CENTER	4,500	
	-BALANCING CUT	(4,500)	
	30 NEW 60" ROUND TABLES FOR CIVIC CENTER	6,000	
	-BALANCING CUT	(6,000)	
572.52-15 FUEL COSTS	NO AMOUNT BUDGETED	-	-
572.52-25 UNIFORMS	UNIFORMS	100	100
572.54-10 BOOKS, PUB, SUB, MEM, LIB	PUBLICATIONS AND MEMBERSHIPS	250	250
572.59-65 GRANT MATCH	LWCF REIMBURSABLE MATCHING GRANT-WOODLEA SPORTS COMPLEX EXPANSION PROJECT TO INCLUDE AN ADDITIONAL BASEBALL FIELD WITH A MULTIPURPOSE FIELD AS WELL AS A CONCESSION STAND/RESTROOM FACILITY	200,000	-
	-BALANCING CUT	(200,000)	
572.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	-	-
572.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
572.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
572.64-15 EQUIP - NEW	20 PIECES OF 4'X8' STAGING MATERIAL 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	19,000	-
	-BALANCING CUT	(19,000)	
	CAMERA FOR NEW RESTROOMS AT TAVARES NATURE PARK	5,000	
	-BALANCING CUT	(5,000)	
572.64-25 FUTURE PROJECTS	AESOP'S PARK AERATION FOUNTAIN FOR RETENTION POND	10,000	-
	-BALANCING CUT	(10,000)	
	TAVARES NATURE PARK SECURITY FENCING AROUND BACK PROPERTY LINE (TO KEEP ATVS OUT OF ENVIRONMENTAL AREA)	21,000	
	-BALANCING CUT	(21,000)	
	TAVARES NATURE PARK RESTORATION WORK	10,000	
	-BALANCING CUT	(10,000)	
	NEW FISHING DOCK AND BOARDWALK AT THE TAVARES NATURE PARK- EXISTING DOCK IS NOT SAFE AND DEEMED IRREPARABLE	82,500	
	-BALANCING CUT	(82,500)	
	INGRAHAM PARK PICNIC GAZEBO/TABLES-REQUESTED BY COMMUNITY	7,500	
	-BALANCING CUT	(7,500)	
	REMODEL CIVIC CENTER AND TRA ROOM	500,000	
	-BALANCING CUT	(500,000)	
	REPLACE THE FLOORING IN THE RESTROOMS (MEN & WOMEN) AT FRED STOVER SPORTS COMPLEX WITH INDUSTRIAL STRENGTH TILE	3,500	
	-BALANCING CUT	(3,500)	
	NEW SCOREBOARDS AT FRED STOVER SPORTS COMPLEX - 2 SCOREBOARDS TO REPLACE THE OUT-DATED EXISTING ONES	8,000	
	-BALANCING CUT	(8,000)	
	NEW SCOREBOARDS AT WOODLEA SPORTS COMPLEX - 3 SCOREBOARDS TO REPLACE THE OUT-DATED EXISTING ONES	12,000	
	-BALANCING CUT	(12,000)	
	SHADE STRUCTURES TO COVER EXISTING BLEACHERS AT WOODLEA SPORTS COMPLEX. CURRENTLY, WE HAVE 6 SETS OF BLEACHERS THAT ARE NOT COVERED FOR SPECTATORS THIS WOULD PROVIDE SHADE AND PROTECTION FROM FOUL BALL	25,000	
	-BALANCING CUT	(25,000)	

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 DIVISION 03

CITY OF TAVARES
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 FISCAL YEAR 2016-2017

PARKS OPERATIONS DIVISION EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
572.64-25 FUTURE PROJECTS (CONTINUED)	REPLACE EXISTING WOODEN BLEACHERS AT THE WOODLEA SPORTS COMPLEX(5 SETS OF BLEACHERS ON 3 FIELDS)		14,500
	-BALANCING CUT		(14,500)
	REPLACE DETERIORATING PORTABLE CEMETERY OFFICE		47,250
	-BALANCING CUT		(47,250)
	REMODEL TRA ROOM-DRYWALL TO HELP WITH SOUND, PAINT, WINDOW TREATMENT, STORAGE, ETC.		7,500
	-BALANCING CUT		(7,500)

POLICE EDUCATION

FUND 102



Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Department Summary</i>				
Police Services-2101				
Operating Expenses	<u>1,000</u>	<u>1,650</u>	<u>1,650</u>	<u>0.00%</u>
Grand Total Police Ed.	<u>\$ 1,000</u>	<u>\$ 1,650</u>	<u>\$ 1,650</u>	<u>0.00%</u>

FUND 102
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

POLICE EDUCATION REVENUE

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>ESTIMATED REVENUE 2016-2017</u>	<u>% CHANGE OVER FY 15-16</u>
<i>FINES & FORFEITURES</i>					
351.10-00	JUDGMENTS & FINES	2,100	1,650	1,650	0.00%
**	TOTAL FINES & FORFEITURES	<u>2,100</u>	<u>1,650</u>	<u>1,650</u>	<u>0.00%</u>
TOTAL POLICE EDUCATION		<u>2,100</u>	<u>1,650</u>	<u>1,650</u>	<u>0.00%</u>

FUND 102
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

POLICE EDUCATION REVENUE

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
351.10-00 POLICE JUDGMENTS & FINES	ESTIMATED POLICE JUDGEMENTS & FINES	1,650	1,650

FUND 102
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

POLICE EDUCATION EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
<i>OPERATING EXPENDITURES</i>					
521.40-20	POLICE EDUCATION EXP	1,000	1,650	1,650	0.00%
*	OPERATING EXPENDITURES	1,000	1,650	1,650	0.00%
TOTAL	POLICE EDUCATION	1,000	1,650	1,650	0.00%

FUND 102
DEPT 21
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

POLICE EDUCATION EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
521.40-20 POLICE EDUCATION EXP	TRAINING	1,650	1,650

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COMMUNITY REDEVELOPMENT

FUND 105

Budget Summary				
	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Department Summary</i>				
Economic Development-5901				
Operating Expenses	154,293	161,901	228,203	40.95%
Capital Expenses	-	29,280	-	-100.00%
Total Eco. Development*	154,293	191,181	228,203	19.36%
<i>Category Summary</i>				
Operating Expenses	154,293	161,901	228,203	40.95%
Capital Expenses	-	29,280	-	-100.00%
Grand Total Comm. Redev.	\$ 154,293	\$ 191,181	\$ 228,203	19.36%

FUND 105
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

COMMUNITY REDEVELOPMENT-TIF FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	ESTIMATED REVENUE 2016-2017	% CHANGE OVER FY 15-16
<i>TAXES</i>					
311.01-00	CURRENT	159,618	155,104	212,885	37.25%
**	TOTAL TAXES	<u>159,618</u>	<u>155,104</u>	<u>212,885</u>	<u>37.25%</u>
<i>INTERGOVERNMENT REVENUES</i>					
337.50-10	TOURISM	17,500	5,400	5,400	0.00%
347.40-04	SPECIAL EVENTS	10,056	7,504	10,000	33.26%
**	TOTAL INTERGOVERNMENTAL REVENUES	<u>27,556</u>	<u>12,904</u>	<u>15,400</u>	<u>19.34%</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-02	SBA INTEREST	66	-	24	100.00%
366.04-00	OTHER DONATIONS	-	2,000	2,000	0.00%
369.10-01	MISCELLANEOUS INCOME	-	-	400	100.00%
**	TOTAL INTEREST & OTHER INCOME	<u>66</u>	<u>2,000</u>	<u>2,424</u>	<u>21.20%</u>
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	-	21,173	(2,506)	-111.84%
*	APPROPRIATED RESERVES	-	21,173	(2,506)	-111.84%
**	TOTAL OTHER SOURCES	<u>-</u>	<u>21,173</u>	<u>(2,506)</u>	<u>-111.84%</u>
TOTAL COMMUNITY REDEVELOPMENT		<u>187,240</u>	<u>191,181</u>	<u>228,203</u>	<u>19.36%</u>

FUND 105
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

COMMUNITY REDEVELOPMENT-TIF FUND REVENUES

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
311.01-00 CURRENT	ESTIMATED AD VALOREM TAXES ASSUMES TAXABLE VALUE INCREASE OF 9.14 ASSUMES SAME TAX RATE 7.1	212,885	212,885
337.50-10 TOURISM	ESTIMATED TDC CONTRIBUTIONS TO CRA EVENTS: PRO HYDRO-X TOUR HYDRODRAG NATIONALS	2,700 2,700	5,400
347.40-04 SPECIAL EVENT COLLECTIONS	ESTIMATED EVENT COLLECTIONS FROM CRA EVENTS	10,000	10,000
361.10-02 SBA INTEREST	ESTIMATED INTEREST EARNED	24	24
366.04-00 OTHER DONATIONS/CONTRIB	SECO DONATION FOR PLANES, TRAINS & BBQ	2,000	2,000
369.10-01 MISCELLANEOUS	ESTIMATED MISCELLANEOUS REVENUES	400	400
389.90-00 APPROPRIATED RESERVES	APPROPRIATED RESERVES	(2,506)	(2,506)

FUND 105
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

COMMUNITY REDEVELOPMENT-TIF FUND EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
5901-ECONOMIC DEVELOPMENT					
<i>OPERATING EXPENDITURES</i>					
559.34-10	CONTRACTUAL SERVICES	5,000	8,214	5,000	-39.13%
559.40-10	TRAVEL & PER DIEM	1,164	5,400	4,000	-25.93%
559.48-60	SPONSORED EVENTS	68,307	54,687	82,000	49.94%
559.49-10	ADVERTISING	3,364	4,400	4,700	6.82%
559.52-10	OPERATING SUPPLIES	1,292	-	-	0.00%
559.52-11	DURABLE GOODS	5,864	13,000	5,000	-61.54%
559.52-85	EXP RELATED TO TIF DIST	175	200	200	0.00%
559.55-30	INDIVIDUAL PROPERTY GRANT	3,093	-	20,000	100.00%
559.59-05	TRANSER TO MARINA/SEAPLANE	66,034	76,000	107,303	41.19%
*	OPERATING EXPENDITURES	<u>154,293</u>	<u>161,901</u>	<u>228,203</u>	<u>40.95%</u>
<i>CAPITAL EXPENDITURES</i>					
559.64-25	EQUIP - NEW	-	29,280	-	-100.00%
*	CAPITAL EXPENDITURES	<u>-</u>	<u>29,280</u>	<u>-</u>	<u>-100.00%</u>
TOTAL	5901-ECONOMIC DEVELOPMENT	<u>154,293</u>	<u>191,181</u>	<u>228,203</u>	<u>19.36%</u>
TOTAL COMMUNITY REDEVELOPMENT		<u><u>154,293</u></u>	<u><u>191,181</u></u>	<u><u>228,203</u></u>	<u><u>19.36%</u></u>

FUND 105
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

COMMUNITY REDEVELOPMENT-TIF FUND EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
5901-ECONOMIC DEVELOPMENT			
559.34-10 CONTRACTUAL SERVICES	PLANES, TRAINS, BARBECUE COORDINATOR	5,000	5,000
559.40-10 TRAVEL & PER DIEM	AAAE CONFERENCE CRA WORKSHOPS, TRAINING ECONOMIC DEVELOPMENT SEMINAR/WORKSHOPS	2,000 1,000 1,000	4,000
559.48-60 SPONSORED EVENTS	AFRICAN AMERICAN HERITAGE FESTIVAL PLANES, TRAINS & BARBECUE AIRSHOW SEAPLANE FLY-IN: SPRING & FALL HYDRODRAG NATIONALS JET SKI RACE HYDRO X WORLD FINALS QUALIFIERS JUNIOR BASSMASTERS ROCKTOBERFEST TBD EVENTS, INCREASE PER COUNCIL PRIORITY DRAGON BOAT FESTIVAL RIFLES, RAILS & HISTORY VISITORS CENTER SUPPORT	1,000 20,000 10,000 5,000 5,000 1,000 10,000 15,000 5,000 5,000 5,000	82,000
559.49-10 ADVERTISING	EVENT SEASON PLANES, TRAINS & BARBECUE SEAPLANE BASE PROMOTIONAL ITEMS FACADE GRANT OUTREACH, PROMOTION EMAIL MARKETING SYSTEM	1,000 1,000 1,200 500 1,000	4,700
559.52-10 OPERATING SUPPLIES	NO AMOUNT BUDGETED	-	-
559.52-11 DURABLE GOODS	BASKET PROGRAM	5,000	5,000
559.52-85 EXP RELATED TO TIF DIST	SPECIAL DISTRICT CERTIFICATION	200	200
559.55-30 INDIVIDUAL PROPERTY GRANT	FACADE GRANT IMPROVEMENT PROGRAM	20,000	20,000
559.59-05 TRANSFER TO MARINA/SEAPLANE	TRANSFER TO MARINA / SEAPLANE BASE	107,303	107,303
559.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-

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POLICE IMPACTS

FUND 110



Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Department Summary</i>				
Police Services-2101				
Operating Expenses	-	10,000	-	-100.00%
Grand Total Police	\$ -	\$ 10,000	\$ -	-100.00%

FUND 110
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

POLICE IMPACT FEE FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>ESTIMATED REVENUE 2016-2017</u>	<u>% CHANGE OVER FY 15-16</u>
<i>IMPACT FEES</i>					
363.22-01	POLICE IMPACT FEES	43,404	30,000	30,750	2.50%
**	TOTAL IMPACT FEES	<u>43,404</u>	<u>30,000</u>	<u>30,750</u>	<u>2.50%</u>
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	-	(20,000)	(30,750)	0.00%
*	APPROPRIATED RESERVES	-	(20,000)	(30,750)	0.00%
**	TOTAL OTHER SOURCES	<u>-</u>	<u>(20,000)</u>	<u>(30,750)</u>	<u>0.00%</u>
TOTAL POLICE IMPACTS		<u>43,410</u>	<u>10,000</u>	<u>-</u>	<u>-100.00%</u>

FUND 110
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

POLICE IMPACT FEE FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	-	-
363.22-01 POLICE IMPACT FEES	ESTIMATED POLICE IMPACT FEES	30,750	30,750
389.90-00 APPROPRIATED RESERVES	APPROPRIATED RESERVES	(30,750)	(30,750)

FUND 110
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

POLICE PUBLIC SAFETY IMPACT EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
<i>OPERATING EXPENDITURES</i>					
521.34-10	CONTRACTUAL SERVICES	-	10,000	-	-100.00%
*	OPERATING EXPENDITURES	-	10,000	-	-100.00%
TOTAL POLICE PUBLIC SAFETY		-	10,000	-	-100.00%

FUND 110
DEPT 21
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

POLICE PUBLIC SAFETY IMPACT EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
521.34-10 CONTRACTUAL SERVICES	NO AMOUNT BUDGETED	-	-

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FIRE IMPACTS

FUND 111



Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Department Summary</i>				
Fire Services-2201				
Operating Expenses	-	10,000	-	-100.00%
Grand Total Fire	\$ -	\$ 10,000	\$ -	-100.00%

FUND 111
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FIRE IMPACT FEE FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>ESTIMATED REVENUE 2016-2017</u>	<u>% CHANGE OVER FY 15-16</u>
<i>IMPACT FEES</i>					
363.22-02	FIRE IMPACT FEES	81,173	56,000	57,400	2.50%
**	TOTAL IMPACT FEES	<u>81,173</u>	<u>56,000</u>	<u>57,400</u>	<u>2.50%</u>
389.90-00	APPROPRIATED RESERVES	-	(46,000)	(57,400)	24.78%
*	APPROPRIATED RESERVES	-	(46,000)	(57,400)	24.78%
**	TOTAL OTHER SOURCES	<u>-</u>	<u>(46,000)</u>	<u>(57,400)</u>	<u>24.78%</u>
TOTAL FIRE IMPACTS		<u>81,173</u>	<u>10,000</u>	<u>-</u>	<u>-100.00%</u>

FUND 111
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

FIRE IMPACT FEE FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
363.22-02 FIRE IMPACT FEES	ESTIMATED FIRE IMPACT FEES	57,400	57,400
389.90-00 APPROPRIATED RESERVES	APPROPRIATED RESERVES	(57,400)	(57,400)

FUND 111
 DEPT 22
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FIRE PUBLIC SAFETY IMPACT EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
<i>OPERATING EXPENDITURES</i>					
522.34-10	CONTRACTUAL SERVICES	-	10,000	-	-100.00%
*	OPERATING EXPENDITURES	-	10,000	-	-100.00%
TOTAL FIRE PUBLIC SAFETY		-	10,000	-	-100.00%

FUND 111
DEPT 22
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

FIRE PUBLIC SAFETY IMPACT EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>PROPOSED BUDGET 2016-2017</u>
		<u>DETAIL</u>
522.34-10 CONTRACTUAL SERVICES	NO AMOUNT BUDGETED	-

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POLICE FORFEITURES-STATE

FUND 112



Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Department Summary</i>				
Police Services-2101	-	12,550	-	-100.00%
Operating Expenses	-	12,550	-	-100.00%
Capital Expenses	-	2,800	-	-100.00%
Grand Total Police	\$ -	\$ 15,350	\$ -	-100.00%

FUND 112
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

POLICE FORFEITURE-STATE FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>ESTIMATED REVENUE 2016-2017</u>	<u>% CHANGE OVER FY 15-16</u>
<i>FINES & FORFEITURES</i>					
351.10-00	JUDGMENTS & FINES	120	-	-	0.00%
351.10-10	FORFEITURE	16,920	-	-	0.00%
**	TOTAL FINES & FORFEITURES	<u>17,040</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	-	15,350	-	-100.00%
*	APPROPRIATED RESERVES	-	15,350	-	-100.00%
**	TOTAL OTHER SOURCES	<u>-</u>	<u>15,350</u>	<u>-</u>	<u>-100.00%</u>
TOTAL POLICE FORFEITURE-STATE		<u>17,040</u>	<u>15,350</u>	<u>-</u>	<u>-100.00%</u>

FUND 112
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

POLICE FORFEITURE-STATE FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
351.10-00 POLICE JUDGMENTS & FINES	NO AMOUNT BUDGETED	-	-
351.10-10 FORFEITURE	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 2016-2017

POLICE FORFEITURE-STATE FUND EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
2101-POLICE SERVICES					
<i>OPERATING EXPENDITURES</i>					
521.52-10	OPERATING SUPPLIES	-	9,750	-	-100.00%
521.52-35	FIRE ARM SUPPLIES	-	2,800	-	-100.00%
*	OPERATING EXPENDITURES	-	12,550	-	-100.00%
<i>CAPITAL EXPENDITURES</i>					
521.64-16	POLICE DEPT FIREARMS	-	2,800	-	-100.00%
*	CAPITAL EXPENDITURES	-	2,800	-	-100.00%
TOTAL POLICE		-	15,350	-	-100.00%
TOTAL POLICE FORFEITURE-STATE		-	15,350	-	-100.00%

FUND 112
DEPT 21
DIVISION See Below

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

POLICE FORFEITURE-STATE FUND EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
521.52-10 OPERATING SUPPLIES	NO AMOUNT BUDGETED	-	-
521.52-35 FIRE ARM SUPPLIES	NO AMOUNT BUDGETED	-	-
521.64-16 POLICE DEPT FIREARMS	NO AMOUNT BUDGETED	-	-

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POLICE FORFEITURES-FEDERAL

FUND 113



Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<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 2016-2017

POLICE FORFEITURE-FEDERAL FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	ESTIMATED REVENUE 2016-2017	% CHANGE OVER FY 15-16
<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 2016-2017

POLICE FORFEITURE-FEDERAL FUND REVENUES

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
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FUND 113
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

POLICE FORFEITURE-FEDERAL FUND EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</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 2016-2017

POLICE FORFEITURE-FEDERAL FUND EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
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PARKS & RECREATION

IMPACTS

FUND 114



Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Department Summary</i>				
Parks & Rec-7201				
Operating Expenses	-	10,000	-	-100.00%
Capital Expenses	-	130,000	50,000	-61.54%
Grand Total Parks & Rec	\$ -	\$ 140,000	\$ 50,000	-64.29%

FUND 114
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

PARKS & RECREATION IMPACT FEE FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>ESTIMATED REVENUE 2016-2017</u>	<u>% CHANGE OVER FY 15-16</u>
<i>IMPACT FEES</i>					
363.22-03	PARKS & RECREATION IMPACT	83,598	48,000	49,200	2.50%
**	TOTAL IMPACT FEES	<u>83,598</u>	<u>48,000</u>	<u>49,200</u>	<u>2.50%</u>
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	-	92,000	800	-99.13%
*	APPROPRIATED RESERVES	-	92,000	800	-99.13%
**	TOTAL OTHER SOURCES	<u>-</u>	<u>92,000</u>	<u>800</u>	<u>-99.13%</u>
TOTAL PARKS & REC IMPACT FEE		<u>83,598</u>	<u>140,000</u>	<u>50,000</u>	<u>-64.29%</u>

FUND 114
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

PARKS & RECREATION IMPACT FEE FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
363.22-03 PARKS & RECREATION IMPACT	ESTIMATED IMPACT FEES	49,200	49,200
389.90-00 APPROPRIATED RESERVES	APPROPRIATED RESERVES	800	800

FUND 114
 DEPT 72
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

PARKS & RECREATION IMPACT FEE EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</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		130,000	50,000	-61.54%
*	CAPITAL EXPENDITURES	-	130,000	50,000	-61.54%
TOTAL	PARKS IMPACTS	-	140,000	50,000	-64.29%

FUND 114
DEPT 72
DIVISION 03

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

PARKS & RECREATION IMPACT FEE EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
PARKS			
572.34-10 CONTRACTUAL SERVICES	NO AMOUNT BUDGETED	-	-
572.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-
PARKS OPERATIONS			
572.64-25 FUTURE PROJECTS	TAVARES NATURE PARK RESTROOMS-SUPPLEMENTAL AMOUNT	50,000	50,000

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FREEDOM FLAG MAINTENANCE FUND

FUND 117



Fund Established in Fiscal Year 2013

Budget Summary

<i>Department Summary</i>	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Parks & Rec-7201				
Operating Expenses	1,019	7,208	7,208	0.00%
Grand Total Parks & Rec	\$ 1,019	\$ 7,208	\$ 7,208	0.00%

FUND 117
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FREEDOM FLAG MAINTENANCE FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>ESTIMATED REVENUE 2016-2017</u>	<u>% CHANGE OVER FY 15-16</u>
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	1,019	7,208	7,208	0.00%
*	APPROPRIATED RESERVES	1,019	7,208	7,208	0.00%
**	TOTAL OTHER SOURCES	1,019	7,208	7,208	0.00%
TOTAL FREEDOM FLAG MAINTENANCE FUND		1,019	7,208	7,208	0.00%

FUND 117
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

FREEDOM FLAG MAINTENANCE FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
389.90-00 APPROPRIATED RESERVES	APPROPRIATED RESERVES	7,208	7,208

FUND 117
 DEPT 41
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FREEDOM FLAG MAINTENANCE FUND EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
<i>OPERATING EXPENDITURES</i>					
541.46-25	MISCELLANEOUS	-	6,088	6,088	0.00%
541.52-10	OPERATING SUPPLIES	1,019	1,120	1,120	0.00%
*	OPERATING EXPENDITURES	<u>1,019</u>	<u>7,208</u>	<u>7,208</u>	0.00%
**TOTAL	FREEDOM FLAG MAINT FUND	<u>1,019</u>	<u>7,208</u>	<u>7,208</u>	0.00%

FUND 117
DEPT 41
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

FREEDOM FLAG MAINTENANCE FUND EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
541.46-25 MISCELLANEOUS	MAINTENANCE (I.E. PLANTS, GROUND COVER, MULCH, IRRIGATION, LIGHTING, FLAG POLE)	6,088	6,088
541.52-10 OPERATING SUPPLIES	FLAG REPLACEMENTS	1,120	1,120

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Community Theater

FUND 118



Fund Established in Fiscal Year 2014

Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Department Summary</i>				
Parks & Rec-7201				
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



Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Department Summary</i>				
Fire Assessment				
Operating Expenses	(120)	-	-	0.00%
Transfers & Other	1,639,060	1,619,134	1,652,516	2.06%
Grand Total Fire Assessment	\$ 1,638,940	\$ 1,619,134	\$ 1,652,516	2.06%

FUND 122
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FIRE ASSESSMENT FEE FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>ESTIMATED REVENUE 2016-2017</u>	<u>% CHANGE OVER FY 15-16</u>
<i>INTEREST & OTHER INCOME</i>					
363.10-01	FIRE ASSESSMENTS	1,558,157	1,619,134	1,652,516	2.06%
**	TOTAL INTEREST & OTHER INCOME	<u>1,558,157</u>	<u>1,619,134</u>	<u>1,652,516</u>	<u>2.06%</u>
TOTAL FIRE ASSESSMENT FEE		<u>1,558,157</u>	<u>1,619,134</u>	<u>1,652,516</u>	<u>2.06%</u>

FUND 122
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

FIRE ASSESSMENT FEE FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
363.10-01 FIRE ASSESSMENTS	ESTIMATED FIRE ASSESSMENTS ON REAL PROPERTY WITH STRUCTURES	1,652,516	1,652,516

FUND 122
 DEPT 22
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FIRE ASSESSMENT FEE EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
<i>OPERATING EXPENDITURES</i>					
522.59-13	BAD DEBT	(120)	-	-	0.00%
*	OPERATING EXPENDITURES	(120)	-	-	0.00%
<i>APPROPRIATED RESERVES</i>					
522.91-01	TRANSFERS TO GENERAL FUND	1,639,060	1,619,134	1,652,516	2.06%
*	APPROPRIATED RESERVES	1,639,060	1,619,134	1,652,516	2.06%
**	TOTAL APPROPRIATED RESERVES				
TOTAL	FIRE ASSESSMENT FEE	1,638,940	1,619,134	1,652,516	2.06%

FUND 122
DEPT 22
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

FIRE ASSESSMENT FEE EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
522.59-13 BAD DEBT	NO AMOUNT BUDGETED	-	-
522.91-01 TRANSFERS TO GENERAL FUND	TRANSFER TO GENERAL FUND	1,652,516	1,652,516

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INFRASTRUCTURE SALES TAX

FUND 150

Budget Summary

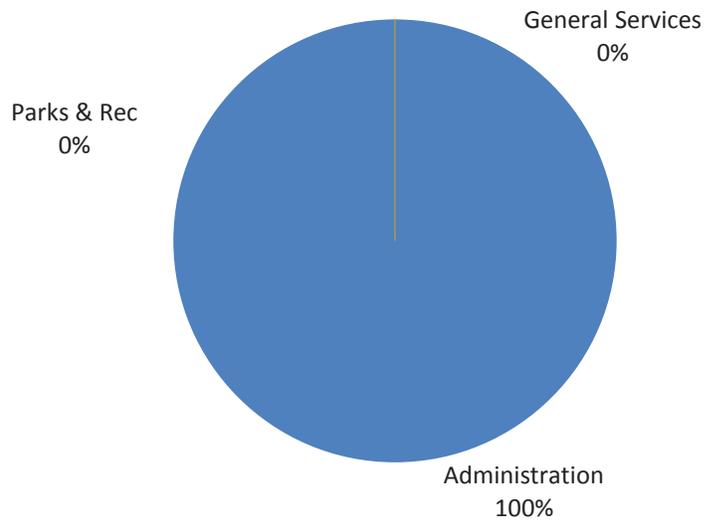
<i>Department Summary</i>	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Administration-12				
Debt	1,342,985	1,351,573	836,162	-38.13%
Total Administration	1,342,985	1,351,573	836,162	-38.13%
General Services-41				
Capital Expenses	4,473	-	-	0.00%
Total General Services	4,473	-	-	0.00%
Parks & Recreation-72				
Capital Expenses	-	80,000	-	0.00%
Total Parks & Rec	-	80,000	-	0.00%
Grand Total Infrastructure	\$ 1,364,869	\$ 1,635,366	\$ 836,162	-48.87%

FUND 150

Budget Summary (continued)

Department	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Administration	1,342,985	1,351,573	836,162	-38.13%
General Services	4,473	-	-	0.00%
Parks & Rec	-	80,000	-	-100.00%
Grand Total Infrastructure	\$ 1,364,869	\$ 1,635,366	\$ 836,162	-48.87%
<i>Category Summary</i>				
Capital Expenses	21,884	283,793	-	-100.00%
Debt	1,342,985	1,351,573	836,162	-38.13%
Grand Total Infrastructure	\$ 1,364,869	\$ 1,635,366	\$ 836,162	-48.87%

2017 APPROPRIATIONS



FUND 150
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

INFRASTRUCTURE SALES TAX REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	ESTIMATED REVENUE 2016-2017	% CHANGE OVER FY 15-16
<i>TAXES</i>					
312.60-00	INFRASTRUCTURE SURTAX	1,299,744	1,317,484	1,343,833	2.00%
**	TOTAL TAXES	1,299,744	1,317,484	1,343,833	2.00%
<i>INTEREST & OTHER INCOME</i>					
361.10-02	SBA INTEREST	1,120	-	510	100.00%
**	TOTAL INTEREST & OTHER INCOME	1,120	-	510	100.00%
<i>TRANSFER & REIMBURSEMENTS</i>					
381.01-01	TRANSFERS FROM GEN FUND	32,670	47,573	-	-100.00%
*	TRANSFERS & REIMBURSEMENTS	32,670	47,573	-	-100.00%
389.90-00	APPROPRIATED RESERVES	-	270,309	(508,181)	-288.00%
*	APPROPRIATED RESERVES	-	270,309	(508,181)	-288.00%
**	TOTAL OTHER SOURCES	32,670	317,882	(508,181)	-259.86%
TOTAL INFRASTRUCTURE SALES TAX		1,333,534	1,635,366	836,162	-48.87%

FUND 150
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

INFRASTRUCTURE SALES TAX REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
312.60-00 INFRASTRUCTURE SURTAX	LOCALLY ASSESSED ONE CENT INFRASTRUCTURE SALES TAX DISTRIBUTED BY THE STATE OF FLORIDA	1,343,833	1,343,833
361.10-02 SBA INTEREST	ESTIMATED SBA INTEREST EARNED	510	510
381.01-01 TRANSFERS FROM GENERAL	NO AMOUNT BUDGETED	-	-
389.90-00 APPROPRIATED RESERVES	APPROPRIATED RESERVERS	(508,181)	(508,181)

FUND 150
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

INFRASTRUCTURE SALES TAX FUND EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
1201-ADMINISTRATION					
<i>DEBT SERVICE</i>					
512.71-05	OTHER-PRINCIPAL	528,221	549,479	164,367	-70.09%
512.71-20	CAPITAL LEASE - PRINCIPAL	-	-	-	0.00%
512.71-25	SALES TAX REVENUE NOTE-03	585,000	605,000	605,000	0.00%
512.72-05	OTHER-INTEREST	185,615	174,648	44,349	-74.61%
512.72-25	SALES TAX REVENUE NOTE-03	44,149	22,446	22,446	0.00%
*	DEBT SERVICE	1,342,985	1,351,573	836,162	-38.13%
TOTAL	1201-ADMINISTRATION	1,342,985	1,351,573	836,162	-38.13%
1501-COMMUNITY DEVELOPMENT					
<i>CAPITAL EXPENDITURES</i>					
515.64-25	FUTURE PROJECTS	17,411	32,864	-	-100.00%
*	CAPITAL EXPENDITURES	17,411	32,864	-	-100.00%
TOTAL	1501-COMMUNITY DEVELOPMENT	17,411	32,864	-	-100.00%
2201-FIRE SERVICES					
<i>CAPITAL EXPENDITURES</i>					
522.61-10	LAND	-	170,929	-	-100.00%
*	CAPITAL EXPENDITURES	-	170,929	-	-100.00%
TOTAL	2201-FIRE SERVICES	-	170,929	-	-100.00%
4101-GENERAL SERVICES					
<i>CAPITAL EXPENDITURES</i>					
541.64-25	FUTURE PROJECTS	4,473	-	-	0.00%
*	CAPITAL EXPENDITURES	4,473	-	-	0.00%
TOTAL	4101-GENERAL SERVICES	4,473	-	-	0.00%
4102-STREET MAINTENANCE					
<i>CAPITAL EXPENDITURES</i>					
541.64-25	FUTURE PROJECTS	52,528	-	-	0.00%
*	CAPITAL EXPENDITURES	52,528	-	-	0.00%
TOTAL	4102-STREET MAINTENANCE	52,528	-	-	0.00%
7203-PARKS OPERATIONS					
<i>CAPITAL EXPENDITURES</i>					
572.64-25	FUTURE PROJECT	-	80,000	-	-100.00%
*	CAPITAL EXPENDITURES	-	80,000	-	-100.00%
TOTAL	7202-RECREATION	-	80,000	-	-100.00%
TOTAL INFRASTRUCTURE SALES TAX		1,417,397	1,635,366	836,162	-48.87%

FUND 150
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

INFRASTRUCTURE SALES TAX FUND EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
1201-ADMINISTRATION			
512.71-05 OTHER	PRINCIPAL PAYMENTS ROAD PAVING NOTE 1.5M 10/1/2016	71,000	164,367
	PRINCIPAL PAYMENTS POLICE CARS LEASE 2014 10/1/2016	23,226	
	1/1/2017	23,303	
	4/1/2017	23,380	
	7/1/2017	23,458	
512.71-25 SALES TAX REVENUE NOTE-03	SALES TAX REV NOTE 2003 PRINCIPAL 10/01/2016 (6M)	605,000	605,000
512.72-05 OTHER	INTEREST PAYMENTS ROAD PAVING NOTE 1.5M 10/1/2016	21,387	44,349
	4/1/2017	19,970	
	INTEREST PAYMENTS POLICE CARS LEASE 2014 10/1/2016	864	
	1/1/2017	787	
	4/1/2017	709	
	7/1/2017	632	
512.72-25 SALES TAX REVENUE NOTE-03	SALES TAX REVENUE NOTE 2003 INTEREST (6M) 10/1/2016	22,446	22,446
1501-COMMUNITY DEVELOPMENT			
515.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-
2201-FIRE SERVICES			
522.61-10 LAND	NO AMOUNT BUDGETED	-	-
4101-GENERAL SERVICES			
541.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-
4102-STREETS & ROADS			
541.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-
7203-PARKS OPERATIONS			
572.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-

GRANT FUND

FUND 151

Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Department Summary</i>				
Police Services-21				
Operating Expenses	5,743	-	-	0.00%
Capital Expenses	-	3,607	-	-100.00%
Total Police Services	5,743	3,607	-	-100.00%
Fire Services-22				
Capital Expenses	1,647	-	-	0.00%
Total Fire Services	1,647	-	-	0.00%
General Services-41				
Capital Expenses	5,632	-	-	-100.00%
Total General Services	5,632	-	-	-100.00%
Streets & Roads-41				
Capital Expenses	221,793	500	-	-100.00%
Total Streets & Roads	221,793	500	-	-100.00%
Economic Development-59				
Operating Expenses	179,047	-	-	0.00%
Capital Expenses	18,000	57,000	-	0.00%
Total Economic Develop.	197,047	57,000	-	0.00%
Parks & Recreation-72				
Capital Expenses	75,000	-	275,000	100.00%
Total Parks & Rec	75,000	-	275,000	100.00%
Grand Total Grant Fund	\$ 285,069	\$ 61,107	\$ 275,000	350.03%
<i>Category Summary</i>				
Operating Expenses	184,790	-	-	0.00%
Capital Expenses	322,072	61,107	275,000	350.03%
Grand Total Grant Fund	\$ 506,862	\$ 61,107	\$ 275,000	350.03%

FUND 151
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

GRANT FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	ESTIMATED REVENUE 2016-2017	% CHANGE OVER FY 15-16
<i>GRANTS - FEDERAL AND STATE</i>					
331.20-11	BYRNE FORMULA GRANTS	9,933	-	-	0.00%
331.25-11	FEMA GRANTS	26,250	-	-	0.00%
331.25-12	FEDERAL EOC GRANT	1,647	-	-	0.00%
331.49-10	FRA - RAILROAD GRANT	179,047	-	-	0.00%
331.50-22	FDOTJPA SR19 SIDEWALK	152,925	-	-	0.00%
331.70-03	LWCF GRANT	-	200,000	200,000	0.00%
332.20-21	US DEPT JUSTICE - JAG	-	3,607	-	-100.00%
*	FEDERAL GRANTS	<u>369,802</u>	<u>203,607</u>	<u>200,000</u>	<u>-1.77%</u>
334.41-10	AIRPORT FDOT JPA	18,000	-	-	0.00%
*	STATE GRANTS	<u>18,000</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
**	TOTAL GRANTS - FEDERAL AND STATE	<u>387,802</u>	<u>203,607</u>	<u>200,000</u>	<u>-1.77%</u>
<i>INTERGOVERNMENTAL REVENUE</i>					
337.10-10	LAKE COUNTY WATER AUTH.	5,615	-	-	0.00%
337.70-30	CDBG GRANTS	149,500	90,000	75,000	-16.67%
337.70-90	WOODLEA SPORTS COMPLEX	-	200,000	-	-100.00%
**	INTERGOVERNMENTAL REVENUE	<u>155,115</u>	<u>290,000</u>	<u>75,000</u>	<u>-74.14%</u>
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	-	96,820	-	-100.00%
*	APPROPRIATED RESERVES	<u>-</u>	<u>96,820</u>	<u>-</u>	<u>-100.00%</u>
**	TOTAL OTHER SOURCES	<u>-</u>	<u>96,820</u>	<u>-</u>	<u>-100.00%</u>
TOTAL GRANT FUND		<u>542,917</u>	<u>590,427</u>	<u>275,000</u>	<u>-53.42%</u>

FUND 151
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

GRANT FUND REVENUES

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
*NOTE: GRANT AWARD FUNDING AGREEMENTS ARE REQUIRED BEFORE BUDGET AUTHORITY MAY BE RELEASED FOR FY 2017 GRANT BUDGET ITEMS			
331.20-11	BYRNE FORMULA GRANTS	NO AMOUNT BUDGETED	-
331.25-11	FEMA GRANTS	NO AMOUNT BUDGETED	-
331.25-12	EMERGENCY OP CENTER GRANT	NO AMOUNT BUDGETED	-
331.49-10	FRA - RAILROAD GRANT	NO AMOUNT BUDGETED	-
331.50-22	FDOTJPA SR19 SIDEWALK	NO AMOUNT BUDGETED	-
331.70-03	LWCF GRANT	CONCESSION STAND AND RESTROOM COMPLEX AT WOODLEA SPORTS COMPLEX (PENDING MATCHING FUNDS OF \$200,000)	200,000
332.20-21	US DEPT JUSTICE - JAG	NO AMOUNT BUDGETED	-
334.41-10	AIRPORT FDOT JPA	NO AMOUNT BUDGETED	-
337.10-10	LAKE COUNTY WATER AUTH.	NO AMOUNT BUDGETED	-
337.70-30	CDBG GRANTS	TAVARES NATURE PARK RESTROOMS	75,000
337.70-90	WOODLEA SPORTS COMPLEX	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 2016-2017

