

AGENDA

**APOPKA CITY COUNCIL MEETING
September 14, 2016 @ 5:05 PM
City Hall Council Chamber
120 East Main Street – Apopka, Florida 32703**

PUBLIC HEARING
SET MILLAGE RATE
ADOPT 2016-2017 ANNUAL BUDGET

PLEDGE OF ALLEGIANCE

PUBLIC HEARINGS

- A. ANNOUNCE AND ADOPT MILLAGE RATE OF 3.7876 WHICH IS 22% ABOVE THE ROLLBACK RATE OF 3.0916.
- B. ADOPT PROPOSED BUDGET WHICH INCLUDE THE BUDGET ADJUSTMENTS RESULTING FROM WORKSHOPS.
- C. ANNOUNCE FINAL BUDGET MILLAGE RATE HEARINGS -
September 28, 2016 at 5:05 p.m.

ADJOURNMENT

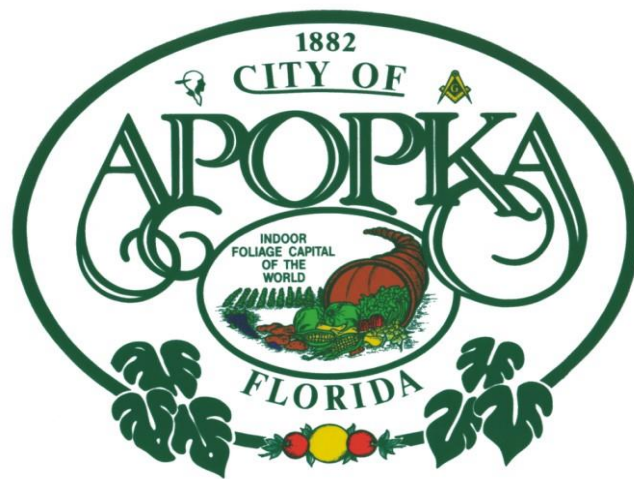
 All interested parties may appear and be heard with respect to this agenda. Please be advised that, under state law, if you decide to appeal any decision made by the City Council with respect to any matter considered at this meeting or hearing, you will need a record of the proceedings, and that, for 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 INCLUDE THE BUDGET ADJUSTMENTS RESULTING FROM WORKSHOPS.

City of Apopka, Florida



Proposed Budget **Fiscal Year 2016-2017**

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 2016-2017 Annual Budget for the City of Apopka and the Capital Improvement Program for fiscal years 2018 through 2023.

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 2018 through 2023. The projects planned for fiscal year 2017 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 14, 2016

To the Honorable Mayor, 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, 2016 through September 30, 2017 (FY17). The proposed budget was prepared in accordance with generally accepted accounting principles and with 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, Budget Detail, Capital Improvement Program, and Supplementary Information. The Introductory section includes: a city profile; this budget message; a listing of the City's principal officials; the City's organizational chart; and a citywide budget summary. The Budget Detail section includes a summary and corresponding line item detail for the general, special revenue, and enterprise funds. The Capital Improvement Program section includes the major capital improvements

planned over the next five-year period. Finally, the Supplementary Information section includes the City's authorized positions, pay classifications, and other helpful information.

Budget in Brief

The proposed FY 2017 budget totals \$104,083,516 for all funds. This represents an increase of \$14,400,491 or 16.1 percent over the 2016 budget. The General Fund Budget increased approximately \$6.2 million or 14.3 percent over last year's budget. This is primarily due to the addition of a new fire station, including equipment and personnel (\$1.9M), the addition of 5 police officers and their equipment (\$604K), construction of a second communication tower for dispatch (\$2.8M), and hiring of eight additional staff members (\$475K). The Special Revenue Funds, which are monies restricted for specific purposes, increased \$2.28 million or 31.5 percent. These funds include monies for downtown improvements (\$2M) and construction of a splash pad (\$750K). Finally, the Enterprise Funds increase by \$6 million or 15.2 percent and is attributed to the continued construction of the Sewer Treatment Plant (\$16M).

Budget Highlights

Significant factors included in the proposed budget include:

- A millage rate of \$3.7876 per \$1,000 of assessed value. This proposed millage rate for FY 2017 is one half mill above the millage approved by City Council for FY 2016.
- Reserves are proposed to balance the budget. In the General Fund, we propose to expend \$1.792M of unrestricted reserves. Even with this proposed expenditure, we will maintain a balance of unrestricted reserves of 21.6 percent of the General Fund budget. This compares to a benchmark standard of 16.7 percent, or 2 months' worth of expenditures recommended by the Government Financial Officers Association.
- Several of the Special Revenue Funds also propose the use of reserves. These include CRA, \$2M; Recreation Impact, \$1M; Utilities; \$2.5; Transportation Impact, \$578K; and Stormwater, \$192K.
- New Fire Station (Station No. 5), furnishings, vehicles, employees and equipment.
- Second communication tower for first responders and emergency communications to provide redundancy as well as assure adequate radio coverage in the newly developed areas throughout Apopka.
- Thirty-two new full time positions and one part time position in the workforce. This includes 18 additional firefighters to staff the new fire station, 5 police officers, a city engineer, an economic development coordinator, a part time assistant in the City Clerk's Office, an HR Specialist, two fleet mechanics, two dispatchers, and two traffic enforcement officers.
- Health Insurance Costs increased 8.2 percent.
- \$6.2 million in general fund capital outlay. A total of \$14 million was requested by department heads. The majority of this capital outlay will be financed.

Budget Priorities

The FY 2017 budget includes a number of maintenance and growth-related projects and enhancements to customer service to include, but are not limited to, the following:

- Fire Station and furnishings
- Twenty-six new vehicles, including twenty police vehicles
- Fire Engine
- Ambulance & Power Load Stretcher
- Asphalt truck & Skid Steer Milling Machine
- Communication Tower
- Stormwater drainage upgrades
- New sidewalks
- Water, reclaimed water and wastewater line upgrades
- Sewer Treatment project – Phase II
- Street resurfacing
- Two automated side-loader garbage trucks

Budget Overview

The following costs represent common costs shared among all funds:

Personnel - The proposed budget reflects 33 new personnel positions for FY 2017, 32 full-time and 1 part-time. Positions include 18 firefighters to staff the new fire station; five police officers to grow toward the 2.50 Officer to Population Ratio, two Fleet Mechanics to absorb the burden of maintaining the City's aging fleet of vehicles; an HR specialist to replace the Payroll Specialist that was transferred to Finance, two Dispatchers to reduce the overtime in the Communications Center, two Civilian Traffic Enforcement Officers to administer the Red Light Camera Program, a PT Administrative Clerk to assist in the increased public records requests in the City Clerk Office, an Economic Development Coordinator to promote the future growth in the City and a City Engineer to handle the increasing engineering duties of the City. The FY17 budget does not reflect any cost of living adjustments. All increases in personnel costs are based on performance evaluations. 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 lowest possible cost to taxpayers.

The proposed budget includes a noticeable 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 their true cost was not readily identifiable. Worker's compensation insurance premiums are noticeably less for FY17. With a recent change in providers, the City will realize a \$63K or 30 percent savings in worker's compensation costs. The City's health insurance coverage for FY 2017 reflects an increase of approximately 8.2 percent with Blue Cross and Blue Shield of Florida. Unfortunately, healthcare costs continue to rise. In an effort to curtail the effects, the City elected to join Public Risk Management's Group Health Trust during FY 2016. Even though there was a moderate increase in premiums, staff believes the Health Trust lessened the impact that other municipalities experienced nationwide and will continue to provide affordable rates. Finally, life insurance coverage will be renewed at the same rate as in FY 2016.

Investments - Overall investment earnings are projected to remain relative flat from FY 2016. 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 2017 general fund budget is balanced at \$49,293,103, an increase of 14.3 percent over the FY 2016 budget. Overall the majority of the projected general fund revenues have remained relatively flat when compared to the amounts budgeted in FY 2016. Revenues with noticeable change include property taxes, funding from reserves and funding from other sources.

The general fund property tax revenues reflect an increase of approximately \$1.96 million or 25.8 percent over the preceding year. The FY 2017 proposed property tax millage rate of \$3.7876, reflects a 22 percent increase over the rolled-back rate of \$3.0916. 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 \$2.6 billion by the end of FY 2016. The City estimates that the majority of the property tax revenue increase is attributable to the increase in new construction.

Funding from other sources totals \$5.1 million, an increase of \$2.9 million or 130 percent above FY 2016 budgeted amounts. This revenue will result from the financing of capital equipment which includes but is not limited to, twenty-six vehicles, a fire engine, an ambulance, a communications tower, an asphalt truck and a milling machine.

In the General Fund, we propose to expend \$1.792M of unrestricted reserves. Even with this proposed expenditure, we will maintain a balance of unrestricted reserves of 21.6 percent of the General Fund budget. This compares to a benchmark standard of 16.7 percent, or 2 months' worth of expenditures recommended by the Government Financial Officers Association.

The significant items included in this year's general fund are capital enhancements needed to continue the current level of service provided to our residents. While not intended to be an all-inclusive list of the additional projects and services that have been funded, the general fund budget as presented is unable to provide funding for the following service enhancements: Alonzo Williams Community Center, WiFi access points, or additional bathrooms and concession stands, playgrounds and parking spaces at the Northwest Recreation Complex.

Streets Improvement Fund - The proposed FY 2017 streets improvement fund budget is balanced at \$3,518,246, an increase of 17.5 percent over the FY 2016 budget. State statutes require a percentage of revenue-sharing dollars be used for street improvements. This year, that amount is estimated to be \$590,000. The City will continue the successful Department of Corrections inmate program through this fund, as well.

Transportation Impact Fee Fund - The proposed FY 2017 transportation impact fee fund budget is balanced at \$2,105,800, a decrease of 20.2 percent compared to the FY 2016 budget. The major projects in this fund relate to the improvements to Old Dixie Highway and Marden Road.

Recreation Impact Fee Fund - The proposed FY 2017 recreation impact fee fund is balanced at \$750,000, an increase of 127 percent over the FY 2016 budget. The increase in this fund is due to the proposed construction of a splash pad.

Stormwater Fund - The proposed FY 2017 stormwater fund is balanced at \$631,621, an increase of 7.5 percent over the FY 2016 budget. There is no change to the stormwater rates in FY 2017. The most significant expense for this fund reflects \$100,000 allocated for two new fountains in the Highland Manor Martin's Pond.

Grant Fund - The proposed FY 2017 grant fund budget is balanced at \$52,958, a decrease of \$231K compared to the FY 2016 budget. This includes JAG grant funding, Bulletproof Vest Program funding, and Byrne Grant funding. The City matching is \$6K.

Community Redevelopment Fund - The proposed FY 2017 community redevelopment fund budget is balanced at \$2,285,439, allocated for land acquisition and 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 2017 utility operating fund budget is balanced at \$18,547,969, an increase of 15.9 percent over the FY 2016 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 Mt Plymouth Lakes Well #1
- New utility maintenance trucks, including a Street Sweeper and a Vac-con Sewer Truck
- Utility software upgrades
- Replacement of Sodium Hypo-chlorite Feed System at the Plymouth WTP

Utility Impact Fee Fund - The proposed FY 2017 utility impact fee fund budget is balanced at \$21,137,000, an increase of 21.5 percent over the FY 2016 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 \$50M.

Sanitation Fund - The proposed FY 2017 sanitation fund budget is balanced at \$5,207,300, a decrease of 2.6 percent below the FY 2016 budget. Fewer sanitation trucks were budgeted to be purchased in FY 2017, which explains the decrease.

Airport Fund - The proposed FY 2017 airport fund budget is balanced at \$386,930, a decrease of 17.2 percent over the FY 2016 budget. This is the second 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 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) recently presented a Distinguished Budget Presentation Award to the City of Apopka for its

annual budget document dated September 23, 2015. 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 2016 marks the tenth 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, sustainability initiatives, planning for the future and keeping our community safe. Although economic indicators point to a recovery, history shows it could be a slow recovery process. 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 adequate 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 progressive manner.

Respectfully submitted,

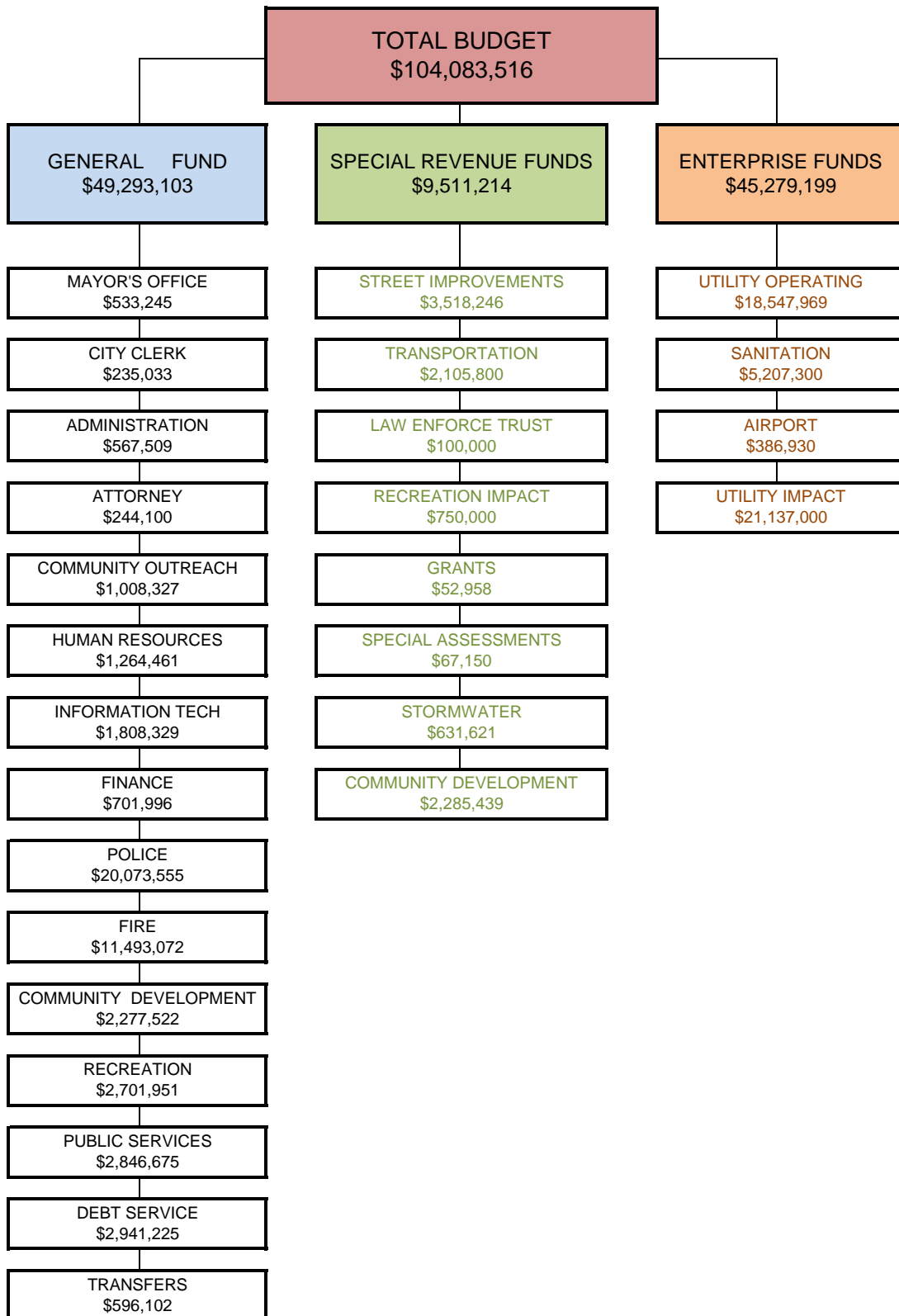


Glenn A. Irby, MPA
Chief Administrative Officer



Pamela N. Barclay, CPA
Finance Director

CITY OF AOPKA CITY FUND STRUCTURE



**CITY OF AOPKA
MAYOR'S OFFICE**

BUDGET CALENDAR

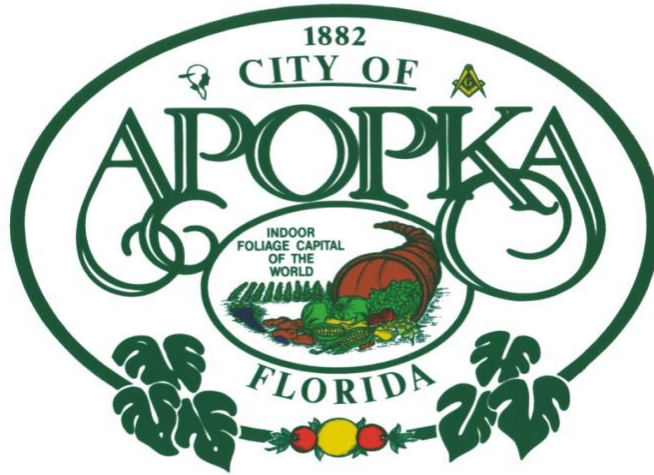
DATE	RESPONSIBLE PARTY	REQUIRED ACTIVITY	REQUIREMENT REFERENCE
3/15/2016	Finance Director	Distribute budget worksheets to departments for developing preliminary FY2017 budget.	
4/18/2016	Department Directors	Preliminary budget worksheets are due from all Departments.	
On or before 6/1/2016	Property Appraiser	Estimated taxable values are submitted to the City.	Florida Statutes
5/15-5/29/2016	Mayor & City Administrator	Discussions with each department concerning their requests.	
On or before 7/1/2016	Property Appraiser	Certified taxable values (DR420) are submitted to the City.	Florida Statutes
7/18-7/22/2016	Mayor & City Administrator	Budget work sessions with City Council (All Fund Types).	
Not later than 8/1/2016	Mayor & City Administrator	Proposed budget is submitted to the City Council.	City Charter
Not later than 8/1/2016	City Council	Tentative millage rate is set, and public hearing dates are determined.	
Not later than 8/1/2016	Finance Director	DR-420 is submitted to the Property Appraiser.	Florida Statutes
9/7/2016	City Council	First reading and first public hearing on proposed budget.	Florida Statutes
9/21/2016	City Council	Second reading second public hearing; Adoption of budget for FY2017.	Florida Statutes
10/1/2016	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.



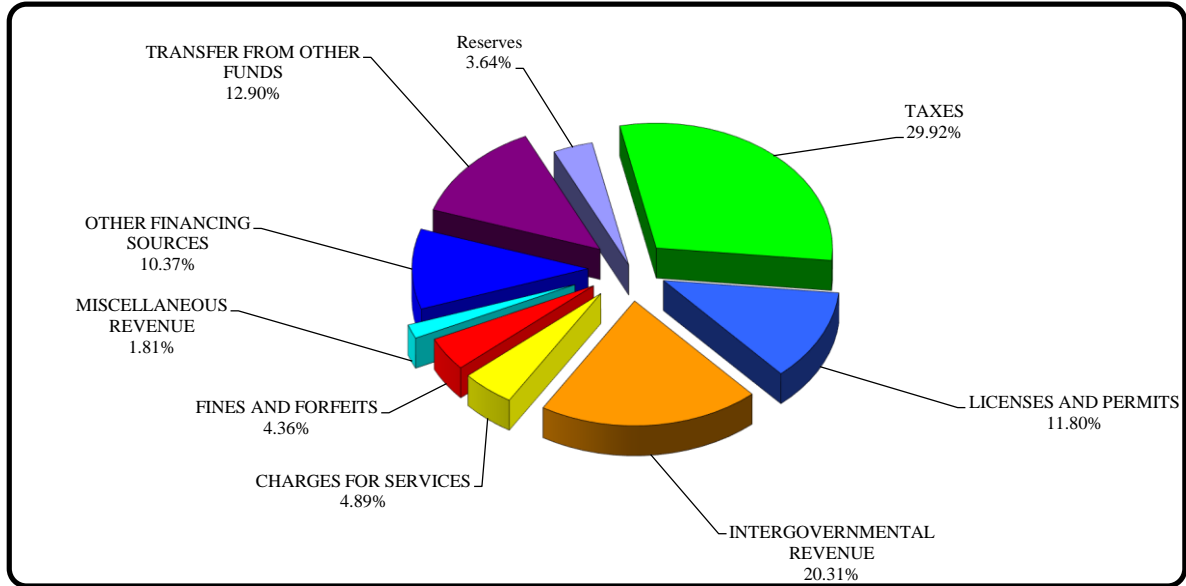
GENERAL FUND

**CITY OF APOPKA
GENERAL FUND BUDGET SUMMARY**

GENERAL FUND - REVENUE AND EXPENDITURES

FISCAL YEAR 2016-2017

Total Revenues:



TOTAL REVENUES \$ 49,293,103

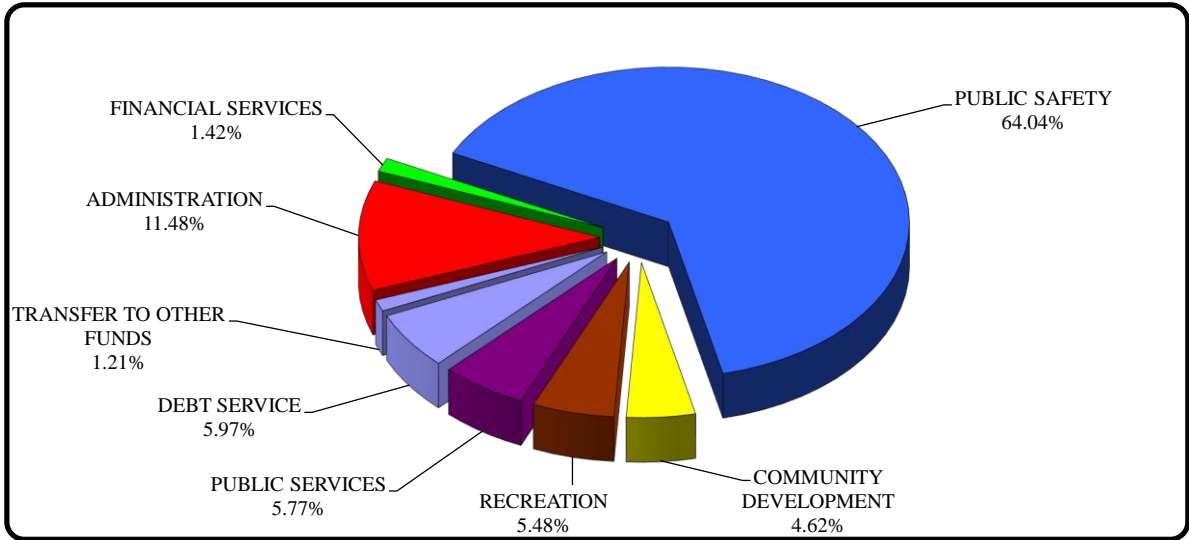
	<u>TOTALS</u>	<u>PERCENT REVENUES</u>
TAXES	14,747,525	29.92%
LICENSES AND PERMITS	5,817,000	11.80%
INTERGOVERNMENTAL REVENUE	10,011,750	20.31%
CHARGES FOR SERVICES	2,412,360	4.89%
FINES AND FORFEITS	2,149,500	4.36%
MISCELLANEOUS REVENUE	894,500	1.81%
OTHER FINANCING SOURCES	5,110,245	10.37%
TRANSFER FROM OTHER FUNDS	6,357,867	12.90%
TRANSFER FROM RESERVES	1,792,356	3.64%
TOTAL REVENUE	\$ 49,293,103	100%

GENERAL FUND - REVENUE AND EXPENDITURES

(continued)

FISCAL YEAR 2016-2017

Expenditures by Function:



TOTAL EXPENDITURES	\$	49,293,103
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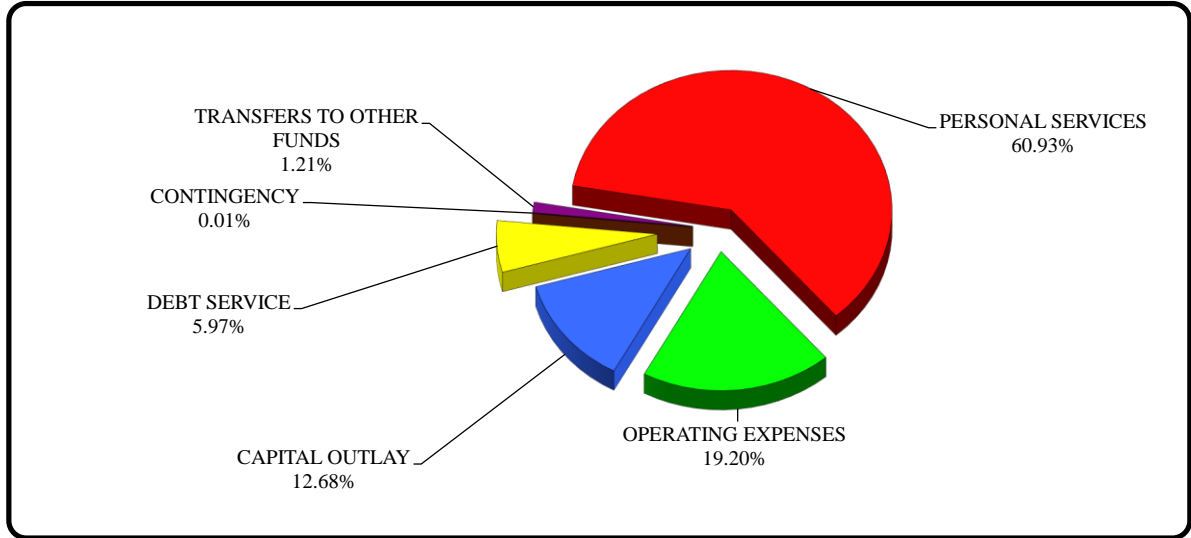
	TOTALS	PERCENT EXPENDITURES
ADMINISTRATION	\$ 5,661,004	11.48%
FINANCIAL SERVICES	701,996	1.42%
PUBLIC SAFETY	31,566,627	64.04%
COMMUNITY DEVELOPMENT	2,277,522	4.62%
RECREATION	2,701,951	5.48%
PUBLIC SERVICES	2,846,676	5.77%
DEBT SERVICE	2,941,225	5.97%
TRANSFER TO OTHER FUNDS	596,102	1.21%
TOTAL EXPENDITURES	\$ 49,293,103	100%

GENERAL FUND - REVENUE AND EXPENDITURES

(continued)

FISCAL YEAR 2016-2017

Expenditures by Type:



TOTAL EXPENDITURES	\$ 49,293,103
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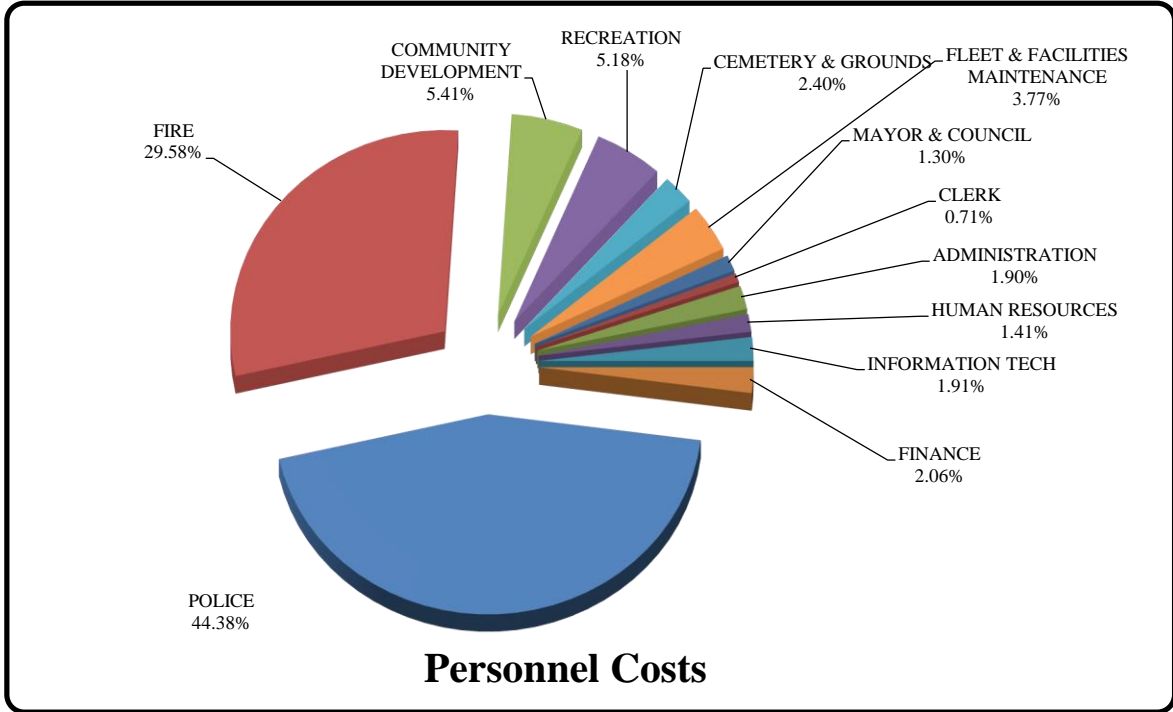
	TOTALS	PERCENT EXPENDITURES
PERSONAL SERVICES	\$ 30,036,168	60.93%
OPERATING EXPENSES	9,465,163	19.20%
CAPITAL OUTLAY	6,249,445	12.68%
DEBT SERVICE	2,941,225	5.97%
CONTINGENCY	5,000	0.01%
TRANSFERS TO OTHER FUNDS	596,102	1.21%
TOTAL EXPENDITURES	\$ 49,293,103	100%

GENERAL FUND - REVENUE AND EXPENDITURES

(continued)

FISCAL YEAR 2016-2017

General Fund Personnel Expenditures by Dept:



TOTAL PERSONNEL COSTS	\$	30,036,168
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	TOTALS	PERCENT EXPENDITURES
MAYOR & COUNCIL	\$ 390,525	1.30%
CLERK	211,951	0.71%
ADMINISTRATION	569,300	1.90%
HUMAN RESOURCES	423,228	1.41%
INFORMATION TECH	573,329	1.91%
FINANCE	619,031	2.06%
POLICE	13,329,155	44.38%
FIRE	8,883,792	29.58%
COMMUNITY DEVELOPMENT	1,625,197	5.41%
RECREATION	1,557,103	5.18%
CEMETERY & GROUNDS	720,476	2.40%
FLEET & FACILITIES MAINTENANCE	1,133,080	3.77%
TOTAL PERSONNEL COSTS	\$ 30,036,168	100%

CITY OF AOPKA MILLAGE & ROLLBACK CALCULATIONS

	<u>Tax Base</u>	<u>millage</u>	<u>Taxes Generated</u>	<u>Amount Budgeted</u>
FY16	\$ 2,429,479,942	3.2876	\$ 7,987,158	\$ 7,587,800
FY17	2,659,655,335	3.7876	10,073,711	9,570,025
Difference in dollars	\$ 230,175,393		\$ 2,086,552	\$ 1,982,225
Difference as %age	9.5%		26.1%	26.1%

FY16 options:						<u>Add Revenue over last year's taxes</u>
Rollback Rate	\$ 2,659,655,335	3.0916	\$ 7,987,158	\$ 7,587,800	\$	-
Maintain Current Rate	"	3.2876	\$ 8,743,883	\$ 8,306,689	\$	718,888
Add .1000 Mill	"	3.3876	\$ 9,009,848	\$ 8,559,356	\$	971,556
Add .2000 Mill	"	3.4876	\$ 9,275,814	\$ 8,812,023	\$	1,224,223
Add .2500 Mill	"	3.5376	\$ 9,408,797	\$ 8,938,357	\$	1,350,557
Add .5000 Mill	"	3.7876	\$ 10,073,711	\$ 9,570,025	\$	1,982,225
Add .7500 Mill	"	4.0376	\$ 10,738,624	\$ 10,201,693	\$	2,613,893
Add 1.0000 Mill	"	4.2876	\$ 11,403,538	\$ 10,833,361	\$	3,245,561

**CITY OF APOPKA
BUDGET INFORMATION**

CITY OF AOPKA BUDGET INFORMATION

What each dollar spent in the General Fund pays for:

<u>PUBLIC SAFETY</u>		\$ 0.64
Police	\$ 0.41	
Fire	0.23	
<u>GENERAL</u>		0.12
<u>GOVERNMENT</u>		
Mayor/Council	0.01	
Attorney	< 0.01	
City Clerk	< 0.01	
Finance	0.01	
Administrative Services	0.01	
Information Technology	0.04	
Human Resources	0.03	
Community Outreach	0.02	
<u>COMMUNITY DEVELOPMENT</u>		0.05
Planning	0.03	
Building & Inspections	0.02	
<u>PUBLIC SERVICES</u>		0.07
Facilities Maintenance	0.02	
Fleet Management	0.03	
Cemetery	< 0.01	
Grounds Maintenance	0.02	
<u>PARKS & RECREATION</u>		0.05
Athletic Complexes	0.02	
Athletics	0.02	
Programs & Events	0.01	
<u>DEBT SERVICE</u>		0.06
<u>TRANSFERS</u>		0.01

CITY OF APOPKA
CITY-WIDE BUDGET SUMMARY

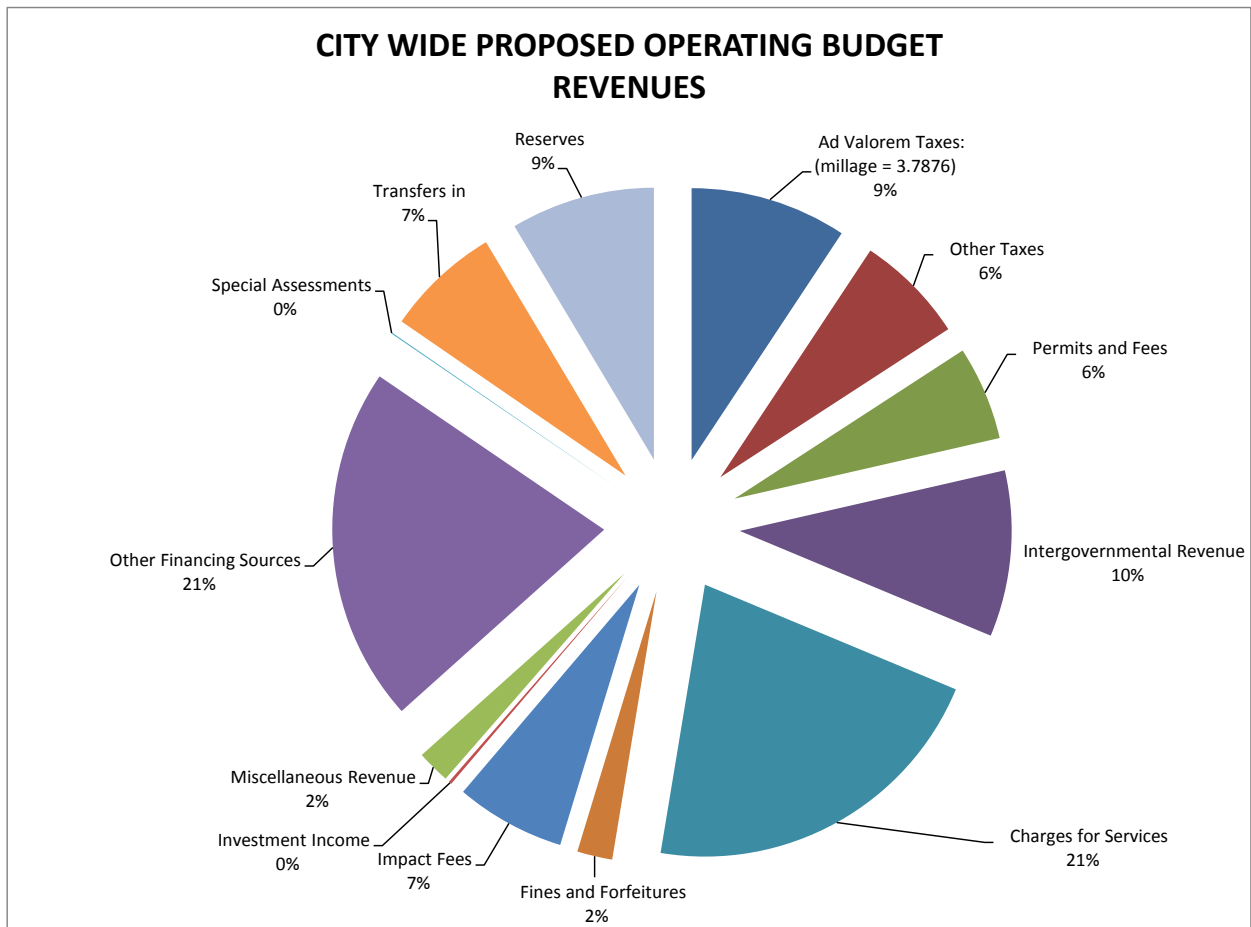
BUDGET SUMMARY

City of Apopka, Florida - Fiscal Year 2016-2017

**THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE CITY OF APOPKA
ARE 16.1% MORE THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES**

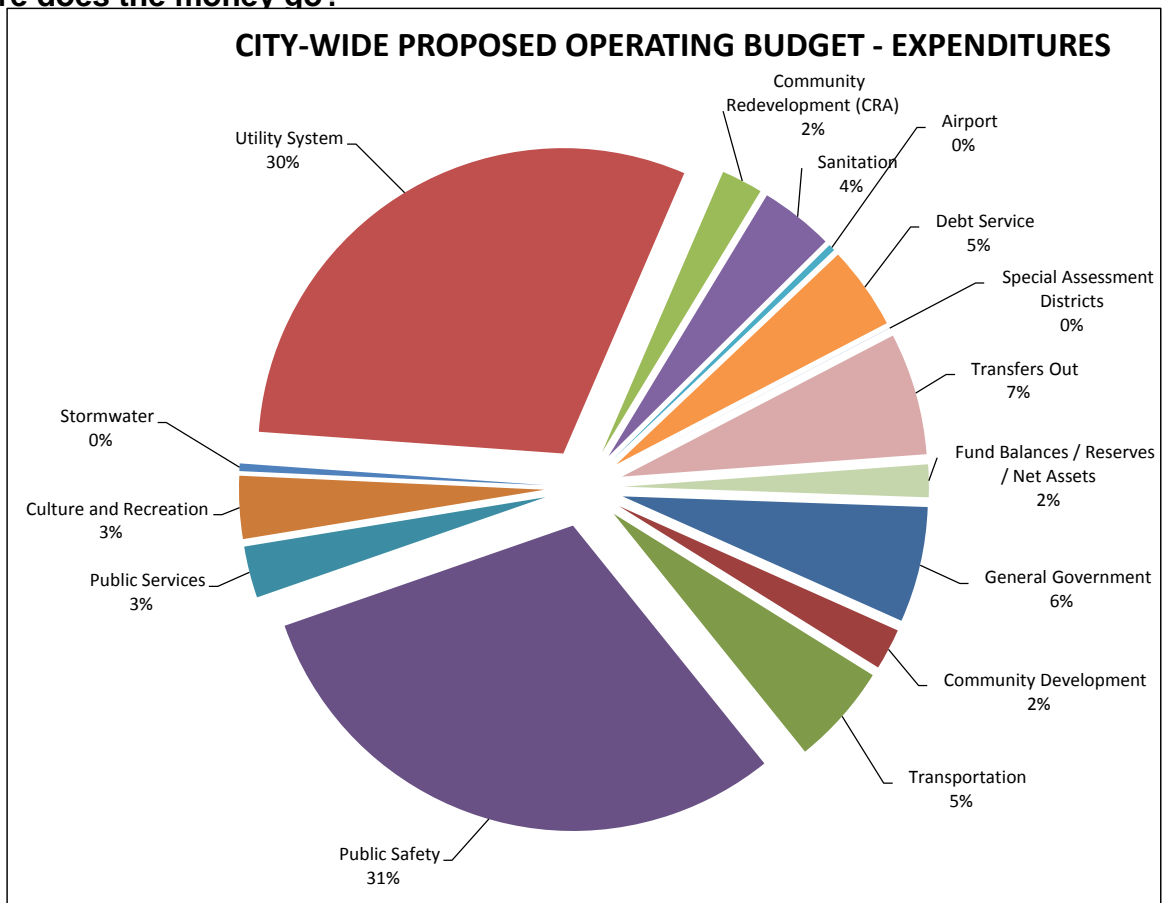
General Fund	3.7876	GENERAL FUND	SPECIAL REVENUE FUNDS	ENTERPRISE FUNDS	TOTAL ALL FUNDS
ESTIMATED REVENUES:					
Taxes:	Millage Per \$1,000				
Ad Valorem Taxes	3.7876	\$ 9,595,025	\$ 90,000	\$ -	\$ 9,685,025
Other Taxes		5,152,500	1,638,000	-	6,790,500
Permits and Fees		5,817,000	-	-	5,817,000
Intergovernmental Revenue		10,011,750	264,958	-	10,276,708
Charges for Services		2,412,360	415,000	19,361,130	22,188,490
Fines and Forfeitures		2,149,500	30,000	-	2,179,500
Impact Fees		-	1,660,000	5,132,000	6,792,000
Investment Income		57,500	38,950	89,300	185,750
Miscellaneous Revenue		837,000	420,500	790,000	2,047,500
Other Financing Sources		5,110,245	99,161	16,810,000	22,019,406
Special Assessments		-	67,000	-	67,000
TOTAL SOURCES		41,142,880	4,723,569	42,182,430	88,048,879
Transfers in		6,357,867	754,423		7,112,290
Fund Balances / Reserves / Net Assets		1,792,356	4,033,222	3,096,769	8,922,347
TOTAL REVENUES, TRANSFERS, RESERVES & BALANCES		\$ 49,293,103	\$ 9,511,214	\$ 45,279,199	\$ 104,083,516
EXPENDITURES:					
General Government		\$ 6,363,000	\$ 9,250	\$ -	\$ 6,372,250
Community Development		2,277,522		-	2,277,522
Transportation		-	5,568,246	-	5,568,246
Public Safety		31,566,627	139,708	-	31,706,335
Public Services		2,846,676	-	-	2,846,676
Culture and Recreation		2,701,951	754,000	-	3,455,951
Stormwater		-	417,500	-	417,500
Community Redevelopment		-	2,285,439	-	2,285,439
Utility System		-	-	31,590,508	31,590,508
Sanitation		-	-	4,060,570	4,060,570
Airport		-	-	369,712	369,712
Debt Service		2,941,225	-	1,644,876	4,586,101
Special Assessment Districts		-	16,500	-	16,500
TOTAL EXPENDITURES		48,697,001	9,190,643	37,665,666	95,553,310
Transfers Out		596,102	295,421	5,842,946	6,734,469
Fund Balances / Reserves / Net Assets			25,150	1,770,587	1,795,737
TOTAL APPROPRIATED EXPENDITURES, TRANSFERS, RESERVES & BALANCES		\$ 49,293,103	\$ 9,511,214	\$ 45,279,199	\$ 104,083,516
THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE REFERENCED TAXING AUTHORITY AS A PUBLIC RECORD.					

Where does the money come from?



SOURCE:	Dollar Amount
Ad Valorem Taxes: (millage = 3.7876)	\$ 9,685,025
Other Taxes	\$ 6,790,500
Permits and Fees	\$ 5,817,000
Intergovernmental Revenue	\$ 10,276,708
Charges for Services	\$ 22,188,490
Fines and Forfeitures	\$ 2,179,500
Impact Fees	\$ 6,792,000
Investment Income	\$ 185,750
Miscellaneous Revenue	\$ 2,047,500
Other Financing Sources	\$ 22,019,406
Special Assessments	\$ 67,000
Transfers in	\$ 7,112,290
Reserves	\$ 8,922,347
CITY-WIDE REVENUES	\$ 104,083,516

Where does the money go?



<u>USE:</u>	<u>Dollar Amount</u>
General Government	\$ 6,372,250
Community Development	\$ 2,277,522
Transportation	\$ 5,568,246
Public Safety	\$ 31,706,335
Public Services	\$ 2,846,676
Culture and Recreation	\$ 3,455,951
Stormwater	\$ 417,500
Utility System	\$ 31,590,508
Community Redevelopment (CRA)	\$ 2,285,439
Sanitation	\$ 4,060,570
Airport	\$ 369,712
Debt Service	\$ 4,586,101
Special Assessment Districts	\$ 16,500
Transfers Out	\$ 6,734,469
Fund Balances / Reserves / Net Assets	\$ 1,795,737
CITY-WIDE EXPENDITURES	\$ 104,083,516

**CITY OF AOPKA
GENERAL FUND BUDGET SUMMARY**

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>PROPOSED</u>
FUND BALANCE, OCTOBER 1	\$ 10,838,574	\$ 11,874,001	\$ 11,874,001	\$ 14,015,627
<i>UNRESTRICTED FUND BALANCE, OCTOBER 1</i>	<i>9,595,299</i>	<i>10,630,726</i>	<i>10,630,726</i>	<i>10,630,726</i>
ADD REVENUES:				
TAXES:				
AD VALOREM TAXES 3.7876 mills	\$ 6,772,562	\$ 7,606,000	\$ 7,606,000	\$ 9,570,025
DELINQUENT PROPERTY TAXES	27,748	21,000	25,000	25,000
UTILITY TAX - ELECTRIC	2,638,693	2,650,000	2,660,000	2,700,000
UTILITY TAX - WATER	583,659	570,000	600,000	600,000
UTILITY TAX - GAS	60,186	50,000	58,000	58,000
UTILITY TAX - PROPANE	41,576	40,000	44,000	52,000
LOCAL COMMUNICATIONS TAX	1,652,964	1,700,000	1,607,000	1,550,000
LOCAL BUSINESS TAX	195,781	190,000	192,500	192,500
FIREFIGHTER PENSION (non-budgeted)	267,261	-	-	-
POLICE OFFICERS PENSION (non-budgeted)	333,506	-	-	-
TOTAL TAXES:	12,573,936	12,827,000	12,792,500	14,747,525
LICENSES AND PERMITS:				
BUILDING PERMITS	1,098,681	995,000	1,177,000	1,200,000
ELECTRIC PERMIT FEES	70,842	78,000	220,000	220,000
PLUMBING PERMIT FEES	24,927	28,000	64,000	64,000
MECHANICAL PERMIT FEES	46,063	48,000	123,000	123,000
PLAN (BUILDING) ANALYSIS FEES	617,642	510,000	710,000	735,000
RE-INSPECTION FEES	32,710	29,000	37,000	37,000
TEMPORARY SIGN PERMITS	668	800	500	500
MISCELLANEOUS PERMITS	33,918	40,000	30,500	30,500
FRANCHISE FEES - ELECTRIC	3,301,748	3,450,000	3,265,000	3,300,000
FRANCHISE FEES - WATER	350,544	342,000	-	-
FRANCHISE FEES - GAS	77,622	77,000	71,000	75,000
FRANCHISE FEES - SEWER	241,414	235,000	-	-
OTHER PERMITS AND LICENSES	4,788	3,000	5,600	8,000
STREET OPENING PERMITS	-	-	-	-
ARBOR PERMIT	4,145	1,200	3,000	5,000
BUSINESS TAX APPLICATION FEES	3,430	4,000	3,000	3,000
ADMINISTRATIVE PROCESSING FEE - BLDG	16,400	15,000	16,000	16,000
TOTAL LICENSES AND PERMITS:	5,925,542	5,856,000	5,725,600	5,817,000
INTERGOVERNMENTAL REVENUES:				
GRANT REVENUES (moved to separate fund)	-	-	0	-
STATE REVENUE SHARING	2,033,469	2,100,000	2,292,550	2,292,550
STATE MOBILE HOME LICENSES	27,617	40,000	25,000	25,000
STATE ALCOHOL BEVERAGE LICENSES	31,807	15,500	17,000	17,000
LOCAL GOVT HALF CENT SALES TAX	6,663,887	7,150,000	7,396,204	7,396,200
FIREFIGHTER'S SUPPLEMENTAL COMP. FUND	-	13,000	-	-
STATE REBATE ON VEHICLE FUEL	38,120	40,000	47,000	47,000
POLICE SCHOOL LIAISON PROGRAM	110,000	121,000	121,000	121,000
POLICE TASK FORCE PROGRAM	55,990	25,000	54,000	54,000
BUSINESS LICENSES - COUNTY	56,673	57,000	59,000	59,000
TOTAL INTERGOVERNMENTAL REVENUES:	9,017,563	9,561,500	10,011,754	10,011,750

**CITY OF AOPKA
GENERAL FUND BUDGET SUMMARY**

	<u>2015</u> ACTUAL	<u>2016</u> BUDGET	<u>2016</u> ESTIMATE	<u>2017</u> PROPOSED
CHARGES FOR SERVICES:				
ZONING FEES	20,480	21,000	28,000	28,000
RECORDS STORAGE FEES	28,240	27,000	28,000	28,000
SALE OF MAPS AND PUBLICATIONS	112	400	150	150
CERT. COPY RECORDS SEARCHES	19,888	15,500	14,000	14,000
LIEN SEARCH FEES	55,133	51,000	59,000	59,000
PROPERTY REGISTRATION FEES	150,900	100,250	140,500	120,000
COMMISSIONS - SCHOOL IMPACT FEES & BLDG PERMITS	74,820	75,000	36,000	36,000
OTHER CHARGES AND FEES	9,308	10,000	12,000	12,000
MAINTENANCE - CITY PROPERTY	47,187	21,500	60,000	60,000
OTHER CHARGES AND FEES - TOWING	47,750	-	-	-
OTHER CHARGES AND FEES - TECHNOLOGY	1,710	-	-	-
OTHER CHARGES AND FEES - RED LIGHT	10,952	-	-	-
DISPATCH SERVICE FEES	996,706	415,000	427,000	427,000
AMBULANCE SERVICE FEES	686,285	710,000	700,000	710,000
OTHER PUBLIC SAFETY CHARGES	910	10,500	360	360
OTHER PUBLIC SAFETY CHARGES - POLICE	744	-	-	-
FIRE DEPT - BIRTHDAY FEES	1,150	1,000	1,850	1,850
FIRE DEPT - CPR FEES	290	-	-	36,000
PARKING CITATION SURCHARGES	120	-	-	-
911 FEES - ORANGE COUNTY DISTRIBUTION	29,803	60,000	44,000	44,000
CEMETERY FEES	8,655	8,800	8,000	8,000
ENGINEERING FEES	49,348	48,000	52,000	55,000
AIRPORT FUEL SALES (moved to separate fund)	-	-	-	-
RECREATION PROGRAM ACTIVITY FEES	425,958	480,000	425,000	430,000
OTHER REC FEES	4,095	8,500	9,000	13,000
OLD FLORIDA OUTDOOR FESTIVAL & OTHER EVENTS	266,402	700,000	330,000	330,000
TOTAL CHARGES FOR SERVICES:	2,936,946	2,763,450	2,374,860	2,412,360
FINES AND FORFEITS:				
COURT FINES, CONFISCATED PROP & RESTITUTION	423,581	505,000	475,000	475,000
POLICE EDUCATION	14,598	14,000	-	-
PARKING FINES	4,710	4,800	5,500	5,500
BUILDING VIOLATION FINES	2,720	1,500	4,000	4,000
CITY CODE VIOLATION FINES	22,486	85,000	5,000	5,000
TRAFFIC LIGHT FINES	1,449,071	1,700,000	1,660,000	1,660,000
TOTAL FINES AND FORFEITS:	1,917,166	2,310,300	2,149,500	2,149,500
MISCELLANEOUS REVENUES:				
INTEREST INCOME - GENERAL GOV. INVESTMENTS	42,465	40,000	40,000	40,000
INTEREST INCOME - COUNTY TAX COLLECTOR	16,544	16,000	17,500	17,500
RENTAL OF CITY PROPERTY	285,034	285,000	320,000	320,000
CAPITAL FACILITY FEES - IMPACT FEES	97,805	115,000	105,000	105,000
SALE OF CEMETERY LOTS	3,392	500	500	500
SALE OF SURPLUS EQUIPMENT	84	300	500	500
SCRAP SALES	58,065	3,000	3,000	3,000
DISPOSITION OF CAPITAL ASSETS	12,607	12,000	15,000	15,000
INSURANCE PROCEEDS	32,692	300,000	35,000	35,000
CONTRIBUTIONS AND DONATIONS	54,000	-	-	-
SETTLEMENTS	76,348	10,000	10,000	10,000
REIMBURSEMENTS FOR PRIOR YEARS	128,255	250,000	305,000	305,000
MISCELLANEOUS REVENUE	45,600	50,000	43,000	43,000
TOTAL MISCELLANEOUS REVENUES:	852,891	1,081,800	894,500	894,500

**CITY OF AOPKA
GENERAL FUND BUDGET SUMMARY**

	<u>2015</u> ACTUAL	<u>2016</u> BUDGET	<u>2016</u> ESTIMATE	<u>2017</u> PROPOSED
TRANSFERS - IN:				
FUNDING FROM RESERVES	-	198,000	-	1,792,356
OTHER FINANCING SOURCES	-	2,217,900	5,110,245	5,110,245
TRANSFER FROM TREE BANK RESERVES	960,000	217,500	217,500	217,500
TRANSFER FROM TRANSPORTATION IMPACT FEES	54,206	58,300	55,800	55,800
TRANSFER FROM RECREATION IMPACT FEES	-	2,000	2,000	2,000
TRANSFER FROM STORMWATER FUND	24,000	29,000	214,121	214,121
TRANSFER FROM UTILITY OPERATING FUND	3,759,110	5,084,023	5,303,150	5,303,150
TRANSFER FROM SANITATION FUND	601,440	900,640	539,796	539,796
TRANSFER FROM SPECIAL ASSESSMENT FUND	-	25,500	25,500	25,500
TOTAL TRANSFERS - IN:	5,398,756	8,732,863	11,468,112	13,260,468
TOTAL REVENUES AVAILABLE	49,461,374	55,006,914	57,290,827	63,308,731
DEDUCT EXPENDITURES:				
ADMINISTRATION:				
MAYOR'S OFFICE	508,512	509,058	500,392	533,245
LEGAL SERVICES	94,943	150,100	133,000	244,100
ADMINISTRATIVE SERVICES	727,907	627,420	732,347	521,809
COMMUNITY OUTREACH	-	1,060,187	912,800	1,008,327
CITY CLERK	200,068	230,879	235,929	235,033
HUMAN RESOURCES	337,232	814,792	1,411,282	1,264,461
INFORMATION TECHNOLOGY	1,604,223	1,606,173	1,685,466	1,569,129
TOTAL ADMINISTRATION	3,472,885	4,998,609	5,611,216	5,376,103
FINANCIAL SERVICES:				
FINANCE	508,677	530,350	533,370	701,996
TOTAL FINANCE	508,677	530,350	533,370	701,996
POLICE:				
CHIEF'S OFFICE	1,803,635	1,743,862	1,706,017	1,992,601
FIELD SERVICES	6,445,196	7,192,811	7,191,411	6,888,283
SUPPORT SERVICES	3,826,174	3,925,944	3,925,894	4,811,801
CROSSING GUARDS	74,072	96,161	95,911	126,011
DISPATCH	2,274,040	1,971,362	1,970,562	2,364,509
PARK RANGERS	-	-	-	67,350
TOTAL POLICE	14,423,117	14,930,140	14,889,795	16,250,555
FIRE				
CHIEF'S OFFICE	1,199,653	1,180,866	1,180,916	1,158,579
FIRE SUPPRESSION	2,609,548	2,545,266	2,545,766	3,448,873
EMERGENCY MEDICAL SERVICES	5,069,300	5,340,313	5,339,933	5,022,825
TOTAL FIRE	8,878,501	9,066,445	9,066,615	9,630,277
COMMUNITY DEVELOPMENT:				
PLANNING/ECONOMIC DEVELOPMENT	1,014,076	1,033,837	1,033,083	1,578,075
BUILDING INSPECTIONS	503,213	603,452	591,092	676,447
TOTAL COMMUNITY DEVELOPMENT	1,517,289	1,637,289	1,624,175	2,254,522

**CITY OF AOPKA
GENERAL FUND BUDGET SUMMARY**

	<u>2015</u> ACTUAL	<u>2016</u> BUDGET	<u>2016</u> ESTIMATE	<u>2017</u> PROPOSED
RECREATION:				
ATHLETIC COMPLEXES	858,303	959,467	935,582	900,776
RECREATION ATHLETICS	933,915	1,032,583	1,039,035	1,061,455
RECREATION PROGRAMS	717,026	458,998	457,575	564,720
TOTAL RECREATION	2,509,244	2,451,048	2,432,192	2,526,951
PUBLIC SERVICES:				
FACILITIES MAINTENANCE	463,862	578,198	556,571	581,752
FLEET MAINTENANCE	958,397	1,031,111	1,026,971	1,108,906
CEMETERY	114,294	127,629	120,139	149,759
GROUNDS MAINTENANCE	733,706	973,601	779,192	925,508
TOTAL PUBLIC SERVICES	2,270,259	2,710,539	2,482,873	2,765,926
CAPITAL OUTLAY:				
MAYOR'S OFFICE	41,561	-	-	-
ADMINISTRATIVE SERVICES	-	-	-	45,700
COMMUNITY OUTREACH	-	-	-	-
CITY CLERK	-	-	-	-
HUMAN RESOURCES	-	-	-	-
INFORMATION TECHNOLOGY	293,468	282,975	335,000	239,200
FINANCE	8,100	-	-	-
POLICE CHIEF'S OFFICE	36,125	40,000	40,000	-
POLICE FIELD SERVICES	284,000	484,900	495,000	778,000
POLICE SUPPORT SERVICES	21,872	120,000	120,000	233,000
CROSSING GUARDS	-	-	-	-
DISPATCH	79,030	551,000	551,000	2,800,000
PARK RANGERS	-	-	-	12,000
FIRE CHIEF'S OFFICE	-	-	-	-
FIRE SUPPRESSION	369,344	906,500	681,500	1,668,300
EMERGENCY MEDICAL SERVICES	61,794	604,875	604,875	194,495
PLANNING/ECONOMIC DEVELOPMENT	-	25,000	25,000	-
BUILDING INSPECTIONS	31,115	50,000	50,000	23,000
ATHLETIC COMPLEXES	12,760	102,500	109,441	162,000
RECREATION ATHLETICS	8,461	50,500	50,500	13,000
RECREATION PROGRAMS	-	120,000	120,000	-
FACILITIES MAINTENANCE	26,241	389,600	387,000	70,000
FLEET MAINTENANCE	153,888	-	-	10,750
CEMETERY	-	15,000	-	-
GROUNDS MAINTENANCE	7,340	185,600	185,600	-
TOTAL CAPITAL OUTLAY	1,435,099	3,928,450	3,754,916	6,249,445
DEBT SERVICE:	1,961,236	2,314,049	2,314,054	2,941,225
TRANSFERS-OUT:	611,066	565,994	565,994	596,102
TOTAL EXPENDITURES	37,587,373	43,132,913	43,275,200	49,293,103
FUND BALANCE, SEPTEMBER 30	\$ 11,874,001	\$ 11,874,001	\$ 14,015,627	\$ 14,015,627
UNRESTRICTED FUND BALANCE, SEPTEMBER 30	10,630,726	10,630,726	12,772,352	10,630,726
UNRESTRICTED FUND BALANCE TO EXPENDITURE PERCENTAGE	28.3%	24.6%	29.5%	21.6%

**CITY OF APOPKA
GENERAL FUND BUDGET SUMMARY
REVENUES**

BUDGET FISCAL YEAR 2016-17

	ACTUAL TOTALS FY 2014-15	ADOPTED BUDGET FY 2015-16	PROPOSED BUDGET FY 2016-17	PERCENT CHANGE
TAXES				
CURRENT PROPERTY TAXES	\$ 6,772,562	\$ 7,606,000	\$ 9,570,025	25.82%
DELINQUENT PROPERTY TAXES	27,748	21,000	25,000	19.05%
UTILITY TAX - ELECTRIC	2,638,693	2,650,000	2,700,000	1.89%
UTILITY TAX - WATER	583,659	570,000	600,000	5.26%
UTILITY TAX - GAS	60,186	50,000	58,000	16.00%
UTILITY TAX - PROPANE	41,576	40,000	52,000	30.00%
LOCAL COMMUNICATIONS TAX	1,652,964	1,700,000	1,550,000	-8.82%
LOCAL BUSINESS TAX	195,781	190,000	192,500	1.32%
FIREFIGHTER PENSION (non-budgeted)	267,261	-	-	-
POLICE OFFICERS PENSION (non-budgeted)	333,506	-	-	-
TOTAL TAXES	12,573,936	12,827,000	14,747,525	14.97%
LICENSES AND PERMITS				
BUILDING PERMITS	1,098,681	995,000	1,200,000	20.60%
ELECTRIC PERMIT FEES	70,842	78,000	220,000	182.05%
PLUMBING PERMIT FEES	24,927	28,000	64,000	128.57%
MECHANICAL PERMIT FEES	46,063	48,000	123,000	156.25%
PLAN (BUILDING) ANALYSIS FEES	617,642	510,000	735,000	44.12%
RE-INSPECTION FEES	32,710	29,000	37,000	27.59%
TEMPORARY SIGN PERMITS	668	800	500	-37.50%
MISCELLANEOUS PERMITS	33,918	40,000	30,500	-23.75%
FRANCHISE FEES - ELECTRIC	3,301,748	3,450,000	3,300,000	-4.35%
FRANCHISE FEES - WATER	350,544	342,000	-	-100.00%
FRANCHISE FEES - GAS	77,622	77,000	75,000	-2.60%
FRANCHISE FEES - SEWER	241,414	235,000	-	-100.00%
OTHER PERMITS AND LICENSES	4,788	3,000	8,000	166.67%
STREET OPENING PERMITS	-	-	-	-
ARBOR PERMIT	4,145	1,200	5,000	316.67%
BUSINESS TAX APPLICATION FEES	3,430	4,000	3,000	-25.00%
ADMINISTRATIVE PROCESSING FEE - BLDG	16,400	15,000	16,000	6.67%
TOTAL LICENSES AND PERMITS	5,925,542	5,856,000	5,817,000	-0.67%
INTERGOVERNMENTAL				
GRANT REVENUES (moved to separate fund)	-	-	-	-
STATE REVENUE SHARING	2,033,469	2,100,000	2,292,550	9.17%
STATE MOBILE HOME LICENSES	27,617	40,000	25,000	-37.50%
STATE ALCOHOL BEVERAGE LICENSES	31,807	15,500	17,000	9.68%
LOCAL GOVT HALF CENT SALES TAX	6,663,887	7,150,000	7,396,200	3.44%
FIREFIGHTER'S SUPPLEMENTAL COMP. FUND	-	13,000	-	-100.00%
STATE REBATE ON VEHICLE FUEL	38,120	40,000	47,000	17.50%
POLICE SCHOOL LIAISON PROGRAM	110,000	121,000	121,000	0.00%
POLICE TASK FORCE PROGRAM	55,990	25,000	54,000	116.00%
BUSINESS LICENSES - COUNTY	56,673	57,000	59,000	3.51%
TOTAL INTERGOVERNMENTAL	9,017,563	9,561,500	10,011,750	4.71%
CHARGES FOR SERVICES				
ZONING FEES	20,480	21,000	28,000	33.33%
RECORDS STORAGE FEES	28,240	27,000	28,000	3.70%
SALE OF MAPS AND PUBLICATIONS	112	400	150	-62.50%
CERT. COPY RECORDS SEARCHES	19,888	15,500	14,000	-9.68%
LIEN SEARCH FEES	55,133	51,000	59,000	15.69%
PROPERTY REGISTRATION FEES	150,900	100,250	120,000	19.70%
COMMISSIONS - SCHOOL IMPACT FEES & BLDG PERMITS	74,820	75,000	36,000	-52.00%
OTHER CHARGES AND FEES	9,308	10,000	12,000	20.00%
MAINTENANCE - CITY PROPERTY	47,187	21,500	60,000	179.07%
OTHER CHARGES AND FEES - TOWING	47,750	-	-	-
OTHER CHARGES AND FEES - TECHNOLOGY	1,710	-	-	-
OTHER CHARGES AND FEES - RED LIGHT	10,952	-	-	-
DISPATCH SERVICE FEES	996,706	415,000	427,000	2.89%
AMBULANCE SERVICE FEES	686,285	710,000	710,000	0.00%

