



## **AGENDA**

**APOPKA CITY COUNCIL MEETING  
September 13, 2017 @ 5:05 PM  
City Hall Council Chamber  
120 East Main Street – Apopka, Florida 32703**

**PUBLIC HEARING  
SET MILLAGE RATE  
ADOPT 2017-2018 ANNUAL BUDGET**

### **INVOCATION**

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC HEARINGS**

1. ANNOUNCE AND ADOPT MILLAGE RATE OF 3.7876 WHICH IS 7.42% ABOVE THE ROLLBACK RATE OF 3.5260.
2. ADOPT PROPOSED BUDGET WHICH INCLUDE THE BUDGET ADJUSTMENTS RESULTING FROM WORKSHOPS.
3. ANNOUNCE FINAL BUDGET MILLAGE RATE HEARINGS -  
September 27, 2017 at 5:05 p.m.

### **ADJOURNMENT**

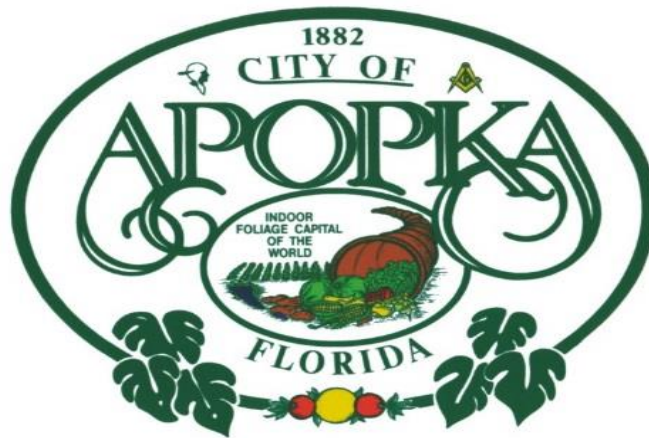
\*\*\*\*\*  
All interested parties may appear and be heard with respect to this agenda. Please be advised that, under state law, if you decide to appeal any decision made by the City Council with respect to any matter considered at this meeting or hearing, you will need a record of the proceedings, and that, for such purpose, you may need to ensure that a verbatim record of the proceedings is made, which record includes a testimony and evidence upon which the appeal is to be based. The City of Apopka does not provide a verbatim record.

In accordance with the American with Disabilities Act (ADA), persons with disabilities needing a special accommodation to participate in any of these proceedings should contact the City Clerk's Office at 120 East Main Street, Apopka, FL 32703, telephone (407) 703-1704, not later than five (5) days prior to the proceeding.

**Backup material for agenda item:**

2. ADOPT PROPOSED BUDGET WHICH INCLUDES THE BUDGET ADJUSTMENTS RESULTING FROM WORKSHOPS.

# City of Apopka, Florida



## ***Proposed Budget*** **Fiscal Year 2017-2018**

# CITY OF APOPKA READERS GUIDE

## **What is included in this document?**

This guide is intended to help the reader understand the information available in this budget binder and how it is organized. This binder contains the 2017-2018 Annual Budget for the City of Apopka and the Capital Improvement Program for fiscal years 2019 through 2024.

The document includes general information about the City and the budget process, including a brief description of the City's history, the City's Organizational Chart, the Budget Message, a discussion of City funds and the basis of accounting and budgetary controls over these funds, a calendar of budget activities, and the City's financial policies.

## **How to read this document**

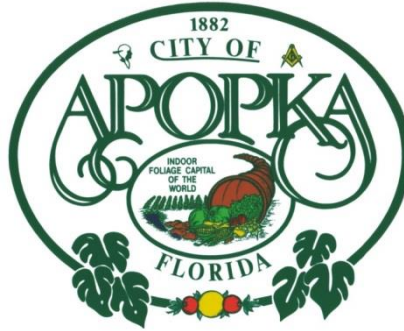
The Annual Budget is presented City-wide as well as by individual fund. The City currently has twelve (12) funds including 1 General Fund, 7 Special Revenue Funds, 3 Proprietary Funds and a Capital Improvement Fund. The General Fund is the largest of the funds and accounts for the majority of the City's total budgeted expenditures.

Each fund includes a summary of the total revenues and a summary of the total expenditures for the fund. The fund expenditures are further broken down by department/program. Each department/program has a summary of expenditures which is displayed by category of expenditure (Personnel, Operating, Capital, Transfer, etc.) and a separate "line-item" page for each type of expenditure is included, detailing the cost and description to support each budget dollar requested.

The Capital Improvement Program details the City's proposed capital projects for fiscal years 2019 through 2024. The projects planned for fiscal year 2018 are included as part of the annual budget include within each fund.

## **Any questions?**

If you should have any questions regarding the material presented, please direct them to the Finance Director at (407) 703-1725.



September 13, 2017

To the Honorable Mayor and Members of the City Council,  
And Citizens of the City of Apopka, Florida:

The City Administrator and the Finance Department are pleased to present the proposed annual operating and capital budget for the City of Apopka, Florida for the fiscal year October 1, 2017 through September 30, 2018 (FY18). The proposed budget was prepared in accordance with generally accepted accounting principles and all applicable City, State, and Federal requirements. We believe this budget will meet the challenges before us and set the stage for Apopka's continued success.

The budget document is a financial plan, intended to articulate the goals and objectives set forth by the City Council. We are proud of the efforts made by staff to formulate a document that demonstrates the financial health of our community and that will serve as a meaningful and useful tool to monitor the progress of our future course.

### **Introduction**

The City of Apopka operates under the mayor-council form of government. Policy-making and legislative authority are vested in a city council consisting of a mayor and four city commissioners. The City Council is responsible for establishing policy, passing ordinances and resolutions, adopting the budget, appointing committees and other duties. The Mayor is responsible for carrying out the policies established by the City Council, and overseeing the day-to-day operations of the City. The City Council is elected on a non-partisan basis, and members serve four-year staggered terms, with two commissioners elected every two years. The Mayor is elected to serve a four-year term.

The City of Apopka provides a full range of services, including police and fire protection; construction and maintenance of streets, sidewalks and other infrastructure; engineering; planning and community development; code enforcement; recreational programs and cultural events; as well as administration and support services. In addition, the City operates enterprise funds for water, wastewater, reclaimed water and sanitation services.

### **Budget Presentation**

The annual operating and capital budget is presented in four sections: Introductory Section; the Citywide Budget; the General Fund Budget including line item detail; Budgets for the various Special Revenue Funds including line item details; Budgets for the three Enterprise Funds and finally, the Capital Improvement Program Plan. The Introductory section includes this budget message, a budget summary by fund and the budget calendar. The Budget Detail section includes a summary and corresponding line item detail. The Capital Improvement Program section includes the major capital improvements planned over the next five-year period.

## **Budget in Brief**

The proposed FY 2018 budget totals \$124,672,709 for all funds. This represents an increase of \$20,589,193 or 19.8% over the 2017 budget.

The Proposed General Fund Budget would decrease approximately \$1.3 million or 2.7% compared to last year's budget. Capital expenditures were limited in this year's budget and include the following: Final phase of Fire Station #5 Construction, a Quint Fire Engine, an Ambulance, 18 Police Vehicles and establishing a temporary fire station at the new Florida Hospital. The Special Revenue Funds, which are monies restricted for specific purposes, decreased \$689,837 or 7.3%. Two additional special revenue funds are included herein to account for the newly implemented Fire and Police Impact Fees. Some of the capital expenditures included in the FY18 special revenue budgets: Downtown Improvements (\$1.6M), Street Improvements (\$1.55M), Backhoe (\$75K) and other small equipment (\$25K). Finally, the Enterprise Funds increased by \$22.4 million or 49.6% and is attributed to the continued construction of the Sewer Treatment Plant (\$35M).

## **Budget Highlights**

Significant factors included in the proposed budget include:

- Prior Year's Millage rate of \$3.7876 per \$1,000 of assessed value; no change from the previous year.
- Tax base increased by \$298+ million, which provided an additional \$1.07M in ad valorem tax revenue.
- \$1.3M of reserves are used to balance the General Fund budget.
- Bank financing of \$2M+ will be needed to balance the General Fund budget.
- Capital costs were limited in the General Fund budget and include the final phase of construction of Fire Station #5 (\$742,830), purchase of public safety vehicles (Quint Fire Engine-\$939K, 18 police vehicles-\$670K & an ambulance-\$150K), and establishing a temporary fire station (Fire Station #6) at the Hospital.
- Ten additional employees were included in the General Fund Budget – 9 Firefighters and 1 HR Risk Specialist.
- Additional Division (Utility Plant Maintenance) was created in the Public Utility Enterprise Fund.
- 20 new positions added to the Water and Wastewater Utility Fund workforce.
- Health Insurance Costs increased 3.0%.
- Property and Casualty insurance increased 5%.

## **Budget Overview**

The following costs represent common costs shared among all funds:

**Personnel** - The proposed budget includes 30 new personnel positions for FY18. Positions include 9 firefighters for Fire Station #6, a Risk Specialist for Human Resources and 20 new

positions added to the Water and Wastewater Utility workforce. The FY18 budget does not reflect any cost of living adjustments. All increases in personnel costs are based on performance. There is funding available for the employee recognition program. Keeping our good employees competitive with salaries, benefits and technology is just as important as ever while we truly do more with less.

**Insurance Costs** - Insurance costs remain a significant factor in the budget. Staff continues to search for the best coverage at the minimum cost.

The proposed budget includes a 5% increase in general property and liability insurance. This is mainly due to a change in method of accounting for the expense. All premiums are now included in the budget and directly expensed against their respective line items. In the past, insurance was often not accounted for as an expense and the true cost was not readily identifiable. Worker's compensation insurance premiums were estimated to remain unchanged for FY18. The City's health insurance coverage for FY 2018 reflects an increase of approximately 3% with Blue Cross and Blue Shield of Florida. While many local governments are experiencing increase in healthcare rates well into the double digits, the City managed to curtail these increases by joining Public Risk Management's Group Health Trust during FY 2016. Staff believes the Health Trust as well as the City Health Clinic lessened the impact experienced nationwide and will continue to provide affordable rates. Finally, life insurance coverage will be renewed at the same rate as FY 2017.

**Investments** - Overall investment earnings are projected to remain relatively flat from FY 2017. While liquidity and preservation of principle remain the primary focus of the City's investments, we continue to explore alternative means to increase the City's return on investments within the current investment policy.

### **Individual Fund Overview**

The City prepares budgets for governmental and enterprise funds. The following section provides a brief overview of each fund.

#### **Governmental Funds**

**General Fund** - The proposed FY 2018 general fund budget is balanced at \$47,978,759, a decrease of 2.7% from the FY 2017 budget. Projected general fund revenue, irrespective of transfers in, remained relatively flat, reflecting only a slight increase of \$1.2M over FY 2017. The majority of this increase is due to the growth in tax base in the City.

The general fund property tax revenues reflect an increase of approximately \$1.07M or 11% over the preceding year. The FY 2018 proposed property tax millage rate of \$3.7876, reflects a 7.42% increase over the rolled-back rate of \$3.5260. The rolled-back rate represents the rate that would produce the same amount of property tax revenue as the prior year. Overall, the assessed value of all property located within the corporate limits of the City is estimated at \$2.95 billion by the end of FY 2017. The City estimates that the majority of the property tax revenue increase is attributable to the increase in new construction.

Intergovernmental revenues are budgeted to increase by \$494K or 4.9% over the FY 2017 budget. The increase in intergovernmental revenues is attributed to an increase in state revenue sharing and sales tax dollars. These revenue estimates are provided by the State of Florida.

Fines and forfeitures are remaining stable as a result of traffic light detection device infractions.

Capital items were minimized in this year's general fund budget as a result of stagnant revenues and increased operational costs. The general fund budget was only able to provide funding for

the following service enhancements: Fire Station No.6 near the new Hospital; Final phase of construction for Fire Station #5, new Quint Fire Engine, new ambulance and 18 replacement police vehicles. The constraints on spending curtailed the funding of the following: additional police officers; City Hall expansion; irrigation improvements; A/C and roof repairs; additional bathrooms and concessions at Northwest Recreation Center, playgrounds, parking lots, etc.

**Streets Improvement Fund** - The proposed FY 2018 streets improvement fund budget is balanced at \$3,776,001, an increase of 7.0% over the FY 2017 budget. State statutes require a percentage of revenue sharing dollars be used for street improvements. This year, that amount is estimated to be \$622K. The City will continue the successful Department of Corrections inmate program through this fund, as well.

**Transportation Impact Fee Fund** - The proposed FY 2018 transportation impact fee fund budget is balanced at \$1,766,700, a decrease of 35.9% compared to the FY 2017 budget. The major projects in this fund relate to the improvements to Old Dixie Hwy and Marden Road.

**Recreation Impact Fee Fund** - The proposed FY 2018 recreation impact fee fund is balanced at \$126,000, a decrease of 83.2% over the FY 2017 budget. No projects are planned for this coming fiscal year.

**Fire Impact Fee Fund** – This is a newly created fund, created to track the impact fees collected for future Fire Department expansion. The proposed FY 2018 fire impact fee fund is balanced at \$200,050. With 2017 being the first year since inception, comparative data is not available. No projects are planned for this coming fiscal year and revenues will be maintained as restricted for future uses.

**Police Impact Fee Fund** - This is a newly created fund, created to track the impact fees collected for future police department expansion. The proposed FY 2018 police impact fee fund is balanced at \$200,050. With 2017 being the first year since inception, comparative data is not available. No projects are planned for this coming fiscal year and revenues will be maintained as restricted for future uses.

**Stormwater Fund** - The proposed FY 2018 stormwater fund is balanced at \$646,651, an increase of 2.4% over the FY 2017 budget. There is no change to the stormwater rates in FY 2018. The majority of the funding relates to addressing continued efforts for improved stormwater drainage.

**Grant Fund** - The proposed FY 2018 grant fund budget is balanced at \$12,000, a decrease of 77.3% compared to the FY 2017 budget. This includes JAG grant funding, Bulletproof Vest Program funding only. As of this date, no other grant awards have been received, but the City has applied for many. Upon receipt of the award, budget amendments will be brought before the council for approval.

**Community Redevelopment Agency (CRA) Fund** - The proposed FY 2018 community redevelopment agency fund budget is balanced at \$1,926,775, allocated for improvements in the downtown area. The expenditures planned for this fund will be committed under the direction of the Community Redevelopment Agency.

## Enterprise Funds

**Utility Operating Fund** - The proposed FY 2018 utility operating fund budget is balanced at \$19,857,041, an increase of 7.1% over the FY 2017 adopted budget. The major reason for this increase is due to the new rate structure put into place during FY2016.



The new large dollar expenditure items included in this year's utility operating fund related to the following:

- Water, reclaim water and wastewater line upgrades
- Improvements to Grossenbacher Water Treatment Plant Well #1
- New utility maintenance trucks, including a mini excavator and a mini Dump Truck
- 20 new employees
- Replacement of Sodium Hypo-chlorite Feed System
- 400kW Emergency Generator

**Utility Impact Fee Fund** - The proposed FY 2018 utility impact fee fund budget is balanced at \$43,062,000, an increase of 103.7% over the FY 2017 budget. The utility impact fee fund budget provides funding for infrastructure needs in water, wastewater, and reclaimed water projects. The majority of this year's expenditures relate to Phase II of the Sewer Treatment Facility construction, estimated to total \$60M.

**Sanitation Fund** - The proposed FY 2018 sanitation fund budget is balanced at \$4,566,602, a decrease of 12.3% compared to the FY 2017 budget. This decrease results from the reduction in sanitation trucks purchased this year.

**Airport Fund** - The proposed FY 2018 airport fund budget is balanced at \$386,930, no change from prior year. This is the third year the Airport has been functioning as an enterprise fund and the City continues to monitor the profitability of the airport FBO.

### **Capital Improvement Program**

The City operates a Capital Improvement Program (CIP) to ensure adequate public facilities are in place as the City continues to grow. The overall CIP, with its five-year timeframe, includes approximately both capital and infrastructure needs. Some of the major infrastructure projects include: expansion of the Southwest Water Treatment Plant, the Golden Gem Reuse Station, new proposed lift stations throughout the City, and various other water line expansions, road improvements, and drainage upgrades.

### **Distinguished Budget Presentation Award**

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Apopka this year for its annual budget for the fiscal year beginning October 1, 2016. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, an operations guide, a financial plan, and a communications device.

This award is valid for a period of one year only. Fiscal year 2017 marks the eleventh consecutive year the City of Apopka has received this award. We believe our current budget continues to conform to program requirements, and intend to submit it to the GFOA in pursuit of another award.

### **Conclusion**

Last year we discussed the need to remain focused in order to achieve future success. We focused on what we could afford to do to maintain our quality of life during the most troubling economic situation in decades. During the year we invested time and resources into expanding our economic development efforts, planning for the future and keeping our community safe. Although economic indicators continue to point toward recovery, history shows it could be a slow recovery. This year we should continue to focus on economic development, sustainability

and keeping our community safe as these proactive measures will position us to recover faster and ensure our future success.

We believe this budget is a prudent and responsible financial plan that funds the top priorities of the City Council and provides funding to maintain our services and infrastructure. We hope you find this information useful in developing an understanding of the financial plan of the City of Apopka. As we strive to better serve our residents, we look forward to working with the City Council and the public to continue to build a strong financial base and to continue to make Apopka one of the finest communities in which to live, work and play.

### **Acknowledgements**

The preparation of this budget on a timely basis could not have been accomplished without the efficient and dedicated services of the Finance Department. We would like to express our appreciation to all members of the Department who assisted and contributed to its preparation. Also, appreciation is expressed to all employees throughout the City, particularly those employees who were instrumental in the successful completion of this annual operating and capital budget.

We would like to especially thank the Mayor and Commissioners for their interest and support in planning and conducting the financial operations of the City in a responsible and prudent manner.

Respectfully submitted,



Glenn A. Irby, MPA  
Chief Administrative Officer



Pamela N. Barclay, CPA  
Finance Director

## CITY OF APOPKA BUDGET CALENDAR

BUDGET CALENDAR			
DATE	RESPONSIBLE PARTY	REQUIRED ACTIVITY	REQUIREMENT REFERENCE
3/15/2017	Finance Director	Distribute budget worksheets to departments for developing preliminary FY2018 budget.	
4/18/2017	Department Directors	Preliminary budget worksheets are due from all Departments.	
On or before 6/1/2017	Property Appraiser	Estimated taxable values are submitted to the City.	Florida Statutes
5/15-5/29/2017	Mayor & City Administrator	Discussions with each department concerning their requests.	
On or before 7/1/2017	Property Appraiser	Certified taxable values (DR420) are submitted to the City.	Florida Statutes
7/10-7/22/2017	Mayor & City Administrator	Budget work sessions with City Council (All Fund Types).	
Not later than 8/1/2017	Mayor & City Administrator	Proposed budget is submitted to the City Council.	City Charter
Not later than 8/1/2017	City Council	Tentative millage rate is set, and public hearing dates are determined.	
Not later than 8/1/2017	Finance Director	DR-420 is submitted to the Property Appraiser.	Florida Statutes
9/13/2017	City Council	First reading and first public hearing on proposed budget.	Florida Statutes
9/27/2017	City Council	Second reading second public hearing; Adoption of budget for FY2018.	Florida Statutes
10/1/2017	Finance Director	Copies of adopted budget are distributed to City staff and posted on Website	

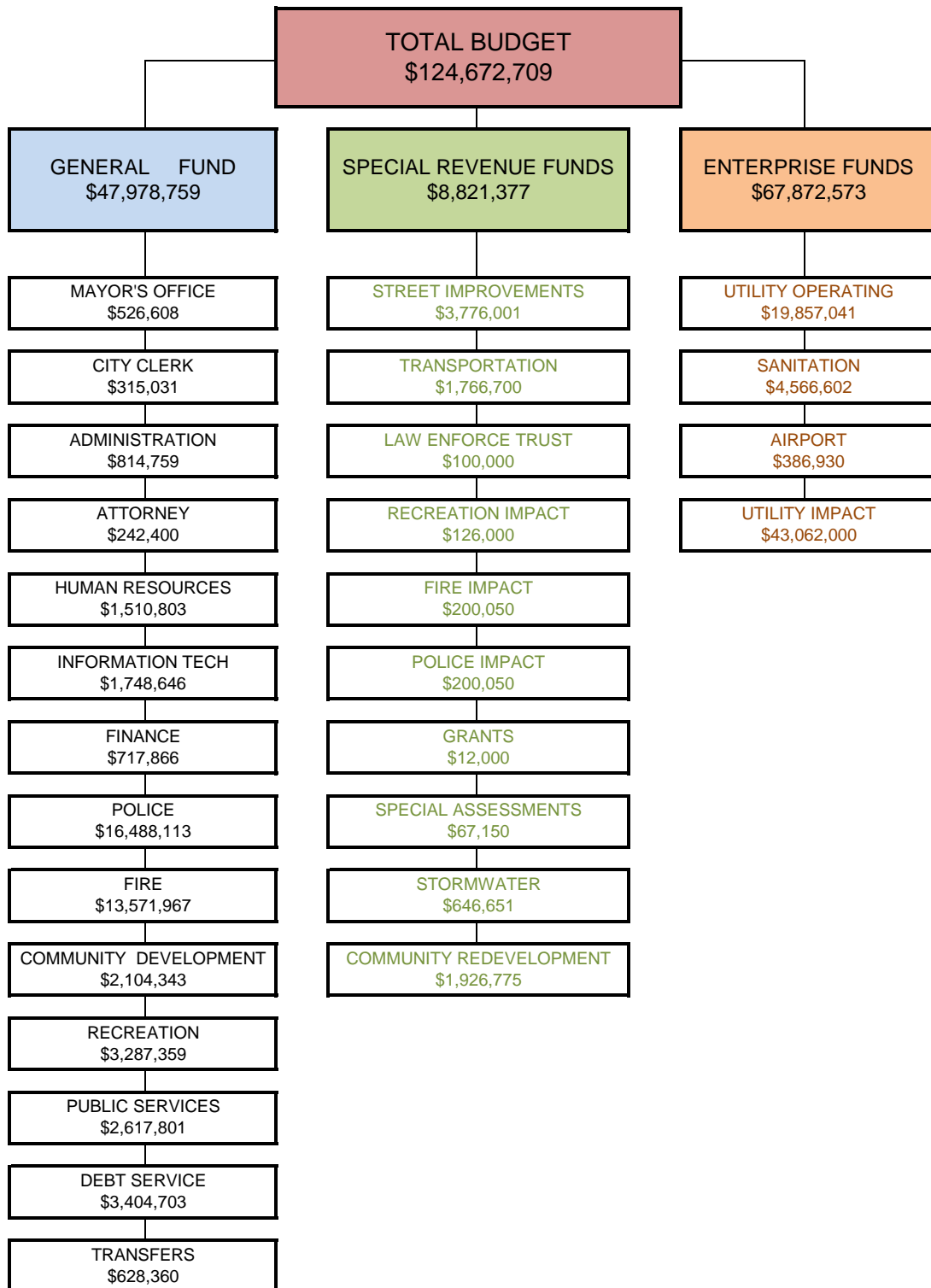


### AMENDMENTS AFTER ADOPTION:

*In accordance with the State Statutes, Section 166.241, the City Council may amend a budget any time within a fiscal year or within 60 days following the end of the year. The Mayor is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total revenues, reserves, or expenditures of any fund must be approved by a majority vote on the City Council.*

*All appropriations, to the extent they are not expended or encumbered, lapse at the end of the fiscal year.*

# CITY OF AOPKA CITY FUND STRUCTURE



**CITY OF APOPKA  
CITY-WIDE BUDGET SUMMARY**

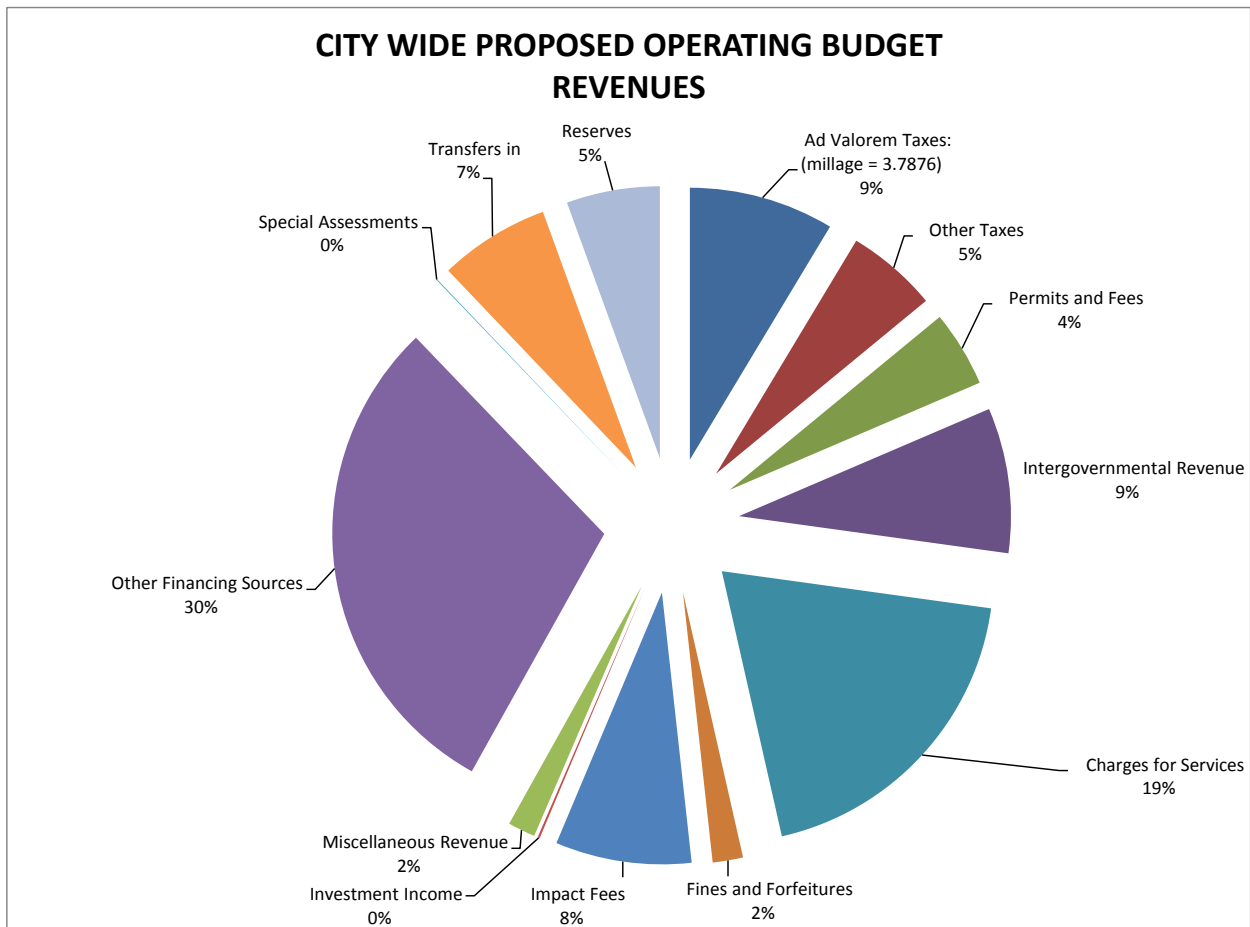
**BUDGET SUMMARY**

**City of Apopka, Florida - Fiscal Year 2017-2018**

**THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE CITY OF APOPKA  
ARE 19.8% MORE THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES**

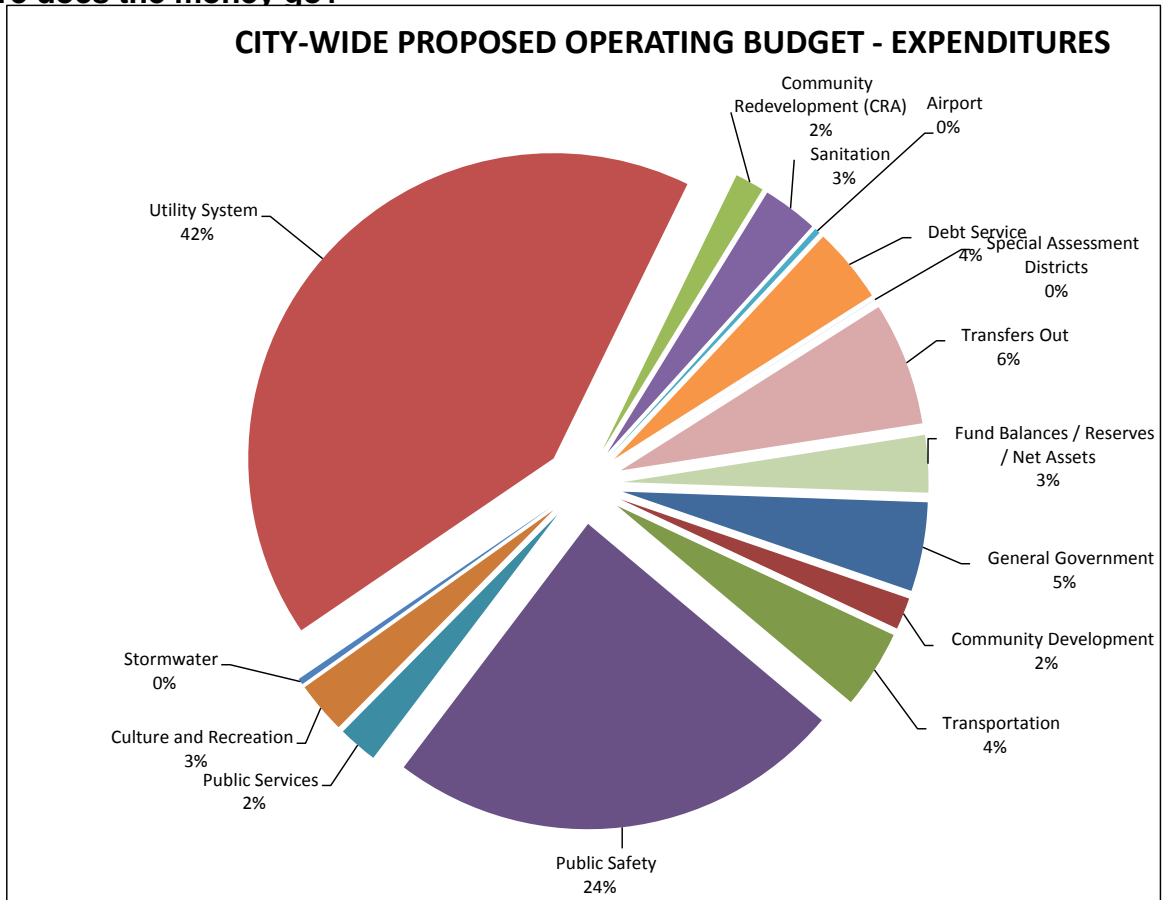
<b>General Fund</b>	<b>3.7876</b>	<b>GENERAL FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>ENTERPRISE FUNDS</b>	<b>TOTAL ALL FUNDS</b>
<b>ESTIMATED REVENUES:</b>					
Taxes:	<b>Millage Per \$1,000</b>				
Ad Valorem Taxes	3.7876	\$ 10,656,964	\$ 90,000	\$ -	\$ 10,746,964
Other Taxes		5,113,500	1,638,000	-	6,751,500
Permits and Fees		5,637,800	-	-	5,637,800
Intergovernmental Revenue		10,505,865	252,000	-	10,757,865
Charges for Services		2,345,285	415,000	21,256,130	24,016,415
Fines and Forfeitures		2,218,400	30,000	-	2,248,400
Impact Fees		-	2,025,000	8,057,000	10,082,000
Investment Income		31,350	39,550	89,300	160,200
Miscellaneous Revenue		712,375	427,500	893,000	2,032,875
Other Financing Sources		2,060,495	-	35,000,000	37,060,495
Special Assessments		-	67,000	-	67,000
<b>TOTAL SOURCES</b>		<b>39,282,034</b>	<b>4,984,050</b>	<b>65,295,430</b>	<b>109,561,514</b>
Transfers in		7,391,331	798,280		8,189,611
Fund Balances / Reserves / Net Assets		1,305,394	3,039,047	2,577,143	6,921,584
<b>TOTAL REVENUES, TRANSFERS, RESERVES &amp; BALANCES</b>		<b>\$ 47,978,759</b>	<b>\$ 8,821,377</b>	<b>\$ 67,872,573</b>	<b>\$ 124,672,709</b>
<b>EXPENDITURES:</b>					
General Government		\$ 5,876,113	\$ -	\$ -	\$ 5,876,113
Community Development		2,104,343			2,104,343
Transportation		-	5,184,135		5,184,135
Public Safety		30,060,080	112,000		30,172,080
Public Services		2,617,801			2,617,801
Culture and Recreation		3,287,359	124,000		3,411,359
Stormwater		-	413,000		413,000
Community Redevelopment		-	1,926,775		1,926,775
Utility System		-		52,039,054	52,039,054
Sanitation		-		3,661,016	3,661,016
Airport		-		367,480	367,480
Debt Service		3,404,703		1,575,249	4,979,952
Special Assessment Districts		-	16,500		16,500
<b>TOTAL EXPENDITURES</b>		<b>47,350,399</b>	<b>7,776,410</b>	<b>57,642,799</b>	<b>112,769,608</b>
Transfers Out		628,360	629,717	6,874,053	8,132,130
Fund Balances / Reserves / Net Assets		-	415,250	3,355,721	3,770,971
<b>TOTAL APPROPRIATED EXPENDITURES, TRANSFERS, RESERVES &amp; BALANCES</b>		<b>\$ 47,978,759</b>	<b>\$ 8,821,377</b>	<b>\$ 67,872,573</b>	<b>\$ 124,672,709</b>
<b>THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE REFERENCED TAXING AUTHORITY AS A PUBLIC RECORD.</b>					

## Where does the money come from?



SOURCE:		Dollar Amount
Ad Valorem Taxes:	(millage = 3.7876)	\$ 10,746,964
Other Taxes		\$ 6,751,500
Permits and Fees		\$ 5,637,800
Intergovernmental Revenue		\$ 10,757,865
Charges for Services		\$ 24,016,415
Fines and Forfeitures		\$ 2,248,400
Impact Fees		\$ 10,082,000
Investment Income		\$ 160,200
Miscellaneous Revenue		\$ 2,032,875
Other Financing Sources		\$ 37,060,495
Special Assessments		\$ 67,000
Transfers in		\$ 8,189,611
Reserves		\$ 6,921,584
<b>CITY-WIDE REVENUES</b>		<b>\$ 124,672,709</b>

## Where does the money go?



### USE:

### Dollar Amount

General Government	\$	5,876,113
Community Development	\$	2,104,343
Transportation	\$	5,184,135
Public Safety	\$	30,172,080
Public Services	\$	2,617,801
Culture and Recreation	\$	3,411,359
Stormwater	\$	413,000
Utility System	\$	52,039,054
Community Redevelopment (CRA)	\$	1,926,775
Sanitation	\$	3,661,016
Airport	\$	367,480
Debt Service	\$	4,979,952
Special Assessment Districts	\$	16,500
Transfers Out	\$	8,132,130
Fund Balances / Reserves / Net Assets	\$	3,770,971

### CITY-WIDE EXPENDITURES

**\$ 124,672,709**

# CITY OF APOPKA

## MILLAGE & ROLLBACK CALCULATIONS

	<u>Tax Base</u>	<u>millage</u>	<u>Taxes Generated</u>	<u>Amount Budgeted</u>
<b>FY17</b>	2,656,065,760	3.7876	10,060,115	9,557,109
<b>FY18</b>	2,954,784,310	3.7876	11,191,541	10,631,964
<b>Difference in dollars</b>	\$ 298,718,550		\$ 1,131,426	\$ 1,074,855
<b>Difference as %age</b>	11.2%		11.2%	11.2%

### FY18 options:

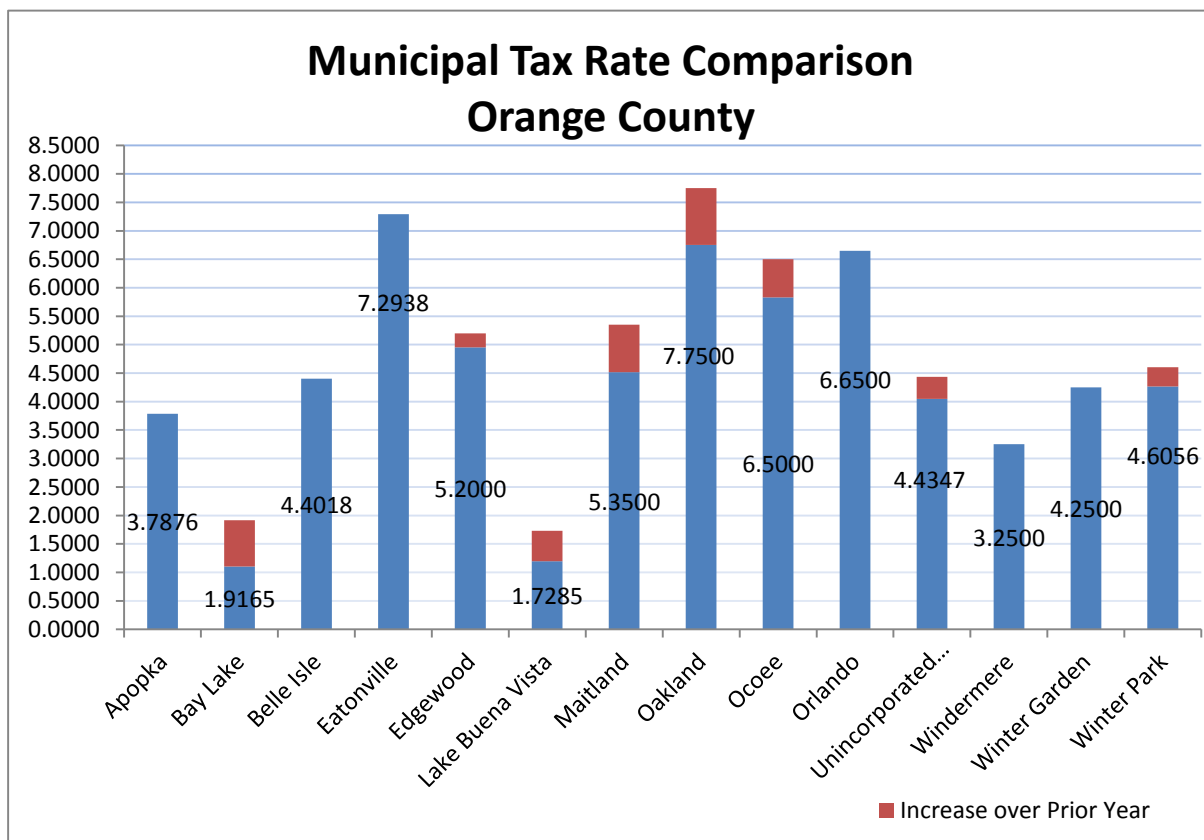
FY18 options:						Addl Revenue			
Rollback Rate	\$	2,954,784,310	3.5260	\$	10,060,115	\$	9,557,109	\$	(1,074,855)
Maintain Current Rate		"	3.7876	\$	11,191,541	\$	10,631,964	\$	-
Add .1000 Mill		"	3.8876	\$	11,487,019	\$	10,912,669	\$	280,705
Add .2000 Mill		"	3.9876	\$	11,782,498	\$	11,193,373	\$	561,409
Add .2500 Mill		"	4.0376	\$	11,930,237	\$	11,333,725	\$	701,761
Add .5000 Mill		"	4.2876	\$	12,668,933	\$	12,035,487	\$	1,403,523
Add .7500 Mill		"	4.5376	\$	13,407,629	\$	12,737,248	\$	2,105,284
Add 1.0000 Mill		"	4.7876	\$	14,146,325	\$	13,439,009	\$	2,807,045



## CITY OF APOPKA BUDGET INFORMATION

### Comparison of Millage Rates - Orange County

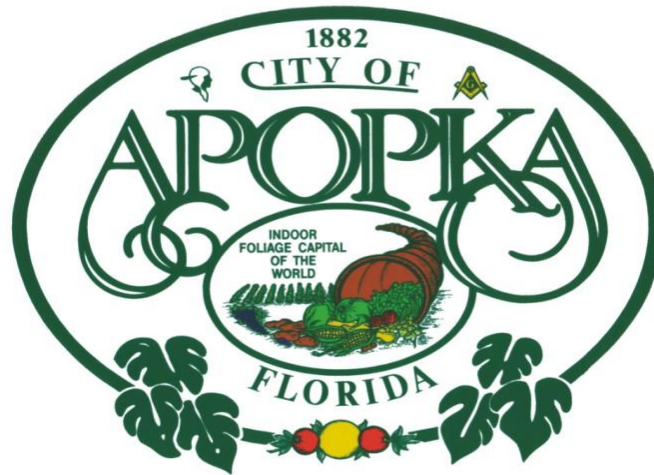
	<u>2017</u>		<u>2018</u>
Apopka	3.7876	0.0000	3.7876
Bay Lake	1.1035	0.8130	1.9165
Belle Isle	4.4018	0.0000	4.4018
Eatonville	7.2938	0.0000	7.2938
Edgewood	4.9500	0.2500	5.2000
Lake Buena Vista	1.1933	0.5352	1.7285
Maitland	4.5150	0.8350	5.3500
Oakland	6.7500	1.0000	7.7500
Ocoee	5.8291	0.6709	6.5000
Orlando	6.6500	0.0000	6.6500
Unincorporated Orange	4.0480	0.3867	4.4347
Windermere	3.2500	0.0000	3.2500
Winter Garden	4.2500	0.0000	4.2500
Winter Park	4.2638	0.3418	4.6056



# CITY OF APOPKA BUDGET INFORMATION

**What each dollar spent in the General Fund pays for:**

<b><u>PUBLIC SAFETY</u></b>	\$	0.62
Police	\$	0.34
Fire		0.28
<b><u>GENERAL GOVERNMENT</u></b>		0.13
Mayor/Council		0.01
Attorney		< 0.01
City Clerk		0.01
Finance		0.01
Administrative Services		0.02
Information Technology		0.04
Human Resources		0.03
<b><u>COMMUNITY DEVELOPMENT</u></b>		0.05
Planning		0.03
Building & Inspections		0.02
<b><u>PUBLIC SERVICES</u></b>		0.06
Facilities Maintenance		0.01
Fleet Management		0.03
Cemetery		< 0.01
Grounds Maintenance		0.02
<b><u>PARKS &amp; RECREATION</u></b>		0.06
Athletic Complexes		0.02
Athletics		0.02
Programs & Events		0.02
<b><u>DEBT SERVICE</u></b>		0.07
<b><u>TRANSFERS</u></b>		0.01



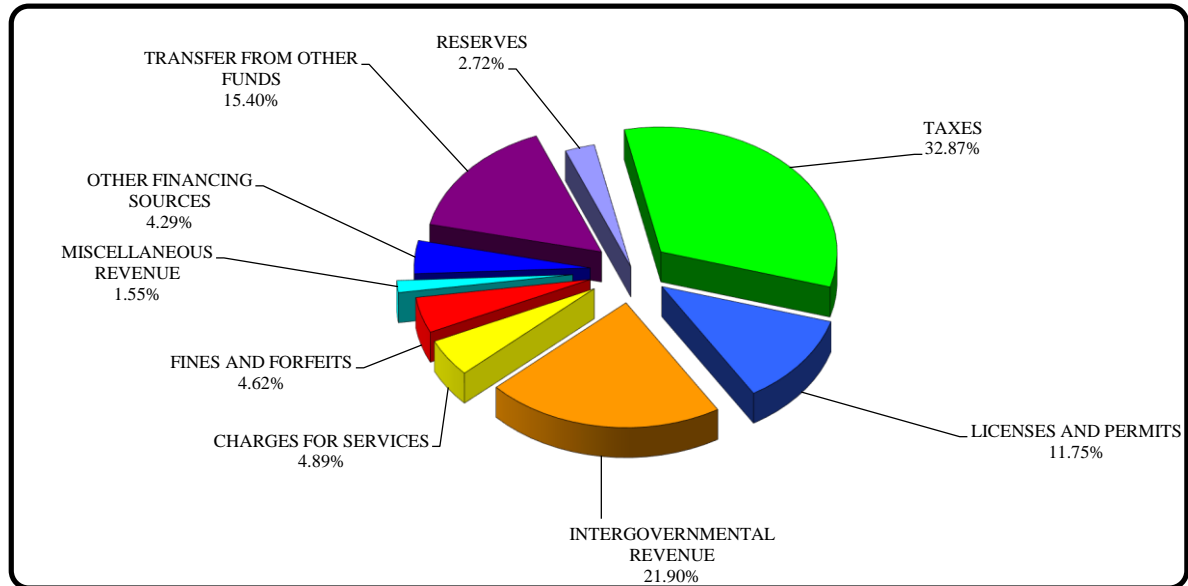
## GENERAL FUND

**CITY OF APOPKA  
GENERAL FUND BUDGET SUMMARY**

**GENERAL FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2017-2018**

**Total Revenues:**



**TOTAL REVENUES      \$      47,978,759**

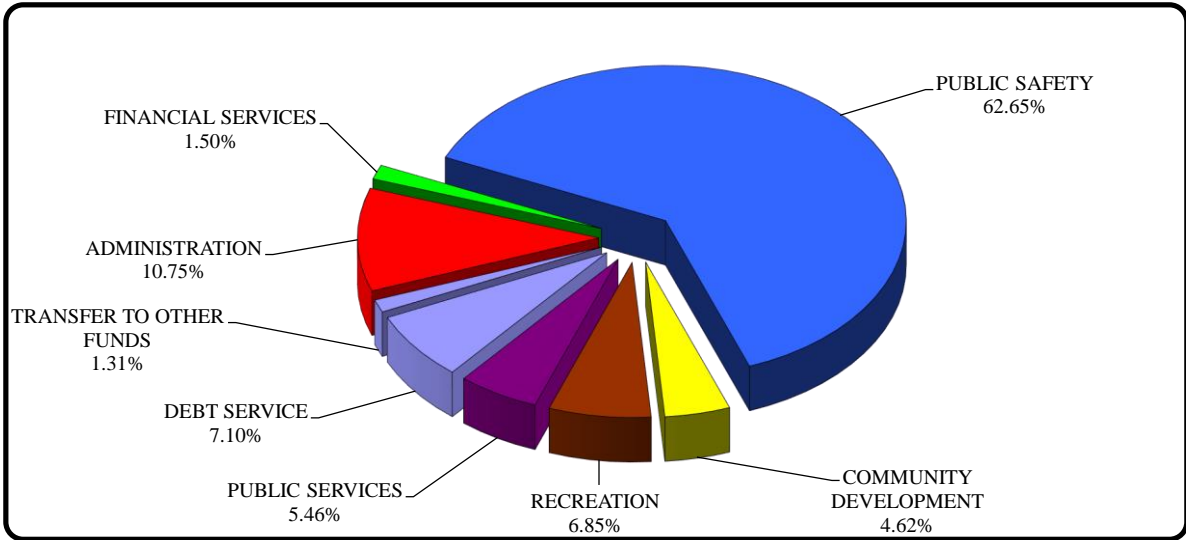
	<b>TOTALS</b>	<b>PERCENT REVENUES</b>
TAXES	15,770,464	32.87%
LICENSES AND PERMITS	5,637,800	11.75%
INTERGOVERNMENTAL REVENUE	10,505,865	21.90%
CHARGES FOR SERVICES	2,345,285	4.89%
FINES AND FORFEITS	2,218,400	4.62%
MISCELLANEOUS REVENUE	743,725	1.55%
OTHER FINANCING SOURCES	2,060,495	4.29%
TRANSFER FROM OTHER FUNDS	7,390,529	15.40%
TRANSFER FROM RESERVES	1,306,196	2.72%
<b>TOTAL REVENUE</b>	<b>\$      47,978,759</b>	<b>100%</b>

# GENERAL FUND - REVENUE AND EXPENDITURES

(continued)

**FISCAL YEAR 2017-2018**

## Expenditures by Function:



**TOTAL EXPENDITURES \$ 47,978,759**

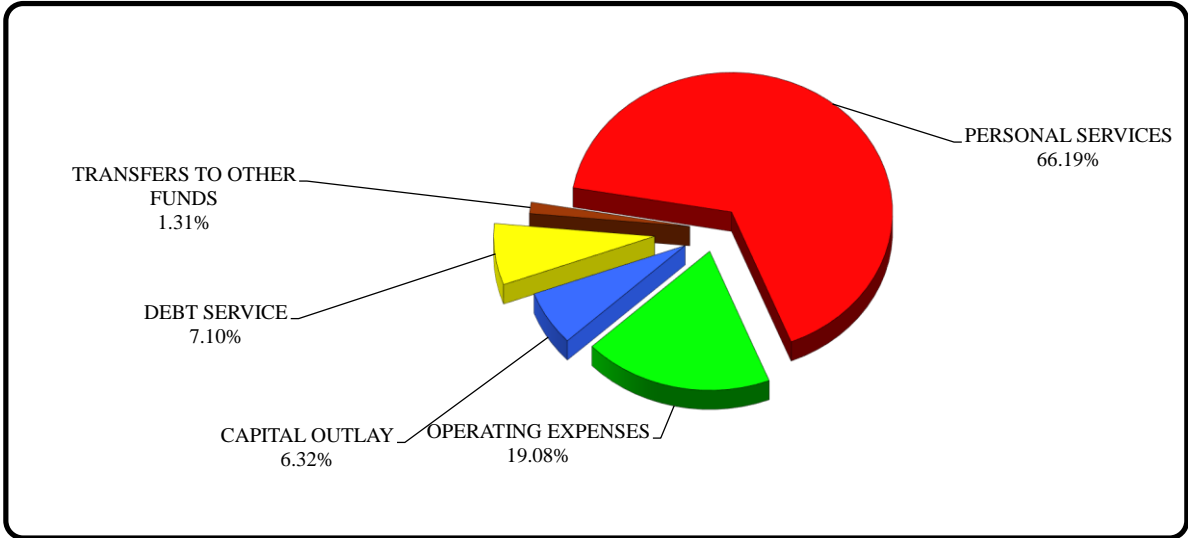
	<u>TOTALS</u>	<u>PERCENT EXPENDITURES</u>
ADMINISTRATION	\$ 5,158,247	10.75%
FINANCIAL SERVICES	717,866	1.50%
PUBLIC SAFETY	30,060,080	62.65%
COMMUNITY DEVELOPMENT	2,104,343	4.39%
RECREATION	3,287,359	6.85%
PUBLIC SERVICES	2,617,801	5.46%
DEBT SERVICE	3,404,703	7.10%
TRANSFER TO OTHER FUNDS	628,360	1.30%
<b>TOTAL EXPENDITURES</b>	<b>\$ 47,978,759</b>	<b>100%</b>

# GENERAL FUND - REVENUE AND EXPENDITURES

(continued)

**FISCAL YEAR 2017-2018**

## Expenditures by Type:



<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>47,978,759</b>
---------------------------	-----------	-------------------

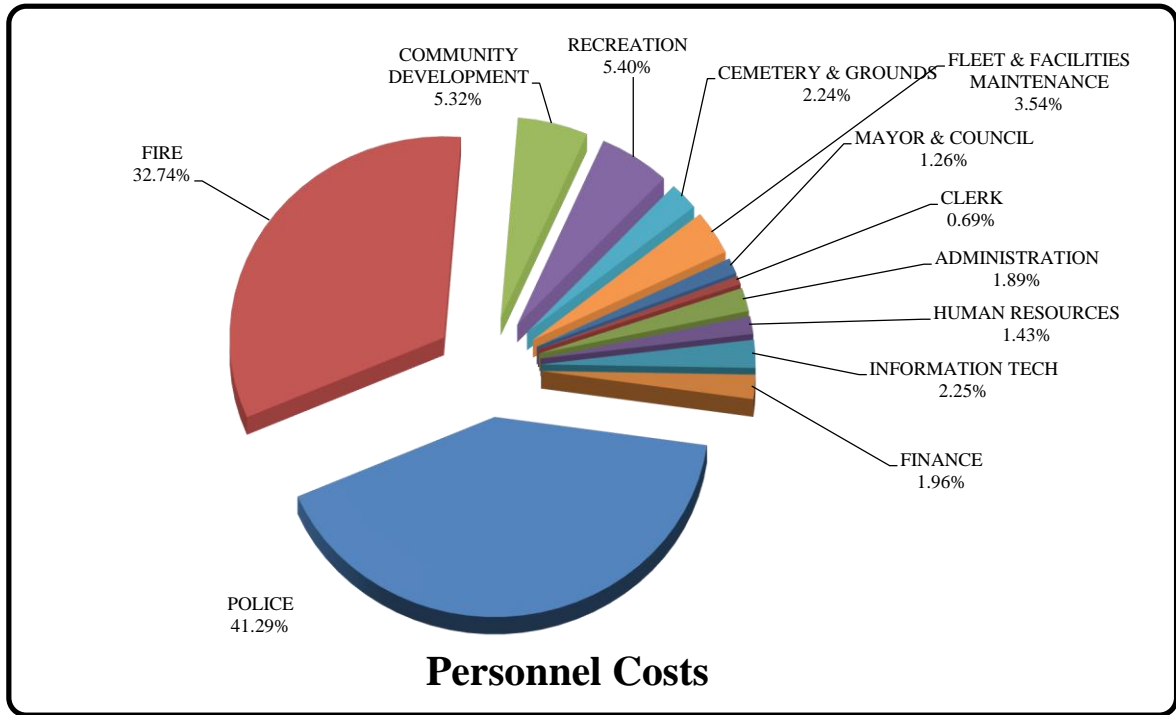
	<u>TOTALS</u>	<u>PERCENT EXPENDITURES</u>
PERSONAL SERVICES	\$ 31,759,195	66.19%
OPERATING EXPENSES	9,154,703	19.08%
CAPITAL OUTLAY	3,031,798	6.32%
DEBT SERVICE	3,404,703	7.10%
TRANSFERS TO OTHER FUNDS	628,360	1.31%
<b>TOTAL EXPENDITURES</b>	<b>\$ 47,978,759</b>	<b>100%</b>

# GENERAL FUND - REVENUE AND EXPENDITURES

(continued)

**FISCAL YEAR 2017-2018**

## General Fund Personnel Expenditures by Dept:



<b>TOTAL PERSONNEL COSTS</b>	<b>\$</b>	<b>31,759,195</b>
------------------------------	-----------	-------------------

	TOTALS	PERCENT EXPENDITURES
MAYOR & COUNCIL	\$ 400,117	1.26%
CLERK	218,376	0.69%
ADMINISTRATION	598,664	1.89%
HUMAN RESOURCES	454,403	1.43%
INFORMATION TECH	713,701	2.25%
FINANCE	621,516	1.96%
POLICE	13,113,414	41.29%
FIRE	10,396,853	32.74%
COMMUNITY DEVELOPMENT	1,690,744	5.32%
RECREATION	1,715,034	5.40%
CEMETERY & GROUNDS	710,605	2.24%
FLEET & FACILITIES MAINTENANCE	1,125,769	3.54%
<b>TOTAL PERSONNEL COSTS</b>	<b>\$ 31,759,195</b>	<b>100%</b>

**CITY OF AOPKA  
GENERAL FUND BUDGET SUMMARY**

	2016 ACTUAL	2017 BUDGET	2017 ESTIMATE	2018 PROPOSED
<b>FUND BALANCE, OCTOBER 1</b>	<b>\$ 11,874,001</b>	<b>\$ 10,566,640</b>	<b>\$ 10,566,640</b>	<b>\$ 9,929,029</b>
<b>ADD REVENUES:</b>				
<b>TAXES:</b>				
AD VALOREM TAXES	\$ 7,593,369	\$ 9,570,025	\$ 9,444,465	10,631,964
DELINQUENT PROPERTY TAXES	40,901	25,000	25,000	25,000
UTILITY TAX - ELECTRIC	2,464,599	2,700,000	2,648,973	2,650,000
UTILITY TAX - WATER	596,289	600,000	661,698	660,000
UTILITY TAX - GAS	52,890	58,000	54,255	54,500
UTILITY TAX - PROPANE	41,078	52,000	45,244	65,000
LOCAL COMMUNICATIONS TAX	1,419,756	1,550,000	1,515,179	1,500,000
LOCAL BUSINESS TAX	180,681	192,500	184,016	184,000
FIREFIGHTER PENSION (non-budgeted)	281,505	-	-	-
POLICE OFFICERS PENSION (non-budgeted)	360,510	-	-	-
<b>TOTAL TAXES:</b>	<b>13,031,578</b>	<b>14,747,525</b>	<b>14,578,830</b>	<b>15,770,464</b>
<b>LICENSES AND PERMITS:</b>				
BUILDING PERMITS	1,260,409	1,200,000	1,269,125	1,270,000
ELECTRIC PERMIT FEES	225,508	220,000	102,620	103,000
PLUMBING PERMIT FEES	68,615	64,000	35,799	40,000
MECHANICAL PERMIT FEES	132,877	123,000	68,295	70,000
PLAN (BUILDING) ANALYSIS FEES	748,726	735,000	842,794	842,800
RE-INSPECTION FEES	38,069	37,000	41,330	41,300
TEMPORARY SIGN PERMITS	1,031	500	817	800
MISCELLANEOUS PERMITS	48,012	30,500	42,500	42,500
FRANCHISE FEES - ELECTRIC	2,872,537	3,300,000	3,100,000	3,115,000
FRANCHISE FEES - GAS	73,363	75,000	79,710	79,750
OTHER PERMITS AND LICENSES	9,254	8,000	6,985	7,000
ARBOR PERMIT	5,464	5,000	6,649	6,650
BUSINESS TAX APPLICATION FEES	2,760	3,000	3,000	3,000
ADMINISTRATIVE PROCESSING FEE - BLDG	19,300	16,000	15,850	16,000
<b>TOTAL LICENSES AND PERMITS:</b>	<b>5,505,925</b>	<b>5,817,000</b>	<b>5,615,474</b>	<b>5,637,800</b>
<b>INTERGOVERNMENTAL REVENUES:</b>				
STATE REVENUE SHARING	2,154,294	2,292,550	2,149,192	2,417,871
STATE MOBILE HOME LICENSES	23,706	25,000	21,709	22,000
STATE ALCOHOL BEVERAGE LICENSES	1,440	17,000	33,247	33,250
LOCAL GOVT HALF CENT SALES TAX	6,472,492	7,396,200	7,625,215	7,781,294
STATE REBATE ON VEHICLE FUEL	28,392	47,000	39,045	40,000
POLICE SCHOOL LIAISON PROGRAM	144,100	121,000	146,410	133,200
POLICE TASK FORCE PROGRAM	41,215	54,000	34,515	34,515
BUSINESS LICENSES - COUNTY	75,283	59,000	43,731	43,735
<b>TOTAL INTERGOVERNMENTAL REVENUES:</b>	<b>8,940,922</b>	<b>10,011,750</b>	<b>10,093,064</b>	<b>10,505,865</b>



**CITY OF AOPKA  
GENERAL FUND BUDGET SUMMARY**

	2016 ACTUAL	2017 BUDGET	2017 ESTIMATE	2018 PROPOSED
<b>CHARGES FOR SERVICES:</b>				
ZONING FEES	33,975	28,000	42,740	42,740
RECORDS STORAGE FEES	30,059	28,000	27,802	27,800
SALE OF MAPS AND PUBLICATIONS	50	150	50	50
CERT. COPY RECORDS SEARCHES	13,640	14,000	14,293	14,300
LIEN SEARCH FEES	61,090	59,000	38,668	40,000
PROPERTY REGISTRATION FEES	99,800	120,000	94,200	96,000
COMMISSIONS - SCHOOL IMPACT FEES & BLDG PERMITS	73,332	36,000	20,880	20,880
OTHER CHARGES AND FEES	15,451	12,000	15,842	16,000
MAINTENANCE - CITY PROPERTY	47,302	60,000	55,101	60,000
OTHER CHARGES AND FEES - RED LIGHT	69,393	-	60,000	62,000
DISPATCH SERVICE FEES	363,462	427,000	415,000	415,000
AMBULANCE SERVICE FEES	701,850	710,000	619,371	700,000
OTHER PUBLIC SAFETY CHARGES	300	360	11,515	11,515
OTHER PUBLIC SAFETY CHARGES - POLICE	3,295	-	-	-
FIRE DEPT - BIRTHDAY FEES	1,200	1,850	1,300	1,300
FIRE DEPT - CPR FEES & PUBLIC RELATIONS	325	36,000	-	20,000
911 FEES - ORANGE COUNTY DISTRIBUTION	43,492	44,000	64,631	64,600
CEMETERY FEES	8,480	8,000	8,490	8,500
ENGINEERING FEES	56,107	55,000	59,664	59,600
RECREATION PROGRAM ACTIVITY FEES	467,966	430,000	379,223	500,000
OTHER SPECIAL EVENTS	13,289	13,000	43,930	60,000
OLD FLORIDA OUTDOOR FESTIVAL & OTHER EVENTS	333,121	330,000	122,459	125,000
<b>TOTAL CHARGES FOR SERVICES:</b>	<b>2,436,979</b>	<b>2,412,360</b>	<b>2,095,159</b>	<b>2,345,285</b>
<b>FINES AND FORFEITS:</b>				
COURT FINES, CONFISCATED PROP & RESTITUTION	511,906	475,000	506,463	495,000
PARKING FINES	7,419	5,500	4,630	4,800
BUILDING VIOLATION FINES	5,354	4,000	7,363	7,300
CITY CODE VIOLATION FINES	7,062	5,000	11,327	11,300
TRAFFIC LIGHT FINES	1,732,763	1,660,000	1,550,000	1,700,000
<b>TOTAL FINES AND FORFEITS:</b>	<b>2,264,504</b>	<b>2,149,500</b>	<b>2,079,783</b>	<b>2,218,400</b>
<b>MISCELLANEOUS REVENUES:</b>				
INTEREST INCOME - GENERAL GOV. INVESTMENTS	56,130	40,000	31,295	30,000
INTEREST INCOME - COUNTY TAX COLLECTOR	17,663	17,500	18,073	1,350
RENTAL OF CITY PROPERTY	308,312	320,000	303,815	171,275
CAPITAL FACILITY FEES - IMPACT FEES	60,500	43,000	13,649	13,600
SALE OF CEMETERY LOTS	127,825	105,000	99,952	105,000
SALE OF SURPLUS EQUIPMENT	709	500	-	-
INSURANCE PROCEEDS	78,087	15,000	31,637	30,000
DISPOSITION OF CAPITAL ASSETS	104,993	3,000	486,124	50,000
SCRAP SALES	13	500	859	3,000
CONTRIBUTIONS AND DONATIONS	105,703	35,000	11,864	11,500
SETTLEMENTS & REBATES	54,000	-	-	25,000
REIMBURSEMENTS FOR PRIOR YEARS	943	10,000	3,565	3,000
MISCELLANEOUS REVENUE	83,210	305,000	300,418	300,000
<b>TOTAL MISCELLANEOUS REVENUES:</b>	<b>998,088</b>	<b>894,500</b>	<b>1,301,251</b>	<b>743,725</b>

**CITY OF AOPKA**  
**GENERAL FUND BUDGET SUMMARY**

	2016 ACTUAL	2017 BUDGET	2017 ESTIMATE	2018 PROPOSED
<b>TRANSFERS - IN:</b>				
FUNDING FROM RESERVES	-	3,091,495	-	1,305,394
OTHER FINANCING SOURCES	2,305,795	5,110,245	5,367,988	2,060,495
TRANSFER FROM TREE BANK RESERVES	-	217,500	75,000	57,500
TRANSFER FROM TRANSPORTATION IMPACT FEES	58,300	55,800	55,800	66,700
TRANSFER FROM RECREATION IMPACT FEES	2,000	2,000	2,000	2,000
TRANSFER FROM POLICE IMPACT FEES	-	-	-	5,000
TRANSFER FROM FIRE IMPACT FEES	-	-	-	5,000
TRANSFER FROM STREETS	-	-	-	291,847
TRANSFER FROM STORMWATER FUND	29,000	214,121	214,121	63,731
TRANSFER FROM UTILITY OPERATING FUND	5,084,023	5,303,150	5,303,150	6,219,453
TRANSFER FROM SANITATION FUND	900,640	539,796	539,796	654,600
TRANSFER FROM SPECIAL ASSESSMENT FUND	25,500	25,500	25,500	25,500
<b>TOTAL TRANSFERS - IN:</b>	<b>8,405,258</b>	<b>14,559,607</b>	<b>11,583,355</b>	<b>10,757,220</b>
<b>TOTAL REVENUES</b>	<b>41,583,254</b>	<b>50,592,242</b>	<b>47,346,916</b>	<b>47,978,759</b>
<b>DEDUCT EXPENDITURES:</b>				
<b>ADMINISTRATION:</b>				
MAYOR'S OFFICE	475,796	533,245	524,725	526,608
LEGAL SERVICES	177,488	244,100	232,809	242,400
ADMINISTRATIVE SERVICES	1,481,093	1,560,220	1,513,396	814,759
CITY CLERK	234,607	251,188	245,188	315,031
HUMAN RESOURCES	1,165,797	1,264,461	1,397,437	1,510,803
INFORMATION TECHNOLOGY	1,434,805	1,552,129	1,519,929	1,730,646
OTHER GOVERNMENT	623,432	-	-	-
<b>TOTAL ADMINISTRATION:</b>	<b>5,593,018</b>	<b>5,405,343</b>	<b>5,433,483</b>	<b>5,140,247</b>
<b>FINANCIAL SERVICES:</b>				
FINANCE	599,601	701,996	701,882	717,866
<b>TOTAL FINANCE:</b>	<b>599,601</b>	<b>701,996</b>	<b>701,882</b>	<b>717,866</b>
<b>POLICE:</b>				
CHIEF'S OFFICE	2,439,647	1,992,954	1,992,954	1,658,456
FIELD SERVICES	6,402,001	6,899,627	6,899,627	6,944,568
SUPPORT SERVICES	3,745,728	4,788,801	4,788,801	4,654,039
CROSSING GUARDS	64,020	126,011	122,224	126,011
DISPATCH	2,278,168	2,364,509	2,165,120	2,313,193
PARK RANGERS	-	90,350	90,350	96,846
<b>TOTAL POLICE:</b>	<b>14,929,564</b>	<b>16,171,902</b>	<b>15,968,726</b>	<b>15,793,113</b>
<b>FIRE:</b>				
CHIEF'S OFFICE	1,760,979	1,158,579	1,120,785	1,262,838
FIRE SUPPRESSION	2,814,728	3,451,080	3,451,080	4,523,302
EMERGENCY MEDICAL SERVICES	4,892,217	5,022,825	5,012,125	5,493,029
<b>TOTAL FIRE:</b>	<b>9,467,924</b>	<b>9,632,484</b>	<b>9,583,990</b>	<b>11,279,169</b>
<b>COMMUNITY DEVELOPMENT:</b>				
PLANNING/ECONOMIC DEVELOPMENT	720,100	1,697,529	1,403,291	1,434,796
BUILDING INSPECTIONS	607,166	677,350	677,850	669,547
<b>TOTAL COMMUNITY DEVELOPMENT:</b>	<b>1,327,266</b>	<b>2,374,879</b>	<b>2,081,141</b>	<b>2,104,343</b>

**CITY OF AOPKA  
GENERAL FUND BUDGET SUMMARY**

	2016 ACTUAL	2017 BUDGET	2017 ESTIMATE	2018 PROPOSED
<b>RECREATION:</b>				
ATHLETIC COMPLEXES	890,414	903,837	900,552	948,898
RECREATION ATHLETICS	1,047,768	1,087,233	1,072,741	1,168,282
RECREATION PROGRAMS	525,020	565,120	477,101	1,157,179
<b>TOTAL RECREATION:</b>	<b>2,463,202</b>	<b>2,556,190</b>	<b>2,450,394</b>	<b>3,274,359</b>
<b>PUBLIC SERVICES:</b>				
FACILITIES MAINTENANCE	460,444	581,753	579,759	543,842
FLEET MAINTENANCE	938,531	1,108,906	1,105,906	1,090,909
CEMETERY	109,352	149,759	133,650	174,133
GROUPS MAINTENANCE	698,466	910,508	745,841	795,917
<b>TOTAL PUBLIC SERVICES:</b>	<b>2,206,793</b>	<b>2,750,926</b>	<b>2,565,156</b>	<b>2,604,801</b>
<b>CAPITAL OUTLAY:</b>				
MAYOR'S OFFICE	-	-	-	-
ADMINISTRATIVE SERVICES	-	45,700	-	-
CITY CLERK	-	-	-	-
HUMAN RESOURCES	-	-	-	-
INFORMATION TECHNOLOGY	282,827	395,857	257,200	18,000
FINANCE	138,656	-	-	-
POLICE CHIEF'S OFFICE	78,105	38,261	38,261	-
POLICE FIELD SERVICES	667,145	833,546	833,546	493,000
POLICE SUPPORT SERVICES	46,340	254,598	254,598	202,000
CROSSING GUARDS	-	-	-	-
DISPATCH	169,283	2,800,000	2,800,000	-
PARK RANGERS	-	12,000	12,000	-
FIRE CHIEF'S OFFICE	2,326	52,687	53,667	-
FIRE SUPPRESSION	409,739	2,023,799	1,134,590	1,850,798
EMERGENCY MEDICAL SERVICES	360,209	466,100	466,100	442,000
PLANNING/ECONOMIC DEVELOPMENT	4,635	23,000	23,000	-
BUILDING INSPECTIONS	76,971	-	-	-
ATHLETIC COMPLEXES	135,726	165,000	100,000	-
RECREATION ATHLETICS	137,489	31,396	31,396	-
RECREATION PROGRAMS	117,305	-	-	13,000
FACILITIES MAINTENANCE	118,286	290,669	290,669	-
FLEET MAINTENANCE	-	10,750	10,000	13,000
CEMETERY	14,015	-	-	-
GROUPS MAINTENANCE	81,298	15,000	14,680	-
<b>TOTAL CAPITAL OUTLAY:</b>	<b>2,840,355</b>	<b>7,458,363</b>	<b>6,319,707</b>	<b>3,031,798</b>
<b>DEBT SERVICE:</b>	2,324,467	2,944,057	2,314,054	3,404,703
<b>TRANSFERS-OUT:</b>	1,138,425	596,102	565,994	628,360
<b>TOTAL EXPENDITURES</b>	<b>42,890,615</b>	<b>50,592,242</b>	<b>47,984,527</b>	<b>47,978,759</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b>\$ 10,566,640</b>	<b>\$ 10,566,640</b>	<b>\$ 9,929,029</b>	<b>8,623,635</b>
<b>UNRESTRICTED FUND BALANCE</b>	9,716,271			
<b>UNRESTRICTED FUND BALANCE : EXPENDITURE PERCENTAGE</b>	22.7%	19.2%	20.2%	18.0%

**CITY OF APOPKA**  
**GENERAL FUND BUDGET SUMMARY**  
**REVENUES**  
**BUDGET FISCAL YEAR 2017-18**

	ACTUAL TOTALS FY 2015-16	ADOPTED BUDGET FY 2016-17	PROPOSED BUDGET FY 2017-18	PERCENT CHANGE
<b>TAXES</b>				
CURRENT PROPERTY TAXES	\$ 7,593,369	\$ 9,570,025	\$ 10,631,964	11.10%
DELINQUENT PROPERTY TAXES	40,901	25,000	25,000	0.00%
UTILITY TAX - ELECTRIC	2,464,599	2,700,000	2,650,000	-1.85%
UTILITY TAX - WATER	596,289	600,000	660,000	10.00%
UTILITY TAX - GAS	52,890	58,000	54,500	-6.03%
UTILITY TAX - PROPANE	41,078	52,000	65,000	25.00%
LOCAL COMMUNICATIONS TAX	1,419,756	1,550,000	1,500,000	-3.23%
LOCAL BUSINESS TAX	180,681	192,500	184,000	-4.42%
FIREFIGHTER PENSION (non-budgeted)	281,505	-	-	-
POLICE OFFICERS PENSION (non-budgeted)	360,510	-	-	-
<b>TOTAL TAXES</b>	<b>13,031,578</b>	<b>14,747,525</b>	<b>\$ 15,770,464</b>	<b>6.94%</b>
<b>LICENSES AND PERMITS</b>				
BUILDING PERMITS	1,260,409	1,200,000	\$ 1,270,000	5.83%
ELECTRIC PERMIT FEES	225,508	220,000	\$ 103,000	-53.18%
PLUMBING PERMIT FEES	68,615	64,000	\$ 40,000	-37.50%
MECHANICAL PERMIT FEES	132,877	123,000	\$ 70,000	-43.09%
PLAN (BUILDING) ANALYSIS FEES	748,726	735,000	\$ 842,800	14.67%
RE-INSPECTION FEES	38,069	37,000	\$ 41,300	11.62%
TEMPORARY SIGN PERMITS	1,031	500	\$ 800	60.00%
MISCELLANEOUS PERMITS	48,012	30,500	\$ 42,500	39.34%
FRANCHISE FEES - ELECTRIC	2,872,537	3,300,000	\$ 3,115,000	-5.61%
FRANCHISE FEES - GAS	73,363	75,000	\$ 79,750	6.33%
OTHER PERMITS AND LICENSES	9,254	8,000	\$ 7,000	-12.50%
ARBOR PERMIT	5,464	5,000	\$ 6,650	33.00%
BUSINESS TAX APPLICATION FEES	2,760	3,000	\$ 3,000	0.00%
ADMINISTRATIVE PROCESSING FEE - BLDG	19,300	16,000	\$ 16,000	0.00%
<b>TOTAL LICENSES AND PERMITS</b>	<b>5,505,925</b>	<b>5,817,000</b>	<b>\$ 5,637,800</b>	<b>-3.08%</b>
<b>INTERGOVERNMENTAL</b>				
STATE REVENUE SHARING	2,154,294	2,292,550	\$ 2,417,871	5.47%
STATE MOBILE HOME LICENSES	23,706	25,000	\$ 22,000	-12.00%
STATE ALCOHOL BEVERAGE LICENSES	1,440	17,000	\$ 33,250	95.59%
LOCAL GOVT HALF CENT SALES TAX	6,472,492	7,396,200	\$ 7,781,294	5.21%
STATE REBATE ON VEHICLE FUEL	28,392	47,000	\$ 40,000	-14.89%
POLICE SCHOOL LIAISON PROGRAM	144,100	121,000	\$ 133,200	10.08%
POLICE TASK FORCE PROGRAM	41,215	54,000	\$ 34,515	-36.08%
BUSINESS LICENSES - COUNTY	75,283	59,000	\$ 43,735	-25.87%
<b>TOTAL INTERGOVERNMENTAL</b>	<b>8,940,922</b>	<b>10,011,750</b>	<b>\$ 10,505,865</b>	<b>4.94%</b>
<b>CHARGES FOR SERVICES</b>				
ZONING FEES	33,975	28,000	\$ 42,740	52.64%
RECORDS STORAGE FEES	30,059	28,000	\$ 27,800	-0.71%
SALE OF MAPS AND PUBLICATIONS	50	150	\$ 50	-66.67%
CERT. COPY RECORDS SEARCHES	13,640	14,000	\$ 14,300	2.14%
LIEN SEARCH FEES	61,090	59,000	\$ 40,000	-32.20%
PROPERTY REGISTRATION FEES	99,800	120,000	\$ 96,000	-20.00%
COMMISSIONS - SCHOOL IMPACT FEES & BLDG PERMITS	73,332	36,000	\$ 20,880	-42.00%
OTHER CHARGES AND FEES	15,451	12,000	\$ 16,000	33.33%
MAINTENANCE - CITY PROPERTY	47,302	60,000	\$ 60,000	0.00%
OTHER CHARGES AND FEES - RED LIGHT	69,393	-	\$ 62,000	-
DISPATCH SERVICE FEES	363,462	427,000	\$ 415,000	-2.81%
AMBULANCE SERVICE FEES	701,850	710,000	\$ 700,000	-1.41%
OTHER PUBLIC SAFETY CHARGES	300	360	\$ 11,515	3098.61%

**CITY OF AOPKA**  
**GENERAL FUND BUDGET SUMMARY**  
**REVENUES**  
**BUDGET FISCAL YEAR 2017-18**

	ACTUAL TOTALS FY 2015-16	ADOPTED BUDGET FY 2016-17	PROPOSED BUDGET FY 2017-18	PERCENT CHANGE
OTHER PUBLIC SAFETY CHARGES - POLICE	3,295	-	\$ -	-
FIRE DEPT - BIRTHDAY FEES	1,200	1,850	\$ 1,300	-29.73%
FIRE DEPT - CPR FEES	325	36,000	\$ 20,000	-44.44%
911 FEES - ORANGE COUNTY DISTRIBUTION	43,492	44,000	\$ 64,600	46.82%
CEMETERY FEES	8,480	8,000	\$ 8,500	6.25%
ENGINEERING FEES	56,107	55,000	\$ 59,600	8.36%
RECREATION PROGRAM ACTIVITY FEES	467,966	430,000	\$ 500,000	16.28%
OTHER SPECIAL EVENTS	13,289	13,000	\$ 60,000	361.54%
OLD FLORIDA OUTDOOR FESTIVAL & OTHER EVENTS	333,121	330,000	\$ 125,000	-62.12%
<b>TOTAL CHARGES FOR SERVICES</b>	<b>2,436,979</b>	<b>2,412,360</b>	<b>\$ 2,345,285</b>	<b>-2.78%</b>
<b>FINES AND FORFEITURES</b>				
COURT FINES, CONFISCATED PROP & RESTITUTION	511,906	475,000	\$ 495,000	4.21%
PARKING FINES	7,419	5,500	\$ 4,800	-12.73%
BUILDING VIOLATION FINES	5,354	4,000	\$ 7,300	82.50%
CITY CODE VIOLATION FINES	7,062	5,000	\$ 11,300	126.00%
TRAFFIC LIGHT FINES	1,732,763	1,660,000	\$ 1,700,000	2.41%
<b>TOTAL FINES AND FORFEITURES</b>	<b>2,264,504</b>	<b>2,149,500</b>	<b>\$ 2,218,400</b>	<b>3.21%</b>
<b>MISCELLANEOUS REVENUE</b>				
INTEREST INCOME - GENERAL GOV. INVESTMENTS	56,130	40,000	\$ 30,000	-25.00%
INTEREST INCOME - COUNTY TAX COLLECTOR	17,663	17,500	\$ 1,350	-92.29%
RENTAL OF CITY PROPERTY	308,312	320,000	\$ 171,275	-46.48%
CAPITAL FACILITY FEES - IMPACT FEES	60,500	43,000	\$ 13,600	-68.37%
SALE OF CEMETERY LOTS	127,825	105,000	\$ 105,000	0.00%
SALE OF SURPLUS EQUIPMENT	709	500	\$ -	-100.00%
INSURANCE PROCEEDS	78,087	15,000	\$ 30,000	100.00%
DISPOSITION OF CAPITAL ASSETS	104,993	3,000	\$ 50,000	1566.67%
SCRAP SALES	13	500	\$ 3,000	500.00%
CONTRIBUTIONS AND DONATIONS	105,703	35,000	\$ 11,500	-67.14%
SETTLEMENTS & REBATES	54,000	-	\$ 25,000	-
REIMBURSEMENTS FOR PRIOR YEARS	943	10,000	\$ 3,000	-70.00%
MISCELLANEOUS REVENUE	83,210	305,000	\$ 300,000	-1.64%
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>998,088</b>	<b>894,500</b>	<b>\$ 743,725</b>	<b>-16.86%</b>
<b>NON-OPERATING REVENUE</b>				
FUNDING FROM RESERVES	-	1,792,356	\$ 1,306,192	-27.12%
OTHER FINANCING SOURCES	2,305,795	5,110,245	\$ 2,060,495	-59.68%
TRANSFER FROM TREE BANK RESERVES	-	217,500	\$ 57,500	-73.56%
TRANSFER FROM TRANSPORTATION IMPACT FEES	58,300	55,800	\$ 66,700	19.53%
TRANSFER FROM RECREATION IMPACT FEES	2,000	2,000	\$ 2,000	0.00%
TRANSFER FROM POLICE IMPACT FEES	-	-	\$ 5,000	-
TRANSFER FROM FIRE IMPACT FEES	-	-	\$ 5,000	-
TRANSFER FROM STREETS	-	159,121	\$ 291,847	83.41%
TRANSFER FROM STORMWATER FUND	29,000	55,000	\$ 63,731	-59.95%
TRANSFER FROM UTILITY OPERATING FUND	5,084,023	5,303,150	\$ 6,219,453	17.28%
TRANSFER FROM SANITATION FUND	900,640	539,796	\$ 654,600	21.27%
TRANSFER FROM SPECIAL ASSESSMENT FUND	25,500	25,500	\$ 25,500	0.00%
<b>TOTAL NON-OPERATING REVENUE</b>	<b>8,405,258</b>	<b>13,260,468</b>	<b>\$ 10,758,018</b>	<b>-18.87%</b>
<b>TOTAL REVENUE</b>	<b>\$ 41,583,254</b>	<b>\$ 49,293,103</b>	<b>\$ 47,979,557</b>	<b>-2.66%</b>

**CITY OF APOPKA**  
**GENERAL FUND BUDGET SUMMARY**  
**EXPENDITURES**  
BUDGET FISCAL YEAR 2017-2018

		ACTUAL TOTALS FY 2015-16	BUDGET AS AMENDED FY 2016-17	PROPOSED BUDGET FY 2017-18	DOLLAR CHANGE	PERCENT CHANGE
<b>GENERAL GOVERNMENT</b>						
1010	MAYOR'S OFFICE	\$ 475,796	\$ 533,245	\$ 526,608	\$ (6,637)	-1.24%
1015	LEGAL SERVICES	177,488	244,100	242,400	(1,700)	-0.70%
1020	ADMINISTRATION	1,481,093	1,605,920	814,759	(791,161)	-49.27%
1030	CITY CLERK	234,607	251,188	315,031	63,843	25.42%
1120	FINANCE	738,257	701,996	717,866	15,870	2.26%
1170	HUMAN RESOURCES	1,165,797	1,264,461	1,510,803	246,342	19.48%
5110	INFORMATION TECHNOLOGY	1,717,632	1,947,986	1,748,646	(199,340)	-10.23%
	OTHER GENERAL GOVT	623,432	-	-	-	
<b>TOTAL GENERAL GOVERNMENT</b>		<b>6,614,102</b>	<b>6,548,896</b>	<b>\$ 5,876,113</b>	<b>(672,783)</b>	<b>-10.27%</b>
<b>PUBLIC SAFETY</b>						
2110	FIRE CHIEF	1,763,305	1,211,266	\$ 1,262,838	51,572	4.26%
2120	FIRE SUPPRESSION	3,224,467	5,474,879	\$ 6,374,100	899,221	16.42%
2130	FIRE EMS	5,252,426	5,488,925	\$ 5,935,029	446,104	8.13%
<b>FIRE AND EMS</b>		<b>10,240,198</b>	<b>12,175,070</b>	<b>\$ 13,571,967</b>	<b>1,396,897</b>	<b>11.47%</b>
2210	POLICE CHIEF	2,517,752	2,031,215	\$ 1,658,456	(372,759)	-18.35%
2220	POLICE FIELD SERVICES	7,069,146	8,209,473	\$ 7,437,568	(771,905)	-9.40%
2230	POLICE SUPPORT SERVICES	3,792,068	5,049,399	\$ 4,856,039	(193,360)	-3.83%
2235	POLICE CROSSING GUARDS	64,020	126,011	\$ 126,011	-	0.00%
2237	PARK RANGERS	-	102,350	\$ 96,846	(5,504)	-5.38%
2250	DISPATCH	2,447,451	5,164,509	\$ 2,313,193	(2,851,316)	-55.21%
<b>POLICE SERVICES</b>		<b>15,890,437</b>	<b>20,682,957</b>	<b>\$ 16,488,113</b>	<b>(4,194,844)</b>	<b>-20.28%</b>
<b>TOTAL PUBLIC SAFETY</b>		<b>26,130,635</b>	<b>32,858,027</b>	<b>\$ 30,060,080</b>	<b>(2,797,947)</b>	<b>-8.52%</b>
<b>COMMUNITY DEVELOPMENT</b>						
4020	PLANNING	724,735	1,720,529	\$ 1,434,796	(285,733)	-16.61%
4021	BUILDING INSPECTIONS	684,137	677,350	\$ 669,547	(7,803)	-1.15%
<b>TOTAL PUBLIC SERVICES</b>		<b>1,408,872</b>	<b>2,397,879</b>	<b>\$ 2,104,343</b>	<b>(293,536)</b>	<b>-12.24%</b>
<b>PUBLIC SERVICES</b>						
1022	FACILITIES MAINTENANCE	578,730	872,422	\$ 543,842	(328,580)	-37.66%
3310	FLEET MAINTENANCE	938,531	1,119,656	\$ 1,103,909	(15,747)	-1.41%
3512	CEMETERY	123,367	149,759	\$ 174,133	24,374	16.28%
3513	GROUND MAINTENANCE	779,764	925,508	\$ 795,917	(129,591)	-14.00%
<b>TOTAL PUBLIC SERVICES</b>		<b>2,420,392</b>	<b>3,067,345</b>	<b>\$ 2,617,801</b>	<b>(449,544)</b>	<b>-14.66%</b>
<b>CULTURE AND RECREATION</b>						
3514	RECREATION ATHLETIC COMPLEXES	1,026,140	1,077,337	\$ 948,898	(128,439)	-11.92%
3612	RECREATION ATHLETICS	1,185,252	1,118,629	\$ 1,168,282	49,653	4.44%
3613	RECREATION PROGRAMS & CIVIC EVEN	642,325	565,120	\$ 1,170,179	605,059	107.07%
<b>TOTAL CULTURE AND RECREATION</b>		<b>2,853,717</b>	<b>2,761,086</b>	<b>\$ 3,287,359</b>	<b>526,273</b>	<b>19.06%</b>
<b>DEBT SERVICE</b>		<b>2,324,467</b>	<b>2,944,057</b>	<b>\$ 3,404,703</b>	<b>460,646</b>	<b>15.65%</b>
<b>TRANSFERS</b>		<b>1,138,425</b>	<b>596,102</b>	<b>\$ 628,360</b>	<b>32,258</b>	<b>5.41%</b>
<b>TOTAL DEBT SERVICE &amp; TRANSFERS</b>		<b>3,462,892</b>	<b>3,540,159</b>	<b>\$ 4,033,063</b>	<b>492,904</b>	<b>13.92%</b>
<b>TOTAL ALL DEPARTMENTS</b>		<b>\$ 42,890,610</b>	<b>\$ 51,173,392</b>	<b>\$ 47,978,759</b>	<b>\$ (3,194,633)</b>	<b>-6.24%</b>

**CITY OF AOPKA**  
**SUMMARY OF FY18 REQUESTED CAPITAL**  
**GENERAL FUND**

**ALL CAPITAL REQUESTED:**

DEPT	DISCRIPTION	COST	To Be Financed	Financed Amt
HR	Office Remodel	35,000		
Info Tech	Fiber Install Police Dept	7,000		
	Fiber Install City Hall	6,500		
	Fiber Install Annex	6,500		
	Police Replacement/Additional Laptops	13,000		
	Brocade Replacement Switches	25,000		
	Servers	25,000		
	Full Room UPS for Datacenter	65,000		
	WiFi Access Points	5,000		
	Council Chambers Audio/Video Equipment	100,000		
	GIS Licensing(New) - Public Services	5,000		
	Fire Station 5 - WiFi	1,800		
	Fire Station 5 - Camera	2,000		
	Comm Dev Large Display	1,500		
	Comm Dev Plotter	7,000		
	Comm Dev Scanner	22,000		
	Comm Dev Switch/North Side of City Hall	5,500		
	VMWare Licensing	15,000		
	Laserfiche Software Upgrade Clerk & HR	60,000		
	Microsoft Licensing	2,800		
	IT Department Software	15,000		
	CIMS Software - Clerk	18,000		
	Application Based KVM Software	1,000		
	Comm Dev Mapping Software - ArcGIS	23,100		
	Comm Dev Mapping Software - ESRI Spacial Analyst	15,000		
	Patch Management Software	2,000		
Fire	Fire Station 5 Construction	742,830		
	Fire Station 5 Gym Equipment	5,000		
	Fire Station 5 SCBAs for Vehicles	51,000		
	Squad 5 Equipment	7,300		
	Station 5 Venilation Fan	3,500		
	Engine-Quint 6	807,000	✓	807,000
	Engine-Quint 6 Equipment	100,000	✓	100,000
	Engine-Quint 6 SCBAs	32,000	✓	32,000
	Engine-Quint 6 Radios	6,500		
	Engine-Quint 6 Portable Radios(3)	21,000		
	Temporary Station 6 - Furnishings	9,000		
	Temporary Station 6 - Bunker Gear	26,000		
	Bunker Gear Replacement Pgm - 25 per year	47,000		
	SCBA bottle Replacement Pgm - Final year	49,500		
	SCBA masks for airpaks(40)	9,968		
	District 2 Personnel Bunker Gear	8,500		
	District 2 Portable Radios	7,000		
	District 2 Vehicle	40,000		
	District 2 Vehicle Slide out Bed Trays	4,000		

**MUST HAVE**

ALL CAPITAL REQUESTED:

32



**CITY OF AOPKA**  
**SUMMARY OF FY18 REQUESTED CAPITAL**  
**GENERAL FUND**

**ALL CAPITAL REQUESTED:**

DEPT	DISCRIPTION	COST	To Be Financed	Financed Amt
	<i>Rifles (35)- Replace over 3 years (12*\$750)</i>	9,000-		
	<i>Equipment for 5 New Officers (2 new officers)</i>	97,000-		
	<i>40mm Multi Launcher</i>	2,500-		
	<i>Area Freestanding Spotlights(2)</i>	3,400-		
	<i>SWAT Medic Gear</i>	7,500-		
	<i>SWAT Vest Replacements(3)</i>	7,500-		
	<i>Police Vehicle Purchase (F150 SC)(SUV)</i>	40,000-		
	<i>Police Vehicle Purchase (Ranger)</i>	30,000-		
	<i>Police Vehicle Purchase (SRO Officer Escape)</i>	32,000	✓	32,000
	<i>Police Vehicle - Purchase Canine SUV</i>	42,000	✓	42,000
	<i>Police Vehicle Purchase (CID unmarked)</i>	32,000	✓	32,000
	<i>Police Vehicle Purchase (CID unmarked)</i>	32,000	✓	32,000
	<i>Police Vehicle Purchase (CID unmarked)</i>	32,000	✓	32,000
	<i>Police Vehicle Purchase (CID unmarked)</i>	32,000	✓	32,000
	<i>Police Vehicle Purchase (CID unmarked)</i>	34,000-		
	<i>Police Vehicle Purchase (CID unmarked)</i>	34,000-		
	<i>Police Vehicle Purchase (CID unmarked)</i>	34,000-		
	<i>Lights at K9 Training Field</i>	10,000-		
	<i>Evidence Cage</i>	7,500-		
	<i>Vehicle Lift Replacement</i>	2,500-		
	<i>Covert Camera (1)</i>	3,500-		
	<i>Dispatch Portable Radios (25)</i>	160,000-		
Facilities	<i>Roof Replacement - Fire Station 1</i>	200,000-		
	<i>Rain Gutter Extension AGC</i>	12,000-		
	<i>Roof Replacement - Public Services Admin</i>	83,000-		
	<i>Roof Replacement - City Hall</i>	160,000-		
	<i>Clean Stain and Seal Museum</i>	22,000-		
	<i>Fuel Island - Lights</i>	7,000-		
	<i>Fuel Island - Fence</i>	3,000-		
	<i>Flooring - AGC</i>	40,000-		
	<i>Dugout Roof Apopka Athletic Complex(4)</i>	6,000-		
	<i>A/C Replacement - Fire Station 1</i>	18,000-		
	<i>A/C Replacement - City Gym/Records Storage</i>	15,000-		
	<i>Pressure Washer with Rotating Brush</i>	1,500-		
	<i>A/C Replacement - City Hall</i>	98,000-		
Fleet	<i>Freon Machine Replacement - Robinair</i>	7,000		
	<i>Transmission Flush Machine</i>	6,000		
	<i>F-250 Extended Cab</i>	26,000-		
	<i>Service Truck (used)</i>	70,000-		
Grounds	<i>City Hall Irrigation/Landscaping</i>	55,000-		
Cemetery	<i>Road Repair/Replacement</i>	20,000-		
Recreation	<i>Bathrooms/Concessions- North Quad</i>	90,000-		
	<i>Bathrooms/Concessions- Middle Quad</i>	90,000-		
	<i>Bathrooms/Concessions- South Quad</i>	90,000-		
	<i>Overhead Netting</i>	37,500-		

**CITY OF AOPKA**  
**SUMMARY OF FY18 REQUESTED CAPITAL**  
**GENERAL FUND**

**ALL CAPITAL REQUESTED:**

DEPT	DISCRIPTION	COST	To Be Financed	Financed Amt
	<i>Amphitheater Fencing and Security Devices</i>	50,000		
	<i>Shade Structure - Next to Warehouse</i>	45,000		
	<i>Parking Lot(s) A &amp; B - 430 spaces</i>	608,000		
	<i>Parking Lot(s) C E F G H</i>	4,272,000		
	<i>Parking Lot D</i>	78,000		
	<i>Bleacher Covers Over Quad 3</i>	60,000		
	<i>New Ballfields</i>	2,200,000		
	<i>ABI Force Zero-turn Infield Groomer</i>	29,000		
	<i>Bobcat Front End Loader with Forks</i>	55,000		
	<i>F-250</i>	38,500		
	<i>Small Compact Drivable Roller</i>	23,500		
	<i>Portable Water Wagons (2)</i>	11,000		
	<i>Lowboy Trailer</i>	4,500		
	<i>Riding Paint Machine</i>	20,000		
	<i>Locate Unit</i>	14,000		
	<i>Fraise Mower</i>	30,000		
	<i>Resurface Basketball Machines</i>	15,000		
	<i>Resurface Tennis Courts</i>	15,000		
	<i>Tennis Court Shade Structures</i>	6,000		
	<i>Tennis Court Fence Shade</i>	1,000		
	<i>Batting Cages</i>	12,000		
	<i>John Deere Gators (2) (1)</i>	6,500		
	<i>F-150</i>	22,000		
	<i>Windcreens</i>	12,000		
	<i>Storage shed</i>	30,000		
	<i>Metal Carport for Bus</i>	6,000		
	<i>Shade Structure - Lake Ave Park</i>	7,500		
	<i>LED Digital Sign</i>	30,000		
	<i>EZ GO Golf Cart</i>	13,000	✓	13,000
	<i>Ford Focus</i>	16,000		
Comm Devel	<i>Ford Escape (3) (1)</i>	21,700		
	<i>Renovation of Dept at City Hall 2nd Floor</i>	100,000		
	<b>TOTAL</b>	<b>\$ 14,037,543</b>		<b>\$ 2,060,495</b>

**TOTAL GENERAL FUND CAPITAL REQUESTED**  
**LESS: Capital Not Purchased Due to Budget Cuts**  
**Total Cost of CAPITAL to be Purchased in FY18**  
**TOTAL Cost of Capital to be FINANCED**

**\$ 14,037,543**  
**(11,004,250)**  
**3,033,293**  
**2,060,495**

**CITY OF AOPKA**  
**SUMMARY OF FY18 REQUESTS FOR PERSONNEL**  
**GENERAL FUND**

**ALL PERSONNEL REQUESTS:**

DEPT	POSITION	PAY GRADE	SALARY	BENEFITS	TOTAL COST
Human Resources	Administrative Support Clerk	109	32,500	11,400	43,900
	Risk Support Clerk	109	32,500	11,400	43,900
Fire	Firefighter (9)	11	409,653	184,347	594,000
	Promotion - 3 District Chiefs				198,000
	Firefighter (24) - Safer Grant	*****will present to Council should the City be awarded grant			
Police	Police Officers (5) - full year	11	227,400	131,180	358,580
	Dispatcher (4)	112	149,572	52,350	201,922
	FTO Incentive Pay (\$500 annual)				2,500
Fleet	Data Clerk	107	29,630	10,370	40,000
Ath Complexes	Maintenance Worker II	107	29,328	10,265	39,593
	Maintenance Worker I (3)	105	79,722	27,903	107,625
	Promotion-Field/Shop Specialist	111			1,500
	Horticulturist/Spray Specialist	110	33,915	11,870	45,785
	Custodial Worker-Complexes	102	22,956	8,035	30,991
Athletics	Cashier/Customer Svc	107	29,299	10,255	39,554
	Custodial Worker-Athletics	102	22,956	8,035	30,991
	Administrative Asst	113	45,000	15,750	60,750
	Maintenance Worker II	107	29,328	10,265	39,593
	Athletic Supervisor	114	41,227	14,429	55,656
	Recreation Leader (1)	107	29,299	9,669	38,968
Activities & Events	Aquatic Facility Operator	109	32,302	10,660	42,962
	Cashier/Customer Svc	107	29,299	10,255	39,554
	Maintenance Worker I	105	26,574	9,301	35,875
	Facility Supervisor (PT)				7,500
Alonzo Wms	Lead Recreation Specialist	113	39,261	13,741	53,002
	Recreation Specialist	111	35,612	12,464	48,076
	Recreation Leader (2)	107	58,598	20,509	79,107
	Facility Supervisor (PT)				14,040
Planning	Senior Planner	125	85,000	29,750	114,750
	Planning Asst	111	56,000	19,600	75,600
	Plans Processing Coordinator	111	46,000	15,180	61,180
Building	Multiple Code Inspectors (2)	117	122,426	42,849	165,275
	Plans Examiner	119	67,489	23,621	91,110
	Permit Clerks (2)	107	75,162	26,307	101,469
	Secretary II	110	43,502	15,226	58,728

**TOTAL COST FOR NEW PERSONNEL REQUESTED-GENERAL FUND**

**\$ 2,962,034**

LESS: PERSONNEL NOT HIRED DUE TO LACK OF FUNDING (STRIKETHROUGHS)

2,324,134

**DOLLAR AMOUNT OF NEW PERSONNEL FUNDED FOR FY18**

**637,900**

TOTAL NUMBER OF FULL TIME POSITIONS REQUESTED  
TOTAL NUMBER OF PART TIME POSITIONS REQUESTED  
TOTAL PROMOTIONS REQUESTED

49  
2  
8

## CITY OF APOPKA MAYOR'S OFFICE

The Mayor is a Charter Officer of the City of Apopka and is elected for a term of four years. The Mayor serves as chief executive officer of the City, specifically responsible for preserving and enhancing the City's quality of life for those who live and work in Apopka by offering direction, leadership and specific initiatives to ensure effective and efficient development and administration of City services, policies and ordinances.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	475,796
2017	BUDGET	533,245
2017	ESTIMATE	524,725
2018	REQUESTED	526,608

The Mayor is leading a focused effort to set Apopka up for success for generations to follow, with a specific concentration on:

- **Public safety.** Expanding the Apopka Fire Department to cover fast-growing areas in the north and southwest of the City in an effort to ensure that it meets stringent response times to maintain an ISO Class 1 rating; that the Apopka Police Department achieves accreditation and that the Communications Dispatch unit has the appropriate tools and personnel to serve our community's public safety needs.
  - **Planning and Development Guidelines.** Engaging citizen involvement in overhauling the City's development guidelines, including a new Land Development Code, which will provide for comprehensive, planned, strategic growth in the City.
  - **Economic Development.** Focusing on key areas of interest that would attract businesses to Apopka for the purposes of attracting capital investment, creating jobs and enhancing the quality of life for residents.
  - **Lake Apopka Research Center Innovation District.** Developing an innovation district around the Lake Apopka North Shore Area with multiple public and private entities to focus on the restoration of Lake Apopka through water research and conservation through nature-based experiences.
  - **Community Redevelopment Agency.** Renewing focus on the Community Redevelopment Agency with a new Community Redevelopment Plan, which will drive economic development and revival of the Community Redevelopment Area.
  - **Technology Infrastructure.** Continuing to upgrade website technologies in Recreation and Economic Development, creating a better customer experience and efficiency for individuals and businesses who conduct business with the city.
  - **Talent Development and Recruitment.** Continuing to recruit and develop the best talent in municipal government and public safety.
  - **Grant Funding.** Renewing the search for federal and state grant funding for municipal projects to provide for amenities which will enhance the quality of life for Apopkans with little to no impact to taxpayers.
  - **Youth Outreach.** Continuing to grow the successful Apopka Youth Works summer jobs program.
- Education.** Continuing to leverage federal, state and local assets for Apopka schools and embracing education as

## ACCOMPLISHMENTS:

- **Increased fiscal accountability.** The City continued its three-year-old process of holding comprehensive budget hearings to provide both elected officials and citizens the opportunity to review the City's fiscal operations on an in-depth basis. This process began with the Mayor's tenure in July 2014 and has continued annually under his guidance. The hearings create a forum for commissioners to review and have input into the City's budget priorities, and for citizens to review and comment on the complete budget document months before the formal budget hearings in September.
- **Fire Department Expansion.** The City broke ground on Fire Station No. 5—the first new fire station in 20 years—in August 2017. Fire Station No. 5 will serve the far northern areas of the City, including Rock Springs Ridge and Kelly Park Crossings, allowing our ISO-1 Rated Fire Department to respond quickly to emergencies and to maintain the stringent response times required for the ISO-1 rating. The City has also partnered with Florida Hospital Apopka to open a temporary Station No. 6—which will be located adjacent to the new Florida Hospital Apopka campus—in December 2017 to coincide with the grand opening of the new hospital. The City plans to build a permanent Station No. 6 on nearby land donated by Florida Hospital during the 2018-19 Fiscal Year.
- **Police Department Accreditation.** At the direction of Mayor Kilsheimer and under the leadership of Chief McKinley, the Apopka Police Department embraced the goal of achieving accreditation through the Florida Police Accreditation Coalition (FLA-PAC) during the 2016-17 Fiscal Year. During the first six months of 2017, the Police Department completed an agency self-assessment, a mock assessment, and a three-day full compliance assessment. At the conclusion of the testing, the assessment team advised the City of its intent to recommend the Apopka Police Department for accreditation at the next general meeting in October 2017. Achieving accreditation will be a first in Apopka Police Department's history and demonstrates the agency's adherence to law enforcement standards and its commitment to communication, mutual cooperation, support and resource sharing
- **Apopka City Center.** The City closed on the first land transaction of the City Center project in April 2017, the first step in the project that has been more than a decade in the making. The developer announced it will incorporate Highland Manor into the project layout and announced the first phase of City Center will include a Hilton Garden Inn. The developer is expected to break ground on the project by no later than February 2018.
- **Website Upgrade.** The City successfully launched a new highly functional, interactive website platform. The new website allows the City to increase its efficiency in delivering information, news stories, and sharing news stories about Apopka from third-party sources, as well as provide for an enhanced interactive online experience for residents.
- **Ecotourism and Innovation District.** The Mayor has been instrumental in the development of ecotourism and innovation district plan for the Lake Apopka North Shore area in conjunction with public and private partners. Negotiations continue with State agencies, public and private partners.
- **Staff recruitment.** Under the Mayor's administration, the City continued to identify the best-qualified internal and external candidates to lead City departments. During FY 2016-17, the City successfully recruited and hired a new Community Development Director, City Engineer, and Chief Wastewater Operator and identified qualified internal candidates to serve as Deputy Police Chief, Senior Project Coordinator, and Streets & Grounds Operations Manager. Additionally, the City hired 19 firefighters and 10 police officers.