GRANT FUND EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2017	% CHANGE OVER FY 15-16
2101-POLICE SERVICES					
<i>OPERATING EXPENDITURES</i>					
521.52-11	DURABLE GOODS	5,743	-	-	0.00%
*	OPERATING EXPENDITURES	5,743	-	-	0.00%
<i>CAPITAL EXPENDITURES</i>					
521.64-15	EQUIP - NEW	-	3,607	-	-100.00%
*	CAPITAL EXPENDITURES	-	3,607	-	-100.00%
TOTAL	2101-POLICE SERVICES	5,743	3,607	-	-100.00%
2201-FIRE SUPPRESSION					
<i>CAPITAL EXPENDITURES</i>					
522.64-25	FUTURE PROJECTS	1,647	-	-	0.00%
*	CAPITAL EXPENDITURES	1,647	-	-	0.00%
TOTAL	2201-FIRE SERVICES	1,647	-	-	0.00%
2202-ALS					
<i>CAPITAL EXPENDITURES</i>					
522.64-15	EQUIP - NEW	26,250	-	-	0.00%
*	CAPITAL EXPENDITURES	26,250	-	-	0.00%
TOTAL	2202-ALS	26,250	-	-	0.00%
4101-GENERAL SERVICES					
<i>CAPITAL EXPENDITURES</i>					
541.63-20	SIDEWALK REPAIR/CONST.	5,632	-	-	0.00%
*	CAPITAL EXPENDITURES	5,632	-	-	0.00%
TOTAL	4101-GENERAL SERVICES	5,632	-	-	0.00%
4102-STREETS & ROADS					
<i>CAPITAL EXPENDITURES</i>					
541.63-20	SIDEWALK REPAIR/CONST.	147,293	-	-	0.00%
541.63-30	PAVING	74,500	500	-	-100.00%
*	CAPITAL EXPENDITURES	221,793	500	-	-100.00%
TOTAL	4102-STREETS & ROADS	221,793	500	-	-100.00%
5901-ECONOMIC DEVELOPMENT					
<i>OPERATING EXPENDITURES</i>					
559.34-10	CONTRACTUAL SERVICES	179,047	-	-	0.00%
*	OPERATING EXPENDITURES	179,047	-	-	0.00%
<i>CAPITAL EXPENDITURES</i>					
559.64-25	FUTURE PROJECTS	18,000	57,000	-	-100.00%
*	CAPITAL EXPENDITURES	18,000	57,000	-	-100.00%
TOTAL	5901-ECONOMIC DEVELOPMENT	197,047	57,000	-	-100.00%

FUND 151
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

GRANT FUND EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
7201-PARKS					
<i>CAPITAL EXPENDITURES</i>					
572.64-25	FUTURE PROJECTS	75,000	-	-	0.00%
*	CAPITAL EXPENDITURES	75,000	-	-	0.00%
TOTAL	7201-PARKS	75,000	-	-	0.00%
7203-PARKS OPERATIONS					
572.64-25	FUTURE PROJECTS	-	529,320	275,000	-48.05%
TOTAL	7203-PARKS OPERATIONS	-	529,320	275,000	-48.05%
TOTAL GRANT FUND EXPENDITURES		533,112	590,427	275,000	-53.42%

FUND 151
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

GRANT FUND EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
1501-COMMUNITY DEVELOPMENT	NO AMOUNT BUDGETED		
2101-POLICE SERVICES			
521.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
521.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	-	-
2201-FIRE SUPPRESSION			
522.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-
2202-ADVANCED LIFE SUPPORT			
522.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	-	-
4101-GENERAL SERVICES			
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			
572.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-
7202-RECREATION	NO AMOUNT BUDGETED		
7203-PARKS OPERATIONS			
572.64-25 FUTURE PROJECTS	LWCF GRANT FOR CONCESSION STAND AND RESTROOM COMPLEX AT WOODLEA SPORTS COMPLEX (PENDING MATCHING FUNDS OF \$200,000) CDBG GRANT FOR TAVARES NATURE PARK RESTROOMS (\$50,000 SUPPLEMENTAL FUNDS COMING FROM PARKS IMPACT FEE FUND)	200,000 75,000	275,000

INFRASTRUCTURE SALES TAX 1/1/2018 FUND 152

Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Department Summary</i>				
Police-21				
Capital Expenses	-	286,494	-	0.00%
Total Police	-	286,494	-	0.00%
Fire Services-22				
Capital Expenses	-	286,494	-	0.00%
Total Fire Services	-	286,494	-	0.00%
Grand Total Infrastructure	\$ -	\$ 572,988	\$ -	0.00%
<i>Category Summary</i>				
Operating Expenses	-	-	-	0.00%
Capital Expenses	-	572,988	-	-100.00%
Debt	-	-	-	0.00%
Grand Total Infrastructure	\$ -	\$ 572,988	\$ -	-100.00%

FUND 152
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

INFRASTRUCTURE SALES TAX - 1/1/2018 REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>ESTIMATED REVENUE 2016-2017</u>	<u>% CHANGE OVER FY 15-16</u>
389.90-00	APPROPRIATED RESERVES	-	572,988	-	-100.00%
*	APPROPRIATED RESERVES	-	572,988	-	-100.00%
**	TOTAL OTHER SOURCES	-	572,988	-	-100.00%
TOTAL INFRASTRUCTURE SALES TAX		-	572,988	-	-100.00%

FUND 152
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

INFRASTRUCTURE SALES TAX - 1/1/2018 REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	-	-

FUND 152
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

INFRASTRUCTURE SALES TAX - 1/1/2018 FUND EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
2101-POLICE SERVICES					
<i>CAPITAL EXPENDITURES</i>					
521.65-43	DESIGN	-	286,494	-	-100.00%
*	CAPITAL EXPENDITURES	-	286,494	-	-100.00%
TOTAL	2101-POLICE SERVICES	-	286,494	-	-100.00%
2201-FIRE SERVICES					
<i>CAPITAL EXPENDITURES</i>					
521.65-43	DESIGN	-	286,494	-	-100.00%
*	CAPITAL EXPENDITURES	-	286,494	-	-100.00%
TOTAL	2201-FIRE SERVICES	-	286,494	-	-100.00%
TOTAL INFRASTRUCTURE SALES TAX		-	572,988	-	-100.00%

FUND 152
DEPT See Below
DIVISION See Below

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

INFRASTRUCTURE SALES TAX - 1/1/2018 FUND EXPENDITURE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
2101-POLICE SERVICES			
521.65-43 DESIGN	NO AMOUNT BUDGETED	-	-
2201-FIRE SUPPRESSION			
522.65-43 DESIGN	NO AMOUNT BUDGETED	-	-

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ROAD IMPROVEMENTS

FUND 153



Budget Summary

<i>Department Summary</i>	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Road Improvements				
Operating Expenses	-	-	-	0.00%
Capital Expenses	-	-	-	0.00%
Grand Total Road Improvements	\$ -	\$ -	\$ -	0.00%

FUND 153
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

ROAD IMPROVEMENTS

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>ESTIMATED REVENUE 2016-2017</u>	<u>% CHANGE OVER FY 15-16</u>
<i>TRANSFER & REIMBURSEMENTS</i>					
381.01-01	TRANSFERS FROM GEN FUND	-	-	10,000	100.00%
*	TRANSFERS & REIMBURSEMENTS	-	-	10,000	100.00%
389.90-00	APPROPRIATED RESERVES	-	-	(10,000)	100.00%
*	APPROPRIATED RESERVES	-	-	(10,000)	100.00%
TOTAL ROAD IMPROVEMENTS		-	-	-	0.00%

FUND 153
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

ROAD IMPROVEMENTS

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
381.01-01 TRANSFERS FROM GENERAL	TRANSFER FROM GENERAL	10,000	10,000
389.90-00 APPROPRIATED RESERVES	APPROPRIATED RESERVES	(10,000)	(10,000)

FUND 153
DEPT 41
DIVISION 02

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

ROAD IMPROVEMENTS

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
	TOTAL ROAD IMPROVEMENTS	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>

FUND 153
DEPT 41
DIVISION 02

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

ROAD IMPROVEMENTS

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
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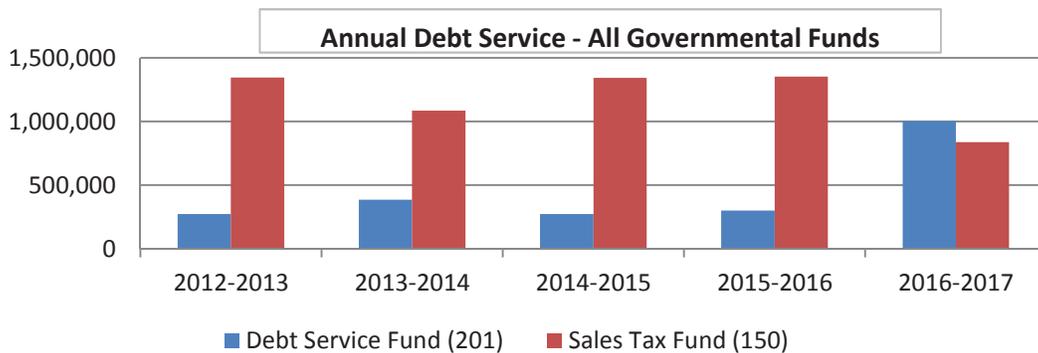
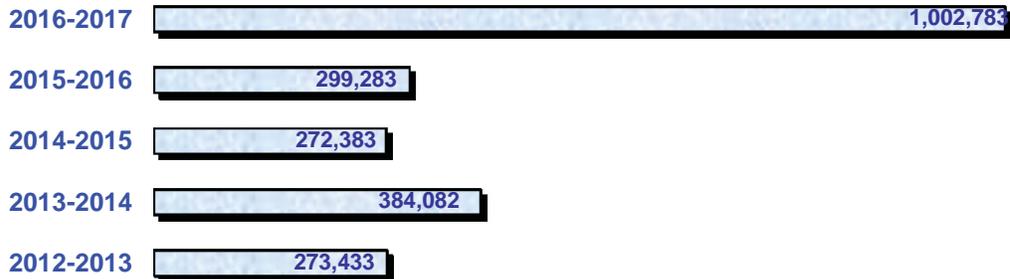
DEBT SERVICE

FUND 201

Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Department Summary</i>				
Administration-1201				
Debt	272,383	299,283	1,002,783	235.06%
Grand Total Debt Service	\$ 272,383	\$ 299,283	\$ 1,002,783	235.06%

Historical Trend



FUND 201
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

DEBT SERVICE FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	ESTIMATED REVENUE 2016-2017	% CHANGE OVER FY 15-16
<i>AD VALOREM TAXES</i>					
311.03-00	DEDICATED DEBT SVC - G.O.	263,975	272,100	271,664	-0.16%
**	TOTAL AD VALOREM TAXES	263,975	272,100	271,664	-0.16%
<i>INTEREST & OTHER INCOME</i>					
361.10-02	SBA INTEREST	210	-	-	0.00%
**	TOTAL INTEREST & OTHER INCOME	210	-	-	0.00%
<i>OTHER SOURCES</i>					
381.01-01	TRANSFERS FROM GENERAL	-	27,191	731,119	2588.83%
*	TRANSFERS IN	-	27,191	731,119	2588.83%
389.90-00	APPROPRIATED RESERVES	-	(8)	-	N/A
*	APPROPRIATED RESERVES	-	(8)	-	N/A
**	TOTAL OTHER SOURCES	-	27,183	731,119	2589.62%
TOTAL DEBT SERVICE FUND		264,185	299,283	1,002,783	235.06%

FUND 201
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

DEBT SERVICE FUND REVENUES

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
311.03-00 DEDICATED DEBT SVC - G.O.	DEDICATED DEBT SERVICE	271,664	271,664
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	-	-
381.01-01 TRANSFERS FROM GENERAL	TRANSFER FROM GENERAL FUND CAPITAL IMP. REV NOTE SERIES 2016 WOOTON PARK CAP IMP REV NOTE 6.3M UNDERGROUND LINES RUBY STREET	156,444 500,474 74,201	731,119
389.90-00 APPROPRIATED RESERVES		-	-

FUND 201
 DEPT 12
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

DEBT SERVICE FUND EXPENDITURES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
<i>DEBT SERVICE</i>					
512.71-05	OTHER-PRINCIPAL	-	214,753	637,000	196.62%
512.71-06	CAP IMP REV NOTE 2016	-	-	125,000	100.00%
512.71-55	FIRE STATION LOAN	191,000	-	-	0.00%
512.72-05	OTHER-INTEREST	-	84,530	209,339	147.65%
512.72-06	CAP IMP REV NOTE 2016	-	-	31,444	100.00%
512.72-55	FIRE STATION LOAN	81,383	-	-	0.00%
* DEBT SERVICE		<u>272,383</u>	<u>299,283</u>	<u>1,002,783</u>	<u>235.06%</u>
TOTAL DEBT SERVICE		<u>272,383</u>	<u>299,283</u>	<u>1,002,783</u>	<u>235.06%</u>

FUND 201
 DEPT 12
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

DEBT SERVICE FUND EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
512.71-05 OTHER	GENERAL OBLIGATION NOTE-WOOTON PARK EXPANSION PRINCIPAL PYMT WOOTON PARK CAP IMP REV NOTE 6.35M PRINCIPAL D/S ON \$530,000 ELECTRIC LINE BURIAL	201,000 383,000 53,000	637,000
512.71-06 CAP IMP REV NOTE 2016	PRINCIPAL: 11-1-16	125,000	125,000
512.71-55 FIRE STATION LOAN	NO AMOUNT BUDGETED	-	-
512.72-05 OTHER	GENERAL OBLIGATION NOTE-WOOTON PARK PROJECT INTEREST 1-1-2017 INTEREST 7-1-2017 WOOTON PARK CAP IMP REV NOTE (6.53M) INTEREST 2-1-17 INTEREST 8-1-17 PRINCIPAL D/S ON \$530,000 ELECTRIC LINE BURIAL INTEREST INTEREST	35,332 35,332 60,958 56,516 10,571 10,630	209,339
512.72-06 CAP IMP REV NOTE 2016	INTEREST: 11-1-16 INTEREST: 5-1-17	16,394 15,050	31,444
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 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Department Summary</i>				
General Services-41				
Capital Expenses	1,085,922	-	-	0.00%
Total General Services	1,085,922	-	-	0.00%
Parks & Recreation-72				
Operating Expenses	514	-	-	0.00%
Capital Expenses	121,993	27,948	-	-100.00%
Total Parks & Rec	122,507	27,948	-	-100.00%
Grand Total Capital Projects	\$ 1,208,429	\$ 27,948	\$ -	-100.00%
<i>Category Summary</i>				
Operating Expenses	514	-	-	0.00%
Capital Expenses	1,207,915	27,948	-	-100.00%
Grand Total Capital Projects	\$ 1,208,429	\$ 27,948	\$ -	-100.00%

FUND 301
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

CAPITAL PROJECT FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>ESTIMATED REVENUE 2016-2017</u>	<u>% CHANGE OVER FY 15-16</u>
389.90-00	APPROPRIATED RESERVES	-	(27,948)	-	N/A
*	APPROPRIATED RESERVES	-	(27,948)	-	N/A
**	TOTAL OTHER SOURCES	-	(27,948)	-	N/A
TOTAL CAPITAL PROJECTS FUND		-	(27,948)	-	N/A

FUND 301
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

CAPITAL PROJECT FUND REVENUE JUSTIFICATIONS

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	-	-

FUND 301
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

CAPITAL PROJECT FUND EXPENDITURES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
1201-GENERAL GOVERNMENT					
<i>CAPITAL PROJECTS</i>					
512.61-10	LAND	1,085,922	-	-	0.00%
*	TOTAL CAPITAL PROJECTS	1,085,922	-	-	0.00%
TOTAL	4102-STREETS & ROADS	1,085,922	-	-	0.00%
7201-PARKS					
<i>OPERATING EXPENDITURES</i>					
572.52-11	OPERATING SUPPLIES	514	-	-	0.00%
*	OPERATING EXPENDITURES	514	-	-	0.00%
<i>CAPITAL PROJECTS</i>					
572.62-20	BUILDINGS	88,686	11,894	-	-100.00%
572.63-80	PARK IMPROVEMENTS	33,307	16,054	-	-100.00%
*	TOTAL CAPITAL PROJECTS	121,993	27,948	-	0.00%
TOTAL	7201-PARKS	122,507	27,948	-	-100.00%
TOTAL CAPITAL PROJECTS FUND		1,208,429	27,948	-	-100.00%

FUND 301
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

CAPITAL PROJECT FUND EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
1201-GENERAL GOVERNMENT			
512.61-10 LAND	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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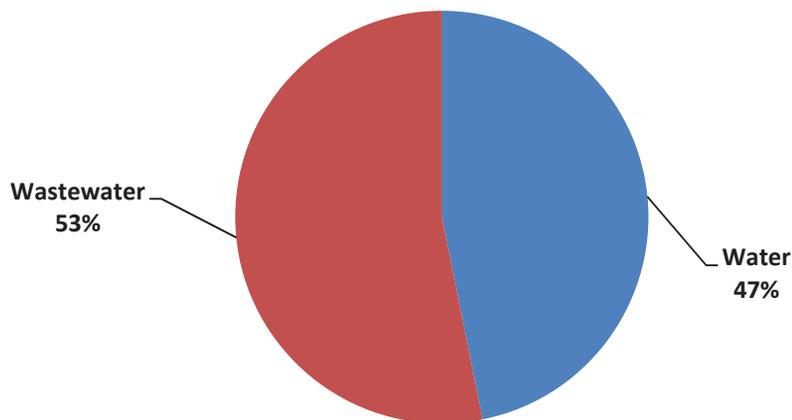


UTILITY FUND

FUND 401

Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Department Summary</i>				
Water -33				
Personal Services	817,575	841,902	890,003	5.71%
Operating Expenses	2,897,938	2,617,493	1,237,348	-52.73%
Capital Expenses	(2)	306,390	173,000	-43.54%
Debt	3,404	226,612	224,508	-0.93%
Transfers & Others	70	-	1,722,322	100.00%
Total Water	<u>3,718,985</u>	<u>3,992,397</u>	<u>4,247,181</u>	<u>6.38%</u>
Wastewater -35				
Personal Services	994,419	1,117,279	1,189,074	6.43%
Operating Expenses	3,401,626	3,267,342	1,523,117	-53.38%
Capital Expenses	1	300,507	199,500	-33.61%
Debt	101,477	293,536	291,222	-0.79%
Transfers & Others	6,208	-	1,617,522	100.00%
Total Wastewater	<u>4,503,731</u>	<u>4,978,664</u>	<u>4,820,435</u>	<u>-3.18%</u>
Grand Total Utilities	<u>\$ 8,222,716</u>	<u>\$ 8,971,061</u>	<u>\$ 9,067,616</u>	<u>1.08%</u>
<i>Category Summary</i>				
Personal Services	1,811,994	1,959,181	2,079,077	6.12%
Operating Expenses	6,299,564	5,884,835	2,760,465	-53.09%
Capital Expenses	(1)	606,897	372,500	-38.62%
Debt	104,881	520,148	515,730	-0.85%
Transfers & Others	6,278	-	3,339,844	0.00%
Grand Total Utilities	<u>\$ 8,222,716</u>	<u>\$ 8,971,061</u>	<u>\$ 9,067,616</u>	<u>1.08%</u>



FUND 401
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WATER & WASTEWATER FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	ESTIMATED REVENUE 2016-2017	% CHANGE OVER FY 15-16
<i>CHARGES FOR SERVICES</i>					
343.30-01	WATER FEES	3,919,713	4,232,337	4,587,800	8.40%
343.30-02	WATER RECONNECT FEES	16,450	17,170	16,400	-4.48%
343.30-03	WATER METER FEES	96,928	110,734	82,100	-25.86%
343.30-04	CROSS CONNECTION FEES	16,282	41	4,362	10539.02%
343.30-05	SERVICE CHARGE	62,006	56,088	61,833	10.24%
343.30-06	WATER SPRINKLER/HOSE	-	-	9,861	100.00%
343.30-07	WATER REUSE	7,197	180,375	5,341	-97.04%
343.30-08	INSPECTION REVENUE	3,474	-	2,500	100.00%
343.50-01	WASTEWATER FEES	3,755,072	3,797,654	3,922,089	3.28%
343.60-01	LATE CHARGES/PENALTY	324,602	282,676	288,940	2.22%
**	TOTAL CHARGES FOR SERVICES	<u>8,201,724</u>	<u>8,677,075</u>	<u>8,981,226</u>	<u>3.51%</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	1,860	3,583	997	-72.17%
361.10-02	SBA INTEREST	7,907	-	6,636	100.00%
*	INTEREST INCOME	<u>9,767</u>	<u>3,583</u>	<u>7,633</u>	<u>113.03%</u>
365.01-00	PROP SALES	1,059	-	-	0.00%
369.10-01	MISCELLANEOUS	6,675	-	3,000	100.00%
369.10-02	INSURANCE RECOVERY	3,528	-	-	0.00%
*	OTHER INCOME	<u>11,262</u>	<u>-</u>	<u>3,000</u>	<u>100.00%</u>
**	TOTAL INTEREST & OTHER INCOME	<u>21,029</u>	<u>3,583</u>	<u>10,633</u>	<u>196.76%</u>
<i>OTHER SOURCES</i>					
389.90-01	RETAINED EARNINGS	-	290,403	75,757	-73.91%
*	RETAINED EARNINGS	<u>-</u>	<u>290,403</u>	<u>75,757</u>	<u>-73.91%</u>
**	TOTAL OTHER SOURCES	<u>-</u>	<u>290,403</u>	<u>75,757</u>	<u>-73.91%</u>
TOTAL WATER & WASTEWATER FUND		<u>8,222,753</u>	<u>8,971,061</u>	<u>9,067,616</u>	<u>1.08%</u>

FUND 401
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CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WATER & WASTEWATER FUND REVENUES

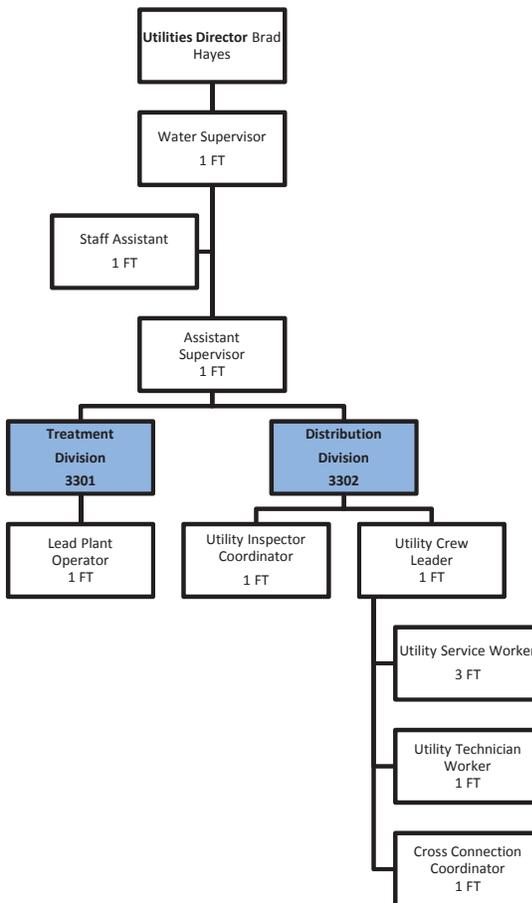
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
343.30-01 WATER FEES	ESTIMATED WATER SERVICE REVENUE	4,587,800	4,587,800
343.30-02 WATER RECONNECT FEES	ESTIMATED WATER RECONNECT FEES	16,400	16,400
343.30-03 WATER METER FEES	ESTIMATED WATER METER FEES	82,100	82,100
343.30-04 CROSS CONNECTION FEES	ESTIMATED CROSS CONNECTION FEES	4,362	4,362
343.30-05 WATER SERVICE CHARGE	ESTIMATED WATER SERVICE CHARGE	61,833	61,833
343.30-06 WATER SPRINKLER/ HOSE	SPRINKLER & HOSE REVENUE ESTIMATE	9,861	9,861
343.30-07 WATER REUSE	ESTIMATED WATER REUSE FEES	5,341	5,341
343.30-08 INSPECTION REVENUE	ESTIMATED INSPECTION REVENUE	2,500	2,500
343.50-01 SEWER FEES	ESTIMATED SEWER SERVICE FEES	3,922,089	3,922,089
343.60-01 LATE CHARGES/PENALTY	ESTIMATED LATE CHARGE COLLECTION FEES	288,940	288,940
361.10-01 INTEREST INCOME	ESTIMATED INTEREST INCOME	997	997
361.10-02 SBA INTEREST	ESTIMATED INTEREST INCOME	6,636	6,636
365.01-00 SURPLUS/SCRAP PROP SALES	NO AMOUNT BUDGETED	-	-
369.10-01 MISCELLANEOUS	ESTIMATED MISCELLANEOUS FEES	3,000	3,000
369.10-02 INSUR REIMBURSEMENTS	NO AMOUNT BUDGETED	-	-
389.90-01 RETAINED EARNINGS	APPROPRIATED RESERVES	75,757	75,757

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Water

Division 33*



*Water is a Division of the Utilities Department.

Position Summary

Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
Full Time:				
Assistant Supervisor	23002	1	1	1
Utility Inspector Coordinator	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	3
Lead Plant Operator	23006	1	1	1
Utility Technician Worker	33001	0	0	1
Cross Connection Coordinator	33002	0	0	1
No. of Full Time		12	11	11
Total No. of Positions:		12	11	11
Total FTEs:		12	11	11

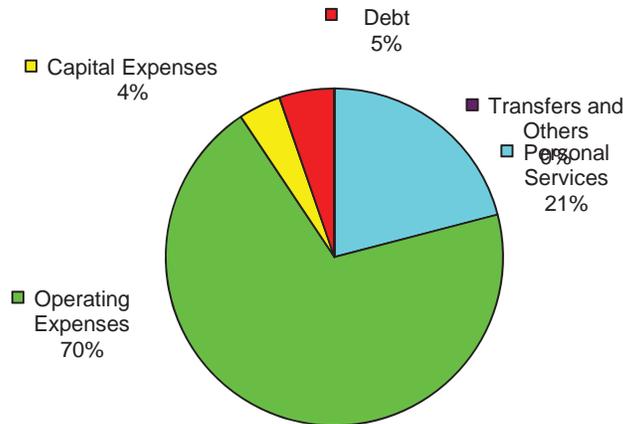
Notes:

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

Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Division Summary</i>				
Water Treatment-3301				
Personal Services	380,875	410,577	429,769	4.67%
Operating Expenses	2,729,895	2,398,368	2,520,396	5.09%
Capital Expenses	-	14,000	40,000	185.71%
Debt	3,404	226,612	224,508	-0.93%
Total Water Treatment	3,114,174	3,049,557	3,214,673	5.41%
Water Distribution-3302				
Personal Services	436,700	431,325	460,234	6.70%
Operating Expenses	168,043	219,125	439,274	100.47%
Capital Expenses	(2)	292,390	133,000	-54.51%
Transfers and Others	70	-	-	
Total Water Distribution	604,811	942,840	1,032,508	9.51%
Grand Total Water	\$ 3,718,985	\$ 3,992,397	\$ 4,247,181	6.38%
<i>Category Summary</i>				
Personal Services	817,575	841,902	890,003	5.71%
Operating Expenses	2,897,938	2,617,493	2,959,670	13.07%
Capital Expenses	(2)	306,390	173,000	-43.54%
Debt	3,404	226,612	224,508	-0.93%
Transfers and Others	70	-	-	0.00%
Grand Total Water	\$ 3,718,985	\$ 3,992,397	\$ 4,247,181	6.38%

2017 APPROPRIATIONS



2017 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 2014	Actual 2015	Est. 2016	Projected 2017
	Distribution				
1.	New Meter Installation	307	476	350	350
2.	Meter Replacement (Greater than 2")	n/a	4	4	4
3.	Emergency Repairs	273	186	165	160
4.	Line Locations	6,497	4,988	5,000	5,000
5.	Cross-Connection Letters	2,658	2,112	2,500	2,500
6.	Standard Work Orders	685	789	700	700
7.	Hydrant Replacement Program	1	3	2	2
8.	New Hydrant Program	1	1	1	1
9.	Insertion Valve Program	1	1	2	1
10.	Valve Replacement Program	1	1	2	1
11.	New Water Line Installation	0	1700'	1,100	1500
12.	Customer Sprinkler Time Setting	n/a	15	20	15
	Production				
1.	Finished Water Pumped (mg)	881,626,000	914,922,000	920,251,000	925,000,000
2.	Raw Water Pumped (mg)	877,636,000	910,840,000	925,034,000	928,500,000
3.	Chlorine (lbs)	27,388	26,987	28,283	28,300
4.	Fluoride (lbs)	27,568	2,694	2,984	3,000
5.	Emergencies (after hours)	n/a	6	5	5
6.	Customer Complaints (Water quality and psi)	n/a	9	7	6

2017 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.

2017 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
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
9. Clean Elevated Tank

2017 OPERATING BUDGET

WATER - 3301, 3302 (CONTINUED)

PROGRAM HIGHLIGHTS

2016 ACCOMPLISHMENTS

Distribution

1. Continued improvement and organization of inventory system
2. Completed CRA water line project
3. Completed Lake Dora/Dora Ave Water Lines
4. Put Royal Harbor P/S on-line
5. Replaced 1 new truck & purchased forklift
6. Built new water pipe rack and storage cover
7. Completed all work orders
8. Filled in as needed for Customer Service Assistant (Steve Rogers)
10. 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. Supervisor received Cross Connection Device Tester Certification and MOT Certification
2. Revised some of Inventory procedures
3. Worked on updating files

FUND 401
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DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

WATER TREATMENT DIVISION EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
533.12-10	REGULAR SALARIES	258,403	277,255	288,485	4.05%
533.13-10	OTHER SALARIES & WAGES	-	1,500	2,000	33.33%
533.14-10	OVERTIME	13,025	11,730	11,730	0.00%
533.15-60	ELECTR TABLET ALLOWANCE	-	-	225	100.00%
533.21-10	FICA / MED TAXES	18,751	20,336	22,533	10.80%
533.22-20	FL STATE RETIREMENT	25,844	30,029	30,668	2.13%
533.23-10	HEALTH INSURANCE	27,593	31,074	32,724	5.31%
533.23-15	DENTAL INSURANCE	1,621	1,842	1,934	4.99%
533.23-20	LIFE INSURANCE	1,426	1,570	1,632	3.95%
533.23-21	SHORT-TERM DISABILITY INS.	978	1,134	1,174	3.53%
533.23-30	DEPENDENT HEALTH INSURANCE	23,534	25,394	27,305	7.53%
533.23-35	DEPENDENT DENTAL INSURANCE	1,485	1,567	1,862	18.83%
533.23-40	LONG TERM DISABILITY	653	720	750	4.17%
533.24-10	WORKERS' COMPENSATION	7,562	6,426	6,747	5.00%
*	SALARIES AND BENEFITS	380,875	410,577	429,769	4.67%
<i>OPERATING EXPENDITURES</i>					
533.31-10	CITY ATTORNEY	160	500	-	-100.00%
533.31-15	ENGINEERING	2,971	5,615	10,000	78.09%
533.31-45	CUP RENEWAL	37,253	53,801	65,000	20.82%
533.31-60	PERMIT & COMPLIANCE FEES	6,000	6,500	6,500	0.00%
533.32-10	AUDIT SERVICES	11,304	17,260	18,274	5.87%
533.34-10	CONTRACTUAL SERVICES	51,676	80,246	88,520	10.31%
533.40-10	TRAVEL & PER DIEM	7,166	7,000	8,000	14.29%
533.41-10	TELEPHONE	5,696	4,063	4,016	-1.16%
533.41-20	OTHER COMMUNICATION	5,651	7,400	7,529	1.74%
533.41-30	POSTAGE	844	2,777	2,777	0.00%
533.43-10	ELECTRIC, WATER, GAS	261,456	263,741	269,621	2.23%
533.44-10	RENTALS & LEASES	-	1,000	1,000	0.00%
533.45-10	LIABILITY	50,822	54,320	59,752	10.00%
533.46-10	REPAIR & MAINT. - BUILDING	1,996	25,000	15,000	-40.00%
533.46-15	REPAIR & MAINT. - EQUIPMENT	3,753	8,800	8,800	0.00%
533.46-25	REPAIR & MAINT. - MISC.	237	2,500	2,500	0.00%
533.46-30	REPAIR & MAINT. - VEHICLE	4,382	6,000	6,000	0.00%
533.46-81	PUMP REPAIR	665	17,100	17,100	0.00%
533.46-85	SCADA MAINTENANCE	15,648	15,650	15,500	-0.96%
533.47-10	PRINTING & BINDING	304	700	700	0.00%
533.49-10	ADVERTISING	-	2,500	2,500	0.00%
533.49-02	OVER/SHORT	75	-	-	0.00%
533.49-32	CREDIT CARD PROCESSING	54,941	51,703	59,543	15.16%
533.49-95	INVENTORY OVER/SHORT	20,460	-	-	0.00%
533.51-10	OFFICE SUPPLIES	1,522	1,500	1,500	0.00%
533.52-10	OPERATING SUPPLIES	139,471	4,250	5,000	17.65%
533.52-11	DURABLE GOODS	2,030	1,160	12,160	948.28%
533.52-15	FUEL COSTS	25,110	26,418	28,772	8.91%
533.52-25	UNIFORMS	1,067	3,950	4,010	1.52%
533.52-65	OPERATING CHEMICALS	40,197	50,000	50,000	0.00%
533.52-75	LAB SUPPLIES	4,979	6,800	6,800	0.00%
533.52-80	LAB-OPERATING SUPPLIES	500	8,400	8,400	0.00%
533.52-95	SCADA SUPPLIES	4,480	11,150	11,800	5.83%
533.54-10	BKS, PUB, SUB, MEM, LIB	495	1,000	1,000	0.00%
533.59-10	DEPRECIATION EXPENSE	351,996	-	-	0.00%

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 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WATER TREATMENT DIVISION EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
533.59-13	BAD DEBT	78,061	-	-	0.00%
533.59-15	TRANSFER TO G/F	290,938	325,715	347,083	6.56%
533.59-20	REIMBURSEMENT TO G/F	298,422	320,418	366,971	14.53%
533.59-70	TRANSFER TO SRF LOAN DEBT	797,167	853,431	854,681	0.15%
533.59-78	TRANSFER TO W/WW RRI FUND	150,000	150,000	150,000	0.00%
533.59-79	TRANSFER TO PROJECT FUND	-	-	3,587	100.00%
	* OPERATING EXPENDITURES	<u>2,729,895</u>	<u>2,398,368</u>	<u>2,520,396</u>	5.09%
<i>CAPITAL EXPENDITURES</i>					
533.61-10	LAND	53,396	-	-	0.00%
533.64-10	EQUIP - REPLACEMENT	12,400	2,000	-	-100.00%
533.64-11	EQUIP - VEHICLE REPLACEMENT	26,778	-	40,000	100.00%
533.64-13	EQUIP - COMP REPLACEMENT	957	-	-	0.00%
533.64-15	EQUIP - NEW	5,967	12,000	-	-100.00%
533.64-25	FUTURE PROJECTS	11,000	-	-	0.00%
533.69-99	ASSET RECLASSIFICATION	(110,498)	-	-	0.00%
	* CAPITAL EXPENDITURES	<u>-</u>	<u>14,000</u>	<u>40,000</u>	185.71%
<i>DEBT SERVICE</i>					
533.71-30	REV BOND 2000 SPLIT 40-60	-	152,500	154,500	1.31%
533.72-30	REV BOND 2000 SPLIT 40-60	3,404	74,112	70,008	-5.54%
	* DEBT SERVICE	<u>3,404</u>	<u>226,612</u>	<u>224,508</u>	-0.93%
TOTAL WATER TREATMENT		<u>3,114,174</u>	<u>3,049,557</u>	<u>3,214,673</u>	<u>5.41%</u>

FUND 401
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 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WATER TREATMENT DIVISION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
533.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	288,485	288,485
533.13-10 OTHER SALARIES & WAGES	WAGES FOR TEMPORARY EMPLOYEES	2,000	2,000
533.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	11,730	11,730
533.15-60 ELECTR TABLET ALLOWANCE	ALLOWANCE FOR ELECTRONIC TABLET	225	225
533.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	22,533	22,533
533.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	30,668	30,668
533.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	32,724	32,724
533.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,934	1,934
533.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,632	1,632
533.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,174	1,174
533.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	27,305	27,305
533.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,862	1,862
533.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	750	750
533.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	6,747	6,747
533.31-10 CITY ATTORNEY	NO AMOUNT BUDGETED	-	-
533.31-15 ENGINEERING	GENERAL ENGINEERING SERVICES TO INCLUDE EASEMENTS, SURVEYING AND TITLE SEARCHES	10,000	10,000
533.31-45 CUP RENEWAL/WELL ANALYSIS	ANALYSIS OF FUTURE WELLS	65,000	65,000
533.31-60 PERMIT & COMPLIANCE FEES	FDEP PLANTS PERMIT RENEWAL - ANNUAL RENEWAL	6,500	6,500
533.32-10 AUDIT SERVICES	AUDIT PREPARATION SINGLE AUDIT	12,774 5,500	18,274
533.34-10 CONTRACTUAL SERVICES	BLACKBOARD CONNECT MASS NOTIFICATION (SHARED WITH POLICE, FIRE, WW, AND SOLID WASTE)	2,320	88,520
	LOAD BANK TEST: PLANT #1 - 509 LAKE DORA DRIVE	500	
	LOAD BANK TEST: PLANT #1 - 100 DISSTON AVENUE	500	
	LOAD BANK TEST: PLANT #2 - 316 N. INGRAHAM AVENUE	500	
	LOAD BANK TEST: PLANT #3 - 2101 DEAD RIVER ROAD	500	
	LOAD BANK TEST: PLANT #4 - 2401 SLIM HAYWOOD ROAD	500	
	PREVENTATIVE MAINT. ENGINE GENERATOR SYSTEM:		
	PLANT #1 - 100 DISSTON AVENUE WELLS 3 & 4	350	
	PLANT #1 - 509 LAKE DORA DRIVE	350	
	PLANT #2 - 316 N. INGRAHAM AVENUE WELL 5	350	
	PLANT #3 - 2101 DEAD RIVER ROAD WELL 6	350	
	PLANT #4 - 2401 SLIM HAYWOOD ROAD WELL 7 & 8	350	
	WATER CONSERVATION SCHOOL PROGRAM	15,000	
	DIAGNOSTIC ANALYSIS FOR 7 HIGH SERVICE PUMPS AND 6 WELL PUMPS	10,000	
	DIGITAL SCANNING OF ARCHIVED UTILITY MAPS	8,150	
	TREATMENT - WELLS & FINISHED WATER METERS ANNUAL CALIBRATION - PLANTS #1-4	3,400	
	WEEKLY CLEANING OF UAB (SHARED WITH REUSE)	2,600	
	LAWN MOWING & MAINTENANCE OF PLANTS #1-4	7,000	
533.34-10 CONTRACTUAL SERVICES (CONT.)	GROUND STORAGE TANKS YEARLY PRESSURE WASH: PLANTS #1 & #4 (2-1M GAL TANKS @ \$1,200 EACH TANK AND 1 - 500K GAL @ \$1,000)	3,400	