**CITY OF APOPKA
GENERAL FUND BUDGET SUMMARY
REVENUES**

BUDGET FISCAL YEAR 2016-17

	ACTUAL TOTALS FY 2014-15	ADOPTED BUDGET FY 2015-16	PROPOSED BUDGET FY 2016-17	PERCENT CHANGE
OTHER PUBLIC SAFETY CHARGES	910	10,500	360	-96.57%
OTHER PUBLIC SAFETY CHARGES - POLICE	744	-	-	-
FIRE DEPT - BIRTHDAY FEES	1,150	1,000	1,850	85.00%
FIRE DEPT - CPR FEES	290	-	-	-
FIRE DEPT - PUBLIC RELATIONS	-	-	36,000	-
PARKING CITATION SURCHARGES	120	-	-	-
911 FEES - ORANGE COUNTY DISTRIBUTION	29,803	60,000	44,000	-26.67%
CEMETERY FEES	8,655	8,800	8,000	-9.09%
ENGINEERING FEES	49,348	48,000	55,000	14.58%
AIRPORT FUEL SALES (moved to separate fund)	-	-	-	-
RECREATION PROGRAM ACTIVITY FEES	425,958	480,000	430,000	-10.42%
OTHER REC FEES	4,095	8,500	13,000	52.94%
OLD FLORIDA OUTDOOR FESTIVAL & OTHER EVENTS	266,402	700,000	330,000	-52.86%
TOTAL CHARGES FOR SERVICES	2,936,946	2,763,450	2,412,360	-12.70%
FINES AND FORFEITURES				
COURT FINES, CONFISCATED PROP & RESTITUTION	423,581	505,000	475,000	-5.94%
POLICE EDUCATION (moved to separate fund)	14,598	14,000	-	-100.00%
PARKING FINES	4,710	4,800	5,500	14.58%
BUILDING VIOLATION FINES	2,720	1,500	4,000	166.67%
CITY CODE VIOLATION FINES	22,486	85,000	5,000	-94.12%
TRAFFIC LIGHT FINES	1,449,071	1,700,000	1,660,000	-2.35%
TOTAL FINES AND FORFEITURES	1,917,166	2,310,300	2,149,500	-6.96%
MISCELLANEOUS REVENUE				
INTEREST INCOME - GENERAL GOV. INVESTMENTS	42,465	40,000	40,000	0.00%
INTEREST INCOME - COUNTY TAX COLLECTOR	16,544	16,000	17,500	9.38%
RENTAL OF CITY PROPERTY	285,034	285,000	320,000	12.28%
SALE OF CEMETERY LOTS	97,805	115,000	105,000	-8.70%
SALE OF SURPLUS EQUIPMENT	3,392	500	500	0.00%
SCRAP SALES	84	300	500	66.67%
DISPOSITION OF CAPITAL ASSETS	58,065	3,000	3,000	0.00%
INSURANCE PROCEEDS	12,607	12,000	15,000	25.00%
CONTRIBUTIONS AND DONATIONS	32,692	300,000	35,000	-88.33%
SETTLEMENTS	54,000	-	-	-
REIMBURSEMENTS FOR PRIOR YEARS	76,348	10,000	10,000	0.00%
MISCELLANEOUS REVENUE	128,255	250,000	305,000	22.00%
CAPITAL FACILITY FEES - IMPACT FEES	45,600	50,000	43,000	-14.00%
TOTAL MISCELLANEOUS REVENUE	852,891	1,081,800	894,500	-17.31%
NON-OPERATING REVENUE				
FUNDING FROM RESERVES		198,000	1,792,356	805.23%
OTHER FINANCING SOURCES	960,000	2,217,900	5,110,245	130.41%
TRANSFER FROM TREE BANK RESERVES		217,500	217,500	0.00%
TRANSFER FROM TRANSPORTATION IMPACT FEES	54,206	58,300	55,800	-4.29%
TRANSFER FROM RECREATION IMPACT FEES		2,000	2,000	0.00%
TRANSFER FROM STORMWATER FUND	24,000	29,000	214,121	638.35%
TRANSFER FROM UTILITY OPERATING FUND	3,759,110	5,084,023	5,303,150	4.31%
TRANSFER FROM SANITATION FUND	601,440	900,640	539,796	-40.07%
TRANSFER FROM SPECIAL ASSESSMENT FUND		25,500	25,500	0.00%
TOTAL NON-OPERATING REVENUE	5,398,756	8,732,863	13,260,468	51.85%
TOTAL REVENUE	\$ 38,622,800	\$ 43,132,913	49,293,103	14.28%

CITY OF APOPKA
GENERAL FUND BUDGET SUMMARY
EXPENDITURES
 BUDGET FISCAL YEAR 2016-2017

		ACTUAL TOTALS FY 2014-15	ADOPTED BUDGET FY 2015-16	PROPOSED BUDGET FY 2016-17	DOLLAR CHANGE	PERCENT CHANGE
GENERAL GOVERNMENT						
1010	MAYOR'S OFFICE	\$ 550,073	\$ 509,058	\$ 533,245	\$ 24,187	4.75%
1015	LEGAL SERVICES	94,943	150,100	244,100	94,000	62.62%
1020	ADMINISTRATION	727,907	627,420	567,509	(59,911)	-9.55%
1025	COMMUNITY OUTREACH	-	1,060,187	1,008,327	(51,860)	-4.89%
1030	CITY CLERK	200,068	230,879	235,033	4,154	1.80%
1120	FINANCE	516,777	530,350	701,996	171,646	32.36%
1170	HUMAN RESOURCES	337,232	814,792	1,264,461	449,669	55.19%
5110	INFORMATION TECHNOLOGY	1,897,691	1,889,148	1,808,329	(80,819)	-4.28%
TOTAL GENERAL GOVERNMENT		4,324,691	5,811,934	6,362,999	551,065	9.48%
PUBLIC SAFETY						
2110	FIRE CHIEF	1,199,653	1,180,866	1,158,579	(22,287)	-1.89%
2120	FIRE SUPPRESSION	2,978,892	3,451,766	5,117,173	1,665,407	48.25%
2130	FIRE EMS	5,131,094	5,970,642	5,217,320	(753,322)	-12.62%
FIRE AND EMS		9,309,639	10,603,274	11,493,072	889,798	8.39%
2210	POLICE CHIEF	1,839,760	1,783,862	1,992,601	208,739	11.70%
2220	POLICE FIELD SERVICES	6,729,196	7,677,711	7,666,283	(11,428)	-0.15%
2230	POLICE SUPPORT SERVICES	3,848,046	4,045,944	5,044,801	998,857	24.69%
2235	POLICE CROSSING GUARDS	74,072	96,161	126,011	29,850	31.04%
2237	PARK RANGERS	-	-	79,350	79,350	-
2250	DISPATCH	2,353,070	2,522,362	5,164,509	2,642,147	104.75%
POLICE SERVICES		14,844,144	16,126,040	20,073,555	3,947,515	24.48%
TOTAL PUBLIC SAFETY		24,153,783	26,729,314	31,566,627	4,837,313	18.10%
COMMUNITY DEVELOPMENT						
4020	PLANNING	1,014,076	1,058,837	1,578,075	519,238	49.04%
4021	BUILDING INSPECTIONS	534,328	653,452	699,447	45,995	7.04%
TOTAL COMMUNITY DEVELOPMENT		1,548,404	1,712,289	2,277,522	565,233	33.01%
PUBLIC SERVICES						
1022	FACILITIES MAINTENANCE	490,103	967,798	651,752	(316,046)	-32.66%
3310	FLEET MAINTENANCE	1,112,285	1,031,111	1,119,656	88,545	8.59%
3512	CEMETERY	114,294	142,629	149,759	7,130	5.00%
3513	GROUNDS MAINTENANCE	741,046	1,159,201	925,508	(233,693)	-20.16%
TOTAL PUBLIC SERVICES		2,457,728	3,300,739	2,846,675	(454,064)	-13.76%
CULTURE AND RECREATION						
3514	RECREATION ATHLETIC COMPLEXES	871,063	1,061,967	1,062,776	809	0.08%
3612	RECREATION ATHLETICS	942,376	1,083,083	1,074,455	(8,628)	-0.80%
3613	RECREATION PROGRAMS & CIVIC EVEN	717,026	578,998	564,720	(14,278)	-2.47%
TOTAL CULTURE AND RECREATION		2,530,465	2,724,048	2,701,951	(22,097)	-0.81%
DEBT SERVICE		1,961,236	2,314,049	2,941,225	627,176	27.10%
TRANSFERS		611,066	540,540	596,102	55,562	10.28%
TOTAL DEBT SERVICE & TRANSFERS		2,572,302	2,854,589	3,537,327	682,738	23.92%
TOTAL ALL DEPARTMENTS		\$ 37,587,373	\$ 43,132,913	\$ 49,293,103	\$ 6,160,190	14.28%

CITY OF APOPKA
SUMMARY OF FY17 REQUESTED CAPITAL
GENERAL FUND

ALL CAPITAL REQUESTED:

DEPT	DISCRIPTION	COST	To Be Financed	Financed Amt
Mayor	Office Furniture	\$ 4,000		
	Conference Table and Chairs	2,000		
	Lobby Furniture	3,000		
Admin Svcs	Vehicle - Mid Size	28,700	✓	28,700
	Vehicle - Compact	17,000	✓	17,000
	Office Furniture	4,000		
Outreach	Radios	10,000		
	Storage Bldg for Event Items	15,000		
	Light Towers (2)	30,000		
	Metal Trash Cans for BBQ Area	5,000		
	Trash Cans for use during Events	3,000		
HR	Office Remodel	32,500		
	Conference Table and Chairs	1,500		
	Software/Computers/phones for Requested Positions	4,100		
Info Tech	Brocade 10G License Upgrade	5,500		
	Data Storage Expansion	160,000	✓	160,000
	Brocade Replacement Switches	15,000		
	Network Switch Replacement	15,000		
	BCDR Off Site Redundancy	130,000		
	Servers	25,000		
	Full Room UPS for Datacenter	60,000		
	Data Backup Appliance	22,000		
	Mitel Phone System Upgrade	60,000	✓	60,000
	WiFi Access Points	10,000		
	Trimble R1 GPS Units (2)-Public Services	6,500		
	Council Chambers Video Equipment	60,000		
	GIS Licensing(New)- Public Services	5,000		
	Public Information Monitor for Comm Devel	2,000		
	LED Displays in City Hall	2,000		
	Help Desk Software	13,000		
	VMWare Licensing	15,000		
	Laserfische Software Upgrade-Clerk & HR	60,000		
	Microsoft Licensing	15,000		
	Priority Dispatch Software-Communications Center	75,000		
	CIMS Software - Clerk	10,000		
	Adobe Acrobat Pro License (6)- PubSvcs & CommDev	1,800		
	iWorQ Work Order Software	19,200		
Fire	Fire Station 5 Construction	825,000		MUST HAVE
	Training Center Lighting	107,300		
	Fire Engine 11 - Replacement	540,000	✓	540,000

CITY OF APOPKA
SUMMARY OF FY17 REQUESTED CAPITAL
GENERAL FUND

ALL CAPITAL REQUESTED:

DEPT	DISCRIPTION	COST	To Be Financed	Financed Amt
	SCBA bottle replacement	19,000		
	SCBA Mask Fit Testing Device	10,500		
	Police Education Officer Vehicle	38,500	✓	38,500
	Engine 5 Equipment	70,000	✓	70,000
	Bunker Gear Extractor	7,500	✓	7,500
	Station 5 Furnishings	40,000		MUST HAVE
	Station 5 Portable Radios (6)	42,000	✓	42,000
	Station 5 Employee Gear	51,300	✓	51,300
	Portable Light Trailers (3)	54,000	✓	54,000
	Ambulance - Replacement	170,000	✓	170,000
	FireCom Headset System	2,200		
	Stryker Power Load Stretcher for new Ambulance	24,495	✓	24,495
Police	Laser Mapping System	100,000		
	Equipment for New Officers (5 Officers)	66,000		
	Vehicles for New Officers (5 @ \$36,000)	180,000	✓	180,000
	Police Vehicle Purchase (SUV)	38,000	✓	38,000
	Police Vehicle Purchase (SUV)	38,000	✓	38,000
	Police Vehicle Purchase (SUV)	38,000	✓	38,000
	Police Vehicle Purchase (SUV)	38,000	✓	38,000
	Police Vehicle Purchase (SUV)	38,000	✓	38,000
	Police Vehicle Purchase (SUV)	38,000	✓	38,000
	Police Vehicle Purchase (Escape)	33,000	✓	33,000
	Police Vehicle Purchase (Escape)	33,000	✓	33,000
	Police Vehicle Purchase (Interceptor Sedan)	36,000	✓	36,000
	Police Vehicle Purchase (Interceptor Sedan)	36,000	✓	36,000
	Police Vehicle Purchase (Interceptor Sedan)	36,000	✓	36,000
	Police Vehicle Purchase (Interceptor Sedan)	36,000	✓	36,000
	I-Record Replacement	30,000		
	SWAT Throwbot	17,500		
	Traffic Analyzer	12,000	✓	12,000
	Vericom Roadway Analyser	10,000	✓	10,000
	Portable Light Towers (1)	13,000		
	Speed Trailers (1)	10,000	✓	10,000
	In-Car Video (Replace 2)	20,000		
	Rescue Phone Quad - Crisis Response Module	23,000		
	LED Portable Area Spotlight	3,200		
	SWAT Robot	50,000		
	Police Vehicle Purchase Canine (Interceptor Sedan)	40,000	✓	40,000
	Police Vehicle Purchase (CID unmarked)	32,000	✓	32,000
	Police Vehicle Purchase (CID unmarked)	32,000	✓	32,000
	Police Vehicle Purchase (CID unmarked)	32,000		
	Police Vehicle - Crime Scene Van	40,000	✓	40,000

CITY OF APOPKA
SUMMARY OF FY17 REQUESTED CAPITAL
GENERAL FUND

ALL CAPITAL REQUESTED:

DEPT	DISCRIPTION	COST	To Be Financed	Financed Amt
	<i>Metal Carport</i>	20,000		
	<i>Digital Media Software</i>	30,000		
	<i>Evidence Room Air Purifier</i>	15,000		
	<i>Blue Team Software</i>	9,000		
	<i>Off-Duty Tracking Software</i>	2,500		
	<i>Crime Zone Software</i>	3,200		
	<i>Lights at K9 Training Field</i>	10,000		
	<i>Evidence Cage and Vehicle Lift</i>	10,000		
	<i>Industrial Shredder</i>	2,000		
	<i>GSI Camera</i>	1,300		
	<i>All Terrain Vehicle</i>	12,000	✓	12,000
	<i>2nd Tower Site</i>	2,800,000	✓	2,800,000
Facilities	<i>CNG F-150</i>	35,000	✓	35,000
	<i>A/C Replacement (5 units)</i>	35,000	✓	35,000
	<i>Roof Replacement - Fire Station 1</i>	50,000		
	<i>Roof Replacement - Fire Station 4</i>	65,000		
Fleet	<i>Vehicle Lift Replacement</i>	10,750	✓	10,750
	<i>RobinAir - A/C Service Machine</i>	6,700		
Recreation	<i>Bathrooms/Concessions- NorthQuad</i>	90,000		
	<i>Bathrooms/Concessions- MiddleQuad</i>	90,000		
	<i>Bathrooms/Concessions- SouthQuad</i>	90,000		
	<i>Playground at AAC</i>	75,000		
	<i>Enhancement of AAC Fields</i>	200,000		
	<i>Parking Lot(s)A & B - 430 spaces</i>	608,000		
	<i>Parking Lot(s) C thru H</i>	4,350,000		
	<i>Bleacher Covers Over Quad 3</i>	60,000		
	<i>Pull down door for warehouse</i>	5,000		
	<i>Tractor 70+ horsepower, Kubota</i>	42,000	✓	42,000
	<i>Pull behind Reel Mower, Toro</i>	38,500	✓	38,500
	<i>Sand Pro 5040, Toro</i>	23,000		
	<i>Gator Utility Vehicle, John Deere</i>	7,000		
	<i>Alonzo Williams Community Bldg</i>	750,000		
	<i>F-150</i>	29,000	✓	29,000
	<i>Trailer 7 x 10 with Landscape Gate</i>	3,500		
	<i>Sand Pro 3040, Toro</i>	25,000		
	<i>Mowers 2-Z Units, Toro</i>	21,500	✓	21,500
	<i>Stump Grinder, Vermeer</i>	20,000		
	<i>Workman HD Dump, Toro</i>	18,500	✓	18,500
	<i>Small Fertilizer and Spray Unit, John Deere</i>	12,500	✓	12,500
	<i>John Deere Gators (2)</i>	13,000	✓	13,000
	<i>Restroom for KLNIP</i>	150,000		

CITY OF APOPKA
SUMMARY OF FY17 REQUESTED CAPITAL
GENERAL FUND

ALL CAPITAL REQUESTED:

DEPT	DISCRIPTION	COST	To Be Financed	Financed Amt
	<i>Concrete Pad to install fitness equipment KitLand</i>	15,000		
	<i>Metal Carport for new school bus</i>	10,000		
	<i>Tennis Court Resurfacing</i>	45,000		
	<i>School Bus</i>	120,000		
Comm Devel	<i>Building Renovation</i>	80,000		
	<i>Ford F-150</i>	23,000	✓	23,000
	TOTAL	\$ 14,191,245		\$ 5,110,245

TOTAL GENERAL FUND CAPITAL REQUESTED	\$ 14,191,245
LESS: City Administrator Adjustments (strikethroughs)	(5,777,900)
TOTAL TO BE FINANCED	5,110,245
MUST HAVE	865,000
AMOUNT NOT PURCHASED DUE TO LACK OF FUNDING	\$ 2,438,100

CITY OF APOPKA
SUMMARY OF FY17 REQUESTS FOR PERSONNEL
GENERAL FUND

ALL PERSONNEL REQUESTS:

DEPT	POSITION	PAY GRADE	SALARY	BENEFITS	TOTAL COST
Mayor	Chief of Staff	130	\$ 89,990	\$ 29,697	\$ 119,687
Admin Services	Deputy City Administrator	133	104,173	34,377	138,550
City Clerk	PT Records Clerk	n/a	15,600	1,560	17,160
Finance	Budget Officer/Analyst	124	74,000	24,420	98,420
Human Resources	Administrative Support Clerk	107	30,500	10,065	40,565
	HR Specialist I (delay hiring)	111	28,500	9,405	37,905
	Risk Support Clerk	107	30,500	10,065	40,565
Fire	Firefighter (18)	11	818,640	270,151	1,088,791
	<i>postpone hiring until July</i>		204,660	67,538	272,198
Police	Police Officers (5) - full year	11	227,400	131,180	358,580
	Lieutenant – promotion	n/a	10,000	1,000	11,000
	Traffic Citation Specialist (2)	112	74,786	24,679	99,465
	Park Ranger PT to FT	107			23,000
	Dispatcher (2)	107	58,598	19,337	77,935
Fleet	Equip Mechanic (2) (delay hiring)	113	71,640	23,641	95,281
Ath Complexes	Maintenance Worker I (2)	105	53,148	17,539	70,687
	Custodial Worker	102	22,956	7,575	30,531
	Athletic Turf Specialist	112	39,612	13,072	52,684
	Athletics Foreman	114	49,227	16,245	65,472
	Horticulture/Spray Specialist (2)	110	67,830	22,384	90,214
	Parks Foreman	114	41,227	13,605	54,832
Athletics	Recreation Leader I	107	29,299	9,669	38,968
	Custodial Worker	102	22,956	7,575	30,531
	Athletic Supervisor	114	41,227	13,605	54,832
	Maintenance Worker I	105	26,574	8,769	35,343
	Administrative Asst	113	45,000	14,850	59,850
	Front Desk Clerk (PT)		19,890	1,989	21,879
	Rate Increase for PT empl		8,320	832	9,152
Activities & Events	Receptionist	105	26,574	8,769	35,343
	Facility Supervision (PT)		13,175	1,318	14,493
	Recreation Leader (2)	107	58,598	19,337	77,935
	Recreation Leader (1)	107	29,299	9,669	38,968
Planning	GIS Analyst	116	47,000	15,510	62,510
	City Engineer (delay hiring)	129	67,500	22,275	89,775
	EconDevel/CRA (delay hiring)	124	56,250	18,563	74,813
Building	Permit Clerk (2)	108	90,500	29,865	120,365
	Permit Clerk (1)	108	30,763	10,152	40,915
	Multiple Code Inspectors (2)	117	95,444	31,497	126,941
	Multiple Code Inspectors (1)	117	47,722	15,748	63,470

TOTAL COST FOR NEW PERSONNEL REQUESTED-GENERAL FUND

\$ 3,879,605

LESS: Positions not approved (strikethrough)

2,733,493

DOLLAR AMOUNT OF ADDITIONAL PERSONNEL ADDED IN FY17

\$ 1,146,112

**CITY OF APOPKA
MAYOR'S OFFICE**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REG. SALARIES	260,924	274,519	274,519	302,513
1210 LONGEVITY PAY	39	103	103	130
1600 OTHER REIMBURSED ALLOWANCES	132	12,000	12,000	12,000
2100 F.I.C.A.	19,903	21,708	21,708	21,037
2200 RETIREMENT CONTRIBUTION	34,222	37,436	37,436	36,194
2300 LIFE & HEALTH INSURANCE	15,330	20,176	20,176	18,513
2400 WORKERS COMPENSATION	2,000	250	250	137
plus additional position requested	-	-	-	-
	FALSE			
TOTAL	332,550	366,192	366,192	390,525
SUPPLIES AND SERVICES:				
4000 TRAVEL & PER DIEM	4,688	28,766	17,000	16,870
4100 COMMUNICATION SERVICES	3,308	-	-	-
4200 FREIGHT & POSTAGE	519	1,000	1,000	1,000
4400 RENTALS & LEASES	-	-	1,200	1,800
4500 LIABILITY & CASUALTY INSURANCE	1,500	-	-	-
4600 REPAIR & MAINT - BLDG & EQUIP	1,284	2,000	-	-
4700 PRINTING SERVICES	225	2,000	1,000	650
4900 OTHER CHARGES	72,284	-	-	-
5100 OFFICE SUPPLIES	2,379	3,000	2,000	2,000
5200 OPERATING SUPPLIES	42,681	42,600	45,000	47,650
5250 FUEL & GASOLINE	7	-	-	-
5400 BOOKS,PUBS,SUBS & MEMBSHP	40,473	51,500	55,000	59,000
5500 TRAINING	6,614	12,000	12,000	13,750
TOTAL	175,962	142,866	134,200	142,720
CAPITAL OUTLAY:				
6400 CAPITAL EQUIPMENT	41,561	-	-	-
TOTAL	41,561	-	-	-
TOTAL COST	550,073	509,058	500,392	533,245

**CITY OF APOPKA
MAYOR'S OFFICE**

STAFFING ANALYSIS

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
MAYOR	1	1	1
VICE MAYOR	1	1	1
COMMISSIONER	3	3	3
EXECUTIVE ASSISTANT TO THE MAYOR	1	1	1
TOTAL	6	6	6

CAPITAL OUTLAY

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

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

Fund General Fund - 001
Department Mayor's Office - 1010-512
Division _____

Position Title	Justification	Anticipated Salary/Grade
Chief of Staff	FT Chief of Staff for Mayor's Office	Grade 130 \$ 89,990
	<i>plus benefits (estimated at 1/3 salary)</i>	\$ 29,697
	Eliminated to Balance Budget	\$ (119,687)
Total Cost		\$ -

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	FLC Legislative Conference 12/8-9/2016, Orlando, FL - MILEAGE & TOLLS	Mileage: 95 miles/day x \$.54/mile x 2 days x 4; Tolls: \$5/day x 2 days x 4	450
2	FLM Fly-In, 1/2017, Tallahassee, FL - HOTEL	\$200/night x 1 night	200
3	FLM Fly-In, 1/2017, Tallahassee, FL - MILEAGE & TOLLS	Mileage: 270 miles/day x \$.54/mile x 2 days; Tolls: \$5/day x 2 days	302
4	USCM Winter Conference 1/2017, Washington, DC - HOTEL	\$300/night x 2 nights	600
5	USCM Winter Conference 1/2017, Washington, DC - AIRFARE	\$250 x 1	250
6	USCM Winter Conference 1/2017, Washington, DC - PER DIEM	\$71/day x 3 days x 1	213
7	NLC Congressional City Conference, 3/2017, Washington, DC - HOTEL	\$300/night x 4 nights x 5	6,000
8	NLC Congressional City Conference, 3/2017, Washington, DC - AIRFARE	\$250/flight x 5	1,250
9	NLC Congressional City Conference, 3/2017, Washington, DC - PER DIEM	\$71/day x 5 days x 5	1,775
10	FLC Legislative Action Days, 4/2017, Tallahassee, FL - HOTEL	\$225/night x 1 night x 5	1,125
11	FLC Legislative Action Days, 4/2017, Tallahassee, FL - MILEAGE & TOLLS	Mileage: 270 miles/day x \$.54/mile x 2 days x 5; Tolls: \$5/day x 2 days x 5	1,508
12	USCM Conference, 6/2017, Miami, FL - HOTEL	\$350/night x 6 nights	2,100
13	USCM Conference, 6/2017, Miami, FL - AIRFARE	\$150/flight	150
14	USCM Conference, 6/2017, Miami, FL - PER DIEM	\$71/day x 7 days	497
15	FLC Conference, 8/2017, Orlando, FL - MILEAGE & TOLLS	Mileage: 95 miles/day x \$.54/mile x 2 days x 4; Tolls: \$5/day x 2 days x 4	450

Total Cost	\$ 16,870
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Post Office Box Renewal	PO Box (1229) used for billing, mailing	300
2	Postage	Daily, Art & Foliage Invitations	700

Total Cost	\$ 1,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Copier/Printer Lease	Copier/Printer lease through Seminole Office Solutions(\$150/month x 12 months)	1,800

Total Cost	\$ 1,800
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Business Cards</i>	<i>Business Cards for Mayor & Elected Officials</i>	250
2	<i>Stationery</i>	<i>Notecards, Letterhead & Envelopes</i>	400

Total Cost	\$	650
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

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

Total Cost	\$ 2,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Commissioners' Discretionary Fund	\$3,000 per Commissioner for Community Donations and Discretionary Expenses	12,000
2	Community Donations	Matching Donations for Employee Fundraising; Contributions to Sports Programs and Community Charities	15,000
3	City Sponsored Tables / Luncheons	Table Sponsorship Fees for Various Luncheons (Mayor's Prayer Breakfast, Chamber, Love Banquet, etc.)	5,000
4	OFOF Appreciation Luncheon	Catering Fees for City-Hosted Luncheon	2,500
5	Employee Holiday Gathering	Catering Fees for City-Hosted Luncheon	2,500
6	Tri-County League of Cities Luncheon	Catering Fees for City-Hosted Luncheon	2,500
7	Miss Apopka	Portraiture & Program ads	2,500
8	Art & Foliage Festival	Chair Rental, Supplies, Art Purchase	2,000
9	Keys to City / Awards	Keys to City for Dignitaries, Citizen Awards, Service Award Pins	2,000
10	Flowers	Flowers for Dignitaries	1,500
11	Notary Renewal	Notary Renewal for Mayor's Office Staff	150
12	New Key Lock Entry for Door	Add Key Lock Entry for Chief of Staff's Office Door ELIMINATED BY COUNCIL	150 (150)

Total Cost	\$ 47,650
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>MetroPlan Orlando</i>	<i>Annual Membership</i>	25,000
2	<i>Orlando Economic Development Commission</i>	<i>Annual Membership</i>	10,000
3	<i>Apopka Area Chamber of Commerce Executive Trustee Program</i>	<i>Annual Contribution</i>	7,500
4	<i>National League of Cities</i>	<i>Annual Membership</i>	4,000
5	<i>Florida League of Cities</i>	<i>Annual Membership</i>	5,000
6	<i>Tri-County League of Cities</i>	<i>Annual Membership</i>	1,000
7	<i>United States Conference of Mayors</i>	<i>Annual Membership</i>	4,000
8	<i>Florida League of Mayors</i>	<i>Annual Membership</i>	1,000
9	<i>Visit Florida</i>	<i>Annual Membership</i>	500
10	<i>Visit Orlando</i>	<i>Annual Membership</i>	500
11	<i>Newspapers & Magazines</i>	<i>Orlando Sentinel, Apopka Chief, Periodicals</i>	500

Total Cost	\$ 59,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	2016 Sayfie Review Florida Leaders	\$300 x 1	300
2	FLC Legislative Conference 12/8-9/2016, Orlando, FL	\$250 x 5	1,250
3	FLM Fly-In, 1/2017, Tallahassee, FL	No Charge	-
4	USCM Winter Conference 1/2017, Washington, DC	\$1000 x 1	1,000
5	FLM Conference, 2/2016, Orlando	200 x 1	200
6	NLC Congressional City Conference, 3/2017, Washington, DC	\$700 x 5	3,500
7	FLC Legislative Action Days, 4/2017, Tallahassee, FL	No Charge	-
8	USCM Conference, 6/2017, Miami, FL	\$1000 x 1	1,000
9	FLC Conference, 8/2017, Orlando, FL	\$500 x 5	2,500
10	Annual Ethics CLE	\$100 x 5	500
11	NLC Congress of Cities and Exposition, 11/2017, TBA	\$700 x 5	3,500

Total Cost	\$ 13,750
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Mayor's Office - 1010-512</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	Office Furniture	Desk, Chair, Sitting Chairs, Printer Stand for Mayor's Chief of Staff	4,000
2	Conference Table & Chairs	Small Conference Table & Chairs for Chief of Staff's Office	2,000
3	Lobby Furniture	New Furniture for City Hall Lobby	3,000
		Eliminated to Balance Budget	\$ (9,000)

Total Cost	\$ -
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**CITY OF APOPKA
LEGAL SERVICES**

LINE ITEM DETAIL

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>PROPOSED</u>
SERVICE COSTS:				
3150 LEGAL SERVICE - CITY ATTORNEY	94,943	100,000	100,000	100,000
3160 LEGAL SERVICES - LABOR ATTORNEY	-	50,000	30,000	45,000
3170 LEGAL SERVICES - PUBLIC DEFENDER	-	-	3,000	5,000
3180 LEGAL SERVICES - CITY CENTER	-	-	-	14,000
3190 LEGAL SERVICES - POLICE ADVISOR	-	-	-	80,000
4200 FREIGHT & POSTAGE	-	100	-	100
TOTAL	94,943	150,100	133,000	244,100
TOTAL COST	94,943	150,100	133,000	244,100

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

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Legal Services 1015-513</u>
Line Item #	<u>3150</u>
Line Item Description	<u>Legal Services City Attorney</u>

Item	Description	Justification	Estimated Cost
	Shepard, Smith & Cassady, P.A.	City Attorney Legal Fees	100,000

Total Cost	\$ 100,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Legal Services 1015-513</u>
Line Item #	<u>3160</u>
Line Item Description	<u>Legal Services- Labor Attorney</u>

Item	Description	Justification	Estimated Cost
	Quintairos, Prieto, Wood & Boyer, P.A.	Labor Attorney	45,000

Total Cost	\$ 45,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Legal Services 1015-513</u>
Line Item #	<u>3160</u>
Line Item Description	<u>Legal Services- Litigation</u>

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

Total Cost	\$ 5,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Legal Services 1015-513</u>
Line Item #	<u>3180</u>
Line Item Description	<u>Legal Services-City Center</u>

Item	Description	Justification	Estimated Cost
		<i>Legal Fees Associated with the City Center</i>	14,000

Total Cost	\$ 14,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Police Legal Advisor	Annual Contract for Police Legal Services	80,000

Total Cost	\$ 80,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Legal Services 1015-513</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

Item	Description	Justification	Estimated Cost
	US. Postal Service/FedEx	General mailing costs surrounding legal services	100

Total Cost	\$	100
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**CITY OF APOPKA
ADMINISTRATIVE SERVICES**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	430,347	237,381	237,381	241,973
1210 LONGEVITY PAY	1,000	350	350	332
1300 OTHER SALARIES & WAGES	404	-	-	-
1400 OVERTIME	1,394	-	-	-
1600 OTHER REIMBURSED ALLOWANCES	137	12,000	12,000	12,000
2100 F.I.C.A.	32,684	19,104	19,104	19,454
2200 RETIREMENT CONTRIBUTION	58,102	33,384	33,384	41,706
2300 LIFE AND HEALTH INSURANCE	55,368	44,171	44,170	58,680
2400 WORKERS COMPENSATION	5,700	230	230	127
plus additional position requested	-	-	-	-
TOTAL	585,136	346,620	346,619	374,274
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	80,490	-	105,281	-
3400 OTHER CONTRACTUAL SERVICES	27,000	264,000	264,000	132,000
4000 TRAVEL AND PER DIEM	205	500	500	500
4100 COMMUNICATION	2,776	-	-	-
4200 FREIGHT & POSTAGE	959	1,000	1,000	500
4400 RENTALS & LEASES	-	4,000	4,000	4,000
4500 LIABILITY & CASUALTY INSURANCE	4,470	-	-	-
4600 REPAIRS AND MAINTENANCE	876	-	-	-
4650 VEHICLE MAINTENANCE	1,336	-	12	-
4700 PRINTING AND BINDING	-	500	-	500
4800 PROMOTIONAL ACTIVITIES	-	-	-	-
4900 OTHER CHARGES	-	-	-	-
4903 TEMPORARY LABOR	-	-	-	-
5100 OFFICE SUPPLIES	2,328	3,000	3,000	2,000
5200 OPERATING SUPPLIES	21,803	1,700	1,700	1,935
5250 FUEL & GASOLINE	430	-	360	-
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	1,600	1,375	1,600
5500 TRAINING	98	4,500	4,500	4,500
TOTAL	142,771	280,800	385,728	147,535
CAPITAL OUTLAY:				
6400 EQUIPMENT	-	-	-	45,700
TOTAL	-	-	-	45,700
TOTAL COST	727,907	627,420	732,347	567,509

**CITY OF APOPKA
ADMINISTRATIVE SERVICES**

LINE ITEM DETAIL

2015	2016	2016	2017
ACTUAL	BUDGET	ESTIMATE	REQUESTED

PERSONNEL COSTS:

**CITY OF APOPKA
ADMINISTRATIVE SERVICES**

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
CHIEF ADMINISTRATIVE OFFICER	1	1	1
ASSISTANT TO CITY ADMINISTRATOR	1	1	1
RECEPTIONIST	1	1	1
TOTAL	3	3	3

CAPITAL OUTLAY

6200 - Building	\$ -
6400 - Equipment	
Mid size sedan - Replacement	\$ 28,700
Compact size sedan - Replacement	17,000
	<u>\$ 45,700</u>
Total Capital Outlay	\$ 45,700

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

Fund General Fund - 001
Department Administrative Services - 1020-512
Division _____

Position Title	Justification	Anticipated Salary/Grade
Deputy City Administrator		Grade 133 \$ 104,173
	<i>plus benefits (estimated at 1/3 salary)</i>	34,377
	City Administrator's Adjustment	(138,550)
Total Cost		\$ -

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Lobbyist-Federal</i>	<i>\$5,500 per month</i>	<i>66,000</i>
	<i>Lobbyist-State</i>	<i>\$5,500 per month</i>	<i>66,000</i>
	<i>Consultant</i>	<i>\$11,000 per month</i>	<i>132,000</i>
		<i>City Administrator's Adjustment</i>	<i>(132,000)</i>

Total Cost	\$ 132,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Travel costs</i>	<i>Cost associated with City Administrator responsibilities</i>	<i>500</i>

Total Cost	\$	500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	Postage	USPS, FedEx and UPS fees as required <i>City Administrator's Adjustment</i>	1,000 <i>(500)</i>

Total Cost	\$	500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Pitney Bowes</i>	<i>Mail machine lease</i>	<i>4,000</i>

Total Cost	\$ 4,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

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

Total Cost	\$	500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	Office Supplies	Supplies needed for daily operations Mail Machine ink, paper, pens, etc. <i>City Administrator's Adjustment</i>	3,000 <i>(1,000)</i>

Total Cost	\$ 2,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Operating supplies</i>	<i>toner replacements, small office equipment, bottled water, etc.</i>	<i>1,700</i>
	<i>Mail machine supplies</i>		<i>235</i>

Total Cost	\$ 1,935
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	Memberships	FCCMA	200
		ICMA	1,400

Total Cost	\$ 1,600
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Florida City/County Manager Assoc Annual Conference [FCCMA]</i>	<i>Professional Development/Training</i>	<i>1,470</i>
	<i>Miscellaneous Training Opportunities During the Year</i>	<i>Professional Development/Training</i>	<i>3,030</i>

Total Cost	\$ 4,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Administrative Services - 1020-512</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	New Vehicle for City Hall Use	Medium administrative vehicle replacement *****To be Financed*****	28,700
2	New Vehicle for City Hall Use	Small administrative vehicle replacement *****To be Financed*****	17,000
3	Furniture	Administrative Desk, cabinet, & filing	4,000
		Eliminated to Balance Budget	\$ (4,000)

Total Cost	\$ 45,700
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**CITY OF APOPKA
COMMUNITY OUTREACH**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	-	181,417	181,417	149,625
1210 LONGEVITY PAY	-	93	93	90
1400 OVERTIME	-	-	-	-
1600 OTHER REIMBURSED ALLOWANCES	-	480	480	480
2100 F.I.C.A.	-	13,922	13,922	11,490
2200 RETIREMENT CONTRIBUTION	-	29,846	29,846	24,632
2300 LIFE AND HEALTH INSURANCE	-	30,264	30,264	8,634
2400 WORKERS COMPENSATION	-	163	163	75
TOTAL	-	256,185	256,185	195,027
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	-	155,000	125,000	34,500
3400 OTHER CONTRACTUAL SERVICES	-	44,300	77,800	296,300
4000 TRAVEL AND PER DIEM	-	3,000	-	3,000
4200 EMPLOYEE DEVELOPMENT	-	1,500	-	1,500
4400 REPAIR AND MAINTENANCE	-	13,800	8,800	77,800
4700 PRINTING SERVICES	-	17,488	6,300	20,250
4800 PROMOTIONAL ADVERTISING	-	14,500	6,000	14,900
4900 OTHER CHARGES	-	72,300	22,000	22,000
5100 OFFICE SUPPLIES	-	3,000	800	3,000
5200 OPERATING SUPPLIES	-	117,300	41,450	30,200
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	1,749	1,000	600
5500 TRAINING	-	-	1,000	4,250
TOTAL	-	443,937	290,150	508,300
SUPPLIES AND OTHER SERVICES - OFOF:				
3401 OTHER CONTRACTUAL SERVICES	-	180,053	185,556	300,000
4101 COMMUNICATIONS	-	1,114	-	-
4401 REPAIR AND MAINTENANCE	-	58,450	49,645	-
4701 PRINTING SERVICES	-	8,633	8,922	-
4801 PROMOTIONAL ADVERTISING	-	36,000	36,375	-
5201 OPERATING SUPPLIES	-	70,815	85,967	-
TOTAL	-	355,065	366,465	300,000
CAPITAL OUTLAY:				
6300 INFRASTRUCTURE	-	-	-	-
6400 EQUIPMENT	-	-	-	-
TOTAL	-	-	-	-
9800 CONTINGENCY	-	5,000	-	5,000
TOTAL COST	-	1,060,187	912,800	1,008,327

**CITY OF APOPKA
COMMUNITY OUTREACH**

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
PUBLIC INFORMATION OFFICER	1	1	1
GRANT & NEIGHBORHOOD SERVICES COORDINATOR	1	1	1
COMMUNITY EVENTS MANAGER*	1	1	0
TOTAL	3	3	2

* Position was moved to Recreation Department

CAPITAL OUTLAY

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

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Outreach - 1025-513</u>
Line Item #	<u>3100</u>
Line Item Description	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
	Events Sponsorship Consultant	\$2500/month	30,000
	Branding	Gospelfest	1,500
	Branding	Food & Wine Festival	3,000

Total Cost	\$	34,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Outreach - 1025-513</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
	Fourth of July	Entertainment (DJ, Band)	15,000
		Sound & Lighting	10,000
		Event Production	5,000
		Weather Insurance	2,000
		Fireworks (Moved from 5200)	30,000
	Event Total		62,000
	Food & Wine Festival	Entertainment (DJ, Band)	20,000
		Sound & Lighting	10,000
		Event Production	5,000
		Weather Insurance	2,000
		Venue Rental	5,000
	Event Total		42,000
	Gospel Fest - New Event	Entertainment (DJ, Band)	20,000
		Sound & Lighting	10,000
		Event Production	5,000
		Weather Insurance	2,000
	Event Total		37,000
	Public Safety Day	Entertainment (DJ, Band)	500
		Big Wheel Race	5,000
	Event Total		5,500
	Apopka Food Truck Roundup	Entertainment (DJ, Band) (\$150x12)	1,800
	Halloween Event	Movie	3,000
	Apopka Youth Works	Expanded Funding of Mayor's summer jobs program	75,000
		REDUCED BY COUNCIL	(25,000)
	Apopka Begins and Ends with A	Expanded Funding of Mayor's education initiative, to continue the two pilot schools and add five schools	70,000
		REDUCED BY COUNCIL	(35,000)

Total Cost	\$ 296,300
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	General Fund - 001
Department	Community Outreach - 1025-513
Line Item #	3401
Line Item Description	Other Contractual Services- OFOF

Item	Description	Justification	Estimated Cost
	Old Florida Outdoor Festival		
	Davey Rocker		800
	Concert Performers	Increased for the 3rd day	150,000
	Dock Dogs		8,500
	Photographer		1,450
	Racing Pigs		2,750
	Zip line & Kids Rides	Increased cost	15,000
	Exotic Birds		2,700
	Weather Insurance		3,100
	Sound & Lighting		45,000
	Electrical Support		15,000
	Livestock Show	Added from last year	2,000
	Cox Media (Event Production)	Added from last year	12,000
	Canvas Foundation	Added from last year	2,000
		ELIMINATED TO OUTSOURCE	(260,300)
		ADDED COST TO OUTSOURCE OFOF	300,000

Total Cost	\$	300,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Outreach - 1025-513</u>
Line Item #	<u>4000</u>
Line Item Description	<u>Travel & Per Diem</u>

Item	Description	Justification	Estimated Cost
	Miscellaneous Travel & Per Diem	Sponsorship Events	3,000

Total Cost	\$	3,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Outreach - 1025-513</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

Item	Description	Justification	Estimated Cost
	Miscellaneous Mail-outs	Mail out Marketing Materials	1,500

Total Cost	\$ 1,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	General Fund - 001
Department	Community Outreach - 1025-513
Line Item #	4400
Line Item Description	Rentals and Leases

Item	Description	Justification	Estimated Cost
	Fourth of July	Light Towers	3,000
		Portalets	2,000
		Ice	1,000
		Traffic Cones/Barricades	2,000
		Generators	2,000
		Golf Carts	500
		Hotels	500
	Event Total		11,000
	Gospel Fest - New Event	Tents / Tables / Chairs / Lines	30,000
		Light Towers	3,000
		Portalets	2,000
		Traffic Cones/Barricades	2,000
		Generators	2,000
		Golf Carts	500
		Hotels	500
	Event Total		40,000
	Food & Wine Festival	Tents / Tables / Chairs / Lines	15,000
		Light Towers	3,000
		Portalets	2,000
		Traffic Cones/Barricades	2,000
		Generators	2,000
		Golf Carts	500
		Hotels	500
	Event Total		25,000
	Apopka Food Truck Round Up	Portalets (\$150x12)	1,800

Total Cost	\$ 77,800
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Outreach - 1025-513</u>
Line Item #	<u>4401</u>
Line Item Description	<u>Rentals and Leases- OFOF</u>

Item	Description	Justification	Estimated Cost
	Old Florida Outdoor Festival		
	Light Towers	Increased (actual spent last year)	5,500
	Tents		30,000
	Golf Carts		4,000
	Generators	Increased (actual spent last year)	7,000
	Hotel Rooms	Increased (actual spent last year)	3,500
	Barricades & Cones		2,000
	Portalets	Increased (actual spent last year)	8,000
		ELIMINATED TO OUTSOURCE	(60,000)

Total Cost	\$	-
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	General Fund - 001
Department	Community Outreach - 1025-513
Line Item #	4700
Line Item Description	Printing Services

Item	Description	Justification	Estimated Cost
	Fourth of July	Posters & Flyers	1,000
		Wrist Bands	500
		Banners	2,500
	Event Total		4,000
	Gospel Fest - New Event	Posters & Flyers	2,000
		Wrist Bands	500
		Banners	2,500
		Ticket Printing	1,000
	Event Total		6,000
	Food & Wine Festival	Posters & Flyers	2,000
		Wrist Bands	500
		Banners	2,500
		Ticket Printing	1,000
	Event Total		6,000
	Apopka Food Truck Round Up	Posters & Flyers	200
		Banners	500
	Event Total		700
	Public Safety Day	Posters & Flyers	400
	Halloween Event	Posters & Flyers	600
		Banners	400
	Volunteer Lanyards	All Events	1,400
	Apopka Youth Works	Posters & Flyers	350
	Reading for HEROES	Posters & Flyers	100
	Neighborhood Services	Posters & Flyers	300

Total Cost	\$ 20,250
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Outreach - 1025-513</u>
Line Item #	<u>4701</u>
Line Item Description	<u>Printing Services-OFOF</u>

Item	Description	Justification	Estimated Cost
	Old Florida Outdoor Festival		
	Posters & Flyers	Increased from last year	1,000
	Ticket Printing	Added	3,800
	Wristbands		1,500
	Banners		3,600
	ID Badges	Added	700
		ELIMINATED TO OUTSOURCE	(10,600)

Total Cost	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	General Fund - 001
Department	Community Outreach - 1025-513
Line Item #	4800
Line Item Description	Promotional Advertising

Item	Description	Justification	Estimated Cost
	Fourth of July	Facebook Advertising	200
		Orlando Sentinel	2,000
		Apopka Chief	500
	Event Total		2,700
	Gospel Fest - New Event	Facebook Advertising	800
		Orlando Sentinel	2,000
		Apopka Chief	500
		Orlando Weekly	1,500
		Merchandise Expense	1,500
	Event Total		6,300
	Food & Wine Festival	Facebook Advertising	500
		Orlando Sentinel	2,000
		Apopka Chief	500
		Orlando Weekly	1,500
		Professional Photographer	1,000
	Event Total		5,500
	Apopka Food Truck Round Up	Facebook Advertising (\$25 x 12)	300
	Halloween Event	Facebook Advertising	100

Total Cost	\$ 14,900
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Outreach - 1025-513</u>
Line Item #	<u>4801</u>
Line Item Description	<u>Promotional Advertising-OFOF</u>

Item	Description	Justification	Estimated Cost
	Old Florida Outdoor Festival		
	Facebook Advertising		400
	Professional Photographer		1,500
	Orlando Sentinel		5,500
	Apopka Chief		1,000
	Coastal Angler	New	2,000
	Radio Ads		16,000
	Onshore Offshore Magazine	New	400
	Woods & Water		400
		ELIMINATED TO OUTSOURCE	(27,200)

Total Cost	\$	-
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Outreach - 1025-513</u>
Line Item #	<u>4900</u>
Line Item Description	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
	WBZW Airtime & Promotions	Annual contract for weekly radio program	22,000

Total Cost	\$ 22,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Outreach - 1025-513</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

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

Total Cost	\$	3,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Outreach - 1025-513</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
	Fourth of July	Parking Services	1,500
		Beverages & Supplies	5,000
		Food for Volunteers	1,000
		Volunteer / Staff Shirts	1,500
	Event Total		9,000
	Gospel Fest - New Event	Parking Services	1,500
		Beverages & Supplies	7,000
		Food for Volunteers	2,000
		Volunteer / Staff Shirts	1,500
	Event Total		12,000
	Food & Wine Festival	Parking Services	1,500
		Beverages & Supplies	5,000
		Food for Volunteers	1,000
		Volunteer / Staff Shirts	1,500
	Event Total		9,000
	Public Safety Day	Water	200
		Purchase Reusable Vests in place of Staff Shirts	(3,000)

Total Cost	\$	30,200
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund General Fund - 001
Department Community Outreach - 1025-513
Line Item # 5201
Line Item Description Operating Supplies- OFOF

Item	Description	Justification	Estimated Cost
	Beverages		15,000
	Awards/Supplies-BBQ & Chili		40,000
	VIP Catering		10,000
	Backdrop, Tote bags, Woodchips		1,300
	Volunteer T-Shirts		2,000
	Livestock Awards & Prizes		1,000
	BBQ Judges		1,800
	Alcohol Permit		25
	Volunteer Food, Supplies		1,500
	Backstage Food	New	5,350
	Parking Services	New	4,000
	Ice	New	1,350
	Kickoff Event	New	1,000
	Bartending	New	5,000
	FBA BBQ Sanctioning Fee	New	1,000
	Paper Goods/Cleaning	New	2,000
		ELIMINATED TO OUTSOURCE	(92,325)

Total Cost	\$	-
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Outreach - 1025-513</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
	Membership Fee	Florida Festival & Events Association	250
	ECIVIS	Grant Management Subscription	5,000
		Membership not due til FY18	(5,000)
	Membership Fee	Florida Brownfield Association	350

Total Cost	\$	600
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Outreach - 1025-513</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
	Conference	Florida Festival and Events Association	500
	Events	Attend various events to obtain ideas for the City-hosted events	2,000
	Conference	Florida Brownfield Conference	1,000
	Seminars	Grant Seminars	750

Total Cost	\$	4,250
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Outreach - 1025-513</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Capital - Equipment</u>

Item	Description	Justification	Estimated Cost
	Radios	Event staff communication during events	10,000
		Eliminated to Balance Budget	\$ (10,000)
	Storage	Secure storage of Events items	15,000
		Eliminated to Balance Budget	\$ (15,000)
	Light Towers	For use at various events \$15,000 x 2	30,000
		City Administrator's Adjustment	(30,000)
	Metal Trash Cans	For use at BBQ events	5,000
		City Administrator's Adjustment	(5,000)
	Trash Cans	For use at all events; Recreation does not have inventory to accommodate events	3,000
		City Administrator's Adjustment	(3,000)

Total Cost	\$	-
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Outreach - 1025-513</u>
Line Item #	<u>9300</u>
Line Item Description	<u>Contingency</u>

Item	Description	Justification	Estimated Cost
	Events	Funding set aside to have available should an unanticipated expense occur	5,000

Total Cost	\$	5,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund General Fund - 001
Department Community Outreach - 1025-513
Line Item # _____
Line Item Description Summary by Event

Account	Event:					
	Gospelfest	Food & Wine	4th of July	Public Safety Day	Food Truck	OFOF
3100	\$ 1,500	\$ 3,000				
3400	37,000	42,000	62,000	5,500	1,800	
4000						
4200						
4400	40,000	25,000	11,000		1,800	
4700	6,000	6,000	4,000	400	700	
4800	6,300	5,500	2,700		300	
4900						
5100						
5200	12,000	9,000	9,000	200		
5400						
5500						
6400						
9800						
	\$ 102,800	\$ 90,500	\$ 88,700	\$ 6,100	\$ 4,600	\$ -

Total Cost	\$ 292,700
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**CITY OF APOPKA
CITY CLERK**

LINE ITEM DETAIL

		<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:					
1200	REGULAR SALARIES AND WAGES	129,452	136,620	136,620	141,822
1210	LONGEVITY PAY	205	285	285	280
1400	OVERTIME	60	-	-	-
1600	OTHER REIMBURSED ALLOWANCES	-	-	-	-
2100	F.I.C.A.	9,822	10,473	10,473	10,871
2200	RETIREMENT CONTRIBUTION	20,581	13,090	13,090	23,305
2300	LIFE AND HEALTH INSURANCE	15,330	20,177	20,177	18,443
2400	WORKERS COMPENSATION	2,000	124	124	71
	plus additional position requested	-	-	-	17,160
TOTAL		177,450	180,769	180,769	211,951
SUPPLIES AND OTHER SERVICES:					
3100	PROFESSIONAL SERVICES	-	1,000	10,000	1,000
3400	OTHER CONTRACTUAL SERVICES	846	28,890	28,890	1,650
4000	TRAVEL & PER DIEM	-	1,000	850	1,000
4200	FREIGHT & POSTAGE	105	1,000	200	500
4400	RENTALS AND LEASES	-	-	-	2,088
4500	LIABILITY & CASUALTY INSURANCE	1,500	-	-	-
4600	REPAIR AND MAINTENANCE	10,661	1,500	1,500	1,824
4700	PRINTING AND BINDING	2,543	6,200	6,000	6,000
4900	OTHER CHARGES	2,500	1,500	500	1,500
4902	LEGAL ADVERTISING	534	3,000	2,500	3,000
5100	OFFICE SUPPLIES	997	2,000	1,500	2,000
5200	OPERATING SUPPLIES	1,564	2,000	1,500	500
5400	BOOKS, PUBS, SUBS & MEMBERSHIPS	668	720	720	720
5500	TRAINING	700	1,300	1,000	1,300
TOTAL		22,618	50,110	55,160	23,082
CAPITAL OUTLAY:					
6300	IMPROVEMENTS OTHER THAN BLDG	-	-	-	-
6400	EQUIPMENT	-	-	-	-
TOTAL		-	-	-	-
TOTAL COST		200,068	230,879	235,929	235,033

**CITY OF APOPKA
CITY CLERK**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
CITY CLERK	1	1	1
DEPUTY CITY CLERK	1	1	1
RECORDS CLERK - PART TIME (REQUESTED)	0	0	1
TOTAL	2	2	3

CAPITAL OUTLAY

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

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

Fund General Fund - 001
 Department City Clerk 1030-512
 Division _____

Position Title	Justification	Anticipated Salary/Grade
Part-time Records Clerk	Perform data input, filing, and maintaining records. Research records and related data, serve as records management liason under direct supervision of the City Clerk <i>plus benefits - 10%</i> City Administrator's Adjustment	\$15.00 / hr
		How many hours? 20
		\$ 15,600
		1,560
		(17,160)
	ADDED BACK BY COUNCIL	17160

Total Cost	\$	17,160
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Professional Services</i>	<i>ADA required services for meetings A citizen is attending more meetings we may exceed this amount in 2016</i>	1,000

Total Cost	\$ 1,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	State of Florida	Microfilm Storage	150
2	Municode	Balance of Recodification of Code	1,500

Total Cost	\$ 1,650
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

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
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	General Postage		500

Total Cost	\$ 500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>City Clerk 1030-512</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals & Lease</u>

Item	Description	Justification	Estimated Cost
1	Copier Lease	Seminole Solutions (12*(\$120+\$54))	2,088

Total Cost	\$ 2,088
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Records Destruction</i>	<i>11 citywide consoles price increase in 2017</i>	1,824

Total Cost	\$ 1,824
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Municode Code Supplements</i>	<i>Codification of Ordinances (\$24/page)</i>	5,000
2	<i>Miscellaneous Printing</i>		1,000

Total Cost	\$ 6,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>OC Comptroller</i>	<i>Document Recording fees</i>	1,000
2	<i>Miscellaneous</i>	<i>Outsourced document imaging</i>	500

Total Cost	\$ 1,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Legal/Display Ads	Required advertising for public hearings, bids/RFQ's, etc.	3,000

Total Cost	\$ 3,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	General Office Supplies	required office supplies	2,000

Total Cost	\$ 2,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Operating Supplies	required operating supplies	500

Total Cost	\$	500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
1**

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

Item	Description	Justification	Estimated Cost
1	FACC Membership (2)	Required for certification	200
2	IIMC Membership (2)	Required for certification	400
3	Apopka Chief subscription	local paper where we advertise Public Hearings's	20
4	Miscellaneous		100

Total Cost	\$ 720
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>City Clerk 1030-512</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	<i>FACC Fall & Summer Academy & webinars</i>	<i>Registration for CE's toward certification</i>	<i>1,300</i>

Total Cost	\$ 1,300
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**CITY OF APOPKA
FINANCE**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	304,886	331,848	331,848	463,439
1210 LONGEVITY PAY	1,277	1,418	1,418	1,111
1400 OVERTIME	77	-	-	-
1600 OTHER REIMBURSED ALLOWANCES	5	480	480	480
2100 F.I.C.A.	23,128	25,532	25,532	35,575
2200 RETIREMENT CONTRIBUTION	34,202	38,929	38,929	59,691
2300 LIFE AND HEALTH INSURANCE	35,550	49,950	49,950	58,503
2400 WORKERS COMPENSATION	4,800	293	293	233
plus additional position requested	-	-	-	-
TOTAL	403,925	448,450	448,450	619,031
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	52,146	1,000	4,800	5,000
3200 AUDIT SERVICES	11,612	48,000	48,000	48,000
3400 OTHER CONTRACTUAL SERVICES	15,526	15,600	15,600	12,000
4000 TRAVEL & PER DIEM	-	1,100	1,100	1,950
4100 COMMUNICATION	314	-	-	-
4200 FREIGHT & POSTAGE	2,511	3,200	3,000	2,800
4400 RENTAL & LEASES	-	4,390	3,400	3,400
4500 LIABILITY & CASUALTY INSURANCE	7,140	-	-	-
4600 REPAIR AND MAINTENANCE	8,635	-	-	-
4700 PRINTING SERVICES	1,120	850	850	1,450
4902 LEGAL ADVERTISING	1,280	1,300	1,280	1,800
5100 OFFICE SUPPLIES	596	1,200	1,200	1,200
5200 OPERATING SUPPLIES	2,875	2,300	3,290	2,300
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	772	850	300	600
5500 TRAINING	225	2,110	2,100	2,465
TOTAL	104,752	81,900	84,920	82,965
CAPITAL OUTLAY:				
6200 BUILDING	8,100	-	-	-
6400 EQUIPMENT	-	-	-	-
6800 INTANGIBLES	-	-	-	-
TOTAL	8,100	-	-	-
TOTAL COST	516,777	530,350	533,370	701,996

**CITY OF APOPKA
FINANCE**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
FINANCE DIRECTOR	1	1	1
FINANCIAL APPLICATIONS MANAGER	1	1	0
ACCOUNTANT II	1	1	1
ACCOUNTS PAYABLE SPECIALIST	1	1	1
ACCOUNTING MANAGER	0	0	1
PURCHASING MANAGER*	0	0	1
PAYROLL SPECIALIST**	0	0	1
BUDGET ANALYST (REQUESTED)	0	0	0
TOTAL	4	4	6

* Position moved from Facilities Maintenance
 * Position moved from Human Resources

CAPITAL OUTLAY

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

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

Fund General Fund - 001
Department Finance Dept 1120-513
Division _____

Position Title	Justification	Anticipated Salary/Grade
Budget Officer/Analyst	Responsible for Preparing and monitoring annual budget, Budget Amendments, Budget to Actual reports etc	Grade 121 74,000
	<i>plus benefits (estimated at 1/3 salary)</i>	24,420
	City Administrator's Adjustment	(98,420)

Total Cost	\$	-
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>First Southwest Company- Mark Galvin</i>	<i>Financial Advisor Services</i>	<i>5,000</i>

Total Cost	\$ 5,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Moore Stephens Lovelace PA</i>	<i>Annual Audit and CAFR Preparation</i>	<i>48,000</i>

Total Cost	\$ 48,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>First Card Services</i>	<i>Merchant Services Fees - credit card processing fees (12*1,000)</i>	<i>12,000</i>

Total Cost	\$ 12,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Florida Govt Financial Officers Assoc (FGFOA) Conference</i>	<i>Per Diem (3*150) Lodging/Hotel (3*400)</i>	<i>750 1,200</i>

Total Cost	\$ 1,950
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	United States Postal Service	Mail machine postage assoc with Accts Payable and other mailings (12*\$200)	2,400
2	FED-EX	Mailing of CAFR and Budgets	400

Total Cost	\$ 2,800
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Seminole Office Solutions</i>	<i>Copier Lease (12 @ \$280.93)</i>	<i>3,400</i>

Total Cost	\$ 3,400
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	CAFR & Budget Books	Printing Costs	850
	Accounts Payable Check Stock	Special check stock for printing AP checks	600

Total Cost	\$ 1,450
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Orlando Sentinel</i>	<i>Advertising RFPs</i>	<i>500</i>
	<i>Orlando Sentinel</i>	<i>Budget Summary and Tax Increment</i>	<i>1,300</i>

Total Cost	\$ 1,800
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Paper	Copies and Printing	700
2	3" D Binders	For Budget Workshops	100
3	1099 Forms	Annual 1099 preparation	50
4	Envelopes	Accounts Payable Supplies	200
5	Pens, pencils, post its, staples, paperclips, etc.	Replenish as needed	150

Total Cost	\$ 1,200
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Credit Card Machine Upgrades	Annual upgrades	300
2	Desktop Scanners	Needed to attach documents in Edmunds	1,000
3	Seminole Office Solutions	Monochrome copies @.0049 each	500
		Color copies @ .046 each	500

Total Cost	\$ 2,300
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Florida Govt Finance Officers Assoc (FGFOA)</i>	<i>3 Memberships (3 @ \$25)</i>	<i>75</i>
2	<i>Florida Institute of Certified Public Accountants (FICPA)</i>	<i>1 Membership</i>	<i>200</i>
3	<i>Government Finance Officers Assoc (GFOA)</i>	<i>1 Membership</i>	<i>225</i>
4	<i>Sam's Club</i>	<i>2 Memberships</i>	<i>100</i>

Total Cost	\$ 600
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Finance Dept 1120-513</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	<i>FGFOA Quarterly Meeting</i>	<i>Local Chapter Meeting</i>	90
2	<i>GFOA Conference</i>	<i>Annual Conference (3 @ \$225)</i>	775
3	<i>CPA/CGFO Continuing Education</i>	<i>CPEs required to maintain CPA/CGFO license</i>	1,600

Total Cost	\$ 2,465
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**CITY OF APOPKA
HUMAN RESOURCES**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	205,738	267,116	267,116	278,244
1210 LONGEVITY PAY	995	1,480	1,480	759
1600 OTHER REIMBURSED ALLOWANCES	30	-	-	-
2100 F.I.C.A.	15,065	20,548	20,548	21,344
2200 RETIREMENT CONTRIBUTION	32,719	44,050	44,050	40,638
2300 LIFE AND HEALTH INSURANCE	22,950	40,351	40,351	29,198
2400 WORKERS COMPENSATION	2,700	237	237	140
2500 UNEMPLOYMENT COMPENSATION plus additional positions requested	-	15,000	15,000	15,000
				37,905
TOTAL	280,197	388,782	388,782	423,228
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	24,091	75,000	75,000	110,000
3400 OTHER CONTRACTUAL SERVICES	-	6,920	8,400	7,150
4000 TRAVEL & PER DIEM	500	1,200	-	2,900
4200 FREIGHT & POSTAGE	193	250	12,000	1,980
4400 RENTALS & LEASES	-	-	-	-
4500 LIABILITY INSURANCE	2,220	295,000	900,000	706,550
4600 REPAIR AND MAINTENANCE	24,671	-	-	-
4700 PRINTING AND BINDING	-	750	700	750
4900 OTHER CHARGES AND OBLIGATIONS	-	21,500	21,500	5,000
5100 OFFICE SUPPLIES	1,836	2,000	2,000	1,500
5200 OPERATING SUPPLIES	2,449	2,500	2,000	3,853
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	575	390	400	550
5500 TRAINING	500	500	500	1,000
TOTAL	57,035	406,010	1,022,500	841,233
CAPITAL OUTLAY:				
6200 BUILDING	-	-	-	-
6400 EQUIPMENT	-	-	-	-
6800 INTANGIBLES	-	-	-	-
TOTAL	-	-	-	-
9800 CONTINGENCY	-	20,000	-	-
TOTAL COST	337,232	814,792	1,411,282	1,264,461

**CITY OF APOPKA
HUMAN RESOURCES**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
HUMAN RESOURCES DIRECTOR	1	1	1
RISK SPECIALIST	1	1	1
HUMAN RESOURCES SPECIALIST I	2	2	* 1
RISK SUPPORT CLERK (REQUESTED)	0	0	0
HUMAN RESOURCES SPECIALIST I (REQUESTED)	0	0	1
ADMINISTRATIVE SUPPORT CLERK (REQUESTED)	0	0	0
TOTAL	4	4	4

* Payroll position was moved to Finance

CAPITAL OUTLAY

6200 - Building	<u>\$ -</u>
6400 - Equipment	
Conference Table & Chairs	<u>1,500</u>
	<u>\$ 1,500</u>
Total Capital Outlay	\$ 1,500

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

Fund General Fund - 001
 Department Human Resources 1170-513
 Division _____

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.	Grade 107 30,500
	<i>plus benefits (estimated at 1/3 salary)</i>	10,065
	City Administrator's Adjustment	(40,565)
Human Resources Specialist I	To Replace Payroll Clerk that was moved to Finance Dept.	Grade 111 38,000
	<i>plus benefits (estimated at 1/3 salary)</i>	12,540
	Essential Position	
	DELAY HIRING PER COUNCIL	(12,635)
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.	Grade 107 30,500
	<i>plus benefits (estimated at 1/3 salary)</i>	10,065
	Eliminated to Balance Budget	\$ (40,565)

Total Cost	\$	37,905
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Human Resources 1170-513</u>
Line Item #	<u> </u>
Line Item Description	<u>Health Clinic</u>

Item	Description	Justification	Estimated Cost
1	Duke Energy	Electrical Charges (\$250*12)	3,000
2	CenturyLink	Telephone Charges (\$330*12)	3,960
3	CareHere	Program Fees (\$8556 per month) Health Center Salaries and Supplies (estimated @\$39000 per month)	575,000
4	JANI-King	Custodial Services (\$200 per month)	2,400
	Cost is included in Payroll budget		

Total Cost	\$ 584,360
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Post-exposure services</i>	<i>employee post-exposure services and surveillance</i>	5,000
2	<i>Insurance agent/broker consulting and service fees</i>	<i>support to ensure appropriate policies are in effect, provide assistance with claims, ensure compliance with applicable regulations</i>	80,000
3	Salary study	our salary schedule/job descriptions/pay range placements have not been reviewed for around 10 years	25,000

Total Cost	\$ 110,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Fingerprint checks X3 new hires	additional staffing as requested	150
2	Ongoing and annual DL checks	ISO maintenance; new hires	7,000
3	Bank Fees	payroll processing/positive pay <i>City Administrator's Adjustment</i>	1,200 <i>(1,200)</i>

Total Cost	\$ 7,150
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Annual FPHRA Conference	Annual meeting/education provided by Florida Public Human Resources Assn	1,200
2	Annual PRM Conference	Annual meeting/education provided by Public Risk Management	500
3	PRIMA Conference	Public Risk Management Association	1,200

Total Cost	\$ 2,900
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Miscellaneous malings		500
2	Mail machine postage uploads	City Administrator's Adjustment	12,000 (10,520)

Total Cost	\$ 1,980
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Mail machine lease	Duplicate See Administrative Services	3,550 (3,550)

Total Cost	\$	-
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Various insurance policies	Liability, casualty, property, E&O, fiduciary, pollution, etc	
	Public Risk Management	Property Insurance	260,000
	Public Risk Management	Liability Insurance	255,000
	AJ Gallagher	Accident Insurance	6,200
	AJ Gallagher	Public Officials Bond	750
	AJ Gallagher	Environmental Liability	21,000
	AJ Gallagher	Fiduciary Liability	7,300
	AJ Gallagher	Crime Policy Premium	2,800
		Storage Tank Liability	3,500
	Alexander Aviation	Airport Liability (in Fund 410)	
2	Deductibles	Incl all policies - liab, cas, prop, w/c	150,000