- **Expanded Apopka Youth Works.** The City's national award winning summer jobs program for youth was expanded in Summer 2017 to serve 100 Apopka-area youth. The 10-week program, created in partnership with CareerSource Central Florida, Valencia College, and the U.S. Conference of Mayors, combines City monies with available federal grant monies to create a cost-effective program. A U.S. Conference of Mayors' DollarWise Grant allowed the City to expand its financial literacy training and award three financial literacy scholarships to participants who demonstrated the best money management and savings throughout the summer. This year, 89 students received a week of soft skills and financial literacy training, followed by nine weeks of work experience. The remaining eleven AYW students—all from Apopka High School—were enrolled in a new 10-week educational program to earn emergency medical technician certification. The students were offered employment with a local ambulance service upon successful completion and certification. At the completion of the program, Mayor Kilsheimer awarded a scholarship to one exemplary youth. Employers and students were enthusiastic about their participation in the program. The Mayor anticipates expanding the program for Fiscal Year 2017-18.
- **Expanded Apopka Begins and Ends with 'A'.** The Mayor expanded his education initiative, Apopka Begins and Ends with 'A', during Fiscal Year 2016-17 from two schools to five Apopka-area schools: Lovell Elementary, Rock Springs Elementary, Phillis Wheatley Elementary, Lakeville Elementary and Zellwood Elementary. The initiative seeks to organize community members, business leaders and faith-based organizations to devote time, energy and resources in focused effort to help all Apopka schools achieve an 'A' grade from the state of Florida. All five schools ended the year making great strides in community involvement, identifying and obtaining community resources, and enhancing the educational experience of the students. The greatest achievement thus far for the Mayor's education initiative was the announcement that Wheatley Elementary and Zellwood Elementary were awarded the 21st Century Grant. The two schools will receive approximately \$780,000 over a three year period for after-school programming. The CAT teams and OCPS worked in partnership to identify the eligible schools, apply for the grant and develop the programming. Mayor Kilsheimer expects to expand Apopka Begins and Ends with A in the 2017-18 school year.
- **Council of Neighborhood Associations (CONA).** The City facilitated the organization of an independent Council of Neighborhood Associations, the goal of which is to make Apopka a better place to live by assisting and enabling neighborhood associations in carrying out their mission, and encouraging and nurturing the formation and/or reformation of neighborhood associations to promote a strong and healthy network of neighborhoods throughout the Apopka community and surrounding service area.
- **Expanded Community Engagement.** The City has continued to increase the pace and volume of information that flows to the public. Over the past year, the Public Information Officer has launched a new, interactive City website and produced promotional materials for the Lake Apopka Restoration Center Innovation District, City events, and the City's recreational opportunities, and increased the City's reach to citizens on social media. The City's Facebook followers have increased from about 8,000 to more than 11,000. On any given week, the city's posts reach more than 20,000 viewers. On occasion, weekly viewership of the City's posts have reached many as 70,000 individual viewers.
- **Increased Grants Pursuit.** The City's Grants Manager has continued her focus on locating increased funding at the state and federal level. In early 2017, the City was awarded the KaBOOM! Playground grant to rebuild the Lake Avenue Park playground. The Grants Manager assumed the role of project manager in this park rebuild that brought more than 200 members of the community together to rebuild the park in one day. During the 2016-17 Fiscal Year, the Grants Manager has applied for 6 grants totaling a potential of more than \$ 3.24 million. By the end of August 2017, a total of \$1.6 million in grants had been funded and the remaining grants await notification.

**CITY OF APOPKA  
MAYOR'S OFFICE**

**LINE ITEM DETAIL**

	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>REQUESTED</b>
<b>PERSONNEL COSTS:</b>				
1200 REG. SALARIES	269,083	302,513	302,513	306,027
1210 LONGEVITY PAY	91	130	130	179
1600 OTHER REIMBURSED ALLOWANCES	11,868	12,000	12,000	12,000
2100 F.I.C.A.	18,014	21,037	21,037	21,310
2200 RETIREMENT CONTRIBUTION	35,945	36,194	36,194	36,778
2300 LIFE & HEALTH INSURANCE	17,922	18,513	18,513	23,684
2400 WORKERS COMPENSATION	135	137	137	139
<b>TOTAL</b>	<b>353,058</b>	<b>390,525</b>	<b>390,525</b>	<b>400,117</b>
<b>SUPPLIES AND SERVICES:</b>				
4000 TRAVEL & PER DIEM	14,223	16,870	17,000	9,951
4100 COMMUNICATION SERVICES	-	-	-	-
4200 FREIGHT & POSTAGE	292	1,000	1,000	700
4400 RENTALS & LEASES	866	1,800	1,200	1,800
4500 LIABILITY & CASUALTY INSURANCE	-	-	-	-
4600 REPAIR & MAINT - BLDG & EQUIP	823	-	-	-
4700 PRINTING SERVICES	4,690	650	1,000	650
4900 OTHER CHARGES	-	-	-	-
5100 OFFICE SUPPLIES	1,307	2,000	2,000	2,000
5200 OPERATING SUPPLIES	42,193	47,650	45,000	45,000
5250 FUEL & GASOLINE	-	-	-	-
5400 BOOKS,PUBS,SUBS & MEMBSHP	43,837	59,000	55,000	60,340
5500 TRAINING	5,173	13,750	12,000	6,050
<b>TOTAL</b>	<b>113,404</b>	<b>142,720</b>	<b>134,200</b>	<b>126,491</b>
<b>CAPITAL OUTLAY:</b>				
6400 CAPITAL EQUIPMENT	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DONATIONS:</b>				
8200 DONATIONS	9,334	-	-	-
<b>TOTAL</b>	<b>9,334</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COST</b>	<b>\$ 475,796</b>	<b>\$ 533,245</b>	<b>\$ 524,725</b>	<b>\$ 526,608</b>

**CITY OF AOPKA  
MAYOR'S OFFICE**

**STAFFING ANALYSIS**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
MAYOR	1	1	1
VICE MAYOR	1	1	1
COMMISSIONER	3	3	3
EXECUTIVE ASSISTANT TO THE MAYOR	1	1	1
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>

**CAPITAL OUTLAY**

6200 - Building	\$ -
6400 - Equipment	\$ -
Total Capital Outlay	\$ -



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Mayor's Office - 1010-512</u>
<b>Line Item #</b>	<u>4000</u>
<b>Line Item Description</b>	<u>Travel &amp; Per Diem</u>

Item	Description	Justification	Estimated Cost
	FLC Legislative Conference, Orlando, FL 12/2017 PER DIEM	\$59/day x 2 days x 5	590.00
	FLC Legislative Conference, Orlando, FL 12/2017 MILEAGE & TOLLS	Mileage: 90 miles/day x \$.535/mile x 2 days x 5; Tolls: \$5/day x 2 days x 5	531.50
	FLM Fly-In, Tallahassee, FL 1/2018 HOTEL	\$200/nt x 1 nt	200.00
	FLM Fly-In, Tallahassee, FL 1/2018 PER DIEM	\$54/day x 2 days	108.00
	FLM Fly-In, Tallahassee, FL 1/2018 MILEAGE & TOLLS	Mileage: 270 miles/day x \$.535/mile x 2 days; Tolls: \$5/day x 2 days	298.90
	FLM Conference, Orlando, FL 2/2018 PER DIEM	\$59 x 1	59.00
	FLM Conference, Orlando, FL 2/2018 MILEAGE & TOLLS	Mileage: 90 miles/day x \$.535/mile x 2 days; Tolls: \$5/day x 2 days	106.30
	FLC Legislative Action Days, Tallahassee, FL 2/2018 HOTEL	\$250/nt x 2 nights x 5	2,500.00
	FLC Legislative Action Days, Tallahassee, FL 2/2018 PER DIEM	\$54/day x 3 days x 5	810.00
	FLC Legislative Action Days, Tallahassee, FL 2/2018 MILEAGE & TOLLS	Mileage: 270 miles/day x \$.535/mile x 2 days x 5; Tolls: \$5/day x 2 days x 5	1,495.00
	USCM Conference, Boston, MA 6/2018 HOTEL	\$350/nt x 7 nights	2,450.00
	USCM Conference, Boston, MA 6/2018 AIRFARE	\$250	250.00
	USCM Conference, Boston, MA 6/2018 PER DIEM	\$69/day x 8 days	552.00

<b>Total Cost</b>	<b>\$ 9,951</b>
-------------------	-----------------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Mayor's Office - 1010-512</u>
<b>Line Item #</b>	<u>4200</u>
<b>Line Item Description</b>	<u>Freight &amp; Postage</u>

Item	Description	Justification	Estimated Cost
	<i>Postage</i>	<i>Daily, Art &amp; Foliage invitations</i>	<i>700</i>

Total Cost	\$ 700
------------	--------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Mayor's Office - 1010-512</i>
<b>Line Item #</b>	<i>4400</i>
<b>Line Item Description</b>	<i>Rentals and Leases</i>

Item	Description	Justification	Estimated Cost
	<i>Copier/Printer Lease</i>	<i>Copier/Printer lease through Seminole Office Solutions</i>	<i>1,800</i>

Total Cost	\$ 1,800
------------	----------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Mayor's Office - 1010-512</u>
<b>Line Item #</b>	<u>4700</u>
<b>Line Item Description</b>	<u>Printing Services</u>

Total Cost	\$ 650
------------	--------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Mayor's Office - 1010-512</i>
<b>Line Item #</b>	<i>5100</i>
<b>Line Item Description</b>	<i>Office Supplies</i>

Item	Description	Justification	Estimated Cost
	Office Supplies	Paper, Pens, Organization Materials to Support Operations of Mayor's Office and Commissioners	2,000

Total Cost	\$ 2,000
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Mayor's Office - 1010-512</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Commissioners' Discretionary Fund	\$3,000 for each Commissioner to Use for Community Donations and Discretionary Spending	12,000
2	Community Donations	Matching Donations for Employee Fundraising; Contributions to Sports Programs and Community Charities	15,000
3	Luncheons	Table Sponsorship Fees for Various Luncheons (Mayor's Prayer Breakfast, Chamber Gala, Love Banquet, etc.)	5,000
4	OFOF Staff Luncheon	Catering Fees for City-Hosted Luncheon	2,500
5	Employee Holiday Gathering	Catering Fees for City-Hosted Luncheon	2,000
6	Tri-County League of Cities Luncheon	Catering Fees for City-Hosted Luncheon	2,500
7	Miss Apopka	Sponsorship, Portraiture & Program Ad	2,500
8	Art & Foliage Festival	Chair Rental, Supplies, Art Purchase	1,000
9	Keys to City/Awards	Keys to City for Dignitaries, Citizen Awards	1,500
10	Flowers	Flowers for Dignitaries	1,000

<b>Total Cost</b>	<b>\$ 45,000</b>
-------------------	------------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Mayor's Office - 1010-512</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	MetroPlan Orlando	Annual Membership	25,000
2	Orlando Economic Development Commission	Annual Membership	10,000
3	Executive Trustee Program (Apopka Area Chamber of Commerce)	Annual Contribution	7,500
4	National League of Cities	Annual Membership	4,000
5	Florida League of Cities	Annual Membership	5,000
6	Tri-County League of Cities	Annual Membership	1,000
7	United States Conference of Mayors	Annual Membership	4,000
8	Florida League of Mayors	Annual Membership	1,000
9	VisitFlorida	Annual Membership	500
10	VisitOrlando	Annual Membership	500
11	Newspapers & Magazines	Orlando Sentinel, Apopka Chief, Periodicals	500
12	West Orange Co. Chamber	Membership	1,340

<b>Total Cost</b>	<b>\$ 60,340</b>
-------------------	------------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Mayor's Office - 1010-512</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	FLC Legislative Conference, Orlando, FL 12/2017	\$250x5	1,250
2	FLM Fly-In, Tallahassee 1/2018	0	-
3	FLM Conference, Orlando, FL 2/2018	\$200x1	200
4	FLC Legislative Action Days, Tallahassee, FL 2/2018	0	-
5	USCM Conference, Boston, MA 6/2018	\$1000x1	1,000
6	FLC Conference, Hollywood, FL 8/2018	\$500 x 5	2,500
7	IEMO	\$300 x 2	600
8	Advanced IEMO	\$250 x 2	500

Total Cost	\$ 6,050
------------	----------



## CITY OF APOPKA LEGAL SERVICES

The Legal Division provides legal advice to the City Council and City staff. It includes both City Attorney, Labor Attorney and any other counsel used to represent and/or defend the City. The division is responsible for the review all legal instruments of the City and to coordinate all litigation and other legal services for the City.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	177,488
2017	BUDGET	244,100
2017	ESTIMATE	232,809
2018	REQUESTED	242,400

### GOALS:

- Respond to requests from the City Commission and City staff for legal opinions on specific matters
- Draft local ordinances in response to state and federal legislation concerning the City.
- Provide defense/prosecution involving matters of litigation concerning the City.
- Provide other legal services on specific matters.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of Ordinances/Resolutions	90	99	101	2.0%
# of billable hours	670	971	1136	17.0%

**CITY OF AOPKA  
MAYOR'S OFFICE**

**ADMINISTRATION**

**PROGRAM: LEGAL SERVICES**

**LINE ITEM DETAIL**

	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>REQUESTED</b>
<b>SERVICE COSTS:</b>				
3150 LEGAL SERVICE - CITY ATTORNEY	134,517	100,000	142,809	150,000
3160 LEGAL SERVICES - LABOR ATTORNEY	17,971	45,000	10,000	5,000
3170 LEGAL SERVICES - PUBLIC DEFENDER	-	5,000	-	5,000
3180 LEGAL SERVICES - CITY CENTER	25,000	14,000	-	-
3190 LEGAL SERVICES - POLICE ADVISOR	-	80,000	80,000	82,400
4200 FREIGHT & POSTAGE	-	100	-	-
<b>TOTAL</b>	<b>177,488</b>	<b>244,100</b>	<b>232,809</b>	<b>242,400</b>
<b>TOTAL COST</b>	<b>\$ 177,488</b>	<b>\$ 244,100</b>	<b>\$ 232,809</b>	<b>\$ 242,400</b>

NOTE; Legal Services were previously included in other departmental budgets. Moved to separate division to centralize the costs associated with the support function.

Fund	General Fund - 001
Department	Legal Services 1015-512
Line Item #	3150
Line Item Description	Legal Services City Attorney

Item	Description	Justification	Estimated Cost
	<i>Shepard, Smith &amp; Cassady, P.A.</i>	<i>City Attorney Legal Fees Increase due to more development and needed complex agreement review</i>	<i>150,000</i>

Total Cost	\$ 150,000
------------	------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Legal Services 1015-512</u>
<b>Line Item #</b>	<u>3160</u>
<b>Line Item Description</b>	<u>Legal Services- Labor Attorney</u>

Item	Description	Justification	Estimated Cost
		<i>Labor Attorney - decrease with PRM providing a number of free hrs. for a Labor Attorney - Allen, Norton &amp; Blue P.A.</i>	5,000

Total Cost	\$ 5,000
------------	----------

Fund	General Fund - 001
Department	Legal Services 1015-512
Line Item #	3160
Line Item Description	Legal Services- Litigation

Item	Description	Justification	Estimated Cost
		Public Defender Legal Fees	5,000

Total Cost	\$ 5,000
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Legal Services 1015-512</u>
<b>Line Item #</b>	<u>3180</u>
<b>Line Item Description</b>	<u>Legal Services- Downtown Center</u>

Item	Description	Justification	Estimated Cost
		<i>Legal Fees Associated with the City Center</i> <i>N/A - paid in full previous budget year.</i>	-

<b>Total Cost</b>	<b>\$ -</b>
-------------------	-------------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Legal Services 1015-513</i>
<b>Line Item #</b>	<i>3190</i>
<b>Line Item Description</b>	<i>Police Advisor</i>

Item	Description	Justification	Estimated Cost
	Police Advisor	Year 2 of contract - 3% increase	82,400

Total Cost	\$ 82,400
------------	-----------

## CITY OF APOPKA ADMINISTRATIVE SERVICES

The Administrative Services division is responsible for efficiently and effectively implementing and administering the policies, programs and services approved by the City Council. In FY18 the Community Outreach division which was responsible for the marketing and advocacy of the City, was consolidated into this division.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	1,481,093
2017	BUDGET	1,605,920
2017	ESTIMATE	1,513,396
2018	REQUESTED	814,759

### GOALS:

- Ensure a safe City.
- Deliver effectively the services that Apopka Citizens need, want and are willing to support.
- Build and maintain a healthy business climate.
- Maintain a low-density residential and family friendly community where citizens and visitors can find and afford the values, lifestyles and services they seek.
- Provide safe, sufficient and reliable drinking water, wastewater treatment, solid waste disposal and stormwater systems.
- Continue to provide responsive, efficient customer oriented services to fee payers.
- Create an effective marketing and economic development program within city government.
- Completion of the City's Land Development Code to ensure it is responsive to changing conditions.
- Increase community involvement in City events.
- Promote the City via all social medias available.
- Increase the amount of funding awarded to the City from Federal, State and local agencies.



**CITY OF AOPKA**  
**ADMINISTRATIVE SERVICES**

including Community Outreach Division

**LINE ITEM DETAIL**

	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	402,493	391,598	391,598	402,327
1210 LONGEVITY PAY	426	422	422	544
1300 OTHER SALARIES & WAGES	-	-	-	12,480
1400 OVERTIME	13	-	-	-
1600 OTHER REIMBURSED ALLOWANCES	12,343	12,480	12,480	16,680
2100 F.I.C.A.	30,223	30,944	30,944	33,050
2200 RETIREMENT CONTRIBUTION	62,609	66,338	66,338	68,806
2300 LIFE AND HEALTH INSURANCE	51,385	67,314	67,314	64,560
2400 WORKERS COMPENSATION	214	205	205	216
<b>TOTAL</b>	<b>559,706</b>	<b>569,301</b>	<b>569,301</b>	<b>598,664</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	183,294	51,593	36,800	-
3400 OTHER CONTRACTUAL SERVICES	626,820	739,445	707,279	185,000
4000 TRAVEL AND PER DIEM	92	3,500	500	500
4100 COMMUNICATION	-	-	-	-
4200 FREIGHT & POSTAGE	239	2,000	500	2,000
4400 RENTALS & LEASES	11,099	81,800	81,800	4,715
4600 REPAIRS AND MAINTENANCE	3,273	-	-	-
4650 VEHICLE MAINTENANCE	-	-	-	-
4700 PRINTING AND BINDING	2,051	20,750	1,465	1,250
4800 PROMOTIONAL ACTIVITIES	9,207	14,900	14,900	-
4900 OTHER CHARGES	20,970	22,000	50,304	-
4903 TEMPORARY LABOR	-	-	-	-
5100 OFFICE SUPPLIES	2,036	6,346	3,435	5,500
5200 OPERATING SUPPLIES	60,005	32,635	31,835	6,580
5250 FUEL & GASOLINE	78	-	-	-
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	1,400	6,025	10,777	3,000
5500 TRAINING	823	8,750	4,500	7,550
9300 CONTINGENCY	-	1,175	-	-
<b>TOTAL</b>	<b>921,387</b>	<b>990,919</b>	<b>944,095</b>	<b>216,095</b>
<b>CAPITAL OUTLAY:</b>				
6400 EQUIPMENT	-	45,700	-	-
<b>TOTAL</b>	<b>-</b>	<b>45,700</b>	<b>-</b>	<b>-</b>
<b>TOTAL COST</b>	<b>\$ 1,481,093</b>	<b>\$ 1,605,920</b>	<b>\$ 1,513,396</b>	<b>\$ 814,759</b>

<p style="text-align: center;"><b>CITY OF AOPKA</b>  <b>ADMINISTRATIVE SERVICES</b></p>
---

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
CHIEF ADMINISTRATIVE OFFICER	1	1	1
ASSISTANT TO CITY ADMINISTRATOR	1	1	1
RECEPTIONIST	1	1	1
PUBLIC INFORMATION OFFICER*	1	1	1
GRANT & NEIGHBORHOOD SERVICES COORDINATOR*	1	1	1
COMMUNITY EVENTS MANAGER*	1	1	0
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>5</b>

\* Position was moved from Community Outreach

**CAPITAL OUTLAY**

6200 - Building	\$ -
6400 - Equipment	\$ -
Total Capital Outlay	\$ -

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Administrative Services - 1020-512</i>
<b>Line Item #</b>	<i>3100</i>
<b>Line Item Description</b>	<i>Professional Services</i>

Item	Description	Justification	Estimated Cost
	Necessary property services	<i>Survey's, Appraisals, Titlework</i> City Administrator's Adjustment	15,000 (15,000)

Total Cost	\$ -
------------	------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Administrative Services - 1020-512</i>
<b>Line Item #</b>	<i>3400</i>
<b>Line Item Description</b>	<i>Other Contractual Services</i>

Item	Description	Justification	Estimated Cost
	<i>Lobbyist - Gray Robinson</i>	<i>Federal &amp; State Lobbyist Services</i>	<i>90,000</i>

Total Cost	\$ 90,000
------------	-----------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Community Outreach - 1025-574</i>
<b>Line Item #</b>	<i>3400</i>
<b>Line Item Description</b>	<i>Other Contractual Services</i>

Total Cost	\$ 95,000
------------	-----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Administrative Services - 1020-512</u>
<b>Line Item #</b>	<u>4000</u>
<b>Line Item Description</b>	<u>Travel &amp; Per Diem</u>

Item	Description	Justification	Estimated Cost
	<i>Travel Costs</i>	<i>Cost associated with training/conferences.</i>	<i>500</i>
	<i>FCCMA</i>	<i>Annual City/County Manager Conference in South Florida.</i>	<i>1,460</i>
		<i>City Administrator's Adjustment</i>	<i>(1,460)</i>
	<i>ICMA</i>	<i>Annual International City Manager Conference in San Antonio, TX</i>	<i>1,975</i>
		<i>City Administrator's Adjustment</i>	<i>(1,975)</i>

Total Cost	\$	500
------------	----	-----

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Outreach - 1025-574</u>
<b>Line Item #</b>	<u>4000</u>
<b>Line Item Description</b>	<u>Travel &amp; Per Diem</u>

Item	Description	Justification	Estimated Cost
	Miscellaneous Travel & Per Diem	Events City Administrator's Adjustment	3,000 (3,000)

Total Cost	\$ -
------------	------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Administrative Services - 1020-512</i>
<b>Line Item #</b>	<i>4200</i>
<b>Line Item Description</b>	<i>Freight &amp; Postage</i>

Item	Description	Justification	Estimated Cost
	<i>Postage</i>	<i>USPS, FedEx and UPS fees as required</i>	<i>500</i>

Total Cost	\$ 500
------------	--------



<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Outreach - 1025-574</u>
<b>Line Item #</b>	<u>4200</u>
<b>Line Item Description</b>	<u>Freight &amp; Postage</u>

Total Cost	\$ 1,500
------------	----------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Administrative Services - 1020-512</i>
<b>Line Item #</b>	<i>4400</i>
<b>Line Item Description</b>	<i>Rentals and Leases</i>

Item	Description	Justification	Estimated Cost
	<i>Postage Machine</i>	<i>Lease</i>	<i>4,000</i>
	<i>Printer Copier Machine</i>	<i>Lease</i>	<i>715</i>

Total Cost	\$ 4,715
------------	----------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Administrative Services - 1020-512</u>
<b>Line Item #</b>	<u>4700</u>
<b>Line Item Description</b>	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
	<i>Business cards, letterhead, envelopes, etc.</i>		<i>500</i>

Total Cost	\$ 500
------------	--------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Outreach - 1025-574</u>
<b>Line Item #</b>	<u>4700</u>
<b>Line Item Description</b>	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
	<i>Apopka Youth Works</i>	<i>Posters &amp; Flyers</i>	<i>350</i>
	<i>Reading for HEROES</i>	<i>Posters &amp; Flyers</i>	<i>100</i>
	<i>Neighborhood Services</i>	<i>Posters &amp; Flyers</i>	<i>300</i>

Total Cost	\$ 750
------------	--------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Administrative Services - 1020-512</i>
<b>Line Item #</b>	<i>5100</i>
<b>Line Item Description</b>	<i>Office Supplies</i>

Item	Description	Justification	Estimated Cost
	Office Supplies	Supplies needed for daily operation Mail Machine Ink, paper, pens, etc.	2,500

Total Cost	\$ 2,500
------------	----------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Outreach - 1025-574</u>
<b>Line Item #</b>	<u>5100</u>
<b>Line Item Description</b>	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
	Office Supplies	Printer ink, paper, notepads, pens, etc.	3,000

Total Cost	\$ 3,000
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Administrative Services - 1020-512</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
	<i>Operating supplies</i>	<i>Toner replacements, small office equipment, misc.</i>	<i>2,800</i>
	<i>Mail machine supplies</i>		<i>235</i>
	<i>Printer machine supplies &amp; charges</i>		<i>1,260</i>
	<i>5% contingency</i>	<i>Vehicles FY16/17</i>	<i>1,435</i>
			<i>850</i>
	<i>Chamber of Commerce Sponsorship</i>	<i>Gala Table</i>	<i>1,000</i>
		<i>Duplicate - see Mayor's 5200</i>	<i>(1,000)</i>

<b>Total Cost</b>	<b>\$ 6,580</b>
-------------------	-----------------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Administrative Services - 1020-512</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost
	<i>Memberships</i>	<i>FCCMA</i>	<i>400</i>
		<i>ICMA</i>	<i>1,200</i>
		<i>West Orange Chamber of Commerce</i>	<i>1,400</i>

Total Cost	\$ 3,000
------------	----------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Administrative Services - 1020-512</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
	<i>Florida City/County Manager Assoc. Annual Conference [FCCMA]</i>	<i>Professional Development/Training</i>	<i>400</i>
	<i>International City/County Manager Assoc. Annual Conference [ICMA]</i>	<i>Professional Development/Training</i>	<i>600</i>
	<i>Miscellaneous Training Opportunities During the Year</i>	<i>Professional Development/Training [3 employees]</i>	<i>3,000</i>
	<i>Leadership Training</i>	<i>Professional Development for Senior level staff and management. Discounted training based on 2 day on-site sessions for 25 employees [\$80 per employee per day]. Move to HR</i>	<i>4,000 (4,000)</i>
	<i>UCF Florida Institute of Govt</i>	<i>Strategic Planning and Goal Setting for senior level staff in preparation of FY19 Budget</i>	<i>1,800</i>

<b>Total Cost</b>	<b>\$ 5,800</b>
-------------------	-----------------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Outreach - 1025-574</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
	Conference/Seminars	Grants/Neighborhood Services	1,750
	Social Innovation Conference	Cultural Diversity Training for Staff	15,000
		City Administrator's Adjustment	(15,000)

Total Cost	\$ 1,750
------------	----------

## CITY OF APOPKA CITY CLERK

The City Clerk, as a staff officer, is the custodian of the City Seal and the City's Official Public Records, including minutes, ordinances, resolutions, agreements/contracts and deeds of City owned property. The City Clerk attends, records and prepares minutes for all City Council meetings, provides information to the public regarding City matters, conducts City elections, and is responsible for legal advertisements for public hearings.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	234,607
2017	BUDGET	251,188
2017	ESTIMATE	245,188
2018	REQUESTED	315,031

### GOALS:

- Record and preserve City Council actions.
- Maintain City Codes.
- Continued records storage and retention/retrieval systems for accessibility of data for staff and public records requests. Adhere to Records Retention Rules and document and destroy records in compliance with statutes.
- Conduct elections in strict compliance with state statutes.
- Administer the Cemetery Sales.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
Lien Searches Processed	1505	1698	1622	-4.48%
Ordinances/Resolutions recorded	90	99	101	2.02%
Council/Committee Minutes	60	75	110	46.67%
Cemetery Sales	\$91,290	\$117,900	\$113,806	-3.47%
Record Management* & Destruction	783.75	102.5	203.1	98.15%

\* Records Management is driven by retention schedules and will vary from year to year.

**CITY OF APOPKA  
CITY CLERK**

**LINE ITEM DETAIL**

		<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>REQUESTED</b>
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	135,240	157,722	157,722	163,395
1210	LONGEVITY PAY	273	304	304	338
1400	OVERTIME	468	-	-	-
2100	F.I.C.A.	10,297	12,089	12,089	12,526
2200	RETIREMENT CONTRIBUTION	22,169	23,303	23,303	24,243
2300	LIFE AND HEALTH INSURANCE	16,443	18,443	18,443	17,782
2400	WORKERS COMPENSATION	67	90	90	92
<b>TOTAL</b>		<b>184,957</b>	<b>211,951</b>	<b>211,951</b>	<b>218,376</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
3100	PROFESSIONAL SERVICES	1,100	1,000	500	1,000
3400	OTHER CONTRACTUAL SERVICES	30,961	17,805	17,805	74,150
4000	TRAVEL & PER DIEM	1,036	1,000	800	1,000
4200	FREIGHT & POSTAGE	86	500	200	500
4400	RENTALS AND LEASES	-	2,088	2,088	2,088
4600	REPAIR AND MAINTENANCE	1,540	1,824	1,824	1,992
4700	PRINTING AND BINDING	3,360	6,000	2,000	6,000
4800	PROMOTIONAL ADVERTISING	3,910	-	-	-
4900	OTHER CHARGES	736	1,500	1,500	2,000
4902	LEGAL ADVERTISING	2,455	3,000	3,000	4,000
5100	OFFICE SUPPLIES	563	2,000	1,000	1,500
5200	OPERATING SUPPLIES	2,871	500	500	500
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	592	720	720	625
5500	TRAINING	440	1,300	1,300	1,300
<b>TOTAL</b>		<b>49,650</b>	<b>39,237</b>	<b>33,237</b>	<b>96,655</b>
<b>CAPITAL OUTLAY:</b>					
6300	IMPROVEMENTS OTHER THAN BLDG	-	-	-	-
6400	EQUIPMENT	-	-	-	-
<b>TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COST</b>		<b>\$ 234,607</b>	<b>\$ 251,188</b>	<b>\$ 245,188</b>	<b>\$ 315,031</b>

**CITY OF APOPKA  
CITY CLERK**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
CITY CLERK	1	1	1
DEPUTY CITY CLERK	1	1	1
RECORDS CLERK - PART TIME (REQUESTED)	0	1	1
<b>TOTAL</b>	<b>2</b>	<b>3</b>	<b>3</b>

**CAPITAL OUTLAY**

6200 - Building	\$ -
6400 - Equipment	\$ -
Total Capital Outlay	\$ -

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>City Clerk 1030-512</i>
<b>Line Item #</b>	<i>3100</i>
<b>Line Item Description</b>	<i>Professional Services</i>

Item	Description	Justification	Estimated Cost
1	Professional Services	ADA required services at meetings	1,000

Total Cost	\$ 1,000
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>City Clerk 1030-512</u>
<b>Line Item #</b>	<u>3400</u>
<b>Line Item Description</b>	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	State of Florida	Microfilm Storage	150
2	Code of Ordinances Online Service	Online Code; Municode NEXT; OrdBank; CodeBank; CodeBank Compare; eNotify; MuniPRO; Custom Banner <i>**(notified of \$450 increase this year)</i>  This line should have the roll over of PO for the recodification of the code.	2,000
3	Supervisor of Elections	General Election - March 13, 2018 Estimate with one polling place and early voting at SOE only	35,000 6,000
4	Supervisor of Elections	Run-off Election - April 10, 2018 (if needed)	25,000 6,000

<b>Total Cost</b>	<b>\$ 74,150</b>
-------------------	------------------

Fund	General Fund - 001
Department	City Clerk 1030-512
Line Item #	4000
Line Item Description	Travel & Per Diem

Item	Description	Justification	Estimated Cost
1	Travel to conferences	Travel & per diem FACC Spring & Fall Academies (CE's for certification)	1,000

Total Cost	\$ 1,000
------------	----------



<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>City Clerk 1030-512</i>
<b>Line Item #</b>	<i>4200</i>
<b>Line Item Description</b>	<i>Freight &amp; Postage</i>

Total Cost	\$ 500
------------	--------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>City Clerk 1030-512</u>
<b>Line Item #</b>	<u>4400</u>
<b>Line Item Description</b>	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
1	Lanier C4505	<p>Copier Lease</p> <p><i>** Should we increase this amount? I have an additional staff person, and we are using this copier/printer in lieu of desktop printers.</i></p>	2,088

Total Cost	\$ 2,088
------------	----------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>City Clerk 1030-512</i>
<b>Line Item #</b>	<i>4600</i>
<b>Line Item Description</b>	<i>Repair and Maintenance - Bldg &amp; Equip</i>

Item	Description	Justification	Estimated Cost
1	Records Destruction	Contract - 13 Consoles	1,992

Total Cost	\$ 1,992
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>City Clerk 1030-512</u>
<b>Line Item #</b>	<u>4700</u>
<b>Line Item Description</b>	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
1	Code Supplements	Codification of Ordinances	5,000
1	Miscellaneous Printing	Cemetery Forms	1,000
NOTE: This is down current FY due to recodification of code. Supplements not ordered.			

Total Cost	\$ 6,000
------------	----------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>City Clerk 1030-512</u>
<b>Line Item #</b>	<u>4900</u>
<b>Line Item Description</b>	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
1	OC Comptroller	Document Recording Fees	2,000

Total Cost	\$ 2,000
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>City Clerk 1030-512</u>
<b>Line Item #</b>	<u>4902</u>
<b>Line Item Description</b>	<u>Legal Advertising</u>

Item	Description	Justification	Estimated Cost
1	Legal Ads	<p>Public Hearings; Bid Openings, etc. Election; Budget ads.</p> <p>More advertizing with all bids being advertised from Clerk's office.</p>	4,000

Total Cost	\$ 4,000
------------	----------

Fund	General Fund - 001
Department	City Clerk 1030-512
Line Item #	5100
Line Item Description	Office Supplies

Item	Description	Justification	Estimated Cost
1	General Office Supplies		1,500

Total Cost	\$ 1,500
------------	----------

Fund	General Fund - 001
Department	City Clerk 1030-512
Line Item #	5200
Line Item Description	Operating Supplies

Item	Description	Justification	Estimated Cost
1	General Operating Supplies		500

Total Cost	\$ 500
------------	--------



<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>City Clerk 1030-512</i>
<b>Line Item #</b>	<i>5400</i>
<b>Line Item Description</b>	<i>Books, Publications &amp; Subscriptions</i>

Item	Description	Justification	Estimated Cost
1	FACC Memebership (2)	Certification requirement	200
2	IIMC Membership (2)	Certification requirement	300
3	Newspaper subscription		25
4	Miscellaneous		100

Total Cost	\$ 625
------------	--------

Fund	General Fund - 001
Department	City Clerk 1030-512
Line Item #	5500
Line Item Description	Training

Item	Description	Justification	Estimated Cost
1	Academies / Webinars	Certification Hours	1,300

Total Cost	\$ 1,300
------------	----------

## CITY OF APOPKA FINANCE

The Finance Department is responsible for maintaining the City's financial accounting system that includes processing of all City financial transactions as well as maintaining and disseminating financial statements and related reports to City departments and other governmental agencies. In addition, this department produces the City's Comprehensive Annual Financial Report (CAFR), provides assistance to the external auditors, oversees the investment of City funds and is responsible for debt administration. The department provides support service of the City government responsible for coordinating and directing the development of the City's Annual Operating Budget and five-year Capital Improvement Program.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	738,257
2017	BUDGET	701,996
2017	ESTIMATE	701,882
2018	REQUESTED	717,866

### GOALS:

- Continue to produce a Comprehensive Annual Financial Report (CAFR) that meets the GFOA "Certificate of Achievement for Excellence in Financial Reporting".
- Process 100% of invoice payments within 25 days of approval date.
- Continue to produce a high quality Annual Budget document that meets Florida statutory requirements.
- Complete and publish the budget document within 30 days of adoption.
- Process employee weekly payroll to ensure all employees are compensated accurately and in a timely manner.
- Complete implementation of the City's new Edmunds software.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# checks A/P checks	5,697	6,433	7,192	11.8%
# payroll checks	629	724	750	3.6%
# payroll direct deposits	30,358	29,109	30,000	3.1%
# of journal entries	2,872	2,949	3,150	6.8%
# days to issue CAFR	264	203	168	-17.2%
Distinguished Budget Award	Yes	Yes	pending	n/a
CAFR Certificate of Achievement	Yes	Yes	pending	n/a

**CITY OF APOPKA  
FINANCE**

**LINE ITEM DETAIL**

	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	349,888	463,439	461,962	468,161
1210 LONGEVITY PAY	883	1,111	1,111	865
1400 OVERTIME	943	-	1,477	-
1600 OTHER REIMBURSED ALLOWANCES	475	480	480	480
2100 F.I.C.A.	26,435	35,575	35,575	35,917
2200 RETIREMENT CONTRIBUTION	43,760	59,691	59,691	57,199
2300 LIFE AND HEALTH INSURANCE	48,510	58,503	58,503	58,659
2400 WORKERS COMPENSATION	159	233	233	235
<b>TOTAL</b>	<b>471,053</b>	<b>619,031</b>	<b>619,031</b>	<b>621,516</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	37,941	5,000	5,800	14,000
3200 AUDIT SERVICES	48,000	48,000	48,000	49,500
3400 OTHER CONTRACTUAL SERVICES	29,491	12,000	13,951	15,000
4000 TRAVEL & PER DIEM	32	1,950	1,700	2,200
4100 COMMUNICATION	12	-	-	-
4200 FREIGHT & POSTAGE	2,528	2,800	2,300	2,400
4400 RENTAL & LEASES	3,784	3,400	3,400	3,420
4600 REPAIR AND MAINTENANCE	-	-	-	-
4700 PRINTING SERVICES	872	1,450	1,000	1,450
4902 LEGAL ADVERTISING	1,350	1,800	1,300	1,350
5100 OFFICE SUPPLIES	417	1,200	1,200	1,925
5200 OPERATING SUPPLIES	2,516	2,300	2,300	1,900
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	500	600	600	615
5500 TRAINING	1,105	2,465	1,300	2,590
<b>TOTAL</b>	<b>128,548</b>	<b>82,965</b>	<b>82,851</b>	<b>96,350</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDING	-	-	-	-
6400 EQUIPMENT	-	-	-	-
6800 INTANGIBLES	138,656	-	-	-
<b>TOTAL</b>	<b>138,656</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COST</b>	<b>\$ 738,257</b>	<b>\$ 701,996</b>	<b>\$ 701,882</b>	<b>\$ 717,866</b>

# CITY OF APOPKA FINANCE

## STAFFING ANALYSIS

### NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
FINANCE DIRECTOR	1	1	1
FINANCIAL APPLICATIONS MANAGER	1	0	0
ACCOUNTANT II	1	1	1
ACCOUNTS PAYABLE SPECIALIST	1	1	1
ACCOUNTING MANAGER	0	1	1
PURCHASING MANAGER*	0	1	1
PAYROLL SPECIALIST**	0	1	1
ACCOUNTING CLERK (PT)	0	1	1
<b>TOTAL</b>	<b>4</b>	<b>7</b>	<b>7</b>

\* Position moved from Facilities Maintenance

\*\* Position moved from Human Resources

## CAPITAL OUTLAY

6200 - Building	\$ -
6400 - Equipment	\$ -
Total Capital Outlay	\$ -

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Finance Dept 1120-513</u>
<b>Line Item #</b>	<u>3100</u>
<b>Line Item Description</b>	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
	<i>Financial Advisor Stipend</i>		<i>5,000</i>
	<i>Distinguished Budget Presentation Award</i>	<i>Application Fee for Award</i>	<i>450</i>
	<i>Certificate of Achievement for Excellence in Financial Reporting</i>	<i>Application Fee for Award</i>	<i>550</i>
	<i>OPEB Actuarial Study</i>	<i>Compliance with GASB 75</i>	<i>8,000</i>

<b>Total Cost</b>	<b>\$ 14,000</b>
-------------------	------------------

Fund	General Fund - 001
Department	Finance Dept 1120-513
Line Item #	3200
Line Item Description	Audit Services

Item	Description	Justification	Estimated Cost
	Annual Audit and CAFR		49,500

Total Cost	\$ 49,500
------------	-----------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Finance Dept 1120-513</i>
<b>Line Item #</b>	<i>3400</i>
<b>Line Item Description</b>	<i>Other Contractual Services</i>

Item	Description	Justification	Estimated Cost
	Merchant Services Fees		15,000

Total Cost	\$ 15,000
------------	-----------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Finance Dept 1120-513</u>
<b>Line Item #</b>	<u>4000</u>
<b>Line Item Description</b>	<u>Travel &amp; Per Diem</u>

Item	Description	Justification	Estimated Cost
	Conference - Florida Govt Financial Officers Assoc (FGFOA)	Per Diem(4 * 150) Lodging/Hotel (4* \$400)	600 1,600

Total Cost	\$ 2,200
------------	----------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Finance Dept 1120-513</i>
<b>Line Item #</b>	<i>4200</i>
<b>Line Item Description</b>	<i>Freight &amp; Postage</i>

Total Cost	\$ 2,400
------------	----------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Finance Dept 1120-513</i>
<b>Line Item #</b>	<i>4400</i>
<b>Line Item Description</b>	<i>Rentals and Leases</i>

Item	Description	Justification	Estimated Cost
	<i>Copier Lease</i>	<i>12 months @ \$285</i>	<i>3,420</i>

Total Cost	\$ 3,420
------------	----------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Finance Dept 1120-513</u>
<b>Line Item #</b>	<u>4700</u>
<b>Line Item Description</b>	<u>Printing Services</u>

Total Cost	\$ 1,450
------------	----------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Finance Dept 1120-513</u>
<b>Line Item #</b>	<u>4902</u>
<b>Line Item Description</b>	<u>Legal Advertising</u>

Item	Description	Justification	Estimated Cost
	<i>Budget Summary and Tax Increment</i>		<i>1,350</i>

Total Cost	\$ 1,350
------------	----------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Finance Dept 1120-513</i>
<b>Line Item #</b>	<i>5100</i>
<b>Line Item Description</b>	<i>Office Supplies</i>

Total Cost	\$ 1,925
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Finance Dept 1120-513</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Copier Overage Costs	Monochrome Copies - .0049 each Color Copies - .046 each	800 800
2	Credit Card Machine Upgrades	Annual Upgrades	300
3	Desktop Scanners	3 @ \$800 each 7160 Fujitsu <i>City Administrator's Adjustment</i>	2,400  <i>(2,400)</i>

Total Cost	\$ 1,900
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Finance Dept 1120-513</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	<i>Memberships: Florida Govt Finance Officers Assoc (FGFOA)</i>	4 @ \$25	100
2	<i>Florida Institute of Certified Public Accountants (FICPA)</i>	1 @ \$200	200
3	<i>Government Finance Officers Association (GFOA)</i>	1 @ \$225	225
4	<i>SAMs Club</i>	2 @ \$45	90

<b>Total Cost</b>	<b>\$ 615</b>
-------------------	---------------



Fund	General Fund - 001
Department	Finance Dept 1120-513
Line Item #	5500
Line Item Description	Training

Item	Description	Justification	Estimated Cost
1	FGFOA Quarterly Meeting	Local Chapter meetings	90
2	GFOA Conference	Annual Conference (4 @ \$225)	900
3	Continuing Education - CPA/CGFO	CPEs required for professional certifications	1,600

Total Cost	\$ 2,590
------------	----------

## CITY OF APOPKA HUMAN RESOURCES

The Human Resources Department provides quality services and support in employment, training, benefits, compensation and safety. It is responsible for developing a qualified, productive, and responsive workforce, equipped with the knowledge, abilities, skills and tools necessary to meet the City's present and future needs. Human Resources assures the City is an equal opportunity employer, remains in compliance with applicable regulations and requirements, as well as being responsible for all employee records and benefits. Human Resources also oversees Risk Management, working to ensure the City is not in undue positions of liability.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	1,165,797
2017	BUDGET	1,264,461
2017	ESTIMATE	1,397,437
2018	REQUESTED	1,510,803

### GOALS:

- To encourage and assist employees to reach their full potential as members of the City's workforce.
- To manage workers compensation, liability insurance and unemployment claims issues to keep expenses contained to the highest degree possible.
- To manage employee benefits to ensure employees have access to the best available benefits in the most cost-effective manner.
- To manage policies and practices to ensure compliance with local, state and federal regulations and requirements.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	% Change
Total employee turnover	9.12%	9.76%	10.00%	2.46%
# of employees on-boarded (FT)	29	53	65	22.64%
# of employees off-boarded (FT)	34	36	38	5.56%
# of employee supported (FT only)	371	378	406	7.41%
# of Incident Reports filed	291	280	297	6.07%
# of Insurance Claims handled	84	104	129	24.04%

**CITY OF APOPKA  
HUMAN RESOURCES**

**LINE ITEM DETAIL**

	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	265,016	306,744	283,296	290,196
1210 LONGEVITY PAY	1,433	777	777	824
1400 OVERTIME	1,305	-	471	-
1600 OTHER REIMBURSED ALLOWANCES	2,470	-	-	-
2100 F.I.C.A.	19,699	23,484	20,045	22,263
2200 RETIREMENT CONTRIBUTION	40,869	43,772	18,310	47,727
2300 LIFE AND HEALTH INSURANCE	43,586	33,297	26,498	34,372
2400 WORKERS COMPENSATION	128	154	240	146
2500 UNEMPLOYMENT COMPENSATION	-	15,000	15,000	15,000
plus additional positions requested				43,875
<b>TOTAL</b>	<b>374,506</b>	<b>423,228</b>	<b>364,637</b>	<b>454,403</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	60,029	110,000	110,000	85,500
3400 OTHER CONTRACTUAL SERVICES	4,562	7,150	7,000	8,100
4000 TRAVEL & PER DIEM	145	2,900	2,700	2,200
4200 FREIGHT & POSTAGE	411	1,980	500	500
4400 RENTALS & LEASES	-	-	-	1,450
4500 LIABILITY INSURANCE	723,467	706,550	900,000	948,200
4600 REPAIR AND MAINTENANCE	-	-	-	-
4700 PRINTING AND BINDING	-	750	750	-
4900 OTHER CHARGES AND OBLIGATIONS	410	5,000	5,000	1,000
5100 OFFICE SUPPLIES	1,480	1,500	1,500	1,500
5200 OPERATING SUPPLIES	320	3,853	3,800	6,500
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	170	550	550	450
5500 TRAINING	297	1,000	1,000	1,000
<b>TOTAL</b>	<b>791,291</b>	<b>841,233</b>	<b>1,032,800</b>	<b>1,056,400</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDING	-	-	-	-
6400 EQUIPMENT	-	-	-	-
6800 INTANGIBLES	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COST</b>	<b>\$ 1,165,797</b>	<b>\$ 1,264,461</b>	<b>\$ 1,397,437</b>	<b>\$ 1,510,803</b>

**CITY OF APOPKA  
HUMAN RESOURCES**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
HUMAN RESOURCES DIRECTOR	1	1	1
RISK SPECIALIST	1	1	1
HUMAN RESOURCES SPECIALIST I	2	2	2
RISK SUPPORT CLERK (REQUESTED)	0	0	1
ADMINISTRATIVE SUPPORT CLERK (REQUESTED)	0	0	0
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>5</b>

**CAPITAL OUTLAY**

6200 - Building	\$ -
6400 - Equipment	\$ -
Total Capital Outlay	\$ -

**CITY OF AOPKA  
STAFFING REQUEST FORM  
FISCAL YEAR 2016-17**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Human Resources 1170-513</u>
<b>Division</b>	<u></u>

Position Title	Justification	Anticipated Salary/Grade
Administrative Support Clerk	The general staffing ratio for HR is 100/1; we are currently at 200/1 and the workload is difficult to manage.  <i>plus benefits</i> <i>City Administrator's Adjustment</i>	Grade 109 32,500  11,375 <i>(43,875)</i>
Risk Support Clerk	An acceptable staffing ratio for Risk is 200/1; we are currently at 400/1 and the workload is difficult to manage.  <i>plus benefits</i> <i>City Administrator's Adjustment</i> <i>Added back by Council</i>	Grade 109 32,500  11,375 <i>(43,875)</i> <i>43,875</i>

<b>Total Cost</b>	<b>\$ 43,875</b>
-------------------	------------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Human Resources 1170-513</u>
<b>Line Item #</b>	<u>3100</u>
<b>Line Item Description</b>	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
1	Post-exposure services	employee post-exposure services and surveillance	5,000
2	Insurance agent/broker consulting and service fees	support to ensure appropriate policies are in effect, provide assistance with claims, ensure compliance with applicable regulations	80,000
3	Necessary services-Urgent/Walk In (when clinic not available)	Post-accident drug, etc	500

<b>Total Cost</b>	<b>\$ 85,500</b>
-------------------	------------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Human Resources 1170-513</u>
<b>Line Item #</b>	<u>3400</u>
<b>Line Item Description</b>	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	Fingerprint checks X2 new hires	additional staffing as requested	100
		City Administrator's Adjustment	(100)
2	Ongoing and annual DL checks	new hires and ISO maintenance	7,000
		City Administrator's Adjustment	(4,500)
		Added back by Council	5,000
3	Badge system service	service call(s) if necessary	600

Total Cost	\$ 8,100
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Human Resources 1170-513</u>
<b>Line Item #</b>	<u>4000</u>
<b>Line Item Description</b>	<u>Travel &amp; Per Diem</u>

Item	Description	Justification	Estimated Cost
1	Annual FPHRA Conference	Annual meeting/education provided by Florida Public Human Resources Assn	1,500
2	Annual PRM Conference	Annual meeting/education provided by Public Risk Management	500
3	PRIMA Conference	Public Risk Management Association	1,200
		City Administrator's Adjustment	(1,000)

Total Cost	\$ 2,200
------------	----------



Fund	General Fund - 001	
Department	Human Resources	1170-513
Line Item #	4200	
Line Item Description	Freight & Postage	

Total Cost	\$ 500
------------	--------

Fund	General Fund - 001	
Department	Human Resources	1170-513
Line Item #	4400	
Line Item Description	Rentals and Leases	

Item	Description	Justification	Estimated Cost
1	Printer/Copier/Scanner lease/maint		1,450

Total Cost	\$ 1,450
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Human Resources 1170-513</u>
<b>Line Item #</b>	<u>4500</u>
<b>Line Item Description</b>	<u>Liability &amp; Casualty Insurance</u>

Item	Description	Justification	Estimated Cost
1	Various policies	Liability, casualty, property, E&O, fiduciary, pollution, etc	
	Public Risk Management	Property-add'l prop (Fire;Williams;Splash;etc)	275,000
	Public Risk Management	Liability	305,000
	AJ Gallagher	Accident	6,200
	AJ Gallagher	Public Officials Bond	1,000
	AJ Gallagher	Environmental Liability-yr 2 of 3 yr policy	-
	AJ Gallagher	Fiduciary Liability	7,500
	AJ Gallagher	Crime Policy Premium-incl w/PRM liability	-
		Storage Tank Liability	3,500
	Alexander Aviation	Airport Liability (fund 410?)	3,000
		Move to Airport	(3,000)
2	Deductibles	incl all policies	300,000
		City Administrator's Adjustment	(150,000)
		Added back by Council	200,000

<b>Total Cost</b>	<b>\$ 948,200</b>
-------------------	-------------------

Fund	General Fund - 001	
Department	Human Resources	1170-513
Line Item #	4900	
Line Item Description	Other Charges	

Item	Description	Justification	Estimated Cost
1	Floral	Arrangements for employees/immediate family	1,000
2	Unemployment Compensation	funding for claims <i>Included in 2500 line</i>	5,000 <i>(5,000)</i>

Total Cost	\$ 1,000
------------	----------

Fund	General Fund - 001	
Department	Human Resources	1170-513
Line Item #	5100	
Line Item Description	Office Supplies	

Item	Description	Justification	Estimated Cost
1	Office supplies	necessary to maintain operations	1,500

Total Cost	\$ 1,500
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Human Resources 1170-513</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Operating supplies	necessary to maintain operations, including toners, drums, ink, etc	2,500
2	Software/computers/phones X2	Set up for new hires: phones, monitors, WYSE, VDS lic, Microsoft	2,700
3	Copier overages	City Administrator's Adjustment (per IT)	(2,700) 2,400
4	Badge/Access Cards System	Supplies	1,200
		City Administrator's Adjustment	(4,600)
		Added back by Council	5,000

<b>Total Cost</b>	<b>\$ 6,500</b>
-------------------	-----------------

<b>Fund</b>	<i>General Fund - 001</i>	
<b>Department</b>	<i>Human Resources</i>	<i>1170-513</i>
<b>Line Item #</b>	<i>5400</i>	
<b>Line Item Description</b>	<i>Books, Publications &amp; Subscriptions</i>	

Item	Description	Justification	Estimated Cost
1	Florida Public Human Resources		200
2	Society for Human Resouces Mgt		200
3	PRIMA		50

Total Cost	\$ 450
------------	--------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Human Resources 1170-513</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Staff seminars/training	Certifications and/or training	1,000
2	Leadership Training	Professional Development for Senior staff and management. Discounted training based on 2 day onsite sessions for 25 employees (\$80 per employee per day)	4,000
		City Administrator's Adjustment	(4,000)

<b>Total Cost</b>	<b>\$ 1,000</b>
-------------------	-----------------



Fund	General Fund - 001	
Department	Human Resources	1170-513
Line Item #	6300	
Line Item Description	Infrastructure	

Item	Description	Justification	Estimated Cost
1	Office remodel	Space for new hires - better use of space <i>City Administrator's Adjustment</i>	35,000 <i>(35,000)</i>

Total Cost	\$ -
------------	------

## CITY OF AOPKA INFORMATION TECHNOLOGY

Information Technology is a support service department for the City and provides the central technology infrastructure for employee communications and computer operations. The department is responsible for the maintenance and enhancement of computer hardware, software, networking and telephones.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	1,717,632
2017	BUDGET	1,947,986
2017	ESTIMATE	1,777,129
2018	REQUESTED	1,748,646

### GOALS:

- Optimize the City's IT infrastructure to support its immediate and future needs in a consistent, responsive, manageable and cost-effective way.
- Implement IT applications that effectively support the business requirements of the City; making use of state of the art technology that improves efficiency and productivity.
- Maintain a 99.999% network uptime while securing the City's information systems, networks and data.
- Implement consistent and sound IT management roles, policies, processes and procedures.
- Implement standardized GIS best practices between departments.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of IT Assets supported (computers, printers, servers, network HW, storage)	513	542	570	5.2%
# of applications (software) supported in the IT Portfolio	41	45	48	6.7%
# of end-users	447	466	485	4.1%
# of Medium IT projects completed	7	9	12	33.3%
# of work orders/requests completed	2,738	2,486	2,675	7.6%
# of communication Assets supported (iPADs, Smart Phones, Cell Phones)	71	87	110	26.4%

**CITY OF APOPKA  
INFORMATION TECHNOLOGY**

**LINE ITEM DETAIL**

	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>REQUESTED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	411,190	393,037	393,037	486,845
1210 LONGEVITY PAY	3,758	833	833	960
1400 OVERTIME	26,012	15,000	15,000	15,000
1600 OTHER REIMBURSED ALLOWANCES	474	480	480	480
2100 F.I.C.A.	31,403	31,315	31,315	38,501
2200 RETIREMENT CONTRIBUTION	72,053	64,673	64,673	80,079
2300 LIFE AND HEALTH INSURANCE	67,716	67,793	67,793	91,592
2400 WORKERS COMPENSATION	634	197	197	244
2500 UNEMPLOYMENT COMPENSATION	2,200			
<b>TOTAL</b>	<b>615,440</b>	<b>573,329</b>	<b>573,329</b>	<b>713,701</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	-	-	-	-
3400 OTHER CONTRACTUAL SERVICES	174,706	197,100	197,100	252,100
4000 TRAVEL & PER DIEM	-	2,000	1,000	2,000
4100 COMMUNICATIONS	218,987	237,700	237,700	230,000
4200 FREIGHT & POSTAGE	320	1,000	500	500
4400 RENTALS AND LEASES	864	30,850	2,850	45,425
4600 REPAIR AND MAINTENANCE	339,037	389,500	389,500	407,850
4650 VEHICLE MAINTENANCE	401	650	300	500
5100 OFFICE SUPPLIES	2,420	3,000	2,900	3,000
5200 OPERATING SUPPLIES	79,304	104,050	104,050	61,670
5250 FUEL & GASOLINE	132	250	200	200
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	200	700	500	3,700
5500 TRAINING	2,994	12,000	10,000	10,000
<b>TOTAL</b>	<b>819,365</b>	<b>978,800</b>	<b>946,600</b>	<b>1,016,945</b>
<b>CAPITAL OUTLAY:</b>				
6300 INFRASTRUCTURE	-	-	-	-
6400 EQUIPMENT	191,068	238,000	238,000	-
6800 INTANGIBLES	91,759	157,857	19,200	18,000
<b>TOTAL</b>	<b>282,827</b>	<b>395,857</b>	<b>257,200</b>	<b>18,000</b>
<b>TOTAL COST</b>	<b>\$ 1,717,632</b>	<b>\$ 1,947,986</b>	<b>\$ 1,777,129</b>	<b>\$ 1,748,646</b>

**CITY OF APOPKA**  
**INFORMATION TECHNOLOGY**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
INFORMATION TECHNOLOGY DIRECTOR	1	1	1
INFORMATION TECHNOLOGY SUPERVISOR	1	0	0
GIS TECHNICIAN*	1	0	0
SYSTEMS ADMINISTRATOR	0	2	2
COMPUTER SUPPORT SPECIALIST	4	3	3
<b>TOTAL</b>	<b>7</b>	<b>6</b>	<b>6</b>

\* position moved to Utilities

**CAPITAL OUTLAY**

**6300 - Infrastructure**

\$ -

**6400 - Equipment**

\$ -

**6800 - Intangibles**

Cemetery Information Software

\$ 18,000  
\$ 18,000

**Total Capital Outlay**

\$ 18,000

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Information Technology 5110-519</u>
<b>Line Item #</b>	<u>3400</u>
<b>Line Item Description</b>	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	Off-Site SQL Hosting	GIS SQL Hosting	6,500
2	AgendaPal Hosting	Online Agenda Meeting Packets, Minutes And Audio	6,800
3	Domain Name Renewals	Renew Domain Names For WiFi And City	750
4	Microsoft EA Licensing Renewals	Virtual Desktop, MS Office Pro Plus, O365 Licensing	78,000
5	ArcGIS Online Subscription	Web Access To Maps For All Departments	2,500
6	Hosted FTP Server	Used By All Departments To Share Large Files With Outside Agencies And Vendors	750
7	GovQA Maintenance	Web Based CRM For City Residents To Submit Requests Or Ask Questions.	4,000
8	Maas360	MDM For iPad, Android Tablet And Cell Phone Management	5,000
9	Cisco Fire Software Maintenance	Licensing Renewal For Fire Department Reporting Software (Will Be Replaced By ESO & FireHouse At Some Point But Will Need To Be Converted For Historical Queries.	7,700
10	Fire CAD Software Maintenance	Fire Department CAD Dispatching Software Licenses	27,000
11	Fire Department ESO Software Maintenance	EMS/Fire Reporting Software Maintenance	20,000
12	Fire Department FireHouse	Annual FireHouse Software Maintenance - Used For Tracking, Maintenance And Scheduling Of All Fire Department Related Equipment	4,500
13	Civic Plus Hosting	Annual City Website Hosting & Maintenance	6,100
14	Edmunds	Annual Maintenance For Financial Software	36,000
15	IMS	Annual Maintenance For Financial Software	13,000
16	Zohos Software Maintenance	Annual Maintenance For IT Helpdesk Software Suite	6,500
17	Recreation Software	To replace current recreation software program. Current program cost us \$22,000 - \$25,000 a year. This will save us \$10,000 year.	12,000
18	Recreation Software Installation		15,000

<b>Total Cost</b>	<b>\$ 252,100</b>
-------------------	-------------------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Information Technology 5110-519</i>
<b>Line Item #</b>	<i>4000</i>
<b>Line Item Description</b>	<i>Travel &amp; Per Diem</i>

Item	Description	Justification	Estimated Cost
	<i>New Software Training</i>	<i>Proficiency</i>	<i>2,000</i>

Total Cost	\$ 2,000
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Information Technology 5110-519</u>
<b>Line Item #</b>	<u>4100</u>
<b>Line Item Description</b>	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
1	Paging Service	Pager Service For Fire, Police And Public Services Users <i>City Administrator's Adjustment</i>	12,500 (6,000)
2	Internet Service Spectrum	100MB Internet Circuit And Phone Service	25,000
3	Internet Service MFN	30MB Internet Circuit (Redundant Service For Internet Access)	29,000
4	CenturyLink Phone Service	Phone Service For City Departments (Fire Stations, Dispatch, Highland Manor, AirPort)	24,000
5	Verizon Cellular Services	LTE Service For Ipads, PD Laptops/Tablets, Fire Laptops, Public Services & Community Development Laptops/Tablets, Cell Phones And Newly Requested Lines Of Service.	100,000
6	AT&T Cellular Service	911 Callers Are Transferred To The Responding Ambulance Paramedics	4,000
7	Sprint Cellular Services	Public Services Cell Phone Service	6,500
8	Sprint Cellular Services	Ambulance Data Cards For Heart Monitors To Transmit To Hospitals	2,000
9	Internet Service WiFi Circuit	Bandwidth For WiFi Connectivity Throughout The City (Public Access)	33,000

<b>Total Cost</b>	<b>\$ 230,000</b>
-------------------	-------------------

Fund	General Fund - 001
Department	Information Technology 5110-519
Line Item #	4200
Line Item Description	Freight & Postage

Total Cost	\$ 500
------------	--------



<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Information Technology 5110-519</u>
<b>Line Item #</b>	<u>4400</u>
<b>Line Item Description</b>	<u>Rentals and Leases</u>

Total Cost	\$ 45,425
------------	-----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Information Technology 5110-519</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	VMWare Maintenance	Virtual Machine Infrastructure Maintenance	29,000
2	Unitrends Backup Appliances	Annual Maintenance	20,000
3	Neverfail SQL Software	Annual Maintenance (Used For Replication Of Police/Fire CAD Servers - High Availability)	4,800
4	ContentVerse Software	Annual Maintenance (Used For Document Management)	10,000
5	Splunk Software	Annual Maintenance (Used For System Log Storage From Monitoring Systems)	3,500
6	Orange County Property Appraiser	Annual Digital Parcel Maintenance	4,500
7	PernixData Software	Annual Renewal For Caching Card Software (Used In Our ESXi Servers)	4,200
8	Meraki AP's	<i>City Administrator's Adjustment</i> Annual Maintenance For Access Points	<i>(4,200)</i> 650
9	ESRI Support	GIS Mapping Software Maintenance	9,500
10	XIO VDI Storage	Annual Renewal - Shared Storage For Our Virtual Servers/Computers)	7,200
11	HP Servers	Annual Renewal For Our HP Servers	9,200
12	Brocade Hardware	Annual Renewal For Our Brocade Switches	14,500
13	PaloAlto Firewall Hardware/Software	Annual Renewal For Our Network Firewall	11,000
14	Exinda Hardware/Software	Annual Renewal For Our Network Traffic Shapers/Web Caching Appliances	5,800
15	PepLink Routers	Annual Renewal For Our PepLink Routers	2,600

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

General Fund - 001  
Information Technology 5110-519  
4600  
Repair and Maintenance - Bldg & Equip

Item	Description	Justification	Estimated Cost
16	Mitel Software Assurance	Annual Renewal For Our Mitel Phone System	2,000
17	SCSO Café RMS	Annual Renewal For The PD's CAD Software	91,000
18	Mimecast Email Archiving	Annual Renewal For Email Archiving/AntiVirus/Attachment Sandboxing Service (360 Users)	21,000
19	Laserfiche Software	Annual Renewal For Document Management Software	2,000
20	HR - Hosted Empower Software	Annual Renewal For Employee Time Keeping Software	15,000
21	HR - Hosted Empower Timeclock	Annual Renewal For City Wide Time Clock Maintenance	7,900
22	HR - Explain My Benefit Enrollment	Annual Renewal For City Employee Benefit Services	17,000
23	HR - Explain My Benefit Filing Service	Annual Renewal For 1094/1095 Filing Service	2,800
24	BIS Digital Recording Software	Annual Renewal For Council Audio Recording Software	1,200
25	Priority Dispatch Software	Annual Renewal	7,000
26	SolarWinds Virtualization Software	Annual Renewal For Virtualization Monitoring And Remote Management Software	3,100
27	Emergency Phone Support	Support For Our Mitel Phone System	2,500
28	Cisco Hardware	Annual Renewal For Our Cisco Switches	2,800
29	Microsoft AD Support	Emergency Remote Support For Our Microsoft Active Directory Environment	5,000
30	Canon Plotter	Annual Maintenance Contract	1,300

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

General Fund - 001  
Information Technology 5110-519  
4600  
Repair and Maintenance - Bldg & Equip

Item	Description	Justification	Estimated Cost
31	SQL Database Support	Emergency Remote SQL Database Support	2,000
32	Lightning/Cable Cuts - Hardware Failures - Computers/Keyboards/Printers/Scanners/Laptops/Tablets	Unforeseen Acts Of Nature & Unexpected Hardware Failures	45,000
33	Creative Cloud Licenses	City Administrator's Adjustment Annual Adobe Creative Cloud License Renewals (PD & PIO)	(20,000) 1,700
34	ArchiveSocial	Renewal - Archiving Service For Social Media	2,000
35	Public Services - AllMax Software	AllMax Antero Software Maintenance Renewal - Preventive Maintenance Software Used By The Water And Wastewater Plants	1,500
36	Public Services - SynTech Software	Fuel Island and Airport Software Maintenance Renewal	1,600
37	Communications Center Adore Software	Adore Software Annual Maintenance Renewal. Used For Documenting New Hires Training Progress.	2,000
38	Kaspersky AntiVirus	Annual Antivirus Software Maintenance Renewal (3 Year Discount)	17,000
39	Data Conversion	IMS To Edmunds - Any Data Being Used By IMS Applications Not Being Supported By Edmunds	10,000
40	UB/Finance Software	City Administrator's Adjustment Annual Software Maintenance For RemitPlus	(10,000) 3,200
41	Public Services Grounds Software	Annual Maintenance Renewal For PS Grounds Pro Contractor Studio - Irrigation & Landscape CAD Design	1,300

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

General Fund - 001  
Information Technology 5110-519  
4600  
Repair and Maintenance - Bldg & Equip

Item	Description	Justification	Estimated Cost
42	iWorQ Public Services Work Order Software	Work Order Software For Facilities Management, Fleet Management, Sewer Management and Stormwater Management - Replacing WebQA For Their Work Orders.	19,200
43	Finder Maintenance	Annual Maintenance For Police Department Finder System	2,500
44	MobileGuard Maintenance	Annual Maintenance For Cell Phone Text Archiving	3,000
45	EMC AFA Storage	Maintenance for flash storage	12,000

Total Cost	\$ 407,850
------------	------------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Information Technology 5110-519</i>
<b>Line Item #</b>	<i>4650</i>
<b>Line Item Description</b>	<i>Vehicle Maintenance</i>

Item	Description	Justification	Estimated Cost
1	Vehicle Maintenance	Yearly Projected Maintenance Costs	500

Total Cost	\$ 500
------------	--------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Information Technology 5110-519</i>
<b>Line Item #</b>	<i>5100</i>
<b>Line Item Description</b>	<i>Office Supplies</i>

Total Cost	\$ 3,000
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Information Technology 5110-519</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	IT Department Printer	Printing/Copying Overage Cost	1,200
2	Hosted Fax Services	Internet Based Fax Services	3,900
3	SSL Certificates	*.Apopka.net & Secure2 Certificate Renewals	1,000
4	Backup Archive Drives	Archive Drives For Data Retention	5,000
		<i>City Administrator's Adjustment</i>	<i>(2,500)</i>
5	Network Copper/Fiber Cables	Replacement Network Cables For Data Center & Site Racks	1,500
6	Hardware	Printers/Monitors/UPS's/Keyboards/Mice/ Speakers - Replacement Hardware For All Departmental Needs (Projected)	20,000
7	Phone Butt Set	Replace Broken Phone Analog Circuit Tester	450
8	Zero Client Endpoints	Additonal Clients For New Computer Requests	5,000
9	Community Meetings Equipment Rentals	Audio Equipment For Community Meetings	7,500
		<i>City Administrator's Adjustment</i>	<i>(5,000)</i>
10	Fire Department Laptops	5 Laptops For Fire Department Staff	6,000
		<i>Moved to 4400 Lease</i>	<i>(6,000)</i>
11	Fire Department O365 Licenses	15 O365 Email Licenses For New Hires	1,500
	Fire Department iPads & Cases	8 iPads & Cases	5,000
12	Community Development Tablets/Computers (6)	Requesting Tablets Or Computers With LTE Access For Building Inspectors To Be Able To Enter Inspections In Real Time In The New Edmunds Software	5,000
13	Voicemail Licenses	Voicemail Licenses	5,000
		<i>City Administrator's Adjustment</i>	<i>(2,505)</i>
14	Fiber Optic Test Kit	Fiber Optic Troubleshooting Kit	975
15	Comm Dev Senior Planner Hardware	Computer, Monitors, UPS, O365 Licensing, Acrobat Pro, iPad & Case, Cell Phone	2,000
		<i>City Administrator's Adjustment</i>	<i>(2,000)</i>
16	Comm Dev New Employee Hardware (2)Assistant Planner & Secretary II	Computer, Monitors, UPS, O365 Licensing, Acrobat Pro	3,200
		<i>City Administrator's Adjustment</i>	<i>(1,600)</i>
17	Comm Dev - Building Inspector Cell Phones	New Phones For New Inspectors	500
		<i>City Administrator's Adjustment</i>	<i>(250)</i>
18	Comm Dev - Building Inspector iPads	New iPads For New Inspectors	1,800
19	Comm Dev (4) New Employee Hardware (2-Building Clerks, Building Admin & Plans Examiner)	Computer, Monitors, UPS, O365 Licensing, Acrobat Pro	6,400
		<i>City Administrator's Adjustment</i>	<i>(1,600)</i>
20	Comm Dev Apple TV	Use To Mirror iPad Display's To Monitor	200
		<i>City Administrator's Adjustment</i>	<i>(200)</i>

<b>Total Cost</b>	<b>\$ 61,670</b>
-------------------	------------------



<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Information Technology 5110-519</i>
<b>Line Item #</b>	<i>5250</i>
<b>Line Item Description</b>	<i>Fuel and Gasoline</i>

Item	Description	Justification	Estimated Cost
1	IT Vehicle Fuel	Projected Fuel Operating Costs	200

Total Cost	\$ 200
------------	--------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Information Technology 5110-519</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	VMUG Subscriptions	WMWare User Group	500
2	FLGISA	Annual Membership Dues For Florida Local Government Information Systems Association	200
3	Florida Benchmarking Consortium	Project management tools and software-annual membership	3,000

Total Cost	\$ 3,700
------------	----------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Information Technology 5110-519</i>
<b>Line Item #</b>	<i>5500</i>
<b>Line Item Description</b>	<i>Training</i>

Total Cost	\$ 10,000
------------	-----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Information Technology 5110-519</u>
<b>Line Item #</b>	<u>6300</u>
<b>Line Item Description</b>	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	<i>Fiber Install Police Department</i>	<del>Upgrade Fiber Cable To 12 Pack (6 Pairs)- Single Mode</del> <i>Cut to Balance Budget</i>	<del>7,000</del> <i>(7,000)</i>
2	<i>Fiber Install City Hall</i>	<del>Upgrade Fiber Cable To 12 Pack (6 Pairs)- Single Mode</del> <i>Cut to Balance Budget</i>	<del>6,500</del> <i>(6,500)</i>
3	<i>Fiber Install City Hall Annex</i>	<del>Upgrade Fiber Cable To 12 Pack (6 Pairs)- Single Mode</del> <i>Cut to Balance Budget</i>	<del>6,500</del> <i>(6,500)</i>

Total Cost	\$	-
------------	----	---

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Information Technology 5110-519</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
1	Police Replacement/Additional Laptops	Replace Old Laptops To Include Additional Laptops For Increased Staffing <i>City Administrator's Adjustment</i>	13,000 (13,000)
2	<del>Brocade Replacement Switches</del>	<del>City Hall Annex, Communications, NWRec- and Public Services Admin Switches Are EOS And Can No Longer Be Placed Under Maintenance</del> <i>Cut to Balance Budget</i>	<del>25,000</del> (25,000)
3	<del>VDI Servers (Cut During Last Years Budget Process)</del>	<del>New Server For Our VDI Environment. We Are Continuing To Grow And By Adding New Machines/Servers We Are Starting To Tax Our Existing Server Processor And Memory Capacity. Additional Servers Will Allow Accommodate Future Growth Of Our Virtual Environment.</del> <i>Cut to Balance Budget</i>	<del>25,000</del> (25,000)
4	<del>Full Room UPS For Datacenter</del>	<del>Current Datacenter Is Utilizing 23 UPS's In Need Of Constant Attention For Battery Replacement. The Datacenter Is Out Of Room For Further Expansion Due To Lack Of Reliable Power. Utilizing A Full Room UPS Would Free Up Much Needed Rack/Floor Space And Run More Efficiently.</del> <i>Cut to Balance Budget</i>	<del>65,000</del> (65,000)
5	<del>WiFi Access Points</del>	<del>Purchase Internet Access Points For City-Owned Buildings To Allow For WiFi Access For Our Employees And Guests</del> <i>Cut to Balance Budget</i>	<del>5,000</del> (5,000)
6	<del>Council Chambers Audio/Video Equipment</del>	<del>Audio, Displays And The Ability To Record/ Broadcast Council Meetings (Spectrum Apopka TV/Website) Will Need Server/Video Equipment To Facilitate This.</del> <i>Cut to Balance Budget</i>	<del>100,000</del> (100,000)
7	<del>Public Services New GIS Licensing</del>	<del>Additional AutoDesk Infrastructure Design Suite Licensing</del> <i>Cut to Balance Budget</i>	<del>5,000</del> (5,000)
8	<del>FD St 5 WiFi</del>	<del>WiFi Access Points For St 5</del>	<del>1,800</del>

Fund  
Department  
Line Item #  
Line Item Description

General Fund - 001  
Information Technology 5110-519  
6400  
Equipment & Machinery

Item	Description	Justification	Estimated Cost
		<i>Cut to Balance Budget</i>	<i>(1,800)</i>
9	<del>FD St 5 Camera</del>	<del>Camera For FD St5</del>	<del>2,000</del>
		<i>Cut to Balance Budget</i>	<i>(2,000)</i>
10	Comm Dev Large Display	Plans Display For Meetings And Review With Staff	1,500
		<i>City Administrator's Adjustment</i>	<i>(1,500)</i>
11	<del>Comm Dev Plotter</del>	<del>Map And Plan Production For Meetings, Workshops And Review</del>	<del>7,000</del>
		<i>Cut to Balance Budget</i>	<i>(7,000)</i>
12	Comm Dev Scanner	Records Management, Scanning 30 Years Worth Of Records (~650 Boxes Per Jim Hitt) Could Present A Storage Issue	22,000
		<i>City Administrator's Adjustment</i>	<i>(22,000)</i>
13	<del>Comm Dev Switch(North Side Of City Hall)</del>	<del>Additional Switch Needed For Network Connectivity. Only 5 Ports Currently Available On Comm Dev Switch. With Additional Employees And Hardware, We Will Not Have The Network Switch Capacity For Them</del>	<del>5,500</del>
		<i>Cut to Balance Budget</i>	<i>(5,500)</i>
Total Cost			\$ -

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Information Technology 5110-519</u>
<b>Line Item #</b>	<u>6800</u>
<b>Line Item Description</b>	<u>Intangibles</u>

Item	Description	Justification	Estimated Cost
1	<del>VMWare Licensing</del>	<del>VMWare Licensing For Additional Production-VDI Server</del>	<del>15,000</del>
		<b>Cut to Balance Budget</b>	<b>(15,000)</b>
2	<del>City Clerk &amp; Human Resources-Laserfiche Software Upgrade</del>	<del>Software Upgrade For City Clerk And Human Resources (Additional Licenses)</del>	<del>60,000</del>
		<b>City Administrator's Adjustment</b>	<b>(60,000)</b>
	<del>Microsoft Licensing</del>	<del>Software Licenses Needed For New Hires Above Our Current Microsoft EA Amount Of 357. Server/Computer Licensing Requested Throughout The Budget Year</del>	<del>2,800</del>
3		<b>Cut to Balance Budget</b>	<b>(2,800)</b>
4	<b>City Clerk - CIMS Software - Cut From Last Years Budget Request</b>	Cemetery Information Management Software. Needed As Edmunds Does Not Have A Solution To Replace Our Current IMS Cemetery Lot Manager Program	18,000
		<b>Cut to Balance Budget</b>	<b>(18,000)</b>
		<b>Added back by Council</b>	<b>18,000</b>
5	<del>IT Department Software</del>	<del>Network Monitoring And Problem Analysis</del>	<del>15,000</del>
		<b>Cut to Balance Budget</b>	<b>(15,000)</b>
6	<del>Application Based KVM Software</del>	<del>Application Based Keyboard, Video And Mouse Solution For Multiple Work Station Environments - Communications Center</del>	<del>1,000</del>
		<b>Cut to Balance Budget</b>	<b>(1,000)</b>
7	<del>Comm Deve Mapping Software Upgrade</del>	<del>ESRI ArcGIS Standard Licenses (3)</del>	<del>23,100</del>
		<b>Cut to Balance Budget</b>	<b>(23,100)</b>
8	<del>Comm Deve Mapping Software Upgrade</del>	<del>ESRI Spacial Analyst &amp; Network Analyst Licenses (3)</del>	<del>15,000</del>
		<b>Cut to Balance Budget</b>	<b>(15,000)</b>
9	<del>Patch Management Software</del>	<del>Microsoft System Center Configuration Manager. Patch Management Software For Deploying Software Security Updates Across The Network.</del>	<del>2,000</del>
		<b>Cut to Balance Budget</b>	<b>(2,000)</b>

<b>Total Cost</b>	<b>\$ 18,000</b>
-------------------	------------------

## CITY OF APOPKA FIRE CHIEF

The City's Fire Chief Division is responsible for the overall management of the Fire Department and is committed to professional excellence by ensuring the City's Fire Department personnel are motivated and properly trained in emergency response, hazard mitigation, fire safety and life safety education. This division properly manages fire department resources in order to protect lives and property by providing ISO 1 rated service.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	1,763,305
2017	BUDGET	1,211,266
2017	ESTIMATE	1,174,452
2018	REQUESTED	1,262,838

### GOALS:

- Provide a high level of fire prevention and related services commensurate with community expectations through effective administration.
- Increase positive contact with the businesses and keep up to date with any changes to the City so as to ensure the protection of our citizen's lives and property.
- Continued maintenance of the ISO 1 Fire Department Accreditation.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
Commercial Bld. Fire Inspections	2900	2932	3000	2.32%
Fires in Commercial Buildings	23	15	20	33%
Property % Saved (All Fires)	90.00%	92.00%	95.00%	3.26%



**CITY OF APOPKA  
FIRE CHIEF**

**LINE ITEM DETAIL**

	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	768,414	677,718	677,718	779,710
1210 LONGEVITY PAY	4,460	2,422	2,422	2,824
1225 PROFICIENCY PAY	41,715	48,000	48,000	56,000
1300 OTHER SALARIES AND WAGES	6,036	-	-	-
1400 OVERTIME	-	-	-	-
1500 SPECIAL PAY	3,957	3,001	3,001	5,301
1600 OTHER REIMBURSED ALLOWANCES	7,129	2,934	2,934	3,414
2100 F.I.C.A.	58,921	56,157	56,157	64,815
2200 RETIREMENT CONTRIBUTION	634,833	96,752	96,752	110,662
2300 LIFE AND HEALTH INSURANCE	88,523	107,073	107,073	113,766
2400 WORKERS COMPENSATION	6,436	1,922	1,922	2,246
<b>TOTAL</b>	<b>1,620,424</b>	<b>995,979</b>	<b>995,979</b>	<b>1,138,738</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	3,424	-	-	-
4000 TRAVEL & PER DIEM	1,000	2,500	2,500	1,000
4100 COMMUNICATIONS	28	-	-	-
4200 FREIGHT & POSTAGE	491	1,000	-	800
4300 UTILITIES	109,233	133,200	90,000	97,500
4400 RENTALS & LEASES	3,321	4,000	5,500	6,000
4600 REPAIR AND MAINTENANCE	3,070	3,500	5,000	1,500
4650 VEHICLE MAINTENANCE	2,311	1,700	2,000	1,000
4700 PRINTING AND BINDING	-	200	300	300
5100 OFFICE SUPPLIES	3,994	5,500	5,000	3,000
5200 OPERATING SUPPLIES	6,331	5,000	6,500	6,500
5250 FUEL & GASOLINE	2,217	3,500	3,500	4,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	982	2,500	2,500	2,500
8200 DONATIONS	4,153	-	2,006	-
<b>TOTAL</b>	<b>140,555</b>	<b>162,600</b>	<b>124,806</b>	<b>124,100</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDINGS	-	-	-	-
6300 IMPROV OTHER THAN BUILDING	2,326	-	-	-
6400 EQUIPMENT	-	52,687	53,667	-
<b>TOTAL</b>	<b>2,326</b>	<b>52,687</b>	<b>53,667</b>	<b>-</b>
<b>TOTAL COST</b>	<b>\$ 1,763,305</b>	<b>\$ 1,211,266</b>	<b>\$ 1,174,452</b>	<b>\$ 1,262,838</b>

# CITY OF AOPKA FIRE CHIEF

## STAFFING ANALYSIS

### NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
FIRE CHIEF ADMINISTRATOR	1	0	0
FIRE CHIEF	0	1	1
ADMIN ASST TO THE FIRE CHIEF	0	1	1
ASSISTANT FIRE CHIEF	3	2	2
CHIEF OF OPERATIONS/DEPUTY CHIEF	1	1	1
FIRE CODE INSPECTOR/FIRE CAPTAIN	1	2	2
FIRE LIEUTENANT	0	0	0
SECRETARY II	1	1	1
SECRETARY I	1	0	0
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>

## CAPITAL OUTLAY

6200 - Building	\$ -
6300 - Infrastructure	\$ -
6400 - Equipment	\$ -
<b>Total Capital Outlay</b>	<b>\$ -</b>

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Fire - Chief's Office 2110-522</i>
<b>Line Item #</b>	<i>3100</i>
<b>Line Item Description</b>	<i>Professional Services</i>

Item	Description	Justification	Estimated Cost
	<i>Legal services for pending and future assistance</i>	<i>Legal services procured by the city for professional assistance</i>	<i>28,600</i>
		<i>City Administrator's Adjustment</i>	<i>(28,600)</i>

Total Cost	\$ -
------------	------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Chief's Office 2110-522</u>
<b>Line Item #</b>	<u>4000</u>
<b>Line Item Description</b>	<u>Travel &amp; Per Diem</u>

Item	Description	Justification	Estimated Cost
	Travel expense	Travel and per diem for fire chief conferences and seminars. International Fire Chief's conference in Indiana.EMS World Expo in Salt Lake City. ESO annnual meeting in Austin, TX. <i>City Administrator's Adjustment</i>	5,000 <i>(4,000)</i>

Total Cost	\$ 1,000
------------	----------

Fund	General Fund - 001	
Department	Fire - Chief's Office	2110-522
Line Item #	4200	
Line Item Description	Freight & Postage	

Total Cost	\$ 800
------------	--------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Chief's Office 2110-522</u>
<b>Line Item #</b>	<u>4300</u>
<b>Line Item Description</b>	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
	Utility bills for the Gilliam training Center	Electricity, gas, water and waste disposal. Includes any other utility service needed	90,000
		City Administrator's Adjustment	7,500

Total Cost	\$ 97,500
------------	-----------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Fire - Chief's Office 2110-522</i>
<b>Line Item #</b>	<i>4400</i>
<b>Line Item Description</b>	<i>Rentals and Leases</i>

Item	Description	Justification	Estimated Cost
	Copier	Leasing and monthly fee, including maintenanceand additional copy charges for Ricoh Copy Machine	6,000

Total Cost	\$ 6,000
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Chief's Office 2110-522</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
	Preventive and corrective maintenance	Needed repairs and maintenance to fire admin office area. <i>City Administrator's Adjustment</i>	3,500 <i>(2,000)</i>
	Generator maintenance	ISO required annual PM and maintenance to all fire station generators. Used to be covered by Public Services. <i>Included in Facilities</i>	9,100 <i>(9,100)</i>

Total Cost	\$ 1,500
------------	----------



<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Fire - Chief's Office 2110-522</i>
<b>Line Item #</b>	<i>4650</i>
<b>Line Item Description</b>	<i>Vehicle Maintenance</i>

Total Cost	\$ 1,000
------------	----------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Chief's Office 2110-522</u>
<b>Line Item #</b>	<u>4700</u>
<b>Line Item Description</b>	<u>Printing Services</u>

Total Cost	\$ 300
------------	--------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Chief's Office 2110-522</u>
<b>Line Item #</b>	<u>5100</u>
<b>Line Item Description</b>	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
	General office supplies	materials and office supplies used for fire administration and fire stations.. Paper, pens, pencils, staples, folders, copy paper, printer ink <i>City Administrator's Adjustment</i>	7,000 <i>(4,000)</i>

Total Cost	\$ 3,000
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Chief's Office 2110-522</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
	<i>Fire Stations</i>	<i>Supplies needed to conduct business at each station. Chemicals, truck wash, restrrom supplies, household cleaning items and computer supplies at all fire stations</i>	6,500
	<i>Chairs</i>	<i>Replace chairs for Emergency Operations Center</i>	4,500
		<i>City Administrator's Adjustment</i>	(7,500)
		<i>Added back by Council</i>	3,000

Total Cost	\$ 6,500
------------	----------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Fire - Chief's Office 2110-522</i>
<b>Line Item #</b>	<i>5250</i>
<b>Line Item Description</b>	<i>Fuel and Gasoline</i>

Total Cost	\$ 4,000
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Chief's Office 2110-522</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost
	<b>**New** Professional association membership fees</b>	<i>dues and membership fees \$1000 per admin staff (6 staff members)</i>	6,000
		<i>City Administrator's Adjustment</i>	(6,000)
	<i>NFPA annual subscription required by ISO</i>		2,500

Total Cost	\$ 2,500
------------	----------

## CITY OF AOPKA FIRE SUPPRESSION

The Fire Suppression Division responds to fires and other such disasters with the most highly trained and equipped firefighters available. The division functions with the goal of reducing such events through proper planning, the use of current prevention and education techniques, fire safety inspections for businesses and regular fire hydrant maintenance programs. The Fire Suppression Division has the responsibility of protecting the public from fire as well as other types of emergencies.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	3,224,467
2017	BUDGET	5,474,879
2017	ESTIMATE	4,585,670
2018	REQUESTED	6,374,100

### GOALS:

- Provide rapid responses to all emergencies consistent with established ISO standards and the community's needs.
  - Ensure that equal fire protection and emergency services are provided to all areas of the City by evaluating growth and establishing fire stations to provide services consistent with current standards.
  - Ensure first-due apparatus arrive within the established ISO standard (5 1/2 min) to at least 90% of incidents.
  - Ensure all second-due apparatus arrive within the ISO standard (9 1/2 min) to at least 90% of incidents.
  - Ensure area and street knowledge by providing monthly driver training hours and street based tests.
- Improve the safety and welfare of the community by offering a safe environment and public education on fire safety.
  - Ensure commercial buildings are inspected twice annually for fire hazards/code violations. Ensure any violation is corrected within 30 days.
  - Ensure all fire hydrants are tested twice annually to ensure adequate water is available when needed.
  - Offer training and certifications to the community such as CPR, Pool Safety, Fire Prevention, home inspection, fire extinguisher training, smoke detector replacement, child car seat inspections, etc.
- Employ and retain qualified and diverse firefighters while maintaining legacy commitments to the community and the department.
  - Continue the "Fire Service Career Academy" attracting community members to become firefighters.
  - Maintain a Volunteer Firefighter program allowing for the development of skills to become professional firefighters.
  - Ensure 100% of the ISO required training is met each month.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
Number of Hydrants Flow Tested	3150	2107	2110	0.14%
Number of State Fire Inspectors	22	31	35	12.90%
Number of State Certified Fire Officers	35	46	50	9%
% meeting ISO Training hours	100%	100%	100%	0%
Citizens trained on Fire Extinguisher	185	263	270	3%

**CITY OF APOPKA  
FIRE SUPPRESSION**

**LINE ITEM DETAIL**

	<b>2016 ACTUAL</b>	<b>2017 BUDGET</b>	<b>2017 ESTIMATE</b>	<b>2018 REQUESTED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	1,767,119	2,204,328	2,204,328	2,486,757
1210 LONGEVITY PAY	13,928	6,151	6,151	5,651
1225 PROFICIENCY PAY	-	72,000	72,000	144,000
1300 OTHER SALARIES AND WAGES	-	-	-	32,486
1400 OVERTIME	70,573	85,000	85,000	85,000
1500 SPECIAL PAY	5,324	5,221	5,221	5,221
2100 F.I.C.A.	139,297	181,894	181,894	211,072
2200 RETIREMENT CONTRIBUTION	219,180	265,183	265,183	313,405
2300 LIFE AND HEALTH INSURANCE	265,384	320,927	320,927	277,835
2400 WORKERS COMPENSATION	16,203	9,284	9,284	16,875
plus additional positions requested (9)				594,000
<b>TOTAL</b>	<b>2,497,008</b>	<b>3,149,988</b>	<b>3,149,988</b>	<b>4,172,302</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	-	-	-	-
3400 OTHER CONTRACTUAL SERVICES	-	-	-	-
4000 TRAVEL & PER DIEM	3,420	5,000	5,000	2,000
4100 COMMUNICATIONS	-	-	-	-
4200 FREIGHT & POSTAGE	17	1,000	1,000	1,000
4400 RENTALS & LEASES	-	-	-	33,600
4600 REPAIR AND MAINTENANCE	42,838	54,200	54,200	54,000
4650 VEHICLE MAINTENANCE	118,837	74,635	74,635	74,000
4700 PRINTING AND BINDING	-	-	-	-
4850 PUBLIC RELATIONS	-	36,000	36,000	30,000
4902 LEGAL ADVERTISING	84	-	-	-
5200 OPERATING SUPPLIES	110,725	89,757	89,757	113,900
5250 FUEL & GASOLINE	23,888	30,000	30,000	30,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	4,931	5,500	5,500	2,500
5500 TRAINING	6,772	5,000	5,000	10,000
8200 DONATIONS	6,208	-	-	-
<b>TOTAL</b>	<b>317,720</b>	<b>301,092</b>	<b>301,092</b>	<b>351,000</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDINGS	7,500	896,450	7,241	742,830
6300 IMPROV OTHER THAN BUILDING	-	-	-	-
6400 EQUIPMENT	402,239	1,127,349	1,127,349	1,107,968
<b>TOTAL</b>	<b>409,739</b>	<b>2,023,799</b>	<b>1,134,590</b>	<b>1,850,798</b>
<b>TOTAL COST</b>	<b>\$ 3,224,467</b>	<b>\$ 5,474,879</b>	<b>\$ 4,585,670</b>	<b>\$ 6,374,100</b>



# CITY OF APOPKA FIRE SUPPRESSION

## STAFFING ANALYSIS

### NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
ENGINEER	5	4	4
MEDICAL DIRECTOR	0	1	1
FIREFIGHTER	23	40	42
FIREFIGHTER (9 REQUESTED)	0	0	9
<b>TOTAL</b>	<b>28</b>	<b>45</b>	<b>56</b>

## CAPITAL OUTLAY

6200 - Buildings	
Fire Station 5 Construction	\$ 742,830
Total Building	<u>\$ 742,830</u>
6400 - Equipment	
Engine/Quint including SCBAs and Equipment	\$ 939,000
Gym Equipment - Station 5	5,000
SCBA's for Station 5 Vehicles (8)	51,000
Miscellaneous Squad 5 Equipment	7,300
Industrial Fan - Station 5	3,500
SCBA Replacements (45 Bottles)	49,500
SCBA Masks for Airpacks (40)	9,968
Replacement Nozzles	5,200
Confined Space Airpacks	2,500
Bunker Gear for Station 6 Firefighters (9)	26,000
Furniture for Station 6	9,000
Total Equipment	<u>\$ 1,107,968</u>
<b>Total Capital Outlay</b>	<u><u>\$ 1,850,798</u></u>

**CITY OF APOPKA  
STAFFING REQUEST FORM  
FISCAL YEAR 2017-18**

**Fund**  
**Department**  
**Division**

General Fund - 001  
Fire - Suppression 2120-522

Position Title	Justification	Anticipated Salary/Grade
9 Firefighters for Engine 6 (3 per shift)	Requesting half of the total 18 firefighters needed for fire station 6. This will be a two year phase in to reach the 18 needed. These 9 firefighters will be assigned to a fire engine and housed in a temporary fire station at the new hospital before an actual station can be built on property being donated to the city by Florida Hospital. By placing Engine 6 in service now, it provides immediate fire protection to the rapidly growing southwest area of the city and provides for a favorable rating by ISO when they return to evaluate in 2019. The hospital, new apartments, Northwest Distribution Center and several new housing developments were not present when ISO last evaluated the department. 9 firefighters @ \$66,000 each includes salary and benefits.	594,000
3 firefighters for a new District Chief Position (1 per shift)	<a href="#">Added back by Council</a> Currently the department has only one District Chief to supervise all 34 firefighters on duty daily. This exceeds the safe and appropriate span of control by more than half. By adding an additional district chief, we will be able to divide the city's fire response area in half, thus allowing both district chief's to concentrate on supervising three fire stations and only 17 firefighters in a 24 hour period. The department is also responding to more than one serious event at the same time requiring a response from a district chief in a more timely manner. 3 firefighters @ \$66,000 each includes salary and benefits.	198,000
24 firefighters SAFER grant at 25% of their salary	<a href="#">City Administrator's Adjustment</a> The fire dept. has applied for a SAFER grant with FEMA asking for 24 firefighters to meet current NFPA standard 1710 (standard for the organization and deployment of fire suppression operations) will meet the requirement for 2 in 2 out. FEMA will pay 75% of the salary of the firefighters for the first two years and 25% for the third year. The city will then be responsible for the full salary beginning in year four.	(198,000) 396,000
	<a href="#">City Administrator's Adjustment</a>	(396,000)
		594,000