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 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
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WATER TREATMENT DIVISION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
	CONSTRUCTION WATER SPECIFICATION UPDATES	2,500	
	CCR REPORT	4,400	
	WATER TANK MAINTENANCE - PLANT 2	6,000	
	RAFTELIS FINANCIAL CONSULTANTS	2,500	
	GIS PROGRAM	15,000	
	TANK INSPECTION & CLEANING FOR PLANTS #1 & #4 (FOR ENVIRONMENTAL CONTROL AND PUBLIC SAFETY)	2,000	
533.40-10 TRAVEL & PER DIEM	PLANT OPERATORS TRAINING & TRAVEL EXPENSES TO MAINTAIN LICENSES & CEU REQUIREMENTS	3,000	8,000
	PLANT RELATED SEMINAR TRAINING & CEU'S FOR PLANT OPERATORS	1,000	
	SUPERVISOR - SEMINARS, TRAINING, AND CEU'S	1,500	
	ADMIN ASSISTANTS (2) - SEMINAR TRAINING	1,000	
	UTILITY DIRECTOR - SEMINAR TRAINING & CEU'S	1,500	
533.41-10 TELEPHONE	DOMS FAX	2,144	4,016
	NEXTEL	1,872	
	(FOUR PHONES)		
533.41-20 OTHER COMMUNICATION	VERIZON WI-FI SERVICES	129	7,529
	MODEM FOR ALL PLANTS	4,700	
	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 LETTER, DEP REGULATIONS, SHIP PACKAGES, E'	2,777	2,777
533.43-10 ELECTRIC, WATER, GAS	ELECTRIC	143,895	269,621
	WATER	125,726	
533.44-10 RENTALS & LEASES	RENTAL OF EQUIPMENT FOR EMERGENCIES, ETC.	1,000	1,000
533.45-10 LIABILITY	LIABILITY INSURANCE	59,752	59,752
533.46-10 BUILDING	REPAIR & MAINTENANCE OF PLANT BUILDINGS 1-4 (PAINT TANKS, PIPING, FLOORS & BUILDINGS)	25,000	15,000
	-DEPARTMENT CUT	(10,000)	
533.46-15 EQUIPMENT	MAINTENANCE OF ELECTRICAL SERVICE WELL PUMPS	2,800	8,800
	ANNUAL PREVENTATIVE MAINTENANCE REPAIRS FOR HIGH SERVICE PUMPS AND MOTORS	2,300	
	PROJECT FOR RESIDENT REVIEW	2,200	
	DAILY UPKEEP OF SMALL EQUIPMENT FOR NORMAL AND EMERGENCY OPERATIONS	1,500	
533.46-25 MISCELLANEOUS	MISC. REPAIRS & MAINTENANCE OF PLANT EQUIPMENT (CHLORINATION & FLUORIDATION EQUIPMENT, ETC.)	2,500	2,500
533.46-30 VEHICLE	ROUTINE PREVENTATIVE MAINT & REPAIR TO VEHICLES	6,000	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	
	THESE ITEMS ARE BUDGETED IN THE CURRENT FY 2016		
533.46-85 SCADA MAINTENANCE	SCADA MAINTENANCE OF PLANTS #1-4	15,500	15,500
533.47-10 PRINTING & BINDING	WATER CONSERVATION & PUBLIC EDUCATION NOTICES, REGULATORY NOTIFICATIONS, ETC.	700	700
533.49-02 OVER/SHORT	NO AMOUNT BUDGETED	-	-
533.49-10 ADVERTISING	PUBLIC NOTIFICATION AS REQUIRED BY DEP CCR REPORT, EMERGENCY PRESS RELEASES, ETC.	2,500	2,500
	COMMEMORATIVE PIN PROGRAM	450	

FUND 401
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CITY OF TAVARES
 PROPOSED BUDGET
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WATER TREATMENT DIVISION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
	-BALANCING CUT	(450)	
533.49-32 CREDIT CARD PROCESSING	CREDIT CARD PROCESSING FEES	59,543	59,543
533.49-95 INVENTORY OVER/SHORT	NO AMOUNT BUDGETED	-	-
533.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	1,500	1,500
533.52-10 OPERATING SUPPLIES	STOCK REPLACEMENT FOR NEW SERVICE INSTALLATIONS, EMERGENCY SUPPLIES, JANITORIAL SUPPLIES, ETC.	5,000	5,000
533.52-11 DURABLE GOODS	SMALL EMERGENCY EQUIPMENT FOR EMERGENCY REPAIRS FENCE PANELS FOR PLANT #1 - LAKE DORA DRIVE FLAG POLE FOR CITY FLAG (COST SHARED WITH WASTEWATER) 2 CHLORINE ANALYZERS FOR PLANTS #1 & #4	2,400 1,510 1,250 7,000	12,160
533.52-15 FUEL COSTS	FUEL COSTS	28,772	28,772
533.52-25 UNIFORMS	WEEKLY RENTAL OF UNIFORMS FOR TREATMENT STAFF WORK BOOTS - EMPLOYEES POLO SHIRTS FOR SUPERVISOR & ADMIN ASSISTANT	3,000 450 560	4,010
533.52-65 OPERATING CHEMICALS	CHLORINE, FLOURIDE & OTHER CHEMICALS AS NEEDED	50,000	50,000
533.52-75 LAB SUPPLIES	MEDIA AND SUPPLIES FOR MONTHLY DRINKING WATER SAMPLES, BOIL WATER NOTICES AND QC ANALYSIS TO SUPPORT THE DW TNI CERTIFICATION	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	347,083	347,083
533.59-20 REIMBURSEMENT TO G/F	REIMBURSEMENT TO GENERAL FUND	366,971	366,971
533.59-70 TRANSFER TO SRF LOAN DEBT	TRANSFER TO SRF DEBT SVC FUND 78905P WW PLANT (\$678,856-\$200,000 FROM W/WW IMPACTS P/2) D/S PAYMENTS 12-15-16 & 6-15-17 TRANSFER TO SRF DEBT SVC FUND-PRECONST RECLAIM (75,704/2) 789060 D/S DUE 10-15-16 & 4-15-17 TRANSFER TO SRF DEBT SVC FUND DW350301 ARRA WATER PLANT D/S DUE 11-15-16 & 5-1 42,507 TRANSFER TO SRF DEBT SVC FUND RECLAIM P1 WW350910 (152192/2) D/S DUE 10-15-15& 4-1 42,507 TRANSFER TO SRF DEBT SVC FUND RECLAIM PHASE 2 & 3 WW350920(\$204,228/2) D/S DUE 10-15-16-28	240,678 28,729 24,169 82,472 101,601	854,681
533.59-70 TRANSFER TO SRF LOAN DEBT (CONT.)	TRANSFER TO SRF DEBT SVC FUND WATER DIST SYSTEM UPGRADE DW350930 (CRA)D/S DUE 4-15-17 & 10-15-17	377,032	
533.59-78 TRANSFER TO W/WW RRI FUND	TRANSFER TO RRI FUND	150,000	150,000
533.59-79 TRANSFER TO PROJECT FUND	TRANSFER TO SUNSET VIEW PROJECT FUND	3,587	3,587
533.61-10 LAND	NO AMOUNT BUDGETED	-	-

FUND 401
 DEPT 33
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WATER TREATMENT DIVISION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
533.64-10 EQUIP - REPLACEMENT	NO AMOUNT BUDGETED	-	-
533.64-11 EQUIP-VEHICLE REPLACEMENT	REPLACE #924 - 2017 F250 2WD WITH UTILITY BED AND LIFT GATE	40,000	40,000
	REPLACE #840 (2009 SPORTS TRAC) WITH 2017 FORD EXPLORER (SPLIT WITH WASTEWATER) -BALANCING CUT	15,000 (15,000)	
533.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
533.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	-	-
533.64-25 FUTURE PROJECTS	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	92,000	154,500
	UTILITY SYSTEM BOND SERIES 2012B 2.37M	62,500	
533.72-30 REV BOND 2000 SPLIT 40-60	UTILITY SYSTEM BOND SERIES 2012A 4.72M		70,008
	2/1/2017	20,713	
	8/1/2017	20,713	
	UTILITY SYSTEM BOND SERIES 2012B 2.37M		
	2/1/2017	14,291	
	8/1/2017	14,291	

FUND 401
DEPT 33
DIVISION 02

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

WATER DISTRIBUTION DIVISION EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
533.12-10	REGULAR SALARIES	282,741	290,155	301,654	3.96%
533.14-10	OVERTIME	24,261	11,620	11,620	0.00%
533.21-10	FICA / MED TAXES	21,087	21,005	23,177	10.34%
533.22-20	FL STATE RETIREMENT	22,013	23,327	23,994	2.86%
533.23-10	HEALTH INSURANCE	36,448	37,404	39,390	5.31%
533.23-15	DENTAL INSURANCE	2,182	2,218	2,328	4.96%
533.23-20	LIFE INSURANCE	1,600	1,630	1,694	3.93%
533.23-21	SHORT-TERM DISABILITY INS.	1,108	1,225	1,273	3.92%
533.23-30	DEPENDENT HEALTH INSURANCE	30,052	30,128	41,651	38.25%
533.23-35	DEPENDENT DENTAL INSURANCE	2,829	2,934	3,297	12.37%
533.23-40	LONG TERM DISABILITY	733	748	778	4.01%
533.24-10	WORKERS' COMPENSATION	11,646	8,931	9,378	5.01%
*	SALARIES AND BENEFITS	436,700	431,325	460,234	6.70%
<i>OPERATING EXPENDITURES</i>					
533.31-10	CITY ATTORNEY	-	500	-	-100.00%
533.31-15	ENGINEERING	3,029	6,000	10,000	66.67%
533.34-10	CONTRACTUAL SERVICES	22,203	24,744	30,615	23.73%
533.40-10	TRAVEL & PER DIEM	4,706	7,000	8,000	14.29%
533.41-10	TELEPHONE	3,526	4,128	3,744	-9.30%
533.41-20	OTHER COMMUNICATION	606	-	314	100.00%
533.41-30	POSTAGE	996	1,500	1,500	0.00%
533.44-10	RENTALS & LEASES	1,844	1,000	1,000	0.00%
533.45-10	LIABILITY	14,768	16,058	17,664	10.00%
533.46-10	REPAIR & MAINT. - BUILDING	1,490	9,500	3,000	-68.42%
533.46-15	REPAIR & MAINT. - EQUIPMENT	485	1,500	1,500	0.00%
533.46-25	REPAIR & MAINT. - MISC.	1,072	1,500	6,500	333.33%
533.46-30	REPAIR & MAINT. - VEHICLE	8,175	7,000	8,000	14.29%
533.46-50	DISTRIBUTION	9,607	23,000	5,000	-78.26%
533.47-10	PRINTING & BINDING	447	500	500	0.00%
533.49-10	ADVERTISING	-	112	200	78.57%
533.51-10	OFFICE SUPPLIES	1,486	1,500	1,600	6.67%
533.52-10	OPERATING SUPPLIES	31,490	17,271	10,000	-42.10%
533.52-11	DURABLE GOODS	2,249	1,260	16,000	1169.84%
533.52-15	FUEL COSTS	5,582	10,384	5,599	-46.08%
533.52-16	INVENTORY PURCHASES	-	76,280	150,000	96.64%
533.52-17	NEW METERS	50,908	-	-	0.00%
533.52-18	REPLACEMENT METERS	8,475	-	-	0.00%
533.52-19	CROSS CONNECTION DEVICES	1,540	-	-	0.00%
533.52-25	UNIFORMS	4,683	7,050	7,200	2.13%
533.52-31	METER UPGRADE PROGRAM	-	-	-	0.00%
533.54-10	BKS, PUB, SUB, MEM, LIB	908	1,338	1,338	0.00%
533.59-10	DEPRECIATION EXPENSE	60,272	-	-	0.00%
533.59-66	INVENTORY PURCHASE RECLASS	(72,504)	-	150,000	100.00%
*	OPERATING EXPENDITURES	168,043	219,125	439,274	100.47%
<i>CAPITAL EXPENDITURES</i>					
533.64-10	EQUIP - REPLACEMENT	4,950	45,351	25,000	-44.87%
533.64-11	EQUIP - VEHICLE REPLACEMENT	62,949	37,724	-	-100.00%
533.64-14	EQUIP - NEW COMPUTERS	2,764	1,005	-	-100.00%
533.64-15	EQUIP - NEW	20,978	41,227	103,000	149.84%
533.64-17	EQUIP-NEW VEHICLES	-	40,000	-	-100.00%
533.64-23	SOFTWARE	-	-	5,000	100.00%
533.64-25	FUTURE PROJECTS	731,613	127,083	-	-100.00%
533.69-98	ASSET RECLASS-CIP	(724,114)	-	-	0.00%
533.69-99	ASSET RECLASSIFICATION	(99,142)	-	-	0.00%
*	CAPITAL EXPENDITURES	(2)	292,390	133,000	-54.51%

FUND 401
 DEPT 33
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WATER DISTRIBUTION DIVISION EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
	<i>TRANSFERS/REIMBURSEMENTS</i>				
533.95-55	WATER/SEWER FUND	70	-	-	0.00%
*	TRANSFERS/REIMBURSEMENT	70	-	-	0.00%
	TOTAL WATER DISTRIBUTION	604,811	942,840	1,032,508	9.51%

FUND 401
DEPT 33
DIVISION 02

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

WATER DISTRIBUTION DIVISION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
533.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	301,654	301,654
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	23,177	23,177
533.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	23,994	23,994
533.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	39,390	39,390
533.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	2,328	2,328
533.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,694	1,694
533.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,273	1,273
533.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	41,651	41,651
533.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	3,297	3,297
533.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	778	778
533.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	9,378	9,378
533.31-10 CITY ATTORNEY	NO AMOUNT BUDGETED	-	-
533.31-15 ENGINEERING	GENERAL ENGINEERING SERVICES TO INCLUDE EASEMENTS, SURVEYING AND TITLE SEARCHES	10,000	10,000
533.34-10 CONTRACTUAL SERVICES	RAILROAD CROSSING COSTS: TAVA-52-041 (NEAR DISSTON AVENUE) TAVA-52-124 (NEAR CAROLINE STREET) TAVA-62-130 (ETOWAH) TAVA-61-137 (RUBY STREET) TAVA-61-146 (LAKE DORA CIRCLE) TAVA-61-147 (NEAR DISSTON AVENUE) TAVA-61-160 (NEAR US 441/SR 500) TAVA- (AH BEHIND FIRE STATION #1, ALFRED STREET) TAVA- (12" WATER LINE - PAVILION) TAVA- (12" WATER LINE - DORA DRIVE, DORA AVENUE) NAVIGATOR TECHNICAL SUPPORT - CROSS CONNECTION CONSTRUCTION WATER SPECIFICATIONS UPGRADES GIS PROGRAM (SPLIT WITH WASTEWATER)	1,035 2,600 1,090 1,040 1,035 1,035 1,245 1,025 1,025 1,025 1,000 2,460 15,000	30,615
533.40-10 TRAVEL & PER DIEM	DISTRIBUTION STAFF TO MAINTAIN LICENSES & CEU REQS SUPERVISOR DISTRIBUTION RELATED SEMINAR / TRAINING CROSS CONNECTION TRAINING FOR CC COORDINATOR ADMIN ASSISTANTS (2) - SEMINAR TRAINING UTILITY DIRECTOR - SEMINAR TRAINING & CEU'S	3,000 1,500 1,000 1,000 1,500	8,000
533.41-10 TELEPHONE	NEXTEL (EIGHT PHONES)	3,744	3,744
533.41-20 OTHER COMMUNICATION	VERIZON WI-FI SERVICES	314	314
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	17,664	17,664
533.46-10 BUILDING	REPAIR & MAINTENANCE TO BUILDINGS, ROOF, ETC.	3,000	3,000

FUND 401
 DEPT 33
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WATER DISTRIBUTION DIVISION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
533.46-15 EQUIPMENT	DAILY UPKEEP OF SMALL EQUIPMENT FOR NORMAL AND EMERGENCY OPERATIONS	1,500	1,500
533.46-25 MISCELLANEOUS	MISC REPAIRS TO DISTRIBUTION SYSTEM FOR NORMAL AND EMERGENCY OPERATIONS EMERGENCY ROAD REPAIRS	1,500 5,000	6,500
533.46-30 VEHICLE	ROUTINE PREVENTATIVE MAINT & REPAIR TO VEHICLES	8,000	8,000
533.46-50 DISTRIBUTION	MISC PARTS FOR INSTALLATION OF POTABLE SERVICES, IRRIGATION SERVICES, PARTS FOR METER EXCHANGE PROGRAM, EMERGENCIES AND UNEXPECTED BREAKS	5,000	5,000
533.47-10 PRINTING & BINDING	WATER CONSERVATION & PUBLIC EDUCATIONAL NOTICES, REGULATORY NOTIFICATIONS, ETC.	500	500
533.49-10 ADVERTISING	BIDS, CROSS CONNECTION CONTROL, ETC. COMMEMORATIVE PIN PROGRAM -BALANCING CUT	200 450 (450)	200
533.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	1,600	1,600
533.52-10 OPERATING SUPPLIES	STOCK REPLACEMENT FOR NEW SERVICE INSTALLATIONS, EMERGENCY SUPPLIES, JANITORIAL SUPPLIES, ETC. MISC TOOLS FOR DAILY OPERATIONS	10,000 10,000	10,000
533.52-11 DURABLE GOODS	2 GRUNDMAT BORING TOOLS (ANNUAL MAINTENANCE) FIRE HYDRANT REPLACEMENT PROGRAM SHELVING & WIRE PARTITIONS FOR INVENTORY ORGANIZATION AT PLANT #4 3 FIRE HYDRANTS	1,500 4,000 3,000 7,500	16,000
533.52-15 FUEL COSTS	FUEL COSTS	5,599	5,599
533.52-16 INVENTORY PURCHASES	METERS AND INVENTORY ACCESSORIES	150,000	150,000
533.52-17 NEW METERS	NO AMOUNT BUDGETED	-	-
533.52-18 REPLACEMENT METERS	NO AMOUNT BUDGETED	-	-
533.52-19 CROSS CONNECTION DEVICES	NO AMOUNT BUDGETED	-	-
533.52-25 UNIFORMS	WEEKLY RENTAL OF UNIFORMS FOR DISTRIBUTION STAFF WORK BOOTS FOR 8 EMPLOYEES	6,000 1,200	7,200
533.54-10 BKS, PUB, SUB, MEM, LIB	SUBSCRIPTIONS & REFERENCE MATERIALS FOR EMPLOYEES WATER REUSE ANNUAL MEMBERSHIP (SPLIT WITH WASTEWATER)	988 350	1,338
533.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
533.59-66 INVENTORY PURCHASE RECLAS	INVENTORY	150,000	150,000
533.64-10 EQUIP - REPLACEMENT	REPLACE 2 VFD'S FOR PUMPS AT PLANT #1	25,000	25,000
533.64-11 EQUIP-VEHICLE REPLACEMENT	NO AMOUNT BUDGETED	-	-
533.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
533.64-15 EQUIP - NEW	INSERTION VALVE PROGRAM (CIP PROGRAM) ROYAL HARBOR PILOT PROGRAM FRONT END LOADER (SPLIT WITH WASTEWATER AND STORMWATER)	13,000 40,000 50,000	103,000
533.64-17 EQUIP-NEW VEHICLES	NO AMOUNT BUDGETED	-	-

FUND 401
DEPT 33
DIVISION 02

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

WATER DISTRIBUTION DIVISION EXPENSE JUSTIFICATION

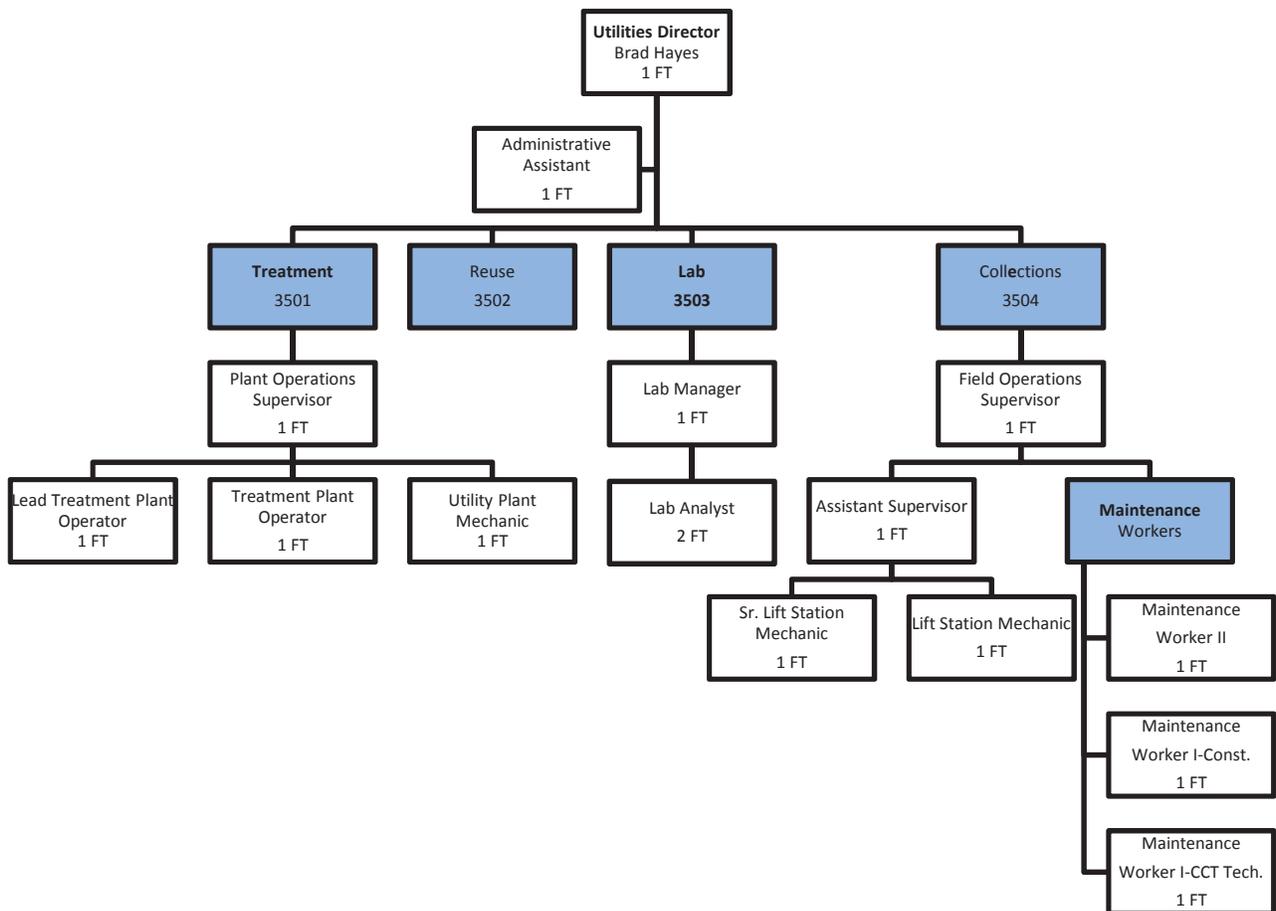
<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
533.64-23 SOFTWARE	SIMS MAINTENANCE / ASSET MANAGEMENT	5,000	5,000
533.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-
533.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-
533.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-
533.95-55 WATER/SEWER FUND	NO AMOUNT BUDGETED	-	-

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Wastewater

Division 35*



*Wastewater is a Division of the Utilities Department.

Position Summary

Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
Full Time:				
Administrative Assistant ¹	25004	1	1	1
Assistant Supervisor	35005	0	1	1
Field Operations Supervisor	24002	1	1	1
Lab Analyst	24012	1	1	2
Lab Manager	24006	1	1	1
Lab Tech	35004	1	1	0
Lead Treatment Plant Operator	35007	0	1	1
Lift Station Mechanic	24007	2	1	1
Maint. Wrkr I/CCT Tech	35003	1	1	1
Maint. Wrkr I/Const. Insp.	35002	1	1	1
Maint. Wrkr II/Heavy Equip.	24010	1	1	1
Plant Operations Supervisor	24004	1	1	1
Sr. Lift Station Mechanic	35001	1	1	1
Treatment Plant Operator	24005	3	1	1
Utility Director ¹	24014	1	1	1
Utility Plant Mechanic	35006	0	1	1
No. of Full Time		16	16	16
Total No. of Positions:		16	16	16
Total FTEs:		16	16	16

Notes:

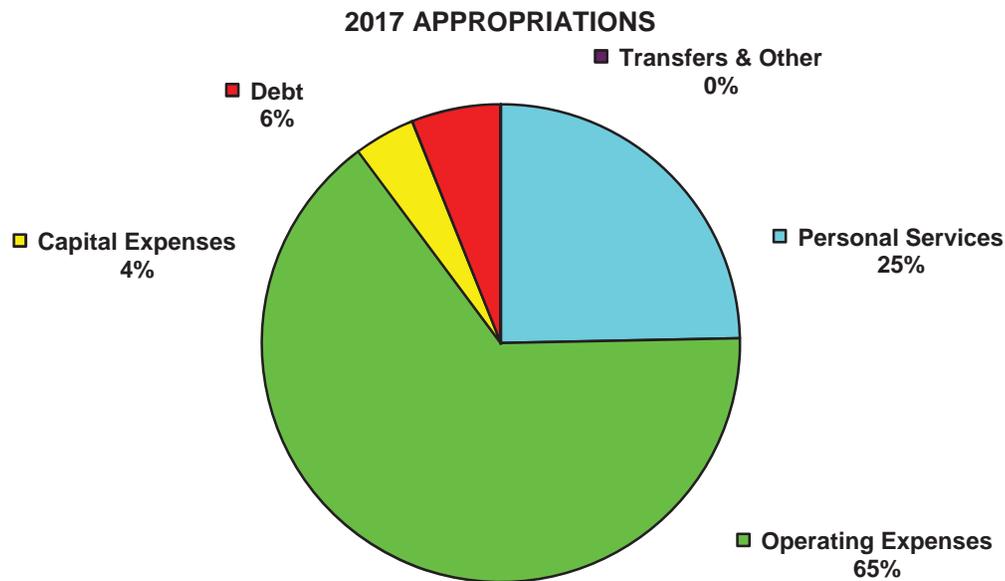
1. Utility Director & Administrative Assistant positions are allocated 50% to Water, 50% to Wastewater

Budget Summary

<i>Division Summary</i>	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Treatment-3501				
Personal Services	282,679	344,952	373,156	8.18%
Operating Expenses	2,772,905	2,574,504	2,508,153	-2.58%
Capital Expenses	1	30,717	53,000	72.54%
Debt	101,477	293,536	291,222	-0.79%
Total Treatment	3,157,062	3,243,709	3,225,531	-0.56%
Reuse-3502				
Operating Expenses	81,588	150,096	76,352	-49.13%
Capital Expenses	-	12,500	5,500	-56.00%
Total Reuse	81,588	162,596	81,852	-49.66%
Lab-3503				
Personal Services	219,397	243,506	255,190	4.80%
Operating Expenses	103,526	118,022	114,058	-3.36%
Capital Expenses	-	39,500	5,500	-86.08%
Transfers & Other	3,252	-	-	0.00%
Total Lab	326,175	401,028	374,748	-6.55%

Budget Summary (Continued)

Collection-3504				
Personal Services	492,343	528,821	560,728	6.03%
Operating Expenses	443,607	424,720	442,076	4.09%
Capital Expenses	-	217,790	135,500	-37.78%
Transfers & Other	2,956	-	-	0.00%
Total Collection	938,906	1,171,331	1,138,304	-2.82%
Grand Total Wastewater	\$ 4,503,731	\$ 4,978,664	\$ 4,820,435	-3.18%
<i>Category Summary</i>				
Personal Services	994,419	1,117,279	1,189,074	6.43%
Operating Expenses	3,401,626	3,267,342	3,140,639	-3.88%
Capital Expenses	1	300,507	199,500	-33.61%
Debt	101,477	293,536	291,222	-0.79%
Transfers & Other	6,208	-	-	0.00%
Grand Total Wastewater	\$ 4,503,731	\$ 4,978,664	\$ 4,820,435	-3.18%



2017 OPERATING BUDGET

WASTEWATER

PROGRAM HIGHLIGHTS

DIVISION MISSION

It is the mission of the Wastewater Department 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 & the City's natural environment while maintaining financially efficient and loss prevention measures within established guidelines and safeguards from the Department of Environmental Protection. 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 an orange grove. In addition to operating City plants, the department 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 74 lift stations, 40 miles of force main, and 70 miles of gravity sewer lines throughout the City.

SERVICE INDICATORS

	Indicator Description	Actual 2014	Actual 2015	Est. 2016	Projected 2017
1.	Lift Stations Maintained	74	74	75	76
2.	Wastewater Plant Capacity (MGD)	3	3	3	3
3.	Daily Average Flow (MGD): Treatment	1.1	1.3	1.3	1.5
4.	Daily Average Flow (MGD): Reuse	0.3	0.3	0.4	0.5
5.	After Hours Lift Station Emergencies	15	15	15	15
6.	Regulatory Wastewater Analysis	2,639	2,518	2,700	2,750
7.	Regulatory Drinking Water Analysis	260	621	816	800
8.	Process Control Analysis	1,476	1,300	1,300	1,300
9.	Misc. Analysis: Quality Control, Proficiency Testing, Collaborative Trials, Special Projects Lake Dora Stormwater	720	562	880	900
10.	Miles of Wastewater Lines Maintained	40	110	114	116
11.	Miles of Reclaimed Lines Maintained	12	12	14	14
12.	Miles of New Wastewater lines to be installed	0	3	3	2
13..	Miles of New Reclaimed Lines to be installed	5	2	2	1

2017 GOALS

Organizational Development

Provide additional training in safety and operation of the Treatment Plant, Reclaim system, and Collection System to meet FDEP & FDOH 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 and 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.

2017 OPERATING BUDGET

WASTEWATER (continued)

PROGRAM HIGHLIGHTS

2017 OBJECTIVES

Wastewater Treatment

1. Continue to develop world class preventative maintenance (P/M) program (CMMS).
2. Continue training James Anderson for C level WW operator certification.
3. Continue to support a cross training program for operator certification.
4. Seek and develop more improved energy conservation.
5. Expand and continue to host Operator CEU training in Tavares at the UAB.
6. Purchase and Install 5th Blower (last of 5) @ Digester (Capital Improvement 5 year plan).
7. Meet all Regulatory permit requirements for Public Reuse.
8. Continue training new Plant Mechanic (Chad Robinson) .
9. Pursue WWTP Excellence Awards.
10. Continue developing capitol improvement future projects.

Wastewater Lab

1. Achieve certification for Total Kjeldahl Nitrogen and Total Phosphorus during our 2017 TNI Inspection.
2. Arrange a Excel Basics workshop.
3. Convert all lab logbooks into Excel format to enable these to be used for import and export to the LIMS.
4. Set up the LIMS so that all chemicals, reagents and media are logged in electronically. In the interim, generate a more effective way to track these perishables.
5. Reconfigure the Sample Templates in the LIMS system to facilitate easier retrieval of data.
6. Transition to utilizing the reagent, chemical and media preparation component of the LIMS.
7. Work with Ethosoft and the IT Department towards a paperless environment.
8. Gain approval from FDEP via permit revision to abandon all the piezometer monitoring wells.
9. Work with Ethosoft to convert the EZ DMR to electronic format that can be populated by the LIMS System.

Wastewater Collections

1. Continue 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. Implement CIPP process to repair gravity sewers internally at the fraction of cost to use contractor.
6. Rebuild lift stations and electrical panels for lift stations 39.
7. Rebuild electrical panels for lift stations 35 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. .Continue the implementation of CMMS work order system
12. Install liner in manholes that are severely damaged by H2S .
13. Develop 20 year lift station rehabilitation plan.
14. Replace portions of Lift Station 16 fm to improve pump efficiency.

2016 ACCOMPLISHMENTS

Customer Focus, Innovation & Technology, and Organizational Performance

Wastewater Treatment:

1. Completed 1st program (Tim) for WWTP/Water Operators cross training program. Tim received his class C water license.
2. Sought and developed improved energy conservation.
3. Continued to host Operator CEU training in Tavares.
4. Hired and training new WWTP Operator Mechanic.
5. Purchased and Installed 4th Blower @ Digester (Capital Improvement 5 year plan).
6. Met all Regulatory permit requirements for Public Reuse.
7. Continued to develop world class preventative maintenance (P/M) program.
8. WWTP Operators received their college degrees.
9. Pursued WWTP Excellence Awards. Was awarded the York Award for best reclaimed system as #1 in the Class 3 category.
10. Added another Residential Subdivision (Bay Tree) to Reclaimed water customer base.

2017 OPERATING BUDGET

WASTEWATER (continued)

PROGRAM HIGHLIGHTS

2016 ACCOMPLISHMENTS (Continued)

Wastewater Lab:

1. Complete training of Laboratory Analyst for Chloride and Nitrate methods following installation of new autotitrator.
2. Remotely treat all splash park diarrheal fecal incidents through SCADA.
3. Determined that it is feasible of perform new analytes, TKN and TP in house and to gain TNI certification.
4. Gained approval from FDEP for an alternate chlorine test method and installed a was granted approval to install a new CLT10 chlorine probe at the WWTP.
5. Determined that it was not financially feasible to perform Fluoride analysis in house.
6. Teresa sat and passed her WW class "C" exam and is working periodically in Operations to achieve the necessary "time" so that she may gain her licensure.
7. Hosted an FSEA Micro Workshop for Region 3 which was held at UAB with 31 attendees.
8. Co-hosted an Advanced Excel Class at UAB.
9. Total Phosphorus analysis is complete, MDL's, IDOC and the first proficiency test sample were all acceptable.
10. Sourced ISE method for TKN.

Wastewater Collections:

1. Continue to minimize and reduce the after hours emergency calls due to line blockages, pump failures, etc.
2. We have increased CCTV of main lines to better identify gravity sewer system and isolate problem areas for repair by + - 30%.
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. Replace fences at LS 22, 99, for on going esthetics of lift stations.
6. Using new ground penetrating radar, physically locate sewer force mains and identify with permanent markers.
7. Completed design of 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.
10. Install new pump and electrical panel at lift station 20.
11. Using CMMS system for work orders in the Collection Department.
12. Reducing infiltration various locations using in-house grouting techniques, and grout.

FUND 401
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DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

WASTEWATER TREATMENT EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
535.12-10	REGULAR SALARIES	196,082	233,823	254,014	8.64%
535.14-10	OVERTIME	8,142	6,674	8,035	20.39%
535.15-60	ELECTR TABLET ALLOWANCE	-	-	225	100.00%
535.21-10	FICA / MED TAXES	14,167	17,588	19,496	10.85%
535.22-20	FL STATE RETIREMENT	20,913	26,387	27,592	4.57%
535.23-10	HEALTH INSURANCE	21,969	28,197	29,694	5.31%
535.23-15	DENTAL INSURANCE	1,318	1,672	1,755	4.96%
535.23-20	LIFE INSURANCE	1,075	1,327	1,443	8.74%
535.23-21	SHORT-TERM DISABILITY INS.	731	949	1,029	8.43%
535.23-30	DEPENDENT HEALTH INSURANCE	11,586	21,090	22,677	7.52%
535.23-35	DEPENDENT DENTAL INSURANCE	1,709	2,536	2,229	-12.11%
535.23-40	LONG TERM DISABILITY	493	608	661	8.72%
535.24-10	WORKERS' COMPENSATION	4,494	4,101	4,306	5.00%
*	SALARIES AND BENEFITS	282,679	344,952	373,156	8.18%
<i>OPERATING EXPENDITURES</i>					
535.31-15	ENGINEERING	22,329	84,125	25,000	-70.28%
535.32-10	AUDIT SERVICES	13,127	15,056	21,382	42.02%
535.34-10	CONTRACTUAL SERVICES	80,268	200,609	165,311	-17.60%
535.40-10	TRAVEL & PER DIEM	12,731	11,000	11,000	0.00%
535.41-10	TELEPHONE	4,267	3,873	3,867	-0.15%
535.41-20	OTHER COMMUNICATION	72	877	891	1.60%
535.41-30	POSTAGE	154	400	400	0.00%
535.43-10	ELECTRIC, WATER, GAS	410,063	423,326	415,265	-1.90%
535.44-10	RENTALS & LEASES	2,759	3,400	3,400	0.00%
535.45-10	LIABILITY	42,318	45,073	49,580	10.00%
535.46-10	REPAIR & MAINT. - BUILDING	1,533	3,710	3,000	-19.14%
535.46-15	REPAIR & MAINT. - EQUIPMENT	13,388	33,500	14,000	-58.21%
535.46-17	INSURANCE RECOVERY	579	20,127	-	-100.00%
535.46-25	REPAIR & MAINT. - MISC.	1,371	6,000	6,000	0.00%
535.46-30	REPAIR & MAINT. - VEHICLE	3,483	4,000	4,000	0.00%
535.46-85	SCADA MAINTENANCE	20,000	24,291	30,000	23.50%
535.47-10	PRINTING & BINDING	39	400	400	0.00%
535.49-10	ADVERTISING	458	1,000	1,000	0.00%
535.49-30	BANK/WIRE/ADMN EXPENSE	79	-	-	0.00%
535.51-10	OFFICE SUPPLIES	1,110	1,000	1,000	0.00%
535.52-10	OPERATING SUPPLIES	24,141	16,849	11,440	-32.10%
535.52-11	DURABLE GOODS	1,838	1,200	1,970	64.17%
535.52-15	FUEL COSTS	12,826	21,238	15,850	-25.37%
535.52-25	UNIFORMS	1,694	2,250	2,750	22.22%
535.52-65	OPERATING CHEMICALS	66,011	98,000	98,000	0.00%
535.52-95	SCADA SUPPLIES	-	6,935	3,325	-52.05%
535.54-10	BKS, PUB, SUB, MEM, LIB	802	1,500	1,800	20.00%
535.59-10	DEPRECIATION EXPENSE	576,673	-	-	0.00%
535.59-15	TRANSFER TO G/F	300,888	325,715	347,083	6.56%
535.59-20	REIMBURSEMENT TO G/F	299,422	320,418	366,971	14.53%
535.59-70	TRANSFER TO SRF LOAN DEBT	708,482	748,632	749,882	0.17%
535.59-78	TRANSFER TO W/WW RRI FUND	150,000	150,000	150,000	0.00%
535.59-79	TRANSFER TO PROJECT FUND	-	-	3,586	100.00%
*	OPERATING EXPENDITURES	2,772,905	2,574,504	2,508,153	-2.58%
<i>CAPITAL EXPENDITURES</i>					

FUND 401
 DEPT 35
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WASTEWATER TREATMENT EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
535.63-60	LANDSCAPING	5,000	-	-	0.00%
535.64-10	EQUIP - REPLACEMENT	97,592	717	25,000	3386.75%
535.64-11	EQUIP - VEHICLE REPLACEMENT	-	25,000	20,000	-20.00%
535.64-13	EQUIP - COMPUTER REPLACEME	5,744	-	3,000	100.00%
535.64-14	EQUIP - NEW COMPUTERS	1,215	-	-	0.00%
535.64-15	EQUIP - NEW	26,684	-	-	0.00%
535.64-23	SOFTWARE	-	5,000	5,000	0.00%
535.64-25	FUTURE PROJECTS	72,437	-	-	0.00%
535.69-99	ASSET RECLASSIFICATION	(208,671)	-	-	0.00%
* CAPITAL EXPENDITURES		1	30,717	53,000	72.54%
<i>DEBT SERVICE</i>					
535.71-30	REV BOND 2000 SPLIT 40-60	-	197,500	200,500	1.52%
535.72-30	REV BOND 2000 SPLIT 40-60	101,477	96,036	90,722	-5.53%
* DEBT SERVICE		101,477	293,536	291,222	-0.79%
TOTAL WASTEWATER TREATMENT		3,157,062	3,243,709	3,225,531	-0.56%

FUND 401
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 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WASTEWATER TREATMENT EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
535.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	254,014	254,014
535.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	8,035	8,035
535.15-60 ELECTR TABLET ALLOWANCE	ALLOWANCE FOR ELECTRONIC TABLET	225	225
535.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	19,496	19,496
535.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	27,592	27,592
535.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	29,694	29,694
535.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,755	1,755
535.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,443	1,443
535.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,029	1,029
535.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	22,677	22,677
535.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	2,229	2,229
535.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	661	661
535.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	4,306	4,306
535.31-15 ENGINEERING	ENGINEERING RELATED SERVICES TO ON-GOING ACTIVE PROJECTS PERTAINING TO WASTEWATER COST STUDY FOR CLASS A BIOSOLIDS -DEPARTMENT CUT	25,000 30,000 (30,000)	25,000
535.32-10 AUDIT SERVICES	AUDIT PREPARATION SINGLE AUDIT	10,691 10,691	21,382
535.34-10 CONTRACTUAL SERVICES	RESIDUAL DISPOSAL AS REQUIRED BY DEP RAFTELIS FINANCE CONSULTANTS REGULATORY PLANT PERMITTING RENEWAL ANNUAL FLOW METER CALIBRATIONS FOR RAS, INFLUENT, EFFLUENT & MISC FLOW METERS AS REQ BY DEP DISPOSAL OF SAND, GRIT, RAGS & DEBRIS FROM TANKS WEEKLY CLEANING OF WWTP OPERATIONS BLDG LANDSCAPE MAINT OF WOODLEA PLANT GROUNDS WINDPOWER FEASIBILITY STUDY FIN ENTERED-THIS CURRENTLY IN FY 2016 BUDGET SEWER LINES IN RAILROAD ROW GIS MAPPING OF UTILITIES GSA MASS NOTIFICATION SYSTEM WOODLEA ROLL DUMPSTER - WASTE MANAGEMENT CONTRACT TO REPAIR MISC EQUIPMENT AROUND PLANT SUCH AS PUMPS, FILTERS, ETC.	66,000 1,250 21,750 1,000 10,000 4,000 8,000 20,000 5,400 5,000 2,320 591 20,000	165,311
535.40-10 TRAVEL & PER DIEM	STAR 12 MEMBERSHIP - ADMIN ASSISTANT, SUPERVISOR PLANT RELATED/SUPERVISOR TRAINING - DIRECTOR, SUPERVISOR CEU TRAINING & TRAVEL EXPENSES FOR CERTIFIED OPERATORS	500 5,250 5,250	11,000
535.41-10 TELEPHONE	DOMS FAX NEXTEL (SEVEN PHONES)	591 3,276	3,867
535.41-20 OTHER COMMUNICATION	VERIZON WI-FI SERVICES	891	891
535.41-30 POSTAGE	POSTAGE	400	400
535.43-10 ELECTRIC, WATER, GAS	ELECTRIC WATER	334,694 80,571	415,265