Total Cost	\$ 706,550
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Human Resources 1170-513</u>
Line Item #	<u>4700</u>
Line Item Description	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
1	<i>Employee handbook</i>	<i>update and reprint pages</i>	<i>750</i>

Total Cost	\$ 750
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Floral</i>	<i>Arrangements for employees/immediate family</i>	1,500
2	<i>Unemployment Compensation</i>	<i>Funding for claims</i>	20,000
		<i>City Administrator's Adjustment</i>	(16,500)

Total Cost	\$	5,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Office supplies	necessary supplies to maintain operations	2,000
		<i>City Administrator's Adjustment</i>	<i>(500)</i>

Total Cost	\$ 1,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Operating supplies	necessary supplies to maintain office functions, including toners, drums and ink cartridges for printers and copier	2,500
2	Software/computers/phones X3	Set up for new hires: 333/phone - 150/mon - 320/wyse - 190/vds lic - 360/microsoft	4,100
		City Administrator's Adjustment	(2,747)

Total Cost	\$ 3,853
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Florida Public Human Resources Assn</i>	<i>Access to peers; training; resources</i>	200
2	<i>Society for Human Resources Mgt</i>	<i>same</i>	200
3	<i>Florida Society Certified Public Mgrs</i>	<i>same</i>	100
4	<i>PRIMA</i>	<i>same</i>	50

Total Cost	\$	550
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Staff seminars/training	Certifications and/or training for Risk/Payroll/HR staff	1,000

Total Cost	\$ 1,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Human Resources 1170-513</u>
Line Item #	<u>6200</u>
Line Item Description	<u>Buildings</u>

Item	Description	Justification	Estimated Cost
1	Office remodel	Space for additional staff/better use of spaces allotted Uses cubicle format <i>City Administrator's Adjustment</i>	32,500 <i>(32,500)</i>

Total Cost	\$	-
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Human Resources 1170-513</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	Copier	Obsolete - no longer able to obtain parts <i>Replaced with leased copier in IT 4400</i>	7,500 <i>(7,500)</i>
2	Conference table and chairs	Need to reestablish a conference room and our conference table went missing about a year ago from storage. Eliminated to Balance Budget	1,500 \$ (1,500)
3	Software/computers/phones X3	Set up for new hires: 333/phone - 150/mon - 320/wyse - 190/vds lic - 360/microsoft <i>(moved to 5200 Operating Supplies)</i>	4,100 <i>(4,100)</i>

Total Cost	\$ -
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**CITY OF APOPKA
INFORMATION TECHNOLOGY**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	609,321	449,852	449,852	393,037
1210 LONGEVITY PAY	4,768	1,405	1,405	833
1400 OVERTIME	16,271	15,000	15,000	15,000
1600 OTHER REIMBURSED ALLOWANCES	5	1,014	1,014	480
2100 F.I.C.A.	37,066	35,758	35,758	31,315
2200 RETIREMENT CONTRIBUTION	84,398	76,658	76,658	64,673
2300 LIFE AND HEALTH INSURANCE	53,931	70,617	70,617	67,793
2400 WORKERS COMPENSATION	8,700	1,169	1,169	197
TOTAL	814,460	651,473	651,473	573,329
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	78	-	-	-
3400 OTHER CONTRACTUAL SERVICES	218,507	306,150	355,000	215,100
4000 TRAVEL & PER DIEM	-	2,500	-	2,000
4100 COMMUNICATIONS	84,114	196,000	225,000	237,700
4200 FREIGHT & POSTAGE	371	1,000	800	1,000
4400 RENTALS AND LEASES	-	-	1,068	30,850
4500 LIABILITY & CASUALTY INSURANCE	5,970	-	-	-
4600 REPAIR AND MAINTENANCE	406,461	343,200	348,400	388,500
4650 VEHICLE MAINTENANCE	199	650	450	650
5100 OFFICE SUPPLIES	1,748	3,000	2,500	3,000
5200 OPERATING SUPPLIES	62,962	91,200	91,200	104,050
5250 FUEL & GASOLINE	253	500	75	250
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	500	500	700
5500 TRAINING	9,100	10,000	9,000	12,000
TOTAL	789,763	954,700	1,033,993	995,800
CAPITAL OUTLAY:				
6300 INFRASTRUCTURE	-	-	-	-
6400 EQUIPMENT	226,768	60,000	60,000	220,000
6800 INTANGIBLES	66,700	222,975	275,000	19,200
TOTAL	293,468	282,975	335,000	239,200
RESERVES:				
9800 CONTINGENCY	-	-	-	-
TOTAL COST	1,897,691	1,889,148	2,020,466	1,808,329

**CITY OF APOPKA
INFORMATION TECHNOLOGY**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
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
TOTAL	7	6	6

* position moved to Utilities

CAPITAL OUTLAY

6300 - Infrastructure	\$ -
6400 - Equipment	
Data Storage Expansion	\$ 160,000
Brocade Replacement Switches	15,000
Mitel Phone System Upgrade	60,000
	\$ 235,000
6800 - Intangibles	
iWorQ Work Order Software	\$ 19,200
	\$ 19,200
Total Capital Outlay	\$ 254,200

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Information Technology 5110-519</u>
Line Item #	<u>3400</u>
Line Item Description	<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	70,000
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. Used Internally For All Departmental Work Orders As Well As For Code Enforcement.	16,200
	GovQA Maintenance	Will Be Replaced By Civic Plus CRM Module	(16,200)
8	Maas360	MDM For iPad/Android Tablet Management	4,000
9	DDTI Hosting	Mapping For Police & Fire Motorola Radio GPS Data. Map Displays The Radios Location In The Communications Center	50,000
10	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
11	Global Software Maintenance	Fire Department CAD Dispatching Software Licenses	17,500
12	Clouded PD Body Camera Storage	PD Body Camera Video Storage	9,600
		Eliminated	(9,600)
13	Fire Department ESO Software Maintenance	EMS/Fire Reporting Software Maintenance	20,000
14	Fire Department FireHouse	Annual FireHouse Software Maintenance - Used For Tracking, Maintenance And Scheduling Of All Fire Department Related Equipment	4,500
15	Unitrends Clouded Hosting Services	Replication Services To Clouded Storage Provider. Off-Site Backup Storage.	18,000
16	Civic Plus Hosting	Annual City Website Hosting & Maintenance	6,100

Total Cost	\$ 215,100
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

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

Total Cost	\$ 2,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Paging Service	Pager Service For Fire, Police And Public Services Users	12,500
2	Internet Service Level3	30MB Internet Circuit And Phone Service	31,200
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 I pads, PD Laptops/Tablets, Fire Laptops, Public Services & Community Development Laptops/Tablets, Cell Phones And Newly Requested Lines Of Service.	96,000
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	6,000
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
10	Duke Energy Wi-Fi Service	WiFi Device Power Service ELINIMATED BY COUNCIL	25,000 (25,000)

Total Cost	\$ 237,700
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Shipping</i>	<i>Returns For Repair & Maintenance Agreements</i>	<i>1,000</i>

Total Cost	\$ 1,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>IT Printer</i>	<i>Annual Cost For IT Department Printer/Copier/Scanner</i>	<i>1,425</i>
	<i>HR Printer</i>	<i>Annual Cost For HR Department Printer/Copier/Scanner</i>	<i>1,425</i>
	<i>Police Laptops</i>	<i>Annual Cost for Police Department</i>	<i>28,000</i>

Total Cost	\$ 30,850
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	VMWare Maintenance	Virtual Machine Infrastructure Maintenance	24,000
2	Unitrends Backup Appliances	Annual Maintenance	22,450
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	ThinSpace OneGate Software	Remote Connectivity For Computer Access	3,500
6	Splunk Software	Annual Maintenance (Used For System Log Storage From Monitoring Systems)	3,000
7	Orange County Property Appraiser	Annual Digital Parcel Maintenance	4,500
8	PernixData Software	Annual Renewal For Caching Card Software (Used In Our ESXi Servers)	4,200
9	Meraki AP's	Annual Maintenance For Access Points	650
10	FusionIO Hardware/Software	Annual Renewal For Caching Card Software (Used In Our VDI Servers)	4,900
11	ESRI Support	GIS Mapping Software Maintenance	9,500
12	XIO VDI Storage	Annual Renewal - Shared Storage For Our Virtual Servers/Computers)	7,200
13	HP Servers	Annual Renewal For Our HP Servers	7,500
14	Brocade Hardware	Annual Renewal For Our Brocade Switches	14,500
15	PaloAlto Firewall Hardware/Software	Annual Renewal For Our Network Firewall	12,500

Item	Description	Justification	Estimated Cost
16	<i>Exinda Hardware/Software</i>	<i>Annual Renewal For Our Network Traffic Shapers/Web Caching Appliances</i>	<i>5,800</i>
17	<i>PepLink Routers</i>	<i>Annual Renewal For Our PepLink Routers</i>	<i>2,600</i>
18	<i>Mitel Software Assurance</i>	<i>Annual Renewal For Our Mitel Phone System</i>	<i>2,000</i>
19	<i>SCSO Café RMS</i>	<i>Annual Renewal For The PD's CAD Software</i>	<i>86,000</i>
20	<i>Mimecast Email Archiving</i>	<i>Annual Renewal For Email Archiving/AntiVirus/Attachment Sandboxing Service (335 Users)</i>	<i>18,800</i>
21	<i>Laserfiche Software</i>	<i>Annual Renewal For Document Management Software</i>	<i>2,000</i>
22	<i>HR - Hosted Empower Software</i>	<i>Annual Renewal For Employee Time Keeping Software</i>	<i>15,000</i>
23	<i>HR - Hosted Empower Timeclock</i>	<i>Annual Renewal For City Wide Time Clock Maintenance</i>	<i>7,500</i>
24	<i>HR - Explain My Benefit Enrollment</i>	<i>Annual Renewal For City Employee Benefit Services</i>	<i>15,500</i>
25	<i>HR - Explain My Benefit Filing Service</i>	<i>Annual Renewal For 1094/1095 Filing Service</i>	<i>2,800</i>
26	<i>BIS Digital Recording Software</i>	<i>Annual Renewal For Council Audio Recording Software</i>	<i>1,200</i>
27	<i>Priority Dispatch Software</i>	<i>Annual Renewal</i>	<i>7,000</i>
28	<i>SolarWinds Virtualization Software</i>	<i>Annual Renewal For Virtualization Monitoring And Remote Management Software</i>	<i>3,100</i>
29	<i>Emergency Phone Support</i>	<i>Support For Our Mitel Phone System</i>	<i>2,500</i>
30	<i>Cisco Hardware</i>	<i>Annual Renewal For Our Cisco Switches</i>	<i>2,800</i>
31	<i>Microsoft AD Support</i>	<i>Emergency Remote Support For Our Microsoft Active Directory Environment</i>	<i>5,000</i>
32	<i>Canon Plotter</i>	<i>Annual Maintenance Contract</i>	<i>1,100</i>

Item	Description	Justification	Estimated Cost
33	SQL Database Support	Emergency Remote SQL Database Support	2,000
34	Lightning/Cable Cuts/Hardware Failures - Keyboards/Printers/Scanners/Laptops/Tablets	Unforeseen Acts Of Nature & Unexpected Hardware Failures	55,000
35	Creative Cloud Licenses	<i>City Administrator's Adjustment</i> Annual Adobe Creative Cloud License Renewals (PD & PIO)	(20,000) 1,500
36	ArchiveSocial	Renewal - Archiving Service For Social Media	2,000
37	Public Services - AllMax Software	AllMax Antero Software Maintenance Renewal - Preventive Maintenance Software Used By The Water And Wastewater Plants	1,500
38	Public Services - SynTech Software	Fuel Island and Airport Software Maintenance Renewal	1,600
39	Communications Center Adore Software	Adore Software Annual Maintenance Renewal. Used For Documenting New Hires Training Progress.	2,000
40	Kaspersky AntiVirus Software	Annual Antivirus Software Maintenance Renewal	12,000
41	Data Conversion	IMS To Edmunds - Any Data Being Used By IMS Applications Not Being Supported By Edmunds	10,000
42	UB/Finance Software	Annual Software Maintenance For RemitPlus	3,200
43	Public Services Grounds Software	Annual Maintenance Renewal For PS Grounds Pro Contractor Studio - Irrigation & Landscape CAD Design	1,300
44	Finder Maintenance	Annual Maintenance For Police Department Finder System	2,500

Total Cost	\$ 388,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Vehicle Maintenance</i>	<i>Yearly Projected Maintenance Costs</i>	<i>650</i>

Total Cost	\$	650
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	Office Supplies	Plotter Paper/Ink, Copy Paper, Batteries, Etc	3,000

Total Cost	\$ 3,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	IT Department Printer	Printing/Copying Overage Cost	1,200
2	HR Department Printer	Printing/Copying Overage Cost	2,400
3	Hosted Fax Services	Internet Based Fax Services	3,900
4	SSL Certificates	*.Aopka.net & Secure2 Certificate Renewals	1,000
5	Backup Archive Drives	Archive Drives For Data Retention	5,000
6	Network Copper/Fiber Cables	Replacement Network Cables For Data Center & Site Racks	2,000
7	Hardware	Printers/Monitors/UPS's/Keyboards/Mice/Speakers - Replacement Hardware For All Departmental Needs (Projected)	18,000
8	Network Architecture Review	Independent Network Architecture Review To Assess Our Existing Environment And Applications. Make Recommendations To Streamline/Optimize The Network Architecture For Current & Planned Applications	7,800
9	IT Department Software	Help Desk Software For Asset Management, Network Monitoring, Help Desk Tracking And Problem Analysis	350
10	Zero Client Endpoint Upgrades	Replacement Clients For Remote Locations, Current Devices Are Out Of Warranty	15,000
11	Community Meetings Equipment Rentals	Audio Equipment For Community Meetings	7,500
12	Communications Computer Upgrades	Replacement For Dispatch Computers That Are 8 Years Old And Still Running Windows XP (OCSO & FDLE Access Machines)	7,000
13	Community Development Computer	New Computer Requested At Counter For Customers To Fill Out Applications And Review Their Application Online. (Computer, Monitor, Software, Licensing)	1,500
14	Community Development Cell Phone Requests	Requesting Six Cell Phones For Inspectors And Building Official	600
15	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
		City Administrator's Adjustment	(5,000)

Item	Description	Justification	Estimated Cost
16	Backup Archive Drives	New iPads And Cases For Paramedics To Be Able To Access ESO For Reporting Purposes When Away From Their Desktops	4,200
17	Fire Department iPad Cases (25)	Replacement iPad Cases For Existing FD iPads	1,600
18	Fire Department Scanners (2)	New Scanners For Scanning Hospital Face Sheets Into ESO	1,400
19	Fire Department Printers (2)	Wireless Laser Printers To Print From iPads	1,600
20	Fire Department St 5 Hardware	Computers (2), Monitors, Keyboards, Software Licensing, Printers, Fax Machine, Phones, Overhead Paging, Speakers	11,000
21	Fire Department St 5 Vehicle Hardware	5 Windows Tablets/Laptops And GPS Antennae For Engine 5	7,500
22	Fire Department Replacement Monitors (9)	Replacement Monitors For Stations 1, 2, 3&4.	1,450
23	Public Services Design Engineering And Water Maintenance Requests	(2) Android Tablets. Will Be Used To Interface With The GPS Unit And Collect Data.	2,000
		Moved to Fund 401	(2,000)
24	Public Services Monitors (3)	Requested 27" Monitors For PS Admin Members.	800
		Moved to Fund 401	(800)
25	IT Department Shirts	Polo Style Shirts For IT Department Members For A More Professional Appearance	750
26	Voicemail Licenses	Voicemail Licenses City Administrator's Adjustment	10,000 (10,000)
27	Community Development Request	Cash Drawer For Comm Dev Clerks	950
28	Community Development Software	RS Means Constructing Costs Estimating Software For City Projects. SketchUp Pro License For Design Ideas.	350

Total Cost		\$	104,050
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>IT Vehicle Fuel</i>	<i>Projected Fuel Operating Costs</i>	<i>250</i>

Total Cost	\$	250
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	VMUG Subscriptions	WMWare User Group	500
	FLGISA	Annual Membership Dues For Florida Local Government Information Systems Association	200

Total Cost	\$ 700
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	WMware/Microsoft/Security Training	Web Based And Local Classroom Lead Training For IT Technicians	12,000

Total Cost	\$ 12,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Brocade 10G License Upgrades	Upgrade Current Core Switch From 1GB To 10GB Ports	5,500
		Eliminated to Balance Budget	\$ (5,500)
2	Data Storage Expansion - Increased For Police, Fire, Public Services & Community Development Increased Data Storage Requirements	Expand Current Storage Solution With A High Performance All Flash/Hybrid Array. New Technology Will Allow Us To Do More With Less Due To The Aggressive Deduplication Technology and Data Reduction Rates Within Our VDI Environment. It Is Scalable For Future Needs, Avoiding Wholesale Replacement And Eliminating CAPEX Expenditures Every Three Years.	160,000
		*****To be Financed*****	
3	Brocade Replacement Switches	Police And Phone Room Switches Are EOL And Can No Longer Be Placed Under Maintenance	15,000
		Eliminated to Balance Budget	\$ (15,000)
		Originally Added back by Council but we were able to purchase out of FY16 Budget	
4	Network Switch Replacement	Newer Technology Switches Allow Us to Save Money On Maintenance	15,000
		Eliminated to Balance Budget	\$ (15,000)
5	BCDR Off-Site Redundancy	Currently There Is No "Warm" Standby Device For Business Continuity Disaster Recovery Concerning Our Financial Software. We Have To Rely On Our BackUp Appliances To Restore A Volume Or Server Should Catastrophic Hardware Failure Occur. This Will Allow For A Solution To Automatically Come On-Line In Event Of A Disaster.	130,000
	Cut From Budget - BCDR Off-Site Redundancy	Currently There Is No "Warm" Standby Device For Business Continuity Disaster Recovery Concerning Our Financial Software. We Have To Rely On Our BackUp Appliances To Restore A Volume Or Server Should Catastrophic Hardware Failure Occur. This Will Allow For A Solution To Automatically Come On-Line In Event Of A Disaster.	(130,000)

Item	Description	Justification	Estimated Cost
6	Servers	New Servers 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.	25,000
		Eliminated to Balance Budget	\$ (25,000)
7	Full Room UPS For Datacenter	Current Datacenter Is Utilizing 23UPS'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.	60,000
	Cut From Budget - Full Room UPS For Datacenter	Current Datacenter Is Utilizing 23UPS'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.	(60,000)
8	Data Backup Appliance	Backup Appliance Replacement For Existing Legacy Backup Appliance.	22,000
		Eliminated to Balance Budget	\$ (22,000)
9	Mitel Phone System Upgrade (Cut From Last Year's Budget Request)	We Are Three Software Versions Behind The Current Supported Version On Our Mitel Controllers And We Are Unable To Upgrade Due To Having Remote Analog Cabinets Still In Place. We Have Upgraded The Majority Of The Analog Phones With IP Based Phones But Need To Finish The Task So That We Can Get The Latest Software Version Benefits And Keep Our System Under Support.	60,000
		*****To be Financed*****	
10	WiFi Access Points	Purchase Internet Access Points For City Owned Buildings To Allow For WiFi Access For Our Employees And Guests	25,000
	WiFi Access Points	Purchase Internet Access Points For City Owned Buildings To Allow For WiFi Access For Our Employees And Guests	(15,000)
		Eliminated to Balance Budget	\$ (10,000)
11	Public Services Design Engineering And Water Maintenance Request	(2) Trimble R1 GPS Units. To Be Able To Accurately Locate Utility Assets, Fire Hydrants, Light Poles, Side Walks And Other Surface Topology Objects And Structures To Produce Accurate Surface Topology And Feature Maps	6,500

Item	Description	Justification	Estimated Cost
		Eliminated to Balance Budget	\$ (6,500)
12	Public Services Water Plants Requests	7 Windows Tablets/Laptops For Field Access To Scada System And Online GIS And Water Plants	8,300
		Move to Fund 401	(8,300)
13	Council Chambers Video Equipment	Add The Ability To Broadcast Council Meetings (Brighthouse Apopka TV/Website) Will Need Server/Video Equipment To Facilitate This.	60,000
		City Administrator's Adjustment	(60,000)
14	Public Services New GIS Licensing	Additional AutoDesk Infrastructure Design Suite License For Mike Suver.	5,000
		Eliminated to Balance Budget	\$ (5,000)
15	Public Services Laptops (10)	Laptop Requests For Public Services Water, Waste Water Maintenance and Streets Maintenance Members With LTE Capabilities.	10,000
		Move to Fund 401 and Fund 101	(10,000)
16	Community Development Request	Public Information Monitor For Comm Dev To Display Meeting Times, How To's And Important Information.	2,000
		Eliminated to Balance Budget	\$ (2,000)
17	Administrative Services Request	LED Displays In City Hall To Provide Information To Our Citizens/Visitors	2,000
		Eliminated to Balance Budget	\$ (2,000)
Total Cost			\$ 220,000

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	IT Department Software	Help Desk Software For Asset Management, Network Monitoring, Help Desk Tracking And Problem Analysis	13,000
		Eliminated to Balance Budget	\$ (13,000)
2	VMWare Licensing	New VMWare Licensing For Additional Servers	15,000
		Eliminated to Balance Budget	\$ (15,000)
3	City Clerk & Human Resources Laserfiche Software Upgrade	Software Upgrade For City Clerk And Human Resources (Additional Licenses)	60,000
4	Cut From Budget - City Clerk & HR Laserfiche Software Upgrade	Software Upgrade For City Clerk And Human Resources (Additional Licenses)	(60,000)
4	Microsoft Licensing	Software Licenses Needed For New Hires Above Our Current Microsoft EA Amount Of 320. Server/Computer Licensing Requested Throughout The Budget Year	15,000
		Eliminated to Balance Budget	\$ (15,000)
5	Communications Center Software	Priority Dispatch For Police Call Answering Protocols. Provides Dispatchers With Up To Date Standardized Protocols For All Police Calls For Service	75,000
		Eliminated to Balance Budget	\$ (75,000)
6	City Clerk - CIMS Software	Cemetery Information Management Software. Needed As Edmunds Does Not Have A Solution To Replace Our Current IMS Cemetery Lot Manager Program	10,000
		Eliminated to Balance Budget	\$ (10,000)
7	Adobe Acrobat Pro License - 6 (Public Services & Community Development)	License Requests For Public Services Assistant Director, Comm Dev Clerks and Building Official.	1,800
		Eliminated to Balance Budget	\$ (1,800)
8	Community Development Software	RS Means Constructin Costs Estimating Software For City Projects. SketchUp Pro License For Design Ideas.	350
		move to 5200 Operating Supplies	(350)
10	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
		Eliminated to Balance Budget	(19,200)
		ADDED BACK BY COUNCIL	\$ 19,200
Total Cost			\$ 19,200

**CITY OF AOPKA
FIRE CHIEF**

LINE ITEM DETAIL

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	670,765	699,299	699,299	677,718
1210 LONGEVITY PAY	12,711	3,393	3,393	2,422
1225 PROFICIENCY PAY	36,176	40,000	40,000	48,000
1300 OTHER SALARIES AND WAGES	2,552	-	-	-
1400 OVERTIME	448	-	-	-
1500 SPECIAL PAY	3,219	12,428	12,428	3,001
1600 OTHER REIMBURSED ALLOWANCES	112	-	-	2,934
2100 F.I.C.A.	54,362	57,767	57,767	56,157
2200 RETIREMENT CONTRIBUTION	140,056	102,066	102,066	96,752
2300 LIFE AND HEALTH INSURANCE	66,210	119,096	119,096	107,073
2400 WORKERS COMPENSATION	7,800	11,867	11,867	1,922
TOTAL	994,411	1,045,916	1,045,916	995,979
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	46,735	21,000	21,000	-
4000 TRAVEL & PER DIEM	-	2,500	-	2,500
4100 COMMUNICATIONS	5,876	-	-	-
4200 FREIGHT & POSTAGE	425	1,250	1,000	1,000
4300 UTILITIES	113,586	90,000	90,000	133,200
4400 RENTALS & LEASES	-	-	4,000	4,000
4500 LIABILITY & CASUALTY INSURANCE	8,790	-	-	-
4600 REPAIR AND MAINTENANCE	11,062	3,500	1,000	3,500
4650 VEHICLE MAINTENANCE	2,366	2,500	2,100	1,700
4700 PRINTING AND BINDING	60	200	200	200
5100 OFFICE SUPPLIES	1,672	4,000	6,000	5,500
5200 OPERATING SUPPLIES	8,698	5,000	6,000	5,000
5250 FUEL & GASOLINE	3,389	4,000	2,200	3,500
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	2,583	1,000	1,500	2,500
TOTAL	205,242	134,950	135,000	162,600
CAPITAL OUTLAY:				
6200 BUILDINGS	-	-	-	-
6300 IMPROV OTHER THAN BUILDING	-	-	-	-
6400 EQUIPMENT	-	-	-	-
TOTAL	-	-	-	-
TOTAL COST	1,199,653	1,180,866	1,180,916	1,158,579

**CITY OF APOPKA
FIRE CHIEF**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
FIRE CHIEF ADMINISTRATOR	1	1	0
FIRE CHIEF	0	0	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	1	2
FIRE LIEUTENANT	0	1	0
SECRETARY II	1	1	1
SECRETARY I	1	0	0
TOTAL	8	8	8

CAPITAL OUTLAY

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

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Local and State Fire Chief Meetings</i>		1,000
	<i>National Conferences- Fire Assoc.</i>		1,500

Total Cost	\$ 2,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	UPS and Fed Ex charges	Postage, freight and express charges	1,250
	Postage	Department outgoing mail	
		City Administrator's Adjustment	(250)

Total Cost	\$ 1,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Utility bills for the Gilliam Training Center</i>	<i>Electricity, gas, water and waste disposal Any other Public Utility Services needed</i>	110,000
	<i>Lake Apopka Natural Gas</i>	<i>Natural gas utility costs for the Leroy F Gilliam Training Center. This is to cover the expected costs of the natural gas training props expansion project. (Moved from Fire Suppression)</i>	1,200
		<i>City Administrator's Adjustment</i>	22,000

Total Cost	\$ 133,200
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Copier</i>	<i>Leasing and monthly fee, including maintenance and additional copy charges for Ricoh copy machine</i>	<i>4,000</i>

Total Cost	\$ 4,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	Facility Maintenance	Tile Repair / tile for both mens and ladies restrooms in the Fire Administration Building.	3,500

Total Cost	\$ 3,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Preventive and corrective maintenance</i>	<i>Cost incurred for repair and maintenance of Fire Administration vehicles</i>	2,500
		<i>City Administrator's Adjustment</i>	<i>(800)</i>

Total Cost	\$ 1,700
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Letterhead Stationary and Envelopes</i>	<i>Printing and other reproduction services for Fire Administration</i>	<i>200</i>

Total Cost	\$ 200
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	General Office Supplies	Materials and office supplies used for Fire Administration. Paper, stationary, pens, pencils, staples, paper clips, folders, etc.	6,000
		City Administrator's Adjustment	(500)

Total Cost	\$ 5,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Computer Products	<i>Computer software including toners, drums, cartridges for printers, scanners and ink replacement</i> <i>City Administrator's Adjustment</i>	6,000 <i>(1,000)</i>

Total Cost	\$ 5,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Fuel</i>	<i>Costs of fuel including gasoline required to operate Fire Administration vehicles and equipment</i>	<i>3,500</i>

Total Cost	\$ 3,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Fire Administration/Chief/Assistant Chiefs Increase from last year due to 3 new members added to the list Sean Wylam, Brian Bowman, and Wil Sanchez</i>	<i>Includes subscriptions, dues and membership fees</i>	<i>2,500</i>

Total Cost	\$ 2,500
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**CITY OF AOPKA
FIRE SUPPRESSION**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	1,513,669	1,540,476	1,540,476	2,004,668
1210 LONGEVITY PAY	16,174	6,245	6,245	5,971
1225 PROFICIENCY PAY	-	-	-	72,000
1400 OVERTIME	85,650	85,000	85,000	85,000
1500 SPECIAL PAY	5,233	5,300	5,300	5,221
1600 OTHER REIMBURSED ALLOWANCES	-	-	-	-
2100 F.I.C.A.	120,865	125,232	125,232	166,224
2200 RETIREMENT CONTRIBUTION	255,597	197,425	197,425	246,376
2300 LIFE AND HEALTH INSURANCE	241,740	291,574	291,574	290,812
2400 WORKERS COMPENSATION	35,700	29,879	29,879	6,519
plus additional positions requested				272,198
TOTAL	2,274,628	2,281,131	2,281,131	3,154,988
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	13,073	-	-	
3400 OTHER CONTRACTUAL SERVICES	1,045	-	-	
4000 TRAVEL & PER DIEM	-	2,000	4,000	5,000
4100 COMMUNICATIONS	12,009	-	-	-
4200 FREIGHT & POSTAGE	261	1,500	500	1,000
4500 LIABILITY & CASUALTY INSURANCE	48,000	-	-	-
4600 REPAIR AND MAINTENANCE	23,203	47,000	47,000	52,500
4650 VEHICLE MAINTENANCE	90,329	74,635	74,635	74,635
4700 PRINTING AND BINDING	175	-	-	-
4902 LEGAL ADVERTISING	-	-	-	-
5200 OPERATING SUPPLIES	98,177	87,500	87,500	89,250
5250 FUEL & GASOLINE	35,315	35,500	35,000	30,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	1,795	6,000	6,000	5,500
5500 TRAINING	11,538	10,000	10,000	-
5550 PUBLIC RELATIONS	-	-	-	36,000
TOTAL	334,920	264,135	264,635	293,885
CAPITAL OUTLAY:				
6200 BUILDINGS	-	300,000	75,000	825,000
6300 IMPROV OTHER THAN BUILDING	-	-	-	-
6400 EQUIPMENT	369,344	606,500	606,500	843,300
TOTAL	369,344	906,500	681,500	1,668,300
TOTAL COST	2,978,892	3,451,766	3,227,266	5,117,173

**CITY OF APOPKA
FIRE SUPPRESSION**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
ENGINEER	5	4	4
MEDICAL DIRECTOR	0	1	1
FIREFIGHTER	23	28	28
FIREFIGHTER (REQUESTED)	0	0	18
TOTAL	28	33	51

CAPITAL OUTLAY

6200 - Buildings

Fire Station 5 Construction	\$ 825,000
Total Building	<u>\$ 825,000</u>

6400 - Equipment

Replace Engine 11	\$ 540,000
Public Education Officer Vehicle - F150	38,500
Engine 5 Equipment	70,000
Bunker Gear Extractor	7,500
Station 5 Furnishings	40,000
Station 5 Portable Radios	42,000
Station 5 Employee Gear	51,300
Portable Light Trailers (3)	54,000
Total Equipment	<u>\$ 843,300</u>

Total Capital Outlay	<u><u>\$ 1,668,300</u></u>
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**CITY OF APOPKA
STAFFING REQUEST FORM
FISCAL YEAR 2016-17**

Fund General Fund - 001
 Department Fire - Suppression 2120-522
 Division _____

Position Title	Justification	Anticipated Salary/Grade
12 FT Firefighter	Station 5 personnel	\$ 45480 GRADE - 11
		\$ 545,760.00
	<i>plus benefits (estimated at 1/3 salary)</i>	180,101
	Hired at partial year - fund 1/4 of cost \$545,760+\$180,101=\$725,861*1/4	\$ 181,465
Essential Positions		
6 FT Firefighters	Station 5 personnel for 2 In 2 Out	\$ 272,880.00
	<i>plus benefits (estimated at 1/3 salary)</i>	90,050
	Funded for last quarter of year	\$ 90,732.60

Total Cost	\$	272,198
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Fire - Suppression 2120-522</u>
Line Item #	<u>4000</u>
Line Item Description	<u>Travel & 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>Post Construction Inspection</i>	<i>Inspection of new Fire Engine 5 at the manufacture's facility prior to final acceptance and delivery. This is necessary to find issues with the truck at the manufacturing facility so they may be corrected prior to final delivery.</i>	1,500
	<i>PreCon Meeting for Fire Engine</i>	<i>Pre construction meeting for a replacement fire engine. This is necessary so that all details may be finalized prior to construction. Details and options may be visualized at the facility for better decision making. Meetings with each trade to finalize the order are held to ensure fewer mistakes and corrections.</i>	1,500

Total Cost	\$ 5,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Fire - Suppression 2120-522</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & 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>	<i>(500)</i>

Total Cost	\$ 1,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Fire - Suppression 2120-522</u>
Line Item #	<u>4300</u>
Line Item Description	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
	Lake Apopka Natural Gas	Natural gas utility costs for the Leroy F Gilliam Training Center. This is to cover the expected costs of the natural gas training props expansion project. <i>Moved to Fire Chief</i>	1,200 <i>(1,200)</i>

Total Cost	\$	-
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund General Fund - 001
Department Fire - Suppression 2120-522
Line Item # 4600
Line Item Description Repair and Maintenance - Bldg & Equip

Item	Description	Justification	Estimated Cost
1	Breathing Air Compressor Servicing	Annual servicing and certification	7,000
2	Fire Extinguisher recertification	Annual servicing and certification	2,000
3	Small Engine Repair	Saws, generators and hydraulic pumps	4,000
4	SCBA Annual Recertification	Required testing and recert	4,000
5	Protective Bunker Gear Cleaning and Repairs	Annual cleaning and repairs	6,000
6	Tower Truck and Ladder Recert	Annual Testing and certification - Tower trucks and all ground ladders must be tested annually.	4,000
7	Station Appliance repair / replace	Unexpected repairs or replacement - Unexpected Appliance replacement or repairs that occur throughout the year	4,000
8	Misc. Station Repairs	Unexpected repairs - This is for issues with the stations that need repairs such as any door damage, leaks or painting that may need to be done.	5,000
9	Training Tower repairs	Burn room tiles, pressure washing, paint	5,000
10	Carpeting repairs	Training center carpet is getting worn and will need some maintenance. Station 1 upstairs carpet needs replacing as well.	7,000
11	Metiman servicing	Service and Warranty on Training Metiman Simulator	4,500

Total Cost **\$ 52,500**

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Protective and Corrective Maintenance</i>	<i>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>	74,635

Total Cost	\$ 74,635
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Hand Tools	New tools fire and rescue operations	6,000
2	Batteries	Pagers and SCBA Air Packs	1,500
3	*FT Personnel Uniforms	Employee Work Uniforms	24,150
4	*FT Personnel T-shirts	Employee Work Uniforms	5,000
5	*Volunteer / Explorer Uniforms	Employee Work Uniforms	4,000
6	*Uniform Boots	Annual replacement	7,800
7	Firefighting Bunker Boots	As needed replacement	3,300
8	Firefighting PPE	Gloves, Masks, Helmets, Replacements	5,000
9	Tech Rescue Equipment	Ropes, Hardware and Equipment	5,000
10	HazMat Tools and Equipment	Tools and Electronics for Hazardous Ops	5,000
11	Guardian Test Kits	Hazardous Materials recertification Kits	1,500
12	Nozzles and Hoses	Purchases for damaged or testing failures	5,000
13	Cleaning Supplies	Station and Truck Cleaning	5,000
14	Honor Guard Uniforms / Supplies	New Honor Guard Personnel	3,000
15	Firefighting Foam	Class A and B foam for Fire Ops	8,000
<p>* = Increases due to additional personnel however this budget line is the same as last year if you take into account the increases for the new firefighters for St.5.</p>			

Total Cost	\$ 89,250
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

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
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

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

Total Cost	\$ 5,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	NG Training Program Development	Phase 2 of the Natural Gas Hazmat Training development area at our current training facility - This is for expansion of our training area. Phase 1 included purchasing of props. Phase 2 will include the design and piping of the props. Central control panel and additional props included. State requires certain props and gas piping to meet the requirements to be considered a State Recruit Training Facility.	5,000
2	Fire Class Reimbursement	Occasional outside training classes - This is to re-imburse firefighters who complete approved classes that we do not teach in-house.	2,000
		<i>City Administrator's Adjustment</i>	<i>(2,000)</i>

Total Cost	\$ 5,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Fire - Suppression 2120-522</u>
Line Item #	<u>5550</u>
Line Item Description	<u>Public Relations Programs</u>

Item	Description	Justification	Estimated Cost
1	Life Safety Programs	CPR for School teachers, businesses, City personnel. ACLS, PALS BLS and Heart Saver programs Recertification of all EMS Instructors Training equipment and props for above programs Certification costs and certificates for programs above	9,000
2	Fire Safety Programs	Schools Fire Prevention Extinguisher training - gas, certificates etc Station tour supplies Senior Outreach at Fran Carlton Smoke Detector Program In-home Pool Safety Program	7,000
3	Bleachers with shade	This is to provide bleachers for instruction with roofs for sun and weather protection.	5,000
3	Public Relations Programs	Career Service Academy Fire Summer Camp, Youth Public Safety Academy, Apopka High School Medical Magnet Program Apopka HOA Outreach Program Apopka Resident Fire Department Birthday Public Relations Program Recruitment - Job Fairs, Carrer Days Public Safety Academy Explorers -Junior firefighter High School Program Publications Events- Public Relations Flyers and other Material Citizen Emergency Response Team <i>Budget offset by revenue account</i>	15,000

Total Cost	\$ 36,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	Fire Station #5	Estimated at \$750K plus 10% contingency MUST HAVE - ESSENTIAL	825,000

Total Cost	\$ 825,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Fire - Suppression 2120-522</u>
Line Item #	<u>6300</u>
Line Item Description	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
	<i>Training Center Lighting</i>	<i>Provide lighting for night training and activities.</i>	
		<i>Duke Energy Lighting \$10 daily per light</i>	<i>7,300</i>
		<i>or</i>	
		<i>Installing lights and poles by vendor</i>	<i>100,000</i>
		<i>Changed to Light Towers and moved to 6400-Equipment</i>	<i>(107,300)</i>

Total Cost	\$	-
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Replace Engine 11	Replace a 19yo fire engine. Utilize old E11 as our dedicated apparatus for a Recruit Training Facility. *****To be Financed*****	540,000
2	SCBA Bottle replacement program	Continuation of the phased replacement of Self-Contained Breathing Apparatus cylinders. Our entire stock of breathing air cylinders are nearing the end of their service life. A phased replacement over the remaining 3 years will be employed.	19,000
		Eliminated to Balance Budget	\$ (19,000)
3	SCBA Mask Fit Testing device	Appendix A to § 1910.134: Fit Testing Procedures (Mandatory) OSHA mandates that all SCBA mask users be fit tested to ensure proper fit. The device used to ensure proper fit will detect minute leaks in older masks as well. A grant has been requested to finance this device. Results are due back mid-summer.	10,500
		Eliminated to Balance Budget	\$ (10,500)
4	Public Educational Officer Vehicle	This is for an F-150 pick-up truck that would replace a 15 yo Ford Explorer. Our PEO needs a reliable vehicle with room to carry all of the educational props or pull a trailer with the props. Includes \$7k for emergency lighting *****To be Financed*****	38,500
5	Engine 5 Equipment	Equipment needed to outfit the new engine purchased in 2016. Since this is an additional vehicle and not a replacement, all the equipment needed much be purchased instead of transferring it from the out-going vehicle. *****To be Financed*****	70,000

Continued on Next Page

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
6	Bunker Gear Extractor	Fire contaminants expose firefighters to cancer-causing carcinogens and eventually weaken the gear meant to protect them. Blood and body fluids can further expose them to deadly diseases. NFPA 1851 recommends washing soiled turnout gear immediately after exposure to fire or body fluids. The NFPA also warns against cleaning gear in homes or public laundries to avoid cross-contamination.	7,500
		*****To be Financed*****	
7	Station 5 Furnishings	Beds, desks, lockers and furniture for the new fire station.	40,000
		MUST HAVE - ESSENTIAL	
8	Station 5 Portable radios	Four portable radios for the new fire station personnel.	28,000
		Two additional portable radios for 2 In 2 Out	14,000
		*****To be Financed*****	
9	Station 5 New Employee Gear	Bunker Gear, Pants, Coats Helmet and Boots	34,200
		Additional gear for 2 In 2 Out	17,100
		*****To be Financed*****	
10	3 Portable Light Trailers	For use at Gilliam Training Center	54,000
		*****To be Financed*****	

Total Cost	\$ 843,300
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**CITY OF AOPKA
EMERGENCY MEDICAL SERVICES**

LINE ITEM DETAIL

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	2,916,146	3,198,468	3,198,468	3,009,682
1210 LONGEVITY PAY	53,839	16,053	16,053	13,167
1225 PROFICIENCY PAY	368,603	408,000	408,000	344,004
1400 OVERTIME	200,478	100,000	100,000	150,000
1500 SPECIAL PAY	17,305	23,640	23,640	35,528
1600 OTHER REIMBURSED ALLOWANCES	-	-	-	-
2100 F.I.C.A.	259,148	286,581	286,581	271,757
2200 RETIREMENT CONTRIBUTION	545,333	431,176	431,176	380,702
2300 LIFE AND HEALTH INSURANCE	359,950	541,816	541,816	517,328
2400 WORKERS COMPENSATION	36,300	68,299	68,299	10,657
TOTAL	4,757,102	5,074,033	5,074,033	4,732,825
SUPPLIES AND OTHER SERVICES:				
3400 CONTRACTUAL SERVICES	-	-	-	37,200
4000 TRAVEL & PER DIEM	-	-	-	1,300
4100 COMMUNICATIONS	10,359	600	600	-
4200 FREIGHT & POSTAGE	31	-	-	-
4400 RENTAL & LEASES	8,261	10,000	10,000	8,000
4500 LIABILITY & CASUALTY INSURANCE	49,500	-	-	-
4600 REPAIR AND MAINTENANCE	19,580	25,000	25,000	15,000
4650 VEHICLE MAINTENANCE	23,914	25,000	25,000	25,000
4700 PRINTING AND BINDING	2,285	3,000	3,000	3,000
4902 LEGAL ADVERTISING	29	-	-	-
4950 EMS BILLING EXPENSES	40,962	46,000	46,000	40,000
5100 OFFICE SUPPLIES	-	600	300	500
5200 OPERATING SUPPLIES	123,783	122,080	122,000	132,000
5250 FUEL & GASOLINE	25,764	26,000	26,000	20,000
5500 TRAINING	7,730	8,000	8,000	8,000
TOTAL	312,198	266,280	265,900	290,000
CAPITAL OUTLAY:				
6200 BUILDINGS	-	-	-	-
6300 IMPROV OTHER THAN BUILDING	-	-	-	-
6400 EQUIPMENT	61,794	604,875	604,875	194,495
TOTAL	61,794	604,875	604,875	194,495
TRANSFERS:				
9300 TRANSFER TO GRANT FUND	-	25,454	25,454	-
TOTAL	-	25,454	25,454	-
TOTAL COST	5,131,094	5,970,642	5,970,262	5,217,320

**CITY OF APOPKA
EMERGENCY MEDICAL SERVICES**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
CAPTAIN	3	3	3
LIEUTENANT	12	12	12
ENGINEER	7	7	8
EMS/FIREFIGHTER	20	20	20
TOTAL	42	42	43

CAPITAL OUTLAY

6200 - Buildings		0
	Total Building	\$ -
6400 - Equipment		
Replacement Ambulance		170,000
Stryker Power Load Stretcher for New Ambulance		24,495
	Total Equipment	\$ 194,495
Total Capital Outlay		\$ 194,495

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Stryker 2nd annual payment for 2015-16 stretchers. Payment plan.</i>	<i>This is the second of six annual payments to the Stryker Cooperation for the purchase of the seven new stretchers and Power Load track devices as approved in the 2015-16 budget.</i>	<i>54,325</i>
	<i>Bio Hazard Waste Disposal (local preference Stericycle).</i>	<i>Moved to Debt Service 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.</i>	<i>(54,325)</i> <i>37,200</i>

Total Cost	\$ 37,200
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>EMS State Quarterly meetings</i>	<i>Florida Department of Health holds quarterly state meetings throughout the state that EMS Coordinators and chief's attend to discuss new state rules regarding EMS.</i>	500
	<i>ESO EMS software seminar</i>	<i>ESO EMS reporting and billing software seminar National users group (Austin, TX) (includes travel,hotel and two days of the conference) AFD will be in attendance with other local agencies who participate in ESO along with the office of the Orange County Medical Directors Office.</i>	800

Total Cost	\$ 1,300
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Fire - Emergency Medical Svcs 2130-526</u>
Line Item #	<u>4400</u>
Line Item Description	<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
		City Administrator's Adjustment	(2,000)

Total Cost	\$ 8,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>EMS equipment repairs and preventative maintenance</i>	<i>Suction units, stretcher and stair chair repairs and preventative maintenance. This includes preventative maintenance to the AED's in all city owned buildings. Also includes all misc. EMS equipment repairs.</i>	<i>20,000</i>
		<i>City Administrator's Adjustment</i>	<i>(5,000)</i>

Total Cost	\$ 15,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Vehicle Maintenance</i>	<i>Vehicle maintenance for all EMS ambulances</i>	<i>25,000</i>

Total Cost	\$ 25,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Printing of EMS reports and Federal required Hipa forms and brochures to be provided to all patients transported to hospitals.</i>	<i>EMS reports, refusal forms and Hipa forms are required for county protocols and federal Hipa standards.</i>	3,000

Total Cost	\$ 3,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Fire - Emergency Medical Svcs 2130-526</u>
Line Item #	<u>4950</u>
Line Item Description	<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 69% of billed patients. 2015 revenue collected as of 4/11/16 was \$1,132,120.00</p> <p style="color: red;">City Administrator's Adjustment</p>	<p>46,000</p> <p style="color: red;">(6,000)</p>

Total Cost	\$ 40,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Office supplies for EMS Division</i>	<i>Copy paper, notebooks, ink cartridges</i>	<i>500</i>

Total Cost	\$	500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<p><i>EMS operating supplies (EMS medications, first aid supplies, advanced life support items, etc)</i></p>	<p><i>EMS operating supplies continue to increase in price, this budget request is a 10% increase over the previous year requested amount. Call load has also increased over the last few years.</i></p> <p><i>2010 total patients treated= 3821</i> <i>2011 total patients treated= 4093</i> <i>2012 total patients treated= 4390</i> <i>2013 total patients treated= 4584</i> <i>2014 total patients treated= 4779</i> <i>2015 total patients treated= 4955</i></p>	<p style="text-align: center;">132,000</p>

Total Cost	\$ 132,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>Fuel</i>	<i>Fuel for EMS vehicles</i>	<i>20,000</i>

Total Cost	\$ 20,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
	<i>EMS training for department members</i>	<i>continued education is required by the state for all department members (EMT's and Paramedics).</i>	<i>8,000</i>

Total Cost	\$ 8,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund General Fund - 001
Department Fire - Emergency Medical Svcs 2130-526
Line Item # 6400
Line Item Description Equipment & Machinery

Item	Description	Justification	Estimated Cost
	Replacement ambulance	<p>The department is currently in a three year replacement schedule of three older model ambulances from years 2003, 2004, and 2005. This plan was outlined a few years ago in the EMS five year capital projects. This past 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 were fitted with the new Stryker patient restraint system last year.</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: 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 2015 transport revenue as of 4/11/16 was \$1,132,120 or about 69% (collection rate) of billed patients. *****To be Financed*****</p>	170,000
	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>	2,200
		Eliminated to Balance Budget	\$ (2,200)
	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>*****To be Financed*****</p>	24,495

Total Cost **\$ 194,495**

**CITY OF APOPKA
POLICE CHIEF**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	380,104	181,045	203,000	305,655
1210 LONGEVITY PAY	5,615	800	800	470
1225 PROFICIENCY PAY	1,505	1,500	1,500	1,500
1400 OVERTIME	2,167	500	500	500
1500 SPECIAL PAY	1,980	1,440	1,440	3,000
1600 OTHER REIMBURSED ALLOWANCES	-	534	534	534
2100 F.I.C.A.	17,771	13,540	13,540	23,842
2200 RETIREMENT CONTRIBUTION	119,245	38,080	38,080	70,603
2300 LIFE AND HEALTH INSURANCE	14,580	29,774	29,774	37,133
2400 WORKERS COMPENSATION	5,700	2,249	2,249	563
TOTAL	548,667	269,462	291,417	443,801
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	70,400	48,800	48,000	50,300
3400 OTHER CONTRACTUAL SERVICES	1,110,158	1,350,000	1,300,000	1,350,000
4000 TRAVEL & PER DIEM	535	1,600	1,600	5,500
4100 COMMUNICATIONS	2,731	-	-	-
4200 FREIGHT & POSTAGE	8,041	9,000	9,000	10,000
4300 UTILITIES	23,041	28,000	28,000	23,000
4500 LIABILITY & CASUALTY INSURANCE	4,470	-	-	-
4600 REPAIR AND MAINTENANCE	8,140	10,000	1,000	36,500
4650 VEHICLE MAINTENANCE	6,888	4,500	4,500	10,000
4700 PRINTING AND BINDING	958	1,750	1,750	1,750
4900 OTHER CHARGES	-	2,000	2,000	1,000
4902 LEGAL ADVERTISING	78	1,000	1,000	500
5100 OFFICE SUPPLIES	2,945	3,000	3,000	2,500
5200 OPERATING SUPPLIES	4,412	4,000	4,000	5,000
5250 FUEL & GASOLINE	10,769	8,500	8,500	8,500
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	877	1,500	1,500	3,500
5500 TRAINING	525	750	750	40,750
TOTAL	1,254,968	1,474,400	1,414,600	1,548,800
CAPITAL OUTLAY:				
6200 BUILDINGS	-	-	-	-
6300 IMPROV OTHER THAN BUILDING	-	-	-	-
6400 EQUIPMENT	36,125	40,000	40,000	-
TOTAL	36,125	40,000	40,000	-
TOTAL COST	1,839,760	1,783,862	1,746,017	1,992,601

**CITY OF APOPKA
POLICE CHIEF**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
POLICE CHIEF	1	1	1
ADMIN ASST TO THE POLICE CHIEF	0	1	1
DEPUTY POLICE CHIEF*	2	0	0
CODE ENFORCEMENT OFFICER*	2	0	0
POLICE LIEUTENANT**	0	0	1
SECRETARY III	1	0	0
TOTAL	6	2	3

* Position was moved to Support Services

* Position was moved from Field Services

CAPITAL OUTLAY

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

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Clerk of the Court Filings	Code Enforcement/Municipal Code Violations	2,500
2	FDLE Background (Fingerprinting fees citywide)	Police has taken over the responsibility to process all fingerprints. The city has an ordinance that coaches must have an FDLE background check each year. This is approximately \$50 per coach for 530 coaches. This is a pass through cost to the organization.	27,000
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	80,000
		Move to LEGAL	(80,000)

Total Cost	\$ 50,300
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Traffic Intersection Safety Program	Pole/Camera Rental Fee	1,350,000

Total Cost	\$ 1,350,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Travel / Per Diem</i>	<i>Chief / Staff Training Classes</i>	2,000
2	<i>Accreditation Team</i>	<i>For the mock and actual accreditation teams</i>	3,500

Total Cost	\$ 5,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Postage / Franking Services	Department required mailings	9,000
		City Administrator's Adjustment	1,000

Total Cost	\$ 10,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Utilities</i>	<i>Duke Energy</i>	28,000
		<i>City Administrator's Adjustment</i>	<i>(5,000)</i>

Total Cost	\$ 23,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	General Building and Equipment Repairs	Carpet, paint, furniture, bathroom upgrade	20,000
2	Roof @ Graham's Garage	Repair Roof	4,000
3	PD Building Security Features	Door access, security cameras.	12,500

Total Cost	\$ 36,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Vehicle Maintenance	Maintain police fleet assigned to Chief's Office	4,500
		City Administrator's Adjustment	5,500

Total Cost	\$ 10,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Business Cards</i>	<i>Replacement Card Printing</i>	250
2	<i>Stationary</i>	<i>Replacement Stationary</i>	1,000
3	<i>Envelopes</i>	<i>Replacement Envelopes</i>	500

Total Cost	\$ 1,750
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Code Enforcement Charges</i>	<i>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> <i>City Administrator's Adjustment</i>	2,000 <i>(1,000)</i>

Total Cost	\$ 1,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Code Enforcement / Legal Notices	<i>Required Legal Notices to include evidence/unclaimed property disposals, and assessment notices.</i> <i>City Administrator's Adjustment</i>	1,000 <i>(500)</i>

Total Cost	\$ 500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

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

Total Cost	\$ 2,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Police - Chief's Office 2210-521</u>
Line Item #	<u>5200</u>
Line Item Description	<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	ID supplies	Police Department is responsible for citywide ID issue / replacement	2,000
5	Central Florida Police Chief's Luncheon	Apopka Hosts 3x / year	1,200
		City Administrator's Adjustment	(2,000)

Total Cost	\$ 5,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Fuel</i>	<i>Staff Vehicles</i>	8,500

Total Cost	\$ 8,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Subscriptions</i>	<i>Magazines</i>	<i>250</i>
2	<i>Membership Fees</i>	<i>IACP, FPCA (cmd staff)</i>	<i>1,250</i>
3	<i>Accreditation Dues / Fees</i>	<i>Accreditation Process for this Budget Year</i>	<i>2,000</i>

Total Cost	\$ 3,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>College Reimbursement</i>	<i>Reimburse officers for advanced education</i>	40,000
2	<i>Professional Development</i>	<i>Conferences / Professional Courses</i>	750

Total Cost	\$ 40,750
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**CITY OF APOPKA
POLICE FIELD SERVICES**

LINE ITEM DETAIL

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	3,614,296	4,152,967	4,152,967	3,805,479
1210 LONGEVITY PAY	30,030	17,053	17,053	11,795
1225 PROFICIENCY PAY	19,053	21,500	21,500	15,007
1400 OVERTIME	261,900	181,000	181,000	181,000
1500 SPECIAL PAY	44,261	46,905	46,905	34,575
1600 OTHER REIMBURSED ALLOWANCES	-	-	-	1,460
2100 F.I.C.A.	288,522	334,960	334,960	309,773
2200 RETIREMENT CONTRIBUTION	1,040,323	1,074,062	1,074,062	981,487
2300 LIFE AND HEALTH INSURANCE	479,790	706,166	706,166	631,564
2400 WORKERS COMPENSATION plus additional positions requested	63,900	73,698	73,698	9,214
TOTAL	5,842,075	6,608,311	6,608,311	6,339,933
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	7,294	3,000	3,000	5,250
3400 OTHER CONTRACTUAL SERVICES	-	-	-	1,500
4000 TRAVEL & PER DIEM	6,086	6,500	6,500	7,500
4100 COMMUNICATIONS	46,185	5,100	5,000	2,600
4500 LIABILITY & CASUALTY INSURANCE	66,600	-	-	-
4600 REPAIR AND MAINTENANCE	13,503	28,400	28,000	31,000
4650 VEHICLE MAINTENANCE	112,261	125,000	125,000	125,000
4700 PRINTING AND BINDING	4,125	5,000	5,000	2,500
5100 OFFICE SUPPLIES	4,614	6,000	6,000	7,500
5200 OPERATING SUPPLIES	148,137	200,900	200,000	185,000
5250 FUEL & GASOLINE	175,904	200,000	200,000	176,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	537	3,600	3,600	4,500
5450 POLICE-SPECIAL EDUCATION	14,756	1,000	1,000	-
5500 TRAINING	3,119	-	-	-
TOTAL	603,121	584,500	583,100	548,350
CAPITAL OUTLAY:				
6300 IMPROV OTHER THAN BUILDING	-	-	-	-
6400 EQUIPMENT	284,000	484,900	495,000	778,000
TOTAL	284,000	484,900	495,000	778,000
TOTAL COST	6,729,196	7,677,711	7,686,411	7,666,283

**CITY OF APOPKA
POLICE FIELD SERVICES**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
POLICE CAPTAIN	1	1	2
POLICE LIEUTENANT	3	3	3
POLICE SARGEANT	7	7	6
POLICE LEAD OFFICER	53	60	6
POLICE OFFICER	0	0	46
POLICE OFFICER (REQUESTED)	0	0	5
TOTAL	64	71	68

CAPITAL OUTLAY

6200 - Building	\$ -
6400 - Equipment	
Laser Mapping System	\$ 100,000
Equipment for New Officers (5 Officers)	246,000
Police Vehicle Purchase (SUV)	38,000
Police Vehicle Purchase (SUV)	38,000
Police Vehicle Purchase (Escape)	33,000
Police Vehicle Purchase (Interceptor Sedan)	36,000
Police Vehicle Purchase (Interceptor Sedan)	36,000
Traffic Analyzer	12,000
Vericom Roadway Analyser	10,000
Speed Trailers (1)	10,000
Total Equipment	<u>\$ 559,000</u>
Total Capital Outlay	<u>\$ 559,000</u>

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

Fund General Fund - 001
Department Police - Field Services 2220-521
Division _____

Position Title	Justification	Anticipated Salary/Grade
5 Police Officer	To maintain current per capita officer ratio	PS Grade 11-\$ 45,480 227,400
	<i>plus benefits (estimated at 1/3 salary)</i>	75,042
2 Police Officer	City Administrator's Adjustment	(181,465)
	Eliminated to Balance Budget	\$ (120,977)
	Added back by COUNCIL	358,580

Total Cost	\$	358,580
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Pre Employment Exams	New hires/ attrition (15 @ \$300)	4,500
2	Transcript Services	I.A's / Case Prosecution	2,000
3	Background Checks	Prospective Employees or other investigations	1,000
		<i>City Administrator's Adjustment</i>	<i>(2,250)</i>

Total Cost	\$ 5,250
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Gym Maintenance Contract</i>	<i>Maintenance of City Gym</i>	<i>1,500</i>

Total Cost	\$ 1,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Police - Field Services 2220-521</u>
Line Item #	<u>4000</u>
Line Item Description	<u>Travel & 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>(1,000)</i>

Total Cost	\$ 7,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Accurint Data Services	Investigation Database	2,600

Total Cost	\$ 2,600
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund General Fund - 001
Department Police - Field Services 2220-521
Line Item # 4600
Line Item Description Repair and Maintenance - Bldg & Equip

Item	Description	Justification	Estimated Cost
1	Copy Maintenance / Service	Maintain Copy Machines - Services	12,000
2	Calibration Services	RADAR / LASER recertification / Vehicle Calibrations	5,000
3	Equipment Repairs	TASER, simulators, weapons, etc.	3,500
4	iRECORD	Repairs of Video Equipment	1,000
5	In car / External Camera Repairs	Maintenance and repair of video camera systems	4,500
6	Gym Repairs	Repairs 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	1,100
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
		<i>City Administrator's Adjustment</i>	<i>(4,000)</i>

Total Cost	\$ 31,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Patrol Vehicle Maintenance</i>	<i>General Maintenance and Repairs for Patrol Fleet</i> <i>City Administrator's Adjustment</i>	135,000 <i>(10,000)</i>

Total Cost	\$ 125,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Business Card / Stationary</i>	<i>Department Member Cards, Letterhead, Envelopes, Police Forms, Recruiting Materials, etc.</i> <i>City Administrator's Adjustment</i>	5,000 <i>(2,500)</i>

Total Cost	\$ 2,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Desk / Office Items	Pens, Pencils, Highlighters, Folders, etc.	500
2	Copy Paper	Copy Paper	3,500
3	Printer / Copier Supplies	Toner, Cartridges, etc.	2,500
4	Evidence Packaging	Envelopes, Tape, Binders, Clips, etc.	2,500
		City Administrator's Adjustment	(1,500)

Total Cost	\$ 7,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Duty Uniforms	Replacement Shirts, Trousers, Coats, etc.	30,000
2	Leather Gear	Replacement Leather Gear	6,000
3	Expiring Equipment	Gas Masks, Canisters, Less Lethal Devices	7,500
4	Stop Sticks	15 @ \$300	4,500
5	Crime Scene Products	Chemicals, Crime Scene Tape, Bags, Print Powders, Officer Kits, etc	20,000
6	Crime Scene Equipment Filters	Annual Replacement Filters for CSI Equipment	3,000
7	Employee Awards	Certificates, Plaques, Medals, Banquet, etc.	7,500
8	SWAT Chemical Agents	Replacement of expired rounds. Chemical Weapons, Barricade Penetrators, React Rounds, Muzzle Blasts, etc.	1,400
9	40mm Multi Launchers	Current Launcher is over 10 years old and not repairable	950
10	40mm Multi Launcher Carry Systems	Bags Capable of carrying Launchers and Chemical Agents	600
11	ERT Chemical Agents	New items needed. White and Green smoke, for crowd control, Public Safety Demonstrations	500
12	ERT Personal Equipment	Outfit two new members to ERT team	2,500
13	Gas Masks	Replace old and non-functioning SWAT team Gas Masks. (15 @ \$600)	9,000
14	Headsets	Replace old and non-functioning SWAT team Headsets. (15 @ \$975)	14,625
15	Patrol Less Lethal Munitions	Clear Out Bags, replace expiring gas canisters	1,000

16	Training munitions	Training munitions, Bean bag rounds for annual recert.	7,500
17	Taser Cartridges	Replacement cartridges	1,500
18	Taser Training Cartridges	Annual Recert.	4,000
19	Ammunition	Training and carry ammo	30,000
20	Footwear	Annual Replacement footwear (Whole Department)	10,000
21	Range Supplies	Cleaning supplies, Targets, Metal Targets, Target Backing, etc.	3,500
22	Radio Services	Replacement Batteries, Ear Buds, Public Safety Mics.	5,000
23	Training Items	Simunitions, Weapon systems, munitions	20,000
24	Weather/Safety Gear	Replace rain gear, traffic vests, flashlights	4,000
25	Traffic Homicide Investigations	Paint, Tape, Hardware	1,500
26	Intoxilyzer Machine	Disposable Testing Solutions, Mouth Pieces	2,500
27	Accouterments	Collar Brass, Badges, Name Tags	2,000
28	Training Center Supplies	Public Safety Academy, Youth Academy, Female Self-Defense, Citizens Public Safety Academy	2,500
29	Replace / New Related Hand Held Duty Equipment	Impact Weapons, Handcuffs, Hobbles	2,000
28	Equipment / Weapons (New Officers)	5 New Officers - Related Equipment - Body Armor (\$600), Firearm (\$500), Uniforms/Rain Gear etc. (\$700), Leather Gear (\$500), Body Camera (\$700)	15,000
		<i>City Administrator's Adjustment</i>	<i>(35,075)</i>

Total Cost	\$ 185,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Fuel -</i>	<i>Fleet Vehicles</i>	<i>200,000</i>
		<i>City Administrator's Adjustment</i>	<i>(24,000)</i>

Total Cost	\$ 176,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

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

Total Cost	\$ 4,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	laser mapping system	Replace existing laser mapping system	100,000
		Eliminated to Balance Budget	\$ (100,000)
		ADDED BACK BY COUNCIL	100,000
2	5 New Officers	New Officer Equipment - Taser (1200); Radio (8000); Vehicles (36,000); Rifle (1200)	232,000
		City Administrator's Adjustment (2 only)	-139,200
		Eliminated to Balance Budget	-92,800
		ADDED BACK BY COUNCIL	246,000
3	Vehicle Replacement	1223 - 81k - Interceptor SUV	38,000
		*****To be Financed*****	
4	Vehicle Replacement	1221 - 95k - Interceptor SUV	38,000
		*****To be Financed*****	
5	Vehicle Replacement	1220 - 92k - Interceptor SUV	38,000
		ADDED BACK BY COUNCIL	38,000
6	Vehicle Replacement	1219 - 78k - Interceptor SUV	38,000
		ADDED BACK BY COUNCIL	38,000
7	Vehicle Replacement	1203 - 99k - Interceptor SUV	38,000
		ADDED BACK BY COUNCIL	38,000
		City Administrator's Adjustment (2 only)	-114,000
8	Vehicle Replacement	1088 - 70k - Escape - SRO	33,000
		*****To be Financed*****	
9	Vehicle Replacement	1037 - 95k - Escape - SRO	33,000
		City Administrator's Adjustment (1 only)	-33,000
		ADDED BACK BY COUNCIL	33,000
10	Vehicle Replacement	1036 - 110k - Interceptor Sedan	36,000
		*****To be Financed*****	
11	Vehicle Replacement	971 - 100k - Interceptor Sedan	36,000
		*****To be Financed*****	
12	Vehicle Replacement	851 - 90k - Interceptor Sedan	36,000
13	Vehicle Replacement	832 - 100k - Interceptor Sedan	36,000
		City Administrator's Adjustment (2 only)	-72,000
		ADDED BACK BY COUNCIL	72,000
15	I-record Replacement	Replace interview room video system(6 years old)	30,000
		Eliminated to Balance Budget	-30,000
16	SWAT "Throwbot"	Portable video/audio deployment	17,500
		City Administrator's Adjustment	-17,500
17	Traffic Analyzer	Replace Quixote system	12,000
		*****To be Financed*****	

18	Vericom roadway analyzer	Replace existing system used for Traffic Homicide Investigations (purchased in 1997)	10,000
		*****To be Financed*****	
19	Portable Light Towers	Add one to inventory	13,000
		City Administrator's Adjustment	-13,000
20	Speed Trailers (3)	Replace existing aging trailers. All are almost 20 years old (1997/1998/1998)	30,000
		Change to one trailer	-20,000
		*****To be Financed*****	
21	In-car Video (12 on hand)	Replace 5 obsolete systems.	50,000
		Change to two (2) Systems	-30,000
		Eliminated to Balance Budget	-20,000
22	Rescue Phone Quad - Crisis Response Module	Negotiator console for Rescue Phone; Video System for Rescue Phone. 7" video monitoring system with 6 color cameras	23,000
		Eliminated	-23,000
23	LED Portable Area Spotlight	Used to light up locations that are not easy to get to due to terrain or safety issues. Portable and easily set up (2 @ \$1600)	3,200
		Eliminated	-3,200
24	SWAT Robot	Robot used during SWAT calls, Hostage situations, Suspicious Package identification	50,000
		Eliminated	-50,000