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Suppression 2120-522</u>
<b>Line Item #</b>	<u>4000</u>
<b>Line Item Description</b>	<u>Travel &amp; Per Diem</u>

Item	Description	Justification	Estimated Cost
	<i>Approved Educational Travel</i>	<i>National Fire College / Educ. Expenses This is mainly for our officers to attend the National Fire College in Emmitsburg, Md. If accepted, our Fire Officers attend this prestigious institution free of charge, travel included. They are however required to purchase a meal ticket for their entire stay, which we reimburse.</i>	2,000
	<i>PreCon meeting for Quint 6</i>	<i>Pre construction meeting for a new Quint for Station 6. This is necessary so that all details may be finalized prior to construction. Details and options are decided at the facility. Meetings with each trade to finalize the order are held to ensure fewer mistakes and corrections.</i>	1,500
	<i>Officer Development Seminars</i>	<i>City Administrator's Adjustment For staff officers to attend classes, conferences, and symposiums for officer development.</i>	(1,500) 12,000
	<i>Special Ops programs including high rise and forcible entry training.</i>	<i>City Administrator's Adjustment Travel for firefighters participating in special ops programs requiring travel. Currently, firefighters are required to pay for their own travel. Participants will provide their own food and lodging.</i>	(12,000) 10,000
		<i>City Administrator's Adjustment</i>	(10,000)

<b>Total Cost</b>	<b>\$ 2,000</b>
-------------------	-----------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Suppression 2120-522</u>
<b>Line Item #</b>	<u>4200</u>
<b>Line Item Description</b>	<u>Freight &amp; Postage</u>

Item	Description	Justification	Estimated Cost
	<i>Freight</i>	<i>Unplanned shipping of large items. On occasion we are required to ship large heavy tools and equipment back to the manufacture for repairs. These items are shipped at our expense.</i>	1,500
		<i>City Administrator's Adjustment</i>	(500)

Total Cost	\$ 1,000
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Suppression 2120-522</u>
<b>Line Item #</b>	<u>4400</u>
<b>Line Item Description</b>	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
	Temporary Housing - Fire Station 6	Yearly cost for lease of a trailer at the new Hospital until a permanent facility is in place. Includes \$15K setup costs and \$1,550/month.	33,600
		City Administrator's Adjustment	(33,600)
		Added back by Council	33,600

Total Cost	\$ 33,600
------------	-----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Suppression 2120-522</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
	Fire Extinguisher recertification	Annual servicing and certification	2,500
	Protective Bunker Gear Repairs	Annual repairs	4,000
	Station One Kitchen Repairs	Much needed repairs and upgrades to the cabinets and countertops in the kitchen and adjacent bathroom. This area is heavily used for Public Relations events.	25,000
	Station Appliance repair / replace	Unexpected repairs or replacement - Unexpected Appliance replacement or repairs that occur throughout the year	7,000
	Misc. Station Repairs	Unexpected repairs - This is for issues with the stations and Training center that need repairs such as any door damage, leaks or painting that may need to be done.	8,000
	Repainting of Training Center	8 years since training center has been painted.	3,000
	Landscaping outside of training center	8 years since landscaping has been updated at training center (sod/grass)	3,000
	Breathing Air Compressor Servicing		7,000
	Small Engine Repair	Annual servicing and certification Saws, generators and hydraulic pumps	4,000
	SCBA Annual Recertification	Required testing and recert	4,000
	Tower Truck and Ladder Recert	Annual Testing and certification - Tower trucks and all ground ladders must be tested annually.	4,000
	Training Tower repairs	Burn room tiles, pressure washing, paint	5,000
	Station 3 landscape	Looks really bad	1,500
		City Administrator's Adjustment	(38,000)
			14,000

Total Cost	\$ 54,000
------------	-----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Suppression 2120-522</u>
<b>Line Item #</b>	<u>4650</u>
<b>Line Item Description</b>	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
	Protective and Corrective Maintenance	Emergency Vehicle and Fire Pump repairs and preventative maintenance. Most of this is for preventative maintenance but on the occasion when we have a fire pump or diesel engine fail, repair costs can add up quickly. <i>City Administrator's Adjustment</i>	82,000  (22,000)  14,000

Total Cost	\$ 74,000
------------	-----------

Fund	General Fund - 001
Department	Fire - Suppression 2120-522
Line Item #	4850
Line Item Description	Public Relations Programs

Total Cost	\$ 30,000
------------	-----------



Fund	General Fund - 001
Department	Fire - Suppression 2120-522
Line Item #	5200
Line Item Description	Operating Supplies

Total Cost	\$ 113,900
------------	------------

Fund	General Fund - 001
Department	Fire - Suppression 2120-522
Line Item #	5250
Line Item Description	Fuel and Gasoline

Item	Description	Justification	Estimated Cost
	<i>Fire Suppression Fuel</i>	<i>Trucks, vehicles, tools and small engines</i>	<i>30,000</i>

Total Cost	\$ 30,000
------------	-----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Suppression 2120-522</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost
	<i>Training Instructor Textbooks</i>	<i>Fire Officer book updates for instruction continued update of Training Center library.ISO required</i>	2,500
	<i>Promotional Testing Material</i>	<i>Promotional Testing as needed - Promotional tests are provided by a test writing company who will field and defend any challenges to the material that may arise.</i>	3,000
		<i>City Administrator's Adjustment</i>	(3,000)

Total Cost	\$ 2,500
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Suppression 2120-522</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
	Rope Rescue Training Class	10 personnel for Special Ops training	4,000
	Reimbursement		
	Vehicle Machine Rescue (VMR)	10 personnel for Special Ops training	4,000
	Training Reimbursement		
	Props, and training materials	Misc. materials needed through out the year for training props	2,000
	Audio Visual Equipment	Replacement of outdated a/v reciever, blown speaker, and training laptop for the department's training facility.	2,000
	Combat Challenge	Firefighter health and safety	20,000
		City Administrator's Adjustment	(22,000)

<b>Total Cost</b>	<b>\$ 10,000</b>
-------------------	------------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Suppression 2120-522</u>
<b>Line Item #</b>	<u>6200</u>
<b>Line Item Description</b>	<u>Building</u>

Item	Description	Justification	Estimated Cost
	Station 5 Project	<p>Final phase of construction for the Station 5 project as approved by Council during the March Workshop. This includes a 10% contingency.</p> <p>2015 300k - 79,950 Lunz = 220,050  2015 220,050 - 1,040 Fees = 219k  2016 825k - 10,000 Miller = 815K remaining  Carryforward = 815K + 219K= \$1,034,000</p> <p>Total projected cost for St.5    1,615,300  <u>Remaining in current budget - 1,034,000</u>  <u>Needed to complete project    581,300</u>  Plus 10% contingency            161,530  <b>= \$742,830</b></p>	742,830

<b>Total Cost</b>	<b>\$ 742,830</b>
-------------------	-------------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Suppression 2120-522</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
	Station 5 gym equipment	exercise equipment <i>Cost added back by Council</i>	5,000
	Station 5's SCBA's for vehicles	Self contained breathing apparatus for new station 5 equipment 8 @ \$6255 each <i>Cost added back by Council</i>	51,000
	Squad 5 equipment	Misc. required equipment for the new squad <i>Cost added back by Council- net of \$2700</i>	10,000 (2,700)
	Station 5 Fan	Industrial Fan for ventilation <i>Cost added back by Council</i>	3,500
	Engine/Quint 6	New fire truck for station 6 to be housed in temporary fire station at new hospital	807,000
	Engine 6 equipment	required equipment for new truck	100,000
	Engine 6 SCBA's	Self contained breathing apparatus for new Engine 6 5 @ \$6255 each <i>Cost of Quint 6 added back by Council</i>	32,000
	Engine 6 radio	800mhz mobile radio	6,500
		Eliminated to balance budget	(6,500)
	Engine 6 portable radios	800mhz portable radios (three @ \$7000ea)	21,000
		Eliminated to balance budget	(21,000)
	Temporary station 6 furniture	includes beds, refridgerator, tv, stove and misc. items	9,000
	Bunker gear for 9 firefighters for E6	Required personal protection gear <i>Cost of Equip 6 added back by Council</i>	26,000
	<del>Bunker gear for possible 24 SAFER-grant firefighters</del>	<del>Required bunker gear if our SAFER grant is approved for 24 firefighters</del> <i>City Administrator's Adjustment</i>	<del>68,000</del> (68,000)
	<del>Bunker gear for 25 firefighters (Pants/Coat Only)</del>	<del>Second set of bunker gear for each firefighter to help reduce the risk of cancer. Will purchase 25 sets for the next 4 years</del> <i>City Administrator's Adjustment</i>	<del>47,000</del> (47,000)
	SCBA bottle replacement program	third and final year of required bottle replacement, in addition to required spare bottles for new engines (45 bottles) <i>Cost added back by Council</i>	49,500

Fund  
Department  
Line Item #  
Line Item Description

General Fund - 001  
Fire - Suppression 2120-522  
6400  
Equipment & Machinery

Item	Description	Justification	Estimated Cost
	SCBA masks for airpacks	AV-3000HT (high temperature) mask to be compliant with the NFPA 1981 2013 edition need 40 @249.19ea. <i>Cost added back by Council</i>	9,968
	District 2 personnel bunker gear	required gear for 3 new district chief's <i>City Administrator's Adjustment</i>	8,500 (8,500)
	District 2 portable radio	800mhz two-way portable radio <i>City Administrator's Adjustment</i>	7,000 (7,000)
	District 2 vehicle	vehicle for new district chief <i>City Administrator's Adjustment</i>	40,000 (40,000)
	District vehicle's slide-out bed trays	equipment slide trays for both District vehicles to safely store gear and equipment <i>City Administrator's Adjustment</i>	4,000 (4,000)
	District 2 mobile radio	800mhz two-way radio <i>City Administrator's Adjustment</i>	6,500 (6,500)
	(4) Hurst Strong Arm Hydraulic tool	tool for rapidly forcing commercial doors <i>Eliminated to balance budget</i>	26,800 (26,800)
	Replacement nozzles	nozzles needed to replace current aged, non-repairable nozzles <i>Cost added back by Council</i>	5,200
	K12 rotary saws	saws for quickly accessing roofs and walls <i>Eliminated to balance budget</i>	6,600 (6,600)
	Confined space air packs	current ones do not meet current NFPA standards <i>Cost added back by Council</i>	2,500
	SCBA Mask Fit Test Recert	Annual servicing and certification <i>Eliminated to balance budget</i>	1,500 (1,500)
	VISTA Brake Lock system	24/7 security to prevent theft. More than 50 ambulances were stolen nationwide in 2016 . Cost is \$791 each (13 ambulances). Must have. See attached documentation. <i>City Administrator's Adjustment</i>	10,300 (10,300)
	VISTA Brake Lock System	As above, but for the large suppression vehicles. See attached videos. We feel strongly about this item. <i>City Administrator's Adjustment</i>	12,750 (12,750)
	Portable radios	end of life in 6 years???? Total 84 fire radios @ \$7000ea. How do you want to budget over the next 6 years? <i>Eliminated to balance budget</i>	98,000 (98,000)

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

General Fund - 001  
Fire - Suppression 2120-522  
6400  
Equipment & Machinery

Item	Description	Justification	Estimated Cost
	<del>Fire supervisors golf cart for special events</del>	<del>Golf cart with quick response medics and supervisor to be used at special events. Not the same as the current medic cart. Presently we rent this each time we have a special event.</del>	<del>8,000</del>
		<b>City Administrator's Adjustment</b>	<b>(8,000)</b>
	Trench Rescue Equipment	This is to purchase required trench rescue equipment needed for shoring, and subsurface rescue.	3,500
		Eliminated to balance budget	(3,500)

Total Cost	\$ 1,107,968
------------	--------------



## CITY OF APOPKA EMERGENCY MEDICAL SERVICES

The Emergency Medical Services Division provides the most advanced, effective paramedic ambulance service available in a timely manner and with exceptional customer care. This division is responsible for responding to and providing emergency care to our citizens and visitors.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	5,252,426
2017	BUDGET	5,488,925
2017	ESTIMATE	5,478,225
2018	REQUESTED	5,935,029

### GOALS:

- Ensure a prompt and expedient EMS response time to all citizens and visitors of the city and continue on reducing response times to areas of the city (Station 5), which may not necessarily benefit from the quicker response times of other portions of the city.
- Ensure the completion of the new ambulance and the additional ambulance coming this next budget year. The department is presently in a 4 year replacement schedule of aging ambulances.
- Acquire a LUCAS II Chest Compression System. It is a safe and efficient tool that would standardize chest compressions in accordance with the latest scientific guidelines. We will be able to provide the same quality for all patients, independent of transport conditions, rescuer fatigue, or variability in the experience level.
- Ensure our accrediting renewal with the State of Florida Department of Health Bureau of Emergency Medical Oversight's, Advanced Life Support License for the Apopka Fire Department.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
EMS Patients Treated	4,955	6,197	6,700	8.1%
Total Paramedics	42	52	65	25.0%
Total Ambulances	9	10	11	10.0%
CPR Classes taught	105	110	125	13.6%
EMS Classes taught	13	8	15	87.5%

**CITY OF APOPKA  
EMERGENCY MEDICAL SERVICES**

**LINE ITEM DETAIL**

	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>REQUESTED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	2,896,846	3,009,682	3,009,682	3,291,102
1210 LONGEVITY PAY	46,372	13,167	13,167	14,152
1225 PROFICIENCY PAY	337,929	344,004	344,004	376,004
1400 OVERTIME	150,651	150,000	150,000	150,000
1500 SPECIAL PAY	24,213	35,528	35,528	20,922
1600 OTHER REIMBURSED ALLOWANCES	-	-	-	-
2100 F.I.C.A.	251,563	271,757	271,757	294,692
2200 RETIREMENT CONTRIBUTION	369,338	380,702	380,702	407,196
2300 LIFE AND HEALTH INSURANCE	460,850	517,328	517,328	520,188
2400 WORKERS COMPENSATION	37,037	10,657	10,657	11,557
<b>TOTAL</b>	<b>4,574,799</b>	<b>4,732,825</b>	<b>4,732,825</b>	<b>5,085,813</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3400 CONTRACTUAL SERVICES	-	37,200	35,000	48,360
4000 TRAVEL & PER DIEM	-	1,300	1,300	1,300
4100 COMMUNICATIONS	-	-	-	-
4200 FREIGHT & POSTAGE	5	-	-	-
4400 RENTAL & LEASES	10,113	8,000	8,000	13,156
4600 REPAIR AND MAINTENANCE	7,709	15,000	15,000	45,400
4650 VEHICLE MAINTENANCE	21,287	25,000	20,000	29,000
4700 PRINTING AND BINDING	828	3,000	2,500	3,000
4902 LEGAL ADVERTISING	-	-	-	-
4950 EMS BILLING EXPENSES	43,065	40,000	37,000	40,000
5100 OFFICE SUPPLIES	531	500	500	2,000
5200 OPERATING SUPPLIES	137,773	132,000	132,000	185,000
5250 FUEL & GASOLINE	20,527	20,000	20,000	30,000
5500 TRAINING	1,456	8,000	8,000	10,000
<b>TOTAL</b>	<b>243,294</b>	<b>290,000</b>	<b>279,300</b>	<b>407,216</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDINGS	-	-	-	-
6300 IMPROV OTHER THAN BUILDING	-	-	-	-
6400 EQUIPMENT	360,209	466,100	466,100	442,000
<b>TOTAL</b>	<b>360,209</b>	<b>466,100</b>	<b>466,100</b>	<b>442,000</b>
<b>TRANSFERS:</b>				
9300 TRANSFER TO GRANT FUND	74,124	-	-	-
<b>TOTAL</b>	<b>74,124</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COST</b>	<b>\$ 5,252,426</b>	<b>\$ 5,488,925</b>	<b>\$ 5,478,225</b>	<b>\$ 5,935,029</b>

**CITY OF APOPKA  
EMERGENCY MEDICAL SERVICES**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
CAPTAIN	3	3	3
LIEUTENANT	12	12	12
ENGINEER	7	8	8
EMS/FIREFIGHTER	20	20	24
<b>TOTAL</b>	<b>42</b>	<b>43</b>	<b>47</b>

**CAPITAL OUTLAY**

6200 - Buildings		
	Total Building	<u>\$ -</u>
6400 - Equipment		
Replacement Ambulance		150,000
Headset for Ambulance		5,000
Stryker Powerload Stretcher System		44,495
Lifepak 15 Monitors (4)		156,000
Lifepak 1000's AED's (3)		9,000
Lifepak CR10 AED's (22)		34,000
LUCAS Chest Compression Devices (3)		45,000
	Total Equipment	<u>\$ 443,495</u>
<b>Total Capital Outlay</b>		<u><b>\$ 443,495</b></u>

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Emergency Medical Svcs 2130-526</u>
<b>Line Item #</b>	<u>3400</u>
<b>Line Item Description</b>	<u>Other Contractural Services</u>

Item	Description	Justification	Estimated Cost
1	Stryker 3rd annual payment for 2015-16 stretchers. Payment plan.	This is the third of six annual payments to the Stryker Corporation for the purchase of the seven new stretchers and Power Load track devices as approved in the 2015-16 budget. <i>Included in Debt Service</i>	54,325 (54,325)
2	Bio Hazard Waste Disposal (local preference Stericycle).	This is for bio hazard waste disposal of contaminated materials such as EMS supplies and waste, disposal of needles from EMS calls and from the public dropping off sharps boxes at all area fire stations. Waste is also from the city clinic. (Estimated 30% increase) <i>City Administrator's Adjustment</i> <i>Cost added back by Council</i>	48,360 (4,000) 4,000
<b>Expect to see increase in waste due to population growth in the city and public awareness programs. Adding a 5th station increases the medical waste potential.</b>			
<b>Last year's contracted rate of \$37,200.00 was exceeded due to increased amounts of biowaste within the city.</b>			
3	UCaplt Dispensing Machines	The Controlled Access Pharmacy or CAP allows EMS the ability to restock their units 24/7 and have real-time usage and inventory tracking. The CAP can check multiple forms of ID and will prompt for and inventory tracking.  The CAP aggregates all dispensing history and alerts for low stock position, expiring product and creates a pick list for restocking. It will generate individual call reports based on products restocked. This information can be printed or exported to your Accounts Payable/Receivable Software.	
A	4310-36363	Software Service per CAP 5 or CAP 3 for 36 mos., PAID IN FULL covers Service, Training, Support *DS*	
B	4310-50518	CAP 5 Standard EMS Machine w/Controller (Pin Pad/Parrot Door) BLUE *Drop Ship Only*	
C	4310-40411	CAP 4DL, 4 Door Locker Extension for Connection to CAP 5 or CAP 3, BLUE *Drop Ship Only*	
	Lease Bundel for A, B and C	All Leased with a Balloon Payment of \$1.00 at the end of the 36 month agreement to own outright. \$330/month = \$3,960 x 2 <i>City Administrator's Adjustment</i>	15,840 (15,840)
<b>Total Cost</b>			<b>\$ 48,360</b>

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Emergency Medical Svcs 2130-526</u>
<b>Line Item #</b>	<u>4000</u>
<b>Line Item Description</b>	<u>Travel &amp; Per Diem</u>

Item	Description	Justification	Estimated Cost
	EMS State Quarterly meetings	Florida Department of Health holds quarterly state meetings throughout the state that EMS Coordinators and Chief's attend to discuss new state rules and implimentation regarding EMS.	1,000
	ESO EMS software seminar	ESO EMS reporting and billing software seminar National users group (Austin, TX) AFD will be in attendance with other local agencies who participate in ESO along with the office of the Orange County Medical Directors Office. (includes travel,hotel and two days of the conference)	1,000
	EMS World Seminar	AFD EMS Coordinator will join other local agenices along with the office of the Orange County Medical Director Office at the EMS World Seminar. The event offers two days of pre-conference workshops followed by three days of educational classes taught by leading experts in the field, as well as the largest exhibit hall in the industry	1,200
		City Administrator's Adjustment	(1,900)
Total Cost			\$ 1,300

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Emergency Medical Svcs 2130-526</u>
<b>Line Item #</b>	<u>4100</u>
<b>Line Item Description</b>	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
	Communication Services	Cost of Data software operative informational, communicational system.	7,500
		City Administrator's Adjustment	(7,500)

Total Cost	\$ -
------------	------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Emergency Medical Svcs 2130-526</u>
<b>Line Item #</b>	<u>4200</u>
<b>Line Item Description</b>	<u>Freight &amp; Postage</u>

Item	Description	Justification	Estimated Cost
	<i>Freight &amp; Postage</i>	<i>Cost of shipping EMS equipment for servicing during warrenty periods with assured delivery.</i>	1,500
		<i>City Administrator's Adjustment</i>	(1,500)

Total Cost	\$	-
------------	----	---

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Emergency Medical Svcs 2130-526</u>
<b>Line Item #</b>	<u>4400</u>
<b>Line Item Description</b>	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
	Oxygen and Cylinder rental	Oxygen bottles are leased to the department from our oxygen supplier	10,000
	Station 5 Oxygen Cascade System	Oxygen bottle fill station. Used to refill oxygen bottles for medical usages. Required to supply oxygen to the medical transport providing services for the city.	2,200
	Oxygen Bottles	18 New bottles needed for station 5 trucks	756
	Oxygen Bottle Hydrostatic Testing	Required Hydro testing to keep oxygen bottles in service. Required every 5 years on oxygen bottles. (10 Bottles)	200

<b>Total Cost</b>	<b>\$ 13,156</b>
-------------------	------------------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Emergency Medical Svcs 2130-526</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
	EMS equipment repairs and preventative maintenance	Suction units, stretcher and stair chair repairs and preventative maintenance. This includes preventive maintenance to the AED's in all city owned buildings. Also includes all misc. EMS equipment repairs.	25,000
	Mass Casualty Incidents Ineroperabilty adapters	Adapts our current strecher system in all of our ambulances to be able to accept all models of strecher creating inneroperabilty when a mass causty incident happens a mutal aid is rendered.	7,700
	Strecher Back Flap	Back webbing of current strecher in five ambulances needs to be replaced to be current with our standard models.	1,000
	DOH Approved Adapter for Newborn transport	Florida Department of Health requires to add an adapter for newborn transports <i>state mandate</i>	20,400
		<i>City Administrator's Adjustment</i>	<i>(8,700)</i>

<b>Total Cost</b>	<b>\$ 45,400</b>
-------------------	------------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Emergency Medical Svcs 2130-526</u>
<b>Line Item #</b>	<u>4650</u>
<b>Line Item Description</b>	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
	Vehicle Maintenance	<p>Vehicle maintenance for all EMS ambulances</p> <p>Our call volume continues to increase year after year creating wear and tear on the ambulances.</p> <p>Currently our back up ambulances are being used as much as some front run trucks.</p> <p>Currently in service... Ambulance 31 is a Ford F350 built in 2002, Ambulance 12 is a Ford 350 built in 2003 and Ambulance 41 is a F450 built in 2004.</p> <p>Expected Life span is approximately 10yrs.</p> <p>City Administrator's Adjustment (9,000)</p> <p>Cost added back by Council 9,000</p>	<p>29,000</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>
Total Cost			\$ 29,000

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Emergency Medical Svcs 2130-526</u>
<b>Line Item #</b>	<u>4700</u>
<b>Line Item Description</b>	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
	<i>EMS Paper Reports &amp; Hippa</i>	<i>Printing of EMS reports and Federal required Hippa forms and brochures to be provided to all patients transported to hospitals.</i>	3,000
	<i>Protocol Prints</i>	<i>Orange County Medical Directors will update their protocols for all emsergency medical services technicians. These protocols will have all the state regulated updated material and must be issues to each technician as part of our ems contract.</i>	3,000
	<i>Zebra Bar Coding Printing system for Narcotic controlled</i>	<i>Hardware for Bar Narcotics code printing. Barcoding greatly enhances your efficiency when managing inventory and assets. Barcodes allow you to quickly receive inventory, count inventory, issue inventory, transfer inventory and check in and out assets. By creating, printing and scanning item barcodes you reduce the opportunity for error. It is estimated that barcodes increase efficiency by 60% when compared to manual paper processes in the narcotics compliance.</i> <i>City Administrator's Adjustment</i>	6,000 (9,000)

<b>Total Cost</b>	<b>\$ 3,000</b>
-------------------	-----------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Emergency Medical Svcs 2130-526</u>
<b>Line Item #</b>	<u>4950</u>
<b>Line Item Description</b>	<u>EMS Billing Expenses</u>

Item	Description	Justification	Estimated Cost
	EMS billing	<p>EMS billing is based on 6% of amount collected. The current collection rate is 62% of billed patients. 2016 revenue was \$1,889,695.00 / \$719,708.00 uncollected = collected as of 4/03/16 was \$1,169,987</p> <p>City Administrator's Adjustment</p>	<p>58,000</p> <p>(18,000)</p>

Total Cost	\$ 40,000
------------	-----------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Emergency Medical Svcs 2130-526</u>
<b>Line Item #</b>	<u>5100</u>
<b>Line Item Description</b>	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
	Office supplies for EMS Division	Copy paper, notebooks, ink cartridges	2,000

Total Cost	\$ 2,000
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Emergency Medical Svcs 2130-526</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
	EMS operating supplies (EMS medications, first aid supplies, advanced life support items, etc)	EMS operating supplies continue to increase in price, Call load has also increased over the last few years. New station opening & required supplies needed with an increase of 10% of call volume. 2010 total patients treated= 3821 2011 total patients treated= 4093 2012 total patients treated= 4390 2013 total patients treated= 4584 2014 total patients treated= 4779 2015 total patients treated= 4955 2016 total patients treated= 5450	152,000
	Station 5 Truck Equipment	To stock the EMS supplies of truck that will be assigned to station 5.	33,000
		City Administrator's Adjustment	(30,000)
		Cost added back by Council	30,000

Total Cost	\$ 185,000
------------	------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Emergency Medical Svcs 2130-526</u>
<b>Line Item #</b>	<u>5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
	<i>Fuel</i>	<i>Fuel for EMS vehicles includes increased projected amount with new ambulances in service.</i>	32,000
		<i>City Administrator's Adjustment</i>	(2,000)

Total Cost	\$ 30,000
------------	-----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Emergency Medical Svcs 2130-526</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
	EMS training for department members	<p>Continued education is required by the state for all department members (EMT's and Paramedics). This includes the certification of all members including the additional 19 firefighters coming on board in July.</p> <p>Certifications include state required to operate such as Advanced Cardiac Life Support, Basic Life Support for Health Care Provider and Pediatric Life support certifications.</p> <p>City Administrator's Adjustment</p>	<p>15,000</p> <p>(5,000)</p>

Total Cost	\$ 10,000
------------	-----------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Emergency Medical Svcs 2130-526</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
1	Replacement Ambulance	<p>The department is currently in a three year replacement schedule of <u>three older model</u> ambulances from years 2003, 2004, and 2005. This plan was outlined a few years ago in the EMS five year capital projects. During the 2015 budget year, the department added an additional ambulance (A5) to it's fleet bringing the current number of units to 10. This replacement ambulance will be required to have the new state DOT required stretcher mounting system and crew restraints which is a \$20,000 increase from last year. Older trucks have already been fitted with the new Stryker patient restraint system.</p> <p><i>City Administrator's Adjustment</i></p> <p>The department has seen a significant increase in the number of patients transported to area hospitals over the last five years as shown below:  2012 total patients treated= 4390  2013 total patients treated= 4584  2014 total patients treated= 4779  2015 total patients treated= 4955  2016 total patients treated= 5450</p> <p>2016 transport revenue as of 4/03/16 was \$1,889,695.00</p>	<p>450,000</p> <p>(300,000)</p>
2	Fire Com headset system for new ambulance	<p>Paramedics communicate with each other and area hospitals through a radio headset system installed in each ambulance. This also offers the crew hearing protection from the sirens.</p> <p><i>City Administrator's Adjustment</i></p>	<p>15,000</p> <p>(10,000)</p>
3	Stryker Power Load stretcher with seven year service plan	<p>All newly constructed ambulances must comply with new DOT standards for patient and crew restraint systems. The department upgraded all newer ambulances last year to meet this standard. All future ambulances including this vehicle must comply with the new standards.</p> <p><i>City Administrator's Adjustment</i></p>	<p>131,990</p> <p>(88,990)</p>

<b>Total Cost</b>	<b>\$ 198,000</b>
-------------------	-------------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Fire - Emergency Medical Svcs 2130-526</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
4	LifePak 15	LifePak series of cardiac monitors /defibrilators is choice of the Apopka Fire Department for over 40 years. It is approved by the Orange County Medical Director. These monitors provide escalating energies up to 360 joules meeting the state requirements for ALS Licensing of Ambulances. Required for new ambulance. <i>to be financed by Lifepak</i>	156,000
5	LifePak 1000	AED's are equiped on all front run engines in the City of Apopka. If a fire truck is dipatched or arrives first on scene to a cardiac arrest it will not delay care and will be able to startd efibrilations. Required for new engines. <i>to be financed by Lifepak</i>	9,000
6	AED CR10	LifePak series of AED's is currently what the city has strategicly placed for the event of a cardiac arrest to our city residents and employees. The ones currently in place are no longer serviceable and parts are no longer obtainable. They have been in service for 15 years as the manufacture life span is 10 years. (22 units) <i>to be financed by Lifepak</i>	34,000
7	Lucus 3	The Lucas Chest Compression System is designed to help improve outcomes of sudden cardiac arrest victims and improve operations for medical responders. Performing 102 compressions per minute with a depth of 2.1", LUCAS can be deployed quickly with minimal interruption to patient care. Apopka Fire Department current has two first responding appartaus that currently equip them. The goal is to provide a LUCAS device on each ambulance to be ready to use in a cardiac arrest emergency. The implimentation of the LUCAS device has increased survival chances of our residents by 40% in cardiac arrest. <i>to be financed by Lifepak</i>	45,000

<b>Total Cost</b>	<b>\$ 244,000</b>
-------------------	-------------------

## CITY OF APOPKA POLICE CHIEF

The Apopka Police Department and its individual members will, without favor or prejudice, work cooperatively with the public to provide a safe community and strive to heighten the quality of life for all its citizens. The Police Chief's Office is responsible for the police administration, patrol and investigations.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	2,517,752
2017	BUDGET	2,031,215
2017	ESTIMATE	2,031,215
2018	REQUESTED	1,658,456

### GOALS:

- Provide programs that promote police operations by utilizing proper managerial and supervisory skills.
- Continue seeking all available grant opportunities.
- To insure the community receives the highest caliber police officer capable of performing to their expectations.
- To provide a safe, respectable and high quality community.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
Red Light Notice of Violation Issued	30,720	34,138	21,122	-38.1%
Code Enforcement Cases	631	654	533	-18.5%
In-House Contact Training Hours	2,950	4,049	7,577	87.1%
Outside Courses Attended	125	93	83	-10.8%

**CITY OF APOPKA  
POLICE CHIEF**

**LINE ITEM DETAIL**

	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>REQUESTED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	204,912	305,655	305,655	290,086
1210 LONGEVITY PAY	320	470	470	747
1225 PROFICIENCY PAY	1,080	1,500	1,500	2,000
1400 OVERTIME	1,358	500	500	500
1500 SPECIAL PAY	1,963	3,000	3,000	3,120
1600 OTHER REIMBURSED ALLOWANCES	-	534	534	534
2100 F.I.C.A.	16,016	23,842	23,842	22,720
2200 RETIREMENT CONTRIBUTION	772,009	70,603	70,603	67,002
2300 LIFE AND HEALTH INSURANCE	20,776	37,133	37,133	39,766
2400 WORKERS COMPENSATION	1,219	564	564	531
<b>TOTAL</b>	<b>1,019,653</b>	<b>443,801</b>	<b>443,801</b>	<b>427,006</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	22,065	50,300	50,300	35,400
3400 OTHER CONTRACTUAL SERVICES	1,341,002	1,350,000	1,350,000	1,100,000
4000 TRAVEL & PER DIEM	1,554	5,500	5,500	8,500
4200 FREIGHT & POSTAGE	10,048	10,000	10,000	10,000
4300 UTILITIES	18,742	23,000	23,000	23,000
4600 REPAIR AND MAINTENANCE	1,405	36,500	36,500	26,800
4650 VEHICLE MAINTENANCE	7,879	10,000	10,000	6,000
4700 PRINTING AND BINDING	1,638	1,750	1,750	1,250
4900 OTHER CHARGES	-	1,000	1,000	1,000
4902 LEGAL ADVERTISING	-	500	500	1,000
5100 OFFICE SUPPLIES	2,392	2,500	2,500	2,250
5200 OPERATING SUPPLIES	5,055	5,353	5,353	3,500
5250 FUEL & GASOLINE	6,479	8,500	8,500	8,500
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	1,485	3,500	3,500	3,500
5500 TRAINING	250	40,750	40,750	750
<b>TOTAL</b>	<b>1,419,994</b>	<b>1,549,153</b>	<b>1,549,153</b>	<b>1,231,450</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDINGS	-	21,975	21,975	-
6300 IMPROV OTHER THAN BUILDING	-	-	-	-
6400 EQUIPMENT	70,605	16,286	16,286	-
6800 INTANGIBLES	7,500	-	-	-
<b>TOTAL</b>	<b>78,105</b>	<b>38,261</b>	<b>38,261</b>	<b>-</b>
<b>TOTAL COST</b>	<b>\$ 2,517,752</b>	<b>\$ 2,031,215</b>	<b>\$ 2,031,215</b>	<b>\$ 1,658,456</b>

**CITY OF APOPKA  
POLICE CHIEF**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
POLICE CHIEF	1	1	1
ADMIN ASST TO THE POLICE CHIEF	1	1	1
POLICE OFFICER	0	1	1
<b>TOTAL</b>	<b>2</b>	<b>3</b>	<b>3</b>

**CAPITAL OUTLAY**

6200 - Buildings	<u>\$ -</u>
6400 - Equipment	<u>\$ -</u>
<b>Total Capital Outlay</b>	<u><u>\$ -</u></u>

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Chief's Office 2210-521</u>
<b>Line Item #</b>	<u>3100</u>
<b>Line Item Description</b>	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
1	Clerk of the Court Filings	Code Enforcement/Municipal Code Violations	2,600
2	FDLE Background (Fingerprinting fees citywide)	City Background Fingerprinting Costs	17,000
3	Comptroller Filings	Violations	3,000
4	Traffic Hearing Officer	The department pays for the county traffic hearing officer court proceedings	6,000
5	Red light hearing officer	The department pays for the municipal hearing officer court proceedings	4,800
6	Code Enforcement Hearing Officer	The department pays for the code enforcement officer court proceedings	7,000
7	Police Legal Advisor	Annual Contract for Police Legal Services (this should be moved to Legal Services @ 3190)	85,000
		<i>moved to Legal Services</i>	<i>(85,000)</i>
8	Needs Assessment for Public Safety Complex	Design Criteria Package - Needs assesement and renderings to put forth into a bid package.	300,000
		<i>move to impact fees</i>	<i>(300,000)</i>
		<i>City Administrator's Adjustment</i>	<i>(5,000)</i>

<b>Total Cost</b>	<b>\$ 35,400</b>
-------------------	------------------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Police - Chief's Office 2210-521</i>
<b>Line Item #</b>	<i>3400</i>
<b>Line Item Description</b>	<i>Other Contractual Services</i>

Item	Description	Justification	Estimated Cost
1	Traffic Intersection Safety Program	Pole/Camera Rental Fee Newly negotiated contract savings	1,350,000 (250,000)

Total Cost	\$ 1,100,000
------------	--------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Chief's Office 2210-521</u>
<b>Line Item #</b>	<u>4000</u>
<b>Line Item Description</b>	<u>Travel &amp; Per Diem</u>

Item	Description	Justification	Estimated Cost
1	Travel / Per Diem	Chief / Staff Training Classes	3,000
2	FBI National Academy	Travel Costs, Course is grant funded. 10 week executive officer course.	6,000
3	Accreditation Award	October Florida Accreditation Conference in South Florida	3,000
		City Administrator's Adjustment	(3,500)

Total Cost	\$ 8,500
------------	----------



<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Police - Chief's Office 2210-521</i>
<b>Line Item #</b>	<i>4200</i>
<b>Line Item Description</b>	<i>Freight &amp; Postage</i>

Item	Description	Justification	Estimated Cost
1	Postage / Franking Services	Department required mailings	10,000

Total Cost	\$ 10,000
------------	-----------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Police - Chief's Office 2210-521</i>
<b>Line Item #</b>	<i>4300</i>
<b>Line Item Description</b>	<i>Utility Services</i>

Item	Description	Justification	Estimated Cost
1	Utilities	Duke Energy / Lake Apopka Gas	23,000

Total Cost	\$ 23,000
------------	-----------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Chief's Office 2210-521</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	General Building and Equipment Repairs	Upgrade Bathrooms, furniture replacement (chairs, etc.)	15,000
2	PD Building Security Features	Door access, security cameras.	10,000
3	Strip/Wax Floors	Floor Maintenance - Booking / holding areas / high traffic lobby (twice/yr)	1,800

Total Cost	\$ 26,800
------------	-----------

Fund	General Fund - 001
Department	Police - Chief's Office 2210-521
Line Item #	4650
Line Item Description	Vehicle Maintenance

Total Cost	\$ 6,000
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Chief's Office 2210-521</u>
<b>Line Item #</b>	<u>4700</u>
<b>Line Item Description</b>	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
1	Business Cards	Replacement Card Printing	250
2	Stationary	Replacement Stationary	1,000
3	Envelopes	Replacement Envelopes	500
		City Administrator's Adjustment	(500)

Total Cost	\$ 1,250
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Chief's Office 2210-521</u>
<b>Line Item #</b>	<u>4900</u>
<b>Line Item Description</b>	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
1	Code Enforcement Charges	Costs incurred in curing miscellaneous code enforcement violations, if necessary, by the city. These costs are charged back as a lien on the property.  <i>City Administrator's Adjustment</i>	2,000  <i>(1,000)</i>

<b>Total Cost</b>	<b>\$ 1,000</b>
-------------------	-----------------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Police - Chief's Office 2210-521</i>
<b>Line Item #</b>	<i>4902</i>
<b>Line Item Description</b>	<i>Legal Advertising</i>

Item	Description	Justification	Estimated Cost
1	Code Enforcement / Legal Notices	Required Legal Notices to include evidence/unclaimed property disposals, and assessment notices.	1,000

Total Cost	\$ 1,000
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Chief's Office 2210-521</u>
<b>Line Item #</b>	<u>5100</u>
<b>Line Item Description</b>	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	Printer Cartidges	printer/copy supplies	2,500
2	Office Supplies	Desk items - Pens, Folders, Stampts, etc.	2,000
3	Copy Paper	Paper goods	1,250
		City Administrator's Adjustment	(3,500)

Total Cost	\$ 2,250
------------	----------



**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Chief's Office 2210-521</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Petty Cash	nominal expenses	1,000
2	Uniforms	clothes, footwear, accessories	2,000
3	Awards	citizen recognition awards	800
4	Public Outreach Crime Awareness Handouts	handouts for heightened awareness	2,000
5	Central Florida Police Chief's Luncheon	Apopka Hosts 3x / year	1,200
		City Administrator's Adjustment	(3,500)

<b>Total Cost</b>	<b>\$ 3,500</b>
-------------------	-----------------

Fund	General Fund - 001
Department	Police - Chief's Office 2210-521
Line Item #	5250
Line Item Description	Fuel and Gasoline

Total Cost	\$ 8,500
------------	----------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Chief's Office 2210-521</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

[illegible]

Total Cost	\$ 3,500
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Chief's Office 2210-521</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	College Reimbursement	Reimburse officers for advanced education	40,000
2	Professional Development	Conferences / Professional Courses	750
		City Administrator's Adjustment	(40,000)

Total Cost	\$ 750
------------	--------

## CITY OF APOPKA POLICE FIELD SERVICES

The Apopka Police Department and its individual members will, without favor or prejudice, provide the citizens with a safe community. This division is responsible for the day-to-day enforcement of all state and local laws and for the protection of lives and property.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	7,069,146
2017	BUDGET	8,209,473
2017	ESTIMATE	7,869,673
2018	REQUESTED	7,437,568

### GOALS:

- Arrest law violators to ensure compliance with local and state laws.
- Conduct initial investigations into reported crimes: documenting the results.
- Conduct highly visible preventative crime patrols.
- Conduct traffic stops to ensure compliance with local and state traffic laws.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
Total # of sworn officers	90	98	108	1.12%
# of officers assigned to Traffic	4	4	4	25.00%
# of calls/responses	49,907	56,178	75,852	0.00%
# traffic citations	2180	2012	2507	0.06%
DUI Arrests	101	123	227	1.50%
# of arrests	1361	1268	1093	0.07%

**CITY OF APOPKA  
POLICE FIELD SERVICES**

**LINE ITEM DETAIL**

	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	3,806,887	4,043,879	4,043,879	4,061,898
1210 LONGEVITY PAY	24,719	11,915	11,915	12,645
1225 PROFICIENCY PAY	17,866	15,007	15,007	13,506
1400 OVERTIME	226,893	181,000	181,000	181,000
1500 SPECIAL PAY	45,835	34,575	34,575	41,535
1600 OTHER REIMBURSED ALLOWANCES	1,028	1,460	1,460	1,960
2100 F.I.C.A.	299,750	328,019	328,019	329,910
2200 RETIREMENT CONTRIBUTION	959,371	1,039,996	1,039,996	1,029,143
2300 LIFE AND HEALTH INSURANCE	591,696	673,851	673,851	640,633
2400 WORKERS COMPENSATION	39,965	10,231	10,231	9,488
<b>TOTAL</b>	<b>6,014,010</b>	<b>6,339,933</b>	<b>6,339,933</b>	<b>6,321,718</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	2,775	5,250	5,250	4,500
3400 OTHER CONTRACTUAL SERVICES	-	1,500	1,500	1,500
4000 TRAVEL & PER DIEM	5,961	7,500	7,500	6,000
4100 COMMUNICATIONS	2,426	2,600	2,600	2,600
4600 REPAIR AND MAINTENANCE	15,921	31,721	31,721	29,500
4650 VEHICLE MAINTENANCE	92,316	125,000	125,000	115,000
4700 PRINTING AND BINDING	2,714	2,500	2,500	4,000
5100 OFFICE SUPPLIES	4,592	7,500	7,500	7,500
5200 OPERATING SUPPLIES	128,506	195,623	195,623	277,750
5250 FUEL & GASOLINE	128,848	176,000	176,000	170,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	3,512	4,500	4,500	4,500
5450 POLICE-SPECIAL EDUCATION	420	-	-	-
5500 TRAINING	-	-	-	-
<b>TOTAL</b>	<b>387,991</b>	<b>559,694</b>	<b>559,694</b>	<b>622,850</b>
<b>CAPITAL OUTLAY:</b>				
6300 IMPROV OTHER THAN BUILDING	-	-	-	-
6400 EQUIPMENT	667,145	833,546	833,546	493,000
<b>TOTAL</b>	<b>667,145</b>	<b>833,546</b>	<b>833,546</b>	<b>493,000</b>
<b>CITY MATCH TRANSFER OUT</b>	-	476,300	136,500	-
<b>TOTAL COST</b>	<b>\$ 7,069,146</b>	<b>\$ 8,209,473</b>	<b>\$ 7,869,673</b>	<b>\$ 7,437,568</b>

**CITY OF APOPKA  
POLICE FIELD SERVICES**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
POLICE CAPTAIN	1	1	1
POLICE LIEUTENANT	3	3	4
POLICE SARGEANT	7	8	8
POLICE LEAD OFFICER	0	6	6
POLICE OFFICER	60	52	50
POLICE OFFICER - GRANT FUNDED	0	5	5
<b>TOTAL</b>	<b>71</b>	<b>75</b>	<b>74</b>

**CAPITAL OUTLAY**

6200 - Building	\$ -
6400 - Equipment	
Taser Upgrades - 5 year program	\$ 25,000
Replacement Vehicles - Sedans (6 @ \$38,000)	228,000
Replacement Vehicles - SUVs (6 @ \$40,000)	240,000
Total Equipment	\$ 493,000
<b>Total Capital Outlay</b>	<b>\$ 493,000</b>

**Fund**  
**Department**  
**Division**

---

*Police - Field Services*    2220-521

216



<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Police - Field Services 2220-521</i>
<b>Line Item #</b>	<i>3100</i>
<b>Line Item Description</b>	<i>Professional Services</i>

Total Cost	\$ 4,500
------------	----------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Police - Field Services 2220-521</i>
<b>Line Item #</b>	<i>3400</i>
<b>Line Item Description</b>	<i>Other Contractual Services</i>

Item	Description	Justification	Estimated Cost
1	Gym Maintenance Contract	Annual Service Contract of City Gym	1,500

Total Cost	\$ 1,500
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Field Services 2220-521</u>
<b>Line Item #</b>	<u>4000</u>
<b>Line Item Description</b>	<u>Travel &amp; Per Diem</u>

Item	Description	Justification	Estimated Cost
1	Travel and Per Diem	School related, Staff Level Professional Development, Senior Leadership, Professional Standards, SWAT, Officer Discipline Class, Certified Public Manager  <i>City Administrator's Adjustment</i>	8,500  <i>(2,500)</i>

Total Cost	\$ 6,000
------------	----------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Police - Field Services 2220-521</i>
<b>Line Item #</b>	<i>4100</i>
<b>Line Item Description</b>	<i>Communications Services</i>

Item	Description	Justification	Estimated Cost
1	Accurint Data Services	Investigation Database	3,000
		City Administrator's Adjustment	(400)

Total Cost	\$ 2,600
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Field Services 2220-521</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	Copy Maintenance / Service	Maintain Copy Machines - Services	12,000
2	Calibration Services	RADAR / LASER recertification / Vehicle Calibrations	5,500
3	Equipment Repairs	TASER, simulators, weapons, etc.	4,000
4	iRECORD	Repairs of Video Equipment	1,000
5	In car / External Camera Repairs	Maintenance and repair of video camera systems	5,000
6	Gym Repair / Maintenance	Maintenance Services for City Gym	1,500
7	Patrol Bike Repairs	Misc. Patrol Bike Repairs and Maintenance	2,400
8	Crash Data Recorder	Annual Software Maintenance Used for Traffic Homicide Investigations	1,250
9	Crash Zone	Annual Software Maintenance Used for Traffic Homicide Investigations	1,500
10	Intoxilyzer Instrument Calibration	Annual Calibration Services	1,500
11	Motion DSP Redaction Software	Redaction of BWC video (public records)	1,000
12	Off-Duty Software	Annual Maintenance Software Services	2,500
		City Administrator's Adjustment	(9,650)

<b>Total Cost</b>	<b>\$ 29,500</b>
-------------------	------------------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Police - Field Services</i> 2220-521
<b>Line Item #</b>	<i>4650</i>
<b>Line Item Description</b>	<i>Vehicle Maintenance</i>

Item	Description	Justification	Estimated Cost
1	Patrol Vehicle Maintenance	General Maintenance and Repairs for Patrol Fleet  City Administrator's Adjustment	130,000  (15,000)

Total Cost	\$ 115,000
------------	------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Field Services 2220-521</u>
<b>Line Item #</b>	<u>4700</u>
<b>Line Item Description</b>	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
1	Business Card / Stationary	Department Member Cards, Letterhead, Envelopes, Police Forms, Recruiting Materials, etc.	5,000
		City Administrator's Adjustment	(1,000)

<b>Total Cost</b>	<b>\$ 4,000</b>
-------------------	-----------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Field Services 2220-521</u>
<b>Line Item #</b>	<u>5100</u>
<b>Line Item Description</b>	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	Desk / Office Items	Pens, Pencils, Highlighters, Folders, etc.	750
2	Copy Paper	Copy Paper	4,000
3	Printer / Copier Supplies	Toner, Cartridges, etc.	3,000
4	Evidence Packaging	Envelopes, Tape, Binders, Clips, etc.	3,000
		City Administrator's Adjustment	(3,250)

Total Cost	\$ 7,500
------------	----------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Field Services 2220-521</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Accoutrements	Collar Brass, Badges, Name Tags	2,500
2	Ammunition	Training and Carry ammo	35,000
		Annual Replacement Filters for CSI	
3	Crime Scene Equipment Filters	Equipment	4,000
		Chemicals, Crime Scene Tape, Bags, Print	
4	Crime Scene Products	Powders, Officer Kits, etc	20,000
5	Duty Uniforms	Replacement Shirts, Trousers, Coats, etc.	30,000
6	Employee Awards	Certificates, Plaques, Medals, Banquet, etc.	7,500
		New items needed. White and Green smoke, for crowd control, Public Safety	
7	ERT Chemical Agents	Demonstrations	1,000
8	Expiring Equipment	Gas Masks, Canisters, Less Lethal Devices	7,500
		Annual Replacement footwear (Whole	
9	Footwear	Department)	12,000
10	Intoxilyzer Machine	Disposable Testing Solutions, Mouth Pieces	2,500
11	Leather Gear	Replacement Leather Gear	12,000
		Training munitions, Bean Bag rounds for	
12	Patrol Less Lethal Munitions	annual recertification	8,500
		Replacement Batteries, Ear Buds, Public	
13	Radio Services	Safety Mics.	5,000
		Cleaning supplies, Targets, Metal targets,	
14	Range Supplies	target backers, tools, etc.	4,000
15	SWAT Uniforms and Duty Gear	BDUs, shirts, gloves, etc.	4,000
	Replace / New Related Hand Held		
16	Duty Equipment	Impact Weapons, Handcuffs, Hobbles	2,000
17	Shotguns	Shotgun upgrade with slings and mounts	2,000
18	Stop Sticks	5 @ \$300 Spares and retro existing vehicles.	1,500
		Replacement of expired rounds. Chemical	
		Weapons, Barricade Penetrators, React	
19	SWAT Chemical Agents	Rounds, Muzzle Blasts, etc.	1,400
20	Taser Cartridges	Replacement cartridges	2,000
21	Taser Training Cartridges	Annual Recert.	4,000
22	Traffic Homicide Investigations	Paint, Tape, Hardware	1,500

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

General Fund - 001  
Police - Field Services 2220-521  
5200  
Operating Supplies

Item	Description	Justification	Estimated Cost
23	Training Center Supplies	Public Safety Academy, Youth Academy, Female Defense, Citizens Public Safety Academy	3,000
24	Training Items	Simunitions, Weapon systems, munitions	20,000
25	Training munitions	Training munitions, Bean bag rounds for annual recert.	7,500
26	Uniforms for Honor Guard	New uniforms for new members (replace damaged uniforms)	2,000
27	Weather/Safety Gear	Replace rain gear, traffic vests, flashlights	4,000
28	Equipment / Weapons (New Officers)	5 New Officers - Related Equipment - Body Armor (\$600), Firearm (\$500), Uniforms/Rain Gear etc. (\$900), Leather Gear (\$500), Body Camera (\$700) [\$3,200]	16,000
29		City Administrator's Adjustment	(9,600)
30	Kevlar Helmets and Level IV Ballistic Vests Department Wide	108 Officers x \$850 (to improve officer protection for high risk incidents)	91,800
		City Administrator's Adjustment	(91,850)
		Added back by Council	65,000
Total Cost			\$ 277,750

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Police - Field Services 2220-521</i>
<b>Line Item #</b>	<i>5250</i>
<b>Line Item Description</b>	<i>Fuel and Gasoline</i>

Item	Description	Justification	Estimated Cost
1	Fuel -	Fleet Vehicles	180,000
		City Administrator's Adjustment	(10,000)

Total Cost	\$ 170,000
------------	------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Field Services 2220-521</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	Professional Memberships	Florida SWAT Association, Police Executive Research Forum, Florida Association of Hostage Negotiators, Central Florida Criminal Justice Association, FPCA	4,500

<b>Total Cost</b>	<b>\$ 4,500</b>
-------------------	-----------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Field Services 2220-521</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Precision Immobilization Technique (PIT) Training	New/ Refresher (Agency wide)	3,000
2	Emergency Vehicle Operations Course	Lake County (Agency wide) The above is required training and is not covered by second dollar state funding for training.	2,000
3	Academy Sponsorship	Recruiting New Officer and support through the academy	4,000
		City Administrator's Adjustment	(9,000)

Total Cost	\$ -
------------	------

Fund	General Fund - 001	
Department	Police - Field Services	2220-521
Line Item #	6300	
Line Item Description	Infrastructure	

Item	Description	Justification	Estimated Cost
1	Resurface Parking Lot	Fix pot holes and Wear Damage <i>Move to Facilities</i>	8,500 <i>(8,500)</i>

Total Cost	\$ -
------------	------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Field Services 2220-521</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
1	Vehicle Replacement	<del>831</del> 133k - Ford F150 SC (Replace w/F150) <i>City Administrator's Adjustment</i>	46,000 (6,000)
2	Vehicle Replacement	<del>842</del> 124k - Crown Vic (Replace w/SUV)	40,000
3	Vehicle Replacement	<del>844</del> 149k - Crown Vic (Replace w/SUV)	40,000
4	Vehicle Replacement	<del>846</del> 119k - Crown Vic (Replace w/SUV)	40,000
5	Vehicle Replacement	<del>852</del> 146k - Ford F150 SC (Replace w/F150) <i>City Administrator's Adjustment</i>	46,000 (6,000)
6	Vehicle Replacement	<del>1051</del> 126k - Crown Vic (Replace w/SUV)	40,000
7	Vehicle Replacement	<del>1194</del> 106k - Impala (Replace w/SUV)	40,000
8	Vehicle Replacement	<del>1195</del> 144k - Impala (Replace w/SUV)	40,000
9	Vehicle Replacement	<del>1198</del> 140k - Impala (Replace w/Sedan)	38,000
10	Vehicle Replacement	<del>1207</del> 160k - Crown Vic (Replace w/Sedan)	38,000
11	Vehicle Replacement	<del>1208</del> 136k - Crown Vic (Replace w/Sedan)	38,000
12	Vehicle Replacement	<del>1209</del> 133k - Crown Vic (Replace w/Sedan)	38,000
13	Vehicle Replacement	<del>1210</del> 140k - Crown Vic (Replace w/Sedan)	38,000
14	Vehicle Replacement	<del>1222</del> 128k - Crown Vic (Replace w/Sedan)	38,000
15	Vehicle Replacement	<del>1224</del> 116k - Crown Vic (Replace w/Sedan)	38,000
16	Vehicle Replacement	<del>1225</del> 120k - Crown Vic (Replace w/Sedan)	38,000
17	Vehicle Replacement	<del>1230C</del> 111k - Crown Vic (Replace w/Sedan)	38,000
18	Vehicle Replacement	<del>505</del> (1997) Honda ATV Added back by Council	10,000 468,000
19	Vehicle Replacement	<del>1212</del> 90k - Ford F150 SC	
20	Vehicle Replacement	<del>1237C</del> 69k - Interceptor SUV	
21	Vehicle Replacement	<del>1239C</del> 86k - Interceptor SUV	
22	Vehicle Replacement	<del>1240C</del> 78k - Interceptor SUV	
23	Vehicle Replacement	<del>1242C</del> 89k - Interceptor SUV	
24	Vehicle Replacement	<del>1226</del> 99k - Interceptor Sedan	
25	Vehicle Replacement	<del>1229C</del> 68k - Interceptor SUV	
26	Vehicle Replacement	<del>506</del> (1997) Honda ATV	
27	SWAT "Throwbot"	Portable video/audio deployment <i>City Administrator's Adjustment</i>	17,500 (17,500)
28	In-car Video (12 on hand)	Replace 5 systems (5 x \$3,000)	15,000
29	In-car RADAR/LASER	Replace 5 systems (5 x \$3,000)	15,000

30	Rescue Phone Quad - Crisis Response Module	Negotiator console for Rescue Phone; Video System for Rescue Phone. 7" video monitoring system with 6 color cameras. <i>City Administrator's Adjustment</i>	23,000 <i>(23,000)</i>
31	Taser	Taser Upgrade (1st year's payment - 5 of 5 years - 75 - x2 TASERS. (5 Year Lease 1st year \$25,000 w/ \$7,500 discount and subsequent years @ \$32,500) <i>Added back by Council</i>	24,900 <i>25,000</i>
32	Conex Box	Converted Conex Box (1/3 office w/ air, 2/3 storage)	16,000
33	Rifles	Replace 35 aging rifle (24-Bushmasters[2006], 11 colts[1999]) \$750- each w/trade-in <i>City Administrator's Adjustment</i>	26,250 <i>(17,250)</i>
34	5 New Officers	New Officer Equipment - Taser (1300); Radio (8000); Vehicles (38,000); Rifle (1200)- [\$48,500] <i>City Administrator's Adjustment</i>	242,500 <i>(145,500)</i>
35	40mm Multi Launchers	SWAT multi-launcher (impact/gas) w/bag, bandolier and Eotech	2,500
36	Area Freestanding Spotlights	For SWAT, Forensics, and Traffic Homicide scene lighting. (Battery powered, LED for tight quarters, both indoor and outdoor. (2 @ 1700)	3,400
37	Outfit a SWAT Medic	Additional SWAT medic for SWAT team -- fully geared member.	7,500
38	Replace Expiring SWAT vests	High threat level SWAT vests (3 @ 2500) <i>Eliminated to Balance Budget</i>	7,500 <i>(869,800)</i>

Total Cost	\$ 493,000
------------	------------



## CITY OF APOPKA POLICE SUPPORT SERVICES

The Apopka Police Department and its individual members will, without favor or prejudice, provide the citizens with a safe community. This division is responsible for investigating major crimes against persons and/or property in addition to handling of narcotic investigations.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	3,792,068
2017	BUDGET	5,049,399
2017	ESTIMATE	5,049,399
2018	REQUESTED	4,862,039

### GOALS:

- Assign all felony cases and specific misdemeanor cases for follow-up
- Respond to extensive crime scenes and document. Photograph, collect and submit evidence.
- Maintain records documenting delivery of police services and the reporting of crime.
- Provide Uniform Crime Reporting to assist in identifying and addressing crime trends.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
Violent Offenses	142	200	200	0.0%
Property Offenses	1624	1971	1906	-3.3%
Domestic Violence Offenses	382	362	383	5.8%
Cases Assigned to CID	439	846	758	-10.4%

**CITY OF APOPKA  
POLICE SUPPORT SERVICES**

**LINE ITEM DETAIL**

	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	2,243,962	3,066,562	3,066,562	2,952,850
1210 LONGEVITY PAY	44,505	11,227	11,227	11,520
1225 PROFICIENCY PAY	10,718	13,002	13,002	13,003
1400 OVERTIME	138,058	80,000	80,000	80,000
1500 SPECIAL PAY	26,085	30,608	30,608	28,928
1600 OTHER REIMBURSED ALLOWANCES	10,678	10,363	10,363	11,862
2100 F.I.C.A.	181,172	245,700	245,700	237,009
2200 RETIREMENT CONTRIBUTION	589,165	708,764	708,764	686,730
2300 LIFE AND HEALTH INSURANCE	375,560	465,529	465,529	464,307
2400 WORKERS COMPENSATION	18,018	9,046	9,046	6,980
<b>TOTAL</b>	<b>3,637,921</b>	<b>4,640,801</b>	<b>4,640,801</b>	<b>4,493,189</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	4,544	5,000	5,000	5,000
4000 TRAVEL & PER DIEM	5,703	6,750	6,750	5,000
4100 COMMUNICATIONS	6,474	10,000	10,000	10,000
4400 RENTAL & LEASES	7,468	13,000	13,000	10,000
4600 REPAIR AND MAINTENANCE	10,847	19,250	19,250	34,600
4650 VEHICLE MAINTENANCE	22,315	21,500	21,500	25,000
4700 PRINTING AND BINDING	1,801	2,000	2,000	2,000
4902 LEGAL ADVERTISING	62	500	500	500
5100 OFFICE SUPPLIES	3,255	5,000	5,000	6,000
5200 OPERATING SUPPLIES	20,395	24,500	24,500	28,250
5250 FUEL & GASOLINE	23,492	38,000	38,000	32,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	1,451	2,500	2,500	2,500
<b>TOTAL</b>	<b>107,807</b>	<b>148,000</b>	<b>148,000</b>	<b>160,850</b>
<b>CAPITAL OUTLAY:</b>				
6300 IMPROV OTHER THAN BUILDING	359	3,235	3,235	-
6400 EQUIPMENT	45,981	251,363	251,363	202,000
<b>TOTAL</b>	<b>46,340</b>	<b>254,598</b>	<b>254,598</b>	<b>202,000</b>
<b>TRANSFERS:</b>				
9800 Transfer to Grant Fund (City Match BPV)	-	6,000	6,000	6,000
<b>TOTAL COST</b>	<b>\$ 3,792,068</b>	<b>\$ 5,049,399</b>	<b>\$ 5,049,399</b>	<b>\$ 4,862,039</b>

**CITY OF APOPKA**  
**POLICE SUPPORT SERVICES**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
POLICE CAPTAIN	3	2	2
POLICE SARGEANT	4	3	4
POLICE OFFICER	17	17	22
POLICE OFFICER LEAD	2	2	1
POLICE LIEUTENANT	2	2	3
CRIME ANALYST	1	1	1
PROPERTY AND EVIDENCE TECH	2	2	2
FORENSIC SCIENCE TECH	1	1	1
TRAFFIC INFRACTION OFFICER	0	2	2
RECORDS SUPERVISOR	1	1	1
RECORDS CLERK	3	3	3
CODE ENFORCEMENT OFFICER	2	2	2
CODE ENFORCEMENT SECRETARY	1	1	1
SECRETARY II	1	1	1
SECRETARY III	1	1	1
<b>TOTAL</b>	<b>41</b>	<b>41</b>	<b>47</b>

**CAPITAL OUTLAY**

<b>6200 - Building</b>	<b>\$ -</b>
<b>6400 - Equipment</b>	
Vehicles - Unmarked CID (5)	\$ 160,000
Vehicle - Canine	42,000
	<b>\$ 202,000</b>
<b>Total Capital Outlay</b>	<b>\$ 202,000</b>

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Support Services 2230-521</u>
<b>Line Item #</b>	<u>3100</u>
<b>Line Item Description</b>	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
1	psychological exams	specialized unit assignments	1,000
2	transcripts	Detective cases for SAO	1,500
3	k9 vet care	4 k9's at \$1,500 Veterinarian services	6,000
		City Administrator's Adjustment	(3,500)

Total Cost	\$ 5,000
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Support Services 2230-521</u>
<b>Line Item #</b>	<u>4000</u>
<b>Line Item Description</b>	<u>Travel &amp; Per Diem</u>

Item	Description	Justification	Estimated Cost
	<i>Command Officer Development</i>		
1	<i>Course</i>	<i>Professional development</i>	2,000
2	<i>Crime Scene</i>	<i>Professional Development</i>	2,500
3	<i>Detective training</i>	<i>Professional development</i>	1,500
4	<i>K9 Training</i>	<i>New handler USPCA Competition</i>	2,000
5	<i>Records</i>	<i>Records retention courses</i>	500
6	<i>Technical Certifications</i>	<i>Cellbrite/Video Enhancement</i>	1,250
		<i>City Administrator's Adjustment</i>	<i>(4,750)</i>

<b>Total Cost</b>	<b>\$ 5,000</b>
-------------------	-----------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Support Services 2230-521</u>
<b>Line Item #</b>	<u>4100</u>
<b>Line Item Description</b>	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
1	CID data services	GPS tracking services (trackers/bait car/remote cameras) Communications services for undercover investigative equipment)  <i>City Administrator's Adjustment</i>	12,000  <i>(2,000)</i>

Total Cost	\$ 10,000
------------	-----------

Fund	General Fund - 001	
Department	Police - Support Services	2230-521
Line Item #	4400	
Line Item Description	Rentals and Leases	

Item	Description	Justification	Estimated Cost
1	Equipment rentals	Night vision goggles, vehicles,equipment	13,000
		City Administrator's Adjustment	(3,000)

Total Cost	\$ 10,000
------------	-----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Support Services 2230-521</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	Ocean Systems	video enhancements	2,300
2	Investigative equipment	repair / maintenance of investigative equipment - covert wires, etc.	1,500
3	Data works	Booking photo software maintenance	1,500
4	Power DMS software	subscription / maintenance	3,000
5	IAPro	annual software maintenance	2,000
6	CelleBrite	Cellular download maintenance subscription service	1,800
7	ADORE	Field Training Program patrol subscription	2,000
8	Iyetek	Crash and UTC software	10,500
9	Finger Print Readers	annual software maintenance	2,500
10	Blue Team annual maintenance	annual software maintenance	1,500
11	Canon - CID	Copy Maintenance	1,200
12	Fire Extinguisher Services	Fire Extinguisher Inspections / Fire Sprinkler Inspections	2,500
		Moved to Facilities	(2,500)
13	Digital Evidence Management Software (new last budget year)	annual software maintenance	4,400
14	Faro (payment due 2021)	annual software maintenance	-
15	Packtrack (Canine, training, tracking, and call out software)	annual software maintenance	400

Total Cost	\$ 34,600
------------	-----------



<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Police - Support Services 2230-521</i>
<b>Line Item #</b>	<i>4650</i>
<b>Line Item Description</b>	<i>Vehicle Maintenance</i>

Item	Description	Justification	Estimated Cost
1	Support Vehicle Maintenance	Preventative maintenance for vehicles	27,000
		City Administrator's Adjustment	(2,000)

Total Cost	\$ 25,000
------------	-----------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Support Services 2230-521</u>
<b>Line Item #</b>	<u>4700</u>
<b>Line Item Description</b>	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
1	Police Forms	Investigative Forms / printing and publishing	2,000

Total Cost	\$ 2,000
------------	----------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Support Services 2230-521</u>
<b>Line Item #</b>	<u>4902</u>
<b>Line Item Description</b>	<u>Legal Advertising</u>

Total Cost	\$ 500
------------	--------

Fund	General Fund - 001	
Department	Police - Support Services	2230-521
Line Item #	5100	
Line Item Description	Office Supplies	

Item	Description	Justification	Estimated Cost
1	Printer Toner Cartridges	Printing supplies	3,500
2	Copy Paper	Printer / copy paper	1,500
3	Binders / clips	Desk items	1,000

Total Cost	\$ 6,000
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Support Services 2230-521</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Batteries	Misc Batteries	1,500
2	Command vehicle supplies	Supplies and replacement items	2,000
3	Covert up-grades/ Replacements	body wires, video,	2,500
4	Digital evidence collection	SD cards, USB drives	1,000
5	Duty Gear	Belts, leather, replacement gear	3,500
6	K9	Canine Food	5,000
		leads, tracking harness, e-collars, pinch	
		collars, choke collars, misc items at K9	
7	Replacement K9 equipment	training facility	3,000
8	Subpoena requirements	Investigative costs	2,500
9	Tag renewal	Confidential tag renewal	1,250
10	Uniforms	Tactical uniforms	3,500
11	CID investigative supplies	tracking devices, video monitoring	2,500

<b>Total Cost</b>	<b>\$ 28,250</b>
-------------------	------------------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Support Services 2230-521</u>
<b>Line Item #</b>	<u>5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	<i>Fuel</i>	<i>vehicle fuel</i>	<i>40,000</i>
		<i>City Administrator's Adjustment</i>	<i>(8,000)</i>

Total Cost	\$ 32,000
------------	-----------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Support Services 2230-521</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Total Cost	\$ 2,500
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Support Services 2230-521</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
1	Vehicle Replacement	<b>1039</b> -2005yr - Crown Vic (Replace w/Expedition) <i>City Administrator's Adjustment</i>	46,000 (6,000)
2	Vehicle Replacement	<b>1117</b> -160k - Ranger - Code Enforcement - (Replace w/F150)	30,000
3	Vehicle Replacement	<b>832</b> -99k (CID Black Dodge - Continuous Service Issues) Replace w/Unmarked CID <i>City Administrator's Adjustment</i>	34,000 (34,000)
4	Vehicle Replacement	<b>838</b> -116k - (CID F150 - Continuous Service Issues) Replace w/Unmarked CID <i>City Administrator's Adjustment</i>	34,000 (34,000)
5	Vehicle Replacement	<b>1190</b> -112k (CID Blue Impala - Continuous Service Issues Replace w/Unmarked CID) <i>City Administrator's Adjustment</i>	34,000 (34,000)
		<i>Added back by Council</i>	32,000
6	Vehicle Replacement	<b>1214</b> -103k (CID Black Dodge - Replace w/Unmarked CID) <i>City Administrator's Adjustment</i>	34,000 (34,000)
		<i>Added back by Council</i>	32,000
7	Vehicle Replacement	<b>1227</b> -76k (CANINE VEHICLE - HIGH MOTOR HOURS) Replace w/SUV K9 <i>City Administrator's Adjustment</i>	42,000 (42,000)
		<i>Added back by Council</i>	42,000
8	VehicleAddition	<b>1218</b> - Unmarked CID (CID Blue Escape totaled this year) <i>Added back by Council</i>	34,000 32,000
9	VehicleAddition	<b>1215</b> - Unmarked CID (CID Silver Magnum totaled this budget year) <i>Added back by Council</i>	34,000 32,000
10	VehicleAddition	Unmarked CID (WONTF Detective) NEW	34,000
11	Vehicle Replacement	<b>850</b> -82k - Escape SRO <i>Added back by Council</i>	 32,000
12	Vehicle Replacement	<b>1191</b> -85k - CID Grey Impala - Replace w/Unmarked CID)	
13	lights at K9 training field	to place lights at K9 field	10,000
14	Evidence cage	Secure area inside annex	7,500
15	Vehicle lift	For Annex evidence storage <i>City Administrator's Adjustment</i>	2,500 (2,500)
16	Covert Cameras	Covert Software cameras for burglary/narcotics operations (Two Cameras) <i>City Administrator's Adjustment</i>	7,000 (3,500)
		<i>Eliminated to Balance Budget</i>	(193,000)
Total Cost			\$ 202,000



## CITY OF APOPKA CROSSING GUARDS

The Apopka Police Department and its individual members will, without favor or prejudice, provide the citizens with a safe community. This division is responsible for caring for the safety of children at street and other crossings.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	64,020
2017	BUDGET	126,011
2017	ESTIMATE	122,224
2018	REQUESTED	126,011

### GOALS:

- Ensure the safety of children at busy intersects throughout the city.
- Observe and report any incidents or conditions that present a potential safety hazard.
- Help children develop the skills to cross streets safely at all times.
- Discourage children from behaving unsafely near traffic.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of Crossing Guards	13	13	13	0%

**CITY OF APOPKA  
CROSSING GUARDS**

**LINE ITEM DETAIL**

	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
<b>PERSONNEL COSTS:</b>				
1300 OTHER SALARIES AND WAGES	58,700	114,500	110,000	114,500
1210 LONGEVITY PAY	-	-	-	-
2100 F.I.C.A.	4,490	8,759	8,759	8,759
2400 WORKERS COMPENSATION	693	252	252	252
<b>TOTAL</b>	<b>63,883</b>	<b>123,511</b>	<b>119,011</b>	<b>123,511</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
4500 LIABILITY & CASUALTY INSURANCE	-	-	102	-
5200 OPERATING SUPPLIES	137	2,500	3,111	2,500
<b>TOTAL</b>	<b>137</b>	<b>2,500</b>	<b>3,213</b>	<b>2,500</b>
<b>TOTAL COST</b>	<b><u>\$ 64,020</u></b>	<b><u>\$ 126,011</u></b>	<b><u>\$ 122,224</u></b>	<b><u>\$ 126,011</u></b>

**CITY OF APOPKA  
CROSSING GUARDS**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
SEASONAL CROSSING GUARDS	13	13	13
<b>TOTAL</b>	<b>13</b>	<b>13</b>	<b>13</b>

**CAPITAL OUTLAY**

6200 - Building	\$ -
6400 - Equipment	\$ -
Total Capital Outlay	\$ -

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - School Crossing Guards 2235-521</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Total Cost	\$ 2,500
------------	----------

## CITY OF APOPKA DISPATCH

The Dispatch Division provides efficient, effective and courteous 9-1-1 call processing, emergency and non-emergency dispatch services and radio support to the citizens of Apopka and contract communities. The Dispatch Division is responsible for answering 9-1-1 phone calls, determining the type of assistance needed and then dispatching the appropriate resources.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	2,447,451
2017	BUDGET	5,164,509
2017	ESTIMATE	4,965,120
2018	REQUESTED	2,313,193

### GOALS:

- Assist citizens requiring Fire and/or Police assistance. Obtain details of the situation and offer pertinent responses, while maintaining a calm demeanor and ensuring the proper resources are dispatched.
- Utilize technology to enhance the dispatch functions to improve phone answering time and responsiveness to citizen encounters/emergencies.
- Answer 911 calls within 10 seconds 98% of the time.
- Provide law enforcement and fire first responders with essential information to ensure their safety and the safety of our citizens.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
Total # of 911 calls received	65,549	58,434	58,084	-0.6%
Total # of non-emergency calls	144,164	125,821	133,260	5.9%
# of calls dispatched to Fire Dept	7,075	7,801	9,136	17.1%
# of calls dispatched to Police Dept	117,008	103,623	122,052	17.8%
# of hours training	36/employee	44	28	-36.4%

**CITY OF APOPKA  
DISPATCH**

**LINE ITEM DETAIL**

	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>REQUESTED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	964,709	1,117,382	932,323	1,108,436
1210 LONGEVITY PAY	4,257	3,753	3,753	3,547
1300 OTHER SALARIES AND WAGES	5,152	-	-	-
1400 OVERTIME	185,688	45,000	218,225	45,000
1500 SPECIAL PAY	-	-	-	-
1600 OTHER REIMBURSED ALLOWANCES	475	480	480	480
2100 F.I.C.A.	84,463	89,246	83,851	88,546
2200 RETIREMENT CONTRIBUTION	186,516	191,252	83,366	189,824
2300 LIFE AND HEALTH INSURANCE	187,384	245,562	177,288	217,231
2400 WORKERS COMPENSATION	484	584	584	579
<b>TOTAL</b>	<b>1,619,128</b>	<b>1,693,259</b>	<b>1,499,870</b>	<b>1,653,643</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	242	2,250	2,250	1,950
3400 OTHER CONTRACTUAL SERVICES	18,683	3,000	3,000	1,000
4000 TRAVEL & PER DIEM	-	3,400	3,400	2,000
4100 COMMUNICATIONS	10,754	11,400	11,400	11,400
4300 UTILITY SERVICES	31,536	-	-	-
4600 REPAIR AND MAINTENANCE	588,818	630,500	625,000	629,000
5100 OFFICE SUPPLIES	2,930	4,600	4,600	4,600
5200 OPERATING SUPPLIES	2,475	4,000	3,500	2,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	3,500	3,500	3,900
5500 TRAINING	3,602	8,600	8,600	3,700
<b>TOTAL</b>	<b>659,040</b>	<b>671,250</b>	<b>665,250</b>	<b>659,550</b>
<b>CAPITAL OUTLAY:</b>				
6300 IMPROV OTHER THAN BUILDING	-	-	-	-
6400 EQUIPMENT	169,283	2,800,000	2,800,000	-
<b>TOTAL</b>	<b>169,283</b>	<b>2,800,000</b>	<b>2,800,000</b>	<b>-</b>
<b>TOTAL COST</b>	<b>\$ 2,447,451</b>	<b>\$ 5,164,509</b>	<b>\$ 4,965,120</b>	<b>\$ 2,313,193</b>

**CITY OF APOPKA  
DISPATCH**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
DIRECTOR OF COMMUNICATIONS	1	1	1
LEAD COMMUNICATIONS TECHNICIAN	4	4	4
COMMUNICATIONS TECHNICIAN	18	20	19
COMMUNICATIONS TECHNICIAN (PT)	0	0	1
<b>TOTAL</b>	<b>23</b>	<b>25</b>	<b>25</b>

**CAPITAL OUTLAY**

6300 - Infrastructure	\$ -
6400 - Equipment	\$ -
Total Capital Outlay	\$ -

**CITY OF APOPKA  
STAFFING REQUEST FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Dispatch 2250-519</u>
<b>Division</b>	<u></u>

Position Title	Justification	Anticipated Salary/Grade
4 (FT) Communication Technicians (Civilian Grade 112)	Due to the increase of radio traffic and calls for service, the addition of 4 new positions within the center is necessary to continue our current level of service.	4 @ \$56,842 = \$227,386
FTO Incentive Pay	<b>City Administrator's Adjustment</b> \$500 annual incentive pay to train new employees.	<b>(\$170,526)</b> 5 @ \$500 // \$2,500
		59,360



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Dispatch 2250-519</u>
<b>Line Item #</b>	<u>3100</u>
<b>Line Item Description</b>	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
1	Psychological	Pre-employment exams 4 @ \$300- psychological	1,200
2	Transcript Services		750
		If New positions are authorized include 4 @ 300 for pre-employment psych	1,200
		City Administrator's Adjustment	(1,200)

<b>Total Cost</b>	<b>\$ 1,950</b>
-------------------	-----------------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Police - Dispatch 2250-519</i>
<b>Line Item #</b>	<i>3400</i>
<b>Line Item Description</b>	<i>Other Contractual Services</i>

Total Cost	\$ 1,000
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Dispatch 2250-519</u>
<b>Line Item #</b>	<u>4000</u>
<b>Line Item Description</b>	<u>Travel &amp; Per Diem</u>

Item	Description	Justification	Estimated Cost
1	mandatory professional development	FDLE/CJIS hotel and per diem / Lead training	
2	MTUG/Radio support	IPTM	1,000
		Hotel and per diem	1,000
3	IPTM Leadership Training	4 Comm Leads hotel and per diem @ 600 each.	2,400
		City Administrator's Adjustment	(2,400)

<b>Total Cost</b>	<b>\$ 2,000</b>
-------------------	-----------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Dispatch 2250-519</u>
<b>Line Item #</b>	<u>4100</u>
<b>Line Item Description</b>	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
1	Direct TV	satellite TV services	2,600
2	satellite phone services	disaster command vehicle services	2,000
3	Reverse 911	Swiftreach Communication services	7,600
		City Administrator's Adjustment	(800)

Total Cost	\$ 11,400
------------	-----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Dispatch 2250-519</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	Motorola maintenance	data ring @ \$25K/month and P25 @ \$25K/month Replace barb wire top, replace tower gate with electric, general increase security on Harmon site. Security features need improvement due to increased use in area (Hospital, Harmon Rd, Etc.)	600,000
2	Tower maintenance	Console maintenance and upgrade, soundproofing, paint	10,000
3	Dispatch Maintenance	Preventative Maintenance of Harmon Site	2,000
4	UPS Maintenance	UPS	7,500
5	Platesmart Maintenance Agreement	Annual Software and Hardware maintenance	9,500
6			
7			
8			
9			

Total Cost	\$ 629,000
------------	------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Dispatch 2250-519</u>
<b>Line Item #</b>	<u>5100</u>
<b>Line Item Description</b>	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	desk/office items	Pens/pencils/highlighters/folders, etc.	1,500
2	copy paper	copy paper	2,500
3	printer/copier supplies	toner/cartridges	3,000
		City Administrator's Adjustment	(2,400)

Total Cost	\$ 4,600
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Dispatch 2250-519</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Employee awards	miscellaneous recognition awards	500
2	cleaning supplies	sanitizer, clorox wipes, other agents	2,000
3	miscellaneous radio connections and upgrades	radio and security system incidentals	1,500
		City Administrator's Adjustment	(2,000)

Total Cost	\$ 2,000
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Dispatch 2250-519</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	APCO memberships for Director and Team Leads	Provides monthly training opportunities, discounts for classes, access to APCO 911 Standards blog and questions and answers from various professionals in the industry.	900
2	Communications Literature	Professional Education materials	500
3	Employment Exams	lead dispatcher exams / Employment exams / materials	750
4	Accreditation Dues	Fees	1,500
5	FCC Rule Book		250

<b>Total Cost</b>	<b>\$ 3,900</b>
-------------------	-----------------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Dispatch 2250-519</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Mandatory State Training		4,000
2	MTUG/FDLE conference	Professional affiliation conference	1,000
		4 @ 800 each, Advanced Leadership	
3	Supervisor Training IPTM	Communications Training	3,200
4	NAEMD Conference	Annual conference EMS calltaking protocols	400
		City Administrator's Adjustment	(4,900)

Total Cost	\$ 3,700
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Police - Dispatch 2250-519</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
1	Subscriber Refresh	<i>Radios will no longer be supported in 5-7 years. This is a phased approach to replacement of 25 portable radios</i> <i>All Capital cut to balance budget</i>	160,000 (160,000)

Total Cost	\$ -
------------	------

## CITY OF APOPKA PARK RANGERS

The Apopka Police Department and its individual members will, without favor or prejudice, provide the citizens with a safe community. This division is responsible for caring for the safety in City Parks and surrounding areas. Responsibility was previously provided for in the Recreation Department.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	-
2017	BUDGET	102,350
2017	ESTIMATE	102,350
2018	REQUESTED	96,846

### GOALS:

- Maintain safety in City Parks and surrounding areas.
- Monitor conditions in city parks that promote clean and safe environment.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
Number of City Parks	7	7	7	0%
Acreage Monitored	265	265	265	0%

**CITY OF APOPKA  
PARK RANGERS**

**LINE ITEM DETAIL**

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b>PERSONNEL COSTS:</b>				
1200 SALARIES & WAGES		16,800	16,800	30,764
1210 LONGEVITY PAY		40	40	40
1300 OTHER SALARIES AND WAGES		49,020	49,020	40,248
1400 OVERTIME		6,000	6,000	6,000
2100 F.I.C.A.		5,497	5,497	5,894
2200 CITY RETIREMENT		2,097	2,097	2,526
2300 HEALTH AND LIFE INSURANCE		7,934	7,934	8,127
2400 WORKERS COMPENSATION		462	462	747
<b>TOTAL</b>	<b>-</b>	<b>87,850</b>	<b>87,850</b>	<b>94,346</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
4500 LIABILITY & CASUALTY INSURANCE		-	-	-
5200 OPERATING SUPPLIES		2,500	2,500	2,500
<b>TOTAL</b>	<b>-</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>CAPITAL OUTLAY:</b>				
6400 EQUIPMENT		12,000	12,000	-
<b>TOTAL</b>	<b>-</b>	<b>12,000</b>	<b>12,000</b>	<b>-</b>
<b>TOTAL COST</b>	<b>\$ -</b>	<b>\$ 102,350</b>	<b>\$ 102,350</b>	<b>\$ 96,846</b>

<p style="text-align: center;"><b>CITY OF AOPKA</b>  <b>PARK RANGERS</b></p>
--

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
PARK RANGER	0	1	1
PARK RANGER (PT)	4	3	3
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>

*Positions were moved from RecreationDept*

**CAPITAL OUTLAY**

6200 - Building	\$ -
6400 - Equipment	
Total Capital Outlay	\$ -

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Police - Park Rangers 2245-521</i>
<b>Line Item #</b>	<i>5200</i>
<b>Line Item Description</b>	<i>Operating Supplies</i>

Total Cost	\$ 2,500
------------	----------

## CITY OF AOPKA FACILITIES MAINTENANCE

The Facilities Maintenance Division is responsible for the maintaining a safe and pleasant environment for City employees and the public. This division is a service unit which is responsible for the cleaning, maintenance and minor renovations of all City facilities.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	578,730
2017	BUDGET	872,422
2017	ESTIMATE	870,428
2018	REQUESTED	543,842

### GOALS:

- Establish a pro-active Facility Maintenance programs that focus on preventative maintenance, long-term solutions and service.
- Respond to service order requests in a timely manner.
- Ensure quality of work performed by outside vendors through the setting of clear expectations and inspection of work.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of service orders received	604	604	600	-0.7%
Average time to complete service order (hours)	2	2	2	0.0%
# of Contracts overseen	1	7	7	0.0%

*\* New work tracking program begun 1/2017*

**CITY OF APOPKA  
FACILITIES MAINTENANCE**

**LINE ITEM DETAIL**

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	52,136	72,604	72,604	73,483
1210 LONGEVITY PAY	272	387	387	436
1400 OVERTIME	1,263	1,200	1,200	1,200
2100 F.I.C.A.	3,905	5,676	5,676	5,747
2200 RETIREMENT CONTRIBUTION	8,185	11,970	11,970	12,123
2300 LIFE AND HEALTH INSURANCE	13,960	16,915	16,915	16,254
2400 WORKERS COMPENSATION	611	4,867	4,867	4,917
		-		
<b>TOTAL</b>	<b>80,332</b>	<b>113,619</b>	<b>113,619</b>	<b>114,160</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3400 OTHER CONTRACTUAL SERVICES	12,712	58,164	58,000	70,752
4100 COMMUNICATIONS	-	840	800	-
4300 UTILITY SERVICES	182,626	177,000	175,000	150,000
4600 REPAIR AND MAINTENANCE	151,292	189,455	189,455	159,740
4650 VEHICLE MAINTENANCE	1,288	1,000	1,000	1,250
4900 OTHER CHARGES	10,479	10,375	10,585	11,000
5200 OPERATING SUPPLIES	19,964	28,700	28,700	32,840
5250 FUEL & GASOLINE	1,751	1,500	1,500	2,500
5500 TRAINING	-	1,100	1,100	1,600
<b>TOTAL</b>	<b>380,112</b>	<b>468,134</b>	<b>466,140</b>	<b>429,682</b>
<b>CAPITAL OUTLAY:</b>				
6100 LAND	-	-	-	-
6200 BUILDING	16,284	205,219	205,219	-
6300 INFRASTRUCTURE	-	-	-	-
6400 EQUIPMENT	102,002	85,450	85,450	-
6800 INTANGIBLES	-	-	-	-
<b>TOTAL</b>	<b>118,286</b>	<b>290,669</b>	<b>290,669</b>	<b>-</b>
<b>TOTAL COST</b>	<b>\$ 578,730</b>	<b>\$ 872,422</b>	<b>\$ 870,428</b>	<b>\$ 543,842</b>



**CITY OF AOPKA  
FACILITIES MAINTENANCE**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
SENIOR PROJECT COORDINATOR	1	1	1
FACILITIES MAINTENANCE WORKER I	1	1	1
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>

**CAPITAL OUTLAY**

6200 - Building	
	\$ -
6400 - Equipment	
	\$ -
<b>Total Capital Outlay</b>	<b>\$ -</b>

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Facilities Maintenance - 1022-519</u>
<b>Line Item #</b>	<u>3400</u>
<b>Line Item Description</b>	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	REC 5 (Apopka Community Center)	Quarterly Carpet/Tile Cleaning 850 x 4	3,400
	ADM 3 (City Hall)	Semi-Annual Carpet/Tile Cleaning 4,000 x 2	8,000
	ADM 4 (Museum)	Semi-Annual Carpet Cleaning 250 x 2	500
	ADM 5 (City Clinic)	Strip & Seal Floors 800 x 2	1,600
2	Janitorial		
	ADM 5 - Clinic 3x wkly	Monthly Charge 186 x 12	2,232
	ADM 2 1x wkly (City Gym/Record Storage)	Monthly Charge 95 x 12	1,140
	ADM 3 5x wkly	Monthly Charge 1,173 x 12	14,076
	FD 1 3x wkly (Fire Admin/ Fire Station 1)	Monthly Charge 523 x 12	6,276
	FD 5a 2x wkly (Gilliam Training Center)	Monthly Charge 279 x 12	3,348
	ADM 4	Monthly Charge 150 x 12	1,800
	PD 1 5x wkly (Police Station)	Monthly Charge 843 x 12	10,116
	FI/IT 1 2x wkly (Finance/IT - Annex)	Monthly Charge 234 x 12	2,808
	Victoria Plaza 1x wkly	Monthly Charge 100 x 12	1,200
	REC 5 - ACC 3x wkly	Monthly Charge 1188 x 12	14,256

Total Cost	\$ 70,752
------------	-----------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Facilities Maintenance - 1022-519</i>
<b>Line Item #</b>	<i>4100</i>
<b>Line Item Description</b>	<i>Communications Services</i>

Item	Description	Justification	Estimated Cost
1	Telephone	ADM 8 70 x 12 (Highland Manor)  <i>City Administrator's Adjustment</i>	840   <i>(840)</i>

Total Cost	\$ -
------------	------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Facilities Maintenance - 1022-519</u>
<b>Line Item #</b>	<u>4300</u>
<b>Line Item Description</b>	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
1	Utility Services	Electric, Water, Sewer, Trash, Natural Gas	
	ADM 4 - Museum		5,000
	ADM 4 Christmas Lights		1,500
	ADM 7		12,000
	(Carroll Building)		
	ADM 8 - Highland Manor		32,000
		City Administrator's Adjustment	(32,000)
	ADM 9		500
	(Cobb Building)		
	ADM 10		12,000
	(UCF Business Incubator)		
	ADM 12		1,000
	(Conley Property)		
	ADM 13		1,000
	(Johns Road)		
	ADM 14		1,000
	(McBride Property)		
	REC 5 - ACC Bldg		75,000
	2880 Lust Rd.		1,000
	21 S. Park Ave. - KitLand		2,000
	ADM 3 - City Hall		38,000

Total Cost	\$ 150,000
------------	------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Facilities Maintenance - 1022-519</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	Fire Extinguishers (ADM 2, ADM 3, ADM 4, ADM 5, ADM 8, REC 5, FI/IT 1, PD 3)		
	Annual Inspection	Recharge, Testing, Repair Replacement	2,500 450
2	Hood Semi-Annual Inspection (ADM 8, REC 5)	Kitchen Hood Hydrostatic Testing of Suppression Bottles Due FY2018	800 1,000
3	ADM 3 Chiller/Boiler	Water Monitoring - Quarterly Chiller Maintenance - Quarterly Boiler Maintenance - Semi-Annually State Insp. Boiler - Annual	530 8,500 500 200
4	REC 8 A/C	Maintenance - Quarterly	650
5	Emergency Power Generator's	PS 6g: 100kW Annual: 635 Load Bank: 220	855
		Fuel Island: 20kW Annual: 635 Load Bank: 220	855
		Fuel Island: 394kW Annual: 635 Load Bank: 220	855
		ADM 3: 275kW Annual: 635 Load Bank: 220	855
		FI/IT 1: 60kW Annual: 635 Load Bank: 220	855

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

General Fund - 001  
Facilities Maintenance - 1022-519  
4600  
Repair and Maintenance - Bldg & Equip

Item	Description	Justification	Estimated Cost
		<i>FS 1: 150kW</i> <i>Annual: 556</i> <i>Load Bank: 175</i> <i>Quarterly Minor Service: 180 x 3 = 540</i>	1,271
		<i>FS 2: 40kW</i> <i>Annual: 556</i> <i>Load Bank: 175</i> <i>Quarterly Minor Service: 180 x 3 = 540</i>	1,271
		<i>FS 3: 40kW</i> <i>Annual: 556</i> <i>Load Bank: 175</i> <i>Quarterly Minor Service: 180 x 3 = 540</i>	1,271
		<i>FS 4: 40kW</i> <i>Annual: 556</i> <i>Load Bank: 175</i> <i>Quarterly Minor Service: 180 x 3 = 540</i>	1,271
		<i>PD 1: 150kW</i> <i>Annual: 556</i> <i>Load Bank: 175</i> <i>Quarterly Minor Service: 180 x 3 = 540</i>	1,271
		<i>PD 3: 35kW</i> <i>Annual: 556</i> <i>Load Bank: 175</i> <i>Quarterly Minor Service: 180 x 3 = 540</i>	1,271
6	Elevator	<i>Inspection - Quarterly 490 x 4</i> <i>State Insp. - Annual</i>	1,960 200
7	Electrical	<i>Lightning Damage</i> <i>Repair and Maintenance</i>	3,000 3,500
8	Plumbing	<i>Repairs, Replacement, Leaks, Maintenance</i>	5,000
9	Roof	<i>Repairs, Maintenance</i>	5,000
10	Gates	<i>Repairs, Maintenance</i>	3,500

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

General Fund - 001  
Facilities Maintenance - 1022-519  
4600  
Repair and Maintenance - Bldg & Equip

Item	Description	Justification	Estimated Cost
11	Ice Machines	FD 1, PS 1, PS 6d, PS 6i, PS 8, REC 1, REC 3, REC 4a, REC 4c, REC 4d, REC 5 (x2) 12 x 600	7,200
12	Facility Repairs	Locks, Doors, Gates, Bay Doors, Ceiling Tiles, Broken Windows, Belts, Fan Motors	38,000
13	Pest Control	Building (Interior) Rodents Subterranean Termite Monitoring - Quarterly ADM 2, ADM 3, ADM 4, FD 1, REC 1, PS 6g Building (Exterior)	8,500 7,200 2,300 8,000
14	Extended Warranty Contracts - Termites	ADM 4 - Drywood Termites - Louis Cobb ADM 8 - Drywood Termites - Massey ADM 5, REC 4e, FD 5a - Subterranean Mercer	300 1,600 750
15	Fire Station Bay Door	Annual PM	2,500
16	A/C Service & Repair	105 A/C Units	8,000
17	Fire Inspection Service & Repair	Emergency Lighting, Exit Signs, Fire Line	450
18	Fire & Security Alarm Systems		
	ADM 3 - City Hall	Security 42 x 12 + Annual Insp. 125 Fire 39 x 12 + Annual Insp. 136	629.00 604.00
	ADM 4 - Museum	Security 42 x 12 + Annual Insp. 125 Fire 39 x 12 + Annual Insp. 68	629.00 536.00
	ADM 5 - City Clinic	Security 42 x 12 + Annual Insp. 125 Fire 39 x 12 + Annual Insp. 68	629.00 536.00
	ADM 8 - Highland Manor	Security 42 x 12 + Annual Insp. 125 Fire 39 x 12 + Annual Insp. 204	672.00 536.00
	ADM 10 - UCF Incubator	Fire 39 x 12 + Annual Insp. 68	536.00
	ADM 11 - Airport FBO	Fire 39 x 12 + Annual Insp. 68 <b>Move to Airport Fund 410</b>	536.00 <b>(536.00)</b>
	FD 1 - Fire Station #1/Fire Admn	Fire 39 x 12 + Annual Insp. 68	536.00
	FD 2 - Fire Station #2	Fire 39 x 12 + Annual Insp. 68	536.00
	FD 3 - Fire Station #3	Fire 39 x 12 + Annual Insp. 68	536.00

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

General Fund - 001  
Facilities Maintenance - 1022-519  
4600  
Repair and Maintenance - Bldg & Equip

Item	Description	Justification	Estimated Cost
	<i>FD 4 - Fire Station #4</i>	<i>Fire 39 x 12 + Annual Insp. 68</i>	<i>536.00</i>
	<i>FD 5a -Gilliam Training Center</i>	<i>Security 42 x 12 + Annual Insp. 125</i>	<i>629.00</i>
		<i>Fire 39 x 12 + Annual Insp. 68</i>	<i>536.00</i>
	<i>FD 6 - Old FS #2 Storage</i>	<i>Security 42 x 12 + Annual Insp. 125</i>	<i>629.00</i>
	<i>FI/IT 1 - Finance/IT</i>	<i>Security 3 x 12 + Annual Insp. 0</i>	<i>36.00</i>
		<i>Fire 39 x 12 + Annual Insp. 168</i>	<i>636.00</i>
	<i>PD 1 - Police Station</i>	<i>Fire 39 x 12 + Annual Insp. 136</i>	<i>604.00</i>
	<i>PD 2 - Graham's Storage</i>	<i>Security 42 x 12 + Annual Insp. 125</i>	<i>629.00</i>
	<i>PS 6c - WWTP New Lab</i>	<i>Security 3 x 12 + Annual Insp. 0</i>	<i>36</i>
		<i>Fire 39 x 12 + Annual Insp. 136</i>	<i>604</i>
	<i>PS 6e - Fleet Old Building</i>	<i>Security 42 x 12 + Annual Insp. 125</i>	<i>629</i>
		<i>Fire 39 x 12 + Annual Insp. 25</i>	<i>493</i>
	<i>PS 6f - Fleet New Building</i>	<i>Security 42 x 12 + Annual Insp. 125</i>	<i>629</i>
	<i>PS 6g - PS Admin Building</i>	<i>Security 42 x 12 + Annual Insp. 125</i>	<i>629</i>
		<i>Fire 39 x 12 + Annual Insp. 68</i>	<i>536</i>
	<i>PS 6h - Purchasing Warehouse</i>	<i>Security 42 x 12 + Annual Insp. 125</i>	<i>629</i>
	<i>PS 6i - Utility Warehouse</i>	<i>Security 42 x 12 + Annual Insp. 125</i>	<i>629</i>
		<i>Fire 39 x 12 + Annual Insp. 25</i>	<i>493</i>
	<i>PS 7b - Old Grounds Block Bldg</i>	<i>Security 42 x 12 + Annual Insp. 125</i>	<i>629</i>
	<i>PS 8 - Grounds Facility</i>	<i>Security 42 x 12 + Annual Insp. 125</i>	<i>629</i>
	<i>PS 9a - NSRWTF - MCC</i>	<i>Security 42 x 12 + Annual Insp. 125</i>	<i>629</i>
	<i>REC 1 - Fran Carlton Center</i>	<i>Security 42 x 12 + Annual Insp. 125</i>	<i>629</i>
		<i>Fire 39 x 12 + Annual Insp. 68</i>	<i>536</i>
	<i>REC 2 - Alonzo Williams Park</i>	<i>Security 42 x 12 + Annual Insp. 125</i>	<i>629</i>
	<i>REC 3 - Apopka Athletic Complex</i>	<i>Security 42 x 12 + Annual Insp. 125</i>	<i>629</i>
	<i>REC 4a - LL/Concession/Offices</i>	<i>Security 3 x 12 + Annual Insp. 0</i>	<i>36</i>
	<i>REC 4b - Maintenance Warehouse</i>	<i>Security 42 x 12 + Annual Insp. 125</i>	<i>629</i>
	<i>REC 4c - Operations Building</i>	<i>Security 42 x 12 + Annual Insp. 125</i>	<i>629</i>
	<i>REC 4d - Football Concessions</i>	<i>Security 42 x 12 + Annual Insp. 125</i>	<i>629</i>



**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

General Fund - 001  
Facilities Maintenance - 1022-519  
4600  
Repair and Maintenance - Bldg & Equip

Item	Description	Justification	Estimated Cost
	REC 4e - Amphitheater	Security 3 x 12 + Annual Insp.0	36
	REC 4f - Ticket Office	Security 42 x 12 + Annual Insp. 125	629
	REC 4i - Warehouse (west)	Security 42 x 12 + Annual Insp. 125	629
	REC 5 - Community Center	Security 42 x 12 + Annual Insp. 125	629
		Fire 39 x 12 + Annual Insp. 68	536
19	ADM 3 - Lobby	Lighting	600

Total Cost	\$ 159,740
------------	------------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Facilities Maintenance - 1022-519</u>
<b>Line Item #</b>	<u>4650</u>
<b>Line Item Description</b>	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	Vehicle Maintenance	Maintenance and Repair for: 19-0491 F150 19-1779 F150	1,250

Total Cost	\$ 1,250
------------	----------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Facilities Maintenance - 1022-519</u>
<b>Line Item #</b>	<u>4900</u>
<b>Line Item Description</b>	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
1	Tax Collector	Property Taxes for Leased Properties	11,000
2			