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 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WASTEWATER TREATMENT EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
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 INSURANCE	49,580	49,580
535.46-10 BUILDING	REPAIRS & MAINT TO 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 INSTALLATION / REPAIRS TO PHONE LINES	12,000 1,500 500	14,000
535.46-17 INSURANCE RECOVERY	NO AMOUNT BUDGETED	-	-
535.46-25 MISCELLANEOUS	REPAIRS TO SUCH ITEMS AS FLOW METERS, VALVES, ETC. MAINT PLANT FOR TRASH BUILD UP IN WW TP 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	ANNUAL CONTRACT FOR TROUBLESHOOTING & MAINTENANCE OF SCADA SYSTEM	30,000	30,000
535.47-10 PRINTING & BINDING	BUSINESS CARDS, MAPS, ETC.	400	400
535.49-10 ADVERTISING	ADVERTISING FEES ASSOCIATED WITH WASTEWATER COMMEMORATIVE PIN PROGRAM -BALANCING CUT	1,000 450 (450)	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 CDL LICENSE RENEWALS, CERTIFICATIONS ADD'L COPIES PER LEASE MONTHLY USE OF DUMPSTER HAND TOOLS GIS YEARLY MAINT FEE CITY SHIRTS - PER CITY UNIFORM POLICY (DIRECTOR, PLANT SUPERVISOR, AND ADMIN ASSISTANT)	750 1,000 1,000 2,500 500 500 1,500 1,000 1,750 100 840	11,440
535.52-11 DURABLE GOODS	BATTERIES FOR GENERATORS AT WOODLEA PLANT & CAROLINE PLANT FLAG POLE FOR CITY FLAG (COST SHARED WITH WATER)	720 1,250	1,970
535.52-15 FUEL COSTS	FUEL COSTS	15,850	15,850
535.52-25 UNIFORMS	WEEKLY RENTAL OF UNIFORMS - 5 EMPLOYEES BOOT ALLOWANCE: 5 EMPLOYEES @ \$150 EACH	2,000 750	2,750
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	REPLACEMENT PARTS FOR SCADA SYSTEM	3,325	3,325
535.54-10 BKS, PUB, SUB, MEM, LIB	ORGANIZATION MEMBERSHIPS, REFERENCE MATERIALS, ETC.	1,800	1,800
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
535.59-15 TRANSFER TO G/F	TRANSFER TO GENERAL FUND	347,083	347,083

FUND 401
 DEPT 35
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WASTEWATER TREATMENT EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
535.59-20 REIMBURSEMENT TO G/F	REIMBURSEMENT TO GENERAL FUND	366,971	366,971
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		749,882
	PAYMENTS DUE 12-15-16 & 6-15-17	240,678	
	TRANSFER TO SRF DEBT SVC FUND-PRECONST RECLAIM (75,704/2) 7189060		
	PAYMENTS DUE 10-15-16 & 4-15-17	28,729	
	TRANSFER TO SRF DEBT SVC FUND RECLAIM P1 WW350910 (158192/2)		
	PAYMENTS DUE 10-15-16 & 4-15-17	82,472	
	TRANSFER TO SRF DEBT SVC FUND RECLAIM PHASE 2 & 3 WW350920 (\$204,228/2)		101,601
	TRANSFER TO SRF DEBT SVC FUND SEWER REHAB DP350900	296,402	
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	TRANSFER TO SUNSET VIEW PROJECT FUND	3,586	3,586
535.63-60 LANDSCAPING	NO AMOUNT BUDGETED	-	-
535.64-10 EQUIP - REPLACEMENT	CHLORINE SKID	25,000	25,000
535.64-11 EQUIP-VEHICLE REPLACEMENT	REPLACE 2008 GATOR W/2017 GATOR REPLACE #840 (2009 SPORTS TRAC) WITH 2017 FORD EXPLORER (SPLIT WITH WATER) -BALANCING CUT	20,000 15,000 (15,000)	20,000
535.64-13 EQUIP - COMP REPLACEMENT	COMPUTER FOR CMMS SYSTEM W/PRINTER	3,000	3,000
535.64-14 EQUIP - NEW COMPUTERS	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 8/1/2017	138,000	200,500
	UTILITY SYSTEM BOND SERIES 2012B 2.37M 8/1/2017	62,500	
535.72-30 REV BOND 2000 SPLIT 40-60	UTILITY SYSTEM BOND SERIES 2012A 4.72M 2/1/2017 8/1/2017	31,070 31,070	90,722
	UTILITY SYSTEM BOND SERIES 2012B 2.37M 2/1/2017 8/1/2017	14,291 14,291	

FUND 401
 DEPT 35
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WASTEWATER REUSE EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>OPERATING EXPENDITURES</i>					
535.31-15	ENGINEERING	-	51,540	5,000	-90.30%
535.34-10	CONTRACTUAL SERVICES	22,390	29,990	29,990	0.00%
535.44-10	RENTALS & LEASES	1,709	1,865	1,870	0.27%
535.46-15	REPAIR & MAINT. - EQUIPMENT	662	10,000	10,000	0.00%
535.47-10	PRINTING & BINDING	-	300	300	0.00%
535.49-10	ADVERTISING	-	-	-	0.00%
535.51-10	OFFICE SUPPLIES	874	1,000	1,000	0.00%
535.52-10	OPERATING SUPPLIES	28,050	26,341	5,342	-79.72%
535.52-11	DURABLE GOODS	2,462	1,210	7,000	478.51%
535.52-22	REUSE METERS	18,874	24,850	12,850	-48.29%
535.52-95	SCADA SUPPLIES	-	3,000	3,000	0.00%
535.59-10	DEPRECIATION EXPENSE	6,567	-	-	0.00%
* OPERATING EXPENDITURES		81,588	150,096	76,352	-49.13%
<i>CAPITAL EXPENDITURES</i>					
535.64-10	EQUIP - REPLACEMENT	6,897	9,500	5,500	-42.11%
535.64-15	EQUIP - NEW	3,259	3,000	-	0.00%
535.69-99	ASSET RECLASSIFICATION	(10,156)	-	-	0.00%
* CAPITAL EXPENDITURES		-	12,500	5,500	-56.00%
TOTAL WASTEWATER-REUSE		81,588	162,596	81,852	-49.66%

FUND 401
 DEPT 35
 DIVISION 02

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WASTEWATER REUSE EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
535.31-15 ENGINEERING	ENGINEERING SERVICES RELATED TO REUSE RECLAIM MASTER PLAN (ROLLOVER FROM FY 15/16) -DEPARTMENT CUT	5,000 46,750 (46,750)	5,000
535.34-10 CONTRACTUAL SERVICES	REPAIR TO BROKEN LINES WEEKLY CLEANING OF ADMINISTRATION BLDG LANDSCAPE MAINT OF ADMINISTRATION BLDG HVAC MAINTENANCE CONTRACT ELECTRICAL MAINTENANCE CONTRACT BI-ANNUAL MAINTENANCE OF BAMBOO FLOORS	2,000 3,140 3,930 8,220 9,700 3,000	29,990
535.44-10 RENTALS & LEASES	LEASE OF COPY MACHINE	1,870	1,870
535.46-15 EQUIPMENT	REPAIRS TO REUSE LINES, PUMPS, MOTORS, ETC.	10,000	10,000
535.47-10 PRINTING & BINDING	BUSINESS CARDS, PAMPHLETS, ETC.	300	300
535.49-10 ADVERTISING	COMMEMORATIVE PIN PROGRAM -BALANCING CUT	450 (450)	-
535.51-10 OFFICE SUPPLIES	OFFICE SUPPLIES FOR ADMINISTRATION BLDG	1,000	1,000
535.52-10 OPERATING SUPPLIES	PIPING & FITTINGS METER BOXES, BRASS FITTINGS, ETC. -DEPARTMENT CUT TRAINING ROOM SUPPLIES - ADMINISTRATION BLDG JANITORIAL SUPPLIES - ADMINISTRATION BLDG FUEL TANK REGISTRATION - REQUIRED FOR GENERATOR ADDITIONAL COPIES OUTSIDE OF COPIER LEASE	2,000 22,000 (22,000) 1,000 1,500 50 792	5,342
535.52-11 DURABLE GOODS	VISOTURB TSS PROBE CONTINGENCY FOR SECONDARY TSS ANALYZER IN-LINE YSI, CERLIC, AND CHLORINE PUMP REPLACEMENT CONTINGENCY CANOPY FOR TRAINING ROOM SLAB	3,000 1,000 3,000	7,000
535.52-22 REUSE METERS	REUSE METERS -DEPARTMENT CUT	24,850 (12,000)	12,850
535.52-95 SCADA SUPPLIES	CONTINGENCY FOR REPLACING PLC FOR REUSE SYSTEM	3,000	3,000
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
535.64-10 EQUIP - REPLACEMENT	INCUBATOR/OVEN/REFRIGERATOR CONTINGENCY	5,500	5,500
535.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	-	-
535.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-

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CITY OF TAVARES
PROPOSED BUDGET
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WASTEWATER LAB EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
535.12-10	REGULAR SALARIES	151,473	163,145	169,935	4.16%
535.14-10	OVERTIME	4,029	11,500	12,000	4.35%
535.21-10	FICA / MED TAXES	10,519	12,140	13,430	10.63%
535.22-20	FL STATE RETIREMENT	11,174	13,539	13,934	2.92%
535.23-10	HEALTH INSURANCE	16,874	17,263	18,180	5.31%
535.23-15	DENTAL INSURANCE	979	1,023	1,075	5.08%
535.23-20	LIFE INSURANCE	845	882	953	8.05%
535.23-21	SHORT-TERM DISABILITY	596	657	711	8.22%
535.23-30	DEPENDENT HEALTH INSURANCE	16,080	17,216	18,512	7.53%
535.23-35	DEPENDENT DENTAL INSURANCE	1,331	1,396	1,465	4.94%
535.23-40	LONG TERM DISABILITY	388	401	434	8.23%
535.24-10	WORKERS' COMPENSATION	5,109	4,344	4,561	5.00%
*	SALARIES AND BENEFITS	219,397	243,506	255,190	4.80%
<i>OPERATING EXPENDITURES</i>					
535.34-10	CONTRACTUAL SERVICES	12,157	28,560	23,330	-18.31%
535.40-10	TRAVEL & PER DIEM	5,118	7,374	7,285	-1.21%
535.41-10	TELEPHONE	3,177	3,108	2,167	-30.28%
535.41-20	OTHER COMMUNICATION	72	-	893	100.00%
535.41-30	POSTAGE	332	800	700	-12.50%
535.45-10	LIABILITY	5,695	6,193	6,812	10.00%
535.46-15	REPAIR & MAINT. - EQUIPMENT	3,134	3,800	4,100	7.89%
535.46-25	REPAIR & MAINT. - MISC.	-	800	800	0.00%
535.49-10	ADVERTISING	-	-	-	0.00%
535.51-10	OFFICE SUPPLIES	1,591	1,600	1,600	0.00%
535.52-10	OPERATING SUPPLIES	2,425	3,250	2,880	-11.38%
535.52-11	DURABLE GOODS	1,002	642	3,300	414.02%
535.52-24	SPLASH PARK	6,832	13,000	12,500	-3.85%
535.52-25	UNIFORMS	796	1,450	1,450	0.00%
535.52-75	LAB SUPPLIES	30,661	32,483	31,159	-4.08%
535.52-80	LAB-OPERATING SUPPLIES	12,430	14,462	14,532	0.48%
535.54-10	BKS, PUB, SUB, MEM, LIB	416	500	550	10.00%
535.59-10	DEPRECIATION EXPENSE	17,688	-	-	0.00%
*	OPERATING EXPENDITURES	103,526	118,022	114,058	-3.36%
<i>CAPITAL EXPENDITURES</i>					
535.64-10	EQUIP - REPLACEMENT	14,219	14,500	5,500	-62.07%
535.64-13	EQUIP-COMPUTER REPLACEMENT	1,915	-	-	0.00%
535.64-17	EQUIP - NEW VEHICLES	-	25,000	-	-100.00%
535.69-99	ASSET RECLASSIFICATION	(16,134)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	39,500	5,500	-86.08%
<i>TRANSFERS/REIMBURSEMENTS</i>					
535.95-55	WATER/SEWER FUND	3,252	-	-	0.00%
*	TRANSFERS/REIMBURSEMENTS	3,252	-	-	-
TOTAL WASTEWATER-LAB		326,175	401,028	374,748	-6.55%

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WASTEWATER LAB EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
535.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	169,935	169,935
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	13,430	13,430
535.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	13,934	13,934
535.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	18,180	18,180
535.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,075	1,075
535.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	953	953
535.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	711	711
535.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	18,512	18,512
535.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,465	1,465
535.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	434	434
535.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	4,561	4,561
535.34-10 CONTRACTUAL SERVICES	FLOOR CLEANING FOR LAB, OPERATIONS BLDG AND FIELD OPERATIONS BLDG	9,000	23,330
	LABORATORY NELAC INSPECTION FEES: NEW PRIVATIZED TNI AUDIT SYSTEM	5,000	
	LAB INFORMATION MANAGEMENT SYSTEM MAINT CONTRACT, UPGRADES AND NEW FORMATS	2,500	
	ANNUAL BALANCE & WEIGHTS CALIBRATION	300	
	ANNUAL METALS & SILICA ON DEIONIZED WATER	240	
	ANNUAL CERTIFIED THERMOMETER CALIBRATION	550	
	DEIONIZED WATER SERVICES	2,500	
	SEMI-ANNUAL FUME HOOD CALIBRATION	240	
	RE-PAINT OF LABORATORY AREA	3,000	
535.40-10 TRAVEL & PER DIEM	TRAINING FOR CERTIFICATION PER TNI REGS: FESA, ETHICS & DATA INTEGRITY, QA/QC, FIELD SAMPLING STAR 12 PROGRAM FOR MANAGEMENT TRAINING TRAINING COMMITTEE	5,918 467 900	7,285
535.41-10 TELEPHONE	DOMS FAX NEXTEL (FOUR PHONES)	295 1,872	2,167
535.41-20 OTHER COMMUNICATION	VERIZON WI-FI SERVICES	893	893
535.41-30 POSTAGE	SHIPMENT OF SAMPLES TO CONTRACT LABS HAZARDOUS MATERIALS SHIPPING	500 200	700
535.45-10 LIABILITY	LIABILITY INSURANCE	6,812	6,812
535.46-15 EQUIPMENT	REPAIRS TO LAB EQUIPMENT, INSTRUMENTATION, & IN-LINE MONITORING INSTRUMENTS, CERLIC AND EFFLUENT PUMPS REPLACEMENT IN-LINE CHLORINE PUMP CONTINGENCY	3,500 600	4,100
535.46-25 MISCELLANEOUS	REPAIRS TO LAB INSTRUMENTATION, OVENS, ETC.	800	800
535.49-10 ADVERTISING	COMMEMORATIVE PIN PROGRAM -BALANCING CUT	450 (450)	-
535.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	1,600	1,600
535.52-10 OPERATING SUPPLIES	LAB SAFETY ITEMS JANITORIAL CLEANING & DECONTAMINATION SUPPLIES	1,200 1,400	2,880

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WASTEWATER LAB EXPENSE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
	CITY SHIRTS - LAB MANAGER, PER CITY POLICY		280

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CITY OF TAVARES
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WASTEWATER LAB EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
535.52-11 DURABLE GOODS	MICRO INCUBATOR	3,300	3,300
535.52-24 SPLASH PARK SUPPLIES	EQUIPMENT: SC200 CONTROLLER CONTINGENCY	2,300	12,500
	EQUIPMENT: AMPEROMETRIC FREE CHLORINE REAGENTLESS PROBE CONTINGENCY	1,800	
	CHEMICALS FOR WATER BALANCE & DISINFECTION: SODIUM HYPOCHLORITE, MURIATIC ACID, ALKALINITY, CALCIUM HARDNESS, THIOSULFATE, PH PLUS	4,000	
	REAGENTS FOR CHEMICAL TESTING: FC & TC DPD, ALKALINITY & CALCIUM HARDNESS	1,400	
	EQUIPMENT: PH SENSOR, CL17 COMPONENTS, SALT BRIDGE BRUSHES, CL17 MAINTENANCE KIT, SC200	3,000	
535.52-25 UNIFORMS	WEEKLY RENTAL OF UNIFORMS - 2 EMPLOYEES	1,000	1,450
	BOOT ALLOWANCE: 3 EMPLOYEES @ \$150 EACH	450	
535.52-75 LAB SUPPLIES	CHEMICALS	2,264	31,159
	GLASSWARE	5,068	
	LABORATORY EQUIPMENT	7,672	
	MISC LAB SUPPLIES	5,032	
	REAGENTS	3,614	
	STANDARDS	2,841	
	MICRO	4,668	
535.52-80 LAB-OPERATING SUPPLIES	MISC DEP/FDOH (NELAC) REQUIREMENTS	500	14,532
	MISC PROJECTS (NEW INITIATIVES, RESEARCH, ETC.)	500	
	SEMI-ANNUAL PROFICIENCY TESTING	3,332	
	HAZARDOUS CHEMICAL DISPOSAL	300	
	FDOH CERTIFICATION FEES: BASIC ENVIRONMENTAL, MICROBIOLOGICAL FOR NON POTABLE WATER, SOLIDS & CHEMICAL MATRICES	1,000	
	SUBCONTRACTED LAB SERVICES: DIGESTER SLUDGE 503 METALS, MONTHLY DI TKN, QA PROGRAM & MISC.		
	SUBCONTRACTED LAB SERVICES FOR INSTRUMENT FAILURE CONTINGENCY PLANT, CRYPTO AND GIARDIA TESTING	8,900	
535.54-10 BKS, PUB, SUB, MEM, LIB	REFERENCE MATERIALS & MANAGEMENT LITERATURE	400	550
	FSEA MEMBERSHIP FOR LAB MANAGER, 2 ANALYSTS	150	
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
535.64-10 EQUIP - REPLACEMENT	CBOD INCUBATOR - CIP - SUBSTITUTED FOR EMERGENCY PH	5,500	5,500
535.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
535.64-17 EQUIP-NEW VEHICLES	NO AMOUNT BUDGETED	-	-
535.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-
535.95-55 WATER/SEWER FUND	NO AMOUNT BUDGETED	-	-

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CITY OF TAVARES
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WASTEWATER COLLECTION EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
535.12-10	REGULAR SALARIES	318,219	356,831	376,468	5.50%
535.14-10	OVERTIME	31,476	13,639	15,000	9.98%
535.21-10	FICA / MED TAXES	23,675	25,596	29,117	13.76%
535.22-20	FL STATE RETIREMENT	25,018	28,742	29,982	4.31%
535.23-10	HEALTH INSURANCE	33,663	40,281	42,420	5.31%
535.23-15	DENTAL INSURANCE	2,337	2,729	2,866	5.02%
535.23-20	LIFE INSURANCE	1,755	2,013	2,130	5.81%
535.23-21	SHORT-TERM DISABILITY INS.	1,236	1,513	1,599	5.68%
535.23-30	DEPENDENT HEALTH INSURANCE	40,014	43,040	46,279	7.53%
535.23-35	DEPENDENT DENTAL INSURANCE	2,799	3,645	3,529	-3.18%
535.23-40	LONG TERM DISABILITY	803	924	977	5.74%
535.24-10	WORKERS' COMPENSATION	11,348	9,868	10,361	5.00%
* SALARIES AND BENEFITS		<u>492,343</u>	<u>528,821</u>	<u>560,728</u>	<u>6.03%</u>
<i>OPERATING EXPENDITURES</i>					
535.31-15	ENGINEERING	11	25,000	25,000	0.00%
535.34-10	CONTRACTUAL SERVICES	54,446	49,020	75,347	53.71%
535.40-10	TRAVEL & PER DIEM	5,411	10,000	11,000	10.00%
535.41-10	TELEPHONE	6,354	5,879	5,545	-5.68%
535.41-20	OTHER COMMUNICATION	153	-	401	100.00%
535.41-30	POSTAGE	567	350	350	0.00%
535.43-10	ELECTRIC, WATER, GAS	4,018	1,541	4,117	167.16%
535.44-10	RENTALS & LEASES	461	3,000	3,000	0.00%
535.45-10	LIABILITY	17,509	19,039	20,943	10.00%
535.46-10	REPAIR & MAINT. - BUILDING	-	2,500	2,500	0.00%
535.46-15	REPAIR & MAINT. - EQUIPMENT	6,794	17,000	17,000	0.00%
535.46-25	REPAIR & MAINT. - MISC.	-	2,000	2,000	0.00%
535.46-30	REPAIR & MAINT. - VEHICLE	20,302	20,000	20,000	0.00%
535.46-80	REPAIR & MAINT. - LIFT STATION	21,692	52,572	54,572	3.80%
535.46-81	PUMP REPAIR	46,338	48,000	48,000	0.00%
535.46-82	COLLECTION LINE REPAIRS	5,636	29,100	10,000	-65.64%
535.46-85	SCADA MAINTENANCE	46,343	48,202	52,500	8.92%
535.47-10	PRINTING & BINDING	77	300	300	0.00%
535.49-10	ADVERTISING	1,420	1,000	1,000	0.00%
535.51-10	OFFICE SUPPLIES	373	1,000	1,000	0.00%
535.52-10	OPERATING SUPPLIES	29,414	30,572	31,872	4.25%
535.52-11	DURABLE GOODS	5,356	2,143	750	-65.00%
535.52-15	FUEL COSTS	24,228	32,865	26,219	-20.22%
535.52-24	SPLASH PARK SUPPLIES	8,561	10,000	10,000	0.00%
535.52-25	UNIFORMS	3,210	3,057	3,480	13.84%
535.52-95	SCADA SUPPLIES	3,906	9,580	14,180	48.02%
535.54-10	BKS, PUB, SUB, MEM, LIB	461	1,000	1,000	0.00%
535.59-10	DEPRECIATION EXPENSE	130,566	-	-	0.00%
* OPERATING EXPENDITURES		<u>443,607</u>	<u>424,720</u>	<u>442,076</u>	<u>4.09%</u>
<i>CAPITAL EXPENDITURES</i>					
535.63-30	PAVING	2,475	-	-	0.00%
535.64-10	EQUIP - REPLACEMENT	16,998	20,037	14,000	-30.13%
535.64-11	EQUIP - VEHICLE REPLACEMENT	32,343	66,450	-	-100.00%
535.64-13	EQUIP - COMP REPLACEMENT	4,087	-	-	0.00%
535.64-15	EQUIP - NEW	69,996	71,223	101,500	42.51%

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CITY OF TAVARES
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WASTEWATER COLLECTION EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
535.64-17	EQUIP - NEW VEHICLES	-	-	-	0.00%
535.64-23	SOFTWARE	-	5,000	5,000	0.00%
535.64-25	FUTURE PROJECTS	9,862	55,080	15,000	-72.77%
535.69-99	ASSET RECLASSIFICATION	(135,761)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	217,790	135,500	-37.78%
<i>TRANSFERS/REIMBURSEMENTS</i>					
535.95-55	WATER/SEWER FUND	2,956	-	-	0.00%
*	TRANSFERS/REIMBURSEMENTS	2,956	-	-	0.00%
TOTAL WASTEWATER-COLLECTIONS		938,906	1,171,331	1,138,304	-2.82%

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WASTEWATER COLLECTION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
535.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	376,468	376,468
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	29,117	29,117
535.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	29,982	29,982
535.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	42,420	42,420
535.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	2,866	2,866
535.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	2,130	2,130
535.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,599	1,599
535.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	46,279	46,279
535.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	3,529	3,529
535.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	977	977
535.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	10,361	10,361
535.31-15 ENGINEERING	GENERAL ENGINEERING SERVICES TO INCLUDE EASEMENT SURVEYING AND TITLE SEARCHES	25,000	25,000
535.34-10 CONTRACTUAL SERVICES	CONTRACT FOR EMERGENCY REPAIRS FOR LIFTSTATION GENERATORS	12,000	75,347
	GIS MAPPING SYSTEM FOR COLLECTIONS SYSTEM	30,000	
	RAILROAD RIGHT OF WAY AGREEMENTS	847	
	EMERGENCY DISPOSAL OF SEWAGE FOR LIFTSTATION FAILURES	5,000	
	LOAD BANK TESTING ON GENERATORS - FDEP REQUIRED	15,000	
	CONTRACT TO SEAL, COAT, OR GROUT MAN HOLES & WET WELLS	10,000	
	RAFTELIS FINANCIAL CONSULTANTS	2,500	
535.40-10 TRAVEL & PER DIEM	TRAINING, TRAVEL EXPENSES FOR CERTIFIED COLLECTION OPERATORS TO MAINTAIN CEU'S & REGULATORY COMPLIANCE	5,000	11,000
	SAFETY TRAINING FOR UTILITIES (WTR, WW, SW, LAB)	6,000	
535.41-10 TELEPHONE	DOMS FAX	1,801	5,545
	NEXTEL	3,744	
	(EIGHT PHONES)		
535.41-20 OTHER COMMUNICATION	VERIZON WI-FI SERVICES	401	401
535.41-30 POSTAGE	POSTAGE	350	350
535.43-10 ELECTRIC, WATER, GAS	ELECTRIC	1,805	4,117
	GAS	2,312	
535.44-10 RENTALS & LEASES	RENTAL OF EQUIPMENT AS NEEDED	3,000	3,000
535.45-10 LIABILITY	LIABILITY INSURANCE	20,943	20,943
535.46-10 BUILDING	REPAIRS & MAINT TO FIELD OPERATIONS BUILDING	2,500	2,500
535.46-15 EQUIPMENT	REPAIR OF SMALL EQUIPMENT	6,000	17,000
	REPAIR OF FLOW METERS & PANELS	11,000	
535.46-25 MISCELLANEOUS	REPAIRS/MAINTENANCE TO HAND TOOLS, ETC.	2,000	2,000
535.46-30 VEHICLE	ROUTINE PREVENTATIVE MAINT & REPAIRS TO VEHICLES	20,000	20,000

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WASTEWATER COLLECTION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
535.46-80 LIFT STATION REPAIR	MISC COSTS FOR INSTALLATION/REPAIR PARTS FOR DAILY UPKEEP OF 77 LIFTSTATIONS REPAIRS OF LIFTSTATION GENERATORS: 15 ONLINE APPURTENANCES (CHECK VALVES, GATE VALVES, ETC.)	33,672 12,000 8,900	54,572
535.46-81 PUMP REPAIR	REPAIRS TO LIFTSTATION 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 LINE REPAIR NEEDS	10,000	10,000
535.46-85 SCADA MAINTENANCE	SPLASH PARK SCADA SERVICE CALLS SCADA YEARLY MAINT CONTRACT SCADA MAINT SERVICE CALLS	8,500 27,000 17,000	52,500
535.47-10 PRINTING & BINDING	BUSINESS CARDS, SEWER ATLAS, ETC.	300	300
535.49-10 ADVERTISING	ADVERTISING COMMEMORATIVE PIN PROGRAM -BALANCING CUT	1,000 450 (450)	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 LIFTSTATIONS CELL PHONE REPLACEMENTS, BATTERIES SAFETY EQUIPMENT, DISPOSAL PROTECTIVE SUITS, GLOVES CHEM GROUT FOR LEAKS PAPER TOWELS, RAGS SEWER LOCATES CDL LICENSE RENEWALS, CERTIFICATIONS PNEUMATIC 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 2,500 1,200 3,000 500 1,500 2,000 1,200 10,000	31,872
535.52-11 DURABLE GOODS	SMALL TOOLS FOR REPAIRS: SOCKETS, WRENCHES, PRESSURE GAUGES, ETC.	750	750
535.52-15 FUEL COSTS	FUEL COSTS	26,219	26,219
535.52-24 SPLASH PARK SUPPLIES	DAILY UPKEEP/MAINT OF PARK AND FEATURES PAINTING OF FEATURES	10,000	10,000
535.52-25 UNIFORMS	WEEKLY RENTAL OF UNIFORMS - 7 EMPLOYEES POLO SHIRTS - SUPERVISOR, PER CITY CODE BOOT ALLOWANCE - 8 EMPLOYEES @ \$150 EACH	2,000 280 1,200	3,480
535.52-95 SCADA SUPPLIES	REPLACEMENT PARTS FOR SCADA SYSTEMS	14,180	14,180
535.54-10 BKS, PUB, SUB, MEM, LIB	MEMBERSHIPS, REFERENCE MATERIAL & MANAGEMENT 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	CONTROL PANEL - LS 54	14,000	14,000
535.64-11 EQUIP-VEHICLE REPLACEMENT	NO AMOUNT BUDGETED	-	-

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CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WASTEWATER COLLECTION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	PROPOSED BUDGET	
		DETAIL	2016-2017
535.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
535.64-15 EQUIP - NEW	FLOTE TOTE - I & I PROGRAM	7,500	101,500
	INFRASTRUCTURE POINT PROGRAM	19,000	
	CRANE BOOM - TO BE PLACED ON NEW F55	25,000	
	STATIONARY GENERATOR - LS 8	36,000	
	-DEPARTMENT CUT	(36,000)	
	FRONT END LOADER - SPLIT W/WATER AND STORMWATER	50,000	
535.64-23 SOFTWARE	CMMS MAINTENANCE SOFTWARE	5,000	5,000
535.64-25 FUTURE PROJECTS	ARV REPLACEMENT OF SEWER FORCE MAINS PROGRAM	15,000	15,000
535.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-
535.95-55 WATER/SEWER FUND	NO AMOUNT BUDGETED	-	-

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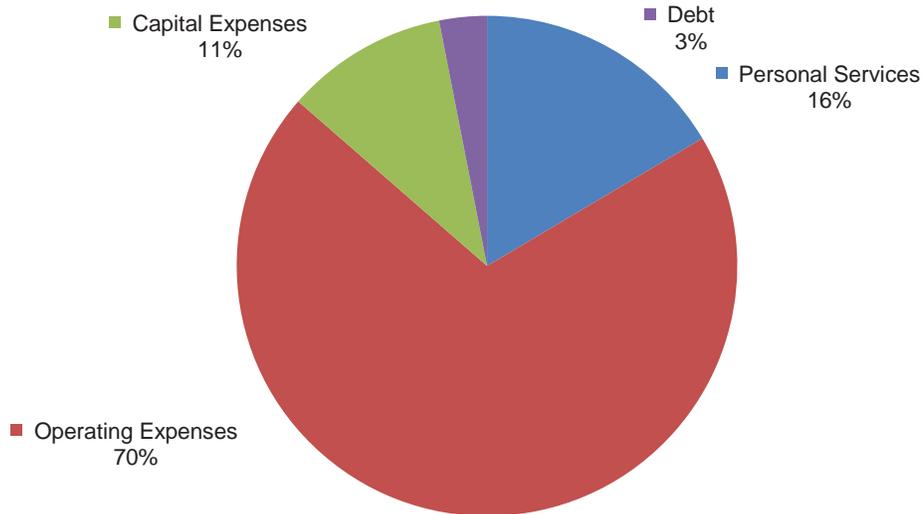
SOLID WASTE

Fund 402

Budget Summary

<i>Department Summary</i>	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Solid Waste-34				
Personal Services	442,201	468,846	499,975	6.64%
Operating Expenses	1,944,480	1,989,298	2,123,808	6.76%
Capital Expenses	-	102,354	319,000	211.66%
Debt	6,517	93,611	93,388	-0.24%
Transfers & Other	-	7,308	-	0.00%
Grand Total Solid Waste	\$ 2,393,198	\$ 2,661,417	\$ 3,036,171	14.08%

2017 APPROPRIATIONS



FUND 402
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

SOLID WASTE REVENUE

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	ESTIMATED REVENUE 2016-2017	% CHANGE OVER FY 15-16
<i>CHARGES FOR SERVICES</i>					
343.40-01	SOLID WASTE COLLECTION FEE	2,747,061	2,770,058	2,873,163	3.72%
343.40-05	SPECIALGARBAGE PICKUPS	(584)	-	-	0.00%
**	TOTAL CHARGES FOR SERVICES	<u>2,746,477</u>	<u>2,770,058</u>	<u>2,873,163</u>	<u>3.72%</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-02	SBA INTEREST	3	-	-	0.00%
361.10-09	LOAN PROCEEDS	2	-	-	0.00%
*	INTEREST INCOME	<u>5</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
369.10-01	MISCELLANEOUS	9,104	-	5,000	100.00%
*	OTHER INCOME	<u>9,104</u>	<u>-</u>	<u>5,000</u>	<u>100.00%</u>
**	TOTAL INTEREST & OTHER INCOME	<u>9,109</u>	<u>-</u>	<u>5,000</u>	<u>100.00%</u>
					0.00%
<i>OTHER SOURCES</i>					
389.90-01	RETAINED EARNINGS	-	(108,641)	158,008	N/A
*	RETAINED EARNINGS	<u>-</u>	<u>(108,641)</u>	<u>158,008</u>	<u>N/A</u>
**	TOTAL OTHER SOURCES	<u>-</u>	<u>(108,641)</u>	<u>158,008</u>	<u>N/A</u>
TOTAL SOLID WASTE FUND		<u>2,755,586</u>	<u>2,661,417</u>	<u>3,036,171</u>	<u>14.08%</u>

FUND 402
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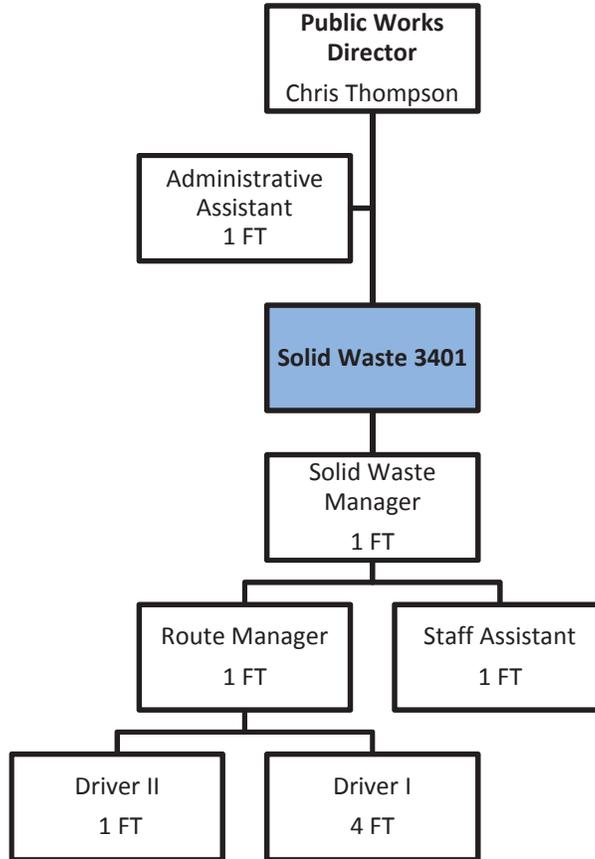
CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

SOLID WASTE REVENUE

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
343.40-01 SANITATION COLLECTION FEE	ESTIMATED SOLID WASTE COLLECTION FEE	2,873,163	2,873,163
343.40-05 SPECIAL GARBAGE PICKUPS	NO AMOUNT BUDGETED	-	-
361.10-02 SBA INTEREST	NO AMOUNT BUDGETED	-	-
361.10-09 LOAN PROCEEDS	NO AMOUNT BUDGETED	-	-
369.10-01 MISCELLANEOUS	ESTIMATED REFUND RECEIVED FROM WASTE MANAGEMENT	5,000	5,000
389.90-01 RETAINED EARNINGS	APPROPRIATED RESERVES	158,008	158,008

SOLID WASTE

DIVISION 34*



*Solid Waste is a Division of the Public Works Department

Position Summary

Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
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	4	4	4
No. of Full Time		8	8	8
Total No. of Positions:		8	8	8
Total FTEs:		8	8	8

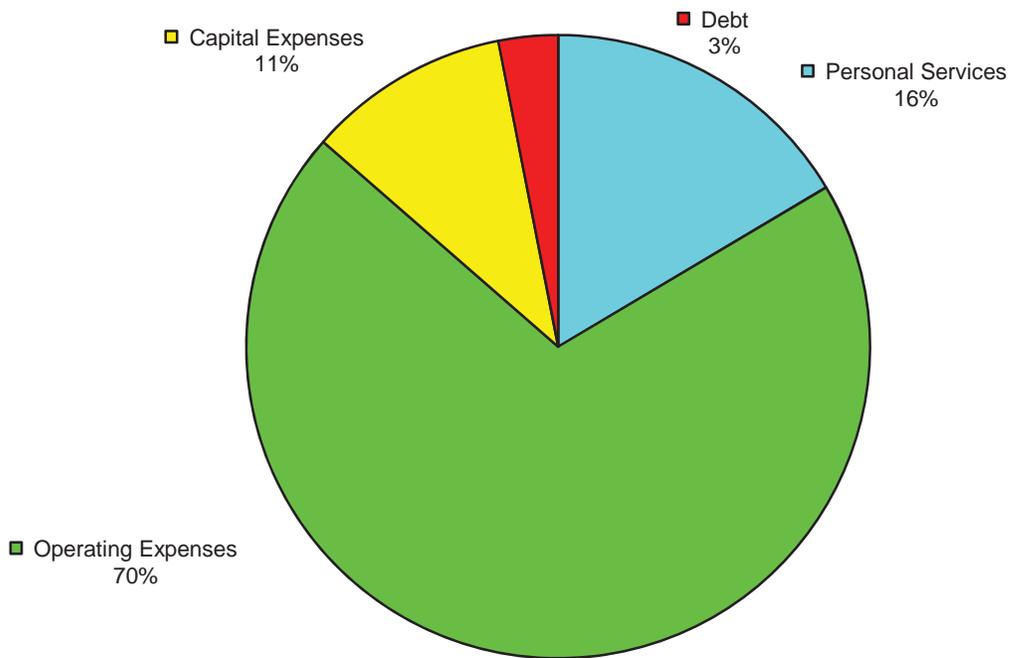
Notes:

1. The PW Director and Administrative Assistant are 29% allocated to Solid Waste.

Budget Summary

<i>Department Summary</i>	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Solid Waste-3401				
Personal Services	442,201	468,846	499,975	6.64%
Operating Expenses	1,944,480	1,989,298	2,123,808	6.76%
Capital Expenses	-	102,354	319,000	211.66%
Debt	6,517	93,611	93,388	-0.24%
Transfers & Other	-	7,308	-	-100.00%
Grand Total Solid Waste	\$ 2,393,198	\$ 2,661,417	\$ 3,036,171	14.08%

2017 APPROPRIATIONS



2017 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 2014	Actual 2015	Est. 2016	Projected 2017
1.	Residential Waste (tons) Collected	6,585	6,600	6,639	7,000
2.	Work Orders	275	325	325	325
3.	Staff Members (including Supervisor)	7	8	8	8
4.	Number of Residential Routes	5	5	5	6
5.	Number of Commercial Accounts Outsourced	255	263	263	275
6.	Number of Residential House Serviced	6,492	6,687	6,800	6,885

2017 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.

2017 OBJECTIVES

1. Remain in compliance with all applicable Solid Waste Department of Environmental Protection (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.