Total Cost	\$ 778,000
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**CITY OF APOPKA
POLICE SUPPORT SERVICES**

LINE ITEM DETAIL

	<u>2015</u> ACTUAL	<u>2016</u> BUDGET	<u>2016</u> ESTIMATE	<u>2017</u> REQUESTED
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	2,219,916	2,439,400	2,439,400	3,011,841
1210 LONGEVITY PAY	68,533	11,453	11,453	11,203
1225 PROFICIENCY PAY	9,848	10,500	10,500	13,002
1400 OVERTIME	156,155	80,000	80,000	80,000
1500 SPECIAL PAY	24,970	26,283	26,283	30,608
1600 OTHER REIMBURSED ALLOWANCES	135	7,500	7,500	10,363
2100 F.I.C.A.	182,708	195,354	195,354	241,512
2200 RETIREMENT CONTRIBUTION	591,471	567,645	567,645	701,417
2300 LIFE AND HEALTH INSURANCE	303,600	403,033	403,033	457,070
2400 WORKERS COMPENSATION plus additional positions requested	27,600	33,226	33,226	7,320 99,465
TOTAL	3,584,936	3,774,394	3,774,394	4,663,801
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	4,547	3,500	3,500	5,000
4000 TRAVEL & PER DIEM	2,661	6,750	6,700	6,750
4100 COMMUNICATIONS	18,712	10,000	10,000	10,000
4400 RENTAL & LEASES	4,200	13,000	13,000	13,000
4500 LIABILITY & CASUALTY INSURANCE	28,110	-	-	-
4600 REPAIR AND MAINTENANCE	13,014	11,400	11,400	19,250
4650 VEHICLE MAINTENANCE	28,221	31,000	31,000	21,500
4700 PRINTING AND BINDING	1,506	2,000	2,000	2,000
4902 LEGAL ADVERTISING	-	400	400	500
4904 OTHER - CLOTHING ALLOWANCE	6,450	-	-	-
5100 OFFICE SUPPLIES	3,355	4,000	4,000	5,000
5200 OPERATING SUPPLIES	82,130	30,000	30,000	24,500
5250 FUEL & GASOLINE	37,494	38,000	38,000	38,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	787	1,500	1,500	2,500
5450 POLICE-SPECIAL EDUCATION	3,420	-	-	-
5500 TRAINING	6,631	-	-	-
TOTAL	241,238	151,550	151,500	148,000
CAPITAL OUTLAY:				
6300 IMPROV OTHER THAN BUILDING	-	-	-	-
6400 EQUIPMENT	21,872	120,000	120,000	233,000
TOTAL	21,872	120,000	120,000	233,000
TRANSFERS:				
9150 Transfer to Grant Fund (City Match BPV)	-	-	4,500	6,000
TOTAL COST	3,848,046	4,045,944	4,050,394	5,050,801

**CITY OF APOPKA
POLICE SUPPORT SERVICES**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
POLICE CAPTAIN	2	3	3
POLICE SARGEANT	5	4	4
POLICE OFFICER	16	17	17
POLICE LIEUTENANT	2	2	2
CRIME ANALYST	1	1	1
PROPERTY AND EVIDENCE TECH	2	2	2
FORENSIC SCIENCE TECH	1	1	1
CODE ENFORCEMENT OFFICER	2	2	2
RECORDS SUPERVISOR	1	1	1
RECORDS CLERK	3	3	3
CODE ENFORCEMENT SECRETARY	0	1	1
SECRETARY II	0	1	1
SECRETARY III	1	1	1
TOTAL	36	39	39

CAPITAL OUTLAY

6200 - Building	\$ -
6400 - Equipment	
Police Vehicle Purchase Canine (Interceptor Sedan)	\$ 40,000
Police Vehicle Purchase (CID unmarked)	32,000
Police Vehicle Purchase (CID unmarked)	32,000
Police Vehicle Crime Scene Van	40,000
Metal Carport	20,000
Digital Media Software	30,000
Evidence Room Air Purifier	30,000
Blue Team Software	9,000
	<u>\$ 233,000</u>
Total Capital Outlay	\$ 233,000

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

Fund General Fund - 001
 Department Police - Support Services 2230-521
 Division _____

Position Title	Justification	Anticipated Salary/Grade
Lieutenant	Promote Lt. into Criminal Investigative Division for supervision	PS-11 (cost of promotion ~\$10K) \$10,000
	<i>plus PT benefits</i>	1,000
	Eliminated to Balance Budget	\$ (11,000)
Traffic Citation Specialist (2)	Red Light Camera Program	Paygrade 112 - \$37,393 \$74,786
	<i>plus benefits (estimated at 1/3 salary)</i>	24,679
	Eliminated to Balance Budget	\$ (99,465)
	ADDED BACK BY COUNCIL	\$ 99,465

Total Cost	\$	99,465
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	psychological exams	specialized unit assignments	1,000
2	transcripts	cases for SAO	3,000
3	k9 vet care	4 k9's at 1500 (Vet services - moved here) <i>City Administrator's Adjustment</i>	6,000 <i>(5,000)</i>

Total Cost	\$ 5,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

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

Total Cost	\$ 6,750
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Police - Support Services 2230-521</u>
Line Item #	<u>4100</u>
Line Item Description	<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
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Equipment rentals</i>	<i>Night vision goggles, vehicles, equipment</i>	13,000

Total Cost	\$ 13,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Ocean Systems	video enhancements	2,300
2	Surveillance equipment	repair / maintenance of surveillance equipment	1,500
3	Data works	Booking photo software maintenance	1,500
4	Power DMS software	subscription / maintenance	1,500
5	IAPro	annual software maintenance	2,500
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	Off-duty Software	annual software maintenance	2,500
10	Blue Team annual maintenance	annual software maintenance IA and use of force tracking <i>City Administrator's Adjustment</i>	1,000 <i>(7,850)</i>

Total Cost	\$ 19,250
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Support Vehicle Maintenance	Preventative maintenance for vehicles <i>City Administrator's Adjustment</i>	31,000 <i>(9,500)</i>

Total Cost	\$ 21,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

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

Total Cost	\$ 2,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Legal Ads	Legal ads for property disposal and code enforcement	500

Total Cost	\$	500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

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

Total Cost	\$ 5,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Tag renewal	Confidential tag renewal	1,250
2	Duty Gear	Belts, leather, replacement gear	3,500
3	Replacement body armor	Ballistic materials	2,500
		<i>included in Grant Fund</i>	(2,500)
4	Uniforms	Tactical uniforms	3,500
5	Undercover alarm	Additional sensors	2,500
6	Command vehicle supplies	Supplies and replacement items	2,000
7	Subpoena requirements	Investigative costs	2,500
8	K9	Replacement K9 members (2 new members @600/ea for gear)	1,200
9	Replacement K9 equipment	blank revolver, leather lead, tracking harness, E-Collar, pinch collar, choke collar, K9 training facility items	3,000
10	Evidence lab equipment	Replace aged non-functional lab items	3,000
		<i>City Administrator's Adjustment</i>	(3,000)
11	Digital evidence collection	SD cards, USB drives	1,000
12	Covert Surveillance up-grades	body wires, video,	2,500
13	Video Monitoring	investigative monitoring technology	3,500
		<i>City Administrator's Adjustment</i>	(1,950)

Total Cost	\$ 24,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Fuel</i>	<i>vehicle fuel</i>	38,000

Total Cost	\$ 38,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Notary Renewals</i>	<i>Renew required notary services</i>	1,000
2	<i>Association memberships</i>	<i>Specialized units</i>	1,500

Total Cost	\$ 2,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Vehicle Replacement	1192 - 90k - Interceptor SUV - Canine Replacement *****To be Financed*****	40,000
2	Vehicle Replacement	994 - 100k - Unmarked CID *****To be Financed*****	32,000
3	Vehicle Replacement	972 - 100k - Unmarked CID *****To be Financed*****	32,000
4	Vehicle Replacement	838 - 110k - Unmarked CID City Administrator's Adjustment	32,000 (32,000)
5	Vehicle Replacement	917 - 100k - Crime Scene Van City Administrator's Adjustment	40,000 (40,000)
		ADDED BACK BY COUNCIL	40,000
6	Metal Car port	Cover command/SWAT vehicles	20,000
		Eliminated to Balance Budget	\$ (20,000)
		ADDED BACK BY COUNCIL	\$ 20,000
7	Digital media software	Organize and maintain legal digital evidence	30,000
		Eliminated to Balance Budget	\$ (30,000)
		ADDED BACK BY COUNCIL	\$ 30,000
8	Evidence room air purifier	To remove mold spores/microorganisms from evidence containment areas	15,000
		Eliminated to Balance Budget	\$ (15,000)
		ADDED BACK BY COUNCIL	\$ 30,000
9	Blue Team Software	For frontline supervision to track officer conduct	9,000
		Eliminated to Balance Budget	\$ (9,000)
		ADDED BACK BY COUNCIL	\$ 9,000
10	Off-Duty Tracking Software	To track and schedule officer's off duty and extra duty	2,500
		Eliminated to Balance Budget	\$ (2,500)
11	Crime Zone software v 10(crime scene mapping)	2 additional licenses	3,200
		Eliminated to Balance Budget	\$ (3,200)
12	lights at K9 training field	to place lights at K9 field City Administrator's Adjustment	10,000 (10,000)
13	Evidence cage and vehicle lift	For Annex evidence storage	10,000
		Eliminated to Balance Budget	\$ (10,000)
14	k9 kennel	Replace kennel Changed to this budget year)	30,000 (30,000)

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

Item	Description	Justification	Estimated Cost
15	Industrial Shredder	For Records Section Eliminated	2,000 (2,000)
16	New CSI Camera	Replace 12 year old camera (Purchased through grant this year)	1,300 (1,300)
17	All Terrain Vehicle (Rangers)	Replace aged golf cart for Jason Dwelley Security Moved to Park Rangers	12,000 (12,000)
Total Cost			\$ 233,000

**CITY OF AOPKA
CROSSING GUARDS**

LINE ITEM DETAIL

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
PERSONNEL COSTS:				
1300 OTHER SALARIES AND WAGES	66,605	86,050	86,050	114,500
1210 LONGEVITY PAY	-			-
2100 F.I.C.A.	5,095	6,583	6,583	8,759
2400 WORKERS COMPENSATION	1,100	1,278	1,278	252
TOTAL	72,800	93,911	93,911	123,511
SUPPLIES AND OTHER SERVICES:				
4500 LIABILITY & CASUALTY INSURANCE	1,125	-	-	
5200 OPERATING SUPPLIES	147	2,250	2,000	2,500
TOTAL	1,272	2,250	2,000	2,500
TOTAL COST	74,072	96,161	95,911	126,011

**CITY OF APOPKA
CROSSING GUARDS**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
SEASONAL CROSSING GUARDS	13	13	13
TOTAL	13	13	13

CAPITAL OUTLAY

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

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Uniforms / Equipment	Replace worn items	2,500

Total Cost	\$ 2,500
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**CITY OF AOPKA
DISPATCH**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	910,988	865,885	865,885	1,068,184
1210 LONGEVITY PAY	4,940	4,215	4,215	3,729
1225 PROFICIENCY PAY	31,251	-	-	-
1400 OVERTIME	184,394	45,000	45,000	45,000
1500 SPECIAL PAY	-	3,000	3,000	-
1600 OTHER REIMBURSED ALLOWANCES	5	480	480	480
2100 F.I.C.A.	82,250	70,042	70,042	85,481
2200 RETIREMENT CONTRIBUTION	174,858	155,763	155,763	183,252
2300 LIFE AND HEALTH INSURANCE	204,810	191,184	191,184	228,638
2400 WORKERS COMPENSATION	25,425	893	893	559
additional positions requested				77,935
TOTAL	1,618,921	1,336,462	1,336,462	1,693,259
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	540	1,500	1,500	2,250
3400 OTHER CONTRACTUAL SERVICES	-	3,000	3,000	3,000
4000 TRAVEL & PER DIEM	496	1,000	1,000	3,400
4100 COMMUNICATIONS	38,962	12,600	12,600	11,400
4200 FREIGHT & POSTAGE	26	-	-	-
4300 UTILITY SERVICES	24,271	25,000	25,000	-
4500 LIABILITY & CASUALTY INSURANCE	22,290	-	-	-
4600 REPAIR AND MAINTENANCE	560,449	572,800	572,000	630,500
5100 OFFICE SUPPLIES	4,508	3,000	3,000	4,600
5200 OPERATING SUPPLIES	3,412	5,000	5,000	4,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	1,750	1,750	3,500
5500 TRAINING	165	9,250	9,250	8,600
TOTAL	655,119	634,900	634,100	671,250
CAPITAL OUTLAY:				
6300 IMPROV OTHER THAN BUILDING	-	-	-	-
6400 EQUIPMENT	79,030	551,000	551,000	2,800,000
TOTAL	79,030	551,000	551,000	2,800,000
TOTAL COST	2,353,070	2,522,362	2,521,562	5,164,509

**CITY OF AOPKA
DISPATCH**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
DIRECTOR OF COMMUNICATIONS	1	1	1
COMMUNICATIONS SUPERVISOR	1	0	0
LEAD COMMUNICATIONS TECHNICIAN	2	4	4
COMMUNICATIONS TECHNICIAN	23	18	18
COMMUNICATIONS TECHNICIAN (REQUESTED)			2
TOTAL	27	23	25

CAPITAL OUTLAY

6300 - Infrastructure	\$ -
6400 - Equipment	
2nd Tower Site/Simulcast System	2,800,000
	\$ 2,800,000
Total Capital Outlay	\$ 2,800,000

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

Fund General Fund - 001
Department Police - Dispatch 2235-519
Division _____

Position Title	Justification	Anticipated Salary/Grade
2 Dispatchers	To reduce overtime	PS Grade 107-\$ 29,299
	<i>plus benefits (estimated at 1/3 salary)</i>	58,598
	Essential Positions	19,337

Total Cost	\$	77,935
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>Psychological</i>	<i>Pre-employment exams - psychological</i>	1,500
2	<i>Transcript Services</i>		750

Total Cost	\$ 2,250
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	Radio consultation services	radio system/FCC consultation, engineering	3,000

Total Cost	\$ 3,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

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

Item	Description	Justification	Estimated Cost
1	<i>mandatory professional development</i>	<i>FDLE/CJIS hotel and per diem</i>	1,000
2	<i>MTUG/Radio support</i>	<i>Hotel and per diem</i>	1,000
3	<i>IPTM Leadership Training</i>	<i>4 Comm Leads hotel and per diem @ 600 each.</i>	2,400

Total Cost	\$ 3,400
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Police - Dispatch 2250-519</u>
Line Item #	<u>4100</u>
Line Item Description	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
1	Direct TV	satellite TV services	2,400
2	satellite phone services	disaster command vehicle services	1,800
3	Reverse 911	Swiftreach Communication services	7,200

Total Cost	\$ 11,400
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Police - Dispatch 2250-519</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg & Equip</u>

Item	Description	Justification	Estimated Cost
1	Motorola maintenance	data ring @ \$25K/month and P25 @ \$25K/month	600,000
2	Tower maintenance	paint @ 12,000/climbs @ 5,000/ lights @ 5,000	22,000
3	Soundproofing	Decrease noise levels within 911 center	2,000
4	Upgrade grounding	Grounding lines around tower site.	3,500
5	Building paint	Tower site	3,000

Total Cost	\$ 630,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Police - Dispatch 2250-519</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	desk/office items	Pens/pencisl/highlighters/folders, etc.	1,000
2	copy paper	copy paper	2,500
3	printer/copier supplies	toner/cartridges <i>City Administrator's Adjustment</i>	3,000 <i>(1,900)</i>

Total Cost	\$ 4,600
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Police - Dispatch 2250-519</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	uniforms	shirts/jackets	2,500
2	Employee awards	miscellaneous recognition awards	500
3	cleaning supplies	sanitizer, clorox wipes, other agents	1,000
4	miscellaneous radio connections and upgrades	radio and security system incidentals <i>City Administrator's Adjustment</i>	1,500 <i>(1,500)</i>

Total Cost	\$ 4,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Police - Dispatch 2250-519</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & 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.	500
2	Communications Literature	Professional Education materials	500
3	Employment Exams	Pre/post Employment exams/materials	750
4	Accreditation Dues	Fees	1,500
5	FCC Rule Book		250

Total Cost	\$ 3,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Police - Dispatch 2250-519</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Mandatory State Training		4,000
2	EPD certification and training	Police dispatch certification and protocol training for 23 employees.	25,000
3	MTUG/FDLE conference	Professional affiliation conference	1,000
4	Supervisor Training IPTM	4 @ 800 each, Advanced Leadership Communications Training	3,200
5	NAEMD Conference	Annual conference EMS calltaking protocols	400
		<i>City Administrator's Adjustment</i>	<i>(25,000)</i>

Total Cost	\$ 8,600
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Police - Dispatch 2250-519</u>
Line Item #	<u>6300</u>
Line Item Description	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	Radio system upgrade	Year 2 of 10 year upgrade <i>moved to Debt Service</i>	270,000 <i>(270,000)</i>

Total Cost	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Police - Dispatch 2250-519</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	2nd tower site / Simulcast system with surrounding agencies.	provide coverage for northern area of city *****To be Financed*****	2,800,000

Total Cost	\$ 2,800,000
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**CITY OF APOPKA
PARK RANGERS**

LINE ITEM DETAIL

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
PERSONNEL COSTS:				
1300 OTHER SALARIES AND WAGES				53,664
1400 OVERTIME				6,000
1210 LONGEVITY PAY				40
2100 F.I.C.A.				4,567
2400 WORKERS COMPENSATION plus additional position requested				579 23,000
TOTAL	-	-	-	64,850
SUPPLIES AND OTHER SERVICES:				
4500 LIABILITY & CASUALTY INSURANCE				-
5200 OPERATING SUPPLIES				2,500
TOTAL	-	-	-	2,500
CAPITAL OUTLAY:				
6400 EQUIPMENT				12,000
TOTAL	-	-	-	12,000
TOTAL COST	-	-	-	79,350

**CITY OF APOPKA
PARK RANGERS**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
PARK RANGERS FT			1
PARK RANGERS PT			3
TOTAL	0	0	4

Positions were moved from RecreationDept

CAPITAL OUTLAY

6200 - Building	\$ -
6400 - Equipment All Terrain Vehicle	\$ 12,000
Total Capital Outlay	\$ 12,000

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

Fund General Fund - 001
Department Police - Park Rangers 2235-521
Division _____

Position Title	Justification	Anticipated Salary/ Grade
Park Ranger (FT - 1)	Provide full time public safety protection of city parks	Grade 107 - \$29,299
	<i>plus benefits (estimated at 33%)</i>	\$ 29,299 9,669
	Eliminated to Balance Budget	\$ (38,968)
Park Ranger (PT - 4)	Provide part time public safety protection of city parks and general event security	Grade 107 (equivalent) \$12.90 / hour for 20 hrs/week
	<i>plus benefits (estimated at 10%)</i>	\$ 53,664 5,366
	Cost of Part Time Park Rangers transferred from Recreation - Athletics and included in Salaries	(59,030.40)
	ADDED BACK BY COUNCIL change PT Ranger to FT	\$ 23,000

Total Cost	\$	23,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Police - Park Rangers 2235-521</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	<i>Uniforms / Equipment</i>	<i>Replace worn items</i>	<i>2,500</i>

Total Cost	\$ 2,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Police - Park Rangers 2237-519</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	<i>All Terrain Vehicle (Rangers)</i>	<i>Replace aged golf cart for Jason Dwelley Security *****To be Financed*****</i>	12,000

Total Cost	\$ 12,000
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**CITY OF AOPKA
FACILITIES MAINTENANCE**

LINE ITEM DETAIL

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	53,081	65,220	65,220	72,604
1210 LONGEVITY PAY	245	310	310	387
1400 OVERTIME	61	1,200	1,200	1,200
2100 F.I.C.A.	3,976	5,013	5,013	5,676
2200 RETIREMENT CONTRIBUTION	10,075	10,747	10,747	11,970
2300 LIFE AND HEALTH INSURANCE	14,100	29,774	29,774	16,915
2400 WORKERS COMPENSATION	2,000	1,127	1,127	4,867
		-		
TOTAL	83,538	113,391	113,391	113,619
SUPPLIES AND OTHER SERVICES:				
3400 OTHER CONTRACTUAL SERVICES	34,980	40,680	40,680	58,164
4000 TRAVEL & PER DIEM	757	-	-	-
4100 COMMUNICATIONS		840	-	840
4300 UTILITY SERVICES	171,626	177,000	172,000	177,000
4500 LIABILITY & CASUALTY INSURANCE	11,490	-	-	-
4600 REPAIR AND MAINTENANCE	131,782	215,962	200,000	189,455
4650 VEHICLE MAINTENANCE	1,193	1,000	400	1,000
4900 OTHER CHARGES	10,472	10,375	11,200	10,375
5200 OPERATING SUPPLIES	16,743	18,000	18,000	28,700
5250 FUEL & GASOLINE	1,281	950	900	1,500
5500 TRAINING	-	-	-	1,100
TOTAL	380,324	464,807	443,180	468,134
CAPITAL OUTLAY:				
6100 LAND	26,241	-	-	-
6200 BUILDING	-	187,000	187,000	-
6300 INFRASTRUCTURE	-	-	-	-
6400 EQUIPMENT	-	202,600	200,000	70,000
6800 INTANGIBLES	-	-	-	-
TOTAL	26,241	389,600	387,000	70,000
TOTAL COST	490,103	967,798	943,571	651,752

**CITY OF APOPKA
FACILITIES MAINTENANCE**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
SENIOR PROJECT COORDINATOR	1	1	1
FACILITIES MAINTENANCE WORKER I	1	1	1
TOTAL	2	2	2

CAPITAL OUTLAY

6200 - Building	<u>\$ -</u>
6400 - Equipment	
A/C Replacements (5)	\$ 35,000
CNG F-150	<u>35,000</u>
	<u>\$ 70,000</u>
Total Capital Outlay	\$ 70,000

**CITY OF AOPKA
OT JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund General Fund - 001
Department Facilities Maintenance - 1022-519
Line Item # 1400
Line Item Description Overtime

Item	Description	Justification	Estimated Cost
	Overtime	Occasional City Special Events and Emergency Repairs that may occur after regular business hours	1,200

Total Cost	\$ 1,200
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Facilities Maintenance - 1022-519</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	Airport	Monthly Cleaning Charge 186 x 12	2,232
		Moved to FUND 410 Airport	(2,232)
2	Apopka Community Center	Quarterly Carpet Cleaning 800 x 4	3,200
3	City Clinic 3x wkly	Monthly Charge 186 x 12	2,232
4	City Gym 1 x wkly	Monthly Charge 95 x 12	1,140
5	City Hall 5 x wkly	Monthly Charge 1173 x 12	14,076
6	Fire Admin 3x wkly	Monthly Charge 523 x 12	6,276
7	FS Bay Doors Preventative Maintenance	Annual PM on 4 Bay Doors FS1,2,3,4	700
8	Gilliam Training Center	Monthly Charge 500 x 12	6,000
	Jani King Custodial Services	Contractual Services for the cleaning of City Facilities	
10	Museum	Monthly Charge 150 x 12	1,800
11	Police Dept. 5 x wkly	Monthly Charge 1561 x 12	18,732
12	UB Annex 2x wkly	Monthly Charge 234 x 12	2,808
13	Victoria Plaza	Monthly Charge 100 x 12	1,200

Total Cost	\$ 58,164
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Facilities Maintenance - 1022-519</u>
Line Item #	<u>4100</u>
Line Item Description	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
	<i>Phone</i>	<i>Highland Manor telephone charges \$70/mo.</i>	<i>840</i>

Total Cost	\$	840
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Facilities Maintenance - 1022-519</u>
Line Item #	<u>4300</u>
Line Item Description	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
	<i>Utility Services</i>	<i>Electric, Water and Gas Services at City property located at Highland Manor, Cobb Bldg., VFW, Museum, Christmas lights at Museum, 409 S Park Av. Mc Bride Bldg., 604 E Main St. Connelly Property. 955 W Marshall Lake Dr Pump 2, 2880 Lust Rd. 21 S. Park Av. Annex, 955 W Marshall Lake Dr Pump Cabin, UCF Business Incubator</i>	<i>177,000</i>

Total Cost	\$ 177,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Facilities Maintenance - 1022-519</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg & Equip</u>

Item	Description	Justification	Estimated Cost
1	A&M Fire Equipment-Fire Extinguisher	Yearly Inspection of Fire Extinguishers CH, Gym, Museum, Clinic, VFW, UB, PAD Towers	2,500
2	A&M Fire Equipment-Fire Extinguisher	Replacement of outdated extinguishers	400
3	A-Line Fire and Safety	Semi- Annual Hood Inspection Highland Manor, VFW (\$410)	820
4	Cascade Water Services	Quarterly Monitoring-Water for A/C at CH (126.01)	504
5	Clinic Floors	Bi-Annual Strip and reseal floors	1,600
6	Electrical	Electrical repairs and maintenance to City properties	2,500
7	Electrical	Lightning damage to City properties	4,000
8	Ferran Services	Quarterly -A/C Maintenance CH, Racquetball(\$650)	2,600
9	Ferran Services	Bi-Annual -CH Boiler Maintenance (\$250)	500
10	Florida Safety Systems	Quarterly Monitoring of Alarm Systems, Fire Sprinklers and Fire Back Flows- Highland Manor, UCF, VFW, Lust Rd and Yearly Fire Sprinkler Maintenance	11,480
11	GenSet Services	Annual -Major Maintenance of Generators	3,311
12	GenSet Services	Quarterly -Minor Maintenance of Generators(\$1080)	4,320
13	Highland Manor Wood Repair	Wood siding repair/replacement of decayed wood around building	60,000
14	Louis Cobb Pest(Drywood Termite Renewal Extended Warranty Contract	Annual Service -Museum	300

Item	Description	Justification	Estimated Cost
15	Massey (Drywood Termite Renewal Extended Service Contract)	Annual Service Highland Manor/Wedding Planning Bldg.	1,602
16	Mercer (Ground Termite Renewal Extended Service Contract)	Annual Service Amphitheater (\$260) Clinic(\$260) Gilliam Training Center (\$225)	745
17	Mercer Pest(Pest)	Monthly Pest Control Services - (\$35) City Bldgs.(\$706)	8,472
18	Mercer Pest(Rodent)	Monthly Rodent Baiting PAD, FS4, PS Admin, NW Maint Barn, Highland Manor, Fleet, Utility Warehouse, WWTP, WP @ Grossenbacher, UCF(\$455)	5,460
19	Mercer Pest(Termite)	Quarterly Termite Monitoring CH, FS1, Fire Admin, Gym, Museum, FCC, PS (\$575)	2,300
20	Misc. Repairs	Replacement ceiling tiles, repairs to locks, fencing, doors, gates, verticals/blinds, FS bay doors, ice machines, broken windows, graffiti removal from vandalism to properties	40,000
21	Museum	Prep Stain and Reseal Exterior Wood	20,000
22	Plumbing	Plumbing repairs, new faucets, leaks, clogged toilets and sinks	5,000
23	PS/Fuel Island Gate Maintenance	Annual Agreement fee	1,680
24	Roof Repairs	Misc. roof repairs and maintenance to City properties	5,000
25	State of Florida	Annual Inspection CH Boiler	200
26	State of Florida	Annual Inspection CH Elevator	200
27	Thyssen Krupp Elevator	Quarterly Inspection of Elevator at CH (\$490)	1,960
28	Tyco	Repairs to Keyless Entries at CH, FD, PAD and Annex	2,000

Total Cost	\$ 189,455
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Facilities Maintenance - 1022-519</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
	Vehicles Repairs	Repair and Maintenance to Facilities Maint vehicles	1,000

Total Cost	\$ 1,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Facilities Maintenance - 1022-519</u>
Line Item #	<u>4900</u>
Line Item Description	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
1	AT&T	Cell phone tower	800
2	Sprint	(2) Cell phone tower	3,000
3	Tax Collector	Property Taxes for Leased properties	6,575

Total Cost	\$ 10,375
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Facilities Maintenance - 1022-519</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Custodial supplies and paper products	Cleaning and paper products for CH, Annex Clinic, FS1, Fire Admin, PAD, Museum, Gym	8,000
2	Fertilizer	Chemicals for maintaining sod	500
3	Flags	Replacement flags for City bldgs.	200
4	HVAC filters	Replacement A/C filters	750
5	Insecticide, fungicide, herbicide	Supplies to maintain grass and shrubs	500
6	Irrigation Supplies	Supplies for repair and maintenance of irrigation	500
7	Lighting supplies	Replacement light bulbs for City properties	1,000
8	Mulch	Mulch for CH, Highland Manor, Annex, UCF Incubator	3,000
9	Paint and paint supplies	Repainting facilities as needed	500
10	Plants	Replacement plants CH, Annex, UCF Incubator Highland Manor	1,000
11	Signs	Adopt A Road program(5) @\$200	1,000
12	Sod	Replacement sod for City properties	1,000
13	Tools, ladders	Replacement tools for maintenance/building repairs	1,000
14	Uniforms	Uniforms and Safety shoes <i>City Administrator's Adjustment</i>	900 <i>8,850</i>

Total Cost	\$ 28,700
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Facilities Maintenance - 1022-519</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
	<i>Fuel and Gasoline</i>	<i>Fuel Charges for Facility Maintenance vehicle 600 gals @ \$2.50</i>	<i>1,500</i>

Total Cost	\$ 1,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2015-16**

Fund	<u>General Fund - 001</u>
Department	<u>Facilities Maintenance - 1022-519</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Chiller Training Course	Course to diagnose and maintain Chiller at City Hall for Maint Worker I	500
2	Facility Maintenance Course	Course to track and schedule maintenance for Maint Worker I	600

Total Cost	\$ 1,100
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Facilities Maintenance - 1022-519</u>
Line Item #	<u>6300</u>
Line Item Description	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	Roof Replacement Fire Station 1	FS 1-Due to old age	50,000
		Eliminated to Balance Budget	\$ (50,000)
2	Roof Replacement Fire Station 4	FS4-Due to old age	65,000
		Eliminated to Balance Budget	\$ (65,000)

Total Cost	\$ -
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Facilities Maintenance - 1022-519</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	A/C Replacement	Replacement units due to old age 15-20 yrs. (2)Clinic,(2)Museum, LL Concession (7000 ea.) *****To be Financed*****	35,000
2	CNG F-150	Vehicle for Facilities Maintenance Replaces 2003 Ford Ranger Unit 18-0923 due to age and high mileage *****To be Financed*****	35,000

Total Cost	\$ 70,000
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**CITY OF AOPKA
FLEET MAINTENANCE**

LINE ITEM DETAIL

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	614,347	631,469	631,469	619,981
1210 LONGEVITY PAY	3,755	3,985	3,985	2,605
1400 OVERTIME	17,186	25,688	25,688	25,688
1600 OTHER REIMBURSED ALLOWANCES	5	480	480	480
2100 F.I.C.A.	45,776	50,614	50,614	49,630
2200 RETIREMENT CONTRIBUTION	100,781	108,506	108,506	106,396
2300 LIFE AND HEALTH INSURANCE	84,150	110,969	110,969	109,735
2400 WORKERS COMPENSATION plus additional positions requested	8,700	8,260	8,260	9,666
				95,281
TOTAL	874,700	939,971	939,971	1,019,461
SUPPLIES AND OTHER SERVICES:				
3400 OTHER CONTRACTUAL SERVICES	1,596	-	-	780
4000 TRAVEL & PER DIEM	1,906	2,500	2,000	5,000
4100 COMMUNICATIONS	1,276	650	-	1,290
4200 FREIGHT & POSTAGE	483	500	500	500
4300 UTILITY SERVICES	8,370	8,025	8,000	8,025
4400 RENTAL & LEASES	1,071	-	-	-
4500 LIABILITY & CASUALTY INSURANCE	12,600	-	-	-
4600 REPAIR AND MAINTENANCE	18,707	35,500	34,500	30,000
4650 VEHICLE MAINTENANCE	3,781	3,500	5,000	7,000
4902 LEGAL ADVERTISING	336	-	-	-
5100 OFFICE SUPPLIES	936	1,350	1,000	1,350
5200 OPERATING SUPPLIES	26,712	30,357	30,000	27,000
5250 FUEL & GASOLINE	3,434	3,963	2,000	3,800
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	138	1,100	1,000	1,450
5500 TRAINING	2,351	3,695	3,000	3,250
TOTAL	83,697	91,140	87,000	89,445
CAPITAL OUTLAY:				
6300 INFRASTRUCTURE	153,888	-	-	-
6400 EQUIPMENT	-	-	-	10,750
6800 INTANGIBLES	-	-	-	-
TOTAL	153,888	-	-	10,750
TOTAL COST	1,112,285	1,031,111	1,026,971	1,119,656

**CITY OF APOPKA
FLEET MAINTENANCE**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
FLEET SUPERINTENDENT	1	1	1
PURCHASING AND SUPPLY SPECIALIST	1	1	1
FLEET FOREMAN	1	1	1
EQUIPMENT MECHANIC	8	8	8
EQUIPMENT MECHANIC (REQUESTED)	0	0	2
TOTAL	11	11	13

CAPITAL OUTLAY

6200 - Building	\$ -
6400 - Equipment	
Vehicle Lift Replacement	\$ 10,750
	<u>\$ 10,750</u>
Total Capital Outlay	\$ 10,750

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

Fund General Fund - 001
Department Public Services - Fleet Mgmt 3310-519
Division _____

Position Title	Justification	Anticipated Salary/Grade
Equipment Mechanic (FT)	The fleet size and age has increased beyond our current staffing level to effectively maintain it.	Equipment-1 \$ 47,760
Equipment Mechanic (FT)	The fleet size and age has increased beyond our current staffing level to effectively maintain it.	Equipment-1 \$ 47,760
	<i>Plus benefits (estimated at 33%)</i>	31,522
	Essential Positions	
	COUNCIL ADJUSTMENT - DELAY HIRING	(31,760)

Total Cost	\$	95,281
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>1400</u>
Line Item Description	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
1	Overtime: 6 hrs./wk. @ \$39/hr. 52 weeks	On Call	12,168
2	Straight Overtime: 10 hrs./wk. @ \$26 hr. 52 weeks	On Call	13,520

Total Cost	\$ 25,688
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
	Cleaning of Offices	Insures clean offices/restrooms	780

Total Cost	\$	780
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>4000</u>
Line Item Description	<u>Travel & 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/Maintenance) which allows us the ability to perform this work in house! Air-Fare/Room/Meals/Car Rental	2,000
2	Kohler Factory Training "Engine Systems" located in Kohler WI	Allows us to perform these repairs in-house. This covers the diagnostic & repairs of Kohler Engine that are installed on our Kubota Units ! Room/Meals/Car Rental	2,000
3	Caterpillar Factory Training "Engine Systems" located in St Augustine	Allows us to perform these repairs in-house. This covers the diagnostic & repairs of the Caterpillar Engine ! Room/Meals/Car Rental	1,000

Total Cost	\$ 5,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>4100</u>
Line Item Description	<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	650
2	On-Call Phone	Stand-by cell for after hours calls/service/repairs	640

Total Cost	\$ 1,290
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

Item	Description	Justification	Estimated Cost
1	<i>Freight & Postage</i>	<i>Should the need arise to return parts and/or send mail the old fashion way. Would also cover any haz-mat fees.</i>	500

Total Cost	\$ 500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>4300</u>
Line Item Description	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
1	Electric	Utility cost to operate 2-buildings	4,825
2	Water	Utility cost to operate 2-buildings	3,200

Total Cost	\$ 8,025
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund General Fund - 001
Department Public Services - Fleet Mgmt 3310-519
Line Item # 4600
Line Item Description Repair and Maintenance - Bldg. & Equip

Item	Description	Justification	Estimated Cost
1	Automatic Gate Photo Eye Assemblies at Main Fuel Island X-2	Need to upgrade/increase photo sensors to minimize unsafe gate closures, and reduce liability cost	2,500
2	C.N.G. Pumping Station at Main Fuel Island, to include compressors/dryer/dispensers/key-pads.	Needed funds to cover scheduled maintenance as well as needed repairs. Warranty expires start of this budget cycle.	5,000
3	Increase facility (Main Fuel Island) Lot Lighting	Only 1-street light (type) to illuminate that entire area. Recommend adding 5 more to safely light that area, and reduce liability cost.	5,000
4	Install interior swipe access to exit main fuel island area	Need to install an emergency exit from the fuel island should you need to exit quickly!	2,500
5	Lifts/Hoists in both shops	Required Safety Inspections By OSHA section 5A1 & ANSI 4-Lifts @ 250,00 per inspection,	1,000
6	Main Fuel Island (Diesel & Unleaded)	Needed funds to cover scheduled maintenance as well as needed repairs.	4,500
7	Repair 1st in-ground trip sensor for west-gate.	Due to the concrete drive cracking @ the 1st sensor location, has shorted out the sensor.	3,500
8	Repairs/Replacement of unforeseen building items. (Both Buildings)	Needed funds to cover any maintenance as well as needed repairs. A/C unit for office over 10 years old, ballast/lights/ electrical repairs.	2,500
9	Roll-up Entrance Bay Doors	On going replacement due to age/condition. Funds allows for up to two doors (parts & labor) to be replaced	3,500
10	Shop Compressor Maintenance and Repairs	<i>City Administrator's Adjustment</i>	2,000 <i>(2,000)</i>

Total Cost	\$	30,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	<i>Fleet has eight vehicles average age 17 years old.</i>	<i>Scheduled Maintenance as well as any unforeseen repairs. City Administrator's Adjustment</i>	<i>10,000 (3,000)</i>

Total Cost	\$ 7,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	Printer ink/paper/ office supplies/Etc.	Items used daily to keep the paper work moving.	1,350

Total Cost	\$ 1,350
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Misc. shop disposals	Cost of operations Toilet Paper, Hand Cleaner, 1st aid supplies, Floor cleaner, Paper towels, Shop rags (disposal), Degreaser, Safety Glasses, Gloves, etc.	1,500
2	New and repair/replacement of techs hand/air tools.	Age/condition of various equipment also new tooling technology mandates budgeting funds. 10 techs @ \$700.00 each.	7,000
3	Safety Clean (Parts Washer)	Outsourcing allows clean product and proper accounting of disposal of old product.	2,532
4	Safety Shoes X 11 @ \$100.00	Required (City Policy)	1,100
5	Shop Supplies Expendables (Electrical)	Cost of operations Electrical Connectors, Wiring, Fuses/Circuit Breakers, Misc. Elect supplies.	2,250
6	Shop Supplies Expendables (Hardware)	Cost of operations Nuts/Bolts/Washers. Specialty Items, (Ex. inserts/push pins/etc.) Various raw materials-(Ex. metals/tubing) Brass Fittings, Fender covers, etc... Welding Supplies...	3,450
7	Uniforms	City Provides Uniforms Costing based on current uniform cost.	2,300
8	Unscheduled repair/replacement of shop tools.	Age/condition of various equipment mandates budgeting funds to cover the unknown.	3,500
9	Yearly License Fees various software programs:	Mack, Caterpillar, Cummins (C.N.G.), <i>City Administrator's Adjustment</i>	2,500 <i>868</i>

Total Cost	\$ 27,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	C.N.G. Fuel	One service vehicle is dual fuel (C.N.G. & Unleaded) . Based on 450 gallons @ \$1.25 per gallon	563
2	Diesel Fuel	Two service vehicles operate on diesel fuel Based on 450 gallons @ \$ 3.00 per gallon	1,350
3	Unleaded Fuel	Unleaded fuel for six vehicles. Based on 1300 gallons @ \$ 2.50 per gallon <i>City Administrator's Adjustment</i>	3,250 <i>(1,363)</i>

Total Cost	\$ 3,800
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	ASE Certifications	Encourage Techs to maintain certifications.	1,000
2	FLAGFA	Florida Association of Governmental 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.	200

Total Cost	\$ 1,450
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**


Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Fleet Mgmt 3310-519</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Caterpillar Factory Training "Engine Systems" located in St Augustine	Allows us to perform these repairs in-house. This covers the diagnostic & repairs of the Caterpillar Engine !	2,000
2	Kohler Factory Training "Engine Systems" located in Kohler WI	Allows us to perform these repairs in-house. This covers the diagnostic & repairs of Kohler Engine that are installed on our Kubota Units ! Room/Meals/Car Rental	750
3	Rosenbauer Training Factory School is located in Wyoming MN 55092	This covers our Rosenbauer Fire Trucks (Repair/Maintenance) which allows us the ability to perform this work in house!	500

Total Cost	\$ 3,250
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund General Fund - 001
Department Public Services - Fleet Mgmt 3310-519
Line Item # 6400
Line Item Description Equipment & Machinery

Item	Description	Justification	Estimated Cost
1	Replacement of Vehicle Lift	Parts/Components are obsolete. *****To be Financed*****	10,750
2	(Current) Robinair Model SPX 34700Z	Current machine replacement parts are obsolete Continue to perform A/C repairs/service in-house.  Current machine not HFO-1234yf compatible . HFO-1234yf supports new environmental regulations to help reduce climate change and is supposed to be much easier on the planet. In fact, it is estimated that using HFO-1234yf will provide an estimated 99.7 percent reduction in global warming contribution in comparison	6,700
		Eliminated to Balance Budget	\$ (6,700)

Total Cost	\$ 10,750
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**CITY OF APOPKA
CEMETERY**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	61,182	62,792	62,792	67,556
1210 LONGEVITY PAY	98	168	168	183
1400 OVERTIME	734	4,536	4,536	4,536
2100 F.I.C.A.	4,589	5,163	5,163	5,529
2200 RETIREMENT CONTRIBUTION	9,843	11,069	11,069	11,853
2300 LIFE AND HEALTH INSURANCE	15,330	20,176	20,176	18,513
2400 WORKERS COMPENSATION	2,000	1,785	1,785	22,564
TOTAL	93,776	105,689	105,689	130,734
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	-	-	-	
4100 COMMUNICATIONS	607	-	-	
4300 UTILITY SERVICES	1,909	1,400	1,900	1,850
4500 LIABILITY & CASUALTY INSURANCE	1,500	-	-	-
4600 REPAIR AND MAINTENANCE	2,740	7,500	2,500	6,000
4650 VEHICLE MAINTENANCE	2,303	2,500	2,500	2,500
5100 OFFICE SUPPLIES	-	50	50	50
5200 OPERATING SUPPLIES	8,002	6,790	5,000	5,000
5250 FUEL & GASOLINE	3,457	3,700	2,500	3,625
TOTAL	20,518	21,940	14,450	19,025
CAPITAL OUTLAY:				
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	-
6400 EQUIPMENT	-	15,000	-	-
TOTAL	-	15,000	-	-
TOTAL COST	114,294	142,629	120,139	149,759

**CITY OF APOPKA
CEMETERY**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
CEMETERY SEICIALIST	1	1	1
CARETAKER II	1	1	1
TOTAL	2	2	2

CAPITAL OUTLAY

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

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Cemetery 3512-539</u>
Line Item #	<u>1400</u>
Line Item Description	<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	Overtime Events		
	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

Total Cost	\$ 4,536
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Cemetery 3512-539</u>
Line Item #	<u>4300</u>
Line Item Description	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
1	<i>Electric</i>	<i>Electric service to buildings</i>	<i>800</i>
2	<i>Water</i>	<i>Water service to buildings</i> <i>City Administrator's Adjustment</i>	<i>600</i> <i>450</i>

Total Cost	\$ 1,850
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Cemetery 3512-539</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg & Equip</u>

Item	Description	Justification	Estimated Cost
1	<i>Tree Removal</i>	<i>For removal of dead trees in the cemetery</i>	10,000
2	<i>Miscellaneous Building Repairs</i>	<i>Siding repairs, and painting of buildings, misc. repairs to buildings, Gazebo maintenance., Fence maintenance., marker repairs.</i>	5,000
		<i>City Administrator's Adjustment</i>	<i>(9,000)</i>

Total Cost	\$ 6,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Cemetery 3512-539</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	19-0970 Ford F-150 (2004)	Repair cost and PM for 1 yr.	1,000
2	2008 Gator	Repair cost and PM for 1 yr.	500
3	27-1769 Kubota Mower	Repair cost and PM for 1 yr.	200
4	27-1768 Kubota Mower	Repair cost and PM for 1 yr.	400
5	Miscellaneous trailers trimming tools, pole saws, edger's, weed eaters, walking mowers,	Repair cost and PM for 1 yr.	400

Total Cost	\$ 2,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Cemetery 3512-539</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	Office Supplies	Ink pens, tablets, pencils, staples and paper clips.	50

Total Cost	\$	50
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Cemetery 3512-539</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Community Service Projects		100
2	Fertilizer and Insecticides	Chemicals used in the maintenance of the cemetery grounds	750
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	500
5	Light bulbs and electrical	Light bulb replacement and electrical replacement parts and repairs.	200
6	Miscellaneous Head Stone Repairs	Repair to head stones damaged by weed eating or mowing grounds	500
7	Miscellaneous landscaping	Replacement of plantings and mulch for Memorial day, and general up keep	1,000
8	Radio batteries (2 @\$90)		180
9	Replacement Blowers (2 @\$300)	Blowers used for cemetery up keep and leaf removal.	600
10	Replacement of Weed eaters (2 @\$300)	Weed eaters used for cemetery up keep	600
11	Safety Equipment	Safety glasses, gloves, hardhat replacement	350
12	Safety Shoes (2 @\$100)	Safety shoes for Keith Tincher & Terry Griffin	200
13	Sod Replacement	Sod to go around the Veteran's Memorial	600
14	Stakes, Paint and flagging tape	Used to mark grave sites.	300
15	Uniforms (2 @\$195)	Uniforms for Keith Tincher and Terry Griffin	390
		<i>City Administrator's Adjustment</i>	<i>(1,820)</i>

Total Cost	\$ 5,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Cemetery 3512-539</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	<i>Fuel for the following vehicles 19-0970, Gator, Mowers 27-1769 & 27-1768; for weedeaters, pole saws, edgers and hedge cutters (1450 gallons @ \$2.50).</i>	<i>Fuel needed to maintain the cemetery</i>	\$3,625

Total Cost	\$ 3,625
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**CITY OF AOPKA
 GROUNDS MAINTENANCE**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	387,824	397,482	397,482	390,757
1210 LONGEVITY PAY	7,668	3,120	3,120	2,129
1300 OTHER SALARIES AND WAGES	-	3,460	3,460	-
1400 OVERTIME	7,744	10,260	10,260	10,260
2100 F.I.C.A.	30,300	31,696	31,696	30,841
2200 RETIREMENT CONTRIBUTION	64,012	67,381	67,381	66,116
2300 LIFE AND HEALTH INSURANCE	68,850	90,793	90,793	84,554
2400 WORKERS COMPENSATION	9,300	6,440	6,440	5,085
TOTAL	575,698	610,632	610,632	589,741
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	1,974	-	-	-
4100 COMMUNICATIONS	126	199	-	-
4300 UTILITY SERVICES	22,811	17,000	18,760	18,000
4500 LIABILITY & CASUALTY INSURANCE	7,050	-	-	-
4600 REPAIR AND MAINTENANCE	5,125	9,000	5,000	7,000
4650 VEHICLE MAINTENANCE	23,346	22,000	20,500	21,000
4900 OTHER CHARGES	10,150	7,000	5,100	7,000
5100 OFFICE SUPPLIES	227	800	200	500
5200 OPERATING SUPPLIES	47,120	69,570	72,000	46,667
5216 TREE BANK EXPENDITURES	20,483	210,000	25,000	210,000
5250 FUEL & GASOLINE	19,349	25,050	20,000	23,400
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	22	1,050	1,000	-
5500 TRAINING	225	1,300	1,000	2,200
TOTAL	158,008	362,969	168,560	335,767
CAPITAL OUTLAY:				
6200 BUILDINGS	-	100,000	100,000	-
6400 EQUIPMENT	7,340	85,600	85,600	-
TOTAL	7,340	185,600	185,600	-
TOTAL COST	741,046	1,159,201	964,792	925,508

**CITY OF APOPKA
 GROUNDS MAINTENANCE**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
PROGRAM SUPERVISOR	1	1	1
GROUNDS SPECIALIST	2	1	1
GROUNDS FOREMAN	1	1	1
IRRIGATION SPECIALIST	0	1	1
HORTICULTURE SPECIALIST	0	1	1
MAINTENANCE WORKER II	1	1	1
MAINTENANCE WORKER I	4	3	3
TOTAL	9	9	9

CAPITAL OUTLAY

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

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Grounds 3513-572</u>
Line Item #	<u>1400</u>
Line Item Description	<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	Overtime Events		
	Christmas Parade	40 hrs. @ \$27.00 To support clean up effort after Parade.	\$1,080
	Old Florida Festival	80 hrs. @ \$27.00 to support clean up effort during the event	\$2,160
	Carnival	52 hrs. @ \$27.00 to support clean up effort during the event	\$1,404
	Foliage Festival	64 hrs. @ \$27.00 to support clean up effort during the event	\$1,728
	Miscellaneous Events	40 hrs. @ \$27.00 to support clean up and gathering of chairs and tables after the event.	\$1,080

Total Cost	\$ 10,260
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Grounds 3513-572</u>
Line Item #	<u>4100</u>
Line Item Description	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
	Long Distance	Long distance call when dealing with vendors out of state. <i>City Administrator's Adjustment</i>	199 <i>(199)</i>

Total Cost	\$	-
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Grounds 3513-572</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg. & Equip</u>

Item	Description	Justification	Estimated Cost
1	Concrete Repairs	Misc. repairs through out the City	\$750
2	Concrete, playground, park buildings	Misc. repairs through out the City	\$750
3	Dream Lake Fence & walkways, Gazebo paint and repairs, electric, etc.	Bricks being removed by kids that walk through the park.	\$2,000
4	Fire extinguisher renewal	Yearly inspection	\$500
5	Irrigation repairs	Misc. repairs through out the City	\$3,000
6	Walkway repairs in Kitland Nelson Park	Sidewalks being lifted by tree roots <i>City Administrator's Adjustment</i>	\$2,500 <i>(2,500)</i>

Total Cost	\$ 7,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Grounds 3513-572</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	<i>Preventive and corrective maintenance on all vehicles</i>	<i>For the maintenance of all mowers, hand tools and vehicle.</i> <i>City Administrator's Adjustment</i>	\$22,000 <i>(1,000)</i>

Total Cost	\$ 21,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Grounds 3513-572</u>
Line Item #	<u>4900</u>
Line Item Description	<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.	\$7,000

Total Cost	\$ 7,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Grounds 3513-572</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	Supplies	Pencils, Paper, Printer Ink, Pens, Paper clips, staples, misc.	\$500

Total Cost	\$ 500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Grounds 3513-572</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Fertilizers, Pesticides, Herbicides and Pond treatments	To treat Kitland Park, Dog Park, VFW, Highland Manor, Barn hills, all Fire Stations	\$8,600
2	Miscellaneous Tools	Small hand tool replacements	\$400
3	Sand	To assist in the maintenance of the sod throughout the city at all facilities	\$1,500
4	Seed	To treat Kitland Park, Dog Park, VFW, Highland Manor, and all Fire Stations	\$3,200
IRRIGATION			
5	Irrigation Supplies	Supplies to maintain all irrigated areas throughout city i.e.. Vick Rd, All public buildings and fire stations.	\$4,500
6	Irrigation upgrades	Additional supplies needed to update/up grade current irrigation systems throughout the city	\$5,000
7	Small Hand tools	Small hand tools needed for repair of irrigation	\$300
GROUND			
8	(5) Weedeaters, (3) Blowers, (2) Chain Saws @ \$250 ea.	Replacement of worn out tools	\$2,500
9	Hand tools	Shovels, rakes, pruners, etc.	\$750
10	Miscellaneous supplies	Bags, ties, tags, stakes, edging cords/blades, ect	\$1,600
11	Motorola Radio Batteries (9@\$90)	Battery replacements for Hand Held Radios	\$810
12	Mulch	(100 cubic. yards 2 times / year for Christmas in the Park and Foliage Festival @ \$2000/ yr.	\$4,000
13	Paint Supplies	Painting of the Gazebo, benches, tables in Kitland, Dream Lake and the Dog Park	\$500

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Grounds 3513-572</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
14	Power Tools & Saws	Replacement of power tools and pole saw chains and guides	\$550
15	Work Boots	Safety apparel (9@\$150)	\$1,350
16	Sod	Replacement of sod as needed at City wide facilities	\$2,500
17	Tree Trimming and Removal	Removal of trees dead or Hazardous throughout the city	\$6,500
18	Uniforms (9@\$195 & 1@ \$352)		\$2,107
	SPECIAL EVENTS		
19	Christmas decorations new items	For various areas in the City	\$27,850
		ELIMINATED BY COUNCIL	(27,850)
Total Cost			\$ 46,667

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Grounds 3513-572</u>
Line Item #	<u>5207</u>
Line Item Description	<u>Parks Beautification</u>

Item	Description	Justification	Estimated Cost
1	<i>Annuals and Plantings for Parks, City Hall, Dog Park, Highland Manor, Barn hills and Community Center</i>	<i>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.</i>	\$4,600.00

Total Cost	\$ 4,600
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Grounds 3513-572</u>
Line Item #	<u>5216</u>
Line Item Description	<u>Tree Bank Expenditures</u>

Item	Description	Justification	Estimated Cost
1	<i>Downtown Area</i>	<i>Highland Manor, 6th St., etc.</i>	<i>\$100,000.00</i>
2	<i>Hawthorne / Alonzo William Park</i>	<i>5th to 9th Street</i>	<i>\$10,000.00</i>
3	<i>Jason Dwelley</i>	<i>From Ponkan to Kelly Park Rd</i>	<i>\$10,000.00</i>
4	<i>US 441 Median</i>	<i>From 414 to Home Depot</i>	<i>\$60,000.00</i>
5	<i>Vick Rd medians</i>	<i>From Old Dixie to Welch Rd.</i>	<i>\$30,000.00</i>

Total Cost	\$ 210,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Grounds 3513-572</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	CNG Fuel (2000 gallons @ \$1.25)	For trucks and mowers	\$ 2,500.00
2	Diesel usage for 1 yr. 300 gallons @ \$3.00	Trucks, Tractors, backhoes	\$ 900.00
3	Gasoline (8000 gallons for 1 year @ \$2.50 / gallon)	For trucks and mowers, weed eaters, edger's, blowers, chainsaws and pole saws	\$ 20,000.00

Total Cost	\$ 23,400
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Public Services - Grounds 3513-572</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
	HORTICULTURE		
1	Turf and Field Classes	To maintain CEU's	\$200
2	Conferences	Turf and Field sod management Cheryl Pilkington	\$450
	IRRIGATION		
3	FCHP	Renewal fees	\$150
4	Training	Irrigation and water management Beau Kirkland	\$500
	LICENSING		
5	License	Renewals Cheryl Pilkington	\$350
6	License	Aquatic Renewal Cheryl Pilkington	\$150
7	Pesticide License	Renewal Manuals (4@ \$100)	\$400

Total Cost	\$ 2,200
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**CITY OF APOPKA
ATHLETIC COMPLEXES**

LINE ITEM DETAIL

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	304,864	312,802	312,802	331,163
1210 LONGEVITY PAY	2,310	2,073	2,073	1,745
1300 OTHER SALARIES AND WAGES	23,160	32,300	32,300	32,300
1400 OVERTIME	13,557	11,010	11,010	23,180
2100 F.I.C.A.	24,926	27,401	27,401	29,712
2200 RETIREMENT CONTRIBUTION	50,886	53,445	53,445	44,826
2300 LIFE AND HEALTH INSURANCE	53,550	70,616	70,616	62,554
2400 WORKERS COMPENSATION	6,900	5,513	5,513	3,564
additional positions requested				-
TOTAL	480,153	515,160	515,160	529,044
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	233	-	-	-
3400 OTHER CONTRACTUAL SERVICES	-	109,062	109,062	115,062
4100 COMMUNICATIONS	379	-	-	-
4200 FREIGHT & POSTAGE	4	75	50	75
4300 UTILITY SERVICES	450	600	600	900
4400 RENTALS & LEASES	2,300	5,360	5,300	4,360
4500 LIABILITY & CASUALTY INSURANCE	5,550	-	-	-
4600 REPAIR AND MAINTENANCE	3,250	9,000	9,000	9,000
4650 VEHICLE MAINTENANCE	30,330	25,500	9,000	25,500
4900 OTHER CHARGES	446	1,000	1,000	500
5100 OFFICE SUPPLIES	51	200	200	700
5200 OPERATING SUPPLIES	313,906	260,900	260,200	190,000
5216 TREE BANK EXPENDITURES	-	7,500	7,500	7,500
5250 FUEL & GASOLINE	18,666	22,000	15,400	15,400
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	875	1,000	1,000	1,000
5500 TRAINING	1,710	2,110	2,110	1,735
TOTAL	378,150	444,307	420,422	371,732
CAPITAL OUTLAY:				
6300 INFRASTRUCTURE	-	-	-	-
6400 EQUIPMENT	12,760	102,500	109,441	162,000
TOTAL	12,760	102,500	109,441	162,000
TRANSFERS:				
9150 Transfer to Grants (City Match GameTime)	-	-	-	-
TOTAL COST	871,063	1,061,967	1,045,023	1,062,776

**CITY OF APOPKA
ATHLETIC COMPLEXES**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
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	1	2
MAINTENANCE WORKER I	2	2	1
MAINTENANCE WORKER I (REQUESTED)	0	0	0
CUSTODIAL WORKER (REQUESTED)	0	0	0
ATHLETICS FOREMAN (REQUESTED)	0	0	0
HORTICULTURE/SPRAY SPECIALIST (REQUESTED)	0	0	0
PARKS FOREMAN (REQUESTED)	0	0	0
TOTAL	7	7	7

CAPITAL OUTLAY

6300 - Infrastructure	\$ -
6400 - Equipment	
Kubota Tractor	\$ 42,000
Reel Mower, Toro	38,500
F-150	29,000
Mowers 2-Z Units (2)	21,500
Workman HD Dump, Toro	18,500
John Deere Fertilizer/Spray Unit	12,500
	\$ 162,000
Total Capital Outlay	\$ 162,000

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

Fund
Department
Division

General Fund - 001
Recreation - Athletic Complexes 3514-572

Priority	Position Title	Justification	Anticipated Salary/Grade
1	Athletics Turf Specialist Pay Grade 112	The objective is to drop the <u>TruGreen Contract (Cut contract-3400 and replace with staff-1200 and move chemicals in 5200)</u> hire a seasoned experienced certified/licensed pesticide operator to be responsible for the total field care throughout the complex. Must be well versed and experienced in Athletic Field Care and chemical/pesticide usage.	39,612
		Funds moved from 3400 to cover this position <i>plus benefits (estimated at 33%)</i>	13,072
		Eliminated to Balance Budget	\$ (52,684)
2	Athletics Foreman Pay Grade 114	Northwest has nearly 200 acres. Including over 50 acres of high quality athletic field turf care. The Complex has 12 baseball/softball fields, 16 multi-use pads, tennis, basketball, volleyball, amphitheater, over 100 landscape beds, BBQ area, common areas, playground, hundreds of trees and thousands of irrigation heads. Seasoned and experienced individual will be a certified pesticide operator and have the responsibility of the overall daily care in the maintenance and efficiency of the Norhtwest's high profile turf and ballfields so as to improve its operation	49,227
		<i>plus benefits (estimated at 33%)</i>	16,245
		Eliminated to Balance Budget	\$ (65,472)
3	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	33,915
		<i>plus benefits (estimated at 33%)</i>	11,192
		Eliminated to Balance Budget	\$ (45,107)

continued on next page

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

Fund
Department
Division

General Fund - 001
Recreation - Athletic Complexes 3514-572

Priority	Position Title	Justification	Anticipated Salary/Grade
	The development Recreation & Parks from Public Services	Recreation & Parks to maintain 8 major areas - Fran Carlton Building, Apopka Athletics Complex/Buchan Pond, Alonzo Williams Park, Dr. Dog Park, Kit Land Nelson Park, Edwards Field, Dream Lake Park, and Lake Avenue Park. We will need the following staff:	
Priority			
1	Maintenance Worker 1 Pay Grade 105	Mowing, edging, trimming, bed & turf care and all related items in the City Parks - including spinning clay ballfields - Sunday - Thursday Shift <i>plus benefits (estimated at 33%)</i>	26,574 8,769
		Eliminated to Balance Budget	\$ (35,343)
2	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. <i>plus benefits (estimated at 33%)</i>	22,956 7,575
		Eliminated to Balance Budget	\$ (30,531)
3	Horticulturist/Spray Specialist Pay Grade 110	Individual responsible for Park beautification and pesticide operations. Adding trees, shrubs, color and hardscapes to enhance the Parks experience while maintaining a high quality landscape and turf care. <i>plus benefits (estimated at 33%)</i>	33,915 11,192
		Eliminated to Balance Budget	\$ (45,107)
4	Parks Foreman Grade 114	Individual will be required to be a certified/licensed pesticide operator with knowledge in turf care, irrigation, repairs, and Parks daily operations. Individual will be responsible for the welfare and improvements of the City Parks with a strong Turf and Horticulture/Irrigation background. <i>plus benefits (estimated at 33%)</i>	41,227 13,605
		Eliminated to Balance Budget	\$ (54,832)
5	Maintenance Worker 1 Pay Grade 105	Mowing, edging, trimming, bed & turf care and all related items in the City Parks - including spinning clay ballfields - Tuesday - Saturday Shift <i>plus benefits (estimated at 33%)</i>	26,574 8,769
		Eliminated to Balance Budget	\$ (35,343)
			\$ -

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	General Fund - 001
Department	Recreation - Athletic Complexes 3514-572
Line Item #	1300
Line Item Description	Other Salaries

Item	Description	Justification	Estimated Cost
1	Standby Cost For Tournaments	50 Tournaments x 50 hours = 2500 hours x \$8.50	21,250
2	Standby Cost For Weekday Support	50 Weeks x 20 hours = 1000 hours x \$8.50	8,500
3	Standby Cost For Events	5 Events x 60 hours = 300 hours x \$8.50 Outdoor Festival, Foliage Festival, 3 Other Events	2,550
4	New Standby staff	50 Weeks x 20 hours = 1000 hours x \$8.50	8,500
		City Administrator's Adjustment	(8,500)

Total Cost	\$ 32,300
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletic Complexes 3514-572</u>
Line Item #	<u>1400</u>
Line Item Description	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
1	5 Events x 35 hours = 175 hours x \$30.00	Cost For 5 Events - Outdoor Festival, Foliage Festival, 3 Other Events	5,250
2	8 Weeks x 8 hours = 64 hours x \$30.00	Vericutting, Top Dressing, Aerating, Rye Grass, Clay Work, Field Care	1,920
3	8 Weeks x 8 hours = 64 hours x \$30.00	Little League & Southeastern Tournament	1,920
4	6 Weeks x 8 hours = 48 hours x \$30.00	Soccer	1,440
5	2 Weeks x 8 hours = 16 hours x \$30.00	Pop Warner	480
6	Additional hours	With more Events and rentals at Northwest additional hours will be needed	5,000
		If additional staff is approved to take over all the park then overtime will also be requested for the following:	
7	ADDITIONAL STAFF 5 Events x 35 hours = 175 hours x \$30.00	Cost For 5 Events - Outdoor Festival, Foliage Festival, 3 Other Events	5,250
8	8 Weeks x 8 hours = 64 hours x \$30.00	Vericutting, Top Dressing, Aerating, Rye Grass, Clay Work, Field Care	1,920

Total Cost	\$ 23,180
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletic Complexes 3514-572</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	Athletics Building Contractual Indoor Pest Treatment (Athletics & LL) Cost \$40 x 12 = 480	Pest Treatment For Insect Control And Rodents	480
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 Viable Contract For 3 Years - TruGreen	4,002
3	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 Viable Contract For 3 Years - TruGreen	110,580

Total Cost	\$ 115,062
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletic Complexes 3514-572</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

Item	Description	Justification	Estimated Cost
1	General Mailings	Minor Mailings - Tree City, IFAS, Professional	75

Total Cost	\$ 75
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletic Complexes 3514-572</u>
Line Item #	<u>4300</u>
Line Item Description	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
1	12 Months At \$50	2476 Lent Road Warehouse Utility Services <i>City Administrator's Adjustment</i>	600 <i>300</i>

Total Cost	\$	900
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletic Complexes 3514-572</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
1	2 Rentals At \$2000 Per Week	Field Top Dresser Plus Tractor - 2 Times Ballfield and Sports Turf Care	4,000
2	1 Rental At \$2500 Per Week	Deep 8-10" Core Unit - 1 Time Ballfield and Sports Turf Care	2,500
3	1 Rental At \$500 per week	Stump Grinder	500
4	12 Months At \$30 Month (Lease)	Small Copier For Athletics <i>City Administrator's Adjustment</i>	360 <i>(3,000)</i>

Total Cost	\$ 4,360
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletic Complexes 3514-572</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg & Equip</u>

Item	Description	Justification	Estimated Cost
1	Lighting Damages Northwest	Irrigation Wire, Controllers Damage From Lighting Hits	5,750
2	Fence Repairs Throughout The Northwest Complex	Northwest Has 12 Fenced Ballfield With Entrance Fences And Sport Field Fences	2,500
3	Unexpected Bee Or Outside Pest Control	We Have Experienced Several Ground Hornet Nests Which Need To Be Professional Treated	500
4	Alarm Repairs At Northwest	Alarms Damaged From Lighting Or Vandalized	250
5	Fence Repairs / Dugouts at Apopka Athletic Complex (AAC)	Dugouts and fence are in very bad shape and needs to be replace, Safety Issue <i>City Administrator's Adjustment</i>	4,000 <i>(4,000)</i>