Total Cost	\$ 11,000
------------	-----------

**CITY OF AOPKA**  
**OPERATING BUDGET JUSTIFICATION FORM**  
**FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Facilities Maintenance - 1022-519</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Janitorial Supplies and Paper Products	ADM 2, ADM 3, ADM 4, FI/IT 1, FD 1, PD 1	8,000
2	Flags	Replacement Flags 10 x 55	550
3	HVAC Filters	Replacement Filters - Quarterly	3,500
	Freon	A/C Repairs System Recharge 800 x 2	1,600
4	Lighting Supplies	Replacement Lights	4,000
5	Paint/Paint Supplies	Repainting	1,500
6	Hand Tools, Ladders	Tools for Maintenance and Building Repair	1,500
7	Uniforms	Uniforms and Safety Shoes	1,000
8	Building Code Placards	Building ID Placards 51 x 40	2,040
9	Electrical Tools	Meter, Amp Probe, Megger, Wire, Wire Nuts	1,000
10	Plants	Replacement Interior Plants ADM 3, ADM 8, ADM 10, FI/IT 1; 9/11 Memorial	1,500
11	Fertilizer	Interior Plants/Sod	700
12	Sod	Replacment Sod	250
13	Plant Chemicals	Insecticide, Herbicide, Fungicide	500
14	Mulch	Beds at ADM 3, ADM 8, ADM 10, FI/IT 1	3,000
15	Irrigation	Irrigation Maintenance Supplies	500
16	iPad	Ability for Staff to Receive and Respond to Work Requests 600 x 2	1,200
17	ADA Compliance	Resolution 2016-33, Identified Facilities that have ADA Deficancies and the Years inwhich they are to be Corrected	500

<b>Total Cost</b>	<b>\$ 32,840</b>
-------------------	------------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Facilities Maintenance - 1022-519</u>
<b>Line Item #</b>	<u>5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	<i>Fuel</i>	<i>Fuel Charges</i> <i>Gasoline 750 gal x 2.50</i> <i>19-0491 F150</i> <i>19-1779 F150</i>  <i>Diesel 150 gal x 11 x 2.50</i> <i>Generators (11)</i>  <i>Add CNG for Finance</i>  <i>City Administrator's Adjustment</i>	 1,875    4,125  500  (4,000)

Total Cost	\$ 2,500
------------	----------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Facilities Maintenance - 1022-519</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Plumbing Training Course	Improved Job Knowledge	800
2	Electrical Training Course	Improved Job Knowledge	800

Total Cost	\$ 1,600
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Facilities Maintenance - 1022-519</u>
<b>Line Item #</b>	<u>6300</u>
<b>Line Item Description</b>	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	Roof Replacement FD 1- (Fire Admin/Fire Station 1)	Failed Roof - Multiple Patches, Failing Repairs, Non-Code Compliant Roof-Top Equipment	200,000
2	Roof Replacement PS 6g (Public Services Admin)	Old Age, Leaking, Numerous Repairs	83,000
3	Roof Replacement ADM 3 - (City Hall)	Old Age, Replace Shingled Portion of Roof with Standing Seam Metal	160,000
4	Rain Gutter Extension REC 5- (Apopka Community Center)	Re-Route Roof Drainage Away from Portico. Existing Drains Overwhelmed from Roof Run-Off During Downpours.	12,000
5	Clean, Stain and Seal ADM 4 (Museum)	Clean, Stain and Seal Log Exterior	22,000
6	Fuel Island - Lights	Improve Lighting at Fuel Island	7,000
7	Fuel Island - Fence	Extend Fence to South Allowing Sanitation Trucks to Utilize Both Sides of CNG Dispensers	3,000
8	REC 5 - ACC Flooring	Flooring Replacement	40,000
9	REC 3- Apopka Athletic Complex	Dugout Roofs 1,500 x 4	6,000
<i>All Capital cut to balance budget</i>			<i>(533,000)</i>

<b>Total Cost</b>	<b>\$ -</b>
-------------------	-------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Facilities Maintenance - 1022-519</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
1	FD1 - A/C Replacement (Fire Admin/Station 1)	Replace Two (2) Roof Top A/C Units due to Age and Poor Condition; Existing Support Stands Not Code Compliant	18,000
2	ADM 2 - A/C Replacement (City Gym/Record Storage)	Replace Two (2) units Due to Age (22+ years old)	15,000
3	Pressure Washer with Rotating Brush	Clean Facility Sidewalks and Drives <i>City Administrator's Adjustment</i>	1,500 <i>(1,500)</i>
4	ADM 3 - City Hall A/C Replacement	Replace failing unit at City Hall	98,000
		<i>All Capital cut to balance budget</i>	<i>(131,000)</i>

Total Cost	\$ -
------------	------



## CITY OF AOPKA FLEET MAINTENANCE

The Fleet Division is responsible for the maintenance and repair of all City vehicles and motorized equipment. This division is also responsible for preparing bids for the acquisition of vehicles and motorized equipment for the City.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	938,531
2017	BUDGET	1,119,656
2017	ESTIMATE	1,115,906
2018	REQUESTED	1,103,909

### GOALS:

- Implement a new Facility Maintenance Program to address preventative maintenance in an effort to minimize large dollar emergency repairs.
- Update training program to stay on top of new equipment.
- Produce the best quality of work possible in a timely manner.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of service orders received	600	2036	2450	20.3%
Average time to complete service order (hours)	3	2.5	2.5	0.0%
# of Contracts overseen	10	10	9	-10.0%

**CITY OF APOPKA  
FLEET MAINTENANCE**

**LINE ITEM DETAIL**

	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	591,406	688,621	688,621	681,204
1210 LONGEVITY PAY	3,017	2,629	2,629	2,759
1400 OVERTIME	17,649	25,688	25,688	25,688
1600 OTHER REIMBURSED ALLOWANCES	438	481	481	480
2100 F.I.C.A.	44,495	54,883	54,883	54,325
2200 RETIREMENT CONTRIBUTION	99,899	117,655	117,655	116,462
2300 LIFE AND HEALTH INSURANCE	101,727	118,814	118,814	120,110
2400 WORKERS COMPENSATION	4,479	10,690	10,690	10,581
<b>TOTAL</b>	<b>863,110</b>	<b>1,019,461</b>	<b>1,019,461</b>	<b>1,011,609</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3400 OTHER CONTRACTUAL SERVICES	-	780	780	1,200
4000 TRAVEL & PER DIEM	1,873	5,000	5,000	5,500
4100 COMMUNICATIONS	-	1,290	1,290	-
4200 FREIGHT & POSTAGE	302	500	500	-
4300 UTILITY SERVICES	7,449	8,025	8,025	7,200
4600 REPAIR AND MAINTENANCE	30,685	30,000	30,000	21,500
4650 VEHICLE MAINTENANCE	5,053	7,000	7,000	5,000
5100 OFFICE SUPPLIES	2,149	1,350	1,350	1,400
5200 OPERATING SUPPLIES	20,829	27,000	26,000	29,750
5250 FUEL & GASOLINE	2,643	3,800	3,000	3,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	1,450	250	250
5500 TRAINING	4,438	3,250	3,250	4,500
<b>TOTAL</b>	<b>75,421</b>	<b>89,445</b>	<b>86,445</b>	<b>79,300</b>
<b>CAPITAL OUTLAY:</b>				
6300 INFRASTRUCTURE	-	-	-	-
6400 EQUIPMENT	-	10,750	10,000	13,000
6800 INTANGIBLES	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>10,750</b>	<b>10,000</b>	<b>13,000</b>
<b>TOTAL COST</b>	<b>\$ 938,531</b>	<b>\$ 1,119,656</b>	<b>\$ 1,115,906</b>	<b>\$ 1,103,909</b>

**CITY OF APOPKA  
FLEET MAINTENANCE**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
FLEET SUPERINTENDENT	1	1	1
PURCHASING AND SUPPLY SPECIALIST	1	1	1
FLEET FOREMAN	1	1	1
EQUIPMENT MECHANIC	8	10	10
<b>TOTAL</b>	<b>11</b>	<b>13</b>	<b>13</b>

**CAPITAL OUTLAY**

6200 - Building	\$ -
6400 - Equipment	
	\$ -
<b>Total Capital Outlay</b>	<b>\$ -</b>

**Fund**  
**Department**  
**Division**

Public Services - Fleet Mgmt 3310-519

292

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Fleet Mgmt 3310-519</u>
<b>Line Item #</b>	<u>3400</u>
<b>Line Item Description</b>	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	Cleaning of offices	Ensures clean offices/restrooms	1,200

Total Cost	\$ 1,200
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Fleet Mgmt 3310-519</u>
<b>Line Item #</b>	<u>4000</u>
<b>Line Item Description</b>	<u>Travel &amp; Per Diem</u>

Item	Description	Justification	Estimated Cost
1	Rosenbauer training factory school is located in Wyoming MN 55092	This covers our Rosenbauer FIRE TRUCKS (Repair/Maintenace) which allows us to perform the this work in house.Air fare,room meals and rental car.	2,500
2	Kohler Factory training (engines) located in Kohler WI	Allows us to perform these repairs in house. Covers the diagnostics & repairs of Kohler engines in the Kubota tractors in use. Rooms/Meals/Car rental	2,000
3	Caterpillar Factory training (Engine Systems) in St. Augustine	Allows us to perform in house repairs. Covers diagnostic and repairs of the Caterpillar engine - Room/Meals.	1,000

Total Cost	\$ 5,500
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Fleet Mgmt 3310-519</u>
<b>Line Item #</b>	<u>4100</u>
<b>Line Item Description</b>	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
1	Shop (Cell phone)	Techs on call, This is for the techs when they are on call <i>Included in IT</i>	650 <i>(650)</i>
2	On call phone	Stand by cell for after hours call/service/repaires <i>Included in IT</i>	640 <i>(640)</i>

Total Cost	\$ -
------------	------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Fleet Mgmt 3310-519</u>
<b>Line Item #</b>	<u>4200</u>
<b>Line Item Description</b>	<u>Freight &amp; Postage</u>

Item	Description	Justification	Estimated Cost
1	Freight & postage	For the return of parts and for mail the old way. Will cover any haz-mat fees.	500

Total Cost	\$ -
------------	------



<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Public Services - Fleet Mgmt 3310-519</i>
<b>Line Item #</b>	<i>4300</i>
<b>Line Item Description</b>	<i>Utility Services</i>

Item	Description	Justification	Estimated Cost
1	Electric	Utility cost to operate 2-buildings	4,970
2	Water	Utility cost to operate 2-buildings	3,200
		City Administrator's Adjustment	(970)

Total Cost	\$ 7,200
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Fleet Mgmt 3310-519</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	Automatic gate photo eye assemblies at Main Fuel Island (x2)	Need to up grade photo eye sensors to minimize unsafe gate closures, and reduce liability cost	2,500
2	CNG pumping station at main fuel island. Includes compressor/dryers/keypads	Needed funds to cover scheduled maintenance as well as repairs	5,000
3	Increase lighting to full lot lighting (main fuel island)	Fuel island is dark and unsafe fueling situations <i>Included in Facilities</i>	5,000 <i>(5,000)</i>
4	Lifts/Hoist in both shops	Required safety inspections by OSHA Section 5A1 and ANSI 4-Lifts @ \$250/inspection	1,000
5	Main fuel island (Diesel & Gas)	Needed funds to cover scheduled maintenance and repairs	5,000
6	Replace fence at main fuel island for CNG access	Funds needed to move the fence behind the CNG pumps for better access <i>Included in Facilities</i>	3,500 <i>(3,500)</i>
7	Repair/Replacement of unforeseen building items (2 buildings)	Needed funds to cover any maintenance as well as needed repairs.lights/electrical	2,500
8	Roll-up entrance bay doors	Ongoing replacement due to age/condition. Funds will allow for replacement of 2 doors to be replaced	3,500
9	Shop compressor maintenance and repairs	Covers cost of compressor (maintenance & repairs)	2,000

<b>Total Cost</b>	<b>\$ 21,500</b>
-------------------	------------------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Fleet Mgmt 3310-519</u>
<b>Line Item #</b>	<u>4650</u>
<b>Line Item Description</b>	<u>Vehicle Maintenance</u>

Total Cost	\$ 5,000
------------	----------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Public Services - Fleet Mgmt 3310-519</i>
<b>Line Item #</b>	<i>5100</i>
<b>Line Item Description</b>	<i>Office Supplies</i>

Total Cost	\$ 1,400
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Fleet Mgmt 3310-519</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Misc. shop diposals	Cost of operations - toilet paper/hand cleaner/first aid supplies/floor cleaner/safety glasses	1,500
2	New and replacement of Mechanic's hand and air tools	Age/condition of various equipment. Also new tooling technology. 12 employees @ \$700/ea.	8,400
3	Safety Clean (Parts washer)	Outsourcing allows clean product and proper disposal of old product	2,550
4	Safety shoes 14 @ \$150.00	Required (City Policy)	2,100
5	Shop supplies expendables (electrical)	Cost of operations electrical connectors,wiring,fuses,misc supplies	2,250
6	Shop supplies expendables (Hardware)	Cost of operations nuts/bolts/speacialty items raw materials(Metal tubing/brass fittings/welding supplies)	4,000
7	Uniforms	City provides uniforms costing based on current uniform cost	2,950
8	Unscheduled repair/replacement of shop tools	Age/condition of various equipment mandates budgeting funds to cover unknown repairs	3,500
9	Yearly license fees various software programs	Mack,Caterpillar,Cummins(CNG)	2,500

<b>Total Cost</b>	<b>\$ 29,750</b>
-------------------	------------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Fleet Mgmt 3310-519</u>
<b>Line Item #</b>	<u>5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	CNG Fuel	1 service truck is dual fuel(CNG & Unleaded) based on 450 gallons @1.25 per gallon plus 10%	619
2	Diesel Fuel	2 service trucks operate on diesel fuel based on 450 gallons @3.00 per gallon plus 10%	1,485
3	Unleaded Fuel	Unleaded fuel for 6 units based on 1300 gallons @ 2.50 per gallon plus 10%	3,575
		City Administrator's Adjustment	(2,679)

<b>Total Cost</b>	<b>\$ 3,000</b>
-------------------	-----------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Fleet Mgmt 3310-519</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	ASE Certifications	Encourage techs to maintain certifications <i>Moved to 5500</i>	1,000 <i>(1,000)</i>
2	FLAGFA	Florida Association of Government Fleet Administrators. Yearly dues to belong to this organization	250
3	Conference Fees	Covers cost to Central Florida Heavy Equipment and/or Specialty Equipment Conferences <i>Moved to 5500</i>	200 <i>(200)</i>

Total Cost	\$	250
------------	----	-----

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Fleet Mgmt 3310-519</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Caterpillar factory training (engine) located in St Augustine	Allows us to perform these repairs in house. Covers the diagnostics and repair of catipillar engine	2,000
2	Kohler Factory training (engine system) located in Kohler WI	Allows us to perform repaires in house. Covers the repaires needed for Kubota Engine	800
3	Rosenbauer Training Factory school is located on Wyoming MN	This covers repair/maintenance on new Fire Trucks.	500
4	Conference Fees	Covers cost to Central Florida Heavy Equipment and/or Speacialty Equipment Conferences	200
5	ASE Certifications	Maintain Tech certifications	1,000

<b>Total Cost</b>	<b>\$ 4,500</b>
-------------------	-----------------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Fleet Mgmt 3310-519</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
1	<del>Robinair Model SPX 34700Z (Current) - replacement freon- machine</del>	<del>Current machine replacement parts are obsolete and does not meet new standards</del>	<del>7,000</del>
		<i>Added back by Council</i>	<i>7,000</i>
2	Transmission Flush Machine	Allows in house flush on new Ford vehicles as set by the factory	6,000
		<i>City Administrator's Adjustment</i>	<i>(6,000)</i>
		<i>Added back by Council</i>	<i>6,000</i>
3	F-250 Ex cab to replace 1077(2006) F-150	New truck to replace old fleet truck that can not handle the work load needed	26,000
		<i>City Administrator's Adjustment</i>	<i>(26,000)</i>
4	Used service truck to replace 19-248 (1990)	Used Caterpillar service truck to replace old service truck due to obsolete parts/age	70,000
		<i>Eliminated to Balance the Budget</i>	<i>(77,000)</i>

Total Cost	\$ 13,000
------------	-----------

## CITY OF AOPKA CEMETERY

The Cemetery Division provides maintenance and beautification of the City Cemetery along with marking, identifying and maintaining the sites within the facility. Maintenance consists of cutting and trimming of grass areas, shrubs, trees and the placement of landscaping material as well as the application of fertilizers, insecticides and herbicides that may be required.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	123,367
2017	BUDGET	149,759
2017	ESTIMATE	133,650
2018	REQUESTED	174,133

### GOALS:

- To continue to improve safety
- To continue to educate our employees
- To improve the overall appearance of the cemetery
- Investigate large aging Oak tree for safety and removal

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of mowings	52	52	52	0%
# of fertilize/insecticide treatments	2	10	10	0%

**CITY OF AOPKA  
CEMETERY**

**LINE ITEM DETAIL**

		<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>REQUESTED</b>
<b>PERSONNEL COSTS:</b>					
1200	REGULAR SALARIES AND WAGES	63,472	67,556	60,516	67,556
1210	LONGEVITY PAY	153	183	183	232
1400	OVERTIME	860	4,536	4,536	4,536
2100	F.I.C.A.	4,767	5,529	4,546	5,533
2200	RETIREMENT CONTRIBUTION	10,513	11,853	4,440	11,861
2300	LIFE AND HEALTH INSURANCE	16,634	18,513	15,331	17,776
2400	WORKERS COMPENSATION	968	22,564	30,298	22,579
<b>TOTAL</b>		<b>97,367</b>	<b>130,734</b>	<b>119,850</b>	<b>130,073</b>
<b>SUPPLIES AND OTHER SERVICES:</b>					
4300	UTILITY SERVICES	1,820	1,850	1,800	2,400
4600	REPAIR AND MAINTENANCE	1,220	6,000	6,000	27,500
4650	VEHICLE MAINTENANCE	1,820	2,500	2,500	2,000
5100	OFFICE SUPPLIES	405	50	-	-
5200	OPERATING SUPPLIES	4,275	5,000	500	9,530
5250	FUEL & GASOLINE	2,445	3,625	3,000	2,500
5400	BOOKS PUBS & SUBSCRIPTIONS	-	-	-	100
5500	TRAINING	-	-	-	30
<b>TOTAL</b>		<b>11,985</b>	<b>19,025</b>	<b>13,800</b>	<b>44,060</b>
<b>CAPITAL OUTLAY:</b>					
6300	IMPROV. OTHER THAN BUILDINGS	-	-	-	-
6400	EQUIPMENT	14,015	-	-	-
<b>TOTAL</b>		<b>14,015</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COST</b>		<b>\$ 123,367</b>	<b>\$ 149,759</b>	<b>\$ 133,650</b>	<b>\$ 174,133</b>

**CITY OF APOPKA  
CEMETERY**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
CEMETERY SEICIALIST	1	1	1
CARETAKER II	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>

**CAPITAL OUTLAY**

6200 - Building	<u>\$ -</u>
6400 - Equipment	<u>          </u>
	\$ -
<b>Total Capital Outlay</b>	<b>\$ -</b>

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-2018**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Cemetery 3512-539</u>
<b>Line Item #</b>	<u>1400</u>
<b>Line Item Description</b>	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
1	Overtime	(2) Hours per week @ 52 weeks=104 hrs. @ \$27.00/ hr. to mark or locate graves	2,808
2	<b>Overtime Events</b>		
	Carnival	16 hrs. @ \$27.00 to support clean up effort during the event	432
	Christmas Parade	12 hrs. @ \$27.00 To support clean up effort after Parade.	324
	Foliage Festival	8 hrs. @ \$27.00 to support clean up effort during the event	216
	Memorial Day	12 hrs. @ \$27.00 to support clean up and gathering of chairs and tables after the event.	324
	Old Florida Festival	16 hrs. @ \$27.00 to support clean up effort during the event	432

<b>Total Cost</b>	<b>\$ 4,536</b>
-------------------	-----------------

Fund	General Fund - 001
Department	Public Services - Cemetery 3512-539
Line Item #	4300
Line Item Description	Utility Services

Item	Description	Justification	Estimated Cost
1	Electric	Electric service for buildings	1,200
2	Water	Water/Sewer service for buildings	1,200

Total Cost	\$ 2,400
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Cemetery 3512-539</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	Building Repairs	Hardscape maintenance, Fence Maintenance, marker repairs	7,500
2	Tree/Landscape Removal	For removal of dead trees and landscape throughout the cemetery	5,000
		<i>Additional Monies added by Council</i>	<i>12,500</i>
3	Irrigation Repairs	Repairs to the current irrigation system throughout the cemetery	2,500

Total Cost	\$ 27,500
------------	-----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Cemetery 3512-539</u>
<b>Line Item #</b>	<u>4650</u>
<b>Line Item Description</b>	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	19-0970 Ford F-150 (2001)	Repair cost and PM for 1 yr.	1,250
2	2011 Gator	Repair cost and PM for 1 yr.	500
3	27-1438 Kubota Mower	Repair cost and PM for 1 yr.	300
4	27-1286 Everride Mower	Repair cost and PM for 1 yr.	500
	Miscellaneous trailers & Hand tools		
5	Pole saws, edgers, weed eaters	Repair cost and PM for 1 yr.	450
6	31-1457 13hp Walkbehind Blower	Repair cost and PM for 1 yr.	100
7	26-1724 Honda Pressure Washer	Repair cost and PM for 1 yr.	100
		<i>City Administrator's Adjustment</i>	<i>(1,200)</i>

<b>Total Cost</b>	<b>\$ 2,000</b>
-------------------	-----------------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Cemetery 3512-539</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Community Service Projects		100
2	Miscellaneous Head Stone Repairs	Repair to head stones damaged by weed eating or mowing grounds	500
3	Hand Tools	Replacement of shovels, rakes and misc. hand tools	550
4	Hardware supplies	Replacement of miscellaneous bolts, nails, paint used in the up keep of the cemetery	300
5	Light bulbs and electrical	Light bulb replacement and electrical replacement parts and repairs.	100
6	Miscellaneous landscaping	Replacement of plantings and mulch for Memorial day, and general up keep	2,000
7	Radio batteries (2 @\$90)	Replacement for hand held radios	180
8	Safety Equipment	Safety glasses, gloves, hardhats, etc. replacement	350
9	Safety Shoes	2 pair at \$150 each	300
10	Sod Replacement	Sod to go around the Veteran's Memorial and key areas	750
11	Stakes, Paint and flagging tape	To prep and mark grave sites	300
12	Uniforms	City Provided	500
13	2cycle Oil	Use for weed eaters, pole saws, edgers, etc.	150
14	Miscellaneous supplies	Landscape bags, ties, tags, stakes, edging blades, mower blades, weed eater string	1,750
15	Pesticide spill kits and PPE	Employee health and safety	200
16	Landfill charges	landscape and tree debris disposal	1,000
17	Irrigation/Landscape Upgrades	Replace dead/old landscape and outdated irrigation	2,500
18	Pesticides and Fertilizer	Chemicals used in the maintenance of the cemetery grounds	1,000
19	Fire extinguisher renewal	Yearly inspection, Safety	200
		City Administrator's Adjustment	(3,200)

<b>Total Cost</b>	<b>\$ 9,530</b>
-------------------	-----------------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Cemetery 3512-539</u>
<b>Line Item #</b>	<u>5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Total Cost	\$ 2,500
------------	----------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Public Services - Cemetery 3512-539</i>
<b>Line Item #</b>	<i>5400</i>
<b>Line Item Description</b>	<i>Books, Publications &amp; Subscriptions</i>

Item	Description	Justification	Estimated Cost
1	BMP Course Manual x2	For Florida BMP Course Training	\$100

Total Cost	\$ 100
------------	--------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-2018**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Cemetery 3512-539</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	BMP Course x2	BMP Training Course	30
2	Factory Training	Factory Training for Mowers and other power equipment	250
		City Administrator's Adjustment	(250)

<b>Total Cost</b>	<b>\$ 30</b>
-------------------	--------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Cemetery 3512-539</u>
<b>Line Item #</b>	<u>6300</u>
<b>Line Item Description</b>	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	Road repair/replacement	Remove and replace broken, damaged, and washed out roads in the Cemetery. Safety issue  <i>All Capital was cut to balance budget</i>	20,000 <i>(20,000)</i>

Total Cost	\$	-
------------	----	---

## CITY OF AOPKA GROUNDS MAINTENANCE

The Grounds Division maintains over 500 acres of parks, athletic fields, city facilities and medians. This division also provides assistance with various community sponsored events that occur within the city. In conjunction with the Recreation Department, the division sponsors the annual Arbor Day Program.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	779,764
2017	BUDGET	925,508
2017	ESTIMATE	760,521
2018	REQUESTED	795,917

### GOALS:

- Improve safety
- Better educate employees on Best Management Practices
- Continue to improve on our scheduling for mowing ROW & Facilities
- Maximize productivity with proper equipment and manpower
- Create 5 year plan for aging equipment

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY2017	%age Change
# of acres mowed	525	700	700	0.0%
# of events assisted	5	20	20	0.0%
# of Citizen complaints received	20	365	400	9.6%

**CITY OF APOPKA  
GROUNDS MAINTENANCE**

**LINE ITEM DETAIL**

	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>REQUESTED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	373,622	390,757	390,757	385,071
1210 LONGEVITY PAY	3,101	2,129	2,129	1,827
1300 OTHER SALARIES AND WAGES	-	-	-	-
1400 OVERTIME	10,377	10,260	10,260	10,260
2100 F.I.C.A.	28,995	30,841	30,841	30,383
2200 RETIREMENT CONTRIBUTION	62,509	66,115	66,115	65,134
2300 LIFE AND HEALTH INSURANCE	70,644	84,554	84,554	82,805
2400 WORKERS COMPENSATION	3,492	5,085	5,085	5,052
<b>TOTAL</b>	<b>552,740</b>	<b>589,741</b>	<b>589,741</b>	<b>580,532</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3400 CONTRACTUAL SERVICES	-	-	-	1,800
4100 COMMUNICATIONS	-	-	-	-
4300 UTILITY SERVICES	26,003	18,000	15,000	27,000
4400 RENTALS & LEASES	-	-	-	2,500
4600 REPAIR AND MAINTENANCE	988	7,000	7,000	11,900
4650 VEHICLE MAINTENANCE	24,915	21,000	21,000	21,000
4900 OTHER CHARGES	5,994	7,000	7,000	12,500
5100 OFFICE SUPPLIES	457	500	500	850
5200 OPERATING SUPPLIES	68,209	31,667	30,000	52,810
5207 PARKS BEAUTIFICATION	-	-	-	5,000
5216 TREE BANK EXPENDITURES	-	210,000	50,000	50,000
5250 FUEL & GASOLINE	18,392	23,400	23,400	27,125
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	25	-	-	800
5500 TRAINING	743	2,200	2,200	2,100
<b>TOTAL</b>	<b>145,726</b>	<b>320,767</b>	<b>156,100</b>	<b>215,385</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDINGS	-	-	-	-
6400 EQUIPMENT	81,298	15,000	14,680	-
<b>TOTAL</b>	<b>81,298</b>	<b>15,000</b>	<b>14,680</b>	<b>-</b>
<b>TOTAL COST</b>	<b>\$ 779,764</b>	<b>\$ 925,508</b>	<b>\$ 760,521</b>	<b>\$ 795,917</b>

**CITY OF APOPKA  
GROUNDS MAINTENANCE**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
PROGRAM SUPERVISOR	1	1	1
GROUNDS SPECIALIST	1	1	1
GROUNDS FOREMAN	1	1	1
IRRIGATION SPECIALIST	1	1	1
HORTICULTURE SPECIALIST	1	1	1
MAINTENANCE WORKER II	1	1	1
MAINTENANCE WORKER I	3	3	3
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>9</b>

**CAPITAL OUTLAY**

6200 - Building	
	\$ -
6400 - Equipment	
	\$ -
<b>Total Capital Outlay</b>	<b>\$ -</b>



<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Grounds 3513-572</u>
<b>Line Item #</b>	<u>3400</u>
<b>Line Item Description</b>	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	Trugreen Contract	Turf pest control, fertilization, weed control of City Hall Complex(City Hall, Parking lots, Fire Station #1)	1,800

Total Cost	\$ 1,800
------------	----------

Fund	General Fund - 001
Department	Public Services - Grounds 3513-572
Line Item #	4300
Line Item Description	Utility Services

Total Cost	\$ 27,000
------------	-----------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Public Services - Grounds 3513-572</i>
<b>Line Item #</b>	<i>4400</i>
<b>Line Item Description</b>	<i>Rentals and Leases</i>

Total Cost	\$ 2,500
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Grounds 3513-572</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	Concrete Repairs	Misc. repairs	800
2	Concrete, playground, park buildings	Misc. repairs	800
3	Dream Lake and Lake Ave Fence & walkways, paint and repairs, electric, etc.	Grounds PM for the year for both Dream Lake and Lake Ave Parks	1,800
4	Irrigation repairs	Repairs to the irrigation systems through out the City	5,500
5	Walkway repairs in Kit Land Nelson Park	Sidewalks being lifted by tree roots	3,000

Total Cost	\$ 11,900
------------	-----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Grounds 3513-572</u>
<b>Line Item #</b>	<u>4650</u>
<b>Line Item Description</b>	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	Preventive and corrective maintenance on all vehicles	For the maintenance of all mowers, hand tools and vehicle.  <i>City Administrator's Adjustment</i>	25,000  <i>(4,000)</i>

Total Cost	\$ 21,000
------------	-----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Grounds 3513-572</u>
<b>Line Item #</b>	<u>4900</u>
<b>Line Item Description</b>	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
1	Landfill Charges	ROW debris, tree trimmings when too large to chip from trees on/in ROW.	15,000
2	Landfill Charge - Tires, Hazardous Waste	Tires and other ROW items that have to be seperated and dumped.	10,000
		City Administrator's Adjustment	(12,500)

<b>Total Cost</b>	<b>\$ 12,500</b>
-------------------	------------------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Public Services - Grounds 3513-572</i>
<b>Line Item #</b>	<i>5100</i>
<b>Line Item Description</b>	<i>Office Supplies</i>

Total Cost	\$ 850
------------	--------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Grounds 3513-572</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Hand Tools	Replacement of shovels, rakes, etc.	500
2	Miscellaneous supplies	Landscape bags, ties, tags, stakes, edging blades, mower blades, weedeater string, etc.	3,000
3	Radio batteries (9@\$90)	Replacement for hand held radios	810
4	Safety Equipment PPE	Safety glasses, gloves, hardhats, etc. replacement	1,000
5	Pesticide spill kits and PPE	Employee health and safety	600
6	Uniforms	City Provided 9@ \$250	2,250
7	Safety Shoes	9 pair at \$150	1,350
8	Sod Replacement	To replace dead/under performing turf areas due to disease or pest problems	3,000
9	2cycle Oil	Use for weed eaters, pole saws, edgers, etc.	500
10	Irrigation Upgrades	Additional supplies needed to update/up grade the currently outdated, poorly functioning, and violation of City code irrigation systems throughout the City	10,000
11	Landscape Upgrades	Additional supplies needed to update/upgrade the currently old, dead, underperforming trees, shrubs, and landscape plants	15,000
		<i>City Administrator's Adjustment</i>	<i>(15,000)</i>
12	Tree trimming and removal	Removal of trees dead or hazardous throughout the City	7,500
13	Fire extinguisher renewal	Yearly inspection	500
14	Landscape Replacement	Replacement of dead/outdated landscape plants and beds through out the City	5,000
		<i>City Administrator's Adjustment</i>	<i>(5,000)</i>
15	Fertilizers, Pesticides, Herbicides and Pond treatments	To treat Kit Land Park, Dog Park, VFW, Highland Manor, UCF Incubator, all Fire Stations	9,500
16	Seed	To treat Kit Land Park, Dog Park, ACC, and all Fire Stations	3,500
		<i>City Administrator's Adjustment</i>	<i>(700)</i>
17	Sand	To assist in the maintenance of the sod throughout the city at all facilities	1,500
18	Mulch	Mulch for landscape beds throughout the City and at City Facilities	8,000

<b>Total Cost</b>	<b>\$ 52,810</b>
-------------------	------------------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-2018**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Grounds 3513-572</u>
<b>Line Item #</b>	<u>5207</u>
<b>Line Item Description</b>	<u>Parks Beautification</u>

Item	Description	Justification	Estimated Cost
1	Annuals and Plantings for Parks, City Hall, Dog Park, Highland Manor, UCF and Community Center	Flowers to be planted quarterly to keep the listed locations fresh looking. Replacement of annuals in city park, City Hall, Dream Lake Park, Dog Park, and Community Center.	\$5,000

<b>Total Cost</b>	<b>\$ 5,000</b>
-------------------	-----------------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Grounds 3513-572</u>
<b>Line Item #</b>	<u>5216</u>
<b>Line Item Description</b>	<u>Tree Bank Expenditures</u>

Item	Description	Justification	Estimated Cost
1	Various Tree and Landscaping Projects	Citywide	50,000

Total Cost	\$ 50,000
------------	-----------

Fund	General Fund - 001
Department	Public Services - Grounds 3513-572
Line Item #	5250
Line Item Description	Fuel and Gasoline

Item	Description	Justification	Estimated Cost
1	CNG Fuel	2500 gallons @ \$1.25	3,125
2	Diesel Fuel	500 gallons @ \$3.00 Tractor, backhoes, heavy loader, etc.	1,500
3	Unleaded Fuel	9000 gallons @ \$2.50 Trucks, mowers, weedeaters, edger's, etc.	22,500

Total Cost	\$ 27,125
------------	-----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Grounds 3513-572</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	BMP, RUP, Landscape	Manuals for new hires and training events and CEU's	300
2	Irrigation Association	Membership dues and Training Manuals	250
3	FIS Florida Irrigation Society	Membership dues and Training Manuals	50
4	FNGLA Florida Nursery Growers & Landscape Association	Membership dues and Training Manuals	200

<b>Total Cost</b>	<b>\$ 800</b>
-------------------	---------------

Fund	General Fund - 001
Department	Public Services - Grounds 3513-572
Line Item #	5500
Line Item Description	Training

Item	Description	Justification	Estimated Cost
1	Horticulture CEU	To maintain current license, certifications, per job requirements	650
2	Irrigation CEU	To maintain current license, certifications, per job requirements	650
3	Florida BMP Training	9 New and current employees	100
4	RUP - Pesticide Training	2 New and current employees	250
5	CDL Training	2 New and current employees	200
6	Misc. Training	Classes, new hires, safety reminders	250

Total Cost	\$ 2,100
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Grounds 3513-572</u>
<b>Line Item #</b>	<u>6300</u>
<b>Line Item Description</b>	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	City Hall Complex Irrigation/Landscape	Complete replacement of dated and substandard irrigation and landscape. The irrigation and landscape plants are past there life. 20+ years old. Full replacement would be the most cost affective measure. The complete block, Park, 441, South Forest Ave, to 5th Street would be replaced	110,000
		City Administrator's Adjustment	(55,000)
		All Capital was cut to balance budget	(55,000)

Total Cost	\$	-
------------	----	---

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Public Services - Grounds 3513-572</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
1	Sod Cutter	Currently we remove sod/turf by hand. This is a very labor intensive and slow process. A sod cutter would reduce man hours and would make for a more professional look <i>City Administrator's Adjustment</i>	5,500 (5,500)
2	Leaf and Litter Vacuum, two units	Currently we remove litter/trash from City events by hand this is a labor intensive process. By having a self propelled unit we can complete the task more effective and with less personnel. We can also use the Vac. Units to remove leafs and landscape debris from City sites. <i>City Administrator's Adjustment</i>	4,000 (4,000)

Total Cost	\$	-
------------	----	---

## CITY OF AOPKA ATHLETIC COMPLEXES

The Grounds Athletic Complexes Division is responsible for over 500 acres of parks and athletic fields. This division maintains these fields at the level required for all the city's recreational events and programs.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	1,026,140
2017	BUDGET	1,077,337
2017	ESTIMATE	1,000,552
2018	REQUESTED	948,898

### GOALS:

- Establish and maintain the athletic fields to achieve customer satisfaction to ensure maximum tournament usage.
- Investigate sponsors and grants to offset the costs of maintaining the complexes.
- Foster partnerships with community organizations that will assist with the costs for additional playground and sports equipment.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of softball/ baseball fields	15	15	15	0%
# of soccer fields	18	18	18	0%
# of playgrounds	5	5	4	0%
# of dog parks	3	3	3	0%



**CITY OF APOPKA  
ATHLETIC COMPLEXES**

**LINE ITEM DETAIL**

	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	319,153	331,163	331,163	327,050
1210 LONGEVITY PAY	2,038	1,745	1,745	1,630
1300 OTHER SALARIES AND WAGES	16,783	32,300	32,300	50,000
1400 OVERTIME	15,011	23,180	23,180	36,000
2100 F.I.C.A.	25,460	29,712	29,712	31,723
2200 RETIREMENT CONTRIBUTION	42,992	44,826	44,826	46,878
2300 LIFE AND HEALTH INSURANCE	56,445	62,554	62,554	60,166
2400 WORKERS COMPENSATION	2,990	3,564	3,564	3,819
<b>TOTAL</b>	<b>480,872</b>	<b>529,044</b>	<b>529,044</b>	<b>557,266</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	-	-	-	-
3400 OTHER CONTRACTUAL SERVICES	108,580	115,062	115,062	115,062
4200 FREIGHT & POSTAGE	4	75	25	75
4300 UTILITY SERVICES	687	900	900	900
4400 RENTALS & LEASES	2,776	4,360	4,360	8,860
4600 REPAIR AND MAINTENANCE	4,321	9,875	9,875	10,000
4650 VEHICLE MAINTENANCE	30,527	25,500	25,000	28,750
4900 OTHER CHARGES	-	500	-	500
5100 OFFICE SUPPLIES	18	700	-	1,525
5200 OPERATING SUPPLIES	242,752	192,186	192,186	194,650
5216 TREE BANK EXPENDITURES	7,500	7,500	7,500	7,500
5250 FUEL & GASOLINE	10,046	15,400	15,000	21,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	825	1,000	440	1,000
5500 TRAINING	1,506	1,735	1,160	1,810
<b>TOTAL</b>	<b>409,542</b>	<b>374,793</b>	<b>371,508</b>	<b>391,632</b>
<b>CAPITAL OUTLAY:</b>				
6300 INFRASTRUCTURE	-	-	-	-
6400 EQUIPMENT	135,726	165,000	100,000	-
<b>TOTAL</b>	<b>135,726</b>	<b>165,000</b>	<b>100,000</b>	<b>-</b>
<b>TRANSFERS:</b>				
9300 Transfer to Grants (City Match GameTime)	-	8,500	-	-
<b>TOTAL COST</b>	<b>\$ 1,026,140</b>	<b>\$ 1,077,337</b>	<b>\$ 1,000,552</b>	<b>\$ 948,898</b>

**CITY OF APOPKA  
ATHLETIC COMPLEXES**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
ATHLETICS COMPLEX SUPERVISOR	1	1	1
LEAD MAINTENANCE WORKER/ATHLETICS	1	1	1
IRRIGATION SPECIALIST	1	1	1
GROUNDS SPECIALIST	1	1	1
MAINTENANCE WORKER II	1	2	2
MAINTENANCE WORKER I	2	1	1
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>

**CAPITAL OUTLAY**

6300 - Infrastructure

\$ -

6400 - Equipment

\$ -

**Total Capital Outlay**

**\$ -**

**CITY OF APOPKA  
STAFFING REQUEST FORM  
FISCAL YEAR 2017-18**

Fund General Fund - 001  
 Department Recreation - Athletic Complexes 3514-572  
 Division \_\_\_\_\_

Priority	Position Title	Justification	Anticipated Salary/Grade
1	Maintenance Worker II Pay Grade 107	Position will provide the services required to help support and for-fill the added work at the Apopka Athletic Complex, Williams Park Complex and the new Conservation Park (Hickerson) the city added in 2017. This position will take on the responsibility and vital upkeep/general care and overall maintenance in maintaining our standards. This work will include but not limited to ballfield maintenance - insuring safe play, sports field care, cleanliness, mowing, edging, trimming, plant care and any other duties to maintain a quality and safe environment  plus benefits (estimated at 35%) <b>City Administrator's Adjustment</b>	29,328 10,265 <b>(39,593)</b>
2	Maintenance Worker I Pay Grade 105	Over the past several years the Northwest Complex demand has increased its tournament usage over 100% - additional staff is needed to provide a safe and playable condition on all 12 ballfields - daily care is required to meet these demanding play conditions and standards  plus benefits (estimated at 35%) <b>City Administrator's Adjustment</b>	26,574 9,301 <b>(35,875)</b>
3	Maintenance Worker I Pay Grade 105	The Northwest Complex has increased its usage in field play - increasing weekly sports field painting demands, increase mowing demands and the general safety of play conditions. In addition to the maintenance for the New Fire Station  plus benefits (estimated at 35%) <b>City Administrator's Adjustment</b>	26,574 9,301 <b>(35,875)</b>
4	Maintenance Worker I Pay Grade 105	The Northwest Complex has increased its horticultural needs for safe field play - increasing weekly sports field demands, horticultural care requirements, over 100 plant beds, arboriculture tree care, spraying fence lines and the general safety of play conditions. In addition to the care requirements for the New Fire Station  plus benefits (estimated at 35%) <b>City Administrator's Adjustment</b>	26,574 9,301 <b>(35,875)</b>

5	Reclassify A Staff From A Grounds Specialist Grade 108 - To A New Position: Field/Shop Specialist 111	Northwest has over 100 pieces of equipment with more coming. The Field/Shop Specialist will work closely with the Foreman to insure safe field play and oversee all the necessary mowing requirements plus work closely with Fleet in equipment maintenance, preventive care, along with shop and warehouse inventory. Individual anticipated taking this new roll is already within the new paygrade - will therefore receive standard 3% in reclassification - This position may also potentially have a different shift schedule from Sunday-Thursday, so as to prepare equipment for the week, plus individual will obtain CDL License ; estimated = \$1500	1,500
6	Horticulturist/Spray Specialist Pay Grade 110	The Norhtwest Complex has over 100 beds, hundreds of trees, Demo Garden and the need to provide the complex a much higher quality of landscape while adding additional trees, color and beautification to this major sports complex. Pesticide license required  plus benefits (estimated at 35%) <b>City Administrator's Adjustment</b>	33,915 11,870 <b>(45,785)</b>
7	Custodial Worker Pay Grade 102	This individual will take care of all the bathrooms, facility care, and empty all trash receptacles inside and outside of all the parks on a daily basis.  plus benefits (estimated at 35%)	22,956 8,035
			32,491

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletic Complexes 3514-572
<b>Line Item #</b>	3400
<b>Line Item Description</b>	Other Contractual Services

Item	Description	Justification	Estimated Cost
1	Northwest Pesticide Application - Ballfields Plus Selected Common Areas Within The Complex 12 Months = \$88,740/\$7,395 Per 6 Common = \$6,420/\$1,070 Per 6 Crosses = \$3,420/\$540 Per 4 Minors = \$12,000/\$3,000 Per	Maintain Quality Level Of Pesticide Care - Including Fertilizing, Herbicide, Pesticides - Piggy Back Off Of Orange County Public School Contract 1309220ITB For Pesticide/Fertilization Application <b>Viable Contract For 3 Years - <u>TruGreen</u></b>	110,580
2	Apopka Athletics Complex Soccer Fields Only & Williams Park Sport Field Only - 6 Applications AAC = \$2,292 6 Applications Williams = \$1,710	Maintain Quality Level Of Pesticide Care - Including Fertilizing & Herbicide - Piggy Back Off Of Orange County Public School Contract 1309220ITB For Pesticide/Fertilization Application <b>Viable Contract For 3 Years - <u>TruGreen</u></b>	4,002
3	Athletics Building Contractual Indoor Pest Treatment Cost \$40 x 12 = 480	Pest Treatment For Insect Control And Rodents	480

Total Cost	\$ 115,062
------------	------------

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletic Complexes 3514-572
<b>Line Item #</b>	4200
<b>Line Item Description</b>	Freight & Postage

Total Cost	\$ 75
------------	-------

<b>Fund</b>	General Fund - 001	
<b>Department</b>	Recreation - Athletic Complexes	3514-572
<b>Line Item #</b>	4300	
<b>Line Item Description</b>	Utility Services	

Item	Description	Justification	Estimated Cost
1	12 Months At \$75	2476 Lent Road Warehouse Utility Services	900

Total Cost	\$	900
------------	----	-----

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletic Complexes 3514-572
<b>Line Item #</b>	4400
<b>Line Item Description</b>	Rentals and Leases

Item	Description	Justification	Estimated Cost
1	Toro Capital Financing Equipment Lease	Lease For Equipment - 3 Year Council Approved 3/1/17 <b>Move to Debt Service</b>	75,352 <b>(75,352)</b>
2	2 Rentals At \$1750 Per Week	Water Wagon, Tractor, Or Other Emergency Equipment For Sports Turf Care	3,500
3	1 Rental At \$500 per week	Stump Grinder	500
4	12 Months At \$30 Month	Small Copier For Athletics	360
5	Hickerson Property - Portolets	Two portolets to be serviced twice a week for 52 weeks	4,500

<b>Total Cost</b>	<b>\$ 8,860</b>
-------------------	-----------------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletic Complexes 3514-572
<b>Line Item #</b>	4600
<b>Line Item Description</b>	Repair and Maintenance - Bldg & Equip

Item	Description	Justification	Estimated Cost
1	Concrete Work Around Crosses, Sidewalks, Concessions & General Repairs	Provide a Safer Area With More Access and Less Maintenance	18,000
2	Replace The Clay Batting Area With Concrete	move to 6300 Reduce Maintenance While Providing A Safer Area	10,000
3	Fence Repairs Throughout The Northwest Complex	move to 6300 Northwest Has 12 Fenced Ballfield With Entrance Fences And Sport Field Fences	6,500
4	Lighting Damages Northwest, Apopka Athletics Complex And Williams Park	Irrigation Wire, Controllers Damage From Lighting Hits	5,500
5	Pull Down Door Replacement For Warehouse	Old Door With Poor Functioning Ability	4,500
6	Fence Repairs Throughout The Apopka Athletics Complex And Williams Park	Ballfields And Perimeter Fencing Repairs	2,500
7	Unexpected Bee Or Outside Pest Control	We Have Experienced Several Ground Hornet Nests Which Need To Be Professional Treated	500
8	Alarm Repairs At Northwest	Alarms Damaged From Lighting Or Vandalized	500
		City Administrator's Adjustment	(38,000)

<b>Total Cost</b>	<b>\$ 10,000</b>
-------------------	------------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletic Complexes 3514-572
<b>Line Item #</b>	4650
<b>Line Item Description</b>	Vehicle Maintenance

Item	Description	Justification	Estimated Cost
1	Vehicle And Equipment Care Plus The Unexpected - As Equipment Is Getting Older And Used In A Greater Capacity As We Continue To Grow Within The Northwest Complex Athletics. Plus the addition of newer equipment	Total Of Over 100 Different Units - Trucks, Tractors, Mowers, Utility, Pull Behind Units To Hand Held Equipment	28,500
		<b>City Administrator's Adjustment</b>	(14,250)
2	Equipment Maintenance with Wesco Turf	With the addition of 8 new Toro equipment and with 28 current pieces. Wesco turf will maintain all Toro equipment on site which will reduce the time that equipment is down and or at fleet for repairs.	14,500

Total Cost	\$ 28,750
------------	-----------

<b>Fund</b>	General Fund - 001	
<b>Department</b>	Recreation - Athletic Complexes	3514-572
<b>Line Item #</b>	4900	
<b>Line Item Description</b>	Other Charges	

Item	Description	Justification	Estimated Cost
1	Landfill Charges	Northwest Debris - Limited Storage So Must Remove What We Can Not Chip	500

Total Cost	\$ 500
------------	--------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletic Complexes 3514-572
<b>Line Item #</b>	5100
<b>Line Item Description</b>	Office Supplies

Item	Description	Justification	Estimated Cost
1	General Office Supplies, Toner, Paper, Etc.	Supplies For Printer And Athletics Office	700
2	Toner	New printer that requires toner 3 times a yr. X \$275	825

<b>Total Cost</b>	<b>\$ 1,525</b>
-------------------	-----------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletic Complexes 3514-572
<b>Line Item #</b>	5200
<b>Line Item Description</b>	Operating Supplies

Item	Description	Justification	Estimated Cost
1	Northwest Small Projects	In-house - Irrigation, Erosion, Repairs	6,000
		City Administrator's Adjustment	(2,000)
2	Bases, Pitching Rubbers	Yearly Replacements	4,000
		City Administrator's Adjustment	(1,000)
	Bermuda & Rye Grass Seed	Yearly Application Rye Grass For Ballfields	
	Rate = 10lb/435A = 22,000 lbs./50A	Along With Limited Bermuda And Bahia Seed	
3	\$55 x 440 bags + \$2300 Seed	Disbursement	26,500
	Bermuda & Bahia Sod	Sod Replacement - Heavy Field Usage	
4	As Dollars Allow Us To Replace	Requires Greater Sod Replacement	15,000
		City Administrator's Adjustment	(5,000)
5	Mower Blades	Mower Replacement Blades	4,500
		City Administrator's Adjustment	(350)
6	Chalk Ballfields	Chalk For Increased Ballfield Usage	6,500
	\$325 x 20 pallets		
	Pesticides Chemicals In-house	Additional Chemical Care In-house For	
7	\$2750 x 12 months	Fields, Common Areas, Medians And Areas	
		Not Contracted	33,000
8	Clay Ballfields	Clay Needs For Ballfields	16,500
	\$550 x 30 loads		
9	Warning Track Stone	Warning Track Stone Replacement	5,000
	x 10 loads \$500		
10	Hydration Fields	Chemical To Help Retain Water Moisture And	
	\$3500 Per Application x 3	Reduce Water Loss	10,500
11	General Supplies For The Northwest Complex	Items From Public Services, 12qaHand Tools, Lumber, Tools, Parts, Warehouse, Fence, & General Supplies	17,500
12	Paint Ballfields & BBQ & Fair	Paint For Increased Ballfield Usages	
	\$2250 x 12 months	BBQ = 2 Cases & Fair = 1 Case	27,000
13	Irrigation Parts	Irrigation Parts & Repairs	10,500

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

General Fund - 001  
Recreation - Athletic Complexes 3514-572  
5200  
Operating Supplies

Item	Description	Justification	Estimated Cost
14	Landscape Plants	Plant Material Replacements. Perennial Flowers, Shrubs, Ornamentals	3,500
15	Bag Mulch & Planting Media For Planting Beds	Mulch For The Complex and Planting Soil For Plant Material	2,500
		City Administrator's Adjustment	(2,500)
16	Top Choice & RonStar For Fields \$125 x 120 bags	Specific Once A Year Product For Ant And Mole Cricket Control & Weed Control	15,000
		City Administrator's Adjustment	(3,000)
17	Top Dress Sand & Volleyball \$400 x 45 loads	Field Sand Top Dressing And Volleyball	18,000
18	Turfage Conditioner \$400 x 20 pallets	Soil Conditioner For Clay Fields	8,000
19	Trash Cans	Replace Trash Cans	5,000
20	Staff Uniforms 7 x 3.75 Week = 26.25 x 52 = 1,365 + 355 = 1665 + Boots 110 x 8 = 880 + Clothing Allowance 50 Per Staff = 400 TOTAL = 3,000	Staff Uniforms, Boots And Clothing Allowance	3,000
		City Administrator's Adjustment	(29,000)
<b>Sub Total</b>			<b>194,650</b>
<b>Priority</b>			
1	PROJECT - Hickerson property	Install Bear Proof Cans (2 cans x \$1600 each), Gate (\$1200) & Fencing (\$3000) For The New Conservation Park	7,400
		City Administrator's Adjustment	(7,400)
2	PROJECT - Fence In All Electrical Panel Boxes At Complex & Install An Equipment Fence Area Behind The Shop With Drive Through Gates	The Open Electrical Panel Boxes Present A Hazard And Safety Issue To The Public & New Equipment Fence Will Provide A Safe Area For Trucks, Larger Equipment And Trailers To Be Parked	20,000
		City Administrator's Adjustment	(20,000)
3	PROJECT - Laser Grade 6 Infields & Remove Lip Buildup Plus Replace Lip Sod For A Quad And A Half	To Maintain Proper Infield Grade Plus Provide A Safer Play - A 2 year Rotation - 6 Fields Per Rotation	18,500
		City Administrator's Adjustment	(18,500)
4	PROJECT - Renovate AAC: 2 Soccer Fields - Practices & 2 Ball Fields - Sprig & Laser Infields	To Provide A Quality And Safe Playing Surface For Both Muti-Field Play And Ball Fields	50,000

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

General Fund - 001  
 Recreation - Athletic Complexes 3514-572  
 5200  
 Operating Supplies

Item	Description	Justification	Estimated Cost
5	PROJECT - Start Putting In Permanent Matching Trash Cans, Benches & Tables - Northwest Complex, Apopka Athletic Center And Williams Park	City Administrator's Adjustment To Unify Matching Park Amenities As Per The Recreation Comp Plan ; Anticipate Taking 3-5 Years To Complete The Change Out	(50,000)
6	PROJECT - Fraise Mowing To Improve The Playing Surface Through Leveling The Field While Providing A Healthier Turf	City Administrator's Adjustment This Process Will Strengthen 4 Of Our Most Used Fields - 5 & 6 And 9 & 10	12,000 (12,000)
7	PROJECT - Gate Location To Be Relocated On Ball Fields	City Administrator's Adjustment Better Access For Equipment And Safer Entrance And Existing The Fields	22,000 (22,000)
8	PROJECT - On Going Pressure Washing Needs Throughout The Complex (outside vendor)	City Administrator's Adjustment On Going Maintenance Requirements To Maintain; Buildings, Sidewalks, Amphitheater, Signs, Bleachers, Benches And Other Related Structures	7,500 (7,500)
		City Administrator's Adjustment	10,000 (10,000)

\$ 194,650
------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletic Complexes 3514-572
<b>Line Item #</b>	5216
<b>Line Item Description</b>	Tree Bank Expenditures

Item	Description	Justification	Estimated Cost
1	Purchase And Install Trees/Palms For Northwest, Williams & AAC From \$50-\$500 Plus To Provide Proper Tree Pruning As Needed	Supply Trees For Shade, Wildlife, Erosion Control And Beautification Plus Insure Safe Trees By Providing Proper Arboricultural Pruning Techniques	25,000
2	Improve Median on Jason Dwelly Parkway - Tree/Palm Planting	Replace Trees Which Have Died And To Provide Beautification To The Jason Dwelly Parkway	25,000
		City Administrator's Adjustment	(42,500)
		Funding provided by Tree Bank Reserves	

Total Cost	\$ 7,500
------------	----------



**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletic Complexes 3514-572
<b>Line Item #</b>	5250
<b>Line Item Description</b>	Fuel and Gasoline

Item	Description	Justification	Estimated Cost
1	Tanks At Northwest Gas-5,000 Gallons x \$2.25 = 11,250 Diesel-3,000 Gallons x \$2.50 = 7,500	Fuel Tanks At Northwest Usage For Equipment And Event For Athletics, Recreation And Other Divisions As Needed	18,750
2	Vehicles - 4 1,000 Gallons x \$2.25	City Usage Of Vehicles	2,250

Total Cost	\$ 21,000
------------	-----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletic Complexes 3514-572
<b>Line Item #</b>	5400
<b>Line Item Description</b>	Books, Publications & Subscriptions

Item	Description	Justification	Estimated Cost
1	Sports Turf Managers Association & Central Florida Sports Turf Managers Association-Mark/Donnie	Membership For 2 Athletic Sports Turf Professionals	270
2	International Society of Arborists & Society of Municipal Arborist-Mark	Membership For Certified Arborist	260
3	Florida Parks And Recreation-Mark	Membership For Certified Professional	160
4	Florida Urban Forestry Council-Mark	Membership For City & Arborst	125
5	Irrigation Association Florida Irrigation Association-Mark/Brian	Membership For 2 Athletics Irrigation Professionals	100
6	Tree City USA & Friends Of Tree City USA-Apopka	City Membership	85

<b>Total Cost</b>	<b>\$ 1,000</b>
-------------------	-----------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletic Complexes 3514-572
<b>Line Item #</b>	5500
<b>Line Item Description</b>	Training

Item	Description	Justification	Estimated Cost
1	Florida Recreation And Parks Association Parks Institute-Mark	Florida Recreation And Parks Professional To Maintain Certification - CEU's	250
2	Florida Recreation And Parks Association Conference-Mark	Florida Recreation And Parks Professional To Maintain Certification - CEU's	250
3	Local Florida Arboriculture & Forestry Conference-Mark	Maintain CEU's And Educational	175
4	Local Florida Vegetative Management Conference-Mark	Maintain CEU's And Educational	200
5	Turf grass Programs/Classes-ALL	Maintain CEU's And Educational	125
6	Pesticide Programs/Classes-Mark/Donnie/Greg	Maintain CEU's And Educational	125
7	Irrigation Programs/Classes-Mark/Brian/Donnie	Maintain CEU's And Educational	125
8	Florida Parks And Recreation Renewal-Mark	Professional Certification	160
9	Arbor Certification Renewal-Mark	Professional Certification	150
10	Pesticide Renewals-Mark/Donnie/Greg	Professional Certifications	125
11	Irrigation Renewal-Mark/Brian	Professional Certifications	125

<b>Total Cost</b>	<b>\$ 1,810</b>
-------------------	-----------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletic Complexes 3514-572
<b>Line Item #</b>	6300
<b>Line Item Description</b>	Infrastructure

Priority	Description	Justification	Estimated Cost
1	Bathrooms	New Bathrooms / Concessions Stand North quad baseball fields (Little League)	90,000
2	Overhead Netting	Need overhead netting around 1 quad area to protect kids from foul balls. Safety Issue	37,500
		City Administrator's Adjustment	(37,500)
3	Amphitheater Fencing and Security devices	Permnet Fence around amphitheater for security during major events	50,000
		City Administrator's Adjustment	(50,000)
4	Shade Structure with concrete floor next to warehouse	A Protected Storage Area Is Required To Secure All the new equipment purchases. Running out of space to secure and store equipment	45,000
		City Administrator's Adjustment	(45,000)
5	Parking Lot B	New Parking lot - 70 spaces by play ground	98,000
		City Administrator's Adjustment	(98,000)
6	Bathrooms	New Bathrooms / Concessions Stand Middle quad baseball fields	90,000
		City Administrator's Adjustment	(90,000)
7	Bathrooms	New Bathrooms / Concessions Stand South quad baseball fields (closet to office)	90,000
		City Administrator's Adjustment	(90,000)
8	Bleacher Covers Over Quad 3	Finish Project By Completing A Quality Cover Over The Bleachers And Protection From The Sun	60,000
9	Parking Lot A	New Parking lot - 360 spaces by Little League fields	510,000
		City Administrator's Adjustment	(510,000)
10	New Ball Fields	To Finish the 5 new baseball fields, 4 soccer fields, bathrooms, & lights	2,200,000
		City Administrator's Adjustment	(2,200,000)
11	Parking Lot C	New Parking lot - 200 spaces current overflow grass area	267,000
		City Administrator's Adjustment	(267,000)
12	Parking Lot D	New Parking lot - 60 spaces behind field D	78,000
13	Parking Lot E	New Parking lot - 640 spaces next to new pond going in	865,000

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

General Fund - 001  
 Recreation - Athletic Complexes 3514-572  
 6300  
 Infrastructure

Priority	Description	Justification	Estimated Cost
14	Parking Lot F	City Administrator's Adjustment New Parking lot - 850 spaces in the open field off Appy Ln.	(865,000) 1,165,000
15	Parking Lot G	City Administrator's Adjustment New Parking lot - 640 spaces off new entrance at Appy Ln..	(1,165,000) 865,000
16	Parking Lot H	City Administrator's Adjustment New Parking lot - 840 spaces off Jason Dwelley next to New Fire Station location	(865,000) 1,110,000
		City Administrator's Adjustment All Capital was cut to balance budget	(1,110,000) (228,000)

Total Cost	\$ -
------------	------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletic Complexes 3514-572
<b>Line Item #</b>	6400
<b>Line Item Description</b>	Equipment & Machinery

Priority	Description	Justification	Estimated Cost
1	ABI Force Zero-Turn infield groomer, Bunker Rake, Clay & Laser Unit	This multi purpose infield groomer machine will properly prepare the whole infield so it is safe and playable. This will give staff the ability drag, spin, and flatten ballfields inhouse. With a built in laser lever staff can laser level the fields on a more regular basis to maintain a safe quality infield playing surface <b>City Administrator's Adjustment</b>	29,000 (29,000)
2	Bobcat A770 T4 Unit With A Front End Loader Plus Forks	Multiple Usage; Maintain Ballfields - Clay Spreading, Lift Pallets, Leveling, Compact Soil Mover, To Many Other Usages	55,000
3	F250 Truck, Ford - Replacement Unit for 19-0739 - 2001 - 16 Year Old Truck	Heavier Truck To Pull Trailer - Replacing 16 Year Old Ford 150 Truck, Unit # 19-0739 <b>City Administrator's Adjustment</b>	38,500 (38,500)
4	Small Compact Drivable Roller	To Flatten Ballfield Lips, Clay Infields And General Field Needs - To Maintain Quality Safe Athletic Turf <b>City Administrator's Adjustment</b>	23,500 (23,500)
5	2 - 300 or 500 Gallon Portable Water Wagons	Multiple Usages; Maintain Safe Ballfields By Wetting Down Infields, Water Sod In, Water Trees And Other Usages <b>City Administrator's Adjustment</b>	11,000 (11,000)
6	Lowboy Trailer To Transport Large Equipment	To Eliminate Outside Transporting Cost Every Time Large Equipment Has To Be Repaired Or Serviced	4,500
7	Riding Paint Machine, Graco	Over 50 Acres Of Athletics Fields, 16 Sports Pads - Which Can Convert To Over 35 Individual Fields - All Which Need To Be Painted <b>City Administrator's Adjustment</b>	20,000 (20,000)

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

General Fund - 001  
 Recreation - Athletic Complexes 3514-572  
 6400  
 Equipment & Machinery

Priority	Description	Justification	Estimated Cost
8	Locate Unit For Water Lines, Electrical, Fiber Optics And Other Necessary Locates	To Eliminate The Need To Call In Locates All The Time For Projects And The Increase Of Special Events. Recreation Can Now Offer This Service In-House And Free Up Public Services Staff. This Equipment Will Make Us More Productive And Effective In Completing The Growth Of Tasks For Locates	14,000
		City Administrator's Adjustment	(14,000)
9	Specialized Recycle For Surface Restoration Of Sport Fields	Specialized Recycle/Aerates/Soil Renovation/Fraise Mower For Surface Restoration Of Sport Fields - Promotes Safer And More Durable Play	30,000
		All Capital was cut to balance budget	(89,500)

Total Cost	\$ -
------------	------

## CITY OF APOPKA RECREATION ATHLETICS

The Recreation Athletics Division is responsible for planning, developing and implementing the City's youth and adult athletic league programs. The Division works closely with outside user groups regarding facility use and also provides a variety of wholesome, high quality athletic programs, activities and athletic facilities for the residents of Apopka.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	1,185,252
2017	BUDGET	1,118,629
2017	ESTIMATE	1,104,137
2018	REQUESTED	1,168,282

### GOALS:

- Provide athletic programs, resources and facilities which are relevant, attractive and affordable to the public.
- Provide an environment that encourages educational, recreational and cultural opportunities for the citizens.
- Increase usage of the fields at Northwest by continuing to market the facility.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of athletic programs provided	18	18	19	5.6%
# of participants for programs	2,352	2,462	2,753	11.8%
# of athletic tournaments hosted	68	71	68	-4.2%
# of participants for tournaments	34,780	36,540	35,078	-4.0%



**CITY OF APOPKA  
RECREATION ATHLETICS**

**LINE ITEM DETAIL**

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	396,177	384,241	384,241	392,732
1210 LONGEVITY PAY	1,566	1,579	1,579	1,784
1300 OTHER SALARIES AND WAGES	65,510	43,680	43,680	91,520
1400 OVERTIME	11,343	6,000	6,000	10,000
1600 OTHER REIMBURSED ALLOWANCES	545	480	480	480
2100 F.I.C.A.	35,723	33,352	33,352	37,983
2200 RETIREMENT CONTRIBUTION	62,115	64,322	64,322	66,403
2300 LIFE AND HEALTH INSURANCE	67,381	69,611	69,611	66,880
2400 WORKERS COMPENSATION	3,785	6,036	6,036	6,606
<b>TOTAL</b>	<b>644,145</b>	<b>609,301</b>	<b>609,301</b>	<b>674,388</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3400 OTHER CONTRACTUAL SERVICES	41,803	64,548	64,500	75,080
4200 FREIGHT & POSTAGE	24	500	500	500
4300 UTILITY SERVICES	190,879	193,500	180,000	204,000
4400 RENTALS & LEASES	1,188	4,000	3,800	3,000
4600 REPAIR AND MAINTENANCE	46,560	67,700	67,700	67,700
4650 VEHICLE MAINTENANCE	9,334	5,500	5,500	5,000
5100 OFFICE SUPPLIES	5,010	2,500	2,500	4,000
5200 OPERATING SUPPLIES	101,521	126,594	126,600	126,594
5250 FUEL & GASOLINE	5,435	8,750	8,000	6,950
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	485	790	790	820
5500 TRAINING	1,384	3,550	3,550	250
<b>TOTAL</b>	<b>403,623</b>	<b>477,932</b>	<b>463,440</b>	<b>493,894</b>
<b>CAPITAL OUTLAY:</b>				
6300 INFRASTRUCTURE	71,324	-	-	-
6400 EQUIPMENT	66,160	31,396	31,396	-
<b>TOTAL</b>	<b>137,484</b>	<b>31,396</b>	<b>31,396</b>	<b>-</b>
<b>TOTAL COST</b>	<b><u>\$ 1,185,252</u></b>	<b><u>\$ 1,118,629</u></b>	<b><u>\$ 1,104,137</u></b>	<b><u>\$ 1,168,282</u></b>

# CITY OF APOPKA RECREATION ATHLETICS

## MANPOWER ANALYSIS

### NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
RECREATION MANAGER	1	1	1
LEAD RECREATION SPECIALIST	1	1	1
RECREATION SPECIALIST	1	1	1
SPORTS TOURNAMENT REC SPECIALIST	1	1	1
MAINTENANCE WORKER I	1	1	1
RECREATION LEADER II	1	1	1
RECREATION LEADER I	1	1	1
SECRETARY II	1	1	1
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>

## CAPITAL OUTLAY

6200 - Building	\$ -
6300 - Infrastructure	\$ -
6400 - Equipment	\$ -
<b>Total Capital Outlay</b>	<b>\$ -</b>

**CITY OF APOPKA  
STAFFING REQUEST FORM  
FISCAL YEAR 2017-18**

**Fund**  
**Department**  
**Division**

General Fund - 001  
Recreation - Athletics 3612-572

Priority	Position Title	Justification	Anticipated Salary/ Grade
1	Cashier/Customer Service Clerk - Pay Grade 107	Northwest Recreation Complex needs a full time person Monday - Friday 8am - 5pm to answer phones, take payments, make reservations, and supervise the building during daily activities. Many time the building is closed during the day due to no staff available which has caused for inconveniences for patrons coming into to register for programs and rentals.  plus benefits (estimated at 35%)	29,299  10,255
2	Custodial Worker Pay Grade 102	At Northwest Recreation Complex, this individual will take care of all the bathrooms, facility care, and empty all trash receptacles inside and outside nights and weekend when we have the heaviest traffic.  plus benefits (estimated at 35%) <b>City Administrator's Adjustment</b>	22,956  8,035 <b>(30,991)</b>
3	Administrative Assistant - Pay Grade 113	Currently we have a secretary II that is handling a lot of the duties as a administrative assistant such as processes all purchases, monitors budget, preparing reports along with all her Secretary II position  plus benefits (estimated at 35%) <b>City Administrator's Adjustment</b>	45,000  15,750 <b>(60,750)</b>
4	Maintenance II - Pay Grade 107	Currently we have one maintenance worker to cover the entire facility 7 days a week 12 hours a day. A second maint worker is needed to maintenance and clean the facility on nights and weekends  plus benefits (estimated at 35%) <b>City Administrator's Adjustment</b>	26,574  9,301 <b>(35,875)</b>
5	Athletic Supervisor - Pay Grade 114	To put all athletic programs under one person for consistency. This person would plan, coordinate and implements all athletic programs, schedules, and maintain the budget for athletics.  plus benefits (estimated at 35%) <b>City Administrator's Adjustment</b>	41,227  14,429 <b>(55,656)</b>
6	Recreation Leader - Pay Grade 107	With the increase of recreation programs and events (Basketball Leagues, movies, Easter, snow event, sports camps, etc.) a recreation leader will be needed to support these programs  plus benefits (estimated at 35%) <b>City Administrator's Adjustment</b>	29,299  10,255 <b>(39,554)</b>
Total Cost			\$ 39,554

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletics 3612-572
<b>Line Item #</b>	3400
<b>Line Item Description</b>	Other Contractual Services

Item	Description	Justification	Estimated Cost
1	Athletic Officials & fees Umpires for Softball Programs	Fees for game officials two umpires x 15 games per week X 40 wks. x \$20 per game	24,000
2	Annual USSSA Team registration Fee	\$30 x 48 teams (paid once per team/per yr.)	1,440
3	Seasonal Booking Agent fees	\$15/team X 24 teams X 4 seasons	1,440
4	Soccer League Officials	U15 league 30 games X \$80 X 2 seasons U13 league 40 games X \$80 X 2 seasons U11 league 40 games X \$50 X 2 seasons U10 league 40 games X \$50 X 2 seasons U9 league 40 games X \$25 X 2 seasons U8 league 45 games X \$20 X 2 seasons U7 league 50 games X \$20 X 2 seasons	4,800 6,400 4,000 4,000 2,000 1,800 2,000
5	Booking Agent fee	Fee \$25/team x 88 Teams X 2 seasons	4,400
6	3 v 3 officials	24 games X \$15/game X 5 nights	1,800
7	3 v 3 tournament	150 games X \$15 per game	2,250
8	Flag football booking agent	\$250 X 2 X 3 leagues	1,500
9	Flag football League Officials	48 games X \$55 game X 2 seasons	6,050
10	Basketball Referees	30 teams for 8 games	7,200

<b>Total Cost</b>	<b>\$ 75,080</b>
-------------------	------------------

Fund	General Fund - 001
Department	Recreation - Athletics 3612-572
Line Item #	4200
Line Item Description	Freight & Postage

Item	Description	Justification	Estimated Cost
1	Bulk mail fees	athletics, soccer, Flag football,,etc..	300
2	Bulk Mail renewal fee	allows us to send bulk mail at reduced postage rates	200

Total Cost	\$ 500
------------	--------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Recreation - Athletics 3612-572</u>
<b>Line Item #</b>	<u>4300</u>
<b>Line Item Description</b>	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
	Water, Sewer, Sanitation	Dog park irrigation meter	5,000
		dog park fountain meter	100
		FCC grounds building	300
		FCC irrigation	2,000
		FCC Rec bldg.	3,500
		Edwards Field	100
		Racquetball	100
		AAC Field irrigation	1,000
		AAC Operations building	2,000
		Williams Park field irrigation	2,000
		Williams Park Rec Center	2,000
		NWRC Amp. & Concession	1,000
		Fence Meter @ NW water plant	17,000
		LL office & concession	1,000
		Rec office & concession	800
		Volleyball shower	100
		Maint bldg. & Restrooms & irrigation meter	9,000
	Dumpsters	Northwest	18,950
		Fran Carlton	1,372
		AAC	1,372
		Events	5,264
	Electrical FCC	FCC & KLNP	13,000
		McBride house	200
		McBride & Dog Park Outside lights	1,000
		Forest ave - outlets for food vendors (Fair & Foliage Festival)	500
		Highland Avenue Lights - near grandstand	3,000
		Tennis courts at KLNP	2,000
	Electrical NWRC	Rock Springs Ridge Pump area	20,000
		NWRC Baseball lights	17,000
		NWRC Soccer lights	15,000
		LL operations building	4,500
	Electrical NWRC	South concession	2,000
		Reclaimed pump station	200
		Operations building NWRC	8,000
		Softball field lights	9,000
		Tennis & BB lights	2,200
		Football & N. Soccer fields	8,000
		Pop Warner Press Box	200
		Pop Warner building	4,000
		Amphitheater & Concession	10,000
		pond restroom	600
	Electrical AAC	Ball field lights	6,000
		AAC operations building	3,000
	Electrical Williams Park	Operations building	3,000
		Field & BB lights	2,000
	KLNP electrical	Christmas lights in park	500
		<i>City Administrator's Adjustment</i>	<i>(4,858)</i>

<b>Total Cost</b>	<b>\$ 204,000</b>
-------------------	-------------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletics 3612-572
<b>Line Item #</b>	4400
<b>Line Item Description</b>	Rentals and Leases

Item	Description	Justification	Estimated Cost
	Lift for ball field lights and amphitheater roof cleaning	cannot reach with ladder- safety hazard 1 time per year for roof cleaning and 1 additional rental for ball field light changes for NWRC, AAC, & Williams Park Approximately \$2000 each rental	4,000
		City Administrator's Adjustment	(1,000)

Total Cost	\$ 3,000
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletics 3612-572
<b>Line Item #</b>	4600
<b>Line Item Description</b>	Repair and Maintenance - Bldg & Equip

Item	Description	Justification	Estimated Cost
1	Copiers	FCC copier contract	1,000
		copy fee	1,000
		NWRC copier contract	1,500
2	Pest Control	AAC \$40 per quarter	200
		Amp. & Concession \$100 per quarter	400
		FCC \$145 per quarter	580
		Little League building \$50 quarter	200
		NWRC Operations \$75 quarter	300
		Pop Warner Bldg. \$30 quarter	120
		Racquetball Courts \$25 quarter	100
		Williams Park \$25 quarter	100
4	Fire Extinguishers	annual check & recharge fees	500
5	Termite Bond		400
6	Pavilion repairs NWRC	paint & repairs for pavilions	1,500
7	Paint	For NW operations buildings	1,500
8	Bulbs & ballast replacements	for ball fields and operations buildings	15,000
		City Administrator's Adjustment	(5,000)
9	Amphitheater	roof cleaning	2,000
10	NW sewage system	pump repairs	2,000
11	Playground NWRC	repairs & maintenance	3,500
12	Soccer goal repairs	welding, etc.	3,000
13	Thorguard lightning	annual service & maintenance	800
14	Thorguard	replacement parts & sensors	1,000
15		Toilets, sinks for blue warehouse	500
16	AAC Maint & Repairs	Ball field Maint. / new clay	32,000
		City Administrator's Adjustment	(6,500)
17	Keys	Currently there is 1 key for all recreation facilities and areas. Outside groups have these same keys. (Pop warner, Little League, Tennis). Need to rekey all recreation facilities	6,000
		City Administrator's Adjustment	(6,000)
18	MUSCO Lighting	Annual Maintenance Contract	10,000

<b>Total Cost</b>	<b>\$ 67,700</b>
-------------------	------------------



**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletics 3612-572
<b>Line Item #</b>	4650
<b>Line Item Description</b>	Vehicle Maintenance

Item	Description	Justification	Estimated Cost
	vehicle maintenance & repairs	1 truck, 2 car, 5 gators  Preventive Maint, tires, lights, wiper blades, misc. repairs	5,000

<b>Total Cost</b>	<b>\$ 5,000</b>
-------------------	-----------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletics 3612-572
<b>Line Item #</b>	5100
<b>Line Item Description</b>	Office Supplies

Item	Description	Justification	Estimated Cost
1	paper & ink NWRC	copy paper 8.5 X 11 8.5 X 14 Active net ribbons & receipt paper pens, pencils, memo pads paper clips, tape, staples, colored paper 8.5 X 11 for flyers card stock for 5K numbers, etc.	1,500 500 500 300 1,000 200
2	Toner supplies	2 new printers were added the Fran Carlton & NW  City Administrator's Adjustment	1,000  (1,000)

Total Cost	\$ 4,000
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletics 3612-572
<b>Line Item #</b>	5200
<b>Line Item Description</b>	Operating Supplies

Item	Description	Justification	Estimated Cost
1	General supplies NWRC, AAC	Dog Sanitation supplies	1,000
2	Janitorial Supplies	Daily cleaning supplies for restrooms & operational buildings	4,000
		Toilet tissue 3.5 cases/wk. X 52 X \$45	8,190
		Hand soap \$52 case X 3 cases /mo x12	1,875
		Paper towels 3 case/wk. X \$30 X 52	4,680
		Restroom air fresheners	500
		Trash can liners 3 case/wk. X \$38 X 52	5,930
3	Maint.. Supplies NWRC	First Aid supplies - Band-Aids, icepacks	500
		tools & hardware for maint. & repairs	1,000
		Trash Cans to replace broken & add more	2,000
		Light bulbs for NWRC buildings	500
4	Signs	Facility signs - replace worn or broken.	
		Directional signs need to be replace along with a new sign for the Apply Lane entrance	12,000
5	Activities Adult kickball	equipment - balls	100
		tee shirts 20 shirts X 2 seasons X \$16	1,280
		Trophies 1st & 2nd place for 2 seasons (\$40-\$45 each)	175
6	Adult Softball	20 shirts X 6 leagues X 3 seasons X \$16	5,760
		game equipment	1,500
		Trophies 1st & 2nd X 6 leagues X 3 seasons (\$40-\$45 each)	1,530
7	Soccer league equipment	Field marking paint 50 cases X \$50	2,500
		Soccer balls & Corner flags	500
		Soccer goals	8,000
		zip ties & clips for soccer nets	1,000
		soccer nets 20 X \$100	3,000
8	Soccer uniforms	90 teams X 12 kids X 2 seasons X \$17	36,720
		Coach shirts: 176 shirts X 2 seasons X \$9	3,600
9	Soccer Trophies	1st place 62 trophies X 2 \$7	865
		participation trophies 800/2 seasons X \$5	8,000
		2nd place 62 trophies X 2 \$7	865
		Team mom plaques 88 X 2 seasons X \$6	1,200
10	Facility & Grounds supplies	portable mounds 2 replacements @ \$1300	2,600
11	Flag football equipment	Flags, Balls, Etc.	300
	uniforms	12 teams X 10 kids X 2 seasons X \$17	6,120
	trophies	(1st) 3 teams X 10/kids X 2 seasons X\$7	420

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

General Fund - 001  
 Recreation - Athletics 3612-572  
 5200  
 Operating Supplies

Item	Description	Justification	Estimated Cost
		participation 12 teams X 10 kids X \$5 X 2 seasons	1,200
12	BB, Volleyball, & Tennis	(2nd) 3 teams X 10/kids X 2 seasons X\$7	420
13	Holiday Decorations	Replacement nets	1,500
14	Basketball Uniforms	Entrance & building decorations	1,000
		160 kids X 2 seasons X \$18	5,760
		Coach shirts: 40 shirts X 2 seasons X \$9	720
	Basketball Trophies	160 x \$10 x 2 seasons	3,200
	Basketball Equipment	Basketballs, youth goals	3,000
15	Hand Dryers	Replace paper towel dispensers with electric hand dryers 12 x \$500	6,000
		City Administrator's Adjustment	(24,416)

Total Cost	\$ 126,594
------------	------------

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletics 3612-572
<b>Line Item #</b>	5250
<b>Line Item Description</b>	Fuel and Gasoline

Item	Description	Justification	Estimated Cost
	Fuel	For Rec vehicles	8,750
		City Administrator's Adjustment	(1,800)

Total Cost	\$ 6,950
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletics 3612-572
<b>Line Item #</b>	5400
<b>Line Item Description</b>	Books, Publications & Subscriptions

Item	Description	Justification	Estimated Cost
1	Florida Recreation & Park Association (FRPA)	Membership Dues for the following: Recreation Specialist Recreation Leader II Lead Recreation Specialist Recreation Director	160 160 160 160
2	Notary	Annual fee (Cindy)	180

<b>Total Cost</b>	<b>\$ 820</b>
-------------------	---------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletics 3612-572
<b>Line Item #</b>	5500
<b>Line Item Description</b>	Training

Item	Description	Justification	Estimated Cost
1	Playground safety course	needed for playground inspections	250
2	Florida Recreation & Park Association (FRPA)	Annual Conference & local trainings for the following: Recreation Specialist Recreation Leader II Lead Recreation Specialist Recreation Director Maintenance Worker I	150 150 250 250 150
3	NRPA (National Recreation & Parks Association)	Annual Conference - Recreation Director Travel & Hotel City Administrator's Adjustment	850 1,500 (3,300)

<b>Total Cost</b>	<b>\$ 250</b>
-------------------	---------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletics 3612-572
<b>Line Item #</b>	6300
<b>Line Item Description</b>	Infrastructure

Item	Description	Justification	Estimated Cost
1	Resurface Basketball Courts	Basketball Courts are 8 years old with cracks that need to be repaired	15,000
2	Resurface Tennis Courts	Tennis Courts are 8 years old with cracks that need to be repaired	15,000
3	Tennis Court Shade Structures	Cabana Bench Shade Structure 2 sets x \$3000 <b>City Administrator's Adjustment</b>	6,000 (6,000)
4	Tennis Court Fence Shade	Two fence cabana shade structure to cover benches along the fence <b>City Administrator's Adjustment</b>	1,000 (1,000)
5	Batting Cages	Batting Cages for the middle quad to be used by leagues and tournaments. Currently participants hit balls into the fence that adds up to costly repairs. These batting cages will stop this.	12,000
<b>All Capital was cut to balance budget</b>			<b>(42,000)</b>

<b>Total Cost</b>	<b>\$ -</b>
-------------------	-------------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Athletics 3612-572
<b>Line Item #</b>	6400
<b>Line Item Description</b>	Equipment & Machinery

Item	Description	Justification	Estimated Cost
1	John Deere Gators	Our gators are old and in very poor shape. 2 @ \$6500 State contract price <i>City Administrator's Adjustment</i>	13,000 <i>(6,500)</i>
2	Ford 150 Truck	To replace 1999 Ford Taurus vehicle 100676	22,000
3	Windscreens	windscreens along fences lines ( Tennis & Baseball) <i>City Administrator's Adjustment</i>	12,000 <i>(12,000)</i>
		<i>All Capital was cut to balance budget</i>	<i>(28,500)</i>

Total Cost	\$	-
------------	----	---

## CITY OF APOPKA RECREATION PROGRAMS

The Recreation Programs Division is responsible for planning, organizing and implementing a wide variety of recreation programs and activities for the youth and adult citizens of Apopka. In FY2018, the big events for the City such as Old Florida Outdoor Festival, Symphony Under the Stars, etc. were transferred into this division. Previously these events were accounted for in the Community Outreach Division.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	642,325
2017	BUDGET	565,120
2017	ESTIMATE	477,101
2018	REQUESTED	1,170,179

### GOALS:

- Provide a variety of innovative, diverse and affordable recreation programs.
- Provide an environment that encourages educational, recreational and cultural opportunities for the citizens.
- Utilize the strategic master plan to provide for the future growth in programs, services & facilities.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of programs provided	30	32	35	9.4%
# of participants	13,991	20,194	24,324	20.5%

**CITY OF APOPKA  
RECREATION PROGRAMS**

**LINE ITEM DETAIL**

	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	221,718	222,188	171,048	229,362
1210 LONGEVITY PAY	814	834	834	222
1300 OTHER SALARIES AND WAGES	11,353	88,450	88,450	135,300
1400 OVERTIME	9,456	6,600	6,600	6,600
2100 F.I.C.A.	17,714	24,333	12,977	28,419
2200 RETIREMENT CONTRIBUTION	31,681	36,576	11,926	44,294
2300 LIFE AND HEALTH INSURANCE	31,814	37,127	26,400	36,011
2400 WORKERS COMPENSATION	2,173	2,650	2,650	3,172
<b>TOTAL</b>	<b>326,723</b>	<b>418,758</b>	<b>320,885</b>	<b>483,380</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	104,094	-	12,306	-
3400 CONTRACTUAL SERVICES	-	60,000	58,000	196,400
4200 FREIGHT & POSTAGE	398	390	300	1,890
4400 RENTALS & LEASES	140	8,750	8,750	78,100
4600 REPAIR AND MAINTENANCE	300	4,000	4,000	39,000
4650 VEHICLE MAINTENANCE	-	1,000	500	1,000
4700 PRINTING SERVICES	-	1,200	1,200	13,800
4800 PROMOTIONAL ADVERTISING	-	1,200	1,200	16,550
5200 OPERATING SUPPLIES	92,070	68,662	68,600	103,454
5201 OLD FLORIDA OUTDOOR FESTIVAL	-	-	-	157,375
5202 OLD FLORIDA OUTDOOR FESTIVAL-BBQ	-	-	-	61,400
5250 FUEL & GASOLINE	600	840	840	840
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	320	-	200	1,090
5500 TRAINING	375	320	320	2,900
<b>TOTAL</b>	<b>198,297</b>	<b>146,362</b>	<b>156,216</b>	<b>673,799</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDING	-	-	-	-
6300 INFRASTRUCTURE	-	-	-	-
6400 EQUIPMENT	117,305	-	-	13,000
<b>TOTAL</b>	<b>117,305</b>	<b>-</b>	<b>-</b>	<b>13,000</b>
<b>TOTAL COST</b>	<b>\$ 642,325</b>	<b>\$ 565,120</b>	<b>\$ 477,101</b>	<b>\$ 1,170,179</b>

# CITY OF APOPKA RECREATION PROGRAMS

## MANPOWER ANALYSIS

### NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
RECREATION MANAGER	1	1	1
RECREATION SPECIALIST	1	1	1
RECREATION LEADER I	1	1	1
COMMUNITY RELATIONS & EVENT PLANNER*	0	1	1
MAINTENANCE WORKER II	1	1	1
<b>TOTAL</b>	<b>4</b>	<b>5</b>	<b>5</b>

\* Position was moved from Community Outreach

## CAPITAL OUTLAY

6200 - Building	\$ -
6300 - Infrastructure	\$ -
6400 - Equipment	\$ -
<b>Total Capital Outlay</b>	<b>\$ -</b>

**CITY OF APOPKA  
STAFFING REQUEST FORM  
FISCAL YEAR 2017-18**

**Fund**  
**Department**  
**Division**

General Fund - 001  
Recreation - Activities & Civic Events 3613-572

Fran Carlton			
Priority	Position Title	Justification	Anticipated Salary/
1	Aquatic Facility Operator - Pay Grade 109	To maintain the chemicals and general maintenance of the splash pad area & pump house year plus benefits (estimated at 35%)	32,302 11,305.70
		City Administrator's Adjustment	(43,608)
2	Cashier/Customer Service Clerk - Pay Grade 107	The Fran Carlton is frequently closed during the day due to no staff available which has caused for inconveniences for patrons coming into to pay for rentals for the Community Center or other programs. The Fran Carlton needs a full time person Monday - Friday 8am - 5pm to answer phones, take payments, make reservations, and supervise the building during daily activities. plus benefits (estimated at 35%)	29,299 10,255
	Maintenance Worker I Pay Grade 105	Currently there are no staff assigned to maintain the fields at AAC (Apopka Athletic Complex). With Lacrosse needing more field space, along with other sports groups additional staff is needed to provide a safe and playable conditions. - daily care is required to meet these demanding play conditions and standards plus benefits (estimated at 35%)	26,574 9,301
		City Administrator's Adjustment	(35,875)
3	PT facility supervision	An additional P I staff is required for FCC to help with weekend rentals and food truck events \$10 per hour @ 15 hrs.	7,500
Apopka Williams Park			
With the new facility opening up this year recreation staff suggests that the building be open 7 days a week			
1	Lead Recreation Specialist - Pay Grade 113	With the new facility a lead recreation specialist is need to monitor the facility, manage and schedule staff, programs, rentals. plus benefits (estimated at 35%)	39,261 13,741
		City Administrator's Adjustment	(53,002)
2	Recreation Specialist - Pay Grade 111	With the new facility a recreation specialist is needed for nights and weekends to monitor the facility staff programs plus benefits (estimated at 35%)	35,612 12,464
		City Administrator's Adjustment	(48,076)
3	Recreation Leader - Pay Grade 107	When the facility is rebuilt, we will need additional full time staff to monitor the building and run programs from 8 am-9 PM plus benefits (estimated at 35%)	29,299 10,255
		City Administrator's Adjustment	(39,554)
4	Recreation Leader - Pay Grade 107	A second person is needed to run the afterschool program and nights and weekends for other programs plus benefits (estimated at 35%)	29,299 10,255
		City Administrator's Adjustment	(39,554)
5	PT facility supervision WP	A P I person is needed to assist in the after school program, facility supervision on evenings and weekends \$9 per hour @	14,040
		City Administrator's Adjustment	(14,040)
			47,054

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Activities & Civic Events 3613-572
<b>Line Item #</b>	1300
<b>Line Item Description</b>	Other Salaries

Item	Description	Justification	Estimated Cost
<b>Fran Carlton Center</b>			
1	Dance instructors	Dance instructors 2@ 15.00/hr. X 8 hrs. per week X 20 weeks (2 -10 wk. sessions) skilled instructors for youth dance program	4,800
2	PT facility attendant	for weekend rental supervision and evening activities at FCC \$10.00 hr 25 hrs per week X 52 weeks	13,000
3	Day camp counselors	13 counselors X 11.00 avg X 10 wks. x 40 hrs wk.	57,200
4	PT facility attendant	Museum coverage 20 hrs. per week x \$10 per hour x 52 weeks	10,400
5	Food truck events	16 hours/ mo X 12 X \$9 avg <b>City Administrator's Adjustment</b>	1,728 <b>(1,728)</b>
6	Part Time Splash pad attendants (3)	Splash Pad Open Memorial Day to Labor Day from 10am - 6 pm. Weekends only Apr and October 10 - 5. Staff needed to monitor and collect fees 7 days a week. (10 hrs a day x 7 days x \$10/hr x 16 weeks) 1064 hours per season.	22,400
<b>Alonzo Williams Park</b>			
6	PT facility attendant	Afterschool program and weekend facility supervision 25 hrs per week X \$10.00 hr X 52 weeks <b>Budgeted for half year - Starting Apr 2018</b>	13,000 <b>(6,500)</b>
7	Day camp counselors	3 counselors X 11.00 avg X 10 wks. x 40 hrs wk. <b>Budgeted for half year - Starting Apr 2018</b>	13,200 <b>(6,600)</b>
<b>When New facility opens the following is needed:</b>			
	PT facility attendant	Night & Weekend facility supervision 30 hrs per week X \$10.00 hr X 52 weeks <b>Budgeted for half year - Starting Apr 2018</b>	15,600 <b>(7,800)</b>
	Day camp counselors	3 counselors X 11.00 avg X 10 wks. x 40 hrs wk. <b>Budgeted for half year - Starting Apr 2018</b>	13,200 <b>(6,600)</b>

<b>Total Cost</b>	<b>\$ 135,300</b>
-------------------	-------------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Recreation - Activities &amp; Civic Events 3613-572</u>
<b>Line Item #</b>	<u>1400</u>
<b>Line Item Description</b>	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
1	City events	Christmas parade, winter wonderland, Egg Hunt, 5ks, Other city special events 3 employees @ 60 hrs each at \$30/hr	5,400
2	Food truck event	1 employee x 5hrs x 12 X \$30	1,800
3	Summer camp overtime	16 employees X 2 hr per week X 10 weeks at \$15 per hour avg (cannot take lunch breaks when on field trips)	4,800
		City Administrator's Adjustment	(5,400)

<b>Total Cost</b>	<b>\$ 6,600</b>
-------------------	-----------------

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Activities & Civic Events 3613-572
<b>Line Item #</b>	3100
<b>Line Item Description</b>	Professional Services

Total Cost	\$ -
------------	------



**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Recreation - Activities &amp; Civic Events 3613-572</u>
<b>Line Item #</b>	<u>3400</u>
<b>Line Item Description</b>	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	Christmas Decorations from Clark Sales	Large lighted displays for KLNP & city Hall	45,000
		Street light pole decorations	15,000
2	Recreation Software	To replace current recreation software program. Current program cost us \$22,000 - \$25,000 a year. This will save us \$10,000 year.	12,000
	Recreation Software Installation		15,000
		Moved to IT	(27,000)
3	Magic Ice	Ice Skating Ring (6 weeks) will generate revenue to cover cost	150,000
		Mayor's adjustment	(150,000)
The following line items were moved from Community Outreach - 1025			
4	Fourth of July	Entertainment (DJ, Band)	15,000
		Sound & Lighting	10,000
		Event Production	5,000
		Weather Insurance	2,000
		Fireworks	30,000
5	Symphony Under the Stars (May)	Entertainment, Production and Sound	60,000
		Weather Insurance	2,000
6	Snow Mountain	Entertainment	5,000
		Sound & Lighting	5,000
		70 Tons of Snow & Ramps	20,000
		Weather Insurance	2,000
		Mayor's Adjustment	(32,000)
8	Apopka Food Truck Roundup	Entertainment (\$200 x 12)	2,400
9	Halloween Event / Haunted House	Entertainment	10,000

<b>Total Cost</b>	<b>\$ 196,400</b>
-------------------	-------------------

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Activities & Civic Events 3613-572
<b>Line Item #</b>	4200
<b>Line Item Description</b>	Freight & Postage

Item	Description	Justification	Estimated Cost
	Postage for Senior newsletter	Activity newsletters mailed to seniors members-membership fees offset postage cost 6 mailings/yr. @ \$65	390
The following line items where moved from Community Outreach - 1025			
	Miscellaneous Mail-outs	Mail out Marketing Materials	1,500

Total Cost	\$ 1,890
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Activities & Civic Events 3613-572
<b>Line Item #</b>	4400
<b>Line Item Description</b>	Rentals and Leases

Item	Description	Justification	Estimated Cost
	Portolet rental	For events and parks throughout the city	1,000
	Movie screen rentals	10 movies (Sep - May & Halloween event) X \$375 each	3,750
	Movie licensing fees	10 movies (Sep - May & Halloween event) X \$375 each	3,750
	Bounce houses	Halloween, Christmas & Easter 3 each event x \$200 x 3 events	1,800
	Christmas Tree	Artificial Christmas tree with LED lights. Purchase outright would be \$21,000, lease to own over 3 years would be \$7000	7,000
The following line items were moved from Community Outreach - 1025			
	Fourth of July	Light Towers	3,000
		Portalets	2,000
		Ice	1,000
		Traffic Cones/Barricades	2,000
		Generators	3,000
	Snow Mountain	Inflatable Games	7,000
		Light Towers	3,000
		Portalets	2,000
		Traffic Cones/Barricades	3,000
		Generators	2,000
		Mayor's Adjustment	(17,000)
	Symphony Under the Stars (May)	Tents / Tables / Chairs / Linens	15,000
		Light Towers	3,000
		Portalets	2,000
		Traffic Cones/Barricades	2,000
		Generators	3,000
	Apopka Food Truck Round Up	Portalets (\$150x12)	1,800
	Halloween Event / Haunted House	Inflatable Games	7,000
		Light Towers	4,000
		Portalets	2,000
		Pipe & Drape	5,000
		Special Effects	5,000

<b>Total Cost</b>	<b>\$ 78,100</b>
-------------------	------------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Recreation - Activities &amp; Civic Events 3613-572</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg. &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	Floor cleaning, stripping & waxing FCC	strip & wax FCC floors 2 X per year at \$1250 each	2,500
2	Clean fabric room divider at FCC	professional cleaning of fabric room dividers at FCC used for classes and rentals	1,500
3	Kit Land Park Playground	Replace the playground net. The current net is over 10 years old and becoming unsafe	15,000
3	Alonzo Williams	Replace Basketball Court	20,000

Total Cost	\$ 39,000
------------	-----------

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Activities & Civic Events 3613-572
<b>Line Item #</b>	4650
<b>Line Item Description</b>	Vehicle Maintenance

Item	Description	Justification	Estimated Cost
1	General preventative maintenance	2 buses, 2 vans, 1 car, 1 golf cart	1,000

Total Cost	\$ 1,000
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Activities & Civic Events 3613-572
<b>Line Item #</b>	4700
<b>Line Item Description</b>	Printing Services

Item	Description	Justification	Estimated Cost
	Advertising Banners	Movies, Winter Wonderland, Halloween, Easter at \$300 each	1,200
	Monthly activity calendar	monthly take home calendar for students with all recreation activities	4,000
		City Administrator's Adjustment	(4,000)
The following line items were moved from Community Outreach - 1025			
	Fourth of July	Posters & Flyers	1,000
		Wrist Bands	500
		Banners	2,500
		Security	500
	Snow Mountain	Posters & Flyers	2,000
		Wrist Bands	500
		Banners	4,500
		Ticket Printing	
		Mayor's Adjustment	(7,000)
	Symphony Under the Stars (May)	Posters & Flyers	2,000
		Wrist Bands	500
		Banners	2,500
		Security	500
	Apopka Food Truck Round Up	Posters & Flyers	200
		Banners	500
	Public Safety Day	Posters & Flyers	400
	Halloween Event / Haunted House	Posters & Flyers	400
		Banners	600
	Volunteer Lanyards	All Events	500

Total Cost	\$ 13,800
------------	-----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Recreation - Activities &amp; Civic Events 3613-572</u>
<b>Line Item #</b>	<u>4800</u>
<b>Line Item Description</b>	<u>Promotional Advertising</u>

Item	Description	Justification	Estimated Cost
1	Media Advertising	Egg Hunt, Memorial day, Camp @ \$300 each	1,200
2	Radio Advertising		5,000
The following line items were moved from Community Outreach - 1025			
	Fourth of July	Facebook Advertising	200
		Media Advertising	2,500
	Snow Mountain	Facebook Advertising	800
		Media Advertising	2,500
		Merchandise Expense	1,500
		Mayor's Adjustment	(4,800)
	Symphony Under the Stars (May)	Facebook Advertising	250
		Media Advertising	6,500
	Halloween Event / Haunted House	Facebook Advertising	100
		Media Advertising	500
	Apopka Food Truck Round Up	Facebook Advertising (\$25 x 12)	300

<b>Total Cost</b>	<b>\$ 16,550</b>
-------------------	------------------





**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Activities & Civic Events 3613-572
<b>Line Item #</b>	5200
<b>Line Item Description</b>	Operating Supplies