2017 OPERATING BUDGET

SOLID WASTE - 3401 (continued)

PROGRAM HIGHLIGHTS

2016 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.

FUND 402
DEPT 34
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

SOLID WASTE EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
534.12-10	REGULAR SALARIES	293,903	317,782	331,275	4.25%
534.13-10	OTHER SALARIES & WAGES	-	567	-	-100.00%
534.14-10	OVERTIME	1,515	3,940	4,000	1.52%
534.15-60	ELECTR TABLET ALLOWANCE	-	-	125	100.00%
534.21-10	FICA / MED TAXES	20,537	22,385	24,878	11.14%
534.22-10	RETIREMENT	536	-	-	0.00%
534.22-20	FL STATE RETIREMENT	24,187	28,449	29,171	2.54%
534.23-10	HEALTH INSURANCE	41,498	43,159	45,450	5.31%
534.23-15	DENTAL INSURANCE	2,686	2,900	3,045	5.00%
534.23-20	LIFE INSURANCE	1,650	1,799	1,880	4.50%
534.23-21	SHORT-TERM DISABILITY INS.	1,167	1,349	1,406	4.23%
534.23-30	DEPENDENT HEALTH INSURANCE	29,954	25,824	37,023	43.37%
534.23-35	DEPENDENT DENTAL INSURANCE	2,369	2,321	2,437	5.00%
534.23-40	LONG TERM DISABILITY	760	828	865	4.47%
534.24-10	WORKERS' COMPENSATION	21,439	17,543	18,420	5.00%
*	SALARIES AND BENEFITS	442,201	468,846	499,975	6.64%
<i>OPERATING EXPENDITURES</i>					
534.32-10	AUDIT SERVICES	1,341	4,087	4,166	1.93%
534.34-10	CONTRACTUAL SERVICES	6,549	38,659	38,659	0.00%
534.40-10	TRAVEL & PER DIEM	2,185	4,500	4,500	0.00%
534.41-10	TELEPHONE	2,326	2,521	2,820	11.86%
534.41-20	OTHER COMMUNICATION	216	-	460	100.00%
534.41-30	POSTAGE	12	1,300	1,300	0.00%
534.43-20	LANDFILL COSTS	186,207	230,000	230,000	0.00%
534.43-30	WASTE MANAGEMENT	752,019	700,000	775,000	10.71%
534.45-10	LIABILITY	39,930	41,192	47,761	15.95%
534.46-15	EQUIPMENT	2,274	3,000	3,000	0.00%
534.46-30	REPAIR & MAINT. - VEHICLE	34,957	52,215	54,215	3.83%
534.47-10	PRINTING & BINDING	675	3,409	3,976	16.63%
534.48-10	CITY APPRECIATION	2,937	3,000	5,000	66.67%
534.49-10	ADVERTISING	1,240	8,000	8,450	5.62%
534.51-10	OFFICE SUPPLIES	358	600	600	0.00%
534.52-10	OPERATING SUPPLIES	7,490	8,297	9,000	8.47%
534.52-11	DURABLE GOODS	2,068	-	1,000	100.00%
534.52-15	FUEL COSTS	68,623	82,479	76,583	-7.15%
534.52-25	UNIFORMS	4,466	6,500	6,500	0.00%
534.52-29	CARTS	19,982	25,420	32,880	29.35%
534.52-38	TIRES	15,644	21,500	21,500	0.00%
534.54-10	BKS, PUB, SUB, MEM, LIB	440	1,050	1,050	0.00%
534.59-10	DEPRECIATION EXPENSE	97,373	-	-	0.00%
534.59-13	BAD DEBT	(4,722)	-	-	0.00%
534.59-15	TRANSFER TO G/F	197,210	225,067	221,605	-1.54%
534.59-20	REIMBURSEMENT TO G/F	502,680	522,502	569,783	9.05%
534.59-90	CONTINGENCY	-	4,000	4,000	0.00%
*	OPERATING EXPENDITURES	1,944,480	1,989,298	2,123,808	6.76%
<i>CAPITAL EXPENDITURES</i>					
534.62-20	BUILDINGS	-	-	20,000	0.00%
534.63-30	PAVING	2,475	-	-	0.00%
534.64-10	EQUIP - REPLACEMENT	-	11,000	14,000	27.27%
534.64-11	EQUIP - VEHICLE REPLACEMENT	160,139	90,651	285,000	214.39%

FUND 402
 DEPT 34
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

SOLID WASTE EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
534.64-13	EQUIP - COMP REPLACEMENT	1,915	-	-	0.00%
534.64-14	EQUIP - NEW COMPUTERS	1,305	310	-	0.00%
534.64-15	EQUIP - NEW	-	393	-	-100.00%
534.64-25	FUTURE PROJECTS	-	-	-	0.00%
534.69-99	ASSET RECLASSIFICATION	(165,834)	-	-	0.00%
	* CAPITAL EXPENDITURES	-	102,354	319,000	211.66%
<i>DEBT SERVICE</i>					
534.71-05	OTHER	-	88,791	90,118	1.49%
534.72-05	OTHER	6,517	4,820	3,270	-32.16%
	* DEBT SERVICE	6,517	93,611	93,388	-0.24%
<i>TRANSFERS/REIMBURSEMENTS</i>					
534.91-05	TRANSFERS TO DEBT SERVICE	-	7,308	-	-100.00%
	* TRANSFERS/REIMBURSEMENTS	-	7,308	-	-100.00%
TOTAL SOLID WASTE		2,393,198	2,661,417	3,036,171	14.08%

FUND 402
 DEPT 34
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

SOLID WASTE EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
534.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	331,275	331,275
534.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	-	-
534.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	4,000	4,000
534.15-60 ELECTR TABLET ALLOWANCE	ALLOWANCE FOR ELECTRONIC TABLET	125	125
534.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	24,878	24,878
534.22-10 RETIREMENT	NO AMOUNT BUDGETED	-	-
534.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	29,171	29,171
534.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	45,450	45,450
534.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	3,045	3,045
534.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,880	1,880
534.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	1,406	1,406
534.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	37,023	37,023
534.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	2,437	2,437
534.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	865	865
534.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	18,420	18,420
534.32-10 AUDIT SERVICES	AUDIT PREPARATION	4,166	4,166
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	NEXTEL (FIVE PHONES/FOUR RADIOS)	2,820	2,820
534.41-20 OTHER COMMUNICATION	VERIZON WI-FI SERVICES	460	460
534.41-30 POSTAGE	USED FOR POSTAGE FOR BROCHURES, FLYERS ETC. (RESIDENT/BUSINESS NOTIFICATION)	1,300	1,300
534.43-20 LANDFILL COSTS	LANDFILL COSTS	230,000	230,000
534.43-30 WASTE MANAGEMENT	WASTE MANAGEMENT	775,000	775,000
534.45-10 LIABILITY	LIABILITY INSURANCE	47,761	47,761
534.46-15 EQUIPMENT	MINOR REPAIRS TO THE CITY CAR WASH NOT INCLUDED IN MONTHLY MAINTENANCE CONTRACT	3,000	3,000
534.46-30 VEHICLE	REPAIR AND MAINTENANCE ON ALL SOLID WASTE FLEET TO REPLACE PINS AND BUSHINGS ON TRUCKS #624 & #621 (\$5,000.00/EACH) THIS IS A RECURRING ITEM DUE TO THE STYLE OF THE AUTOMATED SIDE LOADERS IN THE FLEET	44,215 10,000	54,215
534.47-10 PRINTING & BINDING	PRINTING BUSINESS CARDS, FLYERS (TO NOTIFY		3,976

FUND 402
 DEPT 34
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

SOLID WASTE EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
	RESIDENTS/BUSINESSES) AS NEEDED. TO PURCHASE EXCESS CHARGE SLIPS, ORANGE TAG NOTIFICATIONS	3,976	
534.48-10 CITY APPRECIATION	PUBLIC WORKS WEEK - INCREASED DUE TO GREATER INTEREST AND PARTICIPATION FROM RESIDENTS	5,000	5,000
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 AND OUTREACH PROGRAMS. COMMEMORATIVE PIN PROGRAM	8,000 450	8,450
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	PURCHASE OF OFFICE FURNITURE, SMALL EQUIPMENT AND TOOLS	1,000	1,000
534.52-15 FUEL COSTS	FUEL COSTS	76,583	76,583
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 EACH) CITY SWEATSHIRTS FOR SOLID WASTE PERSONNEL (8 @ \$35 EACH) CITY SHIRT W/NAME FOR EACH DRIVER (6 @ \$40 EACH) CITY SHIRTS W/NAME FOR SOLID WASTE MANAGEMENT AND STAFF ASSISTANT (5 SHIRTS EACH) CAPS WITH CITY LOGO FOR SOLID WASTE PERSONNEL (24 @ \$10 EACH)	4,290 1,050 280 240 400 240	6,500
534.52-29 CARTS	600 NEW GARBAGE CARTS FOR NEW RESIDENTS AND TO REPLACE BROKEN CARTS. THIS INCLUDES FREIGHT AND ADDITIONAL WHEELS/LIDS	32,880	32,880
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	-	-
534.59-13 BAD DEBT	NO AMOUNT BUDGETED	-	-
534.59-15 TRANSFER TO G/F	TRANSFER TO GENERAL FUND	221,605	221,605
534.59-20 REIMBURSEMENT TO G/F	REIMBURSEMENT TO GENERAL FUND	569,783	569,783
534.59-90 CONTINGENCY	UNANTICIPATED REQUIREMENTS - SUCH AS HYDRAULIC SPILLS AND OTHER SAFETY RELATED ISSUES	4,000	4,000

FUND 402
 DEPT 34
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

SOLID WASTE EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
534.62-20 BUILDINGS	12' X 32' PORTABLE WOODEN SHED TO BE USED AS A PORTABLE OFFICE, BREAK AND TRAINING ROOM FOR STAFF AT THE CAROLINE PLANT THE CAROLINE PLANT IS WHERE THE SOLID WASTE STAFF REPORTS TO WORK DAILY AND WHERE THE CREW OUT MEETINGS ARE HELD. CURRENTLY THERE IS NOWHERE FOR THE STAFF TO GET OUT OF THE WEATHER AND EAT THEIR LUNCH. THIS PRICE IS ALL INCLUSIVE (I.E. ELECTRIC, A/C, DRY WALL, FURNITURE, ETC.	20,000	20,000
534.63-30 PAVING	NO AMOUNT BUDGETED	-	-
534.64-10 EQUIP - REPLACEMENT	SPECIAL COATING THAT NEEDS TO BE APPLIED TO THE PIT FOR THE CITY CAR WASH REPAIR OF RAMPS TO THE ENTRANCE OF THE CITY CAR WASH PIT	8,500 5,500	14,000
534.64-11 EQUIP-VEHICLE REPLACEMENT	REPLACE TRUCK #616 - 2001 VOLVO WRX REPLACED TO FALL IN LINE WITH THE FIVE YEAR CAPITAL PLAN. TRUCK IS OUT OF SERVICE	285,000	285,000
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	-	-
534.64-25 FUTURE PROJECTS	COST SHARE FOR DESIGN OF NEW PUBLIC WORKS FACILITY (COST WILL BE SHARED WITH GENERAL SERVICES) -BALANCING CUT	200,000 (200,000)	-
534.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-
534.71-05 OTHER	SOLID WASTE TRUCK PRINCIPAL PAYMENT 1/27/17 15M (54% OF LEASE PRINCIPAL AMOUNT) 7/27/17 15M (54% OF LEASE PRINCIPAL AMOUNT) 2014 SOLID WASTE PRINCIPAL PAYMENT 10/1/2016 1/1/2017 4/1/2017 7/1/2017	18,414 18,597 13,236 13,279 13,224 13,368	90,118
534.72-05 OTHER	SOLID WASTE TRUCK INTEREST PAYMENT 1/27/17 15M (54% OF INTEREST PAYMENT) 7/27/17 15M (54% OF INTEREST PAYMENT) 2014 SOLID WASTE TRUCK INTEREST PAYMENT 10/1/2016 1/1/2017 4/1/2017 7/1/2017	925 640 492 449 404 360	3,270
534.91-05 TRANSFERS TO DEBT SVC	NO AMOUNT BUDGETED	-	-

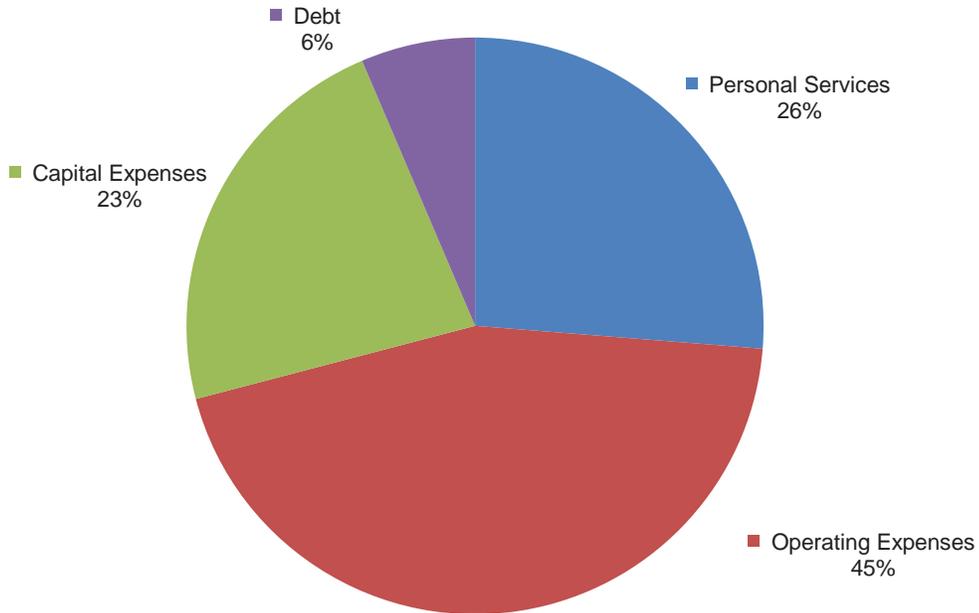
Stormwater

Fund 403

Budget Summary

<i>Department Summary</i>	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Stormwater-38				
Personal Services	226,738	252,852	264,014	4.41%
Operating Expenses	450,691	354,729	449,244	26.64%
Capital Expenses	-	407,372	228,000	-44.03%
Debt	4,873	64,444	64,441	0.00%
Transfers & Other	-	794	-	0.00%
Grand Total Stormwater	\$ 682,302	\$ 1,080,191	\$ 1,005,699	-6.90%

2017 APPROPRIATIONS



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CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

STORMWATER REVENUE

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	ESTIMATED REVENUE 2016-2017	% CHANGE OVER FY 15-16
<i>CHARGES FOR SERVICES</i>					
343.90-01	STORMWATER CHARGES	964,612	944,973	1,007,010	6.56%
**	TOTAL CHARGES FOR SERVICES	964,612	944,973	1,007,010	6.56%
<i>INTEREST & OTHER INCOME</i>					
361.10-02	SBA INTEREST	135	-	34	100.00%
*	INTEREST INCOME	135	-	34	100.00%
369.10-01	MISCELLANEOUS	-	50,080	-	-100.00%
*	OTHER INCOME	-	50,080	-	-100.00%
**	TOTAL INTEREST & OTHER INCOME	135	50,080	34	-99.93%
					0.00%
<i>OTHER SOURCES</i>					
384.20-00	LEAGE LEASE	-	120,000	-	-100.00%
*	TOTAL TRANSFERS	-	120,000	-	-100.00%
389.90-00	APPROPRIATED RESERVES	-	(34,862)	(1,345)	N/A
*	APPROPRIATED RESERVES	-	(34,862)	(1,345)	N/A
**	TOTAL OTHER SOURCES	-	85,138	(1,345)	-101.58%
TOTAL STORMWATER MANAGEMENT		964,747	1,080,191	1,005,699	-6.90%

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CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

STORMWATER REVENUE

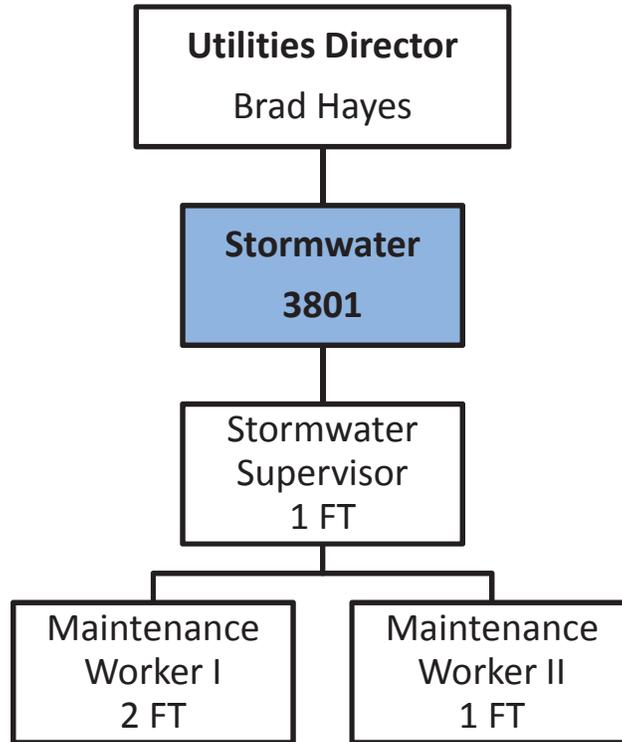
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
343.90-01 STORMWATER CHARGES	ESTIMATED STORMWATER CHARGES	1,007,010	1,007,010
361.10-02 SBA INTEREST	ESTIMATED SBA INTEREST	34	34
369.10-01 MISCELLANEOUS	NO AMOUNT BUDGETED	-	-
384.20-00 LEAGUE LEASE	NO AMOUNT BUDGETED	-	-
389.90-00 APPROPRIATED RESERVES	APPROPRIATED RESERVES	(1,345)	(1,345)

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Stormwater

Department 38

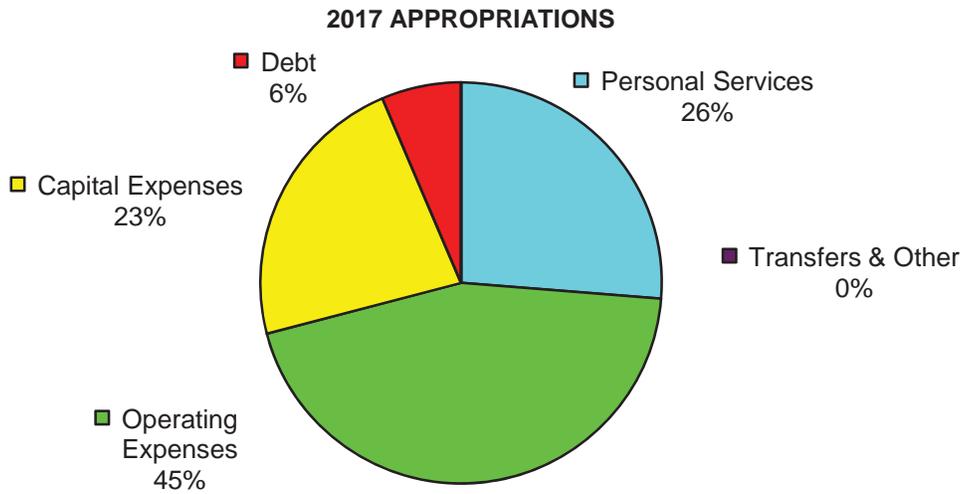


Position Summary

Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
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		<u>4</u>	<u>4</u>	<u>4</u>
Total No. of Positions:		<u><u>4</u></u>	<u><u>4</u></u>	<u><u>4</u></u>
Total FTEs:		4	4	4

Budget Summary

<i>Division Summary</i>	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Stormwater-3801				
Personal Services	226,738	252,852	264,014	4.41%
Operating Expenses	450,691	354,729	449,244	26.64%
Capital Expenses	-	407,372	228,000	-44.03%
Debt	4,873	64,444	64,441	0.00%
Transfers & Other	-	794	-	-100.00%
	682,302	1,080,191	1,005,699	-6.90%
Grand Total Stormwater	682,302	1,080,191	1,005,699	-6.90%



2017 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 & complying with the NPDES Permit, maintenance and construction of drainage 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 2014	Actual 2015	Est. 2016	Projected 2017
1.	Stormwater Boxes Installed	0	0	0	0
2.	Work Orders Performed	210	239	215	200
3.	Miles of City Streets Cleaned	74	74	74	74
4.	Miles of Stormwater Lines Maintained	40	40	35	50
5.	Miles of New Stormwater Lines Installed	3	3	5	5
6.	No. of Stormwater Ponds/Ditches Maintained	18	19	19	19

2017 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.

2017 OBJECTIVES

1. Continue public notification of NPDES permit.
2. Maintain Total maximum Daily Loads program as determined by State Guidelines.
3. Start lining of stormwater lines throughout the city.
4. Begin construction on Stormwater system downtown CRA.

2016 ACCOMPLISHMENTS

Customer Focus, Innovation & Technology, and Organizational Performance

1. Lined deteriorated line in Tranquil Court.
2. Lined 5 deteriorated lines in Baytree Subdivision.
3. Put out to bid the Stormwater system downtown CRA.

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CITY OF TAVARES
PROPOSED BUDGET
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STORMWATER EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
538.12-10	REGULAR SALARIES	159,441	170,404	177,562	4.20%
538.14-10	OVERTIME	1,078	10,685	10,685	0.00%
538.15-60	ELECTR TABLET ALLOWANCE	-	-	50	100.00%
538.21-10	FICA / MED TAXES	11,229	12,957	14,010	8.13%
538.22-20	FL STATE RETIREMENT	13,013	15,707	16,089	2.43%
538.23-10	HEALTH INSURANCE	23,399	24,169	25,452	5.31%
538.23-15	DENTAL INSURANCE	1,370	1,433	1,504	4.95%
538.23-20	LIFE INSURANCE	889	934	1,005	7.60%
538.23-21	SHORT-TERM DISABILITY INS.	625	689	740	7.40%
538.23-30	DEPENDENT HEALTH INSURANCE	8,605	9,469	10,181	7.52%
538.23-35	DEPENDENT DENTAL INSURANCE	744	796	836	5.03%
538.23-40	LONG TERM DISABILITY	411	427	459	7.49%
538.24-10	WORKERS' COMPENSATION	5,934	5,182	5,441	5.00%
*	SALARIES AND BENEFITS	226,738	252,852	264,014	4.41%
<i>OPERATING EXPENDITURES</i>					
538.31-15	ENGINEERING	12,630	26,227	25,000	-4.68%
538.32-10	AUDIT SERVICES	1,533	4,528	4,166	-7.99%
538.34-10	CONTRACTUAL SERVICES	42,545	7,320	77,320	956.28%
538.40-10	TRAVEL & PER DIEM	6,347	4,000	6,000	50.00%
538.41-10	TELEPHONE	1,236	1,518	1,872	23.32%
538.41-30	POSTAGE	17	300	300	0.00%
538.43-20	LANDFILL COSTS	6,573	11,200	12,000	7.14%
538.44-10	RENTALS & LEASES	-	2,500	2,500	0.00%
538.45-10	LIABILITY	6,238	6,783	7,462	10.01%
538.46-10	BUILDING	959	-	-	0.00%
538.46-15	REPAIR & MAINT. - EQUIPMENT	6,286	6,000	6,000	0.00%
538.46-30	REPAIR & MAINT. - VEHICLE	11,323	15,000	15,000	0.00%
538.46-41	STORM DRAIN REPAIR	3,588	6,000	6,000	0.00%
538.47-10	PRINTING & BINDING	-	400	400	0.00%
538.49-10	ADVERTISING	-	500	1,000	100.00%
538.51-10	OFFICE SUPPLIES	305	1,000	1,000	0.00%
538.52-10	OPERATING SUPPLIES	8,587	10,656	10,656	0.00%
538.52-11	DURABLE GOODS	-	320	-	-100.00%
538.52-15	FUEL COSTS	14,512	17,950	15,166	-15.51%
538.52-25	UNIFORMS	1,528	2,940	2,940	0.00%
538.53-20	ROAD MATERIALS & SUPPLIES	-	12,623	2,500	-80.19%
538.54-10	BKS, PUB, SUB, MEM, LIB	781	990	2,000	102.02%
538.59-10	DEPRECIATION EXPENSE	102,067	-	-	0.00%
538.59-13	BAD DEBT	1,903	-	-	0.00%
538.59-15	TRANSFER TO G/F	52,553	57,186	75,598	32.20%
538.59-20	REIMBURSEMENT TO G/F	158,788	158,788	158,788	0.00%
538.59-70	TRANSFER TO SRF LOAN DEBT	10,392	-	15,576	100.00%
*	OPERATING EXPENDITURES	450,691	354,729	449,244	26.64%
<i>CAPITAL EXPENDITURES</i>					
538.63-40	STORM DRAINAGE REPAIR	6,525	-	-	0.00%
538.64-11	EQUIP-VEHICLE REPLACEMENT	-	120,000	88,000	-26.67%
538.64-13	EQUIP - COMP REPLACEMENT	1,915	-	-	0.00%
538.64-14	EQUIP - NEW COMPUTERS	1,215	-	-	0.00%

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CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

STORMWATER EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
538.64-15	EQUIP - NEW	5,618	-	50,000	100.00%
538.64-25	FUTURE PROJECTS	47,156	287,372	90,000	-68.68%
538.69-99	ASSET RECLASSIFICATION	(62,429)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	407,372	228,000	-44.03%
<i>DEBT SERVICE</i>					
538.71-05	OTHER	-	60,486	61,598	1.84%
538.72-05	OTHER	4,873	3,958	2,843	-28.17%
*	DEBT SERVICE	4,873	64,444	64,441	0.00%
<i>TRANSFERS AND OTHERS</i>					
538.91-05	TRANSFERS TO DEBT SERVICE	-	794	-	0.00%
*	TRANSFERS AND OTHERS	-	794	-	0.00%
TOTAL STORMWATER		682,302	1,080,191	1,005,699	-6.90%

FUND 403
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 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

STORMWATER EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	PROPOSED BUDGET DETAIL	2016-2017
538.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	177,562	177,562
538.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	10,685	10,685
538.15-60 ELECTR TABLET ALLOWANCE	ALLOWANCE FOR ELECTRONIC TABLET	50	50
538.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	14,010	14,010
538.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	16,089	16,089
538.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	25,452	25,452
538.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,504	1,504
538.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	1,005	1,005
538.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	740	740
538.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	10,181	10,181
538.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	836	836
538.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	459	459
538.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	5,441	5,441
538.31-15 ENGINEERING	GENERAL ENGINEERING RELATED TO STORMWATER PROJECTS	25,000	25,000
538.32-10 AUDIT SERVICES	AUDIT PREPARATION	4,166	4,166
538.34-10 CONTRACTUAL SERVICES	STORM LINE REPAIRS, LINING, ETC THROUGHOUT CITY GSA MASS NOTIFICATION SYSTEM	75,000 2,320	77,320
538.40-10 TRAVEL & PER DIEM	TRAINING, TRAVEL EXPENSES FOR CERTIFIED STORMWATER OPERATORS, TO MAINTAIN CEU'S & REGULATORY COMPLIANCE	6,000	6,000
538.41-10 TELEPHONE	NEXTEL (FOUR PHONES)	1,872	1,872
538.41-30 POSTAGE	POSTAGE	300	300
538.43-20 LANDFILL COSTS	DEP REQUIRED DISPOSAL OF STREET SWEEPINGS 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	7,462	7,462
538.46-10 BUILDING	NO AMOUNT BUDGETED	-	-
538.46-15 EQUIPMENT	REPAIR & MAINTENANCE OF EQUIPMENT	6,000	6,000
538.46-30 VEHICLE	ROUTINE PREVENTATIVE MAINT & REPAIRS TO VEHICLES	15,000	15,000
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

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 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

STORMWATER EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
538.49-10 ADVERTISING	NPDES REQUIREMENTS FOR PUBLIC RELATIONS COMMEMORATIVE PIN PROGRAM -BALANCING CUT	1,000 450 (450)	1,000
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. ABSORBANT PILLOWS FOR BAFFLE BOXES BROOMS FOR STREET SWEEPER	8,000 1,006 1,650	10,656
538.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
538.52-15 FUEL COSTS	FUEL COSTS	15,166	15,166
538.52-25 UNIFORMS	WEEKLY RENTAL OF UNIFORMS - 4 EMPLOYEES POLO SHIRTS - SUPERVISOR, PER CITY CODE BOOT ALLOWANCE - 4 EMPLOYEES @ \$150 EACH	2,060 280 600	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. (FSA MEMBERSHIPS INCREASED)	2,000	2,000
538.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
538.59-13 BAD DEBT	NO AMOUNT BUDGETED	-	-
538.59-15 TRANSFER TO G/F	TRANSFER TO GENERAL FUND	75,598	75,598
538.59-20 REIMBURSEMENT TO G/F	REIMBURSEMENT TO GENERAL FUND	158,788	158,788
538.59-70 TRANSFER TO SRF LOAN DEBT	STORMWATER MGMT SW350940	15,576	15,576
538.63-40 STORM DRAINAGE REPAIR	NO AMOUNT BUDGETED	-	-
538.64-11 EQUIP-VEHICLE REPLACEMENT	REPLACE #325 (2007 FORD F250) WITH A 2017 F250 CRANE TRUCK	88,000	88,000
538.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
538.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
538.64-15 EQUIP - NEW	JOHN DEERE FRONT END LOADER - SPLIT WITH WATER & WASTEWATER	50,000	50,000
538.64-25 FUTURE PROJECTS	WINDRIDGE DRAINAGE IMPROVEMENTS -DEPARTMENT CUT CLEANING OF JACK'S POND CLEANING OF FOX RUN STORM LINES BIRCH AVE/CEDAR BLVD DRAINAGE IMPROVEMENTS	41,000 (41,000) 12,000 18,000 60,000	90,000
538.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-

FUND 403
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 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

STORMWATER EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	PROPOSED BUDGET	
		DETAIL	2016-2017
538.71-05 OTHER	STREET SWEEPER PRINCIPAL		61,598
	1-27-17 (46% OF PRINCIPAL PAYMENT)	15,686	
	7-27-17(46% OF PRINCIPAL PAYMENT)	15,842	
	BOOM MOWER		
	PRINCIPAL 3-24-17	14,972	
	PRINCIPAL 9-24-17	15,098	
538.72-05 OTHER	STREET SWEEPER LEASE INTEREST		2,843
	1-27-17(46% OF INTEREST PAYMENT)	796	
	7-27-17(46% OF INTEREST PAYMENT)	640	
	BOOM MOWER		
	3-24-17 INTEREST	766	
	9-24-17 INTEREST	641	
538.91-05 TRANSFERS TO DEBT SVC	NO AMOUNT BUDGETED	-	-

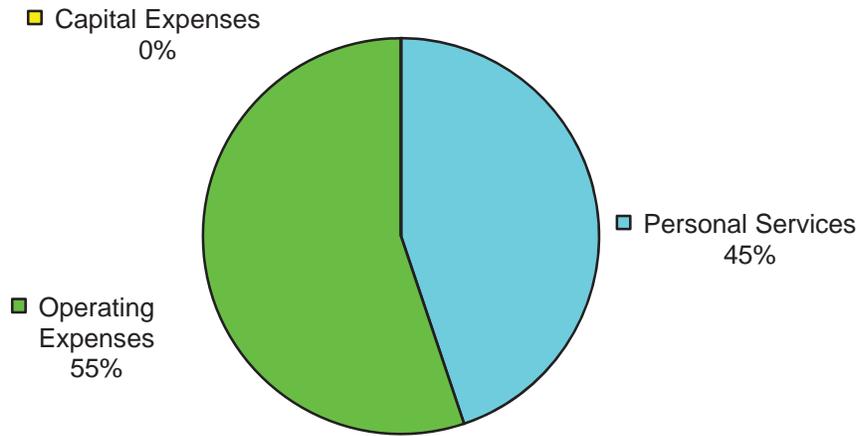
Marina/Seaplane Base

Fund 405

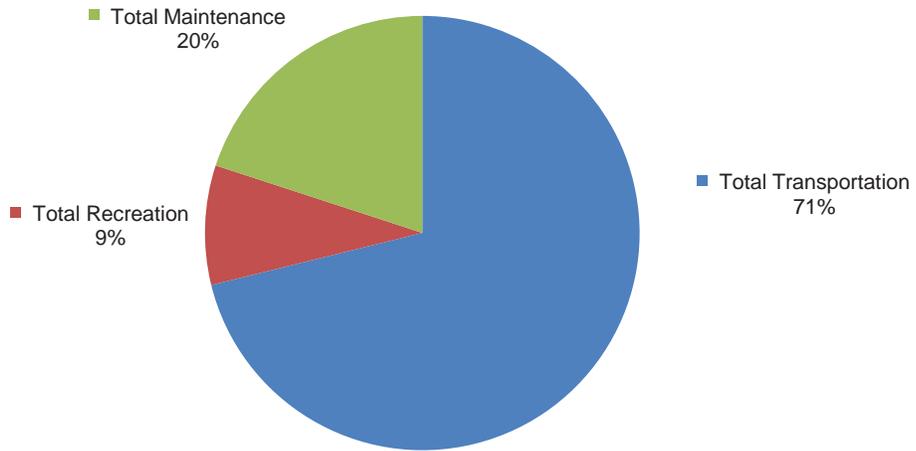
Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
<i>Department Summary</i>				
Transportation-43				
Personal Services	196,069	218,949	227,322	3.82%
Operating Expenses	284,578	300,327	307,201	2.29%
Capital Expenses	-	17,265	-	-100.00%
Total Transportation	<u>480,647</u>	<u>536,541</u>	<u>534,523</u>	<u>-0.38%</u>
Recreation-72				
Personal Services	33,109	40,277	40,041	-0.59%
Operating Expenses	30,570	24,137	26,866	11.31%
Total Recreation	<u>63,679</u>	<u>64,414</u>	<u>66,907</u>	<u>3.87%</u>
Maintenance-74				
Personal Services	48,345	53,750	69,564	29.42%
Operating Expenses	63,395	74,167	80,452	8.47%
Total Maintenance	<u>111,740</u>	<u>127,917</u>	<u>150,016</u>	<u>17.28%</u>
Grand Marina/Seaplane Base	<u>\$ 656,066</u>	<u>\$ 728,872</u>	<u>\$ 751,446</u>	<u>3.10%</u>
<i>Category Summary</i>				
Personal Services	277,523	312,976	336,927	7.65%
Operating Expenses	378,543	398,631	414,519	3.99%
Capital Expenses	-	17,265	-	-100.00%
Grand Marina/Seaplane Base	<u>\$ 656,066</u>	<u>\$ 728,872</u>	<u>\$ 751,446</u>	<u>3.10%</u>

2017 APPROPRIATIONS



2017 APPROPRIATIONS BY FUNCTION



FUND 405
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 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

SEAPLANE BASE & MARINA REVENUE

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	ESTIMATED REVENUE 2016-2017	% CHANGE OVER FY 15-16
<i>CHARGES FOR SERVICES</i>					
343.60-01	LATE CHARGES/PENALTIES	25	-	-	0.00%
344.10-10	PROPERTY RENTAL	10	-	-	0.00%
344.20-01	SLIP RENTAL/DOCKAGE	42,881	22,500	30,000	33.33%
344.20-02	BOAT LAUNCH/TRANSIENT DOCK	239	300	300	0.00%
344.20-03	TAXI FARES	-	-	-	0.00%
344.20-20	OTHER PROPERTY RENTAL	6,309	6,300	6,780	7.62%
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	188,562	200,000	212,099	6.05%
344.20-51	PROP SHOP SALES	17,103	25,000	25,000	0.00%
344.20-52	COT BOTTLED WATER SALES	979	-	-	0.00%
344.90-04	OTHER FEES	219	-	100	100.00%
347.20-05	SPLASH PARK FEES	39,309	47,000	47,000	0.00%
347.20-07	SPLASH PARK-PARTY PACK	897	1,250	1,500	20.00%
347.40-05	EVENT SUPPORT SERVICES	484	-	450	100.00%
347.50-02	OTHER RENTALS/PAVILN	13,430	16,000	16,000	0.00%
347.50-08	RUBY STREET PARKING LOT	193	-	-	0.00%
**	TOTAL CHARGES FOR SERVICES	<u>310,640</u>	<u>318,350</u>	<u>339,229</u>	<u>6.56%</u>
<i>OTHER INCOME</i>					
369.00-00	MISCELLANEOUS REVENUES	12	-	-	0.00%
*	OTHER INCOME	12	-	-	0.00%
**	TOTAL INTEREST & OTHER INCOME	<u>12</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
389.01-01	CONTRIB. FROM GENERAL FUND	333,364	336,217	304,914	-9.31%
389.01-05	TRANSFER FROM TIF FUND	66,034	76,000	107,303	41.19%
*	TOTAL TRANSFERS	<u>399,398</u>	<u>412,217</u>	<u>412,217</u>	<u>0.00%</u>
**	TOTAL OTHER SOURCES	<u>399,398</u>	<u>412,217</u>	<u>412,217</u>	<u>0.00%</u>
TOTAL SEAPLANE BASE & MARINA		<u>710,050</u>	<u>730,567</u>	<u>751,446</u>	<u>2.86%</u>

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 DEPT 00
 DIVISION 00

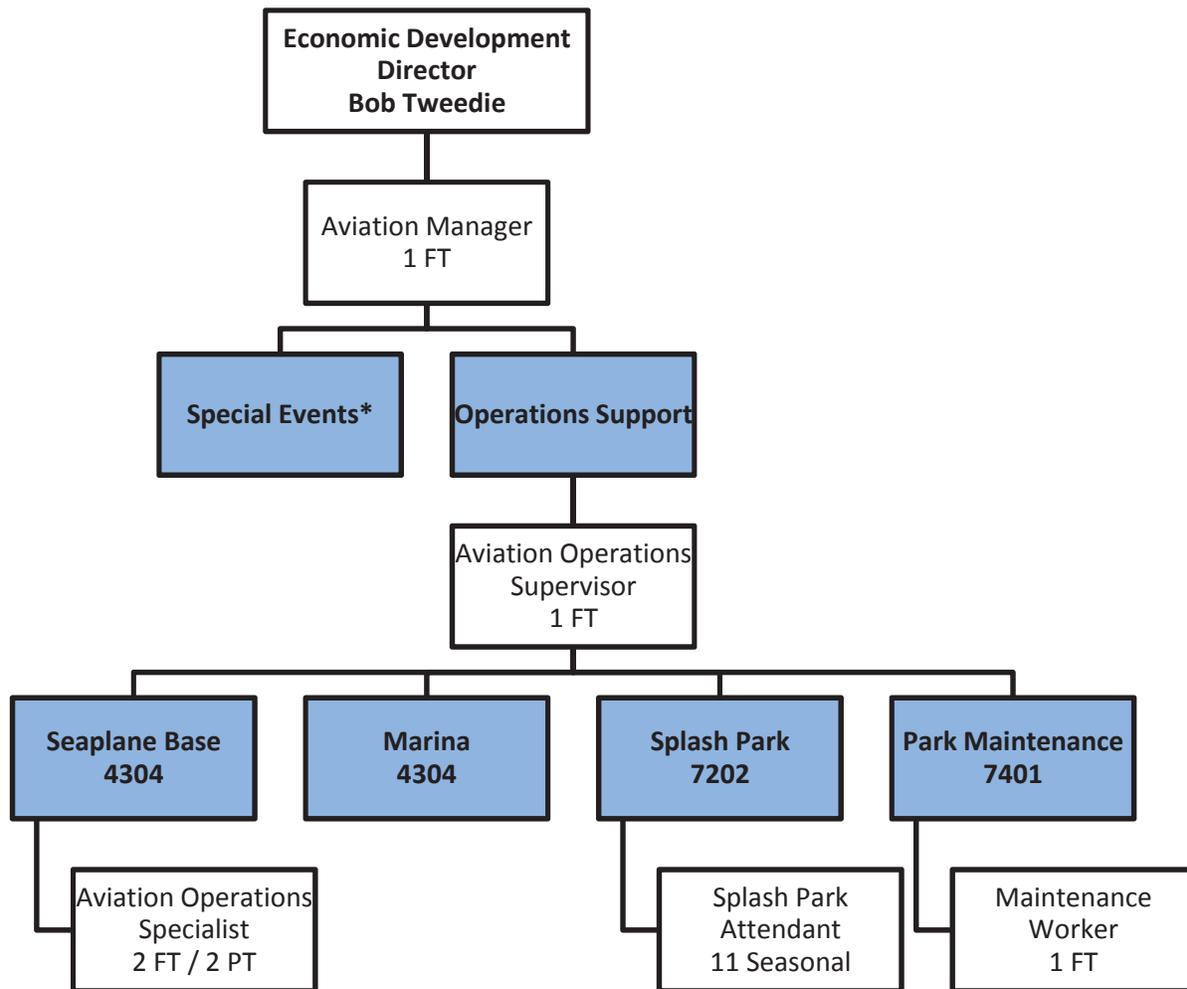
CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

MARINA FUND REVENUE

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
343.60-01 LATE CHARGES/PENALTY	NO AMOUNT BUDGETED	-	-
344.10-10 PROPERTY RENTAL	NO AMOUNT BUDGETED	-	-
344.20-01 SLIP RENTAL/DOCKAGE	SLIP RENTALS	30,000	30,000
344.20-02 BOAT LAUNCH/TRANSIENT DCK	TRANSIENT DOCK FEE (\$10/NIGHT)	300	300
344.20-20 OTHER PROPERTY RENTAL	JONES BROTHERS	6,780	6,780
344.20-50 SALE OF GAS & OIL	SALE OF FUEL	212,099	212,099
344.20-51 PROP SHOP SALES	PROP SHOP SALES	25,000	25,000
344.20-52 COT BOTTLED WATER SALES	NO AMOUNT BUDGETED	-	-
344.90-04 OTHER FEES	ESTIMATED OTHER FEES	100	100
347.20-05 SPLASH PARK FEES	SPLASH PARK FEES	47,000	47,000
347.20-07 SPLASH PK - PARTY PACK	SPLASH PARK PARTY PACKAGE	1,500	1,500
347.40-05 EVENT SUPPORT SERVICES	EVENT SUPPORT SERVICES	450	450
347.50-02 OTHER RENTALS/PAVILN	PAVILION RENTALS	16,000	16,000
347.50-08 RUBY STREET PARKING LOT	NO AMOUNT BUDGETED	-	-
369.00-00 MISCELLANEOUS REVENUES	NO AMOUNT BUDGETED	-	-
389.01-01 CONTRIBUTIONS FROM GEN FUND	TRANFERS FROM GENERAL FUND	304,914	304,914
389.01-05 FROM TIF FUND	TRANSFERS FROM TIF	107,303	107,303

Airport/Marina Operations

Department 43



*Salary is allocated to General Fund Economic Development budget.