Total Cost	\$ 9,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletic Complexes 3514-572</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

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	Total Of Over 80 Different Units - Trucks, Tractors, Mowers, Utility, Pull Behind Units To Hand Held Equipment	25,500

Total Cost	\$ 25,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletic Complexes 3514-572</u>
Line Item #	<u>4900</u>
Line Item Description	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
1	Landfill Charges 10 Dumps At \$200 Per Dump	Northwest Debris - Limited Storage So Must Remove What We Can Not Chip <i>City Administrator's Adjustment</i>	1,000 <i>(500)</i>

Total Cost	\$	500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletic Complexes 3514-572</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	General Office Supplies, Toner, Paper, Etc.	Supplies For Printer And Athletics Office Increased due to toner cost for a new printer received this year.	700

Total Cost	\$	700
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletic Complexes 3514-572</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Northwest Small Projects	In-house - Irrigation, Erosion, Repairs	4,000
2	Bases, Pitching Rubbers	Yearly Replacements	3,000
3	Bermuda & Rye Grass Seed Rate = 12 lb. A = 31,500 lbs./60A \$45 x 630 bags + \$1650 Seed	Yearly Application Rye Grass For Ballfields Along With Limited Bermuda And Bahia Seed Disbursement	30,000
4	Bermuda & Bahia Sod Moved Most Into Projects	Sod Replacement - Heavy Field Usage Requires Greater Sod Replacement	10,000
5	Mower Blades	Mower Replacement Blades	4,150
6	Chalk Ballfields \$325 x 20	Chalk For Increased Bellfield Usage	6,500
7	Pesticides Chemicals In-house \$2750 x 12	Additional Chemical Care In-house For Fields, Common Areas, Medians And Areas Not Contracted	33,000
8	Clay Ballfields \$550 x 30	Clay Needs For Ballfields	16,500
9	Warning Track Stone \$500 x 10	Warning Track Stone Replacement	5,000
10	Hydration Fields \$3500 Per Application x 3	Chemical To Help Retain Water Moisture And Reduce Water Loss	10,500
11	General Supplies For The Northwest Complex	Items From Public Services, Fire Renewal, Hand Tools, Lumber, Tools, Parts, Warehouse, Fence, Staff Boots-Clothing & General Supplies	20,000
12	Paint Ballfields \$2250 x 12	Paint For Increased Ballfield Usages	27,000
13	Irrigation Parts	Irrigating Parts & Repairs	12,500
14	Landscape Plants & Mulch	Plant Material Replacements. Perennial Flowers, Shrubs, Ornamentals & Mulch	4,500
15	Top Choice For Fields \$125 x 96 bags	Specific Once A Year Product For Ant And Mole Cricket Control	12,000
16	Top Dress Sand & Volleyball \$400 x 45	Field Sand Top Dressing And Volleyball	18,000
17	Turf conditioner \$400 x 24	Soil Conditioner For Clay Fields	9,600
18	Barricades for Events	50 Crowd Control Barricades	4,150
19	PROJECT 1 - Grade Infield And Remove Lip Buildup Plus Replace Sod For The Little League Fields At The Northwest Complex	To Maintain Proper Ballfield Grade Plus Improve A Safer Play And Put The Infields Back To The Little League Standards	17,500
20	PROJECT 2 - Laser Level Ballfields 10 Laser Level At \$1000 4 Laser Level At \$750	Laser Leveling Promotes Both Better Quality Of Play And Safer Play	13,000
		City Administrator's Adjustment	(70,900)
		Sub Total	190,000

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletic Complexes 3514-572</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
Priority			
1	PROJECT - Renovate AAC (2 Soccer Fields & 2 Ball Fields - Practices)	To Provide A Quality And Safe Playing Field For Both Schedule Play And Practices (Fields are in very bad shape)	25,000
2	PROJECT - Cover For Recreation Equipment Keep At Pump House	Install A Cover to Protect The Recreation Equipment Left Outside	16,000
3	PROJECT - Fence for Lacrosse Fields	Install a fence around Pads 10 & 11 for Lacrosse	60,000
4	PROJECT - Install Sidewalk Along Pads 2-5 And New Pavilion Next To Pad 3	Connect Sidewalks From Pads 2-5 While Adding A Pavilion - Meeting ADA Requirements and Support Traffic Flow	25,000
		City Administrator's Adjustment	(126,000)

Plus Subtotal from Previous Page 190,000

Total Cost	\$ 190,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletic Complexes 3514-572</u>
Line Item #	<u>5216</u>
Line Item Description	<u>Tree Bank Expenditures</u>

Item	Description	Justification	Estimated Cost
1	Purchase And Install Trees For Northwest From \$50-\$250	Supply Trees For Shade, Wildlife, Erosion Control And Beautification Funding provided by Tree Bank Reserves	7,500

Total Cost	\$ 7,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletic Complexes 3514-572</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	Vehicles	3 City Vehicles	4,000
2	Diesel At Northwest	Diesel Fuel for Northwest Equipment	9,000
3	Gasoline At Northwest	Gasoline Fuel for Northwest Equipment	9,000
		City Administrator's Adjustment	(6,600)

Total Cost	\$ 15,400
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletic Complexes 3514-572</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	Sports Turf Managers Association & Central Florida Sports Turf Managers Association-Mark/Sims	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 & Arborist	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

Total Cost	\$ 1,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletic Complexes 3514-572</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Sports Turf Managers Association & Central Florida Sports Turf Managers Association-Mark/Sims	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 & Arborist	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
7	Pesticide Programs/Classes-Mark/Sims/Greg	Maintain CEU's And Educational	150
8	Irrigation Programs/Classes-Mark/Brian/Sims	Maintain CEU's And Educational	150
9	Florida Parks And Recreation Renewal-Mark	Professional Certification	160
10	Arbor Certification Renewal-Mark	Professional Certification	150
11	Pesticide Renewals-Mark/Sims/Greg	Professional Certifications	125
		City Administrator's Adjustment	(125)
12	Irrigation Renewal-Mark/Brian	Professional Certifications	125

Total Cost	\$ 1,735
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	General Fund - 001
Department	Recreation - Athletic Complexes 3514-572
Line Item #	6300
Line Item Description	Infrastructure

Priority	Description	Justification	Estimated Cost
1	Bathrooms	New Bathrooms / Concessions Stand North quad baseball fields (Little League)	90,000
		Eliminated to Balance Budget	\$ (90,000)
2	Playground at Apopka Athletic Complex (AAC)	Playground is 20 years old and needs to be replaced. Can not find parts to fix broken pieces, becoming unsafe for kids.	75,000
		Eliminated to Balance Budget	\$ (75,000)
3	Bathrooms	New Bathrooms / Concessions Stand Middle quad baseball fields	90,000
		City Administrator's Adjustment	(90,000)
4	Enhancement of Fields (AAC)	Grade, level, sod and irrigate lacrosse and football fields	200,000
		Eliminated to Balance Budget	\$ (200,000)
5	Parking Lot B	New Parking lot - 70 spaces by play ground	98,000
		Eliminated to Balance Budget	\$ (98,000)
6	Bathrooms	New Bathrooms / Concessions Stand South quad baseball fields (closet to office)	90,000
		City Administrator's Adjustment	(90,000)
7	Bleacher Covers Over Quad 3	Finish Project By Completing A Quality Cover Over The Bleachers And Protection From The Sun	60,000
		Eliminated to Balance Budget	\$ (60,000)
8	Parking Lot A	New Parking lot - 360 spaces by Little League fields	510,000
		Eliminated to Balance Budget	\$ (510,000)
9	Pull Down Doors Replacement For Warehouse	The current door is in poor condition and is a safety and security liability	5,000
		Eliminated to Balance Budget	\$ (5,000)
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
		City Administrator's Adjustment	(78,000)
13	Parking Lot E	New Parking lot - 640 spaces next to new pond going in	865,000
		City Administrator's Adjustment	(865,000)
14	Parking Lot F	New Parking lot - 850 spaces in the open field off Appy Ln.	1,165,000

Priority	Description	Justification	Estimated Cost
15	Parking Lot G	City Administrator's Adjustment	(1,165,000)
		New Parking lot - 640 spaces off new entrance at Appy Ln..	865,000
16	Parking Lot H	City Administrator's Adjustment	(865,000)
		New Parking lot - 840 spaces off Jason Dwelley next to New Fire Station location	1,110,000
		City Administrator's Adjustment	(1,110,000)

Total Cost			\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	General Fund - 001
Department	Recreation - Athletic Complexes 3514-572
Line Item #	6400
Line Item Description	Equipment & Machinery

Priority	Description	Justification	Estimated Cost
1	Tractor 70+ Horse Power, Kubota	Large Horse Power Tractor Needed To Pull Equipment *****To be Financed*****	42,000
2	Pull Behind Reel Mower, Toro	Convert To Reel Mowers To Maintain High Quality Turf - Reduces Clippings *****To be Financed*****	38,500
3	Sand Pro 5040, Toro	Maintain The Heavy Demand On Ballfields City Administrator's Adjustment	23,000 (23,000)
4	Gator Utility Vehicle, John Deere	Heavy Usage And Staffing Need For Utility Vehicle, Dump and Hitch City Administrator's Adjustment	7,000 (7,000)
If approved to take over all parks, the following equipment will be needed:			
5	F150 Truck, Ford	Pull Trailer And For Parks Use *****To be Financed*****	29,000
6	Trailer 7x10 With Landscape Gate And Dual Tires	Trailer To Pull Supplies Eliminated to Balance Budget	3,500 \$ (3,500)
7	Sand Pro 3040, Toro	Unit For AAC To Maintain The Clay For The Ball Fields City Administrator's Adjustment	25,000 (25,000)
8	Mowers - 2-Z Units, Toro	Mow Parks - 2 Units 10,750 Each *****To be Financed*****	21,500
9	Stump Grinder, Vermeer	Chipper For Tree Removal City Administrator's Adjustment	20,000 (20,000)
10	Workman HD Dump, Toro	Parks Usage For Supplies *****To be Financed*****	18,500
11	Small Fertilizer And Spray Unit, John Deere	Apply Dry Fertilizer And Liquid Chemicals On A Compact Portable Scale *****To be Financed*****	12,500

Total Cost	\$ 162,000
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**CITY OF APOPKA
RECREATION ATHLETICS**

LINE ITEM DETAIL

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	286,851	362,370	362,370	384,241
1210 LONGEVITY PAY	1,345	1,605	1,605	1,579
1300 OTHER SALARIES AND WAGES	68,690	71,350	71,350	43,680
1400 OVERTIME	6,757	6,000	6,000	6,000
1600 OTHER REIMBURSED ALLOWANCES	-	-	-	480
2100 F.I.C.A.	27,313	34,111	34,111	33,352
2200 RETIREMENT CONTRIBUTION	46,746	60,676	60,676	64,322
2300 LIFE AND HEALTH INSURANCE	61,260	80,705	80,705	69,611
2400 WORKERS COMPENSATION	8,400	6,979	6,979	6,036
Additional positions requested				0
TOTAL	507,362	623,796	623,796	609,301
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	10,589	-	-	-
3400 OTHER CONTRACTUAL SERVICES	28,522	64,548	64,500	55,270
4100 COMMUNICATIONS	498	-	-	-
4200 FREIGHT & POSTAGE	-	700	700	500
4300 UTILITY SERVICES	194,411	181,900	181,900	193,500
4400 RENTALS & LEASES	1,815	4,000	4,000	4,000
4500 LIABILITY & CASUALTY INSURANCE	23,700	-	-	-
4600 REPAIR AND MAINTENANCE	22,826	30,000	36,500	67,700
4650 VEHICLE MAINTENANCE	6,950	6,500	6,500	5,500
4700 PRINTING CHARGES	22	-	-	-
5100 OFFICE SUPPLIES	4,215	5,000	5,000	2,500
5200 OPERATING SUPPLIES	125,443	104,579	104,579	110,094
5250 FUEL & GASOLINE	6,337	8,750	8,750	8,750
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	325	810	810	790
5500 TRAINING	900	2,000	2,000	3,550
TOTAL	426,553	408,787	415,239	452,154
CAPITAL OUTLAY:				
6300 INFRASTRUCTURE	7,302	7,500	7,500	-
6400 EQUIPMENT	1,159	43,000	43,000	13,000
TOTAL	8,461	50,500	50,500	13,000
TOTAL COST	942,376	1,083,083	1,089,535	1,074,455

**CITY OF APOPKA
RECREATION ATHLETICS**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</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
ATHLETIC SUPERVISOR (REQUESTED)	0	0	0
MAINTENANCE WORKER I (REQUESTED)	0	0	0
ADMINISTRATIVE ASSISTANT (REQUESTED)	0	0	0
PART TIME FRONT DESK CLERK (REQUESTED)	0	0	0
TOTAL	8	8	8

CAPITAL OUTLAY

6200 - Building	\$ -
6300 - Infrastructure	\$ -
6400 - Equipment	13,000
John Deere Gators (2)	\$ 13,000
Total Capital Outlay	\$ 13,000

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

Fund General Fund - 001
Department Recreation - Athletics 3612-572
Division _____

Position Title	Justification	Anticipated Salary/ Grade
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	45,000
	<i>plus benefits (estimated at 33%</i>	14,850
	Eliminated to Balance Budget	\$ (59,850)
Maintenance II - 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 maintain and clean the facility on nights and weekends	26,574
	<i>plus benefits (estimated at 33%</i>	8,769
	Eliminated to Balance Budget	\$ (35,343)
Athletic Supervisor - Pay Grade 114	To put all athletic programs under one person for onsistency. This person would plan, coordinate and implements all athletic programs, schedules, and maintin the budget for athletics.	41,227
	<i>plus benefits (estimated at 33%</i>	13,605
	Eliminated to Balance Budget	\$ (54,832)
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 hevisit traffic.	22,956
	<i>plus benefits (estimated at 33%</i>	7,575
	City Administrator's Adjustment	(30,531)
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	29,299
	<i>plus benefits (estimated at 33%</i>	9,669
	City Administrator's Adjustment	(38,968)
Part Time Rate Increase	We have part time staff that has been with us from 2 to 6 years with a pay increase. Requisition that we increase their rate by \$.25 per year they have been with us. 80 hrs x 52 wks x \$2	8,320
	<i>plus benefits (estimated at 10%</i>	832
	Eliminated to Balance Budget	\$ (9,152)
Part Time front desk clerk	To cover the front desk night and weekends. 45 hrs week x \$8.50 x 52 weeks	19,890
	<i>plus benefits (estimated at 10%</i>	1,989
	Eliminated to Balance Budget	\$ (21,879)

Total Cost		0
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	General Fund - 001
Department	Recreation - Athletics 3612-572
Line Item #	1300
Line Item Description	Other Salaries

Item	Description	Justification	Estimated Cost
1	Part Time Facility Attendants	Used for weekend and evening activities events and tournaments to help maintain the facilities and supervise the park 80 hrs. per week X 52 X 8.50/hr.	35,360
2	Part Time Park Rangers	For security & supervision of the park additional hrs. needed for increase in weekend activities and events Moved to Police - New Division	35,990 (35,990)
3	Part Time Rate Increase	We have part time staff that has been with us from 2 to 6 years with a pay increase. Requestion that we increase their rate by \$.25 per year they have been with us. 80 hrs x 52 wks x \$2	8,320

Total Cost	\$ 43,680
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	General Fund - 001
Department	Recreation - Athletics 3612-572
Line Item #	1400
Line Item Description	Overtime

Item	Description	Justification	Estimated Cost
	OT for FT staff 50 hrs. X 4 events X \$30 per hr.	Additional events at the amphitheater Increase in tournaments & weekend activities (it is difficult to adjust schedules to avoid OT because of daily activities in the park and set-up for events during the week prior) OFOF, Gospel fest, Christmas, July 4th	6,000

Total Cost	\$ 6,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	General Fund - 001
Department	Recreation - Athletics 3612-572
Line Item #	3400
Line Item Description	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 Games fees were increased from booking agent	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 Games fees were increased from booking agent	6,050
10	Teen volleyball	Instructor fees 8 classes X 2 seasons X \$25/hr. City Administrator's Adjustment	640 (13,250)

Total Cost	\$ 55,270
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	General Fund - 001
Department	Recreation - Athletics 3612-572
Line Item #	4200
Line Item Description	Freight & Postage

Item	Description	Justification	Estimated Cost
1	misc. mail	letters, flyers, etc.	100
2	Bulk mail fees	athletics, soccer, Flag football,,etc..	500
3	Bulk Mail renewal fee	allows us to send bulk mail at reduced postage rates	200
		City Administrator's Adjustment	(200)

Total Cost	\$ 500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	General Fund - 001
Department	Recreation - Athletics 3612-572
Line Item #	4300
Line Item Description	Utility Services

Item	Description	Justification	Estimated Cost
1	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
2	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
		3	Electrical NWRC
NWRC Baseball lights	17,000		
NWRC Soccer lights	15,000		
LL operations building	4,500		
4	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

Item	Description	Justification	Estimated Cost
5	Electrical AAC	Ball field lights AAC operations building	6,000 3,000
6	Electrical Williams Park	Operations building Field & BB lights	3,000 2,000
7	KLNP electrical	Christmas lights in park	500
		City Administrator's Adjustment	11,600
Total Cost			\$ 193,500

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	General Fund - 001
Department	Recreation - Athletics 3612-572
Line Item #	4400
Line Item Description	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, & WilliamPark Approximately \$2000 each rental	4,000

Total Cost	\$	4,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund General Fund - 001
Department Recreation - Athletics 3612-572
Line Item # 4600
Line Item Description 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	1,000
7	Paint	For NW operations buildings	1,000
8	Bulbs & ballast replacements	for ball fields and operations buildings	10,000
9	Amphitheater	roof cleaning(2)	4,000
10	NW sewage system	pump repairs	2,000
11	Playground NWRC	repairs & maintenance	3,500
12	Soccer goal repairs	welding, etc.	2,000
13	Thorguard lightning	annual service & maintenance	800
14	Thorguard	replacement parts & sensors	500
15		Toilets, sinks for blue warehouse	500
16	AAC Maint & Repairs	Ball field Maint. & Dug-out repairs	2,000
		City Administrator's Adjustment	34,000

Total Cost	\$	67,700
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletics 3612-572</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
	vehicle maintenance & repairs	1 truck, 1 car, 4 gators PreventiveMaint, tires, lights, wiper blades, misc. repairs City Administrator's Adjustment	6,500 (1,000)

Total Cost	\$ 5,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletics 3612-572</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
	paper & ink NWRC	copy paper 8.5 X 11 8.5 X 14 Active net ribbons & receipt paper Printer toner (Mark) pens, pencils, memo pads paper clips, tape, staples, colored paper 8.5 X 11 for flyers card stock for 5K numbers, etc. City Administrator's Adjustment	2,000 500 500 500 300 1,000 200 (2,500)

Total Cost	\$ 2,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletics 3612-572</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	General supplies NWRC, AAC	Dog Sanitation supplies	1,000
2	Dog Park, William Park	First Aid supplies - Band-Aids, icepacks	500
3		tools & hardware for maint. & repairs	1,000
4		Janitorial Supplies- for daily cleaning of restrooms & operational buildings	2,000
5		Toilet tissue 2.5 cases/wk. X 52 X \$45	5,850
6		Trash Cans to replace broken & add more	1,500
7	Maint.. Supplies NWRC	For misc. building repairs	500
8		Light bulbs for NWRC buildings	400
9	building Supplies & equipment	Facility signs - replace worn or broken	2,000
10		Hand soap \$52 case X 2 cases /mo.	1,872
11		Paper towels 2 case/wk. X \$30 X 52	3,120
12		Restroom air fresheners	500
13		Trash can liners 2 case/wk. X \$38 X 52	3,500
14	Activities Adult kickball	equipment - balls	100
15		tee shirts 20 shirts X 2 seasons X \$16	1,280
16		Trophies 1st & 2nd place for 2 seasons (\$40-\$45 each)	175
17	Adult Softball	20 shirts X 6 leagues X 3 seasons X \$16	5,760
18		game equipment	1,500
19		Trophies 1st & 2nd X 6 leagues X 3 seasons (\$40-\$45 each)	1,530
20	Soccer league equipment	Field marking paint 50 cases X \$50	2,500
21		Soccer balls & Corner flags	500
22		Soccer goals	5,000
23		zip ties & clips for soccer nets	500
24		soccer nets 20 X \$100	2,000
25	Soccer uniforms	U5 14 teams X 8 kids X 2 seasons X \$17	3,808
26		U6 14 teams X 8 kids X 2 seasons X \$17	3,808
27		U7 12 teams X 11 kids X 2 seasons X \$17	4,488
28		U8 10 teams X 13 kids X 2 \$17	4,420
29		U9 8 teams X 14 kids X 2 \$17	3,808
30		U10 8 teams X 15 kids X 2 \$17	4,080
31		U11 8 teams X 15 kids X 2 \$17	4,080
32		U13 8 teams X 16 kids X 2 \$17	4,352
33		U15 6 teams X 16 kids X 2 \$17	3,264
34		Coach & Asst. Coach shirts: 176 shirts X 2 seasons X \$9	3,600
35	Soccer Trophies	1st place 62 trophies X 2 \$7	865
36		participation trophies 800/2 seasons X \$5	8,000
37		2nd place 62 trophies X 2 \$7	865

Item	Description	Justification	Estimated Cost
38		Team mom plaques 88 X 2 seasons X \$6	1,200
39	Facility & Grounds supplies	portable mounds 2 replacements @ \$1300	2,600
40	Flag football equipment	Flags, Balls, Etc.	300
41	uniforms	12 teams X 10 kids X 2 seasons X \$17	6,120
42	trophies	(1st) 3 teams X 10/kids X 2 seasons X\$7	420
43		participation 12 teams X 10 kids X \$5 X 2 seasons	1,200
44		(2nd) 3 teams X 10/kids X 2 seasons X\$7	420
45	BB, Volleyball, & Tennis	Replacement nets	1,000
46	Holiday Decorations	Entrance & building decorations	500
		City Administrator's Adjustment	2,309
Total Cost			\$ 110,094

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletics 3612-572</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
	Fuel	For Rec vehicles	8,750

Total Cost	\$ 8,750
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletics 3612-572</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	Costco	card used for camp & events by all depts.	150
2	Florida Recreation & Park Association (FRPA)	Membership Dues for the following: Recreation Specilist Recreation Leader II Lead Recreation Specialist Recreation Director	160 160 160 160

Total Cost	\$	790
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletics 3612-572</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

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 Maintaince Worker I	150 150 250 250 150
3	NRPA (National Recreation & Parks Association)	Annual Conference - Recreation Director	850
4		Travel & Hotel	1,500

Total Cost	\$ 3,550
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Athletics 3612-572</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
	John Deere Gators	Our gators are old and in very poor shape. They are constantly in the shop for repairs. 3 @ \$6500 State contract price City Administrator's Adjustment *****To be Financed*****	19,500 (6,500)

Total Cost	\$ 13,000
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**CITY OF APOPKA
RECREATION PROGRAMS**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	150,861	169,813	169,813	222,188
1210 LONGEVITY PAY	695	845	845	834
1300 OTHER SALARIES AND WAGES	68,365	71,650	71,650	88,450
1400 OVERTIME	2,457	4,200	4,200	6,600
2100 F.I.C.A.	16,148	18,858	18,858	24,333
2200 RETIREMENT CONTRIBUTION	24,374	28,677	28,677	36,576
2300 LIFE AND HEALTH INSURANCE	30,600	40,352	40,352	37,127
2400 WORKERS COMPENSATION additional positions requested	4,800	4,006	4,006	2,650
TOTAL	298,300	338,401	338,401	418,758
SUPPLIES AND OTHER SERVICES:				
3400 CONTRACTUAL SERVICES	4,939	17,000	17,000	60,000
4200 FREIGHT & POSTAGE	76	-	134	390
4400 RENTALS & LEASES	-	500	400	8,750
4500 LIABILITY & CASUALTY INSURANCE	3,000	-	-	-
4600 REPAIR AND MAINTENANCE	-	-	-	4,000
4650 VEHICLE MAINTENANCE	1,257	1,000	800	1,000
4700 PRINTING SERVICES	-	-	-	1,200
4800 PROMOTIONAL ADVERTISING	-	1,200	-	1,200
5200 OPERATING SUPPLIES	41,591	99,957	99,900	68,062
5250 FUEL & GASOLINE	367,863	-	-	840
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	520	520	200
5500 TRAINING	-	420	420	320
TOTAL	418,726	120,597	119,174	145,962
CAPITAL OUTLAY:				
6200 BUILDING	-	-	-	-
6300 INFRASTRUCTURE	-	-	-	-
6400 EQUIPMENT	-	120,000	120,000	-
TOTAL	-	120,000	120,000	-
9150 TRANSFER TO GRANT FUND	-	-	-	-
TOTAL COST	717,026	578,998	577,575	564,720

**CITY OF APOPKA
RECREATION PROGRAMS**

MANPOWER ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</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
RECEPTIONIST (REQUESTED)	0	0	0
PART TIME FACILITY SUPERVISION (REQUESTED)	0	0	0
RECREATION L (REQUESTED)	0	0	0
TOTAL	4	5	5

* Position was moved from Community Outreach

CAPITAL OUTLAY

6200 - Building	\$ -
6300 - Infrastructure	
Concrete Pad to install fitness equipment at KitLand Park	\$ 15,000
Metal Carport for New School Bus	10,000
Tennis Court Resurfacing	45,000
	<u>\$ 70,000</u>
6400 - Equipment	
	<u>\$ -</u>
Total Capital Outlay	\$ 70,000

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

Fund General Fund - 001
Department Recreation - Activities & Civic Events 3613-572
Division _____

Priority	Position Title	Justification	Anticipated Salary/ Grade
1	Receptionist Pay - Grade 105	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. Currently there are times the building is closed during the day due to no staff available.	\$ 26,574
		<i>plus benefits (estimated at 33%)</i>	8,769
		Eliminated to Balance Budget	\$ (35,343)
2	PT facility supervision	An additional PT staff is required for FCC to help with weekend rentals and food truck events \$8.50 per hour @ 15 hrs. per week X 50 weeks	6,375
		<i>plus benefits (estimated at 10%)</i>	638
		Eliminated to Balance Budget	\$ (7,013)
3	Recreation Leader - Pay Grade 107	A second person is needed to run the afterschool program and nights and weekends for other programs.	29,299
		<i>plus benefits (estimated at 33%)</i>	9,669
		Eliminated to Balance Budget	\$ (38,968)
4	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 7 days per week	29,299
		<i>plus benefits (estimated at 33%)</i>	9,669
		City Administrator's Adjustment	(38,968)
5	PT facility supervision WP	A PT person is needed to assist in the after school program and to assist with facility supervision on evenings and weekends. \$8.50 per hour @ 20 hrs. per week X 40 weeks	6,800
		<i>plus benefits (estimated at 10%)</i>	680
		Eliminated to Balance Budget	\$ (7,480)

	Total Cost	\$ (0)
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund General Fund - 001
Department Recreation - Activities & Civic Events 3613-572
Line Item # 1300
Line Item Description Other Salaries

Item	Description	Justification	Estimated Cost
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 \$8.50 hr. 20 hrs. per week X 50 weeks	9,250
3	Day camp counselors	WP & FCC 16 X 9.00 avg X 10 wks. @ 40 hrs.	57,600
4	Pt facility attendant	for museum coverage 20 hrs. per week at \$10 per hour X 52 weeks MOVED FROM 3612	10,400
5	Day camp counselors	WP & FCC 16 X 1.00 avg X 10 wks. @ 40 hrs. (increase minimum counselor rate to \$10 per hr.)	6,400

Total Cost	\$ 88,450
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2015-17**

Fund General Fund - 001
Department Recreation - Activities & Civic Events 3613-572
Line Item # 1400
Line Item Description Overtime

Item	Description	Justification	Estimated Cost
1	OT for city events	Christmas parade, winter wonderland, Egg Hunt, 5ks, Other city special events OFOF, Gospel, Christmas, July 4th 2 employees @ 40 hrs. each @ \$30/hr.	2,400
2	OT for monthly Food Truck Events	1 employee @5 hrs./mo. X 12 months @ \$30	1,800
3	summer camp overtime when field trips run late	16 employees X 1 hr. per week X 10 weeks at \$15 per hour avg for trips that take to long to get back.	2,400

Total Cost	\$ 6,600
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund General Fund - 001
Department Recreation - Activities & Civic Events 3613-572
Line Item # 3400
Line Item Description Other Contractual Services

Item	Description	Justification	Estimated Cost
1	Christmas Decorations Rental	Large, lighted displays for KLNP & City Hall	45,000
2		Streetlight pole decorations in downtown	15,000

Total Cost	\$	60,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Activities & Civic Events 3613-572</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

Item	Description	Justification	Estimated Cost
1	Postage for senior newsletters 6 mailings/yr. @ \$65	Activity newsletters mailed to senior members - membership fees offset postage costs	390

Total Cost	\$	390
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund General Fund - 001
Department Recreation - Activities & Civic Events 3613-572
Line Item # 4400
Line Item Description Rentals and Leases

Item	Description	Justification	Estimated Cost
1	Porto-let rental	For Memorial Day & Halloween events	500
2	Inflatable Games / Bounce House	Halloween Event (3 inflatables x \$250) Moved from 5200	750
3	Movie screen rentals	10 movies (Sep - May & Halloween event X \$375 each	3,750
4	Movie rentals with licensing fees	10 movies (Sep - May & Halloween event X \$375 each	3,750

Total Cost	\$ 8,750
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Activities & Civic Events 3613-572</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg. & Equip</u>

Item	Description	Justification	Estimated Cost
1	Floor cleaning/stripping/waxing FCC	strip & wax FCC floors 2 X per year (Moved from 3612 - 5200)	2,500
2	Clean fabric room divider at FCC	professional cleaning of fabric room divider at FCC used for classes and rentals (Moved from 5200)	1,500

Total Cost	\$ 4,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Activities & Civic Events 3613-572</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	general preventive maintenance	2 buses, 2 vans, 1 car, 1 golf cart	1,000

Total Cost	\$ 1,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Activities & Civic Events 3613-572</u>
Line Item #	<u>4700</u>
Line Item Description	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
1	Advertising Banners	Movies, Winter Wonderland, Halloween, Easter at \$300 each	1,200

Total Cost	\$ 1,200
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Activities & Civic Events 3613-572</u>
Line Item #	<u>4800</u>
Line Item Description	<u>Promotional Advertising</u>

Item	Description	Justification	Estimated Cost
1	Ads in Apopka Chief	Egg Hunt, Memorial day, Halloween, Camp @ \$300 each	1,200

Total Cost	\$ 1,200
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	General Fund - 001
Department	Recreation - Activities & Civic Events 3613-572
Line Item #	5200
Line Item Description	Operating Supplies

Item	Description	Justification	Estimated Cost
1	Department Supplies		
	Radio batteries	2 @ 90	180
	magnetic signs	Christmas Parade re-letter 30 @ \$15 each	450
		new sets 4 @ \$90 each set	360
	Office Chair for WP	To replace current damaged one	150
	Water fountains	Install drinking fountains at Lake Ave Park & Dream Lake Park	1,000
		City Administrator's Adjustment	(1,000)
	Picnic Tables	New picnic tables at KLNP, Lake Ave & Dream Lake Parks. 6 tables x \$1000	6,000
		City Administrator's Adjustment	(6,000)
	Facility signs	KLNP, dog park, WP, AAC	1,000
		City Administrator's Adjustment	(1,000)
	Employee uniforms	Full & Part Time staff shirts	5,000
		City Administrator's Adjustment	(3,650)
		Boots for Maint workers	300
	Playground Parts	KLNP, AAC & WP playgrounds	2,500
	Racquetball Courts	Pressure wash & seal	2,000
	Banquet Tables FCC	6 aluminum used for facility rentals	1,800
		City Administrator's Adjustment	(1,800)
	Card tables FCC	6 to replace old ones 15 yrs. old	1,200
	Paint	FCC, WP, AAC, RB courts	3,000
	Tennis & Walleyball KLNP	Tennis nets 2 @ \$300 each	600
		Walleyball nets 1 @ \$100 each	100
		Tennis Net straps 6 @ \$7	42
		Walleyballs 2 @ \$20 each	40
		Sub Total Department Supplies	12,272
		continued on next page	

Fund
Department
Line Item #
Line Item Description

General Fund - 001
 Recreation - Activities & Civic Events 3613-572
 5200
 Operating Supplies

Item	Description	Justification	Estimated Cost
2	Fran Calton Programs		
	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
	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 \$20/trip X 10 wks.	24,000
	Holiday Camps	Field Trip 30 kids @ \$20wk. X 3 wks.	1,800
		Sub Total Fran Carlton Program Supplies	38,180
3	Williams Park Programs		
	Egg Hunt	Easter Egg Hunt in the Park	1,500
	WP Fun Day	moonwalk, food, games & prizes	500
	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 \$20/trip X 10 wks.	6,000
		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
		Sub Total Williams Park Program Supplies	10,120

Fund
Department
Line Item #
Line Item Description

General Fund - 001
 Recreation - Activities & Civic Events 3613-572
 5200
 Operating Supplies

Item	Description	Justification	Estimated Cost
4	Recreation Events		
	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
Easter egg hunts FCC & WP		prizes, decorations, etc.	200
		12,000 eggs @ \$140 per 1000 pre-stuffed	1,680
		Easter baskets& prizes	500
		Supplies - water, flagging tape, etc.	100
	IF Marshmallow Drop is approved below then \$2280 is not needed	(2,280)	
	ADDED BACK BY COUNCIL	2,280	
	Sub Total Recreation Events	7,490	
5	Recreation Events - New		
	Snow Mountain	snow & ramp	15,000
		entertainment & decorations	5,000
		Inflatable games	1,500
		port-o-lets	500
		barricade rental	1,400
		wristbands	100
		staff event tee shirts	1,500
		prizes	1,000
		advertising	1,000
	Generated Revenue from sponsorships & tickets sales for this event is approximately \$10,000		
	Sub Total NEW Recreation Events	27,000	
	City Administrator's Adjustment	(27,000)	
Easter Marshmallow Drop		Helicopter rental	1,500
		Easter candy, marshmallows & prizes	2,000
		Supplies - water, flagging tape, etc.	100
		event tees for staff	500
		Easter eggs 5000 at \$140/1000	700
		inflatable games	500
		advertising	1,400

Fund
Department
Line Item #
Line Item Description

General Fund - 001
 Recreation - Activities & Civic Events 3613-572
 5200
 Operating Supplies

Item	Description	Justification	Estimated Cost
		If we charge admission we could generate approximately \$2000	
		Sub Total Easter Marshmallow Drop	6,700
		City Administrator's Adjustment	(6,700)
Total Cost			\$ 68,062

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund General Fund - 001
Department Recreation - Activities & Civic Events 3613-572
Line Item # 5250
Line Item Description Fuel and Gasoline

Item	Description	Justification	Estimated Cost
	fuel (calculated at \$2 per gallon)	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

Total Cost **\$ 840**

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Activities & Civic Events 3613-572</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
	Florida Recreation & Park Assoc CEU fees 2 @ \$100 each	2 memberships @ \$160 each Lorena & Glendine City Administrator's Adjustment	320 200 (320)

Total Cost	\$ 200
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Activities & Civic Events 3612-572</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
	FRPA	state conference 1 full registration	220
		2 daily registrations	200
		City Administrator's Adjustment	(100)

Total Cost	\$	320
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Activities & Civic Events 3613-572</u>
Line Item #	<u>6200</u>
Line Item Description	<u>Infrastructure</u>

Priority	Description	Justification	Estimated Cost
1	Alonzo Williams Community Bldg		750,000
		Eliminated to Balance Budget	\$ (750,000)

Total Cost	\$ -
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Activities & Civic Events 3613-572</u>
Line Item #	<u>6300</u>
Line Item Description	<u>Infrastructure</u>

Priority	Description	Justification	Estimated Cost
1	Restroom for KLNP	Restrooms for KLNP & Edwards field City Administrator's Adjustment	150,000 (150,000)
2	Concrete Pad	Concrete pad to install fitness equipment at Kit Land Park for the Go Greenfields Grant	15,000
		Eliminated to Balance Budget	\$ (15,000)
3	Metal carport for the new bus	To store buses under cover	10,000
		Eliminated to Balance Budget	\$ (10,000)
4	Tennis Court resurfacing	Resurface tennis courts and fix fence around the court	45,000
		Eliminated to Balance Budget	\$ (45,000)

Total Cost	\$ -
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Activities & Civic Events 3613-572</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
	New school bus	to replace last of the old existing buses used for youth camps and senior trips - bus is 26 years old City Administrator's Adjustment	120,000 (120,000)

Total Cost	\$ -
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Recreation - Activities & Civic Events 3613-572</u>
Line Item #	<u>9150</u>
Line Item Description	<u>Transfer to Grants Fund</u>

Item	Description	Justification	Estimated Cost
	City Match for Grant	Greenfields Outdoor Fitness- Fitness for KitLand Nelson Park Grant award 9,560	23,990
	City Match for Grant	Game Time Playground Grant- New playground equipment for KitLand Nelson Park Grant award 80,000	120,000
		Do not include in Budget until grant awarded and Council Approved	(143,990)

Total Cost	\$	-
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**CITY OF APOPKA
COMMUNITY DEVELOPMENT**

LINE ITEM DETAIL

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	498,211	628,110	628,110	577,539
1210 LONGEVITY PAY	1,910	2,225	2,225	1,526
1400 OVERTIME	-	-	-	-
1600 OTHER REIMBURSED ALLOWANCES	-	-	-	4,680
2100 F.I.C.A.	35,518	48,221	48,221	44,657
2200 RETIREMENT CONTRIBUTION	79,639	103,375	103,375	95,734
2300 LIFE AND HEALTH INSURANCE	66,150	100,391	100,391	90,451
2400 WORKERS COMPENSATION	7,800	4,061	4,061	1,607
Additional positions requested				164,588
TOTAL	689,228	886,383	886,383	980,781
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	273,957	100,000	100,000	525,000
3400 OTHER CONTRACTUAL SERVICES	13,024	-	-	20,000
4000 TRAVEL & PER DIEM	499	2,000	2,000	3,475
4100 COMMUNICATIONS	818	-	-	-
4200 FREIGHT & POSTAGE	4,409	3,894	3,850	3,932
4400 RENTAL & LEASES	-	-	-	3,672
4500 LIABILITY & CASUALTY INSURANCE	6,000	-	-	-
4600 REPAIR AND MAINTENANCE	3,319	1,560	1,500	-
4650 VEHICLE MAINTENANCE	1,495	1,500	1,500	1,000
4700 PRINTING AND BINDING	572	1,400	1,200	1,000
4900 OTHER CHARGES	284	500	500	500
4902 LEGAL ADVERTISING	8,126	12,000	12,000	19,300
5100 OFFICE SUPPLIES	4,986	9,400	9,000	9,400
5200 OPERATING SUPPLIES	1,270	4,850	4,850	2,250
5250 FUEL & GASOLINE	2,868	5,500	5,500	3,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	2,170	2,750	2,700	2,605
5500 TRAINING	1,051	2,100	2,100	2,160
TOTAL	324,848	147,454	146,700	597,294
CAPITAL OUTLAY:				
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	-
6400 EQUIPMENT	-	25,000	25,000	-
6800 INTANGIBLES	-	-	-	-
TOTAL	-	25,000	25,000	-
TOTAL COST	1,014,076	1,058,837	1,058,083	1,578,075

**CITY OF APOPKA
COMMUNITY DEVELOPMENT**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
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	1	1
PROJECT COORDINATOR	1	1	1
GIS ANALYST (REQUESTED)	0	0	0
ECONOMIC DEVEL/CRA COORDINATOR (REQUESTED)	0	0	1
CITY ENGINEER (REQUESTED)	0	0	1
TOTAL	8	8	10

CAPITAL OUTLAY

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

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

Fund General Fund - 001
Department Community Development-Planning 4020-515
Division _____

Position Title	Justification	Anticipated Salary/ Grade
GIS Analyst	Assist with the retrieval, editing and publishing of ArcGIS database and maps	47,000
	<i>plus benefits (estimated at 33%)</i>	15,510
	City Administrator's Adjustment	(62,510)
Economic Development/CRA coordinator	Coordinate the City's efforts for local economic development.	75,000
	<i>plus benefits (estimated at 33%)</i>	24,750
	City Administrator's Adjustment	(99,750)
	ADDED BACK BY COUNCIL-DELAY HIRING	74,813
City Engineer	Assumes responsibility for the more complex and diversified projects involving land surveying, water control, the design, inspection, investigation and construction of Public Services	90,000
	<i>plus benefits (estimated at 33%)</i>	29,700
	Essential Position	
	COUNCIL-DELAY HIRING	(29,925)

Total Cost	\$	164,588
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Planning 4020-515</u>
Line Item #	<u>3100</u>
Line Item Description	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
1	Develop Marketing 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	130,000
		ADJUSTED BY COUNCIL	(5,000)
2	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

Item	Description	Justification	Estimated Cost
3	<i>EastshoreActivity Hub Masterplan</i>	<i>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.</i>	150,000
		ADJUSTED BY COUNCIL	(15,000)
4	<i>Annexation Study</i>	<i>Economic Development Vision Policy 6 which states: By 2020, complete an annexation study to evaluate desirable annexation areas, in concert with City-County Joint Planning Agreement.</i>	70,000
		ELIMINATED BY COUNCIL	(70,000)
5	<i>Land Use Sustainability Study</i>	<i>Economic Development Vision Policy 2.a.vii statesBuild upon the Angelos Study, conduct a new market demand study, est. cost \$30K; and, b) land use suitability analysis, to determine targeted industries, including potentially new fine-dining and family-style restaurants.</i>	30,000
		ELIMINATED BY COUNCIL	(30,000)
6	<i>Develop Construction Plans for Parking lot north of City Hall</i>	<i>Infrastructure and Growth Leadership Vision Policy 1.b. states: Parking Area Redesign: Redesign, re-engineer and re-program the parking area behind the Chuck Wagon restaurant, and the feed store (at Park Avenue and Fifth Street). Re- design concepts include: Facing the businesses to the rear, adding an ice cream store, small shops, and a center kiosk for musicians, (such as for blue grass musicians), coffee shops and cafés that offer outdoor seating and dining. Also, create covered parking, and include solar paneling to provide power to surrounding infrastructure</i>	50,000
		<i>Moved to CRA</i>	<i>(50,000)</i>

Item	Description	Justification	Estimated Cost
7	Update CRA plan	<p><i>Economic Development Vision policy 3.d. By 2017, update the existing outdated 1993 CRA Plan (Est. cost \$75K for outside consultant) with focus areas: business assistance, design guidelines, façade improvement program, parking deficiencies, and cafe dining. This is also included in Infrastructure and Growth Leadership Vision Policy 1.a. which states:</i></p> <p><i>Update of the CRA Plan to include a Downtown Master Plan (See CRA discussion in Economic Development), which may include:</i></p> <p><i>i. Parking, theming, desired uses, cultural and arts, public safety, architectural character, landscape design, programming, i.e., farmer's market, youth events, etc., infrastructure needs, including water, sewer, telecommunications, utilities, lighting, gas, undergrounding, and solving parking and transportation circulation challenges, e.g., US 441 pass through traffic and pedestrian friendly design. Also, include greenhouses at Billy Dean Community Garden.</i></p>	75,000
8	Urban Designer Engineer	<p>Moved to CRA</p> <p><i>Infrastructure and Growth Leadership Vision Plan Policy 1.b.ii states: Employ an urban designer/engineer on staff or outsource. The suggestion is to outsource this service. The costs associated with this will be utilized based upon the specific tasks assigned to the individual or firm.</i></p>	(75,000) 75,000
9	Mobility Fee	<p>ELIMINATED BY COUNCIL</p> <p><i>Vision Infrastructure policy 2</i></p>	(75,000) 50,000
10	Entry Feature / Wayfinding Signs	<p><i>Infrastructure and Growth Leadership Vision Plan Policy 5 states : Design, permit, and construct gateway entry and wayfinding features (future annexations may impact location). Font on signage should mimic that used on the City of Apopka's seal/logo. This is the cost to design all signage in specific locations.</i></p> <p>ELIMINATED BY COUNCIL</p>	100,000 (100,000)

Item	Description	Justification	Estimated Cost
11	<i>Update Land Development Code</i>	<i>This funding is to complete the work begun in FY 16. The allocation in FY 16 was sufficient to begin the process, but to complete the code update along with the development of the form based code, additional funding will be necessary.</i>	100,000
12	<i>Evaluation and Appraisal Process for the Comprehensive Plan</i>	<i>By August of 2017, the city is required to conduct an evaluation of its entire comprehensive plan and report to the State the status of the plan and steps tha have been taken to implement the policies. A cursory evaluation has indicated that many policies are not in compliance, others are partially addressed while some have been implemented. Additionally, the Vison plan requires the comprehensive plan to be amended to address specific policies contained within the plan. This evaluation must be completed nd transmitted to the state or the city will be prohibited from amending the plan.</i>	50,000
		<i>City Administrator's Adjustment</i>	<i>(505,000)</i>
		<i>ADDED BACK BY COUNCIL</i>	<i>505,000</i>

Total Cost	\$ 525,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Planning 4020-515</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
	<i>Specific Purpose Studies</i>	<i>This includes services such as traffic studies not related to development review; surveying; minor engineering or design studies not within the programmatic parameters of the capital budget</i>	<i>20,000</i>

Total Cost	\$ 20,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Planning 4020-515</u>
Line Item #	<u>4000</u>
Line Item Description	<u>Travel & Per Diem</u>

Item	Description	Justification	Estimated Cost
1	<i>Florida Redevelopment Association Conference</i>	<i>3 hotel nights</i>	375
2	<i>APA State Conference</i>	<i>6 hotel nights</i>	750
3	<i>American Planning Association Conference</i>	<i>5 hotel nights/airfare</i>	1,500
4	<i>Florida Planning and Zoning Association Conference</i>	<i>3 hotel nights</i>	375
5	<i>International Council of Shopping Center Conference</i>	<i>4 hotel nights/airfare/car rental</i>	1,750
6	<i>Per diem for Conferences</i>	<i>Meals not covered by conference registration</i>	650
7	<i>International Industrial Trade Show</i>	<i>4 hotel nights/airfare/car rental</i>	1,750
		<i>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>	
		<i>City Administrator's Adjustment</i>	(3,300)

Total Cost	\$ 3,475
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Planning 4020-515</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
	Copier Lease	Shared 50:50 lease with Planning Division for Ricoh copier/printer. Building Division Cost. 126.96 per month	1,512
	Copier Usage Fees	Usage fee for copier. 180.00 per month	2,160

Total Cost	\$ 3,672
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund General Fund - 001
Department Community Development-Planning 4020-515
Line Item # 4200
Line Item Description Freight & Postage

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	1,152 288 768 294
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 3/year @50.00	150
6	Public Meeting Notices for Community Meetings	Approximately 4 per year	200

Total Cost **\$ 3,932**

**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Planning 4020-515</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
	<i>Preventive and corrective maintenance</i>	Oil changes, tires, etc. City Administrator's Adjustment	2,000 (1,000)

Total Cost	\$ 1,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Planning 4020-515</u>
Line Item #	<u>4700</u>
Line Item Description	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
1	Business Cards	New and existing employees @ 60.00 per employee. Up to 6 employees.	360
2	Copies of Development Plans	D-size copies depending upon circumstances. Approx. \$20.00 per month	240
3	Special Studies	Special studies that must be printed and processed City Administrator's Adjustment	750 (350)

Total Cost	\$ 1,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Planning 4020-515</u>
Line Item #	<u>4900</u>
Line Item Description	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
	Recording fees	Periodic agreements, liens, etc. for development, transportation, utilities. Costs not covered by developers. \$10.00 per page	500

Total Cost	\$	500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Planning 4020-515</u>
Line Item #	<u>4902</u>
Line Item Description	<u>Legal Advertising</u>

Item	Description	Justification	Estimated Cost
	Public Hearing Notices	Advertising requirements for development review	14,000
		City Administrator's Adjustment	5,300

Total Cost	\$ 19,300
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Planning 4020-515</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	General Office Supplies	Paper, pads, pens, pencils, markers, etc.	9,000
2	Office Chairs	Replace remaining 1/2 of office chairs not replaced this FY City Administrator's Adjustment	4,000 (3,600)

Total Cost	\$ 9,400
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Planning 4020-515</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
	<i>General Operating Supplies</i>	<i>General Items including DVD's, Desk calendars, storage boxes, etc.</i>	1,500
	<i>Work Boots for Field Staff</i>	<i>Field staff needs sturdy, safe and reliable protective footwear while working in construction sites in the field. \$150.00 per inspector.</i>	150
	<i>Staff Uniforms</i>	<i>It is critical that we begin to reshape our image in the office and the field. Due to the amount of interaction 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 per staff member. 2 staff member @60.00 per uniform</i>	600

Total Cost	\$ 2,250
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Planning 4020-515</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
	Gasoline for Planning and Engineering Vehicles	Vehicle fuel City Administrator's Adjustment	5,500 (2,500)

Total Cost	\$ 3,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Planning 4020-515</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	APA/AICP Dues	4 Planners	1,740
2	Florida Planning and Zoning Association Membership dues	City Membership	150
3	Florida Redevelopment Association Membership	City Membership	495
4	ULI Dues		220
5	FCCMA Dues		360
6	ICMA dues		1,008
		City Administrator's Adjustment	(1,368)

Total Cost	\$ 2,605
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Planning 4020-515</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	APA conference	Cost for one employee to attend National American Planning /Association Conference	800
2	FPZA conference	Cost for two employees to attend Florida Planning and Zoning Association State Conference	700
3	FRA conference		
4	FAPA conference	Cost of two employees to attend the Florida Chapter of the American Planning Association Conference	700
5	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
6	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
7	CE's for AICP	Local Events to acquire Continuing Education credits 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	800
		City Administrator's Adjustment	(2,160)

Total Cost	\$ 2,160
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**CITY OF APOPKA
BUILDING INSPECTIONS**

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	338,073	397,421	397,421	443,420
1210 LONGEVITY PAY	2,059	2,268	2,268	2,174
1400 OVERTIME	-	-	-	5,000
2100 F.I.C.A.	24,870	30,576	30,576	34,470
2200 RETIREMENT CONTRIBUTION	53,987	60,386	60,386	73,897
2300 LIFE AND HEALTH INSURANCE	53,550	80,214	80,214	83,388
2400 WORKERS COMPENSATION	6,900	2,497	2,497	2,067
additional positions requested				-
TOTAL	479,439	573,362	573,362	644,416
SUPPLIES AND OTHER SERVICES:				
4000 TRAVEL & PER DIEM	-	-	-	2,750
4200 FREIGHT & POSTAGE	174	490	490	500
4400 RENTAL & LEASES	-	-	-	3,672
4500 LIABILITY & CASUALTY INSURANCE	5,550	-	-	-
4600 REPAIR AND MAINTENANCE	6,037	1,260	500	-
4650 VEHICLE MAINTENANCE	2,303	2,500	2,500	5,000
4700 PRINTING SERVICES	247	480	240	1,100
5100 OFFICE SUPPLIES	2,167	6,800	4,000	1,500
5200 OPERATING SUPPLIES	-	3,360	2,000	6,650
5250 FUEL & GASOLINE	4,138	5,500	3,000	3,000
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	1,337	1,600	1,000	2,574
5500 TRAINING	1,821	8,100	4,000	8,035
TOTAL	23,774	30,090	17,730	32,031
CAPITAL OUTLAY:				
6200 BUILDINGS	-	-	-	-
6400 EQUIPMENT	31,115	50,000	50,000	23,000
TOTAL	31,115	50,000	50,000	23,000
TOTAL COST	534,328	653,452	641,092	699,447

**CITY OF AOPKA
BUILDING INSPECTIONS**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</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
BUILDING INSPECTORS (REQUESTED)	0	0	0
PERMIT TECH (REQUESTED)	0	0	0
TOTAL	7	7	7

CAPITAL OUTLAY

6200 - Building	\$ -
6300 - Infrastructure	\$ -
6400 - Equipment	\$ 23,000
F-150	\$ 23,000
Total Capital Outlay	\$ 23,000

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

Fund General Fund - 001
Department Community Development-Building 4021-524
Division _____

Position Title	Justification	Anticipated Salary/Grade
2 Building Inspectors	Perform field inspections on buildings and other structures	137,500
	<i>plus benefits (estimated at 33%)</i>	45,375
	<i>City Administrator's Adjustment</i>	<i>(91,438)</i>
	Eliminated to Balance Budget	\$ (91,438)
2 Permit Tech	Provides clerical support work for other Building Division	92,500
	<i>plus benefits (estimated at 33%)</i>	30,525
	<i>City Administrator's Adjustment</i>	<i>(61,513)</i>
	Eliminated to Balance Budget	\$ (61,513)

Total Cost	\$	-
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Building 4021-524</u>
Line Item #	<u>1400</u>
Line Item Description	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
	Overtime	Calculated at approximately 5 hours per week	5,000

Total Cost	\$ 5,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund General Fund - 001
Department Community Development-Building 4021-524
Line Item # 4000
Line Item Description Travel and Per Diem

Item	Description	Justification	Estimated Cost
	<i>Travel per diem</i>	<i>Calculated at approximately 5 days per staff member</i>	<i>2,750</i>

Total Cost	\$	2,750
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Building 4021-524</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

Item	Description	Justification	Estimated Cost
	<i>Postage for Building Division</i>	<i>Postage for mail notifications of permit expirations, fee requirements, stop work orders, license expirations, etc.</i>	<i>500</i>

Total Cost	\$	500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Building 4021-524</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
	<i>Copier Lease</i>	<i>Shared 50:50 lease with Planning Division for Ricoh copier/printer. Building Division Cost. 126.96 per month</i>	<i>1,512</i>
	<i>Copier Usage Fees</i>	<i>Usage fee for copier. 180.00 per month</i>	<i>2,160</i>

Total Cost	\$ 3,672
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Building 4021-524</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
	Maintenance of Building Division vehicles	Normal wear and tear, oil changes and maintenance needed to keep vehicles on the road. Total of 5 vehicles.	5,000

Total Cost	\$ 5,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Building 4021-524</u>
Line Item #	<u>4700</u>
Line Item Description	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
	<i>Business Cards</i>	<i>Business Cards for New employees and replacement cards for existing employees. \$100 for up to 6 employees</i>	<i>600</i>
	<i>Copies of Development Plans</i>	<i>The department provides copies of plans to various departments depending upon the need and to outside agencies and individuals upon request.</i>	<i>500</i>

Total Cost	\$ 1,100
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Building 4021-524</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
	<i>Office supplies to ensure smooth operation of the Division</i>	<i>Paper, pads, pens, pencils, markers, printer cartridges, letterhead, envelopes forms, folders</i> City Administrator's Adjustment	3,000 (1,500)

Total Cost	\$ 1,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Building 4021-524</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
	<i>General Operating Supplies</i>	<i>Blank CD's, desk calendars, storage boxes, as well as other general items</i>	2,000
	<i>Work Boots for Field Staff</i>	<i>Field staff needs sturdy, safe and reliable protective footwear while working in construction sites in the field. \$150.00 per inspector.</i>	750
	<i>Field Uniforms for staff</i>	<i>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.</i>	
		<i>5 uniforms per staff member. 11 staff members @60.00 per uniform</i>	3,300
	<i>Ladders for inspectors</i>	<i>2 ladders @ 300 each</i>	600

Total Cost	\$ 6,650
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Building 4021-524</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
	<i>Fuel for vehicles</i>	<i>As the City boundaries increase in size and travel times become longer additional fuel will be needed. Additional staff will also require amore vehicles and more fuel.</i>	9,000
		City Administrator's Adjustment	(6,000)

Total Cost	\$ 3,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Building 4021-524</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	<i>BOAF Membership Dues</i>	<i>Memberships for Building Official and Inspectors</i>	300
2	<i>Inquest 2017 ICC codes on Disc</i>	<i>Copy of the international Code Congress Building Codes on Disc for reference and easy retrieval.</i>	935
3	<i>Copy of Florida Building Codes</i>	<i>Copy of Florida Building Codes - paper</i>	600
4	<i>Florida Floodplain Managers Association Fees</i>	<i>We currently have only 1 certified Florida Floodplain Manager in the City. Mr. Marsh has volunteered to become certified to provide back-up and perhaps take full responsibility if necessary</i>	60
5	<i>International Code Congress Membership Fee</i>	<i>This is the fee for the ICC membership for cities less than 50,000 in population</i>	135
6	<i>International Building codes 2012</i>	<i>In order for the permit techs to study for their certifications, 2 copies of these documents are needed. This is the required background material that the certification exam is based upon.</i>	270
7	<i>International Planning and Zoning Codes 2012</i>	<i>same as above</i>	74
8	<i>National Fire Protection Association Membership</i>	<i>Provides access to NFPA codes used in plan review</i>	200

Total Cost	\$ 2,574
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Building 4021-524</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	<i>BOAF Training</i>	<i>Inspectors and Building officials are required to conduct training to maintain licenses required to perform their duty as inspectors. Cost of the 14 hours of required training.</i>	1,350
2	<i>Exam Fees</i>	<i>These are funds are for reimbursements for exams taken by staff to achieve new certifications. We are encouraging our Permit Techs to get Certified as well as inspectors to get additional certifications. The policy is to reimburse the fees once the exam is passed. We will not fund testing that does not result in achieving certification.</i>	2,700
3	<i>Principles and Practices BOAF Course</i>	<i>This is the cost of the preparation course for the permit clerks to achieve certification in principals and practices for the basics of the building trades.</i>	495
4	<i>Permit Technician Prep Course</i>	<i>This course provides the background information and hands on training needed to take and successfully complete the Permit Tech certification class. This fee covers all Permit Techs.</i>	1,750
5	<i>Study Guide for Permit Tech Prep Course</i>	<i>This study guide is the companion to the Permit Tech Prep Course. This covers all Permit Techs.</i>	240
6	<i>BOAF Annual Conference</i>	<i>BOAF Annual Conference attendance allows key staff members the ability to learn from their contemporaries what is happening within the industry, how codes are being interpreted and networking to make connections to assist the city during the year. Registration for 3 staff to attend.</i>	1,500

Total Cost	\$ 8,035
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Building 4021-524</u>
Line Item #	<u>6200</u>
Line Item Description	<u>Building</u>

Item	Description	Justification	Estimated Cost
	<i>Building Renovation -West Wing of City Hall</i>	<i>Renovate the Community Development area to create a more efficient and secure area for Building, Planning.</i>	80,000
		Eliminated to Balance Budget	\$ (80,000)

Total Cost	\$ -
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

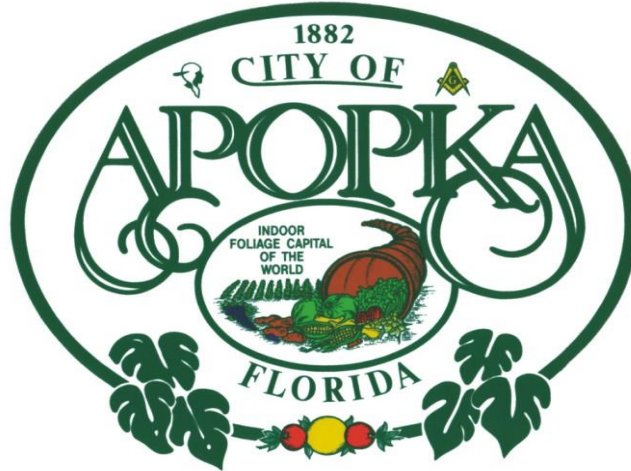
Fund	<u>General Fund - 001</u>
Department	<u>Community Development-Building 4021-524</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
	2 Ford F-150's (extended cab)	New inspectors will require vehicles. The F-150 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 will last much longer than smaller 4 cylinder engines, and it has the ability to carry tools and ladders for inspections.	46,000
		City Administrator's Adjustment	(23,000)
		*****To be Financed*****	
	Ladders for inspectors	2 ladders @ 300 each	600
		Moved to 5200	(600)

Total Cost	\$ 23,000
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**CITY OF APOPKA
DEBT SERVICE**

		ADOPTED BUDGET FY 2015-16	PROPOSED BUDGET FY 2016-17	PERCENT CHANGE
PRINCIPAL				
7100	BB&T - FIRE TRUCKS - 10 YR LEASE	\$ 106,079	107,989	1.80%
7101	MOTOROLA - COMMUNICATIONS LEASE	582,550	589,541	1.20%
7160	MCBRIDE MORTGAGE - 20 YR	30,750	30,750	0.00%
7170	FLC REVENUE BOND - 12/2018	150,000	155,000	3.33%
7181	RECREATION REVENUE NOTE	485,000	505,000	4.12%
7182	WI-FI REVENUE NOTE	292,009	294,202	0.75%
7183	BOA NOTE - CNG FUEL ISLAND	118,000	120,000	1.69%
7184	Hancock - 2015	183,000	205,000	12.02%
7185	EDMUNDS - FINANCIAL SOFTWARE (2016)	46,219	46,219	0.00%
7186	Hancock - 2016	-	325,000	100.00%
7187	STRYKER - STRETCHERS (2016)	54,320	54,325	0.01%
7188	MOTOROLA - RADIO UPGRADES (2016)	-	270,000	100.00%
INTEREST				
7200	BB&T - FIRE TRUCKS - 10 YR LEASE	15,319	12,420	-18.92%
7201	MOTOROLA - COMMUNICATIONS LEASE	24,975	14,405	-42.32%
7260	MCBRIDE MORTGAGE - 20 YR	5,990	5,990	0.00%
7270	FLC REVENUE BOND - 12/2018	29,663	21,656	-26.99%
7271	FLC REVENUE BOND - 12/2018	1,205	-	-100.00%
7281	RECREATION REVENUE NOTE	148,590	129,675	-12.73%
7282	WI-FI REVENUE NOTE	5,063	-	-100.00%
7283	BOA NOTE - CNG FUEL ISLAND	20,813	19,680	-5.44%
7284	Hancock - 2015	14,504	11,264	-22.34%
7286	Hancock - 2016	-	23,109	100.00%
TOTAL PRINCIPAL AND INTEREST		2,314,049	2,941,225	27.10%
TRANSFERS AND OTHER				
9001	TRANSFER TO STREET IMPROVEMENT FUND	540,540	590,102	9.17%
9141	TRANSFER TO WATER/SEWER FUND	-	-	-
9111	TRANSFER TO GRANT FUND	25,454	6,000	-76.43%
TOTAL TRANSFERS AND OTHER		565,994	596,102	5.32%
TOTAL BUDGET		\$ 2,880,043	\$ 3,537,327	22.82%



SPECIAL REVENUE FUNDS

STREET IMPROVEMENT FUNDS
TRANSPORTATION IMPACT FEES FUND
RECREATION IMPACT FEES FUND
STORMWATER FUND
SPECIAL ASSESSMENTS FUND
GRANTS FUND
COMMUNITY REDEVELOPMENT FUND

**CITY OF APOPKA
STREET IMPROVEMENTS**

**CITY OF APOPKA
STREET IMPROVEMENT FUND**

STREET IMPROVEMENT FUND BUDGET SUMMARY

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
FUND BALANCE, OCTOBER 1	995,115	836,957	836,957	767,529
ADD REVENUES:				
312-4100 GAS TAX	1,497,364	1,512,000	1,563,500	1,638,000
344-9001 FDOT ROAD MAINT AGMT	76,135	150,000	77,000	78,000
344-9002 LANDFILL REVENUE	100,000	100,000	112,500	112,500
349-1000 STREET LIGHT SURCHARGE	319,386	348,357	308,000	308,000
361-1000 INTEREST	2,767	3,000	2,505	2,500
369-9000 MISCELLANEOUS	-	-	-	-
381-0010 TRANSFER FROM GENERAL FUND	504,006	540,540	540,540	590,102
381-1200 TRANSFER FROM STORMWATER	123,120	141,000	141,000	158,321
389-0009 CARRYOVER APPROPRIATIONS	-	168,982	-	630,823
389-1000 OTHER FINANCING SOURCES	-	30,000	-	-
TOTAL REVENUES AVAILABLE	3,617,893	3,830,836	3,582,002	4,285,775
DEDUCT EXPENDITURES:				
OPERATING EXPENDITURES	2,413,219	2,811,049	2,598,870	3,263,246
CAPITAL EXPENDITURES	247,287	182,830	215,603	255,000
TRANSFERS OUT:				
TRANSFER TO GENERAL FUND	120,430	-	-	-
TOTAL EXPENDITURES	2,780,936	2,993,879	2,814,473	3,518,246
FUND BALANCE, SEPTEMBER 30	836,957	836,957	767,529	767,529

**CITY OF APOPKA
STREET IMPROVEMENTS**

LINE ITEM DETAIL

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	249,155	324,602	324,602	330,577
1210 LONGEVITY PAY	1,516	1,533	1,533	1,101
1400 OVERTIME	17,653	18,828	18,828	18,828
1600 OTHER REIMBURSED ALLOWANCES	-	-	-	480
2100 F.I.C.A.	19,486	26,426	26,426	26,850
2200 RETIREMENT CONTRIBUTION	42,611	56,653	56,653	57,562
2300 LIFE AND HEALTH INSURANCE	61,200	80,705	80,705	68,128
2400 WORKERS COMPENSATION	7,800	11,822	11,822	17,638
TOTAL	399,421	520,569	520,569	521,163
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	7,378	-	-	-
3200 AUDIT SERVICES	2,541	-	-	-
4100 COMMUNICATIONS	3,610	2,996	-	2,996
4200 FREIGHT & POSTAGE	287	140	140	140
4300 UTILITY SERVICES	(67,882)	48,150	68,800	45,000
4310 STREETLIGHTS	1,221,337	1,384,158	1,220,600	1,269,787
4400 RENTAL & LEASES	14,736	17,080	16,400	22,688
4500 LIABILITY & CASUALTY INSURANCE	10,980	-	-	-
4600 REPAIR AND MAINTENANCE	64,941	53,350	30,000	105,000
4607 ROAD RESURFACING	308,382	250,000	250,000	750,000
4612 STREET STRIPPING	39,981	40,000	40,000	40,000
4650 VEHICLE MAINTENANCE	28,860	31,000	40,200	41,000
4900 OTHER CHARGES	8,526	16,000	9,000	26,000
5100 OFFICE SUPPLIES	1,210	1,200	300	800
5200 OPERATING SUPPLIES	26,806	19,430	12,000	18,295
5201 MEDIAN LANDSCAPING	6,995	10,000	10,000	10,000
5203 SIDEWALK/CURB REPAIRS	42,707	30,000	29,000	40,000
5204 UTILITY SERVICES-STREET LIGHTS	19,723	20,000	10,000	30,000
5205 GRAFFITI REMOVAL	-	2,000	2,000	2,000
5250 FUEL & GASOLINE	21,002	18,875	17,500	10,000
5300 ROAD MATERIALS & SUPPLIES	17,430	10,000	6,000	12,500
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	60	60	60	-
5500 TRAINING	1,044	1,240	1,200	1,300
TOTAL	1,780,654	1,955,679	1,763,200	2,427,506