Item	Description	Justification	Estimated Cost
1	<b>Department Supplies</b>		
	Radio batteries	2 @ 90	180
	magnetic signs	Christmas Parade related 30 @ \$15 each	450
		new sets 4 @ \$90 each set	360
	Office Chair	To replace current damaged one	150
	Picnic Tables	New picnic tables at KLNP & Dream Lake Parks. 6 tables x \$1000	6,000
		<b>City Administrator's Adjustment</b>	<b>(6,000)</b>
	Facility signs	KLNP, dog park, WP, AAC	1,000
	Employee uniforms	Full & Part Time staff shirts (includes NW staff)	5,000
		Boots for Maint workers	500
	Playground Parts	KLNP, Lake Ave & WP playgrounds	2,500
	Banquet Tables FCC	6 aluminum used for facility rentals	1,800
	Paint	FCC, WP, AAC	3,000
	Splash Pad Chemicals	Chemicals needed to maintain the splash pad at health and safety standards	18,000
	Little Libraries	Install little libraries at Kit Land Nelson Park & Northwest	500
	First Aid supplies	Band-Aids, icepacks	500
	Tools & Hardware	Maint. & repairs	1,000
	Janitorial Supplies	Supplies for daily cleaning of restrooms & operational buildings	2,000
		Toilet tissue 2.5 cases/wk. X 52 X \$45	5,850
		Trash Cans to replace broken & add more	2,000
	Sound System	New portable, battery power sounds system to be use for events and other outdoor programs.	5,000
2	<b>Fran Carlton Programs</b>		
	Sr Health Fair	paper goods, refreshments table cloths	150
	Seniors Holiday Lunches	Thanksgiving & Christmas lunch	150
	Senior Trips	6 trips @ \$25 each X 20 participants	3,000
	Senior program supplies	coffee, tea, creamer, sugar, paper goods, popcorn, movie rentals, etc.	800
	Dance program	tee shirts 2 sessions @ 75 kids X \$8	1,200
		music & props for performances	100

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

General Fund - 001  
 Recreation - Activities & Civic Events 3613-572  
 5200  
 Operating Supplies

Item	Description	Justification	Estimated Cost
3	Summer Camp	t-shirts 120 kids plus 50 extra for drop-ins and those ordering 2 shirts = 170 @ \$9 each	1,530
		Staff tees 20 x 5 shirts each X \$10	1,000
		whistles, clipboards, lanyards,	200
		trip fees for chaperones 20 X 4 staff X \$25; (excludes comp admissions)	2,000
		Arts & craft supplies, balls, board games, cooking supplies, event supplies, training supplies for counselor training,	2,250
		Field Trips - 120 kids X \$15/trip x 2 trips a week X 10 wks.	30,000
	Holiday Camps	Field Trip 40 kids @ \$25wk. X 3 wks.	3,000
	<b>Williams Park Programs</b>		
	Egg Hunt	Easter Egg Hunt in the Park	1,500
	WP Fun Day	moonwalk, food, games & prizes	500
4	Seniors Holiday Lunches	Thanksgiving & Christmas lunch	150
	Summer Camp	t-shirts 30 kids x \$9 each	270
		Staff tees 20 x 5 shirts each X \$10	
		Field Trips - 30 kids X \$15/trip x 2 trips a week X 10 wks.	9,000
		Trip fees for chaperones 10 X2 staff X \$25	500
		Balls, hoola hoops, board games, cooking & event supplies, craft supplies	700
	After School Program	WP supplies for after school activities paper, markers, crayons, books, balls, games, etc. for tutoring, etc.	500
	<b>Recreation Events</b>		
	5K runs	100 shirts X \$9 X 2 events	1,800
		snacks, prizes & water	360
		Misc. supplies	200
		professional timing 2 races X \$500	1,000
	Memorial Day	Bagpiper	200
		Dove release	200
		Refreshments	100
		paper for programs	100
	Winter Wonderland	snow liquid for machines	200
		entertainment & decorations	400
	Halloween Event	Balloon artist	150
		face painter	150
		puppeteer	150

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

General Fund - 001  
Recreation - Activities & Civic Events 3613-572  
5200  
Operating Supplies

Item	Description	Justification	Estimated Cost
	Easter Marshmallow Drop (Formerly Egg hunt)	prizes, decorations, etc. Helicopter rental Easter candy, marshmallows & prizes Supplies - water, flagging tape, etc. event tees for staff Easter eggs 5000 at \$140/1000 inflatable games advertising <b>City Administrator's Adjustment</b>	200 1,500 2,000 100 500 700 500 1,400 <b>(39,546)</b>
The following line items were moved from Community Outreach - 1025			
5	Fourth of July	Parking Services Beverages & Supplies Food for Volunteers	2,000 5,000 1,000
6	Snow Mountain	Parking Services Wristbands Tents Volunteer food & supplies <b>Mayor's Adjustment</b>	2,000 200 3,000 1,000 <b>(6,200)</b>
7	Symphony Under the Stars (May)	Parking Services Beverages & Supplies Food for Volunteers	2,000 3,000 1,000
8	Halloween Event / Haunted House	Parking Services Wristbands Night Frights - Haunted House props Volunteer food & supplies	2,000 200 5,600 1,000
<b>Total Cost</b>			<b>\$ 103,454</b>

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2016-17**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Recreation - Activities &amp; Civic Events 3613-572</u>
<b>Line Item #</b>	<u>5201</u>
<b>Line Item Description</b>	<u>OFOF</u>

Item	Description	Justification	Estimated Cost
The following line items were moved from Community Outreach - 1025			
	Old Florida Outdoor Festival		
	Entertainment		125,000
	Sound & Lighting		35,000
	Carnival Rides & Inflatables		15,000
	Beverages		13,000
	Light Towers		2,500
	Promotional Advertising	News Papers, Radio, Social Media	15,000
	Tents		5,000
	Weather Insurance		2,000
	Petting Zoo		3,000
	Generators		5,000
	Golf Carts		1,500
	Ice		500
	Permits		25
	Parking Services		4,000
	Portalets & Fencing		6,000
	VIP Catering		5,000
	Volunteer Food, Supplies		1,000
	Volunteer T-Shirts		1,000
	Banners		2,700
	Paper Goods/Cleaning		2,000
	Wristbands & Lanyards		375
		City Council Adjustment to one day event	(87,225)

Total Cost	\$ 157,375
------------	------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2016-17**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Recreation - Activities &amp; Civic Events 3613-572</u>
<b>Line Item #</b>	<u>5202</u>
<b>Line Item Description</b>	<u>Other Contractual Services- OFOF - BBQ</u>

Item	Description	Justification	Estimated Cost
The following line items were moved from Community Outreach - 1025			
	BBQ Competition		
	Awards/Supplies-BBQ		30,000
	BBQ Reps		1,400
	FBA BBQ Sanctioning Fee		1,500
	Golf Carts		1,500
	Hotel Rooms		1,200
	Ice		1,000
	Light Towers		500
	Portalets		3,500
	Refrigerated Trailer		500
	Steak Cook off		1,800
	Steak Cook-off Association		300
	Tents		6,000
	Toner		200
	Trophies		5,000
	Trash Cans Blue	BBQ Needs - Trash Can For Each Entry + Extra \$28 Each x 250	7,000

<b>Total Cost</b>	<b>\$ 61,400</b>
-------------------	------------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Recreation - Activities &amp; Civic Events 3613-572</u>
<b>Line Item #</b>	<u>5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
	fuel (calculated at \$2 per gallon)	camps 46 trips X 50 miles at 10 mpg(bus) = 230 gal 46 trips X 50 miles at 20 mpg(van) = 115 gal seniors 9 trips X 50 miles at 20 mpg(van) = 23 gal  employee work related trips between job sites 20 miles per week X 52 weeks at 20 mpg(van) = 52 gal	 460 230  46  104

<b>Total Cost</b>	<b>\$ 840</b>
-------------------	---------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Recreation - Activities &amp; Civic Events 3613-572</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost
	Florida Recreation & Park Association (FRPA)	Membership Dues for the following: Recreation Manager Recreation Leader I Maintenance Worker II	 160 160 160
	Certification / CEU	Recreation Manager Maintenance Worker II	 100 100
The following line items were moved from Community Outreach - 1025			
	Florida Festival & Events Association	Membership Fee - Event Coordinator	250
	Florida Recreation & Park Association (FRPA)	Membership Fee - Event Coordinator	160

<b>Total Cost</b>	<b>\$ 1,090</b>
-------------------	-----------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Recreation - Activities &amp; Civic Events 3613-572</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
	Florida Recreation & Park Association (FRPA)	Annual Conference & local trainings for the following: Recreation Manager Recreation Leader I Maintenance Worker II	300 150 150
The following line items were moved from Community Outreach - 1025			
	Florida Festival & Events Association FRPA	Annual Conference & local trainings Annual Conference	2,000 300

<b>Total Cost</b>	<b>\$ 2,900</b>
-------------------	-----------------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	General Fund - 001
<b>Department</b>	Recreation - Activities & Civic Events 3613-572
<b>Line Item #</b>	6300
<b>Line Item Description</b>	Infrastructure

Priority	Description	Justification	Estimated Cost
1	Storage shed	Storage shed with roll up doors to store items currently under the grand stands at Edwards Field. Includes delivery, installation, concrete pad, and electrical installation <b>City Administrator's Adjustment</b>	30,000 (30,000)
2	<del>Metal carport for the new bus</del>	<del>The newly purchased bus is parked in full-sun and exposed to elements - there is no covered parking available for it.</del> <b>Eliminated to Balance Budget</b>	<del>6,000</del> (6,000)
3	Shade Structure	Install a "square hip" shade canopy over the new playground at Lake Ave Park <b>City Administrator's Adjustment</b>	7,500 (7,500)
	Shade Structure Alternative	Decorative triangular shade sails \$70,000	
4	LED Digital Sign	To replace the current sign at Kit Land Land Nelson park with a new digital sign <b>City Administrator's Adjustment</b>	30,000 (30,000)

Total Cost	\$ -
------------	------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Recreation - Activities &amp; Civic Events 3613-572</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
	EZ-Go gas powered golf cart (4 passenger with cargo bed)	Replace current 15 year old golf cart that is in bad physical & mechanical condition. Used for summer camp, events in KLNP including food truck events	15,000
		City Administrator's Adjustment	(15,000)
		Added back by Council	13,000
	Ford Focus		<del>16,000</del>
		Eliminated to Balance Budget	(16,000)

Total Cost	\$ 13,000
------------	-----------

## CITY OF AOPKA COMMUNITY DEVELOPMENT

Community Development is responsible for the Planning, Zoning and Engineering functions along with Economic Development and Community Redevelopment. This department is the primary contact for citizens or developers wanting to build or modify property within the City.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	724,735
2017	BUDGET	1,720,529
2017	ESTIMATE	1,426,291
2018	REQUESTED	1,434,796

### GOALS:

- Keep the City in compliance with state and county planning and development requirements.
- Process applications for development and redevelopment, voluntary annexations, comp plan amendments and variances in a timely manner.
- Aid and advise citizens, organizations and City staff in engineering and other matters requiring engineering expertise.
- Protect and preserve the City's natural environment.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of plans submitted for review	72	107	91	-15.0%
avg # of days for plans review	14	14	14	0.0%
# of annexations *	22	19	96	405.3%

\* Includes Fisher Plantation (87 lots)

**CITY OF APOPKA  
COMMUNITY DEVELOPMENT**

**LINE ITEM DETAIL**

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	466,707	689,489	689,489	770,841
1210 LONGEVITY PAY	1,636	1,550	1,550	1,447
1400 OVERTIME	-	-	-	-
1600 OTHER REIMBURSED ALLOWANCES	2,430	4,680	4,680	4,200
2100 F.I.C.A.	34,311	53,988	53,988	59,401
2200 RETIREMENT CONTRIBUTION	76,193	115,738	115,738	127,344
2300 LIFE AND HEALTH INSURANCE	77,313	103,204	103,204	90,952
2400 WORKERS COMPENSATION	2,202	2,132	2,132	2,720
<b>TOTAL</b>	<b>660,792</b>	<b>970,781</b>	<b>970,781</b>	<b>1,056,905</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	28,243	644,238	350,000	275,000
3400 OTHER CONTRACTUAL SERVICES	-	20,000	20,000	40,000
4000 TRAVEL & PER DIEM	713	3,475	3,475	3,475
4200 FREIGHT & POSTAGE	2,865	3,932	3,932	4,168
4400 RENTAL & LEASES	-	3,672	3,672	7,370
4600 REPAIR AND MAINTENANCE	1,539	-	-	-
4650 VEHICLE MAINTENANCE	567	1,000	1,000	1,000
4700 PRINTING AND BINDING	1,395	1,000	1,000	2,265
4900 OTHER CHARGES	-	500	500	500
4902 LEGAL ADVERTISING	13,175	19,300	19,300	23,000
5100 OFFICE SUPPLIES	5,038	9,514	9,514	10,500
5200 OPERATING SUPPLIES	1,143	12,352	12,352	1,500
5250 FUEL & GASOLINE	1,657	3,000	3,000	2,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	2,403	2,605	2,605	4,753
5500 TRAINING	570	2,160	2,160	2,360
<b>TOTAL</b>	<b>59,308</b>	<b>726,748</b>	<b>432,510</b>	<b>377,891</b>
<b>CAPITAL OUTLAY:</b>				
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	-
6400 EQUIPMENT	4,635	23,000	23,000	-
<b>TOTAL</b>	<b>4,635</b>	<b>23,000</b>	<b>23,000</b>	<b>-</b>
<b>TOTAL COST</b>	<b>\$ 724,735</b>	<b>\$ 1,720,529</b>	<b>\$ 1,426,291</b>	<b>\$ 1,434,796</b>

**CITY OF APOPKA  
COMMUNITY DEVELOPMENT**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
COMMUNITY DEVELOPMENT DIRECTOR	1	1	1
PLANNER II	1	1	1
PLANNING MANAGER	1	1	1
OFFICE MANAGER	1	1	1
SECRETARY II	2	2	2
SR PROJECT COORDINATOR	1	0	0
PROJECT COORDINATOR	1	1	1
ECONOMIC DEVEL/CRA COORDINATOR	0	1	1
CITY ENGINEER	0	1	1
<b>TOTAL</b>	<b>8</b>	<b>9</b>	<b>9</b>

**CAPITAL OUTLAY**

6200 - Building	\$ -
6400 - Equipment	\$ -
<b>Total Capital Outlay</b>	<b>\$ -</b>

**CITY OF AOPKA  
STAFFING REQUEST FORM  
FISCAL YEAR 2017-18**

**Fund**  
**Department**  
**Division**

General Fund - 001  
Community Development-Planning 4020-515

Position Title	Justification	Anticipated Salary/ Grade
Senior Planner	Community Development has experienced a continued increase in plans review and processing over the last year. With multiple development projects are coming online throughout the City, new staff levels need to be attained to compensate for the amount of development we have and especially will have. Any new staff has to be geared up and trained with the knowledge needed from the plans and codes like the Comprehensive Plan, Form-Based Code, CRA, etc., and know the entire city and especially the main growth areas that include: Kelly Park Interchange (and DRI); Hospital (East Shore) development area; Downtown's City Center -Station Street Project and the 6th St. Promenade; the west 441 & 429 interchange area. Grade 125 (mid-level)	85,000
	plus benefits	29,750
	City Administrator's Adjustment	(114,750)
Planning Assistant	This is an entry level position. Community Development has experienced a continued increase in plans review and processing over the last year. With multiple development projects are coming online throughout the City, new staff levels need to be attained to compensate for the amount of development we have and especially will have. Any new staff has to be geared up and trained with the knowledge needed from the plans and codes like the Comprehensive Plan, Form-Based Code, CRA, etc., and know the entire city and especially the main growth areas that include: Kelly Park Interchange (and DRI); Hospital (East Shore) development area; Downtown's City Center -Station Street Project and the 6th St. Promenade; the west 441 & 429 interchange area. Grade 111 (mid-level)	56,000
	plus benefits	19,600
Plans Processing Coordinator	This is a new position needed in response to the development created from Apopka's growth. This position requires extensive organizational skills needed to document and track all development plans, projects, concepts and discussions that are submitted for review; sets up the DRC meetings; packages the plans for signatures; and completes filing for all plans. Grade 111 (mid-level & retain the Secretary II position)	46,000
	plus benefits	16,100
	City Administrator's Adjustment	(62,100)
		75,600

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>3100</u>
<b>Line Item Description</b>	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
1	Marketing/Branding Plan	Develop Apopka marketing plan. Vision Economic Development Plan Policy 1.a.states simultaneous with economic development improvements through 2018, create a plan and implement a focused, city-led business marketing and branding campaign (unique among competing cities). This is also addressed in Quality of Life and Places Vision policy 2 which states: Beginning in 2016, establish a five-year "Welcome to Apopka - Come Grow With Us" branding and marketing campaign celebrating small-town traditions and establishes reputation for small-town qualities, outdoor living/lifestyles; an appreciation of the natural environment; sustainable production of locally grown food; patriotism; embracing visitors and diverse heritages and faith-based lifestyles. The program, which may include advertising collateral and buys, logo design, signage design, business partnerships, etc. This is also required by policies within the comprehensive plan	125,000
		City Administrator's Adjustment	(125,000)
2	Promotional Branding Video	Motitude Media - Marten Piccinini	188,000
		City Administrator's Adjustment	(188,000)
3	Market Demand Study	Develop Market Demand Study Vision Plan Economic Development Policy 2.a.vi.and viii; and vii. which states . Build upon the Angelos Study, conduct a new market demand study, b) land use suitability analysis, to determine targeted industries, including potentially new fine-dining and family-style restaurants. Conduct a facilitated Developer Roundtable testing the results of the market analysis and gauging interest, propensity for investment and risk, and potential incentives package, i.e., land compatibility assessments (zoning/ land use compliance), etc.	65,000
		City Administrator's Adjustment	(65,000)

4	EastshoreActivity Hub Masterplan	Develop Masterplan to incorporate East shore and hospital for development by 2020. Economic development Vision Policy 5 which states: East shore Activity Hub: Beginning in 2017, design and complete development by 2020, as an eco-tourism activity hub, interconnecting with the new hospital and Healthy District theme. Also Infrastructure and Growth Leadership Vision Policy 6.a states: Small Area Plan: By 2018, establish, through Council adoption, a Small Area Plan (SAP) designating a "Healthy Hub", including and surrounding the new Hospital, and the east shore of Lake Apopka. The SAP should attract "high tech" business, higher education facilities and promote eco-tourism.	135,000
5	Gateway Monument Signage - design and locates	Grow Apopka 2025 Vision Plan - called for gateway signage identify Apopka. Design signage for permit and construction of gateway entry and wayfinding features. Font on signage to mimic that used on the City of Apopka's seal/logo. This is cost of design for all signage and locations.	60,000
6	Gateway Monument Signage	City Administrator's Adjustment Gateway signage and wayfinding - permitting and construction. Upon designUp to four major signs and up to six minor signs. Major signs, 75,000 each Minor signs: 7500 each	(60,000) 300,000 45,000
7	Update Land Development Code	City Administrator's Adjustment This funding is to complete the previously approved 2016-2017 budget LDC update.Project is scheduled for completion by April 2018	(345,000) 140,000
Total Cost			\$ 275,000



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>3400</u>
<b>Line Item Description</b>	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	Specific Purpose Studies	This includes professional services such as traffic studies (not related to development review); surveying; engineering or design studies not within the programmatic parameters of the capital budget; architectural design; surveys and property appraisals.	40,000

<b>Total Cost</b>	<b>\$ 40,000</b>
-------------------	------------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>4000</u>
<b>Line Item Description</b>	<u>Travel &amp; Per Diem</u>

Item	Description	Justification	Estimated Cost
1	FAPA - Florida American Planners Association, State Conference	6 hotel nights, registration (for 2)	1,750
2	Training conferences & workshops	APA, FAPA, MPO-transportation ~ State and local type training	500
3	FPZA - Florida Planning & Zoning Association, Conference	3 nights Hotel & travel	750
4	ICSC - International Council of Shopping Centers, conference	4 hotel nights/airfare/car rental	1,800
5	IIT - International Industrial Trade Show	4 hotel nights/airfare/car rental	1,800
6	FRA - Florida Redevelopment Association, conference	3 nights hotel, registration	800
		<i>Move to CRA Fund 610</i>	<i>(800)</i>
7	Per diem for conferences	Meals not covered by conference registration	650
		Conferences and travel include training and support for the economic development and redevelopment, and planning efforts. Also include required training for ongoing training required for certifications (AICP, FRA, IEDC) and supports the City's business climate.	
		<i>City Administrator's Adjustment</i>	<i>(3,775)</i>

<b>Total Cost</b>	<b>\$ 3,475</b>
-------------------	-----------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>4100</u>
<b>Line Item Description</b>	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
1	iPad and cover	One iPad and cover for Senior Planner. Will require accessibility to files and data. \$600 for iPad and \$45 per month for data service & MDM. <i>City Administrator's Adjustment</i>	645 (645)

Total Cost	\$	-
------------	----	---

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>4200</u>
<b>Line Item Description</b>	<u>Freight &amp; Postage</u>

Item	Description	Justification	Estimated Cost
1	Postage for Business Tax receipts	BTR Notices - 2400 Business Tax Audit Notices - 600 BTR Renewal completions - 1600 BTR Delinquency Notices - 1000	1,152 288 768 480
2	Postage for Engineering	Floodplain Education letters (CRS)-1000	480
3	Postage for Planning and Zoning	P&Z letters - 250	120
4	Postage for Community Development	Various letters and correspondence - 1000	480
5	Future Land Use Amendment	Large packaged transmitted to several state agencies. Approximately 4/year@50.00	200
6	Public Meeting Notices for Community Meetings	Approximately 4 per year	200

<b>Total Cost</b>	<b>\$ 4,168</b>
-------------------	-----------------

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Community Development-Planning 4020-515</i>
<b>Line Item #</b>	<i>4400</i>
<b>Line Item Description</b>	<i>Rentals and Leases</i>

Item	Description	Justification	Estimated Cost
1	Copier Lease	Community Deveopment Dept.-P&Z Division for Ricoh copier/printer	3,050
2	Copier Usage Fees	Usage Fee for copier	4,320

Total Cost	\$ 7,370
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	CDD & Eng. 2nd Floor City Hall renovation of hallway and department	More space is needed for personnel and conf. room renovation  move to 6300	100,000 (100,000)

Total Cost	\$	-
------------	----	---

<b>Fund</b>	<i>General Fund - 001</i>
<b>Department</b>	<i>Community Development-Planning 4020-515</i>
<b>Line Item #</b>	<i>4650</i>
<b>Line Item Description</b>	<i>Vehicle Maintenance</i>

Item	Description	Justification	Estimated Cost
1	Preventive and corrective maintenance of CDD vehicle	Oil changes, tires, etc. from normal wear & tear, needed to keep vehicle on the road.	1,000

Total Cost	\$ 1,000
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>4700</u>
<b>Line Item Description</b>	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
1	Business Cards	Business cards for existing and new employees \$80 for up to 8 employees	640
2	Copies of Development Plans	D-size copies, approx. \$20/month	240
3	Special Studies	Special studies and reprints of Vision Plan, CRA, Parking.	500
4	Fliers and brochures	New Business Checklist, project map and list used to promote economic activities.	750
5	Public Hearing Notice signs	Public Notice corrugated signs (400)	1,400
		City Administrator's Adjustment	(1,265)

<b>Total Cost</b>	<b>\$ 2,265</b>
-------------------	-----------------



Fund	General Fund - 001
Department	Community Development-Planning 4020-515
Line Item #	4900
Line Item Description	Other Charges

Item	Description	Justification	Estimated Cost
1	Recording Fees	Agreements, liens, plats, etc. for transportation, engineering, utilities, school - for costs not covered by developers or pass-through fees. \$10/page	500

Total Cost	\$ 500
------------	--------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>4902</u>
<b>Line Item Description</b>	<u>Legal Advertising</u>

Item	Description	Justification	Estimated Cost
1	Public Hearing Notices	Advertising requirements for development review. Council, Planning Commission, CRA, special meetings, etc.	35,000
		City Administrator's Adjustment	(12,000)

Total Cost	\$ 23,000
------------	-----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>5100</u>
<b>Line Item Description</b>	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	General Office Supplies	Paper, pads, pens, markers, files, etc.	11,000
		City Administrator's Adjustment	(1,000)
2	Office chairs	For new employees	500
3	Office furniture for vacant office	For City Engineer	4,000
		covered in FY17 Budget	(4,000)

Total Cost	\$ 10,500
------------	-----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	General Operating Supplies	General Items including DVD's, Desk calendars, storage boxes, etc.	1,500
2	Work Boots for Field Staff	Site inspection and field staff needs sturdy, safe and reliable protective footwear while working in construction sites in the field. \$150.00 per inspector.	150
3	Staff Uniforms	<i>City Administrator's Adjustment</i> It is critical that we begin to reshape our image in the office and the field. Due to the amount of interaction Community Development & Engineering Division staff has with the public it is imperative that we present a professional appearance at all times. It is especially important for field staff to be easily identifiable by contractors and homeowners when arriving to a site or knocking on a door. Office staff should also present a professional appearance to the public. This not only builds a sense of team and comradery, it also contributes to elevating the brand of Apopka. 5 uniforms @ \$60 per uniform, per 2 staff members for Eng. (\$600) & 2 Shirts per 10 CDD members. \$30.00 per shirt (\$600).	(150) 1,200
4	Computer and equipment: 27" monitor, computer, speakers, battery backup, office 365 subscription, MS Office license, VDI license, AcrobatPro, iPad, Cell phone, iPad data, Cell data.	<i>City Administrator's Adjustment</i> New employee equipment needs (Senior Planner)	(1,200) 3,500
5	Computer and equipment: two 27" monitors, computer, speakers, battery backup, office 365 subscription, MS Office license, VDI license, AcrobatPro	<i>Included in IT Budget</i> For two new employee positions: Assist. Planner Secretary II Basic setup for two at \$1750 each	(3,500) 3,200

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

General Fund - 001  
Community Development-Planning 4020-515  
5200  
Operating Supplies

Item	Description	Justification	Estimated Cost
6	Conference Room monitor	<i>Included in IT Budget</i> For plans display at meetings and plans review during staff group meetings	(3,200) 1,500
7	Plotter	<i>Included in IT Budget</i> Map and plan production for meeting, workshops and review	(1,500) 7,000
8	GIS system software/License	<i>Included in IT Budget</i>  GIS Users Group - each dept is responsible for it's own software/licensing to be used for mapping - roads, land use, zoning, transporation systems, overlay districts, etc.: ArcGIS Standard (3 licenses @ \$5,500 + \$1,200 maint)	(7,000)  23,100
		ERSI Spacial Analyst (3 @ \$2,500 ea)	7,500
		ERSI Network Analyst (3 @ \$2,500 ea)	7,500
9	Scanner for CDD Records Management	<i>move to IT</i> Scanning of department records is needed to eliminate the excess storage that has complied over the last 30 years. Approx. 500 to 800 2.5 sq. ft. storage boxes. Independent contracted services cost would be over \$100,000 for 500 boxes. Purchasing our own "production" scanner is cost efficient in that once the backlog is done, we could continue to scan files in house.	(38,100) 22,000
		<i>Included in IT Budget</i>	(22,000)

Total Cost	\$ 1,500
------------	----------

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	Gasoline for Planning Vehicle	Vehicle fuel for 2 (Eng. & CDD)	2,000

Total Cost	\$ 2,000
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost	
1	APA / FAPA / AICP Dues	6 Planners City Administrator' Adjustment	3,400 (567)	566.6667
2	Florida Planning and Zoning Association Membership dues	City Membership	150	
3	FRA - Florida Redevelopment Association Membership	City Membership	495	
4	FI, Dept. of Economic Oportunity, FRA Special District	Move to CRA Fund 610	175 (175)	move to CRA
5	ULI Dues		220	
6	FCCMA Dues	City Administrator' Adjustment	360 (360)	
7	ICMA dues	City Administrator' Adjustment	1,008 (1,008)	
8	ICSC dues		100	
9	Books and training manuals	ITE Trip Generation Manual and related documents 9th Edition; ITE Trip Generation Handbook 3rd Edition; Parking Generation 4th Edition; APA Planning manual	955	

<b>Total Cost</b>	<b>\$ 4,753</b>
-------------------	-----------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	FPZA conference	Cost for two employees to attend Florida Planning and Zoning Association State Conference	700
2	FRA conference	State conference for redevelopment	400
3	FAPA conference	Cost of two employees to attend the Florida Chapter of the American Planning Association Conference	700
4	ICSC Trade Show	Attend International Council of Shopping Centers Trade show. The largest retail/restaurant trade show in the nation. Potentially partner with Orlando EDC to utilize their facilities to Market Apopka to retail and restaurant use and brokers.	1,120
5	Industrial trade show	Select the appropriate industrial trade show to attend. Again potentially partner with the Orlando EDC to utilize their facilities to market to industrial and manufacturing uses and brokers.	1,000
6	CE's for AICP	Local Events to acquire Continuing Education credits	800
		This travel assists in implementing Economic Development Vision Policy 1.vi., Serve as the Business Development Ambassador, attend business trade shows and conferences to market the city's business climate and recruit new businesses to the City. Immediate and continuing	
		<i>City Administrator's Adjustment</i>	<i>(2,360)</i>

<b>Total Cost</b>	<b>\$ 2,360</b>
-------------------	-----------------



**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Planning 4020-515</u>
<b>Line Item #</b>	<u>6300</u>
<b>Line Item Description</b>	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	CDD & Eng. 2nd Floor City Hall renovation of hallway and department	More space is needed for personnel and conf. room renovation  <i>City Administrator's Adjustment</i>	100,000 <i>(100,000)</i>

Total Cost	\$	-
------------	----	---

## CITY OF AOPKA BUILDING INSPECTIONS

The Building Division administers and enforces regulatory codes and ordinances to protect local citizens. Codes enforced include the Florida Building Code System, and other codes related to fire, electrical, gas, plumbing, mechanical and accessibility issues. The City Building Code requires a permit for any new building addition, structure, remodeling work or demolition work. The City requires a permit so plans can be reviewed and work can be inspected for compliance with all building and fire codes.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	684,137
2017	BUDGET	677,350
2017	ESTIMATE	677,850
2018	REQUESTED	669,547

### GOALS:

- Building Permits will be processed in a timely manner.
- Building inspections will be scheduled within 24 hours of a request.
- Provide excellent customer service and accurate information.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of permits processed	4,355	4,752	5,394	13.51%
avg # of days for processing permit	7	15	14	-6.67%
# of inspections processed	12,485	13,840	15,465	11.74%
Building plans reviewed	942	1,060	1,066	0.57%

**CITY OF APOPKA  
BUILDING INSPECTIONS**

	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	418,379	443,420	443,420	442,104
1210 LONGEVITY PAY	2,502	2,174	2,174	2,294
1400 OVERTIME	2,131	5,000	5,000	5,000
2100 F.I.C.A.	31,162	34,470	34,470	34,379
2200 RETIREMENT CONTRIBUTION	68,843	73,897	73,897	73,701
2300 LIFE AND HEALTH INSURANCE	68,936	83,388	83,388	74,289
2400 WORKERS COMPENSATION	1,354	2,067	2,067	2,072
<b>TOTAL</b>	<b>593,307</b>	<b>644,416</b>	<b>644,416</b>	<b>633,839</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
4200 FREIGHT & POSTAGE	99	500	500	250
4400 RENTAL & LEASES	-	3,672	3,672	3,672
4600 REPAIR AND MAINTENANCE	1,256	-	500	-
4650 VEHICLE MAINTENANCE	3,668	5,000	5,000	3,500
4700 PRINTING SERVICES	87	1,100	1,100	1,100
5100 OFFICE SUPPLIES	1,553	1,985	1,985	6,250
5200 OPERATING SUPPLIES	2,953	7,068	7,068	4,800
5250 FUEL & GASOLINE	3,068	3,000	3,000	4,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	178	2,574	2,574	1,189
5500 TRAINING	997	8,035	8,035	10,947
<b>TOTAL</b>	<b>13,859</b>	<b>32,934</b>	<b>33,434</b>	<b>35,708</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDINGS	-	-	-	-
6400 EQUIPMENT	76,971	-	-	-
<b>TOTAL</b>	<b>76,971</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COST</b>	<b>\$ 684,137</b>	<b>\$ 677,350</b>	<b>\$ 677,850</b>	<b>\$ 669,547</b>

# CITY OF AOPKA BUILDING INSPECTIONS

## STAFFING ANALYSIS

### NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
BUILDING OFFICIAL	1	1	1
MULTIPLE CODE INSPECTOR	3	3	3
PLANS EXAMINER	0	0	0
SECRETARY III	1	1	1
SECRETARY I	2	2	2
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>

## CAPITAL OUTLAY

6200 - Building	\$ -
6300 - Infrastructure	\$ -
6400 - Equipment	\$ -
<b>Total Capital Outlay</b>	<b>\$ -</b>

**CITY OF AOPKA  
STAFFING REQUEST FORM  
FISCAL YEAR 2017-18**

**Fund**  
**Department**  
**Division**

General Fund - 001

Community Development-Building 4021-524

Position Title	Justification	Anticipated Salary/Grade
Multiple Code Inspectors (2)	Building has experienced a continued increase in plans review and processing over the last year. With multiple development projects coming online throughout the City, new staff levels need to be attained to compensate for the amount of development we have and especially will have. With over 12,000 inspections expected for FY 2017, that's over 117 /week or 15/day. Time at each site is needed to assure proper adherence to and especially safety to all the codes. some days are heavier which makes inspections even more criticle. In addition, upcoming development will push for more inspections. Grade 117 for 2 positions at \$61,213 ea (mid-level)	122,426
	plus benefits	42,849
	City Administrator's Adjustment	(82,638)
Plans Examiner	At this time Apopka has only one person in Building that can review and approve building plan. FOr a City of this soze and with the growth we've experienced and have coming, another person to review and approve plans is criticle. With multiple development projects are coming online throughout the City, new staff levels need to be attained to compensate for the amount of development we have and especially will have. Grade 119 (mid-level)	67,489
	plus benefits	23,621
Permit Clerks (2)	Building has experienced a continued increase in plans review and processing over the last year. With multiple development projects coming online throughout the City, new staff levels need to be attained to compensate for the amount of development we have and especially will have. Over 4,100 permits are expected to be processed for FY 2017. Along with processing construction plans, additional staff is required to provide the efficiency needed, and expected by our residents and builders. Any slowdown in processing could result in economic development issues. Grade 107 for 2 positions at \$37,581 ea (mid-level)	75,162
	plus benefits	26,307
	City Administrator's Adjustment	(50,734)
Secretary II	Building has experienced a continued increase in plans review and processing over the last year. With multiple development projects coming online throughout the City, new staff levels need to be attained to compensate for the amount of development we have and especially will have. The Building & Safety Official needs assistance and coordination with staff levels and review processing. Grade 110 (mid-level)	43,502
	plus benefits	15,226
	City Administrator's Adjustment	(58,728)
		224,482

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>4100</u>
<b>Line Item Description</b>	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
1	3 Cell Phones	New inspectors plans examiner will require phones for accessibility in the field. Provides access to inspectors from office, homeowners, contractors, etc. By issuing cell phones to inspectors, contractors and homeowners will have free access to get questions answered; or coordinate inspection schedules or request reinspections without tying up the permit techs. This will improve customer service, efficiency and productivity. \$65 per phone, per month for service & text archive/MDM	2,340
		Move to IT	(2,340)
2	3 iPads	New inspectors & plans examiner will require accessibility to files and data. \$600 per iPad (\$1,800) and \$45 per month for data service & MDM (\$540)	2,340
		Move to IT	(2,340)

Total Cost	\$	-
------------	----	---

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>4200</u>
<b>Line Item Description</b>	<u>Freight &amp; Postage</u>

Item	Description	Justification	Estimated Cost
1	Postage for Building Division	Postage for mail notifications of permit expirations, fee requirements, stop work orders, license expirations, etc.	500
		City Administrator's Adjustment	(250)

Total Cost	\$	250
------------	----	-----

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>4400</u>
<b>Line Item Description</b>	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
1	Copier Lease	Community Development Dept.-P&Z Division for Ricoh copier/printer	3,050
2	Copier Usage Fees	Usage Fee for copier	4,320
		City Administrator's Adjustment	(3,698)

Total Cost	\$ 3,672
------------	----------



**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	CDD & Eng. 2nd Floor City Hall renovation of hallway and department.	More space is needed for personnel and conf. room renovation	100,000
		City Administrator's Adjustment	(100,000)

Total Cost	\$	-
------------	----	---

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>4650</u>
<b>Line Item Description</b>	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	Preventive and corrective maintenance of CDD vehicle	Oil changes, tires, etc. from normal wear & tear, needed to keep vehicle on the road. Total 7 vehicles - 4 existing and 3 new (for inspectors)	7,000
		City Administrator's Adjustment	(3,500)

Total Cost	\$ 3,500
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>4700</u>
<b>Line Item Description</b>	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
1	Business Cards	Business Cards for New employees and replacement cards for existing employees. \$80 for up to 10 employees	800
2	Copies of Development Plans	The department provides copies of plans to various departments depending upon the need and to outside agencies and individuals upon request.	500
		City Administrator's Adjustment	(200)

Total Cost	\$ 1,100
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>5100</u>
<b>Line Item Description</b>	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	General Office Supplies	Paper, pads, pens, markers, files, etc.	5,000
		City Administrator's Adjustment	(2,500)
2	Office chairs	For new employees (4 at \$250 ea)	1,000
		City Administrator's Adjustment	(250)
3	Office furniture for 2	For Plans examiner/inspector & Admin.	
		Assist. (\$3,000 ea)	6,000
		City Administrator's Adjustment	(3,000)

Total Cost	\$ 6,250
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	General Operating Supplies	Blank CD's, desk calendars, storage boxes, as well as other general items	2,000
2	Work Boots for Field Staff	Field staff needs sturdy, safe and reliable protective footwear while working in construction sites in the field. \$150.00 per inspector. 7 total	1,050
3	Field Uniforms for staff	City Administrator's Adjustment (5 total) It is critical that we begin to reshape our image in the office and the field. Due to the amount of interaction Building Division Staff has with the public it is imperative that we present a professional appearance at all times. It is especially important for field staff to be easily identifiable by contractors and homeowners when arriving to a site or knocking on a door. Office staff should also present a professional appearance to the public. This not only builds a sense of team and comradery, it also contributes to elevating the brand of Apopka. 5 uniforms @ \$60 per uniform, per 7 staff members for field inspectors (\$2100) & 2 Shirts-per 6 permit clerk/tech members. —\$30.00 per shirt (\$360). City Administrator's Adjustment	(300)
4	Computer and equipment: two 27" monitors each, computer, speakers, battery backup, office 365 subscription, MS Office license, VDI license, AcrobatPro, building permit software (IMS).	For four new positions: New Building Clerks (2); Building Admin.; Plans Examiner/Inspector - employee needs (\$2,169 each) Move to IT	2,460 (960)
5	Dymo labelwriter (or equivalent)	For filing	100
6	Rolling Cart	Large file tranfers and moving	150
7	Folding ladders for inspectors	3 ladders @ 300 each City Administrator's Adjustment	900 (600)

<b>Total Cost</b>	<b>\$ 4,800</b>
-------------------	-----------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	Gasoline for Building vehicles	Vehicle fuel for inspectors (7). As the City boundaries increase in size and travel times become longer additional fuel will be needed. Additional staff will also require more vehicles and more fuel.	10,500
		City Administrator's Adjustment	(6,500)

<b>Total Cost</b>	<b>\$ 4,000</b>
-------------------	-----------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	2014 Florida Building Codes, Complete Set: Building, Accessibility, Energy, Test Protocol for HVHZ, Plumbing, Mechanical, Fuel Gas, Residential, and Existing Building Codes.	Aids and backup for plans examining and inspectors. Need Loose Leaf (\$454) and PDF Download (\$430)	884
2	BOAF, Building Official Association of Florida	Membership for Building Official (\$50) and 6 staff (Inspectors and Plans Examiner @ \$20 ea = \$120)	170
3	ICC Membership	Building Official membership	135

<b>Total Cost</b>	<b>\$ 1,189</b>
-------------------	-----------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	BOAF, Building Officials Association of Florida ~ Inspector Cross Training	Cross training for the building inspectors is needed to allow for one inspector to do multiple inspections (rather than at least four separate inspectors to one site) that include Building, Electrical, Mechanical and Plumbing. 5 inspectors @ \$3,000 ea <b>City Administrator's Adjustment</b>	15,000 (9,000)
2	BOAF Online Course Ethics	Online training for Building personnel. 7 at \$49 ea.	343
3	Plan Examiner Post Application	Two Building Inspector Plan Examiner Apps. @ \$495 ea	990
4	Plan Examiner Test	Two Building Inspector Plan Examiner Tests. \$199 ea	398
5	ICC Property Maintenance Education and Test	Five Continuing Education courses for Building Clerks/Techs. \$199 ea	995
6	ICC Zoning Education and Test	Four Continuing Education courses for Building Clerks/Techs. \$199 ea	796
7	Adobe Acrobat Pro Class with books and test	Continuing Education and efficiency training for Building Clerk. Course \$395, Books \$85 = \$480	480
8	BOAF Annual Conference	For Building Official - Registration, Hotel, per diem	800
9	BOAF 3-day Code Training Seminar	Building Official Continuing Education	145

Total Cost	\$ 10,947
------------	-----------



**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>General Fund - 001</u>
<b>Department</b>	<u>Community Development-Building 4021-524</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
1	3 Ford Escape (or equivalent)	New inspectors will require vehicles. Ford Escape is a good basic vehicle for inspections for several reasons. It is easy to outfit with a mobile laptop for inspections, can handle the wear and tear of construction sites, the engine is reliable, and it has the ability to carry tools and ladders for inspections.(\$21,700)	69,000
2	Folding ladders for inspectors	City Administrator's Adjustment 3 ladders @ 300 each moved to 5200-not capital	(47,300) 900 (900)

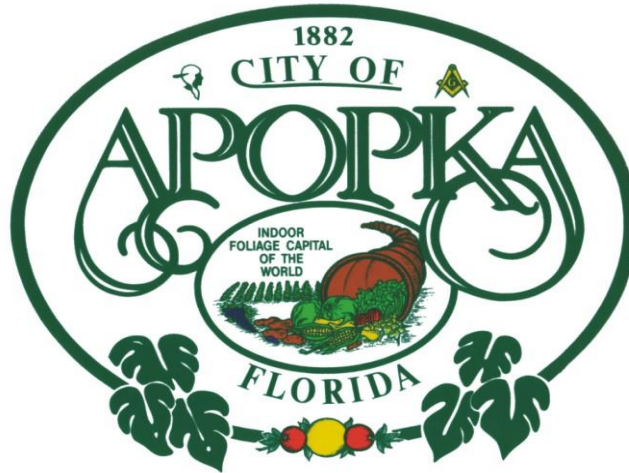
<b>Total Cost</b>	<b>\$ 21,700</b>
-------------------	------------------

**CITY OF APOPKA  
DEBT SERVICE**

		<b>ADOPTED BUDGET FY 2016-17</b>	<b>PROPOSED BUDGET FY 2017-18</b>	<b>PERCENT CHANGE</b>
<b>PRINCIPAL</b>				
7100	BB&T - FIRE TRUCKS - 10 YR LEASE	107,989	109,933	1.80%
7101	MOTOROLA - COMMUNICATIONS LEASE	589,541	596,615	1.20%
7160	MCBRIDE MORTGAGE - 20 YR	30,750	30,750	0.00%
7170	FLC REVENUE BOND - 12/2018	155,000	165,000	6.45%
7181	RECREATION REVENUE NOTE	505,000	520,000	2.97%
7182	WI-FI REVENUE NOTE	294,202	-	-100.00%
7183	BOA NOTE - CNG FUEL ISLAND	120,000	122,000	1.67%
7184	Hancock - 2015	205,000	208,000	1.46%
7185	EDMUNDS - FINANCIAL SOFTWARE (2016)	46,219	46,219	0.00%
7186	Hancock - 2016	325,000	367,000	12.92%
7187	STRYKER - STRETCHERS (2016)	54,325	54,325	0.00%
7188	MOTOROLA - RADIO UPGRADES (2016)	270,000	270,000	0.00%
7189	MOTOROLA - TOWER LEASE	-	252,644	100.00%
7190	TORO FINANCING	-	70,419	100.00%
7191	2017 LOAN - TBD	-	400,000	100.00%
<b>INTEREST</b>				
7200	BB&T - FIRE TRUCKS - 10 YR LEASE	14,364	12,420	-13.53%
7201	MOTOROLA - COMMUNICATIONS LEASE	17,942	10,825	-39.67%
7260	MCBRIDE MORTGAGE - 20 YR	4,493	2,995	-33.34%
7270	FLC REVENUE BOND - 12/2018	21,656	13,257	-38.78%
7271	FLC REVENUE BOND - 12/2018	-	-	100.00%
7281	RECREATION REVENUE NOTE	129,675	109,980	-15.19%
7282	WI-FI REVENUE NOTE	-	-	100.00%
7283	BOA NOTE - CNG FUEL ISLAND	18,528	16,205	-12.54%
7284	Hancock - 2015	11,264	7,816	-30.61%
7286	Hancock - 2016	23,109	18,300	-20.81%
7289	MOTOROLA - TOWER LEASE	-	51,425	100.00%
7290	TORO FINANCING	-	4,933	100.00%
7291	2017 LOAN - TBD	-	-	100.00%
<b>TOTAL PRINCIPAL AND INTEREST</b>		<b>2,944,057</b>	<b>3,404,703</b>	<b>15.65%</b>

**CITY OF APOPKA  
TRANSFERS**

<b>TRANSFERS AND OTHER</b>				
9001	TRANSFER TO STREET IMPROVEMENT FUND	590,102	622,360	5.47%
9141	TRANSFER TO WATER/SEWER FUND	-	-	-
9111	TRANSFER TO GRANT FUND	6,000	6,000	0.00%
<b>TOTAL TRANSFERS AND OTHER</b>		<b>596,102</b>	<b>628,360</b>	<b>5.41%</b>
<b>TOTAL BUDGET</b>		<b>\$ 3,540,159</b>	<b>\$ 4,033,063</b>	<b>13.92%</b>



## **SPECIAL REVENUE FUNDS**

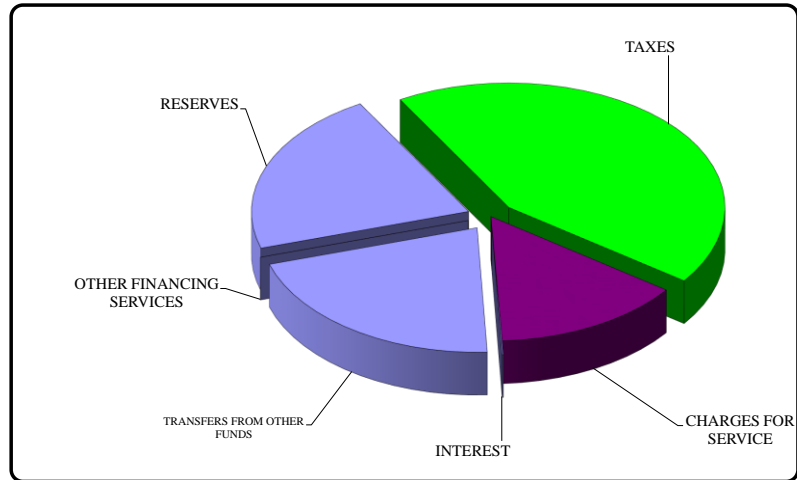
STREET IMPROVEMENT FUNDS  
TRANSPORTATION IMPACT FEES FUND  
RECREATION IMPACT FEES FUND  
FIRE IMPACT FEES FUND  
POLICE IMPACT FEES FUND  
STORMWATER FUND  
SPECIAL ASSESSMENTS FUND  
GRANTS FUND  
COMMUNITY REDEVELOPMENT FUND

**CITY OF APOPKA**  
**STREET IMPROVEMENTS**

**CITY OF AOPKA  
STREET IMPROVEMENT FUND**

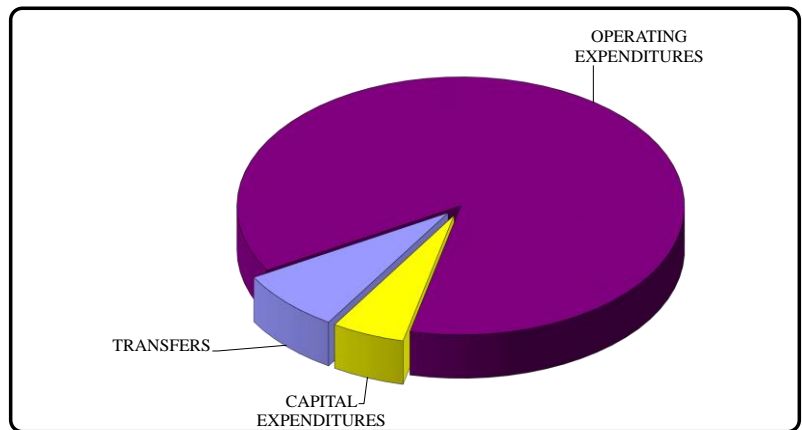
**STREET IMPROVEMENT FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2017-18**



**TOTAL REVENUE      \$      3,776,001**

	<u>TOTALS</u>	<u>%age of TOTAL</u>
TAXES	1,638,000	43.38%
CHARGES FOR SERVICE	533,500	14.13%
INTEREST	3,000	0.08%
TRANSFERS FROM OTHER FUNDS	792,280	20.98%
OTHER FINANCING SERVICES	-	0.00%
RESERVES	809,221	21.43%
<b>TOTAL REVENUE</b>	<b>\$      3,776,001</b>	<b>100%</b>



**TOTAL EXPENDITURES      \$      3,776,001**

	<u>TOTALS</u>	<u>%age of TOTAL</u>
OPERATING EXPENDITURES	\$      3,284,585	86.99%
CAPITAL EXPENDITURES	199,550	5.28%
TRANSFERS	291,866	7.73%
<b>TOTAL EXPENDITURES</b>	<b>\$      3,776,001</b>	<b>100%</b>

**CITY OF APOPKA  
STREET IMPROVEMENT FUND**

**STREET IMPROVEMENT FUND BUDGET SUMMARY**

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b>FUND BALANCE, OCTOBER 1</b>	<b>\$ 836,957</b>	<b>\$ 1,393,468</b>	<b>\$ 1,393,468</b>	<b>\$ 876,916</b>
<b>ADD REVENUES:</b>				
312-4100 GAS TAX	1,448,906	1,638,000	1,610,547	1,638,000
344-9001 FDOT ROAD MAINT AGMT	333,733	78,000	157,605	106,000
344-9002 LANDFILL REVENUE	168,750	112,500	172,198	112,500
349-1000 STREET LIGHT SURCHARGE	277,488	308,000	308,000	315,000
361-1000 INTEREST	3,704	2,500	2,505	3,000
369-9000 MISCELLANEOUS	-	-	-	-
381-0010 TRANSFER FROM GENERAL FUND	523,407	590,102	590,102	622,360
381-1200 TRANSFER FROM STORMWATER	141,000	158,321	158,321	169,920
389-0009 CARRYOVER APPROPRIATIONS	-	642,448	-	809,221
389-1000 OTHER FINANCING SOURCES	30,000	-	-	-
<b>TOTAL REVENUES</b>	<b>2,926,988</b>	<b>3,529,871</b>	<b>4,392,746</b>	<b>3,776,001</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENDITURES	2,204,158	3,211,371	3,197,330	3,284,585
CAPITAL EXPENDITURES	166,319	318,500	318,500	199,550
<b>TRANSFERS OUT:</b>				
TRANSFER TO GENERAL FUND	-	-	-	291,866
<b>TOTAL EXPENDITURES</b>	<b>2,370,477</b>	<b>3,529,871</b>	<b>3,515,830</b>	<b>3,776,001</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b>\$ 1,393,468</b>	<b>\$ 751,020</b>	<b>\$ 876,916</b>	<b>\$ 67,695</b>

## CITY OF AOPKA STREET IMPROVEMENTS

The Street Improvements Division performs functions relating to street right-of-way maintenance such as sidewalks, potholes, curbs, street sweeping, traffic regulatory signage, street lighting, tree trimming and mowing, edging and street identification signs.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	1,995,062
2017	BUDGET	3,215,294
2017	ESTIMATE	3,204,128
2018	REQUESTED	3,461,872

### GOALS:

- To improve our safety
- To improve the working knowledge/educate our employee's
- Establish an inventory of roads that need repairs & striping and priority same
- Establish an inventory of sidewalks that need repairs and priority same
- Set up program for change out of regulatory signs to comply with mandate on retroreflectivity
- Create 5 year plan for aging equipment

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of work orders completed	934	1200	1500	25%
# of sidewalk/curb repairs	30	300	500	67%
# of new sidewalks installed	2	5	20	300%
# of potholes filled	20	200	300	50%
# of street lights repairs	42	75	75	0%
# of street signs installed	150	350	500	43%

**CITY OF APOPKA  
STREET IMPROVEMENTS**

**LINE ITEM DETAIL**

	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	267,897	330,577	330,577	336,380
1210 LONGEVITY PAY	1,472	1,101	1,101	588
1400 OVERTIME	22,793	18,828	18,828	18,828
1600 OTHER REIMBURSED ALLOWANCES	475	480	480	960
2100 F.I.C.A.	21,332	26,850	26,850	27,292
2200 RETIREMENT CONTRIBUTION	47,519	57,561	57,561	58,508
2300 LIFE AND HEALTH INSURANCE	52,153	68,128	68,128	65,326
2400 WORKERS COMPENSATION	6,411	17,638	17,638	17,944
<b>TOTAL</b>	<b>420,052</b>	<b>521,163</b>	<b>521,163</b>	<b>525,826</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	-	-	-	-
3200 AUDIT SERVICES	-	-	-	-
4100 COMMUNICATIONS	-	2,996	-	-
4200 FREIGHT & POSTAGE	130	140	-	150
4300 UTILITY SERVICES	639,961	45,000	45,000	70,450
4310 STREETLIGHTS	681,998	1,269,787	1,300,000	1,264,721
4400 RENTAL & LEASES	13,035	22,688	20,000	27,688
4600 REPAIR AND MAINTENANCE	29,518	106,332	106,000	87,000
4607 ROAD RESURFACING	-	686,500	686,000	600,000
4612 STREET STRIPPING	187	40,000	40,000	60,000
4650 VEHICLE MAINTENANCE	32,046	41,000	41,000	50,000
4900 OTHER CHARGES	11,310	26,000	15,240	31,500
5100 OFFICE SUPPLIES	381	1,489	800	800
5200 OPERATING SUPPLIES	18,850	18,295	18,295	43,540
5201 MEDIAN LANDSCAPING	524	10,000	10,000	56,000
5203 SIDEWALK/CURB REPAIRS	22,146	49,438	43,830	80,000
5204 UTILITY SERVICES-STREET LIGHTS	13,168	30,166	15,000	30,000
5205 GRAFFITI REMOVAL	-	2,000	2,000	2,000
5250 FUEL & GASOLINE	17,200	10,000	10,000	21,000
5300 ROAD MATERIALS & SUPPLIES	8,938	12,500	10,000	18,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	-	-	500
5500 TRAINING	419	1,300	1,300	1,300
<b>TOTAL</b>	<b>1,489,811</b>	<b>2,375,631</b>	<b>2,364,465</b>	<b>2,444,649</b>



**CITY OF APOPKA  
STREET IMPROVEMENTS**

**LINE ITEM DETAIL**

	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
<b>CAPITAL OUTLAY:</b>				
6100 LAND	33,676	-	-	-
6200 BUILDINGS	-	-	-	-
6300 INFRASTRUCTURE	-	-	-	-
6303 ROAD RESURFACING	-	-	-	-
6306 SIDEWALK NEW CONSTRUCTION	-	50,000	50,000	100,000
6400 EQUIPMENT	51,523	268,500	268,500	99,550
<b>TOTAL</b>	<b>85,199</b>	<b>318,500</b>	<b>318,500</b>	<b>199,550</b>
<b>TRANSFERS:</b>				
9300 TRANSFER TO GENERAL FUND	-	-	-	291,847
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>291,847</b>
<b>TOTAL COST</b>	<b><u>\$ 1,995,062</u></b>	<b><u>\$ 3,215,294</u></b>	<b><u>\$ 3,204,128</u></b>	<b><u>\$ 3,461,872</u></b>

**CITY OF APOPKA  
STREET IMPROVEMENTS**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
OPERATIONS & MAINTENANCE MANAGER	1	1	1
STREET FOREMAN	1	1	1
MAINTENANCE WORKER II	2	2	2
MAINTENANCE WORKER I	3	3	3
TRAFFIC OPERATIONS TECHNICIAN	1	1	1
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>

**CAPITAL OUTLAY**

6200 - Building	<u>          </u> \$ -
6304 - Sidewalks New Construction	<u>          </u> \$ -
6400 - Equipment	<u>          </u> \$ -
<b>Total Capital Outlay</b>	<b>\$ -</b>

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Street Improvement Fund 101</u>
<b>Department</b>	<u>Six Cent Gas Tax 3412-541</u>
<b>Line Item #</b>	<u>4100</u>
<b>Line Item Description</b>	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
1	Stand-by Cell Phone Centrylink (\$52 / mo.) 407-814-7563	Standby phone of contacting standby person on off hours	480
2	Traffic light on Park Ave	Centrylink (phone link to Park Ave. Traffic Light	624
3	Centrylink (\$52 / mo.)407-880-8371	Computer at 8th St	624
4	Centrylink (\$52 / mo.) 407-886-2279	Traffic light on Benbow	624
5	Centrylink (\$52 / mo.) 407-886-8844	Computer at 8th St	624
		Included in IT Budget	(2,976)

<b>Total Cost</b>	<b>\$ -</b>
-------------------	-------------

Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	4200
Line Item Description	Freight & Postage

Total Cost	\$ 150
------------	--------

Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	4300
Line Item Description	Utility Services

Item	Description	Justification	Estimated Cost
1	Electric Costs	305 East 8th Street (8th & Highland Compound)	2,800
2	Flash Signals	Electric Costs 15 Locations	4,200
3	Traffic Signals	Electric Costs 36 Locations	59,700
4	Water, sewer and garbage	305 East 8th Street (8th & Highland Compound)	1,750
5	Irrigation Meters	Electric Cost in 9 Medians around the City.	2,000

Total Cost	\$ 70,450
------------	-----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Street Improvement Fund 101</u>
<b>Department</b>	<u>Six Cent Gas Tax 3412-541</u>
<b>Line Item #</b>	<u>4310</u>
<b>Line Item Description</b>	<u>Utility Services- Street Lights</u>

Item	Description	Justification	Estimated Cost
1	City Wide Lighting	Street light cost	550,000
2	Street Lighting on SR 436 from Line Drive to McGee Rd.	Cost of Power	8,500
3	Downtown Street Light Phases 1-4, includes Main St. (US 441):McGee to Hawthorne; Park Ave: Oak Ave: Oak to 11th St. to 3rd St; etc.	Street light cost	205,000
4	<b>Northwest Recreation Complex</b> Street light Jason Dwelley, Around Pond	Cost of Power	53,000
5	Subdivision Lighting	Printed List - see next page	692,221
		City Administrator's Adjustment	(244,000)

Total Cost	\$ 1,264,721
------------	--------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FOR  
FISCAL YEAR 2017-18**

Fund Street Improvement Fund 101  
Department Six Cent Gas Tax 3412-541  
Line Item # 4310  
Line Item Description Utility Services- **Street Lights**  
Subdivisions

HOA	Fixture Type	Pole Type	# OF POLE	COST / LIGHT	COST TO CITY	COST TO HOA	CITY COST/YR.	HOA COST/YR.	TOTAL COST / YR.
Arbor Ridge Ph. 1	Ocala	Colonial	154	24.07	\$14.62	\$9.45	\$27,017.76	\$17,463.60	\$44,481.36
Arbor Ridge Ph. 2	Ocala	Colonial	36	24.07	\$14.62	\$9.45	\$6,315.84	\$4,082.40	\$10,398.24
Arbor Ridge Ph. 3	Ocala	Colonial	26	24.07	\$14.62	\$9.45	\$4,561.44	\$2,948.40	\$7,509.84
Arbor Ridge Ph. 4	Ocala	Colonial	41	24.07	\$14.62	\$9.45	\$7,193.04	\$4,649.40	\$11,842.44
Arbor Ridge Ph. 5	Ocala	Colonial	35	24.07	\$14.62	\$9.45	\$6,140.40	\$3,969.00	\$10,109.40
Chandler Estates	Ocala	Victorian	68	28.15	\$14.62	\$13.53	\$11,929.92	\$11,040.48	\$22,970.40
Charleston Park	Ocala	Colonial	21	24.07	\$14.62	\$9.45	\$3,684.24	\$2,381.40	\$6,065.64
Christiana Gardens	Biscayne	Victorian	18	37.07	\$14.62	\$22.45	\$3,157.92	\$4,849.20	\$8,007.12
Clayton Estates	Ocala	Victorian	52	28.15	\$14.62	\$13.53	\$9,122.88	\$8,442.72	\$17,565.60
Emerald Cove Ph. 1&2	Ocala	Colonial	39	24.07	\$14.62	\$9.45	\$6,842.16	\$4,422.60	\$11,264.76
Emerson Park	Ocala	Victorian	69	28.15	\$14.62	\$13.53	\$12,105.36	\$11,202.84	\$23,308.20
Errol Vista	Sebring	Fiberglass	18	19.09	\$14.62	\$4.47	\$3,157.92	\$965.52	\$4,123.44
Lake Doe Cove Ph. 1&2	Ocala	Victorian	27	28.15	\$14.62	\$13.53	\$4,736.88	\$4,383.72	\$9,120.60
Lake Doe Cove Ph. 3	Ocala	Victorian	55	28.15	\$14.62	\$13.53	\$9,649.20	\$8,929.80	\$18,579.00
Lake Doe Cove Ph. 4	Ocala	Victorian	31	28.15	\$14.62	\$13.53	\$5,438.64	\$5,033.16	\$10,471.80
Lake Heiniger Estates	Ocala	Colonial	25	24.07	\$14.62	\$9.45	\$4,386.00	\$2,835.00	\$7,221.00
Lake Pleasant Cove	Ocala	Victorian	34	28.15	\$14.62	\$13.53	\$5,964.96	\$5,520.24	\$11,485.20
Lake Todd	Ocala	Colonial	17	24.07	\$14.62	\$9.45	\$2,982.48	\$1,927.80	\$4,910.28
Landings at RS	Ocala	Victorian	10	28.15	\$14.62	\$13.53	\$1,754.40	\$1,623.60	\$3,378.00
Marbella Reserve	Ocala	Colonial	19	24.07	\$14.62	\$9.45	\$3,333.36	\$2,154.60	\$5,487.96
Maudehelen Ph. 1	Ocala	Victorian	74	28.15	\$14.62	\$13.53	\$12,982.56	\$12,014.64	\$24,997.20
Maudehelen Ph. 2	Ocala	Victorian	43	28.15	\$14.62	\$13.53	\$7,543.92	\$6,981.48	\$14,525.40
Oak Hill Reserve Ph. 1	Ocala	Colonial	54	24.07	\$14.62	\$9.45	\$9,473.76	\$6,123.60	\$15,597.36
Oak Hill Reserve Ph. 2&3	Ocala	Colonial	88	24.07	\$14.62	\$9.45	\$15,438.72	\$9,979.20	\$25,417.92
Parkside at Errol Ph. 1	Ocala	Victorian	59	28.15	\$14.62	\$13.53	\$10,350.96	\$9,579.24	\$19,930.20
Parkside at Errol Ph. 2	Ocala	Victorian	65	28.15	\$14.62	\$13.53	\$11,403.60	\$10,553.40	\$21,957.00
Parkside at Errol Ph. 3	Ocala	Victorian	35	28.15	\$14.62	\$13.53	\$6,140.40	\$5,682.60	\$11,823.00
Pittman Estates	Biscayne	Victorian	69	37.07	\$14.62	\$22.45	\$12,105.36	\$18,588.60	\$30,693.96
RSR Ph. 1, 2, 6a&6b	Biscayne	Victorian	284	37.07	\$14.62	\$22.45	\$49,824.96	\$76,509.60	\$126,334.56
RSR Ph. 3	Biscayne	Victorian	35	37.07	\$14.62	\$22.45	\$6,140.40	\$9,429.00	\$15,569.40
RSR Ph. 4a	Biscayne	Victorian	48	37.07	\$14.62	\$22.45	\$8,421.12	\$12,931.20	\$21,352.32
RSR Ph. 4b, 5a,5b,5c	Biscayne	Victorian	147	37.07	\$14.62	\$22.45	\$25,789.68	\$39,601.80	\$65,391.48
Stoneywood Ph. 1&2	Sebring	Colonial	46	18.9	\$14.62	\$4.28	\$8,070.24	\$2,362.56	\$10,432.80
Superior Commerce Park	Ocala	Victorian	18	28.15	\$14.62	\$13.53	\$3,157.92	\$2,922.48	\$6,080.40
Vicks Landing	Ocala	Colonial	19	24.07	\$14.62	\$9.45	\$3,333.36	\$2,154.60	\$5,487.96
Wekiva Crest	Ocala	Colonial	19	24.07	\$14.62	\$9.45	\$3,333.36	\$2,154.60	\$5,487.96
<b>Future Subdivisions</b>									
Lake Doe Reserve			27	27.46	\$14.62	\$12.84	\$4,736.88	\$4,160.16	\$8,897.04
Lester Ridge			35	33.2	\$14.62	\$18.58	\$6,140.40	\$7,803.60	\$13,944.00
<b>Miscellaneous Future Subs</b>									\$10,000.00
							\$343,862.40	\$348,357.84	\$692,220.24

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Street Improvement Fund 101</u>
<b>Department</b>	<u>Six Cent Gas Tax 3412-541</u>
<b>Line Item #</b>	<u>4400</u>
<b>Line Item Description</b>	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
1	RR. Lease #625261	34-020 Lake Doe Lease	2,386
2	RR. Lease #625264	34-034 Marshall Leak Shared with Orange County	3,600
3	RR Lease #625266	34-032 4th St & Lake Ave	2,386
4	RR Lease #625267	34-019 Lake Ave	2,386
5	RR Lease #625269	Park Ave	2,386
6	RR Lease #625271	34-017 8th Street	2,386
7	RR Lease #625272	34-035 Robinson	2,386
8	RR Lease #625276	34-015 Lakeville	2,386
9	RR Lease Bradshaw	Bradshaw	2,386
10	Miscellaneous Emergency Equipment Rental	MOT Rentals for repairs, Traffic control, etc.	5,000

<b>Total Cost</b>	<b>\$ 27,688</b>
-------------------	------------------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Street Improvement Fund 101</u>
<b>Department</b>	<u>Six Cent Gas Tax 3412-541</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	436 Street Lights	PM maintenance preformed on 436 Steet lights	15,000
2	Building Maintenance	8th and Highland Compound	4,000
3	Flashing Signals	Monthly Maintenance 15 @ \$300	4,500
4	Miscellaneous Loop Repair	Loop Repairs throughout the City	25,000
5	Signal Maintenance	Preventive maintenance on 34 traffic lights throughout the City @ \$1500	51,000
6	Traffic Signal LED Replacement/Maintenance	Red, Green, Yellow color replacement and maintenance	15,000
		City Administrator's Adjustment	(27,500)

<b>Total Cost</b>	<b>\$ 87,000</b>
-------------------	------------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Street Improvement Fund 101</u>
<b>Department</b>	<u>Six Cent Gas Tax 3412-541</u>
<b>Line Item #</b>	<u>4607</u>
<b>Line Item Description</b>	<u>Road Resurfacing</u>

Item	Description	Justification	Estimated Cost
1	Road Resurfacing throughout the city	General Maintenance, repaving of city roads that are in poor condition	600,000

Total Cost	\$ 600,000
------------	------------

<b>Fund</b>	<i>Street Improvement Fund 101</i>
<b>Department</b>	<i>Six Cent Gas Tax 3412-541</i>
<b>Line Item #</b>	<i>4612</i>
<b>Line Item Description</b>	<i>Street Stripping</i>

Total Cost	\$ 60,000
------------	-----------

<b>Fund</b>	<i>Street Improvement Fund 101</i>
<b>Department</b>	<i>Six Cent Gas Tax 3412-541</i>
<b>Line Item #</b>	<i>4650</i>
<b>Line Item Description</b>	<i>Vehicle Maintenance</i>

Item	Description	Justification	Estimated Cost
1	Vehicle Maintenance	Preventive and Corrective	40,000
2	Equipment Maintenance	Preventive and Corrective	10,000

Total Cost	\$ 50,000
------------	-----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Street Improvement Fund 101</u>
<b>Department</b>	<u>Six Cent Gas Tax 3412-541</u>
<b>Line Item #</b>	<u>4900</u>
<b>Line Item Description</b>	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
1	Landfill Fees	Right-of-way debris and tree limbs from tree trimming throughout the year	20,000
2	Landfill Fees	Sweeper Debris	25,000
3	Landfill Charge - Tires, Hazardous Waste	Tires and other ROW items that have to be seperated and dumped.	18,000
		City Administrator's Adjustment	(31,500)

Total Cost	\$ 31,500
------------	-----------

Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	5100
Line Item Description	Office Supplies

Item	Description	Justification	Estimated Cost
1	Office Supplies	Printer ink, pens, paper, envelops, tablets, pencils, paper clips, etc.	800

Total Cost	\$ 800
------------	--------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Street Improvement Fund 101</u>
<b>Department</b>	<u>Six Cent Gas Tax 3412-541</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Barricades (20 @ \$60.00)	Replacement of damaged and stolen barricades	1,200
2	Chain Saws	Replacement of damaged and worn out saws (2 @ \$450 ea.)	900
3	Hand towels, rags, soap, etc.	To maintain shop area and personal hygiene	700
4	Miscellaneous hand tools	Replacement batteries for battery powered tools and battery powered tools, hammers, etc.	1,000
5	Rain Gear	Safety (9 @ \$30 ea.)	270
6	Safety Items	First aid kits 9 @ \$40 ea.	360
7	Safety Shoes	Safety (9 @ \$150 ea.)	1,350
8	Traffic Control Signs	To replace worn out and missing safety signs	10,000
9	Tree Trimming	Removal and trimming of trees by contractors	25,000
10	Uniforms	Cleaning and repairs to Uniforms for (9 employees @ \$250 / yr.)	2,250
11	Shovels	For asphalt and sidewalk repairs (12 @ \$20 ea.)	240
12	Rakes		120
13	Work Gloves	Safety (100 @ \$1.50 / pair)	150

<b>Total Cost</b>	<b>\$ 43,540</b>
-------------------	------------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Street Improvement Fund 101</u>
<b>Department</b>	<u>Six Cent Gas Tax 3412-541</u>
<b>Line Item #</b>	<u>5201</u>
<b>Line Item Description</b>	<u>Median Landscaping</u>

Item	Description	Justification	Estimated Cost
1	Median Landscaping	Median up keep on Vick Rd., 441 (Plant replacement, irrigation repairs, fertilizing and herbicides. Replace all sod, plants, relocated irrigation as necessary to accomplish max. precipitation, replace trees.	15,000
2	New Landscaping Vick Road.	Ph. 1: Remove & install new irrigation remove and install new plantings and sod	41,000
		Ph. 2: Remove and install new irrigation, remove and install new plantings and sod	41,000
		Ph. 3: Remove and install new irrigation, remove and install new plantings and sod	41,000
		City Administrator's Adjustment	(82,000)

Total Cost	\$ 56,000
------------	-----------



Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	5203
Line Item Description	Sidewalk/Curb Repairs

Total Cost	\$ 80,000
------------	-----------

Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	5204
Line Item Description	Street Sign Replacement

Total Cost	\$ 30,000
------------	-----------

<b>Fund</b>	<i>Street Improvement Fund 101</i>
<b>Department</b>	<i>Six Cent Gas Tax 3412-541</i>
<b>Line Item #</b>	<i>5205</i>
<b>Line Item Description</b>	<i>Graffiti Removal</i>

Total Cost	\$ 2,000
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Street Improvement Fund 101</u>
<b>Department</b>	<u>Six Cent Gas Tax 3412-541</u>
<b>Line Item #</b>	<u>5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	CNG Fuel	1500 gallons @ \$1.25	1,875
2	Diesel	Diesel usage for tractors and off road equipment 1500 gallons / yr. @ \$3.00 per gallon	4,500
3	Gasoline	Gasoline for all the pickups 18-0514; 19-0520; 19-0868; 19-1286; 20-0105; 20-0721; 20-0728; 20-0927; 20-1120; 21-0440; 21-0872. (7500 gallons @ \$2.50 / gal.)	18,750
		City Administrator's Adjustment	(4,125)

<b>Total Cost</b>	<b>\$ 21,000</b>
-------------------	------------------

Fund	Street Improvement Fund 101
Department	Six Cent Gas Tax 3412-541
Line Item #	5300
Line Item Description	Road Materials and Supplies

Total Cost	\$ 18,000
------------	-----------

<b>Fund</b>	<u>Street Improvement Fund 101</u>
<b>Department</b>	<u>Six Cent Gas Tax 3412-541</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Total Cost	\$ 500
------------	--------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Street Improvement Fund 101</u>
<b>Department</b>	<u>Six Cent Gas Tax 3412-541</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	FDOT MOT Training	MOT training for current and new hires 5 @ \$100	500
2	ISMA Training	Traffic Light Certifications for current and new hires 2 @ \$550	1,100
		City Administrator's Adjustment	(300)

<b>Total Cost</b>	<b>\$ 1,300</b>
-------------------	-----------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-2018**

<b>Fund</b>	<u>Street Improvement Fund 101</u>
<b>Department</b>	<u>Six Cent Gas Tax 3412-541</u>
<b>Line Item #</b>	<u>6304</u>
<b>Line Item Description</b>	<u>Sidewalk New Constr</u>

Item	Description	Justification	Estimated Cost
1	Sidewalk And Curb New Construction	<i>Resident safety</i> <i>City Administrator's Adjustment</i>	75,000 25,000

Total Cost	\$ 100,000
------------	------------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Street Improvement Fund 101</u>
<b>Department</b>	<u>Six Cent Gas Tax 3412-541</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
1	Stihl Cutquik Saw x2	The current saw is worn and requires more maintenance repairs then it is currently worth We currently load all concrete to be mixed by hand. This slows down repair work while completing repairs in residential areas and along the City's busy roadways. This loading system will allow for more sidewalks to be poured and will utilize City personnel better	1,700
2	ShortStop Loading System		15,000
3	Patch truck back up camera	The current patch truck does not have a much needed back up camera. This is a safety issue We are in need of a smaller trash pump to remove water and debris from clogged storm water drains, inlets, small storm water ponds, etc. during inclement weather	1,250
4	3" Trash Pump		4,000
		<b>Move to Stormwater Fund 120</b>	<b>(4,000)</b>
5	Vermeer Trailer Vacuum	Currently we do not have a safe and effective way to remove debris from clogged storm drains, intakes, etc. the current Vacuum Trailer that we have has proved to ineffective and clogs when leaves, cans, and bottles are removed from intakes, storm drains, etc.	30,000
		<b>City Administrator's Adjustment</b>	<b>(30,000)</b>
6	Backhoe/loader	Currently we only have one backhoe/loader in our streets department. We would like to request a 2nd. It is imperative that during a emergency event and on a daily use we have the ability to remove down trees and other dangerous items from roadways, sidewalks , and public areas	75,000
7	Arrow Board x2	Arrow boards aid in the safety during repairs in the City's roadways. Having access this would help to protect employee safety and help to divert traffic away from the work zone	10,000
		<b>City Administrator's Adjustment</b>	<b>(10,000)</b>
8	Forks Skid Steer	We will be able to load equipment, and supplies on to the flat bed trucks. Currently we load by hand	2,500
2	Synchro Studio 10	1 License @ \$4,100 (Traffic Modeling)	4,100

<b>Total Cost</b>	<b>\$ 99,550</b>
-------------------	------------------

## CITY OF APOPKA INMATE PROGRAM

The Inmate Program provides manpower through the Department of Corrections. These inmates work on a variety of projects throughout the City maintaining the Northwest Recreation site, mowing medians and right-of-ways and other general maintenance projects.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	233,144
2017	BUDGET	370,881
2017	ESTIMATE	351,181
2018	REQUESTED	314,577

### GOALS:

- Improve Safety
- Improve communications between the Department of Corrections and the City
- Improve scheduling to determine proper work load of the inmate crews

### PERFORMANCE MEASURES:

	Actual FY2015	Actual FY 2016	Estimated FY 2017	%age Change
# of Inmate work hours utilized	6,921	6,864	7,000	1.98%
# of training hours	108	224	224	0.00%

**CITY OF APOPKA  
INMATE PROGRAM**

**LINE ITEM DETAIL**

	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	20,682	30,764	30,764	32,302
1210 LONGEVITY PAY	412	39	39	63
1400 OVERTIME	202	960	960	960
2100 F.I.C.A.	1,595	2,430	2,430	2,549
2200 RETIREMENT CONTRIBUTION	3,422	5,209	5,209	5,465
2300 LIFE AND HEALTH INSURANCE	7,107	8,457	8,457	8,127
2400 WORKERS COMPENSATION	315	299	299	314
<b>TOTAL</b>	<b>33,735</b>	<b>48,158</b>	<b>48,158</b>	<b>49,780</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3400 OTHER CONTRACTUAL SERVICES	229,988	232,000	232,000	234,280
4100 COMMUNICATION	-	2,544	2,544	-
4200 POSTAGE	-	100	-	100
4650 VEHICLE MAINTENANCE	6,775	7,500	7,500	8,800
5200 OPERATING SUPPLIES	12,720	15,275	12,500	7,900
5250 FUEL & GASOLINE	11,077	9,000	9,000	13,250
<b>TOTAL</b>	<b>260,560</b>	<b>266,419</b>	<b>263,544</b>	<b>264,330</b>
<b>CAPITAL OUTLAY:</b>				
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	-
6400 EQUIPMENT	81,120	-	-	-
<b>TOTAL</b>	<b>81,120</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COST</b>	<b>\$ 375,415</b>	<b>\$ 314,577</b>	<b>\$ 311,702</b>	<b>\$ 314,110</b>

**CITY OF APOPKA  
INMATE PROGRAM**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
MAINTENANCE WORKER III	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>

**CAPITAL OUTLAY**

6200 - Building	<u>\$ -</u>
6400 - Equipment	<u>\$ -</u>
<b>Total Capital Outlay</b>	<b>\$ -</b>

<b>Fund</b>	<i>Street Improvement Fund 101</i>
<b>Department</b>	<i>Inmate Program 3414-541</i>
<b>Line Item #</b>	<i>1400</i>
<b>Line Item Description</b>	<i>Overtime</i>

Total Cost	\$ 960
------------	--------

Fund	Street Improvement Fund 101
Department	Inmate Program 3414-541
Line Item #	3400
Line Item Description	Other Contractual Services

Total Cost	\$ 234,280
------------	------------

<b>Fund</b>	<i>Street Improvement Fund 101</i>
<b>Department</b>	<i>Inmate Program 3414-541</i>
<b>Line Item #</b>	<i>4100</i>
<b>Line Item Description</b>	<i>Communications Services</i>

Item	Description	Justification	Estimated Cost
1	Cell phones	(4 @\$480ea/yr.) 1 per guard	1,920
		Included in IT	(1,920)

Total Cost	\$ -
------------	------

Fund	Street Improvement Fund 101
Department	Inmate Program 3414-541
Line Item #	4200
Line Item Description	Freight & Postage

Total Cost	\$ 100
------------	--------



Fund	Street Improvement Fund 101
Department	Inmate Program 3414-541
Line Item #	4650
Line Item Description	Vehicle Maintenance

Item	Description	Justification	Estimated Cost
1	Maintenance of Mowing Equipment	Repairs to weed eaters, edger's, blowers,	2,000
2	Maintenance to Van 39-1091	PM and unscheduled maintenance	1,700
3	Maintenance to Van 39-0641	PM and unscheduled maintenance	1,700
4	Maintenance to Van 39-0738	PM and unscheduled maintenance	1,700
5	Maintenance to Van 39-1045	PM and unscheduled maintenance	1,700

Total Cost	\$ 8,800
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Street Improvement Fund 101</u>
<b>Department</b>	<u>Inmate Program 3414-541</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	<b>Inmate Crew Work Squad WS950</b> Weedeater Hand Towels, rags, soap, etc. Safety Equipment Miscellaneous hand tools Push Brooms Rain Gear (8 pair @\$12.50) Rakes (8 @\$20) Shovels (8 @\$18.75) 2cycle oil Weed Eater String	(1 @\$ 465) Replace for Inmate Crew Perishables Gloves, safety glasses etc. pruning sheers etc.      For weedeaters, saws, edgers, etc. (8 spools / yr. @ \$60 ea.)	465 200 500 500 150 100 160 150 200 480
2	<b>Inmate Crew Work Squad WS935</b> Chain Saw Edger Hand Towels, rags, soap, etc. Safety Equipment Miscellaneous hand tools Push Brooms Rain Gear (8 pair @\$12.50) Rakes (8 @\$20) 2cycle oil Shovels (8 @\$18.75) Weed Eater String	(1 @\$450 ) Replace Saw for Inmate Crew (1) @\$450 ) Replacement Edger Perishables Gloves, safety glasses etc. pruning sheers etc.      For weedeaters, saws, edgers, etc. (8 spools / yr. @ \$60)	450 450 200 500 500 150 100 160 200 150 480
3	<b>Inmate Crew Work Squad WS897</b> Backpack Blower Edger Hand Towels, rags, soap, etc. Safety Equipment Miscellaneous hand tools Push Brooms Rain Gear (8 pair @\$12.50) Rakes (8 @\$20) 2cycle oil Shovels (8 @\$18.75) Weed Eater String	(1 @\$450 ) Replace for Inmate Crew (1) @\$375 ) Replacement Edger Perishables Gloves, safety glasses etc. pruning sheers etc.      For weedeaters, saws, edgers, etc. (8 spools / yr. @ \$60)	450 375 200 500 500 150 100 160 200 150 480
4	<b>Inmate Crew Work Squad WS807</b> Edger Hand Towels, rags, soap, etc. Safety Equipment	(1) @\$450 ) Replacement Edger Perishables Gloves, safety glasses etc.	450 200

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

Street Improvement Fund 101  
Inmate Program 3414-541  
5200  
Operating Supplies

Item	Description	Justification	Estimated Cost
	Miscellaneous hand tools	pruning sheers etc.	500
	Push Brooms		150
	Rain Gear (8 pair @\$12.50)		100
	Rakes (8 @\$20)		160
	Shovels (8 @\$18.75)		150
	2cycle oil	For weedeaters, saws, edgers, etc.	200
	Weed Eater String	(8 spools / yr. @ \$60)	480
	Weed Eaters	Replacement weedeates (1 @\$465 )	465
		City Administrator's Adjustment	(4,465)

Total Cost	\$	7,900
------------	----	-------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Street Improvement Fund 101</u>
<b>Department</b>	<u>Inmate Program 3414-541</u>
<b>Line Item #</b>	<u>5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	Fuel for Crew #1 1500 gallons @ \$ / gallon (39-0641)	Fuel use to ferry inmates to in from Correctional Institution and to job sites throughout the city.	3,500
2	Fuel for Crew #2 1500 gallons @ \$ / gallon (39-00738)	Fuel use to ferry inmates to in from Correctional Institution and to job sites throughout the city.	3,500
3	Fuel for Crew #3 1500 gallons @ \$ / gallon (39-1045)	Fuel use to ferry inmates to in from Correctional Institution and to job sites throughout the city.	3,500
4	Fuel for Crew #4 1500 gallons @ \$ / gallon (39-1091)	Fuel use to ferry inmates to in from Correctional Institution and to job sites throughout the city.	3,500
5	Miscellaneous fuel usage	Fuel used in operating the weed eaters, edger's and pole saw by all four (4) crews.	1,250
		City Administrator's Adjustment	(2,000)

<b>Total Cost</b>	<b>\$ 13,250</b>
-------------------	------------------

**CITY OF APOPKA**  
**STREET IMPROVEMENTS**  
**TRANSFERS - WORKSHEET**

<b>Calculation of Administrative Services:</b>	<b>Budget</b>	<b>Allocation %age</b>	<b>Amt of Budget Alloc to Utilities</b>
mayor & Legal	769,008	3.0%	23,291.19
admin	814,759	3.0%	24,676.86
PIO & web	304,834		-
clerk	315,031	1.2%	3,654.65
HR	1,510,803	1.2%	17,526.72
IT	1,748,646	1.2%	20,285.92
Finance	717,866	3.0%	21,742.23
Police	16,488,113	0.5%	82,440.57
Fire (inspections)	13,571,967	0.5%	67,859.84
Comm Devel (permits)	2,104,343		-
Recreation	3,287,359		-
Pub Serv (fleet/grounds)	2,617,801	1.2%	30,368.92
Debt Service & Transfers	4,033,063		
	<u>47,978,759</u>		<u>291,846.89</u>

%age of empl 0.012  
 %age of Budget 0.030

**Components of Transfer:**

\$ 291,847 Administrative Services

---

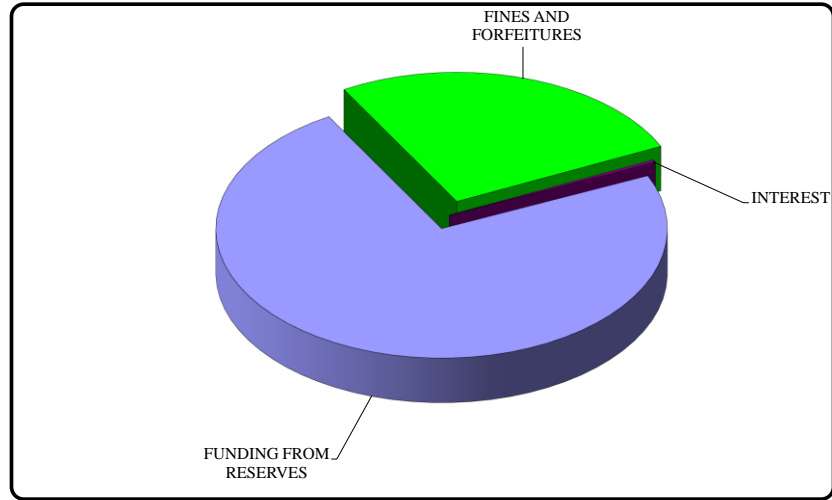
\$ 291,847 Amt of Transfer for FY18

**CITY OF APOPKA  
LAW ENFORCEMENT TRUST**

CITY OF APOKA  
LAW ENFORCEMENT TRUST FUND

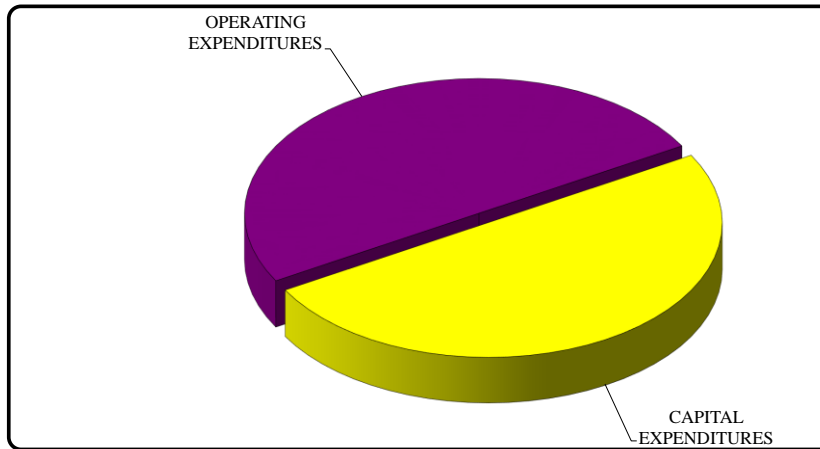
LAW ENFORCEMENT TRUST FUND - REVENUE AND EXPENDITURES

FISCAL YEAR 2017-2018



**TOTAL REVENUE      \$      95,000**

	TOTALS	%age of TOTAL
FINES AND FORFEITURES	25,000	26.32%
INTEREST	300	0.32%
FUNDING FROM RESERVES	69,700	73.37%
<b>TOTAL REVENUE</b>	<b>\$ 95,000</b>	<b>100%</b>



**TOTAL EXPENDITURES      \$      100,000**

	TOTALS	%age of TOTAL
OPERATING EXPENDITURES	\$ 50,000	50.00%
CAPITAL EXPENDITURES	50,000	50.00%
<b>TOTAL EXPENDITURES</b>	<b>\$ 100,000</b>	<b>100%</b>

**CITY OF APOPKA  
LAW ENFORCEMENT TRUST FUND**

**LAW ENFORCEMENT TRUST FUND BUDGET SUMMARY**

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b>FUND BALANCE, OCTOBER 1</b>	\$ 114,613	\$ 329,606	\$ 329,606	\$ 306,747
<b>ADD REVENUES:</b>				
359-0000 FEDERAL FORFEITURES - JUSTICE	95,639	25,000	158	25,000
359-2000 FEDERAL FORFEITURES-TREASURY	4,868	5,000	4,844	5,000
361-1000 INVESTMENT EARNINGS	756	300	139	300
389-1000 FUNDING FROM RESERVES	148,725	69,700	-	69,700
<b>TOTAL REVENUES</b>	249,988	100,000	5,141	100,000
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENDITURES	10,000	50,000	8,000	50,000
CAPITAL EXPENDITURES	24,995	50,000	20,000	50,000
<b>TOTAL EXPENDITURES</b>	34,995	100,000	28,000	100,000
<b>FUND BALANCE, SEPTEMBER 30</b>	<u>\$ 329,606</u>	<u>\$ 259,906</u>	<u>\$ 306,747</u>	<u>\$ 237,047</u>



**CITY OF APOPKA  
LAW ENFORCEMENT TRUST FUND**

This Fund tracks and accounts for the fees collected to ensure new development helps cover the costs associated with street infrastructure improvements within the City of Apopka.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	34,995
2017	BUDGET	100,000
2017	ESTIMATE	28,000
2018	REQUESTED	100,000

**GOALS:**

- Comply with the provisions of the Florida Contraband Forfeiture Act by utilizing the 15% annual accrual of seized funds to support Crime Prevention in the community.
- Enhance the police mission in the areas where there are no budgeted provisions.
- Enhance the working environment of the Police Dept with more efficient equipment without using tax dollars.

**CITY OF APOPKA  
LAW ENFORCEMENT TRUST FUND**

**LINE ITEM DETAIL**

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>				
4650 VEHICLE MAINTENANCE	-	-	-	-
4900 OTHER CURRENT CHARGES	1,500	25,000	-	25,000
5200 OPERATING SUPPLIES	8,500	25,000	8,000	25,000
<b>TOTAL</b>	<b>10,000</b>	<b>50,000</b>	<b>8,000</b>	<b>50,000</b>
<b>CAPITAL OUTLAY:</b>				
Various Police Equipment	24,995	50,000	20,000	50,000
<b>TOTAL COST</b>	<b>\$ 34,995</b>	<b>\$ 100,000</b>	<b>\$ 28,000</b>	<b>\$ 100,000</b>

**CITY OF AOPKA  
LAW ENFORCEMENT TRUST FUND**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
NONE	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>

**CAPITAL OUTLAY**

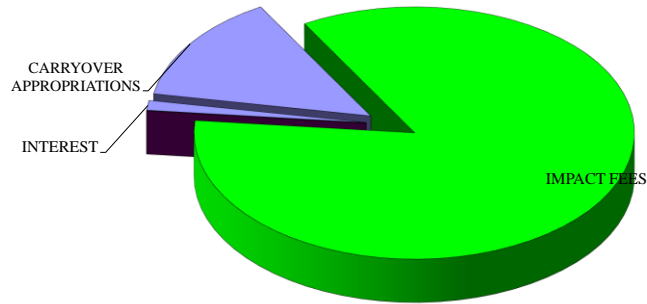
6400 - Equipment	<u>\$ 50,000</u>
 Total Capital Outlay	 \$ 50,000

**CITY OF APOPKA  
TRAFFIC IMPACT FEES**

CITY OF APOKA  
TRANSPORTATION IMPACT FEES FUND

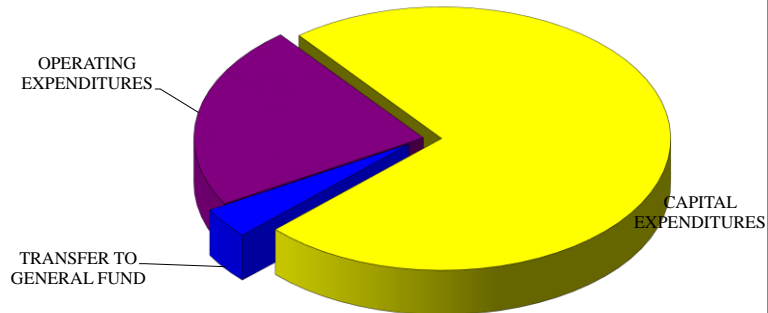
**TRANSPORTATION IMPACT FEES FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2017-2018**



**TOTAL REVENUE      \$      1,766,700**

	<u>TOTALS</u>	<u>%age of TOTAL</u>
IMPACT FEES	1,500,000	84.90%
CHARGES FOR SERVICE	-	0.00%
INTEREST	22,000	1.25%
CARRYOVER APPROPRIATIONS	244,700	13.85%
<b>TOTAL REVENUE</b>	<b>\$ 1,766,700</b>	<b>100%</b>



**TOTAL EXPENDITURES      \$      1,766,700**

	<u>TOTALS</u>	<u>%age of TOTAL</u>
OPERATING EXPENDITURES	\$ 400,000	22.64%
CAPITAL EXPENDITURES	1,300,000	73.58%
TRANSFER TO GENERAL FUND	66,700	3.78%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,766,700</b>	<b>100%</b>

**CITY OF APOPKA**  
**TRANSPORTATION IMPACT FEES FUND**

**TRANSPORTATION IMPACT FEES FUND BUDGET SUMMARY**

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b>FUND BALANCE, OCTOBER 1</b>	\$ 6,236,767	\$ 7,540,550	\$ 7,540,550	\$ 9,001,750
<b>ADD REVENUES:</b>				
341-3000 IMPACT FEES - RESIDENTIAL	1,038,099	1,000,000	900,000	1,000,000
341-3000 IMPACT FEES - COMMERCIAL	362,596	500,000	800,000	500,000
361-1000 INVESTMENT EARNINGS	29,873	22,000	22,000	22,000
363-1250 CHARGES FOR SERVICES				-
363-9000 MISCELLANEOUS REVENUES	-			-
389-1000 FUNDING FROM RESERVES		1,233,800		244,700
<b>TOTAL REVENUES AVAILABLE</b>	1,430,568	2,755,800	1,722,000	1,766,700
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENDITURES	42,086	150,000	155,000	400,000
CAPITAL EXPENDITURES	26,399	2,550,000	50,000	1,300,000
<b>TRANSFERS OUT:</b>				
GENERAL FUND	58,300	55,800	55,800	66,700
<b>TOTAL EXPENDITURES</b>	126,785	2,755,800	260,800	1,766,700
<b>FUND BALANCE, SEPTEMBER 30</b>	<u>\$ 7,540,550</u>	<u>\$ 6,306,750</u>	<u>\$ 9,001,750</u>	<u>\$ 8,757,050</u>

## CITY OF APOPKA TRAFFIC IMPACT FEES

This Fund tracks and accounts for the fees collected to ensure new development helps cover the costs associated with street infrastructure improvements within the City of Apopka.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	126,785
2017	BUDGET	2,755,800
2017	ESTIMATE	260,800
2018	REQUESTED	1,766,700

### GOALS:

- Design and construct the US 441 and Bradshaw Rd. signal / intersection improvements.
- Design and construct the Harmon Rd. pavement and drainage improvements - Ocoee-Apopka Rd. to Marden Road.
- Design and construct the Old Dixie Highway pavement, bike lanes, intersection and drainage improvements - Hawthorne Ave. to Schopke Lester Road.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of Road improvements started	0	4	2	-50%
# of Road improvements completed	1	1	3	200%
# of paving/drainage projects started	0	1	1	0%
# of paving/drainage projects comple	0	1	1	0%

**CITY OF APOPKA  
TRAFFIC IMPACT FEES**

**LINE ITEM DETAIL**

	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	21,448	100,000	115,000	350,000
3112 TRAFFIC COUNTS	20,638	50,000	40,000	50,000
<b>TOTAL</b>	<b>42,086</b>	<b>150,000</b>	<b>155,000</b>	<b>400,000</b>
<b>CAPITAL OUTLAY:</b>	<b>26,399</b>	<b>2,550,000</b>	<b>50,000</b>	<b>1,300,000</b>
<b>TRANSFERS:</b>	<b>58,300</b>	<b>55,800</b>	<b>55,800</b>	<b>66,700</b>
<b>TOTAL COST</b>	<b>\$ 126,785</b>	<b>\$ 2,755,800</b>	<b>\$ 260,800</b>	<b>\$ 1,766,700</b>



# CITY OF APOPKA TRAFFIC IMPACT FEES

## STAFFING ANALYSIS

### NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
NONE	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CAPITAL OUTLAY

### 6300 - Infrastructure

Old Dixie Hwy from Hawthorn to Scholpke Lester Rd	\$ 350,000
Harmon Rd Extension - Ocoee Apopka Rd to Marden Rd	900,000
New Sidewalks	50,000
	<u>\$ 1,300,000</u>

Total Capital Outlay	\$ 1,300,000
----------------------	--------------

<b>Fund</b>	<i>Transportation Impact Fees - 102</i>
<b>Department</b>	<i>Impact Fees 3413-541</i>
<b>Line Item #</b>	<i>3100</i>
<b>Line Item Description</b>	<i>Professional Services</i>

Total Cost	\$ 350,000
------------	------------

<b>Fund</b>	<i>Transportation Impact Fees - 102</i>
<b>Department</b>	<i>Impact Fees 3413-541</i>
<b>Line Item #</b>	<i>3112</i>
<b>Line Item Description</b>	<i>Traffic Counts</i>

Item	Description	Justification	Estimated Cost
1	Traffic Counts	Annual extensive traffic counts for the City roads.	35,000
2	Intersection Turning Movement Counts and Special Segment Counts	For various requests throughout the year.	15,000

Total Cost	\$ 50,000
------------	-----------

Fund	Transportation Impact Fees - 102
Department	Impact Fees 3413-541
Line Item #	6300
Line Item Description	Infrastructure

Total Cost	\$ 1,300,000
------------	--------------

## TRANSPORTATION IMPACT FEE TRANSFER TO GENERAL FUND:

Calculation of Administrative Services:	Budget	Allocation %age	Amt of Budget Alloc to Utilities
mayor & Legal	769,008	0.5%	3,845.04
admin	814,759	0.5%	4,073.80
PIO & web	304,834		-
clerk	315,031		-
HR	1,510,803		-
IT	1,748,646		-
Finance	717,866	0.5%	3,589.33
Police	16,488,113		-
Fire (inspections)	13,571,967		-
Comm Devel (permits)	2,104,343	2.0%	42,086.86
Recreation	3,287,359		-
Pub Serv (fleet/grounds)	2,617,801	0.5%	13,089.01
Debt Service & Transfers	4,033,063		
	<u>47,978,759</u>		<u>66,684.03</u>

%age of Budget 0.01

### Components of Transfer:

\$ 66,700 Administrative Services (rounded up to nearest 100)

\$ 66,700 Amt of Transfer for FY18

**CITY OF APOPKA  
RECREATION IMPACT FEES**

CITY OF APOKA  
RECREATION IMPACT FUND FUND

RECREATION IMPACT FEES FUND - REVENUE AND EXPENDITURES

FISCAL YEAR 2017-2018

INTEREST



<b>TOTAL REVENUE</b>	<b>\$ 126,000</b>
----------------------	-------------------

	TOTALS	%age of TOTAL
IMPACT FEES	125,000	99.21%
INTEREST	1,000	0.79%
<b>TOTAL REVENUE</b>	<b>\$ 126,000</b>	<b>100%</b>

TRANSFER TO  
GENERAL FUND



<b>TOTAL EXPENDITURES</b>	<b>\$ 126,000</b>
---------------------------	-------------------

	TOTALS	%age of TOTAL
TRANSFER TO GENERAL FUND	2,000	1.59%
DEBT SERVICE	124,000	98.41%
<b>TOTAL EXPENDITURES</b>	<b>\$ 126,000</b>	<b>100%</b>

**CITY OF APOPKA  
RECREATION IMPACT FEES FUND**

**RECREATION IMPACT FEES FUND BUDGET SUMMARY**

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b>FUND BALANCE, OCTOBER 1</b>	\$ 325,959	\$ 473,572	\$ 473,572	\$ (175,428)
<b>ADD REVENUES:</b>				
RECREATION IMPACT FEES	150,174	160,000	100,000	125,000
INVESTMENT EARNINGS	1,439	1,000	1,000	1,000
FUNDING FROM RESERVES	-	473,572	-	
FUNDING FROM OTHER FUNDS	-	119,428	177,428	-
<b>TOTAL REVENUES AVAILABLE</b>	151,613	754,000	278,428	126,000
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENDITURES	-	-	-	-
CAPITAL EXPENDITURES	4,000	750,000	750,000	-
DEBT SERVICE	-	-	-	124,000
CONTINGENCY	-	-	-	-
<b>TRANSFERS OUT:</b>				
GENERAL FUND	-	-	-	2,000
<b>TOTAL EXPENDITURES</b>	4,000	750,000	750,000	126,000
<b>FUND BALANCE, SEPTEMBER 30</b>	<u>\$ 473,572</u>	<u>\$ (115,428)</u>	<u>\$ (175,428)</u>	<u>\$ (49,428)</u>



## CITY OF AOPKA RECREATION IMPACT FEES

The recreation impact fees are collected from new residential construction to purchase, build or improve the City's parks and recreation facilities.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	4,000
2017	BUDGET	750,000
2017	ESTIMATE	750,000
2018	REQUESTED	126,000

### GOALS:

- Follow the Recreation Master Plan to identify and prioritize future parks and recreation facilities throughout the City.
- Periodically review the impact fee rate structure to ensure it is adequate to cover the future costs needed for new parks and recreation facilities in the City caused by the experienced growth.