Position Summary

Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
Full Time:				
Aviation Manager		0	1	1
Marina Manager	43001	1	0	0
Aviation Operation Supervisor		0	1	1
Marina Operation Supervisor ¹	43002	1	0	0
Marina Maintenance Worker ²	43003	1	1	1
Marina Technician	43004	2	2	2
No. of Full Time		5	5	5
Part Time:				
Marina Technician		0	0	0
Marina Technician/Maint	43004	1	1	1
No. of Part Time		1	1	1
Seasonal:				
Splash Park Attendant ³	72004	9	11	11
No. of Seasonal		9	11	11
Total No. of Positions:		15	17	17
Total FTEs:		12.3	13.8	13.8

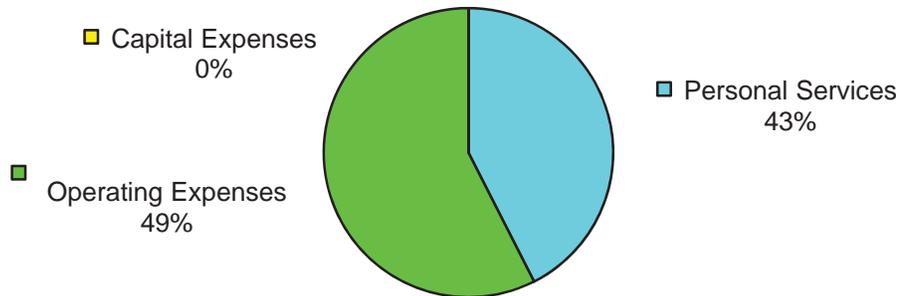
Notes:

1. Salary and benefits are allocated 90% to Seaplane Base & Marina and 10% to Splash Park
2. Position is budgeted 90% from Division 7401 (Park Maint.) & 10% from Division 7301 (Splash Park). Position and chart also shown under Department 74.
3. Position and chart also shown under Department 72.

Budget Summary

<i>Division Summary</i>	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Seaplane Base & Marina - 4304				
Personal Services	196,069	218,949	227,322	3.82%
Operating Expenses	284,578	300,327	307,201	2.29%
Capital Expenses	-	17,265	-	-100.00%
				0.00%
Total Seaplane Base & Marina	\$ 480,647	\$ 536,541	\$ 534,523	-0.38%
<i>Percentage of Fund Budget</i>	73.26%	73.61%	71.13%	-3.37%

2017 APPROPRIATIONS



2017 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 85 boat slips and 47 boat slips are reserved for rentals on the docks. The majority of the East side of Dock B remains 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 2014	Actual 2015	Est. 2016	Projected 2017
1.	Prop Shop Net Revenue	\$ 25,674	\$ 25,690	\$ 20,000	\$ 25,000
2.	Splash Park Revenue	\$ 47,283	\$ 39,309	\$ 45,000	\$ 47,000
3.	Splash Park Attendance	23,443	20,178	24,000	25,000
4.	Fuel Sales	\$ 219,600	\$ 188,561	\$ 185,000	\$ 200,000
5.	Gallons of Fuel Sold	45,971	49,855	47,000	48,000
6.	Pavilion Rental Revenue	\$ 15,700	\$ 13,429	\$ 13,500	\$ 15,000
7.	Percentage of Boat Slip Rentals Filled (36 Total)	100%	100%	100%	100%
8.	Number of Special Events Facilitated	34	28	30	32
9.	Number of Aviation Operations (incl. heli)	2,559	2,508	2,300	2,700

2017 GOALS

Organizational Development

To provide additional training to Seaplane Base & Marina staff in the areas of aviation and nautical operations 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 superior customer service to each and every person visiting the Seaplane Base, Marina, Wooton Park and the Splash Park.

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.

2017 OPERATING BUDGET

2017 OBJECTIVES

1. Provide a world class Seaplane Base & Marina with excellent customer service and knowledgeable staff.
2. Effectively and efficiently operate all phases of the Seaplane Base & Marina and Wooton Park.
3. Complete Seaplane Base Master Plan.
4. Increase awareness of the Seaplane Base & Marina on a national level.
5. Increase safety awareness with public and City staff.
6. Facilitate 30 special events at Wooton Park.
7. Absorb and implement Wooton Park expansion activities.
8. Improve Fuel Quality Assurance Program.
9. Professional Line Item Service Training for all staff.
10. Develop training for staff related to aviation operations and nautical operations.
11. Enhance the brand through increased, diversified marketing efforts.
12. Emphasize the growth of seaplane activity by evolving current events and promotional efforts.
13. Relocate the Tav Lee Trail to behind the tarmac area for increased security.
14. Explore and develop a more diverse retail selection and visual display for the Prop Shop.
15. Organize and upgrade communications and IT set up at Prop Shop.
16. Complete a Feasibility Study for FA1, the next step is FASP acceptance.
17. Restoration of audio/public address system at Wooton Park.

2016 ACCOMPLISHMENTS

1. Hired new Aviation Manager and Aviation Operations Supervisor.
2. Hosted and facilitated 29 special events.
3. Boat Slip rentals filled to 100% capacity.
4. Instituted Fuel Quality Assurance Program for fuel deliveries.
5. Started selling new City of Tavares flags.
6. Instituted new digital management for pavilion rentals and boat slip availability.

FUND 405
DEPT 43
DIVISION 04

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

SEAPLANE BASE & MARINA
DEPARTMENT/DIVISION ESTABLISHED IN FY2012

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
543.12-10	REGULAR SALARIES	149,437	140,025	146,330	4.50%
543.13-10	OTHER SALARIES & WAGES	3,504	20,985	-	-100.00%
543.14-10	OVERTIME	3,144	3,914	4,565	16.63%
543.21-10	FICA / MED TAXES	11,327	11,839	11,247	-5.00%
543.22-20	FL STATE RETIREMENT	9,142	10,984	11,557	5.22%
543.23-10	HEALTH INSURANCE	9,343	15,363	23,634	53.84%
543.23-15	DENTAL INSURANCE	1,044	1,296	1,397	7.79%
543.23-20	LIFE INSURANCE	632	830	831	0.12%
543.23-21	SHORT-TERM DISABILITY	434	626	623	-0.48%
543.23-30	DEPENDENT HEALTH INSURANCE	-	5,591	18,512	231.10%
543.23-35	DEPENDENT DENTAL INSURANCE	462	656	1,465	123.32%
543.23-40	LONG TERM DISABILITY	290	383	381	-0.52%
543.24-10	WORKERS' COMPENSATION	7,310	6,457	6,780	5.00%
538.25-10	UNEMPLOYMENT COMPENSATION	-	-	-	0.00%
* SALARIES AND BENEFITS		196,069	218,949	227,322	3.82%
<i>OPERATING EXPENDITURES</i>					
543.32-10	AUDIT SERVICES	1,341	4,087	4,166	1.93%
543.34-10	CONTRACTUAL SERVICES	1,480	2,050	2,050	0.00%
543.40-10	TRAVEL & PER DIEM	-	1,050	4,100	290.48%
543.41-10	TELEPHONE	2,150	2,103	1,655	-21.30%
543.41-30	POSTAGE	206	200	300	50.00%
543.43-10	ELECTRIC, WATER, GAS	28,807	33,726	28,875	-14.38%
543.44-10	RENTALS & LEASES	6,000	-	-	0.00%
543.45-10	LIABILITY	16,264	17,664	19,430	10.00%
543.46-10	BUILDING	2,501	2,722	3,000	10.21%
543.46-11	DOCKS	14,382	25,275	30,000	18.69%
543.46-16	FUELING SYSTEM	4,005	18,000	5,000	-72.22%
543.46-25	MISCELLANEOUS REPAIRS	3,153	1,620	2,500	54.32%
543.46-45	EXTERMINATING	-	250	250	0.00%
543.47-10	PRINTING & BINDING	-	200	200	0.00%
543.49-01	OVER/SHORT REC FUEL	6	-	-	0.00%
543.49-03	CASH OVER/SHORT	38	-	-	0.00%
543.49-10	ADVERTISING	8,315	7,493	8,950	19.44%
543.49-30	BANK/WIRE/ADMN EXPENSE	101	-	-	0.00%
543.49-32	CREDIT CARD PROCESSING	4,490	5,721	5,129	-10.35%
543.49-97	INVENTORY OVER/SHORT-PROP	455	-	-	0.00%
543.51-10	OFFICE SUPPLIES	341	1,036	1,000	-3.47%
543.52-10	OPERATING SUPPLIES	3,570	2,738	3,000	9.57%
543.52-11	DURABLE GOODS	-	-	1,000	100.00%
543.52-15	FUEL COSTS	642	1,750	646	-63.09%
543.52-16	INVENTORY PURCHASES	-	13,782	25,000	81.40%
543.52-22	COST OF GOODS SOLD	8,308	-	-	0.00%
543.52-25	UNIFORMS	798	2,910	3,000	3.09%
543.52-31	RECREATIONAL FUEL INVENTORY	122,513	91,000	92,350	1.48%
543.52-32	AVIATION FUEL INVENTORY	49,182	64,000	62,650	-2.11%
543.52-50	TRAINING	-	450	1,550	244.44%
543.54-10	BKS, PUB, SUB, MEM, LIB	479	500	1,400	180.00%
543.59-10	DEPRECIATION EXPENSE	4,552	-	-	0.00%
543.59-13	BAD DEBT	499	-	-	0.00%
* OPERATING EXPENDITURES		284,578	300,327	307,201	2.29%

FUND 405
 DEPT 43
 DIVISION 04

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

SEAPLANE BASE & MARINA
 DEPARTMENT/DIVISION ESTABLISHED IN FY2012

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
<i>CAPITAL EXPENDITURES</i>					
543.64-10	EQUIP - REPLACEMENT	495	-	-	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%
543.64-25	FUTURE PROJECTS	19,550	16,265	-	-100.00%
543.69-99	ASSET RECLASSIFICATION	(20,645)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	17,265	-	-100.00%
<i>TRANSFERS AND OTHERS</i>					
543.91-05	TRANSFERS TO DEBT SERVICE	-	1,695	-	-100.00%
*	TRANSFERS AND OTHERS	-	1,695	-	-100.00%
TOTAL SEAPLANE BASE & MARINA		480,647	538,236	534,523	-0.69%

FUND 405
 DEPT 43
 DIVISION 04

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

SEAPLANE BASE & MARINA

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
543.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	146,330	146,330
543.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	-	-
543.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	4,565	4,565
543.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	11,247	11,247
543.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	11,557	11,557
543.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	23,634	23,634
543.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,397	1,397
543.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	831	831
543.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	623	623
543.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	18,512	18,512
543.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	1,465	1,465
543.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	381	381
543.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	6,780	6,780
543.32-10 AUDIT SERVICES	AUDIT PREPARATION	4,166	4,166
543.34-10 CONTRACTUAL SERVICES	COMCAST - WEATHER CHANNEL COMCAST	450 1,600	2,050
543.40-10 TRAVEL & PER DIEM	FAC CONFERENCE FAC SUMMIT AAAE CM EXHIBIT AT SUN N FUN -DEPARTMENT CUT	1,500 600 2,000 1,500 (1,500)	4,100
543.41-10 TELEPHONE	DOMS FAX NEXTEL (ONE PHONE)	1,187 468	1,655
543.41-30 POSTAGE	POSTAGE FOR ONLINE SALES -BALANCING CUT POSTAGE SUPPLIES -BALANCING CUT	300 (100) 200 (100)	300
543.43-10 ELECTRIC, WATER, GAS	WATER	28,875	28,875
543.44-10 RENTALS & LEASES	NO AMOUNT BUDGETED	-	-
543.45-10 LIABILITY	LIABILITY INSURANCE	19,430	19,430
543.46-10 BUILDING	CHIMNEY/WINDOW REPAIR ROOF SHINGLES STAIN PROP SHOP -DEPARTMENT CUT	2,500 500 2,000 (2,000)	3,000
543.46-11 DOCKS	FUEL DOCK SECTION REPLACEMENT DOCK FINGER HINGE REPLACEMENTS -DEPARTMENT CUT DOCK DECK BOARDS	15,000 21,900 (7,500) 600	30,000

FUND 405
 DEPT 43
 DIVISION 04

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

SEAPLANE BASE & MARINA

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
543.46-16 FUELING SYSTEM	REPLACEMENT FILTERS, HOSE SWIVELS, DUST GUARDS -DEPARTMENT CUT SPILL CONTROL ITEMS FILTER HOUSING ASSEMBLY/SAMPLE DRAIN (2)	7,000 (5,000) 1,000 2,000	5,000
543.46-25 MISCELLANEOUS	REFRIGERATION UNIT (ICE CHEST) A/C, LIGHTING PROP SHOP RESTROOM PAINT, FLOOR, TOILET SEAT RECONDITION 5 ROCKING CHAIRS -BALANCING CUT	1,500 1,000 1,500 500 (2,000)	2,500
543.46-45 EXTERMINATING	EXTERMINATING	250	250
543.47-10 PRINTING & BINDING	BUSINESS CARDS, EVENT FLYERS	200	200
543.49-01 OVER/SHORT REC FUEL	NO AMOUNT BUDGETED	-	-
543.49-03 CASH OVER/SHORT	NO AMOUNT BUDGETED	-	-
543.49-10 ADVERTISING	WATER FLYING 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 -DEPARTMENT CUT EXHIBIT AT SUN N FUN -DEPARTMENT CUT COMMEMORATIVE PIN PROGRAM	2,000 600 300 1,000 800 1,000 350 2,200 250 1,500 (1,500) 3,500 (3,500) 450	8,950
543.49-30 BANK/WIRE/ADMN EXPENSE	NO AMOUNT BUDGETED	-	-
543.49-32 CREDIT CARD PROCESSING	CREDIT CARD PROCESSING FEES	5,129	5,129
543.49-97 INVENTORY OVER/SHORT-PROP	NO AMOUNT BUDGETED	-	-
543.51-10 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES -BALANCING CUT	1,200 (200)	1,000
543.52-10 OPERATING SUPPLIES	JANITORIAL SUPPLIES, BATTERIES, HOSES, HARDWARE -BALANCING CUT PRESSURE WASHING GEAR AND MASKS	3,500 (1,000) 500	3,000
543.52-11 DURABLE GOODS	OFFICE CHAIRS	1,000	1,000
543.52-15 FUEL COSTS	FUEL COSTS	646	646
543.52-16 INVENTORY PURCHASES	SHIRTS, SNACKS, DRINKS, TOYS, CAPS ENHANCED AVIATION THEMED APPAREL	20,000 5,000	25,000
543.52-22 COST OF GOODS SOLD	NO AMOUNT BUDGETED	-	-
543.52-25 UNIFORMS	SHIRTS, JACKETS, RAIN GEAR, SHOES	3,000	3,000
543.52-31 RECREATIONAL FUEL INVENTORY	REC FUEL FOR RESALE -DEPARTMENT CUT	95,550 (3,200)	92,350
543.52-32 AVIATION FUEL INVENTORY	AVIATION FUEL FOR RESALE -DEPARTMENT CUT	67,200 (4,550)	62,650

FUND 405
 DEPT 43
 DIVISION 04

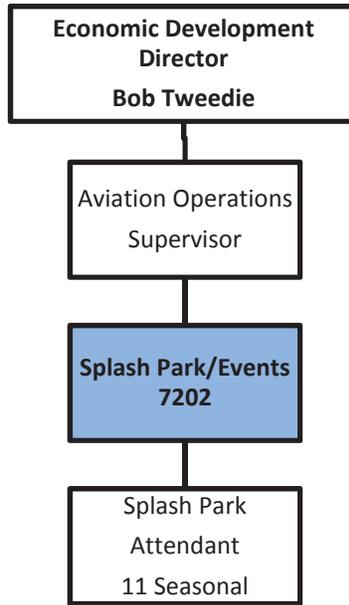
CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

SEAPLANE BASE & MARINA

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
543.52-50 TRAINING	ONE HOUR OF FLIGHT INSTRUCTION FOR EACH STAFF MEMBER IN A SEAPLANE. COVERING TOPICS SUCH AS BASIC OPERATING CHARACTERISTICS, TAKEOFF, LANDING, COMMUNICATIONS, APPROACHING A DOCK, BEACHING, CLIMBING A RAMP, ADM, COLLISION AVOIDANCE, ETC.		1,550
	-DEPARTMENT CUT	3,000	
	NATA SAFETY FIRST PROFESSIONAL LINE SERVICE	(3,000)	
		1,550	
543.54-10 BKS, PUB, SUB, MEM, LIB	SEAPLANE PILOT MANUALS (2)	100	1,400
	SPA MEMBERSHIPS (AV MGR & AV OPS SUP)	110	
	AOPA MEMBERSHIPS (AV MGR & AV OPS SUP)	120	
	-DEPARTMENT CUT	(120)	
	NATA MEMBERSHIP	350	
	FLORIDA AIRPORTS COUNCIL	330	
	FLORIDA AVIATION BUSINESS ASSOCIATION	400	
	-DEPARTMENT CUT	(400)	
	AAAE SE	35	
	AAAE AFFILIATE & CERTIFIED	475	
543.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
543.59-13 BAD DEBT	NO AMOUNT BUDGETED	-	-
543.64-10 EQUIP - REPLACEMENT	FUEL SYSTEM	25,000	-
	-REPLACING IN CURRENT YEAR	(25,000)	
543.64-13 EQUIP - COMP REPLACEMENT	NO AMOUNT BUDGETED	-	-
543.64-14 EQUIP - NEW COMPUTERS	NO AMOUNT BUDGETED	-	-
543.64-15 EQUIP - NEW	FLAG POLE FOR CITY FLAG	2,500	-
	-BALANCING CUT	(2,500)	
543.64-25 FUTURE PROJECTS	FEASIBILITY STUDY FOR FASP ACCEPTANCE	17,873	-
	-DEPARTMENT CUT	(17,873)	
543.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-
543.91-05 TRANSFERS TO DEBT SVC	NO AMOUNT BUDGETED	-	-

Splash Park

Department 72



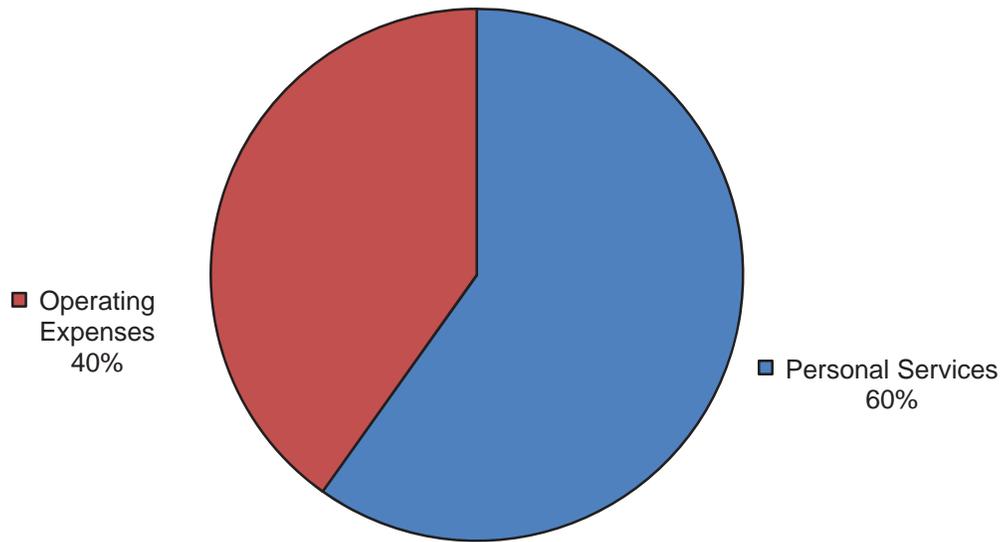
Position Summary

Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
Seasonal:				
Splash Park Attendant	72004	9	11	11
No. of Seasonal:		9	11	11
Total No. of Positions:		9	11	11
Total FTEs:		0	0	0

Budget Summary

<i>Division Summary</i>	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Splash Park-7301				
Personal Services	33,109	40,277	40,041	-0.59%
Operating Expenses	30,570	24,137	26,866	11.31%
Grand Total Splash Park	\$ 63,679	\$ 64,414	\$ 66,907	3.87%
<i>Percentage of Fund Budget</i>	9.71%	8.84%	8.90%	0.75%

2017 APPROPRIATIONS



FUND 405
 DEPT 73
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

SPLASH PARK EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
572.12-10	REGULAR SALARIES	28,064	32,643	34,740	6.42%
572.14-10	OVERTIME	483	150	-	-100.00%
572.21-10	FICA / MED TAXES	2,166	2,477	2,650	6.98%
572.22-20	FL STATE RETIREMENT	488	1,647	799	-51.49%
572.23-10	HEALTH INSURANCE	425	1,151	606	-47.35%
572.23-15	DENTAL INSURANCE	49	68	36	-47.06%
572.23-20	LIFE INSURANCE	29	39	14	-64.10%
572.23-21	SHORT-TERM DISABILITY INS.	19	29	10	-65.52%
572.23-30	DEPENDENT HEALTH INSURANCE	-	861	-	-100.00%
572.23-35	DEPENDENT DENTAL INSURANCE	50	70	-	-100.00%
572.23-40	LONG TERM DISABILITY	13	18	6	-66.67%
572.24-10	WORKERS' COMPENSATION	1,323	1,124	1,180	4.98%
*	SALARIES AND BENEFITS	<u>33,109</u>	<u>40,277</u>	<u>40,041</u>	-0.59%
<i>OPERATING EXPENDITURES</i>					
572.43-10	ELECTRIC, WATER, GAS	16,474	15,224	18,914	24.24%
572.45-10	LIABILITY	1,632	1,983	1,952	-1.56%
572.46-25	MISCELLANEOUS	5,500	4,876	4,000	-17.97%
572.49-03	CASH OVER/SHORT	115	-	-	0.00%
572.49-10	ADVERTISING	-	-	-	0.00%
572.52-10	OPERATING SUPPLIES	1,276	1,354	1,500	10.78%
572.52-25	UNIFORMS	696	700	500	-28.57%
572.59-10	DEPRECIATION EXPENSE	4,877	-	-	0.00%
*	OPERATING EXPENDITURES	<u>30,570</u>	<u>24,137</u>	<u>26,866</u>	11.31%
TOTAL SPLASH PARK		<u>63,679</u>	<u>64,414</u>	<u>66,907</u>	<u>3.87%</u>

FUND 405
DEPT 73
DIVISION 01

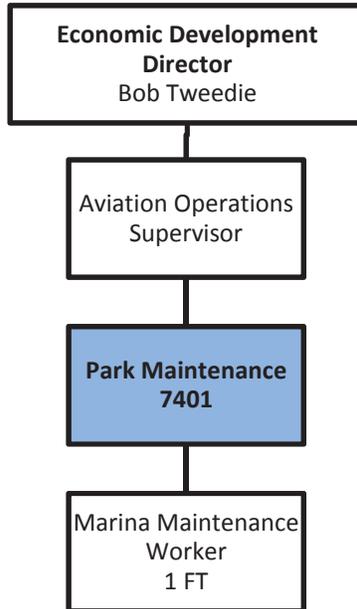
CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

SPLASH PARK EXPENDITURE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
572.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	34,740	34,740
572.14-10 OVERTIME	NO AMOUNT BUDGETED	-	-
572.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	2,650	2,650
572.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	799	799
572.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	606	606
572.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	36	36
572.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	14	14
572.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	10	10
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	6	6
572.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	1,180	1,180
572.43-10 ELECTRIC, WATER, GAS	ELECTRIC	18,914	18,914
572.45-10 LIABILITY	LIABILITY INSURANCE	1,952	1,952
572.46-25 MISCELLANEOUS	PAINTING/RECONDITIONING OF FEATURES -DEPARTMENT CUT	10,000 (6,000)	4,000
572.49-03 CASH OVER/SHORT	NO AMOUNT BUDGETED	-	-
572.49-10 ADVERTISING	COMMEMORATIVE PIN PROGRAM -BALANCING CUT	450 (450)	-
572.52-10 OPERATING SUPPLIES	WRISTBANDS, WATER DIAPERS, BULL HORN, UMBRELLA -BALANCING CUT FIRST AID SUPPLIES	1,500 (500) 500	1,500
572.52-25 UNIFORMS	SHIRTS	500	500
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

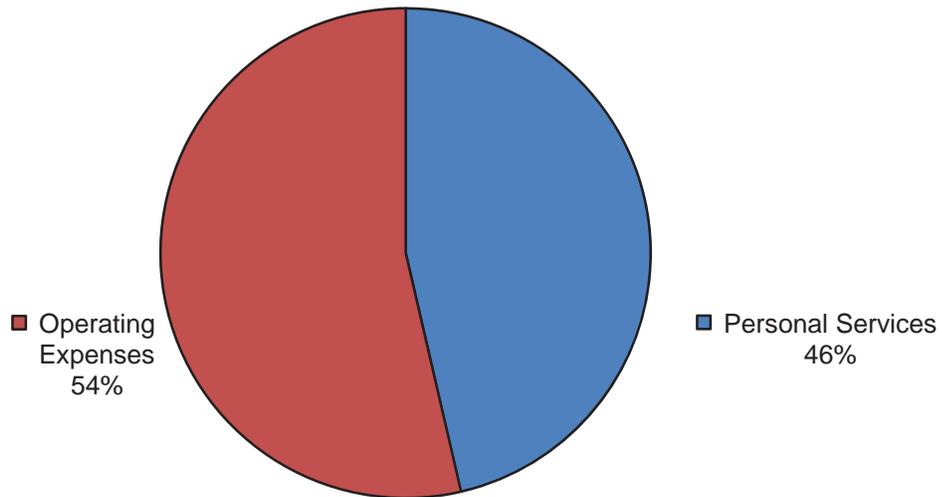
Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
Full Time:				
Marina Maintenance Worker ¹	43003	1	1	1
No. of Full Time		1	1	1
Part Time:				
Marina Technician	43004	0	0	0
No. of Part Time:		0	0	0
Total No. of Positions:		1	1	1
Total FTEs:		1	1	1

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

Budget Summary

<i>Division Summary</i>	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Park Maintenance -7401				
Personal Services	48,345	53,750	69,564	29.42%
Operating Expenses	63,395	74,167	80,452	8.47%
Grand Total Park Maintenance	\$ 111,740	\$ 127,917	\$ 150,016	17.28%
<i>Percentage of Fund Budget</i>	17.03%	17.55%	19.96%	13.75%

2017 APPROPRIATIONS



FUND 405
 DEPT 74
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WOOTON PARK GENERAL MAINTENANCE

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
572.12-10	REGULAR SALARIES	34,377	38,561	52,693	36.65%
572.13-10	OTHER SALARIES & WAGES	1,760	-	-	0.00%
572.14-10	OVERTIME	457	500	500	0.00%
572.21-10	FICA / MED TAXES	2,567	2,832	3,969	40.15%
572.22-20	FL STATE RETIREMENT	2,432	2,981	4,074	36.67%
572.23-10	HEALTH INSURANCE	4,317	5,754	6,060	5.32%
572.23-15	DENTAL INSURANCE	247	341	358	4.99%
572.23-20	LIFE INSURANCE	124	167	163	-2.40%
572.23-21	SHORT-TERM DISABILITY INS.	82	128	122	-4.69%
572.23-30	DEPENDENT HEALTH INSURANCE	-	861	-	-100.00%
572.23-35	DEPENDENT DENTAL INSURANCE	-	70	-	-100.00%
572.23-40	LONG TERM DISABILITY	57	78	74	-5.13%
572.24-10	WORKERS' COMPENSATION	1,650	1,477	1,551	5.01%
572.25-10	UNEMPLOYMENT COMPENSATION	275	-	-	0.00%
*	SALARIES AND BENEFITS	<u>48,345</u>	<u>53,750</u>	<u>69,564</u>	<u>29.42%</u>
<i>OPERATING EXPENDITURES</i>					
572.34-10	CONTRACTUAL SERVICES	36,765	48,105	50,000	3.94%
572.45-10	LIABILITY	1,632	1,983	1,952	-1.56%
572.46-25	MISCELLANEOUS	10,003	4,124	4,500	9.12%
572.46-71	FACILITIES	-	-	3,000	100.00%
572.49-10	ADVERTISING	-	-	-	0.00%
572.52-10	OPERATING SUPPLIES	12,868	18,857	20,000	6.06%
572.52-11	DURABLE GOODS	939	298	-	-100.00%
572.52-25	UNIFORMS	456	800	1,000	25.00%
572.59-10	DEPRECIATION EXPENSE	732	-	-	0.00%
*	OPERATING EXPENDITURES	<u>63,395</u>	<u>74,167</u>	<u>80,452</u>	<u>8.47%</u>
TOTAL SPLASH PARK		<u>111,740</u>	<u>127,917</u>	<u>150,016</u>	<u>17.28%</u>

FUND 405
 DEPT 74
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WOOTON PARK GENERAL MAINTENANCE

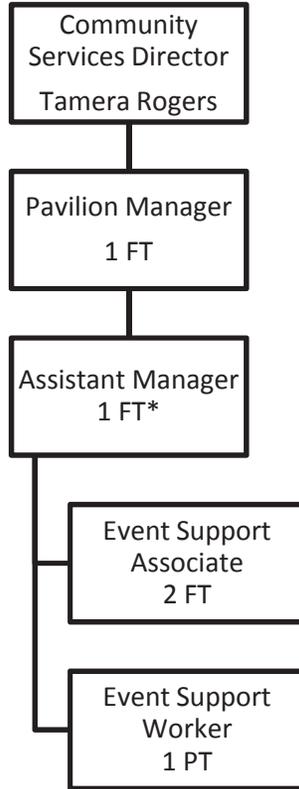
ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
572.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	52,693	52,693
572.13-10 OTHER SALARIES & WAGES	NO AMOUNT BUDGETED	-	-
572.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	500	500
572.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	3,969	3,969
572.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	4,074	4,074
572.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	6,060	6,060
572.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	358	358
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	122	122
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	74	74
572.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	1,551	1,551
572.25-10 UNEMPLOYMENT COMPENSATION	NO AMOUNT BUDGETED	-	-
572.34-10 CONTRACTUAL SERVICES	VALLEY CREST LANDSCAPE SERVICES AQUATIC VEGETATION MANAGEMENT	45,000 5,000	50,000
572.45-10 LIABILITY	LIABILITY INSURANCE	1,952	1,952
572.46-25 MISCELLANEOUS	REPLACE 9 TOILETS REPLACEMENT TOILET SEATS -BALANCING CUT	4,500 500 (500)	4,500
572.46-71 FACILITIES	STAIN TRAIN STATION PAINT TRAIL HEAD STAIN SPLASH PARK STAIN PUMP HOUSE GAZEBO STAIN CENTER GAZEBO STAIN DISSTON GAZEBO -DEPARTMENT CUT -BALANCING CUT	3,500 3,800 2,500 1,500 1,500 1,500 (8,300) (3,000)	3,000
572.49-10 ADVERTISING	COMMEMORATIVE PIN PROGRAM -BALANCING CUT	450 (450)	-
572.52-10 OPERATING SUPPLIES	JANITORIAL SUPPLIES AND EQUIPMENT -BALANCING CUT	25,000 (5,000)	20,000
572.52-11 DURABLE GOODS	NO AMOUNT BUDGETED	-	-
572.52-25 UNIFORMS	SHIRTS, SHOES, PANTS, SHORTS, JACKETS	1,000	1,000
572.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-

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Pavilion Fund

Fund 406



*Assistant Manager upgraded from Event Coordinator position.

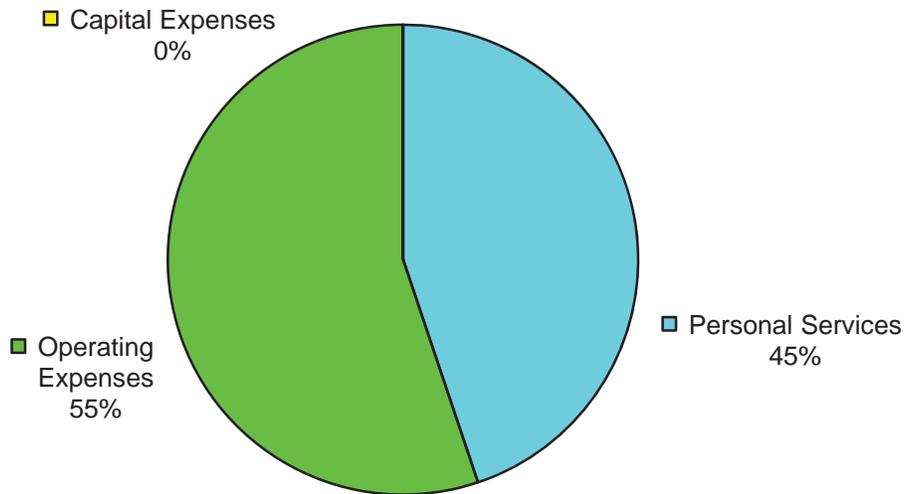
Position Summary

Authorized Positions	Pos. #	2014-2015	2015-2016	2016-2017
Full Time:				
Pavilion Manager	75001	1	1	1
Event Support Associate	75002	2	2	2
Event Services Coordinator	75004	0	1	1
No. of Full Time:		<u>3</u>	<u>4</u>	<u>4</u>
Part Time:				
Event Support Associate	75002	0	1	1
No. of Part Time:		<u>0</u>	<u>1</u>	<u>1</u>
Total No. of Positions:		<u><u>3</u></u>	<u><u>5</u></u>	<u><u>5</u></u>
Total FTEs:		3	4.5	4.5

Budget Summary

<i>Department Summary</i>	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Pavilion Fund				
Personal Services	151,557	251,925	258,959	2.79%
Operating Expenses	136,065	172,774	146,636	-15.13%
Capital Expenses	3,615	55,604	-	-100.00%
Debt	185,455	185,375	185,215	-0.09%
	476,692	665,678	590,810	-11.25%
Grand Total Pavilion	\$ 476,692	\$ 665,678	\$ 590,810	-11.25%
Category Summary				
Personal Services	151,557	251,925	258,959	2.79%
Operating Expenses	136,065	172,774	146,636	-15.13%
Capital Expenses	3,615	55,604	-	-100.00%
Debt	185,455	185,375	185,215	-0.09%
	476,692	665,678	590,810	-11.25%
Grand Total Pavilion	\$ 476,692	\$ 665,678	\$ 590,810	-11.25%

2017 APPROPRIATIONS



2017 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 2014	Actual 2015	Est. 2016	Projected 2017
1.	Pavilion Events - Weddings, Rentals, Meetings, etc.	3	100	150	200
2.	Number of conferences, networking events, trade shows attended	0	1	17	20
3.	Number of Cultural and Specialty Events Hosted	0	1	15	16
4.	Simply Married Ceremonies Performed	0	29	50	75
5.	Number of Potential Client Tours Conducted	40	240	275	325
6.	Number of Rental Inquiries	N/A	300	950	1352

2017 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

2017 OPERATING BUDGET

PAVILION ON THE LAKE - 7501

PROGRAM HIGHLIGHTS

2017 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.