**CITY OF APOPKA
STREET IMPROVEMENTS**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
CAPITAL OUTLAY:				
6100 LAND	-	-	33,676	-
6200 BUILDINGS	-	100,000	100,000	-
6300 INFRASTRUCTURE	221,131	-	-	-
6303 ROAD RESURFACING	-	-	-	-
6306 SIDEWALK NEW CONSTRUCTION	13,921	30,000	30,000	50,000
6400 EQUIPMENT	12,235	16,750	49,523	205,000
TOTAL	247,287	146,750	179,523	255,000
TRANSFERS:				
9300 TRANSFER TO GENERAL FUND	120,430	-	-	-
TOTAL	120,430	-	-	-
TOTAL COST	2,547,792	2,622,998	2,463,292	3,203,669

**CITY OF APOPKA
STREET IMPROVEMENTS**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
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
TOTAL	8	8	8

CAPITAL OUTLAY

6200 - Building	_____
6306 - Sidewalks New Construction	50,000
6400 - Equipment	
Asphalt Truck	120,000
Skid Steer Milling Machine	80,000
Laptops (5)	5,000
Total Equipment	\$ 205,000
Total Capital Outlay	\$ 255,000

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>1400</u>
Line Item Description	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
1	Overtime	(4) Hours per week @ 52 weeks= 208 hrs. @ \$27.00/ hr. To repair traffic lights, roads, traffic signs, street lights, fallen trees, and sidewalk repairs.	5,616
2	Standby Time	(11) hrs. / week @ \$18.00/hr. for 52 weeks	10,296
3	Overtime Events		
	Carnival	24 hrs. @ \$27.00 to support clean up effort during the event	648
	Christmas Parade	12 hrs. @ \$27.00 Two support clean up effort after Parade running to Street Sweepers.	324
	Foliage Festival	16 hrs. @ \$27.00 to support clean up effort during the event	432
	Martin Luther Kings Day Parade	8 hrs. @ 27.00 to support in the setup and tear down of equipment to support the parade.	216
	Miscellaneous Events	24 hrs. @ \$27.00 to support clean up and gathering of chairs and tables after the event.	648
	Old Florida Festival	24 hrs. @ \$27.00 to support clean up effort during the event	648

Total Cost	\$ 18,828
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>4100</u>
Line Item Description	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
1	Centurylink (\$52 / mo.) 407-814-7563 Traffic light on Park Ave	Centrylink (phone link to Park Ave. Traffic Light	624
2	Centurylink (\$52 / mo.) 407-886-2279	Traffic light on Benbow	624
3	Centurylink (\$52 / mo.) 407-886-8844	Computer at 8th St	624
4	Centurylink (\$52 / mo.)407-880-8371	Computer at 8th St	624
5	Stand-by Cell Phone	Standby phone of contacting standby person on off hours	500

Total Cost	\$ 2,996
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

Item	Description	Justification	Estimated Cost
1	Postage	(Regulatory Correspondence, Package freight)	140

Total Cost	\$	140
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>4300</u>
Line Item Description	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
1	Electric Costs	305 East 8th Street (8th & Highland Compound)	5,600
2	Flash Signals	Electric Costs 15 locations	4,200
3	Irrigation Meters	Electric Costs in 9 Medians around City	2,000
4	Traffic Signals	Electric Costs 34 locations	56,700
5	Water, sewer and garbage	305 East 8th Street (8th & Highland Compound)	3,500
		City Administrator's Adjustment	288,900
		Adjustment	(315,900)

Total Cost	\$ 45,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>4310</u>
Line Item Description	<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	204,000
Northwest Recreation Complex			
1	Street light Jason Dwelley, Around Pond	Cost of power	52,816
Subdivision Lighting			
		See Next Page	840,000
		City Administrator's Adjustment	(655,316)
		Adjustment	269,787

Total Cost	\$ 1,269,787
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FOR
FISCAL YEAR 2016-17**

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	TOTAL COST / YR.	LED	Duke List
Arbor Ridge Ph. 1	Ocala	Colonial	154	\$42,022.08	\$52,527.60	Lights-HOA Arbor Ridge Ph. 1
Arbor Ridge Ph. 2	Ocala	Colonial	36	\$16,927.20	\$21,159.00	Lights-HOA Arbor Ridge Ph. 2 & 3
Arbor Ridge Ph. 3	Ocala	Colonial	26		\$0.00	
Arbor Ridge Ph. 4	Ocala	Colonial	41	\$22,398.24	\$27,997.80	Lights-HOA Arbor Ridge Ph. 4
Arbor Ridge Ph. 5	Ocala	Colonial	35	\$9,562.44	\$11,953.05	Lights-HOA Arbor Ridge Ph. 5
Chandler Estates	Ocala	Victorian	68	\$21,893.16	\$27,366.45	Lights-HOA Chandler Estates
Charleston Park	Ocala	Colonial	21	\$5,743.68	\$7,179.60	Lights-HOA Charleston Park
Christiana Gardens	Biscayne	Victorian	18	\$6,970.80	\$8,713.50	Lights-HOA Christiana Gardens
Clayton Estates	Ocala	Victorian	52	\$16,745.52	\$20,931.90	Lights-HOA Clayton Estates
Emerald Cove Ph. 1&2	Ocala	Colonial	39	\$10,653.60	\$13,317.00	Lights-HOA Emerald Cove Ph. 1 & 2
Emerson Park	Ocala	Victorian	69	\$26,677.92	\$33,347.40	Emerson Park
Errol Vista	Sebring	Fiberglass	18	\$3,921.60	\$4,902.00	Lights-HOA Errol Vista
Lake Doe Cove Ph. 1&2	Ocala	Victorian	27	\$8,702.16	\$10,877.70	Lights-HOA Lake Doe Cove Ph. 1
Lake Doe Cove Ph. 3	Ocala	Victorian	55	\$17,710.68	\$22,138.35	Lights-HOA Lake Doe Cove Ph. 3
Lake Doe Cove Ph. 4	Ocala	Victorian	31	\$9,989.28	\$12,486.60	Lights-HOA Lake Doe Cove Ph. 4
Lake Doe Reserve			27	\$7,259.88	\$9,074.85	Lights-HOA Lake Doe Reserve
Lake Heiniger Estates	Ocala	Colonial	25	\$8,277.12	\$10,346.40	Lights-HOA Lake Heiniger Estates
Lake Pleasant Cove	Ocala	Victorian	34	\$10,954.44	\$13,693.05	Lights-HOA Lake Pleasant Cove
Lake Todd	Ocala	Colonial	17	\$4,652.76	\$5,815.95	Lights-HOA Lake Todd Estates
Landings at RS	Ocala	Victorian	10	\$3,554.64	\$4,443.30	Lights-HOA Landings at Rock Springs
Marbella Reserve	Ocala	Colonial	19	\$10,396.32	\$12,995.40	Lights-HOA Marbella Reserve
Maudehelen Ph. 1	Ocala	Victorian	74	\$23,823.60	\$29,779.50	Lights-HOA Maudehelen
Maudehelen Ph. 2	Ocala	Victorian	43	\$13,849.92	\$17,312.40	Lights-HOA Maudehelen Ph. 2
Oak Hill Reserve Ph. 1	Ocala	Colonial	54	\$14,745.00	\$18,431.25	Lights-HOA Oak Hill Reserve Ph. 1
Oak Hill Reserve Ph. 2&3	Ocala	Colonial	88	\$24,019.44	\$30,024.30	Lights-HOA Oak Hill Reserve Ph. 2 & 3
Parkside at Errol Ph. 1	Ocala	Victorian	59	\$18,997.44	\$23,746.80	Lights-HOA Parkside at Errol Ph. 1
Parkside at Errol Ph. 2	Ocala	Victorian	65	\$20,928.00	\$26,160.00	Lights-HOA Parkside at Errol Ph. 2
Parkside at Errol Ph. 3	Ocala	Victorian	35	\$11,276.12	\$14,095.16	Lights-HOA Parkside at Errol Ph. 3
Pittman Estates	Biscayne	Victorian	69	\$26,677.92	\$33,347.40	Lights-HOA Pitman Estates
RSR Ph. 1, 2, 6a&6b	Biscayne	Victorian	284	\$109,755.96	\$137,194.95	Lights-HOA Rock Springs Ridge Ph. 1
RSR Ph. 3	Biscayne	Victorian	35	\$13,586.64	\$16,983.30	Lights-HOA Rock Springs Ridge Ph. 3
RSR Ph. 4a	Biscayne	Victorian	48	\$18,563.28	\$23,204.10	Lights-HOA Rock Springs Ridge Ph. 4-A
RSR Ph. 4b, 5a,5b,5c	Biscayne	Victorian	147	\$56,817.72	\$71,022.15	Lights-HOA Rock Springs Ridge Ph. 4b 5abc
Stoneywood Ph. 1&2	Sebring	Colonial	46	\$11,442.36	\$14,302.95	Lights-HOA Stoneywood Ph. 1&2
Superior Commerce Park	Ocala	Victorian	18	\$5,806.56	\$7,258.20	Lights-HOA Street Superior Commerce Park
Vicks Landing	Ocala	Colonial	19	\$3,022.32	\$3,777.90	Lights-HOA Vicks Landing
Wekiva Crest	Ocala	Colonial	19	\$5,198.16	\$6,497.70	Lights-HOA Wekiva Crest
Future Subdivisions						
Lester Ridge			35	\$13,944.00	\$17,430.00	
Miscellaneous Future Subs				\$10,000.00	\$12,500.00	
				\$667,467.96	\$834,334.96	

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>4400</u>
Line Item Description	<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 Lake 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

Total Cost	\$ 22,688
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg. & Equip</u>

Item	Description	Justification	Estimated Cost
1	436 Street Lights	PM maintenance performed on 436 Street Lights	12,000
2	Building Maintenance	8th & Highland Maintenance Compound	3,500
3	Flashing Signals (15)	Monthly Maintenance (\$225)	3,750
4	Miscellaneous Loop Repairs	Misc. Loop Repairs throughout the city	16,000
5	Signal Maintenance	Preventive Maintenance on 34 traffic lights in the City @ \$1000 ea.	34,000
6	Traffic Signal LED replacements	Red \$46 ea.; Green @ \$67 ea.; Yellow @ \$56 ea. 24 per color	4,100
		City Administrator's Adjustment	(18,350)
		Adjustment	50,000

Total Cost	\$ 105,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>4607</u>
Line Item Description	<u>Road Resurfacing</u>

Item	Description	Justification	Estimated Cost
1	Road Resurfacing through out city	General Maintenance, repaving of city roads that are in poor condition	600,000
2	Repaving of the following parking lots: A. Police Department B. City Hall C. Fran Carlton D. Northwest Complex Ph. I		35,000 40,000 35,000 40,000
		City Administrator's Adjustment	(250,000)
		Adjustment	(50,000)
		ADDED BACK BY COUNCIL	300,000

Total Cost	\$ 750,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>4612</u>
Line Item Description	<u>Street Stripping</u>

Item	Description	Justification	Estimated Cost
1	<i>Street Stripping</i>	<i>Re-striping of streets that are in poor condition throughout the city</i>	40,000

Total Cost	\$ 40,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	<i>Equipment and Vehicle Maintenance</i>	<i>Preventive and Corrective</i> City Administrator's Adjustment	31,000 10,000

Total Cost	\$ 41,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>4900</u>
Line Item Description	<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	10,000
2	Landfill Fees	Sweeper Debris	16,000

Total Cost	\$ 26,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	Office Supplies	Printer ink, pens, paper, envelopes, tablets, pencils, paper clips, etc.	800

Total Cost	\$ 800
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Barricades (10 @ \$60.00)	Replacement of damaged and stolen barricades	600
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 (8 @ \$30 ea.)	240
6	Rakes		120
7	Safety Items	First aid kits 7 @ \$40 ea.	280
8	Safety Shoes	Safety (8 @ \$150. ea.)	1,200
9	Shovels	For asphalt and sidewalk repairs (12 @ \$20 ea.)	240
10	Traffic Control Signs	To replace worn out and missing safety signs	3,000
11	Tree Trimming	Removal and trimming of trees by contractors	10,000
12	Uniforms	Cleaning and repairs to Uniforms for (7 employees @ \$195/ yr.)	1,365
13	Work Gloves	Safety (100 @ \$1.50 / pair) City Administrator's Adjustment	150 (1,500)

Total Cost	\$ 18,295
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>5201</u>
Line Item Description	<u>Median Landscaping</u>

Item	Description	Justification	Estimated Cost
1	Median Landscaping	Median up keep on 441 and other medians in city (Plant replacement, irrigation repairs, fertilizing and herbicides.	10,000

Total Cost	\$ 10,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>5203</u>
Line Item Description	<u>Sidewalk/Curb Repairs</u>

Item	Description	Justification	Estimated Cost
1	Sidewalk repairs	Sidewalk repairs throughout the city (safety issue)	40,000

Total Cost	\$ 40,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>5204</u>
Line Item Description	<u>Street Sign Replacement</u>

Item	Description	Justification	Estimated Cost
1	<i>Street Sign and Regulatory Sign Replacement</i>	<i>Replacement of Street signs and regulatory signs throughout the city</i>	30,000

Total Cost	\$ 30,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>5205</u>
Line Item Description	<u>Graffiti Removal</u>

Item	Description	Justification	Estimated Cost
1	<i>Graffiti Removal</i>	<i>Removal of Graffiti on fences and buildings throughout the city</i>	2,000

Total Cost	\$ 2,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>5250</u>
Line Item Description	<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.) City Administrator's Adjustment	18,750 (15,125)

Total Cost	\$ 10,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>5300</u>
Line Item Description	<u>Road Materials and Supplies</u>

Item	Description	Justification	Estimated Cost
1	Road Materials	Cold patch, asphalt and Portland cement to repair roads throughout the city	12,500

Total Cost	\$ 12,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	FDOT MOT Training	MOT training at the Intermediate level (2 @ \$100) New Hire and Jeremy West	200
2	ISMA TRAINING	Traffic Light certifications (2 @ \$550 ea.) Juan Carlos and Brad Green	1,100

Total Cost	\$ 1,300
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>6306</u>
Line Item Description	<u>Sidewalk New Constr</u>

Item	Description	Justification	Estimated Cost
1	Sidewalk And Curb New Construction	Resident safety	50,000

Total Cost	\$ 50,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Six Cent Gas Tax 3412-541</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	Asphalt Truck New	With deteriorating roads, the ability to patch with hot asphalt is extremely important. Currently we waste hot asphalt in transportation and waiting to use. An asphalt truck would allow staff to patch holes quickly and safely with less waste. The truck would allow the asphalt to be kept warm all day long helping to eliminate waste and increase efficiency.	120,000
2	Skid Steer-Milling Machine-Jack Hammer New	<i>TO BE FINANCED</i> In order to adequately fix and patch holes, milling or the removal of asphalt this equipment is necessary. A skid steer with a milling machine attachment and a jackhammer would allow staff to prepare failing areas of asphalt for the hot asphalt, which will help keep the roads in better shape and have the repairs last longer.	80,000
3	Laptops (5)	<i>TO BE FINANCED</i> Laptop Requests For Public Services Water, Waste Water Maintenance and Streets Maintenance Members With LTE Capabilities.	5,000

Total Cost	\$ 205,000
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**CITY OF APOPKA
INMATE PROGRAM**

LINE ITEM DETAIL

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	13,844	35,980	35,980	30,764
1210 LONGEVITY PAY	11	410	410	39
1400 OVERTIME	92	960	960	960
2100 F.I.C.A.	1,054	2,857	2,857	2,430
2200 RETIREMENT CONTRIBUTION	2,212	6,126	6,126	5,209
2300 LIFE AND HEALTH INSURANCE	7,650	10,088	10,088	8,457
2400 WORKERS COMPENSATION	900	580	580	299
TOTAL	25,763	57,001	57,001	48,158
SUPPLIES AND OTHER SERVICES:				
3400 OTHER CONTRACTUAL SERVICES	172,490	232,000	232,000	232,000
4100 COMMUNICATION	1,172	1,920	-	2,544
4200 POSTAGE	11	100	100	100
4500 LIABILITY & CASUALTY INSURANCE	750	-	-	-
4650 VEHICLE MAINTENANCE	8,832	8,500	8,000	7,500
5200 OPERATING SUPPLIES	9,988	14,780	8,000	15,275
5250 FUEL & GASOLINE	14,138	20,500	10,000	9,000
TOTAL	207,381	277,800	258,100	266,419
CAPITAL OUTLAY:				
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	-
6400 EQUIPMENT	-	36,080	36,080	-
TOTAL	-	36,080	36,080	-
TOTAL COST	233,144	370,881	351,181	314,577

**CITY OF APOPKA
INMATE PROGRAM**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
MAINTENANCE WORKER III	1	1	1
TOTAL	1	1	1

CAPITAL OUTLAY

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

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Inmate Program 3414-541</u>
Line Item #	<u>1400</u>
Line Item Description	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
1	<p><i>City Events:</i></p> <p><i>Foliage Festival 16 Hrs. @ \$30.00</i></p> <p><i>Old Florida Outdoor Festival 16 hrs. @ \$ 30.00 / hr.</i></p>	<p><i>To assist in the policing and clean up of the park.</i></p> <p><i>To assist in the clean up of the assigned areas</i></p>	<p><i>480</i></p> <p><i>480</i></p>

Total Cost	\$ 960
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Inmate Program 3414-541</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	<i>Department of Corrections agreement Work Squad 807</i>	<i>Continue to support the work effort throughout the city</i>	58,000
2	<i>Department of Corrections agreement Work Squad 935</i>	<i>Continue to support the work effort throughout the city</i>	58,000
3	<i>Department of Corrections agreement Work Squad 950</i>	<i>Continue to support the work effort throughout the city</i>	58,000
4	<i>Department of Corrections agreement Work Squad 897</i>	<i>Continue to support the work effort throughout the city</i>	58,000

Total Cost	\$ 232,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Inmate Program 3414-541</u>
Line Item #	<u>4100</u>
Line Item Description	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
1	Cell phones	(4@\$636ea/yr.) 1 per guard	2,544

Total Cost	\$ 2,544
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund Street Improvement Fund 101
Department Inmate Program 3414-541
Line Item # 4200
Line Item Description Freight & Postage

Item	Description	Justification	Estimated Cost
1	<i>Miscellaneous Communications and Freight</i>	<i>Correspondence to Department of Corrections</i>	100

Total Cost	\$	100
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Inmate Program 3414-541</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	Maintenance of Mowing Equipment	Repairs to weed eaters, edger's, blowers,	1,500
2	Maintenance to Van 39-1091	PM and unscheduled maintenance	1,500
3	Maintenance to Van 39-1437	PM and unscheduled maintenance	1,500
4	Maintenance to Van 39-0738	PM and unscheduled maintenance	1,500
5	Maintenance to Van 39-1045	PM and unscheduled maintenance	1,500

Total Cost	\$ 7,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Inmate Program 3414-541</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Safety Shoes	Required Safety Shoes	100
2	Uniforms - Staff (1 @\$195)	Uniforms and cleaning service	195
3	Inmate Crew Work Squad WS950 Officer Gillette		
	Chain Saw	(1 @\$ 465) Replace Saw for Inmate Crew	465
	Edger	(1) @\$465) Replacement Edger	465
	Hand Towels, rags, soap, etc.	Perishables	125
	Safety Equipment	Gloves, safety glasses etc.	600
	Miscellaneous hand tools	pruning sheers etc.	450
	Push Brooms		150
	Rain Gear (8 pair @\$12.50)		100
	Rakes (8 @\$20)		160
	Shovels (8 @\$18.75)		150
	Weed Eater String	(8 spools / yr. @ \$60 ea.)	480
	Weed Eaters	Replacement weed eaters (2 @\$ 300)	600
4	Inmate Crew Work Squad WS935 Officer Cardona		
	Chain Saw	(1 @\$ 465) Replace Saw for Inmate Crew	465
	Edger	(1) @\$465) Replacement Edger	465
	Hand Towels, rags, soap, etc.	Perishables	125
	Safety Equipment	Gloves, safety glasses etc.	600
	Miscellaneous hand tools	pruning sheers etc.	450
	Push Brooms		150
	Rain Gear (8 pair @\$12.50)		100
	Rakes (8 @\$20)		160
	Shovels (8 @\$18.75)		150
	Weed Eater String	(8 spools / yr. @ \$60 ea.)	480
	Weed Eaters	Replacement weed eaters (2 @\$ 300)	600
5	Inmate Crew Work Squad WS897 Officer Murray		
	Chain Saw	(1 @\$ 465) Replace Saw for Inmate Crew	465
	Edger	(1) @\$465) Replacement Edger	465
	Hand Towels, rags, soap, etc.	Perishables	125
	Safety Equipment	Gloves, safety glasses etc.	600
	Miscellaneous hand tools	pruning sheers etc.	450
	Push Brooms		150
	Rain Gear (8 pair @\$12.50)		100
	Rakes (8 @\$20)		160
	Shovels (8 @\$18.75)		150
	Weed Eater String	(8 spools / yr. @ \$60 ea.)	480
	Weed Eaters	Replacement weed eaters (2 @\$ 300)	600

Item	Description	Justification	Estimated Cost
6	Inmate Crew Work Squad WS961 Officer Pagon		
	Chain Saw	(1 @\$ 465) Replace Saw for Inmate Crew	465
	Edger	(1) @\$465) Replacement Edger	465
	Hand Towels, rags, soap, etc.	Perishables	125
	Safety Equipment	Gloves, safety glasses etc.	600
	Miscellaneous hand tools	pruning sheers etc.	450
	Push Brooms		150
	Rain Gear (8 pair @\$12.50)		100
	Rakes (8 @\$20)		160
	Shovels (8 @\$18.75)		150
	Weed Eater String	(8 spools / yr. @ \$60 ea.)	480
	Weed Eaters	Replacement weed eaters (2 @\$ 300)	600

Total Cost	\$ 15,275
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Street Improvement Fund 101</u>
Department	<u>Inmate Program 3414-541</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	Fuel for Crew #1 1500 gallons @ \$2.50 / gallon (39-1437)	Fuel use to ferry inmates to in from Correctional Institution and to job sites throughout the city.	3,750
2	Fuel for Crew #2 1500 gallons @ \$2.50 / gallon (39-00738)	Fuel use to ferry inmates to in from Correctional Institution and to job sites throughout the city.	3,750
3	Fuel for Crew #3 1500 gallons @ \$2.50 / gallon (39-1045)	Fuel use to ferry inmates to in from Correctional Institution and to job sites throughout the city.	3,750
4	Fuel for Crew #4 1500 gallons @ \$2.50 / gallon (39-1091)	Fuel use to ferry inmates to in from Correctional Institution and to job sites throughout the city.	3,750
5	Miscellaneous fuel usage	Fuel used in operating the weed eaters, edger's and pole saw by all four (4) crews. City Administrator's Adjustment	1,000 (7,000)

Total Cost	\$ 9,000
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**CITY OF APOPKA
LAW ENFORCEMENT TRUST**

**CITY OF APOPKA
LAW ENFORCEMENT TRUST FUND**

LAW ENFORCEMENT TRUST FUND BUDGET SUMMARY

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
FUND BALANCE, OCTOBER 1	144,058	114,613	114,613	104,913
ADD REVENUES:				
359-0000 FEDERAL FORFEITURES - JUSTICE	35,682	12,500	35,000	25,000
359-2000 FEDERAL FORFEITURES-TREASURY	4,909	-	5,000	5,000
361-1000 INVESTMENT EARNINGS	446	300	300	300
389-1000 FUNDING FROM RESERVES	-	-	-	69,700
TOTAL REVENUES AVAILABLE	185,095	127,413	154,913	204,913
DEDUCT EXPENDITURES:				
OPERATING EXPENDITURES	55,187	50,000	25,000	50,000
CAPITAL EXPENDITURES	15,295	50,000	25,000	50,000
TOTAL EXPENDITURES	70,482	100,000	50,000	100,000
FUND BALANCE, SEPTEMBER 30	<u>114,613</u>	<u>27,413</u>	<u>104,913</u>	<u>104,913</u>

**CITY OF APOPKA
LAW ENFORCEMENT TRUST FUND**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
SUPPLIES AND OTHER SERVICES:				
4650 VEHICLE MAINTENANCE	28,706	-	-	-
4900 OTHER CURRENT CHARGES	3,000	25,000	10,000	25,000
5200 OPERATING SUPPLIES	23,482	25,000	15,000	25,000
TOTAL	55,188	50,000	25,000	50,000
CAPITAL OUTLAY:				
Various Police Equipment	15,295	50,000	20,000	50,000
TOTAL COST	70,483	100,000	45,000	100,000

**CITY OF AOPKA
LAW ENFORCEMENT TRUST FUND**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
NONE	0	0	0
TOTAL	0	0	0

CAPITAL OUTLAY

6400 - Equipment		<u>50,000</u>
Total Capital Outlay		\$ 50,000

**CITY OF APOPKA
TRAFFIC IMPACT FEES**

**CITY OF APOPKA
TRANSPORTATION IMPACT FEES FUND**

TRANSPORTATION IMPACT FEES FUND BUDGET SUMMARY

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>ADOPTED</u>
FUND BALANCE, OCTOBER 1	5,509,598	6,538,597	6,538,597	8,162,297
ADD REVENUES:				
341-3000 IMPACT FEES - RESIDENTIAL	965,845	1,050,000	920,000	1,000,000
341-3000 IMPACT FEES - COMMERCIAL	118,274	200,000	920,000	500,000
361-1000 INVESTMENT EARNINGS	21,737	20,000	22,000	22,000
363-1250 CHARGES FOR SERVICES	100	-	-	-
363-9000 MISCELLANEOUS REVENUES	-	-	-	-
389-1000 FUNDING FROM RESERVES		1,368,300	-	583,800
TOTAL REVENUES AVAILABLE	6,615,554	9,176,897	8,400,597	10,268,097
DEDUCT EXPENDITURES:				
OPERATING EXPENDITURES	22,751	30,000	130,000	150,000
CAPITAL EXPENDITURES	-	2,550,000	50,000	1,900,000
TRANSFERS OUT:				
GENERAL FUND	54,206	58,300	58,300	55,800
TOTAL EXPENDITURES	76,957	2,638,300	238,300	2,105,800
FUND BALANCE, SEPTEMBER 30	<u>6,538,597</u>	<u>6,538,597</u>	<u>8,162,297</u>	<u>8,162,297</u>

**CITY OF APOPKA
TRAFFIC IMPACT FEES**

LINE ITEM DETAIL

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	-	-	100,000	100,000
3112 TRAFFIC COUNTS	20,210	30,000	30,000	50,000
3200 AUDIT SERVICES	2,541	-	-	-
TOTAL	22,751	30,000	130,000	150,000
CAPITAL OUTLAY:	-	2,550,000	50,000	1,900,000
TRANSFERS:	54,206	58,300	58,300	55,800
TOTAL COST	76,957	2,638,300	238,300	2,105,800

**CITY OF AOPKA
TRAFFIC IMPACT FEES**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
NONE	0	0	0
TOTAL	0	0	0

CAPITAL OUTLAY

6300 - Infrastructure		
Old Dixie Hwy from Hawthorn to Scholpke Lester Rd		\$ 750,000
Bradshaw and Old Dixie Hwy		350,000
Traffic eSignal at Piedmont-Wekiwa Rd & Greenacre Rd and Vick & Martin Rd		250,000
Marden Rd from Keene to 437A		500,000
New Sidewalks assoc with New Construction		50,000
		<u>\$ 1,900,000</u>
Total Capital Outlay		\$ 1,900,000

TRANSPORTATION IMPACT FEE TRANSFER TO GENERAL FUND:

Calculation of Administrative Services:	Budget	Allocation %age	Amt of Budget Alloc to Utilities
mayor & Legal	777,345	0.5%	3,886.72
admin	567,509	0.5%	2,837.54
comm outreach	1,008,327		
PIO & web	304,834		-
clerk	235,033		-
HR	1,264,461		-
IT	1,808,329		-
Finance	701,996	0.5%	3,509.98
Police	20,061,555		-
Fire (inspections)	11,493,072		-
Comm Devel (permits)	2,277,522	2.0%	45,550.45
Recreation	2,701,951		-
Pub Serv (fleet/grounds)	2,846,676		-
Debt Service & Transfers	596,102		
	46,339,878		55,784.70

%age of Budget 0.04

Components of Transfer:

\$ 55,800 Administrative Services (rounded up to nearest 100)

\$ 55,800 Amt of Transfer for FY17

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Transportation Impact Fees - 102</u>
Department	<u>Impact Fees 3413-541</u>
Line Item #	<u>3100</u>
Line Item Description	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
	<i>Transportation Analysis</i>	<i>To hire consultant or consultants for various transportation improvements related studies.</i>	<i>100,000</i>

Total Cost	\$ 100,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Transportation Impact Fees - 102</u>
Department	<u>Impact Fees 3413-541</u>
Line Item #	<u>3112</u>
Line Item Description	<u>Traffic Counts</u>

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
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Transportation Impact Fees - 102</u>
Department	<u>Impact Fees 3413-541</u>
Line Item #	<u>6300</u>
Line Item Description	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	Old Dixie Highway from Hawthorne Avenue to Schopke Lester Road (turn lanes, bike lanes, curb gutter and intersection improvements)	Continued from FY 15-16	1,000,000
		REDUCED BY COUNCIL	(250,000)
2	Traffic Signal at Piedmont-Wekiwa Road and Greenacre Road	Capacity and safety improvement as identified in the traffic analysis	350,000
		REDUCED BY COUNCIL	(100,000)
3	Marden Road from Keene Road to 437A (turn lanes, bike lanes, urban section)	Increase Capacity	500,000
4	New Sidewalks assoc with new construction	Fill in the gaps of missing portions of sidewalks	50,000
5	Bradshaw and Old Dixie Hwy	Increase Capacity	350,000

Total Cost	\$ 1,900,000
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**CITY OF APOPKA
RECREATION IMPACT FEES**

**CITY OF APOPKA
RECREATION IMPACT FEES FUND**

RECREATION IMPACT FEES FUND BUDGET SUMMARY

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
FUND BALANCE, OCTOBER 1	254,847	325,959	325,959	489,839
ADD REVENUES:				
RECREATION IMPACT FEES	71,592	80,000	163,000	160,000
INVESTMENT EARNINGS	967	1,000	880	1,000
FUNDING FROM RESERVES	-	250,000	-	489,839
FUNDING FROM OTHER FUNDS	-	-	-	99,161
TOTAL REVENUES AVAILABLE	327,406	406,959	489,839	1,239,839
DEDUCT EXPENDITURES:				
OPERATING EXPENDITURES	-	-	-	-
CAPITAL EXPENDITURES	1,447	250,000	-	750,000
DEBT SERVICE	-	-	-	-
CONTINGENCY	-	79,000	-	-
TRANSFERS OUT:				
GENERAL FUND	-	2,000	-	-
TOTAL EXPENDITURES	1,447	331,000	-	750,000
FUND BALANCE, SEPTEMBER 30	<u>325,959</u>	<u>75,959</u>	<u>489,839</u>	<u>489,839</u>

**CITY OF AOPKA
RECREATION IMPACT FEES**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
NONE	0	0	0
TOTAL	0	0	0

CAPITAL OUTLAY

6300 - Infrastructure		
Splashpad		\$ 750,000
Skatepark		300,000
ELIMINATED BY COUNCIL		(300,000)
		\$ 750,000
Total Capital Outlay		\$ 750,000

**CITY OF AOPKA
STORMWATER FUND**

**CITY OF APOPKA
STORMWATER FUND**

STORMWATER MANAGEMENT FUND BUDGET SUMMARY

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
FUND BALANCE, OCTOBER 1	1,723,743	1,869,618	1,869,618	1,994,276
ADD REVENUES:				
343-7000 STORMWATER SERVICE FEES	408,178	580,000	414,500	415,000
361-1000 INVESTMENT EARNINGS	8,139	7,500	8,300	8,000
389-0009 CARRYFORWARD APPROPRIATIONS	-	-	2,483	-
389-1000 FUNDING FROM RESERVES	-	-	-	208,621
TOTAL REVENUES AVAILABLE	2,140,060	2,457,118	2,294,901	2,625,897
DEDUCT EXPENDITURES:				
OPERATING EXPENDITURES	112,123	17,500	30,625	59,500
CAPITAL EXPENDITURES	18,169	400,000	100,000	358,000
TRANSFERS OUT:				
GENERAL FUND & STREET IMPROVEMENT FUND	140,150	170,000	170,000	214,121
TOTAL EXPENDITURES	270,442	587,500	300,625	631,621
FUND BALANCE, SEPTEMBER 30	<u>1,869,618</u>	<u>1,869,618</u>	<u>1,994,276</u>	<u>1,994,276</u>

**CITY OF APOPKA
STORMWATER FUND**

LINE ITEM DETAIL

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	-	-	-	42,000
3200 AUDIT SERVICES	1,447	-	-	-
3400 OTHER CONTRACTUAL SERVICES	77,636	-	17,625	-
4100 COMMUNICATIONS	351	-	-	-
4500 LIABILITY & CASUALTY INSURANCE	21,070	-	-	-
4900 OTHER CHARGES	10,979	16,000	12,000	16,000
5200 OPERATING SUPPLIES	640	-	-	1,500
5400 BOOKS,PUBS, SUBS & MEMBERSHIPS	-	1,500	1,000	-
TOTAL	112,123	17,500	30,625	59,500
CAPITAL OUTLAY:				
6100 LAND ACQUISITION	-	-	-	-
6300 INFRASTRUCTURE	18,169	400,000	100,000	250,000
6400 EQUIPMENT	-	-	-	108,000
TOTAL	18,169	400,000	100,000	358,000
TRANSFERS OUT:				
9100 TRANSFER TO GENERAL FUND	24,000	29,000	29,000	55,800
9111 TRANSFER TO STREET IMPROVEMENT FUND	116,150	141,000	141,000	158,321
TOTAL	140,150	170,000	170,000	214,121
TOTAL COST	270,442	587,500	300,625	631,621

CAPITAL OUTLAY

6300 - Improvements:

Total Improvements \$ -

6400 - Equipment:

Total Equipment \$ -

Total Capital Outlay

\$ -

STORMWATER TRANSFER TO GENERAL FUND:

Calculation of Administrative Services:	Budget	Allocation %age	Amt of Budget Alloc to Utilities
mayor & Legal	777,345	1.0%	7,773.45
admin	567,509	1.0%	5,675.09
comm outreach	1,008,327		
PIO & web	304,834		-
clerk	235,033		-
HR	1,264,461		-
IT	1,808,329		-
Finance	701,996	1.0%	7,019.96
Police	20,061,555		-
Fire (inspections)	11,493,072		-
Comm Devel (permits)	2,277,522		-
Recreation	2,701,951		-
Pub Serv (fleet/grounds)	2,846,676	1.0%	28,466.76
Debt Service & Transfers	596,102		
	<u>46,339,878</u>		<u>48,935.25</u>

%age of Budget 0.01

Components of Transfer:

\$	48,935	Administrative Services
<u>\$</u>	<u>48,935</u>	Amt of Transfer for FY17

STORMWATER TRANSFER TO STREET IMPROVEMENT FUND:

		TOTAL EXP	XFER	%age Transferred	
STREET IMPROVEMENT FUND	FY15	2,780,936	123,120	4.4%	*
	FY16	2,993,879	141,000	4.7%	
	FY17	3,518,246	158,321	4.5%	**

* DID NOT INCLUDE AUDIT FEES OR INSURANCES

** Cost of Liab. Insurances have reduced so we adjusted accordingly

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>3100</u>
Line Item Description	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
1	Stormwater analysis	To hire consultant or consultants for various studies.	42,000

Total Cost	\$ 42,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>4900</u>
Line Item Description	<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>10,000</i>

Total Cost	\$ 16,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
	<i>Florida Utility Assoc. Memberships</i>	<i>Membership fee</i>	<i>1,500</i>

Total Cost	\$ 1,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>6300</u>
Line Item Description	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
	<i>Drainage City Wide</i>	<i>City wide project for the improvement of the existing drainage and additional installations of new systems as the City grows</i>	<i>250,000</i>

Total Cost	\$ 250,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Stormwater Fund - 120</u>
Department	<u>Stormwater 3151-538</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	<i>Multi-Probe, Multi-Parameter Water Quality Field Analyzer</i>	<i>The multi-probe, multi-parameter water quality analyzer is needed to perform the quarterly water quality analyses in the NPDES lake monitoring program.</i>	8,000
2	<i>2 Fountains in the Highland Manor/FDOT Pond</i>	<i>2 decorative LED aeration fountains to be installed in the Highland Manor pond to help in controlling problems of algae build up, aquatic weeds, bottom sludge, foul odors, insect infestation, and stagnation in the pond.</i>	100,000

Total Cost	\$ 108,000
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**CITY OF APOPKA
GRANTS FUND**

**CITY OF AOPKA
GRANTS FUND**

GRANTS FUND BUDGET SUMMARY

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
FUND BALANCE, OCTOBER 1	-	-	-	-
ADD REVENUES:				
331-2000 DEPT OF JUSTICE JAG GRANT	27,345	12,154	12,154	15,000
331-2100 DEPT OF JUSTICE - BodyCamera Prg	-	43,000	43,000	-
331-2110 OJP - BULLETPROOF VEST PGM	5,940	4,500	4,500	6,000
331-2050 FDLE JAGC GRANT	-	10,720	10,720	-
331-2700 DOJ - BYRNE GRANT	-	-	-	12,708
331-3000 FEMA/DHS - SAFER GRANT	-	-	-	-
331-3100 FEMA/DHS - AFG GRANT	-	-	-	-
331-3101 FEMA/DHS/AFG GRANT-FIRE PREV	-	254,546	254,546	-
331-4899 HUD -SUSTAINABILITY GRANT	-	-	-	-
334-4900 ORANGE COUNTY EMS GRANT	-	40,000	40,000	-
331-6000 GAME TIME GRANT	-	-	-	-
331-6001 GREENFIELDS OUTDOOR GRANT	-	-	-	-
361-1000 INTEREST	3	-	-	-
366-9000 HEROES YOUTH PROGRAM	441	7,108	7,108	-
366-9001 AMSCOT	-	-	-	250
366-9002 NRPA - WALK WITH EASE	-	-	-	4,000
366-9003 DUKE ENERGY- AOPKA BEGINS...	-	-	-	9,000
TOTAL	33,729	372,028	372,028	46,958
TRANSFERS - IN:				
GENERAL FUND (CITY MATCH-AFG GRANT)	-	25,454	25,454	-
GENERAL FUND (CITY MATCH-GAME TIME)(2)	-	-	-	-
GENERAL FUND (CITY MATCH-GREENFIELDS)	-	-	-	-
GENERAL FUND (CITY MATCH-BULLETPROOF)	-	-	-	6,000
GENERAL FUND (CITY MATCH-BodyCamera Pgm)	-	43,000	43,000	-
TOTAL REVENUES AVAILABLE	33,729	440,482	440,482	52,958
DEDUCT EXPENDITURES:				
OPERATING EXPENDITURES	33,729	440,482	440,482	52,958
TOTAL EXPENDITURES	33,729	440,482	440,482	52,958
FUND BALANCE, SEPTEMBER 30	-	-	-	-

**CITY OF APOPKA
GRANTS FUND**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES-COMM DEVEL	-	-	-	-
3400 OTHER CONTRACTUAL SERVICES	-	-	-	-
4020 EMPLOYEE DEVELOPMENT	-	-	-	-
4100 COMMUNICATIONS	-	-	-	-
4200 POSTAGE	-	-	-	-
4300 UTILITY SERVICES	-	-	-	-
4400 RENTALS AND LEASES	-	-	-	-
4600 REPAIR AND MAINTENANCE	-	-	-	-
4610 REPAIR AND MAINTENANCE - VEHICLES	-	-	-	-
4700 PRINTING & BINDING	-	-	-	-
4800 COMMUNITY RELATIONS-FIRE	-	-	-	-
5200 OPERATING SUPPLIES-GEN GOVT	444	7,108	7,108	9,250
5200 OPERATING SUPPLIES-POLICE	14,815	15,220	15,220	39,708
5200 OPERATING SUPPLIES-FIRE	-	-	-	-
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	-	-	-
5500 FUEL	-	-	-	-
TOTAL	15,259	22,328	22,328	48,958
CAPITAL OUTLAY:				
6200 BUILDINGS	-	-	-	-
6400 EQUIPMENT-RECREATION	-	-	-	4,000
6400 EQUIPMENT-POLICE	18,470	98,154	98,154	-
6400 EQUIPMENT-FIRE	-	320,000	320,000	-
9300 ADMINISTRATIVE TRANSFERS	-	-	-	-
9800 RESERVE FOR CONTINGENCY	-	-	-	-
TOTAL	18,470	418,154	418,154	4,000
TOTAL COST	33,729	440,482	440,482	52,958

**CITY OF APOPKA
SPECIAL ASSESSMENTS FUND**

**CITY OF APOPKA
SPECIAL ASSESSMENTS FUND**

SPECIAL ASSESSMENT FUND BUDGET SUMMARY

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
FUND BALANCE, OCTOBER 1	-	(224,210)	(224,210)	(183,130)
ADD REVENUES:				
325-1030 SPECIAL ASSESSMENTS	65,148	66,940	66,940	67,000
361-1000 INTEREST EARNINGS	170	60	140	150
389-9000 TRANSFER FROM GENERAL FUND	-	-	-	-
	<u>65,318</u>	<u>67,000</u>	<u>67,080</u>	<u>67,150</u>
TOTAL REVENUES AVAILABLE	65,318	(157,210)	(157,130)	(115,980)
DEDUCT EXPENDITURES:				
OPERATING EXPENDITURES	3,462	16,500	500	16,500
CAPITAL OUTLAY	261,566	-	-	-
TRANSFER TO GENERAL FUND (DEBT)	24,500	25,500	25,500	25,500
CONTINGENCY	-	25,000	-	25,150
TOTAL EXPENDITURES	<u>289,528</u>	<u>67,000</u>	<u>26,000</u>	<u>67,150</u>
FUND BALANCE, SEPTEMBER 30	<u>(224,210)</u>	<u>(224,210)</u>	<u>(183,130)</u>	<u>(183,130)</u>

**CITY OF AOPKA
SPECIAL ASSESSMENTS FUND**

LINE ITEM DETAIL

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
SUPPLIES AND OTHER SERVICES:				
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	-	-	-
TOTAL	265,028	16,500	500	16,500
9300 TRANSFER TO GENERAL FUND	24,500	25,500	25,500	25,500
TOTAL COST	265,028	42,000	26,000	42,000

**CITY OF APOPKA
COMMUNITY REDEVELOPMENT FUND**

**CITY OF APOPKA
COMMUNITY REDEVELOPMENT FUND**

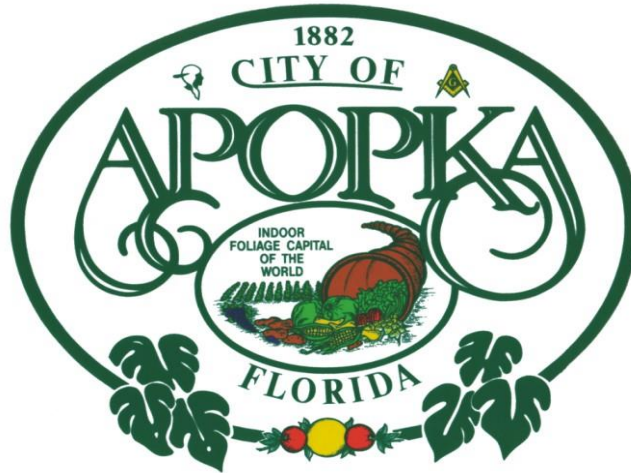
COMMUNITY REDEVELOPMENT FUND BUDGET SUMMARY

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
FUND BALANCE, OCTOBER 1	2,072,490	2,047,544	2,047,544	2,050,439
ADD REVENUES:				
311-1000 PROPERTY TAXES	83,092	90,000	90,000	90,000
311-1001 INTERGOVERNMENTAL	111,585	115,000	137,688	140,000
361-1000 INTEREST	8,799	7,500	5,207	5,000
389-1000 FUNDING FROM RESERVES	-	17,500		2,050,439
TOTAL REVENUES AVAILABLE	2,275,966	2,277,544	2,280,439	4,335,878
DEDUCT EXPENDITURES:				
OPERATING EXPENDITURES	228,422	230,000	230,000	75,000
CAPITAL OUTLAY	- 0	- 0	- 0	2,210,439
TOTAL EXPENDITURES	228,422	230,000	230,000	2,285,439
FUND BALANCE, SEPTEMBER 30	<u>2,047,544</u>	<u>2,047,544</u>	<u>2,050,439</u>	<u>2,050,439</u>

**CITY OF AOPKA
COMMUNITY REDEVELOPMENT FUND**

LINE ITEM DETAIL

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	226,975	230,000	230,000	75,000
3200 AUDIT SERVICES	1,447	-	-	-
TOTAL	228,422	230,000	230,000	75,000
CAPITAL OUTLAY:				
6100 LAND ACQUISITION	-	-	-	200,000
6300 INFRASTRUCTURE	-	-	-	2,010,439
	-	-	-	2,210,439
TOTAL COST	228,422	230,000	230,000	2,285,439



ENTERPRISE FUNDS

PUBLIC UTILITIES FUND
SANITATION FUND
AIRPORT FUND

**CITY OF APOPKA
UTILITY FUND**

**CITY OF AOPKA
UTILITY OPERATING FUND**

UTILITY OPERATING FUND BUDGET SUMMARY

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
NET POSITION, OCTOBER 1	15,357,627	16,599,562	16,599,562	16,288,998
ADD REVENUES:				
CHARGES FOR SERVICES:				
343-3101 WATER SERVICE FEES	5,749,002	5,600,000	5,500,000	5,600,000
343-3102 WATER METER & TAP FEES	86,608	80,000	119,000	100,000
343-3104 OTHER FEES	148,327	145,000	158,000	160,000
343-3106 RECLAIMED WATER SERVICE FEES	2,705,534	2,600,000	2,740,000	2,750,000
343-3107 RECLAIM WATER METER & TAP FEES	73,022	80,000	95,500	90,000
343-5101 SEWER SERVICE FEES	5,984,903	5,600,000	6,034,000	6,000,000
343-5102 SEWER TAP FEES	100	100	275	200
343-5103 INDUSTRIAL WASTE SURCHARGE	13,981	13,000	14,000	14,000
343-5104 BACKFLOW FEES	35,847	33,000	58,000	55,000
369-9005 SERVICE AND LATE CHARGES	499,677	490,000	550,000	550,000
369-9000 MISCELLANEOUS REVENUE	28,145	55,000	45,000	45,000
TOTAL OPERATING REVENUES	15,325,146	14,696,100	15,313,775	15,364,200
NON - OPERATING REVENUES:				
361-1000 INTEREST/DIVIDEND EARNINGS	69,065	64,000	84,000	80,000
364-9000 GAIN ON DISPOSAL OF CAPITAL ASSETS	-	5,000	125	5,000
365-1000 SCRAP SALES	-	2,000	111	2,000
389-0009 CARRYOVER APPROPRIATIONS (RESERVES)	-	1,170,435	-	3,096,769
389-9000 OTHER NON-OPERATING SOURCES (Forfeited Deposits)	69,096	75,000	-	-
TOTAL NON-OPERATING REVENUES	138,161	1,316,435	84,236	3,183,769
TRANSFERS IN:				
TRANSFER FROM GENERAL FUND	107,060	-	-	-
TRANSFER FROM STREETS FUND	120,430	-	-	-
TRANSFER FROM SANITATION FUND	248,220	-	-	-
TOTAL TRANSFERS IN	475,710	-	-	-
TOTAL REVENUES AVAILABLE	31,296,644	32,612,097	31,997,573	34,836,967
DEDUCT EXPENDITURES:				
UTILITY ADMINISTRATION	1,225,389	766,967	783,296	970,510
WATER PLANT	1,755,907	1,454,018	1,414,002	1,429,346
WASTEWATER PLANT	2,692,451	2,574,792	2,520,117	2,667,980
UTILITY CONSTRUCTION	561,368	698,739	671,437	756,047
WATER MAINTENANCE	1,432,035	1,411,747	1,361,384	1,335,159
UTILITY BILLING	785,564	846,730	810,478	804,552
WASTEWATER MAINTENANCE	1,182,036	1,288,113	1,267,316	1,319,139
RESTORATION	224,557	248,585	244,132	308,798
DESIGN ENGINEERING	656,722	745,435	740,724	795,176
TOTAL OPERATING COSTS	10,516,029	10,035,126	9,812,886	10,386,707

CAPITAL OUTLAY:				
UTILITY ADMINISTRATION	8,730	130,000	128,000	30,800
WATER PLANT	45,827	71,000	70,000	793,300
WASTEWATER PLANT	26,737	101,500	101,500	40,000
UTILITY CONSTRUCTION	-	-	-	691,050
WATER MAINTENANCE	96,586	124,000	99,000	328,700
UTILITY BILLING	-	4,500	4,500	-
WASTEWATER MAINTENANCE	108,430	183,450	133,000	803,500
RESTORATION	-	135,000	135,000	35,000
DESIGN ENGINEERING	-	6,000	5,033	-
TOTAL CAPITAL OUTLAY	286,310	755,450	676,033	2,722,350
DEBT SERVICE:	135,633	135,633	135,633	135,762
TRANSFERS-OUT:				
TRANSFER TO GENERAL FUND	3,759,110	5,084,023	5,084,023	5,303,150
TOTAL TRANSFERS-OUT	3,759,110	5,084,023	5,084,023	5,303,150
TOTAL EXPENDITURES	14,697,082	16,010,232	15,708,575	18,547,969
NET POSITION, SEPTEMBER 30	\$ 16,599,562	\$ 16,601,865	\$ 16,288,998	\$ 16,288,998
FUND BALANCE TO EXPENDITURE PERCENTAGE	112.9%	103.7%	103.7%	87.8%

**CITY OF APOPKA
UTILITY ADMINISTRATION**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	732,829	510,216	510,216	656,080
1210 LONGEVITY PAY	8,727	3,325	3,325	2,793
1400 OVERTIME	-	800	800	800
1600 OTHER REIMBURSED ALLOWANCES	6	1,068	1,068	1,014
2100 F.I.C.A.	44,308	39,429	39,429	50,543
2200 RETIREMENT CONTRIBUTION	71,833	59,871	59,871	101,660
2300 LIFE AND HEALTH INSURANCE	68,850	90,793	90,793	97,579
2400 WORKERS COMPENSATION	7,800	3,290	3,290	2,041
TOTAL	934,353	708,792	708,792	912,510
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	41,677	5,000	25,411	5,000
3400 OTHER CONTRACTUAL SERVICES	15,052	6,480	5,200	6,480
4100 COMMUNICATIONS	6,756	-	-	-
4200 FREIGHT & POSTAGE	169	600	200	600
4300 UTILITY SERVICES	6,845	7,500	6,000	6,500
4400 RENTAL & LEASES	150	150	150	150
4500 LIABILITY & CASUALTY INSURANCE	37,200	-	-	-
4600 REPAIR AND MAINTENANCE	169,110	20,242	20,000	17,953
4650 VEHICLE MAINTENANCE	1,466	1,600	2,100	1,500
4700 PRINTING AND BINDING	98	500	100	500
4900 OTHER CHARGES	1,984	2,093	2,093	2,208
5100 OFFICE SUPPLIES	2,502	2,850	2,800	2,850
5200 OPERATING SUPPLIES	3,732	4,065	4,050	4,000
5201 VENDING SUPPLIES	2,930	2,850	2,800	2,850
5250 FUEL & GASOLINE	839	1,000	1,100	1,500
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	526	1,570	1,000	1,734
5500 TRAINING	-	1,675	1,500	4,175
TOTAL	291,036	58,175	74,504	58,000
CAPITAL OUTLAY:				
6200 BUILDINGS	-	112,000	110,000	-
6300 INFRASTRUCTURE	-	-	-	10,000
6400 EQUIPMENT	8,730	18,000	18,000	20,800
TOTAL	8,730	130,000	128,000	30,800
TRANSFERS:				
9300 TRANSFER TO GENERAL FUND	-	5,084,023	5,084,023	5,303,150
TOTAL	-	5,084,023	5,084,023	5,303,150
TOTAL COST	1,234,119	5,980,990	5,995,319	6,304,460

**CITY OF AOPKA
UTILITY ADMINISTRATION**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
PUBLIC SERVICES DIRECTOR	1	1	1
ASST PUBLIC SERVICES DIRECTOR	1	1	1
ADMINISTRATIVE ASSISTANT	1	1	1
FACILITIES ADMINISTRATOR	0	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 SUPERVISOR *	1	0	0
PURCHASING AND SUPPLY SPECIALIST	1	1	1
TOTAL	9	9	9

**Position moved to Finance*

CAPITAL OUTLAY

6200 - Building

\$ -

6400 - Equipment

\$ -

Total Capital Outlay

**CITY OF AOPKA
OT JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund Water & Wastewater Fund - 401
Department Utility Administration 3010-539
Line Item # 1400
Line Item Description Overtime

Item	Description	Justification	Estimated Cost
	Overtime	Occasional meetings extending beyond regular business hours, such as Safety meetings or occasional deadline projects that extend beyond regular business hours	800

Total Cost	\$	800
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>3100</u>
Line Item Description	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
	<i>Engineering Fees, Surveying Services, etc.</i>	<i>Misc. fees that may be required throughout the year</i>	<i>5,000</i>

Total Cost	\$ 5,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
	<i>PS Admin Bldg.</i>	<i>Monthly Janitorial Service Charge 12 @\$475</i>	<i>5,700</i>
	<i>Purchasing Warehouse</i>	<i>Monthly Janitorial Service Charge 12 @\$65</i>	<i>780</i>

Total Cost	\$ 6,480
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

Item	Description	Justification	Estimated Cost
	<i>Freight & Postage</i>	<i>Misc. charge for mailing of docs for projects</i>	<i>600</i>

Total Cost	\$	600
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>4300</u>
Line Item Description	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
1	Electric	Utility Services PS Admin	2,000
2	Water	Water Services PS Admin	5,500
		City Administrator's Adjustment	(1,000)

Total Cost	\$ 6,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
	Railroad lease #54-106	Charge for phone/communications cable near 8th Street	150

Total Cost	\$	150
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg & Equip</u>

Item	Description	Justification	Estimated Cost
1	<i>A/C Maintenance & Repairs</i>	<i>Annual repairs and service to A/C Equipment</i>	3,000
2	<i>Carpet Cleaning</i>	<i>Annual cleaning of carpets PS Admin bldg.</i>	1,000
3	<i>Fire Extinguisher Service</i>	<i>Annual inspection of Fire Extinguishers</i>	300
4	<i>Generator Maintenance</i>	<i>Service Agreement for PS generators</i>	3,200
5	<i>HP 8000 Maint/Service Agreement</i>	<i>Service Agreement for b/w copier PS Admin</i>	400
6	<i>Misc. Equipment Repairs</i>	<i>Supplies for equipment repairs</i>	800
7	<i>Misc. Repairs to Building</i>	<i>Supplies for repairs to building</i>	4,000
8	<i>Pest Control</i>	<i>Pest Control Agreement PS \$600 quarterly</i>	2,400
9	<i>Ricoh Copier Maint/Lease Agreement</i>	<i>Annual Leasing Fee for servicing copier \$129.75/mo. x12 = \$1557.00</i>	1,557
10	<i>Ricoh Printer Maint/Service Agreement</i>	<i>Service Agreement for 1 shared printers PS Admin \$90/mo. for color copies , 18/mo. for b/w copies x12</i>	1,296

Total Cost	\$ 17,953
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
	Vehicle Maintenance	Preventive and corrective maintenance for PS Admin vehicles (3) @\$500	1,500

Total Cost	\$ 1,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>4700</u>
Line Item Description	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
	<i>Printing Services</i>	<i>Printing services for letterhead, envelopes and business cards</i>	<i>500</i>

Total Cost	\$	500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>4900</u>
Line Item Description	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
	<i>Tyco/Maintenance Agreement</i>	<i>Annual agreement to maintain PS Admin Gate</i>	<i>2,208</i>

Total Cost	\$ 2,208
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	<i>Ink and Toner</i>	<i>Operating supply for printers</i>	700
2	<i>Office Supplies</i>	<i>Operating supplies for PS Admin</i>	2,000
3	<i>Storage Boxes</i>	<i>Storage for project files</i>	150

Total Cost	\$ 2,850
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	<i>Christmas Luncheon</i>	<i>Annual Staff Event</i>	1,200
2	<i>Cleaning Supplies</i>	<i>Supplies needed to clean bldg.</i>	540
3	<i>Employee Hospitality</i>	<i>Sympathy Cards for Employees</i>	50
4	<i>Janitorial Supplies</i>	<i>Paper products -toilet paper, garbage bags, paper towels, hand soap</i>	1,200
5	<i>Radio Batteries</i>	<i>Replacement batteries for Motorola Radios 5 x \$100</i>	500
		<i>City Administrator's Adjustment</i>	<i>510</i>

Total Cost	\$ 4,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>5201</u>
Line Item Description	<u>Vending Supplies</u>

Item	Description	Justification	Estimated Cost
1	Soda Machine Lease	Annual rental/service of machines 2 @ \$75	150
2	Soda Machine Vending	Purchase of products for machines	1,500
3	PS Employee Appreciation Lunch	Food and supplies for annual PS Employee Lunch	1,200

Total Cost	\$ 2,850
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	Generators	Fuel Charges for Generators 150 gals @3.00	450
2	Vehicles	Fuel Charges for PS Admin vehicles 250 gals @2.50	625
		<i>City Administrator's Adjustment</i>	<i>425</i>

Total Cost	\$ 1,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	<i>Apopka Chief</i>	<i>Annual Subscription</i>	25
2	<i>APWA-American Public Works Assoc.</i>	<i>Annual Membership dues Jay Davoll</i>	184
3	<i>ASCE-American Society of Civil Engineers</i>	<i>Annual Membership dues Jay Davoll</i>	300
4	<i>ASFPM-Assoc of State Floodplain Managers</i>	<i>Annual Membership dues Jay Davoll</i>	200
5	<i>AWWA</i>	<i>Annual Membership dues Kevin Burgess</i>	235
6	<i>FFMA-Florida Floodplain Managers Assoc.</i>	<i>Annual Membership dues Jay Davoll</i>	60
7	<i>ITE-Institute of Transportation Engineers</i>	<i>Annual Membership dues Jay Davoll</i>	300
8	<i>Notary Renewals</i>	<i>M. Zerillo 1@180</i>	180
9	<i>SWANA-Solid Waste Assoc of N America</i>	<i>Annual Membership dues Jay Davoll</i>	250

Total Cost	\$ 1,734
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	APWA	Annual Conference	750
2	DEP Certification Renewal	Continuing Education	200
3	DEP Water and Wastewater Operator	License Renewal, Kevin Burgess	200
4	FFMA	Annual Conference	500
5	ITE	Annual Conference	300
6	Landfill Operators License	Continuing Education, Jay Davoll	250
7	Office Staff Seminars	Continuing Education	400
8	P.E. Prof Engineers License	License Renewal	600
9	Software Courses	Continuing Education	375
10	SWANA	Annual Conference	600
		<i>City Administrator's Adjustment</i>	<i>(1,475)</i>
		ADDED BACK BY COUNCIL	1,475

Total Cost	\$ 4,175
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>6300</u>
Line Item Description	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
	Carpet	Replace carpet in Admin offices due to old age 15-20 years	10,000

Total Cost	\$ 10,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Administration 3010-539</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	<i>Ford Escape</i>	<i>Replaces 1999 Ford Explorer Unit 10-0650</i>	<i>20,000</i>
2	<i>Public Services Monitors (3)</i>	<i>Requested 27" Monitors For PS Admin Members.</i>	<i>800</i>

Total Cost	\$ 20,800
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**CITY OF APOPKA
WATER PLANT**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	365,073	394,389	394,389	319,349
1210 LONGEVITY PAY	1,471	1,735	1,735	1,062
1300 OTHER SALARIES AND WAGES	7,986	14,976	14,976	14,976
1400 OVERTIME	15,093	20,800	20,800	20,800
1600 OTHER REIMBURSED ALLOWANCES	11	960	960	480
2100 F.I.C.A.	28,266	33,114	33,114	27,285
2200 RETIREMENT CONTRIBUTION	61,154	70,989	70,989	56,036
2300 LIFE AND HEALTH INSURANCE	53,550	70,617	70,617	62,300
2400 WORKERS COMPENSATION	6,900	6,408	6,408	1,780
TOTAL	539,504	613,988	613,988	504,066
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	13,892	5,250	5,225	5,750
4000 TRAVEL & PER DIEM	528	1,000	700	750
4100 COMMUNICATIONS	7,563	-	-	480
4200 FREIGHT & POSTAGE	264	1,200	400	700
4300 UTILITY SERVICES	457,609	440,000	420,000	445,000
4400 RENTAL & LEASES	-	1,500	1,500	1,500
4500 LIABILITY & CASUALTY INSURANCE	44,220	-	-	-
4600 REPAIR AND MAINTENANCE	112,717	140,460	140,000	188,200
4650 VEHICLE MAINTENANCE	9,973	8,500	7,000	6,500
4900 OTHER CHARGES	6,825	6,825	6,825	6,825
4960 BAD DEBT EXPENSE	51,094	50,000	50,000	50,000
5100 OFFICE SUPPLIES	1,081	1,390	1,000	1,270
5200 OPERATING SUPPLIES	138,521	150,000	145,000	173,830
5220 WATER CONSERVATION PROGRAM	2,628	20,000	10,000	37,500
5250 FUEL & GASOLINE	16,155	12,000	10,500	5,100
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	259	305	264	75
5500 TRAINING	2,530	1,600	1,600	1,800
5901 FRANCHISE FEES - WATER	350,544	-	-	-
TOTAL	1,216,403	840,030	800,014	925,280
CAPITAL OUTLAY:				
6200 BUILDINGS	-	-	-	-
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	700,000
6400 EQUIPMENT	45,827	71,000	70,000	93,300
TOTAL	45,827	71,000	70,000	793,300
TOTAL COST	1,801,734	1,525,018	1,484,002	2,222,646

**CITY OF AOPKA
WATER PLANT**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
WATER RESOURCES OPER MANAGER*	1	1	0
CHIEF WATER PLANT OPERATOR	1	1	1
WATER PLANT OPERATOR "A"	2	2	2
WATER PLANT OPERATOR "B"	1	2	2
WATER PLANT OPERATOR "C"	1	0	0
WATER CONSERVATION SPECIALIST	1	1	1
TOTAL	7	7	6

* Position was promoted to Assistant Public Services Director and moved to Administration

CAPITAL OUTLAY

6300 - Improvements:

Total Improvements	\$	-
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6400 - Equipment

Total Equipment	\$	-
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Total Capital Outlay	\$	-
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>1300</u>
Line Item Description	<u>Other Salaries and Wages</u>

Item	Description	Justification	Estimated Cost
1	Water Conservation Aide (Part-Time) (24 hrs./wk. @ \$12.00/hr.)	<i>This part-time position assists the Water Conservation Specialist in performing water conservation education, water restriction enforcement activities, and new construction irrigation inspections. The benefits of enhanced customer contact/education have paid dividends to the water conservation program required by the SJRWMD CUP.</i>	14,976

Total Cost	\$ 14,976
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016/17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>1400</u>
Line Item Description	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
1	Overtime	Overtime for responding to after-hours call-outs and plant emergencies (5 hrs./wk. @ \$35.00/hr.)	9,100
2	Standby Time	Incentive time paid to the operators for being on after-hours standby (9 hrs./wk. @ \$25.00/hr.)	11,700

Total Cost	\$ 20,800
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>3100</u>
Line Item Description	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
1	<i>Annual CUP Wetlands Monitoring Report</i>	<i>SJRWMD CUP Mandate - Condition #49 of CUP #3217</i>	5,500
2	<i>Bond Maintenance Fee</i>	<i>Annual bond maintenance fee</i>	250

Total Cost	\$ 5,750
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>4000</u>
Line Item Description	<u>Travel & Per Diem</u>

Item	Description	Justification	Estimated Cost
1	<i>Water Plants' After-Hours Standby Operator Call-Out Mileage</i>	<i>The Water Plant operators do not take a City vehicle home for after-hours call-outs. They are paid standby mileage for travel in their personal vehicle to their after-hours calls</i>	750

Total Cost	\$ 750
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>4100</u>
Line Item Description	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
1	<i>Cell Phone Service - Standby Operator</i>	<i>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</i>	480

Total Cost	\$ 480
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

Item	Description	Justification	Estimated Cost
1	<i>Freight (Package Shipping)</i>	<i>Freight charges in the shipment of packages from the Water Plants.</i>	500
2	<i>Postage (Regulatory Correspondence)</i>	<i>Postage charges for the mailing of regulatory and other City business related correspondence</i>	200