# CITY OF APOPKA RECREATION IMPACT FEES

## STAFFING ANALYSIS

### NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
NONE	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CAPITAL OUTLAY

6300 - Infrastructure

\$ -

Total Capital Outlay

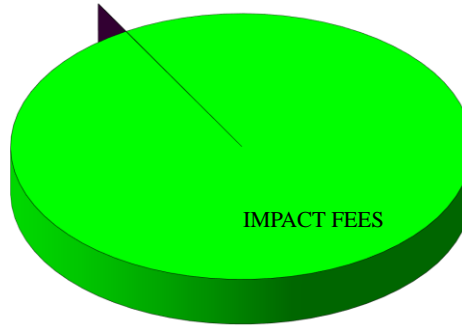
\$ -

**CITY OF APOPKA  
FIRE IMPACT FEES**

CITY OF APOPKA  
FIRE IMPACT FUND FUND

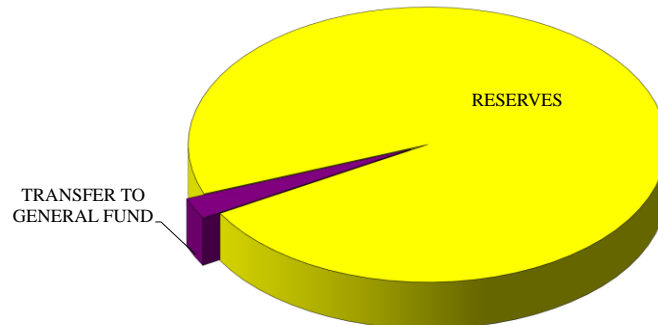
FIRE IMPACT FEES FUND - REVENUE AND EXPENDITURES

FISCAL YEAR 2017-18



TOTAL REVENUE      \$      200,050

	TOTALS	%age of TOTAL
IMPACT FEES	200,000	99.98%
INTEREST	50	0.02%
<b>TOTAL REVENUE</b>	<b>\$ 200,050</b>	<b>100%</b>



TOTAL EXPENDITURES      \$      200,050

	TOTALS	%age of TOTAL
TRANSFER TO GENERAL FUND	5,000	2.50%
RESERVES	195,050	97.50%
<b>TOTAL EXPENDITURES</b>	<b>\$ 200,050</b>	<b>100%</b>

**CITY OF APOPKA  
FIRE IMPACT FEES FUND**

**FIRE IMPACT FEES FUND BUDGET SUMMARY**

	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
<b>FUND BALANCE, OCTOBER 1</b>	\$ -	\$ -	\$ -	\$ 30,000
<b>ADD REVENUES:</b>				
FIRE IMPACT FEES - RESIDENTIAL	-	-	30,000	100,000
FIRE IMPACT FEES - COMMERCIAL	-	-	-	100,000
INVESTMENT EARNINGS	-	-	-	50
<b>TOTAL REVENUES AVAILABLE</b>	-	-	30,000	200,050
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENDITURES	-	-	-	-
CAPITAL EXPENDITURES	-	-	-	-
DEBT SERVICE	-	-	-	-
CONTINGENCY (RETURN TO RESERVES)	-	-	-	195,050
<b>TRANSFERS OUT:</b>				
GENERAL FUND	-	-	-	5,000
<b>TOTAL EXPENDITURES</b>	-	-	-	200,050
<b>FUND BALANCE, SEPTEMBER 30</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>

## CITY OF APOPKA FIRE IMPACT FEES

The FIRE impact fees are collected from new residential construction to purchase, build or improve the City's FIRE facilities.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	-
2017	BUDGET	-
2017	ESTIMATE	-
2018	REQUESTED	200,050

### GOALS:

- Establish a master plan for the use of the newly created fire impact fees
- Periodically review the impact fee rate structure to ensure it is adequate to cover the future costs needed for new fire stations and equipment in the City caused by the experienced growth.

**CITY OF APOPKA  
FIRE IMPACT FEES**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
NONE	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>

**CAPITAL OUTLAY**

6300 - Infrastructure

\$ -

Total Capital Outlay

\$ -

**CITY OF APOPKA  
POLICE IMPACT FEES**

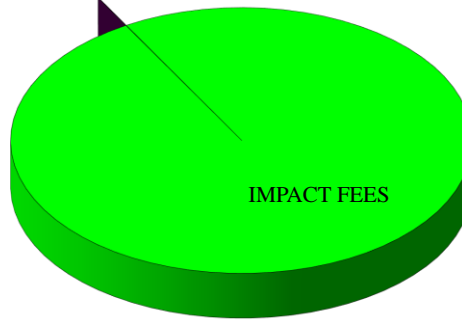


CITY OF APOKA  
POLICE IMPACT FUND FUND

POLICE IMPACT FEES FUND - REVENUE AND EXPENDITURES

FISCAL YEAR 2017-18

INTEREST

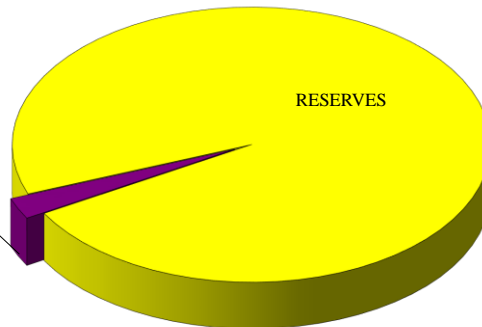


IMPACT FEES

<b>TOTAL REVENUE</b>	<b>\$ 200,050</b>
----------------------	-------------------

	TOTALS	%age of TOTAL
IMPACT FEES	200,000	99.98%
INTEREST	50	0.02%
<b>TOTAL REVENUE</b>	<b>\$ 200,050</b>	<b>100%</b>

TRANSFER TO  
GENERAL FUND



RESERVES

<b>TOTAL EXPENDITURES</b>	<b>\$ 200,050</b>
---------------------------	-------------------

	TOTALS	%age of TOTAL
TRANSFER TO GENERAL FUND	5,000	2.50%
RESERVES	195,050	97.50%
<b>TOTAL EXPENDITURES</b>	<b>\$ 200,050</b>	<b>100%</b>

**CITY OF APOPKA  
POLICE IMPACT FEES FUND**

**POLICE IMPACT FEES FUND BUDGET SUMMARY**

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b>FUND BALANCE, OCTOBER 1</b>	\$ -	\$ -	\$ -	\$ 40,000
<b>ADD REVENUES:</b>				
POLICE IMPACT FEES - RESIDENTIAL	-	-	40,000	100,000
POLICE IMPACT FEES - COMMERCIAL	-	-	-	100,000
INVESTMENT EARNINGS	-	-	-	50
<b>TOTAL REVENUES AVAILABLE</b>	-	-	40,000	200,050
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENDITURES	-	-	-	-
CAPITAL EXPENDITURES	-	-	-	-
DEBT SERVICE	-	-	-	-
CONTINGENCY (RETURN TO RESERVES)	-	-	-	195,050
<b>TRANSFERS OUT:</b>				
GENERAL FUND	-	-	-	5,000
<b>TOTAL EXPENDITURES</b>	-	-	-	200,050
<b>FUND BALANCE, SEPTEMBER 30</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>

## CITY OF APOPKA POLICE IMPACT FEES

The POLICE impact fees are collected from new residential construction to purchase, build or improve the City's POLICE facilities.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	-
2017	BUDGET	-
2017	ESTIMATE	-
2018	REQUESTED	200,050

### GOALS:

- Establish a master plan for the use of the newly created police impact fees
- Periodically review the impact fee rate structure to ensure it is adequate to cover the future costs needed for new police facilities and equipment in the City caused by the experienced growth.

# CITY OF AOPKA POLICE IMPACT FEES

## STAFFING ANALYSIS

### NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
NONE	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CAPITAL OUTLAY

6300 - Infrastructure

\$ -

Total Capital Outlay

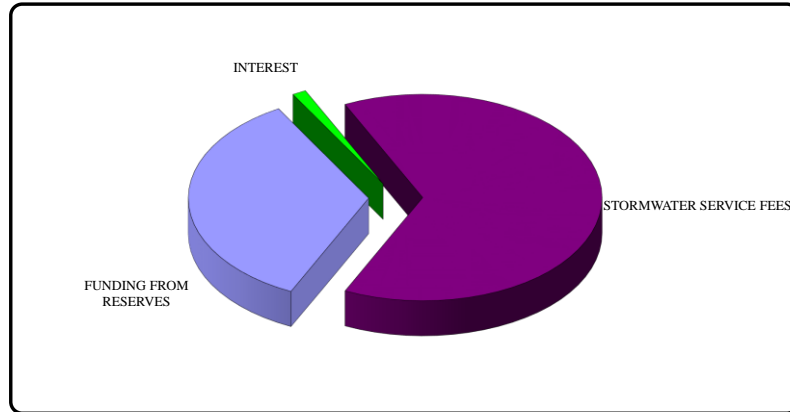
\$ -

**CITY OF APOPKA  
STORMWATER FUND**

**CITY OF AOPKA  
STORMWATER FUND**

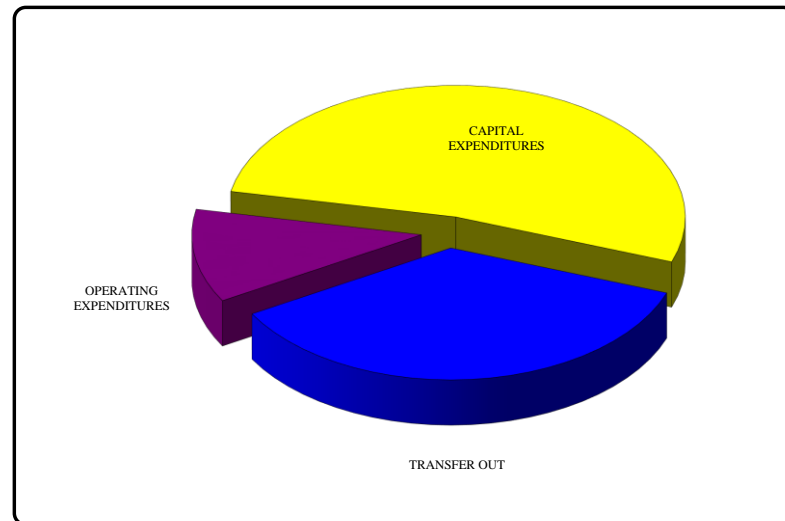
**STORMWATER FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2017-2018**



<b>TOTAL REVENUE</b>	<b>\$</b>	<b>646,651</b>
----------------------	-----------	----------------

	<u>TOTALS</u>	<u>%age of TOTAL</u>
INTEREST	\$ 8,000	1.24%
STORMWATER SERVICE FEES	415,000	64.18%
FUNDING FROM RESERVES	223,651	34.59%
<b>TOTAL REVENUE</b>	<b>\$ 646,651</b>	<b>100%</b>



<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>646,651</b>
---------------------------	-----------	----------------

	<u>TOTALS</u>	<u>%age of TOTAL</u>
OPERATING EXPENDITURES	\$ 74,000	11.44%
CAPITAL EXPENDITURES	339,000	52.42%
TRANSFER OUT	233,651	36.13%
<b>TOTAL EXPENDITURES</b>	<b>\$ 646,651</b>	<b>100%</b>

**CITY OF APOPKA  
STORMWATER FUND**

**STORMWATER MANAGEMENT FUND BUDGET SUMMARY**

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b>FUND BALANCE, OCTOBER 1</b>	<b>\$ 1,862,649</b>	<b>\$ 2,051,516</b>	<b>\$ 2,051,516</b>	<b>\$ 2,161,375</b>
<b>ADD REVENUES:</b>				
343-7000 STORMWATER SERVICE FEES	420,322	415,000	415,000	415,000
361-1000 INVESTMENT EARNINGS	10,332	8,000	8,000	8,000
389-0009 CARRYFORWARD APPROPRIATIONS	-	-	-	-
389-1000 FUNDING FROM RESERVES	-	208,621	-	223,651
<b>TOTAL REVENUES AVAILABLE</b>	<b>430,654</b>	<b>631,621</b>	<b>423,000</b>	<b>646,651</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENDITURES	32,409	59,500	49,020	74,000
CAPITAL EXPENDITURES	39,378	358,000	50,000	339,000
<b>TRANSFERS OUT:</b>				
GENERAL FUND & STREET IMPROVEMENT FUND	170,000	214,121	214,121	233,651
<b>TOTAL EXPENDITURES</b>	<b>241,787</b>	<b>631,621</b>	<b>313,141</b>	<b>646,651</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b><u>\$ 2,051,516</u></b>	<b><u>\$ 1,842,895</u></b>	<b><u>\$ 2,161,375</u></b>	<b><u>\$ 1,937,724</u></b>

## CITY OF AOPKA STORMWATER FUND

The Stormwater Fund is established in compliance with Federal and State regulations as well as local mandates, to take aggressive steps to better manage stormwater drainage and to protect water quality.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2015	ACTUAL	241,787
2016	BUDGET	631,621
2016	ESTIMATE	313,141
2017	REQUESTED	646,651

### GOALS:

- Continue with inspection, monitoring, and cleaning procedures of all City catch basins, open channels, storm drains and other stormwater conveyance facilities to meet new Federal regulations as established by the NPDES Stormwater Permit Program.
- Cleaner and safer storm drains, catch basins, and open channels will reduce the amount of pollutants entering the City's drainage system and retention ponds.
- Maximum efficiency of nuisance water run-off.
- Highly attractive and functional retention ponds at the least possible cost.

### PERFORMANCE MEASURES:

	Actual FY2014	Actual FY2015	Estimated FY 2016	%age Change
# of Retention Ponds maintained	44	45	45	0.0%
# of Inspections conducted	528	400	540	35.0%



**CITY OF APOPKA  
STORMWATER FUND**

**LINE ITEM DETAIL**

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	-	42,000	26,500	42,000
3400 OTHER CONTRACTUAL SERVICES	17,625	-	-	-
4100 COMMUNICATIONS	-	-	-	-
4650 VEHICLE MAINTENANCE	52	-	20	-
4900 OTHER CHARGES	14,148	16,000	21,000	30,500
5200 OPERATING SUPPLIES	-	1,500	1,500	1,500
5400 BOOKS,PUBS, SUBS & MEMBERSHIPS	584	-	-	-
<b>TOTAL</b>	<b>32,409</b>	<b>59,500</b>	<b>49,020</b>	<b>74,000</b>
<b>CAPITAL OUTLAY:</b>				
6100 LAND ACQUISITION	-	-	-	-
6300 INFRASTRUCTURE	-	250,000	40,000	325,000
6400 EQUIPMENT	39,378	108,000	10,000	14,000
<b>TOTAL</b>	<b>39,378</b>	<b>358,000</b>	<b>50,000</b>	<b>339,000</b>
<b>TRANSFERS OUT:</b>				
9100 TRANSFER TO GENERAL FUND	29,000	55,800	55,800	63,731
9111 TRANSFER TO STREET IMPROVEMENT FUND	141,000	158,321	158,321	169,920
<b>TOTAL</b>	<b>170,000</b>	<b>214,121</b>	<b>214,121</b>	<b>233,651</b>
<b>TOTAL COST</b>	<b>\$ 241,787</b>	<b>\$ 631,621</b>	<b>\$ 313,141</b>	<b>\$ 646,651</b>

**CAPITAL OUTLAY**

6300 - Improvements:		
City wide drainage		\$ 250,000
Pipe Lining		75,000
Total Improvements		<u>\$ 325,000</u>
6400 - Equipment:		
Jon Boat, including Trailer and Motor		\$ 7,500
3" Trash Pump		4,000
POND\$ software- Stormwater Modeling		2,500
Total Equipment		<u>\$ 14,000</u>
<b>Total Capital Outlay</b>		<b>\$ 339,000</b>

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Stormwater Fund - 120</u>
<b>Department</b>	<u>Stormwater 3151-538</u>
<b>Line Item #</b>	<u>3100</u>
<b>Line Item Description</b>	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
1	Stormwater analysis	To hire consultant or consultants for various studies.	50,000
		City Administrator's Adjustment	(8,000)

Total Cost	\$ 42,000
------------	-----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Stormwater Fund - 120</u>
<b>Department</b>	<u>Stormwater 3151-538</u>
<b>Line Item #</b>	<u>4900</u>
<b>Line Item Description</b>	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
	<i>National Pollutant Discharge Elimination Services Testing</i>	<i>Cost of NPDES Services of the DEP</i>	<i>6,000</i>
	<i>Property Appraiser Parcels</i>	<i>Cost of Stormwater non ad valorem fees collected by Orange County Property Appraiser</i>	<i>20,000</i>
	<i>Orange County</i>	<i>Aquatic maintenance of Lake McCoy - prorata share of county budget (44%)</i>	<i>4,500</i>

<b>Total Cost</b>	<b>\$ 30,500</b>
-------------------	------------------

<b>Fund</b>	<i>Stormwater Fund - 120</i>
<b>Department</b>	<i>Stormwater 3151-538</i>
<b>Line Item #</b>	<i>5400</i>
<b>Line Item Description</b>	<i>Books, Publications &amp; Subscriptions</i>

Item	Description	Justification	Estimated Cost
	<i>Florida Utility Assoc. Memberships</i>	<i>Membership fee</i>	<i>1,500</i>

Total Cost	\$ 1,500
------------	----------

Fund	Stormwater Fund - 120
Department	Stormwater 3151-538
Line Item #	6300
Line Item Description	Infrastructure

Item	Description	Justification	Estimated Cost
	Drainage City Wide	City wide project for the improvement of the existing drainage and additional installations of new systems as the City grows	250,000
	Pipe Lining	Lining existing storm water pipes for protection of erosion	75,000

Total Cost	\$ 325,000
------------	------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Stormwater Fund - 120</u>
<b>Department</b>	<u>Stormwater 3151-538</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
1	NEW Jon Boat, Motor and Trailer	New Jon Boat, Motor and Trailer for conducting DEP mandated NPDES sampling on Lake McCoy, Lake Page, Dream Lake and Marshall Lake	7,500
2	3" Trash Pump	We are in need of a smaller trash pump to remove water and debris from clogged storm water drains, inlets, small storm water ponds, etc. during inclement weather	4,000
3	PONDS 3.3	1 License @ \$2,500 (Stormwater Modeling) Moved from 401-3181	2,500

<b>Total Cost</b>	<b>\$ 14,000</b>
-------------------	------------------

## STORMWATER TRANSFER TO GENERAL FUND:

Calculation of Administrative Services:	Budget	Allocation %age	Amt of Budget Alloc to Utilities
mayor & Legal	769,008	1.1%	8,459.09
admin	814,759	1.1%	8,962.35
PIO & web	304,834		-
clerk	315,031		-
HR	1,510,803		-
IT	1,748,646	0.6%	9,617.55
Finance	717,866	1.1%	7,896.53
Police	16,488,113		-
Fire (inspections)	13,571,967		-
Comm Devel (permits)	2,104,343		-
Recreation	3,287,359		-
Pub Serv (fleet/grounds)	2,617,801	1.1%	28,795.81
Debt Service & Transfers	4,033,063		
	<u>47,978,759</u>		<u>63,731.33</u>

%age of Budget 0.011

### Components of Transfer:

\$	63,731	Administrative Services
<u>\$</u>	<u>63,731</u>	Amt of Transfer for FY18

## STORMWATER TRANSFER TO STREET IMPROVEMENT FUND:

		TOTAL EXP	XFER	%age Transferred	
STREET IMPROVEMENT FUND	FY15	2,370,477	123,120	5.2%	*
	FY16	3,529,871	141,000	4.0%	
	FY17	3,264,359	146,896	4.5%	**
	FY18	3,776,001	169,920	4.5%	**

\* DID NOT INCLUDE AUDIT FEES OR INSURANCES

\*\* Cost of Liab. Insurances have reduced so we adjusted accordingly

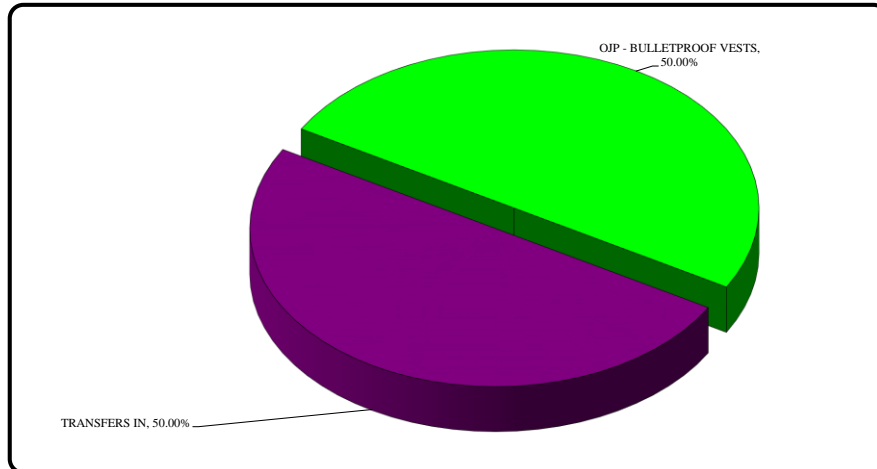
**CITY OF APOPKA  
GRANTS FUND**



**CITY OF APOKA  
GRANT FUND**

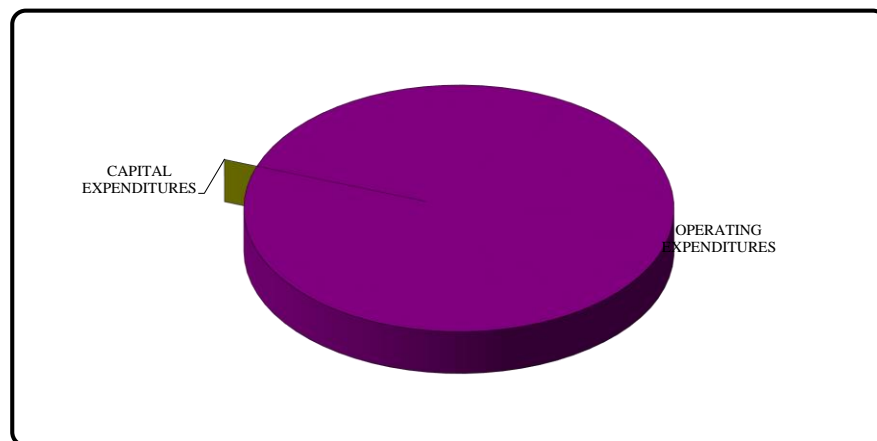
**GRANT FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2017-2018**



<b>TOTAL REVENUE</b>	<b>\$</b>	<b>12,000</b>
----------------------	-----------	---------------

	<u>TOTALS</u>	<u>%age of TOTAL</u>
OJP - BULLETPROOF VESTS	6,000	50.00%
TRANSFERS IN	6,000	50.00%
<b>TOTAL REVENUE</b>	<b>\$ 12,000</b>	<b>100%</b>



<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>12,000</b>
---------------------------	-----------	---------------

	<u>TOTALS</u>	<u>%age of TOTAL</u>
OPERATING EXPENDITURES	12,000	100.00%
CAPITAL EXPENDITURES	-	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,000</b>	<b>100%</b>

# CITY OF APOPKA GRANTS FUND

## GRANTS FUND BUDGET SUMMARY

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b>FUND BALANCE, OCTOBER 1</b>	-	-	-	-
<b>ADD REVENUES:</b>				
331-2000 DEPT OF JUSTICE JAG GRANT	12,154	15,000	15,000	-
331-2050 DOJ - BYRNE GRANT	-	12,708	12,708	-
331-2100 DEPT OF JUSTICE - BodyCamera Prg	43,000	-	-	-
331-2110 OJP - BULLETPROOF VEST PGM	5,670	6,000	6,000	6,000
331-2050 FDLE JAGC GRANT	10,647	-	-	-
331-2200 DEPT OF JUSTICE - COPS GRANT	-	625,000	208,333	-
331-3000 FEMA/DHS - SAFER GRANT	-	-	-	-
331-3100 FEMA/DHS - AFG GRANT	-	-	-	-
331-3101 FEMA/DHS/AFG GRANT-FIRE PREV	254,546	-	-	-
331-4899 HUD -SUSTAINABILITY GRANT	-	-	-	-
334-4900 ORANGE COUNTY EMS GRANT	40,000	-	-	-
331-6000 GAME TIME GRANT	-	-	-	-
331-7001 FRDAP - ALONZO WILLIAMS	-	50,000	-	-
331-7002 FRDAP - KITLAND PARK	-	50,000	-	-
366-8000 NRPA - WALK WITH EASE	1,971	4,000	-	-
366-8001 US CONFERENCE OF MAYORS	-	10,000	10,000	-
366-9000 HEROES YOUTH PROGRAM	4,120	2,989	-	-
366-9001 AMSCOT	-	500	250	-
366-9003 DUKE ENERGY- APOPKA BEGINS...	-	9,500	9,500	-
366-9004 KABOOM - RECREATION EQUIPMENT	-	90,000	-	-
366-9004 KABOOM - LAKE AVE PARK	-	90,000	90,000	-
<b>TOTAL</b>	<b>372,108</b>	<b>965,697</b>	<b>351,791</b>	<b>6,000</b>
<b>TRANSFERS - IN:</b>				
GENERAL FUND (CITY MATCH-AFG GRANT)	25,454	-	-	-
GENERAL FUND (CITY MATCH-COPS GRANT)	-	462,496	154,165	-
GENERAL FUND (CITY MATCH-KABOOM)	-	17,000	8,500	-
GENERAL FUND (CITY MATCH-BULLETPROOF)	5,670	6,000	6,000	6,000
GENERAL FUND (CITY MATCH-BodyCamera Pgm )	43,000	-	-	-
<b>TOTAL REVENUES AVAILABLE</b>	<b>446,232</b>	<b>1,451,193</b>	<b>520,456</b>	<b>12,000</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENDITURES	446,232	1,451,193	520,456	12,000
<b>TOTAL EXPENDITURES</b>	<b>446,232</b>	<b>1,451,193</b>	<b>520,456</b>	<b>12,000</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## CITY OF AOPKA GRANTS FUND

The Grants Fund is established to account for and report monies received from Federal, State and Local grant programs.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	446,232
2017	BUDGET	1,451,193
2017	ESTIMATE	520,456
2018	REQUESTED	12,000

### GOALS:

- Record and track all grant monies in an effort to ensure propriety and compliance with each granting agency's requirements.
- Local Match will be identified and tracked for compliance with grant requirements.
- Identify and track all expenses associated with grant monies so as to be in compliance with grant requirements.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of Grants applied for	9	6	7	17%
# of Grants awarded	7	4	5	25%

**CITY OF APOPKA  
GRANTS FUND**

**LINE ITEM DETAIL**

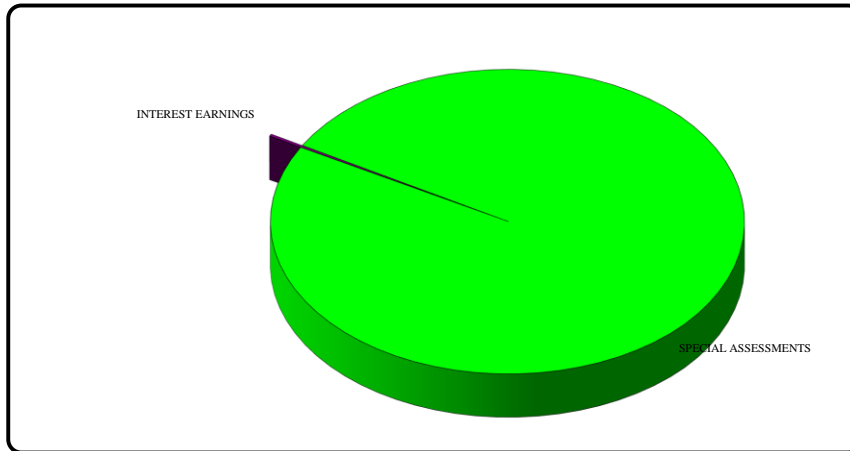
	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>				
1200 REGULAR SALARIES & WAGES	-	725,375	241,792	-
1210 LONGEVITY PAY	-	540	180	-
1225 PROFICIENCY PAY	-	-	-	-
1400 OVERTIME	-	-	-	-
1500 INCENTIVE PAY	-	-	-	-
2100 FICA	-	55,491	18,497	-
2200 CITY RETIREMENT	-	177,718	59,239	-
2300 LIFE AND HEALTH INSURANCE	-	126,870	42,290	-
2400' WORKERS COMPENSATION	-	1,502	500	-
4800 COMMUNITY RELATIONS-FIRE	-	-	-	-
5200 OPERATING SUPPLIES-GEN GOVT	4,120	22,989	19,750	-
5200 OPERATING SUPPLIES-POLICE	21,987	39,708	39,708	12,000
5200 OPERATING SUPPLIES-RECREATION	1,971	-	-	-
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	-	-	-
5500 FUEL	-	-	-	-
6200 BUILDINGS	-	-	-	-
6301 IMPROVEMENTS - LAKE AVE PARK	-	98,500	98,500	-
6302 IMPROVEMENTS - ALONZO WILLIAMS	-	50,000	-	-
6303 IMPROVEMENTS - KILAND PARK	-	50,000	-	-
6400 EQUIPMENT-RECREATION	-	102,500	-	-
6400 EQUIPMENT-POLICE	98,154	-	-	-
6400 EQUIPMENT-FIRE	320,000	-	-	-
9300 ADMINISTRATIVE TRANSFERS	-	-	-	-
9800 RESERVE FOR CONTINGENCY	-	-	-	-
<b>TOTAL</b>	<b>446,232</b>	<b>1,451,193</b>	<b>520,456</b>	<b>12,000</b>
<b>TOTAL COST</b>	<b>\$ 446,232</b>	<b>\$ 1,451,193</b>	<b>\$ 520,456</b>	<b>\$ 12,000</b>

**CITY OF APOPKA  
SPECIAL ASSESSMENTS FUND**

CITY OF APOPKA  
**SPECIAL ASSESSMENT FUND**

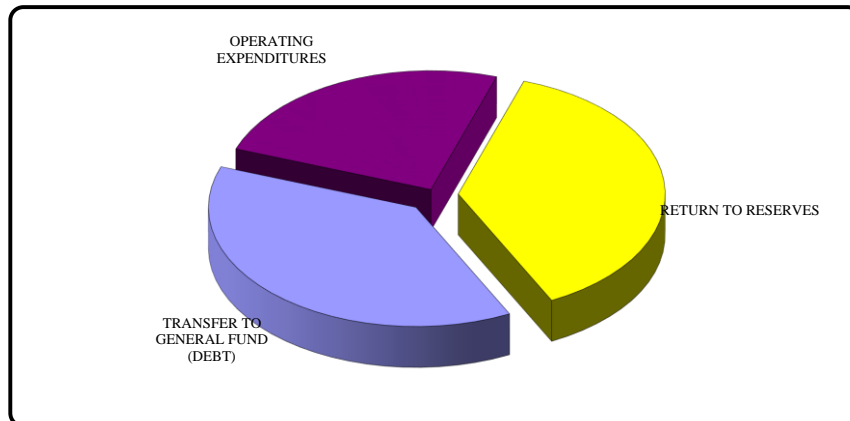
**SPECIAL ASSESSMENT FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2017-2018**



<b>TOTAL REVENUE</b>	<b>\$ 67,150</b>
----------------------	------------------

	<u>TOTALS</u>	<u>%age of TOTAL</u>
SPECIAL ASSESSMENTS	67,000	99.78%
INTEREST EARNINGS	150	0.22%
<b>TOTAL REVENUE</b>	<b>\$ 67,150</b>	<b>100%</b>



<b>TOTAL EXPENDITURES</b>	<b>\$ 67,150</b>
---------------------------	------------------

	<u>TOTALS</u>	<u>%age of TOTAL</u>
OPERATING EXPENDITURES	16,500	24.57%
RETURN TO RESERVES	25,150	37.45%
TRANSFER TO GENERAL FUND (DEBT)	25,500	37.97%
<b>TOTAL EXPENDITURES</b>	<b>\$ 67,150</b>	<b>100%</b>

**CITY OF APOPKA  
SPECIAL ASSESSMENTS FUND**

**SPECIAL ASSESSMENT FUND BUDGET SUMMARY**

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b>FUND BALANCE, OCTOBER 1</b>	<b>\$ (199,710)</b>	<b>\$ (160,202)</b>	<b>\$ (160,202)</b>	<b>\$ (122,709)</b>
<b>ADD REVENUES:</b>				
325-1030 SPECIAL ASSESSMENTS	65,070	67,000	63,209	67,000
361-1000 INTEREST EARNINGS	150	150	34	150
389-9000 TRANSFER FROM GENERAL FUND	-	-	-	-
<b>TOTAL REVENUES</b>	<b>65,220</b>	<b>67,150</b>	<b>63,243</b>	<b>67,150</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENDITURES	212	16,500	250	16,500
CAPITAL OUTLAY	-	-	-	-
TRANSFER TO GENERAL FUND (DEBT)	25,500	25,500	25,500	25,500
CONTINGENCY (RETURN TO RESERVES)	-	25,150	-	25,150
<b>TOTAL EXPENDITURES</b>	<b>25,712</b>	<b>67,150</b>	<b>25,750</b>	<b>67,150</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b><u><u>\$ (160,202)</u></u></b>	<b><u><u>\$ (160,202)</u></u></b>	<b><u><u>\$ (122,709)</u></u></b>	<b><u><u>\$ (122,709)</u></u></b>

**CITY OF AOPKA  
SPECIAL ASSESSMENTS FUND**

The Special Assessments Fund is established to provide for capital improvements and maintenance to subdivisions through non-ad valorem special assessment programs.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2015	ACTUAL	265,028
2016	BUDGET	41,650
2016	ESTIMATE	500
2017	REQUESTED	16,500

**GOALS:**

- Continue the maintenance programs for property owners in subdivisions
- Creation of an improved residential environment for residents within the community.



**CITY OF APOPKA  
SPECIAL ASSESSMENTS FUND**

**LINE ITEM DETAIL**

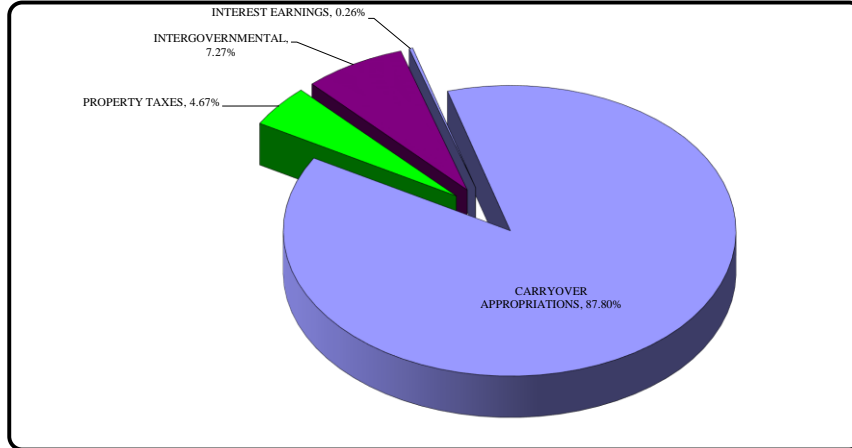
	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>				
4600 REPAIRS & MAINTENANCE		15,000	-	15,000
4900 OTHER CURRENT CHARGES		-	-	-
5200 OPERATING SUPPLIES	3,462	1,500	500	1,500
6300 IMPROVEMENTS	261,566	-	-	-
<b>TOTAL</b>	<b>265,028</b>	<b>16,500</b>	<b>500</b>	<b>16,500</b>
9300 TRANSFER TO GENERAL FUND	24,500	25,500	25,500	25,500
9101 CONTINGENCY	-	25,150	-	-
<b>TOTAL COST</b>	<b>\$ 265,028</b>	<b>\$ 41,650</b>	<b>\$ 500</b>	<b>\$ 16,500</b>

**CITY OF APOPKA  
COMMUNITY REDEVELOPMENT FUND**

**CITY OF AOPKA  
COMMUNITY REDEVELOPMENT FUND**

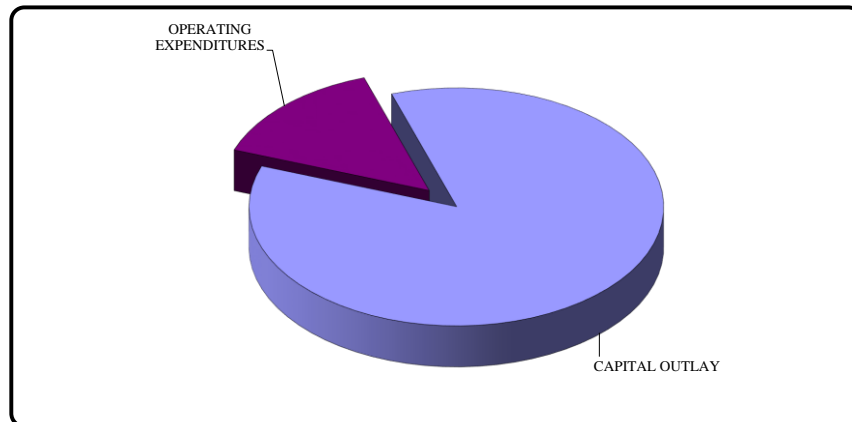
**COMMUNITY REDEVELOPMENT FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2017-2018**



**TOTAL REVENUE      \$      1,926,775**

	TOTALS	%age of TOTAL
PROPERTY TAXES	90,000	4.67%
INTERGOVERNMENTAL	140,000	7.27%
INTEREST EARNINGS	5,000	0.26%
CARRYOVER APPROPRIATIONS	1,691,775	87.80%
<b>TOTAL REVENUE</b>	<b>\$      1,926,775</b>	<b>100%</b>



**TOTAL EXPENDITURES      \$      1,926,775**

	TOTALS	%age of TOTAL
OPERATING EXPENDITURES	276,775	14.36%
CAPITAL OUTLAY	1,650,000	85.64%
<b>TOTAL EXPENDITURES</b>	<b>\$      1,926,775</b>	<b>100%</b>

**CITY OF APOPKA**  
**COMMUNITY REDEVELOPMENT FUND**

**COMMUNITY REDEVELOPMENT FUND BUDGET SUMMARY**

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b>FUND BALANCE, OCTOBER 1</b>	<b>\$ 2,047,543</b>	<b>\$ 2,055,072</b>	<b>\$ 2,055,072</b>	<b>\$ 1,904,828</b>
<b>ADD REVENUES:</b>				
311-1000 PROPERTY TAXES	102,073	90,000	143,566	90,000
311-1001 INTERGOVERNMENTAL	137,688	140,000	165,735	140,000
361-1000 INTEREST	9,235	5,000	7,500	5,000
389-1000 FUNDING FROM RESERVES	-	2,050,439	-	1,691,775
<b>TOTAL REVENUES</b>	<b>248,996</b>	<b>2,285,439</b>	<b>316,801</b>	<b>1,926,775</b>
<b>DEDUCT EXPENDITURES:</b>				
OPERATING EXPENDITURES	241,467	75,000	50,545	276,775
CAPITAL OUTLAY	-	2,210,439	416,500	1,650,000
<b>TOTAL EXPENDITURES</b>	<b>241,467</b>	<b>2,285,439</b>	<b>467,045</b>	<b>1,926,775</b>
<b>FUND BALANCE, SEPTEMBER 30</b>	<b><u><u>\$ 2,055,072</u></u></b>	<b><u><u>\$ 4,633</u></u></b>	<b><u><u>\$ 1,904,828</u></u></b>	<b><u><u>\$ 213,053</u></u></b>

# CITY OF APOPKA COMMUNITY REDEVELOPMENT FUND

The City's Community Redevelopment Fund provides the framework for projects and activities intended to revitalize and improve conditions within the Community Redevelopment Area.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2015	ACTUAL	241,467
2016	BUDGET	2,285,439
2016	ESTIMATE	467,045
2017	REQUESTED	276,775

## GOALS:

- Creation of an improved residential environment for residents within the community.

## PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
Façade Renovation Assist. Program	N/A	N/A	1	
Buildin Code Assistance Program	N/A	N/A	1	
Impact Fee Assistance Program	N/A	N/A	0	

**CITY OF AOPKA  
COMMUNITY REDEVELOPMENT FUND**

**LINE ITEM DETAIL**

	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	241,467	75,000	50,000	175,800
4000 TRAVEL & PER DIEM	-	-	-	800
4900 OTHER CHARGES	-	-	-	100,000
5400 BOOK, PUBS AND SUBSCRIPTIONS	-	-	545	175
<b>TOTAL</b>	<b>241,467</b>	<b>75,000</b>	<b>50,545</b>	<b>276,775</b>
<b>CAPITAL OUTLAY:</b>				
6100 LAND ACQUISITION	-	200,000	-	-
6300 INFRASTRUCTURE	-	2,010,439	416,500	1,650,000
	-	<b>2,210,439</b>	<b>416,500</b>	<b>1,650,000</b>
<b>TOTAL COST</b>	<b><u>\$ 241,467</u></b>	<b><u>\$ 2,285,439</u></b>	<b><u>\$ 467,045</u></b>	<b><u>\$ 276,775</u></b>

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>CRA Fund - 610</u>
<b>Department</b>	<u>CRA 9950-515</u>
<b>Line Item #</b>	<u>3100</u>
<b>Line Item Description</b>	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
1	<i>Downtown Station Street Project Design. Could include Station St. and 6th Street connection to the West Orange Trail at Forest Ave.</i>	<i>Pre-design is needed to demonstrait the viability of the project for investment and the bid process</i>	50,000
2	5th Street Parking Lot design	Design needed for bid process and renovation of the parking lot	75,000
3	<i>Wayfinding signage for the CRA district</i>	<i>Design and specifications for directional signage in the CRA district. Any signage on Main St. (U.S. 441) would require special permitting in accordance with the wayfinding signage requirements regulated by FDOT.</i>	50,000
	<i>FRA - Florida Redevelopment Association, conference</i>	<i>3 nights hotel, registration</i>	800

<b>Total Cost</b>	<b>\$ 175,800</b>
-------------------	-------------------

<b>Fund</b>	<i>CRA Fund - 610</i>
<b>Department</b>	<i>CRA 9950-515</i>
<b>Line Item #</b>	<i>4000</i>
<b>Line Item Description</b>	<i>Travel &amp; Per Diem</i>

Total Cost	\$ 800
------------	--------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>CRA Fund - 610</u>
<b>Department</b>	<u>CRA 9950-515</u>
<b>Line Item #</b>	<u>4900</u>
<b>Line Item Description</b>	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
1	CRA ~ Façade Renovation Grant Program- Commercial	CRA redevelopment package - for exterior commercial redevelopment assistance.	25,000
2	CRA ~ Residential Fee Assistance Program (RFAP)	CRA redevelopment package for impact fee assistance on single family lots. Budgeted for up to five homes/lots.	50,000
3	CRA ~ Building Code Assistance Program- Commercial	CRA redevelopment package for interior code renovations in accordance with the Southern Building Code. May include: air conditioning-ducts and associated electrical; re-wiring; ADA accessible building; plumbing. Cannot be used for roof work.	25,000

<b>Total Cost</b>	<b>\$ 100,000</b>
-------------------	-------------------

<b>Fund</b>	<i>CRA Fund - 610</i>
<b>Department</b>	<i>CRA 9950-515</i>
<b>Line Item #</b>	<i>5400</i>
<b>Line Item Description</b>	<i>Books, Publications, and Memberships</i>

Item	Description	Justification	Estimated Cost
1	FI, Dept. of Economic Oportunity, FRA Special District		175

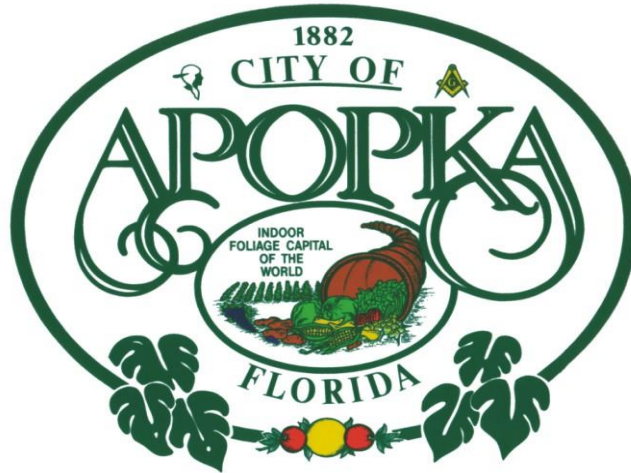
Total Cost	\$	175
------------	----	-----

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>CRA Fund - 610</u>
<b>Department</b>	<u>CRA 9950-515</u>
<b>Line Item #</b>	<u>6300</u>
<b>Line Item Description</b>	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	5th Street Parking Lot, renovation and reconstruction	This is the core parking lot in the downtown and part of the original 1993 CRA Plan. Cleaning up the parking lot to provide a safe, clean and visually appealing area in the downtown is vital to the redevelopment efforts.	600,000
2	Station St. and 6th Street promanade to the West Orange Trail ~ construction	Connects the West Orange Trail with the Stations Street project area linking bike and foot traffic.	750,000
3	5th Street trail (10' to 12') to Alonzo Williams Park	Provides a link from the Station Street Project area at Lake Ave. to 5th Street to Alonz Williams Park	100,000
4	Station Street Shopping Plaza - site design, planning, engineering and pre-construction work.	Site design and pre engineering for renovation.	200,000

<b>Total Cost</b>	<b>\$ 1,650,000</b>
-------------------	---------------------



## **ENTERPRISE FUNDS**

PUBLIC UTILITIES FUND

SANITATION FUND

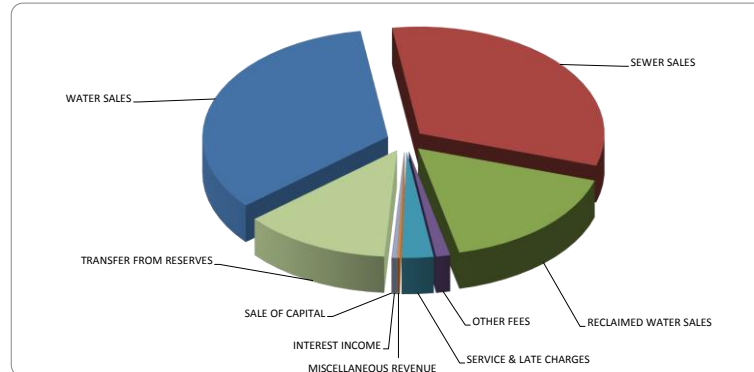
AIRPORT FUND

**CITY OF APOPKA  
UTILITY FUND**

**CITY OF AOPKA  
UTILITIES OPERATING FUND**

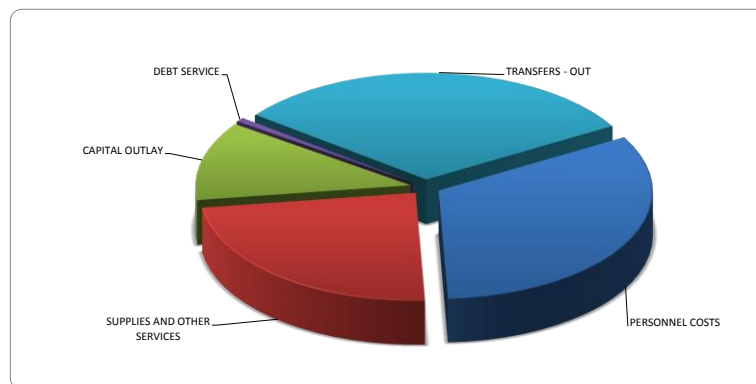
**UTILITY OPERATING FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2017-2018**



**TOTAL REVENUE      \$      19,857,041**

	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
WATER SALES	\$ 6,700,000	33.7%
SEWER SALES	6,400,200	32.2%
RECLAIMED WATER SALES	3,290,000	16.6%
OTHER FEES	244,000	1.2%
SERVICE & LATE CHARGES	550,000	2.8%
MISCELLANEOUS REVENUE	45,000	0.2%
INTEREST INCOME	80,000	0.4%
SALE OF CAPITAL	7,000	0.0%
TRANSFER FROM RESERVES	2,540,841	12.8%
<b>TOTAL REVENUE</b>	<b>\$ 19,857,041</b>	<b>100%</b>



**TOTAL EXPENSE      \$      19,857,041**

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
PERSONNEL COSTS	\$ 6,482,749	32.6%
SUPPLIES AND OTHER SERVICES	4,661,503	23.5%
CAPITAL OUTLAY	2,366,600	11.9%
DEBT SERVICE	126,736	0.6%
TRANSFERS - OUT	6,219,453	31.3%
<b>TOTAL EXPENSES</b>	<b>\$ 19,857,041</b>	<b>100%</b>

**CITY OF APOPKA  
UTILITY OPERATING FUND**

**UTILITY OPERATING FUND BUDGET SUMMARY**

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b>NET POSITION, OCTOBER 1</b>	<b>\$ 16,599,562</b>	<b>\$ 19,134,101</b>	<b>\$ 19,134,101</b>	<b>\$ 18,623,310</b>
<b>ADD REVENUES:</b>				
<b>CHARGES FOR SERVICES:</b>				
343-3101 WATER SERVICE FEES	5,991,860	5,600,000	6,605,330	6,600,000
343-3102 WATER METER & TAP FEES	124,343	100,000	85,000	100,000
343-3104 OTHER FEES	208,570	160,000	200,000	160,000
343-3106 RECLAIMED WATER SERVICE FEES	3,124,269	2,750,000	3,243,689	3,200,000
343-3107 RECLAIM WATER METER & TAP FEES	103,827	90,000	90,408	90,000
343-5101 SEWER SERVICE FEES	6,116,096	6,000,000	6,450,000	6,400,000
343-5102 SEWER TAP FEES	325	200	1,110	200
343-5103 INDUSTRIAL WASTE SURCHARGE	13,845	14,000	16,149	17,000
343-5104 BACKFLOW FEES	73,440	55,000	67,247	67,000
369-9005 SERVICE AND LATE CHARGES	516,586	550,000	484,235	550,000
369-9000 MISCELLANEOUS REVENUE	63,182	45,000	45,000	45,000
<b>TOTAL OPERATING REVENUES</b>	<b>16,336,343</b>	<b>15,364,200</b>	<b>17,288,167</b>	<b>17,229,200</b>
<b>NON - OPERATING REVENUES:</b>				
361-1000 INTEREST/DIVIDEND EARNINGS	101,217	80,000	80,000	80,000
364-9000 GAIN ON DISPOSAL OF CAPITAL ASSETS	-	5,000	-	5,000
365-1000 SCRAP SALES	236	2,000	-	2,000
389-0009 CARRYOVER APPROPRIATIONS (RESERVES)	-	3,175,945	-	2,540,841
389-4000 CAPITAL CONTRIBUTIONS FROM DEVELOPERS	676,725	-	-	-
389-4001 CAPITAL CONTRIBUTIONS FROM FUND 403	<b>6,421,819</b>	-	-	-
389-9000 OTHER NON-OPERATING SOURCES (Forfeited Deposits)	71,489	-	-	-
<b>TOTAL NON-OPERATING REVENUES</b>	<b>7,271,486</b>	<b>3,262,945</b>	<b>80,000</b>	<b>2,627,841</b>
<b>TOTAL REVENUES</b>	<b>23,607,829</b>	<b>18,627,145</b>	<b>17,368,167</b>	<b>19,857,041</b>
<b>LESS EXPENDITURES:</b>				
UTILITY ADMINISTRATION	2,057,129	970,510	963,599	959,552
WATER PLANT	1,311,332	1,429,882	1,425,666	1,230,094
WASTEWATER PLANT	2,436,396	2,679,038	2,408,782	2,450,382
UTILITY CONSTRUCTION	678,067	756,047	671,437	751,392
WATER MAINTENANCE	1,284,747	1,335,159	1,312,715	1,530,630
UTILITY BILLING	809,252	804,552	715,473	821,424
WASTEWATER MAINTENANCE	1,291,981	1,319,209	1,233,617	819,930
RESTORATION	195,976	308,798	305,105	341,266
DESIGN ENGINEERING	790,497	795,176	670,004	780,566
UTILITY PLANT MAINTENANCE	-	-	-	1,459,017
<b>TOTAL OPERATING COSTS</b>	<b>10,855,377</b>	<b>10,398,371</b>	<b>9,706,398</b>	<b>11,144,252</b>

<b>CAPITAL OUTLAY:</b>				
UTILITY ADMINISTRATION	-	45,800	45,800	9,750
WATER PLANT	-	809,343	809,343	1,255,000
WASTEWATER PLANT	-	95,949	53,786	-
UTILITY CONSTRUCTION	-	657,550	656,999	132,300
WATER MAINTENANCE	-	335,200	328,700	320,800
UTILITY BILLING	-	-	-	-
WASTEWATER MAINTENANCE	-	804,020	804,020	207,000
RESTORATION	-	42,000	35,000	-
DESIGN ENGINEERING	-	-	-	12,750
UTILITY PLANT MAINTENANCE	-	-	-	429,000
DEPRECIATION	3,751,603			
<b>TOTAL CAPITAL OUTLAY</b>	<b>3,751,603</b>	<b>2,789,862</b>	<b>2,733,648</b>	<b>2,366,600</b>
<b>DEBT SERVICE:</b>				
	<b>135,050</b>	<b>135,762</b>	<b>135,762</b>	<b>126,736</b>
<b>TRANSFERS-OUT:</b>				
TRANSFER TO GENERAL FUND	5,084,023	5,303,150	5,303,150	6,219,453
<b>TOTAL TRANSFERS-OUT</b>	<b>5,084,023</b>	<b>5,303,150</b>	<b>5,303,150</b>	<b>6,219,453</b>
<b>TOTAL EXPENDITURES</b>	<b>19,826,053</b>	<b>18,627,145</b>	<b>17,878,958</b>	<b>19,857,041</b>
<b>NET POSITION, SEPTEMBER 30</b>				
	<u><u>\$ 19,134,101</u></u>	<u><u>\$ 19,134,101</u></u>	<u><u>\$ 18,623,310</u></u>	<u><u>\$ 16,082,468</u></u>
FUND BALANCE TO EXPENDITURE PERCENTAGE	96.5%	102.7%	104.2%	81.0%



## CITY OF AOPKA UTILITY ADMINISTRATION

The Utility Administration Department of Public Services is responsible for the day-to-day supervision of the water, sewer, reuse, streets, fleet, grounds, sanitation, and cemetery divisions. The Utility Administration is the contact point for our customers.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	7,141,152
2017	BUDGET	6,319,460
2017	ESTIMATE	6,312,549
2018	REQUESTED	7,188,755

### GOALS:

- Continue to reduce paper redundancies by electronic filing/scanning all PS docs into View Wise/Contentverse system and maintaining one original/copy the hard copy file. Thus improving time management and reducing the storage of documents. Send staff to records training.
- Continue consistent standards of communication in order to eliminate uncertainty and provides transparency.
- Develop IworQ tracking of PS customer service and work orders in all areas. This will improve researching, scheduling and correcting issues in the community while improving efficiency and permitting senior level staff to look up data.
- Continue to improve response time to customer inquiries using IworQ to ensure return calls are made within 24 hrs. Using the reporting part of IworQ will assist better customer service.
- Training/Cross Training staff, this will improve versatility and reduce redundancies. Employees will be able to work in more than one area making them employees that are more valuable.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of Documents Scanned	14,400	15,000	16,000	6.7%
# of records sent for destruction	162	185	200	8%
Avg time to respond to complaints (days)	3.5	3.0	2.5	-17%
# of training classes attended	0	0	3	0%

**CITY OF APOPKA  
UTILITY ADMINISTRATION**

**LINE ITEM DETAIL**

	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	637,785	656,080	656,080	658,174
1210 LONGEVITY PAY	6,090	2,793	2,793	2,915
1400 OVERTIME	84	800	800	800
1600 OTHER REIMBURSED ALLOWANCES	899	1,014	1,014	1,514
2100 F.I.C.A.	41,619	50,543	50,543	50,750
2200 RETIREMENT CONTRIBUTION	92,756	101,660	101,660	101,769
2300 LIFE AND HEALTH INSURANCE	92,927	97,579	97,579	93,835
2400 WORKERS COMPENSATION	1,784	2,041	2,041	2,011
2500 OTHER POST EMPL BENEFITS	46,267	-	-	-
<b>TOTAL</b>	<b>920,211</b>	<b>912,510</b>	<b>912,510</b>	<b>911,768</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	30,887	5,000	-	5,000
3400 OTHER CONTRACTUAL SERVICES	6,630	6,480	6,480	6,480
4200 FREIGHT & POSTAGE	98	600	600	600
4300 UTILITY SERVICES	6,867	6,500	6,500	13,200
4400 RENTAL & LEASES	150	150	-	150
4600 REPAIR AND MAINTENANCE	3,428	17,953	17,000	6,000
4650 VEHICLE MAINTENANCE	2,583	1,500	1,000	1,500
4700 PRINTING AND BINDING	267	500	150	500
4900 OTHER CHARGES	2,093	2,208	2,250	2,385
5100 OFFICE SUPPLIES	3,172	2,850	2,850	2,850
5200 OPERATING SUPPLIES	11,014	4,000	4,000	4,700
5201 VENDING SUPPLIES	1,785	2,850	2,850	1,200
5250 FUEL & GASOLINE	1,392	1,500	1,500	1,600
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	515	1,734	1,734	1,619
5500 TRAINING	-	4,175	4,175	-
5,401 NPL ADJUSTMENT	1,066,037	-	-	-
<b>TOTAL</b>	<b>1,136,918</b>	<b>58,000</b>	<b>51,089</b>	<b>47,784</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDINGS	-	15,000	15,000	-
6300 INFRASTRUCTURE	-	10,000	10,000	-
6400 EQUIPMENT	-	20,800	20,800	9,750
<b>TOTAL</b>	<b>-</b>	<b>45,800</b>	<b>45,800</b>	<b>9,750</b>
<b>TRANSFERS:</b>				
9300 TRANSFER TO GENERAL FUND	5,084,023	5,303,150	5,303,150	6,219,453
<b>TOTAL</b>	<b>5,084,023</b>	<b>5,303,150</b>	<b>5,303,150</b>	<b>6,219,453</b>
<b>TOTAL COST</b>	<b>\$ 7,141,152</b>	<b>\$ 6,319,460</b>	<b>\$ 6,312,549</b>	<b>\$ 7,188,755</b>

**CITY OF AOPKA  
UTILITY ADMINISTRATION**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
PUBLIC SERVICES DIRECTOR	1	1	1
ASST PUBLIC SERVICES DIRECTOR	1	1	1
ADMINISTRATIVE ASSISTANT	1	1	1
FACILITIES ADMINISTRATOR	1	1	1
OFFICE MANAGER	1	1	1
ADMINISTRATIVE SUPPORT CLERK	1	1	1
SECRETARY II	1	1	1
CUSTOMER SERVICE CLERK	1	1	1
PURCHASING AND SUPPLY SPECIALIST	1	1	1
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>9</b>

**CAPITAL OUTLAY**

6200 - Building

\$ -

6400 - Equipment

Conference Room Chairs (22) & Executive Chairs (5)

\$ 6,750

Guest Chairs (20)

3,000

Total Capital Outlay

\$ 9,750

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Utility Administration 3010-539</i>
<b>Line Item #</b>	<i>3100</i>
<b>Line Item Description</b>	<i>Professional Services</i>

Total Cost	\$ 5,000
------------	----------

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Utility Administration 3010-539</i>
<b>Line Item #</b>	<i>3400</i>
<b>Line Item Description</b>	<i>Other Contractual Services</i>

[illegible]

Total Cost	\$ 6,480
------------	----------

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Utility Administration 3010-539</i>
<b>Line Item #</b>	<i>4200</i>
<b>Line Item Description</b>	<i>Freight &amp; Postage</i>

Total Cost	\$ 600
------------	--------

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Utility Administration 3010-539</i>
<b>Line Item #</b>	<i>4300</i>
<b>Line Item Description</b>	<i>Utility Services</i>

Item	Description	Justification	Estimated Cost
1	Electric	Utility Services PS Admin	5,500
2	Water	Water Services PS Admin	2,000
		City Administrator's Adjustment	5,700

Total Cost	\$ 13,200
------------	-----------

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Utility Administration 3010-539</i>
<b>Line Item #</b>	<i>4400</i>
<b>Line Item Description</b>	<i>Rentals and Leases</i>

Item	Description	Justification	Estimated Cost
1	<i>Railroad lease #54-106</i>	<i>Charge for phone cable near 8th st</i>	<i>150</i>

Total Cost	\$ 150
------------	--------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Administration 3010-539</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	A/C Maintenance & Repairs	Annual repairs and service to A/C Equipment	3,000
2	Carpet Cleaning	Annual cleaning of carpets PS Admin bldg	1,200
3	Ricoh Printer Maint/Service Agreement	Service Agreement for 1 shared printer PS Admin \$180/mo for color copies ,36/mo for b/w copies x12	2,592
4	Ricoh Copier Maint/Lease Agreement	Annual Leasing Fee for servicing copier \$129.75/mo. X 12 =\$1557.00	1,557
5	Ricoh Copier Ovg Charges per contract	Extra Copies b/w 0.0059 per page Color 0.0450 per page	1,200
6	Fire Extinguisher Service	Annual inspection of Fire Extinguishers	300
7	Generator Maintenance	Service Agreement for PS generators	3,200
8	Misc Equipment Repairs	Supplies for equipment repairs	800
9	Misc Repairs to Building	Supplies for repairs to building	2,000
10	Pest Control	Pest Control Agreement PS \$600 quaterly	2,400
		City Administrator's Adjustment	(12,249)

<b>Total Cost</b>	<b>\$ 6,000</b>
-------------------	-----------------

Fund	Water & Wastewater Fund - 401
Department	Utility Administration 3010-539
Line Item #	4650
Line Item Description	Vehicle Maintenance

Item	Description	Justification	Estimated Cost
1	Vehicle Maintenance	Preventive and corrective maintenance for PS Admin vehicles (3) @\$500	1,500

Total Cost	\$ 1,500
------------	----------

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Utility Administration 3010-539</i>
<b>Line Item #</b>	<i>4700</i>
<b>Line Item Description</b>	<i>Printing Services</i>

[illegible]

Total Cost	\$ 500
------------	--------

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Utility Administration 3010-539</i>
<b>Line Item #</b>	<i>4900</i>
<b>Line Item Description</b>	<i>Other Charges</i>

Total Cost	\$ 2,385
------------	----------

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Utility Administration 3010-539</i>
<b>Line Item #</b>	<i>5100</i>
<b>Line Item Description</b>	<i>Office Supplies</i>

Item	Description	Justification	Estimated Cost
1	Office Supplies	Operating supplies for PS Admin	700
2	Ink and Toner	Operating supply for printers	2,000
3	Storage Boxes	Storage for project files	150

Total Cost	\$ 2,850
------------	----------

**CITY OF AOPKA**  
**OPERATING BUDGET JUSTIFICATION FORM**  
**FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Administration 3010-539</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Cleaning Supplies	Supplies needed to clean bldg	750
2	Employee Hospitality	Sympathy Cards for Employees	50
3	Janitorial Supplies	Paper products -toilet paper,garbage bags,paper towels, hand soap	1,500
4	Radio Batteries	Replacement batteries for Motorola Radios 5 x \$100	500
5	Christmas Luncheon	Annual Staff Event	1,200
		City Administrator's Adjustment	700

<b>Total Cost</b>	<b>\$ 4,700</b>
-------------------	-----------------

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Utility Administration 3010-539</i>
<b>Line Item #</b>	<i>5201</i>
<b>Line Item Description</b>	<i>Vending Supplies</i>

Item	Description	Justification	Estimated Cost
1	PS Employee Appreciation Lunch	Food and supplies for annual PS Employee Lunch	1,200

Total Cost	\$ 1,200
------------	----------

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Utility Administration 3010-539</i>
<b>Line Item #</b>	<i>5250</i>
<b>Line Item Description</b>	<i>Fuel and Gasoline</i>

Item	Description	Justification	Estimated Cost
1	Vehicles	Fuel Charges for PS Admin vehicles 200 gals @2.50	500
2	Generators	Fuel Charges for Generators 150 gals @3.00	450
		City Administrator's Adjustment	650

Total Cost	\$ 1,600
------------	----------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Administration 3010-539</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	<i>Apopka Chief</i>	<i>Annual Subscription</i>	25
2	<i>ITE-Institute of Transportation Engineers</i>	<i>Annual Membership dues Jay Davoll</i>	300
3	<i>ASCE-American Society of Civil Engineers</i>	<i>Annual Membership dues Jay Davoll</i>	325
4	<i>SWANA-Solid Waste Assoc of N America</i>	<i>Annual Membership dues Jay Davoll</i>	250
5	<i>ASFPM-Assoc of State Floodplain Managers</i>	<i>Annual Membership dues Jay Davoll</i>	200
6	<i>FFMA-Florida Floodplain Managers Assoc.</i>	<i>Annual Membership dues Jay Davoll</i>	100
7	<i>APWA-American Public Works Assoc.</i>	<i>Annual Membership dues Jay Davoll</i>	184
8	<i>AWWA</i>	<i>Annual Membership dues Kevin Burgess</i>	235

Total Cost	\$ 1,619
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Administration 3010-539</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	FFMA	Annual Conference	500
2	APWA	Annual Conference	750
3	ITE	Annual Conference	500
4	SWANA	Annual Conference	600
5	Office Staff Seminars	Continuing Education	500
6	Landfill Operators License	Continuing Education, Jay Davoll	400
7	Software Courses	Continuing Education	375
8	DEP Certification Renewal	Continuing Education	200
		City Administrator's Adjustment	(1,900)

<b>Total Cost</b>	<b>\$ 1,925</b>
-------------------	-----------------

Fund	Water & Wastewater Fund - 401
Department	Utility Administration 3010-539
Line Item #	6400
Line Item Description	Equipment & Machinery

Item	Description	Justification	Estimated Cost
1	PS Conference Room and Executive Chairs	Replace 22 Conference Room chairs and 5 Executive chairs due to old age 20-25 years 27 chairs @\$250 each	6,750
2	Guest Chairs	Replace guest chairs due to old age 20-25 years - 20 chairs @\$150 each	3,000

Total Cost	\$ 9,750
------------	----------

## CITY OF AOPKA WATER PLANT

The Utility Water Plant produces potable water of a quality meeting all State and Federal requirements. This division ensures suitable pressure is maintained to meet day-to-day water needs as well as the requirements demanded for emergencies. The Water Plant is responsible for the distribution of all drinking water to our residential and commercial customers.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	1,311,332
2017	BUDGET	2,239,225
2017	ESTIMATE	2,235,009
2018	REQUESTED	2,485,094

### GOALS:

- Reduce customer complaint calls. Utilize conscientious maintenance and flushing of distribution system hydrants and blow offs.
- Develop and maintain electronic records for tracking flushing and flow testing of fire hydrants.
- Maintain compliance with CUP permit.
- Maintain current level of water quality.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
Distribution System water loss (%)	10.7	20.0	26.1	30.5%
Gallons of Water Produce-annually (	2,612.406	2,834.260	3,102.500	9.5%
CUP Compliance - Annual MGD	16	16	16	0.0%
Total Well Production Capacity (MG	35.856	35.856	35.856	0.0%
# of Water Distribution microbiological contaminant samples taken monthly for water quality other than line breaks	988	1,092	1,150	5.3%
# of drinking water quality tests performed	60	60	180	200.0%
# of Boil Notices issued	18	33	31	-6.1%

**CITY OF APOPKA  
WATER PLANT**

**LINE ITEM DETAIL**

	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>REQUESTED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	289,458	319,349	319,349	324,057
1210 LONGEVITY PAY	1,545	1,062	1,062	1,208
1300 OTHER SALARIES AND WAGES	8,304	14,976	14,976	-
1400 OVERTIME	14,615	20,800	20,800	20,332
1600 OTHER REIMBURSED ALLOWANCES	608	480	480	480
2100 F.I.C.A.	24,074	27,285	27,285	26,475
2200 RETIREMENT CONTRIBUTION	52,421	56,036	56,036	56,755
2300 LIFE AND HEALTH INSURANCE	57,016	62,300	62,300	59,491
2400 WORKERS COMPENSATION	3,475	1,780	1,780	1,726
2500 OTHER POST EMPL BENEFITS	35,986	-	-	-
Additional Position Requested				41,850
<b>TOTAL</b>	<b>487,502</b>	<b>504,066</b>	<b>504,066</b>	<b>532,374</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	5,231	6,250	6,100	6,000
4000 TRAVEL & PER DIEM	360	750	350	700
4100 COMMUNICATIONS	-	480	-	-
4200 FREIGHT & POSTAGE	67	700	250	400
4300 UTILITY SERVICES	413,592	445,000	445,000	445,000
4400 RENTAL & LEASES	1,122	1,500	1,500	1,500
4600 REPAIR AND MAINTENANCE	167,751	188,540	188,000	22,550
4650 VEHICLE MAINTENANCE	5,687	6,500	6,000	4,500
4900 OTHER CHARGES	6,900	6,825	6,825	6,825
4960 BAD DEBT EXPENSE	80,287	50,000	50,000	50,000
5100 OFFICE SUPPLIES	1,189	1,466	700	1,270
5200 OPERATING SUPPLIES	126,078	173,330	173,000	140,000
5220 WATER CONSERVATION PROGRAM	6,486	37,500	37,000	5,000
5250 FUEL & GASOLINE	7,429	5,100	5,000	11,500
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	264	75	75	75
5500 TRAINING	1,387	1,800	1,800	2,400
<b>TOTAL</b>	<b>823,830</b>	<b>925,816</b>	<b>921,600</b>	<b>697,720</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDINGS	-	-	-	-
6300 IMPROV. OTHER THAN BUILDINGS	-	700,000	700,000	1,000,000
6400 EQUIPMENT	-	109,343	109,343	255,000
<b>TOTAL</b>	<b>-</b>	<b>809,343</b>	<b>809,343</b>	<b>1,255,000</b>
<b>TOTAL COST</b>	<b>\$ 1,311,332</b>	<b>\$ 2,239,225</b>	<b>\$ 2,235,009</b>	<b>\$ 2,485,094</b>

# CITY OF AOPKA WATER PLANT

## STAFFING ANALYSIS

### NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
WATER RESOURCES OPER MANAGER*	1	0	0
CHIEF WATER PLANT OPERATOR	1	1	1
WATER PLANT OPERATOR "A"	2	2	2
WATER PLANT OPERATOR "B"	2	2	2
WATER PLANT OPERATOR "C"	0	0	0
WATER CONSERVATION SPECIALIST	1	1	1
WATER CONSERVATION AIDE (REQUESTED)	0	0	1
<b>TOTAL</b>	<b>7</b>	<b>6</b>	<b>7</b>

\* Position was promoted to Assistant Public Services Director and moved to Administration

## CAPITAL OUTLAY

### **6300 - Improvements:**

Grossenbacher WTP Well #1	1,000,000
Total Improvements	<u>\$ 1,000,000</u>

### **6400 - Equipment**

McCrometer 36" Ultramag Flowmeter	\$ 70,000
Sodium Hypochlorite Feed System	50,000
F-150 Truck	35,000
400 kW Emergency Generator	<u>100,000</u>
Total Equipment	\$ 255,000

<b>Total Capital Outlay</b>	<b>\$ 1,255,000</b>
-----------------------------	---------------------

**CITY OF AOPKA  
STAFFING REQUEST FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Water Plant 3111-533</u>
<b>Division</b>	<u></u>

Position Title	Justification	Anticipated Salary/Grade
Water Conservation Aide (FT) Grade 108	The City's water conservation and NPDES programs are growing to a point it is necessary to convert this part-time position to full-time. The water conservation program devotes a large amount of personal face-to-face time with the residents in assisting them in maintaining their irrigation systems in an efficient, water saving manner and providing public education. The NPDES program is becoming more labor intensive with the requirements in the DEP permit and reporting requirements.	31,000
	plus benefits	10,850
		41,850

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Water Plant 3111-533</u>
<b>Line Item #</b>	<u>3100</u>
<b>Line Item Description</b>	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
1	Annual CUP Wetlands Monitoring Report	SJRWMD CUP Mandate - Condition #49 of CUP #3217	5,500
2	Bond Maintenance Fee	Annual Bond Maintenance Fee	250
		City Administrator's Adjustment	250

Total Cost	\$ 6,000
------------	----------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Water Plant 3111-533</u>
<b>Line Item #</b>	<u>4000</u>
<b>Line Item Description</b>	<u>Travel &amp; Per Diem</u>

Item	Description	Justification	Estimated Cost
1	Water Plants' After-Hours Standby Operator Call-Out Mileage	The Water Plant operators do not take a City vehicle home for after-hours call-outs. They are paid standby mileage for travel in the personal vehicle to their after-hours calls.	700

Total Cost	\$	700
------------	----	-----

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Water Plant 3111-533</u>
<b>Line Item #</b>	<u>4100</u>
<b>Line Item Description</b>	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
1	Cell Phone Service - Standby Operator	Service for the City provided cell phone for the after-hours standby operator. The phone is utilized for SCADA system call-outs for plant alarms and boil water advisories due to water main breaks.	480
		Moved to IT	(480)

Total Cost	\$ -
------------	------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Water Plant 3111-533</u>
<b>Line Item #</b>	<u>4200</u>
<b>Line Item Description</b>	<u>Freight &amp; Postage</u>

Item	Description	Justification	Estimated Cost
1	Freight (Package Shipping)	Freight charges for the shipment of packages from the Water Plants.	400
2	Postage (Regulatory Correspondence)	Postage charges for the mailing of regulatory and other City business related correspondence	200
		City Administrator's Adjustment	(200)

Total Cost	\$	400
------------	----	-----

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Water Plant 3111-533</u>
<b>Line Item #</b>	<u>4300</u>
<b>Line Item Description</b>	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
1	Electric Service - Grossenbacher WTP	Annual electricity cost for the operation of the Grossenbacher WTP	170,000
2	Electric Service - Sheeler Oaks WTP	Annual electricity cost for the operation of the Sheeler Oaks WTP	70,000
3	Electric Service - Myrtle Rogers Womble Northwest WTP	Annual electricity cost for the operation of the Myrtle Rogers Womble Northwest WTP	180,000
4	Electric Service - Plymouth Regional WTP	Annual electricity cost for the operation of the Plymouth Regional WTP	35,000
5	Electric Service - Mt. Plymouth Lakes WTP	Annual electricity cost for the operation of the Mt Plymouth Lakes WTP	30,000
		City Administrator Adjustment	(40,000)

<b>Total Cost</b>	<b>\$ 445,000</b>
-------------------	-------------------

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Water Plant 3111-533</i>
<b>Line Item #</b>	<i>4400</i>
<b>Line Item Description</b>	<i>Rentals and Leases</i>

Item	Description	Justification	Estimated Cost
1	Emergency Equipment Rental	Rental of equipment for the Water Plants in response to unforeseen emergencies	1,500

Total Cost	\$ 1,500
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Water Plant 3111-533</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	Building Maintenance & Repairs	Maintenance of buildings and equipment at the Water Plants	10,000
2	Handheld Analyzer Calibrations & Repairs	Annual calibrations of handheld chlorine, pH, and turbidity meters, and repairs to field instruments	1,700
3	Annual Backflow Test Kit Calibration	Annual calibration of BFP test kit for completeion of annual BFP inspections	150
4	Fire Extinguisher Service	Annual service to the fire extinguishers for the Water Plants	200
5	Ground Stoage Tank Cleaning at 3 WTP's (3 @ \$3,500/ea)	Periodic cleaning of Ground Storage Tank interiors needed to remove silt and debris from floor of the tanks.	10,500

<b>Total Cost</b>	<b>\$ 22,550</b>
-------------------	------------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Water Plant 3111-533</u>
<b>Line Item #</b>	<u>4650</u>
<b>Line Item Description</b>	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	Preventive and Corrective Maintenance - Vehicles	Maintenance and repairs to the Water Plants vehicles (7 vehicles)	5,000
2	Preventive and Corrective Maintenance - Grounds Equipment	Maintenance and repairs to the Water Plants grounds maintenance equipment	2,000
		City Administrator's Adjustment	(2,500)

Total Cost	\$	4,500
------------	----	-------

Fund	Water & Wastewater Fund - 401
Department	Water Plant 3111-533
Line Item #	4900
Line Item Description	Other Charges

Item	Description	Justification	Estimated Cost
1	Annual DEP Operating License Fees	Annual DEP Operating License Fees for the five Water Plants (DEP Mandate 64-4.053(3) F.A.C.)	6,000
2	Diesel Fuel Storage Tank Annual Registrations (3 @ \$25)	Annual DEP Diesel Fuel Storage Tank Registrations	75
3	Drinking Water Laboratory Certification	Annual DOH drinking water laboratory certification for bacteriological testing	750

Total Cost	\$ 6,825
------------	----------



**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Water Plant 3111-533</u>
<b>Line Item #</b>	<u>5100</u>
<b>Line Item Description</b>	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	Copy Paper (4 cases @ \$30)	Copy paper for Water Plants' correspondence, plant records and Boil Water Advisories	120
2	Logbooks (5 @ \$20)	Logbooks for the Water Plants' daily operational records	100
3	Office Supplies	Office supplies including pens, pencils, staples, paper clips, dry erase markers, calculators, labeling supplies, filing supplies	250
4	Printer Cartridges (8 @ 100)	Color laser printer cartridges	800

<b>Total Cost</b>	<b>\$ 1,270</b>
-------------------	-----------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Water Plant 3111-533</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	CUP Major Ion Analysis (12 @ \$115)	SJRWMD CUP Mandate - Condition #51 of CUP #3217	1,380
2	Disinfection Byproducts Analysis (16 @ \$140)	Disinfection byproducts analysis mandated by DEP Rule 62-550.514 F.A.C.	2,240
3	Nitrate/Nitrite Analysis (5 @ \$50)	Nitrate/Nitrite Analysis mandated by DEP Rule 62-550.512 F.A.C.	250
5	Hardness Analysis (5 @ \$25)	Hardness analysis used to field customer inquiries	125
4	Customer Requested Drinking Water Analysis	Customer requested drinking water analysis for the resolution of water quality complaints	500
5	Drinking Water Laboratory Proficiency Testing (2 @ \$700)	Semi-annual drinking water laboratory bacteriological proficiency testing mandated by DOH Rule 64E-1.106(6) F.A.C.	1,400
6	Bacteriological Testing Supplies	Supplies for conducting routine compliance, boil water advisory and customer requested bacteriological testing	12,000
7	Water Sample Bags/Containers	Water sample bags and containers for collecting bacteriological samples throughout the water system	1,000
8	LaMotte Model 1200 Chlorine Colorimeter	Chlorine colorimeter for testing chlorine residuals on the plants for calibration of analyzers, distribution system testing, and customer requests	500
9	Chlorine Residual DPD Reagents (16 @ \$100)	DPD free chlorine residual reagents for testing field chlorine residuals in bacteriological sampling, distribution system monitoring and customer requests	1,600
10	pH Buffers	pH buffers used in the calibration and maintenance of the Water Plants' pH meters and analyzers	500
11	Lab QA/QC Testing Supplies	QA/QC Testing Supplies for performing quality control testing on drinking water bacteriological testing	2,500
12	Landscape Maintenance Supplies	Landscape maintenance supplies for the Water Plants' grounds maintenance	2,000
13	Herbicide Weed Killer (2 drums @ \$500/drum)	Herbicide weed killer for maintaining the grounds and fence lines on the Water Plants	1,000

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

Water & Wastewater Fund - 401  
Water Plant 3111-533  
5200  
Operating Supplies

Item	Description	Justification	Estimated Cost
14	Bee & Wasp Spray (6 cases @ \$100/ea.)	Bee & wasp spray for removal of nests on the Water Plants' tanks and buildings	600
15	Bleach pump sprayers (2 @ \$100)	Bleach pump sprayers used for cleaning and disinfection of the Water Plants' ground storage tank aerators	200
16	Water Hoses (5 @ \$50)	Replacement water hoses for the Water Plants for use in plant cleaning and maintenance	250
17	Broken Tool Replacement	Replacement of broken tools used in Water Plant maintenance and repairs	1,500
18	Janitorial Supplies	Janitorial supplies for keeping the Water Plants' buildings clean	500
19	Latex Gloves	Latex gloves for the operator's use with sample handling	200
20	Disinfectant Wipes (6 cases @ \$50)	Disinfectant wipes for use by the Water Plant operators when conducting compliance sampling	300
21	Hand Soap & Toiletries	Hand soap and toiletries for the restrooms on all Water Plants	500
22	Motorola Radio Batteries (7 @ \$90/ea.)	Replacement batteries for the Water Plants' communication radios	630
23	Painting Supplies	Painting supplies to maintain the aesthetic appearances of the buildings, pumps and piping on the Water Plants	2,500
24	Uniforms (6 @ \$3.74/wk. & 1 @ \$6.74/wk.)	City provided uniforms for the Water Plants' staff	1,518
25	Safety Shoes (7 @ \$150)	Safety shoes provided to the employees to reduce workplace injuries in the performance of their duties	1,050
26	Rubber Boots & Rain Gear (7 @ \$50)	Personal protective equipment for working in inclement weather and wet areas for the Water Plant operators	350
27	Sodium Hypochlorite (180,000 gal. @ \$0.60/gal.)	Sodium hypochlorite used for drinking water disinfection on five Water Plants	108,000
28	Calcium Hypochlorite-HTH (15 buckets @ \$180)	Calcium hypochlorite tablets and granular HTH for maintenance of the Water Plants' tank aerators and disinfection of wells	2,700
		City Administrator's Adjustment	(7,793)

Total Cost	\$ 140,000
------------	------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Water Plant 3111-533</u>
<b>Line Item #</b>	<u>5220</u>
<b>Line Item Description</b>	<u>Water Conservation Program</u>

Item	Description	Justification	Estimated Cost
1	Water Conservation Incentive Program	<p><i>The Water Conservation Incentive Program provides water customers rebate incentives to improve their irrigation systems to provide efficiencies to reduce water consumption on turf and landscape. The program is provided for in City Ordinance No. 2069.</i></p> <p><i>City Administrator's Adjustment</i></p>	<p>20,000</p> <p>(15,000)</p>

Total Cost	\$ 5,000
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Water Plant 3111-533</u>
<b>Line Item #</b>	<u>5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	Diesel Fuel for Generators (4,000 gal. @ \$3.00/gal.)	Diesel fuel for the Water Plants' standby generators	12,000
2	Fuel for Grounds Maintenance (500 gal. @ \$3.00/gal.)	Fuel for the Water Plants' grounds maintenance equipment	1,500
3	Fuel for Vehicles - Gasoline (1,250 @ \$2.50)	Fuel for the Water Plants' trucks	3,125
4	Fuel for Vehicles - CNG (1500 gal. @ \$1.25/gal.)	Fuel for the Water Plants' truck	1,875
		City Administrator's Adjustment	(7,000)

<b>Total Cost</b>	<b>\$ 11,500</b>
-------------------	------------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Water Plant 3111-533</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	Florida Irrigation Society Membership Renewal	FIS membership renewal for the Water Conservation Specialist. This membership keeps the Water Conservation Specialist current on changes to irrigation codes and technologies in the operation of the City's water conservation program.	75

Total Cost	\$	75
------------	----	----

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Water Plant 3111-533</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	CEU Training Courses (7 @ \$200)	Training courses (webinars, online courses, workshops) for the Water Plant operators to obtain CEUs required for DEP operator license renewals	1,400
2	Water Conservation Specialist Conferences and Workshops	Training courses to assist the Water Conservation Specialist in keeping up to date on current technologies and methodologies in the water conservation and NPDES areas	1,000

<b>Total Cost</b>	<b>\$ 2,400</b>
-------------------	-----------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Water Plant 3111-533</u>
<b>Line Item #</b>	<u>6300</u>
<b>Line Item Description</b>	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	Replacement of the Grossenbacher WTP Well #1	The replacement of the Grossenbacher Well #1 is mandated by the City's SJRWMD CUP Condition #32, requiring the well to be deepened or replaced and drilled into the Lower Floridan Aquifer. The improvements include design engineering for permitting purposes, drilling a new well into the Lower Floridan Aquifer, including pump, motor, controls and all required appurtenances.	1,000,000

<b>Total Cost</b>	<b>\$ 1,000,000</b>
-------------------	---------------------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Water Plant 3111-533</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
1	McCrometer 36" Ultramag Flowmeter	Replacement discharge flowmeter for the Grossenbacher WTP. The existing venturi flow meter has become maintenance intensive and maintaining accuracy of the meter has become difficult/	70,000
2	Replace the Sodium Hypochlorite Feed System at the Plymouth Regional WTP	The existing sodium hypochlorite feed system was installed in 2004. The storage tanks, chemical feed pump skids and piping are showing wear from exposure to the chemicals and weather elements. Expected life for the chemical feed system is 5-7 years.	50,000
3	New Ford F-150 Pickup Truck (CNG)	To replace Unit 180764, a Ford Ranger, due to age and wear of the truck.	35,000
4	400 kW Emergency Generator	Replacement emergency generator set for the Sheeler Oaks WTP due to age and wear. This generator is over 33 years old and maintenance and repair costs are continuing to increase each year.	100,000

<b>Total Cost</b>	<b>\$ 255,000</b>
-------------------	-------------------

## CITY OF AOPKA WASTEWATER PLANT

The Utility Wastewater Plant treats the City's domestic wastewater to a quality meeting State and Federal requirements and, in turn, distributes the treated effluent back to the community in the form of reclaimed/reuse water at a suitable quality and pressure to meet their irrigation needs. The responsibility of the Wastewater Plant is to supply both residential and commercial sites with reclaimed water.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	2,436,396
2017	BUDGET	2,774,987
2017	ESTIMATE	2,462,568
2018	REQUESTED	2,450,382

### GOALS:

- Continue the construction of the wastewater treatment plant, to include nutrient removal treatment technology. Phase I to be completed September 2018.
- Continue to operate the treatment plant in an efficient manner for the optimization of energy and chemical uses thus reducing costs.
- Reduce the dependency on groundwater augmentation in the reclaimed water system through alternative water supplies

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
Gallons of flow treated daily	3.071	3.183	3.350	5.2%
Permit Compliance (# of violations)	1	0	1	100.0%
# of lift stations maintained	117	120	122	1.7%
# of samples analyzed	1100	2400	3000	25.0%
% of Reclaim used by customers	100	100	100	0.0%

**CITY OF APOPKA  
WASTEWATER PLANT**

**LINE ITEM DETAIL**

	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>REQUESTED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	518,091	673,952	472,210	469,000
1210 LONGEVITY PAY	2,215	2,487	2,487	1,138
1400 OVERTIME	44,695	27,690	27,690	20,176
1600 OTHER REIMBURSED ALLOWANCES	475	480	480	-
2100 F.I.C.A.	41,620	53,903	36,336	37,509
2200 RETIREMENT CONTRIBUTION	93,366	109,648	33,929	80,411
2300 LIFE AND HEALTH INSURANCE	110,269	103,054	92,875	90,402
2400 WORKERS COMPENSATION	4,260	5,675	5,675	4,184
2500 OTHER POST EMPL BENEFITS	71,972	-	-	-
Additional Positions Requested				176,682
<b>TOTAL</b>	<b>886,963</b>	<b>976,889</b>	<b>671,682</b>	<b>879,502</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	250	15,250	15,000	250
3400 OTHER CONTRACTUAL SERVICES	3,600	4,800	4,800	5,200
4000 TRAVEL & PER DIEM	1,616	2,350	2,000	3,750
4100 COMMUNICATIONS	-	960	-	-
4200 FREIGHT & POSTAGE	95	500	400	500
4300 UTILITY SERVICES	858,760	871,440	950,000	936,610
4400 RENTAL & LEASES	-	1,500	1,500	1,500
4600 REPAIR AND MAINTENANCE	135,176	133,540	135,000	21,000
4650 VEHICLE MAINTENANCE	14,046	13,825	17,000	4,500
4900 OTHER CHARGES	297,926	355,350	310,000	310,425
4960 BAD DEBT EXPENSE	67,330	50,000	50,000	50,000
5100 OFFICE SUPPLIES	935	1,340	1,000	1,340
5200 OPERATING SUPPLIES	163,162	241,784	241,000	222,000
5250 FUEL & GASOLINE	5,652	5,450	5,400	8,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	200	200	350
5500 TRAINING	885	3,860	3,800	5,455
<b>TOTAL</b>	<b>1,549,433</b>	<b>1,702,149</b>	<b>1,737,100</b>	<b>1,570,880</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDINGS		3,728	3,728	-
6400 EQUIPMENT	-	92,221	50,058	-
<b>TOTAL</b>	<b>-</b>	<b>95,949</b>	<b>53,786</b>	<b>-</b>
<b>TOTAL COST</b>	<b>\$ 2,436,396</b>	<b>\$ 2,774,987</b>	<b>\$ 2,462,568</b>	<b>\$ 2,450,382</b>

# CITY OF AOPKA WASTEWATER PLANT

## STAFFING ANALYSIS

### NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
CHIEF W/W PLANT OPERATOR "A"	1	1	1
W/W PLANT OPERATOR "A"	1	1	1
W/W PLANT OPERATOR "B"	2	1	1
W/W PLANT OPERATOR "C"	4	4	4
LEAD LAB TECHNICIAN	1	1	1
ASSISTANT LAB TECHNICIAN	1	1	1
PLANT MECHANIC	1	1	1
ENVIRONMENTAL SPECIALIST I	1	0	0
INSTRUMENTATION TECH*	1	1	0
UTILITY ELECTRICIAN	1	0	0
W/W PLANT OPERATOR "C" (5 REQUESTED)	0	0	5
<b>TOTAL</b>	<b>14</b>	<b>11</b>	<b>15</b>

*\* Position moved to New Utility Plant Maintenance Division*

### CAPITAL OUTLAY

6200 - Buildings:

Total Improvements	\$ -
--------------------	------

6400 - Equipment

Total Equipment	\$ -
-----------------	------

Total Capital Outlay	\$ -
----------------------	------

**CITY OF AOPKA  
STAFFING REQUEST FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Plant 3121-535</u>
<b>Division</b>	<u></u>

Position Title	Justification	Anticipated Salary/Grade
Wastewater Plant Operator 'C' (5 new positions)	Two of the operator positions will be created to provide safety in working the first shift on weekends and the second shift on weekends by having two operators on shift at all times. Currently, if the operator working on the weekends were to get hurt while operating his/her shift, there is not a backup operator for safety on shift to assist the operator or call for help.	\$37,393 / Grade 112
	Three of the operator positions will not be needed until April 2018. These positions will be staffing a third shift that will be required by the DEP Operating Permit and will be effective upon start up of the new wastewater treatment plant.	
	5 Operators salary (\$37,393 each)	130,876
	5 Operator's Benefits (\$13,088)	45,806
		176,682

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Wastewater Plant 3121-535</i>
<b>Line Item #</b>	<i>1400</i>
<b>Line Item Description</b>	<i>Overtime</i>

Item	Description	Justification	Estimated Cost
1	Overtime	Overtime for responding to after-hours call-outs and plant emergencies (8 hrs./wk. @ \$35.00/hr.)	14,560
2	Standby Time	Incentive time paid to the operators for being on after-hours standby (4.5 hrs/wk. @ \$24.00/hr.)	5,616

Total Cost	\$ 20,176
------------	-----------

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Plant 3121-535</u>
<b>Line Item #</b>	<u>3100</u>
<b>Line Item Description</b>	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
1	Bond Maintenance Fee	Annual Bond Maintenance Fee	250

Total Cost	\$ 250
------------	--------

Fund	Water & Wastewater Fund - 401
Department	Wastewater Plant 3121-535
Line Item #	3400
Line Item Description	Other Contractual Services

Item	Description	Justification	Estimated Cost
1	Janitorial Service for Lab/Office Building (\$400/mo.)	Janitorial service for the WRF lab & office building	7,488
		City Administrator's Adjustment	(2,288)

Total Cost	\$ 5,200
------------	----------



**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Plant 3121-535</u>
<b>Line Item #</b>	<u>4000</u>
<b>Line Item Description</b>	<u>Travel &amp; Per Diem</u>

Item	Description	Justification	Estimated Cost
1	Wastewater Plant After-Hours Standby Mileage	Mileage for the after-hours standby operator to respond to call-outs in their personal vehicle	750
2	FSEA/FIPA Conference Travel & Per Diem	Travel & Per Diem for Erica Atkinson and Lori Comstock to attend the FSEA environmental laboratory training conference and Bill Bakle and Kirk Boulerice to attend the FIPA Pretreatment Program training conference	2,400
3	TREEO Backflow Tester Certification Course Travel & Per Diem	Travel & Per Diem for an operator to attend the TREEO backflow tester certification course.	600

<b>Total Cost</b>	<b>\$ 3,750</b>
-------------------	-----------------

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Wastewater Plant 3121-535</i>
<b>Line Item #</b>	<i>4100</i>
<b>Line Item Description</b>	<i>Communications Services</i>

Item	Description	Justification	Estimated Cost
1	Cell Phone Service - City Provided Plant Phone and After-Hours Standby Phone (2 @ \$480)	Mileage for the after-hours standby operator to respond to call-outs in their personal vehicle	960
		Moved to IT	(960)

Total Cost	\$ -
------------	------

Fund	Water & Wastewater Fund - 401
Department	Wastewater Plant 3121-535
Line Item #	4200
Line Item Description	Freight & Postage

Item	Description	Justification	Estimated Cost
1	Freight & Postage	Freight & postage charges for regulatory correspondence, City business correspondence and package freight	500

Total Cost	\$ 500
------------	--------

**CITY OF AOPKA**  
**OPERATING BUDGET JUSTIFICATION FORM**  
**FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Plant 3121-535</u>
<b>Line Item #</b>	<u>4300</u>
<b>Line Item Description</b>	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
1	Electricity - Northwest 83 MG Pond Pump Station/Fountains	Electricity charges for the Northwest 83 MG Reclaimed Water Pond Pump Station and Fountains	27,000
2	Electricity - Errol Reclaimed Water Booster Station	Electricity charges for the Errol Reclaimed Water Booster Station	15,450
3	Electricity - WRF Lab Building	Electricity charges for the WRF lab building	7,200
4	Electricity - Lift Stations (\$15,000/mo.)	Electricity charges for the lift stations	185,500
5	Electricity - NEW Lift Stations (2 @ \$60/mo. - 6 mo.)	Electricity charges for new lift stations commissioned into service during the year	740
6	Electricity - North Reuse Pump Station	Electricity charges for the North Reuse Pump Station	37,000
7	Electricity - WRF Reuse Pump Station	Electricity charges for the WRF Reuse Pump Station	306,000
8	Electricity - Water Reclamation Facility	Electricity charges for the Water Reclamation Facility	275,000
9	Electricity - North Shore Reclaimed Water Treatment Facility	Electricity charges for the North Shore Reclaimed Water Treatment Facility	53,000
10	Dumpster Service	Dumpster service for the WRF	720
11	Water & Sewer Service	Water and sewer service for the WRF	15,000
12	Orange County Reclaimed Water Augmentation Service	Orange County Reclaimed Water Augmentation Service	14,000

<b>Total Cost</b>	<b>\$ 936,610</b>
-------------------	-------------------

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Wastewater Plant 3121-535</i>
<b>Line Item #</b>	<i>4400</i>
<b>Line Item Description</b>	<i>Rentals and Leases</i>

Item	Description	Justification	Estimated Cost
1	Emergency Equipment Rental	Emergency equipment rental for the WRF	1,500

Total Cost	\$ 1,500
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Plant 3121-535</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	Buildings/Facilities Maintenance	Buildings and facilities maintenance for the WRF, North Reuse Pump Station and the North Shore Reclaimed Water Treatment Plant	12,000
2	Copier Maintenance	Maintenance charges for the copier at the WRF Lab	1,200
3	Fire Extinguisher Service	Annual fire extinguisher service for the WRF, North Reuse Pump Station and North Shore Treatment Plant	300
4	Reclaimed Water Storage Pond Maintenance	Maintenance of the reclaimed water storage ponds includes liners maintenance and repairs, fountain maintenance and aquatic vegetation maintenance	5,000
5	Replace Roof on Tool Building	The roof on this building is over 30 years old and is in need of replacement.	2,500