2017 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 compliment the existing rental schedule

2016 ACCOMPLISHMENTS

Customer Focus, Innovation & Technology, and Organizational Performance

1. Successfully implemented all Pavilion inquiries on rental space, price structure, and contract policies
2. Continued taking reservations and processing deposits for specific rental dates, and also trained staff on training how to properly take payments and imputing H.T.E. financial system
3. Developed a review process where we meet biannually to discuss our processes and expectations with our catering companies, so we can communicate more effectively
4. Further Developed all operational procedures for the facility
5. Expanded staffing roles to accommodate client needs
6. Created a binder of floor plans for all types of events varying in size and style
7. Personalized event software that collects all relative event and client data and activity
8. Developed a maintenance and cleaning calendar to ensure that all aspects of the building are taken care of
9. Created and implemented a more efficient line of communication between pavilion and contracted guest
10. Putting a numerical value per event to evaluate our rentals rates and our operating costs
11. Furthered our marketing initiatives which include a video, virtual tour, publications, Perfect Wedding Guide hosted luncheon
12. With our continued growth we have built an off site storage to accommodate the need of additional office space

FUND 406
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

PAVILION FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	ESTIMATED REVENUE 2016-2017	% CHANGE OVER FY 15-16
<i>CHARGES FOR SERVICES</i>					
347.50-02	OTHER RENTALS-PAVILION	197,310	501,228	425,976	-15.01%
347.50-06	CATERING CONTRACTS	22,565	40,098	40,977	2.19%
**	TOAL CHARGES FOR SERVICES	<u>219,875</u>	<u>541,326</u>	466,953	-13.74%
<i>INTEREST & OTHER INCOME</i>					
369.10-01	MISCELLANEOUS INCOME	7,969	40,750	33,286	-18.32%
**	TOTAL INTEREST & OTHER INCOME	<u>7,969</u>	<u>40,750</u>	33,286	-18.32%
<i>OTHER SOURCES</i>					
381.01-01	TRANSFERS FROM GEN FUND	223,772	-	-	0.00%
389.01-01	CONTRIBUTIONS FROM GEN FUND	-	(90,571)	90,571	N/A
389.90-01	RETAINED EARNING	-	6,969	-	-100.00%
*	APPROPRIATED RESERVES	<u>223,772</u>	<u>(83,602)</u>	90,571	N/A
**	TOTAL OTHER SOURCES	<u>223,772</u>	<u>(83,602)</u>	90,571	N/A
TOTAL PAVILION FUND REVENUES		<u>451,616</u>	<u>498,474</u>	<u>590,810</u>	18.52%

FUND 406
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

PAVILION FUND REVENUES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
347.50-02 OTHER RENTALS/PAVILN	ESTIMATED RENTAL REVENUE	425,976	425,976
347.50-06 CATERING CONTRACTS	ESTIMATED CATERING CONTRACTS REVENUE	40,977	40,977
369.10-01 MISCELLANEOUS	ESTIMATED MISCELLANEOUS REVENUE	33,286	33,286
381.01-01 TRANSFERS FROM GENERAL	NO AMOUNT BUDGETED	-	-
389.01-01 CONTRIBUTIONS FROM GEN FD	TRANSFERS FROM THE GENERAL FUND	90,571	90,571
389.90-01 RETAINED EARNINGS	NO AMOUNT BUDGETED	-	-

FUND 406
 DEPT 75
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

PAVILION FUND EXPENDITURES
 DEPARTMENT/DIVISION ESTABLISHED FY 2013

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
<i>SALARIES AND BENEFITS</i>					
575.12-10	REGULAR SALARIES	102,993	166,161	180,674	8.73%
575.14-10	OVERTIME	6,745	9,104	9,104	0.00%
575.21-10	FICA / MED TAXES	7,885	12,719	14,240	11.96%
575.22-20	FL STATE RETIREMENT	8,033	13,548	14,535	7.29%
575.23-10	HEALTH INSURANCE	13,419	23,019	18,180	-21.02%
575.23-15	DENTAL INSURANCE	879	1,263	1,433	13.46%
575.23-20	LIFE INSURANCE	580	857	935	9.10%
575.23-21	SHORT-TERM DISABILITY INS.	409	642	701	9.19%
575.23-30	DEPENDENT HEALTH INSURANCE	4,653	17,216	9,256	-46.24%
575.23-35	DEPENDENT DENTAL INSURANCE	1,116	1,185	2,198	85.49%
575.23-40	LONG TERM DISABILITY	266	392	428	9.18%
575.24-10	WORKERS' COMPENSATION	4,579	5,819	7,275	25.02%
	* SALARIES AND BENEFITS	151,557	251,925	258,959	2.79%
<i>OPERATING EXPENDITURES</i>					
575.32-10	AUDITING SERVICES	958	3,205	3,125	-2.50%
575.34-10	CONTRACTUAL SERVICES	14,160	22,928	24,000	4.68%
575.40-10	TRAVEL & PER DIEM	1,077	3,000	3,000	0.00%
575.41-10	TELEPHONE	1,289	2,489	2,462	-1.08%
575.41-20	OTHER COMMUNICATION	-	-	109	100.00%
575.41-25	COMMUNICATIONS-WEBSITE	-	1,750	-	-100.00%
575.41-30	POSTAGE	25	1,000	500	-50.00%
575.43-10	ELECTRIC, WATER, GAS	48,902	44,234	54,667	23.59%
575.44-10	RENTALS & LEASES	122	5,000	3,500	-30.00%
575.45-10	LIABILITY	1,650	2,004	1,974	-1.50%
575.46-10	BUILDING	-	1,000	1,000	0.00%
575.46-15	EQUIPMENT	3,503	1,000	500	-50.00%
575.46-45	EXTERMINATING	-	1,850	-	-100.00%
575.47-10	PRINTING & BINDING	859	6,000	5,000	-16.67%
575.48-60	PROMOTIONAL ACTIVITIES	15,985	22,000	-	-100.00%
575.49-10	ADVERTISING	14,579	29,000	19,450	-32.93%
575.49-32	CREDIT CARD PROCESSING	3,781	3,500	4,292	22.63%
575.51-10	OFFICE SUPPLIES	570	700	700	0.00%
575.52-10	OPERATING SUPPLIES	22,326	11,794	11,800	0.05%
575.52-11	DURABLE GOODS	4,922	1,700	1,500	-11.76%
575.52-15	FUEL COSTS	-	1,370	3,657	166.93%
575.52-16	INVENTORY PURCHASES	-	5,000	3,000	-40.00%
575.52-25	UNIFORMS	953	850	1,500	76.47%
575.54-10	BKS, PUB, SUB, MEM, LIB	404	1,400	900	-35.71%
	* OPERATING EXPENSES	136,065	172,774	146,636	-15.13%
<i>CAPITAL EXPENDITURES</i>					
575.62-20	BUILDINGS	-	35,000	-	-100.00%
575.64-14	NEW COMPUTERS	1,807	1,807	-	-100.00%
575.64-15	EQUIP - NEW	1,808	18,797	-	-100.00%
	* CAPITAL EXPENDITURES	3,615	55,604	-	-300.00%

FUND 406
 DEPT 75
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

PAVILION FUND EXPENDITURES
 DEPARTMENT/DIVISION ESTABLISHED FY 2013

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
<i>DEBT SERVICE</i>					
575.71-05	OTHER	113,000	116,000	119,000	2.59%
575.72-05	OTHER	72,455	69,375	66,215	-4.55%
* DEBT SERVICE		185,455	185,375	185,215	-0.09%
TOTAL		476,692	665,678	590,810	-11.25%

FUND 406
 DEPT 75
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

PAVILION FUND
 DEPARTMENT/DIVISION ESTABLISHED FY 2013

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
575.12-10 REGULAR SALARIES	SALARIES FOR REGULAR EMPLOYEES	180,674	180,674
575.14-10 OVERTIME	WAGES FOR HOURS WORKED IN EXCESS OF REGULAR TIME	9,104	9,104
575.21-10 FICA / MED TAXES	SOCIAL SECURITY AND MEDICARE TAX BENEFIT	14,240	14,240
575.22-20 FL STATE RETIREMENT	FRS RETIREMENT CONTRIBUTIONS FOR REGULAR EMPLOYEES	14,535	14,535
575.23-10 HEALTH INSURANCE	HEALTH INSURANCE PREMIUMS FOR EMPLOYEES	18,180	18,180
575.23-15 DENTAL INSURANCE	DENTAL INSURANCE PREMIUMS FOR EMPLOYEES	1,433	1,433
575.23-20 LIFE INSURANCE	LIFE INSURANCE PREMIUMS FOR REGULAR EMPLOYEES	935	935
575.23-21 SHORT-TERM DISABILITY	SHORT-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	701	701
575.23-30 DEPENDENT HEALTH INSURANCE	SUBSIDIZED HEALTH INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	9,256	9,256
575.23-35 DEPENDENT DENTAL INSURANCE	SUBSIDIZED DENTAL INSURANCE PREMIUMS FOR EMPLOYEES' DEPENDENTS	2,198	2,198
575.23-40 LONG TERM DISABILITY	LONG-TERM DISABILITY INS PREMIUMS FOR EMPLOYEES	428	428
575.24-10 WORKERS' COMPENSATION	WORKERS' COMPENSATION INSURANCE	7,275	7,275
575.32-10 AUDITING SERVICES	AUDIT PREPARATION	3,125	3,125
575.34-10 CONTRACTUAL SERVICES	CONTRACTUAL SERVICES:REDWIRE SECURITY / FIRE ALARMS, CATERESE, SOCIAL TABLES, PIANO TUNING, COMCAST, SECURITY 101, CIVICPLUS ANNUAL FEE, PANDORA, PERFECT PLANTS,ULTIMATE CONTRACT CLEANING-FLOOR GROUT -BALANCING CUT	25,500 (1,500)	24,000
575.40-10 TRAVEL & PER DIEM	TRAINING, EMPLOYEE DEVELOPMENT, BRIDAL SHOWS, ETC.	3,000	3,000
575.41-10 TELEPHONE	DOMS FAX NEXTTEL (FOUR PHONES)	590 1,872	2,462
575.41-20 OTHER COMMUNICATION	VERIZON WI-FI SERVICES	109	109
575.41-25 COMMUNICATIONS-WEBSITE	NO AMOUNT BUDGETED	-	-
575.41-30 POSTAGE	POSTAGE	500	500
575.43-10 ELECTRIC, WATER, GAS	ELECTRIC WATER GAS	40,891 8,442 5,334	54,667
575.44-10 RENTALS & LEASES	TOSHIBA COPIER - \$68.67 PER MONTH MISC RENTALS & LEASES	825 2,675	3,500
575.45-10 LIABILITY	LIABILITY INSURANCE	1,974	1,974
575.46-10 BUILDING	MISC BUILDING REPAIRS: AIR CONDITIONING, LED LIGHT REPLACEMENTS, FINISH ADDITIONAL OFFICE (CONVERT CLOSET SPACE TO OFFICE SPACE FOR 3 STAFF), ETC. -BALANCING CUT	7,000 (6,000)	1,000
575.46-15 EQUIPMENT	MISC EQUIPMENT REPAIR -BALANCING CUT	1,000 (500)	500

FUND 406
 DEPT 75
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

PAVILION FUND
 DEPARTMENT/DIVISION ESTABLISHED FY 2013

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
575.46-45 EXTERMINATING	NO AMOUNT BUDGETED	-	-
575.47-10 PRINTING & BINDING	BUSINESS CARDS, BROCHURES, ETC. -BALANCING CUT	6,000 (1,000)	5,000
575.48-60 SPONSORED EVENTS	NO AMOUNT BUDGETED	-	-
575.49-10 ADVERTISING	PERFECT WEDDING GUIDE, CELEBRATIONS, WEDDING WIRE, THE KNOT, BRIDAL SHOWS -BALANCING CUT COMMEMORATIVE PIN PROGRAM	29,000 (10,000) 450	19,450
575.49-32 CREDIT CARD PROCESSING	CREDIT CARD PROCESSING FEES	4,292	4,292
575.51-10 OFFICE SUPPLIES	OFFICE SUPPLIES	700	700
575.52-10 OPERATING SUPPLIES	CLEANING SUPPLIES, BATHROOM SUPPLIES, CHEMICALS, PRINTING PAPER, PAPER GOODS, REPLACEMENT TABLE SPANDEX, COPIER CHARGES, PRINTER INK -BALANCING CUT	20,000 (8,200)	11,800
575.52-11 DURABLE GOODS	FILING CABINET (\$300) & FURNITURE FOR ADDITIONAL STAFF -BALANCING CUT	2,300 (800)	1,500
575.52-15 FUEL COSTS	FUEL COSTS FUEL FOR GENERATOR	657 3,000	3,657
575.52-16 INVENTORY PURCHASES	PAVILION BRANDED ITEMS TO INCLUDE, BUT NOT LIMITED TO: T-SHIRTS, PICTURE FRAMES, BRIDAL EMERGENCY KIT -BALANCING CUT	10,000 (7,000)	3,000
575.52-25 UNIFORMS	UNIFORMS- INCREASE DUE TO ADDITIONAL ASSOCIATES AND WEATHER GEAR	1,500	1,500
575.54-10 BKS, PUB, SUB, MEM, LIB	MEETING PROFESSIONALS INTERNATIONAL, NATIONAL ASSOCIATION FOR CATERING & EVENTS, CENTRAL FLORIDA BRIDAL ASSOCIATION, ASSOCIATION OF BRIDAL CONSULTANTS, EVENT PLANNERS ASSOCIATION -BALANCING CUT	1,400 (500)	900
575.62-20 BUILDINGS	NO AMOUNT BUDGETED	-	-
575.64-14 EQUIP - NEW COMPUTERS	ADDITIONAL COMPUTER FOR ASSOCIATES -BALANCING CUT	1,100 (1,100)	-
575.64-15 EQUIP - NEW	CONFERENCE PHONE -BALANCING CUT PIER LIGHTING FOR GUEST SAFETY -BALANCING CUT	2,500 (2,500) 5,000 (5,000)	-
575.71-05 OTHER	PAVILION PRINCIPAL 2-1-16	119,000	119,000
575.72-05 OTHER	PAVILION INTEREST 2-1-17 INTEREST 8-1-17	33,908 32,307	66,215

WATER/WASTEWATER IMPACTS

FUND 441

Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Water-33				
Operating Expenses	160,546	100,000	100,000	0.00%
Capital Expenses	-	246,500	246,500	0.00%
Total Water	160,546	346,500	346,500	0.00%
Wastewater-35				
Operating Expenses	230,892	101,500	100,000	-1.48%
Capital Expenses	-	828,755	828,500	-0.03%
Total Wastewater	230,892	930,255	928,500	-0.19%
Grand Total W/WW Impacts	\$ 391,438	\$ 1,276,755	\$ 1,275,000	-0.14%
<i>Category Summary</i>				
Operating Expenses	391,438	201,500	200,000	-0.74%
Capital Expenses	-	1,075,255	1,075,000	-0.02%
Grand Total W/WW Impacts	\$ 391,438	\$ 1,276,755	\$ 1,275,000	-0.14%

FUND 441
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WATER/WASTEWATER IMPACT FEE REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	ESTIMATED REVENUE 2016-2107	% CHANGE OVER FY 15-16
<i>INTEREST & OTHER INCOME</i>					
361.10-02	SBA INTEREST	9,032	2,979	8,046	170.09%
*	INTEREST INCOME	9,032	2,979	8,046	170.09%
<i>IMPACT FEE INCOME</i>					
363.29-01	WATER IMPACT FEES	326,680	500,000	500,000	0.00%
363.29-02	SEWER IMPACT FEES	525,108	600,000	600,000	0.00%
*	IMPACT FEE INCOME	851,788	1,100,000	1,100,000	0.00%
**	TOTAL INTEREST & OTHER INCOME	860,820	1,102,979	1,108,046	0.46%
<i>OTHER SOURCES</i>					
389.90-01	RETAINED EARNINGS	-	177,670	166,954	-6.03%
*	APPROPRIATED RESERVES	-	177,670	166,954	-6.03%
**	TOTAL OTHER SOURCES	-	177,670	166,954	-6.03%
TOTAL WATER/WASTEWATER IMPACTS		860,820	1,280,649	1,275,000	-0.44%

FUND 441
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

WATER/WASTEWATER IMPACT FEE REVENUES

ACCOUNT DESCRIPTION		COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
361.10-02	SBA INTEREST	ESTIMATED INTEREST INCOME	8,046	8,046
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
389.90-01	RETAINED EARNINGS	APPROPRIATED RESERVES	166,954	166,954

FUND 441
DEPT See Below
DIVISION See Below

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

WATER/WASTEWATER IMPACT FEE EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
3301-WATER TREATMENT					
<i>OPERATING EXPENDITURES</i>					
533.59-10	DEPRECIATION EXPENSE	60,597	-	-	0.00%
533.59-13	BAD DEBT	(51)	-	-	0.00%
533.59-70	TRANSFER TO SRF LOAN DEBT	100,000	100,000	100,000	0.00%
*	OPERATING EXPENDITURES	160,546	100,000	100,000	0.00%
<i>CAPITAL EXPENDITURES</i>					
533.64-25	FUTURE PROJECTS	-	246,500	246,500	0.00%
*	CAPITAL EXPENDITURES	-	246,500	246,500	0.00%
TOTAL	3301-WATER TREATMENT	160,546	346,500	346,500	0.00%
3302-WATER DISTRIBUTION					
533.59-10	DEPRECIATION EXPENSE	1,829	-	-	0.00%
*	OPERATING EXPENDITURES	1,829	-	-	0.00%
<i>CAPITAL EXPENDITURES</i>					
533.64-25	FUTURE PROJECTS	-	3,894	-	-100.00%
*	CAPITAL EXPENDITURES	-	3,894	-	-100.00%
TOTAL	3302-WATER DISTRIBUTION	1,829	3,894	-	-100.00%
3501-WASTEWATER TREATMENT					
<i>OPERATING EXPENDITURES</i>					
535.34-10	CONTRACTUAL SERVICES	1,500	1,500	-	-100.00%
535.59-10	DEPRECIATION EXPENSE	129,465	-	-	0.00%
535.59-70	TRANSFER TO SRF LOAN DEBT	100,000	100,000	100,000	0.00%
535.59-13	BAD DEBT	(73)	-	-	0.00%
*	OPERATING EXPENDITURES	230,892	101,500	100,000	-1.48%
<i>CAPITAL EXPENDITURES</i>					
535.64-25	FUTURE PROJECTS	130,460	811,249	828,500	2.13%
535.69-98	ASSET RECLASS-CIP	(49,877)	-	-	0.00%
535.69-99	ASSET RECLASSIFICATION	(80,583)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	811,249	828,500	2.13%
TOTAL	3501-WASTEWATER TREATMENT	230,892	912,749	928,500	1.73%
3504-WASTEWATER COLLECTION					
<i>CAPITAL EXPENDITURES</i>					
535.64-25	FUTURE PROJECTS	-	17,506	-	-100.00%
*	CAPITAL EXPENDITURES	-	17,506	-	-100.00%
TOTAL	3504-WASTEWATER COLLECTION	-	17,506	-	-100.00%
TOTAL WATER/WASTEWATER IMPACTS		393,267	1,280,649	1,275,000	-0.44%

FUND 441
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WATER/WASTEWATER IMPACT FEE EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
3301-WATER TREATMENT			
533.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
533.59-13 BAD DEBT	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 TO CITY LIMITS (ROLLOVER FROM 15/16)	130,000	246,500
	DESIGN OF 12" WATER MAIN: DAVID WALKER TO BAY RD	16,500	
	ISBA MASTER PLAN - 441 CORRIDOR TO LEESBURG (ALL ITEMS ARE ROLLOVER FROM 15/16)	100,000	
3302-WATER DISTRIBUTION			
533.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
533.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-
3501-WASTEWATER TREATMENT			
535.34-10 CONTRACTUAL SERVICES	NO AMOUNT BUDGETED	-	-
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
535.59-13 BAD DEBT	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	DESIGN OF DAVID WALKER 16" FORCE MAIN EXTENSION: TO CITY LIMITS	115,000	828,500
	DESIGN OF EQUALIZATION TANK	103,500	
	WOODLEA WWTF UPGRADES	350,000	
	ISBA STUDY: EXTENSION OF SEWER LINES (ALL ITEMS ARE ROLLOVER FROM FY 15/16)	100,000	
	AERATOR - INCLUDES GEARBOX, MOTOR, ELECTRICAL, VFD, SCADA	160,000	
	-MOVED FROM RRI		
535.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-
535.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-
3504-WASTEWATER COLLECTION			
535.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-

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WATER/WASTEWATER RENEWAL/ REPLACEMENT/ INVESTMENT FUND

FUND 443

Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Water-33				
Capital Expenses	1	-	140,000	100.00%
Total Water	1	-	140,000	100.00%
Wastewater-35				
Operating Expenses	5,284	87,110	56,000	
Capital Expenses	29,426	185,610	131,000	-29.42%
Total Wastewater	34,710	185,610	131,000	-29.42%
Grand Total W/WW RR&I	\$ 34,711	\$ 185,610	\$ 271,000	46.01%
<i>Category Summary</i>				
Operating Expenses	5,284	87,110	56,000	-35.71%
Capital Expenses	29,427	185,610	271,000	46.01%
Grand Total W/WW Impacts	\$ 29,427	\$ 185,610	\$ 271,000	46.01%

FUND 443
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WATER/WASTEWATER RRI FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	ESTIMATED REVENUE 2016-2017	% CHANGE OVER FY 15-16
<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	-	35,610	(29,000)	-181.44%
*	APPROPRIATED RESERVES	-	35,610	(29,000)	-181.44%
**	TOTAL OTHER SOURCES	300,000	335,610	271,000	-19.25%
TOTAL WATER/WW RRI FUND		300,000	335,610	271,000	-19.25%

FUND 443
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

WATER/WASTEWATER RRI FUND REVENUE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</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	(29,000)	(29,000)

FUND 443
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WATER/WASTEWATER RRI FUND EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
3301-WATER TREATMENT					
<i>OPERATING EXPENDITURES</i>					
533.59-10	DEPRECIATION EXPENSE	2,474	-	-	0.00%
*	OPERATING EXPENDITURES	2,474	-	-	0.00%
<i>CAPITAL EXPENDITURES</i>					
533.64-10	EQUIP - REPLACEMENT	16,205	-	30,000	100.00%
533.64-25	FUTURE PROJECTS	61,131	-	-	0.00%
533.69-98	ASSET RECLASSIFICATION	(77,335)	-	-	0.00%
*	CAPITAL EXPENDITURES	1	-	30,000	100.00%
TOTAL	3301-WATER TREATMENT	2,475	-	30,000	100.00%
3302-WATER DISTRIBUTION					
<i>CAPITAL EXPENDITURES</i>					
533.64-25	FUTURE PROJECTS	17,225	50,000	110,000	120.00%
533.69-99	ASSET RECLASSIFICATION	(17,225)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	50,000	110,000	120.00%
TOTAL	3302-WATER DISTRIBUTION	-	50,000	110,000	120.00%
3501-WASTEWATER TREATMENT					
<i>OPERATING EXPENDITURES</i>					
535.59-10	DEPRECIATION EXPENSE	29,426	-	-	0.00%
*	OPERATING EXPENDITURES	29,426	-	-	0.00%
<i>CAPITAL EXPENDITURES</i>					
535.64-10	EQUIP - REPLACEMENT	5,284	87,110	56,000	-35.71%
535.64-15	EQUIP - NW	63,811	-	-	0.00%
535.64-25	FUTURE PROJECTS	75,979	98,500	-	-100.00%
535.69-98	ASSET RECLASS-CIP	-	-	-	0.00%
535.69-99	ASSET RECLASSIFICATION	(145,074)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	185,610	56,000	-69.83%
TOTAL	3501-WASTEWATER TREATMENT	29,426	185,610	56,000	-69.83%
3504-WASTEWATER COLLECTION					
<i>OPERATING EXPENDITURES</i>					
535.59-10	DEPRECIATION EXPENSE	798	-	-	0.00%
*	OPERATING EXPENDITURES	798	-	-	0.00%
<i>CAPITAL EXPENDITURES</i>					
535.64-10	EQUIP - REPLACEMENT	5,090	14,933	20,000	33.93%
535.64-15	EQUIP - NW	19,823	40,000	20,000	-50.00%
535.64-25	FUTURE PROJECTS	99,758	45,067	35,000	-22.34%
535.69-98	ASSET RECLASSIFICATION	(124,671)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	100,000	75,000	-25.00%
TOTAL	3504-WASTEWATER COLLECTION	-	100,000	75,000	-25.00%
TOTAL W/WW RRI FUND EXPENSES		32,699	335,610	271,000	-19.25%

FUND 443
 DEPT See Below
 DIVISION See Below

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WATER/WASTEWATER RRI EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
3301-WATER TREATMENT			
533.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
533.64-10 EQUIP - REPLACEMENT	PLANT EMERGENCY REPLACEMENT PUMPS - CONTINGENCY FOR REPLACEMENT OF PLANT PUMPS FOR PLANTS #1-4	15,000	30,000
	PLANT EMERGENCY REPLACEMENT MOTORS - CONTINGENCY FOR REPLACEMENT OF PLANT MOTORS FOR PLANTS #1-4	15,000	
533.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-
533.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-
3302-WATER DISTRIBUTION			
533.64-25 FUTURE PROJECTS	DISTRIBUTION MAIN UPGRADES / RELOCATIONS (CIP)	50,000	110,000
	SR19 WATER MAIN RELOCATION (BRIDGE - FDOT PROJECT)	40,000	
	ENG DESIGN - 8" WATER MAIN LINE: DORA AVE & NORTH AVE TO NORTH AVE & SHERMAN & PINE AVE (INCLUDES LOCATES, PERMITTING, BIDDING & CONST ADMIN - THIS WILL ELIMINATE EXISTING 6" & 2" BETWEEN DORA AVE AND PINE AVE (ROLLOVER 15/16)	20,000	
533.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-
3501-WASTEWATER TREATMENT			
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
535.64-10 EQUIP - REPLACEMENT	CONTINGENCY FOR REPLACEMENT OF MOTORS, PUMPS, ETC. AT WWTP AND CAROLINE PLANT	36,000	56,000
	CONTINGENCY FOR BREAKERS AND DRIVES	20,000	
535.64-15 EQUIP - NEW	NO AMOUNT BUDGETED	-	-
535.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-
535.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-
3504-WASTEWATER COLLECTION			
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
535.64-10 EQUIP - REPLACEMENT	REPLACEMENT PUMPS FOR LIFTSTATIONS	20,000	20,000
535.64-15 EQUIP - NEW	PUMPS FOR LIFTSTATION UPGRADES	20,000	20,000
535.64-25 FUTURE PROJECTS	LS 39 REHAB	100,000	35,000
	-DEPARTMENT CUT	(100,000)	
	LS 16 - RELOCATE FORCE MAIN	15,000	
	-DEPARTMENT CUT	(15,000)	
	LOW PRESSURE SEWER SYSTEM - MOBILE HOMES AROUND THE CITY	75,000	
	-DEPARTMENT CUT	(50,000)	
	LIFTSTATION FENCING REHAB - REPAIR, REPLACE EXISTING FENCE FOR AESTHETICS (CIP)	10,000	
535.69-99 ASSET RECLASSIFICATION	NO AMOUNT BUDGETED	-	-

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SRF LOAN CONSTRUCTION

FUND 444

Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Wastewater-35				
Operating Expenses	80,380	-	-	0.00%
Capital Expenses	107,246	575,677	-	-100.00%
Grand Total SRF Loan	\$ 187,626	\$ 575,677	\$ -	-100.00%

FUND 444
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

SRF LOAN CONSTRUCTION REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>ESTIMATED REVENUE 2016-2017</u>	<u>% CHANGE OVER FY 15-16</u>
<i>GRANTS - FEDERAL AND STATE</i>					
331.35-10	SRF/ARRA GRANT	-	-	-	0.00%
334.35-00	WATER & SEWER UTILITY	(6,410)	-	-	0.00%
**	TOTAL GRANTS	<u>(6,410)</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<i>OTHER SOURCES</i>					
389.90-01	RETAINED EARNINGS	-	(641,993)	-	N/A
**	TOTAL OTHER SOURCES	<u>-</u>	<u>(641,993)</u>	<u>-</u>	<u>N/A</u>
TOTAL SRF LOAN CONSTRUCTION		<u>(6,410)</u>	<u>(641,993)</u>	<u>-</u>	<u>N/A</u>

FUND 444
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

SRF LOAN CONSTRUCTION REVENUE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
334.35-00 WATER & SEWER UTILITY	NO AMOUNT BUDGETED	-	-
389.90-01 RETAINED EARNINGS	NO AMOUNT BUDGETED	-	-

FUND 444
 DEPT SEE BELOW
 DIVISION SEE BELOW

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

SRF LOAN CONSTRUCTION EXPENSES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	PROPOSED BUDGET 2016-2107	% CHANGE OVER FY 15-16
3301-WATER TREATMENT					
OPERATING EXPENDITURES					
533.59-10	DEPRECIATION EXPENSE	80,338	-	-	0.00%
*	OPERATING EXPENDITURES	80,338	-	-	0.00%
TOTAL	3301-WASTEWATER TREATMENT	80,338	-	-	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	1,232,665	575,677	-	-100.00%
533.69-98	ASSET RECLASS-CIP	(1,232,665)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	575,677	-	-100.00%
TOTAL	3302-WATER DISTRIBUTION	42	575,677	-	-100.00%
3501-WASTEWATER TREATMENT					
OPERATING EXPENDITURES					
535.59-10	DEPRECIATION EXPENSE	521,349	-	-	0.00%
*	OPERATING EXPENDITURES	521,349	-	-	0.00%
CAPITAL EXPENDITURES					
535.65-70	WATER PLANT IMPROVEMENTS	107,246	4,908	-	-100.00%
*	CAPITAL EXPENDITURES	107,246	4,908	-	-100.00%
DEBT SERVICE					
535.65-75	D/S PRIN SRF LOAN	-	-	-	0.00%
535.69-98	ASSET RECLASS-CIP	(107,246)	-	-	0.00%
*	DEBT SERVICE	(107,246)	-	-	0.00%
TOTAL	3501-WASTEWATER TREATMENT	521,349	4,908	-	-100.00%
3502-REUSE					
CAPITAL EXPENDITURES					
535.65-72	SRF RECLAIM PHASE II	36,249	-	-	0.00%
535.69-98	ASSET RECLASS-CIP	(36,249)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	-	-	0.00%
TOTAL	3502-REUSE	-	-	-	0.00%
3504-COLLECTION					
CAPITAL EXPENDITURES					
535.65-81	CRA REHAB-SRF	761,703	36,322	-	-100.00%
535.69-98	ASSET RECLASS-CIP	(761,703)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	36,322	-	-100.00%
TOTAL	3504-COLLECTION	-	36,322	-	-100.00%
3801-STORMWATER					
CAPITAL EXPENDITURES					
538.64-25	FUTURE PROJECTS	56,095	25,086	-	-100.00%
538.69-98	ASSET RECLASS-CIP	(56,095)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	25,086	-	-100.00%
TOTAL	3801-STORMWATER	-	25,086	-	-100.00%

FUND 444
 DEPT SEE BELOW
 DIVISION SEE BELOW

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

SRF LOAN CONSTRUCTION EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
	TOTAL SRF LOAN	601,729	641,993	-	-100.00%

FUND 444
 DEPT SEE BELOW
 DIVISION SEE BELOW

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

SRF LOAN CONSTRUCTION EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	PROPOSED BUDGET	
		DETAIL	2016-2017
3301-WATER TREATMENT			
533.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
3302-WATER DISTRIBUTION			
533.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
533.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-
3501-WASTEWATER TREATMENT			
535.59-10 DEPRECIATION EXPENSE	NO AMOUNT BUDGETED	-	-
535.65-70 SRF LOAN WWTP EXPANSION	NO AMOUNT BUDGETED	-	-
535.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-
3502-REUSE			
535.65-72 SRF RECLAIM PHASE II	NO AMOUNT BUDGETED	-	-
535.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-
3504-COLLECTION			
535.65-81 CRA REHAB-SRF	NO AMOUNT BUDGETED	-	-
535.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-
3801-STORMWATER			
538.64-25 FUTURE PROJECTS	NO AMOUNT BUDGETED	-	-
538.69-98 ASSET RECLASS-CIP	NO AMOUNT BUDGETED	-	-

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SRF LOAN DEBT FUND

FUND 445

Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Public Works Admin-36				
Debt	125,820	1,802,063	1,820,139	1.00%
Grand Total SRF Debt	\$ 125,820	\$ 1,802,063	\$ 1,820,139	1.00%

FUND 445
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

SRF LOAN DEBT SERVICE REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>ESTIMATED REVENUE 2016-2017</u>	<u>% CHANGE OVER FY 15-16</u>
<i>OTHER SOURCES</i>					
381.04-01	TRANSFERS FROM WATER/SEWER	1,512,740	1,602,063	1,604,563	0.16%
381.04-03	TRANSFERS FROM STORM WATER	10,392	-	15,576	100.00%
381.04-04	TRANSFERS FROM IMPACT FEE	192,910	200,000	200,000	0.00%
*	TRANSFERS IN	<u>1,716,042</u>	<u>1,802,063</u>	<u>1,820,139</u>	1.00%
**	TOTAL OTHER SOURCES	<u>1,716,042</u>	<u>1,802,063</u>	<u>1,820,139</u>	1.00%
TOTAL SRF LOAN DEBT SERVICE		<u>1,716,042</u>	<u>1,802,063</u>	<u>1,820,139</u>	<u>1.00%</u>

FUND 445
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

SRF LOAN DEBT SERVICE REVENUE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
381.04-01 TRANSFERS FROM WATER/SEWR	TRANSFER TO SRF DEBT FUND-WW AMT. 78905P \$681,356-\$200,000 FROM W/WW IMPACTS D/S PAYMENTS DUE 10-15-16 & 4-15-17	481,356	1,604,563
	TRANSFER TO SRF DEBT SERVICE FUND PRE-CONST RECLAIM 50% WATER-50% SEWER WW789060 PAYMENTS DUE 10-15-16 & 4-15-17	57,458	
	TRANSFER FROM SRF DEBT SERVICE FUND ARRA WATER PLANT FROM WATER ONLY DW350301 PAYMENT DUE 11-15-16 & 5-15-17	24,169	
	TNSFR TO SRF DEBT SERVICE FUND RECLAIM PHASE 1-1350910 50% FROM WATER - 50% FROM SEWER PAYMENTS DUE 10-15-16 & 4-15-17	164,944	
	TRANSFER TO SRF DEBT SERVICE FUND RECLAIM PHASE 2&3 50% FROM WATER-50% FROM SEWER 350920 D/S PAYMENTS DUE 10-15-16 & 4-15-17	203,202	
	TRANSFER TO SRF DEBT SERVICE FUND POTABLE WATER DIST SYSTEM UPGRADE DW350930 D/S PAYMENTS DUE 10-15-16 & 4-15-17	377,032	
	TRANSFER TO SRF DEBT SERVICE FUNDS SEWER REHAB DP350900 D/S DUE 10-15-16 & 4-15-17	296,402	
381.04-03 TRANSFERS FROM STORMWATER	STORMWATER MGMT SW350940 D/S DUE 1-15-17 & 7-15-17	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

FUND 445
 DEPT 36
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

SRF LOAN DEBT SERVICE EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
<i>DEBT SERVICE</i>					
536.71-75	D/S PRINCIPAL SRF LOAN	-	1,498,796	1,506,610	0.52%
536.72-75	D/S INTEREST SRF LOAN	125,820	303,267	313,529	3.38%
*	DEBT SERVICE	125,820	1,802,063	1,820,139	1.00%
TOTAL PUBLIC WORKS ADMIN		125,820	1,802,063	1,820,139	1.00%

FUND 445
 DEPT 36
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

SRF LOAN DEBT SERVICE EXPENSE JUSTIFICATION

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
536.71-75 D/S PRIN SRF LOAN	PRINCIPAL PAYMENTS-SRF LOAN WW-78905 P (WW PLANT)		1,506,610
	PRINCIPAL: 12-15-16	223,079	
	PRINCIPAL: 6-15-17	228,049	
	PRINCIPAL PAYMENTS-SRF REUSE PER CONSTRUCTION LOAN NUMBER WW-789060 (AMORTIZATION NOT REC'D)		
	PRINCIPAL:10-15-16	17,049	
	PRINCIPAL: 4-15-17	17,298	
	PRINCIPAL PAYMENTS-SRF/ARRA LOAN-WTP UPGRADES LOAN NUMBER DW350301		
	PRINCIPAL:11-15-16	8,165	
	PRINCIPAL: 5-15-17	8,280	
	PRINCIPAL PAYMENTS-SRF REUSE PHASE 1 WW350910		
	PRINCIPAL:10-15-16	55,908	
	PRINCIPAL: 4-15-17	56,570	
	PRINCIPAL PAYMENTS-SRF REUSE PHASE 2 & 3 WW350920		
	PRINCIPAL:10-15-16 (NO AMORT SCH RECD)	101,601	
	PRINCIPAL: 4-15-17	101,601	
	PRINCIPAL PAYMENTS-CLEAN WATER (CRA) DW350930		
	PRINCIPAL 10-15-16	188,516	
	PRINCIPAL: 4-15-17 (NO AMORT SCH RECD)	188,516	
	PRINCIPAL PAYMENTS-SRF LOAN DP350900 SEWER REHAB (CRA) (NO AMORT SCH RECD)		
	PRINCIPAL:10-15-16	148,201	
PRINCIPAL: 4-15-17	148,201		
PRINCIPAL PAYMENTS -SRF LOAN SW38094 NO AMORTIZATION SCHEDULE			
PRINCIPAL: 1-15-17	7,788		
PRINCIPAL: 7-15-17	7,788		
536.72-75 D/S INT SRF LOAN	INTEREST PAYMENTS-SRF LOAN WWW78905P (WW PLANT)		313,529
	INTEREST: 12-15-16	116,349	
	INTEREST: 06-15-17	113,878	
	INTEREST PAYMENTS: SRF LOAN WW78906		
	INTEREST: 10-15-16	11,680	
	INTEREST: 4-15-17	11,431	
	INTEREST PAYMENTS-SRF/ARRA WTP UPGRADES WW350301		
	INTEREST: 11-15-16	3,919	
	INTEREST: 05-15-17	3,804	
	INTEREST PAYMENTS-SRF REUSE PHASE 1 WW350910		
INTEREST: 10-15-16	26,564		
INTEREST: 04-15-17	25,904		

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SUNSET VIEW PROJECT FUND

FUND 447

Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Water Treatment				
Debt	-	109,852	127,433	16.00%
Total Water Treatment	-	109,852	127,433	16.00%
Wastewater Treatment				
Operating Expenses	-	-	-	0.00%
Capital Expenses	-	303,480	-	0.00%
Debt	-	-	-	0.00%
Total Wastewater Treatment	-	303,480	-	0.00%
Grand Total Sunset View	\$ -	\$ 413,332	\$ 127,433	-69.17%

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

FUND 447
DEPT 00
DIVISION 00

SUNSET VIEW PROJECT FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>ESTIMATED REVENUE 2016-2017</u>	<u>% CHANGE OVER FY 15-16</u>
<i>SUNSET VIEW PROJECT ASSESSMENTS</i>					
325.10-01	SUNSET VIEW PROJECT	-	109,852	120,260	9.47%
**	TOTAL ASSESSMENTS	-	109,852	120,260	9.47%
<i>OTHER SOURCES</i>					
381.04-01	TRANSFERS FROM WATER/SEWER	-	-	7,173	100.00%
*	TRANSFERS IN	-	-	7,173	100.00%
384.10-00	BANK LOANS	-	(303,480)	-	N/A
*	BANK LOANS	-	(303,480)	-	N/A
**	TOTAL OTHER SOURCES	-	(303,480)	7,173	N/A
TOTAL SUNSET VIEW REVENUE		75	(193,628)	127,433	N/A

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FUND 447
 DEPT 00
 DIVISION 00

SUNSET VIEW PROJECT FUND REVENUES

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
325.10-01 SUNSET VIEW PROJECT	ESTIMATED ASSESSMENTS FROM RESIDENTS TOTAL LOAN / 63 LOTS ASSESS 56 WITH AGREEMENTS	118,333	120,260
	ESTIMATED ASSESSMENTS - BUZZARD BEACH BUSINES:	1,927	
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	-	-
381.04-01 TRANSFERS FROM WATER/SEW	TRANSFERS FROM WATER	3,587	7,173
	TRANSFERS FROM WASTEWATER	3,586	
384.10-00 BANK LOANS	NO AMOUNT BUDGETED	-	-

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

FUND 447
DEPT 33
DIVISION 01

SUNSET VIEW PROJECT FUND EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
<i>OPERATING EXPENDITURES</i>					
533.49-30	BANK CHARGES	4	-	-	0.00%
*	OPERATING EXPENDITURES	<u>4</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<i>CAPITAL EXPENDITURES</i>					
533.65-31	SUNSET VIEW CAPITAL LINE	304,699	-	-	0.00%
533.69-98	ASSET RECLASS-CIP	(304,699)	-	-	0.00%
*	CAPITAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<i>DEBT SERVICE</i>					
533.71-41	SUNSET VIEW SPEC ASSESS	-	82,000	102,000	24.39%
533.72-41	SUNSET VIEW SPEC ASSESS	22,857	27,852	25,433	-8.69%
533.73-41	SUNSET VIEW SPEC ASSESS	38,200	-	-	0.00%
*	DEBT SERVICE	<u>61,057</u>	<u>109,852</u>	<u>127,433</u>	<u>16.00%</u>
TOTAL SUNSET VIEW EXPENDITURES		<u>61,061</u>	<u>109,852</u>	<u>127,433</u>	<u>16.00%</u>

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

FUND 447
 DEPT 33
 DIVISION 01

SUNSET VIEW PROJECT FUND EXPENSES

ACCOUNT DESCRIPTION	COMMENTS	DETAIL	PROPOSED BUDGET 2016-2017
533.49-30 BANK CHARGES	NO AMOUNT BUDGETED	-	-
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 10-1-16	102,000	102,000
533.72-41 SUNSET VIEW SPEC ASSESS	SUNSET VIEW / THREE LAKES INTEREST INTEREST 10-1-16 INTEREST 4-1-17	13,387 12,046	25,433
533.73-41 SUNSET VIEW SPEC ASSESS	NO AMOUNT BUDGETED	-	-