Total Cost	\$	700
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>4300</u>
Line Item Description	<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 - Mt. Plymouth Lakes WTP	Annual electricity cost for the operation of the Mt Plymouth Lakes WTP	30,000
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 - Sheeler Oaks WTP	Annual electricity cost for the operation of the Sheeler Oaks WTP	70,000
		<i>City Administrator's Adjustment</i>	<i>(40,000)</i>

Total Cost	\$ 445,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
1	<i>Emergency Equipment Rental</i>	<i>Rental of equipment for the Water Plants in response to unforeseen emergencies</i>	1,500

Total Cost	\$ 1,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg & Equip</u>

Item	Description	Justification	Estimated Cost
1	<i>Building Maintenance & Repairs</i>	<i>Maintenance of buildings and equipment at the Water Plants</i>	10,000
2	<i>Chlorination System Maintenance & Repairs</i>	<i>Maintenance and repairs to the Water Plants' sodium hypochlorite disinfection feed systems and residual chlorine analyzers</i>	10,000
3	<i>Electrical Repair Parts & Labor</i>	<i>Repair parts and labor for repairing control panels and electrical components on the Water Plants</i>	5,000
4	<i>Emergency Generator Maintenance & Repairs</i>	<i>Annual maintenance service and repairs to the Water Plants' emergency generators</i>	10,000
5	<i>Fire Extinguisher Service</i>	<i>Annual service to the fire extinguishers for the Water Plants</i>	200
6	<i>Ground Storage Tank Cleaning at 5 WTP's (3 @ \$2,500/ea.)</i>	<i>Periodic cleaning of Ground Storage Tank interiors needed to remove silt and debris from floor of the tanks.</i>	7,500
7	<i>Instrumentation & Control Parts & Labor</i>	<i>Repair parts and labor for repairing and calibrating flowmeters, transmitters, analyzers and PLCs on the Water Plants</i>	5,000
8	<i>Oils, Greases & Lubricants</i>	<i>Oils, greases and lubricants for preventive maintenance of the pumps and motors on the Water Plants</i>	3,000
9	<i>Pump & Motor Repairs (6 @ \$5,500)</i>	<i>Repairs to pump and motor failures on the Water Plants</i>	33,000
10	<i>Repairs & Rehabilitation to the Grossenbacher WTP Ground Storage Tank #2 Interior Baffle Wall</i>	<i>The Grossenbacher WTP Ground Storage Tank #2 interior baffle wall is failing. Portions of the top of the wall have crumbled and fallen to the floor, and large separation cracks are visible throughout the length of the wall.</i>	70,000

Item	Description	Justification	Estimated Cost
11	<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>	50,000
12	<i>Replacement of the conventional roof on the Sheeler Oaks WTP</i>	<i>The roof on the Sheeler Oaks WTP requires replacement due to normal age and wear. Rehabilitation will provide adequate protection of the high service pumping system and the electrical controls for the facility.</i>	10,000
13	<i>SCADA System Maintenance & Repairs</i>	<i>Maintenance to the SCADA system for the Water Plants</i> <i>City Administrator's Adjustment</i>	2,500 <i>(28,000)</i>

Total Cost	\$ 188,200
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	<i>Preventive and Corrective Maintenance - Grounds Equipment</i>	<i>Maintenance and repairs to the Water Plants grounds maintenance equipment</i>	1,500
2	<i>Preventive and Corrective Maintenance - Vehicles</i>	<i>Maintenance and repairs to the Water Plants vehicles (7 vehicles)</i>	5,000

Total Cost	\$ 6,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>4900</u>
Line Item Description	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
1	<i>Annual DEP Operating License Fees</i>	<i>Annual DEP Operating License Fees for the five Water Plants (DEP Mandate 64-4.053(3) F.A.C.)</i>	6,000
2	<i>Diesel Fuel Storage Tank Annual Registrations (3 @ \$25)</i>	<i>Annual DEP Diesel Fuel Storage Tank Registrations</i>	75
3	<i>Drinking Water Laboratory Certification</i>	<i>Annual DOH drinking water laboratory certification for bacteriological testing</i>	750

Total Cost	\$ 6,825
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>5100</u>
Line Item Description	<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

Total Cost	\$ 1,270
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	<i>Antero Maintenance Software Annual Support</i>	<i>Annual support renewal for the Antero Maintenance Software package</i>	750
2	<i>Asbestos Analysis (5 @ \$200/ea.)</i>	<i>Asbestos analysis mandated by the DEP</i>	2,000
3	<i>Bacteriological Testing Supplies</i>	<i>Supplies for conducting routine compliance, boil water advisory and customer requested bacteriological testing</i>	5,000
4	<i>Bee & Wasp Spray (6 cases @ \$100/ea.)</i>	<i>Bee & wasp spray for removal of nests on the Water Plants' tanks and buildings</i>	600
5	<i>Bleach pump sprayers (4 @ \$20)</i>	<i>Bleach pump sprayers used for cleaning and disinfection of the Water Plants' ground storage tank aerators</i>	80
6	<i>Broken Tool Replacement</i>	<i>Replacement of broken tools used in Water Plant maintenance and repairs</i>	1,500
7	<i>Calcium Hypochlorite-HTH (15 buckets @ \$175)</i>	<i>Calcium hypochlorite tablets and granular HTH for maintenance of the Water Plants' tank aerators and disinfection of wells</i>	2,625
8	<i>Chart Recorder Pens/Ink Cartridges/Paper</i>	<i>Pens, ink cartridges and chart paper for the Water Plants' chart recorders used in trending the daily plant operations</i>	5,000
9	<i>Chlorine Residual DPD Reagents (16 @ \$100)</i>	<i>DPD free chlorine residual reagents for testing field chlorine residuals in bacteriological sampling, distribution system monitoring and customer requests</i>	1,600
10	<i>ClearScada Software Annual Support</i>	<i>Annual support renewal for the ClearScada Software package</i>	2,200
11	<i>CUP Major Ion Analysis (10 @ \$150)</i>	<i>SJRWMD CUP Mandate - Condition #51 of CUP #3217</i>	1,500
12	<i>Customer Requested Drinking Water Analysis</i>	<i>Customer requested drinking water analysis for the resolution of water quality complaints</i>	500

Item	Description	Justification	Estimated Cost
13	<i>Disinfectant Wipes (6 cases @ \$50)</i>	<i>Disinfectant wipes for use by the Water Plant operators when conducting compliance sampling</i>	300
14	<i>Disinfection Byproducts Analysis (16 @ \$125)</i>	<i>Disinfection byproducts analysis mandated by DEP Rule 62-550.514 F.A.C.</i>	2,000
15	<i>Drinking Water Laboratory Proficiency Testing (2 @ \$600)</i>	<i>Semi-annual drinking water laboratory bacteriological proficiency testing mandated by DOH Rule 64E-1.106(6) F.A.C.</i>	1,200
16	<i>Hand Soap & Toiletries</i>	<i>Hand soap and toiletries for the restrooms on all Water Plants</i>	500
17	<i>Herbicide Weed Killer (2 drums @ \$500/drum)</i>	<i>Herbicide weed killer for maintaining the grounds and fence lines on the Water Plants</i>	1,000
18	<i>Janitorial Supplies</i>	<i>Janitorial supplies for keeping the Water Plants' buildings clean</i>	500
19	<i>LaMotte Model 1200 Chlorine Colorimeter</i>	<i>Chlorine colorimeter for testing chlorine residuals on the plants for calibration of analyzers, distribution system testing, and customer requests</i>	500
20	<i>Landscape Maintenance Supplies</i>	<i>Landscape maintenance supplies for the Water Plants' grounds maintenance</i>	2,000
21	<i>Latex Gloves</i>	<i>Latex gloves for the operator's use with sample handling</i>	200
22	<i>Lead & Copper Analysis (70 @ \$25/ea. & Water Quality Parameters Analysis (14 @ \$50/ea.)</i>	<i>Lead & Copper analysis mandated by the DEP</i>	2,450
23	<i>Motorola Radio Batteries (5 @ \$90/ea.)</i>	<i>Replacement batteries for the Water Plants' communication radios</i>	450
24	<i>Nitrate/Nitrite Analysis (5 @ \$50)</i>	<i>Nitrate/Nitrite Analysis mandated by DEP Rule 62-550.512 F.A.C.</i>	250
25	<i>Painting Supplies</i>	<i>Painting supplies to maintain the aesthetic appearances of the buildings, pumps and piping on the Water Plants</i>	2,500
26	<i>pH Buffers</i>	<i>pH buffers used in the calibration and maintenance of the Water Plants' pH meters and analyzers</i>	500

Item	Description	Justification	Estimated Cost
27	Primary, Secondary, & VOC Analysis (5 @ \$500/ea.)	Primary, Secondary, & VOC analysis mandated by DEP	2,500
28	Radiologicals Analysis (5 @ \$200/ea.)	Radiologicals Analysis mandated by the DEP	1,000
29	Rubber Boots & Rain Gear (3 @ \$50)	Personal protective equipment for working in inclement weather and wet areas for the Water Plant operators	150
30	Safety Shoes (7 @ \$150)	Safety shoes provided to the employees to reduce workplace injuries in the performance of their duties	1,050
31	SOC Analysis (10 @ \$600/ea.)	SOC analysis mandated by the DEP	6,000
32	Sodium Hypochlorite (180,000 gal. @ \$0.576/gal.)	Sodium hypochlorite used for drinking water disinfection on five Water Plants	103,680
33	Uniforms (5 @ \$3.74/wk. & 1 @ \$6.74/wk.)	City provided uniforms for the Water Plants' staff	1,325
34	Water Hoses (2 @ \$50)	Replacement water hoses for the Water Plants for use in plant cleaning and maintenance	100
35	Water Sample Bags/Containers	Water sample bags and containers for collecting bacteriological samples throughout the water system	1,000
****	**NOTE ANALYSIS NUMBER EVERY 3 YEARS	City Administrator's Adjustment	19,320

Total Cost	\$ 173,830
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>5220</u>
Line Item Description	<u>Water Conservation Program</u>

Item	Description	Justification	Estimated Cost
1	Water Conservation Incentive Program	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.	20,000
2	University of Florida Data Management and Impact Evaluation support for irrigation retrofit Water Conservation Incentive Program 50% Grant Cost Share	The University of Florida Data Management Program will provide the additional tools needed to identify high water users as required by condition # 40 of the City's Consumptive Use Permit (CUP). These users can be targeted for education and conservation incentive measures that well aid the customer/resident economically and insure compliance with the City's CUP.	20,000
		<i>City Administrator's Adjustment</i>	<i>(15,000)</i>
		ADDED BACK BY COUNCIL	12,500

Total Cost	\$ 37,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	Diesel Fuel for Generators (3,000 gal. @ \$3.00/gal.)	Diesel fuel for the Water Plants' standby generators	9,000
2	Fuel for Grounds Maintenance (500 gal. @ \$3.00/gal.)	Fuel for the Water Plants' grounds maintenance equipment	1,500
3	Fuel for Vehicles - CNG (500 gal. @ \$1.25/gal.)	Fuel for the Water Plants' truck	625
4	Fuel for Vehicles - Gasoline (1,000 @ \$2.50)	Fuel for the Water Plants' trucks	2,500
		<i>City Administrator's Adjustment</i>	<i>(8,525)</i>

Total Cost	\$ 5,100
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	<i>Florida Irrigation Society Membership Renewal</i>	<i>FIS membership renewal for Jessica Schilling. This membership keeps Jessica current on changes to irrigation codes and technologies in the operation of the City's water conservation program.</i>	75

Total Cost	\$	75
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	CEU Training Courses (6 @ \$200)	Training courses (webinars, online courses, workshops) for the Water Plant operators to obtain CEUs required for DEP operator license renewals	1,200
2	Operator Certification Renewals (6 @ \$100)	Renewal of operators' state licenses; renewal due biannually	600

Total Cost	\$ 1,800
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>6300</u>
Line Item Description	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	<i>Modifications/Improvements to Mt Plymouth Lakes WTP Well #1</i>	<i>The modifications and improvements to the Mt. Plymouth Lakes WTP Well #1 are mandated by the City's SJRWMD CUP Condition #32, requiring the well to be deepened into the Lower Floridan Aquifer. The improvements include design engineering for permitting purposes, deepening the well, modifying the casing and upgrading the pump, motor and controls to accommodate the new head conditions as a result of a deeper well.</i>	700,000

Total Cost	\$ 700,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Water Plant 3111-533</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	New Ford F-150 Pickup Truck (CNG)	To replace Unit 180668, a 1999 Ford Ranger, due to age and wear of the truck.	35,000
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	Tablets/Laptops (7)	7 Windows Tablets/Laptops For Field Access To Scada System And Online GIS And Water Plants	8,300

Total Cost	\$ 93,300
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**CITY OF APOPKA
WASTEWATER PLANT**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	604,472	649,173	649,173	673,952
1210 LONGEVITY PAY	2,982	2,853	2,853	2,487
1400 OVERTIME	-	14,950	14,950	27,690
1600 OTHER REIMBURSED ALLOWANCES	23,160	480	480	480
2100 F.I.C.A.	45,567	51,060	51,060	53,903
2200 RETIREMENT CONTRIBUTION	99,343	109,463	109,463	109,648
2300 LIFE AND HEALTH INSURANCE	107,070	141,233	141,233	103,054
2400 WORKERS COMPENSATION	13,800	7,855	7,855	5,675
TOTAL	896,394	977,067	977,067	976,889
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	13,804	250	250	250
3400 OTHER CONTRACTUAL SERVICES	4,800	4,800	4,800	4,800
4000 TRAVEL & PER DIEM	1,359	2,800	2,000	2,350
4100 COMMUNICATIONS	1,709	-	-	960
4200 FREIGHT & POSTAGE	281	1,000	300	500
4300 UTILITY SERVICES	827,919	890,000	850,000	871,440
4400 RENTAL & LEASES	-	1,500	1,500	1,500
4500 LIABILITY & CASUALTY INSURANCE	49,440	-	-	-
4600 REPAIR AND MAINTENANCE	189,588	171,500	140,000	134,000
4610 VEHICLE MAINTENANCE	17,288	8,500	10,000	17,125
4700 PRINTING AND BINDING	18	-	-	-
4900 OTHER CHARGES	227,487	239,550	270,000	355,350
4902 LEGAL ADVERTISING	842	-	-	-
4960 BAD DEBT EXPENSE	-	50,000	50,000	50,000
5100 OFFICE SUPPLIES	1,331	1,740	1,000	1,340
5200 OPERATING SUPPLIES	206,762	212,000	200,000	241,966
5250 FUEL & GASOLINE	9,544	10,875	10,000	5,450
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	105	200	200	200
5500 TRAINING	2,366	3,010	3,000	3,860
5901 FRANCHISE FEES - SEWER	241,414	-	-	-
TOTAL	1,796,057	1,597,725	1,543,050	1,691,091
CAPITAL OUTLAY:				
6200 BUILDINGS		25,000	25,000	-
6400 EQUIPMENT	26,737	76,500	76,500	40,000
TOTAL	26,737	101,500	101,500	40,000
TOTAL COST	2,719,188	2,676,292	2,621,617	2,707,980

**CITY OF AOPKA
WASTEWATER PLANT**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
CHIEF W/W PLANT OPERATOR "A"	1	1	1
LEAD W/W PLANT OPERATOR "A"	1	0	0
W/W PLANT OPERATOR "A"	1	1	1
W/W PLANT OPERATOR "B"	2	2	2
W/W PLANT OPERATOR "C"	1	4	4
LEAD LAB TECHNICIAN	1	1	1
ASSISTANT LAB TECHNICIAN	1	1	1
PLANT MECHANIC	1	1	1
ENVIRONMENTAL SPECIALIST I	1	1	1
INSTRUMENTATION TECH	1	1	1
UTILITY ELECTRICIAN	1	1	1
W/W PLANT OPERATOR TRAINEE	2	0	0
TOTAL	14	14	14

CAPITAL OUTLAY

6200 - Buildings:

	Total Improvements	\$ -
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6400 - Equipment

	Total Equipment	\$ -
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	Total Capital Outlay	\$ -
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>1400</u>
Line Item Description	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
1	Overtime	Overtime for responding to after-hours call-outs and plant emergencies (12 hrs./wk. @ \$35.00/hr.)	21,840
2	Standby Time	Incentive time paid to the operators for being on after-hours standby (4.5 hrs./wk. @ \$25.00/hr.)	5,850

Total Cost	\$ 27,690
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>3100</u>
Line Item Description	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
	<i>Bond Maintenance Fee</i>	<i>Annual Bond Maintenance Fee</i>	<i>250</i>

Total Cost	\$	250
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	<i>Janitorial Service for Lab/Office Building (\$400/mo.)</i>	<i>Janitorial service for the WRF lab & office building</i>	4,800

Total Cost	\$ 4,800
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>4000</u>
Line Item Description	<u>Travel & 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 to attend the FSEA environmental laboratory training conference and Susan Reed to attend the FIPA Pretreatment Program training conference	1,600

Total Cost	\$ 2,350
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>4100</u>
Line Item Description	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
1	<i>Cell Phone Service - City Provided Plant Phone and After-Hours Standby Phone (2 @ \$480)</i>	<i>Mileage for the after-hours standby operator to respond to call-outs in their personal vehicle</i>	960

Total Cost	\$	960
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

Item	Description	Justification	Estimated Cost
1	<i>Freight & Postage</i>	<i>Freight & postage charges for regulatory correspondence, City business correspondence and package freight</i>	500

Total Cost	\$ 500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>4300</u>
Line Item Description	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
1	Dumpster Service	Dumpster service for the WRF	720
2	Electricity - Errol Reclaimed Water Booster Station	Electricity charges for the Errol Reclaimed Water Booster Station	15,000
3	Electricity - Lift Stations (\$15,000/mo.)	Electricity charges for the lift stations	180,000
4	Electricity - NEW Lift Stations (2 @ \$60/mo. - 6 mo.)	Electricity charges for new lift stations commissioned into service during the year	720
5	Electricity - North Reuse Pump Station	Electricity charges for the North Reuse Pump Station	35,000
6	Electricity - North Shore Reclaimed Water Treatment Facility	Electricity charges for the North Shore Reclaimed Water Treatment Facility	50,000
7	Electricity - Northwest 83 MG Pond Pump Station/Fountains	Electricity charges for the Northwest 83 MG Reclaimed Water Pond Pump Station and Fountains	25,000
8	Electricity - Water Reclamation Facility	Electricity charges for the Water Reclamation Facility	260,000
9	Electricity - WRF Lab Building	Electricity charges for the WRF lab building	7,000
10	Electricity - WRF Reuse Pump Station	Electricity charges for the WRF Reuse Pump Station	290,000
11	Water & Sewer Service	Water and sewer service for the WRF	15,000
		<i>City Administrator's Adjustment</i>	<i>(7,000)</i>

Total Cost	\$ 871,440
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
1	<i>Emergency Equipment Rental</i>	<i>Emergency equipment rental for the WRF</i>	1,500

Total Cost	\$ 1,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg & Equip</u>

Item	Description	Justification	Estimated Cost
1	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
2	Belt Press Maintenance	Maintenance costs for the sludge belt press and conveyor system	10,000
3	Buildings/Facilities Maintenance	Buildings and facilities maintenance for the WRF, North Reuse Pump Station and the North Shore Reclaimed Water Treatment Plant	12,000
4	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
5	Copier Maintenance	Maintenance charges for the copier at the WRF Lab	1,200
6	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
7	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
8	Fire Extinguisher Service	Annual fire extinguisher service for the WRF, North Reuse Pump Station and North Shore Treatment Plant	300
9	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

Item	Description	Justification	Estimated Cost
10	Reclaimed Water Storage Pond Maintenance	Maintenance of the reclaimed water storage ponds includes liners maintenance and repairs, fountain maintenance and aquatic vegetation maintenance	12,500
11	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
12	WRF Reuse Ground Storage Tank #2 Coating	The existing coating has deteriorated due to the elements and needs recoated to protect the concrete against hydrogen sulfide exposure from the WRF and the weather elements. <i>City Administrator's Adjustment</i>	25,000 <i>(18,500)</i>

Total Cost			\$ 134,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	<i>Preventive and Corrective Maintenance - Grounds Equipment</i>	<i>Maintenance and repairs to the grounds maintenance equipment including, two lawn mowers, edgers, weeders, blowers, chain saws</i>	1,500
2	<i>Preventive and Corrective Maintenance - Vehicles</i>	<i>Maintenance and repairs to the WRF pickup trucks, utility trucks and pretreatment van (7 Vehicles)</i>	7,000
		<i>City Administrator's Adjustment</i>	8,625

Total Cost	\$ 17,125
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>4900</u>
Line Item Description	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
1	Lab Certification Renewal	Renewal of the lab certification to run wastewater analysis for DEP DMR reporting	750
2	Sludge Hauling (270 loads @ \$950/load)	Sludge Hauling from the WRF	256,500
3	Wastewater DEP NPDES Compliance Fee	Annual DEP NPDES Compliance Fee	800
4	Wastewater Operating Permit Renewal Fee	DEP Permit Fee	5,000
		<i>City Administrator's Adjustment</i>	<i>92,300</i>

Total Cost	\$ 355,350
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	Copy Paper (5 cases @ \$30/case)	Copy paper for completing correspondence and compliance reporting	150
2	Logbooks (6 @ \$40/ea.)	Hardbound operations logbooks are required by DEP Rule 62-602.650(3) F.A.C.	240
3	Pens, Pencils, Highlighters and other Writing Supplies	Pens, pencils, highlighters and other writing supplies for completing log entries, correspondence drafts, calculations, drawings, etc.	150
4	Printer Cartridges (4 @ \$200/ea.)	Laser printer cartridges for the WRF central printer	800

Total Cost	\$ 1,340
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Alum, Liquid (6 drums @ \$175/ea.)	Liquid alum for use in effluent treatment as a filter aid to reduce TSS in the reclaimed water.	1,050
2	Annual Lab Instrument Calibration Services	Calibration services for lab equipment in accordance with the lab certification requirements	1,400
3	Autoclave Maintenance Supplies	Maintenance supplies for the lab autoclave for cleaning and sterilization of all labware	500
4	Bee & Wasp Spray (6 cases @ \$100)	Bee & wasp spray for removal of nests on the WRF tanks and buildings	600
5	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
6	BOD/COD/CBOD Lab Supplies	BOD and CBOD are DEP Operating Permit required analyses for the WRF reclaimed water effluent and Pretreatment Program	2,000
7	Boots/Rain Gear (3 @ \$55/ea.)	Personal protective equipment for working in inclement weather and wet areas for the WRF operators	165
8	Broken Tool Replacements	Replacement tools for items that may be broken during the normal course of working on the treatment plants.	2,000
9	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
10	Chloride Testing Supplies	Chloride is a DEP Operating Permit required analysis for groundwater monitoring wells quarterly sampling	300
11	Compliance Monitoring Well Sampling (4 qtrs. @ \$840/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	3,360
12	Conductivity Testing Supplies	Conductivity is a DEP Operating Permit required analysis for groundwater monitoring wells quarterly sampling	600

Item	Description	Justification	Estimated Cost
13	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
14	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
15	Disinfectant Wipes (12 cases @ \$50/case)	Disinfectant wipes for use by the WRF operators when conducting compliance sampling and working with the wastewater	750
16	Dissolved Oxygen Probes	YSI dissolved oxygen testing probe for plant operations process control testing and lab BOD/CBOD testing	750
17	Fecal Coliform Testing Supplies	Fecal Coliform is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	4,500
18	Glassware for Lab Testing	Replacement glassware for items that may be broken while conducting lab analysis	1,500
19	Hand Soap (18 gal. @ \$50/gal.)	Disinfecting hand soap for the operators to maintain personal cleanliness when working with and around the wastewater	900
20	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
21	Janitorial Supplies and Toiletries	Janitorial supplies and toiletries for the restrooms at the WRF, North Reuse Pump Station and North Shore Treatment Plant	300
22	Lab 150 mL Funnels	Funnels for running TSS and Fecal/Total Coliform analyses	800
23	Lab NIST Thermometer	Use of a certified NIST thermometer is a NELAC requirement in conducting lab testing on wastewater samples	800
24	Laboratory Proficiency Testing	This is a requirement of the WRF lab certification to conduct proficiency testing twice per year on wastewater samples	1,200
25	Latex Gloves (12 cases @ \$50/case)	Latex gloves for operator personal safety and hygiene in working with wastewater	600
26	Light Bulbs for Lab Testing Equipment	Replacement light bulbs for lab equipment	300
27	Lime (125 bags @ \$7.00/bag)	Lime is used in disinfecting wastewater spills and clean-up	875
28	Motorola Radio Batteries (3 @ \$90)	Replacement batteries for City radios	270
29	Nitrate/Nitrite Analysis (24 @ \$45/ea.)	Nitrate/Nitrite is a DEP Operating Permit required analysis for groundwater monitoring wells quarterly sampling	1,080

Item	Description	Justification	Estimated Cost
30	Odor Control for the WRF Pretreatment Rag & Grit Dumpsters (4 qtrs. @ \$1,500/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	6,000
31	Odor Eliminator for Sludge Digesters (300 gal. @ \$12.50/gal.)	Odor control chemicals for use on the WRF sludge digesters	3,750
32	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
33	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	6,000
34	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
35	Paper Towels (26 cases @ \$30/case)	Paper towels for the operators to maintain personal cleanliness when working with and around the wastewater	780
36	pH Testing Supplies	pH is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	1,200
37	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
38	Pretreatment Program Customer Outreach and Education Program	Materials for the Pretreatment Program Customer Outreach and Education Program	1,000
39	Pump Sprayers (4 @ \$50)	Pump sprayers for spraying herbicide around the plant landscapes and bleach for plant cleaning and maintenance	200
40	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)	3,500
41	Quarterly Sludge Analysis (4 @ \$250)	Quarterly sludge analysis for Sludge Hauling Contract and Pretreatment Program	1,000
42	Replacement Labware	Replacement labware including pipettes, test tubes, sample racks	500
43	Replacement pH Probe	Replacement pH probe for testing reclaimed water effluent per DEP Operating Permit	800

Item	Description	Justification	Estimated Cost
44	Safety Shoes (14 @ \$150)	Safety shoes provided to the employees to reduce workplace injuries in the performance of their duties	2,100
45	Sodium Hypochlorite (150,000 gal. @ \$0.576/gal.)	Sodium Hypochlorite for the disinfection of reclaimed water at the WRF, North Reuse Pump Station, and North Shore Treatment Plant	86,400
46	Sprayfield Riser Piping	Riser piping to repair and replace broken piping in the WRF South Sprayfield #5. Maintenance of the sprayfield is a requirement of the FDEP Operating Permit.	1,000
47	Sprayfield Sprinkler Heads (60 @ \$65/ea.)	Sprinkler heads for the maintenance and upkeep of the WRF South Sprayfield #5. Maintenance of the sprayfield is a requirement of the FDEP Operating Permit.	3,900
48	Total Chlorine Residual Testing Supplies	Total chlorine residual is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	1,600
49	Total Nitrogen Analysis (160 @ \$45/ea.)	Total Nitrogen is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	7,200
50	Total Phosphorus Analysis (52 @ \$15/ea.)	Total Phosphorus is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	780
51	Total Suspended Solids Testing Supplies	Total suspended solids is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	1,750
52	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
53	Turbidity Testing Supplies	Turbidity is a DEP Operating Permit required analysis for the WRF reclaimed water effluent	600
54	Uniforms (10 @ \$3.74/wk. & 4 @ \$6.74/wk.)	City provided uniforms for the WRF staff	3,347
55	Water Coolers (1 @ \$40)	Replacement water cooler	40
56	Water Hoses (8 @ \$50)	Replacement water hoses for use in cleaning and maintenance of the WRF	400
		City Administrator's Adjustment	16,879

Total Cost	\$ 241,966
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	Diesel Fuel for Generators (5,000 gal. @ \$3.00/gal.)	Diesel fuel for the WRF, North Reuse Pump Station and North Shore Treatment Plant standby generators	15,000
2	Fuel for Grounds Maintenance (250 gal. @ \$3.00/gal.)	Fuel for the WRF grounds maintenance equipment	750
3	Fuel for Vehicles - Gasoline (1,000 @ \$2.50)	Fuel for the WRF trucks	2,500
4	Fuel for Vehicles - Diesel (1,000 gal. @ \$3.00/gal.)	Fuel for the WRF truck	3,000
5	Fuel for Vehicles - CNG (1,000 gal. @ \$1.25/gal.)	Fuel for the WRF van	1,250
		<i>City Administrator's Adjustment</i>	<i>(17,050)</i>

Total Cost	\$ 5,450
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	Florida Society Environmental Analysts Membership Renewals (2 @ \$50)	FSEA for laboratory staff to keep up to date on current laboratory technologies and regulatory changes	100
2	The NELAC Institute Lab Membership Renewal	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	100

Total Cost	\$ 200
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Wastewater CEU Training Courses (9 @ \$200/ea.)	CEU training courses are a requirement of DEP Rule 62-602.710(4) F.A.C.	1,800
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 (Erica Atkinson)	The FSEA training conference provides hands-on training on current laboratory methods, training on upcoming changes to testing methods and the regulatory environment	400
4	FIPA Pretreatment Conference (Susan Reed)	The FIPA pretreatment conference provides training on current and emerging issues relating to the pretreatment of industrial wastewater processes and oil/grease programs	300
5	DEP Operational Certification Renewal (10@\$100)	Department of Environmental Protection Certification is an operating permit mandate.	1,000

Total Cost	\$ 3,860
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Plant 3121-535</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	Moisture Analyzer	The existing muffle furnaces are approximately 23 and 24 years old and are working intermittently. The new moisture analyzer provides the lab with the ability to perform volatile solids and total solids tests on the sludge to determine the effectiveness and efficiency of the WRF digester sludge process. The total solids test is a DEP requirement and is reportable on the monthly Discharge Monitoring Report. The volatile solids test will be required to determine Class A or AA sludge certification.	5,000
2	NEW Ford F150 Pickup Truck (CNG)	This vehicle will replace Unit# 18-0512, a 1998 Ford Ranger, due to age and wear of the truck.	35,000

Total Cost	\$ 40,000
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**CITY OF APOPKA
UTILITY CONSTRUCTION**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	314,103	386,252	386,252	444,496
1210 LONGEVITY PAY	4,317	3,253	3,253	3,282
1400 OVERTIME	1,189	1,200	1,200	1,200
2100 F.I.C.A.	22,870	29,889	29,889	34,347
2200 RETIREMENT CONTRIBUTION	49,508	64,076	64,076	73,632
2300 LIFE AND HEALTH INSURANCE	81,000	100,391	100,391	99,660
2400 WORKERS COMPENSATION	9,600	5,793	5,793	4,215
TOTAL	482,587	590,854	590,854	660,832
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	-	-	-	
4100 COMMUNICATIONS	767	-	-	
4200 FREIGHT & POSTAGE	-	130	-	130
4300 UTILITY SERVICES	5,837	9,000	15,000	16,900
4400 RENTAL & LEASES	-	-	-	-
4500 LIABILITY & CASUALTY INSURANCE	7,500	-	-	-
4600 REPAIR AND MAINTENANCE	-	1,200	1,200	1,200
4650 VEHICLE MAINTENANCE	35,282	36,000	30,000	45,300
5100 OFFICE SUPPLIES	74	500	383	300
5200 OPERATING SUPPLIES	17,996	14,685	12,000	18,685
5250 FUEL & GASOLINE	11,325	44,050	20,000	11,540
5500 TRAINING	-	2,320	2,000	1,160
TOTAL	78,781	107,885	80,583	95,215
CAPITAL OUTLAY:				
6200 BUILDINGS	-	-	-	-
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	-
6400 EQUIPMENT	-	-	-	691,050
TOTAL	-	-	-	691,050
TOTAL COST	561,368	698,739	671,437	1,447,097

**CITY OF AOPKA
UTILITY CONSTRUCTION**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
CONSTRUCTION FOREMAN	1	1	1
UTILITY FOREMAN	1	1	1
UTILITY SERVICE WORKER I	0	1	1
UTILITY SERVICE WORKER II	8	7	7
TOTAL	10	10	10

CAPITAL OUTLAY

6300 - Improvements:		
	Total Improvements	\$ -
6400 - Equipment		
	Total Equipment	\$ -
Total Capital Outlay		\$ -

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016/17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Construction 3131-536</u>
Line Item #	<u>1400</u>
Line Item Description	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
	40 hrs. @\$30/hr.	For emergency's and projects if need	1,200

Total Cost	\$ 1,200
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Construction 3131-536</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

Item	Description	Justification	Estimated Cost
	<i>Postage (gen. correspondence, invoices)</i>	<i>Correspondence (water cut ons/off), Orange County and SJRWMD permits, locate tickets</i>	<i>130</i>

Total Cost	\$	130
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Construction 3131-536</u>
Line Item #	<u>4300</u>
Line Item Description	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
1	<i>Electric</i>	<i>Warehouse #1</i>	6,000
2	<i>Landfill charges</i>	<i>Demos debris</i>	4,500
3	<i>Water and sewer</i>	<i>Warehouse, bathroom, break room</i>	1,600
		<i>City Administrator's Adjustment</i>	<i>4,800</i>

Total Cost	\$ 16,900
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Construction 3131-536</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg. & Equip</u>

Item	Description	Justification	Estimated Cost
	<i>Paint & misc. building repairs</i>	<i>Warehouse upkeep and repairs, upgrades in shower and bathroom</i>	<i>1,200</i>

Total Cost	\$ 1,200
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Construction 3131-536</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	(2) Cat backhoe	Maintenance and repairs to the maintenance equipment/vehicles	4,000
2	(2) Trac-hoes	Maintenance and repairs to the maintenance equipment/vehicles	7,000
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
		<i>City Administrator's Adjustment</i>	<i>5,300</i>

Total Cost	\$ 45,300
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Construction 3131-536</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
	Office supplies	Office supplies including pens, pencils, staples, paper clips, dry erase markers	300

Total Cost	\$	300
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Construction 3131-536</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Barricades	MOT and ROW work	4,000
2	Chainsaw Supplies (Chains, Bars, Oil)	Clearing ROWs	1,000
3	Coolers	4 at \$40 each	160
4	Extension ladders	needed for trench box work	240
5	First aid kits	restocking items	70
6	Gloves	employee health and safety	450
7	Hand soap	employee health and safety	100
8	Misc. hand tools & equip.	air compressor tools	2,500
9	Motorola radio batteries	Handheld radios for foremen	360
10	Paper towels	employee health and safety	650
11	Rainsuits	employee health and safety	270
12	Reflective safety vests	employee health and safety	240
13	Safety cones	MOT and ROW work	1,000
14	Safety glasses	employee health and safety	160
15	Safety shoes	employee health and safety 9 @ \$100	900
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	50
19	Uniforms -	City provided uniforms <i>City Administrator's Adjustment</i>	1,755 <i>3,695</i>

Total Cost	\$ 18,685
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Construction 3131-536</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	CNG Fuel	Fuel for Vehicles - CNG (gal. @ \$1.25/gal.)	
2	Diesel Fuel for Equipment	Diesel Fuel for Generators (8,500 gal. @ \$3.00/gal.)	25,500
3	Unleaded Fuel for Vehicles	Fuel for Vehicles - Gasoline (4,400 @ \$2.50)	11,000
		<i>City Administrator's Adjustment</i>	<i>(24,960)</i>

Total Cost	\$ 11,540
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Construction 3131-536</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	<i>Confined Space, Trenching Sharing Class</i>	<i>Continuing education for 9 employees</i>	1,320
2	<i>Traffic control, erosion control, safety operation</i>		1,000
		<i>City Administrator's Adjustment</i>	<i>(1,160)</i>

Total Cost	\$ 1,160
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Construction 3131-536</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	F-550 Crew Cab Utility Bed	replace Unit 190740, 2001, due to high mileage and increasing PM costs	56,550
2	323 Cat excavator, 48" Bucket	replace 36-0526, 1995, Excavator due to high mileage, increasing PM costs and very poor condition	189,500
3	926 Cat Loader with Bucket, Forks and Extended Warranty	replace unit 36-0865 IT 38, 1998, high hours and poor condition	165,000
4	Laymore Street Sweeper	replace unit 21-0925, 2003, bad condition	30,000
		<i>City Administrator's Adjustment</i>	<i>(189,500)</i>
		ADDED BACK BY COUNCIL	189,500
	Boring Machine	Current machine is not functioning very well. Very old and breaks down often.	
		COUNCIL ADDED COST FOR BORING MACHINE	250,000

Total Cost	\$ 691,050
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**CITY OF APOPKA
WATER MAINTENANCE**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	423,779	495,869	495,869	431,678
1210 LONGEVITY PAY	4,303	3,970	3,970	2,205
1400 OVERTIME	52,419	50,440	50,440	50,440
1600 OTHER REIMBURSED ALLOWANCES	11	960	960	480
2100 F.I.C.A.	36,835	42,170	42,170	37,087
2200 RETIREMENT CONTRIBUTION	79,971	90,403	90,403	79,508
2300 LIFE AND HEALTH INSURANCE	109,170	139,763	139,763	149,115
2400 WORKERS COMPENSATION	15,500	8,109	8,109	4,542
TOTAL	721,988	831,684	831,684	755,055
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	39	-	-	-
3400 OTHER CONTRACTUAL SERVICES	1,187	900	900	900
4000 TRAVEL & PER DIEM	-	-	-	-
4100 COMMUNICATIONS	3,408	480	-	1,444
4200 FREIGHT & POSTAGE	572	1,200	100	600
4300 UTILITY SERVICES	7,891	10,300	9,000	10,300
4400 RENTAL & LEASES	6,588	11,325	4,400	11,400
4500 LIABILITY & CASUALTY INSURANCE	10,500	-	-	-
4600 REPAIR AND MAINTENANCE	2,251	4,000	2,000	4,000
4650 VEHICLE MAINTENANCE	57,543	46,200	45,500	48,500
4900 OTHER CHARGES	7,221	7,000	6,500	7,000
5100 OFFICE SUPPLIES	1,365	1,400	1,150	1,400
5200 OPERATING SUPPLIES	536,365	389,467	375,000	349,632
5201 VENDING SUPPLIES	959	40,931	40,000	52,881
5236 BACKFLOW OPERATIONAL SUPPLIES	25,532	21,000	21,000	42,537
5245 CONTRACTOR METER REPAIRS	4,395	3,350	3,000	23,350
5250 FUEL & GASOLINE	41,728	39,925	20,000	22,575
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	2,503	165	150	165
5500 TRAINING	-	2,420	1,000	3,420
TOTAL	710,047	580,063	529,700	580,104
CAPITAL OUTLAY:				
6300 INFRASTRUCTURE	89,315	75,000	50,000	170,000
6400 EQUIPMENT	7,271	49,000	49,000	158,700
TOTAL	96,586	124,000	99,000	328,700
TOTAL COST	1,528,621	1,535,747	1,460,384	1,663,859

**CITY OF AOPKA
WATER MAINTENANCE**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
UTILITY FOREMAN	1	1	1
UTILITY SERVICE WORKER II	9	9	9
UTILITY SERVICE WORKER I	1	1	1
TOTAL	11	11	11

CAPITAL OUTLAY

6300 - Improvements:		
Water main upgrades		
	Total Improvements	\$ -
6400 - Equipment		
	Total Equipment	\$ -
Total Capital Outlay		\$ -

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>1400</u>
Line Item Description	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
	Overtime: 25 hrs./wk. @\$30/hr. 52 wk.	Emergencies and projects if needed	39,000
	Standby Time: 11 hrs./wk. @\$20/hr. 52 wk.	After Hours work water service leaks, cut on and off for repairs	11,440

Total Cost	\$ 50,440
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
	Janitorial Services	cleaning of warehouse, breakroom, showers and bathrooms. Split with other Divisions, cleaning bathrooms/showers/breakroom	900

Total Cost	\$	900
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>4100</u>
Line Item Description	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
	3 NEW internet connections for new I-Pads		1,444

Total Cost	\$ 1,444
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

Item	Description	Justification	Estimated Cost
	<i>Postage/Shipping</i>	<i>Correspondence with residents re: maintenance, backflow, etc..</i>	<i>600</i>

Total Cost	\$	600
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>4300</u>
Line Item Description	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
1	Landfill charges	debris from repairs	4,800
2	Water, sewer and electric	warehouse/showers/office	5,500

Total Cost	\$ 10,300
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
1	Miscellaneous Emergency Equipment Rental	MOT Rentals for repairs, Traffic control/cranes, etc.	5,000
2	Various Railroad Leases		
	Railroad lease #61-003	Lease for use of ROW, utility pipe in.	200
	Railroad lease #61-004	Lease for use of ROW, utility pipe in.	200
	Railroad lease #61-005	Lease for use of ROW, utility pipe in.	200
	Railroad lease #61-006	Lease for use of ROW, utility pipe in.	200
	Railroad lease #61-030	Lease for use of ROW, utility pipe in.	200
	Railroad lease #61-098	Lease for use of ROW, utility pipe in.	200
	Railroad lease #61-099	Lease for use of ROW, utility pipe in.	300
	Railroad lease #61-101	Lease for use of ROW, utility pipe in.	250
	Railroad lease #61-140	Lease for use of ROW, utility pipe in.	600
	Railroad lease #61-148	Lease for use of ROW, utility pipe in.	825
	Railroad lease #61-154	Lease for use of ROW, utility pipe in.	1,075
	Railroad lease #61-157	Lease for use of ROW, utility pipe in.	1,075
	Railroad lease #61-159	Lease for use of ROW, utility pipe in.	1,075

Total Cost	\$ 11,400
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg. & Equip</u>

Item	Description	Justification	Estimated Cost
	<i>Building repairs, warehouse #1</i>	<i>bathroom repairs, toilets, grout injection for warehouse #1</i>	<i>4,000</i>

Total Cost	\$ 4,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
	<i>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)</i>	<i>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 than replace.</i>	48,500

Total Cost	\$ 48,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>4900</u>
Line Item Description	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
1	Locates (Sunshine One)	monthly bill from 811 locates	6,000
2	Orange County/DOT permit fees	City jobs in OC ROWs	1,000

Total Cost	\$ 7,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	Miscellaneous office supplies (Additional per Lynne for Ink Cartridges)		800
2	Work orders	Printing duplicate WO for hand writing instead of entering into Gov QA since no tablets for field support of electronic work orders	600

Total Cost	\$ 1,400
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	1" meter potable	old meter change outs	2,983
2	1" meter reclaimed	new meter installs	1,500
3	1.5" meter potable	old meter change outs	5,338
4	1.5" meter 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
10	Bore gel	for drilling new water mains	750
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 off saws	140
20	Gloves	employee health and safety	312
21	Hand soap	employee health and safety	144
22	Hoses	for by passing water	80

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
23	Locate Flag Shooter	marking City utilities	800
24	Locating supplies (flags, paint, etc.)	marking City utilities	7,000
25	Miscellaneous 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
29	Reflective safety vests	employee health and safety	144
30	Registers	replacement part for water meters	10,500
31	Reuse DBL Meter Box	for new meters installation	4,600
32	Reuse Single Meter Box	for new meters installation	9,750
33	Safety glasses	employee health and safety	176
34	Safety shoes	11 pairs at \$100 each, employee health and safety	1,100
35	Sensus Touch-Read gun 4	for rechecking water meters	2,000
36	Shovels	for digging to get to lines, mains and 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 streets and roads	2,300
41	Uniforms	City provided	2,402
42	Wasp Spray	employee health and safety	300

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
43	Water DBL Meter Box	new meter installs	6,818
44	Water service upgrades & new	replace galvanized water mains	8,000
45	Water Single Meter Box	new meter installs	10,983

Total Cost	\$ 349,632
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>5201</u>
Line Item Description	<u>Sensus Metering System</u>

Item	Description	Justification	Estimated Cost
1	Change out large meters: 6" C2 Meter x 2	Chalet North Replacement	9,000
2	20 of 2" Omni Potable water meters	Change out at Commercial Buildings	16,640
3	1 of 10" F2 Omni Potable/Fire water meter	Change out at Willow Lake Apts.	16,611
4	4 of 4" Omni Reclaim water meters	Errol Estates ROW Irrigation	7,680
5	Sensus Command Link	Programing Meters	450
6	Sensus Programmer Trimble Programmers	Programing Meters	2,500

Total Cost	\$ 52,881
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>5236</u>
Line Item Description	<u>Backflow Operational Supplies</u>

Item	Description	Justification	Estimated Cost
1	<i>Backflow calibration</i>	<i>Backflow Operational Supplies</i>	200
2	<i>Backflow DBL Boxes</i>	<i>Backflow Operational Supplies</i>	4,303
3	<i>Backflow Single Boxes</i>	<i>Backflow Operational Supplies</i>	4,742
4	<i>Backflow supplies</i>	<i>Backflow Operational Supplies</i>	40,692
		<i>City Administrator's Adjustment</i>	(7,400)

Total Cost	\$ 42,537
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>5245</u>
Line Item Description	<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	10 x TNR Construction meters	connect to Sensus Read and Replace old failing meters	20,000

Total Cost	\$ 23,350
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>5250</u>
Line Item Description	<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	(8,875)

Total Cost	\$ 22,575
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	1 DEP AWWA test books level 3	New Hire	120
2	1 AWWA Book		45

Total Cost	\$	165
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	<i>Backflow enrollment fee</i>	<i>2 Employees (Repair Certification)</i>	<i>1,200</i>
2	<i>Backflow recertification</i>	<i>5 Employees</i>	<i>1,000</i>
3	<i>Distribution</i>	<i>3 Employees</i>	<i>900</i>
4	<i>Misc. Training</i>	<i>Classes, new hires, safety reminders</i>	<i>320</i>

Total Cost	\$ 3,420
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>6300</u>
Line Item Description	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	<i>New Water Mains 6" HDPE</i>	<i>7th St from Park Ave to Forest Ave</i>	<i>20,000</i>
2	<i>Replace Class 200 and AC lines 6" HDPE</i>	<i>Villas at Errol Estates</i>	<i>50,000</i>
3	<i>Various Watermains through out City</i>	<i>unknown repairs as occur</i>	<i>100,000</i>

Total Cost	\$ 170,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Maintenance 3141-533</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	3 I-Pads NEW	GIS Support for field tech, hydrant tech, and stand by staff	1,800
2	3": trash pump	replacement for worn unit with a Thompson pump	1,500
3	Cross Connection Control Backflow Software	Update old software and comply with FDEP regulations	22,500
4	F-150 CNG	replace unit 18-0529, 1999, due to high mileage and increasing PM costs	35,000
		City Administrator's Adjustment	(35,000)
5	F-150 CNG	replace unit 18-0606, 1998, due to high mileage and increasing PM costs	35,000
6	F-450 diesel (or equivalent)	replace unit 19-0675, 1999, due to high mileage, high hours and bad condition	45,000
7	mini excavator with trailer	for confined area repairs of watermains and reduce utility damages and repair costs.	50,000
		City Administrator's Adjustment	(50,000)
		ADDED BACK BY COUNCIL	50,000
8	Trimsle GPS unit with screen control	GIS valve tagging	2,900

Total Cost	\$ 158,700
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**CITY OF APOPKA
UTILITY BILLING**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	258,287	256,944	256,944	235,120
1230 LONGEVITY PAY	1,404	1,483	1,483	894
1400 OVERTIME	-	-	-	-
2100 F.I.C.A.	18,604	19,770	19,770	18,055
2200 RETIREMENT CONTRIBUTION	40,425	42,382	42,382	38,706
2300 LIFE AND HEALTH INSURANCE	38,250	60,038	60,038	62,753
2400 WORKERS COMPENSATION	4,800	228	228	118
TOTAL	361,770	380,845	380,845	355,647
SUPPLIES AND OTHER SERVICES:				
3200 AUDIT SERVICES	20,428	-	-	-
3400 OTHER CONTRACTUAL SERVICES	131,170	99,000	121,696	112,720
4100 COMMUNICATION SERVICES	-	-	-	-
4200 FREIGHT & POSTAGE	136,021	157,700	142,870	141,500
4500 LIABILITY & CASUALTY INSURANCE	7,050	-	-	-
4600 REPAIR AND MAINTENANCE	13,055	49,600	49,600	38,100
4700 PRINTING AND BINDING	105,655	143,135	103,150	143,135
5100 OFFICE SUPPLIES	5,601	12,450	8,510	9,450
5200 OPERATING SUPPLIES	4,814	4,000	3,807	4,000
5500 TRAINING	-	-	-	-
TOTAL	423,794	465,885	429,633	448,905
CAPITAL OUTLAY:				
6200 BUILDINGS	-	-	-	-
6300 IMPROV. OTHER THAN BUILDINGS	-	4,500	4,500	-
6400 EQUIPMENT	-	-	-	-
TOTAL	-	4,500	4,500	-
TOTAL COST	785,564	851,230	814,978	804,552

**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
TOTAL	5	5	5

CAPITAL OUTLAY

6300 - Improv. Other than Buildings	-
6400 - Equipment	-
Total Capital Equipment	-
Total Capital Outlay	-

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Billing 3161-533</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
1	MERCHANT SERVICE FEES	Credit card fees paid by the city to accept credit card payments from customers	107,000
2	Check payment processing fee for utility bill payments	Fee for processing electronic payments from customer	3,000
3	Profit Star/Remit Plus	(new program) PayPoint IVR	2,720

Total Cost	\$ 112,720
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Billing 3161-533</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

Item	Description	Justification	Estimated Cost
1	POSTAGE	Water bills (300,000 x .47/ea)	141,000
2	POSTAGE-post card	Mid month notices (10,000 x .35/ea)	3,500
3	POSTAGE	Customer refunds, etc.	1,500
4	POSTAGE	Miscellaneous letters	1,500
5	RENTAL	PO BOX 1188 Due in December	200
6	RENTAL	PO BOX 1148 Due in April	500
7	FEDEX	Shipping costs	1,000
		<i>City Administrator's Adjustment</i>	<i>(7,700)</i>

Total Cost	\$ 141,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Billing 3161-533</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg & Equip</u>

Item	Description	Justification	Estimated Cost
1	Fire Extinguishers	Annual maintenance	100
2	Sensus Analytics	Annual Maintenance	38,000

Total Cost	\$ 38,100
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Billing 3161-533</u>
Line Item #	<u>4700</u>
Line Item Description	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
1	Business cards	Information for customers	50
2	Deposit cards	For new customers	800
3	Refund checks	Used for deposit refunds	800
4	Envelopes - water bills (2 types)	For water bills (25,000 x 12 = 300,000) Window Envelopes 300,000 (.06) Return Envelopes 300,000 (.06)	18,000 18,000
5	Water bill paper	For water bills 25,000 x 12 = 300,000 (.08) Includes printing water restrictions (.03) and perforation (.05)	24,000
6	Misc Water Bills Services 25,000 x 12 = 300,000 (.097)	Meter fee, envelope sealing, folding and inserting water bills 25,000 x 12 = 300,000 (.12)	36,000
7	Printing Water Bills	Printing services for water bills 25,000 x 12 = 300,000 (.03) <i>(This would be the cost if the bills were emailed to the vendor. Currently, bills are printed in-house)</i>	9,000
8	Printing - miscellaneous	Miscellaneous printing services Newsletters 25,000 x 12 = 300,000 (.10) Additional flyer inserts 50,000 (.04)	30,000 2,000
9	Mid month notices	Postcards 10,000 (.1385)	1,385
10	Envelopes - Miscellaneous Refunds, general correspondence	For general correspondence and refund checks (from Pride & American Diversity) UB window envelopes (5,000) #30800389 UB return envelopes (2,500) City envelopes #10 (2,500) #30800479 City envelopes #9 (5,000) #30801270 Letterhead (2,000) #30800381	700 800 300 500 800

Total Cost	\$ 143,135
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Billing 3161-533</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	Calendars	2016 Calendars for UB staff	50
2	Copy paper (all sizes) 8 1/2 x 11 (\$1,000) 8 1/2 x 14 (\$100) 8 1/2 x 11 - colors (\$400)	For daily UB use for printers and copiers. Colored paper is used for informational flyers provided to the customers in the front lobby.	2,000
3	Data binders Handheld reports (\$250) Billing Reports (\$150) Miscellaneous reports (\$100)	For UB use to store printed reports	500
4	Validator cash receipt tape	Used by cashiers (#109-275)	400
5	Credit card receipt tape	Used by cashiers (#109-317)	200
6	File Supplies	Folders (all types, labels)	500
7	General office supplies	Paper clips, staples, pens, tape, etc.	800
8	Printer cartridges	For UB printers Eusie (Brother) Main (Ricoh)	400 1,000
9	Storage boxes	Used for fiscal year-end	300
10	Cashier supplies	Drive-thru envelopes & other drive thru supplies	2,000
11	Batteries	All types including radio	300
12	Record Management	Annual record disposal after RDR approval	1,000

Total Cost	\$ 9,450
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Billing 3161-533</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	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
2	General operational supplies	Monitor upgrades, wireless phone headset replacements, validator upgrades	3,500

Total Cost	\$ 4,000
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**CITY OF APOPKA
WASTEWATER MAINTENANCE**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	303,682	366,763	366,763	393,893
1210 LONGEVITY PAY	1,737	1,968	1,968	2,089
1400 OVERTIME	33,674	34,840	34,840	27,500
1600 OTHER REIMBURSED ALLOWANCES	5	480	480	480
2100 F.I.C.A.	23,472	30,910	30,910	32,433
2200 RETIREMENT CONTRIBUTION	44,057	58,285	58,285	61,172
2300 LIFE AND HEALTH INSURANCE	68,836	90,793	90,793	66,766
2400 WORKERS COMPENSATION	8,700	4,677	4,677	5,283
TOTAL	484,163	588,716	588,716	589,616
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	-	-	-	-
3400 OTHER CONTRACTUAL SERVICES	800	900	900	900
4100 COMMUNICATIONS	2,296	1,057	-	1,272
4200 FREIGHT & POSTAGE	-	400	-	400
4300 UTILITY SERVICES	5,040	11,025	5,000	4,500
4400 RENTAL & LEASES	15,024	21,770	21,000	21,900
4500 LIABILITY & CASUALTY INSURANCE	6,720	-	-	-
4600 REPAIR AND MAINTENANCE	397,801	398,340	370,000	381,840
4610 VEHICLE MAINTENANCE	25,919	25,000	50,000	38,000
4900 OTHER CHARGES	50	1,400	1,400	2,900
5100 OFFICE SUPPLIES	1,367	1,200	300	600
5200 OPERATING SUPPLIES	214,304	213,695	213,000	255,450
5250 FUEL & GASOLINE	28,162	22,250	15,000	16,525
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	-	-	500
5500 TRAINING	390	2,360	2,000	4,736
TOTAL	697,873	699,397	678,600	729,523
CAPITAL OUTLAY:				
6300 IMPROV. OTHER THAN BUILDINGS	96,572	100,000	50,000	150,000
6400 EQUIPMENT	11,858	83,450	83,000	653,500
TOTAL	108,430	183,450	133,000	803,500
TOTAL COST	1,290,466	1,471,563	1,400,316	2,122,639

**CITY OF AOPKA
WASTEWATER MAINTENANCE**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
UTILITY MAINTENANCE CONST MANAGER	1	1	1
UTILITY FOREMAN	1	1	1
UTILITY SERVICE WORKER II	7	7	7
TOTAL	9	9	9

CAPITAL OUTLAY

6300 - Improvements:		
Misc Reclaimed Water Lines		
Misc Sanitary Sewer Lines		
Total Improvements		\$ -
6400 - Equipment		
Total Equipment		\$ -
Total Capital Outlay		\$ -

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>1400</u>
Line Item Description	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
1	Overtime: 15 hrs./wk. @ \$30/hr. 52 weeks	Emergencies and projects if needed	23,400
2	Standby Time: 11 hrs./wk. @ \$20/hr. 52 weeks	After Hours work water service leaks, cut on and off for repairs	11,440
		<i>City Administrator's Adjustment</i>	<i>(7,340)</i>

Total Cost	\$ 27,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
	Janitorial Services	(\$150/mo., 25% of cost split w/3141 & 3210) cleaning of warehouse, break room, showers and bathrooms. Split with other Divisions, cleaning bathrooms/showers/break room	900

Total Cost	\$ 900
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>4100</u>
Line Item Description	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
	Standby cell, Brian and Jorge	SCADA calls for LS	1,272

Total Cost	\$ 1,272
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

Item	Description	Justification	Estimated Cost
	<i>Postage</i>	<i>for mailing equipment for calibration and OC permits</i>	<i>400</i>

Total Cost	\$	400
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>4300</u>
Line Item Description	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
1	<i>Electric</i>	<i>LS Stations, warehouse #1</i>	4,000
2	<i>Landfill charges</i>	<i>Debris from Job sites</i>	4,000
3	<i>Water & Sewer</i>	<i>LS Stations, the meters at them</i>	3,025
		<i>City Administrator's Adjustment</i>	(6,525)

Total Cost	\$ 4,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
1	Miscellaneous Emergency Equipment Rental	Traffic control, core, bore, crane	5,000
2	Trencher, bypass pump, generators for hurricanes, etc.	Rentals during emergencies	12,000
3	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

Total Cost	\$ 21,900
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg. & Equip</u>

Item	Description	Justification	Estimated Cost
1	Bio Filters, Odor Control lease LS 17, 60	Odor control, gases will damage equipment and residents will complain of smell	82,440
2	Bio Filters, Odor Control lease LS 77 Bradshaw	Odor control, gases will damage equipment and residents will complain of smell	27,400
3	Generator Maintenance	Oil changes , preventative maintenance, 13 generators	17,000
4	Manhole rehabilitation spray	repair and coat manholes	20,000
5	Motor repairs	115 LS with 2 motors each	140,000
6	SCADA system maintenance/Repair	replace SCADA equipment due to sun exposure	15,000
7	Sewer lining at Park Ave, 9th St, 7th St	sewer backups due to old clay pipe	30,000
8	Spray coat & new top lid Lift Station	repair and spray coat LS 25 and rehab	50,000

Total Cost	\$ 381,840
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
	(10 trucks, 2 bypass pumps, 1 backhoe)	repair/maintain fleet trucks, most equipment is over 8 years old and had high PM cost	38,000

Total Cost	\$ 38,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>4900</u>
Line Item Description	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
1	Orange County permits	work done in OC right of way and maintenance of traffic	1,400
2	Orange County permits	Installing new utilities	1,500

Total Cost	\$ 2,900
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
	<i>Work orders</i>	<i>Printing duplicate WO for hand writing instead of entering into Gov. QA since no tablets for field support of electronic work orders</i>	<i>200</i>
	<i>Miscellaneous office supplies</i>	<i>Office supplies including pens, pencils, staples, paper clips, dry erase markers</i>	<i>400</i>

Total Cost	\$	600
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Ant spray	employee health and safety	728
2	Coolers	employee health and safety	200
3	Deodorant blocks	Odor control	2,750
4	Electrical supplies	Preventative maintenance program	12,540
5	Extension ladders		120
6	First aid kit	employee health and safety	210
7	Gas can		56
8	Gas detector, calibration	employee health and safety	1,500
9	Gloves	employee health and safety	442
10	Grease control	Lift stations at restaurants, Orange Flush	16,215
11	Hand soap	employee health and safety	120
12	Herbicide	weed control at LS	1,100
13	Hoses		80
14	Hydrogen sulfide control (Binion d, LS 50 & 51)	Odor control required due to increased flow from the Zellwood area	97,638
15	Hydrogen sulfide control (Bradshaw Rd & Vick Rd H25 Peroxide)	Odor control	94,500
16	Lime	sewer over flows	500
17	Manhole risers for annual paving	paving and raising manholes to accommodate new paved surface	4,000
18	Miscellaneous hand tools	batteries, meters and pressure gauges	3,035
19	Motorola radio batteries 1	employee health and safety	360

Item	Description	Justification	Estimated Cost
20	Paint	wet well lids slabs at LS	2,200
21	Paper towels	employee health and safety	1,040
22	Rainsuit	employee health and safety	270
23	Reflective safety vests	employee health and safety	162
24	Safety glasses	employee health and safety	216
25	Safety shoes (9 @ \$150)	employee health and safety	1,350
26	Sewer collection repairs	sewer clean out program	40,000
27	Sewer jet nozzles/plugs	jet truck parts and test plugs	800
28	Shovels		256
29	Toilet paper	employee health and safety	100
30	Traffic control devices	cones and ribbons	2,500
31	Uniforms	City provided uniforms City Administrator's Adjustment	1,810 (31,348)
Total Cost			\$ 255,450

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	CNG Fuel #19-1168	900 gal @\$1.25	1,125
2	Diesel Fuel for Vehicles and generators	3,600 gal @\$3.00	10,800
3	Unleaded Fuel for Vehicles	4,400 gal @\$2.50	11,000
		City Administrator's Adjustment	(6,400)

Total Cost	\$ 16,525
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
	<i>Operation and Maintenance Collections Systems Books</i>	<i>Jorge Garcia Class A Certificate for Collections</i>	500

Total Cost	\$ 500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	<i>Confined Space Class</i>	<i>1 year refresher classes for 7 employees</i>	700
2	<i>Electrical training (Basic Electrical)</i>	<i>refresher classes for Chuck and Kevin</i>	660
3	<i>Seminars</i>	<i>pump classes for Jorge</i>	1,000
4	<i>Trench/Shoring Class</i>	<i>for continuing education of safety training for 9 employees</i>	2,376

Total Cost	\$ 4,736
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>6300</u>
Line Item Description	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	Misc. Reclaimed Water Lines		50,000
2	Misc. Sanitary Sewer Line		50,000
3	Extend Force Main on 13th St & Robinson Ave		50,000

Total Cost	\$ 150,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Wastewater Maintenance 3171-535</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	Bypass Pump for LS 17 (Forest Ave)	Generator replacement to replace a 1972 unit. In the event of an engine failure, parts are no longer available and the generator will have to be replaced and could result in an extensive sewer spill.	75,000
2	Bypass Pump for LS 51 (IFAS)	Pump added due to growth in area serviced and Zellwood for emergency operations	65,000
3	Crane Truck Boom HT30KX-P New	to finish equipping F-550 Utility Crane bed truck purchased in 2016	22,000
4	Dell Tablet for WM Foreman	needed for foreman so the one in use now can be given to the stand-by staff for maps and GIS and repair work	1,500
5	F-550 Reg Cab	Replace Unit 19-1040, 2005, due to high mileage and increasing PM costs	52,500
6	Lift Station 28 Pump replacement (2 pumps)	replace 2 pumps with new 10 hp Flygt pumps due to age and under capacity	36,000
7	Lift Station 42 Pump replacement (2 pumps)	replace 2 emu pumps with new 10 hp Flygt pumps due to age and under capacity	19,500
8	Vac-con Sewer Truck	Replace Unit 37-0399, 1994, due to high mileage and increasing PM costs	375,000
9	Laptops (5)	Laptop Requests For Public Services Water, Waste Water Maintenance and Streets Maintenance Members With LTE Capabilities.	5,000
10	Public Services Design Engineering And Water Maintenance Requests	(2) Android Tablets. Will Be Used To Interface With The GPS Unit And Collect Data.	2,000

Total Cost	\$ 653,500
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**CITY OF APOPKA
RESTORATION**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	125,841	137,840	137,840	135,341
1210 LONGEVITY PAY	655	773	773	136
1400 OVERTIME	10,358	4,740	4,740	8,160
2100 F.I.C.A.	9,953	10,967	10,967	10,988
2200 RETIREMENT CONTRIBUTION	21,299	23,510	23,510	23,557
2300 LIFE AND HEALTH INSURANCE	30,600	40,352	40,352	33,830
2400 WORKERS COMPENSATION	3,900	4,870	4,870	7,194
TOTAL	202,606	223,052	223,052	219,206
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	41	-	-	
4300 UTILITY SERVICES	-	-	-	
4400 RENTAL & LEASES	-	1,000	1,000	1,000
4500 LIABILITY & CASUALTY INSURANCE	3,000	-	-	-
4600 REPAIR AND MAINTENANCE	165	2,500	2,500	-
4650 VEHICLE MAINTENANCE	5,010	7,450	7,000	7,950
4900 OTHER CHARGES	-	-	280	-
5100 OFFICE SUPPLIES	75	200	200	200
5200 OPERATING SUPPLIES	8,165	8,783	6,000	75,543
5250 FUEL & GASOLINE	5,270	5,000	3,500	4,300
5500 TRAINING	225	600	600	600
TOTAL	21,951	25,533	21,080	89,593
CAPITAL OUTLAY:				
6300 INFRASTRUCTURE	-	100,000	100,000	-
6400 EQUIPMENT	-	35,000	35,000	35,000
TOTAL	-	135,000	135,000	35,000
TOTAL COST	224,557	383,585	379,132	343,798

**CITY OF AOPKA
RESTORATION**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
CONSTRUCTION FOREMAN	1	1	1
MAINTENANCE WORKER II	2	2	2
MAINTENANCE WORKER I	1	1	1
TOTAL	4	4	4

CAPITAL OUTLAY

6200 - Buildings:

	Total Buildings	\$ -
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6400 - Equipment

	Total Equipment	\$ -
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Total Capital Outlay

\$ -

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Restoration 3181-536</u>
Line Item #	<u>1400</u>
Line Item Description	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
1	Overtime 4 hrs./ week @ 52 weeks= 208 hrs. @ \$30.00	Overtime incurred when making sidewalk or road restorations.	\$6,240
2	City Events:		
	Carnival 16 Hrs. @ \$30.00	To assist in the clean up of the park and Edwards field	\$480
	Christmas Parade 16 hrs. @ \$30.00	To assist in the clean up of the park and streets	\$480
	Foliage Festival 16 Hrs. @ \$30.00	To assist in the policing and clean up of the park.	\$480
	Old Florida Outdoor Festival 16 hrs. @ \$ 30.00 / hr.	To assist in the clean up of the assigned areas	\$480