Total Cost	\$ 21,000
------------	-----------

Fund	Water & Wastewater Fund - 401
Department	Wastewater Plant 3121-535
Line Item #	4650
Line Item Description	Vehicle Maintenance

Item	Description	Justification	Estimated Cost
1	Preventive and Corrective Maintenance - Grounds Equipment	Maintenance and repairs to the grounds maintenance equipment including, two lawn mowers, edgers, weed eaters, blowers, chain saws	1,500
2	Preventive and Corrective Maintenance - Vehicles	Maintenance and repairs to the WRF pickup trucks, utility trucks and pretreatment van	3,000

Total Cost	\$ 4,500
------------	----------

Fund	Water & Wastewater Fund - 401
Department	Wastewater Plant 3121-535
Line Item #	4900
Line Item Description	Other Charges

Item	Description	Justification	Estimated Cost
1	Lab Certification Renewal	Renewal of the lab certification to run wastewater analysis for DEP DMR reporting	750
2	Wastewater DEP NPDES Compliance Fee	Annual DEP NPDES Compliance Fee	800
3	Sludge Hauling (325 loads @ \$950/load)	Sludge Hauling from the WRF	308,750
4	Diesel Fuel Tank Registrations (5 @ \$25)	Annual DEP Diesel Fuel Tank Registrations	125

Total Cost	\$ 310,425
------------	------------



Fund	Water & Wastewater Fund - 401
Department	Wastewater Plant 3121-535
Line Item #	5100
Line Item Description	Office Supplies

Total Cost	\$ 1,340
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Plant 3121-535</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Alum, Liquid (6 totes @ \$2,000/ea.)	Liquid alum for use in effluent treatment as a filter aid to reduce TSS in the reclaimed water.	12,000
2	Janitorial Supplies and Toiletries	Janitorial supplies and toiletries for the restrooms at the WRF, North Reuse Pump Station and North Shore Treatment Plant	300
3	Bee & Wasp Spray (6 cases @ \$100)	Bee & wasp spray for removal of nests on the WRF tanks and buildings	600
4	Boots/Rain Gear (3 @ \$55/ea.)	Personal protective equipment for working in inclement weather and wet areas for the WRF operators	165
5	Calcium Hypochlorite - HTH (24 buckets @ \$175/bucket)	HTH is used for cleaning and disinfecting tanks and operating areas throughout the WRF and aiding in odor control	4,200
6	Disinfectant Wipes (12 cases @ \$50/case)	Disinfectant wipes for use by the WRF operators when conducting compliance sampling and working with the wastewater	750
7	Odor Control for the WRF Pretreatment Rag & Grit Dumpsters (4 qtrs. @ \$1,800/qtr.)	Odor control for the dumpsters at the WRF pretreatment structure is essential to maintaining quality aesthetic conditions at the WRF to protect the adjoining residents from foul and objectionable odors	7,200
8	Hand Soap (18 gal. @ \$50/gal.)	Disinfecting hand soap for the operators to maintain personal cleanliness when working with and around the wastewater	900
9	Herbicide (120 gal. @ \$20/gal.)	Herbicide for maintaining weed control around the WRF, North Reuse Pump Station, North Shore Treatment Plant and all associated fence lines	2,400
10	Latex Gloves (12 cases @ \$50/case)	Latex gloves for operator personal safety and hygiene in working with wastewater	600
11	Lime (125 bags @ \$7.00/bag)	Lime is used in disinfecting wastewater spills and clean-up	875
12	Broken Tool Replacements	Replacement tools for items that may be broken during the normal course of working on the treatment plants.	2,000
13	Motorola Radio Batteries (3 @ \$90)	Replacement batteries for City radios	270
14	Odor Eliminator for Sludge Digesters (300 gal. @ \$12.50/gal.)	Odor control chemicals for use on the WRF sludge digesters	3,750

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

Water & Wastewater Fund - 401  
Wastewater Plant 3121-535  
5200  
Operating Supplies

Item	Description	Justification	Estimated Cost
15	Office Chairs (4 @ \$250)	Replacement office chairs for the WRF operators building. The existing furniture is old and worn out, in need of replacement	1,000
16	Painting Maintenance Supplies	Painting maintenance supplies for maintenance of the aesthetic appearances of the WRF, North Reuse Pump Station, and North Shore Treatment Plant	5,000
17	Paper Towels (26 cases @ \$30/case)	Paper towels for the operators to maintain personal cleanliness when working with and around the wastewater	780
18	Belt Press Polymer (15 totes @ \$3,000/tote)	Belt press polymer is essential in the operation of the press to dewater the sludge into a cake for disposal	45,000
19	Pretreatment Program Annual DMR Sampling	The Pretreatment Program annual sampling is a DEP Operating Permit required analyses for the WRF reclaimed water effluent, Triquint Semiconductor and List Industries	2,500
20	Pretreatment Program Customer Outreach and Education Program	Materials for the Pretreatment Program Customer Outreach and Education Program	1,000
21	Pump Sprayers (4 @ \$50)	Pump sprayers for spraying herbicide around the plant landscapes and bleach for plant cleaning and maintenance	200
22	Safety Shoes (11 @ \$150)	Safety shoes provided to the employees to reduce workplace injuries in the performance of their duties	1,650
23	Sodium Hypochlorite (150,000 gal. @ \$0.60/gal.)	Sodium Hypochlorite for the disinfection of reclaimed water at the WRF, North Reuse Pump Station, and North Shore Treatment Plant	90,000
24	Uniforms (10 @ \$3.74/wk. & 4 @ \$6.74/wk.)	City provided uniforms for the WRF staff	3,347
25	Water Coolers (1 @ \$40)	Replacement water cooler	40
26	Water Hoses (8 @ \$50)	Replacement water hoses for use in cleaning and maintenance of the WRF	400
27	Annual Lab Instrument Calibration Services	Calibration services for lab equipment in accordance with the lab certification requirements	1,400
28	Autoclave Maintenance Supplies	Maintenance supplies for the lab autoclave for cleaning and sterilization of all labware	500

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

Water & Wastewater Fund - 401  
Wastewater Plant 3121-535  
5200  
Operating Supplies

Item	Description	Justification	Estimated Cost
29	BOD/COD/CBOD Lab Supplies	BOD and CBOD are DEP Operating Permit required analyses for the WRF reclaimed water effluent and Pretreatment Program	4,000
30	Compliance Monitoring Well Sampling (4 qtrs. @ \$1,200/qtr.)	Quarterly monitoring well sampling is a DEP Operating Permit requirement for four wells at the WRF, one well at the Rock Springs Ridge Pond 8 Reclaimed Water Pond, and the Northwest 83 MG Reclaimed Water Pond	2,800
31	Conductivity Testing Supplies	Conductivity is a DEP Operating Permit required analysis for groundwater monitoring wells quarterly sampling	1,000
32	DI Water Quality Analysis (12 @ \$45)	DI water quality analysis is a requirement of the lab certification to be able to use it in blank and control tests in wastewater analysis	540
33	DI Water Service	DI Water service is a requirement of the lab certification in running blank and control tests on all analyses conducted in the lab	3,000
34	Dissolved Oxygen Probes (2 @ \$1,000)	YSI dissolved oxygen testing probe for plant operations process control testing and lab BOD/CBOD testing	2,000
35	Fecal Coliform Testing Supplies	Fecal Coliform is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	4,500
36	Glassware for Lab Testing	Replacement glassware for items that may be broken while conducting lab analysis	2,000
37	Lab 150 mL Funnels	Funnels for running TSS and Fecal/Total Coliform analyses	3,000
38	Lab NIST Thermometer	Use of a certified NIST thermometer is a NELAC requirement in conducting lab testing on wastewater samples	800
39	Laboratory Proficiency Testing	This is a requirement of the WRF lab certification to conduct proficiency testing twice per year on wastewater samples	1,200
40	Light Bulbs for Lab Testing Equipment	Replacement light bulbs for lab equipment	300
41	Nitrate/Nitrite Analysis (24 @ \$45/ea.)	Nitrate/Nitrite is a DEP Operating Permit required analysis for groundwater monitoring wells quarterly sampling	1,080

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

Water & Wastewater Fund - 401  
Wastewater Plant 3121-535  
5200  
Operating Supplies

Item	Description	Justification	Estimated Cost
42	pH Testing Supplies	pH is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	1,200
43	QA/QC Testing Supplies	Quality Assurance/Quality Control testing supplies for all wastewater analyses run in the lab, including bacteria controls, verification broths/agars, LCS standards, gel standards, Prospore ampules)	4,000
44	Quarterly Sludge Analysis (4 @ \$250)	Quarterly sludge analysis for Sludge Hauling Contract and Pretreatment Program	1,000
45	Replacement Labware	Replacement labware including pipettes, test tubes, sample racks	500
46	Replacement pH Probe	Replacement pH probe for testing reclaimed water effluent per DEP Operating Permit	800
47	Total Chlorine Residual Testing Supplies	Total chlorine residual is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	1,600
48	Total Nitrogen Analysis (160 @ \$45/ea.)	Total Nitrogen is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	7,200
49	Total Phosphorus Analysis (52 @ \$15/ea.)	Total Phosphorus is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	780
50	Total Suspended Solids Testing Supplies	Total suspended solids is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	3,000
51	Tubing for Automatic Samplers	The tubing on the automatic samplers requires replacement twice per year to maintain the integrity of each wastewater sampling event	1,000
52	Turbidity Testing Supplies	Turbidity is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	600
		<b>City Administrator's Adjustment</b>	<b>(14,727)</b>

Total Cost	\$ 222,000
------------	------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Plant 3121-535</u>
<b>Line Item #</b>	<u>5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	Diesel Fuel for Generators (4,000 gal. @ \$3.00/gal.)	Diesel fuel for the WRF, North Reuse Pump Station and North Shore Treatment Plant standby generators	12,000
2	Diesel Fuel for Grounds Maintenance (250 gal. @ \$3.00/gal.)	Fuel for the WRF grounds maintenance equipment	750
3	Fuel for Vehicles - Gasoline (300 @ \$2.50)	Fuel for the WRF trucks	750
4	Fuel for Vehicles - CNG (300 gal. @ \$1.25/gal.)	Fuel for three WRF vehicles	375
		City Administrator's Adjustment	(5,875)

<b>Total Cost</b>	<b>\$ 8,000</b>
-------------------	-----------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Plant 3121-535</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	<i>Florida Society Environmental Analysts Membership Renewals (2 @ \$50)</i>	<i>FSEA for laboratory staff to keep up to date on current laboratory technologies and regulatory changes</i>	100
2	<i>The NELAC Institute Lab Membership Renewal</i>	<i>The NELAC Institute is the guiding organization in the laboratory regulatory environment. It is important for our laboratory to be a member of this organization and participate in the regulatory development process</i>	100
3	<i>WEF Membership</i>	<i>WEF membership for the Chief Operator to keep up to date on current wastewater treatment operations and maintenance technologies and regulatory changes</i>	150

<b>Total Cost</b>	<b>\$ 350</b>
-------------------	---------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Plant 3121-535</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Sacramento State Advanced Waste Treatment course	Training course worth 9 CEUs that covers advanced wastewater treatment practices. This course qualifies an operator to sit for the FDEP wastewater treatment plant operator "B" exam.	200
2	TNI Webinars (Laboratory Training)(4 @ \$90/ea.)	Online continuing education for laboratory staff to remain current on testing methods and the regulatory environment	360
3	FSEA Training Conference (Lead and Assistant Lab Techs)	The FSEA training conference provides hands-on training on current laboratory methods, training on upcoming changes to testing methods and the regulatory environment	1,000
4	FIPA Pretreatment Conference (Industrial Pretreatment Coordinator and Chief Operator)	The FIPA pretreatment conference provides training on current and emerging issues relating to the pretreatment of industrial wastewater processes and oil/grease programs	450
5	Backflow Prevention Assembly Tester Training and Certification	The 5 day TREEO course provides backflow prevention tester certification. The course will certify that an individual is capable of completing the permit required testing of backflow prevention devices around the WRF and the city.	645
6	Wastewater B Certification Review	The TREEO course prepares C wastewater operators for the B level state exam.	600
7	Microbiology of Activated Sludge	The TREEO course provides an operator with 2.1 CEUs and trains the operator on how to better troubleshoot the activated sludge process through microscopic evaluation.	650
8	Florida Rural Water Association Online Courses (5 @ \$190/ea)	Online continuing education courses for treatment plant operators to remain current on treatment and maintenance processes.	950



**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

Water & Wastewater Fund - 401  
Wastewater Plant 3121-535  
5500  
Training

Item	Description	Justification	Estimated Cost
9	FDEP state license exam (3 @ \$100/ea)	To obtain a higher grade state license, operators are required to sit for state exams.	300
10	FDEP state license application fees (3 @ \$100/ea)	FDEP requires an application and licensure fee for higher operating licenses.	300

Total Cost	\$ 5,455
------------	----------

## CITY OF AOPKA UTILITY CONSTRUCTION

The Utility Construction Division provides installation of large water, sewer and reuse mains throughout the Apopka Utility Service area.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	678,067
2017	BUDGET	1,413,597
2017	ESTIMATE	1,328,436
2018	REQUESTED	883,692

### GOALS:

- Improve scheduling utility construction projects, including start and completion dates.
- Work with GIS to GPS valves and piping for new utility pipeline projects.
- Increase training on the safe operation of heavy equipment used in construction projects.
- Become more efficient in construction operation as a way to increase productivity.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of new water mains installed	5,400	2,450	2,600	6.1%
# of new sewer mains installed	3,200	1,500	1,650	10.0%
# of new reuse mains installed	5,800	8,900	9,200	3.4%
# of training classes attended	26	24	25	4.2%

**CITY OF APOPKA  
UTILITY CONSTRUCTION**

**LINE ITEM DETAIL**

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	375,543	444,496	386,252	448,289
1210 LONGEVITY PAY	3,266	3,282	3,253	3,429
1400 OVERTIME	392	1,200	1,200	1,200
2100 F.I.C.A.	26,463	34,347	29,889	34,648
2200 RETIREMENT CONTRIBUTION	58,837	73,632	64,076	74,278
2300 LIFE AND HEALTH INSURANCE	77,796	99,660	100,391	99,114
2400 WORKERS COMPENSATION	3,141	4,215	5,793	5,709
2500 OTHER POST EMPL BENEFITS	46,267	-	-	-
<b>TOTAL</b>	<b>591,705</b>	<b>660,832</b>	<b>590,854</b>	<b>666,667</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
4100 COMMUNICATIONS	-	-	-	500
4200 FREIGHT & POSTAGE	-	130	-	130
4300 UTILITY SERVICES	10,441	16,900	15,000	13,400
4400 RENTAL & LEASES	-	-	-	5,000
4600 REPAIR AND MAINTENANCE	-	1,200	1,200	1,200
4650 VEHICLE MAINTENANCE	46,554	45,300	30,000	23,000
5100 OFFICE SUPPLIES	476	300	383	300
5200 OPERATING SUPPLIES	15,516	18,685	12,000	18,795
5250 FUEL & GASOLINE	12,520	11,540	20,000	20,000
5500 TRAINING	855	1,160	2,000	2,400
<b>TOTAL</b>	<b>86,362</b>	<b>95,215</b>	<b>80,583</b>	<b>84,725</b>
<b>CAPITAL OUTLAY:</b>				
6200 BUILDINGS	-	-	-	-
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	-
6400 EQUIPMENT	-	657,550	656,999	132,300
<b>TOTAL</b>	<b>-</b>	<b>657,550</b>	<b>656,999</b>	<b>132,300</b>
<b>TOTAL COST</b>	<b>\$ 678,067</b>	<b>\$ 1,413,597</b>	<b>\$ 1,328,436</b>	<b>\$ 883,692</b>

# CITY OF AOPKA UTILITY CONSTRUCTION

## STAFFING ANALYSIS

### NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
CONSTRUCTION FOREMAN	1	1	1
UTILITY FOREMAN	1	1	1
UTILITY SERVICE WORKER I	1	1	1
UTILITY SERVICE WORKER II	7	7	7
<b>TOTAL</b>	<b>10</b>	<b>10</b>	<b>10</b>

## CAPITAL OUTLAY

6300 - Improvements:		
Total Improvements		\$ -
6400 - Equipment		
Tracer Lmx Ground Penetrating Radar Locator System		\$ 14,000
CAT Mini Excavator		50,000
Econoline Trailer for Mini Excavator		10,000
F-250 Extended Cab 4X4 8' Bed		45,000
Road tamper BOMAG Skid Diesel plus Trailer		12,000
IPAD for Locates with Directional Boring Machine		1,300
Total Equipment		\$ 132,300
<b>Total Capital Outlay</b>		<b>\$ 132,300</b>

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Construction 3131-536</u>
<b>Line Item #</b>	<u>4100</u>
<b>Line Item Description</b>	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
1	1 new internet connection for IPAD	For GIS data use in the field for locates, maps and emails	500

Total Cost	\$ 500
------------	--------

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Construction 3131-536</u>
<b>Line Item #</b>	<u>4200</u>
<b>Line Item Description</b>	<u>Freight &amp; Postage</u>

Item	Description	Justification	Estimated Cost
1	Postage (general correspondence, invoices)	Correspondence (water cut ons/off) Orange County and SJRWMD permits, locate tickets.	130

Total Cost	\$ 130
------------	--------

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Construction 3131-536</i>
<b>Line Item #</b>	<i>4300</i>
<b>Line Item Description</b>	<i>Utility Services</i>

[illegible]

Total Cost	\$ 13,400
------------	-----------

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Construction 3131-536</i>
<b>Line Item #</b>	<i>4400</i>
<b>Line Item Description</b>	<i>Rentals and Leases</i>

Item	Description	Justification	Estimated Cost
1	Miscellaneous Emergency Equipment rental, MOT rental	Traffic Control, trenchers, packer, rollers	5,000

Total Cost	\$ 5,000
------------	----------



<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Construction 3131-536</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Total Cost	\$ 1,200
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Construction 3131-536</u>
<b>Line Item #</b>	<u>4650</u>
<b>Line Item Description</b>	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	(2) Cat backhoe	Maintenance and repairs to the maintenance equipment / vehicles	6,000
2	(2) Trac-hoes	Maintenance and repairs to the maintenance equipment / vehicles	9,000
3	(3) Loaders	Maintenance and repairs to the maintenance equipment / vehicles	9,000
4	(4) Dump (Yr 1997, 1995, 1997, 2005)	Maintenance and repairs to the maintenance equipment / vehicles	6,000
5	(4) Service Trucks (Yr 2002, 2001, 2002, 2004)	Maintenance and repairs to the maintenance equipment / vehicles	10,000
6	Miscellaneous Preventive and Corrective Maintenance	Maintenance and repairs to the maintenance equipment / vehicles	4,000
7	Vermeer D23x30s3 Directional Drill Maintenance	Maintenance and repairs to the maintenance equipment / vehicles	2,000
		City Administrator's Adjustment	(23,000)

<b>Total Cost</b>	<b>\$ 23,000</b>
-------------------	------------------

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Construction 3131-536</u>
<b>Line Item #</b>	<u>5100</u>
<b>Line Item Description</b>	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	Office Supplies	Office supplies including pens, pencils staples, paper clips dry erase markers.	300

Total Cost	\$ 300
------------	--------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Construction 3131-536</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Barricades	MOT and ROW Work	5,000
2	Chainsaw Supplies (Chains, Bar Oil)	Clearing ROWs	1,000
3	Coolers	4 @ \$40 each	160
4	Extension Ladders	Needed for trench box work	400
5	First Aid Kits	Restocking items	150
6	Gloves	Employee health and safety	550
7	Hand Soap	Employee health and safety	100
8	Misc. hand tools & equipment	Air compressor tools	3,000
9	Motorola radio batteries	Handheld radios for formans	500
10	Paper Towels	Employee health and safety	650
11	Rainsuits	Employee health and safety	400
12	Reflective safety vests	Employee health and safety	500
13	Safety Cones / Survey Stakes	MOT and ROW Work	1,800
14	Safety glasses	Employee health and safety	250
15	Safety shoes	Employee health and safety 9 @ \$150	1,350
16	Saw blades for street saw	9 at \$85 each, employee health and safety	765
17	Shovels		320
18	Toilet paper	Employee health and safety	100
19	Uniforms	City provided uniforms	1,800

<b>Total Cost</b>	<b>\$ 18,795</b>
-------------------	------------------

Fund	Water & Wastewater Fund - 401
Department	Construction 3131-536
Line Item #	5250
Line Item Description	Fuel and Gasoline

Item	Description	Justification	Estimated Cost
1	Diesel Fuel for Equipment	Diesel fuel for Heavy Equipment (8,500 gal @ \$3.00 / gal.)	25,500
2	Unleaded fuel for Vehicles	Fuel for Vehicles - Gasoline (4,400 @ \$2.50 / gal.)	11,000
		City Administrator's Adjustment	(16,500)

Total Cost	\$ 20,000
------------	-----------

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Construction 3131-536</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Confined Space, Trenching Sharing Class	Continuing education for 9 employees	1,400
2	Traffic control, erosion control, safety operation		1,000

Total Cost	\$ 2,400
------------	----------

Fund	Water & Wastewater Fund - 401
Department	Construction 3131-536
Line Item #	6400
Line Item Description	Equipment & Machinery

Total Cost	\$ 132,300
------------	------------

## CITY OF APOPKA WATER MAINTENANCE

The Water Maintenance Division of the Public Utilities maintains over 200 miles of water and reuse lines, 1200 fire hydrants, installs water meters and maintains the backflow program. This division also provides after hours on call service to better serve the Apopka customers.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	1,284,747
2017	BUDGET	1,670,359
2017	ESTIMATE	1,641,415
2018	REQUESTED	1,851,430

### GOALS:

- Continue to work with GIS to improve the utility mapping system.
- Reduce stopped meters by 20% throughout the water distribution system.
- Increase Cross Connection Control education and enforcement for customers.
- Reduce water outages due to leaks and water main breaks by 15%.
- Increase training on the safe operation of heavy equipment
- Continue to inspect and upgrade older piping throughout the water distribution system.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of miles of pipe maintained	360	345	360	4.3%
# of leaks or breaks annually	390	450	425	-5.6%
# of valve replacements-annually	17	15	16	6.7%
# of backflow test	1600	1500	1550	3.3%
# of new install meters	800	1200	1500	25.0%
# of meter replacements	2050	2000	2200	10.0%
# of after hour calls	400	500	550	10.0%



**CITY OF APOPKA  
WATER MAINTENANCE**

**LINE ITEM DETAIL**

	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>REQUESTED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	386,203	431,678	431,678	438,975
1210 LONGEVITY PAY	2,946	2,205	2,205	2,365
1400 OVERTIME	56,580	50,440	50,440	42,875
1600 OTHER REIMBURSED ALLOWANCES	737	480	480	480
2100 F.I.C.A.	32,550	37,087	37,087	37,079
2200 RETIREMENT CONTRIBUTION	73,993	79,508	79,508	79,490
2300 LIFE AND HEALTH INSURANCE	110,485	149,115	149,115	132,361
2400 WORKERS COMPENSATION	4,398	4,542	4,542	4,395
2600 OTHER POST EMPLOYMENT BENEFITS	56,549	-	-	-
Additional Positions Requested	-	-	-	158,216
<b>TOTAL</b>	<b>724,441</b>	<b>755,055</b>	<b>755,055</b>	<b>896,236</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	-	-	-	-
3400 OTHER CONTRACTUAL SERVICES	132	900	900	1,900
4000 TRAVEL & PER DIEM	-	-	-	-
4100 COMMUNICATIONS	-	1,444	-	-
4200 FREIGHT & POSTAGE	-	600	500	500
4300 UTILITY SERVICES	8,168	10,300	8,000	8,800
4400 RENTAL & LEASES	7,969	11,400	11,400	11,400
4600 REPAIR AND MAINTENANCE	2,400	4,000	4,000	7,500
4650 VEHICLE MAINTENANCE	40,404	48,500	30,000	30,000
4900 OTHER CHARGES	4,846	7,000	7,000	9,000
5100 OFFICE SUPPLIES	1,126	1,400	1,400	1,600
5200 OPERATING SUPPLIES	374,437	349,632	349,600	390,392
5201 VENDING SUPPLIES	43,640	52,881	52,800	61,585
5236 BACKFLOW OPERATIONAL SUPPLIES	43,494	42,537	42,550	63,237
5245 CONTRACTOR METER REPAIRS	3,750	23,350	23,350	5,000
5250 FUEL & GASOLINE	27,887	22,575	22,575	36,030
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	165	165	1,650
5500 TRAINING	2,053	3,420	3,420	5,800
<b>TOTAL</b>	<b>560,306</b>	<b>580,104</b>	<b>557,660</b>	<b>634,394</b>
<b>CAPITAL OUTLAY:</b>				
6300 INFRASTRUCTURE	-	155,500	170,000	170,000
6400 EQUIPMENT	-	179,700	158,700	150,800
<b>TOTAL</b>	<b>-</b>	<b>335,200</b>	<b>328,700</b>	<b>320,800</b>
<b>TOTAL COST</b>	<b>\$ 1,284,747</b>	<b>\$ 1,670,359</b>	<b>\$ 1,641,415</b>	<b>\$ 1,851,430</b>

# CITY OF APOPKA WATER MAINTENANCE

## STAFFING ANALYSIS

### NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
UTILITY FOREMAN	1	1	1
UTILITY SERVICE WORKER II	9	9	9
UTILITY SERVICE WORKER I	1	1	1
UTILITY SERVICE WORKER I (4 Requested)	0	0	4
<b>TOTAL</b>	<b>11</b>	<b>11</b>	<b>15</b>

## CAPITAL OUTLAY

### 6300 - Improvements:

Water main upgrades	\$ 100,000
Replace Class 200 and AC lines 6" HDPE	50,000
New Water Main 6" HDPE	20,000
Total Improvements	<u>\$ 170,000</u>

### 6400 - Equipment

Aqua Taps	\$ 3,500
F-150 CNG	40,000
F-350 Diesel	45,000
F-350 Mini Dump Truck	60,000
TS 700 Stihl Cutoff Saw (2)	2,300
Total Equipment	<u>\$ 150,800</u>

**Total Capital Outlay** **\$ 320,800**

**CITY OF APOPKA  
STAFFING REQUEST FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Maintenance 3141-533</u>
<b>Division</b>	<u></u>

Position Title	Justification	Anticipated Salary/ Grade
Utility Service Worker 1 (2 positions)	<p>DEP Rule 62-555.360 requires the City to operate and maintain a Cross Connection (Backflow) control program due to the City also providing reclaimed water service. Currently, the City installs, maintains and tests over 7,700 backflow devices on residential reclaimed water users services. Currently, staff does not exist to maintain and test this quantity of devices on an annual basis on an annual basis as required. Staff researched privatizing this service, however, the cost would exceed \$40.00 per device or \$308,000 per year. These two new positions will be able to effectively operate this program in accordance with DEP Rule.</p> <p>Salary- 2 Positions (\$29,299 each) 58,598 Plus benefits (\$10,255 each) 20,510</p>	\$29,299 / 107
Utility Service Worker 1 (2 positions)	<p>The City currently has over 29,000 meters in service for both potable and reclaimed water service. The maintenance requirements of the City's automatic meter reading system has shown that meters need replaced on a scheduled basis. The manufacturer recommends approximately every 5-7 years. In recent years, the water maintenance division has maintained a backlog of over 300 work orders at any given time to inspect and replace these meters. This position will be assigned to strictly maintaining the meter maintenance and replacement program to eliminate any backlog of work orders for this service. Keeping these meters inspected and replaced on a scheduled basis will contribute positive results to the City's revenue stream for both potable and reclaimed water services.</p> <p>Salary- 2 Positions (\$29,299 each) 58,598 Plus benefits (\$10,255 each) 20,510</p>	\$29,299 / 107

**Fund**  
**Department**  
**Division**

Water & Wastewater Fund - 401  
Utility Maintenance 3141-533

Position Title	Justification	Anticipated Salary/ Grade
Utility Service Worker 1	<p>Growth and development in the City has dictated the need to add an employee to this staff. Timely and effective locates are critical to the security and protection of the City's utility potable and reclaimed water distribution systems and wastewater collection systems.</p> <p>Salary- 1 Position (\$29,299 each) 29,299</p> <p>Plus benefits (\$10,255 each) 10,255</p> <p>City Administrator's Adjustment (39,554)</p>	<p>\$29,299 / 107</p>
		158,216

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Maintenance 3141-533</u>
<b>Line Item #</b>	<u>1400</u>
<b>Line Item Description</b>	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
1	Overtime: 25 hrs / wk @ \$30 / hr - 52 week	Emergencies and projects if needed	39,000
2	Standby Time: 15 hrs / wk @ \$20 / hr. - 52 week	After hours work water service leaks, cut on and off for repairs	15,600
		City Administrator's Adjustment	(11,725)

<b>Total Cost</b>	<b>\$ 42,875</b>
-------------------	------------------

Fund	Water & Wastewater Fund - 401
Department	Utility Maintenance 3141-533
Line Item #	3400
Line Item Description	Other Contractual Services

Item	Description	Justification	Estimated Cost
1	Janitorial Services	Cleaning of warehouse, breakroom, showers and bathrooms. Split with other Divisions.	1,900

Total Cost	\$ 1,900
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Maintenance 3141-533</u>
<b>Line Item #</b>	<u>4200</u>
<b>Line Item Description</b>	<u>Freight &amp; Postage</u>

Item	Description	Justification	Estimated Cost
1	Postage / Shipping	Correspondence with residents, maintenance, backflow ect.	600
		City Administrator's Adjustment	(100)

Total Cost	\$	500
------------	----	-----

Fund	Water & Wastewater Fund - 401
Department	Utility Maintenance 3141-533
Line Item #	4300
Line Item Description	Utility Services

Item	Description	Justification	Estimated Cost
1	Landfill charges	Debris from repairs	4,000
2	Water, sewer, and electric	Warehouse / showers / office	2,500
		City Administrator's Adjustment	2,300

Total Cost	\$ 8,800
------------	----------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Maintenance 3141-533</u>
<b>Line Item #</b>	<u>4400</u>
<b>Line Item Description</b>	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
1	Miscellaneous Emergency Equipment Rental	MOT Rentals for repairs, traffic control / cranes, ect.	7,500
2	Various Railroad Leases	City Administrator's Adjustment	(2,500)
	Railroad lease #61-003	Lease for Use of ROW, utility pipe in ROW.	200
	Railroad lease #61-004	Lease for Use of ROW, utility pipe in ROW.	200
	Railroad lease #61-005	Lease for Use of ROW, utility pipe in ROW.	200
	Railroad lease #61-006	Lease for Use of ROW, utility pipe in ROW.	200
	Railroad lease #61-030	Lease for Use of ROW, utility pipe in ROW.	200
	Railroad lease #61-098	Lease for Use of ROW, utility pipe in ROW.	200
	Railroad lease #61-099	Lease for Use of ROW, utility pipe in ROW.	300
	Railroad lease #61-101	Lease for Use of ROW, utility pipe in ROW.	250
	Railroad lease #61-140	Lease for Use of ROW, utility pipe in ROW.	600
	Railroad lease #61-148	Lease for Use of ROW, utility pipe in ROW.	825
	Railroad lease #61-154	Lease for Use of ROW, utility pipe in ROW.	1,075
	Railroad lease #61-157	Lease for Use of ROW, utility pipe in ROW.	1,075
	Railroad lease #61-159	Lease for Use of ROW, utility pipe in ROW.	1,075

Total Cost	\$ 11,400
------------	-----------

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Utility Maintenance 3141-533</i>
<b>Line Item #</b>	<i>4600</i>
<b>Line Item Description</b>	<i>Repair and Maintenance - Bldg &amp; Equip</i>

Total Cost	\$ 7,500
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Maintenance 3141-533</u>
<b>Line Item #</b>	<u>4650</u>
<b>Line Item Description</b>	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	Preventive & Corrective Maintenance (12 Trucks, 3 tractors, 1 directional bore) (Yr 1/1996, 2/1998, 5/1999, 1/2000, 3/2001, 1/2004, 2/2005, 2/2006, 3/2007, 1/2008)	Much of the equipment is over 10 years old and requires more frequent repair, per fleet, the vehicles are starting to cost more to repair and replace.	40,000
		City Administrator's Adjustment	(10,000)

Total Cost	\$ 30,000
------------	-----------

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Utility Maintenance 3141-533</i>
<b>Line Item #</b>	<i>4900</i>
<b>Line Item Description</b>	<i>Other Charges</i>

Item	Description	Justification	Estimated Cost
1	Locates (Sunshine One)	monthly bill from 811 locates	7,000
2	Orange County/ FDOT permit fees	City jobs in OC ROWs	2,000

Total Cost	\$ 9,000
------------	----------

Fund	Water & Wastewater Fund - 401
Department	Utility Maintenance 3141-533
Line Item #	5100
Line Item Description	Office Supplies

Item	Description	Justification	Estimated Cost
1	Miscellaneous office supplies (Additional per Lynne for ink cartridges)		1,000
2	Work Orders	Printing duplicate WO for hand writing instead of direct entering into Gov QA since no tablets for field support of electronic work orders.	600

Total Cost	\$ 1,600
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Maintenance 3141-533</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	1" meter potable	old meter change outs	2,893
2	1" meter reclaimed	New meter installs	1,500
3	1.5" meter potable	old meter change outs	5,338
4	1.5" reclaimed	New meter installs	5,342
5	2" meter potable	Meter change out program 30 @ \$831 each	24,930
6	2" meter reclaimed	New meter installs	4,812
7	5/8 x 3/4 meter potable	old meter change outs	71,152
8	5/8 x 3/4 meter reclaimed	New meter installs	49,826
9	Ant spray	Employee health and safety	1,250
11	Chlorine	For flushing new water mains	150
12	Coolers	Employee health and safety	246
13	DBL Radio meters	Flexnet for AMR system	27,000
14	DC trash pump	Water leaks	1,800
15	Double traffic boxes	New meter installs	1,120
16	Face shield	Employee health and safety	40
17	Fire hydrant repairs	Flush, grease, repair parts and paint	16,250
18	First aid kit	Employee health and safety	440
19	Gas can	For cut of saws	140
20	Gloves	Employee health and safety	312
21	Hand Soap	Employee health and safety	144
22	Hoses	for by passing water	80
23	Locate Flag shooter	Marking City Utilities	800
24	Locating supplies (flags, paint, ect)	Marking City Utilities	7,000
25	Misc. hand tools	Handsaw, drills, batteries for tools	1,500
26	Motorola Radio Batteries	Handheld radios	540
27	Paper towels	Employee health and safety	1,040
28	Rain suits	Employee health and safety	330

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

Water & Wastewater Fund - 401  
Utility Maintenance 3141-533  
5200  
Operating Supplies

Item	Description	Justification	Estimated Cost
29	Reflective safety vest	Employee health and safety	144
30	Registers	Replacement parts for water meters	10,500
31	Reuse DBL Meter Box	New meter installs	4,600
32	Reuse Singel Meter Box	New meter installs	9,750
33	Safety glasses	Employee health and safety	176
34	Safety shoes	18 pairs at \$150 each, emplyee health and safety	2,700
35	Sensus Touch-Read gun 4	For rechecking water meters	2,000
36	Shovels	For digging to get to lines, mains & meters	224
37	Single Radio	Flexnet for AMR system	61,800
38	Single Traffic Boxes	New meter installs	1,620
39	Toilet paper	Employee health and safety	100
40	Traffic Control Devices	For repairs of utilities under roads	2,300
41	Uniforms	City Provided	2,402
42	Wasp Spray	Employee health and safety	300
43	Valves, EZ valves, rock, sand, etc.	Repair and restoration	40,000
44	Water DBL Meter Box	New meter installs	6,818
45	Water service upgrades & new	Replace galvanized water mains	8,000
46	Water Single Meter Box	New meter installs	10,983

Total Cost	\$ 390,392
------------	------------

Fund	Water & Wastewater Fund - 401
Department	Utility Maintenance 3141-533
Line Item #	5201
Line Item Description	Sensus Metering System

Item	Description	Justification	Estimated Cost
	<i>Change out large meters</i>		
1	<i>20 of 2" Omni potable water meters</i>	<i>Change out at Commercial Buildings</i>	<i>18,304</i>
2	<i>1 of 10" F2 Omni Potable /Fire water meter</i>	<i>Change out at Cooper Commerce</i>	<i>19,836</i>
3	<i>2 of 4" Omni Potable water meters</i>	<i>Change out at Commercial Buildings</i>	<i>10,395</i>
4	<i>6" C2 Meter X 2</i>	<i>Change out at Commercial Buildings</i>	<i>10,100</i>
5	<i>Sensus Programmer Trimble Programmers</i>	<i>Programming Meters</i>	<i>2,500</i>
6	<i>Sensus Command Link</i>	<i>Programming Meters</i>	<i>450</i>

Total Cost	\$ 61,585
------------	-----------



<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Maintenance 3141-533</u>
<b>Line Item #</b>	<u>5236</u>
<b>Line Item Description</b>	<u>Backflow Operational Supplies</u>

Item	Description	Justification	Estimated Cost
1	Backflow calibration	Backflow Operational Supplies	200
2	Backflow DBL Boxes	Backflow Operational Supplies	4,303
3	Backflow Single Boxes	Backflow Operational Supplies	4,742
4	Backflow supplies	Backflow Operational Supplies	53,992

Total Cost	\$ 63,237
------------	-----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Maintenance 3141-533</u>
<b>Line Item #</b>	<u>5245</u>
<b>Line Item Description</b>	<u>Contractor Meter Repairs</u>

Item	Description	Justification	Estimated Cost
1	Maintenance for hydrant meters	Contractor Meter Repairs	1,250
2	New hydrant meter	Contractor Meter Repairs	2,100
3	5x TNR construction meters	Connect to Sensus Read and replace old failing meters	10,000
		City Administrator's Adjustment	(8,350)

Total Cost	\$ 5,000
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Maintenance 3141-533</u>
<b>Line Item #</b>	<u>5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	CNG Fuel New	CNG 1,600 gal @ \$1.25	2,000
2	Diesel Fuel for Vehicles	Diesel 1,900 gal @ \$3.00	5,700
3	Unleaded Fuel for Vehicles	Gas 9,500 gal @ \$2.50	23,750
		City Administrator's Adjustment	4,580

Total Cost	\$ 36,030
------------	-----------

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Maintenance 3141-533</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	10 DEP AWWA test books level	New Hire	1,200
2	10 Book		450

Total Cost	\$ 1,650
------------	----------

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Utility Maintenance 3141-533</i>
<b>Line Item #</b>	<i>5500</i>
<b>Line Item Description</b>	<i>Training</i>

Item	Description	Justification	Estimated Cost
1	Backflow enrollment fee	2 Employees	1,200
2	Backflow recertification	3 Employees	600
3	Distribution	7 Employees	3,000
4	Misc Training	Classes, new hires, safety reminders	1,000

Total Cost	\$ 5,800
------------	----------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Maintenance 3141-533</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
1	Tracer LMX100 Ground Penetrating Radar Locator System	Additional machine needed to keep up with growing number of locates	14,000
2	Aqua-Tap	City Administrator's Adjustment Hot taps for water mains	(14,000) 3,500
3	F-150 CNG	Replace old unit due to mileage and maintenance cost.	40,000
4	F-150 CNG	City Administrator's Adjustment Replace old unit due to mileage and maintenance cost.	(40,000) 40,000
5	F-350 Diesel	Replace old unit due to mileage and maintenance cost.	45,000
6	F-350 Diesel	City Administrator's Adjustment Replace old unit due to mileage and maintenance cost.	(45,000) 45,000
7	F-350 Mini Dump Truck	For confined area repairs of water mains where larger trucks cannot reasonably work.	60,000
8	TS 700 Sthil Cutoff saw x 2	Replacement for old machines wearing out.	2,300

Total Cost	\$ 150,800
------------	------------

## CITY OF APOPKA UTILITY BILLING

The Utility Billing Division provides meter reading, monthly billing and collection services to customers who utilize the City's water, sewer and solid waste collection services by efficiently providing timely and responsive support to their needs concerning their utility account. To assist customers with various services, complaints and problems while ensuring compliance with department processes and City ordinances.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	809,252
2017	BUDGET	804,552
2017	ESTIMATE	715,473
2018	REQUESTED	821,424

### GOALS:

- Provide friendly customer service on the phone and in-person.
- Provide accurate and clear utility billing invoices.
- Increase electronic/paperless billing and automatic draft payments.
- Increase efficiency and accuracy of meter reading and utility billing process.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of bills mailed monthly	21,439	21,452	21,819	1.7%
# of electronic bills	695	782	825	5.5%
# of walk in customers per month	4,434	4,417	4,527	2.5%
# of ACH customers per month	1,570	1,634	1,827	11.8%



**CITY OF APOPKA  
UTILITY BILLING**

**LINE ITEM DETAIL**

	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>REQUESTED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	254,601	235,120	235,120	233,907
1230 LONGEVITY PAY	1,491	894	894	992
1400 OVERTIME	-	-	-	-
2100 F.I.C.A.	20,502	18,055	18,055	17,970
2200 RETIREMENT CONTRIBUTION	45,182	38,706	38,706	38,523
2300 LIFE AND HEALTH INSURANCE	50,385	62,753	62,753	60,342
2400 WORKERS COMPENSATION	123	118	118	117
2600 OTHER POST EMPLOYMENT BENEFITS	26,872	-	-	-
Additional Personnel Requested				80,000
<b>TOTAL</b>	<b>399,156</b>	<b>355,647</b>	<b>355,647</b>	<b>431,851</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3400 OTHER CONTRACTUAL SERVICES	147,851	112,720	92,696	112,720
4200 FREIGHT & POSTAGE	126,731	141,500	101,870	156,000
4600 REPAIR AND MAINTENANCE	22,111	38,100	49,600	39,100
4700 PRINTING AND BINDING	105,293	143,135	103,150	68,303
5100 OFFICE SUPPLIES	3,153	9,450	8,510	9,450
5200 OPERATING SUPPLIES	4,785	4,000	4,000	4,000
5500 TRAINING	172	-	-	-
<b>TOTAL</b>	<b>410,096</b>	<b>448,905</b>	<b>359,826</b>	<b>389,573</b>
<b>CAPITAL OUTLAY:</b>				
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	-
6400 EQUIPMENT	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COST</b>	<b>\$ 809,252</b>	<b>\$ 804,552</b>	<b>\$ 715,473</b>	<b>\$ 821,424</b>

# CITY OF AOPKA UTILITY BILLING

## STAFFING ANALYSIS

### NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
UTILITY BILLING MANAGER	1	1	1
CUSTOMER SERVICE SPECIALIST	2	2	2
CUSTOMER SERVICE CLERK	2	2	2
METER READER-Requested	0	0	1
CUSTOMER SERVICE CLERK-Requested	0	0	1
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>7</b>

## CAPITAL OUTLAY

6300 - Improv. Other than Buildings

\$ -

6400 - Equipment

Total Capital Equipment

\$ -

Total Capital Outlay

\$ -

**CITY OF AOPKA  
STAFFING REQUEST FORM  
FISCAL YEAR 2017-18**

**Fund** Water & Wastewater Fund - 401  
**Department** Utility Billing 3161-533  
**Division** \_\_\_\_\_

Position Title	Justification	Anticipated Salary/Grade
Cashier/Customer Service	Miscellaneous Billing, General Office Duties, & Back Up Cashier Currently there is a staff of four individuals responsible for handling over 29,000 utility billing accounts. With the number of utility accounts increasing and the longevity of one senior staff member, additional staff is needed to service our customers in a timely and efficient manner.	40,000 GRADE 107- \$29,299 plus benefits
Utility Worker I	Currently using a temporary service to provide meter reading on Zero and No Read readings. This service costs \$35K per year.	40,000 GRADE 107- \$29,299 plus benefits
		80,000

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Billing 3161-533</u>
<b>Line Item #</b>	<u>3400</u>
<b>Line Item Description</b>	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
	MERCHANT SERVICE FEES	Credit card fees	107,000
	Check payment processing fee for utility bill payments	Fee for processing electronic payments from customer	3,000
	Profit Star/Remit Plus	(new program)	2,720
	Temp Services	Meter Reading <i>Hire a FT Utilitiy Worker I</i> PayPoint IVR	35,000 <i>(35,000)</i>

Total Cost	\$ 112,720
------------	------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Billing 3161-533</u>
<b>Line Item #</b>	<u>4200</u>
<b>Line Item Description</b>	<u>Freight &amp; Postage</u>

Item	Description	Justification	Estimated Cost
	POSTAGE	Water bills (300,000 x .49/ea)	147,000
	POSTAGE-post card	Mid month notices (10,000 x .35/ea)	3,500
	POSTAGE	Customer refunds, etc.	1,500
	POSTAGE	Miscellaneous letters	1,500
	E-BILL Incentives	Credits for signing up for e-billing (500 x \$5.00/ea)	2,500

<b>Total Cost</b>	<b>\$ 156,000</b>
-------------------	-------------------

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Billing 3161-533</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
	Fire Extinguishers	Annual maintenance	100
	Service Calls	For mail machine	1,000
	Sensus Analytics	Annual Maintenance	38,000

Total Cost	\$ 39,100
------------	-----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Billing 3161-533</u>
<b>Line Item #</b>	<u>4700</u>
<b>Line Item Description</b>	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
	Business cards	Information for customers	50
	Deposit cards	For new customers	800
	Refund checks	Used for deposit refunds	800
	<b>ACH Bills</b>	For water bills (1500 x 12 = 18,000) Window Envelopes 18,000 (.08)	1,440
	<b>Water bill paper</b>	For water bills (25,000 x 12 = 300,000) Window Envelopes 300,000 (.095)	28,500
	<b>Water bill paper - Final Bills</b>	For water bills (200 x 12 = 2,400) Window Envelopes 2,400 (.095)	228
	<b>Printing - miscellaneous</b>	Miscellaneous printing services Newsletters 25,000 x 12 = 300,000 (.10) Additional flyer inserts 50,000 (.04)	30,000 2,000
	<b>Mid month notices</b>	Postcards 10,000 (.1385)	1,385
	<b>Envelopes - Miscellaneous</b>	For general correspondence and refund checks (from Pride & American Diversity)	
	Refunds, general correspondence	UB window envelopes (5,000) #30800389	700
		UB return envelopes (2,500)	800
		City envelopes #10 (2,500) #30800479	300
		City envelopes #9 (5,000) #30801270	500
		Letterhead (2,000) #30800381	800

<b>Total Cost</b>	<b>\$ 68,303</b>
-------------------	------------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Billing 3161-533</u>
<b>Line Item #</b>	<u>5100</u>
<b>Line Item Description</b>	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
	<b>Calendars</b>	2016 Calendars for UB staff	50
	<b>Copy paper (all sizes)</b>		2,000
	8 1/2 x 11 (\$1,000)	For daily UB use for printers and copiers.	
	8 1/2 x 14 (\$100)	Colored paper is used for informational	
	8 1/2 x 11 - colors (\$400)	flyers provided to the customers in the	
		front lobby.	
	<b>Data binders</b>		
	Handheld reports (\$250)	For UB use to store printed reports	500
	Billing Reports (\$150)		
	Miscellaneous reports (\$100)		
	Validator cash receipt tape	Used by cashiers (#109-275)	400
	Credit card receipt tape	Used by cashiers (#109-317)	200
	File Supplies	Folders (all types, labels)	500
	General office supplies	Paper clips, staples, pens, tape, etc.	800
	Printer cartridges	For UB printers	
		Eusie (Brother)	400
		Main (Ricoh)	1,000
	Storage boxes	Used for fiscal year-end	300
	Cashier supplies	Drive-thru envelopes & other drive thru	
		supplies	2,000
	Batteries	All types including radio	300
	Record Management	Annual record disposal after RDR approval	1,000

<b>Total Cost</b>	<b>\$ 9,450</b>
-------------------	-----------------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Billing 3161-533</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
	Meter Testing Fees	Used to test water meters as requested by customers. (Note: This fee may be charged back to customer in the event the meter is not over-registering.)	500
	General operational supplies	Monitor upgrades, wireless phone headset replacements, validator upgrades	3,500

Total Cost	\$ 4,000
------------	----------

## CITY OF AOPKA WASTEWATER MAINTENANCE

The Wastewater Maintenance Division of the Public Utilities repairs and maintains all the sewer lines and lift stations within the service area of the City.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	1,291,981
2017	BUDGET	2,123,229
2017	ESTIMATE	2,037,637
2018	REQUESTED	1,026,930

### GOALS:

- Continue to work with GIS to improve utility mapping system.
- Inspect 25% of the sanitary sewer gravity system and line the piping where applicable.
- Reduce sanitary sewer overflows by 33%.
- Increase training on the safe operation of heavy equipment used in sewer maintenance.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of lift stations maintained	116	124	131	5.6%
# of lift station repairs	5	7	10	42.9%
# of miles of sewer lines maintained	255	257	262	1.9%
# of sewer line repairs/replaced	40	45	50	11.1%
# of new sewer lines installed	0	1	0	0.0%
# of sewer inspections performed	20	40	50	25.0%
# of sewer overflows	4	6	4	-33.3%

**CITY OF APOPKA  
WASTEWATER MAINTENANCE**

**LINE ITEM DETAIL**

	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>REQUESTED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	338,542	393,893	393,893	324,772
1210 LONGEVITY PAY	1,914	2,089	2,089	1,735
1400 OVERTIME	27,752	27,500	27,500	34,840
1600 OTHER REIMBURSED ALLOWANCES	475	480	480	960
2100 F.I.C.A.	25,780	32,433	32,433	27,716
2200 RETIREMENT CONTRIBUTION	50,866	61,172	61,172	51,455
2300 LIFE AND HEALTH INSURANCE	72,218	66,766	66,766	68,702
2400 WORKERS COMPENSATION	2,536	5,283	5,283	3,225
2600 OTHER POST EMPLOYMENT BENEFITS	46,267	-	-	-
Additional Positions Requested				82,350
<b>TOTAL</b>	<b>566,350</b>	<b>589,616</b>	<b>589,616</b>	<b>595,755</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	-	-	-	-
3400 OTHER CONTRACTUAL SERVICES	600	900	500	2,400
4100 COMMUNICATIONS	-	1,272	-	-
4200 FREIGHT & POSTAGE	-	400	400	400
4300 UTILITY SERVICES	3,150	4,500	1,000	1,100
4400 RENTAL & LEASES	16,914	21,900	15,000	13,000
4600 REPAIR AND MAINTENANCE	423,396	381,840	381,840	94,000
4650 VEHICLE MAINTENANCE	44,729	38,000	22,000	21,800
4900 OTHER CHARGES	1,162	2,900	1,000	3,000
5100 OFFICE SUPPLIES	429	670	500	500
5200 OPERATING SUPPLIES	216,821	255,450	200,000	60,475
5250 FUEL & GASOLINE	17,765	16,525	16,525	23,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	500	500	500
5500 TRAINING	665	4,736	4,736	4,000
<b>TOTAL</b>	<b>725,631</b>	<b>729,593</b>	<b>644,001</b>	<b>224,175</b>
<b>CAPITAL OUTLAY:</b>				
6300 IMPROV. OTHER THAN BUILDINGS		150,520	150,520	100,000
6400 EQUIPMENT		653,500	653,500	107,000
<b>TOTAL</b>	<b>-</b>	<b>804,020</b>	<b>804,020</b>	<b>207,000</b>
<b>TOTAL COST</b>	<b>\$ 1,291,981</b>	<b>\$ 2,123,229</b>	<b>\$ 2,037,637</b>	<b>\$ 1,026,930</b>

# CITY OF AOPKA WASTEWATER MAINTENANCE

## STAFFING ANALYSIS

### NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
UTILITY MAINTENANCE CONST MANAGER	1	1	1
UTILITY FOREMAN	1	1	1
UTILITY SERVICE WORKER II*	7	7	5
UTILITY SERVICE WORKER I - REQUESTED	0	0	1
UTILITY SERVICE WORKER II - REQUESTED	0	0	1
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>9</b>

*\* 2 Positions moved to New Utility Plant Maintenance Division*

## CAPITAL OUTLAY

6300 - Improvements:		
Misc Reclaimed Water Lines		\$ 50,000
Misc Sanitary Sewer Lines		50,000
Total Improvements		<u>\$ 100,000</u>
6400 - Equipment		
CUES TV Van Software Upgrade		\$ 50,000
F-550 Regular Cab Utility Truck		53,000
IPAD Tablets (3)		4,000
Total Equipment		<u>\$ 107,000</u>
<b>Total Capital Outlay</b>		<b>\$ 207,000</b>

**CITY OF APOPKA  
STAFFING REQUEST FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Maintenance 3171-535</u>
<b>Division</b>	<u> </u>

Position Title	Justification	Anticipated Salary/ GRADE
Utility Service Worker I	Employee is needed for increased maintenance requirements of the ARV and Valve Program on the Sewer Collection System plus Benefits	30,000
		10,500
Utility Service Worker II	Employee is needed for increased maintenance requirements of cleaning and TV inspections of the Sewer Collection System plus Benefits	31,000
		10,850
		82,350

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Maintenance 3171-535</u>
<b>Line Item #</b>	<u>1400</u>
<b>Line Item Description</b>	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
	Overtime: 15 hrs./wk. @ \$30/hr.	Emergencies and projects as needed	23,400
	Standby Time: 11 hrs./wk. @ \$20/hr.	After-hours work - water leaks, cut on and off for repairs	11,440

<b>Total Cost</b>	<b>\$ 34,840</b>
-------------------	------------------

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Maintenance 3171-535</u>
<b>Line Item #</b>	<u>3400</u>
<b>Line Item Description</b>	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
	Janitorial Services	(\$200/mo. - 25% of cost is split with 3141 & 3210) Cleaning of warehouse, break room, bathrooms and showers	2,400

Total Cost	\$ 2,400
------------	----------

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Maintenance 3171-535</u>
<b>Line Item #</b>	<u>4200</u>
<b>Line Item Description</b>	<u>Freight &amp; Postage</u>

Total Cost	\$ 400
------------	--------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Maintenance 3171-535</u>
<b>Line Item #</b>	<u>4300</u>
<b>Line Item Description</b>	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
	<i>Electric</i>	<i>Warehouse #1</i>	<i>1,000</i>
	<i>Landfill Charges</i>	<i>Debris from job sites</i>	<i>3,000</i>
	<i>Water &amp; Sewer</i>	<i>LS Stations</i>	<i>3,000</i>
		<i>City Administrator's Adjustment</i>	<i>(5,900)</i>

<b>Total Cost</b>	<b>\$ 1,100</b>
-------------------	-----------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Maintenance 3171-535</u>
<b>Line Item #</b>	<u>4400</u>
<b>Line Item Description</b>	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
	Miscellaneous Emergency Equipment Rentals	Traffic control, coring machines, boring machines, cranes, trenchers, bypass pumps, generators for storm events	17,000
		City Administrator's Adjustment	(8,900)
	Railroad Lease # 61-179	Utilities in ROW, Leases with RR	875
	Railroad Lease # 62-003	Utilities in ROW, Leases with RR	200
	Railroad Lease # 62-004	Utilities in ROW, Leases with RR	200
	Railroad Lease # 62-090	Utilities in ROW, Leases with RR	200
	Railroad Lease # 62-095	Utilities in ROW, Leases with RR	200
	Railroad Lease # 62-123	Utilities in ROW, Leases with RR	1,075
	Railroad Lease # 62-125	Utilities in ROW, Leases with RR	1,075
	Railroad Lease # 62-139	Utilities in ROW, Leases with RR	1,075

<b>Total Cost</b>	<b>\$ 13,000</b>
-------------------	------------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Maintenance 3171-535</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
	<i>Sewer Manhole Rehabilitation Spray</i>	<i>Repair and coat sewer manholes</i>	<i>20,000</i>
	<i>Gravity sewer pipe lining around Lake Francis behind Lake Alden Dr.</i>	<i>Lining of pipe to prevent sewer backups due to old clay pipe located next to and near Lake Francis</i>	<i>71,000</i>
	<i>Thompson pump maintenance</i>	<i>Onsite Thompson pumps preventive maintenance service agreement</i>	<i>3,000</i>

<b>Total Cost</b>	<b>\$ 94,000</b>
-------------------	------------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Maintenance 3171-535</u>
<b>Line Item #</b>	<u>4650</u>
<b>Line Item Description</b>	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
	10 - trucks, 2 - bypass pumps, 1 backhoe	Repair and maintenance of fleet vehicles and equipment. Most equipment is over 8 years old and has a high maintenance cost	38,000
		City Administrator's Adjustment	(16,200)

Total Cost	\$ 21,800
------------	-----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Maintenance 3171-535</u>
<b>Line Item #</b>	<u>4900</u>
<b>Line Item Description</b>	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
	Orange County Permits	Permits for work done in Orange County ROW and maintenance of traffice	1,500
	Orange County Permits	Permits for installing new utilities in Orange County ROW	1,500

Total Cost	\$ 3,000
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Maintenance 3171-535</u>
<b>Line Item #</b>	<u>5100</u>
<b>Line Item Description</b>	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
	Office Supplies	Miscellaneous office supplies	300
	Work Orders	Printing duplicate WO for handwriting instead of entering into GovQA since no tablets for field support of electronic work orders	200

Total Cost	\$	500
------------	----	-----

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Maintenance 3171-535</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Ant spray	Employee health and safety	700
2	Coolers	Employee health and safety	200
3	Extension Ladders		125
4	First Aid Kit	Employee health and safety	200
5	Gas Can		60
6	Gas Detector Calibrations	Employee health and safety	1,500
7	Gloves	Employee health and safety	450
8	Hand Soap	Employee health and safety	125
9	Hoses		80
10	Lime	Sewer overflows	500
	Manhold Risers for Annual	Paving an raising manholes to accommodate	4,000
11	Resurfacing Projects	new paved surface	
12	Miscellaneous Hand Tools	Batteries, meters, pressure gauges	3,000
13	Radio Batteries	Employee health and safety	360
14	Paper Towels	Employee health and safety	1,000
15	Rainsuit	Employee health and safety	250
16	Safety Vests	Employee health and safety	175
17	Safety Glasses	Employee health and safety	200
18	Safety Shoes	Employee health and safety	1,050
19	Sewer Collection Repairs	Sewer cleaning program	40,000
20	Sewer Jet Nozzles/Plugs	Sewer cleaning program	1,000
21	Shovels		250
22	Toilet Paper	Employee health and safety	100
23	Traffic Control Devices	Traffic cleaning program	2,500
24	Uniforms	Uniforms cleaning program	2,000
25	GPS Locating (Bad Elf Surveyor)	To assist GIS with locating lift stations, manholes and sewer lines	650

<b>Total Cost</b>	<b>\$ 60,475</b>
-------------------	------------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Maintenance 3171-535</u>
<b>Line Item #</b>	<u>5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
	<i>CNG Fuel 900 gal. @ \$1.25/gal.</i>	<i>Fuel for trucks</i>	<i>1,125</i>
	<i>Diesel Fuel 3600 gal. @ \$3.00 gal.</i>	<i>Fuel for trucks and generators</i>	<i>10,800</i>
	<i>Gasoline 4400 gal. @ \$2.50 gal.</i>	<i>Fuel for trucks</i>	<i>11,000</i>
		<i>City Administrator's Adjustment</i>	<i>75</i>

Total Cost	\$ 23,000
------------	-----------



<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Maintenance 3171-535</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Total Cost	\$ 500
------------	--------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Maintenance 3171-535</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
	<i>Confined Space Training</i>	<i>1-year refresher classes for 7 employees</i>	<i>700</i>
	<i>Trenching/Shoring Training</i>	<i>Training for 9 employees</i>	<i>3,000</i>
	<i>Wastewater Collections Certifications</i>	<i>4 employees</i>	<i>2,000</i>
		<i>City Administrator's Adjustment</i>	<i>(1,700)</i>

<b>Total Cost</b>	<b>\$ 4,000</b>
-------------------	-----------------

Fund	Water & Wastewater Fund - 401
Department	Wastewater Maintenance 3171-535
Line Item #	6300
Line Item Description	Infrastructure

Item	Description	Justification	Estimated Cost
	Miscellaneous Reclaimed Water Lines		50,000
	Miscellaneous Sanitary Sewer Lines		50,000

Total Cost	\$ 100,000
------------	------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Wastewater Maintenance 3171-535</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
	<i>CUES TV Van Software Upgrade (GraniteXP)</i>	<i>The software in the TV van needs to be upgraded to be able to prioritize repairs and integrate to GIS</i>	<i>50,000</i>
	<i>F550 Regular Cab Utility Truck</i>	<i>Replacing Unit 19-1098 2006 Truck due to high mileage and increasing maintenance costs</i>	<i>53,000</i>
	<i>Ipad Tablets (3)</i>	<i>Make GIS, email and information available to employees working in the sewer collection system</i>	<i>4,000</i>

<b>Total Cost</b>	<b>\$ 107,000</b>
-------------------	-------------------

## CITY OF APOPKA RESTORATION

The Restoration Division of the Public Utilities is responsible for the restoration of streets, sidewalks and public right-of-ways to ensure the safety of our citizens and employees.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	195,976
2017	BUDGET	350,798
2017	ESTIMATE	340,105
2018	REQUESTED	341,266

### GOALS:

- Improve Safety
- Educate employees
- Working more efficiently using proper tools and techniques
- Improve communications
- Better tracking of projects to completion

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of street restorations	100	120	200	66.7%
# of sidewalk restorations	25	40	100	150.0%
# of landscaping restorations	15	65	100	53.8%

**CITY OF APOPKA  
RESTORATION**

**LINE ITEM DETAIL**

	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>REQUESTED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	92,994	135,341	135,341	137,045
1210 LONGEVITY PAY	778	136	136	164
1400 OVERTIME	14,816	8,160	8,160	5,040
2100 F.I.C.A.	8,963	10,988	10,988	10,882
2200 RETIREMENT CONTRIBUTION	18,564	23,557	23,557	23,329
2300 LIFE AND HEALTH INSURANCE	19,901	33,830	33,830	32,507
2400 WORKERS COMPENSATION	2,641	7,193	7,193	7,286
2600 OTHER POST EMPLOYMENT BENEFITS	20,563	-	-	-
<b>TOTAL</b>	<b>179,220</b>	<b>219,205</b>	<b>219,205</b>	<b>216,253</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
4400 RENTAL & LEASES	-	1,000	700	1,000
4600 REPAIR AND MAINTENANCE	-	-	-	103,500
4650 VEHICLE MAINTENANCE	6,679	7,950	5,000	3,800
5100 OFFICE SUPPLIES	280	200	500	200
5200 OPERATING SUPPLIES	3,644	75,543	75,000	9,213
5250 FUEL & GASOLINE	5,978	4,300	4,300	7,000
5500 TRAINING	175	600	400	300
<b>TOTAL</b>	<b>16,756</b>	<b>89,593</b>	<b>85,900</b>	<b>125,013</b>
<b>CAPITAL OUTLAY:</b>				
6300 INFRASTRUCTURE	-	-	-	-
6400 EQUIPMENT	-	42,000	35,000	-
<b>TOTAL</b>	<b>-</b>	<b>42,000</b>	<b>35,000</b>	<b>-</b>
<b>TOTAL COST</b>	<b>\$ 195,976</b>	<b>\$ 350,798</b>	<b>\$ 340,105</b>	<b>\$ 341,266</b>

# CITY OF AOPKA RESTORATION

## STAFFING ANALYSIS

### NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
CONSTRUCTION FOREMAN	1	1	1
MAINTENANCE WORKER II	2	2	2
MAINTENANCE WORKER I	1	1	1
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>

## CAPITAL OUTLAY

6200 - Buildings:

Total Buildings	\$ -
-----------------	------

6400 - Equipment

Total Equipment	\$ -
-----------------	------

<b>Total Capital Outlay</b>	<b>\$ -</b>
-----------------------------	-------------

Fund	Water & Wastewater Fund - 401
Department	Utility Restoration 3181-536
Line Item #	1400
Line Item Description	Overtime

Total Cost	\$ 5,040
------------	----------



Fund	Water & Wastewater Fund - 401
Department	Utility Restoration 3181-536
Line Item #	4400
Line Item Description	Rentals and Leases

Item	Description	Justification	Estimated Cost
1	Miscellaneous Emergency Equipment Rental	Additional equipment needed if we have hurricanes i.e.. Additional pumps, lights, generators.	5,000
		City Administrator's Adjustment	(4,000)

Total Cost	\$ 1,000
------------	----------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Restoration 3181-536</u>
<b>Line Item #</b>	<u>4650</u>
<b>Line Item Description</b>	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	(1) 36-1059 Cat Skid Steer w/Trailer	Preventive maintenance cost / yr.	1,500
2	(1) 19-1006 F-350 Crew Cab	Preventive maintenance cost / yr.	2,000
3	(1) 20-0787 Sterling Flat Bed	Preventive maintenance cost / yr.	1,500
4	(1) 19-1283 F-150	Preventive maintenance cost / yr.	1,000
5	(1) 36-0748 Roller w/Trailer	Preventive maintenance cost / yr.	1,500
6	(1) 25-0524 Case Back Hoe	Preventive maintenance cost / yr.	2,500
7	Miscellaneous Preventive and Corrective Maintenance	Incurred miscellaneous costs for year	2,500
		City Administrator's Adjustment	(8,700)

<b>Total Cost</b>	<b>\$ 3,800</b>
-------------------	-----------------

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Utility Restoration 3181-536</i>
<b>Line Item #</b>	<i>5100</i>
<b>Line Item Description</b>	<i>Office Supplies</i>

[illegible]

Total Cost	\$ 200
------------	--------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Restoration 3181-536</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Asphalt rakes and other asphalt tools	Tools used in performance of work	\$600
2	Barricades	Barricades are needed to repair damage roads.	\$750
3	Concrete	Concrete is used in make repair(restoring miscellaneous properties destroyed by ruptured water piping	\$1,500
4	Water Coolers	Replacement water coolers (2) @ \$40.00	\$80
5	First Aid Kit	Replenish or replace	\$35
6	Form boards	Form boards used in making sidewalk repairs thought out the city for restoring properties damaged by water breaks	\$1,000
7	Hand Soap		\$250
8	Miscellaneous Tools	Replacement of broken / lost tools throughout the year	\$500
9	Motorola radio batteries	(1 @\$90.00) (1) Radio - 20964 asset number	\$90
10	Paper Towels		\$300
11	Rain Suits (4 @ \$30.00)		\$120
12	Reflective safety vests (8 @ \$8.00)ea.		\$64
13	Safety Cones (50 @\$20)	Replacement	\$1,000
14	Safety Glasses (8 @\$8.00)	Replacement	\$64
15	Safety Gloves (20 @\$2.00)		\$400
16	Safety Shoes (4 @\$150.00)		\$600
17	Concrete Saw Blades	Replacement	\$600
18	Shovels (8 @\$20.00)	Replacement	\$160
19	Toilet Paper		\$100
20	Uniforms (4 @\$250.00)		\$1,000

Total Cost	\$ 9,213
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Restoration 3181-536</u>
<b>Line Item #</b>	<u>5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	CNG Fuel for truck #19-1283	350 gallons @ \$1.50	\$525
2	Diesel usage for #20-0787	1 yr. 800 gallons @ \$3.50	\$2,800
3	Gasoline usage for (#19-1066 & 19-1283	1 yr. 2000 gallons @ \$3.25	\$6,500
		City Administrator's Adjustment	(2,825)

Total Cost	\$ 7,000
------------	----------

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Utility Restoration 3181-536</i>
<b>Line Item #</b>	<i>5500</i>
<b>Line Item Description</b>	<i>Training</i>

Item	Description	Justification	Estimated Cost
1	MOT Training	(2 @ \$150) Maintaining of certifications	300

Total Cost	\$ 300
------------	--------

## CITY OF APOPKA DESIGN ENGINEERING

This Division of the Utility Department, Design Engineering, provides the design function for water, sewer, streets and stormwater projects. Additionally, this division prepares design projects for parks/recreation, supervises the construction of City projects as well as various buildings and structures throughout the City.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	790,497
2017	BUDGET	795,176
2017	ESTIMATE	670,004
2018	REQUESTED	793,316

### GOALS:

- Design and construct the improvements (Pedestrian Trail / New Parking) at Kit Land Nelson Park.
- Design and construct the improvements (Turn Lanes / Traffic Light) at S. Sheeler Ave. & E. Cleveland St.
- Design and construct the improvements (Turn Lanes / Traffic Light) at Vick Rd. & W. Martin St.
- Design and construct the improvements (Traffic Light) at U.S. Hwy. 441 & Bradshaw Rd.
- Design and construct the improvements (Pavement Resurfacing / Stormwater) of Marden Rd. (W. Keene Rd. - Ocoee-Apopka Rd. / C.R. 437-A)
- Design and construct the improvements (Roadway / Stormwater / Recreation Trail) of E. 6th St. (E. Station St. - S. Christiana Ave.)
- Design and construct the improvements (Roadway / New Parking) of Northwest Recreation Complex (Baseball Little League Fields)
- Design and construct the utility improvements (Reclaim Water System Extension) along W. Kelly Park Rd. (Golden Gem Rd. - Round Lake Rd.)
- Design and construct the utility improvements (Reclaim Water System Extension) along Plymouth-Sorrento Rd. / C.R. 437 (W. Ponkan Rd. - W. Kelly Park Rd.)
- Design and construct the utility improvements (Reclaim Water System Extension) along Golden Gem Rd. (W. Ponkan Rd. - Golden Gem Reclaim Water Storage Facility)
- Design and construct the irrigation system improvements (New Pumps) at Northwest Recreation Complex / Northwest Reclaim Water Plant.
- Design and construct miscellaneous utility improvements (Reclaim Water System).
- Design and construct the utility improvements (Drinking Water System Extension) along W. Kelly Park Rd. (Plymouth-Sorrento Rd. / C.R. 437 - Golden Gem Rd.)
- Design and construct the utility improvements (Drinking Water System Extension) along W. Kelly Park Rd. (Golden Gem Rd. - Round Lake Rd.)



- Design and construct the utility improvements (Drinking Water System Extension) along W. Ponkan Rd. (Ponkan Pines Rd. / Ponkan Summit Dr. - Golden Gem Rd.)
- Design and construct the utility improvements (Drinking Water System Extension) along Stutzmans Ct. (Clarcona Rd. / C.R. 435 / Keene Rd. Landfill)
- Design and construct miscellaneous utility improvements (Drinking Water System).
- Design and construct the utility improvements (Waste Water System Extension) along U.S. Hwy. 441 (Boy Scout Blvd. - Plymouth-Sorrento Rd. / C.R. 437)
- Design and construct miscellaneous utility improvements (Waste Water System).
- Update and improvement of the City Utility Services Database.

**PERFORMANCE MEASURES:**

	<b>Actual FY 2016</b>	<b>Actual FY 2017</b>	<b>Estimated FY 2018</b>	<b>% Change</b>
# of improvement projects started	4	6	9	50%
# of improvements completed	4	6	9	50%
# of paving/drainage projects started	1	3	6	100%
# of paving/drainage projects completed	1	3	6	100%

**CITY OF APOPKA  
DESIGN ENGINEERING**

**LINE ITEM DETAIL**

	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>2018</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>REQUESTED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	561,655	579,920	516,271	553,781
1210 LONGEVITY PAY	2,259	2,076	2,076	1,842
1400 OVERTIME	20	800	800	800
1600 OTHER REIMBURSED ALLOWANCES	1,425	1,440	1,440	1,440
2100 F.I.C.A.	38,746	44,694	36,461	42,676
2200 RETIREMENT CONTRIBUTION	49,491	53,900	21,146	66,583
2300 LIFE AND HEALTH INSURANCE	82,923	86,532	74,316	91,265
2400 WORKERS COMPENSATION	2,247	2,509	2,509	2,395
2600 OTHER POST EMPLOYMENT BENEFITS	35,985	-	-	-
<b>TOTAL</b>	<b>774,751</b>	<b>771,871</b>	<b>655,019</b>	<b>760,782</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
4200 FREIGHT & POSTAGE	91	550	500	500
4300 UTILITY SERVICES	4,191	5,500	2,000	2,000
4600 REPAIR AND MAINTENANCE	1,239	5,870	3,500	1,000
4650 VEHICLE MAINTENANCE	3,063	2,500	1,600	1,600
5100 OFFICE SUPPLIES	2,707	2,500	1,000	1,000
5200 OPERATING SUPPLIES	1,277	2,200	2,200	4,930
5250 FUEL & GASOLINE	1,113	1,500	1,500	1,500
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	1,508	885	885	1,064
5500 TRAINING	557	1,800	1,800	6,190
<b>TOTAL</b>	<b>15,746</b>	<b>23,305</b>	<b>14,985</b>	<b>19,784</b>
<b>CAPITAL OUTLAY:</b>				
6400 EQUIPMENT	-	-	-	-
6800 INTANGIBLES	-	-	-	12,750
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,750</b>
<b>TOTAL COST</b>	<b>\$ 790,497</b>	<b>\$ 795,176</b>	<b>\$ 670,004</b>	<b>\$ 793,316</b>

# CITY OF APOPKA DESIGN ENGINEERING

## STAFFING ANALYSIS

### NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
SR. PROJECT COORDINATOR	1	1	1
PROJECT COORDINATOR	1	1	1
GIS ANALYST	1	1	1
GIS TECHNICIAN	1	1	1
CIVIL ENGINEER III	1	2	2
ENGINEERING TECH	1	1	1
SR ROADWAY & UTILITY DESIGN	1	0	0
CONSTRUCTION INSPECTOR	1	1	1
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>

## CAPITAL OUTLAY

6400 - Equipment

Total Equipment	\$ -
-----------------	------

6800 - Intangibles

ESRI ArcGIS Spatial Analyst	\$ 2,500
DJI Mavic Pro Drone	1,750
INNOVYZE InfoWater Suite	8,500
Total Improvements	\$ 12,750

<b>Total Capital Outlay</b>	<b>\$ 12,750</b>
-----------------------------	------------------

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Engineering 3410-539</u>
<b>Line Item #</b>	<u>4200</u>
<b>Line Item Description</b>	<u>Freight &amp; Postage</u>

Total Cost	\$ 500
------------	--------

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Engineering 3410-539</u>
<b>Line Item #</b>	<u>4300</u>
<b>Line Item Description</b>	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
1	Water, Sewer, Electric	Building use	5,500
		City Administrator's Adjustment	(3,500)

Total Cost	\$ 2,000
------------	----------

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Engineering 3410-539</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	Building Maintenance & Repair	Miscellaneous Maintenance & Repair	1,000

Total Cost	\$ 1,000
------------	----------

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Engineering 3410-539</u>
<b>Line Item #</b>	<u>4650</u>
<b>Line Item Description</b>	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	Vehicle Maintenance	Preventive and Corrective Maintenance	2,500
		City Administrator's Adjustment	(900)

Total Cost	\$ 1,600
------------	----------

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Engineering 3410-539</u>
<b>Line Item #</b>	<u>5100</u>
<b>Line Item Description</b>	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	Office Supplies	Paper, Printer Ink, etc.	2,500
		City Administrator's Adjustment	(1,500)

Total Cost	\$ 1,000
------------	----------



Fund	Water & Wastewater Fund - 401
Department	Engineering 3410-539
Line Item #	5200
Line Item Description	Operating Supplies

Total Cost	\$ 4,930
------------	----------

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Engineering 3410-539</u>
<b>Line Item #</b>	<u>5250</u>
<b>Line Item Description</b>	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	Fuel & Gasoline	2 Vehicles (600 Gallons @ \$2.50)	1,500

Total Cost	\$ 1,500
------------	----------

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Engineering 3410-539</u>
<b>Line Item #</b>	<u>5400</u>
<b>Line Item Description</b>	<u>Books, Publications &amp; Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	APWA Membership	1 Membership @ \$184	184
2	Engineering News-Record	1 Subscription @ \$30	30
3	Books & Publications	Miscellaneous Engineering Books	600
4	FBPE License	1 PE License @ \$250	250

Total Cost	\$ 1,064
------------	----------

Fund	Water & Wastewater Fund - 401
Department	Engineering 3410-539
Line Item #	5500
Line Item Description	Training

Total Cost	\$ 6,190
------------	----------

Fund	Water & Wastewater Fund - 401
Department	Engineering 3410-539
Line Item #	6800
Line Item Description	Intangibles

Total Cost	\$ 12,750
------------	-----------

**CITY OF AOPKA**  
**UTILITY PLANT MAINTENANCE**  
**NEW DIVISION**

The Utility Plant Maintenance Division is a newly established division of the Public Services Department. Its function is to provide the preventive, predictive, and corrective maintenance for the water plants, the water reclamation facility, the reclaimed water pump stations and lift stations.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	-
2017	BUDGET	-
2017	ESTIMATE	-
2018	REQUESTED	1,888,017

**GOALS:**

- Perform preventive, predictive and corrective maintenance on Water Plants, Water Reclamation Facility, Reclaimed Water Pump Stations and Lift Station assets.
- Complete an equipment inventory on all Water Plants, Water Reclamation Facility, Reclaimed Water Pump Stations and lift stations to update the Antero Computerized Maintenance Management System (CMMS).
- Hold quarterly maintenance plan and schedule development meetings with the Plant Supervisory and Management staff.
- Research and develop budget data for a new Computerized Maintenance Management System (CMMS).

**PERFORMANCE MEASURES:**

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of lift stations	112	112	112	0%
# of water plants	5	5	5	0%
# of work orders completed	300	250	250	0%

**CITY OF APOPKA**  
**UTILITY PLANT MAINTENANCE**  
**NEW DIVISION**

**LINE ITEM DETAIL**

	<u>2016</u>	<u>2017</u>	<u>2017</u>	<u>2018</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES				218,073
1210 LONGEVITY PAY				805
1400 OVERTIME				26,676
1600 OTHER REIMBURSED ALLOWANCES				480
2100 F.I.C.A.				18,785
2200 RETIREMENT CONTRIBUTION				40,271
2300 LIFE AND HEALTH INSURANCE				43,637
2400 WORKERS COMPENSATION				1,837
Additional Positions Requested				240,998
<b>TOTAL</b>	-	-	-	<b>591,562</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
4000 TRAVEL & PER DIEM				1,000
4200 FREIGHT & POSTAGE				50
4400 RENTALS & LEASES				3,000
4600 REPAIR AND MAINTENANCE				819,500
4650 VEHICLE MAINTENANCE				6,000
5200 OPERATING SUPPLIES				24,180
5250 FUEL & GASOLINE				10,375
5500 TRAINING				3,350
<b>TOTAL</b>	-	-	-	<b>867,455</b>
<b>CAPITAL OUTLAY:</b>				
6400 EQUIPMENT	-	-	-	429,000
6800 INTANGIBLES	-	-	-	-
<b>TOTAL</b>	-	-	-	<b>429,000</b>
<b>TOTAL COST</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,888,017</u>

**CITY OF AOPKA**  
**UTILITY PLANT MAINTENANCE**  
**NEW DIVISION**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
UTILITIES ELECTRICIAN			1
UTILITY SERVICE WORKER II			3
INSTRUMENTATION TECHNICIAN			1
MAINTENANCE SUPERVISOR-REQUESTED			1
ELECTRICIAN II - REQUESTED			1
PLANT MECHANIC - REQUESTED			1
INSTR TECHNICIAN - REQUESTED			1
LIFT STATION MECHANIC - REQUESTED			2
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>11</b>

**CAPITAL OUTLAY**

6400 - Equipment	
F-250 CNG (3) for new positions	\$ 100,000
F-150 CNG for Maintenance Supervisor	39,000
Bypass Pump for LS 17 (Forest Ave)	75,000
LS 25, 41, 51 & 67 Electrical Panels	55,000
Pump LS #1	35,000
Pump LS #21 (2)	30,000
Pump LS #48 (2)	20,000
Portable Generator	75,000
Total Equipment	<u>\$ 429,000</u>
 <b>Total Capital Outlay</b>	 <b>\$ 429,000</b>



**CITY OF AOPKA  
STAFFING REQUEST FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Public Services</u>
<b>Division</b>	<u>Utility Plant Maintenance 3191-535</u>

Position Title	Justification	Anticipated Salary/Grade
Maintenance Supervisor (Full Time) - Grade 118 (1 NEW Position)	The Maintenance Supervisor will lead the NEW Utility Plant Maintenance division within Public Services. The Maintenance Supervisor will be responsible for supervising and coordinating the predictive, preventive, and corrective maintenance and repairs for the water plants, wastewater plant, reclaimed water facilities, and lift stations. The Maintenance Supervisor will maintain the electronic database of all utilities maintenance activities and produce reporting accordingly to monitor the effectiveness and efficiency of the program and implement procedures for improvement of the program. <b>HIRE OCTOBER 2017</b>	51,000
	plus Benefits	17,850
Electrician II (Full Time) - Grade 113 (1 NEW Position)	The Electrician II position will be responsible for the predictive, preventive and corrective maintenance of the water plants, wastewater plant, reclaimed water facilities, and lift stations. This position will work together with the existing Electrician II position to maintain the Hazardous Energy Control program to insure the electrical safety of all City plants and lift stations. <b>HIRE JULY 2018</b>	40,000
	plus Benefits	6,248
Plant Mechanic (Full Time) - Grade 111 (1 NEW Position)	The Plant Mechanic position will be responsible for the predictive, preventive and corrective maintenance of all mechanical equipment on the water plants, wastewater plant, reclaimed water facilities and lift stations. <b>HIRE JULY 2018</b>	36,000
Instrumentation Technician (Full Time) - Grade 113 (1 New Position)	The Instrumentation Technician will be responsible for the installation, calibration, modification, and maintenance of plant instrumentation, the SCADA system and associated computer equipment, hardware and software, and associated equipment to meet mandatory requirements established in the City's DEP operating permits for the water plants, wastewater plant, reclaimed water facilities and lift stations. <b>HIRE JULY 2018</b>	40,000
	plus Benefits	14,000
Lift Station Mechanic (Full Time) - Grade 108 (2 NEW Positions)	The Lift Station Mechanic positions will be responsible for all operations and maintenance on 120 lift stations. Additionally, it is proposed to move two Utility Service Worker II positions from Wastewater Maintenance (3171) to create 2 - 2 man crews to strictly maintain the lift stations. This division will devote full attention to improving the maintenance of the lift stations and reduce maintenance costs in the long-term.	31,000
	plus Benefits	4,900
		240,998

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Utility Plant Maintenance 3191-535</i>
<b>Line Item #</b>	<i>1400</i>
<b>Line Item Description</b>	<i>Overtime</i>

Item	Description	Justification	Estimated Cost
1	Overtime	Overtime for responding to after-hours call-outs and lift stations/plant emergencies (12 hrs./wk. @ \$27.00/hr.)	16,848
2	Standby Time	Incentive time paid to the maintenance staff for being on after-hours standby (10.5 hrs/wk. @ \$18.00/hr.)	9,828

Total Cost	\$ 26,676
------------	-----------

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Plant Maintenance 3191-535</u>
<b>Line Item #</b>	<u>4000</u>
<b>Line Item Description</b>	<u>Travel &amp; Per Diem</u>

Item	Description	Justification	Estimated Cost
1	Travel and Per Diem for maintenance related training for the division	Travel and Per Diem for maintenance related training for the division	1,000

Total Cost	\$ 1,000
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Plant Maintenance 3191-535</u>
<b>Line Item #</b>	<u>4100</u>
<b>Line Item Description</b>	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
1	Cell Phone Service - Standby Maintenance Staff	Service for the City provided cell phone for the after hours standby operator. The phone is utilized for SCADA system call-outs for plant alarms and boil water advisories due to water main breaks	480

Total Cost	\$	480
------------	----	-----

Fund	Water & Wastewater Fund - 401
Department	Utility Plant Maintenance 3191-535
Line Item #	4200
Line Item Description	Freight & Postage

Total Cost	\$ 50
------------	-------

<b>Fund</b>	<i>Water &amp; Wastewater Fund - 401</i>
<b>Department</b>	<i>Utility Plant Maintenance 3191-535</i>
<b>Line Item #</b>	<i>4400</i>
<b>Line Item Description</b>	<i>Rentals and Leases</i>

Item	Description	Justification	Estimated Cost
1	Emergency Equipment Rental	Rental of equipment for the Utility Maintenance Division in response to unforeseen emergencies	3,000

Total Cost	\$ 3,000
------------	----------

**CITY OF AOPKA**  
**OPERATING BUDGET JUSTIFICATION FORM**  
**FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Plant Maintenance 3191-535</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
	<b><u>Wastewater/Reclaimed Water</u></b>		
1	Belt Press Maintenance	Maintenance costs for the sludge belt press and conveyor system	10,000
2	Chlorination System Maintenance & Repair Parts	Parts and materials to maintain the chlorination systems at the WRF, North Reuse Pump Station and North Shore Treatment Plant	9,000
3	Electrical, Instrumentation and Controls Maintenance & Repair Parts	Parts and materials for maintaining the electrical, instrumentation and control systems at the WRF, North Reuse Pump Station, and North Shore Treatment Plant	15,000
4	Emergency Generator Maintenance & Repairs	Maintenance and repairs to the emergency generators (6) located at the WRF, North Reuse Pump Station and North Shore Treatment Plant	15,000
5	Pump, Motor and Gear Drive Repairs (10 @ \$4,000/each)	Repairs to pumps, motors and gear drives at the WRF, North Reuse Pump Station, NW Pond Pump Station, and the North Shore Treatment Plant	40,000
6	SCADA System Maintenance and Repairs	Maintenance and repairs to the SCADA system for the WRF, North Reuse Pump Station and North Shore Treatment Plant. The SCADA system is required by DEP to satisfy a variance in the operating permit to eliminate the third shift requirement and the use of an after-hours on-call operator instead.	5,000
7	Air Compressor Maintenance	The air compressors at the WRF are essential to the operation of the effluent filters for the treatment of public access reclaimed water.	7,500

**Fund**  
**Department**  
**Line Item #**  
**Line Item Description**

*Water & Wastewater Fund - 401*  
*Utility Plant Maintenance 3191-535*  
*4600*  
*Repair and Maintenance - Bldg & Equip*

Item	Description	Justification	Estimated Cost
	<b><u>Water Plants</u></b>		
	<i>Chlorination System Maintenance &amp; Repairs</i>	<i>Maintenance and repairs to the Water Plants' sodium hypochlorite disinfection feed systems and residual chlorine analyzers</i>	<i>10,000</i>
	<i>Electrical Repair Parts &amp; Labor</i>	<i>Repair parts and labor for repairing control panels and electrical components on the Water Plants</i>	<i>5,000</i>
	<i>Emergency Generator Maintenance &amp; Repairs</i>	<i>Annual maintenance service and repairs to the Water Plants' emergency generators</i>	<i>10,000</i>
	<i>Instrumentation &amp; Control Parts &amp; Labor</i>	<i>Repair parts and labor for repairing and calibrating flowmeters, transmitters, analyzers and PLCs on the Water Plants</i>	<i>6,500</i>
	<i>Oils, Greases &amp; Lubricants</i>	<i>Oils, greases and lubricants for preventive maintenance of the pumps and motors on the Water Plants</i>	<i>3,000</i>
	<i>Pump &amp; Motor Repairs (6 @ \$5,500)</i>	<i>Repairs to pump and motor failures on the Water Plants</i>	<i>33,000</i>
	<i>SCADA System Maintenance &amp; Repairs</i>	<i>Maintenance to the SCADA system for the Water Plants</i>	<i>2,500</i>
	<i>Repairs, Rehabilitation and Video Inspection of the Sheeler Oaks WTP Well #3</i>	<i>5-year maintenance and repairs to the Sheeler Oaks WTP Well #3, including rehabilitation of the well pump and well hole</i>	<i>50,000</i>
	<i>Repairs, Rehabilitation and Video Inspection of the Sheeler Oaks WTP Well #6</i>	<i>5-year maintenance and repairs to the Sheeler Oaks WTP Well #6, including rehabilitation of the well pump and well hole</i>	<i>50,000</i>
	<i>Sheeler Oaks WTP Ground Storage Tank Exterior Coating</i>	<i>The Sheeler Oaks WTP Ground Storage Tank existing coating was applied in 1986 when the tank was constructed. This facility is located in the middle of the Sheeler Oaks subdivision and the aesthetics of the facility are important. The Tnemec epoxy coating system will provide a minimum of 10 year life on the tank.</i>	<i>25,000</i>



Fund  
Department  
Line Item #  
Line Item Description

Water & Wastewater Fund - 401  
Utility Plant Maintenance 3191-535  
4600  
Repair and Maintenance - Bldg & Equip

Item	Description	Justification	Estimated Cost
	<b><u>Lift Stations</u></b>		
	Electrical Repair Parts & Labor	Repair parts and labor for repairing control panels and electrical components on the Water Plants	15,000
	Emergency Generator Maintenance & Repairs	Annual maintenance service and repairs to the Water Plants' emergency generators	20,000
	Instrumentation & Control Parts & Labor	Repair parts and labor for repairing and calibrating flowmeters, transmitters, analyzers and PLCs on the Water Plants	5,000
	Oils, Greases & Lubricants	Oils, greases and lubricants for preventive maintenance of the pumps and motors on the Water Plants	2,000
	Pump & Motor Repairs (28 @ \$5,000)	Repairs to pump and motor failures on the Water Plants	140,000
	SCADA System Maintenance & Repairs	Maintenance to the SCADA system for the Water Plants	15,000
	Biofilter Odor Control Lease LS 17 and 60	Odor control for gases that will damage equipment and eliminate the odors in residential areas	85,000
	Biofilter Odor Control Lease LS 77	Odor control for gases that will damage equipment and eliminate the odors in residential areas	30,000
	Deodorant Blocks	Odor Control	2,500
	Gas Detector Calibrations	Employee Health and Safety	1,500
	Lift Station Grease Control	Orange Flush for lift stations serving restaurants	17,000
	Bioxide and Hydrogen Peroxide Chemicals for LS 25,50, 51 and 73	Odor control for the western quadrant of the collection system due to increased flows from the Zellwood area	190,000

Total Cost	\$ 819,500
------------	------------

Fund	Water & Wastewater Fund - 401
Department	Utility Plant Maintenance 3191-535
Line Item #	4650
Line Item Description	Vehicle Maintenance

Item	Description	Justification	Estimated Cost
1	Preventive and Corrective Maintenance - Vehicles	Maintenance and repairs to the WRF pickup trucks, utility trucks and pretreatment van	6,000

Total Cost	\$ 6,000
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Plant Maintenance 3191-535</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Oils, Greases and Lubricants	Oils, greases and lubricants for maintenance of pumps, motors, and gear boxes at the WRF, North Reuse Pump Station, North Shore Treatment Plant and Northwest RW Pond Pump Station	10,000
2	Tools for Maintenance Staff	Tools needed to perform preventive and corrective maintenance on the water plants, wastewater and lift stations	3,000
3	Bee & Wasp Spray (6 cases @ \$100)	Bee & wasp spray for removal of nests around plants and lift stations	600
4	Boots/Rain Gear (6 @ \$55)	Personal protective equipment for working in inclement weather and wet areas around the plants and lift stations	330
5	Broken Tool Replacements	Replacement tools for items that may be broken during the normal course of working on the plants and lift stations	2,000
6	Disinfectant Wipes (12 cases @ \$50/case)	Disinfectant wipes for use by the maintenance staff when working on wastewater or lift station equipment	600
7	Safety Shoes (11 @ \$150)	Safety shoes provided to the employees to reduce workplace injuries in the performance of their duties	1,650
8	ClearScada Software Annual Support	Annual support renewal for the ClearScada Software package	4,500
9	Antero Maintenance Software Annual Support	Annual support renewal for the Antero Maintenance Software package	1,500

<b>Total Cost</b>	<b>\$ 24,180</b>
-------------------	------------------

Fund	Water & Wastewater Fund - 401
Department	Utility Plant Maintenance 3191-535
Line Item #	5250
Line Item Description	Fuel and Gasoline

Item	Description	Justification	Estimated Cost
1	Fuel for Vehicles - Diesel (2,000 gal. @ \$3.00/gal.)	Fuel for the Maintenance Boom trucks	6,000
2	Fuel for Vehicles - Gasoline (1,000 gal. @ \$2.50/gal.)	Fuel for Utility Truck	2,500
3	Fuel for Vehicles - CNG (1,500 gal. @ \$1.25/gal.)	Fuel for Utility Trucks	1,875

Total Cost	\$ 10,375
------------	-----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Plant Maintenance 3191-535</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Training courses for the Maintenance Staff in electrical, mechanical and instrumentation maintenance	Training courses for the electricians, mechanics and instrument technicians to keep up to date on current technologies and methodologies in predictive, preventive and corrective maintenance.	3,000
2	Siemens Online Technology Courses (10 for \$350)	Self-paced online courses that are technology specific to Siemens PLCs for our Utilities Instrumentation Technicians	350

<b>Total Cost</b>	<b>\$ 3,350</b>
-------------------	-----------------

**CITY OF AOPKA**  
**OPERATING BUDGET JUSTIFICATION FORM**  
**FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water &amp; Wastewater Fund - 401</u>
<b>Department</b>	<u>Utility Plant Maintenance 3191-535</u>
<b>Line Item #</b>	<u>6400</u>
<b>Line Item Description</b>	<u>Equipment &amp; Machinery</u>

Item	Description	Justification	Estimated Cost
1	NEW Ford F-250 CNG Utility Trucks for the NEW Electrician and Instrument Tech Positions	Utility Trucks for the NEW Electrician and Instrument Tech positions to perform maintenance on the water plants, wastewater and lift stations (3 trucks)	100,000
2	NEW Ford F-150 CNG Truck for the Maintenance Supervisor	Pickup truck for the NEW Maintenance Supervisor Position to perform maintenance on the water plants, wastewater and lift stations.	39,000
3	Bypass Pump for LS 17 (Forest Ave)	Replacement for the 1972 generator. In the event of an engine failure, parts are no longer available and could result in an extensive sewer spill	75,000
4	LS 25, 41, 51 and 67 Electrical Panels	Replace electrical panels due to high corrosion from the sewer gases	55,000
5	LS 17 Pump #1 Replacement	Replace Pump #1 from shaft drive pump to dry pit submersible style pump.	35,000
6	LS 21 Pump Replacements (2)	Replace pumps with 25 HP Flygt pumps due to age and the need to increase station capacity	30,000
7	LS 48 Pump Replacements (2)	Replace pumps with 10 HP Flygt pumps due to age and the need to increase station capacity	20,000
8	Portable Generator	Generator needed due to increase in lift station quantity in the event of large scale power or station failures	75,000

<b>Total Cost</b>	<b>\$ 429,000</b>
-------------------	-------------------

**CITY OF APOPKA**  
**PUBLIC UTILITIES**  
**TRANSFERS - WORKSHEET**

**Calculation of Payment in Lieu of Taxes:**

<b>FY16 Values</b>	
Land	7,924,275
Building	21,480,831
CIP	8,000,000 est.
Improvements	128,115,808
Total bookvalue of assets	165,520,914
Times millage (3.7876)	626,927

<b>Calculation of Administrative Services:</b>	<b>Budget</b>	<b>Allocation %age</b>	<b>Amt of Budget Alloc to Utilities</b>
mayor & Legal	769,008	37.3%	286,460.72
admin	814,759	37.3%	303,503.28
PIO & web	304,834	25.0%	76,208.50
clerk	315,031	37.3%	117,351.19
HR	1,510,803	21.1%	318,986.25
IT	1,748,646	21.1%	369,203.68
Finance	717,866	37.3%	267,409.98
Police	16,488,113	1.0%	164,881.13
Fire (inspections)	13,571,967	1.0%	135,719.67
Comm Devel (permits)	2,104,343	37.3%	783,882.11
Recreation	3,287,359		-
Pub Serv (fleet/grounds)	2,617,801	21.1%	552,714.36
Debt Service & Transfers	4,033,063		
	<u>47,978,759</u>		<u>3,376,320.87</u>

%age of empl (76+15 REQUESTED of 431)	0.211
%age of Budget \$\$\$\$	0.373

**Components of Transfer:**

\$	3,376,321	Administrative Services	
	626,927	PILOT	
	1,000,000	Return on Investment & Govt Goodwill	
	500	Background checks	
	18,253	Audit services	49,000
	46,952	IT charges (Specific Equip Costs)	
	178,500	Liability & Casualty Insurance	
	588,000	Franchise Fees - Water = 6% of sales	9,800,000
	384,000	Franchise Fees - Sewer = 6% of sales	6,400,000
<u>\$</u>	<u>6,219,453</u>	<u>Amt of Transfer for FY18</u>	

**CITY OF AOPKA  
PUBLIC UTILITIES DEBT SERVICE**

		<b>ACTUAL FY2016</b>	<b>ADOPTED BUDGET FY2017</b>	<b>PROPOSED BUDGET FY2018</b>	<b>PERCENT CHANGE</b>
<b>PRINCIPAL</b>					
401-3111-517.7101	2012 Utility Revenue Bond - Water Plant	\$ 19,800	\$ 20,328	\$ 21,120	2.67%
401-3121-517.7101	2012 Utility Revenue Bond - Wastewater Plant	53,475	54,901	57,040	2.67%
403-3113-517.7101	2012 Utility Revenue Bond - Water Impact	227,250	233,310	242,400	2.67%
403-3115-517.7101	2012 Utility Revenue Bond - Reuse Impact	92,250	94,710	98,400	2.67%
403-3123-517.7101	2012 Utility Revenue Bond - Wastewater Impact	357,225	366,751	381,040	2.67%
<b>INTEREST</b>					
401-3111-517.7201	2012 Utility Revenue Bond - Water Plant	15,509	14,507	13,680	-5.70%
401-3121-517.7201	2012 Utility Revenue Bond - Wastewater Plant	41,885	39,183	36,944	-5.71%
403-3113-517.7201	2012 Utility Revenue Bond - Water Impact	174,589	166,514	156,999	-77.81%
403-3115-517.7201	2012 Utility Revenue Bond - Reuse Impact	70,873	67,595	63,732	132.26%
403-3123-517.7201	2012 Utility Revenue Bond - Wastewater Impact	274,444	261,751	246,795	-75.65%
<b>OTHER</b>					
401-3111-517.7301	2012 Utility Revenue Bond - Water Plant	\$ 1,184	\$ 1,442	\$ 239	-83.45%
401-3121-517.7301	2012 Utility Revenue Bond - Wastewater Plant	3,197	3,895	645	-83.45%
403-3113-517.7301	2012 Utility Revenue Bond - Water Impact	16,477	16,553	2,740	-83.45%
403-3115-517.7301	2012 Utility Revenue Bond - Reuse Impact	6,689	6,720	1,112	-83.45%
403-3123-517.7301	2012 Utility Revenue Bond - Wastewater Impact	25,900	26,021	4,307	-83.45%
<b>TOTAL BUDGET</b>					
		\$ 1,380,747	\$ 1,374,181	\$ 1,327,192	-3.42%