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

FUND 447
DEPT 35
DIVISION 01

SUNSET VIEW PROJECT FUND EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
<i>CAPITAL EXPENDITURES</i>					
533.65-31	SUNSET VIEW CAPITAL LINE	470,085	303,480	-	-100.00%
533.69-98	ASSET RECLASS-CIP	(470,085)	-	-	0.00%
*	CAPITAL EXPENDITURES	-	303,480	-	-100.00%
TOTAL SUNSET VIEW EXPENDITURES		-	303,480	-	-100.00%

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

FUND 447
DEPT 35
DIVISION 01

SUNSET VIEW PROJECT FUND EXPENSES

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
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 601, 602, 605, 606

Budget Summary

	Audited Actuals 2014-2015	Revised Budget 2015-2016	Proposed Budget 2016-2017	% Change Over FY 15-16
Fire Services-22				
Personal Services	33,533	-	-	0.00%
Operating Expenses	33,533	37,900	44,333	16.97%
Transfers & Others	860,744	167,355	247,587	47.94%
Total Fund 601	927,810	205,255	291,920	42.22%
Police Services-21				
Operating Expenses	50,946	39,665	51,879	30.79%
Transfers & Others	1,556,574	345,598	883,087	155.52%
Total Fund 602	1,607,520	385,263	934,966	142.68%
Library-71				
Operating Expenses	-	-	40	100.00%
Total Fund 605	-	-	40	100.00%
Parks & Recreation-72				
Operating Expenses	-	100	56	-44.00%
Total Fund 606	-	100	56	-44.00%
Grand Total Trust and Agency Funds	2,535,330	590,618	1,226,982	107.75%

FUND 601
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

MUNICIPAL FIREFIGHTERS PENSION FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	ESTIMATED REVENUE 2016-2017	% CHANGE OVER FY 15-16
<i>INTEREST & OTHER INCOME</i>					
361.10-08	INVESTMENT	129,826	95,000	135,389	42.51%
*	INVESTMENT INCOME	129,826	95,000	135,389	42.51%
367.01-00	SALE OF INVESTMENTS	-	33,000	-	-100.00%
367.02-00	UNREALIZED GAIN ON INVEST	469,128	378,000	450,100	19.07%
*	GAIN ON SALE OF INVESTMENTS	469,128	411,000	450,100	9.51%
**	TOTAL INTEREST & OTHER INCOME	598,954	506,000	585,489	15.71%
<i>OTHER SOURCES</i>					
368.10-00	EMPLOYEE CONTRIBUTIONS	47,264	47,000	49,155	4.59%
368.30-00	EMPLOYER CONTRIBUTIONS	306,603	302,000	318,867	5.59%
368.40-00	STATE INSUR PREM CONTRIB	82,506	83,000	82,510	-0.59%
*	CONTRIBUTIONS	436,373	432,000	450,532	4.29%
389.90-00	APPROPRIATED RESERVES	-	(732,745)	(744,101)	N/A
*	APPROPRIATED RESERVES	-	(732,745)	(744,101)	N/A
**	TOTAL OTHER SOURCES	436,373	(300,745)	(293,569)	N/A
TOTAL MUN. FIREFIGHTERS PENSION		1,035,327	205,255	291,920	42.22%

FUND 601
DEPT 22
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

MUNICIPAL FIREFIGHTERS PENSION FUND REVENUE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
361.10-08 INVESTMENT	ESTIMATED INTEREST INCOME	135,389	135,389
367.01-00 SALE OF INVESTMENTS	NO AMOUNT BUDGETED	-	-
367.02-00 UNREALIZED GAIN ON INVEST	ESTIMATED UNREALIZED GAIN ON INVESTMENTS	450,100	450,100
368.10-00 EMPLOYEE CONTRIBUTIONS	EMPLOYEE CONTRIBUTIONS	49,155	49,155
368.30-00 EMPLOYER CONTRIBUTIONS	EMPLOYER CONTRIBUTIONS	318,867	318,867
368.40-00 STATE INSUR PREM CONTRIB	STATE CONTRIBUTIONS	82,510	82,510
389.90-00 APPROPRIATED RESERVES	APPROPRIATED RESERVES	(744,101)	(744,101)

FUND 601
 DEPT 22
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

MUNICIPAL FIREFIGHTERS PENSION FUND EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
<i>OPERATING EXPENDITURES</i>					
522.31-11	PROFESSIONAL SERVICES	-	-	6,346	100.00%
522.34-10	CONTRACTUAL SERVICES	33,533	37,900	37,987	0.23%
*	OPERATING EXPENDITURES	<u>33,533</u>	<u>37,900</u>	44,333	16.97%
<i>TRANSFERS AND OTHERS</i>					
522.91-15	UNREALIZED LOSS ON INVEST	676,905	-	62,500	100.00%
522.91-20	LOSS ON INVESTMENTS	-	-	-	0.00%
522.91-25	RETIREMENT PAYMENTS	180,088	162,355	180,087	10.92%
522.91-35	TERMINATION PAYMENTS	3,751	5,000	5,000	0.00%
*	TRANSFERS AND OTHERS	<u>860,744</u>	<u>167,355</u>	247,587	47.94%
TOTAL	MUN. FIREFIGHTERS PENSION	<u>894,277</u>	<u>205,255</u>	<u>291,920</u>	42.22%

FUND 601
DEPT 22
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

MUNICIPAL FIREFIGHTERS PENSION FUND EXPENSE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
522.31-11 PROFESSIONAL SERVICES	LEGAL FEES	6,346	6,346
522.34-10 CONTRACTUAL SERVICES	CONTRACTUAL SERVICES	37,987	37,987
522.91-15 UNREALIZED LOSS ON INVEST	UNREALIZED LOSS ON INVESTMENT	62,500	62,500
522.91-25 RETIREMENT PAYMENTS	RETIREMENT PAYMENTS	180,087	180,087
522.91-35 TERMINATION PAYMENTS	TERMINATION PAYMENTS	5,000	5,000

FUND 602
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

MUNICIPAL POLICE PENSION FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	ESTIMATED REVENUE 2016-2017	% CHANGE OVER FY 15-16
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	25	-	-100.00%
*	INTEREST INCOME	-	25	-	-100.00%
361.10-08	INVESTMENT	253,283	182,500	316,603	73.48%
*	INVESTMENT INCOME	253,283	182,500	316,603	73.48%
367.02-00	UNREALIZED GAIN ON INVEST	800,909	699,000	800,900	14.58%
*	GAIN ON SALE OF INVESTMENTS	800,909	699,000	800,900	14.58%
**	TOTAL INTEREST & OTHER INCOME	1,054,192	881,525	1,117,503	26.77%
<i>OTHER SOURCES</i>					
368.10-00	EMPLOYEE CONTRIBUTIONS	182,992	226,608	190,312	-16.02%
368.30-00	EMPLOYER CONTRIBUTIONS	298,605	319,388	310,549	-2.77%
368.40-00	STATE INSUR PREM CONTRIB	83,619	80,279	84,000	4.64%
*	CONTRIBUTIONS	565,216	626,275	584,861	-6.61%
389.90-00	APPROPRIATED RESERVES	-	(1,122,537)	(767,398)	N/A
*	APPROPRIATED RESERVES	-	(1,122,537)	(767,398)	N/A
**	TOTAL OTHER SOURCES	565,216	(496,262)	(182,537)	N/A
TOTAL MUNICIPAL POLICE PENSION		1,619,408	385,263	934,966	142.68%

FUND 602
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

MUNICIPAL POLICE PENSION FUND REVENUE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	-	-
361.10-08 INVESTMENT	INTEREST INCOME	316,603	316,603
367.02-00 UNREALIZED GAIN ON INVEST	ESTIMATED UNREALIZED GAIN ON INVESTMENT	800,900	800,900
368.10-00 EMPLOYEE CONTRIBUTIONS	EMPLOYEE CONTRIBUTIONS	190,312	190,312
368.30-00 EMPLOYER CONTRIBUTIONS	EMPLOYER CONTRIBUTIONS	310,549	310,549
368.40-00 STATE INSUR PREM CONTRIB	STATE CONTRIBUTION	84,000	84,000
389.90-00 APPROPRIATED RESERVES	APPROPRIATED RESERVES	(767,398)	(767,398)

FUND 602
 DEPT 21
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

MUNICIPAL POLICE PENSION FUND EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
<i>OPERATING EXPENDITURES</i>					
521.31-11	PROFESSIONAL SERVICES	-	-	23,521	100.00%
521.34-10	CONTRACTUAL SERVICES	50,946	39,665	28,358	-28.51%
*	OPERATING EXPENDITURES	<u>50,946</u>	<u>39,665</u>	51,879	30.79%
<i>TRANSFERS AND OTHERS</i>					
521.91-15	UNREALIZED LOSS ON INVEST	1,192,587	-	500,000	100.00%
521.91-25	RETIREMENT PAYMENTS	363,987	310,598	373,087	20.12%
521.91-35	TERMINATION PAYMENTS	-	35,000	10,000	-71.43%
*	TRANSFERS AND OTHERS	<u>1,556,574</u>	<u>345,598</u>	883,087	155.52%
TOTAL	MUNICIPAL POLICE PENSION	<u>1,607,520</u>	<u>385,263</u>	<u>934,966</u>	<u>142.68%</u>

FUND 602
DEPT 21
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

MUNICIPAL POLICE PENSION FUND EXPENSE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
521.31-11 LEGAL FEES	LEGAL FEES	23,521	23,521
521.34-10 CONTRACTUAL SERVICES	CONTRACTUAL SERVICES	28,358	28,358
521.91-15 UNREALIZED LOSS ON INVEST	UNREALIZED LOSS	500,000	500,000
521.91-25 RETIREMENT PAYMENTS	RETIREMENT PAYMENTS	373,087	373,087
521.91-35 TERMINATION PAYMENTS	TERMINATION PAYMENTS	10,000	10,000

FUND 605
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

MILDRED HUNTER TRUST FUND REVENUES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>ESTIMATED REVENUE 2016-2017</u>	<u>% CHANGE OVER FY 15-16</u>
<i>INTEREST & OTHER INCOME</i>					
361.10-02	SBA INTEREST	89	16	40	150.00%
367.02-00	UNREALIZED GAIN ON INVEST	-	150	-	-100.00%
*	INTEREST INCOME	89	166	40	-75.90%
**	TOTAL INTEREST & OTHER INCOME	89	166	40	-75.90%
<i>OTHER SOURCES</i>					
389.90-00	APPROPRIATED RESERVES	-	(150)	-	N/A
*	APPROPRIATED RESERVES	-	(150)	-	N/A
**	TOTAL OTHER SOURCES	-	(150)	-	N/A
TOTAL MILDRED HUNTER TRUST		89	16	40	150.00%

FUND 605
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

MILDRED HUNTER TRUST FUND REVENUE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
361.10-02 SBA INTEREST	ESTIMATED SBA INTEREST INCOME	40	40
367.02-00 UNREALIZED GAIN ON INVEST	NO AMOUNT BUDGETED	-	-
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	-	-

FUND 605
 DEPT 71
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

MILDRED HUNTER TRUST FUND EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
<i>OPERATING EXPENDITURES</i>					
571.54-30	MILDRED HUNTER TRUST EXP	-	-	40	100.00%
*	OPERATING EXPENDITURES	-	-	40	100.00%
TOTAL MILDRED HUNTER TRUST		-	-	40	100.00%

FUND 605
DEPT 71
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

MILDRED HUNTER TRUST FUND EXPENSE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
571.54-30 MILDRED HUNTER TST EXP	BOOK EXPENSE	40	40

FUND 606
 DEPT 00
 DIVISION 00

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WOODLEA PARK PLAYGROUND FUND REVENUES

ACCT #	ACCOUNT DESCRIPTION	AUDITED ACTUALS 2014-2015	REVISED BUDGET 2015-2016	ESTIMATED REVENUE 2016-2017	% CHANGE OVER FY 15-16
<i>INTEREST & OTHER INCOME</i>					
361.10-01	INTEREST INCOME	-	38	-	-100.00%
361.10-02	SBA INTEREST	123	15	56	273.33%
361.10-08	INVESTMENT	-	15	-	-100.00%
367.02-00	UNREALIZED GAIN ON INVEST	-	65	-	-100.00%
*	INTEREST INCOME	123	133	56	-57.89%
**	TOTAL INTEREST & OTHER INCOME	123	133	56	-57.89%
<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		123	100	56	-44.00%

FUND 606
DEPT 00
DIVISION 00

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

WOODLEA PARK PLAYGROUND FUND REVENUE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
361.10-01 INTEREST INCOME	NO AMOUNT BUDGETED	-	-
361.10-02 SBA INTEREST	ESTIMATED SBA INTEREST INCOME	56	56
361.10-08 INVESTMENT	NO AMOUNT BUDGETED	-	-
367.02-00 UNREALIZED GAIN ON INVEST	NO AMOUNT BUDGETED	-	-
389.90-00 APPROPRIATED RESERVES	NO AMOUNT BUDGETED	-	-

FUND 606
 DEPT 72
 DIVISION 01

CITY OF TAVARES
 PROPOSED BUDGET
 FISCAL YEAR 2016-2017

WOODLEA PARK PLAYGROUND FUND EXPENSES

<u>ACCT #</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AUDITED ACTUALS 2014-2015</u>	<u>REVISED BUDGET 2015-2016</u>	<u>PROPOSED BUDGET 2016-2107</u>	<u>% CHANGE OVER FY 15-16</u>
<i>OPERATING EXPENDITURES</i>					
572.46-70	PLAYGROUND	-	100	56	-44.00%
*	OPERATING EXPENDITURES	-	100	56	-44.00%
TOTAL	WOODLEA PARK PLAYGROUND	-	100	56	-44.00%

FUND 606
DEPT 72
DIVISION 01

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

WOODLEA PARK PLAYGROUND FUND EXPENSE JUSTIFICATION

<u>ACCOUNT DESCRIPTION</u>	<u>COMMENTS</u>	<u>DETAIL</u>	<u>PROPOSED BUDGET 2016-2017</u>
572.46-70 PLAYGROUND	WOOTON WONDERLAND MAINTENANCE	56	56

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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	20,000
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	175,000
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	180,000
TOTAL EQUIPMENT REPLACEMENT - VEHICLES	XXX-XXXX-XXX.64-11	433,000
TOTAL EQUIPMENT REPLACEMENT - COMPUTERS	XXX-XXXX-XXX.64-13	5,133
TOTAL NEW EQUIPMENT - COMPUTERS	XXX-XXXX-XXX.64-14	1,200
TOTAL NEW EQUIPMENT	XXX-XXXX-XXX.64-15	267,500
TOTAL POLICE DEPARTMENT FIREARMS	XXX-XXXX-XXX.64-16	1,000
TOTAL NEW EQUIPMENT - VEHICLES	XXX-XXXX-XXX.64-17	-
TOTAL DURABLE GOODS	XXX-XXXX-XXX.64-20	-
TOTAL SOFTWARE	XXX-XXXX-XXX.64-23	30,000
TOTAL FUTURE PROJECTS	XXX-XXXX-XXX.64-25	2,078,782
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		3,263,815
Total Funding from Operations - Pay as you go		2,938,815
Total Funding from Grants		275,000
Total Funding from Debt Service		-
Total Funding from Capital Lease		-
TOTAL FUNDING		3,263,815

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

CAPITAL LISTING SCHEDULE - ALL FUNDS

DESCRIPTION	GL ACCOUNT	FUNDING	FY 2017
BUILDINGS			
12' X 32' PORTABLE WOODEN SHED	402-3401-534.62-20	Pay as you Go	20,000
TOTAL BUILDING ADDITIONS/REPLACEMENTS/CONSTRUCTION	XXX-XXXX-XXX.62-20		20,000
STREET SIGN REPLACEMENT			
STREET SIGNS 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		5,000
SIDEWALK REPAIR/CONSTRUCTION			
REPAIR SIDEWALKS AROUND BUILDINGS (NOT IN RIGHTS OF WAY)	001-4101-541.63-20	Pay as you Go	5,000
MINOR REPAIR/CONSTRUCTION OF CITY SIDEWALKS	001-4102-541.63-20	Pay as you Go	20,000
TOTAL SIDEWALK REPAIR/CONSTRUCTION	XXX-XXXX-XXX.63-20		25,000
PAVING			
ROAD PAVING-PER PAVING MANAGEMENT PLAN PRIORITIES	001-4102.541.63-30	Pay as you Go	175,000
TOTAL PAVING	XXX-XXXX-XXX.63-30		175,000
EQUIPMENT REPLACEMENT			
CISCO ROUTER SYSTEM FOR POLICE DEPARTMENT	001-1302-513.64-10	Pay as you Go	10,000
TWO VFD'S AT PLANT #1	401-3302-533.64-10	Pay as you Go	25,000
INCUBATOR/OVEN/REFRIGERATOR CONTINGENCY	401-3502.535.64-10	Pay as you Go	5,500
CBOD INCUBATOR	401-3503-535.64-10	Pay as you Go	5,500
CONTROL PANEL FOR LIFT STATION #54	401-3504-535-64-10	Pay as you Go	14,000
COATING FOR CITY CAR WASH PIT	402-3401-534.64-10	Pay as you Go	8,500
REPAIR RAMPS AT ENTRANCE TO CITY CAR WASH	402-3401-534.64-10	Pay as you Go	5,500
PLANT EMERGENCY REPLACEMENT PUMPS - CONTINGENCY	443-3301-533.64-10	Pay as you Go	15,000
PLANT EMERGENCY REPLACEMENT MOTORS - CONTINGENCY	443-3301-533.64-10	Pay as you Go	15,000
REPLACEMENT OF MOTORS, PUMPS, ETC AT PLANTS -CONTINGENCY	443-3501-535.64-10	Pay as you Go	36,000
REPLACEMENT BREAKERS AND DRIVES - CONTINGENCY	443-3501-535.64-10	Pay as you Go	20,000
REPLACEMENT PUMPS FOR LIFT STATIONS	443-3504-535.64-10	Pay as you Go	20,000
TOTAL EQUIPMENT REPLACEMENT	XXX-XXXX-XXX.64-10		180,000
EQUIPMENT REPLACEMENT - VEHICLES			
2017 F250 2WD WITH UTILITY BED & LIFT GATE (REPLACING #924)	401-3301-533.64-11	Pay as you Go	40,000
2017 GATOR (REPLACING 2008 GATOR)	401-3501-535.64-11	Pay as you Go	20,000
REPLACE TRUCK #616 (OUT OF SERVICE)	402-3401.534.64-11	Pay as you Go	285,000
2017 F250 TO REPLACE #325 (2007 FORD F250)	403-3801-538.64-11	Pay as you Go	88,000
TOTAL EQUIPMENT REPLACEMENT - VEHICLES	XXX-XXXX-XXX.64-11		433,000
EQUIPMENT REPLACEMENT - COMPUTERS			
LATITUDE 14 RUGGED LAPTOP	001-2101-521.64-13	Pay as you Go	2,133
COMPUTER WITH PRINTER FOR CMMS SYSTEM	401-3501-535.64-13	Pay as you Go	3,000
TOTAL EQUIPMENT REPLACEMENT - COMPUTERS	XXX-XXXX-XXX.64-13		5,133
NEW EQUIPMENT - COMPUTERS			
COMPUTER FOR ADDITIONAL EMPLOYEE	001-4102-541.64-14	Pay as you Go	1,200
TOTAL NEW EQUIPMENT - COMPUTERS	XXX-XXXX-XXX.64-14		1,200
NEW EQUIPMENT			
TANDEM AXLE DUMP TRAILER	001-4102-541.64-15	Pay as you Go	8,000
INSERTION VALVE PROGRAM	401-3302-533.64-15	Pay as you Go	13,000
FRONT END LOADER (SPLIT WITH WASTEWATER & STORMWATER)	401-3302-533.64-15	Pay as you Go	50,000
CHLORINE SKID	401-3501-535.64-15	Pay as you Go	25,000
FLOTE TOTE - I&I PROGRAM	401-3504-535.64-15	Pay as you Go	7,500
INFRASTRUCTURE POINT PROGRAM	401-3504-535.64-15	Pay as you Go	19,000
CRANE BOOM (FOR NEW F550)	401-3504-535.64-15	Pay as you Go	25,000
FRONT END LOADER (SPLIT WITH WATER & STORMWATER)	401-3504-535.64-15	Pay as you Go	50,000
JOHN DEERE FRONT END LOADER (SPLIT WITH WATER & WASTEWATER)	403-8301-538.64-15	Pay as you Go	50,000
PUMPS FOR LIFT STATION UPGRADES	443-3504-535.64-15	Pay as you Go	20,000
TOTAL NEW EQUIPMENT	XXX-XXXX-XXX.64-15		267,500
POLICE DEPARTMENT FIREARMS			
HAND GUN	001-2101-512.64-16	Pay as you Go	1,000
TOTAL POLICE DEPARTMENT FIREARMS	XXX-XXXX-XXX.64-16		1,000

CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017

CAPITAL LISTING SCHEDULE - ALL FUNDS

DESCRIPTION	GL ACCOUNT	FUNDING	FY 2017
SOFTWARE			
EXCHANGE SERVER UPDATED SOFTWARE	001-1302-513.64-23	Pay as you Go	15,000
SIMS MAINTENANCE/ASSET MANAGEMENT	401-3302-533.64-23	Pay as you Go	5,000
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		30,000
FUTURE PROJECTS			
WEST MAIN STREETSCAPE (PHASE 1 - SOUTH SIDE)	001-1501-515.64-25	Pay as you Go	97,737
DIGITAL UPGRADE TO TWO EXISTING KIOSK SIGNS	001-1501-515.64-25	Pay as you Go	10,000
DOWNTOWN CRA MASTER PLAN UPDATE	001-1501-515.64-25	Pay as you Go	5,000
EAST-BOUND HIGHWAY 441 GATEWAY SIGN	001-1501-515.64-25	Pay as you Go	82,000
PHASE 1 DESIGN, ENGINEERING & PERMITTING FOR LIBRARY EXPANSION (MAT	001-7101-571.64-25	Pay as you Go	234,045
TAVARES NATURE PARK RESTROOMS-SUPPLEMENTAL AMOUNT	114-7203-572.64-25	P&R Impacts	50,000
CONCESSION STAND & RESTROOM COMPLEX-WOOLEA SPORTS COMPLEX (LC	151-7203.572.64-25	Grants	200,000
TAVARES NATURE PARK RESTROOMS (CDBG GRANT)	151-7203.572.64-25	Grants	75,000
ARV REPLACEMENT OF SEWER FORCE MAIN	401-3504-535.64-25	Pay as you Go	15,000
CEDAR AVENUE/BIRCH BOULEVARD DRAINAGE IMPROVEMENTS	403-3801-538.64-25	Pay as you Go	90,000
DESIGN - 16" WATER MAIN - DAVID WALKER BLVD TO CITY LIMITS	441-3301-533.64-25	Pay as you Go	130,000
DESIGN - 12" WATER MAIN - DAVID WALKER BLVD TO BAY RD	441-3301-533.64-25	Pay as you Go	16,500
HIGHWAY 441 CORRIDOR TO LEESBURG - ISBA MASTER PLAN	441-3301-533.64-25	Pay as you Go	100,000
DESIGN - 16" FORCE MAIN EXTENSION - DAVID WALKER BLVD TO CITY LIMITS	441-3501-535.64-25	Pay as you Go	115,000
DESIGN OF EQUALIZATION TANK	441-3501-535.64-25	Pay as you Go	103,500
WOODLEA WWTF UPGRADES	441-3501-535.64-25	Pay as you Go	350,000
EXTENSION OF SEWER LINES - ISBA STUDY	441-3501-535.64-25	Pay as you Go	100,000
AERATOR - INCLUDES GEARBOX, MOTOR, ELECTRICAL, VFD, SCADA	441-3501-535.64-25	Pay as you Go	160,000
DISTRIBUTION MAIN UPGRADES/RELOCATIONS	443-3302-533.64-25	Pay as you Go	50,000
SR19 BRIDGE WATER MAIN RELOCATION (FDOT PROJECT)	443-3302-533.64-25	Pay as you Go	40,000
ENGINEERING DESIGN - 8" WATER MAIN LINE	443-3302-533.64-25	Pay as you Go	20,000
LOW PRESSURE SEWER SYSTEM - MOBILE HOMES AROUND CITY	443-3504-535.64-25	Pay as you Go	25,000
LIFTSTATION FENCING REHAB	443-3504-535.64-25	Pay as you Go	10,000
TOTAL FUTURE PROJECTS	XXX-XXXX-XXX.64-25		2,078,782
STANDING ORDER - NATIONAL LIBRARY			
REFERENCE BOOKS FOR LIBRARY	001-7101-571.66-10	Pay as you Go	2,200
TOTAL STANDING ORDER - NATIONAL LIBRARY	XXX-XXXX-XXX.66-10		2,200
MAJOR COLLECTION BOOKS			
BOOKS FOR LIBRARY	001-7101-571.66-20	Pay as you Go	40,000
TOTAL MAJOR COLLECTION BOOKS	XXX-XXXX-XXX.66-20		40,000
TOTAL CAPITAL EXPENDITURES - ALL FUNDS			3,263,815
Total Funding from Operations - Pay as you go		Pay as you Go	2,938,815
Total Funding from Infrastructure Sales Tax			-
Total Funding from Grants		Grants	275,000
Total Funding from Water/Wastewater Impacts			-
Total Funding from Police Impacts			-
Total Funding from P&R Impacts			50,000
Total Funding from Other			-
Total Funding from Debt Service		Debt Service	-
Total Funding from Capital Lease		Capital Lease	-

****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 2016-2017**

CAPITAL LISTING SCHEDULE - ALL FUNDS

DESCRIPTION	GL ACCOUNT	FUNDING	FY 2017
INFORMATION TECHNOLOGY			
CISCO ROUTER SYSTEM FOR POLICE DEPARTMENT	001-1302-513.64-10	Pay as you Go	10,000
EXCHANGE SERVER UPDATED SOFTWARE	001-1302-513.64-23	Pay as you Go	15,000
TOTAL INFORMATION TECHNOLOGY			<u>25,000</u>
COMMUNITY DEVELOPMENT			
WEST MAIN STREETScape (PHASE 1 - SOUTH SIDE)	001-1501-515.64-25	Pay as you Go	97,737
DIGITAL UPGRADE TO TWO EXISTING KIOSK SIGNS	001-1501-515.64-25	Pay as you Go	10,000
DOWNTOWN CRA MASTER PLAN UPDATE	001-1501-515.64-25	Pay as you Go	5,000
EAST-BOUND HIGHWAY 441 GATEWAY SIGN	001-1501-515.64-25	Pay as you Go	82,000
TOTAL COMMUNITY DEVELOPMENT			<u>194,737</u>
POLICE DEPARTMENT			
LATITUDE 14 RUGGED LAPTOP	001-2101-521.64-13	Pay as you Go	2,133
HAND GUN	001-2101-512.64-16	Pay as you Go	1,000
TOTAL POLICE DEPARTMENT			<u>3,133</u>
GENERAL SERVICES			
REPAIR SIDEWALKS AROUND BUILDINGS (NOT IN RIGHTS OF WAY)	001-4101-541.63-20	Pay as you Go	5,000
TOTAL GENERAL SERVICES			<u>5,000</u>
STREETS AND ROADS			
STREET SIGNS PER INTERLOCAL AGREEMENT WITH LAKE COUNTY	001-4102-541.63-10	Pay as you Go	5,000
MINOR REPAIR/CONSTRUCTION OF CITY SIDEWALKS	001-4102-541.63-20	Pay as you Go	20,000
ROAD PAVING-PER PAVING MANAGEMENT PLAN PRIORITIES	001-4102.541-63-30	Pay as you Go	175,000
COMPUTER FOR ADDITIONAL EMPLOYEE	001-4102-541.64-14	Pay as you Go	1,200
TANDEM AXLE DUMP TRAILER	001-4102-541.64-15	Pay as you Go	8,000
TOTAL STREETS AND ROADS			<u>209,200</u>
LIBRARY			
PHASE 1 DESIGN, ENGINEERING & PERMITTING FOR LIBRARY EXPANSION (MA	001-7101-571.64-25	Pay as you Go	234,045
REFERENCE BOOKS FOR LIBRARY	001-7101-571.66-10	Pay as you Go	2,200
BOOKS FOR LIBRARY	001-7101-571.66-20	Pay as you Go	40,000
TOTAL LIBRARY			<u>276,245</u>
PARKS OPERATIONS			
TAVARES NATURE PARK RESTROOMS-SUPPLEMENTAL AMOUNT	114-7203-572.64-25	P&R Impacts	50,000
CONCESSION STAND & RESTROOM COMPLEX-WOOLEA SPORTS COMPLEX (L	151-7203.572.64-25	Grants	200,000
TAVARES NATURE PARK RESTROOMS (CDBG GRANT)	151-7203.572.64-25	Grants	75,000
TOTAL PARKS OPERATIONS			<u>325,000</u>
WATER TREATMENT			
2017 F250 2WD WITH UTILITY BED & LIFT GATE (REPLACING #924)	401-3301-533.64-11	Pay as you Go	40,000
DESIGN - 16" WATER MAIN - DAVID WALKER BLVD TO CITY LIMITS	441-3301-533.64-25	Pay as you Go	130,000
DESIGN - 12" WATER MAIN - DAVID WALKER BLVD TO BAY RD	441-3301-533.64-25	Pay as you Go	16,500
HIGHWAY 441 CORRIDOR TO LEESBURG - ISBA MASTER PLAN	441-3301-533.64-25	Pay as you Go	100,000
PLANT EMERGENCY REPLACEMENT PUMPS - CONTINGENCY	443-3301-533.64-10	Pay as you Go	15,000
PLANT EMERGENCY REPLACEMENT MOTORS - CONTINGENCY	443-3301-533.64-10	Pay as you Go	15,000
TOTAL WATER TREATMENT			<u>316,500</u>
WATER DISTRIBUTION			
TWO VFD'S AT PLANT #1	401-3302-533.64-10	Pay as you Go	25,000
INSERTION VALVE PROGRAM	401-3302-533.64-15	Pay as you Go	13,000
FRONT END LOADER (SPLIT WITH WASTEWATER & STORMWATER)	401-3302-533.64-15	Pay as you Go	50,000
SIMS MAINTENANCE/ASSET MANAGEMENT	401-3302-533.64-23	Pay as you Go	5,000
DISTRIBUTION MAIN UPGRADES/RELOCATIONS	443-3302-533.64-25	Pay as you Go	50,000
SR19 BRIDGE WATER MAIN RELOCATION (FDOT PROJECT)	443-3302-533.64-25	Pay as you Go	40,000
ENGINEERING DESIGN - 8" WATER MAIN LINE	443-3302-533.64-25	Pay as you Go	20,000
TOTAL WATER DISTIBUTION			<u>203,000</u>

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

CAPITAL LISTING SCHEDULE - ALL FUNDS

DESCRIPTION	GL ACCOUNT	FUNDING	FY 2017
WASTEWATER TREATMENT			
COMPUTER WITH PRINTER FOR CMMS SYSTEM	401-3501-535.64-13	Pay as you Go	3,000
CHLORINE SKID	401-3501-535.64-15	Pay as you Go	25,000
CMMS MAINTENANCE SOFTWARE	401-3501-535.64-23	Pay as you Go	5,000
2017 GATOR (REPLACING 2008 GATOR)	401-3501-535.64-11	Pay as you Go	20,000
DESIGN - 16" FORCE MAIN EXTENSION - DAVID WALKER BLVD TO CITY LIMITS	441-3501-535.64-25	Pay as you Go	115,000
DESIGN OF EQUALIZATION TANK	441-3501-535.64-25	Pay as you Go	103,500
WOODLEA WWTF UPGRADES	441-3501-535.64-25	Pay as you Go	350,000
EXTENSION OF SEWER LINES - ISBA STUDY	441-3501-535.64-25	Pay as you Go	100,000
AERATOR - INCLUDES GEARBOX, MOTOR, ELECTRICAL, VFD, SCADA	441-3501-535.64-25	Pay as you Go	160,000
REPLACEMENT OF MOTORS, PUMPS, ETC AT PLANTS -CONTINGENCY	443-3501-535.64-10	Pay as you Go	36,000
REPLACEMENT BREAKERS AND DRIVES - CONTINGENCY	443-3501-535.64-10	Pay as you Go	20,000
TOTAL WASTEWATER TREATMENT			<u>937,500</u>
WASTEWATER REUSE			
INCUBATOR/OVEN/REFRIGERATOR CONTINGENCY	401-3502.535.64-10	Pay as you Go	5,500
TOTAL WASTEWATER REUSE			<u>5,500</u>
WASTEWATER LAB			
CBOD INCUBATOR	401-3503-535.64-10	Pay as you Go	5,500
TOTAL WASTEWATER LAB			<u>5,500</u>
WASTEWATER COLLECTION			
CONTROL PANEL FOR LIFT STATION #54	401-3504-535.64-10	Pay as you Go	14,000
FLOTE TOTE - I&I PROGRAM	401-3504-535.64-15	Pay as you Go	7,500
INFRASTRUCTURE POINT PROGRAM	401-3504-535.64-15	Pay as you Go	19,000
CRANE BOOM (FOR NEW F550)	401-3504-535.64-15	Pay as you Go	25,000
FRONT END LOADER (SPLIT WITH WATER & STORMWATER)	401-3504-535.64-15	Pay as you Go	50,000
CMMS MAINTENANCE SOFTWARE	401-3504-535.64-23	Pay as you Go	5,000
ARV REPLACEMENT OF SEWER FORCE MAIN	401-3504-535.64-25	Pay as you Go	15,000
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	20,000
LOW PRESSURE SEWER SYSTEM - MOBILE HOMES AROUND CITY	443-3504-535.64-25	Pay as you Go	25,000
LIFTSTATION FENCING REHAB	443-3504-535.64-25	Pay as you Go	10,000
TOTAL WASTEWATER COLLECTION			<u>210,500</u>
SOLID WASTE			
12' X 32' PORTABLE WOODEN SHED	402-3401-534.62-20	Pay as you Go	20,000
COATING FOR CITY CAR WASH PIT	402-3401-534.64-10	Pay as you Go	8,500
REPAIR RAMPS AT ENTRANCE TO CITY CAR WASH	402-3401-534.64-10	Pay as you Go	5,500
REPLACE TRUCK #616 (OUT OF SERVICE)	402-3401.534-64-11	Pay as you Go	285,000
TOTAL SOLID WASTE			<u>319,000</u>
STORM WATER			
2017 F250 TO REPLACE #325 (2007 FORD F250)	403-3801-538.64-11	Pay as you Go	88,000
JOHN DEERE FRONT END LOADER (SPLIT WITH WATER & WASTEWATER)	403-8301-538.64-15	Pay as you Go	50,000
CEDAR AVENUE/BIRCH BOULEVARD DRAINAGE IMPROVEMENTS	403-3801-538.64-25	Pay as you Go	90,000
TOTAL STORM WATER			<u>228,000</u>
TOTAL CAPITAL EXPENDITURES - ALL FUNDS			<u><u>3,263,815</u></u>

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GLOSSARY OF ACCOUNTS

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

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
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

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
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

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 beepers, radios and other communication devices.
- 41 25 Website:** Expenditures for Website maintenance.
- 41 30 Postage:** Postage for all City Departments; includes postage for brochures, newsletter, utility bills, FedEx, Express Mail, courier services, and special mailings.

RECYCLING

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

UTILITIES

- 43 10 Electric, Water, Gas:** Expenditures for water, electric and gas services for City facilities.
- 43 20 Landfill Costs:** Costs for solid waste disposal (residential customers).
- 43 30 Waste Management:** Costs for solid waste pick-up and disposal (commercial).

RENTALS & LEASES

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

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

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 33 RTV Utility Vehicle Repairs: Routine and preventative maintenance for City club cars, golf carts and mules.

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.

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

GLOSSARY OF ACCOUNTS

- 46 50 Distribution:** Repair and maintenance of water distribution lines.
- 46 60 Copy Machines:** Expenditures for copy machine maintenance and repairs.
- 46 70 Playground:** Ordinary repairs and maintenance for playground equipment (Wooton Park).
- 46 71 Facilities:** Repair and maintenance of facilities at the Marina and Seaplane Base.
- 46 80 Lift Station Repair:** Includes costs for improvements of wastewater lift stations.
- 46 81 Pump Repair:** Costs for repair of water and wastewater pumps.
- 46 82 Collection Line Repair:** Costs for repair and maintenance of wastewater collection lines.
- 46 85 SCADA Maintenance:** Costs for repair and maintenance of the SCADA systems for water and wastewater.

PRINTING & BINDING

- 47 10 Printing and Binding:** Costs for printing and binding services.
- 47 20 Preservation of Books:** Expenditures for preservation of library books.
- 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 Christmas Light Up Tavares festivities in December (other than decorations).
- 48 22 Light Up Main Street:** Expenditures for annual 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.

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

GLOSSARY OF ACCOUNTS

- 49 20 Self Ins. Actuarial Evaluation:** Expenditures for annual self insurance actuarial evaluation (dental insurance).
- 49 30 Financial Service Fees:** Expenditures for banking and investments services.
- 49 32 Credit Card Processing Fees:** Expenditures related to processing credit card transactions for payment of utility bills and deposits.
- 49 40 Developer Obligations:** Expenditures for pioneer agreement obligations.

OFFICE SUPPLIES/OPERATING SUPPLIES

- 51 10 Office Supplies:** Standard materials and supplies used in daily office operations such as staples, paper, pens, and pencils, etc. Each department defines for its own purpose what is to be included in this line item.
- 52 10 Operating Supplies:** Costs for general operating supplies related to department missions.
- 52 11 Durable Goods:** Expenditures for items with a cost between \$200 - \$4,999, 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.

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

GLOSSARY OF ACCOUNTS

- 52 29 Carts:** Expenditures for replacement of solid waste carts.
- 52 30 Art in the Square:** Expenditures and related costs for holding City-sponsored art shows at City Hall.
- 52 35 Fire Arm Supplies:** Expenditures for providing firearms and related ammunition to Police Officers.
- 52 36 Bunker Gear:** Expenditures for purchase of bunker gear for firefighters.
- 52 40 Investigation Funds:** Expenditures for investigative activities (police).
- 52 50 Training:** Costs for training supplies and classes for various City departments.
- 52 55 Police Automation Expense:** Expenditures of the Police Automation Fund (Spec. Rev.)
- 52 60 League Lease Expense:** Expenditures related to securing lease financing arrangements.
- 52 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.

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

GLOSSARY OF ACCOUNTS

54 20 Fire Prevention/Public Education: Costs for public awareness and education for fire prevention.

54 30 Mildred Hunter Trust Exp: Administrative costs for administering Mildred Hunter Trust Fund.

EVENTS

55 10 Summer Youth Programs: Costs for Parks & Recreation summer programs.

55 20 Program Costs: Costs for recreation programs.

55 30 Individual Property Grant: TIF awarded grant.

OTHER EXPENDITURES/EXPENSES

59 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.

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

GLOSSARY OF ACCOUNTS

- 59 75 Transfer to Fire Impacts:** Transfers to Fire Impact Fund from General Fund.
- 59 78 Transfer to W/WW RRI Fund:** Transfer of funds to the water and wastewater renewal and replacement fund to cover cost of upgrading and/or replacing infrastructure.
- 59 90 Contingency:** Funds set aside for unforeseen expenditures. General & Utilities Administration 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.

**CITY OF TAVARES
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

GLOSSARY OF ACCOUNTS

- 64 13 Computer Replacement:** Includes all costs to replace current computers in use.
- 64 14 New Computers:** Expenditures for new computer purchases. Does not include costs to replace computers currently in use.
- 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 \$5,000.
- 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 \$5,000, 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
PROPOSED BUDGET
FISCAL YEAR 2016-2017**

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 2016 - 2017**