Total Cost	\$ 8,160
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Restoration 3181-536</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
1	<i>Miscellaneous Emergency Equipment Rental</i>	<i>Additional equipment needed if we have hurricanes i.e.. Additional pumps, lights, generators.</i>	<i>1,000</i>

Total Cost	\$ 1,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Restoration 3181-536</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	(1) 36-1059 Cat Skid Steer w/Trailer	Preventive maintenance cost / yr.	1,200
2	(1) 19-1006 F-350 Crew Cab	Preventive maintenance cost / yr.	1,500
3	(1) 20-0787 Sterling Flat Bed	Preventive maintenance cost / yr.	1,000
4	(1) 19-1283 F-150	Preventive maintenance cost / yr.	750
5	(1) 36-0748 Roller w/Trailer	Preventive maintenance cost / yr.	1,000
6	(1) 25-0524 Case Back Hoe	Preventive maintenance cost / yr.	1,000
7	Miscellaneous Preventive and Corrective Maintenance	Incurred miscellaneous costs for year	1,000
8	2016 Roller w/Trailer	Preventive maintenance cost / yr.	500

Total Cost	\$ 7,950
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Restoration 3181-536</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
1	Office Supplies	Paper, pens, pencils, paper clips, etc.	100
2	Work Orders	Printing of paper work orders	100

Total Cost	\$	200
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Restoration 3181-536</u>
Line Item #	<u>5200</u>
Line Item Description	<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 Saw Blades	Replacement	\$600
4	First Aid Kit	Replenish or replace	\$35
5	Form boards	Form boards used in making sidewalk repairs thought out the city for restoring properties damaged by water breaks	\$1,000
6	Hand Soap		\$250
7	Miscellaneous Tools	Replacement of broken / lost tools throughout the year	\$500
8	Motorola radio batteries	(1 @\$90.00) (1) Radio - 20964 asset number	\$90
9	Paper Towels		\$300
10	Rain Suits (4 @ \$30.00)		\$120
11	Reflective safety vests (8 @ \$8.00)ea.		\$64
12	Safety Cones (50 @\$20)	Replacement	\$1,000
13	Safety Glasses (8 @\$8.00)	Replacement	\$64
14	Safety Gloves (20 @\$2.00)		\$400
15	Safety Shoes (4 @\$150.00)		\$600
16	Shovels (8 @\$20.00)	Replacement	\$160
17	Toilet Paper		\$150
18	Uniforms (4 @\$195.00)		\$780

Item	Description	Justification	Estimated Cost
19	<i>Utility Repairs, Restoration</i>	<i>Sod, Concrete and asphalt for restoration following utility repairs</i>	\$68,000
20	<i>Water Coolers</i>	<i>Replacement water coolers (2) @ \$40.00</i>	\$80
<i>City Administrator's Adjustment</i>			<i>(40,000)</i>
<i>ADDED BACK BY COUNCIL</i>			<i>40,000</i>

Total Cost	\$ 75,543
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Restoration 3181-536</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	CNG Fuel for truck #19-1283	350 gallons @ \$1.25	\$438
2	Diesel usage for #20-0787	1 yr. 800 gallons @ \$3.00	\$2,400
3	Gasoline usage for (#19-1066 & 19-1283)	1 yr. 2000 gallons @ \$2.50	\$5,000
		<i>City Administrator's Adjustment</i>	<i>(3,538)</i>

Total Cost	\$ 4,300
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Restoration 3181-536</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	MOT Training	(4 @ \$150) Maintaining of certifications	600

Total Cost	\$ 600
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650

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Utility Restoration 3181-536</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	<i>F-350 Diesel</i>	<i>Replace Unit 19-1066, 2005, due to high mileage and increasing PM costs</i>	35,000

Total Cost	\$ 35,000
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**CITY OF APOPKA
DESIGN ENGINEERING**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	491,143	542,299	542,299	579,920
1210 LONGEVITY PAY	1,735	2,395	2,259	2,076
1400 OVERTIME	-	800	20	800
1600 OTHER REIMBURSED ALLOWANCES	16	1,440	1,440	1,440
2100 F.I.C.A.	34,522	41,841	41,841	44,694
2200 RETIREMENT CONTRIBUTION	42,986	49,717	49,717	53,900
2300 LIFE AND HEALTH INSURANCE	53,550	80,705	80,705	86,532
2400 WORKERS COMPENSATION	4,800	4,143	4,143	2,509
TOTAL	628,752	723,340	722,424	771,871
SUPPLIES AND OTHER SERVICES:				
3400 OTHER CONTRACTUAL SERVICES	-	-	-	-
4100 COMMUNICATIONS	1,489	-	-	-
4200 FREIGHT & POSTAGE	197	550	200	550
4300 UTILITY SERVICES	5,806	5,500	5,000	5,500
4500 LIABILITY & CASUALTY INSURANCE	3,720	-	-	-
4600 REPAIR AND MAINTENANCE	4,178	5,045	3,000	5,870
4650 VEHICLE MAINTENANCE	794	1,600	3,500	2,500
5100 OFFICE SUPPLIES	2,955	3,000	2,000	2,500
5200 OPERATING SUPPLIES	5,996	2,200	1,500	2,200
5250 FUEL & GASOLINE	981	1,575	800	1,500
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	482	825	800	885
5500 TRAINING	1,372	1,800	1,500	1,800
TOTAL	27,970	22,095	18,300	23,305
CAPITAL OUTLAY:				
6300 IMPROV. OTHER THAN BUILDINGS	-	-	-	-
6400 EQUIPMENT	-	6,000	5,033	-
TOTAL	-	6,000	5,033	-
TOTAL COST	656,722	751,435	745,757	795,176

**CITY OF AOPKA
DESIGN ENGINEERING**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
SR. PROJECT COORDINATOR	1	1	1
PROJECT COORDINATOR	1	1	1
GIS ANALYST	1	1	1
GIS TECHNICIAN	0	1	1
CIVIL ENGINEER III	1	1	2
ENGINEERING TECH	1	1	1
SR ROADWAY & UTILITY DESIGN	1	1	0
CONSTRUCTION INSPECTOR	1	1	1
TOTAL	7	8	8

CAPITAL OUTLAY

6300 - Improvements:		
Total Improvements		\$ -
6400 - Equipment		
Total Equipment		\$ -
Total Capital Outlay		\$ -

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund Water & Wastewater Fund - 401
Department Engineering 3410-539
Line Item # 1400
Line Item Description Overtime

Item	Description	Justification	Estimated Cost
	Overtime	occasionally needed to meet deadlines properly	800

Total Cost	\$	800
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Engineering 3410-539</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

Item	Description	Justification	Estimated Cost
	<i>Postage</i>	<i>gen. correspondence, invoices, permits</i>	<i>550</i>

Total Cost	\$	550
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Engineering 3410-539</u>
Line Item #	<u>4300</u>
Line Item Description	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
	<i>Water, Sewer, Electric</i>	<i>Building use</i>	<i>5,500</i>

Total Cost	\$ 5,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Engineering 3410-539</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg. & Equip</u>

Item	Description	Justification	Estimated Cost
1	Annual maintenance for HP500 plotter	For use by DE Staff	600
2	Cadd System Support & Upgrade	For use by DE Staff 4 @ \$1000 and 1 @ \$175	4,175
3	Misc. Building Repair	For use by DE Staff	1,000
4	Sketch up Pro	Annual maintenance fee	95

Total Cost	\$ 5,870
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Engineering 3410-539</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
	Vehicle Maintenance	Preventive and Corrective Maintenance	2,500

Total Cost	\$ 2,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Engineering 3410-539</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
	Office Supplies	Paper, printer ink, ect	2,500

Total Cost	\$ 2,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Engineering 3410-539</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Operating Supplies	Cadd supplies	1,520
2	Operating Supplies	Radio batteries (2 @ \$90)	180
3	Operating Supplies	Safety Shoes (5 @ \$100)	500

Total Cost	\$ 2,200
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Engineering 3410-539</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
	<i>Fuel and Gasoline</i>	<i>Fuel for Vehicles (2 @ 300 gal @ \$2.50)</i>	<i>1,500</i>

Total Cost	\$ 1,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Engineering 3410-539</u>
Line Item #	<u>5400</u>
Line Item Description	<u>Books, Publications & Subscriptions</u>

Item	Description	Justification	Estimated Cost
1	<i>Engineering books & subscriptions</i>	<i>Engineering books & subscriptions</i>	150
2	<i>Engineering Memberships</i>	<i>AWWA meetings 2 @ \$30</i>	60
3	<i>Engineering Memberships</i>	<i>AWWA membership</i>	230
4	<i>Engineering Memberships</i>	<i>AWWA Standard Subscription</i>	280
5	<i>Engineering Memberships</i>	<i>FWPCOA membership (1 @ \$25/ea.)</i>	25
6	<i>Engineering Memberships</i>	<i>WEF membership (BE)</i>	140

Total Cost	\$	885
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water & Wastewater Fund - 401</u>
Department	<u>Engineering 3410-539</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Training	Engineer III	300
2	Training	Engineer Tech seminar (1 @ \$300)	300
3	Training	GIS Tech Seminar (1 @ 300)	300
4	Training	Project Coordinator Seminar (1 @ 300)	300
5	Training	Senior Project Coordinator Seminar (1 @ 300)	300
6	Training	Utility Designer Seminar 1 @ \$300	300

Total Cost	\$ 1,800
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**CITY OF APOPKA
PUBLIC UTILITIES
TRANSFERS**

LINE ITEM DETAIL

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
OPERATING COSTS:				
1200 BACKGROUND CHECKS	500	500		500
1210 AUDIT SERVICES	16,350	15,800		17,880
1600 IT CHARGES	63,000	64,000		64,000
2100 LIABILITY & CASUALTY INSURANCE	169,350	170,000		170,000
2200 FRANCHISE FEES - WATER*	340,000	510,300		501,000
2200 FRANCHISE FEES - SEWER*	220,000	338,766		360,000
<i>* Prior to 2016 4% collected. Increased to 6% to agree with Code</i>				
TOTAL	809,200	1,099,366	-	1,113,380
ADMINISTRATIVE SERVICES	2,312,023	2,530,156		2,637,751
PILOT	447,087	454,501		552,019
RETURN ON INVESTMENT/GOODWILL	1,000,000	1,000,000		1,000,000
	<u>3,759,110</u>	<u>3,984,657</u>		<u>4,189,770</u>
TRANSFER TO GENERAL FUND:	<u>4,568,310</u>	<u>5,084,023</u>	<u>5,084,023</u>	<u>5,303,150</u>

**CITY OF APOPKA
PUBLIC UTILITIES
TRANSFERS - WORKSHEET**

Calculation of Payment in Lieu of Taxes:

FY15 Values	
Land	7,924,275
Building	21,480,831
CIP	4,000,000 est.
Improvements	112,338,584
Total bookvalue of assets	145,743,690
Times millage (3.7876)	552,019

Calculation of Administrative Services:	Budget	Allocation %age	Amt of Budget Alloc to Utilities
mayor & Legal	777,345	37.3%	289,566.28
admin	567,509	37.3%	211,400.82
comm outreach	1,008,327		
PIO & web	304,834	25.0%	76,208.50
clerk	235,033	17.6%	41,348.39
HR	1,264,461	17.6%	222,451.49
IT	1,808,329	17.6%	318,131.93
Finance	701,996	37.3%	261,498.38
Police	20,073,555	1.0%	200,735.55
Fire (inspections)	11,493,072	1.0%	114,930.72
Comm Devel (permits)	2,277,522	17.6%	400,675.24
Recreation	2,701,951		-
Pub Serv (fleet/grounds)	2,846,676	17.6%	500,804.06
Debt Service & Transfers	3,537,327		
	49,293,103		2,637,751.37
%age of empl (76 of 432)	0.176		
%age of Budget \$\$\$\$	0.373		

Components of Transfer:

\$	2,637,751	Administrative Services	
	552,019	PILOT	
	1,000,000	Return on Investment & Govt Goodwill	
	500	Background checks	
	17,880	Audit services	48000
	64,000	IT charges (Specific Equip Costs)	
	170,000	Liability & Casualty Insurance	
	501,000	Franchise Fees - Water = 6% of sales	8350000
	360,000	Franchise Fees - Sewer = 6% of sales	6000000
\$	5,303,150	Amt of Transfer for FY17	

**CITY OF AOPKA
PUBLIC UTILITIES DEBT SERVICE**

		ACTUAL FY 2014-15	ADOPTED BUDGET FY 2015-16	PROPOSED BUDGET FY 2016-17	PERCENT CHANGE
PRINCIPAL					
401-3111-517.7101	2012 Utility Revenue Bond - Water Plant	\$ 19,140	\$ 19,800	\$ 20,328	2.67%
401-3121-517.7101	2012 Utility Revenue Bond - Wastewater Plant	51,693	53,475	54,901	2.67%
403-3113-517.7101	2012 Utility Revenue Bond - Water Impact	219,675	227,250	233,310	2.67%
403-3115-517.7101	2012 Utility Revenue Bond - Reuse Impact	89,175	92,250	9,471	-89.73%
403-3123-517.7101	2012 Utility Revenue Bond - Wastewater Impact	345,318	357,225	366,751	2.67%
INTEREST					
401-3111-517.7201	2012 Utility Revenue Bond - Water Plant	\$ 16,083	15,508	14,915	-3.82%
401-3121-517.7201	2012 Utility Revenue Bond - Wastewater Plant	43,436	41,885	40,281	-3.83%
403-3113-517.7201	2012 Utility Revenue Bond - Water Impact	184,588	177,997	171,180	-77.37%
403-3115-517.7201	2012 Utility Revenue Bond - Reuse Impact	74,932	72,256	69,489	136.91%
403-3123-517.7201	2012 Utility Revenue Bond - Wastewater Impact	290,162	279,802	269,086	-75.16%
OTHER					
401-3111-517.7301	2012 Utility Revenue Bond - Water Plant	\$ 1,427	\$ 1,436	\$ 1,442	0.42%
401-3121-517.7301	2012 Utility Revenue Bond - Wastewater Plant	3,854	3,877	3,895	0.46%
403-3113-517.7301	2012 Utility Revenue Bond - Water Impact	16,380	16,477	16,553	0.46%
403-3115-517.7301	2012 Utility Revenue Bond - Reuse Impact	6,649	6,689	6,720	0.46%
403-3123-517.7301	2012 Utility Revenue Bond - Wastewater Impact	25,748	25,900	26,021	0.47%
TOTAL BUDGET		\$ 1,388,260	\$ 1,391,827	\$ 1,304,343	-6.29%

**CITY OF APOPKA
SANITATION FUND**

**CITY OF APOPKA
SANITATION FUND**

SANITATION FUND BUDGET SUMMARY

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
NET POSITION, OCTOBER 1	1,338,315	1,900,497	1,900,497	1,780,227
ADD REVENUES:				
CHARGES FOR SERVICES:				
343-6110 COLLECTION FEES	3,978,065	3,800,000	4,050,000	4,200,000
343-6115 BULKY WASTE FEES	5,760	8,500	5,000	5,000
343-6120 LATE FEE CHARGES	166,108	160,000	141,000	145,000
343-6125 FRANCHISE FEES - SOLID WASTE	37,729	36,000	36,700	37,000
TOTAL	4,187,662	4,004,500	4,232,700	4,387,000
MISCELLANEOUS REVENUES:				
343-6130 INTEREST INCOME	4,415	4,100	4,300	4,300
343-6135 MISCELLANEOUS	12,710	11,500	5,500	6,000
343-6140 CARRYOVER APPROPRIATIONS	-	1,323,945	-	-
384-0000 OTHER FINANCING SOURCES	-	-	-	810,000
TOTAL	17,125	1,339,545	9,800	820,300
TOTAL REVENUES AVAILABLE	5,543,102	7,244,542	6,142,997	6,987,527
DEDUCT EXPENSES:				
PERSONNEL COSTS	1,339,678	1,323,489	1,323,489	1,315,378
SUPPLIES AND OTHER SERVICES	1,878,294	2,013,906	1,933,271	1,930,192
DEPRECIATION	413,625	-	-	-
CAPITAL OUTLAY	-	977,000	977,000	815,000
DEBT SERVICE	11,008	129,010	129,010	253,267
TRANSFERS	-	-	-	539,796
CONTINGENCY	-	-	-	353,668
TOTAL EXPENSES	3,642,605	4,443,405	4,362,770	5,207,300
NET POSITION, SEPTEMBER 30	<u>1,900,497</u>	<u>2,801,137</u>	<u>1,780,227</u>	<u>1,780,227</u>
FUND BALANCE TO EXPENDITURE PERCENTAGE	52%	63%	41%	34%

**CITY OF APOPKA
SANITATION FUND**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
PERSONNEL COSTS:				
1200 REGULAR SALARIES AND WAGES	676,211	745,577	745,577	775,779
1210 LONGEVITY PAY	4,421	4,998	4,998	4,023
1400 OVERTIME	136,589	157,056	157,056	136,800
1600 OTHER REIMBURSED ALLOWANCES	5	480	480	480
2100 F.I.C.A.	59,158	69,470	69,470	70,157
2200 RETIREMENT CONTRIBUTION	112,461	135,202	135,202	136,081
2300 LIFE AND HEALTH INSURANCE	137,760	181,585	181,585	171,848
2400 WORKERS COMPENSATION	28,200	29,121	29,121	20,209
2500 UNEMPLOYMENT COMPENSATION	5,869	-	-	-
2600 POSTEMPLOYMENT BENEFITS	179,004	-	-	-
TOTAL	1,339,678	1,323,489	1,323,489	1,315,378
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	41	20,000	-	-
3200 AUDIT SERVICES	3,628	-	-	-
3400 OTHER CONTRACTUAL SERVICES	1,131	840	840	865
4000 TRAVEL AND PER DIEM	228	-	-	-
4100 COMMUNICATIONS	1,104	-	-	640
4200 FREIGHT & POSTAGE	5,824	200	200	10,300
4300 UTILITY SERVICES	994,818	1,021,400	1,021,400	1,078,930
4400 RENTAL & LEASES	2,596	2,902	11,000	2,902
4500 LIABILITY & CASUALTY INSURANCE	18,000	-	-	-
4600 REPAIR AND MAINTENANCE	333	4,950	4,950	4,950
4650 VEHICLE MAINTENANCE	353,231	387,122	387,122	355,000
4700 PRINTING AND BINDING	19,717	2,000	2,000	37,500
4903 TEMPORARY LABOR	69,982	77,644	77,644	79,487
4960 BAD DEBT	21,587	-	-	-
5100 OFFICE SUPPLIES	951	1,000	1,000	800
5200 OPERATING SUPPLIES	181,885	202,940	202,940	214,381
5250 FUEL & GASOLINE	202,827	288,733	220,000	143,587
5400 BOOKS, PUBS, SUBS & MEMBERSHIPS	-	500	500	-
5500 TRAINING	411	3,675	3,675	850
TOTAL	1,878,294	2,013,906	1,933,271	1,930,192
CAPITAL OUTLAY:				
6400 EQUIPMENT	-	977,000	977,000	815,000
TOTAL	-	977,000	977,000	815,000
DEBT SERVICE:				
7101 PRINCIPAL	-	118,000	118,000	244,000
7202 INTEREST	11,008	11,010	11,010	9,267
TOTAL	11,008	129,010	129,010	253,267
TRANSFERS:				
9100 TRANSFER TO GENERAL FUND	849,660	900,640	900,640	539,796
TOTAL	849,660	900,640	900,640	539,796
CONTINGENCY:				
9300 CONTINGENCY	-	-	-	353,668
TOTAL	-	-	-	353,668
TOTAL COST	4,078,640	5,344,045	5,263,410	5,207,300

**CITY OF APOPKA
SANITATION FUND**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
SOLID WASTE OPERATIONS MANAGER	1	1	1
SOLID WASTE TECHNICIAN	1	1	1
SANITATION EQUIPMENT OPERATOR	14	15	15
SOLID WASTE WORKER I	1	0	0
SOLID WASTE SPECIALIST	1	1	1
TOTAL	18	18	18

CAPITAL OUTLAY

6200 - Buildings		
		\$ -
	Total Building	\$ -
6400 - Equipment		
	Automated Side Loaded Garbage Trucks (2)	\$ 700,000
	8 CY Satellite Garbage Truck	110,000
	Motorola Radio	5,000
	Total Equipment	\$ 815,000
Total Capital Outlay		\$ 815,000

CITY OF APOPKA
SUMMARY OF FY17 REQUESTED CAPITAL
SANITATION FUND

ALL CAPITAL REQUESTED:

DEPT	DISCRIPTION	COST	To Be Financed	Financed Amt
	<i>2 Automated side loader @350,000</i>	\$ 700,000	✓	\$ 700,000
	<i>1 used 8 cubic yard satellite garbage truck</i>	70,000	✓	70,000
	<i>Motorola radio for spare</i>	5,000		
	TOTAL	\$ 775,000		\$ 770,000
	Less:)			
TOTAL REQUESTED		\$ 775,000		
LESS: City Administrator Adjustments (strikethroughs)		-		
TOTAL TO BE FINANCED		770,000		
AMOUNT FUNDED WITH PAY-GO FUNDS		\$ 5,000		

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>1400</u>
Line Item Description	<u>Overtime</u>

Item	Description	Justification	Estimated Cost
1	10 employees x 52 Wednesdays x 10 hrs. x \$19.78	Recycling Routes, Bulky, carts	102,856
2	16 Employees x 9 holidays x 10 hr. x \$19.78	paid holidays worked	28,483
3	2 Employees x 52 x 10 x 19.78	FEL Nursery Run	20,571
4	Other OT 10 x 50 x 19.78	vacation/sick leave	9,890
		<i>City Administrator's Adjustment</i>	<i>(25,000)</i>

Total Cost	\$ 136,800
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
	Janitorial Service	Share of cost with 3141 & 3171	865

Total Cost	\$	865
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>4100</u>
Line Item Description	<u>Communications Services</u>

Item	Description	Justification	Estimated Cost
1	<i>City provided Stand by cell</i>	<i>for stand by/after hours</i>	640

Total Cost	\$	640
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>4200</u>
Line Item Description	<u>Freight & Postage</u>

Item	Description	Justification	Estimated Cost
1	<i>Freight on customer tags and decals</i>	<i>freight charges for customer tag and container decal replenishment</i>	250
2	<i>Misc. Postage</i>	<i>Notices/compliance letters to commercial customers and new franchise contractors</i>	50
3	<i>Recycle Magnets</i>	<i>Postage/Shipping (Postage Recycle for Magnets 2 yrs. in one mailing)</i>	10,000

Total Cost	\$ 10,300
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>4300</u>
Line Item Description	<u>Utility Services</u>

Item	Description	Justification	Estimated Cost
1	Commercial Landfill Charge - 10,000 tons x \$33.60 per ton	Orange County landfill disposal fee	336,000
2	Electric Charges	Sanitation office/warehouse electricity	2,400
3	Rejected recycling 700 tons x \$33.60	Recycling that is rejected by OC due to contamination	23,520
4	Residential Landfill Charge - 15,600 tons x \$33.60	Orange County landfill disposal fee	524,160
5	W/S Dept. Expense Allocation	Water Sewer charges for Sanitation div.	1,600
6	Yard waste/Bulky Waste landfill charge 8,500 tons x \$22.50	Waste Management disposal fee	191,250

Total Cost	\$ 1,078,930
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>4400</u>
Line Item Description	<u>Rentals and Leases</u>

Item	Description	Justification	Estimated Cost
1	<i>Compactor Rental at Errol Estates \$210/month</i>	<i>waste container for high volume waste site at Errol County Club</i>	2,520
2	<i>Errol Compactor Service call 6 x \$37/call</i>	<i>charge for repairs and maintenance</i>	222
3	<i>Errol Compactor Tangible Property Tax</i>	<i>Orange County Tax</i>	160

Total Cost	\$ 2,902
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>4600</u>
Line Item Description	<u>Repair and Maintenance - Bldg. & Equip</u>

Item	Description	Justification	Estimated Cost
1	<i>Building repairs and maintenance</i>		1,000
2	<i>Ice machine repair and maintenance</i>	<i>Ice maker for field crews</i>	400
3	<i>Pest Control</i>		300
4	<i>Repairs to dumpster enclosures</i>	<i>repairs to enclosures cause by sanitation trucks</i>	3,250

Total Cost	\$ 4,950
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>4650</u>
Line Item Description	<u>Vehicle Maintenance</u>

Item	Description	Justification	Estimated Cost
1	Body Repairs on 1144 & 1145	Trucks that will remain in fleet 3yrs	30,000
2	Equipment Repairs	equipment repairs for truck not under warranty	66,000
3	Fleet Inventory/supplies	charges for inventory items used in pm/repairs	69,000
4	Paint 1068	paint old spare commercial truck	5,000
5	Preventative Maintenance	Scheduled maintenance	85,000
6	Tires	Sanitation vehicle tire repair/replacements	100,000

Total Cost	\$ 355,000
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>4700</u>
Line Item Description	<u>Printing Services</u>

Item	Description	Justification	Estimated Cost
1	Recycle Magnets	Magnets for Recycle Carts (2 years in one with mailing) 2017/18	25,000
2	Recycling decals	Install informational decals on approximately half of the recycle containers that are already in service to reduce the contamination in the recycling stream in order to reduce the additional disposal cost.	12,500

Total Cost	\$ 37,500
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>4903</u>
Line Item Description	<u>Temporary Labor</u>

Item	Description	Justification	Estimated Cost
1	1 laborers x 2 routes x 40 hr. x 52 wks. x 16.56	Manual laborers for regular yard waste collection	68,890
2	1 worker x 1 route x 40 hrs. x 16.56 x 4 wks.	worker for additional garbage route during holiday season	2,649
3	1 worker x 1 route x 40 hrs. x 16.56 x 12 weeks	temporary labor when rear loader is used in place of automated during repair campaigns and during heavy yard waste season	7,948

Total Cost	\$ 79,487
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>5100</u>
Line Item Description	<u>Office Supplies</u>

Item	Description	Justification	Estimated Cost
	<i>Misc. Office Supplies</i>	<i>Printer toner/paper for printing route sheets and customer work orders and basic office supplies</i>	<i>800</i>

Total Cost	\$ 800
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>5200</u>
Line Item Description	<u>Operating Supplies</u>

Item	Description	Justification	Estimated Cost
1	Annual Fire Extinguisher Maintenance		500
2	Back Supports	safety equipment	300
3	Camera Supplies	recording pictures related to bulky charges	600
4	Customer tags 2500 x \$.25	information/noncompliance tags for commercial and residential customers	625
5	Decals	Dumpster Decals	1,500
6	Deodorizer	deodorizer to spray dumpsters	2,000
7	Epass Tolls	tolls when trucks have to go to Young Pines	300
8	First Aid Kits for trucks 12 x \$40	safety equipment	480
9	Garbage Carts 1900 of 95 gal x \$50.18 & 208 of 64 gal x \$45.14	Replacements for carts crushed by trucks and new resident deliveries - high number of cracked carts observed in the field	104,735
10	Gloves	safety equipment	500
11	Hand soap	safety equipment	400
12	Junk Tire Disposal	Disposal for illegally dumped tires disposal	100
13	Lids for Dumpsters 100 x \$20	replacement lids for dumpsters	2,000
14	Lids for garb/recycle carts 100 x \$10	replacement for damaged parts	1,000
15	Locks for dumpsters 20 x \$28	provided for a fee at customers request	560
16	Misc. Hand tools	hand tools for minor damage repairs/cart repairs/shovels and extension brooms for cleanouts	1,500
17	Misc. Mailbox/small property damage repairs	damaged caused to mailboxes by automated trucks while collecting	2,000
18	Motorola radio batteries 5 x \$95	replacement batteries for city radio equip	475

Item	Description	Justification	Estimated Cost
19	Oil dry 150 bags x \$7	oil absorbent to clean up oil spills	1,050
20	Oil Spill Kits for Trucks	emergency spill kits	900
21	Paint for dumpsters 25 gallons x \$25	refurbish dumpsters	625
22	Paper towels Wypall	to clean and dry truck windows and cabs	1,500
23	Pitchforks	collection supplies	600
24	Rain Suits 16 x \$40	safety equipment	640
25	Rakes/brooms for route trucks	collection supplies	500
26	Recycle Carts 312 x 54.18 & 468 x \$49.14 (added \$4 for lid imprint)	Replacements for carts crushed by trucks and new resident deliveries	39,800
27	Reflective Vests 18 x \$17		306
28	Replacement Dumpsters 8 y 20 x \$852 & 6 y 15 x \$728 & 4 y 10 x \$568 & 2 y 10 x \$437	replace worn out dumpsters	38,010
29	Replacement parts for garb recycling carts wheels 200 x \$7 & pins 400 x 0.25	replacement for damaged parts	1,500
30	Replacement yard-trash cans	replace lost or damaged customer owned containers	500
31	Safety Glasses	safety equipment	350
32	Safety Shoes 18 x \$150	safety equipment	2,700
33	Toilet Paper		100
34	Truck Inspection forms	DOT daily vehicle inspection forms	570
35	Truck Wash and cleaning supplies	equipment cleaning	1,200
37	Uniforms 2 x \$6.74 16 x \$3.75 x 52 wks.		3,820
38	Water coolers 9 x 15	safety equipment	135

Total Cost	\$ 214,381
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>5250</u>
Line Item Description	<u>Fuel and Gasoline</u>

Item	Description	Justification	Estimated Cost
1	ASL trucks CNG 29886 gal x \$1.25	Residential collection route trucks	37,358
2	ASL trucks Diesel 30754 gal x \$3	Residential collection route trucks	92,262
3	Box truck diesel 1660 g x \$3	commercial container delivery truck	4,980
4	Cart truck gas 1023 g x \$2.5	residential cart delivery truck	2,558
5	Claw trucks CNG 5739 g x \$1.25	bulky waste trucks	7,174
6	Claw trucks diesel 4566 g x \$3	bulky waste trucks	13,698
7	FEL trucks CNG 17554 g x \$1.25	commercial front load collection trucks	21,943
8	FEL trucks diesel 4369 g x \$3	commercial front load collection trucks	13,107
9	Pickups CNG 326 g x \$1.25	Ops Manager truck	408
10	Pickups Gas 608 g x \$2.5	Solid waste tech truck	1,520
11	REL trucks CNG 13518 g x \$1.25	Yard waste collection trucks	16,898
12	REL trucks diesel 2228 g x \$3	Yard waste collection trucks	6,684
		<i>City Administrator's Adjustment</i>	<i>(75,000)</i>

Total Cost	\$ 143,587
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>5500</u>
Line Item Description	<u>Training</u>

Item	Description	Justification	Estimated Cost
1	Smith Systems Training guides, 3 dvds and learning aids	Audio-visual aids and evaluation materials to support in-house training program	850

Total Cost	\$ 850
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Sanitation Fund - 402</u>
Department	<u>Sanitation 3210-534</u>
Line Item #	<u>6400</u>
Line Item Description	<u>Equipment & Machinery</u>

Item	Description	Justification	Estimated Cost
1	2 Automated side loader @350,000	replace 1142 & 1143 due to age and wear <i>to be financed</i>	700,000
2	1 used 8 cubic yard satellite garbage truck	Utilize in place of manual collection of 95 gallon carts at locations inaccessible to the large collection truck - in order to reduce workplace injury exposure. Could also be used for waste collection during special events	70,000
		COUNCIL ADDED ADDL COST TO BY NEW <i>to be financed</i>	40,000
3	Motorola radio for spare	for use when a radio fails	5,000

Total Cost	\$ 815,000
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**CITY OF APOPKA
PUBLIC UTILITIES
TRANSFERS - WORKSHEET**

Calculation of Administrative Services:	Budget	Allocation %age	Amt of Budget Alloc to Utilities
mayor & Legal	777,345	4.5%	34,670.77
admin	567,509	4.5%	25,311.75
comm outreach	1,008,327		
PIO & web	304,834	4.5%	13,717.53
clerk	235,033	4.5%	10,576.48
HR	1,264,461	4.5%	56,900.75
IT	1,808,329	4.5%	81,374.80
Finance	701,996	4.5%	31,310.10
Police	20,073,555	0.5%	100,367.78
Fire (inspections)	11,493,072	0.5%	57,465.36
Comm Devel (permits)	2,277,522		-
Recreation	2,701,951		-
Pub Serv (fleet/grounds)	2,846,676	4.5%	128,100.41
Debt Service & Transfers	3,537,327		
	<u>49,293,103</u>		<u>539,795.73</u>

%age of empl (18 of 400) 0.045
 %age of Budget (16,012,535+17,395,003/89,683,025) 0.045

Components of Transfer:

\$ 539,796 Administrative Services

\$ 539,796 Amt of Transfer for FY17

**CITY OF APOPKA
AIRPORT FUND**

**CITY OF APOPKA
AIRPORT FUND**

AIRPORT FUND BUDGET SUMMARY

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
NET POSITION, OCTOBER 1		(7,775)	(7,775)	24,925
ADD REVENUES:				
CHARGES FOR SERVICES:				
344-1000 AIRPORT FUEL SALES	507,464	534,950	348,000	350,000
361-1000 INTEREST EARNINGS	10	500	-	-
362-0006 AIRPORT RENTALS	23,075	30,900	32,000	36,930
TOTAL	<u>530,549</u>	<u>566,350</u>	<u>380,000</u>	<u>386,930</u>
TOTAL REVENUES AVAILABLE	530,549	558,575	372,225	411,855
DEDUCT EXPENSES:				
OPERATING EXPENSES	538,324	566,350	347,300	369,712
CONTINGENCY	-	-	-	17,218
TOTAL EXPENSES	<u>538,324</u>	<u>566,350</u>	<u>347,300</u>	<u>386,930</u>
NET POSITION, SEPTEMBER 30	<u>(7,775)</u>	<u>(7,775)</u>	<u>24,925</u>	<u>24,925</u>

**CITY OF APOPKA
AIRPORT FUND**

LINE ITEM DETAIL

	<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2017</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
SUPPLIES AND OTHER SERVICES:				
3100 PROFESSIONAL SERVICES	-	24,000	24,000	24,000
3400 OTHER CONTRACTUAL SERVICES	27,371	-	-	3,912
4100 COMMUNICATION SERVICES	455	520	420	420
4300 UTILITYSERVICES	5,736	5,850	5,400	5,400
4500 LIABILITY & CASUALTY INSURANCE	-	-	-	-
4600 REPAIR AND MAINTENANCE	16,684	13,500	15,000	13,500
4900 OTHER CHARGES	1,910	2,480	2,480	2,480
5251 FUEL & GASOLINE	486,150	520,000	300,000	320,000
TOTAL	538,306	566,350	347,300	369,712
CAPITAL OUTLAY:				
6300 IMPROV. OTHER THAN BUILDINGS	18	-	-	-
6400 EQUIPMENT	-	-	-	-
TOTAL	18	-	-	-
CONTINGENCY:				
#### CONTINGENCY	-	-	-	17,218
TOTAL	-	-	-	17,218
TOTAL COST	538,324	566,350	347,300	386,930

**CITY OF APOPKA
AIRPORT FUND**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Not Applicable	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	0	0	0

CAPITAL OUTLAY

6300 - Improvements:

	<hr/>	
Total Improvements		\$ -

6400 - Equipment

	<hr/>	
Total Equipment		\$ -

Total Capital Outlay		\$ -
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2015-16**

Fund	<u>Airport Fund - 410</u>
Department	<u>Airport 4200-542</u>
Line Item #	<u>3100</u>
Line Item Description	<u>Professional Services</u>

Item	Description	Justification	Estimated Cost
	<i>Randall A. Sommers</i>	<i>Contractual Services</i>	<i>24,000</i>

Total Cost	\$ 24,000
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**CITY OF AOPKA
 OPERATING BUDGET JUSTIFICATION FORM
 FISCAL YEAR 2015-16**

Fund	<u>Airport Fund - 410</u>
Department	<u>Airport 4200-542</u>
Line Item #	<u>3400</u>
Line Item Description	<u>Other Contractual Services</u>

Item	Description	Justification	Estimated Cost
	Merchant Service Fees	Convenience Fees for accepting Credit Card Payments	1,680
	Cleaning	Monthly Cleaning Service (\$186 * 12)	2,232

Total Cost	\$	3,912
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2015-16**

Fund Airport Fund - 410
Department Airport 4200-542
Line Item # 4100
Line Item Description Communication Services

Item	Description	Justification	Estimated Cost
	Airport Pay Phone	\$35 per month	420

Total Cost	\$	420
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2015-16**

Fund Airport Fund - 410
Department Airport 4200-542
Line Item # 4300
Line Item Description Utility Services

Item	Description	Justification	Estimated Cost
	<i>Duke Energy</i>	<i>Electrical Charges(approx \$450/month)</i>	<i>5,400</i>

Total Cost	\$ 5,400
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2015-16**

Fund Airport Fund - 410
Department Airport 4200-542
Line Item # 4600
Line Item Description Repair & Maintenance

Item	Description	Justification	Estimated Cost
	<i>Fuel Island at the Airport</i>	<i>Scheduled maintenance and repairs</i>	<i>5,000</i>
	<i>State Required License fee</i>	<i>Annual inspection of airport & main fuel island storage tanks</i>	<i>1,000</i>
		<i>General Maintenance of airport facility</i>	<i>7,500</i>

Total Cost	\$ 13,500
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2015-16**

Fund	<u>Airport Fund - 410</u>
Department	<u>Airport 4200-542</u>
Line Item #	<u>4900</u>
Line Item Description	<u>Other Charges</u>

Item	Description	Justification	Estimated Cost
	<i>Airport Assoc Dues</i>	<i>\$620 per quarter</i>	<i>2,480</i>

Total Cost	\$ 2,480
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2015-16**

Fund Airport Fund - 410
Department Airport 4200-542
Line Item # 5251
Line Item Description Fuel & Gasoline - Aviation Fuel

Item	Description	Justification	Estimated Cost
	<i>Jet A Fuel</i>		<i>50,000</i>
	<i>AVGAS Fuel</i>		<i>420,000</i>

Total Cost	\$ 470,000
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**CITY OF APOPKA
UTILITIES IMPACT FEES FUND**

**CITY OF APOPKA
UTILITIES IMPACT FEES FUND**

UTILITIES IMPACT FEES FUND BUDGET SUMMARY

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
NET POSITION, OCTOBER 1	10,762,620	745,661	745,661	3,518,146
ADD REVENUES:				
CHARGES FOR SERVICES:				
324-2101 IMPACT FEES - RESIDENTIAL - WATER	611,094	700,000	1,055,000	1,000,000
324-2102 IMPACT FEES - RESIDENTIAL SEWER	1,176,540	1,300,000	2,007,000	2,000,000
324-2103 IMPACT FEES - RESIDENTIAL - REUSE	767,623	650,000	689,000	690,000
324-2201 IMPACT FEES - COMMERCIAL - WATER	511,956	700,000	425,000	425,000
324-2202 IMPACT FEES - COMMERCIAL - SEWER	1,430,459	1,450,000	995,000	1,000,000
324-2203 IMPACT FEES - COMMERCIAL - REUSE	152,593	6,500	16,000	17,000
TOTAL	4,650,265	4,806,500	5,187,000	5,132,000
MISCELLANEOUS REVENUES:				
361-1000 INTEREST EARNINGS	25,778	40,000	5,000	5,000
362-0000 RENT - EQUIPMENT	15,024	-	-	-
369-9000 MISCELLANEOUS REVENUE	126,227	85,000	-	-
TOTAL	167,029	125,000	5,000	5,000
OTHER REVENUES:				
384-0000 OTHER FINANCING SOURCES	-	12,000,000	41,000	16,000,000
389-0009 CARRYOVER APPROPRIATIONS	-	463,503	-	-
389-3000 GRANTS AND DONATIONS - STATE	4,693,320	-	432,665	-
TOTAL	4,693,320	12,463,503	473,665	16,000,000
TOTAL REVENUES AVAILABLE	20,273,234	18,140,664	6,411,326	24,655,146
DEDUCT EXPENSES:				
OPERATING EXPENSES	2,908	-	-	-
CAPITAL OUTLAY	18,867,589	13,058,000	1,619,285	18,481,452
CONTINGENCY	-	3,063,108	-	1,399,701
DEBT SERVICE	657,076	1,273,895	1,273,895	1,255,847
TOTAL EXPENSES	19,527,573	17,395,003	2,893,180	21,137,000
NET POSITION, SEPTEMBER 30	\$ 745,661	\$ 745,661	\$ 3,518,146	\$ 3,518,146

**CITY OF APOPKA
UTILITIES IMPACT FEES FUND**

LINE ITEM DETAIL

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>ESTIMATE</u>	<u>2017</u> <u>REQUESTED</u>
<u>OPERATIONS</u>				
WATER OPERATIONS				
3113 ACCOUNTING AND AUDITING	\$ 2,908	\$ -	\$ -	\$ -
7101 WATER DEBT SERVICE	219,675	427,785	427,785	421,724
TOTAL	222,583	427,785	427,785	421,724
SEWER OPERATIONS				
3123 ACCOUNTING AND AUDITING				
7101 SEWER DEBT SERVICE	345,318	672,454	672,454	662,928
TOTAL	345,318	672,454	672,454	662,928
REUSE OPERATIONS				
3115 ACCOUNTING AND AUDITING				
7101 REUSE DEBT SERVICE	89,175	173,656	173,656	171,195
TOTAL	89,175	173,656	173,656	171,195
<u>TOTAL OPERATIONS</u>	657,076	1,273,895	1,273,895	1,255,847
<u>CAPITAL OUTLAY</u>				
WATER CAPITAL OUTLAY				
Miscellaneous Water Mains	3,477,203	100,000	-	100,000
Kelly Park Rd- Plym Sorrento Rd to Golden Gem	-	-	-	400,320
Plym Sorrento- Yothers to Ponkan Rd	-	-	-	390,456
TOTAL	3,477,203	100,000	-	890,776
SEWER CAPITAL OUTLAY				
Miscellaneous Sewer Mains	32,944	-	-	100,000
WWTP Expansion to 8 MGD	-	12,000,000	1,513,812	16,000,000
TOTAL	32,944	12,000,000	1,513,812	16,100,000
REUSE CAPITAL OUTLAY				
Miscellaneous Reuse Projects	15,357,442	958,000	105,473	-
Ponkan Rd RWM	-	-	-	100,000
Ocoee Apopka Rd (Keene to Binion)	-	-	-	308,000
Plym Sorrento- Yothers to Ponkan Rd	-	-	-	670,176
Ocoee Apopka Rd (Harmon to Alston)	-	-	-	412,500
TOTAL	15,357,442	958,000	105,473	1,490,676
<u>TOTAL CAPITAL OUTLAY</u>	18,867,589	13,058,000	1,619,285	18,481,452
<u>CONTINGENCY</u>				
Water	-	1,021,036	-	466,567
Sewer	-	1,021,036	-	466,567
Reuse	-	1,021,036	-	466,567
TOTAL COSTS	19,524,665	17,395,003	2,893,180	21,137,000

**CITY OF APOPKA
UTILITIES IMPACT FEES FUND**

STAFFING ANALYSIS

NUMBER OF FULL-TIME/PART-TIME PERSONNEL

<u>POSITION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
NONE	0	0	0
TOTAL	0	0	0

CAPITAL OUTLAY

6300 - Water Improvements:		
<i>Miscellaneous Water Mains</i>		\$ 100,000
<i>Gem Rd</i>		400,320
<i>Plymouth Sorrento Road - Yothers Rd to Ponkan Rd</i>		390,456
		<u>\$ 890,776</u>
6300 - Sewer Improvements:		
<i>Miscellaneous Sewer mains</i>		\$ 100,000
<i>WWTP expansion to 8 MGD</i>		16,000,000
		<u>\$ 16,100,000</u>
6300 - Reuse Improvements:		
<i>Miscellaneous Reclaimed water lines</i>		\$ 100,000
<i>Ocoee Apopka Road - Keene Rd to Binion Rd</i>		308,000
<i>Plymouth Sorrento Road - Yothers Rd to Ponkan Rd</i>		670,176
<i>Ocoee Apopka Road - Harmon Rd to Alston Bay</i>		412,500
		<u>\$ 1,490,676</u>
Total Capital Outlay		\$ 18,481,452

**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water WW & Reuse Impact Fees - 403</u>
Department	<u>Water Impact Fees 3113-533</u>
Line Item #	<u>6300</u>
Line Item Description	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	Miscellaneous Water Mains	To serve new growth	100,000
2	Kelly Park Road - Plymouth Sorrento Road to Golden Gem Rd	To serve new growth, from CIP	400,320
3	Plymouth Sorrento Road - Yothers Rd to Ponkan Rd	To serve new growth, from CIP	390,456

Total Cost	\$ 890,776
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**CITY OF AOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water WW & Reuse Impact Fees - 403</u>
Department	<u>Water Impact Fees 3123-533</u>
Line Item #	<u>6300</u>
Line Item Description	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	Miscellaneous Sewer mains	To serve new growth	100,000
2	WWTP expansion to 8 MGD	Required to comply with consent agreement issued by FDEP	16,000,000

Total Cost	\$ 16,100,000
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**CITY OF APOPKA
OPERATING BUDGET JUSTIFICATION FORM
FISCAL YEAR 2016-17**

Fund	<u>Water WW & Reuse Impact Fees - 403</u>
Department	<u>Water Impact Fees 3115-533</u>
Line Item #	<u>6300</u>
Line Item Description	<u>Infrastructure</u>

Item	Description	Justification	Estimated Cost
1	Miscellaneous Reclaimed water lines	To serve new growth	100,000
2	Ocoee Apopka Road - Keene Rd to Binion Rd	Expansion as per the Master Plan	308,000
3	Plymouth Sorrento Road - Yothers Rd to Ponkan Rd	Expansion as per the Master Plan	670,176
4	Ocoee Apopka Road - Harmon Rd to Alston Bay	Expansion as per the Master Plan	412,500

Total Cost	\$ 1,490,676
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CAPITAL IMPROVEMENT PROGRAM

CITY OF AOPKA CAPITAL IMPROVEMENT PLAN

001/GENERAL FUND - 1 OF 3

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	TOTAL
Fire - SCBA Bottle Replacement	25,000	70,000	150,000	60,000		\$305,000
Fire - Brush Truck Station 5/6		55,000				\$55,000
Fire - Bunker Gear		33,000				\$33,000
Fire - TNT Tools Engine 5/6		25,000				\$25,000
Fire - Thermal Imaging Cameras		15,000				\$15,000
Fire - Station 6	1,500,000					\$1,500,000
Fire - Engine Station 6	660,000					\$660,000
Fire - Tower Truck			1,200,000			\$1,200,000
Fire - Heavy Rescue				750,000		\$750,000
Police - Public Safety Complex		250,000	18,850,000	2,500,000		\$21,600,000
Police - Vehicle Replacment	810,000	810,000	810,000	899,000	899,000	\$4,228,000
Police - Driving Course	500,000					\$500,000
Police - Communications Equipment				1,500,000		\$1,500,000
Police - Laptop	30,000	30,000	30,000	35,000	35,000	\$160,000
Police - ISSI	2,000,000					\$2,000,000
Police - 2nd Tower Site		3,400,000				\$3,400,000
Police - Investigative Equipment	30,000	30,000	30,000	35,000	35,000	\$160,000
TOTAL GENERAL FUND	\$5,555,000	\$4,718,000	\$21,070,000	\$5,779,000	\$969,000	\$38,091,000

PROJECT COSTS:

Land						
Buildings	750,000	250,000	18,850,000	2,500,000		\$22,350,000
Improvements other than buildings	500,000	3,400,000				3,900,000
Equipment and machinery	4,305,000	1,068,000	2,220,000	3,279,000	969,000	11,841,000
TOTAL COSTS:	\$5,555,000	\$4,718,000	\$21,070,000	\$5,779,000	\$969,000	\$38,091,000

SOURCE OF FUNDS:

001 General Funds	5,555,000	4,718,000	21,070,000	5,779,000	969,000	\$38,091,000
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:	\$5,555,000	\$4,718,000	\$21,070,000	\$5,779,000	\$969,000	\$38,091,000

CITY OF AOPKA CAPITAL IMPROVEMENT PLAN

001/GENERAL FUND - 2 OF 3

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	TOTAL
Recreation- NW concession, bathrooms, sidewalks	300,000					\$300,000
Cemetery- F150 CNG Truck Replace #19-0970 (2004)		35,000				\$35,000
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 - 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	\$40,000	\$0	\$0	\$550,000
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PROJECT COSTS:						
Land						
Buildings	300,000					\$300,000
Improvements other than buildings						
Equipment and machinery	105,000	105,000	40,000			\$250,000

TOTAL COSTS:	\$405,000	\$105,000	\$40,000	\$0	\$0	\$550,000
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SOURCE OF FUNDS:						
001 General Funds	405,000	105,000	40,000	0	0	\$550,000
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	\$40,000	\$0	\$0	\$550,000
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CITY OF AOPKA CAPITAL IMPROVEMENT PLAN

001/GENERAL FUND - 3 OF 3

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	TOTAL
IT - Storage Expansion		28,000				\$28,000
IT - Servers	40,000		40,000			80,000
IT - Switch Replacement	30,000		30,000			60,000
IT - Phone System			50,000			50,000
IT - vSphere	40,000		40,000			80,000
IT - Software	75,000	100,000	100,000			275,000
IT - Vehicle	10,000					10,000
IT - Council Audio/Video Equipment				40,000		40,000
IT - Backup Expansion	40,000		40,000			80,000
IT - Desktop Replacment	10,000					10,000
IT - Printers		25,000		25,000		50,000
IT - Scanners	20,000	10,000	20,000	10,000		60,000
IT - Management Software		10,000				10,000
IT - Firewall/ Router	15,000					15,000
IT - Data Center	125,000	125,000	125,000			375,000
IT - ArcGIS Updates						

TOTAL GENERAL FUND	\$405,000	\$298,000	\$445,000	\$75,000	\$0	\$1,223,000
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PROJECT COSTS:						
Land						
Buildings						\$0
Improvements other than buildings						
Equipment and machinery	405,000	298,000	445,000	75,000	0	\$1,223,000

TOTAL COSTS:	\$405,000	\$298,000	\$445,000	\$75,000	\$0	\$1,223,000
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SOURCE OF FUNDS:						
001 General Funds	405,000	298,000	445,000	75,000	0	1,223,000
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	\$298,000	\$445,000	\$75,000	\$0	\$1,223,000
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CITY OF AOPKA CAPITAL IMPROVEMENT PLAN

001/GENERAL FUND - 4 OF 4

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	TOTAL
Community Development - Gateway Sign Design	100,000					\$100,000
Community Development - Permitting & Construction		25,000	130,000	130,000	130,000	415,000
Public Services Fleet - Additional Building	240,000					240,000
Public Services Fleet - Standby Generator		70,000				70,000
Public Services Fleet - HDML-8-6 Large Vehicle Lift	56,904					56,904
Public Services Fleet - Service Truck Chasis		38,500				38,500

TOTAL GENERAL FUND	\$396,904	\$133,500	\$130,000	\$130,000	\$130,000	\$920,404
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PROJECT COSTS:

Land						
Buildings	240,000					\$240,000
Improvements other than buildings	100,000	25,000	130,000	130,000	130,000	\$515,000
Equipment and machinery	56,904	108,500				\$165,404

TOTAL COSTS:	\$396,904	\$133,500	\$130,000	\$130,000	\$130,000	\$920,404
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SOURCE OF FUNDS:

001 General Funds	396,904	133,500	130,000	130,000	130,000	920,404
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	\$0

TOTAL FUNDING:	\$396,904	\$133,500	\$130,000	\$130,000	\$130,000	\$920,404
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CITY OF AOPKA CAPITAL IMPROVEMENT PLAN

101/STREET IMPROVEMENT FUND

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	TOTAL
Brick Streets, Repair and Restoration	500,000					\$500,000
Equipment (3412 Streets-6400)	60,000	60,000	50,000	50,000	50,000	270,000
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
F-150 CNG Truck (3412 Streets) Replace #19-0520 1998	35,000					35,000
F-350 Truck (3412 Streets) Replace #20-0728 2000	35,000					35,000
Van E-350 Ford (3414 Inmate) Replace #39-1045 2005	30,000					30,000

TOTAL STREET IMPROVEMENT FUND	\$1,310,000	\$710,000	\$700,000	\$700,000	\$700,000	\$4,120,000
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PROJECT COSTS:

Land						
Buildings						\$0
Improvements other than buildings	1,150,000	650,000	650,000	650,000	650,000	3,750,000
Equipment and machinery	160,000	60,000	50,000	50,000	50,000	370,000

TOTAL COSTS:	\$1,310,000	\$710,000	\$700,000	\$700,000	\$700,000	\$4,120,000
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SOURCE OF FUNDS:

001 General Funds						
101 Street Improvement Funds	1,310,000	710,000	700,000	700,000	700,000	\$4,120,000
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:	\$1,310,000	\$710,000	\$700,000	\$700,000	\$700,000	712,000
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CITY OF AOPKA CAPITAL IMPROVEMENT PLAN

102/TRAFFIC IMPACT FUND

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	TOTAL
Maine Ave, Martin St to Old Dixie Hwy (2 lanes)		1,000,000				\$1,000,000
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
Old Dixie, Hawthorne Ave to Schopke Lester Rd, (turn lane, curb, gutter)						\$0
Rogers Rd, Lester Rd to Ponkan Rd		1,400,000				\$1,400,000
Sheeler Ave/Cleveland St Intersection Improvement (turn lanes/Traffic Light)	500,000					\$500,000
6th Street Reconstruction and downtown related street i	500,000	1,000,000				\$1,500,000
Impact Fee Update	100,000					\$100,000
Peterson Rd (end of pavement to Hermit Smith Rd)		750,000				\$750,000
Marden Rd (Keene Rd to CR 437A) 2 lanes	500,000					\$500,000
Master Plan Update	100,000					\$100,000
Piedmont Wekiva Rd/Greenacres Rd Traffic Light						\$0
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
TOTAL TRAFFIC IMPACT FUND	\$1,900,000	\$4,350,000	\$1,800,000	\$200,000	\$200,000	\$8,450,000

PROJECT COSTS:

Land						\$0
Buildings						
Improvements other than buildings	1,900,000	4,350,000	1,800,000	200,000	200,000	\$8,450,000
Equipment and machinery						
TOTAL COSTS:	\$1,900,000	\$4,350,000	\$1,800,000	\$200,000	\$200,000	\$8,450,000

SOURCE OF FUNDS:

001 General Funds						\$0
101 Street Improvement Funds						
102 Transportation Impact Fees	1,900,000	4,350,000	1,800,000	200,000	200,000	\$8,450,000
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:	\$1,900,000	\$4,350,000	\$1,800,000	\$200,000	\$200,000	\$8,450,000

CITY OF AOPKA CAPITAL IMPROVEMENT PLAN

104/RECREATION IMPACT FUND

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	TOTAL
Skate Park	300,000					\$300,000
Parking Lots - Little League Fields	510,000					\$510,000
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

TOTAL STORMWATER FUND

FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	TOTAL
\$900,000	\$2,467,000	\$955,000	\$0	\$1,165,000	\$5,487,000

PROJECT COSTS:

Land						
Buildings						
Improvements other than buildings						\$0
Equipment and machinery						

TOTAL COSTS:

FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	TOTAL
\$0	\$0	\$0	\$0	\$0	\$0

SOURCE OF FUNDS:

001 General Funds						
101 Street Improvement Funds						
102 Transportation Impact Fees						
104 Recreation Impact Fees	900,000	2,467,000	955,000	0	1,165,000	\$5,487,000
120 Stormwater Fees						
401 Water/Sewer/Reclaim Operations						
402 Sanitation						
403 Water/Sewer/Reclaim Impact Fees						
403 Grant Funding						
Amount Unfunded						\$0

TOTAL FUNDING:

FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	TOTAL
\$900,000	\$2,467,000	\$955,000	\$0	\$1,165,000	\$5,487,000

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**CITY OF AOPKA
CAPITAL IMPROVEMENT PLAN**

120/STORMWATER FUND

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY21/22	TOTAL
Drainage Upgrading - City Wide (6308)	350,000	350,000	350,000	350,000	350,000	\$1,750,000

TOTAL STORMWATER FUND	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000
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PROJECT COSTS:						
Land						
Buildings						
Improvements other than buildings	350,000	350,000	350,000	350,000	350,000	\$1,750,000
Equipment and machinery						
TOTAL COSTS:	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000

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	\$1,750,000
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:	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000

CITY OF AOPKA CAPITAL IMPROVEMENT PLAN

401/UTILITY OPERATING FUND

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY21/22	TOTAL
Sterling Dump Truck (3141 WM) Replace # 20-0714 2001	60,000					\$60,000
Backhoe Case 580L (3171 SM) Replace # 25-0631 1998	60,000					\$60,000
F-350 CNG Truck (3141 WM) Replace # 19-1041 2005	45,000					\$45,000
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

TOTAL UTILITY OPERATING FUND

\$235,000	\$35,000	\$0	\$0	\$0	\$270,000
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PROJECT COSTS:

Land						
Buildings						
Improvements other than buildings	0	0	0	0	0	\$0
Equipment and machinery	235,000	35,000	0	0		270,000

TOTAL COSTS:

\$235,000	\$35,000	\$0	\$0	\$0	\$270,000
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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	235,000	35,000	0	0		\$270,000
402 Sanitation						
403 Water/Sewer/Reclaim Impact Fees						
403 Grant Funding						
Amount Unfunded	0	0	0	0		\$0

TOTAL FUNDING:

\$235,000	\$35,000	\$0	\$0	\$0	\$270,000
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CITY OF AOPKA CAPITAL IMPROVEMENT PLAN

401/RECLAIM/SEWER IMPACT FUND

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY21/22	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
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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
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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
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CITY OF AOPKA CAPITAL IMPROVEMENT PLAN

401/WATER IMPACT FEE FUND

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY21/22	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

\$100,000	\$100,000	\$100,000	\$255,000	\$100,000	\$655,000
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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:

\$100,000	\$100,000	\$100,000	\$255,000	\$100,000	\$655,000
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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:

\$100,000	\$100,000	\$100,000	\$255,000	\$100,000	\$655,000
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CITY OF AOPKA CAPITAL IMPROVEMENT PLAN

402/SANITATION

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY21/22	TOTAL
Claw Truck (replace # 20-1019 2004), CNG				310,000		\$310,000
Claw Truck (replace # 786 2002)		300,000				\$300,000
Front end loader, CNG (replace unit 22-920, 2003)	380,000					\$380,000
Front end loader CNG (replace unit 1068, 2006)		330,000				\$330,000
Rear loader (replace unit 1069, 2006)		310,000				\$310,000
Side loader (replace all 2007). 6 units	700,000	700,000				\$1,400,000
New side loader, CNG		330,000				\$330,000
Front end loader, to replace unit 1489, 2012					330,000	\$330,000

TOTAL SANITATION

\$1,080,000	\$1,970,000	\$0	\$310,000	\$330,000	\$3,690,000
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PROJECT COSTS:

Land						
Buildings						
Improvements other than buildings						
Equipment and machinery	1,080,000	1,970,000	0	310,000	330,000	\$3,690,000

TOTAL COSTS:

\$1,080,000	\$1,970,000	\$0	\$310,000	\$330,000	\$3,690,000
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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	1,080,000	1,970,000	0	310,000	330,000	\$3,690,000
403 Water/Sewer/Reclaim Impact Fees						
403 Grant Funding						
Amount Unfunded	0	0	0	0	0	\$0

TOTAL FUNDING:

\$1,080,000	\$1,970,000	\$0	\$310,000	\$330,000	\$0
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CITY OF AOPKA CAPITAL IMPROVEMENT PLAN

403/RECLAIM IMPACT FUND

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY21/22	TOTAL
Binion Rd RWM, IFAS to Ocoee Apopka Rd, 5,329 LF, 16"			511,584			\$511,584
Golden Gem Reuse Station HSP				6,500,000		\$6,500,000
Kelly Park Rd RWM II, Jason Dwelley Pkwy to Rock Springs Rd 16", 8,801 LF (2)		705,000				\$705,000
Kelly Park Rd RWM, Golden Gem Rd to Round Lake Rd 24" (2)	371,400					\$371,400
Miscellaneous RWM (5)	100,000	100,000	100,000	100,000	100,000	\$500,000
Northwest Reclaim Water Pump Station, 2 @ \$350,000	700,000					\$700,000
Plymouth Sorrento Rd RWM, Ponkan Rd to Kelly Park Rd 2,745 LF, 20" (2)	645,960					\$645,960

TOTAL RECLAIM IMPACT FUND

\$1,817,360	\$805,000	\$611,584	\$6,600,000	\$100,000	\$9,933,944
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PROJECT COSTS:

Land						
Buildings						
Improvements other than buildings	1,817,360	805,000	611,584	6,600,000	100,000	\$9,933,944
Equipment and machinery						

TOTAL COSTS:

1,817,360	805,000	611,584	6,600,000	100,000	\$9,933,944
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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	100,000	\$9,933,944
403 Grant Funding						
Amount Unfunded (financing needed)	0	0	0	0	0	\$0

TOTAL FUNDING:

1,817,360	805,000	611,584	6,600,000	100,000	\$9,933,944
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CITY OF AOPKA CAPITAL IMPROVEMENT PLAN

403/SEWER IMPACT FUND

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY21/22	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 (2)	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 Rd FM, Ponkan Rd to Yothers Rd, 5,273 LF 12"			316,380			\$316,380
US 441 FM, Boy Scout Blvd to Plymouth 6,755 LF 16"	540,400					\$540,400
WWTP Expansion to 8 MGD (3)	9,000,000					\$9,000,000
Junction Rd FM, Sadler Rd to Kelly Park Rd, 2,627 LF 10"					131,350	\$131,350
Marden Rd FM, Keene Rd to 437A, 22,421 LF 24", 422 LF 30"					3,228,627	\$3,228,627

TOTAL SEWER IMPACT FUND

\$9,640,400	\$856,040	\$1,668,820	\$1,820,320	\$4,059,977	\$18,045,557
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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:

9,640,400	856,040	1,668,820	1,820,320	4,059,977	\$18,045,557
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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:

9,640,400	856,040	1,668,820	1,820,320	4,059,977	\$18,045,557
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CITY OF APOPKA 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		\$4,500,000
Haas Rd WM, Mt Plymouth Rd to Round Lake Rd, 22,708 LF 12" (1)			1,634,976			\$1,634,976
Plymouth Sorrento Rd WM, Ponkan Rd to Kelly Park Rd, 10,720 LF 16" (1)		1,030,000				\$1,030,000
Grossenbacher WTP, replace well			910,000			\$910,000
Mt. Plymouth Water Plant (Well #4) modifications and improvements	900,000					\$900,000
Plymouth Regional Water Plant, modifications and improvements Wells #1 & 2	900,000					\$900,000
NW WTP (1 MG Storage Tank) (1)		850,000				\$850,000
Sheeler Oaks WTP 65T .75 MG (1)	750,000					\$750,000
Ponkan Rd, Ponkan Pines to Golden Gem, 8,271 LF 12"	595,572					\$595,572
Miscellaneous Water Mains (2)	100,000	100,000	100,000	100,000	100,000	\$500,000
Kelly Park Rd WM, Golden Gem Rd to Round Lake Rd, 4,035 LF 16" (1)	387,360					\$387,360
US 441 WM, Roger Williams Rd to Sheeler Rd (1)		240,000				\$240,000

TOTAL WATER IMPACT FUND

\$3,632,932	\$2,220,000	\$2,644,976	\$100,000	\$100,000	\$8,697,908
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PROJECT COSTS:

Land						
Buildings						
Improvements other than buildings	3,632,932	2,220,000	2,644,976	100,000	100,000	\$8,697,908
Equipment and machinery						

TOTAL COSTS:

3,632,932	2,220,000	2,644,976	100,000	100,000	\$8,697,908
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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	100,000	\$8,697,908
403 Grant Funding						
Amount Unfunded (financing needed)	0	0	0	0	0	\$0

TOTAL FUNDING:

3,632,932	2,220,000	2,644,976	100,000	100,000	722,908
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PAY AND CLASSIFICATION PLAN

**CITY OF AOPKA
PAY CLASSIFICATIONS**

CLASSIFICATION TITLE - GENERAL	GRADE	MIN	MID	MAX
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
Records Clerk	104	\$ 25,309	\$ 32,463	\$ 39,616
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
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
Human Resources Specialist I	111	\$ 35,612	\$ 45,679	\$ 55,745
Plant Mechanic	111	\$ 35,612	\$ 45,679	\$ 55,745

**CITY OF AOPKA
PAY CLASSIFICATIONS**

CLASSIFICATION TITLE - GENERAL	GRADE	MIN	MID	MAX
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
Waste Water Plant Operator "A"	114	\$ 41,227	\$ 52,880	\$ 64,532
Water Plant Operator "A"	114	\$ 41,227	\$ 52,880	\$ 64,532

**CITY OF AOPKA
PAY CLASSIFICATIONS**

CLASSIFICATION TITLE - GENERAL	GRADE	MIN	MID	MAX
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
Accountant III	120	\$ 55,246	\$ 70,862	\$ 86,477
Communication Manager	120	\$ 55,246	\$ 70,862	\$ 86,477

**CITY OF AOPKA
PAY CLASSIFICATIONS**

CLASSIFICATION TITLE - GENERAL	GRADE	MIN	MID	MAX
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
Director of Communications	122	\$ 60,907	\$ 78,389	\$ 95,870
Financial Applications Manager	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 Commander	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
Chief of Operations	21	\$ 81,447	\$ 101,809	\$ 122,170
Deputy Fire Chief	21	\$ 81,447	\$ 101,809	\$ 122,170
Deputy Police Chief	21	\$ 81,447	\$ 101,809	\$ 122,170
Police Major	21	\$ 81,447	\$ 101,809	\$ 122,170