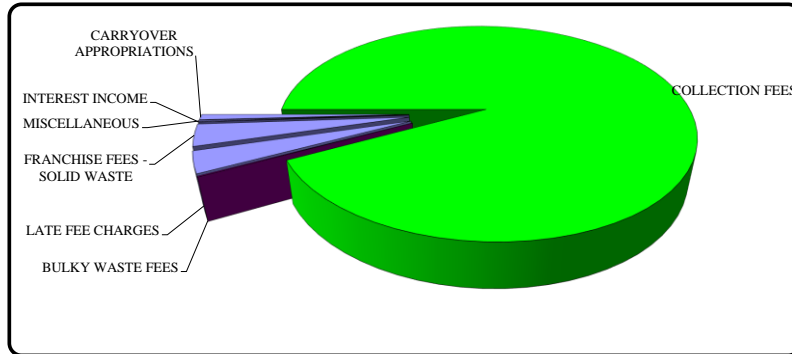


**CITY OF APOPKA**  
**SANITATION FUND**

**CITY OF APOKA  
SANITATION FUND**

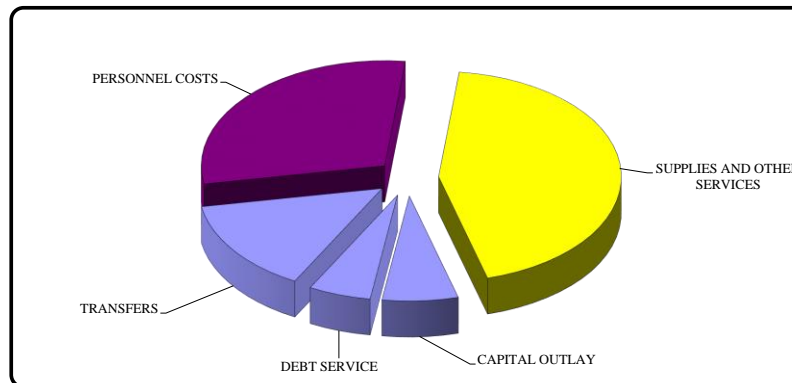
**SANITATION FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2017-2018**



**TOTAL REVENUE      \$      4,566,602**

	TOTALS	PERCENT REVENUES
COLLECTION FEES	\$ 4,230,000	93%
BULKY WASTE FEES	5,000	0%
LATE FEE CHARGES	140,000	3%
FRANCHISE FEES - SOLID WASTE	145,000	3%
INTEREST INCOME	4,300	0%
MISCELLANEOUS	6,000	0%
CARRYOVER APPROPRIATIONS	36,302	1%
<b>TOTAL REVENUE</b>	<b>\$ 4,566,602</b>	<b>100%</b>



**TOTAL EXPENDITURES      \$      4,566,602**

	TOTALS	PERCENT EXPENSES
PERSONNEL COSTS	\$ 1,350,610	29.58%
SUPPLIES AND OTHER SERVICES	2,005,406	43.92%
CAPITAL OUTLAY	305,000	6.68%
DEBT SERVICE	250,986	5.50%
TRANSFERS	654,600	14.34%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,566,602</b>	<b>100%</b>

**CITY OF APOPKA  
SANITATION FUND**

**SANITATION FUND BUDGET SUMMARY**

	<b>2016 ACTUAL</b>	<b>2017 BUDGET</b>	<b>2017 ESTIMATE</b>	<b>2018 REQUESTED</b>
NET POSITION, OCTOBER 1	\$ 1,050,837	\$ 649,834	\$ 649,834	\$ 1,067,486
<b>ADD REVENUES:</b>				
<b>CHARGES FOR SERVICES:</b>				
343-6110 COLLECTION FEES	4,153,089	4,200,000	4,227,266	4,230,000
343-6115 BULKY WASTE FEES	10	5,000	-	5,000
343-6120 LATE FEE CHARGES	171,881	145,000	82,962	140,000
343-6125 FRANCHISE FEES - SOLID WASTE	47,338	37,000	143,837	145,000
<b>TOTAL</b>	<b>4,372,318</b>	<b>4,387,000</b>	<b>4,454,064</b>	<b>4,520,000</b>
<b>MISCELLANEOUS REVENUES:</b>				
343-6130 INTEREST INCOME	5,731	4,300	4,300	4,300
343-6135 MISCELLANEOUS	5,861	6,000	6,000	6,000
343-6140 CARRYOVER APPROPRIATIONS	-	-	-	36,302
384-0000 OTHER FINANCING SOURCES	-	810,000	810,000	-
<b>TOTAL</b>	<b>11,592</b>	<b>820,300</b>	<b>820,300</b>	<b>46,602</b>
<b>TOTAL REVENUES</b>	<b>4,383,910</b>	<b>5,207,300</b>	<b>5,274,364</b>	<b>4,566,602</b>
<b>DEDUCT EXPENSES:</b>				
PERSONNEL COSTS	1,559,759	1,315,378	1,315,378	1,350,610
SUPPLIES AND OTHER SERVICES	1,920,749	1,940,574	1,933,271	2,005,406
DEPRECIATION	394,552	-	-	-
CAPITAL OUTLAY	-	815,000	815,000	305,000
DEBT SERVICE	9,213	253,267	253,267	250,986
TRANSFERS	900,640	539,796	539,796	654,600
CONTINGENCY	-	343,285	-	-
<b>TOTAL EXPENSES</b>	<b>4,784,913</b>	<b>5,207,300</b>	<b>4,856,712</b>	<b>4,566,602</b>
<b>NET POSITION, SEPTEMBER 30</b>	<b>\$ 649,834</b>	<b>\$ 649,834</b>	<b>\$ 1,067,486</b>	<b>\$ 1,067,486</b>
FUND BALANCE TO EXPENDITURE PERCENTAGE	14%	12%	22%	23%

## CITY OF AOPKA SANITATION FUND

The Sanitation Fund provides commercial and household solid waste pick-up and disposal for our citizens. Solid Waste service includes residential garbage, recycling, yard waste and bulky pick-up services and commercial dumpster service.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	4,784,913
2017	BUDGET	5,217,683
2017	ESTIMATE	4,856,712
2018	REQUESTED	4,566,602

### GOALS:

- Seek alternatives to recycling processing in an effort to reduce the \$93000 projected increase in processing fees
- Continue to establish a customer friendly service and track complaints and compliments to establish trends that can be corrected and improved upon
- Swap out all replacement recycling carts with new lid which includes embossed recycling information to reduce contamination

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
# of sanitation fleet vehicles	22	23	23	0.0%
# of households served	15,996	16,697	17,364	4.0%
# of customer complaints	420	466	602	29.2%
Overtime hours	5,972	6,273	6,300	0.4%

**CITY OF APOPKA  
SANITATION FUND**

**LINE ITEM DETAIL**

	<b>2016 ACTUAL</b>	<b>2017 BUDGET</b>	<b>2017 ESTIMATE</b>	<b>2018 REQUESTED</b>
<b>PERSONNEL COSTS:</b>				
1200 REGULAR SALARIES AND WAGES	704,198	775,779	775,779	773,518
1201 NPL ADJUSTMENT	266,815	-	-	-
1210 LONGEVITY PAY	4,412	4,023	4,023	3,957
1400 OVERTIME	125,317	136,800	136,800	170,312
1600 OTHER REIMBURSED ALLOWANCES	475	480	480	480
2100 F.I.C.A.	60,853	70,157	70,157	72,542
2200 RETIREMENT CONTRIBUTION	121,792	136,081	136,081	140,992
2300 LIFE AND HEALTH INSURANCE	167,536	171,848	171,848	168,660
2400 WORKERS COMPENSATION	15,791	20,209	20,209	20,149
2500 UNEMPLOYMENT COMPENSATION	35	-	-	-
2600 POSTEMPLOYMENT BENEFITS	92,535	-	-	-
<b>TOTAL</b>	<b>1,559,759</b>	<b>1,315,378</b>	<b>1,315,378</b>	<b>1,350,610</b>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3400 OTHER CONTRACTUAL SERVICES	600	865	840	900
4100 COMMUNICATIONS	230	640	-	-
4200 FREIGHT & POSTAGE	50	10,300	200	6,600
4300 UTILITY SERVICES	1,052,771	1,078,930	1,021,400	1,172,600
4400 RENTAL & LEASES	21,221	2,902	11,000	2,930
4600 REPAIR AND MAINTENANCE	14,285	12,928	4,950	66,200
4650 VEHICLE MAINTENANCE	363,260	355,000	387,122	270,600
4700 PRINTING AND BINDING	-	29,522	2,000	6,450
4902 LEGAL ADVERTISING	-	-	-	500
4903 TEMPORARY LABOR	77,642	79,487	77,644	85,680
4960 BAD DEBT	51,048	-	-	-
5100 OFFICE SUPPLIES	1,140	812	1,000	1,200
5200 OPERATING SUPPLIES	189,672	224,751	202,940	224,865
5250 FUEL & GASOLINE	144,890	143,587	220,000	166,181
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	613	-	500	250
5500 TRAINING	3,327	850	3,675	450
5900 DEPRECIATION	394,552	-	-	-
<b>TOTAL</b>	<b>2,315,301</b>	<b>1,940,574</b>	<b>1,933,271</b>	<b>2,005,406</b>
<b>CAPITAL OUTLAY:</b>				
6400 EQUIPMENT	-	815,000	815,000	305,000
<b>TOTAL</b>	<b>-</b>	<b>815,000</b>	<b>815,000</b>	<b>305,000</b>
<b>DEBT SERVICE:</b>				
7101 PRINCIPAL	-	244,000	244,000	247,000
7202 INTEREST	9,213	9,267	9,267	3,986
<b>TOTAL</b>	<b>9,213</b>	<b>253,267</b>	<b>253,267</b>	<b>250,986</b>
<b>TRANSFERS:</b>				
9100 TRANSFER TO GENERAL FUND	900,640	539,796	539,796	654,600
<b>TOTAL</b>	<b>900,640</b>	<b>539,796</b>	<b>539,796</b>	<b>654,600</b>
<b>CONTINGENCY:</b>				
9300 CONTINGENCY	-	353,668	-	-
<b>TOTAL</b>	<b>-</b>	<b>353,668</b>	<b>-</b>	<b>-</b>
<b>TOTAL COST</b>	<b>\$ 4,784,913</b>	<b>\$ 5,217,683</b>	<b>\$ 4,856,712</b>	<b>\$ 4,566,602</b>

**CITY OF APOPKA  
SANITATION FUND**

**STAFFING ANALYSIS**

**NUMBER OF FULL-TIME/PART-TIME PERSONNEL**

<b><u>POSITION</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
SOLID WASTE OPERATIONS MANAGER	1	1	1
SOLID WASTE TECHNICIAN	1	1	1
SANITATION EQUIPMENT OPERATOR	15	15	15
SOLID WASTE WORKER I	0	0	0
SOLID WASTE SPECIALIST	1	1	1
<b>TOTAL</b>	<b>18</b>	<b>18</b>	<b>18</b>

**CAPITAL OUTLAY**

6200 - Buildings		
		\$ -
	Total Building	\$ -
6400 - Equipment		
Claw truck - CNG		\$ 270,000
Ford Crew Cab - dual fuel		35,000
	Total Equipment	\$ 305,000
<b>Total Capital Outlay</b>		<b>\$ 305,000</b>

<b>Fund</b>	<i>Sanitation Fund - 402</i>
<b>Department</b>	<i>Sanitation 3210-534</i>
<b>Line Item #</b>	<i>1400</i>
<b>Line Item Description</b>	<i>Overtime</i>

Total Cost	\$ 170,312
------------	------------

Fund	Sanitation Fund - 402
Department	Sanitation 3210-534
Line Item #	3400
Line Item Description	Other Contractual Services

Total Cost	\$ 900
------------	--------



**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Sanitation Fund - 402</u>
<b>Department</b>	<u>Sanitation 3210-534</u>
<b>Line Item #</b>	<u>4100</u>
<b>Line Item Description</b>	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
1	Cellular service for 16 phones for route driver communication	Real time electronic communication of work orders and photo documentation of charges or service obstacles between the drivers and Public Service/Sanitation Specialist	10,560
2	Ipad, case and mdm	Ipad for Solid waste tech for managing work orders real time in the field to improve customer service response time	625
3	Ipad Service		433
4	cell phones for drivers	electronic communication of work orders (see communication services)	1,600
		City Administrator's Adjustment	(13,218)

Total Cost	\$	-
------------	----	---

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Sanitation Fund - 402</u>
<b>Department</b>	<u>Sanitation 3210-534</u>
<b>Line Item #</b>	<u>4200</u>
<b>Line Item Description</b>	<u>Freight &amp; Postage</u>

Item	Description	Justification	Estimated Cost
1	postage for 2018 recycle calendar	mailing to 16000 residences	3,700
2	postage for solid waste newsletter	mailing to 16000 residences	4,700
3	freight on customer tags		300
4	postage for misc customer correspondence		100
5	postage for route change notice	direct mailing of notice of route change of about 1000 customers in order to balance the routes between Monday/Tuesday	300
		City Administrator's Adjustment	(2,500)

Total Cost	\$ 6,600
------------	----------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Sanitation Fund - 402</u>
<b>Department</b>	<u>Sanitation 3210-534</u>
<b>Line Item #</b>	<u>4300</u>
<b>Line Item Description</b>	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
1	Electricity Charges	share of electric bill for Sanitation warehouse	2,400
2	Waste Water charges	Share of waste water charges for sanitation warehouse	1,600
3	Bulky waste tipping fees	disposal fees for bulky waste collected by the city	71,400
4	MSW residential tipping fees	disposal fees for household garbage collected by the city	530,000
5	Yard waste tipping fees	disposal fees for yard waste collected by the city	124,200
6	MSW commercial tipping fees	disposal for commercial garbage collected by the city	348,000
7	Recycling Processing fees	processing cost of residential recycling collected by the city.	95,000

Total Cost	\$ 1,172,600
------------	--------------

<b>Fund</b>	<i>Sanitation Fund - 402</i>
<b>Department</b>	<i>Sanitation 3210-534</i>
<b>Line Item #</b>	<i>4400</i>
<b>Line Item Description</b>	<i>Rentals and Leases</i>

Total Cost	\$ 2,930
------------	----------

<b>Fund</b>	<u>Sanitation Fund - 402</u>
<b>Department</b>	<u>Sanitation 3210-534</u>
<b>Line Item #</b>	<u>4600</u>
<b>Line Item Description</b>	<u>Repair and Maintenance - Bldg &amp; Equip</u>

Item	Description	Justification	Estimated Cost
1	Warehouse building repairs/maint		2,500
2	Lust Road refuse cart storage building (Pre-cooler Bldg) repairs and maintenance	Remove foam insulation, remedy bees and paint	63,000
3	Ice machine cleaning/maintenance		400
4	Pest control		300

Total Cost	\$ 66,200
------------	-----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Sanitation Fund - 402</u>
<b>Department</b>	<u>Sanitation 3210-534</u>
<b>Line Item #</b>	<u>4650</u>
<b>Line Item Description</b>	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	Preventive Maintenance	brakes, oil changes, minor repair	79,000
2	Repairs	Repairs on trucks not under warranty	49,000
3	Tires	tire replacements	84,000
4	Fleet Charges		60,000
	1480 Replate floor, rebuild packing	2012 Frontloader is about midlife this is a	
	blade guide rail and blade/ tailgate	proactive measure to avoid body leak through	
5	seal/replace wiring harness	which often occurs at 8-10yrs	25,000
		<i>City Administrator's Adjustment</i>	<i>(26,400)</i>

<b>Total Cost</b>	<b>\$ 270,600</b>
-------------------	-------------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Sanitation Fund - 402</u>
<b>Department</b>	<u>Sanitation 3210-534</u>
<b>Line Item #</b>	<u>4700</u>
<b>Line Item Description</b>	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
1	Recycling schedule calendar yr 2018	Explains the city's alternating bi monthly pickup pickup schedule	5,000
2	Solid waste newsletter	4 color printing news letter for public education and updates on city solid waste and recycling services, holiday schedule, do's and don'ts	1,200
3	Decal for change of collection day	Decal to be affixed on the garbage cans notifying about 1000 customers of a change in their garbage pickup day in order to balance the routes between Monday and Tuesday	250

<b>Total Cost</b>	<b>\$ 6,450</b>
-------------------	-----------------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Sanitation Fund - 402</u>
<b>Department</b>	<u>Sanitation 3210-534</u>
<b>Line Item #</b>	<u>4902</u>
<b>Line Item Description</b>	<u>Legal Advertising</u>

Item	Description	Justification	Estimated Cost
1	Newspaper ad of notice of change in collection day	notify residents of change in pickup day in order to balance the routes between Monday and Tuesday	500

Total Cost	\$	500
------------	----	-----



Fund	Sanitation Fund - 402
Department	Sanitation 3210-534
Line Item #	4903
Line Item Description	Temporary Labor

Total Cost	\$ 85,680
------------	-----------

<b>Fund</b>	<i>Sanitation Fund - 402</i>
<b>Department</b>	<i>Sanitation 3210-534</i>
<b>Line Item #</b>	<i>5100</i>
<b>Line Item Description</b>	<i>Office Supplies</i>

Total Cost	\$ 1,200
------------	----------

**CITY OF APOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Sanitation Fund - 402</u>
<b>Department</b>	<u>Sanitation 3210-534</u>
<b>Line Item #</b>	<u>5200</u>
<b>Line Item Description</b>	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	New and replacement refuse containers and spare replacement parts	Containers for new customers and replacement of worn and damaged carts	159,000
2	Drop spreader	Spreader for oil absorbent for quick response to oil spills/leaks	800
3	Cell phones for drivers	electronic communication of work orders (see communication services)	1,600
4	Customer Tags	information tags	650
5	Dumpster decals	city decal for dumpsters	1,500
6	Deodorizer	spray deodorizer for commercial dumpsters	650
7	Epass tolls	tolls for trucks traveling to landfill or shop	1,200
8	First aid kits 12 x \$40	for refuse collection vehicles	480
9	Lids for dumpster	replacements for damaged lids	2,000
10	Locks for dumpsters	provided for a fee for commercial customers	560
11	Misc Hand tools	clean out tools/ rakes/ shovels/brooms and misc hand tools for refuse cart repairs	1,500
12	Mailbox/property damage repairs	cost of claims for damage cause by refuse vehicles	2,000
13	Motorola radio batteries	replacement batteries for handheld radios	475
14	Oil absorbant	absorbent for oil spills 150 x \$8	1,200
15	Wypall paper towels	towels for cleaning truck cab and windows	1,500
16	Rain suits	safety equipment	640
17	Reflective vests	safety equipment	640
18	Hard hats	safety equipment	240
19	Gloves	safety equipment	500
20	Hand sanitizer/soap	safety equipment	400
21	Safety glasses	safety equipment	350
22	Safety shoes 18 x \$150	safety equipment	1,200
23	Inspection forms	DOT vehicle inspection forms	600
24	Truck wash and cleaning supplies	equipment cleaning	1,200
25	Uniforms 17 x \$5		4,680
26	Water coolers	safety equipment	300
27	Garbage dumpsters	dumpsters for new customers and replacement of worn out dumpsters	39,000

<b>Total Cost</b>	<b>\$ 224,865</b>
-------------------	-------------------

Fund	Sanitation Fund - 402
Department	Sanitation 3210-534
Line Item #	5250
Line Item Description	Fuel and Gasoline

Item	Description	Justification	Estimated Cost
1	CNG Fuel 107837 x \$1	fuel for sanitation vehicles	107,837
2	Diesel fuel 19968g x \$2.5	fuel for sanitation vehicles	49,920
3	Gasoline 2808g x \$3	fuel for sanitation vehicles	8,424

Total Cost	\$ 166,181
------------	------------

<b>Fund</b>	<i>Sanitation Fund - 402</i>
<b>Department</b>	<i>Sanitation 3210-534</i>
<b>Line Item #</b>	<i>5400</i>
<b>Line Item Description</b>	<i>Books, Publications &amp; Subscriptions</i>

Item	Description	Justification	Estimated Cost
1	SWANA membership	solid waste networking	250

Total Cost	\$ 250
------------	--------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Sanitation Fund - 402</u>
<b>Department</b>	<u>Sanitation 3210-534</u>
<b>Line Item #</b>	<u>5500</u>
<b>Line Item Description</b>	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	sanitation training media	safety films/poster and other training media  <i>City Administrator's Adjustment</i>	900  (450)

Total Cost	\$	450
------------	----	-----

Fund	Sanitation Fund - 402
Department	Sanitation 3210-534
Line Item #	6400
Line Item Description	Equipment & Machinery

Item	Description	Justification	Estimated Cost
1	New Automated sideloader (cng)	additional garbage collection vehicle due to growth of the city	360,000
		City Administrator's Adjustment	(360,000)
2	New Claw truck (cng)	Replacement of 16 year old truck 786	270,000
3	New Ford Crew Cab (dual fuel)	Replacement of 11 year old truck 1180	35,000

Total Cost	\$ 305,000
------------	------------

<b>Fund</b>	<i>Sanitation Fund - 402</i>
<b>Department</b>	<i>Sanitation 3210-534</i>
<b>Line Item #</b>	<i>7100</i>
<b>Line Item Description</b>	<i>Debt Service - Principal</i>

Total Cost	\$ 247,000
------------	------------



Fund	Sanitation Fund - 402
Department	Sanitation 3210-534
Line Item #	7200
Line Item Description	Debt Service - Interest

Total Cost	\$ 3,986
------------	----------

**CITY OF APOPKA**  
**SANITATION**  
**TRANSFERS - WORKSHEET**

<b>Calculation of Administrative Services:</b>	<b>Budget</b>	<b>Allocation %age</b>	<b>Amt of Budget Alloc to Utilities</b>
mayor & Legal	769,008	3.7%	28,168
admin	814,759	3.7%	29,846
PIO & web	304,834	4.2%	12,731
clerk	315,031	3.7%	11,541
HR	1,510,803	4.2%	63,096
IT	1,748,646	4.2%	73,029
Finance	717,866	3.7%	26,297
Police	16,488,113	1.0%	164,881
Fire (inspections)	13,571,967	1.0%	135,720
Comm Devel (permits)	2,104,343		-
Recreation	3,287,359		-
Pub Serv (fleet/grounds)	2,617,801	4.2%	109,328
Debt Service & Transfers	4,033,063		
	<u>47,978,759</u>		<u>654,637</u>

%age of empl 0.042  
 %age of Budget 0.037

**Components of Transfer:**

\$ 654,600 Administrative Services (rounding down)

---

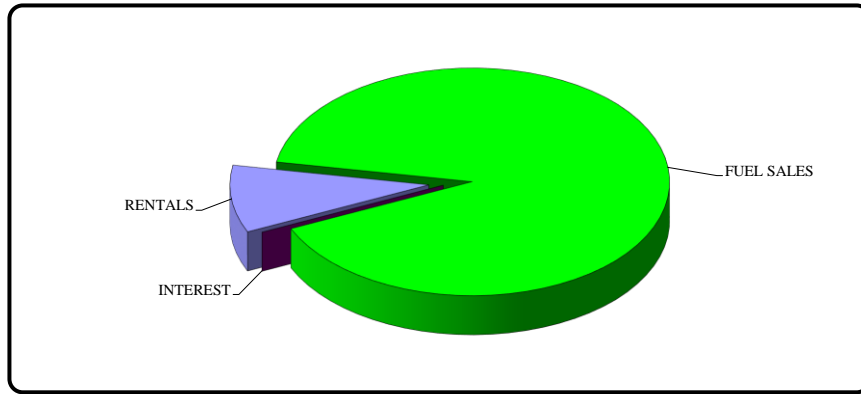
\$ 654,600 Amt of Transfer for FY18

**CITY OF APOPKA  
AIRPORT FUND**

**CITY OF APOPKA  
AIRPORT FUND**

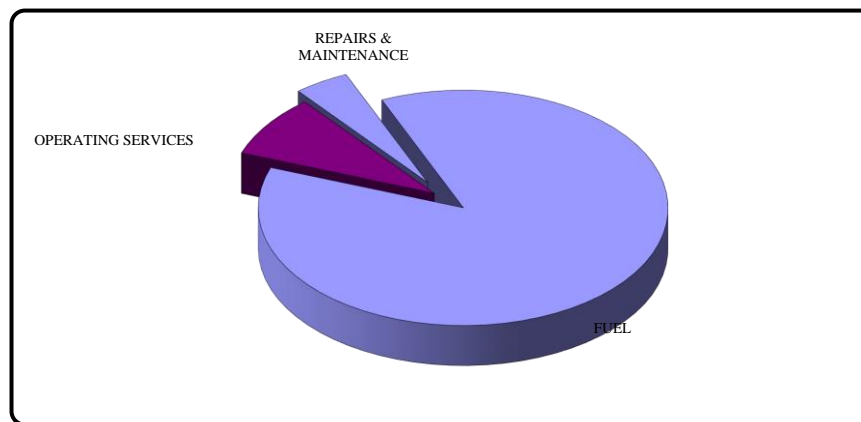
**AIRPORT FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2017-2018**



<b>TOTAL REVENUE</b>	<b>\$ 386,930</b>
----------------------	-------------------

	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
FUEL SALES	\$ 350,000	90.46%
INTEREST	-	0.00%
RENTALS	<u>36,930</u>	<u>9.54%</u>
<b>TOTAL REVENUE</b>	<b>\$ 386,930</b>	<b>100%</b>



<b>TOTAL EXPENDITURES</b>	<b>\$ 367,480</b>
---------------------------	-------------------

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
OPERATING SERVICES	\$ 31,500	8.58%
REPAIRS & MAINTENANCE	15,980	4.35%
FUEL	<u>320,000</u>	<u>87.08%</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 367,480</b>	<b>100%</b>

**CITY OF APOPKA  
AIRPORT FUND**

**AIRPORT FUND BUDGET SUMMARY**

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b>NET POSITION, OCTOBER 1</b>	\$ (7,757)	\$ 39,211	\$ 39,211	\$ 65,396
<b>ADD REVENUES:</b>				
<b>CHARGES FOR SERVICES:</b>				
344-1000 AIRPORT FUEL SALES	337,697	350,000	347,070	350,000
361-1000 INTEREST EARNINGS	13	-	-	-
362-0006 AIRPORT RENTALS	32,397	36,930	37,676	36,930
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL REVENUES</b>	<b>370,107</b>	<b>386,930</b>	<b>384,746</b>	<b>386,930</b>
<b>DEDUCT EXPENSES:</b>				
OPERATING EXPENSES	323,139	369,712	358,561	367,480
CONTINGENCY (RETURN TO RESERVES)	-	17,218	-	19,450
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL EXPENSES</b>	<b>323,139</b>	<b>386,930</b>	<b>358,561</b>	<b>386,930</b>
<b>NET POSITION, SEPTEMBER 30</b>	<u><u>\$ 39,211</u></u>	<u><u>\$ 39,211</u></u>	<u><u>\$ 65,396</u></u>	<u><u>\$ 65,396</u></u>

## CITY OF AOPKA AIRPORT FUND

The Airport Fund tracks the operations of the municipal airport. In FY16 this fund was established. Previously the operations were included in the General Fund.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	323,139
2017	BUDGET	386,930
2017	ESTIMATE	358,561
2018	REQUESTED	386,930

### GOALS:

- Continually evaluate the facility rental fees and fuel prices to be sufficient to cover the Airport's operating costs.
- Improve the operations to increase utilization by the community.
- Increase rentals at the Airport facility.

### PERFORMANCE MEASURES:

	Actual FY 2015	Actual FY 2016	Estimated FY 2017	%age Change
Fuel Sales	\$ 507,464	\$ 337,697	\$ 330,000	-2.3%
# of rentals	4	2	2	0.0%
Rental Income	\$ 22,550	\$ 32,397	\$ 37,000	14.2%

**CITY OF APOPKA  
AIRPORT FUND**

**LINE ITEM DETAIL**

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b>SUPPLIES AND OTHER SERVICES:</b>				
3100 PROFESSIONAL SERVICES	25,000	24,000	24,000	24,000
3400 OTHER CONTRACTUAL SERVICES	4,305	3,912	4,621	1,680
4100 COMMUNICATION SERVICES	565	420	65	420
4300 UTILITYSERVICES	3,411	5,400	35,400	5,400
4500 LIABILITY & CASUALTY INSURANCE	2,522	-	-	-
4600 REPAIR AND MAINTENANCE	6,116	13,500	11,995	13,500
4900 OTHER CHARGES	2,385	2,480	2,480	2,480
5251 FUEL & GASOLINE	278,835	320,000	280,000	320,000
<b>TOTAL</b>	<b>323,139</b>	<b>369,712</b>	<b>358,561</b>	<b>367,480</b>
<b>CAPITAL OUTLAY:</b>				
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	-
6400 EQUIPMENT	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CONTINGENCY:</b>				
9300 CONTINGENCY	-	17,218	-	19,450
<b>TOTAL</b>	<b>-</b>	<b>17,218</b>	<b>-</b>	<b>19,450</b>
<b>TOTAL COST</b>	<b>\$ 323,139</b>	<b>\$ 386,930</b>	<b>\$ 358,561</b>	<b>\$ 386,930</b>

# CITY OF APOPKA AIRPORT FUND

## STAFFING ANALYSIS

### NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Not Applicable	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CAPITAL OUTLAY

6300 - Improvements:

Total Improvements

\$ -

6400 - Equipment

Total Equipment

\$ -

Total Capital Outlay

\$ -



<b>Fund</b>	<u>Airport Fund - 410</u>
<b>Department</b>	<u>Airport 4200-542</u>
<b>Line Item #</b>	<u>3100</u>
<b>Line Item Description</b>	<u>Professional Services</u>

Total Cost	\$ 24,000
------------	-----------

<b>Fund</b>	<i>Airport Fund - 410</i>
<b>Department</b>	<i>Airport 4200-542</i>
<b>Line Item #</b>	<i>3400</i>
<b>Line Item Description</b>	<i>Other Contractual Services</i>

Total Cost	\$ 1,680
------------	----------

<b>Fund</b>	<u>Airport Fund - 410</u>
<b>Department</b>	<u>Airport 4200-542</u>
<b>Line Item #</b>	<u>4100</u>
<b>Line Item Description</b>	<u>Communication Services</u>

Total Cost	\$ 420
------------	--------

<b>Fund</b>	<u>Airport Fund - 410</u>
<b>Department</b>	<u>Airport 4200-542</u>
<b>Line Item #</b>	<u>4300</u>
<b>Line Item Description</b>	<u>Utility Services</u>

Total Cost	\$ 5,400
------------	----------

<b>Fund</b>	<i>Airport Fund - 410</i>
<b>Department</b>	<i>Airport 4200-542</i>
<b>Line Item #</b>	<i>4600</i>
<b>Line Item Description</b>	<i>Repair &amp; Maintenance</i>

Total Cost	\$ 13,500
------------	-----------

Fund	Airport Fund - 410
Department	Airport 4200-542
Line Item #	4900
Line Item Description	Other Charges

Item	Description	Justification	Estimated Cost
	<i>Airport Assoc Dues</i>	<i>\$620 per quarter</i>	<i>2,480</i>

Total Cost	\$ 2,480
------------	----------

<b>Fund</b>	<u>Airport Fund - 410</u>
<b>Department</b>	<u>Airport 4200-542</u>
<b>Line Item #</b>	<u>5251</u>
<b>Line Item Description</b>	<u>Fuel &amp; Gasoline - Aviation Fuel</u>

Total Cost	\$ 280,000
------------	------------

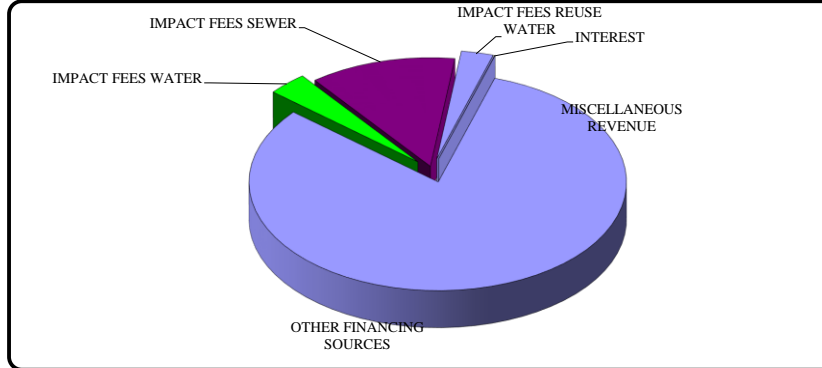
**CITY OF APOPKA  
UTILITIES IMPACT FEES FUND**



**CITY OF APOKA  
UTILITIES IMPACT FEES FUND**

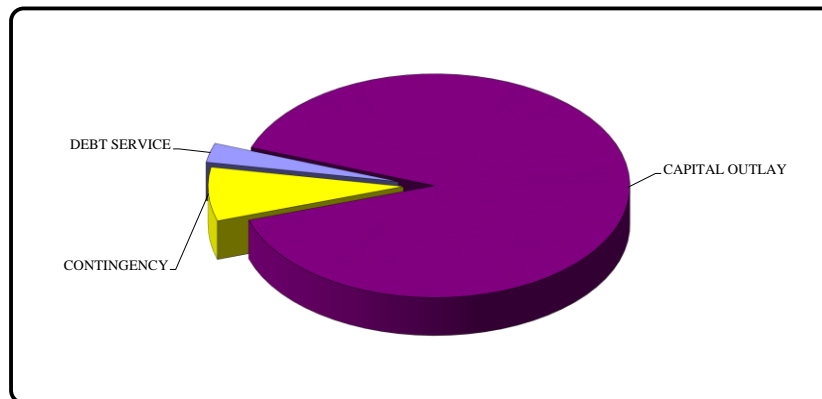
**UTILITIES IMPACT FEES FUND - REVENUE AND EXPENDITURES**

**FISCAL YEAR 2017-2018**



<b>TOTAL REVENUE</b>	<b>\$ 43,062,000</b>
----------------------	----------------------

	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
IMPACT FEES WATER	\$ 1,475,000	3.43%
IMPACT FEES SEWER	5,400,000	12.54%
IMPACT FEES REUSE WATER	\$ 1,182,000	2.74%
INTEREST	5,000	0.01%
MISCELLANEOUS REVENUE	\$ -	0.00%
OTHER FINANCING SOURCES	<u>35,000,000</u>	<u>81.28%</u>
<b>TOTAL REVENUE</b>	<b>\$ 43,062,000</b>	<b>100%</b>



<b>TOTAL EXPENDITURES</b>	<b>\$ 43,062,000</b>
---------------------------	----------------------

	<u>TOTALS</u>	<u>PERCENT EXPENSES</u>
CAPITAL OUTLAY	38,528,202	89.47%
CONTINGENCY	3,336,271	7.75%
DEBT SERVICE	<u>1,197,527</u>	<u>2.78%</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 43,062,000</b>	<b>100%</b>

**CITY OF APOPKA  
UTILITIES IMPACT FEES FUND**

**UTILITIES IMPACT FEES FUND BUDGET SUMMARY**

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b>NET POSITION, OCTOBER 1</b>	<b>\$ 545,661</b>	<b>\$ 827,102</b>	<b>\$ 827,102</b>	<b>\$ 7,510,618</b>
<b>ADD REVENUES:</b>				
<b>CHARGES FOR SERVICES:</b>				
324-2101 IMPACT FEES - RESIDENTIAL - WATER	997,635	1,000,000	1,033,887	1,050,000
324-2102 IMPACT FEES - RESIDENTIAL SEWER	2,362,075	2,000,000	4,432,943	4,400,000
324-2103 IMPACT FEES - RESIDENTIAL - REUSE	878,137	690,000	1,164,630	1,165,000
324-2201 IMPACT FEES - COMMERCIAL - WATER	322,649	425,000	41,532	425,000
324-2202 IMPACT FEES - COMMERCIAL - SEWER	797,955	1,000,000	364,862	1,000,000
324-2203 IMPACT FEES - COMMERCIAL - REUSE	36,592	17,000	46,323	17,000
<b>TOTAL</b>	<b>5,395,043</b>	<b>5,132,000</b>	<b>7,084,176</b>	<b>8,057,000</b>
<b>MISCELLANEOUS REVENUES:</b>				
361-1000 INTEREST EARNINGS	5,800	5,000	5,000	5,000
362-0000 RENT - EQUIPMENT	-	-	-	-
369-9000 MISCELLANEOUS REVENUE	-	-	-	-
<b>TOTAL</b>	<b>5,800</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>OTHER REVENUES:</b>				
384-0000 OTHER FINANCING SOURCES	-	16,000,000	9,375,000	35,000,000
389-0009 CARRYOVER APPROPRIATIONS	-	-	-	-
389-3000 GRANTS AND DONATIONS - STATE	1,020,976	-	23,085	-
<b>TOTAL</b>	<b>1,020,976</b>	<b>16,000,000</b>	<b>9,398,085</b>	<b>35,000,000</b>
<b>TOTAL REVENUES</b>	<b>6,421,819</b>	<b>21,137,000</b>	<b>17,314,363</b>	<b>43,062,000</b>
<b>DEDUCT EXPENSES:</b>				
CAPITAL OUTLAY	4,893,141	18,481,452	9,375,000	38,528,202
CONTINGENCY (RETURN TO RESERVES)	-	1,399,701	-	3,336,271
DEBT SERVICE	1,247,237	1,255,847	1,255,847	1,197,527
<b>TOTAL EXPENSES</b>	<b>6,140,378</b>	<b>21,137,000</b>	<b>10,630,847</b>	<b>43,062,000</b>
<b>NET POSITION, SEPTEMBER 30</b>	<b>\$ 827,102</b>	<b>\$ 827,102</b>	<b>\$ 7,510,618</b>	<b>\$ 7,510,618</b>

**CITY OF APOPKA  
UTILITIES IMPACT FEES FUND**

The Utility Impact Fee is collected on all new development within the city and is used to ensure the capacity for water, sewer and reclaim utilities remains adequate for all citizens of Apopka.

FISCAL YEAR	CLASSIFICATION	TOTAL COST
2016	ACTUAL	7,663,256
2017	BUDGET	21,137,000
2017	ESTIMATE	10,630,847
2018	REQUESTED	39,725,729

**GOALS:**

- Effectively utilize the Utility Impact Fees to systematically expand and improve the City's Utility systems in accordance with the Master Plans.

**CITY OF APOPKA  
UTILITIES IMPACT FEES FUND**

**LINE ITEM DETAIL**

	<u>2016</u> <u>ACTUAL</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>ESTIMATE</u>	<u>2018</u> <u>REQUESTED</u>
<b><u>OPERATIONS</u></b>				
<b>WATER OPERATIONS</b>				
7101 WATER DEBT SERVICE	\$ 418,833	\$ 421,724	\$ 421,724	\$ 402,140
<b>TOTAL</b>	<b>418,833</b>	<b>421,724</b>	<b>421,724</b>	<b>402,140</b>
<b>SEWER OPERATIONS</b>				
7101 SEWER DEBT SERVICE	658,383	662,928	662,928	632,142
<b>TOTAL</b>	<b>658,383</b>	<b>662,928</b>	<b>662,928</b>	<b>632,142</b>
<b>REUSE OPERATIONS</b>				
7101 REUSE DEBT SERVICE	170,021	171,195	171,195	163,245
<b>TOTAL</b>	<b>170,021</b>	<b>171,195</b>	<b>171,195</b>	<b>163,245</b>
<b><u>TOTAL OPERATIONS</u></b>	<b>1,247,237</b>	<b>1,255,847</b>	<b>1,255,847</b>	<b>1,197,527</b>
<b><u>CAPITAL OUTLAY</u></b>				
<b>WATER CAPITAL OUTLAY</b>				
Water Master Plan Update	-	-	-	75,000
Miscellaneous Water Mains	-	100,000	-	100,000
Kelly Park Rd- Plym Sorrento Rd to Golden Gem	-	400,320	-	400,320
Plym Sorrento- Yothers to Ponkan Rd	-	390,456	-	390,456
Replace Grossenbacher WTP Well # 1	-	-	-	1,000,000
<b>TOTAL</b>	<b>-</b>	<b>890,776</b>	<b>-</b>	<b>1,965,776</b>
<b>SEWER CAPITAL OUTLAY</b>				
Water Master Plan Update	-	-	-	75,000
Miscellaneous Sewer Mains	-	100,000	-	100,000
WWTP Expansion to 8 MGD	-	16,000,000	9,375,000	35,000,000
<b>TOTAL</b>	<b>-</b>	<b>16,100,000</b>	<b>9,375,000</b>	<b>35,100,000</b>
<b>REUSE CAPITAL OUTLAY</b>				
Water Master Plan Update	-	-	-	75,000
Miscellaneous Reuse Projects	-	-	-	100,000
Ponkan Rd RWM	-	100,000	-	-
Ocoee Apopka Rd (Keene to Binion)	-	308,000	-	-
Plym Sorrento- Yothers to Ponkan Rd	-	670,176	-	670,176
Ocoee Apopka Rd (Harmon to Alston)	-	412,500	-	-
Golden Gem - Ponkan Storage Pond	-	-	-	617,250
<b>TOTAL</b>	<b>-</b>	<b>1,490,676</b>	<b>-</b>	<b>1,462,426</b>
<b><u>TOTAL CAPITAL OUTLAY</u></b>	<b>6,416,019</b>	<b>18,481,452</b>	<b>9,375,000</b>	<b>38,528,202</b>
<b><u>CONTINGENCY</u></b>				
Water	-	466,567	-	-
Sewer	-	466,567	-	-
Reuse	-	466,567	-	-
<b>TOTAL COSTS</b>	<b>\$ 7,663,256</b>	<b>\$ 21,137,000</b>	<b>\$ 10,630,847</b>	<b>\$ 39,725,729</b>

# CITY OF AOPKA UTILITIES IMPACT FEES FUND

## STAFFING ANALYSIS

### NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
NONE	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CAPITAL OUTLAY

### **6300 - Water Improvements:**

<i>Water Master Plan Update</i>	\$ 75,000
<i>Miscellaneous Water Mains</i>	100,000
<i>Kelly Park Rd- Plym Sorrento Rd to Golden Gem</i>	400,320
<i>Plym Sorrento- Yothers to Ponkan Rd</i>	390,456
<i>Replace Grossenbacher WTP Well # 1</i>	1,000,000
	\$ 1,965,776

### **6300 - Sewer Improvements:**

<i>Water Master Plan Update</i>	\$ 75,000
<i>Miscellaneous Sewer Mains</i>	100,000
<i>WWTP Expansion to 8 MGD</i>	35,000,000
	\$ 35,175,000

### **6300 - Reuse Improvements:**

<i>Water Master Plan Update</i>	\$ 75,000
<i>Miscellaneous Reuse Projects</i>	100,000
<i>Plym Sorrento- Yothers to Ponkan Rd</i>	670,176
<i>Golden Gem - Ponkan Storage Pond</i>	617,250
	\$ 1,462,426

<b>Total Capital Outlay</b>	<b>\$ 38,603,202</b>
-----------------------------	----------------------

**CITY OF AOPKA  
OPERATING BUDGET JUSTIFICATION FORM  
FISCAL YEAR 2017-18**

<b>Fund</b>	<u>Water WW &amp; Reuse Impact Fees - 403</u>
<b>Department</b>	<u>Water Impact Fees 3113-533</u>
<b>Line Item #</b>	<u>6300</u>
<b>Line Item Description</b>	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	Water Master Plan Update	Evaluate serve area	75,000
2	Miscellaneous Water Mains	To serve new growth	100,000
3	Kelly Park Road - Plymouth Sorrento Road to Golden Gem Road	To serve growth, as per the master plan	400,320
4	Plymouth Sorrento Road - Yothers Road to Ponkan Road	To serve growth, as per the master plan - rolled forward form 16/17	390,456
5	Replace Grossenbacher WTP Well # 1	Replace well	1,000,000

<b>Total Cost</b>	<b>\$ 1,965,776</b>
-------------------	---------------------

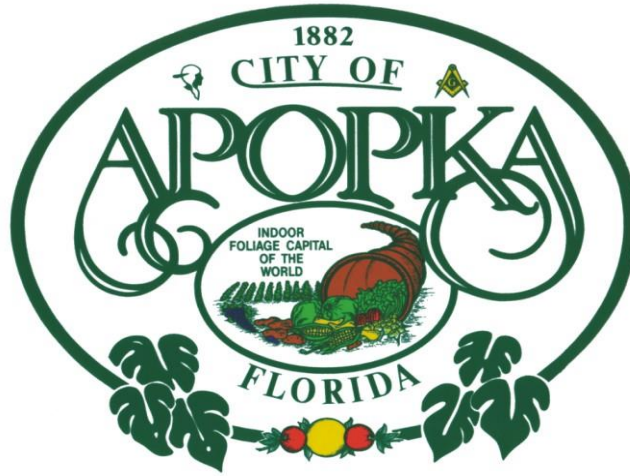
Fund	Water WW & Reuse Impact Fees - 403
Department	Water Impact Fees 3113-533
Line Item #	6300
Line Item Description	Infrastructure

Total Cost	\$ 1,462,426
------------	--------------

Fund	Water WW & Reuse Impact Fees - 403
Department	Water Impact Fees 3113-533
Line Item #	6300
Line Item Description	Infrastructure

Total Cost	\$ 35,175,000
------------	---------------





## CAPITAL IMPROVEMENT PROGRAM

# CITY OF AOPKA CAPITAL IMPROVEMENT PLAN

## 001/GENERAL FUND - 1 OF 4

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	TOTAL
Fire - Stretcher & Powerload Replacements	74,000	145,000	145,000	150,000	145,000	<b>\$659,000</b>
Fire - Replacement Ambulance	510,000	179,000	179,000	179,000	179,000	<b>\$1,226,000</b>
Fire - Medical Dispensers	15,000	15,000	15,000	15,000		<b>\$60,000</b>
Fire - Misc Fire Fighter Equipment	335,000	160,000				<b>\$495,000</b>
Fire - EMS Warehouse	5,000	10,000				<b>\$15,000</b>
Fire - Lucas 3 Chest Compression System	30,000	30,000	30,000			<b>\$90,000</b>
Fire - LifePak 15	78,000	39,000				<b>\$117,000</b>
Fire - Vehicles	40,000	325,000				<b>\$365,000</b>
Fire - Engine Quint Equipment	979,500	850,000	160,000			<b>\$1,989,500</b>
Fire - Station 6 Equipment	35,000					<b>\$35,000</b>
Fire - Public Safety Complex					5,000,000	<b>\$5,000,000</b>
Fire - Replacement Fire Appartus			1,400,000	700,000		<b>\$2,100,000</b>
Fire - Station Build-outs		1,700,000	600,000	2,000,000		<b>\$4,300,000</b>
Stadium Kelly Park				2,000,000		<b>\$2,000,000</b>
Police - Firearms Range				2,000,000		<b>\$2,000,000</b>
Police - Public Safety Complex	300,000	18,850,000		4,000,000		<b>\$23,150,000</b>
Police - Vehicle Replacement	890,000	890,000	896,000	936,000	948,000	<b>\$4,560,000</b>
Police - Replace Range Cover	20,000					<b>\$20,000</b>
Police - Communications Equipment				1,500,000		<b>\$1,500,000</b>
Police - Laptop	30,000	30,000	30,000	35,000	35,000	<b>\$160,000</b>
Police - ISSI	2,000,000					<b>\$2,000,000</b>
Police - 2nd Tower Site		3,400,000				<b>\$3,400,000</b>
Police - Investigative Equipment	15,000	30,000	30,000	35,000	35,000	<b>\$145,000</b>

### TOTAL GENERAL FUND

<b>\$5,356,500</b>	<b>\$26,653,000</b>	<b>\$3,485,000</b>	<b>\$13,550,000</b>	<b>\$6,342,000</b>	<b>\$55,386,500</b>
--------------------	---------------------	--------------------	---------------------	--------------------	---------------------

### PROJECT COSTS:

Land						
Buildings	750,000	20,550,000	600,000	6,000,000	5,000,000	<b>\$32,900,000</b>
Improvements other than buildings	500,000	3,400,000		4,000,000		<b>7,900,000</b>
Equipment and machinery	4,106,500	2,703,000	2,885,000	3,550,000	1,342,000	<b>14,586,500</b>

### TOTAL COSTS:

<b>\$5,356,500</b>	<b>\$26,653,000</b>	<b>\$3,485,000</b>	<b>\$13,550,000</b>	<b>\$6,342,000</b>	<b>\$55,386,500</b>
--------------------	---------------------	--------------------	---------------------	--------------------	---------------------

### SOURCE OF FUNDS:

001 General Funds	5,356,500	26,653,000	3,485,000	13,550,000	6,342,000	<b>\$55,386,500</b>
101 Street Improvement Funds						
102 Transportation Impact Fees						
104 Recreation Impact Fees						
120 Stormwater Fees						
401 Water/Sewer/Reclaim Operations						
402 Sanitation						
403 Water/Sewer/Reclaim Impact Fees						
403 Grant Funding						
Amount Unfunded	0	0	0	0	0	<b>\$0</b>

### TOTAL FUNDING:

<b>\$5,356,500</b>	<b>\$26,653,000</b>	<b>\$3,485,000</b>	<b>\$13,550,000</b>	<b>\$6,342,000</b>	<b>\$55,386,500</b>
--------------------	---------------------	--------------------	---------------------	--------------------	---------------------

# CITY OF APOPKA

## CAPITAL IMPROVEMENT PLAN

### 001/GENERAL FUND - 2 OF 4

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	TOTAL
Recreation- NW concession, bathrooms, sidewalks	300,000				150,000	\$450,000
Cemetery- F150 CNG Truck Replace #19-0970 (2004)		35,000				\$35,000
Cemetery - Remote Gate Operator			40,000			\$40,000
Grounds - F-150 CNG Truck Replace #18-1081 (2006)		35,000				\$35,000
Grounds - F-150 CNG Truck Replace #19-0969 (2004)	35,000					\$35,000
Grounds - Mower Deck				25,000	25,000	\$50,000
Grounds - F-150 CNG Truck Replace #19-0976 (2004)		35,000				\$35,000
Grounds -Tractor Massey Replace #25-0438 (1995)			40,000			\$40,000
Grounds - F-150 Truck Replace #19-0812 (2002)	35,000					\$35,000
Grounds - Tractor Kubota Replace #25-0693 (1999)	35,000					\$35,000

### TOTAL GENERAL FUND

\$405,000	\$105,000	\$80,000	\$25,000	\$175,000	\$790,000
-----------	-----------	----------	----------	-----------	-----------

### PROJECT COSTS:

Land						
Buildings	300,000				150,000	\$450,000
Improvements other than buildings						
Equipment and machinery	105,000	105,000	80,000	25,000	25,000	\$340,000

### TOTAL COSTS:

\$405,000	\$105,000	\$80,000	\$25,000	\$175,000	\$790,000
-----------	-----------	----------	----------	-----------	-----------

### SOURCE OF FUNDS:

001 General Funds	405,000	105,000	80,000	25,000	175,000	\$615,000
101 Street Improvement Funds						
102 Transportation Impact Fees						
104 Recreation Impact Fees						
120 Stormwater Fees						
401 Water/Sewer/Reclaim Operations						
402 Sanitation						
403 Water/Sewer/Reclaim Impact Fees						
403 Grant Funding						
Amount Unfunded	0	0	0	0	0	\$0

### TOTAL FUNDING:

\$405,000	\$105,000	\$80,000	\$25,000	\$175,000	779	\$,000
-----------	-----------	----------	----------	-----------	-----	--------

# CITY OF AOPKA

## CAPITAL IMPROVEMENT PLAN

### 001/GENERAL FUND - 3 OF 4

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	TOTAL
IT - Server Replacements		50,000		50,000		\$100,000
IT - Switch Replacements	40,000	40,000			75,000	155,000
IT - vSphere Software Upgrade	30,000		30,000		30,000	90,000
IT - Desktop Replacement Clients			30,000	30,000		60,000
IT - Data Storage Expansion			35,000		35,000	70,000
IT - Fiber For Outlying Locations		150,000		150,000		300,000
IT - Data Backup Expansion		20,000			20,000	40,000
IT - Council Audio/Video Equipment	80,000			35,000		115,000
IT - Vehicle Repalcement			20,000			20,000
IT - WAN Aggregation Repalcement		60,000				60,000
IT - Department Local Printers		10,000			10,000	20,000
IT - Department Scanners		2,500		2,500		5,000
IT - AutoCAD/ESRI Updates		20,000				20,000
IT - New Data Center			500,000			500,000
IT - Software Updates	25,000	25,000	25,000	25,000	25,000	125,000

### TOTAL GENERAL FUND

\$175,000	\$377,500	\$640,000	\$292,500	\$195,000	\$1,680,000
-----------	-----------	-----------	-----------	-----------	-------------

### PROJECT COSTS:

Land						
Buildings						\$0
Improvements other than buildings						
Equipment and machinery	175,000	377,500	640,000	292,500	195,000	\$1,680,000

### TOTAL COSTS:

\$175,000	\$377,500	\$640,000	\$292,500	\$195,000	\$1,680,000
-----------	-----------	-----------	-----------	-----------	-------------

### SOURCE OF FUNDS:

001 General Funds	175,000	377,500	640,000	292,500	195,000	1,680,000
101 Street Improvement Funds						
102 Transportation Impact Fees						
104 Recreation Impact Fees						
120 Stormwater Fees						
401 Water/Sewer/Reclaim Operations						
402 Sanitation						
403 Water/Sewer/Reclaim Impact Fees						
403 Grant Funding						
Amount Unfunded	0	0	0	0	0	\$0

### TOTAL FUNDING:

\$175,000	\$377,500	\$640,000	\$292,500	\$195,000	\$1,680,000
-----------	-----------	-----------	-----------	-----------	-------------

780

# CITY OF AOPKA

## CAPITAL IMPROVEMENT PLAN

### 001/GENERAL FUND - 4 OF 4

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	TOTAL
Community Development - Gateway Sign Design	100,000					<b>\$100,000</b>
Community Development - Permitting & Construction		25,000	130,000	130,000	130,000	<b>\$285,000</b>
Public Services Fleet - Additional Building	240,000					<b>\$240,000</b>
Public Services Fleet - Standby Generator		70,000		75,000		<b>\$145,000</b>
Public Services Fleet - HDML-8-6 Large Vehicle Lift	56,904					<b>\$56,904</b>
Public Services Fleet - Air Compressor			50,000			<b>\$50,000</b>
Public Services Fleet - Service Truck Chasis		38,500				<b>\$38,500</b>

<b>TOTAL GENERAL FUND</b>	<b>\$396,904</b>	<b>\$133,500</b>	<b>\$180,000</b>	<b>\$205,000</b>	<b>\$130,000</b>	<b>\$1,045,404</b>
---------------------------	------------------	------------------	------------------	------------------	------------------	--------------------

### PROJECT COSTS:

Land						
Buildings	240,000					<b>\$240,000</b>
Improvements other than buildings	100,000	25,000	130,000	130,000	130,000	<b>\$515,000</b>
Equipment and machinery	56,904	108,500	50,000	75,000		<b>\$290,404</b>

<b>TOTAL COSTS:</b>	<b>\$396,904</b>	<b>\$133,500</b>	<b>\$180,000</b>	<b>\$205,000</b>	<b>\$130,000</b>	<b>\$1,045,404</b>
---------------------	------------------	------------------	------------------	------------------	------------------	--------------------

### SOURCE OF FUNDS:

001 General Funds	396,904	133,500	180,000	205,000	130,000	1,045,404
101 Street Improvement Funds						
102 Transportation Impact Fees						
104 Recreation Impact Fees						
120 Stormwater Fees						
401 Water/Sewer/Reclaim Operations						
402 Sanitation						
403 Water/Sewer/Reclaim Impact Fees						
403 Grant Funding						
Amount Unfunded	0	0	0	0	0	<b>\$0</b>

<b>TOTAL FUNDING:</b>	<b>\$396,904</b>	<b>\$133,500</b>	<b>\$180,000</b>	<b>\$205,000</b>	<b>\$130,000</b>	<b>\$1,045,404</b>
-----------------------	------------------	------------------	------------------	------------------	------------------	--------------------

# CITY OF AOPKA

## CAPITAL IMPROVEMENT PLAN

### 101/STREET IMPROVEMENT FUND

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	TOTAL
Equipment (3412 Streets-6400)	60,000	50,000	50,000	50,000	50,000	260,000
New Sidewalk & Curb Construction (3412 Streets-6304)	50,000	50,000	50,000	50,000	50,000	250,000
Paving & Resurfacing (3412 Streets-4608)	600,000	600,000	600,000	600,000	600,000	3,000,000
Hot Asphalt Vibrating Roller		35,500				35,500
Programmable Safety Sign			21,500			21,500
Brick Street Refurbishing		250,000			250,000	500,000

### TOTAL STREET IMPROVEMENT FUND

<b>\$710,000</b>	<b>\$985,500</b>	<b>\$721,500</b>	<b>\$700,000</b>	<b>\$950,000</b>	<b>\$4,067,000</b>
------------------	------------------	------------------	------------------	------------------	--------------------

#### PROJECT COSTS:

Land						
Buildings						\$0
Improvements other than buildings	650,000	900,000	650,000	650,000	900,000	3,750,000
Equipment and machinery	60,000	85,500	71,500	50,000	50,000	317,000

#### TOTAL COSTS:

<b>\$710,000</b>	<b>\$985,500</b>	<b>\$721,500</b>	<b>\$700,000</b>	<b>\$950,000</b>	<b>\$4,067,000</b>
------------------	------------------	------------------	------------------	------------------	--------------------

#### SOURCE OF FUNDS:

001 General Funds						
101 Street Improvement Funds	710,000	985,500	721,500	700,000	950,000	\$4,067,000
102 Transportation Impact Fees						
104 Recreation Impact Fees						
120 Stormwater Fees						
401 Water/Sewer/Reclaim Operations						
402 Sanitation						
403 Water/Sewer/Reclaim Impact Fees						
403 Grant Funding						
Amount Unfunded	0	0	0	0	0	\$0

#### TOTAL FUNDING:

<b>\$710,000</b>	<b>\$985,500</b>	<b>\$721,500</b>	<b>\$700,000</b>	<b>\$950,000</b>	<b>\$4,067,000</b>
------------------	------------------	------------------	------------------	------------------	--------------------

# CITY OF AOPKA

## CAPITAL IMPROVEMENT PLAN

### 102/TRAFFIC IMPACT FUND

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	TOTAL
Martin Street, Maine Ave between Park Ave	1,600,000					\$1,600,000
New Sidewalks	50,000	50,000	50,000	50,000	50,000	\$250,000
Traffic Counts	50,000	50,000	50,000	50,000	50,000	\$250,000
Professional Services	100,000	100,000	100,000	100,000	100,000	\$500,000
Traffic Signal Replacement		65,000		65,000		\$130,000
Cross Walk Unit Upgrades			22,500		22,500	\$45,000

### TOTAL TRAFFIC IMPACT FUND

\$1,800,000	\$265,000	\$222,500	\$265,000	\$222,500	\$2,775,000
-------------	-----------	-----------	-----------	-----------	-------------

### PROJECT COSTS:

Land						\$0
Buildings						
Improvements other than buildings	1,800,000	265,000	222,500	265,000	222,500	\$2,775,000
Equipment and machinery						

### TOTAL COSTS:

\$1,800,000	\$265,000	\$222,500	\$265,000	\$222,500	\$2,775,000
-------------	-----------	-----------	-----------	-----------	-------------

### SOURCE OF FUNDS:

001 General Funds						\$0
101 Street Improvement Funds						
102 Transportation Impact Fees	1,800,000	265,000	222,500	265,000	222,500	\$2,775,000
104 Recreation Impact Fees						
120 Stormwater Fees						
401 Water/Sewer/Reclaim Operations						
402 Sanitation						
403 Water/Sewer/Reclaim Impact Fees						
403 Grant Funding						
Amount Unfunded	0	0	0	0	0	\$0

### TOTAL FUNDING:

\$1,800,000	\$265,000	\$222,500	\$265,000	\$222,500	\$2,775,000
-------------	-----------	-----------	-----------	-----------	-------------

# CITY OF AOPKA

## CAPITAL IMPROVEMENT PLAN

### 104/RECREATION IMPACT FUND

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	TOTAL
Skate Park	300,000					\$300,000
Parking Lots - Little League Fields	510,000				25,000	\$535,000
Parking Lots - Northwest	267,000	865,000		1,165,000		\$2,297,000
New Ball Fields (Soccer, Baseball, etc.)	2,200,000					\$2,200,000
Bathrooms		90,000			90,000	\$180,000
Kit Land Park Splash Pad Upgrade			250,000			\$250,000
NW Dugout Additions				45,000		\$45,000

### TOTAL STORMWATER FUND

<b>\$3,277,000</b>	<b>\$955,000</b>	<b>\$250,000</b>	<b>\$1,210,000</b>	<b>\$115,000</b>	<b>\$5,807,000</b>
--------------------	------------------	------------------	--------------------	------------------	--------------------

#### PROJECT COSTS:

Land						
Buildings				45,000		\$45,000
Improvements other than buildings	3,277,000	955,000	250,000	1,165,000	115,000	\$5,762,000
Equipment and machinery						

#### TOTAL COSTS:

<b>\$3,277,000</b>	<b>\$955,000</b>	<b>\$250,000</b>	<b>\$1,210,000</b>	<b>\$115,000</b>	<b>\$5,807,000</b>
--------------------	------------------	------------------	--------------------	------------------	--------------------

#### SOURCE OF FUNDS:

001 General Funds						
101 Street Improvement Funds						
102 Transportation Impact Fees						
104 Recreation Impact Fees	3,277,000	955,000	250,000	1,210,000	115,000	\$5,807,000
120 Stormwater Fees						
401 Water/Sewer/Reclaim Operations						
402 Sanitation						
403 Water/Sewer/Reclaim Impact Fees						
403 Grant Funding						
Amount Unfunded						\$0

#### TOTAL FUNDING:

<b>\$3,277,000</b>	<b>\$955,000</b>	<b>\$250,000</b>	<b>\$1,210,000</b>	<b>\$115,000</b>	<b>\$5,807,000</b>
--------------------	------------------	------------------	--------------------	------------------	--------------------



# CITY OF AOPKA

## CAPITAL IMPROVEMENT PLAN

### 120/STORMWATER FUND

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	TOTAL
Drainage Upgrading - City Wide (6308)	350,000	350,000	350,000	350,000	350,000	<b>\$1,750,000</b>

### TOTAL STORMWATER FUND

<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$1,750,000</b>
------------------	------------------	------------------	------------------	------------------	------------------	--------------------

### PROJECT COSTS:

Land						
Buildings						
Improvements other than buildings	350,000	350,000	350,000	350,000	350,000	<b>\$1,750,000</b>
Equipment and machinery						

### TOTAL COSTS:

<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$1,750,000</b>
------------------	------------------	------------------	------------------	------------------	------------------	--------------------

### SOURCE OF FUNDS:

001 General Funds						
101 Street Improvement Funds						
102 Transportation Impact Fees						
104 Recreation Impact Fees						
120 Stormwater Fees	350,000	350,000	350,000	350,000	350,000	<b>\$1,750,000</b>
401 Water/Sewer/Reclaim Operations						
402 Sanitation						
403 Water/Sewer/Reclaim Impact Fees						
403 Grant Funding						
Amount Unfunded	0	0	0	0	0	<b>\$0</b>

### TOTAL FUNDING:

<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$1,750,000</b>
------------------	------------------	------------------	------------------	------------------	------------------	--------------------

# CITY OF AOPKA

## CAPITAL IMPROVEMENT PLAN

### 401/UTILITY OPERATING FUND

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	TOTAL
Sterling Dump Truck (3141 WM) Replace # 20-0714	60,000					\$60,000
Backhoe Case 580L (3171 SM) Replace # 25-0631 1998			60,000			\$60,000
Line/Valve Locator					4,500	\$4,500
Replacement Walk Behind Street Saw		12,500				\$12,500
F-350 CNG Truck (3141 WM) Replace # 19-1041 2005	45,000					\$45,000
Ground Penetrating Radar Unit				25,000		\$25,000
F-150 CNG Truck (3111 WP) Replace # 18-0975 2004	35,000					\$35,000
F-150 CNG Truck (3141 WM) Replace # 18-0529 1999	35,000					\$35,000
F-150 CNG Truck (3141 WM) Replace # 19-0675 1999		35,000				\$35,000
Service Equipment Replacement	10,500		15,000		20,000	\$45,500

### TOTAL UTILITY OPERATING FUND

<b>\$185,500</b>	<b>\$47,500</b>	<b>\$75,000</b>	<b>\$25,000</b>	<b>\$24,500</b>	<b>\$357,500</b>
------------------	-----------------	-----------------	-----------------	-----------------	------------------

### PROJECT COSTS:

Land						
Buildings						
Improvements other than buildings	0	0	0	0	0	\$0
Equipment and machinery	185,500	47,500	75,000	25,000	24,500	357,500

### TOTAL COSTS:

<b>\$185,500</b>	<b>\$47,500</b>	<b>\$75,000</b>	<b>\$25,000</b>	<b>\$24,500</b>	<b>\$357,500</b>
------------------	-----------------	-----------------	-----------------	-----------------	------------------

### SOURCE OF FUNDS:

001 General Funds						
101 Street Improvement Funds						
102 Transportation Impact Fees						
104 Recreation Impact Fees						
120 Stormwater Fees						
401 Water/Sewer/Reclaim Operations	185,500	47,500	75,000	25,000	24,500	\$357,500
402 Sanitation						
403 Water/Sewer/Reclaim Impact Fees						
403 Grant Funding						
Amount Unfunded	0	0	0	0	0	\$0

### TOTAL FUNDING:

<b>\$185,500</b>	<b>\$47,500</b>	<b>\$75,000</b>	<b>\$25,000</b>	<b>\$24,500</b>	<b>\$357,500</b>
------------------	-----------------	-----------------	-----------------	-----------------	------------------

# CITY OF AOPKA

## CAPITAL IMPROVEMENT PLAN

### 401/RECLAIM/SEWER OPERATING

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	TOTAL
Miscellaneous RWM (5)	100,000	100,000	100,000	100,000	100,000	\$500,000
Reclaim Impact Fee Update			50,000			\$50,000
Reclaim Master Plan Update (5)			75,000			\$75,000
Miscellaneous Sewer mains (2)	100,000	100,000	100,000	100,000	100,000	\$500,000
Sewer Impact Fee Update				35,000		\$35,000
Sewer Master Plan Update (2)				75,000		\$75,000
Reclaim Water and Sewer Rate Update Study				30,000		\$30,000

### TOTAL UTILITY OPERATING FUND

\$200,000	\$200,000	\$325,000	\$340,000	\$200,000	\$1,265,000
-----------	-----------	-----------	-----------	-----------	-------------

### PROJECT COSTS:

Land						
Buildings						
Improvements other than buildings	200,000	200,000	325,000	340,000	200,000	\$1,265,000
Equipment and machinery						

### TOTAL COSTS:

\$200,000	\$200,000	\$325,000	\$340,000	\$200,000	\$1,265,000
-----------	-----------	-----------	-----------	-----------	-------------

### SOURCE OF FUNDS:

001 General Funds						
101 Street Improvement Funds						
102 Transportation Impact Fees						
104 Recreation Impact Fees						
120 Stormwater Fees						
401 Water/Sewer/Reclaim Operations	200,000	200,000	325,000	340,000	200,000	\$1,265,000
402 Sanitation						
403 Water/Sewer/Reclaim Impact Fees						
403 Grant Funding						
Amount Unfunded	0	0	0	0	0	\$0

### TOTAL FUNDING:

\$200,000	\$200,000	\$325,000	\$340,000	\$200,000	\$1,265,000
-----------	-----------	-----------	-----------	-----------	-------------

# CITY OF AOPKA

## CAPITAL IMPROVEMENT PLAN

### 401/WATER OPERATING

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	TOTAL
Miscellaneous Water Mains (2)	100,000	100,000	100,000	100,000	100,000	\$500,000
Water Impact Fee Update			50,000			\$50,000
Water Master Plan Update (2)			75,000			\$75,000
Water Rate Update Study			30,000			\$30,000

### TOTAL UTILITY OPERATING FUND

<b>\$100,000</b>	<b>\$100,000</b>	<b>\$255,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$655,000</b>
------------------	------------------	------------------	------------------	------------------	------------------

### PROJECT COSTS:

Land						
Buildings						
Improvements other than buildings	100,000	100,000	100,000	255,000	100,000	\$655,000
Equipment and machinery						

### TOTAL COSTS:

<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$255,000</b>	<b>\$100,000</b>	<b>\$655,000</b>
------------------	------------------	------------------	------------------	------------------	------------------

### SOURCE OF FUNDS:

001 General Funds						
101 Street Improvement Funds						
102 Transportation Impact Fees						
104 Recreation Impact Fees						
120 Stormwater Fees						
401 Water/Sewer/Reclaim Operations	100,000	100,000	100,000	255,000	100,000	\$655,000
402 Sanitation						
403 Water/Sewer/Reclaim Impact Fees						
403 Grant Funding						
Amount Unfunded	0	0	0	0	0	\$0

### TOTAL FUNDING:

<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$255,000</b>	<b>\$100,000</b>	<b>\$655,000</b>
------------------	------------------	------------------	------------------	------------------	------------------

# CITY OF AOPKA

## CAPITAL IMPROVEMENT PLAN

### 402/SANITATION

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	TOTAL
Claw Truck (replace # 20-1019 2004 ), CNG			310,000			<b>\$310,000</b>
Claw Truck (replace # 786)	300,000					<b>\$300,000</b>
Front end loader CNG (replace unit 1068, 2006)		330,000				<b>\$330,000</b>
Rear loader (replace unit 1069, 2006)	310,000					<b>\$310,000</b>
Side loader (replace all 2007). 6 units	350,000	350,000	350,000	350,000	350,000	<b>\$1,750,000</b>
New side loader Recycler, CNG				330,000	345,000	<b>\$675,000</b>
Front end loader, to replace unit 1489, 2012					330,000	<b>\$330,000</b>
						<b>\$0</b>

### TOTAL SANITATION

<b>\$960,000</b>	<b>\$680,000</b>	<b>\$660,000</b>	<b>\$680,000</b>	<b>\$1,025,000</b>	<b>\$4,005,000</b>
------------------	------------------	------------------	------------------	--------------------	--------------------

### PROJECT COSTS:

Land						
Buildings						
Improvements other than buildings						
Equipment and machinery	960,000	680,000	660,000	680,000	1,025,000	<b>\$4,005,000</b>

### TOTAL COSTS:

<b>\$960,000</b>	<b>\$680,000</b>	<b>\$660,000</b>	<b>\$680,000</b>	<b>\$1,025,000</b>	<b>\$4,005,000</b>
------------------	------------------	------------------	------------------	--------------------	--------------------

### SOURCE OF FUNDS:

001 General Funds						
101 Street Improvement Funds						
102 Transportation Impact Fees						
104 Recreation Impact Fees						
120 Stormwater Fees						
401 Water/Sewer/Reclaim Operations						
402 Sanitation	960,000	680,000	660,000	680,000	1,025,000	<b>\$4,005,000</b>
403 Water/Sewer/Reclaim Impact Fees						
403 Grant Funding						
Amount Unfunded	0	0	0	0	0	<b>\$0</b>

### TOTAL FUNDING:

<b>\$960,000</b>	<b>\$680,000</b>	<b>\$660,000</b>	<b>\$680,000</b>	<b>\$1,025,000</b>	<b>\$4,005,000</b>
------------------	------------------	------------------	------------------	--------------------	--------------------

# CITY OF AOPKA

## CAPITAL IMPROVEMENT PLAN

### 403/RECLAIM IMPACT FUND

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	TOTAL
Binion Rd RWM, IFAS to Ocoee Apopka Rd			511,584			<b>\$511,584</b>
Golden Gem Reuse Station HSP				6,500,000	425,000	<b>\$6,925,000</b>
Kelly Park Rd RWM II, Jason Dwelley Pkwy to Rock Springs Rd		705,000				<b>\$705,000</b>
Kelly Park Rd RWM, Golden Gem Rd to Round Lake Rd 24" (2)	371,400					<b>\$371,400</b>
Miscellaneous RWM (5)	100,000	100,000	100,000	100,000	100,000	<b>\$500,000</b>
	700,000					<b>\$700,000</b>
Northwest Reclaim Water Pump Station						
Plymouth Sorrento Rd RWM, Ponkan Rd to Kelly Park Rd 2,745 LF, 20" (2)	645,960					<b>\$645,960</b>

### TOTAL RECLAIM IMPACT FUND

<b>\$1,817,360</b>	<b>\$805,000</b>	<b>\$611,584</b>	<b>\$6,600,000</b>	<b>\$525,000</b>	<b>\$10,358,944</b>
--------------------	------------------	------------------	--------------------	------------------	---------------------

### PROJECT COSTS:

Land						
Buildings						
Improvements other than buildings	1,817,360	805,000	611,584	6,600,000	100,000	<b>\$9,933,944</b>
Equipment and machinery					425,000	<b>\$425,000</b>

### TOTAL COSTS:

<b>1,817,360</b>	<b>805,000</b>	<b>611,584</b>	<b>6,600,000</b>	<b>525,000</b>	<b>\$10,358,944</b>
------------------	----------------	----------------	------------------	----------------	---------------------

### SOURCE OF FUNDS:

001 General Funds						
101 Street Improvement Funds						
102 Transportation Impact Fees						
104 Recreation Impact Fees						
120 Stormwater Fees						
401 Water/Sewer/Reclaim Operations						
402 Sanitation						
403 Water/Sewer/Reclaim Impact Fees	1,817,360	805,000	611,584	6,600,000	525,000	<b>\$10,358,944</b>
403 Grant Funding						
Amount Unfunded (financing needed)	0	0	0	0	0	<b>\$0</b>

### TOTAL FUNDING:

<b>1,817,360</b>	<b>805,000</b>	<b>611,584</b>	<b>6,600,000</b>	<b>525,000</b>	<b>\$</b>	<b>790 44</b>
------------------	----------------	----------------	------------------	----------------	-----------	---------------

# CITY OF AOPKA

## CAPITAL IMPROVEMENT PLAN

### 403/SEWER IMPACT FUND

	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	TOTAL
437 A FM, Marden Rd to Boy Scout Rd, 1,345 LF 24"				193,680		\$193,680
Boy Scout Rd FM, 437 A to Binion Rd, 6,435 LF 24"				926,640		\$926,640
Junction Rd FM, US 441 to Sadler Rd, 13,025 LF 16"			1,042,000			\$1,042,000
Miscellaneous Sewer Mains	100,000	100,000	100,000	100,000	100,000	\$500,000
New Proposed Lift Stations throughout the City				600,000	600,000	\$1,200,000
Plymouth Rd FM, Ponkan Rd to Appy Ln, 5,506 LF 12"		330,360				\$330,360
Plymouth Rd FM, Appy Ln to Kelly Park, 5,261 LF 8"			210,440			\$210,440
Plymouth Rd FM, US 441 to Yothers Rd, 5,321 LF 16"		425,680				\$425,680
Plymouth Sorrento FM			316,380			\$316,380
US 441 FM, Boy Scout Blvd to Plymouth	540,400					\$540,400
WWTP Expansion to 8 MGD	9,000,000					\$9,000,000
Junction Rd FM, Sadler Rd to Kelly Park Rd					131,350	\$131,350
Marden Rd FM, Keene Rd to 437A					3,228,627	\$3,228,627

### TOTAL SEWER IMPACT FUND

<b>\$9,640,400</b>	<b>\$856,040</b>	<b>\$1,668,820</b>	<b>\$1,820,320</b>	<b>\$4,059,977</b>	<b>\$18,045,557</b>
--------------------	------------------	--------------------	--------------------	--------------------	---------------------

### PROJECT COSTS:

Land						
Buildings						
Improvements other than buildings	9,640,400	856,040	1,668,820	1,820,320	4,059,977	\$18,045,557
Equipment and machinery						

### TOTAL COSTS:

<b>9,640,400</b>	<b>856,040</b>	<b>1,668,820</b>	<b>1,820,320</b>	<b>4,059,977</b>	<b>\$18,045,557</b>
------------------	----------------	------------------	------------------	------------------	---------------------

### SOURCE OF FUNDS:

001 General Funds						
101 Street Improvement Funds						
102 Transportation Impact Fees						
104 Recreation Impact Fees						
120 Stormwater Fees						
401 Water/Sewer/Reclaim Operations						
402 Sanitation						
403 Water/Sewer/Reclaim Impact Fees	9,640,400	856,040	1,668,820	1,820,320	4,059,977	\$18,045,557
403 Grant Funding						
Amount Unfunded (financing needed)	0	0	0	0	0	\$0

### TOTAL FUNDING:

<b>9,640,400</b>	<b>856,040</b>	<b>1,668,820</b>	<b>1,820,320</b>	<b>4,059,977</b>	<b>\$18,045,557</b>
------------------	----------------	------------------	------------------	------------------	---------------------

# CITY OF AOPKA

## CAPITAL IMPROVEMENT PLAN

### 403/WATER IMPACT FUND

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY21/22	TOTAL
Southwest Water Plant (1)				4,500,000	125,000	<b>\$4,625,000</b>
Haas Rd WM, Mt Plymouth Rd to Round Lake Rd, 22,708 LF 12" (1)			1,634,976			<b>\$1,634,976</b>
Plymouth Sorrento Rd WM, Ponkan Rd to Kelly Park Rd, 10,720 LF 16" (1)		1,030,000				<b>\$1,030,000</b>
Grossenbacher WTP, replace well			910,000		925,000	<b>\$1,835,000</b>
Mt. Plymouth Water Plant (Well #4) modifications and improvements	900,000					<b>\$900,000</b>
Plymouth Regional Water Plant, modifications and improvements Wells #1 & 2	900,000					<b>\$900,000</b>
NW WTP (1 MG Storage Tank) (1)		850,000				<b>\$850,000</b>
Sheeler Oaks WTP 65T .75 MG (1)	750,000					<b>\$750,000</b>
Ponkan Rd, Ponkan Pines to Golden Gem, 8,271 LF 12"	595,572					<b>\$595,572</b>
Miscellaneous Water Mains (2)	100,000	100,000	100,000	100,000	100,000	<b>\$500,000</b>
Kelly Park Rd WM, Golden Gem Rd to Round Lake Rd, 4,035 LF 16" (1)	387,360					<b>\$387,360</b>
US 441 WM, Roger Williams Rd to Sheeler Rd (1)		240,000				<b>\$240,000</b>

### TOTAL WATER IMPACT FUND

<b>\$3,632,932</b>	<b>\$2,220,000</b>	<b>\$2,644,976</b>	<b>\$100,000</b>	<b>\$1,025,000</b>	<b>\$9,622,908</b>
--------------------	--------------------	--------------------	------------------	--------------------	--------------------

### PROJECT COSTS:

Land						
Buildings						
Improvements other than buildings	3,632,932	2,220,000	2,644,976	100,000	925,000	<b>\$9,522,908</b>
Equipment and machinery					125,000	<b>\$125,000</b>

### TOTAL COSTS:

<b>3,632,932</b>	<b>2,220,000</b>	<b>2,644,976</b>	<b>100,000</b>	<b>1,050,000</b>	<b>\$9,647,908</b>
------------------	------------------	------------------	----------------	------------------	--------------------

### SOURCE OF FUNDS:

001 General Funds						
101 Street Improvement Funds						
102 Transportation Impact Fees						
104 Recreation Impact Fees						
120 Stormwater Fees						
401 Water/Sewer/Reclaim Operations						
402 Sanitation						
403 Water/Sewer/Reclaim Impact Fees	3,632,932	2,220,000	2,644,976	100,000	1,050,000	<b>\$9,647,908</b>
403 Grant Funding						
Amount Unfunded (financing needed)	0	0	0	0	0	<b>\$0</b>

### TOTAL FUNDING:

<b>3,632,932</b>	<b>2,220,000</b>	<b>2,644,976</b>	<b>100,000</b>	<b>1,050,000</b>	<b>792</b>	<b>908</b>
------------------	------------------	------------------	----------------	------------------	------------	------------



## **PAY AND CLASSIFICATION PLAN**

# CITY OF AOPKA PAY CLASSIFICATIONS

CLASSIFICATION TITLE - GENERAL	GRADE	MIN	MID	MAX
Commissioner	n/a	\$ 13,500	\$ 13,500	\$ 13,500
Vice Mayor	n/a	\$ 13,800	\$ 13,800	\$ 13,800
Museum Technician	101	\$ 21,862	\$ 28,043	\$ 34,223
Custodial Worker	102	\$ 22,956	\$ 29,446	\$ 35,936
Custodian	102	\$ 22,956	\$ 29,446	\$ 35,936
Caretaker I	105	\$ 26,574	\$ 34,086	\$ 41,597
Facilities Maintenance Worker	105	\$ 26,574	\$ 34,086	\$ 41,597
Maintenance Worker I	105	\$ 26,574	\$ 34,086	\$ 41,597
Meter Reader	105	\$ 26,574	\$ 34,086	\$ 41,597
Receptionist	105	\$ 26,574	\$ 34,086	\$ 41,597
Equipment Mechanic Trainee	106	\$ 27,905	\$ 35,790	\$ 43,675
Wastewater Plant Operator Trainee	106	\$ 27,905	\$ 35,790	\$ 43,675
Water Plant Operator Trainee	106	\$ 27,905	\$ 35,790	\$ 43,675
Caretaker II	107	\$ 29,299	\$ 37,581	\$ 45,863
Cashier/Customer Service Clerk	107	\$ 29,299	\$ 37,581	\$ 45,863
Data Entry Clerk	107	\$ 29,299	\$ 37,581	\$ 45,863
Maintenance Worker II	107	\$ 29,299	\$ 37,581	\$ 45,863
Meter Reader I	107	\$ 29,299	\$ 37,581	\$ 45,863
Meter Service Worker I	107	\$ 29,299	\$ 37,581	\$ 45,863
Payroll Clerk	107	\$ 29,299	\$ 37,581	\$ 45,863
Preventive Maintenance Technician Trainee	107	\$ 29,299	\$ 37,581	\$ 45,863
Records Clerk	107	\$ 25,309	\$ 32,463	\$ 39,616
Recreation Leader I	107	\$ 29,299	\$ 37,581	\$ 45,863
Sanitation Support Clerk	107	\$ 29,299	\$ 37,581	\$ 45,863
Secretary I	107	\$ 29,299	\$ 37,581	\$ 45,863
Solid Waste Worker I	107	\$ 29,299	\$ 37,581	\$ 45,863
Streets Specialist	107	\$ 29,299	\$ 37,581	\$ 45,863
Utility Service Worker I	107	\$ 29,299	\$ 37,581	\$ 45,863
Accounting Clerk	108	\$ 30,763	\$ 39,459	\$ 48,155
Administrative Support Clerk	108	\$ 30,763	\$ 39,459	\$ 48,155
Cemetery Specialist	108	\$ 30,763	\$ 39,459	\$ 48,155
Grounds Specialist	108	\$ 30,763	\$ 39,459	\$ 48,155
Solid Waste Specialist	108	\$ 30,763	\$ 39,459	\$ 48,155
Utility Service Worker II	108	\$ 30,763	\$ 39,459	\$ 48,155
Accounts Payable Clerk	109	\$ 32,302	\$ 41,432	\$ 50,562
Insurance Clerk	109	\$ 32,302	\$ 41,432	\$ 50,562
Lead Solid Waste Worker	109	\$ 32,302	\$ 41,432	\$ 50,562
Recreation Leader II	109	\$ 32,302	\$ 41,432	\$ 50,562
Sanitation Equipment Operator	109	\$ 32,302	\$ 41,432	\$ 50,562
Asst Laboratory Technician	110	\$ 33,915	\$ 43,502	\$ 53,089
Heavy Equipment Operator I	110	\$ 33,915	\$ 43,502	\$ 53,089
Irrigation Specialist	110	\$ 33,915	\$ 43,502	\$ 53,089
Maintenance Worker III	110	\$ 33,915	\$ 43,502	\$ 53,089
Payroll Specialist I	110	\$ 33,915	\$ 43,502	\$ 53,089
Preventive Maintenance Technician	110	\$ 33,915	\$ 43,502	\$ 53,089
Secretary II	110	\$ 33,915	\$ 43,502	\$ 53,089
Accounts Payable Specialist	111	\$ 35,612	\$ 45,679	\$ 55,745
Administrative Specialist	111	\$ 35,612	\$ 45,679	\$ 55,745
Assistant Records Supervisor	111	\$ 35,612	\$ 45,679	\$ 55,745

# CITY OF AOPKA PAY CLASSIFICATIONS

CLASSIFICATION TITLE - GENERAL	GRADE	MIN	MID	MAX
Human Resources Specialist I	111	\$ 35,612	\$ 45,679	\$ 55,745
Plant Mechanic	111	\$ 35,612	\$ 45,679	\$ 55,745
Recreation Specialist	111	\$ 35,612	\$ 45,679	\$ 55,745
Solid Waste Technician	111	\$ 35,612	\$ 45,679	\$ 55,745
Sports Tournament Recruitment Specialist	111	\$ 35,612	\$ 45,679	\$ 55,745
CAD Technician	112	\$ 37,393	\$ 47,963	\$ 58,533
Communication Technician	112	\$ 37,393	\$ 47,963	\$ 58,533
Customer Service Specialist	112	\$ 37,393	\$ 47,963	\$ 58,533
Environmental Specialist I	112	\$ 37,393	\$ 47,963	\$ 58,533
Industrial Waste Technician "C"	112	\$ 37,393	\$ 47,963	\$ 58,533
Laboratory Technician	112	\$ 37,393	\$ 47,963	\$ 58,533
Property and Evidence Technician (Non-Degreed)	112	\$ 37,393	\$ 47,963	\$ 58,533
Purchasing & Supply Specialist	112	\$ 37,393	\$ 47,963	\$ 58,533
Supply Technician	112	\$ 37,393	\$ 47,963	\$ 58,533
Waste Water Plant Operator "C"	112	\$ 37,393	\$ 47,963	\$ 58,533
Water Plant Operator "C"	112	\$ 37,393	\$ 47,963	\$ 58,533
Administrative Assistant	113	\$ 39,261	\$ 50,359	\$ 61,457
Community Relations & Events Coordinator	113	\$ 39,261	\$ 50,359	\$ 61,457
Cross Connection/Stormwater Program Coordinator	113	\$ 39,261	\$ 50,359	\$ 61,457
Engineering Technician	113	\$ 39,261	\$ 50,359	\$ 61,457
Environmental Specialist II	113	\$ 39,261	\$ 50,359	\$ 61,457
Equipment Mechanic	113	\$ 39,261	\$ 50,359	\$ 61,457
General Ledger Coordinator	113	\$ 39,261	\$ 50,359	\$ 61,457
Heavy Equipment Operator II	113	\$ 39,261	\$ 50,359	\$ 61,457
Industrial Waste Technician "B"	113	\$ 39,261	\$ 50,359	\$ 61,457
Instrumentation Technician	113	\$ 39,261	\$ 50,359	\$ 61,457
Property and Evidence Technician (Degreed)	113	\$ 39,261	\$ 50,359	\$ 61,457
Records Supervisor	113	\$ 39,261	\$ 50,359	\$ 61,457
Secretary III	113	\$ 39,261	\$ 50,359	\$ 61,457
Utilities Electrician	113	\$ 39,261	\$ 50,359	\$ 61,457
Utility Inspector	113	\$ 39,261	\$ 50,359	\$ 61,457
Utility Mapping Technician	113	\$ 39,261	\$ 50,359	\$ 61,457
Waste Water Plant Operator "B"	113	\$ 39,261	\$ 50,359	\$ 61,457
Water Plant Operator "B"	113	\$ 39,261	\$ 50,359	\$ 61,457
Construction Foreman	114	\$ 41,227	\$ 52,880	\$ 64,532
Crime Analyst	114	\$ 41,227	\$ 52,880	\$ 64,532
Environmental Specialist III	114	\$ 41,227	\$ 52,880	\$ 64,532
Fleet Foreman	114	\$ 41,227	\$ 52,880	\$ 64,532
Forensic Science Technician	114	\$ 41,227	\$ 52,880	\$ 64,532
Grounds Foreman	114	\$ 41,227	\$ 52,880	\$ 64,532
Human Resources Specialist II	114	\$ 41,227	\$ 52,880	\$ 64,532
Lead Communication Technician	114	\$ 41,227	\$ 52,880	\$ 64,532
Lead Laboratory Technician	114	\$ 41,227	\$ 52,880	\$ 64,532
Lead Waste Water Plant Operator "C"	114	\$ 41,227	\$ 52,880	\$ 64,532
Lead Water Plant Operator "C"	114	\$ 41,227	\$ 52,880	\$ 64,532
Office Supervisor	114	\$ 41,227	\$ 52,880	\$ 64,532
Solid Waste Foreman	114	\$ 41,227	\$ 52,880	\$ 64,532
Streets Foreman	114	\$ 41,227	\$ 52,880	\$ 64,532
Turf Specialist	114	\$ 41,227	\$ 52,880	\$ 64,532
Utility Foreman	114	\$ 41,227	\$ 52,880	\$ 64,532

# CITY OF AOPKA PAY CLASSIFICATIONS

CLASSIFICATION TITLE - GENERAL	GRADE	MIN	MID	MAX
Waste Water Plant Operator "A"	114	\$ 41,227	\$ 52,880	\$ 64,532
Water Plant Operator "A"	114	\$ 41,227	\$ 52,880	\$ 64,532
Accountant I	115	\$ 43,287	\$ 55,524	\$ 67,760
Administrative Assistant/Mayor's Secretary	115	\$ 43,287	\$ 55,524	\$ 67,760
Assistant Communications Supervisor	115	\$ 43,287	\$ 55,524	\$ 67,760
Code Enforcement Officer	115	\$ 43,287	\$ 55,524	\$ 67,760
Construction Inspector	115	\$ 43,287	\$ 55,524	\$ 67,760
Deputy City Clerk	115	\$ 43,287	\$ 55,524	\$ 67,760
GIS Technician	115	\$ 43,287	\$ 55,524	\$ 67,760
Lead Waste Water Plant Operator "B"	115	\$ 43,287	\$ 55,524	\$ 67,760
Lead Water Plant Operator "B"	115	\$ 43,287	\$ 55,524	\$ 67,760
Office Manager	115	\$ 43,287	\$ 55,524	\$ 67,760
Planning Assistant	115	\$ 43,287	\$ 55,524	\$ 67,760
Purchasing Coordinator	115	\$ 43,287	\$ 55,524	\$ 67,760
Utility Map Coordinator Technician	115	\$ 43,287	\$ 55,524	\$ 67,760
Water Conservation Specialist	115	\$ 43,287	\$ 55,524	\$ 67,760
Computer Support Specialist	116	\$ 45,451	\$ 58,298	\$ 71,144
Fire Code Inspector	116	\$ 45,451	\$ 58,298	\$ 71,144
GIS Analyst	116	\$ 45,451	\$ 58,298	\$ 71,144
HVAC Tech	116	\$ 45,451	\$ 58,298	\$ 71,144
Lead Waste Water Plant Operator "A"	116	\$ 45,451	\$ 58,298	\$ 71,144
Lead Water Plant Operator "A"	116	\$ 45,451	\$ 58,298	\$ 71,144
Purchasing Supervisor	116	\$ 45,451	\$ 58,298	\$ 71,144
Accountant II	117	\$ 47,722	\$ 61,213	\$ 74,703
Community Development Specialist	117	\$ 47,722	\$ 61,213	\$ 74,703
Construction Coordinator	117	\$ 47,722	\$ 61,213	\$ 74,703
Multiple Code Inspector	117	\$ 47,722	\$ 61,213	\$ 74,703
Planner	117	\$ 47,722	\$ 61,213	\$ 74,703
Senior GIS Mapping Technician	117	\$ 47,722	\$ 61,213	\$ 74,703
Athletic Complex Maintenance Supervisor	118	\$ 50,111	\$ 64,275	\$ 78,438
Communication Supervisor	118	\$ 50,111	\$ 64,275	\$ 78,438
Community Events Manager	118	\$ 50,111	\$ 64,275	\$ 78,438
Maintenance Supervisor	118	\$ 50,111	\$ 64,275	\$ 78,438
Program Supervisor Streets & Grounds	118	\$ 50,111	\$ 64,275	\$ 78,438
Recreation Manager	118	\$ 50,111	\$ 64,275	\$ 78,438
Risk Manager	118	\$ 50,111	\$ 64,275	\$ 78,438
Senior Project Coordinator Streets & Grounds	118	\$ 50,111	\$ 64,275	\$ 78,438
Staff Engineer	118	\$ 50,111	\$ 64,275	\$ 78,438
Streets & Grounds Supervisor	118	\$ 50,111	\$ 64,275	\$ 78,438
Utility Program Supervisor	118	\$ 50,111	\$ 64,275	\$ 78,438
Waste Water Plant Chief Operator	118	\$ 50,111	\$ 64,275	\$ 78,438
Water Plant Chief Operator	118	\$ 50,111	\$ 64,275	\$ 78,438
Assistant to the Chief Administrative Officer	119	\$ 52,617	\$ 67,489	\$ 82,361
Auditor	119	\$ 52,617	\$ 67,489	\$ 82,361
Planner II	119	\$ 52,617	\$ 67,489	\$ 82,361
Plans Examiner	119	\$ 52,617	\$ 67,489	\$ 82,361
Project Coordinator	119	\$ 52,617	\$ 67,489	\$ 82,361
Special Project Assistant	119	\$ 52,617	\$ 67,489	\$ 82,361
Utility & Roadway Designer	119	\$ 52,617	\$ 67,489	\$ 82,361

# CITY OF AOPKA PAY CLASSIFICATIONS

CLASSIFICATION TITLE - GENERAL	GRADE	MIN	MID	MAX
Accountant III	120	\$ 55,246	\$ 70,862	\$ 86,477
Communication Manager	120	\$ 55,246	\$ 70,862	\$ 86,477
Information Technology Supervisor	120	\$ 55,246	\$ 70,862	\$ 86,477
Senior Utility & Roadway Designer	120	\$ 55,246	\$ 70,862	\$ 86,477
Solid Waste Supervisor	120	\$ 55,246	\$ 70,862	\$ 86,477
Utility Construction Supervisor	120	\$ 55,246	\$ 70,862	\$ 86,477
Utility Maintenance Supervisor	120	\$ 55,246	\$ 70,862	\$ 86,477
Administrative Services Manager	121	\$ 58,008	\$ 74,406	\$ 90,803
Assistant Recreation Director	121	\$ 58,008	\$ 74,406	\$ 90,803
Budget Officer	121	\$ 58,008	\$ 74,406	\$ 90,803
Fleet Superintendent	121	\$ 58,008	\$ 74,406	\$ 90,803
Human Resources Benefits Manager	121	\$ 58,008	\$ 74,406	\$ 90,803
Recreation Operations & Maintenance Manager	121	\$ 58,008	\$ 74,406	\$ 90,803
Senior Project Coordinator / Plan Review	121	\$ 58,008	\$ 74,406	\$ 90,803
Waste Water Treatment Supervisor	121	\$ 58,008	\$ 74,406	\$ 90,803
Water Treatment Supervisor	121	\$ 58,008	\$ 74,406	\$ 90,803
Accounting Manager	122	\$ 60,907	\$ 78,389	\$ 95,870
Director of Communications	122	\$ 60,907	\$ 78,389	\$ 95,870
Operations & Maintenance Manager	122	\$ 60,907	\$ 78,389	\$ 95,870
Streets & Grounds Superintendent	122	\$ 60,907	\$ 78,389	\$ 95,870
Utilities Maintenance / Construction Manager	122	\$ 60,907	\$ 78,389	\$ 95,870
Utility Billing Manager	122	\$ 60,907	\$ 78,389	\$ 95,870
Water Resource Operations Manager	122	\$ 60,907	\$ 78,389	\$ 95,870
Senior Planner	123	\$ 63,956	\$ 82,034	\$ 100,111
Planning Manager	124	\$ 67,152	\$ 86,133	\$ 105,113
Administrative Projects Coordinator	124	\$ 67,152	\$ 86,133	\$ 105,113
Building Official	125	\$ 70,513	\$ 90,443	\$ 110,372
City Clerk	126	\$ 74,034	\$ 94,963	\$ 115,891
Assistant Finance Director	127	\$ 77,735	\$ 99,709	\$ 121,683
Data Processing Manager	127	\$ 77,735	\$ 99,709	\$ 121,683
Director of Recreation	127	\$ 77,735	\$ 99,709	\$ 121,683
Assistant Public Services Director	129	\$ 85,704	\$ 109,930	\$ 134,156
City Engineer	129	\$ 85,704	\$ 109,930	\$ 134,156
Human Resources Director	130	\$ 89,990	\$ 115,428	\$ 140,865
Chief Fire Administrator	131	\$ 94,489	\$ 121,200	\$ 147,910
Community Development Director	131	\$ 94,489	\$ 121,200	\$ 147,910
Finance Director	131	\$ 94,489	\$ 121,200	\$ 147,910
Fire Chief	131	\$ 94,489	\$ 121,200	\$ 147,910
Information Technology Director	131	\$ 94,489	\$ 121,200	\$ 147,910
Police Chief	131	\$ 94,489	\$ 121,200	\$ 147,910
Public Services Director	131	\$ 94,489	\$ 121,200	\$ 147,910
Deputy Chief Administrative Officer	133	\$ 104,173	\$ 133,621	\$ 163,069
Chief Administrative Officer	134	\$ 111,550	\$ 142,783	\$ 174,015
City Administrator	134	\$ 111,550	\$ 142,783	\$ 174,015
Mayor	135	\$ 150,000	\$ 150,000	\$ 150,000

# CITY OF AOPKA PAY CLASSIFICATIONS

CLASSIFICATION TITLE - PUBLIC SAFETY	GRADE	MIN	MID	MAX
Firefighter 1st Class	11	\$ 45,480	\$ 56,850	\$ 68,219
Police Officer	11	\$ 45,480	\$ 56,850	\$ 68,219
Firefighter Engineer	13	\$ 51,099	\$ 63,876	\$ 76,652
Police Corporal	13	\$ 51,099	\$ 63,876	\$ 76,652
Firefighter Lieutenant	15	\$ 57,417	\$ 71,772	\$ 86,127
Police Sergeant	15	\$ 57,417	\$ 71,772	\$ 86,127
Firefighter Captain (District Chief)	18	\$ 68,386	\$ 85,482	\$ 102,578
Police Lieutenant	18	\$ 68,386	\$ 85,482	\$ 102,578
Assistant Fire Chief	19	\$ 72,488	\$ 90,611	\$ 108,733
Police Captain	20	\$ 76,838	\$ 96,047	\$ 115,256
Deputy Fire Chief	21	\$ 81,447	\$ 101,809	\$ 122,170
Deputy Police Chief	21	\$ 81,447	\$ 101,809	\$ 122,170

PAGE LEFT INTENTIONALLY BLANK